



DIVISION OF PLANNING, COMMUNITY DEVELOPMENT & ENVIRONMENTAL MANAGEMENT

ACTIVITY REPORT July 2023

CONTENTS

- I. Planning
- II. Sustainable Energy
- III. Parks, Recreation & Beautification
- IV. Grants
- V. Agriculture & Farmland Protection

I. PLANNING ACTIVITY

Land Use Planning & Technical Assistance:

- GML-239 Referrals

GML-239 Referrals, July 2023					
Date Received	Date Requested	Project Name	Action Type	Referral ID #	Legislator
6/20/23	7/13/23	5629 Rt 42 LLC	Site Plan Review	FAL23-10	Perrello
6/21/23	7/11/23	Spring Hills	Subdivision Review	MON23-04	Sorensen
6/21/23	7/11/23	Interdevelopment Corp.	Site Plan Review	MON23-03	Sorensen
6/21/23	7/11/23	Dollar General	Site Plan Review	MON23-02	Sorensen
6/22/23	7/24/23	Bobov Yeshiva Educational Retreat	Special Use Permit	TUS23-04	Doherty
6/28/23	7/10/23	157 S. Main St.	Site Plan Review	LIV23-09	Alvarez
6/30/23	7/26/23	Camp Ger	Site Plan Review	THO23-13	Sorensen
7/6/23	8/4/23	Amend Town Code Chapter 250	Amendment of Zoning Map	THO23-14	Sorensen
7/7/23	7/17/23	Rock Paper Plate LLC	Area Variance	LIB23-13	Alvarez
7/13/23	8/7/23	Birchwood Estates	Site Plan Review	THO23-15	Sorensen
7/14/23	8/9/23	Woodbourne Mobil Gas Station	Site Plan Review	FAL23-11	Perrello

7/17/23	8/8/23	Odell Subdivision	Subdivision Review	CAL23-05	Conklin
7/17/23	7/31/23	Araks Farm	Subdivision Review	LIB23-14	Alvarez
7/18/23	8/10/23	Cypert Road Solar Project	Site Plan Review	FAL23-12	Perrello

Land Use, Strategic and Comprehensive Planning

- **Neversink Watershed Management Plan:**
 - Staff from Planning and Public Works participated in a review of the culvert assessment completed for Sullivan County. There was considerable discussion about the possibility of expanding the culvert assessment services into other areas of the County which are not included in the Neversink Watershed.
 - Friends of the Upper Delaware, Trout Unlimited, and Sullivan County Planning have been meeting with supervisors, mayors, and public works representatives in the municipalities located in the watershed to review culvert assessments and the overall plan.
- **Countywide Resiliency Plan:**
 - The consultant will be on-site to meet with County staff as well as third party stakeholders on August 3 and 4. Cornell Cooperative Extension has been helpful in arranging to connect the team with a group of representatives involved in agriculture including farmers and CCE staff.
 - Though the online mapping and visioning tools have been taken down and the plan is now being drafted, we have continued to accept input from members of the public via our department e-mail: planning@sullivanny.us
 - The website for the plan can be viewed at www.resilientsullivan.com. The website provides an overview of resiliency issues and a set of town and village fact sheets (on the “Engage” tab) that provide baseline information about our communities.
- **New Initiative: Water Resources and Infrastructure**
 - Division staff are formulating a strategy to address the concerns which have been raised by multiple municipalities with regard to the County’s water resources and possible impacts from development pressure. The strategy is currently broken down into three (3) main areas of study:
 - Water Resources
 - Public infrastructure (water and wastewater)
 - Private wells/septics
 - Our goal is to use information to support municipalities as they seek funding for critical repairs, upgrades, and investments in public infrastructure.
 - We also hope to support municipalities, homeowners associations, civic associations, and other organizations that wish to collect data via water testing to monitor the

health of our waterbodies, with the anticipation that funding may become available for assistance with private septic systems.

Recreation, Quality of Life & Tourism-based Economic Development

- **Sullivan O&W Rail Trail**
 - Progress continues on the design and engineering phase of the Neversink River Crossing project. As of this writing the consultant believes that a final design will be submitted to the NYSDOT for review by the end of October, and we hope to secure final design approval by the end of December.
 - County staff (Planning, Grants Administration, County Manager, County Attorney, and Legislative representative for the Town) met with the Town of Fallsburg to discuss the project, with status updates of each project component as well as funding sources provided.
 - Planning assisted the Town of Liberty with an application submitted through the CFA for funding to support the O&W Trail development in Parksville.
 - A trail town assessment was completed for the hamlet of Mountindale.
 - We have been working with municipalities, the O&W Alliance, and the consultant to identify the next portions of the rail trail to be addressed in 2024, which will be included with the Division's budget request.

Community Development & Revitalization

- **Sullivan County Land Bank Corporation (SCLBC)**
 - Planning staff are working with staff from RUPCO to ensure the transition of administrative duties is as seamless as possible. The contract between the SCLB and RUPCO has been executed.
 - We will discuss a regular schedule for the new administrator for the Land Bank to provide updates to the Legislature.
- **CDBG Housing**
 - Manufactured Home Replacement
 - Fully subscribed, waiting for contractor selection.
 - 4 applications with signed formal funding awards.

