



Sullivan County County Legislature

100 North Street
Monticello, NY 12701

Meeting Agenda - Final - Revised

Chair Nadia Rajsz
Vice Chair Luis Alvarez
Legislator Matt McPhillips
Legislator Brian McPhillips
Legislator Nicholas Salomone Jr.
Legislator Catherine Scott
Legislator Joseph Perrello
Legislator Amanda Ward
Legislator Terry Blosser-Bernardo

Thursday, May 7, 2026

10:45 AM

Government Center

Special Meeting Centralized Arraignment Part (CAP)

Call to Order and Pledge of Allegiance

Roll Call of Legislators

Reading of Special Meeting Notice

1. Special Meeting Notice

[ID-8349](#)

Public Comment

Resolutions #1 Needs to be Untabled for discussion and voting

1. Approving and Supporting the Establishment of a Centralized Arraignment Part in Sullivan County, New York

[ID-8189](#)

Attachments: [CAP Plan - 2-19-26 draft](#)

2. TO CREATE A PARK MANAGER (SEASONAL) POSITION IN THE DEPARTMENT OF PARKS, RECREATION, AND BEAUTIFICATION FOR LAKE SUPERIOR

[ID-8344](#)

3. TO AUTHORIZING THE EXECUTION OF AN AMENDMENT TO THE SOFTWARE LICENSE AGREEMENT BY AND BETWEEN THE COUNTY OF SULLIVAN AND THERAMANAGER LLC

[ID-8368](#)

Adjournment or Close



Sullivan County
Legislative Memorandum

100 North Street
Monticello, NY 12701

File #: ID-8349

Agenda Date: 5/7/2026

Agenda #: 1.

SPECIAL MEETING NOTICE

TO: County Legislature
M. McPhillips, B. McPhillips, Salomone, Scott, Alvarez, Perrello, Ward, and Bernardo

FROM: Nadia Rajs, Chair

RE: Special Meeting of the Legislature:
Thursday, May 7, 2026 at 10:45am

DATE: April 29, 2026

Please take notice that there will be a Special Meeting of the Sullivan County Legislature on **Thursday, May 7, 2026 at 10:45am**. The purpose of the meeting is to untangle from the Special Meeting on March 5th and consider the establishment of a Centralized Arraignment Part (CAP) in Sullivan County and any other business that may come before the Legislature.

NR:am

Cc: County Manager Joshua Potosek
Deputy County Manager Michelle Bowers
County Attorney Robert H. Freehill
Security, Media and bulletin boards



Sullivan County

Legislative Memorandum

100 North Street
Monticello, NY 12701

File #: ID-8189

Agenda Date: 5/7/2026

Agenda #: 1.

Narrative of Resolution:

Approving and Supporting the Establishment of a Centralized Arraignment Part in Sullivan County, New York

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

Amount to be authorized by Resolution: None

Are funds already budgeted? Choose an item.

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

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

Specify Compliance with Procurement Procedures:

RESOLUTION INTRODUCED BY LUIS A. ALVAREZ, CHAIR OF THE PUBLIC SAFETY AND LAW ENFORCEMENT COMMITTEE TO APPROVE AND SUPPORT THE ESTABLISHMENT OF A CENTRALIZED ARRAIGNMENT PART IN SULLIVAN COUNTY, NEW YORK

WHEREAS, Sullivan County is a rural county in the State of New York, served by numerous town and village courts responsible for the conduct of local criminal court arraignments; and

WHEREAS, under current practice, arraignments are conducted by individual town and village justices who are contacted on an on-call basis at all hours of the day and night, including weekends and holidays, placing significant burdens on the local judiciary, law enforcement agencies, local defense bar and other county resources; and

WHEREAS, the right to counsel at first appearance in a criminal proceeding is guaranteed under the New York State Constitution and codified at CPL §§170.10(3) and 180.10(3), and was reinforced by the Court of Appeals of the State of New York in *Hurrell-Harring v. State* (2010), which directed the State to ensure that defendants receive the assistance of counsel at first appearance; and

