

# Agenda



## Charter Revision Commission

Date | Time 11/3/2022 5:00 PM | Location | 244 Fair Street, 6<sup>th</sup> Floor, Kingston\*

### Commission Members:

Mihm, Kathleen (Chair)	Harris, Shannon	Rodriguez, Hector
Briggs, TJ	Kadgen, Thomas*	Simonofsky, D. Mici*
Cardinale, Frank	McCarthy, Scott	Woltman, Brian
Donaldson, David	Parker, LeShawn	

### Notes:

Others In Attendance:

Richard Williams, Co. Atty Ofc.  
Kristin Gumaer, Co. Atty Ofc.

*\*via videoconference due to "extraordinary circumstances" pursuant to NYS Public Officers Law Section 103-A and Ulster County Local Law No. 8 of 2022*

## AGENDA ITEMS

1. Call to Order / Roll Call
2. Approval of October 6, 2022 meeting minutes
3. Public comment (if any)
4. Relationship of revisions to The Charter with The Administrative Code
5. Review email dated Wednesday October 19, 2022 with attachments provided by Ashley Dittus, Commissioner, Ulster County Board of Elections
6. Timeline
7. Comments/Suggestions received from UC Comptroller's Office / Continued from October 6, 2022 meeting [review with March Gallagher, UC Comptroller and Alicia DeMarco, Deputy UC Comptroller]
8. Review of comments/suggestions received since last meeting
  - a. Dawn Spader, Director of UC Personnel dated Thursday October 13, 2022
  - b. Ed Jordan, Director of UC Purchasing dated Wednesday November 2, 2022
  - c. Brendan Masterson, Commissioner of UC Dept. of Public Works dated Wednesday November 2, 2022
9. Adjournment

## OTHER INFORMATION

## Two pdfs for charter revision commissioner

Ashley Dittus <adit@co.ulster.ny.us>

Wed 10/19/2022 11:44 AM

To: Jeremiah Sheehan <jesh@co.ulster.ny.us>

📎 2 attachments (2 MB)

State of New York 2022 Election Law deadline for referendum 4-108.pdf; State of New York 2022 Election Law 5.158(14) vacancy.pdf;

Jerry,

Charter Revision Commission Chair Kathy Mihm asked me to send along citations from the NYS election law relating to deadlines for ballot placement for two items: referendums and vacancies.

In both cases, with some rare exceptions relating to vacancies the election law stipulates a three month deadline from the General Election day.

1. Pursuant to election law "for any election conducted by a BOE, the clerk of such subdivision shall provide the BOE with a certified text copy of any proposal, proposition, or referendum at least three (3) months before the General Election. 4-108
2. Pursuant to election law "a vacancy occurring three (3) months before a General Election in any year in any office are authorized by the filled at a General Election 6.158(6)

I am attaching the full Election Law text for both citations, please give my best to the Commission and let them know we are available for any future questions. We plan, after this November's election is certified, to seek audience with the Commission to highlight practical applications of charter revisions to the work of the Board of Elections.



**Ashley Dittus**

*Commissioner - Board of Elections*

*County of Ulster*

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adit@co.ulster.ny.us | 845.334.5430

general or special village election or other special election conducted by the board of elections, the state board of elections or the county, city, town or village clerk as is appropriate, shall file with the county board of elections, a certificate indicating the occurrence of the vacancy and the position which is to be filled.

(L.1976, c. 233, § 1. Amended L.1976, c. 234, § 13; L.1978, c. 373, § 29; L.1989, c. 359, § 11; L.1990, c. 67, § 1; L.1990, c. 635, § 1; L.1995, c. 88, § 1, eff. Dec. 1, 1995; L.2019, c. 5, § 3, eff. Jan. 24, 2019.)

