



EXECUTIVE COMMITTEE
November 16, 2017 at 11:00AM

- I. HUMAN RIGHTS MONTHLY REPORT – Ari Mir-Pontier**
- II. COUNTY MANAGER’S MONTHLY REPORT - Josh Potosek**
- III. PRESENTATION – None**
- IV. RESOLUTIONS:**
 1. Enact a Local Law authorizing the County of Sullivan notwithstanding Section 215 of County Law to enter into a Lease of County Owned property
 2. Enact a Local Law to Amend the Sullivan County Code to Reorganize the structure of County Government
 3. Authorize agreements with local not-for-profit organizations that seek administrative assistance with specific drives
 4. Reappoint 4 members to the Sullivan County Commission on Human Rights
 5. Authorize the sale of property to the Highest Bidders from the November 2017 Real Property Online Auction
 6. Adopt a Solid Waste Fee Schedule for 2018
 7. Authorize contract for the installation of a slope stabilization system on CR 49
 8. Authorize contract renewal with the Town of Cohecton to lease town owned property to the county for the operation of the Western Sullivan Transfer Station
 9. Authorize Round 4 Contracts for the 2017 Plans and Progress Small Grants Program
 10. Authorize an easement agreement with New York State Electric and Gas Corporation
 11. Amend Resolution No. 413-17 to correct the due date of payment
 12. Authorize modification to the health insurance offering for all new hires and promotions to management positions in Sullivan County
- V. PUBLIC COMMENT**

County Manager's Monthly Report 11-16-17

County Manager's Activities

- Met with commissioners and department heads to discuss current issues, initiatives and concerns
- Continued monitoring ongoing construction of County Jail and arranging offsite utilities
- Participated in Thunder 102's St. Jude's Children's Research Hospital Radiothon
- Met with Electrical Licensing Board, Sullivan 180, Land Bank, Plans & Progress and Woodstock 50th Anniversary Planning groups
- Participated in Raise-the-Age meeting with OCFS Commissioner Sheila Poole
- Personally visited and addressed flooding in Livingston Manor
- Strategized the expectation of increased solid waste as County grows, and the impact to the existing County system
- Reviewed RFPs for marketing new hospitality education initiative with SUNY Sullivan, Partnership, CWD and BOCES
- Attended training on new Laserfiche electronic document software
- Discussed various initiatives and issues with Deputy County Manager
- Led negotiations with various unions
- Prepared and presented the 2018 Tentative Budget by due date
- Held meetings with committee chairs and department heads to discuss monthly agendas
- Attended monthly Legislative Committee and Full Board meetings

Deputy County Manager's Activities

- Communicated with NYS Ombudsman's Office to improve relations at Adult Care Center
- Toured Livingston Manor flooding area with E-911 Coordinator Alex Rau
- Completed preparation of 2018 Tentative Budget
- Continuing to conduct Leadership Training Seminars every Wednesday, featuring 10-12 employees per seminar, more than 100 participants thus far
- Launched campaign to eliminate smoking on County property
- Toured DFS/Travis offices to learn about and discuss space concerns
- Preparing for meeting with potential investors in County Airport
- Participated in negotiations with LIU, Teamsters, PBA and NYSNA unions
- Met with Transportation Department on Welfare to Work Program
- Reviewed RFP results for DA's Office document storage and toured potential sites with DA
- Participated in employee introductions at all orientations
- Discussed with Senator Bonacic the issues involving NYSDOT re: Route 17 digital billboard

CMR 1

Director of Communications' Activities

- Maintain and regularly post to Facebook, Twitter, Instagram, LinkedIn and YouTube channels
- Continue to increase Facebook activity, posting press releases, alerts, photos and videos at least once every workday and often on weekends and holidays:
 - Main SC Gov't. Facebook page now past 1,400 fans – fifth consecutive month we've added 100 or more fans
 - Public Health Services page has 222 fans, with a reach that has jumped 21% in the past month
 - 911 page has nearly 2,200 fans, with a reach that leapt 1,067% just in the past month
- Redesigned Transportation Brochure with Director Ruthann Hayden
- Finished preparation of 2018 Tentative County Budget narrative and summary
- Helping fine-tune O&W Rail Trail website in collaboration with Planning
- Planning a radio tower project ribboncutting in the spring
- Continued participation in Employee Wellness Steering Committee
- Wrote and edited letters and other documents for various County officials
- Completed update to social media policy in concert with County Attorney's Office and ITS, with particular attention on chain of accountability and oversight
- Designed, wrote, photographed and published County Manager's Newsletter, which is now being distributed to SCVA and Partnership members as well
- Obtaining quotes for new logo for Adult Care Center's renaming; planning a reveal ceremony later this year
- With Public Health Services, successfully executed a dedication ceremony for newly renamed Gladys Olmsted Public Health Services Building
- Successfully executed fourth "Citizen of the Month" presentation at full Legislature meeting, including recognition, certificate printing, interviewing, scripting, writing/distributing press release, and requisite photography
- Coordinated second tour of Resorts World Catskills Casino; posted pics and video on Facebook
- Trained on County's new Geoportal real property data system
- In collaboration with County Clerk's Office, prepared responses to two DMV audits
- Photographed and videoed DPW workers training for winter maintenance
- Participated in County's 50th Anniversary of Woodstock Planning Committee

CM2

RESOLUTION NO. _____ INTRODUCED BY THE EXECUTIVE COMMITTEE

RESOLUTION TO ENACT A LOCAL LAW AUTHORIZING THE COUNTY OF SULLIVAN, NOTWITHSTANDING SECTION 215 OF THE COUNTY LAW, TO ENTER INTO A LEASE OF COUNTY OWNED REAL PROPERTY FOR A SPECIFIC PROJECT FOR A TERM NOT TO EXCEED FORTY (40) YEARS

WHEREAS, proposed Local Law entitled “AUTHORIZING THE COUNTY OF SULLIVAN, NOTWITHSTANDING SECTION 215 OF THE COUNTY LAW, TO ENTER INTO A LEASE OF COUNTY OWNED REAL PROPERTY FOR A SPECIFIC PROJECT FOR A TERM NOT TO EXCEED FORTY (40) YEARS”, was presented to the Sullivan County Legislature at a meeting held on November 16, 2017, at the County Government Center, Monticello, New York, to consider said proposed local law and notice of public hearing having been duly published and posted as required by law, and said public hearing having been held and all persons appearing at said public hearing deeming to be heard.

NOW, THEREFORE, BE IT RESOLVED, that the Sullivan County Legislature does hereby enact and adopt this Local Law entitled “AUTHORIZING THE COUNTY OF SULLIVAN, NOTWITHSTANDING SECTION 215 OF THE COUNTY LAW, TO ENTER INTO A LEASE OF COUNTY OWNED REAL PROPERTY FOR A SPECIFIC PROJECT FOR A TERM NOT TO EXCEED FORTY (40) YEARS”, County of Sullivan, State of New York, which local law is annexed hereto and made a part hereof.

Moved by _____,
Seconded by _____,
and adopted on motion _____, 2017.

Local Law No. __ of the year 2017

A LOCAL LAW AUTHORIZING THE COUNTY OF SULLIVAN, notwithstanding Section 215 of the County Law of the State of New York, TO ENTER INTO A LEASE OF COUNTY OWNED REAL PROPERTY FOR A SPECIFIC PROJECT FOR A TERM NOT TO EXCEED FORTY (40) YEARS.

SECTION 1. Purpose

The County of Sullivan seeks to enter into an agreement with SBA Towers IX, LLC, a subsidiary of SBA Communications Corporation, which agreement shall lease real property owned by the County of Sullivan for an initial term not to exceed forty (40) years.

SECTION 2. Legal Authority

New York State County Law Section 215 provides that after determining that a property is no longer needed for public use a County may sell the property or lease the property for a term not to exceed five years.

New York State Comptroller Opinion 68-857 opines that a municipality may enter into leases for a term in excess of five years if the municipality authorizes such leases by local law.

New York State Municipal Home Rule Law Section 24 provides that any local law that changes a provision of law relating to leasing of real property is subject to referendum on petition (permissive referendum).

SECTION 3. Applicability

The County of Sullivan is authorized, notwithstanding Section 215 of the County Law of the State of New York, to enter into a lease of County owned real property for a specific project for a term not to exceed forty (40) years.

This Local Law is applicable to the specific project with SBA Towers IX, LLC, a subsidiary of SBA Communications Corporation, for the location, erection and maintenance of a cell tower in the vicinity of the Sullivan County Adult Care Center, Liberty, New York.

SECTION 4. Effective Date

This Local Law shall take effect immediately upon filing in the Office of the Secretary of State.

1A

RESOLUTION NO. _____ INTRODUCED BY THE EXECUTIVE COMMITTEE

RESOLUTION TO ENACT A LOCAL LAW TO AMEND THE SULLIVAN COUNTY CODE TO REORGANIZE THE STRUCTURE OF COUNTY GOVERNMENT

WHEREAS, proposed Local Law entitled “A Local Law to Amend the Sullivan County Code to Reorganize the Structure of County Government”, was presented to the Sullivan County Legislature at a meeting held on November 16, 2017, at the County Government Center, Monticello, New York, to consider said proposed local law and notice of public hearing having been duly published and posted as required by law, and said public hearing having been held and all persons appearing at said public hearing deemed to be heard.

NOW, THEREFORE, BE IT RESOLVED, that the Sullivan County Legislature does hereby enact and adopt this Local Law entitled “A Local Law to Amend the Sullivan County Code to Reorganize the Structure of County Government”, County of Sullivan, State of New York, which local law is annexed hereto and made a part hereof.

Moved by _____,
Seconded by _____,
and adopted on motion _____, 2017.

A LOCAL LAW TO AMEND THE SULLIVAN CODE TO REORGANIZE THE STRUCTURE OF COUNTY GOVERNMENT

- Explanation:** This Local Law shall set forth amendments to the Sullivan County Code to reflect modifications to streamline and realign the Divisions, Departments and Agencies of the County of Sullivan.
- Legislative Intent:** The Sullivan County Legislature, after due diligence and careful consideration, declares that it is in the best interests of the citizens and the government of the County of Sullivan to modify and streamline the delivery of the government services, reduce duplication of services and promote interaction amongst the various departments and agencies, and in furtherance thereof, hereby amends the Administrative Code of the Sullivan County Charter (hereinafter, the "Code").
- Effective:** This local law shall become effective as of the date of filing with the Secretary of State.
- Amendments:** Articles I through Article VII of the Code are amended as follows:

Administrative Code

Chapter A Administrative Code

[HISTORY: Adopted by the Board of Supervisors (now County Legislature) of the County of Sullivan 12-14-1995 by L.L. No. 11-1995; amended in its entirety 7-17-1997 by L.L. No. 3-1997. Subsequent amendments noted where applicable.]

ARTICLEARTICLE I Government of Sullivan County

§ A1-1 Title.

This chapter shall be known as the "Sullivan County Administrative Code."

§ A1-2 Purposes.

The Sullivan County Administrative Code is intended to outline the organizational structure of the County government as prescribed in the New York County Law, to delineate the location of the responsibilities of the County government and to make provision for administrative leadership in order to promote an efficient and responsible County government.

§ A1-3 Effect of local laws, enactments.

All existing laws, ordinances, legalizing acts and resolutions of the County shall remain operative except where inconsistent with this Administrative Code as adopted by local law.

2A

~~ARTICLE~~ARTICLE II
The County Legislature

§ A2-1 County Legislature.

The County Legislature shall be the elected governing body of Sullivan County which shall perform the legislative, appropriating, policy determining and administrative functions as provided for in the County Law.

§ A2-2 Membership.

The County Legislature shall be composed of the elected legislators elected from single-member legislative districts, each member elected for a term of four years and having one vote. Members of the Legislature shall be elected from the districts established in § C2.01 of the Sullivan County Charter.

§ A2-3 Powers and duties.

- A. The County Legislature shall exercise all the powers and duties now or hereafter conferred or imposed by state law upon a Board of Supervisors and/or a County Legislature of a county and all powers and duties necessarily implied or incidental thereto, and all the powers assigned to it by the Sullivan County Charter, and restricted as therein provided. Among such powers and duties, but not by way of limitation, it shall:
- (1) Make appropriations, levy taxes, incur indebtedness and adopt the County budget.
 - (2) Enact, amend or repeal this Administrative Code, local laws, legalizing acts or resolutions; and provide for the administrative implementation thereof.
 - (3) Adopt, by resolution, all necessary rules and regulations for its own conduct and procedure.
 - (4) By local law, create, alter, combine or abolish administrative units of County government not headed by elected officers or officers designated in the Sullivan County Charter, establishing or abolishing positions of employment in connection therewith.
 - (5) Appoint heads of units of County government, except those officers who are required to be elected and/or whose appointment is otherwise provided for by law, by the Sullivan County Charter or by this Administrative Code.
 - (6) Establish or abolish positions of employment.
 - (7) Fix, by resolution, the maximum compensation of all County officers and employees, except members of the judiciary and the District Attorney.
 - (8) Fix, by resolution, the compensation to be paid from County funds to persons rendering service to or in behalf of, but who are not officers or employees of, the County.
 - (9) Adopt such standard rules and regulations regarding County employment as it may deem appropriate.
 - (10) Fix the amount of bonds of officers and employees paid from County funds as hereinafter provided.
 - (11) Authorize contracts for goods and services on behalf of the County.
 - (12) Conduct studies and investigations in furtherance of its legislative functions, and in connection therewith obtain and employ professional and technical advice, appoint citizens committees, commissions and boards, subpoena witnesses, administer oaths and require the production of books, papers and other evidence necessary or material to such studies or investigations.

