



# Sullivan County

## Executive Committee

### Meeting Agenda - Final

100 North Street  
Monticello, NY 12701

Chairman Robert Doherty  
Vice Chairman Michael Brooks  
Committee Member Nadia Rajs  
Committee Member Nicholas Salomone Jr.  
Committee Member George Conklin  
Committee Member Luis Alvarez  
Committee Member Joseph Perrello  
Committee Member Ira Steingart  
Committee Member Alan J. Sorensen

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Thursday, July 21, 2022

9:00 AM

Government Center

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#### Call To Order

#### Roll Call

#### Resolutions:

1. Request funds from the State University of New York Capital Funds for Construction of an Aquatic and Recreation Facility [ID-4768](#)
2. Authorize the submission of an application with NYSDEC [ID-4723](#)
3. TO AUTHORIZE THE DIVISION OF PLANNING, AND COMMUNITY TO APPLY FOR A 2022 PLANNING GRANT THROUGH THE NEW YORK STATE COMMUNITY DEVELOPMENT BLOCK PROGRAM (CDBG) [ID-4726](#)
4. TO AMEND THE SALARY SCHEDULE OF THE TEAMSTERS LOCAL 445 INTERNATIONAL BROTHERHOOD OF TEAMSTERS REMOVING THE SECTION THAT REQUIRES STARTING SALARIES FOR ALL EMPLOYEES HIRED AFTER SEPTEMBER 1, 2010 SHALL BE NINETY PERCENT (90%) OF THE SALARY SCHEDULE FOR A PERIOD OF TWO YEARS. [ID-4742](#)
5. To amend the Social Media Policy. [ID-4751](#)  
**Attachments:** [Social Media Policy Revision FINAL DRAFT 06-10-22.docx](#)
6. Set public hearing for 8/11/22 at 11:00AM Amending the Charter regarding redistricting [ID-4755](#)

7. Temporarily reduce and cover the cost of the Move Sullivan Transit and Paratransit Services [ID-4756](#)
8. Authorize contract with Pioneer Pole Buildings, Inc. [ID-4760](#)
9. To amend the Management/Confidential Employee Salary Schedule. [ID-4761](#)  
**Attachments:** [Final Budget Document July 2022.pdf](#)
10. To create the position of Director of Food Services at the Care Center at Sunset Lake. [ID-4743](#)
11. Set hourly rate for Student Intern position [ID-4762](#)
12. Correct 2021 Apportionments for Quarters Two through Four and Apportion 2022 First and second quarter mortgage tax [ID-4764](#)  
**Attachments:** [Mtg Tax Summary 2Q 2021- 2Q2022](#)
13. To Authorize Agreements with Various Entities to Conduct Clean-Up and Beautification Initiatives on County Property [ID-4765](#)
14. Enter into a Data Migration Agreement with Granicus [ID-4766](#)
15. To participate in Google's Chatbot Service [ID-4767](#)
16. Authorize agreement with Flexible Benefit Administration, Inc. for HRA [ID-4769](#)

**Adjourn**

# Sullivan County

## Legislative Memorandum

**File #:** ID-4768

**Agenda Date:** 7/21/2022

**Agenda #:** 1.

**Narrative of Resolution:**

Request funds from the State University of New York Capital Funds for Construction of an Aquatic and Recreation Facility

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

**Amount to be authorized by Resolution:** \$5,000,000

**Are funds already budgeted?** No

**Specify Compliance with Procurement Procedures:**

**RESOLUTION INTRODUCED BY THE EXECUTIVE COMMITTEE AUTHORIZING SULLIVAN COUNTY COMMUNITY COLLEGE TO REQUEST FUNDS FROM THE STATE UNIVERSITY OF NEW YORK CAPITAL FUNDS FOR THE CONSTRUCTION OF AN AQUATIC AND RECREATION FACILITY**

**WHEREAS**, in 2019 Sullivan County Community College completed a “Facilities Master Plan” for the Period of 2019-2029 which indicated significant benefits to the college and community would come from the construction of an aquatic facility on the college campus; and

**WHEREAS**, enrollment at SUNY Sullivan over the last several years has been stagnant and decreased during the pandemic; and

**WHEREAS**, Improved recreational facilities at SUNY Sullivan provide considerable opportunities for recruitment and retention of both local and out of county students; and

**WHEREAS**, SUNY Sullivan is committed to upgrading their recreational facilities as a means of improving campus life, enhancing curriculum offerings and supporting efforts at recruitment and retention of in county as well as out of county residents; and

**WHEREAS**, A state of the art facility such as this would help recruit and retain students at SUNY Sullivan, thus saving Sullivan County millions of dollars annually in the form of chargebacks to other counties where county residents enroll in Community colleges; and

**WHEREAS**, Sullivan County is now experiencing a crisis of our youth manifested in issues directly effecting the health, education and safety of our young residents and well as limited health recreational outlets for young and old alike; and

**WHEREAS**, Modern recreational facilities provide considerable opportunities to attract tourism through outside events; and

**WHEREAS**, Sullivan County is one of the few counties in the State of New York without a competition quality indoor aquatic facility; and

**WHEREAS**, NY Education Law 6310, Section 10 permits Sullivan County to apply for matching funds through SUNY for the New York State share of capital projects that are normally permitted within an approved capital construction budget;

**NOW THEREFORE BE IT RESOLVED**, that the Sullivan County Legislature (“Legislature”) hereby adopts this resolution in support of Sullivan County Community College’s planned effort to construct a competition size indoor aquatic and recreation center on their campus and thereby agrees to appropriate up to \$5,000,000 in support of this project.

**BE IT FURTHER RESOLVED**, the Sullivan County Legislature authorizes Sullivan County Community College to initiate a project request to SUNY for up to 50% of eligible costs up to \$10,000,000, and

**BE IF FURTHER RESOLVED**, that the facilities once constructed will be available for College programing as well as community programing for youth activities, interscholastic activities as well as regional events to attract increased visitors to our community and our college.



