



SULLIVAN COUNTY LEGISLATURE
Planning, Environmental Management and Real Property Committee
Thursday, March 3, 2016 ~ 2:00 PM

Committee Members: Alan Sorensen (Chair); Catherine Owens (Vice Chair); Joe Perrello, Ira Steingart & Nadia Rajsz

AGENDA

PRESENTATIONS: None

DISCUSSION:

- 1. Visitor's Center in the Town of Mamakating - William Herrmann, Supervisor**
- 2. Plans & Progress**
- 3. O&W Rail Trail RFP**
- 4. Local Waterfront Revitalization Program Draft (LWRP) Findings**

RESOLUTIONS:

COUNTY ATTORNEY - None

COUNTY TREASURER – None

PLANNING – None

REAL PROPERTY –

- 1. To correct the 2016 Tax Roll of the Town of Liberty for Tax Map #29.-1-9.**
- 2. To correct the 2016 Tax Roll of the Town of Mamakating for Tax Map #63.-1-21.3.**

DEPARTMENT/PROGRAM UPDATES AND REPORTS:

County Attorney: - None
County Treasurer: - Update on Current Issues
Real Property: - Monthly Deed and Subdivision Report

DIVISION DISCUSSION ITEMS: None

PUBLIC COMMENTS:

RECESS

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

To: Sullivan County Legislature

Fr: Edward Homenick, Director of Real Property Tax Services

Re: Request for Consideration of a Resolution: Correction of Errors

Date: February 22, 2016

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.]

Resolution to approve a correction of the 2016 tax roll for town and county purposes pursuant to section 554 of the Real Property Tax Law that was caused by an entry on the tax roll due to the failure to enter the Basic STAR exemption to which the property owner was entitled, said school tax being unpaid and releived on the 2016 town and county tax roll. Liberty 29.-1-9

Is subject of Resolution mandated? Explain:

This Resolution is mandated by Section 554 of the Real Property Tax Law

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	\$764.86
Federal Government	\$ _____	(Specify)	<u>Liberty school chargeback</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 [_____] 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: *[Signature]* Date 2/29/16
- B. Management and Budget: *[Signature]* Date 3/1/16
- C. Law Department: *[Signature]* Date 2/25/16
- D. County Manager: *[Signature]* Date 3/1/16
- E. Other as Required: _____ Date _____

Vetted in _____ Committee on _____

**RESOLUTION INTRODUCED BY PLANNING, ENVIRONMENTAL
MANAGEMENT AND REAL PROPERTY COMMITTEE TO
CORRECT THE 2016 TAX ROLL OF THE TOWN OF LIBERTY
FOR TAX MAP #29.-1-9**

WHEREAS, an application dated February 3, 2016 having been filed by John Wombacher with respect to property assessed to said applicant on the 2016 tax roll of the Town of Liberty Tax Map #29.-1-9 pursuant to Section 554 of the Real Property Tax Law, to correct a clerical error on the taxable portion of the tax roll due to the failure to enter the Basic STAR exemption to which the property owner was entitled. School tax is unpaid and relieved on the 2016 town and county tax roll; and

WHEREAS, the Director of Real Property Tax Services has duly investigated the application and filed his report dated February 22, 2016 recommending the Sullivan County Legislature approve said application; and

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

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

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

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

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

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

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

To: Sullivan County Legislature

Fr: Edward Homenick, Director of Real Property Tax Services

Re: Request for Consideration of a Resolution: Correction of Errors

Date: February 25, 2016

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.]