(13) Legalize and validate by legalizing any act had or taken in connection with a lawful municipal purpose by a governing board or other body, office, agency or unit of a local municipality wholly within the County in the manner provided in the County Law.

B. A member of the County Legislature of the County of Sullivan may be appointed by the County Legislature of Sullivan County to any board or committee, the members of which are public officers.

§ A2-4 Chair of County Legislature.

[Amended 12-9-1997 by L.L. No. 7-1998]

The County Legislature at its organizational meeting held only on January 1 of each and every even-numbered year following the election of the Legislators, or as soon thereafter as is practical, shall elect from its membership a Chairman who shall serve until replaced.

§ A2-5 Chair of County Legislature; powers and duties.

Except as may otherwise be provided in this Administrative Code, the Chair of the County Legislature shall have all the powers and duties now or hereafter conferred or imposed upon a Chair of a County Legislature by law. Among such powers and duties, but not by way of limitation, the Chair shall:

- A. Determine in consultation with the County Manager what officer shall perform a particular power or duty not clearly defined herein or by law.
- B. Execute and deliver documents and contracts authorized by law and by the County Legislature, which are not within the powers of the County Manager as described in § C3.06J of the Sullivan County Charter.
- C. Perform such other administrative duties as the Legislature determines to be necessary.

§ A2-6 Vice Chairman and other officers of County Legislature; selection; powers and duties.

[Amended 12-9-1997 by L.L. No. 7-1998]

The County Legislature, within the time provided for in the Sullivan County Charter to elect a Chairman, shall elect a Vice Chairman, by majority vote, and may elect other officers as it deems required, all of whom shall serve until replaced. The Vice Chairman shall, in the absence of the Chairman, preside over each duly constituted meeting of the Legislature, have and exercise all of the powers and duties of the Chairman at any meeting over which the Vice Chairman is called to preside, and, except as herein limited, shall have and exercise those additional powers and duties authorized by resolution of the Legislature, provided that such resolution shall specify the dates during which the Vice Chairman may exercise such powers and duties, and that the powers and duties authorized to the Vice Chairman shall not be exercised by the Chairman during the designated time period. The Vice Chairman shall at no time appoint a person to an office or position of employment with the County, nor appoint the Chairman or members of any committee of the Legislature. The Vice Chairman may, in the absence of the Chairman from the County, or upon the Chairman's authorization, execute all agreements on behalf of the County which the Legislature authorized the Chairman to execute.

§ A2-7 Death, resignation or disability of Chairman, Vice Chairman and/or other officers.

[Added 12-9-1997 by L.L. No. 7-1998]

In the event of the death, resignation or disability of the Chairman, the Vice Chairman shall act as Chairman until a new Chairman is elected. In the event of the death, resignation or disability of the Vice Chairman or any other officers that may have been elected, the Legislature shall elect a replacement Vice Chairman and may elect replacements for the other officers. The election to replace the Chairman, Vice Chairman or other officers contemplated herein shall be held at the next regular meeting of the County Legislature or sooner at a special or emergency meeting if desired. The degree of disability of any officer

20

must be such so as to render that person's ability to perform impractical in order to justify a replacement by the Legislature.

§ A2-8 Committees of County Legislature, appointment.

[Amended 12-17-1998 by L.L. No. 9-1998; 2-17-2000 by L.L. No. 1-2000; 1-23-2003 by L.L. No. 3-2003; 10-23-2008 by L.L. No. 6-2008; 11-19-2009 by L.L. No. 8-2009]

Committees are the basis for the organization of administrative units and functions of government as presented in this Administrative Code. Within 20 days after his or her election, the Chair of the County Legislature shall appoint from among the members of the Legislature the Chairs and members of the standing committees, to wit: the Management and Budget Committee; the Government Services Committee; the Health and Family Services Committee; the Personnel Committee; the Planning, ~~Environmental Management, Community Development, and Real Property, and Capital Planning and Budgeting~~ Committee; the Public Safety & Law Enforcement Committee; the Public Works Committee; the ~~Community and Economic Development Committee; the Capital Planning and Budgeting Committee;~~ the ~~Parks, Agriculture and Sustainability~~ Policy Committee; and the Veterans Committee. In the case of a newly created committee, the Chair and members shall be appointed by the Chair of the County Legislature within 20 days after the creation of such new committee. In addition, the Chair of the Legislature may appoint members to new and existing special committees as may be created by the Legislature. The Chair of the County Legislature shall also fill any and all vacancies on any committee within 20 days of the creation of such vacancy. All committees shall meet at the call of the Chair and/or pursuant to the rules of the Legislature.

§ A2-9 Committees of County Legislature; jurisdiction, powers and duties.

[Amended 12-17-1998 by L.L. No. 9-1998; 2-18-1999 by L.L. No. 1-1999; 5-20-1999 by L.L. No. 4-1999; 2-17-2000 by L.L. No. 1-2000; 3-15-2001 by L.L. No. 1-2001; 1-23-2003 by L.L. No. 3-2003; 12-18-2003 by L.L. No. 8-2003; 10-19-2006 by L.L. No. 1-2006; 4-26-2007 by L.L. No. 2-2007]

A. The jurisdiction of the committees shall be as follows:

(1) Management and Budget Committee. [Amended 10-23-2008 by L.L. No. 6-2008]

(a) The County budget.

(b) The County Auditor.

(c) The County Treasurer (except matters related to real property tax enforcement functions).

~~(d) Performance management and budgeting.~~

(ed) ~~Management information systems~~ Information Technology Services.

~~(f) Performance based budgeting results.~~

~~(ge) Division of~~ Office of Management and Budget.

(hf) Payroll Department.

(g) Risk Management and Insurance

(ih) Grants Administration Department.

~~(j) Sustainable energy fiscal impacts.~~

~~(k) GIS County wide Enterprise System.~~

2d

(2) Government Services Committee.

- (a) Purchasing and central services.
- (b) The County Clerk's office.
- (c) The Board of Elections.
- (d) Consumer affairs.
- (e) ~~The County Historian.~~
- (f) ~~The Sealer of Weights and Measures.~~
- (g) Sullivan County Community College.
- (h) Cornell Cooperative Extension Services.

- (i) ~~Sullivan County Head Start.~~
- (j) ~~County Museum. [Added 12-20-2007 by L.L. No. 3-2008]~~

(3) Health and Family Services Committee.

- (a) Family services and public welfare.
- (b) Mental health, alcohol and drug abuse outpatient programs.
- (c) Public health services.
- (d) Health Services Advisory Committee.
- (e) Professional Advisory Committee.
- (f) Utilization Review Committee.

~~(g) Office for the Aging services.~~

- (h) Adult care center.
- (i) Youth services.

(4) Personnel Committee. [Amended 10-23-2008 by L.L. No. 6-2008]

- (a) Personnel and civil services.
- (b) ~~Risk management and insurance.~~
- (c) ~~Human Rights Commission.~~

(5) ~~Community and Economic Development~~ Committee.

- (a) ~~Economic Development Corporation. [Amended 10-23-2008 by L.L. No. 6-2008]~~
- (b) ~~Community development. [Amended 12-20-2007 by L.L. No. 3-2008]~~
- (ea) Sullivan County Empire Zone.

- (db) Sullivan County Industrial Development Agency.
- (ec) Sullivan County Partnership for Economic Development.
- (fd) Sullivan County Visitor's Association.
- (ge) Sullivan County Chamber of Commerce.
- (hf) Center for Workforce Development.
- (ig) Agriculture economic development. [Added 12-20-2007 by L.L. No. 3-2008]

(6) Public Safety & Law Enforcement Committee.

- (a) Sullivan County Sheriff.
- (b) Sullivan County District Attorney.
- (c) Public defense/Legal Aid/Conflict Legal Aid.
- (d) Coroners.
- (e) Emergency services, 911, EMS, Fire Services.
- (f) Probation.

~~(g) Office of the Public Defender.~~

(gh) The Electrical Licensing Board.

(hi) Animal welfare services.

~~(j) Fire Services.~~

(ik) Stop DWI.

(7) Public Works Committee. [Amended 10-23-2008 by L.L. No. 6-2008]

- (a) Public buildings and grounds; equipment and facilities management.
- (b) Public works.
- (c) Highways and bridges.
- (d) Sullivan County International Airport.
- (e) Traffic Safety Board.

~~(f) Parks and recreation.~~

(gf) The Sealer of Weights and Measures.

(g) Transportation Advisory Board.

~~(h) Flood mitigation and management.~~

28

(i) Solid waste management.

(hj) Recycling.

(ik) Fleet maintenance.

(lj) Motor pool and transportation services.

~~(k) Sustainable energy County facilities and fleet.~~

(8) Planning, Environmental Management Community Development, and Real Property and Capital Planning and Budgeting Committee. [Amended 10-23-2008 by L.L. No. 6-2008; 11-19-2009 by L.L. No. 8-2009]

(a) Comprehensive planning, land use, and state-mandated planning functions.

(b) GIS planning and mapping functions.

(c) Environmental management.

(d) Environmental protection.

~~(e) Flood mitigation and management.~~

(f) Agriculture Planning Districts.

(g) Real Property Tax Services Agency.

(h) County Treasurer (real property tax enforcement and real property administration function).

(i) Real Property Advisory Board.

(j) Community development. [Amended 12-20-2007 by L.L. No. 3-2008]

(k) Formulation of the six-year Capital Plan.

(l) Legislative oversight of fiscal impacts of capital projects.

(m) Capital budgeting and planning analyses.

~~(j) Transportation Advisory Board.~~

~~(k) Historical and cultural resource management.~~

(9) Veterans Committee.

(a) Veterans' services.

~~**(10) Capital Planning and Budgeting Committee. [Added 10-23-2008 by L.L. No. 6-2008]**~~

~~(a) Formulation of the six-year Capital Plan.~~

~~(b) Legislative oversight of fiscal impacts of capital projects.~~

~~(c) Capital budgeting and planning analyses.~~

~~(d) Review of the Sullivan County Strategic Plan~~

(H10) Parks, Agriculture and Sustainability Policy Committee. [Added 11-19-2009 by L.L. No. 8-2009]

- (a) Sustainable principles, practices and technologies ~~in for~~ future county facilities.
- (b) "Green" building standards, renewable energy, and other "best practices."
- (c) Sustainable policies ~~in for~~ current county facilities and fleets.
- ~~(d) County fleet review of hybrid and alternative fuel vehicles.~~
- ~~(e) Environmental health and sustainable practices of the Department of Public Health.~~
- (fd) Benchmarks for measuring progress on sustainability goals.
- ~~(g) Oversight of external education of sustainability policies.~~
- (e) Sustainable energy – fiscal impacts.
- (f) The County Historian.
- (g) Parks, recreation and beautification.
- (h) Historical and cultural resource management.
- (i) County Museum. [Added 12-20-2007 by L.L. No. 3-2008]
- (fi) Agriculture Planning

B. Unless waived by a majority vote of the County Legislature, each resolution relating to a division, department, agency or other matter within the purview of a standing committee shall first be referred to said committee for its recommendation to the Legislature, affirmative, negative or neutral, before being acted upon by the Legislature. Except in cases of overlapping responsibility, each such resolution shall be referred to only one standing committee; however, any committee may request the opinion of another committee on any resolution.

§ A2-10 Executive Committee of County Legislature.
[Amended 2-17-2000 by L.L. No. 1-2000; 3-15-2001 by L.L. No. 1-2001]

There shall be an Executive Committee of the County Legislature consisting of the membership of the Legislature, with the Chair of the Legislature as the Chair of the Committee. The Executive Committee shall oversee compliance with legislative intent, coordinate the activities of the various committees of the Legislature, advise and assist the Chair of the Legislature in his/her duties, either at his/her request or on its own initiative, and make such recommendations to the Legislature as it may deem appropriate. The Executive Committee shall perform the annual performance review of the County Manager provided for in § C3.05 of the Sullivan County Charter. The Executive Committee shall act as the Rules Committee of the Legislature, acting in regard to the rules of the Legislature and amendments thereto; and shall receive from other jurisdictions within the County their ordinances, local laws, enactments or other legislation requiring action by the Legislature and recommend action thereon. The Executive Committee shall also consider all matters relating to optional forms of County government and reapportionment. The Executive Committee shall have legislative oversight of the Sullivan County Board of Ethics, the Human Rights Commission, and the County's Strategic Plan. The Executive Committee shall have additional duties as may be assigned; by the Chairman of the Legislature, from time to time.

2h

§ A2-11 Clerk to County Legislature; Deputy Clerk.

There shall be a Clerk and Deputy Clerk to the County Legislature. ~~The Clerk who~~ shall be appointed by the Legislature to serve at its pleasure and until a successor is appointed and has qualified. The Deputy Clerk shall be appointed by the Clerk to the County Legislature. In addition to duties prescribed by state law, the Clerk or Deputy shall serve as secretary to all committees of the Legislature and perform other duties as assigned by the Legislature.

ARTICLE ARTICLE III County Manager

§ A3-1 County Manager.

There shall be a County Manager who shall be the Chief Executive and administrative head of the County government in accordance with § C3.00 of the County Charter.