# Sullivan County

## Legislative Memorandum

100 North Street  
Monticello, NY 12701

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**File #:** ID-4723

**Agenda Date:** 7/21/2022

**Agenda #:** 2.

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**Narrative of Resolution:**

**RESOLUTION INTRODUCED BY THE EXECUTIVE COMMITTEE TO AUTHORIZE THE SUBMISSION OF AN APPLICATION TO THE NEW YORK STATE DEPARTMENT OF ENVIRONMENTAL CONSERVATION FOR A GRANT TO SUPPORT THE DEVELOPMENT A BICYCLE AND PEDESTRIAN PLAN**

**WHEREAS**, the NYS Department of Environmental Conservation (NYS DEC) announced the availability of funding under the Climate Smart Communities (CSC) Grant Program; and

**WHEREAS**, the CSC Grant Program offers funding to support the development of bicycle and pedestrian plans that connect common destinations within population centers, promotes equity in transportation, addresses the needs of people with disabilities, and promotes strategies to improve biking and walking for underserved populations; and

**WHEREAS**, CSC may fund up to 50% of the costs to develop such a plan; and

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**WHEREAS**, Sullivan County (the "County") would benefit from the development of a network of infrastructure that supports people comfortably walking and biking in their communities; and

**WHEREAS**, infrastructure to support such active transportation is limited in the County; and

**WHEREAS**, a Bicycle and Pedestrian Plan would guide the development of infrastructure to support active transportation.

**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 an application for funding to the NYS DEC Climate Smart Communities Grant Program, said grant funding sought in an amount of up to \$100,000; 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.

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

**Amount to be authorized by Resolution:** Up to \$100,000; 2023 Budget

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

**Specify Compliance with Procurement Procedures:**

Click or tap here to enter text.

# Sullivan County

## Legislative Memorandum

**File #:** ID-4726

**Agenda Date:** 7/21/2022

**Agenda #:** 3.

**Narrative of Resolution:**

RESOLUTION INTRODUCED BY THE EXECUTIVE COMMITTEE TO AUTHORIZE THE DIVISION OF PLANNING, AND COMMUNITY DEVELOPMENT TO APPLY FOR A 2022 PLANNING GRANT THROUGH THE NEW YORK STATE COMMUNITY DEVELOPMENT BLOCK PROGRAM (CDBG)

WHEREAS, in May 2022 the Governor announced the availability of funding through the Community Development Block Grant ("CDBG") Program administered by the Office of Community Renewal (OCR) under the direction of the Housing Trust Fund Corporation (HTFC) for Housing Activities; and

WHEREAS, pursuant to Resolution No. 220-22 the County Legislature authorized a public hearing as required for the participation in the CDBG program and to be eligible to apply for such funds, and

WHEREAS, the County is eligible to apply for up to \$50,000 for Community Assessment needs and preliminary engineering reports focusing on public infrastructure, public facilities, housing and/or economic development; and

WHEREAS, the County must contribute a minimum of 5% cash match, or \$3,000 towards the Planning project; and

WHEREAS, the Division of Planning, in partnership with the Division of Community Services would apply for up to \$50,000, and if awarded, administer the CDBG Planning grant program to complete a Senior Needs Assessment for the entire County.

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 CDBG Planning 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 the County commits the cash match of \$3,000 towards the CDBG Planning Grant; and

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

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

**Amount to be authorized by Resolution:** \$3,000.00; 47-4729 Special Projects

**Are funds already budgeted?** Yes

**Specify Compliance with Procurement Procedures:**

A-5680-47-4729

# Sullivan County

## Legislative Memorandum

**File #:** ID-4742

**Agenda Date:** 7/21/2022

**Agenda #:** 4.

**Narrative of Resolution:**

**TO AMEND THE SALARY SCHEDULE OF THE TEAMSTERS LOCAL 445 INTERNATIONAL BROTHERHOOD OF TEAMSTERS REMOVING THE SECTION THAT REQUIRES STARTING SALARIES FOR ALL EMPLOYEES HIRED AFTER SEPTEMBER 1, 2010 SHALL BE NINETY PERCENT (90%) OF THE SALARY SCHEDULE FOR A PERIOD OF TWO YEARS.**

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

**Amount to be authorized by Resolution:** unknown at this time, funds for each position are budgeted at the full rate, so the money is currently budgeted.

**Are funds already budgeted?** Yes

**Specify Compliance with Procurement Procedures:** n/a

**WHEREAS,** the County has a collective bargaining agreement (“CBA”) with Teamsters Local 445 International Brotherhood of Teamsters Main Unit (“Teamsters”); and

**WHEREAS,** Article III, Compensation, Section 302 (“Compensation”) pertains to the Salary Schedule for “Teamsters” employees; and

**WHEREAS,** the “Compensation” section requires that starting salaries for all employees hired after September 1, 2010 shall be 90 percent of the salary schedule for a period of two years, and

**WHEREAS,** the County has made an honest effort to recruit and retain staff across multiple departments and the county remains in critical need to fill vacancies to meet the County’s obligations; and

**WHEREAS,** the County Manager has recommended to remove the language in the “Compensation” section of the “Teamsters” “CBA” pertaining to the starting salaries being 90 percent of the salary schedule for a period of two years in order to recruit and retain staff.

**NOW, THEREFORE, BE IT RESOLVED,** that the Sullivan County Legislature hereby authorizes the County Manager to amend the salary schedule of the “Teamsters” “CBA” to remove the language pertaining to the starting salaries being 90 percent of the salary schedule for a period of two years effective on August 6, 2022.







# Sullivan County

## Legislative Memorandum

100 North Street  
Monticello, NY 12701

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**File #:** ID-4751

**Agenda Date:** 7/21/2022

**Agenda #:** 5.

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**Narrative of Resolution:**

To amend the Social Media Policy.

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

**Amount to be authorized by Resolution:** \$0

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

**Specify Compliance with Procurement Procedures:**

N/A

**WHEREAS**, the County of Sullivan desires to update its existing Social Media Policy to reflect the evolving digital landscape and changes in staff and workflow within County Government; and

**WHEREAS**, the County Manager's Office have developed a revised Social Media Policy (attached hereto), and recommend its approval and implementation;

**NOW, THEREFORE, BE IT RESOLVED**, the Sullivan County Legislature hereby adopts this updated and revised Social Media Policy, to be implemented on July 21, 2022.

