



# Sullivan County

## Management & Budget Committee

### Meeting Agenda - Final

100 North Street  
Monticello, NY 12701

Chairman Brian McPhillips  
Vice Chairman Matt McPhillips  
Committee Member Joseph Perrello  
Committee Member Luis Alvarez  
Committee Member Nicholas Salomone Jr.

---

**Thursday, April 10, 2025**

**10:30 AM**

**Government Center**

---

#### **Call To Order and Pledge of Allegiance**

#### **Roll Call**

#### **Comments:**

#### **Reports:**

1. Real Property Tax Services Monthly Report for March 2025

[ID-7359](#)

**Attachments:** [Real Property Tax Services Monthly Report for 3.2025](#)

#### **Discussion:**

#### **Public Comment**

#### **Resolutions:**

1. To adopt Public Records Access Policy for the County of Sullivan.

[ID-7319](#)

**Attachments:** [Sullivan County foil Policy pdf](#)

2. To amend Resolution No. 223-24

[ID-7325](#)

3. To Modify the 2024 Budget

[ID-7373](#)

**Attachments:** [Year End #7 2024 Resolution Needed](#)

4. TO MODIFY RESOLUTION NO. 232-24 FOR R-23-46 FOR ACTUARIAL SERVICES.

[ID-7376](#)

5. To Modify the 2025 Budget

[ID-7374](#)

**Attachments:** [March 31 2025 Resolution Needed](#)

#### **Adjourn**



# Sullivan County

## Legislative Memorandum

100 North Street  
Monticello, NY 12701

---

**File #:** ID-7359

**Agenda Date:** 4/10/2025

**Agenda #:** 1.

---

## Real Property Tax Services Monthly Report for March 2025

### Real Property:

We continue to provide services internally, to the assessment community and to the public.

### Deed and subdivision count:

These statistics through the end of March 2025:

**March deed count: 287**

**2025 total: 862**

2024 total: 1004

**March Subdivision Lots: 8**

**2025 total: 60**

2024 total: 57

### Director's activities for the month of March:

- Attended a virtual meeting of the NYS Real Property Tax Administration Committee (RPTAC) training advisory subcommittee
- Prepared a list of delinquent taxpayers for the NYS Office of Real Property Tax Services
- Provided the NYS Office of Real Property Tax Services with updated Board of Assessment Review membership information

### General office activity for the month of March:

- Answered numerous 911 address inquiries
- Reviewed (3) three new condominium projects
- Updated the tax maps to portray the new Village of Aterres

### E-911:

**March new addresses assigned: 146 (102 created by ITS staff)**

**2025 Total: 318**

2024 Total: 35

**March new roads created: 5**

S.C.R.P.T.S. DEED/SUBDIVISION REPORT							
MONTH OF	March	2025		DEEDS		SUBDIVISION LOTS	
SUBDIVISION LOTS	DEEDS	TOWN	MONTH	2024	2025	2024	2025
	25	BETHEL	JANUARY	378	312	10	41
	12	CALLICOON	FEBRUARY	299	263	39	11
2	8	COCHECTON	MARCH	327	287	8	8
	12	DELAWARE	APRIL				
2	49	FALLSBURG	MAY				
	5	FORESTBURGH	JUNE				
2	7	FREMONT	JULY				
	14	HIGHLAND	AUGUST				
	26	LIBERTY	SEPTEMBER				
	10	LUMBERLAND	OCTOBER				
	35	MAMAKATING	NOVEMBER				
	14	NEVERSINK	DECEMBER				
2	11	ROCKLAND	TOTAL	1004	862	57	60
	51	THOMPSON					
	8	TUSTEN					
8	287						
862 NEW DEEDS RECEIVED IN 2025							
60 NEW SUBDIVISION LOTS FILED IN 2025							

This report reflects the number of deeds received through March 2025.

0 units of the Subdivision lots total for March 2025 were Condos.

