



# Sullivan County County Legislature

100 North Street  
Monticello, NY 12701

## Meeting Agenda - Final - Revised

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

**Thursday, January 25, 2024**

**10:00 AM**

**Government Center**

**Call to Order and Pledge of Allegiance**

**Roll Call of Legislators**

**Presentations**

**Communications**

**Public Comment**

**Resolutions**

1. To extend a contract with Action Toward Independence for various services and supports. [ID-5878](#)
2. To approve the updated USDOT Drug and Alcohol Testing Policy for the Sullivan County Transportation Department. [ID-6005](#)  
**Attachments:** [DRUG AND ALCOHOL TESTING POLICY COPY Updated December 19 2023a](#)
3. To approve a modification of the Rolling V Bus Contract to incorporate a 1:1 Aide for Preschool. [ID-6035](#)
4. To authorize the submission of a NYS Archives Grant Application for Sullivan County for Local Government Records Management Improvement funds. [ID-6043](#)

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5. Agreement with SCOFA (NY Connects) and LAMAR to provide Billboards (Outdoor) [ID-6045](#)  
**Sponsors:** Office for the Aging and Deoul
  6. Resolution to authorize the County Manager to execute an agreement for engineering design services with C&S Companies. for the replacement of County Bridge 301 (BRIDGE NY funded). [ID-6047](#)
  7. To modify the contract with OneGroup NY Inc. [ID-6049](#)
  8. Reappoint two members and appoint one member to the Sullivan County Industrial Development Agency Board [ID-6050](#)
  9. Authorize modification of Youth Bureau Funding Program correct names of a program. [ID-6059](#)  
**Sponsors:** Office for the Aging and Deoul
  10. Resolution to authorize the County Manager to execute an agreement with McFarland Johnson for the environmental assessment for on and off airport obstruction removals within the approach surfaces. [ID-6061](#)
  11. Resolution to authorize the County Manager to execute an agreement with McFarland Johnson for the Environmental Assessment for the Runway Safety Area Improvement Project. [ID-6062](#)
  12. To authorize application for funding from the New York State Department of Agriculture & Markets for a 2023 County Farmland Protection Implementation Grant. [ID-6063](#)
  13. To extend a contract with Catholic Charities of Orange, Sullivan and Ulster for various substance abuse treatment programs and services. [ID-6065](#)
  14. To authorize the County Manager to execute a contract with the Partnership for Economic Development in Sullivan County, Inc. [ID-6066](#)
  15. To extend a contract with Hudson Transit Lines (DBA: Coach USA/Shortline Bus) to provide transportation services to and from the Department of Community Services. [ID-6067](#)
  16. To extend a contract with Independent Living, Inc. to provide peer supports and crisis intervention services to individuals and families. [ID-6068](#)
  17. To extend a contract with Rehabilitation Support Services, Inc. for behavioral health services and supports to adults and children with mental illness. [ID-6069](#)

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| 18. To extend a contract with NYSARC, Inc. (DBA: The Arc Greater Hudson Valley, New York) to provide the operations of various programs and services.                              | <a href="#">ID-6070</a> |
| 19. To extend a contract with United Way of Sullivan County to manage funding for the Children's Case Management unit on behalf of the Department of Community Services.           | <a href="#">ID-6071</a> |
| 20. To extend a contract with NAMI Sullivan County, NY for behavioral health services and supports for individuals with mental illness and their families.                         | <a href="#">ID-6072</a> |
| 21. To authorize the modification of contract amount of Resolution No. 441-23 adopted on November 22, 20023.   | <a href="#">ID-6073</a> |
| 22. To authorize the County Manager to execute agreement between Department of Social Services and Department of Community Services for Substance Abuse Assessment and monitoring. | <a href="#">ID-6074</a> |
| 23. TO AUTHORIZE SOFTWARE SUPPORT AGREEMENT FOR THE ALLEN TUNNEL TAX COLLECTION SYSTEM.  | <a href="#">ID-6075</a> |
| 24. TO AUTHORIZE A 1-YEAR CONTINUED MAINTENANCE AND SUPPORT AGREEMENT WITH NTS DATA SERVICES, LLC TO SUPPORT SULLIVAN COUNTY BOARD OF ELECTIONS.                                   | <a href="#">ID-6076</a> |
| 25. TO AUTHORIZE AWARD AND EXECUTION OF CONTRACT FOR GASB 75 VALUATION   | <a href="#">ID-6078</a> |
| 26. To Modify the 2023 Budget<br><b>Attachments:</b> <a href="#">December 31 2023 Resolution Needed.pdf</a>  | <a href="#">ID-6079</a> |
| 27. To create one (1) part-time Senior Budget Analyst position in the Division of Management & Budget.   | <a href="#">ID-6083</a> |
| 28. Correct the 2024 Tax Roll of the Town of Forestburgh #20.-1-6.1  | <a href="#">ID-6131</a> |
| 29. Accept and authorize an award with NYS Department of Labor   | <a href="#">ID-6060</a> |
| 30. Amend Resolution No. 455-23 by stating that RBEG loan balance and existing loans be transferred to the IDA for distribution and collection                                     | <a href="#">ID-6081</a> |
| 31. Designate the County Legislature as the Sullivan County Traffic Safety Board   | <a href="#">ID-6084</a> |
| 32. To authorize a transfer of money to Sunset Lake LDC to pay the 2024 pilot and annual lease payment for the Care Center at Sunset Lake.   | <a href="#">ID-6085</a> |
| 33. Appoint/reappoint members to the Sullivan Land Bank Corporation  | <a href="#">ID-6086</a> |
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| 34. Appoint two members to the Soil & Water Conservation District Board               | <a href="#"><u>ID-6087</u></a> |
| 35. Appoint Matt McPhillips to the Agricultural and Farmland Protection Board         | <a href="#"><u>ID-6089</u></a> |
| 36. Resolution to advance cash to the Care Center at Sunset Lake if necessary         | <a href="#"><u>ID-6090</u></a> |
| 37. Appoint members to the Sullivan County Agricultural and Farmland Protection Board | <a href="#"><u>ID-6092</u></a> |
| 38. TO CORRECT THE 2024 TAX ROLL OF THE TOWN OF MAMAKATING FOR TAX MAP #25.-2-3.15    | <a href="#"><u>ID-6094</u></a> |
| 39. TO CORRECT THE 2024 TAX ROLL OF THE TOWN OF MAMAKATING FOR TAX MAP #2.-1-65.7     | <a href="#"><u>ID-6095</u></a> |
| 40. TO CORRECT THE 2024 TAX ROLL OF THE TOWN OF MAMAKATING FOR TAX MAP #15.-1-41.2    | <a href="#"><u>ID-6096</u></a> |
| 41. TO CORRECT THE 2024 TAX ROLL OF THE TOWN OF ROCKLAND FOR TAX MAP #13.-1-10.1      | <a href="#"><u>ID-6097</u></a> |
| 42. TO CORRECT THE 2024 TAX ROLL OF THE TOWN OF ROCKLAND FOR TAX MAP #7.-1-10         | <a href="#"><u>ID-6098</u></a> |
| 43. TO CORRECT THE 2024 TAX ROLL OF THE TOWN OF ROCKLAND FOR TAX MAP #13.-1-2.1       | <a href="#"><u>ID-6099</u></a> |
| 44. TO CORRECT THE 2024 TAX ROLL OF THE TOWN OF ROCKLAND FOR TAX MAP #13.-1-3.1       | <a href="#"><u>ID-6100</u></a> |
| 45. TO CORRECT THE 2024 TAX ROLL OF THE TOWN OF ROCKLAND FOR TAX MAP #13.-1-11.4      | <a href="#"><u>ID-6101</u></a> |
| 46. TO CORRECT THE 2024 TAX ROLL OF THE TOWN OF ROCKLAND FOR TAX MAP #13.-1-6.1       | <a href="#"><u>ID-6102</u></a> |
| 47. TO CORRECT THE 2024 TAX ROLL OF THE TOWN OF MAMAKATING FOR TAX MAP #23.-1-35      | <a href="#"><u>ID-6103</u></a> |
| 48. TO CORRECT THE 2024 TAX ROLL OF THE TOWN OF MAMAKATING FOR TAX MAP #203.-1-14.1   | <a href="#"><u>ID-6104</u></a> |
| 49. TO CORRECT THE 2024 TAX ROLL OF THE TOWN OF MAMAKATING FOR TAX MAP #102.-1-19.16  | <a href="#"><u>ID-6105</u></a> |
| 50. TO CORRECT THE 2024 TAX ROLL OF THE TOWN OF DELAWARE FOR TAX MAP #5.-1-17.4       | <a href="#"><u>ID-6106</u></a> |
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51. TO CORRECT THE 2024 TAX ROLL OF THE TOWN OF MAMAKATING FOR TAX MAP #2.-1-33 [ID-6108](#)
  52. TO CORRECT THE 2024 TAX ROLL OF THE TOWN OF FORESTBURGH FOR TAX MAP #17.-8-1 [ID-6110](#)
  53. TO CORRECT THE 2024 TAX ROLL OF THE TOWN OF FORESTBURGH FOR TAX MAP #23.-1-12 [ID-6112](#)
  54. TO CORRECT THE 2024 TAX ROLL OF THE TOWN OF FORESTBURGH FOR TAX MAP #23.-1-1.12 [ID-6113](#)
  55. TO CORRECT THE 2024 TAX ROLL OF THE TOWN OF FORESTBURGH FOR TAX MAP #39.-1-8.4 [ID-6114](#)
  56. TO CORRECT THE 2024 TAX ROLL OF THE TOWN OF FORESTBURGH FOR TAX MAP #23.-1-1.13 [ID-6115](#)
  57. TO CORRECT THE 2024 TAX ROLL OF THE TOWN OF FORESTBURGH FOR TAX MAP #23.-1-1.19 [ID-6116](#)
  58. TO CORRECT THE 2024 TAX ROLL OF THE TOWN OF FORESTBURGH FOR TAX MAP #30.-2-6.20 [ID-6117](#)
  59. TO CORRECT THE 2024 TAX ROLL OF THE TOWN OF FORESTBURGH FOR TAX MAP #22.-1-1 [ID-6118](#)
  60. TO CORRECT THE 2024 TAX ROLL OF THE TOWN OF FORESTBURGH FOR TAX MAP #22.-1-2 [ID-6119](#)
  61. TO CORRECT THE 2024 TAX ROLL OF THE TOWN OF FORESTBURGH FOR TAX MAP #30.-1-20.1 [ID-6120](#)
  62. TO CORRECT THE 2024 TAX ROLL OF THE TOWN OF FALLSBURG FOR TAX MAP #33.-2-8 [ID-6122](#)
  63. TO CORRECT THE 2024 TAX ROLL OF THE TOWN OF MAMAKATING FOR TAX MAP #9.-1-66.1 [ID-6123](#)
  64. TO CORRECT THE 2024 TAX ROLL OF THE TOWN OF BETHEL FOR TAX MAP #48.-13-7 [ID-6124](#)
  65. Set public hearing for Proposed Local Law 1 of 2024 for February 15, 2024 at 9:45AM [ID-6109](#)
  66. To authorize award and execution of contract with The Bonadio Group to provide a Comprehensive Review and Recommendations for Child Welfare Services. [ID-6125](#)
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67. Apportion 2023 Fourth Quarter Mortgage Tax [ID-6129](#)  
**Attachments:** [4th Quarter AU-202 1st page](#)  
[4th Quarter AU-202 2nd page](#)
68. Create eight (8) Temporary 90-day positions in the Sheriff's Office [ID-6130](#)
69. Correct 2024 Tax Roll BE 53-1-109 [ID-6144](#)

**Recognition of Legislators**

**Announcements from Chair**

**Adjournment or Close**



# Sullivan County

## Legislative Memorandum

100 North Street  
Monticello, NY 12701

**File #:** ID-5878

**Agenda Date:** 1/25/2024

**Agenda #:** 1.

**Narrative of Resolution:**

To extend a contract with Action Toward Independence for various services and supports.

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

**Amount to be authorized by Resolution:** \$366,574.

**Are funds already budgeted?** Yes

**Specify Compliance with Procurement Procedures:**

This is State aid funding or pass through money for various services & supports.

**WHEREAS**, the County of Sullivan, through the Department of Community Services, wishes to resume a contract with Action Toward Independence to provide various services and supports, including but not limited to non-Medicaid care coordination, advocacy/support services, peer family support services, peer supports for Veteran’s suffering from post-traumatic stress syndrome, other related combat stress disorders, or having counseling need, and family peer support services through Parents for Parents program and transportation services for the participants of the program; and

**WHEREAS**, such a contract will provide expanded community support to adults and children in order to ensure continuity of services and timely payments to the agency; and

**WHEREAS**, the maximum contract amount for initial term of the contract, January 1, 2024 through December 31, 2024, shall not exceed the maximum amount of state aid and county funding through NYS Office of Mental Health, including new initiative monies, reinvestment monies, and/or cost of living adjustments; and

**WHEREAS**, the maximum contract amount for subsequent terms of the contract may be greater or less than the amount authorized for the initial term, depending on the availability of funding and adjustment to state aid.

**NOW, THEREFORE, BE IT RESOLVED**, that the County Manager is hereby authorized to enter into a contract with Action Toward Independence for the term of January 1, 2024 through December 31, 2024 in an amount not to exceed the maximum amount of state aid and county funding received through NYS Office of Mental Health, including new initiative monies, reinvestment monies, and/or cost of living adjustments; and

**BE IT FURTHER RESOLVED**, that this contract may be extended on an annual basis for three additional terms, subject to annual appropriations by the Legislature; and

**BE IT FURTHER RESOLVED**, the annual maximum funding may increase or decrease year-to-year, and any changes are authorized by this resolution; and

**BE IT FURTHER RESOLVED**, that the form of said contract shall be approved by the Sullivan County

Department of Law.





# Sullivan County

## Legislative Memorandum

100 North Street  
Monticello, NY 12701

**File #:** ID-6005

**Agenda Date:** 1/25/2024

**Agenda #:** 2.

**Narrative of Resolution:**

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

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

**Amount to be authorized by Resolution:** N/A

**Are funds already budgeted?** No

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

RESOLUTION TO APPROVE THE UPDATED USDOT DRUG AND ALCOHOL TESTING POLICY FOR THE SULLIVAN COUNTY TRANSPORTATION DEPARTMENT.

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

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

WHEREAS, the Policy has been updated and will be implemented in compliance with all federal and state statutes and regulations, and

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

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

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

## **DRUG AND ALCOHOL TESTING POLICY**

### **Sullivan County Transportation**

#### **A. PURPOSE**

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

#### **B. APPLICABILITY**

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

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

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

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

Under FTA (Part 655), you are a covered employee if you perform any of the following: (1) operation of public transit service including the operation of a revenue service vehicle (whether or not the vehicle is in revenue service), (2) maintenance of a revenue service vehicle or equipment used in revenue service, (3) security personnel who carry firearms, (4) persons controlling the dispatch or movement of revenue service vehicles and (5) any transit employee who operates a non-revenue service vehicle that requires a Commercial Driver's License to operate. Maintenance functions include the repair, overhaul, and rebuild of engines, vehicles and/or equipment used in revenue service. A list of safety-sensitive positions who perform one or more of the above-mentioned duties is provided in Attachment A. Supervisors are only safety sensitive if they perform one of the above functions. Volunteers are considered safety sensitive and subject to testing if they are required to hold a CDL, or receive remuneration for service in excess of actual expense.

### **C. DEFINITIONS**

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

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

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

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

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

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

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

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

*Alternate specimen:* An authorized specimen, other than the type of specimen previously collected or attempted to be collected.

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

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

*Collection Site:* A place selected by the employer where employees present themselves for the purpose of providing a specimen for a drug test.

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

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

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

*Cutoff:* The analytical value (e.g., drug or drug metabolite concentration) used as the decision point to determine a result (e.g., negative, positive, adulterated, invalid, or substituted) or the need for further testing.

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

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

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

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

available, or damage to headlights, taillights, turn signals, horn, or windshield wipers that makes them inoperative.

*Employee:* Any person who is designated in a DOT agency regulation as subject to drug testing and/or alcohol testing. The term includes individuals currently performing safety-sensitive functions designated in DOT agency regulations and applicants for employment subject to pre-employment testing. For purposes of drug testing under 49 CFR Part 40, the term employee has the same meaning as the term “donor” as found on CCF and related guidance materials produced by the Department of Health and Human Services.

*Evidential Breath Testing Device (EBT):* A device approved by the NHTSA for the evidential testing of breath at the 0.02 and the 0.04 alcohol concentrations, and appears on ODAPC’s Web page for “Approved Evidential Breath Measurement Devices” because it conforms to the model specifications available from NHTSA.

*Initial Drug Test:* The first test used to differentiate a negative specimen from one that requires further testing for drugs or drug metabolites.

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

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

*Laboratory:* Any U.S. laboratory certified by HHS under the National Laboratory Certification Program as meeting the minimum standards of HHS; or, in the case of foreign laboratories, a laboratory approved for participation by DOT under 49 CFR Part 40.

*Limit of Detection (LOD):* The lowest concentration at which the analyte (e.g., drug or drug metabolite) can be identified.

*Limit of Quantification (LOQ):* For quantitative assays, the lowest concentration at which the identity and concentration of the analyte (e.g., drug or drug metabolite) can be accurately established.

*Medical Review Officer (MRO):* A licensed physician (medical doctor or doctor of osteopathy) responsible for receiving laboratory results generated by the drug testing program who has knowledge of substance abuse disorders, and has appropriate medical training to interpret and evaluate an individual's confirmed

positive test result, together with his/her medical history, and any other relevant bio-medical information.

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

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

*Non-negative specimen:* A specimen that is reported as adulterated, substituted, positive (for drug(s) or drug metabolite(s)), or invalid.

*Oral Fluid Specimen:* A specimen that is collected from an employee's oral cavity and is a combination of physiological fluids produced primarily by the salivary glands. An oral fluid specimen is considered to be a direct observation collection for all purposes of 49 CFR Part 40, as amended.

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

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

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

*Primary specimen:* In drug testing, the specimen bottle that is opened and tested by a first laboratory to determine whether the employee has a drug or drug metabolite in his or her system; and for the purpose of specimen validity testing.

The primary specimen is the portion of the donor's subdivided specimen designated as the primary ("A") specimen by the collector to distinguish it from the split ("B") specimen, as defined in 49 CFR Part 40, as amended.

*Prohibited drug:* Identified as marijuana, cocaine, opioids, amphetamines, or phencyclidine as specified in 49 CFR Part 40, as amended.

*Reconfirmed:* The result reported for a split (Bottle B) specimen when the second HHS-certified laboratory corroborates the original result reported for the primary (Bottle A) specimen.

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

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

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

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

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

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



*Specimen:* Fluid, breath, or other material collected from an employee at the collection site for the purpose of a drug or alcohol test.

*Specimen Bottle:* The bottle that, after being sealed and labeled according to the procedures in 49 CFR Part 40, is used to hold a primary (“A”) or split (“B”) specimen during the transportation to the laboratory. In the context of oral fluid testing, it may be referred to as a “vial,” “tube,” or “bottle.”

