



## AGENDA

### Legislative Monthly Meeting for April 20, 2017 at 2:00PM

Call to Order

Pledge of Allegiance

Roll Call of Legislators

Presentation:

Public Health Works Honor Roll

Communications

Public Comment

#### Resolutions:

1. Enact a Local Law to Raise the legal Age for Purchase of Tobacco Products in Sullivan County to 21 (**Untable and Roll Call**)
2. Create one (1) Probation Officer position in the Sullivan County Department of Probation
3. Upgrade two (2) positions in the Department of Family Services
4. Create the position of Task Force Officer SSTF
5. Reclassify a position in the Department of Public Health Services
6. Authorize a stipend for the Deputy Public Health Director
7. Amend Resolution No. 97-17 regarding salaries of Parks/Recreation part-time and seasonal employees
8. Modify the 2016 County Budget
9. Modify the 2016 and 2017 County Budget
10. Amend the Capital Plan for the Electrical Vault and Back-up Generator at the SCIA (**Roll Call**)
11. Apportion the Mortgage Tax
12. Approve a Sullivan County Revolving Loan
13. Authorize contracts with municipalities for participation in the County's 2017 Cleanup Initiative
14. Establish county policy to lower flags Half Staff in honor and memoriam of a Sullivan County Veteran or native of Sullivan County (**needs to be amended**)
15. Support Solarize Sullivan
16. Adopt Program Guidelines and allocate funding for the Electric Vehicle Infrastructure Reimbursement Program for calendar year 2017
17. In support of the Mid-Hudson Street Light Consortium
18. Authorize coordinator and funding of a Countywide Litter Pluck Event
19. Amend Resolution 50-16 continuation of grant renewal and submission of 2016 RSVP Grant
20. Authorize continuation of grant renewal and submission of 2017 RSVP Grant
21. Authorize submission of an application to Walmart for a Community Grant
22. Authorize preparation and submission of RBDG Grant
23. Authorize application and accept FY2018 Police Traffic Safety Grant
24. Authorize application to Bureau of Justice Assistance for Bulletproof Vest Partnership FY 2017
25. Amend Resolution No. 449-16 to change name to Hudson Valley Care Coalition
26. Authorize contract for conventional chip sealing of portions of various county roads
27. Authorize contract with Sullivan County Paving for resurfacing portions of various county roads
28. Authorize contract with NYSDOT and FAA

Public Hearing on Proposed Local Law Raising Age to 21 to Purchase Tobacco Products 1:50PM

29. Authorize contract with Amstar of Western New York, Inc., bridge painting project
30. Authorize contract for consultant engineering design for CB 360 Rehabilitation Project
31. Authorize contract with Healthlink, NY
32. Authorize contract for the provision of professional services
33. Authorize contract with NYSDOH for funding of the Rabies Program
34. Authorize contract with ADM Interiors, Inc for vertical blinds in the S.C. Courthouse
35. Authorize contract with ASSA Abloy Entrance Systems Inc
36. Authorize contract with Sullivan County Paving for CB 98 Project
37. Authorize contract with Pepsi Cola of the Hudson Valley
38. Authorize contract modification with Advanced Testing Co., Inc.
39. Authorize Law Enforcement Services proposal with United State Department of Interior and National Park Service for river patrol services
40. Convey LI 106.-1-3 and LI 27.-2-5 to Mannin Property Holdings, LLC
41. Convey FA 11.-1-28.2 to Pinson
42. Convey FA 58.G-2-6, 2-9, H-2-2. I-1-21, J-1-8 and J-3-6 to Artarch USA LLC
43. Convey BE 51.-1-48 to the Town of Bethel
44. Correct 2015 Tax Roll DE 11.A-1-e to Dannic Trust
45. Correct 2016 Tax Roll DE 11.A-1-3 to Dannic Trust
46. Correct 2017 Tax Roll DE 11.A-1-3 to Dannic Trust
47. Correct 2017 Tax Roll CO 18.-1-5 to Peculic
48. Correct 2017 Tax Roll BE 8.-1-3.2 to Congregation Toldos Refuel
49. Correct 2017 Tax Roll TH 118.-6-16 to Cahalan
50. Adopt Guidelines for the 2017 Plans and Progress Small Grants Program

**Full Board Addendum**

**Recognition of Legislators**

**Announcements from Chair**

**Adjournment or Close**

To be untabled on April 20, 2017 at Full Board

**RESOLUTION INTRODUCED BY THE HEALTH AND FAMILY SERVICES  
COMITTEE**

**RESOLUTION TO ENACT A LOCAL LAW TO RAISE THE LEGAL AGE FOR  
PURCHASE OF TOBACCO PRODUCTS IN SULLIVAN COUNTY TO 21**

**WHEREAS**, proposed Local Law entitled "A Local Law To Raise the Legal Age for Purchase of Tobacco Products in Sullivan County to 21", was presented to the Sullivan County Legislature at a meeting held on March 16, 2017, at the County Government Center, Monticello, New York, to consider said proposed local law and notice of public hearing having been duly published and posted as required by law, and said public hearing having been held and all persons appearing at said public hearing deeming to be heard, and

**NOW, THEREFORE, BE IT RESOLVED**, that the Sullivan County Legislature does hereby enact and adopt this Local Law entitled "A Local Law To Raise the Legal Age for Purchase of Tobacco Products in Sullivan County to 21", County of Sullivan, State of New York, which local law is annexed hereto and made a part hereof.

Moved by \_\_\_\_\_,  
Seconded by \_\_\_\_\_,  
and adopted on motion \_\_\_\_\_, 2017.

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SULLIVAN COUNTY LEGISLATURE

**A LOCAL LAW TO RAISE THE LEGAL AGE FOR PURCHASE OF TOBACCO PRODUCTS IN SULLIVAN COUNTY TO 21**

**BE IT ENACTED**, by the County Legislature of the County of Sullivan, New York, as follows:

**Section 1. Legislative Findings and Intent.**

The sale in Sullivan County of tobacco and related products to individuals under twenty-one years of age should be prohibited in order to:

- a) Further the goals of New York State's tobacco use prevention and control program, as identified in New York State Public Health Law §1399-ii;
- b) Respond to the fact that tobacco is the leading cause of preventable death and disease in New York State;
- c) Respond to findings made by the Institute of Medicine, which prepared a report at the request of the U.S. Food and Drug Administration entitled "Public Health Implications of Raising the Minimum Age of Legal Access to Tobacco Products," concluding and suggesting that:
  - i. Adolescent brains are uniquely vulnerable to the effects of nicotine;
  - ii. A younger age of initiation is strongly associated with greater nicotine dependence and is also associated with greater intensity and persistence of smoking beyond adolescence and into adulthood;
  - iii. Almost one in five high school seniors is a current cigarette smoker;
  - iv. Underage users rely primarily on social sources, such as friends and family, to acquire tobacco, and most of these sources are likely to be between eighteen and twenty years old;
  - v. Raising the minimum legal age to twenty-one will mean that those who can legally obtain tobacco are less likely to be in the same social networks as high school students;
  - vi. Delaying initiation rates will likely decrease the prevalence of tobacco users in the U.S. population; and
  - vii. Raising the minimum legal age will likely immediately improve the health of adolescents and young adults by reducing the number of those with adverse physiological effects;
- d) Address the fact that, when adjusted for age, 24.5 % of adults in Sullivan

County smoke, which contributes to Sullivan County having the second worst ranking of overall health in the State;

- e) Respond to findings that most of those addicted to tobacco, start using tobacco before twenty-one years of age;
- f) Respond to the growing rates of electronic cigarette use among youth, which expose users to unhealthy levels of nicotine and other unknown harmful chemicals;
- g) Reduce the exposure of our youth to disease-causing toxins in secondhand smoke and in chemicals emitted from electronic cigarettes, liquid nicotine, shisha, herbal cigarettes, and other Prohibited Products as defined herein;
- h) Apply evidence-based strategies to address the public health issues that result from tobacco use including but not limited to cancer, heart disease, and lung disease;
- i) Prevent exposure of youth, who are particularly susceptible to addiction, to the chemically addictive effects of tobacco and related products, in an effort to improve public wellness and reduce health insurance expenditures; and
- j) Protect young Sullivan County residents from the unregulated and unknown effects of electronic cigarettes, herbal cigarettes, and other Prohibited Products.

**Section 2. Definitions.**

- a. "Prohibited Products" means Tobacco Products, Electronic Cigarettes, Smoking Paraphernalia and any other products the sale of which is prohibited by New York State Public health Law Article 13-F, as may be amended from time to time.
- b. "Tobacco Products" means any product made or derived from tobacco or which contains nicotine marketed or sold for human consumption, whether consumption occurs through inhalation or oral or dermal absorption. Tobacco product does not include drugs, devices, or combination products authorized for sale by the state or United States Food and Drug Administration, as those terms are defined in the Federal Food, Drug and Cosmetic Act. Examples of "Tobacco Products" include cigarettes, cigars, chewing tobacco, powdered tobacco, shisha, bidis, gutka, nicotine water, herbal cigarettes, electronic cigarettes, liquid nicotine, snuff, rolling papers, and smoking paraphernalia.
- c. "Bidis" means a product containing tobacco that is wrapped in Temburni leaf (*diospyros melanoxylon*) or tendra leaf (*diospyros exculpra*), or any other product offered to consumers as "beedies" or "bidis";
- d. "Electronic Cigarettes" means an electronic device that, when activated, produces an aerosol that may be inhaled. "Electronic Cigarette" includes any component, part, but not accessory, and any liquid or other substance to be aerosolized, whether or not separately sold. Electronic Cigarette does not include drugs,

devices, or combination products authorized for sale by the state or United States Food and Drug Administration, as those terms are defined in the Federal Food, Drug and Cosmetic Act. ;

- e. "Smoking Paraphernalia" shall include those terms defined in New York State Public Health Law Article 13-F.
- f. "Enforcement Officer" means the Public Health Director of Sullivan County or her designee.
- g. "School" means any structure and surrounding outdoor grounds contained within a public or private pre-school, nursery school, elementary or secondary school's legally defined property boundaries as registered in a county clerk's office.

### **Section 3. Policy.**

- a) The sale of Prohibited Products to those under the age of twenty-one is prohibited in Sullivan County.
- b) The identification requirements contained in New York State Public Health Law Article 13-F Section 1399-cc(3), as the same may be amended from time to time, are hereby incorporated into this law by reference, except that the age to be proven by such identification shall be twenty-one.
- c) Prohibited Products may not be sold in vending machines located in the County.
- d) No person operating a place of business wherein Prohibited Products are sold or offered for sale shall sell, permit to be sold, offer for sale or display for sale any Prohibited Product in any manner, unless such Product is stored for sale (a) behind a counter in an area accessible only to the personnel of such business, or (b) in a locked container; provided, however, such restriction shall not apply to tobacco businesses as defined in subdivision eight of §1399-aa of New York State Public Health Law Article 13-F, as the same may be amended from time to time, and to places to which admission is restricted to persons twenty-one years of age or older.

### **Section 4. Posting of Signs.**

- a) Vendors of Prohibited Products shall post a sign in a conspicuous place imprinted with the statement "SALE OF CIGARETTES, CIGARS, CHEWING TOBACCO, POWDERED TOBACCO, SHISHA, BIDIS, GUTKA OR OTHER TOBACCO PRODUCTS, HERBAL CIGARETTES, LIQUID NICOTINE, ELECTRONIC CIGARETTES, ROLLING PAPERS, OR SMOKING PARAPHERNALIA, TO

PERSONS UNDER TWENTY-ONE YEARS OF AGE, IS PROHIBITED BY LOCAL LAW.”

- b) Such sign shall be printed on a white card in red letters at least one-half inch in height. Signs shall be protected from tampering, damage, removal, or concealment.
- c) No sale of Prohibited Products shall occur within one thousand (1000) feet of a school. This provision shall not apply to any business within one thousand (1000) feet of a school that sells Prohibited Products at the time this Local Law is adopted, but shall apply upon change in ownership of such business.

**Section 5. Enforcement.**

- a) The Enforcement Officer is charged with ensuring compliance with this Local Law.
- b) For a violation of this Law which does not constitute a violation of New York State Public Health Law:
  - i. The Enforcement Officer may issue and serve upon the person complained against a written hearing notice, together with the complaint made against him or her. The Complaint shall specify the provision(s) of this Local Law of which such person is alleged to be in violation, accompanied by a statement of the manner in which that person is alleged to have violated it, and shall require the person so complained against to answer the charges of such complaint at a public hearing before the Enforcement Officer or her designated hearing officer, at a specified location, date, and time, not fewer than fifteen (15) days after the date of service of the notice;
  - ii. Notwithstanding the above, the Enforcement Officer or her designee may, in her discretion, offer a proposed stipulation to the person complained against, in which case the person complained against will have the option of executing the proposed stipulation within any time frame specified, or proceeding with a formal hearing;
  - iii. When the Enforcement Officer determines after a hearing that a violation of this Local Law has occurred, a civil penalty may be imposed by the Enforcement Officer pursuant to Section 6 of this Local Law. Nothing herein shall be construed as prohibiting an Enforcement Officer from commencing a proceeding for injunctive relief to compel compliance with this Local Law;
  - iv. Any person who desires to register a complaint under this Local Law may do so through the Enforcement Officer;
  - v. The decision of the Enforcement Officer shall be reviewable pursuant to Article 78 of the Civil Practice Law and Rules; and

- vi. The Enforcement Officer, subsequent to any appeal having been finally determined, may bring an action in a court of proper jurisdiction to recover the civil penalty assessed in accordance with Section 6 of this Local Law.

**Section 6. Violations and Penalties.**

Any person who violates any provision of this article shall be subject to the imposition of a civil penalty by the Enforcement Officer, a minimum of \$300.00 but not to exceed \$1000.00 for a first violation, and a minimum of \$500.00, but not to exceed \$1,500.00 for each subsequent violation.

**Section 7. Severability.**

If any clause, sentence, paragraph, subdivision, section, or part of this Local Law or the application thereof to any person, individual, corporation, firm, partnership, or business shall be adjudged by any court of competent jurisdiction to be invalid or unconstitutional, such order or judgment shall not affect, impair, or invalidate the remainder thereof but shall be confined in its operation to the clause, sentence, paragraph, subdivision, section, or part of this law, or in its specific application.

**Section 8. Reverse Preemption.**

The Local Law shall be null and void on the day that Statewide or Federal legislation goes into effect incorporating either the same or substantially similar provisions as contained in this Local Law, or in the event that a pertinent State or Federal Agency promulgates regulations that preempt the provisions of this Law.

**Section 9. Effective Date.**

This local law shall become effective September 1, 2017



**RESOLUTION INTRODUCED BY PERSONNEL COMMITTEE TO CREATE ONE (1) PROBATION OFFICER POSITION IN THE SULLIVAN COUNTY DEPARTMENT OF PROBATION**

**WHEREAS**, the County recruits for entry level Probation Officer positions for the title of Probation Officer Trainee; and

**WHEREAS**, an employee in the position of Probation Officer Trainee who successfully completes his/her probationary term and training, is automatically qualified for and becomes a Probation Officer after the completion of one year as a Probation Officer Trainee pursuant to Rule XIV of the Rules for the Classified Service of the County of Sullivan; and

**WHEREAS**, there is an employee in position number 0592 in the Sullivan County Department of Probation who had successfully completed his one year term as a Probation Officer Trainee on February 16, 2017; and

**WHEREAS**, there is currently no vacant Probation Officer position to place this employee into requiring the County to create a new Probation Officer position; and

**WHEREAS**, once this new Probation Officer position is created and filled by said employee, the Probation Officer Trainee position shall remain vacant until such time as a vacancy occurs in a Probation Officer position or higher by promotion, resignation, retirement or termination.

**NOW, THEREFORE, BE IT RESOLVED**, that the Sullivan County Legislature creates a new position of Probation Officer in the Sullivan County Department of Probation, effective February 17, 2017 and compensated in accordance with the Teamsters Salary Schedule.

**Moved by** \_\_\_\_\_,  
**Seconded by** \_\_\_\_\_,  
**and adopted on motion** \_\_\_\_\_, 2017.

**RESOLUTION NO.                    INTRODUCED BY THE PERSONNEL COMMITTEE TO UPGRADE  
TWO POSITIONS IN THE DEPARTMENT OF FAMILY SERVICES**

**WHEREAS**, the Temporary Assistance (TA) Unit of the Department of Family Services (DFS) provides Public Assistance (PA), SNAP (Supplemental Nutrition Assistance Program), HEAP (Home Energy Assistance Program) and Medicaid Assistance (MA) to the residents of Sullivan County who are in need of this assistance; and

**WHEREAS**, the TA unit administers employment programs designed to provide support and direction to clients who receive PA to secure and retain permanent employment; and

**WHEREAS**, the need for a supervisory position over the support staff in the TA Unit is being provided by a Senior Account Clerk; and

**WHEREAS**, the need for oversight of the employment programs administered by the DFS is provided by a Senior Social Welfare Examiner; and

**WHEREAS**, job reclassification forms were filed to upgrade both of these positions from Senior Account Clerk to Senior Account Clerk/Typist and Senior Social Welfare Examiner to Employment Services Coordinator, they were reviewed and approved by the Personnel Department; and

**NOW, THEREFORE, BE IT RESOLVED**, that Senior Account Clerk, Budget Position #257, will be upgraded to the title of Senior Account Clerk/Typist in the Department of Family Services; and

**BE IT FURTHER RESOLVED**, the Senior Social Welfare Examiner, Budget Position #255, will be upgraded to the title of Employment Services Coordinator; and

**BE IT FURTHER RESOLVED**, the salary for these positions will be retroactive to January 1, 2017.

Moved by \_\_\_\_\_,

Seconded by \_\_\_\_\_,

And adopted on motion \_\_\_\_\_, 2017.