## S.C.R.P.T.S. E-911 ADDRESS REPORT

MONTH OF	March	2025			NEW E-SITES ADDED		ADDRESS VERIFICATION & OTHER ISSUES	
NEW E-SITES ADDED	ADDRESS VERIFICATIONS ETC	TOWN						
35	1	BETHEL	MONTH	2024	2025	2024	2025	
9	1	CALLICOON	JANUARY	13	98	17	14	
0	1	COCHECTON	FEBRUARY	11	74	5	14	
3	0	DELAWARE	MARCH	11	146	9	13	
61	0	FALLSBURG	APRIL					
0	1	FORESTBURGH	MAY					
1	0	FREMONT	JUNE					
1	1	HIGHLAND	JULY					
1	2	LIBERTY	AUGUST					
1	0	LUMBERLAND	SEPTEMBER					
1	0	MAMAKATING	OCTOBER					
1	0	NEVERSINK	NOVEMBER					
2	3	ROCKLAND	DECEMBER					
30	3	THOMPSON						
0	0	TUSTEN						
0	0	OUTSIDE CO.	TOTAL	35	318	31	41	
146	13	318 New E-Sites added in 2025						
		41 Address verification, address changes, and other issues, 2025						

This report reflects the number of new E-Sites created through March 2025

Other issues include road name issues, address changes and corrections, etc.



# Sullivan County

## Legislative Memorandum

100 North Street  
Monticello, NY 12701

---

**File #:** ID-7319

**Agenda Date:** 4/10/2025

**Agenda #:** 1.

---

**Narrative of Resolution:**

To adopt Public Records Access Policy for the County of Sullivan.

**If Resolution requires expenditure of County Funds, provide the following information:**

**Amount to be authorized by Resolution:** 0

**Are funds already budgeted?** Choose an item.

**Specify Compliance with Procurement Procedures:**

**RESOLUTION INTRODUCED BY MANAGEMENT & BUDGET COMMITTEE TO ADOPT A  
PUBLIC RECORDS ACCESS POLICY FOR THE COUNTY OF SULLIVAN**

**WHEREAS**, there is a need to establish a County of Sullivan policy and procedure that reflects our belief in transparency and ease of public access to government records and to implement compliance with New York State and Federal Freedom of Information Law (FOIL); and

**WHEREAS**, the attached Public Records Access Policy has been recommended for adoption by the County Manager's Office; and

**WHEREAS**, the County feels there is a need to adopt a Public Records Access Policy for the County of Sullivan.

**NOW THEREFORE BE IT RESOLVED**, that the Sullivan County Legislature hereby adopts the attached Public Records Access Policy.



## Sullivan County Public Records Access Policy

### Current Policy/Procedure Information

Policy/Procedure Number	Resolution Number	Revision Date	Next Scheduled Review	Responsible Department/Individual
				County Manager's Office



**Table of Contents**

- I. Definitions**
- II. Policy**
- III. Procedure**
  - A. Responsibility of the Records Access Officer
  - B. Responsibility of County Departments
  - C. Requesting Records Access
  - D. Approved Access to Records
  - E. Denial of Access to Records
  - F. Fees
  - G. Public Notice
- IV. Document History**



## Public Access to Records

### Objective:

To establish County government policy and procedure that reflects our belief in transparency and ease of public access to government records and to implement compliance with New York State and Federal Freedom of Information Law (FOIL).

### Reference:

(All applicable federal, state, and local laws)

Public Officers Law, Article 6, §§84-90; 21 NYCRR Part 1401 (Committee on Open Government); US Department of Justice Public Law 114-185; Regulations for Public Access to Records of Sullivan County

### Policy Statement:

It is the policy of Sullivan County government that the public should generally have free and easy access to County government records except as restricted by Federal or State law or to support individual personal privacy. This policy affirms that basic to our democratic society is the people's right to know (1) the process of government decision-making and (2) the documents and statistics leading to determinations.

**General Information:** **FOIL** - The Freedom of Information Law (FOIL) gives the public the right to access, with certain exceptions, documents and information about the functions, procedures, policies, decisions and operations of government department and agencies.

### I. Definitions:

**Record** - Any information kept, held, filed, produced, or reproduced by, with, or for an official County agency, board, or committee, and/or for the County Legislature, in any physical form whatsoever. Under the law, all records are accessible, except records or portions of records that fall within one of defined categories of deniable records as stated in §87(2) of the Public Officer's Law (also see item B of the Procedure section of this policy). Access refers to existing records, and therefore no record need be created in response to a request.

**Records Access Officer** - The County designee to receive FOIL requests, determine how to respond, and ensure timely responses.