# SULLIVAN COUNTY POLICIES AND PROCEDURES

## I. **SUBJECT:** SOCIAL MEDIA POLICY

## II. **ADOPTED:** December 21, 2017; **REVISED:** --, 2022

## III. **PURPOSE:** To (1) define the expectation of users of social media, including, but not limited to, elected officials, commissioners, department heads, directors, administrators and employees (hereinafter referred to collectively as “employees”) and (2) ensure the appropriate use of social media used in connection with the business of the County of Sullivan (hereinafter referred to as “County”). The use of County Social Media Sites (as defined below) is limited to business communications and informational purposes in accordance with authorized County goals and objectives. Personal use is strictly prohibited. *County Social Media Sites are not intended to create or serve as public forums.*

Social media technologies can help County departments inform residents and make government more open and transparent. To provide a unified and professional social media presence, the County Manager, in their discretion, may control access to official County Social Media Sites.

The County Manager, Director of Communications and Chief Information Officer will develop appropriate uses for official County Social Media Sites, select appropriate social media outlets, and help departments define a strategy of engagement for using social media.

## IV. **DEFINITIONS**

**Social Media:** various forms of information-sharing technology used to create internet-based content that produces communication and/or conversations.

Forms of social media include, but are not limited to, social networking, blogs, video sharing, picture sharing, wall postings, e-mail, instant messaging,

podcasts, wikis, message boards, online forums, RSS and other syndicated web feeds.

Examples of social media outlets include, but are not limited to, Facebook (social networking), YouTube (video sharing), Twitter (social networking and micro blogging), Instagram (photos and videos), Snapchat (time-limited posts), Pinterest (themed sharing), LinkedIn (business networking), Tik Tok (videos) and other comment sharing/blogging.

**County Social Media Sites:** the official social media sites authorized by the County, approved by the County Manager, and managed on a day-to-day basis by the Director of Communications and/or approved Department Heads.

**Personal Social Media:** any form of social media created and maintained by an employee for their personal use.

**Department Head:** any Elected Official, Commissioner, Director, Administrator, or other head of a County department, office, or agency.

**F.O.I.L.:** the Freedom of Information Law, Article 6 of the New York State Public Officers Law, which governs rights of access to government records.

**Record** (as defined in Article 6 of the Public Officers Law, Section 86): any information kept, held, filed, produced or reproduced by, with or for an agency or the state legislature, in any physical form whatsoever including, but not limited to, reports, statements, examinations, memoranda, opinions, folders, files, books, manuals, pamphlets, forms, papers, designs, drawings, maps, photos, letters, microfilms, computer tapes or discs, rules, regulations or codes.

## **V. POLICIES AND PROCEDURES**

### **1. County Social Media Site Creation/Approval**

Process: Department Heads interested in creating a Department-specific County Social Media Site for County business purposes must submit a Business Case Justification to the County Manager and Director of Communications for approval. At a minimum, the Business Case Justification should:

- Name the Social Media platform to be utilized (e.g., Facebook, etc.);
- State the goals for setting up this particular County Social Media Site;
- Identify the intended audience;
- Summarize the type of information expected to be shared/displayed;
- Discuss the anticipated benefit from establishing the site;
- Identify who will create content for the site and interface with the Director of Communications; and
- Explain why the information cannot be included on an existing County Social Media Site and why a separate County site is necessary

Business Case Justifications that are approved by the County Manager will be retained by the Director of Communications for audit purposes.

## **2. Account Management**

Account management includes the creation, maintenance, preservation, disabling and destruction of County Social Media Site accounts.

The Director of Communications will be responsible for the creation of County Social Media Sites and, in coordination with the Division of Information Technology Services (ITS), for the preservation of data on those sites.

Except as noted below, Department Heads must send all requested content to the Director of Communications for approval before any content is published on a County Social Media Site. For Department-specific County Social Media Sites, Department Heads authorized to administer such sites may publish content on their sites without prior approval, so long as such content complies with this Policy.

The Director of Communications will be responsible for maintaining a list of all County Social Media Sites in use and their associated account user IDs and active passwords. (Note: This does not apply to passwords that are used by individuals to access their personal social media accounts.)

### **3. Acceptable Use**

County Social Media Sites are intended to be used solely for authorized County purposes, including informing the public of County issues, projects, events, deadlines, emergencies, and other news. County Social Media Sites are not intended to create or serve as public forums, and public commenting shall be disabled to the extent permitted by the underlying social media outlet. Personal use of County Social Media Sites is strictly prohibited.

#### Posting Guidelines

Information posted shall be relevant, timely and appropriate to the goals of County government. Postings must contain information that is freely available to the public and not be confidential as defined by any County policy or state, federal or local law.

Employees are prohibited from posting information about pending or anticipated litigation, personnel information, sensitive or confidential information, medical information that may violate the Health Insurance Portability and Accountability Act (HIPAA) or New York State privacy laws, or any other nonpublic information, political endorsements, or any other endorsements not authorized by the County Legislature.

Vulgar, profane, obscene and/or pornographic content is expressly prohibited on County Social Media Sites. The County Manager, Director of Communications, or their designee, shall have discretion on the removal of postings.

### **4. Public Use of County Social Media Sites**

Comments are not allowed or permitted to be displayed on any official County Social Media Site, so long as the social media platform gives the County control over commenting features. As such, communications made to a County government entity through a County Social Media Site shall not be considered formal public comment and shall not constitute official legal notice to the County or as requests for records under F.O.I.L. Private messages or hidden comments and posts on County Social Media Sites may be treated by the County as public information subject to disclosure to third parties. Any messages or posts containing threats, or other statements indicating criminal activity, will be forwarded to the County Sheriff.

## **5. Disclaimer**

The following disclaimer shall be posted on each County Social Media Site: "This is an authorized social media site for the County of Sullivan, New York." If space permits, the following language should be included with the disclaimer: "This page's purpose is to promote County business and inform the public of County-related events, notices, emergencies and other news. It is not intended to create or serve as a public forum. Comments, messages and other communications made through this site, while recorded, may not be read. This site and any posting, comment or message thereon shall not serve as official notice upon the County. Please visit our website for the best way to contact us."

## **6. Content**

County departments, in collaboration with the Director of Communications, shall undertake best efforts to keep content posted on County Social Media Sites accurate and up-to-date. Any corrections to posted content shall be made expeditiously, with notice provided to the Director of Communications.

Wherever possible, links on County Social Media Sites should direct users back to the County's website for additional information, forms, documents, or online services necessary to conduct business with the County.