**§ 4-108. Certification of proposed constitutional amendments and questions**

1. a. Whenever any proposed amendment to the constitution or other question provided by law to be submitted to a statewide vote shall be submitted to the people for their approval, the state board of elections at least three months prior to the general election at which such amendment, proposition or question is to be submitted, shall transmit to each county board of elections a certified copy of the text of each amendment, proposition or question and a statement of the form in which it is to be submitted.

b. Whenever any proposal, proposition or referendum as provided by law is to be submitted to a vote of the people of a county, city, town, village or special district, at an election conducted by the board of elections, the clerk of such political subdivision, at least three months prior to the general election at which such proposal, proposition or referendum is to be submitted, shall transmit to each board of elections a certified copy of the text of such proposal, proposition or referendum and a statement of the form in which it is to be submitted. If a special election is to be held, such transmittal shall also give the date of such election.

c. Such certified copy shall set out all new matter in italics and enclose in brackets, [ ], all matter to be eliminated from existing law, and at the bottom of each page shall be appended the words:

Explanation: Matter in italics is new, to be added; matter in brackets [ ] is old law, to be omitted.

d. In addition to the text, such transmittal shall contain an abstract of such proposed amendment, proposition or question,



prepared by the state board of elections concisely stating the purpose and effect thereof in a clear and coherent manner using words with common and everyday meanings.

2. The form in which the proposed amendment, proposition or question is to be submitted shall consist of only an abbreviated title indicating generally and briefly, and in a clear and coherent manner using words with common and everyday meanings, the subject matter of the amendment, proposition or question. If more than one such amendment, proposition or question is to be voted upon at such election, each such amendment, proposition or question respectively shall be separately and consecutively numbered.

3. The attorney general shall advise in the preparation of such abstract and such form of submission.

(L.1976, c. 233, § 1. Amended L.1976, c. 234, § 14; L.1978, c. 136, § 1; L.1979, c. 254, § 1; L.1985, c. 117, § 1, eff. May 28, 1985; L.2019, c. 5, § 4, eff. Jan. 24, 2019.)

#### **§ 4-110. Certification of primary election candidates; state board of elections**

The state board of elections, not later than fifty-five days before a primary election, shall certify to each county board of elections: The name and residence of each candidate to be voted for within the political subdivision of such board for whom a designation has been filed with the state board; the title of the office or position for which the candidate is designated; the name of the party upon whose primary ballot his or her name is to be placed; and the order in which the names of the candidates are to be printed as determined by the state board. Where an office or position is uncontested, such certification shall state such fact.

(L.1976, c. 233, § 1. Amended L.1976, c. 234, § 14-a; L.1984, c. 434, § 2, eff. Dec. 1, 1984; L.2011, c. 147, § 6, eff. July 18, 2011, deemed eff. July 1, 2011; L.2015, c. 87, § 7, eff. Dec. 15, 2015; L.2019, c. 5, § 5, eff. Jan. 24, 2019.)

#### **§ 4-112. Certification of nominations; state board of elections**

1. The state board of elections, not later than fifty-five days before a general election, or fifty-three days before a special

**STATE OF NEW YORK  
2022  
ELECTION LAW**



**(AMENDED THROUGH LAWS 2022, CHAPTER 137)  
SELECTED PROVISIONS OF STATE CONSTITUTION  
SELECTED PROVISIONS OF RULES AND REGULATIONS**

*Provided courtesy of the New York State Board of Elections*

*Douglas A. Kellner, Co-Chair  
Peter S. Kosinski, Co-Chair  
Anthony J. Casale, Commissioner  
Andrew J. Spano, Commissioner  
Ekow N. Yankah, Chair, Public Campaign Finance Board  
Brian M. Kolb, Vice-Chair, Public Campaign Finance Board  
Vacant, Commissioner, Public Campaign Finance Board  
Todd D. Valentine, Co-Executive Director  
Kristen Zebrowski Stavisky, Co-Executive Director  
Cheryl L. Couser, Program Manager, Public Campaign Finance Board  
Nicholas R. Cartagena, Special Counsel, Public Campaign Finance Board  
Logan J. Smith, Special Counsel, Public Campaign Finance Board  
Kimberly A. Galvin, Co-Counsel; Brian L. Quail, Co-Counsel  
Aaron K. Suggs, Deputy Counsel; Kevin G. Murphy, Deputy Counsel  
Thomas E. Connolly, Director of Election Operations  
Brendan M. Lovullo, Deputy Director of Election Operations  
John W. Conklin, Director of Public Information  
Jennifer A. Wilson, Deputy Director of Public Information  
Michael E. Haber, Chief Information Officer  
Benjamin M. Spear, Chief Information Security Officer  
Michael L. Johnson, Enforcement Counsel*