**Appeals Officer**- The County designee to receive, determine action, and respond to appeals for denial of access to records.

**Subject Matter List** - A reasonably detailed, current list, organized by subject matter, of all records in County possession, and whether or not records are available to the public.

### II. Policy:

The Sullivan County Manager is responsible for ensuring the County's compliance with the Freedom of Information Law, including appropriate response to public requests for access to records, and designates the following person as Records Access Officer for the County.

- A. The Records Access Officer shall not be the Appeals Officer to avoid conflict of interest per 21 NYCRR Part 1401.
- B. The County Administrator or designee shall serve as Records Access Officer.
- C. Sullivan County is to provide the public with access to records in accordance with the Freedom of Information Law (FOIL) and the rules and regulations referenced in this policy.
- D. The County will adopt procedures and regulations describing how to acquire copies of records based in part upon the general regulations issued by the New York State Committee on Open Government. These procedures and regulations shall be posted on the Sullivan County government website

### **III. Procedure:**

#### **A. Responsibility of the Records Access Officer**

1. Ensure the County maintains an annually updated Subject Matter List.

The Subject Matter List must:

- Include a list of all records in the possession of the County
  - State whether or not the records are available for public inspection
  - Indicate the date of the most recent update
  - Be posted on the County website and shall be linked to the website of the Committee on Open Government
2. Ensure requested records are promptly made available or if denied, reasoning of denial provided in writing to the requestor.
  3. Upon request, certify in writing that a record is a true copy.
  4. Upon inability to locate records, certify in writing that after a diligent search the records cannot be located or the County is not the custodian of such requested records.
  5. The records access officer will notify an employee of Sullivan County when a request for their disciplinary records is received

#### **B. Responsibility of County Departments**

Immediately upon receipt of a FOIL request, Departments shall:

1. Provide the appropriate documentation or assistance as requested by the County Administrator to satisfy FOIL requirements.
2. Each department shall maintain a reasonably detailed Subject Matter List of all records in the possession of the department as set forth in the Regulations for Public Access to Records of Sullivan County New York (whether or not records are available pursuant to subdivision two of Section 87 of the Public Officers Law).
3. Departments shall forward an updated copy of the department's Subject Matter List to the County Administration Department no later than January 31st of each calendar year.

### **C. Requesting Records Access**

1. A request for access to records shall be submitted to the County Manager (Records Access Officer) in writing, by e-mail or using the Online Records Request Form located on the County website.

FOIL Officer  
100 North Street  
PO Box 5012  
Monticello NY 12701

2. Once a FOIL request is received by County Administration, it will be reviewed by the Records Access Officer granting or denying access in whole or in part.

3. A response to the requestor is required within five (5) business days of receipt of the request by:

- Granting the request in whole or in part;
- Denying the request in whole or in part, including the reason for denial;
- Acknowledging the receipt of the request in writing, including an approximate date of a decision of approval or denial, which shall not be more than twenty (20) days after the acknowledgment. If circumstances are known that prevent the disclosure within the stated time frame, a statement must be provided in writing stating the reason for the inability to grant the request and a certain date must be provided within a reasonable period when the request will be granted.
- If the County fails to respond to a request within the specified timeframes, the request will be deemed as a denial of access.

### **D. Approved Access to Records**

1. Once a records request is approved, the request will be routed to the appropriate County department for fulfillment.

2. County departments shall make all records available for public inspection and copying during Sullivan County's general business hours (9:00a.m.- 5:00p.m.), with the exception of those noted in Public Officers Law, Article 6, Section 87,

3. When the County has the ability to retrieve records maintained in an electronic database and doing so requires less employee time than a manual retrieval of paper records, the County is required to retrieve the records electronically. In such case, the County may charge a fee in accordance with 21 NYCRR Part 1401.8 (Fees).

