



Sullivan County

Executive Committee

Meeting Agenda - Final

100 North Street
Monticello, NY 12701

Chairman Nadia Rajszyk
Vice Chairman Joseph Perrello
Committee Member Matt McPhillips
Committee Member Brian McPhillips
Committee Member Nicholas Salomone Jr.
Committee Member Catherine Scott
Committee Member Luis Alvarez
Committee Member Amanda Ward
Committee Member Terry Blosser-Bernardo

Thursday, August 21, 2025

9:00 AM

Government Center

Call To Order and Pledge of Allegiance

Roll Call

Comments:

Public Comment

Resolutions:

1. Enact a proposed Local Law entitled “A Local Law to Amend Local Law 4 of 2021 and Local Law 4 of 2024” [ID-7580](#)
Attachments: [hunting local law final](#)
2. Amend Resolution No. 316-25 by deleting the line numbering language [ID-7653](#)
3. Issue a Negative Declaration regarding the addition of parcels of real property to existing certified agricultural districts in Sullivan County. [ID-7655](#)
Attachments: [AD EAF Short Form 07.29.2025](#)
4. Include Viable Agricultural Land in Existing Certified Agricultural Districts in Sullivan County [ID-7656](#)
5. To abolish Resolutions No. 199-18 and 368-19 to adopt and approve the County of Sullivan’s Health Insurance Portability and Accountability Act Policy and Designations [ID-7659](#)
6. Extending the current tax rate on sales and uses of tangible personal property [ID-7664](#)

7. Adopt the 2025-2026 Sullivan County Community College Budget [ID-7671](#)
Attachments: [MartinA_250806-091557-268](#)
8. Adopt an updated guide for Reimbursement of Employees' Travel Expenses Policy [ID-7679](#)
Attachments: [Travel Policy effective 090125](#)
[draft with yellow highlights Travel Policy effective 090125](#)
9. Authorization to execute permitting documents for the development of the Callicoon Riverside Park. [ID-7681](#)
10. INTRODUCED BY EXECUTIVE COMMITTEE TO REAPPOINT MEMBERS TO THE OFFICE FOR THE AGING ADVISORY COMMITTEE [ID-7682](#)
Sponsors: Office for the Aging and Deoul
11. To Authorize the County Manager to Apply for and Accept the FY2025-2026 Recruitment and Retention Grant Program Award from NYS DHSES [ID-7683](#)
12. Permit former owners to repurchase parcels [ID-7685](#)
Attachments: [2025 Repurch-PS 3](#)
13. Authorize contract with Traffic and Parking Control, Co., LLC [ID-7688](#)
14. Apportion Cost of the 2026 County Self Insurance Plan [ID-7689](#)
Attachments: [2026 Self Insurance Plan Fund Charges](#)
15. Authorize an Interim Agreement with New York State Nurses Association (NYSNA) [ID-7690](#)
16. Introduced by Executive Committee to Amend Resolution #322-21 to accept grant monies and enter into an agreement to amend the total amount to \$228,272 [ID-7691](#)
17. Authorize A Master Subscription and Services Agreement with Swift Pocket LLC d/b/a Maple [ID-7692](#)
18. Authorize a new 3-year Agreement with Thomson Reuters for Westlaw [ID-7693](#)
19. Authorize a 3-year agreement with Thomson Reuters for "Clear" Research Product [ID-7694](#)
20. Authorize the implementation of an on-premises (Non-Cloud) Sharefile Instance [ID-7696](#)
21. Authorize a 5 year-agreement with Schneider Geospatial, LLC [ID-7697](#)

22. Amend Resolution No. 117-25 regarding the Certificate of Sponsor's Attorney" [ID-7704](#)

Adjourn

Sullivan County

Legislative Memorandum

File #: ID-7580

Agenda Date: 8/21/2025

Agenda #: 1.

Narrative of Resolution:

Enact a proposed Local Law entitled “A Local Law to Amend Local Law 4 of 2021 and Local Law 4 of 2024”

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.

If ‘Yes,’ specify appropriation code(s): Click or tap here to enter text.

If ‘No,’ specify proposed source of funds: Click or tap here to enter text.

Specify Compliance with Procurement Procedures:

RESOLUTION INTRODUCED BY THE EXECUTIVE COMMITTEE TO ADOPT A PROPOSED LOCAL LAW ENTITLED “A LOCAL LAW TO AMEND LOCAL LAW 4 OF 2021 AND LOCAL LAW 4 OF 2024”

WHEREAS, proposed Local Law entitled “A Local Law to Amend Local Law 4 of 2021 and Local Law 4 of 2024” was presented to the Sullivan County Legislature at a meeting held on June 19, 2025 at the County Government Center, Monticello, New York, to consider said proposed Local Law; and

WHEREAS, notice of public hearing having been duly published and posted as required by law, and said public hearing having been held on August 21, 2025 and all persons appearing at said public hearing deeming to be heard.

NOW, THEREFORE, BE IT RESOLVED, that the Sullivan County Legislature does hereby enact and adopt the Local Law entitled “A Local Law to Amend Local Law 4 of 2021 and Local Law 4 of 2024” which Local Law is annexed hereto and made a part hereof.

A LOCAL LAW TO AMEND LOCAL LAW 4 OF 2021 AND LOCAL LAW 4 OF 2024

Explanation: This Amendment to Local Law No. 4 of 2021 and Local Law No. 4 of 2024 shall be for the purpose of extending the sunset date of the Local Law from December 31, 2025 to coincide with the date on which Section 11-0935 of the New York State Environmental Conservation Law expires. The Amendment will extend the hunting opportunities afforded to twelve (12) and thirteen (13) year old individuals pursuant to Section 11-0935 of the New York State Environmental Conservation Law, which currently expires and is deemed repealed as of December 31, 2028.

Legislative Intent: The Sullivan County Legislature, after consideration, declares that it is in the best interest of the citizens of Sullivan County to amend Local Law No. 4 of 2021 and Local Law No. 4 of 2024, by extending its sunset date to coincide with the expiration of Section 11-0935 of the New York State Environmental Conservation Law. Said changes to Local Law No. 4 of 2021 and Local Law No. 4 of 2024, are detailed below:

Amendments:

- (1) Delete the following language in line six (6) of Section 1: “December 31, 2025” and insert the following language in its place: “the expiration of Section 11-0935 of the New York State Environmental Conservation Law”.
- (2) Delete the following language in line three (3) of Section 2: “December 31, 2025” and insert the following language in its place: “the expiration of Section 11-0935 of the New York State Environmental Conservation Law”.

All other language remains unchanged and in full force and effect.

Effective: This Local Law shall become effective as of the date of filing with the Secretary of State.



Sullivan County

Legislative Memorandum

100 North Street
Monticello, NY 12701

File #: ID-7653

Agenda Date: 8/21/2025

Agenda #: 2.

Narrative of Resolution:

Amend Resolution No. 316-25 by deleting the line numbering language

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.

If 'Yes,' specify appropriation code(s): Click or tap here to enter text.

If 'No,' specify proposed source of funds: Click or tap here to enter text.

Specify Compliance with Procurement Procedures:

**RESOLUTION INTRODUCED BY THE SULLIVAN COUNTY LEGISLATURE TO AMEND
RESOLUTION NO. 316-25 BY DELETING THE LINE NUMBERING LANGUAGE**

WHEREAS, the County Legislature desires to make its resolutions reasonably clear and understandable to the public;

WHEREAS, the Sullivan County Legislature adopted Resolution No. 316-25 on July 24, 2025 to include the full name of any department, entity or organization prior to using an acronym or abbreviate term to refer to same in all legislative resolutions, and

WHEREAS, Resolution 316-25 also stated that all legislative resolutions will have each line numbered, and

WHEREAS, the line numbering language needs to be deleted due to IT logistics.

NOW THEREFORE BE IT RESOLVED, that Resolution No. 316-25 is hereby amended to delete the line numbering language.

BE IT FURTHER RESOLVED, that the remainder of the resolution remains the same.



Sullivan County

Legislative Memorandum

100 North Street
Monticello, NY 12701

File #: ID-7655

Agenda Date: 8/21/2025

Agenda #: 3.

Narrative of Resolution:

Issue a Negative Declaration regarding the addition of parcels of real property to existing certified agricultural districts in Sullivan County.

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.

If 'Yes,' specify appropriation code(s): Click or tap here to enter text.

If 'No,' specify proposed source of funds: Click or tap here to enter text.

Specify Compliance with Procurement Procedures:

RESOLUTION INTRODUCED BY THE EXECUTIVE COMMITTEE TO ISSUE A NEGATIVE DECLARATION PURSUANT TO THE NEW YORK STATE ENVIRONMENTAL QUALITY REVIEW ACT REGARDING THE ADDITION OF PARCELS OF REAL PROPERTY TO EXISTING CERTIFIED AGRICULTURAL DISTRICTS WITHIN SULLIVAN COUNTY

WHEREAS, The Sullivan County Legislature has the authority under New York State Agriculture and Markets Law Section 303-b to include additional parcels in the existing certified Agricultural Districts No. 1 and No. 4 on a yearly basis; and

WHEREAS, the New York State Department of Agriculture and Markets has consented to the Sullivan County Legislature being declared lead agency with respect to the environmental review of the proposal to add parcels to Sullivan Agricultural Districts No. 1 and No. 4; and

WHEREAS, a short form Environmental Assessment (attached hereto) has been prepared which concludes that the proposal to add parcels, pursuant to one or more Resolutions to be adopted by the Sullivan County Legislature, to Sullivan County Agricultural Districts No. 1 and No. 4 will not have a significant adverse impact on the environment and recommends that the County Legislature issue a Negative Declaration.

NOW, THEREFORE, BE IT RESOLVED, that the Sullivan County Legislature hereby accepts the Environmental Assessment described in the SEQRA Environmental Assessment Form (attached hereto); and

BE IT FURTHER RESOLVED, that the Sullivan County Legislature hereby issues a Negative Declaration pursuant to the provisions of the New York State Environmental Quality Review Act, with respect to the proposal to add parcels to

Sullivan County Agricultural Districts No. 1 and No. 4; and

BE IT FURTHER RESOLVED, that the Sullivan County Legislature authorizes the Chairman of the Legislature to execute the Environmental Assessment Form.



**STATE ENVIRONMENTAL QUALITY REVIEW
SHORT ENVIRONMENTAL ASSESSMENT FORM
FOR AGRICULTURAL DISTRICTS**

UNLISTED ACTIONS ONLY

Please indicate lead agency status by checking the appropriate box below:

☐ The proposed action is within the scope of a cooperative agreement between the undersigned County Legislative Body ("CLB") and the Department of Agriculture and Markets ("Department"), the only other agency required to undertake an action in this case. Therefore, the undersigned CLB will serve as lead agency for the proposed action to ensure compliance with the requirements of the State Environmental Quality Review Act, and is undertaking a coordinated review of the proposed action with the Department pursuant to 6 NYCRR §617.6(b)(3).

