



**Sullivan County**  
**Planning and Community Resources**  
**Committee**

100 North Street  
Monticello, NY 12701

**Meeting Agenda - Final**

Chairman Matt McPhillips  
Vice Chairman Terry Blosser-Bernardo  
Committee Member Luis Alvarez  
Committee Member Catherine Scott  
Committee Member Joseph Perrello

**Thursday, June 6, 2024**

**9:30 AM**

**Government Center**

**Call To Order and Pledge of Allegiance**

**Roll Call**

**Comments:**

**Reports:**

1. Planning Division Monthly Report - May 2024 [ID-6476](#)  
**Attachments:** [May 2024](#)  
[Munis and Outside SC Grants CFA Supplement 2024 \(4\)](#)
2. Ag Report for April [ID-6512](#)  
**Attachments:** [April 24 AG report](#)
3. Division of Community Resources [ID-6479](#)  
Monthly Report  
June 2024  
**Attachments:** [2024 PandCR June Report](#)

**Discussion:**

1. County Ag District Presentation [ID-6488](#)  
**Attachments:** [County Ag DIstrict Presentation 2024.pdf](#)

**Public Comment**

**Resolutions:**

1. To approve allocation of 2024 County Funds to Youth Programs. [ID-6469](#)  
**Sponsors:** Office for the Aging and Deoul

2. Authorize holding a public hearing for inclusion of viable agricultural land into Sullivan County Agricultural Districts. ..end [ID-6477](#)

**Attachments:** [AFPB Ag District Report June 2024](#)

3. To modify a contract for professional services with Alta Planning + Design, Inc. for work on the O&W Rail Trail. [ID-6481](#)

**Adjourn**



# Sullivan County

## Legislative Memorandum

100 North Street  
Monticello, NY 12701

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**File #:** ID-6476

**Agenda Date:** 6/6/2024

**Agenda #:** 1.

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# DIVISION OF PLANNING, COMMUNITY DEVELOPMENT & ENVIRONMENTAL MANAGEMENT

## ACTIVITY REPORT May 2024

### 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, March 2024 – April 2024					
Date Received	Date Requested	Project Name	Action Type	Referral ID #	Legislator
04/24/24	05/24/24	Cherry Hill	Site Plan Review	WOO24-03	Perrello
05/14/24	06/06/24	Change PUD-R form of organization to Condominiums	Other	BLO24-03	Salomone
05/17/24	05/28/24	Nectar Juice Bar	Special Use Permit	TUS24-01	M. McPhillips
05/17/24	06/14/24	Mayer Rosenberg	Use Variance	FAL24-12	Ward
05/21/24	06/24/24	Woodfall Estates	Site Plan Review	WOO24-03	Perrello
05/22/24	06/12/24	WSP Yaun Rd Subdivision	Subdivision Review	CAL24-01	Scott
05/24/24	06/25/24	Catskill Hatzalah	Site Plan Review	THO24-09	Ward

## **Land Use, Strategic and Comprehensive Planning**

- **Neversink Watershed Management Plan**
  - The plan has been drafted and is in the final review stages. We anticipate the plan will be closed out by the end of the third quarter of 2024.
- **Countywide Resiliency Plan:**
  - A final draft of the Resilient Sullivan plan has been generated and final documentation for the grant from the NYS Department of State has been submitted. A link to the final draft of the document is available on the website, [www.resilientsullivan.com](http://www.resilientsullivan.com).
- **Water Resources and Infrastructure**
  - A contract has been awarded to Delaware Engineering for the Countywide Infrastructure Assessment. This assessment will collect data on existing conditions and make recommendations for areas for infrastructure expansion based on current and anticipated growth.
  - A separate scope of work is being developed to obtain hydrogeologic expertise in relation to subsurface conditions throughout the County to assess the County's water resources. We are actively searching for funding sources that could potentially fund this study.

## **Recreation, Quality of Life & Tourism-based Economic Development**

- **Sullivan O&W Rail Trail**
  - The Neversink Crossing project final design report has been compiled and is being prepared for submission to the NYSDOT. The Town of Fallsburg has initiated completion of the SEQR process. The current schedule anticipates a bid will be issued in the Fall of 2024. County representatives met with Town of Fallsburg leadership to discuss the approaching construction phase of the project, funding, and to address any concerns.
  - Staff continue to participate in monthly meetings of the O&W Rail Trail Alliance as well as regular meetings with the engineering firm and partner municipalities.
  - A resolution is presented today for consideration, to allocate additional resources to the County's contract with Alta for design and engineering required for the construction of a switchback along the trail on Summitville Rd. in an amount not to exceed \$75,000.
  - Dates have been set for 2024 events:
    - BOW-WO&W (Thurs 8/1/24)
    - HO&WL (Fri 10/25/24)

## **Community Development & Revitalization**

- **CDBG Housing**
  - The term for this grant ended on May 31, 2024. Financial staff are working with our subrecipient (RUPCO) to compile final documentation for grant close out.
  - The Manufactured Home Replacement program finished with full subscription and 4 projects completed at a cost of \$571,844.45
  - The Home Repair program finished with 9 projects completed at an estimated cost of \$274,124. The program was considerably undersubscribed which was a result of several factors including but not limited to participant eligibility, pricing, and availability of contractors.
  - We will be scheduling time to review the program with RUPCO and discuss what worked, what did not and how we can structure a program to be more successful in the future.
- **Housing Fund**
  - A presentation was provided by Adam Bosch to the Sullivan County Legislative Steering Committee, and a discussion was held to gain insight and direction for Pattern for Progress when developing the structure of a County run housing fund. The County will be provided with an outline of steps necessary to create a Housing Trust, as well as suggested program parameters and criteria for further consideration.
- **Community Outreach**
  - Pattern for Progress is also working on an update to the County's Fair Housing Plan which is a requirement of certain funding agencies, as well as a training module for local communities about encouraging housing while protecting community character.

- **Bicycle and Pedestrian Infrastructure Master Plan**
  - We continue to wait for the contract from the NYS Department of Environmental Conservation. We have made direct contact with program staff at the DEC and are assured that the contract will be forthcoming.
  - A Request for Proposals has been developed to procure a consultant to assist with and write the plan and the solicitation will be issued as soon as the County has an executed grant agreement in place.
  - Planning staff have identified various stakeholders to serve on the Advisory Committee, as well as those which we believe are important to engage via interviews and focus groups, to assist with the development of the plan and provide feedback throughout the process.
  - An informational meeting and workshop were held on May 29th at the Cornell Cooperative Extension Education Center in Liberty for Advisory committee members. Ian Thomas of America Walks provided a presentation to the group. This served as an orientation to committee members in preparation for upcoming work on the plan.
  - The plan will focus on connecting residents and visitors in and around community centers (villages, hamlets) with safe pedestrian and bicycle infrastructure.

## **Economic Development**

- **Emerald Corporate Center Economic Development Corporation (ECCEDC)**
  - We continue to work with the Town of Thompson to transfer Emerald Springs Water Company (ESWC) and all assets to the Town of Thompson, based on discussions with counsel having experience with the process.
  - We are currently waiting for a draft Memorandum of Agreement which will lay out the process and relationship between Emerald Corporate Center, Emerald Springs Water Company and the Town during this process.
  - The audit of the 2023 financial statements have been finalized.

## **Administration**

- Heather Jacksy has been appointed as the Director of Planning.
- We continue to actively recruit for the vacant Planner position.
- National Trails Day took place on June 1, 2024 with events happening at several locations along the O&W Rail Trail and other trails in Sullivan County of Sullivan
- Attended quarterly meetings of the Ag and Farmland Protection Board and Workforce Development Board, as well as the monthly Land Bank meeting

## II. OFFICE OF SUSTAINABLE ENERGY (OSE)

- OSE staff have completed administrative reporting for the Countywide Resiliency Plan and submitted documentation to NYS Department of State to enable us to close out the grant this spring.
- The Lake Goodyear small hydro facility has been offline due to a problem with a transformer which had to be replaced. The plant is anticipated to be operational again by the end of June at which point it will begin to generate credits again. There is no cost to the County for repairs.
- OSE staff have continued to review monthly utility statements, and to work with NYSEG and DPW staff to resolve ongoing issues with meter readings and monthly billings.
- OSE is working on data reporting and identifying key observations and trends to include in the 2023 Benchmarking Report.
- The Department of Grants Administration acknowledges OSE staff for their ongoing readiness to provide their assistance when called upon. Carol Roig recently provided important an important demographic data summary which was utilized to prepare the Municipal Infrastructure grant application. Stephen Stuart is highly responsive to funding resource requests involving sustainable energy projects, and he often goes above and beyond to assess need and advise stakeholders of next steps, most recently visiting WJFF to avail his expertise concerning alternative forms and means by which the station could have a source of backup power.
- We will be celebrating Carol Roig, Sustainability Analyst, who will be retiring in July. Carol has played an integral part in establishing OSE and in the County's initial certification as a Climate Smart Community. She has also provided invaluable support for current initiatives such as the Resiliency Plan the Bicycle and Pedestrian Infrastructure Master Plan. She will be sorely missed!



### III. PARKS, RECREATION & BEAUTIFICATION

#### General:

- Lake Superior State Park Beach opened for swimming and boat rentals on Memorial Day Weekend and will be open on weekends through June. The beach will be open daily beginning June 29<sup>th</sup> through Labor Day. Season Passes are on sale for Sullivan County Residents for \$15.00 pp.
- The D&H Canal Interpretive Center opened Memorial Day Weekend. Staff are currently setting up walks and presentations that will take place at the Center throughout the summer season.
- Working with Grants Administration department, County GIS department and the Sullivan County Trail Association on the final documents of the Snowmobile Grant-in-Aid grant for the 2023-2024 season and the submittal of the 2024-2025 grant.
- Attended the 175<sup>th</sup> Anniversary of the Roebling Bridge event.
- All of the Parks seasonal staff positions have been filled.
- Fisher Associates are continuing their design and engineering work for the Lake Superior hiking trails and Callicoon Park.

#### Recreation:

- Completed an on-line registration for offering Lifeguard and Lifeguard Recertification courses to the public.
- Currently offering Lifeguard and Lifeguard Recertification courses for our staff and to the public.
- Getting ready for Lake Superior to open full time for the 2024 season.
- Working on logistics for offering Arts & Craft programs at Lake Superior this summer.
- Reaching out to local school/community groups about scheduling tours at the D&H Interpretive Center throughout May & June.
- Reaching out to local libraries to co-sponsor programs at our parks.
- Working on additional press materials for Lake Superior, D&H Interpretive Center, general information about all of our parks, and our pavilion rentals/group permits.
- Attended the Sullivan 180 Municipal – School/Parks Meet & Greet event.

#### Park Maintenance:

- Prepared the park grounds and facilities for opening.
- Put out the docks, Peddle Boats and Row Boats at Lake Superior.
- Cut up down trees along the Lake Superior Trail.
- Conducted interviews for the seasonal Clean Team positions.
- Mowing the parks and facilities.

## IV. GRANTS ADMINISTRATION

- Activity/Technical Assistance
  - Since April 23, DGA has received six (6) funding resource requests related to the following: Farm start-up; Electric generator ad back up power for local radio station; Security system funding for SUNY Sullivan; Capital improvement funding related to pool repair; Community playground improvement; and North Street parking lot repair for Sullivan Co. Literacy Volunteers of America.
  - DGA's priority is to serve the Divisions and Departments of Sullivan County Government and partnering agencies, but when time allows, the department endeavors to refer individuals to appropriate resources.
- NYS Consolidated Funding Application (CFA) Release Strategy
  - The Regional Economic Development Council 2024 Consolidated Funding Application was recently released. DGA staff developed two 2024 CFA Alert guides, one to serve as a resource of in-county staff and one to serve as a resource for outside entities.
  - The in-County Commissioner CFA Alert includes all information related to programs available via the Regional Economic Development Council CFA process. It also contains a section relaying the importance of project planning prior to seeking funding.
  - The CFA Alert for outside entities includes a reference to the ed2go A to Z Grant Writing Course available through SUNY Sullivan for any stakeholders interested in learning how to write grants for their business or organization. Of note, given the outward-facing nature of their positions, legislators received this version of the CFA Alert.
- In-County Grant Readiness
  - Assistance has been provided to departments requiring support with the grant process, including the County Manager's Office, Community Services, Public Health, Planning, Public Safety, Health and Human Services, and Public Works. Of note:
    - Specific to the recently submitted Municipal Infrastructure Program (MIP) grant, DGA would like to acknowledge:
      - Laura Quigley, Commissioner of Community Resources for her timely response when we requested Workforce Development information and

language needed for the Municipal Infrastructure Program (MIP) grant application.

