



volunteer and she believes the Legislature should be more selective in regards to proclamations.

Legislator Albano stated the volunteers who water the flowers along Gleneida Avenue do a great job and it is a nice gesture for their community. He stated some of the volunteers are elderly and have done this work for years. He stated he is in favor of recognizing their efforts.

Chairman Sullivan agreed with Legislator Albano. He stated he believes proclamations are a way to recognize people within the community for doing good things. He stated he has been a Legislator for eight (8) months and in that time the Legislature has presented many proclamations to organizations and people within the community.

Legislator LoBue stated dollar amounts are not typically included in a proclamation. She stated this proclamation states a dollar amount that was donated by a developer and she believes this cheapens the proclamation.

Legislator Nacerino stated the dollar amount is referencing a grant.

Legislator LoBue stated she believes it is a straight donation.

Legislator Nacerino stated proclamations are a way to demonstrate gratitude to those who help keep Putnam County the County it is. She stated proclamations have no set criteria and are non-selective.

Legislator Scuccimarra stated she understands Legislator LoBue's concern regarding the dollar amount being included in the proclamation, as this is not typically done. She stated volunteers are difficult to come by and perhaps giving them recognition will entice others to volunteer as well.

Legislator LoBue stated recognizing individuals by name is not the issue, but the dollar amount is not usually included.

Chairman Sullivan stated he is going to leave the dollar amount in the proclamation because it was reviewed and approved by the individuals involved.

Legislator Addonizio suggested leaving the dollar amount of the grant in the wording, but removing the name of the person and instead writing "from a local developer."

Legislator Nacerino and Legislator Albano disagreed.

Legislator LoBue agreed with Legislator Addonizio's suggestion. She requested clarification on the involvement of those receiving the proclamation.

Chairman Sullivan stated they provided information to make sure everyone was included.

Legislator LoBue stated proclamations come before the Rules, Enactments, & Intergovernmental Relations Committee because in the past there have been excessive proclamations.

Chairman Sullivan made a motion to approve the proclamation; Seconded by Legislator Albano. All in favor.

### **Item #6 - Discussion/ Putnam County IT Use Policy**

Deputy County Attorney Shannon Brady stated the last time the IT Use Policy was before the Legislature was in March of 2016. She stated the most recent version of the policy was submitted to be included on the agenda tonight. She stated she met with Director of IT/GIS Thomas Lannon and they looked into the IT Policy and Social Media Policy that Westchester County has in place. She stated they would like to make further changes to the draft policy included on the agenda that would address social media.

Legislator Nacerino stated a few weeks ago she met with Deputy County Attorney Brady and Senior Deputy County Attorney for Risk & Compliance Adrienne Lotto to review the draft policy. She stated from a personal perspective, she believes this policy is very important. She stated there have been discussions in the past and she believes the County is grossly remiss not to have an IT policy in place, especially with ever-changing technology and the over use of technology. She stated without a policy there is no recourse for the County in any shape or form. She stated she would like to see a policy in place sooner rather than later.

Deputy County Attorney Brady stated when she and Director Lannon met, they discussed having a draft before the Legislature for the November Rules, Enactments, & Intergovernmental Relations Committee meeting for consideration.

Legislator Albano stated it is important to have a policy in place and he is in favor of the policy.

Legislator LoBue questioned when the Legislature would receive the draft policy.

Deputy County Attorney Brady stated the draft will be submitted in time to be included on the November Rules, Enactments, & Intergovernmental Relations Committee meeting.

Legislator LoBue requested clarification about the policy applying after hours and at one's own home.

Legislator Albano stated if County business is being done, the policy would apply.

Deputy County Attorney Brady stated clarifications can be made to the policy to better represent the reasoning.

Legislator Nacerino clarified that if an employee is utilizing property of the County of Putnam, they are responsible for adhering to the guidelines.

Director Lannon stated yes, including County websites and Facebook pages.

Legislator LoBue requested further clarification on County owned devices.

Deputy County Attorney Brady stated a lot of what the policy has to do with is email. She stated if email is being accessed through the web portal or if an individual is utilizing their Putnam County email address the policy will apply 24 hours a day because the system is being used and the individual is identifying themselves as a County employee.

Director Lannon stated the world we live in is virtual and there is 24/7 access to the email server.

Legislator LoBue clarified that the policy would apply to County data.

Deputy County Attorney Brady stated yes, the policy would apply to County records, data, resources, and the use of the County systems such as email or social media sites. She stated anytime an individual represents themselves as a County employee in an electronic way would be covered by this policy.

Director Lannon stated technology is constantly changing, making the formulation of a policy to address it difficult.

Chairman Sullivan stated he looks forward to seeing the draft in November and changes can always be made. He stated it is important to be on the track of having a policy in place.

Legislator Nacerino questioned if employees see a pop-up message notifying them of the policy upon logging onto a County device.

Director Lannon stated employees do not currently see a pop-up message.

Legislator Nacerino stated having a message would benefit employees by making them aware of what parameters are in place. She stated it will serve as a reminder for employees to stay within the policy guidelines.

