



# Sullivan County County Legislature

100 North Street  
Monticello, NY 12701

## Meeting Agenda - Final - Revised

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

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**Thursday, May 18, 2023**

**11:00 AM**

**Government Center**

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**Call to Order and Pledge of Allegiance**

**Roll Call of Legislators**

**Presentations**

**Communications**

**Public Comment**

**Resolutions**

1. Resolution to authorize amendments to Section 303 (f) to clarify materials that require source separation, Section 620.1 (p) to change the SSR rate and deletion of Section 620.1 (n) and (o) of the Sullivan County Solid Waste Management Rules. [ID-5358](#)  
**Attachments:** [Amend Solid Waste Rules Appendix A](#)
2. TO AUTHORIZE THE HOURLY PAY RATES AND A PERFORMANCE BASED WORK INCENTIVE FOR THE SUMMER YOUTH EMPLOYMENT PROGRAM. [ID-5494](#)
3. To authorize the County Manager to enter into a Contract between Sullivan County Center for Workforce Development and Bold Gold Media Group, to provide educational services for the Summer Youth Employment Program (SYEP) [ID-5495](#)
4. To authorize award and execution of contract of a Mobile Food Concession at Lake Superior State Park. [ID-5498](#)

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|---|--------------------------------|
| 5. The County is in receipt of a scope and associated cost estimate for design and engineering services for the Sullivan O&W Rail Trail connecting Parksville to Livingston Manor. The preliminary cost estimate for that section of trail is \$217,500. A request for \$235,000 is being submitted to the Legislature to cover this expense as well as additional costs associated with ongoing efforts along other sections of trail. | <a href="#"><u>ID-5499</u></a> |
| 6. TO AUTHORIZE SUBMISSION OF A NEW YORK OFFICE OF PARKS, RECREATION & HISTORIC PRESERVATION SNOWMOBILE TRAIL GRANT-IN-AID PROGRAM APPLICATION, AND THE EXECUTION OF CONTRACT BETWEEN SULLIVAN COUNTY TRAIL ASSOCIATION ("SCTA") AND THE COUNTY OF SULLIVAN ("COUNTY").   | <a href="#"><u>ID-5500</u></a> |
| 7. To Amend Resolution No. 409-19.  | <a href="#"><u>ID-5508</u></a> |
| 8. To assign a stipend to two Assistant Social Worker III positions in Community Services to take on additional duties of the vacant Clinical Program Manager position.   | <a href="#"><u>ID-5509</u></a> |
| 9. Resolution to authorize the County Manager to execute an agreement for construction services with Rover Contracting, Inc. for the Sullivan County Bridge Maintenance Painting Project.   | <a href="#"><u>ID-5510</u></a> |
| 10. Resolution to authorize the County Manger to execute an agreement for construction inspection and construction support engineering services with McFarland Johnson, Inc. for the Sullivan County Bridge Maintenance Paint Project.  | <a href="#"><u>ID-5511</u></a> |
| 11. Resolution to authorize the County Manager to execute a contract for the Repair of County Bridge 198.   | <a href="#"><u>ID-5512</u></a> |
| 12. Resolution to authorize the County Manager to execute an agreement for Engineering Design Services with McFarland Johnson, Inc. for the re-alignment of Benton Hollow Road to allow the elimination of County Bridge 277.   | <a href="#"><u>ID-5513</u></a> |
| 13. Resolution to authorize the County Manager to execute a three-year agreement with FS&SS for Inspection, Testing & Service of Fire Alarm, Sprinkler and Fire Suppression systems at the Sheriff Administration and Jail Facility.  | <a href="#"><u>ID-5514</u></a> |
| 14. Resolution to authorize a contract extension to the HHW contract for 2023 at the 2022 rates and to provide for two (2) additional extensions.   | <a href="#"><u>ID-5515</u></a> |
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15. Resolution authorizing the County Manager to execute the agreed upon annual adjusted payment of the contract for cleaning services as well as minor and emergency repairs to the Court facilities between the New York State Unified Court System and the County of Sullivan. [ID-5516](#)
16. TO AUTHORIZE COUNTY MANAGER TO ENTER INTO A DATA USE AGREEMENT WITH THE NEW YORK STATE DEPARTMENT OF HEALTH [ID-5521](#)
17. TO AUTHORIZE THE COUNTY MANAGER TO EXECUTE AGREEMENTS BETWEEN DEPARTMENT OF PUBLIC HEALTH AND VARIOUS SCHOOL DISTRICTS [ID-5522](#)
18. TO AUTHORIZE COUNTY MANAGER TO EXECUTE AN AGREEMENT FOR WENDY'S WONDERFUL KIDS RECRUITER SERVICES [ID-5523](#)
19. TO ACCEPT ADMINISTRATION FOR COMMUNITY LIVING - AMERICAN RESCUE PLAN ACT ADULT PROTECTIVE SERVICES GRANT FFY 22 [ID-5524](#)
- Attachments:** [2023-05 APS Att 22-OCFS-LCM-25.pdf](#)
20. FOR THE SULLIVAN COUNTY LEGISLATURE TO ACT AS LOCAL BOARD OF HEALTH AND TO ADOPT PUBLIC HEALTH ORDER NO.1-2023 [ID-5525](#)
- Attachments:** [Camp Vaccine order 2023final.docx](#)  
[Public Health Order 1-2023-Vaccines for camps \(1\).docx](#)  
[2023-05 Exhibit A.pdf](#)  
[2023-05 Exhibit B.pdf](#)  
[2023-05 Exhibit C.pdf](#)
21. To abolish an Administrative Assistant position and create a Administrative Secretary position in the Department of Public Health. [ID-5527](#)
22. To Modify the 2023 Budget [ID-5529](#)
- Attachments:** [April 30 2023 Resolution Needed.pdf](#)
23. To oppose NYS Senate Bill S6282 regarding Probation Administrative Fees [ID-5532](#)
24. Amend Resolution No. 179-23 regarding salary of Jail Administrator [ID-5518](#)
25. The Legislative Discretionary Funding Program is designed to assist Sullivan County and County-oriented entities with achieving such goals as public safety, public health, youth services, community development and economic development [ID-5526](#)
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26. RESOLUTION TO CONVEY PARCELS TO THE FORMER OWNERS OF PARCELS THAT WERE ACQUIRED BY THE COUNTY OF SULLIVAN BY VIRTUE OF AN IN REM TAX FORECLOSURE PROCEEDING, PURSUANT TO SULLIVAN COUNTY LOCAL LAW NO. 5 OF 2003, AS AMENDED. [ID-5534](#)
- Attachments:** [LaraKM\\_230515-155855-123](#)
27. Authorize Public Hearing for the Eight Year Review of Ag District No. 4 [ID-5537](#)
28. Set Public Hearing 6/1/23 at 10:20AM for the inclusion of additional parcels into Agricultural District #1 [ID-5538](#)
29. Authorize purchase of equipment from the Town of Highland [ID-5535](#)
30. Rescind Resolution No. 92-23 [ID-5540](#)
31. Authorize the County of Sullivan to cancel real property taxes due on certain properties [ID-5541](#)
32. Authorize an Intermunicipal Agreement with the Town of Fallsburg for services related to the O&W Rail Trail [ID-5542](#)
33. Resolution to authorize the County Manager to execute a contract with Mara Contracting Group, Inc. for asbestos abatement services for the Airport Terminal Revitalization Project at the Sullivan County International Airport. [ID-5543](#)
34. Amend Capital Plan 2023-2028 Capital Plan and Amend 2023 County Budget [ID-5548](#)
35. Authorize approval of three (3) Traffic Safety Board of Endorsement 2024 Grant Applications [ID-5549](#)
36. Create four (8) Temporary 90-day positions in the Sheriff's Office [ID-5552](#)

#### **Unfinished Business**

37. Authorize Lease Agreement with Hughes Energy for Recycling Technology Project [ID-5019](#)
38. To Confirm the appointments of two (2) new members to the Sullivan County Board of Ethics [ID-5043](#)

#### **Recognition of Legislators**

#### **Announcements from Chair**

#### **Adjournment or Close**





# Sullivan County

## Legislative Memorandum

100 North Street  
Monticello, NY 12701

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**File #:** ID-5358

**Agenda Date:** 5/18/2023

**Agenda #:** 1.

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**Narrative of Resolution:**

Resolution to authorize amendments to Section 303 (f) to clarify materials that require source separation, Section 620.1 (p) to change the SSR rate and deletion of Section 620.1 (n) and (o) of the Sullivan County Solid Waste Management Rules.

**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:**

Click or tap here to enter text.

**WHEREAS**, the Sullivan County Solid Waste Management Rules (hereinafter the Rules) were adopted by the County Legislature in accordance with Section 171-24 of the Sullivan County Code; and

**WHEREAS**, from time to time it is necessary to adjust rates based on items such as but not limited to contract obligations, CIP increases and equitable distribution of actual costs; and

**WHEREAS**, as of January 1, 2023 the DEC announced that E-scrap vendors could collect their fees directly from E-scrap manufactures and that the Municipalities would not be required to pay the E-scrap vendor provided that the residents are not being charged for dropping off Escarp to the municipality; and

**WHEREAS**, Section 620.1 of the rules requires a fee for (n) Fluorescent bulbs and (o) CRT TV & monitors and the fee needs to be eliminated so that the County may participate in the no cost program; and

**WHEREAS**, Section 620.1 (p) regarding SSR rates needs to be reviewed each quarter and a rate increase needs to be implemented to cover market costs; and

**WHEREAS**, a review of the designated items requiring separation have been reviewed by the Recycling Coordinator and needs to be amended; and

**WHEREAS**, the Commissioner of the Division of Public Works has recommended and the County Manager has concurred with the Commissioner's recommendation for the adoption of these revisions to the Sullivan County Solid Waste Management Rules. The changes in Appendix A reflect the changes that will take effective April 1, 2023.

**NOW, THEREFORE, BE IT RESOLVED**, the language in Appendix A will be adopted into the Solid Waste Management Rules and this amendment shall take effect on April 1, 2023; and

**BE IT FURTHER RESOLVED**, that the County Manager is authorized to execute a Modification Agreement with Elot Recycling Inc., to reduce the cost to zero for all items, said contract to be in such form as the County Attorney shall approve.

# Appendix A for March 9<sup>th</sup> 2023 Pubic Works Resolution

**303 f)** as a condition for acceptance of solid waste, require the separation of recyclables and unauthorized waste from all other solid waste set at curbside or otherwise for collection by municipal or private carriers, or directly at solid waste facilities. Designated items requiring separation are as follows:

- 1) Newspaper
- 2) Old corrugated cardboard
- 3) Multi-grade office paper
- 4) Magazines and junk mail
- 5) Glass food and beverage containers
- 6) Steel containers
- 7) Plastic containers
- 8) Aluminum containers
- 9) Bulky scrap metals (incl. Refrigeration units)
- 10) Used motor oil
- 11) Tires
- 12) Yard waste
- 13) Electronic waste (e-waste)
- 14) Fluorescent bulbs
- 15) Batteries
- 16) Propane tanks
- 17) Textiles
- 18) Antifreeze
- 19) Latex paint

This list may be amended by the Commissioner from time to time.

## **620.1 Disposal Fees**

~~n) Fluorescent Bulbs, \$1.00 per bulb~~

~~o) CRT TV & monitors, \$15 each~~

~~p)~~

n) Single Stream Recycling shall be charged at a rate of \$110 per ton for Sullivan County Property owners, municipalities, and business. Residential customers and users tipping less than 300 pounds are exempt from this charge. This rate shall be reviewed and set quarterly by the Commissioner of Public Works

# Sullivan County

## Legislative Memorandum

**File #:** ID-5494

**Agenda Date:** 5/18/2023

**Agenda #:** 2.

**Narrative of Resolution:**

RESOLUTION INTRODUCED BY THE HUMAN RESOURCES COMMITTEE TO AUTHORIZE THE HOURLY PAY RATES AND A PERFORMANCE BASED WORK INCENTIVE FOR THE SUMMER YOUTH EMPLOYMENT PROGRAM

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

**Amount to be authorized by Resolution:** \$145,500.00

**Are funds already budgeted?** Yes

**Specify Compliance with Procurement Procedures:** N/A

**WHEREAS**, the Office of Temporary and Disability Assistance (OTDA) provides funds to the Department of Family Services (DFS) who in turn has a MOA with the Sullivan County Center for Workforce Development (CWD) to administer the New York State Summer Youth Employment Program (SYEP); and

**WHEREAS**, SYEP is an important platform to introduce eligible youth into the workforce, help them acquire skills that can be used to improve school performance, and become responsible adults; and

**WHEREAS**, CWD wishes to set the pay rates for the SYEP Participants at \$15 per hour to stay parallel with other County departments; and

**WHEREAS**, CWD created a performance-based work incentive policy approved by OTDA allowing the participants to earn up to an additional \$300 for the six (6) week program. This will challenge the participants to do a good job based on four (4) incentive categories of \$25 for the three (3) payroll periods. This will identify up to fifty (50) eligible participants as deserving based on their performance for an amount not to exceed \$15,000.00; and

**WHEREAS**, the pay rates and performance-based work incentives are paid for through the OTDA under the MOA with DFS, which is made available and in effect from May 1, 2023 through September 30, 2023. Pay rates would be paid out in accordance with the County of Sullivan's payroll schedule and the incentives would be paid out in one lump sum at the end of the SYEP program.

**NOW, THEREFORE, BE IT RESOLVED**, that the Sullivan County Legislature hereby authorizes the pay rates and the performance-based work incentives as indicated above. The Sullivan County Legislature also authorizes the fifty (50) positions to be filled. All terms and conditions are contingent upon the County receiving the necessary funding allocations.

# Sullivan County

## Legislative Memorandum

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**File #:** ID-5495

**Agenda Date:** 5/18/2023

**Agenda #:** 3.

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**Narrative of Resolution:**

To authorize the County Manager to enter into a Contract between Sullivan County Center for Workforce Development and Bold Gold Media Group, to provide educational services for the Summer Youth Employment Program (SYEP)

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

**Amount to be authorized by Resolution:** \$30,000.00

**Are funds already budgeted?** Yes

**Specify Compliance with Procurement Procedures:**

**WHEREAS**, the Center for Workforce Development (CWD) runs the Summer Youth Employment Program under an MOU with the County of Sullivan Department of Family Services (DFS) with funds provided through the New York State Office of Temporary and Disability Assistance (OTDA), and

**WHEREAS**, under the 23-LCM, participants must be engaged in traditional paid employment activities such as career exploration, mentoring, financial literacy, or education. CWD is requesting to enter into a Contract with Bold Gold Media Group, to provide the educational service component for the SYEP through Digital Graphics, Photography, Video, Audio, Radio, and Social Media, and

**WHEREAS**, the contract will coincide with the six-week SYEP schedule from July 10, 2023 through August 18, 2023 in an amount not to exceed \$30,000; and

**NOW, THEREFORE, BE IT RESOLVED**, that the County Manager is hereby authorized to enter into a contract with Bold Gold Media Group from July 10, 2023 through August 18, 2023, and such contract shall be in the form approved by the County Attorney. This contract is contingent on CWD receiving all funding allocations.

# Sullivan County

## Legislative Memorandum

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**File #:** ID-5498

**Agenda Date:** 5/18/2023

**Agenda #:** 4.

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**Narrative of Resolution:**

Lake Superior State Park currently offers snack and drink vending machines during beach operating hours. To enhance the experience patrons have at Lake Superior State Park an RFP was executed for proposals for the operation of a mobile food concession.

**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.

**Specify Compliance with Procurement Procedures:**

**TO AUTHORIZE AWARD AND EXECUTION OF CONTRACT OF A MOBILE FOOD CONCESSION AT LAKE SUPERIOR STATE PARK**

**WHEREAS**, proposals were received for the operation of a mobile food concession at Lake Superior State Park during beach operating hours; and

**WHEREAS**, the proposal received from Floyd Wagner, dba Oakie Pokie Hot Dogs, 16 Old County Route 128 Jeffersonville, NY 12748, is considered the most responsible contractor for such work; and

**WHEREAS**, said contractor proposes to operate on weekends, holiday's, and other negotiated days during the 2023 season; and

**WHEREAS**, in a Letter of Authorization, dated September 26, 2022, the Palisades Interstate Park Commission has authorized the sale and distribution of goods at Lake Superior State Park; and

**WHEREAS**, the Department of Parks, Recreation and Beautification has approved said proposal and recommends a contract be executed.

**NOW, THEREFORE, BE IT RESOLVED**, that the County Manager be and hereby is authorized to execute a contract with Floyd Wagner, dba: Oakie Pokie Hot Dogs, at a contract price of \$300.00/season for one (1)

season, commencing May 27, 2023 and ending September 4, 2023, with an option to extend for three (3) additional years, upon mutual agreement, on an annual basis to be paid to the County and in accordance with the RFP, R-23-09, dated March 17, 2023, said contract to be in such form as the County Attorney shall approve.

# Sullivan County

## Legislative Memorandum

**File #:** ID-5499

**Agenda Date:** 5/18/2023

**Agenda #:** 5.

### **Narrative of Resolution:**

The County is in receipt of a scope and associated cost estimate for design and engineering services for the Sullivan O&W Rail Trail connecting Parksville to Livingston Manor. The preliminary cost estimate for that section of trail is \$217,500. A request for \$235,000 is being submitted to the Legislature to cover this expense as well as additional costs associated with ongoing efforts along other sections of trail.

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

**Amount to be authorized by Resolution:** \$235,000, funded by unanticipated, unrestricted federal reimbursement

**Are funds already budgeted?** No

### **Specify Compliance with Procurement Procedures:**

**RESOLUTION INTRODUCED BY THE PLANNING, REAL PROPERTY AND ECONOMIC DEVELOPMENT COMMITTEE TO MODIFY A CONTRACT FOR PROFESSIONAL SERVICES WITH ALTA PLANNING + DESIGN INC. FOR WORK ON THE O&W RAIL TRAIL.**

**WHEREAS**, pursuant to Resolution No. 130-22, adopted by the County Legislature on April 7, 2022, Alta Planning + Design Inc. was awarded a contract in accordance with #R-22-02 not to exceed \$250,000.00, to assist with implementation of the Sullivan O&W Rail Trail Feasibility Study; and

**WHEREAS**, an Agreement with Alta Planning + Design Inc. was executed on April 18, 2022 ("Original Agreement"); and

**WHEREAS**, pursuant to Resolution No 93-23 the County modified the Original Agreement to include an additional amount not to exceed \$25,000 to include additional assistance needed to pursue funding opportunities for the trail; and

**WHEREAS**, the County wishes to include an additional amount not to exceed \$235,000 to advance engineering and design for additional segments of the trail, including a section of the trail connecting Parksville (Town of Liberty) to Livingston Manor (Town of Rockland).

**NOW, THEREFORE, BE IT RESOLVED**, that the County Manager be and is hereby authorized to execute a modification agreement with Alta Planning and Design Inc. to include an additional \$235,000 to advance engineering and design for additional segments of the Sullivan O&W Rail Trail; and

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



# Sullivan County

## Legislative Memorandum

**File #:** ID-5500

**Agenda Date:** 5/18/2023

**Agenda #:** 6.

**Narrative of Resolution:**

To apply for and accept the 2023-2024 New York Office of Parks, Recreation & Historic Preservation Snowmobile Trail Grant-in-Aid Program and enter into a contract with the Sullivan County Trail Association

**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.

**Specify Compliance with Procurement Procedures:**

**TO AUTHORIZE SUBMISSION OF A NEW YORK OFFICE OF PARKS, RECREATION & HISTORIC PRESERVATION SNOWMOBILE TRAIL GRANT-IN-AID PROGRAM APPLICATION, AND THE EXECUTION OF CONTRACT BETWEEN SULLIVAN COUNTY TRAIL ASSOCIATION ("SCTA") AND THE COUNTY OF SULLIVAN ("COUNTY")**

**WHEREAS**, the County of Sullivan and SCTA recognize that the maintenance and improvement of snowmobile trails would serve the interests of and redound to the benefit of Sullivan County citizens and tourists; and

**WHEREAS**, the County, on behalf of SCTA, seeks to obtain funding through the New York Office of Parks, Recreation, & Historic Preservation Snowmobile Trail Grant-in-Aid Program to provide maintenance and improvements along publicly accessible designated snowmobile trails within Sullivan County; and

**WHEREAS**, the County would be the designated Local Sponsor, as required by this Grant-in-Aid program, with respect to the administration of the required documentation; and

**WHEREAS**, the County as the Local Sponsor, with the respect to the funding, would act solely as a pass through, retaining up to 10% of the State provided funds to cover administrative costs.

**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 New York Office of Parks, Recreation, & Historic Preservation Snowmobile Trail Grant-in-Aid 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 the County Manager is hereby authorized to execute the New York State Snowmobile Trail Grant-in-Aid Agreement between Sullivan County Trail Association and the “County of Sullivan” for the period commencing April 1, 2023 through March 31, 2024, subject to the approval of the County Attorney; and

**BE IT FURTHER RESOLVED**, that should the New York Office of Parks, Recreation, & Historic Preservation Snowmobile Trail Grant-in-Aid 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

100 North Street  
Monticello, NY 12701

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**File #:** ID-5508

**Agenda Date:** 5/18/2023

**Agenda #:** 7.

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**Narrative of Resolution:**

To Amend Resolution No. 409-19.