**STATE BOARD OF ELECTIONS  
40 NORTH PEARL STREET, SUITE 5  
ALBANY, NY 12207-2729  
WEBSITE: [www.elections.ny.gov](http://www.elections.ny.gov)  
PHONE: 518/474-8100 FAX: 518/486-4068**



MEMORANDUM FROM THE

# ULSTER COUNTY OFFICE OF THE COMPTROLLER

March S. Gallagher, Esq.  
Comptroller



Alicia DeMarco, CPA  
Deputy Comptroller

MEMORANDUM

TO: Kathleen C. Mihm, Chair, Ulster County Charter Revision Commission  
Ulster County Charter Revision Commission Members

FROM: Comptroller March Gallagher

RE: Ulster County Comptroller's Charter Revision Recommendations

DATE: October 4, 2022

In response to your recent request, please find the attached schedule of preliminary recommendations that we would like to highlight for the Commission's review. We appreciate your consideration and invitation to provide input and feedback while you review the Charter and its operational functions within Ulster County.

We also wanted to note that in accordance with Subsection C-5 (2), the Committee may expend funds, as necessary, utilizing funds to be provided by the Legislature, should the Committee feel there are any expenses that need to be incurred in the performance of their duties (i.e., hire outside consultants and counsel).

If the Committee has any questions or concerns regarding these recommendations or would like additional information, please feel free to contact me.

Sincerely,

*March Gallagher*



## ULSTER COUNTY CHARTER REVIEW RECOMMENDATIONS

### CHARTER AMENDMENT

#### § C-5(B) Amendment or Revision of the Charter

*Convene the Charter Revision Commission at least once every five years.*

### DEFINITIONS

#### § C-6 Definitions

DEPARTMENT — The administrative unit which is the primary level of County government.

*Clarify the definition of "Department". The current definition does not clearly define if the Executive should be considered a single department or several departments and this has resulted in the requirements that "Departmental estimates" or budget requests be forwarded to the Legislature interpreted as the Executive budget presentation meeting the requirement.*

*Add definition for "DEPARTMENTAL ESTIMATES," as it relates to § C-33.*

### COUNTY EXECUTIVE

§ C-25(M) Execute all contracts under the sum of ~~\$50,000~~ \$100,000 and, with the approval of the County Legislature, all contracts in excess of ~~\$50,000~~ \$100,000 or any amendment to a contract that causes the total to exceed \$100,000;

*The amount of administrative work that is involved in preparing resolutions related to contract approvals is significant for both legislative support staff and the County Attorney's Office. Based on our review, the total value of the contract does not appear to be the primary driver in the Legislature's review of contracts. We suggest adding additional reporting that encompasses ALL contracts to accommodate for the increase in the resolution requirement threshold.*

### BUDGET

§ C-33 Departmental, agency, office or unit estimates. [Amended 6-16-2020 by L.L. No. 3-2020]

*Make it clear departmental estimates must be shared to the Legislature. Give Legislature and Comptroller view only access to the budget requests made by the departments. In the current financial system (New World/Logos/Tyler ERP) these are called "Level 1 Budget Worksheets". Make Department heads send a hard copy to the Legislature.*

§ C-38(J) Copies of the County budget as adopted shall be certified by the County Executive and by the Clerk of the Legislature and shall be filed in the offices of the County Executive and the Clerk of the Legislature. The budget so certified shall be posted on the County website and, at the discretion of the Legislature, printed or otherwise reproduced and copies made available to the public at such cost as the Legislature shall deem appropriate no later than January 1 of the adopted budget year. Materials posted to the County website annually during the course of preparation of the County budget may not be removed from public access until the certified County budget for the year is posted in accord with the requirements of this section.

*Establish a deadline within the Charter for public posting of the budget.*

## FINANCE

§ C-53(A) There shall be a Department of Finance under the direction of a Commissioner of Finance. The Commissioner of Finance shall be appointed by and serve at the pleasure of the County Executive, subject to confirmation by the County Legislature. He or she shall be appointed on the basis of his or her experience and qualifications in financial administration and other specified duties of this office and shall be directly responsible to the County Executive. The Commissioner of Finance shall hold no other elected public office or compensated employment and shall devote full time to the duties of the office.