*Split Specimen:* In drug testing, the specimen that is sent to a first laboratory and stored with its original seal intact, and which is transported to a second laboratory for retesting at the employee’s request following MRO verification of the primary specimen as positive, adulterated or substituted.

*Split specimen collection:* A collection in which the single specimen collected is divided into two separate specimen bottles, the primary specimen (Bottle A) and the split specimen (Bottle B)

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

*Substituted specimen:* An employee’s specimen not consistent with a normal human specimen, as determined by HHS (e.g., a urine specimen, with creatinine and specific gravity values that are so diminished, or so divergent that they are not consistent with normal human urine).

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

- (1) Fail to appear for any test (except a pre-employment test) within a reasonable time, as determined by the employer.
- (2) Fail to remain at the collection site until the testing process is complete. An employee who leaves the testing site before the testing process commences for a pre-employment test has not refused to test.
- (3) Fail to attempt to provide a specimen. An employee who does not provide a specimen because he or she has left the testing site before the testing process commenced for a pre-employment test has not refused to test.
- (4) In the case of a directly-observed or monitored urine collection in a drug test, fail to permit monitoring or observation of your provision of a specimen.
- (5) Fail to provide a sufficient quantity of specimen without a valid medical explanation.
- (6) Fail or decline to take an additional test as directed by the collector or the employer for drug testing.

- (7) Fail to undergo a medical evaluation as required by the MRO or the employer's Designated Employer Representative (DER).
- (8) Fail to cooperate with any part of the testing process.
- (9) Fail to follow an observer's instructions to raise and lower clothing and turn around during a directly-observed urine collection.
- (10) Possess or wear a prosthetic or other device used to tamper with the collection process.
- (11) Admit to the adulteration or substitution of a specimen to the collector or MRO.
- (12) Refuse to sign the certification at Step 2 of the Alcohol Testing Form (ATF).
- (13) Fail to remain readily available following an accident.
- (14) As a covered employee, if the MRO reports that you have a verified adulterated or substituted test result, you have refused to take a drug test.

*Undiluted (neat) oral fluid:* An oral fluid specimen to which no other solid or liquid has been added. For example: A collection device that uses a diluent (or other component, process, or method that modifies the volume of the testable specimen) must collect at least 1 mL of undiluted (neat) oral fluid.

*Urine specimen:* Urine collected from an employee at the collection site for the purpose of a drug test.

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

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

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

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

## **D. EDUCATION AND TRAINING**

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

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

- 1) Information concerning the effects of alcohol and controlled substances use on an individual's health, work, and personal life; signs and symptoms of an alcohol or a controlled substances problem (the driver's or a co-worker's); and available methods of intervening when an alcohol or a controlled substances problem is suspected, including confrontation, referral to any employee assistance program and/or referral to management; and
- 2) The requirement that the following personal information collected and maintained under Part 382 and this policy shall be reported to the FMCSA Clearinghouse:
  - a. A verified positive, adulterated, or substituted drug test result;
  - b. An alcohol confirmation test with a concentration of 0.04 or higher;
  - c. A refusal to submit to any test required by subpart C of this part;
  - d. An employer's report of actual knowledge, as defined at §382.107;
  - e. On duty alcohol use pursuant to §382.205;
  - f. Pre-duty alcohol use pursuant to §382.207;
  - g. Alcohol use following an accident pursuant to §382.209; and
  - h. Controlled substance use pursuant to §382.213;
  - i. A substance abuse professional (SAP as defined in §40.3 of this title) report of the successful completion of the return-to-duty process;
  - j. A negative return-to-duty test; and
  - k. An employer's report of completion of follow-up testing.
- 3) Every covered employee will receive a copy of this policy and will have ready access to the corresponding federal regulations including 49 CFR Parts 655 and 40, as amended. In addition, all covered employees will undergo a minimum of 60 minutes of training on the signs and symptoms of drug use including the effects and consequences of drug use on personal

health, safety, and the work environment. The training also includes manifestations and behavioral cues that may indicate prohibited drug use.

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

## **E. PROHIBITED SUBSTANCES**

- 1) Prohibited substances addressed by this policy include the following.
  - a. Illegally Used Controlled Substance or Drugs Under the Drug-Free Workplace Act of 1988 any drug or any substance identified in Schedule I through V of Section 202 of the Controlled Substance Act (21 U.S.C. 812), and as further defined by 21 CFR 1308.11 through 1308.15 is prohibited at all times in the workplace unless a legal prescription has been written for the substance. This includes, but is not limited to: marijuana, amphetamines, opioids, phencyclidine (PCP), and cocaine, as well as any drug not approved for medical use by the U.S. Drug Enforcement Administration or the U.S. Food and Drug Administration. Illegal use includes use of any illegal drug, misuse of legally prescribed drugs, and use of illegally obtained prescription drugs. It is important to note that the use of marijuana in any circumstances remains completely prohibited for any safety-sensitive employee subject to drug testing under USDOT regulations. The use of marijuana in any circumstance (including under state recreational and/or medical marijuana laws) by a safety-sensitive employee is a violation of this policy and a violation of the USDOT regulation 49 CFR Part 40, as amended.

USDOT drug testing regulations (49 CFR Part 40) require that all employees covered under FTA/FMCSA authority be tested for marijuana, cocaine, amphetamines, opioids, and phencyclidine as described in this policy. Illegal use of these five drugs is prohibited at all times and thus, covered employees may be tested for these drugs anytime that they are on duty.

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

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

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

## **F. PROHIBITED CONDUCT**

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

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

#### **G. DRUG STATUTE CONVICTION**

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

#### **H. TESTING REQUIREMENTS**

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

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

## **I. DRUG TESTING PROCEDURES**

- 1) Testing shall be conducted in a manner to assure a high degree of accuracy and reliability and using techniques, equipment, and laboratory facilities which have been approved by the U.S. Department of Health and Human Service (HHS). All testing will be conducted consistent with the procedures set forth in 49 CFR Part 40, as amended. The procedures will be performed in a private, confidential manner and every effort will be made to protect the employee, the integrity of the drug testing procedure, and the validity of the test result.
- 2) The drugs that will be tested for include marijuana, cocaine, opioids, amphetamines, and phencyclidine. After the identity of the donor is checked using picture identification, a urine and/or oral fluid specimen will be collected as described in 49 CFR Part 40, as amended. Each specimen will be accompanied by a DOT Custody and Control Form and identified using a unique identification number that attributes the specimen to the correct individual. The specimen analysis will be conducted at a HHS certified laboratory. An initial drug screen and validity test will be conducted on the primary specimen. For those specimens that are not negative, a confirmatory test will be performed. The test will be considered positive if the amounts of the drug(s) and/or its metabolites identified by the confirmatory test are at or above the minimum thresholds established in 49 CFR Part 40, as amended.
- 3) The test results from the HHS certified laboratory will be reported to a Medical Review Officer. A Medical Review Officer (MRO) is a licensed physician with detailed knowledge of substance abuse disorders and drug testing. The MRO will review the test results to ensure the scientific validity of the test and to determine whether there is a legitimate medical explanation for a confirmed positive, substitute, or adulterated test result. The MRO will attempt to contact the employee to notify the employee of the non-negative laboratory result, and provide the employee with an opportunity to explain the confirmed laboratory test result. The MRO will subsequently review the employee's medical history/medical records as appropriate to determine whether there is a legitimate medical explanation for a non-negative laboratory result. If no legitimate medical explanation is found, the test will be verified positive or refusal to test and reported to

Sullivan County. If a legitimate explanation is found, the MRO will report the test result as negative.

- 4) If the test is invalid without a medical explanation, a retest will be conducted under direct observation. Employees do not have access to a test of their split specimen following an invalid result.
- 5) Any covered employee who questions the results of a required drug test may request that the split sample be tested. The split sample test must be conducted at a second HHS-certified laboratory. The test must be conducted on the split sample that was provided by the employee at the same time as the primary sample. The method of collecting, storing, and testing the split sample will be consistent with the procedures set forth in 49 CFR Part 40, as amended. The employee's request for a split sample test must be made to the Medical Review Officer within 72 hours of notice of the original sample verified test result. Requests after 72 hours will only be accepted at the discretion of the MRO if the delay was due to documentable facts that were beyond the control of the employee. Sullivan County will ensure that the cost for the split specimen analysis is covered in order for a timely analysis of the sample, however Sullivan County will seek reimbursement for the split sample test from the employee.
- 6) If the analysis of the split specimen fails to confirm the presence of the drug(s) detected in the primary specimen, if the split specimen is not able to be analyzed, or if the results of the split specimen are not scientifically adequate, the MRO will declare the original test to be canceled.
- 7) Observed collections
  - a. Consistent with 49 CFR Part 40, as amended, collection under direct observation with no advance notice will occur if:
    - i. The laboratory reports to the MRO that a specimen is invalid, and the MRO reports to Sullivan County that there was not an adequate medical explanation for the result;
    - ii. The MRO reports to Sullivan County that the original positive, adulterated, or substituted test result had to be cancelled because the test of the split specimen could not be performed;
    - iii. The laboratory reported to the MRO that the urine specimen was negative-dilute with a creatinine concentration greater than or equal to 2 mg/dL but less than or equal to 5 mg/dL, and the MRO reported the urine specimen as negative-dilute



and that a second collection must take place under direct observation (see §40.197(b)(1)).

- iv. The collector observes materials brought to the collection site or the employee's conduct clearly indicates an attempt to tamper with a specimen;
- v. The temperature on the original urine specimen was out of range (See §40.65(b)(5));
- vi. Anytime the employee is directed to provide another specimen because the original specimen appeared to have been tampered with (See §40.65(c) (1)).
- vii. All follow-up-tests; or
- viii. All return-to-duty tests

Urine collections that are required to be directly observed will be conducted by a person of the same gender as the donor as required by 49 CFR Part 40.67.

## **J. ALCOHOL TESTING PROCEDURES**

- 1) Tests for breath alcohol concentration will be conducted utilizing a National Highway Traffic Safety Administration (NHTSA)-approved Evidential Breath Testing device (EBT) operated by a trained Breath Alcohol Technician (BAT). A list of approved EBTs can be found on ODAPC's Web page for "Approved Evidential Breath Measurement Devices". Alcohol screening tests may be performed using a non-evidential testing device (alcohol screening device (ASD)) which is also approved by NHTSA. A list of approved ASDs can be found on ODAPC's Web page for "Approved Screening Devices to Measure Alcohol in Bodily Fluids". If the initial test indicates an alcohol concentration of 0.02 or greater, a second test will be performed to confirm the results of the initial test. The confirmatory test must occur on an EBT. The confirmatory test will be conducted no sooner than fifteen minutes after the completion of the initial test. The confirmatory test will be performed using a NHTSA-approved EBT operated by a trained BAT. The EBT will identify each test by a unique sequential identification number. This number, time, and unit identifier will be provided on each EBT printout. The EBT printout, along with an approved alcohol testing form, will be used to document the test, the subsequent results, and to attribute the test to the correct employee. The test will be performed in a private, confidential manner as required by 49 CFR Part 40, as amended. The

procedure will be followed as prescribed to protect the employee and to maintain the integrity of the alcohol testing procedures and validity of the test result.

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

#### **K. PRE-EMPLOYMENT TESTING**

- 1) All applicants for covered transit positions shall undergo drug testing prior to performance of a safety-sensitive function.
  - a. All offers of employment for covered positions shall be extended conditional upon the applicant passing a drug test. An applicant will not be allowed to perform safety-sensitive functions unless the applicant takes a drug test with verified negative results.
  - b. An employee shall not be placed, transferred or promoted into a position covered under FTA/FMCSA authority or company authority until the employee takes a drug test with verified negative results.
  - c. If an applicant fails a pre-employment drug test, the conditional offer of employment shall be rescinded and the applicant will be provided with a list of at least two (2) USDOT qualified Substance Abuse Professionals. Failure of a pre-employment drug test will disqualify an applicant for employment for a period of at least one year. Before

being considered for future employment the applicant must provide the employer proof of having successfully completed a referral, evaluation and treatment plan as described in section 655.62 of subpart G. The cost for the assessment and any subsequent treatment will be the sole responsibility of the applicant.

- d. When an employee being placed, transferred, or promoted from a non-covered position to a position covered under FTA/FMCSA authority or company authority submits a drug test with a verified positive result, the employee shall be subject to disciplinary action in accordance with this policy.
- e. If a pre-employment test is canceled, Sullivan County will require the applicant to take and pass another pre-employment drug test.
- f. In instances where a FTA covered employee does not perform a safety-sensitive function for a period of 90 consecutive days or more regardless of reason, and during that period is not in the random testing pool the employee will be required to take a pre-employment drug test under 49 CFR Part 655 and have negative test results prior to the conduct of safety-sensitive job functions.
- g. Following a negative dilute the employee will be required to undergo another test. Should this second test result in a negative dilute result, the test will be considered a negative and no additional testing will be required unless directed to do so by the MRO.
- h. Applicants are required (even if ultimately not hired) to provide Sullivan County with signed written releases requesting USDOT drug and alcohol records from all previous, USDOT-covered, employers that the applicant has worked for within the last two years. Failure to do so will result in the employment offer being rescinded. Sullivan County is required to ask all applicants (even if ultimately not hired) if they have tested positive or refused to test on a pre-employment test for a USDOT covered employer within the last two years. If the applicant has tested positive or refused to test on a pre-employment test for a USDOT covered employer, the applicant must provide Sullivan County proof of having successfully completed a referral, evaluation and treatment plan as described in section 655.62 of subpart G.

## 2) FMCSA Drug Testing Exceptions

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

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

#### **L. REASONABLE SUSPICION TESTING**

- 1) All Sullivan County FTA/FMCSA covered employees will be subject to a reasonable suspicion drug and/or alcohol test when the employer has reasonable suspicion to believe that the covered employee has used a prohibited drug and/or engaged in alcohol misuse. Reasonable suspicion shall mean that there is objective evidence, based upon specific, contemporaneous, articulable observations of the employee's appearance, behavior, speech or body odor that are consistent with possible drug use and/or alcohol misuse. Reasonable suspicion referrals must be made by one or more supervisors who are trained to detect the signs and symptoms of drug and alcohol use, and who reasonably concludes that an employee may be adversely affected or impaired in his/her work performance due to possible prohibited substance abuse or alcohol misuse. A reasonable suspicion alcohol test can only be conducted just before, during, or just after the performance of a safety-sensitive job function. However, under Sullivan County authority, a non-DOT reasonable suspicion alcohol test may be performed any time the covered employee is on duty. A reasonable suspicion drug test can be performed any time the covered employee is on duty.
- 2) Sullivan County shall be responsible for transporting the employee to the testing site. Supervisors should avoid placing themselves and/or others into a situation which might endanger the physical safety of those present. The employee shall be placed on administrative leave pending disciplinary action described in this policy. An employee who refuses an instruction to submit to a drug/alcohol test shall not be permitted to finish his or her shift and shall immediately be placed on administrative leave pending disciplinary action as specified in this policy.

- 3) A written record of the observations which led to a drug/alcohol test based on reasonable suspicion shall be prepared and signed by the supervisor making the observation. This written record shall be submitted to the Sullivan County.
- 4) When there are no specific, contemporaneous, articulable objective facts that indicate current drug or alcohol use, but the employee (who is not already a participant in a treatment program) admits the abuse of alcohol or other substances to a supervisor in his/her chain of command, the employee shall be referred for assessment and treatment consistent with this policy. Sullivan County shall place the employee on administrative leave in accordance with the provisions set forth under this policy. Testing in this circumstance would be performed under the direct authority of the Sullivan County. **Since the employee self-referred to management, testing under this circumstance would not be considered a violation of this policy or a positive test result under Federal authority.** However, self-referral does not exempt the covered employee from testing under Federal authority as specified in this policy or the associated consequences.

#### **M. POST-ACCIDENT TESTING**

##### **FTA Procedures:**

- 1) FATAL ACCIDENTS – A covered employee will be required to undergo drug and alcohol testing if they are involved in an accident with a transit vehicle, whether or not the vehicle is in revenue service at the time of the accident that results in a fatality. This includes all surviving covered employees that are operating the vehicle at the time of the accident and any other whose performance could have contributed to the accident, as determined by the employer using the best information available at the time of the decision.
- 2) NON-FATAL ACCIDENTS – A post-accident test of the employee operating the public transportation vehicle will be conducted if an accident occurs and at least one of the following conditions is met:
  - a. The accident results in injuries requiring immediate medical treatment away from the scene, unless the covered employee can be completely discounted as a contributing factor to the accident.
  - b. One or more vehicles incurs disabling damage as a result of the occurrence and must be transported away from the scene, unless the covered employee can be completely discounted as a contributing factor to the accident.

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

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

### **FMCSA Procedures:**

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

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

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

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

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

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

## **General Accident Procedures:**

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

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

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

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

In the rare event that Sullivan County is unable to perform an FTA drug and alcohol test (i.e., employee is unconscious, employee is detained by law enforcement agency), Sullivan County may use drug and alcohol post-accident test results administered by local law enforcement officials in lieu of the FTA/FMCSA test. The local law enforcement officials must have independent authority for the test and the employer must obtain the results in conformance with local law.

## **N. RANDOM TESTING**

- 1) All covered employees will be subjected to random, unannounced testing. The selection of employees shall be made by a scientifically valid method of randomly generating an employee identifier from the appropriate pool of safety-sensitive employees. Individuals who may be covered under company authority will be selected from a pool of non-DOT-covered individuals.

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

## **O. RETURN-TO-DUTY TESTING**

Sullivan County will terminate the employment of any employee that tests positive or refuses a test as specified in this policy. However, in the rare event an employee is reinstated with court order or other action beyond the control of the agency, the employee must complete the return-to-duty process prior to the performance of safety-sensitive functions. All covered employees who previously tested positive on a drug or alcohol test or refused a test, must test negative for drugs, alcohol (below 0.02 for alcohol), or both and be evaluated and released by the Substance Abuse Professional before returning to work. Following the initial assessment, the SAP will recommend a course of rehabilitation unique to the individual. The SAP will recommend the return-to-duty test only when the employee has successfully completed the treatment requirement and is known to be drug and alcohol-free



and there are no undue concerns for public safety. The SAP will determine whether the employee returning to duty will require a return-to-duty drug test, alcohol test, or both.

#### **P. FOLLOW-UP TESTING**

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

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

#### **Q. RESULT OF DRUG/ALCOHOL TEST**

- 1) Any covered employee that has a verified positive drug or alcohol test, or test refusal, will be immediately removed from his/her safety-sensitive position, informed of educational and rehabilitation programs available, and will be provided with a list of at least two (2) USDOT qualified Substance Abuse Professionals (SAP) for assessment, and will be terminated.
- 2) Following a negative dilute the employee will be required to undergo another test. Should this second test result in a negative dilute result, the test will be considered a negative and no additional testing will be required unless directed to do so by the MRO.
- 3) Refusal to submit to a drug/alcohol test shall be considered equivalent to a positive test result and a direct act of insubordination and shall result in termination and referral to a list of USDOT qualified SAPs. A test refusal is defined as any of the following circumstances:
  - a. Fail to appear for any test (except a pre-employment test) within a reasonable time, as determined by the employer.