Director Lannon stated that could be done.

Legislator Nacerino questioned if Director Lannon agreed.

Director Lannon stated he does agree. He stated employees are aware that they are signing into a piece of County equipment. He stated many companies have a pop-up

message like the one Legislator Nacerino described. He stated having a policy in place is the first step to take before enacting a pop-up.

Legislator Nacerino stated she spoke to the representative who gave a presentation on Social Media Policy at the NYSAC Conference in February and he mentioned that many employees will use their lunch break to attend to personal matters on the equipment and server belonging to their employer. She stated even though they are on their lunch break, employees must be aware that their actions will still fall under the policy.

Chairman Sullivan stated a pop-up is a good idea and serves as a daily reminder for the employee.

Legislator LoBue questioned who reviews the data.

Director Lannon stated currently, there is no way to go in and check. He stated there are filters in place and if a filter is violated a report is generated.

Legislator LoBue requested an example of a filter.

Director Lannon stated emails containing foul language would violate a filter and may be reported to a department head. He stated most of this is done through the Law Department, who would request the necessary information.

Legislator LoBue questioned if the information collected would be based on the filter.

Director Lannon stated no, because there is currently no policy in place to allow the enactment of anything that may be triggered.

Legislator LoBue questioned under the draft policy, if the information collected would be based on the filter.

Director Lannon stated under the draft policy, yes.

Legislator LoBue questioned who monitors the data from the filters.

Director Lannon stated the only thing that is currently monitored without human intervention is access to the Internet. He stated some websites are blocked and will show a message notifying the user that it is blocked. He stated the filters are not reviewed.

Chairman Sullivan stated the monitoring would reside in the IT Department and would be brought to the appropriate department if an issue were to go above a certain level. He stated there are probably various reports that could be obtained such as the amount of time someone may be spending in a specific area.

Director Lannon stated the IT Department currently has the ability to see the amount of time an employee is spending on the Internet.

Legislator Nacerino clarified that this policy is not for the ability to snoop on employees. She stated it is to ensure that proper procedure is followed. She stated she would suspect that this information would only be pulled if there was suspicion of inappropriate use. She stated where she works at Brewster High School the IT Department has the ability to remotely access her computer.

Director Lannon stated remote access is only done with the knowledge of the user.

Legislator Nacerino stated the same is true for Brewster High School. She stated data would be reviewed by the IT Department, unless it required to be taken to another level.

Director Lannon stated his objective is to establish rules so employees have a full understanding of what is expected of them. He stated a plan is in place to train all new and existing employees once the policy has been enacted.

Legislator LoBue questioned what the definition of data is.

Director Lannon stated data comes in many forms. He stated it is information that is transmitted or stored electronically.

Legislator LoBue clarified that it includes various mediums. She questioned if anything owned by the County and therefore funded through the budget, such as phones and computers are classified as data.

Director Lannon stated data is not always tied to the budget because data could reference something that has been downloaded onto a device.

Deputy County Attorney Brady stated anything stored on a county owned server or device is what is covered by this policy. She stated this can be clarified in the draft to be submitted for the November meeting.

#### **Item #7 - Discussion/ Establish a Veterans' Service Medal Advisory Panel**

Legislator Albano stated he knows a member of the public who would be willing to serve on the Advisory Panel.

Legislator Nacerino stated she, Legislator Addonizio, and Legislator Castellano would also be serving on the Advisory Panel. She stated Legislator Castellano is not present tonight, therefore holding it off until November will allow an opportunity to get his input as well.

Chairman Sullivan stated this would be placed on the next agenda of the Rules, Enactments, & Intergovernmental Relations Committee.

## **Item #8 - Discussion/ Formation of Fiscal Vision & Accountability Commission**

Chairman Sullivan stated he and Legislator Nacerino will co-chair this Commission. He stated he is in the process of reaching out to the individuals who sat on the Fiscal Vision & Accountability Commission when it was last active to gauge their interest in sitting on the Commission again. He stated he would like to address this again at the November meeting and hopefully he will have a list of members at that time.

Legislator Nacerino stated she believes the re-establishment of the Fiscal Vision & Accountability Commission should be on the November agenda for approval. She stated it could work in concert with any prospective members who are willing to serve on the Commission.

Chairman Sullivan agreed. He stated the Fiscal Vision & Accountability Commission will be filling two (2) roles. He stated it will help the Administration with the Governor's requirement of shared services.

Legislator Scuccimarra questioned if the goal of re-establishing Fiscal Vision is to help the Administration. She stated it was the Administration's job to establish the shared services.

Chairman Sullivan stated he believes it ties together.

Legislator Scuccimarra stated they do tie together, however she does not believe the only job of Fiscal Vision is to fulfill this requirement.

Chairman Sullivan stated in the past, Fiscal Vision ran into some issues because it was an Advisory Committee. He stated now, having more than just that role, there can be more involvement from people with experience. He stated the Commission always had good ideas but he believed in the past, the difficult part was obtaining the data and putting it into action.