WHEREAS, the New York State Office of Indigent Legal Services, pursuant to Executive Law §832(4)(a), has directed that counties ensure counsel is present at all first arraignments, and the establishment of a Centralized Arraignment Part (CAP) is an efficient mechanism by which counties such as Sullivan County can fulfill this obligation; and

WHEREAS, a Centralized Arraignment Part has been proposed and developed for Sullivan County through an extensive collaborative process convened by the Supervising Judge for the Town and Village Courts of the Third Judicial District, with the participation of representatives of the local judiciary, the defense bar, the Sullivan County District Attorney's Office, the Sullivan County Sheriff's Office, the New York State Police - Troop F, and local law enforcement agencies; and

WHEREAS, the Sullivan County CAP Plan provides for two daily arraignment sessions - a morning session and an evening session - to convene every day of the year, including weekends and holidays, at the Sullivan County Jail / Sheriff's Law Enforcement Center, located at 58 Old Route 17, Monticello, New York; and

WHEREAS, the CAP facility at the Sullivan County Jail will include a dedicated courtroom with a judge's bench, public seating, separate holding cells, attorney-client private consultation rooms, security screening, and digital recording and

computer equipment to be provided by the Third Judicial District; and

WHEREAS, the Sullivan County CAP will be staffed on a rotating basis by participating town and village justices serving as CAP judges, with guaranteed defense counsel coverage at every session, ensuring constitutional compliance at every arraignment; and

WHEREAS, the CAP will apply to all custodial arraignments in local criminal courts, as well as appearances on bench and arrest warrants returnable to a local criminal court pursuant to CPL §410.40(2), excluding arraignments of Adolescent Offenders and Juvenile Offenders as provided under CPL Article 722; and

WHEREAS, the participating law enforcement agencies - including the Sullivan County Sheriff's Office, the New York State Police - Troop F, the Fallsburg Town Police Department, the Liberty Village Police Department, the Monticello Village Police Department, and the Woodridge Village Police Department - will enter into Memoranda of Agreement formalizing their participation in and support for the CAP; and

WHEREAS, the Sullivan County CAP will promote more efficient utilization of law enforcement resources by permitting arresting officers to deliver defendants to the Sullivan County Jail and return to patrol, with assurance that arraignment will occur at the next scheduled CAP session without the need to locate and convene an individual justice; and

WHEREAS, the Sullivan County Magistrates Association has adopted a resolution approving the Sullivan County CAP Plan and committing to the participation of town and village justices in its operation; and

WHEREAS, the Sullivan County Legislature finds that the establishment of a Centralized Arraignment Part serves the public interest by protecting the constitutional rights of defendants, improving the efficiency of the criminal justice system, supporting law enforcement operations, and ensuring that Sullivan County meets its obligations under state law;

NOW, THEREFORE, BE IT RESOLVED that the Sullivan County Legislature hereby approves and supports the establishment of a Centralized Arraignment Part in Sullivan County, New York, in accordance with the Sullivan County CAP Plan as developed through the collaborative stakeholder process convened by the Supervising Judge of the Town and Village Courts of the Third Judicial District; and

BE IT FURTHER RESOLVED that the Sullivan County Legislature authorizes and directs the County Manager and all appropriate county departments and officials, including the Sullivan County Sheriff's Office, to cooperate fully with the implementation of the Sullivan County CAP Plan, to execute such Memoranda of Agreement and other documents as may be necessary to effectuate the CAP, and to make available the CAP facility at the Sullivan County Jail for the conduct of arraignment sessions as contemplated by the Plan; and

BE IT FURTHER RESOLVED that the Sullivan County Legislature expresses its appreciation to the Supervising Judge of the Town and Village Courts of the Third Judicial District, the members of the Sullivan County Magistrates Association, the Sullivan County District Attorney's Office, the Sullivan County Sheriff's Office, the New York State Police, the local defense bar, the local law enforcement agencies, and all other stakeholders who participated in the development of the Sullivan County CAP Plan; and

BE IT FURTHER RESOLVED that the Clerk of the Sullivan County Legislature is hereby directed to transmit a certified copy of this Resolution to the Supervising Judge of the Town and Village Courts of the Third Judicial District, the Chief Administrative Judge of the New York State Unified Court System, the Sullivan County Sheriff, the Sullivan County District Attorney, and the Sullivan County Magistrates Association.

