

1 The following code does not display images or complicated formatting. Codes should be viewed online.  
2 This tool is only meant for editing.

Formatted: Numbering: Continuous

## 3 Administrative Code

### 4 Chapter A 5 Administrative Code

6 **[HISTORY: Adopted by the Board of Supervisors (now County Legislature) of the County of**  
7 **Sullivan 12-14-1995 by L.L. No. 11-1995; amended in its entirety 7-17-1997 by L.L. No. 3-1997.**  
8 **Subsequent amendments noted where applicable.]**

#### 9 ~~ARTICLE~~ARTICLE I 10 Government of Sullivan County

##### 11 § A1-1 Title.

12 This chapter shall be known as the "Sullivan County Administrative Code."

##### 13 § A1-2 Purposes.

14 The Sullivan County Administrative Code is intended to outline the organizational structure of the  
15 County government as prescribed in the New York County Law, to delineate the location of the  
16 responsibilities of the County government and to make provision for administrative leadership in order to  
17 promote an efficient and responsible County government.

##### 18 § A1-3 Effect of local laws, enactments.

19 All existing laws, ordinances, legalizing acts and resolutions of the County shall remain operative except  
20 where inconsistent with this Administrative Code as adopted by local law.

#### 21 ~~ARTICLE~~ARTICLE II 22 The County Legislature

##### 23 § A2-1 County Legislature.

24 The County Legislature shall be the elected governing body of Sullivan County which shall perform the  
25 legislative, appropriating, policy determining and administrative functions as provided for in the County  
26 Law.

##### 27 § A2-2 Membership.

28 The County Legislature shall be composed of the elected legislators elected from single-member  
29 legislative districts, each member elected for a term of four years and having one vote. Members of the  
30 Legislature shall be elected from the districts established in § C2.01 of the Sullivan County Charter.

##### 31 § A2-3 Powers and duties.

32 A. The County Legislature shall exercise all the powers and duties now or hereafter conferred or  
33 imposed by state law upon a Board of Supervisors and/or a County Legislature of a county and all  
34 powers and duties necessarily implied or incidental thereto, and all the powers assigned to it by the  
35 Sullivan County Charter, and restricted as therein provided. Among such powers and duties, but not  
36 by way of limitation, it shall:

37 (1) Make appropriations, levy taxes, incur indebtedness and adopt the County budget.

- 38 (2) Enact, amend or repeal this Administrative Code, local laws, legalizing acts or resolutions; and  
39 provide for the administrative implementation thereof.
- 40 (3) Adopt, by resolution, all necessary rules and regulations for its own conduct and procedure.
- 41 (4) By local law, create, alter, combine or abolish administrative units of County government not headed  
42 by elected officers or officers designated in the Sullivan County Charter, establishing or abolishing  
43 positions of employment in connection therewith.
- 44 (5) Appoint heads of units of County government, except those officers who are required to be elected  
45 and/or whose appointment is otherwise provided for by law, by the Sullivan County Charter or by  
46 this Administrative Code.
- 47 (6) Establish or abolish positions of employment.
- 48 (7) Fix, by resolution, the maximum compensation of all County officers and employees, except  
49 members of the judiciary and the District Attorney.
- 50 (8) Fix, by resolution, the compensation to be paid from County funds to persons rendering service to or  
51 in behalf of, but who are not officers or employees of, the County.
- 52 (9) Adopt such standard rules and regulations regarding County employment as it may deem  
53 appropriate.
- 54 (10) Fix the amount of bonds of officers and employees paid from County funds as hereinafter provided.
- 55 (11) Authorize contracts for goods and services on behalf of the County.
- 56 (12) Conduct studies and investigations in furtherance of its legislative functions, and in connection  
57 therewith obtain and employ professional and technical advice, appoint citizens committees,  
58 commissions and boards, subpoena witnesses, administer oaths and require the production of books,  
59 papers and other evidence necessary or material to such studies or investigations.
- 60 (13) Legalize and validate by legalizing any act had or taken in connection with a lawful municipal  
61 purpose by a governing board or other body, office, agency or unit of a local municipality wholly  
62 within the County in the manner provided in the County Law.
- 63 B. A member of the County Legislature of the County of Sullivan may be appointed by the County  
64 Legislature of Sullivan County to any board or committee, the members of which are public officers.

65 § A2-4 **Chair of County Legislature.**  
66 **[Amended 12-9-1997 by L.L. No. 7-1998]**

67 The County Legislature at its organizational meeting held only on January 1 of each and every even-  
68 numbered year following the election of the Legislators, or as soon thereafter as is practical, shall elect  
69 from its membership a Chairman who shall serve until replaced.

70 § A2-5 **Chair of County Legislature; powers and duties.**

71 Except as may otherwise be provided in this Administrative Code, the Chair of the County Legislature  
72 shall have all the powers and duties now or hereafter conferred or imposed upon a Chair of a County  
73 Legislature by law. Among such powers and duties, but not by way of limitation, the Chair shall:

- 74 A. Determine in consultation with the County Manager what officer shall perform a particular power or  
75 duty not clearly defined herein or by law.
- 76 B. Execute and deliver documents and contracts authorized by law and by the County Legislature,

77 which are not within the powers of the County Manager as described in § C3.06J of the Sullivan  
78 County Charter.

79 C. Perform such other administrative duties as the Legislature determines to be necessary.

80 § A2-6 Vice Chairman and other officers of County Legislature; selection; powers and duties.  
81 [Amended 12-9-1997 by L.L. No. 7-1998]

82 The County Legislature, within the time provided for in the Sullivan County Charter to elect a Chairman,  
83 shall elect a Vice Chairman, by majority vote, and may elect other officers as it deems required, all of  
84 whom shall serve until replaced. The Vice Chairman shall, in the absence of the Chairman, preside over  
85 each duly constituted meeting of the Legislature, have and exercise all of the powers and duties of the  
86 Chairman at any meeting over which the Vice Chairman is called to preside, and, except as herein  
87 limited, shall have and exercise those additional powers and duties authorized by resolution of the  
88 Legislature, provided that such resolution shall specify the dates during which the Vice Chairman may  
89 exercise such powers and duties, and that the powers and duties authorized to the Vice Chairman shall not  
90 be exercised by the Chairman during the designated time period. The Vice Chairman shall at no time  
91 appoint a person to an office or position of employment with the County, nor appoint the Chairman or  
92 members of any committee of the Legislature. The Vice Chairman may, in the absence of the Chairman  
93 from the County, or upon the Chairman's authorization, execute all agreements on behalf of the County  
94 which the Legislature authorized the Chairman to execute.

95 § A2-7 Death, resignation or disability of Chairman, Vice Chairman and/or other officers.  
96 [Added 12-9-1997 by L.L. No. 7-1998]

97 In the event of the death, resignation or disability of the Chairman, the Vice Chairman shall act as  
98 Chairman until a new Chairman is elected. In the event of the death, resignation or disability of the Vice  
99 Chairman or any other officers that may have been elected, the Legislature shall elect a replacement Vice  
100 Chairman and may elect replacements for the other officers. The election to replace the Chairman, Vice  
101 Chairman or other officers contemplated herein shall be held at the next regular meeting of the County  
102 Legislature or sooner at a special or emergency meeting if desired. The degree of disability of any officer  
103 must be such so as to render that person's ability to perform impractical in order to justify a replacement  
104 by the Legislature.

105 § A2-8 Committees of County Legislature, appointment.  
106 [Amended 12-17-1998 by L.L. No. 9-1998; 2-17-2000 by L.L. No. 1-2000; 1-23-2003 by L.L. No. 3-  
107 2003; 10-23-2008 by L.L. No. 6-2008; 11-19-2009 by L.L. No. 8-2009]

108 Committees are the basis for the organization of administrative units and functions of government as  
109 presented in this Administrative Code. Within 20 days after his or her election, the Chair of the County  
110 Legislature shall appoint from among the members of the Legislature the Chairs and members of the  
111 standing committees, to wit: the Management and Budget Committee; the Government Services  
112 Committee; the Health and Family Services Committee; the Personnel Committee; the Planning,  
113 ~~Environmental Management, Community Development, and Real Property, and Capital Planning and~~  
114 ~~Budgeting~~ Committee; the Public Safety & Law Enforcement Committee; the Public Works Committee;  
115 ~~the Community and Economic Development Committee; the Capital Planning and Budgeting Committee;~~  
116 ~~the Parks, Agriculture and Sustainability~~ Policy Committee; and the Veterans Committee. In the case  
117 of a newly created committee, the Chair and members shall be appointed by the Chair of the County  
118 Legislature within 20 days after the creation of such new committee. In addition, the Chair of the  
119 Legislature may appoint members to new and existing special committees as may be created by the  
120 Legislature. The Chair of the County Legislature shall also fill any and all vacancies on any committee  
121 within 20 days of the creation of such vacancy. All committees shall meet at the call of the Chair and/or  
122 pursuant to the rules of the Legislature.

123 § A2-9 Committees of County Legislature; jurisdiction, powers and duties.  
124 [Amended 12-17-1998 by L.L. No. 9-1998; 2-18-1999 by L.L. No. 1-1999; 5-20-1999 by L.L. No. 4-  
125 1999; 2-17-2000 by L.L. No. 1-2000; 3-15-2001 by L.L. No. 1-2001; 1-23-2003 by L.L. No. 3-2003;  
126 12-18-2003 by L.L. No. 8-2003; 10-19-2006 by L.L. No. 1-2006; 4-26-2007 by L.L. No. 2-2007]

127 A. The jurisdiction of the committees shall be as follows:

128 (1) **Management and Budget Committee.** [Amended 10-23-2008 by L.L. No. 6-2008]

129 (a) The County budget.

130 (b) The County Auditor.

131 (c) The County Treasurer (except matters related to real property tax enforcement functions).

132 ~~(d) Performance management and budgeting.~~

133 ~~(e) Management information systems~~ Information Technology Services.

134 ~~(f) Performance based budgeting results.~~

135 ~~(g) Division of Office of~~ Management and Budget.

136 ~~(h) Payroll Department.~~

137 ~~(i) Risk Management and Insurance~~

138 ~~(j) Grants Administration Department.~~

139 ~~(k) Sustainable energy fiscal impacts.~~

140 ~~(l) GIS County wide Enterprise System.~~

141 (2) **Government Services Committee.**

142 (a) Purchasing and central services.

143 (b) The County Clerk's office.

144 (c) The Board of Elections.

145 (d) Consumer affairs.

146 ~~(e) The County Historian.~~

147 ~~(f) The Sealer of Weights and Measures.~~

148 (g) Sullivan County Community College.

149 (h) Cornell Cooperative Extension Services.

