



Sullivan County

100 North Street
Monticello, NY 12701

Planning, Real Property and Economic Development Committee

Meeting Agenda - Final

Chairman Ira Steingart
Vice Chairman Michael Brooks
Committee Member George Conklin
Committee Member Nadia Rajsz
Committee Member Nicholas Salomone Jr.

Thursday, September 7, 2023

10:00 AM

Government Center

Call To Order and Pledge of Allegiance

Roll Call

Comments:

Reports:

1. Division of Planning [ID-5781](#)

Attachments: [July 23 AG report](#)
[Planning report](#)

2. Division of Community Resources [ID-5769](#)

Attachments: [2023 PCD DCR September Report](#)

3. County Treasurer

1. Real Property Tax Services [ID-5770](#)

Attachments: [Real Property Tax Services Monthly Report for 7.2023](#)

2. Visitor's Association [ID-5783](#)

Attachments: [September2023_2.docx](#)

3. IDA [ID-5791](#)

Attachments: [08-23 IDA Activity Report.docx](#)

7. Chamber of Commerce

8. Partnership for Economic Development

Discussion:

Public Comment

Resolutions:

1. USDOT Drug and Alcohol Policy for the Sullivan County Transportation Department [ID-5740](#)
Attachments: [Drug And Alcohol Policy 2023](#)
2. AUTHORIZE THE APPLICATION FOR RENEWAL OF NY CONNECTS EXPANSION AND ENHANCEMENT APPLICATION FOR 2023-2024 [ID-5743](#)
Sponsors: Office for the Aging and Deoul
3. TO AUTHORIZE A CONTRACT AGREEMENT WITH RURAL LAW CENTER TO PROVIDE LEGAL SERVICES FOR THE SULLIVAN COUNTY OFFICE FOR THE AGING. [ID-5750](#)
Sponsors: Office for the Aging and Deoul
4. AUTHORIZE THE MODIFICATION OF THE LEGISLATIVE COUNTY FUNDING PROGRAM RESOLUTION NUMBER 384-22 ADOPTED ON JUNE 15, 2022 AND THE ALLOCATION OF 2022 STATE AID TO COUNTY YOUTH PROGRAMS RESOLUTION NUMBER 385-22 ADOPTED ON JUNE 15, 2022. [ID-5758](#)
Sponsors: Office for the Aging and Deoul
5. TO AUTHORIZE, AWARD & EXECUTE OF A CONTRACT WITH TELASCENT, LLC [ID-5771](#)
Attachments: [Schedule A - RFP R-23-28](#)
6. TO CORRECT THE 2023 TAX ROLL OF THE TOWN OF THOMPSON FOR TAX MAP #37.-2-6 [ID-5772](#)
7. AUTHORIZE THE APPLICATION FOR RENEWAL OF RSVP STATE GRANT APPLICATION FOR 2023-2024 [ID-5780](#)
Sponsors: Office for the Aging and Deoul
8. OFA Public Hearing [ID-5779](#)
Sponsors: Office for the Aging and Deoul
Attachments: [OFA PH](#)
9. Resolution to withdraw the parcel known as Town of Delaware SBL 15.-2-35 from a foreclosure proceeding pursuant to RPTL §1138(6)(b) and issue respective certificates canceling taxes [ID-5690](#)

Adjourn



Sullivan County

Legislative Memorandum

100 North Street
Monticello, NY 12701

File #: ID-5781

Agenda Date: 9/7/2023

Agenda #: 1.

SULLIVAN FRESH PROGRAM

The Farmers Market program is in full swing. For this season, we are offering a number of incentive program allowing the market to be even more accessible, such as a Produce Prescription program, Sullivan Fresh Bucks and partnering with the Office for the Aging to distribute Senior Farmers Market Nutrition Coupons. To date, we have offered 8 Wellness Program at the markets where attendees earn \$10 in Sullivan Fresh Bucks to spend at the market. CCE Sullivan has also received \$30k in funding from NYS to purchase local farm products for our Community Cupboard program.



BEGINNER FARMER PROGRAM

The new Beginner Farmer program has been officially launched. As part of the program, we have created a Beginner Farmer Advisory Committee that have been busy meeting and planning farmer meet ups, on farm workshops and educational workshops. Staff have been busy visiting farms or soon to be farms providing guidance and technical assistance. We are in the process of developing our new Beginner Farmer Mentor program, which will pair beginner farmers with experienced farmers. Both farmers will receive stipends for participating in the program.

AGRICULTURAL DISTRICT PROGRAM

The Final Report for the Agricultural District #4 Eight Year Review has been completed and will be submitted to NYS Ag and Markets after an August approval. Overall, we saw an increase in viable agricultural land in Ag District #4.

TECHNICAL ASSISTANCE:

Farm Visits: 7 Technical Assistance/Inquiries: 75 Soil Tests: 5 Hay Tests: 0
Business and Marketing Plans, Sales Channels, Ag Districts, beginning farmer, soil tests, field crops, poultry production, plant pests, disease, and ID, vegetable production, whole farm planning, farmers markets, Farm to School, Grant and Funding sources, manure management, H2A employees, livestock density, Farm employee wages, advertising farm jobs, beginner farmer and live poultry sales.

BEGINNER FARMER PROGRAM SCHEDULE

August 11th 3:30 PM - 7 PM: Farmer Mixer at Bashakill Vineyards

August 29th 5 PM - 7 PM: Growing Healthy Soil with Cover Crops on Small Farms & Market Gardens at Bobolink Farm

September 13th 5 PM - 7 PM: Farmer Mixer at Majestic Farm

September 20th 5 PM - 7 PM: The Nuts & Bolts of High Tunnels at Sprouting Dreams Farm

October 11th 5 PM - 7 PM: Farmer Mixer at Sprouting Dreams Farm

October (date TBD): Hog Production at ALL Family Farm

**MORE EVENTS TO COME IN
NOVEMBER & DECEMBER!**



For Questions, Contact:

Taylor Adam at tea46@cornell.edu or call 845-292-6180 ext. 130



Register Here:

sullivancce.org/events

Cornell Cooperative Extension | Sullivan County

This project is supported by USDA, National Institute of Food and Agriculture award #2022-06508.



DIVISION OF PLANNING, COMMUNITY DEVELOPMENT & ENVIRONMENTAL MANAGEMENT

ACTIVITY REPORT August 2023

CONTENTS

- I. Planning
- II. Sustainable Energy
- III. Parks, Recreation & Beautification
- IV. Grants
- V. Agriculture & Farmland Protection

I. PLANNING ACTIVITY

Land Use Planning & Technical Assistance:

- GML-239 Referrals

GML-239 Referrals, July 2023					
Date Received	Date Requested	Project Name	Action Type	Referral ID #	Legislator
07/27/23	08/25/23	Local Law #1 of 2023	Adoption / Amendment of Zoning Map	FOR23-01	Rajsz
07/28/23	08/18/23	Narrowsburg Car & Dog Wash	Special Use Permit	TUS23-05	Doherty
07/28/23	08/18/23	Green Acres Gunsmith, LLC	Special Use Permit	TUS23-06	Doherty
08/01/23	08/30/23	Interchange Commercial Zoning Text Amendment	Adoption / Amendment of Zoning Map	MAM23-03	Salomone
08/02/23	08/10/23	Emerald Living Estates	Site Plan Review	BLO23-01	Salomone
08/07/23	09/01/23	Local Law Adoption	Adoption / Amendment of Zoning Map	MON23-05	Sorensen
08/08/23	09/05/23	Greentree Acres	Special Use Permit	LIB23-15	Alvarez
08/08/23	09/06/23	Stone Subdivision & Lot Improvement	Subdivision Review	ROC23-01	Brooks
08/08/23	09/07/23	Newburg Egg Warehouse	Special Use Permit	FAL23-13	Perrello

08/10/23	09/05/23	Hillcrest Estates	Special Use Permit	LIB23-16	Alvarez
08/15/23	09/13/23	Zoning Change	Adoption / Amendment of Zoning Map	BLO23-02	Salomone
08/16/23	09/18/23	Amend Town Code Chapter 250	Adoption / Amendment of Zoning Map	THO23-16	Sorensen
08/18/23	09/20/23	Local Law #4 of 2023	Adoption / Amendment of Zoning Map	LIV23-10	Alvarez
08/21/23	09/13/23	Express BDS	Site Plan Review	THO23-17	Sorensen
08/24/23	09/22/23	Ahava Medical	Site Plan Review	LIV23-11	Alvarez
08/24/23	09/26/23	Fraser Resort	Special Use Permit	THO23-18	Sorensen

Land Use, Strategic and Comprehensive Planning

- **Neversink Watershed Management Plan:**
 - The plan is currently being drafted and reviewed by Friends of the Upper Delaware, Trout Unlimited, Sullivan County Planning, and other project participants.
- **Countywide Resiliency Plan:**
 - Our consultant (MUDW) visited the County on August 3 and 4 and visited areas under development pressure, farms, main streets, and the Kohlertown flood mitigation project which is currently underway. They also met with Sullivan County Soil and Water Conservation District representatives as well as Sullivan County commissioners and management. Staff from the Planning Department and OSE also showed areas of the County under development
 - Planning and OSE staff reviewed and provided comment on the “Existing Conditions” analysis conducted by the consultant.
 - The quarterly report for Q2 2023 was filed.
- ***New Initiative: Water Resources and Infrastructure***
 - Division staff are formulating a strategy to address the concerns which have been raised by multiple municipalities with regard to the County’s water resources and

possible impacts from development pressure. The strategy is currently broken down into three (3) main areas of study:

- Water Resources
- Public infrastructure (water and wastewater)
- Private wells/septics
- There will be a training provided at 6pm on Tuesday, September 26 in the Legislative Hearing Room. The Sullivan County Department of Grants Administration is hosting a workshop that will include a brief overview of grants, information about potential funding opportunities for water infrastructure repair and improvement projects, project readiness guidance, and resources. This workshop is free and worth up to 2 training credits for attendees.
- Resources are being requested via the 2024 Operating Budget to support water quality initiatives, including support for community water testing (lakes and ponds) and a countywide water and water infrastructure study.
- Grants Administration has identified several promising funding opportunities which may be able to offset costs associated with a countywide water study

Recreation, Quality of Life & Tourism-based Economic Development

- **Sullivan O&W Rail Trail**
 - Progress continues on the design and engineering phase of the Neversink River Crossing project. As of this writing the consultant believes that a final design will be submitted to the NYSDOT for review by the end of October, and we hope to secure final design approval by the end of December.
 - Planning staff met with representatives at the Town of Rockland to discuss the Livingston Manor/Rotary Park segment of trail. Funding for the design/engineering associated with this segment has been requested in the 2024 Operating Budget.
 - Survey work will begin shortly on the Parksville trail connection.

Community Development & Revitalization

- **CDBG Housing**
 - Manufactured Home Replacement
 - Fully subscribed, 4 applications with signed formal funding awards.
 - \$625,000 total committed funding, fully subscribed: Contracts are complete and signed.
 - Foundations have been poured and the units should begin to arrive between 9/5 and 9/10/2023.
 - Estimated time for completion Nov. 1, 2023.
 - The County will be submitting a partial draw to the State in the amount of \$375,000 for the purchase of the units and foundations.

- Home Repair
 - To date 11 applications have been received, however, 2 were denied, 1 is dropping out of the program, and 2 were deemed incomplete.
 - 5 applications with signed formal funding awards
 - 2 projects in progress (one nearing completion)
 - \$130,000 total funding has been committed with a balance of \$495,000 available
 - RUPCO has conducted Contractor Outreach and implemented a new media campaign to push the information out to homeowners and local agencies. They will also be taking out a billboard on NYS Route 17 to advertise the program, which remains undersubscribed.
- **EPA Brownfields Assessment Grant**
 - Tectonic has provided a schedule of testing for all three sites – Broadway Theater, Strong Building, and Key Bank. All work will be complete prior to September 30.
 - The schedule for the Strong building is subject to receiving approval of the Quality Assurance Plan (QAP) from EPA.
 - BRS continues to assist the County with ensuring all aspects of the project are in compliance with program requirements. Quarterly reporting is current.
- **Plans & Progress**
 - Progress continues as we closing out the open projects that were awarded funding for the entirety of the program. Some projects have withdrawn from the program and those funds will be deobligated.

Economic Development

- **CDGB grants**
 - The project with the Center for Discovery has been closed out. The final draw for administrative costs has been submitted and monitoring was conducted by NYSOHCR on August 29. A public hearing on the project will be conducted on September 21 as per the requirements of the program.
 - Planning has scheduled a call with the Program Director for CDBG Economic Development at New York State Homes and Community Renewal. HCR had reached out and is looking for opportunities to work with Sullivan County on either stand-alone or programmatic business assistance.

- **Revolving Loan Fund**
 - Payments on all loans are current
 - Working with County staff and contractor to review the program.

Administration

- Attended the Governor's Listening Tour for the Environmental Bond Act and had the opportunity to speak with staff and management from various state agencies. The opportunity was used to advocate for funding to be made available for priority projects of the County.
- The Upper Delaware Council (UDC) will present the Highland River Access Upgrade with the Partnership Award at the UDC's 35th Annual Awards Ceremony to be held on Sunday, September 10, 2023, at Central House Family Resort at 81 Milanville Road off Rt. 652, Beach Lake, PA.

II. OFFICE OF SUSTAINABLE ENERGY (OSE)

- OSE staff continue to monitor progress on the Clean Path NY application to site a high voltage underground transmission line in the Marcy South Right-of-Way. Staff attended a public hearing on the project in Middletown on August 16. The Sullivan County Manager requested a public hearing be held in Sullivan County at the request of the County Legislature.
 - The public hearings were set by the Administrative Law Judge for this matter.
- OSE continues to act as lead for the Resiliency Plan project. Recent activity includes an on-site visit to the County by our consultants (MUDW) as well as a review of the existing conditions inventory.
- Staff continue to reach out to NYSEG to address billing and credit issues related to the County's hydroelectric generation.
 - NYSEG issued a check to Sullivan County in excess of \$96,000 for credits generated by the hydroelectric project

III. PARKS, RECREATION & BEAUTIFICATION

- Lake Superior has been open daily for swimming, boating and picnicking. The beach will close for the season on September 4, 2023. As of July 31, approximately 8,000 people have entered the park during beach operating hours and have rented 453 boats.
- At the D&H Canal Interpretive Center, there will be guided canal walks on September 10th and October 15th at 1:00 pm. There will also be a presentation focusing on the Mamakating portion of the canal on October 22nd at 2:00 pm.
- The Center for Workforce Development Youth Employment Program completed a number of projects throughout the County parks this summer. They stained and painted picnic tables and grills at multiple parks, resurfaced walking trails and cleaned up debris at the Callicoon Park. The youth did a terrific job.
- During a recent thunderstorm, twenty-one trees came down across a portion of the D&H Canal trail. Park maintenance staff cleared the trail.
- Sunday afternoon September 17th, the Sullivan County Museum will host one of Long Island's most beloved musical duos, Don Cerce and Susan. Hosting the concert and opening the show will be Sullivan County's favorite country and pop recording artist, Mickey Barnett. Doors open at 1pm music begins at 2pm.
- Working with the Grants Department on submitting phase II of the NYS Snowmobile Trail Grant Program.

