



# Government Operations

411 Main Street  
Catskill, NY 12414

Committee Meeting  
<http://greenegovernment.com/>

## ~ Agenda ~

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Monday, December 15, 2014

6:00 PM

Caucus Room 468

Government Operations Members: Chairperson Overbaugh; Legislators Lawrence, Martinez, Gardner, K. Lennon and Seeley

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### Call to Order

### Proposed Agenda Items:

1. Adopting Rules Of Order
2. Authorization To Call Organization Meeting For 2015
3. Authorizing Blanket Bond For All County Employees
4. Increasing Amount Of Income For Senior Citizen Tax Exemption
5. Amending Resolution No. 279-11 Adopting Greene County Administrative Manual
6. Approving Standard Workday For Elected And Appointed Officials For Retirement Purposes
7. Authorizing The Transfer Of County-Owned Sewer Line In Jefferson Heights To The Town Of Catskill
8. Authorizing Delinquent Water And Sewer Charges Be Added To Assessment Roll
9. Authorizing Costs Incurred Under Unsafe Buildings Law Be Added To Assessment Roll Towns of Catskill & Durham
10. Authorizing The Levy Of Omitted Taxes
11. Town Levies
12. Authorizing The Relevy Of Unpaid School Taxes For The Year 2014
13. Authorizing The Relevy Of Unpaid Village Taxes For The Year 2014

### Adjournment



## Resolution No.

### Adopting Rules Of Order

BE IT RESOLVED, that the Rules of Order of this Legislature shall be the same as those in effect at the end of the 2014 calendar year.

#### Meeting History

#### Current Meeting

12/15/14 Government Operations



## Resolution No.

### Authorization To Call Organization Meeting For 2015

BE IT RESOLVED, that pursuant to Section 151 of the New York State County Law, the Clerk of this Legislature be and hereby is authorized to call the Organization Meeting of the Greene County Legislature for the year 2015 at 6:00 p.m. on January 5<sup>th</sup>, 2015 and each elected Legislator shall be notified in writing of the date, time and place of such meeting at his/her last known post office address at least 48 hours before the date of said meeting.

#### Meeting History

#### Current Meeting

12/15/14      Government Operations



## Resolution No.

### Authorizing Blanket Bond For All County Employees

WHEREAS, the State Legislature by Chapter 813 of the Laws of 1972 amended Section 11 (2) of the Public Officers Law to authorize counties to cover all public officials by a blanket bond rather than separate undertakings; and

WHEREAS, the use of a blanket bond can be a substantial savings in premium to the County;

NOW, THEREFORE, BE IT RESOLVED, that all County employees be covered by a blanket bond from a duly authorized corporate surety as provided by the Public Officers Law, the undertakings shall, if not otherwise provided by law, be approved as to form and the sufficiency of the sureties by the Clerk of the County and filed in that office.

#### Meeting History

#### Current Meeting

12/15/14      Government Operations



## Resolution No.

### Increasing Amount Of Income For Senior Citizen Tax Exemption

WHEREAS, pursuant to Section 467 of the Real Property Tax Law, persons sixty-five (65) years of age or over who are owners of real property shall be exempt from County taxes to the extent of fifty per centum (50%) of the assessed valuation if said owners fulfill certain qualifications, including a limited income which does not exceed an amount fixed by this Legislature;

BE IT RESOLVED, that the income of the owner, or the combined income of owners of real property who are sixty-five (65) years of age or over must not exceed \$24,500.00; and be it further

RESOLVED, that this income amount shall be effective for the assessment rolls to be completed and filed beginning in 2014; and be it further

RESOLVED, that the "sliding scale" provisions of Real Property Tax Law Section 467 paragraph 1(b)(1) adopted by this Legislature by Resolution No. 583-01 on December 19, 2001 and Real Property Tax Law Section 467 paragraph 1(b)(2) and 1(b)(3) adopted by this Legislature by Resolution No. 477-04 on December 15, 2004 shall remain in effect.

#### ATTACHMENTS:

- Sr. Citizen and Persons with Disabilities and Limited Income Tax Exemptions (PDF)

#### Meeting History

#### Current Meeting

12/15/14 Government Operations





## Resolution No.

### Amending Resolution No. 279-11 Adopting Greene County Administrative Manual

WHEREAS, the newest version of the complete Greene County Administrative Manual was adopted by Resolution No. 279-11 at the August 17, 2011 meeting of the Greene County Legislature; and

WHEREAS, the Administrative Manual Task Force continues to meet on a regular basis to review any necessary changes to the Administrative Manual; and

WHEREAS, at the most recent meetings of the Administrative Manual Task Force, the following changes were proposed: (words being deleted are stricken through; words being added are underlined):

<b>Page:</b>	<b>Section</b>	<b>Title:</b>
I-3 through I-7	I. EMPLOYMENT	Appointment Procedure

Changes to Page I-3:

NOTE: All prospective hires ~~may~~ will be subject to a physical, drug screens, and background checks, ~~fingerprinting and/or credit checks~~ as the law allows. ~~In certain Departments, Greene County performs drug testing.~~ In addition, Greene County may also perform reasonable suspicion drug testing in all Departments. (See "Drug Testing Policy"). If a position requires a driver's license, possession of a valid New York State Driver's license is required at time of appointment and this license must be maintained throughout employment. ~~In addition,~~ All County hires whose job requirements include possessing a valid driver's license, must immediately report any changes in their driver's license status to their Department Head. A change in license would include a suspended or revoked license. Also, if any employee receives any type of DWI ticket, on or off county time, they will be suspended from driving for the county until such time as their case has been adjudicated.

PROCEDURE: The following steps must be taken before an appointment can be made:

A. Application for Employment

1. All applicants for positions in Greene County must complete a County employment application, in addition to a Consent and Release for a background check, Greene County Form #1, which can be obtained at the Human Resources Department. No potential employee will be considered for employment until this application is these forms are complete and filed with the Human Resources Department.

Changes to Page I-4:

c. The DEPARTMENT HEAD has the responsibility of scheduling and conducting job

interviews, and checking references and ordering background checks (where applicable), prior to making a conditional offer of employment.

Changes to Page I-5:

2. d. The Department Head has the responsibility of scheduling and conducting job interviews, and checking references and ordering background checks (where applicable), prior to making a conditional offer of employment.

Changes to Page I-6:

E. Notice of Appointment

All new hires will receive written notice of their appointment.

1. After receiving written approval from the County Administrator to hire a particular individual, the Department Head will call the candidate and make a conditional offer of employment. ~~For All original appointments to positions that in the classified service will require background checks, applicants may be required to undergo a State and National criminal history background investigation, which will may include a fingerprint check, to determine suitability for employment. In addition, a candidate receiving a conditional offer of employment must successfully pass a drug screen and physical examination. Failure to meet the above standards may result in disqualification.~~
2. Upon successfully passing all pre-employment screenings and the background check, the Human Resources Department will schedule an appointment with the candidate for orientation and completion of new hire paperwork.
3. The Human Resources Director will send a letter of appointment to the appointee. The letter shall state the job title, rate of pay, starting date and County Department.
4. The Department Head will send a letter of regret to the interviewees that were not selected.
5. A Greene County Civil Service Report of Personnel Change Form #426 (426), ~~Greene County Form #4, which can be obtained at the Human Resources Department,~~ shall be completed by the Human Resources and Civil Service Departments and forwarded to the Department Head for signature. The Department Head should retain a copy, forward a copy to the Human Resources Department and forward the original pink Form #426 to the Civil Service Department to be filed with the Greene County Civil Service Commission.

Changes to Page I-7:

~~F. New Hire Orientation: All new hires will report to the Human Resources Department for orientation.~~

- ~~1. All new hires will be required to undergo a physical examination before starting work. Note that some departments have more stringent physical requirements.~~
- ~~2. All new hires will be required to set up an appointment with the Human Resources Department to complete necessary paperwork, including tax, insurance, federal immigration I-9 form (Greene County Form #5), which can be obtained at the Human Resources Department, and other appropriate employment forms.~~
- ~~3. New hires will also receive copies of the County's Code of Ethics, Discriminatory Harassment Policy and Complaint Procedure, and other key policy documents.~~
9. All new hires will start at the beginning of a week- pay period unless there is prior approval by the County Administrator.

<b><u>Page:</u></b>	<b><u>Section</u></b>	<b><u>Title:</u></b>
X-16	Health and Safety	Drug Testing Policy

Changes to Page X-16:

Applicants or eligibles for original appointment to positions in the classified service in Greene County Government that receive a conditional offer of employment must successfully pass a drug screen and a background check.

INFORMATION: In addition, certain ~~Departments~~, Greene County Departments performs random drug testing. In addition, Greene County may also perform reasonable suspicion drug testing in all Departments.

All candidates for hire that have received a conditional offer of employment must successfully pass a drug screen.

