



Sullivan County Executive Committee

December 21, 2017 AGENDA
11:30 AM

Committee Members:

Luis Alvarez, Chair Nadia Rajs, Vice Chair Scott Samuelson Mark McCarthy Catherine Owens
Terri Ward Joseph Perrello Ira Steingart Alan Sorensen

Call to Order

Human Rights Report:

County Manager Report:

Reports:

County Manager's December 2017 Report

Resolutions:

- 1. Appoint member to PHS HSAB**
- 2. PHS Professional Advisory Committee Appointment**
- 3. PHS Appointment to the Health Services Advisory Board**
- 4. Extend Contracts for 90 days**
- 5. Appoint/Reappoint Individuals to the PHS Professional Advisory Committee**
- 6. Name 17B "The Woodstock Way"**
- 7. Adoption of Revised Social Media Policy**
- 8. Change Order with Pike Co. for Electric Services Change**
- 9. Transfer property to the Sullivan County Land Bank Corp**
- 10. To authorize the County of Sullivan to enter into a lease for a period not to exceed three years.**

11. Establish rates of pay for various services for Coroners
12. Appoint Margaret Prial, MD and Kunjlata Ashar, MD
13. Code-It Consulting Resolution
14. Modify Resolution No. 491-17 to Correct Plans & Progress Grant Recipient Name
15. Authorize contract with Catalog & Commerce Solutions LLC. d/b/a Discover eGov
16. Modification agreement with BOCES
17. Authorize space rental for One Stop Center
18. To authorize the County of Sullivan to Purchase Property in the Village of Monticello

Public Comment

Adjournment:



Sullivan County County Manager
SULLIVAN COUNTY GOVERNMENT CENTER
100 NORTH STREET
PO BOX 5012
AddressCity, AddressState, AddressPostal

Sullivan County Manager's Monthly Report, December 21, 2017

County Manager's Monthly Report 12-21-17

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 Thunder Country Forum (budget talk with Luis)
- Met with Sullivan 180, Land Bank, and fixed-route transportation groups
- Hosted and discussed issues with NYS Probation Director
- Met with vendors for vanpool
- Began work on HIPAA compliance implementation and policies
- Attended CFA awards ceremony in Albany with Luis
- Participated in planning and development of homeless initiatives
- Discussed various initiatives and issues with Deputy County Manager
- Continued negotiations with various unions
- Finalized the 2018 County Budget, including operating, capital and bonding
- Continued planning with SCVA for new County visitors center
- Spoke at CCE's annual meeting, where County received Gold Medal for wellness
- Attended Partnership retreat
- Participated in 207C discussions with Risk Management

- Attended SCVA Holiday Dinner
- Interviewed for Partnership promotional video series
- Attended Joe Todora's 30th work anniversary party
- Picked vendor to redo County website
- Met on ongoing building security improvements
- 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

- Met with SUNY Sullivan to discuss future of EMT training program
- Participated in ongoing negotiations with five collective bargaining units
- Hosted Adopt-an-Exit meeting to roll out new signage program
- Continuing to conduct Leadership Training Seminars every Wednesday, featuring 10-12 employees per seminar, more than 100 participants thus far
- Continued campaign to eliminate smoking on County property
- Briefed legislators on infrastructure bonding and 2018 budget
- Met with potential investors in County Airport, giving them tour
- Attended EMS Council meeting with staff and a legislator
- Finalizing property acquisition for County use
- Also finalizing leases for Board of Elections and District Attorney's Office
- Attended new jail progress meetings and negotiated change order for utilities
- Participated in employee introductions at all orientations
- Worked with Monticello and County's water/sewer engineers to expedite jail project approvals
- Attended meeting to kick off program to ensure County gets its share of State funds for billable hours worked at clinics

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:
 - o Main SC Gov't. Facebook page now past 1,500 fans - sixth consecutive month we've added 100 or more fans
 - o Public Health Services page has 230 fans, with an aim to increase that by adding more content
 - o 911 page has 2,217 fans
- Twitter page has nearly 200 followers, including Governor's Office and NYSAC
- YouTube channel has been viewed more than 1,300 times since September debut
- Located, acquired and "unpublished" unauthorized "official" SC Courthouse Facebook page
- 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
- Chose vendor to design new logo for Adult Care Center's renaming; planning a reveal ceremony soon
- Coordinated with media and government agencies for tours of casino/Veria/indoor waterpark and several press releases
- Welcomed and photographed Holiday Concert groups
- Planned and executed press conference on Welfare Fraud Task Force initiatives
- Met with Town of Bethel and Bethel Woods to plan for 50th Anniversary of Woodstock
- Attended Joe Todora's 30th work anniversary party

- Photographed state probation director's visit
- Participated in and photographed County wellness hike on D&H Towpath
- Created Wellness Committee flyer
- Photographed CCE annual meeting
- Participated in selection of website redesign vendor
- Took minutes of Opioid Task Force meeting
- Attended SCVA Holiday Party
- Photographed more staff for no-smoking campaign
- Met with ACC outreach and marketing coordinator on collaborative goals
- Met with Public Health Services on various initiatives



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

To: Executive Committee

Fr: Cynthia Atkins, Secretary

Re: Appoint member to PHS HSAB

Date: December 21, 2017

Purpose of Resolution:

To authorize Sullivan County Public Health Services to appoint Dr. M Cecilia Escarra to the Health Services Advisory Board to complete a four year term that is empty.
Term is from 1/16/16 - 12/31/19

Is subject of Resolution mandated? Explain:

Yes, this is required by Public health Law

Does Resolution require expenditure of funds? No

If "Yes", provide the following information

Amount to be authorized by Resolution: \$ 0.00

Are funds already budgeted? Not applicable

If "Yes" specify appropriation code(s):

If "No", specify proposed source of funds:

Estimated Cost Breakdown by Source no cost

County:	Grant(s): >
State:	Other:
Federal Government	(Specify):

Specify Compliance with Procurement Procedures:
Request for Proposal

Bid/RFP/Quote#
none

Person(s) responsible for monitoring contract (Title): Cynthia Atkins Secretary

INTRODUCED TO EXECUTIVE COMMITTEE TO APPOINT A MEMBER TO THE DEPARTMENT OF PUBLIC HEALTH SERVICES' HEALTH SERVICES ADVISORY BOARD

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

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

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

NOW, THEREFORE, BE IT RESOLVED, that the individual listed below be appointed to the Health Service Advisory Board to fill a four-year term (1/1/16 - 12/31/19) vacated 2/2/2017, per Public Health Law.

