



Sullivan County

Executive Committee

Meeting Agenda - Final - Revised

Chairman Robert Doherty
Vice Chairman Michael Brooks
Committee Member Nadia Rajsz
Committee Member Nicholas Salomone Jr.
Committee Member George Conklin
Committee Member Luis Alvarez
Committee Member Joseph Perrello
Committee Member Ira Steingart
Committee Member Alan J. Sorensen

Thursday, July 20, 2023

9:00 AM

Government Center

Call To Order and Pledge of Allegiance

Roll Call

Comments:

Presentation

Drescher & Malecki - Audit Presentation

Resolutions:

1. Authorize creation of a new position for the Center for Workforce Development of a Senior Employment and Training Supervisor Teamsters Grade X. [ID-5609](#)
2. To seek authorization to file an application through the NYS Consolidated Funding Application. The application would target funding available through the NYS Department of State to update the regional plan for the Upper Delaware River and to complete the process to make it a Local Waterfront Revitalization Program. Funding would be sought in the amount of \$150,000 with an anticipated County match of \$50,000. [ID-5622](#)
3. Set public hearing on the 2023-2024 Sullivan County Community College Budget for August 17, 2023 at 10:50AM [ID-5643](#)
4. Authorize the contract extension with Cochection Volunteer Ambulance for discretionary funding [ID-5650](#)

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5. To authorize signing of contracts with qualified organizations that can assist the County of Sullivan and the Workforce Development Board of Sullivan Inc. with an array of workforce development services in Sullivan County for in school youth and/or out of school youth. [ID-5652](#)
 6. Authorize purchase of tools and equipment [ID-5654](#)
 7. RESOLUTION INTRODUCED BY THE EXECUTIVE COMMITTEE ADOPTING AN AMENDED IDENTIFICATION/ACCESS CARD AND TWO-FACTOR AUTHENTICATION (2FA) TOKEN POLICY..end [ID-5655](#)
Attachments: [POLICY - ITS2018-011.1 - Identification-Access Card and 2FA Policy.pdf](#)
 8. RESOLUTION INTRODUCED BY THE EXECUTIVE COMMITTEE TO AUTHORIZE A CONTRACT/AGREEMENT WITH CORRISOFT [ID-5656](#)
Attachments: [2023.07_PROB_Corrisoft_Background.pdf](#)
 9. RESOLUTION INTRODUCED BY THE EXECUTIVE COMMITTEE TO AUTHORIZE A NEW ONE YEAR AGREEMENT WITH THOMSON REUTERS FOR THE “CLEAR” RESEARCH PRODUCT FOR THE BENEFIT OF THE PROBATION DEPARTMENT [ID-5657](#)
 10. To confirm the appointment of Heather Brown as the Commissioner of Planning, Community Development and Environmental Management. [ID-5658](#)
 11. Fill vacancy on the Sunset Lake Local Development Corporation [ID-5667](#)
 12. Authorize contract with Visitor’s Association for bed tax revenue [ID-5668](#)
 13. Authorize contract with Delaware Company for bed tax revenue [ID-5669](#)
 14. Authorize contract modification with Fisher Associates for design and engineering services [ID-5670](#)
 15. Resolution to approve fourth round of repurchases for 2023 [ID-5648](#)
Attachments: [Repurchase 4 Schedule A](#)
 16. To set a Public Hearing for a Proposed Local Law to amend portions of Chapter A of the Sullivan County Administrative Code. [ID-5671](#)
 17. Authorize agreement for Medical Professional Services [ID-5674](#)

Adjourn



Sullivan County
Legislative Memorandum

100 North Street
Monticello, NY 12701

File #: ID-5609

Agenda Date: 7/20/2023

Agenda #: 1.

Narrative of Resolution:

Authorize creation of a new position for the Center for Workforce Development of a Senior Employment and Training Supervisor Teamsters Grade X.

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

Amount to be authorized by Resolution: \$80,665.00-based on current salary schedules & benefits

Are funds already budgeted? No

Specify Compliance with Procurement Procedures: N/A

WHEREAS, the Center for Workforce Development wishes to create a position of Senior Employment and Training Supervisor, Teamsters Grade X as a continued part of succession planning; and

WHEREAS, the Center for Workforce Development currently has Employment and Training positions, as well as Employment and Training Supervisor positions, but there is a need for a Senior Employment and Training Supervisor which allows the team’s ability to function in absence of the Director. This position creates career pathways for succession due to important skills and institutional knowledge; and

WHEREAS, this position is fully covered under the Workforce Innovation & Opportunity Act (WIOA) funds received through the US Department of Labor, as well as other state funding and grants; and

NOW, THEREFORE, BE IT RESOLVED, that the Sullivan County Legislature hereby authorizes creation of this new position, Senior Employment and Training Supervisor, Teamsters Grade X, and in accordance with the collective bargaining agreement. The County Legislature also authorizes this position to be filled upon approval.

BE IT FURTHER RESOLVED, that should the WIOA 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-5622

Agenda Date: 7/20/2023

Agenda #: 2.

Narrative of Resolution:

To seek authorization to file an application through the NYS Consolidated Funding Application. The application would target funding available through the NYS Department of State to update the regional plan for the Upper Delaware River and to complete the process to make it a Local Waterfront Revitalization Program. Funding would be sought in the amount of \$150,000 with an anticipated County match of \$50,000.

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

Amount to be authorized by Resolution: \$50,000

Are funds already budgeted? No

Specify Compliance with Procurement Procedures: appropriated with the 2024 Operating Budget.

