

SPECIAL RULES
February 10, 2026

Time Started:

Attendance: Hoffman, Loveridge, Bayly, Fleming, Nichols

Staff:

Agenda

RESOLUTION	TITLE
P/75/26	RESOLUTION URGING THE COUNTY EXECUTIVE TO COMPLY WITH THE RENSSELAER COUNTY CHARTER, THE RULES OF THE LEGISLATURE, AND THE COUNTY EXECUTIVE'S OWN ADOPTED PURCHASING PROCEDURES, AND TO AUTHORIZE COUNTY DEPARTMENT HEADS AND STAFF TO ATTEND LEGISLATIVE COMMITTEE AND REGULAR MEETINGS

RENSSELAER COUNTY LEGISLATURE

Introduced by Legislator(s) Hoffman, Bayly, Casale, Choquette, Gendron, Grant, Herrington, Loveridge, Maloney, Patire, Wysocki, Fleming, Nichols, Ashley, Galuski, Rutecki, Sabo, Weaver, Zalewski

Sent To: _____ Committee

Date February 10, 2026

Resolution No. P/75/26

RESOLUTION URGING THE COUNTY EXECUTIVE TO COMPLY WITH THE RENSSELAER COUNTY CHARTER, THE RULES OF THE LEGISLATURE, AND THE COUNTY EXECUTIVE'S OWN ADOPTED PURCHASING PROCEDURES, AND TO AUTHORIZE COUNTY DEPARTMENT HEADS AND STAFF TO ATTEND LEGISLATIVE COMMITTEE AND REGULAR MEETINGS

WHEREAS, This Resolution is filed by the Rensselaer County Legislature; and

WHEREAS, In 1970, the Rensselaer County Legislature replaced the Board of Supervisors as the legislative body of the County, and in 1972 the voters of Rensselaer County approved by referendum a County Charter establishing a separation of executive and legislative powers and defining the respective duties and responsibilities of each branch of government; and

WHEREAS, Pursuant to the Rensselaer County Charter, the Legislature serves as the policy-making body of the County and bears primary responsibility for the financial affairs of the County, including the adoption of the annual budget, the levying of taxes, the making of appropriations, and the establishment and oversight of county services and programs through the enactment of local laws and resolutions; and

WHEREAS, The Rensselaer County Legislature is composed of nineteen elected members representing approximately 161,000 residents of the County, and conducts its work through duly established standing committees, as authorized by Resolution 19-70 and subsequent Rules of the Legislature; and

WHEREAS, It is the duty of these committees to inquire into matters referred to them, examine proposed resolutions and claims, request information necessary for informed decision-making, and exercise all powers and duties conferred upon them by law; and

WHEREAS, Since the adoption of the County Charter, and for more than five decades, it has been the consistent and longstanding practice of successive County Executives and their administrations for Department Heads and knowledgeable staff to attend Legislative Committee meetings and regular meetings of the Legislature in order to respond to questions, provide information, and assist legislators in carrying out their charter-mandated responsibilities; and

WHEREAS, In 2018, the County Executive proposed and the Legislature approved the creation of a Joint Purchasing Review Committee to review County purchasing procedures and recommend improvements, which resulted in the development of the Rensselaer County Purchasing Procedures Manual; and

WHEREAS, The Purchasing Procedures Manual was subsequently adopted by resolution of the Legislature by a vote of 17-0 on May 8, 2018, and approved by the County Executive on May 11, 2018; and

WHEREAS, Section 15 of the Purchasing Procedures Manual expressly **requires the attendance** of a knowledgeable department representative at Legislative Committee meetings and further **requires the Department Head or knowledgeable designee** to attend meetings of the full Legislature to respond to questions relating to proposed resolutions; and

WHEREAS, The County Executive and his administration followed these procedures and longstanding practices continuously from 2018 through December 2025; and

WHEREAS, In early January 2026, the County Executive directed Department Heads not to attend Legislative Committee meetings, thereby preventing legislators from obtaining necessary information required to properly review resolutions and fulfill their legislative and fiscal responsibilities; and