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

**Amount to be authorized by Resolution:** None.

**Are funds already budgeted?** No

**Specify Compliance with Procurement Procedures:**

To Amend Resolution No. 409-19 to add an additional year to the contract.

**WHEREAS**, due to Community Impact Dollar funds awarded to Sullivan County in year 4, the last year of the contract was rolled over into year 5, per the agreement; and

**WHEREAS**, the dates of “October 1, 2019 through March 31, 2023” should read “October 1, 2019 through March 31, 2024”; and

**WHEREAS**, the agreement should have read annually for each of the 5 years with additional funding; and

**NOW, THEREFORE, BE IT RESOLVED**, that the County Manager is hereby authorized to enter into a modification agreement with Columbia University for an additional fifth year, for the period of April 1, 2023 through March 31, 2024, and including all yearly extensions; and the form of said agreement be approved by the County Attorney’s Office.

# Sullivan County

## Legislative Memorandum

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**File #:** ID-5509

**Agenda Date:** 5/18/2023

**Agenda #:** 8.

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**Narrative of Resolution:**

To assign a stipend to two Assistant Social Worker III positions in Community Services to take on additional duties of the vacant Clinical Program Manager position.

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

**Amount to be authorized by Resolution:** \$12,000.

**Are funds already budgeted?** Yes

**Specify Compliance with Procurement Procedures:** This is not mandated, but the two Assistant Social Worker III positions has taken on additional duties since the retirement of the Clinical Program Manager.

**WHEREAS**, the Department of Community Services has traditionally been staffed with a Clinical Program Manager in our Care Management unit; and

**WHEREAS**, currently the Clinical Program Manager has been a vacant position since November of 2022; and

**WHEREAS**, both Assistant Social Worker III's have taken on additional duties due to the vacancy of the Clinical Program Manager; and

**WHEREAS**, due to these additional duties taken on by the Assistant Social Worker III's, a \$6,000 annual stipend has been requested; and

**WHEREAS**, the stipends will cease once the Clinical Program Manager position is filled.

**NOW THEREFORE BE IT RESOLVED**, that the Sullivan County Legislature hereby assigns a stipend to two Assistant Social Worker III positions in the amount of \$6,000 annually, effective January 1, 2023 until the Clinical Program Manager position is filled.

# Sullivan County

## Legislative Memorandum

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**File #:** ID-5510

**Agenda Date:** 5/18/2023

**Agenda #:** 9.

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**Narrative of Resolution:**

Resolution to authorize the County Manager to execute an agreement for construction services with Rover Contracting, Inc. for the Sullivan County Bridge Maintenance Painting Project.

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

**Amount to be authorized by Resolution:** \$437,400.00

**Are funds already budgeted?** Yes

**Specify Compliance with Procurement Procedures:**

Bid B-23-10

**RESOLUTION INTRODUCED BY THE PUBLIC WORKS COMMITTEE TO AUTHORIZE THE COUNTY MANAGER TO EXECUTE AN AGREEMENT WITH ROVER CONTRACTING, INC. FOR THE SULLIVAN COUNTY BRIDGE MAINTENANCE PAINT PROJECT FOR CONSTRUCTION SERVICES.**

**WHEREAS**, the Sullivan County Bridge Maintenance PAINT Project, P.I.N. 9754.73 (the Project) located in the Towns of Callicoon, Delaware, and Rockland is to be implemented by contract and bid proposals were received; and

**WHEREAS**, the project is eligible for 80% Federal and 15% State funding through the NYSDOT Bridge Maintenance and Marchiselli funding programs; and

**WHEREAS**, Rover Contracting, Inc., 251 Upper North Rd., Highland, NY 12528 is the lowest responsible bidder; and

**WHEREAS**, the Division of Public Works has reviewed the bids and recommends award;

**NOW, THEREFORE, BE IT RESOLVED**, that the County Manager is authorized to execute an agreement with Rover Contracting, Inc. at a cost not to exceed \$437,400.00, in accordance with Bid No. B-23-10 and shall be in such form as the County Attorney shall approve.

# Sullivan County

## Legislative Memorandum

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**File #:** ID-5511

**Agenda Date:** 5/18/2023

**Agenda #:** 10.

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**Narrative of Resolution:**

Resolution to authorize the County Manger to execute an agreement for construction inspection and construction support engineering services with McFarland Johnson, Inc. for the Sullivan County Bridge Maintenance Paint Project.

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

**Amount to be authorized by Resolution:** \$67,901.00

**Are funds already budgeted?** Yes

**Specify Compliance with Procurement Procedures:**

Click or tap here to enter text.

**WHEREAS**, the Sullivan County Bridge Membrane Maintenance Project, P.I.N. 9754.73 (the Project) located in the Towns of Callicoon, Delaware, and Rockland to be implemented by contract and must meet the requirements of the NYSDOT Local Projects Manual; and

**WHEREAS**, Resolution No. 172-22 previously authorized the implementation and first instance funding for the Project; and

**WHEREAS**, the project is eligible for 80% Federal and 15% State funding through the NYSDOT Bridge Maintenance and Marchiselli funding programs; and

**WHEREAS**, Resolution No. 50-22 authorized McFarland Johnson, Inc. for engineering services needed for locally administered Federal aid projects and other bridge and highway projects; and

**WHEREAS**, the Division of Public Works recommends the award of an agreement for construction inspection and construction support services to the firm of McFarland-Johnson, Inc. at a cost not to exceed \$67,901.00.

**NOW, THEREFORE, BE IT RESOLVED**, that the County Manager is authorized to execute an Agreement for construction inspection and construction support services with McFarland-Johnson, Inc. at a cost not to exceed \$67,901.00, said contract to be in such form as the County Attorney shall approve.



# Sullivan County

## Legislative Memorandum

100 North Street  
Monticello, NY 12701

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**File #:** ID-5512

**Agenda Date:** 5/18/2023

**Agenda #:** 11.

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**Narrative of Resolution:**

Resolution to authorize the County Manager to execute a contract for the Repair of County Bridge 198.

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

**Amount to be authorized by Resolution:** \$286,140.00

**Are funds already budgeted?** Yes

**Specify Compliance with Procurement Procedures:**

B-23-27

**RESOLUTION INTRODUCED BY THE PUBLIC WORKS COMMITTEE TO AUTHORIZE THE COUNTY MANAGER TO EXECUTE AN AGREEMENT WITH GREEN MEADOWS INCORPORATED FOR THE REPAIR OF COUNTY BRIDGE NO. 198 (PROJECT).**

**WHEREAS**, bid proposals were received for the Project to repair County Bridge 198, located on County Road 33, also known as Eldred-Yulan Road in the Town of Highland; and

**WHEREAS**, Green Meadows Incorporated, 1061 Plains Road, Wallkill, NY 12589, is the lowest responsible bidder; and

**WHEREAS**, the project is eligible for 100% State funding through the Bridge NY program; and

**WHEREAS**, the Division of Public Works has reviewed the bids and recommends award to Green Meadows Incorporated.

**NOW, THEREFORE, BE IT RESOLVED**, that the County Manager is authorized to execute an agreement with Green Meadows Incorporated in an amount not to exceed \$286,140, in accordance with Bid No. B-23-27, and shall be in such form as the County Attorney shall approve.

# Sullivan County

## Legislative Memorandum

**File #:** ID-5513

**Agenda Date:** 5/18/2023

**Agenda #:** 12.

**Narrative of Resolution:**

Resolution to authorize the County Manager to execute an agreement for Engineering Design Services with McFarland Johnson, Inc. for the re-alignment of Benton Hollow Road to allow the elimination of County Bridge 277.

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

**Amount to be authorized by Resolution:** \$78,166.00

**Are funds already budgeted?** Yes

**Specify Compliance with Procurement Procedures:**

Resolution 50-22 - Resolution to authorize Legislative Approval of a pre-qualified list of consultants for providing engineering services for Locally Administered Federal Aid Projects (LAFAP) and other Bridge and Highway projects.

**WHEREAS**, County Bridge No. 277 on Town Highway 9 (Benton Hollow Rd.), located in the Town of Liberty, is deteriorated and in need of replacement; and

**WHEREAS**, it is the intent of DPW to re-align Benton Hollow Rd. to allow the elimination of County Bridge 277; and

**WHEREAS**, consultant engineering services are required to design alternatives for mitigating changes made to an existing NYSDOT Route 17 storm water detention basin and for preparing plans required for NYSDOT permit submissions; and

**WHEREAS**, Resolution No. 50-22 authorized McFarland Johnson, Inc. for engineering services needed for locally administered Federal aid projects and other bridge and highway projects; and

**WHEREAS**, the Division of Public Works recommends the award of an agreement for consultant engineering services to the firm of McFarland Johnson, Inc., 49 Court St., Binghamton, NY 13902 on the basis of qualifications.

**NOW, THEREFORE, BE IT RESOLVED**, that the County Manager is authorized to execute an Agreement for consulting engineering services with McFarland Johnson, Inc., at a cost not to exceed \$78,166.00, said contract to be in such form as the County Attorney shall approve.



# Sullivan County

## Legislative Memorandum

**File #:** ID-5514

**Agenda Date:** 5/18/2023

**Agenda #:** 13.

**Narrative of Resolution:**

Resolution to authorize the County Manager to execute a three-year agreement with FS&SS for Inspection, Testing & Service of Fire Alarm, Sprinkler and Fire Suppression systems at the Sheriff Administration and Jail Facility.

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

**Amount to be authorized by Resolution:** \$48,900.00

**Are funds already budgeted?** Yes

**Specify Compliance with Procurement Procedures:**

State Contract Vendor

**WHEREAS**, the Sullivan County Sheriff Administration and Jail facility is fully operational and has complex fire alarm, sprinkler, and fire suppression systems, all of which require NYS Building Code mandated testing, inspection, and service on prescribed intervals (Fire Alarm: annual; Sprinkler: quarterly; Fire Suppression: semi-annual); and

**WHEREAS**, these systems are technically specialized and demand servicing which is required to be satisfactory to the product manufacturers; and

**WHEREAS**, the firm of Fire Security & Sound South, Inc., 33 Airport Center Drive, Suite 106, New Windsor, NY 12553 was the subcontractor on the Jail construction project which installed these various systems and has intimate knowledge of the equipment, its functions, and locations, and has been performing the Inspection, Testing, & Service for the past three years; and

**WHEREAS**, Fire Security & Sound South, Inc. provides service agreements which meet the required needs identified above and have these services on New York State Contract; and

**WHEREAS**, DPW has worked with Fire Security & Sound South, Inc. to develop three (3) year agreements, commencing June 22, 2023, to satisfy the minimum requirements specific to this facility for each of the systems noted above, and recommends entering into said agreements; and

**WHEREAS**, the total cost of retainer to the County will be \$48,900.00 for the first year; \$49,930 for the second year; and \$50,975 for the third year, payable upon receipt of invoices after completion of work.

**NOW, THEREFORE, BE IT RESOLVED**, that the County Manager be and hereby is authorized to execute any and all agreements to retain the services of Fire Security & Sound South, Inc. for the Sheriff Administration and Jail Facility in the amounts noted above, in such form as the County Attorney shall approve.

# Sullivan County

## Legislative Memorandum

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**File #:** ID-5515

**Agenda Date:** 5/18/2023

**Agenda #:** 14.

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**Narrative of Resolution:**

Resolution to authorize a contract extension to the HHW contract for 2023 at the 2022 rates and to provide for two (2) additional extensions.

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

**Amount to be authorized by Resolution:** Not to Exceed \$50,000

**Are funds already budgeted?** Yes

**Specify Compliance with Procurement Procedures:**

B-21-27

**WHEREAS**, Sullivan County regularly conducts Household Hazardous Waste (HHW) collection events to service the residents of the County; and

**WHEREAS**, Sullivan County Division of Public Works followed proper bidding procedures and that Tradebe Environmental Services, LLC, the lowest responsible bidder conforming to specifications contained within Bid No. B-21-27 and was selected for the 2021 program year HHW contract; with a cost approximated at \$19,340.00 per Event in 2021 with up to two (2) events being held in 2021 and with four (4) possible one (1) year renewals; and

**WHEREAS**, the vendor requested and was awarded a 5% increase for the 2022 Hazardous Waste Collection events and with said increase Tradebe Environmental Services, LLC remained the low bidder when compared to the results from Bid No. B-21-27; and

**WHEREAS**, the vendor agreed to hold prices for the 2023 Hazardous Waste Collection events; and

**WHEREAS**, a new bid proposal is likely to produce higher costs for the County; and

**WHEREAS**, the Division of Public Works recommends that up to two (2) Household Hazardous Waste Collection events may be held for Sullivan County residents for 2023, dates to be determined upon concurrence by the Sullivan County Legislature.

**NOW, THEREFORE, BE IT RESOLVED**, that the County Manager is authorized to execute a Modification Agreement with Tradebe Environmental Services, LLC, to renew the contract for 2023 with the same contract rates as 2022 with two (2) possible one (1) year renewals, said contract to be in such form as the County Attorney shall approve.



# Sullivan County

## Legislative Memorandum

100 North Street  
Monticello, NY 12701

**File #:** ID-5516

**Agenda Date:** 5/18/2023

**Agenda #:** 15.

**Narrative of Resolution:**

Resolution authorizing the County Manager to execute the agreed upon annual adjusted payment of the contract for cleaning services as well as minor and emergency repairs to the Court facilities between the New York State Unified Court System and the County of Sullivan.

**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.

**Specify Compliance with Procurement Procedures:**

Click or tap here to enter text.

**RESOLUTION INTRODUCED BY PUBLIC WORKS COMMITTEE**

**TO AUTHORIZE THE COUNTY MANAGER TO ENTER INTO AN AGREEMENT WITH THE NEW YORK STATE UNIFIED COURT SYSTEM FOR CLEANING SERVICES AS WELL AS MINOR AND EMERGENCY REPAIRS**

**WHEREAS**, the County of Sullivan per Resolution 9-15 dated January 22, 2015, entered into an agreement with the New York State Unified Court System for cleaning services as well as minor and emergency repairs to the court facilities; and

**WHEREAS**, the annual payments are negotiated for each fiscal year; and

**WHEREAS**, for the fiscal period April 1, 2022 - March 31, 2023 the Unified Court System is prepared to pay the County \$299,627.00 for its services.

**NOW, THEREFORE, BE IT RESOLVED**, that the County of Sullivan will accept \$299,627.00 for its services to the Unified Court System for the period April 1, 2022 - March 31, 2023 with future payments to be negotiated annually.

**BE IT FURTHER RESOLVED**, that the County Manager be hereby authorized to execute the annual renewal letter from the State of New York Unified Court System.



# Sullivan County

## Legislative Memorandum

100 North Street  
Monticello, NY 12701

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**File #:** ID-5521

**Agenda Date:** 5/18/2023

**Agenda #:** 16.

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**Narrative of Resolution:**

**RESOLUTION INTRODUCED BY HEALTH AND HUMAN SERVICES COMMITTEE TO AUTHORIZE COUNTY MANAGER TO ENTER INTO A DATA USE AGREEMENT WITH THE NEW YORK STATE DEPARTMENT OF HEALTH**

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

**Amount to be authorized by Resolution:** \$0.00

**Are funds already budgeted?** No

**Specify Compliance with Procurement Procedures:** There are no monies associated with this agreement.

**WHEREAS**, the County of Sullivan, through the Department of Social Services is required to enter into a Data Use Agreement (“DUA”) and Business Associate Agreement (“BAA”) with the New York State Department of Health (“DOH”) in exchange for the receipt and use of Medicaid Confidential Data, at no cost to the County; and

**WHEREAS**, the DOH requires that the County designate individuals as “Custodians” who must individually sign the Custodian section of the agreement.

**NOW, THEREFORE, BE IT RESOLVED**, that the County Manager is hereby authorized to enter into a DUA and BAA with the New York State DOH, in such form as shall be approved by the County Attorney; and

**BE IT FURTHER RESOLVED**, that the DUA shall terminate on or before 12/31/2027; and

**BE IT FURTHER RESOLVED**, that Custodians designated by the County are hereby authorized to sign the Custodian section of the agreement; and

**BE IT FURTHER RESOLVED**, that the form of said contract will be approved by the County Attorney’s Office.

# Sullivan County

## Legislative Memorandum

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**File #:** ID-5522

**Agenda Date:** 5/18/2023

**Agenda #:** 17.

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**Narrative of Resolution:**

**INTRODUCED BY HEALTH AND HUMAN SERVICES COMMITTEE TO AUTHORIZE THE COUNTY MANAGER TO EXECUTE AGREEMENTS BETWEEN DEPARTMENT OF PUBLIC HEALTH AND VARIOUS SCHOOL DISTRICTS**

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

**Amount to be authorized by Resolution:** \$80,000 annually for each contract

**Are funds already budgeted?** No

**Specify Compliance with Procurement Procedures:** Once the contract is signed, DPH will comply with the county procurement policy and procedures regarding.

**WHEREAS,** Sullivan County provides mandated Early Intervention and Developmental Preschool Educational Services to eligible children from Sullivan County and is mandated to pay for such services at State-approved rates; and

**WHEREAS,** Sullivan County needs to authorize contracts with authorized New York State Department Pre-School Service Providers for the period beginning March 1, 2023 to June 30, 2026 at State-approved rates.

**NOW, THEREFORE, BE IT RESOLVED,** the Sullivan County Legislature does hereby authorize the County Manager to execute an agreement between Department of Public Health and New York State Education Department Service Providers for the period of March 1, 2023 to June 30, 2026; and

**BE IT FURTHER RESOLVED,** that the form of said contracts will be approved by the County Attorney's Office.

# Sullivan County

## Legislative Memorandum

**File #:** ID-5523

**Agenda Date:** 5/18/2023

**Agenda #:** 18.

**Narrative of Resolution:**

**RESOLUTION INTRODUCED BY HEALTH AND HUMAN SERVICES COMMITTEE TO AUTHORIZE COUNTY MANAGER TO EXECUTE AN AGREEMENT FOR WENDY'S WONDERFUL KIDS RECRUITER SERVICES**

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

**Amount to be authorized by Resolution:** \$0.00

**Are funds already budgeted?** Yes

**Specify Compliance with Procurement Procedures:** There is no money being exchanged from County of Sullivan, Dave Thomas Foundation pays The Children's Home of Poughkeepsie.

**WHEREAS**, the Dave Thomas Foundation for Adoption has awarded the New York State Office of Children and Family Services (OCFS) a grant over a four-year period to hire family recruiters for older children who have spent more than two years in the foster care system; and

**WHEREAS**, the state will match the grant funds totaling over \$9 million in funding statewide to implement the program through the County and provider agencies; and

**WHEREAS**, Sullivan County has been selected to share a recruiter for the program with Ulster County who will be employed by The Children's Home of Poughkeepsie; and

**WHEREAS**, this service will be at no cost to the County but it is still necessary to establish an agreement with The Children's Home of Poughkeepsie to outline the responsibilities of each party.

**NOW, THEREFORE, BE IT RESOLVED**, that the Sullivan County Legislature does hereby authorize the County Manager to enter into agreement with The Children's Home of Poughkeepsie for the provision of Wendy's Wonderful Kids Recruiter Services; and

**BE IT FURTHER RESOLVED**, the period of this agreement shall be from July 1, 2023 through June 30, 2024 This agreement may be renewed on a yearly basis for four (4) additional years; and

**BE IT FURTHER RESOLVED**, that the form of said agreements will be approved by the Sullivan County Attorney's Office.

# Sullivan County

## Legislative Memorandum

**File #:** ID-5524

**Agenda Date:** 5/18/2023

**Agenda #:** 19.

**Narrative of Resolution:**

**INTRODUCED BY HEALTH AND HUMAN SERVICES COMMITTEE TO ACCEPT  
ADMINISTRATION FOR COMMUNITY LIVING - AMERICAN RESCUE PLAN ACT ADULT  
PROTECTIVE SERVICES GRANT FFY 22**

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

**Amount to be authorized by Resolution:** \$40,777

**Are funds already budgeted?** No

**Specify Compliance with Procurement Procedures:** Purchases in excess of \$5,000 or more per unit must receive prior approval from OCFS

**WHEREAS,** The Federal Administration for Community Living (ACL) through the American Rescue Plan of 2021: Grants to Enhance Adult Protective Services has made available \$9,195,346 to the New York State Office of Children and Family Services (OCFS); and

**WHEREAS,** the New York State Office of Children and Family Services (OCFS) surveyed social services districts to ascertain the current needs and services of vulnerable adults in their district; and

**WHEREAS,** the New York State Office of Children and Family Services (OCFS) has awarded the Department of Social Services \$40,777 for the purpose of providing resource to enhance, improve and expand adult protective services' ability to investigate allegations of abuse, neglect and exploitation for the period of August 1, 2022 through September 30, 2024.