<b><u>Page:</u></b>	<b><u>Section</u></b>	<b><u>Title:</u></b>
XI-45	XI. General Office Procedures	Social Networking Policy

The last sentence in the "Policy" paragraph is changed as follows:

Employees are also reminded that the County's Discrimination ~~and~~ Harassment Policy and Complaint Procedure applies in full to the use of Social Media. (See Administrative Manual at XI-2).

The second paragraph under "Procedure" is changed as follows:

2. Social Media used for social networking purposes may include, but is not limited to: Facebook, MySpace, Twitter, LinkedIn, YouTube, and other services that permit the posting and/or exchange of information in an electronic format via the Internet. ~~Employees' personal pages on such social networking sites, and related sites such as personal blogs, should have clear disclaimers that the views expressed by the author in the blog are the author's alone and do not represent the views of the County.~~ The County reserves the right to monitor employee use of social media to the extent permitted under applicable law and/or policy. Unless designated as per paragraph 1 above, employees are not authorized to speak on behalf of the County, or to represent that they do so.

<b><u>Page:</u></b>	<b><u>Section:</u></b>	<b><u>Title:</u></b>
I-25	I. Employment	Interns

A new section should be added under "Employment" as follows:

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**- Interns -**

**POLICY:** Greene County periodically utilizes interns for specific periods during a semester or when they are not in school. The purpose of this policy is to outline responsibilities and to ensure such student workers have a productive experience with the County.

**DEFINITION:** As defined in NYS Human Rights Law, "intern" refers to a person who performs work for an employer for the purpose of training under the following circumstances:

- A. The employer is not committed to hire the person performing the work at the conclusion of the training period;
- B. The employer and the person performing the work agree that the person performing the work is not entitled to wages for the work performed; and
- C. The work performed:
  - 1. Provides or supplements training that may enhance the employability of the intern;
  - 2. Provides experience for the benefit of the person performing the work;
  - 3. Does not displace regular employees; and
  - 4. Is performed under the close supervision of existing staff.

**PROCEDURE:**

- A. Department Heads that wish to employ interns for specific assignments must submit a request, in writing, to the County Administrator. The following information must be included in the request:
  - 1. Applicant name;
  - 2. Educational institution attending;
  - 3. Year in school;
  - 4. Expected graduation date;
  - 5. Summary of duties to be assigned;
  - 6. Hours of work;
  - 7. Worksite location; and
  - 8. Duration of the expected work.

The written request must be routed to the County Administrator for review and approval, along with a copy of the student's resume or job application.
- B. The County Administrator will notify the Department Head and Human Resources, in writing, that the individual has been approved for internship.
- C. Upon receiving written approval from the County Administrator, Department Heads must send a work order to the IT Department regarding any work station issues, including telephone and Internet capabilities, to ensure that the work station is fully operational prior to the intern's start date. Department Heads must also contact the Sheriff's Office to ascertain whether or not an ID badge will be required. Department Heads must also notify Security and the IT Department when an internship has concluded.
- D. An intern will be provided with an abbreviated orientation program, conducted by representatives from the hiring department, which highlights key aspects of the position the intern will be engaged in, as well as pertinent department and County policies which he or she will be expected to conform to during the specific term of employment.
- E. Due to the short-term assignment of student workers, and in accordance with school/university reporting requirements for students, the Department Head will be solely responsible for providing all required reports and evaluations of the student worker's assignments and progress.

All Interns are protected by the County Discrimination and Harassment Policy and Procedure in accordance with Section XI of the Greene County Administrative Manual. It is the policy of the County of Greene to provide and maintain a work environment which is free from unlawful discrimination and harassment based on sex (with or without sexual conduct), race, creed, color, religion, national origin, age, disability, sexual orientation, military status, marital status, predisposing genetic characteristic, domestic violence victim status and any other protected class. Harassment based on these characteristics ("discriminatory harassment") is a form of unlawful discrimination. Discrimination and discriminatory harassment are prohibited in each and every work environment and each and every situation which directly impacts the work environment.

In addition to the County Discrimination and Harassment Policy, the following Greene County policies apply in full to all Greene County interns:

- § Drug Free Workplace Policy

§ Guidelines for Faxes, Phones, and Computer Use

§ County Lockdown Procedure

§ Social Networking Policy

§ Workplace Violence Policy

Interns will be provided with copies of the applicable Greene County policies upon commencement of their internship with the County.

<b>Page:</b>	<b>Section</b>	<b>Title:</b>
XI-12	XI. General Office Procedures	Discriminatory Harassment Policy and Complaint Procedure

## COUNTY OF GREENE

### **DISCRIMINATION AND HARASSMENT POLICY AND COMPLAINT PROCEDURE**

#### **I. PURPOSE:**

A. It is the policy of the County of Greene to provide and maintain a work environment which is free from unlawful discrimination and harassment based on sex (with or without sexual conduct), race, creed, color, religion, national origin, age, disability, sexual orientation, military status, marital status, predisposing genetic characteristics, domestic violence victim status and any other class protected by law (~~collectively referred to as "discriminatory harassment" or "harassment"~~). Harassment based on these characteristics ("discriminatory harassment") is a form of unlawful discrimination. Discrimination and discriminatory harassment are and is prohibited in each and every work environment and each and every situation which directly impacts the work environment.

B. The County of Greene will take appropriate steps to prevent and correct unlawful harassment and discrimination as defined by both federal and state law. The federal laws include Title VII of the Civil Rights Act, the Age Discrimination in Employment Act, and the Americans with Disabilities Act. The state law is the New York State Human Rights Law.

#### **II. POLICY:**

The County of Greene considers discrimination, discriminatory discriminatory harassment and other conduct prohibited by this policy to be a form of employee misconduct and considers these types of misconduct to be a serious offense which will not be tolerated. Allegations of discrimination, discriminatory harassment, and all other conduct prohibited by this policy harassment will be investigated thoroughly and, if substantiated, will be met with appropriate corrective and/or disciplinary action commensurate with the seriousness of the offense(s), and in accordance with the parameters of applicable collective bargaining agreements and/or state law.

#### **III. DEFINITIONS:**

A. **Sexual Harassment** is a form of discriminatory harassment and is defined as:

Unwelcome sexual advances, request for sexual favors, and other **verbal or physical** conduct of a sexual nature when:

1. Submission to such conduct is made explicitly or implicitly a term or condition of an individual's employment (e.g., promotion, training, assignments, etc. . .);

2. Submission to or rejection of such conduct by an individual is used as a basis for employment decisions (e.g., hiring, evaluation, promotion) affecting such individual; or
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

**Examples** of specific behaviors that may be considered sexual harassment include, but are not limited to:

- \* Spoken or written words related to an employee's person's sex
- \* Any sexual advance that is unwelcome
- \* Sexually oriented comments
- \* Showing or displaying pornographic or sexually explicit objects or pictures in the workplace
- \* Offensive touching, patting or pinching
- \* Requests for sexual acts or favors
- \* Abusing the dignity of another person employee through insulting or degrading sexual remarks or conduct
- \* Threats, demands or suggestions that an employee's person's work status is contingent upon her/his toleration of or acquiescence to sexual advances
- \* Subtle pressure for sexual activities
- \* Leering at a person

Sexual harassment is gender neutral and may involve members of the same or different gender.

#### **B. Other unlawful harassment:**

In addition to sexual harassment, harassment on the basis of any other protected characteristic also constitutes discriminatory harassment and is is-also prohibited. Under this policy, prohibited discriminatory harassment is verbal or physical conduct that is offensive to or shows hostility or aversion toward an individual because of his/her race, creed, color, religion, national origin, age, disability, sexual orientation, military status, or marital status, predisposing genetic characteristic, domestic violence victim status (and any other class protected by law) , and that: (i) has the purpose or effect of creating an intimidating, hostile or offensive work environment; (ii) has the purpose or effect of unreasonably interfering with an individual's work performance; or (iii) otherwise adversely affects an individual's employment opportunities.

Harassing conduct includes, but is not limited to: epithets, slurs or negative stereotyping; threatening, intimidating or hostile acts; denigrating jokes and display or circulation in the workplace (including through e-mail) of written or graphic material that denigrates or shows hostility or aversion toward an individual or group, based on an individual's protected class.

#### **C. Unlawful discrimination:**

Discrimination on the basis of any protected characteristic is also prohibited. Under this policy, prohibited discrimination is any adverse treatment of an individual in the terms, conditions or privileges of his/her employment because of his/her race, creed, color, religion, national origin, age, disability, sexual orientation, military status, marital status, predisposing genetic characteristic, domestic violence victim status

(and any other class protected by law).

Discriminatory actions may include, but are not limited to, hiring, firing, demoting, or disciplining an individual based on a protected characteristic.

~~C. D.~~ Individuals and conduct covered:

This policy applies to all applicants (for employment or internship), and employees, interns and volunteers of the County of Greene and prohibits discriminatory harassment, discrimination and retaliation whether engaged in by fellow employees, by interns, by volunteers, by a supervisor or manager or by someone not directly connected to the County (e.g., an outside vendor, consultant or citizen).

