



AGENDA

Legislative Monthly Meeting for January 28, 2016 at 2:00PM

Call to Order
Pledge of Allegiance
Roll Call of Legislators
Communications
Presentations:

Marcia Fink, DPW
S.E.E. Youth Project and Latino Alliance

Public Comment
Resolutions

Resolutions:

1. Create a Senior Account Clerk/Typist and abolish Account Clerk/Typist position at the Sheriff's Office Civil Division
2. Adopt a Social Media Policy covering County owned and maintained Social Media sites
3. Authorize award and execution of contract for Project Labor Agreement Impact Study of the new Sullivan County Jail Facility
4. Authorize contract with NYS Office of Indigent Legal Services
5. Renew contract with the Town of Rockland for operation of the Rockland Transfer Station
6. Amend Resolution No. 176-01 and establish rates of pay for Coroner Physician Assistants
7. Authorize application for funding from the NYS Department of Agriculture and Markets for a 2015 Hudson Valley Agricultural Enhancement Program Grant
8. Correct the 2016 Tax Roll of the Town of Mamakating 2.-1-26 to Burburan

Recognition of Legislators
Announcements from Chair
Adjournment or Close

**RESOLUTION INTRODUCED BY PERSONNEL COMMITTEE TO CREATE A
SENIOR ACCOUNT CLERK/TYPIST POSITION AND ABOLISH AN ACCOUNT
CLERK/TYPIST POSITION AT THE SULLIVAN COUNTY CIVIL DIVISION**

WHEREAS, the Sullivan County Jail wishes to create a position of Senior Account Clerk/Typist and abolish the position of Account Clerk/Typist (position no. 390);

WHEREAS, the employee currently in position No. 390 is willing and able to perform the duties and job functions of a Senior Account Clerk/Typist;

WHEREAS, the creation of this position will better serve the needs of the Sullivan County Civil Division;

WHEREAS, the Personnel Officer has determined that the employee currently in the position of Account Clerk/Typist is qualified and can be appointed by the Sullivan County Sheriff to the Senior Account Clerk/Typist position.

NOW, THEREFORE, BE IT RESOLVED, that the Sullivan County Legislature hereby creates a new position of Senior Account Clerk/Typist at a salary of \$39,802 and abolishes the Account Clerk/Typist (no. 390) at a salary of \$31,483.

**Moved by
Seconded by
and declared duly adopted on motion**

**RESOLUTION INTRODUCED BY THE MANAGEMENT AND BUDGET COMMITTEE TO
ADOPT A SOCIAL MEDIA POLICY COVERING COUNTY OWNED AND MAINTAINED
SOCIAL MEDIA SITES**

WHEREAS, the County of Sullivan desires to utilize social media platforms to communicate pertinent information in a timely manner to members of the public, and

WHEREAS, as a municipality, the County of Sullivan has a management responsibility to establish an appropriate policy to administer the use of social media sites and the content that is distributed through those sites.

NOW THEREFORE BE IT RESOLVED, that the proposed Sullivan County Social Media/Social Network Policy, attached hereto, be adopted and put into place, and

BE IT FURTHER RESOLVED, that the said Sullivan County Social Media/Social Network Policy shall be subject to review, amendments, and revisions at the recommendation of management staff and discretion of the Sullivan County Legislature.

SULLIVAN COUNTY POLICIES AND PROCEDURES

- I. SUBJECT: **Social Media/Social Network Policy**
- II. ADOPTED: **January 21, 2015**
- III. POLICY AND PROCEDURES: To define the expectation of employees to ensure the appropriate use of social media and social networking used in connection with County business.

County Social Media use is for business communication and for the purpose of fulfilling job duties, in accordance with Department goals and objectives, and not for personal use.

Social Media - Various forms of discussion and information sharing that uses technology to create web content that produces communication and conversations. Forms may include but are not limited to: social networking, blogs, video sharing, podcasts, wikis, message boards, online forums, RSS and other syndicated web feeds. Technologies include: picture-sharing, wall-postings, e-mail, instant messaging, to name a few. Examples of social media applications include but are not limited to Google and Yahoo Groups (reference, social networking), Wikipedia (reference), MySpace (social networking), Facebook (social networking), YouTube (social networking and video sharing), Twitter (social networking and microblogging), LinkedIn (business networking) and news media comment share/bloggng.