**RESOLUTION NO.            INTRODUCED BY THE PERSONNEL COMMITTEE TO  
CREATE THE POSITION OF TASK FORCE OFFICER SSTF.**

**WHEREAS**, there is currently a need to create a position within the Sullivan County District Attorney's Office; and

**WHEREAS**, Sullivan County, like the rest of the nation, has experienced an increase in drug related crimes as a direct result of opiates and that the Legislature finds that this serious problem needs additional attention through criminal investigations; and

**WHEREAS**, the Federal Bureau of Investigation's Safe Streets Task Force has been working in and around Sullivan County, with a specific emphasis on narcotics and gang related activities and over the last two years, in Sullivan County, over 120 arrests have been made by this task force; and

**WHEREAS**, the District Attorney and the FBI Safe Streets Task Force have agreed that the addition of a District Attorney's Investigator to this Task Force would increase our enforcement abilities and further address a growing need for investigations in this critical area; and

**WHEREAS**, the District Attorney has requested that the Personnel Officer create a title of Task Force Officer SSTF to encompass the duties to be performed in this new position to attack the opioid epidemic and gang related activities;

**NOW, THEREFORE, BE IT RESOLVED:**

1. The Sullivan County Legislature hereby authorizes the creation of the position of Task Force Officer SSTF in the District Attorney's office.
2. The Sullivan County Legislature hereby sets the salary for the position of Task Force Officer SSTF at \$67,835.00/year.

**Moved by** \_\_\_\_\_,  
**Seconded by** \_\_\_\_\_,  
**and adopted on motion** \_\_\_\_\_, 2017.

**RESOLUTION NO.                    INTRODUCED BY THE PERSONNEL COMMITTEE TO  
RECLASSIFY A POSITION IN THE DEPARTMENT OF PUBLIC HEALTH SERVICES**

**WHEREAS**, there is currently an employee in the position ( Position number 244) designated as Account Clerk in the Department of Public Health Services; and

**WHEREAS**, the intake unit of the Certified Home Health Care program processes hundreds of referrals for patients needing home care services each month, and the Public Health Department is in need of a Senior Account Clerk to meet the workload needs of the Department,

**WHEREAS**, the Director of Public Health recommends after discussion with the Personnel Officer, that the title should be reclassified to Senior Account Clerk. This will include current duties and the reassignment of additional duties to meet additional workload needs of the Department, and that said employee is eligible to be appointed from the Certified list for Senior Account Clerk

**NOW, THEREFORE, BE IT RESOLVED**, that the Sullivan County Legislature hereby authorizes the reclassification of position number 244 in the Department of Public Health Services from Account Clerk to Senior Account Clerk effective immediately.

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

**RESOLUTION NO.            INTRODUCED BY PERSONNEL COMMITTEE TO  
AUTHORIZE A STIPEND FOR THE DEPUTY PUBLIC HEALTH DIRECTOR IN THE  
DEPARTMENT OF PUBLIC HEALTH SERVICES**

**WHEREAS**, pursuant to Resolution No. 71-17 the Sullivan County Legislature authorized the County Manager to enter into an agreement between New York University School of Medicine for the term of 1/01/2017 to 12/31/2018

**WHEREAS**, the above agreement allows Sullivan County Public Health Service to aid in the research using survey methods, with the Project entitled “Enhancing Rural Health Surveillance in New York State by Using Geospatial Analysis to Identify Local Hotspots of Disease”; and

**WHEREAS**, the Deputy Public Health Director will be the designated employee administering the above grant on behalf of Sullivan County Public Health Services which will increase the responsibilities of the position; and

**WHEREAS**, there is an allotted amount of money from the grant to allow for a stipend to the employee that is administering the grant.

**NOW, THEREFORE, BE IT RESOLVED**, that the Sullivan County Legislature hereby authorizes a stipend in the amount of \$5,020.00 annually to be assigned to the Deputy Public Health Director for the remaining term of the grant; and

**BE IT FURTHER RESOLVED**, that said stipend cease upon the end date of the grant, 12/31/2018.

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

**RESOLUTION NO -17 INTRODUCED BY PERSONNEL COMMITTEE TO AMEND  
RESOLUTION NO. 97-17**

**WHEREAS**, Resolution No. 97-17, adopted by the Sullivan County Legislature on March 16, 2017 set the salaries of the Parks and Recreation Department Part-time and Seasonal employees pursuant to New York State minimum wage ; and

**WHEREAS**, there was a change in the titles of certain seasonal positions in April 2016 and the adopted "Schedule A" did not contain some of the correct titles; and

**NOW, THEREFORE, BE IT RESOLVED**, that the Sullivan County Legislature hereby adopts the attached amended "Schedule A" effective December 31, 2016.

**Moved by,  
seconded by**

"Schedule A"

Parks and Recreation Department Part-time and Seasonal Salary Recommendations

Position	Hourly Rate w/No Experience for 2017	Hourly Rate w/No Experience for 2018	Hourly Rate w/No Experience for 2019	Hourly Rate w/No Experience for 2020	Hourly Rate w/No Experience for 2021	Additional Per Each Year of Experience
Laborer I (Seasonal)	\$9.70	\$10.40	\$11.10	\$11.80	\$12.50	25 cents
Park Entry Attendant	\$9.70	\$10.40	\$11.10	\$11.80	\$12.50	25 cents
Student Worker (Seasonal)	\$9.70	\$10.40	\$11.10	\$11.80	\$12.50	25 cents
Museum Interpreter	\$9.70	\$10.40	\$11.10	\$11.80	\$12.50	25 cents
Laborer I (Seasonal), CT Leader	\$10.70	\$11.40	\$12.10	\$12.80	\$13.50	25 cents
Lifeguard	\$11.20	\$11.90	\$12.60	\$13.30	\$14.00	50 cents
Park Manager	\$17.20	\$17.90	\$18.60	\$19.30	\$20.00	50 cents

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Visitors Experience Assoc.	\$11.95	\$12.65	\$13.35	\$14.05	\$14.75	25 cents
Senior Visitors Experience Assoc.	\$12.95	\$13.65	\$14.35	\$15.05	\$15.75	25 cents
Asst. Site Manager	\$12.95	\$13.65	\$14.35	\$15.05	\$15.75	25 cents
Site Manager	\$14.95	\$15.65	\$16.35	\$17.05	\$17.75	25 cents

NYS Minimum Wage Rates:

as of December 31, 2016 - \$9.70/hr  
as of December 31, 2017 - \$10.40/hr  
as of December 31, 2018 - \$11.10/hr  
as of December 31, 2019 - \$11.80/hr  
as of December 31, 2020 - \$12.50/hr



**RESOLUTION NO. INTRODUCED BY MANAGEMENT AND BUDGET  
COMMITTEE TO MODIFY THE 2016 COUNTY BUDGET**

**WHEREAS**, the County of Sullivan Budget requires modification,

**NOW, THEREFORE, BE IT RESOLVED**, that the attached budgetary transfers for 2016 be authorized.

**Moved by:**

**Seconded by:**

Year End Budget Modifications (Resolution)#5  
 Modifications to the 2016 Sullivan County Budget

G/L Account	Revenue		Appropriation	
	Increase	Decrease	Increase	Decrease
A-4010-207-80-8002 Employee Benefits - Health Ins			33,000	1,400
A-4050-10-1011 Personal Services - Regular Pay				
A-4050-80-8001 Employee Benefits - FICA/Mcr			2,545	
A-4050-80-8002 Employee Benefits - Health Ins			22,373	
A-4050-80-8005 Employee Benefits - Retirement			6,900	
A-4050-80-8006 Employee Benefits - Workers Comp			3,935	
A-4010-22-10-1011 Personal Services - Reg Pay				309,000
A-4010-33-40-4014 Contract Therapy				64,400
A-4010-33-80-8001 Employee Benefits - FICA/MCR				35,874
A-4010-33-80-8002 Employee Benefits - Health Ins				91,520
A-4010-33-80-8005 Employee Benefits - Retirement				49,020
A-4010-33-80-8006 Employee Benefits - Workers Comp				15,350
A-4010-33-80-8007 Employee Benefits - Disability				3,222
A-4010-34-10-1011 Personal Services - Regular Pay				25,830
A-4010-34-40-4005 Contract - Dietician/Nutrition Services				400
A-4010-34-40-4013 Contract - Contract Other				3,531
A-4010-34-40-4014 Contract - Therapy				188,988
A-4010-34-40-4024 Contract - Personal Care				7,645
A-4010-34-80-8001 Employee Benefits - FICA/MCR				2,052
A-4010-34-80-8002 Employee Benefits - Health Ins				8,940
A-4010-34-80-8006 Employee Benefits - Workers Comp				456
A-4046-47-4742 Department - Medical/Dental				3,000
A-4010-207-R1610-R247 Home Nursing Charge Misc Fee/Reimb	30,958			
A-4050-R2705-R338 Gift/Donation Other	1,500			
A-4050-R3401-R167 State Aid - Departmental Aid		5,341		
A-4010-33-R1610-R247 Home Nursing Charge Misc Fee/Reimb		719,367		
A-4010-33-R2280-R247 Health Services Other Gov Misc Fee/Reimb		48,125		
A-4046-R3446-R167 State Aid/Handicapped Child Dept Aid		1,500		
A-4082-43-4302 WIC Computer Hardware Purchase/Lease			3,397	

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Year End Budget Modifications ( Resolution)#5  
 Modifications to the 2016 Sullivan County Budget

G/L Account	Revenue	Revenue	Appropriation	Appropriation
	Increase	Decrease	Increase	Decrease
A-4082-R3450-R167 State Aid Other Public Health Department Aid	587			
A-4082-R4482-R167 Fed Aid Wic Program Departmental Aid	2,810			
A-4010-206-R4401-R167 Fed Aid Public Health Dept Aid	3,200			
A-4050-R3401-R171 State Aid Public Health Diagnostic/Treatment	14,380			
A-4050-R4401-R233 Fed Aid Public Health Lead	4,828			
A-4059-R1621-R183 Early Intervention Early Care	350,378			
A-4059-R2701-R338 Refund Prior Year Expense Other	586			
A-4059-R3277-R339 St Aid Education Handcp Child Early Care Admin	187,490			
A-4082-R3450-R167 State Aid Other Public Health Department Aid	3,366			
A-4010-206-R3401-R167 State Aid Public Health Departmental Aid		3,200		
A-4050-R1610-R247 Home Nursing Charge Misc Fee/Reimb		19,208		
A-4059-R3277-R183 State Aid Education Handcp Child Early Care		538,454		
A-4082-R4482-R167 Fed Aid Wic Program Departmental Aid		3,366		
<b>General Fund Total</b>	<b>600,083</b>	<b>1,338,561</b>	<b>72,150</b>	<b>810,628</b>
V-9901-90-9001 Interfund Transfer County Road			1,313,951	
<b>Debt Service Fund</b>	-	-	<b>1,313,951</b>	-
D-9998-R5031-R166 Interfund Transfer Debt Service Fund	1,313,951			
<b>County Road Fund</b>	<b>1,313,951</b>	-	-	-

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**RESOLUTION NO. INTRODUCED BY MANAGEMENT AND BUDGET  
COMMITTEE TO MODIFY THE 2016 & 2017 COUNTY BUDGET**

**WHEREAS**, the County of Sullivan Budget requires modification,

**NOW, THEREFORE, BE IT RESOLVED**, that the attached budgetary transfers for 2016 & 2017 be authorized.

**Moved by:**

**Seconded by:**

Year End Budget Modifications ( Resolution)  
 Modifications to the 2016 RESO Needed # 4 Sullivan County Budget

G/L Account	Revenue Increase	Revenue Decrease	Appropriation Increase	Appropriation Decrease
A-1620-21-47-4717 - DEPT BLDG/PROP/EQUIP REPAIRS&MAINTNCE				122
A-1620-22-45-4505 - SPEC DEPT SUPPLY BLDG/PROP MAINTENANCE				851
A-1620-23-45-4505 - SPEC DEPT SUPPLY BLDG/PROP MAINTENANCE				112
A-1620-23-47-4717 - DEPT BLDG/PROP/EQUIP REPAIRS&MAINTNCE				46
A-1620-25-47-4717 - DEPT BLDG/PROP/EQUIP REPAIRS&MAINTNCE				122
A-1620-27-47-4717 - DEPT BLDG/PROP/EQUIP REPAIRS&MAINTNCE				152
<b>General Fund Total</b>				<b>1,405</b>
D-5110-47-40-4038 - CONTRACT CONSTRUCTION			99,294	
D-5142-40-4001 - CONTRACT AGENCIES			69,067	
D-5142-45-4546 - SPEC DEPT SUPPLY BULK ROAD AND BAG SALT				103,308
D-9998-R2302-R235 - SNOW REMVL SERV OTHR GOV LOCAL GOVRNMNT	69,067			
D-9998-R3501-R120 - ST AID CONSOLIDTD HGHWY CAPITAL	99,294			
<b>Count Road Fund Total</b>	<b>168,361</b>	-	<b>168,361</b>	<b>103,308</b>
DM-5130-48-45-4538 - SPEC DEPT SUPPLY TIRES				1,894
DM-5130-48-45-4540 - SPEC DEPT SUPPLY PARTS/FLUIDS/FILTERS				1,571
DM-5130-49-47-4717 - DEPT BLDG/PROP/EQUIP REPAIRS&MAINTNCE				890
<b>Road Machinery Fund Total</b>				<b>4,355</b>

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**March 2017 Budget Modifications ( Resolution)  
Modifications to the 2017 Sullivan County Budget**

G/L Account	Revenue		Revenue		Appropriation	
	Increase	Decrease	Increase	Decrease	Increase	Decrease
A-1620-21-47-4717 - DEPT BLDG/PROP/EQUIP REPAIRS&MAINTNCE					122	
A-1620-22-45-4505 - SPEC DEPT SUPPLY BLDG/PROP MAINTENANCE					851	
A-1620-23-45-4505 - SPEC DEPT SUPPLY BLDG/PROP MAINTENANCE					112	
A-1620-23-47-4717 - DEPT BLDG/PROP/EQUIP REPAIRS&MAINTNCE					46	
A-1620-25-47-4717 - DEPT BLDG/PROP/EQUIP REPAIRS&MAINTNCE		15,165				
A-1620-25-47-4717 - DEPT BLDG/PROP/EQUIP REPAIRS&MAINTNCE					122	
A-1620-25-R3021-R260 - ST AID COURT FACILITY OPERATION/MAINTENANCE	15,165					
A-1620-27-47-4717 - DEPT BLDG/PROP/EQUIP REPAIRS&MAINTNCE					152	
A-1680-43-4303 - COMPUTER SOFTWARE PURCHASE/LEASE			22,500			
A-1680-43-4304 - COMPUTER MAINTENANCE/SERVICE FEES			3,375			
A-1680-R1289-R247 - GEN GOV DEPT INCOME MISC FEE/REIMBURSMNT	25,875					
A-1989-99-47-4736- DEPT CONTINGENT						327
A-1920-47-4703 - DEPT DUES					327	
A-3110-29-47-4724 - DEPT DRUG FORFEITURE PROCEEDS NYS					1,620	
A-3110-29-47-4724 - DEPT DRUG FORFEITURE PROCEEDS NYS					1,300	
A-3110-29-R2626-R247 - FORFEITR CRIME PROCDs MISC FEE/REIMBURSMNT	1,620					
A-4010-206-42-4207 - OFFICE FURNITURE			1,310			
A-4010-206-R1689-R248 - HEALTH DEPT INCOME MISC LOCAL GRANTS	1,310					
A-4010-35-45-4501 - SPEC DEPT SUPPLY SPEC DEPT SUPPLY MISC/OTHER		622				
A-4010-35-R3401-R167 - ST AID PUBLIC HEALTH DEPARTMENTAL AID	622					
A-4082-47-4774 - DEPT PUBLIC HEALTH EDUCATION		7,200				
A-4082-R3450-R167 - ST AID OTHR PUBLIC HEALTH DEPARTMENTAL AID	1,243					
A-4082-R4482-R167 - FED AID WIC PROGRAM DEPARTMENTAL AID	5,957					
A-6010-38-41-4106 - AUTO/TRAVEL REPAIRS/MAINTENANCE						160
A-6010-38-46-4612 - MISC SERV/EXP EMPL TRAINING					2,000	
A-6010-57-R3610-R104 - ST AID FAMILY SERV ADMINISTRATION	920					
A-6010-57-R4610-R228 - FED AID DFS ADMIN JOBS TITLE XX	920					
A-6293-40-4013 - CONTRACT CONTRACT OTHER		50,000				
A-6293-R4790-R167 - FED AID JOB TRAINING DEPARTMENTAL AID	50,000					

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General Fund Total	103,632.0	100,172.0	6,652	487
D-5020-40-4006 - CONTRACT ENGINEER/ARCHITECT/DESIGN SERV				
D-5110-45-45-4521 - SPEC DEPT SUPPLY CULVERT PIPE			272,000	
D-5142-45-4546 - SPEC DEPT SUPPLY BULK ROAD AND BAG SALT			103,308	6,800
D-9998-R2300-R193 - TRANSPRT SERV OTHR GOV ENGINEERING	6,800			
D-9998-R4589-R193 - FED AID OTHR TRANSPRT ENGINEERING	258,400			
<b>County Road Fund</b>	<b>265,200.0</b>		<b>375,308</b>	<b>6,800</b>
DM-5130-48-45-4538 - SPEC DEPT SUPPLY TIRES			1,894	
DM-5130-48-45-4540 - SPEC DEPT SUPPLY PARTS/FLUIDS/FILTERS			1,571	
DM-5130-49-47-4717 - DEPT BLDG/PROP/EQUIP REPAIRS&MAINTNCE			890	
<b>Road Machinery Fund</b>			<b>4,355</b>	

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**RESOLUTION INTRODUCED BY THE MANAGEMENT AND BUDGET COMMITTEE TO AMEND THE CAPITAL PLAN FOR THE ELECTRICAL VAULT AND BACK-UP GENERATOR AT THE SULLIVAN COUNTY AIRPORT**

**WHEREAS**, the Department of Public Works is responsible for the maintenance of all County owned buildings, and

**WHEREAS**, the 2017 – 2022 adopted Capital Plan had contemplated the replacement of the electrical vault, equipment and wiring and also the purchase of a back-up generator in 2018, and

**WHEREAS**, the Federal and State funding became available in 2017 creating a need to move the project from 2018 to 2017

**NOW, THEREFORE, BE IT RESOLVED**, that the Legislature of the County of Sullivan, hereby amends the adopted Capital Plan in accordance with Section C2.02(N) of the Sullivan County Charter, upon a two-thirds vote of the membership thereof as follows:

1. Amend the 2017 Capital Plan to include the replacement of the electrical vault, equipment and wiring and purchase of a back-up generator.
  
