



Sullivan County

Management & Budget, Capital Planning and Budgeting Committee

Meeting Agenda - Final

Chairman George Conklin
Vice Chairman Michael Brooks
Committee Member Alan J. Sorensen
Committee Member Joseph Perrello
Committee Member Ira Steingart

Thursday, February 9, 2023

9:00 AM

Government Center

Call To Order and Pledge of Allegiance

Roll Call

Comments:

Reports:

1. Budget Office
2. County Treasurer
3. County Audit & Control
4. ITS

Public Comment

Resolutions:

1. Authorize Software support Agreement for the Allen Tunnel Tax Collection System [ID-5265](#)
2. TO ENTER INTO AN AGREEMENT WITH VILLAGE OF LIBERTY TO SELL VILLAGE-OWNED PARCELS [ID-5270](#)
3. RESOLUTION INTRODUCED BY MANAGEMENT & BUDGET COMMITTEE TO AUTHORIZE AN AGREEMENT WITH JAMES MCGUINNESS & ASSOCIATES, INC. [ID-5275](#)
4. To Modify the 2022 Budget [ID-5284](#)

Attachments: [Year End #2 2022 Resolution Needed.pdf](#)

5. To Modify the 2023 Budget [ID-5285](#)
Attachments: [January 31 2023 Resolution Needed.pdf](#)
6. To Amend Resolution # 19-23 to include a clear indication of the fiscal years in which the Fund Balances were created and funded [ID-5286](#)
7. To Modify the Current Contract with PKF O'Connors Davies [ID-5287](#)
8. To Authorize the Award and Execution of an Agreement with Drescher & Malecki, LLP for Countywide Auditing Services [ID-5289](#)

Adjourn



Sullivan County
Legislative Memorandum

100 North Street
Monticello, NY 12701

File #: ID-5265

Agenda Date: 2/9/2023

Agenda #: 1.

Narrative of Resolution:

Authorize Software support Agreement for the Allen Tunnel Tax Collection System

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

Amount to be authorized by Resolution: \$42,150.00

Are funds already budgeted? Yes

Specify Compliance with Procurement Procedures: Long standing Treasurer’s Office solution - renewal quote for FY2023 obtained from vendor.

RESOLUTION INTRODUCED BY MANAGEMENT & BUDGET COMMITTEE TO AUTHORIZE SOFTWARE SUPPORT AGREEMENT FOR THE ALLEN TUNNEL TAX COLLECTION SYSTEM.

WHEREAS, the Allen Tunnel Tax Collection system provides essential capabilities to support tax collection activities for the County and individual Towns in Sullivan County; and

WHEREAS, the County wishes to continue utilizing the Allen Tunnel Tax Collection System and sponsor its use in the individual towns and receive support as provided for in Schedule A of the proposed Allen Tunnel Agreement.

NOW, THEREFORE, BE IT RESOLVED, that the County Manager is authorized to enter into a 1-year support agreement covering January 1, 2023 thru December 31, 2023 with Allen Tunnel Corporation at a cost not to exceed \$42,150.00, said agreements to be in such form as the County Attorney shall approve.



Sullivan County

Legislative Memorandum

100 North Street
Monticello, NY 12701

File #: ID-5270

Agenda Date: 2/9/2023

Agenda #: 2.

Narrative of Resolution:

WHEREAS, there are numerous parcels located in the Village of Liberty which have been foreclosed upon and now owned by the Village of Liberty (“Village-owned parcels”) which have substantial delinquent County taxes; and

WHEREAS, these Village-owned parcels routinely go through the auction process but do not receive bids or subsequent purchase offers of private sale due to the fact that the Inter-Municipal Agreement between the County and the Village requires that all delinquent County taxes must be paid in addition to any purchase price, Village taxes and fees, which often far exceeds the actual value of the Village-owned parcel; and

WHEREAS, County Treasurer has recommended that when the Village of Liberty wishes to sell a Village-owned parcel privately, that the Village and County simply split the total proceeds received regardless of the amount of delinquent taxes due to the County; and

WHEREAS, the Real Property Advisory Board has reviewed the recommendation of the County Treasurer and advised that equally splitting the private sale proceeds of Village-owned parcels is in the best interest of the County of Sullivan, as it will help get Village-owned parcels back on the tax rolls; and

WHEREAS, the Village of Liberty has adopted a similar Resolution to split the proceeds of any private sale equally between the Village and the County; and

NOW THEREFORE, BE IT RESOLVED, that the County Treasurer’s Office is hereby authorized to split the total proceeds received regardless of the amount of delinquent taxes due to the County and write-off any amounts above said proceeds and charge-back said amounts to the appropriate levy lines; and

BE IT FURTHER RESOLVED that the County Treasurer shall have the right to accept the terms of the private sale of Village-owned parcels in the manner set forth above with the necessity of an additional Legislative Resolution.

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

Amount to be authorized by Resolution:

Are funds already budgeted? No

Specify Compliance with Procurement Procedures:

N/A



Sullivan County
Legislative Memorandum

100 North Street
Monticello, NY 12701

File #: ID-5275

Agenda Date: 2/9/2023

Agenda #: 3.