☐ The proposed action is not within the scope of a cooperative agreement between an applicable CLB and the Department. The agency that will serve as Lead Agency is the undersigned CLB, and is undertaking a coordinated review of the proposed action with the Department pursuant to 6 NYCRR §617.6(b)(3).

Part 1 – Project and Sponsor Information

1. The proposed action is located in the County of _____ and the Town(s) of _____.
2. The agency responsible for preparing this Short Environmental Assessment Form and determining environmental significance is the CLB of _____ County.
3. The name, address, and e-mail address for the Clerk of the above named CLB is:

_____.
4. Does the proposed action only involve the modification, consolidation or termination of a county-adopted, State-certified agricultural district by the CLB pursuant to Agriculture and Markets Law (AML) §§303-a, 303-b or 303-c? ☐ Yes ☐ No

If Yes, attach a narrative description (including a location map) of the intent of the proposed action and the environmental resources that may be affected in the County. If No, this form should not be used to evaluate the potential environmental impacts of the proposed action.

5. Is this an action proposed to modify an existing agricultural district? ☐ Yes ☐ No

If Yes, total number of acres comprising the agricultural district as it exists prior to modification: _____ acres.

**Short Environmental Assessment Form
New York State Department of Agriculture and Markets**

6. If this proposed action involves a modification, will such modification result in a change in the size of the agricultural district? ☐ Yes ☐ No

- If yes, how many acres are involved in the change? _____ acres
- Does this represent ☐ an increase or ☐ a decrease?

7. Check all present land uses that occur on, adjoining, and near the proposed action?

☐ Residential ☐ Industrial ☐ Commercial ☐ Agriculture ☐ Park/Forest/Open Space ☐ Other

If Other, please describe: _____

8. Information on Coastal Resources. Is the action located within, or have a significant effect on:

- A Coastal Area, or the waterfront area of a Designated Inland Waterway? ☐ Yes ☒ No
- A Coastal Erosion Hazard Area? ☐ Yes ☒ No
- A community with an approved Local Waterfront Revitalization Program? ☐ Yes ☒ No

If Yes, please identify the affected community or communities: _____

9. Information on Local Agricultural and Farmland Protection Plans

- Is the action compatible with the County's Agricultural & Farmland Protection Plan? ☐ Yes ☐ No

If Yes, date of Plan approval: _____

If Yes, please cite the applicable language: _____

10. Comments from Municipalities within the County

- Did the CLB receive any comments from municipalities about the addition or removal of land from the agricultural district? ☐ Yes ☐ No

If Yes, please briefly summarize the comments: _____

11. Attach any additional information as may be needed to clarify the proposed action.

I AFFIRM AND CERTIFY THAT THE INFORMATION PROVIDED ABOVE IS TRUE AND ACCURATE TO THE
BEST OF MY KNOWLEDGE

Name of Person

Authorized to Sign: _____ **Date:** _____

Signature: _____ **Title:** _____

Short Environmental Assessment Form
New York State Department of Agriculture and Markets

Part 2: Impact Assessment

Part 2 is to be completed by the County Legislative Body ("CLB") as Lead Agency.

Answer all of the following questions in Part 2 using the information contained in Part 1 and other materials submitted to the CLB for the proposed modification, consolidation or termination of a county-adopted, State-certified agricultural district or otherwise available to the reviewer.

In providing responses to each of the questions, the reviewer should keep in mind that the action proposed is the modification, consolidation or termination of an agricultural district(s). The action is not the land use or activity which will, or may, take place in the district(s). For example, it is not appropriate to consider the effects of management actions that may be taken by individual operators in conducting farming. Agricultural farm management practices, including construction, maintenance and repair of farm buildings, and land use changes consistent with generally accepted principles of farming are listed as Type II actions in 6 NYCRR §617.5(c)(3), and these actions have been determined not to have a significant impact on the environment.

	None to small impact may occur	Moderate to large impact may occur
1. Will the proposed action create a material conflict with an adopted land use plan or zoning regulations?	<input type="checkbox"/>	<input type="checkbox"/>
2. Will the proposed action result in a change in the use or intensity of use of land?	<input type="checkbox"/>	<input type="checkbox"/>
3. Will the proposed action impair the character or quality of the existing community?	<input type="checkbox"/>	<input type="checkbox"/>
4. Will the proposed action have an impact on the environmental characteristics that caused the establishment of a Critical Environmental Area (CEA)?	<input type="checkbox"/>	<input type="checkbox"/>
5. Will the proposed action result in an adverse change in the existing level of traffic or affect existing infrastructure for mass transit, biking or walkway?	<input type="checkbox"/>	<input type="checkbox"/>
6. Will the proposed action cause an increase in the use of energy and fail to incorporate reasonably available energy conservation or renewable energy opportunities?	<input type="checkbox"/>	<input type="checkbox"/>
7. Will the proposed action impact existing:		
a. public / private water supplies?	<input type="checkbox"/>	<input type="checkbox"/>
b. public / private wastewater treatment utilities?	<input type="checkbox"/>	<input type="checkbox"/>
8. Will the proposed action impair the character or quality of important historic, archaeological, architectural or aesthetic resources?	<input type="checkbox"/>	<input type="checkbox"/>
9. Will the proposed action result in an adverse change to natural resources (e.g., wetlands, waterbodies, groundwater, air quality, flora and fauna)?	<input type="checkbox"/>	<input type="checkbox"/>
10. Will the proposed action result in an increase in the potential for erosion, flooding or drainage problems?	<input type="checkbox"/>	<input type="checkbox"/>
11. Will the proposed action create a hazard to environmental resources or human health?	<input type="checkbox"/>	<input type="checkbox"/>

**Short Environmental Assessment Form
New York State Department of Agriculture and Markets**

Part 3: Determination of Significance

For every question in Part 2 that was answered "moderate to large impact may occur," or if there is a need to explain why a particular element of the proposed action may or will not result in a significant adverse environmental impact, please complete Part 3. Part 3 should, in sufficient detail, identify the impact, including any measures or design elements that have been included by the project sponsor to avoid or reduce impacts. Part 3 should also explain how the lead agency determined that the impact may or will not be significant. Each potential impact should be assessed considering its setting, probability of occurring, duration, irreversibility, geographic scope and magnitude. Also consider the potential for short term, long-term and cumulative impacts.

The action contemplated herein, is a modification of Agricultural District #1 and #4. The modification only involves the inclusion of a certain number of parcels into the District. The inclusion of parcels into the District will in no way create an adverse environmental impact of any nature.

☐

Check this box if you have determined, based on the information and analysis above, and any supporting documentation, that the proposed action may result in one or more potentially large or significant adverse impacts and an environmental impact statement is required.

☒

Check this box if you have determined, based on the information and analysis above, and any supporting documentation, that the proposed action will not result in any significant adverse environmental impacts.

County of Sullivan, NY

Name of Lead Agency

_____ Date

Joshua Potosek

Print or Type Name of Responsible Officer in Lead Agency

County Manager

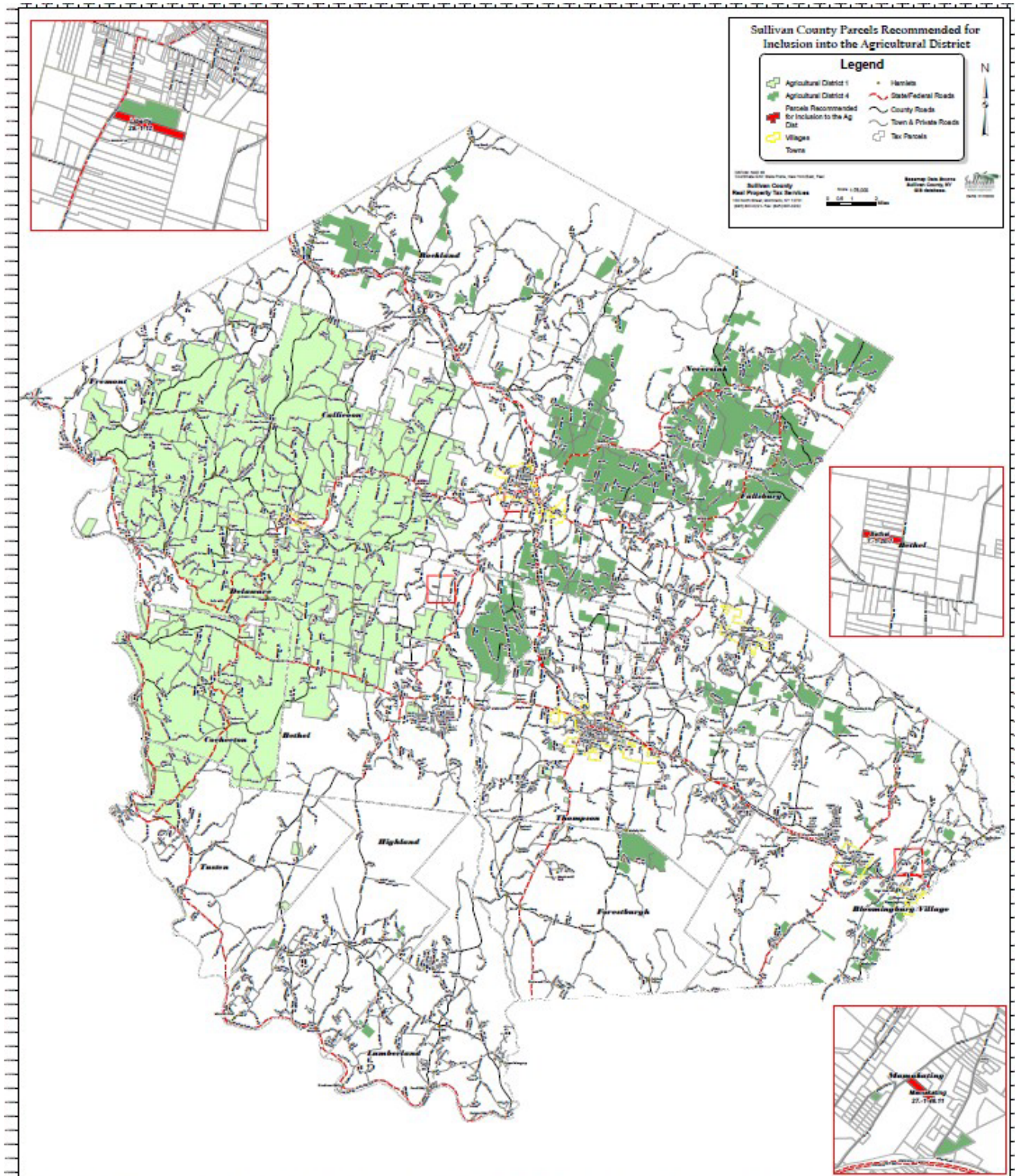
Title of Responsible Officer

Signature of Responsible Officer in Lead Agency

Signature of Preparer (if different from Responsible Officer)

Brief Description of Proposed Action:

Modification of Agricultural District No. 1 and Agricultural District No. 4 pursuant to NYS Agriculture and Markets Law 25-AA, Section 303-b.