- b. Fail to remain at the collection site until the testing process is complete. An employee who leaves the collection site before the testing process commences for a pre-employment test has not refused to test.
  - c. Fail to attempt to provide a specimen. An employee who does not provide a specimen because he or she has left the collection site before the testing process commenced for a pre-employment test has not refused to test.
  - d. In the case of a directly-observed or monitored urine collection in a drug test, fail to permit monitoring or observation of your provision of a specimen.
  - e. Fail to provide a sufficient quantity of specimen without a valid medical explanation.
  - f. Fail or decline to take an additional test as directed by the collector or the employer for drug testing.
  - g. Fail to undergo a medical evaluation as required by the MRO or the employer's Designated Employer Representative (DER).
  - h. Fail to cooperate with any part of the testing process.
  - i. Fail to follow an observer's instructions to raise and lower clothing and turn around during a directly-observed urine collection.
  - j. Possess or wear a prosthetic or other device used to tamper with the collection process.
  - k. Admit to the adulteration or substitution of a specimen to the collector or MRO.
  - l. Refuse to sign the certification at Step 2 of the Alcohol Testing Form (ATF).
  - m. Fail to remain readily available following an accident.
  - n. As a covered employee, if the MRO reports that you have a verified adulterated or substituted test result, you have refused to take a drug test.
- 4) An alcohol test result of  $\geq 0.02$  to  $\leq 0.039$  BAC shall result in the removal of the employee from duty for eight hours for FTA covered employees, and twenty-four hours for FMCSA covered employees, or the remainder or the work day whichever is longer. The employee will not be allowed to return to safety-sensitive duty for his/her next shift until he/she submits to a non-DOT alcohol test with a result of less than 0.02 BAC.
- 5) In the instance of a self-referral or a management referral, disciplinary action against the employee shall include:
- a. Mandatory referral to an employer approved counseling professional for assessment, formulation of a treatment plan, and execution of a return-to-work agreement;

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

In accordance with 49 CFR Part 382.121, any covered employee who has self-identified to alcohol misuse or prohibited drug use may voluntarily refer her or himself to the Director of Transportation provided the employee makes the admission prior to performing a safety-sensitive function (i.e., prior to reporting for duty) and does not self-identify in order to avoid any testing under this policy. After an employee voluntarily refers her or himself

to the employer, the DER will refer the individual to a substance abuse counselor for evaluation and treatment.

The substance abuse counselor will evaluate the employee and make a specific recommendation regarding the appropriate treatment. Employees are encouraged to voluntarily seek professional assistance before any use affects job performance.

Any safety-sensitive employee who self-identifies to alcohol misuse or prohibited drug use under this policy will immediately be removed from his/her safety-sensitive function until successful completion of an educational or treatment program, as determined by a drug and alcohol abuse evaluation expert. Prior to returning to a safety-sensitive function, the employee must also undergo a non-DOT return-to-duty drug test with a verified negative result and/or a return-to-duty alcohol test with a result indicating an alcohol concentration of less than 0.02.

#### **R. GRIEVANCE AND APPEAL**

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

#### **S. PROPER APPLICATION OF THE POLICY**

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

#### **T. INFORMATION DISCLOSURE**

- 1) Drug/alcohol testing records shall be maintained by the Sullivan County Drug and Alcohol Program Manager and, except as provided below or by law, the results of any drug/alcohol test shall not be disclosed without express written consent of the tested employee.
- 2) The employee, upon written request, is entitled to obtain copies of any records pertaining to their use of prohibited drugs or misuse of alcohol including any drug or alcohol testing records. Covered employees have the right to gain access to any pertinent records such as equipment calibration records, and records of laboratory certifications. Employees may not have access to SAP follow-up testing plans.

- 3) Records of a verified positive drug/alcohol test result shall be released to the Drug and Alcohol Program Manager, and other management personnel on a need-to-know basis.
- 4) Records will be released to a subsequent employer only upon receipt of a written request from the employee.
- 5) Records of an employee's drug/alcohol tests shall be released to the adjudicator in a grievance, lawsuit, or other proceeding initiated by or on behalf of the tested individual arising from the results of the drug/alcohol test. The records will be released to the decision maker in the proceeding.
- 6) Records will be released to the National Transportation Safety Board during an accident investigation.
- 7) Information will be released in a criminal or civil action resulting from an employee's performance of safety-sensitive duties, in which a court of competent jurisdiction determines that the drug or alcohol test information is relevant to the case and issues an order to the employer to release the information. The employer will release the information to the decision maker in the proceeding with a binding stipulation that it will only be released to parties of the proceeding.
- 8) Records will be released to the DOT or any DOT agency with regulatory authority over the employer or any of its employees.
- 9) Records will be released if requested by a Federal, state or local safety agency with regulatory authority over Sullivan County or the employee.
- 10) If a party seeks a court order to release a specimen or **part** of a specimen contrary to any provision of Part 40 as amended, necessary legal steps to contest the issuance of the order will be taken
- 11) In cases of a contractor or sub-recipient of a state department of transportation, records will be released when requested by such agencies that must certify compliance with the regulation to the FTA.

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

*[APPLICABLE SIGNATURES]*

## Attachment A

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

FTA

Job Duties: Scheduling vehicle assignments and routing the transportation system, including the dispatch of drivers and vehicles. Record keeping and other duties may be required. Work is performed under general supervision of the Director of Transportation.

F/T (Full Time Bus Drivers)

FTA

Job Duties: Transports the public to and from medical appointments, to and from shopping, delivers meals to the homebound, transports veterans to and from Albany and Castle Point VA hospitals and transports veterans to and from local doctor appointments within Sullivan County.

## Attachment B Contacts

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

### Sullivan County Drug and Alcohol Program Manager

Name: Ruthann Hayden  
Title: Director of Transportation  
Address: 401 County Road 183 Swan Lake,  
N.Y 12783  
Telephone Number: 845-807-0182

### Medical Review Officer

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

### Substance Abuse Professional #1

Name: The Employee Assistance Program  
Title: Nicole Gerace, LCSW, PLLC  
Address: 55 Chamberlain St. Wellsville,  
N.Y. 14895  
Telephone Number: 800-252-4555

### Substance Abuse Professional #2

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





Sullivan County  
Legislative Memorandum

100 North Street  
Monticello, NY 12701

**File #:** ID-6035

**Agenda Date:** 1/25/2024

**Agenda #:** 3.

**Narrative of Resolution:**

Add 1:1 Aide to Rolling V Bus for Preschool

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

**Amount to be authorized by Resolution:** \$38,0000.00

**Are funds already budgeted?** No

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

Resolution introduced by Health and Human Services Committee to add 1:1 aide to Rolling V Bus for Preschool

**WHEREAS,** Resolution #34-22 and #197-22 authorized award and execution of an agreement with Rolling V Bus Corporation, P.O. Box 110, Route 4, South Fallsburg, NY 12779; and

**WHEREAS,** it has been identified that certain students require individualized assistance during transportation on a Rolling V bus route; and

**WHEREAS,** the inclusion of a 1:1 aide on these routes is deemed necessary to meet the specific needs of a student on the Rolling V Bus route; and

**WHEREAS,** there is a desire to allocate funds to increase the aforementioned agreement but not-to -exceed the amount of \$38,000 for the school year September 6, 2023, through June 24, 2024 to cover the expenses associated with the inclusion of the 1:1 aide ;

**BE IT FURTHER RESOLVED,** that the County Legislature hereby approves the modification of the Rolling V bus contract to incorporate the provision of a 1:1 aide for the amount of \$38,000.00 for an identified student requiring individualized support during transportation.

**BE IT FURTHER RESOLVED,** that the necessary amendments and adjustments shall be made to the Rolling V bus contract to reflect the inclusion of a 1:1 aide, as required for the

transportation of a specific student within Sullivan County be approved by the Sullivan County Attorney's Office.



Sullivan County  
Legislative Memorandum

100 North Street  
Monticello, NY 12701

**File #:** ID-6043

**Agenda Date:** 1/25/2024

**Agenda #:** 4.

**Narrative of Resolution:**

FY 24 LGRMIF

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

**Amount to be authorized by Resolution:** \$75,000.00

**Are funds already budgeted?** No

**Specify Compliance with Procurement Procedures:**

**RESOLUTION INTRODUCED BY THE GOVERNMENT SERVICES COMMITTEE TO AUTHORIZE THE SUBMISSION OF A NEW YORK STATE ARCHIVES GRANT APPLICATION FOR SULLIVAN COUNTY FOR LOCAL GOVERNMENT RECORDS MANAGEMENT IMPROVEMENT FUNDS.**

**WHEREAS**, it is anticipated that the New York State Education Department / New York State Archives will soon make available 2024-2025 Local Government Records Management Improvement Funding (LGRMIF) which can be utilized to help local governments establish records management programs or develop new program components; and

**WHEREAS**, an object of the funding is for a document conversion and access project specific to County tax map records; and

**WHEREAS**, the maximum reimbursable grant award is up to \$75,000.00 with no matching requirement; and

**WHEREAS**, tax map data is the parent source for the parcel fabric used to develop reference maps for taxation and assessment and for all the base layers utilized to map County GIS data, and the older maps are becoming increasingly brittle and yet must remain accessible; and

**WHEREAS**, the Sullivan County Clerk’s Office, with assistance from and in collaboration with the Sullivan County Division of Information Technology Services, would like to submit a LGRMIF grant application requesting funds to conduct a back-file conversion scanning of the County’s tax maps and accompanying content.

**NOW, THEREFORE, BE IT RESOLVED**, that the Sullivan County Legislature hereby authorizes the County Manager, Chairman of the County Legislature, and / or their authorized representative (as required by the funding source) to execute any and all necessary documents to submit the LGRMIF application for funding; and

**BE IT FURTHER RESOLVED**, that the Sullivan County Legislature hereby authorizes the County Manager, and / or Chairman of the County Legislature (as required by the funding source) to accept the award, and enter into an award agreement or contract to administer the funding secured, in such form as the County Attorney

shall approve; and

**BE IT FURTHER RESOLVED**, that should the 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-6045

**Agenda Date:** 1/25/2024

**Agenda #:** 5.

**Narrative of Resolution:**

Agreement with SCOFA (NY Connects) and LAMAR to provide Billboards (Outdoor)

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

**Amount to be authorized by Resolution:** \$19,625.00

**Are funds already budgeted?** Yes

**Specify Compliance with Procurement Procedures:**

Funding Reimbursable by NY Connects grant through New York State Office for the Aging

Appropriation code(s): A7610.87.40.4021

Estimated Cost Breakdown by Source County: \$ 0

State: \$ 19,625.00

RESOLUTION INTRODUCED BY PLANNING, REAL PROPERTY AND ECONOMIC DEVELOPMENT COMMITTEE TO AUTHORIZE THE COUNTY MANAGER TO ENTER INTO AN AGREEMENT WITH LAMAR

WHEREAS, a proposal was received for Outdoor Advertising (Billboards) for the Sullivan County Office for the Aging (NY Connects), and

WHEREAS, LAMAR, 700 James Ave, Scranton, PA 18510, will provide said services from January 2, 2024 through December 31, 2024, and

WHEREAS, the Sullivan County Office for the Aging (NY Connects) has approved said proposal and recommends that an agreement be executed.

NOW, THEREFORE, BE IT RESOLVED, that the County Manager be and hereby is authorized to execute a contract, with, LAMAR at an annual price not to exceed \$19,625.00, in accordance with NY Connects 2023 budget, said contract to be in such form as the County Attorney shall approve.



Sullivan County  
Legislative Memorandum

100 North Street  
Monticello, NY 12701

**File #:** ID-6047

**Agenda Date:** 1/25/2024

**Agenda #:** 6.

**Narrative of Resolution:**

Resolution to authorize the County Manager to execute an agreement for engineering design services with C&S Companies. for the replacement of County Bridge 301 (BRIDGE NY funded).

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

**Amount to be authorized by Resolution:** \$625,000.00

**Are funds already budgeted?** Yes

**Specify Compliance with Procurement Procedures:**

Resolution 50-22 Resolution to authorize Legislative Approval of a pre-qualified list of consultants for providing engineering services for Locally Administered Federal Aid Projects (LAFAP) and other Bridge and Highway projects.

**RESOLUTION INTRODUCED BY PUBLIC WORKS COMMITTEE TO AUTHORIZE THE COUNTY MANAGER TO EXECUTE AN AGREEMENT WITH C&S COMPANIES FOR THE COUNTY BRIDGE 301 (COUNTY ROUTE 105B OVER NEVERSINK RIVER) REPLACEMENT PROJECT FOR ENGINEERING DESIGN SERVICES.**

**WHEREAS**, the replacement of County Bridge 301 (County Route 105B over Neversink River/BIN 3355870), P.I.N. 9755.58 (the Project) located in the Town Neversink is to be implemented by contract and must meet the requirements of the NYSDOT Local Projects Manual; and

**WHEREAS**, the project is eligible for 95% Federal funding through the NYSDOT BRIDGENY program; and

**WHEREAS**, Resolution No. 50-22 authorized C&S Companies for engineering services needed for locally administered Federal aid projects and other bridge and highway projects; and

**WHEREAS**, the Division of Public Works recommends the award of an agreement for preliminary engineering/design services to the firm of C&S Companies at a cost not to exceed \$625,000.00.

**NOW, THEREFORE, BE IT RESOLVED,** that the County Manager is authorized to execute an Agreement for preliminary engineering/design services with C&S Companies at a cost not to exceed \$625,000.00, said contract to be in such form as the County Attorney shall approve.



# Sullivan County

## Legislative Memorandum

100 North Street  
Monticello, NY 12701

**File #:** ID-6049

**Agenda Date:** 1/25/2024

**Agenda #:** 7.

**Narrative of Resolution:**

**RESOLUTION INTRODUCED BY HUMAN RESOURCES COMMITTEE TO MODIFY THE CONTRACT WITH ONEGROUP NY INC.**

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

**Amount to be authorized by Resolution:** N/A

**Are funds already budgeted?** Yes

**Specify Compliance with Procurement Procedures:**

**WHEREAS**, on May 1, 2021, the County entered into an agreement with OneGroup NY, Inc., (“Original Agreement”), pursuant to Resolution No. 164-21, adopted by the Sullivan County Legislature on April 15, 2021, and as modified by Resolution No. 295-21, adopted by the Sullivan County Legislature on July 15, 2021, and

**WHEREAS**, the original contract period contained in resolution #164-21 was incorrect and needs to be adjusted to allow for three (3) additional yearly extensions at the discretion of the County, which #Q-19-06 allows for extensions under the same terms and conditions;

**NOW, THEREFORE, BE IT RESOLVED**, Resolution No. 164-21 and as modified by Resolution No. 295-21 are both hereby amended to authorize the parties, upon mutual agreement, to extend the Original Agreement for an additional three (3) year period, on a yearly basis, in accordance with Quote No. Q-19-06; and

**BE IT FURTHER RESOLVED**, that the County Manager is hereby authorized to execute a modification agreement with OneGroup NY, Inc., to extend the Original Agreement through May 30, 2025, with the option to extend on a yearly basis under the same terms and conditions; and

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





# Sullivan County

## Legislative Memorandum

100 North Street  
Monticello, NY 12701

**File #:** ID-6050

**Agenda Date:** 1/25/2024

**Agenda #:** 8.

**Narrative of Resolution:**

Reappoint two members and appoint one member to the Sullivan County Industrial Development Agency Board

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

**Amount to be authorized by Resolution:** N/A

**Are funds already budgeted?** Choose an item.

**Specify Compliance with Procurement Procedures:**

**RESOLUTION INTRODUCED BY THE PLANNING, REAL PROPERTY AND ECONOMIC DEVELOPMENT COMMITTEE TO REAPPOINT TWO MEMBERS AND APPOINT ONE MEMBER TO THE SULLIVAN COUNTY INDUSTRIAL DEVELOPMENT AGENCY:**

**WHEREAS,** the County of Sullivan (“County”) and the Industrial Development Agency have enjoyed a long and mutually beneficial relationship; and

**WHEREAS,** the Industrial Development Agency attracts economic development projects which promote job creation in Sullivan County; and

**WHEREAS,** The By-Laws of the Industrial Development Agency provides to its Administration by a Board of Nine (9) Directors; and

**WHEREAS,** two members are up for reappointment as well as a recent resignation has created an open seat on the Board of Directors of the IDA; and

**WHEREAS,** The IDA functions most effectively when all Board seats are occupied; and

**WHEREAS,** The Sullivan County IDA, has a tradition of including among its Directors both Community and Business Leaders from across Sullivan County; and

**WHEREAS:** The Sullivan County Legislature seeks to appoint Community Members who have demonstrated a commitment to their community as well as a record of successfully developing and maintaining businesses in Sullivan County.

**NOW, THEREFORE, BE IT RESOLVED,** that the Legislature of Sullivan County hereby reappoints Carol Roig and Scott Smith and appoints Ira Steingart, of the Town of Fallsburg to fill a vacancy on the IDA board; and

**BE IT FURTHER RESOLVED**, that these reappointments and appointment shall become effective immediately.



Sullivan County  
Legislative Memorandum

100 North Street  
Monticello, NY 12701

**File #:** ID-6059

**Agenda Date:** 1/25/2024

**Agenda #:** 9.

**Narrative of Resolution:**

Authorize modification of Youth Bureau Funding Program correct names of a program.

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

**Amount to be authorized by Resolution:** N/A

**Are funds already budgeted?** Yes

**Specify Compliance with Procurement Procedures:**

**AUTHORIZE THE MODIFICATION OF THE LEGISLATIVE STATE FUNDING PROGRAM  
RESOLUTION NUMBER 452-23 ADOPTED ON NOVEMBER 22, 2023.**

**WHEREAS**, Resolution #452-23 was approved by the Sullivan County Legislature on November 22, 2023, for the County to allocate State funds between the County of Sullivan and County-oriented entities with achieving such goals as youth programing; and

**WHEREAS**, this resolution is to modify the previous resolution, more specifically the contract with Sullivan Public, modifying the contract agreement name from High School After School Art Program to Sullivan Public - Eldred After School Art Program to the resolution; and

**NOW, THEREFORE, BE IT RESOLVED**, the Sullivan County Legislature does hereby authorize the modification of said contract to reflect Youth Development in their Community is known as Sullivan Public - Eldred After School Art Program; and

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



Sullivan County  
Legislative Memorandum

100 North Street  
Monticello, NY 12701

**File #:** ID-6061

**Agenda Date:** 1/25/2024

**Agenda #:** 10.

**Narrative of Resolution:**

Resolution to authorize the County Manager to execute an agreement with McFarland Johnson for the environmental assessment for on and off airport obstruction removals within the approach surfaces.