WHEREAS, The Legislature has received no formal explanation for this departure from longstanding practice, adopted policy, and the County Executive's own approved procedures; and

WHEREAS, The absence of Department Heads and knowledgeable staff from Legislative Committee meetings undermines transparency, inhibits the legislative review process, and interferes with the Legislature's ability to effectively represent the residents of Rensselaer County; now, therefore, be it

RESOLVED, That the Rensselaer County Legislature, strongly urge and call upon the County Executive to comply with the Rensselaer County Charter, the Rules of the Legislature, and the Purchasing Procedures Manual approved by both the Legislature and the County Executive, and to immediately authorize Department Heads, Commissioners, and appropriate staff to resume attendance at Legislative Committee meetings and regular meetings of the Legislature; and be it further

RESOLVED, That the Clerk of the Legislature is hereby directed to transmit a copy of this Resolution to the County Executive and to all County Department Heads and Commissioners.

Resolution ADOPTED by the following vote:

Ayes:

Nays:

Abstain:

February 10, 2026

RESOLUTION No. 17—70

RESOLUTION APPOINTING COUNTY HISTORIAN.

By Mr. Ashley:

BE IT RESOLVED, that pursuant to Section 400 of the County Law, Mrs. George E. Thull, 64-9th Street, Troy, New York, is hereby appointed County Historian for the term to expire December 31, 1971.

Resolution adopted by the following vote:

Ayes—15

Noes—0.

RESOLUTION No. 18—70

RESOLUTION APPOINTING COUNTY DOG WARDEN.

By Mr. Ashley:

BE IT RESOLVED, that Paul Page, R. D. #2, Averill Park, New York, is hereby appointed dog warden at a compensation of \$3,500.00 per annum, and mileage at the rate of ten cents (.10) per mile, to serve at the pleasure of the Legislature, for a term commencing January 2, 1970.

BE IT FURTHER RESOLVED, that William Hogan, Hidley Road, North Greenbush, New York is hereby appointed assistant dog warden at a compensation of \$13.50 per day for days actually worked, said Warden to serve at the pleasure of the Legislature, for a term commencing January 2, 1970.

Resolution adopted by the following vote:

Ayes—15

Noes—0.

RESOLUTION No. 19—70

A RESOLUTION TO ADOPT STANDING RULES.

By Mr. Ashley:

RESOLVED, that the Standing Rules and Regulations heretofore governing the Board of Supervisors be and the same hereby are rescinded, and

BE IT FURTHER RESOLVED, pursuant to Section 153, subdivision 8 of the County Law, the proposed Standing Rules herewith attached to this Resolution are adopted as the Standing Rules of this Legislature until rescinded. Subject however, to amendments hereafter duly adopted.

Resolution was duly adopted by the following vote:

Ayes—15

Noes—0.

THE RENSSELAER COUNTY LEGISLATURE

RULES

1.

The Rensselaer County Legislature shall meet on the 2nd day of January, except on a Sunday or legal holiday and, in either of such cases, on the 3rd day of January. At all other times the Legislature shall meet on the 2nd Tuesday of January, February, March, October, November and December; except when the meeting date falls on a legal holiday, the regular meeting shall be held on the day following; and shall also be held on the day following if ever a special meeting is called by a notice of the Legislature or a majority of the members of the Legislature. Said notice to be given at least seventy-two (72) hours before the date set for the meeting. The Clerk of the Legislature shall be required to call each Legislator, at his proper post office; and at such meeting held on the 2nd day of January of each year, the Legislature shall organize itself and its members. All standing committees appointed at the session organizing the Legislature and all committees shall serve for the duration of the session.

The appointees of the Legislature shall take office on the date when their appointment takes effect and shall serve until they are reappointed and has duly qualified, unless otherwise provided.

2.

In case of the absence of the Chairman or any member present shall choose one of their members to act in all cases of the absence of a quorum, and such measures as shall be necessary to carry on the business of the Legislature.

3.

The following standing committees shall be appointed by the Legislature at the session organizing the Legislature. All vacancies in the committees shall be filled by the Legislature. It shall be the duty of each of the several committees to report to the Legislature as soon as possible; to examine and report on all bills which may be referred to them and to carry out the duties provided by law.

