



DIVISION OF PLANNING, COMMUNITY DEVELOPMENT & ENVIRONMENTAL MANAGEMENT

ACTIVITY REPORT

March 2024

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I. PLANNING ACTIVITY

Land Use Planning & Technical Assistance:

- **GML-239 Referrals**

GML-239 Referrals, February 2024 – March 2024					
Date Received	Date Requested	Project Name	Action Type	Referral ID #	Legislator
2/29/24	3/27/24	Alan Kesten	Other	THO24-04	Ward
3/1/24	3/27/24	Land Rover	Site Plan Review	THO24-05	Ward
3/1/24	3/27/24	Hollywood Country Club	Site Plan Review	THO24-06	Ward
3/22/24	4/2/24	Lake Lodge Resort	Special Use Permit	LIB24-03	B. McPhillips

Land Use, Strategic and Comprehensive Planning

- **Neversink Watershed Management Plan**
 - Meetings of the steering committee as well as public outreach events continue as the plan is drafted.
- **Countywide Resiliency Plan:**
 - The plan is in the final stages of review and finalization. All reporting is current, with a final report and claim due to the NYS Department of State no later than May 27, 2024.
- **Water Resources and Infrastructure**
 - An RFP was issued for a County-wide assessment of potable and waste water infrastructure, with responses due on April 5, 2024. This assessment will collect data on existing conditions and make recommendations for areas for infrastructure expansion based on current and anticipated growth. Data will also be collected to be utilized in the creation of a map of existing infrastructure.
 - Planning staff arranged and attended a meeting with the Town of Fallsburg and the Water Center at the University of Pennsylvania to discuss opportunities for technical assistance that may be available to the Town to review current rate structures for water and wastewater districts.
 - Met with Legislator Matt McPhillips, representatives of Jeffersonville and the owners of the Lake Jeff dam to discuss the future of the spillway.

Recreation, Quality of Life & Tourism-based Economic Development

- **Sullivan O&W Rail Trail**
 - The Neversink Crossing project design is in the final stages of review by NYSDOT and we anticipate the final design report will be filed by June. The current schedule anticipates a bid will be issued in the Fall of 2024.
 - 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.
 - A Memorandum of Agreement is in development to support the Town of Rockland with design/engineering for the segment between Rotary Park and Sonoma Falls. The County has \$300,000 in funding allocated for this work
 - A resolution is presented today for consideration, to allocate an additional \$25,000 to the County's contract with Alta for the design and engineering required in Parksville, specifically for the segment of trail which runs along Fox Mountain Road, for the purpose of planning for a bridge to eliminate an on-road connection which has raised safety concerns.
 - Dates have been set for 2024 events:
 - National Trails Day (Sat 6/1/24)
 - BOW-WO&W (Thurs 8/1/24)
 - HO&WL (Fri 10/25/24)

Community Development & Revitalization

- **CDBG Housing**
 - **Manufactured Home Replacement**
 - Fully subscribed, 4 applications with signed formal funding awards.
 - \$625,000 total committed funding, fully subscribed: Contracts are complete and signed.
 - Work on these projects has been completed and we are drawing down funding from the State.
 - **Home Repair**
 - 4 -Home repair projects complete
 - 2 -in contract
 - 4- bidding and waiting for contractor selection
 - 3- pending formal commitment paperwork execution
 - 2- waiting for initial scopes/cost estimates
 - 1 -out for initial inspection
 - Of the \$706,250 in direct assistance and project delivery funds available under the home repair budget line; we have committed \$434,060.12
 - We have secured an extension through May 31, 2024 to allow time to finish construction on the recently identified projects. RUPCO contracts have been modified to reflect the extension.
- **Bicycle and Pedestrian Infrastructure Master Plan**
 - We have received the draft contract from NYS Department of Environmental Conservation. The NYSDEC anticipates we will have contracts executed by March or April of 2024. Once this contract is executed Planning can move forward with a solicitation to procure a consultant to assist with and write the plan.
 - Planning staff have identified various stakeholders to serve on the Advisory Committee, as well as those which we believe are important to engage via interviews and focus groups, to assist with the development of the plan and provide feedback throughout the process. We are working with staff at Cornell Cooperative Extension to develop and

provide some training to committee members in order to properly orient them to the process and topic.

- The plan will focus on connecting residents and visitors in and around community centers (villages, hamlets) with safe pedestrian and bicycle infrastructure.

Economic Development

- **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.
 - Met with the Town of Thompson to discuss next steps, timeline, and process of getting approval for the transfer via the NYS Public Service Commission. It appears that, since the water company is being transferred to a municipality from an entity which is not regulated by the PSC the transfer process should be very straight forward and can move forward more quickly than originally anticipated.
 - We are currently waiting for a draft Memorandum of Agreement which will lay out the process and relationship between Emerald Corporate Center, Emerald Springs Water Company and the Town during this process.

Administration

- A municipal training was held on March 21 for Town, Village, Planning and Zoning Board members to discuss site plan review process, the 239 referral process, and zoning. The event was attended by nearly 40 municipal representatives.
- We are actively recruiting potential candidates for vacant positions including a Planner and Director in the Department of Planning.
- Working with ITS and the County Manager's Office to coordinate efforts related to the NY Connect All Initiative.
- Participated in Sullivan 180 review of municipal grant applications and provided feedback on proposed projects.
- Filed an "Intent to Apply" form for Restore NY Round 8 funding for renovation of commercial space on Broadway and East Broadway in Monticello.

