



AGENDA

Legislative Monthly Meeting for April 24, 2014 at 2:00PM

Call to Order

Pledge of Allegiance

Roll Call of Legislators

Communications

Public Comment

Presentation:

Sullivan County Historical Society – Dyan Campbell

Resolutions:

1. Abolish and create a position of Tax Clerk II in the Treasurer's Office
2. Abolish and create positions within the Department of Family Services and District Attorney's Office
3. Modify the 2014 County Budget
4. Close a Capital Project Account
5. Adopt the revised Asset Management Policy for the County of Sullivan
6. Approve a Corrective Action Plan for the reimbursement of Social Services Costs Audit Report
7. Rescinding Resolution No. 477 of 2006 and Resolution No. 137 of 2012 and implementing a New Policy for contract agency funding requiring any agency funded by the County to submit detailed budget requests
8. Authorize the Sullivan County Treasurer to certify that all taxes are paid up to 1999
9. Amend the County Procurement Policy to authorize utilization of the Piggyback Provision of GML Section 103 (16)
10. Amend the County Procurement Policy to authorize utilization of the "Best Value" provisions set forth in Local Law 1 of 2014
11. Amend the County's Procurement Policy regarding contracting for professional services
12. Authorize contract with Advance Testing Company for Quality Assurance Asphalt Plant Inspection
13. Authorize contract with NTS Data Services (Board of Elections)
14. Authorize contract modification for the MRF/TS Design with Cornerstone Engineering PLLC
15. Authorize contract extension with Thompson/West for "Westlaw Next"
16. Accept the Sullivan County Climate Action Plan as a working document
17. Amend Resolution No. 21-14 to set a start date for engineering consultants at the Sullivan County International Airport
18. Authorize preparation of grant applications for a Public Safety Answering Points (PSAP) Grant Program sponsored by the New York State Division of Homeland Security and Emergency Services

Recognition of Legislators

Announcements from Chair

Adjournment or Close

**RESOLUTION INTRODUCED BY THE PERSONNEL COMMITTEE TO ABOLISH
AND CREATE A POSITION IN THE TREASURER'S OFFICE**

WHEAREAS, the Treasurer has requested that a position within his office be abolished and a new position be created and

WHEAREAS, the new position being created will allow for the continued functionality within the office, and

WHEAREAS, the personnel Officer has determined that the new position complies with Civil Service rules and regulations.

NOW, THEREFORE, BE IT RESOLVED, that the Sullivan County Legislature hereby authorizes abolishing position number 2775 Tax Clerk I and creating a new position Tax Clerk II in the Treasurer's Office.

RESOLUTION NO. 82-14 INTRODUCED BY PERSONNEL COMMITTEE TO ABOLISH AND CREATE POSITIONS WITHIN THE DEPARTMENT OF FAMILY SERVICES AND THE DISTRICT ATTORNEY'S OFFICE

WHEREAS, the Sullivan County Legislature created the Fraud Investigative Team in April of 2013 in order to more efficiently prevent and detect fraud in social services and the team has been very successful in detecting and investigating fraud and has generated hundreds of pending investigations and more than one hundred arrests and prosecutions; and

WHEREAS, the volume of active investigations, arrests and prosecutions has resulted in the need for additional staff, including both investigative and prosecution resources, to successfully combat fraud and carry out the legislative intent of the Fraud Investigative Team; and

WHEREAS, pursuant to Resolution No. 82-14 the Sullivan County Legislature authorizes the County Manager to enter into a Memorandum of Agreement between the Sullivan County Department of Family Services and the Sullivan County District Attorney's Office, as well as the transfer of the Director of Fraud, the creation of (3) District Attorney Investigators, and (1) Assistant District Attorney.

NOW, THEREFORE, BE IT RESOLVED, that the Sullivan County Legislature hereby authorizes the creation and abolishment of the following positions within the Department of Family Services and the District Attorney's Office, the setting of salaries, and the authorization to fill the four created positions:

Create:

<u>Department</u>	<u>Position</u>	<u>Salary</u>	<u>Effective Date</u>
A1165	District Attorney Investigator	\$70,000	4/24/2014
A1165	District Attorney Investigator	up to \$65,000	4/24/2014
A1165	District Attorney Investigator	\$50,000	4/24/2014
A1165	District Attorney Investigator	\$50,000	4/24/2014
A1165	Assistant District Attorney 8	\$65,000	4/24/2014

Abolish:

<u>Department</u>	<u>Position</u>	<u>Salary</u>	<u>Effective Date</u>
A6010-55	Director of Fraud Investigations	\$70,000	4/24/2014

BE IT FURTHER RESOLVED, should federal or state reimbursement for the additional positions (2 investigators and 1 ADA FIT and 1 investigator FVRT) approved herein be modified or changed, such that the County share of the employment costs associated therewith affects the cost-effectiveness of such positions, the authority granted herein for the creation of the additional positions may be reviewed and, if necessary, amended or abridged by the County Legislature.

Moved by _____,
Seconded by _____,
and adopted on motion _____, 2014.

**RESOLUTION NO. INTRODUCED BY MANAGEMENT AND BUDGET
COMMITTEE TO MODIFY THE 2014 COUNTY BUDGET**

WHEREAS, the County of Sullivan 2014 Budget requires modification,

NOW, THEREFORE, BE IT RESOLVED, that the attached budgetary transfers be authorized.

Moved by:

Seconded by:

April 2014
 Modifications to the 2014 Sullivan County Budget

Account Code	Account Description	Revenue Increase	Revenue Decrease	Appropriation Increase	Appropriation Decrease
A-1165-47-4724	DEPT DRUG FORFEITURE PROCEEDS NYS			5,000	
A-1165-47-4724	DEPT DRUG FORFEITURE PROCEEDS NYS			10,000	
A-1165-R2626-R307	FORFEITR CRIME PROCDS STATE	5,000			
A-1165-R2626-R307	FORFEITR CRIME PROCDS STATE	10,000			
A-1320-42-4203	OFFICE OFFICE SUPPLIES				40
A-1320-47-4710	DEPT DEPT MISC/OTHER			40	
A-1325-14-43-4301	COMPUTER SUPPLIES				10
A-1325-14-43-4301	COMPUTER SUPPLIES				240
A-1325-14-47-4703	DEPT DUES			10	
A-1325-14-47-4710	DEPT DEPT MISC/OTHER			240	
A-1330-205-42-4203	OFFICE OFFICE SUPPLIES				240
A-1330-205-42-4203	OFFICE OFFICE SUPPLIES				10
A-1330-205-42-4207	OFFICE FURNITURE			240	
A-1330-205-42-4207	OFFICE FURNITURE			10	
A-1343-42-4203	OFFICE OFFICE SUPPLIES				40
A-1343-47-4710	DEPT DEPT MISC/OTHER			40	
A-1410-10-43-4301	COMPUTER SUPPLIES				1,200
A-1410-10-47-4710	DEPT DEPT MISC/OTHER			1,200	
A-1620-197-44-4404	UTILITY PROPANE			2,300	
A-1620-197-44-4404	UTILITY PROPANE			1,000	
A-1620-197-44-4404	UTILITY PROPANE			600	
A-1620-197-47-4717	DEPT BLDG/PROP/EQUIP REPAIRS&MAINTNCE			125	
A-1620-21-45-4526	SPEC DEPT SUPPLY PAINT			600	
A-1620-21-47-4717	DEPT BLDG/PROP/EQUIP REPAIRS&MAINTNCE				600
A-1620-22-44-4402	UTILITY FUEL OIL				2,300
A-1620-22-44-4402	UTILITY FUEL OIL				2,445
A-1620-22-44-4402	UTILITY FUEL OIL				725
A-1620-22-44-4404	UTILITY PROPANE			725	
A-1620-22-45-4505	SPEC DEPT SUPPLY BLDG/PROP MAINTENANCE				750

