



SULLIVAN COUNTY LEGISLATURE
SULLIVAN COUNTY GOVERNMENT CENTER
100 NORTH STREET
PO BOX 5012
MONTICELLO, NY 12701
845-807-0435
845-807-0447 (fax)

EXECUTIVE COMMITTEE
February 20, 2014 at 11:30AM

COMMITTEE MEMBERS: Samuelson, Vetter, LaBuda, Rouis, Gieger,
Edwards, Benson, Steingart, Sorensen

- I. COUNTY MANAGER'S MONTHLY REPORT**
- II. COUNTY ATTORNEY'S MONTHLY REPORT**

- III. DISCUSSION**
 - 1. Vacancy Requests

IV. RESOLUTIONS :

- 1. Establish an updated Salary Schedule for certain Division of Public Works' part-time and seasonal positions
- 2. Amend Resolution #187-13 to change State Agency Administering the Grant
- 3. Create a permanent full time Account Clerk/Database position for the Early Care Program
- 4. Authorize SCCC to request funds from the State University of New York Community College Capital Program Fund
- 5. Accept the recommendations of the Sullivan County Solid Waste/Recycling Fee Grievance Committee
- 6. Amend an agreement with Chazan Companies
- 7. Authorize contract with Mid-State Communications and Electronics, Inc.
- 8. Reaffirm the Negative Declaration for the Radio Upgrade Project
- 9. Adjust the salaries of Assistance District Attorneys
- 10. Authorizing the issuance of an additional \$750,000 bonds to pay the cost of the reconstruction of the Sullivan County Adult Care Center
- 11. Authorize acceptance of a donation to Public Health Services for the Cribs for Kids Program
- 12. Enact Local Law No. 1 of 2014 regarding Best Value Option in regard to purchases
- 13. Authorize issuance of RFP to evaluate the structural and environmental condition of two County Owned Buildings
- 14. Appoint Freda Eisenberg, AICP Commissioner of Planning and Environmental Management

V. PUBLIC COMMENT

Vacancy Request Fact Sheet

Date: 01/10/14

Department: Probation Department

Department Head: Jeffrey Mulinelli

Position / Duties: ^{✓ gxy} Part-Time Account Clerk/Database - Assist in handling receptionist duties when she is out; assist in entering caseload information received from the courts and setting up files; assist in purging old information from dead probationers' files.

Salary: \$9,294.00

Benefits: ~~na~~ \$2,476

Total Cost: ~~\$9,294.00~~ \$11,770

County Share: ~~\$9,294.00~~ \$11,770

Federal Share: \$0.00

State Share: \$0.00

Other:

Mandated: No.

Budgeted: Budget Line: A-3140-16

Date of Vacancy: 01/01/14

Notes:

Date Received 1/16/14 Date Reviewed _____

Approved _____ Committee Vote:

Denied _____ Yes _____ No _____

Held _____

VI

Vacancy Request Fact Sheet

Date: 01/10/14

Department: Probation Department

Department Head: Jeffrey Mulinelli

Position / Duties: ^{✓ Jy} Probation Officer Trainee - Prepare pre-sentence and pre-plea investigations for county and justice courts; prepare pre-dispositional reports for Family Court; Officer dedicated to this function will allow for an expeditious preparation of reports lessening time for individuals and juveniles incarcerated while awaiting sentencing.

Salary: \$34,709.00

Benefits: \$27,432.95
Peace Officer Stipend \$1,500.00

Total Cost: \$63,641.95

County Share: \$56,005

Federal Share:

State Share: 12% \$7,637

Other:

Mandated: No.

Budgeted: Budget Line: A-3140-16

Date of Vacancy: 01/01/14

Notes:

Date Received <u>1/16/14</u>	Date Reviewed _____
Approved _____	Committee Vote:
Denied _____	Yes _____ No _____
Held _____	

V2

Vacancy Request Fact Sheet

Date: January 8, 2014

Department: Dept. of Community Services

Department Head: Joe Todora, Director; DCS

Position/Duties: Assistant Social Worker I (#2852) / This person provides care coordination/management to clients with serious mental health illness by engaging in developing social supports in their environment and refer clients to other agencies. With the Affordable Care Act changing regulations and the start of Health Homes this position is critical.

Salary: \$38,046 / \$40,048

Benefits: \$26,041 / \$26,502

Total Cost: \$64,087 / \$66,550

County Share: \$33,242

Federal Share: 0

State Share: 0

Other: Revenues \$30,845 / \$33,308 plus from Medicaid, Medicare, 3rd party insurance & billing

Mandated: No

Budgeted: Yes **Budget Line:** A4320-42

Date of Vacancy: 3/15/2013

Notes: Previous person resigned 1/3/14

Date Received <u>1/21/14</u>	Date Reviewed _____
Approved _____	Committee Vote:
Denied _____	YES _____ NO _____
Held _____	

V3

Vacancy Request Fact Sheet

Date: January 31, 2014

Department: Public Health Services

Department Head: Nancy McGraw, Public Health Director

Position/Duties: Senior Nutrition Assistant (position #4082.2944)

Salary: \$36,707 (Entry)

Benefits: \$29,725

Total Cost: \$66,432

County Share: 0

Federal Share: \$55,736

State Share: \$10,696

Other:

Mandated:

Budgeted: \$36,707 **Budget Line:** A4082-10-1011 – Personal Services
Regular Pay and for the various benefits: A4082-80-8001 through A4082-80-8007

Date of Vacancy: Newly Created Position in the 2014 Budget

Notes: The personnel costs of this position are fully covered by the WIC grant.

Date Received 2/6/14 **Date Reviewed** _____
Approved _____ **Committee Vote:**
Denied _____ **Yes** _____ **No** _____
Held _____

Randy J. Parker 02/03/2014
Randy J. Parker, Commissioner

V4

Vacancy Request Fact Sheet

Date: 2/20/14

Department: DFS

Department Head: Randy J. Parker, Commissioner

Position/Duties: Social Welfare Examiner w/ Backfills

Budget Position: #469

JS

Conducts in-depth interviews to elicit sufficient information to approve or deny the applicant's financial eligibility for assistance. Reviews the certification form to determine that all statements are complete and consistent with every other item of information provided. Prepares and records data into a computer system for processing. Advises applicant of the eligibility determination, amount of assistance and when the first grant can be expected.

Salary: \$31,090

Benefits: \$27,372

Total Cost: \$58,462

County Share: \$20,462

Federal Share: \$29,231

State Share: \$8,769

Other:

Mandated:

Budgeted:	A6010 55 10	\$31,090
	A6010 55 80	\$27,372
	A6010 52 R4610 R228	(\$29,231)
	A6010 53 R3610 R104	(\$8,769)

Date of Vacancy: 1/15/2014

Notes: _____

Date Received 2/6/14

Date Reviewed _____

Approved _____

Committee Vote:

Denied _____

YES _____ NO _____

Held _____

Reviewed: *RJP*
Randy J. Parker

VS

Vacancy Request Fact Sheet

Date: 2/20/2014

Department: DFS

Department Head: Randy J. Parker, Commissioner

Position/Duties: Family Services Attorney w/ Backfills

Budget Position: 642 ✓

Prepares a variety of legal documents including petitions, contracts, assignments, deeds, and notifications. Prepares briefs and other legal materials and represents the Commissioner of Family Services or department employees in the legal process. Files petitions and presents cases in support of the allegations of child abuse and/or neglect, termination of parental rights, and the establishment or enforcement of child support obligations. Represents the Department of Family Services in foster care review proceedings.

Salary: \$ 65,000

Benefits: \$ 36,498

Total Cost: \$ 101,498

County Share: 25,882

Federal Share: 58,869

State Share: 16,747

Other:

Mandated: yes

Budgeted :yes	Budget Line: A6010-54-10 65,000
	A6010-54-80 34,498 36,498
	A6010-57-R4610R228 25,375
	A6010-57-R3610R167 16,747
	A6010-56-R4610R228 33,494

Date of Vacancy: 2/1/2014

Notes: _____

Date Received 2/6/14

Date Reviewed _____

Approved _____

Committee Vote:

Denied _____

YES _____ NO _____

Held _____

Reviewed: Randy J. Parker 02/06/2014
Randy J. Parker

V6

Vacancy Request Fact Sheet

Date: 2/18/2014

Department: DFS

Department Head: Randy J. Parker, Commissioner

Position/Duties: Director of Services w/ Backfills

Budget Position#: 2051 ✓

This position involves responsibility for administrative oversight of adult, family services, youth, and children's programs provided by the county government including service programs administered through the local social services district. The incumbent will recommend case work policies and procedures for the Commissioner of the local social services district and is responsible for standards of case work service. Supervises adult and children's services programs administered by the local social services district; Assists in coordinating a unified county wide plan for the provision of services; Interprets federal, state, and local programs and makes recommendations to the Commissioner of the local social services district with respect to implementation of programs; Supervises staff assigned to perform social case work services.

Salary: \$70,000

Benefits: \$28,398

(with Family Health Ins Benefits = \$37,281)

Total Cost: \$98,398

County Share: 18,696

Federal Share: 49,199

State Share: 30,503

Mandated: YES

Budgeted:

Budget Line: A6010 57 10 \$70,000
A6010 57 801 \$28,398
A6010 57 R4610 R228 (\$49,199)
A6010 57 R3610 R104 (\$30,503)

Date of Vacancy: 2/28/2014

Notes: _____

Date Received 2/6/14

Date Reviewed _____

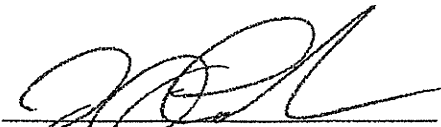
Approved _____

Committee Vote:

Denied _____

YES _____ NO _____

Held _____

Reviewed: 
Randy J. Parker

V7

Vacancy Request Fact Sheet

Date: 2/20/2014

Department: DFS

Department Head: Randy J. Parker, Commissioner

Position/Duties: Account Clerk

Budget Position: # 2901 ✓

This position involves the performance of entry level account clerical, auditing, and bookkeeping functions. Employee posts to a variety of accounts, money received and disbursed; makes out checks and keeps records of checks issued; prepares payroll with aid of a bookkeeping machine, collects and deposits funds in various accounts; audits bills and payrolls and other financial records.