II. OFFICE OF SUSTAINABLE ENERGY (OSE)

- OSE continues to act as lead for the Resiliency Plan project. Staff are completing administrative reporting, assisting with quarterly request for reimbursement for the Countywide Resiliency Plan, and collecting documentation required by NYS DOS to enable us to close out the grant this spring.
- Met with staff from DPW to hear a presentation on possible paths forward for installation of electric vehicle charging stations for both public use as well as fleet electrification.
- OSE staff are setting up administrative and reporting tasks for the SC Bicycle and Pedestrian Master Plan, completing paperwork needed to execute the contract with NYS DEC. Our The Planning team has begun to brainstorm potential members of the project Advisory Committee and develop a recruitment process.
- 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. Data is being collected from utility bills for use in creating the 2023 Benchmarking report.
- Sullivan County operations, across buildings, radio towers and traffic control devices, accounted for the purchase and delivery of 8,879,885 kWh of electricity in 2023. Sullivan County's power purchase agreement (PPA) provided the equivalent of 3,212,112 kWh of emission free solar electricity and the operating agreement with Gravity Renewables provided the equivalent of 3,601,441 kWh of emission free electricity from a small hydro plant. Seventy seven percent of the grid delivered electricity in 2023 came from renewable energy sources.

III. PARKS, RECREATION & BEAUTIFICATION

- Parks Planning/Capital Planning:
 - Met with Fisher Associates, the Park and Recreation Departments contracted design and engineering firm, to review capital needs and possible future projects within the parks.
 - The department and core group members have been meeting with Weston & Sampson, who is providing professional consulting services, to develop the Parks and Recreation master plan.
- The department filled a Grounds Maintenance Worker I position. The department is still actively recruiting potential candidates for vacant seasonal positions for Lake Superior State Park, D&H Canal Interpretive Center and the Sullivan County Clean Team as preparations are made to open for the 2024 season. Flyers for the 2024 seasonal positions have been updated and distributed.
- Staff are working to create Book Libraries that would be available at County Parks & Facilities.
- The Assistant Recreation Director recertified in being an American Red Cross Lifeguard Instructor and in: Lifeguarding (Deep Water), CPR/AED for Professional Rescuers, First Aid, and Waterfront Skills.
- A resolution is being presented today to authorize the County to offer Lifeguard and Lifeguard Recertification courses for our staff and to the public.
- Working with the D&H Interpretive Center's Senior Visitor Experience Associate to provide tours to local school/community groups
- Updates are being made to the Parks & Recreation webpage and Park and Recreation Brochure. Staff are also working with the County Communications Director to develop a way to offer recreation program sign-ups on our webpage.
- Park Maintenance:
 - Replaced the wooden decking on the Lake Superior boat launch docks.
 - Completed services & repairs on all zero turn mowers.
 - Cut up and removed downed trees from windstorms at Lake Superior State Park and Callicoon Park.
 - Developed a 2024 Summer Project list.
 - Continued replacing deteriorated splittail along the D&H Canal trail.
 - Completed Safety trainings.
- Participating in planning efforts for a celebration of the 175th anniversary of the first crossing of the Roebling Aqueducts over the Lackawaxen and Delaware Rivers, to take place at the Inn at Lackawaxen on Saturday, April 27, 2024.
- On Sunday April 7th, at 2pm the Frederick Cook Society will host an afternoon of music by Paul Kogut, an international jazz guitarist. Doors open at 1pm. Come early and enjoy two galleries of Dr. Cook's photography from Alaska, Greenland, Tierra del Fuego, Antarctica and the North Pole (frederickcookpolar.org). The event is free and will take place at the Sullivan County Museum, located at 265 Main Street, Hurleyville, New York. For more information call 845 434-8044.

IV. GRANTS ADMINISTRATION

- Activity/Technical Assistance
 - Since February 22, we have received five funding resource requests related to: small business start-up, the Black Library, Community Facilities Loan Technical Assistance, building rehabilitation, and an intergenerational community garden project.
- In-County Grant Readiness
 - Over the course of the past few weeks, DGA has noted an uptick in the number of Grant Concept Approval forms received. We are orienting ourselves to provide the necessary assistance to each respective Division/Department, while anticipating the opening of the CFA and other funding opportunities the County may pursue, while availing assistance in the ongoing administration of existing funding resources. We are also endeavoring to stay on course with our internal strategic objectives related to grant best practices training in order to increase the County's capacity to seek, manage and obtain grant funding.
 - Assistance has been provided to departments requiring support with the grant process, including the District Attorney's Office, ITS, Community Resources, Public Health, Planning, Public Safety, Health and Human Services, and Public Works. Of note:
 - DGA has assisted Public Health with various funding initiatives this month, including: 2024 NACCHO Medical Reserve Corps; 2023-2024 HRI Medical Reserve Corps; 2023-2025 HRI Public Health Emergency Preparedness Program; and 2025 Governor's Traffic Safety Committee Child Passenger Safety Seat Program
- Administrative Activities
 - Statewide Financial System Transition: DGA continues to collaborate with the Treasurer's Office related to protocols for adding users in the SFS platform. DGA staff added as Delegated Administrators, authorized to add users as needed. DGA issued correspondence to Commissioners with description of process, listing of staff formerly enrolled as Grantees in Grants Gateway, and instructions for how new users may be added in SFS platform. We are not at this time automatically enrolling users. SFS User Role Tool, which includes detailed description of SFS user roles, was developed and provided. As responses are received, new users are being added, login information and SFS manuals are being provided, and our Planning Intern is maintaining a spreadsheet of current users.
 - Grants Best Practices trainings for Planning Division was held on March 22. Training for Department of Public Health was held on March 26. Meeting with Compliance Office requested to discuss proposal for roll out of County-wide training.

V. AGRICULTURE & FARMLAND PROTECTION

- CCE February 2024 Ag report attached