IV. GRANTS ADMINISTRATION

- Activity/Technical Assistance
 - Since July 25, we have received 5 requests for funding resources related to expanding small businesses (a farm, restaurant, and artist's studio), road/drainage infrastructure repair for homeowner's association, and funding for an athletic trainer at SUNY Sullivan.
 - DGA has met with representatives from the Village of Wurtsboro with regard to project readiness for various projects, including municipal infrastructure and trail connections to main street. Staff provided resources and overall had a good discussion about the needs of the village.
 - DGA is taking a lead role in the September 26 training on grant readiness for water and wastewater infrastructure funding. They have developed a proposal, presentation outline, and informational packet and work closely with Planning staff to ensure municipal attendees will get 2 credit hours for participation.
 - A letter of support was provided for the Jeffersonville Auction Barn and the Town of Thompson (Lake Ida project).
- In-County Grant Readiness
 - The DGA "Grants Best Practices" Guide (revised manual) is in final stages of editing and will be routed for review. Further discussion will ensue related to a compliance strategy and training opportunities. Staff have discussed the possibility of recording the training and making it available countywide as a webinar.
 - Assistance has been provided to departments requiring support with the grant process, including Public Health, Community Services, Planning, SC International Airport, Parks, Board of Elections, Public Safety, OEM/Fire Bureau, and the District Attorney's Office.
- Administrative Activities
 - Records Retention/Digitization: DGA has been processing files past retention date and preparing for storage/destruction. DGA met with ITS and Records staff regarding the digitization process, and are familiarizing with protocols as they work toward development of a strategy for department best practices. DGA received Laserfiche training on July 27th.
 - DGA has developed an inventory for Division / Department heads to compile a list of all online grant platforms and/or grant-related management systems currently utilized, along with a list of staff who are enrolled as registered users in each system, and their assigned user role / corresponding security level. DGA hopes to initiate this process by October 1, with a response deadline of October 31.

V. AGRICULTURE & FARMLAND PROTECTION

- CCE July Ag and Food systems report attached



Sullivan County

Legislative Memorandum

100 North Street
Monticello, NY 12701

File #: ID-5769

Agenda Date: 9/7/2023

Agenda #: 2.

Division of Community Resources Monthly Report September 2023

Workforce Development

- ✓ The CWD has done research and received information from SC BOCES to determine if Welding will be the next Trade program to start in the fall. A meeting will be set up with all parties involved within the next few weeks.
Update: From the Construction class, four joined the Union and will be graduating August 25th all with success. Two others have received increases in their current positions due to taking this class.
- ✓ SUNY Sullivan will be providing CDL training this fall. There will be training for both CDL A and CDL B licenses. The college will be issuing a press release in the near future.
- ✓ The CWD facilitated a meeting with Sullivan West and the Delaware Valley Job Corps. The Job Corps is now able to serve Sullivan County youth and the discussion was focused on finding ways to work together in serving eligible youth who are looking for training and employment.
- ✓ The Delaware Valley Job Corps has added an Advanced Utility Locator Technician program that will start September 4th.
- ✓ Workforce Innovation & Opportunities Act (WIOA) updates: Bi-weekly, statewide calls for Directors are held; DOL is rolling out Virtual Career Centers; Virtual Reality Training & Solutions; Youth Build Academy; Digital Literacy to all Career Centers; Community Colleges as Group Program Sponsors.
Update: Trainings are being set up for all CWD staff and a Career Center meeting will now be held quarterly.
- ✓ A Request for Proposal #R-23-06 was issued on March 10, 2023 under the Workforce Innovation & Opportunity Act (WIOA) for in-School and Out-of-School Youth Services to be contracted with qualified organizations that can assist The Center for Workforce Development and the Workforce Development Board. There were no responses to the RFP.
Update: Literacy Volunteers contract for GED & tutoring is in process and a contract for one-on-one mental health with a private contractor is also in process.
- ✓ CWD has completed the Summer Youth Employment Program (SYEP) which employed 43 youth under 12

different sites for the 2023 season. The end of year picnic was a huge success and over \$6,000 in incentives were given out to the youth in the form of gift cards to assist with purchasing school clothes with our local businesses.

- ✓ CWD is under Contract with Work Readiness LLC and met with Liberty School district to recruit Juniors & Seniors for an after-school program to become work ready. Recruitment will start in November with the hopes the training will start in February. Last year this was done at Fallsburg School.
- ✓ **SAVE THE DATE:** October is Disability Awareness month, and the CWD will be hosting an “*Empowering Towards Independence*” educational forum for the public and businesses striving to change the capacity of existing employment systems to serve employers and individuals with disabilities. The event will be held Thursday, October 12th from 8:30 am until 1 pm at the Kartrite Grand Ballroom. **UPDATE:** Registration is now open and seats are limited. Please visit www.sullivanworks.org click Disability Services to register. The event and breakfast buffet are free. A small amount of vendor tables will be allowed.
- ✓ The CWD is participating in the Unite Us software referral system. The required program and access information is being provided.
- ✓ Career Center data updates:
 - Social media:
 - 785 followers; July 2023 had a reach of 12,468 people with 404 Facebook page views, a slight decrease from June 2023.
 - Center Services:
 - A catalogue of services is being developed that will be accessible through multiple formats.
 - The CWD provided services to 54 business customers and listed 115 jobs in the month of July.
 - The CWD assisted 441 participants that came into the Career Center for the month of July 2023.
 - Welfare to Work caseload profile July 2023:
 - Total Caseload - 262
 - TANF – caseload 107
 - Medical issues – 35%
 - Disabled – 20%
 - Pregnant/Newborn – 1%
 - Needed in Home – 7%
 - No Child Care – 21%
 - Criminal Justice involved – 35%
 - Cases closed – 16

Safety Net – caseload – 155
Medical issues – 19%
Disabled – 33%
Needed in Home – 3%
Criminal Justice involved – 51%
Cases closed – 33

Labor Market Data for July 2023 compared to July 2022

- ✓ Sullivan County saw an increase in total nonfarm jobs of 2.7% (800) and an increase of 3.6% (900) in total private sector jobs.

Please note: The net month (June 2023 – July 2023) showed an increase in nonfarm jobs of 0.7% (200) and an increase of 4.8% (1,200) in private sector jobs.

- ✓ For Sullivan County the job gains were:
 - Leisure & Hospitality at 10% (500)
 - Trade, Transportation & Utilities at 6.4% (300)
 - Mining, Logging and Construction at 6.7% (100)
 - Manufacturing at 5% (100)

For Sullivan County the job losses were:

- Other Services at -7.1% (-100)
- Government at -2% (-100)

For Sullivan County sectors that showed no growth were:

- Information
- Financial Activities
- Professional and Business Services
- Educational and Health Services

- ✓ NYS showed an increase of 1.5% (144,900) in total nonfarm jobs and 1.8% (145,100) in private sector jobs.

The largest jobs gains were found in:

- Education and Health Services at 5.3% (111,100)
- Leisure & Hospitality at 5.8% (54,300)
- Other Services at 3.5% (13,500)
- Professional & Business Services at 0.3% (4,000)
- Financial Activities at 0.3% (2,300)
- Mining, Logging and Construction at 1.8% (7,500)

NYS saw job losses in:

- Information at -8.8% (-26,500)
- Trade, Transportation and Utilities at -1.4% (-22,200)

NYS saw no job growth in:

- Manufacturing
 - Government
- ✓ Within the region, Sullivan County's private employment sector grew the fastest year-over-year, up 3.6 percent. The second fastest growth was recorded in the Kingston MSA (+1.7 percent) followed by Orange-Rockland-Westchester labor market area (+1.4 percent). The Dutchess-Putnam Metropolitan Division declined by 2.7 percent over the period.
- ✓ The Hudson Valley region showed an increase of 0.7% (7,100) in total nonfarm jobs and an increase of 0.9% (7,300) in private sector jobs.

The largest job gains were found in:

- Education and Health Services at 4.5% (9,200)
- Leisure & Hospitality at 4.5% (4,700)
- Other Services at 6% (2,500)

The Region's job losses were in:

- Professional Business Services at -4.9% (-5,900)
 - Financial Activities at -3% (-1,400)
 - Information at -4.5% (-600)
 - Manufacturing at -1.4% (-600)
 - Trade, Transportation and Utilities at -0.2% (-400)
 - Mining, Logging and Construction at -0.3% (-200)
 - Government at -0.1% (-200)
- ✓ Sullivan County's unemployment rate was 2.7% for July 2023 down from 3.3% in July 2022.

July 2023 had 39,900 people in the labor force (38,900 employed & 1,100 unemployed). The number of employed individuals increased 3.5% (1,300) and the number of unemployed decreased by -15.4% (-200) leaving the labor force with a net gain of 2.6% (1,000).

The total labor force increased 2.0% (900) from June 2023 to July 2023. There was a 2.4% (900) increase in employed workers and the number of people reporting as unemployed remained unchanged.

- ✓ The Hudson Valley's unemployment rate for July 2023 is 3.0%, down - 0.4% from July 2022. The Hudson Valley tied with the Long Island region for the second lowest unemployment rate at 3.0% behind the Capital region (2.8%).
- ✓ NYS's unemployment rate was 4.1% in July 2023 compared to 4.3% in July 2022.

- ✓ The July 2023 unemployment rates across the 62 NYS counties ranged from a low of 2.5% for Saratoga and Yates Counties to a high of 7.2% for Bronx County. Sullivan County with a 2.7% rate ranked 5th in the State along with Ontario, Seneca, Warren, Washington and Wayne Counties.
- ✓ Hudson Valley unemployment rankings for June 2023:
 - # 5 Sullivan County at 2.7%
 - #12 Putnam County at 2.9%
 - #12 Rockland County at 2.9%
 - #21 Dutchess County at 3.0%
 - #26 Orange County at 3.1%
 - #26 Ulster County at 3.1%
 - #26 Westchester County at 3.1%

Transportation

✓ **County Transportation:**

Month 2023	Veterans Medical Centers	Veterans In-County Medical	Senior Medicals	Shopping Buses
January	45		86	70
February	35		77	66
March	33		108	67
April	46		82	68
May	52	7	91	89
June	41	14	92	97
July	42	8	71	73
August				
September				
November				
December				
Totals				

Move Sullivan 2023	Average Daily Ridership	Monthly Ridership	Monthly Paratransit
January	235 (21 days)	4,929	84
February	266 (19 days)	5,057	65
March	286 (22 days)	6,301	85
1st Quarter Totals		16,287	234
April	315 (20 days)	6,291	120
May	330 (22 days)	7,267	143
June	362 (22 days)	7,952	110
2nd Quarter Totals		21,510	373
July	416 (19 days)	7,901	163
August			

September			
3rd Quarter Totals			
October			
November			
December			
4th Quarter Totals			
Annual Totals			

Community Assistance Center (CAC)

- ✓ The team continues to provide referral and assistance to callers looking information and/or resources.
- ✓ The CAC remains active providing food assistance deliveries as well as connections to community resources.
- ✓ The Food Bank deliveries to the pantries are now on Tuesdays.
- ✓ Supporting DSS Housing staff by providing food boxes for clients.
- ✓ Supported HV Food Bank mobile pantry efforts in Freemont, Yulan and Foxcroft Village.
- ✓ A member of the Sullivan Catskill Food Security Coalition.

Office for the Aging July 2023 Monthly Report

Monthly Accomplishments
<p><u>OFA Director:</u></p> <ul style="list-style-type: none"> • 27 New clients contacted the Office for the Aging for resources/assistance for the month of July. • Continued participation on Food Security Coalition. • Participation at Division tabling events, (Rainbow fest, Liberty Farmer’s Market). • Senior Needs Assessment Initiated- Surveys, marketing, all ongoing. • Bi-weekly case management conference meetings. • Met with Hospice to discuss strategies for increasing awareness and collaboration. • Presented at Bethel Lakeside Music to discuss OFA programs. • Conducted one on ones with each staff member. • Participation on Alzheimer’s PAC, additional meetings to continue successful collaboration. • E-MDT case collaboration. • Budget planning and completion.

- Guest at WJFF to discuss OFA programs.
- Met with new regional representative from Social Security to establish collaboration.
- Unite Us implementation ongoing.
- Onboarding of new CRC staff through contract with CCE.

RSVP:

- Over 1,000 Volunteer Hours Served by 129 volunteers during July across multiple stations (number likely much higher as stations continue to mail/email hours).
- Successful visit and continued correspondence with Rebecca McCormick, AmeriCorps Portfolio Manager for Northeast Division.
- Multiple community outreach events to spread awareness of RSVP and other services (Mamakating Town Hall, Federation for the Homeless, APS, United Methodist Church in White Sulphur Springs and more).
- Successful collaboration with RSVP Senior Advisory Council to prepare decorations and secure donations/sponsorships for annual RSVP Luncheon Event in September.

Nutrition:

	Units:	Clients:	Contributions:
Homebound:	1,689	98	\$1,288.40
Congregate served at home:	802	42	
Congregate served at sites:	255	37	\$330.00 (collected at our 2 active congregated meal sites)
Total:	2,746	177	\$1,618.40

- Farmers Market Coupon Distribution- During the month of July, we have distributed over 700 coupons at community markets, tabling events and through our offices.
- We have met with several communities to increase Nutrition services to outlying areas.
- Hope Farm donated fresh picked lettuce that we distributed to all of our HB clients.
- Food Bank of the Hudson Valley has also provided us with fresh produce, eggs and a few staples for care packages.
- We have seen an increase in the participation of bi-monthly gatherings at the Sage Sessions in Narrowsburg. Our last meeting had over 30 participants. In the near future, with their help, we will be opening a nutrition site in Narrowsburg.

Transportation:

- 71 SCT (Sullivan County Transportation) Medical Trips
- 72 SCT Shopping Trips
- 73 RSVP Medical Trips
- 56 Congregate Nutrition Site Transportation

HIICAP:

- 32 Clients served

NY Connects:

- 31 Clients served
- The following facilities hosted NY Connects for outreach events:
 - Mamakating Library-Wurtsboro
 - Western Sullivan Public Library-Tusten, Cochection, Narrowsburg
 - Western Public Library-Delaware Free, Callicoon
 - Read It Again Bookstore

PERS:

- 22 clients currently receive PERS through CSE, EISEP & IIIIE funding

EISEP:

- 21 Case Files open for full EISEP-type services including PCA
- 0 New case file open in July
- 1 Case file closed in July
- 6 Case files open without aides
- 0 Case file reassessed in July
- 6 Currently active on waitlist

Sullivan County Youth Bureau:

- Participated in the Healing Communities Study through Cornell.
- Participated in the PARFACT meeting.
- Participated in the Annual Budget Training.
- Met with the SC Chamber of Commerce as we are about to launch the 2023-2024 school year internship program.
- Bi-weekly spot on WJFF.
- Participated in United Sullivan meeting.
- Weekly Youth Bureau Bulletins emailed. Reached approximately 600 people.
- Consistent posts to the Youth Bureau's Facebook & Instagram pages reaching almost 2,000 people.
- Executed 36 Youth Bureau contracts for County and State monies.
- Participated in monthly co-hostess spot on Talk Sullivan Radio.
- Held the SC Youth Bureau Advisory Council meeting.
- Modified and accepted the new bylaws for the SC Youth Bureau Advisory Council.
- Site visit to Town of Bethel Swim Program.
- Site visit to Bethel Woods PLAY program.
- Site visit to Head Start's I am Moving, I am Learning program.
- Site visit to Center for Discovery's Dig It program.
- Participated in 1 on 1 with OFA Director.
- Completed and submitted 2024 Youth Bureau budget.
- Participated as a speaker at the Sullivan 180 youth internship program.
- Participated in the monthly OFA staff meeting.
- Attempted visit to Town of Thompson Recreation trip to Bronx Zoo.
- Participated in Cornell Cooperative Extension's Leadership Empowerment Workshop.
- Participated in on-going Safe School Ambassador discussion, and collected input from County youth.

- Attended the Unite Us Sullivan information session.
- Input of Youth Bureau's information into the Unite Us database.
- Reached out to Liberty Central School to see their interest in the Youth Internship Program.
- Submitted a letter of support for Holiday Mountain Ski area.
- Submitted a letter of support for Camp Koinonia.
- Completed and submitted OCFS 5008.