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

**Amount to be authorized by Resolution:** \$156,300.00

**Are funds already budgeted?** Yes

**Specify Compliance with Procurement Procedures:**

N/A

**RESOLUTION INTRODUCED BY PUBLIC WORKS COMMITTEE TO AUTHORIZE THE COUNTY MANAGER TO EXECUTE AN AGREEMENT WITH MCFARLAND JOHNSON FOR THE ENVIRONMENTAL ASSESSMENT FOR ON AND OFF AIRPORT OBSTRUCTION REMOVALS WITHIN APPROACH SURFACES PROJECT NO. 3-36-0060-\_\_-2024 FOR THE SULLIVAN COUNTY INTERNATIONAL AIRPORT (SCIA)**

**WHEREAS,** Sullivan County Resolution ID-5969 authorizes the application for and acceptance of a FAA ACIP Grant for an environmental assessment to evaluate the potential environmental impacts of on and off airport obstruction removals within approach surfaces, FY2024 AIP Grant Number 3-36-0060-\_\_-2024; and

**WHEREAS,** The County is applying for a grant in the amount of \$156,300.00 where the 90% Federal share is \$140,670.00 the 5% State share is \$7,815.00 and the 5% County share is \$7,815.00; and

**WHEREAS,** The County desires to engage the engineering services of McFarland Johnson, the Sullivan County International Airport designated Airport Engineers for this project.

**NOW, THEREFORE, BE IT RESOLVED,** that the Sullivan County Legislature authorizes the County Manager to sign any and all of the necessary agreements, contracts and documentation, in such form as the County Attorney shall approve, to contract for said services not to exceed \$153,176.43 and inclusive of a \$17,447.93 fixed fee; and

**BE IT FURTHER RESOLVED,** that a certified copy of this resolution be attached to any necessary agreements in connection with this project; and

**BE IT FURTHER RESOLVED,** that this resolution shall take effect immediately.



Sullivan County  
Legislative Memorandum

100 North Street  
Monticello, NY 12701

**File #:** ID-6062

**Agenda Date:** 1/25/2024

**Agenda #:** 11.

**Narrative of Resolution:**

Resolution to authorize the County Manager to execute an agreement with McFarland Johnson for the Environmental Assessment for the Runway Safety Area Improvement Project.

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

**Amount to be authorized by Resolution:** \$121,966.00

**Are funds already budgeted?** Yes

**Specify Compliance with Procurement Procedures:**

N/A

**RESOLUTION INTRODUCED BY PUBLIC WORKS COMMITTEE TO AUTHORIZE THE COUNTY MANAGER TO EXECUTE AN AGREEMENT WITH MCFARLAND JOHNSON FOR THE ENVIRONMENTAL ASSESSMENT FOR THE RUNWAY SAFETY AREA IMPROVEMENTS PROJECT NO. 3-36-0060-\_\_-2024 FOR THE SULLIVAN COUNTY INTERNATIONAL AIRPORT (SCIA)**

**WHEREAS**, Sullivan County Resolution ID-5968 authorizes the application for and acceptance of a FAA ACIP Grant for an environmental assessment to evaluate the potential environmental impacts of improvements to the runway safety area of runway 15 and runway 33, FY2024 AIP Grant Number 3-36-0060-\_\_-2024; and

**WHEREAS**, The County is applying for a grant in the amount of \$121,966.00 where the 90% Federal share is \$109,769.00 the 5% State share is \$6,098.00 and the 5% County share is \$6,099.00; and

**WHEREAS**, The County desires to engage the engineering services of McFarland Johnson, the Sullivan County International Airport designated Airport Engineers for this project.

**NOW, THEREFORE, BE IT RESOLVED**, that the Sullivan County Legislature authorizes the County Manager to sign any and all of the necessary agreements, contracts and documentation, in such form as the County Attorney shall approve, to contract for said services not to exceed \$119,526.00 and inclusive of a \$13,798.13 fixed fee; and

**BE IT FURTHER RESOLVED**, that a certified copy of this resolution be attached to any necessary agreements in connection with this project; and

**BE IT FURTHER RESOLVED**, that this resolution shall take effect immediately.



# Sullivan County

100 North Street  
Monticello, NY 12701

## Legislative Memorandum

**File #:** ID-6063

**Agenda Date:** 1/25/2024

**Agenda #:** 12.

**Narrative of Resolution:**

**TO AUTHORIZE APPLICATION FOR FUNDING FROM THE NEW YORK STATE DEPARTMENT OF AGRICULTURE & MARKETS FOR A 2023 COUNTY FARMLAND PROTECTION IMPLEMENTATION GRANT**

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

**Amount to be authorized by Resolution:** \$50,000 50/50 Match

**Are funds already budgeted? Yes** A8020-90-47-4763

**Specify Compliance with Procurement Procedures:**

Click or tap here to enter text.

**RESOLUTION INTRODUCED BY THE DIVISION OF PLANNING, COMMUNITY DEVELOPMENT, AND ENVIRONMENTAL MANAGEMENT TO AUTHORIZE APPLICATION FOR FUNDING FROM THE NEW YORK STATE DEPARTMENT OF AGRICULTURE & MARKETS FOR A 2023 COUNTY FARMLAND PROTECTION IMPLEMENTATION GRANT**

**WHEREAS**, the Sullivan County Agricultural and Farmland Protection Board was created by the Sullivan County Legislature and adopted a Countywide Farmland Protection Plan in 1999; and

**WHEREAS**, the Plan is in need of updating and therefore is eligible for \$50,000 in funding through the New York State Department of Agriculture and Markets to complete the Plan update; and

**WHEREAS**, the NYS Department of Ag & Markets - County Agricultural and Farmland Protection Planning Grants requires the County to provide a 50 % match of cash or in-kind services, of which the County will meet the requirement in the provision of a 50% cash match; and

**WHEREAS**, the Sullivan County Legislature does hereby authorize the Division of Planning, Community Development, and Environmental Management in collaboration with Cornell Cooperative Extension of Sullivan County, as authorized under Resolution #44-23, to apply for, accept, and administer funding from the New York State Department of Agriculture and Markets.

**NOW, THEREFORE, BE IT RESOLVED**, that the Sullivan County Legislature hereby authorizes the County Manager, Chairman of the County Legislature, and / or their authorized representative (as required by the funding source) to execute any and all necessary documents to submit the New York State Department of Agriculture and Markets County Agricultural and Farmland Protection Planning Grant application for funding; and

**BE IT FURTHER RESOLVED**, that the Sullivan County Legislature hereby authorizes the County Manager, and / or Chairman of the County Legislature (as required by the funding source) to accept the award, and enter into an award agreement or contract to administer the funding secured, in such form as the County Attorney shall approve; and

**BE IT FURTHER RESOLVED**, that should the New York State Department of Agriculture and Markets County Agricultural and Farmland Protection Planning Grant 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-6065

**Agenda Date:** 1/25/2024

**Agenda #:** 13.

**Narrative of Resolution:**

To extend a contract with Catholic Charities of Orange, Sullivan and Ulster for various substance abuse treatment programs and services.

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

**Amount to be authorized by Resolution:** \$2,372,230.

**Are funds already budgeted?** Yes

**Specify Compliance with Procurement Procedures:**

To provide various substance abuse treatment programs and services.

**WHEREAS**, the County of Sullivan, through the Department of Community Services, wishes to resume a contract with Catholic Charities of Orange, Sullivan and Ulster; and

**WHEREAS**, such a contract will provide services through treatment programs, prevention services, medically supervised & medically monitored, Shelter Plus Care Management, community residential, and vocational rehabilitation in order to ensure continuity of services and timely payments to the agency; and

**WHEREAS**, the maximum contract amount for initial term of the contract, January 1, 2024 through December 31, 2024, shall not exceed the maximum amount of state aid and county funding through NYS Office of Addiction Services and Support including new initiative monies, reinvestment monies, an/or cost of living adjustments; and

**WHEREAS**, the maximum contract amount for subsequent terms of the contract may be greater or less than the amount authorized for the initial term, depending on the availability of funding and adjustment to state aid.

**NOW, THEREFORE, BE IT RESOLVED**, that the County Manager is hereby authorized to enter into a contract with Catholic Charities of Orange, Sullivan, and Ulster for the term of January 1, 2024 through December 31, 2024 in an amount not to exceed the maximum amount of state aid and county funding received through NYS Office of Addiction Services and Support, including new initiative monies, reinvestment monies, and/or cost of living adjustments; and

**BE IT FURTHER RESOLVED**, that this contract may be extended on an annual basis for three additional terms, subject to annual appropriations by the Legislature; and

**BE IT FURTHER RESOLVED**, the annual maximum funding may increase or decrease year-to-year, and any changes are authorized by this resolution; and

**BE IT FURTHER RESOLVED**, that the form of said contract shall be approved by the Sullivan County

Department of Law.



# Sullivan County

## Legislative Memorandum

100 North Street  
Monticello, NY 12701

**File #:** ID-6066

**Agenda Date:** 1/25/2024

**Agenda #:** 14.

**Narrative of Resolution:**

**TO AUTHORIZE THE COUNTY MANAGER TO EXECUTE A CONTRACT WITH THE PARTNERSHIP FOR ECONOMIC DEVELOPMENT IN SULLIVAN COUNTY, INC.**

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

**Amount to be authorized by Resolution:** \$100,000

**Are funds already budgeted?** Yes

**Specify Compliance with Procurement Procedures:**

Click or tap here to enter text.

**TO AUTHORIZE THE COUNTY MANAGER TO EXECUTE A CONTRACT WITH THE PARTNERSHIP FOR ECONOMIC DEVELOPMENT IN SULLIVAN COUNTY, INC**

**WHEREAS**, the County of Sullivan (“County”) and the Partnership for Economic Development (Partnership); have enjoyed a long relationship and

**WHEREAS**, the Partnership works closely with the Industrial Development Agency to attract economic development projects in Sullivan County; and

**WHEREAS**, the current contract between the Partnership and the County expired on December 31, 2023; and

**WHEREAS**, the parties mutually desire to continue their relationship in which the partnership will continue to promote Sullivan County as a destination for current and potential employers to be establish or expand their current involvement in Sullivan County.

**NOW, THEREFORE, BE IT RESOLVED**, that the County of Sullivan shall enter into a **four (4) year** Contractual relationship with the Partnership which will carry a price term of one hundred thousand dollars (\$100,000) for the **years 2024, 2025, and 2026 and one hundred and twenty five thousand dollars (\$125,000) for year 2027** to be paid from the County to the Partnership in exchange for the partnership continuing to market Sullivan County as a business destination to potential investors; and

**BE IT FURTHER RESOLVED**, that the Contract shall be for a period of **four (4) years**, January 1, 2024 through **December 31, 2027**; and

**BE IT FURTHER RESOLVED:** that payments provided for herein from the County of Sullivan **shall be**

tendered in quarterly advances for each year of said contract; and

**BE IT FURTHER RESOLVED**, that the County Manager is hereby authorized to execute the aforementioned Contract in a form approved by the County Attorney



Sullivan County  
Legislative Memorandum

100 North Street  
Monticello, NY 12701

**File #:** ID-6067

**Agenda Date:** 1/25/2024

**Agenda #:** 15.

**Narrative of Resolution:**

To extend a contract with Hudson Transit Lines (DBA: Coach USA/Shortline Bus) to provide transportation services to and from the Department of Community Services.

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

**Amount to be authorized by Resolution:** \$500.

**Are funds already budgeted?** Yes

**Specify Compliance with Procurement Procedures:**

To provide transportation services to and from the Department of Community Services.

**WHEREAS**, the County of Sullivan, through the Department of Community Services, wishes to resume a contract with Hudson Transit Lines (DBA: Coach USA/Shortline Bus); and

**WHEREAS**, such a contract will provide transportation for low income patients to get to and from the Department of Community Services; and

**WHEREAS**, the maximum contract amount for initial term of the contract, January 1, 2024 through December 31, 2024, shall not exceed state allocated funds; and

**WHEREAS**, the maximum contract amount for subsequent terms of the contract may be greater or less than the amount authorized for the initial term, depending on the availability of funding and adjustment to state aid.

**NOW, THEREFORE, BE IT RESOLVED**, that the County Manager is hereby authorized to enter into a contract with Hudson Transit Lines (DBA: Coach USA/Shortline Bus) for the term of January 1, 2024 through December 31, 2024 in an amount not to exceed the maximum amount of state aid and county funding received through NYS Office of Mental Health, NYS Office for People with Developmental Disabilities, and/or NYS Office of Addiction Services and Support, including new initiative monies, reinvestment monies, and/or cost of living adjustments; and

**BE IT FURTHER RESOLVED**, that this contract may be extended on an annual basis for three additional terms, subject to annual appropriations by the Legislature; and

**BE IT FURTHER RESOLVED**, the annual maximum funding may increase or decrease year-to-year, and any changes are authorized by this resolution; and

**BE IT FURTHER RESOLVED**, that the form of said contract shall be approved by the Sullivan County Department of Law.



# Sullivan County

## Legislative Memorandum

100 North Street  
Monticello, NY 12701

**File #:** ID-6068

**Agenda Date:** 1/25/2024

**Agenda #:** 16.

**Narrative of Resolution:**

To extend a contract with Independent Living, Inc. to provide peer supports and crisis intervention services to individuals and families.

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

**Amount to be authorized by Resolution:** \$362,334.

**Are funds already budgeted?** Yes

**Specify Compliance with Procurement Procedures:**

To provide peer supports and crisis intervention services for individuals and families.

**WHEREAS**, the County of Sullivan, through the Department of Community Services, wishes to resume a contract with Independent Living, Inc. to provide peer support and crisis intervention services for individuals and families in our community; and

**WHEREAS**, such a contract will provide behavioral health and support services to individuals with behavioral health needs in order to ensure continuity of services and timely payments to the agency; and

**WHEREAS**, the maximum contract amount for initial term of the contract, January 1, 2024 through December 31, 2024, shall not exceed the maximum amount of state aid and county funding through NYS Office of Mental Health, including new initiative monies, reinvestment monies, and/or cost of living adjustments; and

**WHEREAS**, the maximum contract amount for subsequent terms of the contract may be greater or less than the amount authorized for the initial term, depending on the availability of funding and adjustment to state aid.

**NOW, THEREFORE, BE IT RESOLVED**, that the County Manager is hereby authorized to enter into a contract with Independent Living, Inc. for the term of January 1, 2024 through December 31, 2024 in an amount not to exceed the maximum amount of state aid and county funding received through NYS Office of Mental Health, including new initiative monies, reinvestment monies, and/or cost of living adjustments; and

**BE IT FURTHER RESOLVED**, that this contract may be extended on an annual basis for three additional terms, subject to annual appropriations by the Legislature; and

**BE IT FURTHER RESOLVED**, the annual maximum funding may increase or decrease year-to-year, and any changes are authorized by this resolution; and

**BE IT FURTHER RESOLVED**, that the form of said contract shall be approved by the Sullivan County Department of Law.





# Sullivan County

## Legislative Memorandum

100 North Street  
Monticello, NY 12701

**File #:** ID-6069

**Agenda Date:** 1/25/2024

**Agenda #:** 17.

**Narrative of Resolution:**

To extend a contract with Rehabilitation Support Services, Inc. for behavioral health services and supports to adults and children with mental illness.

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

**Amount to be authorized by Resolution:** \$1,874,731.

**Are funds already budgeted?** Yes

**Specify Compliance with Procurement Procedures:**

For behavioral health services and supports to adults and children with mental illness.

**WHEREAS**, the County of Sullivan, through the Department of Community Services, wishes to resume a contract with Rehabilitation Support Services, Inc. for behavioral health services; and

**WHEREAS**, such a contract will provide behavioral health services and supports for adults and children with mental illness in order to ensure continuity of services and timely payments to the agency; and

**WHEREAS**, the maximum contract amount for initial term of the contract, January 1, 2024 through December 31, 2024, shall not exceed state allocated funds; and

**WHEREAS**, the maximum contract amount for subsequent terms of the contract may be greater or less than the amount authorized for the initial term, depending on the availability of funding and adjustment to state aid.

**NOW, THEREFORE, BE IT RESOLVED**, that the County Manager is hereby authorized to enter into a contract with Rehabilitation Support Services, Inc. for the term of January 1, 2024 through December 31, 2024 in an amount not to exceed the maximum amount of state aid and county funding received through NYS Office of Mental Health, including new initiative monies, reinvestment monies, and/or cost of living adjustments; and

**BE IT FURTHER RESOLVED**, that this contract may be extended on an annual basis for three additional terms, subject to annual appropriations by the Legislature; and

**BE IT FURTHER RESOLVED**, the annual maximum funding may increase or decrease year-to-year, and any changes are authorized by this resolution; and

**BE IT FURTHER RESOLVED**, that the form of said contract shall be approved by the Sullivan County Department of Law.





# Sullivan County

## Legislative Memorandum

100 North Street  
Monticello, NY 12701

**File #:** ID-6070

**Agenda Date:** 1/25/2024

**Agenda #:** 18.

**Narrative of Resolution:**

To extend a contract with NYSARC, Inc. (DBA: The Arc Greater Hudson Valley, New York) to provide the operations of various programs and services.

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

**Amount to be authorized by Resolution:** \$608,020. (\$258,081 is from NYS OMH & \$349,939 is from NYS OPWDD)

**Are funds already budgeted?** Yes

**Specify Compliance with Procurement Procedures:**

To provide operations of various programs and services.

**WHEREAS**, the County of Sullivan, through the Department of Community Services, wishes to resume a contract with NYSARC, Inc. (DBA: The Arc Greater Hudson Valley, New York); and

**WHEREAS**, such a contract will provide the operations of various programs, including respite services, assisted competitive employment, crisis intervention, and integrated supported employment services, in order to ensure continuity of services and timely payments to the agency; and

**WHEREAS**, the maximum contract amount for initial term of the contract, January 1, 2024 through December 31, 2024, shall not exceed the maximum amount of state aid and county funding through NYS Office of Mental Health and NYS Office of People with Developmental Disabilities, including new initiative monies, reinvestment monies, and/or cost of living adjustments; and

**WHEREAS**, the maximum contract amount for subsequent terms of the contract may be greater or less than the amount authorized for the initial term, depending on the availability of funding and adjustment to state aid.

**NOW, THEREFORE, BE IT RESOLVED**, that the County Manager is hereby authorized to enter into a contract with NYSARC, Inc. (DBA: The Arc Greater Hudson Valley, New York) for the term of January 1, 2024 through December 31, 2024 in an amount not to exceed the maximum amount of state aid and county funding received through NYS Office of Mental Health and NYS Office of People with Developmental Disabilities, including new initiative monies, reinvestment monies, and/or cost of living adjustments; and

**BE IT FURTHER RESOLVED**, that this contract may be extended on an annual basis for three additional terms, subject to annual appropriations by the Legislature; and

**BE IT FURTHER RESOLVED**, the annual maximum funding may increase or decrease year-to-year, and any changes are authorized by this resolution; and

**BE IT FURTHER RESOLVED**, that the form of said contract shall be approved by the Sullivan County Department of Law.



# Sullivan County

## Legislative Memorandum

100 North Street  
Monticello, NY 12701

**File #:** ID-6071

**Agenda Date:** 1/25/2024

**Agenda #:** 19.

**Narrative of Resolution:**

To extend a contract with United Way of Sullivan County to manage funding for the Children’s Case Management unit on behalf of the Department of Community Services.

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

**Amount to be authorized by Resolution:** \$13,636.

**Are funds already budgeted?** Yes

**Specify Compliance with Procurement Procedures:**

To manage funding for the Children’s Case Management unit on behalf of the Department of Community Services.

