

THE PUTNAM COUNTY LEGISLATURE

40 Gleneida Avenue
Carmel, New York 10512
(845) 808-1020 Fax (845) 808-1933

Amy E. Sayegh *Chairwoman*
Greg E. Ellner *Deputy Chair*
Diane Schonfeld *Clerk*



Nancy Montgomery	Dist. 1
William Gouldman	Dist. 2
Toni E. Addonizio	Dist. 3
Laura E. Russo	Dist. 4
Greg E. Ellner	Dist. 5
Paul E. Jonke	Dist. 6
Daniel G. Birmingham	Dist. 7
Amy E. Sayegh	Dist. 8
Erin L. Crowley	Dist. 9

AGENDA
RULES, ENACTMENTS & INTERGOVERNMENTAL RELATIONS COMMITTEE
TO BE HELD IN ROOM #318
PUTNAM COUNTY OFFICE BUILDING
CARMEL, NEW YORK 10512

Members: Chairman Birmingham and Legislators Ellner & Gouldman

Wednesday February 19, 2025 7:00 P.M.

- 1. Pledge of Allegiance**
- 2. Roll Call**
- 3. Chairman's Verbal Report**
- 4. Acceptance of Minutes – October 8, 2024 Special Rules Meeting**
- 5. Discussion/ CAREERS Support Solutions Funding/ Executive Director Cornish-Lauria**
- 6. Discussion/ Putnam Arts Council Funding/ Executive Director Joyce Picone**
- 7. Approval/ Budgetary Amendment 24A135/ County Attorney/ Legal Services (Tabled from 1/27/25 Audit)**
- 8. Approval/ Budgetary Amendment 25A006/ Veterans Service Agency/ Veterans Peer to Peer Program**
- 9. Discussion/ Approval/ Rule #31 Legislative Manual**
- 10. Discussion/ Approval/ Rule #32 Legislative Manual**
- 11. Discussion/ Approval/ Rule #33 Legislative Manual**

12. General Discussion of Legislative Manual

13. FYI/ Litigation Report

14. Other Business

15. Adjournment

#4

**SPECIAL RULES, ENACTMENTS & INTERGOVERNMENTAL RELATIONS COMMITTEE
HELD IN ROOM #318
PUTNAM COUNTY OFFICE BUILDING
CARMEL, NEW YORK 10512**

Members: Chairwoman Addonizio and Legislators Ellner & Nacerino

Tuesday

6:00pm

October 8, 2024

The meeting was called to order at 6:03pm by Chairwoman Addonizio who requested Legislator Nacerino lead in the Pledge of Allegiance. Upon roll call Legislators Ellner and Nacerino and Chairwoman Addonizio were present.

Item #3 – Approval/ Local Law Strengthening the Term Limit Provisions for the Office of Putnam County Legislator

Chairwoman Addonizio stated Local Law #8 of 2013 enacted by the Legislature set forth term limits for the office of County Legislator, which currently may be amended by a 2/3 vote of all members of the County Legislature. She stated the system of governmental term limits engenders transparency in government, promotes the accountability of public officials, increases public trust, and provides the opportunity for new voices and ideas to be heard. She stated to in order to engender transparency in government, promote accountability, and increase public trust, this County Legislature is desirous of requiring a unanimous vote of the County Legislature to amend, modify, or repeal term limits for the office of County Legislator.

Legislator Nacerino stated this resolution has been modified since it was first presented and she believes this is a good structure for the coming years.

Legislator Montgomery requested a member of the Committee table this item until 2025. She stated this is a self-serving piece of legislation and she is confused why this is being proposed and pushed through at the end of the year. She stated there are many people in attendance for the budget meetings this evening. She stated this is complex and takes a lot of time to dive into. She stated she has many questions that she is sure cannot be answered this evening.

Legislator Nacerino stated her support for this local law and believes there is no reason to delay it. She stated the language is clear and concise. She reviewed the staggered terms of the nine (9) legislator positions. She stated New York State Governor Hochul put forward initiatives that would require elections to be held on even years, which precipitated this consideration. She stated the three (3) year terms of the County Legislators will remain and there is a maximum of 12 years of service.

Legislator Crowley stated this afternoon a judge ruled that the even year election initiative put forward violates the New York State constitution. She stated the ruling stated that it conflicted with county charters. She stated requiring a unanimous vote to

change term limit provisions within the County will prohibit future Legislatures from doing their jobs. She does not believe this is lawful.

Legislator Nacerino stated she fundamentally disagrees. She stated the three (3) year terms are remaining with a maximum of 12 years.

Legislator Jonke stated the key to this legislation is the term limit provision. He stated as it currently stands, it would only take six (6) votes to overturn term limits. He stated every group he has spoken with unanimously supports term limits. He stated strengthening this legislation is in the best interest of the public. He stated his support for this local law.

Legislator Ellner thanked Legislator Crowley for providing that information. He stated this local law is simply ensuring that term limits will remain. He stated a vote of 2/3 of the Legislature is not enough to ensure that there will always be term limits. He stated he is a strong proponent of term limits and he is in favor of this.

Chairwoman Addonizio agreed and stated she has also spoken to many people about this. She stated she believes a problem on the Federal level is the lack of term limits.

Legislator Castellano agreed with Chairwoman Addonizio. He stated he voted for the term limit legislation in 2013. He questioned Section 2D where it states "In no instance may a Legislator serve more than four terms or 12 years, whichever is less." He stated if a legislator is appointed mid-term and therefore serves a partial term from that point forward, he believes that partial term should not count toward the 12 year maximum. He requested this wording be amended.

Legislator Nacerino agreed with Legislator Castellano. She stated she agrees with term limits wholeheartedly. She stated in the past there were legislators serving for 20 years. She stated when an individual serves too long it is possible to become complacent and comfortable. She stated it is good to have new people in these positions and new people throughout the community seeking public office. She stated we do not want career politicians in Putnam County and she believes the community feels the same way.

Legislator Crowley stated she is in agreement with term limits and wholeheartedly agrees with the 12 year maximum for legislators. She stated in order to pass this proposed local law a supermajority vote should be required.

Legislator Castellano stated a supermajority vote is required for a local law; 2/3 of the Legislature is a supermajority.

Legislator Gouldman stated perhaps this should need to be passed by a unanimous vote because that is what it would be requiring.

Legislator Crowley stated she would be in favor of that. She stated requiring a unanimous vote is a stringent requirement and questioned if it is lawful to do so. She stated this could be constraining future legislatures.

Chairwoman Addonizio requested clarification on how a unanimous vote would be constraining future legislators.

Legislator Crowley stated any change to be made, even to the length of a term would require a unanimous vote. She stated it could be problematic.

Legislator Ellner agreed with Legislator Castellano's request relating to the partial term not being included in the total 12 years. He stated if he does anything to leave his mark on this Legislature, he would like it to be that term limits have been strengthened and no one will serve more than 12 years.

Legislator Castellano stated the wording should be fixed to allow for someone who may have filled an unexpired term and went on to be elected to four (4) terms. He stated that person should not have to step down after 12 years, which may be in the middle of their last term. He suggested "no legislator should serve more than four (4) three (3) year terms, not including any partial term."

Daniel Birmingham, Southeast resident, stated in both this proposed local law pertaining to the Legislature and the next item on the agenda pertaining to the County Executive, the only change being made in the Charter is to require a unanimous vote in order to modify, amend, or change term limits. He stated the original version of the proposal included a way to accommodate the State election cycle, which is not affecting us right now. He stated in order to address the concerns raised by Legislator Castellano, paragraph C could be stricken and paragraph B could be amended to "With the exception of any partial term the County Legislators shall serve a maximum of four terms."

Legislator Castellano agreed with Mr. Birmingham's suggested amendments.

Mr. Birmingham provided a recap of the proposed changes. He stated his thoughts behind requiring a unanimous vote is to raise the minimum threshold to amend, modify, or repeal term limits because term limits are such an important issue. He stated this will prevent possible mischief that could happen at the end of a politician's term. He stated the changes to Charter Sections 3.04, Executive Action on Local Laws and 15.01, Amendment of the Charter, are to keep the language in the Charter consistent with the changes being made in Section 2.02 with regard to the unanimous vote.

Legislator Crowley stated her concern that this could stifle a future Legislature from changing the length of the term.

Mr. Birmingham stated in section 2.02 paragraph E begins by stating "Except in the instance where a general or special state law would otherwise necessitate..." He stated

this insulates the Legislature from having to fall victim to a State Legislative movement requiring elections be held on certain years.

Legislator Crowley stated her concern was more specifically about a future Legislature possibly wanting to change the length of their terms, still within the 12-year maximum. She stated she does not believe it would be fair to require such a change by a unanimous vote. She stated this is a complicated matter and to do this during the Legislature's budget review may not be the best time. She stated she appreciates the work Mr. Birmingham put into this.

Legislator Jonke stated in relation to the amendments suggested earlier in Section 2.02 paragraph B and the removal of paragraph C, he believes paragraph D should also be removed as it would then be in conflict with the intention of the amendment.

Mr. Birmingham suggested beginning paragraph D with the same suggested wording for paragraph B: "With the exception of any partial term..."

Legislator Nacerino stated this is an important Charter change and the purpose of these changes is to solidify term limits; politics should not play into it. She stated this provides structure and consistency moving forward. She stated requiring a unanimous vote ensures changes are not made arbitrarily.

Legislator Gouldman stated he agrees with much of what Mr. Birmingham has stated this evening, including the unanimous vote requirement. He stated multiple changes to this proposal have been suggested this evening and he suggested tabling it at this time to have all amendments included before putting it to a vote. He stated otherwise, if it is passed and further changes are made, it would then need a unanimous vote.

Legislator Montgomery stated she hopes that this is not moved forward to the Full Legislative Meeting as there is still a lot to discuss. She requested clarification on the suggested change to paragraph D.

Mr. Birmingham stated he had suggested beginning paragraph B in section 2.02 with "With the exception of any partial term the County Legislators shall serve a maximum of four terms." He stated Legislator Jonke suggested making a similar change to paragraph D for it to begin "With the exception of any partial term..." He stated there have been legislators in the recent past who were appointed to a partial term and went on to serve elected terms.

Legislator Montgomery questioned if the terms of legislators up for election in 2026 would be affected by this. She stated Mr. Birmingham is a former legislator and she questioned if this would affect Mr. Birmingham's ability to serve in the future.

Mr. Birmingham stated the original term limit law was approved in 2013 and questioned if that law would be retroactive to apply to previous legislators. He stated the changes to the years was just to bring them up to date.

Legislator Montgomery stated her appreciation for Mr. Birmingham's work on this and she is hopeful that this will continue to be discussed at a future Rules Committee Meeting.

Legislator Castellano stated he believes the current law would be applicable to any legislator, current or former. He stated Mr. Birmingham would be the first person this law would apply to.

Mr. Birmingham stated he believes Legislator Castellano's point is reasonable.

Legislator Crowley questioned if a response from the Law Department could be obtained about how this would affect Mr. Birmingham as the first former Legislator running for another term since the law was enacted. She stated she would like to see a response before casting a vote.

Legislator Nacerino stated she does not believe that affects what is being considered this evening.

Legislator Sayegh stated a super majority vote of the Legislature could abolish term limits all together right now. She stated the purpose of requiring a unanimous vote to change term limits in the future protects those limits in place. She stated otherwise, as Legislator Jonke stated previously, that choice could be in the hands of six (6) individuals in Putnam County. She stated she firmly supports this proposal.

Chairwoman Addonizio reviewed the amendments suggested this evening:

- Section 2 paragraph B: "With the exception of any partial term the County Legislators shall serve a maximum of four (4) terms."
- Remove Section 2, Paragraph C
- Section 2, Paragraph D: "With the exception of any partial term in no instance may a Legislator serve more than four terms or 12 years, whichever is less."

Chairwoman Addonizio made a motion to accept the above suggested changes; Seconded by Legislator Ellner. All in favor.

Legislator Montgomery questioned if these revisions will be made and resubmitted to the Rules Committee to be discussed further next month. She stated there is still a lot to discuss and she would like to see the revisions.

Lynne Eckardt, Southeast resident, stated she is hoping this is not moved to the Full Legislative Meeting this evening. She stated she respects Mr. Birmingham but does not believe it is appropriate for him to be making this presentation as he is running unopposed for Legislator. She stated Legislator Castellano made good suggestions. She questioned if Mr. Birmingham would be able to serve if this is moved forward and passed by the Full Legislature.

Mr. Birmingham stated yes, he has served nine (9) years previously.

Ms. Eckardt questioned if this would be the only Charter change that would require a unanimous vote. She questioned if this is a precedent the Legislature wants to set. She stated there are many outstanding questions.

Chairwoman Addonizio made a motion to pre-file the necessary resolution; Seconded by Legislator Ellner. All in favor.

Item #4 – Approval/ Local Law Strengthening the Term Limit Provisions for the Office of Putnam County Executive

Legislator Castellano suggested a similar amendment to this local law where a partial term would not count toward the total number of terms served.

Legislator Nacerino stated this situation just happened with former County Executive MaryEllen Odell who filled an unexpired term and then served two (2) full terms.

Mr. Birmingham stated the amendments proposed in Paragraph A of Section 3.01 could be removed, which would allow for a partial term without being counted.

Legislator Castellano stated he would not want to see a future County Executive be short termed because of a partial term.

Legislator Nacerino agreed.

Mr. Birmingham clarified that no amendment would be necessary to Paragraph A in Section 3.01 and the only change to this section would be to add Paragraph B, requiring a unanimous vote to amend, modify, or repeal the provision. He stated he spoke with Legislator Castellano about this and he has an amended version for the Committee and Legislators.

Chairwoman Addonizio made a motion to waive the rules and accept the additional; Seconded by Legislator Nacerino. All in favor.

Legislator Montgomery stated multiple legislators and a member of the public have requested that these items not be moved forward this evening. She questioned if this item can be tabled to the next Committee meeting. She stated there are budget meetings following this meeting and she believes that should be their main focus at this time.

Chairwoman Addonizio stated the Committee voted to move the previous item out of Committee.

Legislator Montgomery requested that this item not be moved forward as requested by the public.

Legislator Nacerino stated there was one (1) comment from the public, which is not reflective of the entire public body.

Chairwoman Addonizio requested that Legislator Castellano reiterate his request.

Legislator Castellano stated a partial term should not be counted in the two (2) term limit for the office of County Executive.

Legislator Nacerino stated the language can be mirrored from the amendment in the previous local law pertaining to the office of County Legislator.

Legislator Crowley questioned why the original change was included in the local law proposal.

Mr. Birmingham stated it was presented as a stronger local law with the intention of preserving term limits.

Legislator Crowley thanked Mr. Birmingham. She stated she believes this is being rushed and she would like to see it go through the County Law Department.

Mr. Birmingham reviewed the changes to the additional material provided to the Committee.

Legislator Nacerino made a motion to amend and insert Section 2; seconded by Chairwoman Addonizio. All in favor.

Chairwoman Addonizio made a motion to pre-file the necessary resolution; Seconded by Legislator Nacerino. All in favor.

Ms. Eckardt stated she has served on three (3) different boards on the Town level and she believes it is demeaning to say her comment was the voice of only one person. She stated when she served she took any public input very seriously.

Legislator Nacerino stated she did not intend to insult Ms. Eckardt. She stated her point was that the comment made was not reflective of everyone in the room or the County as a whole. She stated she too respectfully considers various opinions. She stated Ms. Eckardt's comment was received and considered.

Item #5 – Approval/ Litigation Settlement/ Krivak v. County of Putnam et al.

First Deputy County Attorney John Cherico stated he, outside counsel Lewis Silverman, and Risk Manager Mat Bruno are present to address any questions the Committee or Legislators may have.

Chairwoman Addonizio stated this was discussed at last month's Committee Meeting. She questioned if there were any questions from the Committee.

Legislator Nacerino stated she is satisfied with the discussion had last month and she supports the resolution in front of the Committee this evening.

Chairwoman Addonizio made a motion to pre-file the necessary resolution; Seconded by Legislator Nacerino. All in favor.

Item #6 – Other Business – None

Item #7 – Adjournment

There being no further business at 6:59pm, Chairwoman Addonizio made a motion to adjourn; Seconded by Legislator Nacerino. All in favor.

Respectfully submitted by Administrative Assistant Beth Robinson.

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Paul E. Jonke *Chairman*
Amy E. Sayegh *Deputy Chair*
Diane Schonfeld *Clerk*
Robert Firriolo *Counsel*



Nancy Montgomery	Dist. 1
William Gouldman	Dist. 2
Toni E. Addonizio	Dist. 3
Ginny Nacerino	Dist. 4
Greg E. Ellner	Dist. 5
Paul E. Jonke	Dist. 6
Joseph Castellano	Dist. 7
Amy E. Sayegh	Dist. 8
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TO BE HELD IN ROOM #318
PUTNAM COUNTY OFFICE BUILDING
CARMEL, NEW YORK 10512

Members: Chairwoman Addonizio and Legislators Ellner & Nacerino

Tuesday _____ 6:00pm _____ October 8, 2024

- 1. Pledge of Allegiance**
- 2. Roll Call**
- 3. Approval/ Local Law Strengthening the Term Limit Provisions for the Office of Putnam County Legislator**
- 4. Approval/ Local Law Strengthening the Term Limit Provisions for the Office of Putnam County Executive**
- 5. Approval/ Litigation Settlement/ Krivak v. County of Putnam et al.**
- 6. Other Business**
- 7. Adjournment**

THE PUTNAM COUNTY LEGISLATURE

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#5

Amy E. Sayegh *Chairwoman*
Greg E. Ellner *Deputy Chair*
Diane Schonfeld *Clerk*



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February 11, 2025

Tina Cornish-Lauria
Executive Director, CAREERS Support Solutions
102 Gleneida Avenue
Carmel, NY 10512

Dear Executive Director Cornish-Lauria,

Thank you for letter of January 7, 2025 requesting to appear before the Rules, Enactments & Intergovernmental Relations (Rules) Committee to discuss your 2025 budgeted allocation from Putnam County.

I am happy to include this discussion on the February 20, 2025 Rules Committee Meeting agenda. Please confirm your ability to attend with the Legislative Office by phone at 845-808-1020 or by email at putcoleg@putnamcountyny.gov.

Thank you, I look forward to hearing back from you.

Sincerely,

Daniel G. Birmingham / ds

Daniel G. Birmingham
Chairman, Rules, Enactments & Intergovernmental Relations Committee

www.CAREERSSupportSolutions.org
CareersforPeople@aol.com

400 Columbus Avenue, Suite 123 South
Valhalla, NY 10595
(914) 741-JOBS (5627)
Fax: (914) 741-6901



102 Gleneida Avenue
Carmel, NY 10512
(845) 225-8007
Fax: (845) 225-6820

Christina "Tina" Cornish-Lauria
Executive Director

Board of Directors

Lauren Enea
President
Alex Hart
Treasurer
Alex O'Connor
Secretary
Arthur Amler
Kenneth Gulmi
Erik Martin
Alison Morris
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Karen Brown
Monte Carmel
John Cunnane
Mary Grace Ferone
Steven M. Goodman
Adam Handler
Stanley Kulesa
Jack Mathews
Patricia Moore
Irene Thompson
Karen Warren



ny.give.org



January 7, 2025

To the Putnam County Legislature:

Toni Addonizio suggested I write this letter to you to request to be invited to the next Legislative Rules Committee meeting to discuss our programs and the need for additional funding to provide crucial services to people with disabilities throughout Putnam County.

CAREERS Support solutions (formerly CAREERS for People with Disabilities), is a private, not-for-profit organization located in Carmel that finds productive employment for individuals with learning, developmental, psychiatric and/or physical disabilities. For 38 years, we have been teaching workforce readiness classes, providing job placement, extensive on-the-job training and long-term ongoing support services - for free to residents throughout Putnam County.

We work with adults and students ages 16 to retirement age with disabilities, as well as low-income seniors, and have an extensive high-school transition program in which we teach workforce readiness and financial skills, create resumes, work on interviewing skills and soft skills and then place students in paid internships and/or jobs.

We also have a program for developmentally disabled adults who are not quite ready for supported work. Our Ambition In Motion (AIM) program runs five days per week and teaches life skills in small groups who volunteer in the community to learn job and social skills, go on field trips, play sports, shop, cook, and do other tasks to learn independent living skills while also preparing for internships or even a paid job.