Legislator Scuccimarra stated in the past, the Commission had difficulty focusing on one (1) topic and carrying it forward. She stated the electronic conferencing was the only thing that was moved forward. She stated last time the Commission was active, many great ideas were discussed, but there was not specific focus on one (1) idea. She stated she is a little taken aback because she has always been involved in the Fiscal Vision & Accountability Commission, and now she is not.

Legislator LoBue requested clarification of Chairman Sullivan's statement regarding being an Advisory Committee in the past and now being more than that. She stated the Legislature has the authority to bring things forward and act on them. She stated she believes having these committees usurps the authority of the Legislature.

Legislator Nacerino stated the Fiscal Vision & Accountability Commission is an advisory board and has no power to vote or execute anything. She stated it is a fact finding committee and hopefully will have members with resources and the ability to assist in executing the plans that are in place. She stated there have been great members in the past and great discussions have been had, but the ability to bring the ideas to fruition was lacking.

Legislator Albano stated the concept of the commission is great; there are a group of volunteers coming up with ideas, which will help get those ideas to the next step.

Legislator Nacerino stated excellent people with various backgrounds have sat on the commission in the past.

Chairman Sullivan stated it is great that these community members volunteer their time and ideas. He stated the re-establishment of the Fiscal Vision & Accountability Commissioner will be on the November agenda for approval.

#### **Item #9 - Update/ Alcoholic Beverage Control (ABC) Law/ NY State Liquor Authority/ Operating Hours of Bars**

Chairman Sullivan stated he had discussions with individuals who believed the closing hours for bars in Putnam County were too late. He stated he believes they were under the impression that the closing hours were 4:00am; however it is 3:00am.

Legislator LoBue questioned what the concern of those individuals was.

Chairman Sullivan stated they were concerned about people driving home at that hour.

Legislator LoBue stated there are business in Mahopac that are closing earlier because there is a specific type of clientele that go to the restaurants or bars later in the night and they seem to do a lot of damage.

Chairman Sullivan stated an owner of a local restaurant/bar was in favor of changing the closing times because it would give him a reason to close earlier.

Legislator Addonizio questioned what time they would like to close.

Chairman Sullivan stated they would like to close at 2:00am.

Legislator LoBue stated that is a great idea.

Legislator Addonizio stated her concern is that some business may want to stay open until 3:00am. She stated the closing time is at the discretion of the business owner. She stated she does not agree with passing a law that would make the closing times earlier.

Chairman Sullivan stated he wrestles with it as well, although a law was passed to prohibit smoking in bars.

Legislator Addonizio stated that law did not take business away from them.

Legislator Albano agreed with leaving the closing time at the discretion of the bar owner. He stated there has been no information to make him believe staying open has been an issue.

Legislator Gouldman stated he agrees with leaving the option open to the bar owner. He stated if there were statistics showing issues, it could be addressed at that time. He questioned what time bars are permitted to begin serving alcohol on Sundays.

Chairman Sullivan stated the State law trumps the local law; therefore alcohol can be served beginning at 10:00am on Sundays. She stated in regards to the closing hours, many places do close earlier than 3:00am.

Legislator Gouldman stated the business owner should be allowed to control their closing time.

Legislator Nacerino agreed. She stated unless there are compelling facts, it should be at the discretion of the owner.

Legislator LoBue stated she would like to request data from the Sheriff's Department in regards to this issue.

Chairman Sullivan stated that is a good idea.

Legislator LoBue stated she was approached by two (2) business owners on this topic. She stated one extended their hours to stay open later and the other business disagreed and were closing earlier because of the type of clientele that is attracted.

Legislator Albano questioned what the State law is on closing times.

Chairman Sullivan stated the closing times vary by County.

Legislator Albano questioned if the County had authority to change the closing times.

Chairman Sullivan stated yes, the County could change the time.

Legislator LoBue stated the County also has the authority to pass a resolution to change the opening hours on Sunday.

Chairman Sullivan stated he would like to have a representative from the Sheriff's Department and a local restaurant/bar owner attend the November meeting to hear what their opinions are.

Legislator Nacerino stated she would like to hear from restaurant owners to see if they think such a change would impede their livelihood. She stated she would not want to drive business away from Putnam.

Legislator Albano stated it may make a difference in bigger bars, where people come later in the night.

Chairman Sullivan stated the bars in Putnam are open later than Connecticut. He stated people leaving Connecticut will come to Putnam to finish their night.

Legislator Addonizio stated the bars may want those customers.

Legislator Gouldman stated that is an issue in more metropolitan areas where people are working different shifts and may want to go out for a drink after work.

Legislator Nacerino questioned how changing this law may affect a business such as Villa Barone.

Chairman Sullivan stated he believes they are closed by 1:00am.

**Item #10 - FYI/ Litigation Report – Duly Noted**

**Item #11 - Other Business – None**

**Item #12 - Adjournment**

There being no further business at 6:28pm Chairman Sullivan made a motion to adjourn; Seconded by Legislator Albano. All in favor.

Respectfully submitted by Administrative Assistant Beth Green.