RESOLUTION INTRODUCED BY THE PLANNING REAL PROPERTY AND ECONOMIC DEVELOPMENT COMMITTEE TO AUTHORIZE AN APPLICATION FOR FUNDING TO UPDATE THE REGIONAL PLAN FOR THE UPPER DELAWARE RIVER AND COMPLETE THE PROCESS TO MAKE IT A LOCAL WATERFRONT REVITALIZATION PROGRAM

WHEREAS, the New York State Department of State (NYS DOS) administers funding to advance preparation, refinement or implementation of Local Waterfront Revitalization Programs (LWRP), made available to local governments under Title 11 of the New York State Environmental Protection Fund Local Waterfront Revitalization Program; and

WHEREAS, the Upper Delaware River is an Approved Inland Waterway under the LWRP and the NYS DOS Division of Coastal Resources; and

WHEREAS, through an LWRP grant received in 2009, the Sullivan County Division of Planning, Community Development, and Environmental Management (“Planning”) created a regional plan for the Upper Delaware River Corridor in 2015; and

WHEREAS, the 2015 regional plan for the Upper Delaware River Corridor is not a Local Waterfront Revitalization Program; and

WHEREAS, a Local Waterfront Revitalization program would become a basis for aligning local, state and federal actions and increase the funding opportunities for projects identified in the plan; and

WHEREAS, funding for this work is available on a competitive basis through the NYS Department of State under the State Consolidated Funding Application; and

WHEREAS, this funding provides the opportunity to update the 2015 plan and advance it into a program.

NOW, THEREFORE, BE IT RESOLVED, that the Sullivan County Legislature hereby authorizes the County Manager and / or the Chairman of the County Legislature (*as required by the funding source award agreement*) to execute any and all necessary documents to submit an application for funding of up to \$150,000, with a commitment of a minimum 25% match of the project cost as required by the targeted funding source, and to execute any and all necessary documents 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 in the event of an executed funding contract, the Sullivan County Legislature hereby authorizes the payment for services and materials whose costs are reimbursable under the award;

BE IT FURTHER RESOLVED, that should the NYS Department of State 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-5643

Agenda Date: 7/20/2023

Agenda #: 3.

Narrative of Resolution:

Set public hearing on the 2023-2024 Sullivan County Community College Budget for August 17, 2023 at 10:50AM

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

Amount to be authorized by Resolution: \$0

Are funds already budgeted? Choose an item.

Specify Compliance with Procurement Procedures:

RESOLUTION INTRODUCED BY EXECUTIVE COMMITTEE TO SET PUBLIC HEARING ON THE SCCC 2023-2024 BUDGET

WHEREAS, there has been introduced and presented at a meeting of the Sullivan County Legislature held on July 20, 2023, a tentative 2023-2024 budget for the Sullivan County Community College.

NOW, THEREFORE, BE IT RESOLVED, that a public hearing be held on said tentative 2023-2024 budget for the Sullivan County Community College by the Sullivan County Legislature on August 17, 2023 at 10:50 AM, in the Legislative Hearing Room, County Government Center, Monticello, New York, and at least six (6) days' notice of the public hearing be given by the Clerk of the Sullivan County Legislature by due posting thereof on the bulletin board of the County of Sullivan and by publishing such notice at least once in the official newspapers of the County.

COUNTY OF SULLIVAN
NOTICE OF PUBLIC HEARING

NOTICE IS HEREBY GIVEN that there has been duly presented and introduced at a meeting of the Legislature of the County of Sullivan, New York, held on July 20, 2023, a tentative 2023-2024 budget for the Sullivan County Community College.

NOTICE IS FURTHER GIVEN that the Legislature of the County of Sullivan will conduct a public hearing on the aforesaid tentative 2022-2023 budget for the Sullivan County Community College at the Legislature's Hearing Room, County Government Center, Monticello, New York, 12701, on August 17, 2023 at 10:50 AM at which time all persons interested will be heard.

DATED: July 20, 2023

ANNMARIE MARTIN
Clerk of the Legislature
County of Sullivan, New York



Sullivan County
Legislative Memorandum

100 North Street
Monticello, NY 12701

File #: ID-5650

Agenda Date: 7/20/2023

Agenda #: 4.

Narrative of Resolution:

Authorize the contract extension with Cochecton Volunteer Ambulance for discretionary funding

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

Amount to be authorized by Resolution: Click or tap here to enter text.

Are funds already budgeted? Choose an item.

Specify Compliance with Procurement Procedures:

RESOLUTION INTRODUCED BY THE EXECUTIVE COMMITTEE TO AUTHORIZE THE EXTENSION OF A DISCRETIONARY FUNDING CONTRACT WITH COCHECHTON VOLUNTEER AMBULANCE CORP

WHEREAS, Cochecton Volunteer Ambulance Corp entered into a Discretionary Contract with the County of Sullivan on or about March 17, 2022 pursuant to resolution number 114-22; and

WHEREAS, Cochecton Volunteer Ambulance Corp ordered goods pursuant to the contract in 2022, however, due to supply chain issues, the goods were not delivered and paid for until 2023 the Sullivan County Legislature now desires to extend the Contract period until July 1, 2023.

NOW THEREFORE BE IT RESOLVED, the Sullivan County Legislature authorizes the Chairman and or County Manager to execute a Contract Modification in a form approved by the County Attorney.



Sullivan County

Legislative Memorandum

100 North Street
Monticello, NY 12701

File #: ID-5652

Agenda Date: 7/20/2023

Agenda #: 5.

Narrative of Resolution:

To authorize signing of contracts with qualified organizations that can assist the County of Sullivan and the Workforce Development Board of Sullivan Inc. with an array of workforce development services in Sullivan County for in school youth and/or out of school youth.