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April 2014

Modifications to the 2014 Sullivan County Budget

Account Code	Account Description	Revenue Increase	Revenue Decrease	Appropriation Increase	Appropriation Decrease
A-1620-22-45-4526	SPEC DEPT SUPPLY PAINT			300	
A-1620-22-45-4527	SPEC DEPT SUPPLY MISC STONE			100	
A-1620-22-45-4549	SPEC DEPT SUPPLY SAFETY			450	
A-1620-22-47-4717	DEPT BLDG/PROP/EQUIP REPAIRS&MAINTNCE				100
A-1620-22-47-4720	DEPT LABORATORY/XRAY EXPENSE			720	
A-1620-23-45-4541	SPEC DEPT SUPPLY TOOLS			1,200	
A-1620-23-47-4717	DEPT BLDG/PROP/EQUIP REPAIRS&MAINTNCE				1,200
A-1620-24-45-4549	SPEC DEPT SUPPLY SAFETY			100	
A-1620-24-47-4717	DEPT BLDG/PROP/EQUIP REPAIRS&MAINTNCE				100
A-1620-26-45-4526	SPEC DEPT SUPPLY PAINT			50	
A-1620-26-47-4717	DEPT BLDG/PROP/EQUIP REPAIRS&MAINTNCE				50
A-1620-27-47-4717	DEPT BLDG/PROP/EQUIP REPAIRS&MAINTNCE				550
A-1620-27-47-4717	DEPT BLDG/PROP/EQUIP REPAIRS&MAINTNCE				115
A-1620-28-45-4526	SPEC DEPT SUPPLY PAINT			500	
A-1620-28-45-4541	SPEC DEPT SUPPLY SM EQUIP TOOLS APPLNCS, SM ELECT			15	
A-1620-28-47-4717	DEPT BLDG/PROP/EQUIP REPAIRS&MAINTNCE			50	
A-1620-28-47-4717	DEPT BLDG/PROP/EQUIP REPAIRS&MAINTNCE			100	
A-3110-29-21-2105	FIXED AUTOMOTIVE EQUIP			25,000	
A-3110-29-45-4506	SPEC DEPT SUPPLY PUBLIC SAFETY				1,000
A-3110-29-45-4549	SPEC DEPT SUPPLY SAFETY			1,000	
A-3110-29-R3389-R167	ST AID PUBLIC SAFETY DEPARTMENTAL AID	25,000			
A-3140-16-41-4106	AUTO/TRAVEL REPAIRS/MAINTENANCE				100
A-3140-16-42-4207	OFFICE FURNITURE			275	
A-3140-16-45-4507	SPEC DEPT SUPPLY MEDICAL/CLINICAL				275
A-3140-17-47-4708	DEPT INSURANCE			100	
A-3150-45-4506	SPEC DEPT SUPPLY PUBLIC SAFETY				3,500
A-3150-45-4510	SPEC DEPT SUPPLY CLEANING/FOOD PREP				1,000
A-3150-45-4541	SPEC DEPT SUPPLY SM EQUIP TOOLS APPLNCS, SM ELECT			4,500	
A-4010-33-43-4311	COMPUTER WEBINAR AND RELATED EXPENSES			500	

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April 2014
 Modifications to the 2014 Sullivan County Budget

Account Code	Account Description	Revenue Increase	Revenue Decrease	Appropriation Increase	Appropriation Decrease
A-4010-33-45-4507	SPEC DEPT SUPPLY MEDICAL/CLINICAL				1,500
A-4010-33-47-4774	DEPT PUBLIC HEALTH EDUCATION			1,000	
A-4010-35-45-4501	SPEC DEPT SUPPLY SPEC DEPT SUPPLY MISC/OTHER			2,000	
A-4010-35-R3401-R167	ST AID PUBLIC HEALTH DEPARTMENTAL AID	2,000			
A-4010-36-41-4102	AUTO/TRAVEL LODGING				169
A-4010-36-47-4703	DEPT DUES			169	
A-4010-44-40-4001	CONTRACT AGENCIES				4,000
A-4010-44-40-4005	CONTRACT DIETICIAN/NUTRITIONIST SERVICES			4,000	
A-4010-44-42-4203	OFFICE OFFICE SUPPLIES			300	
A-4010-44-45-4501	SPEC DEPT SUPPLY SPEC DEPT SUPPLY MISC/OTHER			2,000	
A-4010-44-45-4509	SPEC DEPT SUPPLY PATIENT EDUCATNL MATERIAL			1,000	
A-4010-44-47-4774	DEPT PUBLIC HEALTH EDUCATION			2,000	
A-4010-44-R3401-R167	ST AID PUBLIC HEALTH DEPARTMENTAL AID	5,300			
A-4046-42-4203	OFFICE OFFICE SUPPLIES			240	
A-4046-47-4742	DEPT MEDICAL - DENTAL				240
A-4050-44-4406	UTILITY WIRELESS COMMUNICATIONS			1,533	
A-4050-47-4774	DEPT PUBLIC HEALTH EDUCATION				1,533
A-4082-10-1011	PERSONAL SERV REGULAR PAY				2,000
A-4082-41-4102	AUTO/TRAVEL LODGING			1,000	
A-4082-41-4105	AUTO/TRAVEL REGISTRATION FEES			1,000	
A-4220-42-4203	OFFICE OFFICE SUPPLIES			500	
A-4310-42-4203	OFFICE OFFICE SUPPLIES				500
A-4320-40-45-4507	SPEC DEPT SUPPLY MEDICAL/CLINICAL				100
A-4320-40-47-4701	DEPT RENTALS			100	
A-5610-44-4402	UTILITY FUEL OIL				300
A-5610-44-4404	UTILITY PROPANE			225	
A-5610-44-4404	UTILITY PROPANE			300	
A-5610-45-4501	SPEC DEPT SUPPLY SPEC DEPT SUPPLY MISC/OTHER			25	
A-5610-45-4537	SPEC DEPT SUPPLY DIESEL FUEL			1,450	