150 ~~(i) Sullivan County Head Start.~~

151 ~~(j) County Museum. [Added 12-20-2007 by L.L. No. 3-2008]~~

152 (3) **Health and Family Services Committee.**

- 153 (a) Family services and public welfare.
- 154 (b) Mental health, alcohol and drug abuse outpatient programs.
- 155 (c) Public health services.
- 156 (d) Health Services Advisory Committee.
- 157 (e) Professional Advisory Committee.
- 158 (f) Utilization Review Committee.
- 159 (g) ~~Office for the Aging, services-~~
- 160 (h) Adult care center.
- 161 (i) Youth services.
- 162 **(4) Personnel Committee. [Amended 10-23-2008 by L.L. No. 6-2008]**
- 163 (a) Personnel and civil services.
- 164 ~~(b) Risk management and insurance-~~
- 165 ~~(c) Human Rights Commission-~~
- 166 **(5) Community and Economic Development Committee.**
- 167 ~~(a) Economic Development Corporation. [Amended 10-23-2008 by L.L. No. 6-2008]~~
- 168 ~~(b) Community development. [Amended 12-20-2007 by L.L. No. 3-2008]~~
- 169 ~~(ea)~~ Sullivan County Empire Zone.
- 170 ~~(eb)~~ Sullivan County Industrial Development Agency.
- 171 ~~(ec)~~ Sullivan County Partnership for Economic Development.
- 172 ~~(ed)~~ Sullivan County Visitor's Association.
- 173 ~~(ee)~~ Sullivan County Chamber of Commerce.
- 174 ~~(ef)~~ Center for Workforce Development.
- 175 ~~(eg)~~ Agriculture economic development. [Added 12-20-2007 by L.L. No. 3-2008]
- 176 **(6) Public Safety & Law Enforcement Committee.**
- 177 (a) Sullivan County Sheriff.
- 178 (b) Sullivan County District Attorney.
- 179 (c) Public defense/Legal Aid/Conflict Legal Aid.
- 180 (d) Coroners.
- 181 (e) Emergency services, 911, EMS, Fire Services.

182 (f) Probation.

183 ~~(g) Office of the Public Defender.~~

184 (gh) The Electrical Licensing Board.

185 (hi) Animal welfare services.

186 ~~(j) Fire Services.~~

187 ~~(k) Stop DWI.~~

188

189 **(7) Public Works Committee. [Amended 10-23-2008 by L.L. No. 6-2008]**

190 (a) Public buildings and grounds; equipment and facilities management.

191 (b) Public works.

192 (c) Highways and bridges.

193 (d) Sullivan County International Airport.

194 (e) Traffic Safety Board.

195 ~~(f) Parks and recreation.~~

196 ~~(g)~~ The Sealer of Weights and Measures.

197

198 (g) Transportation Advisory Board.

199 ~~(h)~~ Flood mitigation and management.

200 (i) Solid waste management.

201 ~~(h)~~ Recycling.

202 ~~(k)~~ Fleet maintenance.

203 ~~(j)~~ Motor pool and transportation services.

204 ~~(k) Sustainable energy—County facilities and fleet.~~

205 **(8) Planning, Environmental Management Community Development, and Real Property and**  
206 **Capital Planning and Budgeting Committee. [Amended 10-23-2008 by L.L. No. 6-2008; 11-19-**  
207 **2009 by L.L. No. 8-2009]**

208 (a) Comprehensive planning, land use, and state-mandated planning functions.

209 (b) GIS planning and mapping functions.

210 (c) Environmental management.

211 (d) Environmental protection.

- 212 (e) ~~Flood mitigation and management.~~
- 213 (f) Agriculture Planning Districts.
- 214 (g) Real Property Tax Services Agency.
- 215 (h) County Treasurer (real property tax enforcement and real property administration function).
- 216 (i) Real Property Advisory Board.
- 217 (j) Community development. [Amended 12-20-2007 by L.L. No. 3-2008]
- 218 (k) Formulation of the six-year Capital Plan.
- 219 (l) Legislative oversight of fiscal impacts of capital projects.
- 220 (m) Capital budgeting and planning analyses.
- 221 ~~(j) Transportation Advisory Board.~~
- 222 ~~(k) Historical and cultural resource management.~~
- 223 **(9) Veterans Committee.**
- 224 (a) Veterans' services.
- 225 ~~(10) Capital Planning and Budgeting Committee. [Added 10-23-2008 by L.L. No. 6-2008]~~
- 226 ~~(a) Formulation of the six-year Capital Plan.~~
- 227 ~~(b) Legislative oversight of fiscal impacts of capital projects.~~
- 228 ~~(c) Capital budgeting and planning analyses.~~
- 229 (d) Review of the Sullivan County Strategic Plan
- 230 **(11) Parks, Agriculture and Sustainability Policy Committee. [Added 11-19-2009 by L.L. No. 8-**
- 231 **2009]**
- 232 (a) Sustainable principles, practices and technologies in future county facilities.
- 233 (b) “Green” building standards, renewable energy, and other “best practices.”
- 234 (c) Sustainable policies in current county facilities.
- 235 ~~(d) County fleet review of hybrid and alternative fuel vehicles.~~
- 236 ~~(e) Environmental health and sustainable practices of the Department of Public Health.~~
- 237 (d) Benchmarks for measuring progress on sustainability goals.
- 238 ~~(g) Oversight of external education of sustainability policies.~~
- 239
- 240 (e) Sustainable energy – fiscal impacts.
- 241
- 242 (f) The County Historian.
- 243

- 244 (g) Parks, recreation and beautification.
- 245 (h) Sustainable energy – County facilities and fleet.
- 246 (i) Historical and cultural resource management.
- 247 (j) County Museum. [Added 12-20-2007 by L.L. No. 3-2008]
- 248
- 249 (k) Agriculture Planning

250 B. Unless waived by a majority vote of the County Legislature, each resolution relating to a division,  
 251 department, agency or other matter within the purview of a standing committee shall first be referred  
 252 to said committee for its recommendation to the Legislature, affirmative, negative or neutral, before  
 253 being acted upon by the Legislature. Except in cases of overlapping responsibility, each such  
 254 resolution shall be referred to only one standing committee; however, any committee may request  
 255 the opinion of another committee on any resolution.

256 **§ A2-10 Executive Committee of County Legislature.**  
 257 **[Amended 2-17-2000 by L.L. No. 1-2000; 3-15-2001 by L.L. No. 1-2001]**

258 There shall be an Executive Committee of the County Legislature consisting of the membership of the  
 259 Legislature, with the Chair of the Legislature as the Chair of the Committee. The Executive  
 260 Committee shall oversee compliance with legislative intent, coordinate the activities of the various  
 261 committees of the Legislature, advise and assist the Chair of the Legislature in his/her duties, either  
 262 at his/her request or on its own initiative, and make such recommendations to the Legislature as it  
 263 may deem appropriate. The Executive Committee shall perform the annual performance review of  
 264 the County Manager provided for in § C3.05 of the Sullivan County Charter. The Executive  
 265 Committee shall act as the Rules Committee of the Legislature, acting in regard to the rules of the  
 266 Legislature and amendments thereto; and shall receive from other jurisdictions within the County  
 267 their ordinances, local laws, enactments or other legislation requiring action by the Legislature and  
 268 recommend action thereon. The Executive Committee shall also consider all matters relating to  
 269 optional forms of County government and reapportionment. The Executive Committee shall have  
 270 legislative oversight of the Sullivan County Board of Ethics, the Human Rights Commission, and the  
 271 County’s Strategic Plan. The Executive Committee shall have additional duties as may be assigned,  
 272 by the Chairman of the Legislature, from time to time.

273

274 **§ A2-11 Clerk to County Legislature; Deputy Clerk.**

275 There shall be a Clerk and Deputy Clerk to the County Legislature who shall be appointed by the  
 276 Legislature to serve at its pleasure and until a successor is appointed and has qualified. In addition to  
 277 duties prescribed by state law, the Clerk or Deputy shall serve as secretary to all committees of the  
 278 Legislature and perform other duties as assigned by the Legislature.

279 **ARTICLE ARTICLE III**  
**County Manager**

281 **§ A3-1 County Manager.**

282 There shall be a County Manager who shall be the Chief Executive and administrative head of the County  
 283 government in accordance with § C3.00 of the County Charter.

284 **§ A3-2 Appointment; qualifications.**

285 The County Manager shall be appointed by the County Legislature to serve at the pleasure of the County



286 Legislature pursuant to § C3.01 of the Charter of Sullivan County. At the time of appointment, the  
287 County Manager shall have the qualifications and be restricted as set forth in §§ C3.02, C3.03 and C3.04  
288 of the Charter of Sullivan County.

289 § A3-3 Powers and duties.  
290 [Amended 10-23-2008 by L.L. No. 6-2008]

291 Without curtailing, diminishing or transferring the powers of any elected County official, the County  
292 Manager shall be responsible for the overall administration of County government and shall provide and  
293 coordinate staff services to the County Legislature, Chair of the Legislature and its committees. The  
294 County Manager shall perform all the duties now and hereafter conferred or imposed upon the officer by  
295 law and directed by the County Legislature and shall have all powers and perform all the duties  
296 necessarily implied or incidental thereto. Among such powers and duties, but not by way of limitation,  
297 are:

- 298 A. The County Manager shall appoint, with the approval of the County Legislature, to serve at his/her  
299 pleasure a Deputy County Manager. Where an existing Commissioner is selected, the duties  
300 described in this section shall be in addition to the positions held by such individual. Additionally,  
301 the County Legislature shall fix the salary. The Deputy County Manager shall be responsible for all  
302 executive functions in the absence of the County Manager due to vacation, illness or emergency, or  
303 any other reason, expressly written by the County Manager, unless the County Manager has either  
304 limited said authority in writing, or has designated another senior management staff member as the  
305 Acting County Manager in accordance with § C3.07 of the County Charter.
- 306 B. To appoint such assistants within the office as may be authorized by the County Legislature.
- 307 C. To work in conjunction with and coordinate the activities of County division and department heads  
308 and the administration of all units of County government to most efficiently implement the directives  
309 of the County Legislature.
- 310 D. To determine in consultation with the Chair of the Legislature what officer shall perform a particular  
311 duty not clearly defined by law or this Administrative Code.
- 312 E. To execute and enforce all local laws, legalizing acts, ordinances and resolutions of the County  
313 Legislature and all other acts required by operation of law.
- 314 F. To serve as an advisor to the County Legislature and develop policy and procedural  
315 recommendations for consideration of the County Legislature.
- 316 G. To undertake research and submit to the County Legislature reports and recommendations regarding  
317 governmental operations as he may deem appropriate or the County Legislature may request, and  
318 provide such assistance to the Legislature and its committees as may be requested by the Legislature.
- 319 H. To serve as liaison between the Legislature and the boards, commissions and advisory committees  
320 established by the State Legislature.
- 321 I. To maintain liaison and represent the County Legislature in contacts with political subdivisions, state  
322 and federal officials and agencies.
- 323 J. To make appointments of all division heads, subject to confirmation by the County Legislature; and  
324 make recommendations for appointments by the County Legislature for all heads of units of County  
325 government which are subject to appointment by the County Legislature.
- 326 K. To have advisory oversight of the County Auditor regarding methods of accounting and auditing  
327 procedures for the County and its administrative agencies as he may deem necessary.

