

ULSTER COUNTY LEGISLATURE
COMMITTEE REPORT

NAME OF COMMITTEE: General Services Committee
DATE: January 13, 1992
TIME: 7:30 PM
PLACE: Legislative Chambers
LEGISLATORS PRESENT; Chairman Philip J. Sinagra,
Legislators Bertone, Gerentine,
Naccarato, Provenzano, Sottile,
Tipp
OTHERS PRESENT: Priscilla McBride, Real Property Tax
Agency; Harry Castiglione, Peter Savago,
Board of Elections; Herb Hekler, Planning
Board; Mary McMickle, STOP DWI; Bill Bergin
Diana Johnson, Safety; Arlene Kerans,
Purchasing; Kathy Posnick, Insurance;
Joe Lemme, Information Services; Barbara
Applegate, Secretary

Meeting was called to order at 7:30 PM by Chairman Sinagra.

Chairman Sinagra introduced the Committees and the chairmen. He gave a short introduction stating what he expected from the department heads. Because of the size of the committee, it will be broken into two groups, each meeting every other month. Schedules for meetings in 1992 were distributed to the committees. If for some reason a department head cannot appear at the given time, it is their responsibility to contact another department to change the schedule. The Secretary and Chairman should be advised if changes in appearance time is made.

Meetings will convene at 7:30 p.m. with an open slot. This time is reserved for those departments not on the agenda, who would like to introduce a resolution or address the committee. Each department head will be given 1/2 hour or less to address the

committee. The department head scheduled in the 7:45 p.m. slot should arrive at 7:35 p.m.

An agenda for the meeting should be given to Legislator Sinagra no later than the Friday prior to the meeting. Resolutions should be typed in duplicate with committee approval attached. All resolutions should contain the names of each legislator on the committee.

Chairman Sinagra advised the committee that it is his practice to submit resolutions on behalf of the committee. If a legislator does not want his/her name on the resolution, he should be notified.

Chairman Sinagra advised the department heads that no summer help will be hired this year. Also, he should be copied on any correspondence sent to other department heads, the Chairman of the Legislature, or legislators. He would also like to see all press releases before they go out. Lastly, a tour of each department will be made by the committee.

Kathy Posnick stated that the Insurance and Safety Committees agendas often overlap and therefore they should be on the agenda together. The change was made for the February meeting.

Chairman Sinagra asked each department head to take five minutes to give a little background on their department and to explain their function.

Alice Tipp will serve as Deputy Chairperson of the Committee.

Meeting adjourned at 9:20 p.m.

Respectfully submitted,

Philip J. Sinagra
Chairman
General Services Committee