



DIVISION OF PLANNING, COMMUNITY DEVELOPMENT & ENVIRONMENTAL MANAGEMENT

ACTIVITY REPORT

April 2025

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I. PLANNING ACTIVITY

Land Use Planning & Technical Assistance:

GML – 239 Referrals					
Date Received	Date Requested	Project Name	Action Type	Referral ID #	Legislator
3/19/25	4/18/25	Guzman Subdivision	Subdivision Review	BET25-02	M. McPhillips
3/20/25	4/15/25	Ferber Subdivision	Subdivision Review	DEL25-01	Scott
3/24/25	4/23/25	Camp Agudah	Special Use Permit	LIB25-05	B. McPhillips
3/25/25	4/24/25	Summit Ave. Townhouses	Site Plan Review	MON25-02	Ward
3/25/25	4/24/25	Hillside Ave. Townhouses	Site Plan Review	MON25-03	Ward
3/27/25	4/25/25	Wheat – 13 Lot Subdivision	Subdivision Review	THO25-07	Ward
3/31/25	4/3/25	Village of Liberty	Adoption / Amendment of Zoning Map	LIV25-04	Alvarez
4/2/25	4/17/25	Wilson	Use Variance	MON25-06	Ward
4/2/25	5/7/25	PID – Dist. 1 – Hamilton Rd.	Adoption / Amendment of Zoning Map	MON25-04	Ward
4/3/25	5/7/25	Old Falls LLC f/k/a Menorah Congregation	Site Plan Review	WOO25-02	Perrello
4/3/25	4/17/25	498 Broadway	Area Variance	MON25-05	Ward

4/4/25	5/1/25	Village of Liberty Fine Increase Ch. 87	Adoption / Amendment of Zoning Map	LIV25-05	Alvarez
4/4/25	5/5/25	Camp Bnos	Special Use Permit	LIB25-06	B. McPhillips
4/9/25	5/9/25	Mayin Tohar	Site Plan Review	FAL25-10	Perrello
4/9/25	5/13/25	Four Corners Square	Site Plan Review	FAL25-11	Perrello
4/10/25	5/12/25	Farsite Bungalow Colony	Site Plan Review	THO25-08	Ward
4/14/25	5/13/25	Zoning Code Updates	Adoption / Amendment of Zoning Map	FAL25-12	Ward
4/17/25	5/20/25	Kays Family Cemetery	Special Use Permit	DEL25-02	Scott

- Planning staff is organizing a series of trainings for municipal board members so they can get their required 4 hours of Department of State Training. Dates are being set with the Department of State (August 28th) as well as Pace University. Pace will offer credits for board members and CLE's for attorneys. Staff has also reached out to Pattern for Progress, Delaware Regional Basin Commission, and is coordinating with Cornell Cooperative Extension, while keeping track of any future webinars from the Department of Environmental Conservation. Additionally, staff is creating a curriculum for virtual Webinar Watch Parties to provide alternate forums for training while also encouraging engagement amongst attendees.

Land Use, Strategic and Comprehensive Planning

- Water Resources and Infrastructure**
 - Planning consultant Delaware Engineering is making progress on the Countywide Infrastructure Assessment. The first draft municipal summary was made available for review. Planning and the consultant will work with Municipalities to ensure the work is accurate and useful.
 - Planning and Delaware Engineering with the US Water Alliance have developed a training program for system operators and municipal officials and relevant staff. Planning has resumed organizing an event for later this summer.
 - A separate scope of work was developed to obtain hydrogeologic expertise in relation to subsurface conditions throughout the County to assess the County's water

resources. Assessment of available funding sources and development of the scope of work are ongoing.

- Planning is assisting the Delaware River Basin Commission organize a public outreach event for their first [Climate Resilience Plan](#). It is scheduled for April 30th,
- **Hazard Mitigation Plan**
 - Sullivan County has awarded a contract to a firm to complete the update of the Multi-Jurisdictional Hazard Mitigation Plan. A contract is currently in development. We anticipate work to begin on or around June 1, 2025.
 - We are in receipt of letters of commitment to participate in the update of the plan from all but two municipalities. Planning staff have been in communication with municipal representatives and making them aware that the update will begin in the late spring/early summer.
 - Staff have submitted the required quarterly report to NYS Department of Homeland Security.