Sullivan County

Legislative Memorandum

100 North Street
Monticello, NY 12701

File #: ID-7656

Agenda Date: 8/21/2025

Agenda #: 4.

Narrative of Resolution:

Include Viable Agricultural Land in Existing Certified Agricultural Districts in Sullivan County

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.

If 'Yes,' specify appropriation code(s): Click or tap here to enter text.

If 'No,' specify proposed source of funds: Click or tap here to enter text.

Specify Compliance with Procurement Procedures:

RESOLUTION NO. INTRODUCED BY THE EXECUTIVE COMMITTEE TO INCLUDE VIABLE AGRICULTURAL LAND IN AN EXISTING CERTIFIED AGRICULTURAL DISTRICTS WITHIN SULLIVAN COUNTY

WHEREAS, Section 303-b of the Agriculture and Markets Law authorizes the inclusion of viable agricultural land into certified agricultural districts; and

WHEREAS, the County of Sullivan's Agricultural & Farmland Protection Board has recommended that the parcels listed below be added to the existing certified Agricultural District No. 1 and certified Agricultural District No. 4 within Sullivan County; and

WHEREAS, a public hearing was held on the inclusion of these parcels into the existing certified Agricultural District No. 1 and certified Agricultural District No. 4 on July 17th, 2025 at which time all comments were heard by the Sullivan County Legislature; and

WHEREAS, all comments and considerations brought to the attention of the Sullivan County Legislature and the Sullivan County Division of Planning and Community Development were considered during all phases of the inclusion process, including but not limited to the environmental review process, in determining whether or not the parcels were to be included in the existing certified Agricultural District No 1 and certified Agricultural District No. 4.

NOW, THEREFORE, BE IT RESOLVED, that the following parcels are to be included in the existing certified Agricultural District No. 1 and certified Agricultural District No. 4:

Agricultural District No. 1:

Town of Bethel 7.-1-20.7

Agricultural District No. 4:

Town of Liberty 29.-1-12

Town of Mamakating 27.-1-46.11

Sullivan County

Legislative Memorandum

File #: ID-7659

Agenda Date: 8/21/2025

Agenda #: 5.

Narrative of Resolution:

To abolish Resolutions No. 199-18 and 368-19 to adopt and approve the County of Sullivan's Health Insurance Portability and Accountability Act Policy and Designations

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.

If 'Yes,' specify appropriation code(s): Click or tap here to enter text.

If 'No,' specify proposed source of funds: Click or tap here to enter text.

Specify Compliance with Procurement Procedures:

N/A

RESOLUTION NO. _____ INTRODUCED BY EXECUTIVE COMMITTEE TO ABOLISH RESOLUTIONS NO. 199-18 AND 368-19 AND ADOPT AND APPROVE THE COUNTY OF SULLIVAN'S HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT ("HIPAA") POLICY AND DESIGNATIONS

WHEREAS, the Sullivan County Legislature ("Legislature") pursuant to Resolution No. 119-18 adopted and approved the County's Health Insurance Portability and Accountability Act ("HIPAA") Policy and Designations; and

WHEREAS, the Legislature then amended Resolution No. 119-18 through Resolution No. 368-19 to designate "Department of Family Services" as a health care component, and

WHEREAS, there is a need to adopt and approve a new County of Sullivan Health Insurance Portability and Accountability Act ("HIPAA") Policy and designations, and

NOW, THEREFORE, BE IT RESOLVED, that the Sullivan County Legislature hereby approves and adopts the attached HIPAA Policy; and

BE IT FURTHER RESOLVED, that the Sullivan County Legislature approves and adopts the following departments as designated Health Care Components under the Hybrid Entity status:

- Department of Social Services (Medicaid, Personal Care)
- Community Services
- Public Health Services (LTHHC, CHHA, Early Intervention, Preschool Supported Health Services)
- Adult Care Center and Adult Day Care
- Office for the Aging (Case Management)
- Risk Management & Insurance (self-insured plans)
- Jail (Medical Clinic)

- Emergency Medical Services (fly car services)

BE IT FURTHER RESOLVED, that all designated Covered Entities are required to comply with HIPAA.



Sullivan County

Legislative Memorandum

100 North Street
Monticello, NY 12701

File #: ID-7664

Agenda Date: 8/21/2025

Agenda #: 6.

Narrative of Resolution:

Extending the current tax rate on sales and uses of tangible personal property

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.

If 'Yes,' specify appropriation code(s): Click or tap here to enter text.

If 'No,' specify proposed source of funds: Click or tap here to enter text.

Specify Compliance with Procurement Procedures:

RESOLUTION INTRODUCED BY EXECUTIVE COMMITTEE EXTENDING THE CURRENT TAX RATE ON SALES AND USES OF TANGIBLE PERSONAL PROPERTY AND OF CERTAIN SERVICES, ON OCCUPANCY OF HOTEL ROOMS AND ON AMUSEMENT CHARGES PURSUANT TO ARTICLE 29 OF THE TAX LAW OF THE STATE OF NEW YORK

Be it enacted by the County Legislature of the County of Sullivan, as follows:

SECTION 1. Section 4-A of Resolution No. 3, enacted by the Board of the Supervisors of the County of Sullivan on January 6, 1975, imposing sales and compensating use taxes, as amended, is amended to read as follows:

“SECTION 4-A. Imposition of additional rate of sales and compensating use taxes.

Pursuant to the authority of section 1210 of the Tax Law, in addition to the sales and compensating use taxes imposed by sections 2 and 4 of this resolution, there are hereby imposed and there shall be paid: (i) an additional one-half of one percent rate of such sales and compensating use taxes, for the period beginning June 1, 2003, and ending November 30, 2027; and (ii) an additional one-half of one percent rate of sales and compensating use taxes which is additional to the one-half of one percent rate imposed above in this section, for the period beginning June 1, 2009, and ending November 30, 2027. Such additional taxes shall be identical to the taxes imposed by such sections 2 and 4 and shall be administered and collected in the same manner as such taxes. All of the provisions of this resolution relating or applicable to the administration and collection of the taxes imposed by such sections 2 and 4 shall apply to the additional taxes imposed by this section, including the applicable transitional provisions, limitations, special provisions, exemptions, exclusions, refunds and

credits as are set forth in this resolution, with the same force and effect as if those provisions had been incorporated in full into this section and had expressly referred to the additional taxes imposed by this section.”

SECTION 2. Paragraph (B) of Subdivision (1) of Section 11 of Resolution No. 3, enacted by the Board of Supervisors of the County of Sullivan on January 6, 1975, imposing sales and use taxes, as amended, is amended to read as follows:

“(B)(1) With respect to the additional tax of one-half of one percent imposed for the period beginning June 1, 2003, and ending November 30, 2027, in respect to the use of property used by the purchaser in this county prior to June 1, 2003; and

(2) With respect to the additional tax of one-half of one percent imposed for the period beginning June 1, 2009, and ending November 30, 2027, in respect to the use of property used by the purchaser in this county prior to June 1, 2009.”

SECTION 3. This enactment shall take effect December 1, 2025.



Sullivan County

Legislative Memorandum

100 North Street
Monticello, NY 12701

File #: ID-7671

Agenda Date: 8/21/2025

Agenda #: 7.

Narrative of Resolution:

Adopt the 2025-2026 Sullivan County Community College Budget

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

Amount to be authorized by Resolution: \$4,300,000

Are funds already budgeted? Choose an item.

If 'Yes,' specify appropriation code(s): Click or tap here to enter text.

If 'No,' specify proposed source of funds: Click or tap here to enter text.

Specify Compliance with Procurement Procedures:

**RESOLUTION INTRODUCED BY EXECUTIVE COMMITTEE TO ADOPT THE 2025-2026
SULLIVAN COUNTY COMMUNITY COLLEGE BUDGET**

WHEREAS, the Sullivan County Community College Board of Trustees has filed its 2025-2026 Operating Budget with the Sullivan County Legislature, and

WHEREAS the proposed Budget for 2025-2026 has appropriations in the amount of \$15,521,498 with the County Share to be raised by tax revenue in the amount of \$4,250,000 for the purposes of the Operating Budget and \$50,000 for County Employee Tuition, and

NOW, THEREFORE BE IT RESOLVED, that the 2024-2025 Operating Budget be approved in the amount of \$15,521,498 and the County's share to be levied and assessed against the taxable real property of Sullivan County on the 2026 tax rolls at \$4,250,000 for the purposes of the Operating Budget and \$50,000 for County Employee Tuition.



Sullivan County Community College
Board of Trustees
 112 College Road
 Loch Sheldrake, NY 12759-5723
 Tel: 845-434-5750 ext. 4261

RESOLUTION NUMBER #576-25

**RE: APPROVAL OF FISCAL YEARS 2025-2026
 OPERATING BUDGET**

WHEREAS: Sullivan County Community College has formulated its Fiscal Year 2025-2026 Operating Budget at a total of \$ 15,521,498 and

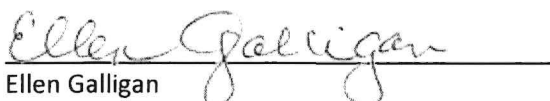
WHEREAS: said Operating Budget must be adopted by the Board of Trustees and forwarded to the County of Sullivan and the State of New York;

NOW, THEREFORE BE IT RESOLVED, that the Board of Trustees of Sullivan County Community College hereby adopts a Fiscal Year 2025-2026 Operating Budget of \$ 15,521,498 dated July 17, 2025 delineated as follows:

REVENUE		EXPENSE	
Tuition	3,988,800	Instructional	2,858,767
Out of State Tuition	175,000	Public Service	29,000
State Aid	3,124,223	Library & Information Technology	801,588
Chargeback	1,460,200	Student Services	1,096,385
Other Offsetting Revenue	999,938	Buildings and Grounds	2,089,928
Facility Use Fees	55,000	Administration	1,908,486
Sullivan County's Contribution	4,300,000	General Services	739,378
		Employee Benefits	2,899,253
		Post Employee Benefits	1,680,376
Total Unrestricted	14,103,161	Total Unrestricted	14,103,161
Restricted Revenue	1,418,337	Restricted Expenses	1,418,337
Total Restricted	1,418,437	Total Restricted	1,418,337
Total Budget Request	15,521,498	Total Budget Request	15,521,498

BE IT FURTHER RESOLVED that certified copies of this Resolution are forwarded to the County of Sullivan and the State University of New York.