SULLIVAN COUNTY CAP PLAN



I. OVERVIEW

This document outlines a centralized arraignment part plan for Sullivan County, New York. This is a draft plan subject to review and revision upon consultation with relevant stakeholders, including the Town and Village Courts of Sullivan County, the Sullivan County Magistrate’s Association, the Sullivan County Legal Aid Panel and Conflict Panel, the Sullivan County Assigned Counsel Administrator, the Sullivan County District Attorney, the local police agencies listed in Appendix B, including the Sullivan County Sheriff and New York State Police, Troop F.

A. Geography and Demographics

Sullivan County is located in the southeastern portion of New York State, but northwest of New York City. It shares a border with Pennsylvania along the Delaware River. Sullivan County comprises an area of approximately 997 square miles and according to the 2020 census has a population of 78,624 people. In 2023 the median household income was \$68,063.

B. Courts

Sullivan County has fifteen (15) Town Courts and three (3) village courts, a full list of which are in Appendix A.

The Lawrence H. Cooke Sullivan County Courthouse is located at 414 Broadway, Monticello, New York 12701.

C. Police Agencies

Sullivan County is served by a number of law enforcement agencies. These include the New York State Police (Troop “F”), the Sullivan County Sheriff’s Office, and four local agencies comprised of the Fallsburg Town Police Department, the Liberty Village Police

Department, the Monticello Village Police Department, and the Woodridge Village Police Department. The New York City Department of Environmental Protection also operates in the area around reservoirs which provide drinking water to the City of New York.

A list of these agencies and their addresses is in Appendix B.

D. Facility and Location

Primary CAP Facility: Sullivan County Jail / Sheriff’s Law Enforcement Center located at 58 Old Route 17, Monticello, New York 12701.

Courtroom Setup: CAP courtroom and surrounding areas will have a judge’s bench, public seating (capacity for around 20 persons), separate holding cells, attorney–client private consultation areas and public entry through a magnetometer. A digital recorder system and necessary computer equipment will be provided by the Third Judicial District.

Public Access: Courtroom open during CAP sessions, with Sheriff’s deputies staffing magnetometer and ensuring security.

E. Hours of Operation

Daily Sessions: Two arraignment sessions held every day as needed, including weekends and holidays:

Morning Session: 7:00 a.m. – 9:00 a.m.

Evening Session: 7:00 p.m. – 9:00 p.m.

F. Participating Agencies

The following law enforcement agencies will participate in the Sullivan County CAP through formal Memoranda of Agreement (MOAs):

- Sullivan County Sheriff’s Office
- New York State Police – Troop F (Liberty, Narrowsburg, Roscoe, Wurtsboro barracks)
- Fallsburg Town Police Department
- Liberty Village Police Department
- Monticello Village Police Department
- Woodridge Village Police Department
- New York City Department of Environmental Protection

(Note: Town constable offices are excluded at this time, as they are not expected to make arrests for which prompt arraignments are necessary.)

G. Reasons for creating a centralized arraignment part in Sullivan County

- **Ensuring Counsel is present at first arraignment:**

The constitutional right to counsel for individuals facing criminal charges is protected in New York State under CPL §§170.10(3) and 180.10(3) and was reinforced by the Court of Appeals in *Hurrell-Harring v. State* (2010). New York’s Executive Law §832(4)(a) directed the Office of Indigent Legal Services (ILS) to ensure counsel at first appearance (CAFA). Sullivan County, like many rural counties, has historically relied on justices being called at all hours to conduct arraignments, often without defense counsel present. A CAP will resolve these issues by centralizing arraignments at fixed times with guaranteed coverage from defense attorneys.

- **Enabling more efficient utilization of police forces:**

A CAP will also allow for more efficient use of police forces by limiting the amount of time an officer has to hold a defendant in custody following an arrest. Under current procedures, when an arrest is made for an offense requiring immediate arraignment, the arresting officer must locate a judge to conduct the arraignment. Once a judge is located, the court must also wait for an attorney to be present to represent the defendant. A CAP court will allow the defendant to be held at the Sullivan County Jail pending arraignment at the next scheduled session. Once the defendant is secured in the Sullivan County Jail, the officer may return to patrol, with assurance that a judge and attorney will be present at the next scheduled CAP session.