- Carol Roig, OSE Sustainability Analyst provided an important demographic data summary which was utilized to prepare the MIP grant application.
- Sharon Jankiewicz, Asst. Co. Attorney for her timely and thorough review of the MIP grant requirements and guidelines to ensure it appropriate for the County to proceed.
- DGA is currently collaborating with e911/Emergency Services staff to prepare an application for the NYS County EMS Support Program Grant, as well as the Public Safety Answering Points (PSAP) and Statewide Interoperable Communications (SICG) Grants. In addition, DGA is collaborating with OEM staff in addressing the NYS Domestic Terrorism Prevention Grant Program. Public Safety staff is doing the majority of the work in development and submission of the application.
- Two (2) applications were submitted via the NYS Governors Traffic Committee (GTSC), one for Child Passenger Safety Seats via SC Dept of Public Health and one for Police Traffic Services via the SC Sheriff's Office. DGA staff worked with the Legislative Clerk to ensure all material was properly authorized and subsequently submitted on time to NYS GTSC.
- At the request of the County Manager's Office, DGA staff was able to locate several potential private charitable foundation funding opportunities that might be applicable to projects related to animal welfare, spaying, neutering, etc. However, additional project proposal information is required in order to accurately assess eligibility and "good fit" for the various programs.
- Administrative Activities
  - Statewide Financial System Transition: DGA staff have been engaging in self-training related to the submission of applications in the NYS SFS platform. Staff continue to enroll County staff as users in the SFS platform as requests from Commissioners/Department Heads are submitted. Training manuals are provided and coaching videos are available via the SFS website for users.

## **V. AGRICULTURE & FARMLAND PROTECTION**

- CCE April 2024 Ag report attached

A red circular graphic containing text about the application deadline.

Round 14  
Competitive  
Program  
Applications  
due July 31

Sullivan County

# CFA Alert

For Municipalities, Small  
Businesses, & Not-for-Profits

**May 2024**



Prepared by  
**SULLIVAN COUNTY**  
**GRANTS ADMINISTRATION**  
**100 NORTH STREET, MONTICELLO, NY**

# What is the CFA?

In 2011, Governor Cuomo created the ten Regional Economic Development Councils (REDC) and the Consolidated Funding Application (CFA) to improve New York State's economic growth. The CFA is a web-based application designed to streamline the application process for grants available through New York State agencies and authorities.

Before 2011, applicants were required to navigate multiple applications and agencies to apply for state resources. Presently, a single CFA can be submitted for one or multiple sources of funding. While applying for funding from one state agency, you may qualify for funding sources from other agencies.

Since its inception, the REDC Initiative has awarded over \$8 billion to more than 9,900 projects.

## Who can apply for CFA grants?

**The following are eligible applicants for CFS grants:**

- Counties
- Municipalities
- For-profit businesses
- Not-for-profit corporations
- Business improvement districts
- Local development corporations
- Public benefit corporations
- Economic development organizations
- Research and academic institutions
- Incubators
- Technology parks
- Regional planning units
- Councils
- Tourist attractions
- Community facilities



### Regional Economic Development Themes:

- **Innovation, Collaboration, and Industry Growth** to continue to invest in existing and new industries that advance each regions strategies and target sectors.
- **Housing & Community Development** to invest in housing, community development and placemaking projects to create and sustain thriving communities.
- **Equitable Growth** to break down barriers to economic opportunities through projects that foster equitable entrepreneurship and accessible career pathways for all.
- **Workforce Development** to support the needs and demands of employers across the State.

# What programs are included in the CFA?

The CFA includes economic and community development programs administered by a variety of State agencies and authorities, including Empire State Development (ESD), Department of State (DOS), Department of Environmental Conservation (DEC), the Department of Labor (DOL), and many more.

## Programs fall under several categories, including:

- Direct assistance to business and other organizations
- Community development
- Waterfront revitalization
- Energy
- Environmental improvements
- Sustainability planning and implementation
- Education/workforce development
- Low-cost financing



\*All CFA grants are subject to the New York State Executive Law Article 15-A, which requires, where applicable, the establishment of 30 percent minority-and women-owned business enterprises (MWBE) contract goals.

## How do I apply?

### The CFA process has several steps:

- Register for an account
- Choose program(s) to which you are applying
- Select the REDC region in which the project takes place
- Upload required and optional documents
- Complete a questionnaire
- Indicate the new jobs to be created
- Indicate the amount of funding requested
- Review and submit your application

A step-by-step guide to using the application is available on the CFA website, <https://regionalcouncils.ny.gov/cfa/process-guide>.

**Round 14 competitive program applications will be due by 4 pm on July 31, 2024.** There will be another round of program applications around the same time next year.

"Open Enrollment" programs are not subject to the July 31 deadline. Refer to the **2024 Available Resources Guide** for information.



# Available Resources in 2024

## Open Enrollment Programs

*Open Enrollment programs will continue to accept applications on an ongoing basis and are not subject to the July 31st deadline.*

### **Empire State Development: Up to \$177 million**

- ESD Grant Funds
- Strategic Planning and Feasibility Studies
- Excelsior Jobs Program\*

### **Homes & Community Renewal: Up to \$10 million\***

- Community Development Block Grant (CDBG) – Vacant Property Clearance Program\*

### **New York State Power Authority: Up to 35.5 Megawatts**

- Megawatts for the ReCharge NY Program

## Programs Subject to 4:00 PM July 31, 2024 Deadline

### **Empire State Development: Up to \$70 million**

- Capital Improvement Grants for Pro-Housing Communities
- Market New York
- Small Manufacturer Modernization Program
- Not-For-Profit Capital Grant Program\*

### **Homes and Community Renewal: Up to \$29.2 million**

- New York Main Street Program
- New York State Community Development Block Grant Program\*

### **Office of Parks, Recreation and Historic Preservation: Up to \$26 million**

- Environmental Protection Fund Grants Program for Parks, Preservation and Heritage (EPF)

### **New York State Energy Research and Development Authority: Up to \$20 million**

- Commercial and Industrial (C&I) Carbon Challenge
- Building Cleaner Communities Competition

### **Department of State: Up to \$17.975 million**

- Local Waterfront Revitalization Program
- Brownfield Opportunity Area Program
- Smart Growth Community Planning and Zoning Grant Program\*
- New York State Canal Corporation: Up to \$1 million
- Canalway Grants Program

### **Department of Environmental Conservation: Up to \$95.5 million\***

- Water Quality Improvement Project (WQIP) Program\*
- Climate Smart Communities Grant Program\*
- Non-Agricultural Nonpoint Source Planning and Municipal Separate Storm Sewer System (MS4) Mapping Grant Program\*

\*REDCs will be made aware of projects applying to these programs but REDCs will not score these projects.

**For detailed information, refer to the 2024 Available Resources Guide.**



# NYS Economic Development Programs & Initiatives

## *Some Highlights...*

As part of the State's economic development strategy, it has deployed multiple rounds of investment through the Regional Councils to shovel-ready projects. There are several other State-related economic development initiatives that complement the work of the Councils and a wide variety of funding that is coordinated with strategic plans created by the REDCs to ensure that available funding is matched with the needs and priorities of each region. Here are some highlights. For a complete listing and details, see the **REDC Guidebook 2024**.

- **Regional Council Capital Fund** - funds economic development projects that align with each Region's strategic plan. Funding is available throughout the year and awarded to projects on a rolling basis, with strong emphasis on project readiness.
- **New York Forward** – Designed to advance the renaissance of the State's smaller downtowns in more rural and smaller communities.
- **Pro-Housing Community Program** – Rewards municipalities taking important steps to support housing by streamlining permitting and adopting pro-housing policies, and that have applied and submitted critical housing and zoning data to the state. Localities that achieve the "Pro-Housing Communities" designation will be eligible for various NYS programs.
- **Restore NY** – Encourages community development and neighborhood growth through the elimination and redevelopment of blighted structures.
- **FAST NY** – A shovel-ready grant program aimed to prepare and develop sites statewide to increase NY's attractiveness to large employers, including high-tech manufacturing, particularly semiconductor manufacturing, interstate distribution and logistics businesses.
- **NYS Small Business Credit Initiative (SSBCI)** – Provides funds to support programs for small businesses, including socially and economically disadvantaged individual (SEDI) owned businesses and very small businesses.
- **Office of Strategic Workforce Development** – Created to better align workforce development efforts with the needs and priorities of employers in the State's priority industry sectors. Later in 2024, the Office will launch the \$200 million ON-RAMP (One Network for Regional Advanced Manufacturing Partnerships) program to establish four new workforce development centers in strategic locations along the I-90 corridor, serving the needs of the advanced manufacturing industry.
- **NY SWIMS** – Expands access to safe swimming, funds projects to acquire, design, construct or reconstruct facilities, provide major renovations, improvements, and modernization or rehabilitation of swimming facilities and natural swimming areas.

[www.regionalcouncils.ny.gov/mid-hudson](http://www.regionalcouncils.ny.gov/mid-hudson)

# New Grant Programs for this Round

Empire State Development is launching two new grant programs using ESD Grant funds from the \$150 Million made available for Round 14. With the creation of these two new programs, this will leave \$100 Million available through the traditional ESD Grants Program.

- **Capital Improvement Grants for Pro-Housing Communities (up to \$40 Million)**

Established to support capital improvement and placemaking projects located within pro-housing communities that are certified by Homes & Community Renewal (HCR). Cities, towns, villages, counties and not-for-profit organizations will be eligible for grant awards from \$100,000 to \$3,000,000. Projects from counties and not-for-profits must be located within a certified pro-housing community.

- **Small Manufacturer Modernization Program (up to \$10 Million)**

Established to support existing New York State small manufacturers investing in capital projects that will improve competitiveness or productivity through modernization and integration of advanced technology. Capital grant funding will be available to assist these small legacy manufacturers to invest in projects that will significantly increase the operational efficiencies and market competitiveness of their businesses to keep them thriving in New York with grant awards ranging from \$50,000 to \$250,000.

## Strategic Focus Areas for the ESD Grants Program

Projects supporting the strategic focus areas below may be eligible for an increased project award through the ESD Grants program.

- **Innovative Public-Private Partnerships:** Projects that support innovative public-private partnerships which leverage unique regional assets to advance a region's economic development strategies. Innovative public-private partnerships are intended for higher education institutions with a focus on innovation and research partnerships.
- **Projects located in severely distressed communities:** Support projects in economically distressed communities to encourage investment and spur economic growth in these communities. Strong projects in this focus area should be able to demonstrate a community and economic benefit as a result of the project or demonstrate the populations that will benefit from the project.
- **Childcare Projects:** Focusing on projects that will improve access to quality childcare and build additional capacity in the number of childcare offerings available will help strengthen the state's economy and address challenges that affect the business community.
- **Projects that support green buildings & sustainable development:** Projects that will significantly reduce greenhouse gas emissions through sustainable building practices. Instances of sustainable building practices include but are not limited to achieving net zero or near zero emissions, obtaining LEED certification (Silver or higher), electrifying space and water heating systems, reusing buildings and/or building materials and incorporating significant energy savings measures.

**For additional information, see the REDC Guidebook 2024**

# What is the review process for CFA ?

Applications are reviewed by the Regional Council and State Agency. Regional Council endorsement counts for 20 percent of the total review, while the State agency's review counts for 80 percent of the total application score. Each region's strategic plan and progress report are available on the region's webpage, which can be found at [www.regionalcouncils.ny.gov](http://www.regionalcouncils.ny.gov).

## STATEWIDE ENDORSEMENT STANDARDS

For each CFA, the Regional Council reviewer will determine the degree to which the application implements the regional strategic plan and assign the corresponding number of points as a score.

IMPLEMENTATION OF THE PLAN	DEGREE	POINTS
The proposal is identified as a priority project by the Regional Council.	Priority	20
The proposal is identified in the plan and has regional benefits.	Very Strong	15
The proposal advances the plan and has local benefits.	Strong	10
The proposal is consistent with the plan and has project level benefits.	Moderate	5
The proposal has limited relationship to the plan.	Weak	0

## How are awards announced?

Awards are based on the State agency's review and the Regional Council's endorsement. Each award is subject to final approval by the funding agency, and every agency has in place an approval and disbursement process, which may require applicants to sign contracts or letters of commitment and submit supporting documents, such as verifications of eligibility, tax status, and municipal resolutions.