Recreation, Quality of Life & Tourism-based Economic Development

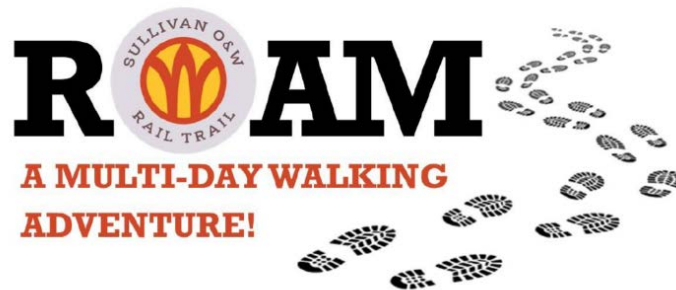
- **Sullivan O&W Rail Trail**
 - Bids were opened on March 26th for the Neversink Crossing. Alta, the Town of Fallsburg, and NYS DOT have reviewed and verified the bids and are working through the NYS DOT contracting process with the apparent low bidder.
 - The Town of Fallsburg completed the tree clearing on site and within the tree clearing window that closed at the end of March. Grubbing is underway, and Soil and Water has signed on to help install the required silt fencing with the help of volunteers.
 - The use and occupancy agreement between NYS DOT 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 SEQR and wetland survey will be extended to include the whole parcel.



- The Town of Rockland and their engineers completed the first design draft for the Livingston Manor to Dahlia section of the trail. The Town will be holding a public meeting at the Livingston Manor Firehouse on May 20th at 6PM to engage the public in the process.
- Staff continue to participate in monthly meetings of the O&W Rail Trail Alliance as well as regular meetings with the engineering firm and partner municipalities.
- Registration is now open for the 2025 multi day hike (ROAM) will take place on June 7-8 in Mamakating. Two websites lead to the Eventbrite registration page: [O&W ROAM | Visit The Catskills - NY State Getaway | Sullivan Catskills](#) and [ROAM Multi-Day Walking Adventure – Sullivan O&W Rail Trail](#)



Partners include Sullivan Catskills Visitors Association, Sullivan 180, Parks and Trails New York, Trout Unlimited, and Open Space Institute. Planning helped the Alliance to secure funding from SCVA and Sullivan 180 for the event.



Community Development & Revitalization

• Housing Fund

- A final draft of the program, scoring criteria, and outline of next steps for the Housing Fund has been received from Hudson Valley Pattern for Progress and is under review by staff.
- A resolution is presented to adopt an updated Affirmatively Furthering Fair Housing Plan. The previous plan was considerably out of date. This Affirmatively Furthering Fair Housing Plan was prepared to satisfy Sullivan County's obligation to affirmatively further fair housing as a recipient of funding from the U.S. Department of Housing and Urban Development (HUD). The Fair Housing Act (Title VIII of the Civil Rights Act of 1968) requires HUD and all recipients of HUD funding to take meaningful actions in the pursuit of removing barriers that restrict access to housing based on certain protected characteristics.

- **Bicycle and Pedestrian Infrastructure Master Plan**
 - The County's consultant has met with 8 focus groups to gather important information to be considered and incorporated into the plan.
 - The Advisory Committee met on April 25, 2025 to review materials developed to date as well as to review feedback secured from meetings with focus groups.
 - A webpage providing information and updates on the Plan will soon be available via the existing Sullivan County website.
 - A survey has been developed and will be distributed shortly in order to collect community input.
 - MUDW is currently working on the "Existing Conditions" assessment, which analyzes current demographics, existing plans, current conditions of the County, traffic/crash data, and other applicable information.
- **RESTORE NY Round 7**
 - The County is working with RUPCO and the Sullivan County Land Bank to navigate a significant increase in the cost of construction based on the latest cost estimates. A full project update will be provided to the Sullivan County Land Bank on April 29, 2025.