YB Internship Coordinator

- Annual budget training with County staff.
- Meeting with Jamie Schmeiser (Chamber) regarding Youth Internship Program.
- Radio presentation to WJFF regarding Youth Bureau/Youth Internship.
- Site visit to the Town of Thompson Swim Program.
- Attended Youth Ambassadors Meeting with Sullivan 180 and Orange County.
- Youth Advisory Board Meeting.
- Met with Angela/Audit to go over reallocation money and vouchering for it.
- Attended one on one with Lise-Anne.
- Site visit to Town of Bethel Swim Program.
- Site visit to Bethel Woods.
- Participated in YB budget meeting with Commissioner, Dept. Head and Manager.
- Site visit to the Town of Thompson Swim Program.
- Presentation at Sullivan 180 to their Youth Internship Program about the YB.
- Attended internal Budget process meeting.
- Attempted site visit with Town of Thompson Bronx Zoo trip.
- Attended Unite Us training.
- Site visit and tour of Harris campus at Center for Discovery's Dig It Program.
- Site visit and tour of Catskill Fly Fishing Museum and property.
- Meeting with Sullivan 180 staff to review results of Youth Internship presentation.
- Site visit 4H at Camp Koinonia. Concentration on dog safety.

IN PROGRESS FOR NEXT MONTH

For YB:

- 3-5-year plan.
- Internship documents finalized.
- Internship brochure finalized.
- Brainstorming 2024 Youth Summit.

For RSVP:

- RSVP Luncheon Program (digital and print) expected before August 28th

- RSVP Senior Advisory Council Meeting on August 28th 11-12pm
 - Outreach to be performed at Vet Fest on 8/5 and Bagel Fest on 8/13
- For OFA overall:
- Continued Outreach for all OFA programs in collaboration with NYConnects through local library visits.
 - Continued collaboration with RSVP Advisory Council in preparation of RSVP Luncheon on September 20th.
 - Continue to work on planning on opening additional Congregate sites in conjunction with Sullivan County Transportation and Jail kitchen.
 - Continue Senior Farmer's Market Coupon distribution.
 - Continued participation in Long Term Supports Subcommittee of Master Plan on Aging- Statewide collaborative planning effort between OFA & DOH.
 - Submission of NY Connects application due 9/22/23.
 - Preparing for submission of 4-year plan in Fall, 2023.



Sullivan County

Legislative Memorandum

100 North Street
Monticello, NY 12701

File #: ID-5770

Agenda Date: 9/7/2023

Agenda #: 1.

Real Property Tax Services Monthly Report for July 2023

Real Property:

We continue to provide services internally, to the assessment community and to the public. The department continues to be busy with the uptick in real estate activity.

Deed and subdivision count:

These statistics through the end of **July** 2023:

July deed count: 408

2023 total: 2913

2022 total: 3045

July Subdivision Lots: 24

2023 total: 303

2022 total: 303

Director's activities for the month of July:

- Attended a meeting of the Real Property Advisory Board
- Prepared parcel data for the county's real property auction company
- Collaborated with purchasing to draft an RFP for assessment roll preparation, tax roll preparation and tax billing services

General office activity for the month of July:

- Reviewed two (2) new condominium projects
- All staff attended a presentation by Eagleview, our aerial photography vendor, regarding the 2023 flyover
- Answered numerous 911 address inquires

E-911:

July new addresses assigned: 41

2023 Total: 263

2022 Total: 270

July new roads created: 4

S.C.R.P.T.S. DEED/SUBDIVISION REPORT

MONTH OF		July	2023	DEEDS		SUBDIVISION LOTS		
SUBDIVISION LOTS	DEEDS	TOWN	MONTH	2022	2023	2022	2023	
	25	BETHEL	JANUARY	507	541	13	4	
2	10	CALLICOON	FEBRUARY	401	478	80	14	
	18	COCHECTON	MARCH	436	390	24	30	
2	8	DELAWARE	APRIL	384	282	57	16	
2	109	FALLSBURG	MAY	425	397	29	125	
	11	FORESTBURGH	JUNE	435	417	39	90	
	12	FREMONT	JULY	457	408	61	24	
	15	HIGHLAND	AUGUST					
2	32	LIBERTY	SEPTEMBER					
	13	LUMBERLAND	OCTOBER					
	47	MAMAKATING	NOVEMBER					
	8	NEVERSINK	DECEMBER					
2	13	ROCKLAND	TOTAL	3045	2913	303	303	
14	81	THOMPSON						
	6	TUSTEN						
24	408							
			2913 NEW DEEDS RECEIVED IN 2023					
			303 NEW SUBDIVISION LOTS FILED IN 2023					

This report reflects the number of deeds received through July 2023.

10 units of the Subdivision lots total for July 2023 were Condos.

S.C.R.P.T.S. E-911 ADDRESS REPORT

MONTH OF	July	2023		NEW E-SITES ADDED		ADDRESS VERIFICATION & OTHER ISSUES	
	ADDRESS VERIFICATIONS ETC	TOWN		2022	2023	2022	2023
2	0	BETHEL	MONTH	2022	2023	2022	2023
0	0	CALLICOON	JANUARY	14	9	21	18
0	0	COCHECTON	FEBRUARY	11	80	7	8
2	0	DELAWARE	MARCH	141	13	11	13
3	2	FALLSBURG	APRIL	11	15	11	31
18	1	FORESTBURGH	MAY	34	52	8	4
1	0	FREMONT	JUNE	33	53	23	7
0	0	HIGHLAND	JULY	26	41	17	7
1	1	LIBERTY	AUGUST				
1	0	LUMBERLAND	SEPTEMBER				
1	0	MAMAKATING	OCTOBER				
2	0	NEVERSINK	NOVEMBER				
0	0	ROCKLAND	DECEMBER				
8	2	THOMPSON					
2	1	TUSTEN					
		OUTSIDE CO.	TOTAL	270	263	98	88
41	7	263 New E-Sites added in 2023					
		88 Address verification, address changes, and other issues, 2023					

This report reflects the number of new E-Sites created through July 2023

Other issues include road name issues, address changes and corrections, etc.



Sullivan County

Legislative Memorandum

100 North Street
Monticello, NY 12701

File #: ID-5783

Agenda Date: 9/7/2023

Agenda #: 2.



Update for September 2023

Economic Development Committee

August experienced a tremendous number of visitors enjoying a full line up of concerts at Bethel Woods and Forestburgh Playhouse with hit plays and cabaret. Outdoor activities continued to peak with hiking and river adventures. Of course, lodging and restaurants were packed and events including the Bagel Fest saw increased numbers.

SCVA continues to expand its marketing by attending the Connect Marketplace where appointments were conducted with meeting planners both domestic and international, promoting our venues for conferences, meetings, events, and retreats. SCVA is also gearing up for Restaurant Week and the Fall promotions. A new Fall ad is being produced to air on network and OTT.

FAST FACTS

Digital Ads 7/15 - 8/15

Google Ads

- 519,291 impressions
- Search Campaign has a 9.70% CTR - industry standard is 4.4%
- Average CPC is \$1.11 - Industry Standard is \$1.53
- 2,815 website clicks

Facebook Ads

- 241,456 impressions
- Facebook Campaign has a 3.73% CTR – industry standard is .90%
- Average CPC is \$0.18 – industry standard is .63
- 9,004 Website clicks

Facebook Organic

- 517,987 Impressions

- Average engagement rate of 9.28% - industry standard is .19%
- Top 3 posts:
 - The Bagel Festival Announcement
 - The Borscht Belt Historical Marker Project
 - The Bagel Festival

Instagram Organic

- 112,111 account impressions
- 36,857 post impressions
- 48,969 story impressions
- Average engagement rate of 7.62% - industry standard is .91%
- Top 3 Reels:
 - Sullivan Catskills Views
 - 5,757 Plays
 - 218 Likes
 - 4 Comments
 - 22 Shares
 - 17 Saves
 - Junction Roscoe – Bill Hader
 - 3,986 Plays
 - 77 Likes
 - 6 Shares
 - 3 Saves
 - Spruce Home Goods
 - 2,216 Plays
 - 30 Likes
 - 5 Comments
 - 2 Shares
- Top 3 Posts:
 - Cocheton Pump House
 - Antrim Streamside Wedding
 - Heron Restaurant – Mac & Cheese

OTT Results (7/15 – 8/15)

- Impressions: 215,093
- Completion Rate: 97.35%
- Website Conversions: 1,597

SCVA Media Placements

- **Print and Digital Ads and Advertorials**

- Hoy en Sullivan July Print ad
- Catskills Confidential July Print ad
- Food and Travel Magazine Print ad and editorial
- Visit Vortex Fall Ad
- Happenings Magazine – August ad
- Roadrunner Magazine – Fall ad
- Giant Pumpkin Party Ad
- USA Today Winter Ad
- ROVA – Banner and editorial
- Valley Table August Digital ads
- Passport Ad
- Mountains Media ad
- Edible Magazine (metro NY region)
- Edible NJ ad and listing
- Today Media Instagram Experiential Ad

- **In Progress:**

- 2024 Ad Campaign Creative
- Fall 2023 TV ad Concept(s)
- 2024 Travel Guide
- Print ads for Byways Magazine for October, December and (February 2024)
- SC Democrat, Winter, Hunting Ads
- Chronogram September-December Ads
- Hoy En Sullivan Monthly Ads – September-December
- Travel, Taste and Tour Fall Print Ad and Editorial Copy
- Food & Travel Magazine – Fall Print ad and Editorial.
- Monthly Digital ads for social media, Mid-Hudson News, Valley Table
- Mass Republican Fall Campaign (Print, Eblast, Digital ads, editorial)

Meetings

- Regional Catskill Association Tourism Promotion Agency Meeting
- Sullivan O&W Rail Trail Alliance Meeting
- SCVA Marketing Meeting
- Meeting with Wurtsboro on event
- BANY Conference at Villa Roma meeting

Social Media & E-News

- Continue to utilize videos produced with our members to create short vignettes and Tik Tok placements to use on our social channels. Tik Tok and Instagram reels are seeing a lot of likes and comments.
- SCVA continues to work with our social media group Awestruck and Fisher Mears Associates to create and implement targeted marketing to the drive traffic within two hundred miles of the Sullivan Catskills

PR Outreach:

- Working with ILNY PR Firm, Core Creative, and Awestruck Agency to continue with story ideas for social media influencers and renowned writers now and in the future.

Attachments: Advertising and social marketing highlights

TOURISM BY THE NUMBERS 2022

VISITOR SPENDING: \$710 MILLION

TOURISM LABOR: 16% ALL JOBS \$235 MILLION IN LABOR INCOME

LOCAL TAXES GENERATED \$43.2 MILLION

SAVINGS PER HOUSEHOLD: \$2,943

For every Dollar invested in tourism there is a 40:1 Return on Investment



VIDEO IMPRESSIONS

215,093
IMPRESSIONS

CTV COMPLETION RATE

97.35%
COMPLETION RATE

Conversion Attribution

June 22 - August 12
Website Conversions:
1,597

OTT

Q1 : January - March 2023

Connected TV Impressions: 601,372

Completion Rate: 97.48%

Display Impressions: 515,658

Click Performance: 701

Q2 : April - June 2023

Connected TV Impressions: 604,071

Completion Rate: 98.27%

Display Impressions: 531,200

Click Performance: 701

PAID DIGITAL



Q1 : January - March 2023

Google Ads Impressions: 438,141
 Website Clicks: 5,868
 Search Campaign CTR*: 10.46%
 CPC**: \$1.00

Q2 : April - June 2023

Google Ads Impressions: 638,178
 Website Clicks: 7,042
 Search Campaign CTR*: 8.3%
 CPC**: \$1.25

*Average CTR Industry standard is 4.4%
 **CPC Industry standard is \$1.53

PAID SOCIAL



Q1 : January - March 2023

Meta Ads Impressions: 379,541
 Clicks: 13,796
 Link Clicks: 8,416
 CTR*: 3.63%
 CPC**: \$0.20

Q2 : April - June 2023

Meta Ads Impressions: 517,504
 Clicks: 20,542
 Link Clicks: 12,583
 CTR*: 3.97%
 CPC**: \$0.23

*Average CTR Industry standard is 0.90%
 **CPC Industry standard is \$0.63

Travel Stories

Total Impressions to Date: 6,216,952,917

Total Ad Equivalency to Date: \$57,485,421

July 26, 2023	92.7 / 96.9 WRRV	Top 4 Things To Do In Wurtsboro, NY	Editors	Online	TBD	238,600	2,207
July 28, 2023	Forbes	Stay, Splash, And Nosh At Blue Fox Motel—A Catskills Locale With Way More Than A Room	Kristin L. Wolf	Online	TBD	66,000,000	610,500
August 1, 2023	92.7 / 96.9 WRRV	NY's Largest Indoor Water Park Makes a Splash in Sullivan County	Editors	Online	TBD	218,100	2,017
August 2, 2023	Hudson Valley Post	The Kartrite Resort is NY's Largest Indoor Water Park	Editors	Online	TBD	1,600,000	14,800
August 4, 2023	Hudson Valley Post	New York's Most Sought-After Tee Time Tees Off in the Catskills	Editors	Online	TBD	1,600,000	14,800
August 4, 2023	Playbill	Emily Skinner, Lesli Margherita, Alan H. Green, More Set for Reading of New Musical Stage Mother	Andrew Gans	Online	TBD	2,600,000	24,050
August 9, 2023	River Reporter	A healthy step forward	Katerina Plescia	Online	TBD	43,700	404
August 17, 2023	Spectrum News	Such a Woodstock move': Man who never left after 1969 festival immortalized in felt figures	John Camera	Online	TBD	1,200,000	11,100
August 17, 2023	Hudson Valley Post	New Historical Marker Unveiled in the Hudson Valley	Editors	Online	TBD	1,600,000	14,800
August 18, 2023	Fox News	Labor Day Weekend 2023: Relaxing Destinations to Book For A Vacation	Perri Blumberg	Online	Core Creative	1,700,000,000	15,725,000
August 18, 2023	Fox Wilmington	Labor Day Weekend 2023: Relaxing Destinations to Book For A Vacation	Perri Blumberg	Online	Core Creative	29,600	274

August 18, 2023	Vigour Times	Book a Relaxing Vacation at These Destinations for Labor Day Weekend 2023	Perri Blumberg	Online	Core Creative	70,200	649
August 18, 2023	Wall Street PR	Labor Day Weekend 2023: Relaxing destinations to book a vacation	Perri Blumberg	Online	Core Creative	2,500	23
August 18, 2023	Trend Fool	Labor Day Weekend 2023: Relaxing destinations to book a vacation	Perri Blumberg	Online	Core Creative	9,400	87
August 18, 2023	Ground News	Labor Day Weekend 2023: Relaxing destinations to book a vacation	Perri Blumberg	Online	Core Creative	4,400,000	40,700
August 18, 2023	Hoboken Girl	Weekend Getaway Guide to Narrowsburg, New York	Jennifer Tripucka	Online	TBD	240,700	2,226
August 19, 2023	Forbes	New Catskill Historical Trail Rekindles Glory Days Of The Borscht Belt	Irene Levine	Online	TBD	66,000,000	610,500

Top Performing Ads



Ad Name: Catskill Cuisine
Campaign Name: Traffic Campaign

Amount spent	Impressions	Clicks (all)	Purchases
\$1,298.58	203,709	5,588	4



Ad Name: Catskill Cuisine V2
Campaign Name: Traffic Campaign

Amount spent	Impressions	Clicks (all)	Purchases
\$74.15	11,173	278	0



Ad Name: Romance Giveaway
Campaign Name: Traffic Campaign - SCVA Romance Giveaway

Amount spent	Impressions	Clicks (all)	Purchases
\$166.70	17,346	1,303	1



Ad Name: Romance Giveaway - version 2
Campaign Name: Traffic Campaign - SCVA Romance Giveaway

Amount spent	Impressions	Clicks (all)	Purchases
\$27.47	2,742	219	0



Ad Name: SCVA Spring Ad - V1
Campaign Name: Traffic Campaign

Amount spent	Impressions	Clicks (all)	Purchases
\$1,356.93	111,800	4,146	3



Ad Name: Winter Ad - V2
Campaign Name: Traffic Campaign

Amount spent	Impressions	Clicks (all)	Purchases
\$1,935.44	286,864	10,580	6

01/01/2023 - 05/16/2023

Top Performing Posts



Message: It might be cold outdoors, but enjoy a comfortable 84 degrees all year round at The Karite Resort and Indoor Waterpark! 🌴 🏊

Impressions	Reach	Likes
5,707	5,365	102



Message: You're in for a Pollinator Spirits treat! This Bonfire + honey rye whiskey includes oat creamer, chocolate liqueur & a toasted marshmallow...