2. 

Increase Expense Account	H03-5997-21-2103	\$480,000
Decrease Expense Account	A1989-99-47-4735	\$24,000
Increase Revenue Account	H03-5997-R3597-R167	\$24,000
Increase Revenue Account	H03-5997-R4597-R167	\$432,000



**RESOLUTION NO.                    INTRODUCED BY MANAGEMENT AND BUDGET COMMITTEE  
TO APPORTION MORTGAGE TAX**

**WHEREAS**, Section 261 of the Tax Law of the State of New York requires apportionment of the mortgage tax, and

**WHEREAS**, the County Clerk and the County Treasurer have submitted a quarterly report, for the period of October 2016 to December 2016, to the Clerk of the Legislature, and

**WHEREAS**, The County Legislature has apportioned, among the various towns and incorporated villages of the County of Sullivan, the equitable share of the mortgage tax;

**NOW, THEREFORE, BE IT RESOLVED**, that the County Treasurer draw checks for each of the towns and villages the quarterly mortgage tax so apportioned, as follows:

<b>TOWNS</b>	
Bethel	20,961.01
Callicoon	18,283.67
Cochecton	5,129.13
Delaware	7,093.15
Fallsburg	53,164.04
Forestburgh	7,249.35
Fremont	11,136.52
Highland	10,616.18
Liberty	20,145.35
Lumberland	22,369.93
Mamakating	46,144.30
Neversink	11,633.52
Rockland	15,363.32
Thompson	48,470.86
Tusten	10,071.61

<b>VILLAGES</b>	
Bloomington	1,207.67
Jeffersonville	1,170.27
Liberty	3,658.60
Monticello	5,475.33
Woodridge	1,857.74
Wurtsboro	1,924.84

<b>TOTAL</b>	<b>323,126.39</b>
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**Moved by  
adopted on motion**

**seconded by**

**declared duly**

**RESOLUTION NO.                    INTRODUCED BY THE MANAGEMENT & BUDGET  
COMMITTEE TO APPROVE A SULLIVAN COUNTY REVOLVING LOAN**

**WHEREAS**, the Sullivan County Division of Planning & Environmental Management (“Division”) oversees the County Main Street and Agri-Business Revolving Loan Funds funded through grants received from the New York Governor’s Office of Small Cities; and

**WHEREAS**, the Division has submitted the loan report to the Sullivan County Revolving Loan Fund Advisory Board; and

**WHEREAS**, the Advisory Board has considered such loan report and accompanying financial information and approved by majority the loan request listed below contingent upon certain conditions as outlined in the loan commitment letter.

<u>Borrower</u>	<u>Program</u>	<u>Amount</u>
Rick Bishop, Sole Proprietor dba Mountain Sweet Berry Farms	Agri-Business	\$40,000

**NOW, THEREFORE, BE IT RESOLVED**, that the Sullivan County Legislature hereby authorizes the Division to commence with the loan closing process and to have all the necessary documents executed to secure the loan in such form as approved by the County Attorney; and

**BE IT FURTHER RESOLVED**, that the Sullivan County Treasurer is hereby authorized to draw checks for the borrower in the amount indicated above.

**RESOLUTION NO.                    INTRODUCED BY PUBLIC WORKS COMMITTEE TO  
AUTHORIZE THE EXECUTION OF AGREEMENTS WITH MUNICIPALITIES FOR  
PARTICIPATION IN THE COUNTY'S 2017 CLEANUP INITIATIVE**

**WHEREAS**, the county remains committed to continuing its municipal cleanup initiative in 2017; and

**WHEREAS**, an annual no cost cleanup tonnage has been allocated by the County of Sullivan to each municipality in accordance with the attached Schedule A; and

**WHEREAS**, the cost for any and all cleanup tonnage in excess of that indicated in Schedule A shall be charged to those municipalities exceeding their respective tonnage allocation

**NOW, THEREFORE, BE IT RESOLVED**, that the County of Sullivan hereby provides a tonnage allocation, set forth in Schedule A, at no charge to its municipalities in accordance with same; and

**BE IT FURTHER RESOLVED**, that each municipality shall be solely responsible for all disposal costs for cleanup tonnage in excess of their respective allocation at a disposal fee of \$75.00 per ton at the Monticello Transfer Station; and

**BE IT FURTHER RESOLVED**, that the County Manager is hereby authorized to execute agreements with the participating municipalities, said agreements shall be in a form approved by the County Attorney.

Moved by \_\_\_\_\_,  
Seconded by \_\_\_\_\_,  
and adopted on motion \_\_\_\_\_, 2017.

**Option C – Actual 2016 Use / 18%**  
**SULLIVAN COUNTY MUNICIPAL CLEANUP TONNAGE**  
**ALLOCATION 2017**

2016 Legislative Tonnage Allowance: 700 tons    County Population, 2010: 77,547  
Proposed Tonnage Allowance 2017 = 1000 tons

<u>TOWN</u>	<u>POPULATION</u>	<u>2016 Allocation</u>	<u>2017 ALLOCATION</u> <u>=History +18% **:</u>
BETHEL	4255	82.5	101
CALLICOON	2698 *	49	88
COCHECTON	1372	10.5	20
DELAWARE	2670	14.5	61
FALLSBURG	12023 *	80.5	115
FORESTBURGH	819	15.5	19
FREMONT	1381	5.5	7
HIGHLAND	2530	11.5	23
LIBERTY	5493 *	48	59
LUMBERLAND	2468	7	19
MAMAKATING	10423 *	52.5	64
NEVERSINK	3557	76.5	93
ROCKLAND	3775	34.5	42
THOMPSON	8582 *	77.5	96
TUSTEN	1515	5	25
<u>VILLAGE*</u>			
BLOOMINGBURG	420	5	6
JEFFERSONVILLE	359	1.5	2
LIBERTY	4392	31.5	38
MONTICELLO	6726	65	79
WOODRIDGE	847	5	7
WURTSBORO	1246	21	36
<b><u>TOTAL:</u></b>	<b>77547</b>	<b>700</b>	<b>1000 tons</b>

\*Village Population has been deducted from official 2010 US Census Town Population to determine accurate Town and Village tonnage allocations for each municipality based on population.

\*\* Actual tonnage used in 2016 for municipalities going over their 2016 allocation; 18% increase for those municipalities who did not exceed allocation in 2016

**County Cost per 1000 tons = \$75,000**

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**\*\*NEEDS TO BE AMENDED\*\***

**RESOLUTION NO. INTRODUCED BY THE VETERANS COMMITTEE TO ESTABLISH COUNTY POLICY TO LOWER FLAGS AT ALL COUNTY FACILITIES TO HALF-STAFF IN HONOR AND MEMORIAM OF A SULLIVAN COUNTY VETERAN OR NATIVE OF SULLIVAN COUNTY WITH AN HONORABLE DISCHARGE**

**WHEREAS**, it is proper to lower the flags at all County Facilities to Half-Staff in honor and memoriam of a Sullivan County Veteran with an honorable discharge, and

**WHEREAS**, it is in the best interest of the County to establish a County Policy to lower flags at all County Facilities to Half-Staff in honor and memoriam of a Sullivan County Veteran with an honorable discharge, and

**WHEREAS**, the County Manager has recommended that the County Legislature adopt a policy to lower flags at all County facilities to Half-Staff when a Sullivan County Veteran with an honorable discharge has passed away, and to continue flying them at Half-Staff through the day of interment.

**NOW, THEREFORE, BE IT RESOLVED** by the Sullivan County Legislature that the policy of the County shall be to lower flags at all County facilities to Half-Staff when a Sullivan County Veteran or native of Sullivan County with an honorable discharge has passed away, and to continue flying them at Half-Staff through the day of interment, and

**BE IT FURTHER RESOLVED** that the County Manager is hereby directed to implement said policy, by directing the Commissioner of the Division of Public Works to lower the flags at all County Facilities to Half-Staff when his Office has been notified by the family or Director of the Veteran's Service Agency, of a Sullivan County Veteran or native that has passed away, and

**BE IT FURTHER RESOLVED** that the Chair of the Veterans Legislative Standing Committee be duly authorized to send a letter to the family of the deceased Veteran recognizing them for their service to the United States of America.

**Moved by,**

**seconded by**

Amendment: Wherever it states "in honor and memoriam of a Sullivan County Veteran or Native of Sullivan County" please add "with an honorable discharge".

**RESOLUTION NO. INTRODUCED BY THE AGRICULTURE SUSTAINABILITY POLICY COMMITTEE IN SUPPORT OF SOLARIZE SULLIVAN**

**WHEREAS**, it is the intent of Sullivan County to achieve renewable energy goals, reduce greenhouse gas emissions, support local businesses in their efforts to go green, support economic development within the county, and to advance a clean energy economy;

**WHEREAS**, increasing the amount of solar power generating capacity in Sullivan County will help to advance these goals;

**WHEREAS**, Sullivan County is home to a robust Solarize campaign, Solarize Sullivan, that is working with the New York State Energy Development Authority's (NYSERDA) support to make it easier and more affordable for county residents, businesses, and non-profit organizations;

**WHEREAS**, last year's Solarize Sullivan's Campaign was responsible for 297,690 kilowatts of solar deployed in Sullivan County, exceeding its goal of 250 kilowatts; and

**WHEREAS**, Catskill Mountainkeeper's 2017 Solarize Sullivan Program is a four month, local effort that brings together groups of potential solar customers through widespread outreach and education running June 2017 through September 2017; and

**WHEREAS**, this model helps customers choose a solar installation company that is offering competitive, transparent pricing, selected with the help of a steering committee comprised of solar experts and Sullivan County residents; and

**WHEREAS**, residents and businesses who sign up for solar installations by a specific deadline will be able to take advantage of group rates at least 10% below market prices; and

**WHEREAS**, Solarize Sullivan is offering a commercial campaign in 2017 to engage local businesses in Energize New York's Commercial Property Assessed Clean Energy (CPACE) financing, and

**WHEREAS**, CPACE financing gives businesses owners access to 100% financing for energy improvements such as solar with a customizable payback period of up to 20 years; and

**WHEREAS**, the Sullivan County Legislature previously supported Solarize Sullivan for the 2016 campaign and affirms its support for the 2017 campaign.

**NOW, THEREFORE, BE IT RESOLVED**, that the Sullivan County Legislature hereby supports and endorses Solarize Sullivan and its 2017 campaign; and

**BE IT FURTHER RESOLVED**, that the Sullivan County Legislature stands ready to assist with community outreach, education, and publicity in support of Solarize Sullivan.

**RESOLUTION NO. INTRODUCED BY THE AGRICULTURE AND SUSTAINABILITY  
POLICY COMMITTEE TO ADOPT PROGRAM GUIDELINES AND ALLOCATE  
FUNDING FOR THE ELECTRIC VEHICLE INFRASTRUCTURE REIMBURSEMENT  
PROGRAM FOR CALENDAR YEAR 2017**

**WHEREAS**, it is the desire of the Sullivan County Legislature to promote the development of a robust network of Electric Vehicle Charging Stations in Sullivan County, New York (“County”); and

**WHEREAS**, the Sullivan County Office of Sustainable Energy (“OSE”) has developed program guidelines for an Electric Vehicle Infrastructure Reimbursement Program (“Program”) that will foster projects that have county-wide or regional significance by strategically locating infrastructure to promote community and economic development; and

**WHEREAS**, the Program will be available to municipalities and public library districts in the County.

**NOW, THEREFORE, BE IT RESOLVED**, that the Sullivan County Legislature adopts program guidelines for the Electric Vehicle Infrastructure Reimbursement Program for calendar year 2017; and

**BE IT FURTHER RESOLVED**, that the Sullivan County Legislature authorizes \$50,000 to fund the Program for calendar year 2017.



## **ELECTRIC VEHICLE INFRASTRUCTURE REIMBURSEMENT PROGRAM**

**for assistance with projects that contribute to the  
development of a County network of electric vehicle charging  
stations**

**PROGRAM GUIDELINES, 2017 PROGRAM YEAR**

**Sullivan County Office of Sustainable Energy  
PO Box 1052, 100 North Street  
Monticello, NY 12701  
(845) 807-0578**

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## **Sullivan County Legislature**

**County Government Center  
100 North Street  
Monticello, New York 12701**

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## **1. BACKGROUND**

The Electric Vehicle Infrastructure Reimbursement Program (“Program”) promotes the development of a robust network of Electric Vehicle Charging Stations in Sullivan County, New York. Recent developments in the auto industry, including the release of affordable electric vehicles by several high profile companies, are anticipated to have a major impact on the number of electric vehicles in regular use. In addition, New York State will inaugurate a program on April 1, 2017 to offer \$2,000 rebates on the purchase of zero-emissions and plug-in hybrid vehicles. The Sullivan County Office of Sustainable Energy (“OSE”) believes that it is in the County’s best interest to promote the development of this network of charging stations because it will encourage EV drivers to consider Sullivan County as a location to live, work, shop and visit.

## **2. PURPOSE**

The purpose of the Electric Vehicle Infrastructure Reimbursement Program is to help local municipalities and public library districts develop infrastructure to support a network of electric vehicle charging stations. These Program Guidelines are intended to:

- Provide information about the Program countywide and promote the Program through an initial allocation of funding to all legislative districts (see 3.2 below on geographic distribution);
- Foster projects that have county-wide or regional significance by strategically locating infrastructure to promote community and economic development;
- Increase the impact of the grants and provide accountability of the Program through enhanced project tracking.

## **3. ELECTRIC VEHICLE INFRASTRUCTURE REIMBURSEMENT PROGRAM GRANTS**

### **3.1. 2016 Program Funding**

The Electric Vehicle Infrastructure Reimbursement Program has been seeded by Sullivan County with \$50,000 in funding for 2017.

### **3.2. Funding Cycle**

OSE will accept applications for grants under the Program on a rolling basis. Applications will be reviewed by the Program committee, and awards made, up to three times during the calendar year. Applications to be reviewed in the first round of funding must be received by 5:00 p.m., **May 25, 2017**. The second round will assess applications received by 5:00 p.m., **August 3, 2017** and the third round will assess applications received by 5:00 p.m., **September 28, 2017**. The latter round(s) of application reviews will take place only in the event there are funds remaining after the initial awards have been made.

### 3.3. Geographic Distribution of Funds

The Program committee intends to recommend distribution of funds throughout the county as broadly as possible, with a minimum of \$5,000 in funding to projects in each of the County's 9 legislative districts. Funds that remain unallocated after review of the second round of applications will be released from geographic restrictions, and the Program Committee may recommend awards of subsequent applications based on need, regardless of project location.

### 3.4. Amount of Awards

The Program will reimburse up to 50% of the applicant's costs associated with the installation of Electric Vehicle Supply Equipment (EVSE), with a maximum award of \$5,000.

### 3.5. Availability of Funds

- 3.5.1. The Electric Vehicle Infrastructure Reimbursement Program is a reimbursement program. To receive funds, participants must document expenditures and the required match (see 4.1.5 below).
- 3.5.2. Grant funding shall be tied to project cost. If the actual project expenditures are less than projected in the grant application, the award shall be reduced accordingly.
- 3.5.3. Grant recipients shall comply with County requirements for documentation of project costs and the required match, including submission of invoices, payment receipts, bank statements and any other necessary documentation. These requirements are set forth below under section 9.0.