**NOW, THEREFORE, BE IT RESOLVED,** that the County of Sullivan accepts this funding pursuant to the Local Commissioner's Memo 22-OCFS-LCM-25 to utilize said funds for the ways provided in said Local Commissioner's Memo; and

**BE IT FURTHER RESOLVED,** that the above-mentioned allocations will be contingent upon the County's receiving continued State aid at anticipated funding levels.





# Office of Children and Family Services

Kathy Hochul  
Governor

52 WASHINGTON STREET  
RENSSELAER, NY 12144

Sheila J. Poole  
Commissioner

## Local Commissioners Memorandum

<b>Transmittal:</b>	22-OCFS-LCM-25
<b>To:</b>	Local Departments of Social Services Commissioners Directors of Services Adult Protective Supervisors
<b>Issuing Division/Office:</b>	Division of Child Welfare and Community Services Division of Administration
<b>Date:</b>	September 8, 2022
<b>Subject:</b>	<b>Administration for Community Living – American Rescue Plan Act Adult Protective Services Grant FFY 22</b>
<b>Contact Person(s):</b>	See section IV.
<b>Attachments:</b>	Attachment A: <i>District Allocation Amounts</i> Attachment B: <i>Attestation of Use of Administration for Community Living – American Rescue Plan Act of 2021: Grants to Enhance Adult Protective Services</i> Attachment C: <i>Large Purchase Request for Expenditure Exceeding \$5,000</i> Attachment D: <i>Tribes in New York State and County of Residence</i> Attachment E: <i>Annual Program Report Template and Instructions</i> Attachment F: <i>For U.S. Administration for Community Living Grants</i>

### I. Purpose

The purpose of this Local Commissioners Memorandum (LCM) is to advise local departments of social services (LDSSs) of the availability of federal funds through the American Rescue Plan Act of 2021: Grants to Enhance Adult Protective Services administered by the Administration for Community Living (ACL). The federal ACL has made available one-time funding in the amount of \$9,195,346 to New York State for use from August 1, 2022, through September 30, 2024. This LCM provides information on each LDSS's allocation (Attachment A) from the remaining funds, how the funds can be used, and annual reporting and claiming requirements.

### II. Background

These funds are being made available to states to provide resources to enhance, improve and expand adult protective services' (APS) ability to investigate allegations of abuse, neglect and exploitation. The New York State Office of Children and Family Services (OCFS) recently surveyed the districts to ascertain the current needs and services of vulnerable adults in their LDSSs as well as their staff's needs. The survey identified the following needs and services: the need for additional/temporary staff; additional personal protection equipment; the use of tele-

health services; and tangible services for clients, such as rental assistance, transportation, and food and meal delivery.

### III. Program Implications

LDSSs can only use the funds for the allowable expenditures noted below. LDSSs will be required to sign an attestation (Attachment B) indicating how they will use the funds in accordance with the allowable identified expenditures of the federal grant. LDSSs must also attest that they will not use their allocation to supplant any New York State (NYS) APS funds and that the funds will only be used to supplement existing state and LDSS APS resources. OCFS may reallocate any unspent funds from an LDSS to other LDSSs that have claims that exceed their allocations. Funds can be used from August 1, 2022, through September 30, 2024.

Completed attestations (Attachment B) are due to Shelly Fiebich ([Shelly.Aubertine-Fiebich@ocfs.ny.gov](mailto:Shelly.Aubertine-Fiebich@ocfs.ny.gov)) by **September 20, 2022**.

The funds may be used for the following purposes:

- Establishing or enhancing the availability for elder shelters and other emergency, short-term housing and accompanying “wraparound” services for APS clients
- Establishing, expanding or enhancing statewide and local-level elder justice networks to remove bureaucratic obstacles and improve coordination across the many state and local agencies interacting with APS clients who have experienced abuse, neglect or exploitation
- Working with tribal APS efforts, such as conducting demonstrations on state-tribal APS partnerships to better serve tribal elders who experience abuse, neglect, and exploitation; partnering with tribes within the state to include tribal elder abuse data in the state's National Adult Maltreatment Reporting System (NAMRS); and undertaking demonstrations to better understand elder abuse experienced by tribal individuals living in non-tribal communities and served by state APS programs
- Improving or enhancing existing APS processes for receiving reports, conducting intakes and investigations, planning/providing for services, making case determinations, documenting and closing cases, and continuous quality improvement
- Improving and supporting remote work, such as the purchase of communications and technology hardware, software or infrastructure to provide adult protective services such as:
  - laptops,
  - smartphones,
  - electronic tablets,
  - Wi-Fi hotspots and
  - software to facilitate secure video conferencing and virtual meetings.
- Improving data collection and reporting at the caseworker, local and state levels in a manner that is consistent with NAMRS
- Costs associated with establishing new or improving existing processes for responding to alleged scams and frauds
- Costs associated with community outreach
- Costs associated with providing goods and services to APS clients
- Acquiring personal protection equipment and supplies
- Paying for extended hours/overtime for staff, hiring temporary staff, and associated personnel costs
- Training costs
- Costs associated with assisting APS clients to secure the least restrictive option for emergency or alternative housing, and with obtaining, providing or coordinating with

care transitions as appropriate; these funds can be used to temporally assist an APS client in securing housing services with a Family-Type Home for Adults.

Any prospective equipment purchases of \$5,000 or more **per unit** must receive **prior** approval from OCFS per 45 CFR 75.320(a)(2). Equipment refers to tangible personal property (including information technology systems) having a useful life of more than one year and a per-unit acquisition cost that equals or exceeds the lesser of the capitalization level established by the non-federal entity for financial statement purposes or \$5,000. Each district is required to forward to OCFS any proposed equipment purchase costing \$5,000 per unit or more using Attachment C.

When submitting equipment purchase requests using Attachment C, the following information is required:

- Identification of and cost of purchase
- Purpose and intended use of the proposed purchase
- Market research completed (i.e., obtaining bids, assessment of lease vs. purchase)
- Efforts to adhere to recommended requirements of the “Buy American Act” which requires federal agencies to procure domestic products and materials when consistent with public interest and reasonable costs (<https://www.gao.gov/products/105519>).

Equipment purchase requests (Attachment C) should be submitted directly to OCFS. OCFS will review and approve or disapprove the purchase request and will contact the LDSS immediately upon approval. Once prior approval is received, districts should then follow their own procurement policies.

#### IV. Annual Reporting Requirements

LDSSs awarded funding need to submit an annual programmatic report that details how the funds were used in accordance with the federal requirements and what challenges and successes they encountered in using the funds. A template and instructions are provided in Attachment E.

Additionally, LDSSs with tribes residing within the LDSS must work collaboratively with the tribes to provide support to those individuals aged 60 or older who have an APS need. A list of the tribes and the LDSS they reside in is in Attachment D.

Completed programmatic reports must be emailed to Shelly Fiebich at [Shelly.Aubertine-Fiebich@ocfs.ny.gov](mailto:Shelly.Aubertine-Fiebich@ocfs.ny.gov) as instructed in Attachment E.

#### V. Claiming Requirements

There is \$7,577,396 in federal funds for expenditures related to the implementation of the American Rescue Plan Act of 2021: Grants to Enhance Adult Protective Services. Claims for these funds must be submitted as described below. These funds are to be used only to reimburse expenditures beginning August 1, 2022, and ending September 20, 2024, and final accepted in the Automated Claiming System (ACS) by October 31, 2024.

Expenditures for the American Rescue Plan Act of 2021: Grants to Enhance Adult Protective Services project should be claimed through the RF17 claim package for special project claiming. These costs are first identified on the RF2A claim package as F17 functional costs and reported in the F17 column on the LDSS-923, *Cost Allocation Schedule of Payments Administrative*

*Expenses Other Than Salaries* and the LDSS-2347, *Schedule D DSS Administrative Expenses Allocation and Distribution by Function and Program*. After final acceptance of the RF2A claim package, the individual project costs are then reported under the project label Adult Protective ARPA 2 on the LDSS-4975A, RF17 Worksheet, *Distribution of Allocated Costs to Other Reimbursable Programs*.

Salaries, fringe benefits, staff counts, and central services costs are directly entered on the RF17 Worksheet while overhead costs are automatically brought over from the RF-2A, Schedule D, and distributed based upon the proportion of the number of staff assigned to this project. Employees not working all their time on this project must maintain time studies to support the salary and fringe benefit costs allocated to the program.

Non-salary administrative costs are reported with the appropriate object of expense code(s) on the LDSS-923B, Summary-Administrative (page 1), *Schedule of Payments for Expenses Other Than Salaries for Other Reimbursable Programs*. Program costs should be reported as object of expense code 37 - Special Project Program Expense on the LDSS-923B, Summary-Program (page 2), *Schedule of Payments for Expenses Other Than Salaries for Other Reimbursable Programs*.

Total project costs should be reported on the LDSS-4975, *Monthly Statement of Special Project Claims Federal and State Aid (RF-17)* as 100% federal share. For each LDSS, the expenditures reported for the Adult Protective ARPA 2 will be reimbursed up to the amount of the district's allocation.

Further instructions for completing time studies, the LDSS-923 and the Schedule D, and the RF17 claim package are found in Chapters 4, 7 and 18, respectively, of the *Fiscal Reference Manual* (FRM), Volume 3. The FRM is available online at <http://otda.state.ny.net/bfdm/finance/>.

## VI. Contacts

Questions pertaining to the attestations and reports may be directed to:

Shelly Fiebich, Director, Bureau of Adult Services  
518-402-1639  
[Shelly.Aubertine-Fiebich@ocfs.ny.gov](mailto:Shelly.Aubertine-Fiebich@ocfs.ny.gov)

Questions pertaining to the allocations may be directed to:

Shonna Clinton, Local Operations Manager, Bureau of Budget Management  
(518) 474-1361  
[Shonna.Clinton@ocfs.ny.gov](mailto:Shonna.Clinton@ocfs.ny.gov)

Any ACS claiming questions should be directed to the OTDA Bureau of Financial Services by email or telephone:

Lauren Horn (Regions I-V) at (518) 474-7549  
[otda.sm.Field\\_Ops.I-IV@otda.ny.gov](mailto:otda.sm.Field_Ops.I-IV@otda.ny.gov)

Michael Simon (Region VI) at (212) 961-8250

[Michael.Simon@otda.ny.gov](mailto:Michael.Simon@otda.ny.gov)

***/s/ Lisa Ghartey Ogundimu, Esq.***

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**Issued by:**

Name: Lisa Ghartey Ogundimu, Esq.

Title: Deputy Commissioner

Division/Office: Division of Child Welfare and Community Services

***/s/ Brian Bagstad***

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**Issued by:**

Name: Brian Bagstad

Title: Director, Bureau of Budget Management

Division/Office: Division of Administration

**Attachment A:  
District Allocation Amounts**

<b>District</b>	<b>Allocation</b>	<b>District</b>	<b>Allocation</b>
Albany	\$125,945	Ontario	\$31,007
Allegany	\$26,322	Orange	\$102,121
Broome	\$75,888	Orleans	\$25,000
Cattaraugus	\$28,463	Oswego	\$42,250
Cayuga	\$29,133	Otsego	\$25,000
Chautauqua	\$64,913	Putnam	\$35,780
Chemung	\$40,509	Rensselaer	\$75,353
Chenango	\$25,000	Rockland	\$96,588
Clinton	\$25,000	Saratoga	\$79,904
Columbia	\$38,859	Schenectady	\$53,804
Cortland	\$25,000	Schoharie	\$25,000
Delaware	\$57,106	Schuyler	\$25,000
Dutchess	\$98,819	Seneca	\$25,000
Erie	\$412,142	St. Lawrence	\$51,975
Essex	\$25,000	St. Regis	\$25,000
Franklin	\$25,000	Steuben	\$73,836
Fulton	\$30,516	Suffolk	\$187,333
Genesee	\$25,000	Sullivan	\$40,777
Greene	\$25,000	Tioga	\$25,000
Hamilton	\$25,000	Tompkins	\$36,226
Herkimer	\$35,736	Ulster	\$27,660
Jefferson	\$33,906	Warren	\$25,000
Lewis	\$25,000	Washington	\$25,000
Livingston	\$25,786	Wayne	\$25,000
Madison	\$25,000	Westchester	\$129,915
Monroe	\$195,230	Wyoming	\$25,000
Montgomery	\$25,000	Yates	\$25,000
Nassau	\$127,908		
Niagara	\$104,351	NYC	\$4,152,425
Oneida	\$47,870		
Onondaga	\$186,040	<b>Statewide Total</b>	<b>\$7,577,396</b>

NEW YORK STATE  
OFFICE OF CHILDREN AND FAMILY SERVICES

**Attachment B:**

**Attestation of Use of Administration for Community Living (ACL)  
American Rescue Plan Act of 2021: Grants to Enhance Adult Protective Services (FFY22)  
ARPA 2**

This is to certify that \_\_\_\_\_ department of social service (LDSS) will use the allocation of the American Rescue Plan Act funds authorized in the amount of \$\_\_\_\_\_ to enhance, improve and expand the ability of the LDSS's Adult Protective Services to investigate allegations of abuse, neglect and exploitation, as indicated below. Additionally, we will work collaboratively with any tribe residing within our district to implement this funding, as warranted.

Such funds will not be used to supplant any other state or local funds and the funds will only be used to supplement existing New York State and LDSS APS resources. Claims for reimbursement under this appropriation will not be submitted for the same type and level of funding covered by any other state or locally authorized appropriation.

**Plan for use of funds – check all that apply:**

- ☐ 1. Establishing or enhancing the availability of elder shelters or other emergency, short-term housing and accompanying “wrap-around” services for APS clients
- ☐ 2. Establishing or expanding/enhancing the state-wide and local-level elder justice networks
- ☐ 3. Working with tribal adult protective services efforts
- ☐ 4. Improving or enhancing existing APS processes
- ☐ 5. Improving and supporting remote work, such as purchasing communications and technology hardware, software or infrastructure (equipment \$5,000 or more needs OCFS and ACL approval)
- ☐ 6. Improving data collection and reporting at the case worker, local and state levels in a manner consistent with the National Adult Maltreatment Reporting System (NAMRS)
- ☐ 7. Establishing new or improving existing processes for responding to alleged scams and frauds
- ☐ 8. Conducting community outreach
- ☐ 9. Providing goods and services to APS clients
- ☐ 10. Acquiring personal protection equipment and supplies
- ☐ 11. Paying for extended hours/overtime for staff, hiring temporary staff, and associated personnel costs
- ☐ 12. Training costs
- ☐ 13. Assisting APS clients with securing the least restrictive option for emergency or alternative housing and with obtaining, providing or coordinating with care transitions as appropriate

**NOTE:** On the following page, LDSSs **must identify which project goals the above selected strategies** will support and **the dollar amount** of the grant allocation that will be **devoted to that project(s)**.

NEW YORK STATE  
OFFICE OF CHILDREN AND FAMILY SERVICES

**Attachment B:**

**Attestation of Use of Administration for Community Living  
American Rescue Plan Act of 2021: Grants to Enhance Adult Protective Services**

<b>List the number of each strategy selected from previous page next to the ARPA Project Goal(s) the LDSS intends to impact with these funds (At least one Goal and one row must be selected and completed)</b>	<b>ARPA Project Goal</b>	<b>ARPA Grant #2 Funding Amount designated for each Project Goal selected</b>	<b>Selection aligns with current county plan Y/N</b>
	Improve/enhance identification and investigation of vulnerable adults who self-neglect or are abused, neglected, or exploited by others.		
	Enhance/improve use of legal interventions including improved awareness and training for legal systems partners and stakeholders.		
	Improve/enhance effective utilization of multidisciplinary teams and community resources to improve investigations, assessments and service delivery to reduce risk and protect vulnerable adults.		
	Enhance provision of protective and residential services in the least restrictive manner that will effectively protect and support self-determination of vulnerable and dependent adults.		
	Youth aging out of foster care or other child welfare services who could benefit from Adult Protective Services as they reach adulthood will be identified, have their needs assessed and be protected.		
	Promote the safety and dignity of vulnerable adults by improving awareness of APS authority and of incidences of abuse, injury, exploitation, violence, and neglect.		

Name of person completing the form:

Date:

Name of Commissioner:

Commissioner's signature:

Date:

Email completed attestations to [Shelly.Aubertine-Fiebich@ocfs.ny.gov](mailto:Shelly.Aubertine-Fiebich@ocfs.ny.gov) by **September 20, 2022.**



**Attachment B:  
Strategies and Goal Guide**

**The chart below is included as a reference tool to assist in strategy and goal selection for the required attestation.**

<b>ACL Project Goal</b>	<b>Matching ACL Strategies</b>
<b>Improve/enhance identification and investigation of vulnerable adults who self-neglect or are abused, neglected or exploited by others.</b> Lack of staffing resources Enhance data system/technology Identifying LDSS training specific to APS and clients Improve/enhance inter-agency collaborations Improve/enhance communications with systems/providers/agencies	<i>Training, Equipment, Temp staff, Response to fraud/scams, Community outreach, PPE, Travel, Improved data collections, System enhancements, Enhancing existing processes, Working with Tribal APS partners, Enhancing elder justice networks, Establishing/enhancing elder shelters or other emergency housing and wraparound services</i>
<b>Enhance/improve use of legal interventions including improved advocacy, awareness, and training for legal systems partners and stakeholders.</b> Better engagement/ training/ understanding with legal/court system	<i>Response to fraud/scams, Training, Enhancing existing processes, Temp staff</i>
<b>Improve/enhance effective utilization of multidisciplinary teams and community partners and resources to improve investigations, assessments, and service delivery to reduce risk and protect vulnerable adults.</b> Improve/enhance inter-agency collaborations Improve/enhance communications with systems/providers/agencies Partner with agencies to increase awareness Improved partnerships with financial institutions Increasing Rep Payee cases/limited supports Identify strategies to better support underserved populations	<i>Response to fraud/scams, PPE, Travel, Goods and services, Working with Tribal APS partners, Establishing/enhancing elder shelters or other emergency housing and wraparound services</i>
<b>Enhance provision of protective and residential services in the least restrictive manner that will effectively protect and support self-determination of vulnerable and dependent adults.</b> Lack of resources perpetuate/increase client risks	<i>Emergency housing and care transitions, Goods and services, Community outreach, Working with Tribal APS partners, Establishing/enhancing elder shelters or other emergency housing and wraparound services</i>
<b>Promote the safety and dignity of vulnerable adults by improving awareness of APS authority and of incidences of abuse, injury, exploitation, violence, and neglect.</b> Misunderstanding of APS roles/authority Identify strategies to better support underserved populations Partner with agencies to increase awareness of practicality of APS role Improved partnerships with financial institutions/appropriate referral	<i>Community outreach, Training, Response to fraud/scams</i>

**Attachment C:  
Large Purchase Request for Expenditure Exceeding \$5,000 Form**

Email equipment requests costing \$5,000 or more per unit to Shelly Fiebich at [Shelly.Aubertine-Fiebich@ocfs.ny.gov](mailto:Shelly.Aubertine-Fiebich@ocfs.ny.gov)

<b>Date:</b>	
<b>Grantee Organization:</b>	NYS Office of Children and Family Services
<b>Grantee Contact Name:</b>	
<b>Grantee Email:</b>	
<b>Grant Number:</b>	
<p><b>Attach three cost estimates for the piece of equipment you are requesting and indicate here which bid you are choosing.</b></p> <p><b>Cost estimates can be bids from vendors/dealerships or print outs of cost from sellers.</b></p>	
<p><b>Describe the purpose/intended use of the equipment and how the equipment will benefit the program.</b></p>	
<p><b>What percentage of the total cost of the equipment/supply will these grant funds cover? If other funding is available, please identify the source and amount.</b></p> <p>For instance, if the total cost of the item is \$10,000, and the grant program is responsible for \$5,000, and state/territory funds will be used for the remaining \$5,000 write 50% in this space. If grant funds will be used to for the full cost of the purchase, write 100% in this space.</p>	

<p><b>What is the estimated percentage of time the equipment will be used by the APS program?</b></p> <p>If this purchase is being shared with other programs, indicate the percentage of time that the program will use this item. For instance, if you're purchasing a vehicle partially with APS grant funds and partially with state/territory funds, and your program will only have access to the vehicle 50% of the time, write 50% in this space. If the APS program will have access to the purchase 100% of the time, write 100% in this space.</p>	
<p><b>Include an analysis of lease and purchase alternatives to determine which would be the most economical and practical procurement of the recipient and the federal government.</b></p>	
<p><b>Buy American Requirement: Attach information indicating the equipment is produced in the United States.</b></p>	

**Attachment D:  
Tribes in New York State and County of Residence**

Cayuga Nation of Indians – Seneca and Cayuga Counties

Oneida Indian Nation – Madison County

Onondaga Nation – Onondaga County

St. Regis Mohawk Tribe – Franklin County

Seneca Nation of Indians – Erie, Cattaraugus and Chautauqua Counties

Tonawanda Band of Seneca – Genesee County

Tuscarora Nation – Niagara County

Unkechaug and Shinnecock Indian Nations – Suffolk County

**ATTACHMENT E:  
Annual Program Report Template and Instructions**

<b>New York State ACL ARPA 2 Grant Report</b> <b>REPORTING PERIOD: August 1, 2022-July 31, 2023 (One) <u>DUE DATE August 10, 2023</u></b> <b>August 1, 2023-July 31, 2024 (Two) <u>DUE DATE August 10, 2024</u></b> <b>Final Report <u>DUE DATE October 30, 2024</u></b>				
Name of Local District: Name and Title of Reporter:				
<b>Strategy Selected:</b>				
<b>Overall Goal:</b> List the Project Goal that was selected on page 2 of the LDSS attestation.				
<b>Objectives/Activities Updated MM/DD/YY</b> List the <b>specific strategy</b> selected on page 1 of the LDSS attestation that supports the goal noted above and the actual activity completed.	<b>APS Process Model Topic</b> Select the corresponding Input/Resource and stage of the case process.	<b>Description of Accomplishments(Q1)</b> List what was accomplished by implementing the strategy/activity. List any significant partners and their role in the activity.	<b>Outputs (Q4)</b> List services purchased, goods or staff acquired and <b>total expenditure</b> . List the number of APS clients who received the service or activity. List the number of those who were age 60 or older.	<b>Description of Impact (Q3)</b> Describe the impact the activity had on the goal. Are there measurable outcomes that can be included to support the impact? Have risks been decreased and safety increased?
<b>Challenges, Barriers, Alterations (Q2):</b> Describe what if any challenges or barriers were encountered during the reporting period, what actions were taken to address them and if there were any changes to the goals, objectives or activities because of the challenges.				