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April 2014
 Modifications to the 2014 Sullivan County Budget

Account Code	Account Description	Revenue Increase	Revenue Decrease	Appropriation Increase	Appropriation Decrease
A-5610-47-4717	DEPT BLDG/PROP/EQUIP REPAIRS&MAINTNCE				1,700
A-6010-38-40-4008	CONTRACT LEGAL SERVICES			950	
A-6010-38-46-4609	MISC SERV/EXP SPECIAL SERV/OTHER				950
A-7110-39-42-4201	OFFICE ADVERTISING			155	
A-7520-42-4201	OFFICE ADVERTISING			80	
A-7520-45-4503	SPEC DEPT SUPPLY RECREATION				235
A-7610-87-40-4024	CONTRACT PERSONAL CARE				5,250
A-7610-87-47-4776	DEPT EISEP RELATED EXPENSES			5,250	
A-8020-90-47-4763	DEPT NEW INITIATIVES			100,000	
A-8020-90-R3989-R167	ST AID HOME/COMM ASSIST DEPARTMENTAL AID	100,000			
	General Fund Total	147,300	-	182,367	35,067
D-3310-45-4512	SPEC DEPT SUPPLY GLASS BEADS				4,100
D-3310-45-4513	SPEC DEPT SUPPLY SIGN MATERIAL				100
D-3310-45-4540	SPEC DEPT SUPPLY PARTS/FLUIDS/FILTERS				20
D-3310-47-4717	DEPT BLDG/PROP/EQUIP REPAIRS&MAINTNCE			20	
D-3310-47-4717	DEPT BLDG/PROP/EQUIP REPAIRS&MAINTNCE			4,100	
D-3310-47-4717	DEPT BLDG/PROP/EQUIP REPAIRS&MAINTNCE			100	
D-5110-45-45-4501	SPEC DEPT SUPPLY SPEC DEPT SUPPLY MISC/OTHER				140
D-5110-45-45-4518	SPEC DEPT SUPPLY ROAD SURFACE TREATMENT			12,000	
D-5110-45-45-4536	SPEC DEPT SUPPLY WINTER MIX PATCH				12,000
D-5110-45-47-4710	DEPT DEPT MISC/OTHER			140	
	Road Fund Total	-	-	16,360	16,360
DM-5130-49-44-4404	UTILITY PROPANE			1,500	
DM-5130-49-47-4717	DEPT BLDG/PROP/EQUIP REPAIRS&MAINTNCE				1,500
	Road Machinery Fund Total	-	-	1,500	1,500

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**RESOLUTION INTRODUCED BY MANAGEMENT AND BUDGET COMMITTEE TO CLOSE
A CAPITAL PROJECT ACCOUNT**

WHEREAS, the Commissioner of Management and Budget, and the Commissioner of Public Works, and the County Treasurer have advised that the following project previously funded through Bond Issue has been completed, and

WHEREAS, no funds exist in the capital account.

NOW, THEREFORE, BE IT RESOLVED, that the following project be closed:

H44 2009 Road and Bridge Reconstruction

RESOLUTION -2014 INTRODUCED BY THE MANAGEMENT & BUDGET COMMITTEE TO ADOPT THE REVISED ASSET MANAGEMENT POLICY FOR THE COUNTY OF SULLIVAN

WHEREAS, pursuant to Resolution 394-11 adopted by the Sullivan County Legislature on September 15, 2011, the County adopted the revised Asset Management “Policy”; and

WHEREAS, amendments to the Policy have been recommended; and

WHEREAS, said amendments are incorporated into an amended Policy attached hereto and made a part of.

NOW, THEREFORE, BE IT RESOLVED, that the attached amended Policy be formally adopted and made effective as of January 1, 2015.

Moved by _____,
Seconded by _____,
and adopted on motion _____, 2014



**Fixed Assets and Equipment
Policy & Procedures**

Effective 1/1/2015

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I. PURPOSE

The following fixed asset and equipment policy & procedures document is to ensure a standard set of guidelines are followed for the physical and reporting control of Sullivan County's assets. The intent of these policies is to obtain timely and accurate accountability over our fixed assets and equipment, provide centralized documentation, meet financial reporting needs, and generate asset management information.

II. POLICY

Sullivan County makes valuable use of their assets in pursuing individual department missions. Given that each department engages in the acquisition, transfer, disposal and use of assets, this policy sets forth the roles and responsibilities in regard to the aforementioned.

Sullivan County will track and capitalize all assets with a cost or Fair Market Value (FMV) value of \$25,000 or greater at the time of acquisition, and a useful life that extends beyond one reporting period. It will also track and capitalize all vehicles, regardless of the dollar amount. However, the County reserves the right to tag and track items under this threshold. Assets that cost \$25,000 or greater and all vehicles are defined as *fixed assets*. Any items under this dollar threshold which are tagged for tracking purposes only and not capitalized are defined as *tracked assets*. Legal responsibilities require the county to record and account for all fixed assets on a regular basis. The Office of Management & Budget will assign a designee to perform inventories of all equipment as an internal control policy.

The first reason for tracking and recording fixed assets is to accurately depreciate their value over the useful life of the asset. Assets that fall below the \$25,000 threshold will be fully expensed at the time of acquisition and will not be included in the fixed asset report of Sullivan County.

The second reason for tracking and recording assets is to protect the assets from their misuse and/or misappropriation. The Asset Management System (AMS) will produce a detailed list of assets, by department, location, value, asset ID#, description, and picture. Department heads will be held accountable for the existence and proper use of assets.

As part of the policy and procedures, a list of frequently used terminology can be found in the definition section.

III. AUTHORITY

The Office of Management & Budget is responsible for the physical and reporting control of Sullivan County's fixed assets and equipment. Physical inventories will be completed periodically to ensure the existence and condition of all assets in the AMS. A designee assigned by the Office of Management & Budget will perform the physical inventory with the assistance from an employee of the department being inventoried.

IV. DEFINITIONS

The following definitions are to be used solely with this policy:

Accumulated Depreciation – Total depreciation expense since the acquisition of the asset.

Acquisition Cost – The total cost/value of an asset at the time of acquisition. This includes all ancillary charges. (i.e. shipping, professional fees, set up, site preparation, etc). If it was donated then it is the FMV plus any ancillary charges.

Asset – Any machinery, equipment and/or fixed asset that will have a cost of \$25,000 or greater and a useful life that extends beyond one reporting period.

Asset ID – This is a tag (with a number and barcode) that is affixed to the asset at the time it is inventoried. The barcode and number are unique to each asset.

Asset Management System (AMS) – An internal database created by MIS, which will track and maintain all asset information.

Building – Any roofed structure that is used to shelter (permanent or temporary) people, animals, equipment, plants, or machinery.