## 4. ELIGIBILITY & SELECTION CRITERIA

### 4.1. Minimum Eligibility

In order to be eligible for a Program grant, an application must meet the following minimum criteria:

- 4.1.1. The applicant organization must be either a municipality of Sullivan County or a public library district operating within Sullivan County that is not part of County government;
- 4.1.2. The proposed project must be located within Sullivan County;
- 4.1.3. The funded activity must be a new project with a schedule and demonstrated outcome. Organizational operating expenses are not an eligible activity for program funding, nor is funding for projects and/or programs traditionally undertaken on an annual basis.
- 4.1.4. The applicant must demonstrate that at least 50% of the approved project/program cost will be provided by sources other than the Electric Vehicle Infrastructure Reimbursement Program. Acceptable sources of matching funds include local, state and federal funding, in-kind services by

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municipalities or public libraries, and donations of materials and professional services from private for-profit businesses.

- 4.1.5. The location of the proposed project advances the County's goal of encouraging community and economic development.

#### **4.2. Preference Criteria**

Projects that meet the minimum eligibility requirements will be ranked based on the degree to which they meet the following additional criteria:

- 4.2.1. The project location is visible and can be easily accessed by the traveling public;
- 4.2.2. The project location will encourage use of Sullivan County businesses and attractions;
- 4.2.3. The applicant has joined the Climate Smart Communities program.
- 4.2.4. The project leverages County funding with matching funds higher than the required minimum 50%;
- 4.2.5. The project will result in a completed capital improvement within one year of the grant award;
- 4.2.6. The applicant has a demonstrated track record of completion of projects and satisfying grant requirements;
- 4.2.7. The project has demonstrated support from the broader community (business organizations, civic groups, etc.)
- 4.2.8. Impacts of the project will extend beyond the host community;
- 4.2.9. Impacts of the project will be long term;
- 4.2.10. Impacts of the project will be measurable;

### **5. APPLICATION PROCESS**

#### **5.1. The Application**

Applications should be made using the two-page application form provided in Appendix I of this document. Supplementary material shall be provided as appropriate. Applications are available for download on the Sullivan County website (insert hyperlink). To request a hardcopy of the application to be mailed to you, please contact Heather Brown, Sustainability Coordinator via e-mail at [heather.brown@co.sullivan.ny.us](mailto:heather.brown@co.sullivan.ny.us) or by phone at (845) 807-0578.

Applications and supporting documentation must be submitted to Heather Brown, Sustainability Coordinator. Applicants may e-mail the scanned application with supporting documentation, or mail/hand deliver, the printed application and supporting documentation to the Sullivan County Office of Sustainable Energy, County Government Center, 100 North Street, Monticello, NY 12701.

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## 5.2. Selection Process

Applications will be reviewed by a committee consisting of:

- The County Manager, or designee
- The Sustainability Coordinator, or designee
- The Commissioner of Planning & Environment Management, or designee
- The Grants Administration Supervisor, or designee

Committee recommendations will be presented to the Sullivan County Agriculture and Sustainability Policy Committee for review. Final authorization for reimbursement will be granted via a resolution of the Sullivan County Legislature.

## 6. TRACKING & PERFORMANCE REVIEW

OSE report annually to the Sullivan County Agriculture and Sustainability Policy Committee regarding:

- Activities to promote the program
- Number of applicants and location of projects
- Awards made in the previous year
- Performance of grantees and status of projects
- Identified benchmarks to track project impacts

Grant recipients will be asked to provide information to help OSE evaluate the effectiveness of the program, which may include the number of charges per month/year; user feedback; user zip codes (if captured at the charge station); and anecdotal feedback from residents and surrounding businesses.

## 7. SAMPLE CONTRACT

Sullivan County will require a contract with all grant awardees, based on the sample provided in Appendix II.

- Each contract will require an attached Project Description detailing what the grantee will accomplish in order to receive funding. Grantees will be expected to identify a mechanism by which usage of the charging station(s) will be monitored and reported.
- Applicants should review the contract prior to submission in order to ensure they will be able to comply with its requirements.

## 8. COMPLIANCE WITH APPLICABLE LAWS

### 8.1. Affirmative Action/Equal Employment Opportunity:

*EQUAL EMPLOYMENT OPPORTUNITY POLICY STATEMENT*

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The County of Sullivan will take positive action to ensure equal employment opportunity without regard to age, race, religion, creed, color, national origin, sex, disability, marital status, and other non-merit factors in compliance with state and federal law.

The activities encompassed by the Affirmative Action Plan include advertising, recruiting, interviewing, testing, training, transfers, compensation, promotion, discipline, termination, employee benefits, supplier relations, access to programmatic benefits, and maintenance of Sullivan County facilities on a non-discriminatory basis.

Sullivan County will employ all necessary procedures to ensure that this employment policy continues to be fully supported and expects that all elected or appointed department heads, in all activities, undertake a personal commitment to assure themselves that the principles of equal employment opportunity are fully implemented in every action they take.

Sullivan County is committed to programs of Affirmative Action. Article 15A of the Executive Law pertains to Minority and Women-owned Business Enterprises (MWBE) Equal Employment Opportunity (EEO). Municipalities will be required to document and certify their compliance with these regulations.

#### **8.2. Environmental Review:**

Capital projects receiving funds under the Electric Vehicle Infrastructure Reimbursement Program shall meet the requirements of the State Environmental Quality Review Act, where applicable.

#### **8.3. Historic Review:**

Any project that involves a building that is listed on the National Register must conform to the Secretary of the Interior's Standards and Guidelines for Archeology and Historic Preservation. For structures on the NYS register, approval of the scope of proposed work by the New York State Historic Preservation Office shall be required.

#### **8.4. Building Code Requirements:**

All relevant projects will need to comply with article 625 of the NFPA 70 of 2014 (the National Electrical Code) and the Americans with Disabilities Act. A letter from the municipal building inspector or code enforcement officer stating that such conditions have been met shall be provided prior to project commencement. Municipalities can research best practices for zoning, permitting and site design for electric vehicle infrastructure at [www.nyserda.ny.gov/Communities-and-Governments/Local-Governments](http://www.nyserda.ny.gov/Communities-and-Governments/Local-Governments) and <https://www.nyserda.ny.gov/Researchers-and-Policymakers/Electric-Vehicles/Resources/Best-Practice-Guides-for-Charging-Station>.

abh

## 9. DOCUMENTATION OF PROJECT EXPENSES & MATCH

In order to obtain the awarded funding, grant recipients must provide detailed documentation of project activities and expenses, along with proof of the committed match. Grant payments cannot be processed without adequate documentation.

The required match for the Program may include monetary contributions, in-kind services, or donated goods and services.

### 9.1. Proof of Purchase and Payment

Grant recipients will be required to submit proof that the goods and/or services funded by the program have been provided and paid for. The legal business entity's information should be printed on the receipt and/or invoice. These documents should contain the date of the transaction, itemization of the items and/or services received, total cost and amount paid as well as the method of payment(s) such as cash, check or credit card.

- 9.1.1. If a purchase has been paid for in cash, the grantee should have the vendor indicate this on the invoice or receipt and provide a signature.
- 9.1.2. If the purchase has been paid for by check, the grantee should submit a copy of the cancelled check along with the itemized invoice and/or receipt.
- 9.1.3. If the purchase has been paid for by credit card, the grantee should attach the credit card receipt along with the itemized invoice and/or receipt.

The grant recipient should sign and date the invoice or receipt, indicating that all items were received.

The signature of the vendor is required if the receipt has been hand written, if the payment has been made in cash, or if it is an invoice that indicated a balance due which is now being marked as paid in full.

### 9.2. Documentation of Match

The Program requires contributions by the grantee to the project cost that match or exceed the award amount. Submissions for reimbursement must demonstrate that this match requirement has been met. Documentation will vary depending on how the match has been provided, however, all submissions for reimbursement shall include a statement detailing the total project budget, the portion of the budget to be considered as a match, and the source(s) of the match.

- 9.2.1. Monetary contribution. Commonly referred to as a "cash match," this type of match occurs when the grantee pays for a portion of the project cost. Any "cash match" shall include proof of purchase and proof of payment, as detailed above in sections 9.1 and 9.2.
- 9.2.2. In-kind services. In-kind services are non-monetary contributions to a project that include, but are not limited to, organizational staff or volunteer time given to a project, the use of existing equipment, or the use of existing

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facilities. Documentation of in-kind services shall be made by providing a spreadsheet or table with information on the service provided, date(s) provided, the value of the contribution, and how that value was calculated. The submission shall include a signature of the organizational representative attesting to the execution and completion of the in-kind contributions. A sample table is provided in Appendix III, followed by explanations for each column entry.

- 9.2.3. Donated goods and services. Calculation of the match may also include donated project materials or services (*e.g.*, installation, construction, design, promotion). These shall be documented with a receipt for the goods provided by the donor, and containing all of the information required above for a proof of purchase (9.1).

### **9.3 Documentation of Project Completion**

To assist the County in documenting and tracking the impact of this program, grant recipients are asked to provide documentation of their projects that can be used in reports. Such documentation may include, but is not limited to, before and after photos, project narratives, testimonials, news coverage, etc.

## **10. AMENDMENT OF PROGRAM**

The County reserves the right to amend this program.

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APPENDIX I: APPLICATION



Sullivan County Office of Sustainable Energy

**2017 Electric Vehicle Infrastructure Reimbursement Program Application**

**I. APPLICANT INFORMATION**

Name of Applicant Organization: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone: \_\_\_\_-\_\_\_\_-\_\_\_\_ Email: \_\_\_\_\_@\_\_\_\_\_

Organizational Website: \_\_\_\_\_

Legislative district(s) that will benefit from the project (see map): \_\_\_\_\_

Project Name: \_\_\_\_\_

Total Project Cost: \_\_\_\_\_ Grant Amount Requested: \_\_\_\_\_

**II. PROJECT DESCRIPTION**

1) Describe the project, including location, accessibility, specifications of the electric vehicle charging station (i.e.: number of ports, level of service), and proposed fee/subscription structure (for example: will electricity be provided free of charge, and if not how does the applicant plan to collect fees from users). If applicable, describe how will the project support the municipality's goals as expressed in your Comprehensive Plan or Climate Smart Communities Pledge.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2) Describe how the project will encourage the use of Sullivan County businesses and attractions, as well as the environmental benefits associated with the project.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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3) How will the project will be managed and by whom? Please note whether subcontractors will be used, if applicable, and who will supervise the work.

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**III. PROJECT BUDGET**

1) Project Cost. Provide an itemized project budget in the table below. Use additional pages if needed.

Item	Cost Estimate	Source of Cost Estimate (1)	Source of Cost Estimate (2)
TOTAL PROJECT COST			

2) Project Match.

a. What percentage of the total project cost will be provided as a match? [ ]%

b. Provide a breakdown of how the match will be provided, using the table below.

Match Type	Estimated Value of Match	Source(s)	Basis for Estimate
Monetary Match			na
In Kind Services to be provided by organizational staff and/or volunteers			
Donated Goods or Services			
Other			
TOTAL MATCH VALUE			

3) Funding need. Why does this project need County funding?

**IV. PROJECT SCHEDULE**

1) What is the project's estimated start date? \_\_\_\_\_

2) What is the project's estimated end date? \_\_\_\_\_

3) Special considerations:

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**V. ATTACHMENTS**

Please note any supporting documentation on the project that will accompany this application:

- Resolution of the municipality/district authorizing the project, expenditures, and/or third party contracts
  - Additional project information such as location photographs, plans and sketches, scope of work, etc.
  - Evidence of meeting County and/or municipal objectives, such as excerpts of planning documents, Climate Smart Communities Pledge, documentation of public meetings, board minutes, etc.
  - Community support for project evidenced by documentation of public comment, letters of support etc.)
  - Documentation of your municipality's efforts to promote Electric Vehicle Supply Equipment (EVSE) infrastructure, such as addressing EVSE permitting and zoning.
  - Additional budget detail (e.g. budget spreadsheets, copies of estimates, etc.)
- 

\_\_\_\_\_  
SIGNATURE OF AUTHORIZED REPRESENTATIVE

\_\_\_\_\_  
PRINT NAME

\_\_\_\_\_  
Date

APPENDIX II: CONTRACT

ELECTRIC VEHICLE INFRASTRUCTURE REIMBURSEMENT PROGRAM  
AGREEMENT BETWEEN COUNTY OF SULLIVAN  
AND

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AGREEMENT made as of the \_\_\_\_ day of \_\_\_\_\_, 2017, consists of the following terms and conditions:

1. **PARTIES:** This Agreement is by and between the County of Sullivan, a municipal corporation of the State of New York with its offices at the Sullivan County Government Center, 100 North Street, Monticello, New York 12701, hereinafter, designated as "County" and \_\_\_\_\_ with an address of \_\_\_\_\_, hereinafter designated as "Grant Recipient".
2. **PROJECT DESCRIPTION:** The Grant Recipient shall undertake the actions described in the grant application attached hereto as Schedule "A".
3. **PAYMENTS:** The County shall pay the Grant Recipient a total amount not to exceed \$ \_\_\_\_\_.
4. **DOCUMENTATION:** The Electric Vehicle Infrastructure Reimbursement Program is a reimbursement program. In order for the Grant Recipient to be eligible for the receipt of payment provided in Section No. 3 above, the Grant Recipient must submit a voucher to the Sullivan County Office of Sustainable Energy, together with proof of expenditures such as invoices, itemized receipts, copies of cancelled checks, records of in-kind services provided, and/or other fiscal information as may be required by the Office of Audit and Control and pursuant to the Electric Vehicle Infrastructure Reimbursement Program guidelines.
5. **HOLD HARMLESS:** The Grant Recipient shall defend, indemnify, and hold harmless the County, its officers, employees, and agents, against and from any and all losses, claims, actions, damages, expenses or liabilities, including reasonable attorneys' fees, as a result of a negligent act, omission or willful misconduct of the Grant Recipient, its employees, representatives, agents, subcontractors or assigns.
6. **INDEPENDENT CONTRACTOR:** The Grant Recipient agrees that its relationship to the County is that of an independent contractor and that neither it nor its employees or agents will hold themselves out as, nor claim to be, officers or employees of the County, or of any department, agency or unit thereof, and they will not make any claim, demand or application to or for any right or privilege applicable to an officer or employee of the County, including, but not limited to, Worker's Compensation coverage, health coverage, Unemployment Insurance Benefits, Social Security coverage or employee retirement membership or credit. The Grant Recipient shall not act as agent, or be an agent, of the County. As an independent contractor, the Grant Recipient shall be solely responsible for determining the means and methods of performing the services and shall have complete charge and responsibility for the Grant Recipient's personnel engaged in the performance of the services. However, if any personnel of the Grant Recipient act in a manner that is detrimental to the County, the County may require the Grant Recipient to remove or replace such personnel with respect to the performance of services required.
7. **TERMINATION:** The County may, by written notice to the Grant Recipient effective upon mailing, terminate this Agreement at any time upon the Grant Recipient's default.

8. **MODIFICATION:** This Agreement may be modified only by a writing signed by both parties.
9. **AUTHORIZATION:** This Agreement is authorized by Resolution No. \_\_\_\_-17, adopted by the Sullivan County Legislature on \_\_\_\_\_, 2017; and Resolution \_\_\_\_\_ adopted by \_\_\_\_\_ (Municipality or District Name) on \_\_\_\_\_, 2017.

IN WITNESS WHEREOF, the parties have executed this Agreement on the date noted above.

\_\_\_\_\_  
NAME OF GRANT RECIPIENT

COUNTY OF SULLIVAN

\_\_\_\_\_  
By:

\_\_\_\_\_  
By: Joshua Potosek, County Manager

APPROVED AS TO FORM

\_\_\_\_\_  
Office of the County Attorney

**APPENDIX III: SAMPLE TABLE FOR DOCUMENTATION OF IN-KIND SERVICES**

Description of Service	Date of Service	Staff, Equipment or Facility	Cost Basis (e.g. hourly rate)	Length of Service (e.g. hours worked)	Value of Contribution
Total Value of In-Kind Services					(sum of this column)

*Description of Service:* Information in this column shall address the type of in-kind contribution (personnel time, equipment, or facilities) and, when relevant, the activities that were performed.

*Date of Service:* Each date on which services were provided shall be given its own entry. So if an individual donated a total of 50 hours to a project spread but that time was spread over 10 days, there shall be an entry for each of those 10 days.

*Cost Basis:* Hourly personnel rates should be based on salary. Volunteer contributions may be valued at a flat rate of \$25/hour. Professional services may be given a higher value, but shall be documented per the requirements of 9.3.3 below, addressing donated goods and services.

*Staff, Equipment or Facility:* For most in-kind services, this column will feature the name of the individual providing the service. However, if the in-kind service involves use of equipment of a facility (e.g., the use of a Town Hall for a public meeting), the name of the equipment or facility shall be indicated in this column.

*Length of Service:* This column shall show the number of hours the service was provided on that date only.

*Value of Contribution:* This column should equal the cost basis times the length of service.

