



DIVISION OF PLANNING, COMMUNITY DEVELOPMENT & ENVIRONMENTAL MANAGEMENT

ACTIVITY REPORT

June 2023

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I. PLANNING ACTIVITY

Land Use Planning & Technical Assistance:

- GML-239 Referrals

GML-239 Referrals, June 2023					
Date Received	Date Requested	Project Name	Action Type	Referral ID #	Legislator
05/22/23	06/28/23	Fisher & McGrath	Site Plan Review	HIG23-02	Rajsz
05/30/23	06/20/23	Fulton Subdivision	Subdivision Review	DEL23-04	Conklin
06/05/23	06/05/23	Amend Legal Desc. of the Boundary of PUD	Adoption/Amendment of Zoning Text	FAL23-08	Perrello
06/07/23	06/16/23	Zoning Amendments	Adoption/Amendment of Zoning Text	LIB23-12	Alvarez
06/07/23	07/07/23	MBSC Ventures, LLC, Self Storage	Site Plan Review	BET23-01	Doherty
06/12/23	07/12/23	819 Gulf Road, LLC, Minor Subdivision	Subdivision Review	CAL23-04	Conklin
06/16/23	07/19/23	Local Law review		LIV23-07	Alvarez
06/16/23	07/12/23	Express BDS	SEQR	THO23-12	Sorensen
06/16/23	07/12/23	Old Route 17 Warehouses	Site Plan Review	THO23-11	Sorensen

Land Use, Strategic and Comprehensive Planning

- **Neversink Watershed Management Plan:**
 - A public visioning meeting was held on Monday, June 12 at SUNY Sullivan
 - Staff from Planning and Public Works will be participating in a review of the culvert assessment completed for Sullivan County.
 - Public input is being sought to help identify issues of concern and opportunities now and in the future in the local sub-watershed and throughout the basin. Comments can be provided at this link: <https://padlet.com/none4this/146j4qejbh41x32f>
- **Countywide Resiliency Plan:**
 - 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.
 - We encourage community members to provide feedback via the following web-based tools:
 - Resilient Sullivan Visioning Board:
<https://mudworkshop.mysocialpinpoint.com/resilientsullivanplan/ideas/>
 - Resilient Sullivan Mapping Tool:
<https://mudworkshop.mysocialpinpoint.com/sullivanresiliency/>

Recreation, Quality of Life & Tourism-based Economic Development

- **Sullivan O&W Rail Trail**
 - We continue to encounter additional requirements from the NYSDOT for the Neversink River Crossing project. A hydraulic study is required at an estimated cost of approximately \$30,000. Additional scope to address NYSDOT requirements to date has been estimated at \$33,000. The results of the hydraulic study have the potential to add additional scope but will not be known until such time as the study is completed. A resolution is being presented today to authorize an amount not to exceed \$100,000 to address NYSDOT requirements. NYSDOT is administering the funds which were awarded to the County via Congressionally Directed Spending (Delgado/Schumer/Gillibrand).
 - A resolution authorizing an Inter Municipal Agreement with the Town of Fallsburg is being presented for consideration. This IMA will establish the mechanism by which the County is able to pass-through funding to the Town for construction of the Neversink Crossing project. It will also authorize the County Manager to execute any and all documents necessary to accept and administer the funds.
- **Highland Access Improvements**
 - Sullivan County Public Works is providing assistance by producing several signs needed for the site (ingress, egress, do not enter, handicap accessible parking). Many thanks to Ed McAndrew and his staff.

- The DEC has indicated that paving will begin shortly, and once completed signage will be installed and the site will be open to the public at that time.
 - We anticipate that the Friends of the Upper Delaware will be hosting a “Day on the Delaware” and launching from the Highland River Access site sometime in the beginning of August. Information will be provided once the date and time have been finalized.

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.
 - A series of outdoor educational events, “Forest Exploratorium”, concluded during the last week of June. Eleven (11) students participated, with the majority attending multiple sessions.
- **CDBG Housing**
 - **Manufactured Home Replacement**
 - Fully subscribed, waiting for contractor selection.
 - 4 applications with signed formal funding awards.
 - \$625,000 total committed funding
 - The manufactured home dealer/builder that has been selected to do all homes is Ridgetop LLC, 58 Pleasant Street, Monticello N.Y. 12701. At this time, we are waiting for individual final costs so formal contracts can be signed, permits obtained and units ordered. We anticipate all units being complete by the end of the CDBG contract term.
 - **Home Repair**
 - To date 10 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
 - \$130,000 total funding has been committed with a balance of \$495,000 available
 - RUPCO had participated in community outreach events in both the Town of Callicoon and the Town of Rockland, in the wake of the tornado which struck the County in April. Due to the source through which the funds were made available (CDBG), applicants had to meet certain income eligibility requirements.
 - **Homebuyer Assistance**

- Funding for this program was moved to the Home Repair program.
- **EPA Brownfields Assessment Grant**
 - The County has engaged BRS, Inc. to assist with the closeout of the grant. BRS has already engaged Tectonic and is working with County staff to organize documents and identify remaining work to be completed by the end of the grant term (September 2023).
 - A contract modification with Tectonic will be necessary 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**
 - All equipment funded by this program has been received by the Center for Discovery and is currently being installed. We are in receipt of an acknowledgement of completion from NYS Homes & Community Renewal. The project will be closed out by the July 26, 2023 deadline.
- **Revolving Loan Fund**
 - Payments on all loans are current
 - Working with County staff and contractor to review the program.