II. THE CENTRALIZED ARRAIGNMENT PART PLAN

A. The Proposed Sullivan County Centralized Arraignment Plan:

The following constitutes the proposed permanent plan for Sullivan County to operate a centralized arraignment part for custodial arrests, at which counsel will be provided to defendants at all after-hours, weekend and holiday arraignments.

- Persons subject to custodial arrests include any of those for which appearance tickets may not, or need not, be issued under CPL § 150.20.

- The CAP procedure will also apply to appearances for warrants returnable to a local criminal court as contemplated by CPL §410.40 (2), including bench and arrest warrants). This CAP will not apply to arraignments pertaining to Adolescent Offenders or Juvenile Offenders as contemplated by CPL Article 722.

B. Hours of Arraignment

There will be two designated Sullivan County CAP sessions per day that will convene as needed every day, including weekends and holidays, to conduct local criminal court custodial arraignments.

C. Designated CAP Sessions:

The morning session will commence at 7:00 a.m. and continue until 9:00 a.m. The evening session will commence at 7:00 p.m. and continue until 9:00 p.m. The CAP may adjourn if all arraignments are completed prior to the end of the session. However, if any defendant is ready to be arraigned prior to 9:00 a.m. or 9:00 p.m. the CAP will be reconvened, and the on-call judge and on-call attorney will return to the CAP for the arraignment. “Ready to be arraigned” shall mean that all requirements have been met for the arraignment, and that counsel, the Defendant and other necessary parties will be present and ready to proceed 30 minutes prior to the conclusion of the particular cap session.

D. Altering the Hours of Designated CAP Sessions:

The hours of CAP sessions may be changed or altered:

- upon the agreement by the Sullivan County Sheriff, the President of the Sullivan County Magistrates Association, the Sullivan County Legal Aid and Conflict Panels, the Sullivan County Assigned Counsel Administrator, the Sullivan County District Attorney, and the Administrative Judge of the New York State Third Judicial District; and
- provided that the CAP will be available to convene at least once every twelve hours and for a duration of at least two hours each time it convenes.

E. Judges Presiding at the CAP:

The local criminal court judges from the Town and Village Courts in Sullivan County will preside over CAP Court arraignments. The on-call judge will be

responsible for presiding over any arraignments during that judge's designated CAP session for defendants arrested anywhere in the county. The on-call judge must be notified of the need for an arraignment.

1. On-call Rotation:

- Judges will be assigned designated CAP Sessions according to a pre-determined on-call rotation schedule developed by the Sullivan County Magistrates Association and approved by the Administrative Judge of the New York State Third Judicial District. The Magistrate's Association will provide the first schedule to the Administrative Judge for pre-approval and will thereafter provide a copy to the Judge of all subsequent schedules. The schedule will be made monthly, at least 30 days in advance of the first day of the month covered by the schedule.

2. Back-up Judges

- In the event that the scheduled on-call judge has a conflict of interest in conducting the arraignment or is unexpectedly unavailable to preside during the scheduled session, the on-call judge will contact the back-up judge from the on-call rotation schedule provided by the Sullivan County Magistrates' Association.

3. Compensation for Judges

- Compensation will be paid in accordance with the Rules of the Chief Administrative Judge Section 126.3 Off-Hours Arraignment Parts; as of December 28, 2023, that rule provides as follows:

Each judge or justice of a city, town or village court temporarily assigned to an off-hours arraignment part established by the Chief Administrator pursuant to Judiciary Law § 212(1)(w) shall receive \$400 per day, or \$200 per half-day, for each day or half-day period of service during which such judge or justice performs one or more judicial functions in the off-hours part. Where an assignment requires a participating judge or justice to remain available on-call for service in an off-hours arraignment part, there shall be no compensation for any day or half-day period of service that does not include at least one in-court judicial function. No state-paid judge may receive compensation under this Part for service in an off-hours

arraignment part in lieu of regularly scheduled service in a state paid court without the approval of the Chief Administrator.

