



**EXECUTIVE COMMITTEE**  
**April 21, 2016 at 11:30AM**

**COMMITTEE MEMBERS:** Alvarez, Rajsz, Samuelson, McCarthy, Owens, Ward, Perrello, Steingart, and Sorensen

**I. PRESENTATION**

1. None

**II. DISCUSSION**

1. Vacancies
2. Fox Croft Village LLC Town of Fallsburg Appraisal
3. Draft Letter to FERC (Highland Compressor Station)

**III. RESOLUTIONS :**

1. Authorize continued access agreement with Pictometry International Corp for aerial data imagery access
2. Amend Resolution No. 279-14 authorizing an agreement with Thomson Reuters for 'Clear' Research Product for the benefit of the Department of Family Services
3. Adopt Guidelines for the 2016 Plans and Progress Small Grants Program
4. Endorse the Wurtsboro Airport (NYSDOT) Project through the Airport Improvement and Revitalization Program
5. Authorize an advance from the General Fund to implement the Farmers Market Promotion Program
6. Convert one part-time Account Clerk Database position #2963 in the Probation Department to **Regular** part-time status
7. Authorize an agreement to enable live streaming of certain County Legislative Meetings
8. Calling on the State of New York to Fully Reimburse Counties for District Attorney Salary Increases set by the State
9. Appoint Dr. Carlos Holden, MD to the Sullivan County Public Health Services' Health Advisory Board
10. Authorize contract with Independent Living, Inc., to provide expanded Community Support Services Program
11. Authorize lease agreements with the New York State Department of Labor
12. Authorize Retainer Agreement extension with Roemer, Wallens Gold and Minezux LLP for specialized legal services
13. Accept and share proceeds of sale of real property LI 111.-1-52, 104-4-1 and 107.-5-6 with Village of Liberty in full satisfaction of all outstanding tax liens, through and including lien levied January 1, 2015.
14. Appoint Gomez and Burke-Maier to the Community Services Board

15. Authorize the County Attorney to settle a Federal Lawsuit and Worker's Compensation Claim
16. Accept the recommendations of the Sullivan County Solide Waste/Recycling Fee Grievance Committee
17. Appoint Ira M. Steingart to the Sullivan County Jury Board
18. Authorize application to Bureau of Justice Assistance to participate in Bulletproof Vest Partnership (BVP) FY 2016
19. Appoint Solomon to to the Office for the Aging Advisory Committee
20. Appoint Carmichael to the RSVP Advisory Committee
21. Appoint Sara Sprague to the Charter Review Commission (Dave Forshay's slot)
22. Authorize the preparation and submission of a Rural Business Development Grant (RBDG) application to fund a Gateway Study for the Route 17 Corridors in Monticello/Thompson in Sullivan County
23. Appoint Isaac Green Diebboll to the Human Rights Commission (Lorraine Lopez slot)
24. Authorize contract with Infinigy Solutions, LLC for underground primary electrical installation for a Communications Tower
25. Authorize contract with First Student for transportation of Early Intervention Program for additional route
26. Fix Grand Jury Stenographic appearance fees pursuant to Article 10-A of the Judiciary Law
27. Appoint Joseph Perrello to the Sullivan County IDA (Ed Sykes slot)
28. Authorize credit card payments
29. Authorize County Manager and County Attorney to retain experts for litigation purposes.

#### **IV. PUBLIC COMMENT**

Vacancy Request Fact Sheet

Date: April 14, 2016

Department: DFS

Department Head: Joseph A. Todora, Commissioner DHFS

Position/Duties: Administrative Secretary

Budget Position: 2717 *WJG*

Performs a variety of tasks in support of the overall implementation of the missions of an office. Conducts research to obtain information used in formulating policies and procedures. Maintains a variety of financial accounts and records and auditing documents. Compiles data and prepares reports. Creates/maintains excel & database programs to track department information.

Salary: \$37,445

Benefits: \$31,215

Total Cost: \$68,660

County Share: \$17,852

Federal Share: \$33,643

State Share: \$17,165

Other:

Mandated:

Budgeted: yes      Budget Line: 6010-38-10-1011/6010-38-80-8001/8002/8005/8006/8007

Date of Vacancy: 4/8/2016

Notes:

\_\_\_\_\_  
Date Received 3/29/16      Date Reviewed \_\_\_\_\_

Approved \_\_\_\_\_      Committee Vote:

Denied \_\_\_\_\_      YES \_\_\_\_\_ NO \_\_\_\_\_

Held \_\_\_\_\_

Reviewed: *Joseph A. Todora*  
Joseph A. Todora

VI

Vacancy Request Fact Sheet

Date: 4/21/16

Department: DFS

Department Head: Joseph A. Todora, Acting Commissioner

Position/Duties: Case Supervisor w/ Backfills

Budget Position: # 196 <sup>196</sup>

Responsible for implementing work policies and procedures for the agency, assuring the standards of case work are in accordance with agency policies. Coordinates & supervises the functions performed by the technical, casework and clerical staff assigned to the human services departments.

Salary: \$ 48416

Benefits: \$ 34468

Total Cost: \$ 82884

County Share: \$ 21550

Federal Share: \$ 40613

State Share: \$ 20721

Other:

Mandated: no

Budgeted: yes 6010-57-10-1011/80-8001/8002/8005/8006/8007

Date of Vacancy: 4/7/2016

Notes: \_\_\_\_\_

Date Received \_\_\_\_\_

Date Reviewed \_\_\_\_\_

Approved \_\_\_\_\_

Committee Vote:

Denied \_\_\_\_\_

YES \_\_\_\_\_ NO \_\_\_\_\_

Held \_\_\_\_\_

Reviewed: \_\_\_\_\_

Joseph A. Todora

V2

Vacancy Request Fact Sheet

Date: 03/30/16

Department: Sheriff - Patrol

Department Head: Sheriff Michael A. Schiff

Position / Duties:

Deputy Sheriff Sergeant (reclassified from Gang Intelligence Officer) Pos. #2580  
Plus backfills from Corporal and Deputy Sheriff positions.

Salary: \$80,217.00

Benefits: \$40,223.00

Total Cost: \$120,440.00

County Share: \$120,440.00

Federal Share:

State Share:

Other:

Mandated: No

Budgeted: Yes  No

Budget Line: A3110-29

Date of Vacancy: 1/22/16

Notes:

Benefits computed at 25.65% plus \$19,647 for health insurance.

<i>For Administrative/Legislative Use ONLY</i>	
Date Received <u>3/31/16</u>	Date Reviewed _____
Approved _____	Committee Vote:
Denied _____	Yes ___ No ___
Held _____	

V3

Vacancy Request Fact Sheet

Date: March 19, 2016

Department: Adult Care Center

Department Head: Shennoy Wellington

Position/Duties: Caseworker, full time Budget Position: 100 *✓*

addresses resident's needs, participates in interdisciplinary care plan meetings, provides counseling, establishes relationships with residents, families and representatives, assist with identifying the needs of residents, involved in the prescreening of prospective admissions to the facility, works closely with other staff and other agencies

Salary: \$ 35,408

Benefits: \$28,549

Total Cost: \$ 63,957

County Share: \$2143

Federal Share: \$14,614

State Share: \$39,877

Other: \$7,323

Mandated: no

Budgeted: yes Budget Line: EI-6020-71

Date of Vacancy: 5/9/16

Date Received 4/1/16

Date Reviewed \_\_\_\_\_

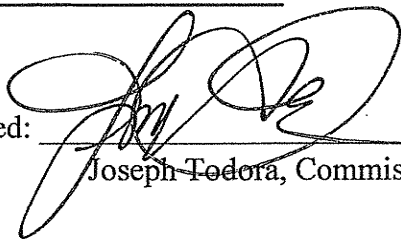
Approved \_\_\_\_\_

Committee Vote:

Denied \_\_\_\_\_

YES \_\_\_\_\_ NO \_\_\_\_\_

Held \_\_\_\_\_

Reviewed:  \_\_\_\_\_  
Joseph Todora, Commissioner

V4

Vacancy Request Fact Sheet

Date: March 29, 2016

Department: Adult Care Center

Department Head: Shennoy Wellington

Position/Duties: Domestic Aide

Budget Position: 2151 *ky*

Making beds, making sure residents' personal care products are available, assisting residents to their healthcare appointments outside of the facility

Salary: \$ 22,908

Benefits: \$25,217

Total Cost: \$ 48,125

County Share: 1,612

Federal Share: 10,997

State Share: 30,006

Other: 5,510

Mandated: no

Budgeted: yes Budget Line: EI-6020-62

Date of Vacancy: 3/28/16

Notes: \_\_\_\_\_

Date Received 4/1/16

Date Reviewed \_\_\_\_\_

Approved \_\_\_\_\_

Committee Vote:

Denied \_\_\_\_\_

YES \_\_\_\_\_ NO \_\_\_\_\_

Held \_\_\_\_\_

Reviewed:   
Joseph Todora, Commissioner

V5

Vacancy Request Fact Sheet

**Date:** 03/10/16

**Department:** MIS

**Department Head:** Lorne D. Green, CIO

**Position / Duties:** POS 2882

Title: Webmaster

Duties: This position is responsible for development and management of the county's Internet and Intranet Web sites. The work involves responsibility to coordinate, write, edit, design and produce web sites. Also, all departmental social media maintenance/postings as well as browser-based application/database development (both internal and external apps).

**Salary:** \$51,746.00

**Benefits:** ~~\$20,000.00~~ 35,042

**Total Cost:** ~~\$71,746.00~~ 86,788

**County Share:** ~~\$71,746.00~~ 86,788

**Federal Share:**

**State Share:**

**Other:**

**Mandated:** No

**Budgeted:** Yes  No

**Budget Line:**

**Date of Vacancy:** 03/14/2016

**Notes:**

Backfilling a vacancy created as a result of an internal appointment to the position of Client Support Technician I in MIS.

3/17/16 - Sent to OMB  
4/14/16 - Sent back to Exec.

