



Sullivan County

Management & Budget Committee

Meeting Agenda - Final

100 North Street
Monticello, NY 12701

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

Thursday, January 16, 2025

9:00 AM

Government Center

Call To Order and Pledge of Allegiance

Roll Call

Comments:

Reports:

1. **Division of Management & Budget**
2. **County Treasurer**

Real Property Tax Services Monthly Report for November 2024

[ID-7090](#)

Attachments: [Real Property Tax Services Monthly Report for 11.2024](#)

Real Property Tax Services Monthly Report for December 2024

[ID-7091](#)

Attachments: [Real Property Tax Services Monthly Report for 12.2024](#)

3. **County Audit & Control**
4. **ITS**

Discussion:

Public Comment

Resolutions:

1. TO AUTHORIZE A 5-YEAR SOFTWARE RENEWAL AGREEMENT WITH NTS DATA SERVICES, LLC [ID-7099](#)
2. TO AUTHORIZE A RENEWAL AGREEMENT WITH INFO QUICK SOLUTIONS, INC [ID-7100](#)

3. To Modify the 2024 Budget

[ID-7102](#)

Attachments: [December 31 2024 Resolution Needed](#)

Adjourn



Sullivan County

Legislative Memorandum

100 North Street
Monticello, NY 12701

File #: ID-7090

Agenda Date: 1/16/2025

Agenda #:

Real Property Tax Services Monthly Report for November 2024

Real Property:

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

Deed and subdivision count:

These statistics through the end of **November** 2024:

November deed count: 339

2024 total: 3852

2023 total: 4599

November Subdivision Lots: 12

2024 total: 331

2023 total: 437

Director's activities for the month of November:

- Reviewed and made recommendations on (3) three correction of error applications
- Reviewed recap reports sent to the county by our tax roll/bill vendor Telascent
- Reviewed the 2024 final assessment rolls with mock 2025 tax rolls to find any balancing issues
- Attended a virtual meeting of the NYS Real Property Tax Administration Committee (RPTAC) training advisory subcommittee

General office activity for the month of November:

- Answered numerous 911 address inquires

E-911:

November new addresses assigned: 102 (88 created by ITS staff)

2024 Total: 1484

2023 Total: 636

November new roads created: 3

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

MONTH OF		November	2024	DEEDS		SUBDIVISION LOTS	
SUBDIVISION LOTS	DEEDS	TOWN	MONTH	2023	2024	2023	2024
	26	BETHEL	JANUARY	541	378	4	10
	15	CALLICOON	FEBRUARY	478	299	14	39
2	6	COCHECTON	MARCH	390	327	30	8
	10	DELAWARE	APRIL	282	289	16	35
	53	FALLSBURG	MAY	397	337	125	148
4	8	FORESTBURGH	JUNE	417	321	90	36
	6	FREMONT	JULY	408	467	24	15
2	19	HIGHLAND	AUGUST	451	298	60	8
	31	LIBERTY	SEPTEMBER	391	321	42	6
	16	LUMBERLAND	OCTOBER	474	476	5	14
2	37	MAMAKATING	NOVEMBER	370	339	27	12
	10	NEVERSINK	DECEMBER				
2	19	ROCKLAND	TOTAL	4599	3852	437	331
	77	THOMPSON					
	6	TUSTEN					
12	339						
		3852 NEW DEEDS RECEIVED IN 2024					
		331 NEW SUBDIVISION LOTS FILED IN 2024					

This report reflects the number of deeds received through November 2024.

0 units of the Subdivision lots total for November 2024 were Condos.

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

MONTH OF		November	2024	NEW E-SITES ADDED		ADDRESS VERIFICATION & OTHER ISSUES	
NEW E-SITES ADDED	ADDRESS VERIFICATIONS ETC	TOWN	MONTH	2023	2024	2023	2024
3	3	BETHEL					
1	0	CALLICOON	JANUARY	9	13	18	17
0	0	COCHECTON	FEBRUARY	80	11	8	5
2	0	DELAWARE	MARCH	13	11	13	9
80	8	FALLSBURG	APRIL	15	668	31	21
0	2	FORESTBURGH	MAY	52	272	4	10
1	0	FREMONT	JUNE	53	251	7	17
0	1	HIGHLAND	JULY	41	40	7	7
0	1	LIBERTY	AUGUST	111	41	11	14
1	0	LUMBERLAND	SEPTEMBER	17	36	7	9
11	2	MAMAKATING	OCTOBER	17	39	6	11
1	0	NEVERSINK	NOVEMBER	228	102	8	21
1	0	ROCKLAND	DECEMBER				
1	4	THOMPSON					
0	0	TUSTEN					
		OUTSIDE CO.	TOTAL	636	1484	120	141
102	21	1484 New E-Sites added in 2024					
		141 Address verification, address changes, and other issues, 2024					