Resolution to approve a correction of the 2016 tax roll for town and county purposes pursuant to section 556 of the Real Property Tax Law that was caused by an entry on the tax roll which is incorrect by reason of a mistake in the determination of a special assessment. Mamakating 63.-1-21.3

Is subject of Resolution mandated? Explain:

This Resolution is mandated by Section 556 of the Real Property Tax Law

Does Resolution require expenditure of funds? Yes No

If "Yes, provide the following information:

Amount to be authorized by Resolution: \$ 180.00

Are funds already budgeted? Yes No

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

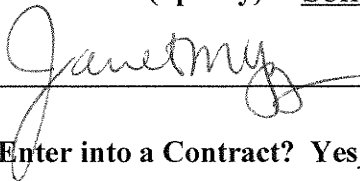
If "No", specify proposed source of funds: _____

Estimated Cost Breakdown by Source:

County \$ 180.00 **Grant(s)** \$ _____

State \$ _____ **Other** \$ _____

Federal Government \$ _____ **(Specify)** Solid waste fee

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 Af* _____

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

Pre-Legislative Approvals:

- A. Director of Purchasing: Kathy Jones Date 2/29/16.
- B. Management and Budget: Janet Myers Date 3/1/16
- C. Law Department: [Signature] Date 2/25/16
- D. County Manager: [Signature] Date 3/1/16
- E. Other as Required: _____ Date _____

Vetted in _____ Committee on _____

**RESOLUTION INTRODUCED BY PLANNING, ENVIRONMENTAL
MANAGEMENT AND REAL PROPERTY COMMITTEE TO
CORRECT THE 2016 TAX ROLL OF THE TOWN OF
MAMAKATING FOR TAX MAP #63.-1-21.3**

WHEREAS, an application dated February 22, 2016 having been filed by Sandra Hagen with respect to property assessed to said applicant on the 2016 tax roll of the Town of Mamakating Tax Map #63.-1-21.3 pursuant to Section 556 of the Real Property Tax Law, to correct a clerical error on the taxable portion of the tax roll due to an entry on the tax roll which is incorrect by reason of a mistake in the determination of a special assessment; and

WHEREAS, the Director of Real Property Tax Services has duly investigated the application and filed his report dated February 25, 2016 recommending the Sullivan County Legislature approve said application; and

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

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

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

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

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

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

Sullivan County Division of Planning and Environmental Management [DPEM]

Projects & Status

February 25, 2016

Highlights

- Outreach & Education - Recent and upcoming programs being organized by DPEM include:
 - January 25th: First SC planning' roundtable focused on NYSERDA incentives for municipal code and permitting for small sale solar and EV charging stations. Property maintenance regulations identified as topic for next meeting, targeted for April 25th.
 - February 29th: DOS Training for Municipal Officials on Code Enforcement & Permitting. More than 50 participants registered, with representation from nearly every SC municipality.
 - March 2nd: NY-Sun seminar on Community Net Metering & Zoning for Large Scale Solar. Again, more than 50 registrants.
 - March 5th: DPEM Planner Travis North will deliver a presentation on landscaping for commercial uses at the annual Sullivan Renaissance conference.
 - March 22nd: REAP-board sponsored workshop on upcoming grant and loan opportunities through federal, state and local agencies, with participation from USDA (George Popp), ESD (Meghan Taylor) and others.
 - March 29th: Co-sponsoring meeting with SC Chamber to bring hamlet business associations together to collaborate and share downtown revitalization/marketing initiatives, funding opportunities, and more.
- Community Technical Assistance:
 - Rock Hill: visioning series completed on February 17th with a community discussion of tools for managing community character.
 - Liberty: provided draft emergency management plan; continued discussions with interim CDC committee and others on the downtown; provided property owner maps
 - Tusten: tech support to local committee working on code amendments
 - Lumberland: supporting comp plan update committee with demographics, survey
 - Monticello/Thompson: consensus on forming joint committee to review/update sign code; draft scope of work for East Broadway rezoning project under internal review; exploring internship possibilities to address blight study, other needs
 - Sullivan Renaissance municipal grant program: Ongoing support to program applicants and the 5 award winning communities.
 - PACE LULC: Working with PACE to secure opportunities for two Sullivan County communities to participate in regional CFA-funded training program. Details for recruitment to come in March.
- Agriculture:
 - Cornell received 19 applications for the Agricultural Business Retention & Expansion program position. The Ag Task Force selected five candidates for initial telephone interviews, to take place in March.