**Instructions:** The LDSS must complete and submit an Annual Program Performance Report to OCFS using the attached Reporting Form.

**Due Dates:** OCFS must submit two (2) statewide reports to ACL by August 31, 2022, and August 31, 2023. To meet these deadlines, the **LDSS must submit the annual report to OCFS no later than August 10 of each year. The LDSS must submit the final report to OCFS no later than October 30, 2023.**

The following charts provide examples of report completion, linking activities with stages in the APS process and definitions of services.

<b>New York State ACL Grant Report</b> <b>EXAMPLE</b> <b>REPORTING PERIOD: August 1, 2022-July 31, 2023</b>				
<b>Example 1: Overall Goal: Enhance provision of protective and residential services in the least restrictive manner that will effectively protect and support self-determination of vulnerable and dependent adults.</b>				
Objectives/Activities Updated MM/DD/YY	APS Process Model Topic	Description of Accomplishments(Q1)	Outputs (Q4)	Description of Impact (Q3)
<b>Establish/enhance elder shelters or other emergency housing and wrap-around services</b> with the development of a new contract(s) for emergency shelter	Community and interagency partnerships	Local government approved several contractual agreements with local motels. Identification of three new emergency housing locations, spread out throughout the county, closer to shopping areas.	<b>Current expenditures</b> for emergency housing for this reporting period <b>are \$30,600</b> . Twelve clients have received this service, 8 of whom are age 60 or older	Twelve clients were removed from unsafe and unsanitary conditions to locations near their current neighborhoods where they could continue to use the same shopping areas and maintain existing social and professional relationships while long-term housing issues were addressed. Such placements allow for independence and dignity to remain intact.
<b>Challenges, Barriers, Alterations (Q2):</b> Describe what if any challenges or barriers were encountered during the reporting period, what actions were taken to address them and if there were any changes to the goals, objectives or activities because of the challenges.				
<b>Example 2: Overall Goal: Improve/enhance identification and investigation of vulnerable adults who self-neglect or are abused, neglected, or exploited by others.</b>				
Objectives/Activities Updated MM/DD/YY	APS Process Model Topic	Description of Accomplishments(Q1)	Outputs (Q4)	Description of Impact (Q3)
<b>Improve/support remote work</b> through	Create New/Enhance Existing Operational	Ten laptops with MiFi and 10 cell phones	Current equipment and contract	Initial and follow up visits for all 40

the purchase of laptops and cell phones for case workers	Supports	were purchased for eight case workers and two supervisors	expenditures total \$20,000. The equipment has been used for 10 months on 40 APS investigations/cases. Thirty of those cases involved clients age 60 or older.	cases were conducted and documented timely. Service availability is confirmed more expeditiously as this can be verified while in the field. Case notes are completed while in the field and are detailed, concise and timely.
<b>Challenges, Barriers, Alterations (Q2):</b> Describe what if any challenges or barriers were encountered during the reporting period, what actions were taken to address them and if there were any changes to the goals, objectives or activities because of the challenges.				

### Mapping to the APS Process Model and Annual Report

*The simplified map includes the sample activities ACL outlined in the Federal Register Notice.*

Inputs/Resources	Intake	Investigation	Post-Investigation	Quality Assurance
<b>APS Staff</b> <ul style="list-style-type: none"> <li>• Training/education</li> <li>• Personnel costs, including hazard pay</li> <li>• Travel for in-person investigations</li> <li>• Costs for PPE and supplies for in-person visits</li> </ul> <b>Community/ Interagency Partnerships</b> <ul style="list-style-type: none"> <li>• Public awareness and community outreach</li> <li>• Costs for and associated with establishing new or improving existing processes for responding to COVID-19 scams and frauds</li> </ul> <b>Consult Support</b> <b>Create New/ Enhance Existing Operational Supports</b> <p>Purchase of equipment and associated technologies that will allow for secure remote work and enhance APS workers' ability to interview and investigate while they cannot physically visit during to COVID-19 crisis.</p> <b>Legal and Ethical processes</b>	<b>Screening and Assessment Tools</b> <b>Case Planning Tools</b> <b>Create New/ Enhance Reporting Systems</b> <ul style="list-style-type: none"> <li>• Purchase of new or improvements to existing data systems and/or technology infrastructure related to REPORTING</li> </ul>	<b>Assessment</b> <b>Interviews</b> <b>Collecting Physical Evidence</b> <b>Consult Support</b> <b>Determinations and Services Recommendations</b>	<b>Obtaining Client Agreement and Implementing Service Plan</b> <b>Referring Clients to Community Partners or Services:</b> <ul style="list-style-type: none"> <li>• Purchasing goods and services</li> <li>• Purchase/provision of PPE for clients and/or expenses for COVID-related clean-up/sanitation services</li> <li>• Paying for the least restrictive option for emergency or alternative housing</li> </ul> <b>Monitor Status of Victim and Services</b>	<b>Documentation of Investigation/ Services</b> <ul style="list-style-type: none"> <li>• Purchase of new or improvements to existing data systems and/or technology infrastructure related to case management</li> </ul> <b>Expand Data Capacity</b> <b>Customer Satisfaction</b> <b>Quality Assurance Review</b>



The following table contains existing service categories and definitions for a range of home- and community-based services. This list is provided to help track and report goods and services purchased/obtained for APS clients being served by COVID-19-related funding. Grantees are encouraged to use this table to facilitate analysis and reporting.

SERVICE NAME	SERVICE DEFINITION	UNIT NAME	UNIT DEFINITION
<b>Assistive Technology /Durable Equipment</b>	Durable medical equipment (chair lifts, wheelchairs, walkers, emergency response systems) or anything given to or lent on a short-term basis, including technology or equipment, such as tablet computers, cellphones, or other devices, for a client to use in their home to maintain safety, allow for socialization and/or promote participation in activities from the older adult's home  Note: Please report any expenditures related to cell phone or internet <i>access plans</i> under <b>Consumable Supplies</b>	1) Expenditure 2) Units	Cost and quantity of items of assistance.
<b>Care/Case Management Services</b>	Development and implementation of a service plan to mobilize the formal and informal resources and services identified in the assessment to meet the client's needs. Includes the development and oversight of a plan to ensure the client's safety and well-being; developing a safety plan with a person's support network; referring and arranging support services; etc.	1) Expenditure 2) Hours	The cost and amount of time(measured in hours) to provide assistance.
<b>Caregiver Support Services</b>	Assistance to family and other informal caregivers to improve or sustain capacity for caring for the older adult or adult with disabilities. Includes counseling, support groups, training, respite, etc.	1) Expenditures 2) Units	The cost and number of units or sessions.
<b>Community Day Services</b>	Services or activities provided to adults who require care and supervision in a protective setting for part of a 24-hour day. Includes out-of-home supervision, health care, recreation and/or independent living skills training offered in centers most commonly known as adult day, adult day health, senior centers and disability day programs.	1) Expenditure 2) Hours	The cost and amount of time(measured in hours) to provide assistance.

**ATTACHMENT F: FOR U.S. ADMINISTRATION FOR COMMUNITY LIVING GRANTS**

Title 45 U.S. Code of Federal Regulations Part 75 (45 CFR 75), *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for HHS Awards*, section 354(a) states “all pass-through entities must ensure that every subaward is clearly identified to the subrecipient as a subaward and includes the following information at the time of the subaward and if any of these data elements change, includes the changes in subsequent subaward identification.”

(i)	Subrecipient Name	Attachment A
(ii)	Subrecipient’s unique entity identifier	Local Social Service Districts
(iii)	Federal Award Identification Number (FAIN)	2101NYAPC6
(iv)	Federal award date to the recipient by the HHS awarding agency	July 27, 2022
(v)	Subaward period of performance start and end dates	August 1, 2022 – September 30, 2024
(vi)	Amount of federal funds obligated to the subrecipient by this action by the pass-through entity to the subrecipient	Attachment A
(vii)	Total amount of the federal funds obligated to the subrecipient by the pass-through entity including the current obligation	Attachment A
(viii)	Total amount of the award committed to the subrecipient by the pass-through entity	Attachment A
(ix)	Federal award project description	American Rescue Plan for Adult Protective Services under SSA Title XX Section 2042(b)
(x)	Name of the HHS awarding agency, pass-through entity and contact information for awarding official of the pass-through entity	Administration for Community Living: Shonna Clinton – (518) 474-2812 Shonna.Clinton@ocfs.ny.gov
(xi)	CFDA number and name	93.747 – American Rescue Plan for Adult Protective Services under SSA Title XX Section 2042(b)
(xii)	Identification of whether the award is research and development (R&D)	N
(xiii)	Indirect cost rate for the federal award (including if the de minimum rate is charged per section 75.414)	Please see uniform guidance 45 CFR 75

# Sullivan County

## Legislative Memorandum

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**File #:** ID-5525

**Agenda Date:** 5/18/2023

**Agenda #:** 20.

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**Narrative of Resolution:**

**RESOLUTION INTRODUCED BY HEALTH AND HUMAN SERVICES COMMITTEE FOR THE SULLIVAN COUNTY LEGISLATURE TO ACT AS LOCAL BOARD OF HEALTH AND TO ADOPT PUBLIC HEALTH ORDER NO.1-2023**

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

**Amount to be authorized by Resolution:** \$0.00

**Are funds already budgeted?** No

**Specify Compliance with Procurement Procedures:** N/A

**WHEREAS,** The Metropolitan region of New York State, including Sullivan County, has seen a historic detection and resurgence of poliomyelitis; and

**WHEREAS,** The Metropolitan region of New York State, including Sullivan County has seen a significant rise in Pertussis; and

**WHEREAS,** New York State experienced the largest outbreak of measles since 1989 during the summer of 2019, and at least 19 confirmed cases were located in Sullivan County; and

**WHEREAS,** outbreaks of vaccine preventable diseases frequently occur in areas where people are unvaccinated or under-vaccinated; and

**WHEREAS,** Measles is a highly infectious disease that may cause seizures, pneumonia, blindness, and death; and

**WHEREAS,** Polio is a life altering, deadly infectious disease which is extremely contagious and can lead to long term disability; and

**WHEREAS,** Sullivan County has positive detection of the polio virus via PCR testing as well as strain identifying sequencing with 13 samples identified in Sullivan County in 2022; 2 were collected in July, 5 were collected in August, 5 were collected in September, and 1 was collected in October; and

**WHEREAS,** Pertussis cases have continued to increase annually. Pertussis can result in seizures, brain damage and death; and

**WHEREAS,** Pertussis, Measles and Polio are all vaccine preventable diseases; and

**WHEREAS,** the Centers for Disease Control and Prevention has been actively investigating the current resurgence in previously well controlled diseases in the United States as well as globally. Vaccine preventable diseases kill an estimated 1.5 million people world-wide each year; and

**WHEREAS,** there are over 170 permitted summer camps for children which operate in Sullivan County which increases the risk of infectious disease outbreaks significantly; and,

**WHEREAS,** Summer camps are congregate settings where communicable diseases such as measles, pertussis,

polio and other vaccine preventable diseases can rapidly spread; and

**WHEREAS**, in accordance with New York State Public Health Law, the County Board of Health is authorized to adopt Public Health Order No 1-2023, which Order shall regulate attendance at summer camps for campers and staff based on evidence of all vaccines listed by the CDC's Advisory Committee on Immunization Practices recommended Vaccine Schedule or a valid medical exemption pursuant to the State Sanitary Code; and

**WHEREAS**, required vaccinations include; Diphtheria and tetanus toxoid-containing vaccine and pertussis vaccine (DTaP or Tdap), hepatitis B vaccine, measles, mumps and rubella vaccine (MMR), polio vaccine, meningitis vaccine, and varicella (chickenpox) vaccine; and

**WHEREAS**, an exclusion list of under and unvaccinated campers and staff must be kept on record for inspection by Public Health Staff in the event of an exposure to an infectious individual; and

**WHEREAS**, upon advice from the County Public Health Director, said Order is necessary and proper for the preservation of life and health, to reduce morbidity and mortality from preventable communicable disease, and to properly execute and enforce the New York State Health Law, including Section 2100, as well as other associated Rules and Regulations, including but not limited to those related to communicable diseases and outbreaks of diseases as defined in 10 NYCRR 2.2.

**ORDERED**, that a copy of this Public Health Order shall be posted at the children's camps.

**NOW, THEREFORE, BE IT RESOLVED**, the Legislature, acting in its capacity as the Sullivan County Board of Health, hereby adopts Public Health Order No.1-2023 to secure the safety, health and welfare of Sullivan County residents and visitors; and

**BE IT FURTHER RESOLVED**, that Public Health Order No.1 - 2023 shall be effective immediately upon adoption by the Legislature and shall continue in effect as a standing order; and

**BE IT FURTHER RESOLVED**, the Board of Health designates, at its discretion, four hearing officers; and

**BE IT FURTHER RESOLVED**, Robert Doherty, a member of the Board of Health, is hereby authorized to sign and issue subpoenas in accordance with Public Health Law Section 309.

### **Local Board of Health Public Health Order No. 1 - 2023**

#### **Children's Camps**

1. This Order shall apply to all camps operated within Sullivan County, in accordance with the New York State Public Health Law and Sanitary Code, 10 NYCRR 7-2.2, including summer day camps and children's overnight camps.
2. That campers who have not received the required doses of and/or who are not serologically immune to the appropriate VPDs required by NYS for school entrance/attendance including, but not limited to, measles, polio and pertussis pose an imminent and significant threat to the public health and safety of the residents of and visitors to the County as well as a public health hazard and that their presence in children's camps creates

an unnecessary and avoidable risk of resurgent measles, polio, pertussis and other communicable disease outbreaks in Sullivan County and is therefore a public health nuisance.

3. All Children's Camp Operators in Sullivan County, New York, which have applied to Sullivan County Department of Health for a permit to operate a children's camp in accordance with 10 NYCRR § 7-2 et seq., must, as a condition of receiving a permit, take the following measures and precautions to prevent the further transmission of VPDs, remedy this public health hazard and imminent and significant threat to the public health and safety of the residents of and visitors to the County and suppress and remove said public health nuisance.
4. To reduce or eliminate the transmission of VPDs in Sullivan County including, but not limited to, measles, polio and pertussis, any children's camp which has applied for a permit to operate in Sullivan County is required, as a condition of receiving a permit, to ensure that every camper maintains documentation that they received or will receive prior to the start date of the children's camp all of the immunizations required by NYS for school entrance/attendance. For your convenience, a copy of the "2022-23 School Year New York State Immunization Requirements for School Entrance/Attendance," which contains the requirements for prekindergarten through grade 12, is attached as Exhibit A to this Order. If you have any questions about the NYS requirements or about a particular child, contact Sullivan County Department of Public Health @ 845.292.5910.
5. Medical exemptions must be submitted to the children's camp using the NYSDOH Medical Exemption Statement for Children 0-18 Years of Age (Form DOH-5077 (6/16)). For your convenience, a copy of the NYSDOH form is attached as Exhibit B to this Order. Verification of the validity of the medical exemption is the responsibility of the children's camp operator.
6. In accordance with NYS law, non-medical exemptions are not permitted in schools. Therefore, pursuant to this Order, non-medical exemptions are not permitted in the children's camp.
7. The current, complete immunization records, all health information and all medical exemption forms must be kept on file in the campers' files in a safe, secure, confidential, HIPAA compliant manner and be available for inspection by SCDOH Staff upon request or audit.
8. No camper may participate in and/or enter the children's camp unless the camper maintains documentation that they received or will receive prior to the start date of the children's camp all of the immunizations required by NYS for school entrance/attendance.
9. There are allowances for entrance/admittance to camp for campers that are in the process of completing required vaccines (i.e., "in process" campers). Those campers must maintain documentation of at least the initial series of the vaccines. Once admitted provisionally, subsequent vaccines must be administered in accordance with the Advisory Committee on Immunization Practices' (ACIP) "catch-up" schedule, which has been implemented by NYS, and is available at <https://www.cdc.gov/vaccines/schedules/hcp/imz/catchup.html#table-catchup>. For your convenience, a copy of the NYSDOH's PowerPoint presentation entitled "Overview of 2022-23 School Year Immunization Requirements Public Health Law § 2164" is attached as Exhibit C to this Order. Alternative schedules are not permitted.
10. Campers who do not comply with the NYS vaccination requirements must be excluded from camp.

11. In addition, if campers are required to receive subsequent doses of the vaccines during the summer camp season in accordance with the ACIP “catch-up” schedule but they fail to do so, then those campers are no longer “in process,” and they also must be excluded from camp.
12. These exclusions will be effective until such time as this Order is no longer in effect as determined by the Public Health Director.
13. If, during an examination of campers’ immunization records, SCDOH Staff discover that the children’s camp is not in compliance with this Order, the children’s camp operator will have 72 hours or three days to remedy the issue and come into compliance.
14. Continued permission from SCDOH to operate a children’s camp is contingent upon compliance with the above requirements.
15. The failure to comply with this Public Health Order shall result in the denial of the Children’s Camp Operator’s permit application and/or suspension and/or revocation of the Children’s Camp Operator’s permit to operate a children’s camp and closure of the children’s camp until such time as there is compliance with the Public Health Order in accordance with 10 NYCRR § 7-2.
16. The failure to comply with this Public Health Order shall result in civil penalties and that each day of violation constitutes a separate and distinct violation subject to a civil penalty not to exceed the sum of two thousand dollars (\$2,000.00) per violation per day, as prescribed in Section 309 of the N.Y. Public Health Law of the State of New York.
17. The County Public Health Director is directed to undertake the actions necessary to enforce this Order.
18. This Order shall be effective upon adoption through September 30, 2023.
19. A copy of this Order shall be posted at the summer camps and filed with the New York State District Health Office.

STATE OF NEW YORK  
COUNTY OF SULLIVAN, DEPARTMENT OF PUBLIC HEALTH SERVICES

IN THE MATTER OF THE SPRING 2019 MEASLES OUTBREAK,  
THE COVID-19 PANDEMIC OF 2020 AND  
THE POLIO OUTBREAK OF 2022

Under and Pursuant to the Public Health Law of the State of  
New York, and the New York Sanitary Code

**PUBLIC HEALTH  
DIRECTOR'S STANDING  
ORDER, CHILDREN'S  
CAMPS**

WHEREAS, The Metropolitan region of New York State, including Sullivan County, has seen a historic detection and resurgence of poliomyelitis; and

WHEREAS, The Metropolitan region of New York State, including Sullivan County has seen a significant rise in Pertussis; and

WHEREAS, New York State experienced the largest outbreak of measles since 1989 during the summer of 2019, and at least 19 confirmed cases were located in Sullivan County; and

WHEREAS, outbreaks of vaccine preventable diseases frequently occur in areas where people are unvaccinated or under-vaccinated; and

WHEREAS, Measles is a highly infectious disease that may cause seizures, pneumonia, blindness, and death; and

WHEREAS, Polio is a life altering, deadly infectious disease which is extremely contagious and can lead to long term disability; and

WHEREAS, Sullivan County has positive detection of the polio virus via PCR testing as well as strain identifying sequencing with 13 samples identified in Sullivan County in 2022; 2 were collected in July, 5 were collected in August, 5 were collected in September, and 1 was collected in October; and

WHEREAS, Pertussis cases have continued to increase annually. Pertussis can result in seizures, brain damage and death; and

WHEREAS, Pertussis, Measles and Polio are all vaccine preventable diseases; and

WHEREAS, the Centers for Disease Control and Prevention has been actively investigating the current resurgence in previously well controlled diseases in the United States as well as globally. Vaccine preventable diseases kill an estimated 1.5 million people world-wide each year; and

WHEREAS, there are over 170 permitted summer camps for children which operate in Sullivan County which increases the risk of infectious disease outbreaks significantly; and,

WHEREAS, Summer camps are congregate settings where communicable diseases such as measles, pertussis, polio and other vaccine preventable diseases can rapidly spread; and

WHEREAS, in accordance with New York State Public Health Law, the County Board of Health is authorized to adopt Public Health Order No 1-2023, which Order shall regulate attendance at summer camps for campers and staff based on evidence of all vaccines listed by the CDC's Advisory Committee on Immunization Practices recommended Vaccine Schedule or a valid medical exemption pursuant to the State Sanitary Code; and



WHEREAS, required vaccinations include; Diphtheria and tetanus toxoid-containing vaccine and pertussis vaccine (DTaP or Tdap), hepatitis B vaccine, measles, mumps and rubella vaccine (MMR), polio vaccine, meningitis vaccine, and varicella (chickenpox) vaccine; and

WHEREAS, an exclusion list of under and unvaccinated campers and staff must be kept on record for inspection by Public Health Staff in the event of an exposure to an infectious individual; and

WHEREAS, upon advice from the County Public Health Director, said Order is necessary and proper for the preservation of life and health, to reduce morbidity and mortality from preventable communicable disease, and to properly execute and enforce the New York State Health Law, including 2100, as well as other associated Rules and Regulations, including but not limited to those related to communicable diseases and outbreaks of diseases as defined in 10 NYCRR 2.2.