Depreciation – The decline in value of an asset over its useful life.

Disposal – The removal of an asset from inventory. This could be due to sale, scrapping, theft, lost, fire, etc. *An Asset Disposal Form must be completed prior to disposal.*

Expense – A charge incurred for the current fiscal period.

Fair Market Value (FMV) – The reasonable value given to an asset that you could expect to receive if sold. Fixed assets should have a qualified appraisal if there is no historical cost.

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GAAP – Generally Accepted Accounting Principles are the rules and guidelines that must be followed when reporting financial information.

GASB – Government Accounting Standards Board, which are additional rules that must be followed by governmental agencies when reporting financial information.

Infrastructure – Long lived assets that normally are stationary in nature and can normally be preserved for a significantly greater number of years than most capital assets.

Intangible Asset – Assets that have no physical substance.

Land – Solid part of earth's surface, easements, right of ways

Land Improvements – Enhancements made to land to increase the value or useful life.

Machinery & Equipment – Assets that are normally moveable in nature

Renovations – Construction to an existing facility that changes and/or improves the function of all or part of the building. Renovations will only be capitalized if useful space was added or useful life was extended.

Tangible Asset – Assets that have physical substance.

Transfer – The relocation of an asset from one department to another. *An Asset Transfer Form must be completed at the time the asset is to be relocated.*

Useful Life – The period of time for which the asset will remain functional and useful for its intended purpose.

V. PROCEDURES

A. Fixed Asset and Five Classes Defined

Fixed Assets and Equipment– Items that have a value of \$25,000 or greater and has a useful life that extends beyond one reporting period. Fixed assets will be capitalized and depreciated according to GAAP

There are five classes of fixed assets that are required to be reported in compliance with GASB statement 34:

1. Land – Includes land, easements, and right of ways
2. Land Improvements – Improvements that are made to land to increase the value or useful life. (i.e. fencing, trails, retaining walls, yard lighting)
3. Buildings – Any roofed structure that is used to shelter (permanent or temporary) people, animals, equipment, plants, or machinery. Any renovation that is made to a building and adds to the useful space or extends the useful life of the structure is considered a fixed asset.
4. Machinery and Equipment – This includes assets that tend to be moveable in nature. Moveable assets would be any machinery or equipment that is not permanently attached to a building.
5. Infrastructure – Long lived assets that normally are stationary in nature and normally can be preserved for a significantly greater number of years than most fixed assets. They could include bridges, roads, drainage systems, dams, and water systems.

B. Fixed Asset Valuation

Sullivan County has four classes for valuing fixed assets, based upon how they were acquired.

- i. Purchased Assets – This includes the purchase price of the asset plus any ancillary charges incurred as part of putting the asset into service at its intended location. Ancillary charges include charges that are directly attributable to the asset acquisition such as freight and transportation costs, professional fees, set-up fees, and site preparation costs.
- ii. Donated Assets – The asset has no purchase or construction cost, however, the asset needs to be recorded at its FMV at the time of acquisition plus any ancillary charges incurred to put the asset in service.
- iii. Leased Assets – Leased assets are included in the AMS, only as a means of tracking. The value of the leased asset **is not** included.
- iv. Infrastructure Assets – Expenditures that extend the useful life of the infrastructure asset or improves its efficiency or capacity, needs to be added to the historical cost. Expenditures that do not meet these tests should be reported as repairs/maintenance.

b. Recording Assets

The designee assigned by the Office of Management & Budget, will record all assets into the AMS at the time the asset is inventoried and tagged. All transfers and disposals will be recorded upon receiving the appropriate documentation.

Caution needs to be used if an asset was received through a grant or as a gift as additional procedures may need to be followed to properly record, monitor, transfer or dispose of the asset. If the asset was acquired through a gift or any other circumstance other than normal purchase information must be provided to the designee assigned by the Office of Management & Budget. If the item was acquired through a grant, the information must be provided to the designee assigned by the Office of Management & Budget as well as Grants Administration. This notification must be in writing. It will be the department head's responsibility to properly communicate this information.

c. Tagging Assets

All new assets valued at \$25,000 or greater and will have a useful life that extends beyond one reporting period, must be labeled with a Sullivan County Asset ID Tag. The tags will have a barcode and number that is unique to that asset. This, if the County decides to implement, will allow assets to be scanned electronically and expedite the physical inventory process. The Asset ID Tags will need to be placed in an area where the tag will not be damaged in the normal use of the asset. The location of the tag will be noted in the *description field* in the AMS when practical.

d. Transferring Assets

All fixed assets that will be moved or transferred need to be accompanied by an Asset Transfer Form. Transfers will not be authorized without the form. The purpose of the Asset Transfer Form will be to maintain an accurate and current record of the location of all fixed assets, which needs to be done for compliance. Once the Asset Transfer Form is authorized by the department head and the asset is transferred, the form needs to be forwarded the designee assigned by the Office of Management & Budget.

e. Disposing of Assets

Assets will eventually need to be removed from the AMS for any one of a number of reasons. Disposing of an asset may be required due to its sale, scrapping, disappearance (lost or stolen), fire or flood. Due to the monetary value, assets being disposed of will require two levels of authorization.

Prior to disposal, an Asset Disposal Form will need to be completed in its entirety and forwarded to the designee assigned by the Office of Management & Budget. The Asset Disposal Form will have all pertinent information related to the asset being disposed of. Assets that are still in satisfactory working condition should be made available to other county departments, for further utilization, before completing an Asset Disposal Form.

Assets that are disposed of due to “disappearance” may require additional reports for the police dept. and/or insurance companies.

f. Personal Use

Assets purchased by, or donated to Sullivan County, are the property of Sullivan County and **ARE NOT** permitted for personal use.

The County is dedicated to safeguarding its assets, and to ensure the proper use of County assets, any county resident who believes they see improper use of a county asset are encouraged to call the Office of Audit and Control at 845-807-0547 to report the incident. The information will be utilized to investigate the allegation.

g. Physical Inventory

Periodically, every department will be required to take part in a physical inventory of their assets, which will be performed under the direction of the Office of Management & Budget. Each department will be given a copy of their fixed assets and equipment report generated from the AMS. The department head will be responsible for verifying the existence and condition of every asset on their report. Any discrepancies will be addressed at the end of the inventory. The physical inventory could also help departments plan for future purchases by identifying unanticipated wear and tear of equipment before it breaks down.

Although the designee from the Office of Management & Budget will need complete cooperation with the department head, in order to provide the best internal control, the department head in charge of the assets will not be involved in the physical inventory. The department head will assign an employee from the department to assist the designee from the Office of Management & Budget with the physical inventory. Once the inventory is complete, the department head will address any discrepancies and verify the inventory is correct before signing off on the report.