Dr. M Cecilia Escarra
Executive Director
The PRASAD Project
PRASAD Children's Dental Health Program, Inc.
465 Brickman Road
Hurleyville, NY 12747



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

To: Executive Committee

Fr: Cynthia Atkins, Secretary

Re: PHS Professional Advisory Committee Appointment

Date: December 21, 2017

Purpose of Resolution:

To authorize Sullivan County Public Health Services to appoint Anne Mikulski, RN to membership on the Professional Advisory Committee, replacing Tom Maloney, who resigned in January 2017. Anne's term will be 1/1/2018 to 12/31/2020. Also, to authorize Nancy King, RN and Rebecca Skoda, MSW to continue to serve another consecutive term as PAC members from 1/1/2018 to 12/31/2020

Is subject of Resolution mandated? Explain:

Sullivan County Public Health Services' Certified Home Health Agency is mandated by New York State Department of Health regulations, Title 10, Section 763.11(a)(13)(i) to appoint a group of professional personnel to serve on PAC

Does Resolution require expenditure of funds? No

If "Yes", provide the following information

Amount to be authorized by Resolution: \$ 0

Are funds already budgeted? N/A

If "Yes" specify appropriation code(s):

If "No", specify proposed source of funds:

Estimated Cost Breakdown by Source

County: \$<Insert Amount Here>

Grant(s): \$<Insert Amount Here>

State: \$<Insert Amount Here>

Other: \$<Insert Amount Here>

**Federal Government:\$<Insert
Here>**

(Specify):

Specify Compliance with Procurement Procedures:

N/A

Person(s) responsible for monitoring contract (Title): Cynthia Atkins Secretary

TO APPOINT ANNE MIKULSKI, RN TO MEMBERSHIP ON THE PROFESSIONAL ADVISORY COMMITTEE

WHEREAS, pursuant to 10 NYCRR (New York Codes, Rules and Regulations), Section 763.11 (a)(13) requires that Sullivan County Public Health Services' Certified Home Health Care Agency and Long Term Home Health Care Program establish a Professional Advisory Committee to consist of "a group of professional personnel, which includes one or more physicians, registered nurses and representatives of the professional therapeutic services provided by the agency" and "at least one member who cannot be an owner nor employee compensated by the agency"; and

WHEREAS, Thomas Maloney resigned from his term on the Professional Advisory Committee in January of 2017, and Anne Mikulski, formerly employed as a Supervisory Community Health Nurse at Public Health Services , has agreed to fill his seat; and

WHEREAS, the terms of two of the four Professional Advisory Committee members expires on December 31, 2017m and both have agreed to serve another term.

NOW, THEREFORE, BE IT RESOLVED, that the following individuals be appointed to Sullivan County Public Health Services' Professional Advisory Committee, pursuant to 10 NYCRR(New York Codes, Rules and Regulations), Section 763.11 (a) (13), with the term of **1/1/2018 to 12/31/2020**

Anne Mikulski, RN
102 Rustic Hills Road
Westbrookville, NY 12785

Nancy King, RN
SCPHS
PO Box 590
Liberty, NY 12754

Rebecca Skoda, MSW
PO Box 271
Ferndale, NY 12734:



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

To: Executive Committee

Fr: Cynthia Atkins, Secretary

Re: PHS Appointment to the Health Services Advisory Board

Date: December 21, 2017

Purpose of Resolution:

To authorize Sullivan County Public Health Services to appoint Dr. M Cecilia Escarra to the Health Services Advisory Board to complete a four year term that is empty.
Term is from 1/16/16 - 12/31/19

Is subject of Resolution mandated? Explain:

Yes, this is required by Public health Law

Does Resolution require expenditure of funds? No

If "Yes", provide the following information

Amount to be authorized by Resolution: \$0

Are funds already budgeted? N/A

If "Yes" specify appropriation code(s):

If "No", specify proposed source of funds:

Estimated Cost Breakdown by Source

County: \$<Insert Amount Here>

Grant(s): \$<Insert Amount Here>

State: \$<Insert Amount Here>

Other: \$<Insert Amount Here>

Federal Government: \$<Insert

(Specify):

Here>

Specify Compliance with Procurement Procedures:

N/A

Person(s) responsible for monitoring contract (Title): Cynthia Atkins Secretary

TO APPOINT DR. M CECILIA ESCARRA TO THE HEALTH SERVICES ADVISORY BOARD

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

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

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

NOW, THEREFORE, BE IT RESOLVED, that the individual listed below be appointed to the Health Service Advisory Board to fill a four-year term (1/1/16 - 12/31/19) vacated 2/2/2017, per Public Health Law.

Dr. M Cecilia Escarra
Executive Director
The PRASAD Project
PRASAD Children's Dental Health Program, Inc.
465 Brickman Road
Hurleyville, NY 12747



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

To: Executive Committee

Fr: AnnMarie Martin, Clerk to the Legislature

Re: Extend Contracts for 90 days

Date: December 21, 2017

Purpose of Resolution:

<Insert detailed statement and justification here>

Authorize contracts extensions for 90 days

Is subject of Resolution mandated? Explain: No

<Insert Explanation Here>

Does Resolution require expenditure of funds? /No

If "Yes", provide the following information

Amount to be authorized by Resolution: \$<Insert Amount Here>

Are funds already budgeted? Yes/No

If "Yes" specify appropriation code(s): <Insert Code(s) Here>

If "No", specify proposed source of funds:

Estimated Cost Breakdown by Source

County: \$<Insert Amount Here>

Grant(s): \$<Insert Amount Here>

State: \$<Insert Amount Here>

Other: \$<Insert Amount Here>

Federal Government:\$<Insert

(Specify):

Here>

Specify Compliance with Procurement Procedures:

N/A

**Person(s) responsible for monitoring contract (Title): AnnMarie Martin Clerk to the
Legislature**

TO AUTHORIZE CONTRACT EXTENSIONS FOR A PERIOD NOT TO EXCEED 90 DAYS

WHEREAS, there are contracts that will expire on December 31, 2017, and

WHEREAS, the County wishes to minimize disruptions to services that may result from the 2017 resolution process to renew contracts.

NOW, THEREFORE, BE IT RESOLVED, the contracts may be extended for a period not to exceed ninety (90) days under the same terms and conditions as currently apply.

WHEREAS, there are contracts that will expire on December 31, 2017, and

WHEREAS, the County wishes to minimize disruptions to services that may result from the 2017 resolution process to renew contracts.

NOW, THEREFORE, BE IT RESOLVED, the contracts may be extended for a period not to exceed ninety (90) days under the same terms and conditions as currently apply.