## **7. Legal Issues**

The County is responsible for complying with applicable laws, regulations and policies. This includes adhering to established laws and policies regarding copyright, records retention, Freedom of Information Law, First Amendment, privacy, HIPAA, information technology, federal, state and other constitutional rules.

Nothing in this Policy is intended to conflict with any federal, state, or local law or regulation that guarantees the free speech rights of public employees.

## **8. Preservation**

In collaboration with the Director of Communications, ITS is responsible for archiving and collecting the County's Social Media Site data and content. County Social Media Site content is not considered confidential and may be subject to production as required by law. ITS and/or the Director of Communications shall produce County Social Media Site content in compliance with any request made by the County Attorney, County Manager, and/or Court Order.

## **9. Personal Social Media Accounts**

Social media content associated with the County shall be consistent with the County's responsibilities to the public and its professional standards and the County's Code of Conduct. This includes personal social media pages and posts – including posts to group pages/channels – if a County employee lists their official title or posts material describing work as a County employee.

The County does not endorse Personal Social Media accounts or their content, and information contained on Personal Social Media sites does not represent the County or any official position of the County.

Employees should be aware that a social media post may be permanently available and open to being republished in other media. In addition, postings related to County business may, in certain circumstances, be required to be produced in accordance with a F.O.I.L. request or litigation.



## **10. Violations**

Any employee that makes a post, comment, message, or other communication that is in violation of the law, this Policy, or any other County policy, on either a County or Personal Social Media Site, may be subject to discipline.

## **VI. POLICY EFFECTIVE DATE**

This Policy shall take effect as of the date of its adoption by the County Legislature.

The County reserves the right to change, modify or amend all or part of this Policy at any time.



# Sullivan County

## Legislative Memorandum

100 North Street  
Monticello, NY 12701

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**File #:** ID-4755

**Agenda Date:** 7/21/2022

**Agenda #:** 6.

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**Narrative of Resolution:**

Set public hearing for 8/11/22 at 11:00AM Amending the Charter regarding redistricting

**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:** N/A

**RESOLUTION INTRODUCED BY THE EXECUTIVE COMMITTEE TO SET A PUBLIC HEARING FOR A PROPOSED LOCAL LAW TO AMEND TO THE SULLIVAN COUNTY CHARTER § C2.01.**

**WHEREAS**, there has been introduced at a meeting of the Sullivan County Legislature held on July 21, 2022, a proposed Local Law entitled “A Local Law to Amend the Sullivan County Charter § C2.01.”

**NOW, THEREFORE, BE IT RESOLVED**, that a public hearing be held on said proposed local law by the Sullivan County Legislature on August 11, 2022 at 11:00 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 July 21, 2022, a proposed Local Law entitled “A Local Law to Amend the Sullivan County Charter § C2.01.”

**NOTICE IS FURTHER GIVEN** that the Legislature of the County of Sullivan will conduct a public hearing on the aforesaid proposed Local Law at the Legislature's Meeting Room, County Government Center, Monticello, New York, 12701, on August 11, 2022, at 11:00 AM at which time all persons interested will be heard.

DATED: Monticello, New York

July 21, 2022

ANNMARIE MARTIN

Clerk of the Legislature

County of Sullivan, New York



# Sullivan County

## Legislative Memorandum

100 North Street  
Monticello, NY 12701

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**File #:** ID-4756

**Agenda Date:** 7/21/2022

**Agenda #:** 7.

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**Narrative of Resolution:**

Click or tap here to enter text.

**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 THE EXECUTIVE COMMITTEE TO AUTHORIZE THE COUNTY MANAGER TO TEMPORARILY REDUCE AND COVER THE COST OF THE MOVE SULLIVAN TRANSIT AND PARATRANSIT SERVICES.**

WHEREAS, pursuant to Resolution No 204-19 the County entered into a Transit System Opportunity contract with Rolling V Corporation for the provision of “Move Sullivan” transit and paratransit services; and

WHEREAS, pursuant to Resolutions No. 305-20 and No. 408-21 the County instituted a fare of \$2.00 per one-way trip or \$5.00 per book of three one-way trips; and

WHEREAS, the increased cost of gas and other goods and services is negatively impacting families; and

WHEREAS, in an effort to ease some of this financial burden the County will temporarily decrease the Move Sullivan public transit fare to \$.30 per one-way trip for the transit buses and \$.15 per one-way trip for paratransit; and

WHEREAS, the County will temporarily finance this cost on behalf of riders effective August 1, 2022 through December 31, 2023.

NOW, THEREFORE BE IT RESOLVED, that the County Manager is hereby authorized to reduce the fares and defray the costs as described above, to riders of Move Sullivan transit and paratransit services.



# Sullivan County

## Legislative Memorandum

100 North Street  
Monticello, NY 12701

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**File #:** ID-4760

**Agenda Date:** 7/21/2022

**Agenda #:** 8.

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**Narrative of Resolution:**

Authorize contract with Pioneer Pole Buildings, Inc.

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

**Amount to be authorized by Resolution:** \$250,000 from SAM Grant

\$237,088 Bid Price from the grant for Pioneer

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

**Specify Compliance with Procurement Procedures:** B-22-42

**RESOLUTION INTRODUCED BY THE EXECUTIVE COMMITTEE TO AUTHORIZE AWARD & EXECUTION OF CONTRACT WITH PIONEER POLE BUILDINGS, INC., FOR STORAGE BUILDING AT EMERGENCY SERVICES TRAINING FACILITY.**

**WHEREAS**, Sullivan County Emergency Management / Homeland Security received grant funds to support the construction of a much needed storage building at the Emergency Services Training Facility in Swan Lake, NY; and

**WHEREAS**, Emergency Management and Division of Public Works prepared a bid for the Provision and Installation of said storage building; and

**WHEREAS**, Pioneer Pole Buildings, Inc., 716 South Route 183, Schuylkill Haven, PA 17972, is the lowest responsible bidder; and

**WHEREAS**, the Emergency Management and Division of Public Works have reviewed and approved said bid and recommends that an agreement be executed.

**NOW, THEREFORE, BE IT RESOLVED**, that the County Manager be and hereby is authorized to execute an agreement with Pioneer Pole Building Inc., in an amount not to exceed \$237,088 per response to Bid No. B-22-42, for the provision and installation of storage building, said contract to 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-4761

**Agenda Date:** 7/21/2022

**Agenda #:** 9.

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**Narrative of Resolution:**

The Sullivan County Legislature adopted a Management Confidential salary schedule with the adoption of the 2022 Budget on December 14, 2021. In that schedule it directed the County Manager along with the Commissioner of Human Resources to review the schedule and recommend any necessary changes. There is a need to amend the salary schedule to include additional grades and to address various compensation issues for these employees.