**WHEREAS**, the County of Sullivan, through the Department of Community Services, wishes to resume a contract with United Way of Sullivan County; and

**WHEREAS**, such a contract will provide support services for children with serious emotional disturbance in order to ensure continuity of services and timely payments to the agency; and

**WHEREAS**, the maximum contract amount for initial term of the contract, January 1, 2024 through December 31, 2024, shall not exceed state allocated funds; and

**WHEREAS**, the maximum contract amount for subsequent terms of the contract may be greater or less than the amount authorized for the initial term, depending on the availability of funding and adjustment to state aid.

**NOW, THEREFORE, BE IT RESOLVED**, that the County Manager is hereby authorized to enter into a contract with United Way of Sullivan County for the term of January 1, 2024 through December 31, 2024 in an amount not to exceed the maximum amount of state aid and county funding received through NYS Office of Mental Health, including new initiative monies, reinvestment monies, and/or cost of living adjustments; and

**BE IT FURTHER RESOLVED**, that this contract may be extended on an annual basis for three additional terms, subject to annual appropriations by the Legislature; and

**BE IT FURTHER RESOLVED**, the annual maximum funding may increase or decrease year-to-year, and any changes are authorized by this resolution; and

**BE IT FURTHER RESOLVED**, that the form of said contract shall be approved by the Sullivan County Department of Law.



# Sullivan County

## Legislative Memorandum

100 North Street  
Monticello, NY 12701

**File #:** ID-6072

**Agenda Date:** 1/25/2024

**Agenda #:** 20.

**Narrative of Resolution:**

To extend a contract with NAMI Sullivan County, NY for behavioral health services and supports for individuals with mental illness and their families.

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

**Amount to be authorized by Resolution:** \$323,650.

**Are funds already budgeted?** Yes

**Specify Compliance with Procurement Procedures:**

To provide behavioral health services and supports for individuals with mental illness and their families.

**WHEREAS**, the County of Sullivan, through the Department of Community Services, wishes to resume a contract with NAMI Sullivan County, NY for behavioral health and support services for individuals with mental illness; and

**WHEREAS**, such a contract will provide behavioral health and support services to individuals with behavioral health needs in order to ensure continuity of services and timely payments to the agency; and

**WHEREAS**, the maximum contract amount for initial term of the contract, January 1, 2024 through December 31, 2024, shall not exceed state allocated amount; and

**WHEREAS**, the maximum contract amount for subsequent terms of the contract may be greater or less than the amount authorized for the initial term, depending on the availability of funding and adjustment to state aid.

**NOW, THEREFORE, BE IT RESOLVED**, that the County Manager is hereby authorized to enter into a contract with NAMI Sullivan County, NY for the term of January 1, 2024 through December 31, 2024 in an amount not to exceed the maximum amount of state aid and county funding received through NYS Office of Mental Health, including new initiative monies, reinvestment monies, and/or cost of living adjustments; and

**BE IT FURTHER RESOLVED**, that this contract may be extended on an annual basis for three additional terms, subject to annual appropriations by the Legislature; and

**BE IT FURTHER RESOLVED**, the annual maximum funding may increase or decrease year-to-year, and any changes are authorized by this resolution; and

**BE IT FURTHER RESOLVED**, that the form of said contract shall be approved by the Sullivan County Department of Law.



Sullivan County  
Legislative Memorandum

100 North Street  
Monticello, NY 12701

**File #:** ID-6073

**Agenda Date:** 1/25/2024

**Agenda #:** 21.

**Narrative of Resolution:**

**RESOLUTION INTRODUCED BY HEALTH AND HUMAN SERVICES COMMITTEE TO AUTHORIZE THE MODIFICATION OF CONTRACT AMOUNT ON RESOLUTION NUMBER 441-23 ADOPTED NOVEMBER 22, 2023**

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

**Amount to be authorized by Resolution:** \$120,800

**Are funds already budgeted?** Yes

**Specify Compliance with Procurement Procedures:** 140-3.3.

**WHEREAS**, Resolution #441-23 was approved by the Sullivan County Legislature on November 22, 2023, for the County to renew agreements with the Sullivan County Child Care Council for the provision of Informal Child Day Care related services including the provision of Child Care Time and Attendance (CCTA) Services; and

**WHEREAS**, the amount authorized in resolution #441-23 was not to exceed \$117,050 for the services provided above; and

**WHEREAS**, the Sullivan County Child Care Council, Inc had previously requested an increase in the amount of \$3,750 to keep up with the demand of the program due to an increase in providers.

**NOW, THEREFORE, BE IT RESOLVED**, that the Sullivan County Legislature does hereby modify resolution #441-23 to increase the not to exceed amount for the period of January 1, 2024 through December 31, 2024 to \$120,800; and

**BE IT FURTHER RESOLVED**, the contracts are at the County’s discretion, subject to annual appropriation; and

**BE IT FURTHER RESOLVED**, the maximum of the contracts not to exceed the Department of Social Services budgeted amount for informal child day care related services; and

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



Sullivan County  
Legislative Memorandum

100 North Street  
Monticello, NY 12701

File #: ID-6074

Agenda Date: 1/25/2024

Agenda #: 22.

**Narrative of Resolution:**

**INTRODUCTION BY HEALTH AND HUMAN SERVICES COMMITTEE TO AUTHORIZE THE COUNTY MANAGER TO EXECUTE AGREEMENT BETWEEN DEPARTMENT OF SOCIAL SERVICES AND DEPARTMENT OF COMMUNITY SERVICES FOR SUBSTANCE ABUSE ASSESSMENT AND MONITORING**

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

**Amount to be authorized by Resolution:** \$47,000

**Are funds already budgeted?** Yes

**Specify Compliance with Procurement Procedures:**

**WHEREAS**, the County of Sullivan, through the Department of Social Services, requires substance use assessment and monitoring services; and

**WHEREAS**, the County of Sullivan; through the Department of Social Services, wishes to contract through a Memorandum of Understanding (MOU) for the provision of Office of Addiction Services and Supports approved substance use assessment and monitoring services with Department of Community Services; and

**WHEREAS**, Sullivan County Department of Community Services is capable and willing to provide such services at a cost not-to-exceed \$47,000.

**NOW, THEREFORE, BE IT RESOLVED**, that the Sullivan County Legislature does hereby authorize the County Manager to execute an MOU between the Sullivan County Department of Social Services and Sullivan County Department of Community Services at a cost not to exceed \$47,000 for the period of October 1, 2023 through September 30, 2024. This agreement may be extended for one-year terms on a yearly basis; and

**BE IT FURTHER RESOLVED**, this contract is at the County’s discretion, subject to annual appropriation; and

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



Sullivan County  
Legislative Memorandum

100 North Street  
Monticello, NY 12701

**File #:** ID-6075

**Agenda Date:** 1/25/2024

**Agenda #:** 23.

**Narrative of Resolution:**

**RESOLUTION INTRODUCED BY MANAGEMENT & BUDGET, CAPITAL PLANNING AND BUDGETING COMMITTEE TO AUTHORIZE SOFTWARE SUPPORT AGREEMENT FOR THE ALLEN TUNNEL TAX COLLECTION SYSTEM.**

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

**Amount to be authorized by Resolution:** \$50,000.00

**Are funds already budgeted?** Yes

**Specify Compliance with Procurement Procedures:** Long standing Treasurer’s Office solution - renewal quote obtained from vendor.

**WHEREAS,** the Allen Tunnel Tax Collection system provides essential capabilities to support tax collection activities for the County and individual Towns in Sullivan County; and

**WHEREAS,** the County wishes to continue utilizing the Allen Tunnel Tax Collection System and sponsor its use in the individual towns and receive support as provided for in Schedule A of the proposed Allen Tunnel Agreement.

**NOW, THEREFORE, BE IT RESOLVED,** that the County Manager is authorized to enter into a 1-year support agreement covering January 1, 2024 thru December 31, 2024 with Allen Tunnel Corporation at a cost not to exceed \$50,000.00, said agreement to be in such form as the County Attorney shall approve.



Sullivan County  
Legislative Memorandum

100 North Street  
Monticello, NY 12701

File #: ID-6076

Agenda Date: 1/25/2024

Agenda #: 24.

**Narrative of Resolution:**

**RESOLUTION INTRODUCED BY MANAGEMENT & BUDGET, CAPITAL PLANNING AND BUDGETING COMMITTEE TO AUTHORIZE A 1-YEAR CONTINUED MAINTENANCE AND SUPPORT AGREEMENT WITH NTS DATA SERVICES, LLC TO SUPPORT SULLIVAN COUNTY BOARD OF ELECTIONS.**

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

**Amount to be authorized by Resolution:** \$46,895.00 plus hourly consequential problem resolution at a rate of \$195.00/hour per Section 2 of their agreement.

**Are funds already budgeted? Yes**

**Specify Compliance with Procurement Procedures:**

**WHEREAS**, the advent of the Statewide Voter Registration database, NYS Voter II, required the creation of a Voter Registration, Signature Digitization and Interface Messaging System interface between the County licensed TEAM application and NYS Voter II; and

**WHEREAS**, Resolution 214-03 authorized entering into a contract agreement with NTS Data Services, LLC (NTS) working in contracted tandem with New York State Board of Elections to develop the interface, license it and support it through December 31, 2007; and

**WHEREAS**, Resolutions 73-08, 168-13, 20-15, and 21-19 authorized continued maintenance and support agreements with NTS through December 31, 2012, December 31, 2014, December 31, 2018, and December 31, 2023 respectively; and

**WHEREAS**, the Sullivan County Board of Elections requires ongoing support and maintenance for the interface to NYS Voter II; and

**WHEREAS**, the Sullivan County Board of Elections wishes to continue utilizing the systems and services of NTS Data Systems, LLC.

**NOW, THEREFORE, BE IT RESOLVED**, that the County Manager is authorized to enter into a 1-year support agreement covering January 1, 2024 thru December 31, 2024 for Voter Registration, Signature Digitization and the Interface Message System support with NTS Data Services, LLC at a cost not to exceed \$46,895.00; and

**BE IT FURTHER RESOLVED**, if the NTS hardware and software recommendations are deviated from



and consequential problems develop, the time & expenses incurred by NTS to resolve the problems shall be billable to Board of Elections at the NTS prevailing hourly rate of \$195.00/hour plus the travel and/or materials charges incurred by NTS.

**BE IT FURTHER RESOLVED**, that said agreement to be in such form as the County Attorney's Office shall approve.



# Sullivan County

## Legislative Memorandum

100 North Street  
Monticello, NY 12701

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**File #:** ID-6078

**Agenda Date:** 1/25/2024

**Agenda #:** 25.

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**Narrative of Resolution:**

**TO AUTHORIZE AWARD AND EXECUTION OF CONTRACT FOR GASB 75 VALUATION**

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

**Amount to be authorized by Resolution:** \$12,375

**Are funds already budgeted?** Yes

**Specify Compliance with Procurement Procedures:**

**WHEREAS**, Sullivan County provides postretirement benefits which encompasses (1) the NYSHIP medical plan, seven (7) union/non-union employee groups and various contribution schedules for approximately fourteen hundred (1400) county employees, retirees and dependents of retirees, and

**WHEREAS**, Sullivan County needs to fulfill this mandated requirement and is seeking an actuarial valuation of these postretirement benefits under GASB 75, Accounting and Financial Reporting by Employers for Post Employment Benefits other than pensions, and

**WHEREAS**, Danziger & Markoff, LLP, 1133 Westchester Ave, Suite N208, White Plains, New York 10604, will provide said services from January 1, 2024 through December 31,2025, providing a full valuation for year 2023 and an interim valuation for year 2024, and

**WHEREAS**, this agreement may be extended for two (2) additional two (2) year periods under the terms and conditions submitted in response to RFP R-23-46, and

**WHEREAS**, Management and Budget and Risk Management approves said proposal and recommends that a contract be extended.

**NOW, THEREFORE BE IT RESOLVED** that the County Manager be and hereby is authorized to execute a contract with Danziger & Markoff LLP to provide actuarial valuation services to fulfill requirements of GASB 75 at a cost not to exceed \$8,250 for valuation year 2023 which is a full valuation year and \$4,125 for valuation year 2024 which is an interim valuation year in accordance with RFP R-23-46.

**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

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**File #:** ID-6079

**Agenda Date:** 1/25/2024

**Agenda #:** 26.

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**Narrative of Resolution:**  
To Modify the 2023 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:**

**WHEREAS,** the County of Sullivan Budget requires modification,

**NOW, THEREFORE, BE IT RESOLVED,** that the attached budgetary transfers for 2023 be authorized.

**December 31, 2023 Resolution Needed  
Sullivan County Budget Modifications 2023**

G/L Account	Revenue Increase	Revenue Decrease	Appropriation Increase	Appropriation Decrease
A-1340-41-4104 - AUTO/TRAVEL MILEAGE/TOLLS			1,895	
A-1340-R2210-R134 - GEN SERV OTHR GOV CHARGBK - INTERDEPARTMNTL	1,895			
A-1430-40-4001 - CONTRACT AGENCIES			20,021	
A-1490-44-4406 - UTILITY WIRELESS COMMUNICATIONS			16,000	
A-1490-47-4701 - DEPT RENTALS				5,000
A-1620-21-47-4717 - DEPT BLDG/PROP/EQUIP REPAIRS&MAINTNCE			5,000	
A-1620-23-47-4717 - DEPT BLDG/PROP/EQUIP REPAIRS&MAINTNCE			5,000	
A-1620-23-47-4717 - DEPT BLDG/PROP/EQUIP REPAIRS&MAINTNCE			1,342	
A-1620-24-46-4603 - MISC SERV/EXP EMPL UNIFORM ALLOWANCE				320
A-1920-47-4703 - DEPT DUES			2,250	
A-1989-99-47-4736 - DEPT CONTINGENT				20,021
A-1989-99-47-4736 - DEPT CONTINGENT				1,342
A-1989-99-47-4736 - DEPT CONTINGENT				16,000
A-1989-99-47-4736 - DEPT CONTINGENT				5,000
A-1989-99-47-4736 - DEPT CONTINGENT				2,250
A-1989-99-47-4736 - DEPT CONTINGENT				126,000
A-4010-206-40-4013 - CONTRACT CONTRACT OTHER				1,000
A-4010-206-44-4406 - UTILITY WIRELESS COMMUNICATIONS			1,000	
A-5610-46-4603 - MISC SERV/EXP EMPL UNIFORM ALLOWANCE			320	
A-5680-21-2105 - FIXED AUTOMOTIVE EQUIP			126,000	
A-8020-90-40-4006 - CONTRACT ENGINEER/ARCHITECT/DESIGN SERV			31,135	
A-8020-90-40-4013 - CONTRACT CONTRACT OTHER			22,000	
A-8020-90-47-4752 - DEPT MISC PROGRAM EXP				130,000
A-8020-90-47-4752 - DEPT MISC PROGRAM EXP(*)			2,133	
A-8020-90-R4089-R167 - FED AID OTHR DEPARTMENTAL AID		130,000		
A-8020-90-R4089-R167 - FED AID OTHR DEPARTMENTAL AID	22,000			
A-8020-90-R4989-R167 - FED AID HOME/COMM ASSIST DEPARTMENTAL AID	31,135			
A-9950-90-9005 - TRANSFERS TRANSFERS CAPITAL PROJECT			2,508	
<b>A Fund Total</b>	<b>55,030</b>	<b>130,000</b>	<b>236,604</b>	<b>306,933</b>

D-5020-41-4109 - AUTO/TRAVEL CO FLEET CHARGEBACK			3,000	
D-5110-45-45-4501 - SPEC DEPT SUPPLY SPEC DEPT SUPPLY MISC/OTHER				2,000
D-5110-45-46-4603 - MISC SERV/EXP EMPL UNIFORM ALLOWANCE				1,000
<b>D Fund Total</b>	-	-	<b>3,000</b>	<b>3,000</b>
DM-5130-48-41-4106 - AUTO/TRAVEL REPAIRS/MAINTENANCE			6,000	
DM-5130-48-45-4540 - SPEC DEPT SUPPLY PARTS/FLUIDS/FILTERS			20,000	
DM-9997-R2665-R338 - SALE OF EQUIPMNT OTHER	20,000			
DM-9997-R2665-R338 - SALE OF EQUIPMNT OTHER	6,000			
<b>DM Fund Total</b>	<b>26,000</b>	-	<b>26,000</b>	-
H77-8297-R5031-R209 - INTERFUND TRANSFR GENERAL FUND	2,508			
<b>H Fund Total</b>	<b>2,508</b>	-	-	-

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



Sullivan County  
Legislative Memorandum

100 North Street  
Monticello, NY 12701

**File #:** ID-6083

**Agenda Date:** 1/25/2024

**Agenda #:** 27.

**Narrative of Resolution:**

To create one (1) part-time Senior Budget Analyst position in the Division of Management & Budget.

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

**Amount to be authorized by Resolution:** \$67,000

**Are funds already budgeted?** No

**Specify Compliance with Procurement Procedures:**

N/A

**TO CREATE ONE (1) PART-TIME SENIOR BUDGET ANALYST POSITION IN THE DIVISION OF MANAGEMENT AND BUDGET**

**WHEREAS**, the County Manager has requested that one part-time Senior Budget Analyst position be created in the Division of Management & Budget; and

**WHEREAS**, the Budget Director position will become vacant on January 30, 2024 by the retirement of a longstanding employee; and

**WHEREAS**, this position will take time to recruit a replacement, and such vacancy will significantly impact the County’s fiscal operations; and

**WHEREAS**, the retiree has agreed to work on a part-time basis during this transition period.

**NOW, THEREFORE, BE IT RESOLVED**, that the Sullivan County Legislature hereby creates a part-time Senior Budget Analyst position in the Division of Management & Budget; and

**BE IT FURTHER RESOLVED**, that the salary for the Senior Budget Analyst shall be set in accordance with the Management/Confidential Salary Schedule.