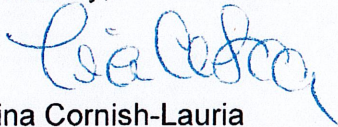
We have an "On Course for College" program for disabled clients who want to go on to college or a certificate program. Students receive help with admission procedures, registration and course selection and help each student evaluate the resources campuses offer, including tutoring, student advocacy and available accommodations. We provide one-on-one social support and services tailored to the changing needs of each participant, including problem solving, coping skills and stress management.

Our Jobs for Seniors is for people aged 55 and older, with and without disabilities, in which we find employment by providing resume preparation, teaching workforce readiness skills and stress management, finding appropriate job openings, and arranging and preparing for interviews.

We are grateful to have received \$15,000 in 2023 for the first time in 37 years and also received \$15,000 for 2024. We are now in receipt of the 2025 contract - again for \$15,000. However, I requested \$30,000 as \$15,000 only equates to about \$150 per person for the entire year and we work with our clients all year round. We work with approximately 100 Putnam residents annually and spend hours and hours monthly to provide our services to them. We requested \$30,000 for 2025 (\$300 per person for an entire year) but was told that only \$15,000 was approved. We have to fundraise about \$320,000 annually so \$30,000 would go a long way to help us continue to provide the critical services Putnam residents with disabilities need. Our unique and individualized programs have a life-changing, positive impact on the people we serve.

We are respectfully requesting to speak at the next Rules meeting so we may provide you with information on our services and the need for our budget so that we may continue to provide our programs which are only partly covered by the state and local funding we receive.

Sincerely,



Tina Cornish-Lauria
Executive Director



#6

Edward Gordon

From: joyce@putnamartscouncil.com
Sent: Wednesday, February 5, 2025 1:45 PM
To: Diane Schonfeld; Putnam Co Legislature
Subject: request from putnam arts council for legislator Birmingham

PUTNAM COUNTY NOTICE

THIS EMAIL IS FROM AN EXTERNAL SENDER! DO NOT click links, DO NOT open attachments, DO NOT forward if you were not expecting this email or if it seems suspicious in any way! REMEMBER: NEVER provide your user ID or password to anyone for any reason!

Subject: request from putnam arts council



February 5, 2025

**Attention: Legislator Dan Birmingham
Chair, Rules & Enactments Committee**

Dear Dan:

I would like to request that the Putnam Arts Council be placed on the February 20, 2025, Rules & Enactments Agenda to discuss the regrant funding of \$13,993, that is currently placed in sub-contingency.

Please confirm receipt and let me know if we are able to be scheduled.

Please don't hesitate to contact me via my cell at 845.216.0636.

Thank you.

Sincerely,

Joyce

Joyce Picone
President & Executive Director

Putnam Arts Council
Mahopac, NY 10541
t: 845-803-8622

MICHAEL J. LEWIS
Commissioner of Finance



SHEILA BARRETT
First Deputy Commissioner of Finance

ALEXANDRA GORDON
First Deputy Commissioner of Finance

cc: all
Notes
AVA
Per Dan
3050
#7

DEPARTMENT OF FINANCE

MEMORANDUM

TO: Diane Schonfeld, Legislative Clerk
FROM: Michael J. Lewis, Commissioner of Finance – MJL
RE: Budgetary Transfer – 24A135
DATE: January 21, 2025

At the request of the County Attorney, the following budgetary transfer is recommended.

Increase Appropriations:

10142000 54125 Legal Services \$ 150,000

Increase Estimated Revenues:

10131000 424011 Interest and Earnings \$ 150,000

Fiscal Impact - 2024 - \$ 0

Fiscal Impact - 2025 - \$ 0

This Resolution is recommended to cover anticipated legal services through the end of the year. Please refer to the attached documentation

2025 JAN 22 AM 9:53
LEGISLATURE
PUTNAM COUNTY
CARMEL, NY

**COUNTY OF PUTNAM
FUND TRANSFER REQUEST**

TO: Commissioner of Finance

FROM: C. Compton Spain
County Attorney

DEPT: Law


DATE: January 21, 2025

I hereby request approval for the following transfer of funds:

<u>FROM ACCOUNT# /NAME</u>	<u>TO ACCOUNT# / NAME</u>	<u>AMOUNT</u>	<u>PURPOSE</u>
10131000 424011 Interest & Earnings	10142000 54125 Legal Services	\$150,000.00	To cover outstanding legal services invoices Attached and ones not yet received for The remainder of 2024

2024 Fiscal Impact \$ 150,000

2025 Fiscal Impact \$ 0


 Department Head Signature/Designee 1/21/25
 Date

AUTHORIZATION: (Electronic signatures)

- Date _____ Commissioner of Finance/Designee: Initiated by: \$0 - \$5,000.00
- Date _____ County Executive/Designee: Authorized for Legislative Consideration: \$5,000.01 - \$10,000.00
- Date _____ Chairperson Audit /Designee: \$0 - \$10,000.00
- Date _____ Audit & Administration Committee: \$10,000.01 - \$25,000.00

Edward Gordon

From: Jennifer Nygard
Sent: Friday, February 7, 2025 11:31 AM
To: Edward Gordon
Subject: From Chairwoman Sayegh To County Attorney Spain - Legal Services Invoices
Attachments: Fund Transfer Back Up 2.7.25.pdf

Good afternoon. Attached is a corrected copy of the backup for the fund transfer to be presented before the Full Legislature this month. The "additional pages not included in the original packet" were sent to me by Murtagh, Cossu, Venditti & Castro-Blanco, LLP at my request as although they were not included in their original invoice, they are required by the Audit Department in order to pay an invoice. I added them to the invoice as I was preparing for the Accounts Payable deadline of January 24th and then, in turn, included them in the "clearer" copy I was preparing for your office.

Please let me know if you have any further questions. Thank you.

May your troubles be less, and your blessings be more, and nothing but happiness come through your door 😊



Jennifer Nygard

Paralegal • Putnam County Department of Law

PHONE | 845.808.1150 Ext. 49400 • WEBSITE | PUTNAMCOUNTYNY.COM

PUTNAM COUNTY GOVERNMENT NEW YORK

"Empowering Putnam County through dedicated service."

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From: Edward Gordon <Edward.Gordon@putnamcountyny.gov>

Sent: Wednesday, February 5, 2025 2:41 PM

To: Jennifer Nygard <Jennifer.Nygard@putnamcountyny.gov>

Subject: RE: From Chairwoman Sayegh To County Attorney Spain - Legal Services Invoices

Hi Jen,

Attached is what we received on the 29th and 22nd respectively.

Thank you.

Ed Gordon
Administrative Assistant
Putnam County Legislature

Phone: (845) 808-1020 Ex: 49386
Fax (845) 808-1933

From: Jennifer Nygard <Jennifer.Nygaard@putnamcountyny.gov>
Sent: Wednesday, February 5, 2025 2:11 PM
To: Edward Gordon <Edward.Gordon@putnamcountyny.gov>
Subject: RE: From Chairwoman Sayegh To County Attorney Spain - Legal Services Invoices

Hi Ed. Can you please email me the legal services invoices Ms. Sayegh is referring to. Thank you.

May your troubles be less, and your blessings be more, and nothing but happiness come through your door 😊



Jennifer Nygard

Paralegal • Putnam County Department of Law
PHONE | 845.808.1150 Ext. 49400 • WEBSITE | PUTNAMCOUNTYNY.COM
PUTNAM COUNTY GOVERNMENT NEW YORK
"Empowering Putnam County through dedicated service."

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From: Edward Gordon <Edward.Gordon@putnamcountyny.gov>
Sent: Wednesday, February 5, 2025 1:35 PM
To: Compton Spain <Compton.Spain@putnamcountyny.gov>
Cc: Theresa Votano <Theresa.Votano@putnamcountyny.gov>; Jennifer Nygard <Jennifer.Nygaard@putnamcountyny.gov>
Subject: From Chairwoman Sayegh To County Attorney Spain - Legal Services Invoices

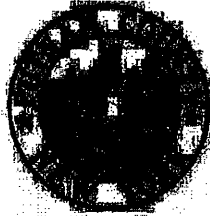
County Attorney Spain,

Please see the attached memorandum from Chairwoman Sayegh.

Thank you.

Ed Gordon
Administrative Assistant
Putnam County Legislature
Phone: (845) 808-1020 Ex: 49386
Fax (845) 808-1933

MICHAEL J. LEWIS
Commissioner of Finance



cc: all
Rules
A & A

Reso

SHEILA BARRETT
First Deputy Commissioner of Finance

ALEXANDRA GORDON
First Deputy Commissioner of Finance

DEPARTMENT OF FINANCE

MEMORANDUM

TO: Diane Schonfeld, Legislative Clerk
FROM: Michael J. Lewis, Commissioner of Finance – MJL
RE: Budgetary Transfer – 24A135
DATE: January 21, 2025

At the request of the County Attorney, the following budgetary transfer is recommended.

Increase Appropriations:

10142000 54125 Legal Services \$ 150,000

Increase Estimated Revenues:

10131000 424011 Interest and Earnings \$ 150,000

Fiscal Impact - 2024 - \$ 0

Fiscal Impact - 2025 - \$ 0

This Resolution is recommended to cover anticipated legal services through the end of the year. Please refer to the attached documentation

2025 JAN 22 AM 9:53
LEGISLATURE
PUTNAM COUNTY
CARMEL, NY

**COUNTY OF PUTNAM
FUND TRANSFER REQUEST**

TO: Commissioner of Finance

FROM: C. Compton Spain
County Attorney

DEPT: Law


DATE: January 21, 2025

I hereby request approval for the following transfer of funds:

<u>FROM ACCOUNT# /NAME</u>	<u>TO ACCOUNT# /NAME</u>	<u>AMOUNT</u>	<u>PURPOSE</u>
10131000 424011 Interest & Earnings	10142000 54125 Legal Services	\$150,000.00	To cover outstanding legal services invoices Attached and ones not yet received for The remainder of 2024

2024 Fiscal Impact \$ 150,000

2025 Fiscal Impact \$ 0


1/21/25
 Department Head Signature/Designee Date

AUTHORIZATION: (Electronic signatures)

Date _____ Commissioner of Finance/Designee: Initiated by: \$0 - \$5,000.00

Date _____ County Executive/Designee: Authorized for Legislative Consideration: \$5,000.01 - \$10,000.00

Date _____ Chairperson Audit /Designee: \$0 - \$10,000.00

Date _____ Audit & Administration Committee: \$10,000.01 - \$25,000.00

Jennifer Nygard

From: Suzanne M. St. Pierre <SStPierre@rwgmlaw.com>
Sent: Tuesday, January 21, 2025 9:08 AM
To: Jennifer Nygard
Subject: FW: Invoices for 2024

PUTNAM COUNTY NOTICE

THIS EMAIL IS FROM AN EXTERNAL SENDER. DO NOT click links, DO NOT open attachments, DO NOT forward if you were not expecting this email or if it seems suspicious in any way. NEVER, NEVER provide your user ID or password to anyone for any reason!

Hi Jennifer,

Strike that previous email I sent you. I was including January 2025 in that previous total. The correct number is \$5,715.00. Sorry about that.

Thank you,
Suzanne

From: Suzanne M. St. Pierre
Sent: Tuesday, January 21, 2025 9:05 AM
To: 'Jennifer Nygard' <Jennifer.Nygard@putnamcountyny.gov>
Subject: RE: Invoices for 2024

Hi Jennifer,

Hope you had a great weekend. I have a total of \$6,800.00 in outgoing invoices. If you need anything else, let me know.

Regards,
Suzanne

Suzanne M. St. Pierre

Billing Manager
Roemer Wallens Gold & Mineaux LLP
13 Columbia Circle
Albany, NY 12203
Ph: (518) 464-1300 x. 327
Fax: (518) 464-1010
sstpierre@rwgmlaw.com

From: Jennifer Nygard <Jennifer.Nygard@putnamcountyny.gov>
Sent: Friday, January 17, 2025 4:54 PM

ANDREW W. NEGRO, ESQ.
3 High Meadow Lane
Brewster, New York 10509
(845) 598-3561 • anegroesq@gmail.com

INVOICE

BILLED TO: County of Putnam
c/o Putnam County Department of Law
48 Gleneida Avenue
Carmel, New York 10512

INVOICE DATE: December 31, 2024
INVOICE #: 009010

LEGAL MATTER:

FOIL Request Conflict of Interest Inquiry

DESCRIPTION OF SERVICES RENDERED:

9/27/24	Receive and review FOIL request and responsive documents in preparation of providing legal opinion:	.25 hours
10/5//24	Conduct legal research on State law and Putnam County Code in preparation of drafting legal memorandum:	1.50 hours
10/7/24	Draft legal opinion memorandum to County Attorney:	1.75 hours
TOTAL HOURS:		3.50 hours
HOURLY RATE:		\$250.00
TOTAL:		\$875.00

PLEASE PAY THIS AMOUNT \$875.00
Make check(s) payable to Andrew W. Negro

PAYMENT IS DUE UPON RECEIPT OF THIS INVOICE
THANK YOU FOR YOUR BUSINESS

ANDREW W. NEGRO, ESQ.
3 High Meadow Lane
Brewster, New York 10509
(845) 598-3561 • anegroesq@gmail.com

INVOICE

BILLED TO: County of Putnam
c/o Putnam County Department of Law
48 Gleneida Avenue
Carmel, New York 10512

INVOICE DATE: December 31, 2024
INVOICE #: 009011

LEGAL MATTER:

Philipstown Cel Tower Development Project

DESCRIPTION OF SERVICES RENDERED:

9/6/24	Discussion with Tom Lannon regarding status of project:	.25 hours
9/6/24	Review SEQRA lead agency resolution for Barbara Barosa and provide comments on same:	.25 hours
11/8/24	Review draft lease agreement with Town:	.50 hours

TOTAL HOURS:	1.0 hours
HOURLY RATE:	\$250.00
TOTAL:	\$250.00

PLEASE PAY THIS AMOUNT \$250.00
Make check(s) payable to Andrew W. Negro

PAYMENT IS DUE UPON RECEIPT OF THIS INVOICE
THANK YOU FOR YOUR BUSINESS

ANDREW W. NEGRO, ESQ.

3 High Meadow Lane
Brewster, New York 10509
(845) 598-3561 • anegroesq@gmail.com

INVOICE

BILLED TO: County of Putnam
c/o Putnam County Department of Law
48 Gleneida Avenue
Carmel, New York 10512

INVOICE DATE: December 31, 2024
INVOICE #: 009009

LEGAL MATTER:

Tilly Foster Farm WAC Easement Amendment

DESCRIPTION OF SERVICES RENDERED:

9/25/24	Draft Easement Amendment Request Submission for submission to WAC:	3.50 hours
9/30/24	Draft email to Chris Ruthven forwarding draft WAC submission:	.25 hours
9/30/24	Receive and review comments from Chris Ruthven on WAC submission and amend submission accordingly:	.25 hours
10/24/24	Draft email to Mike Morales forwarding draft WAC submission:	.25 hours

TOTAL HOURS:	4.25 hours
HOURLY RATE:	\$250.00
TOTAL:	\$1,062.50

PLEASE PAY THIS AMOUNT \$1,062.50
Make check(s) payable to Andrew W. Negro

PAYMENT IS DUE UPON RECEIPT OF THIS INVOICE
THANK YOU FOR YOUR BUSINESS

ANDREW W. NEGRO, ESQ.

3 High Meadow Lane
Brewster, New York 10509
(845) 598-3561 • anegroesq@gmail.com

INVOICE

BILLED TO: County of Putnam
c/o Putnam County Department of Law
48 Gleneida Avenue
Carmel, New York 10512

INVOICE DATE: December 31, 2024
INVOICE #: 009008

LEGAL MATTER:

Removal of Contaminated Parcels from Tax Roll

DESCRIPTION OF SERVICES RENDERED:

8/1/24	Receive and review FOIL response letter from NYSDEC on environmental issues Re: 131 Commerce Drive:	.25 hours
9/30/24	Conference call with Rich Williams Legislator Nacerino, Mike Lewis, Mike Dean, and potential purchasers of 131 Commerce Drive	.75 hours
10/28/24	Phone call with Mike Lewis and Mike Dean Re:	.25 hours
10/29/24	Review file on Fischer Cottage transaction	.75 hours
11/21/24	Phone conversation with William Shilling and Mike Lewis	.25 hours
12/9/24	Review offer letter from William Shilling	.25 hours
TOTAL HOURS:		2.50 hours
HOURLY RATE:		\$250.00
TOTAL:		\$625.00

PLEASE PAY THIS AMOUNT \$625.00
Make check(s) payable to Andrew W. Negro

PAYMENT IS DUE UPON RECEIPT OF THIS INVOICE
THANK YOU FOR YOUR BUSINESS

ANDREW W. NEGRO, ESQ.
3 High Meadow Lane
Brewster, New York 10509
(845) 598-3561 • anegroesq@gmail.com

INVOICE

BILLED TO: County of Putnam
c/o Putnam County Department of Law
48 Gleneida Avenue
Carmel, New York 10512

INVOICE DATE: December 31, 2024
INVOICE #: 009007

LEGAL MATTER:

Lease of Golf Course Parcel to Homeland Towers for Construction of Communications Tower

DESCRIPTION OF SERVICES RENDERED:

8/5/24	Phone discussion Tom Lannon to discuss lease edits:	.50 hours
8/9/24	Teams meeting with Tom Lannon and Vincent Xavier	.75 hours
9/12/24	Conduct further review of additional edits to lease provided by Homeland Towers:	.25 hours
10/7/24	Attend meeting with Homeland Tower representatives to finalize lease terms:	.75 hours
10/31/24	Receive and review email from Vincent Xavier Re: SHPO Submission:	.25 hours
11/4/24	Draft SEQRA lead agency intention reso for Planning Dept.:	.75 hours
11/4/24	Meeting with Tom Lannon, Barbara Barosa and Homeland Towers reps on Legislative approval process:	.75 hours
11/18/24	Receive and review email from Vincent Xavier	.25 hours
12/30/24	Receive and review draft letters	.25 hours

TOTAL HOURS: 4.50 hours
HOURLY RATE: \$250.00
TOTAL: \$1,125.00

PLEASE PAY THIS AMOUNT \$1,125.00
Make check(s) payable to Andrew W. Negro

PAYMENT IS DUE UPON RECEIPT OF THIS INVOICE
THANK YOU FOR YOUR BUSINESS

MURTAGH, COSSU, VENDITTI & CASTRO-BLANCO, LLP
ATTORNEYS AT LAW
222 BLOOMINGDALE ROAD, SUITE 202
WHITE PLAINS, NEW YORK 10605
(914) 288-9595 Fax (914) 288-0850

January 15, 2025

Putnam County Executive
48 Glencida Ave
Carmel Hamlet, NY 10512

In Reference To: Putnam - Counsel for County Executive

Invoice No.: 30710

Professional Services

		<u>Hours</u>	<u>Amount</u>
8/15/2024	JCB TC with client [REDACTED]	0.40	140.00
	JCB Review Putnam County Legislative Manual, rules, Article 15 of the Putnam County Charter, and Municipal Home Rule Laws. Reviewed case law.	2.70	945.00
8/22/2024	JCB Tc and emails [REDACTED]	0.20	70.00
8/26/2024	JCB TC and emails wt client	0.30	105.00
8/27/2024	JCB Review Rules Committee agenda and enactments TC wt client [REDACTED]	0.30	105.00
8/28/2024	JCB Research case law and statutes. Began drafting OTC, Petition, and organizing Exhibits	3.50	1,225.00
8/29/2024	JCB Edit draft OTC and Petition wt paralegal. Emails wt client. Receive and file executed agreement wt Putnam County N/C	0.80	280.00
8/30/2024	JCB Received and reviewed memo from Firriolo [REDACTED]	0.60	210.00
9/12/2024	JCB Reviewed Legislator Jonke's request for appointment of outside counsel Reviewed proposed legislation. Reviewed Sept.10 memo from Jonke to Crowley re: legislative authority. Research re: Same	1.70	595.00
9/16/2024	JCB Review Sept. 16 memo to CE and other officials. Review applicable statutes related to conclusions contained in memo. TCs wt client [REDACTED]	2.30	805.00
9/17/2024	JMM in office conference [REDACTED]	1.10	385.00

		<u>Hours</u>	<u>Amount</u>
9/17/2024	JCB in office conference [REDACTED]	1.10	385.00
9/18/2024	JCB Begin drafting Statement of Facts [REDACTED]	1.60	560.00
9/20/2024	JMM Meeting [REDACTED] w/ client	3.00	NO CHARGE
	JCB Meeting [REDACTED] w/ client	3.00	1,050.00
	JCB Travel - Meeting [REDACTED] w/ client(1.5hrs billed half rate @ \$200.00)	0.00	300.00
9/24/2024	JCB Reviewed amended proposed Charter change [REDACTED] and emails [REDACTED] TC wt client [REDACTED]	[REDACTED]	[REDACTED]
10/1/2024	JCB Draft letters for client to Legislature [REDACTED]	1.00	350.00
10/3/2024	JCB Legal research re: Referenda and changes to authority of CE proposed in legislation.	2.00	700.00
10/7/2024	JCB [REDACTED] TC wt client [REDACTED] Review memo [REDACTED] - Review full agenda and attachments from 10/1/24/ Putnam meeting Review Sept 18, 2024 memo from Jonke to Byrne.	1.50	525.00
10/9/2024	JCB Preliminary draft of Facts [REDACTED] Emails [REDACTED] TC	1.20	420.00
10/10/2024	JMM teleconference [REDACTED]; continued drafting of motion papers for order to show cause	3.20	1,120.00
	JCB Telephone calls [REDACTED] Emails [REDACTED]	1.40	490.00
10/14/2024	JCB Reviewed 10/8/24 Rules Committee agenda and attachments.	0.30	105.00
10/17/2024	JCB Watched 10/8/24/ Rules Committee meeting video took notes re: same.	1.70	595.00
10/20/2024	JMM teleconference w/ Client [REDACTED]	1.60	560.00
	JCB Draft [REDACTED] statement [REDACTED] forward same to client [REDACTED]	2.50	875.00
10/21/2024	JMM multiple telephone calls w/ client; redraft statement	1.10	385.00

	<u>Hours</u>	<u>Amount</u>
10/22/2024 JMM review and edit [REDACTED]	1.00	350.00
JCB Continued edits [REDACTED]	0.40	140.00
10/24/2024 JCB Final edits [REDACTED]	0.40	140.00
10/28/2024 JMM Legal research and drafting of petition, order to show cause and affirmation of JCB	7.50	2,625.00
JCB Review letter re: local law # 215. Exchange drafts of Petition and memo wt JMM	2.50	875.00
10/29/2024 JMM Revise and recraft order to show cause, petition and affirmation; further legal research and review of documents	8.50	2,975.00
JCB Review & Edit OTC with JMM	1.50	525.00
For professional services rendered	62.70	\$21,195.00
Balance due		\$21,195.00

Please make checks payable to Murtagh, Cossu, Venditti & Castro-Blanco, LLP.

