



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, June 13, 2024

9:00 AM

Government Center

Call To Order and Pledge of Allegiance

Roll Call

Comments:

Reports:

- 1. Budget Office**
- 2. Treasurer's Office**
- 3. Audit & Control**
- 4. ITS**
- 5. Real Property Tax Services**

Discussion:

- 1. Strategic Plan**

Public Comment

Resolutions:

- 1. To amend the Fund Balance Policy Assigned Fund Balance and the Construction Building Repair Assigned Fund Balance within the General Fund.** [ID-6517](#)
- 2. To Update Designated Use of ARPA Funding** [ID-6518](#)
- 3. To Modify the 2024 Budget** [ID-6519](#)

Attachments: [May 31 2024 Resolution Needed.pdf](#)

4. To establish time frames for the issuance of Certificates of Residency. [ID-6497](#)
5. To correct the 2024 Tax Roll of the Town of Thompson for Tax Map #25.-1-37. [ID-6502](#)
6. To correct the 2023 Tax Roll of the Town of Thompson for Tax Map #25.-1-37. [ID-6503](#)
7. To correct the 2022 Tax Roll of the Town of Thompson Tax Map #25.-1-37. [ID-6504](#)

Adjourn



Sullivan County

Legislative Memorandum

100 North Street
Monticello, NY 12701

File #: ID-6517

Agenda Date: 6/13/2024

Agenda #: 1.

Narrative of Resolution:

To amend the Fund Balance Policy Assigned Fund Balance and the Construction Building Repair Assigned Fund Balance within the General Fund.

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:

Click or tap here to enter text.

RESOLUTION INTRODUCED BY MANAGEMENT AND BUDGET COMMITTEE AMENDING THE “FUND BALANCE POLICY” ASSIGNED FUND BALANCE AND THE “CONSTRUCTION BUILDING REPAIR” ASSIGNED FUND BALANCE WITHIN THE GENERAL FUND

WHEREAS, the Sullivan County Fund Balance Policy requires that the County have two months of General Fund expenditures set aside to mitigate any potential future financial shock, and

WHEREAS, the 2024 General Fund budget appropriates approximately \$205 million which requires the County to have approximately \$34.2 million, representing 2 months of expenditures, set aside in a fund; and

WHEREAS, the County Manager and County Treasurer recommend that the County place a total of \$34.2 million into the “Fund Balance Policy “Assigned Fund Balance; and

WHEREAS, the county is faced with various building renovation and construction projects in the near future;

WHEREAS, it is prudent to designate funding to being the design, engineering, construction and renovation of various county buildings;

WHEREAS, the County Manager and County Treasurer recommend that the County place \$5 million into the “Construction Building Repair” Assigned Fund Balance.

NOW, THEREFORE, BE IT RESOLVED, that Sullivan County Legislature hereby amends two Assigned Fund Balances within the General Fund as follows, effective immediately:

| | |
|--|--------------|
| Assigned Fund Balance - Fund Balance Policy | \$34,200,000 |
| Assigned Fund Balance - Construction Building Repair | \$5,000,000 |



Sullivan County

Legislative Memorandum

100 North Street
Monticello, NY 12701

File #: ID-6518

Agenda Date: 6/13/2024

Agenda #: 2.

Narrative of Resolution:

To Update Designated Use of ARPA Funding

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

Amount to be authorized by Resolution: \$14,470,635.00

Are funds already budgeted? Choose an item.

Specify Compliance with Procurement Procedures:

RESOLUTION INTRODUCED BY THE MANAGEMENT AND BUDGET COMMITTEE TO DESIGNATE USE OF THE CORONAVIRUS STATE AND LOCAL FISCAL RECOVERY FUNDS (SLFRF), AUTHORIZED BY THE AMERICAN RESCUE PLAN ACT AND RECEIVED BY SULLIVAN COUNTY

WHEREAS, on March 11, 2021 the American Rescue Plan Act was signed into law and established the Coronavirus State and Local Fiscal Recovery Funds (SLFRF) program which is intended to provide support to State, territorial, local and tribal governments in response to the economic and public health impacts of the COVID-19 pandemic, and

WHEREAS, use of funding of the SLFRF program is subject to the requirements specified in the Final Rule adopted by the US Treasury and effective April 1, 2022, the Consolidated Appropriations Act, 2023 and the 2023 Obligation Interim Final Rule, and

WHEREAS, the US Treasury has issued Compliance and Reporting Guidance which outlines each recipient’s compliance and reporting responsibilities under the SLFRF program, and