- §28 L. To examine and approve all contracts, ~~purchase orders~~ and other documents by which the County  
 329 incurs financial obligations.
- §30 M. To ~~have oversight of~~coordinate with the County Auditor, except in regard to the Auditor's  
 331 investigations of the County Manager and the County Manager's office, if any.
- 332 N. To have advisory oversight of the County Auditor regarding prescribing the form of receipts,  
 333 vouchers, bills or claims to be filed by all administrative agencies, departments, offices or officials,  
 334 institutions and other agencies of the County.
- 335 O. To be the budget officer of the County and be responsible for the preparation and administration of  
 336 the budget of the County.
- 337 P. To develop and recommend a budget program that includes long-range capital budgeting and annual  
 338 operating capital budgets under the direction of the Legislature.
- 339 Q. To manage the plan for Sullivan County Self-Insurance and Employer's Liability.
- 340 R. To place all County insurance which shall be deemed necessary with the business and property of  
 341 the County within appropriations set by the County Legislature.
- 342 S. To establish and maintain as its agent a uniform purchasing system to provide for the purchase, sale,  
 343 rental and servicing of all supplies, materials, equipment and services for the County and all its units,  
 344 including inspection, supervision and determination as to quality and conformity with specifications,  
 345 and be responsible for compliance therewith.
- 346 T. To participate in the conduct of collective negotiations with organized employee representatives.
- 347 U. To have such other powers and perform such other duties as may now or hereafter be conferred or  
 348 imposed upon him by the County Legislature.
- 349 V. To exercise such other duties and powers, including the powers of appointment and discharge, as  
 350 may be conferred on the County Manager by the Sullivan County Charter.
- 351 W. Development of goals and functions of sustainable energy, including measures for energy  
 352 conservation, generation, and efficiencies, and may direct functions related to County facilities and  
 353 fleet with the Division of Public Works and the Division of Management and Budget, and functions  
 §54 related to external organizations with the ~~Division of Planning and Environmental Management~~  
 §55 Office of Sustainable Energy.
- 356 § A3-4 **Acting County Manager.**  
 357 The County Manager shall designate an Acting County Manager or Managers pursuant to the provisions  
 358 of § C3.07 of the Charter of Sullivan County.

§59 **ARTICLE**ARTICLE IV  
 360 **Elected Offices**

361 § A4-1 **County Treasurer.**  
 362 **[Amended 4-26-2007 by L.L. No. 2-2007]**

363 There shall be a County Treasurer elected from the County at large for a term of four years. The duties of  
 364 the County Treasurer shall be those duties including but not limited to receiving, disbursing and keeping  
 365 official accounts of County funds; borrowing and investing; and collection of taxes. The Treasurer is  
 §66 responsible to the County Legislature in matters of budget, tax enforcement functions and personnel, ~~and~~  
 §67 ~~works through the Management and Budget and Planning, Environmental Management, and Real~~

368 ~~Property Committees on these matters when necessary.~~

369 § A4-2 Committee oversight of County Treasurer.  
370 [Amended 12-17-1998 by L.L. No. 9-1998; 4-26-2007 by L.L. No. 2-2007]

371 The County Treasurer shall be subject to the legislative oversight of the Planning, ~~Environmental-~~  
372 ~~Management~~ Community Development, and Real Property and Capital Planning and Budgeting  
373 Committee on matters relating to the Treasurer's tax enforcement functions. On ~~all~~ other matters, the  
374 County Treasurer shall be subject to the legislative oversight of the Management and Budget Committee,  
375 and Personnel Committee.

376 § A4-3 County Clerk.  
377 [Amended 4-26-2007 by L.L. No. 2-2007]

378 There shall be a County Clerk who shall be elected for a four-year term as required by law. The duties of  
379 the County Clerk shall be those prescribed by law. The County Clerk is responsible to the County  
380 Legislature in matters of budget and personnel and works through the Government Services Committee  
381 on these matters when necessary.

382 § A4-4 Committee oversight of County Clerk.  
383 [Amended 4-26-2007 by L.L. No. 2-2007]

384 The County Clerk shall be subject to the legislative oversight of the Committee of Government Services,  
385 Management and Budget Committee and Personnel Committee.

386 § A4-5 District Attorney.

387 There shall be a District Attorney elected from the County at large for a term of four years. At the time of  
388 nomination and election, and throughout the term of office, the District Attorney shall be and remain duly  
389 licensed and entitled to practice law in the State of New York. The powers and duties of the District  
390 Attorney shall be all the powers and duties now or hereafter conferred or imposed by law, including but  
391 not limited to prosecuting all crimes and criminal offenses within the County and prosecuting related civil  
392 matters.

393 § A4-6 Committee oversight of District Attorney.  
394 [Amended 1-23-2003 by L.L. No. 3-2003]

395 The District Attorney shall be subject to the legislative oversight of the Public Safety Committee,  
396 Management and Budget Committee and Personnel Committee.

397 § A4-7 County Sheriff.

398 There shall be a Sheriff elected from the County at large for a term of four years. The powers and duties  
399 of the Sheriff shall be those, both criminal and civil, now or hereafter conferred or imposed upon a  
400 County Sheriff by law, including but not limited to the following:

- 401 A. Act as a chief police and law enforcement officer for, and have jurisdiction throughout, the County.  
402 B. Be the keeper of the County Jail.

403 § A4-8 Committee oversight of County Sheriff.  
404 [Amended 1-23-2003 by L.L. No. 3-2003]

405 The County Sheriff shall be subject to the legislative oversight of the Public Safety Committee,  
406 Management and Budget Committee and Personnel Committee.

407 § A4-9 County Coroners.  
408 There shall be four County Coroners elected from the County at large for a term of four years, who shall  
409 have all the powers and perform all the duties now or hereafter conferred or imposed by law.

410 § A4-10 Committee oversight of County Coroners.  
411 [Amended 1-23-2003 by L.L. No. 3-2003]

412 The County Coroners shall be subject to the legislative oversight of the Public Safety Committee,  
413 Management and Budget Committee and Personnel Committee.

414 ~~ARTICLE~~ARTICLE V  
415 Legislative AppointmentsLegislative Appointments,  
416 Miscellaneous

417 § A5-1 County Attorney.  
418 [Amended 1-23-2003 by L.L. No. 3-2003; 4-26-2007 by L.L. No. 2-2007]

419 There shall be a County Attorney who shall be appointed and qualified, and restricted, and have the  
420 powers as set forth in §§ C4.00, C4.01 and C4.02 of the Charter of Sullivan County. When the interests of  
421 the County Legislature, the County and/or the County Manager are inconsistent with the interests of a  
422 County officer or employee, the County Attorney shall represent the County, the County Legislature or  
423 the County Manager, as the case may be. When the interests of the County and/or the County Legislature  
424 are in conflict with the County Manager, the County Attorney shall represent the County or the County  
425 Legislature, as the case may be. The County Attorney works through the Management and Budget and  
426 Personnel Committees in budget and personnel matters respectively.

427 § A5-2 Office of Personnel and Civil Service Administration.

428 A. There shall be an Office of Personnel and Civil Service Administration which shall be headed by a  
429 Human Resources Director and shall include a Personnel Officer and Equal Employment  
430 Opportunity Officer. The Personnel Officer ~~who~~ shall be appointed by the County Legislature for a  
431 six-year term as required by law. The Personnel Officer shall perform the following duties, ~~including~~  
432 but not limited to the following:

- 433 (1) Administration of the civil service system for the County and all municipalities therein as prescribed  
434 by law.
- 435 (2) Establish and maintain a centralized system of recruitment, and ensure compliance with equal  
436 employment opportunity programs of the County.
- 437 (3) Assist in labor negotiations.
- 438 (4) Have oversight of the equal employment opportunity activities of the County.

439 B. There shall be an Equal Employment Opportunity Officer within the Office of Personnel and Civil  
440 Service Administration who shall be appointed by the Personnel Officer, with the approval of the  
441 County Manager, in accordance with the provisions of the Civil Service Law. The Equal  
442 Employment Opportunity Officer shall have such duties required to be performed by the County of  
443 Sullivan Affirmative Action Plan now or hereafter adopted and amended, and such other duties the  
444 Personnel Officer shall assign. The Equal Employment Opportunity Officer shall report to the  
445 Personnel Officer with respect to all matters involving general administration of the plan and to the  
446 County Manager with respect to all matters relating to evaluation of implementation and  
447 enforcement of the plan, all complaints of discrimination and all recommendations for modification  
448 to the plan. Nothing contained herein shall prevent the Personnel Officer from acting as the

449 County's Equal Employment Opportunity Officer and nothing contained herein shall preclude the  
450 Human Resources Director from acting as the Personnel Officer.

451 § A5-3 **Committee oversight of Personnel Officer and Office of Personnel and Civil Service**  
452 **Administration.**  
453 **[Amended 1-23-2003 by L.L. No. 3-2003]**

454 The Personnel Officer and the Office of Personnel and Civil Service Administration shall be subject to  
455 the legislative oversight of the Personnel Committee.

456 § A5-4 **Real Property Tax Service Agency.**  
457 **[Amended 12-17-1998 by L.L. No. 9-1998]**

458 There shall be a Real Property Tax Service Agency headed by a Director of Real Property Tax Services  
459 who shall be appointed by the County Manager and confirmed by the Legislature for a term of six years  
460 as required by law. The Director of Real Property Tax Services shall retain all powers and duties  
461 conferred by the laws of New York State. The Director shall be chosen on a basis of his knowledge of  
462 principles and methods relating to the assessment of real property and his executive and administrative  
463 experience and shall meet the minimum qualifications established by the State Board of Real Property  
464 Services. The powers and duties of the Director shall be all those provided by law and state regulations,  
465 including but not limited to the following:

- 466 A. Prepare and maintain tax maps in current condition and provide copies for the County.
- 467 B. Provide advisory appraisals to towns in the County as required by law.
- 468 C. Coordinating any County-wide revaluation program.
- 469 D. Advising and training Assessors on procedures for preparing and maintaining assessment rolls,  
470 property report cards and appraisal cards.
- 471 E. Cooperate and assist in the training programs provided by the state board.
- 472 F. Prepare and furnish an annual report to the County Legislature, a copy of which shall be sent to the  
473 state board.
- 474 G. Act as Team Coordinator of the Sullivan County Damage Assessment Team pursuant to Resolution  
475 178 of the year 1987.

476 § A5-5 **Committee oversight of Real Property Tax Services Director and Real Property Tax**  
477 **Services Agency.**  
478 **[Amended 12-17-1998 by L.L. No. 9-1998; 4-26-2007 by L.L. No. 2-2007]**

479 The Real Property Tax Services Director and the Real Property Tax Services Agency shall be subject to  
480 the legislative oversight of the Planning, ~~Environmental Management, and Community Development,~~  
481 Real Property ~~and Capital Planning and Budgeting~~ Committee.

482 ~~§ A5-6 **Office of the Public Defender.**~~  
483 ~~**[Added 12-18-2003 by L.L. No. 8-2003]**~~

484 ~~There shall be an Office of the Public Defender which shall be headed by a Public Defender who shall be~~  
485 ~~appointed by the County Manager. Said Public Defender shall serve at the pleasure of the County~~  
486 ~~Manager. The Public Defender shall be admitted to practice law in the State of New York and shall be a~~  
487 ~~qualified elector in Sullivan County at and during the tenure of appointment. The Public Defender shall~~  
488 ~~perform the duties, including, but not limited to, the following:~~

- 489 ~~A. Administer the Office of the Public Defender and shall hire and supervise such assistant public~~  
490 ~~defenders and other employees as are authorized by appropriation of the County Legislature.~~
- 491 ~~B. The Public Defender's Office shall be responsible for representing individuals who are financially~~  
492 ~~unable to obtain counsel and eligible for representation pursuant to § 722 of the County Law, only in~~  
493 ~~instances when the Sullivan Legal Aid Panel, Inc., or other agency responsible for providing counsel~~  
494 ~~to eligible indigent defendants, is unable to represent said individuals because of a conflict of~~  
495 ~~interest.~~
- 496 ~~C. Make annual reports to the County Manager regarding all cases handled by the Office of the Public~~  
497 ~~Defender, or more frequently as and if requested by the County Manager or the Legislature.~~

498 ~~§ A5-7 Legislative oversight of Office of the Public Defender.~~  
499 ~~[Added 12-18-2003 by L.L. No. 8-2003]~~

500 ~~The Office of the Public Defender shall be subject to the legislative oversight of the Public Safety~~  
501 ~~Committee.~~

502 § A5-8 Sullivan County Community College; Board of Trustees.

