

**MANAGEMENT AND BUDGET COMMITTEE
TUESDAY, April 18, 2017 10:30 AM**

**Committee Members: Scott Samuelson, Chair, Nadia Rajsz, Vice Chair,
Terri Ward, Catherine Owens, Alan Sorensen**

AGENDA

PRESENTATIONS: None

DISCUSSIONS:

- 1. Audit Committee**

RESOLUTIONS:

AUDIT – None

COUNTY TREASURER – None

GRANTS- None

MANAGEMENT AND BUDGET –

- 1. To modify the 2016 & 2017 County Budget.**
- 2. To amend the Capital Plan for the Electrical Vault and Back-up Generator at the Sullivan County Airport.**
- 3. To apportion Mortgage Tax.**
- 4. To approve a Sullivan County Revolving Loan.**
- 5. To Authorize the County Manager to enter into an Agreement with the Bank of Montreal.**

PUBLIC COMMENT

**RESOLUTION NO. INTRODUCED BY MANAGEMENT AND BUDGET
COMMITTEE TO MODIFY THE 2016 & 2017 COUNTY BUDGET**

WHEREAS, the County of Sullivan Budget requires modification,

NOW, THEREFORE, BE IT RESOLVED, that the attached budgetary transfers for 2016 & 2017 be authorized.

Moved by:

Seconded by:

Year End Budget Modifications (Resolution)
 Modifications to the 2016 RESO Needed # 4 Sullivan County Budget

G/L Account	Revenue Increase	Revenue Decrease	Appropriation Increase	Appropriation Decrease
A-1620-21-47-4717 - DEPT BLDG/PROP/EQUIP REPAIRS&MAINTNCE				122
A-1620-22-45-4505 - SPEC DEPT SUPPLY BLDG/PROP MAINTENANCE				851
A-1620-23-45-4505 - SPEC DEPT SUPPLY BLDG/PROP MAINTENANCE				112
A-1620-23-47-4717 - DEPT BLDG/PROP/EQUIP REPAIRS&MAINTNCE				46
A-1620-25-47-4717 - DEPT BLDG/PROP/EQUIP REPAIRS&MAINTNCE				122
A-1620-27-47-4717 - DEPT BLDG/PROP/EQUIP REPAIRS&MAINTNCE				152
General Fund Total				1,405
D-5110-47-40-4038 - CONTRACT CONSTRUCTION			99,294	
D-5142-40-4001 - CONTRACT AGENCIES			69,067	
D-5142-45-4546 - SPEC DEPT SUPPLY BULK ROAD AND BAG SALT				103,308
D-9998-R2302-R235 - SNOW REMVL SERV OTHR GOV LOCAL GOVRNMNT	69,067			
D-9998-R3501-R120 - ST AID CONSOLIDTD HIGHWY CAPITAL	99,294			
Count Road Fund Total	168,361	-	168,361	103,308
DM-5130-48-45-4538 - SPEC DEPT SUPPLY TIRES				1,894
DM-5130-48-45-4540 - SPEC DEPT SUPPLY PARTS/FLUIDS/FILTERS				1,571
DM-5130-49-47-4717 - DEPT BLDG/PROP/EQUIP REPAIRS&MAINTNCE				890
Road Machinery Fund Total				4,355

March 2017 Budget Modifications (Resolution)
 Modifications to the 2017 Sullivan County Budget