For your convenience, you can pay by credit card, on-line at:
<https://secure.lawpay.com/pages/murtagh-cossu-venditti-and-castro-blanco-llp/operating>

JCB

Professional Summary

<u>Name</u>	<u>Hours</u>	<u>Rate</u>	<u>Amount</u>
James Castro-Blanco	35.70	350.00	\$12,495.00
James Castro-Blanco	0.00	0.00	\$300.00
John M. Murtagh	24.00	350.00	\$8,400.00

MURTAGH, COSSU, VENDITTI & CASTRO-BLANCO, LLP
 ATTORNEYS AT LAW
 222 BLOOMINGDALE ROAD, SUITE 202
 WHITE PLAINS, NEW YORK 10605
 (914) 288-9595 Fax (914) 288-0850

January 15, 2025

Putnam County Executive
 48 Gleneida Ave
 Carmel Hamlet, NY 10512

In Reference To: Putnam - Counsel for County Executive
 Invoice No.: 30711

Professional Services

	<u>Hours</u>	<u>Amount</u>
11/1/2024 JMM Review file; legal research regarding Article 78 and declaratory judgment; begin drafting, supporting affidavits and affirmations; discuss w/ JCB	7.50	2,625.00
JCB Multiple calls with client; Legal research; draft, supporting affidavits and affirmations; meeting with JMM;	6.50	2,275.00
11/4/2024 JMM Further legal research; teleconference w/ client; in office meeting w/ JCB; continued editing of complaint and supporting papers for Order to Show Cause	5.70	1,995.00
JCB Legal research; Multiple calls with client [REDACTED]; In office meeting w/ JMM; continued editing of complaint and supporting papers for Order to Show Cause	4.00	1,400.00
11/5/2024 JMM Revise and redraft motion papers and petition; in office conference w/ JCB; teleconference w/client	4.40	1,540.00
JCB Multiple teleconference w/client; Revise motion papers and complaint; in office conference w/ JMM	3.80	1,330.00
11/12/2024 JMM Edit and finalize papers; review w/ JCB	2.50	875.00
JCB Meeting with JMM; Telephone calls with client	1.50	525.00
11/14/2024 JCB Research on Charter Section 304-A and related issues.	3.50	1,225.00
11/24/2024 JMM Revise drafts of motion papers	2.10	735.00
JCB Multiple calls wt client [REDACTED]; Revise drafts of motion papers.	3.40	1,190.00
11/25/2024 JCB Meeting with Judge to review papers and secure TRO after Legislative Meeting with client to review status.	1.90	665.00

	<u>Hours</u>	<u>Amount</u>
11/25/2024 JCB Travel - Meeting [REDACTED] w/ client(1.5hrs billed half rate @ \$200.00)	0.00	300.00
11/26/2024 JCB file papers; Serve Board of Legislators & meet with client to discussed next steps.	2.70	945.00
JCB Travel - Meeting [REDACTED] w/ client(1.5hrs billed half rate @ \$200.00)	0.00	300.00
For professional services rendered	49.50	\$17,925.00
Previous balance		\$21,195.00
Balance due		<u><u>\$39,120.00</u></u>

Please make checks payable to Murtagh, Cossu, Venditti & Castro-Blanco, LLP.

For your convenience, you can pay by credit card, on-line at:
<https://secure.lawpay.com/pages/murtagh-cossu-venditti-and-castro-blanco-llp/operating>

JCB

Professional Summary

<u>Name</u>	<u>Hours</u>	<u>Rate</u>	<u>Amount</u>
James Castro-Blanco	27.30	350.00	\$9,555.00
James Castro-Blanco	0.00	0.00	\$600.00
John M. Murtagh	22.20	350.00	\$7,770.00

MURTAGH, COSSU, VENDITTI & CASTRO-BLANCO, LLP
 ATTORNEYS AT LAW
 222 BLOOMINGDALE ROAD, SUITE 202
 WHITE PLAINS, NEW YORK 10605
 (914) 288-9595 Fax (914) 288-0850

January 15, 2025

Putnam County Executive
 48 Gleneida Ave
 Carmel Hamlet, NY 10512

In Reference To: Putnam - Counsel for County Executive
 Invoice No.: 30712

Professional Services

	<u>Hours</u>	<u>Amount</u>
12/3/2024 JCB Tcs wt client	0.20	70.00
12/4/2024 JCB Tc wt client [REDACTED]	0.80	280.00
12/8/2024 JCB Tc wt client [REDACTED]	1.00	350.00
12/9/2024 JMM Draft proposed petition and supporting papers for action against Board	8.20	2,870.00
12/10/2024 JMM review file; continued prep of Petition and supporting papers for filing w/ court	7.50	2,625.00
JCB TCs wt client. Research statutes and caselaw. Edits to Petition, Affirmation, Memo of Law and OTC.	5.20	1,820.00
JCB Watch Putnam Leg mtg. Tc wt client	0.50	175.00
JCB TC wt Client. Mtg wt JMM. Review and final edits to Petition, Affirmation, Memo of Law and OTC.	1.60	560.00
JMM Meeting w/ JCB	0.50	175.00
JCB Meeting w/ Judge. Answer questions re: OTC. OTC signed by Judge.	0.70	245.00
JCB Travel - (1.5hrs billed half rate @ \$200.00)	0.00	300.00
12/11/2024 JMM Teleconference w/ JCB and Attorney claiming to represent board	0.30	105.00
JCB Travel -1.5 hrs. @ ½rate (\$200 pr hr.) = \$300	0.00	300.00
JCB TC to Putnam Clerk re: filing. Meeting wt Putnam County Clerk re: filing of OTC and supporting papers. Review emails wt Redding. Calls wt Client; Tc JMM and Hollis	1.40	490.00

PUTNAM COUNTY CLERK
MICHAEL C. BARTOLOTTI
40 GLENEIDA AVENUE, ROOM 100
CARMEL, NEW YORK 10512
Phone # (845) 808-1142

✓

Receipt

Receipt Date: 12/11/2024 11:00:26 AM
RECEIPT # 2024151782

Recording Clerk: AG
Cash Drawer: CASH11
Rec'd Frm: JAMES CASTRO BLANCO
Rec'd In Person

02066/2024

Misc Fees
Motion / Cross Motion \$45.00

Receipt Summary
TOTAL RECEIPT: ----> \$45.00
TOTAL RECEIVED: ----> \$45.00

CASH BACK: ----> \$0.00

PAYMENTS
Cash -> \$45.00

Disbursed
pd. 12/11/24

Re: Kevin Byrne ✓
~~Paul E. [unclear]~~ Putnam
County
Legislature

PUTNAM COUNTY CLERK
 MICHAEL C. BARTOLOTTI
 40 GLENEIDA AVENUE, ROOM 100
 CARMEL, NEW YORK 10512
 Phone # (845) 808-1142

Receipt

Receipt Date: 11/26/2024 09:48:16 AM
 RECEIPT # 2024150873

Recording Clerk: VS
 Cash Drawer: CASH12
 Rec'd Frm: MURTAGH COSSU VENDITTI &
 Rec'd In Person

Case#: 02066/2024
 DOC: CIVIL ACTION
 OR Party: KEVIN BYRNE
 EE Party: PAUL E JONKE

Recording Fees
 Index Number - State \$165.00
 Index Number - County \$25.00
 Records Management Court Fee - County \$1.00
 Records Management Court Fee - State \$4.75
 Cultural Ed Court \$14.25
 DOCUMENT TOTAL: ----> \$210.00

Docket for Case#: 02066/2024
 DOC: REQUEST FOR JUDICIAL INTERVENTION

Recording Fees
 RJI \$95.00
 DOCUMENT TOTAL: ----> \$95.00

Docket for Case#: 02066/2024
 DOC: ORDER TO SHOW CAUSE

Recording Fees
 Motion / Cross Motion \$0.00
 DOCUMENT TOTAL: ----> \$0.00

Docket for Case#: 02066/2024
 DOC: AFFIRMATION IN SUPPORT

Recording Fees

No Fee Docket \$0.00

DOCUMENT TOTAL: ----> \$0.00

Receipt Summary

Document Count: 4
 TOTAL RECEIPT: ----> \$305.00
 TOTAL RECEIVED: ----> \$305.00

CASH BACK: ----> \$0.00

PAYMENTS

Check # 1513 -> \$305.00
 MURTAGH COSSU VENDITTI &

Detail Continued

◆ - Pay Over Time activity

				Amount
11/27/24	WESTCHESTER CO SUPPLY CENTER	CLEVELAND		
11/27/24	WESTCHESTER CO SUPPLY CENTER	WHITE PLAINS	NY	
11/28/24	FEDEX - EXPRESS (1) PUTNAM BOL 10512 TO: PUTNAM COUNTY BOARD OF LEGISLA NY FROM: J MURTAGH 10604 001 5LB AWB818155041838 FEDEX #1-800-622-1147	800-622-1147	TN	\$56.06 ◆
12/03/24	EDMUNDS SERVICE	ELMSFORD	NY	\$73.44 ◆
12/05/24	INDIANAPOLIS	INDIANAPOLIS	IN	\$103.95 ◆
12/09/24	TRAVEL AGENCY	UNITED STATES		\$171.02 ◆
12/10/24	PUTNAM COUNTY BOARD OF LEGISLATION NY	800-622-1147	TN	
12/12/24	LEGAL PUBLISH	800-833-9844	OH	\$306.82 ◆
12/13/24	FEDEX - EXPRESS (2) PUTNAM COUNTY 10512 TO: PUTNAM COUNTY LEGISLATURE NY FROM: JOHN M MURTAGH 10604 001 1LB AWB818155041871 FEDEX #1-800-622-1147	800-622-1147	TN	\$38.94 ◆
12/13/24	FEDEX - EXPRESS (3) PUTNAM COUNTY 10512 TO: PUTNAM COUNTY LEGISLATURE NY FROM: JOHN M MURTAGH 10604 001 1LB AWB818155041860 FEDEX #1-800-622-1147	800-622-1147	TN	\$38.94 ◆
12/13/24	FEDEX - EXPRESS (4) PUTNAM COUNTY 10512 TO: COUNTY LEGISLATURE NY FROM: JOHN M MURTAGH 10604 001 1LB AWB818155041882 FEDEX #1-800-622-1147	800-622-1147	TN	\$38.94 ◆
12/13/24	FEDEX - EXPRESS (5) PUTNAM COUNTY 10512 TO: PUTNAM COUNTY LEGISLATURE NY FROM: JOHN M MURTAGH 10604 001 1LB AWB818155041850 FEDEX #1-800-622-1147	800-622-1147	TN	\$38.94 ◆
12/13/24	FEDEX - EXPRESS (6) PUTNAM COUNTY 10512 TO: COUNTY LEGISLATURE NY FROM: JOHN M MURTAGH 10604 001 1LB AWB818155041919 FEDEX #1-800-622-1147	800-622-1147	TN	\$38.94 ◆
12/13/24	FEDEX - EXPRESS (7) PUTNAM COUNTY 10512 TO: COUNTY LEGISLATURE NY FROM: JOHN M MURTAGH 10604 001 1LB AWB818155041908 FEDEX #1-800-622-1147	800-622-1147	TN	\$38.94 ◆



Business Gold Rewards
GAINES NOVICK LLP
STEVEN H. GAINES
Closing Date 12/27/24

Account Ending 9-17002

Detail Continued

◆ - Pay Over Time activity

				Amount
12/13/24	FEDEX - EXPRESS PUTNAM COUNTY 10512 TO: COUTNY LEGISLATOR NY FROM: JOHN M MURTAGH 10604 001 1LB AWB818155041893 FEDEX #1-800-622-1147	800-622-1147	TN	\$38.94 ◆
12/13/24	FEDEX - EXPRESS PUTNAM COURTY 10512 TO: PUTNAM COUNTY LEGIS LATURE NY FROM: JOHN M MURTARCH 10604 001 1LB AWB818155041621 FEDEX #1-800-622-1147	800-622-1147	TN	\$38.94 ◆
12/13/24	FEDEX - EXPRESS PUTNAM COUNTY 10512 TO: PUTNAM COUNTY LEGISLATEURE NY FROM: JOHN M MURTAGH 10604 001 1LB AWB818155041632 FEDEX #1-800-622-1147	800-622-1147	TN	\$38.94 ◆
12/14/24	██████████ AUDIO BOOKS	audible.com	NJ	\$14.95 ◆
12/16/24	██████████ 888-403-1759	EL SEGUNDO	CA	\$405.08 ◆
12/16/24	FEDEX - EXPRESS PUTNAM 10512 TO: PUTNAM COUNTY LEGISCATURE NY FROM: J MURTAGH 10604 001 1LB AWB818155041724 FEDEX #1-800-622-1147	800-622-1147	TN	\$38.94 ◆
12/16/24	FEDEX - EXPRESS PUTNER 10512 TO: PUTNAM COUNTY LEGISTRATION NY FROM: J MURTAGH 10604 001 2LB AWB818155041676 FEDEX #1-800-622-1147	800-622-1147	TN	\$47.36 ◆
12/16/24	FEDEX - EXPRESS PUTNAM 10512 TO: NYS SUPREME COURT NY FROM: J MURTAGH 10604 001 1LB AWB818155041643 FEDEX #1-800-622-1147	800-622-1147	TN	\$38.94 ◆
12/16/24	FEDEX - EXPRESS PUTNAM 10512 TO: PUTNAM COUNTY LEGISTURE NY FROM: J MURTAGH 10604 001 1LB AWB818155041687 FEDEX #1-800-622-1147	800-622-1147	TN	\$38.94 ◆
12/16/24	FEDEX - EXPRESS PUTNAM 10512 TO: PUTNAM COUNTY LEGISTRATURE NY FROM: J MURTAGH 10604 001 1LB AWB818155041702 FEDEX #1-800-622-1147	800-622-1147	TN	\$38.94 ◆
12/16/24	FEDEX - EXPRESS PUTNAM 10512 TO: PUTNAM COUNTY LEGISTRIAON NY FROM: J MURTAGH 10604 001 1LB AWB818155041698 FEDEX #1-800-622-1147	800-622-1147	TN	\$38.94 ◆

000273 3/5

Detail Continued

◆ Pay Over Time activity

				Amount
12/16/24 (17)	FEDEX - EXPRESS PUTNAM 10512 TO: PUTNAM COUNTY LEGISTRCTURE NY FROM: J MRUTAGH 10604 001 1LB AWB818155041654 FEDEX #1-800-622-1147	800-622-1147	TN	\$38.94 ◆
12/16/24 (18)	FEDEX - EXPRESS PTUNAM 10512 TO: PUTNAM COUNTY LEGSITRATURE NY FROM: J MURTAGHA 10604 001 1LB AWB818155041713 FEDEX #1-800-622-1147	800-622-1147	TN	\$38.94 ◆
12/16/24 (19)	FEDEX - EXPRESS PUTNAM 10512 TO: PUTRNA COUNTY LEGISTRUTRE NY FROM: J MURRAGH 10604 001 1LB AWB818155041665 FEDEX #1-800-622-1147	800-622-1147	TN	\$38.94 ◆
12/16/24 (20)	FEDEX - EXPRESS PUTNAM 10512 TO: PUTNAM COUNTY LEGISTRATOR NY FROM: J MRUTACH 10604 001 1LB AWB818155041735 FEDEX #1-800-622-1147	800-622-1147	TN	\$38.94 ◆
12/16/24	[REDACTED]	PLEASANTVILLE	NY	[REDACTED]
12/17/24	[REDACTED]	(941)234-0001	FL	[REDACTED]
12/17/24	[REDACTED]	SAN ANTONIO	TX	[REDACTED]
12/17/24	[REDACTED]	WALTHAM	MA	[REDACTED]
12/19/24	[REDACTED]	BRONX	NY	[REDACTED]
12/19/24	[REDACTED]	CLEVELAND	OH	[REDACTED]
12/23/24	[REDACTED]	NEW YORK	NY	[REDACTED]
12/23/24	[REDACTED]	CLEVELAND	OH	[REDACTED]
12/23/24	[REDACTED]	WHITE PLAINS	NY	[REDACTED]
12/23/24	[REDACTED]	NEW YORK	NY	\$65.00 ◆
12/23/24	[REDACTED]	BRONXVILLE	NY	[REDACTED]
12/24/24	[REDACTED]	800-446-8848	CA	[REDACTED]

Fees

	Amount
Total Fees for this Period	\$0.00



150 East 42nd Street | New York, NY 10017-5639 | 212.490.3000

PUTNAM COUNTY
Two-County Center
Carmel, NY 10512

December 5, 2024
Invoice No. 4154588
Page 1

Matter : Putnam County
Case Name : Putnam County re: Bankruptcy/Real Estate
Matters
WEMED File Number : 03985.00001

FOR ALL PROFESSIONAL SERVICES RENDERED IRS # 13-2679447

For Professional Services Rendered Through November 19, 2024	2,310.00
For Disbursements Incurred	.00
TOTAL	2,310.00

ATTORNEY SUMMARY

ATTORNEY	HOURS	RATE	AMOUNT
GROSS M J	4.30	300.00	1,290.00
LEDWIN M G	3.00	340.00	1,020.00
	7.30		2,310.00

Remittance Information

ACH Payment Instructions:
Account Name: Wilson Elser ACH; Account Number: 600761134; ABA Number: 021001088; Swift Code: MRMDUS33
HSBC Bank, USA, 452 Fifth Avenue, New York, NY 10018
Send payment details to ARCashreceipts@wilsonelser.com

