

**MANAGEMENT AND BUDGET COMMITTEE  
THURSDAY, July 14, 2016 12:30 PM**

**Committee Members: Scott Samuelson, Chair, Nadia Rajs, Vice Chair,  
Terri Ward, Catherine Owens, Alan Sorensen**

**AGENDA**

**PRESENTATIONS:**

1. **2015 Comprehensive Annual Financial Report – External Auditors**

**DISCUSSIONS:**

1. **Audit Advisory Committee**

**RESOLUTIONS:**

**AUDIT – None**

**COUNTY TREASURER – None**

**GRANTS- None**

**MANAGEMENT AND BUDGET –**

1. **To modify the 2016 County Budget.**
2. **To amend the Capital Plan for the purchase of Surveying Equipment.**
3. **To rescind Resolution No. 156-16 and to approve a Sullivan County Revolving Loan.**
4. **To execute any and all necessary documents, accept the award, and enter into a contract with New York State Office of Indigent Legal Services and Modification Agreements with Sullivan Legal Aid Panel, Inc. and Sullivan County Conflict Legal Aid Society.**

**PUBLIC COMMENT**

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

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

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

**Moved by:**

**Seconded by:**

July 2016 Budget Modifications ( Resolution )  
 Modifications to the 2016 Sullivan County Budget

G/L Account	Revenue Increase		Revenue Decrease		Appropriation Increase		Appropriation Decrease	
A-1610-42-4204 - OFFICE POSTAGE						425		
A-1610-R1289-R267 - GEN GOV DEPT INCOME POSTAGE/UPS		425						
A-1620-21-47-4717 - DEPT BLDG/PROP/EQUIP REPAIRS&MAINTNCE						15,000		
A-1989-99-47-4736 - DEPT CONTINGENT								15,000
<b>General Fund Total</b>		<b>425</b>		<b>-</b>		<b>15,425</b>		<b>15,000</b>

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

**To:** Sullivan County Legislature

**Fr:** Edward McAndrew, P.E., Commissioner of Public Works

**Re:** Request for Consideration of a Resolution: To amend the adopted Capital Plan

**Date:** 7/14/16

**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 amend the adopted Capital Plan for the purchase of surveying equipment required for maintenance of County roads and bridges.

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

No, the equipment is vital in the design phase of road and bridge maintenance and construction.

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

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

**Amount to be authorized by Resolution:** \$ 32,906.00

**Are funds already budgeted? Yes  No**

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

**If "No", specify proposed source of funds:** D5020-45-4541, D5110-45-45-4518

**Estimated Cost Breakdown by Source:**

County	\$ <u>32,906.00</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.**

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.)

Quote via n.y.s. contract # \_\_\_\_\_

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

**Pre-Legislative Approvals:**

A. Director of Purchasing: *[Signature]* Date 7/7/16

B. Management and Budget: *[Signature]* Date 7/7/16

C. Law Department: *[Signature]* Date 7/7/16

D. County Manager: *[Signature]* Date 7/7/16

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

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

**RESOLUTION INTRODUCED BY MANAGEMENT AND BUDGET COMMITTEE TO AMEND THE CAPITAL PLAN FOR THE PURCHASE OF SURVEYING EQUIPMENT**

**WHEREAS**, the Division of Public Works is responsible for the maintenance of County highways and bridges, and

**WHEREAS**, surveying equipment is required to perform the maintenance, and

**WHEREAS**, the Division of Public Works has funding available to cover the cost of the surveying equipment.

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

- 1. Establish operating funding for the purchase of surveying equipment.
  
- 2. 

Increase Expense Account	D5020-21-2106	\$32,906
Decrease Expense Account	D5020-45-4541	\$19,998
Decrease Expense Account	D5110-45-45-4518	\$12,908

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

**To:** Sullivan County Legislature

**Fr:** Jill M. Weyer

**Re:** Request for Consideration of a Resolution: Rescind Reso 156-16 & Re-Approve revolving loan

**Date:** 03/31/16

**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.]

Rescind Reso 156-16 because the corporation name was incorrect. Approve a Main Street Business loan for CPG Manor, LLC & CSKDG, LLC dba Catskill Pizza Garden (Jon Westergreen & Chris Tierney) - \$63,350

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

N

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

If "Yes, provide the following information:

Amount to be authorized by Resolution: \$ 63,350.00

Are funds already budgeted? Yes  No

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

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

**Estimated Cost Breakdown by Source:**

County	\$ _____	Grant(s)	\$ _____
State	\$ _____	Other	\$ <u>63,350.00</u>
Federal Government	\$ _____	(Specify)	<u>County RLF Program</u>

**Verified by Budget Office:** 

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

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



Request for Authority to Enter into Contract with [ CPG Manor & CSKDG LLC ] of [ Livingston Manor, NY ]

Nature of Other Party to Contract: Professional

Other:

Duration of Contract: From 08/01/2016 To 07/31/2022

Is this a renewal of a prior Contract? Yes \_\_\_ No

If "Yes" provide the following information:

Dates of prior contract(s): From \_\_\_\_\_ To \_\_\_\_\_

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

Resolutions authorizing prior contracts (Resolution #s): \_\_\_\_\_

Future Renewal Options if any:

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

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

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

RLF to assist local business

Total Contract Cost for [year or contract period]: (If specific sum is not known state maximum potential cost): \$63,350

Efforts made to find Less Costly alternative:

n/a

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

n/a

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

n/a

Person(s) responsible for monitoring contract (Title): Jill M. Weyer

**Pre-Legislative Approvals:**

- A. Director of Purchasing: Lady Jones Date 7/8/16
- B. Management and Budget: Jane Myers Date 7/11/16
- C. Law Department: \_\_\_\_\_ Date \_\_\_\_\_
- D. County Manager: Paul Rosen Date 7/12/16
- E. Other as Required: \_\_\_\_\_ Date \_\_\_\_\_

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

**RESOLUTION NO.                    INTRODUCED BY THE MANAGEMENT AND BUDGET  
COMMITTEE TO RESCIND RESOLUTION NO. 156-16 AND TO APPROVE A  
SULLIVAN COUNTY REVOLVING LOAN**

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

**WHEREAS**, the Division has submitted a loan report to the Sullivan County Revolving Loan Fund Advisory Board (“Advisory Board”); and

**WHEREAS**, the Advisory Board has considered the loan report and the accompanying financial information and recommends the approval of the loan request listed below, contingent upon certain conditions outlined in the loan commitment letter.

<u>Borrower</u>	<u>Program</u>	<u>Amount</u>
CPG, LLC (d/b/a Catskill Pizza Garden)	Main Street Business	\$63,350.00

**WHEREAS**, the Sullivan County Legislature (“Legislature”) authorized the above referenced loan pursuant to Resolution No. 156-16 adopted on April 21, 2016, and

**WHEREAS**, the Division has been contacted by the potential borrower and has been informed that the proper corporate name(s) for the business conducting business as the Catskill Pizza Garden are CPG Manor, LLC and CSKDG, LLC (the, “Borrowers”), and

**WHEREAS**, the Division and the Advisory Board continue to recommend the approval of the loan to the Borrowers.

**NOW, THEREFORE, BE IT RESOLVED**, that the Legislature hereby rescinds Resolution No. 156-16; and

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

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

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

**To: Sullivan County Legislature**

**Fr: Joshua Potosek, County Manager**

**Re: Request for Consideration of a Resolution: Accept an Award with NYSOILS**

**Date: 07/08/2016**

**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 execute any and all necessary documents, accept the award, and enter into a contract with New York State Office of Indigent Legal Services and modification agreements with Sullivan Legal Aid Panel, Inc. and Sullivan County Conflict Legal Aid Society.

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

no

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

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

**Amount to be authorized by Resolution: \$** \_\_\_\_\_

**Are funds already budgeted? Yes  No**

**If "Yes" specify appropriation code(s):** All State Funding

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

**Estimated Cost Breakdown by Source:**

County	\$ _____	Grant(s)	\$ _____
State	\$242,997.00	Other	\$ _____
Federal Government	\$ _____	(Specify)	_____

**Verified by Budget Office:** 

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

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

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

Nature of Other Party to Contract: .

Other:

Duration of Contract: From 01/01/2014 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:

\_\_\_\_\_

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

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

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

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

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

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

Efforts made to find Less Costly alternative:

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

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

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

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

Not Applicable

Person(s) responsible for monitoring contract (Title): County Manager's Office

**Pre-Legislative Approvals:**

- A. Director of Purchasing: Kathy Jones Date 7/11/16
- B. Management and Budget: [Signature] Date 7/11/16
- C. Law Department: [Signature] Date 7/11/16
- D. County Manager: [Signature] Date 7/12/16
- E. Other as Required: \_\_\_\_\_ Date \_\_\_\_\_

Vetted in Management & Budget Committee on 07/08/2016

**RESOLUTION NO. INTRODUCED BY THE MANAGEMENT & BUDGET COMMITTEE TO EXECUTE ANY AND ALL NECESSARY DOCUMENTS, ACCEPT THE AWARD, AND ENTER INTO A CONTRACT WITH NEW YORK STATE OFFICE OF INDIGENT LEGAL SERVICES AND MODIFICATION AGREEMENTS WITH SULLIVAN LEGAL AID PANEL, INC. AND SULLIVAN COUNTY CONFLICT LEGAL AID SOCIETY**

**WHEREAS**, New York State Office of Indigent Legal Services (“NYSOILS”) has offered the County of Sullivan (“County”) funding in the amount of \$242,997 over a three (3) year period in order to improve the quality of indigent legal services provided by the County pursuant to Article 18-b of the County Law; and

**WHEREAS**, in order to acquire the funding the County must submit the necessary documents to NYSOILS, accept the award, and enter into an agreement with NYSOILS to administer the funding; and

**WHEREAS**, in order to provide the additional funding to the Legal Aid Panel and Conflict Legal Aid it will be necessary to modify their respective contracts, and

**NOW, THEREFORE, BE IT RESOLVED**, that the Sullivan County Legislature hereby authorizes the County Manager to execute any and all necessary documents to submit to NYSOILS to apply for 2014-2016 funding; and

**BE IT FURTHER RESOLVED**, that the County Manager is hereby authorized to execute an agreement for a 3 year period for a total amount of \$242,997 to acquire the funding from NYSOILS, said documents to be in a form approved by the County Attorney; and

**BE IT FURTHER RESOLVED**, that the County Manager is hereby authorized to executive Modification Agreements with Legal Aid Panel for an amount not to exceed \$55,000 per year for a 3 year period, and Conflict Legal Aid for an amount not to exceed \$25,999 per year for a 3 year period and/or any other appropriate entity that contracts with the County of Sullivan for Indigent Legal services under Article 18-b of the County Law as outlined above, said Modification Agreements to be in a form approved by the County Attorney’s Office.

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

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