§ A3-2 Appointment; qualifications.

The County Manager shall be appointed by the County Legislature to serve at the pleasure of the County Legislature pursuant to § C3.01 of the Charter of Sullivan County. At the time of appointment, the County Manager shall have the qualifications and be restricted as set forth in §§ C3.02, C3.03 and C3.04 of the Charter of Sullivan County.

§ A3-3 Powers and duties.

[Amended 10-23-2008 by L.L. No. 6-2008]

Without curtailing, diminishing or transferring the powers of any elected County official, the County Manager shall be responsible for the overall administration of County government and shall provide and coordinate staff services to the County Legislature, Chair of the Legislature and its committees. The County Manager shall perform all the duties now and hereafter conferred or imposed upon the officer by law and directed by the County Legislature and shall have all powers and perform all the duties necessarily implied or incidental thereto. Among such powers and duties, but not by way of limitation, are:

- A. The County Manager shall appoint, with the approval of the County Legislature, to serve at his/her pleasure a Deputy County Manager. Where an existing Commissioner is selected, the duties described in this section shall be in addition to the positions held by such individual. Additionally, the County Legislature shall fix the salary. The Deputy County Manager shall be responsible for all executive functions in the absence of the County Manager due to vacation, illness or emergency, or any other reason, expressly written by the County Manager, unless the County Manager has either limited said authority in writing, or has designated another senior management staff member as the Acting County Manager in accordance with § C3.07 of the County Charter.
- B. To appoint such assistants within the office as may be authorized by the County Legislature.
- C. To work in conjunction with and coordinate the activities of County division and department heads and the administration of all units of County government to most efficiently implement the directives of the County Legislature.
- D. To determine in consultation with the Chair of the Legislature what officer shall perform a particular duty not clearly defined by law or this Administrative Code.
- E. To execute and enforce all local laws, legalizing acts, ordinances and resolutions of the County Legislature and all other acts required by operation of law.

- F. To serve as an advisor to the County Legislature and develop policy and procedural recommendations for consideration of the County Legislature.
- G. To undertake research and submit to the County Legislature reports and recommendations regarding governmental operations as he may deem appropriate or the County Legislature may request, and provide such assistance to the Legislature and its committees as may be requested by the Legislature.
- H. To serve as liaison between the Legislature and the boards, commissions and advisory committees established by the State Legislature.
- I. To maintain liaison and represent the County Legislature in contacts with political subdivisions, state and federal officials and agencies.
- J. To make appointments of all division heads, subject to confirmation by the County Legislature; and make recommendations for appointments by the County Legislature for all heads of units of County government which are subject to appointment by the County Legislature.
- K. To have advisory oversight of the County Auditor regarding methods of accounting and auditing procedures for the County and its administrative agencies as he may deem necessary.
- L. To examine and approve all contracts, ~~purchase orders and~~ other documents by which the County incurs financial obligations.
- M. To ~~have oversight of~~ coordinate with the County Auditor, except in regard to the Auditor's investigations of the County Manager and the County Manager's office, if any.
- N. To have advisory oversight of the County Auditor regarding prescribing the form of receipts, vouchers, bills or claims to be filed by all administrative agencies, departments, offices or officials, institutions and other agencies of the County.
- O. To be the budget officer of the County and be responsible for the preparation and administration of the budget of the County.
- P. To develop and recommend a budget program that includes long-range capital budgeting and annual operating capital budgets under the direction of the Legislature.
- Q. To manage the plan for Sullivan County Self-Insurance and Employer's Liability.
- R. To place all County insurance which shall be deemed necessary with the business and property of the County within appropriations set by the County Legislature.
- S. To establish and maintain as its agent a uniform purchasing system to provide for the purchase, sale, rental and servicing of all supplies, materials, equipment and services for the County and all its units, including inspection, supervision and determination as to quality and conformity with specifications, and be responsible for compliance therewith.
- T. To participate in the conduct of collective negotiations with organized employee representatives.
- U. To have such other powers and perform such other duties as may now or hereafter be conferred or imposed upon him by the County Legislature.
- V. To exercise such other duties and powers, including the powers of appointment and discharge, as may be conferred on the County Manager by the Sullivan County Charter.
- W. Development of goals and functions of sustainable energy, including measures for energy conservation, generation, and efficiencies, and may direct functions related to County facilities and

25

fleet with the Division of Public Works and the Division of Management and Budget, and functions related to external organizations with the ~~Division of Planning and Environmental Management~~ Office of Sustainable Energy.

§ A3-4 Acting County Manager.

The County Manager shall designate an Acting County Manager or Managers pursuant to the provisions of § C3.07 of the Charter of Sullivan County.

ARTICLE ARTICLE IV Elected Offices

§ A4-1 County Treasurer.

[Amended 4-26-2007 by L.L. No. 2-2007]

There shall be a County Treasurer elected from the County at large for a term of four years. The duties of the County Treasurer shall be those duties including but not limited to receiving, disbursing and keeping official accounts of County funds; borrowing and investing; and collection of taxes. The Treasurer is responsible to the County Legislature in matters of budget, tax enforcement functions and personnel, ~~and works through the Management and Budget and Planning, Environmental Management, and Real Property Committees on these matters when necessary.~~

§ A4-2 Committee oversight of County Treasurer.

[Amended 12-17-1998 by L.L. No. 9-1998; 4-26-2007 by L.L. No. 2-2007]

The County Treasurer shall be subject to the legislative oversight of the Planning, ~~Environmental Management~~ Community Development, and Real Property and Capital Planning and Budgeting Committee on matters relating to the Treasurer's tax enforcement functions. On all other matters, the County Treasurer shall be subject to the legislative oversight of the Management and Budget Committee and Personnel Committee.

§ A4-3 County Clerk.

[Amended 4-26-2007 by L.L. No. 2-2007]

There shall be a County Clerk who shall be elected for a four-year term as required by law. The duties of the County Clerk shall be those prescribed by law. The County Clerk is responsible to the County Legislature in matters of budget and personnel and works through the Government Services Committee on these matters when necessary.

§ A4-4 Committee oversight of County Clerk.

[Amended 4-26-2007 by L.L. No. 2-2007]

The County Clerk shall be subject to the legislative oversight of the Committee of Government Services, Management and Budget Committee and Personnel Committee.

§ A4-5 District Attorney.

There shall be a District Attorney elected from the County at large for a term of four years. At the time of nomination and election, and throughout the term of office, the District Attorney shall be and remain duly licensed and entitled to practice law in the State of New York. The powers and duties of the District Attorney shall be all the powers and duties now or hereafter conferred or imposed by law, including but not limited to prosecuting all crimes and criminal offenses within the County and prosecuting related civil matters.

2K

§ A4-6 Committee oversight of District Attorney.
[Amended 1-23-2003 by L.L. No. 3-2003]

The District Attorney shall be subject to the legislative oversight of the Public Safety Committee, Management and Budget Committee and Personnel Committee.

§ A4-7 County Sheriff.

There shall be a Sheriff elected from the County at large for a term of four years. The powers and duties of the Sheriff shall be those, both criminal and civil, now or hereafter conferred or imposed upon a County Sheriff by law, including but not limited to the following:

- A. Act as a the chief police and law enforcement officer for, and have jurisdiction throughout, the County.
- B. Be the keeper of the County Jail.
- C. Undertake the processes required pursuant to civil litigations in accordance with the State constitution.

§ A4-8 Committee oversight of County Sheriff.
[Amended 1-23-2003 by L.L. No. 3-2003]

The County Sheriff shall be subject to the legislative oversight of the Public Safety Committee, Management and Budget Committee and Personnel Committee.

§ A4-9 County Coroners.

There shall be four County Coroners elected from the County at large for a term of four years, who shall have all the powers and perform all the duties now or hereafter conferred or imposed by law.

§ A4-10 Committee oversight of County Coroners.
[Amended 1-23-2003 by L.L. No. 3-2003]

The County Coroners shall be subject to the legislative oversight of the Public Safety Committee, Management and Budget Committee and Personnel Committee.

~~ARTICLE~~ARTICLE V
Legislative Appointments
Miscellaneous

§ A5-1 County Attorney.
[Amended 1-23-2003 by L.L. No. 3-2003; 4-26-2007 by L.L. No. 2-2007]

There shall be a County Attorney who shall be appointed and qualified, and restricted, and have the powers as set forth in §§ C4.00, C4.01 and C4.02 of the Charter of Sullivan County. When the interests of the County Legislature, the County and/or the County Manager are inconsistent with the interests of a County officer or employee, the County Attorney shall represent the County, the County Legislature or the County Manager, as the case may be. When the interests of the County and/or the County Legislature are in conflict with the County Manager, the County Attorney shall represent the County or the County Legislature, as the case may be. The County Attorney works through the Management and Budget and Personnel Committees in budget and personnel matters respectively.

§ A5-2 Office of Personnel and Civil Service Administration.

22

A. There shall be an Office of Personnel and Civil Service Administration which shall be headed by a Human Resources Director and shall include a Personnel Officer and Equal Employment Opportunity Officer. ~~The Personnel Officer~~ who shall be appointed by the County Legislature for a six-year term as required by law. The Personnel Officer shall perform the following duties, including but not limited to the following:

- (1) Administration of the civil service system for the County and all municipalities therein as prescribed by law.
- (2) Establish and maintain a centralized system of recruitment, and ensure compliance with equal employment opportunity programs of the County.
- (3) Assist in labor negotiations.
- (4) Have oversight of the equal employment opportunity activities of the County.

B. There shall be an Equal Employment Opportunity Officer within the Office of Personnel and Civil Service Administration who shall be appointed by the Personnel Officer, with the approval of the County Manager, in accordance with the provisions of the Civil Service Law. The Equal Employment Opportunity Officer shall have such duties required to be performed by the County of Sullivan Affirmative Action Plan now or hereafter adopted and amended, and such other duties the Personnel Officer shall assign. The Equal Employment Opportunity Officer shall report to the Personnel Officer with respect to all matters involving general administration of the plan and to the County Manager with respect to all matters relating to evaluation of implementation and enforcement of the plan, all complaints of discrimination and all recommendations for modification to the plan. Nothing contained herein shall prevent the Personnel Officer from acting as the County's Equal Employment Opportunity Officer and nothing contained herein shall preclude the Human Resources Director from acting as the Personnel Officer.

§ A5-3 Committee oversight of Personnel Officer and Office of Personnel and Civil Service Administration.

[Amended 1-23-2003 by L.L. No. 3-2003]

The Personnel Officer and the Office of Personnel and Civil Service Administration shall be subject to the legislative oversight of the Personnel Committee.

§ A5-4 Real Property Tax Service Agency.

[Amended 12-17-1998 by L.L. No. 9-1998]

There shall be a Real Property Tax Service Agency headed by a Director of Real Property Tax Services who shall be appointed by the County Manager and confirmed by the Legislature for a term of six years as required by law. The Director of Real Property Tax Services shall retain all powers and duties conferred by the laws of New York State. The Director shall be chosen on a basis of his knowledge of principles and methods relating to the assessment of real property and his executive and administrative experience and shall meet the minimum qualifications established by the State Board of Real Property Services. The powers and duties of the Director shall be all those provided by law and state regulations, including but not limited to the following:

- A. Prepare and maintain tax maps in current condition and provide copies for the County.
- B. Provide advisory appraisals to towns in the County as required by law.
- C. Coordinating any County-wide revaluation program.
- D. Advising and training Assessors on procedures for preparing and maintaining assessment rolls,

2M.

property report cards and appraisal cards.

- E. Cooperate and assist in the training programs provided by the state board.
- F. Prepare and furnish an annual report to the County Legislature, a copy of which shall be sent to the state board.
- G. Act as Team Coordinator of the Sullivan County Damage Assessment Team pursuant to Resolution 178 of the year 1987.

§ A5-5 Committee oversight of Real Property Tax Services Director and Real Property Tax Services Agency.

[Amended 12-17-1998 by L.L. No. 9-1998; 4-26-2007 by L.L. No. 2-2007]

The Real Property Tax Services Director and the Real Property Tax Services Agency shall be subject to the legislative oversight of the Planning, ~~Environmental Management,~~ and Community Development, Real Property and Capital Planning and Budgeting Committee.

~~§ A5-6 Office of the Public Defender.
[Added 12-18-2003 by L.L. No. 8-2003]~~

~~There shall be an Office of the Public Defender which shall be headed by a Public Defender who shall be appointed by the County Manager. Said Public Defender shall serve at the pleasure of the County Manager. The Public Defender shall be admitted to practice law in the State of New York and shall be a qualified elector in Sullivan County at and during the tenure of appointment. The Public Defender shall perform the duties, including, but not limited to, the following:~~

- ~~A. Administer the Office of the Public Defender and shall hire and supervise such assistant public defenders and other employees as are authorized by appropriation of the County Legislature.~~
- ~~B. The Public Defender's Office shall be responsible for representing individuals who are financially unable to obtain counsel and eligible for representation pursuant to § 722 of the County Law, only in instances when the Sullivan Legal Aid Panel, Inc., or other agency responsible for providing counsel to eligible indigent defendants, is unable to represent said individuals because of a conflict of interest.~~
- ~~C. Make annual reports to the County Manager regarding all cases handled by the Office of the Public Defender, or more frequently as and if requested by the County Manager or the Legislature.~~

~~§ A5-7 Legislative oversight of Office of the Public Defender.
[Added 12-18-2003 by L.L. No. 8-2003]~~

~~The Office of the Public Defender shall be subject to the legislative oversight of the Public Safety Committee.~~

§ A5-8~~6~~ Sullivan County Community College; Board of Trustees.

