



SULLIVAN COUNTY LEGISLATURE
Planning, Environmental Management and Real Property Committee
Thursday, July 6, 2017 ~ 12:30 PM

Committee Members: Alan Sorensen (Chair); Catherine Owens (Vice Chair); Joe Perrello, Ira Steingart & Nadia Rajsz

AGENDA

PRESENTATIONS: None

DISCUSSION:

RESOLUTIONS:

COUNTY ATTORNEY – None

COUNTY TREASURER – None

PLANNING –

- 1. The Division of Planning and Environmental Management to apply for New York Main Street Program Grants through the 2017 New York State Consolidated Funding Application to continue the efforts of the Village of Monticello Main Street Program.**
- 2. To authorize Round 1 contracts for the 2017 Plans and Progress Small Grants Program.**
- 3. To authorize preparation and administration of a State and Local Waterfront Revitalization Grant to Construct Improvements to the NYS DEC Fishing Access located in the Town of Highland, NY.**

REAL PROPERTY – None

DEPARTMENT/PROGRAM UPDATES AND REPORTS:

County Treasurer: - Update on Current Issues
Real Property: - Monthly Deed and Subdivision Report

DIVISION DISCUSSION ITEMS: None

PUBLIC COMMENTS:

RESOLUTION _____ INTRODUCED BY THE PLANNING, ENVIRONMENTAL MANAGEMENT AND REAL PROPERTY COMMITTEE AUTHORIZING THE DIVISION OF PLANNING AND ENVIRONMENTAL MANAGEMENT TO APPLY FOR NEW YORK MAIN STREET PROGRAM GRANTS THROUGH THE 2017 NEW YORK STATE CONSOLIDATED FUNDING APPLICATION TO CONTINUE THE EFFORTS OF THE VILLAGE OF MONTICELLO MAIN STREET PROGRAM.

WHEREAS, the New York State Housing Trust Fund Corporation provides funding through the Office of Community Renewal (“OCR”) under its New York Main Street (“NYMS”) program for downtown, “Main Street” revitalization initiatives, including renovation of mixed-use, commercial and residential buildings, public space enhancements, housing and local economic development; and

WHEREAS, OCR has made available \$6.2 million statewide through the 2017 New York State Consolidated Funding Application (“CFA”), inviting eligible applicants to submit proposals for funding requests ranging between \$50,000 and \$500,000 for Traditional NYMS Target Area Building Renovation Projects by the application deadline of July 28, 2017; and,

WHEREAS, in 2013 the County of Sullivan Division of Planning & Environmental Management applied for and was awarded a New York Main Street Technical Assistance (“NYMSTA”) Grant for the Village of Monticello Broadway through the 2013 CFA process; and

WHEREAS, through the 2013 NYMSTA program, the County has identified eligible buildings for the Traditional NYMS Target Area Building Renovation Projects.

NOW, THEREFORE, BE IT RESOLVED, Sullivan County Division of Planning and Environmental Management shall be authorized to apply for up to \$500,000 for 2017 NYMS funding in collaboration with the Village and, if awarded, to administer funds for downtown, Main Street revitalization projects as part of the Monticello Broadway Main Street Program; and

BE IT FURTHER 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 NYMS applications 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 execute any and all documents and contracts to accept the award and to execute any and all necessary documents in order to administer the grant and disburse funds to the recipients, 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.

**Moved by,
Seconded by,
and adopted on motion, 2017**

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

To: Sullivan County Legislature

Fr: Freda Eisenberg Planning Commissioner

Re: Request for Consideration of a Resolution: Apply for NYMS funding for the 2017 CFA round

Date: 06/26/17

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.]

Allow the County to submit an application for grant funding under Round VI of the Consolidated Funding Application (CFA) to the Office of Housing & Community Renewal's New York Main Street program for a Traditional NYMS Target Area Building Renovation Project. The project target area is Broadway in the Village of Monticello.

Is subject of Resolution mandated? Explain:

No

Does Resolution require expenditure of funds? Yes No

If "Yes", provide the following information:

Amount to be authorized by Resolution: \$ 0.00

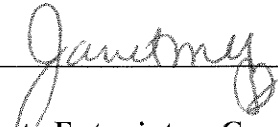
Are funds already budgeted? Yes No

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

If "No", specify proposed source of funds: Grant funding

Estimated Cost Breakdown by Source:

County	\$ <u>0.00</u>	Grant(s)	\$ _____
State	\$ <u>500,000.00</u>	Other	\$ <u>170,000.00</u>
Federal Government	\$ _____	(Specify)	<u>Bld owners must match a minimum of 25% of total projet cost</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 [New York Main Street Progra] of
[the NYS Office of Housing & Community Renewal]

Nature of Other Party to Contract: .

Other: NYS Government

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.]:

Contract only relevant if grant funding is awarded.