Impressions	Reach	Likes
4,696	4,374	161



Message: The Chatwal Lodge - The Catskills is your perfect cozy getaway located in White Lake, NY. 🌲 🏡 : @thecatwalodge . . #catskills...

Impressions	Reach	Likes
4,095	3,745	139



Message: Calling all foodies! 🍴 Spend a day on the ground of the legendary 1969 Woodstock Festival and immerse yourself in gourmet...

Impressions	Reach	Likes
3,391	3,126	103



Message: Come home to a cozy fireplace at Amber Lake Chalet ❄️ 🏡 Their honey log cabin makes for the dreamiest winter getaway in the...

Impressions	Reach	Likes
3,317	2,984	91



Message: Bagels are the perfect breakfast, lunch, or dinner choice. If you're a bagel lover, you'll want to stop into Monticello Bagel Bakery 🥯 ...

Impressions	Reach	Likes
3,283	3,032	125



Message: Treat yourself to a relaxing night in with your friends and order from The Kaatskeller's pizza menu. 🍕 🍷 : @thekaatskeller . . .

Impressions	Reach	Likes
3,019	2,896	116



Message: Nothing beats sunset views from The Pinnacle Lodge in Narrowsburg 🌅 🏡 . . #catskills #mysullivancatskills #sullivancountyny...

Impressions	Reach	Likes
2,920	2,678	144



Message: Looking for a cozy getaway? Blue Fox Motel has got you covered this winter. ❄️ 🏡 : @bluefoxmotel . . #sullivancatskills...

Impressions	Reach	Likes
2,816	2,601	80



Message: Book Now, Unlock \$250! When you book three nights at a Red Cottage property between now and April 30th, you'll unlock \$250 towards...

Impressions	Reach	Likes
2,741	2,501	62



Message: When you're on the go and looking for a quick, delicious snack, Proper to Go has you covered. 🍌 🍌 ... #catskills #mysullivancatskills...

Impressions	Reach	Likes
2,719	2,616	83



Message: It's time to add some sparkle to your life! All That Glitters is Old has everything you need to make your collection shine. 🎵 ... #catskills...

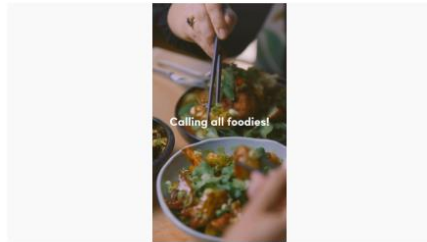
Impressions	Reach	Likes
2,632	2,431	71

Top Performing Reels



Message: Calling all foodies! 🍴 🍴 The @catskill_cuisine Festival on May 13th, 2023! Spend a day on the grounds of the legendary 1969 Woodstoc...

Plays	Likes	Saved	Shares	Comments
9,841	64	5	31	8



Message: The Catskill Cuisine festival is on May 13th, 2023! Catskill Cuisine takes inspiration from local fare, farmers, and restaurants,...

Plays	Likes	Saved	Shares	Comments
9,238	80	4	39	0



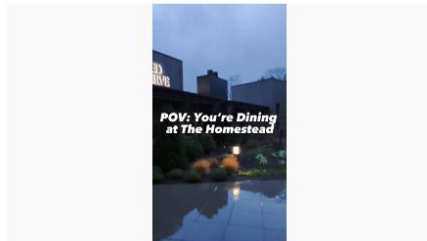
Message: Bring the whole family to @kartriteresort and treat them to a day of fun-filled activities. 🎡 ... #catskills #mysullivancatskills...

Plays	Likes	Saved	Shares	Comments
8,533	49	11	39	0



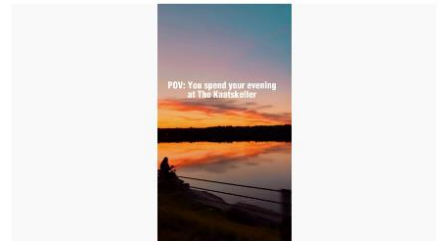
Message: Are you ready to experience some amazing cuisine? 🍴 Join @chefsaulmontiel and many other incredible chefs at Catskill Cuisine,...

Plays	Likes	Saved	Shares	Comments
8,070	100	3	69	11



Message: POV: You're dining at The Homestead Restaurant & Lounge inside of @thealdredpreserve 🍷 🍷 ... #catskills #mysullivancatskill...

Plays	Likes	Saved	Shares	Comments
5,326	142	6	22	3



Message: POV: You spend your evening at The Kaatskeller. 🍷 🍷 : @chantillysongs & @katedreamcatcher ... #catskills #mysullivancatskill...

Plays	Likes	Saved	Shares	Comments
5,229	137	15	22	5

01/01/2023 - 05/16/2023

Top Performing Posts



Message: Decant Wine & Spirits is holding a soft opening today and tomorrow from 12-6pm at 234 Main Street in Hurleyville! Stop by for a...

Impressions	Clicks	Engagement
21,853	3,067	3,456



Message: <https://www.thetravel.com/restaurants-in-the-catskills-with-a-view/#seminary-hill-orchard-amp-cidery> The Local Table and Tap The...

Impressions	Clicks	Engagement
11,398	1,575	2,113



Message: Out and about on this gorgeous Saturday? Stop in to All That Glitters is Old and score some vintage GOLD. Jeans, sneakers, dresses,...

Impressions	Clicks	Engagement
6,080	1,642	1,680

Top Performing Posts



Message: The Bagel Festival is happening in Monticello, NY on August 13th, 2023 from 9:00AM - 4:00PM! 🥯🍷🍷 Join us! For more info. 📍...

Impressions	Clicks	Engagement
18,812	1,583	1,992



Message: The Borscht Belt Historical Marker Project unveiled another historical marker today in Mountain Dale. The hamlet was home to 34...

Impressions	Clicks	Engagement
20,122	1,426	1,727



Message: Having a blast in the Sullivan Catskills at the The Bagel Festival 2023! in Monticello. The skies are blue, the sun is shining, the streets are...

Impressions	Clicks	Engagement
14,423	1,315	1,539



Plan your Fall visit now to New York's Sullivan Catskills!

It's like no other season! Sip and savor your way through the Good Taste Craft Beverage Trail in a countryside bursting with color and full of farmers and harvest markets and cool, hip, low-key vibes. Then dine on inventive, Catskill-icious cuisine with our imaginative chefs.

- | | |
|---|---|
| SEPT 23:
THE HONEY BEE FESTIVAL
Narrowsburg | OCT 7 & 8:
THE BIG SIP WINE & SPIRITS FESTIVAL
Bethel Woods Center for the Arts |
| OCT WEEKENDS:
THE ROCKY HORROR PICTURE SHOW LIVE!
Forestburgh Playhouse | OCT 13-29:
PEACE, LOVE & PUMPKINS
Bethel Woods Center for the Arts |



SullivanCatskills.com 1.800.882.CATS

This institution is an equal opportunity provider and employer.



Plan your Fall visit now to New York's Sullivan Catskills!

It's like no other season! Sip and savor your way through the Good Taste Craft Beverage Trail in a countryside bursting with color and full of farmers and harvest markets and cool, hip, low-key vibes. Then dine on inventive, Catskill-icious cuisine with our imaginative chefs.

25th Anniversary of the Harvest Festival at Bethel Woods

- | | | | |
|---|---|---|--|
| SEPT 23:
THE HONEY BEE FESTIVAL
Narrowsburg | OCT WEEKENDS:
THE ROCKY HORROR PICTURE SHOW LIVE!
Forestburgh Playhouse | OCT 7 & 8:
THE BIG SIP WINE AND SPIRITS FESTIVAL
Bethel Woods Center for the Arts | OCT 13-29:
PEACE, LOVE & PUMPKINS
Bethel Woods Center for the Arts |
|---|---|---|--|



SullivanCatskills.com 1.800.882.CATS

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Fall in New York's legendary Sullivan Catskills is like no other season.

Sip and savor your way through The Good Taste Craft Beverage Trail in a countryside bursting with color and full of farmers and harvest markets and cool, hip, low-key vibes. Then dine on inventive, Catskill-icious cuisine with our imaginative chefs.

25th Anniversary of the Harvest Festival at Bethel Woods

- | | |
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PEACE, LOVE & PUMPKINS
Bethel Woods Center for the Arts |



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Sullivan County
Legislative Memorandum

100 North Street
Monticello, NY 12701

File #: ID-5791

Agenda Date: 9/7/2023

Agenda #: 3.

ACTIVITY REPORT – AUGUST 2023
COUNTY OF SULLIVAN INDUSTRIAL DEVELOPMENT AGENCY (IDA), SULLIVAN COUNTY
FUNDING CORPORATION (SCFC), THE SULLIVAN COUNTY INFRASTRUCTURE LOCAL
DEVELOPMENT CORPORATION (TSCILDC)

August 31, 2023

The IDA Board held its regular monthly meeting on August 14, at which time the Board adopted the following resolutions:

- Resolution extending the sales tax abatement period for the **Catskill Hospitality Holding LLC and Catskill Hospitality Operating LLC** project through January 31, 2024. This is the Hampton Inn project off Route 42 in the Town of Thompson. The hotel is open and operating, but the company is still working to complete procurement of certain equipment and fixtures included in the original project scope of work.
- Resolution approving the **Fay Hospitality Catskills LLC** project. This is the proposed acquisition and renovation of the Villa Roma Resort and Conference Center in the Town of Delaware.
- Resolution approving the **Homestead, LLC and North Branch Cider Mill LLC** project. This project relates to the redevelopment of the North Branch Cider Mill and Barn in the Town of Callicoon.

IDA staff attended the ribbon cutting for the Monster Golf Course at Resorts World Catskills on August 28.

In September staff will begin drafting the 2024 IDA, SCFC, and TSCILDC budgets, for Board approval in October.

The next meeting of the IDA Board is scheduled for Monday, September 11 at 11:00 AM in the Legislative Committee Room at the Sullivan County Government Center.

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Sullivan County
Legislative Memorandum

100 North Street
Monticello, NY 12701

File #: ID-5740

Agenda Date: 9/7/2023

Agenda #: 1.

Narrative of Resolution:

**USDOT DRUG AND ALCOHOL TESTING POLICY FOR THE SULLIVAN COUNTY
TRANSPORTATION DEPARTMENT**

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

WHEREAS, in order to ensure compliance with the Drug-Free Workplace Act of 1988 and the Omnibus Transportation Employee Act of 1991, the County of Sullivan wishes to adopt a USDOT Drug and Alcohol Testing Policy (“Policy”), and

WHEREAS, the Policy must be approved on a bi-annual basis, and

WHEREAS, the Policy shall be implemented in compliance with all federal and state statutes and regulations, and

WHEREAS, the Policy is attached hereto as Exhibit A and by this reference is made a part hereof.

NOW, THEREFORE, BE IT RESOLVED, that the Sullivan County Legislature adopts the attached Sullivan county Transportation Department USDOT Drug and Alcohol Testing Policy, and

BE IT FURTHER RESOLVED that the appropriate County officials shall take the steps necessary to ensure that the Policy is implemented in compliance with federal and state statutes and regulations.

DRUG AND ALCOHOL TESTING POLICY

Sullivan County

A. PURPOSE

- 1) The County of Sullivan provides public transit and paratransit services for the residents of Sullivan County. Part of our mission is to ensure that this service is delivered safely, efficiently, and effectively by establishing a drug and alcohol-free work environment, and to ensure that the workplace remains free from the effects of drugs and alcohol in order to promote the health and safety of employees and the general public. In keeping with this mission, Sullivan County declares that the unlawful manufacture, distribution, dispense, possession, or use of controlled substances or misuse of alcohol is prohibited for all employees.
- 2) Additionally, the purpose of this policy is to establish guidelines to maintain a drug and alcohol-free workplace in compliance with the Drug-Free Workplace Act of 1988, and the Omnibus Transportation Employee Testing Act of 1991. This policy is intended to comply with all applicable Federal regulations governing workplace anti-drug and alcohol programs in the transit industry. Specifically, the Federal Transit Administration (FTA) of the U.S. Department of Transportation has published 49 CFR Part 655, as amended, that mandates urine drug testing and breath alcohol testing for safety-sensitive positions, and prohibits performance of safety-sensitive functions when there is a positive test result, or a refusal to test; 49 CFR Part 382 for Federal Motor Carrier Safety Administration (FMCSA); and The U. S. Department of Transportation (USDOT) has also published 49 CFR Part 40, as amended, that sets standards for the collection and testing of urine and breath specimens.
- 3) Any provisions set forth in this policy that are included under the sole authority of Sullivan County and are not provided under the authority of the above-named Federal regulations are underlined. Tests conducted under the sole authority of Sullivan County will be performed on non-USDOT forms and will be separate from USDOT testing in all respects.

B. APPLICABILITY

This Drug and Alcohol Testing Policy applies to all safety-sensitive employees (full- or part-time) when performing safety sensitive duties. See Attachment A for a list of employees and the authority under which they are included.

This policy applies to every person whose position requires the possession of a commercial driver's license (CDL); every employee performing a "safety-sensitive function" as defined below, and any person applying for such positions.

Under FMCSA (Part 382), you are a covered employee if you perform any of the following safety-sensitive functions:

- Driving a commercial motor vehicle which requires the driver to have a CDL
- Waiting to be dispatched to operate a commercial motor vehicle
- Inspecting, servicing, or conditioning any commercial motor vehicle
- Performing all other functions in or upon a commercial motor vehicle (except resting in a sleeper berth)
- Loading or unloading a commercial motor vehicle, supervising or assisting in the loading or unloading, attending a vehicle being loaded or unloading, remaining in readiness to operate the vehicle, or giving or receiving receipts for shipments being loaded or unloaded
- Repairing, obtaining assistance, or remaining in attendance upon a disabled vehicle

Under FTA (Part 655), you are a covered employee if you perform any of the following: (1) operation of public transit service including the operation of a revenue service vehicle (whether or not the vehicle is in revenue service), (2) maintenance of a revenue service vehicle or equipment used in revenue service, (3) security personnel who carry firearms, (4) dispatchers or persons controlling the movement of revenue service vehicles and (4) any transit employee who operates a vehicle that requires a Commercial Driver's License to operate. Maintenance functions include the repair, overhaul, and rebuild of engines, vehicles and/or equipment used in revenue service. A list of safety-sensitive positions who perform one or more of the above-mentioned duties is provided in Attachment A. Supervisors are only safety sensitive if they perform one of the above functions. Volunteers are considered safety sensitive and subject to testing if they are required to hold a CDL, or receive remuneration for service in excess of actual expense.

C. DEFINITIONS

Accident (FTA): An occurrence associated with the operation of a vehicle even when not in revenue service, if as a result:

- a. An individual dies;
- b. An individual suffers a bodily injury and immediately receives medical treatment away from the scene of the accident; or,
- c. One or more vehicles incur disabling damage as the result of the occurrence and is transported away from the scene by a tow truck or other vehicle. For purposes of this definition, *disabling damage*

means damage which precludes departure of any vehicle from the scene of the occurrence in its usual manner in daylight after simple repairs. Disabling damage includes damage to vehicles that could have been operated but would have been further damaged if so operated, but does not include damage which can be remedied temporarily at the scene of the occurrence without special tools or parts, tire disablement without other damage even if no spare tire is available, or damage to headlights, taillights, turn signals, horn, or windshield wipers that makes them inoperative.

Actual Knowledge: (For FMCSA Agencies) Actual knowledge by an employer that a driver has used alcohol or controlled substances based on the employer's direct observation of the employee, information provided by the driver's previous employer(s), a traffic citation for driving a CMV while under the influence of alcohol or controlled substances or an employee's admission of alcohol or controlled substance use, except as provided in §382.121. Direct observation as used in this definition means observation of alcohol or controlled substances use and does not include observation of employee behavior or physical characteristics sufficient to warrant reasonable suspicion testing.