### **E. Denial of Access to Records**

1. County departments shall make all records available for public inspection and copying except, in accordance with Public Officers Law, Article 6, Section 87, those records or portions thereof that:

- are specifically exempted from disclosure by state or federal statute;
- if disclosed would constitute an unwarranted invasion of personal privacy under the provisions of subdivision two of section eighty-nine of Public Officers Law, Article 6;
- if disclosed would impair present or imminent contract awards or collective bargaining negotiations;
- are trade secrets or are submitted to a department by a commercial enterprise or derived from information obtained from a commercial enterprise and which if disclosed would cause substantial injury to the competitive position of the subject enterprise;
- are compiled for law enforcement purposes;
- if disclosed could endanger the life or safety of any person;
- are examination questions or answers which are requested prior to the final administration of such questions; or
- if disclosed, would jeopardize the capacity of a department or an entity that has shared information with a department to guarantee the security of its information technology assets, such assets encompassing both electronic information systems and infrastructures.

**Note:** The County has the authority to redact portions of a record prior to the disclosure of the record to the requestor in accordance with Public Officers Law, Article 6, Section 87.

2. Denial of access to records shall be in writing stating the reason for denial and advising the requestor of the right to appeal the denial to the Appeals Officer as set forth in the Regulations for Public Access to Records of Sullivan County New York (Section 7). This statement shall include the name, title, address, and business phone number of the Appeals Officer.

3. The Clerk to the Sullivan County Legislature shall serve as the Appeals Officer to determine appeals regarding denial of access to records under the Freedom of Information Law.

4. An appeal may be made within thirty (30) days of a denial. The appeal should be sent to the following address:

Clerk to the Legislature  
100 North Street  
PO Box 5012  
Monticello NY 12701

5. An appeal to the denial of access to records shall be decided and communicated to the requestor in writing within ten (10) business days of the receipt of an appeal as set forth in the Regulations for Public Access to Records of Sullivan County New York (Section 7). The appeal decision shall state either the approval, granting records access or explaining the reason(s) for further denial.

6. Failure to respond to an appeal within the required period of time shall constitute a denial of an appeal.

7. The Appeals Officer shall deliver upon receipt, copies of all appeals to the Committee on Open Government.

Committee on Open Government  
Department of State  
One Commerce Plaza, 99 Washington Ave., Suite 650  
Albany, NY 12231

#### **F.Fees**

1. There is no fee required to submit an initial FOIL request.
2. There is no fee for inspection of records or data.
3. Fees charged for the copying or reproduction of records may require payment in advance of the preparation.
4. A department providing photocopies of records to the general public or the news media may charge a fee for copies of records or data that shall not exceed twenty-five (25) cents per page for documents no larger than 9 x 14 inches. Fees for documents in excess of 9 x 14 inches shall not exceed the actual cost of reproducing the record in accordance with Section 8, paragraphs (c) through (f) of the Regulations for Public Access to Records of Sullivan County New York, except when a different fee is otherwise prescribed by statute.
5. Departments are authorized to provide photocopies at no charge or at a reduced charge, if requested by the person requesting access to the records.
6. If requested, departments are required to provide records and data electronically if the records and data are so stored.

#### **G. Public Notice**

A notice shall be maintained and posted as set forth in the Regulations for Public Access to Records of Sullivan County New York (Section 9) and on the County website. The notice must contain the following information:

- Name, title, address, and business phone number of the designated access officer
- Location of where records shall be made available for inspection and copying
- The right to appeal denied access to records and the name and address of whom an appeal should be directed

#### **H. Severability**

If any provision of the Regulations for Public Access to Records of New York Sullivan County or the application thereof to any person or

circumstances is adjudged invalid by a court of competent jurisdiction, such judgment shall not affect or impair the validity of the other provisions of the regulations or the application thereof to other persons and circumstances.

**X. Document History**

Public Records Access Policy

Policy/Procedure Number	Resolution Number	Revision Date



# Sullivan County

## Legislative Memorandum

100 North Street  
Monticello, NY 12701

---

**File #:** ID-7325

**Agenda Date:** 4/10/2025

**Agenda #:** 2.

---

**Narrative of Resolution:**

To amend Resolution No. 223-24

**If Resolution requires expenditure of County Funds, provide the following information:**

**Amount to be authorized by Resolution:** \$0

**Are funds already budgeted?** Yes

**Specify Compliance with Procurement Procedures:**

**RESOLUTION INTRODUCED BY MANAGEMENT AND BUDGET COMMITTEE TO AMEND  
RESOLUTION NO. 223-24 REGARDING LAKE COMMUNITIES ALLIANCE NY, INC.**

**WHEREAS**, the Sullivan County Legislature adopted Resolution No. 223-24 on April 18, 2024 authorizing funding for the Lake Communities Alliance NY, Inc. the amount of \$3,800 from District 9 Legislator; and

**WHEREAS**, there is a need to amend the resolution to reflect the proper “award recommendations”; and

**WHEREAS**, the proper description should state “the cost to conduct mailings, advertisement, marketing and paperwork” with a dollar amount of \$3,800.