Conduct prohibited by these policies is unacceptable in the workplace and in any work-related setting outside the workplace, such as during business trips, business meetings, and business-related social events. This policy should be read in conjunction with the County's Social Networking Policy. The provisions of this policy extend in full to conduct which takes place through the use of social media or social networking.

~~D. E.~~ Other Unacceptable Conduct:

This policy also prohibits conduct of one employee, intern or volunteer toward another that may not rise to the level of discrimination or discriminatory harassment in violation of the law, but nonetheless creates a degree of hostility or intimidation that adversely affects the work environment. Harassment which is not based on a legally protected characteristic, such as teasing, ridicule, and other conduct intended to annoy, personally attack, belittle or embarrass another individual is inappropriate and also unacceptable in the workplace. Therefore, the County encourages the use of its complaint procedure by employees, interns or volunteers who believe they have been subject to inappropriate conduct by another individual employee, even if such conduct may not be discriminatory harassment or discrimination per se. The County endeavors to create an environment in which employees, interns and volunteers may feel free to raise concerns and are confident that those concerns will be addressed.

#### **IV. PROCEDURE:**

##### **A. REPORTING DISCRIMINATION AND DISCRIMINATORY HARASSMENT**

1. If an individual is subjected to a situation which he/she believes constitutes discriminatory harassment in violation of this Policy, the County **recommends** that the person employee confront the harasser directly and advise the harasser that his/her behavior is not welcomed and will not be tolerated. Note that neither this policy nor state/federal law requires that an individual tell an alleged harasser to stop his/her actions. Employees, interns and volunteers should feel free to keep written records of any alleged sexual harassment incidents, including the date, time, location, names of people involved, witnesses (if any), and who said or did what to whom.
2. If an alleged incident of discrimination or discriminatory harassment cannot be resolved directly between the parties involved, a written complaint should be filed by the affected person employee with the employee's his/her immediate supervisor. In the event the employee person does not believe it would be appropriate to file the complaint

with the immediate supervisor, it may be filed directly to the appropriate Department Head or to the County's Director of Human Resources.

3. All discrimination and discriminatory harassment complaints will be investigated as promptly as possible and resolved within a reasonable time after the receipt of the complaint. The Office of the County Attorney, with the oversight of the Director of Human Resources, will coordinate an investigation of the complaint. Following the investigation, the Office of the County Attorney shall issue a written report of findings and conclusions to the Director of Human Resources.
4. Thereafter, an initial determination on the complaint will be issued from the Director of Human Resources and results communicated, in writing, back to the complainant (see §IV. B, below).
5. ~~Retaliation against any individual making a harassment complaint or assisting in the investigation of such a complaint is strictly forbidden. Retaliation, like discrimination and harassment, is against the law and is a serious violation of this Policy. Employees who retaliate against other employees who complain about harassment and/or participate in investigation of harassment will be subject to disciplinary action.~~

#### B. APPEAL PROCEDURE

1. In the event that the Director of Human Resources, after reviewing the report of the Office of the County Attorney, determines that the incident(s) reported do(es) not constitute unlawful discrimination or discriminatory harassment as defined in this Policy, the individual employee who filed the complaint may appeal the initial determination to the County Administrator for a final determination.
2. In the event that an appeal is filed with the County Administrator, the appeal shall be reviewed by the County Administrator or his/her designee. The County Administrator may obtain additional information if necessary including meeting with the complainant. Thereafter, the County Administrator or his/her designee will issue a decision within twenty (20) working days after receipt of the appeal.
3. If no appeal is taken within **thirty (30) calendar days** from the date of the Director of Human Resources' initial determination, said determination will constitute the final determination in the matter.

#### C. MISCELLANEOUS

1. In the event a complaint of discrimination or discriminatory harassment is determined to be founded, the County will take disciplinary action in accordance with the provisions of applicable collective bargaining agreements and/or state law, if applicable.
2. If disciplinary charges are filed against an employee on the grounds that the County has determined the employee is guilty of unlawful discrimination or discriminatory harassment, the accused employee may exercise his/her rights through the disciplinary procedure provided for in his/her labor contract and/or state law, if applicable.

3. Reporting of a false complaint is a serious act. In the event it is found that the individual bringing the complaint has made false accusations, the County will take action in accordance with the provisions of the applicable collective bargaining agreement and/or state law, if applicable.
4. All information gathered during an investigation of a discrimination or discriminatory harassment complaint will be handled in a confidential manner, to the extent possible.
- ~~5. Retaliation against any individual making a harassment complaint or assisting in the investigation of such a complaint is forbidden. Retaliation is a serious violation of this policy which may result in disciplinary action.~~
- ~~5.6.~~ This Policy does not preclude the filing of discriminatory discrimination or discriminatory harassment complaints with either the New York State Division of Human Rights or the Federal Equal Employment Opportunity Commission, or the pursuing of any other remedies as permitted by law.

#### **V. RETALIATION**

Retaliation against any individual making a discrimination or discriminatory harassment complaint or assisting in the investigation of such a complaint is strictly forbidden. Retaliation, like discrimination and discriminatory harassment, is against the law and is a serious violation of this Policy. Employees or interns who retaliate against other employees or interns who complain about discrimination or discriminatory harassment and/or participate in investigation of discrimination or discriminatory harassment will be subject to disciplinary action.

#### **VI. D. RESPONSIBILITIES OF MANAGERS/SUPERVISORS**

- ~~1.~~ A. All managerial and supervisory personnel of the County of Greene shall be responsible for enforcing this Policy and shall have particular responsibility for ensuring that the work environment under their supervision is free from discrimination and discriminatory harassment and its effects. Failure of a manager or supervisor to comply with this responsibility may result in disciplinary action.
- ~~2.~~ B. All managerial and supervisory personnel who receive discrimination or discriminatory harassment complaints will be responsible for immediately forwarding such complaints to the Director of Human Resources.
- ~~3.~~ C. The County of Greene will conduct periodic training for managerial and supervisory personnel in each Department of the County on the issues surrounding discrimination and discriminatory harassment, the its effects and its appearances, and the role and responsibility of managerial/supervisory personnel in preventing incidents of discrimination and discriminatory harassment. ~~complaints.~~
- ~~4.~~ D. The County of Greene shall distribute this Policy to all County employees and all others covered by its parameters. Copies of this Policy will be distributed to new employees as they are hired, to interns as they are accepted into the County's internship program and to volunteers upon commencement of their service with the County.

E. Copies of this Policy will be conspicuously posted.

Attachments: Discrimination/Harassment Complaint Form  
Notice of Resolution of Complaint  
Notice of Withdrawal of Complaint

**DISCRIMINATIONARY/HARASSMENT COMPLAINT FORM:  
COUNTY OF GREENE  
(Submit to Department Head and/or Director of Human Resources)**

This form may be used to file a charge of discrimination or harassment ~~which is a form of discrimination~~ prohibited by federal law, the New York State Human Rights Law, and County Policy.

It in no way deprives you of the right to file a complaint with the US Equal Employment Opportunity Commission, New York State Division of Human Rights, or the Federal/State courts.

(PLEASE PRINT OR TYPE)

1. Name \_\_\_\_\_ Phone Number \_\_\_\_\_

Residence  
\_\_\_\_\_

Mailing Address (if different from residence)  
\_\_\_\_\_  
\_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

2. Department that you work in  
\_\_\_\_\_

3. (a) Have you filed this charge with a Federal, State or local government agency?

YES/NO: \_\_\_\_\_ When \_\_\_\_\_ Where \_\_\_\_\_

\_\_\_\_\_  
(Month/Day/Year)

(b) Have you instituted a suit or court action on this charge?

YES/NO: \_\_\_\_\_ When \_\_\_\_\_ Where \_\_\_\_\_

\_\_\_\_\_  
(Month/Day/Year)

(AN AFFIRMATIVE REPLY TO THIS QUESTION WILL IN NO WAY STOP A COUNTY REVIEW OF YOUR COMPLAINT)

4. Alleged Discrimination/Harassment Occurred on or about:

Month: \_\_\_\_\_ Day: \_\_\_\_\_ Year: \_\_\_\_\_ Time: \_\_\_\_\_

Is this alleged discrimination/harassment continuing: YES \_\_\_\_\_ NO \_\_\_\_\_

Describe the alleged act of discrimination/harassment. **Use additional sheets if necessary.**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

5. Indicate the name(s) of the alleged harasser(s):

\_\_\_\_\_  
\_\_\_\_\_

6. State the name(s) of any potential witness(es):

\_\_\_\_\_  
\_\_\_\_\_

7. I swear or affirm that I have read the above related facts and that the statements are true and correct to the best of my knowledge, information and belief.