Narrative of Resolution:

RESOLUTION INTRODUCED BY MANAGEMENT & BUDGET COMMITTEE TO AUTHORIZE AN AGREEMENT WITH JAMES MCGUINNESS & ASSOCIATES, INC.

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

Amount to be authorized by Resolution: \$63,250.00

Are funds already budgeted? Yes

Specify Compliance with Procurement Procedures: New/updated agreement submitted by vendor.

WHEREAS, since October 2007, Sullivan County Public Health Services (PHS), has utilized software from James McGuinness & Associates, Inc. (JMA) for their early intervention preschool handicapped program management product to maximize revenue and reduce reimbursement claiming timeframes for state aid as well as their ‘Full-Service Medicaid Claiming’ services to submit and review claim documentation, reconcile claims and affiliate new practitioners with Medicaid for the County of Sullivan; and

WHEREAS, the existing agreement currently in place expires on March 30, 2023; and

WHEREAS, the County of Sullivan is satisfied with the product and wishes to continue to utilize the product for an additional year;

NOW, THEREFORE, BE IT RESOLVED, that the County Manager is hereby authorized to enter into a one (1) year agreement with James McGuinness Associates covering the period of March 31, 2023 through March 30, 2024 for all services listed in the JMA Exhibit “A”, V. Schedule of Payments, in an amount not to exceed \$63,250.00; and

BE IT FURTHER RESOLVED, that the form of said agreement shall be approved by the County Attorney.



Sullivan County
Legislative Memorandum

100 North Street
Monticello, NY 12701

File #: ID-5284

Agenda Date: 2/9/2023

Agenda #: 4.

Narrative of Resolution:

To Modify the 2022 Budget

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

Amount to be authorized by Resolution: Please see attached Budget Mods.

Are funds already budgeted? Choose an item.

Specify Compliance with Procurement Procedures:

WHEREAS, the County of Sullivan Budget requires modification,

NOW, THEREFORE, BE IT RESOLVED, that the attached budgetary transfers for 2022 be authorized.

**2022 Year End #2 Resolution
Sullivan County Budget Modifications 2022**

G/L Account	Revenue Increase	Revenue Decrease	Appropriation Increase	Appropriation Decrease
A-1490-42-4205 - OFFICE PRINTING				2,159
A-1490-46-4614 - MISC SERV/EXP ARBITRATION/MEDIATION				1,608
A-1490-R1710-R247 - PUBLIC WORKS CHARGE MISC FEE/REIMBURSMNT	24,580			
A-1490-R1710-R247 - PUBLIC WORKS CHARGE MISC FEE/REIMBURSMNT	15,000			
A-1620-19-21-2102 - FIXED BUILDINGS AND BUILDING IMPRVMTS			15,000	
A-1620-19-44-4402 - UTILITY FUEL OIL			1,608	
A-1620-20-44-4401 - UTILITY ELECTRIC			7,686	
A-1620-21-40-4001 - CONTRACT AGENCIES				9,950
A-1620-21-44-4401 - UTILITY ELECTRIC			34,530	
A-1620-21-R1289-R134 - GEN GOV DEPT INCOME CHARGBCK - INTERDEPARTMNTL	5,527			
A-1680-43-4304 - COMPUTER MAINTENANCE/SERVICE FEES			50,500	
A-1989-99-47-4736 - DEPT CONTINGENT				15,000
A-1989-99-47-4736 - DEPT CONTINGENT				50,500
A-5610-44-4409 - UTILITY JET A KEROSENE				7,662
A-5610-44-4410 - UTILITY AV GAS			19,513	
A-5610-47-4717 - DEPT BLDG/PROP/EQUIP REPAIRS&MAINTNCE				2,381
A-5610-47-4767 - DEPT NYS/US REGLTRY FEES/FINES/ASSESS			10,850	
A-5610-R1770-R247 - AIRPORT FEE/RENTAL MISC FEE/REIMBURSMNT	11,851			
A-5610-R1770-R247 - AIRPORT FEE/RENTAL MISC FEE/REIMBURSMNT	8,469			
A-5680-R2210-R134 - GEN SERV OTHR GOV CHARGBK - INTERDEPARTMNTL	6,325			
A-6293-46-4644 - MISC SERV/EXP INTERDEPARTMENTAL CHARGEBACK			6,325	
A-8020-90-40-4001 - CONTRACT AGENCIES			15,000	
A-8020-90-40-4001 - CONTRACT AGENCIES			55,500	
A-8020-90-40-4013 - CONTRACT CONTRACT OTHER			22,000	
A-8020-90-47-4796 - DEPT PLANS AND PROGRESS(*)			104	
A-8020-90-R3989-R167 - ST AID HOME/COMM ASSIST DEPARTMENTAL AID	55,500			
A-8020-90-R4089-R167 - FED AID OTHR DEPARTMENTAL AID	22,000			
A Fund Total	149,252	-	238,616	89,260
D-3310-45-4513 - SPEC DEPT SUPPLY SIGN MATERIAL				2,000
D-5020-41-4109 - AUTO/TRAVEL CO FLEET CHARGEBACK			2,000	
D Fund Total	-	-	2,000	2,000

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



Sullivan County
Legislative Memorandum

100 North Street
Monticello, NY 12701

File #: ID-5285

Agenda Date: 2/9/2023

Agenda #: 5.