There shall be a community college within the County known as the "Sullivan County Community College," which shall be administered by the County Legislature and the Board of Trustees of the Sullivan County Community College pursuant to the provisions of the Education Law. The members of the Board of Trustees authorized by law to be appointed by the County government shall be appointed by the County Legislature.

§ A5-9~~7~~ Committee oversight of Sullivan County Community College.

[Amended 1-23-2003 by L.L. No. 3-2003; 4-26-2007 by L.L. No. 2-2007]

2N

The Sullivan County Community College shall be subject to the legislative oversight of the Government Services Committee of the Legislature.

§ A5-108 County Historian.

There shall be a County Historian appointed by the County Legislature to serve at its pleasure. The County Historian shall have all the powers and perform all the duties provided by law, including collection and preservation of material related to the history of the County, supervision of activities of local historians and preparation of an annual report of historical events occurring in the County.

§ A5-119 Committee oversight of County Historian.

[Amended 1-23-2003 by L.L. No. 3-2003; 4-26-2007 by L.L. No. 2-2007]

The County Historian shall be subject to the legislative oversight of the Government Parks, Agriculture and Sustainability Policy Services Committee of the County Legislature.

ARTICLE VI County Auditor

[Amended 5-20-1999 by L.L. No. 4-1999; 1-23-2003 by L.L. No. 3-2003; 4-26-2007 by L.L. No. 2-2007]

§ A6-1 County Auditor.

The Auditor shall retain all powers and duties as conferred by the Charter and the laws of New York State. The County Auditor shall retain the independence of office provided for by the Sullivan County Charter. The County Auditor shall hold no other position in the government of Sullivan County. The County Auditor shall be appointed and qualified, and restricted, and have the powers as set forth in §§ C9.00, C9.01, C9.02 and C9.03 of the Sullivan County Charter. For administrative purposes only, the County Auditor shall be part of the Division of Management and Budget.

§ A6-2 Office of Audit and Control.

A. There shall be an Office of Audit and Control which shall be headed by the County Auditor ~~who shall be appointed and qualified, and restricted, and have the powers set forth in §§ C9.00, C9.01, C9.02 and C9.03 of the Charter of Sullivan County.~~ The County Auditor shall retain the independence of office provided for by the Sullivan County Charter. The County Auditor shall hold no other position in the government of Sullivan County. The Office of Audit and Control shall perform the duties, including but not limited to the following:

- (1) Audit all claims or charges against the County or against funds for which the County is responsible.
- (2) Conduct financial and compliance audits of records and accounts for all officers and employees charged with any duty relating to County funds or funds for which the County is responsible.
- (3) Conduct management and performance audits of County administrative units and County-funded programs.
- (4) Provide assistance as needed to the County Manager in budget preparation, monitoring and maintenance, or in any other and related matter as designated by the County Manager.
- (5) Provide information to the County Legislature as requested.
- (6) Shall report his/her findings to the County Manager, the County Legislature and the Commissioner of Management and Budget.

B. For administrative purposes only, the Office of Audit and Control shall be part of the Division of

Management and Budget.

§ A6-3 Committee oversight of County Auditor and Office of Audit and Control.
The County Auditor and the Office of Audit and Control shall be subject to the legislative oversight of the Management and Budget Committee.

~~ARTICLE~~ARTICLE VII
Line Departments

[Amended 6-18-1998 by L.L. No. 3-1998; 8-20-1998 by L.L. No. 6-1998; 18-1999 by L.L. No. 1-1999; 5-20-1999 by L.L. No. 4-1999; 2-17-2000 by L.L. No. 1-2000; 3-15-2001 by L.L. No. 1-2001; 1-23-2003 by L.L. No. 3-2003; 4-26-2007 by L.L. No. 2-2007; 12-20-2007 by L.L. No. 3-2008; 3-20-2008 by L.L. No. 4-2008; 10-23-2008 by L.L. No. 6-2008]

§ A7-1 Deputy County Manager.

- A. The County Manager shall appoint, with the approval of the County Legislature, to serve at his/her pleasure a Deputy County Manager. Where an existing Commissioner is selected, the duties described in this section shall be in addition to the positions held by such individual. Additionally, the County Legislature shall fix the salary. The Deputy County Manager shall be responsible for all executive functions in the absence of the County Manager due to vacation, illness or emergency, or any other reason, expressly written by the County Manager, unless the County Manager has either limited said authority in writing, or has designated another senior management staff member as the Acting County Manager in accordance with § C3.07 of the County Charter.
- B. The Deputy County Manager shall assist the County Manager, and shall have all the powers and duties conferred upon him by the County Manager, as more fully described in the relevant job description for the Deputy County Manager. Where an existing Commissioner is appointed by the County Manager as the Deputy County Manager, the job description shall reflect the powers and duties of the Deputy County Manager, and the division that the Deputy County Manager serves as Commissioner.

§ A7-2 Division of Management and Budget; County Treasurer; County Auditor; Office of Audit and Control; Department of ~~Management Information Systems~~Information Technology Services; ~~Department of Performance Management and Budgeting~~; Office of Management and Budget; Department of Purchasing and Central Services; Office of Personnel and Civil Service Administration; Department of Risk Management and Insurance; Human Rights Commission; Grants Administration Department; Payroll Department; County Clerk; Board of Elections; ~~Sullivan County Community College~~; ~~Cornell Cooperative Extension Services~~; Department of Consumer Affairs; Veteran's Services Agency; ~~Economic Development Corporation~~; ~~and Sullivan County Empire Zone Administrative Board and Program.~~

There shall be a Division of Management and Budget headed by a Commissioner of Management and Budget who shall be appointed by and serve at the pleasure of the County Manager, subject to confirmation by the County Legislature. The Commissioner of Management and Budget shall be chosen on the basis of his/her education and experience, his/her knowledge of governmental administration, including experience in accounting and finance, and his/her executive and administrative experience. The powers and duties of the Commissioner of Management and Budget shall be all the powers and duties assigned to the departments of the division as follows, except to the extent the County Treasurer, the County Auditor and the Office of Audit and Control shall report to the Commissioner for administrative purposes only, ~~and the Personnel Officer, and~~ With respect to the obligations set forth in A3-3 Q and R the Director of Risk Management and Insurance shall have direct access to the County Manager. With respect to the obligations set forth

in A5-2 B the Personnel Officer shall have direct access to the County Manager:

- A. County Treasurer. For administrative purposes only, the County Treasurer shall be part of the Division of Management and Budget. The Treasurer shall retain all powers and duties as conferred by the Charter and the laws of New York State.
- B. ~~Department of Management Information Systems~~Information Technology Services. There shall be a ~~Department of Management Information Systems~~Information Technology Services within the Division of Management and Budget, which shall be headed by the Chief Information Officer, who shall be appointed by the Commissioner of Management and Budget with the ~~consent~~approval of the County Manager. The Management and Budget Committee of the County Legislature shall have legislative oversight ~~of the Department of Management Information Systems~~ over Information Technology Services. The Department shall perform duties including but not limited to the following:
- (1) ~~Maintain County financial system equipment, and assist County employees in the utilization of the system.~~
 - (2) Integration of outside software, selection and education of office automation functions and assist in selecting computers and software.
 - (3) Provide training of County personnel on applications installed on the ~~County financial system and~~ County computer network.
 - (4) Provide adequate maintenance of electronic networks.
 - (5) Establish and implement procedures for continued operations should a physical disaster occur.
 - (6) Establish and maintain the telephone systems of the County.
 - (7) Establish and maintain information technology and productivity.
 - (8) Serve as Webmaster for the County website, and all County departments, and other agencies as determined by the County Manager.
 - (9) Responsible for the GIS Enterprise System and administration, including the internal County-wide implementation of the system and public facing GIS interface.
- C. ~~Department of Management and Budget~~Performance Management and Budgeting. There shall be a Department Management and Budget of Performance Management and Budgeting within the Division of Management and Budget, which shall be headed by the Commissioner of Management and Budget. The Department shall include, but is not limited to, County fiscal personnel with job functions pertaining to receivables, performance management, performance measures, and budget forecasting, except as provided by the Charter and the laws of New York State. The Department of Management and Budget ~~Performance Management and Budgeting~~ shall perform duties including but not limited to the following:
- (1) Develop and maintain proper internal controls for all fiscal procedures and ~~po~~licies adopted by the County Legislature.
 - (2) Prepare federal, state and other claims for reimbursement.
 - ~~(3) Responsible for the formulation and implementation of a performance management system.~~
 - (43) ~~Responsible for the f~~Formulation and implementation of the capital plan and capital projects.

~~(5) Develop performance measures for each department.~~

(64) Perform analyses of budget performance.

(75) Perform budget forecasting.

(86) Employee position control, numbering, and budgeting.

D. Department of Purchasing and Central Services. There shall be a Department of Purchasing and Central Services within the Division of Management and Budget which shall be headed by a Director of Purchasing and Central Services, who shall be appointed by the Commissioner of Management and Budget with the approval of the County Manager, subject to the provisions of the Civil Service Law. The Department shall perform duties including but not limited to the following:

- (1) Establish and maintain purchasing procedures in accordance with statutory, regulatory and policy requirements.
- (2) Engage in the purchasing of equipment and supplies, the provision of centralized office operational services and the purchasing of services for facilities owned or leased by the County.

E. County Auditor and Office of Audit and Control. For administrative purposes only, the County Auditor and the Office of Audit and Control shall be part of the Division of Management and Budget.

F. Sullivan County Community College. (See §§ A5-8 and A5-9.)

G. Cornell Cooperative Extension Services.

H. Veterans' Services Agency (for administrative purposes only).

- (1) ~~The Department of Veterans' Services~~ Agency shall report directly to the County Manager and the Sullivan County Legislature, and shall be subject to administrative oversight by the County Manager.
- (2) ~~The Department of Veterans' Services~~ Agency shall be subject to legislative oversight by the Veterans' Committee.
- (3) There shall be a Director of the Veterans' Services Agency, who shall have all the powers and duties conferred by the laws of the State of New York.
- (4) The Director of the Veterans' Services Agency shall be a veteran and shall be appointed by the Chairman of the Legislature with the approval of the Legislature after consulting with all veterans' service organizations and after giving due regard to his/her experience, dedication and demonstrated capacity to promote veterans' interests. The term of office of the Director of the Veterans' Services Agency shall be that term for which the then members of the appointing County Legislature were elected. The Director of the Veterans' Services Agency shall be removed during his/her term only for cause and only after written charges have been filed by the County Legislature and he/she has an opportunity to be heard.

I. Office of Personnel and Civil Service Administration. The Office of Personnel and Civil Service Administration shall be part of the Division of Management and Budget. It shall be headed by a Human Resources Director, who shall be appointed by the County Manager. The Office of Personnel and Civil Service Administration shall include a Personnel Officer who is recommended by the County Manager and appointed by the County Legislature to serve in accordance with the statutory term of office. ~~The Personnel Officer shall be chosen on the basis of his or her education and experience, knowledge of governmental administration and executive and administrative~~

experience.

(1) ~~Office of Personnel and Civil Service Administration. The Office of Personnel and Civil Service Administration shall be part of the Division of Management and Budget. The Personnel Officer shall be chosen on the basis of his or her education and experience, knowledge of governmental administration and executive and administrative experience.~~ The Personnel Officer shall retain all powers and duties necessarily conferred by the laws of New York State, and shall be limited to such authority, unless additional authority has been granted in writing by the County Manager, with the consent of the County Legislature. The Personnel Officer has full autonomy in regards to civil service functions. The Commissioner of Management and Budget would only have direct oversight of the non-civil service functions.

(2) Human Rights Commission (for administrative purposes only).

J. Department of Risk Management and Insurance. There shall be a Department of Risk Management and Insurance within the Division of Management and Budget which shall be headed by the Director of Risk Management and Insurance, who shall be appointed by the Commissioner of Management and Budget with the approval of the County Manager. This position shall not be exempt from the provisions of the Civil Service Law. The Department shall perform duties including but not limited to the following:

(1) Administration of the Sullivan County Self-Insurance Plan, an authorized self-insurer of the New York State Workers' Compensation Board.

(2) Administration of the County of Sullivan Employee Benefit Plans, which may include other municipal entities through municipal cooperative agreements.

(3) Provision for all adequate insurance and surety bond coverage protecting the County from all reasonable risks of loss or damage, as directed by the County Manager.

(4) Administration of the County's Loss Prevention Program in conjunction with the Commissioner of Public Works.

(5) Administration of the County's disability insurance ~~or leave~~ program.

(6) Manage the plan for Sullivan County Self-Insurance and Employer's Liability with the County Manager.

(7) As approved by the County Manager, place all County insurance which shall be deemed necessary with the business and property of the County within appropriations set by the County Legislature.

K. County Clerk. For administrative purposes only, the County Clerk shall be part of the Division of Management and Budget. The Clerk shall retain all powers and duties as conferred by the Charter and the laws of New York State.

L. Board of Elections. For administrative purposes, the Board of Elections shall be part of the Division of Management and Budget. The Election Commissioners shall retain all powers and duties as conferred by New York State law.