Administration

- “Moving Day” for the Division is over and four departments (Planning, Grants, Parks/Recreation, and Sustainable Energy) are now located with the same office space. This has already made a big difference in the ability to efficiently manage the Division. Many thanks to Ed McAndrew and the staff of DPW, as well as Lorne Green and his staff from ITS!

- Staff are being engaged in the budget process as 2024 Operating Budget request documents are received from OMB. This has been very helpful to identify resources that will be required to complete ongoing and future projects, as well as training and general office needs.
- Weekly discussions with the County Manager have been ongoing to ensure activities of the Division remain in line with County priorities

II. OFFICE OF SUSTAINABLE ENERGY (OSE)

- “Resilient Sullivan” County-wide Resiliency Plan: Project consultants MUD Workshop have established 2 online tools that enable County residents to participate and share their views. The digital Resilient Sullivan Vision Board explains the draft goals that have been formulated by the project’s Advisory Board, and invites residents to share initiatives, strategies, and projects to support each goal. The Resilient Sullivan Mapping Tool allows visitors to tag specific places with comments and recommendations regarding economic, social or environmental resilience, hydrology, flooding, open space, or other issues that need attention. These links have been shared through press releases and e-blasts to town and village officials, and town and village clerks have been asked to post on their social media pages to encourage broad participation by the general public. The online tools will remain open for comment through July 15.
- Addressing Septic and Water Quality Issues: In response to requests for assistance, staff from the Division of Planning, Grants department and OSE are assembling information and local data on private septic systems, drinking water wells and potentially affected water bodies in the County. These early steps will help us identify problem areas, develop strategies for outreach, testing, verification and documentation, and explore methodologies and sources of funding for repair, replacement, rehabilitation and ongoing monitoring as appropriate.
- OSE Web Site: The OSE web pages have been updated to include new reporting on the County’s cost savings from energy efficiency and renewable initiatives; the most recent data on benchmarking of County facilities; and new fact sheets with information and resources that can help residents, business owners and municipalities save money on their energy bills.
 - As an example, 26 Hamilton Avenue saw a decrease in oil usage equating to 66,654 kBtu, with an associated increase in electric usage equating to 37,754 kBtu. This represents an overall Site Energy Use decrease of 28,900 kBtu which translates to energy savings for the County.

III. PARKS, RECREATION & BEAUTIFICATION

- Lake Superior opens daily for swimming, boating and picnicking on June 24, 2023. Season passes are currently on sale. The Park Manager has certified the lifeguards.
- 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.
- Working with the Department of Planning on design, engineering, and permitting for the Callicoon Park. There is a resolution on for consideration today to award design, engineering and permitting services to Fisher Associates and to authorize an amount not to exceed \$75,000 for services associated with the parking lot, entryway, driveway and the first trail loop.
- The Center for Workforce Development will have a group from their Youth Employment Program completing projects throughout the County Parks again this summer.
- Working with the County GIS Department on the creation of maps for each County Park.
- The Delaware Company will be hosting the Commemoration of the Minisink Battle on July 22, 2023 4:00 pm at the Minisink Battleground Park.
- To date, the Parks Department has issued twenty-four Group Picnic Permits for the parks.

IV. GRANTS ADMINISTRATION

- Activity/Technical Assistance
 - Since May 20, received and responded to 10 requests for funding resources related to: Village of Woodridge Police equipment needs, Fallsburg Town water infrastructure needs, and several business startups/expansion projects. (Year to Date Responses: 33) Follow up with previous inquirers is ongoing, as needed.
 - Of note, inquiries directed to us by way of Planning Division include a septic system replacement inquiry; a Veteran's Memorial inquiry for Town of Fallsburg; and an inquiry from a private citizen for a childcare development center.
 - DGA has been readily utilizing resources housed on the website by referring inquirers to the web resources and grant readiness tools. The website was updated with additional resources for funding for Veterans, as well as resources for community-based initiatives.
 - In addition, DGA created a Community Collaborator Intake Form to better equip DGA to assess grant readiness for outside agencies/individuals seeking partnership. It has been successfully implemented and utilized.
- In-County Grant Readiness
 - We are revising the Grants Manual in a new format to include graphics, “resolutions best practices,” etc.
 - Grant Concept Approval Form is under revision.
 - A “fail safe” was built into the resolution process to provide DGA an opportunity to review resolutions for content via Legistar. This also provides DGA with an opportunity to identify grants that they may not be aware of and follow-up with department heads to ensure compliance with the Grants Manual.
 - DGA developed a compliance strategy, which includes rudimentary curriculum notes for future trainings, which we hope can be accomplished via webinar trainings County-wide.
 - CFA Supplements (one for in-county use, one for out-of-county use) were developed. The in-County version was emailed to the County Manager with other CFA resources to be distributed to Commissioners. The out-of-County version was included in the Planning newsletter. To date, we have not been made aware of any potential CFA projects from departments other than Planning. By way of municipalities, the Town of Liberty, Town of Fallsburg, and Village of Jeffersonville made inquiries about the CFA opportunities.
 - Assistance has been provided to departments requiring support with the grant process, including Public Health, Planning, SC International Airport, Parks, Board of Elections, and Public Safety.

V. AGRICULTURE & FARMLAND PROTECTION

- Ag District Review update from Cornell Cooperative Extension
- CCE May Ag and Food systems report below