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

Amount to be authorized by Resolution: \$49,500.00

Are funds already budgeted? Yes

Specify Compliance with Procurement Procedures:

WHEREAS, the Center for Workforce Development is responsible for the administration and implementation of the federal Workforce Innovation and Opportunity Act (WIOA) Title 1B funds; and

WHEREAS, the WIOA Section 123 requires the local provisions of education and employment and training services to Youth be procured through Request for Proposal; and

WHEREAS, a Request for Proposal #R 23-06 was issued on March 10, 2023 and there were no responses received; and

WHEREAS, the Center for Workforce Development needs to contract with eligible applicants that are public, private, for profit and not-for-profit entities and educational organizations with experience in delivering the specified component services to the target populations; and

WHEREAS, the County of Sullivan (County) and the Workforce Development Board of Sullivan Inc. (SCWDB) seek qualified service providers for the following service components to be provided to WIOA-eligible at-risk, in school youth between the ages of 14-21 and/or out-of-school youth between the ages of 16 and 24: (1) Tutoring, study skills training, instruction and dropout prevention strategies; (2) Alternative secondary school services; (3) Occupational skills training; (4) Education offered concurrently with workforce preparation and training; (5) Leadership development opportunities; (6) Adult mentoring; (7) Comprehensive guidance and counseling that provides individual counseling to participants; (8) Financial Literacy education; (9) Entrepreneurial skills training; (10) Services that provide labor market and employment information; (11) Post-secondary preparation and transition activities. Each service component can be up to \$4,500 on an annual basis, for an overall amount not to exceed \$49,500; and

WHEREAS, the term of these contracts will be for the period of July 1, 2023 through June 30, 2024 and may be renewable for up to four (4) additional years based upon availability of funds. Each contract may be up to \$4,500 per service provider, in an annual amount, for an overall total amount of all contracts not to exceed \$49,500; and

NOW, THEREFORE, BE IT RESOLVED, that the County Manager is authorized to execute any and all of these contracts for an overall total amount not to exceed \$49,500 annually for the period of July 1, 2023 through June 30, 2024, and said contracts are to be in the form approved by the County Attorney, contingent upon the County receiving the necessary federal allocations under WIOA.



Sullivan County
Legislative Memorandum

100 North Street
Monticello, NY 12701

File #: ID-5654

Agenda Date: 7/20/2023

Agenda #: 6.

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

Amount to be authorized by Resolution: \$65,000

Are funds already budgeted? No

Specify Compliance with Procurement Procedures:

RESOLUTION INTRODUCED BY THE EXECUTIVE COMMITTEE TO AMEND RESOLUTION 203-23 THAT AUTHORIZED THE PURCHASE OF TOOLS AND EQUIPMENT NECESSARY FOR ACTIVE SHOOTER RESPONSE TRAINING

WHEREAS, on April 20, 2023, the Sullivan County Legislature via Resolution No. 203-23, authorized the purchase of tools and equipment necessary for active shooter response training for the Sullivan County Sheriff's Office; and

WHEREAS, the original resolution authorized a not to exceed amount of \$40,000 and there is a need to increase that dollar amount to \$65,000 due to the prices of the necessary equipment to properly train its Officers to practice rapid entry to locked doors and other entry points that can be critical when responding to an active shooter situation; and

WHEREAS, the Sullivan County Legislature ("Legislature") believes it is in the best interest of the citizens of Sullivan County that the Sheriff's Office and its Officers have access to all tools and equipment it needs to train its Officers in the event that they must respond to an active shooter situation.

NOW THEREFORE BE IT RESOLVED, that the Legislature does hereby amend Legislative Resolution No. 203-23 to include an amount not to exceed of \$105,000.00 to acquire tools and equipment the Sheriff's Office believes it needs to properly train its Officers in response to an active shooter situation.



Sullivan County

Legislative Memorandum

100 North Street
Monticello, NY 12701

File #: ID-5655

Agenda Date: 7/20/2023

Agenda #: 7.

Narrative of Resolution:

RESOLUTION INTRODUCED BY THE EXECUTIVE COMMITTEE ADOPTING AN AMENDED IDENTIFICATION/ACCESS CARD AND TWO-FACTOR AUTHENTICATION (2FA) TOKEN POLICY

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

Amount to be authorized by Resolution: \$0

Are funds already budgeted? No

Specify Compliance with Procurement Procedures: N/A

WHEREAS, in recognition of the need for greater physical facility access control and security, the County implemented a door access control solution; and

WHEREAS, as a result, the Sullivan County Legislature implemented the Identification/Access Card Policy, adopted by Resolution #408-18 on September 18, 2018; and

WHEREAS, since this policy adoption, in 2022 the County of Sullivan Division of Information Technology Services has implemented an additional layer of security and access control to its computer/networked resources in the form of 2FA resulting in the issuance of authentication tokens throughout the County; and

WHEREAS, it is the desire of the County to adopt an updated Identification/Access Card Policy and Two-Factor Authentication (2FA) Token Policy that establishes a process for issuing and controlling Identification/Access Cards and Tokens for employees and certain temporary workers in County facilities in order to maintain security.

NOW, THEREFORE, BE IT RESOLVED, that the Sullivan County Legislature hereby formally adopts the attached amended Identification/Access Card Policy for Sullivan County effective immediately.



Policy ID: ITS2018-011.10
Policy & Procedures

County of Sullivan Identification/Access Card Policy and Two-Factor Authentication (2FA) Token Policy

Issued by: Information Technology Services (ITS)
Adopted: September 18, 2018 – Resolution #408-18
Updated: ~~September 15, 2022~~ August XX, 2023 – Resolution #XXX-232

Applies to: All County of Sullivan full-time, part-time employees, volunteers, temporary contract employees, interns and visitors.

1-1. POLICY.

It is the policy of the County of Sullivan (County) to establish a process for issuing and controlling Identification/Access Cards and 2FA tokens to employees and certain visitors to County facilities in order to help maintain security. All County employees and designated individuals are required to wear an appropriate Identification/Access card (card) in accordance with the following procedures. County cards help maintain security by identifying authorized personnel at County work sites and residential or commercial properties served by the County.

