



Sullivan County

Management & Budget Committee

Meeting Agenda - Final

100 North Street
Monticello, NY 12701

Chairman Brian McPhillips
Vice Chairman Matt McPhillips
Committee Member Joseph Perrello
Committee Member Luis Alvarez
Committee Member Nicholas Salomone Jr.

Thursday, March 13, 2025

10:30 AM

Government Center

Call To Order and Pledge of Allegiance

Roll Call

Comments:

Reports:

1. Division of Management & Budget
2. County Treasurer
3. County Audit & Control
4. ITS

5. Real Property Tax Services

[ID-7269](#)

Attachments: [Real Property Tax Services Monthly Report for 2.2025](#)

6. County Corporate Compliance 2024 Annual Report

Discussion:

Public Comment

Resolutions:

1. Modify Resolution 167-24 for consulting services and cost report preparation for the Sullivan County Care Center at Sunset Lake [ID-7271](#)
2. To authorize a 1-year agreement for continued use of a software solution at Public Health Services that supports management of their Early Intervention Program. [ID-7284](#)

3. To authorize a software agreement for the provision of paratransit scheduling and dispatch software. [ID-7285](#)

4. To Modify the 2024 Budget [ID-7290](#)
Attachments: [Year End #4 2024 Resolution Neededfinal](#)

5. To Modify the 2025 Budget [ID-7291](#)
Attachments: [February 28 2025 Resolution Needed](#)

Adjourn



Sullivan County

Legislative Memorandum

100 North Street
Monticello, NY 12701

File #: ID-7269

Agenda Date: 3/13/2025

Agenda #: 5.

Real Property Tax Services Monthly Report for February 2025

Real Property:

We continue to provide services internally, to the assessment community and to the public.

Deed and subdivision count:

These statistics through the end of **February** 2025:

February deed count: 263

2025 total: 575

2024 total: 677

February Subdivision Lots: 11

2025 total: 52

2024 total: 49

Director's activities for the month of February:

- Reviewed and made recommendations on (4) four correction of error applications
- Continued discussion concerning real property tax matters with the Livingston Manor/Roscoe School Districts due to the merger of the two districts
- Attended the winter legislative conference of the Association of Directors of Real Property Tax Services
- Attended a virtual meeting of the NYS Real Property Tax Administration Committee (RPTAC) training advisory subcommittee
- Attended a meeting of the Sullivan County Assessor's Association

General office activity for the month of February:

- Answered numerous 911 address inquires
- Reviewed (2) two new condominium projects

E-911:

February new addresses assigned: 74 (70 created by ITS staff)

2025 Total: 74

2024 Total: 24

February new roads created: 1

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

MONTH OF		February	2025	DEEDS		SUBDIVISION LOTS	
SUBDIVISION LOTS	DEEDS	TOWN	MONTH	2024	2025	2024	2025
	25	BETHEL	JANUARY	378	312	10	41
	10	CALLICOON	FEBRUARY	299	263	39	11
	8	COCHECTON	MARCH				
	11	DELAWARE	APRIL				
1	26	FALLSBURG	MAY				
	3	FORESTBURGH	JUNE				
	4	FREMONT	JULY				
2	9	HIGHLAND	AUGUST				
	32	LIBERTY	SEPTEMBER				
	12	LUMBERLAND	OCTOBER				
4	31	MAMAKATING	NOVEMBER				
	22	NEVERSINK	DECEMBER				
	14	ROCKLAND	TOTAL	677	575	49	52
4	48	THOMPSON					
	8	TUSTEN					
11	263						
575 NEW DEEDS RECEIVED IN 2025							
52 NEW SUBDIVISION LOTS FILED IN 2025							

This report reflects the number of deeds received through February 2025.

7 units of the Subdivision lots total for February 2025 were Condos.