WHEREAS, one of the eligible uses of SLFRF funds as outlined in the Treasury’s Final Rule is for general government services to the extent of the reduction in revenue experienced due to the COVID-19 public health emergency, and

WHEREAS, Sullivan County has received a total of \$14,651,782 in SLFRF funding and has calculated a revenue loss of \$14,470,635 million based upon the guidance outlined in the Treasury’s Final Rule, and

WHEREAS, resolution 297-22 authorized certain uses of the SLFRF funding that needs to be modified, and

WHEREAS, the County intends to utilize the \$14,470,635 funding attributable to revenue loss for the provision of general government services as outlined below:

Public Works Highway Program \$3,750,000

Capital Improvements at Sullivan County Community College \$3,968,613

Salary and Benefit Costs for Public Safety \$6,752,022, and

WHEREAS, the County intends to use the remaining funds in the amount of \$181,147, as authorized in the Consolidated Appropriations Act, 2023, for a Surface Transportation project.

NOW, THEREFORE, BE IT RESOLVED, the Sullivan County Legislature authorizes the use of \$14,470,635 of SLFRF funding attributable to revenue loss for the provision of government services as follows:

Public Works Highway Program \$3,750,000

Capital Improvements at Sullivan County Community College \$3,968,613

Salary and Benefit Costs for Public Safety \$6,752,022

BE IT FURTHER RESOLVED, that the balance of \$181,147 in SLRF funding will be used to supplement a Category 9.1 Surface Transportation Project Receiving Funding from DOT to cover additional costs incurred on County Road 173.



Sullivan County
Legislative Memorandum

100 North Street
Monticello, NY 12701

File #: ID-6519

Agenda Date: 6/13/2024

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.

**May 31, 2024 Resolution Needed
Sullivan County Budget Modifications 2024**

| G/L Account | Revenue Increase | Revenue Decrease | Appropriation Increase | Appropriation Decrease |
|--|---------------------|---------------------|---------------------------|---------------------------|
| A-1340-47-4710 - DEPT DEPT MISC/OTHER | | | 3,651 | |
| A-1340-R2210-R134 - GEN SERV OTHR GOV CHARGBK - INTERDEPARTMNTL | 3,651 | | | |
| A-1490-47-4701 - DEPT RENTALS | | | | 4,500 |
| A-1620-23-45-4541 - SPEC DEPT SUPPLY SM EQUIP TOOLS APPLNCS, SM ELECT | | | | 600 |
| A-1620-23-45-4549 - SPEC DEPT SUPPLY SAFETY | | | 4,500 | |
| A-1680-43-4304 - COMPUTER MAINTENANCE/SERVICE FEES | | | 115,090 | |
| A-1989-99-47-4735 - DEPT CONTINGENT - NEW INITIATIVES | | | | 115,090 |
| A-3010-43-4302 - COMPUTER HARDWARE PURCHASES/LEASES | | | 14,347 | |
| A-3010-45-4506 - SPEC DEPT SUPPLY PUBLIC SAFETY | | | 16,635 | |
| A-3010-47-4710 - DEPT DEPT MISC/OTHER | | | 4,474 | |
| A-3010-R4389-R338 - FED AID PUBLIC SAFETY OTHER | 16,635 | | | |
| A-3010-R4389-R338 - FED AID PUBLIC SAFETY OTHER | 4,474 | | | |
| A-3010-R4389-R338 - FED AID PUBLIC SAFETY OTHER | 14,347 | | | |
| A-3110-29-45-4541 - SPEC DEPT SUPPLY SM EQUIP TOOLS APPLNCS, SM ELECT(*) | | | 15,569 | |
| A-5610-43-4301 - COMPUTER SUPPLIES | | | | 200 |
| A-6010-38-40-4001 - CONTRACT AGENCIES(*) | | | 7,939 | |
| A-6010-38-40-4002 - CONTRACT ACCOUNT/AUDIT/ACTUARIAL SERVICES(**) | | | 16,667 | |
| A-6010-38-40-4013 - CONTRACT CONTRACT OTHER(*) | | | 5,467 | |
| A-6010-38-40-4013 - CONTRACT CONTRACT OTHER(*) | | | 5,744 | |
| A-6010-38-42-4201 - OFFICE ADVERTISING(*) | | | 12,874 | |
| A-6610-45-4541 - SPEC DEPT SUPPLY SM EQUIP TOOLS APPLNCS, SM ELECT | | | 600 | |
| A-6610-47-4712 - DEPT EQUIP CALIBRATION | | | 200 | |
| A-7110-82-40-4006 - CONTRACT ENGINEER/ARCHITECT/DESIGN SERV(***) | | | 1,646 | |
| A-8020-90-40-4001 - CONTRACT AGENCIES | | | 19,000 | |
| A-8020-90-R3989-R167 - ST AID HOME/COMM ASSIST DEPARTMENTAL AID | 19,000 | | | |
| A Fund Total | 58,107 | - | 244,403 | 120,390 |
| D-3310-45-4541 - SPEC DEPT SUPPLY SM EQUIP TOOLS APPLNCS, SM ELECT | | | | 1,000 |
| D-3310-47-4717 - DEPT BLDG/PROP/EQUIP REPAIRS&MAINTNCE | | | | 285 |
| D-5020-45-4526 - SPEC DEPT SUPPLY PAINT | | | 285 | |
| D-5110-46-45-4541 - SPEC DEPT SUPPLY SM EQUIP TOOLS APPLNCS, SM ELECT | | | 1,000 | |
| D Fund Total | - | - | 1,285 | 1,285 |