ORDERED, that a copy of this Public Health Director's Order shall be posted at the children's camp.

Dated:

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Karen Holden, BSN, LNC, RN  
PUBLIC HEALTH DIRECTOR  
COUNTY OF SULLIVAN

## **TO SUMMER CAMP OPERATORS, SULLIVAN COUNTY, NEW YORK**

**WHEREAS,** The Metropolitan region of New York State, including Sullivan County, has seen a historic detection and resurgence of poliomyelitis; and

**WHEREAS,** The Metropolitan region of New York State, including Sullivan County has seen a significant rise in Pertussis; and

**WHEREAS,** New York State experienced the largest outbreak of measles since 1989 during the summer of 2019, and at least 19 confirmed cases were located in Sullivan County; and

**WHEREAS,** outbreaks of vaccine preventable diseases frequently occur in areas where people are unvaccinated or under-vaccinated; and

**WHEREAS,** Measles is a highly infectious disease that may cause seizures, pneumonia, blindness, and death; and

**WHEREAS,** Polio is a life altering, deadly infectious disease which is extremely contagious and can lead to long term disability; and

**WHEREAS,** Sullivan County has positive detection of the polio virus via PCR testing as well as strain identifying sequencing with 13 samples identified in Sullivan County in 2022; 2 were collected in July, 5 were collected in August, 5 were collected in September, and 1 was collected in October; and

**WHEREAS,** Pertussis cases have continued to increase annually. Pertussis can result in seizures, brain damage and death; and

**WHEREAS,** Pertussis, Measles and Polio are all vaccine preventable diseases; and

**WHEREAS,** the Centers for Disease Control and Prevention has been actively investigating the current resurgence in previously well controlled diseases in the United States as well as globally. Vaccine preventable diseases kill an estimated 1.5 million people world-wide each year; and

**WHEREAS,** there are over 170 permitted summer camps for children which operate in Sullivan County which increases the risk of infectious disease outbreaks significantly; and,

**WHEREAS,** Summer camps are congregate settings where communicable diseases such as measles, pertussis, polio and other vaccine preventable diseases can rapidly spread; and

**WHEREAS,** in accordance with New York State Public Health Law, the County Board of Health is authorized to adopt Public Health Order No 1-2023, which Order shall regulate attendance at summer camps for campers and staff based on evidence of all vaccines listed by the CDC's Advisory Committee on Immunization Practices recommended Vaccine Schedule or a valid medical exemption pursuant to the State Sanitary Code; and

**WHEREAS,** required vaccinations include; Diphtheria and tetanus toxoid-containing vaccine and pertussis vaccine (DTaP or Tdap), hepatitis B vaccine, measles, mumps and rubella vaccine (MMR), polio vaccine, meningitis vaccine, and varicella (chickenpox) vaccine; and

**WHEREAS**, an exclusion list of under and unvaccinated campers and staff must be kept on record for inspection by Public Health Staff in the event of an exposure to an infectious individual; and

**WHEREAS**, upon advice from the County Public Health Director, said Order is necessary and proper for the preservation of life and health, to reduce morbidity and mortality from preventable communicable disease, and to properly execute and enforce the New York State Health Law, including 2100, as well as other associated Rules and Regulations, including but not limited to those related to communicable diseases and outbreaks of diseases as defined in 10 NYCRR 2.2.

**ORDERED**, that a copy of this Public Health Director's Order shall be posted at the children's camp.

**NOW, THEREFORE, BE IT RESOLVED**, the Legislature, acting in its capacity as the Sullivan County Board of Health, hereby adopts Public Health Order No.1-2023 to secure the safety, health and welfare of Sullivan County residents and visitors; and

**BE IT FURTHER RESOLVED**, that Public Health Order No.1 – 2023 shall be effective immediately upon adoption by the Legislature and shall continue in effect as a standing order, and;

**BE IT FURTHER RESOLVED**, the Board of Health designates, at its discretion, four hearing officers; and

**BE IT FURTHER RESOLVED**, Robert Doherty, a member of the Board of Health, is hereby authorized to sign and issue subpoenas in accordance with Public Health Law Section 309.

**Local Board of Health Public Health Order No. 1 – 2023**  
**Children’s Camps**

1. This Order shall apply to all camps operated within Sullivan County, in accordance with the New York State Public Health Law and Sanitary Code, 10 NYCRR 7-2.2, including summer day camps and children’s overnight camps.
2. That campers who have not received the required doses of and/or who are not serologically immune to the appropriate VPDs required by NYS for school entrance/attendance including, but not limited to, measles, polio and pertussis pose an imminent and significant threat to the public health and safety of the residents of and visitors to the County as well as a public health hazard and that their presence in children’s camps creates an unnecessary and avoidable risk of resurgent measles, polio, pertussis and other communicable disease outbreaks in Sullivan County and is therefore a public health nuisance; and
3. All Children’s Camp Operators in Sullivan County, New York, which have applied to Sullivan County Department of Health for a permit to operate a children’s camp in accordance with 10 NYCRR § 7-2 et seq., must, as a condition of receiving a permit, take the following measures and precautions to prevent the further transmission of VPDs, remedy this public health hazard and imminent and significant threat to the public health and safety of the residents of and visitors to the County and suppress and remove said public health nuisance:
4. To reduce or eliminate the transmission of VPDs in Sullivan County including, but not limited to, measles, polio and pertussis, any children’s camp which has applied for a permit to operate in Sullivan County is required, as a condition of receiving a permit, to ensure that every camper maintains documentation that they received or will receive prior to the start date of the children’s camp all of the immunizations required by NYS for school entrance/attendance. For your convenience, a copy of the “2022-23 School Year New York State Immunization Requirements for School Entrance/Attendance,” which contains the requirements for prekindergarten through grade 12, is attached as Exhibit A to this Order. If you have any questions about the NYS requirements or about a particular child, contact Sullivan County Department of Public Health @ 845.292.5910.
5. Medical exemptions must be submitted to the children’s camp using the NYSDOH Medical Exemption Statement for Children 0-18 Years of Age (Form DOH-5077 (6/16)). For your convenience, a copy of the NYSDOH form is attached as Exhibit B to this Order. Verification of the validity of the medical exemption is the responsibility of the children’s camp operator.
6. In accordance with NYS law, non-medical exemptions are not permitted in schools. Therefore, pursuant to this Order, non-medical exemptions are not permitted in the children’s camp.
7. The current, complete immunization records, all health information and all medical exemption forms must be kept on file in the campers’ files in a safe, secure, confidential, HIPAA compliant manner and be available for inspection by SCDOH Staff upon request or audit.
8. No camper may participate in and/or enter the children’s camp unless the camper maintains documentation that they received or will receive prior to the start date of the children’s camp all of the immunizations required by NYS for school entrance/attendance.

9. There are allowances for entrance/admittance to camp for campers that are in the process of completing required vaccines (i.e., “in process” campers). Those campers must maintain documentation of at least the initial series of the vaccines. Once admitted provisionally, subsequent vaccines must be administered in accordance with the Advisory Committee on Immunization Practices’ (ACIP) “catch-up” schedule, which has been implemented by NYS, and is available at <https://www.cdc.gov/vaccines/schedules/hcp/imz/catchup.html#table-catchup>. For your convenience, a copy of the NYSDOH’s PowerPoint presentation entitled “Overview of 2022-23 School Year Immunization Requirements Public Health Law § 2164” is attached as Exhibit C to this Order. Alternative schedules are not permitted.
10. Campers who do not comply with the NYS vaccination requirements must be excluded from camp.
11. In addition, if campers are required to receive subsequent doses of the vaccines during the summer camp season in accordance with the ACIP “catch-up” schedule but they fail to do so, then those campers are no longer “in process,” and they also must be excluded from camp.
12. These exclusions will be effective until such time as this Order is no longer in effect as determined by the Public Health Director.
13. If, during an examination of campers’ immunization records, SCDOH Staff discover that the children’s camp is not in compliance with this Order, the children’s camp operator will have 72 hours or three days to remedy the issue and come into compliance.
14. Continued permission from SCDOH to operate a children’s camp is contingent upon compliance with the above requirements; and
15. The failure to comply with this Public Health Director’s Order shall result in the denial of the Children’s Camp Operator’s permit application and/or suspension and/or revocation of the Children’s Camp Operator’s permit to operate a children’s camp and closure of the children’s camp until such time as there is compliance with the Public Health Director’s Order in accordance with 10 NYCRR § 7-2; and
16. The failure to comply with this Public Health Director’s Order shall result in civil penalties and that each day of violation constitutes a separate and distinct violation subject to a civil penalty not to exceed the sum of two thousand dollars (\$2,000.00) per violation per day, as prescribed in Section 309 of the N.Y. Public Health Law of the State of New York; and be it further
17. The County Public Health Director is directed to undertake the actions necessary to enforce this Order.
18. This Order shall be effective upon adoption through September 30, 2023.
19. A copy of this Order shall be posted at the summer camps and filed with the New York State District Health Office.

# 2022-23 School Year

## New York State Immunization Requirements for School Entrance/Attendance<sup>1</sup>

**NOTES:**  
Children in a prekindergarten setting should be age-appropriately immunized. The number of doses depends on the schedule recommended by the Advisory Committee on Immunization Practices (ACIP). Intervals between doses of vaccine should be in accordance with the ACIP-recommended immunization schedule for persons 0 through 18 years of age. Doses received before the minimum age or intervals are not valid and do not count toward the number of doses listed below. See footnotes for specific information for **each** vaccine. Children who are enrolling in grade-less classes should meet the immunization requirements of the grades for which they are age equivalent.

**Dose requirements MUST be read with the footnotes of this schedule**

Vaccines	Prekindergarten (Day Care, Head Start, Nursery or Pre-k)	Kindergarten and Grades 1, 2, 3, 4 and 5	Grades 6, 7, 8, 9, 10 and 11	Grade 12
Diphtheria and Tetanus toxoid-containing vaccine and Pertussis vaccine (DTaP/DTP/Tdap/Td) <sup>2</sup>	4 doses	5 doses or 4 doses if the 4th dose was received at 4 years or older or 3 doses if 7 years or older and the series was started at 1 year or older	3 doses	
Tetanus and Diphtheria toxoid-containing vaccine and Pertussis vaccine adolescent booster (Tdap) <sup>3</sup>	Not applicable		1 dose	
Polio vaccine (IPV/OPV) <sup>4</sup>	3 doses	4 doses or 3 doses if the 3rd dose was received at 4 years or older		
Measles, Mumps and Rubella vaccine (MMR) <sup>5</sup>	1 dose	2 doses		
Hepatitis B vaccine <sup>6</sup>	3 doses	3 doses or 2 doses of adult hepatitis B vaccine (Recombivax) for children who received the doses at least 4 months apart between the ages of 11 through 15 years		
Varicella (Chickenpox) vaccine <sup>7</sup>	1 dose	2 doses		
Meningococcal conjugate vaccine (MenACWY) <sup>8</sup>	Not applicable		Grades 7, 8, 9, 10 and 11: 1 dose	2 doses or 1 dose if the dose was received at 16 years or older
Haemophilus influenzae type b conjugate vaccine (Hib) <sup>9</sup>	1 to 4 doses	Not applicable		
Pneumococcal Conjugate vaccine (PCV) <sup>10</sup>	1 to 4 doses	Not applicable		

1. Demonstrated serologic evidence of measles, mumps or rubella antibodies or laboratory confirmation of these diseases is acceptable proof of immunity to these diseases. Serologic tests for polio are acceptable proof of immunity only if the test was performed before September 1, 2019 and all three serotypes were positive. A positive blood test for hepatitis B surface antibody is acceptable proof of immunity to hepatitis B. Demonstrated serologic evidence of varicella antibodies, laboratory confirmation of varicella disease or diagnosis by a physician, physician assistant or nurse practitioner that a child has had varicella disease is acceptable proof of immunity to varicella.

2. Diphtheria and tetanus toxoids and acellular pertussis (DTaP) vaccine. (Minimum age: 6 weeks)

a. Children starting the series on time should receive a 5-dose series of DTaP vaccine at 2 months, 4 months, 6 months and at 15 through 18 months and at 4 years or older. The fourth dose may be received as early as age 12 months, provided at least 6 months have elapsed since the third dose. However, the fourth dose of DTaP need not be repeated if it was administered at least 4 months after the third dose of DTaP. The final dose in the series must be received on or after the fourth birthday and at least 6 months after the previous dose.

b. If the fourth dose of DTaP was administered at 4 years or older, and at least 6 months after dose 3, the fifth (booster) dose of DTaP vaccine is not required.

c. For children born before 1/1/2005, only immunity to diphtheria is required and doses of DT and Td can meet this requirement.

d. Children 7 years and older who are not fully immunized with the childhood DTaP vaccine series should receive Tdap vaccine as the first dose in the catch-up series; if additional doses are needed, use Td or Tdap vaccine. If the first dose was received before their first birthday, then 4 doses are required, as long as the final dose was received at 4 years or older. If the first dose was received on or after the first birthday, then 3 doses are required, as long as the final dose was received at 4 years or older.

3. Tetanus and diphtheria toxoids and acellular pertussis (Tdap) adolescent booster vaccine. (Minimum age for grades 6, 7 and 8: 10 years; minimum age for grades 9 through 12: 7 years)

a. Students 11 years or older entering grades 6 through 12 are required to have one dose of Tdap.

b. In addition to the grade 6 through 12 requirement, Tdap may also be given as part of the catch-up series for students 7 years of age and older who are not fully immunized with the childhood DTaP series, as described above. In school year 2022-2023, only doses of Tdap given at age 10 years or older will satisfy the Tdap requirement for students in grades 6, 7 and 8; however, doses of Tdap given at age 7 years or older will satisfy the requirement for students in grades 9 through 12.

c. Students who are 10 years old in grade 6 and who have not yet received a Tdap vaccine are in compliance until they turn 11 years old.

4. Inactivated polio vaccine (IPV) or oral polio vaccine (OPV). (Minimum age: 6 weeks)

a. Children starting the series on time should receive a series of IPV at 2 months, 4 months and at 6 through 18 months, and at 4 years or older. The final dose in the series must be received on or after the fourth birthday and at least 6 months after the previous dose.

b. For students who received their fourth dose before age 4 and prior to August 7, 2010, 4 doses separated by at least 4 weeks is sufficient.

c. If the third dose of polio vaccine was received at 4 years or older and at least 6 months after the previous dose, the fourth dose of polio vaccine is not required.

d. For children with a record of OPV, only trivalent OPV (tOPV) counts toward NYS school polio vaccine requirements. Doses of OPV given before April 1, 2016 should be counted unless specifically noted as monovalent, bivalent or as given during a poliovirus immunization campaign. Doses of OPV given on or after April 1, 2016 should not be counted.

5. Measles, mumps, and rubella (MMR) vaccine. (Minimum age: 12 months)

a. The first dose of MMR vaccine must have been received on or after the first birthday. The second dose must have been received at least 28 days (4 weeks) after the first dose to be considered valid.

b. Measles: One dose is required for prekindergarten. Two doses are required for grades kindergarten through 12.

c. Mumps: One dose is required for prekindergarten. Two doses are required for grades kindergarten through 12.

d. Rubella: At least one dose is required for all grades (prekindergarten through 12).

6. Hepatitis B vaccine

a. Dose 1 may be given at birth or anytime thereafter. Dose 2 must be given at least 4 weeks (28 days) after dose 1. Dose 3 must be at least 8 weeks after dose 2 AND at least 16 weeks after dose 1 AND no earlier than age 24 weeks (when 4 doses are given, substitute “dose 4” for “dose 3” in these calculations).

b. Two doses of adult hepatitis B vaccine (Recombivax) received at least 4 months apart at age 11 through 15 years will meet the requirement.

7. Varicella (chickenpox) vaccine. (Minimum age: 12 months)

a. The first dose of varicella vaccine must have been received on or after the first birthday. The second dose must have been received at least 28 days (4 weeks) after the first dose to be considered valid.

b. For children younger than 13 years, the recommended minimum interval between doses is 3 months (if the second dose was administered at least 4 weeks after the first dose, it can be accepted as valid); for persons 13 years and older, the minimum interval between doses is 4 weeks.

8. Meningococcal conjugate ACWY vaccine (MenACWY). (Minimum age for grades 7, 8 and 9: 10 years; minimum age for grades 10 through 12: 6 weeks).

a. One dose of meningococcal conjugate vaccine (Menactra, Menveo or MenQuadfi) is required for students entering grades 7, 8, 9, 10 and 11.

b. For students in grade 12, if the first dose of meningococcal conjugate vaccine was received at 16 years or older, the second (booster) dose is not required.

c. The second dose must have been received at 16 years or older. The minimum interval between doses is 8 weeks.

9. Haemophilus influenzae type b (Hib) conjugate vaccine. (Minimum age: 6 weeks)

a. Children starting the series on time should receive Hib vaccine at 2 months, 4 months, 6 months and at 12 through 15 months. Children older than 15 months must get caught up according to the ACIP catch-up schedule. The final dose must be received on or after 12 months.

b. If 2 doses of vaccine were received before age 12 months, only 3 doses are required with dose 3 at 12 through 15 months and at least 8 weeks after dose 2.

c. If dose 1 was received at age 12 through 14 months, only 2 doses are required with dose 2 at least 8 weeks after dose 1.

d. If dose 1 was received at 15 months or older, only 1 dose is required.

e. Hib vaccine is not required for children 5 years or older.

10. Pneumococcal conjugate vaccine (PCV). (Minimum age: 6 weeks)

a. Children starting the series on time should receive PCV vaccine at 2 months, 4 months, 6 months and at 12 through 15 months. Children older than 15 months must get caught up according to the ACIP catch-up schedule. The final dose must be received on or after 12 months.

b. Unvaccinated children ages 7 through 11 months are required to receive 2 doses, at least 4 weeks apart, followed by a third dose at 12 through 15 months.

c. Unvaccinated children ages 12 through 23 months are required to receive 2 doses of vaccine at least 8 weeks apart.

d. If one dose of vaccine was received at 24 months or older, no further doses are required.

e. PCV is not required for children 5 years or older.

f. For further information, refer to the PCV chart available in the School Survey Instruction Booklet at: [www.health.ny.gov/prevention/immunization/schools](http://www.health.ny.gov/prevention/immunization/schools)

For further information, contact:

**New York State Department of Health  
Bureau of Immunization  
Room 649, Corning Tower ESP  
Albany, NY 12237  
(518) 473-4437**

**New York City Department of Health and Mental Hygiene  
Program Support Unit, Bureau of Immunization,  
42-09 28th Street, 5th floor  
Long Island City, NY 11101  
(347) 396-2433**

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New York State Department of Health/Bureau of Immunization  
[health.ny.gov/immunization](http://health.ny.gov/immunization)

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59

## Immunization Requirements for School Attendance Medical Exemption Statement for Children 0-18 Years of Age

**NOTE: THIS EXEMPTION FORM APPLIES ONLY TO IMMUNIZATIONS REQUIRED FOR SCHOOL ATTENDANCE**

**Instructions:**

1. Complete information (name, DOB etc.).
2. Indicate which vaccine(s) the medical exemption is referring to.
3. Complete contraindication/precaution information.
4. Complete date exemption ends, if applicable.
5. Complete medical provider information. Retain copy for file. Return original to facility or person requesting form.