1-2. SCOPE.

This operating procedure applies to all full-time, part-time employees, volunteers, temporary contract employees, interns and visitors.

1-3. PROCEDURE.

a. Building Access

1. The main entrance to the County is open to the public Monday-Friday, 9:00 AM – 5:00 PM. You will need a card to gain entry during all other times.
2. In order to enter a door using a card, look for a small, black, rectangular card reader next to the door. This reader has one (1) red light on the face of the unit. Place your card within four inches of the reader to activate it. The reader will emit a beep. If your card has been programmed to allow access through that door at that time, a green light will appear on the reader's face. Once the green light turns on, the door will unlock for five (5) seconds.
3. Employees should not open the door for others that do not have their own card, but rather direct the person to the Sheriff's Office Main Lobby Security Desk for assistance.

- b. Eligibility** - The following individuals are eligible to receive a card or 2FA token (tokens only issued if a user ID to access our network resources has been created, - even for email only users.):

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1. Elected and appointed County officials;
2. Employees officially employed by the County and currently carried on the County payroll;
3. Individuals designated as a Contractor-Special Status and currently carried on the County payroll;
4. Individuals providing volunteer or special services who are officially designated by their department head to receive a temporary card.

c. Displaying Cards

1. All employees and designated individuals must wear cards with the front of the card visible or have the card available if the employee wears a uniform that displays their name when on duty, providing services, or accessing County facilities.

d. Maintenance and Control

1. All employees are required to have an access card or they will not be allowed through the secured common areas of the buildings.

~~1-2.~~ Please note that the access card and 2FA token always remains the property of the County.

~~2-3.~~ Do not prop open doors as this will activate a security alert.

~~3-4.~~ Do not punch holes in the card, attach or affix any pins or decorations to the card, bend the card, or wash the card or token as it may be rendered the card inoperable.

~~4-5.~~ Cards and tokens should not be left unattended on desks, near door locks, or carried in such a manner to be susceptible to loss or theft.

~~6.~~ Only one door access card shall be issued to each eligible person and it must not be transferred ~~/or~~ loaned to, or used by any other individual.

~~5-7.~~ Only one 2FA token shall be issued to each eligible person and it must not be transferred, loaned, or used by any other individual as they are configured and assigned to a specific employee.

~~6-8.~~ Upon termination of employment, contract, or volunteer services, ITS shall be notified immediately so access cards and tokens can be deactivated. Prearranged departures shall be communicated to ITS prior to their effective date so scheduled deactivation can be accommodated and configured.

~~7-9.~~ Cards and tokens must be returned to the ITS Department. The Department Head of the department where the person was assigned is responsible for ensuring that the card is surrendered before the person leaves the County of Sullivan premises. It is the responsibility of the Department Head to return all surrendered cards and tokens to ITS for cataloging, deactivation and/or destruction, and in the case of tokens, recirculation/reissue.

~~8-10.~~ Temporary cards may be issued by a department to eligible persons for a

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limited time period (e.g., when an individual provides volunteer or special services), and must be returned to the issuing department by the end of the authorized period. Each department will be responsible for logging in/out the temporary cards in their possession.

~~9-11.~~ When County employees encounter individuals in secured non-public areas of County facilities or work sites, without appropriate identification and without authorized escorts, they should inquire whether the individual needs assistance. Any suspicious or unusual behavior should be immediately reported to management personnel. **NO ONE SHOULD CONFRONT THE INDIVIDUAL EXHIBITING SUSPICIOUS OR UNUSUAL BEHAVIOR FOR THE EMPLOYEE'S OWN SAFETY.**

~~10-12.~~ The access system is set up to automatically suspend any card not used in over any 60-day period. The card will be suspended but the information will be retained in the system.

~~11-13.~~ If a card or token does not work for any reason, please contact ITS via the help desk at x0110 or (845) 807-0110.

e. Processing Requests for Identification Cards

1. Each employee is responsible for making a request, in person, to the ITS Department for a card. Initial requests for cards and photos are processed at the Sullivan County Government Center, 100 North Street, Monticello, NY 12701 in the ITS Department.
2. The ITS Department will supply the card with the carabiner, badge holder and/or lanyard.

f. Replacement of County Identification Cards and Tokens

1. A replacement card is required for a name change, transfer to a different department, change of job title, or for a lost, missing, stolen, or damaged card.
2. Employees/individuals must immediately notify their supervisor if their County identification card or token is lost, missing, stolen, or damaged. The supervisor shall notify the ITS Department or the Sheriff's Office (for Sheriff's Office issued cards) immediately upon notification. Please do so even if there is a chance that the card or token will be found. It is easy to reactivate a card that turns up later.
3. An old or damaged card or token must be returned to the ITS Department before a replacement card is issued.
4. The ITS Department will assess employees/individuals a fee of \$15.00 for each a-replacement card and \$26.00 for each token replacement if their card/token was lost, missing or damaged. If the card/token is stolen and a police report is filed and produced, then there will be no charge. (Note: All collective bargaining agreement provisions cover employees while they are on the job and working. Cards or tokens lost, missing or damaged outside of an employee's regular scheduled working hours or while off-premises (remote) are subject to this replacement fee. For purposes of this policy and as an example: even if working regularly scheduled hours but are remote, if your dog/puppy/child/significant other, etc., destroys your card/token at any time of day, this is not considered "unintentionally damaged" during work and you

will be responsible for replacement fees.)

