



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, May 8, 2025

9:30 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**

Discussion:

Public Comment

Resolutions:

1. To Authorize the County Manager to enter into a contract amendment with the New York State Office of Indigent Legal Services and modification agreements with Sullivan Legal Aid Panel, Inc.; Sullivan County Conflict Legal Aid, Inc.; and personnel changes in accordance with the second Statewide Expansion of Hurrell-Harring settlement agreement reforms [ID-7412](#)
2. To adopt an Employee Notification of Disciplinary Records Request under FOIL Policy for the County of Sullivan. [ID-7415](#)

Attachments: [Sullivan County Policy on Employee Notification of Disciplinary Records.pdf](#)

3. To Modify the 2025 Budget

[ID-7447](#)

Attachments: [April 30 2025 Resolution Needed](#)

Adjourn

Sullivan County

Legislative Memorandum

File #: ID-7412

Agenda Date: 5/8/2025

Agenda #: 1.

Narrative of Resolution:

To Authorize the County Manager to enter into a contract amendment with the New York State Office of Indigent Legal Services and modification agreements with Sullivan Legal Aid Panel, Inc.; Sullivan County Conflict Legal Aid, Inc.; and personnel changes in accordance with the second Statewide Expansion of Hurrell-Harring settlement agreement reforms

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

Amount to be authorized by Resolution: 0

Are funds already budgeted? Choose an item.

Specify Compliance with Procurement Procedures:

N/A

WHEREAS, Resolution No. 321-24 authorized the County Manager to enter into a three-year agreement with the State of New York Office of Indigent Legal Services (hereinafter “NYSOILS” or “State”) to accept funding in the amount of \$5,501,582.46 over a three (3) year period commencing on April 1, 2024 through March 31, 2027, known as the Second Statewide Expansion of Hurrell-Harring Settlement Agreement Reforms (hereinafter “Contract No. CSTWIDE245”); and

WHEREAS, The State has offered an additional \$330,094.95 in funding under Contract Number CSTWIDE245 over three years to support the implementation of and address improvements to mandated criminal defense representation; and

WHEREAS, the NYSOILS and the County, in conjunction with the institutional mandated legal services providers (Sullivan Legal Aid Panel Inc. and Sullivan County Conflict Legal Aid, Inc.) have negotiated an amendment to Contract No. CSTWIDE245 to incorporate the additional funding to enhance services implemented under Contract No. CSTWIDEHH45 and new services already implemented pursuant to Contract No. CSTWIDE245; and

WHEREAS, Amended Contract No. CSTWIDE245 includes a B-1 attachment that sets forth the full contract amount totaling \$5,831,667.41 over the course of the three years of the Agreement as follows: Year 1, \$1,804,044.71; Year 2, \$2,023,943.28; and Year 3, \$2,003,689.42 with the understanding that some of the budget line items are cumulative, meaning that if the funding is not spent in prior years of the Agreement, the monies can be spent for allowable expenses in the other years of the Agreement; and

WHEREAS, Amended Contract No. CSTWIDE245 also contains a C attachment that comprises the workplan which dictates how the money may be spent; and

WHEREAS, the Sullivan Legal Aid Panel and the Sullivan County Conflict Legal Aid continue to incur expenses associated with the implementation of the Statewide Expansion of the Hurrell- Harring Settlement reforms and the positions created and funded under Contract No. CSTWIDE245 and require modification

agreements to authorize additional reimbursements for the additional funding under the Amended Contract No. CSTWIDE245, effective April 1, 2024.

