



# DIVISION OF PLANNING, COMMUNITY DEVELOPMENT & ENVIRONMENTAL MANAGEMENT

## ACTIVITY REPORT

November 2025

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### I. PLANNING ACTIVITY

#### Land Use Planning & Technical Assistance:

GENERAL MUNICIPAL LAW – 239 Referrals					
Date Received	Date Requested	Project Name	Action Type	Referral ID #	Legislator
10/31/25	11/21/25	Narrowsburg Motor Sales, Inc.	Special Use Permit	TUS25-07	M. McPhillips
11/7/25	11/18/25	Sunflower Kosher Market	Site Plan Review	MON25-13	Ward
11/10/25	12/3/25	Costa subdivision	Subdivision Review	NEV25-03	B. McPhillips
11/12/25	12/12/25	Camp Morris	Site Plan Review	WOO25-04	Perrello
11/12/25	12/1/25	Camp Agudah	Special Use Permit	LIB25-14	B. McPhillips
11/12/25	12/2/25	Camp Bnos	Special Use Permit	LIB25-15	B. McPhillips
11/14/25	11/19/25	Comp. Plan & Land Use Regulation Amendment	Adoption / Amendment of Comp. Plan	ROC25-02	B. McPhillips
11/17/25	12/17/25	Golden Horde Farm & Campground	Site Plan Review	COC25-03	M. McPhillips
11/20/25	12/19/25	91 Chestnut St.	Special Use Permit	LIV25-09	Alvarez

## **Land Use, Strategic and Comprehensive Planning**

- **Comprehensive Planning**

- Awards for the New York State Department of State to support the development of local comprehensive plans are expected to be announced sometime this month. If Planning's application for funding proves successful, we will begin the process of updating the current County Comprehensive Plan, which was developed in 2005. In preparation, Planning has started research into other Countywide Comprehensive Plans and is assessing in-house capacity (both current and projected).

- **Water Resources and Infrastructure**

- Planning consultant Delaware Engineering is making progress on the Countywide Infrastructure Assessment. Municipal summaries continue to be edited and reviewed for consistency and content. The County level summary is expected prior to the end of FY2025. Planning and the consultant will work with Municipalities to ensure that the final work product is accurate, user friendly and helpful to our local decision makers. A presentation to the Legislature will be scheduled upon final acceptance of the document.
- Five (5) proposals were received in response to a Request for Proposals for work to obtain hydrogeologic expertise in relation to subsurface conditions throughout the County to assess the County's water resources. Review of the proposals is ongoing, however, the proposals are well under the projected budget and it is believed adequate funding is available to move forward with the study.

- **Hazard Mitigation Plan**

- Planning staff and Tetra Tech held the first Steering Committee and Planning Partnership meetings on Thursday, November 13th. Attendees included County Staff from various departments and municipal representatives. Tetra Tech has sent jurisdictional annex forms to every municipality in the county, for local staff to fill in the document with relevant information for their community. Completion of these annexes are required by NYS and FEMA for plan approval.
- Planning staff continues to provide information to Tetra Tech for the risk assessment, which is anticipated to be completed by end of year. Individual, in-person meetings with jurisdictions are anticipated for mid-January.
- Coordination to update the Hazard Mitigation Plan in the New York State Mitigate 2.0 platform is ongoing.

## **Recreation, Quality of Life & Tourism-based Economic Development**

- **Sullivan O&W Rail Trail**

- Sullivan Paving has site control and started working on the Neversink Crossing. The winter break started with the cold weather at the end of November. The project is expected to be complete in late spring/early summer of 2026.
- The use and occupancy agreement between New York State Department of Transportation and the Town of Liberty for the Parksville extension is tied with the acquisition process for multiple parcels related to the rerouting of Route 17. The

design is complete. The Town declared lead agency for State Environmental Quality Review and wetland survey will be extended to include the whole parcel.

- The Town of Rockland is working with Rotary Park on the section of trail from Livingston Manor towards Parksville. Engineering work is nearly complete.
- Staff continue to work with the Open Space Institute to help municipalities acquire rights of way to the trail.
- Staff continue to participate in quarterly meetings of the O&W Rail Trail Alliance as well as regular meetings with the engineering firm and partner municipalities.
- The Alliance's HOWL, a haunted history hike was held on October 24<sup>th</sup> at 5:30 at the Hurleyville section of the trail. County Historian John Conway lead the walk sharing spooky train history.
- The Alliance's next event is the SnO&W, typically held in February. The events committee is working on dates for the 2026 events, which will include the SnO&W.