Salary: \$22,457

Benefits: \$14,284 (with Family Health Ins Benefits = 24,168)

Total Cost: \$36,741

County Share: 0

Federal Share: \$18,371

State Share: \$18,370

Other:

Mandated:

Budgeted:	Budget Line:	A6010 53 10	\$22,457
		A6010 53 80	\$14,284
		A6010 53 R4610 R228	(\$18,371)
		A6010 53 R3610 R104	(\$18,370)

Date of Vacancy: 1/13/2014

Notes: _____

Date Received 2/6/14

Date Reviewed _____

Approved _____

Committee Vote:

Denied _____

YES _____ NO _____

Held _____

Reviewed: 
Randy J. Parker

V 8

Vacancy Request Fact Sheet

Date: 2/18/14

Department: DFS

Department Head: Randy J. Parker, Commissioner

Position/Duties: Case Services Aide with Backfills Budget Position#: 1715 ✓

Provides transportation services and assistance to clients and foster children to and from destinations specified by a Caseworker or Case Supervisor. Escorts clients to keep medical, dental, counseling, visitation or other appointments. Performs assignments under direct supervision of a caseworker/Case Supervisor dealing with specific, detailed, but routine chores. Performs a variety of minor clerical and record-keeping tasks on work performances including services provided, clients transported, etc.

Salary: \$25,373

Benefits: \$16,155 (with Family Health Ins Benefits = 24,945)

Total Cost: \$41,528

County Share:\$7,882

Federal Share:\$20,769

State Share:12,877

Mandated:

Budgeted:	Budget Line: A6010 57 10	\$25,373	
	A6010 57 80	\$16,155	
	A6010 57 R4610 R228		(\$20,769)
	A6010 57 R4610 R104		(\$12,877)

Date of Vacancy: 2/27/14

Notes: _____

Date Received 2/6/14

Date Reviewed _____

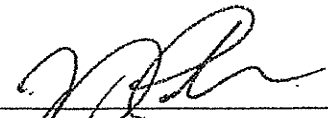
Approved _____

Committee Vote:

Denied _____

YES _____ NO _____

Held _____

Reviewed: 
Randy J. Parker

✓ 9

Vacancy Request Fact Sheet

Date: 2/20/2014

Department: DFS

Department Head: Randy J. Parker, Commissioner

Position/Duties: Legal Typist w/ Backfills

Budget Position: #296 ✓

This position involves the performance of difficult clerical tasks involving the standard keyboarding practices and using legal terms in the preparation of legal documents. Types legal briefs, petitions, motions, orders, opinions, notices and other legal documents; Proofreads such documents, including the checking of citations in original references for accuracy and completeness;

Salary: \$25,373

Benefits: \$16,908 (with Family Health Ins Benefits = 24,945)

Total Cost: \$42,281

County Share:\$5,741

Federal Share:\$19,754

State Share:\$16,786

Other:

Mandated:

Budgeted:	Budget Line: A6010 54 10	\$25,373
	A6010 54 80	\$16,908
	A6010 56 R4610 R228	\$19,754
	A6010 56 R3610 R104	\$16,786

Date of Vacancy: 2/28/14

Notes: _____

Date Received 2/6/14

Date Reviewed _____

Approved _____

Committee Vote:

Denied _____

YES _____ NO _____

Held _____

Reviewed: [Signature]
Randy J. Parker

V/O

Vacancy Request Fact Sheet

Date: 2/18/14

Department: DFS

Department Head: Randy J. Parker

Position/Duties: Social Welfare Examiner with Backfills

Budget Position#: 1140 ✓

Conducts in-depth interviews to elicit sufficient information to approve or deny the applicants financial eligibility for assistance. Reviews certification forms to determine all statements are complete and consistent with information provided. Makes an evaluation of applicant's financial eligibility for assistance, may determine initial categorical eligibility, and evaluates available resources details regarding financial eligibility. Prepares and computes budget for the applicant. Makes referrals for full field investigation where presumption of fraud is indicated.

Salary: \$31,090

Benefits: \$18,029 (with Family Health Ins Benefits = \$26,468)

Total Cost: \$49,119

County Share:

Federal Share: \$49,119

State Share:

Other:

Mandated:

Budgeted:	Budget Line: A6010 52 10	\$31,090
	A6010 52 80	\$18,029
	A6010 52 R4610 R228	(\$49,119)

Date of Vacancy: 2/12/14

Notes: _____

Date Received 2/6/14

Date Reviewed _____

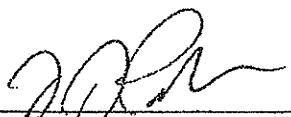
Approved _____

Committee Vote:

Denied _____

YES _____ NO _____

Held _____

Reviewed: 
Randy J. Parker

V 11

Vacancy Request Fact Sheet

Date: 2/18/2014

Department: DFS

Department Head: Randy J. Parker

Position/Duties: Social Welfare Examiner w/ Backfills

Budget Position#: 2684 ✓

Conducts in-depth interviews to elicit sufficient information to approve or deny the applicants financial eligibility for assistance. Reviews certification forms to determine all statements are complete and consistent with information provided. Makes an evaluation of applicant's financial eligibility for assistance, may determine initial categorical eligibility, and evaluates available resources details regarding financial eligibility. Prepares and computes budget for the applicant. Makes referrals for full field investigation where presumption of fraud is indicated.

Salary: \$31,090

Benefits: \$17,066 (with Family Health Ins Benefits = \$26,468)

Total Cost: \$48,156

County Share: 24,078

Federal Share: 24,078

State Share:

Other:

Mandated:

Budgeted: Budget Line: A6010 52 10 \$31,090

A6010 52 80 \$17,066

A6010 52 R4610 R228 ~~\$~~24,078

Date of Vacancy: 2/5/2014

Notes: _____

Date Received 2/16/14

Date Reviewed _____


Approved _____

Committee Vote:

Denied _____

YES _____ NO _____

Held _____

Reviewed: 
Randy J. Parker

V12

Vacancy Request Fact Sheet

Date: 2/18/2014

Department: DFS

Department Head: Randy J. Parker, Commissioner

Position/Duties: Social Welfare Examiner MA w/ Backfills

Budget Position#: 356 ✓

Conducts in-depth interviews to elicit sufficient information to approve or deny the applicants financial eligibility for assistance. Reviews certification forms to determine all statements are complete and consistent with information provided. Makes an evaluation of applicant's financial eligibility for assistance, may determine initial categorical eligibility, and evaluates available resources details regarding financial eligibility. Prepares and computes budget for the applicant. Makes referrals for full field investigation where presumption of fraud is indicated.

Salary: \$31,090

Benefits: \$17,679 (with Family Health Ins Benefits = \$26,468)

Total Cost: \$48,769

County Share:

Federal Share:\$24,385

State Share:\$24,384

Mandated:

Budgeted:	Budget Line: A6010 53 10	\$31,090
	A6010 53 80	\$17,679
	A6010 53 R4610 R228	(\$24,385)
	A6010 53 R3610 R104	(\$24,384)

Date of Vacancy: 2/5/2014

Notes: _____

Date Received 2/6/14

Date Reviewed _____


Approved _____

Committee Vote:

Denied _____

YES _____ NO _____

Held _____

Reviewed: 
Randy J. Parker

V13

Vacancy Request Fact Sheet

Date: 2/11/14

Department: Office for the Aging - Nutrition

Department Head: Deborah E. Allen

ok

Position / Duties: Nutrition Site Operator, PT. Duties as per attached job description.

Salary: \$12.7669 per hour, 12 hours weekly X 52 weeks = \$7,967.

Benefits: Fica/Medicare, Workers Comp & Disability = ~~\$1,121.~~ ^{\$2,236}
+ Retirement

Total Cost: ~~\$9,088.~~ 10,203

County Share: ~~\$3,213.~~ 4,328

Federal Share: \$4,650.

State Share: \$1,225.

Other:

Mandated: No

Budgeted: Y Budget Line: A7610-88-10-1011, position #1315 ✓

Date of Vacancy: 2/7/14

Notes: This position covers 2 Nutrition Sites, Eldred & Lumberland. These sites serve approx. 10 Congregate Clients & 36 Homebound Clients. Office staff must cover these sites until a Site Operator is hired.

Date Received 2/11/14

Date Reviewed _____

Approved _____

Committee Vote:

Denied _____

Yes _____ No _____

Held _____

V14

Vacancy Request Fact Sheet

Date: 1/24/14

Department: CWD

Department Head: Laura Quiqley

Position / Duties: Employment + Training Specialist ^{✓ Jy} Pos# 1832 Jobclass# 2086
Provide initial + comprehensive Assessments, development of employment plan,
coordination of training, case management, job referral + placement, Follow up
for WIA Adult and Dislocated Worker program

Salary: 33,037-

Benefits: 26402 - [FICA 2527; WC 1652; Health 17485; Retire. 4625; Dis 113]

Total Cost: 59,439

County Share: 0

Federal Share: 100%

State Share: 0

Other: 0

Mandated: Services are mandated

Budgeted: Y Budget Line: R4791-R341; R4791-R178; 10-1011; 80-8001-8007

Date of Vacancy: 12/1/13

Notes: Vacant due to Retirement

Date Received 1/27/14 Date Reviewed _____

Approved _____ Committee Vote:

Denied _____ Yes _____ No _____

Held _____

V15

**COMBINED: LEGISLATIVE MEMORANDUM,
CERTIFICATE OF AVAILABILITY OF FUNDS
AND RESOLUTION COVER MEMO**

To: Sullivan County Legislature

Fr: Lynda Levine

Re: Request for Consideration of a Resolution:

Date:

Purpose of Resolution: [Provide a detailed statement of what the Resolution will accomplish, as well as a justification for approval by the Sullivan County Legislature.]

There is a need to establish an updated salary schedule for certain Division of Public Works' part-time and seasonal positions due to the fact that New York State has increased the minimum wage rate.