NOW, THEREFORE BE IT RESOLVED, that the County Manager is hereby authorized to execute any and all documents necessary to accept the award and enter into an Amended agreement under the Second Statewide Expansion of Hurrell-Harring Settlement Agreement Reforms with NYSOILS effective April 1, 2024 through March 31, 2027 for a total amount of 5,831,667.41, said documents to be in a form approved by the County Attorney; and

BE IT FURTHER RESOLVED, that the County Manager is hereby authorized to execute a Modification Agreement with the Sullivan Legal Aid Panel, Inc. for the period from April 1, 2024 through March 31, 2027 for a total amount over the three-years of agreement not to exceed \$3,634,987.76 (an average of \$1,211,662.59 per year) for services provided in accordance with the B-1 and C attachments to Contract No. CSTWIDE245; and

BE IT FURTHER RESOLVED, that the County Manager is hereby authorized to execute a Modification Agreement with the Sullivan County Conflict Legal Aid, Inc. for the period from April 1, 2024 through March 31, 2027 for a total amount over the three-years of the agreement not to exceed \$797,033.46 (an average of \$265,677.82 per year) for services provided in accordance with the B-1 and C attachments to Contract No. CSTWIDE245; and

BE IT FURTHER RESOLVED, the Sullivan County Legislature sets the salary of the Administrator of Assigned Counsel at \$146,509.00 effective April 1, 2025; and

BE IT FURTHER RESOLVED, all contracts and modification agreements authorized by this Resolution must be in a form approved by the County Attorney; and

BE IT FURTHER RESOLVED, that should the NYSOILS funding be terminated, the County shall not be obligated to continue any action undertaken by the use of this funding.



Sullivan County

Legislative Memorandum

100 North Street
Monticello, NY 12701

File #: ID-7415

Agenda Date: 5/8/2025

Agenda #: 2.

Narrative of Resolution:

To adopt an Employee Notification of Disciplinary Records Request under FOIL Policy for the County of Sullivan.

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

Amount to be authorized by Resolution: 0

Are funds already budgeted? Choose an item.

Specify Compliance with Procurement Procedures:

Click or tap here to enter text.

WHEREAS, recently enacted Public Officer Law § 87 (6), requires public agencies to notify employees when their disciplinary records have been subject to a FOIL request; and

WHEREAS, Public agencies must update their existing FOIL policy to include this new requirement; and

WHEREAS, the attached on “Employee Notification of Disciplinary Records Request under FOIL” for the County of Sullivan Policy has been recommended for adoption by the County Manager’s Office; and

NOW THEREFORE BE IT RESOLVED, that the Sullivan County Legislature hereby adopts the attached “Employee Notification of Disciplinary Records Request under FOIL”.



Sullivan County Policy on Employee Notification of Disciplinary Records Request Under FOIL

Current Policy/Procedure Information

Policy/Procedure Number	Resolution Number	Revision Date	Next Scheduled Review	Responsible Department/Individual
				County Manager's Office



Policy on Employee Notification of Disciplinary Records Request Under FOIL

Table of Contents

I. Policy	3
II. Document History	4

Employee Notification of Disciplinary Records Request Under FOIL

Purpose:

Under §87(6) of the Public Officers Law, all agencies must adopt a policy to notify public employees if their disciplinary records are released in response to a FOIL request.

Notification to the employee shall occur after the records are released. The notification will include a statement informing the employee that their disciplinary records have been requested and/or released. The employee will receive this message via email and/or first-class mail.

X. Document History

Public Records Access Policy

Policy/Procedure Number	Resolution Number	Revision Date



Sullivan County
Legislative Memorandum

100 North Street
Monticello, NY 12701

File #: ID-7447

Agenda Date: 5/8/2025

Agenda #: 3.

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.