## **Community Development & Revitalization**

### **• Housing**

- The Sullivan County Land Bank is completing a project involving the construction of four (4) modular homes, two in the Village of Monticello and two in the Village of Liberty. It should be noted that these sites were selected because the Land Bank had site control, and the parcels also had existing access to infrastructure. The project has been successful and the homes will be marketed to individuals and families at or below 120% of Area Median Income. The Land Bank anticipates completing similar projects in the future based on this success, along with the continued availability of State funding to support the initiative.

### **• Bicycle and Pedestrian Infrastructure Master Plan**

- The steering committee is continuing to meet quarterly.
- Project specific focus groups were completed in November, and a follow up survey was circulated to help prioritize projects.

- Planning staff attended Sullivan 180's Annual Healthy Generation Advisor Meet & Greet (11/12) to gather school input.



- The consultant will be currently completing draft roadway and sidewalk inventory to guide infrastructure planning, analysis of county infrastructure to identify areas for additional sidewalks, bike lanes or other improvements amenities such as crosswalks; and assessment of potential reduction in vehicle miles traveled and emissions, convenience and safety along routes and benefits for underserved communities.

### **Administration**

- Continued providing significant support to the County's "Catskill Open Access Network" broadband deployment project/Municipal Infrastructure Program (MIP) Grant administration.
- Attended monthly Land Bank meeting. This month's meeting included a tour of two of the four newly constructed single family homes
- Participated in the New York State Association of Counties Steering Committee on Renewable Energy Siting, which has a strong focus on protection of agricultural lands and prime soils.
- Attended a session of county planning officials throughout the Hudson Valley to discuss topics that could be addressed at a regional level, and should be considered for the Pattern for Progress research initiatives in 2026.

## **II. OFFICE OF SUSTAINABLE ENERGY (OSE)**

- OSE staff are following the development of Town Line solar, a utility scale solar and battery storage development in the Towns of Thompson and Forestburgh. The Department of Public Service has established a master matter number which allows staff to track the project through the state review process. We continue to meet with the Town of Thompson and the Town of Forestburgh to coordinate efforts for intervention on the project.
- OSE staff have continued to review monthly utility statements, and to work with New York State Electric and Gas (NYSEG) and Department of Public Works (DPW) staff to resolve ongoing issues with meter readings and monthly billings. We have reached out to correct billing on several accounts, however, the billing concerns remain unresolved. Correspondence has been sent to the New York State Department of Public Service on this matter. Additionally, we are working to ensure all meters have been converted to smart meters.
- The hydroelectric generator at Goodyear Lake is back online and the County has begun to receive credits associated with the electric generation from this plant.
- OSE staff are analyzing the County's energy usage to determine if there are opportunities to procure favorable rates for any facilities not currently served by a long-term renewable contract, either through purchase of aggregated electrical load or to identify affordable renewable options.

## **III. PARKS, RECREATION & BEAUTIFICATION**

- Callicoon Park: SEQR (State Environmental Quality Review) has been completed. We are currently waiting on NEPA (National Environmental Policy Act) determination. This was delayed due to the government shut down but has now continued.
- Fisher Associates have completed an inventory and analysis of the D&H Canal Trail Improvement project. Staff are currently reviewing and discussing options proposed in the plan.
- Park staff have been winterizing the parks and working on the trails at Lake Superior State Park.
- Staff are currently in the process of submitting the final grant paperwork to the state for the NYSWIMS grant.
- The department is currently hosting a photo exhibition showcasing photographs taken of the Fall Foliage at our parks and facilities.
- The department is currently setting up Winter and Spring Lifeguarding courses which will be held at the Fallsburg Central School swimming pool.
- The Sullivan County Historical Society will be hosting their Annual Holiday Theme Tree event during the month of December at the Sullivan County Museum in Hurleyville.

#### IV. GRANTS ADMINISTRATION (DGA)

- **Activity/Technical Assistance**
  - **Resource Requests:** When an entity contacts the Grants office, they are instructed to visit the department web page to familiarize themselves with resources and submit a Funding Resource Request Form to provide critical project information. As time permits, DGA staff respond with information about available resources. DGA does not submit grants on behalf of outside entities.
    - DGA staff were included in a meeting with the Supervisor of a local municipality related to a project, and DGA staff provided stakeholders with a Collaborator Intake Assessment and other grant readiness tools for further review and consideration.
    - DGA staff is in the process of adapting Project Planning 101 Training, which will be reviewed for potential trainings for outside entities, such as the Chamber of Commerce.
  - **Project Planning and Grant Management Training:** Grant trainings are ongoing, and additional trainings will be offered in the first quarter of next year. The department is collecting feedback surveys to inform content, and a summary will be provided with the annual report.
  - **Development of Grant Resources:** DGA staff continues to build out grant narrative boilerplates and current data sets as a resource for future grant applications. This resource includes information germane to various areas, including health, education, transportation, and economic statistics.
  - **Compliance:** DGA staff will attend a follow up meeting with the Compliance Officer on December 10th to continue dialogue about effective grant-related internal control processes.
- **Grant Program Monitoring**
  - While the Department of Grants Administration does not manage departmental grants on a granular level, Grants staff do provide high-level monitoring which includes the following:
    - Technical assistance: Answering questions, providing support to help address issues, improve efficiency, grant training, and project planning assistance.
    - Documentation: Conducting desk reviews of documents and engage in dialogue to verify compliance, assess operations, and build relationships with other departments.
    - Continuous improvement: Encouraging knowledge exchange and offering trainings to foster best practices.
    - Financial oversight: Collaborate with Management and Budget staff, as needed, in monitoring projects to ensure they align with grant terms, and verifying proper internal controls.
    - Programmatic performance: High-level monitoring of project progress and liaison with funding agency representatives.