Adulterated specimen: A specimen that has been altered, as evidenced by test results showing either a substance that is not a normal constituent for that type of specimen or showing an abnormal concentration of an endogenous substance.

Alcohol: The intoxicating agent in beverage alcohol, ethyl alcohol, or other low molecular weight alcohols contained in any beverage, mixture, mouthwash, candy, food, preparation or medication.

Alcohol Concentration: Expressed in terms of grams of alcohol per 210 liters of breath as indicated by a breath test under 49 CFR Part 40.

Aliquot: A fractional part of a specimen used for testing. It is taken as a sample representing the whole specimen.

Canceled Test: A drug or alcohol test that has a problem identified that cannot be or has not been corrected, or which is cancelled. A canceled test is neither positive nor negative.

Clearinghouse: The FMCSA database that 49 CFR Part 382 requires employers and service agents to report information to, and to query, regarding CDL drivers who are subject to the DOT controlled substance and alcohol testing regulations.

Confirmatory Drug Test: A second analytical procedure performed on a different aliquot of the original specimen to identify and quantify the presence of a specific drug or metabolite.

Confirmatory Validity Test: A second test performed on a different aliquot of the original urine specimen to further support a validity test result.

Covered Employee Under FTA/FMCSA Authority: An employee who performs a safety-sensitive function including an applicant or transferee who is being considered for hire into a safety-sensitive function (See Attachment A for a list of covered employees).

Designated Employer Representative (DER): An employee authorized by the employer to take immediate action to remove employees from safety-sensitive duties and to make required decisions in testing. The DER also receives test results and other communications for the employer, consistent with the requirements of 49 CFR Parts 40 and 655.

DOT, The Department, DOT Agency: These terms encompass all DOT agencies, including, but not limited to, the Federal Aviation Administration (FAA), the Federal Railroad Administration (FRA), the Federal Motor Carrier Safety Administration (FMCSA), the Federal Transit Administration (FTA), the National Highway Traffic Safety Administration (NHTSA), the Pipeline and Hazardous Materials Safety Administration (PHMSA), and the Office of the Secretary (OST). For purposes of 49 CFR Part 40, the United States Coast Guard (USCG), in the Department of Homeland Security, is considered to be a DOT agency for drug testing purposes. These terms include any designee of a DOT agency.

Dilute specimen: A urine specimen with creatinine and specific gravity values that are lower than expected for human urine.

Disabling damage: Damage which precludes departure of any vehicle from the scene of the occurrence in its usual manner in daylight after simple repairs. Disabling damage includes damage to vehicles that could have been operated but would have been further damaged if so operated, but does not include damage which can be remedied temporarily at the scene of the occurrence without special tools or parts, tire disablement without other damage even if no spare tire is available, or damage to headlights, taillights, turn signals, horn, or windshield wipers that makes them inoperative.

Evidentiary Breath Testing Device (EBT): A device approved by the NHTSA for the evidential testing of breath at the 0.02 and the 0.04 alcohol concentrations, and appears on ODAPC's Web page for "Approved Evidential Breath

Measurement Devices” because it conforms to the model specifications available from NHTSA.

Initial Drug Test: (Screening Drug Test) the test used to differentiate a negative specimen from one that requires further testing for drugs or drug metabolites.

Initial Specimen Validity Test: The first test used to determine if a urine specimen is adulterated, diluted, substituted, or invalid

Invalid Result: The result reported by an HHS-certified laboratory in accordance with the criteria established by the HHS Mandatory Guidelines when a positive, negative, adulterated, or substituted result cannot be established for a specific drug or specimen validity test.

Laboratory: Any U.S. laboratory certified by HHS under the National Laboratory Certification program as meeting standards of Subpart C of the HHS Mandatory Guidelines for Federal Workplace Drug Testing Programs; or, in the case of foreign laboratories, a laboratory approved for participation by DOT under this part.

Limit of Detection (LOD): The lowest concentration at which a measurand can be identified, but (for quantitative assays) the concentration cannot be accurately calculated.

Limit of Quantitation: For quantitative assays, the lowest concentration at which the identity and concentration of the measurand can be accurately established.

Medical Review Officer (MRO): A licensed physician (medical doctor or doctor of osteopathy) responsible for receiving laboratory results generated by the drug testing program who has knowledge of substance abuse disorders, and has appropriate medical training to interpret and evaluate an individual's confirmed positive test result, together with his/her medical history, and any other relevant bio-medical information.

Negative Dilute: A drug test result which is negative for the five drug/drug metabolites but has creatinine or specific gravity values that are lower than expected for human urine.

Negative result: The result reported by an HHS-certified laboratory to an MRO when a specimen contains no drug or the concentration of the drug is less than the cutoff concentration for the drug or drug class and the specimen is a valid specimen. An alcohol concentration of less than 0.02 BAC is a negative test result.

Non-negative test result: A urine specimen that is reported as adulterated, substituted, invalid, or positive for drug/drug metabolites.

Oxidizing Adulterant: A substance that acts alone or in combination with other substances to oxidize drugs or drug metabolites to prevent the detection of the drug or metabolites, or affects the reagents in either the initial or confirmatory drug test.

Performing (a safety-sensitive function): A covered employee is considered to be performing a safety-sensitive function and includes any period in which he or she is actually performing, ready to perform, or immediately available to perform such functions.

Positive result: The result reported by an HHS- Certified laboratory when a specimen contains a drug or drug metabolite equal or greater to the cutoff concentrations.

Prohibited drug: Identified as marijuana, cocaine, opioids, amphetamines, or phencyclidine at levels above the minimum thresholds specified in 49 CFR Part 40, as amended.

Reconfirmed: The result reported for a split specimen when the second laboratory is able to corroborate the original result reported for the primary specimen.

Rejected for Testing: The result reported by an HHS- Certified laboratory when no tests are performed for specimen because of a fatal flaw or a correctable flaw that has not been corrected.

Revenue Service Vehicles: All transit vehicles that are used for passenger transportation service.

Safety-sensitive functions (FTA): Employee duties identified as:

- (1) The operation of a transit revenue service vehicle even when the vehicle is not in revenue service.
- (2) The operation of a non-revenue service vehicle by an employee when the operation of such a vehicle requires the driver to hold a Commercial Drivers License (CDL).
- (3) Maintaining a revenue service vehicle or equipment used in revenue service.
- (4) Controlling the movement of a revenue service vehicle and
- (5) Carrying a firearm for security purposes.

Safety-sensitive functions (FMCSA): All time from the time a driver begins to work or is required to be in readiness to work until the time he/she is relieved from work and all responsibility for performing work. Safety-sensitive functions shall include:

- (1) All time at an employer or shipper plant, terminal, facility, or other property, or on any public property, waiting to be dispatched, unless the driver has been relieved from duty by the employer;
- (2) All time inspecting equipment as required by §§392.7 and 392.8 of this subchapter or otherwise inspecting, servicing, or conditioning any commercial motor vehicle at any time;
- (3) All time spent at the driving controls of a commercial motor vehicle in operation;
- (4) All time, other than driving time, in or upon any commercial motor vehicle except time spent resting in a sleeper berth (a berth conforming to the requirements of §393.76 of this subchapter);
- (5) All time loading or unloading a vehicle, supervising, or assisting in the loading or unloading, attending a vehicle being loaded or unloaded, remaining in readiness to operate the vehicle, or in giving or receiving receipts for shipments loaded or unloaded; and
- (6) All time repairing, obtaining assistance, or remaining in attendance upon a disabled vehicle.

Split Specimen Collection: A collection in which the urine collected is divided into two separate bottles, the primary specimen (Bottle A) and the split specimen (Bottle B).

Substance Abuse Professional (SAP): A licensed physician (medical doctor or doctor of osteopathy) or licensed or certified psychologist, social worker, employee assistance professional, state-licensed or certified marriage and family therapist, or drug and alcohol counselor (certified by an organization listed at <https://www.transportation.gov/odapc/sap>) with knowledge of and clinical experience in the diagnosis and treatment of drug and alcohol related disorders.

Substituted specimen: A urine specimen with creatinine and specific gravity values that are so diminished or so divergent that they are not consistent with normal human urine.

Test Refusal: The following are considered a refusal to test if the employee:

- (1) Fail to appear for any test (except a pre-employment test) within a reasonable time, as determined by the employer.
- (2) Fail to remain at the testing site until the testing process is complete. An employee who leaves the testing site before the testing process commences for a pre-employment test has not refused to test.

- (3) Fail to attempt to provide a breath or urine specimen. An employee who does not provide a urine or a breath specimen because he or she has left the testing site before the testing process commenced for a pre-employment test has not refused to test.
- (4) In the case of a directly-observed or monitored urine drug collection, fail to permit monitoring or observation of your provision of a specimen.
- (5) Fail to provide a sufficient quantity of urine or a breath without a valid medical explanation.
- (6) Fail or decline to take a second test as directed by the collector or the employer for drug testing.
- (7) Fail to undergo a medical evaluation as required by the MRO or the employer's Designated Employer Representative (DER).
- (8) Fail to cooperate with any part of the testing process.
- (9) Fail to follow an observer's instructions to raise and lower clothing and turn around during a directly-observed test.
- (10) Possess or wear a prosthetic or other device used to tamper with the collection process.
- (11) Admit to the adulteration or substitution of a specimen to the collector or MRO.
- (12) Refuse to sign the certification at Step 2 of the Alcohol Testing Form (ATF).
- (13) Fail to remain readily available following an accident.
- (14) As a covered employee, if the MRO reports that you have a verified adulterated or substituted test result, you have refused to take a drug test.

Vehicle: A bus, electric bus, van, automobile, rail car, trolley car, trolley bus, or vessel. A public transit vehicle is a vehicle used for public transportation or for ancillary services.

Verified negative test: A drug test result reviewed by a medical review officer and determined to have no evidence of prohibited drug use above the minimum cutoff levels established by the Department of Health and Human Services (HHS).

Verified positive test: A drug test result reviewed by a medical review officer and determined to have evidence of prohibited drug use above the minimum cutoff levels specified in 49 CFR Part 40 as revised.

Validity testing: The evaluation of the specimen to determine if it is consistent with normal human urine. Specimen validity testing will be conducted on all urine specimens provided for testing under DOT authority. The purpose of validity testing is to determine whether certain adulterants or foreign substances were added to the urine, if the urine was diluted, or if the specimen was substituted.

D. EDUCATION AND TRAINING

- 1) For FMCSA Agencies: Sullivan County Transportation will provide educational materials that explain the requirements of Part 382 as well as this policy. Sullivan County will ensure that a copy of these materials is distributed to each driver prior to the start of alcohol and controlled substances testing and to each driver subsequently hired or transferred into a position requiring driving a commercial motor vehicle.

The materials to be made available to drivers shall include what is provided in this policy document in addition to a detailed discussion the following:

- a. Information concerning the effects of alcohol and controlled substance use on an individual's health, work, and personal life; signs and symptoms of an alcohol or a controlled substance problem (the driver's or a co-worker's); and available methods of intervening when an alcohol or a controlled substance problem is suspected, including confrontation, referral to any employee assistance program and/or referral to management; and
 - b. The requirement that the following personal information collected and maintained under this Part 382 and this policy shall be reported to the FMCSA Clearinghouse:
 1. A verified positive, adulterated, or substituted drug test result;
 2. An alcohol confirmation test with a concentration of 0.04 or higher;
 3. A refusal to submit to any test required by subpart C of this part;
 4. An employer's report of actual knowledge, as defined at §382.107;
 5. On duty alcohol use pursuant to §382.205;
 6. Pre-duty alcohol use pursuant to §382.207;
 7. Alcohol use following an accident pursuant to §382.209; and
 8. Controlled substance use pursuant to §382.213;
 9. A substance abuse professional (SAP as defined in §40.3 of this title) report of the successful completion of the return-to-duty process;
 10. A negative return-to-duty test; and
 11. An employer's report of completion of follow-up testing.
-
- 2) Every covered employee will receive a copy of this policy and will have ready access to the corresponding federal regulations including 49 CFR Parts 655 and 40, as amended. In addition, all covered employees will

undergo a minimum of 60 minutes of training on the signs and symptoms of drug use including the effects and consequences of drug use on personal health, safety, and the work environment. The training also includes manifestations and behavioral cues that may indicate prohibited drug use.

- 3) All supervisory personnel or company officials who are in a position to determine employee fitness for duty will receive 60 minutes of reasonable suspicion training on the physical, behavioral, and performance indicators of probable drug use and 60 minutes of additional reasonable suspicion training on the physical, behavioral, speech, and performance indicators of probable alcohol misuse.

E. PROHIBITED SUBSTANCES

- 1) Prohibited substances addressed by this policy include the following.
 - a. Illegally Used Controlled Substance or Drugs Under the Drug-Free Workplace Act of 1988 any drug or any substance identified in Schedule I through V of Section 202 of the Controlled Substance Act (21 U.S.C. 812), and as further defined by 21 CFR 1308.11 through 1308.15 is prohibited at all times in the workplace unless a legal prescription has been written for the substance. This includes, but is not limited to: marijuana, amphetamines, opioids, phencyclidine (PCP), and cocaine, as well as any drug not approved for medical use by the U.S. Drug Enforcement Administration or the U.S. Food and Drug Administration. Illegal use includes use of any illegal drug, misuse of legally prescribed drugs, and use of illegally obtained prescription drugs. Also, the medical use of marijuana, or the use of hemp related products, which cause drug or drug metabolites to be present in the body above the minimum thresholds is a violation of this policy

Federal Transit Administration drug testing regulations (49 CFR Part 655) require that all employees covered under FTA/FMCSA authority be tested for marijuana, cocaine, amphetamines, opioids, and phencyclidine as described in Section H of this policy. Illegal use of these five drugs is prohibited at all times and thus, covered employees may be tested for these drugs anytime that they are on duty.

- b. Legal Drugs: The appropriate use of legally prescribed drugs and non-prescription medications is not prohibited. However, the use of any substance which carries a warning label that indicates that mental functioning, motor skills, or judgment may be adversely affected must be reported to a Sullivan County Transportation Department supervisor

and the employee is required to provide a written release from his/her doctor or pharmacist indicating that the employee can perform his/her safety-sensitive functions.

- c. Alcohol: The use of beverages containing alcohol (including any mouthwash, medication, food, candy) or any other substances containing alcohol in a manner which violates the conduct listed in this policy is prohibited.

F. PROHIBITED CONDUCT

- 1) All covered employees are prohibited from reporting for duty or remaining on duty any time there is a quantifiable presence of a prohibited drug in the body above the minimum thresholds defined in 49 CFR Part 40, as amended.
- 2) Each covered employee is prohibited from consuming alcohol while performing safety-sensitive job functions or while on-call to perform safety-sensitive job functions. If an on-call employee has consumed alcohol, they must acknowledge the use of alcohol at the time that they are called to report for duty. The covered employee will subsequently be relieved of his/her on-call responsibilities and subject to discipline for not fulfilling his/her on-call responsibilities.
- 3) The Transit Department shall not permit any covered employee to perform or continue to perform safety-sensitive functions if it has actual knowledge that the employee is using alcohol
- 4) Each covered employee is prohibited from reporting to work or remaining on duty requiring the performance of safety-sensitive functions while having an alcohol concentration of 0.04 or greater regardless of when the alcohol was consumed.
 - a. A covered employee with a breath alcohol concentration which measures 0.02-0.039 is not considered to have violated the USDOT drug and alcohol regulations, provided the employee hasn't consumed the alcohol within four (4) hours of performing a safety-sensitive duty. However, if a safety-sensitive employee has a breath alcohol concentration of 0.02-0.039, USDOT regulations require the employee to be removed from the performance of safety-sensitive duties until:
 - i. The employee's alcohol concentration measures less than 0.02; or

- ii. FOR FTA COVERED EMPLOYEES: The start of the employee's next regularly scheduled duty period, but not less than eight hours following administration of the test.
 - iii. FOR FMCSA COVERED EMPLOYEES: The start of the employee's next regularly scheduled duty period, but not less than twenty-four hours following administration of the test.
- 5) No covered employee shall consume alcohol for eight (8) hours following involvement in an accident or until he/she submits to the post-accident drug/alcohol test, whichever occurs first.
 - 6) No covered employee shall consume alcohol within four (4) hours prior to the performance of safety-sensitive job functions.
 - 7) The County of Sullivan, under its own authority, also prohibits the consumption of alcohol at all times the employee is on duty, or anytime the employee is in uniform.
 - 8) Consistent with the Drug-free Workplace Act of 1988, all Sullivan County employees are prohibited from engaging in the unlawful manufacture, distribution, dispensing, possession, or use of prohibited substances in the work place including transit system premises and transit vehicles.