- Advisory Committee to the USDA-funded Farmers Market Promotion Program received five responses to its RFP for a marketing consultant, conducted interviews and made a selection. Contracting is underway.
- Applications submitted to the NYS Purchase of Development Rights program for two farms in the County.
- Small Business Assistance
 - New revolving loan brochure at printers; distribution to be launched in March
 - CDBG Microenterprise Assistance Grants awarded for a new Main Street business in Livingston Manor (Moxie Alley handmade soaps); new cafe store in Narrowsburg (Fish & Bicycle); expansion of farm to table food processing business (Natural Contents Kitchen) ; and B&B upgrades (Stickett Inn)
 - Ongoing technical assistance provided to previous loan awardees regarding improvements to restaurant signage, window displays and marketing.
- Broadband:
 - Met with NYS Broadband Program Office director Jeffery Nordhaus to review implications of the New NY Broadband Program release for Sullivan County, as Sullivan County zipcodes are not eligible in phase 1. Following up on suggestions for working with the BPO to prepare for upcoming rounds.
 - Assisted Callicoon Business Association with letter of interest submission to the USDA Cool & Connect program, offering technical assistance to communities seeking to expand telecommunications for economic revitalization.
- Plans & Progress Small Grant Program:
 - Program-funded project to launch a film commission for Sullivan County underway with completed website template and draft tri-fold brochure. Target distribution for website launch and brochure printing is mid-April, for the Tribeca Film Festival. SCVA is grantee and project lead.

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I. Admin

Task/Issue	Current Status	Notes/Issues
Reports	<ul style="list-style-type: none"> Completed division annual report and contribute to County Strategic Plan. 	

II. Grants

Applications Submitted & Pending

- Two applications to the US EPA Brownfields Assessment grant program to support contamination assessments on a cluster of properties, in preparation for remediation applications. County informed that applications passed first level of review.
- Two applications to NYS purchased of development rights program for SC farms.

Grants - Projects

Project Name	Description	Sponsoring Agency/\$	Lead	Current Status	Next Steps	Notes/Issues
Farmers Market Promotion	Two year project to develop and implement marketing plan for SC farmers markets & improve WIC/SNAP utilization.	USDA	JW/MM	<ul style="list-style-type: none"> Marketing consultant selected by project advisory committee. 	<ul style="list-style-type: none"> Refine scope of services with selected contractor and complete contract. 	
Franklin Farms yogurt project	\$100k to assist start up in Bethel	NYS HCR CDBG Small Business (2014 award)	JW/MM	<ul style="list-style-type: none"> Project had been on hold while focusing on PDR application. 	<ul style="list-style-type: none"> Complete paperwork and order equipment 	<ul style="list-style-type: none"> PDR application submitted; project ready to resume
RBEG – Dairy Processing RBEG	Dairy Processing Equipment Lease	USDA-RD	JW/MM			
Marantha Maple	\$50k to assist expansion in Neversink	NYS HCR CDBG Small Business (2014 award)	JW/MM	<ul style="list-style-type: none"> Applicant assessing ability to move forward with project, 	<ul style="list-style-type: none"> Confirm applicant capacity to execute project; follow up with funding agency. 	

Project Name	Description	Sponsoring Agency/\$	Lead	Current Status	Next Steps	Notes/Issues
Highland River Access	\$35k to fund final design and engineering	NYS DOS LWRP program (2014 award)	HJ	due to recent fire on property. <ul style="list-style-type: none"> RFP for project consultant drafted and under review by state funding agency prior to release. 	<ul style="list-style-type: none"> Release RFP pending state approval 	<ul style="list-style-type: none">
RBEG Small Business Development	Microenterprise Loan Program	USDA (2014 award)	JW	<ul style="list-style-type: none"> Project completed and closeout in process. Working with several recipients of loans through this program on potential grants through CDGB microenterprise below. 		
CDBG Small Business Development	Microenterprise Grant Program	NYS HCR CDBG (2015 award)	JW	<ul style="list-style-type: none"> Grants made to four businesses. See highlights section above, under small business assistance. 		
Monticello: NY Main Streets Technical Assistance	Regranting program to fund design work on Main Street improvements	NYS HCR, with Sullivan Renaissance	JW	<ul style="list-style-type: none"> Program completed and being closed out. 		
Callicoon Creek Hydrology Study	Grant for hydrology study of creek, to support Delaware River access improvements	US Army Corps of Engineers	HJ	<ul style="list-style-type: none"> Location of Upper Delaware River access being reconsidered, which will affect study. Working with Town of Delaware to confirm access location. 		