The Office Management & Budget or its designee will provide advance notice of when the physical inventory will take place. The purpose of the physical

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inventory is to verify the existence and condition of Sullivan County's fixed assets and equipment. This will also ensure the accuracy of the AMS.

The Office of Audit & Control may perform random audits of county assets throughout the year. These audits will be unannounced and independent from this policy & procedures manual.

VI. RESPONSIBILITIES

The responsibility each party has in relation to the Fixed Assets and Equipment Policy & Procedures are as follows:

All Departments

1. Read and understand the Fixed Assets and Equipment Policy & Procedures.
2. Department head required to communicate asset transfers and disposals to appropriate personnel (as outlined in this policy).
3. Assign a representative who will be required to assist in the physical inventory, under the direction of the Office of Management & Budget.
4. Department head required to inform the Office of Management & Budget's designee as soon as possible if any asset tags become illegible, loose, missing or hinder the asset from being used for its intended purpose.
5. Department heads are responsible for tracking and safeguarding all assets, regardless of cost, in their respective departments.

All Facilities

- i. Secure an area where all incoming assets, that meet the \$25,000 threshold and have a useful life that extends beyond one reporting period, **MUST** remain until it is properly tagged and inventoried by an authorized individual. Assets should not be put into service until they have been accounted for. Weekly, scheduled times will be set up to have assets tagged and inventoried.
- ii. Contact the designee from the Office of Management & Budget if there is an emergency and the asset needs to be

put into service immediately. Arrangements will be made to accommodate these situations when practical.

****NOTE** The Adult Care Center follows this policy as well as their own internal policy which is geared towards the health care industry and the maximization of reimbursement rate calculations.

Purchasing

1. Ensure copies, via paper or electronically, of the purchase order (PO) for all assets that meet the \$25,000 threshold and have a useful life that extends beyond one reporting period, are sent to the designee from the Office of Management & Budget.
2. Ensure department codes are correct on PO.

VII. FORMS

Asset Disposal Form
Asset Transfer Form

Asset Disposal Form

County Asset ID# _____

Make of Asset _____

Model# _____

Serial# _____

Description of Asset _____

Location of Asset _____

Use of Asset _____

Was asset made available for transfer? _____

Reason for Disposal _____

Disposal Method _____

Requested by: _____ Date: _____

Dept: _____

Supervisor's authorization: _____ Date: _____

Dept. Head authorization: _____ Date: _____

Note: Please attach photo

For Office Use Only

Date Received/Authorized Signature:

Date Processed/Authorized Signature:

5K

Asset Transfer Form

County Asset ID# _____

Make of Asset _____

Model# _____

Serial# _____

Description of Asset _____

Current Location of Asset _____

Proposed Location of Asset _____

Use of Asset _____

Reason for Transfer _____

Requested by: _____ Date: _____

Dept: _____

Supervisor's authorization: _____ Date: _____

Note: Please attach photo

For Office Use Only

Date Received/Authorized Signature:

Date Processed/Authorized Signature:

5L

RESOLUTION INTRODUCED BY MANAGEMENT AND BUDGET COMMITTEE TO APPROVE A CORRECTIVE ACTION PLAN FOR THE REIMBURSEMENT OF SOCIAL SERVICES COSTS AUDIT REPORT FOR THE PERIOD JANUARY 1, 2011 TO DECEMBER 31, 2012 PERFORMED BY THE NEW YORK STATE COMPTROLLER'S OFFICE

WHEREAS, the New York State Comptroller issued an audit report for the period of January 1, 2011 to December, 2012 concerning the Reimbursement of Social Services Costs, and

WHEREAS, the purpose of the audit was to examine if Sullivan County was maximizing the reimbursement of costs related to the administration of social services programs, and

WHEREAS, the New York State Comptroller recommends that the County should monitor claims submitted against the reimbursement plan and maintain a record of staff time related to the social services programs for which costs are federally reimbursed, and

WHEREAS, in accordance with Section 35 of the General Municipal Law a written corrective action plan that addresses the findings and recommendations in the report should be prepared and sent to the New York State Comptroller.

NOW THEREFORE, BE IT RESOLVED, that the Sullivan County Legislature hereby approves the attached corrective action plan.

Corrective Action Plan

Audit Report Title: Reimbursement of Social Services Costs Audit Report for the period January 1, 2011 – December 31, 2012

Audit Report Number: S9-13-14

Recommendation:

- 1.) *Each County Commissioner of Social Services should periodically monitor claims submitted against the Plan to ensure the county's reimbursement is maximized and submit supplemental claims when applicable*
- 2.) *Each County Commissioner of Social Services should standardize the billing process from the various departments to the DSS in an effort to accurately capture and bill direct expenditures related to social services programs.*
- 3.) *County District Attorney's Offices should maintain a record of staff time spent on prosecution activities related to those social services programs for which costs are Federally reimbursed. The counties should then calculate the costs of these services and apply for Federal reimbursement.*

Implementation Plan of Action:

- 1.) *The County Social Services Commissioner reviews, makes changes if necessary, and signs off on all claims submitted to the department.*
- 2.) *A standard billing process has been formulated. The County has also authorized MOUs between DSS and the various departments that bill DSS in an effort to standardize the billing process.*
- 3.) *The County authorized and MOU between the District Attorney's Office and DSS in March of 2014, but it has yet to be executed. The District Attorney, Assistant District Attorney's, and District Attorney Investigators will be tracking their time spent on all investigative functions related to DSS programs and will bill DSS accordingly.*

Implementation Date: *Ongoing, with some corrective actions already complete. All actions will be completed no later than July 1, 2014.*

Person Responsible for Implementation: *Sullivan County Manager and the Social Services Commissioner.*

6-A

NEEDS TO BE AMENDED

**RESOLUTION INTRODUCED BY THE GOVERNMENT SERVICES COMMITTEE
RESCINDING RESOLUTION NO. 477 OF 2006 & RESOLUTION NO. 137 OF 2012
AND IMPLEMENTING A NEW POLICY FOR CONTRACT AGENCY FUNDING
REQUIRING ANY AGENCY FUNDED BY THE COUNTY TO SUBMIT DETAILED
BUDGET REQUESTS AND SUPPORTING DOCUMENTATION AS A CONDITION OF
PAYMENT**

WHEREAS, the County Manager has recommended that any agency or organization requesting funding from the County of Sullivan shall be required to submit a budget request that shall detail the agencies projected budget for the upcoming year, and

WHEREAS, the County Manager has recommended that any agency or organization that enters into a contract as a result of an appropriation of funding in the Adopted Budget shall be required to submit certain documentation prior to receiving funds by the County, and

NOW, THEREFORE, BE IT RESOLVED by the Sullivan County Legislature that the following is hereby adopted as the public policy of the County of Sullivan and that all other resolutions relating to contract agency funding are hereby rescinded effective December 31, 2014:

1. All contract agencies listed on the attached schedule "A" shall be required to submit electronically to the County the following:
 - a. A budget request that details the amount and purpose of the requested funds for the upcoming year, including, at a minimum, total revenues itemized by source and total appropriations itemized by category of expense
 - b. A mission statement
 - c. A copy of incorporation documents, bylaws, and a listing of governing board members
2. All contract agencies listed in "Category A" on the attached schedule, shall be required to submit to the County the following:
 - a. At least annually submit in writing to the committee having jurisdiction or attend a meeting of the committee and report recent activity of the organization and upcoming projects, which is to become an official record of the committee meeting
3. All contract agencies listed in "Category B" on the attached schedule, shall be required to submit to the County the following:
 - a. At least quarterly submit in writing to the committee having jurisdiction or attend a meeting of the committee and report recent activity of the organization and

- upcoming projects, which is to become an official record of the committee meeting
- b. An audit of their financial records, performed by an independent auditor, licensed as a certified public accountant eligible to perform such services in the State of New York
 - c. A copy of all minutes of their governing board
4. In addition to the requirements of item 1, listed above, all contract agencies listed in "Category C" on the attached schedule shall be required to submit to the County the following:
- a. Submit a budget request that additionally provides a description of detailed services that the organization shall perform contractually for the County associated with the appropriation request
 - b. At least annually submit in writing to the committee having jurisdiction or attend a meeting of the committee and report recent activity of the organization and upcoming projects, which is to become an official record of the committee meeting
 - c. An audit of their financial records, performed by an independent auditor, licensed as a certified public accountant eligible to perform such services in the State of New York if the annual appropriation from the County is \$50,000 or more. If the County appropriation is less than \$50,000 the agency is required to submit IRS Form 990-EZ
 - d. A copy of all minutes of their governing board

BE IT FURTHER RESOLVED, that each organization shall be paid at least on a quarterly basis provided that they have complied with the requirements of this policy, and

BE IT FURTHER RESOLVED, that the requirements stipulated in this policy shall be effective beginning with the 2015 County Budget.

7A

Schedule A

AGENCY	Committee Jurisdiction
Category A	
Sullivan County Legal Aid Panel Inc	Public Safety
Sullivan County Conflict Legal Aid	Public Safety
Category B	
Sullivan County Community College - Contribution	Government Services
Sullivan County Visitors Association	Community and Economic Development
Cornell Cooperative Extension	Government Services
Soil and Water Conservation District	Public Works
Category C	
Boys and Girls Club	Health and Family Services
YMCA of Middletown NY INC	Health and Family Services
Partnership for Economic Development	Community and Economic Development
Sullivan Alliance for Sustainable Development	Agriculture and Sustainability
Sullivan County ARC	Health and Family Services
Dream Tank	Public Safety
Head Start	Executive Committee
CACHE	Executive Committee
Delaware Valley Arts Alliance	Executive Committee
C.A.T.S.	Community and Economic Development
Sullivan County Sportsmen's Federation	Executive Committee
Library Alliance	Executive Committee
Delaware Highlands Conservancy(The Eagle Institute)	Executive Committee
Literacy Volunteers	Executive Committee
Sullivan County Long Beards	Executive Committee
Upper Delaware Scenic Byway	Planning and Environmental Management

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**RESOLUTION NO. INTRODUCED BY MANAGEMENT AND BUDGET
COMMITTEE TO AUTHORIZE SULLIVAN COUNTY TREASURER TO
CERTIFY THAT ALL TAXES ARE PAID UP TO 1999**

WHEREAS, the Sullivan County Treasurer has certified that there are no outstanding delinquent taxes due in the financial tax records through the tax year of 1999, and

WHEREAS, the general public researches the financial tax records to see if there are unpaid taxes, and

WHEREAS, the Sullivan County Treasurer is out of storage space for the permanent tax roll books, and would like to put into storage the books from 1989 to 1999.

NOW, THEREFORE, BE IT RESOLVED, that the Sullivan County Treasurer is authorized to store the tax roll books, up to and including the year 1999, having certified that there are no open taxes due to the County.

Moved by:

Seconded by:

RESOLUTION NO. _____ INTRODUCED BY THE GOVERNMENT SERVICES COMMITTEE TO AMEND THE COUNTY PROCUREMENT POLICY TO AUTHORIZE UTILIZATION OF THE “PIGGYBACK” PROVISION OF GENERAL MUNICIPAL LAW § 103 (16)

WHEREAS, General Municipal Law (GML) § 103 (16) authorizes political subdivisions to purchase apparatus, materials, equipment and supplies, and to contract for services related to the installation, maintenance or repair of those items, through the use of contracts let by the U.S., any agency of the U.S., a state, or any other political subdivision or district therein, and

WHEREAS, the underlying contract must have been let by one of the governmental entities listed in the statute, let in a manner that is consistent with state competitive bidding laws and must be made available for use by other governmental entities, and each proposed procurement must be reviewed to determine whether it falls within GML § 103 (16).

NOW THEREFORE BE IT RESOLVED, the existing Procurement Policy is Amended to provide for “Piggybacking” in a new subsection § 140-3.2.2, and the Director of Purchasing is hereby authorized to purchase and to bid on certain purchases in accordance with GML § 103 (16).

Moved by _____,
Seconded by _____,
and adopted on motion _____, 2014.

RESOLUTION NO. _____ INTRODUCED BY THE GOVERNMENT SERVICES COMMITTEE TO AMEND THE COUNTY PROCUREMENT POLICY TO AUTHORIZE UTILIZATION OF THE “BEST VALUE” PROVISIONS SET FORTH IN LOCAL LAW 1 OF 2014

WHEREAS, Local Law 1 of 2014 provides an alternative method for evaluating and awarding bid contracts; and

WHEREAS, the County’s Procurement Manual needs to reflect the provisions of the Law and to provide an objective outline for Best Value bid analysis.

NOW THEREFORE BE IT RESOLVED, the existing Procurement Policy is Amended as provided in Attachment “A” hereto, to provide an objective outline of a “Best Value” analysis in a new subsection § 140-3.2.1.

Moved by _____,
Seconded by _____,
and adopted on motion _____, 2014.

§140-3.2.1. BEST VALUE

Pursuant to General Municipal Law §103(1) purchase contracts or public works contracts (except those subject to New York State Labor Law Article 8) may be awarded on the basis of the Best Value to the Bidder that optimizes quality, cost and efficiency, among responsive and responsible Bidders. Local Law 1 of 2014 permits the Director of Purchasing to utilize a “Best Value” option when seeking to purchase goods and services on behalf of the County.

Best Value solicitations shall prescribe the minimum specifications or requirements that must be met in order to be considered responsive and shall describe and disclose the general manner in which the evaluation and selection shall be conducted. The basis of award of the solicitation shall identify the relative importance and/or weight of the overall technical criterion to be considered to determine Best Value. The evaluation may also identify a quantitative factor for small businesses or certified minority – or women-owned business enterprises, as defined in Executive Law §300 (1), (7), (15) and (20). The basis of award shall reflect, wherever possible, objective and quantifiable analysis. Documentation in the procurement record shall, where practicable, include a quantification of the application of the evaluation criteria to the rating of proposals and the evaluation results, or, where not practicable, such other justification which demonstrates that Best Value will be achieved.