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

To: Executive Committee

Fr: Nancy McGraw, Director

Re: <Appoint/Reappoint Individuals to the PHS Professional Advisory Committee

Date: December 21, 2017

Purpose of Resolution:

Appoint/Reappoint Members

Is subject of Resolution mandated? Explain: No

<Insert Explanation Here>

Does Resolution require expenditure of funds? Yes/No

If “Yes”, provide the following information

Amount to be authorized by Resolution: \$<Insert Amount Here>

Are funds already budgeted? Yes/No

If “Yes” specify appropriation code(s): <Insert Code(s) Here>

If “No”, specify proposed source of funds:

Estimated Cost Breakdown by Source

County: \$<Insert Amount Here>

Grant(s): \$<Insert Amount Here>

State: \$<Insert Amount Here>

Other: \$<Insert Amount Here>

Federal Government: \$<Insert

(Specify):

Here>

Specify Compliance with Procurement Procedures:

N/A

Person(s) responsible for monitoring contract (Title): Nancy McGraw Director

APPOINT/REAPPOINT MEMBERS TO PHS PUBLIC HEALTH PROFESSIONAL ADVISORY COMMITTEE

WHEREAS, pursuant to 10 NYCRR (New York Codes, Rules and Regulations) Section 763.11 (a) (13) requires that Sullivan County Public Health Services Certified Home Health Care Agency and Long Term Home Health Care Program establish a Professional Advisory Committee to consist of “a group of professional personnel, which includes one or more physicians, registered professional nurses, and representatives of the professional therapeutic services provided by the agency” and “at least one member who cannot be an owner nor employee compensated by the agency”, and

WHEREAS, Thomas Maloney resigned from his term on the Professional Advisory Committee in January of 2017, and Anne Mikulski, formerly employed as a Supervisory Community Health Nurse at Public Health Services, has agreed to fill his seat, and

WHEREAS, the term of two of the four Professional Advisory Committee members expires on December 31, 2017, and both have agreed to serve another term.

NOW, THEREFORE, BE IT RESOLVED, that the following individuals be appointed to Sullivan County Public Health Services Professional Advisory Committee, pursuant to 10 NYCRR (New York Codes, Rules and Regulations) Section 763.11 (a) (13), with the term of **1/1/18 - 12/31/20**.

NAME	TERM
Anne Mikulski 102 Rustic Hills Road Westbrookville, NY 12785	1/1/18-12/31/20
Nancy King, RN SCPHS PO Box 590 Liberty, NY 12754	1/1/18-12/31/20
Rebecca Skoda PO Box 271 Ferndale, NY 12734	1/1/18-12/31/20

WHEREAS, <Insert Info Here>; and

WHEREAS, <Insert Info Here>; and

WHEREAS <Insert Info Here>

NOW, THEREFORE, BE IT RESOLVED, <Insert Info Here>:



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

To: Executive Committee

Fr: Dan Hust, Communications Director

Re: Name 17B "The Woodstock Way"

Date: December 21, 2017

Purpose of Resolution:

To name NYS Route 17B "The Woodstock Way" for the 2019 50th anniversary of the Woodstock Festival and beyond

Is subject of Resolution mandated? Explain:

No

Does Resolution require expenditure of funds? No

If "Yes", provide the following information

Amount to be authorized by Resolution:

Are funds already budgeted?

If "Yes" specify appropriation code(s):

If "No", specify proposed source of funds:

Estimated Cost Breakdown by Source

County:

Grant(s):

State:

Other:

Federal Government:

(Specify):

Specify Compliance with Procurement Procedures:

N/A

Person(s) responsible for monitoring contract (Title): Dan Hust Communications Director

RESOLUTION TO NAME NEW YORK STATE ROUTE 17B "THE WOODSTOCK WAY"

WHEREAS, the Woodstock Music and Art Fair was held in Bethel, New York August 15-17, 1969; and

WHEREAS, the music festival attracted half a million people over its three-day length and became a cultural turning point and touchstone for millions; and

WHEREAS, the site continues to attract thousands to Sullivan's Catskills every year, particularly with the addition of the Bethel Woods Center for the Arts; and

WHEREAS, the entire County of Sullivan will mark the 50th anniversary of Woodstock in 2019, with events at and around the historic site; and

WHEREAS, the most traveled path to the site continues to be NYS Route 17B, which itself has become internationally known because of its association with the festival; and

WHEREAS, the County of Sullivan desires to cement its identity with the positive legacy of Woodstock;

NOW, THEREFORE, BE IT RESOLVED, that the Sullivan County Legislature calls upon the State of New York and its Department of Transportation to designate Route 17B's entire length as "The Woodstock Way" both in proclamation and in physical signage, in time for the beginning of the 2019 tourist season and remaining so designated in perpetuity.



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

To: Executive Committee

Fr: Dan Hust, Communications Director

Re: Adoption of Revised Social Media Policy

Date: December 21, 2017

Purpose of Resolution:

To implement a revised Social Media Policy

Is subject of Resolution mandated? Explain:

No

Does Resolution require expenditure of funds? No

If "Yes", provide the following information

Amount to be authorized by Resolution:

Are funds already budgeted?

If "Yes" specify appropriation code(s):

If "No", specify proposed source of funds:

Estimated Cost Breakdown by Source

County:

Grant(s):

State:

Other:

Federal Government

(Specify):

Specify Compliance with Procurement Procedures:

N/A

Person(s) responsible for monitoring contract (Title): Dan Hust Communications Director

RESOLUTION TO ADOPT REVISED SOCIAL MEDIA POLICY

WHEREAS, the County of Sullivan desires to update its existing Social Media Policy to reflect the evolving digital landscape and changes in staff and workflow within County Government; and

WHEREAS, the County Manager's Office, County Attorney's Office and ITS have developed a revised Social Media Policy (attached hereto), and recommend its approval and implementation;

NOW, THEREFORE, BE IT RESOLVED, the Sullivan County Legislature hereby adopts this updated and revised Social Media Policy, to be implemented on January 1, 2018.

SULLIVAN COUNTY POLICIES AND PROCEDURES

- I. **SUBJECT:** SOCIAL MEDIA POLICY
- II. **ADOPTED:** December 21, 2017
- III. **PURPOSE:** To (1) define the expectation of users of social media, including, but not limited to, elected officials, commissioners, department heads, directors, administrators and employees (hereinafter referred to collectively as “employees”) and (2) ensure the appropriate use of social media used in connection with the business of the County of Sullivan (hereinafter referred to as “County”). The use of County Social Media Sites (as defined below) is limited to business communications and informational purposes in accordance with authorized County goals and objectives. Personal use is strictly prohibited. County Social Media Sites are not intended to create or serve as public forums.

Social media technologies can help County departments inform residents and make government more open and transparent. To provide a unified and professional social media presence, the County Manager, in their discretion, may control access to official County Social Media Sites.

The County Manager, Director of Communications and Chief Information Officer will develop appropriate uses for official County Social Media Sites, select appropriate social media outlets, and help departments define a strategy of engagement for using social media.