- 
1. Patient's Name \_\_\_\_\_
  2. Patient's Date of Birth \_\_\_\_\_
  3. Patient's Address \_\_\_\_\_
  4. Name of Educational Institution \_\_\_\_\_
- 

Guidance for medical exemptions for vaccination can be obtained from the contraindications, indications, and precautions described in the vaccine manufacturers' package insert and by the most recent recommendations of the Advisory Committee on Immunization Practices (ACIP) available in the Centers for Disease Control and Prevention publication, Guide to Vaccine Contraindications and Precautions. This guide can be found at the following website: <http://www.cdc.gov/vaccines/recs/vac-admin/contraindications.htm>.

*Please indicate which vaccine(s) the medical exemption is referring to:*

- |   |   |
|---|---|
| <input type="checkbox"/> Haemophilus Influenzae type b (Hib)              | <input type="checkbox"/> Measles, Mumps, and Rubella (MMR)    |
| <input type="checkbox"/> Polio (IPV or OPV)                               | <input type="checkbox"/> Varicella (Chickenpox)               |
| <input type="checkbox"/> Hepatitis B (Hep B)                              | <input type="checkbox"/> Pneumococcal Conjugate Vaccine (PCV) |
| <input type="checkbox"/> Tetanus, Diphtheria, Pertussis (DTaP, DTP, Tdap) | <input type="checkbox"/> Meningococcal Vaccine (MenACWY)      |

Please describe the patient's contraindication(s)/precaution(s) here: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Date exemption ends (if applicable) \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

*A New York State licensed physician must complete this medical exemption statement and provide their information below:*

Name (print) \_\_\_\_\_ NYS Medical License # \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_  
Telephone \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

**For Institution Use ONLY:** Medical Exemption Status ☐ Accepted ☐ Not Accepted Date: \_\_\_\_\_



# Overview of 2022-23 School Year Immunization Requirements

## Public Health Law § 2164

### Overview

- Introduction
- Immunization Records: Criteria and Standards
- Timeline: In-Process and Grace Period
- Medical Exemptions and Susceptible List
- Additional Responsibilities: Exclusions and School Survey
- Immunization Requirements Updates: Tdap and MenACWY
- 2022-23 School Year New York State Immunization Requirements for School Entrance/Attendance Document
- Immunization Worksheets
- NYSIS and CIR
- Resources



3

### Introduction


### Bureau of Immunization School Assessment and Compliance Unit

- Monitors the implementation of immunization requirements in New York State (NYS) schools and helps guide school coordinators and local health departments on procedures for students to attain and maintain compliance
- Establishes New York State Immunization Requirements for School Entrance/Attendance
- Implements guidance from the Advisory Committee of Immunization Practices (ACIP) Catch-up Schedule
- Performs school audits

Promoting the health of NYS children by reducing and/or eliminating the number of vaccine-preventable diseases



## Acceptable without practitioner signature


- 
- Department  
of Health**

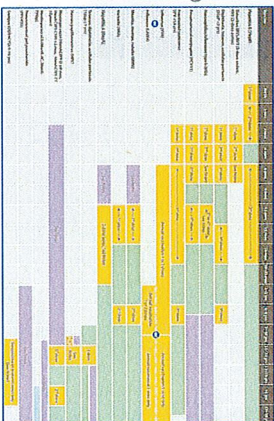
### Evidence of Immunity or Laboratory Confirmation of Disease

- NEW YORK STATE**  
**Department of Health**

## In-Process

Received at least first dose of each immunization series and has age-appropriate appointments within a 14-day period to complete the immunization series

-  **Department  
of Health**



## Medical Exemption\*

Completed by New York State licensed physician on the New York State Department of Health form

1. **NAME** \_\_\_\_\_  
 2. **ADDRESS** \_\_\_\_\_  
 3. **CITY** \_\_\_\_\_  
 4. **STATE** \_\_\_\_\_  
 5. **ZIP** \_\_\_\_\_  
 6. **PHONE** \_\_\_\_\_  
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 222. **DATE** \_\_\_\_\_  
 223. **TIME** \_\_\_\_\_  
 224. **REASON** \_\_\_\_\_

 **Department  
of Health**



- Students are allowed to have serological testing (**see slide 10**) within 14 days of a missed dose
- If results are negative or equivocal, appointment dates for vaccination must be scheduled and completed within 30 days from the notification of negative or equivocal serology results

The time allowance for serological testing covers the same 14 days (marked in orange) that the overdue student must be immunized in



**NEW YORK STATE**  
**Department of Health**

Scientific data show that receiving several vaccines at the same time does not cause health problems

- All required vaccines can be received on the same day, including live vaccines
- CDC Safety, Multiple Vaccines at Once:  
<https://www.cdc.gov/vaccinesafety/concerns/multiple-vaccines-immunity.html>



## 20

- Must be submitted **every new school year** on the NYS medical exemption form: <https://www.health.ny.gov/forms/default-source/default-document-library/medical-request-for-immunization-exemption-English-h-5077.pdf>
- Students attending NYC schools should use the NYC medical exemption form: <https://www.schools.nyc.gov/docs/default-source/default-document-library/medical-request-for-immunization-exemption-English-h-5077.pdf>

1. Do you have a Social Security Number? Yes <input type="checkbox"/> No <input type="checkbox"/>		2. Do you have a Driver's License? Yes <input type="checkbox"/> No <input type="checkbox"/>	
3. Do you have a State ID? Yes <input type="checkbox"/> No <input type="checkbox"/>		4. Do you have a Federal ID? Yes <input type="checkbox"/> No <input type="checkbox"/>	
5. Do you have a Passport? Yes <input type="checkbox"/> No <input type="checkbox"/>		6. Do you have a Military ID? Yes <input type="checkbox"/> No <input type="checkbox"/>	
7. Do you have a Health Insurance Card? Yes <input type="checkbox"/> No <input type="checkbox"/>		8. Do you have a Medicare Card? Yes <input type="checkbox"/> No <input type="checkbox"/>	
9. Do you have a Medicaid Card? Yes <input type="checkbox"/> No <input type="checkbox"/>		10. Do you have a Veterans Affairs Card? Yes <input type="checkbox"/> No <input type="checkbox"/>	
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89. Do you have a Local Tax ID? Yes <input type="checkbox"/> No <input type="checkbox"/>		90. Do you have a Federal Tax ID? Yes <input type="checkbox"/>	





All students who may require exclusion in the event of a disease outbreak

- It is required that schools always have a list of all susceptible students
- Any students with medical exemptions
- Any students *in-process*

[illegible]

## Exclusion

For students out of compliance with PHL at any time throughout the school year

- Principal or person in charge of school must exclude students who have been out of compliance for more than 14 days until they can provide proof of compliance

### In-Process Calendar

Example: MMR Vaccine

Sun	Mon	Tue	Wed	Thurs	Fri	Sat	Sun	Mon	Tues	Wed	Thurs	Fri	Sat
1	2	3	4	5	6	7	8	9	10	11	12	13	14
15	16	17	18	19	20	21	22	23	24	25	26	27	28
29	30	31	1	2	3	4	5	6	7	8	9	10	11
12	13	14	15	16	17	18	19	20	21	22	23	24	25
26	27	28	29	30	31	1	2	3	4	5	6	7	8
9	10	11	12	13	14	15	16	17	18	19	20	21	22
23	24	25	26	27	28	29	30	31	1	2	3	4	5
6	7	8	9	10	11	12	13	14	15	16	17	18	19
20	21	22	23	24	25	26	27	28	29	30	31	1	2
3	4	5	6	7	8	9	10	11	12	13	14	15	16
18	19	20	21	22	23	24	25	26	27	28	29	30	31
21	22	23	24	25	26	27	28	29	30	31	1	2	3
4	5	6	7	8	9	10	11	12	13	14	15	16	17
1	2	3	4	5	6	7	8	9	10	11	12	13	14
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22	23	24	25	26	27	28	29	30	31	1	2	3	4
29	30	31	1	2	3	4	5	6	7	8	9	10	11
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12	13	14	15	16	17	18	19	20	21	22	23	24	25
19	20	21	22	23	24	25	26	27	28	29	30	31	1
26													



31 Student is non-compliant and must be Excluded

# Additional Responsibilities: Exclusions and School Survey



## In the Event of a Disease Outbreak

- Students included on the school's susceptible list may need to be excluded in the event of a disease outbreak
  - If a student is not immunized because of a valid medical exemption or is considered in-process and on a catch-up schedule, they must be excluded from school if the disease of the outbreak is the same disease that the student has not been completely immunized against
- Students should not be allowed to return to school until outbreak no longer poses a threat to susceptible students





Immunization Requirements Updates: Tdap and MenACWY



Meningococcal Meningitis (MenACWY) Minimum Age Requirement Updates

- As of the 2016-17 school year, the MenACWY conjugate vaccine is a NYS immunization requirement
- Students who were in grades 7-12 during the 2016-17 school year have a minimum age of 6 weeks for their first dose of MenACWY; all younger students must receive their first dose no earlier than 10 years of age, before entering 7<sup>th</sup> grade
- For the 2022-23 school year, students in grades 10-12 are permitted to have received their MenACWY vaccine as early as 6 weeks of age; students in grades 7-9 must have received their MenACWY vaccine no earlier than 10 years of age (see table below)

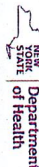
2022-23 School Year	
MenACWY First Dose	
Grades	Minimum Age
7, 8 and 9	10
10, 11 and 12	6 weeks



Tetanus and Diphtheria toxoid-containing vaccine and Pertussis (Tdap) Roll-out Updates

- A new requirement rolled out in the 2020-21 school year that the Tdap booster must be received after 10 years of age to satisfy the NYS immunization requirement
- Students who were in grades 7-12 during the 2020-21 school year are exempt from this new requirement
- For the 2022-23 school year, the roll-out indicates that students in grades 9-12 are still permitted to have received their Tdap booster as early as age 7; students in grades 6-8 fall under the new requirement and are required to receive their Tdap booster no earlier than 10 years of age (see table below)

2022-23 School Year	
Tdap Booster Age Requirements	
Grades	Minimum Age
6, 7 and 8	10
9, 10, 11 and 12	7



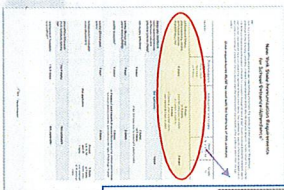
Tdap and MenACWY Immunization Requirements Roll-Out Table

School Year	Tdap adolescent booster minimum age	MenACWY dose 1 minimum age
2022-2023	Grades 6 through 8: 10 years Grades 9 through 12: 7 years	Grades 7 through 9: 10 years Grades 10 through 12: 6 weeks
2023-2024	Grades 6 through 9: 10 years Grades 10 through 12: 7 years	Grades 7 through 9: 10 years Grades 11 and 12: 6 weeks
2024-2025	Grades 6 through 10: 10 years Grades 11 and 12: 7 years	Grades 7 through 11: 10 years Grade 12: 6 weeks
2025-2026	Grades 6 through 11: 10 years Grade 12: 7 years	Grades 7 through 12: 10 years
2026-2027 and beyond	Grades 6 through 12: 10 years	Grades 7 through 12: 10 years

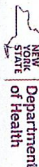




# Diphtheria and Tetanus toxoid-containing vaccine and Pertussis (DTaP) for Grades Pre-K through 12



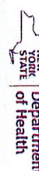
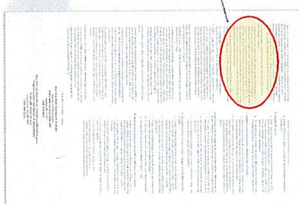
Vaccines	Prekindergarten (Day Care, Head Start, Nursery or Pre-K)	Kindergarten and Grades 1, 2, 3, 4 and 5	Grades 6, 7, 8, 9, 10 and 11	Grade 12
Diphtheria and Tetanus toxoid-containing vaccine and Pertussis vaccine (DTaP/DTp/Tdap/DTp)	4 doses	5 doses or 4 doses if the 4th dose was received at 4 years of age or older or if 7 years or older and the series was started at 1 year or older	3 doses	



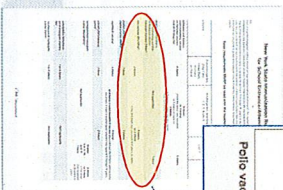
## DTaP

Intervals between doses of vaccine must be in accordance with ACIP schedule

2. Diphtheria and tetanus toxoids and acellular pertussis (DTaP) vaccine. (Minimum age: 6 weeks)
  - a. Children starting the series on time should receive a 5-dose series of DTaP vaccine at 2 months, 4 months, 6 months and at 15 through 18 months and at 4 years or older. The fourth dose may be received as early as age 12 months, provided at least 6 months have elapsed since the third dose. However, the fourth dose of DTaP need not be repeated if it was administered at least 4 months after the third dose of DTaP. The final dose in the series must be received on or after the fourth birthday and at least 6 months after the previous dose.
  - b. If the fourth dose of DTaP was administered at 4 years or older, and at least 6 months after dose 3, the fifth (booster) dose of DTaP vaccine is not required.
  - c. For children born before 11/2005, only immunity to diphtheria is required and doses of DT and Td can meet this requirement.
  - d. Children 7 years and older who are not fully immunized with the childhood DTaP vaccine series should receive Tdap vaccine as the first dose in the catch-up series; if additional doses are needed, use Td or Tdap vaccine. If the first dose was received before their first birthday, then 4 doses are required as long as the final dose was received at 4 years or older, if the first dose was received on or after the first birthday, then 3 doses are required, as long as the final dose was received at 4 years or older.



# Polio (IPV/OPV) for Grades Pre-K Through 12



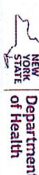
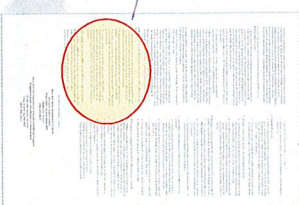
Vaccines	Prekindergarten (Day Care, Head Start, Nursery or Pre-K)	Kindergarten and Grades 1, 2, 3, 4 and 5	Grades 6, 7, 8, 9, 10 and 11	Grade 12
Polio vaccine (IPV/OPV)*	3 doses	4 doses or 3 doses if the 3rd dose was received at 4 years or older		



## IPV/OPV

Intervals between doses of vaccine must be in accordance with ACIP schedule

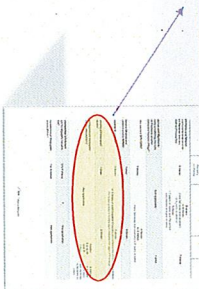
4. Inactivated polio vaccine (IPV) or oral polio vaccine (OPV). (Minimum age: 6 weeks)
  - a. Children starting the series on time should receive a series of IPV at 2 months, 4 months and at 6 through 18 months, and at 4 years or older. The final dose in the series must be received on or after the fourth birthday and at least 6 months after the previous dose.
  - b. For students who received their fourth dose before age 4 and prior to August 7, 2010, 4 doses separated by at least 4 weeks is sufficient.
  - c. If the third dose of polio vaccine was received at 4 years or older and at least 6 months after the previous dose, the fourth dose of polio vaccine is not required.
  - d. For children with a record of OPV, only trivalent OPV (tOPV) counts toward NYS school polio vaccine requirements. Doses of OPV given before April 1, 2016 should be counted unless specifically noted as monovalent, bivalent or as given during a poliovirus immunization campaign. Doses of OPV given on or after April 1, 2016 should not be counted.





## Varicella (Chickenpox) for Grades Pre-K Through 12

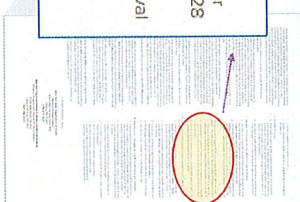
Vaccines	Prekindergarten (Day Care, Head Start, Nursery or Pre-k)	Kindergarten and Grades 1, 2, 3, 4 and 5	Grades 6, 7, 8, 9, 10 and 11	Grade 12
Varicella (Chickenpox) vaccine <sup>7</sup>	1 dose	2 doses		



## Varicella

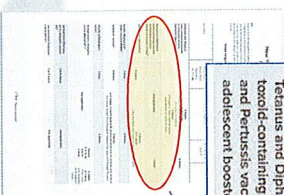
Intervals between doses of vaccine must be in accordance with ACIP schedule

7. Varicella (chickenpox) vaccine. (Minimum age: 12 months)
  - a. The first dose of varicella vaccine must have been received on or after the first birthday. The second dose must have been received at least 28 days (4 weeks) after the first dose to be considered valid.
  - b. For children younger than 13 years, the recommended minimum interval between doses is 3 months (if the second dose was administered at least 4 weeks after the first dose, it can be accepted as valid); for persons 13 years and older, the minimum interval between doses is 4 weeks.



## Tdap for Grades 6 Through 12

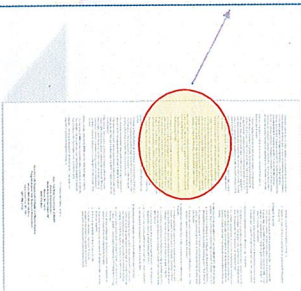
Vaccines	Prekindergarten (Day Care, Head Start, Nursery or Pre-k)	Kindergarten and Grades 1, 2, 3, 4 and 5	Grades 6, 7, 8, 9, 10 and 11	Grade 12
Tetanus and Diphtheria toxoid-containing vaccine and Pertussis vaccine (Tdap) <sup>3</sup>	Not applicable			1 dose



## Tdap

Intervals between doses of vaccine must be in accordance with ACIP schedule

3. Tetanus and diphtheria toxoids and acellular pertussis (Tdap) adolescent booster vaccine. (Minimum age for grades 6, 7 and 8: 10 years; minimum age for grades 9 through 12: 7 years)
  - a. Students 11 years or older entering grades 6 through 12 are required to have one dose of Tdap.
  - b. In addition to the grade 6 through 12 requirement, Tdap may also be given as part of the catch-up series for students 7 years of age and older who are not fully immunized with the childhood DTap series, as described above. In school year 2022-2023, only doses of Tdap given at age 10 years or older will satisfy the Tdap requirement for students in grades 6, 7 and 8; however, doses of Tdap given at age 7 years or older will satisfy the requirement for students in grades 9 through 12.
  - c. Students who are 10 years old in grade 6 and who have not yet received a Tdap vaccine are in compliance until they turn 11 years old.





K-12 Immunization Worksheet

INSTRUCTIONS FOR SCHOOL IMMUNIZATION WORKSHEET GRADES K-12

THE NEW YORK STATE DEPARTMENT OF HEALTH (DOH) HAS DEVELOPED THIS WORKSHEET TO ASSIST SCHOOLS IN TRACKING STUDENT IMMUNIZATION STATUS. THE WORKSHEET IS TO BE COMPLETED BY THE SCHOOL NURSE OR DESIGNATED PERSONNEL. THE WORKSHEET IS TO BE SUBMITTED TO THE DOH BY THE SCHOOL NURSE OR DESIGNATED PERSONNEL.

NEW YORK STATE DEPARTMENT OF HEALTH

Daycare and Pre-K Immunization Worksheet

NEW YORK STATE DEPARTMENT OF HEALTH (DOH) HAS DEVELOPED THIS WORKSHEET TO ASSIST DAYCARE AND PRE-K PROVIDERS IN TRACKING CHILD IMMUNIZATION STATUS. THE WORKSHEET IS TO BE COMPLETED BY THE PROVIDER. THE WORKSHEET IS TO BE SUBMITTED TO THE DOH BY THE PROVIDER.

NEW YORK STATE DEPARTMENT OF HEALTH

Using Immunization Worksheets

- List students' names and DOBs
- Listing names and DOBs will help in developing a current and accurate susceptible list

1	2
Total Number of Students	Students Immunized Students Not Immunized
Name	DOB



Using Immunization Worksheets

- Fill in school and class information
- School name, grade, and enrollment are all essential when filling out the School Immunization Survey

NEW YORK STATE DEPARTMENT OF HEALTH (DOH) HAS DEVELOPED THIS WORKSHEET TO ASSIST SCHOOLS IN TRACKING STUDENT IMMUNIZATION STATUS. THE WORKSHEET IS TO BE COMPLETED BY THE SCHOOL NURSE OR DESIGNATED PERSONNEL. THE WORKSHEET IS TO BE SUBMITTED TO THE DOH BY THE SCHOOL NURSE OR DESIGNATED PERSONNEL.