*This position comes with significant compensation and has many opportunities for conflicts. This amendment would make it similar to other positions that prohibit other outside employment.*

§ C-53(B) Powers and duties. The Commissioner of Finance shall:

(3) Act as the enforcing officer of the County for the purpose of the collection of tax liens on real property pursuant to Article 11 of the Real Property Tax Law of the State of New York;

*Add responsibility for timelines to enforce real property tax. Foreclosures should be processed as expeditiously as possible, with an annual review of all hazardous properties, a committee structure to review properties being withheld from the foreclosure action.*

(10) Act as the enforcing officer of the County for the purpose of the collection of Occupancy tax



*Add enforcement power/duties related to Ulster County's Occupancy Tax so that it's clear the Finance Commissioner has enforcement responsibility.*

§ C-53(B)(6) Submit a complete statement of County finance to the County Executive and the County Legislature on or before the first day of ~~March~~ May and at such other times as either may require;

*Change the required submission date of the AUD to the Legislature to mirror the due date in state law (May 1<sup>st</sup>). In practice, the AUD is never submitted to the Legislature prior to May 1.*

§ C-53(B)(9) Maintain the financial books and records and perform bank reconciliations for all units of County government unless otherwise required by law.

*Place responsibility for reconciling the county's bank accounts. And create a deadline for notifying the County Comptroller of any new account within 30 days of opening.*

## COMPTROLLER

§ C-56(A) There shall be a Comptroller, who shall be elected from the County at large in each odd-numbered year in which a County Executive is not chosen for a term of four years beginning with the first day of January next following his or her election. At the time of his or her nomination and election, and throughout his or her term of office, the Comptroller shall be and remain a qualified elector of Ulster County. The Comptroller shall hold no other elected public office or compensated employment and shall devote full time to the duties of the office.

§ C-57(A) Examine, audit, and verify all books, records, and accounts kept by the administrative units, offices and officials paid from County funds, institutions and other agencies of the County, including bond and note registers and trust accounts, and the accrual and collection of all County revenues and receipts, and for this purpose have access to all such books, records, and accounts at any time except where precluded by law. The Comptroller shall prepare an annual audit report including a risk assessment of the accounting methods utilized by the County, and shall submit a copy of the report to the County Legislature and the County Executive by April 1 of each year; The Comptroller shall use risk assessment to identify weaknesses in internal controls and shall summarize improvements in internal controls in an annual audit report to the Legislature and Executive by April 1 of each year.

*The current language does not account for current best practices which are that risk assessment is a continuous process that occurs throughout the operating year. Furthermore, it is not good policy to publish the risks identified or examined because that provides too much information to those who might choose to act fraudulently. Instead, risk assessment is a tool that is conducted internally that informs the Comptroller's Office recommendations on improving internal controls.*

§ C-57(B) Procure from the depositories with which the Commissioner of Finance shall have deposited the funds and monies coming into the Comptroller's possession statements, at least monthly, of all monies deposited by the Commissioner of Finance or paid out pursuant to the Comptroller's order, and ~~reconcile such statements with the County accounts;~~ review bank reconciliations as prepared by the Commissioner of Finance;

*Friction between the Comptroller's Office and Finance Department over bank reconciliations is likely a result of the misplaced responsibility for this duty. It is typical to have internal auditors review reconciliations, not conduct them. For example, the Dutchess County Comptroller does not reconcile bank accounts.*

§ C-57(C) Audit records of appropriations, encumbrances, expenditures, and revenues, and . . .