**2024 CFA Guidebook &  
Available Resources**  
[www.regionalcouncils.ny.gov](http://www.regionalcouncils.ny.gov)



## PREVIOUS AWARDS TO SULLIVAN COUNTY THROUGH CFA

### **Bicycle and Pedestrian Master Plan, DEC Award - \$100,000**

For the development of a plan to support active transportation to connect common destinations within population centers.

### **Sullivan County Organic Waste Management Plan, DEC Award-\$77,500**

To contract with a consulting engineering firm to conduct an organics composting feasibility study with preliminary siting and conceptual design. The resulting Organics Management Plan outlines the best method and means for the County to implement organics waste management, and will also be a component of the County's required Solid Waste Management Plan.

### **Hamlet of Kohlertown Flood Risk Reduction Project, DEC Award - \$934,084**

To construct an overflow pipeline to alleviate repetitive flooding in the hamlet of Kohlertown. Excessive storm water flow to a tributary of the East Branch of the Callicoon Creek causes flooding of residences, businesses, and several roads in the in the area.

### **Sullivan County O&W Rail Trail, ESD Award Amount-\$22,500**

To advance work being done to complete the 50-mile stretch of the OW Rail Trail that traverses the County to create a continuous trail that links to businesses and amenities and to increase visitation to the area.

### **Sullivan County OW Rail Trail Project, Parks Award -\$127,000**

To advance work being done to complete the 50-mile stretch of the O&W Rail Trail that traverses the County from Summitville to Livingston Manor. Funds used to analyze completed and undeveloped segments and develop a regional plan with cost estimates for repairs, upgrades and new segments.

### **Sullivan County Microenterprise Assistance Program, HCR (CDBG) Award-\$200,000**

For the establishment of the Sullivan County Microenterprise Assistance Program.

## 2023 AWARDS TO SULLIVAN COUNTY BUSINESSES, NOT-FOR-PROFITS & MUNICIPALITIES

**Bridgeville Ski Company, Inc.** - Holiday Mountain Ski & Fun Park Capital Expansion Project - \$372,000

**Sullivan County Visitor's Association** - Working Capital for Catskill Cuisine event - \$115,000

**Bashakill Vineyards LLC** - Sustainable Increase Production Project - \$30,000

**Cantina Cantina LLC** - Craft Brewery Relocation & Expansion Project - \$50,000

**Delaware Valley Arts Alliance** - Arlington Hotel Planning Grant - \$70,875

**Town of Liberty** - Sullivan O&W Trail Parksville Extension - \$500,000

**Town of Liberty** - Sullivan O & W Trail Parksville Extension - \$250,000

**New York Farm Viability Institute** - Mid-Hudson, NYC, LI Grown Certified Research & Development Grant Program - \$1,700,000

For a complete list of awards throughout the Mid-Hudson Region and across New York State, visit  
<https://regionalcouncils.ny.gov/2023-awards>.



## THE IMPORTANCE OF PROJECT PLANNING

The project drives the funding, the funding doesn't drive the plan. While it can be tempting to try to fit a "good idea" to a grant opportunity, it is not best practice. *"The first rule in grantseeking is that you don't write a grant request without first completing a comprehensive planning process that involves the grant applicant or organization's key stakeholders."* (Dr. Beverly A. Browning, *Grant Writing for Dummies*)

The ***Project Needs Assessment Questionnaire*** below may serve as a very basic tool to help stakeholders brainstorm, identify key ideas, and to form a basis for fleshing out a more detailed plan. It is your first step toward developing a highly detailed grant proposal.

### PLANNING PROJECT NEEDS ASSESSMENT QUESTIONNAIRE

1. What is the problem? Who is affected, where, what is the issue, and why is it an issue?
2. What is the solution? You can frame your answer by describing your proposed project.
3. Do you have the data? Can you justify need, or is additional research required?
4. What is in the way? What are the obstacles preventing you from implementing the solution? (Obstacles can be related to capacity, financial resources, sustainability, lack of technical knowledge, etc.)
5. What information is lacking? What information do you need in order to fully flesh out a plan? What are your "unanswered questions" related to your project that might require the input of experts/model agencies, etc.?

**Local MHRC CFA Meeting to be determined. Contact the Mid-Hudson Economic Development Council at (845) 567-4882 for updates.**

# HELPFUL RESOURCES

You can find the following resources at:

<https://regionalcouncils.ny.gov/2024-redc-webinars-and-faqs>

CFA Web Portal (CFA Application)

Webinars (Programs and Eligibility Requirements)

CFA Resource Manual (Program Details and Contact Information)

CFA Application Manual (Step-by-Step Guide for Application Process)

QR Code to Access CFA Resources



**New to grants?**

SUNY Sullivan, in collaboration with ed2go, offers a grantwriting course, “A to Z Grantwriting.” Visit: <https://www.ed2go.com/sullivan/online-courses/grant-writing-a-to-z/>



## Are you grant ready?

Interested in applying for grant funding? Before you begin, make sure you are “grant ready” by gathering important information you will need on hand.

### Organizational Information

- o History (Narrative)
- o Year Established
- o Articles of Incorporation & By-Laws
- o EIN Number
- o Address, Phone, Web Address
- o Mission/Values Statement
- o Service Area/Target Population
- o Current Program/Services Description

### Governance

- o Organizational Structure/Chart
- o Board of Directors (affiliations and contact info)
- o Strategic Plan/Business Plan
- o Executive Director/CEO Bio

### Tax Documentation

- o Tax exemption status letter
- o IRS Form 990
- o W-9

### Technical Requirements

- Required for federal grants
- o UEI (Unique Entity Identifier or SAM, formerly DUNS number)
- o SAM Registration
- o Grants.gov Registration

### Financial Information

- o Annual Operating Budget
- o Year-End Financial Statements
- o Audit, if applicable
- o Sources of Funding

### Program or Project Information

- o Program/Project Description
- o Target Population
- o Staffing Structure/Organizational Chart
- o Year Established
- o Program/Project Budget
- o Measurable Outcomes (number served, current outcomes)
- o Success Story Narratives

### Other Documentation:

- o Annual Report
- o Letters of Support
- o Collaborating Partners (with Memorandums of Agreement)
- o Policies and Procedures
- o History of Grants/Funding Received or Denied
- o News Articles/Photographs/Video Clips/Media
- o Staff Information
- o Cost Estimates and Vendor Information (equipment)

For additional resources, visit the Sullivan County Grants Administration website:

<https://sullivanny.us/Departments/grants>



# Sullivan County

## Legislative Memorandum

100 North Street  
Monticello, NY 12701

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**File #:** ID-6512

**Agenda Date:**

**Agenda #:** 2.

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**TECHNICAL ASSISTANCE:****Farm Visits: 11    Technical Assistance/Inquiries: 133    Soil Tests: 19**

Business Planning, Tax Forms, Ag Assessments, Beginner Farmer, NRCS programs, Markets in Sullivan County, FSA Farm ID numbers, Establishing a business in NYS, Sullivan County Revolving Loan Fund, Ag Districts, Farm Tax Info, Farmer's Markets, Orchard Management, Business Planning

**Catskills Kitchen:** Technical assistance was provided to 11 inquiries on licensing, permitting, testing, labeling, packaging, value added production or farms, and prepared foods.

**Horticulture:** Technical Assistance was provided to 35 contacts on invasive management, soil testing, native plants, permaculture, Pest identification, young tree care, garden setup.

**PAST WORKSHOPS**

**Farmland Access and Leasing 101 for Farmers (4/15)** –33 people registered for this program. Attendees learned about finding

land, land assessments, buying versus leasing, agricultural evaluations, and zoning rules with speakers from CCE Sullivan, Hidden Acre Farm, Winterton Farms and Forest Fringe Farm.

**Farmland Access and Leasing 101 for Landowners (4/17)** – The webinar hosted 12 people. CCE Sullivan staff taught landowners the benefits of leasing their land to farmers, how to lease their land, the types of land farmers are looking to lease and how to evaluate their land for leasing.

**Building Your Farm Business: Creating a Financial Workbook (04/08)** – 9 participants, 15 registered, Rose Wilson from Rose Wilson Consulting and Duane Stanton from Hudson Valley Agribusiness Development Corporation (HVADC), explained the basics of a financial workbook for a farm business.

**Caring for Trees & Orchards: Farm Tour at Majestic Farm (04/18) and Wild Russett Farm (4/11)**– 39 participants in total. Participants learned about orchard techniques, orchard design, pest & disease identification, organic spray management, tree varieties, and troubleshooting for tree and orchard management.

**Caring for Trees & Orchards: Benching Grafting Workshop (04/25)** –25 participants learned from Brett Budde and Ryan Watson the benefits of grafting trees, the different techniques for grafting, apple varieties often utilized in New York State for grafting, and tree care grafting.

**Marketing Your Farm Series: Get the Scoop on Marketing with Kendra from the Herbal Scoop (04/10)** – 11 participants. Kendra Payne from The Herbal Scoop presented on how to utilize social media for a farm business.

**Growing Herbs for Value-Added Hygiene Products: (4/23)** - 15 participants learned from farmers from the Herbal Scoop and Winterton Farms, the best practices for growing calendula and lavender, the benefits these plants provide for personal use, and how to create your own lotion and facial oils using flowers harvested from both plants.

**Farmer Mixer at Somewhere in Time Farm (04/30)** - 20 participants, an informal farmer networking event for aspiring, beginner, and seasoned farmers.



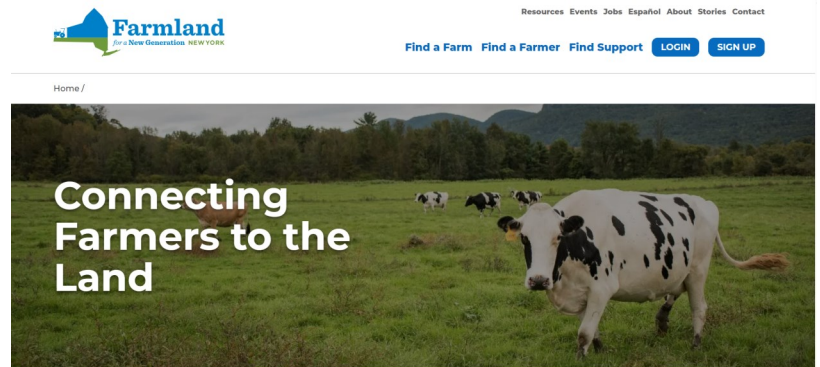


## UPCOMING WORKSHOPS for May

- Alphabet Soup: Understanding FSMA, GAPs, and PSR (5/15) 12-1:30pm
- Beef Quality Assurance Workshop- 5/30 6-9pm
- Farm Insurance 101 Webinar (05/02) 6-7 PM
- Farmer Mixer at Majestic Farm (05/28) 5-7 PM
- Seed & Garden workshop at Hurleyville Performing Arts Center (5/01)

## LAND ACCESS, AG ZONING, FARMLAND PRESERVATION PROJECTS

- **Land Access:** Staff are working to develop land access workshops for 2024. These workshops include a CLE Credits Realtor Workshop in June, a land leasing series for farmers and landowners and succession/estate planning workshops in the fall.
  - Staff have been busy working to connect landowners and farmers through the NY Farmland for a New Generation Regional Navigator, an online website established to match farmers and landowners together. Staff are working on a social media campaign to promote the program.
- **Municipal Training:** CCE, Planning and the County Ag Board are working to develop workshops on agriculture for municipal officials. Workshops will focus on conservation easements, agri-tourism and a farm tour for municipal officials. We anticipate the Ag Focused training for municipal officials to launch this fall.
- **SC Ag Board & Ag Districts:** The 30 Day window for enrollment into Ag District #1 and Ag District #4 is was held during April. The application period has been promoted on social media, website and press release. We received a number of inquiries and applications to be included into an ag district. Staff are in the process of working with the County Real property office to develop maps and conduct site visits. The County Ag Board will meet on May 15th and from there, will present their recommendations to the County legislature at their June meeting.



## RESEARCH PROJECTS:

Staff are currently participating in a research project with Glynwood to help develop methods on the profitability of broiler production. As part of the project, staff participated in 2 Broiler Production Grant workshops on 4/16 & 4/23. The grant participants reviewed the collected data from the farms across the state and identified trends with production and financial data. Feed efficiency and pricing was discussed at length. This grant will continue into 2024.

## SULLIVAN FRESH:

CCE Sullivan, in partnership with Garnet Health is currently in the process of launching our produce prescription program "Fresh Rx" with local farmers markets. Eligible participants attend nutrition classes with CCE and then receive \$20 per class on a Healthy Ways card. From there, they can spend their money at local farmers markets. We are in the process of onboarding farmers and markets, along with launching an outreach campaign.





