



Sullivan County

Management & Budget, Capital Planning and Budgeting Committee

Meeting Agenda - Final

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

Thursday, February 8, 2024

9:00 AM

Government Center

Call To Order and Pledge of Allegiance

Roll Call

Comments:

Reports:

1. Budget Office
2. County Treasurer
3. County Audit & Control
4. ITS

Discussion:

Public Comment

Resolutions:

1. To Modify the 2023 Budget [ID-6163](#)
Attachments: [Year End #2 2023 Resolution Needed.pdf](#)
2. To Modify the 2023 Budget [ID-6164](#)
Attachments: [Year End #3 2023 Resolution Needed.pdf](#)
3. To Modify the 2024 Budget [ID-6165](#)
Attachments: [January 31 2024 Resolution Needed.pdf](#)
4. To authorize funding through the 2024 Legislative Discretionary Funding Program. [ID-6162](#)

5. To authorize a 1-year agreement for continued use of a software solution at Public Health Services [ID-6161](#)

6. To authorize a renewal service order and entering into a service agreement with ClearGov, Inc. for their Budget Cycle Management (BCM) Cloud-Based Software Solution. [ID-6158](#)

7. To require all Software Utilized by any Division, Department, Office, Agency, or Unit of the County to be under the jurisdiction of the Department of Information Technology Services. [ID-6157](#)

Adjourn



Sullivan County
Legislative Memorandum

100 North Street
Monticello, NY 12701

File #: ID-6163

Agenda Date: 2/8/2024

Agenda #: 1.

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:

RESOLUTION INTRODUCED BY MANAGEMENT & BUDGET COMMITTEE TO MODIFY THE 2023 BUDGET

WHEREAS, the County of Sullivan Budget requires modification,

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

**2023 Year End #2 Resolution
Sullivan County Budget Modifications 2023**

G/L Account	Revenue Increase	Revenue Decrease	Appropriation Increase	Appropriation Decrease
A-1330-204-40-4003 - CONTRACT AUCTION SERVICES			630	
A-1330-204-R1232-R272 - TAX COLLECTR FEE PUBLIC AUCTN BUYER PREM	630			
A-1989-99-47-4736 - DEPT CONTINGENT			3,350	
A-6293-40-4001 - CONTRACT AGENCIES				3,350
A-8020-90-40-4013 - CONTRACT CONTRACT OTHER			22,550	
A-8020-90-R4089-R167 - FED AID OTHR DEPARTMENTAL AID	22,550			
CL-8160-47-4710 - DEPT DEPT MISC/OTHER			290,000	
CL-8160-R2130-R247 - REF/GARBAGE FEE MISC FEE/REIMBURSMNT	290,000			
D-3310-45-4517 - SPEC DEPT SUPPLY BARICADES, LIGHTS, CONES				1,500
D-5020-41-4109 - AUTO/TRAVEL CO FLEET CHARGEBACK			1,500	
A Fund Total	313,180	-	318,030	4,850



Sullivan County
Legislative Memorandum

100 North Street
Monticello, NY 12701

File #: ID-6164

Agenda Date: 2/8/2024

Agenda #: 2.

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:

RESOLUTION INTRODUCED BY MANAGEMENT & BUDGET COMMITTEE TO MODIFY THE 2023 BUDGET

WHEREAS, the County of Sullivan Budget requires modification,

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

**2023 Year End #2 Resolution
Sullivan County Budget Modifications 2023**

G/L Account	Revenue Increase	Revenue Decrease	Appropriation Increase	Appropriation Decrease
A-1230-10-1013 - PERSONAL SERV LONGEVITY			100	
A-1230-10-1015 - PERSONAL SERV OTHER PAY			540	
A-1230-80-8002 - EMPL BENFTS HLTH INSUR ACTIVE EMPLOYEE				10,000
A-1320-10-1011 - PERSONAL SERV REGULAR PAY				15,000
A-1320-80-8002 - EMPL BENFTS HLTH INSUR ACTIVE EMPLOYEE				5,000
A-1340-10-1011 - PERSONAL SERV REGULAR PAY			40,000	
A-1340-10-1013 - PERSONAL SERV LONGEVITY			1,300	
A-1340-10-1015 - PERSONAL SERV OTHER PAY			5,300	
A-1340-80-8001 - EMPL BENFTS FICA AND MEDICARE			1,700	
A-1340-80-8005 - EMPL BENFTS RETIREMENT				10,000
A-1340-80-8006 - EMPL BENFTS WORKERS COMPENSATION			3,500	
A-1341-10-1011 - PERSONAL SERV REGULAR PAY				1,000
A-1341-80-8002 - EMPL BENFTS HLTH INSUR ACTIVE EMPLOYEE				15,000
A-1410-11-10-1011 - PERSONAL SERV REGULAR PAY				20,000
A-1410-11-80-8002 - EMPL BENFTS HLTH INSUR ACTIVE EMPLOYEE				30,000
A-1410-11-80-8005 - EMPL BENFTS RETIREMENT				3,500
A-1430-10-1011 - PERSONAL SERV REGULAR PAY				20,000
A-1430-80-8001 - EMPL BENFTS FICA AND MEDICARE				4,000
A-1430-80-8002 - EMPL BENFTS HLTH INSUR ACTIVE EMPLOYEE				15,000
A-1430-80-8005 - EMPL BENFTS RETIREMENT				10,000
A-1680-80-8002 - EMPL BENFTS HLTH INSUR ACTIVE EMPLOYEE				25,000
A-1680-80-8005 - EMPL BENFTS RETIREMENT				5,000
A-3020-10-1011 - PERSONAL SERV REGULAR PAY				50,000
A-3020-10-1012 - PERSONAL SERV OVERTIME PAY			23,000	
A-3020-80-8001 - EMPL BENFTS FICA AND MEDICARE				20,000
A-3020-80-8005 - EMPL BENFTS RETIREMENT				25,000
A-3110-29-80-8002 - EMPL BENFTS HLTH INSUR ACTIVE EMPLOYEE				25,000
A-3110-30-10-1011 - PERSONAL SERV REGULAR PAY				5,000
A-3110-30-80-8002 - EMPL BENFTS HLTH INSUR ACTIVE EMPLOYEE				22,000

A-3110-31-80-8002 - EMPL BENFTS HLTH INSUR ACTIVE EMPLOYEE	7,000
A-3140-16-10-1011 - PERSONAL SERV REGULAR PAY	30,000
A-3140-16-80-8002 - EMPL BENFTS HLTH INSUR ACTIVE EMPLOYEE	25,000
A-4010-206-10-1011 - PERSONAL SERV REGULAR PAY	35,000
A-4010-206-80-8001 - EMPL BENFTS FICA AND MEDICARE	5,000
A-4010-206-80-8002 - EMPL BENFTS HLTH INSUR ACTIVE EMPLOYEE	35,000
A-4010-207-10-1011 - PERSONAL SERV REGULAR PAY	33,000
A-4010-207-80-8002 - EMPL BENFTS HLTH INSUR ACTIVE EMPLOYEE	20,000
A-4010-33-10-1011 - PERSONAL SERV REGULAR PAY	50,000
A-4010-33-80-8002 - EMPL BENFTS HLTH INSUR ACTIVE EMPLOYEE	50,000
A-4050-10-1011 - PERSONAL SERV REGULAR PAY	25,000
A-4050-80-8002 - EMPL BENFTS HLTH INSUR ACTIVE EMPLOYEE	10,000
A-4310-10-1011 - PERSONAL SERV REGULAR PAY	10,000
A-4310-80-8002 - EMPL BENFTS HLTH INSUR ACTIVE EMPLOYEE	15,000
A-4310-80-8005 - EMPL BENFTS RETIREMENT	5,000
A-4320-40-10-1011 - PERSONAL SERV REGULAR PAY	41,000
A-4320-40-80-8002 - EMPL BENFTS HLTH INSUR ACTIVE EMPLOYEE	30,000
A-4320-42-10-1011 - PERSONAL SERV REGULAR PAY	14,000
A-5610-10-1011 - PERSONAL SERV REGULAR PAY	10,000
A-5680-10-1011 - PERSONAL SERV REGULAR PAY	15,000
A-5680-80-8002 - EMPL BENFTS HLTH INSUR ACTIVE EMPLOYEE	19,000
A-6010-38-10-1011 - PERSONAL SERV REGULAR PAY	8,000
A-6010-38-80-8002 - EMPL BENFTS HLTH INSUR ACTIVE EMPLOYEE	4,000
A-6010-52-80-8002 - EMPL BENFTS HLTH INSUR ACTIVE EMPLOYEE	25,000
A-6010-57-10-1011 - PERSONAL SERV REGULAR PAY	40,000
A-6010-57-80-8002 - EMPL BENFTS HLTH INSUR ACTIVE EMPLOYEE	95,000
A-6293-10-1011 - PERSONAL SERV REGULAR PAY	25,000
A-6293-80-8002 - EMPL BENFTS HLTH INSUR ACTIVE EMPLOYEE	19,000
A-7610-88-10-1011 - PERSONAL SERV REGULAR PAY	10,000
A-7610-89-80-8002 - EMPL BENFTS HLTH INSUR ACTIVE EMPLOYEE	10,000
A-8020-90-10-1011 - PERSONAL SERV REGULAR PAY	19,940
A-9999-R2770-R338 - MISC REVENUE OTHER	1,000,000
A Fund Total	- 1,000,000 75,440 1,075,440