BUDGET AND FINANCE
HIGHWAYS, PARKS, RECREATION
PUBLIC SAFETY, LAW ENFORCEMENT
DEVELOPMENT PLANNING, HEALTH
SERVICES
COUNTY PROPERTIES
RULES AND LEGISLATION
SEWER

RULES

1.

The Rensselaer County Legislature shall meet to organize in even numbered years on the 2nd day of January, except when such day falls on a Sunday or legal holiday and, in either of such events, on the day following. At all other times the Legislature shall have a monthly meeting on the 2nd Tuesday of January, February, March, April, May, June, September, October, November and December; except when such regular monthly meeting date falls on a legal holiday, the regular monthly meeting shall be held on the day following; and shall also meet in a special session whenever a special meeting is called by a notice signed by the Chairman of the Legislature or a majority of the members of said Legislature, stating the object of said meeting, said notice to be filed with the Clerk at least seventy-two (72) hours before the date set for such meeting whereupon the Clerk of the Legislature shall be required to mail on the same day, to each Legislator, at his proper post office address a copy of such notice. At such meeting held on the 2nd day of January, in each even numbered year, the Legislature shall organize itself and select a Chairman from among its members. All standing committees appointed by the Chairman at the session organizing the Legislature and all appointments to fill vacancies on said committees shall serve for the duration of the Legislature.

The appointees of the Legislature shall serve for two years from the date when their appointment takes effect and until a successor has been appointed and has duly qualified, unless otherwise provided by law.

2.

In case of the absence of the Chairman at any meeting, the members present shall choose one of their members as Temporary Chairman, and in all cases of the absence of a quorum, the members present shall take such measures as shall be necessary to procure the attendance of absent members.

3.

The following standing committees shall be appointed by the Chairman at the session organizing the Legislature and shall serve for 2 years. All vacancies in the committees shall be filled by the Chairman. It shall be the duty of each of the several committees to inquire into all matters referred to them and to render a report thereon to this Legislature as soon as possible; to examine and report on all claims against the county which may be referred to them and to exercise all powers and duties provided by law.

BUDGET AND FINANCE
HIGHWAYS, PARKS, RECREATION AND RURAL AFFAIRS
PUBLIC SAFETY, LAW ENFORCEMENT AND JUDICIARY
DEVELOPMENT PLANNING, HEALTH, EDUCATION & SOCIAL
SERVICES
COUNTY PROPERTIES
RULES AND LEGISLATION
SEWER

RENSSELAER COUNTY LEGISLATURE

Introduced by Legislator(s) Stammel, Hoffman, Herrington, Grimm, Manny

Sent To: Rules & Legislative Operations

Committee

Date February 13, 2018

Resolution No. G/84/18

RESOLUTION AUTHORIZING THE ESTABLISHMENT OF THE JOINT PURCHASING REVIEW COMMITTEE - CENTRAL SERVICES

WHEREAS, This resolution is filed with the Rensselaer County Legislature by the Rensselaer County Executive; and

WHEREAS, Rensselaer County makes many purchases during each fiscal year to help provide services to residents and ensure the effective operation of county government for the benefit of those who live and work in this county; and

WHEREAS, Purchases are executed in accordance with the Rensselaer County Charter, the General Municipal Law, the Rensselaer County Purchasing Procedures and other established standards; and

WHEREAS, There have been many changes in the marketplace affording consumers more flexibility and convenience along with creating opportunity for savings, and this county is desirous of exploring potential updates to current version of the Rensselaer County Purchasing Procedures; and

WHEREAS, These potential changes will seek to allow for greater flexibility to provide cost savings while maintaining the protections and responsibilities afforded by the County Charter and current county purchasing policy; and

WHEREAS, To explore these opportunities, a Purchasing Review Committee will be formed to discuss and formulate recommendations for consideration by the County Executive, with said report to be presented to the County Executive no later than 45 days after the approval of this resolution; and

WHEREAS, The joint Purchasing Review Committee will meet on a schedule established by the County Executive, and its membership shall include the Director of Purchasing-Central Services, Budget Director, a representative of the Commissioner of Social Services, a representative of the County Highway Department, the County Auditor, a representative of the Legislature's Majority caucus and a representative of the Legislature's Minority caucus; now, therefore, be it

Resolution No. G/84/18

Page No. 2 of 2

RESOLVED, That this legislative body does hereby authorize and join in the formation of the Joint Purchasing Review Committee, with membership and timetable for report as stated above, in the interest of modernizing, updating and hopefully generating cost savings from purchases throughout county government.