G/L Account	Revenue Increase	Revenue Decrease	Appropriation Increase	Appropriation Decrease
A-1620-21-47-4717 - DEPT BLDG/PROP/EQUIP REPAIRS&MAINTNCE			122	
A-1620-22-45-4505 - SPEC DEPT SUPPLY BLDG/PROP MAINTENANCE			851	
A-1620-23-45-4505 - SPEC DEPT SUPPLY BLDG/PROP MAINTENANCE			112	
A-1620-23-47-4717 - DEPT BLDG/PROP/EQUIP REPAIRS&MAINTNCE			46	
A-1620-25-47-4717 - DEPT BLDG/PROP/EQUIP REPAIRS&MAINTNCE		15,165		
A-1620-25-47-4717 - DEPT BLDG/PROP/EQUIP REPAIRS&MAINTNCE			122	
A-1620-25-R3021-R260 - ST AID COURT FACILITY OPERATION/MAINTENANCE	15,165			
A-1620-27-47-4717 - DEPT BLDG/PROP/EQUIP REPAIRS&MAINTNCE			152	
A-1680-43-4303 - COMPUTER SOFTWARE PURCHASE/LEASE		22,500		
A-1680-43-4304 - COMPUTER MAINTENANCE/SERVICE FEES		3,375		
A-1680-R1289-R247 - GEN GOV DEPT INCOME MISC FEE/REIMBURSMNT	25,875			327
A-1989-99-47-4736- DEPT CONTINGENT			327	
A-1920-47-4703 - DEPT DUES				
A-3110-29-47-4724 - DEPT DRUG FORFEITURE PROCEEDS NYS			1,620	
A-3110-29-47-4724 - DEPT DRUG FORFEITURE PROCEEDS NYS			1,300	
A-3110-29-R2626-R247 - FORFEITR CRIME PROCDS MISC FEE/REIMBURSMNT	1,620			
A-4010-206-42-4207 - OFFICE FURNITURE		1,310		
A-4010-206-R1689-R248 - HEALTH DEPT INCOME MISC LOCAL GRANTS	1,310			
A-4010-35-45-4501 - SPEC DEPT SUPPLY SPEC DEPT SUPPLY MISC/OTHER		622		
A-4010-35-R3401-R167 - ST AID PUBLIC HEALTH DEPARTMENTAL AID	622			
A-4082-47-4774 - DEPT PUBLIC HEALTH EDUCATION		7,200		
A-4082-R3450-R167 - ST AID OTHR PUBLIC HEALTH DEPARTMENTAL AID	1,243			
A-4082-R4482-R167 - FED AID WIC PROGRAM DEPARTMENTAL AID	5,957			
A-6010-38-41-4106 - AUTO/TRAVEL REPAIRS/MAINTENANCE				160
A-6010-38-46-4612 - MISC SERV/EXP EMPL TRAINING			2,000	
A-6010-57-R3610-R104 - ST AID FAMILY SERV ADMINISTRATION	920			
A-6010-57-R4610-R228 - FED AID DFS ADMIN JOBS TITLE XX	920			
A-6293-40-4013 - CONTRACT CONTRACT OTHER		50,000		
A-6293-R4790-R167 - FED AID JOB TRAINING DEPARTMENTAL AID	50,000			

General Fund Total	103,632.0	100,172.0	6,652	487
D-5020-40-4006 - CONTRACT ENGINEER/ARCHITECT/DESIGN SERV				
D-5110-45-45-4521 - SPEC DEPT SUPPLY CULVERT PIPE			272,000	6,800
D-5142-45-4546 - SPEC DEPT SUPPLY BULK ROAD AND BAG SALT			103,308	
D-9998-R2300-R193 - TRANSPRT SERV OTHR GOV ENGINEERING	6,800			
D-9998-R4589-R193 - FED AID OTHR TRANSPRT ENGINEERING	258,400			
County Road Fund	265,200.0		375,308	6,800
DM-5130-48-45-4538 - SPEC DEPT SUPPLY TIRES			1,894	
DM-5130-48-45-4540 - SPEC DEPT SUPPLY PARTS/FLUIDS/FILTERS			1,571	
DM-5130-49-47-4717 - DEPT BLDG/PROP/EQUIP REPAIRS&MAINTNCE			890	
Road Machinery Fund			4,355	

**COMBINED: LEGISLATIVE MEMORANDUM,
CERTIFICATE OF AVAILABILITY OF FUNDS
AND RESOLUTION COVER MEMO**

To: Sullivan County Legislature

Fr: Janet Young, Commissioner of Management & Budget

Re: Request for Consideration of a Resolution: To amend the Captial Plan

Date: 4/10/2017

Purpose of Resolution: [Provide a detailed statement of what the Resolution will accomplish, as well as a justification for approval by the Sullivan County Legislature.]