# Sullivan County

## Legislative Memorandum

100 North Street  
Monticello, NY 12701

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**File #:** ID-6479

**Agenda Date:** 6/6/2024

**Agenda #:** 3.

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# Division of Community Resources Monthly Report June 2024

## Office for the Aging (OFA) April 2024 Monthly Report

### Monthly Accomplishments

#### OFA Director:

- Participation on Sullivan Catskills Food Security Coalition
- Continued participation on New York State Master Plan on Aging Levels of Care subcommittee.
- Attended Aging Director Leadership Training offered through Association on Aging NY April 16-18<sup>th</sup>.
- Presented brief overview of Senior Needs Assessment at Planning and Community Resources Legislative Committee Meeting.
- Monthly Hoot distribution continues to increase via mail, email and drop off locations. Direct mail list has grown to over 500.
- Continued distribution of freely available COVID test kits to community organizations.
- Co-sponsored *Are Your Affairs in Order* – hybrid Zoom event held at Cornell Cooperative Extension- presented by Rural Law Center.
- Co-sponsored Alzheimer’s Community Forum at Cornell Cooperative Extension with Alzheimer’s Association, Caregiver Resource Center and Sullivan 180.
- 5 congregate meal sites will be open June 3<sup>rd</sup>, with up to 11 sites reopening by end of year.
- Conducted interviews for Aging Services Aide position, which is now filled. Also filled Chauffeur position.
- Assisted with coordination of RSVP Driver and Older New Yorker’s appreciation event with RSVP Advisory Council.

#### RSVP:

- Successful RSVP Driver / Older New Yorker’s Day Luncheon in collaboration with Cornell Cooperative Extension.
- Welcomed 2 new volunteers: Mike Stemmer doing Bethel Nutrition and Laurie Pabon doing Liberty Nutrition.
- **Nearly 700 hours volunteered in April with a value of \$25,609 according to IndependentSector.org**
- Completion of Annual AmeriCorps Seniors Progress Report, submitted prior to due date.
- RSVP presentation to all staff meeting to foster increased understanding of program.

**Nutrition:**

	<b>Units:</b>	<b>Clients:</b>	<b>Contributions:</b>
<b>Homebound:</b>	1,854	109	\$1,560.00
<b>Congregate served at home:</b>	554	23	
<b>Congregate served at sites:</b>	204	72	\$ 275.00 (2 sites)
<b>Total:</b>	2,612	204	\$1,835.00

In preparation for the re-opening of the Congregate sites, we interviewed many candidates for Aging Services Aide, Aging Services Assistant, Nutrition Chauffer and Nutrition site operator positions. We also have a new RSVP volunteer that joined our team and is helping us deliver meals on Fridays out of Bethel. All of those positions are now filled, with an expected opening day of June 3, 2024. Liberty, Bethel and Jeffersonville will be the additional sites set to restart serving congregate meals. The current sites that are operational are in Mamakating and Livingston Manor.

The Nutrition staff participated in a 2 day- Food Safety course on April 15 and 16. All received a certificate from NYSOFA.

The Nutrition dept. is still helping unload the bi-monthly food trucks from the Hudson Valley Food Bank for our local pantries. Care packages are being delivered to HDM clients.

**Transportation:**

Referrals to SCT Transportation

- 105 SCT (Sullivan County Transportation) Medical Trips
- 181 SCT Shopping Trips
- 78 RSVP Medical Trips
- 48 Congregate Nutrition Site Transportation

In addition, there were 5 medical trips provided by OFA staff

**Legal referrals:** no new referrals made to Rural Law Center as spending has reached contract maximum. Additional funds approved to modify contract, will begin taking referrals again in May.

**Caregiver Resource Center:**

**Caregiver Support Groups offered:**

In person: April 8, April 22

Virtual/Zoom: April 10, April 24

**Tai Chi for Arthritis & Fall Prevention**

Classes held 2x week for 8 weeks (Jan to March) – 18 attendees completed  
A second series began (April to June) and is full with a waiting list.

**Bone Builders** (Osteoporosis prevention) weekly for 12 weeks, started April 11, goes through June, and is full with a waiting list.

**Workshops/ Community Education:**

April 16 - Liberty Bells – Healthy Living Healthy Brain discussion - (8 attendees)

April 19 Community Forum with the Rural Law Center at CCE – well attended both in person (19) and virtual (33)

April 24 – Alzheimer’s Community Forum (23 attended)

**Outreach:**

April 2 Lumberland Senior Center (overview of CRC services, Alzh. Handouts given) (9 attendees)

April 10 Mamakating Town Hall (overview of CRC services, Alzh. Handouts given) (28 attendees)

April 16 Town of Highland Seniors – HLHB handouts, CRC outreach (20 attendees)

**NY Connects:**

- 116 contacts for April.
- NY Connects has been extremely busy with outreach. In April, NY Connects staff has attended the following senior clubs where we gave out information on the Office for the Aging and the programs/services provided by it.

- ❖ April 2 Lumberland- 10 people
- ❖ April 10 Mamakating – 29 people
- ❖ April 16 Highland - 20 people
- ❖ April 24 Loch Sheldrake – 25 people

**HIICAP (Health Insurance Information Counseling Assistance Program):**

- 21 contacts.

**PERS (Personal Emergency Response System):**

- 20 clients currently receive PERS through CSE, EISEP & IIIE funding.

**EISEP (Expanded In-home Services for Elderly Program):**

**EISEP Full Service Case Files**

Casefiles already open as of April 01	28
Casefiles opened throughout the month of April	5
Casefiles closed in April	7
Casefiles open as of 4/30/24	26
**plus 2 NON-EISEP [PERS only]	2
Casefiles open with PCA as of 4/30/24	18
Casefiles open with no Personal Care Aide (PCA), waitlisted as of 4/30/24	5

**Sullivan County Youth Bureau (YB):**

- Weekly Youth Bureau Bulletins emailed. Reached around 650 people, and continually adding. Continued engagement on social media and county website.
- Partner in Warrior Teen program and initiative.
- Continue to process and execute contracts for YB funding recipients.
- Attended NYS Budget briefing for all NYS Youth Bureaus, and Regional Youth Bureau meeting.
- Met with Sullivan West to discuss student internships.
- Facilitate SC Youth Bureau Advisory Board.
- Attended events at several community partner organizations to promote visibility of Youth Bureau.

## Transportation

### County Transportation:

<b>Month 2024</b>	<b>Veterans Medical Centers</b>	<b>Veterans In- County Medical</b>	<b>Senior Medicals</b>	<b>Shopping Buses</b>
January	50	12	70	150
February	38	17	79	147
March	47	42	112	158
April	59	29	105	181
May				
June				
July				
August				
September				
October				
November				
December				

<b>Move Sullivan 2024</b>	<b>Average Daily Ridership</b>	<b>Monthly Ridership</b>	<b>Monthly Paratransit</b>
January	436 (21 days)	9,154	230
February	472 (20 days)	9,447	218
March	478 (21 days)	10,048	262
<b>1<sup>st</sup> Quarter Totals</b>		<b>28,649</b>	<b>710</b>
April**			
May			
June			
<b>2<sup>nd</sup> Quarter Totals</b>			
July			
August			
September			
<b>3<sup>rd</sup> Quarter Totals</b>			
October			
November			
December			
<b>4<sup>th</sup> Quarter Totals</b>			
<b>Annual Totals</b>			

\*\* Tracking system being changed – April data not yet completed

### **Community Assistance Center (CAC)**

- ✓ The team continues to provide referral and assistance to callers looking information and/or resources.
- ✓ Continued distribution of test kits and masks.
- ✓ The CAC remains active providing food assistance deliveries as well as connections to community resources.
- ✓ The Food Bank deliveries to the pantries are bi-monthly.
- ✓ Support HV Food Bank monthly mobile pantry efforts in Freemont, Yulan and Fallsburg.
- ✓ A member of the Sullivan Catskill Food Security Coalition.





# Sullivan County

## Legislative Memorandum

100 North Street  
Monticello, NY 12701

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**File #:** ID-6488

**Agenda Date:** 6/6/2024

**Agenda #:** 1.

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# Agriculture Districts

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# Agricultural Districts- What Are They?

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## Purpose

- To encourage the continued use of the farmland for Agricultural Production

## Benefits

- Protection against overly restrictive local laws
- Protection against nuisance suits involving Ag practices
- Limitation on the Exercise of Eminent Domain and Other Public Acquisitions
- Agricultural Data Statement

***Farms MUST still comply with local laws***



### MORE INFO:

[www.agriculture.ny.gov/land-and-water/about-agricultural-districts](http://www.agriculture.ny.gov/land-and-water/about-agricultural-districts)

# Agricultural Districts

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- Farms located in an Agricultural District are exempt from some local and state regulations including some building codes and some exemptions to professionally stamped plans.
- Requirement that applications for certain planning and zoning actions impacting a designated farm operation within an ag district, or on lands within 500 ft of a farm operation within an ag district, provide an agricultural data statement (part of 239 Review)
- Ag District different than local zoning. Farm Operations in an Ag District are not exempt from local zoning, however review process if the zoning law is overly restrictive to agriculture...

# Agricultural Districts

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Section 305-a of the Agricultural Districts Law protects farmers against local laws which unreasonably restrict farm operations located within an agricultural district.

**More info:** [www.agriculture.ny.gov/land-and-water/section-305-review-restrictive-laws](http://www.agriculture.ny.gov/land-and-water/section-305-review-restrictive-laws)

**Reviewed on a case by case basis, based off NYSDAM Guidelines and Procedures.**

**Public Safety is part of the Review Process  
MUST be a FARM OPERATION and follow Sound Agricultural Practices!**

## The Building Code defines an “**AGRICULTURAL BUILDING**” as

*A structure designed and constructed to **house farm implements, hay, grain, poultry, livestock or other horticultural products, excluding any structure designed, constructed or used, in whole or in part, for human habitation, as a place of employment where agricultural products are processed, treated or packaged, or as a place used by the public.***

## **Building Code Section, 101.2 Scope.**

*The provisions of this code shall apply to the construction, alteration, movement, enlargement, replacement, repair, equipment, use and occupancy, location, maintenance, removal and demolition of every building or structure or any appurtenances connected or attached to such buildings or structures.*

### **Exceptions:**

*Agricultural buildings, including barns, sheds, poultry houses and other buildings and equipment on the premises used directly and solely for agricultural purposes.*

# Fire Code Section 102 Applicability

## ***102.1.1 Construction and design provisions.***

*The construction and design provisions of this code shall apply to:*

- 1. Structures, facilities and conditions arising after the adoption of this code.*
- 2. Existing structures, facilities and conditions not legally in existence at the time of adoption of this code.*
- 3. Existing structures, facilities and conditions when identified in specific sections of this code.*

***Exception: Agricultural buildings, including barns, sheds, poultry houses and other buildings and equipment on the premises used directly and solely for agricultural purposes***



# Agricultural Districts

The screenshot shows the New York State Agriculture and Markets website. At the top left is the New York State logo. Navigation links include Services, News, Government, and Local. A search bar and Location/Translate options are on the right. The main header features the New York State logo and the text "Agriculture and Markets" along with Governor Andrew M. Cuomo and Commissioner Richard A. Ball. A green navigation bar highlights "Agricultural Districts" with the contact number "Bob Somers 518-457-3738".

**Left Sidebar:**

- Find a Farmers' Market
- How Do I ?
- Consumer Information
- Agricultural Promotion and Protection
- Regulation
- Agency Divisions
- Contact Us
- State Fair
- News and Publications

**Main Content:**

### Agricultural Districts

**Guidelines and Information Regarding Section 305-a Review of Restrictive Laws**

Section 305-a of the Agricultural Districts Law protects farmers against local laws which unreasonably restrict farm operations located within an agricultural district. Division staff, together with Department legal staff, review both existing and proposed laws to determine if they are compatible with farm operations. In cases where a local law is determined to be unreasonable, Division staff work with the local government concerned to develop mutually acceptable modifications. If a local government is unwilling to modify a restrictive law, the Department is authorized to take action to compel compliance with the Agricultural Districts Law. The New York State Court of Appeals has consistently ruled that these orders are entitled to administrative deference in the interpretation and administration of this important right to farm protection. Resources to assist local governments in the development of agriculturally friendly laws and removing unreasonable restriction may be available [here](#) to municipalities upon application.