**RESOLUTION NO. \_\_\_ INTRODUCED BY THE AGRICULTURE AND SUSTAINABILITY POLICY COMMITTEE IN SUPPORT OF THE MID-HUDSON STREET LIGHT CONSORTIUM**

**WHEREAS**, street lights are an integral public service provided by municipalities, and are vital for the safety of homeowners, businesses, institutions, pedestrians, motorists and first responders, and

**WHEREAS**, street lights make up a large portion of municipal electricity bills, and consume a significant amount of energy, and

**WHEREAS**, the New York State Comptroller in 2008 issued a report finding that municipal purchase of street lights from utilities can result in substantial long-term savings from avoided rental of the lights, and

**WHEREAS**, it is the policy of the State of New York to encourage shared services among municipalities due to cost saving opportunities, as well as to reduce greenhouse gas emissions by 80 percent below 1990 levels by 2050 and by 40 percent by 2030 and,

**WHEREAS**, advancements in lighting technology have made it possible for municipalities to realize energy savings of at least 65 percent and returns on investment of under five years after converting to Light Emitting Diode (LED) street lights, and

**WHEREAS**, the New York State Energy Research Authority has funded the Mid-Hudson Street Light Consortium to help communities convert to LED street lights,

**NOW, THEREFORE BE IT RESOLVED** that the Sullivan County Legislature hereby supports the activity of the Mid-Hudson Street Light Consortium and urges Sullivan County municipalities to work with the Consortium to identify and implement economical pathways to LED street light conversion, including through municipal purchase of existing street lights and participation in an aggregated purchase of new LED street lights.



**RESOLUTION NO. \_\_\_\_\_ INTRODUCED BY THE AGRICULTURE & SUSTAINABILITY COMMITTEE TO AUTHORIZE COORDINATION AND FUNDING OF A COUNTYWIDE LITTER PLUCK EVENT**

**WHEREAS**, Sullivan County anticipates growth and expansion in both population and tourism due to the forthcoming casino project; and

**WHEREAS**, the County wishes to present itself as a clean destination, showcasing its natural beauty; and

**WHEREAS**, Sullivan County acknowledges its countywide road side litter issue; and

**WHEREAS**, the County encourages public participation and cooperation in conquering this road side litter issue; and

**WHEREAS**, the County has previously sponsored countywide litter pluck events, funding bags and tipping fees for plucked litter.

**NOW, THEREFORE, BE IT RESOLVED**, that the Sullivan County Legislature approves the coordination and funding of a county wide litter pluck event, from Saturday, May 6, 2017 through Sunday, May 14, 2017, spanning two weekends to encourage and allow for greater public participation.

**Moved by** \_\_\_\_\_,  
**Seconded by** \_\_\_\_\_,  
**and adopted on motion** \_\_\_\_\_, 2017.

**RESOLUTION \_\_\_\_\_ INTRODUCED BY THE HEALTH & FAMILY SERVICES COMMITTEE TO AMEND RESOLUTION 50-16 THE CONTINUATION OF GRANT RENEWAL AND SUBMISSION OF A 2016 CORPORATION FOR NATIONAL AND COMMUNITY SERVICE (CNCS)/ RETIRED SENIOR VOLUNTEER PROGRAM (RSVP) GRANT APPLICATION; AND TO ACCEPT AN AWARD OF FUNDS GRANTED.**

**WHEREAS**, the Sullivan County Office for the Aging (SCOFA) presently operates a Retired Senior Volunteer Program (RSVP) federally funded via the Corporation for National and Community Service (CNCS); and

**WHEREAS**, the CNCS has notified the SCOFA that they are eligible for a continuation of the Grant Renewal as the incumbent agency for federal funds of \$57,361.00 for the period of April 1, 2016 through March 31, 2017 (year one of a 3 year cycle). The total projected 2016 budget of 240,438.00\*(this includes \$5,972.00 in State funding and \$8000.00 in in-kind and fund raising match) with the actual total county match being 169,105.00.

**WHEREAS**, the SCOFA seeks to continue the RSVP as part of the effort to improve lives, strengthen our communities and foster civic participation through senior service and volunteering; and

**WHEREAS**, the SCOFA is considered eligible to submit a renewal application for 2016-2019 RSVP funding.

**NOW, THEREFORE, BE IT RESOLVED**, that the Sullivan County Legislature hereby authorizes the County Manager and / or the Chairman of the County Legislature (*as required by the funding source award agreement / contract*) to execute any and all necessary documents to submit the RSVP renewal application for funding, to accept the award should one be granted, 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 should the 2016-2019 RSVP 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 \_\_\_\_\_, 2017.

**RESOLUTION \_\_\_\_\_ INTRODUCED BY THE HEALTH & FAMILY SERVICES COMMITTEE TO AUTHORIZE THE CONTINUATION OF GRANT RENEWAL AND SUBMISSION OF A 2017 CORPORATION FOR NATIONAL AND COMMUNITY SERVICE (CNCS)/ RETIRED SENIOR VOLUNTEER PROGRAM (RSVP) GRANT APPLICATION; AND TO ACCEPT AN AWARD OF FUNDS IF GRANTED.**

**WHEREAS**, the Sullivan County Office for the Aging (SCOFA) presently operates a Retired Senior Volunteer Program (RSVP) federally funded via the Corporation for National and Community Service (CNCS); and

**WHEREAS**, the CNCS has notified the SCOFA that they are eligible for a continuation of the Grant Renewal as the incumbent agency for federal funds of \$53,861.00 for the period of April 1, 2017 through March 31, 2018 (year two of a 3 year cycle). The total projected 2017 budget of 230,514.00\*(this includes \$6,368.00 in State funding and \$8000.00 in in-kind and fund raising match) with the actual total county match being 162,285.00.

**WHEREAS**, the SCOFA seeks to continue the RSVP as part of the effort to improve lives, strengthen our communities and foster civic participation through senior service and volunteering; and

**WHEREAS**, the SCOFA is considered eligible to submit a renewal application for 2016-2019 RSVP funding.

**NOW, THEREFORE, BE IT RESOLVED**, that the Sullivan County Legislature hereby authorizes the County Manager and / or the Chairman of the County Legislature (*as required by the funding source award agreement / contract*) to execute any and all necessary documents to submit the RSVP renewal application for funding, to accept the award should one be granted, 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 should the 2016-2019 RSVP 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 \_\_\_\_\_, 2017.

**RESOLUTION INTRODUCED BY THE HEALTH AND FAMILY SERVICES COMMITTEE TO AUTHORIZE THE SUBMISSION OF AN APPLICATION TO WALMART FOR A COMMUNITY GRANT,**

**WHEREAS,** Walmart makes available Community Grants that strengthen local communities and that address Walmart's/Sam'sClub core areas of giving;

**WHEREAS,** the SCACC would like to enhance the lives of its residents by promoting socialization, and by improving the experience of watching and participating in group programs;

**WHEREAS,** Walmart will fund up to a maximum of \$2,500 for a Community Grant with no matching requirement;

**WHEREAS,** the SC ACC would like to submit a Walmart/Sams Club Community Grant application for funds to purchase three televisions with wall mounts/stands for the facility's multipurpose dining/community room on 1<sup>st</sup> floor, Adult Day Health Services multipurpose room and lobby;

**NOW, THEREFORE, BE IT RESOLVED,** that the Sullivan County Legislature does hereby authorize the County Manager and /or Chairman of the County Legislature and / or their authorized representative (*as required by the funding source*) to execute any and all documents necessary to submit the Walmart Community Grant application for funding;

**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 should the funding be terminated, the County shall not be obligated to continue any action undertake for the use of this funding.

Moved by \_\_\_\_\_,  
Seconded by \_\_\_\_\_,  
and adopted on motion \_\_\_\_\_, 2017.

**RESOLUTION NO. INTRODUCED BY THE PLANNING, ENVIRONMENTAL MANAGEMENT AND REAL PROPERTY COMMITTEE TO AUTHORIZE THE PREPARATION AND SUBMISSION OF A RURAL BUSINESS DEVELOPMENT GRANT (RBDG) APPLICATION TO FUND A GATEWAY STUDY FOR THE ROUTE 17 CORRIDORS IN MONTICELLO/THOMPSON FOR SULLIVAN COUNTY**

**WHEREAS**, the United States Department of Agriculture Rural Development (USDA) and Rural Development of New York administer the Rural Business Development Grant (RBDG) program to promote sustainable economic development in rural communities with exceptional needs by making grants to organizations for economic development planning, technical assistance, or training; and

**WHEREAS**, the planned Montreign Casino/Adelaar resort project and nearby hotel development anticipated in the Village of Monticello and the Town of Thompson will significantly increase the demand for improved land use planning and sustainable growth, especially in the gateway corridors; and

**WHEREAS**, the County was awarded funding in FY2016 to develop a Gateway Corridor Study; and

**WHEREAS**, the study will be completed in August of 2017, with specific recommendations regarding zoning, land use, and design guidelines; and

**WHEREAS**, the Division of Planning, along with the Town of Thompson and Village of Monticello, seeks to engage a consultant to have these recommendations developed and codified; and

**WHEREAS**, USDA/Rural Development is seeking funding proposals for FY2017; and

**NOW, THEREFORE, BE IT RESOLVED**, that the Sullivan County Legislature hereby authorizes the County Manager and / or the Chairman of the County Legislature (as required by the funding source award agreement) to execute any and all necessary documents to prepare and submit an application under the USDA/Rural Development RBDG Program for funding, to accept the award, and enter into an award agreement up to \$100,000 and contract to administer the funding secured, all such documents to be in such form as the County Attorney shall approve; and

**BE IT FURTHER RESOLVED**, that if funding is made available, the Division of Planning shall administer the funds and the grant 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 for the use of this funding.

**Moved by , seconded**

**RESOLUTION INTRODUCED BY PUBLIC SAFETY COMMITTEE**

**RESOLUTION TO AUTHORIZE SULLIVAN COUNTY TO APPLY FOR AND ACCEPT FY18 POLICE TRAFFIC SAFETY GRANT**

**WHEREAS**, the Sullivan County Sheriff's Office would like to pursue an FY18 Police Traffic Safety grant through the Governor's Traffic Safety Committee, and

**WHEREAS**, the funding would be utilized for reimbursed overtime for selected traffic enforcement; and

**WHEREAS**, the contract period for the grant is October 1, 2017 through September 30, 2018.

**NOW, THEREFORE, BE IT RESOLVED**, that the County Manager be and is hereby authorized to execute any and all necessary documents to apply for and accept the grant award, in such form as the County Attorney shall approve, and

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

Moved by \_\_\_\_\_,  
Seconded by \_\_\_\_\_,  
and adopted on motion \_\_\_\_\_, 2017

**RESOLUTION NO. \_\_\_\_\_ INTRODUCED BY PUBLIC SAFETY COMMITTEE TO  
AUTHORIZE APPLICATION TO BUREAU OF JUSTICE ASSISTANCE TO  
PARTICIPATE IN BULLETPROOF VEST PARTNERSHIP (BVP) FY2017**

**WHEREAS**, the Bureau of Justice Assistance (BJA) has announced available funding for Fiscal Year 2017 towards the purchase of bulletproof vests for Sullivan County Sheriff's Deputies and Sullivan County Probation Officers, and

**WHEREAS**, the program will aid in the purchase of vests required for replacement of those currently deployed, if needed, as well as vests for new hires, and

**WHEREAS**, the program will reimburse 50% of the cost of the vests, which must meet National Institute of Justice standards and be American-made.

**NOW, THEREFORE, BE IT RESOLVED**, that the County Manager or his designee is hereby authorized to apply to the Bureau of Justice Assistance for FY2017 BVP funds and, if awarded, execute any and all documents required for the purchase of bulletproof vests, said documents to be in a form as approved by the County Attorney's Office, and

**BE IT FURTHER RESOLVED**, that should funding be terminated, the County of Sullivan and Sullivan County Sheriff's Office will be under no obligation to continue with the program.

**Moved by** \_\_\_\_\_,  
**Seconded by** \_\_\_\_\_,  
**and adopted on motion** \_\_\_\_\_, 2017

Resolution No. \_\_\_\_\_

**RESOLUTION INTRODUCED BY HEALTH AND FAMILY SERVICES COMMITTEE.**

**RESOLUTION TO AMEND RESOLUTOIN NO. 449-16**

**WHEREAS**, Resolution No. 449-16, adopted by the Sullivan County Legislature (hereinafter "Legislature"), which authorized the County Manager to extended a contract between the County of Sullivan, through the Department of Community Services (DCS) and Open Door Family Medical Center, Inc. (A/K/A Hudson Valley Care Coalition); and

**WHEREAS**, Open Door Family Medical Center, Inc. is no longer doing business, but is doing business under Hudson Valley Care Coalition; and

**WHEREAS**, Resolution No. 449-16 which reads "To extend the contract with Open Door Family Medical Center, Inc. (A/K/A Hudson Valley Care Coalition)..." should read "To extend the contract with Hudson Valley Care Coalition...", and

**NOW, THEREFORE, BE IT RESOLVED**, the Sullivan County Legislature hereby amends Resolution No. 449-16 authorizes the County Manager to extend an agreement for a term of January 1, 2016 and shall remain in effect till December 31, 2017 between the Department of Community Services and Hudson Valley Care Coalition; and

**BE IT FURTHER RESOLVED**, the form of said agreement be approved by the Sullivan County Attorney's Office.

Moved by \_\_\_\_\_,  
Seconded by \_\_\_\_\_,  
and adopted on motion \_\_\_\_\_, 2017.

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**RESOLUTION NO.            INTRODUCED BY PUBLIC WORKS COMMITTEE TO  
AUTHORIZE AWARD & EXECUTION OF AGREEMENT FOR THE  
CONVENTIONAL CHIP SEALING OF PORTIONS OF VARIOUS COUNTY ROADS**

**WHEREAS**, bids were received for the Conventional Chip Sealing of Portions of Various County Roads; and

**WHEREAS**, Suit-Kote Corporation, 1911 Lorings Crossing Road, Cortland, NY 13045, is the lowest responsible bidder for this project; and

**WHEREAS**, the Sullivan County Division of Public Works has reviewed said bid 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 Suit-Kote Corporation, at a total price not to exceed **\$640,561.34**, plus the fluctuating cost of asphalt as per "Asphalt price Adjustment" as published by the PGB Index price and in accordance with B-17-15, said contract to be in such form as the County Attorney shall approve.

Moved by \_\_\_\_\_,  
Seconded by \_\_\_\_\_,  
and adopted on motion \_\_\_\_\_, 2017.

**RESOLUTION NO.            INTRODUCED BY PUBLIC WORKS COMMITTEE TO  
AUTHORIZE AWARD & EXECUTION OF AGREEMENT FOR RESURFACING  
PORTIONS OF VARIOUS COUNTY ROADS**

**WHEREAS**, bids were received for Resurfacing Portions of Various County Roads and

**WHEREAS**, Sullivan County Paving & Construction Inc., 420 Bernas Road,  
Cochection, NY 12726, is the lowest responsible bidder for this project, and

**WHEREAS**, the Sullivan County Division of Public works has reviewed said bid 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 Sullivan County Paving & Construction, Inc., at a total  
price not to exceed **\$6,849,483.05**, plus the fluctuating cost of asphalt as per "Asphalt price  
Adjustment" as published by the PGB Index price and in accordance with B-17-11, said contract  
to be in such form as the County Attorney shall approve.

Moved by \_\_\_\_\_,  
Seconded by \_\_\_\_\_,  
and adopted on motion \_\_\_\_\_, 2017.

**RESOLUTION NO.                    INTRODUCED BY PUBLIC WORKS COMMITTEE TO  
AUTHORIZE A NON-FEDERAL REIMBURSEMENT AGREEMENT BETWEEN THE  
NEW YORK STATE DEPARTMENT OF TRANSPORTATION (NYSDOT), FEDERAL  
AVIATION ADMINISTRATION (FAA) AND THE COUNTY OF SULLIVAN**

**WHEREAS,** Sullivan County has received a project grant from the FAA and the NYSDOT for the replacement of the electric vault equipment and backup generator at the Sullivan County International Airport (SCIA); and

**WHEREAS,** this project involves replacement of the PAPI's and REIL's on runways #15 and #33; and

**WHEREAS,** upon completion of the project a Special Flight Inspection of the PAPI's and a Commissioning Flight Inspection of the REIL's will be required; and

**WHEREAS,** the FAA has the authority to furnish this service upon a reimbursable payment basis in accordance with 49 U.S.C. § 106(1)(6); and

**WHEREAS,** the FAA requires pre-payment for this service which is reimbursable under the grant project.

**NOW, THEREFORE, BE IT RESOLVED,** that the Commissioner of Public Works is authorized to enter into a non-federal reimbursable agreement with the FAA in such form as the County Attorney shall approve.

Moved by \_\_\_\_\_,  
Seconded by \_\_\_\_\_,  
and adopted on motion \_\_\_\_\_, 2017.