4. Appearance of Defense Attorneys

- The appearance of defense counsel is constitutionally mandated, and the on-call attorney must be notified of the need for an arraignment. Absent exceptional circumstances, a person shall not be arraigned in a CAP Court without defense counsel present. Should the requirements of CPL § 182 be met, defense counsel may make an electronic appearance.

5. On-Call Attorney Schedule

- Attorneys will be assigned designated CAP Sessions according to a pre-determined on-call schedule, created and approved by the Sullivan County Assigned Counsel Administrator.

6. Back-up Attorneys

- In the event that the scheduled on-call defense counsel has a conflict of interest or is unexpectedly unavailable to appear during the scheduled session, the on-call attorney will contact a substitute attorney from an Attorney Emergency Call List provided by the Sullivan County Assigned Counsel Administrator, consistent with the policies of said Administrator.

7. Appearance of the District Attorney

- The People's appearance will be at the discretion of the District Attorney. The Sullivan County District Attorney's Office must be notified of the need for an arraignment (see below, "Notification of Need for Arraignment").

8. Arresting Agencies

Following an arrest, the arresting agency will adhere to the following requirements:

- The arresting agency will enter fingerprint information using the ORI number of the court that has original jurisdiction of the offense. The Sullivan County CAP will not have a designated ORI Number.
- Upon arriving at the Sullivan County Jail, jail staff will secure the detainee in accordance with the protocols developed and circulated by the Sullivan County Sheriff’s Office for pre-arraignment detention.
- Fingerprint-Based RAP Sheet and Materials for Arraignment. The arresting agency must leave with the Sheriff everything necessary for an arraignment including but not limited to:
 - (1) two hard copies each of the accusatory instruments, any supporting depositions, information needed for an order of protection, any summary of the basis for a warrant, a declaration of delinquency or violation of probation petition;
 - (2) two hard copies of the fingerprint-based RAP sheet pursuant to CPL §160.40 or in the extraordinary case when a fingerprint-based rap sheet is not available, two copies of the DCJS Repository inquiry-based RAP;
 - (3) a writing that embodies the District Attorney’s recommendation regarding monetary bail and/or Pre-Trial Service Conditions for applicable charges, unless the District Attorney tells the arresting officer that a representative will appear in-person at the next CAP court session.

The Administrative Judge for the 3rd Judicial District may periodically update the above list and protocols to ensure the smooth execution of CAP arraignments.

F. Location of the CAP Court

The CAP Court will be located in the Sullivan County Jail / Sheriff’s Law Enforcement Center located at 58 Old Route 17, Monticello, New York 12701.

- (a) **Public Access.** When in session, the Sullivan County CAP will be open to the public and is wheelchair accessible. All persons will be required to

pass through the magnetometer located at the entrance to the building and submit to screening. A public restroom will be available.

(b) Attorney/Client Meeting Room: A meeting room, with a door that can be closed is located adjacent to the CAP courtroom. The room will contain furniture necessary to accommodate attorney client meetings including a table and chairs.

(c) Courtroom Furniture, Equipment, and Inventory / Alternate Room Use: The CAP Courtroom will be furnished with the following equipment, supplies and inventory described herein, which will be secured in a locked cabinet or room, when not in session. To the extent practicable, the furniture, such as the bench, will be moveable so that the room may be cleared to allow for multi-purposed use as directed and authorized by the Sullivan County Sheriff. Such use may include, but not be limited to meetings, training, and other activities involving the public.

G. Provision of equipment and supplies

The State of New York, Office of Court Administration, is requested to provide and maintain the following in the CAP Courtroom:

1. A laptop computer equipped with such up-to-date software, equipment, and systems necessary to ensure the smooth and efficient function of a proper courtroom. At this time of the formation of the CAP in Sullivan County, it is requested that these include the SEI Courtroom program, Liberty recording software and SharePoint Data Base System. The laptop will also have access to Web DVS for the electronic filing of Orders of Protection.
2. A microphone or microphones compatible with the recording software and computer sufficient to record the court proceedings.
3. A scanner and stand-alone printer.
4. A lockable cabinet to store the CAP Court's equipment and supplies when not in session. The printer will be set on top of the cabinet, or another suitable stand, when not in session.
5. A chair for the on-call judge and a bench that can be moved if necessary.