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:

Village of Monticello Code Enforcement to assist with construction monitoring,
if awarded.

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

Person(s) responsible for monitoring contract (Title): Freda Eisenberg, Commissioner

Pre-Legislative Approvals:

- A. ^{Assistant} Director of Purchasing: Amison Lewis Date 7/5/17
- B. Management and Budget: Jammy Date 7/5/17
- C. Law Department: [Signature] Date 7/5/17
- D. County Manager: [Signature] Date 7/5/17
- E. Other as Required: Julie M. Weyer Date 7/5/17

Vetted in _____ Committee on _____

Grant Concept Approval Form

The Division of Management and Budget must acknowledge all funding sources (which includes discretionary and private foundation [competitive], formula allocations, legislative member items and entitlements) in concept prior to an application submission. This form must be submitted directly to the Department of Grants Administration within OMB, and subsequently approved by the County Manager.

Date Form is submitted: 06/08/2017

Grant Deadline: July 28, 2017

Type of Funding: Discretionary/Private Foundation _____ Allocation, Legislative Member Item or Entitlement

Type of Grant Submission: Hard Copy e-File Grants.gov Other: CFA Submission

CFDA # N/A (if applicable) American Recovery & Reinvestment Act (ARRA) Funding Yes No

DUNS # 084074228

Contact Person/Title and Department Name: Travis North, Planner, Division of Planning & Environmental Management

Grant Title and Granting agency/Organization: NYMS, Office of Homes and Community Renewal (OHCR).

Amount Requested: Up to \$500,000 Term of the Grant: start 12/10/2017 end 12/10/2019

How will this grant benefit the Division/Department?

It will help facilitate the revitalization of Monticello, the County Seat, by improving building conditions along Broadway for commercial and residential use.

Matching Funds:

1. Will a CASH Match be required for the grant? Yes No If yes, specify amount and how the match will be met.
Grant funds may not exceed 75% of the total project cost. Match requirements are the responsibility of the building owner.

2. Explain other match requirements and County obligations of the grant (staff time, space, technology, equipment, etc.)
Staff time will be utilized to administer the grant and oversee design and construction services of individual contractors.

3. Does the grant involve the acquisition of technology? (software, hardware, etc.) Yes No

Personnel:

4. Does this grant create new county government positions? Yes No

If Yes, justify the hiring of a new staff vs. sub-contracting a service or explain if existing staff can be utilized:

County Obligations:

5. Is the county required to initially use county funds in order to be reimbursed by the grant? Yes No
If Yes, please explain the timeframe for advance funding and reimbursement:

6. What is the plan for after the grant expires?

A. The program/project will be discontinued and all grant funded positions terminated? Yes No

B. If no, please describe alternatives: _____

7. Will there be any ongoing impact on county budgets after the grant expires? Yes No If yes, please describe:
There is a five year monitoring requirement that begins once construction is completed.

8. What will happen with the equipment and/or assets purchased with grant funds after the grant expires?

Owned by and available to the county County-owned and used by the department

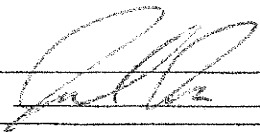
Other: Equipment or assets will not be purchased. All building improvements are property of the building owner.

Grant Assistance: (Requests are reviewed and will receive assistance, if available, in order of priority set by the County Manager)

9. What assistance will you need to submit this application?

- None – review and approval only
- Coordinate application (track progress and internal deadlines, obtain signatures, support letters, etc.)
- Facilitate collaboration between departments, towns, villages, agencies, organization, etc
- Grant Review and Final Edit
- Grant Packaging
- Grant narrative, documentation and financial analysis

Approval: County Manager



Date: 6/18/17

**RESOLUTION NO. -17 INTRODUCED BY THE PLANNING, ENVIRONMENTAL
MANAGEMENT AND REAL PROPERTY COMMITTEE TO AUTHORIZE ROUND 1
CONTRACTS FOR THE 2017 PLANS AND PROGRESS SMALL GRANTS PROGRAM**

WHEREAS, the Sullivan County Legislature allocated \$100,000 in the FY 2017 budget to be distributed to local communities, non-profits and civic-organizations through the Plans and Progress Small Grants program; and

WHEREAS, the program is designed to accept applications on a rolling basis with periodic reviews; and

WHEREAS, the program review committee assessed recent applications and presented its recommendations to the Sullivan County Legislature;

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 these projects upon meeting the guidelines of the Plans and Progress small grants program, said contracts to be in a form approved by the County Attorney.

Moved by _____, Seconded by _____, put to a vote, unanimously carried and declared duly adopted on motion _____.

