



Sullivan County Agriculture and Sustainability Policy Committee

October 12, 2017 AGENDA
12:30 PM

Committee Members:

Catherine Owens, Chair, Nadia Rasjz, Vice-Chair, Mark McCarthy, Terri Ward, Scott Samuelson

Call to Order

Attendance

Comments: Committee Chair

Reports:

1. Office of Sustainable Energy – Heather Brown
2. Parks and Recreation- Brian Scardefield
3. Agricultural Report- Melinda Meddaugh

Presentation: None

Discussion: None

Resolutions:

1. To authorize the submission of an application to the NYS Department of Environmental Conservation for a Municipal Zero Emission Vehicle and Infrastructure Grant.
2. To authorize Round 3 contracts for the 2017 Electric Vehicle Infrastructure Reimbursement Program.

Public Comment

Adjourn



Sullivan County Office of Sustainable Energy
SULLIVAN COUNTY GOVERNMENT CENTER
100 NORTH STREET
PO BOX 5012
MONTICELLO, NY 12701-5192

Sullivan County Office of Sustainable Energy Monthly Report for September 2017

Climate Smart Communities

- DEC has awarded the County an additional 10 points for action items submitted and reviewed, with an additional 8 points submitted and awaiting review.

Electric Vehicles

- We are seeking approval to move forward with a grant application to the NYS DEC for 80% reimbursement for the installation of a Level 2 and a DC Fast Charger at the Sullivan County Government Center. Staff has already begun the process of gathering information, meeting with necessary departments and establishing a realistic timeline for the project. Target installation would be early spring 2018.
- The Town of Bethel has submitted an application through the County's Electric Vehicle Charging Infrastructure Reimbursement Program in the amount of \$3,225.

Solarize Sullivan

- The last day to sign up for the Solarize Sullivan Campaign was September 29. A new opportunity may be on the horizon for individuals who cannot host solar on their property, in the form of a community solar program.

Outreach

- Staff continues to provide assistance to the Town of Bethel in reviewing a feasibility study for a solar array to provide electricity to the town and/or the community.
- OSE has drafted a Resource Guide which will be available by the beginning of 2018. The purpose of this guide is to distribute basic information on various programs and opportunities for residents, businesses, and farms.
- OSE has been in contact with the Ethelbert B. Crawford Library and providing technical assistance for a solar charging element on their educational and informational kiosk.

- Draft Climate Smart Communities pledge has been provided to the Village of Monticello, and follow-up has been requested. OSE staff are planning to attend a board meeting in October.

Meetings/Events

- Attended ribbon cutting for Hope Farm at Sullivan County Community College.
- Coordinator participated in records management training and leadership training (in-house training offered by Records Management and County Manager's Office, respectively).
- Met with Solid Waste Director and Recycling Coordinator to discuss and exchange information pertaining to Greenhouse Gas emissions from the Sullivan County Landfill and how to incorporate into our baseline data for benchmarking and GHG inventory.
- Met with representatives from Sustainable Hudson Valley to discuss potential partnerships.



COUNTY OF SULLIVAN
Parks and Recreation
SULLIVAN COUNTY GOVERNMENT CENTER
100 NORTH STREET
PO BOX 5012
MONTICELLO, NY 12701

Monthly Report
Agriculture & Sustainability Committee Meeting – October 12, 2017

- Fort Delaware has been open weekends during September through Columbus Day. They have been steady with visitors who are excited that it is now open later in the year. I am hoping if we keep staying open longer in years to come that the attendance will steadily increase. We have also been gearing up already for the 2018 season. We are in the process of sending out information to all of the area schools regarding the Student Days program that we run in Spring. We are also in the process of looking into purchasing new period correct clothing for the staff that would replace the worn outfits we currently have. We are also coming up with new activities and events we want to try next year.
- Now that there are fewer visitors in the park then summer time, DPW is in the process painting the railings, bollards and gates at the Stone Arch Bridge, sign posts and gates at Lake Superior and the gates along the trails at the D&H Canal.
- I am also working with DPW on getting pricing to replace and repair several of the cedar shake roofs at Fort Delaware that are deteriorating. I am hoping to replace them this Fall if possible. We are also looking into changing the pressure tank over at Lake Superior during the off season. The tank is pretty old and getting extremely rusty.
- Shared Services: I have been meeting on a weekly basis with the Town of Liberty Park and Recreation staff and Town Supervisor.
- With the money that we received from the Renaissance Grant for the trail that we put in over at the Health & Family Services Complex, I am ordering two benches, an information board that we can put a trail map and trail information on, and some trail maintenance tools.
- I have been working with Chris Knapp from Real Property Tax Services to come up with a new hunting map that we can give out to people who inquire about hunting at Lake Superior State Park. I am also working with him to get boundary maps of some of the parks so I know where the property boundaries are.