**RESOLUTION NO.            INTRODUCED BY PUBLIC WORKS COMMITTEE TO  
AUTHORIZE A MODIFICATION AGREEMENT FOR THE 2017 SULLIVAN COUNTY  
BRIDGE PAINTING PROJECT**

**WHEREAS**, bids were received for 2017 Sullivan County Bridge Painting Project, and

**WHEREAS**, Amstar of Western New York, Inc., 825 Rein Road, Cheektowaga, New York 14225, is the lowest responsible bidder for this project, and

**WHEREAS**, Resolution 51-17 authorized the County Manager to execute a contract with Amstar of Western NY, Inc., and

**WHEREAS**, the Sullivan County Division of Public works recommends that a modification agreement be executed to include the painting of three alternate bridges that were included in Bid B-16-70, and

**WHEREAS**, the inclusion of the alternate bridge painting will be 100% State funded, and

**NOW, THEREFORE, BE IT RESOLVED**, that the County Manager be and hereby is authorized to execute a modification agreement with Amstar of Western New York, Incorporated, at a total price not to exceed \$418,000.00, in accordance with B-16-70, said contract to be in such form as the County Attorney shall approve.

Moved by \_\_\_\_\_,  
Seconded by \_\_\_\_\_,  
and adopted on motion \_\_\_\_\_, 2017.

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**RESOLUTION NO.            INTRODUCED BY PUBLIC WORKS COMMITTEE TO  
AUTHORIZE AN AGREEMENT FOR CONSULTANT ENGINEERING DESIGN AND  
RIGHT-OF-WAY INCIDENTAL ENGINEERING SERVICES FOR THE BRIDGE NY  
COUNTY BRIDGE 360 REHABILITATION PROJECT**

**WHEREAS**, the BRIDGE NY County Bridge 360 rehabilitation Project is to be implemented by contract; and

**WHEREAS**, consultant engineering design and right-of-way incidental services are required to be in compliance with the requirements of the project; and

**WHEREAS**, the project is eligible for 95% Federal funding through the BRIDGE NY funding program; and

**WHEREAS**, Section 237 of the New York State Highway Law, mandates joint liability between adjacent Counties for the construction and maintenance of border bridges; and

**WHEREAS**, Resolution 376-01 authorized the County Manager to enter into inter-municipal agreements with Orange County to facilitate the maintenance and reconstruction of border bridges and Orange County will reimburse Sullivan County for 2½% of project costs; and

**WHEREAS**, Resolution 165-16 provided approval for the use of Delta Engineers, Architects & Land Surveyors for bridge and highway projects; and

**WHEREAS**, the Division of Public Works recommends the award of an agreement for consultant engineering design and right-of-way incidental services to the firm of Delta Engineers, Architects & Land Surveyors on the basis of qualifications.

**NOW, THEREFORE, BE IT RESOLVED**, that the County Manager is authorized to execute an Agreement for consulting inspection and engineering services with Delta Engineers, Architects & Land Surveyors at a cost not to exceed \$272,000, said contract to be in such form as the County Attorney shall approve.

Moved by \_\_\_\_\_,  
Seconded by \_\_\_\_\_,  
and adopted on motion \_\_\_\_\_, 2017.

**RESOLUTION INTRODUCED BY HEALTH AND FAMILY SERVICES COMMITTEE.**

**RESOLUTION TO AUTHORIZE A CONTRACT WITH HEALTHLINK NY.**

**WHEREAS**, the County of Sullivan, wishes to contract with HealthlinkNY to share and exchange health data with HealthlinkNY and the State Health Information Network of New York (SHIN-NY); and

**WHEREAS**, the contract will be in accordance with applicable health information technology standards and specification; and

**WHEREAS**, the information will include but not limited to patient demographics, clinical data interface for the continuity of care document (CCD); and

**WHEREAS**, the contract shall be an annual contract, renewable by written notice annually; and

**NOW, THEREFORE, BE IT RESOLVED**, the Sullivan County Legislature authorizes the County Manager to contract with Healthlink NY, Inc. to share and exchange the data electronically.

**BE IT FURTHER RESOLVED**, the form of said contract shall be approved by the Sullivan County Attorney's Office.

Moved by \_\_\_\_\_,  
Seconded by \_\_\_\_\_,  
and adopted on motion \_\_\_\_\_, 2017.

**Resolution No.**

**RESOLUTION INTRODUCED BY HEALTH AND FAMILY SERVICES COMMITTEE TO AUTHORIZE COUNTY MANAGER TO ENTER INTO AGREEMENTS FOR THE PROVISION OF PROFESSIONAL SERVICES FOR PERIOD FROM JUNE 1, 2017 THROUGH MAY 31, 2018**

**WHEREAS**, the County of Sullivan, through the Department of Family Services requires certain professional services to accomplish the provision of Child Protective Services (CPS) related services for Sullivan County youth and families; and

**WHEREAS**, the Department of Family Services wishes to develop an entry into a viable Child Advocacy Center (CAC) while working toward developing a more local CAC; and

**WHEREAS**, the Department of Family Services wishes therefore to contract with

- JFC Consulting, LLC for the provision of child abuse and/or neglect medical consultant services at an annual cost not-to-exceed \$35,000; and
- Westchester Institute for Human Development for the provision of non-acute clinical sexual abuse services at an annual cost not-to-exceed \$15,000.

**NOW, THEREFORE, BE IT RESOLVED**, that the Sullivan County Legislature does hereby authorize the County Manager to execute agreements for the provision of the above mentioned professional services during the period from 6/1/2017 through 5/31/2018; and

**BE IT FURTHER RESOLVED**, these contracts are at the County's discretion, subject to annual appropriation; and

**BE IT FURTHER RESOLVED**, the maximum of these professional services contracts collectively not exceed the Department of Family Services budgeted amount for these professional services; and

**BE IT FURTHER RESOLVED**, that the form of said contracts will be approved by the Sullivan County Department of Law.

Moved by \_\_\_\_\_,  
Seconded by \_\_\_\_\_,  
and adopted on motion \_\_\_\_\_, 2017.





**RESOLUTION NO.                    INTRODUCED BY GOVERNMENT SERVICES  
COMMITTEE TO AUTHORIZE AWARD & EXECUTION OF AGREEMENT WITH  
ADM INTERIORS, INC. FOR PURCHASE AND INSTALLATION OF VERTICAL  
BLINDS FOR THE SULLIVAN COUNTY COURTHOUSE**

**WHEREAS**, bids were received for the Purchase and Installation of Vertical Blinds for Various Offices at the Sullivan County Courthouse, and

**WHEREAS**, ADM Interiors Inc., 88 Forestburgh Road, Monticello, New York 12701, is the lowest responsible bidder for this project, and

**WHEREAS**, the Sullivan County Division of Public works has approved said bid 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 ADM Interiors, Inc., at a total price not to exceed \$13,490.00, in accordance with Bid #B-16-66, said contract to be in such form as the County Attorney shall approve.

**Moved by** \_\_\_\_\_,  
**Seconded by** \_\_\_\_\_,  
**and adopted on motion** \_\_\_\_\_, 2017.



Resolution No. \_\_\_\_\_

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

**WHEREAS**, a bid was received for Pile Driving and Steel Sheeting Installation for County Bridge No. 98, and

**WHEREAS**, Sullivan County Paving and Construction, Inc., 420 Bernas Road, Cohecton, New York 12726, is the lowest responsible bidder for this project, and

**WHEREAS**, the Sullivan County Division of Public works has approved said bid 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 Sullivan County Paving and Construction, Inc., at a total price not to exceed \$66,471.00, in accordance with B-17-07, said contract to be in such form as the County Attorney shall approve.

**Moved by** \_\_\_\_\_,  
**Seconded by** \_\_\_\_\_,  
**and adopted on motion** \_\_\_\_\_, 2017.

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**RESOLUTION NO.            INTRODUCED BY GOVERNMENT SERVICES COMMITTEE**  
**RESOLUTION TO AUTHORIZE AWARD AND EXECUTION OF CONTRACT**

**WHEREAS**, a bid was received for vending machine concession, and

**WHEREAS**, Pepsi Cola of the Hudson Valley, One Pepsi Way, Newburgh, New York 12550, is the most responsible bidder for such work, and will provide said services from April 12, 2017 through April 11, 2018, with an option to extend on a year basis, for three (3) additional years, under the same terms and conditions, and

**WHEREAS**, the Government Services Committee recommends that said bid be approved and a contract be executed.

**NOW, THEREFORE, BE IT RESOLVED**, that the County Manager be and hereby is authorized to execute a contract with Pepsi Cola of the Hudson Valley at a contract price of \$900.00/month, to be paid to the County, and in accordance with Bid #B-17-10, said contract to be in such form as the County Attorney shall approve.

**Moved by** \_\_\_\_\_,

**Seconded by** \_\_\_\_\_,

**and adopted on motion** \_\_\_\_\_, 2017.



**CONSTRUCTION MATERIALS TESTING & INSPECTION SERVICES**

Kathy Jones  
 Director  
 Sullivan County Office of Purchasing  
 February 23, 2017

Construction of New Sullivan County Jail  
 Proposal #P16\_1652

**FEE SCHEDULE**

**Technician Rates:**

Soils & Concrete* Technician, per hour .....	\$ 55.00
Masonry, Reinforcing Steel, & Fireproofing Inspector, per hour .....	\$ 55.00
Coring and Field Testing/Inspection, per hour .....	\$ 110.00
Bearing Capacity Inspector, per hour .....	\$ 75.00
Floor Flatness Technician, per day .....	\$ 600.00
Windsor Technician, per hour .....	\$ 75.00
Storm Water & Erosion Control Inspector, per hour .....	\$ 75.00
Structural Steel & Bolting Inspector, Shop & Field, per hour .....	\$ 87.50
<i>Includes visual, magnetic particle and liquid penetrant inspection of welds</i>	
Ultrasonic Testing Inspector, Shop & Field, per hour .....	\$ 95.00
<i>Includes UT equipment usage</i>	
Ground Penetrating Radar Technician, per hour .....	\$ 125.00
Professional Engineer, per hour .....	\$ 125.00
Sample Pick-up Charge, per trip .....	No Charge

\* Note: In accordance with ACI 318 Building Code Requirements for Structural Concrete, Advance Testing copies the concrete supplier on all concrete compressive strength results. If you would prefer for the supplier to not receive these results, please inform Advance Testing of this preference in writing prior to the start of the project.

*Rate is per each inspector per 8 hour day, Monday-Friday. Overtime and Saturday rates will be charged at 1.5 times the hourly rate. Any necessary travel/hotel expenses will be billed to client at cost. Hourly rate and mileage of \$0.50/mile will be assessed portal to portal. Please call Advance Testing for all contracted inspection services 24 hours in advance.*

**Equipment and Laboratory Testing:**

Nuclear Density Gauge Fee, per day .....	\$ 80.00
Ground Penetrating Radar Equipment, per day .....	\$ 700.00
Windsor Pin Equipment, per day .....	\$ 250.00
Coring Equipment, per day .....	\$ 165.00
Soil Gradation Analysis, each .....	\$ 50.00
Wash Sieve Analysis, each .....	\$ 35.00
Hydrometer, each .....	\$ 125.00
Full Standard or Modified Proctor Test for Soils (min. of 4 points), each .....	\$ 125.00
Atterberg Limits, each .....	\$ 75.00
Clay Lumps & Friable Particles, each .....	\$ 40.00
L.A. Abrasion, each .....	\$ 250.00
Coarse Aggregate Angularity, each .....	\$ 70.00
Constant Head Permeability, each .....	\$ 150.00
Deleterious Materials, each .....	\$ 50.00
Effective Size Uniformity Coefficient, each .....	\$ 45.00
Flat & Elongated Particles, each .....	\$ 70.00
Magnesium Sulfate Soundness - 5 cycle, each .....	\$ 225.00

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**CONSTRUCTION MATERIALS TESTING & INSPECTION SERVICES**

Kathy Jones  
 Director  
 Sullivan County Office of Purchasing  
 February 23, 2017

Construction of New Sullivan County Jail  
 Proposal #P16\_1652

**FEE SCHEDULE**

**Equipment and Laboratory Testing:**

NPK, each .....	\$ 115.00
Natural Moisture Content, each .....	\$ 5.00
Organic Content Ash, each .....	\$ 120.00
pH of Soil, each .....	\$ 15.00
Resistivity, each .....	\$ 150.00
Sodium Sulfate Soundness, each .....	\$ 250.00
Specific Gravity Fine Aggregate, each .....	\$ 75.00
Specific Gravity Coarse Aggregate, each .....	\$ 75.00
Triaxial Permeability - Recompacted, each .....	\$ 385.00
Triaxial Permeability - Shelby Tube, each .....	\$ 295.00
USCS Soil Classification, each .....	\$ 55.00
Unit Weight of Soil, each.....	\$ 40.00
Petrographic Examination of Hardened Concrete, each .....	\$ 1,750.00
Physical Description of Cores, each .....	\$ 50.00
Compressive Strength of Advance Testing-cast Concrete Cylinders or 2x2x2 Mortar Cubes, each.....	\$ 13.75
Absorption of Masonry Units, each .....	\$ 75.00
Compressive Strength of Masonry Units, each.....	\$ 75.00
Compressive Strength of Masonry Prisms, each.....	\$ 125.00
Compressive Strength of Grout Prisms, each .....	\$ 45.00
Compressive Strength of Block, each .....	\$ 50.00
Compressive Strength of Brick, each.....	\$ 75.00
Compressive Strength of Concrete Cores, each .....	\$ 78.00
Flexural Strength of Beam, each .....	\$ 20.00
Absorption, each .....	\$ 75.00
Absorption of Block, each .....	\$ 50.00
Air Voids - Asphalt Cores, each.....	\$ 100.00
Bulk Specific Gravity, each .....	\$ 30.00
Thickness / Length, each.....	\$ 10.00
Maximum Specific Gravity - HMA, each.....	\$ 50.00
Maximum Index Density, each .....	\$ 215.00
Minimum Index Density, each.....	\$ 40.00
Minimum / Maximum Index Density, each .....	\$ 260.00
Mohs Hardness, each .....	\$ 15.00
Hardened Air Void Parameter, each .....	\$ 495.00
Moisture Test Kits, each .....	\$ 25.00
Rapid RH Sensors, each.....	\$ 50.00
Spray-On Fireproofing Density Test, each .....	\$ 35.00
Windsor Pin Shots, per location.....	\$ 35.00

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**RESOLUTION NO. INTRODUCED BY PUBLIC SAFETY COMMITTEE TO  
AUTHORIZE A LAW ENFORCEMENT SERVICES PROPOSAL BETWEEN  
SULLIVAN COUNTY AND THE UNITED STATES DEPT. OF INTERIOR, NATIONAL  
PARK SERVICE TO PROVIDE RIVER PATROL SERVICES**

**WHEREAS**, the United States Department of Interior, National Park Service (NPS), is authorized to provide funding for law enforcement services along the Delaware River during the summer months, and

**WHEREAS**, NPS has allocated up to \$20,000 for the Sullivan County Sheriff's Office to provide such services for the period May 27, 2017 to September 4, 2017.

**NOW, THEREFORE, BE IT RESOLVED**, that the Sullivan County Manager is authorized to provide a proposal for law enforcement services to the National Park Service for the period May 27, 2017 through September 4, 2017, with reimbursement at the deputy's current rate of pay plus benefits; and

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

Moved by \_\_\_\_\_,  
Seconded by \_\_\_\_\_,  
and adopted on motion \_\_\_\_\_, 2017



**RESOLUTION INTRODUCED BY PLANNING, ENVIRONMENTAL MANAGEMENT AND REAL PROPERTY COMMITTEE**

**RESOLUTION TO CONVEY PROPERTIES ACQUIRED BY THE COUNTY OF SULLIVAN BY VIRTUE OF THE IN REM TAX FORECLOSURE PROCEEDING FOR THE 2013 LIEN YEAR IN THE TOWN OF LIBERTY KNOWN AS LI106.-1-8 & LI27.-2-5**

**WHEREAS**, properties located in the Town of Liberty designated on the Sullivan County Real Property Tax Map as Liberty106.-1-8, being 0.11 +/- acres, located on West St. (60% of a home) and Liberty 27.-2-5, being 0.29 +/- acres, located on West St.(40% of a home), is owned by the County of Sullivan by virtue of an Article 11 foreclosure for 2013 taxes

**WHEREAS**, Mannin Property Holdings LLC has offered to purchase said properties for the sum of ONE HUNDRED (100.00) DOLLARS, and

**WHEREAS**, there is a one family residence that is split between two of said parcels, sixty percent (60%) is located on Tax Map LI106.-1-8 and the other forty percent (40%) is located on Tax Map LI27.-2-5.

**WHEREAS**, it is in the best interest of the County of Sullivan to sell the parcels privately to Mannin Property Holdings LLC for the amount of ONE HUNDRED (100.00) DOLLARS because these properties was not sold at previous auctions and two of said properties should be owned by the same person to have one hundred percent (100%) ownership, and

**WHEREAS**, the purchaser will also be responsible for the recording fees, plus 2017 County/Town taxes, and any other applicable charges, including but not limited to, omitted & pro rata taxes, water and sewer charges, if any, and

**NOW, THEREFORE, BE IT RESOLVED**, the Chairman of the Sullivan County Legislature is hereby authorized to execute the necessary documents in order to convey the aforesaid premises to Mannin Property Holdings LLC upon payment of \$100.00 to the County Treasurer, plus fees for the County Clerk, plus the 2017 County/Town taxes and any other applicable charges, including but not limited to, omitted & pro rata taxes, water and sewer charges, if any.