5. New photographs and signatures (except for a name change) are not needed when replacing County identification cards since all original photographs are retained in the database.
6. Every five (5) years from the date of issue, the employee cards will be replaced free of charge and a new photograph will be taken. Employees will be responsible for contacting the ITS Department for an appointment.
- ~~6-7.~~ Every two (2) years, due to battery lifespan limitations, from the date of ITS acquisition (not the date issued to an employee), new 2FA tokens will be provided free of charge.

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g. Training and Enforcement

1. Each employee will be trained as to security needs of their work area as well as the building(s) in which they work.
2. It is the responsibility of Department Heads to ensure each employee has been trained and acknowledges the training they have received.
3. It is the responsibility of each County employee to comply with the requirements of this policy.
4. It is the responsibility of each County employee to report persons seen in restricted areas of a County facility who are not properly identified with an Employee ID card clearly displayed.

Title	Identification/Access Card Policy <u>and Two-Factor Authentication (2FA) Token Policy</u>			
Description	Establishing a process for issuing and controlling Identification/Access Cards to employees and certain visitors to County facilities in order to help maintain security.			
Created By	Lorne D. Green, CIO			
Date Created	August 27, 2018			
Maintained By	Lorne D. Green, CIO			
Version Number	Modified By	Modifications Made	Date Modified	Status
ITS2018-011.0	LDG	Initial creation edits after County Attorney and HR input.	08/31/2018	Final Draft
ITS2018-011.0	LDG	Added adoption date and resolution number to document header for publishing and distribution	09/25/2018	Adopted by the Legislature (<u>Resolution #408-18</u>)
<u>ITS2018-011.1</u>	<u>LDG</u>	<u>Provisions for 2FA token replacement responsibility and fees added to policy</u>	<u>07/14/202308/27/2022</u>	<u>Resubmit for Legislative approval in August/September 20232</u>



Sullivan County
Legislative Memorandum

100 North Street
Monticello, NY 12701

File #: ID-5656

Agenda Date: 7/20/2023

Agenda #: 8.

Narrative of Resolution:

RESOLUTION INTRODUCED BY THE EXECUTIVE COMMITTEE TO AUTHORIZE A CONTRACT/AGREEMENT WITH CORRISOFT

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

Amount to be authorized by Resolution: \$50,000.00 (DCJS award funded)

Are funds already budgeted? Yes

Specify Compliance with Procurement Procedures: RFP #R-23-07

WHEREAS, the Sullivan County Probation Department has a need for services to enhance communications and monitoring for the Pretrial Release Program; and

WHEREAS, the Pretrial Release program aims to reduce the frequency of unnecessary incarceration in the jail by assessing the defendant’s qualifications for release on his/her own recognizance, based on non-financial conditions; and

WHEREAS, a satisfactory response was submitted in response to RFP #R-23-07 (Pretrial Release Services for the Enhancement of Communication and Monitoring) by Corrisoft, 1648 McGrathiana Pkwy #225, Lexington, KY 40511; and

WHEREAS, Corrisoft has the ability to provide enhanced communication and monitoring services for the Pretrial Release Program; and

WHEREAS, all funding for this solution will come via a DCJS award given to the Alternatives To Incarceration program (Pre-Trial Release).

NOW THEREFORE BE IT RESOLVED, that the Sullivan County Legislature hereby authorizes the Sullivan County Manager to enter into a contract/agreement with Corrisoft for an initial 6-month trial with the option to extend the contract for an additional 3-years at a total cost not to exceed \$50,000.00.

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

BACKGROUND

The Pretrial Release program aims to reduce the frequency of unnecessary incarceration in the jail by assessing the defendant's qualifications for release on his/her own recognizance, based on non-financial conditions. When a defendant is not at risk of absconding and has no holds or warrants, the court may review the recommendation to be released and allow the Pretrial Release program to supervise a defendant while awaiting disposition for their case. Every admission in the jail is screened for eligibility (using our point scale based on employment, living situation, roots to the community, risk assessment, past criminal history, mental health and substance abuse history, etc.) and those who meet the guidelines for release are referred to the arraigning judge for review, who makes the final decision. If released, that defendant is monitored until their case is closed. This time frame varies case to case. The longest time amount of time we have supervised a defendant on PTR is two years (and counting). The average time ranges from six to nine months.



Sullivan County
Legislative Memorandum

100 North Street
Monticello, NY 12701

File #: ID-5657

Agenda Date: 7/20/2023

Agenda #: 9.

Narrative of Resolution:

RESOLUTION INTRODUCED BY THE EXECUTIVE COMMITTEE TO AUTHORIZE A NEW ONE YEAR AGREEMENT WITH THOMSON REUTERS FOR THE “CLEAR” RESEARCH PRODUCT FOR THE BENEFIT OF THE PROBATION DEPARTMENT

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

Amount to be authorized by Resolution: \$3,600.00

Are funds already budgeted? Yes

Specify Compliance with Procurement Procedures: Existing vendor quote received.

WHEREAS, the County of Sullivan has utilized the Thomson Reuters CLEAR web product in the Sullivan County Sheriff’s Office and Division of Social Services since 2013 to perform research pertaining to fraud; and

WHEREAS, the Sullivan County Probation Department has an identified need to enter into an agreement with Thomson Reuters for its CLEAR web product as well; and

WHEREAS, the County is satisfied with the CLEAR web product and wishes to establish its use in Probation.

NOW THEREFOR BE IT RESOLVED, the County Manager is hereby authorized to enter into a one-year agreement with Thomson Reuters in an amount not to exceed \$3,600.00 (\$300.00/month).

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-5658

Agenda Date: 7/20/2023

Agenda #: 10.

Narrative of Resolution:

To confirm the appointment of Heather Brown as the Commissioner of Planning, Community Development and Environmental Management.