IV. DEFINITIONS

Social Media: various forms of information-sharing technology used to create internet-based content that produces communication and/or conversations. Forms of social media include, but are not limited to, social networking, blogs, video sharing, picture-sharing, wall-postings, e-mail, instant messaging,

podcasts, wikis, message boards, online forums, RSS and other syndicated web feeds.

Examples of social media outlets include, but are not limited to, Google and Yahoo Groups (reference, social networking), Wikipedia (reference), Facebook (social networking), YouTube (social networking and video sharing), Twitter (social networking and micro blogging), Instagram (photos and videos), Snapchat (time-limited posts), Pinterest (themed sharing), LinkedIn (business networking) and other news media comment sharing/blogging.

County Social Media Sites: the official social media sites authorized by the County, approved by the County Manager, and managed on a day-to-day basis by the Director of Communications and/or approved Department Heads.

Personal Social Media: any form of social media created and maintained by an employee for their personal use.

Department Head: any Elected Official, Commissioner, Director, Administrator, or other head of a County department, office, or agency.

F.O.I.L.: the Freedom of Information Law, Article 6 of the New York State Public Officers Law, which governs rights of access to government records.

Record (as defined in Article 6 of the Public Officers Law, Section 86): any information kept, held, filed, produced or reproduced by, with or for an agency or the state legislature, in any physical form whatsoever including, but not limited to, reports, statements, examinations, memoranda, opinions, folders, files, books, manuals, pamphlets, forms, papers, designs, drawings, maps, photos, letters, microfilms, computer tapes or discs, rules, regulations or codes.

V. POLICIES AND PROCEDURES

1. County Social Media Site Creation/Approval

Process: Department Heads interested in creating a Department-specific County Social Media Site for County business purposes must submit a Business Case Justification to the County Manager for approval. At a minimum, the “Business Case Justification” should:

- Name the Social Media outlet to be utilized (e.g., Facebook, etc.);
- State the goals for setting up a County Social Media Site;
- Identify the intended audience;
- Summarize the type of information expected to be shared/displayed;
- Discuss the anticipated benefit from establishing the site;
- Identify who will create content for the site and interface with the Director of Communications; and
- Explain why the information cannot be included on an existing County Social Media Site and why a separate Department site is necessary

Business Case Justifications that are approved by the County Manager will be forwarded to the Director of Communications as well as the department of Information Technology Services (hereinafter, “ITS”), to maintain the approval paperwork for audit purposes.

2. Account Management

Account management includes the creation, maintenance, preservation, disabling and destruction of County Social Media Site accounts.

The Director of Communications will be responsible for the creation of County Social Media Sites and, in coordination with ITS, for the preservation of data on those sites.

Department Heads must send all requested content to the County Manager, or their designee, for approval before any content is published on a County Social Media Site. For Department-specific County Social Media

Sites, authorized Department Heads may publish content on their site without prior approval of the County Manager, so long as such content complies with this Policy.

ITS will be responsible for maintaining a list of all County Social Media Site domain names in use and their associated account user ID and active password.

3. Acceptable Use

County Social Media Sites are intended to be used solely for authorized County purposes, including informing the public of County issues, projects, events, deadlines, emergencies, and other news. County Social Media Sites are not intended to create or serve as public forums, and public commenting shall be disabled to the extent permitted by the underlying social media outlet. Personal use of County Social Media Sites is strictly prohibited.

Posting Guidelines

Information posted shall be relevant, timely and appropriate to the goals of County government. Postings must contain information that is freely available to the public and not be confidential as defined by any County policy or state, federal or local law.

Employees are prohibited from posting information about pending or anticipated litigation, personnel information, sensitive or confidential information, medical information that may violate the Health Insurance Portability and Accountability Act (HIPAA) or New York State privacy laws, or any other nonpublic information, political endorsements, or any other endorsements not authorized by the County Legislature.

Vulgar, profane, obscene and/or pornographic content is expressly prohibited on County Social Media Sites. The County Manager, or their designee, shall have sole discretion on the removal of postings.

4. Public Use of County Social Media Sites

Comments are not allowed or permitted to be displayed on any official County Social Media Site, so long as the underlying outlet gives the County control over commenting features. As such, communications made to a County government entity through a County Social Media Site shall not be considered formal public comment and shall not constitute official legal notice to the County or as requests for records under F.O.I.L. Private messages or hidden posts on County Social Media Sites may be treated by the County as public information subject to disclosure to third parties. Any messages or posts containing threats, or other statements indicating criminal activity, will be forwarded to the County Sheriff.

5. Disclaimer

The following disclaimer shall be posted on each County Social Media Site: “This is an authorized social media site for the County of Sullivan, New York. Its purpose is to promote County business and inform the public of County-related events, notices, emergencies and other news. It is not intended to create or serve as a public forum. Comments, messages and other communications made through this site, while recorded, may not be read. This site and any posting, comment or message thereon shall not serve as official notice upon the County. Please visit our website for the best way to contact us.”

6. Content

County departments, through the County Manager and Director of Communications, shall undertake best efforts to keep content posted on County Social Media Sites accurate and up-to-date. Any corrections to posted content shall be provided expeditiously to the County Manager and Director of Communications.

Wherever possible, links on County Social Media Sites should direct users back to the County’s website for additional information, forms, documents, or online services necessary to conduct business with the County.

7. Legal Issues

The County is responsible for complying with applicable laws, regulations and policies. This includes adhering to established laws and policies regarding copyright, records retention, Freedom of Information Law, First Amendment, privacy, HIPAA, information technology, federal, state and other constitutional rules.

Nothing in this Policy is intended to conflict with any federal, state, or local law or regulation that guarantees the free speech rights of public employees.

8. Preservation

ITS is responsible for archiving and collecting the County's Social Media Site data and content. County Social Media Site content is not considered confidential and may be subject to production as required by law. ITS shall produce County Social Media Site content in compliance with any request made by the County Attorney, County Manager, and/or Court Order.

9. Personal Social Media Accounts

Social media content associated with the County shall be consistent with the County's responsibilities to the public and its professional standards. This is especially so if a County employee uses their official title or posts material describing work as a County employee.

The County does not endorse Personal Social Media accounts or their content, and information contained on Personal Social Media sites does not represent the County or any official position of the County.

Employees should be aware that a social media post may be permanently available and open to being republished in other media. In addition, postings related to County business may, in certain circumstances, be required to be produced in accordance with a F.O.I.L. request or litigation.

10. Violations

Any employee that makes a post, comment, message, or other communication that is in violation of the law, this Policy, or any other County policy, on either a County or Personal Social Media Site, may be subjected to discipline.

VI. POLICY EFFECTIVE DATE

This Policy shall take effect as of the date of its adoption by the County Legislature.

The County reserves the right to change, modify or amend all or part of this Policy at any time.