Sullivan County  
Legislative Memorandum

100 North Street  
Monticello, NY 12701

**File #:** ID-6131

**Agenda Date:**

**Agenda #:** 28.

**Narrative of Resolution:**

Correct the 2024 Tax Roll of the Town of Forestburgh #20.-1-6.1

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

**Amount to be authorized by Resolution:** credit of \$15,084.56

**Are funds already budgeted?** Choose an item.

**Specify Compliance with Procurement Procedures:**

**RESOLUTION INTRODUCED BY NADIA RAJSZ, CHAIR OF THE LEGISLATURE TO CORRECT THE 2024 TAX ROLL OF THE TOWN OF FORESTBURGH FOR TAX MAP #20.-1-6.1**

**WHEREAS**, an application dated January 18, 2024 having been filed by The Hartwood Club Inc. pursuant to Section 554 of the Real Property Tax Law with respect to property assessed to said applicant on the 2024 tax roll of the Town of Forestburgh bearing Tax Map #20.-1-6.1 to correct an error in essential fact, due to an incorrect entry of a partial exemption on an assessment roll for a parcel which is not eligible for such partial exemption; and

**WHEREAS**, the Director of Real Property Tax Services has duly investigated the application and filed his report dated January 23, 2024 recommending this Board approve said application; and

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

- (a) That the application be approved because of an error in essential fact

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

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

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





# Sullivan County

## Legislative Memorandum

100 North Street  
Monticello, NY 12701

**File #:** ID-6060

**Agenda Date:** 1/25/2024

**Agenda #:** 29.

**Narrative of Resolution:**

Accept and authorize an award with NYS Department of Labor

**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:** N/A

**WHEREAS**, the Center for Workforce Development (CWD) is being awarded funds through the New York State Department of Labor (NYSDOL) under the United States Department of Labor Employment and Training Administration (USDOL ETA) Disability Employment Initiative (DEI) funding to support a DEI Resources Coordinator (DRC) position under the New York State Systems Change and Inclusive Opportunities Network (NY SCION); and

**WHEREAS**, the funding is being appropriated from the NYSDOL’s Workforce Innovations and Opportunities Act (WIOA) allocation; and

**WHEREAS**, the award is to continue funding for the DRC position at the CWD who is responsible for increasing the capacity of the Career Center to serve individuals with disabilities, through assisting and training the local workforce partners, businesses, education and training providers on topics including, but not limited to, rights under the American’s Disabilities Act, Ticket to Work, accommodations, assistive technology and assessments as well as developing a model for sustainability for the position beyond the three years remaining for this position; and

**WHEREAS**, the amount awarded is \$100,000 over the next three years, effective January 1, 2024 through December 31, 2026; and

**WHEREAS**, the grant recipient is required to execute a Subrecipient Agreement with CWD incorporating all administrative, fiscal, and operational aspects of the grant; and

**NOW, THEREFORE, BE IT RESOLVED**, that the Sullivan County Chairman of the Legislature is hereby authorized to enter into the Subrecipient Agreement with the NYSDOL, and to accept the grant funds in the amount of \$100,000 be awarded over the next three years for the years 2024, 2025 and 2026, for services that will be provided by the staff of the Sullivan County Center for Workforce Development.



# Sullivan County

## Legislative Memorandum

100 North Street  
Monticello, NY 12701

**File #:** ID-6081

**Agenda Date:** 1/25/2024

**Agenda #:** 30.

**Narrative of Resolution:**

Amend Resolution No. 455-23 by stating that RBEG loan balance and existing loans be transferred to the IDA for distribution and collection

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

**Amount to be authorized by Resolution:** None

**Are funds already budgeted?** N/A

**Specify Compliance with Procurement Procedures:**

**RESOLUTION INTRODUCED BY EXECUTIVE COMMITTEE TO AMEND RESOLUTION NO. 453-23 REGARDING THE TRANSFER REVOLVING LOAN BALANCES AND EXISTING LOANS TO SULLIVAN COUNTY INDUSTRIAL DEVELOPMENT AGENCY FOR ADMINISTRATION**

**WHEREAS**, the Commissioner of Planning & Community Development is charged with the loaning of, and the collection of, grant funds through the Rural Business and Economic Grant (RBEG), a USDA funded grant; and

**WHEREAS**, the Commissioner of Planning & Community Development is charged with the loaning of, and the collection of, grant funds through the Main Street Micro Enterprise Grant, a HUD funded grant; and

**WHEREAS**, the Commissioner of Planning & Community Development is charged with the loaning of, and the collection of, grant funds through the Sullivan County Economic Development Revolving Loan Fund (SCEDRLF) a HUD funded grant; and

**WHEREAS**, many of the current County Revolving Loan Fund loan recipients are also recipients of reciprocal IDA loans; and

**WHEREAS**, Sullivan County Industrial Development Agency (IDA) has established infrastructure, standards and protocol for the distribution of grant funds to the community; and

**WHEREAS**, the Commissioner of Planning & Community Development, after consultation with the County Manager and legal counsel, believes that the IDA is in the best position to most efficiently loan and distribute the revolving loan funds to those in need within the Sullivan County community; and

**WHEREAS**, the County Manager has participated in these discussions and likewise concurs that the IDA is currently better situated to most effectively administer these loans and get loans out into the Community to spur Economic Development, which is the original purpose of the Revolving Loan Fund.

**WHEREAS, the Sullivan County Legislature enacted resolution 455-23 on November 22, 2023**

**NOW, THEREFORE, BE IT RESOLVED**, that resolution 455-23 is hereby amended to state that the RBEG loan balance and existing loans be transferred to the IDA for distribution and collection; and

**BE IT FURTHER RESOLVED**, that resolution 455-23 is hereby further amended to state that the Main Street

Micro Enterprise **loan** balance and existing loans be transferred to the IDA for distribution and collection; and

**BE IT FURTHER RESOLVED**, that resolution 455-23 is hereby further amended to state that the SCEDRLF **loan** balance and existing loans be transferred to the IDA for distribution and collection; and

**BE IT FURTHER RESOLVED**, that the County Manager is authorized to execute all documents necessary to effectuate a smooth transition of the administration of the aforementioned loans to the IDA, in such form to be approved by the County Attorney.



Sullivan County  
Legislative Memorandum

100 North Street  
Monticello, NY 12701

**File #:** ID-6084

**Agenda Date:** 1/25/2024

**Agenda #:** 31.

**Narrative of Resolution:**

Designate the County Legislature as the Sullivan County Traffic Safety Board

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

**Amount to be authorized by Resolution:** N/A

**Are funds already budgeted?** N/A

**Specify Compliance with Procurement Procedures:**

**RESOLUTION INTRODUCED BY EXECUTIVE COMMITTEE TO DESIGNATE THE COUNTY LEGISLATURE AS THE COUNTY’S TRAFFIC SAFETY BOARD**

**WHEREAS**, neither the Sullivan County Charter nor Administrative Code designates the Legislature as the County’s Traffic Safety Board, and

**WHEREAS**, the County will be eligible for New York State Traffic Safety Partnership Grants, and other State Grants only if the County Legislature is designated as a Traffic Safety Board, and

**NOW, THEREFORE, BE IT RESOLVED**, that the Sullivan County Legislature hereby designates itself as the County’s Traffic Safety Board for a period 1/1/2024-12/31/2027, and

**BE IT FURTHER RESOLVED**, that the County Manager and Chair of the Legislature be and are hereby authorized to execute any and all necessary documents and papers in connection with the County’s Traffic Safety Board, in such form as the County Attorney shall approve.



Sullivan County  
Legislative Memorandum

100 North Street  
Monticello, NY 12701

**File #:** ID-6085

**Agenda Date:** 1/25/2024

**Agenda #:** 32.

**Narrative of Resolution:**

To authorize a transfer of money to Sunset Lake LDC to pay the 2024 pilot and annual lease payment for the Care Center at Sunset Lake.

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

**Amount to be authorized by Resolution:** \$358,000

**Are funds already budgeted?** No

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

**WHEREAS**, the Town of Liberty Assessor changed the taxable status of the real property where the Care Center at Sunset Lake is located (“Subject Parcel”) from fully exempt to fully taxable; and

**WHEREAS**, the Subject Parcel has an address of 256 Sunset Lake Drive Liberty, NY 12754 and is designated on the Town of Liberty tax map as Section 23 Block 1 Lot 126.6; and

**WHEREAS**, the current owner of the Subject Parcel, Sunset Lake LDC (“LDC”), has recently received the 2024 pilot payment and the 2024 Annual Lease Payment from the County of Sullivan Industrial Development Agency. The total amount due for the 2024 is \$358,000; and

**WHEREAS**, in order to ensure that the real property taxes and annual lease payment are paid by February 1, 2024 so no interest or penalties accrue it will be necessary to transfer \$358,000 to the LDC; and

**WHEREAS**, the Sullivan County Legislature (“Legislature”) has determined that the transfer of the monies to the LDC for the purpose of making timely payment of these charges is in the best interest of the County.

**NOW THEREFORE BE IT RESOLVED**, that the Legislature does hereby approve the transfer of the monies to the LDC as outlined above; and

**BE IT FURTHER RESOLVED**, that the Legislature authorizes the County Treasurer and the County Auditor to take the necessary steps to transfer the monies to the LDC as outlined above.

**BE IT FURTHER RESOLVED, IF THE LDC IS UNABLE TO MAKE ANY PILOT PAYMENT THEN THE COUNTY LEGISLATURE AUTHORIZES THE COUNTY TO MAKE THE PAYMENT ON THE LDC’S BEHALF.**



# Sullivan County

## Legislative Memorandum

100 North Street  
Monticello, NY 12701

**File #:** ID-6086

**Agenda Date:** 1/25/2024

**Agenda #:** 33.

**Narrative of Resolution:**

Appoint/reappoint members to the Sullivan Land Bank Corporation

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

**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:**

**WHEREAS**, pursuant to Resolution No. 286-16, the Sullivan County Legislature authorized the formation of the Sullivan County Land Bank Corporation (SCLBC) and appointed nine (9) directors to serve a term of two (2) years from the date of incorporation unless appointed by virtue of a director’s elected public office in which case it shall run concurrently with the term of office, whichever is less; and

**WHEREAS**, current SCLBC board members have requested to continue to serve another term; and

**WHEREAS**, the Sullivan County Legislature has the authority to appoint members of the SCLBC Board pursuant to Article 16 of New York State's Non-Profit Corporation Law,

**NOW, THEREFORE, BE IT RESOLVED**, that the Sullivan County Legislature hereby makes the following appointments to the Board, for terms ending February 2025:

1. Nancy Buck, County Treasurer
2. Matthew V. McPhillips, Legislative Majority Leader
3. Nicholas Salomone, Legislative Minority Leader
4. Heather Brown, Planning Commissioner
5. George Nikolados, Monticello Village Representative
6. Victoria Ferguson, Liberty Village Representative
7. Jacquelyn Leventoff, Community Member
8. Susan Hart, Community Member
9. Anna Milucky, Community Member
10. Julian Dawson, Community Member

11. Jill Weyer, Community Member



Sullivan County  
Legislative Memorandum

100 North Street  
Monticello, NY 12701

**File #:** ID-6087

**Agenda Date:** 1/25/2024

**Agenda #:** 34.

**Narrative of Resolution:**

Appoint two members to the Soil & Water Conservation District Board

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

**Amount to be authorized by Resolution:** N/A

**Are funds already budgeted?** Choose an item.

**Specify Compliance with Procurement Procedures:**

**RESOLUTION INTRODUCED BY EXECUTIVE COMMITTEE TO APPOINT NADIA RAJSZ AND CATHERINE SCOTT TO THE SULLIVAN COUNTY SOIL AND WATER CONSERVATION DISTRICT BOARD**

**WHEREAS** it is the desire of the Sullivan County Legislature to appoint Nadia Rajsz and Catherine Scott to the Sullivan County Soil and Water Conservation District Board.

**NOW, THEREFORE BE IT RESOLVED** that the Sullivan County Legislature hereby appoints Nadia Rajsz and Catherine Scott to the Sullivan County Soil & Water Conservation District Board with a term to expire December 31, 2024.





# Sullivan County

## Legislative Memorandum

100 North Street  
Monticello, NY 12701

**File #:** ID-6089

**Agenda Date:** 1/25/2024

**Agenda #:** 35.

**Narrative of Resolution:**

Appoint Matt McPhillips to the Agricultural and Farmland Protection Board

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

**Amount to be authorized by Resolution:** N/A

**Are funds already budgeted?** Choose an item.

**Specify Compliance with Procurement Procedures:**

**RESOLUTION NO. INTRODUCED BY THE EXECUTIVE COMMITTEE TO APPOINT A LEGISLATIVE MEMBER TO THE SULLIVAN COUNTY AGRICULTURAL AND FARMLAND PROTECTION BOARD**

**WHEREAS**, pursuant to Resolution No. 138-21, the term of the County Legislative Representative of the Sullivan County Agricultural and Farmland Protection Board (Board), Luis Alvarez, has expired as of December 31, 2023; and

**WHEREAS**, a County Legislative Representative is required by Article 25AA Section 302 of the Agriculture and Markets Law and shall be for a term coterminous with the representative's term of office; and

**WHEREAS**, Matt McPhillips has offered to serve as the County Legislature representative for the Board; and

**NOW, THEREFORE, BE IT RESOLVED**, that the Sullivan County Legislature hereby makes the following appointment to the Sullivan County Agricultural and Farmland Protection Board:

Matt McPhillips, County Legislator

For a term to commence on January 1, 2024 and expire on December 31, 2027



Sullivan County  
Legislative Memorandum

100 North Street  
Monticello, NY 12701

**File #:** ID-6090

**Agenda Date:** 1/25/2024

**Agenda #:** 36.

**Narrative of Resolution:**

WHEREAS, expenses incurred by the Care Center at Sunset Lake have increased which may ultimately exceed the cash the Care Center has on hand; and

WHEREAS, it may be necessary for the County of Sullivan to advance cash to the Care Center at Sunset Lake to ensure that all vendors are paid timely and to further ensure that the daily operations of the Care Center remain unaffected; and

WHEREAS, the Sullivan County Treasurer and the Sullivan County Manager have determined that the advancing of cash to the Care Center at Sunset Lake for the purpose of timely paying vendors is in the best interest of the Care Center; and

WHEREAS, these transfers of cash to the Care Center at Sunset Lake will be tracked and recorded in the due to/due from as cash advances to the Care Center.

NOW THEREFORE, BE IT RESOLVED that the County Treasurer is hereby authorized to advance cash from the General Fund to the Care Center at Sunset Lake as needed in an amount not to exceed Two Million Dollars.

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

**Amount to be authorized by Resolution:** Up to \$2,000,000.00

**Are funds already budgeted?** No

**Specify Compliance with Procurement Procedures:**



# Sullivan County

## Legislative Memorandum

100 North Street  
Monticello, NY 12701

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**File #:** ID-6092

**Agenda Date:** 1/25/2024

**Agenda #:** 37.

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**Narrative of Resolution:**

Appoint members to the Sullivan County Agricultural and Farmland Protection Board

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

**Amount to be authorized by Resolution:** N/A

**Are funds already budgeted?** Choose an item.

**Specify Compliance with Procurement Procedures:**

**RESOLUTION NO. -24 INTRODUCED BY THE EXECUTIVE COMMITTEE TO APPOINT MEMBERS OF THE SULLIVAN COUNTY AGRICULTURAL AND FARMLAND PROTECTION BOARD**

**WHEREAS**, pursuant to Resolution No. 51-20, the term of one member of the Sullivan County Agricultural and Farmland Protection Board (Board), Erika Malmgreen, an active farmer, has expired as of December 31, 2023; and

**WHEREAS**, pursuant to Resolution No. 139-21, the term of one member of the Sullivan County Agricultural and Farmland Protection Board (Board), Dr. Joseph D’Abbraccio, an agri-business representative, has expired as of December 31, 2023; and

**WHEREAS**, there is a vacancy for the position of an active farmer and/or other agricultural stakeholder and/or stakeholder from an organization dedicated to agricultural land preservation for the Board; and

**WHEREAS**, the County of Sullivan posted a vacancy announcement on November 29, 2023, for the following positions: one active farmer, one agri-business and one active farmer and/or other agricultural stakeholder and/or stakeholder from an organization dedicated to agricultural land preservation as required by Article 25AA of the Agriculture and Markets Law; and

**WHEREAS**, Erika Malmgreen, Tanya Hahn, Sergio Saravia, Nathan Allanach, Courtney Hanaback, and John Lang responded to the vacancy announcement, each requesting to serve a term on the Board, and no other persons responded to the vacancy announcement; and

**WHEREAS**, Dr. Joseph D’Abbraccio responded to the vacancy announcement for an agri-business representative, requesting to serve a term on the Board, and no other persons responded to the vacancy announcement; and

**WHEREAS**, pursuant to Resolution No. 407 of 2011, all terms of office for appointed membership of boards and commissions shall be for not more than two consecutive four term years. The two four year consecutive term limit shall be waived in the event no other qualified individual is available to serve on the board and commissions; and

**WHEREAS**, Dr. Joseph A’Abbraccio has served more than two consecutive four term years, however there was not a qualified candidate to replace him; and

**WHEREAS**, Erika Malmgreen and Tanya Hahn were qualified individuals to respond to the positions of active farmer; and

**WHEREAS**, the Board recommended at their January 3, 2024 meeting that Dr. Joseph D’Abbraccio be appointed for a four-year term to serve as an agri-business representative; and

**WHEREAS**, the Board recommended at their January 3, 2024 meeting that Erika Malmgreen and Tanya Hahn be appointed each for a four-year term to serve as an active farmer; and

**NOW, THEREFORE, BE IT RESOLVED**, that the Sullivan County Legislature hereby makes the following appointments to the Board, to commence and terminate on the dates listed below:

Erika Malmgreen Active Farmer	January 1, 2024 - December 31, 2027
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Tanya Hahn Active Farmer	January 1, 2024 - December 31, 2027
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Dr. Joseph D’Abbraccio Agri-Business Representative	January 1, 2024 - December 31, 2027
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Sullivan County  
Legislative Memorandum

100 North Street  
Monticello, NY 12701

**File #:** ID-6094

**Agenda Date:** 1/25/2024

**Agenda #:** 38.

**Narrative of Resolution:**

**RESOLUTION INTRODUCED BY THE EXECUTIVE COMMITTEE TO CORRECT THE 2024 TAX ROLL OF THE TOWN OF MAMAKATING FOR TAX MAP #25.-2-3.15**

**WHEREAS**, an application dated January 8, 2024 having been filed by Hugo & Monica Ramirez pursuant to Section 554 of the Real Property Tax Law with respect to property assessed to said applicant on the 2024 tax roll of the Town of Mamakating bearing Tax Map #25.-2-3.15 to correct an error in essential fact, due to an incorrect entry on the taxable portion of the assessment roll, or the tax roll, or both, of the assessed valuation of an improvement to real property which was destroyed or removed prior to taxable status date for such assessment roll; and

**WHEREAS**, the Director of Real Property Tax Services has duly investigated the application and filed his report dated January 12, 2024 recommending this Board approve said application; and

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

- (a) That the application be approved because of an error in essential fact

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

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

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

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

**Amount to be authorized by Resolution:** \$2,297.99

**Are funds already budgeted?** No

**Specify Compliance with Procurement Procedures:**

RPTL§ 554



Sullivan County  
Legislative Memorandum

100 North Street  
Monticello, NY 12701

**File #:** ID-6095

**Agenda Date:** 1/25/2024

**Agenda #:** 39.

**Narrative of Resolution:**

**RESOLUTION INTRODUCED BY THE EXECUTIVE COMMITTEE TO CORRECT THE 2024 TAX ROLL OF THE TOWN OF MAMAKATING FOR TAX MAP #2.-1-65.7**

**WHEREAS**, an application dated January 9, 2024 having been filed by Joseph Brasile pursuant to Section 554 of the Real Property Tax Law with respect to property assessed to said applicant on the 2024 tax roll of the Town of Mamakating bearing Tax Map #2.-1-65.7 to correct a clerical error, due to an incorrect entry of penalties on a tax roll with respect to a relevied school tax which was paid to the school district in a timely manner as the payment was postmarked prior to the end of the warrant period; and

**WHEREAS**, the Director of Real Property Tax Services has duly investigated the application and filed his report dated January 15, 2024 recommending this Board approve said application; and