**April 30, 2025 Resolution Needed
Sullivan County Budget Modifications 2025**

G/L Account	Revenue Increase	Revenue Decrease	Appropriation Increase	Appropriation Decrease
A-1165-47-4792 - DEPT FORFEITURE PROCEEDS - COUNTY(*)			10,000	
A-1230-40-4013 - CONTRACT CONTRACT OTHER			5,000	
A-1230-40-4013 - CONTRACT CONTRACT OTHER			21,094	
A-1620-22-21-2102 - FIXED BUILDINGS AND BUILDING IMPRVMTS			4,975	
A-1620-23-R3589-R167 - ST AID OTHR TRANSPRT DEPARTMENTAL AID	4,975			
A-1680-43-4301 - COMPUTER SUPPLIES			937	
A-1680-43-4302 - COMPUTER HARDWARE PURCHASES/LEASES			5,048	
A-1680-R1289-R247 - GEN GOV DEPT INCOME MISC FEE/REIMBURSMNT	5,985			
A-1989-99-47-4736 - DEPT CONTINGENT				5,000
A-1989-99-47-4736 - DEPT CONTINGENT				21,094
A-1989-99-47-4736 - DEPT CONTINGENT				61,485
A-3140-18-10-1012 - PERSONAL SERV OVERTIME PAY(**)			226	
A-3140-18-10-1012 - PERSONAL SERV OVERTIME PAY(**)			705	
A-3140-18-10-1012 - PERSONAL SERV OVERTIME PAY(**)			481	
A-3140-18-40-4001 - CONTRACT AGENCIES(**)			980	
A-3140-18-41-4102 - AUTO/TRAVEL LODGING(**)			6,174	
A-3140-18-41-4103 - AUTO/TRAVEL MEALS(**)			899	
A-3140-18-41-4104 - AUTO/TRAVEL MILEAGE/TOLLS(**)			560	
A-3140-18-41-4105 - AUTO/TRAVEL REGISTRATION FEES(**)			3,050	
A-3140-18-41-4108 - AUTO/TRAVEL AUTO TRAVEL OTHER(**)			1,016	
A-3140-18-42-4203 - OFFICE OFFICE SUPPLIES(**)			540	
A-3140-18-42-4203 - OFFICE OFFICE SUPPLIES(**)			609	
A-3140-18-45-4506 - SPEC DEPT SUPPLY PUBLIC SAFETY(**)			4,490	
A-3140-18-47-4703 - DEPT DUES(**)			50	
A-3140-18-47-4750 - DEPT CLIENT ELECTONIC MONITORING(**)			1,815	
A-3150-10-1012 - PERSONAL SERV OVERTIME PAY			61,485	
A-4220-40-4036 - CONTRACT ADDICTION SERVICES(***)			14,135	
A-4310-42-4206 - OFFICE PUBLICATIONS				45
A-4310-42-4206 - OFFICE PUBLICATIONS				46
A-4320-40-42-4206 - OFFICE PUBLICATIONS			46	
A-4320-40-42-4206 - OFFICE PUBLICATIONS			45	

A-6010-38-42-4203 - OFFICE OFFICE SUPPLIES			690	
A-6010-38-42-4207 - OFFICE FURNITURE			53,311	
A-6010-38-45-4501 - SPEC DEPT SUPPLY SPEC DEPT SUPPLY MISC/OTHER			686	
A-6010-38-R3610-R104 - ST AID FAMILY SERV ADMINISTRATION	54,687			
A-7110-230-40-4006 - CONTRACT ENGINEER/ARCHITECT/DESIGN SERV			3,480	
A-7110-230-40-4006 - CONTRACT ENGINEER/ARCHITECT/DESIGN SERV			640	
A-7110-39-40-4049 - CONTRACT CONSULTING(****)			25,450	
A-8020-90-40-4006 - CONTRACT ENGINEER/ARCHITECT/DESIGN SERV(****)			29,545	
A-8020-90-40-4006 - CONTRACT ENGINEER/ARCHITECT/DESIGN SERV(****)			22,205	
A-8020-90-40-4006 - CONTRACT ENGINEER/ARCHITECT/DESIGN SERV(****)			13,653	
A-8020-90-R4089-R167 - FED AID OTHR DEPARTMENTAL AID	640			
A-8020-90-R4089-R167 - FED AID OTHR DEPARTMENTAL AID	3,480			
A Fund Total	69,767	-	294,020	87,670

(*) To be funded from the DA County Drug Forfeiture Assigned Fund Balance

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

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

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

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