503 There shall be a community college within the County known as the "Sullivan County Community  
504 College," which shall be administered by the County Legislature and the Board of Trustees of the  
505 Sullivan County Community College pursuant to the provisions of the Education Law. The members of  
506 the Board of Trustees authorized by law to be appointed by the County government shall be appointed by  
507 the County Legislature.

508 § A5-9 Committee oversight of Sullivan County Community College.  
509 [Amended 1-23-2003 by L.L. No. 3-2003; 4-26-2007 by L.L. No. 2-2007]

510 The Sullivan County Community College shall be subject to the legislative oversight of the Government  
511 Services Committee of the Legislature.

512 § A5-10 County Historian.

513 There shall be a County Historian appointed by the County Legislature to serve at its pleasure. The  
514 County Historian shall have all the powers and perform all the duties provided by law, including  
515 collection and preservation of material related to the history of the County, supervision of activities of  
516 local historians and preparation of an annual report of historical events occurring in the County.

517 § A5-11 Committee oversight of County Historian.  
518 [Amended 1-23-2003 by L.L. No. 3-2003; 4-26-2007 by L.L. No. 2-2007]

519 The County Historian shall be subject to the legislative oversight of the ~~Government Parks, Agriculture~~  
520 ~~and Sustainability Policy Services~~ Committee of the County Legislature.

521 ~~ARTICLE~~ARTICLE VI  
522 **County Auditor**

523 [Amended 5-20-1999 by L.L. No. 4-1999; 1-23-2003 by L.L. No. 3-2003; 4-26-2007 by L.L. No. 2-  
524 2007]

525 § A6-1 County Auditor.

526 The Auditor shall retain all powers and duties as conferred by the Charter and the laws of New York  
527 State. The County Auditor shall retain the independence of office provided for by the Sullivan County  
528 Charter. The County Auditor shall hold no other position in the government of Sullivan County. The  
529 County Auditor shall be appointed and qualified, and restricted, and have the powers as set forth in

530 §§ C9.00, C9.01, C9.02 and C9.03 of the Sullivan County Charter. For administrative purposes only, the  
531 County Auditor shall be part of the Division of Management and Budget.

532 § A6-2 **Office of Audit and Control.**

533 A. There shall be an Office of Audit and Control which shall be headed by the County Auditor who  
534 shall be appointed and qualified, and restricted, and have the powers set forth in §§ C9.00, C9.01,  
535 C9.02 and C9.03 of the Charter of Sullivan County. The County Auditor shall retain the  
536 independence of office provided for by the Sullivan County Charter. The County Auditor shall hold  
537 no other position in the government of Sullivan County. The Office of Audit and Control shall  
538 perform the duties, including but not limited to the following:

- 539 (1) Audit all claims or charges against the County or against funds for which the County is responsible.
- 540 (2) Conduct financial and compliance audits of records and accounts for all officers and employees  
541 charged with any duty relating to County funds or funds for which the County is responsible.
- 542 (3) Conduct management and performance audits of County administrative units and County-funded  
543 programs.
- 544 (4) Provide assistance as needed to the County Manager in budget preparation, monitoring and  
545 maintenance, or in any other and related matter as designated by the County Manager.
- 546 (5) Provide information to the County Legislature as requested.
- 547 (6) Shall report his/her findings to the County Manager, the County Legislature and the Commissioner  
548 of Management and Budget.

549 B. For administrative purposes only, the Office of Audit and Control shall be part of the Division of  
550 Management and Budget.

551 § A6-3 **Committee oversight of County Auditor and Office of Audit and Control.**  
552 The County Auditor and the Office of Audit and Control shall be subject to the legislative oversight of the  
553 Management and Budget Committee.

554 ~~ARTICLE~~ **ARTICLE VII**  
555 **Line Departments**

556 [Amended 6-18-1998 by L.L. No. 3-1998; 8-20-1998 by L.L. No. 6-1998; 12-18-1999 by L.L. No. 1-  
557 1999; 5-20-1999 by L.L. No. 4-1999; 2-17-2000 by L.L. No. 1-2000; 3-15-2001 by L.L. No. 1-2001; 1-  
558 23-2003 by L.L. No. 3-2003; 4-26-2007 by L.L. No. 2-2007; 12-20-2007 by L.L. No. 3-2008; 3-20-  
559 2008 by L.L. No. 4-2008; 10-23-2008 by L.L. No. 6-2008]

560 § A7-1 **Deputy County Manager.**

561 A. The County Manager shall appoint, with the approval of the County Legislature, to serve at his/her  
562 pleasure a Deputy County Manager. Where an existing Commissioner is selected, the duties  
563 described in this section shall be in addition to the positions held by such individual. Additionally,  
564 the County Legislature shall fix the salary. The Deputy County Manager shall be responsible for all  
565 executive functions in the absence of the County Manager due to vacation, illness or emergency, or  
566 any other reason, expressly written by the County Manager, unless the County Manager has either  
567 limited said authority in writing, or has designated another senior management staff member as the  
568 Acting County Manager in accordance with § C3.07 of the County Charter.

569 B. The Deputy County Manager shall assist the County Manager, and shall have all the powers and  
570 duties conferred upon him by the County Manager, as more fully described in the relevant job

571 description for the Deputy County Manager. Where an existing Commissioner is appointed by the  
572 County Manager as the Deputy County Manager, the job description shall reflect the powers and  
573 duties of the Deputy County Manager, and the division that the Deputy County Manager serves as  
574 Commissioner.

575 § A7-2 Division of Management and Budget; County Treasurer; County Auditor; Office of Audit  
576 and Control; Department of ~~Management Information Systems~~Information Technology  
577 Services; ~~Department of Performance Management and Budgeting~~; Office of Management  
578 and Budget; Department of Purchasing and Central Services; Office of Personnel and Civil  
579 Service Administration; Department of Risk Management and Insurance; Human Rights  
580 Commission; Grants Administration Department; Payroll Department; County Clerk;  
581 Board of Elections; ~~Sullivan County Community College~~; ~~Cornell Cooperative Extension~~  
582 ~~Services~~; Department of Consumer Affairs; Veteran's Services Agency; ~~Economic~~  
583 ~~Development Corporation~~; ~~and Sullivan County Empire Zone Administrative Board and~~  
584 ~~Program~~;

585 There shall be a Division of Management and Budget headed by a Commissioner of Management  
586 and Budget who shall be appointed by and serve at the pleasure of the County Manager,  
587 subject to confirmation by the County Legislature. The Commissioner of Management and  
588 Budget shall be chosen on the basis of his/her education and experience, his/her knowledge  
589 of governmental administration, including experience in accounting and finance, and  
590 his/her executive and administrative experience. The powers and duties of the  
591 Commissioner of Management and Budget shall be all the powers and duties assigned to  
592 the departments of the division as follows, except to the extent the County Treasurer, the  
593 County Auditor and the Office of Audit and Control shall report to the Commissioner for  
594 administrative purposes only, ~~and the Personnel Officer~~, and With respect to the  
595 obligations set forth in A3-3 Q and R the Director of Risk Management and Insurance  
596 shall have direct access to the County Manager. With respect to the obligations set forth in  
597 A5-2 B the Personnel Officer shall have direct access to the County Manager;

598 A. County Treasurer. For administrative purposes only, the County Treasurer shall be part of the  
599 Division of Management and Budget. The Treasurer shall retain all powers and duties as conferred  
600 by the Charter and the laws of New York State.

601 B. ~~Department of Management Information Systems~~Information Technology Services. There shall be a  
602 ~~Department of Management Information Systems~~Information Technology Services within the  
603 Division of Management and Budget, which shall be headed by the Chief Information Officer, who  
604 shall be appointed by the Commissioner of Management and Budget with the ~~consent~~approval of  
605 the County Manager. The Management and Budget Committee of the County Legislature shall have  
606 legislative oversight ~~of the Department of Management Information Systems over Information~~  
607 Technology Services. The Department shall perform duties including but not limited to the  
608 following:

- 609 (1) Maintain County financial system equipment, ~~and assist County employees in the utilization of the~~  
610 ~~system~~.
- 611 (2) Integration of outside software, selection and education of office automation functions and assist in  
612 selecting computers and software.
- 613 (3) Provide training of County personnel on applications installed on the ~~County financial system and~~  
614 County computer network.
- 615 (4) Provide adequate maintenance of electronic networks.
- 616 (5) Establish and implement procedures for continued operations should a physical disaster occur.
- 617 (6) Establish and maintain the telephone systems of the County.

Formatted: Heading 4



- 618 (7) Establish and maintain information technology and productivity.
- 619 (8) Serve as Webmaster for the County website, and all County departments, and other agencies as  
620 determined by the County Manager.
- 621 (9) Responsible for the GIS Enterprise System and administration, including the internal County-wide  
622 implementation of the system and public facing GIS interface.
- 623 C. Department of ~~Management and Budget~~ Performance Management and Budgeting. There shall be a  
624 Department Management and Budget of Performance Management and Budgeting within the  
625 Division of Management and Budget, which shall be headed by the Commissioner of Management  
626 and Budget. The Department shall include, but is not limited to, County fiscal personnel with job  
627 functions pertaining to receivables, performance management, performance measures, and budget  
628 forecasting, except as provided by the Charter and the laws of New York State. The Department of  
629 Management and Budget ~~Performance Management and Budgeting~~ shall perform duties including  
630 but not limited to the following:
- 631 (1) Develop and maintain proper internal controls for all fiscal procedures and ~~polices~~ policies adopted  
632 by the County Legislature.
- 633 (2) Prepare federal, state and other claims for reimbursement.
- 634 ~~(3) Responsible for the formulation and implementation of a performance management system.~~
- 635 ~~(4) Responsible for the formulation and implementation of the capital plan and capital projects.~~
- 636 ~~(5) Develop performance measures for each department.~~
- 637 ~~(6) Perform analyses of budget performance.~~
- 638 ~~(7) Perform budget forecasting.~~
- 639 ~~(8) Employee position control, numbering, and budgeting.~~
- 640 D. Department of Purchasing and Central Services. There shall be a Department of Purchasing and  
641 Central Services within the Division of Management and Budget which shall be headed by a  
642 Director of Purchasing and Central Services, who shall be appointed by the Commissioner of  
643 Management and Budget with the approval of the County Manager, subject to the provisions of the  
644 Civil Service Law. The Department shall perform duties including but not limited to the following:
- 645 (1) Establish and maintain purchasing procedures in accordance with statutory, regulatory and policy  
646 requirements.
- 647 (2) Engage in the purchasing of equipment and supplies, the provision of centralized office operational  
648 services and the purchasing of services for facilities owned or leased by the County.
- 649 E. County Auditor and Office of Audit and Control. For administrative purposes only, the County  
650 Auditor and the Office of Audit and Control shall be part of the Division of Management and  
651 Budget.
- 652 F. Sullivan County Community College. (See §§ **A5-8** and **A5-9**.)
- 653 G. Cornell Cooperative Extension Services.
- 654 H. Veterans' Services Agency (for administrative purposes only).