~~M. Department of Consumer Affairs.~~

(1) ~~For administrative purposes, the Department of Consumer Affairs shall be part of the Division of Management and Budget.~~

(2) ~~The Department of Consumer Affairs shall be subject to the legislative oversight of the Government Services Committee.~~

NM. Grants Administration Department. The Grants Administration Department shall be headed by, the Grants Administration Supervisor, who shall be appointed by the Commissioner of the Division of Management and Budget with the approval of the County Manager. The Grants Administration Supervisor shall report to -the Commissioner of the Division of Management and Budget.

- (1) The Department of Grants Administration shall facilitate access to discretionary funding for County of Sullivan departments.
- (2) The Department of Grants Administration shall research funding opportunities and write grant applications on behalf of any County department, as assigned or approved by the County Manager.
- (3) The Department of Grants Administration shall be responsible for, and assist County Departments in the coordination of grant applications on behalf of the County of Sullivan.
- (4) The Department of Grants Administration shall guide/educate and assist County departments as needed with grant processes, fiscal tracking and timely filing of grant reimbursements due to the County of Sullivan, as directed by the County Manager.
- (5) The Department of Grants Administration shall assist County departments in improving the administration and management of existing grant resources.
- (6) The Department of Grants Administration shall be authorized to provide technical assistance to the towns and villages of the County, as approved by the County Manager.

- ~~(1) The Department of Grants Administration shall be responsible for the coordination of all grant applications on behalf of Sullivan County.~~
- ~~(2) Grants Administration shall have control of all grant processes and shall have the responsibility for the fiscal tracking and timely filing of reimbursements due to Sullivan County.~~
- ~~(3) Grants Administration shall be authorized to provide technical assistance to the towns and villages of the County, as approved by the County Manager.~~
- ~~(4) Research and write grant applications on behalf of any County department, as assigned or approved by the County Manager.~~

~~O. Economic Development Corporation. There shall be an Economic Development Corporation, organized as a local development corporation under the laws of the State of New York, which shall have a Board of Directors appointed by the County Legislature. The Economic Development Corporation shall perform, but not limited to, the following duties:~~

- ~~(1) Be responsible to perform tasks assigned to support the primary goal/mission of the County Legislature's and County Manager's Economic Development strategic plan, to enhance the economy of Sullivan County and to create, retain and upgrade jobs and job opportunities within the County.~~
- ~~(2) Work in close association with local, regional and state agencies and organizations whose mission is similar to the corporation, to foster job growth and to improve the overall economy and enhance quality of life.~~
- ~~(3) Facilitate coordination of activities among the Sullivan County Industrial Development Agency, the Sullivan County Partnership for Economic Development, the Sullivan County Visitor's Association, the Center For Workforce Development, the Sullivan County Empire Zone Administrative Board, and all Chambers of Commerce within the County.~~

PN. Payroll Department. There shall be a Payroll Department, headed by the Commissioner of within the Division of Management and Budget, which shall be headed by the Payroll Supervisor, who shall be

2T

appointed by the Commissioner of the Division of Management and Budget with the approval of the County Manager or his designee. This position shall not be exempt from the provisions of the Civil Service Law. The Payroll Department shall be responsible for perform duties including but not limited to the following:

- (1) All payroll functions of the County, including withholding tax, pension contributions, employer taxes, any garnishments, or other court orders associated with payroll regarding a County employee, based on union and non-union contracts, Federal and State laws.
- (2) Federal and State bi-weekly, monthly, quarterly and annual reporting.
- (3) Management, support and training of County employees on the County wide time-keeping and scheduling system.

~~The time-keeping system.~~

- (34) Ensuring coordination, and compliance, support and training of County employees on-with the County's financial and payroll software management system(s).

§ A7-3 Division of Public Works; Commissioner of Public Works; appointment; qualifications; powers and duties.

There shall be a Division of Public Works headed by a Commissioner of Public Works who shall be appointed by the County Manager, subject to confirmation by the County Legislature. Anything in Highway Law § 100 to the contrary notwithstanding, the Commissioner of Public Works shall serve at the pleasure of the County Manager. The Commissioner of Public Works shall be chosen on the basis of his/her knowledge of governmental administration, including experience in bridge and highway construction and maintenance, infrastructure management and his/her executive and administrative experience. The Commissioner of Public Works may also serve as the Commissioner of Solid Waste Management when so appointed by the County Manager, subject to confirmation by the County Legislature. The Commissioner of Public Works shall:

- A. Be responsible for the construction, maintenance, supervision, repair, alteration, demolition and custodial care of County buildings, highways, bridges, parking fields, drives and related facilities, parks and recreational facilities, preserves, walks and other facilities in the nature of public works within County jurisdiction or where contractually or otherwise appropriate and lawful, including the establishment and maintenance of a property management system, in conjunction with the County Manager, County Auditor, and the Commissioner of the Division of Management and Budget.
- B. Possess such powers and duties with respect to drainage, flood control, watersheds, sanitation, sewerage and water supply as may be prescribed by local law.
- C. Have all the powers and perform all the duties conferred or imposed by law upon a Commissioner of Public Works, ~~a County Superintendent of Highways and a County Superintendent of Parks~~, and perform such other and related duties required by the County Legislature.
- D. Have the additional powers of the departments and units of the Division of Public Works set forth in § A7-4 hereof.
- E. Be responsible for the formulation and implementation of a program for the collection and sanitary disposal of solid waste in the County of Sullivan, including the possible integration of existing operations within the County, both public and private, with new and comprehensive County-wide facilities for accepting, hauling, processing, separating, selling and disposing of solid waste, as may be authorized by the County Legislature, supervise the operation of all such facilities, equipment and personnel, analyze the operation and make periodic reports of the same, together with recommendations to the Sullivan County Legislature, adopt, amend and modify rules and regulations

for the use, operation and maintenance of such facilities and other than establishment of fines, penalties, costs and fees, which said rules shall be effective 30 days after the date the same shall be filed with the Clerk of the County Legislature.

§ A7-4 Additional powers and duties of Commissioner of Public Works.

- A. Department of Sullivan County International Airport. There shall be a Department of Sullivan County International Airport in the Division of Public Works of which the Commissioner of Public Works shall be the head. The Department shall perform all duties required for the administration and operation of the Sullivan County Airport. The Commissioner shall appoint an Airport ~~Engineer~~Superintendent, with the approval of the County Manager, to coordinate airport operations, maintenance, planning, construction and all other duties required for airport administration and operation.
- B. Department of Engineering. There shall be a Department of Engineering in the Division of Public Works. The Department shall support and coordinate the planning of County roads and bridges. The Department shall be headed by the Deputy Commissioner of Public Works/Engineering Supervisor, who shall be appointed by the Commissioner of Public Works with the approval of the County Manager.
- ~~C. Department of Parks and Recreation. There shall be a Department of Parks and Recreation headed by the Commissioner of Public Works having all powers to perform all duties conferred or imposed by law upon a Commissioner of Public Works. The Department of Parks and Recreation shall perform duties, including but not limited to promoting and organizing recreational facilities.~~
- ~~D. Parks and Recreation Commission. There may be a Parks and Recreation Commission whose members shall be appointed by the County Legislature to advise the Commissioner of Public Works regarding the development, maintenance and operation of County park and recreational facilities and programs.~~
- EC. Department of Facilities Management and Maintenance. There shall be a Department of Facilities Management and Maintenance in the Division of Public Works. The Department shall efficiently and economically repair and maintain County-owned buildings and their environment. The Department shall coordinate with the Office of Sustainable Energy, energy conservation, generation, and alternatives, relating to all County facilities. The Commissioner of the Division of Public Works shall oversee the building facilities of the County, to include maintenance and janitorial, space allocation, leases, facility planning and construction. The Commissioner shall use the personnel and such other resources of the Division of Public Works as may be required to perform these duties and such others as may be assigned by the County Manager.
- FD. Department of Construction. There shall be a Department of Construction in the Division of Public Works. The Department shall maintain and construct County roads and bridges.
- GE. Department of Motor Pool, Fleet and Equipment Maintenance. There shall be a Department of Motor Pool, Fleet and Equipment Maintenance in the Division of Public Works. The Department will strive to achieve the legislative goals as outlined in various policies such as the Fleet Policy and Benchmarking Policy as may be amended from time to time. The Department shall repair and maintain all County machinery and vehicles. The Commissioner shall oversee all vehicles owned, leased, or operated by the County, with the exception of vehicles assigned to the Office of the District Attorney and the Office of the County Sheriff. The Commissioner shall have the authority to assign all County-owned and -operated vehicles to a shared motor pool, to be coordinated by the Division of Public Works, with the exception of vehicles assigned to the Office of the District Attorney and the Office of the Sheriff. The Commissioner shall use the personnel and such other resources of the Division of Public Works as may be required to perform these duties and such other personnel as may be assigned by the County Manager. The Department shall coordinate with the County Manager regarding sustainable energy, energy conservation, generation, and alternatives,

2V

~~relating to the County fleet. fleet. The Commissioner shall oversee all vehicles owned, leased, or operated by the County, with the exception of vehicles assigned to the Office of the District Attorney and the Office of the Sheriff.~~

~~F.H~~F. ~~Fleet.~~ Department of Weights and Measures. There shall be a Department of Weights and Measures headed by a Sealer of Weights and Measures appointed by the Commissioner of Public Works, with the approval of the County Manager. The Director shall have all the powers and perform all the duties provided by law, including but not limited to inspecting and testing all weights, seals and measures of every kind in the County used for commercial purposes and the corrections of violations. The Department of Weights and Measures shall be subject to the legislative oversight of the Government Services Committee.

~~I.G.~~ I.G. Department of Solid Waste Management. There shall be a Department of Solid Waste Management. The Manager of the Department of Solid Waste Management, if he is not the Commissioner of Public Works, shall be appointed by the Commissioner of Public Works subject to the provisions of the Civil Service Law and subject to the approval of the County Manager. The Manager of the Department of Solid Waste Management shall be chosen on the basis of his/her education and experience, his/her knowledge of governmental administration, including experience in solid waste management and/or related fields, and his/her executive and administrative experience. The Department of Solid Waste Management shall perform duties including but not limited to formulating, implementing and operating a program for the collection and sanitary disposal of solid waste in Sullivan County.

~~J.~~ J. ~~Facilities management. The Commissioner of the Division of Public Works shall oversee the building facilities of the County, to include maintenance and janitorial, space allocation, leases, facility planning and construction. The Commissioner shall use the personnel and such other resources of the Division of Public Works as may be required to perform these duties and such others as may be assigned by the County Manager.~~

~~K.H.~~ K.H. ~~Department of Motor Pool and Transportation and Mobility Management Services. The Commissioner shall oversee all vehicles owned, leased, or operated by the County, with the exception of vehicles assigned to the Office of the District Attorney and the Office of the Sheriff. The Commissioner shall have the authority to assign all County owned and operated vehicles to a shared motor pool, to be coordinated by the Division of Public Works, with the exception of vehicles assigned to the Office of the District Attorney and the Office of the Sheriff. The Commissioner shall use the personnel and such other resources of the Division of Public Works as may be required to perform these duties and such other personnel as may be assigned by the County Manager. The Commissioner shall also oversee the management of any transportation services provided by Sullivan County.~~

~~L.I.~~ L.I. ~~Environmental Management; Soil and Water Conservation District. There may be a Soil and Water Conservation District whose activities shall be directed by a Board of Directors composed of two Legislators, a representative from the Farm Bureau, a representative from the Grange and three members-at-large appointed by the County Legislature. The Commissioner of Planning, Community Development and Real Property serves as an ex officio, nonvoting member. It shall be responsible for carrying out a conservation planning and application program, including soil erosion control, flood prevention and preservation of natural resources and wildlife of the County.~~

§ A7-5 Deputy Commissioner of Public Works.

The Commissioner of Public Works ~~shall~~ may appoint, with the approval of the County Manager-~~Manager~~ (anything in Highway Law § 102-a to the contrary notwithstanding), to serve at his/her pleasure a Deputy Commissioner of Public Works, ~~for a term limited to that of the Commissioner.~~ Where existing management staff is selected, the duties described in this section shall be in addition to the positions held by such individual. Additionally, the County Manager shall approve the appointment of the Deputy Commissioner, and the County Legislature shall fix the salary. The Deputy Commissioner shall be

2W

responsible for all executive functions in the absence of the Commissioner due to vacation, illness or emergency, or any other reason.

§ A7-5(a) County Superintendent of Highways.

There shall be a County Superintendent of Highways. The County Superintendent of Highways shall be appointed by the County Legislature for a term and with responsibilities, authority and obligations pursuant to Highway Law § 102. In the discretion of the County Manager, and subject to A7-3 above, the Superintendent of Highways may also serve as the Commissioner of Public Works.

§ A7-6 Division of Health and Family Services.