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

MONTH OF	February	2025		NEW E-SITES ADDED		ADDRESS VERIFICATION & OTHER ISSUES	
	ADDRESS VERIFICATIONS ETC	TOWN		2024	2025	2024	2025
0	3	BETHEL	MONTH	2024	2025	2024	2025
0	0	CALLICOON	JANUARY	13	98	17	14
0	0	COCHECTON	FEBRUARY	11	74	5	14
3	0	DELAWARE	MARCH				
1	2	FALLSBURG	APRIL				
0	1	FORESTBURGH	MAY				
0	0	FREMONT	JUNE				
0	0	HIGHLAND	JULY				
1	1	LIBERTY	AUGUST				
0	2	LUMBERLAND	SEPTEMBER				
1	3	MAMAKATING	OCTOBER				
0	1	NEVERSINK	NOVEMBER				
0	1	ROCKLAND	DECEMBER				
68	0	THOMPSON					
0	0	TUSTEN					
		OUTSIDE CO.	TOTAL	24	172	22	28
74	14	172 New E-Sites added in 2025					
		28 Address verification, address changes, and other issues, 2025					

This report reflects the number of new E-Sites created through February 2025

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



Sullivan County

Legislative Memorandum

100 North Street
Monticello, NY 12701

File #: ID-7271

Agenda Date: 3/13/2025

Agenda #: 1.

Narrative of Resolution:

Modify Resolution 167-24 for consulting services and cost report preparation for the Sullivan County Care Center at Sunset Lake

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

Amount to be authorized by Resolution: \$24,840

Are funds already budgeted? Yes

Specify Compliance with Procurement Procedures:

RESOLUTION INTRODUCED BY MANAGEMENT AND BUDGET COMMITTEE TO MODIFY RESOLUTION 167-24 FOR CONSULTING SERVICES AND COST REPORT PREPARATION FOR THE SULLIVAN COUNTY CARE CENTER AT SUNSET LAKE

WHEREAS, resolution 167-24 authorized a contract with PKF O'Connor Davies to provide consulting and cost report preparation services for the Sullivan County Care Center at Sunset Lake in an amount not to exceed \$24,000 annually; and

WHEREAS, effective January 1, 2025 PKF O'Connor Davies has modified their pricing to include an administrative fee of 3.5% in addition to billing for their services; and

NOW, THEREFORE, BE IT RESOLVED, that the County Manager is hereby authorized to execute a revised contract with PKF O'Connor Davies to provide consulting services and cost report preparation for the Sullivan County Care Center at Sunset Lake in accordance with RFP #R-24-07 in an amount not to exceed \$24,840 annually.

BE IT FURTHER RESOLVED, the contract period shall be for fiscal year ending December 31, 2024 with the option to extend on a yearly basis for three (3) additional subsequent years.

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



Sullivan County
Legislative Memorandum

100 North Street
Monticello, NY 12701

File #: ID-7284

Agenda Date: 3/13/2025

Agenda #: 2.

Narrative of Resolution:

To authorize a 1-year agreement for continued use of a software solution at Public Health Services that supports management of their Early Intervention Program.

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

Amount to be authorized by Resolution: Not to exceed \$80,500.00

Are funds already budgeted? Yes

Specify Compliance with Procurement Procedures: New agreement from the vendor.

RESOLUTION INTRODUCED BY THE MANAGEMENT & BUDGET, CAPITAL PLANNING, AND BUDGET COMMITTEE TO AUTHORIZE A 1-YEAR AGREEMENT WITH JAMES McGUINNESS & ASSOCIATES, INC. FOR THEIR EARLY INTERVENTION PROGRAM MANAGEMENT PRODUCT UTILIZED BY PUBLIC HEALTH SERVICES

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

WHEREAS, the existing agreement currently in place expires on March 31, 2025; and

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

NOW, THEREFORE, BE IT RESOLVED, that the County Manager is hereby authorized to enter into a one (1) year agreement with James McGuinness Associates covering the period of April 1, 2025 through March 31, 2026 for all services listed in the JMA Exhibit “A”, V. Schedule of Payments, in an amount not to exceed \$80,500.00; and

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



Sullivan County
Legislative Memorandum

100 North Street
Monticello, NY 12701

File #: ID-7285

Agenda Date: 3/13/2025

Agenda #: 3.

Narrative of Resolution:

To authorize a software agreement for the provision of paratransit scheduling and dispatch software.

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

Amount to be authorized by Resolution: \$150,000.00 in Year 1

Are funds already budgeted? Yes

Specify Compliance with Procurement Procedures: Agreement received from vendor.