This report reflects the number of new E-Sites created through November 2024

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



Sullivan County

Legislative Memorandum

100 North Street
Monticello, NY 12701

File #: ID-7091

Agenda Date: 1/16/2025

Agenda #:

Real Property Tax Services Monthly Report for December 2024

Real Property:

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

Deed and subdivision count:

These statistics through the end of **December** 2024:

December deed count: 328

2024 total: 4180

2023 total: 4918

December Subdivision Lots: 12

2024 total: 343

2023 total: 478

Director's activities for the month of December:

- Reviewed and made recommendations on (1) one correction of error application
- Reviewed tax bill samples sent to the towns & county
- Identified parcels with blank tax bill mailing addresses in the Real Property System (RPS) maintained by each town's assessor. Each assessor was informed about and assisted with removal of any blank addresses.

General office activity for the month of December:

- Answered numerous 911 address inquires
- Continued review of a major subdivision
- Continued review of (2) two condominium projects

E-911:

December new addresses assigned: 32 (23 created by ITS staff)

2024 Total: 1516

2023 Total: 647

December new roads created: 3

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

MONTH OF	December	2024		DEEDS		SUBDIVISION LOTS	
SUBDIVISION LOTS	DEEDS	TOWN	MONTH	2023	2024	2023	2024
2	33	BETHEL	JANUARY	541	378	4	10
	10	CALLICOON	FEBRUARY	478	299	14	39
	7	COCHECTON	MARCH	390	327	30	8
	7	DELAWARE	APRIL	282	289	16	35
	50	FALLSBURG	MAY	397	337	125	148
	10	FORESTBURGH	JUNE	417	321	90	36
	8	FREMONT	JULY	408	467	24	15
	13	HIGHLAND	AUGUST	451	298	60	8
	29	LIBERTY	SEPTEMBER	391	321	42	6
	15	LUMBERLAND	OCTOBER	474	476	5	14
	33	MAMAKATING	NOVEMBER	370	339	27	12
3	10	NEVERSINK	DECEMBER	319	328	41	12
5	16	ROCKLAND	TOTAL	4918	4180	478	343
2	74	THOMPSON					
	13	TUSTEN					
12	328						
4180 NEW DEEDS RECEIVED IN 2024							
343 NEW SUBDIVISION LOTS FILED IN 2024							

This report reflects the number of deeds received through December 2024.

0 units of the Subdivision lots total for December 2024 were Condos.

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

MONTH OF		December	2024			ADDRESS VERIFICATION & OTHER ISSUES	
NEW E-SITES ADDED	ADDRESS VERIFICATIONS ETC	TOWN		NEW E-SITES ADDED			
			MONTH	2023	2024	2023	2024
1	1	BETHEL	JANUARY	9	13	18	17
0	0	CALLICOON	FEBRUARY	80	11	8	5
1	0	COCHECTON	MARCH	13	11	13	9
0	0	DELAWARE	APRIL	15	668	31	21
5	0	FALLSBURG	MAY	52	272	4	10
0	3	FORESTBURGH	JUNE	53	251	7	17
0	0	FREMONT	JULY	41	40	7	7
0	0	HIGHLAND	AUGUST	111	41	11	14
0	0	LIBERTY	SEPTEMBER	17	36	7	9
0	0	LUMBERLAND	OCTOBER	17	39	6	11
0	1	MAMAKATING	NOVEMBER	228	102	8	21
0	1	NEVERSINK	DECEMBER	11	32	14	8
2	0	ROCKLAND					
23	1	THOMPSON					
0	1	TUSTEN					
		OUTSIDE CO.	TOTAL	647	1516	134	149
32	8	1516 New E-Sites added in 2024					
		149 Address verification, address changes, and other issues, 2024					

This report reflects the number of new E-Sites created through December 2024

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



Sullivan County

Legislative Memorandum

100 North Street
Monticello, NY 12701

File #: ID-7099

Agenda Date: 1/16/2025

Agenda #: 1.

Narrative of Resolution:

RESOLUTION INTRODUCED BY MANAGEMENT & BUDGET, CAPITAL PLANNING AND BUDGETING COMMITTEE TO AUTHORIZE A 5-YEAR SOFTWARE RENEWAL AGREEMENT WITH NTS DATA SERVICES, LLC

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

Amount to be authorized by Resolution: Annual installments as outlined below.