**NOW, THEREFORE, BE IT RESOLVED**, that the Sullivan County Legislature hereby amends Resolution No. 223-24 to reflect the award recommendation to be “the cost to conduct mailings, advertisement, marketing and paperwork” with a dollar amount of \$3,800.



Sullivan County  
Legislative Memorandum

100 North Street  
Monticello, NY 12701

---

**File #:** ID-7373

**Agenda Date:** 4/10/2025

**Agenda #:** 3.

---

**Narrative of Resolution:**

To Modify the 2024 Budget

**If Resolution requires expenditure of County Funds, provide the following information:**

**Amount to be authorized by Resolution:** Please see attached Budget Mods.

**Are funds already budgeted?** Choose an item.

**Specify Compliance with Procurement Procedures:**

**RESOLUTION INTRODUCED BY MANAGEMENT & BUDGET COMMITTEE TO MODIFY THE  
2024 BUDGET**

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

**NOW, THEREFORE, BE IT RESOLVED**, that the attached budgetary transfers for 2024 be authorized.



**2024 Year End #7 Resolution  
Sullivan County Budget Modifications 2024**

<b>G/L Account</b>	<b>Revenue Increase</b>	<b>Revenue Decrease</b>	<b>Appropriation Increase</b>	<b>Appropriation Decrease</b>
A-9999-R2401-R223 - INTEREST EARNED INTEREST	1,400,000			
A-9999-R5031-R338 - INTERFUND TRANSFR OTHER		1,400,000		
<b>A Fund Total</b>	<b>1,400,000</b>	<b>1,400,000</b>	-	-
EI-6020-81-90-9007 - TRANSFERS TRANSFERS GENERAL FUND				1,400,000
EI-6020-81-R2770-R338 - MISC REVENUE OTHER		1,400,000		
<b>EI Fund Total</b>	-	<b>1,400,000</b>	-	<b>1,400,000</b>

# Sullivan County

## Legislative Memorandum

---

**File #:** ID-7376

**Agenda Date:** 4/10/2025

**Agenda #:** 4.

---

**Narrative of Resolution:**

**RESOLUTION INTRODUCED BY MANAGEMENT & BUDGET COMMITTEE TO MODIFY RESOLUTION NO. 232-24 FOR R-23-46 FOR ACTUARIAL SERVICES**

**If Resolution requires expenditure of County Funds, provide the following information:**

**Amount to be authorized by Resolution:** \$45,500.00

**Are funds already budgeted?** Yes

**Specify Compliance with Procurement Procedures:**

**MODIFICATION RESOLUTION INTRODUCED BY MANAGEMENT & BUDGET COMMITTEE TO MODIFY RESOLUTION NO. 232-24 FOR R-23-46 FOR ACTUARIAL SERVICES**

**WHEREAS**, Resolution No. 232-24 authorized the County Manager to execute an agreement with BPAS Actuarial and Pension Services, LLC, 706 N. Clinton Street, Syracuse, New York 13204, in accordance with #R-23-46; Actuarial Services for Government Accounting Standards Board Statement No. 75 for the period January 1, 2024 through December 31, 2025, providing a full valuation for fiscal year 2023 and an interim valuation for fiscal year 2024, with the option to extend for two (2) additional two (2) year periods providing services through fiscal year 2028; and

**WHEREAS**, the funding language in the Original Resolution needs to be amended to include all extendable years, and

**WHEREAS**, the correct funding language in the NOW, THEREFORE, BE IT RESOLVED should read at a cost not to exceed \$13,200.00 for the 2023 full valuation, \$3,500 for the 2024 interim valuation, \$10,300.00 for the 2025 full valuation, \$3,700.00 for the 2026 interim valuation, \$10,900.00 for the 2027 full valuation, and \$3,900.00 for the 2028 interim valuation.