Sullivan County
Legislative Memorandum

100 North Street
Monticello, NY 12701

File #: ID-6165

Agenda Date: 2/8/2024

Agenda #: 3.

Narrative of Resolution:
To Modify the 2024 Budget

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

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

Are funds already budgeted? Choose an item.

Specify Compliance with Procurement Procedures:

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

WHEREAS, the County of Sullivan Budget requires modification,

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

**January 1, 2024 Resolution Needed
Sullivan County Budget Modifications 2024**

G/L Account	Revenue Increase	Revenue Decrease	Appropriation Increase	Appropriation Decrease
A-1420-42-4207 - OFFICE FURNITURE			5,000	
A-1450-42-4205 - OFFICE PRINTING			50,000	
A-1490-44-4406 - UTILITY WIRELESS COMMUNICATIONS			20,000	
A-1680-43-4302 - COMPUTER HARDWARE PURCHASES/LEASES			668	
A-1680-43-4304 - COMPUTER MAINTENANCE/SERVICE FEES			16,782	
A-1680-R1289-R247 - GEN GOV DEPT INCOME MISC FEE/REIMBURSMNT	17,450			
A-1989-99-47-4736 - DEPT CONTINGENT				50,000
A-1989-99-47-4736 - DEPT CONTINGENT				20,000
A-1989-99-47-4736 - DEPT CONTINGENT				5,000
A Fund Total	17,450	-	92,450	75,000



Sullivan County

Legislative Memorandum

100 North Street
Monticello, NY 12701

File #: ID-6162

Agenda Date: 2/8/2024

Agenda #: 4.

Narrative of Resolution:

The Legislative Discretionary Funding program is designed to assist Sullivan County and County-oriented entities with achieving such goals as public safety, public health, youth services, community development, and economic development

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

Amount to be authorized by Resolution: \$263,000

Are funds already budgeted? Yes

Specify Compliance with Procurement Procedures: N/A

RESOLUTION INTRODUCED BY THE MANAGEMENT AND BUDGET COMMITTEE TO AUTHORIZE FUNDING THROUGH THE LEGISLATIVE DISCRETIONARY FUNDING PROGRAM

WHEREAS, the Sullivan County Legislature adopted a Legislative Discretionary Contract Funding Program pursuant to Resolution No. 327-16; and

WHEREAS, the program is designed to assist Sullivan County and County-oriented entities with achieving such goals as public safety, public health, youth services, community development, and economic development; and

WHEREAS, the program review took place during the 2024 Budget process and the Legislature had an opportunity to assess the applications submitted;

NOW, THEREFORE, BE IT RESOLVED, that the Sullivan County Legislature approves the projects listed in the attached “Schedule A” and the disbursement of the associated funds, and

BE IT FURTHER RESOLVED, that the Sullivan County Legislature authorizes the County Manager to enter into contracts with these award recipients for the contract period of January 1, 2024 through December 31, 2024, said contracts to be in a form approved by the County Attorney.