Certified as a true copy of the Resolution adopted by
 the Sullivan County Community College Board of Trustees
 at its meeting held on July 17, 2025.


 Ellen Galligan

Secretary to the Board of Trustees of
 Sullivan County Community College

A Unit of the State University of New York

Affirmative Action/Equal Opportunity College

Sullivan County

Legislative Memorandum

File #: ID-7679

Agenda Date: 8/21/2025

Agenda #: 8.

Narrative of Resolution:

Adopt an updated Guide for Reimbursement of Employees' Travel Expense Policy

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.

If 'Yes,' specify appropriation code(s): Click or tap here to enter text.

If 'No,' specify proposed source of funds: Click or tap here to enter text.

Specify Compliance with Procurement Procedures:

RESOLUTION INTRODUCED BY EXECUTIVE COMMITTEE TO ADOPT AN UPDATED GUIDE FOR REIMBURSEMENT OF EMPLOYEES' TRAVEL EXPENSES POLICY

WHEREAS, the County of Sullivan amended the Guide for Reimbursement of Employees' Travel Expense in June 2016 to comply with the Internal Revenue Service (IRS) guidelines; and

WHEREAS, the County of Sullivan amended the Guide for Reimbursement of Employees' Travel Expense to increase meal reimbursements for employees who are in "travel status" effective September 1, 2024; and

WHEREAS, the County Manager's Office and the County Auditor's Office have compared other localities reimbursement and allowance rates and have updated the attached policy to incorporate the U.S. General Services Administration's (GSA) per diem rates as an option for all employees not governed by a collective bargaining unit; and

NOW, THEREFORE, BE IT RESOLVED, that the Sullivan County Legislature hereby adopts the attached Guide to Reimbursement of Employees Travel Expense Policy effective September 1, 2025.

Guide to Reimbursement of Employees' Travel Expenses Policy

Section 1. General

This Guide to Reimbursement of Employees' Travel Expenses will outline what expenditures may be considered to be a County charge. It will also clearly delineate which reimbursable expenses are taxable according to the Internal Revenue Service (IRS) and which are non-taxable. Taxable reimbursable expenses must be reported on the employee's W-2.

This policy shall be interpreted in accordance with the provisions of the applicable Collective Bargaining Agreement, if any. Furthermore, any provision contained in any of the Collective Bargaining Agreements that is inconsistent with any applicable Federal, State and/or Local Law, Regulation or Rule shall be superseded by such Law, Regulation or Rule.

A. Procedure for Filing Mileage/Travel Reimbursement or Allowance Claims

1. All claims for payment for employee mileage/travel expenses must be presented on a standardized County Travel Voucher. Claims for mileage reimbursement should show true odometer readings. In the event that true odometer readings were not recorded, reimbursement may be made utilizing Map Quest or similar platforms that are generally available via the internet. All other reimbursable expenses, including but not limited to lodging, parking, tolls, public transportation (including common carriers), and meals should be accurately itemized and documented with appropriate receipts and/or other pertinent documentation. Meal reimbursements require an **itemized** receipt and reasonable tipping will be allowed. For Non-Union employees only, unless specifically allowed in the applicable collective bargaining agreement, if an employee has elected to receive a meal allowance, itemized receipts are not required. Each claim for a meal allowance when in Travel Status should have the approved Request to Attend ("RTA") and a printout from the U.S. General Services Administration's ("GSA") meal per diem rate page that applies to the claim attached. (See Section 3A. Meal Reimbursement and 3B. Meal Allowance)
2. Claims should be submitted on a monthly basis; however, **must** be submitted within 60 days of the date the expense was incurred to avoid possible tax implications. (See Section 2. Accountable Plan) Reimbursements will still be made to the employee if submitted after 60 days of the date the expense was incurred; however, the reimbursement will become taxable, processed through payroll and create potential significant tax consequences for the employee.
3. All travel vouchers will be audited. Any amount deemed to be taxable according to IRS regulations shall be documented on the front of the travel voucher prior to being electronically scanned by the Office of Audit & Control, sent to the employee and to the Payroll Department for processing.

B. Fraudulent Bills or Claims

The County reserves the right to prosecute fraudulent claims to the fullest extent of the law. In addition to other statutes, local laws and rules that may be relevant, please note:

1. *"A person is guilty of offering a false instrument for filling in the first degree when,*

knowing that a written instrument contains a false statement or false information, and with intent to defraud the state or any political subdivision thereof, he offers or presents it to a public office or public servant with the knowledge or belief that it will become a part of the records of such public office or public servant.”

2. “Offering a false instrument for filing in the first degree is a Class E Felony” (Penal Law, Section 175.35)

C. Relevant Provisions of Law

As required by Internal Revenue Code, County Law, Sections 203 and 369, General Municipal Law, Section 77-b, and County Administrative Code A9-3. Claims for travel expenditures should indicate the reason for the travel and/or expenses along with the authorization for incurring such expenditures. Prior written approval must be obtained via the “Request to Attend Form”.

D. Request to Attend

1. A Request to Attend (“RTA”) is required for any employee to travel either outside of the County of Sullivan or when any expense is incurred for said travel to attend seminars, workshops, conventions, conferences, meetings, schools, etc. A Request to Attend is not required for travel for an employee to carry out his/her duties as required by their position, i.e. investigations, court appearances, etc. A Request to Attend is not required when travel is within Sullivan County and has no cost. An employee must get prior- approval from their Department Head before any travel not requiring a Request to Attend.
2. A Request to Attend must identify the purpose of the travel, whether the travel is mandated, and how the employee or County will benefit by attending the seminar, workshop, convention, conference, meeting, school, etc. The request must also identify whether the employee(s) will receive a certificate, continuing education credits, or any other professional development designation or value associated with the seminar, workshop, convention, conference, meeting, school, etc.
3. The Request to Attend must be approved by the employee’s Department Head, Division Head, and the County Manager or designee. Total estimated cost and local share costs must be submitted with every Request to Attend.
 - a. All incidental charges incurred during the course of travel that were not anticipated or previously known, i.e. parking, tolls, special fees, etc. may be paid at the discretion of the County Auditor, with documented receipts, without approval from the County Manager or designee, up to \$25 per trip.
 - b. In the event that the additional expenses exceed \$25, additional approval from the County Manager or designee is required.

Section 2. Accountable Plan

An “accountable plan” is an I.R.S. reimbursement policy under which amounts are nontaxable to the recipient *only if ALL* of the following requirements are met. If these criteria are not met, the reimbursement will become **taxable** to the employee.

A. There must be a *business connection* to the expense.

1. Business Connection - There must be a business purpose for an employee’s travel that can be supported by documentary evidence in order to consider treating the reimbursement of travel expenses. Further, to meet the business connection requirement of an *accountable plan*, travel expense reimbursements other than transportation expenses such as mileage, tolls, parking and other incidental expenses, are only nontaxable to the extent that the expenses are incurred when the employee is *away from home* as defined by the IRS. Transportation expenses do not include meals, lodging, or commuting mileage. (See Section 3. Expenses C. 1. Mileage Reimbursement)
2. Away From Home (aka in “travel status”) - In order for a reimbursement of an expense for business travel to be excluded from income, including meals and lodging, the employee must travel *away from home* for official business. Employees are considered to be in travel status if their business duties require them to be away from home for longer than an ordinary day’s work and, during that time, they need substantial sleep or rest in order to meet the demands of employment. Employees must obtain appropriate approvals prior to traveling for an assignment (See Section 1.D. Request to Attend).

B. There must be adequate accounting by the recipient within a reasonable period of time.

IRS Safe Harbor rules for a reasonable period of time indicate the reimbursement or allowance must be properly substantiated within 60 days of the date the expense was incurred or date of travel.

1. Substantiation Requirements: IRS substantiation requirements provide that the employee must document the date, time, place, amount, and business purpose of expenses. Employees should have documentary evidence, such as bills, itemized receipts, canceled checks, or similar documentation to support their claimed expenses.
Claims for payment with appropriate documentation must be received in the Office of Audit and Control within 60 days after the expense is incurred or date of travel.

C. If applicable, excess reimbursements must be returned to the County within a reasonable period of time. IRS “Safe Harbor” rules for a reasonable period of time indicate the excess reimbursements must be repaid within 120 days of the date the expense was incurred.

Section 3. Expenses

A. Meal Reimbursement

1. Any meal reimbursement for an employee who does not have overnight travel is a taxable fringe benefit according to the IRS and must be reported as wages on Form W-2.
2. Day Trip Reimbursement. Travelers may be reimbursed for lunch for day trips when traveling **outside of the County**. Travelers are entitled to reimbursement for breakfast if they have to leave at least two hours before their normal work start time, and/or for dinner if they return at least two hours later than their normal work ending time. Vouchers for meal reimbursements must state the purpose of the travel, and in cases of a voucher for multiple meals, the voucher must state the names of the individuals who received each meal.
3. Meal limits. Based on the County's past practice and interpretation of actual and necessary expenses, the maximum amount of reimbursement per meals is as follows:
 - a. Breakfast \$15.00
 - b. Lunch \$20.00
 - c. Dinner \$35.00Exceptions to meal limits may be made under limited special circumstances, at the discretion of the County Auditor.
4. Reasonable tipping will be allowed when properly documented. In no event shall it exceed 20% of the meal or 20% of the maximum amount of the meal reimbursement listed above, whichever is less.

B. Meal Allowance

1. **Meal Allowances- When Not in Travel Status**
 - a. Any employee designated by his/her Department Head to report to work prior to such employee's regular workday or so designated to continue to work after the end of his/her normal work day may be paid a meal allowance when so provided by the employee's collective bargaining agreement.
 - b. Travel is not required for an employee to receive a meal allowance, it is submitted and processed through Payroll and will be treated as a taxable fringe benefit.
2. **Meal Allowances-While in Travel Status**
 - a. Collective bargaining unit employees will follow what the union has agreed upon. For all other employees, when a County employee is in travel status, he/she may elect to receive a meal allowance instead of submitting itemized receipts for meal reimbursements. Once this option has been selected by the employee, it may not revert back to the meal receipt reimbursement method. In order to treat this allowance as non-taxable all the following criteria must be met:
 - i. The allowances must be below or equal to the U.S. General Services Administration's (GSA) per diem rate.
 - ii. The allowance request must include a statement that includes the business purpose for the trip, the date(s) and travel destination.