Make check payable to **Wilson, Elser, Moskowitz, Edelman & Dicker LLP**
Please reference the invoice and file number and mail the check to Manager, Accounts Receivable
Wilson Elser, Accounting Department | 150 East 42nd Street | New York, NY 10017-5639



150 East 42nd Street | New York, NY 10017-5639 | 212.490.3000

PUTNAM COUNTY
WEMED File # :03985.00001
Invoice No. 4154588

December 5, 2024
Page 2

ITEMIZED SERVICES BILL

DATE	ATTY	HOURS	AMOUNT	DESCRIPTION
10/28/24	MGL	2.50	850.00	Highland Group: Various <u>correspondence with all counsel</u>
11/13/24	MJG	1.50	450.00	Kaspar: Initial review of sale motion and prepare for upcoming appearance.
11/14/24	MGL	.50	170.00	Alexander Kaspar: Various <u>correspondence with M. Gross and C. O'Connor</u>
11/14/24	MJG	2.80	840.00	Kaspar: Court appearance for sale motion.
TOTAL				2,310.00
DISBURSEMENTS				
TOTAL DISBURSEMENTS				.00
TOTAL INVOICE				2,310.00

Remittance Information

ACH Payment Instructions:
Account Name: Wilson Elser ACH; Account Number: 600761134; ABA Number: 021001088; Swift Code: MRMDUS33
HSBC Bank, USA, 452 Fifth Avenue, New York, NY 10018
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Wilson Elser, Accounting Department | 150 East 42nd Street | New York, NY 10017-5639



150 East 42nd Street | New York, NY 10017-5639 | 212.490.3000

PUTNAM COUNTY
WEMED File # :03985.00001
Invoice No. 4154588

December 5, 2024
Page 3

ITEMIZED SERVICES BILL

PREVIOUS STATEMENT OUTSTANDING

INVOICE NUMBER	DATE	INVOICE AMOUNT	PAYMENTS AGAINST INVOICE	INVOICE BALANCE
4136580	11/13/24	270.00	.00	270.00
PRIOR BALANCE				270.00
BALANCE DUE				2,580.00

Remittance Information

ACH Payment Instructions:
Account Name: Wilson Elser ACH; Account Number: 600761134; ABA Number: 021001088; Swift Code: MRMDUS33
HSBC Bank, USA, 452 Fifth Avenue, New York, NY 10018
Send payment details to: ARCashreceipts@wilsonelser.com

Make check payable to **Wilson, Elser, Moskowitz, Edelman & Dicker LLP**.
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Wilson Elser, Accounting Department | 150 East 42nd Street | New York, NY 10017-5639



150 East 42nd Street | New York, NY 10017-5639 | 212.490.3000

January 13, 2025
Invoice No. 4171747
Page 1

PUTNAM COUNTY
Two County Center
Carmel, NY 10512

Matter : Putnam County
Case Name : Putnam County re: Bankruptcy/Real Estate
Matters
WEMED File Number : 03985.00001

FOR ALL PROFESSIONAL SERVICES RENDERED IRS # 13-2679447

For Professional Services Rendered Through December 19, 2024	158.00
For Disbursements Incurred	.00
TOTAL	158.00

ATTORNEY SUMMARY

ATTORNEY	HOURS	RATE	AMOUNT
GROSS M J	.30	300.00	90.00
LEDWIN M G	.20	340.00	68.00
	.50		158.00

Remittance Information

ACH Payment Instructions:
Account Name: Wilson Elser ACH; Account Number: 600761134; ABA Number: 021001088; Swift Code: MRMDUS33
HSBC Bank, USA, 452 Fifth Avenue, New York, NY 10018
Send payment details to ARCashreceipts@wilsonelser.com

Make check payable to **Wilson, Elser, Moskowitz, Edelman & Dicker LLP**
Please reference the invoice and file number and mail the check to Manager, Accounts Receivable
Wilson Elser, Accounting Department | 150 East 42nd Street | New York, NY 10017-5639



150 East 42nd Street | New York, NY 10017-5639 | 212.490.3000

PUTNAM COUNTY
WEMED File # :03985.00001
Invoice No. 4171747

January 13, 2025
Page 2

ITEMIZED SERVICES BILL

DATE	ATTY	HOURS	AMOUNT	DESCRIPTION
12/03/24	MGL	.20	68.00	Highland Group: correspondence with J. Herodes confirming that sale has closed and county paid in full.
12/19/24	MJG	.30	90.00	Tomlinson: Review updated docket
TOTAL				158.00
DISBURSEMENTS				
TOTAL DISBURSEMENTS				.00
TOTAL INVOICE				158.00

Remittance Information

ACH Payment Instructions:
Account Name: Wilson Elser ACH; Account Number: 600761134; ABA Number: 021001088; Swift Code: MRMDUS33
HSBC Bank, USA, 452 Fifth Avenue, New York, NY 10018
Send payment details to ARCashreceipts@wilsonelser.com

Make check payable to **Wilson, Elser, Moskowitz, Edelman & Dicker LLP**
Please reference the invoice and file number and mail the check to Manager, Accounts Receivable
Wilson Elser, Accounting Department | 150 East 42nd Street | New York, NY 10017-5639



WILSON ELSEER MOSKOWITZ EDELMAN & DICKER LLP

150 East 42nd Street | New York, NY 10017-5639 | 212.490.3000

PUTNAM COUNTY
WEMED File # :03985.00001
Invoice No. 4171747

January 13, 2025
Page 3

ITEMIZED SERVICES BILL

PREVIOUS STATEMENT OUTSTANDING

INVOICE NUMBER	DATE	INVOICE AMOUNT	PAYMENTS AGAINST INVOICE	INVOICE BALANCE
4154588	12/05/24	2,310.00	.00	2,310.00
PRIOR BALANCE				2,310.00
BALANCE DUE				2,468.00

Remittance Information

ACH Payment Instructions:

Account Name: Wilson Elser ACH; Account Number: 600761134; ABA Number: 021001088; Swift Code: MRMDUS33
HSBC Bank, USA, 452 Fifth Avenue, New York, NY 10018
Send payment details to ARCashreceipts@wilsonelser.com

Make check payable to **Wilson, Elser, Moskowitz, Edelman & Dicker LLP**
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Wilson Elser, Accounting Department | 150 East 42nd Street | New York, NY 10017-5639



20 Corporate Woods Blvd
 Albany, NY 12211
 518-462-0300
 www.girvinlaw.com

C. Compton Spain
 Putnam County
 Department of Law
 48 Gleneida Ave
 Carmel, NY 10512

Statement Date: 01/08/2025
 Statement No. 9
 Account No. 16034.03 E

ORIGINAL ON FILE WITH LAW DEPARTMENT

Re: Disciplinary Matter - Employee

		Balance Due from Prior Billings			\$7,125.00
			Rate	Hours	
12/02/2024	JEG	Telephone call with H.O.; Prep	250.00	0.60	150.00
12/03/2024	JEG	Conference; Prep	250.00	1.00	250.00
12/04/2024	JEG	Review NOD/file/emails; Prep	250.00	1.00	250.00
12/05/2024	JEG	Emails; Prep	250.00	1.40	350.00
12/06/2024	JEG	Telephone call with John C.; Telephone call with employee's union representative; Email from County; Email from H.O.	250.00	0.90	225.00
12/08/2024	JEG	Email from employee's attorney	250.00	0.20	50.00
12/09/2024	JEG	Telephone call with H.O.; Telephone call with union representative	250.00	0.80	200.00
12/13/2024	JEG	Telephone call with employee's union attorney; Email; Telephone call/Email with John C.; Prep	250.00	1.00	250.00
12/17/2024	JEG	Emails from union attorney re: conference call concerning selection of arbitrator; Prep	250.00	1.30	325.00
12/18/2024	JEG	Telephone call with John Cherico; Email from John; Telephone call with union attorney; Prep	250.00	1.60	400.00
12/19/2024	JEG	Telephone calls/emails with union attorney re: arbitrator and discipline matter	250.00	1.50	375.00
12/20/2024	JEG	Union attorney/arbitrator emails; Prep	250.00	1.30	325.00
12/23/2024	JEG	Telephone call with Adriene I.; Email from John C.; Email from union attorney; Review CBA	250.00	1.50	375.00
12/27/2024	JEG	Email John C. re: alternate disciplinary procedure; Email from NYSUT attorney re: hearing dates; Prep	250.00	1.50	375.00
12/30/2024	JEG	Telephone call with John C.; Emails re: hearing dates and notice to			

employee of separation; Prep

Rate	Hours	
250.00	1.90	475.00
	17.50	4,375.00

Recap

Attorney
James E. Girvin

<u>Hours</u>	<u>Hourly Rate</u>	<u>Total</u>
17.50	\$250.00	\$4,375.00

Total Due For This Billing

4,375.00

Total Balance Due on Account

\$11,500.00

Please Remit

\$11,500.00

HARRIS BEACH PLLC

ATTORNEYS AT LAW

County of Putnam
 48 Gleneida Avenue
 Attn: Compton Spain, Esq.
 County Attorney
 Carmel, NY 10512

November 13, 2024
 Invoice #8999101

Firm Attorney: Darius Chafizadeh
 Firm Matter Numbers: 2233643.422488

Client Name: County of Putnam
 Matter Name: Legal Services

November Invoice for Statement of Services and Disbursements

ACCOUNT SUMMARY FOR THIS MATTER

TOTAL FEES THIS INVOICE\$20,740.00

TOTAL COSTS THIS INVOICE.....\$45.20

TOTAL AMOUNT DUE FOR THIS INVOICE\$20,785.20

PREVIOUS OUTSTANDING BALANCE FOR THIS MATTER\$30,320.00

TOTAL AMOUNT DUE FOR THIS MATTER AS OF CURRENT INVOICE (11/13/24).....\$51,105.20

<u>OUTSTANDING INVOICE DETAIL AS OF: 11/13/24</u>				
<u>Invoice</u>	<u>Date</u>	<u>Original Amount</u>	<u>Payments/Credits</u>	<u>Amount Due</u>
8993303	10/04/24	30,320.00	0.00	30,320.00
TOTALS		\$30,320.00	\$0.00	\$30,320.00

PROFESSIONAL SERVICES RENDERED:

<u>DATE</u>	<u>TIMEKEEPER</u>	<u>NARRATIVE</u>	<u>HOURS</u>	<u>AMOUNT</u>
09/21/23	DD	Arben E- Discovery Meeting/IT Putnam.	0.50	75.00
03/15/24	DD	Download and setup reviewed production from Avangrid to process into Relativity workspace.	0.70	105.00
03/25/24	DD	Download and preservation asset tagging of Tectonic and Barton/Loguidice received production. Prepare documents for processing in Relativity workspace.	1.20	180.00
03/26/24	DD	Prepare received third party production folder structure in review tool for case team review.	0.40	60.00
05/16/24	DD	Setup Michael Giacomo on Relativity workspace.	0.20	30.00
05/16/24	DD	Remove Michael Perlo from Relativity workspace.	0.20	30.00
05/16/24	DD	Setup Marie Bray on Relativity workspace.	0.20	30.00
05/16/24	DD	Prepare documents for redaction.	0.30	45.00
06/27/24	YZ	Review and analysis of a potential supplemental production population 17,120 client emails and coordination with City of Putnam case team in order to devise a strategy and related work flow to ensure that various documents that bear incomplete or inconsistent determinations with respect to either relevance, privileged standing, confidentiality, redaction requirement and or production approval are fully vetted for disclosure.	0.60	90.00
07/30/24	DD	Setup Doreen Klein in Relativity review workspace.	0.30	45.00
10/01/24	RTT	Review Tri-County mechanic's lien claim. Correspondence to Anna Diaz	0.40	120.00
10/10/24	DD	Download and inventory received production from CNA - CNA 0000001-1813. Ingested into Relativity workspace for case team review.	1.20	180.00
10/10/24	DD	Receipt of productions from Surety. Upload to Relativity workspace and prepare for attorney review.	1.20	180.00
10/21/24	DPC	Begin prep for depositions.	2.40	720.00
10/21/24	DK	Review and analyze documents pertinent to case. Review Tri-State docket and confer with Darius Chafizadeh regarding Preliminary Conference Order. Communicate with counsel regarding same.	4.20	1,260.00
10/21/24	RTT	Review Arben project mechanic's liens to prepare for Tri-County contract claim court conference; review proposed scheduling order for the same.	0.50	150.00
10/21/24	TM	Review daily work reports, County litigation letters, and Arben letters for deposition preparation.	7.00	1,750.00
10/22/24	DK	Confer with Thomas McShane regarding documents pertinent to issues in case. Revise Preliminary Conference Order in Tri-State litigation. Confer with counsel in Tri-State litigation regarding same.	1.30	390.00
10/22/24	TM	Review daily work reports, County litigation letters, and Arben letters for deposition preparation.	6.70	1,675.00

<u>DATE</u>	<u>TIMEKEEPER</u>	<u>NARRATIVE</u>	<u>HOURS</u>	<u>AMOUNT</u>
10/23/24	DPC	Prepare for depositions and review all documents for meeting with County.	3.60	1,080.00
10/23/24	DK	Review and analyze documents pertinent to litigation.	3.80	1,140.00
10/23/24	TM	Review daily work reports, County litigation letters, and Arben letters for deposition preparation.	7.00	1,750.00
10/23/24	YZ	Review and analysis of all disclosures to date in order to amass a population of 371 records that reference entity Barton & Loguidice as well as Shop Drawings drawing submittal in order to allow for potential exhibit utilization of the same.	1.20	180.00
10/23/24	YZ	Review and analysis of specific Barton & Loguidice Shop Drawing submittal disclosed by opposing counsel for Arben in order to amass twelve additional records bearing related information for potential exhibit utilization.	0.40	60.00
10/23/24	YZ	Review and analysis of all disclosures to date in order to amass 706 records comprising full message attachment groups pertaining to Request for Information responses filed by pertinent entities. Refinement of the same to isolate a subset of 247 records that references key party of interest Barton and Loguidice to allow for potential exhibit utilization of the same.	1.30	195.00
10/24/24	TM	Review requests for information for deposition preparation.	7.50	1,875.00
10/25/24	TM	Prepare deposition binders for shop drawings.	4.50	1,125.00
10/28/24	DPC	Prep and meeting with DPW and engineers on Arben litigation; follow up on meeting	4.50	1,350.00
10/28/24	DK	Prepare for and attend meeting at Putnam County Highway Department with Darius Chafizadeh and Putnam County personnel. Review and analyze Highway Department documents in follow up to same.	5.40	1,620.00
10/28/24	RTT	Prepare for and attend project team meeting to review Arben contract claim litigation strategy.	2.50	750.00
10/28/24	TM	Review survey documents.	2.50	625.00
10/29/24	DPC	Deposition preparation for Arben matter.	3.50	1,050.00
10/29/24	YZ	Review and analysis of all discoverable records collected to date by all affiliated parties in order to amass an initial population 638 records referencing daily work reports. Further review of the same to filter to 154 such records that are date before 9/1/2022. Allocation of the same for potential deposition utilization evaluation.	1.10	165.00

2233643.422488

County of Putnam
Legal Services

Harris Beach PLLC
Invoice # 8999101

<u>DATE</u>	<u>TIMEKEEPER</u>	<u>NARRATIVE</u>	<u>HOURS</u>	<u>AMOUNT</u>
10/29/24	YZ	Review and analysis of all discoverable records collected to date by all affiliated parties in order to amass an initial population 4096 records comprising communications To or From Mark Ronnow or Vincent Cannizzaro. Further review of the same to filter to 5 records that reference Daily Work Reports. Allocation of the same for potential deposition exhibit utilization review.	1.40	210.00
10/31/24	RTT	Review Arben project material diversion issues and prepare for Arben deposition.	1.50	450.00

TOTAL HOURS AND FEES

81.20 \$20,740.00

DISBURSEMENTS

<u>DESCRIPTION</u>	<u>AMOUNT</u>
Vendor: Doreen Klein Invoice#: 7024247311071926 Date: 11/7/2024 - - Mileage-10/23/24- Doreen Klein-Travel to attend preliminary conference	45.20

TOTAL DISBURSEMENTS

\$45.20

TIMEKEEPER SUMMARY			
<u>Timekeeper</u>	<u>Rate</u>	<u>Hours</u>	<u>Value</u>
Chafizadeh, D.	300.00	14.00	4,200.00
Klein, D.	300.00	14.70	4,410.00
Tucker, R.	300.00	4.90	1,470.00
McShane, T.	250.00	35.20	8,800.00
Duffy, D.	150.00	6.40	960.00
Zloczewski, Y.	150.00	6.00	900.00
TOTALS		81.20	\$20,740.00

TOTAL AMOUNT DUE FOR THIS INVOICE.....\$20,785.20

HARRIS BEACH MURTHA
 ATTORNEYS AT LAW
 445 Hamilton Avenue, Suite 1206
 White Plains, NY 10601

County of Putnam
 48 Gleneida Avenue
 Attn: Compton Spain, Esq.
 County Attorney
 Carmel, NY 10512

January 16, 2025
 Invoice #12497038

Firm Attorney: Darius Chafizadeh
 Firm Matter Numbers: 2233643.422488

Arben v. COP
 Client Name: County of Putnam
 Matter Name: Legal Services

January Invoice for Statement of Services and Disbursements

ACCOUNT SUMMARY FOR THIS MATTER

TOTAL FEES THIS INVOICE.....\$27,040.00
 TOTAL COSTS THIS INVOICE.....\$25.40
 TOTAL AMOUNT DUE FOR THIS INVOICE.....\$27,065.40
 PREVIOUS OUTSTANDING BALANCE FOR THIS MATTER.....\$20,785.20
 TOTAL AMOUNT DUE FOR THIS MATTER AS OF CURRENT INVOICE (01/16/25).....\$47,850.60

OUTSTANDING INVOICE DETAIL AS OF: 01/16/25

<u>Invoice</u>	<u>Date</u>	<u>Original Amount</u>	<u>Payments/Credits</u>	<u>Amount Due</u>
8999101	11/13/24	20,785.20	0.00	20,785.20
TOTALS		\$20,785.20	\$0.00	\$20,785.20

PROFESSIONAL SERVICES RENDERED:

<u>DATE</u>	<u>TIMEKEEPER</u>	<u>NARRATIVE</u>	<u>HOURS</u>	<u>AMOUNT</u>
12/02/24	TM	Review 2021 schedule documents for deposition preparation.	4.00	1,000.00
12/03/24	TM	Review 2022 schedule documents for deposition preparation.	3.00	750.00
12/09/24	DPC	Deposition preparation.	2.50	750.00
12/09/24	TM	Review 2021 reports for deposition preparation.	2.00	500.00
12/10/24	RET	Prepare Article 31 combined demand responses to Empire Layout regarding Arben project liens.	1.50	450.00
12/10/24	TM	Review 2021 reports for deposition preparation.	1.30	325.00
12/11/24	TM	Review relativity schedule documents for deposition preparation.	3.00	750.00
12/12/24	DPC	Deposition preparation.	5.00	1,500.00
12/12/24	DPC	Attend to memo issues.	1.00	300.00
12/12/24	TM	Review relativity for response for information documents for deposition preparation.	3.50	875.00
12/13/24	DPC	Deposition preparation.	3.50	1,050.00
12/13/24	TM	Review meeting minute files for deposition preparation. Review relativity for response for information documents for deposition preparation.	4.50	1,125.00
12/15/24	TM	Review schedule documents, request for information logs, litigation letters, and shop drawings for deposition preparation.	9.50	2,375.00
12/16/24	DPC	Deposition preparation and deposition of Zen.	8.50	2,550.00
12/16/24	TM	Review County email correspondence, submittal, and bid documents.	9.50	2,375.00
12/17/24	DPC	Deposition preparation for P. Benza.	6.60	1,980.00
12/17/24	RET	Begin preparation of notice to produce response to Empire Layout regarding Arben project lien issues; conference with B&L project team to further prepare for depositions.	2.00	600.00
12/17/24	TM	Review request for proposal documents and contract documents.	8.50	2,125.00
12/17/24	RA	Per Thomas McShane request, prepared various produced documents for deposition prep.	1.40	210.00
12/18/24	DPC	Prep and take deposition of P. Benza (Arben).	8.50	2,550.00
12/18/24	TM	Review survey documents.	2.00	500.00
12/19/24	TM	Review Zen notes.	2.80	700.00
12/20/24	DPC	Attend to subpoenas and deposition scheduling.	0.50	150.00
12/20/24	MG	Attend to binder organization regarding outside investigation from Harris Beach PLLC. Deliver to County of Putnam Attorneys Office, Legislature, Executive, Purchasing and Finance Departments.	2.70	675.00