III. Studies, Plans & Reports

Project Name	Sponsoring Agency/\$	Lead	Current Status	Next Steps
LWRP	NYS DOS	HJ	<ul style="list-style-type: none"> Document completed. Drawdowns for NYS reimbursement underway. 	<ul style="list-style-type: none"> Distribution and presentations to legislature and relevant SC municipalities.
LWRP River Access	NYS DOS	HJ	<ul style="list-style-type: none"> Interim resolution achieved on Long Eddy access. Delaware Highlands Conservancy completed 	<ul style="list-style-type: none"> DPEM to process SC funding commitment to support DHC carrying of

III. Studies, Plans & Reports

Project Name	Sponsoring Agency/\$	Lead	Current Status	Next Steps
			acquisition of access site.	property until turn over to NYS DEC.
			<ul style="list-style-type: none"> Consultant completed draft sign designs for 5 Delaware River bridge crossings. Community outreach being conducted to finalize wording. 	<ul style="list-style-type: none"> Secure local approval for sign design/wording. Secure public dedication of Sullivan County owned land for use as project match.
Comprehensive Coordinated Transportation Plan	USDA	FE	<ul style="list-style-type: none"> Project closed out with funding agency. Reimbursement to County for consultant work being processed. 	

IV. Committees/Task Forces/Boards

Name	Lead	Next Mtg Date	Notes/Issues/Activity
Trails Committee	FE/HJ	3/8	<ul style="list-style-type: none"> Ecevents with NY-NJ Trails conference scheduled for spring.
Broadband & Connectivity Working Group	FE/JW	TBD	<ul style="list-style-type: none"> Follow up to NYS Broadband program office GIS mapping of approximately 1700 survey responses
Emerald Corporate Center Board	FE/JW	TBD	<ul style="list-style-type: none"> Provided mapping and other materials to SC Partnership for new brochure. Preparing RFP for concept site design services for remaining ECCEDB-owned property.
Ag and Farmland Protection Board	MM	TBD	<ul style="list-style-type: none"> Planning next 30-day window for ag district submissions.
Ag Plan Implementation Task Force	MM	3/11	<ul style="list-style-type: none"> Interviewing candidates for Ag Business & Retention coordinator Planning spring farm tour for local govt. officials. Follow up to Ag Roundtable held in January.
Sullivan – Wawarsing REAP Corp	JW	tbd	<ul style="list-style-type: none"> Event to promoted funding opportunities planned for 3/22. See highlights section above.
MHREDC	FE	tbd	<ul style="list-style-type: none"> Attended first MHREDC meeting of 2016 funding cycle. CFA announcement anticipated in April, with 6 week response time.

Airport Commission	FE	TBD	
Transportation Subcommittee, Long Term Care Council	FE	TBD	DPEM long term role in Transportation Plan tbd
Trailkeeper	HJ	TBD	Website updates nearing completion; PR campaign to be developed
Common Waters	HJ		Technical assistance to Upper Delaware River Communities funded by William penn Foundation
National Geographic Stewardship Council	HJ	TBD	Two day training held on program in February. Roll-out ongoing.
Upper Delaware Scenic Byway	HJ	3/28	<ul style="list-style-type: none"> • Byway littering issue continues; requires strategy. • Group reviewing "Inventory of Fundable Projects from the Upper Delaware Scenic Byway Enhancement Concept Plan"

V. GML 239 Referrals for February 2016

Listing of Referrals:

For All Municipalities

For the Period 2/1/2016 to 2/24/2016

Dt Rec	Dt Request	Project Name	Action Type	Referral ID #	Referral #	Legislator
2/24/2016	3/11/2016	Sullivan Fabrications	Site Plan Review	FAL16-06	16-0021	Joseph Perrello
2/24/2016	3/24/2016	Kratz Storage Building	Special Use Permit	COC16-01	16-0020	Scott B. Samuelson
2/22/2016	3/15/2016	Proposed Local Law	Adoption/Amendment of Zoning Map	THO16-04	16-0019	Ira Steingart
2/19/2016	3/2/2016	Barringer 2 Lot Subdivision	Subdivision Review	NEV16-01	16-0018	Mark McCarthy
2/18/2016	2/23/2016	Yeshiva Beth Joseph Dushinsky	Site Plan Review	MON16-01	16-0016	Alan Sorensen
2/17/2016	2/24/2016	Catskill Regional Medical Center	Site Plan Review	THO16-03	16-0017	Alan Sorensen
2/16/2016	3/1/2016	PV Array	Special Use Permit	LIB16-02	16-0015	Mark McCarthy
2/9/2016	2/16/2016	Yeshiva Zichron Mayir	Use Variance	FAL16-05	16-0014	Joseph Perrello
2/4/2016	2/9/2016	Nob Hill Country Club, Inc.	Area Variance	THO16-02	16-0013	Ira Steingart

Grand Totals: 6 Municipalities 9 Referrals

S.C.R.P.T.S. E-911 ADDRESS REPORT

MONTH OF		January	2016				ADDRESS VERIFICATION & OTHER ISSUES	
NEW E-SITES ADDED	ADDRESS VERIFICATIONS ETC	TOWN	MONTH	2015	2016	2015	2016	
	1	BETHEL	JANUARY	69	0	11	9	
		CALLICOON	FEBRUARY					
		COCHECTON	MARCH					
	1	DELAWARE	APRIL					
	3	FALLSBURG	MAY					
		FORESTBURGH	JUNE					
		FREMONT	JULY					
	1	HIGHLAND	AUGUST					
	1	LIBERTY	SEPTEMBER					
		LUMBERLAND	OCTOBER					
		MAMAKATING	NOVEMBER					
		NEVERSINK	DECEMBER					
		ROCKLAND						
	2	THOMPSON						
		TUSTEN						
		OUTSIDE CO.	TOTAL	69	0	11	9	
0	9	0 New E-Sites added in 2016						
		9 Address verification, address changes, and other issues, 2016						

This report reflects the number of new E-Sites created in January 2016 as well as the # of address verifications, etc.
 Other issues include road name issues, address changes and corrections, etc.

S.C.R.P.T.S. DEED/SUBDIVISION REPORT

MONTH OF January 2016			DEEDS		SUBDIVISION LOTS			
SUBDIVISION LOTS	DEEDS	TOWN	MONTH	2015	2016	2015	2016	
	17	BETHEL	JANUARY	236	250	0	7	
	9	CALLICOON	FEBRUARY					
	9	COCHECTON	MARCH					
	8	DELAWARE	APRIL					
3	32	FALLSBURG	MAY					
	8	FORESTBURGH	JUNE					
2	8	FREMONT	JULY					
	17	HIGHLAND	AUGUST					
	26	LIBERTY	SEPTEMBER					
	10	LUMBERLAND	OCTOBER					
	30	MAMAKATING	NOVEMBER					
	9	NEVERSINK	DECEMBER					
	12	ROCKLAND	TOTAL	236	250	0	7	
	48	THOMPSON						
2	7	TUSTEN						
7	250							
			250 NEW DEEDS RECEIVED IN 2016					
			7 NEW SUBDIVISION LOTS FILED IN 2016					

This report reflects the number of deeds received for processing during January 2016.

0 County Deeds were included in the total number of deeds recorded for the month of January 2016

0 units of the Subdivision lots total for January 2016 were Condos.