Schedule A: Round 1 Plans & Progress Program Recommendation Awards

Applicant	Town	Applicant District	District(s) of Project Impact	Project	Award Recommendation
Town of Mamakating	Mamakating	2	2, 4	O&W Trail enhancement and repairs	\$9,000
Roscoe O&W Railway Museum	Rockland	3	3	Lighting upgrades to improve museum and lower operations costs	\$1,350
Town of Neversink	Neversink	3	3	Add exercise stations to new trail at Route 42 Community Park	\$8,650
Swan Lake Renaissance	Liberty	5	5	Design and install historical interpretive signage	\$850
Sullivan County Head Start, Inc.	Fallsburg	7	7, County	Renovate existing garage into a community food and diaper bank	\$10,000
Rock Hill Business & Community Association	Thompson	9	9	Beautification of exit 109 gateway into Rock Hill with fencing to support a mural	\$3,000

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

To: Sullivan County Legislature

Fr: Freda C. Eisenberg, Planning Commissioner

Re: Request for Consideration of a Resolution: To Authorize Round 1 Contracts for the 2017 Plans and Progress Small Grants Program

Date: June 28, 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 round 1 contracts with the projects listed in Schedule A for the 2017 Plans and Progress Small Grants Program.

Is subject of Resolution mandated? Explain:

No

Does Resolution require expenditure of funds? Yes No

If "Yes, provide the following information:

Amount to be authorized by Resolution: \$ 42,850.00

Are funds already budgeted? Yes No

If "Yes" specify appropriation code(s): A-8020-90-47-4752

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

Estimated Cost Breakdown by Source:

County	\$ <u>42,850.00</u>	Grant(s)	\$ _____
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State	\$ _____	Other	\$ _____
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Federal Government	\$ _____	(Specify)	_____
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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 [See Schedule A] of [_____]

Nature of Other Party to Contract: **Other: Various**

Duration of Contract: From _____ To 12/31/2017

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.]:

As budgeted

Total Contract Cost for [year or contract period]: (If specific sum is not known state maximum potential cost): Various, see Attachment A

Efforts made to find Less Costly alternative:

N/A

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

N/A

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

Application process

Person(s) responsible for monitoring contract (Title): Freda Eisenberg, Planning Commissioner

Pre-Legislative Approvals:

- A. ^{Assistant} Director of Purchasing: Aayson Lewis Date 7/5/17
- B. Management and Budget: [Signature] Date 7/5/17
- C. Law Department: [Signature] Date 7/5/17
- D. County Manager: [Signature] Date 7/5/17
- E. Other as Required: Jim M. Weyer Date 7/5/17

Vetted in _____ Committee on _____

**RESOLUTION NO. INTRODUCED BY THE PLANNING
ENVIRONMENTAL MANAGEMENT AND REAL PROPERTY COMMITTEE
TO AUTHORIZE PREPARATION AND ADMINISTRATION OF A STATE AND
LOCAL WATERFRONT REVITALIZATION GRANT TO CONSTRUCT
IMPROVEMENTS TO THE NYS DEC FISHING ACCESS LOCATED IN THE
TOWN OF HIGHLAND, NY**

WHEREAS, the New York State Department of State (NYS DOS) administers funding to advance preparation, refinement or implementation of Local Waterfront Revitalization Programs (LWRP), made available to local governments under Title 11 of the New York State Environmental Protection Fund Local Waterfront Revitalization Program; and

WHEREAS, the LWRP encourages municipalities to plan for the future of their waterfronts and undertake improvement projects to implement their plans; and

WHEREAS, the Upper Delaware River is an Approved Inland Waterway under the LWRP and the NYS DOS Division of Coastal Resources; and

WHEREAS, the Sullivan County Division of Planning and Environmental Management (SCDPEM) through an LWRP grant received in 2009 created a regional plan for the Upper Delaware River Corridor; and

WHEREAS, SCDPEM was awarded a second LWRP grant with which they completed schematic designs for river accesses along the Upper Delaware River Corridor; and

WHEREAS, SCDPEM was awarded an additional LWRP grant to work on engineering and permitting for improvements to the access located in the Town of Highland proposed in the schematic designs; and

WHEREAS, the next phase for the Highland Access is construction of these improvements; and

WHEREAS, cost estimates have been prepared; and

WHEREAS, funding for up to 75% of project costs for construction is eligible under the 2017 LWRP.

NOW, THEREFORE BE IT RESOLVED, 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 Upper Delaware River Access Construction LWRP application for funding in the amount of \$375,000 with a match of \$125,000; and

BE IT FURTHER RESOLVED, 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 a form as the County Attorney shall approve; and

BE IT FURTHER RESOLVED, that the Sullivan County Legislature hereby authorizes the use of fund balance to fund the match of \$125,000 which has already been recognized in the 2016 receivables.

BE IT FURTHER RESOLVED, that should the funding be terminated, the County shall not be obligated to continue any action undertaken or contemplated to be undertaken for the use of this funding.