Is subject of Resolution mandated? Explain:

Yes - NYS minimum wage increased

Does Resolution require expenditure of funds? Yes ___ No ^R

If "Yes, provide the following information:

Amount to be authorized by Resolution: \$ _____

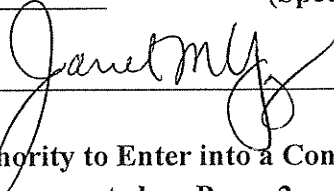
Are funds already budgeted? Yes ___ No ___

If "Yes" specify appropriation code(s): _____

If "No", specify proposed source of funds: _____

Estimated Cost Breakdown by Source:

County	\$ _____	Grant(s)	\$ _____
State	\$ _____	Other	\$ _____
Federal Government	\$ _____	(Specify)	_____

Verified by Budget Office: 

Does Resolution request Authority to Enter into a Contract? Yes ___ No

If "Yes", provide information requested on Pages 2 and 3.

Request for Authority to Enter into Contract with [_____] of
[_____]

Nature of Other Party to Contract: .

Other:

Duration of Contract: From _____ To _____

Is this a renewal of a prior Contract? Yes ___ No ___

If "Yes" provide the following information:

Dates of prior contract(s): From _____ To _____

Amount authorized by prior contract(s): _____

Resolutions authorizing prior contracts (Resolution #s): _____

Future Renewal Options if any:

Is Subject of Contract – i.e. – the goods and/or services Mandated? Yes ___ No ___

If "Yes" cite the mandate's source; describe how this contract satisfies the requirements:

If "No" provide other justification for County to enter into this Contract: [County does not have resources in-house, best source of the subject materials, required by grant, etc.]:

Total Contract Cost for [year or contract period]: (If specific sum is not known state maximum potential cost): _____

Efforts made to find Less Costly alternative:

Efforts made to share costs with another agency or governmental entity:

Specify Compliance with Procurement Procedures (Bid, Request for Proposal, Quote, etc.)

Not Applicable

Person(s) responsible for monitoring contract (Title): _____

Pre-Legislative Approvals:

A. Director of Purchasing: Lady Jones Date 2/19/14

B. Management and Budget: Janet Gray Date 2/19/14

C. Law Department: S. Vasquez Date 2/19/14

D. County Manager: _____ Date _____

E. Other as Required: _____ Date _____

Vetted in _____ Committee on _____

RESOLUTION INTRODUCED BY EXECUTIVE COMMITTEE

RESOLUTION TO ESTABLISH AN UPDATED SALARY SCHEDULE FOR CERTAIN DIVISION OF PUBLIC WORKS' PART-TIME AND SEASONAL POSITIONS

WHEREAS, the Division of Public Works hires part-time and seasonal employees for several of its departments; and

WHEREAS, these positions vary in duties, responsibilities, and qualifications; and

WHEREAS, the New York State minimum wage has increased, as of December 31, 2013, to \$8.00 per hour, and will increase again on both December 31, 2014 to \$8.75 per hour and on December 31, 2015 to \$9.00 per hour; and

WHEREAS, the hourly salaries for said positions have been evaluated and the Division of Public Works and Personnel Department make the following recommendations, which reflect the multiple New York State minimum wage increases over three years:

See Attached Schedule

NOW, THEREFORE, BE IT RESOLVED, that the Sullivan County Legislature adopts the attached recommended salary schedule effective February 20, 2014.

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

Division of Public Works' Part-time and Seasonal Salary Recommendations

Position	Hourly Rate w/No Experience for 2014	Hourly Rate w/ No Experience for 2015	Hourly rage w/ No Experience for 2016	Additional Per Each Year of Experience
Laborer I (Seasonal)	\$8.00	\$8.75	\$9.00	25 cents
Park Entry Attendant	\$8.00	\$8.75	\$9.00	25 cents
Student Worker (Seasonal)	\$8.00	\$8.75	\$9.00	25 cents
Laborer I (Seasonal), CT Leader	\$9.00	\$9.75	\$10.00	25 cents
Lifeguard	\$9.50	\$10.00	\$10.50	50 cents
Park Manager	\$15.50	\$16.00	\$16.50	50 cents
Asst. Director, County Historical Sites	\$10.25	\$11.00	\$11.25	25 cents
Director, County Historical Sites	\$11.25	\$12.00	\$12.25	25 cents
Asst. Director, Fort Delaware	\$11.25	\$12.00	\$12.25	25 cents
Director, Fort Delaware	\$13.25	\$14.00	\$14.25	25 cents

NYS Minimum Wage Rates:

as of December 31, 2013 - \$8.00/hr

as of December 31, 2014 - \$8.75/hr

as of December 31, 2015 - \$9.00/hr

1A

**COMBINED: LEGISLATIVE MEMORANDUM,
CERTIFICATE OF AVAILABILITY OF FUNDS
AND RESOLUTION COVER MEMO**

To: Sullivan County Legislature

Fr: Grants Administration on behalf of Public Health Services

Re: Request for Consideration of a Resolution:

Date: February 18, 2014

Purpose of Resolution: [Provide a detailed statement of what the Resolution will accomplish, as well as a justification for approval by the Sullivan County Legislature.]

Amend resolution #187-13 to reflect NYS DOH as the new administering State Agency, and also to reflect newly assigned contract #TM13196 for the \$17,500 Legislative Member Item Grant for the Sullivan County Cribs for Kids Program

Is subject of Resolution mandated? Explain:

No

Does Resolution require expenditure of funds? Yes No

If "Yes, provide the following information:

Amount to be authorized by Resolution: \$ 17,500.00

Are funds already budgeted? Yes No

If "Yes" specify appropriation code(s): A4010-36-45-4501 - To be funded with

If "No", specify proposed source of funds: budget Mod.

Estimated Cost Breakdown by Source:

County	\$ _____	Grant(s)	\$ _____
State	\$ <u>17,500.00</u>	Other	\$ _____
Federal Government	\$ _____	(Specify)	_____

Verified by Budget Office: Janet Mlyga

Does Resolution request Authority to Enter into a Contract? Yes No

If "Yes", provide information requested on Pages 2 and 3.

Request for Authority to Enter into Contract with [NYS Dept. of Health] of
[Empire State Plaza Room 2769 - Albany, New York]

Nature of Other Party to Contract: .

Other: State Agency

Duration of Contract: From 04/01/2013 To 03/31/2014

Is this a renewal of a prior Contract? Yes ___ No

If "Yes" provide the following information:

Dates of prior contract(s): From _____ To _____

Amount authorized by prior contract(s): _____

Resolutions authorizing prior contracts (Resolution #s): _____

Future Renewal Options if any:

Is Subject of Contract – i.e. – the goods and/or services Mandated? Yes ___ No

If "Yes" cite the mandate's source; describe how this contract satisfies the requirements:

If "No" provide other justification for County to enter into this Contract: [County does not have resources in-house, best source of the subject materials, required by grant, etc.]:

The funding is to be used by Sullivan County Public Health Services for the Cribs for Kids Program with the goal of reducing infant deaths due to unsafe sleep environments.

Total Contract Cost for [year or contract period]: (If specific sum is not known state maximum potential cost): \$17,500.00

Efforts made to find Less Costly alternative:

N/A

Efforts made to share costs with another agency or governmental entity:

N/A

Specify Compliance with Procurement Procedures (Bid, Request for Proposal, Quote, etc.)

In accordance with County Policy - Not Applicable *idj*

Person(s) responsible for monitoring contract (Title): Nancy McGraw, Director, PHS

Pre-Legislative Approvals:

- A. Director of Purchasing: *Nancy Jones* Date *2/19/14*
- B. Management and Budget: *Janel Myga* Date *2/19/14*
- C. Law Department: *S. Gaspar* Date *2/19/14*
- D. County Manager: _____ Date _____
- E. Other as Required: _____ Date _____

Vetted in _____ Committee on _____

RESOLUTION INTRODUCED BY THE EXECUTIVE COMMITTEE

RESOLUTION TO AMEND RESOLUTION #187-13 TO CHANGE STATE AGENCY ADMINISTERING THE GRANT, AND TO CHANGE THE ASSIGNED STATE CONTRACT NUMBER FOR LEGISLATIVE MEMBER ITEM GRANT FOR THE SULLIVAN COUNTY CRIBS FOR KIDS PROGRAM FUNDED FROM THE STATE FISCAL YEAR 2012-13

WHEREAS, originally the New York State Department of Conservation (NYS DEC) awarded the County of Sullivan \$17,500.00 – State Contract #TM06101 as a Legislative Member Initiative through Assemblywoman Aileen Gunther; and

WHEREAS, after County resolution #187-13 was adopted on April 18, 2013 to authorize execution of any and all documents associated with the \$17,500.00 award, the State changed the administering office for the Legislative Member Item from the NYS DEC to the NYS Department of Health (NYS DOH), and assigned new contract number #TM13196;

NOW, THEREFORE, BE IT RESOLVED, that the Sullivan County Legislature hereby authorizes amending resolution #187-13 to reflect NYS DOH as the new administering State Agency, and also to reflect newly assigned contract #TM13196 for the \$17,500 Legislative Member Item Grant for the Sullivan County Cribs for Kids Program; and

BE IT FURTHER 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 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 undertaken by the use of this funding.

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

2

**COMBINED: LEGISLATIVE MEMORANDUM,
CERTIFICATE OF AVAILABILITY OF FUNDS
AND RESOLUTION COVER MEMO**

To: Sullivan County Legislature

Fr: Nancy McGraw, Public Health Director

Re: Request for Consideration of a Resolution: To create a permanent full-time Account Clerk/Database position in Early Care Program

Date: February 19, 2014

Purpose of Resolution: [Provide a detailed statement of what the Resolution will accomplish, as well as a justification for approval by the Sullivan County Legislature.]

To input billing for the 2013-2014 school year for Preschool Special Education Services in the Medicaid billing program, and to provide adequate staffing due to the the additional burden and responsibilities given to municipalities since the fiscal take over by NYSDOH or the Early Intervention Department.

Is subject of Resolution mandated? Explain:

No but this position will assist iscal staff with the submission of eligible Pre-school data into the Kinney system for Medicaid claims and the extra work created by NYSDOH takeover.

