

**MANAGEMENT AND BUDGET COMMITTEE  
THURSDAY, May 14, 2015 10:30 AM**

**Committee Members: Jonathan Rouis, Chair, Gene Benson, Vice Chair,  
Kitty Vetter, Cora Edwards, Ira Steingart**

**AGENDA**

**PRESENTATIONS: None**

**DISCUSSIONS:**

- 1. 1<sup>st</sup> Quarter County Budget Update**
- 2. Shared Services Plan**

**RESOLUTIONS:**

**AUDIT – None**

**COUNTY TREASURER – None**

**GRANTS- None**

**MANAGEMENT AND BUDGET –**

- 1. To modify the 2015 County Budget.**
- 2. To request funds from the State University of New York Community College Capital Fund for Paving and Site Improvement Work and Rescinding Resolution No. 425-14.**
- 3. To apportion Mortgage Tax.**
- 4. To approve a Sullivan County Revolving Loan.**
- 5. To Amend Resolution No. 8-15.**

**MANAGEMENT INFORMATION SYSTEMS - None**

**PUBLIC COMMENT**

**RESOLUTION NO. INTRODUCED BY EXECUTIVE COMMITTEE TO  
MODIFY THE 2015 COUNTY BUDGET**

**WHEREAS**, the County of Sullivan 2015 Budgets requires modification,

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

**Moved by:**

**Seconded by:**

May 2015 Budget Modifications via Resolution  
Modifications to the 2015 Sullivan County Budget

G/L Account Number	Account Description	Revenue		Revenue		Appropriation	
		Increase Amount	Decrease Amount	Increase Amount	Decrease Amount	Increase	Decrease
A-3010-R3306-R167	ST AID HOMELAND SECRTY DEPARTMENTAL AID		640				
A-3010-45-4543	SPEC DEPT SUPPLY FOOD				640		
A-4082-45-4507	SPEC DEPT SUPPLY MEDICAL/CLINICAL					950	
A-4082-41-4105	AUTO/TRAVEL REGISTRATION FEES				950		
A-4082-44-4406	UTILITY WIRELESS COMMUNICATIONS				2,100		
A-4082-R3450-R167	ST AID OTHR PUBLIC HEALTH DEPARTMENTAL AID		338				
A-4082-R4482-R167	FED AID WIC PROGRM DEPARTMENTAL AID		1,762				
A-3020-21-2106	FIXED ELECTRONIC/COMPUTER EQUIP				164,435		
A-3020-44-4405	UTILITY PHONE LAND LINES				86,000		
A-3020-R3389-R167	ST AID PUBLIC SAFETY DEPARTMENTAL AID		250,435				
	<b>General Fund Total</b>		<b>253,175</b>		<b>254,125</b>		<b>950</b>

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

**To:** Sullivan County Legislature

**Fr:** Joshua Potosek, Acting County Manager

**Re:** Request for Consideration of a Resolution: **SCCC Request Funds from the State University of New York Community College Capital Program**

**Date:** May 8, 2015

**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.]

AUTHORIZING SULLIVAN COUNTY COMMUNITY COLLEGE TO REQUEST FUNDS FROM THE STATE UNIVERSITY OF NEW YORK COMMUNITY COLLEGE CAPITAL FUND FOR PAVING AND SITE IMPROVEMENT WORK AND RESCINDING RESOLUTION NO. 425-14

**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):** \_\_\_\_\_

**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 Mlyg

**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:

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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.]:

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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:

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

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

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Person(s) responsible for monitoring contract (Title): \_\_\_\_\_

**Pre-Legislative Approvals:**

- A. <sup>Assistant</sup> Director of Purchasing: Alyson Lewis Date 5/12/15
- B. Management and Budget: Janet Myfy Date 5/12/15
- C. Law Department: S. Yagur Date 5/12/15
- D. County Manager: John R. Rood Date \_\_\_\_\_
- E. Other as Required: \_\_\_\_\_ Date \_\_\_\_\_

Vetted in Management & Budget Committee on 05/14/2015

**RESOLUTION NO.                    INTRODUCED BY MANAGEMENT AND BUDGET  
COMMITTEE AUTHORIZING SULLIVAN COUNTY COMMUNITY COLLEGE TO  
REQUEST FUNDS FROM THE STATE UNIVERSITY OF NEW YORK COMMUNITY  
COLLEGE CAPITAL FUND FOR PAVING AND SITE IMPROVEMENT WORK AND  
RESCINDING RESOLUTION NO. 425-14**