“Schedule A”

2024 Legislative Discretionary Contract Funding

Applicant	Award Recommendation	Award Recommendation
Hospice of Orange and Sullivan	Support existing bereavement services in Sullivan County	\$20,000
Delaware Valley Arts Alliance	Arts & Cultural Administrative Services and Sullivan County Arts & Heritage Grants	\$40,000
Sullivan County Head Start, Inc.	Existing Program to promotes school readiness for children under 5 years old	\$70,000
Federation of Sportsmen’s Clubs of Sullivan County	To promote fish and game in Sullivan County through existing programs and promote outdoor recreation	\$20,000
Literacy Volunteers of Sullivan County	Provide free services to adults in Sullivan County who operate at low levels of literacy and provide proficiency in English as a Second Language	\$5,000
Town of Wallkill Boys & Girls Clubs	Existing After School Programs in Liberty Elementary After-School program	\$8,000

United Way of Sullivan County	Part-Time Office Worker and to assist Sullivan County residents with rental and utility assistance on an emergency basis.	\$15,000
Sullivan County Public Library Alliance	Provide funding to all 9 libraries in Sullivan County to offer a summer reading program.	\$5,000
Action Toward Independence, Inc.	Rental and Utility Assistance to low income households in arrears. Funding will also support ATI staffing costs and administrative overhead.	\$30,000
Sullivan County Chamber of Commerce	Training and Development (\$10,000) and Technical Support (\$40,000)	\$50,000



Sullivan County
Legislative Memorandum

100 North Street
Monticello, NY 12701

File #: ID-6161

Agenda Date: 2/8/2024

Agenda #: 5.

Narrative of Resolution:

To authorize a 1-year agreement for continued use of a software solution at Public Health Services

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

Amount to be authorized by Resolution: an amount not to exceed \$80,500.00

Are funds already budgeted? Yes

Specify Compliance with Procurement Procedures: New agreement from vendor.

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

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

WHEREAS, the existing agreement currently in place expires on March 30, 2024; and

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

NOW, THEREFORE, BE IT RESOLVED, that the County Manager is hereby authorized to enter into a one (1) year agreement with James McGuinness Associates covering the period of March 31, 2024 through March 30, 2025 for all services listed in the JMA Exhibit “A”, V. Schedule of Payments, in an amount not to exceed \$80,500.00; and

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



Sullivan County
Legislative Memorandum

100 North Street
Monticello, NY 12701

File #: ID-6158

Agenda Date: 2/8/2024

Agenda #: 6.

Narrative of Resolution:

To authorize a renewal service order and entering into a service agreement with ClearGov, Inc. for their Budget Cycle Management (BCM) Cloud-Based Software Solution.

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

Amount to be authorized by Resolution: \$72,960.00 total (\$24,320.00/year billed annually)

Are funds already budgeted? Yes

Specify Compliance with Procurement Procedures: Renewal Service Order received.

RESOLUTION INTRODUCED BY THE MANAGEMENT & BUDGET, CAPITAL PLANNING, AND BUDGET COMMITTEE TO AUTHORIZE A RENEWAL SERVICE ORDER AND ENTERING INTO A SERVICE AGREEMENT WITH CLEARGOV, INC. FOR THEIR BUDGET CYCLE MANAGEMENT (BCM) CLOUD-BASED SOFTWARE SOLUTION

WHEREAS, the Budget Office has utilized ClearGov since 2022 to produce and publish a constituent-friendly overview of the County budget documents on the County’s web site; and

WHEREAS, the Budget Office is satisfied with the ClearGov BCM product and wishes to continue utilizing this solution; and

WHEREAS, the initial engagement with ClearGov, Inc. was able to be acquired and executed via Purchase Order; and

WHEREAS, now, ClearGov requires acceptance of their BCM Service Agreement Terms and Conditions.