Does Resolution require expenditure of funds? Yes No

If "Yes, provide the following information:

Amount to be authorized by Resolution: \$ 30,903.00

Are funds already budgeted? Yes No

If "Yes" specify appropriation code(s): _____

If "No", specify proposed source of funds: Medicaid Revenue

Estimated Cost Breakdown by Source:

County	\$ _____	Grant(s)	\$ _____
State	\$ _____	Other	\$ _____
Federal Government	\$ _____	(Specify)	_____

Verified by Budget Office: Janet Myg

Does Resolution request Authority to Enter into a Contract? Yes No

If "Yes", provide information requested on Pages 2. If "NO", please go straight to Page 3 and acquire all pre-legislative approvals.

Request for Authority to Enter into Contract with [_____] of
[_____]

Nature of Other Party to Contract: Professional _____ Other: _____

Duration of Contract: From _____ To _____

Is this a renewal of a prior Contract? Yes ___ No ___

If "Yes" provide the following information:

Dates of prior contract(s): From _____ To _____

Amount authorized by prior contract(s): _____

Resolutions authorizing prior contracts (Resolution #s): _____

Future Renewal Options if any:

Is Subject of Contract – i.e. – the goods and/or services Mandated? Yes ___ No ___

If "Yes" cite the mandate's source; describe how this contract satisfies the requirements:

If "No" provide other justification for County to enter into this Contract: [County does not have resources in-house, best source of the subject materials, required by grant, etc.]:

Total Contract Cost for [year or contract period]: (If specific sum is not known state maximum potential cost): _____

Efforts made to find Less Costly alternative:

Efforts made to share costs with another agency or governmental entity:

Specify Compliance with Procurement Procedures (Bid, Request for Proposal, Quote, etc.)

Person(s) responsible for monitoring contract (Title): Nancy McGraw, Public Health Director

Pre-Legislative Approvals:

- A. Director of Purchasing: *Jacky Jones* Date 2/19/14.
- B. Management and Budget: *Janet Myers* Date 2/19/14
- C. Law Department: *S. Pasquini* Date 2/19/14
- D. County Manager: _____ Date _____
- E. Other as Required: _____ Date _____

Vetted in _____ Committee on _____

**RESOLUTION NO. INTRODUCED BY EXECUTIVE COMMITTEE TO CREATE
A PERMANENT FULL-TIME ACCOUNT CLERK/DATABASE POSITION FOR THE
EARLY CARE PROGRAM AT PUBLIC HEALTH SERVICES AND TO ABOLISH
POSITION #2928 TEMPORARY FULL-TIME ACCOUNT CLERK/DATABASE,
WHICH IS CURRENTLY IN THE EARLY CARE PROGRAM AT PUBLIC HEALTH**

WHEREAS, a temporary Account Clerk/Database position in Early Care was created and authorized August 2013 for three months by **Resolution No. 333-13**, and extended by **Resolution No. 406-13** for an additional three months from November through February 19, 2014, and

WHEREAS, the County was able to realize a Medicaid payment on 2011-12 and 2012-13 school years for Preschool Special Education Services of **\$246,309.74** as a result of having this additional fiscal position, and

WHEREAS, in order to bill for the 2013-2014 school year for Preschool Special Education Services, data needs to be entered into the K Systems which is a Medicaid billing program, and

WHEREAS, Medicaid has gone to a shorter 12 month billing time period, the existing fiscal staff are working to resolve issues from the 2013-2014 school year that were placed on hold in order to complete Medicaid back billing for 2011-12 and 2012-13 school years, and

WHEREAS, significant burden and additional responsibilities have fallen on municipalities since the NYSDOH takeover of the fiscal component of Early Intervention Services, and

WHEREAS, adequate staffing is needed to accomplish workloads and to resolve billing issues with EI providers' insurance denials, resulting in a lower dollar amount having to be made from the County's 2014 Escrow payment account, saving local taxpayer dollars.

NOW, THEREFORE, BE IT RESOLVED that the Sullivan County Legislature hereby authorizes the creation of a permanent, full time Account Clerk/Database position for the Early Care Program at Public Health Services. The creation of this position also gives Public Health Services permission to fill said position.

BE IT FURTHER RESOLVED, that once billing issues have been resolved and billing is current, the need to continue to fund this position will be reviewed by the Executive Committee.

BE IT FURTHER RESOLVED that position #2928 – Temporary Full-time Account Clerk/Database currently in the Early Care Program at Public Health Services be abolished.

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

3

**COMBINED: LEGISLATIVE MEMORANDUM,
CERTIFICATE OF AVAILABILITY OF FUNDS
AND RESOLUTION COVER MEMO**

To: Sullivan County Legislature

Fr: Joshua Potosek, County Manager

Re: Request for Consideration of a Resolution: Authorizing SCCC to request funds from SUNY
Community College Capital Program Fund

Date: February 20, 2014

Purpose of Resolution: [Provide a detailed statement of what the Resolution will accomplish, as well as a justification for approval by the Sullivan County Legislature.]

To authorize Sullivan County Community College to request matching funds in the amount of \$10,500,000 from the SUNY Community College Capital Program Fund for the purpose of constructing the Healthy World Studies and Technology Institute.

Is subject of Resolution mandated? Explain:

No, the resolution authorizes a request for funding for a capital project at the Sullivan County Community College.

Does Resolution require expenditure of funds? Yes ___ No

If "Yes, provide the following information:

Amount to be authorized by Resolution: \$ _____

Are funds already budgeted? Yes ___ No ___

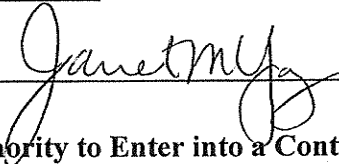
If "Yes" specify appropriation code(s): _____

If "No", specify proposed source of funds: _____

Estimated Cost Breakdown by Source:

County	\$ _____	Grant(s)	\$ _____
State	\$10,500,000.00	Other	\$ _____
Federal Government	\$ _____	(Specify)	_____

Verified by Budget Office: _____



Does Resolution request Authority to Enter into a Contract? Yes ___ No

If "Yes", provide information requested on Pages 2. If "NO", please go straight to Page 3 and acquire all pre-legislative approvals.

Request for Authority to Enter into Contract with _____ of _____

Nature of Other Party to Contract: .

Other:

Duration of Contract: From _____ To _____

Is this a renewal of a prior Contract? Yes ___ No ___

If "Yes" provide the following information:

Dates of prior contract(s): From _____ To _____

Amount authorized by prior contract(s): _____

Resolutions authorizing prior contracts (Resolution #s): _____

Future Renewal Options if any:

Is Subject of Contract – i.e. – the goods and/or services Mandated? Yes ___ No ___

If "Yes" cite the mandate's source; describe how this contract satisfies the requirements:

If "No" provide other justification for County to enter into this Contract: [County does not have resources in-house, best source of the subject materials, required by grant, etc.]:

Total Contract Cost for [year or contract period]: (If specific sum is not known state maximum potential cost): _____

Efforts made to find Less Costly alternative:

Efforts made to share costs with another agency or governmental entity:

Specify Compliance with Procurement Procedures (Bid, Request for Proposal, Quote, etc.)

_____ *not applicable Kf* _____

Person(s) responsible for monitoring contract (Title): _____ *N/A.* _____

Pre-Legislative Approvals:

- A. Director of Purchasing: K. Ashby Jones Date 2/19/14.
- B. Management and Budget: Janet M. G... Date 2/18/14
- C. Law Department: S. J. G... Date 2/19/14
- D. County Manager: J. H. Wood Date 2/19/14
- E. Other as Required: _____ Date _____

Vetted in _____ Committee on _____

RESOLUTION NO. INTRODUCED BY EXECUTIVE COMMITTEE AUTHORIZING SULLIVAN COUNTY COMMUNITY COLLEGE TO REQUEST FUNDS FROM THE STATE UNIVERSITY OF NEW YORK COMMUNITY COLLEGE CAPITAL PROGRAM FUND.

WHEREAS, The County of Sullivan approved the use of capital cost chargeback funds for nonresident students for the sponsor's share of projects that are normally permitted within an approved capital construction budget; and

WHEREAS, The County of Sullivan as sponsor may also accept other funds as its match for state capital funds; and

WHEREAS, the New York State enacted budget for community college capital programs for 2014-2015 will include a re-appropriation for \$21,000,000 for the CAST Center; and

WHEREAS, Sullivan County Community College will spend a minimum of \$21,000,000 on the Healthy World Studies and Technology Institute; and

WHEREAS, §603.7 of the Codes and Regulations of the State of New York permits Sullivan County to apply for matching funds through the SUNY Construction Fund for the New York State share of projects that are normally permitted within an approved capital construction budget; and

WHEREAS, Sullivan County Community College is requesting the State University of New York Community College Capital Fund re-allocate the 2008 \$21,000,000/\$10,500,000(State) appropriation previously allocated to the CAST Center towards this new project;

WHEREAS, the Board of Trustees of Sullivan County Community College approves this project and the use of capital chargeback funds as well as other funds as the County's match for approved State Capital Funds.

NOW THEREFORE BE IT RESOLVED, that the Sullivan County Legislature hereby adopts this resolution and authorizes Sullivan County Community College to request matching funds in the amount of \$10,500,000 from the State University of New York Community College Capital Program Fund; and

BE IT FURTHER RESOLVED, nothing in this Resolution or in any companion Resolution shall create, or impose upon the County, any financial obligation whatever with respect to the project, it being clearly understood that that County shall not be obligated in any manners to contribute any monies to the project.

4

RESOLUTION OF THE EXECUTIVE COMMITTEE ACCEPTING THE RECOMMENDATIONS OF THE SULLIVAN COUNTY SOLID WASTE/RECYCLING FEE GRIEVANCE COMMITTEE.