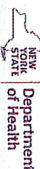
NEW YORK STATE DEPARTMENT OF HEALTH





## School Survey Instructions

- Instructions for Accessing and Completing K-12 Immunization Survey:  
[https://www.health.ny.gov/prevention/immunization/schools/docs/k12\\_school\\_survey\\_instructions.pdf](https://www.health.ny.gov/prevention/immunization/schools/docs/k12_school_survey_instructions.pdf)



## NYSIIS and CIR



## New York State Immunization Information System (NYSIIS)

- NYSIIS helps establish a complete, accurate, secure, real-time immunization medical record that is easily accessible and promotes public health by fully immunizing all individuals appropriate to age and risk



## NYSIIS

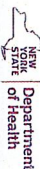
- NYSIIS can be accessed by your school's HCS coordinator
- Schools will be able to save time in complying with safety and health regulations by using NYSIIS
  - Provides immunization records that clearly show vaccinations and dates of administration
- Helps determine validity of spacing between doses of vaccine
  - Reports whether doses of vaccine are age appropriate
  - Reports whether intervals between doses are correct
- Records exported from NYSIIS are considered valid medical records to have on file for each student if they reflect the most current information available





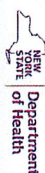
## Public Health Law

- Public Health Law § 2164:  
[https://www.health.ny.gov/prevention/immunization/schools/docs/phl\\_title\\_vi.pdf](https://www.health.ny.gov/prevention/immunization/schools/docs/phl_title_vi.pdf)
- SubPart 66-1 School Immunization Requirements:  
<https://regs.health.ny.gov/volume-1a-title-10/content/subpart-66-1-school-immunization-requirements>



## CDC

- ACIP catch-up schedule:  
<https://www.cdc.gov/vaccines/schedules/hcp/imz/child-adolescent.html>
- CDC's Epidemiology and Prevention of Vaccine-Preventable Diseases, a.k.a. the "Pink Book," provides information on vaccines and the diseases they prevent: <https://www.cdc.gov/vaccines/pubs/pinkbook/index.html>
- CDC Safety, Multiple Vaccines at Once:  
<https://www.cdc.gov/vaccinesafety/concerns/multiple-vaccines-immunity.html>



## Immunization Requirements

- Schools Page: [www.health.ny.gov/prevention/immunization/schools](http://www.health.ny.gov/prevention/immunization/schools)
- 2022-23 School Year New York State Immunization Requirements for School Entrance/Attendance: <https://www.health.ny.gov/publications/2370.pdf>
- Spanish: <https://www.health.ny.gov/publications/2405.pdf>
- Chinese: <https://www.health.ny.gov/publications/2491.pdf>
- Haitian: <https://www.health.ny.gov/publications/2492.pdf>
- Italian: <https://www.health.ny.gov/publications/2493.pdf>
- Korean: <https://www.health.ny.gov/publications/2494.pdf>
- Russian: <https://www.health.ny.gov/publications/2495.pdf>
- Arabic: <https://www.health.ny.gov/publications/2497.pdf>
- Bengali: <https://www.health.ny.gov/publications/2498.pdf>
- Yiddish: <https://www.health.ny.gov/publications/17092.pdf>
- Polish: <https://www.health.ny.gov/publications/17093.pdf>



## Medical Exemptions

- Medical Exemption: <https://www.health.ny.gov/forms/doh-5077.pdf>
- Medical Exemption Procedures: [https://www.health.ny.gov/professionals/doctors/conduct/docs/medical\\_exemption\\_review\\_procedures\\_for\\_schools.pdf](https://www.health.ny.gov/professionals/doctors/conduct/docs/medical_exemption_review_procedures_for_schools.pdf)
- NYC Medical Exemption: <https://www.schools.nyc.gov/docs/default-source/default-document-library/medical-request-for-immunization-exemption-English>



## Contacts

- Online School Assessment Survey: [OSAS@health.ny.gov](mailto:OSAS@health.ny.gov)
- NYSIIS: [nysiis@health.ny.gov](mailto:nysiis@health.ny.gov)
- Bureau of Immunization: (518) 473-4437
- County Health Departments:  
[https://www.health.ny.gov/contact/contact\\_information/](https://www.health.ny.gov/contact/contact_information/)



# Sullivan County

## Legislative Memorandum

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**File #:** ID-5527

**Agenda Date:** 5/18/2023

**Agenda #:** 21.

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**Narrative of Resolution:**

**INTRODUCED BY THE HUMAN RESOURCES COMMITTEE TO ABOLISH AN ADMINISTRATIVE ASSISTANT POSITION AND CREATE AN ADMINISTRATIVE SECRETARY POSITION WITHIN THE DEPARTMENT OF PUBLIC HEALTH**

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

**Amount to be authorized by Resolution:** \$77,811

**Are funds already budgeted?** Yes (only the difference is not budgeted \$9,329 - county share \$7,336)

**Specify Compliance with Procurement Procedures:** N/A

**WHEREAS**, the Commissioner of the Division of Health and Human Services and the Director of Public Health have identified a need to align administrative support functions within the Department of Public Health with a more appropriate job title; and

**WHEREAS**, there is a position within the Teamster Salary Schedule which effectively captures the administrative support needs of the Public Health Director; and

**WHEREAS**, the cost of the Administrative Secretary is calculated at \$62,482.

**NOW, THEREFORE, BE IT RESOLVED**, that the Sullivan County Legislature hereby abolishes position no. 2595, Administrative Assistant (Management Confidential) and creates an Administrative Secretary position within the Department of Public Health; and

**BE IT FURTHER RESOLVED**, that this position is authorized to be filled immediately, with backfills if applicable.





# Sullivan County

## Legislative Memorandum

100 North Street  
Monticello, NY 12701

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**File #:** ID-5529

**Agenda Date:** 5/18/2023

**Agenda #:** 22.

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**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.

**April 30, 2023 Resolution**  
**Sullivan County Budget Modifications 2023**

<b>G/L Account</b>	<b>Revenue Increase</b>	<b>Revenue Decrease</b>	<b>Appropriation Increase</b>	<b>Appropriation Decrease</b>
A-1165-40-4001 - CONTRACT AGENCIES			50,000	
A-1165-R4089-R167 - FED AID OTHR DEPARTMENTAL AID	50,000			
A-1410-10-42-4202 - OFFICE MICROFILMING/ ELECTRONIC DATA ST			33,754	
A-1410-10-R3060-R239 - ST AID RECORD MANAGMNT MAIN	33,754			
A-1450-43-4302 - COMPUTER HARDWARE PURCHASES/LEASES (*)			77,430	
A-1450-47-4711 - DEPT ASSIGNED COUNSEL			10,000	
A-1490-41-4104 - AUTO/TRAVEL MILEAGE/TOLLS			12	
A-1620-21-47-4732 - DEPT BLDG/PROP ELECTRONIC MONITORING				12
A-1680-40-4013 - CONTRACT CONTRACT OTHER (*)			175,000	
A-1680-43-4303 - COMPUTER SOFTWARE PURCHASE/LEASE			9,794	
A-1989-99-47-4736 - DEPT CONTINGENT				9,794
A-1989-99-47-4736 - DEPT CONTINGENT				10,000
A-1989-99-47-4736 - DEPT CONTINGENT				10,400
A-1989-99-47-4736 - DEPT CONTINGENT				1,183
A-1989-99-47-4736 - DEPT CONTINGENT				5,000
A-3010-43-4301 - COMPUTER SUPPLIES			1,473	
A-3010-45-4543 - SPEC DEPT SUPPLY FOOD			1,183	
A-3010-R4389-R338 - FED AID PUBLIC SAFETY OTHER	1,473			
A-3110-29-43-4302 - COMPUTER HARDWARE PURCHASES/LEASES (**)			8,000	
A-3110-29-47-4724 - DEPT DRUG FORFEITURE PROCEEDS NYS (***)			5,000	
A-4320-41-42-4201 - OFFICE ADVERTISING			51,500	
A-4320-41-45-4507 - SPEC DEPT SUPPLY MEDICAL/CLINICAL			54,195	
A-4320-41-R4489-R167 - FED AID OTHR HEALTH DEPARTMENTAL AID	54,195			
A-4320-41-R4489-R167 - FED AID OTHR HEALTH DEPARTMENTAL AID	51,500			
A-6293-40-4001 - CONTRACT AGENCIES			10,400	
A-6293-40-4001 - CONTRACT AGENCIES			5,000	
A-8020-90-40-4001 - CONTRACT AGENCIES			15,600	
A-8020-90-40-4006 - CONTRACT ENGINEER/ARCHITECT/DESIGN SERV (*)			235,000	
A-8020-90-40-4013 - CONTRACT CONTRACT OTHER			29,700	

A-8020-90-47-4796 - DEPT PLANS AND PROGRESS (****)				3,263	
A-8020-90-47-4796 - DEPT PLANS AND PROGRESS (****)				23,000	
A-8020-90-R3989-R167 - ST AID HOME/COMM ASSIST DEPARTMENTAL AID	15,600				
A-8020-90-R4089-R167 - FED AID OTHR DEPARTMENTAL AID	29,700				
<b>A Fund Total</b>	<b>236,222</b>	<b>-</b>	<b>799,304</b>		<b>36,389</b>

(\*) To be funded from the FEMA PA Reimbursement

(\*\*) To be funded from the Opioid Assigned Fund Balance

(\*\*\*) To be funded from the Sheriff State Drug Forfeiture Assigned Fund Balance

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

# Sullivan County

## Legislative Memorandum

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**File #:** ID-5532

**Agenda Date:** 5/18/2023

**Agenda #:** 23.

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**Narrative of Resolution:**

To oppose NYS Senate Bill S6282 regarding Probation Administrative Fees

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

**Amount to be authorized by Resolution:** N/A

**Are funds already budgeted?** No

**Specify Compliance with Procurement Procedures:** N/A

**RESOLUTION INTRODUCED BY THE SULLIVAN COUNTY LEGISLATURE OPPOSING THE ADOPTION OF NEW YORK SENATE BILL S6282 WHICH WOULD ELIMINATE PROBATION ADMINISTRATIVE FEES**

**WHEREAS**, the New York State Senate is currently considering the adoption of Senate Bill S6282 which would repeal Executive Law § 257-c thereby eliminating the collection of administrative fees, supervision fees, monitoring fees, testing fees and screening fees currently being collected from Probationers in New York State; and

**WHEREAS**, the New York Council of Probation Administrators (“COPA”), which represents all county probation directors, strongly opposes the adoption of Senate Bill S6282 and its repeal of Executive Law § 257-c; and

**WHEREAS**, the Sullivan County Probation Department believes that the collection of those fees from Probationers is a part of effective supervision and rehabilitation of Probationers by requiring them to be accountable for their actions and that financial responsibility is an effective tool in that learning process; and

**WHEREAS**, the Sullivan County Probation Department considers the Probationer’s ability to pay said fees, the fees are waived when an individual cannot afford to pay the fees, the fees are never utilized as a punitive measure and a Probationer will never be subject to a violation of Probation or incarceration due to a failure to pay the fees; and

**WHEREAS**, the Sullivan County Probation Department collected approximately \$82,000 in fees in 2021 and approximately \$58,000 in fees in 2022 which were utilized to offset the costs associated with the supervision and rehabilitation of Probationers and if Senate Bill S6282 is adopted those costs shall be borne by the local law-abiding tax payers; and

**WHEREAS**, the Sullivan County Legislature firmly believes that it is in the best interest of the citizens of Sullivan County and the State of New York, including the Probationers, that Executive Law § 257-c not be repealed.

**NOW THEREFORE BE IT RESOLVED**, that the Sullivan County Legislature, joins with COPA and



numerous other Counties in New York State, and strongly urges the New York State Senate to support local law enforcement efforts to supervise and rehabilitate Probationers assigned to their respective Probation Departments by not adopting Senate Bill S6282; and

**BE IT FURTHER RESOLVED**, that the Clerk of the Legislature is hereby directed to forward copies of this Resolution to Governor Kathy Hochul, Senator Peter Oberacker, Senate Majority Leader Andrea Stewart-Cousins, Assemblywoman Aileen Gunther, Assembly Speaker Carl Heastie, Assemblyman Brian Maher and New York State Association of Counties.



# Sullivan County

## Legislative Memorandum

100 North Street  
Monticello, NY 12701

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**File #:** ID-5518

**Agenda Date:** 5/18/2023

**Agenda #:** 24.

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**Narrative of Resolution:**

Amend Resolution No. 179-23 regarding salary of Jail Administrator

**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 AMENDING RESOLUTION 179 OF 2023 CORRECTING A PARTICULAR MANAGEMENT SALARY IN THE SHERIFF'S OFFICE**

**WHEREAS,** the Sullivan County Legislature adopted resolution 179 of 2023 which amended Management Salaries in the Sheriff's Office, and

**WHEREAS,** there is a need to amend resolution 179 of 2023 to correct a particular salary within the Sheriff's Office.

**NOW, THEREFORE, BE IT RESOLVED,** that the Sullivan County Legislature effective January 1, 2023, hereby sets the salary for the following management position within the Sheriff's Office as follows:

Jail Administrator	\$110,268
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# Sullivan County

## Legislative Memorandum

100 North Street  
Monticello, NY 12701

**File #:** ID-5526

**Agenda Date:** 5/18/2023

**Agenda #:** 25.

**Narrative of Resolution:**

The Legislative Discretionary Funding Program is designed to assist Sullivan County and County-oriented entities with achieving such goals as public safety, public health, youth services, community development and economic development

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

**Amount to be authorized by Resolution:** \$8,000

**Are funds already budgeted?** Yes

**Specify Compliance with Procurement Procedures:** N/A

**WHEREAS,** the Sullivan County Legislature adopted a Legislative Discretionary Contract Funding Program pursuant to Resolution No. 327-16; and

**WHEREAS,** the program is designed to assist Sullivan County and County-oriented entities with achieving such goals as public safety, public health, youth services, community development, and economic development; and

**NOW, THEREFORE, BE IT RESOLVED,** that the Sullivan County Legislature approves the projects listed in the attached "Schedule A" and the disbursement of the associated funds, and

**BE IT FURTHER RESOLVED,** that the Sullivan County Legislature authorizes the County Manager to enter into contracts with these award recipients for the contract period of January 1, 2023 through December 31, 2023, said contracts to be in a form approved by the County Attorney.

"Schedule A"

2023 Legislative Discretionary Contract Funding

Applicant	Project	Award Recommendation
Friends of the Mamakating Environmental Education Center	To hire a part-time intern - District 4 (\$5,000) District 5 (\$3,000)	\$8,000
Town of Lumberland	To rebuild and insure longevity of a focal point of town architecture by rebuilding the Town Hall Bell Tower - District 2	\$6,000
Summitville Fire Company, No. 1 Inc.	Purchase of t-shirts and refreshments for their wet down at their firehouse to assist with recruitment of new members to the department - District 4	\$2,000

# Sullivan County

## Legislative Memorandum

**File #:** ID-5534

**Agenda Date:** 5/18/2023

**Agenda #:** 26.

### Narrative of Resolution:

**WHEREAS**, the County of Sullivan took title to various parcels by virtue of tax foreclosure proceedings by Deed dated the 22<sup>nd</sup> day of March, 2023 and recorded in the Sullivan County Clerk's Office on the 22<sup>nd</sup> 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.

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

**Amount to be authorized by Resolution:** n/a

**Are funds already budgeted?** No

**Specify Compliance with Procurement Procedures:**

Click or tap here to enter text.

**2023 REPURCHASE #2    FORMER OWNER NAME**

<b>BE8.-1-84.8</b>	Christian Missionary Church the Vision of God, Inc.
<b>LI40.-1-21.1/1101</b>	Triplark LLC
<b>LU16.-1-8.4</b>	Hans Merkle
<b>MA56.-1-4</b>	Mary H. Moore
<b>TH106.-3-15</b>	Alil Pericic

# Sullivan County

## Legislative Memorandum

**File #:** ID-5537

**Agenda Date:** 5/18/2023

**Agenda #:** 27.

**Narrative of Resolution:**

Authorize Public Hearing for the Eight Year Review of Ag District No. 4

**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.

**Specify Compliance with Procurement Procedures:** N/A

**RESOLUTION INTRODUCED BY THE EXECUTIVE COMMITTEE AUTHORIZING A PUBLIC HEARING AND PUBLICATION OF A LEGAL NOTICE FOR THE EIGHT-YEAR REVIEW OF AGRICULTURAL DISTRICT #4 PURSUANT TO ARTICLE 25-AA OF THE AGRICULTURE AND MARKETS LAW**

**WHEREAS**, Article 25-AA, Section 303-a of the Agriculture and Markets Law requires County Review of an Agricultural District every eight, twelve or twenty years after its creation and sets forth the procedures which must be followed in such review, and

**WHEREAS**, Sullivan County Agricultural District No. 4 includes lands in the Towns of Bethel, Highland, Fallsburg, Forestburgh, Liberty, Lumberland, Mamakating, Neversink, Rockland, Thompson and Tusten and the Villages of Bloomingburg and Wurtsboro; and

**WHEREAS**; the Sullivan County Legislature reviewed and modified Agricultural District No. 4 in 2015, and

**WHEREAS**, pursuant to Agriculture Markets Law Section 303-a(1) and the policy of the Sullivan County Legislature, Agricultural District No. 4 must be reviewed this year, and

**WHEREAS**; upon review of Agricultural District No 4, and based on the survey of landowners, and upon the review and recommendations of the Sullivan County Agricultural and Farmland Protection Board and the Division of Planning and Community Development it is necessary to modify the boundaries of Agricultural District No. 4, such modifications being described in Schedule A, attached hereto.

**NOW THEREFORE, BE IT RESOLVED**, that a public hearing be held by the Sullivan County Legislature on Thursday, June 1, 2023 at 10:15am in the Legislative Hearing Room for the purpose of reviewing Agricultural District No. 4, and

**BE IT FURTHER RESOLVED**, that the Clerk to the Sullivan County Legislature is hereby authorized to publish a notice of public hearing and give individual notice of this hearing in writing to those municipalities whose territories encompass Agricultural District No. 4 and any modifications to the

District; to persons, as listed on the most recent assessment roll, whose land is the subject of a proposed modification; and to the Commissioner of Agriculture and Markets.

### SCHEDULE A

#### Parcels to be Included in Agricultural District No. 4:

Town of Fallsburg	59.-1-24.4
Town of Lumberland	26.-1-2
Town of Lumberland	17.-1-4.32

#### Parcels to be Removed from Agricultural District No. 4:

Town of Bethel	18.-1-26.1
Town of Fallsburg	14.-1-16.41
Town of Fallsburg	32.A-1-53
Town of Fallsburg	8.-1-34.5
Town of Fallsburg	14.-1-16.3
Town of Fallsburg	14.-1-1.7
Town of Fallsburg	14.-1-31
Town of Fallsburg	5.-1-20.21
Town of Fallsburg	32.A-1-47
Town of Fallsburg	8.-1-19.7
Town of Fallsburg	33.-1-5
Town of Fallsburg	33.-1-7
Town of Fallsburg	33.-1-8
Town of Fallsburg	33.-1-9
Town of Fallsburg	7.-1-9.33
Town of Liberty	8.-1-33
Town of Liberty	48.-2-4.1
Town of Liberty	48.-2-4.6
Town of Liberty	48.-2-4.7
Town of Liberty	48.-2-4.8
Town of Neversink	25.-1-33.14
Town of Neversink	30.-1-33
Town of Rockland	21.-1-6
Town of Tusten	20.-1-27.3

## NOTICE OF PUBLIC HEARING ON AN AGRICULTURAL DISTRICT PURSUANT TO THE EIGHT YEAR REVIEW

Notice is hereby given that a public hearing will be held by the Sullivan County Legislature at 10:15am on Thursday, June 1, 2023 in the Legislative Hearing Room at the Sullivan County Government Center, Monticello, New York on Agricultural District No. 4 to consider the recommendations of the Agricultural and Farmland Protection Board and the Commissioner of Planning and Environmental Management.

Descriptions and maps of the District and recommendations of the Agricultural and Farmland Protection Board and the Commissioner of Planning and Community Development may be examined in the offices of the Sullivan County Division of Planning and Community Development, Cornell Cooperative Extension Sullivan County, and online at [www.sullivancce.org/agriculture/farmland-protection-ag-districts-vs-assessments](http://www.sullivancce.org/agriculture/farmland-protection-ag-districts-vs-assessments) <<http://www.sullivancce.org/agriculture/farmland-protection-ag-districts-vs-assessments>>.

Agricultural District No. 4 includes land within the Towns of Bethel, Highland, Fallsburg, Forestburgh, Liberty, Lumberland, Mamakating, Neversink, Rockland, Thompson and Tusten and the Villages of Bloomingburg and Wurtsboro. The Agricultural and Farmland Protection Board and the County Commissioner of Planning and Community Development have reviewed Agricultural District No. 4 and have recommended that the Sullivan County Legislature adopt and incorporate the recommended modifications of Agricultural District No.4 as follows:

Parcels to be included in Agricultural District No. 4, as portrayed on the Sullivan County Tax Maps on May 18, 2023:

Town of Fallsburg	59.-1-24.4
Town of Lumberland	26.-1-2
Town of Lumberland	17.-1-4.32

Parcels to be removed from Agricultural District No. 4, as portrayed on the Sullivan County Tax Maps on May 18, 2023:

Town of Bethel	18.-1-26.1
Town of Fallsburg	14.-1-16.41



Town of Fallsburg	32.A-1-53
Town of Fallsburg	8.-1-34.5
Town of Fallsburg	14.-1-16.3
Town of Fallsburg	14.-1-1.7
Town of Fallsburg	14.-1-31
Town of Fallsburg	5.-1-20.21
Town of Fallsburg	32.A-1-47
Town of Fallsburg	8.-1-19.7
Town of Fallsburg	33.-1-5
Town of Fallsburg	33.-1-7
Town of Fallsburg	33.-1-8
Town of Fallsburg	33.-1-9
Town of Fallsburg	7.-1-9.33
Town of Liberty	8.-1-33
Town of Liberty	48.-2-4.1
Town of Liberty	48.-2-4.3
Town of Liberty	48.-2-4.4
Town of Liberty	48.-2-4.5
Town of Neversink	25.-1-33.14
Town of Neversink	30.-1-33
Town of Rockland	21.-1-6
Town of Tusten	20.-1-27.3

All parties in interest and citizens will be heard by the Sullivan County Legislature at the public hearing.