Date: \_\_\_\_\_

\_\_\_\_\_  
(sign your name)

-INFORMATION PROVIDED WILL BE CONFIDENTIALLY MAINTAINED-

**COUNTY OF GREENE**

**NOTICE OF RESOLUTION OF COMPLAINT OF DISCRIMINATION/ HARASSMENT**

COMPLAINANT'S  
NAME: \_\_\_\_\_

WORK  
SITE: \_\_\_\_\_

DATE COMPLAINT FILED: \_\_\_\_\_

PERSON COMPLAINED OF: \_\_\_\_\_

TITLE AND DEPARTMENT: \_\_\_\_\_

RESOLUTION: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

BY SIGNING BELOW, ALL PARTIES SIGNIFY THAT THEY AGREE TO THE TERMS BY WHICH THIS COMPLAINT WAS RESOLVED AND FURTHER AGREE THAT NO FURTHER INTERNAL ACTION IS REQUIRED ON THIS COMPLAINT.

\_\_\_\_\_  
COMPLAINANT DATE

\_\_\_\_\_  
PERSON COMPLAINED OF DATE

\_\_\_\_\_  
DEPARTMENT HEAD DATE

\_\_\_\_\_  
COUNTY ADMINISTRATOR DATE

**COUNTY OF GREENE**

**NOTICE OF WITHDRAWAL OF COMPLAINT OF DISCRIMINATIONORY/HARASSMENT**

COMPLAINANT'S NAME: \_\_\_\_\_

TITLE AND DEPARTMENT: \_\_\_\_\_

DATE COMPLAINT FILED: \_\_\_\_\_

DEPARTMENT HEAD NOTIFIED: \_\_\_\_\_

I hereby withdraw this complaint and agree that no further internal action is required on it.

\_\_\_\_\_  
Complainant's Signature Date

cc: Director of Human Resources

**Page:**                      **Section**                      **Title:**

## II-3 Hours of Work Overtime and Compensatory Time

Changes to page II-3, the second paragraph under "Policy" is changed as follows:

Department Heads and Managers are not eligible for overtime. However, they can flex their 35/40 hours within the ~~work week~~ that pay period. In addition, if for some reason a Department Head or Manager is mandated to work a weekend or a holiday by the County Administrator or the County Legislature, that Department Head or Manager should receive comp time.

<b><u>Page:</u></b>	<b><u>Section</u></b>	<b><u>Title:</u></b>
VI-29	County Equipment and Property	Service Procedures for Information Technology Dept.

Changes to page VI-29 as follows:

**POLICY:** An electronic work order form must be submitted for all computer and electronic office equipment service requests.

**INFORMATION:** The Information Technology Director will immediately assess the need and determine if the service is covered by warranty or service agreement and how to best provide the service using internal resources or outside vendors. The Information Technology Director will then contact an outside vendor or arrange for internal resources to address the service request.

**PROCEDURE:** Please use the electronic Work Order Form (~~Greene County Form #31 which can be obtained from the Information Technology Department~~), which can be found on WEB EOC Complete the form and submit to the I.T. Department. Work orders should not be addressed to any one individual. In addition, all phone calls/e-mails/faxes relating to work orders should not be addressed to any one individual, but rather the main numbers for the I.T. Department should be used. In addition, when you send an e-mail for help or information to the I.T. Department, please use [helpdesk@discovergreene.com](mailto:helpdesk@discovergreene.com).

<b><u>Page:</u></b>	<b><u>Section</u></b>	<b><u>Title:</u></b>
VI-30	County Equipment and Property	Service Procedures for Buildings and Grounds Department

Changes to page VI-30 as follows:

**POLICY:** An electronic work order form must be submitted for all service requests.

**PROCEDURE:** ~~Please use work order form, Greene County Form #32, which can be obtained from the Buildings and Grounds Department.~~ Please use the electronic Work Order which can be found on WEB EOC. Complete the form and submit to the Buildings and Grounds Department.

<b><u>Page:</u></b>	<b><u>Section</u></b>	<b><u>Title:</u></b>
VIII-1	Reports and Plans	County Annual Report

Changes to Page VIII-1 as follows:

**INFORMATION:** Annual Reports should include all important agency activities while being as brief as possible and should not contain any names, identifying or confidential information, as Annual Reports are considered public information and will eventually be placed on the

County's website.

PROCEDURE: ~~Two (2) copies of One hard copy and one electronic copy of each Annual Report shall be filed with submitted to the Clerk of the Legislature, In addition, Annual Reports shall also be electronically sent to IT@discovergreene.com <mailto:IT@discovergreene.com> with a copy of the e-mail and report forwarded to the Clerk of the Legislature. The Information Technology Department will then make the Annual Reports electronically accessible to the Greene County Legislature~~ After review by the County Administrator, each Annual Report will be submitted by the Clerk of the Legislature to the I.T. Department for placement on the County's website, for access by the Legislature and the public.

<b><u>Page:</u></b>	<b><u>Section</u></b>	<b><u>Title:</u></b>
III-28	Employee Benefits	Donation of Leave Time

The following sentence will be added to this policy:

"Donors must have at least 35 hours of accrued time remaining on the books after they make a donation. Donors with 35 hours of accruals or less will be placed on a lag."

<b><u>Page:</u></b>	<b><u>Section</u></b>	<b><u>Title:</u></b>
IV-3	Insurance	Workers' Compensation

The following sentence will be added to this policy:

"Notification of any Workers' Compensation event must be made in a prompt manner to the Greene County Public Health Emergency Preparedness and Safety Coordinator."

<b><u>Page:</u></b>	<b><u>Section</u></b>	<b><u>Title:</u></b>
X-12	Health and Safety	Smoking Policy

Changes to page X-12:

POLICY: In accordance with New York State Law, Greene County prohibits smoking in all of its buildings and vehicles and Greene County also prohibits the use of electronic cigarettes a/k/a e-cigarettes and tobacco use in all of its buildings and vehicles as well. In addition, Greene County also prohibits smoking, the use of e-cigarettes and the use of tobacco upon all real property owned or leased by Greene County. "Use of tobacco" or "tobacco use" shall mean the burning of a lighted cigar, cigarette, pipe or any other matter or substance which contains tobacco, and chewing, holding in the mouth and/or expectorating of chewing tobacco, or any other matter or substance which contains tobacco. "Electronic cigarettes" also referred to as "e-cigarettes" means an electronic device that delivers vapors for inhalation; electronic cigarettes shall include any refill, cartridge, and any other component of an electronic cigarette and shall also include battery powered devices that allow consumption of nicotine by way of a vaporized solution. Electronic cigarettes shall not include any product approved by the Food and Drug Administration for sale as a drug or medical device.

INFORMATION: The Clean Indoor Air Act (Public Health Law, Article 13-E) prohibits smoking in public and work places to protect employees and the public from secondhand smoke. In addition, Greene County wishes to expand upon this by prohibiting smoking, e-cigarettes and the use of tobacco upon real property owned or leased by Greene County.

PROCEDURE : Greene County shall abide by New York State Law and shall expand upon

this by prohibiting smoking, e-cigarettes and the use of tobacco upon real property owned or leased by Greene County.

~~Designated smoking areas shall be posted at each County facility. The Superintendent of Buildings and Grounds in concert with the Building Manager and/or the appropriate Department Head shall determine a suitable location for each building.~~

Vehicles are considered by New York State Law to be public places and therefore smoking is strictly prohibited and Greene County prohibits the use of e-cigarettes and tobacco in vehicles as well.

There are no ~~smoking~~ breaks allowed for Greene County employees for smoking, the use of e-cigarettes or tobacco use.

<b><u>Page:</u></b>	<b><u>Section:</u></b>	<b><u>Title:</u></b>
VI-27	County Equipment and Property	Work Area Policy for County Office Buildings

The sixth paragraph on this page currently states:

"Smoking is not permitted in the buildings or within the perimeter of the buildings. (The perimeter of the 411 Main Street building is defined by the boundary of Main Street, Church Street, and upper Water Street). Other County facilities may make appropriate designations."

The sixth paragraph will be deleted in its entirety and replaced with the following:

"Greene County prohibits smoking, e-cigarettes and the use of tobacco in all of its buildings and vehicles and upon real property owned or leased by Greene County. (See "Smoking Policy")."

<b><u>Page:</u></b>	<b><u>Section:</u></b>	<b><u>Title:</u></b>
XI-50	General Office Procedures	Whistleblower Laws

Report forms have been revised to provide anonymity, if so desired.

The second paragraph of the Whistleblower Report Form is changed as follows:

"This whistleblowing policy is intended to protect the reporter, even if anonymous, when he or she raises concerns regarding the County such as, but not limited to, the following:"

And the reports form itself says the name is "optional".

<b><u>Page:</u></b>	<b><u>Section:</u></b>	<b><u>Title:</u></b>
XI-16	XI. General Office Procedures	Payroll Processing

Changes to Page XI-16:

Effective June 18, 2014, all new employees will be on a one (1) week lag payroll. Upon termination of employment, the held week of "lag" pay will be released. Any existing employee who is currently on a lag payroll schedule, will remain on said lag payroll

schedule. Employees on FMLA or Workers' Compensation Leave will not be subject to an additional week of lag upon their return to duty.