Goods and services procured and awarded on the basis of Best Value are those that the County determines will be of the highest quality while being the most cost efficient as offered by responsive and responsible bidders. The determination of quality and cost efficiency shall be based on objectively quantified and clearly described and documented criteria, which may include, but shall not be limited to, any or all of the following: product or service features, quality, durability, reliability, product performance criteria, quality of craftsmanship, cost and extent of maintenance, useful lifespan, availability of replacement parts, availability of maintenance contractors, warranties, proximity to the end user if distance or response time is a significant factor, references, past performance, organization and staffing, and financial capabilities.

If Best Value is authorized as a procurement method eligible for piggybacking consideration, then any potential piggyback contract should be evaluated for substantial compliance with the above. All procurements based upon Best Value are subject to review by the Director of Purchasing or her designee, and approval by the Director of Purchasing, in consultation with County Manager and the impacted Department or Division head.

§140-3.2.3 REPORT REQUIREMENT

For purposes of Best Value and Piggybacking contracts, the Director of Purchasing shall, at least quarterly, provide a written summary to the County Legislature of contracts awarded.

RESOLUTION NO. ____-14 INTRODUCED BY THE GOVERNMENT SERVICES COMMITTEE TO AMEND THE COUNTY'S PROCUREMENT POLICY

WHEREAS, the County of Sullivan ("County") has a Procurement Policy which has been revised over the years; and

WHEREAS, it is the recommendation of the County Manager that the County's Procurement Policy be revised again: and

WHEREAS, the revisions are contained in Schedule "A" attached hereto; and

NOW THEREFORE, BE IT RESOLVED, that the Sullivan County Legislature does hereby adopt the attached amendment to the Procurement Policy.

Moved by _____,
Seconded by _____,
and adopted on motion _____, 2014

§140-3.4. Contracting for professional services.

C. Purchases Not Subject to Competitive Bidding.

Professional Service contracts, for licensed professionals and consultants, other than contracts set forth in §140-3.4 “A” above, and contracts for an amount of \$49,999.99 and under, will be awarded at the discretion of the County Manager, Director of Purchasing and Central Services, or the Deputy County Manager / Commissioner of Management and Budget. One of the below methods should be used to acquire the services at the most advantageous price and condition:

- Written Quotes
- Bid
- Request for Proposals

The Department of Purchasing and Central Services shall determine the most advantageous and cost effective process.

In instances where the above methods are not practical, as agreed upon by the requesting department head, the County Manager, and the County Attorney, the County of Sullivan may enter into an agreement after negotiating with the vendor for professional services.

§140-3.4. Contracting for professional services.

(3) Requests for Proposals (RFP's). Purchases and contracts from \$50,000.00 to \$99,999.99 will require the issuance of a formal Request for Proposal, and the approvals of the County Manager, Deputy County Manager / Commissioner of Management and Budget, and Director of Purchasing and Central Services. Purchases and contracts over \$99,999.99 will require the issuance of a formal Request for Proposal, and the approval of the County Manager, Deputy County Manager / Commissioner of Management and Budget and the Legislature.

§140-3.6. Purchases not subject to competitive bidding.

A. The following purchases are not subject to competitive bidding:

- 1) Purchases of \$20,000 or less for commodities, equipment, materials, supplies and services.
- 2) Purchases of \$35,000 or less for public works projects.

Resolution No. _____

**RESOLUTION INTRODUCED BY GOVERNMENT SERVICES COMMITTEE
RESOLUTION TO AUTHORIZE AWARD & EXECUTION OF AGREEMENT**

WHEREAS, proposals were received for Quality Assurance Asphalt Plant Inspection for 2014 resurfacing program (R 14-07) and

WHEREAS, Advance Testing Company, Inc., 3348 Route 208, Campbell Hall, New York 10916, is the responsible proposer for this project, and

WHEREAS, the Sullivan County Division of Public works has approved said proposal and recommends that an agreement be executed.

NOW, THEREFORE, BE IT RESOLVED, that the County Manager be and hereby is authorized to execute an agreement with Advance Testing Company, Inc., at a total price not to exceed \$25,000.00, for Asphalt Plant Testing for Quality Assurance, in accordance with R 14-07, said contract to be in such form as the County Attorney shall approve.

Moved by _____,
Seconded by _____,
and adopted on motion _____, 2014.

Resolution No.: _____

RESOLUTION INTRODUCED BY MANAGEMENT & BUDGET COMMITTEE TO AUTHORIZE AWARD & EXECUTION OF AGREEMENT WITH NTS DATA SERVICES

WHEREAS, in accordance with a grant through the Help America Vote Act (“HAVA”) (Resolution No. 154-12, adopted on April 26, 2012 by the Sullivan County Legislature) and New York State Board of Elections, a proposal has been accepted from NTS Data Services for the purchase of (Image It) Full Document System, and

WHEREAS, this Full Document System is necessary in implementing new HAVA compliant voting systems, and

WHEREAS, this Full Document Imaging technology must work in conjunction with the currently installed software used by the County for voter registration purposes, and

WHEREAS, the NYS Board of Elections recommends this product and has granted pre-approval to the Sullivan County BOE to purchase this product, and

WHEREAS, NTS Data Services, 2079 Sawyer Drive, Niagara Falls, New York 14304, is best suited to these requirements.

NOW, THEREFORE, BE IT RESOLVED, that the County Manager be and hereby is authorized to execute an agreement with NTS Data Services, at a total price not to exceed \$41,963.00, for purchase, licensing and installation, with an additional yearly cost of \$5,200.00 for ongoing support and maintenance services for years 2-5, said contract to be in such form as the County Attorney shall approve.

BE IT FURTHER RESOLVED, that should the HAVA SHOEBOX grant funding be terminated, the County shall not be obligated to continue any action undertaken by the use of **this funding**.

Moved by _____,

Seconded by _____,

and adopted on motion _____, 2014.

RESOLUTION INTRODUCED BY PUBLIC WORKS COMMITTEE TO AUTHORIZE THE EXECUTION OF A CONTRACT MODIFICATION FOR THE MRF/TS DESIGN WITH CORNERSTONE ENGINEERING PLLC

WHEREAS, the County entered into an agreement with Cornerstone Engineering PLLC for the permitting and design of the Sullivan County Materials Recovery Facility/Transfer Station (MRF/TS) (Resolutions 158-09, 398-11 and 423-13); and

WHEREAS, the agreement with Cornerstone Engineering PLLC did not include litigation support services; and

WHEREAS, during the project a need for litigation support services arose and was provided by Cornerstone Engineering PLLC.