- I have been meeting monthly with the Sullivan County Wellness Committee and the Sullivan County Trail Committee.

SEPTEMBER 2017 AGRICULTURE REPORT



Cornell University
Cooperative Extension
Sullivan County



UPCOMING EDUCATIONAL PROGRAMS:

- High Tunnel IPM Workshop, October 11th
- Catskills Farm + Food Conference November 3rd

FARMERS MARKET PROMOTION PROJECT

The Farmers Market Project is coming to an end. We completed our fall "Fall for Farmers Market" campaign and are currently in the process of collecting surveys and analyzing data from the past two years. We will have a final report in November.



CATSKILLS KITCHEN FOOD INCUBATOR PROGRAM

The kitchen continues to gain interest and new users. Potential users have toured the kitchen and we receive calls from interested users on a regular basis. We are hosting the 2nd annual Catskills Farm and Food Conference on November 3rd, along with a business planning workshop on November 29th. The Catskills Kitchen also hosted a successful cooking class on September 27th for 15 participants. The class taught participants easy, and healthy fall recipe recipes that can be made using farmers market ingredients.



FARM TO SCHOOL PROJECT



Staff attended the NYS Agriculture and Markets Farm to School Summit in Binghamton. Working with our partners, we are currently in the process of developing a Farm to School program and applying for State and Federal funding to support the project.

SEPTEMBER AGRICULTURE REPORT 2017 (continued)

VALUE - ADDED DAIRY PROCESSING PROJECT

The new facility is currently producing yogurt and working on fine tuning the product. However, the facility is able to produce their own bottled milk. Once the recipe has been finalized we will schedule a ribbon cutting ceremony. We are currently working through completing the reporting paperwork for the USDA and CDBG grant programs.

Agri-Business Retention & Expansion Program:

The Agriculture Coordinator, with assistance through existing staff, accomplished the following:

- **Farm Assistance:** Assisted 20 farms through phone and email and conducted 10 field visits. Assistance includes business planning, business start-up, value added, hay and soil testing, food safety, best management practices and production practices. Assisted over 100 consumers with agriculture related phone calls and emails.
- **Programming: Upcoming ag business** programs include quickbooks, funding and business planning. We recently developed a brochure highlighting all of our Ag Business programs.
- **Revolving Loan Fund:** We provided assistance to the County Revolving Loan Committee during Sept., which included review of business plans, outreach to potential farms and site visits. The loan committee recently awarded a farm operation funding to expand their value added lavender business. The County is currently seeking applicants for the Small Business Assistance Program, which includes farms. The lavender farm participated in this program earlier in the year.

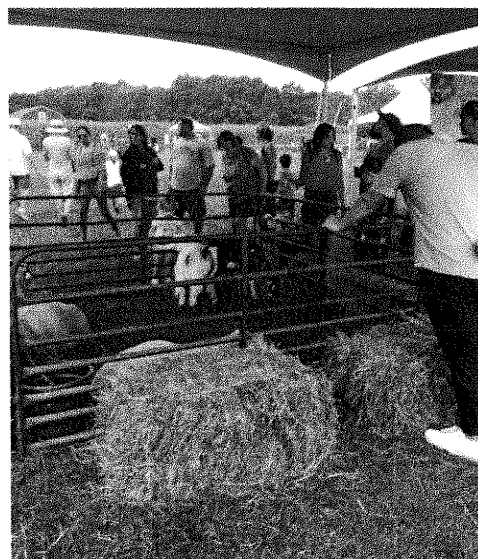
TECHNICAL ASSISTANCE:

Staff assisted producers with the following:

- **Soil Testing:** 10 soil tests were conducted in September and soil amendment recommendations discussed.
- **Forage Testing:** 5 forage tests were conducted in September.
- **Pest Management:** CCE staff worked with vegetable farmers to scout for potential pests and assisted with pest and disease management plans.
- **Business Planning Support:** Staff are working with new farmers and farmers looking to expand on business planning. Staff are working to develop a model Business Plan template for High Tunnels. In addition, plans have been presented in the areas of raspberry, hops, and hay production.
- **Beginner Farmer:** Staff have conducted field visits and meetings with landowners looking to start a farm.
- **Crop production:** Staff have been assisting farmers with crop production and management.