Resolution **ADOPTED** by the following vote:

Ayes: 17
Nays: 0
Abstain: 0
February 13, 2018

Clerk of the Legislature

Sent to County Executive 2/14/18

Received from County Executive 2/20/18

Jessica L. Chavira
Clerk of the Legislature



Executive Action

Approved Date 2/16/18

Disapproved _____
Veto Message Attached and Returned to Clerk

[Signature]
County Executive

RENSSELAER COUNTY LEGISLATURE

Introduced by Legislator(s) Loveridge, Grant, Sullivan-Teta, Stammel, Grimm

Sent To: Contracts & Agreements

Committee

Date May 8, 2018

Resolution No. G/262/18

RESOLUTION ADOPTING AND ACCEPTING THE REVISED RENSSELAER COUNTY PURCHASING PROCEDURES - BUREAU OF CENTRAL SERVICES

WHEREAS, This resolution is filed with the Rensselaer County Legislature by the Rensselaer County Executive; and

WHEREAS, In 1998 by Resolution No. G/46/98, this legislative body adopted, the Rensselaer County Purchasing Procedures and therein specified the various monetary thresholds, which govern the number of quotes, proposals as well as bid, request for proposals, requests for quotations and required processes required per procurement and expenditure situations in addition to establishing related administrative procedures, all in accordance with General Municipal Law Section 104-b; and

WHEREAS, The Rensselaer County Purchasing Procedures were last revised in 2010 by Resolution No. G/422/10; and

WHEREAS, In recognition of changes and the law and marketplace trends over the past eight years, the Legislature enacted and the County Executive approved Resolution No. G/84/18 which established the Joint Purchasing Review Committee to review County Purchasing Procedures and report its findings to the County Legislature and County Executive; and

WHEREAS, That Committee's review has been completed with proposed revisions presented in draft form for consideration by this Legislature and County Executive; and

WHEREAS, In order to maximize taxpayer dollars and to facilitate the procurement of goods and services required by County Departments at the lowest possible cost for the necessary level of quality and service, the Rensselaer County Purchasing Procedures shall be revised to include the following schedule, which shall be applied to the applicable procurement situation:

Commodity Purchase

\$00.01.	\$1,500.00:	One Written Quote
\$1,500.01.	\$20,000.00:	Three Written Quotes
\$20,000.01 and up.	:	Public Bid

Public Work Project

\$00.01.	\$5,000.00:	One Written Quote
\$5,000.01.	\$15,000.00:	Two Written Quotes
\$15,000.01.	\$35,000.00:	Three Written Quotes
\$35,000.01 and up.	:	Public Bid

Equipment Rental/Maintenance Contract

\$00.01.	\$5,000.00:	One Written Quote
\$5,000.01.	\$15,000.00:	Two Written Quotes
\$15,000.01.	\$35,000.00:	Three Written Quotes
\$35,000.01 and up.	:	Formal RFQ Process

Professional Services

\$00.01.	\$5,000.00:	One Written Proposal
\$5,000.01.	\$15,000.00:	Two Written Proposals
\$15,000.01.	\$35,000.00:	Three Written Proposals
\$35,000.01 and up.	:	Formal RFP Process

; and

WHEREAS, In addition to the aforesaid revisions, the County Purchasing Procedures shall be revised to reflect additional detailed administrative and statutory information and guidelines to assist departments with their daily procurement needs; and

WHEREAS, Several revisions to the Rensselaer County Purchasing Procedures include guidelines for Best Value Purchasing, Procurement Card Purchases, Standardization of Purchases, local business consideration, and greater oversight and audit controls for general and blanket purchases; and