- A. The Division of Health and Family Services shall perform the County's responsibilities under the Social Services Law of the State of New York and related federal, state and local programs and responsibilities, and shall perform the County's responsibilities under the Mental Hygiene Law of the State of New York and related programs, and shall perform the County's responsibilities under the New York State Public Health Law and related programs and the Older Americans Act. The Division shall be headed by a Commissioner of Health and Family Services who shall be appointed by the County Manager, subject to approval by the County Legislature. ~~The Commissioner of Health and Family Services may also be designated, in the discretion of the County Manager, as the County Commissioner of Social Services/Family Services, in which event he shall have a term of office if and as required by New York State law. However, the Commissioner shall have the discretion and authority, subject to approval by the County Manager, to appoint a separate County Commissioner of Social Services/Family Services who shall serve with a term if and as required by New York State law, in which event the Commissioner of Health and Family Services shall not have such term. The County Commissioner of Social Services at the time of appointment and throughout the term of office must meet the qualifications prescribed by the Social Services Law of the State of New York and the New York State Commissioner of Social Services.~~
- (1) Department of Social Services/Department of Family Services. Within the Division of Health and Family Services, there shall be a County Department of Social Services, which ~~shall be entitled~~ may also be referred to as the "Department of Family Services" and may, at the discretion of the County Manager, be headed by a Commissioner of ~~Family Social Services/Family Services, appointed by the Commissioner of Health and Family Services with the approval of the County Manager. The Commissioner of Family Services will be the County Commissioner of Social Services, if the latter is not the Commissioner of Health and Family Services. The Commissioner of Health and Family Services may also be designated, in the discretion of the County Manager, as the County Commissioner of Social Services/Family Services, in which event he shall have a term of office if and as required by New York State law. However, the Commissioner of Health & Family Services shall have the discretion and authority, subject to approval by the County Manager, to appoint a separate County Commissioner of Social Services/Family Services who shall serve with a term if and as required by New York State law, in which event the Commissioner of Health and Family Services shall not have such term. The County Commissioner of Social Services at the time of appointment and throughout the term of office must meet the qualifications prescribed by the Social Services Law of the State of New York and the New York State Commissioner of Social Services.~~
- (2) Department of Community Services. Within the Division of Health and Family Services there shall be a County Department of Community Services, which shall be headed by a director or administrator appointed by the Commissioner of Health and Family Services, with the approval of the County Manager, who shall perform all the functions of the Department in regard to mental hygiene services and all the duties imposed upon a County Director of Community Services.
- (3) Community Services Board. There shall be a Community Services Board as required by statute,

2X

which shall act in an advisory capacity only. Pursuant to Mental Hygiene Law § 41.05, Subdivision (c), all policymaking functions are vested in the Director or Administrator of Community Services subject to the approval of the Commissioner of Health and Family Services.

- (4) Professional and legal staff. The Commissioner of Health and Family Services shall have the discretion and authority to appoint professionals and employees as permitted by law, including a legal department, to perform duties he considers necessary to carry out the duties and obligations of the Department of Social Services/Family Services, subject to appropriations of the County Legislature. Such appointments will be made subject to the approval of the County Manager if the Commissioner of Social Services is the Commissioner of Health and Family Services; if not, then such appointments shall be subject to approval by the Commissioner of Health and Family Services and the County Manager. The legal department will be responsible for the conduct of all proceedings in Family Court, including, specifically but not exclusively, child and spousal support, paternity, abuse and neglect and foster care placements and extensions. Attorneys in the Department shall not, however, conduct juvenile delinquency or persons in need of supervision proceedings, unless specifically authorized to do so by the County Attorney.
- (5) Department of Aging. There shall be a Department of Aging, which shall be known as the Office of the Aging, within the Division of Health and Family Services which shall be headed by a Director of Aging Services, who shall be appointed by the Commissioner of Health and Family Services, subject to the provisions of the Civil Service Law, and with the approval of the County Manager. The Department of Aging Services shall perform duties including but not limited to administering federal, state and local programs for the County's elderly and their families in order to improve their quality of life by providing choices that allow them to remain in their own homes and communities longer with independence and dignity, through meaningful volunteer opportunities, nutritious and well-balanced meals and coordinated human service transportation, or any other programs that may be necessary or appropriate.
- (6) Department of Public Health Services. There shall be a Department of Public Health Services within the Division of Health & Family Services headed by a Director of Public Health Services, who shall qualify as the County's "local health officer" under the laws of the State of New York. The Commissioner of Health & Family Services may serve as the Director of Public Health. If the County Manager elects to appoint the same person to be the Commissioner of Public Health & Family Services and the Director of Public Health Services, the County Manager shall make the appointment subject to confirmation by the County Legislature and the provisions of the Civil Service Law. Otherwise, the Director of Public Health shall be appointed by the Commissioner of Health & Family Services, subject to the approval of the County Manager and the provisions of the Civil Service Law. Otherwise, the Director of Health Services shall be appointed by the Commissioner of Health, with the approval of the County Manager. The Commissioner of Health may serve as the Director of Public Health Services. The powers and duties of the Director of Public Health shall include all the powers and duties assigned to the Department of Public Health Services by this Administrative Code and by the laws of the State of New York. The Department Director of Public Health Services shall perform duties including but not limited to the following:
 - (a) Responsible to the County Legislature, which shall be the Board of Health.
 - (b) Prepare and fulfill the requirements as documented in the Municipal Facilities Plan for the State Health Department, defined in Subpart 40-1, 1.1.
 - (c) Prevent epidemics and control communicable diseases, promote healthy behaviors, monitor the health status of the population, mobilize community action, respond to disasters, assure the quality, accessibility to and accountability of medical care, reach out to link high-risk and hard-to-reach people to needed services, and lead the development of sound health policy and planning.
 - (d) Supervise the general program of public health nursing as prescribed by state law.

- (e) Supervise the ~~Director of Patient Services, who shall management of the~~ of the following services:
- [1] Certified Home Health Agency Program.
 - [2] Long-Term Home Health Care Center.
 - [3] Diagnostic and Treatment Center.
 - [4] WIC.
 - [5] Early Care Program.
- (7) Department of Adult Care Center. There shall be a Department of Adult Care Center within the Division of Health & Family Services which shall be headed by an ~~Nursing Home~~ Administrator who shall be appointed by the Commissioner of Health & Family Services, subject to the provisions of the Civil Service Law, and with the approval of the County Manager. The Department of Adult ~~Long-Term Care Center~~ shall perform duties including but not limited to the following:
- (a) Responsible for the operation of the County Adult Care ~~Center~~ Facility.
 - (b) Responsible for the operation of the medical model adult day-care program at the County Adult Care ~~Center~~ Facility.
 - (c) Coordinate activities to assure compliance with federal, state and local laws.
 - (d) Coordination of contract services within the County Adult Care ~~Center~~ Facility.
- (8) ~~Health Services Advisory Council Board~~. There shall be a Health Services Advisory Board appointed by the County Legislature, which shall have such powers and duties as are required by state law.
- (9) Professional Advisory Committee and Utilization Review Committee. As required by regulations of the State Commissioner of Health, there shall be a Professional Advisory Committee and a Utilization Review Committee for the Certified Home Health Care Program and the Long-Term Home Health Care Program.
- ~~(10) Center for Workforce Development. There shall be a Center for Workforce Development as a department within the Division of Health and Family Services, which shall be headed by a Director of Workforce Development, who shall be appointed by the Commissioner of Health and Family Services, subject to the provisions of the Civil Service Law and with the approval of the County Manager. The Center for Workforce Development's duties shall include but not be limited to administration of federal, state and local employment programs in order to provide the necessary administrative backup and services to support employment opportunities for the County's disadvantaged, unemployed and underemployed in order for them to maintain their independence and dignity.~~
- (11) Department of Youth Services. There shall be a Department of Youth Services within the Division of Health and Family Services, which shall be headed by a Director of Youth Services, who shall be appointed by the Commissioner of Health and Family Services, subject to the provisions of the Civil Service Law, and with the approval of the County Manager. The Department of Youth Services shall perform duties including but not limited to administering federal, state and local youth programs in order to enhance the development of the children and youth of the County.
- (12) Privacy Officer. The Privacy Officer shall be responsible for compliance with privacy regulations, including the federal HIPPA law, and said officer shall recommend policies to the Commissioner of the Division of Health and Family Services regarding compliance with such regulations. The Privacy

22

Officer shall also serve as the HIPPA ~~complaint~~ Compliance officer ~~Officer for the Division of Health & Family Services.~~

- B. ~~Within the Division of Health and Family Services there shall be a Department of Health, a Department of Public Health Services and a Department of Adult Care Center. The Commissioner of Health shall be chosen on the basis of his/her knowledge of governmental administration, including experience in the delivery of public health services, and his/her executive and administrative experience. Nothing herein shall be construed to create a County or Part County Health District, or County or Part County Board of Health, or a County or Part County Health Commissioner under Title III of the Public Health Law of the State of New York. The powers and duties of the Commissioner of Health shall include all the powers and duties assigned to the Department and by this Administrative Code and by the laws of the State of New York. The Committee on Health & Family Services shall have legislative oversight of the following Departments of the Division Health and Family Services: Department of Aging; Department of Public Health Services; Department of Adult Care Center; Health Services Advisory ~~Council~~ Board; and Professional Advisory Committee and Utilization Review Committee.~~

§ A7-7 Public Safety; Division of Public Safety and Law Enforcement; appointment; qualification; powers and duties.

There shall be a Division of Public Safety headed by a Commissioner of Public Safety who shall be appointed by and serve at the pleasure of the County Manager, subject to confirmation by the County Legislature. The Commissioner of Public Safety shall be chosen on the basis of his/her education and experience, his/her knowledge of government administration, including experience in the administration of criminal justice programs, emergency management and his/her executive and administrative experience. ~~The Commissioner of Public Safety may also serve as the Director of Probation if qualified in accordance with the Civil Service Law. The powers and duties of the Commissioner of Public Safety shall be all the powers and duties assigned to the departments of the Division as follows:~~

- A. Public defense. Within the Division of Public Safety, or by contract, the County Legislature shall provide for the representation of persons accused of crime or parties before Family Court pursuant to Article 18B of the County Law.
- B. County Sheriff. For administrative purposes only, the County Sheriff shall be part of the Division of Public Safety. The Sheriff shall retain all powers and duties as conferred by the laws of New York State.
- C. District Attorney. For administrative purposes only, the District Attorney shall be part of the Division of Public Safety. The District Attorney shall retain all powers and duties as conferred by the laws of New York State.
- D. County Coroners. For administrative purposes only, the County Coroners shall be part of the Division of Public Safety. The County Coroners shall retain all powers and duties as conferred by the laws of New York State.
- E. County Fire Coordinator; County Fire Advisory Board. Within the Division of Public Safety there shall be a County Fire Coordinator who shall be appointed by the County Legislature. The County Fire Coordinator shall be responsible for administering County programs for fire training and mutual aid and acting as liaison among the County legislative body, the County Fire Advisory Board and fire-fighting forces. The County Fire Advisory Board shall consist of not less than 15 ~~nor~~ more than 21 members, who shall be appointed by the County Legislature. At least one member of the County Advisory Board shall reside in each ~~town~~ Town of Sullivan County. The County Fire Advisory Board shall have such powers as are conferred on it by statute. For administrative purposes only, the County Fire Advisory Board shall be part of the Division of Public Safety, and subject to the legislative oversight of the Committee on Public Safety of the County Legislature.

ZAA

- F. ~~Office of Civil Defense and Disaster Preparedness Emergency Management; Director of Civil Defense and Disaster Preparedness of Emergency Management.~~ There shall be an Office of Civil Defense and Disaster Preparedness Emergency Management headed by a Director of Emergency Defense and Disaster Preparedness Management who shall be appointed by and serve at the pleasure of the ~~County Manager~~ Commissioner of Public Safety, subject to approval by the County Manager. The Director of ~~Civil Defense and Disaster Preparedness~~ Emergency Management shall be directly responsible to the Commissioner of Public Safety and the County Manager and shall have and exercise all of the powers and perform all of the duties now and hereafter conferred or imposed by law, including responsibilities for damage assessment and situation/status evaluation imposed by Resolution 178 of 1987. The Director of ~~Civil Defense and Disaster Preparedness~~ Emergency Management shall be subject to the legislative oversight of the Committee on Public Safety of the County Legislature.
- G. Department of Probation; Probation Director. Within the Division of Public Safety there shall be a Department of Probation headed by a Probation Director. If the County Manager elects to appoint the same person to be the Commissioner of Public Safety and the Probation Director, the County Manager shall make the appointment subject to confirmation by the County Legislature. ~~Otherwise, the Probation Director shall be appointed by the Commissioner of Public Safety.~~ County Manager with the consent of the County Manager. The duties and qualifications of the Director of Probation shall be those conferred or imposed by law, and related duties assigned by the ~~Commissioner of Public Safety,~~ County Manager to provide adequate probation services to the County.
- H. Animal welfare services. The County may obtain animal welfare services by contracting with a responsible third party or by providing such services internally. Such third-party contracts shall be approved by the County Legislature and supervised by the Commissioner of Public Safety. ~~prior to execution and shall be supervised by the Commissioner of Management and Budget.~~
- I. Electrical Licensing Board. The Sullivan County Electrical Licensing Board shall be subject to the administrative oversight of the ~~Commissioner of Public Safety~~ County Manager or designee.
- J. ~~Administer the Stop DWI Program,~~ may be assigned to another department with the approval of the County Manager.
- K. County Emergency Medical Services (EMS) Coordinator; County Emergency Medical Services (EMS) Advisory Board. Within the Division of Public Safety there shall be a County Emergency Medical Services (EMS) Coordinator who shall be appointed by the County Legislature. The County Emergency Medical Services (EMS) Coordinator shall be responsible for administering County programs for EMS training and mutual aid and acting as liaison among the County legislative body, the County Emergency Medical Services (EMS) Advisory Board and EMS forces. The County Emergency Medical Services (EMS) Advisory Board shall consist of the Captain or his designee of each EMS unit located and operating within Sullivan County. The County Emergency Medical Services (EMS) Advisory Board shall have such powers as are conferred on it by statute, or by the County Legislature, by resolution, from time to time. The Committee on Public Safety of the County Legislature shall have oversight authority of the EMS Advisory Board.
- L. E-911 Emergency Communication shall be responsible for the operation, maintenance, supervision, repair and security of the E-911 telephone call-taking and dispatch system and of the E-911 control center, for establishing and implementing policies and procedures with respect to fire, police and emergency medical dispatch and for managing the necessary staff to carry out these functions.