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

To: Executive Committee

Fr: Edward McAndrew, Commissioner

Re: Change Order with Pike Co. for Electric Services Change

Date: December 21, 2017

Purpose of Resolution:

To authorize a change order with Pike Company for costs associated with NYSEG initiated electric service location change.

Is subject of Resolution mandated? Explain:

No

Does Resolution require expenditure of funds? Yes

If "Yes", provide the following information

Amount to be authorized by Resolution: \$300,000.00

Are funds already budgeted? Yes

If "Yes" specify appropriation code(s): H 69-3997-40-4038

If "No", specify proposed source of funds:

Estimated Cost Breakdown by Source

County: \$300,000.00

Grant(s):

State:

Other:

Federal Government:

(Specify):

Specify Compliance with Procurement Procedures:

N/A

Person(s) responsible for monitoring contract (Title): Edward McAndrew Commissioner

RESOLUTION TO AUTHORIZE THE EXECUTION OF A CHANGE ORDER WITH PIKE COMPANY FOR COSTS ASSOCIATED WITH RESULTING FROM A NYSEG INITIATED SERVICE LOCATION CHANGE FOR THE NEW JAIL

WHEREAS, Resolution 428-16 adopted October 20, 2016 authorized an agreement with The Pike Company to provide construction services for the New Sullivan County Jail; and

WHEREAS, the agreement contains a contingency line item of \$1 million dollars; and

WHEREAS, Resolution 431-16 adopted October 20, 2016 defined the Change Order policy for the New Sullivan County Jail Project which provides a maximum limit of \$25,000 for change without a Legislative resolution; and

WHEREAS, the original contract documents provided for electric service to enter the property from the County Road 174; and

WHEREAS, NYSEG subsequently required that the service location for the property be relocated to Pittaluga Road following award of the contract and initial construction being undertaken; and

WHEREAS, additional costs were incurred as a result of the electrical service being relocated and the associated impacts to the project schedule; and

WHEREAS, the cost to the County is \$300,000.

NOW, THEREFORE, BE IT RESOLVED, that the County Legislature authorized the amount of \$300,000 to be moved from the contingency line item to cover the additional cost via a contract change order; and

BE IT FURTHER RESOLVED, that such change be executed by the County Manager, Commissioner of Management and Budget and the Commissioner of the Division of Public Works in such form as the County Attorney shall approve.



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

To: Executive Committee

Fr: Freda Eisenberg, Commissioner

Re: TRANSFER PROPERTY TO THE SULLIVAN COUNTY LAND BANK CORPORATION

Date: December 21, 2017

Purpose of Resolution:

To transfer properties to the Land Bank that were obtained by the County through the Foreclosure process

Is subject of Resolution mandated? Explain:

No

Does Resolution require expenditure of funds? No

If "Yes", provide the following information

Amount to be authorized by Resolution: \$<Insert Amount Here>

Are funds already budgeted? Yes/No

If "Yes" specify appropriation code(s): <Insert Code(s) Here>

If "No", specify proposed source of funds:

Estimated Cost Breakdown by Source

County: \$<Insert Amount Here>

Grant(s): \$<Insert Amount Here>

State: \$<Insert Amount Here>

Other: \$<Insert Amount Here>

Federal Government: \$<Insert

(Specify):

Here>

Specify Compliance with Procurement Procedures:

N/A

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

RESOLUTION NO. ___ INTRODUCED BY THE EXECUTIVE COMMITTEE TO AUTHORIZE THE COUNTY OF SULLIVAN TO TRANSFER PROPERTY TO THE SULLIVAN COUNTY LAND BANK CORPORATION

RESOLUTION NO. ___ INTRODUCED BY THE EXECUTIVE COMMITTEE TO AUTHORIZE THE COUNTY OF SULLIVAN TO TRANSFER PROPERTY TO THE SULLIVAN COUNTY LAND BANK CORPORATION

WHEREAS, the County of Sullivan (“County”) owns parcels of property that it has acquired by virtue of Article 11 real property tax foreclosure proceedings, and

WHEREAS, the Sullivan County Land Bank Corporation (“Land Bank”) has requested the County transfer the following properties to the Land Bank:

Address	Section	Block	Lot
44 High Street	107.	1	18
7 Washington Street	116.	1	23
4 Washington Street	116.	3	3
9 Cross Street	115.	12	3
11 Balsam Drive	109.	2	14
5 Orchard Street	112.	4	30
237 South Main Street	115.	1	30
55 ½ Park Avenue	115.	3	18

WHEREAS, tax delinquent parcels foreclosed by the County may be conveyed to the County for public use purposes pursuant to the Sullivan County Code Section 164-7(C), and

WHEREAS, it is the intent of the Sullivan County Legislature to cancel the real property taxes due and owing on the properties described above, so that the properties may be transferred to the Land Bank for public purposes and to ensure that no real property taxes shall be due and owing on said parcels so long as they remain in ownership of the Land Bank.

NOW THEREFORE BE IT RESOLVED,

1. The properties described above shall be conveyed from the County to the Land Bank for such related purposes as are authorized by law.
2. The Sullivan County Treasurer is hereby authorized and directed to cancel any outstanding real property taxes due and owing on the properties identified above, including those of the 2017-2018 School Districts impacted.

3. The Chairman of the Sullivan County Legislature is hereby authorized to execute the documents necessary for said conveyance, in forms approved by the Sullivan County Attorney.

4. The conveyances shall be recorded in the Sullivan County Clerk's Office.

Moved _____

Seconded _____

Adopted _____ 2017



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

To: Executive Committee

Fr: Daniel Depew, Deputy County Manager

Re: To authorize the County of Sullivan to enter into a lease for a period not to exceed three years.

Date: December 21, 2017

Purpose of Resolution:

To authorize the County of Sullivan to enter into a Lease for a Period not to exceed three years.

Is subject of Resolution mandated? Explain:

No

Does Resolution require expenditure of funds? Yes

If "Yes", provide the following information

Amount to be authorized by Resolution: \$25,000

Are funds already budgeted? Y

If "Yes" specify appropriation code(s): A-1620-23-21-2102

If "No", specify proposed source of funds:

Estimated Cost Breakdown by Source

County: \$25,000

Grant(s):

State:

Other:

Federal Government

(Specify):

Specify Compliance with Procurement Procedures:

N/A

Person(s) responsible for monitoring contract (Title): Daniel Depew Deputy County Manager

TO AUTHORIZE THE COUNTY OF SULLIVAN TO ENTER INTO A LEASE FOR A PERIOD NOT TO EXCEED THREE YEARS.