NOW, THEREFORE, BE IT RESOLVED, that the County Manager is hereby authorized to execute a no cost contract modification for the aforementioned services with Cornerstone Engineering PLLC, 90 Crystal Run Road, Suite 201, Middletown, NY 10941 to include litigation support services, said contract modification to be in such form as the County Attorney shall approve.

Moved by _____,
Seconded by _____,
and adopted on motion _____, 2014.

NEEDS TO BE AMENDED

Resolution No. _____

RESOLUTION INTRODUCED BY MANAGEMENT & BUDGET COMMITTEE TO AUTHORIZE AN EXTENSION AGREEMENT WITH THOMPSON/WEST FOR "WESTLAW NEXT" AND AUTHORIZE A NEW 3-YEAR AGREEMENT WITH LEXISNEXIS ADVANCE LEGAL RESEARCH.

WHEREAS, Resolution 462-10 authorized a 3-year agreement (December 9, 2010 – December 31, 2013) with Thompson/West for their *Westlaw Next* computer based legal search engine to reduce costs by eliminating redundant expenses for Westlaw paper subscription services, and

WHEREAS, while Westlaw has performed as agreed, over the past 3 months, departments including, the District Attorney, County Attorney, and DFS Legal have evaluated, tested, and participated in training sessions on an alternative legal research solution, LexisNexis Advance, and

WHEREAS, considering additional research capabilities and further reductions in annual costs, all departments involved have unanimously agreed to switch to *LexisNexis Advanced Legal Research* products for extensive legal research to individuals in various disciplines including Federal and New York State statutory and case law, and

WHEREAS, the County will need to execute an extension agreement with Thomson/Reuters to accommodate Westlaw Next access expenses beyond that allowed by resolution 465-13 for April 1, 2014 through April 30, 2014 as a result of the Lexis/Nexis evaluation period and final decision recently completed and reached.

NOW, THEREFORE, BE IT RESOLVED, that the County Manager is hereby authorized to enter into an extension agreement with Thomson/Reuters covering 04/01/2014 – 04/30/2014 in an amount not to exceed \$3,500.00 and a new three-year agreement with LexisNexis, for a total cost not to exceed \$62,641.00, subject to annual budget appropriation, as follows:

- 2014-2015 = \$20,706.00
- 2015-2016 = \$20,656.00
- 2016-2017 = \$21,279.00

BE IT FURTHER RESOLVED, that said agreements to be in such form as the County Attorney shall approve.

Moved by _____,

Seconded by _____,

and adopted on motion _____, 2014.

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RESOLUTION NO. INTRODUCED BY AGRICULTURE AND SUSTAINABILITY POLICY COMMITTEE TO ACCEPT THE SULLIVAN COUNTY CLIMATE ACTION PLAN AS A WORKING DOCUMENT

WHEREAS, County of Sullivan (“County”) created the Climate Action Planning (CAP) Advisory Board for the purpose of developing recommendations to include in a Climate Action Plan for the County and to provide recommendations for implementation after the plan has been completed, and

WHEREAS, the CAP Advisory Board has developed the Sullivan County Climate Action Plan (“Plan”) and submitted the Plan for consideration by the Sullivan County Legislature by majority vote of the CAP Advisory Board members, and

WHEREAS, the Plan outlines the steps necessary to reduce the County’s carbon footprint while developing a thriving and sustainable economy, and

WHEREAS, the Sullivan County Legislature has determined that it is in the best interest of the County to accept the Plan as a working document, and

WHEREAS, the Sullivan County Legislature will consider recommendations and analyze the impacts of specific policies and actions on a case by case basis prior to implementation of any strategies contained within the Plan.

NOW, THEREFORE, BE IT RESOLVED, that the Sullivan County Legislature hereby accepts the Sullivan County Climate Action Plan as a working document with the intent of addressing the specific recommended policies and actions with a goal towards implementation.

RESOLUTION NO. _____ INTRODUCED BY THE PUBLIC WORKS COMMITTEE TO AMEND RESOLUTION NO. 21-14 TO SET A START DATE FOR ENGINEERING CONSULTANTS AT THE SULLIVAN COUNTY INTERNATIONAL AIRPORT.

WHEREAS, by Resolution no. 21-14, the County Legislature authorized the selection of Passero Associates to serve as Airport Consultant; and

WHEREAS, the start date for Passero Associates was inadvertently omitted from Resolution 21-14.

NOW, THEREFORE, BE IT RESOLVED, that Resolution 21-14 is hereby amended to provide a March 31, 2013 start date for Passero Associates with respect to its contract for Engineering Consultant work at the Airport;

BE IT FURTHER RESOLVED, that Resolution 21-14 remains valid in all other respects.

Moved by _____,
Seconded by _____,
and adopted on motion _____, 2014.

RESOLUTION NO. -14 INTRODUCED BY THE PUBLIC SAFETY COMMITTEE TO AUTHORIZE PREPARATION OF A GRANT APPLICATION(S) FOR A PUBLIC SAFETY ANSWERING POINTS (PSAP) GRANT PROGRAM SPONSORED BY THE NEW YORK STATE DIVISION OF HOMELAND SECURITY & EMERGENCY SERVICES.

WHEREAS, the New York State Division of Homeland Security and Emergency Services (*NYS DHSES*) provides funds to support efforts of emergency management/homeland security; and

WHEREAS, the NYS DHSES – Office of Interoperable and Emergency Communications (*OIEC*), is administering the Public Safety Answering Points (*PSAP*) grant program to provide reimbursement for costs associated with PSAP consolidation, operations, improvements, and enhancements with a maximum allowable award of up to \$600,000; and

WHEREAS, the Sullivan County Division of Public Safety – Office of Emergency Management seeks to improve public safety communications operations; and

WHEREAS, the Sullivan County Division of Public Safety – Office of Emergency Management wishes to file an application with the PSAP program ; and

WHEREAS, Sullivan County is not required to provide any local cash or in-kind match in support of the PSAP program.

NOW, THEREFORE, BE IT RESOLVED, that the Sullivan County Division of Public Safety – Office of Emergency Management is hereby authorized to prepare an application(s) for funding under the NYS DHSES PSAP program up to the maximum allowable award of \$600,000, and

BE IT FURTHER RESOLVED, that the County Manager, and / or his authorized designee, be and is hereby authorized to sign said PSAP program application on behalf of the County, and

BE IT FURTHER RESOLVED, that if awarded PSAP program funding, the Sullivan County Division of Public Safety – Office of Emergency Management, shall administer the funds and the PSAP program; and

BE IT FURTHER RESOLVED, that should the funding be terminated, the County shall not be obligated to continue any action undertaken or contemplated to be undertaken by the use of this funding.

Moved by _____, seconded by _____, put to a vote, unanimously carried and declared duly adopted on motion _____.

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