Moved by \_\_\_\_\_,  
Seconded by \_\_\_\_\_,  
and adopted on motion \_\_\_\_\_, 2017.

**RESOLUTION INTRODUCED BY PLANNING, ENVIRONMENTAL  
MANAGEMENT AND REAL PROPERTY COMMITTEE**

**RESOLUTION TO CONVEY PROPERTY ACQUIRED BY THE COUNTY OF  
SULLIVAN BY VIRTUE OF THE IN REM TAX FORECLOSURE  
PROCEEDING FOR THE 2014 LIEN YEAR IN THE TOWN OF FALLSBURG  
KNOWN AS FA11.-1-28.2**

**WHEREAS**, property located in the Town of Fallsburg designated on the Sullivan County Real Property Tax Map as Fallsburg 11.-1-28.2, being 2.00 +/- acres, located on Off Cty Hway 51 is owned by the County of Sullivan by virtue of an Article 11 foreclosure for 2014 taxes; and

**WHEREAS**, Yaron Pinson has offered to purchase said property for the sum of EIGHT HUNDRED DOLLARS (800.00) DOLLARS, and

**WHEREAS**, it is in the best interest of the County of Sullivan to sell this parcel privately to **Yaron Pinson** for the amount EIGHT HUNDRED (800.00) DOLLARS because this property was not sold at previous auctions, and

**WHEREAS**, the purchaser will also be responsible for the recording fees, plus 2017 County/Town taxes, and any other applicable charges, including but not limited to, omitted & pro rata taxes, water and sewer charges, if any, and

**NOW, THEREFORE, BE IT RESOLVED**, the Chairman of the Sullivan County Legislature is hereby authorized to execute the necessary documents in order to convey the aforesaid premises to **Yaron Pinson** upon payment of \$800.00 to the County Treasurer, plus fees for the County Clerk, plus the 2017County/Town taxes and any other applicable charges, including but not limited to, omitted & pro rata taxes, water and sewer charges, if any.

Moved by \_\_\_\_\_,  
Seconded by \_\_\_\_\_,  
and adopted on motion \_\_\_\_\_, 2017.

**RESOLUTION INTRODUCED BY PLANNING, ENVIRONMENTAL  
MANAGEMENT AND REAL PROPERTY COMMITTEE**

**RESOLUTION TO CONVEY PROPERTIES ACQUIRED BY THE COUNTY OF  
SULLIVAN BY VIRTUE OF THE IN REM TAX FORECLOSURE  
PROCEEDING FOR THE 2014 LIEN YEAR IN THE TOWN OF FALLSBURG  
KNOWN AS FA58.G-2-6, FA58.G-2-9, FA58.H-2-2, FA58.I-1-21, FA58.J-1-8 &  
FA58.J-3-6**

**WHEREAS**, properties located in the Town of Fallsburg designated on the Sullivan County Real Property Tax Map as Fallsburg 58.E-1-6, being 75.00 x 135.00 +/- ft., located on Weisshorn St., Fallsburg 58.G-2-6, being 53.50 x 92.00 +/- ft., located on Sandalwood Ct., Fallsburg 58.G-2-9, being 53.50 x 145.00 +/- ft., located on Sandalwood Ct., Fallsburg 58.H-2-2, being 75.00 x 139.75 +/- ft, located on Weisshorn St., Fallsburg 58.I-1-21, being 112.50 x 135.00 +/- ft., located on Lucerne Rd., Fallsburg 58.J-1-8, being 95.00 x 115.00 +/- ft., located on Weisshorn Rd., Fallsburg 58.J-3-6, being 80.00 x 125.00 +/- ft., located on Lucerne Rd. which are owned by the County of Sullivan by virtue of an Article 11 foreclosure for 2014 taxes; and

**WHEREAS**, ARTARCH USA LLC has offered to purchase said properties for EIGHT HUNDRED (800.00) DOLLARS per parcel, and

**WHEREAS**, it is in the best interest of the County of Sullivan to sell these parcels privately to Artarch USA LLC for the total amount of FIVE THOUSAND SIX HUNDRED (5,600.00) DOLLARS , and

**WHEREAS**, the purchaser will also be responsible for the recording fees, plus 2017 County/Town taxes, and any other applicable charges, including but not limited to, omitted & pro rata taxes, water and sewer charges, if any, and

**NOW, THEREFORE, BE IT RESOLVED**, the Chairman of the Sullivan County Legislature is hereby authorized to execute the necessary documents in order to convey the aforesaid premises to Artarch USA LLC upon payment of \$5,600.00 to the County Treasurer, plus fees for the County Clerk, plus the 2017 County/Town taxes and any other applicable charges, including but not limited to, omitted & pro rata taxes, water and sewer charges, if any.

Moved by \_\_\_\_\_,  
Seconded by \_\_\_\_\_,  
and adopted on motion \_\_\_\_\_, 2017.

**RESOLUTION INTRODUCED BY PLANNING, ENVIRONMENTAL  
MANAGEMENT AND REAL PROEPRTY COMMITTEE**

**RESOLUTION TO CONVEY PROPERTY ACQUIRED BY THE COUNTY OF  
SULLIVAN BY VIRTUE OF THE IN REM TAX FORECLOSURE  
PROCEEDING FOR THE 2015 LIEN YEAR IN THE TOWN OF BETHEL  
KNOWN AS BE51.-1-48**

**WHEREAS**, property located in the Town of Bethel designated on the Sullivan County Real Property Tax Map as Bethel 51.-1-48, being 1.10 +/- acres, located on Ballard Rd Tr. 3 is owned by the County of Sullivan by virtue of an Article 11 foreclosure for 2015 taxes; and

**WHEREAS**, The Town of Bethel has offered to purchase said property for the amount of delinquent taxes owed to the county and

**WHEREAS**, it is in the best interest of the County of Sullivan to sell this parcel to Town of Bethel for the amount of delinquent taxes owed to the county and it is a Right of Way to a property that was transferred over to The Bethel Local Development Corporation in 2011, which is for the purpose of development in accordance with a conservation development plan, on resolution #392-11 and

**WHEREAS**, the purchaser will also be responsible for the recording fees, and any other applicable charges, including but not limited to, omitted & pro rata taxes, water and sewer charges, if any, and

**NOW, THEREFORE, BE IT RESOLVED**, the Chairman of the Sullivan County Legislature is hereby authorized to execute the necessary documents in order to convey the aforesaid premises to Town of Bethel upon payment of amount of delinquent taxes owed to the County, plus fees for the County Clerk, and any other applicable charges, including but not limited to, omitted & pro rata taxes, water and sewer charges, if any.

Moved by \_\_\_\_\_,  
Seconded by \_\_\_\_\_,  
and adopted on motion \_\_\_\_\_, 2017.

**RESOLUTION INTRODUCED BY PLANNING, ENVIRONMENTAL  
MANAGEMENT AND REAL PROPERTY COMMITTEE TO  
CORRECT THE 2015 TAX ROLL OF THE TOWN OF DELAWARE  
FOR TAX MAP #11.A-1-3**

**WHEREAS**, an application dated March 13, 2017 having been filed by The Roger A & Emily A Dannie Trust with respect to property assessed to said applicant on the 2015 tax roll of the Town of Delaware Tax Map #11.A-1-3 pursuant to Section 556 of the Real Property Tax Law, to correct an error in essential fact, an incorrect acreage on the taxable portion of the assessment roll which acreage was considered by the assessor in the valuation of the parcel and which resulted in an incorrect assessment; and

**WHEREAS**, the Director of Real Property Tax Services has duly investigated the application and filed his report dated March 23, 2017 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 an error in essential fact.

**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 Board 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 relieved school tax, the Treasurer shall charge back such amount in accordance with law.

Moved by \_\_\_\_\_,  
Seconded by \_\_\_\_\_,  
and adopted on motion \_\_\_\_\_ day of \_\_\_\_\_, 2017.

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**RESOLUTION INTRODUCED BY PLANNING, ENVIRONMENTAL  
MANAGEMENT AND REAL PROPERTY COMMITTEE TO  
CORRECT THE 2016 TAX ROLL OF THE TOWN OF DELAWARE  
FOR TAX MAP #11.A-1-3**

**WHEREAS**, an application dated March 13, 2017 having been filed by The Roger A & Emily A Danni Trust with respect to property assessed to said applicant on the 2016 tax roll of the Town of Delaware Tax Map #11.A-1-3 pursuant to Section 556 of the Real Property Tax Law, to correct an error in essential fact, an incorrect acreage on the taxable portion of the assessment roll which acreage was considered by the assessor in the valuation of the parcel and which resulted in an incorrect assessment; and

**WHEREAS**, the Director of Real Property Tax Services has duly investigated the application and filed his report dated March 23, 2017 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 an error in essential fact.

**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 Board 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 relieved school tax, the Treasurer shall charge back such amount in accordance with law.

Moved by \_\_\_\_\_,  
Seconded by \_\_\_\_\_,  
and adopted on motion \_\_\_\_\_ day of \_\_\_\_\_, 2017.

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**RESOLUTION INTRODUCED BY PLANNING, ENVIRONMENTAL  
MANAGEMENT AND REAL PROPERTY COMMITTEE TO  
CORRECT THE 2017 TAX ROLL OF THE TOWN OF DELAWARE  
FOR TAX MAP #11.A-1-3**

**WHEREAS**, an application dated March 13, 2017 having been filed by The Roger A & Emily A Danni Trust with respect to property assessed to said applicant on the 2017 tax roll of the Town of Delaware Tax Map #11.A-1-3 pursuant to Section 556 of the Real Property Tax Law, to correct an error in essential fact, an incorrect acreage on the taxable portion of the assessment roll which acreage was considered by the assessor in the valuation of the parcel and which resulted in an incorrect assessment; and

**WHEREAS**, the Director of Real Property Tax Services has duly investigated the application and filed his report dated March 23, 2017 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 an error in essential fact.

**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 Board 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 relieved school tax, the Treasurer shall charge back such amount in accordance with law.

Moved by \_\_\_\_\_,  
Seconded by \_\_\_\_\_,  
and adopted on motion \_\_\_\_\_ day of \_\_\_\_\_, 2017.

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**RESOLUTION INTRODUCED BY PLANNING, ENVIRONMENTAL  
MANAGEMENT AND REAL PROPERTY COMMITTEE TO  
CORRECT THE 2017 TAX ROLL OF THE TOWN OF  
COHECTON FOR TAX MAP #18.-1-5**

**WHEREAS**, an application dated February 8, 2017 having been filed by Anton & Lina Peculic with respect to property assessed to said applicant on the 2017 tax roll of the Town of Cohecton Tax Map #18.-1-5 pursuant to Section 556 of the Real Property Tax Law, to correct a clerical error on the taxable portion of the tax roll due to the failure of the assessed value on the tax roll to reflect the agricultural exemption to which the property owner was entitled; and

**WHEREAS**, the Director of Real Property Tax Services has duly investigated the application and filed his report dated March 28, 2017 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 Board 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 relieved school tax, the Treasurer shall charge back such amount in accordance with law.

Moved by \_\_\_\_\_,  
Seconded by \_\_\_\_\_,  
and adopted on motion \_\_\_\_\_ day of \_\_\_\_\_, 2017.

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**RESOLUTION INTRODUCED BY PLANNING, ENVIRONMENTAL  
MANAGEMENT AND REAL PROPERTY COMMITTEE TO  
CORRECT THE 2017 TAX ROLL OF THE TOWN OF BETHEL FOR  
TAX MAP #8.-1-3.2**

**WHEREAS**, an application dated March 27, 2017 having been filed by Congregation Toldos Refuel with respect to property assessed to said applicant on the 2017 tax roll of the Town of Bethel Tax Map #8.-1-3.2 pursuant to Section 556 of the Real Property Tax Law, to correct an unlawful entry on the taxable portion of the tax roll of the assessed valuation of real property which is wholly exempt; and

**WHEREAS**, the Director of Real Property Tax Services has duly investigated the application and filed his report dated March 27, 2017 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 an unlawful entry.

**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 Board 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 relieved school tax, the Treasurer shall charge back such amount in accordance with law.

Moved by \_\_\_\_\_,  
Seconded by \_\_\_\_\_,  
and adopted on motion \_\_\_\_\_ day of \_\_\_\_\_, 2017.

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**RESOLUTION INTRODUCED BY PLANNING, ENVIRONMENTAL  
MANAGEMENT AND REAL PROPERTY COMMITTEE TO  
CORRECT THE 2017 TAX ROLL OF THE TOWN OF THOMPSON  
FOR TAX MAP #118.-6-16**

**WHEREAS**, an application dated March 21, 2017 having been filed by Gloria Cahalan with respect to property assessed to said applicant on the 2017 tax roll of the Town of Thompson Tax Map #118.-6-16 pursuant to Section 556 of the Real Property Tax Law, to correct a clerical error on the taxable portion of the tax roll due to an incorrect entry of assessed valuation on the tax roll which, because of a mistake in transcription, does not conform to the entry for the same parcel which appears on the final verified statement of the board of assessment review; and

**WHEREAS**, the Director of Real Property Tax Services has duly investigated the application and filed his report dated March 23, 2017 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 Board 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 relieved school tax, the Treasurer shall charge back such amount in accordance with law.

Moved by \_\_\_\_\_,  
Seconded by \_\_\_\_\_,  
and adopted on motion \_\_\_\_\_ day of \_\_\_\_\_, 2017.

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**RESOLUTION NO INTRODUCED BY THE PLANNING, ENVIRONMENTAL  
MANAGEMENT AND REAL PROPERTY COMMITTEE TO ADOPT GUIDELINES FOR  
THE 2017 PLANS AND PROGRESS SMALL GRANTS PROGRAM**

**WHEREAS**, the Sullivan County Division of Planning and Environmental Management has administered a small grants program since 1998;

**WHEREAS**, the Sullivan County Legislature allocated \$100,000 in the FY 2017 budget to be distributed to local communities, not-for profits and civic-organizations through the Plans and Progress Small Grants program; and

**WHEREAS**, guidelines for the Plans and Progress Small Grants program were updated with input from County departments involved in program administration.

**NOW, THEREFORE, BE IT RESOLVED**, that the Sullivan County Legislature adopts the 2017 guidelines for the Plans and Progress Small Grants program.

**Moved by,**

**Seconded by,**

# PLANS & PROGRESS



## Division of Planning & Environmental Management

### SMALL GRANT PROGRAM

for assistance with projects that contribute to achieving  
County goals and implementing County plans

### PROGRAM GUIDELINES

2017 Program Year

JOA

# **Sullivan County Legislature**

**County Government Center**

**100 North Street**

**Monticello, New York 12701**

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## 1.0 BACKGROUND

The PLANS & PROGRESS Small Grants Program builds on a history of small grantmaking by the County's Planning division. Initiated in the late 1990's as the Economic Development Assistance Program (EDAP) with money from the County budget and a State grant, the program also operated for a number of years as the Historic and Cultural Assistance Program. The program was revamped in 2015 to add a geographic element to the distribution of awards. Further changes were made in 2016 in order to be more responsive to community needs and streamline the contracting and reimbursement process, making administration of the program more efficient for both grant recipients and the County. These included:

- **A new application form.** The new form is intended to keep the process simple for applicants, while also highlighting program requirements in order to facilitate grant processing. The form is also available as a fillable pdf to enable online submissions.
- **A new grant contract.** The contract has been amended to remove requirements that proved onerous for small, volunteer-based groups. Time consuming waivers will no longer be needed.
- **More guidance on the reimbursement process.** A new section has been added to these guidelines providing detailed instructions on what's needed to receive funding once an award is granted and the project is completed.

## 2.0 OBJECTIVES

The purpose of the PLANS & PROGRESS Small Grant program is to assist local municipalities and community and not-for-profit organizations throughout Sullivan County with projects related to tourism, community and economic development, image enhancement, trails development, health improvement, agricultural and farmland protection, and other county goals. These guidelines are intended to:

- Promote use of the program countywide through an initial allocation of funding to all legislative districts (see 3.2 below on geographic distribution);
- Foster projects that have county-wide or regional significance by tying applications to County & municipal goals established in comprehensive or strategic plans;
- Increase the impact of the grants and accountability of the program through enhanced project tracking.

### 3.0 PLANS & PROGRESS PROGRAM GRANTS

#### 3.1 2017 Program Funding

The PLANS & PROGRESS Program has been seeded with \$100,000 in funding for FY2017.

#### 3.2 Funding Cycle

The County Division of Planning and Environmental Management will accept applications for the PLANS & PROGRESS Small Grants program on a rolling basis. Applications will be reviewed by a program committee, and awards made, up to three times during the calendar year. The first review will assess all applications received by 4:00 p.m. **May 15, 2017**. The second round will look at applications received by 4:00 p.m. **July 7, 2017** and a the third round will assess applications received by 4:00 p.m. **September 8, 2017**. The later round(s) of application reviews will take place only in the event there are funds remaining after the initial awards have been made.

#### 3.3 Geographic Distribution of Funds

It is the intent of the program to distribute funds throughout the county as broadly as possible, with a minimum of \$10,000 in funding to projects in each of the County's 9 legislative districts. Funds that remain unallocated after review of the second round of applications will be released from geographic restrictions, and may be awarded based on need and compliance with program objectives regardless of project location.

#### 3.4 Amount of Awards

Applicants may apply for grants of up to \$10,000.