NOW, THEREFORE, BE IT RESOLVED, that the County Manager is authorized to sign a 3-year “Renewal Service Order” agreeing to the terms and conditions of the the ClearGov BCM Service Agreement covering an Initial Service Period of January 1, 2024 thru December 31, 2026 with ClearGov, Inc. at a cost not to exceed \$72,960.00 (\$24,320.00/year billed annually); and

BE IT FURTHER RESOLVED, after the Initial Service Period, the Service Period for any ClearGov Annual Subscription Services shall automatically renew for successive annual 1-year periods (each an "Annual Term"), for up to an additional 3-years, at a rate increase of 3% per annum, unless either Party provides written

notice of its desire not to renew at least sixty (60) days prior to the end of the then current Annual Term; and

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



Sullivan County
Legislative Memorandum

100 North Street
Monticello, NY 12701

File #: ID-6157

Agenda Date: 2/8/2024

Agenda #: 7.

Narrative of Resolution:

To require all Software Utilized by any Division, Department, Office, Agency, or Unit of the County to be under the jurisdiction of the Department of Information Technology Services.

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

Amount to be authorized by Resolution: \$0.00

Are funds already budgeted? Choose an item.

Specify Compliance with Procurement Procedures:

RESOLUTION INTRODUCED BY THE MANAGEMENT & BUDGET, CAPITAL PLANNING, AND BUDGET COMMITTEE

WHEREAS, Resolution #97-07, adopted by the Sullivan County Legislature on March 15, 2007, implemented a set of policy provisions that placed all software utilized by any Division, Department, Office, Agency, or Unit of the County to be under the control and jurisdiction of the (formerly known as) *Department of Management Information Systems*; and

WHEREAS, in 2019, the Department of Management Information Systems was abolished and a Department of Information Technology Services (SCITS) was created within the newly created Division of Information Technology Services; and

WHEREAS, this resolution amends and updates jurisdictional Division and Department references made throughout; and

WHEREAS, the County Manager has recommended continuing the policy of placing all software utilized by any Division, Department, Office, Agency, or Unit of the County under the control and jurisdiction of the (now known as) *Department of Information Technology Services*; and

WHEREAS, that all software be licensed to the County of Sullivan, all such licenses, software installation and maintenance materials, and agreements be centrally housed or under the control of SCITS; and

WHEREAS, SCITS shall be responsible for disaster recovery of electronic systems, files, and records, in conjunction with other officers that are required by statute to be responsible for various records and record recovery; and

WHEREAS, any Division, Department, Office, Agency, or Unit of the County, that receives funding through the County Budget, shall adhere to this policy; and

WHEREAS, SCITS shall be made part of any purchase, lease, or renewal of any software licensed to or maintained by any Division, Department, Office, Agency, or Unit of the County; and

WHEREAS, all computer hardware and software shall be inventoried by SCITS and recorded as an asset reported to Audit and Control and the County Manager.

NOW, THEREFORE, BE IT RESOLVED by the Sullivan County Legislature that:

1. All software utilized by any Division, Department, Office, Agency, or Unit of the County to be under the control and jurisdiction of the Department of Information Technology Services (SCITS)
2. All software be licensed to the County of Sullivan, all such licenses, software installation and maintenance materials, and agreements be centrally housed or under the control of SCITS
3. SCITS shall be responsible for disaster recovery of electronic systems, files, and records, in conjunction with other officers that are required by statute to be responsible for various records and record recovery.
4. Any Division, Department, Office, Agency, or Unit of the County, that receives funding through the County Budget, shall adhere to this policy.
5. SCITS shall be made part of any purchase, lease, or renewal of any software licensed to or maintained by any Division, Department, Office, Agency, or Unit of the County.
6. All computer hardware and software shall be inventoried by SCITS and recorded as an asset reported to Audit and Control and the County Manager.