WHEREAS, A complete copy of the Rensselaer County Procedures is annexed hereto and incorporated herein by reference; now, therefore, be it

RESOLVED, That the County of Rensselaer hereby adopts the revised County Purchasing Procedures dated April 2018 with all changes described in this resolution and directs the Director of the Bureau of Central Services to administer the County Purchasing Procedures with the authority detailed within Section 6.04 of the Rensselaer County Charter and the adopted County Purchasing Procedures; and, be it further

Resolution No. G/262/18

Page No. 3 of 3

RESOLVED, These revised Rensselaer County Purchasing Procedures shall take effect and henceforth be utilized by the County of Rensselaer on June 1, 2018 with electronic distribution to all departments completed no later than May 31, 2018.

Resolution **ADOPTED** by the following vote:

Ayes: 17

Nays: 0

Abstain: 0

May 8, 2018

Clerk of the Legislature

Sent to County Executive 5/11/18

Received from County Executive 5/11/18

Amica L. Chavez
Clerk of the Legislature



Executive Action

Approved Date 5/11/18

Disapproved _____
Veto Message Attached and Returned to Clerk

Alan F. McCall
County Executive

SECTION 15 - LEGISLATIVE APPROVAL (Resolution Process)

1. General Information

Whether a purchase or a contract, any expenditure that may exceed the threshold stated in the Rensselaer County Charter* requires Legislative approval. With the exception granted for legitimate Declarations of Emergency (see Section 8), almost every other purchase or contractual expense over the threshold stated in the Charter, which is contemplated must be submitted for approval via the Legislative Resolution process. State contract purchases and bid contracts, which exceed the Charter threshold, are also subject to Legislative approval.

Contracts, which span multiple years and can conceivably exceed the Charter threshold over the multi-year life of the contract are subject to Legislative approval. In other words a three-year (36-month) refuse removal contract for a facility that annually may be less than the Charter threshold, but will exceed that threshold over the three-year life of the contract, must be approved before the contract is executed via the Legislative process.

Advance planning and preparation by the Department are critical components of a successful Legislative process. The Legislature meets monthly on the second Tuesday of the month. A Department, which requires prior Legislative approval for a purchase or contract, must forward their proposed resolution with relevant support documentation to the Bureau of Budget and County Attorney (**contact the Bureau of Budget and County Attorney's Office for procedural information and filing deadlines**).

Please note that any resolution that contains a purchase or a contract is to be reviewed by the Bureau of Central Services prior to submittal to the Bureau of Budget and County Attorney. This is to review the purchase/contract to ensure it meets all requirements pertaining to Rensselaer County, state and Federal procurement policy and law.

About one week before the meeting, a knowledgeable Department representative should be prepared to appear before one or more Legislative Committees to respond to questions regarding their request for approval. Successful passage of a resolution through the various committees is directly dependent upon the Department's ability to provide satisfactory justification for the contract/purchase. This will usually require submission of documentation of any processes required to select a particular vendor or agency.

Following approval of the various committees, the Department's resolution is placed on the meeting agenda and voted upon by the various Legislators as a whole. Where a committee does not find the request justified or requires additional information, the resolution may be postponed (tabled) until the next meeting. This will generally add an additional four to six weeks to the approval process.

SECTION 15 - LEGISLATIVE APPROVAL (Cont'd)
Resolution Process (cont'd)

Providing the resolution is placed on the meeting agenda and the vote on its passage is favorable, it must finally be approved by the County Executive. At that point, the Department has full Legislative and Executive approval of the resolution. Following this, a certified copy of the approved resolution should accompany the requisition or contract to the Bureau of Central Services or County Attorney's Office, as appropriate, to complete the process.

Professional service contracts and all contracts, other than equipment rental and service/maintenance contracts, must be directed through the County Attorney's Office following approval by the Bureau of Budget and/or Legislative Resolution if necessary. Following approval of the contract language/terms, the Department must obtain two "original" signature contracts, as well as, verification of insurance coverage as required by statute and the County Attorney and prior to signature by the County Executive.