Economic Development

- **County Infrastructure Grant Program**
 - We are pivoting to County infrastructure projects that would have potential economic benefits as per the guidelines of the grant opportunity. Improvements to infrastructure at the Sullivan County International Airport to compliment the new terminal building were identified as the best fit for the program.
- **Emerald Corporate Center Economic Development Corporation (ECCEDC)**
 - We continue to work with the Town of Thompson to transfer Emerald Springs Water Company (ESWC) and all assets to the Town of Thompson, based on discussions with counsel having experience with the process.

Administration

- Held internal meeting with department heads to discuss priority projects and funding opportunities, and to assess capacity to pursue these opportunities.
- Attended a meeting with RWE with regard to the development of a utility scale solar/battery project in the Towns of Thompson and Forestburgh.
- Appeared on Ciliberto and Friends to discuss various projects that are ongoing within the Division of Planning.
- Continue to assist with the administration of the MIP/Broadband grant, meeting each week with County staff, ESD and Archtop Fiber as well as completing weekly project reports.
- Division staff participated in Sullivan County Community College's annual Earth Day event
- Participated in discussions with SCVA about the Tourism Grant program
- Attended monthly meeting of the Sullivan County Land Bank

II. OFFICE OF SUSTAINABLE ENERGY (OSE)

- Met with representatives from Relevate with regard to the status of the hydroelectric plant at Goodyear Lake. Unit one is back online and generating credits; unit 2 is expected to be back online by the end of the second quarter.
- The approval process for CleanPath NY, a high voltage transmission line to be constructed underground along the Marcy South line, has been paused as NYPA awaits a determination from the Public Service Commission on its application to designate the corridor as a Priority Transmission Project. NYSERDA Tier IV Recs have been cancelled for the project.
- 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.
- Staff continue to work toward updating and compiling information for recertification as a Climate Smart Community
- OSE staff have continued to review monthly utility statements, and to work with NYSEG and DPW staff to resolve ongoing issues with meter readings and monthly billings.
- OSE continues to document the County's progress toward reducing energy usage and greenhouse gas emissions while also identifying future clean energy project opportunities.

III. PARKS, RECREATION & BEAUTIFICATION

- The annual Litter Pluck event is under way from April 1st – October 31st. Free disposal coupons have been delivered to all of the Town and Village Halls and local organizations for dispersal to litter pluck participants.
- Callicoon Park: As part of the SEQR process, we have contracted to have a Cultural Resource Survey completed for the remainder of the park property. The survey has begun with results expected in the binning of May.
- Lake Superior Westside Trail: Final plan revisions have been sent to the Palisades Interstate Park Commission staff for review and approval. PIPC is in the process of drafting the permit to allow us to build the trail.
- Park and Recreation Master Plan: Weston & Sampson has compiled draft plan documents which we are currently reviewing.
- Photos from the Sullivan County Parks Photo Exhibition are now on display at the Sullivan County Museum and Government Center.
- Currently holding interviews for seasonal staff for Lake Superior, D&H Interpretive Center and park maintenance positions.
- Fisher Associates are developing a scope of work to develop a plan for beaver control and trail rehabilitation at the D&H Canal.
- New for this year, the MCSD Emma Chase School 4th & 5th graders are visiting the D&H Canal Interpretive Center in May to learn about the history of the canal.
- Ground Maintenance staff have been completing Spring Clean-ups throughout the parks.