| | | | | |
|---|---|---|--------------|--------------|
| EI-6020-75-45-4543 - SPEC DEPT SUPPLY FOOD | | | | 2,500 |
| EI-6020-80-42-4203 - OFFICE OFFICE SUPPLIES | | | 2,500 | |
| EI Fund Total | - | - | 2,500 | 2,500 |

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

(**) To be funded from the General Fund

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



Sullivan County

Legislative Memorandum

100 North Street
Monticello, NY 12701

File #: ID-6497

Agenda Date: 6/13/2024

Agenda #: 4.

Narrative of Resolution:

To establish time frames for the issuance of Certificates of Residency.

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

Amount to be authorized by Resolution: N/A

Are funds already budgeted? Choose an item.

Specify Compliance with Procurement Procedures:

Click or tap here to enter text.

Click or tap here to enter text.

RESOLUTION INTRODUCED BY MANAGEMENT AND BUDGET COMMITTEE TO ESTABLISH TIME FRAMES FOR THE ISSUANCE OF CERTIFICATES OF RESIDENCY

WHEREAS, the Sullivan County Treasurer’s Office is responsible for issuing Certificates of Residency for community college students; and

WHEREAS, the County of Sullivan is responsible for payment of part of the tuition for the students to whom Certificates of Residency are issued; and

WHEREAS, certain deadlines must be implemented for the issuance of said Certificates of Residency as defined by 8 NYCRR §602.12.

NOW, THEREFORE, BE IT RESOLVED that Certificates of Residency shall be issued no earlier than sixty (60) days before the beginning of a semester and no later than thirty (30) days after the start of classes.



Sullivan County
Legislative Memorandum

100 North Street
Monticello, NY 12701

File #: ID-6502

Agenda Date: 6/13/2024

Agenda #: 5.

Narrative of Resolution:

RESOLUTION INTRODUCED BY THE MANAGEMENT AND BUDGET COMMITTEE TO CORRECT THE 2024 TAX ROLL OF THE TOWN OF THOMPSON FOR TAX MAP #25.-1-37

WHEREAS, an application dated May 2, 2024 having been filed by S&H Bungalow Colony Inc. pursuant to Section 556 of the Real Property Tax Law with respect to property assessed to said applicant on the 2024 tax roll of the Town of Thompson bearing Tax Map #25.-1-37 to correct an error in essential fact, due to an incorrect entry of acreage on the taxable portion of the assessment roll, or the tax roll, or both, which acreage was considered by the assessor in the valuation of the parcel and which resulted in an incorrect assessed valuation, where such acreage is shown to be incorrect on a survey submitted by the applicant; and

WHEREAS, the Director of Real Property Tax Services has duly investigated the application and filed his report dated May 20, 2024 recommending this Board approve said application; and

WHEREAS, this Board has duly examined the application and report and does find as follows:

(a) That the application be approved because of an error in essential fact

NOW, THEREFORE, BE IT RESOLVED, that the application be approved upon the grounds herein set forth; and

BE IT FURTHER RESOLVED, that the Chair of the County Legislature be and she hereby is directed to note the decision of this Board on the application, execute an order to such effect to the officer having custody of the tax roll, send notice of approval to the applicant and file a copy of the records of this proceeding with the Clerk of the County Legislature; and

BE IT FURTHER RESOLVED, that the amount of any tax corrected pursuant to this Resolution shall be a charge upon the said municipal corporation or special district to the extent of any such municipal corporation or special district taxes that were so levied and that the amount so charged to any such municipal corporation or special district shall be included in the next ensuing tax levy and to the extent that the levy made pursuant to this resolution includes a relieved school tax, the Treasurer shall charge back such amount in accordance with law.