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

**Amount to be authorized by Resolution:** \$119,140 (2021), (\$152,824 - 2022 with \$72,006 already budgeted)

**Are funds already budgeted?** No

**Specify Compliance with Procurement Procedures:**

N/A

**WHEREAS**, the Sullivan County Legislature adopted a Management Confidential Employee Salary Schedule on December 14, 2021 via Legislative Resolution No. 459-21; and

**WHEREAS**, the County Manager's Office and the Commissioner of Human Resources have reviewed the salary schedule and propose changes to the schedule as attached.

**NOW THEREFORE BE IT RESOLVED**, the Sullivan County Legislature hereby adopts the attached Management Confidential Employee Salary Schedule.

MANAGEMENT CONFIDENTIAL EMPLOYEE SALARY SCHEDULE

1.04

	Year 1 Step	Year 10 Step	Year 20 Step
GRADE 1	\$ 40,000	\$ 46,000	\$ 53,500
ADMINISTRATIVE ASSISTANT			
LEGISLATIVE SEC			
PERSONNEL ASSISTANT			
SENIOR PAYROLL CLERK			
GRADE 2	Year 1 Step	Year 10 Step	Year 20 Step
ACCOUNTS PAYABLE COORDINATOR	\$45,000	\$51,000	\$58,500
CONF SEC COUNTY ATTORNEY			
CONF SEC DISTRICT ATTORNEY			
CONF SEC DIV OF H&H SERVICES			
CONF SEC HR			
CONF SEC JAIL ADMINISTRATOR			
CONF SEC SHERIFF			
COORDINATOR OF COMMUNICATIONS			
DEPUTY COUNTY CLERK-DMV			
EXEC ASST TO COUNTY MGR			
EXECUTIVE SECRETARY (OMB)			
EXECUTIVE SECRETARY (DPW)			
PRINCIPAL PAYROLL CLERK			
GRADE 3	Year 1 Step	Year 10 Step	Year 20 Step
ASSISTANT DIRECTOR OF PURCHASING & CENTRAL SERVICES	\$57,000	\$63,000	\$70,500
ASSISTANT DIRECTOR OF RISK MANAGEMENT & INSURANCE			
COORDINATOR OF CHILD SUPPORT ENF			
COORDINATOR OF CHILDREN WITH SPECIAL NEEDS PROGRAM			
DEPUTY DIRECTOR OF REAL PROPERTY TAXES			
DIVISION CONTRACT COMPLIANCE OFFICER			
DMV ADMINISTRATOR			
MANAGER OF YOUTH SERVICES			
MUNI DIR OF WEIGHTS & MEASURERS/SAFETY COORD			
PERSONNEL PROJECT COORDINATOR			
SENIOR ACCOUNTS PAYABLE COORDINATOR			
GRADE 4	NEW STEP 4		
BUDGET ANALYST	Year 1 Step	Year 10 Step	Year 20 Step
FISCAL ADMINISTRATIVE OFFICER	\$ 62,000	\$ 68,000	\$ 75,000
STAFF AUDITOR			
GRADE 5	New Step 5		
AIRPORT SUPERINTENDENT	Year 1 Step	Year 10 Step	Year 20 Step
CLERK TO LEGISLATURE	\$67,000	\$73,000	\$80,500
COMPLIANCE PROGRAM COORDINATOR			
DEP COUNTY TREASURER			
DEPUTY COUNTY CLERK I			
DEPUTY DIRECTOR OF HUMAN RESOURCES			
DIRECTOR OF APPLICATIONS DEVELOPMENT AND SUPPORT			
DIRECTOR OF OPERATIONS AND NETWORK ADMINISTRATION			
GRANTS ADMINISTRATION SUPERVISOR			
TRAINING AND QUALITY IMPROVEMENT COORDINATOR			
GRADE 6	NEW STEP 6		
ASSISTANT DIRECTOR OF NURSING SERVICES	Year 1 Step	Year 10 Step	Year 20 Step
DIRECTOR CENTER FOR WORKFORCE DEVELOPMENT	\$ 70,000	\$ 76,000	\$ 83,500
DIRECTOR OF ADMINISTRATIVE SERVICES			
DIRECTOR OF AGING SERVICES			



DIRECTOR OF COMMUNICATIONS				
DIRECTOR OF FRAUD INVESTIGATIONS				
DIRECTOR OF PARKS RECREATION & BEAUTIFICATION PROGRAMS				
DIRECTOR OF REAL PROPERTY TAX SERVICES III				
DIRECTOR OF FOOD SERVICES				
DIRECTOR OF REHABILITATION SERVICES				
DIRECTOR OF RISK MANAGEMENT AND INSURANCE				
DIRECTOR OF SERVICES				
DIRECTOR OF TEMPORARY ASSISTANCE				
DIRECTOR OF TRANSPORTATION				
DIRECTOR VETERANS SERVICES				
E911 COORDINATOR				
SENIOR ACCOUNTANT				
SENIOR BUDGET ANALYST				
SENIOR FISCAL ADMINISTRATIVE OFFICER				
GRADE 7				
ASSISTANT COUNTY MANAGER	NEW STEP 7			
DEPUTY COMM PLANNING	Year 1 Step	Year 10 Step	Year 20 Step	
DEPUTY COMM PLANNING & ENVR MGT	\$82,000	\$88,000	\$95,500	
DEPUTY PROBATION DIRECTOR B				
DEPUTY PUBLIC HEALTH DIRECTOR				
DIRECTOR OF NURSING SERVICES				
DIRECTOR OF PATIENT SERVICES TRAINEE				
DIRECTOR OF PURCHASING AND CENTRAL SERVICE				
FACILITIES BRIDGE SUPERINTENDENT				
GARAGE SUPERINTENDENT				
NURSE PRACTITIONER				
ROAD MAINTAINANCE SUPERINTENDENT				
GRADE 8				
ADMINISTRATOR OF ADULT CARE CENTER	NEW STEP 8			
BUDGET DIRECTOR	Year 1 Step	Year 10 Step	Year 20 Step	
COUNTY AUDITOR	\$ 85,750	\$ 91,750	\$ 99,250	
DEPUTY CHIEF INFORMATION OFFICER				
DEPUTY COMMISSIONER FOR FAMILY SERVICES				
DIRECTOR OF COMMUNITY SERVICES				
PERSONNEL OFFICER				
PROBATION DIRECTOR B				
PUBLIC HEALTH DIRECTOR				
GRADE 9				
DEPUTY COMMISSIONER PUBLIC WORKS-OPERATIONS	NEW STEP 9			
DEPUTY COMMISSIONER OF HEALTH AND FAMILY SERVICES	Year 1 Step	Year 10 Step	Year 20 Step	
	\$ 89,500	\$ 95,500	\$ 103,000	
GRADE 10				
CHIEF INFORMATION OFFICER	NEW STEP 10			
COMMISSIONER OF COMMUNITY RESOURCES	Year 1 Step	Year 10 Step	Year 20 Step	
COMMISSIONER OF HUMAN RESOURCES/PERSONNEL OFFICER	\$97,000	\$103,000	\$110,500	
COMMISSIONER OF MANAGEMENT & BUDGET				
COMMISSIONER OF PLANNING AND ENVIRONMENTAL MANAGEMENT				
COMMISSIONER OF PUBLIC SAFETY				
COMMISSIONER OF PUBLIC WORKS				
COMMISSIONER OF THE DIVISION OF HEALTH AND HUMAN SERVICES				
DEPUTY COUNTY MANAGER				