§ A7-8 ~~Division of Planning, and Environmental Management~~ Community Development and Real Property; comprehensive planning, land use, and state-mandated planning functions; flood mitigation and management; watershed planning; historic and cultural resource management; and community development plan implementation; environmental protection; Center for Workforce Development; Real Property Tax Services Agency (for Administrative purposes only); GIS

2bb

planning functions; agricultural economic development; ~~County Historian.~~

There shall be a Division of Planning, ~~and Environmental Management~~ Community Development and Real Property headed by a Commissioner of Planning, ~~and Environmental Management~~ Community Development and Real Property who shall be appointed by and serve at the pleasure of the County Manager, subject to confirmation by the Sullivan County Legislature on the basis of his/her education and experience and his/her knowledge of municipal planning and zoning. The Division of Planning, ~~and Environmental Management~~ Community Development and Real Property is responsible to administer and update the County-wide 2020 strategic plan and offer training and technical assistance on planning and zoning issues, including policy research and land use options that will protect and preserve the natural resources of the County of Sullivan.

A. ~~A.~~ — Comprehensive planning, land use, state-mandated planning functions, and policy research functions. The Division of Planning, ~~and Environmental Management~~ Community Development and Real Property shall assist the County and other municipalities within the County in policy research with respect to planning, zoning and land use issues. It shall also perform state-mandated General Municipal Law land use reviews and provide technical assistance and training to municipalities on matters of planning and zoning, comprehensive plans, and design guidelines.

B. ~~Center for Workforce Development.~~ There shall be a Center for Workforce Development as a department within the Division of Planning, Community Development and Real Property, which shall be headed by a Director of Workforce Development, who shall be appointed by the Commissioner of Planning, Community Development and Real Property, subject to the provisions of the Civil Service Law and with the approval of the County Manager. The Center for Workforce Development's duties shall include but not be limited to administration of federal, state and local employment programs in order to provide the necessary administrative backup and services to support employment opportunities for the County's disadvantaged, unemployed and underemployed in order for them to maintain their independence and dignity

~~(C)~~B. Real Property Tax Services Agency.

- (1) There shall be a Real Property Tax Services Agency headed by the Director of Real Property Tax Services who shall be appointed by the County Manager subject to confirmation by the Legislature on the basis of his/her education and experience pursuant to the provisions of the Real Property Tax Law.
- (2) For administrative purposes only, the Real Property Tax Services Agency shall be part of the Division of Planning, ~~and Environmental Management~~ Community Development and Real Property.
- (3) The Director of Real Property Tax Services shall retain all powers and duties as conferred by the laws of New York State.
- (4) The Planning, ~~Environmental Management~~ Community Development, and Real Property and Capital Planning and Budgeting Committee of the County Legislature shall have legislative oversight of the Real Property Tax Services Agency.

~~D~~E. Open space and farmland preservation.

~~D.~~ ~~Historic and cultural resource management.~~

~~E~~E. Watershed planning ~~and flood mitigation and management.~~

~~F.~~ ~~Environmental Management; Soil and Water Conservation District.~~ There may be a Soil and Water

200

~~Conservation District whose activities shall be directed by a Board of Directors composed of two Legislators, a representative from the Farm Bureau, a representative from the Grange and three members at large appointed by the County Legislature. The Commissioner of Planning and Environmental Management serves as an ex officio, nonvoting member. It shall be responsible for carrying out a conservation planning and application program, including soil erosion control, flood prevention and preservation of natural resources and wildlife of the County.~~

~~G. Agricultural economic development, including the Agricultural Light Industrial Park. This function shall be coordinated with the Economic Development Corporation.~~

~~FH. Agricultural districts, including compliance with regulations of the New York State Department of Agriculture and Markets, and economic development and.~~

~~G.I. Farmland Protection Board (for administrative purposes only).~~

~~GJ. Green economic development and corporate park investment, including the Green Technology Park. This function shall be coordinated with the Economic Development Corporation.~~

~~HK. Community development implementation, including responsibility for developing and coordinating the Community Development Plan that will identify deficiencies, and identify possible funding sources to address deficiencies.~~

~~HL. Shall coordinate with the County Manager regarding sustainable energy as it relates to providing education on energy conservation, generation, and efficiencies, including grants, loans, and a conduit for information, with as many public and private entities as possible, with the goal of making schools, office buildings, town halls and even private businesses and homes as energy efficient as possible. The Division of Planning and Environmental Management shall coordinate the goals of sustainable energy with external organizations. The Division of Public Works and the Division of Management and Budget shall coordinate the goals of sustainable energy with internal organizations related to County facilities and the County fleet.~~

~~M. GIS planning functions. There shall be a Department of GIS Planning headed by the Commissioner of Planning and Environmental Management, who shall implement GIS mapping and other planning related functions.~~

~~N. County Historian.~~

A-7-9? Division of Division of Environmental Sustainability, Beautification and Recreation

There shall be a Division of Environmental Sustainability, Beautification and Recreation headed by the County Manager or his designee. The Division shall -

coordinate with the County Manager regarding sustainable energy as it relates to providing education on energy conservation, generation, and efficiencies, including grants, loans, and a conduit for information, with as many public and private entities as possible, with the goal of making schools, office buildings, town halls and even private businesses and homes as energy-efficient as possible. The Division of Planning, Community Development and Real Property shall coordinate the goals of sustainable energy with external organizations. The Division of Public Works and the Division of Management and Budget shall coordinate the goals of sustainable energy with internal organizations related to County facilities and the County fleet and shall have oversight over the County Historian and the Department of Parks and Recreation.

2 dd

A. The ~~Division~~Office of Sustainable Energy shall be responsible for review and management of:

(1) Sustainable principles, practices and technologies in future county facilities.

(2) "Green" building standards, renewable energy, and other "best practices."

(3) Sustainable policies in current county facilities.

(4) County fleet review of hybrid and alternative fuel vehicles.

(5) Benchmarks for measuring progress on sustainability goals.

(6) Oversight of external education of sustainability policies.

B. Department of Parks, Recreation and Beautification. There shall be a Department of Parks, ~~Recreation~~Recreation and Beautification headed by the Director of Parks, Recreation and Beautification who shall be appointed by the County Manager. The Director shall perform duties, including but not limited to, promoting and organizing recreational facilities.

C. Parks, Recreation and Beautification Commission. There may be a Parks, Recreation and Beautification Commission whose members shall be appointed by the County Legislature to advise the Director of Parks, ~~Recreation~~Recreation and Beautification regarding the development, maintenance and operation of County park and recreational facilities and programs.

(1) Historic and cultural resource management.

(2) Parks, recreation and beautification

which County Manager

D. County Historian.

2 ee

RESOLUTION NO. _____ INTRODUCED BY THE EXECUTIVE COMMITTEE TO AUTHORIZE THE COUNTY MANAGER TO ENTER INTO AGREEMENTS WITH LOCAL NOT-FOR-PROFIT ORGANIZATIONS THAT SEEK ADMINISTRATIVE ASSISTANCE WITH SPECIFIC DRIVES OR PROGRAMS IN EXCHANGE FOR SERVICES DIRECTED AT OR PROVIDED TO RESIDENTS OF THE COUNTY.

WHEREAS, the Sullivan County Legislature has long supported and would like to continue to support local Not-for-Profit organizations that serve many children and vulnerable residents of Sullivan County, and to lend assistance with specific causes that benefit our local communities; and

WHEREAS, in addition to the above, there are Not-for-Profit organizations in Sullivan County whose efforts increase tourism, economic development, access to the arts and culture, and awareness of health-related issues and benefits; and

WHEREAS, the Sullivan County Legislature understands and appreciates the work of these Not-for-Profit organizations and wishes to enable these organizations to reach as many residents of Sullivan County as possible.

NOW, THEREFORE, BE IT RESOLVED, that the County Manager is hereby authorized to enter into agreements with Not-for-Profit organizations to provide administrative assistance with specific drives or programs that benefit residents of Sullivan County in exchange for services that are, and continue to be, provided to Sullivan County residents.

BE IT FURTHER RESOLVED, such agreements be in a form approved by the County Attorney.

Moved by _____,
Seconded by _____,
and adopted on motion _____ day of _____, 2017.

**RESOLUTION NO. INTRODUCED BY EXECUTIVE COMMITTEE TO REAPPOINT
FOUR (4) MEMBERS 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, Resolution No. 113-06 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 reappoint the following members to the Human Rights Commission with their expiration date:

Reappointments:

Member	Term
Kathie Aberman	1/1/2018 - 12/31/2020
Judy Balaban	1/1/2018 - 12/31/2020
Gabriel Bertonazzi	1/1/2018-12/31/2019
Bill Liblick	1/1/2018 - 12/31/2020

Martin, AnnMarie

From: Mir-Pontier, Ari
Sent: Thursday, November 02, 2017 3:08 PM
To: Martin, AnnMarie
Cc: work4tolerance@aol.com
Subject: FW: HR Commissioner Terms & Expirations

Annemarie,

We will need to have resolutions proposed to re-appoint the following commissioners, all of whom expire on 12/31/2017:

Kathie Aberman, 1/1/2018 - 12/31/2020
Judy Balaban, 1/1/2018 - 12/31/2020
Gabriel Bertonazzi, 1/1/2018-12/31/2019
Bill Liblick, 1/1/2018 - 12/31/2020



Thank you,
-ari

From: Martin, AnnMarie
Sent: Thursday, November 02, 2017 1:19 PM
To: Mir-Pontier, Ari; 'Judy'
Subject: RE: HR Commissioner Terms & Expirations

Hi Ari,

Please put the terms next to their names. Thank you. I will prepare a resolution for November 16th Executive when you send me the terms.

For example, Kathie Aberman 1/1/18-12/31/19

Thank you
AnnMarie

From: Mir-Pontier, Ari
Sent: Thursday, November 02, 2017 12:46 PM
To: Martin, AnnMarie; 'Judy'
Subject: RE: HR Commissioner Terms & Expirations

Thank you, AnnMarie. The Executive Committee will look into Roland's future status.

In the meantime, we will need to have resolutions proposed to re-appoint the following commissioners, all of whom expire on 12/31/2017:

Kathie Aberman

4A

RESOLUTION INTRODUCED BY THE EXECUTIVE COMMITTEE TO AUTHORIZE THE SALE OF PROPERTY TO THE HIGHEST BIDDER(S) FROM THE NOVEMBER 2017 REAL PROPERTY ONLINE AUCTION

WHEREAS, the Sullivan County Legislature authorized auctions to be conducted by Haroff Auction and Realty, Inc. and Absolute Auctions and Realty, Inc. for real property acquired by virtue of the In Rem tax foreclosure proceedings; and

WHEREAS, Haroff Auction and Realty, Inc. and Absolute Auctions and Realty, Inc. conducted an online auction November 6, 2017 through November 8, 2017; and

WHEREAS, by the Terms of Sale, the County reserved the right to withdraw any property listed in the notice of sale from the auction and further required that all such bids at the auction be approved or rejected by the Sullivan County Legislature; and

WHEREAS, the Real Property Advisory Board recommends all bids made at said auction be accepted; and

WHEREAS, the successful bidders will have until 5:00 p.m. on Friday, December 15, 2017, pursuant to the terms and conditions of the auction, to pay the balance due to the Sullivan County Treasurer's Office or any deposit remitted will be forfeited; and

WHEREAS, the successful bidders must purchase all parcels they were the successful bidders for; and

WHEREAS, if the successful bidder(s) do not remit the balance of the bid amount by Friday, December 15, 2017, pursuant to the terms and conditions of the auction, the parcels will be re-offered for sale, and the deposit(s) will be forfeited, and

NOW, THEREFORE, BE IT RESOLVED, the bids recorded during the real property online auction held November 6, 2017 through November 8, 2017 are hereby accepted and the Chairman of the Sullivan County Legislature is hereby authorized and directed to execute the necessary documents to convey such title to the successful bidder, or to the party to whom conveyance shall be made, and

BE IT FURTHER RESOLVED, the Sullivan County Treasurer is authorized to forfeit and retain any deposits made on bids that are not paid in full on or before 5:00 p.m. December 15, 2017, pursuant to the terms and conditions of the auction.

Moved by _____,
Seconded by _____,
And adopted on motion _____, 2017 .