6. Access to an interpreter service such as Language Line for non-English speaking defendants.

The Sullivan County Magistrates' Association shall provide the CAP Court with:

- An inventory of supplies sufficient for the operation of the CAP Court such as two extra robes (a large and a medium) to be kept at the CAP Courtroom, forms, copy paper, toner, pens, pencils, stapler and staples, staple remover, paperclips, scissors, rubber-bands, arraignment logbook, envelopes, stamps or postage meter, etc. Such inventory will be monitored and maintained by the Magistrate's Association in conjunction with the Office of the Administrative Judge of the New York State Third Judicial District; and

Sullivan County will provide the following:

1. Flags in the courtroom;
2. Labor and materials to ensure that the bench and the judges' lockable Cabinet, and other equipment or furniture designated for the purpose of carrying out arraignments at the CAP Court (such as the defense attorneys' lockable cabinet) can be safely moved and stored to accommodate other uses of the room that will also be used as the CAP Courtroom;
3. A telephone with speaker accessible from the bench.
4. Internet access.
5. Seating for the defendant, defense attorney, District Attorney, and any visitors.
6. A private room for defense attorneys to meet with clients with a desk and chair for the attorney, a chair for the client.

H. Security

There shall be at least two deputies present for arraignment: an officer in charge of the arrestee and second officer in charge of screening guests who wish to attend the court proceeding and otherwise provide support in the courtroom.

- Weapons and items defined as prison contraband by the penal law will not be permitted in the courtroom.
- The CAP courtroom has secure doors and no windows or access except through a monitored access area.
- A plan for Emergency Egress (Flight path) will be established, distributed to the Magistrates Association, the 18-B Administrator and the District Attorney, and will be posted in the CAP courtroom.

I. Arraignments that May Occur Outside of the Designated CAP Courtroom

If an arraignment is required during a time when a local criminal court is conducting a regularly scheduled session, the arresting agency may take the arrestee to the court in session, and the presiding judge may conduct the arraignment if:

- (a) the matter is one over which the court in session would have original or alternate jurisdiction pursuant to CPL §§120.90 and 140.20; and (b) defense counsel is available at the court in session.

J. Pre-Arrestion Detention

Process of arrest and holding:

- When a law enforcement agency has arrested a person requiring arraignment, that person will be processed and, where applicable, fingerprinted by the arresting agency and then transported to the Sullivan County Jail to await arraignment at the next scheduled CAP session.
- Subject to circumstances outlined in the MOU, once turned over to the custody of the Sheriff, the arrestee shall become the responsibility of the Sheriff, and the arresting officers may return to normal duty. The Sullivan County Sheriff reserves the right to turn away the arrestee whom the Sheriff determines needs medical attention, (see MOU between pertinent law enforcement agencies attached hereto.)
- Arrestees brought to the Sullivan County Correctional Facility' for pre-arrestion detention will be secured separate from the general population of the jail and will be arraigned at the next available CAP Session.

Confirmation of Arraignments

At the time of admission of an arrestee to the Sheriff's custody for the purpose of awaiting arraignment, the arresting officer will notify the next scheduled CAP judge of the need for an arraignment. The officer will provide the scheduled CAP judge with the following information:

- Defendant's name
- Location of arrest / court of jurisdiction
- All Charges
- Whether an Order of protection is anticipated
- Name of victims and/or co-defendants, if known
- Monetary Bail and/or Pre-Trial Service Condition recommendations, if known

Notification of Need for Arraignment

Using contact lists provided and updated as necessary by the Sheriff, the County Court Judge, the President of the Magistrates Association, the Assigned Counsel Administrator and the District Attorney, the following notification process will be used:

1. As soon as a need for an arraignment is known, the arresting agency, will send a global email notification to a "CAP ARRAIGNMENT NOTIFICATION" email group consisting of essential participants, including the Sullivan County Sheriff, the judges participating in the CAP, the Sullivan County Assigned Counsel Administrator and the Sullivan County District Attorney.
2. The arresting agency will also call the following parties to notify of the need for an arraignment:
 - a. The scheduled CAP Judge;
 - b. The on-call defense attorney; and
 - c. The District Attorney, or the on-call attorney designated by the District Attorney.