#### 3.5 Availability of Funds

PLANS & PROGRESS is primarily a *reimbursement* program. To receive funds, participants must document expenditures and the required match (see 4.1.5 below).

- 3.5.1 Grant funding will be tied to project cost. If the actual project expenditures are less than projected in the grant application, the award may be reduced accordingly.
- 3.5.2 When appropriate, and upon approval from the County Manager, payments may be made from the County directly to third-party providers of project goods and services.
- 3.5.3 Grant recipients are strongly encouraged to review County requirements for documentation of project costs and the required match. These are discussed below under section 9.0.



## 4.0 ELIGIBILITY & SELECTION CRITERIA

### 4.1 Minimum Eligibility

In order to be eligible for PLANS & PROGRESS grant monies, applications must meet the following minimum criteria:

- 4.1.1 The applicant organization must be either a municipality of Sullivan County or a not-for-profit agency or organization operating within Sullivan County that is not part of County government;
- 4.1.2 The proposed activity must be located within Sullivan County;
- 4.1.3 The funded activity must be a new and discreet project with a schedule and demonstrated outcome. **Organizational operating expenses are not an eligible activity for program funding, nor is funding for projects and/or programs traditionally undertaken on an annual basis.**
- 4.1.4 The applicant must demonstrate that at least 50% of the approved project/program cost will be provided by sources other than the PLANS & PROGRESS Small Grants Program. Acceptable sources of matching funds include local, state and federal funding, in-kind services by municipalities or organizations, donations of materials and professional services from private for-profit businesses, and not-for-profit sweat equity. Grant recipients should review Section 9.0 below for requirements on documenting the match.
- 4.1.5 The proposed activity advances Sullivan County Planning goals, as identified in such County planning documents as the Sullivan County 2020 Plan, the draft Sullivan County Economic Development Strategy, the Sullivan County Agricultural and Farmland Protection Plan, the Comprehensive Coordinated Transportation Plan, and the draft Local Waterfront Revitalization Program (LWRP), and/or the work of County task forces, committees and working groups, such as the Trails Task Force. Prospective applicants are encouraged to contact the Sullivan County Division of Planning & Environment Management for assistance in identifying how their proposed activity relates to County plans and projects.

### 4.2 Preference Criteria

Projects that meet the minimum eligibility requirements will be ranked based on the degree to which they meet the following additional criteria:

- 4.2.1. The project is a stated County priority;
- 4.2.2. The project will enhance life in Sullivan County;
- 4.2.3. The project leverages County funding with matching funds higher than the required minimum 50%;
- 4.2.4. The project will result in a completed capital improvement within one year of the grant award, or will launch a new program or service;
- 4.2.5. The applicant has a demonstrated track record;

- 4.2.6. The project has demonstrated support from the host municipality and the broader community.
- 4.2.7. Impacts of the project will extend beyond the host community;
- 4.2.8. Impacts of the project will be long term;
- 4.2.9. Impacts of the project will be measurable.

## 5.0 APPLICATION PROCESS

### 5.1 The Application

Applications should be made using the two-page application form provided below, and providing supplementary material as appropriate. Applications may be submitted in one of the following ways:

- Complete the application on-line via a fillable pdf form on the Sullivan County website. Go to the Division of Planning and Environmental Management (DPEM), and click on the link to Technical Assistance and Funding.
- Submit the application and supporting documentation as email attachments to [Planning@co.sullivan.ny.us](mailto:Planning@co.sullivan.ny.us). If desired, contact DPEM for a version of the application that may be completed in MS Word.
- Mail, or hand deliver, the printed application and supporting documentation to the **Sullivan County Division of Planning and Environmental Management, County Government Center, 100 North Street, Monticello, NY 12701.**

### 5.2 Selection Process

Applications will be reviewed by a committee consisting of:

- The County Manager, or designee
- The Commissioner of Planning & Environment Management, or designee
- The Grants Administration Supervisor, or designee
- Two representatives from organizations engaged in economic development, tourism, and community enhancement in Sullivan County

Committee recommendations will be presented to the County legislative committee on Planning, Environmental Management & Real Property (PEMRP) for review and authorization.

### 5.3 Awards

The Committee may choose to grant all, part, or none of the funding requested by an applicant. The County reserves the right to amend these guidelines in cases of specific need or impact.



Division of Planning and Environmental Management

# 2017 Plans & Progress Small Grants Program Application

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**I. APPLICANT INFORMATION**

Name of Applicant Organization: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone: \_\_\_ - \_\_\_ - \_\_\_ Email: \_\_\_\_\_ @ \_\_\_\_\_

Organizational Website: \_\_\_\_\_

Legislative district(s) that will benefit from the project (see map): \_\_\_\_\_

Project Name: \_\_\_\_\_

Total Project Cost: \_\_\_\_\_ Grant Amount Requested: \_\_\_\_\_

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**II. PROJECT DESCRIPTION**

1) Is this a capital project , new program or initiative , or other  (please specify) \_\_\_\_\_ ?  
Please note that operating expenses are not an eligible program activity.

2) Describe what the funding will be used to accomplish.

3) Describe how the project will contribute to meeting the long-term planning goals of the county and/or the host community.  
Sullivan County planning documents are available online at the Planning and Environmental Management page on the County website.

4) How will the project be managed and by whom? Please note whether subcontractors will be used, if applicable, and who will supervise the work.

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**III. PROJECT BUDGET**

1) Project Cost. Provide an itemized project budget in the table below. Use additional pages if needed.

Item	Cost Estimate	Source of Cost Estimate (1)	Source of Cost Estimate (2)
<b>TOTAL PROJECT COST</b>			

2) Project Match.

a. What percentage of the total project cost will be provided as a match? [ \_\_\_ ] %

b. Provide a breakdown of how the match will be provided, using the table below.

Match Type	Estimated Value of Match	Source(s)	Basis for Estimate
Monetary Match			na
In Kind Services to be provided by organizational staff and/or volunteers			
Donated Goods or Services			
<b>TOTAL MATCH VALUE</b>			

3) Funding need. Why does this project need County funding?

**IV. PROJECT SCHEDULE**

1) What is the project's estimated start date? \_\_\_\_\_

2) When do you anticipate the project be completed? \_\_\_\_\_

3) Please note any issues that may alter the proposed project schedule.

**V. ATTACHMENTS**

Please note any supporting documentation on the project that will accompany this application:

- Additional project information such as location photographs, plans and sketches, scope of work, etc.
- Evidence of meeting County and/or municipal objectives, such as excerpts of planning documents, documentation of public meetings, board minutes, etc.
- Project support (e.g. municipal resolutions, letters of support, newspaper articles, etc.)
- Additional budget detail (e.g. budget spreadsheets, copies of estimates, etc.)
- Background material on the applicant organization and/or individuals managing the project.

\_\_\_\_\_  
SIGNATURE OF AUTHORIZED REPRESENTATIVE

\_\_\_\_\_  
PRINT NAME

\_\_\_\_\_  
Date

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## 6.0 TRACKING & PERFORMANCE REVIEW

The County Division of Planning & Environmental Management (DPEM) will be charged with preparing an annual report to the PEMRP committee with information on the following:

- DPEM and other activities to promote the small grants program
- Number of applicants and types of projects
- Awards made in the previous year
- Performance of grantees and status of projects
- Identified benchmarks to track project impacts

## 7.0 SAMPLE CONTRACT

### 7.1 Contract Requirements

Sullivan County will require a contract with all Plans and Progress grant awardees, based on the sample provided below.

- Each contract will require an attached schedule of services detailing what the grantee will accomplish in order to receive funding.
- Applicants should review the contract prior to submission in order to ensure they will be able to comply with its requirements.
- In 2016, the contract for the program was substantially simplified over previous years in order to facilitate program participation from smaller community organizations, and make the process more efficient for both the County and the grantee.

### 7.2 The Sample Contract

**PLANS & PROGRESS SMALL GRANT PROGRAM  
AGREEMENT BETWEEN COUNTY OF SULLIVAN  
AND**

AGREEMENT made as of the \_\_\_\_ day of \_\_\_\_\_, 2017, consists of the following terms and conditions:

1. **PARTIES:** This Agreement is by and between the County of Sullivan, a municipal corporation of the State of New York with its offices at the Sullivan County Government Center, 100 North Street, Monticello, New York 12701, hereinafter, designated as "County" and \_\_\_\_\_ with an address of \_\_\_\_\_, hereinafter designated as "Grant Recipient".
2. **SERVICES:** The Grant Recipient shall provide services as described in the Schedule of Services attached hereto as Schedule "A".
3. **PAYMENTS:** The County shall pay the Grant Recipient a total amount not to exceed \$\_\_\_\_\_.

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- 4. **DOCUMENTATION:** The Plans & Progress Small Grant Program is a reimbursement program. In order for the Grant Recipient to be eligible for the receipt of payment provided in Section No. 3 above, the Grant Recipient must submit a voucher to the Sullivan County Division of Planning and Environmental Management, together with proof of expenditures such as invoices, itemized receipts, copies of cancelled checks, records of in-kind services provided, and/or other fiscal information as may be required by the Office of Audit and Control and pursuant to the Plans & Progress Small Grant Program guidelines.
- 5. **WAIVER OF LIABILITY:** The Grant Recipient shall defend, indemnify, and hold harmless the County, its officers, employees, and agents, against and from any and all losses, claims, actions, damages, expenses or liabilities, including reasonable attorneys' fees, as a result of a negligent act, omission or willful misconduct of the Grant Recipient, its employees, representatives, agents, subcontractors or assigns.
- 6. **INDEPENDENT CONTRACTOR:** The Grant Recipient agrees that its relationship to the County is that of an independent contractor and that neither it nor its employees or agents will hold themselves out as, nor claim to be, officers or employees of the County, or of any department, agency or unit thereof, and they will not make any claim, demand or application to or for any right or privilege applicable to an officer or employee of the County, including, but not limited to, Worker's Compensation coverage, health coverage, Unemployment Insurance Benefits, Social Security coverage or employee retirement membership or credit. The Grant Recipient shall not act as agent, or be an agent, of the County. As an independent contractor, the Grant Recipient shall be solely responsible for determining the means and methods of performing the services and shall have complete charge and responsibility for the Grant Recipient's personnel engaged in the performance of the services. However, if any personnel of the Grant Recipient act in a manner that is detrimental to the County, the County may require the Grant Recipient to remove or replace such personnel with respect to the performance of services required.
- 7. **TERMINATION:** The County may, by written notice to the Grant Recipient effective upon mailing, terminate this Agreement at any time upon the Grant Recipient's default.
- 8. **MODIFICATION:** This Agreement may be modified only by a writing signed by both parties.
- 9. **AUTHORIZATION:** This Agreement is authorized by Resolution No. \_\_\_-16, adopted by the Sullivan County Legislature on \_\_\_\_\_, 2017.

IN WITNESS WHEREOF, the parties have executed this Agreement on the date noted above.

[NAME OF GRANT RECIPIENT]

COUNTY OF SULLIVAN

By:

By: Joshua Potosek, County Manager

APPROVED AS TO FORM

By: Assistant County Attorney

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## 8.0 COMPLIANCE WITH APPLICABLE LAWS

### Affirmative Action/Equal Employment Opportunity:

#### EQUAL EMPLOYMENT OPPORTUNITY POLICY STATEMENT

The County of Sullivan will take positive action to ensure equal employment opportunity without regard to age, race, religion, creed, color, national origin, sex, disability, marital status, and other non-merit factors in compliance with state and federal law.

The activities encompassed by the Affirmative Action Plan include advertising, recruiting, interviewing, testing, training, transfers, compensation, promotion, discipline, termination, employee benefits, supplier relations, access to programmatic benefits, and maintenance of Sullivan County facilities on a non-discriminatory basis.

Sullivan County will employ all necessary procedures to ensure that this employment policy continues to be fully supported and expects that all elected or appointed department heads, in all activities, undertake a personal commitment to assure themselves that the principles of equal employment opportunity are fully implemented in every action they take.

Sullivan County is committed to programs of Affirmative Action. Article 15A of the Executive Law pertains to Minority and Women-owned Business Enterprises (MWBE) Equal Employment Opportunity (EEO). Municipalities will be required to document and certify their compliance with these regulations.

**Environmental Review:** Capital projects receiving funds under the Plans and Progress program shall meet the requirements of the State Environmental Quality Review Act, where applicable.

**Historic Review:** Any project that involves a building that is listed on the State/National Register must conform to the Secretary of the Interior's Standards and Guidelines for Archeology and Historic Preservation. Approval of the scope of proposed work by the New York State Historic Preservation Office shall be required for all structures on the State/National Register.

**Building Code Requirements:** All relevant projects will need to comply with the Uniform Fire Prevention and Building Code and the American with Disabilities Act. A letter from the municipal building inspector or code enforcement officer stating that such conditions have been met shall be provided prior to project commencement.

## 9.0 DOCUMENTATION OF PROJECT EXPENSES & MATCH

In order to obtain the awarded funding, grant recipients must provide detailed documentation of project activities and expenses, along with proof of the committed match. Please note the following documentation requirements; grant payments cannot be processed without adequate documentation.

### 9.1 Proof of Purchase

Grant recipients will be required to submit proofs that the goods and services funded by the program have been provided. In order for proof to be accepted, the following information must be provided for each expense on either an invoice or a receipt:

- transaction date;
- an itemization of the materials and/or services provided;

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- total cost;
- amount paid and the method of payment (such as cash, check, or credit card); and
- an indication that the balance has been paid in full.

Invoices and/or receipts should be on business stationary or forms and feature the name of the legal business entity along with other contact details including current address, phone, and email address.

**The grant recipient should sign and date the completed invoice or receipt, indicating that all items were received.**

**Additionally, a signature of the vendor is required if the receipt has been hand written, if the payment has been made in cash, or if it is an invoice showing a balance due that has been marked as paid in full.**

## 9.2 Proof of Payment

Because this is a reimbursement program, grantees must also provide proof of payment as well as proof of purchase. The required documentation will vary based on whether payment has been made by cash, check, or credit card.

- 9.2.1 Cash Payments. If a purchase has been made in cash, grant recipients should have the vendor indicate on the invoice or receipt the amount of cash paid, and provide a signature.
- 9.2.2 Payments by Check. If the purchase has been made by check, then the grantee should submit a front and back photocopy of the cancelled check .
- 9.2.3 Credit Card Payments. If the purchase has been made by credit card, then reimbursement documentation should include a copy of the billing statement with the relevant purchase circled. Additional purchases that may appear on the billing statement but which are not part of this transaction may be redacted.

## 9.3 Documentation of Match

The Plans & Progress Small Grants Program requires contributions by the grantee to the project cost that match or exceed the award amount. Submissions for reimbursement must demonstrate that this match requirement has been met. Documentation will vary depending on how the match has been provided, however, all submissions for reimbursement should include a statement detailing the total project budget, the portion of the budget to be considered as a match, and the source(s) of the match.

- 9.3.1 Monetary contribution. Commonly referred to as a "cash match," this type of match occurs when the grantee pays for a portion of the project cost. Any "cash match" should include proof of purchase and proof of payment, as detailed above in sections 9.1 and 9.2.
- 9.3.2 In-kind services. In-kind services are non-monetary contributions to a project that include, but are not limited to, organizational staff or volunteer time given to a project, the use of existing equipment, or the use of existing facilities. Documentation of in-kind services should be made by providing a spreadsheet or table with information on the service provided, date(s) provided, the value of the contribution, and how that value was calculated. The submission should include a signature of the organizational representative attesting to the execution and completion of the in-kind contributions. A sample table is provided below, followed by explanations for each column entry.

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Description of Service	Date of Service	Staff, Equipment or Facility	Cost Basis (e.g. hourly rate)	Length of Service (e.g. hours worked)	Value of Contribution
Total Value of In-Kind Services					(sum of this column)

*Description of Service:* Information in this column should address the type of in-kind contribution (personnel time, equipment, or facilities) and, when relevant, the activities that were performed.

*Date of Service:* Each date on which services were provided should be given its own entry. So if an individual donated a total of 50 hours to a project spread but that time was spread over 10 days, there should be an entry for each of those 10 days.

*Cost Basis:* Hourly personnel rates should be based on salary. Volunteer contributions may be valued at a flat rate of \$25/hour. Professional services may be given a higher value, but should be documented per the requirements of 9.3.3 below, addressing donated goods and services.

*Staff, Equipment or Facility:* For most in-kind services, this column will feature the name of the individual providing the service. However, if the in-kind service involves use of equipment of a facility (e.g. the use of a Town Hall for a public meeting), the name of the equipment or facility should be indicated in this column.

*Length of Service:* This column should show the number of hours the service was provided on that date only.

*Value of Contribution:* This column should equal the cost basis times the length of service.

9.3.3 Donated goods and services. Calculation of the match may also include donated project materials (e.g. lumber, stone, paint) or services (e.g. installation, construction, design, promotion). These should be documented with a "receipt" for the goods provided by the donor, and containing all of the information required above for a proof of purchase (9.1).

**9.4 Documentation of Project Completion**

To assist the County in documenting and tracking the impact of this program, grant recipients are asked to provide documentation of their projects that can be used in reports. Such documentation may include, but is not limited to, before and after photos, project narratives, testimonials, news coverage, etc.

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