NOW, THEREFORE, BE IT RESOLVED, that all of the above suggested changes to the current Greene County Administrative Manual adopted on August 17<sup>th</sup>, 2011 by Resolution No. 279-11, be and hereby are made and said Administrative Manual will reflect these changes.

**Meeting History**

**Current Meeting**

12/15/14      Government Operations



## Resolution No.

### Approving Standard Workday For Elected And Appointed Officials For Retirement Purposes

WHEREAS, Resolution No. 466-10, adopted by the Greene County Legislature on October 20, 2010 established "Schedule A" as the standard work days for certain elected and appointed officials based on the record of activities maintained and submitted by these officials to the Clerk of this body; and

WHEREAS, this resolution has been and will be continually updated based upon individual employee employment status;

NOW, THEREFORE, BE IT RESOLVED, that the Greene County Legislature hereby approves the following updates to "Schedule A" as submitted by the Acting Clerk of the Legislature.

#### ATTACHMENTS:

- Schedule A - Include With Retirement Resolution (PDF)

#### Meeting History

#### Current Meeting

12/15/14 Government Operations

"Schedule A"

6.a

TITLE	NAME	STANDARD DAY (HRS./DAY)	TERM	PARTICIPATES IN EMPLOYER'S TIME KEEPING SYSTEM (Y/N)	DAYS/MONTHS (BASED ON RECORD OF ACTIVITIES)
APPOINTED:					
Assistant County Attorney	Edward Kaplan	7	01/01/14-11/28/14	N	5.70
County Attorney	Edward Kaplan	7	12/01/14-12/31/18	Y	
Carol Stevens, County Attorney has retired 11/28/14.					
Assistant Fire Coordinator	Peter Alberti	7	01/01/2014-12/31/16	N	4.00
This is a correction - on the previous resolution done in 2013, the "Y" was checked off under "Participating in Employer's Time Keeping System and should not have been.					
Electrical Examiner	Barry Rausch	7	03/16/14-03/16/17	N	0.86
Interim EMS Coordinator	Bruce R. Mahler	7	12/19/13-03/23/14	N	2.67
EMS Coordinator	Sean Hotaling	7	03/24/14-03/31/15	N	
Mr. Hotaling has not submitted a log as requested.					
County Administrator	Shaun Groden	7	01/01/14-12/31/16	Y	
Interim Director of Public Health	Laura Churchill	7	02/10/14-07/28/14	Y	
Deputy Director of Public Health and Clinical Services	Laura Churchill	7	07/28/14-Present	Y	
Interim Director of Public Health	Kim Kaplan	7	07/28/14-Present	Y	
Marie Ostoyich, was the Director of Public Health, she no longer works for Greene County.					
Director of Real Property Tax Services	Laura Van Valkenburg	7	10/01/13-09/30/19	Y	
Social Services Commissioner	Kira Pospesel	7	06/01/14-05/31/19	Y	
Counsel to Commissioner	Amy Seidenstock	7	06/01/14-05/31/19	Y	

Attachment: Schedule A - Include With Retirement Resolution (1495 : Approving Standard Workday

"Schedule A"

Stop DWI Coordinator	Sheriff Gregory Seeley	8	01/01/14-12/31/14	Y	
Stop DWI Coordinator	Sheriff Gregory Seeley	8	01/01/15-12/31/15	Y	
Jail Physician	Walter Hubicki II	7	01/01/14-12/31/14	N	4.05
ELECTED:					
Interim District Attorney	Charles Bucca	7	01/01/14-12/31/14	Y	
District Attorney	Joseph Stanzione	7	01/01/15-12/31/18	Y	
Treasurer	Peter Markou	7	01/01/15-12/31/18	Y	Not A Member
Revised: December, 2014					

Attachment: Schedule A - Include With Retirement Resolution (1495 : Approving Standard Workday



## Resolution No.

### Authorizing The Transfer Of County-Owned Sewer Line In Jefferson Heights To The Town Of Catskill

WHEREAS, the Hamlet of Leeds in the Town of Catskill is characterized by dense land use served by on-lot septic systems which have been identified by the New York State Department of Health and Department of Environmental Conservation as inadequate or with high potential for failure resulting in a threat to public health and environmental quality; and

WHEREAS, the Jefferson Heights area in the Town of Catskill is also characterized by dense land use with the eastern portion currently provided with the conveyance of approximately 40,000 gallons of sewage a day via a Greene County-owned sewer line connected to the Village of Catskill sewage system while the western portion relies on on-lot septic systems for wastewater disposal; and

WHEREAS, the County-owned sewer line is located along Route 23B in the Town of Catskill beginning approximately 213 feet southeast of Sunrise Avenue and continuing approximately 3,154 feet due south and southeast, ending approximately 84 feet north of Union Street; and

WHEREAS, the sewer line, constructed in 1974 to convey wastewater from the County Hospital in Jefferson Heights (now Greene Medical Arts), has a total capacity of 6 million gallons per day and is in excellent condition (documented by a 2014 televised inspection) with pipe diameters varying from 10 inches to 24 inches with the first 494 feet of piping comprised of vitrified clay between 10 and 24 inches in diameter and the remaining piping comprised of concrete between 12 and 24 inches in diameter; and

WHEREAS, the Town of Catskill is in the process of forming the proposed Leeds and Jefferson Heights Sewer District which consists of the construction of a sewer collection and conveyance system in Leeds that would pass through and serve the Jefferson Heights area via connection to the County-owned sewer line in Jefferson Heights that directs wastewater to the Village of Catskill sewer system; and

WHEREAS, the Village and Town of Catskill have entered into an Intermunicipal Agreement which provides for the conveyance of wastewater from the proposed sewer collection system in the Town of Catskill to the Village of Catskill's sewer collection system and treatment plant as well as certain capital improvements to the Village of Catskill sewage system to accommodate treatment of the wastewater from the Town of Catskill; and

WHEREAS, the Town Board has conducted a public hearing, adopted a resolution to form the sewer district which was subject to permissive referendum and a referendum was not called, and subsequently submitted application for final approval to form the sewer district

to the Office of the State Comptroller and is intent upon forming the district upon approval of the Comptroller.

NOW, THEREFORE, BE IT RESOLVED as follows:

1. The sewer line in Jefferson Heights will be dedicated, without cost, to the Town for the use of the proposed Leeds and Jefferson Heights Sewer District.
2. Upon Comptroller's Office approval of the Town Sewer District, the Town will adopt a Final Order establishing the Sewer District and will accept dedication of the County sewer line, assuming ownership, operations and maintenance of the sewer line.
3. This resolution shall take effect immediately.

**ROLL CALL VOTE:**

**Meeting History**

**Current Meeting**

12/15/14      Government Operations



### Resolution No.

## Authorizing Delinquent Water And Sewer Charges Be Added To Assessment Roll

WHEREAS, Supervisors of the Towns of Ashland, Cairo, Catskill, Coxsackie, Greenville, Hunter, New Baltimore, Prattsville and Windham, New York have certified to the Clerk of the Legislature of the County of Greene that there are certain property owners in the Towns of Ashland, Cairo, Catskill, Coxsackie, Greenville, Hunter, New Baltimore, Prattsville and Windham, who are delinquent in the payment of water and sewer owing to said towns; and

WHEREAS, the Town Boards of the Towns of Ashland, Cairo, Catskill, Coxsackie, Greenville, Hunter, New Baltimore, Prattsville and Windham wish the said delinquent water and sewer charges be collected and added to the regular Town Tax of the delinquent property owners in said towns, in accordance with Section 198, Subdivision 3 of the Town Law; and

WHEREAS, said property owners and the amounts owing by them in said towns are available for review from the Clerk of the jurisdictions and from the Clerk of the Greene County Legislature; and

WHEREAS, the total amounts due to the Towns of Ashland, Cairo, Catskill, Coxsackie, Greenville, Hunter, New Baltimore, Prattsville and Windham for delinquent water and sewer charges are as follows:

ASHLAND WATER USAGE RELEVY:	TOTAL:	\$12,997.22
ASHLAND SEWER USAGE RELEVY:	TOTAL:	\$2,861.37
CAIRO WATER USAGE RELEVY:	TOTAL:	\$40,386.68
CAIRO SEWER USAGE RELEVY:	TOTAL:	\$49,401.51
CAIRO SEWER - EDU:	TOTAL:	\$62,647.60
CATSKILL WATER RELEVY - DISTRICT NO. 1	TOTAL:	\$6,703.38
ALLEN STREET SEWER RELEVY - DISTRICT NO. 1	TOTAL:	\$5,193.18
CEMENTON SEWER RELEVY - DISTRICT NO. 4	TOTAL:	\$16,752.40
COXSACKIE WATER RELEVY:	TOTAL:	\$11,896.83

GREENVILLE WATER RELEVY:	TOTAL:	\$9,041.14
HUNTER WATER RELEVY:	TOTAL:	\$10,912.78
HUNTER SEWER RELEVY:	TOTAL:	\$5,181.40
NEW BALTIMORE WATER RELEVY - DISTRICT NO. 2:	TOTAL:	\$2,874.28
NEW BALTIMORE SEWER RELEVY - DISTRICT NO. 1:	TOTAL:	\$38,826.12
PRATTSVILLE WATER RELEVY:	TOTAL:	\$6,007.10
WINDHAM WATER RELEVY:	TOTAL:	\$21,428.63
WINDHAM SEWER RELEVY:	TOTAL:	\$24,046.73

BE IT RESOLVED, that the amounts of such delinquent water and sewer charges as certified by the Town Supervisors be levied upon the lands and property owners upon which the same were imposed, upon current assessment roll of the Towns of Ashland, Cairo, Catskill, Coxsackie, Greenville, Hunter, New Baltimore, Prattsville and Windham, and when collected, the same shall be paid to the Supervisors of the said town and credited to such delinquent accounts of said towns.