*Although audit authority over revenues is implied, this would codify it.*

§ C-57(G) As he or she determines necessary or appropriate, audit any department, program, ~~or~~ function or public benefit corporation of County government to assess the degree to which its operation is economical, efficient and/or effective;

*The Comptroller's Office was sued by the UCRRA in a challenge to its audit authority and now with significant financial and asset disposition decisions being made by the Ulster County Economic Development Alliance and the Ulster County Housing Development Corporation, significant county taxpayer resources are handled by public benefit corporations. This change would reiterate Comptroller's audit authority without having to resort to litigation.*

§ C-57(H) To conduct studies and investigations in furtherance of his or her functions and, in connection therewith, to obtain and employ professional and technical advice, appoint citizens' committees, commissions and boards, subpoena witnesses and documents (including digital records and access to software licensed by or owned by the county), administer oaths, and require the production of books, papers and other evidence deemed necessary or material to such studies



or investigations. A subpoena issued under this section shall be regulated by the Civil Practice Law and Rules together with any state or federal laws or rules that may be applicable. The subpoena shall not extend to disclose the identity or jeopardize the safety of victims, confidential informants, witnesses, and undercover officers or operatives;

*Make clear that subpoena power applies to all records including digital records and provide for read only access to all software licensed by or owned by the county. For example, the Comptroller has had difficulty in accessing software used by the Finance Department to monitor short-term rentals and process delinquent real property tax.*

~~§ C-60(A) Filling Comptroller vacancy. If a vacancy occurs in the office of the Comptroller of Ulster County for any reason other than the expiration of a term, the County Legislature shall fill this office ad interim by the appointing of a person fully qualified by law to hold that office by a majority of its full number at its next regularly scheduled session or at a special session held for the purpose, and any such session shall be held no sooner than two weeks after the vacancy occurs, and no later than one month after the vacancy occurs.~~

~~§ C-60(B) Appointee to serve on interim basis. A person appointed by the Legislature in this manner to fill an office ad interim shall serve until the end of the 31st day of December following the first general election day at which a general election may be held under law to fill this position.~~

*Eliminate sections A and B. Allow Acting Comptroller to serve until an election can be held as practicable. The Legislative appointment of an interim comptroller overrides the internal succession plan and results in rapid leadership turnover and politicization of the office.*

## DEPARTMENT OF RESIDENTIAL HEALTHCARE FACILITIES

~~§ C-99 ARTICLE XXIX Department of Residential Health Care Facilities~~

*Remove section on residential healthcare facilities (the county sold Golden Hill)*

## PERIODIC COMPENSATION REVIEW COMMISSION

§ C-110 At the call of its Chairman, the Committee shall review the salaries of all elected officials of the County of Ulster at least every second year after its first meeting. In the course of its deliberations, the Committee shall hold at least one public hearing and shall otherwise provide ample opportunity for public comment. The Committee shall provide its recommendations and the rationale for them to the County Executive and the County Legislature no later than June 30 of the same year in which it convened, except that the Committee shall not make recommendations concerning compensation of elected officials for whom, by law or judicial determination, the County Legislature does not have the power to fix compensation. Immediately upon their delivery to the County Executive and the County Legislature, the recommendations of

the Committee shall be filed with the Clerk of the Ulster County Legislature and posted on the County website. ~~All changes in salaries for elected officials shall be made by local law. The~~ recommendations of the Commission shall be incorporated into the next County Executive's proposed budget unless previously adopted by local law.

*The County Executive's Office has interpreted current language to preclude the Executive budget from proposing increases recommended by the Commission and the Legislature has routinely avoided increasing the budget to accommodate these recommendations. The logic of having an independent commission is overruled by still requiring electeds to take an affirmative act by increasing the Executive budget proposal to implement the recommendations.*



## Charter change Personnel

Dawn Spader <dspa@co.ulster.ny.us>

Thu 10/13/2022 3:04 PM

To: Jeremiah Sheehan <jesh@co.ulster.ny.us>

Dear Commission members,

The Personnel Department requests that the sections for each of the department heads listed below contain this language: **are vested with the authority, direction and control over the department, including power to appoint and remove officers and employees within the department:**

- Health
- Mental Health
- Planning
- Finance
- Comptroller
- Personnel
- Public Works
- Public Transportation
- County Attorney
- Information Services
- Purchasing
- Economic Development
- Public Defender
- County Clerk
- Sheriff
- District Attorney
- Office for the Aging
- Veterans Service Agency
- Human Rights Commission
- Emergency Communications/Emergency Management
- Employment and Training
- Tourism
- Youth Bureau
- Safety
- Insurance
- Environment

The addition of this language will allow the Personnel Department to submit department head titles to the NYS Civil Service Commission for approval in the unclassified service. Some of the incumbents in these titles are currently provisional. The intent is to be able to get approval for the various Department Head positions in the unclassified service and grant incumbents permanent status in their respective titles.