- \$625,000 total committed funding, fully subscribed: Contracts are complete and will be signed with each property owner with RIDGEWOOD LLC, startup checks to be ordered by Friday 7/28/23.
- Contractor will order units by week of July 31, estimated time for completion Nov. 1, 2023.
- We anticipate submitted our first partial draw under this budget line for Manufactured Home Replacement in amount of \$130,405 by the end of next week.
- Home Repair
 - To date 11 applications have been received, however, 2 were denied, 1 is dropping out of the program, and 2 were deemed incomplete.
 - 5 applications with signed formal funding awards
 - 2 projects in progress (one nearing completion)
 - \$130,000 total funding has been committed with a balance of \$495,000 available
 - 1 project has just been inspected and appears to be a viable project to commit funding to after the environmental review is complete.
 - RUPCO recently conducted a Contractor Outreach meeting in Monticello and a new media campaign to push the information out to homeowners and local agencies. Since the outreach we have received 5 new leads of which 4 were considered conditionally eligible and were mailed an application package.
- **EPA Brownfields Assessment Grant**
 - The County has engaged BRS, Inc. to assist with the closeout of the grant. organize documents and identify remaining work to be completed by the end of the grant term (September 2023).
 - A contract modification with Tectonic was developed to accurately reflect project change orders. This will not impact the overall cost of the project and does not require legislative approval.
 - BRS is assisting the County with ensuring all aspects of the project are in compliance with program requirements. Quarterly reporting is current.
- **Plans & Progress**
 - Progress continues as we closing out the open projects that were awarded funding for the entirety of the program. To date there are 17 remaining open projects and 3 more are anticipated to close out in the next month.

Economic Development

- **CDGB grants**
 - The project with the Center for Discovery has been closed out. We are working with staff from OMB to draw funding down from the grant for administrative tasks.
- **Revolving Loan Fund**
 - Payments on all loans are current
 - Working with County staff and contractor to review the program.

Administration

- Staff are engaged in crafting the 2024 Operating Budget request to be submitted by August 4.
- Weekly discussions with the County Manager have been ongoing to ensure activities of the Division remain in line with County priorities
- The Planning Department is actively seeking to fill three positions: Director of Planning, Research Assistant, and RPT Account Clerk. We anticipate the Account Clerk position being filled shortly.

II. OFFICE OF SUSTAINABLE ENERGY (OSE)

- OSE staff met with Laura Quigley and representatives from Clean Path NY (a proposed underground high voltage transmission line proposed for the Marcy South right-of-way) to discuss the project and the anticipated \$270 million host community benefit fund. Projects that may receive funding through the fund include housing retrofits, conservation stewardship, and local workforce development initiatives. Of particular interest was the potential to link workforce development initiatives with housing retrofits in disadvantaged communities. Early awards for funding are anticipated to begin in 2024.
- OSE staff have been assisting Planning staff with crafting grant applications for CFA, specifically an application for funding for the LWRP grant.
- OSE continues to act as lead for the Resiliency Plan project. Currently they are coordinating with the County's consultant for the in-county visit on August 3 and 4.
- Staff conducted outreach to businesses and residents that have expressed an interest in onsite solar installations (rooftop and ground-mounted).
- Staff continue to reach out to NYSEG to address billing and credit issues related to the County's hydroelectric generation.

III. PARKS, RECREATION & BEAUTIFICATION

- Lake Superior is open daily for swimming, boating and picnicking. We are now renting single and double Kayaks. Currently there have been no issues with an algae bloom. We are testing the lake water weekly and keeping daily logs as per NYS Parks to see if certain changes in weather/rainfall trigger an algae bloom.
- The D&H Canal Interpretive Center is open for the season. The staff are currently setting up a series of summer history walks and talks that will take place along the canal trail and at the center. A presentation was provided on July 30th about the section of canal that runs through the Mamakating area.
- The Center for Workforce Development has a group from their Youth Employment Program completing projects throughout the County Parks.
- The Delaware Company hosted the Commemoration of the Minisink Battle on July 22, 2023 at the Minisink Battleground Park.
- The Sullivan County Museum and the D&H Canal Interpretive Center are participating in “The Sullivan County Museum Weekend” which is a collaborative event to encourage Sullivan County residents to engage with their history and visit cultural touchstones in the area. The event is being held July 29th and 30th.

IV. GRANTS ADMINISTRATION

- Activity/Technical Assistance
 - Since June 20, received and responded to 1 request for funding resources related to housing for farmworkers, and received two visitors to the Grants Admin office making initial inquiries. A letter of support for the Jeffersonville Auction Barn was provided.
 - Staff have continued to communicate with and support a potential private daycare facility in Liberty, providing information about funding opportunities for playground equipment and other needs identified.
 - DGA has maintained contact with the Village of Wurtsboro with regard to project readiness for various projects, including municipal infrastructure and trail connections to main street.
 - DGA prepared a report of activity related to water/septic system replacement inquiry. In addition, a proposal, presentation outline, and informational packet was drafted for an educational workshop related to becoming project ready for water infrastructure grant funding.
- In-County Grant Readiness
 - DGA has developed a compliance strategy, which includes rudimentary curriculum notes for future trainings, which may be accomplished via webinar trainings County-wide.
 - Assistance has been provided to departments requiring support with the grant process, including Public Health, Planning, SC International Airport, Parks, Board of Elections, Public Safety, and the District Attorney's Office.
- Administrative Activities
 - Records Retention/Digitization: DGA has been processing files past retention date and preparing for storage/destruction. DGA met with ITS and Records staff regarding the digitization process, and are familiarizing with protocols as they work toward development of a strategy for department best practices. DGA received Laserfiche training on July 27th.
 - The 2024 Operating Budget request was submitted.
 - DGA is considering a strategy for completing a grant users systems audit. The purpose of the audit would be to identify all online grant platforms and/or grant-related management systems currently utilized by County departments, along with a list of staff who are enrolled as registered users in each system, as well as their assigned user role / corresponding security level.

V. AGRICULTURE & FARMLAND PROTECTION

- Ag District Review update from Cornell Cooperative Extension
- CCE June Ag and Food systems report attached