2233643.422488

County of Putnam
Legal Services

Harris Beach Murtha Cullina PLLC
Invoice # 12497038
Page 3

<u>DATE</u>	<u>TIMEKEEPER</u>	<u>NARRATIVE</u>	<u>HOURS</u>	<u>AMOUNT</u>
12/20/24	TM	Draft subpoena for Empire Layout.	2.00	500.00
12/23/24	TM	Revise Empire Layout subpoena.	1.50	375.00

TOTAL HOURS AND FEES

100.80 \$27,040.00

DISBURSEMENTS

DESCRIPTION

AMOUNT

Vendor: Empire Layout LLC; Invoice#: 422488-122424; Date: 12/24/2024 - Witness Fee - manual check from Nicole Pena

25.40

TOTAL DISBURSEMENTS

\$25.40

<u>TIMEKEEPER SUMMARY</u>			
<u>Timekeeper</u>	<u>Rate</u>	<u>Hours</u>	<u>Value</u>
Chafizadeh, D.	300.00	36.10	10,830.00
Tucker, R.	300.00	3.50	1,050.00
Giacomo, M.	250.00	2.70	675.00
McShane, T.	250.00	57.10	14,275.00
Asoda, R.	150.00	1.40	210.00
TOTALS		100.80	\$27,040.00

TOTAL AMOUNT DUE FOR THIS INVOICE \$27,065.40

**White Plains Manual Check
Citizens Bank Account
12-24-2024**

Check No.	206231
Amount of Check	\$25.40
Matter No.	422488
Client Name	County of Putnam
Payable to	Empire Layout LLC
For	Witness Fee
Requester	Darius Chafizadeh
Signer	Mathew Dudley

HARRIS BEACH PLLC ALBANY CONTROLLED DISBURSEMENT ACCOUNT

VENDOR

CHECK NO. 206231

OUR INV. NO.	YOUR REF. NO.	INVOICE DATE	INVOICE AMOUNT	AMOUNT PAID	DISCOUNT TAKEN	NET CHECK AMOUNT
			Empire beyond LLC			STP 25.40

Citizens Bank

HARRIS BEACH PLLC
ATTORNEY AT LAW
Albany, New York
Albany Controlled Disbursement Account
(518) 427-9700

Check No. 206231
Check Date 8-27-2009
CHECK AMOUNT 25.40

Pay to the order of
Empire beyond LLC
[Signature]

AUTHORIZED SIGNATURE

⑈ 206231 ⑈ ⑆011375135⑆ 4149000096⑈

HARRIS BEACH MURTHA
 ATTORNEYS AT LAW
 445 Hamilton Avenue, Suite 1206
 White Plains, NY 10601

County of Putnam
 48 Gleneida Avenue
 Attn: Compton Spain, Esq.
 County Attorney
 Carmel, NY 10512

January 16, 2025
 Invoice #12497039

Firm Attorney: Darius Chafizadeh
 Firm Matter Numbers: 2233643.433317

Client Name: County of Putnam
 Matter Name: County Attorney - Legislative Issues

January Invoice for Statement of Services and Disbursements

ACCOUNT SUMMARY FOR THIS MATTER

TOTAL FEES THIS INVOICE\$11,880.00
 TOTAL AMOUNT DUE FOR THIS INVOICE\$11,880.00
 PREVIOUS OUTSTANDING BALANCE FOR THIS MATTER\$23,115.00
 TOTAL AMOUNT DUE FOR THIS MATTER AS OF CURRENT INVOICE (01/16/25).....\$34,995.00

OUTSTANDING INVOICE DETAIL AS OF: 01/16/25

<u>Invoice</u>	<u>Date</u>	<u>Original Amount</u>	<u>Payments/Credits</u>	<u>Amount Due</u>
9002068	12/04/24	23,115.00	0.00	23,115.00
TOTALS		\$23,115.00	\$0.00	\$23,115.00

PROFESSIONAL SERVICES RENDERED:

<u>DATE</u>	<u>TIMEKEEPER</u>	<u>NARRATIVE</u>	<u>HOURS</u>	<u>AMOUNT</u>
12/02/24	DPC	Work on memo on legislative issues.	0.90	270.00
12/02/24	DK	Revise and finalize Memorandum for Law Department. Compile and finalize exhibits for same.	4.20	1,260.00
12/02/24	DD	Prepare exhibit disclosure for deposition.	0.40	60.00
12/03/24	DK	Revise Memorandum to incorporate additional information. Review and analyze documents pertinent to same.	2.00	600.00
12/04/24	DPC	Revisions to memo.	0.80	240.00
12/04/24	DK	Revise Memorandum to Law Department.	1.20	360.00
12/05/24	DPC	Attend to memorandum issues.	0.80	240.00
12/06/24	DPC	Attend to memo issues	3.50	1,050.00
12/06/24	DK	Revise Memorandum to County Attorney's Office to incorporate additional facts and analysis of same. Review and analyze documents pertinent to same.	4.60	1,380.00
12/09/24	DPC	Finalize memo	1.50	450.00
12/09/24	DK	Revise Memorandum to County Attorney's Office. Review and analyze exhibits for same.	2.80	840.00
12/10/24	DK	Revise and finalize Memorandum to County Attorney. Review and analyze exhibits pertinent to same.	1.80	540.00
12/11/24	DK	Communicate with Yoni Zloczewski (Harris Beach IT Litigation Support) in connection with documents.	0.50	150.00
12/11/24	DD	Provide disclosure link for case team	0.20	30.00
12/11/24	YZ	Review and analysis of various exhibits and an coinciding memorandum	0.60	90.00
12/12/24	DK	Research and analyze status of prior Legislative Counsel. Review Putnam County Legislature meeting minutes for pertinence to same. Identify period of time during which Legislative Counsel position was vacant and research reasons for same.	1.40	420.00
12/13/24	DK	Confer Review public sources for same.	0.80	240.00
12/18/24	DPC	Attend to memo to County Attorney.	1.40	420.00
12/18/24	DK	Confer with Darius Chafizadeh regarding additional analysis for Memorandum to County Attorney. Review and revise Darius Chafizadeh additions to same. Research and analyze statutory and case law authority in support of same.	4.30	1,290.00

2233643.433317

County of Putnam
County Attorney - Legislative Issues

Harris Beach Murtha Cullina PLLC
Invoice # 12497039
Page 3

<u>DATE</u>	<u>TIMEKEEPER</u>	<u>NARRATIVE</u>	<u>HOURS</u>	<u>AMOUNT</u>
12/19/24	DK	Confer regarding comments on Memorandum. Revise Memorandum to incorporate additional facts and analysis. Identify and review additional exhibits to same. Finalize Memorandum and exhibits to same.	6.30	1,890.00
12/23/24	YZ	Review and analysis of various exhibits, a corresponding memo and committee meeting recordings to isolate a pertinent subset to formally disclose to external affiliated parties.	0.40	60.00

TOTAL HOURS AND FEES

40.40 \$11,880.00

TIMEKEEPER SUMMARY			
<u>Timekeeper</u>	<u>Rate</u>	<u>Hours</u>	<u>Value</u>
Chafizadeh, D.	300.00	8.90	2,670.00
Klein, D.	300.00	29.90	8,970.00
Duffy, D.	150.00	0.60	90.00
Zloczewski, Y.	150.00	1.00	150.00
TOTALS		40.40	\$11,880.00

TOTAL AMOUNT DUE FOR THIS INVOICE \$11,880.00



One North Lexington Avenue
White Plains, NY 10601
(914) 949 - 2700
www.bpslaw.com
Facsimile: (914) 683 - 6956
Tax ID: 13-3214642

Putnam County
C. Compton Spain, Esq.
County Attorney for County of Putnam
40 Gleneida Avenue
Carmel, NY 10512

Invoice Date: December 18, 2024
Matter ID: 15571-00001
Invoice No: 158041
Attorney: Adam Rodriguez

Proposed Implementation of Congestion Pricing

BILLING SUMMARY THROUGH NOVEMBER 30, 2024

Current Fees:	617.50
Total Expenses:	0.00
Total Current Billing:	<u>617.50</u>
Total Now Due:	<u>617.50</u>

PAYMENT DUE UPON RECEIPT
THANK YOU

[Click here to pay by eCheck](#)

[Click here to pay by credit/debit card](#)

Or please go to the payment portal on our web page: <https://www.bpslaw.com/>

PROFESSIONAL SERVICES

<u>DATE</u>	<u>DESCRIPTION</u>	<u>TMKP</u>	<u>HOURS</u>	<u>AMOUNT</u>
11/26/2024	Begin review and analysis of legal research for amicus; communicate with client;	AR	1.10	357.50
11/27/2024	Review and analyze legal arguments in NJ action; exchange emails with client; review docket in underlying action; communicate with DC	AR	0.80	260.00
TOTAL FOR PROFESSIONAL SERVICES				\$617.50
Current Fees:				\$617.50

<u>TIME/RATE SUMMARY</u>				
<u>TMKP</u>	<u>NAME</u>	<u>HOURS</u>	<u>RATE</u>	<u>AMOUNT</u>
AR	Adam Rodriguez - Partner	1.90	325.00	617.50
				\$617.50



One North Lexington Avenue
White Plains, NY 10601
(914) 949 - 2700
www.bpslaw.com
Facsimile: (914) 683 - 6956
Tax ID: 13-3214642

Putnam County
C. Compton Spain, Esq.
County Attorney for County of Putnam
40 Gleneida Avenue
Carmel, NY 10512

Invoice Date: January 13, 2025
Matter ID: 15571-00001
Invoice No: 158373
Attorney: Adam Rodriguez

Proposed Implementation of Congestion Pricing

BILLING SUMMARY THROUGH DECEMBER 31, 2024

Current Fees:	9,543.75
Courtesy Discount	(2,174.71)
Total Expenses:	0.00
Total Current Billing:	7,369.04
Previous Balance Due	617.50
Total Now Due:	7,986.54

PAYMENT DUE UPON RECEIPT
THANK YOU

[Click here to pay by eCheck](#)

[Click here to pay by credit/debit card](#)

Or please go to the payment portal on our web page: <https://www.bpslaw.com/>

PROFESSIONAL SERVICES

<u>DATE</u>	<u>DESCRIPTION</u>	<u>TMKP</u>	<u>HOURS</u>	<u>AMOUNT</u>
12/02/2024	Continue to conduct and analyze legal research; exchange emails with County; conference call with planning director; conference call with DHC re underlying action status.	AR	1.70	552.50
12/03/2024	Drafted pre motion conference letter to judge on amicus brief of Putnam County	BFM	0.90	292.50
12/03/2024	Review and exchange emails with client; begin drafting PMC letter; conference with BM re same; conduct and analyze legal research; edit letter; email clients	AR	1.80	585.00
12/04/2024	Conference calls with client; revise PMC letter.	AR	1.20	390.00
12/05/2024	Exchange emails with client review court rules.	AR	0.30	97.50
12/10/2024	Review court order; email client; conference with BM; review and analyze data and briefs.	AR	1.10	357.50
12/11/2024	Research for Amicus Brief on behalf of Putnam in Rockland case	BFM	1.25	406.25
12/11/2024	Drafted Amicus Curiae brief to be filed by 12/16	BFM	4.40	1,430.00
12/11/2024	Email	BFM	0.10	32.50
12/11/2024	Conference call	AR	0.40	130.00
12/12/2024	Phone call	BFM	0.20	65.00
12/12/2024	Research on standing of counties in indirect harm matters on behalf of residents	BFM	0.90	292.50
12/12/2024	Review and analyze legal research; review and analyze pleadings; edit amicus brief; exchange emails with client.	AR	2.80	910.00
12/13/2024	Research on implementation of congestion pricing programs published by FHWA	BFM	0.40	130.00
12/13/2024	Draft of amicus curiae brief to include additional points from FHWA publishing about programs in other parts of the world. Incorporated additional statistics	BFM	0.70	227.50
12/13/2024	Continue to work on amicus brief; conference call with client	AR	2.60	845.00
12/14/2024	Conducted legal research using Westlaw and Lexis on the ability of counties and municipalities to sue the state on behalf of their residents, including analysis of statutory provisions and case law governing municipal standing and related doctrines. Reviewed and summarized relevant precedents to assess viability of potential claims.	JMU	2.40	600.00
12/16/2024	Review and analyze Ds' briefs and Rockland reply; review and edit amicus brief; conduct research; conference call with client; exchange emails with client; finalize brief for filing.	AR	4.80	1,560.00
12/16/2024	Review and revision of amicus brief draft, including checking citations, proofreading for typos and grammatical errors, and refining arguments for clarity and consistency.	JMU	0.90	225.00

PROFESSIONAL SERVICES

<u>DATE</u>	<u>DESCRIPTION</u>	<u>TMKP</u>	<u>HOURS</u>	<u>AMOUNT</u>
12/16/2024	Conducted legal research using Westlaw and Lexis on the ability of counties and municipalities to sue the state on behalf of their residents, including analysis of statutory provisions and case law governing municipal standing and related doctrines. Reviewed and summarized relevant precedents to assess viability of potential claims.	JMU	1.40	350.00
12/17/2024	Review and analyze court order; exchange emails with client	AR	0.20	65.00
TOTAL FOR PROFESSIONAL SERVICES				\$9,543.75
				Courtesy Discount (\$2,174.71)
				Current Fees: \$7,369.04

TIME/RATE SUMMARY

<u>TMKP</u>	<u>NAME</u>	<u>HOURS</u>	<u>RATE</u>	<u>AMOUNT</u>
BFM	Brittany F McLaughlin - Law Clerk	8.85	325.00	2,876.25
AR	Adam Rodriguez - Partner	16.90	325.00	5,492.50
JMU	Jacqueline M. Urbinati - Law Clerk	4.70	250.00	1,175.00
				\$9,543.75

OPEN INVOICES

<u>INVOICE NUMBER</u>	<u>DATE</u>	<u>AMOUNT DUE</u>	<u>PAYMENT RECEIVED</u>	<u>BALANCE DUE</u>
158041	12/18/2024	\$617.50	\$0.00	\$617.50



cc: all
Rules
A+A

Reso
#8

MICHAEL LEWIS
Commissioner Of Finance

SHEILA BARRETT
First Deputy Commissioner of
Finance
ALEXANDRA GORDON
Deputy Commissioner of Finance

DEPARTMENT OF FINANCE

January 29, 2025

Mrs. Diane Schonfeld, Clerk
Putnam County Legislature
40 Gleneida Avenue
Carmel, NY 10512

2025 FEB - 4 AM 10:59
LEGISLATURE
PUTNAM COUNTY
CARMEL, NY

Dear Mrs. Schonfeld,

Pursuant to Resolution 46 Section 5.1-B, dated February 14, 2010, the following request to amend the Putnam County Veterans Affairs 2023 budget has been submitted for approval.

Increase Revenues:

10651000 437895 10105 Veterans Peer to Peer Program \$197,864

Increase Appropriations:

10651000 54646 10105 Veterans Peer to Peer Program – Contracts \$197,684

2025 Fiscal Impact -0-
2026 Fiscal Impact -0-

Putnam County has been notified by the NYS Office of Mental Health that additional funding for the Veterans Peer to Peer Support Pilot Program has been awarded to the Putnam County Office of Veterans Affairs for SFY24-25. These funds are to be used to assist veterans suffering from post-traumatic stress syndrome, other related combat stress disorders, or having counseling needs, using individual and small group peer-to-peer counseling methods. The program is administered by the Putnam County Office of Veterans Affairs and the NYS Office of Mental Health. The funds are available for the period April 1, 2024 through March 31, 2025.

NYS OMH Attachment A – Funding Source Allocation Table: Year: 2025 Amendment: 1 - 12/16/24, Dwyer Veteran P2P is attached for reference.

AUTHORIZATION:

Date Commissioner of Finance/Designee: Initiation by \$0 - \$5,000.00

Date County Executive/Designee: Authorized for Legislative Consideration \$5,000.01 - \$10,000.00

Date Chairperson Audit/Designee: \$0 - \$10,000.00 **25A006**

Date Audit & Administration Committee: \$10,000.01 - \$25,000.00



Attachment A
Funding Source Allocation Table
 County Code: 40 County Name: Putnam
 Year: 2025 Amendment: 1 - 12/16/2024 10:47:56 AM

Print Date : 01/22/2025 12:19 PM
 Printed By : L6884KYNW
 Page : 1 of 2

Funding Source	Code	Type	Final Annualized Value	Allocation Changes Since Prior Letter	Revised Current Fiscal Year Allocation	Annualized Value	Annualized Value Changes	Fiscal Year Revised Annualized Value	Peds
Local Assistance	001A	GS	\$62,204	\$0	\$62,204	\$0	\$0	\$0	
Community Support Services	014	GS	\$114,736	\$0	\$114,736	\$0	\$0	\$0	
Adult Case Management & ACT	034J	GS	\$330,906	\$0	\$330,906	\$0	\$0	\$0	
Integrated Supp Emp	037	GS	\$53,816	\$0	\$53,816	\$0	\$0	\$0	
PROS State Aid	037P	GS	\$171,417	\$0	\$171,417	\$0	\$0	\$0	

Remarks

One time funding of \$88,726 represents the total 2025 PROS Viability funding. The funding for each provider is: Putnam Family & Comm Ser MH \$88,726 to be recorded on Program Code 6340

Effective 1/1/2025, PROS Residual State Aid and PROS Vocational Initiative funding recalculated based upon monthly census data reported in CAIRS. CY 2025 funding changes are : PFCS PROSper / CoveCare Center PROSper SA \$31,942 Voc \$50,750 to be reported on Program Code 6340.

Effective 4/1/24 PROS Residual State Aid and PROS Vocational Initiative funding is being increased based upon the 2.84% COLA. CY 2024 increases are: PFCS PROSper/CoveCare Center PROSperSA \$737 Voc \$1172

Dwyer Veteran P2P	038F	GS	\$197,864	\$0	\$197,864	\$0	\$0	\$0	
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Remarks

An increase of \$4,098 represents 3 quarters (4/1/24 - 12/31/24) of the approved 2.84% COLA increase for fiscal year 2024, effective 4/1/24. The quarterly value is \$1,366 and the full annual value is \$5,464.

Quarterly Allocation of \$48,100 (FAV \$192,400) in the SFY 24-25 Enacted Budget for the period of 4/1/2024-3/31/2025, will be used for the Veteran Peer to Peer Support Service Prog for veterans. The provider should use the program code 0690 on all OMH financial reporting documents.