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

Amount to be authorized by Resolution: SALARY SET IN ACCORDANCE WITH THE MNGT./CONFIDENTIAL SALARY SCHEDULE

Are funds already budgeted? Yes

Specify Compliance with Procurement Procedures:

N/A

TO CONFIRM THE APPOINTMENT OF HEATHER BROWN AS THE COMMISSIONER OF PLANNING, COMMUNITY DEVELOPMENT AND ENVIRONMENTAL MANAGEMENT

WHEREAS, pursuant to the provisions of Section A7-8 of the Sullivan County Charter, Heather Brown has been appointed by County Manager Joshua Potosek to the position of Commissioner of Planning, Community Development and Environmental Management, and

WHEREAS, pursuant to the provisions of Section A7-8 of the Sullivan County Charter, the County Legislature has the power and duty to approve the appointment of the Commissioner of Planning, Community Development and Environmental Management, made by the County Manager, and

WHEREAS, the approval of this appointment of Heather Brown as Commissioner of Planning, Community Development and Environmental Management shall take effect July 20, 2023, with a salary set in accordance with the Management/Confidential salary schedule, to serve at the pleasure of the County Manager pursuant to Section A7-8 of the Sullivan County Charter.

NOW, THEREFORE BE IT RESOLVED, the Sullivan County Legislature hereby confirms the appointment of Heather Brown as Commissioner of Planning, Community Development and Environmental Management, said appointment to be effective July 20, 2023.



Sullivan County
Legislative Memorandum

100 North Street
Monticello, NY 12701

File #: ID-5667

Agenda Date: 7/20/2023

Agenda #: 11.

Narrative of Resolution:

Fill vacancy on the Sunset Lake Local Development Corporation

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

Amount to be authorized by Resolution: \$0

Are funds already budgeted? Choose an item.

Specify Compliance with Procurement Procedures:

AUTHORIZING A NEW MEMBER OF THE SUNSET LAKE LOCAL DEVELOPMENT CORPORATION

Legislators Doherty, Brooks and Conklin offer the following:

WHEREAS, on or about July 2, 2020, the Sullivan County Legislature authorized the establishment of a not-for-profit Local Development Corporation pursuant to Section 1411 of the Not-For-Profit Corporation Law of the State of New York (the “LDC Act”) , by Resolution 252-20, for the purpose of ultimately transferring the subject real property, commonly known as the Care Center at Sunset Lake for contemplated Lease or sale; and

WHEREAS, the County Legislature desires to ensure the continued operation of the Care Center at Sunset Lake as well as maintaining the 146 beds within Sullivan County, therefore the County desires to examine the possible eventual lease or sale of the Care Center at Sunset Lake to a private entity to facilitate redevelopment of the facility to provide improved services in a modern, efficient, and economical setting, and

WHEREAS, The Sunset Lake Local Development Corporation as created under the July 2, 2020 resolution provided for three (3) board members and at the meeting of the Sullivan County Legislature on August 13, 2020, a resolution was passed increasing the number of Board Members on the LDC from 3 members to 5 member; and

WHEREAS, The terms of the members of the LDC, members pursuant to Resolution 321-20 passed, August 20, 2020 was established at three (3) years;

WHEREAS; Terms of office of LDC members are expiring and while some have agreed to continue to serve a second term, others, specifically William Chellis, have stated that they wish to retire from such service; now therefore it is hereby;

RESOLVED: That the Seat of the Board of the Sunset Lake LDC, previously held by William Chellis shall be deemed vacant; and it is further

RESOLVED: That the vacancy on the board of the Sunset Lake, LDC previously held by William Chellis, shall now be held, for a term of three years, commencing August 20, 2023, by Elwin Wood; and it is further

RESOLVED: That this resolution shall take effect immediately, and move its adoption.



Sullivan County
Legislative Memorandum

100 North Street
Monticello, NY 12701

File #: ID-5668

Agenda Date: 7/20/2023

Agenda #: 12.

Narrative of Resolution:

Authorize contract with Visitor’s Association for bed tax revenue

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

Amount to be authorized by Resolution: Click or tap here to enter text.

Are funds already budgeted? Choose an item.

Specify Compliance with Procurement Procedures:

RESOLUTION INTRODUCED BY EXECUTIVE COMMITTEE AUTHORIZING THE AWARD OF BED TAX REVENUE FOR EVENT PLANNING AND MANAGEMENT

Legislators _____ offer the following:

WHEREAS, Sullivan County issued Request for Proposal, Number R-23-19, on or about May 19, 2023 seeking proposals for a not for profit corporation to provide services related to tourism and marketing services; and

WHEREAS, Pursuant to New York State Tax Law section 1202-J Sullivan County has adopted a local law imposing a hotel and motel room tax to be allocated and paid to a not for profit corporation under contract with the County for promotion of tourism in the county; and

WHEREAS; Proposals have been received and each member of the Legislature has been provided an opportunity to review such submissions; and

WHEREAS, Request for Proposal, 23-19 called upon submitters to provide a comprehensive plan that will enhance current events and create new events for Sullivan County, and

WHEREAS, Fees awarded in conjunction with this proposal will be computed annually using the following formula: Total Bed Tax Revenue - 15% of such revenue (retained by the County of Sullivan for Administration expenses) - Contractual sum paid to the Sullivan County Visitor’s Association pursuant to Contract, authorized

by Resolution 188-21 and executed on or about April 15, 2021 = sum of revenue to be committed to the successful proponent of RFP # R23-19; Now therefor it is hereby

RESOLVED: That the County Manager or the Chairman of the Sullivan County Legislature is hereby authorized to execute, on behalf of Sullivan County, a contract between Sullivan County and The Sullivan County Visitors Association to provide tourism and marketing services to the County of Sullivan, specifically with the scope of services as set forth in their Proposal submitted in response the Request for Proposal R-23-19 and it is further.