**WHEREAS**, the County of Sullivan received a federal roadway money grant in the amount of \$727,913 for paving and site improvement work at Sullivan County Community College and provided \$181,978 of local share services to the project; and

**WHEREAS**, the County of Sullivan, as sponsor of Sullivan County Community College, may accept funds other than county funds as its match for state capital funds; and

**WHEREAS**, the 2015-2016 New York State enacted budget for community college capital programs included \$1,819,782 for paving and site improvement work; and

**WHEREAS**, NY Education Law §6310, Section 10 permits Sullivan County to apply for matching funds through SUNY for the New York State share of projects that are normally permitted within an approved capital construction budget; and

**WHEREAS**, the Board of Trustees of Sullivan County Community College approves this project and the use of the federal roadway money grant and local sponsor services 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 the Sullivan County Community College to initiate a project and request reimbursement up to 50% of eligible project costs up to \$909,891 from the State of New York through the Dormitory Authority of the State of New York or directly from the State of New York dependant on the State appropriation backing the project.

**BE IT FURTHER RESOLVED**, that no funds from the County's General Fund should be committed for this purpose.

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

**To:** Sullivan County Legislature

**Fr:** Sullivan County Clerk

**Re:** Request for Consideration of a Resolution: To apportion the Mortgage Tax

**Date:** 4/22/15

**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.]

Distribute the mortgage tax collected from 1/1/15-3/31/15 to the various Towns and Villages.

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**Is subject of Resolution mandated? Explain:**

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**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:**  \_\_\_\_\_

**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.)

\_\_\_\_\_ N/A \_\_\_\_\_

Person(s) responsible for monitoring contract (Title): \_\_\_\_\_

**Pre-Legislative Approvals:**

- A. <sup>Assistant</sup> Director of Purchasing: Ampton Seuss Date 5/12/15
- B. Management and Budget: Janet Myer Date 5/12/15
- C. Law Department: S. Yagor Date 5/12/15
- D. County Manager: John Bond Date 5/12/15
- E. Other as Required: \_\_\_\_\_ Date \_\_\_\_\_

Vetted in \_\_\_\_\_ Committee on \_\_\_\_\_

**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 January 2015 to March 2015, 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	87,416.80
Callicoon	10,061.16
Cohecton	2,836.04
Delaware	8,681.63
Fallsburg	31,973.34
Forestburgh	2,572.41
Fremont	6,575.44
Highland	16,001.94
Liberty	18,052.92
Lumberland	4,906.38
Mamakating	63,096.76
Neversink	8,818.92
Rockland	4,463.43
Thompson	74,194.26
Tusten	6,068.03

<b>VILLAGES</b>	
Bloomington	1,160.90
Jeffersonville	658.81
Liberty	3,262.01
Monticello	8,395.25
Woodridge	1,093.17
Wurtsboro	2,557.09

<b>TOTAL</b>	<b>362,846.69</b>
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**Moved by  
adopted on motion**

**seconded by**

**declared duly**

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

**To:** Sullivan County Legislature

**Fr:** Jill M. Weyer

**Re:** Request for Consideration of a Resolution: Approve a revolving loan

**Date:** 05/07/2015

**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.]

Approve an Agri-Business Revolving loan for Sara & Brett Budde, Majestic Farm to create an organic orchard and expand their farm operation. The loan will fund \$50,000 to purchase tree stock and fencing and trellis necessary for the orchard.

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**Is subject of Resolution mandated? Explain:**

N

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**Does Resolution require expenditure of funds? Yes  No**

**If "Yes, provide the following information:**

Amount to be authorized by Resolution: \$ 50,000.00

Are funds already budgeted? Yes  No

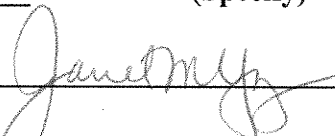
If "Yes" specify appropriation code(s): CD-00200-01171

If "No", specify proposed source of funds: \_\_\_\_\_

**Estimated Cost Breakdown by Source:**

County	\$ _____	Grant(s)	\$ _____
State	\$ _____	Other	\$ <u>50,000.00</u>
Federal Government	\$ _____	(Specify)	<u>County RLF Program</u>

**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 [Sara & Brett Budde] of  
[Mountaindale, NY]

Nature of Other Party to Contract: Professional Other:

Duration of Contract: From 07/01/2015 To 06/30/2021

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.]:

RLF to assist local business  
\_\_\_\_\_  
\_\_\_\_\_

Total Contract Cost for [year or contract period]: (If specific sum is not known state maximum potential cost): 50,000