\*All Management/Confidential Employees other than the County Manager and elected officials shall received compensation as follows:

2021- 2% increase, retroactive to 1/1/2021

2022- 2% or \$1,500 retroactive to 1/1/2022 whichever is higher

2023- 2% on January 1, 2023

2024- 2% on January 1, 2024

2025- 2% on January 1, 2025

(The above excludes Assistant District Attorney positions as compensation for those positions have been addressed via Reso. 412-21)

\*Position changes that are on a promotional basis shall receive the base salary for that position or 3% of current salary whichever is higher.

\*Positions above shall receive no less than 3% higher than any direct subordinate staff (calculations shall not include overtime).

\*Any newly created titles will be placed in the appropriate Grade as agreed to by the County Manager, Commissioner of Human Resources and appointing authority and/or Commissioner of placement of newly created title.

\*Longevity shall be paid at \$100 per year of service with no cap for existing employees. Employees hired after January 1, 2023 longevity payments shall be paid at \$100 a year of service starting at the completion of their 5th year of service with no cap.

\*Division of Public Works Grade 7 Superintendent positions shall received the same annual infrastructure pay as set by the Laborers International Union of North America Local 17 CBA and a \$3,000 annual stipend for continuous on-call rotation for hazardous weather/incident related events.

\*Effective January 1, 2023 all Management/Confidential Exempt employees upon hire shall receive 25 Paid Days Off and after 10 years of continuous service 35 Paid Days off and shall be able to roll 12 days of unused Paid Days Off into Sick Days on January 1st of every year. Any Paid Days Off above 12 days on December 31st of every year shall be disgarded from

\*Effective January 1, 2023 all Management/Confidential Non-Exempt employees upon hire shall receive 20 Paid Days off and after 10 years of continuous service 30 Paid Days off and shall be able to roll 12 days of Paid Days Off into Sick Days off on January 1st of every year. Any Paid Days Off above 12 days on December 31st of every year shall be disgarded from accruals.

\*All Management/Confidential employees hired before Janauary 1, 2023 shall have the ability to "cash out" up to a week of vacation time if they are at or above four weeks of accured vacation time on November 1st of each year. These payments shall be disbursed with the last paycheck received in November .

\*Commencing for calendar year 2023, the Health Insurance Buyout for all Management/Confidential Employees shall be \$5,000 for family and \$2,500 for single.

\*A Commissioner assigned the Deputy County Manager duties shall receive a stipend of \$25,000 annually.

\*Above salary schedule to be evaluated by the County Manager's Office and the Human Resources Department on a periodic basis to be presented to the Legislature for increases to salaries based on internal and external market conditions.

\*Above salary schedule and payments are subject to annual appropriation.

\*Salary Schedule for Attorneys, Administrator of Assigned Counsel and Uniformed Sheriff's Management Confidential Employes, will be presented seperately.

\*Non-Union Handbook shall be updated/changed with the above information.

# Sullivan County

## Legislative Memorandum

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**File #:** ID-4743

**Agenda Date:** 7/21/2022

**Agenda #:** 10.

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**Narrative of Resolution:**

To create the position of Director of Food Services at the Care Center at Sunset Lake. This position is not currently budgeted but due to the vacancies that exist at the Care Center the funds there is money available in the vacancy variance to cover the cost. This position is critical to address the needs of the Care Center and has been recommended by the Administrator and Infinite Care.

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

**Amount to be authorized by Resolution:** \$70,000-\$83,500 w/ up to benefits

**Are funds already budgeted?** No

**Specify Compliance with Procurement Procedures:**

N/A

**WHEREAS**, the Administrator of the Care Center at Sunset Lake as well as Infinite Care have expressed a need to create a Director of Food Services position; and

**WHEREAS**, the Care Center at Sunset Lake would be best served if said position was created due to the vital role the Director of Food Services position will serve in the dietary services area of the Care Center at Sunset Lake.

**NOW, THEREFORE, BE IT RESOLVED**, that the Sullivan County Legislature hereby authorizes the creation of a Director of Food Services position at the Care Center at Sunset Lake, effective immediately to be placed at a Grade 6 of the Management Salary Schedule; and

**BE IT FURTHER RESOLVED**, that the Administrator of the Care Center at Sunset Lake is authorized to fill this new position immediately.