- 655 (1) The ~~Department of~~ Veterans' Services Agency shall report directly to the County Manager and the  
656 Sullivan County Legislature, and shall be subject to administrative oversight by the County  
657 Manager.
- 658 (2) ~~The Department of~~ Veterans' Services Agency shall be subject to legislative oversight by the  
659 Veterans' Committee.
- 660 (3) There shall be a Director of the Veterans' Services Agency, who shall have all the powers and duties  
661 conferred by the laws of the State of New York.
- 662 (4) The Director of the Veterans' Services Agency shall be a veteran and shall be appointed by the  
663 Chairman of the Legislature with the approval of the Legislature after consulting with all veterans'  
664 service organizations and after giving due regard to his/her experience, dedication and demonstrated  
665 capacity to promote veterans' interests. The term of office of the Director of the Veterans' Services  
666 Agency shall be that term for which the then members of the appointing County Legislature were  
667 elected. The Director of the Veterans' Services Agency shall be removed during his/her term only for  
668 cause and only after written charges have been filed by the County Legislature and he/she has an  
669 opportunity to be heard.
- 670 I. Office of Personnel and Civil Service Administration. The Office of Personnel and Civil Service  
671 Administration shall be part of the Division of Management and Budget. It shall be headed by a  
672 Human Resources Director, who shall be appointed by the County Manager. The Office of  
673 Personnel and Civil Service Administration shall include a Personnel Officer who is recommended  
674 by the County Manager and appointed by the County Legislature to serve in accordance with the  
675 statutory term of office. ~~The Personnel Officer shall be chosen on the basis of his or her education~~  
676 ~~and experience, knowledge of governmental administration and executive and administrative~~  
677 ~~experience.~~
- 678 (1) ~~Office of Personnel and Civil Service Administration. The Office of Personnel and Civil Service~~  
679 ~~Administration shall be part of the Division of Management and Budget. The Personnel Officer shall~~  
680 ~~be chosen on the basis of his or her education and experience, knowledge of governmental~~  
681 ~~administration and executive and administrative experience.~~ The Personnel Officer shall retain all  
682 powers and duties necessarily conferred by the laws of New York State, and shall be limited to such  
683 authority, unless additional authority has been granted in writing by the County Manager, with the  
684 consent of the County Legislature. The Personnel Officer has full autonomy in regards to civil  
685 service functions. The Commissioner of Management and Budget would only have direct oversight  
686 of the non-civil service functions.
- 687 (2) Human Rights Commission (for administrative purposes only).
- 688 J. Department of Risk Management and Insurance. There shall be a Department of Risk Management  
689 and Insurance within the Division of Management and Budget which shall be headed by the Director  
690 of Risk Management and Insurance, who shall be appointed by the Commissioner of Management  
691 and Budget with the approval of the County Manager. This position shall not be exempt from the  
692 provisions of the Civil Service Law. The Department shall perform duties including but not limited  
693 to the following:
- 694 (1) Administration of the Sullivan County Self-Insurance Plan, an authorized self-insurer of the New  
695 York State Workers' Compensation Board.
- 696 (2) Administration of the County of Sullivan Employee Benefit Plans, which may include other  
697 municipal entities through municipal cooperative agreements.
- 698 (3) Provision for all adequate insurance and surety bond coverage protecting the County from all  
699 reasonable risks of loss or damage, as directed by the County Manager.

- 700 (4) Administration of the County's Loss Prevention Program in conjunction with the Commissioner of  
701 Public Works.
- 702 (5) Administration of the County's disability insurance ~~or leave~~ program.
- 703 ~~(6) Manage the plan for Sullivan County Self-Insurance and Employer's Liability with the County~~  
704 ~~Manager.~~
- 705 ~~(7) As approved by the County Manager, place all County insurance which shall be deemed necessary~~  
706 ~~with the business and property of the County within appropriations set by the County Legislature.~~
- 707 K. County Clerk. For administrative purposes only, the County Clerk shall be part of the Division of  
708 Management and Budget. The Clerk shall retain all powers and duties as conferred by the Charter  
709 and the laws of New York State.
- 710 L. Board of Elections. For administrative purposes, the Board of Elections shall be part of the Division  
711 of Management and Budget. The Election Commissioners shall retain all powers and duties as  
712 conferred by New York State law.
- 713 ~~M. Department of Consumer Affairs.~~
- 714 ~~(1) For administrative purposes, the Department of Consumer Affairs shall be part of the Division of~~  
715 ~~Management and Budget.~~
- 716 ~~(2) The Department of Consumer Affairs shall be subject to the legislative oversight of the Government~~  
717 ~~Services Committee.~~
- 718 ~~N.M. Grants Administration Department. The Grants Administration Department shall be headed by, the~~  
719 ~~Grants Administration Supervisor, who shall be appointed by the Commissioner of the Division of~~  
720 ~~Management and Budget with the approval of the County Manager. The Grants Administration~~  
721 ~~Supervisor shall report to the Commissioner of the Division of Management and Budget.~~
- 722 ~~(1) The Department of Grants Administration shall facilitate access to discretionary funding for County~~  
723 ~~of Sullivan departments.~~
- 724 ~~(2) The Department of Grants Administration shall research funding opportunities and write grant~~  
725 ~~applications on behalf of any County department, as assigned or approved by the County Manager.~~
- 726 ~~(3) The Department of Grants Administration shall be responsible for, and assist County Departments in~~  
727 ~~the coordination of grant applications on behalf of the County of Sullivan.~~
- 728 ~~(4) The Department of Grants Administration shall guide/educate and assist County departments as~~  
729 ~~needed with grant processes, fiscal tracking and timely filing of grant reimbursements due to the~~  
730 ~~County of Sullivan, as directed by the County Manager.~~
- 731 ~~(5) The Department of Grants Administration shall assist County departments in improving the~~  
732 ~~administration and management of existing grant resources.~~
- 733 ~~(6) The Department of Grants Administration shall be authorized to provide technical assistance to the~~  
734 ~~towns and villages of the County, as approved by the County Manager.~~
- 735 ~~(1) The Department of Grants Administration shall be responsible for the coordination of all grant~~  
736 ~~applications on behalf of Sullivan County.~~
- 737 ~~(2) Grants Administration shall have control of all grant processes and shall have the responsibility for~~  
738 ~~the fiscal tracking and timely filing of reimbursements due to Sullivan County.~~

739 ~~(3) Grants Administration shall be authorized to provide technical assistance to the towns and villages of~~  
740 ~~the County, as approved by the County Manager.~~

741 ~~(4) Research and write grant applications on behalf of any County department, as assigned or approved~~  
742 ~~by the County Manager.~~

743 ~~O. Economic Development Corporation. There shall be an Economic Development Corporation,~~  
744 ~~organized as a local development corporation under the laws of the State of New York, which shall~~  
745 ~~have a Board of Directors appointed by the County Legislature. The Economic Development~~  
746 ~~Corporation shall perform, but not limited to, the following duties:~~

747 ~~(1) Be responsible to perform tasks assigned to support the primary goal/mission of the County~~  
748 ~~Legislature's and County Manager's Economic Development strategic plan, to enhance the economy~~  
749 ~~of Sullivan County and to create, retain and upgrade jobs and job opportunities within the County.~~

750 ~~(2) Work in close association with local, regional and state agencies and organizations whose mission is~~  
751 ~~similar to the corporation, to foster job growth and to improve the overall economy and enhance~~  
752 ~~quality of life.~~

753 ~~(3) Facilitate coordination of activities among the Sullivan County Industrial Development Agency, the~~  
754 ~~Sullivan County Partnership for Economic Development, the Sullivan County Visitor's Association,~~  
755 ~~the Center For Workforce Development, the Sullivan County Empire Zone Administrative Board,~~  
756 ~~and all Chambers of Commerce within the County.~~

757 **PN.** Payroll Department. There shall be a Payroll Department, ~~headed by the Commissioner of~~ within the  
758 Division of Management and Budget, which shall be headed by the Payroll Supervisor, who shall be  
759 appointed by the Commissioner of the Division of Management and Budget with the approval of the  
760 County Manager, or his designee. This position shall not be exempt from the provisions of the Civil  
761 Service Law. The Payroll Department shall ~~be responsible for~~ perform duties including but not  
762 limited to the following:

763 (1) All payroll functions of the County, including withholding tax, pension contributions, employer  
764 taxes, any garnishments, or other court orders associated with payroll regarding a County employee,  
765 based on union and non-union contracts, Federal and State laws.

766 (2) Federal and State bi-weekly, monthly, quarterly and annual reporting.

767 (3) Management, support and training of County employees on the County wide time-keeping and  
768 scheduling system.

769 ~~The time keeping system.~~

770 ~~(34)~~ Ensuring coordination, ~~and~~ compliance, support and training of County employees on ~~with~~ the  
771 County's financial and payroll software management system(s).

772 **§ A7-3 Division of Public Works; Commissioner of Public Works; appointment; qualifications;**  
773 **powers and duties.**

774 There shall be a Division of Public Works headed by a Commissioner of Public Works who shall be  
775 appointed by the County Manager, subject to confirmation by the County Legislature. Anything in  
776 Highway Law § 100 to the contrary notwithstanding, the Commissioner of Public Works shall serve at the  
777 pleasure of the County Manager. The Commissioner of Public Works shall be chosen on the basis of  
778 his/her knowledge of governmental administration, including experience in bridge and highway  
779 construction and maintenance, infrastructure management and his/her executive and administrative  
780 experience. The Commissioner of Public Works may also serve as the Commissioner of Solid Waste  
781 Management when so appointed by the County Manager, subject to confirmation by the County

782 Legislature. The Commissioner of Public Works shall:

- 783 A. Be responsible for the construction, maintenance, supervision, repair, alteration, demolition and  
784 custodial care of County buildings, highways, bridges, parking fields, drives and related facilities,  
785 parks and recreational facilities, preserves, walks and other facilities in the nature of public works  
786 within County jurisdiction or where contractually or otherwise appropriate and lawful, including the  
787 establishment and maintenance of a property management system, in conjunction with the County  
788 Manager, County Auditor, and the Commissioner of the Division of Management and Budget.
- 789 B. Possess such powers and duties with respect to drainage, flood control, watersheds, sanitation,  
790 sewerage and water supply as may be prescribed by local law.
- 791 C. Have all the powers and perform all the duties conferred or imposed by law upon a Commissioner of  
792 Public Works, ~~a County Superintendent of Highways and a County Superintendent of Parks,~~ and  
793 perform such other and related duties required by the County Legislature.
- 794 D. Have the additional powers of the departments and units of the Division of Public Works set forth in  
795 § A7-4 hereof.
- 796 E. Be responsible for the formulation and implementation of a program for the collection and sanitary  
797 disposal of solid waste in the County of Sullivan, including the possible integration of existing  
798 operations within the County, both public and private, with new and comprehensive County-wide  
799 facilities for accepting, hauling, processing, separating, selling and disposing of solid waste, as may  
800 be authorized by the County Legislature, supervise the operation of all such facilities, equipment and  
801 personnel, analyze the operation and make periodic reports of the same, together with  
802 recommendations to the Sullivan County Legislature, adopt, amend and modify rules and regulations  
803 for the use, operation and maintenance of such facilities and other than establishment of fines,  
804 penalties, costs and fees, which said rules shall be effective 30 days after the date the same shall be  
805 filed with the Clerk of the County Legislature.

806 § A7-4 Additional powers and duties of Commissioner of Public Works.