[Previous Orders issued under 305-a](#)

**Applications and Requests for Section 305-a Review of Local Laws**

Requests for review must be provided to the Department in writing and include a completed [Section 305-a Review Form](#). Questions concerning the review of restrictive local laws can be directed to Bob Somers at 518-457-3738 or at [bob.somers@agriculture.ny.gov](mailto:bob.somers@agriculture.ny.gov). Forms that must be submitted as part of the request are below:

- [Application to Request a Review Pursuant to Section 305-a of the AML](#)
- [Start-up Farm Operations Must Also Complete and Submit this Questionnaire](#)

**Right Sidebar:**

### Land & Water Resources

- [Farmer Benefits & Protections - Agricultural District Program](#)
- [Agricultural Assessments](#)
- [Local Agricultural District Information](#)
- [Notices of Intent, Construction Projects affecting Farmland and Avoiding Adverse Impacts to Agriculture](#)
- [Guidelines and Information Regarding Section 305-a Review of Restrictive Laws](#)
  - [Orders Issued Pursuant to AML §305-a](#)
  - [Agricultural Data Statement information pursuant to AML Section 305-b](#)

<https://www.agriculture.ny.gov/ap/agservices/ag-restrictive-laws.html>

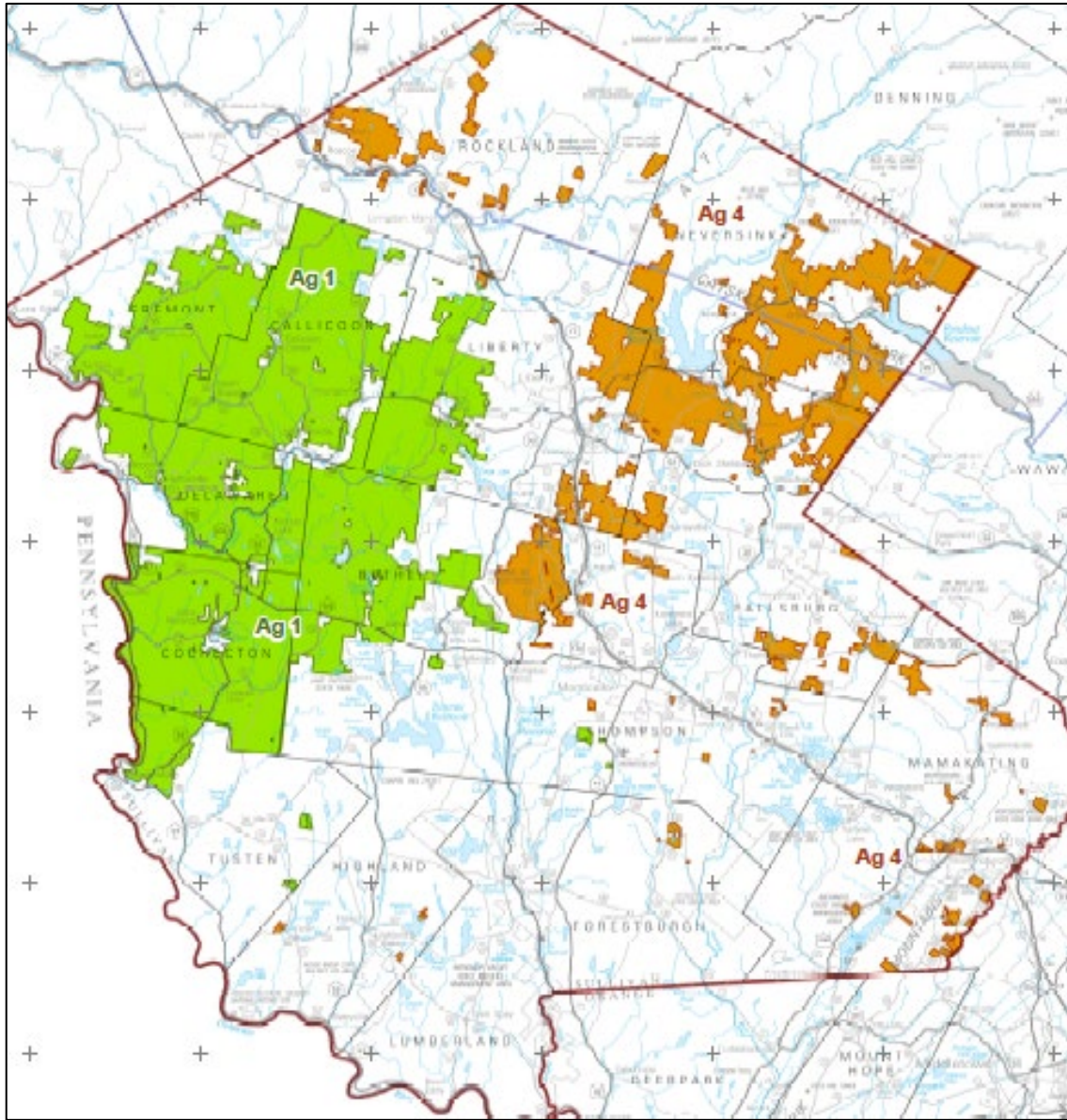
# Guidance Documents for Local Govts.- Compliance with Section 305-a

NYS Ag and Markets has Guidance Documents to help define farm operations, best management practices for both farmers and municipalities, and general standards for different types of farming activities:

- Farm Marketing Activities – Standards farms and municipalities should use, ie farm stand, agri-tourism
- Control of Farm Animals
- On-Farm Composting
- Open Burning
- Nutrient Management Practices (Land Application of Animal Waste, Recognizable and Non-recognizable Food Waste, Sewage Sludge; Animal Waste Storage/Management)
- Wetlands
- Farm Worker Housing – May be different than regular housing. Does not include owner's housing

# Guidance Documents- Cont'd.

- Greenhouses – Can be considered “Equipment”
- Zoning and Planning Laws – Standards used for municipalities, ie setbacks and site plan review
- Commercial Horse Boarding and Equine Operations - How many horse to be a farm operation
- Junk, Junkyards and Litter
- Small Wind Energy Production Facilities
- Nursery Operations
- Crops Grown to Support Distilleries, Breweries, Cideries and Wineries
- Farm Operation Defined
- Start-up Farm Defined



## Where are they located in Sullivan County?

Cornell University Website:

<https://cugir.library.cornell.edu/catalog/cugir-007992>

CCE Sullivan Website:

<https://sullivancce.org/agriculture/farmland-protection-ag-districts-vs-assessments>

## Two Ag Districts in Sullivan County

Ag District #1 (Green)

Ag District #2 (Orange)

*Inclusion in Ag District Runs With the Land*

# Agricultural Districts- The Process

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## How to Enter:

- Open window once per year: April 1- April 30
- Contact CCE Sullivan for an application

## County Ag Board/CCE Role:

- Notify municipalities of application
  - Any code violations? Is Ag permitted in zoning district?
- Gather information about property & do site visits.
- Review applications and make recommendations to County Legislature. Developed guidance on qualifications for “Viable Agricultural Land” and “Start Up Farm”
- Provide Report to County Legislature



# Agricultural Districts- The Process

- Process generally takes 6-7 months. NYSDAM designates Timeline. Must follow SEQR process
- Public Hearing in July
  - All landowners, adjoining landowners and municipalities notified. Properties presented for review to Legislature.
- Vote by Legislature in August
- Submit to NYSDAM to certify ag district amendment
- Can only be removed from An Ag District every 8 years during annual Eight Year Review Period
  - Last Eight Year Reviews: AD #4 (2023) AD#1 (2021)



# Cornell Cooperative Extension | Sullivan County

## Questions?

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Melinda Meddaugh  
Ag & Food Systems Issue Leader  
[mm2592@cornell.edu](mailto:mm2592@cornell.edu)  
845-292-6180 x116



Sullivan County  
Legislative Memorandum

100 North Street  
Monticello, NY 12701

**File #:** ID-6469

**Agenda Date:** 6/6/2024

**Agenda #:** 1.

**Narrative of Resolution:**

**INTRODUCED BY Planning and Community Resources Committee TO APPROVE ALLOCATION OF 2024 COUNTY FUNDS TO YOUTH PROGRAMS**

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

**Amount to be authorized by Resolution:** \$100,000.00

**Are funds already budgeted?** Yes

**Specify Compliance with Procurement Procedures:**

**Does Resolution require expenditure of funds? Yes If "Yes,"**

**provide the following information**

**Amount to be authorized by Resolution:** \$100,000.00

**Are funds already budgeted?** Yes

**If "Yes," specify appropriation code(s):** A7310.40.4013 **If "No," specify proposed source of funds:**

**Estimated Cost Breakdown by Source**

<b>County:</b> \$100,000.00	<b>Grant(s):</b> \$0.00
<b>State:</b> \$0.00	<b>Other:</b> \$0.00
<b>Federal Government:</b> \$0.00	<b>(Specify):</b> \$0.00

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

**Person(s) responsible for monitoring contract (Title):** Kristen A. Kitson,  
**Manager of Youth Services**

**INTRODUCED BY Planning and Community Resources Committee TO APPROVE ALLOCATION OF 2024**



**COUNTY FUNDS TO YOUTH PROGRAMS**

**WHEREAS**, the County of Sullivan contracts with various agencies for services to youth through the Sullivan County Youth Bureau; and

**WHEREAS**, the County of Sullivan has appropriated \$100,000 in the 2024 Sullivan County budget to provide funding to such agencies for their programs; and

**WHEREAS**, the Sullivan County Youth Bureau recommends the allocation of such funds to the following projects, in amounts not to exceed those listed:

Town of Cochection - Youth STEAM Series	\$5,000.00
Town of Highland - Summer Youth Program	\$9,500.00
Town of Mamakating-Youth Summer Camp	\$9,500.00
Town of Thompson - Summer Camp	\$2,500.00
Delaware Youth Center	\$5,000.00
Fallsburg High School Cheerleading Club	\$4,000.00
Livingston Manor Roscoe-Cal Ripken	\$1,500.00
Rock Hill Fire Department-Playground Upgrade	\$6,000.00
Village of Liberty Juvenile Aid Bureau	\$8,500.00
Bethel Woods Center for the Arts- P.L.A.Y.	\$9,000.00
Children’s Home of Wyoming	\$6,000.00
Camp Koinonia	\$8,000.00
SPCA-CHAT Program	\$10,000.00
Sullivan Public	\$9,500.00
Wurtsboro Veteran’s Park-Playground Upgrade	\$6,000.00

**NOW, THEREFORE, BE IT RESOLVED**, that the Sullivan County Legislature, for the County of Sullivan, approve the allocation to the aforementioned list of projects; and

**BE IT FURTHER RESOLVED**, that the County Manager be and hereby is authorized to execute any and all necessary documentation and papers in connection herewith, in such form as approved by the Sullivan County Department of Law.



Sullivan County
Legislative Memorandum

100 North Street
Monticello, NY 12701

File #: ID-6477

Agenda Date: 6/6/2024

Agenda #: 2.

Narrative of Resolution:

Authorize holding a public hearing for inclusion of viable agricultural land into Sullivan County Agricultural Districts.

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

Amount to be authorized by Resolution: Click or tap here to enter text.

Are funds already budgeted? Choose an item.

Specify Compliance with Procurement Procedures: SEQRA process to amend Agricultural Districts.

RESOLUTION INTRODUCED BY THE PLANNING AND COMMUNITY RESOURCES COMMITTEE TO AUTHORIZE A PUBLIC HEARING FOR THE INCLUSION OF ADDITIONAL PARCELS INTO AGRICULTURAL DISTRICT NO. 1. AND AGRICULTURAL DISTRICT NO. 4

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

WHEREAS, the Sullivan County Agricultural & Farmland Protection Board has recommended that the Legislature amend Sullivan County Agricultural District No. 1 and Sullivan County Agricultural District No. 4 to include additional parcels as listed in Schedule A attached hereto and made a part hereof; and

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

NOW, THEREFORE, BE IT RESOLVED, that the Sullivan County Legislature does hereby authorize holding a public hearing on Thursday, July 25, 2024 at 10:20AM in the Legislative Hearing Room of the Sullivan County Government Center, 100 North Street, Monticello, New York regarding the inclusion of the parcels listed on Schedule A into Agricultural District No. 1 and Agricultural District No. 4; and

BE IT FURTHER RESOLVED, that the Clerk to the Legislature is hereby authorized and directed to publish a notice of such public hearing in the official newspapers of the County and to provide such notice in writing directly to those municipalities whose territory encompasses the lands which are proposed to be included in Agricultural District No. 1 and Agricultural District No. 4 and to the Commissioner of Agriculture and Markets.