Please note: The GSA meal per diem rates by primary destination can be found at [GSA.gov/per diem](https://www.gsa.gov/perdiem). There are rates for first and last day of travel, as well as the amount(s) to deduct from the meal allowance when a meal or meals are furnished by the government or included in a registration fee.

C. Mileage Reimbursement

1. In general, an employee shall receive mileage reimbursement for official travel only to the extent that the total miles travelled exceed the total round-trip miles of commutation. Commuting mileage is defined as the number of miles travelled by an employee to and from the employee's residence and the employee's official work station. Commuting mileage is generally not reimbursed; however, to the extent it is, payment of commuting mileage is taxable according to the IRS regulations.
2. **Official Work Station**
The employee's official work station is the main office or branch office to which an employee is assigned to report to work. The official work station is designated by the Department Head and the designation must be in the best interest of the County. The purpose of an official work station is to establish when the employee is in travel status and eligible for reimbursement of travel expenses. Travel between the employee's home and official work station is considered commuting and is generally not reimbursable. The employee's home is considered to be in the city or town in which the employee primarily resides when working at his/her official station. If an employee works at more than one location, the department will designate the employee's official work station to be where he/she normally conducts business (i.e., the place where the employee works more time than any other work location). While a department can still make a designation in the best interest of the County, if a department assigns an official station that is not an employee's main place of business, there may be tax reporting obligations on the part of the County and potentially significant tax consequences for the employee.
3. Official travel mileage shall be computed along the most direct route possible with the employee bearing the expense of any extra mileage for travel by an indirect route.
4. **Special Rule**
 - a. Official travel by an employee who has been designated by the Personnel Officer as a field employee; **OR**
 - b. An employee that uses his/her privately owned or leased automobile to transport a person other than a County employee to a hospital, court, home or other facility on the County's behalf; **OR**
 - c. Travel is required by the employee's Department Head to work
 - i. other than during the employee's normal work week, **OR**
 - ii. other than during the employee's normal work day (see below) **AND** at other than the employee's official work station shall receive mileage reimbursement without deduction for commutation. If required to work other than the normal work day, an employee must have left for/arrived home from work more than one hour prior to/after their normal leave/arrival time in order to receive commutation mileage. However, any amount of commutation mileage that is reimbursed shall be a taxable fringe benefit according to IRS regulations. For field employees, this means reimbursement for daily travel between the employee's residence and the first and/or last work location, other than their official work station, are taxable.

D. Other Expenses

1. Only actual, reasonable and necessary business-related expenses, such as lodging, registration fees, etc. will be reimbursed, and such expenses must be properly itemized with supporting documentation attached to the travel voucher. When meals and/or lodging are provided as part of a conference for which attendance has been approved, additional reimbursement is not permitted for those items.
2. Non-business-related expenses including but not limited to: speeding fines, parking tickets, laundry, entertainment (e.g., theater tickets, in-room movies), other personal charges or alcoholic beverages will not be reimbursed.

Section 4. Transportation

A. County-Owned Vehicles

All employees who are required to maintain a Driver's License as a condition of your employment with Sullivan County or any employee who drives a county-owned vehicle must enroll in the LENS Program through the Department of Risk Management and Insurance.

1. A County owned vehicle, if available, must be utilized by all County employees for any travel. The Office of Audit and Control is not authorized to process claims for mileage unless the RTA expressly allows for this type of reimbursement. For travel not requiring a RTA, Department Heads are required to ensure County-owned vehicles are utilized and may not approve travel vouchers unless a county-owned vehicle was not available. The Office of Audit & Control may request information to support the non-availability prior to processing said mileage reimbursement.
Please note, if there is a medical need or special circumstances that a County owned vehicle cannot be utilized by an employee for travel, prior approval must be given by the County Manager or designee.
2. If a County vehicle is available, vehicles should be fueled up at one of the County locations. When traveling a far distance, a gas credit card should be requested from the Division of Public Works. There is a separate policy for the use of these cards which must be followed. A reasonable purchase of gasoline to get the vehicle to a County location to be fueled up may be approved.
3. Other necessary and/or emergency expenses incurred while using a County vehicle for business purposes may be reimbursed, if justified. Please note, before incurring any out of the ordinary expense, the Department of Public Works should be contacted for approval.
4. A daily use record log shall be maintained for all County vehicles, except for Sheriff's Department and Department Heads' vehicles. Daily use log forms are available from the Department of Public Works. These forms should be maintained on a daily basis and forwarded to DPW monthly within 10 days after the end of each month. Certain revised forms may be approved by the County Manager for departmental use.

B. Common Carrier

Often times the most efficient and cost-effective method of transportation is using a common carrier such as a train, bus, taxicab or airplane. Common carrier should be used when appropriate.

C. Personal Vehicle

1. A personal vehicle may be used for County business purposes when a County vehicle or common carrier is not available, is not cost effective, or is otherwise not feasible. Mileage reimbursement rates are determined by the IRS.
2. Claims must indicate the date and points of travel and be supported by a properly completed statement of auto travel which should include actual odometer readings. (see Section 1 A. Procedure for Filing Mileage/Travel Reimbursement)
3. Charges for gasoline, oil, accessories, repairs, depreciation, anti-freeze, towing, insurance and other expenditures will not be allowed. These are considered operational costs and are factored into the mileage reimbursement rate.

Guide to Reimbursement of Employees' Travel Expenses Policy

Section 1. General

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it to a public office or public servant with the knowledge or belief that it will become a part of the records of such public office or public servant.”

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3. The Request to Attend must be approved by the employee’s Department Head, Division Head, and the County Manager or designee. Total estimated cost and local share costs must be submitted with every Request to Attend.
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B. There must be adequate accounting by the recipient within a reasonable period of time.

IRS Safe Harbor rules for a reasonable period of time indicate the reimbursement or allowance must be properly substantiated within 60 days of the date the expense was incurred or date of travel.

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C. If applicable, excess reimbursements must be returned to the County within a reasonable period of time. IRS “Safe Harbor” rules for a reasonable period of time indicate the excess reimbursements must be repaid within 120 days of the date the expense was incurred.

Section 3. Expenses

A. Meal Reimbursement

1. Any meal reimbursement for an employee who does not have overnight travel is a taxable fringe benefit according to the IRS and must be reported as wages on Form W-2.
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3. Meal limits. Based on the County's past practice and interpretation of actual and necessary expenses, the maximum amount of reimbursement per meals is as follows:
 - a. Breakfast \$15.00
 - b. Lunch \$20.00
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4. Reasonable tipping will be allowed when properly documented. In no event shall it exceed 20% of the meal or 20% of the maximum amount of the meal reimbursement listed above, whichever is less.

B. Meal Allowance

1. **Meal Allowances- When Not in Travel Status**
 - a. Any employee designated by his/her Department Head to report to work prior to such employee's regular workday or so designated to continue to work after the end of **his/her** normal work day may be paid a meal allowance when so provided by the employee's **collective bargaining agreement**.
 - b. **Travel is not required for an employee to receive a meal allowance, it is submitted and processed through Payroll and will be treated as a taxable fringe benefit.**
2. **Meal Allowances-While in Travel Status**
 - a. **Collective bargaining unit employees will follow what the union has agreed upon. For all other employees, when a County employee is in travel status, he/she may elect to receive a meal allowance instead of submitting itemized receipts for meal reimbursements. Once this option has been selected by the employee, it may not revert back to the meal receipt reimbursement method. In order to treat this allowance as non-taxable all the following criteria must be met:**
 - i. **The allowances must be below or equal to the U.S. General Services Administration's (GSA) per diem rate.**
 - ii. **The allowance request must include a statement that includes the business purpose for the trip, the date(s) and travel destination.**

Please note: The GSA meal per diem rates by primary destination can be found at [GSA.gov/per diem](https://www.gsa.gov/perdiem). There are rates for first and last day of travel, as well as the amount(s) to deduct from the meal allowance when a meal or meals are furnished by the government or included in a registration fee.

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2. **Official Work Station**

The employee's official work station is the main office or branch office to which an employee is assigned to report to work. The official work station is designated by the Department Head and the designation must be in the best interest of the County. The purpose of an official work station is to establish when the employee is in travel status and eligible for reimbursement of travel expenses. Travel between the employee's home and official work station is considered commuting and is generally not reimbursable. The employee's home is considered to be in the city or town in which the employee primarily resides when working at his/her official station. If an employee works at more than one location, the department will designate the employee's official work station to be where he/she normally conducts business (i.e., the place where the employee works more time than any other work location). While a department can still make a designation in the best interest of the County, if a department assigns an official station that is not an employee's main place of business, there may be tax reporting obligations on the part of the County and potentially significant tax consequences for the employee.

3. Official travel mileage shall be computed along the most direct route possible with the employee bearing the expense of any extra mileage for travel by an indirect route.

4. **Special Rule**

- a. Official travel by an employee who has been designated by the Personnel Officer as a field employee; **OR**
- b. An employee that uses his/her privately owned or leased automobile to transport a person other than a County employee to a hospital, court, home or other facility on the County's behalf; **OR**
- c. Travel is required by the employee's Department Head to work
 - i. other than during the employee's normal work week, **OR**
 - ii. other than during the employee's normal work day (see below) **AND** at other than the employee's official work station shall receive mileage reimbursement without deduction for commutation. If required to work other than the normal work day, an employee must have left for/arrived home from work more than one hour prior to/after their normal leave/arrival time in order to receive commutation mileage. However, any amount of commutation mileage that is reimbursed shall be a taxable fringe benefit according to IRS regulations. For field employees, this means reimbursement for daily travel between the employee's residence and the first and/or last work location, other than their official work station, are taxable.

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Section 4. Transportation

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Please note, if there is a medical need or special circumstances that a County owned vehicle cannot be utilized by an employee for travel, prior approval must be given by the County Manager or designee.
2. If a County vehicle is available, vehicles should be fueled up at one of the County locations. When traveling a far distance, a gas credit card should be requested from the Division of Public Works. There is a separate policy for the use of these cards which must be followed. A reasonable purchase of gasoline to get the vehicle to a County location to be fueled up may be approved.
3. Other necessary and/or emergency expenses incurred while using a County vehicle for business purposes may be reimbursed, if justified. Please note, before incurring any out of the ordinary expense, the Department of Public Works should be contacted for approval.
4. A daily use record log shall be maintained for all County vehicles, except for Sheriff's Department and Department Heads' vehicles. Daily use log forms are available from the Department of Public Works. These forms should be maintained on a daily basis and forwarded to DPW monthly within 10 days after the end of each month. Certain revised forms may be approved by the County Manager for departmental use.