- 807 A. Department of Sullivan County International Airport. There shall be a Department of Sullivan  
808 County International Airport in the Division of Public Works of which the Commissioner of Public  
809 Works shall be the head. The Department shall perform all duties required for the administration and  
810 operation of the Sullivan County Airport. The Commissioner shall appoint an Airport  
811 ~~Engineer~~ Superintendent, with the approval of the County Manager, to coordinate airport operations,  
812 maintenance, planning, construction and all other duties required for airport administration and  
813 operation.
- 814 B. Department of Engineering. There shall be a Department of Engineering in the Division of Public  
815 Works. The Department shall support and coordinate the planning of County roads and bridges. The  
816 Department shall be headed by the Deputy Commissioner of Public Works/Engineering Supervisor,  
817 who shall be appointed by the Commissioner of Public Works with the approval of the County  
818 Manager.
- 819 C. ~~Department of Parks and Recreation. There shall be a Department of Parks and Recreation headed~~  
820 ~~by the Commissioner of Public Works having all powers to perform all duties conferred or imposed~~  
821 ~~by law upon a Commissioner of Public Works. The Department of Parks and Recreation shall~~  
822 ~~perform duties, including but not limited to promoting and organizing recreational facilities.~~
- 823 D. ~~Parks and Recreation Commission. There may be a Parks and Recreation Commission whose~~  
824 ~~members shall be appointed by the County Legislature to advise the Commissioner of Public Works~~  
825 ~~regarding the development, maintenance and operation of County park and recreational facilities and~~  
826 ~~programs.~~

§27 ~~ED.~~ Department of Facilities Management and Maintenance. There shall be a Department of Facilities\_  
§28 Management and Maintenance in the Division of Public Works. The Department shall efficiently  
§29 and economically repair and maintain County-owned buildings and their environment. The  
§30 Department shall coordinate with the Office of Sustainable Energy, energy conservation, generation,  
§31 and alternatives, relating to all County facilities. The Commissioner of the Division of Public Works  
§32 shall oversee the building facilities of the County, to include maintenance and janitorial, space  
§33 allocation, leases, facility planning and construction. The Commissioner shall use the personnel and  
§34 such other resources of the Division of Public Works as may be required to perform these duties and  
§35 such others as may be assigned by the County Manager.

§36 ~~FE.~~ Department of Construction. There shall be a Department of Construction in the Division of Public  
§37 Works. The Department shall maintain and construct County roads and bridges.

§38 ~~GF.~~ Department of Motor Pool, Fleet and Equipment Maintenance. There shall be a Department of  
§39 Motor Pool, Fleet and Equipment Maintenance in the Division of Public Works. The Department  
§40 will strive to achieve the legislative goals as outlined in various policies such as the Fleet Policy and  
§41 Benchmarking Policy as may be amended from time to time. The Department shall repair and  
§42 maintain all County machinery and vehicles. The Commissioner shall oversee all vehicles owned,  
§43 leased, or operated by the County, with the exception of vehicles assigned to the Office of the  
§44 District Attorney and the Office of the County Sheriff. The Commissioner shall have the authority  
§45 to assign all County-owned and -operated vehicles to a shared motor pool, to be coordinated by the  
§46 Division of Public Works, with the exception of vehicles assigned to the Office of the District  
§47 Attorney and the Office of the Sheriff. The Commissioner shall use the personnel and such other  
§48 resources of the Division of Public Works as may be required to perform these duties and such other  
§49 personnel as may be assigned by the County Manager. The Department shall coordinate with the  
§50 County Manager regarding sustainable energy, energy conservation, generation, and alternatives,  
§51 relating to the County ~~fleet, fleet.~~ The Commissioner shall oversee all vehicles owned, leased, or  
§52 operated by the County, with the exception of vehicles assigned to the Office of the District Attorney  
§53 and the Office of the Sheriff.

§54 ~~G.H.fleet.~~ Department of Weights and Measures. There shall be a Department of Weights and  
§55 Measures headed by a Sealer of Weights and Measures appointed by the Commissioner of Public  
§56 Works, with the approval of the County Manager. The Director shall have all the powers and  
§57 perform all the duties provided by law, including but not limited to inspecting and testing all  
§58 weights, seals and measures of every kind in the County used for commercial purposes and the  
§59 corrections of violations. The Department of Weights and Measures shall be subject to the legislative  
§60 oversight of the Government Services Committee.

§61 ~~H.~~ Department of Solid Waste Management. There shall be a Department of Solid Waste Management.  
§62 The Manager of the Department of Solid Waste Management, if he is not the Commissioner of  
§63 Public Works, shall be appointed by the Commissioner of Public Works subject to the provisions of  
§64 the Civil Service Law and subject to the approval of the County Manager. The Manager of the  
§65 Department of Solid Waste Management shall be chosen on the basis of his/her education and  
§66 experience, his/her knowledge of governmental administration, including experience in solid waste  
§67 management and/or related fields, and his/her executive and administrative experience. The  
§68 Department of Solid Waste Management shall perform duties including but not limited to  
§69 formulating, implementing and operating a program for the collection and sanitary disposal of solid  
§70 waste in Sullivan County.

§71 ~~J.~~ ~~Facilities management. The Commissioner of the Division of Public Works shall oversee the~~  
§72 ~~building facilities of the County, to include maintenance and janitorial, space allocation, leases,~~  
§73 ~~facility planning and construction. The Commissioner shall use the personnel and such other~~  
§74 ~~resources of the Division of Public Works as may be required to perform these duties and such~~  
§75 ~~others as may be assigned by the County Manager.~~

876 ~~KI.~~ Department of ~~Motor Pool and Transportation and Mobility Management Services.~~ The  
877 ~~Commissioner shall oversee all vehicles owned, leased, or operated by the County, with the~~  
878 ~~exception of vehicles assigned to the Office of the District Attorney and the Office of the Sheriff.~~  
879 ~~The Commissioner shall have the authority to assign all County owned and operated vehicles to a~~  
880 ~~shared motor pool, to be coordinated by the Division of Public Works, with the exception of vehicles~~  
881 ~~assigned to the Office of the District Attorney and the Office of the Sheriff. The Commissioner shall~~  
882 ~~use the personnel and such other resources of the Division of Public Works as may be required to~~  
883 ~~perform these duties and such other personnel as may be assigned by the County Manager.~~ The  
884 Commissioner shall also oversee the management of any transportation services provided by  
885 Sullivan County.

886 ~~EJ.~~ Environmental Management; Soil and Water Conservation District. There may be a Soil and Water  
887 Conservation District whose activities shall be directed by a Board of Directors composed of two  
888 Legislators, a representative from the Farm Bureau, a representative from the Grange and three  
889 members-at-large appointed by the County Legislature. The Commissioner of Planning, Community  
890 Development and Real Property serves as an ex officio, nonvoting member. It shall be responsible  
891 for carrying out a conservation planning and application program, including soil erosion control,  
892 flood prevention and preservation of natural resources and wildlife of the County.

893 § A7-5 Deputy Commissioner of Public Works.

894 The Commissioner of Public Works shall ~~may~~ appoint, with the approval of the County ~~Manager-~~  
895 ~~Manager~~ (anything in Highway Law § 102 a to the contrary notwithstanding), to serve at his/her pleasure  
896 a Deputy Commissioner of Public Works, ~~for a term limited to that of the Commissioner.~~ Where existing  
897 management staff is selected, the duties described in this section shall be in addition to the positions held  
898 by such individual. Additionally, the County Manager shall approve the appointment of the Deputy  
899 Commissioner, and the County Legislature shall fix the salary. The Deputy Commissioner shall be  
900 responsible for all executive functions in the absence of the Commissioner due to vacation, illness or  
901 emergency, or any other reason.

902 § A7-5(a) County Superintendent of Highways.

903 There shall be a County Superintendent of Highways. The County Superintendent of Highways shall be  
904 appointed by the County Legislature for a term and with responsibilities, authority and obligations  
905 pursuant to Highway Law § 102. In the discretion of the County Manager, and subject to A7-3 above, the  
906 Superintendent of Highways may also serve as the Commissioner of Public Works.

907 § A7-6 Division of Health and Family Services.

908 A. The Division of Health and Family Services shall perform the County's responsibilities under the  
909 Social Services Law of the State of New York and related federal, state and local programs and  
910 responsibilities, and shall perform the County's responsibilities under the Mental Hygiene Law of the  
911 State of New York and related programs, and shall perform the County's responsibilities under the  
912 New York State Public Health Law and related programs and the Older Americans Act. The  
913 Division shall be headed by a Commissioner of Health and Family Services who shall be appointed  
914 by the County Manager, subject to approval by the County Legislature. ~~The Commissioner of Health~~  
915 ~~and Family Services may also be designated, in the discretion of the County Manager, as the County~~  
916 ~~Commissioner of Social Services/Family Services, in which event he shall have a term of office if~~  
917 ~~and as required by New York State law. However, the Commissioner shall have the discretion and~~  
918 ~~authority, subject to approval by the County Manager, to appoint a separate County Commissioner~~  
919 ~~of Social Services/Family Services who shall serve with a term if and as required by New York State~~  
920 ~~law, in which event the Commissioner of Health and Family Services shall not have such term. The~~  
921 ~~County Commissioner of Social Services at the time of appointment and throughout the term of~~  
922 ~~office must meet the qualifications prescribed by the Social Services Law of the State of New York~~  
923 ~~and the New York State Commissioner of Social Services.~~

924 (1) Department of Social Services/Department of Family Services. Within the Division of

925 Health and Family Services, there shall be a County Department of Social Services, which ~~shall be~~  
926 ~~entitled may also be referred to as~~ the "Department of Family Services" and may, at the discretion  
927 of the County Manager, be headed by a Commissioner of ~~Family-Social Services/Family Services,~~  
928 ~~appointed by the Commissioner of Health and Family Services with the approval of the County~~  
929 ~~Manager. The Commissioner of Family Services will be the County Commissioner of Social~~  
930 ~~Services, if the latter is not the Commissioner of Health and Family Services. The Commissioner~~  
931 ~~of Health and Family Services may also be designated, in the discretion of the County Manager,~~  
932 ~~as the County Commissioner of Social Services/Family Services, in which event he shall have a~~  
933 ~~term of office if and as required by New York State law. However, the Commissioner of Health &~~  
934 ~~Family Services shall have the discretion and authority, subject to approval by the County~~  
935 ~~Manager, to appoint a separate County Commissioner of Social Services/Family Services who~~  
936 ~~shall serve with a term if and as required by New York State law, in which event the~~  
937 ~~Commissioner of Health and Family Services shall not have such term. The County~~  
938 ~~Commissioner of Social Services at the time of appointment and throughout the term of office~~  
939 ~~must meet the qualifications prescribed by the Social Services Law of the State of New York and~~  
940 ~~the New York State Commissioner of Social Services.~~  
941