Arraignment Procedures

Statutory Requirements

Arraignment of a defendant at the CAP shall be conducted pursuant to CPL §170.15(1) and CPL §180.20(1), commonly known as an “alternate arraignment.” According to DCJS policy, a hardcopy of either form of criminal history report (fingerprint based or, in extraordinary circumstances where fingerprints are not available, name search based) should be provided to defense counsel or, to the defendant themselves if they are unrepresented. There is no requirement that the report be returned to the court at the conclusion of the arraignment.

Transfer of Arraignment Documents

After the arraignments have been concluded, the CAP judge will scan and email copies of the arraignment documents to the court of original jurisdiction, and pre-trial services if applicable. Such documents include copies of the charges (accusatory instruments), supporting depositions, arraignment memorandum, order of protection, securing order, Parker admonishment, etc. The RAP sheet will be transferred by secure email. The on-call judge will keep the charging and arraignment documents for his/her records. On-call judges will maintain an arraignment log to keep a record of the arraignments that are conducted by each judge.

1. The arraigning judge will be responsible for the transmittal of any order of protection to the arresting agency.
2. As an alternative to email, the documents listed in section (b), above, may be transferred via a secure “Sharepoint” site, at such time when a site is developed and ready for use.

Collection of Bail

If the on-call judge secures the defendant's appearance upon payment of bail, then the Sullivan County Sheriff's Office will collect the bail and transfer the bail to the court of original jurisdiction. The CAP Court will not collect monetary bail.

Orders of Protection

If the on-call judge issues an order of protection, he or she will immediately timely enter it into the WebDVS system.

Plea of Guilty

A defendant may enter a plea of “guilty” at arraignment. While not common, the following steps will guide the Court in handling such pleas.

1. **Payment of Fines and Surcharges** - While infrequent, guilty pleas are sometimes entered at the time of the arraignment. The creation of a CAP Court is not intended to change this procedure, but in the rare event that a guilty plea does occur, the CAP Judge may issue an appropriate sentence, which may include a fine and mandatory surcharge. The defendant shall be provided with a Notice of Fine and Surcharge for the defendant to pay the fine and surcharge to the court of the arraigning judge who obtains final jurisdiction of the matter by virtue of the guilty plea. The Notice shall provide a reasonable period to make the payment. The CAP Court Judge will comply with the requirements of the Justice Court Fund Principles for the collection, recording and accounting for any fines, surcharges and/or fees collected from defendants.
2. **Other Procedures Upon Entry of a Guilty Plea at Arraignment** -
 - a. If a pre-sentence investigation (PSI) is required, one should be ordered, and sentencing adjourned to allow its completion.
 - b. If no PSI is required, the judge may sentence in accordance with the statute and issue a fine/surcharge notice, providing the defendant with a reasonable period to pay.
 - c. If DNA collection is required, an appropriate order will be issued.
 - d. The arraigning judge shall also notify- the court of original jurisdiction of the disposition, so that the court can properly transfer its records and dispose of the filing on its CDR or TSLED docket.

Release on Recognizance

- Defendants released on their own recognizance will be given a Notice of Adjournment with his/her next appearance date in the court of original geographic jurisdiction. The arraigning CAP judge will consult the schedule chart for the court of original jurisdiction to determine when that court is in session and will set the next appearance date accordingly.
- If necessary, the defendant will be permitted to make a call, free of charge, to obtain a ride or transportation from the CAP court. The defendant will be allowed to stay in a waiting area of the Sullivan County Correctional Facility while awaiting transportation.

III. ONGOING REVIEW AND IMPROVEMENT

A. Ongoing consultation and communication

- To address unanticipated issues, a stakeholders' meeting will be held approximately 30 days after implementation of this plan in order to address concerns and resolve any complications.
- Meetings will continue to be held among stakeholders not more than every 90 days thereafter until such time, by agreement of stakeholders, that such meetings are no longer necessary.