- Compliance and risk management: Advising County staff of applicable regulations, laws, and grant subaward provisions.
- Reporting and communication: Participating in meetings and maintaining communication with program managers throughout the course of a project.
- **Assistance Provided to County Divisions/Departments**
  - *Staff provided technical assistance to the following Divisions/Departments this month:*
    - Health and Human Services - Community Services, Department of Family Services, and Public Health
    - Board of Elections
    - Community Resources-Office for the Aging and Youth Bureau
    - County Clerk & Real Property
    - Human Rights Commission
    - Information Technology Services
    - Planning – Planning and Parks Departments
    - Public Safety – Office of Emergency Management and EMS/911
    - Public Works – Sullivan County International Airport
  - *Community Resources*
    - DGA staff provided a list of private funding sources for projects in support of volunteer projects and is on call to provide technical assistance.
  - *Health and Human Services:*
    - Community Services: 2025 New York State Office of Mental Health Promoting Wellness and Health in Communities application is being prepared for submission by December 16th.
    - Public Health: As part of an ongoing collaborative grant management effort, DGA staff met with members of Public Health personnel for a “touchpoint” meeting on open grant programs, internal control processes, and to discuss interest in future grant programming.
    - DASNY Dept. of Social Services Family Visitation Space Upgrade - \$125,000.00 – the funding has been fully approved and a Grant Disbursement Agreement is now fully executed, as such County staff may proceed w/ the project.
  - *Human Rights Commission:*
    - DGA staff attended a follow up meeting with the Director of the Human Rights Commission, and provided a list of private funding sources. Staff is on standby to provide technical assistance.
  - *Information Technology Services (ITS):*
    - DGA staff participates in regular weekly Municipal Infrastructure Program (MIP) / Broadband project meetings and assists in the monitoring of the project.
  - *Planning:*
    - Dormitory Authority State of New York (DASNY) Callicoon Riverside Park - \$125,000.00 – all financial review material requested have been returned to DASNY staff. The State Environmental Quality Review Act (SEQRA) process has been

completed, as the County has declared Lead Agency and issued a Negative Declaration. NEPA review is on hold due to the federal shutdown. We await the final approval and Grant Disbursement Agreement from DASNY for execution prior to incurring any project costs.

- *Public Safety:*

- On October 29th, representatives from the Department of Homeland Security and Emergency Services Fiscal Monitoring Unit visited the County in order to assess the management of Public Safety grant programs. While representatives are still reviewing documentation, their feedback was positive related to fiscal management and tracking. Upon completion of review, a report with findings, if applicable, will be issued, and County staff will have the opportunity of addressing any concerns identified.
- Two (2) NYS Homeland Security grant applications are being prepared for submission by December 4th: FY 23 Critical Infrastructure Grant Program (CIGP) and FY 23 Technical Search and Rescue and Urban Search and Rescue (USAR) Grant Program.
- The New York State Department of Homeland Security Combined SFY2024, 2025 & 2026 ESInet Readiness Grant Program was submitted by the November 12th deadline.
- DGA staff continues to monitor DASNY review processes for the Jeffersonville Broadband / Communication Tower, which is a critical component of the \$30 million Municipal Infrastructure Broadband project. Project is pending environmental and financial review prior to execution of Grant Disbursement Agreement.
- DASNY Broadband / Communication Tower – \$425,000.00 – awaiting information necessary for DASNY review. SEQRA and SHPO in process of being completed on Jeffersonville tower, which will allow for project cost estimates to be developed and subsequent completion of the financial review packet for return to DASNY staff for issuance of a Grant Disbursement Agreement for execution prior to incurring any project costs.

- *Public Works*

- The 2025 NYS Department of Environmental Conservation Municipal Waste Reduction and Recycling (MWRR) application was submitted by the October 31 deadline. DGA staff is on standby to assist with the NYS DEC MWRR capital grant program as necessary.



## **V. AGRICULTURE & FARMLAND PROTECTION**

- Cornell Cooperative Extension October 2025 Agriculture report attached