- 942 (2) Department of Community Services. Within the Division of Health and Family Services there shall  
943 be a County Department of Community Services, which shall be headed by a director or  
944 administrator appointed by the Commissioner of Health and Family Services, with the approval of  
945 the County Manager, who shall perform all the functions of the Department in regard to mental  
946 hygiene services and all the duties imposed upon a County Director of Community Services.
- 947 (3) Community Services Board. There shall be a Community Services Board as required by statute,  
948 which shall act in an advisory capacity only. Pursuant to Mental Hygiene Law § 41.05, Subdivision  
949 (c), all policymaking functions are vested in the Director or Administrator of Community Services  
950 subject to the approval of the Commissioner of Health and Family Services.
- 951 (4) Professional and legal staff. The Commissioner of Health and Family Services shall have the  
952 discretion and authority to appoint professionals and employees as permitted by law, including a  
953 legal department, to perform duties he considers necessary to carry out the duties and obligations of  
954 the Department of ~~Social Services/Family Services~~, subject to appropriations of the County  
955 Legislature. Such appointments will be made subject to the approval of the County Manager if the  
956 Commissioner of Social Services is the Commissioner of Health and Family Services; if not, then  
957 such appointments shall be subject to approval by the Commissioner of Health and Family Services  
958 and the County Manager. The legal department will be responsible for the conduct of all proceedings  
959 in Family Court, including, specifically but not exclusively, child and spousal support, paternity,  
960 abuse and neglect and foster care placements and extensions. Attorneys in the Department shall not,  
961 however, conduct juvenile delinquency or persons in need of supervision proceedings, unless  
962 specifically authorized to do so by the County Attorney.
- 963 (5) Department of Aging. There shall be a Department of Aging within the Division of Health and  
964 Family Services which shall be headed by a Director of Aging Services, who shall be appointed by  
965 the Commissioner of Health and Family Services, subject to the provisions of the Civil Service Law,  
966 and with the approval of the County Manager. The Department of Aging Services shall perform  
967 duties including but not limited to administering federal, state and local programs for the County's  
968 elderly and their families in order to improve their quality of life by providing choices that allow  
969 them to remain in their own homes and communities longer with independence and dignity, through  
970 meaningful volunteer opportunities, nutritious and well-balanced meals and coordinated human  
971 service transportation, or any other programs that may be necessary or appropriate.
- 972 (6) Department of Public Health Services. There shall be a Department of Public Health Services within  
973 the Division of Health ~~& Family Services~~ headed by a Director of ~~Public Health Services, who shall~~



974 qualify as the County's "local health officer" under the laws of the State of New York. The  
975 Commissioner of Health & Family Services may serve as the Director of Public Health. If the  
976 County Manager elects to appoint the same person to be the Commissioner of ~~Public Health &~~  
977 ~~Family Services~~ and the Director of Public Health ~~Services~~, the County Manager shall make the  
978 appointment subject to confirmation by the County Legislature and the provisions of the Civil  
979 Service Law. Otherwise, the Director of Public Health shall be appointed by the Commissioner of  
980 Health & Family Services, subject to the approval of the County Manager and the provisions of the  
981 Civil Service Law. ~~Otherwise, the Director of Health Services shall be appointed by the~~  
982 ~~Commissioner of Health, with the approval of the County Manager. The Commissioner of Health~~  
983 ~~may serve as the Director of Public Health Services.~~ The powers and duties of the Director of Public  
984 Health shall include all the powers and duties assigned to the Department of Public Health Services  
985 by this Administrative Code and by the laws of the State of New York. The ~~Department~~ Director of  
986 Public Health ~~Services~~ shall perform duties including but not limited to the following:

- 987 (a) Responsible to the County Legislature, which shall be the Board of Health.
- 988 (b) Prepare and fulfill the requirements as documented in the Municipal Facilities Plan for the State  
989 Health Department, defined in Subpart 40-1+,1.
- 990 (c) Prevent epidemics and control communicable diseases, promote healthy behaviors, monitor the  
991 health status of the population, mobilize community action, respond to disasters, assure the quality,  
992 accessibility to and accountability of medical care, reach out to link high-risk and hard-to-reach  
993 people to needed services, and lead the development of sound health policy and planning.
- 994 (d) Supervise the general program of public health nursing as prescribed by state law.
- 995 (e) Supervise the ~~Director of Patient Services, who shall manage~~ ment of the of the following services:
- 996 [1] Certified Home Health Agency Program.
- 997 [2] Long-Term Home Health Care Center.
- 998 [3] Diagnostic and Treatment Center.
- 999 [4] WIC.
- 1000 [5] Early Care Program.
- 1001 (7) Department of Adult Care Center. There shall be a Department of Adult Care Center within the  
1002 Division of Health & Family Services which shall be headed by an ~~Nursing Home~~ Administrator  
1003 who shall be appointed by the Commissioner of Health & Family Services, subject to the provisions  
1004 of the Civil Service Law, and with the approval of the County Manager. The Department of Adult  
1005 ~~Long-Term Care Center~~ shall perform duties including but not limited to the following:
- 1006 (a) Responsible for the operation of the County Adult Care ~~Center F~~ facility.
- 1007 (b) Responsible for the operation of the medical model adult day-care program at the County Adult Care  
1008 ~~Center F~~ facility.
- 1009 (c) Coordinate activities to assure compliance with federal, state and local laws.
- 1010 (d) Coordination of contract services within the County Adult Care ~~Center F~~ facility.
- 1011 (8) Health Services Advisory ~~Council Board~~. There shall be a Health Services Advisory Board  
1012 appointed by the County Legislature, which shall have such powers and duties as are required by  
1013 state law.

1014 (9) Professional Advisory Committee and Utilization Review Committee. As required by regulations of  
1015 the State Commissioner of Health, there shall be a Professional Advisory Committee and a  
1016 Utilization Review Committee for the Certified Home Health Care Program and the Long-Term  
1017 Home Health Care Program.

1018 (10) ~~Center for Workforce Development. There shall be a Center for Workforce Development as a~~  
1019 ~~department within the Division of Health and Family Services, which shall be headed by a Director~~  
1020 ~~of Workforce Development, who shall be appointed by the Commissioner of Health and Family~~  
1021 ~~Services, subject to the provisions of the Civil Service Law and with the approval of the County~~  
1022 ~~Manager. The Center for Workforce Development's duties shall include but not be limited to~~  
1023 ~~administration of federal, state and local employment programs in order to provide the necessary~~  
1024 ~~administrative backup and services to support employment opportunities for the County's~~  
1025 ~~disadvantaged, unemployed and underemployed in order for them to maintain their independence~~  
1026 ~~and dignity.~~

1027 (11) Department of Youth Services. There shall be a Department of Youth Services within the Division  
1028 of Health and Family Services, which shall be headed by a Director of Youth Services, who shall be  
1029 appointed by the Commissioner of Health and Family Services, subject to the provisions of the Civil  
1030 Service Law, and with the approval of the County Manager. The Department of Youth Services shall  
1031 perform duties including but not limited to administering federal, state and local youth programs in  
1032 order to enhance the development of the children and youth of the County.

1033 (12) Privacy Officer. The Privacy Officer shall be responsible for compliance with privacy regulations,  
1034 including the federal HIPPA law, and said officer shall recommend policies to the Commissioner of  
1035 the Division of Health and Family Services regarding compliance with such regulations. The Privacy  
1036 Officer shall also serve as the HIPPA ~~complaint~~ Compliance officer ~~Officer for the Division of~~  
1037 Health & Family Services.

1038 ~~BA. Within the Division of Health and Family Services there shall be a Department of Health, a~~  
1039 ~~Department of Public Health Services and a Department of Adult Care Center. The Commissioner of~~  
1040 ~~Health shall be chosen on the basis of his/her knowledge of governmental administration, including~~  
1041 ~~experience in the delivery of public health services, and his/her executive and administrative~~  
1042 ~~experience. Nothing herein shall be construed to create a County or Part County Health District, or~~  
1043 ~~County or Part County Board of Health, or a County or Part County Health Commissioner under~~  
1044 ~~Title III of the Public Health Law of the State of New York. The powers and duties of the~~  
1045 ~~Commissioner of Health shall include all the powers and duties assigned to the Department and by~~  
1046 ~~this Administrative Code and by the laws of the State of New York. The Committee on Health &~~  
1047 ~~Family Services shall have legislative oversight of the following Departments of the Division Health~~  
1048 ~~and Family Services: Department of Aging; Department of Public Health Services; Department of~~  
1049 ~~Adult Care Center; Health Services Advisory~~ Council Board; and Professional Advisory Committee  
1050 and Utilization Review Committee.

1051 § A7-7 Public Safety; Division of Public Safety and Law Enforcement; appointment; qualification;  
1052 powers and duties.

1053 There shall be a Division of Public Safety headed by a Commissioner of Public Safety who shall be  
1054 appointed by and serve at the pleasure of the County Manager, subject to confirmation by the County  
1055 Legislature. The Commissioner of Public Safety shall be chosen on the basis of his/her education and  
1056 experience, his/her knowledge of government administration, including experience in the administration  
1057 of criminal justice programs, emergency management and his/her executive and administrative  
1058 experience. ~~The Commissioner of Public Safety may also serve as the Director of Probation if qualified in~~  
1059 ~~accordance with the Civil Service Law. The powers and duties of the Commissioner of Public Safety shall~~  
1060 ~~be all the powers and duties assigned to the departments of the Division as follows:~~

1061 A. Public defense. Within the Division of Public Safety, or by contract, the County Legislature shall

1062 provide for the representation of persons accused of crime or parties before Family Court pursuant to  
1063 Article 18B of the County Law.

1064 B. County Sheriff. For administrative purposes only, the County Sheriff shall be part of the Division of  
1065 Public Safety. The Sheriff shall retain all powers and duties as conferred by the laws of New York  
1066 State.

1067 C. District Attorney. For administrative purposes only, the District Attorney shall be part of the  
1068 Division of Public Safety. The District Attorney shall retain all powers and duties as conferred by the  
1069 laws of New York State.

1070 D. County Coroners. For administrative purposes only, the County Coroners shall be part of the  
1071 Division of Public Safety. The County Coroners shall retain all powers and duties as conferred by  
1072 the laws of New York State.

1073 E. County Fire Coordinator; County Fire Advisory Board. Within the Division of Public Safety there  
1074 shall be a County Fire Coordinator who shall be appointed by the County Legislature. The County  
1075 Fire Coordinator shall be responsible for administering County programs for fire training and mutual  
1076 aid and acting as liaison among the County legislative body, the County Fire Advisory Board and  
1077 fire-fighting forces. The County Fire Advisory Board shall consist of not less than 15 ~~nor~~ more  
1078 than 21 members, who shall be appointed by the County Legislature. At least one member of the  
1079 County Advisory Board shall reside in each ~~town~~ Town of Sullivan County. The County Fire  
1080 Advisory Board shall have such powers as are conferred on it by statute. For administrative purposes  
1081 only, the County Fire Advisory Board shall be part of the Division of Public Safety, and subject to  
1082 the legislative oversight of the Committee on Public Safety of the County Legislature.

1083 F. Office of ~~Civil Defense and Disaster Preparedness~~ Emergency Management; Director of ~~Civil-~~  
1084 ~~Defense and Disaster Preparedness~~ Emergency Management. There shall be an Office of ~~Civil-~~  
1085 ~~Defense and Disaster Preparedness~~ Emergency Management headed by a Director of ~~Emergency~~  
1086 ~~Defense and Disaster Preparedness~~ Management who shall be appointed by and serve at the pleasure  
1087 of the ~~County Manager~~ Commissioner of Public Safety, subject to approval by the County Manager.  
1088 The Director of ~~Civil Defense and Disaster Preparedness~~ Emergency Management shall be directly  
1089 responsible to the Commissioner of Public Safety and the County Manager and shall have and  
1090 exercise all of the powers and perform all of the duties now and hereafter conferred or imposed by  
1091 law, including responsibilities for damage assessment and situation/status evaluation imposed by  
1092 Resolution 178 of 1987. The Director of ~~Civil Defense and Disaster Preparedness~~ Emergency  
1093 Management shall be subject to the legislative oversight of the Committee on Public Safety of the  
1094 County Legislature.