BETHEL WOODS HARVEST FESTIVAL:

Staff participated in four festivals at the Bethel Woods Harvest Festival. The themes were: Gardening, Agriculture, Family and Youth Development and Cooking. Festival attendees had the opportunity to learn about gardening, cooking using farmers market ingredients, and the 4H program. In addition, 4H youth brought their rabbits and projects to show off to the community and Stonewall Farm brought their farm animals so that the public could experience them.



RESOLUTION _____ INTRODUCED BY THE AGRICULTURE AND SUSTAINABILITY POLICY COMMITTEE TO AUTHORIZE THE SUBMISSION OF AN APPLICATION TO THE NYS DEPARTMENT OF ENVIRONMENTAL CONSERVATION FOR A MUNICIPAL ZERO EMISSION VEHICLE AND INFRASTRUCTURE GRANT

WHEREAS, the NYS Department of Environmental Conservation (“NYS DEC”) has announced the availability of funding to cover up to 80% of the cost to purchase and install electric vehicle supply equipment (“EVSE”); and

WHEREAS, the 2014 Sullivan County Climate Action Plan identified installation of EVSE at various county facilities including the Sullivan County Government Center; and

WHEREAS, the Sullivan County Legislature has demonstrated a strong commitment to the establishment of a robust network of EVSE throughout Sullivan County to promote environmental health and economic development; and

WHEREAS, the Sullivan County Office of Sustainable Energy seeks to apply for funding for the installation of one level 2 charging station and one DC fast charging station at the Sullivan County Government Center for public charging.

NOW, THEREFORE, BE IT RESOLVED, that the Sullivan County Legislature hereby authorizes the County Manager, Chairman of the County Legislature, and / or their authorized representative (*as required by the funding source*) to execute any and all necessary documents to submit the NYS DEC Municipal Zero Emission Vehicle and Infrastructure Grant application for funding; and

BE IT FURTHER RESOLVED, that the Sullivan County Legislature hereby authorizes the County Manager, and / or Chairman of the County Legislature (*as required by the funding source*) to accept the award, and enter into an award agreement or contract to administer the funding secured, in such form as the County Attorney shall approve; and

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

**Moved by,
Seconded by,
and adopted on motion, 2015**

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

To: Sullivan County Legislature

Fr: Heather Brown, Sustainability Coordinator

Re: Request for Consideration of a Resolution: Authorizing submission of a grant application for Electric Vehicle Supply Equipment

Date: 10/12/17

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.]

Authorizes the County Manager, Chairman of the County Legislature, and / or their authorized representative (as required by the funding source) to execute any and all necessary documents to submit the NYS DEC Municipal Zero Emission Vehicle and Infrastructure Grant application for funding. This funding will be used to support the development of a robust network of Electric Vehicle Charging Stations in Sullivan County

Is subject of Resolution mandated? Explain:

No - However, this project is identified in the Sullivan County Climate Action Plan as adopted by the Sullivan County Legislature in 2014

Does Resolution require expenditure of funds? Yes No

If "Yes, provide the following information:

Amount to be authorized by Resolution: \$ 60,000.00

Are funds already budgeted? Yes No

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

If "No", specify proposed source of funds: A8090-40-4001 (2018)

Estimated Cost Breakdown by Source:

County \$ 12,000.00 **Grant(s)** \$ _____

State \$ 48,000.00 **Other** \$ _____

Federal Government \$ _____ **(Specify)** County match may be in kind

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 [NYS DEC] of
[_____]

Nature of Other Party to Contract: . **Other:** State of NY

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:

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:

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.]:

Funding up to 80% of the total project cost is available and represents an opportunity to implement recommended action identified by 2014 Climate Action Plan

Total Contract Cost for [year or contract period]: (If specific sum is not known state maximum potential cost): \$60,000 (\$48,000 State, \$12,000 County)

Efforts made to find Less Costly alternative:

Funding identified to offset cost to County

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 will be issued for equipment upon award of funding.