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

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

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

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

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

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

**Amount to be authorized by Resolution:** \$29.30

**Are funds already budgeted?** No

**Specify Compliance with Procurement Procedures:**

RPTL §554



Sullivan County  
Legislative Memorandum

100 North Street  
Monticello, NY 12701

**File #:** ID-6096

**Agenda Date:** 1/25/2024

**Agenda #:** 40.

**Narrative of Resolution:**

**WHEREAS**, an application dated January 11, 2024 having been filed by Silvano Berardo pursuant to Section 554 of the Real Property Tax Law with respect to property assessed to said applicant on the 2024 tax roll of the Town of Mamakating bearing Tax Map #15.-1-41.2 to correct a clerical error, due to an incorrect entry of penalties on a tax roll with respect to a relevied school tax which was paid to the school district in a timely manner as the payment was postmarked prior to the end of the warrant period; and

**WHEREAS**, the Director of Real Property Tax Services has duly investigated the application and filed his report dated January 15, 2024 recommending this Board approve said application; and

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

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

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

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

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

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

**Amount to be authorized by Resolution:** \$65.12

**Are funds already budgeted?** No

**Specify Compliance with Procurement Procedures:**

RPTL §554



# Sullivan County

## Legislative Memorandum

100 North Street  
Monticello, NY 12701

**File #:** ID-6097

**Agenda Date:** 1/25/2024

**Agenda #:** 41.

**Narrative of Resolution:**

**WHEREAS**, an application dated January 10, 2024 having been filed by Clear Lake Corp pursuant to Section 554 of the Real Property Tax Law with respect to property assessed to said applicant on the 2024 tax roll of the Town of Rockland bearing Tax Map #13.-1-10.1 to correct a clerical error, due to an incorrect entry of penalties on a tax roll with respect to a relieved school tax which was paid to the school district in a timely manner as the payment was postmarked prior to the end of the warrant period; and

**WHEREAS**, the Director of Real Property Tax Services has duly investigated the application and filed his report dated January 15, 2024 recommending this Board approve said application; and

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

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

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

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

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

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

**Amount to be authorized by Resolution:** \$780.08

**Are funds already budgeted?** No

**Specify Compliance with Procurement Procedures:**

RPTL §554





Sullivan County  
Legislative Memorandum

100 North Street  
Monticello, NY 12701

**File #:** ID-6098

**Agenda Date:** 1/25/2024

**Agenda #:** 42.

**Narrative of Resolution:**

**WHEREAS**, an application dated January 10, 2024 having been filed by Clear Lake Corp pursuant to Section 554 of the Real Property Tax Law with respect to property assessed to said applicant on the 2024 tax roll of the Town of Rockland bearing Tax Map #7.-1-10 to correct a clerical error, due to an incorrect entry of penalties on a tax roll with respect to a relieved school tax which was paid to the school district in a timely manner as the payment was postmarked prior to the end of the warrant period; and

**WHEREAS**, the Director of Real Property Tax Services has duly investigated the application and filed his report dated January 15, 2024 recommending this Board approve said application; and

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

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

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

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

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

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

**Amount to be authorized by Resolution:** \$30.56

**Are funds already budgeted?** No

**Specify Compliance with Procurement Procedures:**

RPTL §554



Sullivan County  
Legislative Memorandum

100 North Street  
Monticello, NY 12701

**File #:** ID-6099

**Agenda Date:** 1/25/2024

**Agenda #:** 43.

**Narrative of Resolution:**

**WHEREAS**, an application dated January 10, 2024 having been filed by Clear Lake Corp pursuant to Section 554 of the Real Property Tax Law with respect to property assessed to said applicant on the 2024 tax roll of the Town of Rockland bearing Tax Map #13.-1-2.1 to correct a clerical error, due to an incorrect entry of penalties on a tax roll with respect to a relevied school tax which was paid to the school district in a timely manner as the payment was postmarked prior to the end of the warrant period; and

**WHEREAS**, the Director of Real Property Tax Services has duly investigated the application and filed his report dated January 15, 2024 recommending this Board approve said application; and

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

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

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

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

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

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

**Amount to be authorized by Resolution:** \$391.58

**Are funds already budgeted?** No

**Specify Compliance with Procurement Procedures:**

RPTL §554



Sullivan County  
Legislative Memorandum

100 North Street  
Monticello, NY 12701

**File #:** ID-6100

**Agenda Date:** 1/25/2024

**Agenda #:** 44.

**Narrative of Resolution:**

**WHEREAS**, an application dated January 10, 2024 having been filed by Clear Lake Corp pursuant to Section 554 of the Real Property Tax Law with respect to property assessed to said applicant on the 2024 tax roll of the Town of Rockland bearing Tax Map #13.-1-3.1 to correct a clerical error, due to an incorrect entry of penalties on a tax roll with respect to a relevied school tax which was paid to the school district in a timely manner as the payment was postmarked prior to the end of the warrant period; and

**WHEREAS**, the Director of Real Property Tax Services has duly investigated the application and filed his report dated January 15, 2024 recommending this Board approve said application; and

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

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

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

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

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

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

**Amount to be authorized by Resolution:** \$74.91

**Are funds already budgeted?** No

**Specify Compliance with Procurement Procedures:**

RPTL §554



Sullivan County  
Legislative Memorandum

100 North Street  
Monticello, NY 12701

**File #:** ID-6101

**Agenda Date:** 1/25/2024

**Agenda #:** 45.

**Narrative of Resolution:**

**WHEREAS**, an application dated January 10, 2024 having been filed by Clear Lake Corp pursuant to Section 554 of the Real Property Tax Law with respect to property assessed to said applicant on the 2024 tax roll of the Town of Rockland bearing Tax Map #13.-1-11.4 to correct a clerical error, due to an incorrect entry of penalties on a tax roll with respect to a relevied school tax which was paid to the school district in a timely manner as the payment was postmarked prior to the end of the warrant period; and

**WHEREAS**, the Director of Real Property Tax Services has duly investigated the application and filed his report dated January 15, 2024 recommending this Board approve said application; and

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

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

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

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

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

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

**Amount to be authorized by Resolution:** \$33.90

**Are funds already budgeted?** No

**Specify Compliance with Procurement Procedures:**

RPTL §554



Sullivan County  
Legislative Memorandum

100 North Street  
Monticello, NY 12701

**File #:** ID-6102

**Agenda Date:** 1/25/2024

**Agenda #:** 46.

**Narrative of Resolution:**

**WHEREAS**, an application dated January 10, 2024 having been filed by Clear Lake Corp pursuant to Section 554 of the Real Property Tax Law with respect to property assessed to said applicant on the 2024 tax roll of the Town of Rockland bearing Tax Map #13.-1-6.1 to correct a clerical error, due to an incorrect entry of penalties on a tax roll with respect to a relevied school tax which was paid to the school district in a timely manner as the payment was postmarked prior to the end of the warrant period; and

**WHEREAS**, the Director of Real Property Tax Services has duly investigated the application and filed his report dated January 15, 2024 recommending this Board approve said application; and

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

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

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

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

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

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

**Amount to be authorized by Resolution:** \$326.18

**Are funds already budgeted?** No

**Specify Compliance with Procurement Procedures:**

RPTL §554



Sullivan County  
Legislative Memorandum

100 North Street  
Monticello, NY 12701

**File #:** ID-6103

**Agenda Date:** 1/25/2024

**Agenda #:** 47.

**Narrative of Resolution:**

**WHEREAS**, an application dated January 8, 2024 having been filed by Bruce & Sharon MacGregor pursuant to Section 554 of the Real Property Tax Law with respect to property assessed to said applicant on the 2024 tax roll of the Town of Mamakating bearing Tax Map #23.-1-35 to correct a clerical error, due to an incorrect entry on a tax roll of a relevied school tax which has been previously paid; and

**WHEREAS**, the Director of Real Property Tax Services has duly investigated the application and filed his report dated January 15, 2024 recommending this Board approve said application; and

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

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

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

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

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

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

**Amount to be authorized by Resolution:** \$7,778.01

**Are funds already budgeted?** No

**Specify Compliance with Procurement Procedures:**

RPTL §554



# Sullivan County

## Legislative Memorandum

100 North Street  
Monticello, NY 12701

**File #:** ID-6104

**Agenda Date:** 1/25/2024

**Agenda #:** 48.

**Narrative of Resolution:**

**WHEREAS**, an application dated January 8, 2024 having been filed by Rainbow Mountain, LLC pursuant to Section 554 of the Real Property Tax Law with respect to property assessed to said applicant on the 2024 tax roll of the Town of Mamakating bearing Tax Map #203.-1-14.1 to correct a clerical error, due to an incorrect entry on a tax roll of a relieved school tax which has been previously paid; and

**WHEREAS**, the Director of Real Property Tax Services has duly investigated the application and filed his report dated January 15, 2024 recommending this Board approve said application; and

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

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

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

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

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

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

**Amount to be authorized by Resolution:** \$4,692.25

**Are funds already budgeted?** No

**Specify Compliance with Procurement Procedures:**

RPTL §554



Sullivan County  
Legislative Memorandum

100 North Street  
Monticello, NY 12701

**File #:** ID-6105

**Agenda Date:** 1/25/2024

**Agenda #:** 49.

**Narrative of Resolution:**

**WHEREAS**, an application dated January 13, 2024 having been filed by Allan & Brenda Warsaw and Edward & Alyse Rudin pursuant to Section 554 of the Real Property Tax Law with respect to property assessed to said applicant on the 2024 tax roll of the Town of Mamakating bearing Tax Map #102.-1-19.16 to correct a clerical error, due to an incorrect entry on a tax roll of a relevied school tax which has been previously paid; and

**WHEREAS**, the Director of Real Property Tax Services has duly investigated the application and filed his report dated January 15, 2024 recommending this Board approve said application; and

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

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

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

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

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

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

**Amount to be authorized by Resolution:** \$379.40

**Are funds already budgeted?** No

**Specify Compliance with Procurement Procedures:**

RPTL §554





Sullivan County  
Legislative Memorandum

100 North Street  
Monticello, NY 12701

**File #:** ID-6106

**Agenda Date:** 1/25/2024

**Agenda #:** 50.

**Narrative of Resolution:**

**WHEREAS**, an application dated January 10, 2024 having been filed by Jeffersonville, LLC pursuant to Section 554 of the Real Property Tax Law with respect to property assessed to said applicant on the 2024 tax roll of the Town of Delaware bearing Tax Map #5.-1-17.4 to correct an error in essential fact, due to an incorrect entry on the taxable portion of the assessment roll, or the tax roll, or both, of the assessed valuation of an improvement to real property which was not in existence or which was present on a different parcel; and

**WHEREAS**, the Director of Real Property Tax Services has duly investigated the application and filed his report dated January 15, 2024 recommending this Board approve said application; and

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

(a) That the application be approved because of an error in essential fact

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

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

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

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

**Amount to be authorized by Resolution:** \$3,108.35

**Are funds already budgeted?** No

**Specify Compliance with Procurement Procedures:**

RPTL §554



Sullivan County  
Legislative Memorandum

100 North Street  
Monticello, NY 12701

**File #:** ID-6108

**Agenda Date:** 1/25/2024

**Agenda #:** 51.

**Narrative of Resolution:**

**WHEREAS**, an application dated January 11, 2024 having been filed by the Estate of Anthony & Edwicks Gagliardo pursuant to Section 554 of the Real Property Tax Law with respect to property assessed to said applicant on the 2024 tax roll of the Town of Mamakating bearing Tax Map #2.-1-33 to correct a clerical error, due to an incorrect entry of penalties on a tax roll with respect to a relevied school tax which was paid to the school district in a timely manner as the payment was postmarked prior to the end of the warrant period; and

**WHEREAS**, the Director of Real Property Tax Services has duly investigated the application and filed his report dated January 16, 2024 recommending this Board approve said application; and

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

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

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

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

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

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

**Amount to be authorized by Resolution:** \$33.60

**Are funds already budgeted?** No

**Specify Compliance with Procurement Procedures:**

RPTL §554



Sullivan County  
Legislative Memorandum

100 North Street  
Monticello, NY 12701

**File #:** ID-6110

**Agenda Date:** 1/25/2024

**Agenda #:** 52.

**Narrative of Resolution:**

**WHEREAS**, an application dated January 18, 2024 having been filed by Dennis R. Ketcham, IAO, Assessor, Town of Forestburgh, on behalf of The Katherine Barnhart Trust pursuant to Section 556 of the Real Property Tax Law with respect to property assessed to said applicant on the 2024 tax roll of the Town of Forestburgh bearing Tax Map #17.-8-1 to correct a clerical error, due to an incorrect entry of assessed valuation on an assessment roll or on a tax roll which, because of a mistake in transcription, does not conform to the entry for the same parcel which appears on the property record card, field book or other final work product of the assessor, or the final verified statement of the board of assessment review; and

**WHEREAS**, the Director of Real Property Tax Services has duly investigated the application and filed his report dated January 18, 2024 recommending this Board approve said application; and

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

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

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

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

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

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

**Amount to be authorized by Resolution:** \$1,565.88

**Are funds already budgeted?** No

**Specify Compliance with Procurement Procedures:**

RPTL §556



Sullivan County  
Legislative Memorandum

100 North Street  
Monticello, NY 12701

**File #:** ID-6112

**Agenda Date:** 1/25/2024

**Agenda #:** 53.

**Narrative of Resolution:**

**WHEREAS**, an application dated January 16, 2024 having been filed by Dennis R. Ketcham, IAO, Assessor, Town of Forestburgh, on behalf of William Sipos pursuant to Section 554 of the Real Property Tax Law with respect to property assessed to said applicant on the 2024 tax roll of the Town of Forestburgh bearing Tax Map #23.-1-12 to correct a clerical error, due to an incorrect entry of assessed valuation on an assessment roll or on a tax roll which, because of a mistake in transcription , does not conform to the entry for the same parcel which appears on the property record card, field book or other final work product of the assessor, or the final verified statement of the board of assessment review; and

**WHEREAS**, the Director of Real Property Tax Services has duly investigated the application and filed his report dated January 16, 2024 recommending this Board approve said application; and

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

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

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

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

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

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

**Amount to be authorized by Resolution:** \$851.78

**Are funds already budgeted?** No

**Specify Compliance with Procurement Procedures:**

RPTL §554



Sullivan County  
Legislative Memorandum

100 North Street  
Monticello, NY 12701

**File #:** ID-6113

**Agenda Date:** 1/25/2024

**Agenda #:** 54.

**Narrative of Resolution:**

**WHEREAS**, an application dated January 16, 2024 having been filed by Dennis R. Ketcham, IAO, Assessor, Town of Forestburgh, on behalf of S73 Ventures, LLC pursuant to Section 554 of the Real Property Tax Law with respect to property assessed to said applicant on the 2024 tax roll of the Town of Forestburgh bearing Tax Map #23.-1-1.12 to correct a clerical error, due to an incorrect entry of assessed valuation on an assessment roll or on a tax roll which, because of a mistake in transcription, does not conform to the entry for the same parcel which appears on the property record card, field book or other final work product of the assessor, or the final verified statement of the board of assessment review; and

**WHEREAS**, the Director of Real Property Tax Services has duly investigated the application and filed his report dated January 16, 2024 recommending this Board approve said application; and

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

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

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

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

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

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

**Amount to be authorized by Resolution:** \$2,792.18

**Are funds already budgeted?** No

**Specify Compliance with Procurement Procedures:**

RPTL §554



Sullivan County  
Legislative Memorandum

100 North Street  
Monticello, NY 12701

**File #:** ID-6114

**Agenda Date:** 1/25/2024

**Agenda #:** 55.

**Narrative of Resolution:**

**WHEREAS**, an application dated January 16, 2024 having been filed by Dennis R. Ketcham, IAO, Assessor, Town of Forestburgh, on behalf of Ramineni Kiran pursuant to Section 554 of the Real Property Tax Law with respect to property assessed to said applicant on the 2024 tax roll of the Town of Forestburgh bearing Tax Map #39.-1-8.4 to correct a clerical error, due to an incorrect entry of assessed valuation on an assessment roll or on a tax roll which, because of a mistake in transcription , does not conform to the entry for the same parcel which appears on the property record card, field book or other final work product of the assessor, or the final verified statement of the board of assessment review; and

**WHEREAS**, the Director of Real Property Tax Services has duly investigated the application and filed his report dated January 16, 2024 recommending this Board approve said application; and

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

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

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

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

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

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

**Amount to be authorized by Resolution:** \$1,777.03

**Are funds already budgeted?** No

**Specify Compliance with Procurement Procedures:**

RPTL §554



Sullivan County  
Legislative Memorandum

100 North Street  
Monticello, NY 12701

**File #:** ID-6115

**Agenda Date:** 1/25/2024

**Agenda #:** 56.

**Narrative of Resolution:**

**WHEREAS**, an application dated January 16, 2024 having been filed by Dennis R. Ketcham, IAO, Assessor, Town of Forestburgh, on behalf of Kenneth & Nancy Bowdren pursuant to Section 554 of the Real Property Tax Law with respect to property assessed to said applicant on the 2024 tax roll of the Town of Forestburgh bearing Tax Map #23.-1-1.13 to correct a clerical error, due to an incorrect entry of assessed valuation on an assessment roll or on a tax roll which, because of a mistake in transcription, does not conform to the entry for the same parcel which appears on the property record card, field book or other final work product of the assessor, or the final verified statement of the board of assessment review; and

**WHEREAS**, the Director of Real Property Tax Services has duly investigated the application and filed his report dated January 16, 2024 recommending this Board approve said application; and

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

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

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

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

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

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

**Amount to be authorized by Resolution:** \$2,650.95

**Are funds already budgeted?** No

**Specify Compliance with Procurement Procedures:**

RPTL §554



# Sullivan County

## Legislative Memorandum

100 North Street  
Monticello, NY 12701

**File #:** ID-6116

**Agenda Date:** 1/25/2024

**Agenda #:** 57.

**Narrative of Resolution:**

**WHEREAS**, an application dated January 16, 2024 having been filed by Dennis R. Ketcham, IAO, Assessor, Town of Forestburgh, on behalf of Yang Ho & Hong Yu Mi pursuant to Section 554 of the Real Property Tax Law with respect to property assessed to said applicant on the 2024 tax roll of the Town of Forestburgh bearing Tax Map #23.-1-1.19 to correct a clerical error, due to an incorrect entry of assessed valuation on an assessment roll or on a tax roll which, because of a mistake in transcription, does not conform to the entry for the same parcel which appears on the property record card, field book or other final work product of the assessor, or the final verified statement of the board of assessment review; and

**WHEREAS**, the Director of Real Property Tax Services has duly investigated the application and filed his report dated January 16, 2024 recommending this Board approve said application; and

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

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

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

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

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

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

**Amount to be authorized by Resolution:** \$1,824.19

**Are funds already budgeted?** No

**Specify Compliance with Procurement Procedures:**

RPTL §554





Sullivan County  
Legislative Memorandum

100 North Street  
Monticello, NY 12701

**File #:** ID-6117

**Agenda Date:** 1/25/2024

**Agenda #:** 58.

**Narrative of Resolution:**

**WHEREAS**, an application dated January 16, 2024 having been filed by Dennis R. Ketcham, IAO, Assessor, Town of Forestburgh, on behalf of David Jacob pursuant to Section 554 of the Real Property Tax Law with respect to property assessed to said applicant on the 2024 tax roll of the Town of Forestburgh bearing Tax Map #30.-2-6.20 to correct a clerical error, due to an incorrect entry of assessed valuation on an assessment roll or on a tax roll for a parcel which, except for a failure on the part of the assessor to act on a partial exemption, would be eligible for such partial exemption; and