Narrative of Resolution:
To Modify the 2023 Budget

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

Amount to be authorized by Resolution: Please see attached Budget Mods.

Are funds already budgeted? Choose an item.

Specify Compliance with Procurement Procedures:

WHEREAS, the County of Sullivan Budget requires modification,

NOW, THEREFORE, BE IT RESOLVED, that the attached budgetary transfers for 2023 be authorized.

**January 31, 2023 Resolution
Sullivan County Budget Modifications 2023**

G/L Account	Revenue Increase	Revenue Decrease	Appropriation Increase	Appropriation Decrease
A-1490-47-4767 - DEPT NYS/US REGLTRY FEES/FINES/ASSESS			537	
A-1620-23-47-4717 - DEPT BLDG/PROP/EQUIP REPAIRS&MAINTNCE				537
A-1620-23-47-4717 - DEPT BLDG/PROP/EQUIP REPAIRS&MAINTNCE				100
A-6610-45-4541 - SPEC DEPT SUPPLY SM EQUIP TOOLS APPLNCS, SM ELECT			100	
A Fund Total	-	-	637	637



Sullivan County

Legislative Memorandum

100 North Street
Monticello, NY 12701

File #: ID-5286

Agenda Date: 2/9/2023

Agenda #: 6.

Narrative of Resolution:

To Amend Resolution # 19-23 to include a clear indication of the fiscal years in which the Fund Balances were created and funded

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:

WHEREAS, resolution 19-23 was passed by the Sullivan County Legislature in January 2023 to create and fund certain assigned funds balances with monies approved for capital purchases that cannot be completed in 2022, and

WHEREAS, the above resolution did not clearly indicate the fiscal year in which the assigned fund balances would be created and funded.

NOW, THEREFORE, BE IT RESOLVED, that Sullivan County Legislature hereby amends resolution 19-23 to indicate that the fund balances will be created and funded in fiscal year 2022.



Sullivan County

Legislative Memorandum

100 North Street
Monticello, NY 12701

File #: ID-5287

Agenda Date: 2/9/2023

Agenda #: 7.

Narrative of Resolution:

To Modify the Current Contract with PKF O’Connors Davies

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:

WHEREAS, pursuant to Resolution No. 74-20 and Resolution No. 256-21, PFK O’Connor Davies, LLP was awarded a contract in accordance with RFP #R-20-03; and

WHEREAS, PKF O’Connor Davies is currently contracted with Sullivan County to perform auditing services for audit year 2022 and there is a need to modify the current scope of work to expand their consulting services to include the Care Center; and

WHEREAS, PKF O’Connor Davies will be providing the required consulting services for the Care Center and will be working in conjunction with county staff and Drescher & Malecki to provide assistance with audit preparation, and

WHEREAS, this contract modification will result in a savings of approximately \$13,500.

NOW, THEREFORE, BE IT RESOLVED, that the Sullivan County Legislature hereby authorizes the County Manager to execute a modification agreement to the 2022 contract with PKF O’Connor Davies to expand their consulting services and eliminate preparation of the annual audit with a reduction of the contract with a not to exceed amount of \$23,500 with no additional changes; and

BE IT FURTHER RESOLVED, the contract for the 2021 audit year with PKF O’Connor Davies shall be increased to a not exceed amount of \$38,500.



Sullivan County

Legislative Memorandum

100 North Street
Monticello, NY 12701

File #: ID-5289

Agenda Date: 2/9/2023

Agenda #: 8.

Narrative of Resolution:

To Authorize the Award and Execution of an Agreement with Drescher & Malecki, LLP for Countywide Auditing 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:

WHEREAS, pursuant to Resolution #437-20 the County entered into an Agreement with Drescher & Malecki, LLP to audit the financial statements of the County of Sullivan; and

WHEREAS, pursuant to Resolution No. 74-20 and Resolution No. 256-21, PKF O’Connor Davies, LLP was awarded a contract in accordance with RFP #R-20-03; Auditing Services for the Sullivan County Care Center at Sunset Lake (“Care Center”); and

WHEREAS, there is a need to amend the services performed by PKF O’Connor Davies, LLP in connection with the audit of the annual financial statements of the Care Center; and

WHEREAS, it is in the best of interest of the Care Center to have PKF O’Connor Davies provide the required consulting services for the Care Center and for County staff and Drescher & Malecki to audit the annual financial statements of the Care Center; and

WHEREAS, Drescher & Malecki have the professional experience to audit the annual financial statements of the Care Center;

NOW, THEREFORE, BE IT RESOLVED, that the County Manager is hereby authorized to execute a modification agreement to the contract with Drescher & Malecki to audit the annual financial statements of the Care Center for an additional \$25,000.00 per year and as may be extended. No other changes to their existing contract shall be made.