Clinical Infrastructure-Adult	039P	GS	\$64,336	\$0	\$64,336	\$0	\$0	\$0	
CMHS Kids COVID Relief Funds	044C	F	\$0	\$0	\$0	\$0	\$0	\$0	
Clinical Infrastructure-C&F	046A	GS	\$80,128	\$0	\$80,128	\$0	\$0	\$0	
Community Support Programs-C&F	046L	GS	\$332,086	\$0	\$332,086	\$0	\$0	\$0	
Supported Housing	078	GS	\$2,552,243	\$0	\$2,552,243	\$0	\$0	\$0	
Prior Year Liability	122P	GS	\$0	\$0	\$0	\$0	\$0	\$0	78
Expanded Community Support Adult	142A	GS	\$284,164	\$0	\$284,164	\$0	\$0	\$0	

VET TO VET PROGRAM

BY CYSALS

CUM BAL

TOTAL STATE AID -2013	(6/30/17)	185,000	185,000	SPY 13/14 6/30/15, EXTENDED TO 6/30/16; 6/30/17
	2016 (6/30/18)	60,000	60,000	SPY 16/17
			245,000	
	2017 (6/30/18)		60,000	SPY 16/17
	(6/30/19)	152,500	92,500	SPY 17/18
			397,500	
	2018 (6/30/19)		92,500	SPY 17/18
	(6/30/20)	185,000	92,500	SPY 18/19
			582,500	
	2019 (6/30/20)		92,500	SPY 18/19
	(6/30/21)	185,000	92,500	SPY 19/20
			767,500	
	2020 (6/30/21)		92,500	SPY 19/20 4/1/21 12/27/21
	(12/31/22)	231,250	138,750	SPY 20/21 4/1/20 3/5/21
			998,750	
Rev. 2021	(12/31/22)		46,250	SPY 20/21 4/1/20 6/22/21
	(12/31/23)		46,250	SPY 21/22, 7/1/21 8/23/21
	(12/31/23)		185,000	SPY 21/22, 7/1/21 2/9/22
	(12/31/23)	208,125	-59,375	SPY 21/22, 7/1/21 3/17/22
			1,206,875	
	2022 (12/31/23)		46,250	SPY 21/22, 7/1/21 12/20/21
	(12/31/23)		-23,125	SPY 21/22, 7/1/21 2/13/22
	(9/31/24)	208,125	185,000	SPY 22/24, 4/1/22 3/21/22
			1,415,000	
	2023 (3/31/24)		185,000	SPY 22/24, 4/1/23 2/27/23
	(3/31/24)	192,400	7,400	SPY 23/24, 4/1/23 8/9/23 4% COLA
			1,607,400	
	2024 12/31/24		192,400	CY 2024, 1/1/24 SAL 12/29/23 82
			-192,400	CY 2024, 1/1/24 SAL 3/22/24 83
			144,300	CY 2024, 1/1/24 SAL 4/22/24 84
		148,398	4,098	CY 2024, 4/1/24 SAL 6/7/21/24 COLA 2.84%
			1,755,798	
	2025 12/31/25	197,864	197,864	CY 2025, 1/1/25 SAL 1/12/16/24
			1,953,662	

Dwyer Peer-to-Peer Funding

Funding

Paid without contract	22,748.10
Contract 20140092	29,312.29
Contract 2015084	715,437.97
Contract 2020176	242,163.18
Contract 2022109	742,036.82
Contract 2025	<u>197,864.00</u>
	1,949,562.36
24A093	<u>4,098.00</u>
	1,953,660.36

Claimed

Paid without contract	22,748.10
Contract 20140092	29,312.29
Contract 2015084	715,437.97
Contract 2020176	242,163.18
Contract 2022109	<u>740,422.10</u>
	1,750,083.64
	203,576.72
unexpended 2022109	1,614.72
to be added 2022109	4,098.00
New Contract 2025	<u>197,864.00</u>
	203,576.72

THE PUTNAM COUNTY LEGISLATURE

40 Gleneida Avenue

Carmel, New York 10512

(845) 808-1020

Fax (845) 808-1933

#9, 10, 11
+ 12

Amy E. Sayegh *Chairwoman*
Greg E. Ellner *Deputy Chair*
Diane Schonfeld *Clerk*
Robert Firriolo *Counsel*



Nancy Montgomery	Dist. 1
William Gouldman	Dist. 2
Toni E. Addonizio	Dist. 3
Laura E. Russo	Dist. 4
Greg E. Ellner	Dist. 5
Paul E. Jonke	Dist. 6
Daniel G. Birmingham	Dist. 7
Amy E. Sayegh	Dist. 8
Erin L. Crowley	Dist. 9

MEMORANDUM

DATE: January 8, 2025

TO: Amy Sayegh
Chairwoman, Putnam County Legislature

FROM: William Gouldman
Legislator, District #2

RE: Committee Items

As we enter the new year, I would like to request the following items be addressed in Committee.

Since the 2024 application process for inclusion in the Putnam County Agricultural District it has become apparent that it would be beneficial to review the inclusion requirements. Therefore, I respectfully request such a review be held by the Physical Services Committee.

At last evening's Organizational Meeting the Legislative Manual was approved with amendments. Prior to the meeting the Legislature received an email from Senior Deputy County Attorney Conrad Pasquale with notes pertaining to the amendments. I respectfully request these amendments and notes be reviewed and discussed by the Rules, Enactments & Intergovernmental Relations Committee. Also, I request Personnel Officer Paul Eldridge be invited to attend to provide his professional insight.

Thank you for your attention to these requests.

ADOPTION of LEGISLATIVE MANUAL

Adopted January 7, 2025

I. FUNCTIONS OF THE LEGISLATURE:

As provided by the Putnam County Charter II, Section 2.04, the Putnam County Legislature shall be the legislative, appropriating, and policy-determining body of the County. Except as may be otherwise provided in the Charter, it shall have and exercise all the legislative powers and duties now or hereafter conferred or imposed upon it by the Charter or by State Law, together with all the powers and duties necessarily implied or incidental thereto.

Under the Charter, the County Legislature shall have the following powers and duties, but is not necessarily limited to them:

- A. To adopt by resolution all necessary rules and regulations for its conduct and procedure.
- B. To make appropriations, levy taxes, incur indebtedness, and adopt the County budget.
- C. To exercise all powers of local legislation in relation to enacting, amending or rescinding local laws, Putnam County Charter provisions, legalizing acts or resolutions.
- D. To adopt, amend and repeal by local law, an Administrative Code which shall set forth the details of the administration of County government consistent with the provisions of the Charter.
- E. To confirm, when required, the appointments made by the County Executive according to the procedure cited in Section 2.08 of Article II of the Charter.
- F. To create, alter, combine, or abolish by local law, County administrative units not headed by elected officials or not otherwise provided by law.
- G. To fix by resolution the compensation of all officers and employees paid from County funds, except members of the judiciary; except that the compensation of any elected official paid from County funds shall not be decreased during that official's term.
- H. To fix by resolution the compensation to be paid from County funds for persons who are rendering services to, or in behalf of, the County, but who are not officers or employees of the County.
- I. To make, or cause to be made, such studies, audits and investigations as it deems to be in the interest of the County, and in connection therewith to obtain professional and technical advice, appoint temporary advisory boards of citizens, subpoena witnesses, administer oaths and require the production of books, papers and other evidence deemed necessary.
- J. To fix the amount of bonds of officers and employees paid from County funds.
- K. To designate one or more newspapers published within the County for the publication of all enactments, notices and other matters required by law.

- L. To establish or abolish positions of employment and titles thereof.
- M. To fill vacancies in any elective County offices, except the judiciary, in accordance with the Charter and other applicable law.
- N. To designate one or more depositories for the deposit of all monies received by the Commissioner of Finance.
- O. To fix, during the annual budget process, the salaries of its members for the succeeding year.
- P. To determine and make provision for any matter of County government not otherwise provided for.
- Q. To confirm appointments, except as otherwise provided by the Charter, through the affirmative vote of a majority of the entire Legislature taken at a regular or special meeting. In the event the Legislature has neither confirmed nor rejected an appointment within sixty (60) days after such appointment has been filed with the Clerk of the Legislature, such appointment shall be deemed confirmed.
- R. The Legislature shall provide annually an independent audit of its accounts, transactions of the County and of every County department, office and agency. The audit shall be made by a qualified accountant or accounting firm, so designated by the Legislature, which has no personal interest, directly or indirectly, in the affairs of the County or any of its departments, officers or agencies.
- S. If any section of this Legislative Manual, which is the official guide to the procedures of the legislature, is adjudged by a Court of competent jurisdiction to be in conflict with any Federal or State Statute or with the Putnam County Charter, then said section shall be deemed null and void, "ab initio," but this shall not affect any other section, other than that particular section of this Manual so adjudged to be in conflict as aforescribed.

II. **ORGANIZATION OF THE LEGISLATURE:**

A. *Size and Districts:*

The Putnam County Legislature shall be organized into nine single-member districts as established and provided for by Local Law #3 of 1977, establishing a County Legislature and approved by the voters of Putnam County in a referendum on November 8, 1977. Each member shall have one vote. Current maps of all County Legislative Districts and election districts shall be on file at all times in the Office of the Clerk of the Legislature for the use of Legislators and other interested persons.

B. *Meetings of the Legislature:*

1. Organizational Meeting of the Legislature:

The County Legislature shall, on the first Tuesday after the first Monday in January of each year, or as soon thereafter as practicable, meet and organize by election from among its members, a Chair, Deputy Chair and such other legislative officials as it deems appropriate.

The Chair shall appoint members of the County Legislature to serve on such legislative committees as are provided by the rules of the County Legislature. The County Clerk shall serve as Chair until such time as the County Legislature itself elects a chair. The date, time and place of said meeting of the Legislature shall be fixed by Resolution the proceeding December.

a. Notice of the Organizational Meeting:

The notice of the Organization Meeting stating the date, time, and place shall be written and placed in the legislative mailbox of each legislator or mailed to the last known address of each Legislator by the Clerk of the Legislature at least five (5) days prior to the meeting. In the event of incapacity or the failure of The Clerk of the Legislature to act, the notice shall be served by the Putnam County Clerk.

b. Call to Order:

The Putnam County Clerk shall convene the Organizational Meeting and call it to order and shall serve as Chair until such time as the County Legislature elects a Chair.

c. Election of a Chair of the Legislature:

The first order of business shall be the election of a Chair of the Legislature to serve a one-year term expiring on December 31st of the year of that election. The Chair shall be elected by a majority of the entire Legislature. Upon election, the Chair shall assume that office and preside for the balance of the Organizational Meeting and over all other meetings of the Legislature. This procedure is prescribed in Section 2.05, Article II of the Putnam County Charter.

d. Appointment of the Clerk of the Legislature:

Effective January 1, 2002, the County Legislature shall, on the first day of January or as soon thereafter as practicable, and every three years thereafter, appoint a Clerk, who shall serve until his or her successor is appointed. From time to time the Clerk shall appoint such additional personnel as are required for the efficient operation of the office of the Clerk within the appropriations approved therefore. This procedure is set forth in Section 2.06 of Article II of the Putnam County Charter. In the event of a vacancy in the office of Chair of the Legislature, during this Organizational Meeting, the Putnam County Clerk, acting as Chair under the Charter and Rules of the Putnam County Legislature shall appoint a Clerk of the Legislature pro-tem, to serve until such time as the position can be filled according to this paragraph (d).

e. Appointment of the Auditor:

Effective January 1, 2001, the County Legislature shall on the first day of January or as soon thereafter as practicable, and every three years thereafter, appoint an Auditor who shall serve until his or her successor is appointed. This procedure is set for in Section 2.10 of the Putnam County Charter.

f. Adoption of the Legislative Manual:

The next order of business shall be the annual adoption of the Legislative Manual including any amendments incorporated therein. This Manual is the official guide to the rules, proceedings and practices of the Putnam County Legislature. The rules of the County Legislature for the preceding year shall remain in force and effect at the first meeting of each year until the formal adoption of the rules for the current year.

g. Establishment of the Legislative Calendar:

A Legislative Calendar shall be adopted, setting the dates and times of all Regular Meetings for the Calendar Year, which calendar shall then be published.

2. Regular Meetings of the Legislature:

Regular meetings of the Putnam County Legislature shall be held monthly at 7:00 PM on the first Tuesday, except when a holiday falls on the regularly scheduled date, the meeting shall be held on the next business day, unless the Legislature decides otherwise. The Clerk of the Putnam County Legislature shall place in the legislative mailbox of each legislator or mail to each member of the Legislature, a written notice stating the date, time and place of each meeting at least five (5) days prior to the date of the meeting. Said agenda shall state the subject matter of all resolutions and local laws to be voted on at such meeting. (Article IV, Rules 26).

3. Special Meetings of the Legislature:

The Special Meetings shall be held at the call of the Clerk of the Legislature upon direction of the Chair and four other Legislators or upon written request signed by a majority of the entire Legislature. Notice in writing stating date, time, place and purpose of the Special Meeting, shall be placed in the legislative mailbox of each legislator. Supplemental notification shall be by U.S. Mail, e-mail, facsimile or other reasonable means of communication or as requested by any Legislator in writing to the Clerk of the Legislature to each member of the Legislature by the Clerk of the Legislature. (Section IV, Rule 27)

4. Recessed and Adjourned Meetings of the Legislature:

Except while a vote is being taken, any meeting of the Legislature or of its committees or commissions, may be recessed or adjourned at any time upon approval of a majority of those present. Such motion shall be decided without debate. Additionally, if any meeting extends beyond 11:00 PM, it shall be terminated under these Rules unless a majority of the members present vote to continue. Any meeting, which is recessed, shall be re-convened at a future date and time approved by a majority of those present at the meeting being recessed. A recessed meeting shall be considered a continuing meeting and only matters on the agenda of the recessed meeting shall be discussed when it is re-convened. This

re-convened meeting shall be noticed by the Clerk in accord with procedures outlined in, - (Section IV, Rule 28) ("Special Meetings"). Any meeting which is adjourned shall be considered a terminated meeting and any unresolved items at the adjournment shall be considered unfinished business. Those unresolved items shall be made part of the next regularly scheduled meeting of the Legislature or of its Committees and shall be listed under Unfinished Business according to the procedures under Article IV, Rule 5 (a) (6).

5. Location of Meetings of the County Legislature and the Budget and Finance Committee; Seating.

(a) The Organizational Meeting of the Legislature, all Regular Meetings of the County Legislature, the regular or special meeting of County Legislature held for the purpose receiving the State of the County Address, the meeting of the Budget and Finance Committee held pursuant to Charter Section 7.04(B)(2) (Tentative Budget presentation) and the regular or special meeting of the County Legislature held pursuant to Charter Section 7.04(B)(5) (adoption of annual budget) shall be held in the courtroom of the Historic Courthouse.

(b) The seating of the members of the County Legislature at the legislative dais during any of the meetings set forth in paragraph (a) above shall be in the following order: The chair shall occupy the center seat of the legislative dais. The remaining members of the Legislature shall be seated at the legislative dais from left to right (when viewing the legislative dais from the west) in such an order so that the County Legislator from District #1 is seated at the left-most seat and the remaining Legislators (with the exception of the Legislator serving as Chair) shall be seated in clockwise direction thereafter in ascending numeric order. It shall be within the discretion of the Chair of the Legislature to seat any legislative staff at the legislative dais. Except as noted in paragraph (c) below, no other person may be seated at the legislative dais.

(c) At any regular or special meeting of County Legislature held for the purpose receiving the State of the County Address and the meeting of the Budget and Finance Committee held pursuant to Section 7.04(B)(2) of the County Charter (Tentative Budget presentation), the County Executive shall be seated at the legislative dais at the right-hand side of the Chair. The County Executive shall deliver the State of the County Address or Tentative Budget presentation from such seated position.

C. *Powers and Duties of the Chair of the Legislature:*

The Chair of the Putnam County Legislature shall have all the powers and shall perform all the duties conferred on that office by the Charter, Administrative Code, Legislative Manual, as well

as applicable County and Municipal Law. Among the powers and duties of the Chair, but not by the way of limitation, shall be the following:

1. To preside at meetings of the Legislature:

The Chair shall preside at all regular and special meetings of the Legislature; shall preserve order and decorum; and shall decide all questions of order subject to appeal by a majority of the members present. The Chair shall be guided by the Rules of Order and Procedure of the Legislature, as adopted as part of the Legislative Manual.

2. To Appoint Standing Committees:

The Chair shall, within thirty (30) days of his or her selection as Chair, appoint from among the membership of the Legislature the members and Chairs of the following Standing Committees of the Legislature:

Audit and Administration
Budget and Finance
Economic Development and Energy
Health, Social and Educational Services/Environmental
Personnel
Physical Services
Protective Services
Rules, Enactments and Intergovernmental Relations

The Chair may be self-appointed to membership with full voting rights to One (1) Standing Committee and may serve as Chair of that Standing Committee in addition to Budget and Finance. All appointments made hereunder pursuant to this paragraph shall not require consent of the legislature. Notwithstanding the foregoing, the Chair may be self-appointed to one or more additional Standing Committees, with full voting rights, only upon the approval of a majority of the entire Legislature. In addition, the Chair shall serve as an ex-officio, non-voting member of the remaining Standing Committees.

3. To appoint Special Committees and Legislative Officers:

Upon authorization by a majority of the entire Legislature in each instance, the Chair may appoint such special committees, sub-committees, commissions and Legislative Officers as, in the opinion of the Legislature, is necessary to facilitate the conduct of its business. The Chair shall be ex-officio member of each special committee.

4. To serve as a member of the Capital Projects Committee as defined In Article VII, Section 7.05, number 3 of the Putnam County Charter.

5. To Perform Administrative Duties:

The Chair shall serve as the Administrative Head of the Legislature and shall be responsible for the conduct of its business and shall exercise administrative supervision over the office of the Clerk of the Legislature and of the Auditor, acting as liaison between these two offices and the Legislature.

6. To designate an Acting County Executive:

If no Acting County Executive has been so designated by the County Executive, or if the person designated by the County Executive is unable to serve during the absence or disability of the County Executive, the Chair of the County Legislature shall designate the head of one of the County Administrative units to perform such duties. This is provided for in Article III, Section 3.05 of the Putnam County Charter.

7. To Have the Power to Vote:

The Chair shall, in all cases, have the right to vote. When the vote, including the vote of the Chair, is equally divided, the question shall be defeated.

8. Legislature Control:

In all cases, unless otherwise stated by State Statute, local ordinance, Legislative Manual, or by the Putnam County Charter herein, all appointments by the Chair shall be subject to a majority vote of the entire Legislature.

D. Temporary Chair:

In the case of the absence of the Chair, the Deputy Chair shall preside as described under Article IV, Rule 6.

E. Vacancy in the Chair:

If the Chair of the Legislature resigns, dies, is declared incompetent by a Court of competent jurisdiction, is removed or is removed from the Chair by censure, the Legislature shall meet within seven (7) days, at a special or regular meeting and vote among their members to elect a Chair to fill the existing vacancy. Such Chair shall serve until the next Organizational Meeting.

F. Censure of the Chair:

Any Legislator may introduce a motion censuring and/or requesting a "vote of no confidence," specifically citing the action of the Chair for which vote is requested. A 2/3 vote of the entire Legislature is required for this action. If said motion passes, a 2/3 vote by the Legislature shall then be taken to sanction or remove the Chair.

G. Censure of a Legislator:

Any Legislator may introduce a motion censuring another Legislator, specifically citing the action of the Legislator for which the vote is requested. A 2/3 vote of the entire Legislature is required for this action. If said motion passes, the Chair shall be responsible for instituting an appropriate sanction designated by a 2/3 vote of the Legislature.

H. *Powers and Duties of the Clerk of the Legislature:*

The Clerk of the Legislature shall have all the powers and duties now or hereafter conferred or imposed by the Putnam County Charter and the Administrative Code or approved by the Legislature. In addition, as Chief of Staff to the Legislature, the Clerk shall furnish, research and investigate and give clerical support to the Legislature and its constituent parts. The Clerk, at the direction of the Chair of the Legislature, shall also prepare and transmit to the State Legislature, the County Legislature's official views regarding any proposals and bills before it which are of interest to the County, as reflected by the resolution of the County Legislature.

1. The statutory duties of the Clerk include, but are not limited to, the following:

- a. To appoint such personnel as are required and authorized by the Legislature within the appropriations therefor.
- b. To Prepare and circulate an agenda for all Regular, Special and Committee Meetings of the Legislature, as follows:
 1. A list of all unfinished business and special orders.
 2. A list stating the subject matter of all resolutions, ordinances and local laws to be voted on at such meeting.
 3. Copies of all text of all local laws and resolutions to be introduced or to be voted on at each meeting.

All of the above shall be placed in each legislator's legislative mailbox or mailed to each Legislator at least five (5) days before each meeting. In order to accomplish this, the text of each resolution, ordinance, or local law to appear on the agenda, shall be received by the Clerk at least seven (7) days before the meeting. Local laws shall be received by the Clerk at least ten (10) days before the meeting and copies forwarded to each legislator in compliance with Section 20 (4) of the Municipal Home Rule Law.