WHEREAS, the Sullivan County Legislature (“Legislature”) Amended Local Law No. 7 of 2009 to Add a New Article VIII Establishing a Solid Waste Recycling Fee, and

WHEREAS, Local Law No. 7 of 2009 as amended provides for a Sullivan County Solid Waste/Recycling Fee Appeals Committee (“Committee”) to review written appeals from property owners, and

WHEREAS, the Committee wishes to report its recommendations to the Legislature, and

WHEREAS, the Committee has reviewed appeals and it recommends approving reduction/elimination of the solid waste fee for properties detailed on the Recommended Approval List attached hereto as Appendix “A” and made a part hereof, and

WHEREAS, the Committee has reviewed appeals and it recommends denying reduction/elimination of the solid waste fee for properties detailed on the Recommended Denial List attached hereto as Appendix “B” and made as part hereof.

NOW, THEREFORE, BE IT RESOLVED, that the Legislature acknowledges receipt of the Committee’s recommendations detailed on Appendix “A” and Appendix “B” and hereby ratifies said recommendations contained on Appendix A and B.

BE IT FURTHER RESOLVED, that the Legislature hereby authorizes the Sullivan County Treasurer, on behalf of the Committee to notify the property owners regarding approval/denial of their respective appeals.

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

5

RECOMMENDED APPROVAL LIST

SBL	CLASS (PRIMARY OWNER)	ADDRESS	TWN ST ZIP	FEE	New Bill	IMPACT
Bethel 51.-1-4	210 Carole Foster	PO Box 162	Mongaup Valley, NY 12762	\$ 120.00	\$ 108.00	\$ 12.00
Bethel 51.-1-27.1	552 Bethal Local Dev. Co.	PO Box 300	White Lake, NY 12786	\$ 300.00	-	\$ 300.00
Callicoon 15.-3-9	311 Arnold Baum	4498 State Rt 178	Callicoon, NY 12723	\$ 300.00	-	\$ 300.00
Cochecton 9.-3-28	312 Mark Anthony Tyler	10801 Pepperbush Ct	Glen Allen, VA 23060	\$ 120.00	-	\$ 120.00
Cochecton 15.-1-24	312 Mark Anthony Tyler	10801 Pepperbush Ct	Glen Allen, VA 23060	\$ 120.00	-	\$ 120.00
Delaware 6.-1-41.6	311 Grant Miller	3173 Exum RD NW	Ash NC 28420	\$ 120.00	-	\$ 120.00
Fallsburg 14.-1-12.1	720 Twn of Fallsburg Highway	PO Box 2019	South Fallsburg, NY 12779	\$ 300.00	-	\$ 300.00
Fallsburg 14.-1-1.7	720 Twn of Fallsburg Highway	PO Box 2019	South Fallsburg, NY 12779	\$ 300.00	-	\$ 300.00
Fallsburg 32.-1-4	270 Bernard McHugh	PO Box 135	Centerreach, NY 11720	\$ 1,800.00	\$ 120.00	\$ 1,680.00
Fremont 36.-1-27	311 August Knack	537 County Rd 132	Callicoon, NY 12723	\$ 120.00	-	\$ 120.00
Highland 13.-6-16	482 First Assembly of God	PO Box 39	Port Jervis, NY 12771	\$ 300.00	\$ 120.00	\$ 180.00
Highland 10.-1-32.1	311 Paul T. Johnson	615 Viewland Drive	Yortkown Heights, NY 10598	\$ 120.00	-	\$ 120.00
Liberty 6.-1-56	330 Merkos L Inyonei Chinuch, Inc	c/o Rabbi Yehuda Krinsky	770 Eastern Pkwy Brooklyn 11213	\$ 120.00	-	\$ 120.00
Liberty 12.-1-11	311 Merkos L Inyonei Chinuch, Inc	c/o Rabbi Yehuda Krinsky	770 Eastern Pkwy Brooklyn 11213	\$ 120.00	-	\$ 120.00
Liberty 27.-3-5	311 Paul Johnson	PO Box 1053	Liberty, NY 12754	\$ 120.00	-	\$ 120.00
Liberty 35.-1-69.10	311 Robin Ann Realty Co., Inc	PO Box 311	Liberty, NY 12754	\$ 120.00	-	\$ 120.00
Lumberland 2.-1-1	581 Cong. Machine Chain, Inc	6101-16t Ave	Brooklyn, NY 11204	\$ 1,800.00	\$ 360.00	\$ 1,440.00
Lumberland 20.-1-2.1	581 Cong. Machine Chain, Inc	6101-16t Ave	Brooklyn, NY 11204	\$ 1,800.00	\$ 120.00	\$ 1,680.00
Lumberland 20.-1-5	581 Cong. Machine Chain, Inc	6101-16t Ave	Brooklyn, NY 11204	\$ 240.00	\$ 1,800.00	\$ (1,560.00)
Lumberland 21.-1-51	662 Lumberland Fire Dist	PO Box 91	Glen Spey NY 12737	\$ 120.00	-	\$ 120.00
Lumberland 28.-1-42.1	322 Van Y Petersen	195 Hankins Road	Narrowsburg, NY 12764	\$ 300.00	-	\$ 300.00
Mamakating 26.-1-21.4	314 Public School	PO Box 707	Wurtsboro, NY 12790	\$ 300.00	-	\$ 300.00
Mamakating 14.-1-9	322 Ruth & Richard Carpenter	PO Box 931	Great River, NY 11739	\$ 120.00	-	\$ 120.00
Mamakating 59.-2-10.1	314 John & Kathleen Ellis	23 Fairground Road	Wurtsboro, NY 12790	\$ 120.00	-	\$ 120.00
Thompson 30.-3-13	620 Bansuk Presb. Church in S.C.	PO Box 207	Monticello, NY 12701	\$ 1,800.00	\$ 720.00	\$ 1,080.00
Tusten 9.-2-1	416 Brucher William & Lowisa	PO Box 207	Narrowsburg, NY 12764	\$ 1,800.00	\$ 480.00	\$ 1,320.00
Tusten 11.-2-1	416 Brucher William & Lowisa	PO Box 207	Narrowsburg, NY 12764	\$ 1,800.00	\$ 840.00	\$ 960.00

JA

RECOMMENDED DENIAL LIST

TOWN	SBL	CLASS (PRIMARY OWNER)	ADDRESS	TWN ST ZIP	FEE
Fallsburg	34.-6-4	484 Hurleyville Sullivan First	PO Box 372	Hurleyville, NY 12747	\$ 120.00
Liberty	12.-1-13.10	620 Panayia of the Mountains Monastery	387 Benton Hill road	Livingston Manor, NY 12758	\$ 120.00
Mamakating	13.-1-1	312 Bloomingburg Joint Fire Dist	117 Godfrey Road	Bloomingburg, NY 12721	\$ 120.00
Mamakating	201.-2-2.5	662 Bloomingburg Joint Fire Dist	117 Godfrey Road	Bloomingburg, NY 12721	\$ 120.00
Neversink	40.-1-30	210 George Westne	57 Island Road	Grahamsville, NY 12740	\$ 108.00

Resolution No. _____

**RESOLUTION INTRODUCED BY THE EXECUTIVE COMMITTEE FOR
AUTHORIZATION TO AMEND AN AGREEMENT WITH THE CHAZEN
COMPANIES**

WHEREAS, Sullivan County had contracted with The Chazen Companies pursuant to resolution 13-357, adopted by the Sullivan County Legislature on September 19, 2013, to provide services related to SEQRA and NEPA review of the Radio Communications Upgrade Project, and

WHEREAS, additional services for site specific environmental review of the proposed Knights Eddy tower site, and

WHEREAS, site design modifications, specific to the proposed Tusten tower site, will require an additional viewshed analysis, and

WHEREAS, it is in the best interest of Sullivan County to maintain continuity of service with The Chazen Companies for these additional services, and

WHEREAS, The Chazen Companies has submitted a proposal to complete those services for an additional cost of \$15,950,

NOW, THEREFORE, BE IT RESOLVED, that the County Manager is authorized to execute a contract amendment with The Chazen Companies to complete the additional site specific environmental review services for an additional cost not to exceed \$15,950, and in such form as the County Attorney shall approve.

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

6

**RESOLUTION NO. _____ INTRODUCED BY EXECUTIVE COMMITTEE TO
AUTHORIZE AWARD AND EXECUTION OF CONTRACT WITH, MID-STATE
COMMUNICATIONS & ELECTRONICS, INC.**

WHEREAS, Bids were received for Site Development for Emergency Communications Upgrade Project, and

WHEREAS, Mid-State Communications & Electronics, Inc., 185 Clear Road, Oriskany, NY 13424, is the lowest responsible bidder for this project, and

WHEREAS, the Sullivan County Division of Emergency Management has approved said bid and recommends that an agreement be executed.

NOW, THEREFORE, BE IT RESOLVED, that the County Manager is authorized to execute a contract with Mid-State Communications & Electronics, Inc., in accordance with Bid No. B-13-69, for communication site development services in the amount not to exceed \$506,755.00.

7

RESOLUTION NO. _____ INTRODUCED BY EXECUTIVE COMMITTEE TO REAFFIRM THE NEGATIVE DECLARATION FOR THE RADIO UPGRADE PROJECT.

WHEREAS, The Sullivan County Legislature accepted a negative declaration pursuant to resolution 72-13 on February 21, 2013 for the Radio Communications Upgrade Project; and

WHEREAS, After public input, Sullivan County felt it would be prudent to perform an additional viewshed assessment addendum on proposed tower sites; and

WHEREAS, Our contractor, The Chazen Companies, has completed the additional viewshed assessment addendum on the proposed Thunder Hill, Tennanah Lake and Monticello tower locations in accordance with NYS DEC Program Policy DEP-00-2 Assessing and Mitigation Visual Impacts; and

WHEREAS, Based on the analyses conducted that the proposed sites are not visible from sensitive resources identified and the project will have no significant adverse impact on these resources,

NOW, THEREFORE, BE IT RESOLVED, Based on the analyses conducted which showed that the proposed sites at Thunder Hill, Tennanah Lake and Monticello are not visible from sensitive resources identified and the project will have no significant adverse impact on these resources, the Sullivan County Legislature hereby reaffirms the Negative Declaration issued February 21, 2013.