Equipment rental and service/maintenance contracts are usually approved by the Director of Central Services. Following approval of the contract language/ terms, the Department must forward two "original" signature contracts, as well as, verification of insurance coverage as required by statute and the County Attorney and prior to signature by the Director of Central Services.

- STEPS TO TAKE -

1. PREPARATION & PLANNING

- Filing Deadlines -

Once the Department realizes Legislative approval of a purchase or any contract is necessary, it should immediately check filing deadlines established by the Bureau of Budget and County Attorney for the various Legislative Meetings. A Department, which requires prior Legislative approval for a purchase or contract, must forward their proposed resolution with relevant support documentation to the Bureau of Budget and County Attorney (**contact the Bureau of Budget and County Attorney's Office for procedural information and filing deadlines**).

Please note that any resolution that contains a purchase or a contract is to be reviewed by the Bureau of Central Services prior to submittal to the Bureau of Budget and County Attorney. This is to review the purchase/contract to ensure it meets all requirements pertaining to Rensselaer County, state and Federal procurement policy and law.

SECTION 15 - LEGISLATIVE APPROVAL (Cont'd)
Resolution Process (cont'd)

- Support Documentation -

It is the requesting Department's responsibility to provide detailed information to the Bureau of Budget and County Attorney's Office, which clearly states the Department's objective. Support documentation must include the following:

- Verification that applicable purchasing procedures were met (i.e., copies of the Bid/Quotes or RFP, companies solicited, responses, etc.)
- Budget information indicating the source of funding for any expense (i.e., fund, org, account, then project if necessary.)
- A suggested outline for the Department's resolution
- Names/addresses of companies/vendors contacted for quotes or bids
- A copy of any RFP/RFQ or bid used to solicit proposals, quotes or bids and the successful vendor/company response.
- A sample form of contract from the vendor/company, if applicable
- Any additional support documentation pertinent to the request for approval

2. ATTEND COMMITTEE MEETINGS

Committee meetings are usually held about one week in advance of the actual monthly Legislative meeting. A resolution must be successfully discharged by each assigned committee in order to be included on the monthly meeting agenda.

A knowledgeable representative from the Department must be prepared to attend various Legislative Committee meetings. The Department will be notified of the times and dates attendance is required. The representative should be prepared to satisfactorily respond to questions regarding the Department's resolution.

Often, when there is inadequate support information/documentation or a knowledgeable Departmental representative is not available to answer questions, the resolution does not pass out of committee. This could adversely affect the timing of purchases and execution of contracts.

SECTION 15 - LEGISLATIVE APPROVAL (Cont'd)
Resolution Process (con'td)

3. ATTEND MONTHLY MEETING OF THE LEGISLATURE

If the resolution is included on the monthly meeting agenda, the Department Head or knowledgeable designee must, in accordance with Rule No. 20 A of the Rules of the Legislature, attend the monthly meeting in the event there may be additional questions regarding the Department's resolution. Monthly meetings are held in Legislative Chambers, third floor, main office building at the Ned Pattison Rensselaer County Government Center on the second Tuesday of each month at 6 P.M.

Attendance by the Department Head or representative at the meeting offers an additional opportunity for both Legislators and the Department to exchange information regarding the Department's request for approval.

- After the Monthly Meeting -

If the Legislature approves the Department's resolution, it then passes to the County Executive for approval. Following approval by the County Executive, the resolution is certified by the Clerk of the Legislature and a copy forwarded to the requesting Department.

4. COMPLETE PROCESSING

It is then up to the Department to continue with the processing of the purchase or the contract. A certified copy of the fully executed resolution must accompany the purchase requisition or contract. Requisitions or equipment rental and service/maintenance contracts are forwarded to the Bureau of Central Services for final verification that purchasing requirements were met. Professional Service contracts, and contracts other than equipment contracts, must be forwarded to the County Attorney's Office for final processing.

*** The current Charter threshold for contracts requiring Legislative approval may be found in the current version of the Rensselaer County Charter (Article 3, Section 3.03-C) or by contacting the County Attorney.**