Moved by _____,

Seconded by _____,

And adopted on motion _____, 2012

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

To: Sullivan County Legislature

Fr: Freda Eisenberg, Commissioner of Planning and Environmental Management

Re: Request for Consideration of a Resolution: To apply for a grant to fund construction at a river access in the Town of Highland

Date: 6/26/17

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.]

Through funding NYS DOS, DPEM worked with the Upper Delaware River communities to create a plan for economic and community development and resource preservation. From this plan, and also with funding from NYS DOS, DPEM created schematics for six river accesses, and is completing engineering and permitting for the access in Highland. This grant application for construction in Highland is an exciting step in this multi year effort.

Is subject of Resolution mandated? Explain:

no

Does Resolution require expenditure of funds? Yes No

If "Yes", provide the following information:

Amount to be authorized by Resolution: \$ 125,000.00

Are funds already budgeted? Yes No

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

If "No", specify proposed source of funds: LWRP reimbursement for work already completed

Estimated Cost Breakdown by Source:

County \$ _____ Grant(s) \$ _____

State \$ _____ Other \$ _____

Federal Government \$ _____ (Specify) TBD

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 [NYS DOS] 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.]:

This grant will provide resources to the county for a project that has already leveraged resources from local, state, and federal agencies, as well as the time of many volunteers. Should DPEM be awarded funding, entering into the contract will allow this work to contin

Total Contract Cost for [year or contract period]: (If specific sum is not known state maximum potential cost): \$375,000

Efforts made to find Less Costly alternative:

The NYS DOS will fund up to 75% of a project cost. This is a great opportunity for DPEM to bring a project to an on the ground reality.

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

The NPS, NYS DEC, and NYS DOT have supported the project with significant staff time and resources. If this grant is awarded, then NYS DOS will provide the majority of the cost. The Town of Highland is resolved to support the project to the extent it is able,

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

Person(s) responsible for monitoring contract (Title): Senior Planner

Pre-Legislative Approvals:

- A. ^{Assistant} Director of Purchasing: Amyon Lewis Date 7/5/17
- B. Management and Budget: Janelmy Date 7/5/17
- C. Law Department: [Signature] Date 7/5/17
- D. County Manager: [Signature] Date 7/5/17
- E. Other as Required: Jim M. Wey Date 7/5/17

Vetted in _____ Committee on _____

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

MONTH OF			May		2017					
						DEEDS		SUBDIVISION LOTS		
SUBDIVISION LOTS	DEEDS	TOWN	MONTH	2016	2017	2016	2017			
	26	BETHEL	JANUARY	250	298	7	3			
	19	CALLICOON	FEBRUARY	301	337	22	3			
	9	COCHECTON	MARCH	305	258	4	4			
	10	DELAWARE	APRIL	274	266	0	4			
	35	FALLSBURG	MAY	280	293	16	0			
	4	FORESTBURGH	JUNE							
	11	FREMONT	JULY							
	8	HIGHLAND	AUGUST							
	34	LIBERTY	SEPTEMBER							
	9	LUMBERLAND	OCTOBER							
	39	MAMAKATING	NOVEMBER							
	10	NEVERSINK	DECEMBER							
	14	ROCKLAND	TOTAL	1410	1452	49	14			
	49	THOMPSON								
	16	TUSTEN								
0	293									
		1452 NEW DEEDS RECEIVED IN 2017								
		14 NEW SUBDIVISION LOTS FILED IN 2017								

This report reflects the number of deeds received for processing during May 2017.

0 units of the Subdivision lots total for May 2017 were Condos.

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

MONTH OF		May		2017						ADDRESS VERIFICATION & OTHER ISSUES		
NEW E-SITES ADDED	ADDRESS VERIFICATIONS ETC			TOWN	NEW E-SITES ADDED				2016	2017		
				BETHEL	MONTH	2016	2017		2016	2017		
1				CALLICOON	JANUARY	0	122		9	17		
				COCHECTON	FEBRUARY	16	3		9	9		
6				DELAWARE	MARCH	14	5		22	12		
1	3			FALLSBURG	APRIL	36	13		12	15		
3	1			FORESTBURGH	MAY	87	16		10	10		
	1			FREMONT	JUNE							
1	2			HIGHLAND	JULY							
	1			LIBERTY	AUGUST							
				LUMBERLAND	SEPTEMBER							
1				MAMAKATING	OCTOBER							
1				NEVERSINK	NOVEMBER							
				ROCKLAND	DECEMBER							
1				THOMPSON								
1	2			TUSTEN								
				OUTSIDE CO.	TOTAL	153	159		62	63		
16	10	159 New E-Sites added in 2017										
				63 Address verification, address changes, and other issues, 2017								

This report reflects the number of new E-Sites created in May 2017 as well as the # of address verifications, etc.

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