WHEREAS, the County of Sullivan (“County”) has been looking for additional space to move the operations of the Board of Elections, administrative offices for child support services, and other offices as necessary; and

WHEREAS, the County issued RFP #R-17-46 for space to house its electronic voting machines as well as for document storage for the District Attorney; and

WHEREAS, SullivanArc responded to the RFP on terms that are very favorable to the County, as demonstrated below:

- 1) A lease of up to 3 years for the five thousand square feet in the facility.
- 2) Electric and heat included in the rental amount.
- 3) Restrooms available for County staff.
- 4) Three parking spaces available for County staff.
- 5) Snow plowing and maintenance will be the obligation of the Lessor
- 6) Rental shall be set at \$5.00 per square foot per year.
- 7) The County may make modifications to the space to protect county assets and agrees, upon request of the Lessor, to remove improvements when the space is vacated.

NOW THEREFORE BE IT RESOLVED, The Chairman of the Sullivan County Legislature (“Chairman”) is hereby authorized to execute any and all documents necessary to enter into a lease agreement with SullivanArc for a period not to exceed three years, in such forms as approved by the County Attorney.

BE IT FURTHER RESOLVED, that the County Manager is authorized to expend reasonable costs to make such alterations of the leasehold space as necessary to accommodate the needs of the Board of Elections, the District Attorney, and any other office that may occupy space throughout the term of the lease.



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

To: Executive Committee

Fr: Cheryl McCausland, County Attorney

Re: Establish rates of pay for various services for Coroners

Date: December 21, 2017

Purpose of Resolution:

<Insert detailed statement and justification here>

Is subject of Resolution mandated? Explain: No, however we are required by County Law to investigate unattended or suspicious deaths

Does Resolution require expenditure of funds? Yes

If "Yes", provide the following information

Amount to be authorized by Resolution: \$157,500

Are funds already budgeted? Yes

If "Yes" specify appropriation code(s): A-1185-47-4715, 47-4718, 47-4704

If "No", specify proposed source of funds:

Estimated Cost Breakdown by Source

County: \$157,500

Grant(s): \$<Insert Amount Here>

State: \$<Insert Amount Here>

Other: \$<Insert Amount Here>

Federal Government:\$<Insert

(Specify):

Here>

Specify Compliance with Procurement Procedures:

N/A

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

RESOLUTION INTRODUCED BY EXECUTIVE COMMITTEE TO ESTABLISH RATES OF PAY FOR VARIOUS SERVICES REQUIRED BY THE CORONER'S OFFICE AND REPLACE MULTIPLE OLDER RESOLUTIONS WITH A SINGLE SUPERSEDING RESOLUTION

WHEREAS, Resolutions No. 174-01, No. 494-06, No. 425-07, No. 218-10, and No.11-16 need to be superseded and replaced, and new rates for services to be performed for the Coroner's Office need to be established; and

WHEREAS, the Coroners are authorized to designate any physician licensed to practice medicine in the State of New York to act as a Coroner's Physician for the limited purpose of pronouncing the death of any person and such physician is paid the sum of \$50 for each service for the purpose of signing death certificates with cause of death and

WHEREAS, when the service for removal of deceased persons is performed by a Funeral Director with funeral homes in Sullivan County, the rate for such service, per removal, is \$200 within Sullivan County, \$250 within Kingston, NY, and \$350 within Albany, NY; and

WHEREAS, when Coroner Physician Assistants are needed to assist with autopsies, the rates for such services are \$275 per autopsy, \$50 per blood draw when an autopsy has been refused, and \$400 per autopsy for an inmate or on a homicide case; and

WHEREAS, when transcriptions of autopsies are required and performed the rate shall be \$35 per transcript.

NOW, THEREFORE BE IT RESOLVED, that the rate for physicians designated as Coroner's Physicians to pronounce a death is hereby set at \$50 per service; for the purpose of signing death certificates with cause of death and

BE IT FURTHER RESOLVED, that the rates for the removal of deceased persons are hereby set at \$200 per removal within Sullivan County, \$250 per removal within Kingston, NY, and \$350 per removal within Albany, NY; and

BE IT FURTHER RESOLVED, that the rates for Coroner's Physician's Assistants are hereby set at \$275 per autopsy or, when an autopsy has been refused, \$50 per blood draw, and \$400 per autopsy for an inmate or homicide case; and

BE IT FURTHER RESOLVED, that the fee for autopsy transcription services is hereby set at \$35 per transcript.

BE IT FURTHER RESOLVED, that this resolution shall be effective as of January 1, 2018; and

BE IT FURTHER RESOLVED, that this resolution supersedes and replaces Resolutions No. 174-01, No. 494-06, No. 425-07, No. 218-10, and No. 11-16.



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

To: Executive Committee

Fr: Cheryl McCausland, County Attorney

Re: Appoint Margaret Prial, MD and Kunjlata Ashar, MD

Date: December 21, 2017

Purpose of Resolution:

<Insert detailed statement and justification here>

Is subject of Resolution mandated? Explain: No, but we are required to investigate unattended or suspicious deaths.

Does Resolution require expenditure of funds? Yes

If "Yes", provide the following information

Amount to be authorized by Resolution: \$3,500

Are funds already budgeted? Yes

If "Yes" specify appropriation code(s): A-1185-47-4713

If "No", specify proposed source of funds:

Estimated Cost Breakdown by Source

County: \$ 3,500

Grant(s): \$<Insert Amount Here>

State: \$<Insert Amount Here>

Other: \$<Insert Amount Here>

Federal Government: \$<Insert

(Specify):

Here>

Specify Compliance with Procurement Procedures:

N/A

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

INTRODUCED BY EXECUTIVE COMMITTEE TO APPOINT MARGARET PRIAL, MD AND KUNJLATA ASHAR, MD AS CORONER'S PHYSICIANS, ESTABLISH RATES OF PAY FOR PATHOLOGICAL SERVICES

WHEREAS, Resolution No. 5-17, adopted on January 19, 2017, needs to be rescinded in its entirety; and

WHEREAS, pursuant to County Law §400(4-b) the County Legislature shall appoint one or more Coroner's Physicians who shall be deputy coroners and shall possess the powers and perform the duties of the coroner, during the absence or inability of the coroner to act, or in the event of a vacancy in the office of coroner; and

WHEREAS, the Coroner's Office recommends that the County Legislature appoint Dr. Margaret Prial, M.D. and Dr. Kunjlata Ashar, M.D. as Coroner's Physicians; and

WHEREAS, Dr. Prial and Dr. Ashar shall also perform pathological services on behalf of the Coroner's Officer pursuant to their roles as Coroner's Physicians; and

WHEREAS, if no Coroner's Physician is available, the Coroner's Office may designate additional physicians to perform the pathological services described below; and

WHEREAS, the Coroner's Office recommends that the County Legislature set the current rates of pay for pathological services as follows:

1. \$1,200 per non-forensic autopsy performed and inmate deaths.
2. \$1,500 per forensic/homicide autopsy performed.
3. \$400 per examination of a body without performance of an autopsy ("external").
4. \$200 per day, or portion thereof, required for testimony in any court or proceeding related to services performed as a pathologist.