- c. To attend or to designate an authorized person to attend all meetings of the Legislature and its Committees and to make a record of the official proceedings. Minutes of all Legislature and Committee meetings, or of any other meeting or hearing called or otherwise authorized by the Legislature or by any of its duly authorized Committees or Commissions, and if the Legislature creates such a body it is responsible for the minutes which shall consist of a recordation of:
 1. The meeting being called to order
 2. Attendance taken
 3. Votes taken or decisions rendered with a summary of the discussion. Verbatim minutes of any segment are not to be taken unless specifically requested by a member of the Legislature or the Chair of the Legislature. Audio tapes will be made of every authorized meeting and shall be retained for at least a period of one year. Audio tapes

primarily serve as a work product for the preparation of the actual minutes and as such, shall not be copied or given out without the express authorization of the Chair of the Legislature, who may invoke Freedom of Information procedures. It being expressly understood, however, that in any discussion, challenge, or other dispute over the accuracy of the minutes, or of the substance of any meeting or hearing or Legislative action, the audio tapes shall constitute the basic record. The priority for the preparation of minutes shall be: Regular meetings, Special meetings, Committee meetings, other hearings and correspondence.

4. Copies of the minutes in “draft” form with each page being identified as “draft copy” shall be posted on the Putnam County web-site once prepared and reviewed by the Clerk. Thereafter copies of the minutes shall be posted officially on the Putnam County website as follows:

- a. Legislative meetings after approval of the minutes by the Putnam County Legislature.
- b. Committee meetings after approval by the respective Legislative Committee.
- c. Local laws after approval by the Putnam County Legislature and before County Executive’s public hearing.
- d. To maintain official files and records of the Legislature, its proceedings, appointments, and confirmation of appointments to County office, boards, commissions and other bodies; official communications to and from the Legislature; public record copies of the Executive Budget and the Adopted Budget and such other actions and papers as the Legislature, its Chair, Committees, or applicable law shall require. The Clerk shall condense and summarize all communications from government officials, departments and agencies for inclusion in the Agenda, pursuant to Article IV, Rule 5.
- e. To publish annually, the proceedings of the Legislature.
- f. To prepare and publish annually, no later than February 15th, a Legislative Calendar incorporating the dates, times and places of all regular meetings of the Legislature and such else as is deemed appropriate.
- g. For compliance with this manual, placing on the desk of a legislator is accomplished by placing in the Legislator’s mailbox located in the Legislative Office.

2. Additional duties of the Clerk of the Legislature, as Chief of Staff of the Legislature and its constituent bodies, shall include the following:

- a. To maintain service files and records for the various arms of the Legislature and such clerical and service support as is needed by them, within available means.
- b. To communicate and follow up on Legislator requests for information and service from the office of the County Executive.
- c. To relay regular and special reports, recommendations, proposals and other sources as may be directed by the Chair of the Legislature or requested by the Chair of a standing committee.
- d. To cooperate in any studies or investigations authorized by the Legislature to be conducted by professional or technical organizations or individuals under contract.
- e. To give such other staff as may be required or requested by the Legislature or any of its constituent groups as authorized by the chair and within available means.

III. COMMITTEES OF THE LEGISLATURE:

The right of the Legislature to organize itself is stipulated in the Putnam County Charter. This section of the Legislative Manual sets forth the principal provisions of the committee's structure, notably the eight standing committees. The Legislature may also appoint Special Committees, Boards and Commissions to assist in the efficient conduct of its business.

A. *Appointment of Committee Members:*

It shall be the duty and responsibility of the Chair of the Legislature to appoint and remove members of the Legislative standing committees. The Chair shall appoint committees within thirty (30) days from the date of the Organizational Meeting, showing the names of the committees and the members thereof and filing with the Clerk of the Legislature. The Clerk, upon receipt of such list, shall place a copy in the legislative mailbox of each legislator or mail a copy to each member of the Legislature.

B. *Meetings of the Committees:*

1. Regular meetings of each Standing Committee shall be held at the call of the Committee Chair at either the David D. Bruen County Office Building or the Historic Courthouse. No meeting of any Standing Committee shall be held during the seven- (7) day period prior to a regularly scheduled meeting of the Legislature.
2.
 - a) The Chair of each Committee, upon appointment and after consultation with his or her fellow Committee members, shall provide the Clerk of the Legislature with the day of each month on which that Committee shall meet. To the greatest extent possible, the Chair of each Committee shall schedule a Committee meeting in such a manner as to provide that said meetings take place on the same day of each month (i.e.: the second Tuesday of each month, the last Monday of each month, etc...). The Clerk of the

Legislature shall then prepare and circulate to all members of the Legislature, the schedule of that year's regularly scheduled Committee meetings. In the event the regularly scheduled meeting of a Committee falls on a holiday, the Chairman of such Committee shall schedule an alternate day for that month's meeting.

- b) After the calendar has been prepared and circulated, the date of the meeting may be canceled upon the written request by the Committee Chair to the Legislative Chair and subsequent approval by the Legislative Chair. Such request must state the specific justification for the cancellation. Such meeting may not be rescheduled unless each member of such cancelled meeting agrees to such rescheduling. In the event a meeting is cancelled due to inclement weather, the Chair of such cancelled meeting shall have sole discretion as to the rescheduling of such monthly meeting.
 - c) The Chairs of each Committee shall schedule their respective Committee meetings in such a manner that no two Committee meetings shall conflict with each other on any day. In the event that a conflict cannot be resolved by the Chairs of Committees which propose to hold more than two meetings on any one day of the month, the Chair of the Legislature shall choose the time of each conflicting meeting.
 - d) Nothing herein shall prohibit a Chair of a Committee from scheduling any other Committee meetings during any month, provided that 2/3rds of the membership of such committee shall concur in the scheduling of such other Committee meeting;
3. In the event a scheduled Committee meeting lacks a quorum, the Chairman of said Committee, may temporarily replace any member of that Committee who is not present with another member of the Legislature. This replacement shall be for that specific meeting only and only while the absent member of the Committee is not present, to enable said Committee to conduct its business. Once a meeting has started with a replacement, if at any time during a meeting an absent member of the Committee arrives, the replacement shall step down and all votes taken with the replacement shall be binding.
 4. Meetings of the Legislature, its standing committees or other Committees or commissions of the Legislature, which have been adjourned due to a lack of a quorum, or recessed meetings of these committees, may be re-scheduled at the discretion of the Chair of each, or on the request of a majority of the committee membership. Members shall be notified of the meetings so adjourned or recessed in the same Manner provided for notifying members, as outlined in Article II (B) (3) and Article II (B) (4).
 5. Special Committees constituted for a particular and generally temporary purpose, shall be organized and meet as specified in the resolution authorizing formation of said committees
 6. No committee meetings shall be closed to the public, except by majority vote of its membership and only for the reasons specified in applicable law.

C. *Standing Committees and their Functions:*

1. Standing Committee Systems

The Putnam County Legislature shall operate on the committee system and the manifold operations of the County shall fall within the jurisdiction of the eight standing committees listed in Article II (C) (2) of this Legislative Manual.

2. Functions

- a. The functions of each Standing Committee shall be essentially the same: to expedite the business of the Legislature by considering policy initiatives for and directives from, the Legislature or operations within its jurisdiction; to review operations for compliance with legislative intent and to make recommendations to the Legislature on its own initiative, or at the request of the Legislature. In addition, any individual Legislator may request committee consideration of any matter by filing a request in writing with the Chair of the Legislature who shall forward that request to the appropriate committee Chair. A committee as a group and its individual members, shall be expected to conduct a comprehensive initial review and subsequently periodic reviews, of ongoing and future activities of those governmental units within that committee's jurisdiction. Committee members may be designated to attend meetings of departmental boards and commissions in the capacity of observers.
- b. Matters referred to committees by the Legislature or by individual members through the Chair of the Legislature shall be promptly considered by the committee, unless otherwise provided, a determination shall be made within sixty (60) days of the receipt thereof. If no determination has been made, the committee shall inform the Chair of the Legislature, who shall recommend to the Legislature an extension period that shall not to exceed sixty (60) days.
- c. Once a Standing Committee accepts the assignment of any issue properly before it, the issue shall remain the responsibility solely of that Standing Committee, unless the Chair of the Legislature has given prior approval of and assignment to multi-committee consideration, or unless the Standing Committee, in its deliberations requires the input from another Standing Committee in order to complete its deliberations.
- d. When it has become necessary under multi-committee consideration for both committees to act by resolution and there is no conflict between resolutions, the resolutions shall be presented as a combined resolution presented jointly. In the event a conflict develops between the committees which then produce conflicting resolutions, both such resolutions shall be presented to the Full Legislature simultaneously for discussion and debate before a deciding vote is taken.
- e. All substantive and formal actions shall be decided by a majority vote of committee members and the Chair of the committee shall faithfully report such actions even though having voted with the minority on a particular matter.

- f. The Standing and Special Committees shall keep minutes of all meetings including dates and times of the meetings, committee members present and matters discussed as required under Article II (H) (“Powers and Duties of the Clerk of the Legislature”).
- g. The original of such report and tape recordings of the meeting shall be filed with the Clerk of the Legislature as soon as possible after each committee meeting.
- h. All resolutions, local laws, or other reports or recommendations submitted to the Legislature for committee consideration and approval by the Full Legislature shall be preceded by a short summary of the intent and effect of the proposal along with the potential fiscal impact for the current year as well as for future years. Any budgetary amendments or budgetary transfers that do not identify the current fiscal impact or future fiscal impacts will be returned to the Finance Department and not reviewed or approved by the Legislature until such information is supplied. The summary shall be read into the record at the time of presentation. Committees may hold public hearings on issues pending before them.

3. Individual Standing Committees

a. Rules, Enactments and Intergovernmental Relations:

The functions of the Standing Committee on Rules, Enactments and Intergovernmental Relations shall include, but not be limited to, the following:

- (1) To recommend the conduct of the legislature through rules, regulations and procedures.
- (2) To review the Legislative Manual annually and recommend its adoption, with any amendments and to render opinions on any matters included in the Legislative Manual, upon request of the Chairman of the Legislature or any members of the Legislature.
- (3) To recommend to the Legislature and its committees, the form, content and frequency of all formal reports prepared for the Legislature by any officer, department head, agency head or County employee or for work performed for, or by the County, through service contracts agreements.
- (4) To designate representatives to sit as observers on any Executive Department Labor Relations Committee that may be created and report thereon to the Rules, Enactments and Intergovernmental Relations Committee, and to the Legislature.
- (5) To review any proceedings or negotiations concerning joint undertakings with other municipal entities including cities, counties, towns, villages or regional government associations, upon the request of the Chairman of the Legislature and within the guidelines established by the Legislature.
- (6) To review and make recommendations to the Legislature concerning any legislation on matters of interest to the County for introduction to, or pending before, the State and Federal Legislatures.

- (7) To review and advise the Legislature concerning any suits against the County as well as any litigation of County interest and non-payment of taxes.
- (8) To review activities of and performance for compliance with legislative intent of the Department of Law, the Board of Elections, the County Clerk and all other agencies of County government not specifically assigned to a particular standing committee.
- (9) To recommend to the Legislature, a Code of Ethics for County Legislators, officers, employees and all persons having or conducting affairs with the County government.

b. Budget and Finance:

The Budget and Finance Committee shall be a standing committee, composed of the entire Legislature. The functions of said committee shall be, but not limited to:

- (1) To review with the Commissioner of Finance each budget item and budget estimates submitted by unit heads and the Tentative Budget as approved by the County Executive.
- (2) To make recommendations to the Legislature on each budget line item based on the review described in paragraph (a) above.
- (3) To review and recommend to the Legislature, necessary action on tax levy matters.
- (4) To exercise sole oversight of the Empire Zone and to forward any legislation with respect to the Empire Zone to the Full Legislature.

c. Audit and Administration:

The functions of the Audit and Administration Committee shall be, but not limited to:

- (1) Exercise legislative oversight of the Department of Finance and of all financial activities and functions as related to program content and performance for compliance with legislative intent, as incorporated in the Budget. This applies especially to funds appropriated in the Budget for specified program purpose and the extent to which the purpose was accomplished within initial and supplemental Budget requests as compared with initially anticipated performance and established standards.
- (2) To review and recommend to the Legislature necessary actions following annual or periodic audits conducted as part of the Legislature's auditing function or following each New York State Department of Audit and Control Report on County Finances and financial procedures and to monitor compliance with recommendations approved by the Legislature.
- (3) To receive and review for completeness and accuracy the Annual report and periodic reports of the Commissioner of Finance.
- (4) To review and make recommendations to the Legislature about the County Executive's actions on appropriation transfers, deficiency appropriations and supplemental appropriations.

- (5) To review and recommend to the Legislature the Legislature's policy on assets, types of investment and terms of investment, use of surplus or general funds and authorization and issuance of County debt obligations.
- (6) To review for adequacy the County Executive's recommended insurance coverage and policies
- (7) To review and recommend to the Legislature necessary action on assessment, equalization and taxation.
- (8) To review and recommend to the Legislature necessary action on purchasing procedures, bids, bonds and capital project financing.
- (9) To exercise legislative oversight for compliance with legislative intent of all County government departments, agencies and units as well as citizen advisory boards and commissions that utilize information technology in the transactions carrying out their charge and purpose, for the benefit, well-being and convenience of the people of Putnam County.

d. Health, Social and Educational Services/Environmental:

The functions of the Committee on Health, Social and Educational Services/Environmental, shall include but not be limited to the following:

- (1) To exercise legislative oversight for compliance with legislative intent of all County government departments, agencies and units, as well as of advisory citizen boards providing health, social or educational services to the County or its residents. Included in these categories shall be the Department of Health, the Board of Health, the Department of Mental Health, the Mental Health Board, the Department of Social Services, the Office of the Aging, the County Historian, the Veterans Service Agency, the County Cooperative Extension Service, the Community Services Board and the Coordinating Council for People with Disabilities.
- (2) To initiate and recommend legislative policy and upon Legislative request or its own initiative and present its recommendations for Legislative action on the following:
 1. All public welfare programs including those of semi-independent agencies and special services contributing to the public welfare.
 2. All programs of the Office for the Aging.
 3. All public and environmental health facilities and programs
 4. All mental health programs and services that may be undertaken by the County government or fall within its jurisdiction.
- (3) To exercise legislative oversight over all executed contracts between the departments, agencies, etc., listed in sub-clause (a) above and any other person, institution or unit of government.

- (4) To recommend policy toward and maintain contact with voluntary or civic associations providing health or welfare services to residents of the County.

e. Physical Services:

The functions of the Committee of Physical Services shall include but not be limited to the following:

- (1) To exercise legislative oversight for compliance with legislative intent of all County government departments, agencies and units as well as citizen advisory boards and commissions that render physical services for the well-being and convenience of the County of its residents. Included in these categories shall be the Department of Highways and Facilities, the Division of Planning and Development, the Planning Board and the Recreation Commission, the Lake Management Advisory Committee and the Soil & Water Conservation District, as well as physical work performed for or by the County government in association with other local jurisdictions and contractors paid from County funds.
- (2) To represent the Legislature in all matters of concern to the above County governmental units and make reports with recommendations to the Legislature thereon.
- (3) To recommend to the Legislature any legislative action involving the above mentioned departments and agencies.

f. Protective Services:

The functions of the Committee on Protective Services shall include but not be limited to the following:

- (1) To exercise legislative oversight to assure compliance with legislative intent of all County government departments, agencies and units, as well as citizen advisory boards and commissions, that render protective services for the well-being of County residents. Included in these categories shall be the Office of the District Attorney, the Office of Probation, the Sheriff's Department, the Putnam County Jail, the Coroners, the Putnam County Legal Aid Society, the Bureau of Emergency Service and the Traffic Safety Board.
- (2) To exercise legislative oversight over all executed contracts between the above units, boards and commissions and any person, institution or unit of government.
- (3) To initiate and recommend legislative policy for all protective and custodial services performed by the County government.
- (4) To give advice and initiate the action required of the Legislature concerning the relationship of the County government to agencies that administer criminal justice.

g. Personnel

The functions of the Committee on Personnel shall include but not be limited to the following:

- (1) To exercise legislative oversight for compliance with legislative intent on all matters involving personnel throughout the County government.
- (2) To make recommendations to the Legislature on personnel matters when deemed necessary.

h. Economic Development and Energy

The functions of the Committee of Economic Development and Energy shall include but not be limited to the following:

- (1) To recommend to the Legislature ways to promote economic development and increase opportunities for business retention and expansion in Putnam County.
- (2) To review activities and assist in the efforts of the Putnam County Visitors Bureau, established to promote travel and tourism in Putnam County.
- (3) To review agreements between Putnam County and independent Bureaus, agencies and companies providing services to increase opportunities for economic development recommending to the Full Legislature appropriate agreements between such entities.
- (4) To represent the Legislature, on its request, in all regional and local programs for planning and economic development.
- (5) To provide oversight of green energy initiatives in its mission to bring more green energy infrastructure to Putnam County.

D. *Committee Vacancies:*

In the event of a vacancy on any Legislative Committee, the Chair of the Legislature shall fill the vacancy by appointment in the same manner that the original member was appointed.

E. *Services Provided to the Legislative Committees:*

In order to guide the work of each committee efficiently and effectively, each committee chair may seek the assistance of the Clerk of the Legislature. This service shall include secretarial and recording facilities, the taking of minutes of meetings, including actions voted on, correspondence, reports and research assistance.

Requests from any committee Chair to the Executive Branch shall be routed through the Clerk, who shall prepare a written request and monitor compliance with the requests. This procedure shall also be followed by committee seeking the counsel of or testimony from any official, department head or employee of the Executive Branch, or any special services, reports or data from any department or unit of the Executive Branch.

Assistance from or counsel of elected officials such as the County Clerk, or the District Attorney, or Sheriff shall be relayed directly to the individual official by the Clerk.

Counsel to the Legislature may be contacted directly by the Clerk to arrange for such legal and other appropriate services as may be required by any committee. This includes drafting of resolutions to be presented to the Legislature. Any special services from consultants, technicians or other specialists not in the regular employ of the County that require the expenditure of County funds must be authorized in advance by the Legislature. See Article V.

F. *Special Committees, Citizen Advisory Committees, Commissions Or Boards and their functions:*

1. **Special Committees of the Legislature** may be created by the Legislature to help it transact its business. Each Special Committee shall be concerned with only one specific and definite purpose and shall be established for a limited duration, either to serve until a specific date or to serve until it completes its specific assignment. Special Committees shall be limited solely to members of the Legislature. The Chair of the Legislature shall appoint members of such Special Committees, subject to the approval of the Legislature. Special Committees shall establish their own regular meeting dates, and shall be governed by the Rules of Order and Procedure as outlined in Article IV.

2. **Citizens' Advisory Committees, Commissions**

The Legislature may appoint Citizens' Advisory Committees and Commissions. At the time of the appointment of each of these bodies, the Legislature may appoint a member as liaison or ex-officio. These bodies may be created by the Chair of the Legislature with the approval of the Legislature, or upon its own initiative by a majority of the entire Legislature, The Committees and Commissions shall serve the Legislature.

The Citizens' advisory body shall be composed of residents of Putnam County and where possible, shall contain a representative from each Town in the County. The appointment of the Chair and officers and the numerical and geographic make-up of the body shall be approved by the Legislature. Members may set their own meeting agenda.

A Citizens' Advisory body shall be established for a limited time until it has completed its task or until abolished by the Legislature.

IV. **RULES OF ORDER AND PROCEDURE:**

Roberts' Rules of Order, Newly Revised, shall be the specific rules of order and procedure for the conduct of the meetings of the Putnam County Legislature and of its committees, citizen advisory committees or commissions, insofar as they are applicable and not inconsistent with the Rules of Proceedings contained in this manual.

The Standing Committee on Rules and Enactments shall be responsible for the correct procedure within the rules. A question on the proper application of any rule, or if no rule can be found to clearly apply in a given instance shall be referred to the Rules Committee for interpretation or remedy.

Each and every meeting of the Putnam County Legislature and its committees, boards and commissions shall be open to all members of the public, unless otherwise specified by law.

Rule 1- Roll Call:

Each and every meeting shall be called to order at the time appointed by the Chair and the Clerk shall call the roll and enter the names of those committee members present or absent in the minutes. If a quorum is not present for a Committee meeting, the Chairman of said Committee may temporarily replace any member of that Committee who is not present with another member of the Legislature (See Section III (B) (3).) If a quorum is not present for a Full or Special Meeting the member(s) attending must call for an Adjourned Meeting, requesting the Clerk to issue an appropriate notice, setting time and date for a new meeting.