1. Social Media Site Creation/Approval

Department Heads interested in using Social Media for official purposes must prepare a Business Case Justification for approval. The Business Case

Justification is to be submitted to Sullivan County Manager's Office. At a minimum, the business case will:

- Name the Social Media outlet to be utilized (i.e., Facebook, Blog)
- State the goals for setting up a Social Media Site
- Identify the intended audience
- Summarize the type of information expected to be shared/displayed
- Discuss the anticipated benefit from establishing the site

Business Cases approved by the County Manager will be forwarded to the Chief Information Officer who will keep the approval paperwork on file for audit purposes.

2. Account Management

Account management includes the creating, maintenance and destruction of social media accounts.

The Management Information Systems Department will be responsible for the creation of social media sites and for posting content to those sites.

Department Heads or their designee will send requested content to be posted to the County Manager's Office for approval. The County Manager's Office will forward the content to the Management Information Systems Department for posting. Content on their respective department's social media will be approved based upon a consistent message and branding consistent with the goals of Sullivan County.

The Management Information Systems Department will be responsible for maintaining a list of all social media site domain names in use and their associated account user ID and active password.

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3. Acceptable Use

County social media use is for business communication and for the purpose of fulfilling job duties, in accordance with department goals and objectives and not for personal use.

Posting Guidelines

Information posted must be:

- Relevant: Information that helps residents and pertains to their daily lives.
- Timely: Information about deadlines, upcoming events, news, or related to current events.
- Actionable: Information to register, attend, go, or do.

What not to post:

- Information about items in litigation or about claims that could be brought against the county.
- Nonpublic information of any kind.
- Personnel, sensitive or confidential information of any kind.
- Medical information that violates the Health Insurance Portability and Accountability Act (HIPPA) and New York State Privacy Laws.
- Political opinions and endorsements.

4. Employee Conduct

Social Media Standards

- Customer protection and respect are paramount.
- The County will use every effort to keep interactions factual and accurate.

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- The County will strive for transparency and openness in our interactions and will never seek to “spin” information for our benefit.
- The County will provide links to credible sources for information to support our interactions when possible.
- The County will publicly correct any information we have communicated that is later found to be in error.
- The County will be honest about our relationships, opinions and identity.
- The County will respect the rules of the venue.
- The County will protect privacy and permissions.

All content associated with Sullivan County is consistent with its work and with the County’s values and professional standards.

5. Content

It is the responsibility of Sullivan County departments, through the County Manager and the Management Information Systems Department to keep content accurate, up-to-date, and to adhere to the County’s style and logo use guidelines.

Wherever possible, links to more information should direct users back to Sullivan County’s website for more information, forms, documents, or online services necessary to conduct business with the County.

Nonpublic information of any kind, personnel, sensitive or confidential information of any kind and medical information that violates the Health Insurance Portability and Accountability Act (HIPPA) and New York State Privacy Laws, will not be approved for posting.

6. Security

The Management Information Systems Department is responsible for the maintenance of county social media sites. The Management Information Systems Department is also responsible for maintaining of list of county owned sites and their current user id and password.

2d.

7. Legal Issues

Sullivan County is responsible for complying with applicable laws, regulations and policies. This includes adhering to established laws and policies regarding copyright, records retentions, Freedom of Information Law, First Amendment, privacy laws, common decency and information technology polices established by Sullivan County.

8. Promotion

The County will advocate using social media to help reach County and department specific goals by assisting in developing appropriate uses for social media, assisting in the selection of appropriate social media outlets, and helping departments define a strategy for engagement using social media.

DRAFT

RESOLUTION NO. INTRODUCED BY THE MANAGEMENT & BUDGET COMMITTEE TO EXECUTE ANY AND ALL NECESSARY DOCUMENTS, ACCEPT THE AWARD, AND ENTER INTO A CONTRACT WITH NEW YORK STATE OFFICE OF INDIGENT LEGAL SERVICES AND MODIFICATION AGREEMENTS WITH SULLIVAN LEGAL AID PANEL, INC. AND SULLIVAN COUNTY CONFLICT LEGAL AID SOCIETY

WHEREAS, New York State Office of Indigent Legal Services (“NYSOILS”) has offered the County of Sullivan (“County”) funding in the amount of \$242,997 over a three (3) year period in order to improve the quality of indigent legal services provided by the County pursuant to Article 18-b of the County Law; and

WHEREAS, in order to acquire the funding the County must submit the necessary documents to NYSOILS, accept the award, and enter into an agreement with NYSOILS to administer the funding; and