RESOLVED; This resolution shall take effect immediately,
And move its adoption.



Sullivan County

Legislative Memorandum

100 North Street
Monticello, NY 12701

File #: ID-5669

Agenda Date: 7/20/2023

Agenda #: 13.

Narrative of Resolution:

Authorize contract with Delaware Company for bed tax revenue

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

Amount to be authorized by Resolution: Click or tap here to enter text.

Are funds already budgeted? Choose an item.

Specify Compliance with Procurement Procedures:

RESOLUTION INTRODUCED BY EXECUTIVE COMMITTEE AUTHORIZING THE AWARD OF BED TAX REVENUE FOR EVENT PLANNING AND MANAGEMENT

Legislators _____ offer the following:

WHEREAS, Sullivan County issued Request for Proposal, Number R-23-19, on or about May 19, 2023 seeking proposals for a not for profit corporation to provide services related to tourism and marketing services; and

WHEREAS, Pursuant to New York State Tax Law section 1202-J Sullivan County has adopted a local law imposing a hotel and motel room tax to be allocated and paid to a not for profit corporation under contract with the County for promotion of tourism in the county; and

WHEREAS; Proposals have been received and each member of the Legislature has been provided an opportunity to review such submissions; and

WHEREAS, Request for Proposal, 23-19 called upon submitters to provide a comprehensive plan that will enhance current events and create new events for Sullivan County, and

WHEREAS, Fees awarded in conjunction with this proposal will be computed annually using the following formula: Total Bed Tax Revenue - 15% of such revenue (retained by the County of Sullivan for Administration expenses) - Contractual sum paid to the Sullivan County Visitor’s Association pursuant to Contract, authorized

by Resolution 188-21 and executed on or about April 15, 2021 = sum of revenue to be committed to the successful proponent of RFP # R23-19; Now therefor it is hereby

RESOLVED: That the County Manager or the Chairman of the Sullivan County Legislature is hereby authorized to execute, on behalf of Sullivan County, a contract between Sullivan County and The Delaware Company to provide tourism and marketing services to the County of Sullivan, specifically with the scope of services as set forth in their Proposal submitted in response the Request for Proposal R-23-19 and it is further.

RESOLVED; This resolution shall take effect immediately,
And move its adoption.



Sullivan County
Legislative Memorandum

100 North Street
Monticello, NY 12701

File #: ID-5670

Agenda Date: 7/20/2023

Agenda #: 14.

Narrative of Resolution:

Authorize contract modification with Fisher Associates for design and engineering services

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

Amount to be authorized by Resolution: \$75,000

Are funds already budgeted? Yes

Specify Compliance with Procurement Procedures:

RESOLUTION INTRODUCED BY THE EXECUTIVE COMMITTEE TO AUTHORIZE THE MODIFICATION OF A CONTRACT WITH FISHER ASSOCIATES FOR DESIGN AND ENGINEERING SERVICES

WHEREAS, pursuant to Resolution No. 10-23, Fisher Associates, P.E., L.S., L.A., D.P.C. was awarded a contract in accordance with #R-22-23 for a term of three years, to assist with design engineering and permitting services for existing Sullivan County parks including Lake Superior State Parks, D&H Canal Linear Park and Interpretive Center, Stone Arch Bridge Historical Park, Minisink Battleground Park, Livingston Manor Covered Bridge Park, Fort Delaware Museum of Colonial History, and the Sullivan County Cultural Center (Museum); and

WHEREAS, resolution 249-23 authorized funding to support this agreement in an amount not to exceed \$65,000 for design and engineering services at Lake Superior State Park; and

WHEREAS, Sullivan County (“County”) wishes to add design, engineering and permitting services related to the development of a 38-acre parcel in the Town of Delaware, located along the Delaware River, to the scope of services to be performed by Fisher Associates; and

WHEREAS, the County wishes to authorize funding for these additional services in an amount not to exceed \$75,000, increasing the total amount of funding authorized for this contract to \$140,000.

NOW, THEREFORE, BE IT RESOLVED, that the Sullivan County Legislature authorizes the County Manager to execute a modification to the original agreement with Fisher Associates, P.E., L.S., L.A., D.P.C. to include design, engineering and permitting services related to the development of a 38-acre parcel in the Town of Delaware, located along the Delaware River, in the scope of services;

BE IT FURTHER RESOLVED, that the Sullivan County Legislature authorizes additional funding to support the agreement with Fischer Associates, P.E., L.S., L.A., D.P.C. in an amount not to exceed \$75,000 for these additional services, in accordance with the Fee Schedule included in the original contract.



Sullivan County

Legislative Memorandum

100 North Street
Monticello, NY 12701

File #: ID-5648

Agenda Date: 7/20/2023

Agenda #: 15.

WHEREAS, the County of Sullivan took title to various parcels by virtue of tax foreclosure proceedings by Deed dated the 22nd day of March, 2023 and recorded in the Sullivan County Clerk’s Office on the 22nd day of March, 2023 as Instrument #2023-2539; and

WHEREAS, in accordance with the terms and provisions of Sullivan County Local Law No. 5 of 2003, as amended, the County has received applications requesting certain parcels on Schedule “A” attached hereto, be reacquired by the former owner(s) in consideration for the amount of delinquent taxes, interest and penalties; plus ten (10%) percent of the delinquent taxes, interest and penalties; a surcharge of five (5%) percent of the equalized full assessed value; and other costs and charges, all as required by said local law; and

WHEREAS, the conveyance of such parcels indicated on the attached Schedule “A” will restore the former owner(s) and any lien holders to their respective status prior to the foreclosure once a court order is executed restoring said liens and title is conveyed to the former owner(s).