**WHEREAS**, the Director of Real Property Tax Services has duly investigated the application and filed his report dated January 17, 2024 recommending this Board approve said application; and

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

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

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

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

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

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

**Amount to be authorized by Resolution:** \$2,830.78

**Are funds already budgeted?** No

**Specify Compliance with Procurement Procedures:**

RPTL §554



Sullivan County  
Legislative Memorandum

100 North Street  
Monticello, NY 12701

**File #:** ID-6118

**Agenda Date:** 1/25/2024

**Agenda #:** 59.

**Narrative of Resolution:**

**WHEREAS**, an application dated January 16, 2024 having been filed by Dennis R. Ketcham, IAO, Assessor, Town of Forestburgh, on behalf of Brian Kowal pursuant to Section 556 of the Real Property Tax Law with respect to property assessed to said applicant on the 2024 tax roll of the Town of Forestburgh bearing Tax Map #22.-1-1 to correct a clerical error, due to an incorrect entry of assessed valuation on an assessment roll or on a tax roll for a parcel which, except for a failure on the part of the assessor to act on a partial exemption, would be eligible for such partial exemption; and

**WHEREAS**, the Director of Real Property Tax Services has duly investigated the application and filed his report dated January 17, 2024 recommending this Board approve said application; and

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

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

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

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

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

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

**Amount to be authorized by Resolution:** \$1,664.66

**Are funds already budgeted?** No

**Specify Compliance with Procurement Procedures:**

RPTL §556



Sullivan County  
Legislative Memorandum

100 North Street  
Monticello, NY 12701

**File #:** ID-6119

**Agenda Date:** 1/25/2024

**Agenda #:** 60.

**Narrative of Resolution:**

**WHEREAS**, an application dated January 16, 2024 having been filed by Dennis R. Ketcham, IAO, Assessor, Town of Forestburgh, on behalf of Brian Kowal pursuant to Section 556 of the Real Property Tax Law with respect to property assessed to said applicant on the 2024 tax roll of the Town of Forestburgh bearing Tax Map #22.-1-2 to correct a clerical error, due to an incorrect entry of assessed valuation on an assessment roll or on a tax roll for a parcel which, except for a failure on the part of the assessor to act on a partial exemption, would be eligible for such partial exemption; and

**WHEREAS**, the Director of Real Property Tax Services has duly investigated the application and filed his report dated January 17, 2024 recommending this Board approve said application; and

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

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

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

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

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

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

**Amount to be authorized by Resolution:** \$576.69

**Are funds already budgeted?** No

**Specify Compliance with Procurement Procedures:**

RPTL §556



Sullivan County  
Legislative Memorandum

100 North Street  
Monticello, NY 12701

**File #:** ID-6120

**Agenda Date:** 1/25/2024

**Agenda #:** 61.

**Narrative of Resolution:**

**WHEREAS**, an application dated January 16, 2024 having been filed by Dennis R. Ketcham, IAO, Assessor, Town of Forestburgh, on behalf of Theatrical Arts at Forestburgh pursuant to Section 554 of the Real Property Tax Law with respect to property assessed to said applicant on the 2024 tax roll of the Town of Forestburgh bearing Tax Map #30.-1-20.1 to correct an unlawful entry, due to an entry on the taxable portion of the assessment roll or the tax roll, or both, of the assessed valuation of real property which, except for the provisions of RPTL, §490, is wholly exempt from taxation; and

**WHEREAS**, the Director of Real Property Tax Services has duly investigated the application and filed his report dated January 17, 2024 recommending this Board approve said application; and

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

- (a) That the application be approved because of an unlawful entry

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

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

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

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

**Amount to be authorized by Resolution:** \$1,324.01

**Are funds already budgeted?** No

**Specify Compliance with Procurement Procedures:**

RPTL §554



Sullivan County  
Legislative Memorandum

100 North Street  
Monticello, NY 12701

**File #:** ID-6122

**Agenda Date:** 1/25/2024

**Agenda #:** 62.

**Narrative of Resolution:**

**WHEREAS**, an application dated January 16, 2024 having been filed by 314 Main Street, LLC pursuant to Section 554 of the Real Property Tax Law with respect to property assessed to said applicant on the 2024 tax roll of the Town of Fallsburg bearing Tax Map #33.-2-8 to correct a clerical error, due to an entry on a tax roll which is incorrect by reason of a mistake in the determination or transcription of a special assessment or other charge based on units of service provided by a special district; and

**WHEREAS**, the Director of Real Property Tax Services has duly investigated the application and filed his report dated January 16, 2024 recommending this Board approve said application; and

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

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

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

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

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

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

**Amount to be authorized by Resolution:** \$836.82

**Are funds already budgeted?** No

**Specify Compliance with Procurement Procedures:**

RPTL §554



Sullivan County  
Legislative Memorandum

100 North Street  
Monticello, NY 12701

**File #:** ID-6123

**Agenda Date:** 1/25/2024

**Agenda #:** 63.

**Narrative of Resolution:**

**WHEREAS**, an application dated January 18, 2024 having been filed by First United Tabernacle pursuant to Section 554 of the Real Property Tax Law with respect to property assessed to said applicant on the 2024 tax roll of the Town of Mamakating bearing Tax Map #9.-1-66.1 to correct a clerical error, due to an incorrect entry of penalties on a tax roll with respect to a relieved school tax which was paid to the school district in a timely manner as the payment was postmarked prior to the end of the warrant period; and

**WHEREAS**, the Director of Real Property Tax Services has duly investigated the application and filed his report dated January 18, 2024 recommending this Board approve said application; and

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

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

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

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

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

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

**Amount to be authorized by Resolution:** \$295.78

**Are funds already budgeted?** No

**Specify Compliance with Procurement Procedures:**

RPTL §554



Sullivan County  
Legislative Memorandum

100 North Street  
Monticello, NY 12701

**File #:** ID-6124

**Agenda Date:** 1/25/2024

**Agenda #:** 64.

**Narrative of Resolution:**

**WHEREAS**, an application dated January 8, 2024 having been filed by Richard & Diane Von Hegel pursuant to Section 554 of the Real Property Tax Law with respect to property assessed to said applicant on the 2024 tax roll of the Town of Bethel bearing Tax Map #48.-13-7 to correct a clerical error, due to an incorrect entry on a tax roll of a portion of a relevied school tax which has been previously paid; and

**WHEREAS**, the Director of Real Property Tax Services has duly investigated the application and filed his report dated January 15, 2024 recommending this Board approve said application; and

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

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

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

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

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

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

**Amount to be authorized by Resolution:** \$1,144.30

**Are funds already budgeted?** No

**Specify Compliance with Procurement Procedures:**

RPTL §554



Sullivan County  
Legislative Memorandum

100 North Street  
Monticello, NY 12701

**File #:** ID-6109

**Agenda Date:** 1/25/2024

**Agenda #:** 65.

**Narrative of Resolution:**

Set public hearing for Proposed Local Law 1 of 2024 for February 15, 2024 at 9:45AM

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

**Amount to be authorized by Resolution:** N/A

**Are funds already budgeted?** Choose an item.

**Specify Compliance with Procurement Procedures:**

**RESOLUTION INTRODUCED BY EXECUTIVE COMMITTEE TO SET PUBLIC HEARING FOR PROPOSED LOCAL LAW 1 OF 2024 ENTITLED “AMENDMENTS TO THE SULLIVAN COUNTY ADMINISTRATIVE CODE”**

**WHEREAS**, there has been introduced at a meeting of the Sullivan County Legislature held on January 25, 2024, a proposed Local Law entitled “Amendments to the Sullivan County Administrative Code.”

**NOW, THEREFORE, BE IT RESOLVED**, that a public hearing be held on said proposed local law by the Sullivan County Legislature on February 15, 2024 at 9:45 AM, in the Legislative Chambers, County Government Center, Monticello, New York, and at least six (6) days’ notice of the public hearing be given by the Clerk of the Sullivan County Legislature by due posting thereof on the bulletin board of the County of Sullivan and by publishing such notice at least once in the official newspapers of the County.

**COUNTY OF SULLIVAN  
NOTICE OF PUBLIC HEARING**

**NOTICE IS HEREBY GIVEN** that there has been duly presented and introduced at a meeting of the Legislature of the County of Sullivan, New York, held on January 25, 2024, a proposed Local Law 1 of 2024 entitled “Amendments to the Sullivan County Administrative Code”.

**NOTICE IS FURTHER GIVEN** that the Legislature of the County of Sullivan will conduct a public hearing on the aforesaid proposed local law in the County of Sullivan at the Legislative Hearing Room, County Government Center, Monticello, New York, 12701, on Thursday, February 15, 2024 at 9:45AM at which time all persons interested will be heard.

**DATED:** January 25, 2024

ANNMARIE MARTIN  
Clerk of the Legislature  
County of Sullivan, New York







# Sullivan County

## Legislative Memorandum

100 North Street  
Monticello, NY 12701

**File #:** ID-6125

**Agenda Date:** 1/25/2024

**Agenda #:** 66.

**Narrative of Resolution:**

To authorize award and execution of contract with The Bonadio Group to provide a Comprehensive Review and Recommendations for Child Welfare Services.

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

**Amount to be authorized by Resolution:** \$150,000

**Are funds already budgeted?** No

**Specify Compliance with Procurement Procedures:** R-23-45

**WHEREAS**, a proposal was received to provide a comprehensive review and recommendations for Sullivan County’s Child Welfare Services, and

**WHEREAS**, The Bonadio Group, 171 Sully’s Trail, Pittsford, NY 14534, will provide said services over a nine month period; and

**WHEREAS**, the Sullivan County Manager’s Office has approved said proposal and recommends that an agreement be executed.

**NOW, THEREFORE, BE IT RESOLVED**, the County Manager be and hereby is authorized to execute an agreement with The Bonadio Group, at a total cost not to exceed \$150,000, for a Comprehensive Review and Recommendations for the Sullivan County Child Welfare Services, in accordance with RFP #R-23-45, said contract to be in such form as the County Attorney shall approve.



# Sullivan County

## Legislative Memorandum

100 North Street  
Monticello, NY 12701

**File #:** ID-6129

**Agenda Date:** 1/25/2024

**Agenda #:** 67.

**Narrative of Resolution:**

Apportion 2023 Fourth Quarter Mortgage Tax

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

**Amount to be authorized by Resolution:** \$780,911.29

**Are funds already budgeted?** Choose an item.

**Specify Compliance with Procurement Procedures:**

**RESOLUTION INTRODUCED BY EXECUTIVE COMMITTEE TO APPORTION MORTGAGE TAX**

**WHEREAS**, Section 261 of the Tax Law of the State of New York requires apportionment of the mortgage tax, and

**WHEREAS**, the County Clerk and the County Treasurer have submitted the quarterly report to the Clerk of the Legislature, and

**WHEREAS**, The County Legislature has apportioned, among the various towns and incorporated villages of the County of Sullivan, the equitable share of the mortgage tax;

**NOW, THEREFORE, BE IT RESOLVED**, that the County Treasurer draw checks for each of the towns and villages the quarterly mortgage tax so apportioned, for the 4<sup>th</sup> Quarter 2023, as follows:

**TOWNS**

- 41,167.23
- 19,821.15
- 19,701.90
- 26,501.48
- 144,167.63
- 15,484.66
- 10,926.18
- 35,833.88
- 75,023.40
- 36,227.63
- 110,382.62
- 22,128.24

28,286.94  
141,581.96  
11,491.78

Bethel  
Callicoon

Cochecton

Delaware

Fallsburg

Forestburgh

Fremont

Highland

Liberty

Lumberland

Mamakating

Neversink

Rockland

Thompson

Tusten

**VILLAGES**

3,499.83  
1,232.84  
13,175.83  
14,956.03  
4,895.06  
4,425.02

Bloomingburg

Jeffersonville

Liberty

Monticello

Woodridge

Wurtsboro

**TOTAL**

**\$780,911.29**

New York State Mortgage Tax Semi-Annual/Quarterly Report

County of Sullivan for the period:

October 2023

through

December 2023

Part I

Cash Statement for Taxes Collected Pursuant to Article 11

Months	BASIC TAX DISTRIBUTED				TREASURER			ALL OTHER TAXES DISTRIBUTED					
	1 Basic tax collected	2 Interest received by recording officer	3 Recording officer's expense	4 Refunds or adjustments	5 Amount paid to treasurer (Col 1+2-3-4)	6 Interest received by treasurer	7 Treasurer's expense	8 Tax districts share (Col. 5+6-7)	9 Local tax	10 Additional tax	11 Special Assistance fund	12 Special additional tax	13 County Tax
October	\$ 283,960.00	\$ 557.91	\$ 3,840.89		\$ 280,677.02	\$ 799.81		\$ 281,476.83	\$ 140,338.48			\$ 130,202.51	
November	\$ 267,237.64	\$ 580.08	\$ 3,820.54		\$ 263,997.18	\$ 1,038.77		\$ 265,035.95	\$ 131,998.58			\$ 125,211.26	
December	\$ 237,169.22	\$ 466.29	\$ 3,803.89		\$ 233,831.62	\$ 566.89		\$ 234,398.51	\$ 116,915.79			\$ 112,128.32	
January					\$ -			\$ -					
February					\$ -			\$ -					
March					\$ -			\$ -					
April					\$ -			\$ -					
May					\$ -			\$ -					
June					\$ -			\$ -					
July					\$ -			\$ -					
August					\$ -			\$ -					
September					\$ -			\$ -					
TOTALS	\$ 788,366.86	\$ 1,604.28	\$ 11,465.32	\$ -	\$ 778,505.82	\$ 2,405.47	\$ -	\$ 780,911.29	\$ 389,252.85	\$ -	\$ -	\$ 367,542.09	\$ -

*Russell B. Allen*

Sullivan County Clerk

*Nancy Buck*

Sullivan County Treasurer



County of Sullivan for the period: Oct-23 through Dec-23

Cash Statement for Taxes Collected Pursuant to Article 11

DISTRIBUTION STATEMENT: Columns 1 through 5: The taxes collected shown in column 2 were produced by mortgages covering real property in the respective tax districts. Additions and deductions to make adjustments and to correct errors are recorded in columns 3 and 4 respectively.

Authority for these additions and deductions is given by the orders of the Tax Department noted on the bottom of this part.

CREDIT STATEMENT: Column 6: This column is the net amount due each tax district, for which the County of Sullivan shall issue its warrants.

1 Tax Districts	2 Taxes Collected	3 Additions*	4 Deductions*	5 Amount of "Taxes Collected" as adjusted and corrected	6 Net Amount due each tax district
Town of Bethel	\$ 41,560.26			\$ 41,560.26	\$ 41,167.23
Town of Callicoon	\$ 21,255.00			\$ 21,255.00	\$ 21,053.99
Town of Cochection	\$ 19,890.00			\$ 19,890.00	\$ 19,701.90
Town of Delaware	\$ 26,754.50			\$ 26,754.50	\$ 26,501.48
Town of Fallsburg	\$ 150,485.83			\$ 150,485.83	\$ 149,062.69
Town of Forestburgh	\$ 15,632.50			\$ 15,632.50	\$ 15,484.66
Town of Fremont	\$ 11,030.50			\$ 11,030.50	\$ 10,926.18
Town of Highland	\$ 36,176.00			\$ 36,176.00	\$ 35,833.88
Town of Liberty	\$ 89,041.29			\$ 89,041.29	\$ 88,199.23
Town of Lumberland	\$ 36,573.50			\$ 36,573.50	\$ 36,227.63
Town of Mamakating	\$ 119,436.98			\$ 119,436.98	\$ 118,307.47
Town of Neversink	\$ 22,339.50			\$ 22,339.50	\$ 22,128.24
Town of Rockland	\$ 28,557.00			\$ 28,557.00	\$ 28,286.94
Town of Thompson	\$ 158,032.50			\$ 158,032.50	\$ 156,537.99
Town of Tusten	\$ 11,601.50			\$ 11,601.50	\$ 11,491.78
Rate:	0.990543020				\$ -
Total tax districts: 15					
TOTALS:	\$ 788,367.85	\$ -	\$ -	\$ 788,366.86	\$ 780,911.29

\*see refund, adjustment, and special adjustment orders of Commissioner of Taxation and Finance, case numbers:







Sullivan County  
Legislative Memorandum

100 North Street  
Monticello, NY 12701

**File #:** ID-6130

**Agenda Date:** 1/25/2024

**Agenda #:** 68.

**Narrative of Resolution:**

Create eight (8) Temporary 90-day positions in the Sheriff’s Office

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

**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:**

**RESOLUTION INTRODUCED BY EXECUTIVE COMMITTEE TO CREATE EIGHT (8) TEMPORARY 90- DAY POSITIONS IN THE SHERIFF’S OFFICE**

WHEREAS, the Sheriff has requested eight (8) temporary 90-day positions be created in the Sheriff’s Office; and

WHEREAS, in order to meet demands of the Sullivan County Jail, Sheriff Schiff is seeking to create eight (8) temporary 90-day positions in the Sheriff’s Office to meet the current staffing needs of the Sullivan County Sheriff’s office

NOW, THEREFORE, BE IT RESOLVED, that the Sullivan County Legislature hereby authorizes the creation of eight (8) temporary 90-day positions to assist the Sheriff’s Office in their staffing needs; and

BE IT FURTHER RESOLVED, that the temporary 90-day position(s) shall be limited only by those position classifications currently existing within the Office of the Sullivan County Sheriff, to include but not be limited to Deputy Sheriff, Correction Officer, Detective or Clerical/Support staff; and

BE IT FURTHER RESOLVED, the Sheriff is hereby authorized to offer union scale for the temporary position(s).

BE IT FURTHER RESOLVED; that the Sullivan County Legislature hereby authorizes the creation of eight (8) temporary 90-day positions in the Sheriff’s Office to meet the temporary staffing needs of the Sullivan County Sheriff’s Office.



# Sullivan County

## Legislative Memorandum

100 North Street  
Monticello, NY 12701

**File #:** ID-6144

**Agenda Date:**

**Agenda #:** 69.

**Narrative of Resolution:**

Correct 2024 Tax Roll BE 53-1-109

**WHEREAS**, an application dated January 18, 2024 having been filed by Daniel E. Gettel, Assessor, Town of Bethel on behalf of Wayne, Geoklan & April S. Altman pursuant to Section 554 of the Real Property Tax Law with respect to property assessed to said applicant on the 2024 tax roll of the Town of Bethel bearing Tax Map #53.-1-109 to correct a clerical error, due to an incorrect entry on a tax roll of a portion of a relieved school tax which has been previously paid; and

**WHEREAS**, the Director of Real Property Tax Services has duly investigated the application and filed his report dated January 18, 2024 recommending this Board approve said application; and

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

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

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

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

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

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

**Amount to be authorized by Resolution:** \$871.09

**Are funds already budgeted?** No

**Specify Compliance with Procurement Procedures:**

RPTL §554