We are more than happy to meet with the Commission and further explain our requests, if desired.

Thank you,

Dawn Spader-MBA, SHRM-CP, II-CDP, (She, Her, Hers)

Personnel Director

SHRM Veteran Ambassador

Ulster County Personnel

244 Fair Str, Kingston, NY 12401

**RE: From the Ulster County Charter Revision Commission**

Edward Jordan <ejor@co.ulster.ny.us>

Wed 11/2/2022 11:03 AM

To: Jeremiah Sheehan <jesh@co.ulster.ny.us>

Hi Jerry,

This language is contained in Article 2, C-11, part O.

Thank you,

Ed Jordan  
Director of Purchasing  
Ulster County Purchasing Department  
(845) 340-3805

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**From:** Edward Jordan  
**Sent:** Wednesday, November 2, 2022 10:45 AM  
**To:** Jeremiah Sheehan <jesh@co.ulster.ny.us>  
**Subject:** RE: From the Ulster County Charter Revision Commission

Good morning Jerry,

I would suggest that the Charter Committee review/increase the cost threshold for contracts being approved by the Legislature, which is currently set at \$50,000.

This amount doesn't go nearly as far as it did at the time this threshold was established, particularly with widespread price increases in all industries since the arrival of Covid.

Thank you,

Ed Jordan  
Director of Purchasing  
Ulster County Purchasing Department  
(845) 340-3805

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**From:** Jeremiah Sheehan <jesh@co.ulster.ny.us>  
**Sent:** Tuesday, October 25, 2022 9:16 AM  
**Subject:** From the Ulster County Charter Revision Commission

Good morning,

This is just a reminder. The next two meetings of the Charter Revision Commission are Thursday November 3, 2022 and Thursday November 10, 2022 at 5pm. The Commission members would like



to continue work on any opinions on the strengths and weaknesses of The Charter and proposed improvements you may have. If you have not already done so, please email me your suggestions for Charter revision for distribution to Commission members.

Thank you.

**Jerry Sheehan | Executive Confidential Secretary to County Executive**

Ulster County Executive's Office | 244 Fair Street, 6<sup>th</sup> Floor, Kingston, N.Y. 12440

t. 845.340.3800 | [jesh@co.ulster.ny.us](mailto:jesh@co.ulster.ny.us)

## RE: From the Ulster County Charter Revision Commission

Brendan Masterson <bmas@co.ulster.ny.us>

Wed 11/2/2022 10:18 AM

To: Jeremiah Sheehan <jesh@co.ulster.ny.us>

Jerry,

I have a suggestion for a Charter revision to Section C-11 O and C-25 M.

Currently the charter has a threshold of \$50,000 requiring the approval of the Legislature to execute all contracts. That may have been a good number back in 2008, but in 2022 there isn't much day-to-day business that doesn't exceed that threshold. Additionally, contracts related to operation and maintenance are paid out of the Legislative approved budget.

I would suggest to revise the language to be specific to certain types of contracts, such as contracts for capital projects, leases and real property purchases, and other contracts not related to the daily business of the County. Or, perhaps increase the threshold to a level deserving of Legislative scrutiny in line with the original intent.

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**From:** Jeremiah Sheehan <jesh@co.ulster.ny.us>

**Sent:** Tuesday, October 25, 2022 9:16 AM

**Subject:** From the Ulster County Charter Revision Commission

Good morning,

This is just a reminder. The next two meetings of the Charter Revision Commission are Thursday November 3, 2022 and Thursday November 10, 2022 at 5pm. The Commission members would like to continue work on any opinions on the strengths and weaknesses of The Charter and proposed improvements you may have. If you have not already done so, please email me your suggestions for Charter revision for distribution to Commission members.

Thank you.

**Jerry Sheehan | Executive Confidential Secretary to County Executive**

Ulster County Executive's Office | 244 Fair Street, 6<sup>th</sup> Floor, Kingston, N.Y. 12440

t. 845.340.3800 | [jesh@co.ulster.ny.us](mailto:jesh@co.ulster.ny.us)