COUNTY OF SULLIVAN
NOTICE OF PUBLIC HEARING

**NOTICE IS HEREBY GIVEN** that requests for inclusion of predominant viable agricultural land within certified agricultural districts have been filed with the County Legislative body pursuant to NYS Agriculture and Markets Law 25AA Section 303-b and that a public hearing will be held by the Sullivan County Legislature on Thursday, July 25 2024 at 10:20AM in the Legislative Hearing Room of the Sullivan County Government Center, Monticello, New York to consider the requests and the recommendations of the Sullivan County Agricultural and Farmland Protection Board to modify Agricultural Districts #1 and #4 to add the following parcels:

The properties that were **recommended** include the following:

**No Rein Stable (Lowery) Town of Liberty (Agricultural District #1)**

85 Lenape Lake Ext., Livingston Manor 4.-1-20.2, 10.-1-14.2, 10.-1-11.1

Land used to support a commercial horse stable

**TOTAL: 69.51 acres**

**Moor Acres Farm Property (El/Bey) Town of Delaware (Agricultural District #1)**

State Rt 17B, Hortonville 22.-1-23.3

Land used to support herb, vegetable and orchard production.

**TOTAL: 13.07 acres**

**Wild Roots Farm (Gillingham/Cattail Summit LLC) Town of Liberty/Callicoon (Agricultural District #1)**

669 & 734 Cattail Rd, Livingston Manor Liberty: 15.-1-1 and 15.-1-6

Land used to support a vegetable, livestock, & hay farm. Callicoon: 10.-1-3.1

**TOTAL: 248.74 acres**

**Killian (Pat's Ag Venture) Town of Liberty (Agricultural District #4)**

59 and 315 Benton Hollow Rd., Liberty 26.-1-34, 17.-1-2.1, 17.-1-3.1 and 17.-1-3.2

Land used to support a small vegetable operation

**TOTAL: 82.25 acres**

**Good Seols Farm (Tilly) Town of Mamakating (Agricultural District #4)**

416 Roosa Gap Rd., Bloomingburg 27.-1-73.2

Land used to support herb, vegetable & poultry operation

**TOTAL: 33.48 acres**

**Himalayan Hillside Farm (Sanders) Town of Mamakating (Agricultural District #4)**

34 Pickles Rd., Bloomingburg 21.-1-49.1

Land used to support orchard, vegetable & livestock operation

**TOTAL: 9.98 acres**



## 2024 Agricultural District 30 Day Review Report from the Sullivan County Agriculture and Farmland Protection Board

On May 15, 2024, the Sullivan County Agricultural and Farmland Protection Board met to review applications for parcels to be included into existing New York State Agricultural Districts during the annual thirty-day window.

According to Article 25-AA of the New York State Agriculture and Markets Law, interested landowners must submit a proposal to include “Viable Agricultural Land” within an existing certified Agricultural District. “Viable Agricultural Land” is defined in Ag and Markets Law as land highly suitable for agricultural production and which will continue to be economically feasible for such if real property taxes, farm use restrictions and speculative activities are limited to levels approximating those commercial agricultural areas not influenced by the proximity of non-agricultural development.”

The Sullivan County Agricultural and Farmland Protection Board duly recommends that said parcels below consist predominantly of viable agricultural land and the inclusion of such land will serve the public interest by assisting in maintaining a viable agricultural industry within the district and that these parcels should be included into Agricultural District #1 and Agricultural District #4.

### Timeline:

- The County accepted applications during the 30 Day window from April 1, 2024 until April 30, 2024.
- Notifications of applications went via email and mail to municipalities starting on May 6, 2024.
- Site visits for landowner applications took place on May 8<sup>th</sup>, May 9<sup>th</sup>, and May 10<sup>th</sup> 2024.
- Meeting of the Agriculture and Farmland Protection Board to review and recommend parcels took place on May 15, 2024.

A total of thirteen (13) parcels (seven property owners) comprising 458.03 acres were recommended for inclusion by the Board. There was one property not recommended to be included into the Agricultural District, located in the Town of Fallsburg (103 acres). The Board determined this property did not show enough of a commitment to agriculture at this time or do not have viable agricultural land.

The properties that were **recommended** include the following:

#### **No Rein Stable (Lowery)**

85 Lenape Lake Ext., Livingston Manor

Land used to support a commercial horse stable

#### **Town of Liberty (Agricultural District #1)**

4.-1-20.2, 10.-1-14.2, 10.-1-11.1

**TOTAL: 69.51 acres**

**Moor Acres Farm Property (El/Bey)**

State Rt 17B, Hortonville

Land used to support herb, vegetable and orchard production.

**Town of Delaware (Agricultural District #1)**

22.-1-23.3

**TOTAL: 13.07 acres**

**Wild Roots Farm (Gillingham/Cattail Summit LLC)**

669 & 734 Cattail Rd, Livingston Manor

Land used to support a vegetable, livestock, & hay farm.

**Town of Liberty/Callicoon (Agricultural District #1)**

Liberty: 15.-1-1 and 15.-1-6

Callicoon: 10.-1-3.1

**TOTAL: 248.74 acres**

**Killian (Pat's Ag Venture)**

59 and 315 Benton Hollow Rd., Liberty

Land used to support a small vegetable operation

**Town of Liberty (Agricultural District #4)**

26.-1-34, 17.-1-2.1, 17.-1-3.1 and 17.-1-3.2

**TOTAL: 82.25 acres**

**Good Seols Farm (Tilly)**

416 Roosa Gap Rd., Bloomingburg

Land used to support herb, vegetable & poultry operation

**Town of Mamakating (Agricultural District #4)**

27.-1-73.2

**TOTAL: 33.48 acres**

**Himalayan Hillside Farm (Sanders)**

34 Pickles Rd., Bloomingburg

Land used to support orchard, vegetable & livestock operation

**Town of Mamakating (Agricultural District #4)**

21.-1-49.1

**TOTAL: 9.98 acres**

**The properties that were NOT recommended to be included:**

**Buffalo Colony Corporation**

302 Todd Rd., Woodbourne

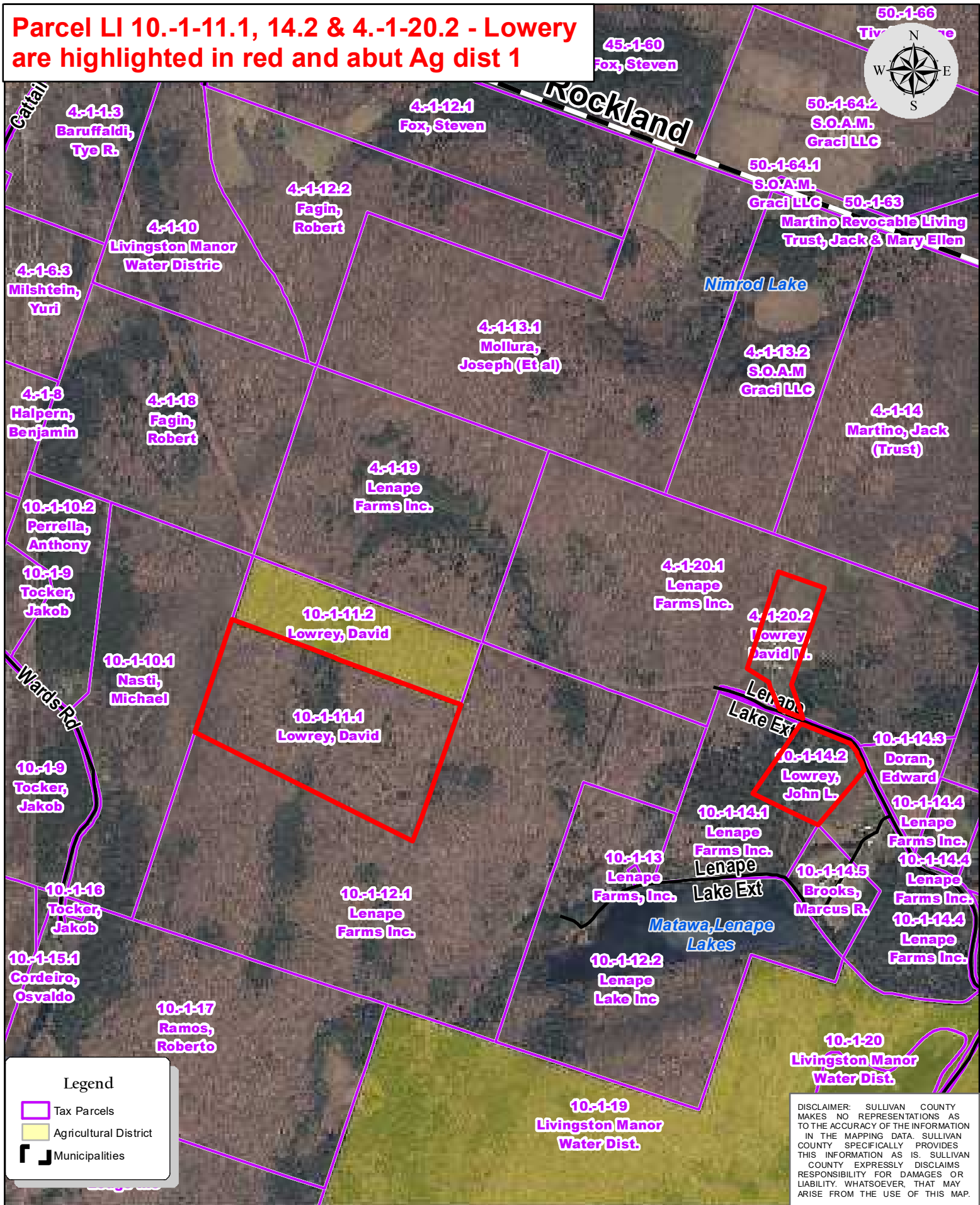
Limited farm uses on this parcel.