# Sullivan County

## Legislative Memorandum

100 North Street  
Monticello, NY 12701

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**File #:** ID-4762

**Agenda Date:** 7/21/2022

**Agenda #:** 11.

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# Sullivan County

## Legislative Memorandum

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**File #:** ID-4764

**Agenda Date:** 7/21/2022

**Agenda #:** 12.

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**Narrative of Resolution:**

Correct 2021 Apportionments for Quarters Two through Four and Apportion 2022 First and Second Quarter Mortgage Tax

**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 CORRECT 2021  
APPORTIONMENTS FOR QUARTERS TWO THROUGH FOUR AND APPORTION 2022 FIRST  
AND SECOND QUARTER 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 previously submitted quarterly reports, for the period of April 2021 to December 2021, to the Clerk of the Legislature; and**

**WHEREAS, a calculation error was made in the allocating of mortgage tax for 2021 April through December, and**

**WHEREAS, the calculation to correct this error has been submitted and will offset any overpayment/underpayment made in 2021 against the first and second 2022 quarters and any subsequent quarters as needed, 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 for the first and second quarters of 2022 mortgage taxes so apportioned, as follows:**

**1<sup>st</sup> Quarter**

## TOWNS

Bethel	174,509.45
Callicoon	27,588.02
Cochecton	14,424.22
Delaware	53,126.05
Fallsburg	107,018.54
Forestburgh	20,891.51
Fremont	26,072.50
Highland	38,392.07
Liberty	120,054.87
Lumberland	44,486.30
Mamakating	104,249.67
Neversink	33,153.70
Rockland	23,291.54
Thompson	173,744.57
Tusten	34,011.52

## VILLAGES

Bloomingburg	16,546.00
Woodridge	(3,507.72)
Liberty	(21,835.13)
Wurtsboro	(4,840.58)
Monticello	(15,502.77)
Jeffersonville	<u>1,411.55</u>

TOTAL 1,012,972.07

**2<sup>nd</sup> Quarter**

## TOWNS

Bethel	63,542.48
Callicoon	51,831.58
Cochecton	11,656.01
Delaware	37,420.41
Fallsburg	120,884.29
Forestburgh	11,855.82
Fremont	21,418.61
Highland	23,145.78
Liberty	53,055.67
Lumberland	25,560.16
Mamakating	156,176.60
Neversink	14,835.53
Rockland	36,123.44
Thompson	149,828.32
Tusten	20,183.80

## VILLAGES

Bloomington	4,828.67
Woodridge	(4,117.65)
Liberty	5,340.60
Wurtsboro	5,352.53
Monticello	(15,925.19)
Jeffersonville	<u>3,240.34</u>

TOTAL	816,280.67
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Summary 2 Q-4 Q 2021

1st Qtr 2022

Owed to Municipality OR (owed to County)				Amount still owed to County after 1st Qtr 2022 is				Less owed to County		Amount Still Owed to County	
		Net Check Amount		paid		2nd Qtr 2022 Calc		Check Amount			
\$ (957.53)		Bethel	\$ 175,466.98		\$ 174,509.45	Bethel	\$ 63,542.48		\$ 63,542.48		
\$ (3,161.26)		Callicoon	\$ 30,749.28		\$ 27,588.02	Callicoon	\$ 51,831.58		\$ 51,831.58		
\$ (248.93)		Cochecton	\$ 14,673.15		\$ 14,424.22	Cochecton	\$ 11,656.01		\$ 11,656.01		
\$ (345.11)		Delaware	\$ 53,471.16		\$ 53,126.05	Delaware	\$ 37,420.41		\$ 37,420.41		
\$ 5,065.01		Fallsburg	\$ 101,953.53		\$ 107,018.54	Fallsburg	\$ 120,884.29		\$ 120,884.29		
\$ (183.18)		Forestburgh	\$ 21,074.69		\$ 20,891.51	Forestburgh	\$ 11,855.82		\$ 11,855.82		
\$ (220.66)		Fremont	\$ 26,293.16		\$ 26,072.50	Fremont	\$ 21,418.61		\$ 21,418.61		
\$ (952.47)		Highland	\$ 39,344.54		\$ 38,392.07	Highland	\$ 23,145.78		\$ 23,145.78		
\$ (3,208.35)		Liberty	\$ 123,263.22		\$ 120,054.87	Liberty	\$ 53,055.67		\$ 53,055.67		
\$ (443.70)		Lumberland	\$ 44,930.00		\$ 44,486.30	Lumberland	\$ 25,560.16		\$ 25,560.16		
\$ (13,826.52)		Mamakating	\$ 118,076.19		\$ 104,249.67	Mamakating	\$ 156,176.60		\$ 156,176.60		
\$ (333.35)		Neversink	\$ 33,487.05		\$ 33,153.70	Neversink	\$ 14,835.56		\$ 14,835.56		
\$ (393.13)		Rockland	\$ 23,684.67		\$ 23,291.54	Rockland	\$ 36,123.44		\$ 36,123.44		
\$ 28,671.63		Thompson	\$ 145,072.94		\$ 173,744.57	Thompson	\$ 149,828.32		\$ 149,828.32		
\$ (213.47)		Tusten	\$ 34,224.99		\$ 34,011.52	Tusten	\$ 20,183.80		\$ 20,183.80		
\$ -			\$ -		\$ -		\$ -		\$ -		
\$ -		Villages	\$ -		\$ -	Villages	\$ -				
\$ (540.31)		Jeffersonville	\$ 1,951.86		\$ 1,411.55	Jeffersonville	\$ 3,240.34		\$ 3,240.34		
\$ (12,136.88)		Woodridge	\$ 3,507.72		\$ -	\$ (8,629.16)	Woodridge	\$ 4,117.65	\$ (8,629.16)		\$ (4,511.51)
\$ (25,836.31)		Liberty	\$ 21,835.13		\$ -	\$ (4,001.18)	Liberty	\$ 9,341.78	\$ (4,001.18)	\$ 5,340.60	
\$ (5,803.12)		Wurtsboro	\$ 4,840.58		\$ -	\$ (962.54)	Wurtsboro	\$ 6,315.07	\$ (962.54)	\$ 5,352.53	
\$ 13,000.76		Bloomington	\$ 3,545.24		\$ 16,546.00	\$ -	Bloomington	\$ 4,828.67	\$ -	\$ 4,828.67	
\$ (80,332.60)		Monticello	\$ 15,502.77		\$ -	\$ (64,829.83)	Monticello	\$ 15,925.19	\$ (64,829.83)		\$ (48,904.64)
\$ (102,399.48)			\$ 1,036,948.85		\$ 1,012,972.07	\$ (78,422.70)		\$ 841,287.23	\$ (78,422.70)	\$ 816,280.67	\$ (53,416.15)



# Sullivan County

## Legislative Memorandum

**File #:** ID-4765

**Agenda Date:** 7/21/2022

**Agenda #:** 13.

**Narrative of Resolution:**

To Authorize Agreements with Various Entities to Conduct Clean-Up and Beautification Initiatives on County Property

**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:** The purpose of the resolution is to establish a standard Memorandum of Understanding that can be executed with various not-for-profit entities that wish to perform clean-up and beautification efforts in our parks (for example, trail work, removal of invasive species, etc.). The resolution will grant authority to Josh to execute these at his discretion, so long as the entity has provided proof of insurance in a form that is acceptable to the Director of Risk Management and Insurance. These services would be provided at no cost to the County.