IV. GRANTS ADMINISTRATION

• Activity/Technical Assistance

- DGA received three (3) funding resource inquiries since the end of March. Requests included inquiries related to starting up small farms, housing development and grant training resources.
- Free Grant Webinar: The Dept. of Grants Administration has prepared and posted on its website a free Grants Orientation Webinar - Grant Basics for Community Stakeholders. The webinar offers a very high-level orientation to grants and is suitable for municipalities, non-profits, and small business entities.
- Upcoming Community Workshop: A Grant Basics and CFA Workshop, which will be open to members of the public, will be held on Monday, June 9, time yet TBD. This workshop will include a high-level overview of grants and a walk through the New York State Consolidated Funding Application resources available in 2025.
- For Entities Seeking Grant Writers: DGA is often contacted by outside entities for information and support, but due to limited capacity, the department is not equipped to write and manage grants on behalf of outside organizations. In response, the following not-for-profit resources were recently posted on the DGA website:
 - *Looking for a Grant Writer? Grant Professionals Association* is a not-for-profit organization that has a variety of resources, including a directory of consultants searchable by category and location. <https://grantprofessionals.org/>
 - *Need a better understanding of how to manage a Grant? The National Grants Management Association* provides comprehensive grants management training and tools and resources and serves all levels of government, nonprofit organizations, institutions of higher education, and affiliated private sector organizations. <https://www.ngma.org/>
- Assistance has been provided to departments requiring support with the grant process. Of note:
 - *County Clerk*
 - The 2025-2026 Local Government Records Management Improvement Fund (LGRMIF) application was submitted. Implementation of the 2024-2025 LGRMIF project tax map scanning project is underway; after a long delay on the part of the funding agency, the team is hopeful to timely accomplish /complete the project as originally proposed. We are still awaiting outcome of the overall program extension from the State, yet to be determined. DGA staff will continue to monitor the project and maintain communication with State Archives.
 - *District Attorney*
 - DGA staff met with the District Attorney Special Assistant related to current programs under the DA's Office. DGA staff looks forward to

Grants Orientation Webinar

GRANT BASICS FOR
COMMUNITY STAKEHOLDERS



further collaboration and are on standby to offer DA Staff training and support as needed.

- *Health and Human Services:*
 - DGA staff responded to questions DASNY staff had on the financial review packet submitted on the Social Services Family Visitation Space Upgrades project. Response provided and financial review processing continues.
 - Public Health Services (PHS) staff was awarded NACCHO Medical Reserve Corp. grant and DGA staff worked w/ PHS staff to facilitate contract processing.
 - DGA staff working w/ PHS availing assistance in the application process of the NYS Governors Traffic Safety Committee – Child Passenger Safety Seat Program.
- *ITS:*
 - DGA staff continues to provide appropriate grant-related technical assistance as needed for the NYS ESD Municipal Infrastructure Program (MIP). Staff currently attend regular meetings and review grant-management related documentation upon request, as needed.
- *Planning:*
 - DGA staff attended a Hazard Mitigation Kick-Off meeting with members of Planning Staff, and in addition to following movements related to federal funding and how it may impact this program, staff will provide technical assistance as needed.
 - DGA staff is assisting with Phase III of the 2024-2025 New York State Office of Parks and Recreation and Historic Preservation Snowmobile Grant in Aid program, as well as preparing the 2025-2026 Phase I application.
- *Public Safety:*
 - DGA staff assisted PS / OEM staff in the development and subsequent submission of the reimbursement claim to the Dormitory Authority of New York (DASNY) on the fire tower / burn building project. DGA staff addressed questions w/ DASNY staff and reimbursement is in processing. Anticipated reimbursement is \$250,000.00.
- *Public Works:*
 - DGA staff met w/ DPW SCIA staff to discuss the application for the 2025 NYS ESD County Infrastructure Grant Program. Detail provided on information needed, cost estimates, etc. – together, DPW SCIA and DGA staff in collaboration will expedite the completion and subsequent submission of the application.
 - DGA staff has been on standby to offer technical support related to the 2024 Timber for Transit program and solid waste recycling programs.
 - DPW / SW staff were notified by NYS DEC they have been conditionally awarded the FY24 Municipal Waste Reduction and Recycling Program

(MWR&R) in the amount of \$55,165.51, pending submission of required documents, as is standard.

- **Administration**

- The Department of Grants Administration is pleased to welcome a Grant Writer to the team on April 21. The acquisition of a Grant Writer will enhance the department's capacity to further meet the needs of the County and develop resources for community organizations.

- **Federal Funding**

- DGA staff attended a webinar entitled, Top 10 Written Policies to Sustain Federal Grant Funding, by MyFedTrainer. The training offered a blueprint for stronger oversight and accountability, sample policies and tools to document subrecipient/vendor monitoring, and practical guidance to stay compliant with Uniform Guidance. In summary, it is recommended that all grantees ensure that there are tight internal control measures in place, including ensuring that subcontractors and collaborative partners remain in compliance with all federal, state, and local grant guidelines.

V. AGRICULTURE & FARMLAND PROTECTION

- CCE March 2025 Ag report attached