NOW, THEREFORE BE IT RESOLVED, that Dr. Margaret Prial, M.D. and Dr. Kunjlata Ashar, M.D. are hereby appointed as Coroner's Physicians; and

BE IT FURTHER RESOLVED, that the rates of pay for pathological services are hereby established at the rates outlined above; and

BE IT FURTHER RESOLVED, if no Coroner's Physician is available, the Coroner's Office may designate additional physicians to perform the pathological services described above, without further approval of the Legislature, provided that such additional physicians shall not be paid more than the rates established above; and

BE IT FURTHER RESOLVED that this resolution shall be effective as of January 1, 2017; and

BE IT FURTHER RESOLVED, that Resolution No. 5-17 is hereby rescinded in its entirety.



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

To: Executive Committee

Fr: Kathleen Whiteman, Secretary

Re: Code-It Consulting Resolution

Date: December 21, 2017

Specify Compliance with Procurement Procedures:

N/A

Person(s) responsible for monitoring contract (Title): Kathleen Whiteman Secretary

CODE-IT CONSULTING RESOLUTION

Purpose of Resolution: to authorize the County Manager to enter into a contract with Code-It Consulting.

Explain: We request that the County Manager be authorized to enter into a contract with Code-It Consulting for medical coding & OASIS review services for Sullivan County Public Health's CHHA & LTHHCP for the period 11/1/17 - 10/30/19 at the cost of \$30.00 per Medicare & Medicaid episode.

Is subject of Resolution mandated? No

Does Resolution require expenditure of funds: Yes

If "Yes", provide the following information

Amount to be authorized by Resolution: \$ 44,610

Are funds already budgeted? No- budget modification is needed

If "Yes" specify appropriation code(s):

If "No", specify proposed source of funds: ** anticipated increase in revenue is anticipated to help cover the cost of this contract

Estimated Cost Breakdown by Source

County: \$44,610

Grant(s):

State:

Other:

Federal Government:

(Specify):

WHEREAS, proposals were received for Medical Coding and OASIS Review services for Sullivan County Public Health Services' Certified Home Health Care Agency, #R-17-43, and

WHEREAS, Code-It Consulting of 133 N. 1350 E. Logan, Utah 84321, is the lowest cost, most responsible firm available for this work, to provide medical coding and OASIS review services for Sullivan County Public Health Services' Certified Home Health Care Agency and Long Term Home Health Care Program, in order to increase revenue as a result of utilizing certified medical coders and OASIS experts to produce medical coding and correction of OASIS errors to maximize payment, and

WHEREAS, the Department of Public Health Services has reviewed the proposal and recommends award,

NOW, THEREFORE, BE IT RESOLVED, that the County Manager be and is hereby authorized to enter and execute a contract with Code-It Consulting, said contract to be in such form as the County Attorney shall approve.



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

To: Executive Committee

Fr: Freda Eisenberg, Commissioner

Re: Modify Resolution No. 491-17 to Correct Plans & Progress Grant Recipient Name

Date: December 21, 2017

Purpose of Resolution:

To modify Resolution No. 491-17 to correct a 2017 Plans & Progress Grant recipient's name; the award recipient St. Peter's Stewardship is incorrect and needs to be corrected to St. Peter's Roman Catholic Church.

Is subject of Resolution mandated? Explain:

No

Does Resolution require expenditure of funds? No

If "Yes", provide the following information

Amount to be authorized by Resolution: \$<Insert Amount Here>

Are funds already budgeted? Yes/No

If "Yes" specify appropriation code(s): <Insert Code(s) Here>

If "No", specify proposed source of funds:

Estimated Cost Breakdown by Source

County: \$<Insert Amount Here>

Grant(s): \$<Insert Amount Here>

State: \$<Insert Amount Here>

Other: \$<Insert Amount Here>

Federal Government:\$<Insert

(Specify):

Here>

Specify Compliance with Procurement Procedures:

N/A

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

**RESOLUTION NO. -17 INTRODUCED BY THE EXECUTIVE COMMITTEE TO
MODIFY RESOLUTION NO. 491-17 TO CORRECT A GRANT RECIPIENT NAME**

WHEREAS, Resolution No. 491-17 authorized the County Manager to enter into a contract with the award recipients of the Plans and Progress Small Grants Program; and

WHEREAS, the award recipient St. Peter's Stewardship name is incorrect; and

WHEREAS, the correct name is St. Peter's Roman Catholic Church;

NOW, THEREFORE, BE IT RESOLVED, Resolution No. 491-17 is hereby modified to the corrected award recipient name of St. Peter's Roman Catholic Church. All other provisions of Resolution No. 491-17 shall remain unchanged.



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

To: Executive Committee

Fr: Lorne Green,

Re: Authorize contract with Catalog & Commerce Solutions LLC. d/b/a Discover eGov

Date: December 21, 2017

Purpose of Resolution:

**TO AUTHORIZE CONTRACT WITH CATALOG & COMMERCE SOLUTIONS, LLC,
d/b/a DISCOVER eGOV FOR WEBSITE REDESIGN AND HOSTING SERVICES.**

Is subject of Resolution mandated? Explain:

No.

Does Resolution require expenditure of funds? Yes

If "Yes", provide the following information

Amount to be authorized by Resolution: \$57,926.00

Are funds already budgeted? Yes

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

If "No", specify proposed source of funds:

Estimated Cost Breakdown by Source

County: \$57,926.00

Grant(s): \$

State: \$

Other: \$

Federal Government:\$

(Specify):

**Specify Compliance with Procurement Procedures:
Request for Proposal**

**Bid/RFP/Quote#
RFP-17-44**

Person(s) responsible for monitoring contract (Title): Lorne Green

INTRODUCED BY THE EXECUTIVE COMMITTEE TO AUTHORIZE CONTRACT WITH CATALOG & COMMERCE SOLUTIONS, LLC, D/B/A DISCOVER EGOV FOR WEBSITE REDESIGN AND HOSTING SERVICES.

WHEREAS, the County of Sullivan Information Technology Services (ITS) Department in support of the Sullivan County Legislature's directive, solicited and received (4) responses to RFP-17-44; Website Design, Development and Hosting Services on November 10, 2017; and

WHEREAS, after proposal evaluation, a team of Legislative, Management, ITS and other senior staff, interviewed (2) responsible respondent firms; and

WHEREAS, unanimously agreed that the proposal received from Catalog & Commerce Solutions, LLC, 263 East Street, PO Box 111, Pittsford, New York 14534, d/b/a Discover eGOV was the best qualified respondent to perform these services.