B. Common Carrier

Often times the most efficient and cost-effective method of transportation is using a common carrier such as a train, bus, taxicab or airplane. Common carrier should be used when appropriate.

C. Personal Vehicle

1. A personal vehicle may be used for County business purposes when a County vehicle or common carrier is not available, is not cost effective, or is otherwise not feasible. Mileage reimbursement rates are determined by the IRS.
2. Claims must indicate the date and points of travel and be supported by a properly completed statement of auto travel which should include actual odometer readings. (see Section 1 A. Procedure for Filing Mileage/Travel Reimbursement)
3. Charges for gasoline, oil, accessories, repairs, depreciation, anti-freeze, towing, insurance and other expenditures will not be allowed. These are considered operational costs and are factored into the mileage reimbursement rate.

Sullivan County

Legislative Memorandum

File #: ID-7681

Agenda Date: 8/21/2025

Agenda #: 9.

Narrative of Resolution:

Authorization to execute permitting documents for the development of the Callicoon Riverside Park.

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.

If 'Yes,' specify appropriation code(s): Click or tap here to enter text.

If 'No,' specify proposed source of funds: Click or tap here to enter text.

Specify Compliance with Procurement Procedures:

RESOLUTION INTRODUCED BY THE EXECUTIVE COMMITTEE TO AUTHORIZE THE COUNTY OF SULLIVAN TO COMPLETE ENVIRONMENTAL REVIEW REQUIREMENTS & PROCESS DOCUMENTS RELATED TO THE PLANNED CALLICOON RIVERSIDE PARK

WHEREAS, the County of Sullivan has proposed the creation of a new riverside park on an abandoned campground on the banks of the Delaware River; and

WHEREAS, the National Fish and Wildlife Foundation (NFWF) administers funding for watershed studies and restoration activities to improve water quality, wildlife habitat, flood resiliency and recreation on the Delaware River Watershed; and

WHEREAS, the County of Sullivan has received funding through a grant from the National Fish and Wildlife Foundation (NFWF) for survey work, wetland delineation, design, engineering and permitting; and

WHEREAS, the Project is subject to the requirements of the National Environmental Protection Act (NEPA); and

WHEREAS, the Project is subject to the requirements of the State Environmental Quality Review Act (SEQRA) as defined in Title 5 NYCRR Section 617, and the SEQR process is currently underway; and

WHEREAS, completion of all environmental reviews is required before the construction phase can commence.

NOW, THEREFORE, BE IT RESOLVED, the Sullivan County Legislature hereby authorizes the County Manager, Chairperson of the County Legislature, and/or their authorized representative (as required by the source) to execute any and all necessary documents to complete the environmental reviews for this project, in a form approved by the County Attorney; and

BE IT FURTHER RESOLVED, that should the NFWF funding be terminated, the County shall not be obligated to continue any action undertaken by the use of this funding.



Sullivan County
Legislative Memorandum

100 North Street
Monticello, NY 12701

File #: ID-7682

Agenda Date: 8/21/2025

Agenda #: 10.

Narrative of Resolution:

INTRODUCED BY EXECUTIVE COMMITTEE TO REAPPOINT MEMBERS TO THE OFFICE FOR THE AGING ADVISORY COMMITTEE

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

Amount to be authorized by Resolution:

Are funds already budgeted? Choose an item.

If ‘Yes,’ specify appropriation code(s):

If ‘No,’ specify proposed source of funds:

Specify Compliance with Procurement Procedures:

WHEREAS, it is the desire to re-appoint five members, Karin Pantel, Kenneth Walter, Aldo Troiani, Sabina Toomey and Liliam Stettner to the Office for the Aging Advisory Committee, and

WHEREAS, the above re-appointments are to commence on the date this resolution is adopted.

NOW, THEREFORE, BE IT RESOLVED, that the Sullivan County Legislature does hereby appoint the following members to the Office for the Aging Advisory Committee, for the term to expire on the date opposite of name.

OFA RE-APPOINTMENTS:

TERM:

Karin Pantel, EdD RN CNE
Thompsonville NY 12784

9/30/2028

Kenneth Walter
Grahamsville NY 12740

9/30/2028

Liliam Stettner
White Sulphur Springs NY 12787

9/30/2028

Aldo Troiani

9/30/2028

Youngsville, NY 12791

Sabina Toomey

9/30/2028

Forestburgh, NY 12777

Sullivan County

Legislative Memorandum

File #: ID-7683

Agenda Date: 8/21/2025

Agenda #: 11.

Narrative of Resolution:

To Authorize the County Manager to Apply for and Accept the FY2025-2026 Recruitment and Retention Grant Program Award from NYS DHSES

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.

If 'Yes,' specify appropriation code(s): Click or tap here to enter text.

If 'No,' specify proposed source of funds: Click or tap here to enter text.

Specify Compliance with Procurement Procedures: N/A

RESOLUTION INTRODUCED BY THE EXECUTIVE COMMITTEE TO AUTHORIZE THE COUNTY MANAGER TO APPLY FOR AND ACCEPT THE FY2025-2026 RECRUITMENT AND RETENTION GRANT PROGRAM AWARD FROM THE NEW YORK STATE DIVISION OF HOMELAND SECURITY AND EMERGENCY SERVICES (DHSES)

WHEREAS, the New York State Division of Homeland Security and Emergency Services provides funds to support efforts of emergency management / homeland security; and

WHEREAS, the New York State Division of Homeland Security and Emergency Services has made funding available to support recruitment and retention of volunteer firefighters and emergency services personnel; and

WHEREAS, the New York State Division of Homeland Security and Emergency Services is administering the FY2025-2026 Recruitment and Retention Grant Program, a competitive, reimbursable grant program, wherein the funding is to be applied toward promoting the development of new and/or existing regional recruitment and retention efforts within the fire service and/or emergency medical services communities; and

WHEREAS, the period of performance for the FY2025-2026 Recruitment and Retention Grant Program is to be determined; and

WHEREAS, the Sullivan County Division of Public Safety / Office of Emergency Management wishes to file an application for the FY2025-2026 Recruitment and Retention Grant Program to seek funding in the amount of \$25,000.00 to enhance County-wide recruitment and retention efforts; and

WHEREAS, Sullivan County is not required to provide any local cash match.

NOW, THEREFORE, BE IT RESOLVED, that the Sullivan County Legislature hereby authorizes the County Manager, Chairman of the County Legislature, and/or their authorized representative (*as required by the funding source*) to execute any and all necessary documents to submit the FY2025-2026 Recruitment and

Retention Grant Program application for funding; and

BE IT FURTHER RESOLVED, that the Sullivan County Legislature hereby authorizes the County Manager and/or Chairman of the County Legislature (*as required by the funding source*) to accept the award, and enter into an award agreement or contract to administer the funding secured, in such form as the County Attorney shall approve; and

BE IT FURTHER RESOLVED, that should the FY2025-2026 Recruitment and Retention Grant Program funding be terminated, the County shall not be obligated to continue any action undertaken by the use of this funding.

Sullivan County

Legislative Memorandum

File #: ID-7685

Agenda Date: 8/21/2025

Agenda #: 12.

Narrative of Resolution:

Permit former owners to repurchase parcels

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.

If 'Yes,' specify appropriation code(s): Click or tap here to enter text.

If 'No,' specify proposed source of funds: Click or tap here to enter text.

Specify Compliance with Procurement Procedures:

RESOLUTION INTRODUCED BY EXECUTIVE COMMITTEE TO PERMIT FORMER OWNERS TO REPURCHASE PARCELS THAT WERE ACQUIRED BY THE COUNTY OF SULLIVAN BY VIRTUE OF AN IN REM TAX FORECLOSURE PROCEEDING

WHEREAS, pursuant to the provisions of Article 11 of the NYS Real Property Tax Law and pursuant to the Judgment of Foreclosure signed by the Hon. James Farrell, Sullivan County Court Judge dated June 24, 2025 and recorded in the Sullivan County Clerk's Office on June 25, 2025, the County of Sullivan foreclosed upon all of the parcels noted on Schedules "A" annexed hereto; and

WHEREAS, after July 1, 2025, the County of Sullivan took title to various parcels noted on Schedule "A" by Deed dated and recorded on the 7th day of July, 2025 in the Sullivan County Clerk's Office as Instrument #2025-4863; and

WHEREAS, in accordance with Sullivan County Local Law No. 6 of 2024, the County has received applications requesting that the parcels set forth on Schedule "A" attached hereto, be reacquired by the former owner(s) in consideration for the amount of delinquent taxes, interest, penalties, auction fees and recording fees, as the same were repurchased after the County took title to the same; and

WHEREAS, once a court order is executed, the County's judgment on the parcels indicated on Schedules "A" will be removed and any and all liens upon the parcels on Schedule "A" shall be reinstated, nunc pro tunc.

NOW, THEREFORE, BE IT RESOLVED, the Sullivan County Legislature hereby approves the repurchases of the properties listed on Schedule “A” for the total sum of the delinquent taxes, interest, penalties, auction fees and recording fees, if applicable, pursuant to Sullivan County Local Law No. 6 of 2024.

**SCHEDULE "A" - 2025 REPURCHASE #2
2025 REPURCHASE #3**

SBL	FORMER OWNER NAME
482000 13.-1-23	Shaun P. O'Connor & Shilo J. Byrd
482000 33.-2-1	Adar Villas of White Lake LLC
482289 25.-1-52.2	Nancy Schwerberg
482289 29.-1-16.1	Donald Janik II
482801 111.-1-3.8/6402	Reizel Y Grosz
482889 58.-1-37.1	Michael M. Eberenz
482889 60.-1-56.1/0301	Venetian Villas LLC
482889 60.-1-56.1/0302	Venetian Villas LLC
483689 2.-1-29	Uriel B. Uhry
483689 2.-1-30.8	Uriel B. Uhry
483689 5.-1-32	Colin Symister
483689 29.-3-4	Antonio F. Fernandes
483689 40.-1-21.1/0401	91 Lizensk Unit 7 LLC
484089 51.-4-1	Douglas Marozin
484400 34.-2-2	Marquette Grant-Bragg
484601 111.-7-8	BSD Prince LLC
484601 111.-7-20	BSD Prince LLC
484601 121.-1-6.1/1701	Joseph Jacob
484689 29.-1-20.2/0502	Golden Gate Holding I LLC
484689 51.-1-23	Helen C Friedman & Kathleen Smith



Sullivan County

Legislative Memorandum

100 North Street
Monticello, NY 12701

File #: ID-7688

Agenda Date: 8/21/2025

Agenda #: 13.