WHEREAS, in order to provide the additional funding to the Legal Aid Panel and Conflict Legal Aid it will be necessary to modify their respective contracts, and

NOW, THEREFORE, BE IT RESOLVED, that the Sullivan County Legislature hereby authorizes the County Manager to execute any and all necessary documents to submit to NYSOILS to apply for 2016-2018 funding; and

BE IT FURTHER RESOLVED, that the County Manager is hereby authorized to execute an agreement for a 3 year period for a total amount of \$242,997 to acquire the funding from NYSOILS, said documents to be in a form approved by the County Attorney; and

BE IT FURTHER RESOLVED, that the County Manager is hereby authorized to executive Modification Agreements with Legal Aid Panel for an amount not to exceed \$55,000 per year for a 3 year period, and Conflict Legal Aid for an amount not to exceed \$25,999 per year for a 3 year period and/or any other appropriate entity that contracts with the County of Sullivan for Indigent Legal services under Article 18-b of the County Law as outlined above, said Modification Agreements to be in a form approved by the County Attorney’s Office.

BE IT FURTHER RESOLVED, that should the NYSOILS 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, 2016**

**RESOLUTION NO. INTRODUCED BY PUBLIC WORKS COMMITTEE TO
RENEW THE CONTRACT WITH THE TOWN OF ROCKLAND FOR OPERATION OF
THE ROCKLAND TRANSFER STATION**

WHEREAS, the County has been operating a solid waste transfer and recycling station on the lands owned by the Town of Rockland; and

WHEREAS, the County desires to continue to operate a regional solid waste transfer and recycling station; and

WHEREAS, the Town desires to continue to lease its solid waste transfer and recycling station to the County for the purpose of the County operating a regional solid waste transfer and recycling station.

NOW, THEREFORE, BE IT RESOLVED, that the County Manager be authorized to execute a lease renewal for a term of 25 years commencing on January 1, 2016 and ending December 31, 2041 at a cost not to exceed \$1.00 per year under terms and conditions acceptable to the County Manager, said lease to be in such form as the County Attorney shall approve.

Moved by _____,
Seconded by _____,
and adopted on motion _____, 2016.

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Resolution No. _____

**RESOLUTION INTRODUCED BY PUBLIC SAFETY COMMITTEE TO
AMEND RESOLUTION NO. 176-01 AND ESTABLISH RATES OF PAY FOR
CORONER PHYSICIAN ASSISTANTS**

WHEREAS, Resolution No. 176-01, adopted by the Sullivan County Legislature on April 26, 2001, established the rate of pay for Coroner Physician Assistants at \$175 per autopsy, and

WHEREAS, the Physician Assistants have requested an increase in the rate of pay to \$275.00 per autopsy and \$50.00 per blood draw (when an autopsy has been refused), stating that the current amount does not cover their expenses, and

WHEREAS, it is the recommendation of the Sullivan County Coroners to increase the rate of pay of Physician Assistants to \$275.00 per autopsy and \$50.00 for each blood draw.

NOW, THEREFORE, BE IT RESOLVED, that the Sullivan County Legislature hereby amends Resolution No. 176-01 and authorizes the payment to the Physician Assistants, upon presentation of a proper voucher, the amount of \$275.00 per autopsy and \$50.00 per blood draw effective January 1, 2016.

Moved by _____,

Seconded by _____,

And adopted on motion _____, 2016

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RESOLUTION NO. -15 INTRODUCED BY THE PLANNING AND ENVIRONMENTAL MANAGEMENT COMMITTEE TO AUTHORIZE APPLICATION FOR FUNDING FROM THE NEW YORK STATE DEPARTMENT OF AGRICULTURE & MARKETS FOR A 2015 HUDSON VALLEY AGRICULTURAL ENHANCEMENT PROGRAM GRANT

WHEREAS, the New York State Department of Agriculture and Markets invites applications to apply for the 2015 Hudson Valley Agriculture Enhancement Program grant; and

WHEREAS, the Sullivan County Division of Planning and Environmental Management promoted the availability of the Farmland Protection Implementation Grant application through email, press release and direct mailings in a 2014 selection process; and

WHEREAS, the Sullivan County Agricultural and Farmland Protection Board is a duly authorized committee of the Sullivan County Legislature and operates in accordance with N.Y. AGM. Law 25AA Section 302; and