G. DRUG STATUTE CONVICTION

Consistent with the Drug Free Workplace Act of 1998, all employees are required to notify the Sullivan County management of any criminal drug statute conviction for a violation occurring in the workplace within five days after such conviction. Failure to comply with this provision shall result in disciplinary action as defined in Section Q of this policy.

H. TESTING REQUIREMENTS

- 1) Analytical urine drug testing and breath testing for alcohol will be conducted as required by 49 CFR Part 40 as amended. All employees covered under FTA/FMCSA authority shall be subject to testing prior to performing safety-sensitive duty, for reasonable suspicion, following an accident, and random as defined in Section K, L, M, and N of this policy, and return to duty/follow-up.
- 2) A drug test can be performed any time a covered employee is on duty. A reasonable suspicion, random, or follow-up alcohol test can only be performed just before, during, or after the performance of a safety-

sensitive job function. Under Sullivan County authority, a non-DOT alcohol test can be performed any time a covered employee is on duty.

- 3) All covered employees will be subject to urine drug testing and breath alcohol testing as a condition of ongoing employment with Sullivan County. Any safety-sensitive employee who refuses to comply with a request for testing shall be removed from duty and subject to discipline as defined in Section Q of this policy.

I. DRUG TESTING PROCEDURES

- 1) Testing shall be conducted in a manner to assure a high degree of accuracy and reliability and using techniques, equipment, and laboratory facilities which have been approved by the U.S. Department of Health and Human Service (HHS). All testing will be conducted consistent with the procedures set forth in 49 CFR Part 40, as amended. The procedures will be performed in a private, confidential manner and every effort will be made to protect the employee, the integrity of the drug testing procedure, and the validity of the test result.
- 2) The drugs that will be tested for include marijuana, cocaine, opioids, amphetamines, and phencyclidine. After the identity of the donor is checked using picture identification, a urine specimen will be collected using the split specimen collection method described in 49 CFR Part 40, as amended. Each specimen will be accompanied by a DOT Custody and Control Form and identified using a unique identification number that attributes the specimen to the correct individual. The specimen analysis will be conducted at a HHS certified laboratory. An initial drug screen and validity test will be conducted on the primary urine specimen. For those specimens that are not negative, a confirmatory Gas Chromatography/Mass Spectrometry (GC/MS) test or Liquid Chromatography/Mass Spectrometry (LC/MS) test will be performed. The test will be considered positive if the amounts of the drug(s) and/or its metabolites identified by the GC/MS or LC/MS test are above the minimum thresholds established in 49 CFR Part 40, as amended.
- 3) The test results from the HHS certified laboratory will be reported to a Medical Review Officer. A Medical Review Officer (MRO) is a licensed physician with detailed knowledge of substance abuse disorders and drug testing. The MRO will review the test results to ensure the scientific validity of the test and to determine whether there is a legitimate medical explanation for a confirmed positive, substitute, or adulterated test result. The MRO will attempt to contact the employee to notify the employee of the non-negative laboratory result, and provide the employee with an

opportunity to explain the confirmed laboratory test result. The MRO will subsequently review the employee's medical history/medical records as appropriate to determine whether there is a legitimate medical explanation for a non-negative laboratory result. If no legitimate medical explanation is found, the test will be verified positive or refusal to test and reported to Sullivan County. If a legitimate explanation is found, the MRO will report the test result as negative.

- 4) If the test is invalid without a medical explanation, a retest will be conducted under direct observation. Employees do not have access to a test of their split specimen following an invalid result.
- 5) Any covered employee who questions the results of a required drug test may request that the split sample be tested. The split sample test must be conducted at a second HHS-certified laboratory. The test must be conducted on the split sample that was provided by the employee at the same time as the primary sample. The method of collecting, storing, and testing the split sample will be consistent with the procedures set forth in 49 CFR Part 40, as amended. The employee's request for a split sample test must be made to the Medical Review Officer within 72 hours of notice of the original sample verified test result. Requests after 72 hours will only be accepted at the discretion of the MRO if the delay was due to documentable facts that were beyond the control of the employee. Sullivan County, will ensure that the cost for the split specimen analysis is covered in order for a timely analysis of the sample, however Sullivan County will seek reimbursement for the split sample test from the employee.
- 6) If the analysis of the split specimen fails to confirm the presence of the drug(s) detected in the primary specimen, if the split specimen is not able to be analyzed, or if the results of the split specimen are not scientifically adequate, the MRO will declare the original test to be canceled.
- 7) The split specimen will be stored at the initial laboratory until the analysis of the primary specimen is completed. If the primary specimen is negative, the split will be discarded. If the primary specimen is positive, it will be retained in frozen storage for one year and the split specimen will also be retained for one year. If the primary is positive, the primary and the split will be retained for longer than one year for testing if so requested by the employee through the Medical Review Officer, or by the employer, by the MRO, or by the relevant DOT agency.

8) Observed collections

- a. Consistent with 49 CFR Part 40, as amended, collection under direct observation (by a person of the same gender) with no advance notice will occur if:
- i. The laboratory reports to the MRO that a specimen is invalid, and the MRO reports to Sullivan County that there was not an adequate medical explanation for the result;
 - ii. The MRO reports to Sullivan County that the original positive, adulterated, or substituted test result had to be cancelled because the test of the split specimen could not be performed;
 - iii. The laboratory reported to the MRO that the specimen was negative-dilute with a creatinine concentration greater than or equal to 2 mg/dL but less than or equal to 5 mg/dL, and the MRO reported the specimen as negative-dilute and that a second collection must take place under direct observation (see §40.197(b)(1)).
 - iv. The collector observes materials brought to the collection site or the employee's conduct clearly indicates an attempt to tamper with a specimen;
 - v. The temperature on the original specimen was out of range;
 - vi. Anytime the employee is directed to provide another specimen because the original specimen appeared to have been tampered with.
 - vii. All follow-up-tests; or
 - viii. All return-to-duty tests

J. ALCOHOL TESTING PROCEDURES

- 1) Tests for breath alcohol concentration will be conducted utilizing a National Highway Traffic Safety Administration (NHTSA)-approved Evidential Breath Testing device (EBT) operated by a trained Breath Alcohol Technician (BAT). A list of approved EBTs can be found on ODAPC's Web page for "Approved Evidential Breath Measurement Devices". Alcohol screening tests may be performed using a non-

evidential testing device (alcohol screening device (ASD)) which is also approved by NHTSA. A list of approved ASDs can be found on ODAPC's Web page for "Approved Screening Devices to Measure Alcohol in Bodily Fluids". If the initial test indicates an alcohol concentration of 0.02 or greater, a second test will be performed to confirm the results of the initial test. The confirmatory test must occur on an EBT. The confirmatory test will be conducted no sooner than fifteen minutes after the completion of the initial test. The confirmatory test will be performed using a NHTSA-approved EBT operated by a trained BAT. The EBT will identify each test by a unique sequential identification number. This number, time, and unit identifier will be provided on each EBT printout. The EBT printout, along with an approved alcohol testing form, will be used to document the test, the subsequent results, and to attribute the test to the correct employee. The test will be performed in a private, confidential manner as required by 49 CFR Part 40, as amended. The procedure will be followed as prescribed to protect the employee and to maintain the integrity of the alcohol testing procedures and validity of the test result.

- 2) A confirmed alcohol concentration of 0.04 or greater will be considered a positive alcohol test and in violation of this policy. The consequences of a positive alcohol test are described in Section Q. of this policy. Even though an employee who has a confirmed alcohol concentration of 0.02 to 0.039 is not considered positive, the employee shall still be removed from duty for at least eight hours for FTA covered employees, and twenty-four hours for FMCSA covered employees, or for the duration of the work day whichever is longer and will be subject to the consequences described in Section Q of this policy. An alcohol concentration of less than 0.02 will be considered a negative test.
- 3) Sullivan County, affirms the need to protect individual dignity, privacy, and confidentiality throughout the testing process. If at any time the integrity of the testing procedures or the validity of the test results is compromised, the test will be canceled. Minor inconsistencies or procedural flaws that do not impact the test result will not result in a cancelled test.
- 4) The alcohol testing form (ATF) required by 49 CFR Part 40 as amended, shall be used for all FTA/FMCSA required testing. Failure of an employee to sign step 2 of the ATF will be considered a refusal to submit to testing.

K. PRE-EMPLOYMENT TESTING

- 1) All applicants for covered transit positions shall undergo urine drug testing prior to performance of a safety-sensitive function.

- a. All offers of employment for covered positions shall be extended conditional upon the applicant passing a drug test. An applicant will not be allowed to perform safety-sensitive functions unless the applicant takes a drug test with verified negative results.
- b. An employee shall not be placed, transferred or promoted into a position covered under FTA/FMCSA authority or company authority until the employee takes a drug test with verified negative results.
- c. If an applicant fails a pre-employment drug test, the conditional offer of employment shall be rescinded and the applicant will be provided with a list of at least two (2) USDOT qualified Substance Abuse Professionals. Failure of a pre-employment drug test will disqualify an applicant for employment for a period of at least one year. Before being considered for future employment the applicant must provide the employer proof of having successfully completed a referral, evaluation and treatment plan as described in section 655.62 of subpart G. The cost for the assessment and any subsequent treatment will be the sole responsibility of the applicant.
- d. When an employee being placed, transferred, or promoted from a non-covered position to a position covered under FTA/FMCSA authority or company authority submits a drug test with a verified positive result, the employee shall be subject to disciplinary action in accordance with Section Q herein.
- e. If a pre-employment test is canceled, Sullivan County will require the applicant to take and pass another pre-employment drug test.
- f. In instances where a FTA covered employee does not perform a safety-sensitive function for a period of 90 consecutive days or more regardless of reason, and during that period is not in the random testing pool the employee will be required to take a pre-employment drug test under 49 CFR Part 655 and have negative test results prior to the conduct of safety-sensitive job functions.
- g. Following a negative dilute the employee will be required to undergo another test. Should this second test result in a negative dilute result, the test will be considered a negative and no additional testing will be required unless directed to do so by the MRO.
- h. Applicants are required (even if ultimately not hired) to provide *Sullivan County* with signed written releases requesting USDOT drug and alcohol records from all previous, USDOT-covered,

employers that the applicant has worked for within the last two years. Failure to do so will result in the employment offer being rescinded. Sullivan County is required to ask all applicants (even if ultimately not hired) if they have tested positive or refused to test on a pre-employment test for a USDOT covered employer within the last two years. If the applicant has tested positive or refused to test on a pre-employment test for a USDOT covered employer, the applicant must provide Sullivan County proof of having successfully completed a referral, evaluation and treatment plan as described in section 655.62 of subpart G.

2) FMCSA Drug Testing Exceptions

A driver is not required to undergo a pre-employment test if:

- I. The driver has participated in a DOT testing program within the previous 30 days; and
- II. While participating in that program, either:
 - a. Was drug tested within the past six months (from the date of application with the employer), or
 - b. Participated in the random drug testing program for the previous 12 months (from the date of application with the employer); and
- III. Sullivan County, can ensure that no prior employer of the driver of whom Sullivan County has knowledge has records of a violation of this part or the controlled substances use rule of another DOT agency within the previous six months.

L. REASONABLE SUSPICION TESTING

- 1) All Sullivan County FTA/FMCSA covered employees will be subject to a reasonable suspicion drug and/or alcohol test when the employer has reasonable suspicion to believe that the covered employee has used a prohibited drug and/or engaged in alcohol misuse. Reasonable suspicion shall mean that there is objective evidence, based upon specific, contemporaneous, articulable observations of the employee's appearance, behavior, speech or body odor that are consistent with possible drug use and/or alcohol misuse. Reasonable suspicion referrals must be made by one or more supervisors who are trained to detect the signs and symptoms of drug and alcohol use, and who reasonably concludes that an employee may be adversely affected or impaired in his/her work performance due to possible prohibited substance abuse or alcohol misuse. A reasonable suspicion alcohol test can only be conducted just before, during, or just after the performance of a safety-sensitive job function. However, under Sullivan County' authority, a non-DOT

reasonable suspicion alcohol test may be performed any time the covered employee is on duty. A reasonable suspicion drug test can be performed any time the covered employee is on duty.

- 2) Sullivan County, shall be responsible for transporting the employee to the testing site. Supervisors should avoid placing themselves and/or others into a situation which might endanger the physical safety of those present. The employee shall be placed on administrative leave pending disciplinary action described in Section Q of this policy. An employee who refuses an instruction to submit to a drug/alcohol test shall not be permitted to finish his or her shift and shall immediately be placed on administrative leave pending disciplinary action as specified in Section Q of this policy.
- 3) A written record of the observations which led to a drug/alcohol test based on reasonable suspicion shall be prepared and signed by the supervisor making the observation. This written record shall be submitted to Sullivan County.
- 4) When there are no specific, contemporaneous, articulable objective facts that indicate current drug or alcohol use, but the employee (who is not already a participant in a treatment program) admits the abuse of alcohol or other substances to a supervisor in his/her chain of command, the employee shall be referred for assessment and treatment consistent with Section Q of this policy. Sullivan County, shall place the employee on administrative leave in accordance with the provisions set forth under Section Q of this policy. Testing in this circumstance would be performed under the direct authority of Sullivan County. **Since the employee self-referred to management, testing under this circumstance would not be considered a violation of this policy or a positive test result under Federal authority.** However, self-referral does not exempt the covered employee from testing under Federal authority as specified in Sections L through N of this policy or the associated consequences as specified in Section Q.

M. POST-ACCIDENT TESTING

FTA Procedures:

- 1) **FATAL ACCIDENTS** – A covered employee will be required to undergo urine and breath testing if they are involved in an accident with a transit vehicle, whether or not the vehicle is in revenue service at the time of the accident, that results in a fatality. This includes all surviving covered employees that are operating the vehicle at the time of the accident and any other whose performance could have contributed to the accident, as

determined by the employer using the best information available at the time of the decision.

- 2) NON-FATAL ACCIDENTS - A post-accident test of the employee operating the public transportation vehicle will be conducted if an accident occurs and at least one of the following conditions is met:
- a. The accident results in injuries requiring immediate medical treatment away from the scene, unless the covered employee can be completely discounted as a contributing factor to the accident.
 - b. One or more vehicles incurs disabling damage as a result of the occurrence and must be transported away from the scene, unless the covered employee can be completely discounted as a contributing factor to the accident

In addition, any other covered employee whose performance could have contributed to the accident, as determined by the employer using the best information available at the time of the decision, will be tested.

As soon as practicable following an accident, as defined in this policy, the transit supervisor investigating the accident will notify the transit employee operating the transit vehicle and all other covered employees whose performance could have contributed to the accident of the need for the test. The supervisor will make the determination using the best information available at the time of the decision.

FMCSA Procedures:

Covered employees shall be subject to FMCSA post-accident drug and alcohol testing under the following circumstances:

FATAL ACCIDENTS - As soon as practicable following an occurrence involving a commercial motor vehicle operating on a public road in commerce, and involving the loss of a human life, drug and alcohol tests will be conducted on each surviving covered employee who was performing safety-sensitive functions with respect to the vehicle.