Names of any members of a Committee of the Legislature arriving late or departing early for a committee meeting shall be inserted in the minutes of the meeting by the Clerk, noting the time of arrival or departure. Also the names of any members of the Legislature arriving late or departing early for a meeting of the Legislature shall be inserted in the minutes of the meeting by the Clerk, noting the time of arrival or departure.

Rule 2 - Quorum:

A majority of the entire Legislature or of any Standing or Special Committee or Advisory Commission shall constitute a quorum for the transaction of its business except that a lesser number may be present to vote to adjourn a meeting.

Rule 3 - Manner of Accepting Minutes:

The minutes of the preceding meeting or any portion thereof, of the Legislature shall be read at the request of any Legislator who wishes to enter objections, alterations or additions. Otherwise, the minutes of the preceding meeting shall be automatically approved without formal actions.

Rule 4 - Exercise of Power of the Legislature:

A Power of the Legislature, except as otherwise provided, shall be exercised through a Local Law Act, Ordinance or Resolution duly adopted by the Legislature. In each calendar year, each Local Law,

Ordinance or Resolution shall be numbered consecutively and dated and be given a title concisely stating the subject matter thereof.

Rule 5 (A) - Order of Business:

The Order of Business at each meeting of the Legislature shall be as follows:

1. Pledge of Allegiance
2. Legislative Prayer
3. Roll Call of the Legislators
4. Acceptance of the Minutes
5. A statement that communications from government officials, Departments and agencies has been summarized and attached to the Agenda. The subject text is available in the Office of the Clerk of the Legislature. There shall be no public discussion of the aforementioned unless brought up under new business.
6. Consideration of reports of Citizens' Advisory Committees or Commissions and ~~Boards and~~ Petitions from members of the public:
There shall be no public discussion of the aforementioned unless brought up by new business.
7. Unfinished Business:
8. Reports of the Standing and Special Committee will be delivered with the presentation of pre-filed Resolutions and Local Laws, etc., for discussion and vote.
9. Presentation of a pre-filed request from a Legislator shall be referred by the Chair to the appropriate committee, unless a majority of the Legislators present and voting, authorize same to be discussed and voted upon.
10. Presentation of new business: any item that was not on the agenda by any Legislator for discussion is subject to a unanimous vote of the members present and voting to suspend the rules pursuant to Rule 24
11. Recognition of Public on agenda items.
12. Recognition of Legislators.
13. Adjournment of Meeting:

Rule 5 (B) - Remove from Agenda:

Any item may be removed from the agenda by a majority vote of the members present and voting without debate on the issue.

Rule 6 - Chair to Preside:

The Chair of the Legislature shall preside at all regular and special meetings of the Legislature. The Chair shall preserve order and decorum, confine discussion to the matter at issue and decide questions of order,

subject to appeal by the Legislature. The Deputy Chair shall preside in the event of the Chair's absence for not more than one consecutively held meeting. In the event the Chair shall miss a second consecutive meeting, the Legislature shall appoint a temporary chair for that meeting.

Rule 7 - Appeal of a Decision of the Chair:

On any duly seconded motion appealing a decision of the Chair on a matter of order, the Chair may first state the reason for its decision, after which any Legislator may speak on the subject and will not be recognized again until all Legislators have had the opportunity to speak on that subject before the Chair puts the question: "Shall the Chair's ruling be sustained?" The question shall then be decided without debate by roll call vote of a majority of the Legislators present. The Chair shall be permitted to vote on such an appeal.

Rule 8 - When the Chair May Speak:

The Chair of the Legislature may speak on any matter pending before the Legislature in his capacity as a Legislator and may do so without designating another Legislator to serve as temporary Presiding Chair, unless he so desires.

Rule 9 - When the Chair May Vote:

The Chair of the Legislature shall be entitled to one vote, equal and similar to all other Legislators on all matters.

Rule 10 - Majority Vote Necessary:

A majority of the entire Legislature shall be required to carry any question, proposition, resolution, local law or motion, except when otherwise provided in these rules or by statute or the Putnam County Charter calling for a two-thirds majority or some other vote. A tie vote on any matter before the Legislature shall be deemed a defeat and the question shall be lost.

Rule 11. Addressing the Chair

Every member wishing to speak to a question or make a motion shall gain attention by raising his hand and the Chair shall recognize the member entitled to the floor by stating his/her name. Members so recognized for the purpose of addressing the Legislature shall address the Chair and confine their comments to the question under consideration.

Rule 12 - Debate Limitation:

No member shall be allowed to speak more than once on any subject until every other Member choosing to be heard on the subject, shall have spoken. Debate may be limited or extended by a two-thirds vote of the

Members present and on a motion to limit or extend a debate; an immediate vote shall be taken without further discussion.

Rule 13 - Recognition of Persons Not Members of the Legislature:

Persons who are not members of the Legislature may by consent, be permitted to speak during debate. Such consent shall be given by the Chair, subject to a two-thirds override by members of the Legislature who are present.

Rule 14 - Referrals to Committees:

- A. All petitions, reports, motions, resolutions and communications requiring legislative committee review shall be referred by the Legislative Chair, without motion, to the Legislative Committee having charge of the subject at hand. This does not preclude any committee chairperson from placing items on a committee agenda without the approval of the Legislative Chair.
- B. Once a resolution or local law has been placed on a legislative committee agenda for consideration, said resolution or local law cannot be forwarded to the Full Legislature unless the legislative committee has forwarded the recommendation to the Legislature by resolution or local law. Once 60 days have passed from the date the resolution or local law was first placed on a legislative committee agenda for review and after any additional extension period has expired, an individual legislator may bring the resolution or local law to the Full Legislature, providing the resolution or local law has been reviewed as to form by the County Attorney or Legislative Counsel. The resolution or local law must also be submitted five days prior to the meeting date and the resolution or local law is listed as an agenda item for that meeting.
- C. Ordinarily the Legislature shall consider only those matters that have been studied previously by the appropriate Standing Committee. However, the Legislature may consider any matter without Committee study, and approval, with a majority vote of the Legislature, providing the issue comes to the Full Legislature in resolution form.

Rule 15 - Enactment of Legislation:

- A. (1) Introduction of a question: All petitions, reports, motions and resolutions shall be introduced by a standing committee, except those made from the floor pursuant to the procedure of the Legislature. Requests or proposals from the Executive branch which might result in a resolution shall be made through the Chair of the Legislature.

(2) In order to be placed on the Agenda of the next scheduled meeting, all such petitions, reports, motions, proclamations, resolutions and any other requests, except local laws, shall be filed with the Clerk of Legislature at least seven (7) days before the meeting date.

(3) Local laws shall be filed with the Clerk of the Legislature to enable compliance with Municipal Home Rule Section 20 (4) for service upon Legislators.

(4) All motions, except those reported from a standing committee, whether pre-filed or made from the floor shall require a second before debate and vote or a second before vote, on matters that are debatable. The subject matter of a Committee resolution shall be limited to matters within the assigned province of the Committee. If the matter under question or some aspect of it falls within the province of more than one committee, any of these committees may offer the resolution. All Resolutions or Local Laws submitted to the Legislature shall have a statement to indicate what the fiscal impact will be for the current fiscal year and the ensuing year.

- B. When Debate is in Order: After a motion has been made and seconded, where needed, if requested by any legislator, it shall be restated by the Chair or read by the Clerk before being put before the Legislature for debate.
- C. Moving the Question: The Legislature can order the closing of a debate on a motion stating: "I call the question on (specify the motion)." An immediate vote shall be taken without debate or amendment, with a two-thirds majority required to close debate in this manner, providing any member who has not exhausted his/her right to debate desires the floor.
- D. Voting Procedure: At the close of debate, the motion shall, if requested by any legislator, be restated by the Chair, or read by the Clerk, before it is voted upon. Votes of the Legislature may be made by a voice vote or show of hands. On the request of any member or the Chair, there shall be a roll call vote. The Clerk of the Legislature shall call the roll in alphabetical order except for the Chairman who shall vote last and record in the minutes how each legislator voted. Every Legislator present when the question is stated from the Chair, shall vote on the questions, unless he abstains from voting and states his reason for abstaining. A Legislator's vote will be recorded in the affirmative unless he expresses his view in the negative or abstains as aforesaid. A member shall have the right to change his vote in accordance with Rule 20.

Rule 16 - Effective Date of Resolutions:

All resolutions shall become effective upon their adoption except when otherwise expressly provided by law or in such resolution.

Rule 17 - When Motions are Receivable:

When a question is under debate, no motion shall be entertained unless it provides for any of the following:

- a. to adjourn
- b. to lay on the table
- c. to call the previous question/moving the question
- d. to refer to committee
- e. to amend
- f. to extend or limit debate

Any of these motions shall have preference in the order in which they are here stated. The first three motions (a., b., and c.) are neither amendable nor debatable.

Rule 18 - Motion to Divide the Question:

If any question contains more than one distinct proposition, it shall be divided by the Chair at the request of any one member.

Rule 19 - Motion to Lay on the Table:

A motion to Lay/Defer on the Table is acceptable after debate has begun and at any time during debate before the vote on said motion has begun. A motion to Lay/Defer on the Table shall preclude amendments and debate on the main question, only if all Legislators had the opportunity to speak once on the main question. There shall be no debate on such a motion and the matter shall be put to an immediate vote. A majority vote of those present shall be necessary to Lay/Defer on the Table. A motion to Lay/Defer on the Table may be for an indefinite period or a specified period of time. In addition, at the discretion of the Chair a motion to Lay/Defer on the Table may be referred to the appropriate Committee subject to an override by the majority of the Legislature.

Rule 20 - Motion to Reconsider:

A motion to reconsider any resolution or motion shall be entertained by the Chair when it has been moved by a Legislator and when such motion to reconsider is to be voted upon at the same meeting, wherein said motion was passed, or at the continuation of a recessed meeting, where said motion was passed. Such a motion to reconsider shall require the affirmative vote of a majority of the Legislature.

Rule 21 - Motion to Take from the Table:

All reports, resolutions and other matters laid on the table may be called therefrom under “Unfinished Business” in the regular order of business. However, no report, resolution or other matter laid indefinitely on the table shall be called from the table except by consent of a majority of those present.

Rule 22 - Withdrawal of a Motion:

After a motion is stated by the Chair, it shall be in possession of the legislature, but it may be withdrawn by the introducer, with the consent of any seconder, at any time before a decision or amendment is made, providing there is no objection. Withdrawal shall then be achieved by a consenting vote of a majority of the Legislators present.

Rule 23 - Amendment of the Rules:

The Legislature may amend its rules by a majority vote of all of its members at any time after giving members five (5) days’ notice, accompanied by a written copy of the proposed amendment unless otherwise provided by law.

Rule 24 - Change of the Rules:

- A. The Board may, by unanimous vote of those present and voting, waive or suspend any rule of the Board, so long as it does not conflict with any Charter provisions. A motion to take a matter out of order and advance it or delay it on the Agenda shall need only a majority vote.
- B. The rules of the Legislature for the preceding year shall remain in effect at the first meeting of each year and until the formal adoption of the rules for the current year.

Rule 25 - Communications From County Executive:

Any communication, recommendation or other matter received from the County Executive with a message requesting immediate (emergency) consideration must be filed with the Clerk of the Legislature.

Rule 26 - Regular Meetings of the Legislature:

Regular Meetings of the Putnam County Legislature shall be held monthly at 7:00 PM, on the first Tuesday, except when a holiday falls on the regularly specified date, the meeting shall be held the next business day unless the Legislature decides otherwise. The Clerk of the Putnam County Legislature shall place in each Legislator’s Legislative mailbox a written notice stating the date, time and place of each meeting at least five (5) days prior to the date of the meeting, or if requested by an individual Legislator, said written notice shall be mailed, faxed or e-mailed to said Legislator. Said notice shall state the subject matter of all resolutions, ordinances and local laws to be voted on at such meeting. A member may waive the service of notice in a signed statement. NOTE: Local laws also need to comply with Section 20(4) of the Municipal Home Rule Law.

Rule 27 - Special Meetings and Service of Notice:

The Special Meetings shall be held at the call of the Clerk of the Legislature upon direction of the Chair and four other Legislators, or upon written request signed by a majority of the entire Legislature. Notice in writing stating date, time, place and purpose of the Special Meeting, shall be placed in the legislative mailbox of each legislator. Supplemental notification shall be by U.S. Mail, e-mail, facsimile or other reasonable means of communication or as requested by any Legislator in writing to the Clerk of the Legislature to each member of the Legislature by the Clerk of the Legislature. Additionally a notice of Special Meeting may be served upon a member of the Legislature pursuant to Article 3 of the CPLR. Such personal notice shall be made at least forty-eight (48) hours in advance. Only business specified in the notice thereof may be transacted at a special meeting. A member may waive the service of notice in a signed statement.

Rule 28 – Additional Materials: (formerly Rule 29)

- a) No additional materials or items to be added to an agenda shall be accepted at any Legislative Committee Meeting or a Meeting of the Full Legislature without a letter of necessity from the sponsoring Putnam County Elected Official with full explanation as to the nature of the urgency and the potential impact on failure to act immediately.
- b) The acceptance of such additional materials or agenda items shall be subject to a two-thirds super majority vote of the members present at either a Legislative Committee Meeting or a Meeting of the Legislature.

Rule 29 - Adjournment: (formerly Rule 28)

A motion to adjourn a meeting shall always be in order, except while a vote is being taken and such motion shall be decided without debate. At the hour of Eleven PM, all discussion will be ceased and if possible, a vote will be taken on the question at hand. If the matter discussed demands further consideration, unless the meeting is extended under Rule 24, it shall be automatically tabled and be considered at the next regular meeting under “Unfinished Business,” Rule 5 (a) (6), on the Agenda.

Rule 30 – Protection of Confidential Material

No member of the Legislature shall disclose Confidential Material except as provided for in Chapter 55 (Ethics, Code of, and Financial Disclosure) of the Putnam County Code. The term “Confidential Material” as used in this Rule shall have the same meaning as in Chapter 55, but shall also include any information obtained or discussed in any executive session meeting of the Legislature or of any of its Committees, but shall not include information required to be made public pursuant to New York State Public Officers Law Article 7 (Open Meetings Law). Violation of this Rule shall be grounds for Censure of a Legislator pursuant to Section II. G. of this Legislative Manual.

Rule 31 – Oath or Affirmation

The Chair of the County Legislature and the chair of a Standing Committee, shall each have the power to request anyone speaking in front of the County Legislature or a Standing Committee take an oath affirming the truthfulness of the information being presented on the floor. This applies to any situation where the County Legislature or a Standing Committee will be using the facts presented in making a decision. The discretion to use this power is within the control of the Chair of the County Legislature or Standing Committee, depending on the body being presented with the information.

The Chair in charge of the meeting will ask the speaker, "Do you swear that what you are about to present is, to the best of your knowledge, both true and correct?"

The speaker must answer in the affirmative or leave the floor until such a time as they are able to make the oath in the affirmative. If the speaker is unable to answer in the affirmative, the Chair may request that a vote of the majority of the County Legislature or the Standing Committee be taken as to whether to allow the Speaker access to the floor.

The provisions of this Rule shall not be applicable to any member of the public speaking during the "Recognition of the Public on Any Agenda Items" portion of any regular or special meeting of the County Legislature.

Rule 32. – Legislative Subpoenas

Pursuant to the powers granted to the Legislature by Section 2.04(i) of the County Charter, the County Legislature may, by the adoption of a resolution by a majority vote of its full membership, issue subpoenas for witnesses and compel them to appear and testify before the full County Legislature and/or the appropriate Standing or Special Committee, and *subpoenas duces tecum* for the production of books, papers and other evidence deemed necessary or material to an inquiry made in fulfillment of the County Legislature's responsibilities and duties by resolution of the County Legislature. Such subpoena shall be signed by the Clerk to the County Legislature. Any such resolution is hereby determined to be a matter relating to the rules and regulations of the County Legislature and pertaining solely to the conduct of its own procedures.

Rule 33. – Confirmation of Appointments of the County Executive

Upon the filing by the County Executive with the Clerk of the County Legislature of a written appointment of the head of a County department or administrative unit pursuant to Charter Section 3.03, and in order for the County Legislature to perform its confirmation responsibilities pursuant to Charter Section 2.08, the Chair of the Legislature shall refer such appointment to one of the Standing Committees of the County Legislature to review said appointment and to conduct a Committee meeting in connection with such appointment.

- a) Following such referral, and prior to the date of said Standing Committee meeting, the appointee shall provide the following to such Standing Committee in connection with such Committee review:
 - a written professional resume;
 - three (3) written references from persons engaged in the professional area of expertise to which the appointee is being considered;
 - a completed, signed and dated "Annual Statement of Financial Disclosure for the County of Putnam - Level P"; such Disclosure Form may leave the categories of "Financial Interests" blank;
 - and
 - a written disclosure of any campaign contributions made (within the last five (5) years of such appointment) by such appointee or appointee's spouse to any authorized candidate committee of the appointing County Executive or to any political action committee founded by or controlled by the appointing County Executive (e.g.: The Taxpayer Action Network)
- b) Prior to the date of said Standing Committee meeting, a criminal background check of said appointee shall be requested by said Standing Committee Chair of an appropriate law enforcement agency.
- c) Prior to the date of said Standing Committee meeting, a Certificate of Search for judgments/liens of said appointee shall be requested by the Standing Committee Chair from the County Clerks of Putnam, Dutchess, Orange, Rockland, Ulster and Westchester Counties.
- d) The Standing Committee to which such appointment has been referred shall conduct a committee meeting to interview said appointee. Such appointee shall take an oath affirming the truthfulness of the information to be presented at such Standing Committee meeting pursuant to the provisions of Rule 31.
- e) At the conclusion of said Standing Committee meeting, said Standing Committee shall adopt a resolution to be filed with the County Legislature stating one of the following three (3) results:
 - 1- approve appointment, 2- disapprove appointment or 3- no recommendation.

V. RELATIONSHIP BETWEEN THE LEGISLATURE AND EXECUTIVE BRANCH:

The Legislature and Executive Branches of the Putnam County Government shall be separate and coequal, as established by the Putnam County Charter. The Legislature shall be responsible for determining policy through the enactment of legislation and for appropriating funds and levying taxes. The Executive Branch shall be responsible for the efficient administration of the County's government. A smooth process of communication between the Legislature and the Executive Branch shall be essential to the efficient conduct of County business and government. A process for communication is outlined in the following paragraphs:

- A. Requests by any Legislator on behalf of the Legislature for any type of information or cooperation from the Executive Branch, shall be made through the Clerk of the Legislature to

the County Executive, who in turn shall channel each request to the appropriate unit under his jurisdiction or deal with it himself. Nothing shall prevent any individual Legislator in the performance of his/her duties from contacting or receiving any information from any unit of County government.

- B. Requests for information from elected County officials shall be made through the Clerk of the Legislature's Office, to the official concerned (District Attorney, County Clerk, Sheriff, Coroners), with an informational copy being sent to the County Executive.
- C. Any matters concerning legislation of interest to members of the Executive Branch shall be channeled through the County Executive's office to the Clerk of the Legislature and the Chair of the appropriate Legislative Committee. After communications have passed through the appropriate channels, direct meetings between the members of the Executive Branch and the Committees of the Legislature shall be in order.
- D. Any request by the Executive Branch for a resolution or local law shall be presented to the Legislature in a proposed final form approved by the Department of Law. This process is designed to facilitate normal processes of communication and cooperation between the Legislature and the Executive Branch of the Putnam County Government. In emergencies, more direct communication may be considered necessary.

VI. ANNUAL SWEARING-IN CEREMONY

- A. The Putnam County annual Swearing-In Ceremony shall be held on the County's last calendar day of the year at 5:00 P.M. in the Historic Courthouse;
- B. The Swearing-In Ceremony shall be limited to the swearing in of elected County, State and Federal officials only;
- C. Guests to be introduced at the ceremony shall be limited to elected County, State and Federal officials who are not participating in the ceremony and any special guest deemed appropriate by the Clerk of the Legislature;
- D. Those participating in the ceremony shall remember that the event is to acknowledge and honor those officials who have been elected or re-elected in the past November general election and shall channel their remarks to accomplish this goal.

February 19, 2025
Rules Meeting

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FYI – Litigation Report