**RESOLUTION INTRODUCED BY THE EXECUTIVE COMMITTEE TO AUTHORIZE AGREEMENTS WITH VARIOUS ENTITIES TO CONDUCT CLEAN-UP AND BEAUTIFICATION INITIATIVES ON COUNTY PROPERTY**

**WHEREAS**, Sullivan County (the “County”) has been approached by several not-for-profit entities that would like to conduct various clean-up and beautification efforts on County property at no cost to the County; and

**WHEREAS**, it is in the County’s best interest to have not-for-profits perform these services; and

**WHEREAS**, in order to allow these services to be performed a Memorandum of Understanding (“MOU”) is required with each interested entity; and

**WHEREAS**, interested entities shall provide the County with appropriate insurance coverage for their employees and volunteers to the satisfaction of the Director of Risk Management and Insurance.

**NOW, THEREFORE, BE IT RESOLVED**, that the Sullivan County Legislature hereby authorizes the County Manager to execute agreements with various entities to conduct clean-up and beautification initiatives on County property, to be entered into at his discretion, said agreements to be in such form to the approval of

the County Attorney.

# Sullivan County

## Legislative Memorandum

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**File #:** ID-4766

**Agenda Date:** 7/21/2022

**Agenda #:** 14.

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**Narrative of Resolution:**

Enter into a Data Migration Agreement with Granicus

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

**Amount to be authorized by Resolution:** \$24,000 Funds are not currently in ITS 's Budget---budget modification will be necessary

**Are funds already budgeted?** No

**Specify Compliance with Procurement Procedures:** Request for Quote from adopted solution vendor.

### **RESOLUTION INTRODUCED BY THE EXECUTIVE COMMITTEE TO ENTER INTO A DATA MIGRATION AGREEMENT WITH GRANICUS**

**WHEREAS**, Resolution #185-21, adopted by the Sullivan County Legislature on April 15, 2021, authorized an upgrade migration to Granicus, Inc.'s Legistar and Government Transparency Suite; and

**WHEREAS**, upon successful implementation of Granicus's Legistar Meeting and Agenda Management solution in January 2022, there is a need to migrate meeting data to Legistar under one solution umbrella from the now retired MinuteTraq solution that was in use since December 2017, to preserve historical data and continue to make it available to the public cost effectively.

**NOW, THEREFORE, BE IT RESOLVED** that the Sullivan County Legislature hereby authorizes the County Manager to enter into an agreement with Granicus, Inc. at a cost not to exceed \$24,000.00 for said data migration; and

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

# Sullivan County

## Legislative Memorandum

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**File #:** ID-4767

**Agenda Date:** 7/21/2022

**Agenda #:** 15.

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**Narrative of Resolution:**

To participate in Google's Chatbot Service

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

**Amount to be authorized by Resolution:** \$80,909.13      Not currently in ITS's Budget-----budget mod will be necessary

**Are funds already budgeted?** No

**Specify Compliance with Procurement Procedures:** Request for Quotes from NYS Contract vendors and professional implementation services firm

**RESOLUTION INTRODUCED BY THE EXECUTIVE COMMITTEE TO PARTICIPATE IN  
GOOGLE'S CHATBOT SERVICE**

**WHEREAS,** Sullivan County desires to make interactions with the public easier, more accessible and more convenient; and

**WHEREAS,** Google, Inc. provides a solution called Conversational AI and Dialogflow CX, in essence a "chatbot" service whereby answers to common public questions of County offices can be automatically generated via the County's website, without the immediate need for a County employee; and

**WHEREAS,** the County Manager's Office and the Division of Information Technology Services have reviewed this solution and recommend its implementation in specific public-facing County offices;

**NOW, THEREFORE, BE IT RESOLVED** that the Purchasing Department is hereby authorized to issue a purchase order in the amount of \$36,909.13 to Aptimized LLC for a 12-month subscription to Google's "chatbox" service with enhanced support; and

**BE IT FURTHER RESOLVED** that the Sullivan County Legislature hereby authorizes the County Manager to enter into an agreement with Insight Public Sector, Inc. of Herndon, VA. for the professional

services implementation of Google's "chatbox" service in an amount not to exceed \$44,000.00; and

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

# Sullivan County

## Legislative Memorandum

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**File #:** ID-4769

**Agenda Date:** 7/21/2022

**Agenda #:** 16.

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**Narrative of Resolution:**

Authorize agreement with Flexible Benefit Administration, Inc. for HRA

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

**Amount to be authorized by Resolution:** Est \$300 for 2022

**Are funds already budgeted?** No

**Specify Compliance with Procurement Procedures:**

**RESOLUTION INTRODUCED BY THE EXECUTIVE COMMITTEE TO AUTHORIZE AN  
AGREEMENT WITH FLEXIBLE BENEFIT ADMINISTRATORS, INC.**

**WHEREAS**, the County of Sullivan (“County”) passed resolution 223-22 authorizing a contract with Flexible Benefits Administrators to provide Health Reimbursement Arrangement (HRA) services to applicable employees; and

**WHEREAS**, upon termination of an HRA participants’ employment, the County is required to offer continuation of this coverage through COBRA; and

**WHEREAS**, Flexible Benefit Administrators, Inc. (“FBA”) has the necessary expertise to administer COBRA to the qualifying participants in the HRA program and in recognition of the additional workload this brings to the Division, the Commissioner of Human Resources recommends entering into a contract(s) with FBA for these services; and

**NOW THEREFORE BE IT RESOLVED**, that the Sullivan County Manager is hereby authorized to enter into a contract(s) with FBA to allow for the administration of COBRA services for the County’s HRA programs. The form of said contract(s) to be approved by the County Attorney’s Office.