Narrative of Resolution:

Authorize contract with Traffic and Parking Control, Co., LLC

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

Amount to be authorized by Resolution: \$12,368.42

If "Yes" specify appropriation code(s):

Are funds already budgeted? Yes

If 'Yes,' specify appropriation code(s): D5110-45-45-4541

If 'No,' specify proposed source of funds: Click or tap here to enter text.

Specify Compliance with Procurement Procedures:

RESOLUTION INTRODUCED BY EXECUTIVE COMMITTEE TO AUTHORIZE AWARD AND EXECUTION OF A CONTRACT WITH TRAFFIC AND PARKING CONTROL CO., LLC, FOR THE LEASE OF MINI WEATHER STATIONS

WHEREAS, Sullivan County is quite large geographically with several areas of significantly unique weather patterns; and

WHEREAS, the Sullivan County Division of Public Works conducts snow and ice control on County Roads and at County Facilities; and

WHEREAS, the Sullivan County Division of Public Works also responds to flood events throughout the County, which impact County roads, bridges, and facilities; and

WHEREAS, via the New York State adopted OMNIA Partners cooperative purchasing contract #USC OMNIA 2020-200, (renewed through February 28, 2026), Traffic and Parking Control Co., LLC, offers the lease of mini weather stations, which would be useful at various locations throughout the County during weather events; and

WHEREAS, the Sullivan County Purchasing Department and Division of Public Works have reviewed the Sales Order dated 7/17/2025, as submitted by Traffic and Parking Control Co., LLC., 5110 West Brown

Deer Road, Brown Deer, WI 53223, and recommends award of a contract in the amount of \$12,368.42.

NOW, THEREFORE, BE IT RESOLVED, that the County Manager be and hereby is authorized to execute a contract with Traffic and Parking Control Co., LLC, for a one-year lease of mini weather stations, in a total amount not to exceed \$12,368.42, in such form as the County Attorney shall approve.

Sullivan County

Legislative Memorandum

File #: ID-7689

Agenda Date: 8/21/2025

Agenda #: 14.

Narrative of Resolution:

Apportion Cost of the 2026 County Self Insurance Plan

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.

If 'Yes,' specify appropriation code(s): Click or tap here to enter text.

If 'No,' specify proposed source of funds: Click or tap here to enter text.

Specify Compliance with Procurement Procedures:

RESOLUTION INTRODUCED BY THE EXECUTIVE COMMITTEE TO APPORTION COST OF THE 2026 COUNTY SELF-INSURANCE PLAN, AND TO LEVY TAXES AND/OR BILL DIRECTLY THEREFOR.

WHEREAS, the County Legislature adopted Local Law 2 of 2018, which restated and amended sections of Chapter 43 of the Law of Sullivan County and;

WHEREAS, the Risk Management and Insurance Department ("Risk Management") is required to and hereby files a report by which it has estimated that the sum of \$4,271,741 will be necessary for the calendar year 2026 to meet the payments and expenses of the Workers' Compensation Self-Insurance Plan; and

WHEREAS, Risk Management has determined the share of such estimated sum chargeable to each participant of the County Workers' Compensation Self-Insurance Plan; and

WHEREAS, the amount chargeable to each participant of the County Workers' Compensation Self-Insurance Plan is detailed on the Self-Insurance Fund Charges, and, the \$4,271,741 was calculated as detailed in the 2026 Estimate of Expenses for the Self-Funded Workers' Compensation Plan for Sullivan County (attached 2026 Allocation report) and made a part hereof; and

WHEREAS, the 2026 Cost Allocation Report shall collectively be considered Risk Management's 2026 report for the funding estimate and participant apportionment costs for the County's Workers' Compensation Self-Insurance

Plan, ("Risk Management's 2026 Plan").

NOW, THEREFORE, BE IT RESOLVED, the Sullivan County Legislature hereby adopts Risk Management's 2026 Plan and directs that the amount set opposite the name of each participant on Appendix I of the County Workers' Compensation Self-Insurance Plan be apportioned and charged to each respectively; with such amount so apportioned to the County and the Town be levied and raised by tax in the next annual tax levy against the taxable property of the County and the Towns; and such amount apportioned to the Villages and Sullivan County Community College to be directly billed to the Villages and the College by Risk Management; and

BE IT FURTHER RESOLVED, that the amount apportioned to the County and the Towns shall be collected by inclusion in the next succeeding tax levy of each Town, and that when collected such amount shall be paid by the respective tax collectors to the County Treasurer, said amounts to be credited to the County Workers' Compensation Self-Insurance Fund and the amount billed to the Villages and the College shall be paid directly to the Sullivan County Treasurer.

2026 SELF-INSURANCE PLAN
FUND CHARGES

PARTICIPANTS		SHARE
County of Sullivan		\$1,739,710.00
	TOWNS	
Town of Bethel		\$138,567.00
Town of Callicoon		\$85,313.00
Town of Cochection		\$46,724.00
Town of Delaware		\$71,649.00
Town of Fallsburg		\$371,164.00
Town of Forestburgh		\$27,365.00
Town of Fremont		\$52,803.00
Town of Highland		\$76,345.00
Town of Liberty		\$172,852.00
Town of Lumberland		\$78,003.00
Town of Mamakating		\$258,636.00
Town of Neversink		\$126,040.00
Town of Rockland		\$128,143.00
Town of Thompson		\$223,393.00
Town of Tusten		\$57,459.00
	VILLAGES	
Village of Jeffersonville		\$15,392.00
Village of Liberty		\$212,854.00
Village of Monticello		\$294,490.00
Village of Woodridge		\$46,398.00
Village of Wurtsboro		\$11,825.00
	COLLEGE	
Sullivan County Community College		\$36,616.00
Distributed Non County Fund Balance		\$0.00
		\$4,271,741.00
TOTAL		\$4,271,741.00

APPENDIX I



Sullivan County
Legislative Memorandum

100 North Street
Monticello, NY 12701

File #: ID-7690

Agenda Date: 8/21/2025

Agenda #: 15.

Narrative of Resolution:

Authorize an Interim Agreement with New York State Nurses Association (NYSNA)

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.

If 'Yes,' specify appropriation code(s): Click or tap here to enter text.

If 'No,' specify proposed source of funds: Click or tap here to enter text.

Specify Compliance with Procurement Procedures: N/A

RESOLUTION INTRODUCED BY THE EXECUTIVE COMMITTEE TO AUTHORIZE THE COUNTY MANAGER TO EXECUTE AN INTERIM AGREEMENT WITH THE NEW YORK STATE NURSES ASSOCIATION FOR CONTINUATION OF HEALTH INSURANCE BENEFITS

WHEREAS, the County of Sullivan and the New York State Nurses Association ("NYSNA") are parties to a collective bargaining agreement that expired on December 31, 2024; and

WHEREAS, the parties are in the process of negotiating, but have not executed, a new collective bargaining agreement; and

WHEREAS, by operation of law, the terms and conditions of employment continue until such time as a new collective bargaining agreement is in place, requiring the County to continue to provide health insurance benefits through the New York State Nurses Association Benefits Fund (hereinafter "Fund"); and

WHEREAS, the Trustees of the Fund had established the 2025 rate for health insurance benefits to be \$30,059 per annum for full-time employees, and a pro-rated amount for permanent part-time employees; and

WHEREAS, it is in the best interests of the County of Sullivan to enter into the proposed Interim Agreement until such time as a new collective bargaining agreement is executed between the County and the New York State Nurses Association.

NOW, THEREFORE, BE IT RESOLVED, by the Sullivan County Legislature that the County Manager is authorized to enter into an Interim Agreement with New York State Nurses Association Benefits Fund for the continuation of health insurance for NYSNA.

Sullivan County

Legislative Memorandum

File #: ID-7691

Agenda Date: 8/21/2025

Agenda #: 16.

Narrative of Resolution:

Introduced by Executive Committee to Amend Resolution #322-21 to accept grant monies and enter into an agreement to amend the total amount to \$228,272

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

Amount to be authorized by Resolution: \$228,272

Are funds already budgeted? No

If 'Yes,' specify appropriation code(s):

If 'No,' specify proposed source of funds: Grant Funds

Specify Compliance with Procurement Procedures:

INTRODUCED BY EXECUTIVE COMMITTEE TO AMEND RESOLUTION # 322-21 WITH THE DEPTMEN OF HEALTH TO AMEND THE FUNDING AMOUNT FOR THE SULLIVAN COUNTY PUBLIC HEALTH SERVICs EARLY INTERVENTION PROGRAM (EI ADMIN)

WHEREAS, Sullivan County Public Health Services was awarded grant monies from the NYS Department of Health (NYSDOH) for the period October 1, 2021 - September 30, 2026; and

WHEREAS, Resolution 322-21 authorized the County Manager to accept a grant award and execute a Contract with NYS Department of Health (NYSDOH) for Resolution # 322-21 in the amount of \$47,880 to be applied to the Early Intervention Administrative wages and benefits through September 30, 2026; and

WHEREAS, in year five the NYSDOH has increased the award by \$2,782 for a total of \$228,272.00; and

NOW THEREFORE BE IT RESOLVED that the County Manager is hereby authorized to accept the amended total award amount of \$228,272 for the 10/1/2021 - 9/30/2026 from NYSDOH; and

BE IT FURTHER RESOLVED that the County Manager is authorized to execute a modification agreement in accordance with the amended grant amounts with NYSDOH Early Intervention in a form as approved by the County Attorney; and

BE IT FURTHER RESOLVED that should the NYSDOH an Funding be terminated; the County shall not be obligated to continue any action undertaken by the use of this funding.



Sullivan County

Legislative Memorandum

100 North Street
Monticello, NY 12701

File #: ID-7692

Agenda Date: 8/21/2025

Agenda #: 17.

Narrative of Resolution:

Authorize A Master Subscription and Services Agreement with Swift Pocket LLC d/b/a Maple

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

Amount to be authorized by Resolution: : \$250.00/month or \$3,000.00/yr.

Are funds already budgeted? Yes

If 'Yes,' specify appropriation code(s): A-1680-43-4304

If 'No,' specify proposed source of funds: Click or tap here to enter text.