**Town of Fallsburg (Agricultural District #4)**

6.-1-17

**TOTAL: 103 acres**

**Parcel LI 10.-1-11.1, 14.2 & 4.-1-20.2 - Lowery are highlighted in red and abut Ag dist 1**



**Sullivan County Real Property Tax Services**

100 North Street, Monticello, NY 12701 - (845) 807-0221 - Fax: (845) 807-0232

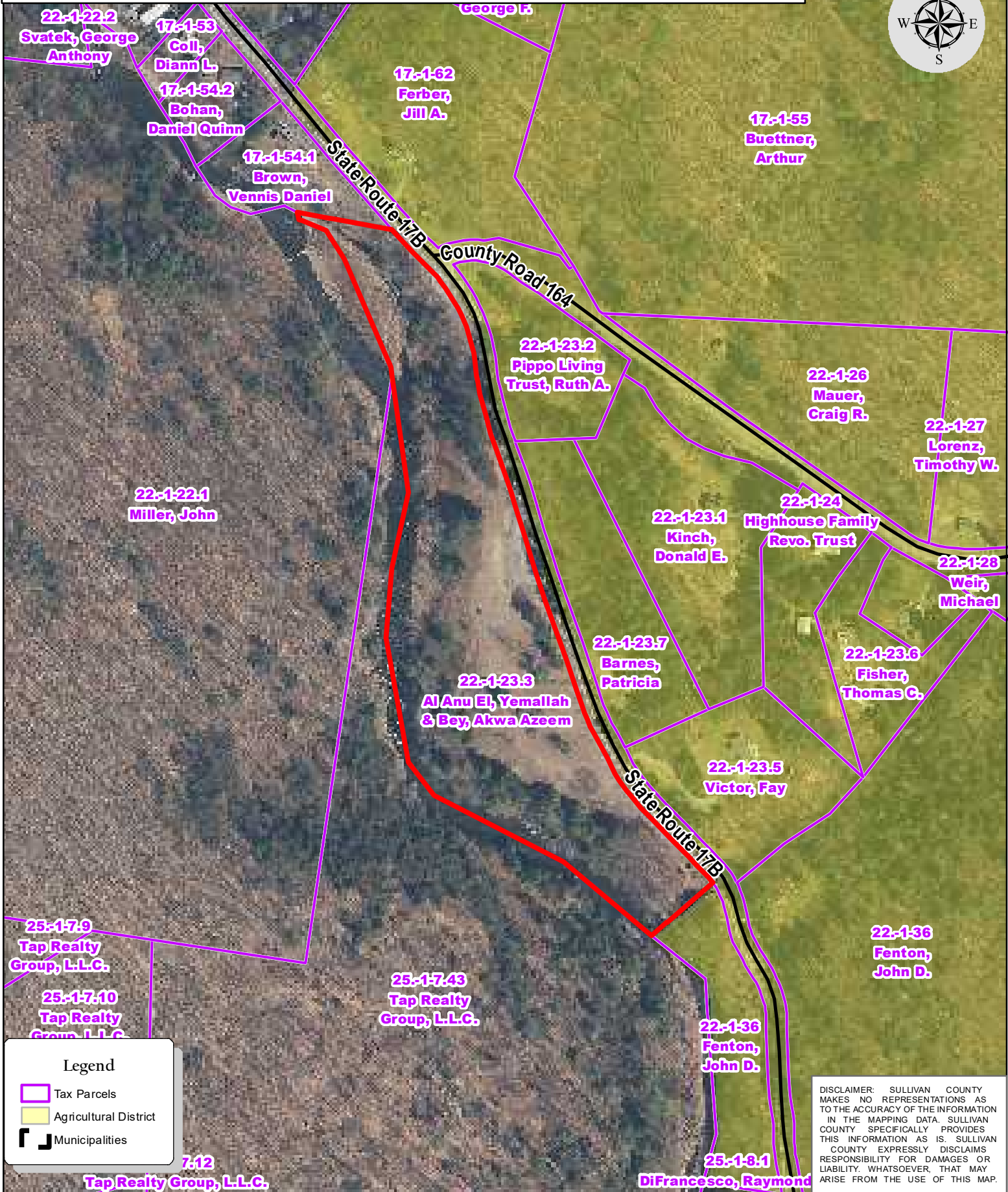
Aerial photos were taken in spring 2021

1 inch = 1,000 feet

Date: 5/2/2024

Prepared by: Christopher Knaj **54**

**Parcel DE22.-1-23.3 is highlighted in red and abuts Ag dist 1**



**Sullivan County Real Property Tax Services**

100 North Street, Monticello, NY 12701 - (845) 807-0221 - Fax: (845) 807-0232

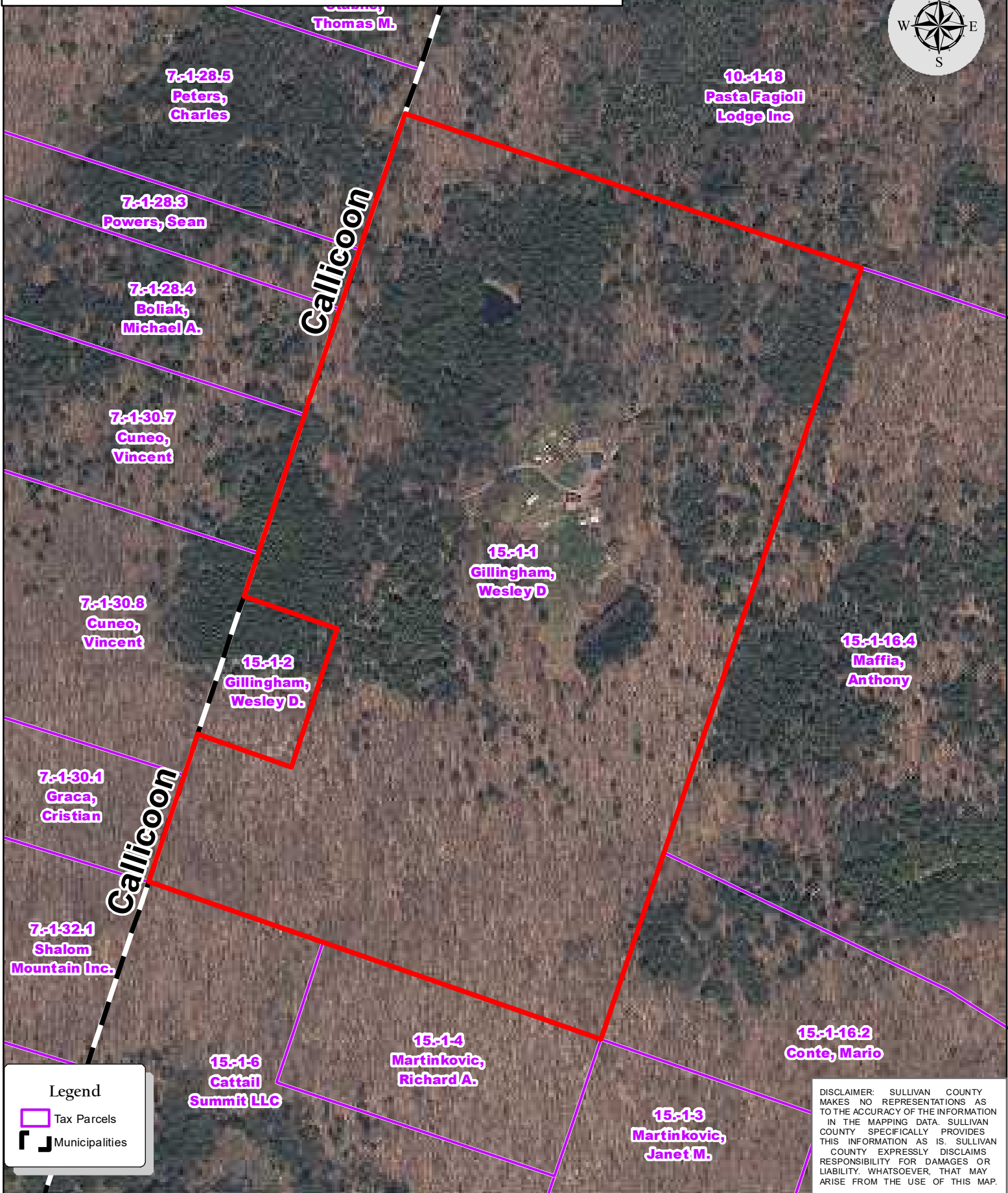
Aerial photos were taken in spring 2021

1 inch = 300 feet

Date: 5/2/2024

Prepared by: Christopher Knaj **55**

**LI15.-1-1 - Gillingham - doesn't abut an ag dist**



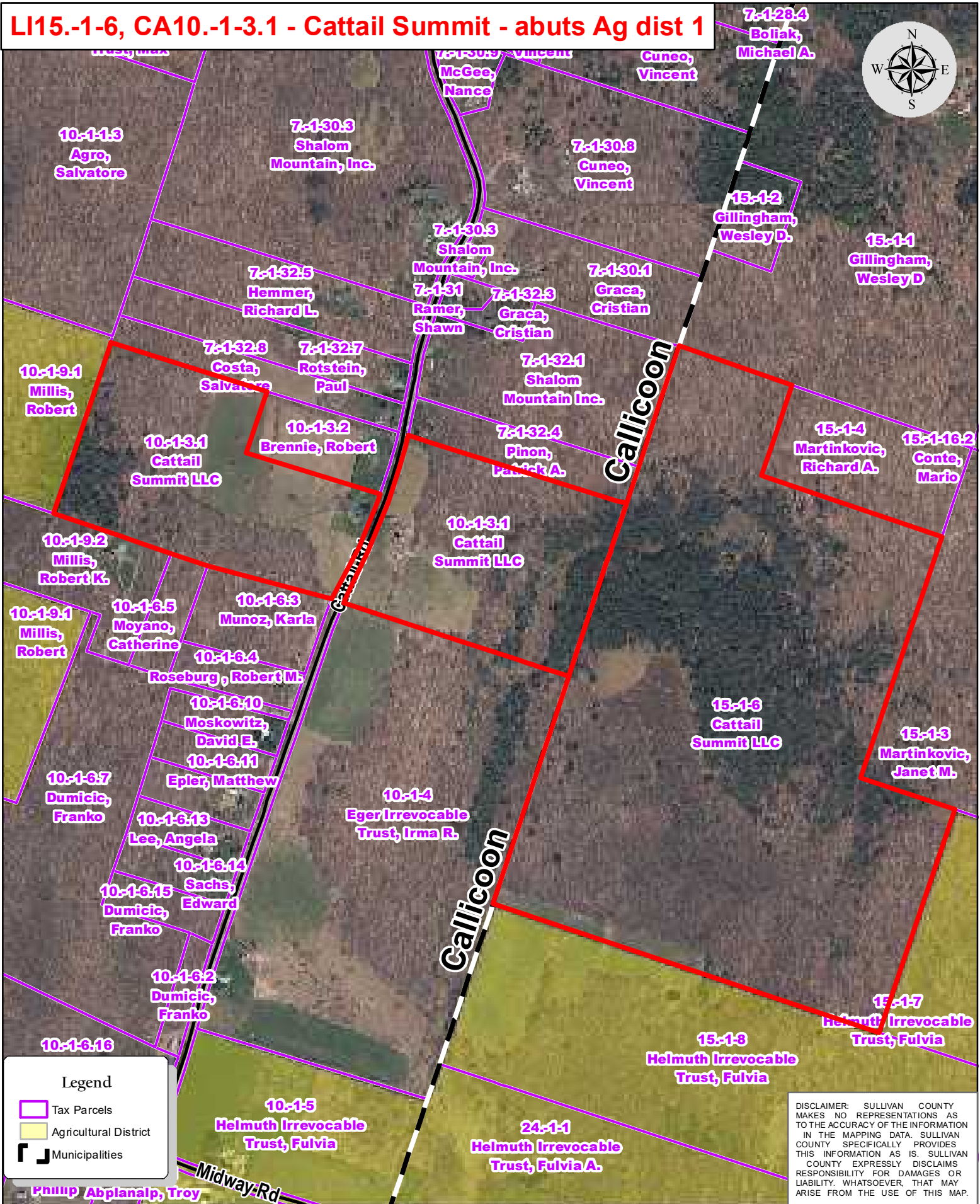
**Legend**

- Tax Parcels
- Municipalities

DISCLAIMER: SULLIVAN COUNTY MAKES NO REPRESENTATIONS AS TO THE ACCURACY OF THE INFORMATION IN THE MAPPING DATA. SULLIVAN COUNTY SPECIFICALLY PROVIDES THIS INFORMATION AS IS. SULLIVAN COUNTY EXPRESSLY DISCLAIMS RESPONSIBILITY FOR DAMAGES OR LIABILITY. WHATSOEVER, THAT MAY ARISE FROM THE USE OF THIS MAP.