**NOW, THEREFORE, BE IT RESOLVED**, that the County Manager be and hereby is authorized to execute a modification agreement with BPAS Actuarial and Pension Services, LLC to extend the Original Agreement at the above-listed rates through fiscal year 2028.

**BE IT FURTHER RESOLVED**, Resolution No. 232-24 is hereby modified as per the above and all other provisions of Resolution No. 232-24 shall remain unchanged and said agreement to be in such form as the County Attorney shall approve.



Sullivan County  
Legislative Memorandum

100 North Street  
Monticello, NY 12701

---

**File #:** ID-7374

**Agenda Date:** 4/10/2025

**Agenda #:** 5.

---

**Narrative of Resolution:**

To Modify the 2025 Budget

**If Resolution requires expenditure of County Funds, provide the following information:**

**Amount to be authorized by Resolution:** Please see attached Budget Mods.

**Are funds already budgeted?** Choose an item.

**Specify Compliance with Procurement Procedures:**

**RESOLUTION INTRODUCED BY MANAGEMENT & BUDGET COMMITTEE TO MODIFY THE  
2025 BUDGET**

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

**NOW, THEREFORE, BE IT RESOLVED**, that the attached budgetary transfers for 2025 be authorized.

**March 31, 2025 Resolution Needed  
Sullivan County Budget Modifications 2025**

G/L Account	Revenue Increase	Revenue Decrease	Appropriation Increase	Appropriation Decrease
A-1230-40-4008 - CONTRACT LEGAL SERVICES			200,000	
A-1230-40-4013 - CONTRACT CONTRACT OTHER			19,506	
A-1410-10-42-4202 - OFFICE MICROFILMING/ ELECTRONIC DATA ST			66,820	
A-1410-10-R3060-R239 - ST AID RECORD MANAGMNT MAIN	66,820			
A-1989-99-47-4736 - DEPT CONTINGENT				19,506
A-1989-99-47-4736 - DEPT CONTINGENT				200,000
A-1989-99-47-4736 - DEPT CONTINGENT				29,243
A-3010-45-4541 - SPEC DEPT SUPPLY SM EQUIP TOOLS APPLNCS, SM ELECT			2,478	
A-3010-R4389-R338 - FED AID PUBLIC SAFETY OTHER	2,478			
A-3150-10-1012 - PERSONAL SERV OVERTIME PAY			29,243	
A-4220-40-4013 - CONTRACT CONTRACT OTHER(***)			12,157	
A-4220-42-4205 - OFFICE PRINTING(***)			594	
A-4220-43-4303 - COMPUTER SOFTWARE PURCHASE/LEASE(***)			1,960	
A-4310-42-4205 - OFFICE PRINTING				302
A-4320-40-42-4205 - OFFICE PRINTING			302	
A-6010-38-40-4001 - CONTRACT AGENCIES(*)			12,349	
A-6010-38-40-4013 - CONTRACT CONTRACT OTHER(*)			17,375	
A-6010-38-42-4201 - OFFICE ADVERTISING(*)			7,454	
A-6010-38-47-4703 - DEPT DUES			400	
A-6010-57-R4610-R228 - FED AID DFS ADMIN JOBS TITLE XX	400			
A-7110-230-40-4006 - CONTRACT ENGINEER/ARCHITECT/DESIGN SERV			20,253	
A-7110-39-40-4049 - CONTRACT CONSULTING(****)			4,980	
A-8020-90-40-4006 - CONTRACT ENGINEER/ARCHITECT/DESIGN SERV(**)			18,753	
A-8020-90-40-4006 - CONTRACT ENGINEER/ARCHITECT/DESIGN SERV(**)			37,666	
A-8020-90-47-4763 - DEPT NEW INITIATIVES				75,000
A-8020-90-R4089-R167 - FED AID OTHR DEPARTMENTAL AID	20,253			
A-8989-99-40-4035 - CONTRACT COOPERATIVE EXTENSION			75,000	
<b>A Fund Total</b>	<b>89,951</b>	<b>-</b>	<b>527,290</b>	<b>324,051</b>

(\*) To be funded from the Opioid Assigned Fund Balance

(\*\*) To be funded from the O&W Assigned Fund Balance

(\*\*\*) To be funded from the CS Opioid Abatement Assigned Fund Balance

(\*\*\*\*) To be funded from the Planning Programs Assigned Fund Balance