NON-FATAL ACCIDENTS - As soon as practicable following an occurrence involving a commercial motor vehicle operating on a public road in commerce, and not involving the loss of a human life, an alcohol test will be conducted on each driver who receives a citation within eight (8) hours of the occurrence under State or local law for a moving traffic violation arising from the accident, if:

1. The accident results in injuries requiring immediate medical treatment away from the scene; or
2. One or more motor vehicles incur disabling damage and must be transported away from the scene by a tow truck or other motor vehicle.

As soon as practicable following an occurrence involving a commercial motor vehicle operating on a public road in commerce, and not involving the loss of a human life, a drug test will be conducted on each driver who receives a citation within thirty-two (32) hours of the occurrence under State or local law for a moving traffic violation arising from the accident, if:

1. The accident results in injuries requiring immediate medical treatment away from the scene; or
2. One or more motor vehicles incur disabling damage and must be transported away from the scene by a tow truck or other motor vehicle.

General Accident Procedures:

The appropriate transit supervisor shall ensure that an employee, required to be tested under this section, is tested as soon as practicable, but no longer than eight (8) hours of the accident for alcohol, and no longer than 32 hours for drugs. If an alcohol test is not performed within two hours of the accident, the Supervisor will document the reason(s) for the delay. If the alcohol test is not conducted within (8) eight hours, or the drug test within 32 hours, attempts to conduct the test must cease and the reasons for the failure to test documented.

Any covered employee involved in an accident must refrain from alcohol use for eight (8) hours following the accident, or until he/she undergoes a post-accident alcohol test.

An employee who is subject to post-accident testing who fails to remain readily available for such testing, including notifying a supervisor of his or her location if he or she leaves the scene of the accident prior to submission to such test, may be deemed to have refused to submit to testing.

Nothing in this section shall be construed to require the delay of necessary medical attention for the injured following an accident, or to prohibit an employee from leaving the scene of an accident for the period necessary to obtain assistance in responding to the accident, or to obtain necessary emergency medical care.

In the rare event that Sullivan County is unable to perform an FTA drug and alcohol test (i.e., employee is unconscious, employee is detained by law enforcement agency), Sullivan County may use drug and alcohol post-accident test results administered by local law enforcement officials in lieu of the

FTA/FMCSA test. The local law enforcement officials must have independent authority for the test and the employer must obtain the results in conformance with local law.

N. RANDOM TESTING

- 1) All covered employees will be subjected to random, unannounced testing. The selection of employees shall be made by a scientifically valid method of randomly generating an employee identifier from the appropriate pool of safety-sensitive employees. Employees who may be covered under company authority will be selected from a pool of non-DOT-covered employees.
- 2) The dates for administering unannounced testing of randomly selected employees shall be spread reasonably throughout the calendar year, day of the week and hours of the day.
- 3) The number of employees randomly selected for drug/alcohol testing during the calendar year shall be not less than the percentage rates set each year by the FTA/FMCSA administrator. The current year testing rates can be viewed online at <https://www.transportation.gov/odapc/random-testing-rates>.
- 4) Each covered employee shall be in a pool from which the random selection is made. Each covered employee in the pool shall have an equal chance of selection each time the selections are made. Employees will remain in the pool and subject to selection, whether or not the employee has been previously tested. There is no discretion on the part of management in the selection.
- 5) Covered transit employees that fall under the Federal Transit Administration regulations will be included in one random pool maintained separately from the testing pool of non-safety-sensitive employees that are included solely under Sullivan County authority.
- 6) Random tests can be conducted at any time during an employee's shift for drug testing. Alcohol random tests can only be performed just before, during, or just after the performance of a safety sensitive duty. However, under Sullivan County' authority, a non-DOT random alcohol test may be performed any time the covered employee is on duty. Testing can occur during the beginning, middle, or end of an employee's shift.
- 7) Employees are required to proceed immediately to the collection site upon notification of their random selection.

O. RETURN-TO-DUTY TESTING

All covered employees who previously tested positive on a drug or alcohol test or refused a test, must test negative for drugs, alcohol (below 0.02 for alcohol), or both and be evaluated and released by the Substance Abuse Professional before returning to work. Following the initial assessment, the SAP will recommend a course of rehabilitation unique to the individual. The SAP will recommend the return-to-duty test only when the employee has successfully completed the treatment requirement and is known to be drug and alcohol-free and there are no undue concerns for public safety. The SAP will determine whether the employee will require a return-to-duty drug test, alcohol test, or both.

P. FOLLOW-UP TESTING

Covered employees that have returned to duty following a positive or refused test will be required to undergo frequent, unannounced drug and/or alcohol testing following their return-to-duty test. The follow-up testing will be performed for a period of one to five years with a minimum of six tests to be performed the first year. The frequency and duration of the follow-up tests (beyond the minimums) will be determined by the SAP reflecting the SAP's assessment of the employee's unique situation and recovery progress. Follow-up testing should be frequent enough to deter and/or detect a relapse. Follow-up testing is separate and in addition to the random, post-accident, reasonable suspicion and return-to-duty testing.

In the instance of a self-referral or a management referral, the employee will be subject to non-USDOT follow-up tests and follow-up testing plans modeled using the process described in 49 CFR Part 40. However, all non-USDOT follow-up tests and all paperwork associated with an employee's return-to-work agreement that was not precipitated by a positive test result (or refusal to test) does not constitute a violation of the Federal regulations will be conducted under company authority and will be performed using non-DOT testing forms.

Q. RESULT OF DRUG/ALCOHOL TEST

- 1) Any covered employee that has a verified positive drug or alcohol test, or test refusal, will be removed from his/her safety-sensitive position, informed of educational and rehabilitation programs available, referred to a Substance Abuse Professional (SAP) for assessment, and will be terminated.

- 2) Following a negative dilute the employee will be required to undergo another test. Should this second test result in a negative dilute result, the test will be considered a negative and no additional testing will be required unless directed to do so by the MRO.
- 3) Refusal to submit to a drug/alcohol test shall be considered equivalent to a positive test result and a direct act of insubordination and shall result in termination and referral to a list of USDOT qualified SAPs. A test refusal includes the following circumstances:
 - a. Fail to appear for any test (except a pre-employment test) within a reasonable time, as determined by the employer.
 - b. Fail to remain at the testing site until the testing process is complete. An employee who leaves the testing site before the testing process commences for a pre-employment test has not refused to test.
 - c. Fail to attempt to provide a breath or urine specimen. An employee who does not provide a urine or breath specimen because he or she has left the testing site before the testing process commenced for a pre-employment test has not refused to test.
 - d. In the case of a directly-observed or monitored urine drug collection, fail to permit monitoring or observation of your provision of a specimen.
 - e. Fail to provide a sufficient quantity of urine or breath without a valid medical explanation.
 - f. Fail or decline to take a second test as directed by the collector or the employer for drug testing.
 - g. Fail to undergo a medical evaluation as required by the MRO or the employer's Designated Employer Representative (DER).
 - h. Fail to cooperate with any part of the testing process.
 - i. Fail to follow an observer's instructions to raise and lower clothing and turn around during a directly-observed test.
 - j. Possess or wear a prosthetic or other device used to tamper with the collection process.
 - k. Admit to the adulteration or substitution of a specimen to the collector or MRO.
 - l. Refuse to sign the certification at Step 2 of the Alcohol Testing Form (ATF).
 - m. Fail to remain readily available following an accident.

As a covered employee, if the MRO reports that you have a verified adulterated or substituted test result, you have refused to take a drug test.

- 4) For the first instance of a verified positive test from a sample submitted as the result of a random drug/alcohol test, disciplinary action against the employee shall include:
 - a. Mandatory referral to Substance Abuse Professional for assessment, formulation of a treatment plan, and execution of a return to duty agreement;
 - b. Failure to execute, or remain compliant with the return-to-duty agreement shall result in termination from Sullivan County employment.
 - i. Compliance with the return-to-duty agreement means that the employee has submitted to a drug/alcohol test immediately prior to returning to work; the result of that test is negative; in the judgment of the SAP the employee is cooperating with his/her SAP recommended treatment program; and, the employee has agreed to periodic unannounced follow-up testing as defined in Section P of this policy.
 - c. Refusal to submit to a periodic unannounced follow-up drug/alcohol test shall be considered a direct act of insubordination and shall result in termination.
 - d. A periodic unannounced follow-up drug/alcohol test which results in a verified positive shall result in termination from Sullivan County employment.
- 5) The first instance of a verified positive post-accident or reasonable suspicion drug and/or alcohol test shall result in termination.
- 6) The second instance of a verified positive drug or alcohol test result for any category of testing shall result in termination from Sullivan County employment.
- 7) An alcohol test result of ≥ 0.02 to ≤ 0.039 BAC shall result in the removal of the employee from duty for eight hours for FTA covered employees, and twenty-four hours for FMCSA covered employees, or the remainder or the work day whichever is longer. The employee will not be allowed to return to safety-sensitive duty for his/her next shift until he/she submits to a NONDOT alcohol test with a result of less than 0.02 BAC.
- 8) In the instance of a self-referral or a management referral, disciplinary action against the employee shall include:
 - a. Mandatory referral for an assessment by an employer approved counseling professional for assessment, formulation of a treatment plan, and execution of a return to work agreement;

- b. Failure to execute, or remain compliant with the return-to-work agreement shall result in termination from Sullivan County employment.
 - i. Compliance with the return-to-work agreement means that the employee has submitted to a drug/alcohol test immediately prior to returning to work; the result of that test is negative; the employee is cooperating with his/her recommended treatment program; and, the employee has agreed to periodic unannounced follow-up testing as described in Section P of this policy; however, all follow-up testing performed as part of a return-to-work agreement required under section Q of this policy is under the sole authority of Sullivan County and will be performed using non-DOT testing forms.
- c. Refusal to submit to a periodic unannounced follow-up drug/alcohol test shall be considered a direct act of insubordination and shall result in termination. **All tests conducted as part of the return to work agreement will be conducted under company authority and will be performed using non-DOT testing forms.**
- d. **A self-referral or management referral to the employer's counseling professional that was not precipitated by a positive test result does not constitute a violation of the Federal regulations and will not be considered as a positive test result in relation to the progressive discipline defined in Section Q of this policy.**
- e. Periodic unannounced follow-up drug/alcohol testing conducted as a result of a self-referral or management referral which results in a verified positive shall be considered a positive test result in relation to the progressive discipline defined in Section Q of this policy.
- f. A Voluntary Referral does not shield an employee from disciplinary action or guarantee employment with Sullivan County.
- g. A Voluntary Referral does not shield an employee from the requirement to comply with drug and alcohol testing.

Failure of an employee to report within five days a criminal drug statute conviction for a violation occurring in the workplace shall result in termination.

R. GRIEVANCE AND APPEAL

The consequences specified by 49 CFR Part 40.149 (c) for a positive test or test refusal is not subject to arbitration.

S. PROPER APPLICATION OF THE POLICY

Sullivan County, is dedicated to assuring fair and equitable application of this substance abuse policy. Therefore, supervisors/managers are required to use and apply all aspects of this policy in an unbiased and impartial manner. Any supervisor/manager who knowingly disregards the requirements of this policy, or who is found to deliberately misuse the policy in regard to subordinates, shall be subject to disciplinary action, up to and including termination.

T. INFORMATION DISCLOSURE

- 1) Drug/alcohol testing records shall be maintained by the Sullivan County Drug and Alcohol Program Manager and, except as provided below or by law, the results of any drug/alcohol test shall not be disclosed without express written consent of the tested employee.
- 2) The employee, upon written request, is entitled to obtain copies of any records pertaining to their use of prohibited drugs or misuse of alcohol including any drug or alcohol testing records. Covered employees have the right to gain access to any pertinent records such as equipment calibration records, and records of laboratory certifications. Employees may not have access to SAP follow-up testing plans.
- 3) Records of a verified positive drug/alcohol test result shall be released to the Drug and Alcohol Program Manager, and other transit system management personnel on a need to know basis.
- 4) Records will be released to a subsequent employer only upon receipt of a written request from the employee.
- 5) Records of an employee's drug/alcohol tests shall be released to the adjudicator in a grievance, lawsuit, or other proceeding initiated by or on behalf of the tested individual arising from the results of the drug/alcohol test. The records will be released to the decision maker in the proceeding.
- 6) Records will be released to the National Transportation Safety Board during an accident investigation.
- 7) Information will be released in a criminal or civil action resulting from an employee's performance of safety-sensitive duties, in which a court of competent jurisdiction determines that the drug or alcohol test information is relevant to the case and issues an order to the employer to release the information. The employer will release the information to the decision

maker in the proceeding with a binding stipulation that it will only be released to parties of the proceeding.

- 8) Records will be released to the DOT or any DOT agency with regulatory authority over the employer or any of its employees.
- 9) Records will be released if requested by a Federal, state or local safety agency with regulatory authority over Sullivan County or the employee.
- 10) If a party seeks a court order to release a specimen or part of a specimen contrary to any provision of Part 40 as amended, necessary legal steps to contest the issuance of the order will be taken
- 11) In cases of a contractor or sub-recipient of a state department of transportation, records will be released when requested by such agencies that must certify compliance with the regulation to the FTA.

This Policy was adopted by the *[LOCAL GOVERNING BOARD]* on *[MONTH DD, YEAR]*.

[APPLICABLE SIGNATURES]

Attachment A

<u>Job Title</u>	<u>Job Duties</u>	<u>Testing Authority</u>
Dispatcher		FTA

F/T (Full Time Bus Drivers)

Job Duties:

Transports the public to and from medical appointments, to and from shopping, deliver meals to the homebound and also transports veterans to local medical appointments and Albany and Castle Point VA facilities.

Dispatcher is responsible for scheduling vehicle assignments and routes and the dispatch of drivers on a daily basis.

Attachment B Contacts

Any questions regarding this policy or any other aspect of the substance abuse policy should be directed to the following individual(s).

Sullivan County Drug and Alcohol Program Manager

Name: Ruthann Hayden
Title: Director of Transportation
Address: 100 North St. Monticello N.Y. 12701
Telephone Number: 845-807-0182

Medical Review Officer

Name: Partners In Safety
Title: Dr. Russell Kramer
Address: 800 Route 17M Middletown N.Y. 10940
Telephone Number: 845-341-0515

Substance Abuse Professional

Name: Employee Assistance Program
Title: Thomas Rue, LMHC
Address: 55 Chamberlain St. Wellsville, NY 14895
Telephone Number: 800-252-4555

Substance Abuse Professional

Name: Partners In Safety
Title: Dr. Charles Chandler
Address: 800 Route 17M Middletown N.Y. 10940
Telephone Number: 845-341-0515

HHS Certified Laboratory Primary Specimen

Name: Lab Corp. of America
Address: 69 First Avenue Raritan N.J. 08869
Telephone Number: 1-800-223-0631



Sullivan County
Legislative Memorandum

100 North Street
Monticello, NY 12701

File #: ID-5743

Agenda Date: 9/7/2023

Agenda #: 2.

Purpose of Resolution: AUTHORIZE THE APPLICATION FOR RENEWAL OF NY CONNECTS EXPANSION AND ENHANCEMENT APPLICATION FOR 2023-2024

Is subject of Resolution mandated? Explain:

Is this a renewal of a prior contract? Yes

Date of prior contract: 4/1/2022-3/31/2023

Amount authorized by prior contract: \$ 278,801.00

Does Resolution require expenditure of funds? Y

If “Yes”, provide the following information

Amount to be authorized by Resolution: \$307,611.00

Are funds already budgeted? Y

If “Yes” specify appropriation code(s): 7610-87-R4772-R392

If “No”, specify proposed source of funds:

Estimated Cost Breakdown by Source

County: 0

Grant(s): 0

State: 307,611.00

Other: 0

Federal Government: 0

(Specify):0

WHEREAS, the New York State Office for the Aging has notified Sullivan County that funding for the 2023-2024 NY Connects program is available in the amount of \$307,611; and

WHEREAS, the goal of the NY Connects Program is to promote information outreach and assistance to the elderly and disabled persons throughout the county especially in rural areas, and to the underserved populations that reside in Sullivan County; and

WHEREAS, the term for the NY Connects program is April 1, 2023 through March 31, 2024; and

WHEREAS, if the County's application is approved, the funds will be used to reimburse the County for NY Connects expenditures incurred by the Sullivan County Office for the Aging including: salaries, benefits, operational costs, and marketing costs; and

WHEREAS, reimbursement for County expenditures will be available after submission by the County and approval by the New York State Office for the Aging of an application, standard assurances, program narratives and program budget; and

NOW, THEREFORE, BE IT RESOLVED, that the County Manager or their designee is hereby authorized to execute the NY Connects renewal application with required assurances, and any amendments thereto, with the New York State Office for the Aging for the NY Connects Program, for the term beginning April 1, 2023 through March 31, 2024, to accept the award should one be granted, 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 all commitments and agreements are contingent upon receiving the necessary State allocations.