1095 G. Department of Probation; Probation Director. Within the Division of Public Safety there shall be a  
1096 Department of Probation headed by a Probation Director. If the County Manager elects to appoint  
1097 the same person to be the Commissioner of Public Safety and the Probation Director, the County  
1098 Manager shall make the appointment subject to confirmation by the County Legislature. ~~Otherwise,~~  
1099 ~~the~~ Probation Director shall be appointed by the ~~Commissioner of Public Safety~~ County Manager  
1100 ~~with the consent of the County Manager~~. The duties and qualifications of the Director of Probation  
1101 shall be those conferred or imposed by law, and related duties assigned by the ~~Commissioner of~~  
1102 ~~Public Safety~~ County Manager to provide adequate probation services to the County.

1103 H. Animal welfare services. The County may obtain animal welfare services by contracting with a  
1104 responsible third party or by providing such services internally. Such third-party contracts shall be  
1105 approved by the County Legislature and supervised by the Commissioner of Public Safety, prior to  
1106 ~~execution and shall be supervised by the Commissioner of Management and Budget.~~

1107 I. Electrical Licensing Board. The Sullivan County Electrical Licensing Board shall be subject to the  
1108 administrative oversight of the ~~Commissioner of Public Safety~~ County Manager or designee.

1109 J. ~~Administer the Stop DWI Program, may be assigned to another department with the approval of the~~  
1110 ~~County Manager.~~

1111 K. County Emergency Medical Services (EMS) Coordinator; County Emergency Medical Services  
1112 (EMS) Advisory Board. Within the Division of Public Safety there shall be a County Emergency  
1113 Medical Services (EMS) Coordinator who shall be appointed by the County Legislature. The County  
1114 Emergency Medical Services (EMS) Coordinator shall be responsible for administering County  
1115 programs for EMS training and mutual aid and acting as liaison among the County legislative body,  
1116 the County Emergency Medical Services (EMS) Advisory Board and EMS forces. The County  
1117 Emergency Medical Services (EMS) Advisory Board shall consist of the Captain or his designee of  
1118 each EMS unit located and operating within Sullivan County. The County Emergency Medical  
1119 Services (EMS) Advisory Board shall have such powers as are conferred on it by statute, or by the  
1120 County Legislature, by resolution, from time to time. The Committee on Public Safety of the County  
1121 Legislature shall have oversight authority of the EMS Advisory Board.

1122 L. E-911 Emergency Communication shall be responsible for the operation, maintenance, supervision,  
1123 repair and security of the E-911 telephone call-taking and dispatch system and of the E-911 control  
1124 center, for establishing and implementing policies and procedures with respect to fire, police and  
1125 emergency medical dispatch and for managing the necessary staff to carry out these functions.

1126 § A7-8 ~~Division of Planning, and Environmental Management~~ **Community Development and Real**  
1127 **Property**; comprehensive planning, land use, and state-mandated planning functions; flood  
1128 mitigation and management; watershed planning; historic and cultural resource  
1129 management; and community development plan implementation; environmental  
1130 protection; **Center for Workforce Development**; Real Property Tax Services Agency (for  
1131 Administrative purposes only); GIS planning functions; agricultural economic  
1132 development; ~~County Historian.~~

1133 There shall be a Division of Planning, ~~and Environmental Management~~ **Community Development and**  
1134 **Real Property** headed by a Commissioner of Planning, ~~and Environmental Management~~ **Community**  
1135 **Development and Real Property** who shall be appointed by and serve at the pleasure of the County  
1136 Manager, subject to confirmation by the Sullivan County Legislature on the basis of his/her education and  
1137 experience and his/her knowledge of municipal planning and zoning. The Division of Planning, ~~and~~  
1138 ~~Environmental Management~~ **Community Development and Real Property** is responsible to administer and  
1139 update the County-wide 2020 strategic plan and offer training and technical assistance on planning and  
1140 zoning issues, including policy research and land use options that will protect and preserve the natural  
1141 resources of the County of Sullivan.

1142 A. A.—Comprehensive planning, land use, state-mandated planning functions, and policy research  
1143 functions. The Division of Planning, ~~and Environmental Management~~ **Community Development**  
1144 **and Real Property** shall assist the County and other municipalities within the County in policy  
1145 research with respect to planning, zoning and land use issues. It shall also perform state-mandated  
1146 General Municipal Law land use reviews and provide technical assistance and training to  
1147 municipalities on matters of planning and zoning, comprehensive plans, and design guidelines.

1148 B. Center for Workforce Development. There shall be a Center for Workforce Development as a  
1149 department within the Division of Planning, Community Development and Real Property, which  
1150 shall be headed by a Director of Workforce Development, who shall be appointed by the  
1151 Commissioner of Planning, Community Development and Real Property, subject to the provisions  
1152 of the Civil Service Law and with the approval of the County Manager. The Center for Workforce  
1153 Development's duties shall include but not be limited to administration of federal, state and local  
1154 employment programs in order to provide the necessary administrative backup and services to  
1155 support employment opportunities for the County's disadvantaged, unemployed and  
1156 underemployed in order for them to maintain their independence and dignity

- 1158 ~~C.B.~~ Real Property Tax Services Agency.
- 1159 (1) There shall be a Real Property Tax Services Agency headed by the Director of Real Property Tax  
1160 Services who shall be appointed by the County Manager subject to confirmation by the Legislature  
1161 on the basis of his/her education and experience pursuant to the provisions of the Real Property Tax  
1162 Law.
- 1163 (2) For administrative purposes only, the Real Property Tax Services Agency shall be part of the  
1164 Division of Planning, ~~and Environmental Management~~ Community Development and Real Property.
- 1165 (3) The Director of Real Property Tax Services shall retain all powers and duties as conferred by the  
1166 laws of New York State.
- 1167 (4) The Planning, ~~Environmental Management~~ Community Development, and Real Property ~~and Capital~~  
1168 Planning and Budgeting Committee of the County Legislature shall have legislative oversight of the  
1169 Real Property Tax Services Agency.
- 1170 D.C. Open space and farmland preservation.
- 1171 ~~D.~~ ~~Historic and cultural resource management.~~
- 1172 E.E. Watershed planning ~~and flood mitigation and management.~~
- 1173 ~~F. Environmental Management; Soil and Water Conservation District. There may be a Soil and Water~~  
1174 ~~Conservation District whose activities shall be directed by a Board of Directors composed of two~~  
1175 ~~Legislators, a representative from the Farm Bureau, a representative from the Grange and three~~  
1176 ~~members at large appointed by the County Legislature. The Commissioner of Planning and~~  
1177 ~~Environmental Management serves as an ex officio, nonvoting member. It shall be responsible for~~  
1178 ~~carrying out a conservation planning and application program, including soil erosion control, flood~~  
1179 ~~prevention and preservation of natural resources and wildlife of the County.~~
- 1180 ~~G. Agricultural economic development, including the Agricultural Light Industrial Park. This function~~  
1181 ~~shall be coordinated with the Economic Development Corporation.~~
- 1182 F.H. Agricultural districts, including compliance with regulations of the New York State Department of  
1183 Agriculture and Markets, ~~and economic development and~~ —
- 1184 ~~G.I.~~ Farmland Protection Board (for administrative purposes only).
- 1185 G.J. Green economic development and corporate park investment, including the Green Technology Park.  
1186 ~~This function shall be coordinated with the Economic Development Corporation.~~
- 1187 H.K. Community development implementation, including responsibility for developing and coordinating  
1188 the Community Development Plan that will identify deficiencies, and identify possible funding  
1189 sources to address deficiencies.
- 1190 ~~H.~~ ~~Shall coordinate with the County Manager regarding sustainable energy as it relates to providing~~  
1191 ~~education on energy conservation, generation, and efficiencies, including grants, loans, and a conduit~~  
1192 ~~for information, with as many public and private entities as possible, with the goal of making~~  
1193 ~~schools, office buildings, town halls and even private businesses and homes as energy efficient as~~  
1194 ~~possible. The Division of Planning and Environmental Management shall coordinate the goals of~~  
1195 ~~sustainable energy with external organizations. The Division of Public Works and the Division of~~  
1196 ~~Management and Budget shall coordinate the goals of sustainable energy with internal organizations~~  
1197 ~~related to County facilities and the County fleet.~~
- 1198 ~~M.~~ ~~GIS planning functions. There shall be a Department of GIS Planning headed by the Commissioner~~

1199 of Planning and Environmental Management, who shall implement GIS mapping and other  
1200 planning-related functions.

1201 ~~N. County Historian.~~

1202

1203 ~~A-7-9? Division of~~ Division of Environmental Sustainability, Beautification and Recreation

1204

1205 There shall be a Division of Environmental Sustainability, Beautification and Recreation headed by the  
1206 County Manager or his designee. The Division shall -

1207

1208 \_\_\_\_\_  
1209 \_\_\_\_\_  
1210 coordinate with the County Manager regarding sustainable energy as it relates to providing education on  
1211 energy conservation, generation, and efficiencies, including grants, loans, and a conduit for information,  
1212 with as many public and private entities as possible, with the goal of making schools, office buildings,  
1213 town halls and even private businesses and homes as energy-efficient as possible. The Division of  
1214 Planning, Community Development and Real Property shall coordinate the goals of sustainable energy  
1215 with external organizations. The Division of Public Works and the Division of Management and Budget  
1216 shall coordinate the goals of sustainable energy with internal organizations related to County facilities and  
1217 the County fleet and shall have oversight over the County Historian and the Department of Parks and  
1218 Recreation.

1219 A. The ~~Division~~Office of Sustainable Energy shall be responsible for review and management of:

1220

1221 (1) Sustainable principles, practices and technologies in future county facilities.

1222 (2) "Green" building standards, renewable energy, and other "best practices."

1223 (3) Sustainable policies in current county facilities.

1224 (4) County fleet review of hybrid and alternative fuel vehicles.

1225 (5) Benchmarks for measuring progress on sustainability goals.

1226 (6) Oversight of external education of sustainability policies.

1227 B. Department of Parks, Recreation and Beautification. There shall be a Department of Parks,  
1228 ~~Recreation-headed~~Recreation and Beautification headed by the Director of Parks, Recreation and  
1229 Beautification who shall be appointed by the County Manager. The Director shall perform duties,  
1230 including but not limited to, promoting and organizing recreational facilities.

1231 C. Parks, Recreation and Beautification Commission. There may be a Parks, Recreation and  
1232 Beautification Commission whose members shall be appointed by the County Legislature to advise  
1233 the Director of Parks, ~~Recreation-regarding~~Recreation and Beautification regarding the  
1234 development, maintenance and operation of County park and recreational facilities and programs.

1235 (1) Historic and cultural resource management.

1236 (2) Parks, recreation and beautification

1237 which County Manager

1239 D. County Historian.

Formatted: Numbered + Level: 1 + Numbering Style: A, B, C, ... + Start at: 1 + Alignment: Left + Aligned at: 0.25" + Indent at: 0.5"

Formatted: Indent: Hanging: 0.08"

Formatted: Indent: First line: 0.25"

Formatted: Numbered + Level: 1 + Numbering Style: A, B, C, ... + Start at: 4 + Alignment: Left + Aligned at: 0.33" + Indent at: 0.58"

1240

1241

~~ARTICLE~~ **ARTICLE VIII**  
**Third-Party Contracts**

1242

1243

§ A8-1 **Third-party contracts oversight.**

1244

The County may enter into third-party contracts for the provision of services when it is determined to be more efficient than direct provision of the service. Such third-party contracts must be approved by the County Legislature prior to execution. A line department or office of the County government will be designated to monitor each contract.

1245

1246

1247

1248

. **[Added 10-15-2009 by L.L. No. 6-2009]**

1249

(2) The above parcels of real property more specifically described in Schedule B annexed herein and made a part hereof.

1250