RESOLUTION INTRODUCED BY THE MANAGEMENT & BUDGET, CAPITAL PLANNING, AND BUDGET COMMITTEE TO AUTHORIZE AN AGREEMENT WITH TRAPEZE SOFTWARE GROUP, INC. d/b/a TRIPSPARK TECHNOLOGIES (“TripSpark”)

WHEREAS, since April 2007, the County of Sullivan’s Transportation Department has utilized “RouteMatch” as its software solution for the County’s paratransit scheduling/dispatching software, training, implementation, and support services; and

WHEREAS, after several ownership changes, in July 2022, RouteMatch was acquired by TripSpark Technologies with their own scheduling/dispatch solution; and

WHEREAS, TripSpark has a superior offering that will better allow Sullivan County Transportation staff to manage the growing needs of our highly successful transportation program that will also create efficiencies through automation of manual processes currently practiced that RouteMatch cannot address adequately; and

WHEREAS, in consultation with the Division of Community Resources, both the Commissioner and the Commissioner of the Division of Information Technology Services, recommend migrating to TripSpark’s solution offering.

NOW, THEREFORE, BE IT RESOLVED, that the Sullivan County Legislature does hereby authorize the County Manager to enter into an agreement with Trapeze Software, Inc., d/b/a TripSpark Technologies, for the provision of paratransit scheduling and dispatching software licensing, third party transaction service fees, training, implementation, and software maintenance services in an initial implementation amount for year 1, not to exceed \$150,000; and

BE IT FURTHER RESOLVED, that upon expiry of Year 1, annual software maintenance shall be subject to TripSpark’s then current pricing and that annual software maintenance renewals continue, subject to annual appropriations and the terms and conditions of termination as outlined in said agreement; and

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

Attorney.



Sullivan County
Legislative Memorandum

100 North Street
Monticello, NY 12701

File #: ID-7290

Agenda Date: 3/13/2025

Agenda #: 4.

Narrative of Resolution:
To Modify the 2024 Budget

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

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

Are funds already budgeted? Choose an item.

Specify Compliance with Procurement Procedures:

RESOLUTION INTRODUCED BY MANAGEMENT & BUDGET COMMITTEE TO MODIFY THE 2024 BUDGET

WHEREAS, the County of Sullivan Budget requires modification,

NOW, THEREFORE, BE IT RESOLVED, that the attached budgetary transfers for 2024 be authorized.

Sullivan County Budget Modifications 2024

G/L Account	Revenue Increase	Revenue Decrease	Appropriation Increase	Appropriation Decrease
A-1165-40-4001 - CONTRACT AGENCIES			18,973	
A-1165-40-4001 - CONTRACT AGENCIES			44,977	
A-1165-40-4001 - CONTRACT AGENCIES			83,857	
A-1165-R4089-R167 - FED AID OTHR DEPARTMENTAL AID	83,857			
A-1165-R4089-R167 - FED AID OTHR DEPARTMENTAL AID	44,977			
A-1165-R4089-R167 - FED AID OTHR DEPARTMENTAL AID	18,973			
A-1230-40-4013 - CONTRACT CONTRACT OTHER				458,934
A-1330-204-40-4003 - CONTRACT AUCTION SERVICES			56,250	
A-1330-204-R1232-R272 - TAX COLLECTR FEE PUBLIC AUCTN BUYER PREM	56,250			
A-1340-10-1011 - PERSONAL SERV REGULAR PAY			9,000	
A-1340-42-4204 - OFFICE POSTAGE			900	
A-1340-47-4710 - DEPT DEPT MISC/OTHER			4,766	
A-1340-R1289-R247 - GEN GOV DEPT INCOME MISC FEE/REIMBURSMNT	9,900			
A-1340-R2210-R134 - GEN SERV OTHR GOV CHARGBK - INTERDEPARTMNTL		47,364		
A-1340-R2210-R134 - GEN SERV OTHR GOV CHARGBK - INTERDEPARTMNTL	4,766			
A-1620-23-45-4505 - SPEC DEPT SUPPLY BLDG/PROP MAINTENANCE				212
A-1989-99-47-4736 - DEPT CONTINGENT			458,934	
A-4010-206-46-4643 - MISC SERV/EXP EMPL SALARY/BENEFIT CHARGEBACK				47,364
A-4220-R3489-R207 - ST AID OTHR HEALTH ADDICTION CONTRL(*)		23,800		
A-4220-R3489-R207 - ST AID OTHR HEALTH ADDICTION CONTRL(*)		9,232		
A-4220-R3489-R207 - ST AID OTHR HEALTH ADDICTION CONTRL(*)		51,790		
A-6010-38-40-4002 - CONTRACT ACCOUNT/AUDIT/ACTUARIAL SERVICES(**)			33,334	
A-6055-46-4615 - MISC SERV/EXP DFS BICS/MMIS EXPENSE			820,244	
A-6055-R4609-R163 - FED AID FAMILY ASSIST DAY CARE	820,244			
A-6109-46-4615 - MISC SERV/EXP DFS BICS/MMIS EXPENSE				853,753
A-6109-R4609-R169 - FED AID FAMILY ASSIST DEPENDENT CHILDREN		853,753		
A-6119-46-4615 - MISC SERV/EXP DFS BICS/MMIS EXPENSE			399,482	
A-6119-R4609-R205 - FED AID FAMILY ASSIST FOSTER CARE	399,482			
A-6140-46-4615 - MISC SERV/EXP DFS BICS/MMIS EXPENSE			550,981	
A-6140-R3640-R167 - ST AID HOME RELIEF DEPARTMENTAL AID	550,981			