**ROLL CALL VOTE:**

**Meeting History**

**Current Meeting**

12/15/14 Government Operations



## Resolution No.

### Authorizing Costs Incurred Under Unsafe Buildings Law Be Added To Assessment Roll Towns of Catskill & Durham

WHEREAS, the Town Board of the Towns of Catskill and Durham have adopted local laws which provide for the repair or removal of unsafe buildings and collapsed structures; and

WHEREAS, said law provides that all expenses incurred by the town in connection with the proceedings to repair and secure or demolish and remove the unsafe buildings, including the cost of actually removing such buildings, shall be assessed against the land on which such buildings are located and shall be levied and collected in the same manner as provided in Article 15 of the Town Law for the levy and collection of a special ad valorem levy; and

WHEREAS, the Supervisor of the Town of Catskill has certified to the County of Greene that there is a certain parcel within the Town of Catskill upon which the above-mentioned expenses have been incurred; and

WHEREAS, the Town of Catskill wishes the costs so incurred by the Town collected and added to the regular Town Tax of the property owners as shown below:

<u>Tax Map Parcel</u>	<u>Property Owner</u>	<u>Amount</u>
201.00-2-56	Rothe, Richard	\$7,500.00
155.00-7-6	Scarantino, Virginia & Angie	\$3,850.00
	<b>TOTAL:</b>	<b>\$11,350.00</b>

and

WHEREAS, the Supervisor of the Town of Durham has certified to the County of Greene that there are certain parcels within the Town of Durham upon which the above-mentioned expenses have been incurred; and

WHEREAS, the Town of Durham wishes the costs so incurred by the Town collected and added to the regular Town Tax of the property owner as shown below:

<u>Tax Map Parcel</u>	<u>Property Owner</u>	<u>Amount</u>
21.00-5-7	Attenborough, Richard	\$16,041.32
	TOTAL:	\$16,041.32

NOW, THEREFORE, BE IT RESOLVED, that the amounts of such charges as certified by the Town Supervisors be levied upon the lands and property owners upon which the same were imposed, upon current assessment rolls of the Towns of Catskill and Durham and, when collected, the same shall be paid to the Supervisor of said towns and credited to the appropriate account of said towns.

**Meeting History**

**Current Meeting**

12/15/14 Government Operations



## Resolution No.

### Authorizing The Levy Of Omitted Taxes

WHEREAS, the assessment rolls of the Town of Catskill and the Town of Jewett disclose omitted taxes for the previous year;

NOW, THEREFORE, BE IT RESOLVED, that the amount of said omitted taxes for the previous year be levied upon the lands and/or assets upon which the same were imposed, as shown by said assessment rolls, and if collected, the same shall be returned to the County Treasurer and by him credited to the said Town of Catskill and to the said Town of Jewett as shown by said assessment rolls.

#### Meeting History

#### Current Meeting

12/15/14 Government Operations



## Resolution No.

### Town Levies

BE IT RESOLVED, that there be and hereby is assessed and levied upon and collected from the taxable real property situate in the following towns outside of any incorporated village or wholly or partially located therein, the amount indicated below for Highway Funds and for Part Town Purposes, as specified in the budgets of the respective towns, as follows:

<u>Name of Town</u>	<u>Highway Fund Outside Village</u>	<u>Part Town Purposes</u>
Athens	\$334,611.00	\$20,000.00
Catskill	\$1,370,547.00	\$139,151.00
Coxsackie	\$640,904.00	\$16,794.00
Hunter	\$233,795.00	\$125,062.00
<b>TOTALS</b>	<b>\$2,579,857.00</b>	<b>\$301,007.00</b>

and be it

RESOLVED, that there shall be and hereby is assessed and levied from the real property liable therefore within the respective fire, fire protection, fire alarm and the improvement district in the following towns as indicated below, the following amounts for the purpose of such district, as specified in the respective annual budgets:

<u>Name of Town &amp; District</u>	<u>Fire or Hydrant</u>	<u>Light</u>	<u>Water or Sewage</u>	<u>Library</u>
ASHLAND Ashland	F/H \$68,356.00	LT \$3,200.00	W/S	LIB
ATHENS W. Athens-Limestreet Protection District Leeds	F/H \$80,524.00 \$120,127.00	LT	W/S	LIB

Athens				\$99,450.00
<b>CAIRO</b>	<b>F/H</b>	<b>LT</b>	<b>W/S</b>	<b>LIB</b>
Acra		\$10,500.00		
Cairo	\$433,000.00	\$23,000.00		
Hydrant	\$30,000.00			
Round Top	\$99,294.68	\$2,500.00		
Purling		\$6,300.00		
South Cairo		\$6,800.00		
Winter Clove		\$1,000.00		
F. Hitchcock Road		\$3,200.00		
<b>CATSKILL</b>	<b>F/H</b>	<b>LT</b>	<b>W/S</b>	<b>LIB</b>
Allen Street	\$1,980.00	\$1,825.00	\$7,400.00	
Catskill	\$178,772.00			
Cementon		\$9,850.00	\$17,515.00	
Jefferson	\$13,068.00	\$26,800.00		
Kiskatom	\$133,760.00			
Leeds Fire	\$108,987.00			
Leeds Hydrant	\$6,732.00			
Palenville	\$122,221.00	\$22,150.00		
Post Ave			\$2,833.00	
<b>COXSACKIE</b>	<b>F/H</b>	<b>LT</b>	<b>W/S</b>	<b>LIB</b>
Coxsackie	\$342,630.00			\$193,848.00
Ambulance	\$434,811.00			
<b>DURHAM</b>	<b>F/H</b>	<b>LT</b>	<b>W/S</b>	<b>LIB</b>
Durham		\$1,400.00		
East Durham	\$119,762.00			
East Durham #1		\$3,400.00		
East Durham #2		\$3,800.00		
Oakhill	\$114,444.00	\$2,500.00		
<b>GREENVILLE</b>	<b>F/H</b>	<b>LT</b>	<b>W/S</b>	<b>LIB</b>
Freehold	\$103,693.00	\$6,700.00		
Greenville	\$320,260.00	\$7,115.00	\$18,475.00	
Greenville			\$19,470.00	
Greenville #2		\$3,416.00		
<b>HALCOTT</b>	<b>F/H</b>	<b>LT</b>	<b>W/S</b>	<b>LIB</b>
Halcott	\$34,794.00			
<b>HUNTER</b>	<b>F/H</b>	<b>LT</b>	<b>W/S</b>	<b>LIB</b>
Haines Falls	\$75,000.00	\$20,000.00		
Hunter Protection #1	\$59,317.00			
Hunter Protection #2	\$46,142.00			
Hunter Protection #3	\$61,497.00			

Hunter #1		\$2,525.00		
Hunter #3		\$3,830.00		
<b>JEWETT</b>	<b>F/H</b>	<b>LT</b>	<b>W/S</b>	<b>LIB</b>
Jewett	\$90,000.00			
<b>LEXINGTON</b>	<b>F/H</b>	<b>LT</b>	<b>W/S</b>	<b>LIB</b>
Lexington	\$69,972.00	\$3,000.00		
<b>NEW BALTIMORE</b>	<b>F/H/A</b>	<b>L</b>	<b>W/S</b>	<b>LIB</b>
Medway	\$184,385.00			
New Baltimore #1	\$398,159.00	\$25,000.00	\$1,000.00	
New Baltimore #2		\$2,100.00		
Ambulance #1	\$26,975.00			
Ambulance #2	\$33,900.00			
<b>PRATTSVILLE</b>	<b>F/H</b>	<b>LT</b>	<b>W/S</b>	<b>LIB</b>
Prattsville	\$92,975.00	\$5,000.00		
<b>WINDHAM</b>	<b>F/H</b>	<b>LT</b>	<b>W/S</b>	<b>LIB</b>
Hensonville		\$10,490.52		
Maplecrest		\$3,994.18		
Windham	\$211,000.00	\$24,985.30		
Hydrant	\$2,340.00			
Special Assm't Water			\$602.00	
<b>TOTALS</b>	<b>\$4,218,877.68</b>	<b>\$246,381.00</b>	<b>\$67,295.00</b>	<b>\$293,298.00</b>

and be it

RESOLVED, that there shall be and hereby is assessed and levied upon and collected from the taxable real property situate in the following town, including the incorporated village indicated below, for the Consolidated Health District as specified in the budget of the following town:

<u>Name of Town</u>	<u>Amount for Health Purposes</u>
Athens	\$630.00

and be it

RESOLVED, that the amounts to be raised for all other purposes, as specified in the several budgets as presented to this body and which are assessed and levied upon and collected from all taxable property in the towns as enumerated below, except as otherwise provided by law, namely:

**Public Highway**

<u>Name of Town</u>	<u>General Fund</u>	<u>Library Fund</u>	<u>Fund Townwide</u>
Ashland	\$444,327.00		\$197,800.00
Athens	\$0.00		\$296,972.00
Cairo	\$1,722,829.55		\$1,345,086.84
Catskill	\$1,091,744.00		\$1,900.00
Coxsackie	\$258,698.00		\$105,333.00
Durham	\$641,371.58		\$1,064,800.00
Greenville	\$726,500.00	\$99,344.00	\$767,375.00
Halcott	\$129,967.00		\$107,101.00
Hunter	\$1,015,069.00		\$486,168.00
Jewett	\$349,169.00		\$517,209.00
Lexington	\$425,420.00		\$480,358.00
New Baltimore	\$319,249.00		\$755,668.00
Prattsville	\$423,663.00		\$237,923.00
Windham	\$1,480,455.50	\$93,202.00	\$573,267.70
<b>TOTALS</b>	<b>\$9,028,462.63</b>	<b>\$192,546.00</b>	<b>\$6,936,961.54</b>

and be it further

RESOLVED, that such taxes and assessments when collected shall be paid to the Supervisors of the several towns in the manner as shown by this resolution, for distribution by them in the manner provided by law.

**ROLL CALL VOTE:**

**Meeting History**

**Current Meeting**

12/15/14 Government Operations



## Resolution No.

### Authorizing The Relevy Of Unpaid School Taxes For The Year 2014

BE IT RESOLVED, that the accounts of unpaid School Taxes for the year 2014, as of November 29<sup>th</sup>, 2014 reported to the Greene County Treasurer and laid before this Legislature pursuant to Section 1330, Paragraph 5 of the Real Property Tax Law, be accepted; and be it further

RESOLVED, that it is hereby directed that the amount of such unpaid taxes with seven percent (7%) of the amount in addition thereto, be relevied on the real property on which the same were imposed, as of November 29<sup>th</sup>, 2014, subject to minor revision up to the date of printing of tax bills; and be it further

RESOLVED, that when collected, the same shall be returned to the Greene County Treasurer to reimburse the County for the amount so advanced with the expense of collection; and be it further

RESOLVED, that the Greene County Treasurer is hereby authorized and directed to pay to the officer charged by law with the custody of School District monies from monies of the County appropriated therefore, the amount of the unpaid School Taxes in accordance with the provision of Section 1330, Paragraph 5, of the Real Property Tax Law.

#### **ROLL CALL VOTE:**

#### **ATTACHMENTS:**

- Relevy Of Unpaid School Taxes For 2014 (PDF)

#### **Meeting History**

#### **Current Meeting**

12/15/14 Government Operations

2014 SCHOOL AND VILLAGE RELEVY TOTALS

	CODE	194601 WAJ	433401 GILBOA	192401 CD	192601 CATSKILL	192801 CA	193201 GREENVILLE	124601 MARGARITVILLE	193601 HT	514001 ONTZORA	12402 RCS	TOWN TOTALS	VILLAGES
ASHLAND	192000	\$126,565.82	\$5,980.49									\$132,546.31	
ATHENS	192289			\$6,834.73	\$248,642.23	\$413,782.37						\$669,259.33	\$89,454.6
CAIRO	192400			\$796,264.92	\$0.00	\$13,192.87	\$18,089.57					\$827,547.36	
CATSKILL	192689			\$10,607.00	\$1,514,424.99							\$1,525,031.99	\$286,882.0
COXSACKIE	192889			\$1,898.94		\$509,999.53	\$48,453.25					\$560,351.72	\$80,275.2
DURHAM	193000	\$0.00		\$370,875.04			\$22,177.81					\$393,052.85	
GREENVILLE	193200			\$26,441.83			\$488,427.51					\$514,869.34	
HALCOTT	193400							\$55,868.45				\$55,868.45	
HUNTER	193689							\$703,079.58				\$703,079.58	\$86,765.8
JEWETT	193800	\$176,404.43						\$105,124.46				\$281,528.89	
LEXINGTON	194000	\$36,294.37	\$8,276.01					\$179,076.85	\$15,444.00			\$239,091.23	
NEW BALTIMORE	194200					\$220,402.01	\$175,236.76				\$88,731.47	\$484,370.24	
PRATTSVILLE	194400	\$4,669.85	\$87,523.56									\$92,193.41	
WINDHAM	194600	\$643,834.07										\$643,834.07	
GREENE COUNTY TOTALS		\$987,768.54	\$101,780.06	\$1,212,922.46	\$1,763,067.22	\$1,157,376.78	\$752,384.90	\$55,868.45	\$987,280.89	\$15,444.00	\$88,731.47	\$7,122,624.77	\$549,377.6

Attachment: Reliev Of Unpaid School Taxes For 2014 (1485 : Authorizing The Reliev Of Unpaid School