**COMBINED: LEGISLATIVE MEMORANDUM,
CERTIFICATE OF AVAILABILITY OF FUNDS
AND RESOLUTION COVER MEMO**

To: Sullivan County Legislature

Fr: Jim Farrell, District Attorney

Re: Request for Consideration of a Resolution: Modify Salaries of ADAs

Date: February 19, 2014

Purpose of Resolution: [Provide a detailed statement of what the Resolution will accomplish, as well as a justification for approval by the Sullivan County Legislature.]

Readjust the salaries of the ADAs who are to be promoted with backfills, previously approved in a 9-0 vote of the Legislature on October 17, 2013, as a result of a retirement of ADA 1. The resultant changes and resolution will decrease the Personnel Services line by \$19,265.

Is subject of Resolution mandated? Explain:

No

Does Resolution require expenditure of funds? Yes ___ No

If "Yes, provide the following information:

Amount to be authorized by Resolution: \$ _____

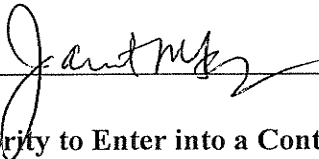
Are funds already budgeted? Yes No ___

If "Yes" specify appropriation code(s): Personnel Services _____

If "No", specify proposed source of funds: _____

Estimated Cost Breakdown by Source:

County	\$ _____	Grant(s)	\$ _____
State	\$ _____	Other	\$ _____
Federal Government	\$ _____	(Specify)	_____

Verified by Budget Office:  _____

Does Resolution request Authority to Enter into a Contract? Yes ___ No

If "Yes", provide information requested on Pages 2. If "NO", please go straight to Page 3 and acquire all pre-legislative approvals.

Request for Authority to Enter into Contract with [_____] of [_____]

Nature of Other Party to Contract: .

Other:

Duration of Contract: From _____ To _____

Is this a renewal of a prior Contract? Yes ___ No ___

If "Yes" provide the following information:

Dates of prior contract(s): From _____ To _____

Amount authorized by prior contract(s): _____

Resolutions authorizing prior contracts (Resolution #s): _____

Future Renewal Options if any:

Is Subject of Contract – i.e. – the goods and/or services Mandated? Yes ___ No ___

If "Yes" cite the mandate's source; describe how this contract satisfies the requirements:

If "No" provide other justification for County to enter into this Contract: [County does not have resources in-house, best source of the subject materials, required by grant, etc.]:

Total Contract Cost for [year or contract period]: (If specific sum is not known state maximum potential cost): _____

Efforts made to find Less Costly alternative:

N/A

Efforts made to share costs with another agency or governmental entity:

N/A

Specify Compliance with Procurement Procedures (Bid, Request for Proposal, Quote, etc.)

N/A

Person(s) responsible for monitoring contract (Title): _____

Pre-Legislative Approvals:

- A. Director of Purchasing: *Judy Jones* Date 2/19/14
- B. Management and Budget: *Judy Jones* Date _____
- C. Law Department: *Thomas Cowley* Date 2/19/14
- D. County Manager: _____ Date _____
- E. Other as Required: _____ Date _____

Vetted in Executive Committee on 10/17/2013

RESOLUTION NO. _____ INTRODUCED BY THE EXECUTIVE COMMITTEE TO ADJUST THE SALARIES OF ASSISTANT DISTRICT ATTORNEYS

WHEREAS, the Sullivan County District Attorney's Office has encountered one vacancy in fiscal year 2014, effective January 31, 2014; and

WHEREAS, on October 17, 2013, in anticipation of the vacancy in the District Attorney's Office, the Legislature voted unanimously to authorized the filling of that vacant position and approved the filling of the position with backfills, and the District Attorney having filled the position at the entry level and backfilling the vacant positions with current staff, and;

WHEREAS, the salaries currently allotted to the Assistant District Attorney positions are not reflective of the respective experience level and length of service to the County, and to the Sullivan County District Attorney's Office,

WHEREAS, over the past decade the Sullivan County District Attorney's Office has voluntarily decreased its professional and support staffing, which has necessarily required the remaining employees to perform more work and the salaries are not currently reflective of the current production or work load of these valued county employees;

WHEREAS, the Sullivan County District Attorney has reviewed the salary structure and determined that the salary structure should be modified to accurately reflect the additional work load, experience level, length of service and work performance provided to the County as follows for the positions currently budgeted and the Assistant District Attorneys and support staff listed below:

Position	Current	New	Increase/Decrease
ADA 1 – 1689	\$96,050	\$90,000	Decrease \$6,050
ADA 3 – 818	\$85,100	\$82,000	Decrease \$3,100
ADA 4 – 748	\$68,000	\$62,988	Decrease \$5,012
ADA 5 – 587	\$60,088	\$53,985	Decrease \$6,103
ADA 6 – 770	\$51,685	\$52,685	Increase \$1,000

WHEREAS, the proposed salary adjustments will have no impact on the Sullivan County District Attorney's Office budget, as the reallocation of the above positions decreases the Personnel Services line in the total amount of \$19,265.

NOW, THEREFORE, BE IT RESOLVED, that the salaries as set forth above be adjusted as of January 1, 2014.



ORRICK, HERRINGTON & SUTCLIFFE LLP
51 WEST 52ND STREET
NEW YORK, NY 10019-6142
tel 212-506-5000
fax 212-506-5151
WWW.ORRICK.COM

February 12, 2014

Douglas E. Goodfriend
(212) 506-5211 (Direct Dial)
dgoodfriend@orrick.com

VIA E-MAIL (ira.cohen@co.sullivan.ny.us; nancy.buck@co.sullivan.ny.us)

Mr. Ira Cohen
Ms. Nancy Buck
County of Sullivan
Government Center, 100 North Street
Monticello, New York 12701

Re: County of Sullivan, New York
Adult Care Center - \$750,000 Additional Serial Bonds
Orrick File: 42391-2-33

Dear Ladies & Gentlemen:

In accordance with your recent request, we are enclosing the following relative to the above:

- (1) A suggested form for the bond resolution. As you know, this resolution must be adopted by the affirmative vote of at least two-thirds of the entire voting strength of the County Legislature.
- (2) A suggested form for the Legal Notice of Estoppel. This Legal Notice of Estoppel should be published once in each of the official newspapers designated in Section 9 of the bond resolution. (Confirm that we have current newspapers please.)

In due course, please furnish us with the following:

- (a) An **ORIGINALLY** certified copy of the bond resolution.
- (b) An **ORIGINAL** printers' affidavit of publication of the Legal Notice of estoppel from both official County newspapers.

Please do not hesitate to call if you have any questions.

With best wishes,

Very truly yours,

Douglas

Douglas E. Goodfriend

DEG/zmt
Enclosures
756425649.01

cc: Ms. Shannon Armbrust (shannon.armbrust@co.sullivan.ny.us)

10

BOND RESOLUTION

At a regular meeting of the County Legislature of the County of Sullivan, New York, held at the County Government Center, in Monticello, New York, on the 20th day of February, 2014, at _____ o'clock P.M., Prevailing Time.

The meeting was called to order by _____, and upon roll being called, the following were:

PRESENT:

ABSENT:

The following resolution was offered by _____, who moved its adoption, seconded by _____, to-wit:

BOND RESOLUTION NO. _____ OF 2014 DATED FEBRUARY 20, 2014.

A RESOLUTION AUTHORIZING THE ISSUANCE OF AN ADDITIONAL \$750,000 BONDS OF THE COUNTY OF SULLIVAN, NEW YORK, TO PAY THE COST OF THE RECONSTRUCTION OF THE SULLIVAN COUNTY ADULT CARE CENTER, IN AND FOR SAID COUNTY.

WHEREAS, the capital project hereinafter described has been determined to be a Type II Action pursuant to the regulations of the New York State Department of Environmental Conservation promulgated pursuant to the State Environmental Quality Review Act, the implementation of which as proposed, as such type of Action will not result in any significant environmental effects; and

WHEREAS, by a bond resolution dated January 24, 2013, authorizing the issuance of \$1,130,000 bonds, the County Legislature of the County of Sullivan, New York, duly adopted said bond resolution authorizing the issuance of \$1,130,000 bonds of said County to pay the cost of the reconstruction of the Sullivan County Adult Care Center located at 256 Sunset Lake Road, in Liberty, New York, including original equipment, machinery, apparatus, appurtenances and incidental improvements and expenses in connection therewith, in and for said County of Sullivan, New York, and

WHEREAS, it has now been determined that the maximum estimated cost of such specific object or purpose is \$1,880,000, an increase of \$750,000 over that previously authorized; and

WHEREAS, it is now desired to authorize the issuance of an additional \$750,000 bonds of said County for such specific object or purpose; NOW, THEREFORE,

BE IT RESOLVED, by the affirmative vote of not less than two-thirds of the total voting strength of the County Legislature of the County of Sullivan, New York, as follows:

Section 1. For the specific object or purpose of paying additional costs of the reconstruction of the Sullivan County Adult Care Center located at 256 Sunset Lake Road, Liberty, including original equipment, machinery, apparatus, appurtenances and incidental improvements and expenses in connection therewith, in and for said County of Sullivan, New York, there are hereby authorized to be issued an additional \$750,000 bonds of the County of Sullivan, New York, pursuant to the provisions of the Local Finance Law.

Section 2. It is hereby determined that the maximum estimated cost of such specific object or purpose is now determined to be \$1,880,000, and that the plan for the financing thereof is as follows:

- a. By the issuance of the \$1,130,000 bonds of said County authorized to be issued pursuant to a bond resolution dated and duly adopted January 24, 2013 as described in the preambles hereof; and
- b. By the issuance of the additional \$750,000 bonds of said County authorized to be issued pursuant to this bond resolution.

Section 3. It is hereby determined that the period of probable usefulness of the aforesaid specific object or purpose is twenty-five (25) years, pursuant to subdivision 12(a) of paragraph a of Section 11.00 of the Local Finance Law, calculated from the date of issuance of the first serial bonds/bond anticipation notes for said specific object or purpose, being March 7, 2013. It is hereby further determined that the maximum maturity of the serial bonds herein authorized will exceed five years.