A-8020-90-40-4001 - CONTRACT AGENCIES(***)				40,472	
A-8020-90-40-4013 - CONTRACT CONTRACT OTHER				7,000	
A-8020-90-R4089-R167 - FED AID OTHR DEPARTMENTAL AID	7,000				
A-8810-47-4717 - DEPT BLDG/PROP/EQUIP REPAIRS&MAINTNCE				212	
A-9901-90-9001 - TRANSFERS TRANSFERS COUNTY ROAD				181,147	
A-9950-90-9005 - TRANSFERS TRANSFERS CAPITAL PROJECT(**)				2,968	
A-9999-R4089-R167 - FED AID OTHR DEPARTMENTAL AID	181,147				
A-9999-R2770-R338 - MISC REVENUE OTHER	175,000				
A-9999-R5031-R338 - INTERFUND TRANSFR OTHER			175,000		
A Fund Total	2,352,577	1,160,939	2,713,497	1,360,263	
D-5110-45-40-4038 - CONTRACT CONSTRUCTION				181,147	
D-9998-R5031-R209 - INTERFUND TRANSFR GENERAL FUND	181,147				
D Fund Total	181,147	-	181,147	-	
EI-6020-62-10-1011 - PERSONAL SERV REGULAR PAY				175,000	
EI-6020-81-90-9007 - TRANSFERS TRANSFERS GENERAL FUND					175,000
EI Fund Total	-	-	175,000	175,000	
H77-8297-R5031-R209 - INTERFUND TRANSFR GENERAL FUND				2,968	
H Fund Total	-	-	2,968	-	

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

(**) To be funded from the General Fund

(***) To be funded from the O&W Assigned Fund Balance



Sullivan County
Legislative Memorandum

100 North Street
Monticello, NY 12701

File #: ID-7291

Agenda Date: 3/13/2025

Agenda #: 5.

Narrative of Resolution:
To Modify the 2025 Budget

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

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

Are funds already budgeted? Choose an item.

Specify Compliance with Procurement Procedures:

RESOLUTION INTRODUCED BY MANAGEMENT & BUDGET COMMITTEE TO MODIFY THE 2025 BUDGET

WHEREAS, the County of Sullivan Budget requires modification,

NOW, THEREFORE, BE IT RESOLVED, that the attached budgetary transfers for 2025 be authorized.

**February 28, 2025 Resolution Needed
Sullivan County Budget Modifications 2025**

G/L Account	Revenue Increase	Revenue Decrease	Appropriation Increase	Appropriation Decrease
A-3010-42-4201 - OFFICE ADVERTISING			12,539	
A-3010-R3389-R338 - ST AID PUBLIC SAFETY OTHER	12,539			
A-3140-18-40-4001 - CONTRACT AGENCIES(*)			11,300	
A-7110-39-40-4049 - CONTRACT CONSULTING(**)			14,200	
A-7610-87-47-4752 - DEPT MISC PROGRAM EXP			400	
A-7610-87-R4772-R245 - FED AID AGING PROGRM MEDICAL INSURNCE COUNSELNG	400			
A-9950-90-9005 - TRANSFERS TRANSFERS CAPITAL PROJECT(***)			875,000	
A Fund Total	12,939	-	913,439	-
H53-3997-44-4406 - UTILITY WIRELESS COMMUNICATIONS			875,000	
H53-3997-R5031-R209 - INTERFUND TRANSFR GENERAL FUND				
H Fund Total		-	875,000	-

(*) To be funded from the Probation PTR Award Fund Balance

(**) To be funded from the O&W Assigned Fund Balance

(***) To be funded from the Capital Equipment/Infrastructure Assigned Fund Balance