For Administrative/Legislative Use ONLY	
Date Received <u>3/10/16</u>	Date Reviewed _____
Approved _____	Committee Vote:
Denied _____	Yes ___ No ___
Held _____	

V6



**RESOLUTION INTRODUCED BY EXECUTIVE COMMITTEE TO AUTHORIZE CONTINUED ACCESS AGREEMENT WITH PICTOMETRY INTERNATIONAL CORP. (PICTOMETRY) FOR AERIAL DATA IMAGERY ACCESS.**

**WHEREAS**, the County of Sullivan utilizes aerial imagery; and

**WHEREAS**, Pictometry's imaging products and services have been fully integrated into key applications and processes countywide that are utilized daily by the public (via Imagemate Online), the Town Assessors (via Pictometry Online), and numerous County departments including but not limited to Real Property, E-911, Public Works, and Public Safety; and

**WHEREAS**, Pictometry is our current aerial imagery supplier that best satisfies the County of Sullivan's requirements and needs.

**NOW, THEREFORE, BE IT RESOLVED**, that the County Manager is authorized to enter into a 1-year agreement with Pictometry to continue aerial imagery access via Pictometry Connect at a cost not to exceed \$3,500.

**BE IT FURTHER RESOLVED**, that said agreement to be in such form as the County Attorney shall approve.

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

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

**and adopted on motion** \_\_\_\_\_, 2016.

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

**To:** Sullivan County Legislature

**Fr:** Lorne D. Green, CIO

**Re:** Request for Consideration of a Resolution: 1-year Pictometry Agreement

**Date:** April 15, 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.]

To provide continued access to aerial imagery utilized by the public, Town Assessors and various county departments.

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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: \$ 3,500.00

Are funds already budgeted? Yes  No

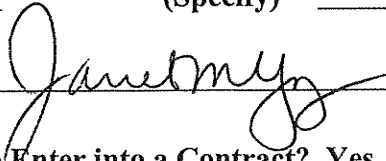
If "Yes" specify appropriation code(s): A1680-43-4304

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

**Estimated Cost Breakdown by Source:**

County	\$ <u>3,500.00</u>	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.

IA

Request for Authority to Enter into Contract with [Pictometry International Corp.] of [25 Methodist Hill Rd., Rochester, NY 14623]

Nature of Other Party to Contract: Out Of County Vendor      Other:

Duration of Contract: From 02/15/2016 To 02/15/2017

Is this a renewal of a prior Contract? Yes  No

If "Yes" provide the following information:

Dates of prior contract(s): From 06/28/2012 To 02/14/2016

Amount authorized by prior contract(s): 80,608.00

Resolutions authorizing prior contracts (Resolution #s): 233-12

Future Renewal Options if any:

Annual

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.]:

Best established source.  
\_\_\_\_\_  
\_\_\_\_\_

Total Contract Cost for [year or contract period]: (If specific sum is not known state maximum potential cost): \$3,500.00

Efforts made to find Less Costly alternative:

NA  
\_\_\_\_\_

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

NA  
\_\_\_\_\_  
\_\_\_\_\_

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

Renewal

Person(s) responsible for monitoring contract (Title): Lorne D. Green, CIO

**Pre-Legislative Approvals:**

- A. <sup>Assistant</sup> Director of Purchasing: Alyson Sewell Date 4/18/16
- B. Management and Budget: Janet Myers Date 4/18/16
- C. Law Department: [Signature] Date 4/18/16
- D. County Manager: \_\_\_\_\_ Date \_\_\_\_\_
- E. Other as Required: \_\_\_\_\_ Date \_\_\_\_\_

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

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

**RESOLUTION INTRODUCED BY EXECUTIVE COMMITTEE TO AMMEND RESOLUTION NO. 279-14  
AUTHORIZING AN AGREEMENT WITH THOMSON REUTERS FOR "CLEAR" RESEARCH PRODUCT FOR  
THE BENEFIT OF THE DEPARTMENT OF FAMILY SERVICES.**

**WHEREAS**, on July 17, 2014, the Sullivan County Legislature adopted Resolution No. 279-14 authoring the County Manager to enter into an agreement with Thomson Reuters for its CLEAR web research product to aid in Department of Family Services research pertaining to fraud; and

**WHEREAS**, the resolution should be amended to increase the amount by \$203.69 to an amount not to exceed \$12,323.69; and

**WHEREAS**, the resolution should be amended to change the service end date from June 30, 2016 to January 31, 2016.

**NOW, THEREFORE, BE IT RESOLVED**, Resolution No. 279-14 is hereby amended to authorize the increase of \$203.69 and change the service end date to January 31, 2016.

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

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

and adopted on motion \_\_\_\_\_, 2016.

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

**To:** Sullivan County Legislature

**Fr:** Lorne D. Green, CIO

**Re:** Request for Consideration of a Resolution: Thomson Reuters CLEAR Software for DFS

**Date:** April 15, 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.]

To ammend resolution #279-14 increasing the amount by \$203.69 to \$12,323.69 and changing the service end date from 06/30/2016 to 01/31/2016.

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

No but useful/necessary in execution of duties.

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

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

Amount to be authorized by Resolution: \$ 203.69

Are funds already budgeted? Yes  No

If "Yes" specify appropriation code(s): A1680-43-4304

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

**Estimated Cost Breakdown by Source:**

County \$ 40.74 Grant(s) \$ \_\_\_\_\_

State \$ \_\_\_\_\_ Other \$ 162.95

Federal Government \$ \_\_\_\_\_ (Specify) Fed/State Reimbursed \_\_\_\_\_

**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 [ Thomson Reuters ] of [ St. Paul, Minnesota ]

Nature of Other Party to Contract: National Vendor Other:

Duration of Contract: From 05/30/2013 To 01/31/2016

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:

24 or 36 month renewals

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.]:

Sole source clearing house of compiled personal data utilized for investigative purposes.

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

Total Contract Cost for [year or contract period]: (If specific sum is not known state maximum potential cost): \$203.69

Efforts made to find Less Costly alternative:

None available.

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

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

None.

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

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

Quote obtained for service.

Person(s) responsible for monitoring contract (Title): Lorne D. Green, CIO

**Pre-Legislative Approvals:**

- A. Director of Purchasing: <sup>Assistant</sup> Raymond Lewis Date 4/18/16
- B. Management and Budget: Janet Myers Date 4/18/16
- C. Law Department: Carl Date 4/18/16
- D. County Manager: \_\_\_\_\_ Date \_\_\_\_\_
- E. Other as Required: \_\_\_\_\_ Date \_\_\_\_\_

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



**RESOLUTION NO XXX-16 INTRODUCED BY THE EXECUTIVE COMMITTEE TO ADOPT GUIDELINES FOR THE 2016 PLANS AND PROGRESS SMALL GRANTS PROGRAM**

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

**WHEREAS**, the Sullivan County Legislature allocated \$100,000 in the FY 2016 budget to be distributed to local communities, not-for profits and civic-organizations through the Plans and Progress Small Grants program; and

**WHEREAS**, guidelines for the Plans and Progress Small Grants program were updated with input from County departments involved in program administration, including Audit, the County Attorney's office, and the County Manager; and

**NOW, THEREFORE, BE IT RESOLVED**, that the Sullivan County Legislature adopts the 2016 guidelines for the Plans and Progress Small Grants program.

**Moved by XXXXXXXX, seconded by XXXXXXXX, put to a vote with XXXXXXXX absent, unanimously carried and declared duly adopted on motion XXXXXXXX, 2016.**

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

**To:** Sullivan County Legislature

**Fr:** Freda Eisenberg, Commissioner of Planning

**Re:** Request for Consideration of a Resolution: To Adopt Guidelines for the 2016 Plans and Progress Small Grants Program

**Date:** 4/18/16

**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 update the existing guidelines to incorporate comments from involved County Departments to create a more efficient administration of the program

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

Not mandated

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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 \_\_\_

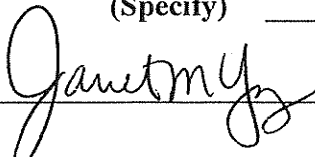
If "Yes" specify appropriation code(s): \_\_\_\_\_

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:

- Assistant*  
A. Director of Purchasing: *Cynthia Lewis* Date *4/18/16*  
B. Management and Budget: *[Signature]* Date *4/18/16*  
C. Law Department: *[Signature]* Date *4/18/16*  
D. County Manager: \_\_\_\_\_ Date \_\_\_\_\_  
E. Other as Required: \_\_\_\_\_ Date \_\_\_\_\_

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

# PLANS & PROGRESS



## Division of Planning & Environmental Management

### SMALL GRANT PROGRAM

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

### PROGRAM GUIDELINES

2016 Program Year

3d

## **Sullivan County Legislature**

**County Government Center**

**100 North Street**

**Monticello, New York 12701**

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3A

## 1.0 BACKGROUND & PROGRAM CHANGES

The PLANS & PROGRESS Small Grants Program builds on a history of small grantmaking by the County's Planning division. Initiated in the late 1990's as the Economic Development Assistance Program (EDAP) with money from the County budget and a State grant, the program also operated for a number of years as the Historic and Cultural Assistance Program. The program was revamped in 2015, and continues to undergo change in order to be more responsive to community needs. **The 2016 program features a number of updates which are detailed in these guidelines.** Changes made to streamline the contracting and reimbursement process, making administration of the program more efficient for both grant recipients and the County, include:

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

## 2.0 OBJECTIVES

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

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

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### 3.0 PLANS & PROGRESS PROGRAM GRANTS

#### 3.1 2016 Program Funding

The PLANS & PROGRESS Program has been seeded with \$100,000 in funding for FY2016.

#### 3.2 Funding Cycle

The County Division of Planning and Environmental Management will accept applications for the PLANS & PROGRESS Small Grants program on a rolling basis. Applications will be reviewed by a program committee, and awards made, up to three times during the calendar year. The first review will assess all applications received by 4:00 p.m. **May 13, 2016**. The second round will look at applications received by 4:00 p.m. **July 1, 2016** and a the third round will assess applications received by 4:00 p.m. **September 2, 2016**. The later round(s) of application reviews will take place only in the event there are funds remaining after the initial awards have been made.