Sullivan County
Legislative Memorandum

100 North Street
Monticello, NY 12701

File #: ID-8344

Agenda Date: 5/7/2026

Agenda #: 2.

Narrative of Resolution:

TO CREATE A PARK MANAGER (SEASONAL) POSITION IN THE DEPARTMENT OF PARKS, RECREATION, AND BEAUTIFICATION FOR LAKE SUPERIOR

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

Amount to be authorized by Resolution: Approximately \$13,425 for the season

Are funds already budgeted? No

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

If 'No,' specify proposed source of funds: Budget funds available due to a Vacancy

Specify Compliance with Procurement Procedures:

N/A

RESOLUTION INTRODUCED BY MATTHEW MCPHILLIPS, DISTRICT 1 LEGISLATOR, TO CREATE A POSITION IN THE DEPARTMENT OF PARKS, RECREATION, AND BEAUTIFICATION

WHEREAS, the Department of Parks, Recreation and Beautification has an immediate need to create a seasonal Parks Manager position for the upcoming season at Lake Superior Park; and

WHEREAS, the Commissioner of Planning, Community Development and Environmental Management recommends, after discussion with the County Manager, that a seasonal Park Manager position be created.

NOW, THEREFORE, BE IT RESOLVED, that the Sullivan County Legislature hereby authorizes the creation of the position of Park Manager (Seasonal) in the Department of Parks, Recreation and Beautification for Lake Superior Park; and

BE IT FURTHER RESOLVED, the hourly rate is set at \$25.00 per hour; and

BE IT FURTHER RESOLVED, that the created position above has authority to be filled immediately.



Sullivan County
Legislative Memorandum

100 North Street
Monticello, NY 12701

File #: ID-8368

Agenda Date: 5/7/2026

Agenda #: 3.

Narrative of Resolution:

TO AUTHORIZING THE EXECUTION OF AN AMENDMENT TO THE SOFTWARE LICENSE AGREEMENT BY AND BETWEEN THE COUNTY OF SULLIVAN AND THERAMANAGER LLC
If Resolution requires expenditure of County Funds, provide the following information:

Amount to be authorized by Resolution: \$20,825.00

Are funds already budgeted? Yes

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

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

Specify Compliance with Procurement Procedures: Long-established solution - software license agreement amendment received from existing solution provider.

RESOLUTION INTRODUCED BY MATT MCPHILLIPS, VICE CHAIR OF THE MANAGEMENT & BUDGET COMMITTEE AUTHORIZING THE EXECUTION OF AN AMENDMENT TO THE SOFTWARE LICENSE AGREEMENT BY AND BETWEEN THE COUNTY OF SULLIVAN AND THERAMANAGER LLC

WHEREAS, the County of Sullivan (the “County”) entered into a Software License Agreement with TheraManager LLC (the “Vendor”), dated May 17, 2024 (the “Agreement”), for the provision of certain software and related services on behalf of the Department of Community Services; and

WHEREAS, the Agreement, as previously amended, expired on January 1, 2026; and

WHEREAS, the County and the Vendor continued performance under the terms and conditions of the Agreement beyond its stated expiration date in order to ensure continuity of critical services; and

WHEREAS, the parties desire to memorialize such continued performance and formally extend the term of the Agreement for a limited duration to facilitate the orderly decommissioning of the system; and

WHEREAS, the parties have agreed to amend the Agreement to extend its term retroactively from January 1, 2026 through May 15, 2026, with all other terms and conditions remaining unchanged except as expressly set forth therein.

NOW, THEREFORE, BE IT RESOLVED, that the Sullivan County Legislature hereby authorizes the County Manager to execute an Amendment to the Software License Agreement with TheraManager LLC

extending the term of the Agreement through May 15, 2026; and

BE IT FURTHER RESOLVED, that said Amendment shall be effective retroactive to January 1, 2026; and

BE IT FURTHER RESOLVED, that except as expressly modified by said Amendment, all other terms and conditions of the Agreement shall remain in full force and effect; and

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