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): Jill M. Weyer

**Pre-Legislative Approvals:**

- A. <sup>Assistant</sup> Director of Purchasing: Ayden Lewis Date 5/12/15
- B. Management and Budget: Janetmy Date 5/12/15
- C. Law Department: S. Yasgur Date 5/12/15
- D. County Manager: John Paul Date 5/12/15
- E. Other as Required: \_\_\_\_\_ Date \_\_\_\_\_

Vetted in \_\_\_\_\_ Committee on \_\_\_\_\_

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

**WHEREAS**, the Sullivan County Division of Planning & Environmental Management (“Division”) oversees the County Main Street 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><b>Borrower</b></u>	<u><b>Program</b></u>	<u><b>Amount</b></u>
Brett & Sara Budde, Majestic Farm	Agri-Business	\$50,000

**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.

**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: Amend Resolution No. 8-15

**Date:** 5/12/2015

**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 amend Resolution No. 8-15 to authorize an agreement with New York State Office of Indigent Legal Services and modification agreements with Sullivan Legal Aid Panel, Inc. and Sullivan County Conflict Legal Aid Society.

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**Is subject of Resolution mandated? Explain:**

No

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**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 M. Y...

**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 [ NYS Office of Indigent Legal ] of [ Services, Legal Aid Panel, Inc. and SC Conflict Legal Aid Society ]**

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

**Duration of Contract:** From 06/01/2013 To 05/31/2016

**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:**

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**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.]:

This is additional funding from the NYS Office of Indigent Legal Service to enhance the existing Legal Aid offices with additional support to better the services offered

**Total Contract Cost for [year or contract period]:** (If specific sum is not known state maximum potential cost): State will reimburse the County \$242,997 over 3 years

**Efforts made to find Less Costly alternative:**

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

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

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**Person(s) responsible for monitoring contract (Title):** Michelle Huck

Pre-Legislative Approvals:

- A. <sup>Assistant</sup> Director of Purchasing: Arupm Sewu Date 5/12/15
- B. Management and Budget: \_\_\_\_\_ Date \_\_\_\_\_
- C. Law Department: John Row 27 Date 5/12/15
- D. County Manager: S. Yasgur Date \_\_\_\_\_
- E. Other as Required: Alh Date 5/12/15

Vetted in Management & Budget Committee on 05/12/2015

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

**RESOLUTION INTRODUCED BY MANAGEMENT AND BUDGET COMMITTEE  
TO AMEND RESOLUTION NO. 8-15 TO ENTER INTO AUTHORIZE AN AGREEMENT  
WITH NEW YORK STATE OFFICE OF INDIGENT LEGAL SERVICES AND  
MODIFICATION AGREEMENTS WITH SULLIVAN LEGAL AID PANEL, INC. AND  
SULLIVAN COUNTY CONFLICT LEGAL AID SOCIETY, INC.**

**WHEREAS**, Resolution No. 8-15 allowed the County of Sullivan to execute an agreement and any other documents necessary to acquire the funding from New York State Office of Indigent Legal Services (“NYSOILS”) and execute Modification Agreements with Legal Aid Panel and Conflict Legal Aid and/or any other appropriate entity that contracts with the County of Sullivan; and

**WHEREAS**, in the NOW, THEREFORE, BE IT RESOLVED, the total amount of the 3 year contract was not included which should read“...to execute and Agreement for a 3 year period for a total amount of \$242,997...”; and

**WHEREAS**, in the BE IT FURTHER RESOLVED, the total amounts of the 3 year contract was not included which should read“...to execute a Modification Agreements with Legal Aid Panel for an amount not to exceed \$55,000 per year for a 3 year period, and Conflict Legal Aid . for an amount not to exceed \$25,999 per year for a 3 year period.....”; and

**NOW, THEREFORE, BE IT RESOLVED**, that Resolution No. 8-15 is now amended to read NOW, THEREFORE, BE IT RESOLVED, the total amount of the 3 year contract was not included which should read“...to execute an Agreement for a 3 year period for a total amount of \$242,997...”; and

**BE IT FURTHER RESOLVED**, that Resolution No. 8-15 is now amended to read BE IT FURTHER RESOLVED, the total amounts of the 3 year contract was not included which should read“...to execute Modification Agreements with Legal Aid Panel for an amount not to exceed \$55,000 per year for a 3 year period, and Conflict Legal Aid for an amount not to exceed \$25,999 per year for a 3 year period.....”

Moved by \_\_\_\_\_ ,  
Seconded by \_\_\_\_\_ ,  
and adopted on motion \_\_\_\_\_ , 2015.