5

**RESOLUTION NO. -17 INTRODUCED BY THE EXECUTIVE COMMITTEE TO ADOPT A
SOLID WASTE FEE SCHEDULE FOR 2018**

WHEREAS, the Sullivan County Legislature adopted Local Law 6 of 2012 amending Local Law 6 of 2010 and Local Law No. 7 of 2009 and Local Law No. 1 of 1992 and Chapter 171 of the Code of Sullivan County to add a new Article VIII Establishing a Solid Waste Fee, and

WHEREAS, Local Law 6 of 2012 provides that there shall be an annual Solid Waste Fee and that the County Legislature establish by resolution a “Rate Schedule assigned to all parcels of improved property based upon the authorized use of real property”, and

WHEREAS, a proposed Rate Schedule has been submitted to the Legislature for adoption for calendar year 2018, and

WHEREAS, the County Legislature has determined that the proposed Rate Schedule will not create any significant adverse environmental impacts.

BE IT THEREFORE RESOLVED AS FOLLOWS:

1. For the calendar year 2018 the Solid Waste Fees shall be as follows:
 - A. The annual direct billed portion of the solid waste fee, billed to owners of parcels of improved property, shall be as follows:
 - i. Residential category = \$120.00 per parcel.
 - ii. Residence with enhanced STAR or Aged Exemption category = \$108.00 per parcel.
 - iii. Commercial Residential category = \$120.00 per unit, up to 15 units, then capped at \$1,800.00 per parcel.
 - iv. Legislative Definitions category = \$120.00 per parcel.
 - v. Commercial (non-residential) category = \$300.00 per parcel.

RESOLUTION NO. _____ INTRODUCED BY THE EXECUTIVE COMMITTEE TO AUTHORIZE AWARD AND EXECUTION OF A CONTRACT FOR THE INSTALLATION OF A SLOPE STABILIZATION SYSTEM ON COUNTY ROAD NO. 49

WHEREAS, a bid for Slope Stabilization/Soil Nails, Bid No. 32-16, was awarded, by Delaware County, to GeoStabilization International, LLC (GSI), 543 31 Road, Grand Junction, Colorado 81504; and

WHEREAS, a bid document contained a “Special Note” that the agreement can be extended in (1) one year increments at the same terms and conditions upon mutual agreement of both parties; and

WHEREAS, a agreement extension was executed by Delaware County and GeoStabilization International, LLC (GSI) to extend the agreement for (1) one year through March 31st, 2018; and

WHEREAS, the original bid document allowed for other municipalities to piggyback these services; and

WHEREAS, a portion of the roadway embankment along County Road 49 has become further compromised, by the recent rain event of October 29th 2017, to a point where the stability of the pavement’s foundation has now come into question; and

WHEREAS, a proposal was received from GeoStabilization International, LLC, dated November 6th, 2017, to stabilize the slope on County Road No. 49 by designing and installing a stabilization system for the roadway/stream bank; and

WHEREAS, the Sullivan County Division of Public Works has reviewed the proposal and recommends that an agreement be executed.

NOW, THEREFORE, BE IT RESOLVED, that the County Manager be and hereby is authorized to execute an agreement with GeoStabilization International, LLC, in accordance with Bid No. 32-16, for a total amount not to exceed \$120,000.00, which includes unit costs for above described work and optional scour micropiles, said agreement to be in such form as the County Attorney shall approve.

Moved by _____,
Seconded by _____,
and adopted on motion _____, 2017.

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

To: Sullivan County Legislature

Fr: Edward McAndrew, P.E.

Re: Request for Consideration of a Resolution: Slope Stabilization System - CR 49

Date: November 16, 2017

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.]

A portion of the roadway embankment along County Road 49 has become further compromised, by the recent rain event of October 29, 2017, to a point where the stability of the pavement's foundation has now come into question. This resolution will provide for the contracting of specialized slope stabilization equipment and services while minimizing the duration and disruption of the project.

Is subject of Resolution mandated? Explain:

No - it is not mandated but the SCDPW is responsible for the safety of the traveling public on county roads - the failing embankment is impacting the road.

Does Resolution require expenditure of funds? Yes No

If "Yes, provide the following information:

Amount to be authorized by Resolution: \$ 120,000.00

Are funds already budgeted? Yes No

If "Yes" specify appropriation code(s): D-5110-47-40-4038

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

Estimated Cost Breakdown by Source:

County	\$ _____	Grant(s)	\$ _____
State	\$ <u>120,000.00</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 and 3.

TA

Request for Authority to Enter into Contract with [GeoStabilization International] of [Grand Junction, Colorado]

Nature of Other Party to Contract: National Vendor

Other:

Duration of Contract: From 12/01/2017 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 _____ 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.]:

County does not have the specialized soil nailing/boring equipment or expertise necessary for this type of slope stabilization in a very tight location.

Total Contract Cost for [year or contract period]: (If specific sum is not known state maximum potential cost): \$120,000

Efforts made to find Less Costly alternative:

This contract is a portion of an overall road embankment repair by County forces from damage sustained in multiple flood events. Physical conditions and access restrictions at the site are predicating this particular repair type.

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

An ongoing appeal with FEMA for the overall repair of this embankment is still pending. The proximity of the damage to the pavement needs immediate attention.

Specify Compliance with Procurement Procedures (Bid, Request for Proposal, Quote, etc.)
Municipal piggyback through current Delaware County Bid No. 32-16

Person(s) responsible for monitoring contract (Title): Dermot Dowd, L.S. (Civil Eng.)

Pre-Legislative Approvals:

- A. Director of Purchasing: Amyson Spivey Date 11/13/17
- B. Management and Budget: Jamie Myer Date 11/13/17
- C. Law Department: [Signature] Date 11/13/17
- D. County Manager: [Signature] Date 11/13/17
- E. Other as Required: Mary W. Date 11-13-17

Vetted in _____ Executive _____ Committee on 11/16/2017

RESOLUTION INTRODUCED BY THE EXECUTIVE COMMITTEE TO AUTHORIZE THE RENEWAL OF THE CONTRACT WITH THE TOWN OF COCHECTON TO LEASE TOWN OWNED PROPERTY TO THE COUNTY FOR THE OPERATION OF THE WESTERN SULLIVAN TRANSFER STATION

WHEREAS, the County has been operating a solid waste transfer and recycling station on the lands owned by the Town of Cochection; and

WHEREAS, the County desires to continue to operate a temporary regional solid waste transfer recycling station for the period of one (1) year, January 1, 2018-December 31, 2018; and

WHEREAS, the Town desires to continue to lease Town owned property to the County to operate a temporary regional solid waste transfer and recycling station for one (1) year at the cost of \$5,000; and

WHEREAS, the County will provide snow plowing services at the property from January 1, 2018-December 31, 2018.

NOW, THEREFORE, BE IT RESOLVED, that the County Manager be authorized to execute a lease renewal for the period January 1, 2018 through December 31, 2018 under terms and conditions acceptable to the County Manager, in such form as approved by the County Attorney.

8

**RESOLUTION NO. -17 INTRODUCED BY THE EXECUTIVE COMMITTEE TO
AUTHORIZE ROUND 4 CONTRACTS FOR THE 2017 PLANS AND PROGRESS SMALL
GRANTS PROGRAM**

WHEREAS, the Sullivan County Legislature allocated \$100,000 in the FY 2017 budget to be distributed to local communities, non-profits and civic-organizations through the Plans and Progress Small Grants program; and

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

WHEREAS, the program review committee assessed recent applications and presented its recommendations to the Sullivan County Legislature;

NOW, THEREFORE, BE IT RESOLVED, that the Sullivan County Legislature approves the projects listed in the attached Schedule A 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 these award recipients for these projects upon meeting the guidelines of the Plans and Progress small grants program, said contracts to be in a form approved by the County Attorney.

Moved by _____, Seconded by _____, put to a vote, unanimously carried and declared duly adopted on motion _____.

Schedule A: Round 4 Plans & Progress Program Recommendation Awards

Applicant	Town	Applicant District	District(s) of Project Impact	Project	Award Recommendation
Catskill Mountainkeeper	Rockland	3	County-wide	Trailkeeper website upgrades and marketing	\$6,587
Neversink Agricultural Society	Neversink	3	County-wide	Grahamsville Fairgrounds – Restroom Access and Water Management Repairs	\$10,000
St. Peter's Stewardship	Liberty	6	6	Liberty Wellness Program – Building a Healthier Liberty	\$1,000
Loch Sheldrake Fire District	Fallsburg	7	7	Purchase new chairs and storage carts for community hall	\$3,500
Sullivan County Dramatic Workshop	Fallsburg	8	8	Rivoli Theatre stabilization	\$4,000
Monticello Chamber of Commerce	Thompson	8&9	8&9	Monticello branding and marketing campaign	\$9,500
Ethelbert B. Crawford Public Library	Thompson	9	9	Mural on existing retaining wall	\$2,075

9A

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

To: Sullivan County Legislature

Fr: Freda C. Eisenberg, Planning Commissioner

Re: Request for Consideration of a Resolution: To Authorize Round 4 Contracts for the 2017
Plans and Progress Small Grant Program

Date: November 13, 2017

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 round 4 contracts with the projects listed in Schedule A for the 2017 Plans and Progress Small Grants Program.

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: \$ 36,662.00

Are funds already budgeted? Yes No

If "Yes" specify appropriation code(s): A-8020-90-47-4752

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

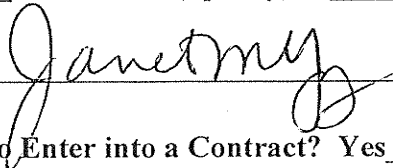
Estimated Cost Breakdown by Source:

County \$ 36,662.00 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.

PA

Request for Authority to Enter into Contract with [See Schedule A] of
[_____]

Nature of Other Party to Contract: Other: Various

Duration of Contract: From _____ To 12/31/2017

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:

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.]:

As budgeted

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

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.)

Application process

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

Pre-Legislative Approvals:

- A. Director of Purchasing: Angon Levin Date 11/13/17
- B. Management and Budget: Janet Miller Date 11/13/17
- C. Law Department: [Signature] Date 11/13/17
- D. County Manager: [Signature] Date 11/13/17
- E. Other as Required: [Signature] Date 11/13/17

Vetted in _____ Committee on _____

RESOLUTION NO. _____ INTRODUCED BY THE EXECUTIVE COMMITTEE TO AUTHORIZE THE CHAIRMAN OF THE SULLIVAN COUNTY LEGISLATURE TO EXECUTE AN EASEMENT AGREEMENT WITH NEW YORK STATE ELECTRIC & GAS CORPORATION

WHEREAS, the County of Sullivan ("County") is the owner of real property designated as Tax Parcel in the Town of Thompson as Section 12, Block 1, Lot 26, Pittaluga Drive, Monticello, New York and

WHEREAS, New York State Electric & Gas Corporation ("NYSEG") has requested that the County execute an Easement agreement in favor of NYSEG for the right to install, maintain, repair and/or replace a pad mounted transformer to be located on the County Jail property, and

WHEREAS, the easement shall be ten foot by ten foot square with transformer centered therein and the center shall be located approximately one hundred forty feet East of the Southeast corner of the County's building.

NOW, THEREFORE, BE IT RESOLVED, that the County Chairman is hereby authorized to execute an Easement agreement in favor of New York State Electric & Gas Corporation to provide underground electric service to the County Jail property and shall be in such form as approved by the County Attorney.

Moved by _____
Seconded by _____
Adopted _____

Resolution No. _____

**RESOLUTION INTRODUCED BY EXECUTIVE COMMITTEE TO AMEND
RESOLUTION NUMBER 413-17 TO CORRECT THE DUE DATE OF
PAYMENT**

WHEREAS, on September 19, 2017 the Sullivan County Legislature adopted Resolution No. 413-17 authorizing the sale of property located on Town Park Rd. in the Town of Thompson and designated on the Sullivan County Real Property Tax Map as TH2.-1-22, being 1.50 +/- acres, is owned by the County of Sullivan by virtue of an Article 11 foreclosure for 2015 taxes, and

WHEREAS, the purchaser of said property requested more time from the Real Property Advisory Board to ascertain the required amount of funds; the Real Property Advisory Board had voted to do so and gave the purchaser until October 10th 2017, and

NOW, THEREFORE, BE IT RESOLVED, Resolution No 413-17 is hereby amended to correct the payment due date to October 10th, 2017.

Moved by _____,
Seconded by _____,
and adopted on motion _____, 2017.

**RESOLUTION INTRODUCED BY EXECUTIVE COMMITTEE
AUTHORIZING THE COUNTY MANAGER TO MAKE A
MODIFICATION TO THE HEALTH INSURANCE OFFERING FOR ALL
NEW HIRES TO AND PROMOTIONS TO MANAGEMENT POSITIONS
IN SULLIVAN COUNTY.**

WHEREAS, Sullivan County management has investigated the differences between the health insurance coverage offered by the NYSHIP's Empire and Excelsior plans and;

WHEREAS, a determination has been made that coverage of the Excelsior plan fits the needs of providing quality health coverage to our staff at a great savings to the county for each of the insured policies and;

WHEREAS, County Management is interested in beginning the roll out of this offering to new members of the Management team.

NOW, THEREFORE, BE IT RESOLVED, that effective December 1, 2017 all employees who are hired or promoted by the county to fill a management position will be offered the NYSHIP Excelsior Plan as health insurance coverage and will pay not less than 15% of said coverage during and after retirement.

NOW, THEREFORE, BE IT FURTHER RESOLVED, that the employee handbook be amended by the Human Resources Department to reflect the employee group affected above and that the schedule regarding contributions to health insurance premiums also be amended to reflect the above change.

Moved by _____ ,
Seconded by _____ ,
and adopted on
motion _____ , 2017.

12