WHEREAS, the Sullivan County Agricultural and Farmland Protection Board received and scored six applications based off the program criteria at a special meeting on July 10, 2014. Of these six applications the farmland of Wilfred and Arlene Hughson, Swiss Hill Road, Jeffersonville, NY and the farmland Robert and Naomi Franklin, Happy Avenue, Swan Lake, NY ranked the highest; and

WHEREAS, the Sullivan County Agricultural and Farmland Protection Board recommended the farmland of Wilfred and Arlene Hughson and the farmland of Robert and Naomi Franklin to be submitted for a funding request for the purchase of development rights on their farm, through the 2014 Farmland Protection Implementation Grant, based off their rankings and their competitive merit; and

WHEREAS, the County of Sullivan only submitted the application for the farmland of Robert and Naomi Franklin for the 2014 New York State Agriculture and Markets Farmland Protection Implementation Grant. However, the application was not awarded; and

WHEREAS, the Sullivan County Agricultural and Farmland Protection Board recommended re-submitting the application for the farmland of Robert and Naomi Franklin and to submit the application for the farmland of Wilfred and Arlene Hughson for the 2015 Hudson Valley Agricultural Enhancement Program grant at their October 13, 2015 meeting; and

WHEREAS, the County of Sullivan has previously submitted Farmland Protection Implementation Grants and in previous years has agreed to serve as a co-holder of these agricultural conservation easement projects;

WHEREAS, the County of Sullivan, if awarded the contract, will co-hold the agricultural conservation easements with a qualified land trust for the farmland of Wilfred and Arlene Hughson and the farmland of Robert and Naomi Franklin; and

NOW, THEREFORE, BE IT RESOLVED, that the Sullivan County Legislature hereby authorizes the County Manager, Chairman of the County Legislature, and / or their authorized representative (*as required by the funding source*) to execute any and all necessary documents to submit the 2015 Hudson Valley Agricultural Enhancement Program grant application for funding; and

BE IT FURTHER RESOLVED, that the Sullivan County Legislature hereby authorizes the County Manager, and / or Chairman of the County Legislature (*as required by the funding source*) to accept the award, and enter into an award agreement or contract to administer the funding secured, in such form as the County Attorney shall approve; and

BE IT FURTHER RESOLVED, that the Sullivan County Legislature does hereby authorize the County Manager, and / or Chairman of the County Legislature (*as required by the funding source*) to apply for and accept this grant funding while also authorizing the Division of Planning and Environmental Management to administer this funding from the New York State Department of Agriculture and Markets and to provide the in-kind services necessary to administer this funding; and

BE IT FURTHER RESOLVED, that should the 2015 Hudson Valley Agricultural Enhancement Program 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** _____ , put to a vote, unanimously carried and declared duly adopted on motion

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**RESOLUTION INTRODUCED BY PLANNING, ENVIRONMENTAL
MANAGEMENT AND REAL PROPERTY COMMITTEE TO
CORRECT THE 2016 TAX ROLL OF THE TOWN OF
MAMAKATING FOR TAX MAP #2.-1-26**

WHEREAS, an application dated January 11, 2016 having been filed by John & Tatjana Burburan with respect to property assessed to said applicant on the 2016 tax roll of the Town of Mamakating Tax Map #2.-1-26 pursuant to Section 554 of the Real Property Tax Law, to correct a clerical error on the taxable portion of the tax roll due to an incorrect entry on the tax roll of a releived school tax which has been previously paid; and

WHEREAS, the Director of Real Property Tax Services has duly investigated the application and filed his report dated January 13, 2016 recommending the Sullivan County Legislature approve said application; and

WHEREAS, this legislature has duly examined the application and report and does find as follows:

(a) That the application be approved because of a clerical error.

NOW, THEREFORE, BE IT RESOLVED, that the application be approved upon the grounds herein set forth; and

BE IT FURTHER RESOLVED, that the Chairman of the County Legislature be and he hereby is directed to note the decision of this legislature on the application, execute an order to such effect to the officer having custody of the tax roll, send notice of approval to the applicant and file a copy of the records of this proceeding with the Clerk of the County Legislature; and

BE IT FURTHER RESOLVED, that the amount of any tax corrected pursuant to this Resolution shall be a charge upon the said municipal corporation or special district to the extent of any such municipal corporation or special district taxes that were so levied and that the amount so charged to any such municipal corporation or special district shall be included in the next ensuing tax levy and to the extent that the levy made pursuant to this resolution includes a releived school tax, the Treasurer shall charge back such amount in accordance with law.

Moved by _____,
Seconded by _____,
and adopted on motion _____ day of _____, 2016.

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