SCHOOL TAXES RELEVIED - SUMMARY - BY TOWN - 2014

	SCHOOL CODE	TOWN	SWISS CODE	ORIGINAL TAX	SCHOOL INTEREST	TOTAL TO SCHOOL	COUNTY RELEVY FEE	COUNTY RELEVY
Windham Ashland Jewett	194601	Ashland	192000	\$115,968.50	\$2,319.31	\$118,285.81	\$8,280.01	\$128,565.82
Gilboa Conesville	433401	Ashland	192000	\$5,479.67	\$109.58	\$5,589.25	\$391.24	\$5,980.49
				<u>\$121,446.17</u>	<u>\$2,428.89</u>	<u>\$123,875.06</u>	<u>\$8,671.25</u>	<u>\$132,546.31</u>
Cairo Durham	192401	Athens	192289	\$6,262.35	\$125.25	\$6,387.60	\$447.13	\$6,834.73
Catskill Central	192601	VAthens	192201	\$1,384.20	\$27.28	\$1,391.48	\$97.40	\$1,488.88
Catskill Central	192601	Athens	192289	\$226,455.35	\$4,529.07	\$230,984.42	\$18,168.93	\$247,153.35
Coxsackie Athens	192801	VAthens	192201	\$200,038.29	\$4,000.70	\$204,038.99	\$14,282.59	\$218,319.58
Coxsackie Athens	192801	Athens	192289	\$179,093.62	\$3,581.84	\$182,675.46	\$12,787.33	\$195,462.79
				<u>\$613,211.81</u>	<u>\$12,264.14</u>	<u>\$625,475.95</u>	<u>\$43,783.38</u>	<u>\$669,259.33</u>
Cairo Durham	192401	Cairo	192400	\$729,581.14	\$14,591.58	\$744,172.72	\$52,092.20	\$796,264.92
Coxsackie Athens	192801	Cairo	192400	\$12,088.03	\$241.75	\$12,329.78	\$883.09	\$13,192.87
Greenville Central	193201	Cairo	192400	\$16,574.65	\$331.49	\$16,906.14	\$1,183.43	\$18,089.57
				<u>\$758,243.82</u>	<u>\$16,164.82</u>	<u>\$773,408.64</u>	<u>\$54,138.72</u>	<u>\$827,547.36</u>
Cairo Durham	192401	Catskill	192889	\$9,718.70	\$194.37	\$9,913.07	\$693.93	\$10,607.00
Catskill Central	192601	VCatskill	192801	\$276,647.32	\$5,532.93	\$282,180.25	\$19,752.61	\$301,932.86
Catskill Central	192601	Catskill	192889	\$1,110,951.18	\$22,219.01	\$1,133,170.17	\$79,321.96	\$1,212,492.13
				<u>\$1,397,317.18</u>	<u>\$27,946.31</u>	<u>\$1,425,263.49</u>	<u>\$99,768.50</u>	<u>\$1,525,031.99</u>
Cairo Durham	192401	Coxsackie	192889	\$1,739.91	\$34.80	\$1,774.71	\$124.23	\$1,898.94
Coxsackie Athens	192801	Coxsackie	192889	\$347,561.80	\$8,951.22	\$354,533.02	\$24,817.32	\$379,350.34
Coxsackie Athens	192801	VCoxsackie	192801	\$119,707.85	\$2,394.16	\$122,102.01	\$8,547.18	\$130,649.19
Greenville Central	193201	Coxsackie	192889	\$44,395.47	\$887.92	\$45,283.39	\$3,169.86	\$48,453.25
				<u>\$513,425.03</u>	<u>\$10,268.10</u>	<u>\$523,693.13</u>	<u>\$36,659.59</u>	<u>\$560,351.72</u>
Cairo Durham	192401	Durham	193000	\$339,815.72	\$8,798.34	\$348,612.06	\$24,282.98	\$370,875.04
Greenville Central	193201	Durham	193000	\$20,320.51	\$408.41	\$20,728.92	\$1,450.89	\$22,177.81
Windham Ashland Jewett	194601	Durham	193000	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
				<u>\$360,136.23</u>	<u>\$7,202.75</u>	<u>\$367,338.98</u>	<u>\$25,713.87</u>	<u>\$393,052.85</u>
Cairo Durham	192401	Greenville	193200	\$24,227.43	\$484.55	\$24,711.98	\$1,729.65	\$26,441.63
Greenville Central	193201	Greenville	193200	\$447,523.92	\$8,950.39	\$456,474.31	\$31,953.20	\$488,427.51
				<u>\$471,751.35</u>	<u>\$9,434.94</u>	<u>\$481,186.29</u>	<u>\$33,683.05</u>	<u>\$514,869.34</u>
Margaretville Central	124601	Halcott	193400	\$50,692.72	\$1,620.79	\$52,213.50	\$3,654.95	\$55,868.45
Hunter Tannersville	193601	Hunter	193689	\$397,625.81	\$11,928.75	\$409,554.56	\$28,668.81	\$438,223.37
		V/Hunter	193601	\$148,998.18	\$4,489.98	\$153,488.14	\$10,742.78	\$164,210.92
		V/Tannersville	193603	\$91,321.34	\$2,739.88	\$94,061.02	\$8,584.27	\$100,645.29
				<u>\$637,945.33</u>	<u>\$19,138.39</u>	<u>\$657,083.72</u>	<u>\$45,995.86</u>	<u>\$703,079.58</u>
Hunter Tannersville	193601	Jewett	193800	\$95,385.54	\$2,881.57	\$98,247.11	\$8,877.35	\$105,124.46
Windham Ashland Jewett	194601	Jewett	193800	\$161,631.33	\$3,232.62	\$164,863.95	\$11,540.48	\$176,404.43
				<u>\$257,016.87</u>	<u>\$6,094.19</u>	<u>\$263,111.06</u>	<u>\$18,417.83</u>	<u>\$281,528.89</u>
Hunter Tannersville	193601	Lexington	194000	\$162,486.87	\$4,874.85	\$167,361.52	\$11,715.33	\$179,076.85
Windham Ashland Jewett	194601	Lexington	194000	\$33,254.89	\$685.08	\$33,919.97	\$2,374.40	\$36,294.37
Gilboa Conesville	433401	Lexington	194000	\$7,582.93	\$151.86	\$7,734.59	\$541.42	\$8,276.01
Ontara Central	514001	Lexington	194000	\$14,013.21	\$420.40	\$14,433.61	\$1,010.39	\$15,444.00
				<u>\$217,337.90</u>	<u>\$6,111.79</u>	<u>\$223,449.69</u>	<u>\$15,641.54</u>	<u>\$239,091.23</u>
Ravens Coymans	12402	New Baltimore	194200	\$81,300.58	\$1,626.03	\$82,926.61	\$5,804.86	\$88,731.47
Coxsackie Athens	192801	New Baltimore	194200	\$201,944.29	\$4,038.88	\$205,983.17	\$14,418.84	\$220,402.01
Greenville Central	193201	New Baltimore	194200	\$160,561.48	\$3,211.19	\$163,772.67	\$11,484.09	\$175,236.76
				<u>\$443,806.35</u>	<u>\$8,876.10</u>	<u>\$452,682.45</u>	<u>\$31,687.79</u>	<u>\$484,370.24</u>
Windham Ashland Jewett	194601	Prattsville	194400	\$4,278.77	\$85.58	\$4,364.35	\$305.50	\$4,669.85
Gilboa Conesville	433401	Prattsville	194400	\$80,193.89	\$1,603.85	\$81,797.74	\$5,725.82	\$87,523.56
				<u>\$84,472.66</u>	<u>\$1,689.43</u>	<u>\$86,162.09</u>	<u>\$6,031.32</u>	<u>\$92,193.41</u>
Windham Ashland Jewett	194601	Windham	194600	\$589,915.60	\$11,798.48	\$601,714.08	\$42,119.99	\$643,834.07
<b>GRAND TOTALS</b>				<u>\$8,516,719.02</u>	<u>\$139,939.11</u>	<u>\$8,656,658.13</u>	<u>\$485,988.84</u>	<u>\$7,122,624.77</u>
::							7.00%	

Attachment: Relevy Of Unpaid School Taxes For 2014 (1485 : Authorizing The Relevy Of Unpaid School Taxes For The Year 2014)



## Resolution No.

### Authorizing The Relevy Of Unpaid Village Taxes For The Year 2014

BE IT RESOLVED, that the accounts of Unpaid Village Taxes for the year 2014, as of November 29<sup>th</sup>, 2014, reported to the Greene County Treasurer and laid before the Legislature pursuant to Section 1442, Paragraph 3 of the Real Property Tax Law, be accepted; and be it further

RESOLVED, that it is hereby directed that the amount of such unpaid taxes with seven percent (7%) of the amount in addition thereto be relevied on the real property on which the same were imposed as of November 29<sup>th</sup>, 2014, subject to minor revision up to the date of the printing of tax bills; and be it further

RESOLVED, that when collected, the same shall be returned to the Greene County Treasurer to reimburse the County for the amount so advanced with the expense of collection; and be it further

RESOLVED, that the Greene County Treasurer is hereby authorized and directed to pay to the officer charged by law with the custody of Village monies from monies of the County appropriated therefore, the amount of the unpaid Village Taxes in accordance with the provisions of Section 1442, Paragraph 4, of the Real Property Tax Law.

#### **ROLL CALL VOTE:**

#### **ATTACHMENTS:**

- Relevy Of Unpaid Village Taxes (PDF)

#### **Meeting History**

#### **Current Meeting**

12/15/14 Government Operations

2014 SCHOOL AND VILLAGE RELEVY TOTALS

	194601	439401	192401	192601	192801	193201	124601	193601	514001	12402	TOWN		
CODE	WAJ	GILBOA	CD	CATSKILL	CA	GREENVILLE	MARGARETVILLE	HT	ONTEORA	RCS	TOTALS	VILLAGES	
ASHLAND	192000	\$126,565.82	\$5,980.49								\$132,546.31		
ATHENS	192289			\$6,834.73	\$248,642.23	\$413,782.37					\$669,259.33	\$89,454.6	
CAIRO	192400			\$796,264.92	\$0.00	\$13,192.87	\$18,089.57				\$827,547.36		
CATSKILL	192689			\$10,607.00	\$1,514,424.99						\$1,525,031.99	\$286,882.0	
COXSACKIE	192889			\$1,898.94		\$509,999.53	\$48,453.25				\$560,351.72	\$80,275.2	
DURHAM	193000	\$0.00		\$370,875.04		\$22,177.81					\$393,052.85		
GREENVILLE	193200			\$26,441.83		\$488,427.51					\$514,869.34		
HALCOTT	193400						\$55,868.45				\$55,868.45		
HUNTER	193689							\$703,079.58			\$703,079.58	\$86,765.8	
JEWETT	193800	\$176,404.43						\$105,124.46			\$281,528.89		
LEXINGTON	194000	\$36,294.37	\$8,276.01					\$179,076.85	\$15,444.00		\$239,091.23		
NEW BALTIMORE	194200					\$220,402.01	\$175,236.76			\$88,731.47	\$484,370.24		
PRATTSVILLE	194400	\$4,669.85	\$87,523.56								\$92,193.41		
WINDHAM	194600	\$643,834.07									\$643,834.07		
<b>GREENE COUNTY TOTALS</b>		<b>\$987,768.54</b>	<b>\$101,780.06</b>	<b>\$1,212,922.46</b>	<b>\$1,763,067.22</b>	<b>\$1,157,376.78</b>	<b>\$752,384.90</b>	<b>\$55,868.45</b>	<b>\$987,280.89</b>	<b>\$15,444.00</b>	<b>\$88,731.47</b>	<b>\$7,122,624.77</b>	<b>\$543,377.6</b>

Attachment: Relevy Of Unpaid Village Taxes (1486 : Authorizing The Relevy Of Unpaid Village Taxes For