# LI15.-1-6, CA10.-1-3.1 - Cattail Summit - abuts Ag dist 1



## Sullivan County Real Property Tax Services

100 North Street, Monticello, NY 12701 - (845) 807-0221 - Fax: (845) 807-0232

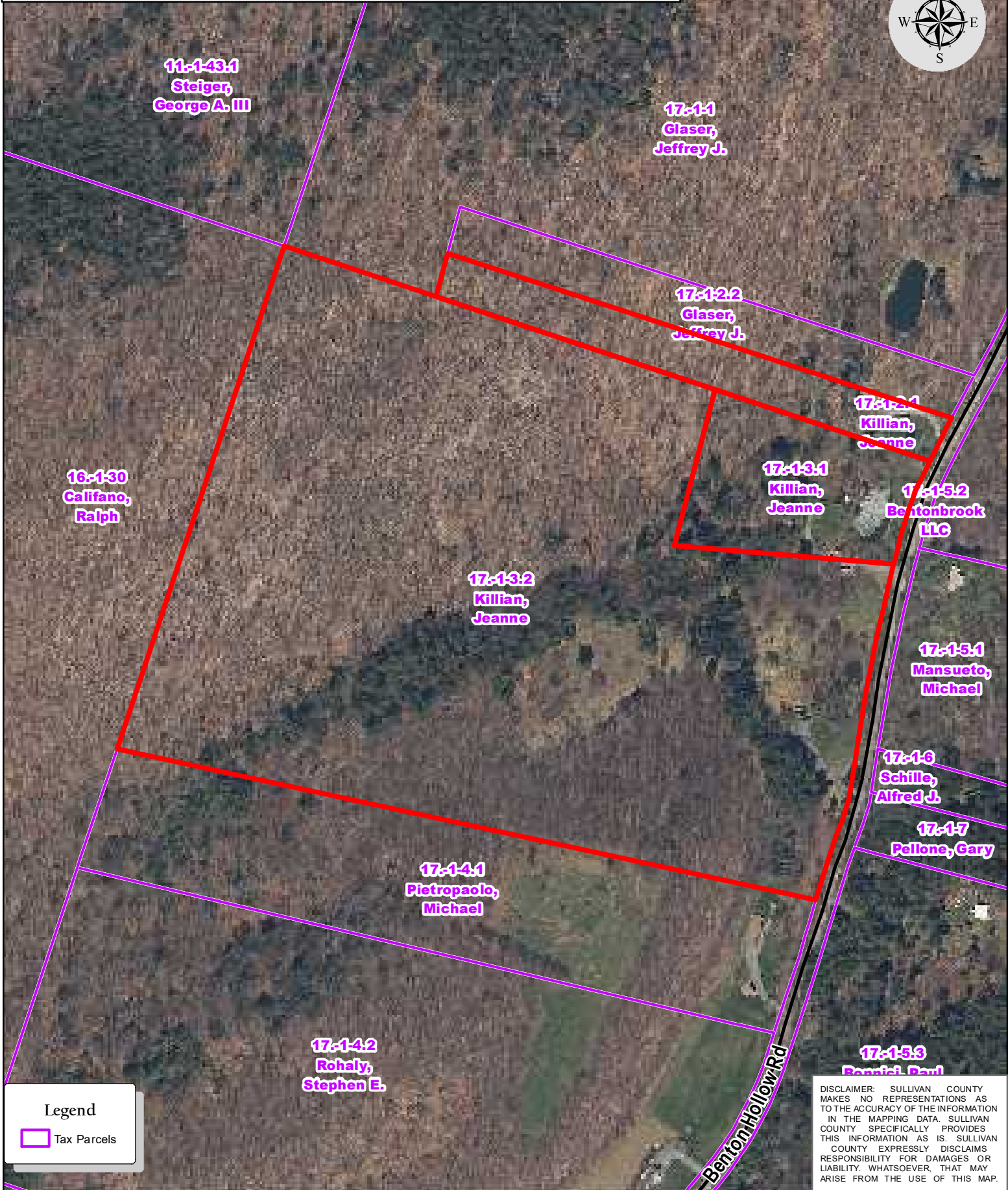
Aerial photos were taken in spring 2021

1 inch = 600 feet

Date: 5/2/2024

Prepared by: Christopher Knaj 57

# LI 17.-1-3.2, 3.1 & 2.1 Killian - don't abut an Ag Dist



## Sullivan County Real Property Tax Services

100 North Street, Monticello, NY 12701 - (845) 807-0221 - Fax: (845) 807-0232

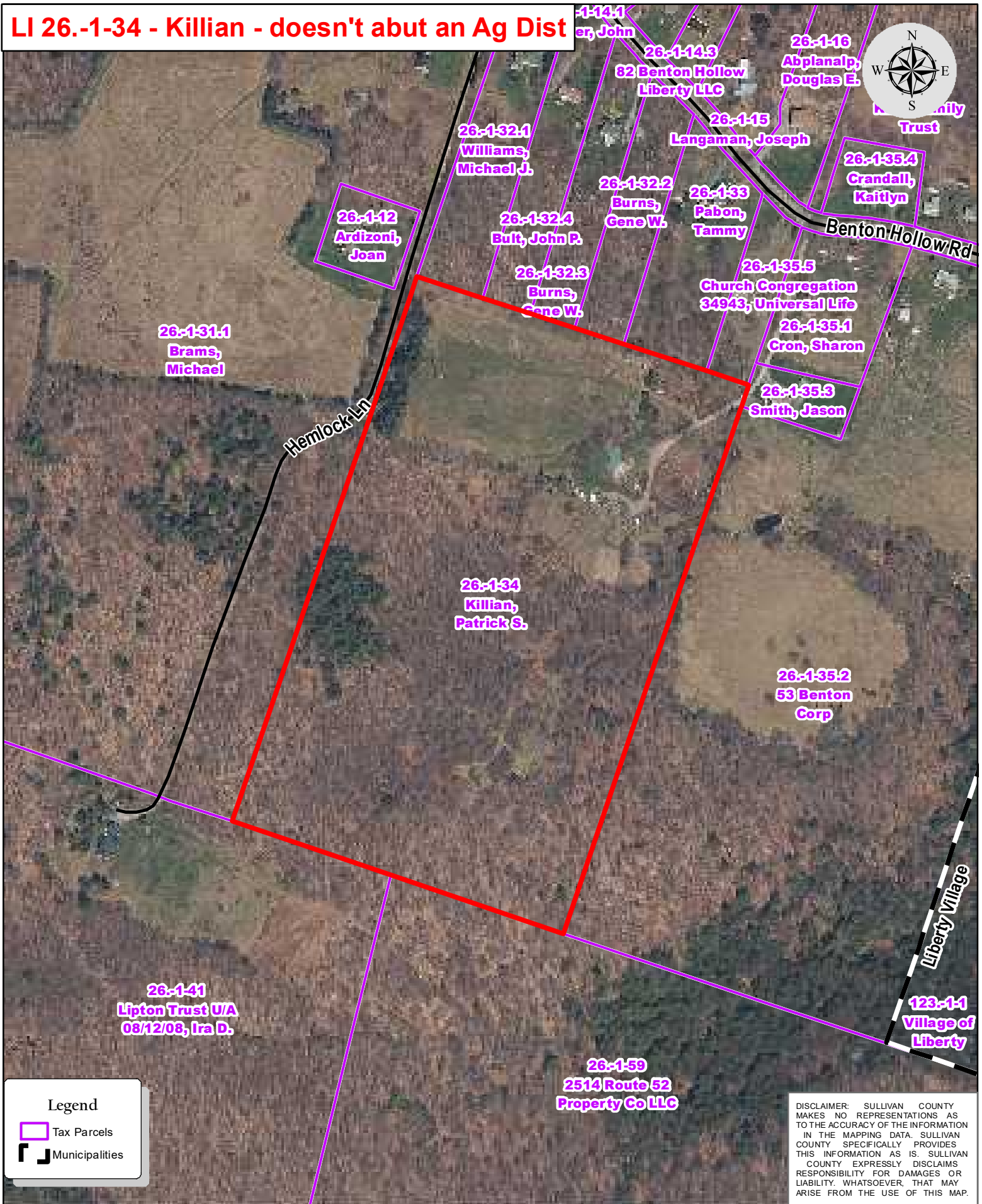
Aerial photos were taken in spring 2021

1 inch = 300 feet

Date: 5/2/2024

Prepared by: Christopher Knaj

**LI 26.-1-34 - Killian - doesn't abut an Ag Dist**



**Sullivan County Real Property Tax Services**

100 North Street, Monticello, NY 12701 - (845) 807-0221 - Fax: (845) 807-0232

Aerial photos were taken in spring 2021

1 inch = 300 feet

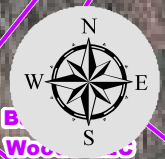
Date: 5/2/2024

Prepared by: Christopher Knaj **59**

# MA27.-1-73.2 - Tilly - doesn't abut an Ag Dist

27-1-70.1  
Lynch,  
Justin

27-1-68  
Meyle,  
Peter T.



**Legend**

- Tax Parcels
- Municipalities

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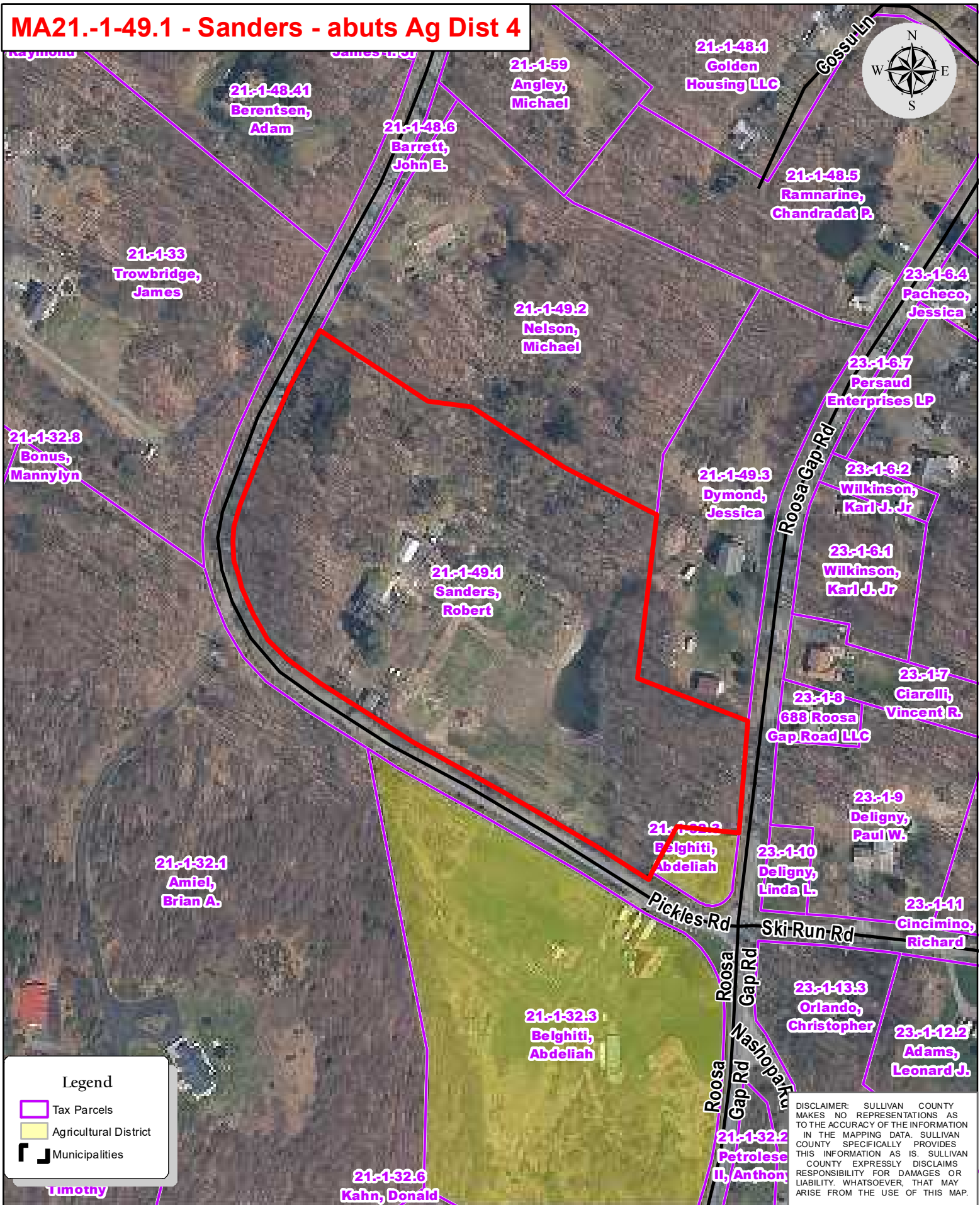
## Sullivan County Real Property Tax Services

100 North Street, Monticello, NY 12701 - (845) 807-0221 - Fax: (845) 807-0232  
Aerial photos were taken in spring 2021

1 inch = 400 feet  
Date: 5/2/2024

Prepared by: Christopher Knapp **60**

# MA21.-1-49.1 - Sanders - abuts Ag Dist 4



## Sullivan County Real Property Tax Services

100 North Street, Monticello, NY 12701 - (845) 807-0221 - Fax: (845) 807-0232

Aerial photos were taken in spring 2021

1 inch = 200 feet

Date: 5/2/2024

Prepared by: Christopher Knaj **61**



# Sullivan County

## Legislative Memorandum

100 North Street  
Monticello, NY 12701

**File #:** ID-6481

**Agenda Date:** 6/6/2024

**Agenda #:** 3.

**Narrative of Resolution:**

To modify a contract for professional services with Alta Planning + Design, Inc. for work on the O&W Rail Trail.

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

**Amount to be authorized by Resolution:** \$72,000

**Are funds already budgeted?** Yes

**Specify Compliance with Procurement Procedures:** dedicated O&W Rail Trail fund balance

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

**WHEREAS**, completing the development of the Sullivan O&W Rail Trail (the “Trail”) has been identified as a high priority for Sullivan County (the “County”), and the County has established a dedicated fund balance to advance this priority; and

**WHEREAS**, the County currently owns a portion of the trail in Summitville, Town of Mamakating, New York, that crosses Summitville Road; and

**WHEREAS**, currently there is a switchback on the western side of the road allowing walkable access to the Trail, but no switchback on the eastern side of the road; and

**WHEREAS**, in accordance with services provided as per RFP, #R-22-05, the County wishes to provide continuous walkable access throughout this section of trail; and

**WHEREAS**, the estimated cost of design and engineering services for the Summitville switchback is \$72,000; and

**WHEREAS**, funding for this project was budgeted and exists in the County’s dedicated O&W Rail Trail Fund Balance.

**NOW, THEREFORE, BE IT RESOLVED**, that the County Manager be and is hereby authorized to execute a modification agreement with Alta Planning and Design Inc. in an amount not to exceed \$72,000 for engineering and design services on the O&W Rail Trail for a switchback on the section of trail crossing Summitville Road in the Town of Mamakating, in such form as the County Attorney shall approve.