NOW, THEREFORE, BE IT RESOLVED, the Chairman of the Sullivan County Legislature is hereby authorized to execute the necessary documents in order to re-convey the properties listed on the attached Schedule “A” to the former owners for the total sum of the delinquent taxes, interest, and penalties; plus ten (10%) percent of the delinquent taxes, interest and penalties; a surcharge of five (5%) percent of the full equalized assessed value and other costs and charges, pursuant to Sullivan County Local Law No. 5 of 2003, as amended.

2023 REPURCHASE

#4

FORMER OWNER NAME

BE9.-1-6	JJ Enterprise USA Inc
CA107.-1-14.2	Cummings, Matthew R
FA7.-1-23	Angamarca, Jhovani & Ulloa, Fanny his wife
FA7.-1-24	Angamarca, Jhovani & Ulloa, Fanny his wife
FA29.-1-22.6	Wettenstein, Moshe
FA57.A-1-41	Ma, Chun Jia & Zhou, Hui - JTWROS
FA103.-3-17	Pleasant Street Development LLC
LI35.-1-39	Card, Lawrence W
MA103.A-2-13	Kapsales, Penny & Mignano, Corinne - as Tenants in Common
TH18.-1-42	Circle 10 Corp.
TH18.-1-40	Garden Cottages Inc.
TH18.-1-41.1	Garden Cottages Inc.
TH18.-1-41.2	Garden Cottages Inc.
TH18.-1-46.1	Garden Cottages Inc.



Sullivan County

Legislative Memorandum

100 North Street
Monticello, NY 12701

File #: ID-5671

Agenda Date: 7/20/2023

Agenda #: 16.

Narrative of Resolution:

To set a Public Hearing for a Proposed Local Law to amend portions of Chapter A of the Sullivan County Administrative Code.

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

Amount to be authorized by Resolution: 0

Are funds already budgeted? Choose an item.

Specify Compliance with Procurement Procedures:

N/A

NOW, THEREFORE, BE IT RESOLVED, that a public hearing be held on said proposed local law by the Sullivan County Legislature on August 17, 2023 at 10:35a.m., in the Legislative Chambers, County Government Center, Monticello, New York, and at least six (6) days' notice of the public hearing be given by the Clerk of the Sullivan County Legislature by due posting thereof on the bulletin board of the County of Sullivan and by publishing such notice at least once in the official newspapers of the County.

**COUNTY OF SULLIVAN
NOTICE OF PUBLIC HEARING**

NOTICE IS HEREBY GIVEN that there has been duly presented and introduced at a meeting of the Legislature of the County of Sullivan, New York, held on July 20, 2023, a proposed Local Law entitled "A Local Law to Amend Portions of Chapter A of the Sullivan County Administrative Code".

NOTICE IS FURTHER GIVEN that the Legislature of the County of Sullivan will conduct a public hearing on the aforesaid proposed Local Law at the Legislature's Meeting Room, County Government Center, Monticello, New York, 12701, on August 17, 2023 at 10:35a.m.at which time all persons interested will be heard.

DATED: July 20, 2023

ANNMARIE MARTIN
Clerk of the Legislature
County of Sullivan, New York



Sullivan County
Legislative Memorandum

100 North Street
Monticello, NY 12701

File #: ID-5674

Agenda Date: 7/20/2023

Agenda #: 17.

Narrative of Resolution:

Authorize agreement for Medical Professional Services

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

Amount to be authorized by Resolution: Click or tap here to enter text.

Are funds already budgeted? Choose an item.

Specify Compliance with Procurement Procedures:

INTRODUCED BY EXECUTIVE COMMITTEE TO AUTHORIZE THE COUNTY MANAGER TO ENTER INTO AN AGREEMENT WITH SUNSET LAKE CONSULTING, LLC., FOR MEDICAL PROFESSIONAL SERVICES FOR THE CARE CENTER AT SUNSET LAKE

WHEREAS, Sullivan County is mandated to provide medical professional services for the residents of the Care Center at Sunset Lake; and

WHEREAS, a Request for Proposal for Comprehensive Medical and Dental Services (RFP No. R-21-38) was issued and a proposal was received from Sunset Lake Consulting, LLC, 267 Broadway, Brooklyn, NY, 11211; and

WHEREAS, upon careful review, it has been determined that Sunset Lake Consulting, LLC, is qualified to provide these said services; and

WHEREAS, Sullivan County Legislature approved a contract, through Resolution 28-2022 providing for a schedule of services along with a schedule of fees; and

WHEREAS: Revenues generated through offering these services has exceeded the cost of offering the services; and

WHEREAS: In keeping with Industry custom and practice the vendor has requested to move from a flat fee schedule to a per person per day fee schedule which is consistent with the protocol used by Medicaid for such services; and

WHEREAS: The proposed fee schedule would be as follows, (numbers expressed as per person (census) per day):

Pharmacy Consultant: \$ 1.00
Pharmacy Services: \$32.00 per skilled day; \$1.00 per non skilled day

Dental Services: \$ 1.00
Radiological and Cardiological: \$ 6.50 per skilled Day
Laboratory Services: \$ 6.50 Per Skilled Day
Rehab Services: \$65.00 Per Skilled PPD, 75% of Medicare B Billing; .99 per minute for other payers
Ambulance Transport Service \$ 1.00
Dietician Services: \$ 3.50
Medical Oxygen: \$ 1.00

WHEREAS, Sunset Lake Consulting, LLC., will continue to provide said services for the Care Center at Sunset Lake, pursuant to this revised Fee Schedule for a two (2) year term, with the option to extend for three (3) additional one-year terms.

NOW, THEREFORE, BE IT RESOLVED, that the County Manager is hereby authorized to enter into a contract with Sunset Lake Consulting, LLC., as per the Fee Schedule, and in accordance with RFP, R-21-38, and said agreement shall be in a form approved by the County Attorney's Office.