To amend the Capital Plan for theElectrical Vault and Back-up Generator at the Sullivan County Airport

Is subject of Resolution mandated? Explain:

Does Resolution require expenditure of funds? Yes No

If "Yes, provide the following information:

Amount to be authorized by Resolution: \$ 480,000

Are funds already budgeted? Yes No

If "Yes" specify appropriation code(s): _____

If "No", specify proposed source of funds: Budget Modification

Estimated Cost Breakdown by Source:

County	\$ <u>24,000</u>	Grant(s)	\$ _____
State	\$ <u>24,000</u>	Other	\$ _____
Federal Government	\$ <u>432,000</u>	(Specify)	_____

Verified by Budget Office: Janetmy

Does Resolution request Authority to Enter into a Contract? Yes No

If "Yes", provide information requested on Pages 2. If "NO", please go straight to Page 3 and acquire all pre-legislative approvals.

Request for Authority to Enter into Contract with [_____] of
[_____]

Nature of Other Party to Contract: .

Other:

Duration of Contract: From _____ To _____

Is this a renewal of a prior Contract? Yes ___ No ___

If "Yes" provide the following information:

Dates of prior contract(s): From _____ To _____

Amount authorized by prior contract(s): _____

Resolutions authorizing prior contracts (Resolution #s): _____

Future Renewal Options if any:

Is Subject of Contract – i.e. – the goods and/or services Mandated? Yes ___ No ___

If "Yes" cite the mandate's source; describe how this contract satisfies the requirements:

If "No" provide other justification for County to enter into this Contract: [County does not have resources in-house, best source of the subject materials, required by grant, etc.]:

Total Contract Cost for [year or contract period]: (If specific sum is not known state maximum potential cost): _____

Efforts made to find Less Costly alternative:

Efforts made to share costs with another agency or governmental entity:

Specify Compliance with Procurement Procedures (Bid, Request for Proposal, Quote, etc.)

Person(s) responsible for monitoring contract (Title): _____

Pre-Legislative Approvals:

- Assistant*
A. Director of Purchasing: Amson Lewis Date 4/10/17
B. Management and Budget: Janet My Date 4/10/17
C. Law Department: _____ Date 4/11/17
D. County Manager: Julia Date 4/17/17
E. Other as Required: _____ Date _____

Vetted in Management & Budget Committee on 04/18/2017

RESOLUTION INTRODUCED BY THE MANAGEMENT AND BUDGET COMMITTEE TO AMEND THE CAPITAL PLAN FOR THE ELECTRICAL VAULT AND BACK-UP GENERATOR AT THE SULLIVAN COUNTY AIRPORT

WHEREAS, the Department of Public Works is responsible for the maintenance of all County owned buildings, and

WHEREAS, the 2017 – 2022 adopted Capital Plan had contemplated the replacement of the electrical vault, equipment and wiring and also the purchase of a back-up generator in 2018, and

WHEREAS, the Federal and State funding became available in 2017 creating a need to move the project from 2018 to 2017

NOW, THEREFORE, BE IT RESOLVED, that the Legislature of the County of Sullivan, hereby amends the adopted Capital Plan in accordance with Section C2.02(N) of the Sullivan County Charter, upon a two-thirds vote of the membership thereof as follows:

1. Amend the 2017 Capital Plan to include the replacement of the electrical vault, equipment and wiring and purchase of a back-up generator.

2.

Increase Expense Account	H03-5997-21-2103	\$480,000
Decrease Expense Account	A1989-99-47-4735	\$24,000
Increase Revenue Account	H03-5997-R3597-R167	\$24,000
Increase Revenue Account	H03-5997-R4597-R167	\$432,000

**COMBINED: LEGISLATIVE MEMORANDUM,
CERTIFICATE OF AVAILABILITY OF FUNDS
AND RESOLUTION COVER MEMO**

To: Sullivan County Legislature

Fr: Sullivan County Clerk

Re: Request for Consideration of a Resolution: To apportion the Mortgage Tax

Date: 1/26/17

Purpose of Resolution: [Provide a detailed statement of what the Resolution will accomplish, as well as a justification for approval by the Sullivan County Legislature.]