Are funds already budgeted? Yes

Specify Compliance with Procurement Procedures: 5-year renewal agreement received from vendor.

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, 21-19, and 27-24 authorized continued maintenance and support agreements with NTS through December 31, 2012, December 31, 2014, December 31, 2018, December 31, 2023, and December 31, 2024 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 5-year software licensing, maintenance, and support agreement covering January 1, 2025 thru December 31, 2029 for Voter Registration, Signature Digitization and the Interface Message System support with NTS Data Services, LLC in annual installments as follows:

2025	\$49,708.70
2026	\$52,691.22

2027 \$55,852.69

2028 \$59,203.85

2029 \$62,756.08; and

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

File #: ID-7100

Agenda Date: 1/16/2025

Agenda #: 2.

Narrative of Resolution:

RESOLUTION INTRODUCED BY MANAGEMENT & BUDGET, CAPITAL PLANNING & BUDGETING COMMITTEE TO AUTHORIZE A RENEWAL AGREEMENT WITH INFO QUICK SOLUTIONS, INC

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

Amount to be authorized by Resolution: \$6,525.00/month for 60 months.

Are funds already budgeted? Yes

Specify Compliance with Procurement Procedures: 5-year renewal agreement received from vendor.

WHEREAS, Resolution No. 35-10 authorized entering into a 5-year contract with Info Quick Solutions, Inc. (IQS), 7460 Morgan Road, Liverpool, NY 13090 for an Integrated Records Management Solution for the County Clerk’s Office; and

WHEREAS, Resolution No. 166-12 authorized a modification agreement to the original IQS contract for the County Clerk’s pistol permit processing; and

WHEREAS, Resolutions 21-15 and 30-20 authorized 5-year contract renewal terms with IQS; and

WHEREAS, the County Clerk’s Office wishes to continue utilizing the services of IQS to provide their Integrated Record Management and Pistol Permit Management System, servicing the needs of the County’s constituents; and

WHEREAS, IQS has provided these services as expected and agreed; and

WHEREAS, IQS has agreed to continue to provide the County Clerk’s Office with their Integrated County Clerk Record Management System to include Pistol Management System; ongoing software and hardware updates; E-Recording and E-Filing; unlimited hardware and software training and support.

NOW, THEREFORE, BE IT RESOLVED, that the County Manager be and hereby is authorized to execute a contract with Info Quick Solutions, Inc., at a contract price not to exceed \$6,525.00/Month for the five (5) year term (February 8, 2025 thru February 7, 2030); and

BE IT FURTHER RESOLVED, that 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-7102

Agenda Date: 1/16/2025

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.

**December 31, 2024 Resolution Needed
Sullivan County Budget Modifications 2024**

G/L Account	Revenue Increase	Revenue Decrease	Appropriation Increase	Appropriation Decrease
A-1430-40-4001 - CONTRACT AGENCIES			12,645	
A-1450-45-4504 - SPEC DEPT SUPPLY ELECTION			50,000	
A-1450-R2770-R338 - MISC REVENUE OTHER	50,000			
A-1989-99-47-4736 - DEPT CONTINGENT				64,555
A-1989-99-47-4736 - DEPT CONTINGENT				12,645
A-3010-21-2105 - FIXED AUTOMOTIVE EQUIP			64,555	
A-5610-44-4409 - UTILITY JET A KEROSENE			28,006	
A-5610-R2655-R428 - SALES FUEL SALES	28,006			
A-6010-38-40-4013 - CONTRACT CONTRACT OTHER (*)			13,060	
A-6010-38-42-4201 - OFFICE ADVERTISING (*)			12,454	
A-7110-230-40-4006 - CONTRACT ENGINEER/ARCHITECT/DESIGN SERV			6,071	
A-8020-90-40-4006 - CONTRACT ENGINEER/ARCHITECT/DESIGN SERV (**)			41,319	
A-8020-90-47-4796 - DEPT PLANS AND PROGRESS (***)			885	
A-8020-90-R4089-R167 - FED AID OTHR DEPARTMENTAL AID	6,071			
A Fund Total	84,077	-	228,995	77,200
D-5020-41-4109 - AUTO/TRAVEL CO FLEET CHARGEBACK			4,000	
D-5110-45-45-4518 - SPEC DEPT SUPPLY ROAD SURFACE TREATMENT				4,000
D-5110-47-40-4038 - CONTRACT CONSTRUCTION			217,668	
D-9998-R3501-R120 - ST AID CONSOLIDTD HGHWY CAPITAL	217,668			
D Fund Total	217,668	-	221,668	4,000

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