Section 4. Subject to the provisions of the Local Finance Law, the power to authorize the issuance of and to sell bond anticipation notes in anticipation of the issuance and sale of the bonds herein authorized, including renewals of such notes, is hereby delegated to the County Treasurer, the chief fiscal officer. Such notes shall be of such terms, form and contents, and shall

be sold in such manner, as may be prescribed by said County Treasurer, consistent with the provisions of the Local Finance Law.

Section 5. The powers and duties of advertising such bonds for sale, conducting the sale and awarding the bonds, are hereby delegated to the County Treasurer, who shall advertise such bonds for sale, conduct the sale, and award the bonds in such manner as the County Treasurer shall deem best for the interests of said County; provided, however, that in the exercise of these delegated powers, the County Treasurer shall comply fully with the provisions of the Local Finance Law and any order or rule of the State Comptroller applicable to the sale of municipal bonds. The receipt of the County Treasurer shall be a full acquittance to the purchaser of such bonds, who shall not be obliged to see to the application of the purchase money.

Section 6. All other matters except as provided herein relating to the serial bonds herein authorized including the date, denominations, maturities and interest payment dates, within the limitations prescribed herein and the manner of execution of the same, including the consolidation with other issues, and also the ability to issue serial bonds with substantially level or declining annual debt service, shall be determined by the County Treasurer, the chief fiscal officer of such County. Such bonds shall contain substantially the recital of validity clause provided for in Section 52.00 of the Local Finance Law, and shall otherwise be in such form and contain such recitals, in addition to those required by Section 51.00 of the Local Finance Law, as the County Treasurer shall determine consistent with the provisions of the Local Finance Law.

Section 7. The faith and credit of said County of Sullivan, New York, are hereby irrevocable pledged for the payment of the principal of and interest on such bonds as the same respectively become due and payable. An annual appropriation shall be made in each year sufficient to pay the principal of and interest on such bonds becoming due and payable in such

year. There shall annually be levied on all the taxable real property of said County, a tax sufficient to pay the principal of and interest on such bonds as the same become due and payable.

Section 8. The validity of such bonds and bond anticipation notes may be contested only if:

- 1) Such obligations are authorized for an object or purpose for which said County is not authorized to expend money, or
- 2) The provisions of law which should be complied with at the date of publication of this resolution are not substantially complied with,

and an action, suit or proceeding contesting such validity is commenced within twenty days after the date of such publication, or

- 3) Such obligations are authorized in violation of the provisions of the Constitution.

Section 9. This resolution shall constitute a statement of official intent for purposes of Treasury Regulations Section 1.150-2. Other than as specified in this resolution, no monies are, or are reasonably expected to be, reserved, allocated on a long-term basis, or otherwise set aside with respect to the permanent funding of the object or purpose described herein.

Section 10. This resolution, which takes effect immediately, shall be published in full in the *Sullivan County Democrat* and the *River Reporter*, the official newspapers of such County, together with a notice of the Clerk of the County Legislature in substantially the form provided in Section 81.00 of the Local Finance Law.

The foregoing resolution was duly put to a vote which resulted as follows:

AYES:

NOES:

ABSENT:

The resolution was thereupon declared duly adopted.

* * * * *

LEGAL NOTICE

The bond resolution, a summary of which is published herewith, has been adopted on February 20, 2014, and the validity of the obligations authorized by such resolution may be hereafter contested only if such obligations were authorized for an object or purpose for which the County of Sullivan, New York, is not authorized to expend money, or if the provisions of law which should have been complied with as of the date of publication of this notice were not substantially complied with, and an action, suit or proceeding contesting such validity is commenced within twenty days after the date of publication of this notice, or such obligations were authorized in violation of the provisions of the Constitution.

A complete copy of the resolution summarized herewith is available for public inspection during regular business hours at the Office of the Clerk of the Legislature for a period of twenty days from the date of publication of this Notice.

Dated: Monticello, New York,
February __, 2014.

Clerk, County Legislature

BOND RESOLUTION NO. _____ OF 2014 DATED FEBRUARY 20, 2014.

A RESOLUTION AUTHORIZING THE ISSUANCE OF AN ADDITIONAL \$750,000 BONDS OF THE COUNTY OF SULLIVAN, NEW YORK, TO PAY THE COST OF THE RECONSTRUCTION OF THE SULLIVAN COUNTY ADULT CARE CENTER, IN AND FOR SAID COUNTY.

Specific object or purpose:	Reconstruction of Sullivan County Adult Care Center
Period of probable usefulness:	25 years, from March 7, 2013
Revised maximum estimated cost:	\$1,880,000
Additional amount of obligations to be issued:	\$750,000 bonds
SEQRA Status:	Type II Action

**RESOLUTION NO. INTRODUCED BY HEALTH AND FAMILY SERVICES
COMMITTEE TO AUTHORIZE ACCEPTANCE OF A DONATION TO PUBLIC
HEALTH SERVICES FOR THE CRIBS FOR KIDS PROGRAM,**

WHEREAS, United Way of Sullivan County wishes to make a donation of \$1,000 to the CRIBS FOR KIDS program operated by Public Health Services, and

WHEREAS, Cribs for Kids originated in Pennsylvania in 1998, and was started in Sullivan County in 2010 as a response to three unfortunate infant deaths locally, due to unsafe sleep environments; and

WHEREAS, since the program began in 2010, the Cribs for Kids Program in Sullivan County has provided more than 300 cribs to low-income families who did not have a safe place for their new infants to sleep; and

WHEREAS, PHS staff provide best practice information and education on Back to Sleep, Safe Sleep Environments, (SIDS) Sudden Infant Death Syndrome and Shaken Baby Syndrome. The program also provides information about the dangers of co-sleeping; and

WHEREAS, the goal of the program is to reduce infant mortality due to unsafe sleep environments; and

WHEREAS, In Sullivan County, the Cribs for Kids Program is sponsored by Sullivan County Public Health Services and was initially supported by a variety of agencies which have had their funds cut; and

NOW, THEREFORE, BE IT RESOLVED, the Sullivan County Legislature authorizes the County Manager to accept a donation of \$1,000 from United Way of Sullivan County for the CRIBS for KIDS program at Public Health Services, and

BE IT FURTHER RESOLVED,

RESOLUTION NO. INTRODUCED BY EXECUTIVE COMMITTEE TO ENACT PROPOSED LOCAL LAW 1 of 2014, ENTITLED "A LOCAL LAW CREATING CHAPTER 191 OF THE CODE OF THE COUNTY OF SULLIVAN" TO PROVIDE A BEST VALUE OPTION WITH RESPECT TO CERTAIN PURCHASES

WHEREAS, a proposed Local Law entitled "A Local Law creating Chapter 191 of the Code of the County of Sullivan" was presented to the Sullivan County Legislature at a meeting held on January 16, 2014 at the County Government Center, Monticello, New York, in order to consider said proposed local law; and

WHEREAS, notice of public hearing having been duly published and posted as required by law, and said public hearing having been held on February 20, 2014, and all persons appearing at said public hearing deeming to be heard.

NOW, THEREFORE, BE IT RESOLVED, that the Sullivan County Legislature does hereby enact and adopt this Local Law 1 of 2014, entitled "A Local Law creating Chapter 191 of the Code of the County of Sullivan", County of Sullivan, State of New York, to provide a "Best Value option" with respect to certain purchases, which local law is annexed hereto.

Local Law No. 1 of the year 2014

A local law creating Chapter 191 of the Code of the County of Sullivan.

Be it enacted by the County of Sullivan a “Best Value Option” for certain purchases, as follows:

SECTION 1.

§ __-1. Purpose.

The County of Sullivan seeks to exercise the local option set forth in § 103, Subdivision 1, of the New York General Municipal Law, as amended by Chapter 608 of the Laws of 2011 and Chapter 2 of the Laws of 2012, which amendments authorize the County of Sullivan to award purchase contracts and contracts for services subject to competitive bidding under General Municipal Law § 103 on the basis of either lowest responsible bidder or “Best Value” as defined § 163 of the New York State Finance Law. The “Best Value” option may be used if it is more cost efficient over time to award the good or service to other than the lowest responsible bidder based on factors such as lower cost of maintenance, durability, higher quality and longer product life.

SECTION 2.

§ __-2. Award based on low bid or Best Value.

Purchase contracts and service contracts that have been procured pursuant to competitive bidding under General Municipal Law §103 by either lowest responsible bidder or Best Value may be awarded so long as the award process complies with the terms of this local law. The Director of Purchasing is authorized to undertake a “Best Value” analysis of goods and services subject to this law when, in the Director’s judgment a “Best Value” analysis is prudent and advantageous to the County. Awards based on Best Value shall be approved by the Director of Purchasing in consultation with the County Manager and relevant Department or Division heads.

SECTION 3.

§ __-3. Definitions.

Whenever used in this local law, the following terms shall mean:

- a. County. Sullivan County, New York
- b. Director of Purchasing or Director. The County’s Director of the Department of Purchasing and Central Services.
- c. Contracts. Contracts for goods, commodities and equipment, including technology.
- d. Service or Services. The performance of a task or tasks and may include a material good or a quantity of material goods, and which is the subject of any purchase or other exchange.
- e. Best Value. The basis for awarding contracts or purchases and/or services to a responsive and responsible offeror and/or bidder who optimizes quality, cost and efficiency for the County based upon objective and quantifiable analysis whenever possible. Such basis may also identify a quantitative factor for offerors that are small businesses or certified minority

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or women-owned business enterprises as defined in Executive Law §310 (1), (7), (15) and (20), as may be amended.

SECTION 4.

§ __-4. Requirements.

1. A Best Value solicitation shall contain a specific notification that the solicitation will be analyzed and awarded in accordance with this Best Value Law and the relevant provisions of the County's Procurement Policy. Such solicitations shall prescribe the minimum specifications or requirements that must be met in order to be considered responsive and shall describe and disclose the general manner in which the evaluation and selection shall be conducted.
2. When the basis for award is based upon a Best Value offer, the Director of Purchasing and/or the Director's designee shall document the evaluation criteria and the process used to make such determination.
3. Whenever possible, the evaluation shall be based upon objective and quantifiable factors and shall not be based solely on cost. The process for procurements based upon Best Value and general evaluation criteria shall be identified in the County's Procurement Policy, a copy of which shall be maintained in the Purchasing Department and be made available to the public.
4. The solicitation documents shall state the minimum requirements and specifications that must be met in order for the vendor and/or offeror to be deemed responsive and responsible and shall identify the general procedure and manner in which the evaluation and selection shall be conducted. All such requirements shall remain consistent with the County's Procurement Policy.
5. The Director of Purchasing and/or the Director's designee shall make every effort to ensure that the solicitation of documents, evaluation criteria and procedure for awarding purchase and service contracts on the basis of Best Value complies with the County's Procurement Policy, local, state and/or federal rules, regulations and/or laws.