#### 3.3 Geographic Distribution of Funds

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

#### 3.4 Amount of Awards

Applicants may apply for grants of up to \$10,000, although smaller amounts may be awarded in order to maximize the number of projects assisted through the program.

#### 3.5 Availability of Funds

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

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

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#### 4.0 ELIGIBILITY & SELECTION CRITERIA

##### 4.1 Minimum Eligibility

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

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

##### 4.2 Preference Criteria

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

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

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

## 5.0 APPLICATION PROCESS

### 5.1 The Application

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

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

### 5.2 Selection Process

Applications will be reviewed by a committee consisting of:

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

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

### 5.3 Awards

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



Division of Planning and Environmental Management

# 2016 Plans & Progress Small Grants Program Application

## I. APPLICANT INFORMATION

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

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

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

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

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

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

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

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

## II. PROJECT DESCRIPTION

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

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

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

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

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**III. PROJECT BUDGET**

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

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

2) Project Match.

- a. What percentage of the total project cost will be provided as a match? [ \_\_\_ ] %
- b. Provide a breakdown of how the match will be provided, using the table below.

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

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

**IV. PROJECT SCHEDULE**

- 1) What is the project's estimated start date? \_\_\_\_\_
- 2) When do you anticipate the project be completed? \_\_\_\_\_
- 3) Please note any issues that may alter the proposed project schedule.

**V. ATTACHMENTS**

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

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

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

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

\_\_\_\_\_  
Date

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## 6.0 TRACKING & PERFORMANCE REVIEW

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

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

## 7.0 SAMPLE CONTRACT

### 7.1 Contract Requirements

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

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

### 7.2 The Sample Contract

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

\_\_\_\_\_

**AGREEMENT** made as of the \_\_\_\_ day of \_\_\_\_\_, 2016, consists of the following terms and conditions:

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

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- 4. **DOCUMENTATION:** The Plans & Progress Small Grant Program is a reimbursement program. In order for the Grant Recipient to be eligible for the receipt of payment provided in Section No. 3 above, the Grant Recipient must submit a voucher to the Sullivan County Division of Planning and Environmental Management, together with proof of expenditures such as invoices, itemized receipts, copies of cancelled checks, records of in-kind services provided, and/or other fiscal information as may be required by the Office of Audit and Control and pursuant to the Plans & Progress Small Grant Program guidelines.
- 5. **WAIVER OF LIABILITY:** The Grant Recipient shall defend, indemnify, and hold harmless the County, its officers, employees, and agents, against and from any and all losses, claims, actions, damages, expenses or liabilities, including reasonable attorneys' fees, as a result of a negligent act, omission or willful misconduct of the Grant Recipient, its employees, representatives, agents, subcontractors or assigns.
- 6. **INDEPENDENT CONTRACTOR:** The Grant Recipient agrees that its relationship to the County is that of an independent contractor and that neither it nor its employees or agents will hold themselves out as, nor claim to be, officers or employees of the County, or of any department, agency or unit thereof, and they will not make any claim, demand or application to or for any right or privilege applicable to an officer or employee of the County, including, but not limited to, Worker's Compensation coverage, health coverage, Unemployment Insurance Benefits, Social Security coverage or employee retirement membership or credit. The Grant Recipient shall not act as agent, or be an agent, of the County. As an independent contractor, the Grant Recipient shall be solely responsible for determining the means and methods of performing the services and shall have complete charge and responsibility for the Grant Recipient's personnel engaged in the performance of the services. However, if any personnel of the Grant Recipient act in a manner that is detrimental to the County, the County may require the Grant Recipient to remove or replace such personnel with respect to the performance of services required.
- 7. **TERMINATION:** The County may, by written notice to the Grant Recipient effective upon mailing, terminate this Agreement at any time upon the Grant Recipient's default.
- 8. **MODIFICATION:** This Agreement may be modified only by a writing signed by both parties.
- 9. **AUTHORIZATION:** This Agreement is authorized by Resolution No. \_\_\_-16, adopted by the Sullivan County Legislature on \_\_\_\_\_, 2016.

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

[NAME OF GRANT RECIPIENT]

COUNTY OF SULLIVAN

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

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

APPROVED AS TO FORM

\_\_\_\_\_  
By: Assistant County Attorney

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## 8.0 COMPLIANCE WITH APPLICABLE LAWS

### Affirmative Action/Equal Employment Opportunity:

#### EQUAL EMPLOYMENT OPPORTUNITY POLICY STATEMENT

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

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

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

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

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

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

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

## 9.0 DOCUMENTATION OF PROJECT EXPENSES & MATCH

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

### 9.1 Proof of Purchase

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

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

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

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

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

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

## 9.2 Proof of Payment

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

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

## 9.3 Documentation of Match

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

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

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

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

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

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

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

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

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

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

**9.4 Documentation of Project Completion**

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

**RESOLUTION NO.            INTRODUCED BY THE EXECUTIVE COMMITTEE TO ENDORSE THE WURTSBORO AIRPORT NYSDOT PROJECT THROUGH THE AIRPORT IMPROVEMENT AND REVITALIZATION PROGRAM**

**WHEREAS**, Wurtsboro Airport Foundation, Inc. has requested state funds through the Airport Improvement and Revitalization grant program (AIR '99) for the following project at the Wurtsboro-Sullivan County Airport:

**WHEREAS**, New York State Department of Transportation (NYSDOT) will contribute \$198,000 and Wurtsboro Airport Foundation, Inc. will contribute \$22,000 to repair the asphalt pavement including pavement seal coating to rejuvenate & prevent surface deterioration with new reflective markings, and individual tree removals on airport property to the Runway 5 & 23 approaches, as well as replace the wind cone indicators.

**WHEREAS**, NYSDOT, under State Transportation Law, requires that privately owned airports submit an endorsing resolution from the governing body of the county in which the airport is located; and

**WHEREAS**, the County has received a request from the Wurtsboro Airport Foundation, Inc. to endorse the project.

**NOW THEREFORE BE IT RESOLVED**, that the County of Sullivan endorses the project identified above at Wurtsboro-Sullivan County Airport for the purpose of making the project eligible for State funding; and

**BE IT FURTHER RESOLVED**, that the Clerk of the County Legislature is directed to forward certified copies of this resolution to the appropriate County Officials and to the President of Wurtsboro Airport Foundation, Inc. to be filed with the NYS Commissioner of Transportation; and

**BE IT FURTHER RESOLVED**, that this Resolution shall take effect immediately.

Moved by           , seconded by

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

**To:** Sullivan County Legislature

**Fr:** Freda Eisenberg

**Re:** Request for Consideration of a Resolution: Endorse the Wurtsboro-Sullivan County Airport /  
NYSDOT Project

**Date:** April 15, 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.]

The County has received a request from the Wurtsboro Airport Foundation, Inc. to endorse the project in which they've requested State funds. NYSDOT, under State Transportation Law, requires that privately owned airports submit an endorsing resolution from the governing body of the county in which the airport is located in to make the project eligible for State funding.

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

Yes - without the County's endorsement, the project would be ineligible for State Funding

**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 Myer

**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.**

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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.)

\_\_\_\_\_

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

Pre-Legislative Approvals:

- A. <sup>Assistant</sup> Director of Purchasing: Angela Lewis Date 4/18/16
- B. Management and Budget: Janet McGehee Date 4/18/16
- C. Law Department: [Signature] Date 4/18/16
- D. County Manager: \_\_\_\_\_ Date \_\_\_\_\_
- E. Other as Required: \_\_\_\_\_ Date \_\_\_\_\_

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

**RESOLUTION NO.            INTRODUCED BY THE EXECUTIVE COMMITTEE AUTHORIZING AN ADVANCE  
FROM THE GENERAL FUND TO IMPLEMENT THE FARMERS MARKET PROMOTION PROGRAM**

**WHEREAS**, pursuant to Resolution 196-15 adopted by the Sullivan County Legislature on April 23, 2015, the County applied for \$96,595.66 in funding from Unites States Department of Agriculture through its Farmers' Market Promotion Program (Grant); and

**WHEREAS**, \$96,595.66 was secured from the Unites States Department of Agriculture to implement the Farmers' Market Promotion Program (Grant); and

**WHEREAS**, the Grant is a reimbursement program requiring the advancement of local funds; and

**WHEREAS**, the Grant will cover expenses such as the development of a farmers' market marketing plan, project materials, advertising expenses and consultant fees for technical and educational assistance.

**NOW, THEREFORE, BE IT RESOLVED**, that the Sullivan County Legislature does hereby authorize the advancement of \$96,595.66 from the General Fund to pay costs incurred for the development of the Plan, including payments to contractors; and

**BE IT FURTHER RESOLVED**, the Division of Planning and Environmental Management shall process the necessary paperwork to acquire the reimbursement from the United States Department of Agriculture.

**Moved by            , seconded by**

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

**To:** Sullivan County Legislature

**Fr:** Freda Eisenberg, Commissioner

**Re:** Request for Consideration of a Resolution: Advancement of Funds

**Date:** 4/15/2016

**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.]

Advancement of funds to pay costs associated with a United States Department of Agriculture Farmers' Market Promotion Program grant, enabling the County to seek reimbursement.

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

No, the resolution is requested to streamline the administration of a grant-funded project.

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

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

Amount to be authorized by Resolution: \$ 96,595.66

Are funds already budgeted? Yes  No

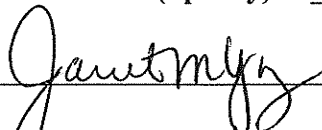
If "Yes" specify appropriation code(s): \_\_\_\_\_

If "No", specify proposed source of funds: general fund and reimbursed in CD fund

**Estimated Cost Breakdown by Source:**

County	\$ _____	Grant(s)	\$ <u>96,595.66</u>
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): Freda Eisenberg, Commissioner

**Pre-Legislative Approvals:**

- Assistant*  
A. Director of Purchasing: Cayson Lewis Date 4/18/16  
B. Management and Budget: Janet Myer Date 4/18/16  
C. Law Department: [Signature] Date 4/18/16  
D. County Manager: \_\_\_\_\_ Date \_\_\_\_\_  
E. Other as Required: \_\_\_\_\_ Date \_\_\_\_\_

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

**RESOLUTION NO. 196 -15 INTRODUCED BY THE EXECUTIVE COMMITTEE TO AUTHORIZE APPLICATION FOR FUNDING FROM THE UNITED STATES DEPARTMENT OF AGRICULTURE'S FARMERS MARKET PROMOTION PROGRAM**

**WHEREAS**, in Sullivan County recently updated its Agriculture and Farmland Protection Plan in December of 2014; and

**WHEREAS**, priority Initiatives of the Agriculture and Farmland Protection Plan include Agri-Tourism Enhancement and a Buy Local Initiative, with specific action steps of the plan that call for “develop[ment of] a coordinated effort between Sullivan County’s farmers’ markets”, “expand[ing] marketing of farms, farmers markets...” and to “continue existing consumer education efforts and farmers’ markets to help the public understand the importance of agriculture”; and

**WHEREAS**, Sullivan County currently has six different farmers markets and the Agriculture and Farmland Protection Plan recommends joint promotion in order to increase consumer participation and support our local farms; and

**WHEREAS**, the Division of Planning and Environmental Management, with assistance from Cornell Cooperative Extension Sullivan County, has identified the Farmers Market Promotion Program (FMPP) of the federal Farmers Market and Local Food Promotion Program as a source of potential funding to address the recommendations in the Agriculture and Farmland Protection Plan pertaining to farmers markets, a buy local campaign and agri-tourism expansion; and

**WHEREAS**, the Farmers Market Promotion Program provides grants of between \$15,000 and \$100,000 and does not require a local funding match;

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

**BE IT FURTHER RESOLVED**, that if funding is made available, the Division of Planning & Environmental Management shall administer the funds and the grant; and

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

**Moved by Ms. Vetter, seconded by Mr. Sorensen, put to a vote with Mrs. Edwards absent, unanimously carried and declared duly adopted on motion April 23, 2015.**

5d.

**RESOLUTION INTRODUCED BY THE PERSONNEL COMMITTEE TO CONVERT ONE (1) PART-TIME ACCOUNT CLERK DATABASE POSITION #2963) IN THE PROBATION DEPARTMENT TO REGULAR PART-TIME STATUS**

**WHEREAS**, the Probation Director has requested that a Part-Time Account Clerk Database position (Position #2963) be converted to a Regular Part-Time Account Clerk Database for the efficient and effective operation of the Probation Department, and

**WHEREAS**, there are sufficient funds available in to accommodate the positional change.

**NOW, THEREFORE, BE IT RESOLVED**, that the Sullivan County Legislature hereby authorizes the conversion of one (1) Part-Time Account Clerk Database position (Position #2963) to a Regular Part-Time Account Clerk Database with a salary set in accordance with the provisions of the Teamsters Collective Bargaining Agreement, and

**BE IT FURTHER RESOLVED**, the Sullivan County Legislature authorizes that Part-Time Account Clerk Database position #2963 be converted from a Part-Time position to a Regular Part-Time position effective April 21, 2016..

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

**To:** Sullivan County Legislature

**Fr:** Jeffrey Mulinelli, Director of Probation II

**Re:** Request for Consideration of a Resolution: Reclassify Part-Time Account Clerk/Database to Regular Part-Time Account Clerk/Database

**Date:** April 5, 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.]

Duties assigned (collection of restitution payments, court fines, data entry, reception desk coverage when needed) cannot be fulfilled within the current allotted hours. As a result, it has required Probation Officers as well as the Probation Director to assume clerical duties such as handling all incoming telephone calls to the department. Also, a recent review by the Audit Department recommends stronger segregation of duties in relation to the

department's restitution/fine/fee collection processes and the addition of a Regular Part-Time Account Clerk/Database will allow for this.  
**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: \$ 5,700.00

Are funds already budgeted? Yes  No

If "Yes" specify appropriation code(s): \_\_\_\_\_

If "No", specify proposed source of funds: Legislature will have to increase funding for the

Estimated Cost Breakdown by Source: department.

County	\$ <u>5,700.00</u>	Grant(s)	\$ _____
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State	\$ _____	Other	\$ _____
-------	----------	-------	----------

Federal Government	\$ _____	(Specify)	_____
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Verified by Budget Office: Janet M. Gay

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.

bA

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

bb

**Pre-Legislative Approvals:**

- Assistant*  
A. Director of Purchasing: *Amy on Lewis* Date *4/5/16*  
B. Management and Budget: *Janet M. Gray* Date *4/14/16*  
C. Law Department: *Thomas J. Cawley* Date *4/5/16*  
D. County Manager: *John P. ...* Date *4/10/16*  
E. Other as Required: \_\_\_\_\_ Date \_\_\_\_\_

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

**RESOLUTION NO. INTRODUCED BY THE EXECUTIVE COMMITTEE TO  
AUTHORIZE AN AGREEMENT TO ENABLE LIVE STREAMING OF CERTAIN  
COUNTY LEGISLATIVE MEETINGS.**

**WHEREAS**, to promote a healthy legislative process and provide for open government it is essential to have involved citizens, and

**WHEREAS**, many people are incapable of attending the Sullivan County Legislature's meetings due to professional and personal commitments, and

**WHEREAS**, current technology allows meetings to be digitally recorded, archived and provided to the public in a real time format on the internet, and

**WHEREAS**, live streaming is authorized by Rule 6 of the Rules of the County Legislature.

**NOW, THEREFORE, BE IT RESOLVED**, that the County Manager be authorized to enter into an agreement for live streaming and the Department of Management Information Systems be authorized to implement the live streaming protocol previously authorized, subject to annual appropriation.

**Moved by** \_\_\_\_\_,  
**Seconded by** \_\_\_\_\_,  
**and adopted on motion** \_\_\_\_\_, 2016.



**Resolution No. Introduced by Executive Committee A Resolution Calling on the State of New York to Fully Reimburse Counties For District Attorney Salary Increases Set by the State**

**Whereas**, on December 24, 2015, New York State Commission on Legislative, Judicial, and Executive Compensation voted to recommend increasing all state judge salaries in 2016 and 2018, and

**Whereas**, this salary increase recommendation occurred well after all counties set their 2016 budgets in law, and

**Whereas**, the recommended increase placed Supreme Court judges' salaries at \$193,000 in 2016 and \$203,000.00 in 2018 and placed County Court Judges at 95% of a Supreme Court Justice's salary, and

**Whereas**, on April 1st the state approved the Commission's recommendation, and

**Whereas**, State Judicial Law 183-a links judicial salaries with county district attorneys' (DA's) salaries to be equal or higher than either the County Court Judge or Supreme Court Judge in a county, depending on full time or part time status, and

**Whereas**, for over 50 years, the state has funded all salary increases that they imposed on the counties, and

**Whereas**, DA's are entitled to the compensation they are owed pursuant to state law for fulfilling the state constitutional and statutory duties related to the enforcement of the state penal law, and

**Whereas**, on April 1, 2016 the State Legislature enacted a \$150 billion State Budget, but did not include the funding for the \$1.6 million in reimbursement costs for the increase in DA salaries, and

**Whereas**, the state has been careful over the past few years to avoid shifting costs to the local tax base, mindful of the impact locally with the state imposed property tax cap, and

**Whereas**, for many counties this salary increase represents approximately 1/3 of their total allowable property tax growth for all government operation in 2016.

**Now, Therefore, Be It Resolved**, that the County of Sullivan calls on the State of New York to immediately pass legislation and pay for this increase retroactive to April 1, 2016, and not pass this unfunded mandate on to local taxpayers.

**RESOLUTION NO.                    INTRODUCED BY EXECUTIVE COMMITTEE  
TO APPOINT A MEMBER TO THE SULLIVAN COUNTY PUBLIC HEALTH  
SERVICES' HEALTH ADVISORY BOARD**

**WHEREAS**, Section 357 of the Public Health Law mandates that two members of the Health Services Advisory Board (HSAB) be licensed physicians, with the remaining seven to be known public members selected on the basis of their interest and knowledge regarding health needs, resources and facilities of the community, and

**WHEREAS**, pursuant to Section 357 of Public Health Law, Health Services Advisory Board members shall have fixed terms of four years, which shall be deemed to run from the first day of the year in which the appointment was made, and

**WHEREAS**, pursuant to Section 357 of the Public Health Law, Health Services Advisory Board members may not serve for more than two terms consecutively,

**WHEREAS**, a resignation effective 3/1/16 was submitted by Dr. Regina Olatin, who was reappointed to serve a second four-year term (1/1/16 – 12/31/19), and a replacement is needed,

**WHEREAS**, Dr. Carlos Holden has submitted a letter of interest and resume as an expression of interest in serving on the Health Services Advisory Board to fill this vacancy and is duly qualified,

**NOW, THEREFORE, BE IT RESOLVED**, that the individual listed below be *appointed* to the Health Services Advisory Board for a four-year term (1/1/16-12/31/19) per Public Health Law.

**Dr. Carlos P Holden, MD FACEP**  
25 Brookview Drive  
Liberty, New York 12754

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

**RESOLUTION INTRODUCED BY EXECUTIVE COMMITTEE.**

**RESOLUTION TO ENTER INTO A CONTRACT WITH INDEPENDENT LIVING, INC. TO PROVIDE EXPANDED COMMUNITY SUPPORT (PEER) SERVICES PROGRAM.**

**WHEREAS**, the County of Sullivan, through the Department of Community Services (DCS) to contract with Independent Living, Inc.; and

**WHEREAS**, such a contract will provide expanded community support services to adults and children/youth through Peer Support and Diversion to divert hospitalizations and maintain the wellness of people with behavioral health needs for the year 2016; and

**WHEREAS**, this contract is subject to availability of funding and adjustment to State aid increases or decreases.

**NOW, THEREFORE, BE IT RESOLVED**, the Sullivan County Legislature authorizes the County Manager to extend the following contract for a term from January 1, 2016 to December 31, 2016 not to exceed the maximum amount of State aid and County funding through OMRDD, OMH including New Initiative monies, Reinvestment Monies and/or Cost of Living Adjustments:

Independent Living, Inc. for Peer Outreach and Engagement of Individuals, Diverting Hospitalizations, Linking Individuals & Maintain these Linkages with Resources in the Community, & Provide Flexible Support to Individuals	\$306,448
--	-----------

**BE IT FURTHER RESOLVED**, the contract can be extended for up to three additional one year terms said extensions to be subject to annual appropriations by the Legislature; and

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

Moved by \_\_\_\_\_,  
Seconded by \_\_\_\_\_,  
and adopted on motion \_\_\_\_\_, 2016.

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

To: Sullivan County Legislature

Fr: Joseph A. Todora; Commissioner/Director

Re: Request for Consideration of a Resolution: Contract with Independent Living, Inc.

Date: April 11, 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.]

Contract with Independent Living, Inc. to provide peer support services to help divert hospital admissions, peer outreach & engagement, linking individuals & maintaining these linkages with resources in the community and provide flexible support to individuals.

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: \$ 306,448.00

Are funds already budgeted? Yes  No

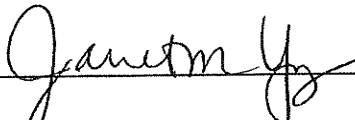
If "Yes" specify appropriation code(s): \_\_\_\_\_

If "No", specify proposed source of funds: State Aid funding-pass through money

Estimated Cost Breakdown by Source:

County	\$ _____	Grant(s)	\$ _____
State	\$ <u>306,448.00</u>	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.

10A

Request for Authority to Enter into Contract with [Douglas J. Hovey, Exec. Dirctr] of [Independent Living, Inc.]

Nature of Other Party to Contract: Professional Other:

Duration of Contract: From 01/01/2016 To 12/31/2016

Is this a renewal of a prior Contract? Yes  No

If "Yes" provide the following information:

Dates of prior contract(s): From 07/01/2014 To 12/31/2015

Amount authorized by prior contract(s): 225,000.00

Resolutions authorizing prior contracts (Resolution #s): 373-14

Future Renewal Options if any:

Three additional one year terms.

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.]:

This is state aid pass through money awarded to Independent Living based upon their application to both DCS and the NYS Office of Mental Health.

Total Contract Cost for [year or contract period]: (If specific sum is not known state maximum potential cost): \$306,448 +/- state aid availability

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 RfP

Person(s) responsible for monitoring contract (Title): Joseph A. Todora, Commissioner/Director

**Pre-Legislative Approvals:**

- A. Director of Purchasing: *D. Rocky Jones* Date 4/14/16
- B. Management and Budget: *Janet Myer* Date 4/14/16
- C. Law Department: *[Signature]* Date 4/14/16
- D. County Manager: *[Signature]* Date 2/17/16
- E. Other as Required: *[Signature]* Date 2/12/16

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

**RESOLUTION INTRODUCED BY THE EXECUTIVE COMMITTEE:**

**RESOLUTION TO AUTHORIZE THE COUNTY MANAGER TO ENTER INTO LEASE AGREEMENTS WITH THE NEW YORK STATE DEPARTMENT OF LABOR.**

**WHEREAS**, the Center for Workforce Development rents space from the New York State Department of Labor (NYSDOL) to form the Sullivan Works One Stop Center which is required by the Federal Workforce Investment Act and the Federal Workforce Innovation and Opportunity Act, and

**WHEREAS**, the Department of Labor leases space at 50 North Street, Monticello, NY, and

**WHEREAS**, a lease agreement would cover the period July 1, 2014 through June 30, 2015, and

**WHEREAS**, an additional lease agreement would cover the period July 1, 2015 through June 30, 2016, and

**WHEREAS**, the annual rents shall total \$48,299.43 (1,961 sq. ft. at a rate of \$24.63 per sq. ft.), and \$50,565.39 (2,053 sq. ft. at a rate of \$24.63 per sq. ft.) respectively, for charges which shall include cleaning, electricity, and all other costs relating to the use, occupation, operation and maintenance of the space,

**NOW, THEREFORE, BE IT RESOLVED**, that the County Manager is hereby authorized to enter into lease agreements with NYSDOL, and such leases shall be in the form approved by the County Attorney.

**Moved by** \_\_\_\_\_,  
**Seconded by** \_\_\_\_\_,  
**and adopted on motion** \_\_\_\_\_, 2016

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

To: Sullivan County Legislature

Fr: Laura Quigley, Director Center for Workforce Development

Re: Request for Consideration of a Resolution: One Stop Center lease agreements with NYSDOL

Date: April 4, 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.]

To allow the County Manager to sign 2 lease agreements with the NYS Dept. of Labor for space at the One Stop Center. This resolution covers the lease periods: 7/1/14 -6/30/15 and 7/1/15-6/30/16. According to Federal regulations, payment for space cannot be made until after the time period has passed. Due to changes in their processes and forms the State was late in issuing the 2014/2015 lease agreement.

Is subject of Resolution mandated? Explain:

Yes. The federal Workforce Innovation and Opportunity Act requires the creation of a comprehensive One Stop Center and requires the co-location of specific partners.

Does Resolution require expenditure of funds? Yes  No

If "Yes, provide the following information:

Amount to be authorized by Resolution: \$ 98,864.82

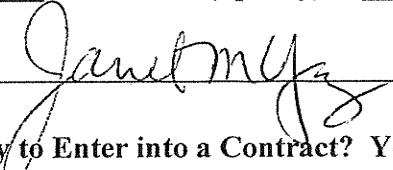
Are funds already budgeted? Yes  No

If "Yes" specify appropriation code(s): 47-4701

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

Estimated Cost Breakdown by Source:

County	\$0.00	Grant(s)	\$0.00
State	\$0.00	Other	\$0.00
Federal Government	\$98,864.82	(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.

11A



Request for Authority to Enter into Contract with [ NYS Dept/ of Labor ] of [ Albany New York ]

Nature of Other Party to Contract: .

Other:

Duration of Contract: From 07/01/2014 To 06/30/2016

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:

Annual lease agreements

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:

Workforce Investment Act and the Workforce Innovation and Opportunity Act

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): \$98,864.82

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): Laura Quigley, Director

Pre-Legislative Approvals:

- Assistant
- A. Director of Purchasing: Raym Lewis Date 4/8/16
- B. Management and Budget: Janet Myer Date 4/8/16
- C. Law Department: Thomas Campbell Date 4/8/16
- D. County Manager: Paul Koston Date 4/8/16
- E. Other as Required: \_\_\_\_\_ Date \_\_\_\_\_

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

**RESOLUTION NO. \_\_\_\_ INTRODUCED BY THE EXECUTIVE COMMITTEE TO AUTHORIZE THE COUNTY MANAGER TO EXTEND A RETAINER AGREEMENT WITH ROEMER WALLENS GOLD & MINEAUX, LLP FOR SPECIALIZED LEGAL SERVICES TO SERVE AS LABOR RELATIONS ATTORNEY/CONSULTANT FOR THE COUNTY OF SULLIVAN.**

**WHEREAS**, the County of Sullivan (“County”) has utilized the services of Roemer Wallens Gold & Mineaux, LLP (“RWGM”) as labor relations attorneys/consultants, and

**WHEREAS**, a retainer agreement was entered into with RWGM for the period from April 1, 2015 through June 30, 2016 pursuant to Resolution No. 228-15, and

**WHEREAS**, said agreement authorized an extension through March 31, 2018 on the same terms and conditions set forth in that agreement upon mutual agreement of the parties, and

**WHEREAS**, the County wishes to continue this relationship with RWGM through March 31, 2018.

**NOW, THEREFORE, BE IT RESOLVED**, that the County Manager is hereby authorized to extend the existing Retainer Agreement for a term commencing July 1, 2016 through March 31, 2018 on the same terms and conditions set forth in the current Retainer Agreement.

Moved by \_\_\_\_\_,  
Seconded by \_\_\_\_\_,  
and adopted on motion \_\_\_\_\_, 2016.

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

To: Sullivan County Legislature

Fr: Cheryl McCausland, County Attorney

Re: Request for Consideration of a Resolution: to enter into a Retainer Agreement with Roemer Wallens Gold & Mineaux, LLP

Date: March 6, 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.]

To authorize the County Manager to execute a retainer agreement with Roemer Wallens Gold & Mineaux, LLP to serve as labor relations attorney / consultant for the County

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: \$ See attached Agreement

Are funds already budgeted? Yes  No

If "Yes" specify appropriation code(s): A-1420-40-4007

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. G.*

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.

12A

Request for Authority to Enter into Contract with [           RWG&M, LLP           ] of  
[ \_\_\_\_\_ ]

Nature of Other Party to Contract: Professional  Other:

Duration of Contract: From 07/01/2016 To 03/31/2018

Is this a renewal of a prior Contract? Yes  No

If "Yes" provide the following information:

Dates of prior contract(s): From 04/01/2015 To 06/30/2016

Amount authorized by prior contract(s): \_\_\_\_\_

Resolutions authorizing prior contracts (Resolution #s): 228-15

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): Please see attached Retainer Agreement

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 / KJ

Person(s) responsible for monitoring contract (Title): County Attorney

**Pre-Legislative Approvals:**

- A. Director of Purchasing: *[Signature]* Date 4/6/16
- B. Management and Budget: *[Signature]* Date 4/8/16
- C. Law Department: *[Signature]* Date 4/6/16
- D. County Manager: *[Signature]* Date 4/8/16
- E. Other as Required: \_\_\_\_\_ Date \_\_\_\_\_

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

**RESOLUTION TO ACCEPT & SHARE PROCEEDS OF SALE OF REAL PROPERTY (LI111.-1-52, 107.-4-1 & 107.-5-6) WITH VILLAGE OF LIBERTY IN FULL SATISFACTION OF ALL OUTSTANDING TAX LIENS, THROUGH & INCLUDING LIEN LEVIED JANUARY 1<sup>st</sup>, 2015.**

**WHEREAS**, the Village of Liberty has taken title to premises located at West Lake St, known as LI111.-1-52, Champlin Ave known as LI107.-4-1 & Chestnut St known as LI107.-5-6 for non-payment of 2008 tax liens, and subsequent years up to and including 2015 County/Town taxes and 2015/2016 Village taxes, and

**WHEREAS**, the Village has a buyer to purchase the property for \$12,000.00, and

**WHEREAS**, both the Village and the County agree to divide the net proceeds of the sale pro-rata based upon the County's & Village's respective delinquent tax liens, and

**NOW, THEREFORE, BE IT RESOLVED**, that the County agrees to accept payment from the buyer Morris Schrader, upon the consummation of the sale for \$12,000.00, for the Counties outstanding tax liens, pro-rata with the Village of Liberty in full satisfaction of all County & Village taxes owed through January 1, 2015 & August 1, 2014, respectively, and

**BE IT FURTHER RESOLVED**, the County Treasurer & the Village Treasurer are hereby authorized to journal their respective tax records to show receipt of said pro-rata money as payment in full for all said delinquent tax liens & to discharge said liens accordingly.

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

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

and adopted on motion \_\_\_\_\_, 2016

**RESOLUTION INTRODUCED BY EXECUTIVE COMMITTEE.**

**RESOLUTION TO APPOINT TWO (2) MEMBERS TO THE COMMUNITY SERVICES BOARD**

**WHEREAS**, there are several vacancies on the Community Services Board, and

**WHEREAS**, there is a need to appoint two (2) members to fill a vacancy on the Community Services Board; and

**NOW, THEREFORE, BE IT RESOLVED**, the following individuals to be appointed to fill vacancies on the Sullivan County Community Services Board to reflect the date set opposite his/her name:

<b>APPOINTMENT TO THE CSB</b>	<b>TERM</b>
Natalie R. Gomez, LMHC (to fill vacancy which has been vacant since 5/1/2010)	04/01/2016 to 12/31/2018
Laurie Burke-Maier (to fill vacancy which has been vacant since 2/2014)	04/01/2016 to 12/31/2018

Moved by \_\_\_\_\_,  
Seconded by \_\_\_\_\_,  
and adopted on motion \_\_\_\_\_, 2016.



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

**To:** Sullivan County Legislature

**Fr:** Joseph A. Todora; Director

**Re:** Request for Consideration of a Resolution: To appoint two (2) people to the CSB.

**Date:** March 30, 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.]

To fill two (2) vacant terms on the Community Services Board (CSB) by appointing two (2) people, Natalie Gomes and Laurie Burke-Maier, to this board.

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

Yes, planning, maintaining and overseeing of the Local Government Unit is done through the CSB, as well as advising the Director of DCS of changes in the behavioral health field.

**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: No funds required** \_\_\_\_\_

**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.**

**Pre-Legislative Approvals:**

- A. Director of Purchasing: [Signature] Date 4/6/16
- B. Management and Budget: [Signature] Date 4/8/16
- C. Law Department: [Signature] Date 4/6/16
- D. County Manager: [Signature] Date 4/8/16
- E. Commissioner: [Signature] Date 3/31/16

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

**RESOLUTION NO. \_\_\_\_\_ INTRODUCED BY THE EXECUTIVE COMMITTEE TO  
AUTHORIZE THE COUNTY ATTORNEY TO SETTLE A FEDERAL LAWSUIT AND  
WORKER'S COMPENSATION CLAIM**

**WHEREAS**, Kim Martin has filed a federal lawsuit and a Worker's Compensation claim against the County of Sullivan ("County"), and

**WHEREAS**, the County is represented by defense counsel to protect its interests and defend it in the federal lawsuit, and

**WHEREAS**, the County is represented by an Assistant County Attorney in the Worker's Compensation matter, and

**WHEREAS**, pursuant to Federal Court Rule/Order, the parties to the federal litigation participated in mediation on two separate occasions and did not reach a resolution, and

**WHEREAS**, subsequent to mediation, Plaintiff's counsel presented offers to settle and federal defense counsel has made good faith counter-offers, and

**WHEREAS**, federal defense counsel recommends settlement in the amount of \$200,000.00, to resolve the lawsuit and to limit the County's expense of defense, through trial, of the federal litigation, in a manner and with such terms as the County Attorney shall approve, and

**WHEREAS**, the County Attorney recommends that any settlement sum be inclusive of both the Worker's Compensation and federal litigation claims.

**NOW THEREFORE BE IT RESOLVED**, that the County Attorney is authorized to settle both the federal litigation and Worker's Compensation claim filed by Kim Martin against the County in an amount not to exceed \$200,000.00.

Moved by \_\_\_\_\_,  
seconded by \_\_\_\_\_,  
put to a vote, \_\_\_\_\_ carried and declared duly adopted on motion

15

**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 user 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 user 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 \_\_\_\_\_, 2016.

APPENDIX A - RECOMMENDED APPROVAL LIST

TOWN	SBL	CLASS CODE	PRIMARY OWNER	ADDRESS	TWN ST ZIP	FEE	New Bill	IMPACT
DELAWARE	DE24-1-40.1	311	Marlyn P. Dono	1837 Lake Shore Dr.	Columbus, OH 43204	\$ 120.00	\$ -	\$ 120.00
FALLSBURG	FA29-1-4.1	322	Machine Ohai Moshie D'Krasna	35 Williamburg St. W	Brooklyn, NY 11249	\$ 300.00	\$ -	\$ 300.00
TUSTEN	TU9-10-20/1	444	PA Lines LLC	110 Franklin Rd SE	Roanoke, VA 24042-0028	\$ 300.00	\$ -	\$ 300.00
TUSTEN	TU9-10-21/2	444	PA Lines LLC	110 Franklin Rd SE	Roanoke, VA 24042-0028	\$ 300.00	\$ -	\$ 300.00
						\$ 1,020.00	\$ -	\$ 1,020.00

16A

APPENDIX B - RECOMMENDED DENIAL LIST

TOWN	SBL	CLASS CODE	PRIMARY OWNER	ADDRESS	TOWN ST ZIP	FEE			
FALLSBURG	FA29-1-4.2	220	Machine One Moshe D'Kraana	35 Williamburg St. W	Brooklyn, NY 11249	\$ 120.00	\$	-	\$ 120.00
TUSTEN	TU9--10-20	444	PA Lines LLC	110 Franklin Rd SE	Raunoke, VA 24042-0028	\$ 300.00	\$	-	\$ 300.00
TUSTEN	-TU9--10-21	444	PA Lines LLC	110 Franklin Rd SE	Raunoke, VA 24042-0028	\$ 300.00	\$	-	\$ 300.00

16b

**RESOLUTION NO. INTRODUCED BY EXECUTIVE COMMITTEE TO APPOINT  
IRA M. STEINGART TO THE SULLIVAN COUNTY JURY BOARD**

**WHEREAS**, in accordance with Judiciary Law Section 503 (a) (1), a member of the Sullivan County Legislature needs to be appointed as a member, and

**NOW, THEREFORE, BE IT RESOLVED**, that Sullivan County District 8 Legislator, Ira M. Steingart be and he hereby is appointed as the legislative representative to serve on the Sullivan County Jury Board for a term to expire December 31, 2019.

**RESOLUTION NO.            INTRODUCED BY EXECUTIVE COMMITTEE TO  
AUTHORIZE APPLICATION TO BUREAU OF JUSTICE ASSISTANCE TO  
PARTICIPATE IN BULLETPROOF VEST PARTNERSHIP (BVP) FY2016**

**WHEREAS**, the Bureau of Justice Assistance (BJA) has announced available funding for Fiscal Year 2016 towards the purchase of bulletproof vests for Sullivan County Sheriff's Deputies and Sullivan County Probation Officers, and

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

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

**NOW, THEREFORE, BE IT RESOLVED**, that the County Manager or his designee is hereby authorized to apply to the Bureau of Justice Assistance for FY2016 BVP funds and, if awarded, execute any and all documents required for the purchase of bulletproof vests, said documents to be in a form as approved by the County Attorney's Office, and

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

Moved by \_\_\_\_\_,  
Seconded by \_\_\_\_\_,  
and adopted on motion \_\_\_\_\_, 2016



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

**To:** Sullivan County Legislature

**Fr:** Sheriff Michael Schiff

**Re:** Request for Consideration of a Resolution: to authorize application to Bureau of Justice for  
Bulletproof Vest Partnership

**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.]

Program will reimburse 50% of cost of bulletproof vests for Sheriff's Deputies and Probation Officers.

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

yes - required to have bulletproof vests.

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

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

**Amount to be authorized by Resolution:** \$ 15,200.00

**Are funds already budgeted? Yes  No**

**If "Yes" specify appropriation code(s):** A3110

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

**Estimated Cost Breakdown by Source:**

County	\$ <u>7,600.00</u>	Grant(s)	\$ _____
State	\$ _____	Other	\$ _____
Federal Government	\$ <u>7,600.00</u>	(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.**

18A

Request for Authority to Enter into Contract with [ Bureau of Justice ] of [ \_\_\_\_\_ ]

Nature of Other Party to Contract: .

Other: Government grant

Duration of Contract: From 05/31/2016 To 05/31/2017

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:

Deputies required to have bulletproof vests - assists with cost of purchase.

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): \$15,200 - county cost \$7,600

Efforts made to find Less Costly alternative:

Purchased through state bid

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

N/A

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

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

#86.

**Pre-Legislative Approvals:**

A. Director of Purchasing: \_\_\_\_\_ Date \_\_\_\_\_

B. Management and Budget: \_\_\_\_\_ Date \_\_\_\_\_

C. Law Department: \_\_\_\_\_ Date \_\_\_\_\_

D. County Manager: \_\_\_\_\_ Date \_\_\_\_\_

E. Other as Required: \_\_\_\_\_ Date \_\_\_\_\_

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

18C

**Resolution No.**

**RESOLUTION INTRODUCED BY EXECUTIVE COMMITTEE**

**RESOLUTION TO APPOINT ONE MEMBER TO THE OFFICE FOR THE AGING ADVISORY COMMITTEE**

**WHEREAS**, it is the desire to appoint Laura Solomon to the Office for the Aging Advisory Committee to fill the vacancy of Roslyn "Roz" Sharoff, and

**WHEREAS**, the above appointment is to commence on the date this resolution is adopted.

**NOW, THEREFORE, BE IT RESOLVED**, that the Sullivan County Legislature does hereby appoint the following member to the Office for the Aging Advisory Committee, for the term to expire on the date opposite of name.

**OFA APPOINTMENT:**

**TERM:**

Laura Solomon  
P O Box 313  
Kiamesha Lake NY 12751

3/31/2019

Moved by \_\_\_\_\_,  
Seconded by \_\_\_\_\_,  
and adopted on motion \_\_\_\_\_, 2016.

**Resolution No.**

**RESOLUTION INTRODUCED BY EXECUTIVE COMMITTEE**

**RESOLUTION TO APPOINT ONE MEMBER TO THE RSVP ADVISORY COMMITTEE (RSVP)**

**WHEREAS**, it is the desire to appoint Susan Carmichael, RN to the Retired Senior Volunteer Program Advisory Committee (RSVP) to fill vacancy of Brenda Patton, and

**WHEREAS**, the above appointment are to commence on the date this resolution is adopted.

**NOW, THEREFORE, BE IT RESOLVED**, that the Sullivan County Legislature does hereby appoint the following member to the RSVP Advisory Committee, for the term to expire on the date opposite of name.

**RSVP APPOINTMENT:**

**TERM:**

Susan Carmichael, RN  
Sullivan County Adult Day Care  
Sullivan County Adult Care Center  
256 Sunset Lake Rd  
P O Box 671  
Liberty NY 12754

3/31/2019

Moved by \_\_\_\_\_,  
Seconded by \_\_\_\_\_,  
and adopted on motion \_\_\_\_\_, 2016.

**RESOLUTION NO. INTRODUCED BY EXECUTIVE COMMITTEE TO APPOINT MEMBER TO THE CHARTER REVIEW COMMISSION TO FILL VACANCY**

**WHEREAS**, pursuant to Section 1.05 of the Charter of the County of Sullivan, the County Legislature has the authority to appoint qualified electors of Sullivan County to the Charter Review Commission in order to review the implementation of the Charter and propose amendments as required, and

**WHEREAS**, the Sullivan County Legislature appointed thirteen members to the Charter Review Commission in 2014 by Resolution No. 448, and

**WHEREAS**, Dave Forshay has resigned from the Charter Review Commission creating a vacancy, and

**WHEREAS**, the Legislature is desirous of appointing Sara Sprague to the Charter Review Commission to fill said vacancy.

**NOW, THEREFORE BE IT RESOLVED**, that the individual listed above is hereby appointed to the Charter Review Commission effective immediately, and

**BE IT FURTHER RESOLVED**, that if a member misses three (3) consecutive meetings of the Charter Review Commission, they will be automatically dismissed, and

**BE IT FURTHER RESOLVED**, Per resolution No. 448 of 2014, if a vacancy occurs due to resignation or dismissal, the Legislature is authorized to make additional appointments to fill the vacancies as necessary.

**BE IT FURTHER RESOLVED**, that the Sullivan County Legislature hereby appoints Sara Sprague to the Charter Review Commission effective April 20, 2016.

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

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

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

**WHEREAS**, planning workshops conducted with municipal board, planning board, zoning board and other local officials of the Village of Monticello, Town of Thompson and Sullivan County identified gateway corridors as priority areas requiring study and potential zoning amendments; and

**WHEREAS**, USDA/Rural Development is seeking funding proposals for FY2016; and

**WHEREAS**, the Division of Planning, along with the Town of Thompson and Village of Monticello, seeks to engage a consultant to assist in the preparation of a study for the Monticello area gateways identifying land use techniques, zoning recommendations and design guidelines for planned development, as well as assess infrastructure capacity and priority growth areas for focused development; and

**WHEREAS**, the proposed study would include preparation of a corridor-wide GEIS to streamline the development process;

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

**BE IT FURTHER RESOLVED**, that if funding is made available, the Division of Planning shall administer the funds and the grant program; and

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

Moved by      , seconded

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

**To:** Sullivan County Legislature

**Fr:** Freda Eisenberg, Planning Commissioner

**Re:** Request for Consideration of a Resolution: Authorize Preparation & Submission of RBDG Application to Fund Gateway Study

**Date:** 4/18/16

**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.]

Authorize preparation & submission of a Rural Business Development Grant (RBDG) application to fund a gateway study for the Route 17 corridors in Monticello/Thompson. The planned Montreign Casino/Adelaar resort project & nearby hotel development anticipated in the V/Monticello & T/Thompson will significantly increase the demand for improved land use planning & sustainable growth, especially in the gateway corridors.

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

Not mandated

**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. Yezzer

**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 - *[Signature]*

Person(s) responsible for monitoring contract (Title): Freda Eisenberg, DPEM Commissioner

**Pre-Legislative Approvals:**

- A. Director of Purchasing: *Kathy Jones* Date 4/18/16
- B. Management and Budgets: *Janet Myer* Date 4/18/16
- C. Law Department: *[Signature]* Date 4/18/16
- D. County Manager: \_\_\_\_\_ Date \_\_\_\_\_
- E. Other as Required: \_\_\_\_\_ Date \_\_\_\_\_

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

**RESOLUTION NO. INTRODUCED BY EXECUTIVE COMMITTEE TO APPOINT ONE MEMBER TO THE SULLIVAN COUNTY COMMISSION ON HUMAN RIGHTS**

**WHEREAS**, pursuant to the Resolution No. 490-04 adopted on December 6, 2004, the Sullivan County Legislature created a Sullivan County Commission on Human Rights (“Commission”); and

**WHEREAS**, Resolution No. 109-05 adopted on March 17, 2005, the Sullivan County Legislature appointed the members to the Commission for designated terms; and

**WHEREAS**, a vacancy was created due to the resignation of Lorraine Lopez in March 2016, and

**WHEREAS**, it is the desire of the legislature to appoint Isaac Green Diebboll to fill Lorraine Lopez’s unexpired term, and

**WHEREAS**, Resolution No. 113-06 adopted on March 16, 2006 indicates terms are to commence on January 1 and terminate on December 31 in the year in which they are scheduled to terminate.

**NOW, THEREFORE, BE IT RESOLVED**, that the Sullivan County Legislature does hereby appoint the following member to the Human Rights Commission to fill the unexpired term of Lorraine Lopez:

**Appoint:**

**Member**  
Isaac Green Diebboll

**Term Expires**  
December 31, 2016

**RESOLUTION NO. \_\_\_\_\_ INTRODUCED BY EXECUTIVE COMMITTEE TO  
AUTHORIZE AWARD AND EXECUTION OF CONTRACT WITH, INFINIGY  
SOLUTIONS LLC.**

**WHEREAS**, bids were received for Underground Primary Electrical Installation for a Communications Tower in the Town of Delaware, and

**WHEREAS**, Infinigy Solutions, LLC, 1033 Watervliet Shaker Rd, Albany, NY 12205, 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 Infinigy Solutions LLC, in accordance with Bid No. B-16-17, for underground primary electrical installation in the amount not to exceed \$68,762.00.

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

To: Sullivan County Legislature

Fr: Alex Rau, E911 Coordinator

Re: Request for Consideration of a Resolution: Authorize contract with Infinigy Solutions LLC  
for underground primary electric install

Date: April 21, 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.]

This resolution will authorize a contract with Infinigy Solutions LLC for underground primary electric service to the communications tower in the Town of Delaware.

Is subject of Resolution mandated? Explain:

This service is critical in being able to supply electric to the County's public safety communications tower.

Does Resolution require expenditure of funds? Yes  No

If "Yes", provide the following information:

Amount to be authorized by Resolution: \$ 68,762.00

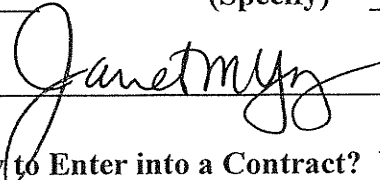
Are funds already budgeted? Yes  No

If "Yes" specify appropriation code(s): H53-3997-40-4038

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

Estimated Cost Breakdown by Source:

County	\$ <u>68,762.00</u>	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.

24A

Request for Authority to Enter into Contract with [Infinigy Solutions, LLC] of [Albany, NY]

Nature of Other Party to Contract: Professional

Other:

Duration of Contract: From 04/21/2016 To 12/31/2016

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:

N/A

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:

Necessary for electric utility service to the Delaware Communications Tower

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): \$68,762.00

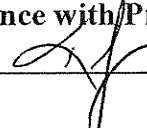
Efforts made to find Less Costly alternative:

Project was bid (B-16-17)

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

N/A

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

Bid (B-16-17) 

Person(s) responsible for monitoring contract (Title): Commissioner of Public Safety

Pre-Legislative Approvals:

- A. Director of Purchasing: *[Signature]* Date 4/18/16
- B. Management and Budget: *[Signature]* Date 4/18/16
- C. Law Department: *[Signature]* Date 4/18/16
- D. County Manager: *[Signature]* Date 4/19/16
- E. Other as Required: \_\_\_\_\_ Date \_\_\_\_\_

Vetted in Executive Committee on 04/21/2016

**RESOLUTION INTRODUCED BY EXECUTIVE COMMITTEE**

**RESOLUTION TO AUTHORIZE AWARD & EXECUTION OF CONTRACT**

**WHEREAS**, an agreement was executed with First Student, PO Box 1437, Pine Bush, New York 12566, for Transportation Services for Early Intervention Program, dated \_\_\_\_\_, approved by Sullivan County Legislature on \_\_\_\_\_

**WHEREAS**, commencing on February 16, 2016 through the end of the school year and transportation may be required through any extensions of this agreement, an additional full day route was required for the transportation of a severely medically fragile child, using a specialized car seat, to Orange County United Cerebral Palsy Inspire Program, Middletown Campus, with an RN in place of an aide being paid for by Orange County United Cerebral Palsy Inspire Program, for \$308.76/vehicle/day, and

**WHEREAS**, commencing April 5, 2016, an additional route was needed for the Orange County United Cerebral Palsy Inspire Program at 344 Gidney Avenue, Newburgh, New York Campus, for a ½ day AM program, through the end of the school year and transportation may be required through any extensions of this agreement, for \$359.00/vehicle/day, and

**WHEREAS**, the above referenced services are mandated by New York State Education Law and the Sullivan County Public Health Services Department recommends a modification agreement be executed.

**NOW, THEREFORE, BE IT RESOLVED**, that the County Manager be and hereby is authorized to execute a modification agreement, in accordance with the above mentioned routes, with First Student, as per Bid Contract, B-08-49, and said modification agreement be in such form as the County Attorney shall approve.

**Moved by** \_\_\_\_\_,  
**Seconded by** \_\_\_\_\_,  
**and adopted on motion** \_\_\_\_\_, 2016.



**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 modify the Pre-school transportation contract with First Student from 2/16/16 to 6/30/17.

**Date:** April 13, 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.]

The purpose of this resolution is to modify the Pre-school transportation contract with First Student to include two new routes for trans. of two medically fragile children: one to Orange County Cerebral Palsy, Middletown Campus @ \$308.76/vehicle/day as of 2/16/16 and one to Orange County Cerebral Palsy, Newburgh Campus @ \$359.00/vehicle/day as of 4/5/16. (Note: the financial info. below is an estimate for the new routes for 2016 only.)

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

State regulations require municipalities to provide transportation to/from center based services, therapies & other services provided to children enrolled in the Pre-school program.

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

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

Amount to be authorized by Resolution: \$ 120,826.00

Are funds already budgeted? Yes  No

If "Yes" specify appropriation code(s): A4059-40-4021 - Contract Transportation

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

**Estimated Cost Breakdown by Source:**

County	\$48,935.00	Grant(s)	\$ _____
State	\$71,891.00	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.

25A

Request for Authority to Enter into Contract with [ First Student ] of [ PO Box 1437, Pine Bush, New York 12566 ]

Nature of Other Party to Contract: Other: Bus company

Duration of Contract: From 02/16/2016 To 06/30/2017

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:

We are required to provide transportation of medically fragile children enrolled in our Pre-school program to/from Pre-school program services as mandated by New York State Education Law. (See "Purpose of Resolution" on page 1 of this document.)

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.]:

N/A

Total Contract Cost for [year or contract period]: (If specific sum is not known state maximum potential cost): See cost estimate for 2016 on page 1 of this document.

Efforts made to find Less Costly alternative:

N/A

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

N/A - this is for the Pre-school program only.

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

Bid Contract B-08-49

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

**Pre-Legislative Approvals:**

- A. Director of Purchasing: *Anthony Jones* Date 4/18/16
- B. Management and Budget: *Janet Myers* Date 4/18/16
- C. Law Department: *[Signature]* Date 4/18/16
- D. County Manager: *Paul Koval* Date 4/18/16
- E. Other as Required: \_\_\_\_\_ Date \_\_\_\_\_

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

**RESOLUTION INTRODUCED BY THE PUBLIC SAFETY COMMITTEE TO FIX GRAND JURY STENOGRAPHIC APPEARANCE FEES PURSUANT TO ARTICLE 10-A OF THE JUDICIARY LAW.**

**WHEREAS**, Article 10-A of the Judiciary Law authorizes the hiring of Grand Jury stenographers by the district attorney and sets forth the duties and obligations of these individuals; and

**WHEREAS**, Judiciary Law § 327 provides that the compensation of a Grand Jury stenographer shall be set by the County Legislature and is a County charge; and

**WHEREAS**, the Grand Jury Stenographer compensation was last set in 1988; and

**WHEREAS**, in addition to compensation, the Grand Jury Stenographers are authorized to receive fees for transcription services as set forth in 22 NYCRR 108.2.

**NOW THEREFORE BE IT RESOLVED** the compensation of a Grand Jury stenographer shall be as follows:

- |   |           |
|---|-----------|
| (a) Appearance fee (2 hours or part)                  | \$ 100.00 |
| (b) Each hour or portion thereof in excess of 2 hours | \$ 37.50  |

**BE IT FURTHER RESOLVED**, that fees other than appearance fees shall be as authorized by State law; and

**BE IT FURTHER RESOLVED**, that the foregoing rates shall be effective as of March 1, 2016.

Moved by \_\_\_\_\_,  
Seconded by \_\_\_\_\_,  
and adopted on motion \_\_\_\_\_, 2016.

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

**To:** Sullivan County Legislature

**Fr:** James R. Farrell, District Attorney

**Re:** Request for Consideration of a Resolution: Grand Jury Stenographer Appearance Fee

**Date:** 04/19/2016

**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.]

To adjust the appearance fee and hourly rate for the Grand Jury stenographer.

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

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): A1165-47-4704

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. [Signature]

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.

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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 Aff.*

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

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**Pre-Legislative Approvals:**

- A. Director of Purchasing: *Leah Jones* Date 4/19/16
- B. Management and Budget: *Janet Myer* Date 4/19/16
- C. Law Department: *[Signature]* Date 4/19/16
- D. County Manager: *Paul Brown* Date 4/20/16
- E. Other as Required: \_\_\_\_\_ Date \_\_\_\_\_

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

**RESOLUTION NO. INTRODUCED BY EXECUTIVE COMMITTEE TO APPOINT  
LEGISLATOR JOSEPH PERRELLO TO THE BOARD OF THE SULLIVAN COUNTY  
INDUSTRIAL DEVELOPMENT AGENCY**

**WHEREAS**, pursuant to Section 906 of New York's General Municipal Law, the County of Sullivan is authorized to have an Industrial Development Agency comprised of nine members appointed by the County Board of Legislators, and

**WHEREAS**, there is presently one vacancy on the Board of the Sullivan County Industrial Development Agency ("S.C.I.D.A.") which was created when Mr. Edward Sykes became Executive Director of the Agency, and

**NOW THEREFORE BE IT RESOLVED THAT THE SULLIVAN COUNTY  
LEGISLATURE** hereby appoints District 7 Legislator Joseph Perrello to the Board of the Sullivan County Industrial Development Agency, to fill the vacancy due to Mr. Sykes's appointment of Executive Director.



**RESOLUTION INTRODUCED BY THE EXECUTIVE COMMITTEE TO AUTHORIZE  
THE COUNTY TREASURER TO ENTER INTO AGREEMENTS TO ACCEPT  
PAYMENTS BY CREDIT CARD AND SIMILAR ELECTRONIC MEANS**

**WHEREAS**, the County has a need to accept credit cards as well as other forms of electronic payments for various County services and is authorized to do so by General Municipal Law, §5.

**NOW THEREFORE BE IT RESOLVED**, that the County Treasurer is authorized to enter into agreements to enable the County of Sullivan to accept credit card and similar electronic payments for various County services.

**NOW THEREFORE BE IT FURTHER RESOLVED**, the County Treasurer may enter into such agreements for professional services in a manner consistent with the County Procurement Policy.

Moved by \_\_\_\_\_,  
Seconded by \_\_\_\_\_,  
and adopted on motion \_\_\_\_\_, 2016.

**RESOLUTION INTRODUCED BY THE EXECUTIVE COMMITTEE TO AUTHORIZE THE COUNTY MANAGER AND COUNTY ATTORNEY TO RETAIN EXPERTS FOR LITIGATION PURPOSES**

**WHEREAS**, representation and defense of the County of Sullivan is undertaken by the County Attorney, through her Office, outside tort counsel, and outside defense counsel; and

**WHEREAS**, these attorneys also represent County officials and County employees in Federal and State Court litigations and various administrative hearings; and

**WHEREAS**, during any such representation, many Plaintiffs retain experts to support their claims against the County; and

**WHEREAS**, in those or similar instances, it is important for the defense of the County to retain professionals as experts in their particular field; and

**WHEREAS**, to select the best professional, confidential inquiries are made, interviews are conducted, fee schedules are requested and analyzed, curriculum vita and background information is reviewed and analyzed; and

**WHEREAS**, upon the recommendation of the County Attorney, the County Manager and the County Attorney negotiate retainer agreements with these professionals to best represent the interests of the County.

**NOW THEREFORE BE IT RESOLVED**, the County Manager and County Attorney are hereby authorized to retain the professionals required to best defend the interests of the County in litigations and related hearings.

Moved by \_\_\_\_\_,  
Seconded by \_\_\_\_\_,  
and adopted on motion \_\_\_\_\_, 2016.

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

**To:** Sullivan County Legislature

**Fr:** Cheryl McCausland, County Attorney

**Re:** Request for Consideration of a Resolution: to retain experts for litigation purposes

**Date:** March 12, 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.]

to authorize the County Manager and the County Attorney to retain experts in their particular fields for litigation purposes in defense of the County

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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): A-1420-47-4705

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.**

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Request for Authority to Enter into Contract with [ \_\_\_\_\_ ] of  
[ \_\_\_\_\_ ]

Nature of Other Party to Contract: Individual \_\_\_\_\_ 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): County Attorney

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**Pre-Legislative Approvals:**

A. Director of Purchasing: \_\_\_\_\_ Date \_\_\_\_\_

B. Management and Budget: \_\_\_\_\_ Date \_\_\_\_\_

C. Law Department: \_\_\_\_\_ Date \_\_\_\_\_

D. County Manager: \_\_\_\_\_ Date \_\_\_\_\_

E. Other as Required: \_\_\_\_\_ Date \_\_\_\_\_

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

29C