Distribute the mortgage tax collected from 10/1/16-12/31/16 to the various Towns and Villages

Is subject of Resolution mandated? Explain:

Does Resolution require expenditure of funds? Yes ___ No

If "Yes, provide the following information:

Amount to be authorized by Resolution: \$ _____

Are funds already budgeted? Yes ___ No ___

If "Yes" specify appropriation code(s): _____

If "No", specify proposed source of funds: _____

Estimated Cost Breakdown by Source:

County \$ _____ Grant(s) \$ _____

State \$ _____ Other \$ _____

Federal Government \$ _____ (Specify) _____

Verified by Budget Office: 

Does Resolution request Authority to Enter into a Contract? Yes ___ No

If "Yes", provide information requested on Pages 2. If "NO", please go straight to Page 3 and acquire all pre-legislative approvals.

Request for Authority to Enter into Contract with [_____] of
[_____]

Nature of Other Party to Contract: .

Other:

Duration of Contract: From _____ To _____

Is this a renewal of a prior Contract? Yes ___ No ___

If "Yes" provide the following information:

Dates of prior contract(s): From _____ To _____

Amount authorized by prior contract(s): _____

Resolutions authorizing prior contracts (Resolution #s): _____

Future Renewal Options if any:

Is Subject of Contract – i.e. – the goods and/or services Mandated? Yes ___ No ___

If "Yes" cite the mandate's source; describe how this contract satisfies the requirements:

If "No" provide other justification for County to enter into this Contract: [County does not have resources in-house, best source of the subject materials, required by grant, etc.]:

Total Contract Cost for [year or contract period]: (If specific sum is not known state maximum potential cost): _____

Efforts made to find Less Costly alternative:

Efforts made to share costs with another agency or governmental entity:

Specify Compliance with Procurement Procedures (Bid, Request for Proposal, Quote, etc.)

Person(s) responsible for monitoring contract (Title): _____

Pre-Legislative Approvals:

- A. ^{Assistant} Director of Purchasing: Amson Lewis Date 4/10/17
- B. Management and Budget: Janetmy Date 4/10/17
- C. Law Department: _____ Date 4/11/17
- D. County Manager: Gal Root Date 4/19/17
- E. Other as Required: _____ Date _____

Vetted in _____ Committee on _____

**RESOLUTION NO. INTRODUCED BY MANAGEMENT AND BUDGET 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 a quarterly report, for the period of October 2016 to December 2016, 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, as follows:

TOWNS	
Bethel	20,961.01
Callicoon	18,283.67
Cochecton	5,129.13
Delaware	7,093.15
Fallsburg	53,164.04
Forestburgh	7,249.35
Fremont	11,136.52
Highland	10,616.18
Liberty	20,145.35
Lumberland	22,369.93
Mamakating	46,144.30
Neversink	11,633.52
Rockland	15,363.32
Thompson	48,470.86
Tusten	10,071.61

VILLAGES	
Bloomingburg	1,207.67
Jeffersonville	1,170.27
Liberty	3,658.60
Monticello	5,475.33
Woodridge	1,857.74
Wurtsboro	1,924.84

TOTAL	323,126.39
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**Moved by
adopted on motion**

seconded by

declared duly

**COMBINED: LEGISLATIVE MEMORANDUM,
CERTIFICATE OF AVAILABILITY OF FUNDS
AND RESOLUTION COVER MEMO**

To: Sullivan County Legislature

Fr: Jill M. Weyer

Re: Request for Consideration of a Resolution: Approve revolving loan

Date: 3/27/2017

Purpose of Resolution: [Provide a detailed statement of what the Resolution will accomplish, as well as a justification for approval by the Sullivan County Legislature.]