Person(s) responsible for monitoring contract (Title): Sustainability Coordinator

Pre-Legislative Approvals:

- A. Director of Purchasing: Alayson Lewis Date 10/10/17
- B. Management and Budget: Jametry Date 10/10/17
- C. Law Department: [Signature] Date 10/10/17
- D. County Manager: [Signature] Date 10/11/17
- E. Other as Required: [Signature] Date 9-28-17

Vetted in _____ Committee on _____

**RESOLUTION NO. INTRODUCED BY THE AGRICULTURE AND SUSTAINABILITY
POLICY COMMITTEE TO AUTHORIZE ROUND 3 CONTRACTS FOR THE 2017
ELECTRIC VEHICLE INFRASTRUCTURE REIMBURSEMENT PROGRAM**

WHEREAS, the Sullivan County Legislature allocated \$50,000 in the FY 2017 budget to be distributed to Sullivan County municipalities through the Electric Vehicle Infrastructure Reimbursement Program; and

WHEREAS, the program is designed to accept applications on a rolling basis with periodic reviews; and

WHEREAS, one application was submitted prior to the deadline by the Town of Bethel requesting \$3,225 for the installation of a level 2 charging station at the Town of Bethel Municipal Lot, located at 3586 Rt. 55, Kauneonga Lake, NY 12749 (District 1); and

WHEREAS, the program review committee assessed the application and recommends approval by the Sullivan County Legislature.

NOW, THEREFORE, BE IT RESOLVED, that the Sullivan County Legislature approves the application submitted by the Town of Bethel and the disbursement of the associated funds, and

BE IT FURTHER RESOLVED, that the Sullivan County Legislature authorizes the County Manager to enter into contracts with the award recipient for the project upon meeting the guidelines of the Electric Vehicle Infrastructure Reimbursement Program, said contract to be in a form approved by the County Attorney.

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

To: Sullivan County Legislature

Fr: Heather Brown, Sustainability Coordinator

Re: Request for Consideration of a Resolution: Approve application and authorize contract for Electric Vehicle Infrastructure Reimbursement

Date: 10/12/17

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.]

An application was received from the Town of Bethel under the newly established Electric Vehicle Infrastructure Reimbursement Program. The application was reviewed by the members of the committee established in the program guidelines and the committee recommends approval.

Is subject of Resolution mandated? Explain:

No, this is a program established by the Sullivan County Legislature to promote the establishment of a network of EV Charging Stations throughout the County.

Does Resolution require expenditure of funds? Yes No

If "Yes, provide the following information:

Amount to be authorized by Resolution: \$ 3,225.00

Are funds already budgeted? Yes No

If "Yes" specify appropriation code(s): A-8090-40-4001

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

Estimated Cost Breakdown by Source:

County	\$ <u>3,225.00</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 [Town of Bethel] of
[PO Box 300, White Lake NY 12786]

Nature of Other Party to Contract: . **Other:** Municipality

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:

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:

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.]:

Contract for approved project for installation of Electric Vehicle Charging Infrastructure with funding coming from the County's EV Infrastructure Reimbursement Program

Total Contract Cost for [year or contract period]: (If specific sum is not known state maximum potential cost): \$3,225

Efforts made to find Less Costly alternative:

N/A

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

The program itself is the County's effort to partner with municipalities to establish a network of strategically located electric vehicle charging stations in Sullivan County.

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

N/A - Meets requirements set forth in the Electric Vehicle Infrastructure Reimbursement Program Guidelines

Person(s) responsible for monitoring contract (Title): Sustainability Coordinator

Pre-Legislative Approvals:

- A. Director of Purchasing: Amson Seuss Date 10/10/17
- B. Management and Budget: Janet Myers Date 10/10/17
- C. Law Department: [Signature] Date 10/10/17
- D. County Manager: [Signature] Date 10/11/17
- E. Other as Required: [Signature] Date 9-28-17

Vetted in _____ Committee on _____