Sullivan County

Legislative Memorandum

100 North Street
Monticello, NY 12701

File #: ID-5750

Agenda Date: 9/7/2023

Agenda #: 3.

TO AUTHORIZE A CONTRACT AGREEMENT WITH RURAL LAW CENTER TO PROVIDE LEGAL SERVICES FOR THE SULLIVAN COUNTY OFFICE FOR THE AGING.

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

Amount to be authorized by Resolution: \$20,000

Are funds already budgeted? Yes

Federal Funds: \$14,228.00 Title IIIB

County Funds: \$5,772.00

WHEREAS, the Sullivan County Office for the Aging provides mandate Legal Services for Senior Citizens in Sullivan County, and

WHEREAS, the Sullivan County Office for the Aging issued a Request for Proposal RFP #R-23-14 for Legal Services for The Sullivan County Office for the Aging; and

WHEREAS, proposals were received and reviewed and it was determined that Rural Law Center of New York, 22 US Oval, Suite 101 Plattsburgh, NY 12903, is best qualified to provide these services; and

WHEREAS, Rural Law Center of New York will provide the services from October 1, 2023 through September 30, 2025, and

WHEREAS, the contract period for services to be provided shall be for an initial two (2) year period, with the option to extend for an additional three (3) years, on a yearly basis, and

NOW, THEREFORE, BE IT RESOLVED, that the Sullivan County Legislature does hereby authorize the County Manager to execute a contract with Rural Law Center of New York for provision of mandated legal services for senior citizens as required by the New York State Office for the Aging, not to exceed \$10,000.00 for the period of 10/1/2023-9/30/2024 of which \$7,114.00 is received from Title IIIB Federal funds and \$2,886.00 from County funds, and not to exceed \$10,000.00 for the period of 10/01/2024-9/30/2025 of which \$7,114.00 is received from Title IIIB Federal funds and \$2,886.00 from County funds for a total of \$20,000.00 for 10/01/2023-9/30/2025 of which \$14,228.00 is received from Title IIIB federal funds and \$5,772.00 from County funds; and in an amount not to exceed \$20,000.

BE IT FURTHER RESOLVED, that the form of such agreement be approved by the Sullivan County Department of Law.



Sullivan County
Legislative Memorandum

100 North Street
Monticello, NY 12701

File #: ID-5758

Agenda Date: 9/7/2023

Agenda #: 4.

Narrative of Resolution:

Authorize modification of Youth Bureau Funding Program correct names of programs

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

Amount to be authorized by Resolution: N/A

Are funds already budgeted? Yes

Specify Compliance with Procurement Procedures:

**AUTHORIZE THE MODIFICATION OF THE LEGISLATIVE COUNTY FUNDING PROGRAM
RESOLUTION NUMBER 384-22 ADOPTED ON JUNE 15, 2022 AND THE ALLOCATION OF 2022 STATE
AID TO COUNTY YOUTH PROGRAMS RESOLUTION NUMBER 385-22 ADOPTED ON JUNE 15, 2022.**

WHEREAS, Resolution # 384-22 and Resolution # 385-22 were approved by the Sullivan County Legislature on June 15, 2022, for the County to allocate State and County funds between the County of Sullivan and County oriented entities with achieving such goals as youth programing; and

WHEREAS, this resolution is to modify the previous resolution, more specifically the contract with Dispute Resolution Center, Inc./YARD and Dispute Resolution Center, Inc./CASA Youth Development in their Community, matching the contract agreement name of each program to the resolution; and

NOW, THEREFORE, BE IT RESOLVED, the Sullivan County Legislature does hereby authorize the modification of said contract to reflect Dispute Resolution Center, Inc/Youth Achievement, Recognition & Development is known as DRC-YARD and Dispute Resolution Center, Inc/Court Appointed Special Advocates is known as DRC-CASA, and,

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



Sullivan County
Legislative Memorandum

100 North Street
Monticello, NY 12701

File #: ID-5771

Agenda Date: 9/7/2023

Agenda #: 5.

Narrative of Resolution:

RESOLUTION INTRODUCED BY THE PLANNING, REAL PROPERTY AND ECONOMIC DEVELOPMENT COMMITTEE TO AUTHORIZE, AWARD & EXECUTE OF A CONTRACT WITH TELASCENT, LLC

WHEREAS, a Request for Proposal was issued for the preparation, maintenance, printing, and associated reporting of the Assessment Rolls, Tax Rolls and Tax Bills for the County of Sullivan; and

WHEREAS, a proposal was received from TelAscent, LLC, 5 Jeanne Drive, Newburgh, New York 12550, who is qualified for this project; and

WHEREAS, the Sullivan County Real Property Tax Service recommends that a contract be awarded and executed;

NOW, THEREFORE, BE IT RESOLVED, that the County Manager be and hereby is authorized to execute a contract with TelAscent, LLC, at a contract price not to exceed the price list attached hereto as "Schedule A", for a one-year term beginning on January 1, 2024 with optional four (4) year extensions on a yearly basis upon mutual agreement and in accordance with RFP R-23-28, said contract to be in such form as the County Attorney shall approve.

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

Amount to be authorized by Resolution: See pricing Schedule attached as Schedule A

Are funds already budgeted? No

Specify Compliance with Procurement Procedures:

RFP R-23-28

Schedule A

TelAscent

5 Jeanne Drive Suite 6
Newburgh, New York 12550

Sullivan County Price List As of August 10, 2023

	2024	2025*	2026*	2027*
Real Property System (RPS) Per Parcel Charge	\$0.90	\$0.92	\$0.94	\$0.96
Data Entry RPS Per Record	\$0.24	\$0.25	\$0.25	\$0.26
Mandatory Data Entry Verification Per RPS Record	\$0.24	\$0.25	\$0.25	\$0.26
Processing (Per Hour CPU time)	\$266.20	\$272.11	\$278.01	\$283.93
Clerical Time	\$34.86	\$35.63	\$36.41	\$37.18
Consultation Services (Per Hour)	\$101.41	\$103.66	\$105.91	\$108.16

*2025 through 2027 rates are estimates based on anticipated supply cost increases.



Sullivan County
Legislative Memorandum

100 North Street
Monticello, NY 12701

File #: ID-5772

Agenda Date: 9/7/2023

Agenda #: 6.

Narrative of Resolution:

RESOLUTION INTRODUCED BY THE PLANNING, REAL PROPERTY AND ECONOMIC DEVELOPMENT COMMITTEE TO CORRECT THE 2023 TAX ROLL OF THE TOWN OF THOMPSON FOR TAX MAP #37.-2-6

WHEREAS, an application dated August 11, 2023 having been filed by Patricia White with respect to property assessed to said applicant on the 2023 tax roll of the Town of Thompson Tax Map #37.-2-6 pursuant to Section 556 of the Real Property Tax Law, to correct an entry on an assessment or tax roll which is incorrect by reason of an arithmetical mistake by the assessor appearing on the property record card, field book or other final work product of the assessor; and

WHEREAS, the Director of Real Property Tax Services has duly investigated the application and filed his report dated August 24, 2023 recommending this Board approve said application; and

WHEREAS, this Board has duly examined the application and report and does find as follows:

- (a) That the application be approved because of a clerical error.

NOW, THEREFORE, BE IT RESOLVED, that the application be approved upon the grounds herein set forth; and

BE IT FURTHER RESOLVED, that the Chairman of the County Legislature be and he hereby is directed to note the decision of this Board on the application, execute an order to such effect to the officer having custody of the tax roll, send notice of approval to the applicant and file a copy of the records of this proceeding with the Clerk of the County Legislature; and

BE IT FURTHER RESOLVED, that the amount of any tax corrected pursuant to this Resolution shall be a charge upon the said municipal corporation or special district to the extent of any such municipal corporation or special district taxes that were so levied and that the amount so charged to any such municipal corporation or special district shall be included in the next ensuing tax levy and to the extent that the levy made pursuant to this resolution includes a relieved school tax, the Treasurer shall charge back such amount in accordance with law.

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

Amount to be authorized by Resolution: \$1,530.65

Are funds already budgeted? No

Specify Compliance with Procurement Procedures:

RPTL §556



Sullivan County
Legislative Memorandum

100 North Street
Monticello, NY 12701

File #: ID-5780

Agenda Date: 9/7/2023

Agenda #: 7.

Purpose of Resolution: AUTHORIZE THE APPLICATION FOR RENEWAL OF RSVP STATE GRANT APPLICATION FOR 2023-2024

Is subject of Resolution mandated? Explain:

Is this a renewal of a prior contract? Yes

Date of prior contract: 07/1/22-6/30/23

Amount authorized by prior contract: \$ 6,983.00

Does Resolution require expenditure of funds? Y

If "Yes", provide the following information

Amount to be authorized by Resolution: \$7,465.00

Are funds already budgeted? Y

If "Yes" specify appropriation code(s): 7610-89-R3772-R295

If "No", specify proposed source of funds:

Estimated Cost Breakdown by Source

County: 0

Grant(s): 0

State: 7,465.00

Other: 0

Federal Government: 0

(Specify):0

WHEREAS, the New York State Office for the Aging has notified Sullivan County that NY State funding for the 2023-2024 RSVP program is available in the amount of \$7,465; and

WHEREAS, the goal the RSVP program is to provide meaningful volunteer opportunities throughout the county especially in rural areas, and to the underserved populations that reside in Sullivan County; and

WHEREAS, the term for the RSVP program is from 7/1/2023-6/30/2024; and

WHEREAS, if the County's application is approved, the funds will be used to reimburse the County for RSVP

expenditures incurred by the Sullivan County Office for the Aging including operational costs; and

WHEREAS, reimbursement for County expenditures will be available after submission by the County and approval by the New York State Office for the Aging of an application, standard assurances, program narratives and program budget; and

NOW, THEREFORE, BE IT RESOLVED, that the County Manager or their designee is hereby authorized to execute the RSVP renewal application with required assurances, and any amendments thereto, with the New York State Office for the Aging for the RSVP program, for the term beginning July 1, 2023 through June 30, 2024, to accept the award should one be granted, 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 all commitments and agreements are contingent upon receiving the necessary State allocations.



Sullivan County

Legislative Memorandum

100 North Street
Monticello, NY 12701

File #: ID-5779

Agenda Date: 9/7/2023

Agenda #: 8.

Narrative of Resolution:

Authorize one (1) Public Hearing to be held at Sullivan County Government Center in the Legislative Hearing Room 100 North Street, Monticello, NY 12701 on October 25th, 2023. The Sullivan County Office for the Aging is preparing a County Annual Plan for services to the 60+ population of the county, provided through the Older Americans Act and the New York State Community Services for the Elderly Program; and a notice be published in the official newspapers.

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:

Is subject of Resolution mandated? Explain: Yes, Mandated to hold one public hearing annually. State & Federal guidelines require that a public hearing be held concerning this plan so that all interested parties can be heard.

WHEREAS, the Sullivan County Office for the Aging is preparing a County Annual Plan for services to the 60+ population of the county, provided through the Older Americans Act and the New York State Community Services for the Elderly Program; and

WHEREAS, State and Federal guidelines require that a public hearing be held concerning this plan so that all interested parties can be heard.

NOW, THEREFORE, BE IT RESOLVED, that one public hearing is scheduled as follows, and that a notice of said public hearing to be published in the official newspapers of the County: Sullivan County Government Center in the Legislative Hearing Room on October 25th, 2023, 100 North Street Monticello, NY 12701 10am.



Mountains of Opportunities

**Office for the Aging
SULLIVAN COUNTY GOVERNMENT CENTER**

100 North Street
P O Box 5012
Monticello, New York 12701
Tel: 845-807-0241
Fax: 845-807-0260

NOTICE OF PUBLIC HEARING

Each year the Sullivan County Office for the Aging is required to submit to New York State Office for the Aging an Area Plan outlining the actions to be taken in the next year in the Older Americans Act Programs and Community Services for the Elderly Programs administered by our office. We are now preparing the Area Plan for State fiscal year 2024 beginning April 1, 2024 and ending March 31, 2025.

In accordance with Federal guidelines, One Public Hearing will be held so that all interested parties can be heard on October 25th, at the Sullivan County Government Center, Legislative Hearing Room, 2nd Floor, at 10am.

Following the Public Hearing, all comments will be reviewed by the Advisory Committee and staff of the Sullivan County Office for the Aging, thus permitting recommendations pertinent to the Plan to be incorporated into the Final Area Plan.

Lise-Anne Deoul, Director
Sullivan County Office for the Aging



Sullivan County

Legislative Memorandum

100 North Street
Monticello, NY 12701

File #: ID-5690

Agenda Date: 9/7/2023

Agenda #: 9.

Narrative of Resolution:

WHEREAS, the County Treasurer is the Real Property Tax Enforcement Officer for the County of Sullivan pursuant to the Real Property Tax Law of the State of New York; and

WHEREAS, the County Treasurer filed a List of Delinquent Taxes on or about November 1, 2020 which included the parcel in question; and

WHEREAS, the County Treasurer commenced the tax foreclosure proceeding for unpaid 2020 taxes on October 28, 2021; and

WHEREAS, one parcel on said List of Delinquent Taxes, Town of Delaware SBL 15.-2-35, meets one or more of the criteria so that it should be withdrawn from the foreclosure proceeding pursuant to §1138 of the Real Property Tax Law, in that the tax has been cancelled or is subject to cancellation pursuant to §558 of the Real Property Tax Law; and

WHEREAS, based upon the foregoing, the County Treasurer and Real Property Advisory Board have determined that it would be in the best interest of the County to execute and file a Certificate of Withdrawal of this parcel from the foreclosure proceeding; and

WHEREAS, the County Treasurer and Real Property Advisory Board have determined that the commencement of supplementary proceedings against said parcel pursuant to §1138(5) of the Real Property Tax Law in the manner provided by §990 of the Real Property Tax Law would not be an effective means to enforce collection of the delinquent tax liens at the present time because the property is a 0.09 acre parcel of land which is a portion of a road in disrepair. All adjacent property owners were previously afforded an opportunity to purchase said parcel from the County and none of the owners were interested in doing so; and

WHEREAS, there is no practical method to enforce the collection of the delinquent tax liens regarding said parcel and that a supplementary proceeding to enforce collection of the taxes would not be effective; and

WHEREAS, considering all of the circumstances set forth above, it would be in the best interest of the County to have the County Treasurer execute and file a Certificate of Cancellation and a Certificate of Prospective Cancellation affecting said parcel; and

WHEREAS, the County has made the other tax districts whole regarding the delinquent tax liens affecting said parcels; and

WHEREAS, it would be in the best interest of the County to charge back to the various municipal corporations the amount so credited or guaranteed;

NOW, THEREFORE, BE IT RESOLVED, that after the filing of said Certificate of Withdrawal, the County

Treasurer is hereby authorized to issue a Certificate of Cancellation pursuant to §1138(6)(b) and to charge back to the affected municipal corporations the amounts so credited or guaranteed pursuant to §1138(6)(c), and to issue a Certificate of Prospective Cancellation pursuant to §1138(6)(d) and to file a copy of same with the Assessor of the assessing unit in which said parcel is located, and with the County Director of Real Property Tax Services pursuant to §1138(6)(d) of the Real Property Tax Law, thereby making said parcel exempt until this governing body shall determine that said parcel should be restored to the taxable portion of the assessment roll.

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