Approve an Agri-Business loan for Rick Bishop, Sole Proprietor doing business as Mountain Sweet Berry Farms - \$40,000

Is subject of Resolution mandated? Explain:

N

Does Resolution require expenditure of funds? Yes No

If "Yes, provide the following information:

Amount to be authorized by Resolution: \$ 40,000.00

Are funds already budgeted? Yes No

If "Yes" specify appropriation code(s): CD-00200-01171

If "No", specify proposed source of funds: _____

Estimated Cost Breakdown by Source:

County	\$ _____	Grant(s)	\$ _____
State	\$ _____	Other	\$ <u>40,000.00</u>
Federal Government	\$ _____	(Specify)	<u>County RLF Program</u>

Verified by Budget Office: 

Does Resolution request Authority to Enter into a Contract? Yes No

If "Yes", provide information requested on Pages 2. If "NO", please go straight to Page 3 and acquire all pre-legislative approvals.

Request for Authority to Enter into Contract with [Rick Bishop] of [Roscoe, NY]

Nature of Other Party to Contract: Professional Other:

Duration of Contract: From 06/01/2017 To 05/31/2022

Is this a renewal of a prior Contract? Yes ___ No X

If "Yes" provide the following information:

Dates of prior contract(s): From To

Amount authorized by prior contract(s):

Resolutions authorizing prior contracts (Resolution #s):

Future Renewal Options if any:

Is Subject of Contract – i.e. – the goods and/or services Mandated? Yes ___ No X

If "Yes" cite the mandate's source; describe how this contract satisfies the requirements:

Blank lines for mandate source and requirements description.

If "No" provide other justification for County to enter into this Contract: [County does not have resources in-house, best source of the subject materials, required by grant, etc.]:

RLF to assist local business

Blank line for other justification.

Total Contract Cost for [year or contract period]: (If specific sum is not known state maximum potential cost): \$40,000

Efforts made to find Less Costly alternative:

n/a

Efforts made to share costs with another agency or governmental entity:

n/a

Blank line for cost-sharing efforts.

Specify Compliance with Procurement Procedures (Bid, Request for Proposal, Quote, etc.)

n/a

Person(s) responsible for monitoring contract (Title): Jill M. Weyer

Pre-Legislative Approvals:

- A. ^{Assistant} Director of Purchasing: Allyson Lewis Date 4/10/17
- B. Management and Budget: Jeremy Date 4/10/17
- C. Law Department: [Signature] Date 4/11/17
- D. County Manager: [Signature] Date 4/11/17
- E. Other as Required: _____ Date _____

Vetted in _____ Committee on _____

**RESOLUTION NO. INTRODUCED BY THE MANAGEMENT & BUDGET
COMMITTEE TO APPROVE A SULLIVAN COUNTY REVOLVING LOAN**

WHEREAS, the Sullivan County Division of Planning & Environmental Management (“Division”) oversees the County Main Street and Agri-Business Revolving Loan Funds funded through grants received from the New York Governor’s Office of Small Cities; and

WHEREAS, the Division has submitted the loan report to the Sullivan County Revolving Loan Fund Advisory Board; and

WHEREAS, the Advisory Board has considered such loan report and accompanying financial information and approved by majority the loan request listed below contingent upon certain conditions as outlined in the loan commitment letter.

<u>Borrower</u>	<u>Program</u>	<u>Amount</u>
Rick Bishop, Sole Proprietor dba Mountain Sweet Berry Farms	Agri-Business	\$40,000

NOW, THEREFORE, BE IT RESOLVED, that the Sullivan County Legislature hereby authorizes the Division to commence with the loan closing process and to have all the necessary documents executed to secure the loan in such form as approved by the County Attorney; and

BE IT FURTHER RESOLVED, that the Sullivan County Treasurer is hereby authorized to draw checks for the borrower in the amount indicated above.

**COMBINED: LEGISLATIVE MEMORANDUM,
CERTIFICATE OF AVAILABILITY OF FUNDS
AND RESOLUTION COVER MEMO**

To: Sullivan County Legislature

Fr: Janet Young, Commissioner of Management & Budget

Re: Request for Consideration of a Resolution: To enter into an agreement with the Bank of Montreal

Date: 4/10/2017

Purpose of Resolution: [Provide a detailed statement of what the Resolution will accomplish, as well as a justification for approval by the Sullivan County Legislature.]