# Sullivan County

## Legislative Memorandum

100 North Street  
Monticello, NY 12701

**File #:** ID-5538

**Agenda Date:** 5/18/2023

**Agenda #:** 28.

**Narrative of Resolution:**

Authorize Public hearing for the inclusion of additional parcels into Agricultural District #1

**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 NO. INTRODUCED BY THE EXECUTIVE COMMITTEE TO AUTHORIZE A PUBLIC HEARING FOR THE INCLUSION OF ADDITIONAL PARCELS INTO AGRICULTURAL DISTRICT NO. 1.**

**WHEREAS**, the Sullivan County Legislature (“Legislature”) has the authority under Article 25-AA, Section 303-b of New York State Agriculture and Markets Law to amend the Sullivan County Agricultural Districts on a yearly basis; and

**WHEREAS**, the Sullivan County Agricultural & Farmland Protection Board has recommended that the Legislature amend Sullivan County Agricultural District No. 1 to include additional parcels as listed in Schedule A attached hereto and made a part hereof; and

**WHEREAS**, prior to authorizing the inclusion of additional parcels into an Agricultural District it is necessary to conduct a public hearing.

**NOW, THEREFORE, BE IT RESOLVED**, that the Sullivan County Legislature does hereby authorize holding a public hearing on Thursday, June 1, 2023 at 10:20am in the Legislative Hearing Room of the Sullivan County Government Center, 100 North Street, Monticello, New York regarding the inclusion of the parcels listed on Schedule A into Agricultural District No. 1; and

**BE IT FURTHER RESOLVED**, that the Clerk to the Legislature is hereby authorized and directed to publish a notice of such public hearing in the official newspapers of the County and to provide such notice in writing directly to those municipalities whose territory encompasses the lands which are proposed to be included in Agricultural District No. 1 and to the Commissioner of Agriculture and Markets.

**COUNTY OF SULLIVAN  
NOTICE OF PUBLIC HEARING**

**NOTICE IS HEREBY GIVEN** that requests for inclusion of predominantly viable agricultural land within a certified agricultural district have been filed with the County legislative body pursuant to NYS Agriculture and Markets Law 25AA Section 303-b and that a public hearing will be held by the Sullivan County Legislature on Thursday, June 1, 2023 at 10:20am in the Legislative Hearing Room of the Sullivan County Government Center, Monticello, New York to consider the requests and the recommendations of the Sullivan County Agricultural and Farmland Protection Board to modify the Agricultural District No. 1 to add parcels as contained on the Sullivan County Tax Maps on May, 18 2023 and designated as follows:

Town of Tusten Parcel 20.-1-27.3

**SCHEDULE A**

Town of Tusten Parcel 20.-1-27.3

As portrayed on the Sullivan County Tax Maps on May 18, 2023

# Sullivan County

## Legislative Memorandum

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**File #:** ID-5535

**Agenda Date:** 5/18/2023

**Agenda #:** 29.

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**Narrative of Resolution:**

Click or tap here to enter text.

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

**Amount to be authorized by Resolution:** \$22,000

**Are funds already budgeted?** Yes

**Specify Compliance with Procurement Procedures:** Sheriff's Office has this amount already budgeted.

**RESOLUTION INTRODUCED BY EXECUTIVE COMMITTEE AUTHORIZING PURCHASE OF EQUIPMENT FROM THE TOWN OF HIGHLAND.**

Legislators Doherty, and Salamone offer the following:

WHEREAS, The Town of Highland has resolved to dispose of excess equipment following the elimination of the Constabulary, and

WHEREAS: The County of Sullivan and the Sullivan County Sheriff have entered into an inter-municipal agreement whereby the Sullivan County Sheriff is providing additional coverage to the Town of Highland for a fee separate and distinct from the normal allocation of services accorded the Town of Highland; and

WHEREAS: The County of Sullivan is committed, within limits of resources to maintain public safety throughout Sullivan County; and

WHEREAS, the County of Sullivan and the Sullivan County Sheriff have inspected the subject equipment and found that it is sufficiently sound to be placed into service, by the Sullivan County Sheriff within its normal county-wide operations; and

WHEREAS: The Office of the Sullivan County Sheriff has reached agreement on the value of the equipment; which includes two fully police equipment vehicles; three (3) shotguns / rifles and three (3) Kenwood radios.

**NOW THEREFORE IT IS:**

RESOLVED: That the County Manager or the Chairman of the Sullivan County Legislature is hereby authorized to enter into an agreement with the Town of Highland to purchase a 2016 Ford Explorer, a 2016 Dodge Charger each vehicle fully equipment with police light and siren package, radios and protective cages, plus three Kenwood radios and three rifles / shotguns for a total price not to exceed twenty-two thousand dollars (\$22,000.00); and it is further

RESOLVED: That the Town of Highland will provide the County of Sullivan with a proper Bill of Sale for said items; and it is further

RESOLVED: That each items will be transferred free of any and all liens and encumbrances with proof of ownership provided as a condition precedent to the transfer of such items; 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

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**File #:** ID-5540

**Agenda Date:** 5/18/2023

**Agenda #:** 30.

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**Narrative of Resolution:**

Rescind Resolution No. 92-23

**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.

**Specify Compliance with Procurement Procedures:** N/A

**RESOLUTION INTRODUCED BY THE EXECUTIVE COMMITTEE RESCINDING RESOLUTION NO. 92-23**

**WHEREAS**, the Sullivan County Legislature authorized Resolution No. 92-23 on March 16, 2023 to enter into a contract with RUPCO Inc. in an amount not to exceed \$40,000; and

**WHEREAS**, Sullivan County no longer has a need for the services to be performed under the contract authorized by the Resolution No 92-23.

**NOW, THEREFORE, BE IT RESOLVED**, that the Sullivan County Legislature hereby rescinds Resolution No. 92-23.



# Sullivan County

## Legislative Memorandum

100 North Street  
Monticello, NY 12701

**File #:** ID-5541

**Agenda Date:** 5/18/2023

**Agenda #:** 31.

**Narrative of Resolution:**

Authorize the County of Sullivan to cancel real property taxes due on certain properties

**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 COUNTY OF SULLIVAN TO CANCEL REAL PROPERTY TAXES DUE ON  
CERTAIN PROPERTIES**

**WHEREAS**, the County of Sullivan ("County") has approved the transfer of properties acquired by virtue of Article 11 real property tax foreclosure proceedings to the Sullivan County Land Bank Corporation ("Land Bank"), and

**WHEREAS**, the County has outstanding liens on the properties transferred by the County and Town, and

**WHEREAS**, the Land Bank requests the County cancel outstanding taxes and liens on the following properties for the Land Bank:

Address	Municipality	Tax Parcel ID (Section-Block-Lot)
389 Ferndale-Loomis Rd	Liberty (T)	36.-1-26.2
8205 State Route 55	Neversink	25.-1-30
975 & 977 State Route 55	Fallsburg	20.-1-35.1
20 Maple Ave N	Fallsburg	19.-10-8
557 Thompson Rd	Thompson	15.-1-43
21 Hoover Ave	Thompson	31.-1-71
4704 State Route 55	Bethel	8.-1-59

**WHEREAS**, pursuant to the Not for Profit Corporation Law, Article 16(also known as the "Land Bank Act") Section 1608, Land Banks may accept real property upon such terms and conditions as agreed to by the land bank and the municipalities; and

**WHEREAS**, it is the intent of the Sullivan County Legislature to cancel the real property taxes due and owing on the properties described above, so that the properties transferred to the Land Bank for public purposes and to ensure that no real property taxes shall be due and owing on said parcels so long as they remain in ownership of the Land Bank.

**NOW THEREFORE BE IT RESOLVED:**

1. The Sullivan County Treasurer is hereby authorized and directed to cancel any outstanding town/county real property taxes due and owing on the properties identified above, including those of the 2022-2023 School Districts impacted and any fees and penalties.
2. The Chairman of the Sullivan County Legislature is hereby authorized to execute any documents necessary, in forms approved by the Sullivan County Attorney.



# Sullivan County

## Legislative Memorandum

**File #:** ID-5542

**Agenda Date:** 5/18/2023

**Agenda #:** 32.

**Narrative of Resolution:**

Authorize an Intermunicipal Agreement with the Town of Fallsburg for services related to the O&W Rail Trail

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

**Amount to be authorized by Resolution:** not to exceed \$30,000

**Are funds already budgeted?** Yes

**Specify Compliance with Procurement Procedures:**

**RESOLUTION INTRODUCED BY THE EXECUTIVE COMMITTEE TO AUTHORIZE AN INTERMUNICIPAL AGREEMENT WITH THE TOWN OF FALLSBURG FOR SERVICES RELATED TO THE O&W RAIL TRAIL NEVERSINK CROSSING PROJECT**

**WHEREAS**, Sullivan County (the “County”) is awaiting a determination by the New York State Department of Environmental Conservation (“NYSDEC”) whether or not a freshwater mussel survey will be required for the Neversink Crossing project (“Project”) along the O&W Rail Trail in the Town of Fallsburg (“Town”); and

**WHEREAS**, the Town has entered into a contract with a vendor to conduct a similar study for a separate project upstream of the Project site; and

**WHEREAS**, the Town has indicated its willingness to add the scope of the County’s freshwater mussel survey to the existing contract with its vendor, subject to execution of an intermunicipal agreement authorizing the County to reimburse the Town for its portion of the services to be rendered; and

**WHEREAS**, the estimated cost of the services to be completed at the County’s project site will not exceed \$30,000; and

**WHEREAS**, should the County wait for a determination from the NYSDEC prior to securing these services, the County runs the risk of procuring these services later in the season at a substantially higher cost; and

**WHEREAS**, it is the recommendation of the Division of Planning that the County requests the Town to add the Project site to the scope of work for the purposes of conducting a freshwater mussel survey at this time, and that the Sullivan County Legislature authorize an intermunicipal agreement to reimburse the Town for said services.

**NOW, THEREFORE, BE IT RESOLVED**, that the Sullivan County Legislature authorizes the County Manager to execute an intermunicipal agreement with the Town of Fallsburg for reimbursement of the cost of a freshwater mussel survey at the Neversink Crossing project site, in such form as the County Attorney shall approve, in an amount not to exceed \$30,000; and

**BE IT FURTHER RESOLVED**, that should the NYSDEC issue a determination that a survey is not necessary, then the contract for the scope of work relevant to the County’s Project site will be terminated and the County will only be responsible for reimbursement of work comp

# Sullivan County

## Legislative Memorandum

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**File #:** ID-5543

**Agenda Date:** 5/18/2023

**Agenda #:** 33.

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**Narrative of Resolution:**

Resolution to authorize the County Manager to execute a contract with Mara Contracting Group, Inc. for asbestos abatement services for the Airport Terminal Revitalization Project at the Sullivan County International Airport.

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

**Amount to be authorized by Resolution:** \$60,000.00

**Are funds already budgeted?** Yes

**Specify Compliance with Procurement Procedures:**

B-23-38

**WHEREAS**, the County of Sullivan (the County), is the recipient of significant funding from the NYS Upstate Airport Economic Development and Revitalization Program; and

**WHEREAS**, this funding has been designated to revitalize the airport which requires demolition of the existing terminal building; and

**WHEREAS**, the County has had hazardous material sampling and testing completed on the existing terminal building which demonstrated that asbestos abatement is required prior to demolition; and

**WHEREAS**, the County through a bid process (B-23-28) for asbestos abatement services recommends award of contract with Mara Contracting Group, Inc., 405 Herzl St., Apt. 1F, Brooklyn, NY 11212.

**NOW, THEREFORE, BE IT RESOLVED**, that the Sullivan County Legislature authorizes the County Manager to sign the necessary agreements, contracts, and documentation, in such form as the County Attorney shall approve, to retain the services of Mara Contracting Group, Inc. in accordance with their response to B-23-38, said response becoming exhibit to the contract.



# Sullivan County

## Legislative Memorandum

100 North Street  
Monticello, NY 12701

**File #:** ID-5548

**Agenda Date:** 5/18/2023

**Agenda #:** 34.

**Narrative of Resolution:**

Amend Capital Plan 2023-2028 Capital Plan and Amend 2023 County Budget

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

**Amount to be authorized by Resolution:** \$5.5 million

**Are funds already budgeted?** Choose an item.

**Specify Compliance with Procurement Procedures**

**RESOLUTION INTRODUCED BY THE EXECUTIVE COMMITTEE TO AMEND THE 2023 - 2028 CAPITAL PLAN AND MODIFY THE COUNTY BUDGET TO PROVIDE ADDITIONAL FUNDING FOR THE SULLIVAN COUNTY INTERNATIONAL AIRPORT TERMINAL PROJECT**

**WHEREAS**, Sullivan County has received funding from the New York State Department of Transportation in the amount of \$18,500,000 for renovation of the Sullivan County International Airport (SCIA) Terminal, and

**WHEREAS**, the 2023 - 2028 Capital Plan reflects this project for the SCIA Terminal renovations in the amount of \$7,400,000 in budget year 2023 and \$11,100,000 in budget year 2024, and

**WHEREAS**, estimates received for completion of the SCIA Terminal renovations requires additional funding.

**NOW THEREFORE, BE IT RESOLVED**, that the Sullivan County Legislature authorizes the 2023 - 2028 Capital Plan be modified to reflect the increase in the total estimated project cost of the SCIA Terminal project bringing the total to \$24,000,000, and

**BE IT FURTHER RESOLVED**, that the Sullivan County Legislature authorizes the following 2023 budget modification to fund the anticipated increase cost of the SCIA Terminal project:

Increase H03 Capital Airport Construction \$5,500,000

Decrease A-1989-99-47-4735 Contingent New Initiatives \$4,000,000

Transfer from General Fund \$1,500,000



# Sullivan County

## Legislative Memorandum

100 North Street  
Monticello, NY 12701

**File #:** ID-5549

**Agenda Date:** 5/18/2023

**Agenda #:** 35.

**Narrative of Resolution:**

Authorize approval of three (3) Traffic Safety Board of Endorsement 2024 Grant Applications

**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.

**Specify Compliance with Procurement Procedures:** N/A

**RESOLUTION INTRODUCED BY EXECUTIVE COMMITTEE TO AUTHORIZE APPROVAL OF THREE (3) TRAFFIC SAFETY BOARD OF ENDORSEMENT 2024 GRANT APPLICATIONS**

**WHEREAS,** Governor's Traffic Safety Committee received three FY 2024 grant applications from Sullivan County, and

**WHEREAS,** and the Governor's Traffic Safety Committee is seeking the approval on these three grant applications, and

**WHEREAS,** the Sullivan County Traffic Safety Board hereby approves the following grants:

Sullivan County Child Passenger Safety Program	\$15,000
Liberty Village Police Department Police Traffic Services	\$14,520
Fallsburg Town Police Department Police Traffic Services	\$5,712

**NOW, THEREFORE BE IT RESOLVED,** that the Sullivan County Traffic Safety Committee hereby approves the three (3) above named grants.

# Sullivan County

## Legislative Memorandum

**File #:** ID-5552

**Agenda Date:** 5/18/2023

**Agenda #:** 36.

**Narrative of Resolution:**

Create four (8) Temporary 90-day positions in the Sheriff's Office

**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 TO CREATE EIGHT (8) TEMPORARY 90- DAY POSITIONS IN THE SHERIFF'S OFFICE**

WHEREAS, the Sheriff has requested eight (8) temporary 90-day positions be created in the Sheriff's Office; and

WHEREAS, in order to meet demands of the Sullivan County Jail, Sheriff Schiff is seeking to create eight (8) temporary 90-day positions in the Sheriff's Office to meet the current staffing needs of the Sullivan County Sheriff's office

NOW, THEREFORE, BE IT RESOLVED, that the Sullivan County Legislature hereby authorizes the creation of eight (8) temporary 90-day positions to assist the Sheriff's Office in their staffing needs; and

BE IT FURTHER RESOLVED, that the temporary 90-day position(s) shall be limited only by those position classifications currently existing within the Office of the Sullivan County Sheriff, to include but not be limited to Deputy Sheriff, Correction Officer, Detective or Clerical/Support staff; and

BE IT FURTHER RESOLVED, the Sheriff is hereby authorized to offer union scale for the temporary position(s).

BE IT FURTHER RESOLVED; that the Sullivan County Legislature hereby authorizes the creation of eight (8) temporary 90-day positions in the Sheriff's Office to meet the temporary staffing needs of the Sullivan County Sheriff's Office.

# Sullivan County

## Legislative Memorandum

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**File #:** ID-5019

**Agenda Date:** 3/16/2023

**Agenda #:** 37.

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**Narrative of Resolution:**

Authorize Lease Agreement with Hughes Energy for Recycling Technology Project

**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:**

**Narrative of Resolution:**

**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 ROBERT A. DOHERTY, CHAIRMAN OF THE LEGISLATURE  
AUTHORIZING SULLIVAN COUNTY TO ENTER INTO A LEASE AGREEMENT FOR  
RECYCLING TECHNOLOGY PROJECT**

**WHEREAS,** The County of Sullivan has capped landfill and has for several years had its solid waste taken to an alternate landfill, Seneca Meadows, in New York State; and

**WHEREAS,** The County of Sullivan expends in excess of thirteen million dollars annually managing it solid waste; and

**WHEREAS,** within the next five (5) years the County of Sullivan will need to identify alternate site for disposal of solid waste as it is anticipated that Seneca Meadows Landfill will be capped and unavailable to Sullivan County; and

**WHEREAS,** the County of Sullivan wishes to explore potential options for the disposal of our solid waste; and

**WHEREAS,** Hughes Energy has approached the County of Sullivan with interest for creating a research and development operation at the Sullivan County Landfill location to explore various potential solutions to the County's Solid Waste Management issues.

**NOW THEREFORE BE IT RESOLVED**, that the Sullivan County Legislature (“Legislature”) hereby authorizes county Manager Joshua Potosek to enter into a Lease Agreement with Hughes Energy, LLC for the use of a 10,000 - 12,000 square foot building at the Sullivan County Landfill for the purpose of developing a Research and Development project to assist the County of Sullivan with current and future needs for management of solid waste; and

**BE IT FURTHER RESOLVED**, that the County of Sullivan will provide up to 20 tons of municipal solid waste to Hughes energy per day for use in their research and development operation; and

**BE IT FURTHER RESOLVED:** That this project must be endorsed and approved by the New York State Department of Environmental Conservation; and

**BE IF FURTHER RESOLVED**, that this Resolution shall take effect immediately; and

**BE IF FURTHER RESOLVED**, that and such agreements shall be in a form acceptable to the Sullivan County Attorney.

# Sullivan County

## Legislative Memorandum

**File #:** ID-5043

**Agenda Date:** 3/16/2023

**Agenda #:** 38.

**Narrative of Resolution:**

To Confirm the appointments of two (2) new members to the Sullivan County Board of Ethics

**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:** N/A

**RESOLUTION INTRODUCED BY ROBERT A. DOHERTY, CHAIRMAN OF THE LEGISLAURE AND MICHAEL BROOKS, VICE CHAIRMAN OF THE LEGISLATURE TO APPOINT TWO (2) MEMBERS TO THE SULLIVAN COUNTY BOARD OF ETHICS**

Legislators Doherty and Brooks offer the following:

**WHEREAS** The Sullivan County Legislature adopted an Ethics Law on or about May 23, 2013 for the purpose of regulating ethical conduct of County Officials, Employees and in some cases family member of County Officials and Employees; and

**WHEREAS** Pursuant to the Sullivan County Ethics Law, §A8A-3 establishes, the Board of Ethics which pursuant to law is comprised of five (5) members, appointed by the County Manager and confirmed by the County Legislature, one of which must be a Sullivan County Employee; and

**WHEREAS** there are currently only three seated members of the Board due to resignations and expiration of terms; and

**WHEREAS** The Sullivan County Legislature wishes to restore the Board of Ethics to full membership; and

**WHEREAS;** The Sullivan County Manager has appointed Len Bernardo of Rock Hill, New York to serve a three-year term, commencing November 4, 2022; and

**WHEREAS;** The County Manager has appointed Robert Freehill, Esq, Assistant County Attorney and an employee of Sullivan County to serve a three-year term commencing November 4, 2022 Now Therefore it is hereby

**RESOLVED:** That that Len Bernardo of Rock Hill, Town of Thompson is hereby Confirmed to serve a three-year term as a member of the Board of Ethics of Sullivan County commencing November 4, 2022; and it is further

**RESOLVED:** That Robert Freehill, Esq, a Sullivan County Employee, is hereby confirmed to serve a three-year term as a member of the Board of Ethics of Sullivan County, commencing November 4, 2022; and it is



further

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