Specify Compliance with Procurement Procedures:

RESOLUTION INTRODUCED BY THE EXECUTIVE COMMITTEE TO AUTHORIZE A MASTER SUBSCRIPTION AND SERVICES AGREEMENT WITH SWIFT POCKET LLC d/b/a MAPLE

WHEREAS, the Care Center at Sunset Lake (CCSL) Administrator, is seeking to implement a better scheduling solution to significantly improve and streamline staff coordination and improve transparency among all staff working at the facility; and

WHEREAS, after significant evaluation, the cloud hosted scheduling solution provided by Swift Pocket d/b/a Maple has been determined by CCSL administration to be able to best serve this need to CCSL management and staff.

NOW, THEREFORE, BE IT RESOLVED, that the Sullivan County Legislature hereby authorizes the County Manager, to enter into a 'Master Subscription and Services Agreement' with Swift Pocket d/b/a Maple in an amount not to exceed \$250.00 per calendar month or \$3,000 per year total; and

BE IT FURTHER RESOLVED, that said order form to be in such form as the County Attorney shall approve.



Sullivan County

Legislative Memorandum

100 North Street
Monticello, NY 12701

File #: ID-7693

Agenda Date: 8/21/2025

Agenda #: 18.

Narrative of Resolution:

Authorize a new 3-year Agreement with Thomson Reuters

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

Amount to be authorized by Resolution: \$26,869.08 (3 year total as outlined below)

Are funds already budgeted? Yes

If 'Yes,' specify appropriation code(s): A-1680-43-4304

If 'No,' specify proposed source of funds: N/A

Specify Compliance with Procurement Procedures:

RESOLUTION INTRODUCED BY EXECUTIVE COMMITTEE TO AUTHORIZE A NEW 3-YEAR AGREEMENT WITH THOMSON REUTERS FOR THEIR WESTLAW COMPUTER-BASED LEGAL RESEARCH ENGINE

WHEREAS, Resolution #309-19, #30-23 adopted by the Sullivan County Legislature on August 19, 2019 and January 19, 2023 respectively, authorized a continued 3-year agreement with Thomson Reuters for their Westlaw computer based legal search engine; and

WHEREAS, the County Attorney's Office has utilized this legal search engine on a daily basis and have found it to be extremely helpful in accessing the most up-to-date legal authority available, and

WHEREAS, the County Attorney's Office wishes to continue utilizing Westlaw for its legal research needs.

NOW, THEREFORE, BE IT RESOLVED, that the County Manager is hereby authorized to enter into a three-year contract with Thomson Reuters in an amount not to exceed \$26,869.08, subject to annual budget appropriation, as follows:

2025-2026	\$8,523.12
2026-2027	\$8,949.24
2027-2028	\$9,396.72

BE IT FURTHER RESOLVED, that said agreement to be in such form as the County Attorney shall

approve.



Sullivan County
Legislative Memorandum

100 North Street
Monticello, NY 12701

File #: ID-7694

Agenda Date: 8/21/2025

Agenda #: 19.

Narrative of Resolution:

Authorize a 3-year agreement with Thomson Reuters for “Clear” Research Product

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

Amount to be authorized by Resolution: \$45,807.00 total over 3 years

Are funds already budgeted? Yes

If ‘Yes,’ specify appropriation code(s): A-1680-43-4304

If ‘No,’ specify proposed source of funds: N/A

Specify Compliance with Procurement Procedures:

RESOLUTION INTRODUCED BY THE EXECUTIVE COMMITTEE TO AUTHORIZE A NEW THREE-YEAR AGREEMENT WITH THOMSON REUTERS FOR THEIR "CLEAR" RESEARCH PRODUCT FOR THE BENEFIT OF THE DIVISION OF HEALTH AND HUMAN SERVICES

WHEREAS, Resolutions #279-14, #132-16, #256-19, and #399-22 authorized continuing agreements with Thomson Reuters for its CLEAR web product to enable the County to perform research pertaining to fraud for the benefit of the Division of Health and Human Services; and

WHEREAS, the County is satisfied with the CLEAR web product and wishes to continue to utilize the product for an additional three years;

NOW THEREFORE BE IT RESOLVED, the County Manager is hereby authorized to enter into a new three-year agreement with Thomson Reuters for an amount not to exceed \$45,807.00, subject to annual budget appropriation, as follows:

2025-2026	\$14,110.08
2026-2027	\$15,238.92
2027-2028	\$16,458.00

BE IT FURTHER RESOLVED, that said agreement to be in such form as the County Attorney shall approve.

Sullivan County

Legislative Memorandum

File #: ID-7696

Agenda Date: 8/21/2025

Agenda #: 20.

Narrative of Resolution:

Authorize the implementation of an on-premises (Non-Cloud) Sharefile Instance

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

Amount to be authorized by Resolution: \$40,500 for a new 3-year agreement

Are funds already budgeted? Yes

If 'Yes,' specify appropriation code(s): A-1680-43-4304

If 'No,' specify proposed source of funds: N/A

Specify Compliance with Procurement Procedures:

RESOLUTION INTRODUCED BY THE EXECUTIVE COMMITTEE AUTHORIZING THE IMPLEMENTATION OF AN ON-PREMISES (NON-CLOUD) SHAREFILE INSTANCE FOR SECURE EXTERNAL FILE SHARING AND THE EXECUTION OF A 3-YEAR AGREEMENT WITH PROGRESS*SHAREFILE

WHEREAS, the County of Sullivan, across numerous Divisions and Departments, regularly engage in the exchange of personally identifiable information (PII), protected health information (PHI), and other sensitive or confidential data with approved external parties in the performance of its official duties; and

WHEREAS, current cloud-based file-sharing methods, in many cases, do not provide adequate safeguards to mitigate the risks of unauthorized access, interception, or disclosure of sensitive information; and

WHEREAS, the secure, controlled, and auditable sharing of such information is essential to ensuring compliance with applicable federal, state, and local privacy regulations, including but not limited to HIPAA, Corporate Compliance, and other relevant data protection statutes; and

WHEREAS, the deployment of an on-premises (non-cloud) instance of ShareFile will enable the County to retain full control over its file-sharing infrastructure, enforce encryption of data both in transit and at rest, and implement granular user access controls and activity logging; and

WHEREAS, the implementation of an on-premises ShareFile solution will improve the County's ability to securely exchange files with approved external partners while maintaining compliance with established information security policies and best practices;

NOW, THEREFORE, BE IT RESOLVED, that the Sullivan County Legislature hereby authorizes the acquisition, installation, and configuration of an on-premises ShareFile system to provide secure external file sharing of PII, PHI, and other sensitive or confidential information; and

BE IT FURTHER RESOLVED, that the Sullivan County Division of Information Technology Services Division is authorized to coordinate the technical deployment, security configuration, and user training necessary to implement this solution; and

BE IT FURTHER RESOLVED, that the County Manager is authorized to execute a 3-year subscription service order in accordance with the Sharefile End User Agreement at a cost of \$40,500.00 for the term beginning August 31, 2025 and ending August 30, 2028; and

BE IT FURTHER RESOLVED, that said documents and agreements to be in such form as the County Attorney shall approve.

Sullivan County

Legislative Memorandum

File #: ID-7697

Agenda Date: 8/21/2025

Agenda #: 21.

Narrative of Resolution:

Authorize a 5 year-agreement with Schneider Geospatial, LLC

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

Amount to be authorized by Resolution: NTE \$22,097.00

Are funds already budgeted? Yes

If 'Yes,' specify appropriation code(s): A-1680-43-4304

If 'No,' specify proposed source of funds: N/A

Specify Compliance with Procurement Procedures:

RESOLUTION INTRODUCED BY THE EXECUTIVE COMMITTEE TO AUTHORIZE A 5-YEAR AGREEMENT WITH SCHNEIDER GEOSPATIAL, LLC

WHEREAS, Resolution #487-05, adopted by the Sullivan County Legislature on December 27, 2005, authorized an agreement with Systems Development Group, Inc. (SDG) for its Image Mate Online (IMO) web-based real property data sharing solution; and

WHEREAS, in September 2024, Schneider Geospatial, LLC, 8901 Otis Avenue, Suite 300, Indianapolis, IN 46216, announced it would be acquiring SDG and its IMO product; and

WHEREAS, after 24 years of utilization, IMO has valiantly served its deployed purpose, however, has run its course and is deemed to need modernization, an upgrade, or migration to meet today's technical and information delivery demands; and

WHEREAS, after extensive research and demonstration sessions of similar real property solutions, attended by members of the Sullivan County Treasurer's Office, Office of Real Property Tax Services and the Division of Information Technology Services, migrating directly to the Schneider Geospatial 'Beacon Portal' web-based solution was unanimously determined to best suit and be the most comprehensive solution to replace the current IMO product.

NOW, THEREFORE, BE IT RESOLVED, that the County Manager is authorized to execute a 5-

year professional services agreement with Schneider Geospatial, LLC at a cost not to exceed \$22,097/year, commencing February 1, 2025 (mirroring their final acquisition of SDG) through December 31, 2029; and

BE IT FURTHER RESOLVED, that said agreement to be in such form as the County Attorney shall approve.

Sullivan County

Legislative Memorandum

File #: ID-7704

Agenda Date: 8/21/2025

Agenda #: 22.

Narrative of Resolution:

Amend Resolution No. 117-25 regarding the Certificate of Sponsor's Attorney"

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.

If 'Yes,' specify appropriation code(s): Click or tap here to enter text.

If 'No,' specify proposed source of funds: Click or tap here to enter text.

Specify Compliance with Procurement Procedures:

RESOLUTION INTRODUCED BY EXECUTIVE COMMITTEE TO AMEND RESOLUTION NO. 117-25 BY ADDING THAT THE COUNTY ATTORNEY BE AUTHORIZED TO EXECUTE THE "CERTIFICATE OF SPONSOR'S ATTORNEY" IN THE FEDERAL AVIATION ADMINISTRATION (FAA) AIRPORT CAPITAL IMPROVEMENT PROGRAM (ACIP) GRANT AGREEMENT

WHEREAS, the Sullivan County Legislature adopted Resolution No. 117-25 on March 20, 2025 regarding the FAA ACIP Grant for the General Aviation Apron Rehabilitation Construction Project at the Sullivan County International Airport, (SCIA); and

WHEREAS, Resolution No. 117-25 authorized the County Manager and or Chairman of the Legislature and/or their authorized representative, to execute any and all documents to enter into an award agreement or contract to administer the funding secured;. and

WHEREAS, the Grant Agreement offered by the Federal Aviation Administration, requires that the County Attorney execute the "Certificate of Sponsor's Attorney"; and

NOW, THEREFORE BE IT RESOLVED, that Resolution No. 117-25 is here by amended to reflect that the County Attorney be authorized to execute the "Certificate of Sponsor's Attorney".

BE IT FURTHER RESOLVED, that everything else in Resolution No. 117-25 be and remain the same.