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

Amount to be authorized by Resolution: \$124.34

Are funds already budgeted? No

Specify Compliance with Procurement Procedures:

RPTL §556



Sullivan County

Legislative Memorandum

100 North Street
Monticello, NY 12701

File #: ID-6503

Agenda Date: 6/13/2024

Agenda #: 6.

Narrative of Resolution:

RESOLUTION INTRODUCED BY THE MANAGEMENT AND BUDGET COMMITTEE TO CORRECT THE 2023 TAX ROLL OF THE TOWN OF THOMPSON FOR TAX MAP #25.-1-37

WHEREAS, an application dated May 2, 2024 having been filed by S&H Bungalow Colony Inc. pursuant to Section 556 of the Real Property Tax Law with respect to property assessed to said applicant on the 2023 tax roll of the Town of Thompson bearing Tax Map #25.-1-37 to correct an error in essential fact, due to an incorrect entry of acreage on the taxable portion of the assessment roll, or the tax roll, or both, which acreage was considered by the assessor in the valuation of the parcel and which resulted in an incorrect assessed valuation, where such acreage is shown to be incorrect on a survey submitted by the applicant; and

WHEREAS, the Director of Real Property Tax Services has duly investigated the application and filed his report dated May 20, 2024 recommending this Board approve said application; and

WHEREAS, this Board has duly examined the application and report and does find as follows:

- (a) That the application be approved because of an error in essential fact

NOW, THEREFORE, **BE IT RESOLVED**, that the application be approved upon the grounds herein set forth; and

BE IT FURTHER RESOLVED, that the Chair of the County Legislature be and she hereby is directed to note the decision of this Board on the application, execute an order to such effect to the officer having custody of the tax roll, send notice of approval to the applicant and file a copy of the records of this proceeding with the Clerk of the County Legislature; and

BE IT FURTHER RESOLVED, that the amount of any tax corrected pursuant to this Resolution shall be a charge upon the said municipal corporation or special district to the extent of any such municipal corporation or special district taxes that were so levied and that the amount so charged to any such municipal corporation or special district shall be included in the next ensuing tax levy and to the extent that the levy made pursuant to this resolution includes a relevised school tax, the Treasurer shall charge back such amount in accordance with law.

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

Amount to be authorized by Resolution: \$119.71

Are funds already budgeted? No

Specify Compliance with Procurement Procedures:

RPTL §556



Sullivan County
Legislative Memorandum

100 North Street
Monticello, NY 12701

File #: ID-6504

Agenda Date: 6/13/2024

Agenda #: 7.

Narrative of Resolution:

RESOLUTION INTRODUCED BY THE MANAGEMENT AND BUDGET COMMITTEE TO CORRECT THE 2022 TAX ROLL OF THE TOWN OF THOMPSON FOR TAX MAP #25.-1-37

WHEREAS, an application dated May 2, 2024 having been filed by S&H Bungalow Colony Inc. pursuant to Section 556 of the Real Property Tax Law with respect to property assessed to said applicant on the 2022 tax roll of the Town of Thompson bearing Tax Map #25.-1-37 to correct an error in essential fact, due to an incorrect entry of acreage on the taxable portion of the assessment roll, or the tax roll, or both, which acreage was considered by the assessor in the valuation of the parcel and which resulted in an incorrect assessed valuation, where such acreage is shown to be incorrect on a survey submitted by the applicant; and

WHEREAS, the Director of Real Property Tax Services has duly investigated the application and filed his report dated May 20, 2024 recommending this Board approve said application; and

WHEREAS, this Board has duly examined the application and report and does find as follows:

(a) That the application be approved because of an error in essential fact

NOW, THEREFORE, BE IT RESOLVED, that the application be approved upon the grounds herein set forth; and

BE IT FURTHER RESOLVED, that the Chair of the County Legislature be and she hereby is directed to note the decision of this Board on the application, execute an order to such effect to the officer having custody of the tax roll, send notice of approval to the applicant and file a copy of the records of this proceeding with the Clerk of the County Legislature; and

BE IT FURTHER RESOLVED, that the amount of any tax corrected pursuant to this Resolution shall be a charge upon the said municipal corporation or special district to the extent of any such municipal corporation or special district taxes that were so levied and that the amount so charged to any such municipal corporation or special district shall be included in the next ensuing tax levy and to the extent that the levy made pursuant to this resolution includes a relieved school tax, the Treasurer shall charge back such amount in accordance with law.

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

Amount to be authorized by Resolution: \$119.89

Are funds already budgeted? No

Specify Compliance with Procurement Procedures:

RPTL §556