SECTION 5.

§ __-3. Applicability.

The provisions of this chapter apply to County contracts involving an expenditure of more than \$20,000.00 for goods and County contracts for services involving an expenditure of more than \$35,000.00, but exclude purchase contracts necessary for the completion of a public works contract pursuant to Article 8 of the State Labor Law and excluding any other contract that may in the future be excluded under state law from the Best Value option. If the dollar thresholds of General Municipal Law § 103 are increased or decreased in the future by the State Legislature, the dollar thresholds set forth herein shall be deemed simultaneously amended to match the new General Municipal Law thresholds.

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SECTION 6.

§ __-4. Standards for Best Value.

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

SECTION 7.

§ __-5. Documentation.

A contract that is awarded on the basis of Best Value instead of lowest responsible bidder shall be authorized only when the basis for determining Best Value is thoroughly and accurately documented.

SECTION 8.

§ __-6. Procurement policy superseded where inconsistent.

The County Legislature, by Resolution, shall amend the County's Procurement Policy to address the provisions of this Best Value Law within sixty (60) days of adoption of this law. Any inconsistent provision of the County's Procurement Policy, as adopted or as amended hereafter, shall be deemed superseded by the provisions of this Law.

SECTION 9.

EFFECTIVE DATE

This local law shall take effect upon its proper filing in the Office of the Secretary of State.

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**COMBINED: LEGISLATIVE MEMORANDUM,
CERTIFICATE OF AVAILABILITY OF FUNDS
AND RESOLUTION COVER MEMO**

To: Sullivan County Legislature

Fr: Edward McAndrew, P.E.

Re: Request for Consideration of a Resolution: Issuance of an RFP

Date: February 20, 2014

Purpose of Resolution: [Provide a detailed statement of what the Resolution will accomplish, as well as a justification for approval by the Sullivan County Legislature.]

To authorize issuance of an RFP to evaluate the structural and environmental
condition of two (2) County owned buildings

Is subject of Resolution mandated? Explain:

No - County does not have expertise to conduct evaluations in-house

Does Resolution require expenditure of funds? Yes ___ No

If "Yes, provide the following information:

Amount to be authorized by Resolution: \$ _____

Are funds already budgeted? Yes ___ No ___

If "Yes" specify appropriation code(s): _____

If "No", specify proposed source of funds: _____

Estimated Cost Breakdown by Source:

County	\$ _____	Grant(s)	\$ _____
State	\$ _____	Other	\$ _____
Federal Government	\$ _____	(Specify)	_____

Verified by Budget Office: Janet Myron

Does Resolution request Authority to Enter into a Contract? Yes ___ No

If "Yes", provide information requested on Pages 2 and 3.

Request for Authority to Enter into Contract with [_____] of
[_____]

Nature of Other Party to Contract: .

Other:

Duration of Contract: From _____ To _____

Is this a renewal of a prior Contract? Yes ___ No ___

If "Yes" provide the following information:

Dates of prior contract(s): From _____ To _____

Amount authorized by prior contract(s): _____

Resolutions authorizing prior contracts (Resolution #s): _____

Future Renewal Options if any:

Is Subject of Contract – i.e. – the goods and/or services Mandated? Yes ___ No ___

If "Yes" cite the mandate's source; describe how this contract satisfies the requirements:

If "No" provide other justification for County to enter into this Contract: [County does not have resources in-house, best source of the subject materials, required by grant, etc.]:

Total Contract Cost for [year or contract period]: (If specific sum is not known state maximum potential cost): _____

Efforts made to find Less Costly alternative:

Efforts made to share costs with another agency or governmental entity:

Specify Compliance with Procurement Procedures (Bid, Request for Proposal, Quote, etc.)

RFP will be issued off

Person(s) responsible for monitoring contract (Title): _____

Pre-Legislative Approvals:

- A. Director of Purchasing: [Signature] Date 2/19/14
- B. Management and Budget: [Signature] Date 2/19/14
- C. Law Department: [Signature] Date 2/19/14
- D. County Manager: _____ Date _____
- E. Other as Required: _____ Date _____

Vetted in _____ Committee on _____

RESOLUTION INTRODUCED BY EXECUTIVE COMMITTEE

RESOLUTION TO AUTHORIZE ISSUANCE OF AN RFP TO EVALUATE THE STRUCTURAL AND ENVIRONMENTAL CONDITION OF TWO (2) COUNTY OWNED BUILDINGS

WHEREAS, the County took possession of two (2) parcels through tax foreclosure proceedings; and

WHEREAS, the two (2) parcels are more specifically described as Village of Monticello S.B.L. 15.-7012 and Village of Liberty S.B.L. 112.-5-17; and

WHEREAS, due to the age and condition of buildings located on the parcels it is recommended that a structural and environmental assessment be completed of the buildings; and

WHEREAS, it is recommended that an RFP be issued to retain a consultant to complete such evaluation.

NOW, THEREFORE, BE IT RESOLVED, that the Office of General Services issue an RFP for services to evaluate the condition of the buildings.

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

Resolution No. _____

RESOLUTION INTRODUCED BY EXECUTIVE COMMITTEE

RESOLUTION TO AUTHORIZE ISSUANCE OF AN RFP TO EVALUATE THE STRUCTURAL AND ENVIRONMENTAL CONDITION OF TWO (2) COUNTY OWNED BUILDINGS

WHEREAS, the County took possession of two (2) parcels through tax foreclosure proceedings; and

WHEREAS, the two (2) parcels are more specifically described as Village of Monticello S.B.L. 15.-7012 and Village of Liberty S.B.L. 112.-5-17; and

WHEREAS, due to the age and condition of buildings located on the parcels it is recommended that a structural and environmental assessment be completed of the buildings; and

WHEREAS, it is recommended that an RFP be issued to retain a consultant to complete such evaluation.

NOW, THEREFORE, BE IT RESOLVED, that the Office of General Services issue an RFP for services to evaluate the condition of the buildings.

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

**COMBINED: LEGISLATIVE MEMORANDUM,
CERTIFICATE OF AVAILABILITY OF FUNDS
AND RESOLUTION COVER MEMO**

To: Sullivan County Legislature

Fr: Joshua Potosek, County Manager

Re: Request for Consideration of a Resolution: Appoint Planning Commissioner

Date: February 20, 2014

Purpose of Resolution: [Provide a detailed statement of what the Resolution will accomplish, as well as a justification for approval by the Sullivan County Legislature.]

To appoint Freda Eisenberg, AICP, Commissioner of Planning and Environmental Management.

Is subject of Resolution mandated? Explain:

No, however, position is included in County charter and is currently vacant for approximately 1 year.

Does Resolution require expenditure of funds? Yes No

If "Yes", provide the following information:

Amount to be authorized by Resolution: \$ _____

Are funds already budgeted? Yes No

If "Yes" specify appropriation code(s): A8020-90-1011, 8001, 8002, 8005, 8006, 8007

If "No", specify proposed source of funds: _____

Estimated Cost Breakdown by Source:

County \$ 135,144.00 Grant(s) \$ _____

State \$ _____ Other \$ _____

Federal Government \$ _____ (Specify) _____

Verified by Budget Office: Janet M Young

Does Resolution request Authority to Enter into a Contract? Yes No

If "Yes", provide information requested on Pages 2. If "NO", please go straight to Page 3 and acquire all pre-legislative approvals.

Request for Authority to Enter into Contract with _____ of _____

Nature of Other Party to Contract: .

Other:

Duration of Contract: From _____ To _____

Is this a renewal of a prior Contract? Yes ___ No ___

If "Yes" provide the following information:

Dates of prior contract(s): From _____ To _____

Amount authorized by prior contract(s): _____

Resolutions authorizing prior contracts (Resolution #s): _____

Future Renewal Options if any:

Is Subject of Contract – i.e. – the goods and/or services Mandated? Yes ___ No ___

If "Yes" cite the mandate's source; describe how this contract satisfies the requirements:

If "No" provide other justification for County to enter into this Contract: [County does not have resources in-house, best source of the subject materials, required by grant, etc.]:

Total Contract Cost for [year or contract period]: (If specific sum is not known state maximum potential cost): _____

Efforts made to find Less Costly alternative:

Efforts made to share costs with another agency or governmental entity:

Specify Compliance with Procurement Procedures (Bid, Request for Proposal, Quote, etc.)

Not Applicable

Person(s) responsible for monitoring contract (Title): N/A.

Pre-Legislative Approvals:

- A. Director of Purchasing: Kathy Jones Date 2/19/14.
- B. Management and Budget: Janet Myer Date 2/18/14
- C. Law Department: S. J. Gagnier Date 2/19/14
- D. County Manager: John P. [unclear] Date 2/19/14
- E. Other as Required: _____ Date _____

Vetted in _____ Committee on _____

**RESOLUTION INTRODUCED BY THE EXECUTIVE COMMITTEE TO APPOINT
FREDA EISENBERG, AICP AS COMMISSIONER OF PLANNING AND
ENVIRONMENTAL MANAGEMENT**

WHEREAS, the County Manager has recommended the appointment of Freda Eisenberg, AICP for the position of Commissioner of Planning and Environmental Management; and

WHEREAS, Freda Eisenberg, AICP possesses all of the qualifications required for Commissioner of Planning and Environmental Management.

NOW THEREFORE, BE IT RESOLVED, that Freda Eisenberg, AICP be appointed Commissioner of Planning and Environmental Management effective March 17, 2014; and

BE IT FURTHER RESOLVED, that the salary for Commissioner of Planning and Environmental Management be set at \$92,000.

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