NOW, THEREFORE, BE IT RESOLVED, that the County Manager be and hereby is authorized to execute an agreement with Catalog & Commerce Solutions, LLC, for a total amount not to exceed \$57,926.00, for a contract period of January 1, 2018 through December 31, 2022; and

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



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

To: Executive Committee

Fr: Laura Quigley, Director

Re: MODIFICATION AGREEMENT WITH BOCES

Date: December 21, 2017

Purpose of Resolution:

Increase Contract amount with Sullivan County BOCES under the Workforce Innovation and Opportunity Act (WIOA) youth funds through June 30, 2018. SC BOCES provides education and training services to enrolled youth.

Is subject of Resolution mandated? Explain:

Yes-Under WIOA youth services this must be competitively procured.

Does Resolution require expenditure of funds? Yes

If "Yes", provide the following information

Amount to be authorized by Resolution: \$12,000.00

Are funds already budgeted? Yes

If "Yes" specify appropriation code(s): A-6293-47-4780

If "No", specify proposed source of funds:

Estimated Cost Breakdown by Source

County: \$0.00

Grant(s): \$0.00

State: \$0.00

Other: \$0.00

Federal Government:\$12,000.00

(Specify):

**Specify Compliance with Procurement Procedures:
Request for Proposal**

**Bid/RFP/Quote#
RFP-16-09**

Person(s) responsible for monitoring contract (Title): Laura Quigley Director



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

To: Executive Committee

Fr: Laura Quigley, Director

Re: SPACE RENTAL FOR ONE-STOP CENTER

Date: December 21, 2017

Purpose of Resolution:

To allow the County Manager to sign a lease agreement with the NYS Department of Labor for space at the One Stop Center. This resolution covers the lease period of 7/1/17-6/30/18. According to Federal regulations, payment for space cannot be made until after the time period has passed.

Is subject of Resolution mandated? Explain:

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

Does Resolution require expenditure of funds? Yes

If "Yes", provide the following information

Amount to be authorized by Resolution: \$57,726.55

Are funds already budgeted? Yes

If "Yes" specify appropriation code(s): A-6293-47-4701

If "No", specify proposed source of funds:

Estimated Cost Breakdown by Source

County: \$0.00

Grant(s): \$0.00

State: \$0.00

Other: \$0.00

Federal Government:\$57,726.55

(Specify):

Specify Compliance with Procurement Procedures:

Bid/RFP/Quote#

N/A

Prior Res #124-17

Person(s) responsible for monitoring contract (Title): Laura Quigley Director

**RESOLUTION NO. INTRODUCED BY THE EXECUTIVE COMMITTEE TO
DISSOLVE RESOLUTION NO. 452-17 AND AUTHORIZE THE COUNTY MANAGER
TO ENTER INTO AN ANCILLARY LEASE AGREEMENT WITH THE NEW YORK
STATE DEPARTMENT OF LABOR**

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

WHEREAS, the Department of Labor leases space at 50 North Street, Monticello, New York, and

WHEREAS, Resolution #452-17 was duly adopted on October 19, 2017 allowing the current lease to be extended, but (NYSDOL) had already issued a new project number which disallowed the extension. Therefore, Resolution #452-17 is to be dissolved, and

WHEREAS, a new lease agreement is required to cover the period July 1, 2017 through June 30, 2018, and

WHEREAS, the annual rent shall total \$57,726.55 (2,323 square feet at a rate of \$24.85 per square foot) respectively, for charges, which shall include cleaning, electricity, and all other costs relating to the use, occupation and maintenance of the space,

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



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

To: Executive Committee

Fr: Daniel Depew, Deputy County Manager

Re: To authorize the County of Sullivan to Purchase Property in the Village of Monticello

Date: December 21, 2017

Purpose of Resolution:

To Authorize the County of Sullivan to purchase property in the Village of Monticello.

Is subject of Resolution mandated? Explain:

No

Does Resolution require expenditure of funds? Yes

If "Yes", provide the following information

Amount to be authorized by Resolution: \$855,000

Are funds already budgeted? Yes

If "Yes" specify appropriation code(s): 00915-00287 (Assigned Unappropriated

Fund Balance –Building Construction)

If "No", specify proposed source of funds:

Estimated Cost Breakdown by Source

County: \$

Grant(s): \$

State: \$

Other: \$855,000

Federal Government:\$

(Specify):

Specify Compliance with Procurement Procedures:

N/A

Person(s) responsible for monitoring contract (Title): Daniel Depew Deputy County Manager

TO AUTHORIZE THE COUNTY OF SULLIVAN TO PURCHASE PROPERTY IN THE VILLAGE OF MONTICELLO.

WHEREAS, the County of Sullivan (“County”) has been looking for additional space to move the operations of the Board of Elections, administrative offices for child support services, and other offices as necessary; and

WHEREAS, the County has obtained and reviewed appraisals for a property owned by the Medical Arts Building of Monticello, LLC, located in the Village of Monticello, 518 Broadway, designated as Tax Map Section 111 Block 3 Lot 26 (the “Property”); and

WHEREAS,

- 1) The County has been looking for additional space to accommodate the needs of the workforce as well as the growth that has occurred and is anticipated in the coming years. The two moves identified above, alone, would allow the county to help correct space issues in the Government Center and in the Travis Building.
- 2) Owners of the Property expressed interest in selling their building.
- 3) Owners of the Property advised the County that the building would be available at some point in the middle of 2018, a timeframe that is acceptable to the County and would enable the County to undertake the necessary preliminary investigations, inspections and review process to move the purchase to fruition.
- 4) A preliminary analysis of the cost required to renovate the Property to best accommodate the needs of the County government, is less than \$200,000.
- 5) The location of the Property is especially beneficial due to the fact that it is within the Village of Monticello, the County seat, and across the street from the current Government Center. It is proximate to a parking lot and would provide County employees with access to Broadway in Monticello; and

WHEREAS, the Owners have agreed on a purchase price of \$655,000.00 for the Property.

NOW THEREFORE BE IT RESOLVED,

1. The Chairman of the Sullivan County Legislature (“Chairman”) is hereby authorized to enter into a contract with the Medical Arts Building of Monticello, LLC for a purchase price of \$655,000.00, subject to terms mutually agreeable to the parties.
2. The County Manager is hereby authorized to undertake all actions necessary to bring this purchase to fruition, including inspections, environmental analyses and a title search of the Property.

3. The County Manager and the Chairman are authorized to execute any and all documents necessary for this real estate transaction to proceed and close, subject to approval by the County Attorney.

BE IT FURTHER RESOLVED, that the Sullivan County Legislature hereby authorizes appropriating \$855,000 from the Building Construction (Tobacco) Fund Balance Assignment to fund the purchase and renovation of the Property; and

BE IT FURTHER RESOLVED, that the County Manager is authorized to expend reasonable costs, including those required for property and title inspections, title insurance, and environmental analyses, prior to closing title on the Property.