TO AUTHORIZE THE COUNTY MANAGER TO ENTER INTO AN AGREEMENT WITH THE BANK OF MONTREAL T

Is subject of Resolution mandated? Explain:

Does Resolution require expenditure of funds? Yes ___ No

If "Yes, provide the following information:

Amount to be authorized by Resolution: \$ _____

Are funds already budgeted? Yes ___ No ___

If "Yes" specify appropriation code(s): _____

If "No", specify proposed source of funds: _____

Estimated Cost Breakdown by Source:

County \$ _____ Grant(s) \$ _____

State \$ _____ Other \$ _____

Federal Government \$ _____ (Specify) _____

Verified by Budget Office: Janet Young

Does Resolution request Authority to Enter into a Contract? Yes No ___

If "Yes", provide information requested on Pages 2. If "NO", please go straight to Page 3 and acquire all pre-legislative approvals.

Request for Authority to Enter into Contract with [Bank of Montreal] of
115 South LaSalle Street, Chicago, IL

Nature of Other Party to Contract: Professional Other:

Duration of Contract: From _____ To _____

Is this a renewal of a prior Contract? Yes ___ No

If "Yes" provide the following information:

Dates of prior contract(s): From _____ To _____

Amount authorized by prior contract(s): _____

Resolutions authorizing prior contracts (Resolution #s): _____

Future Renewal Options if any:

Is Subject of Contract – i.e. – the goods and/or services Mandated? Yes ___ No ___

If "Yes" cite the mandate's source; describe how this contract satisfies the requirements:

If "No" provide other justification for County to enter into this Contract: [County does not have resources in-house, best source of the subject materials, required by grant, etc.]:

Total Contract Cost for [year or contract period]: (If specific sum is not known state maximum potential cost): _____

Efforts made to find Less Costly alternative:

Efforts made to share costs with another agency or governmental entity:

Specify Compliance with Procurement Procedures (Bid, Request for Proposal, Quote, etc.)
Piggyback, PCard Agreement

Person(s) responsible for monitoring contract (Title): Janet Young, Commissioner

Pre-Legislative Approvals:

- A. Director of Purchasing: Assistant Amyson hours Date 4/10/17
- B. Management and Budget: Janet Myers Date 4/10/17
- C. Law Department: [Signature] Date 4/11/17
- D. County Manager: [Signature] Date 4/12/17
- E. Other as Required: _____ Date _____

Vetted in Management & Budget Committee on 04/18/2017

RESOLUTION NO. INTRODUCED BY THE MANAGEMENT AND BUDGET COMMITTEE TO AUTHORIZE THE COUNTY MANAGER TO ENTER INTO AN AGREEMENT WITH THE BANK OF MONTREAL

WHEREAS, it is in the best interest of the County of Sullivan to enter into an arrangement with the Bank of Montreal, a Canadian chartered bank with a branch at 115 South LaSalle Street, Chicago, IL 60603 to provide the County of Sullivan with credit by way of a Corporate MasterCard account; and

WHEREAS, the County of Sullivan has the power and authority to borrow money and otherwise obtain credit and to grant security on its assets.

NOW THEREFORE BE IT RESOLVED, that the Sullivan County Manager on behalf of the County of Sullivan is authorized to enter into an arrangement with the Bank to provide the County of Sullivan with credit by way of a Corporate MasterCard account. Under which arrangement employees of the County of Sullivan may be issued with Corporate Cards on the MasterCard corporate account of the County of Sullivan with the Bank and the County of Sullivan shall be responsible for the payment of all amounts, including fees and interest, charged to such corporate account, the whole substantially on the terms and conditions set forth in the draft Corporate MasterCard Account Agreement submitted to and hereby approved by the directors; and

BE IT FURTHER RESOLVED, that the Sullivan County Manager is hereby authorized to sign for and on behalf of the County of Sullivan a Corporate MasterCard Account Agreement with the Bank substantially on the terms and conditions of the draft thereof approved by the directors, with such changes or modifications as the person(s) so signing may in their/his sole discretion deem appropriate, and to sign such other documents and do such other things they/he in their/his sole discretion deem appropriate or advisable in connection with or to give effect to such Corporate MasterCard Account Agreement and the program contemplated thereunder.

Moved by:

Seconded by: