



SULLIVAN COUNTY SHARED SERVICES DRAFT PLAN

July 31st, 2017

As required to be delivered to the Legislature of Sullivan County on or before August 1st, 2017 in accordance with New York State Law.



A partnership of

County of Sullivan

Town of Bethel

Town of Callicoon

Town of Cochecton

Town of Delaware

Town of Fallsburg

Town of Forestburgh

Town of Fremont

Town of Highland

Town of Liberty

Town of Lumberland

Town of Mamakating

Town of Neversink

Town of Rockland

Town of Thompson

Town of Tusten

Village of Jeffersonville

Village of Liberty

Village of Monticello

Village of Woodridge

Village of Wurtsboro

Foreword from the County Manager

Within this document, you will find the culmination of significant hours of research and collaboration between municipalities within our County. The focus of our efforts have been – and will always be – to provide the taxpayers of the County with the best possible services they depend on at the lowest practical cost.

The combined value of all of the property taxes paid at the local level which fund the Fire Districts, Library Districts, Towns, Villages and the County equate to roughly 25% of what is paid in total. It must be noted that if all of the benefits of these taxing entities were cut off completely, the savings would not in any way offset the void to the important role that local government plays in creating infrastructure, ensuring safety and offering recourse, on which we all depend.

Still, we work to cut back where we can and how we can without curtailing services. Our willing participation in this process established by the State, known as the “Countywide Shared Services Property Tax Savings Plan Law,” is in itself proof that government here in Sullivan County is unified and working together.

At the beginning of this process on May 1st, I was hopefully optimistic, based on our prior successes in saving tax dollars and sharing services, that we as a team would be able to come up with yet more opportunities as part of the shared service process that not only benefit the taxpayers financially but help us as government better serve all the people. I am confident that the recommendations of this study will come to fruition with your support, and I am deeply thankful to all of the municipal leaders and department heads who participated in the process.

- Joshua A. Potosek



Introduction

With the passing of the 2017 New York State Budget, lawmakers in Albany also adopted legislation affecting all Counties within New York State. The legislation known as the “Countywide Shared Services Property Tax Savings Plan Law” requires that the executive officer of each County, and all of the executive officers of each municipality within the County, develop and deliver a plan for additional shared services. The intended purpose of the law is to further help offset costs to taxpayers through local governmental collaboration. The law offers that panels led by the County’s Chief Executive Officer hold regular public meetings to discuss options, cost savings, implementation cost, and the distribution of the onetime dollar-for-dollar savings grants which were promised as part of the legislation.

Since the introduction of the New York Property Tax Cap in 2011, municipalities have worked very hard to maintain services and tighten their fiscal belts. This has been extremely difficult to accomplish due to the rising cost of state-mandated programs and the reduction of revenues normally received for

operating funds from non-property tax sources. The decline and stagnancy in these non-property tax revenues was attributed to the already poor economy in Upstate New York from 2007 to 2015, but further stressed by the national economic trends after the financial and real-estate market collapse around the same time period. Counties, Towns and Villages through this time have leaned heavily on shared services and other cost-reducing measures, which are not able to be counted as savings or shared services under the guidance of this law. A prime example of this fact is the “Tax Freeze Law” passed by New York State in 2014 and 2015. Municipalities listed hundreds of cost-saving measures which were filed with New York State, saving millions of dollars regionwide. Due to the confines of the current law, none of those prior cuts are able to qualify, even if they are still in practice. Also, municipalities who have had long-standing agreements for cost-sharing were prohibited from listing said agreements as part of the plan.

Despite the very quick timeframe and the limited options available which would not jeopardize the state-sanctioned home rule authority of all local municipal governments, Sullivan County’s leaders optimistically looked forward and presented future collaborations for shared services, which would meet the requirements of the law and, more importantly, be achieved without bureaucratic encumbrances.

Findings and Reflections

- 1) Many municipalities noted the unfair fact that Schools represent over 74% of all property taxes paid locally and were, for unknown reasons, not required to participate in the Shared Services Plan themselves.
- 2) Counties, Towns and Villages have always leaned heavily on shared services and other cost-reducing measures, which are not able to be counted as savings or shared services under the guidance of this law.
- 3) Meeting dates were selected by the majority of the participating municipalities. All meetings were public and publicly noticed, and all

invitations to panel members were mailed through the US Postal Service. Several follow-up meetings at municipal governments were attended by staff of the County Manager's Office to investigate options and explain nuances of the law to town officials, including town boards as requested.

- 4) Due to the very fast timeframes involved with the legislation, the panel decided to offer only options which had a fair chance of implementation. Several other larger ideas were floated but would require statutorily a longer timeframe to plan and implement. This fact prevented their potential success within the confines of the law. Additionally, some programs put forward by municipalities are not part of this final recommendation because there was not enough time to prove the cost savings or their compatibility with the guidance documents from the NY Dept. of State.
- 5) Dollar-for-Dollar State Grant: Although the law is vague, it references that the state budget for 2018 will include grant money to incentivize these shared services. In concept, for each dollar saved by the shared services plan, the state will cut a onetime check matching the savings achieved. Some of the panel's recommendations have costs related to them which will be offset by the state's grants. In the event that these grant dollars are not guaranteed, the County's ability to implement them may be hindered.
- 6) Due to the very aggressive schedule put forth by the law, the panel has agreed to continue to meet as necessary and may work together to achieve greater Shared Services initiatives in 2018 which could involve School districts.

Important Dates

- Department of State Shared Services Introduction Meeting- May 1st, 2017, SUNY New Paltz.
- Introduction of Panel Process- May 3rd, 2017, Supervisors and Mayors meeting, Town of Thompson Town Hall.
- First Panel Meeting- May 16th, 2017, Sullivan County Government Center
- Second Panel Meeting- June 8th, 2017, Sullivan County Government Center
- Third Panel Meeting- July 11th, 2017, Sullivan County Government Center
- Required Union Meeting- July 25th, 2017, Sullivan County Government Center.
- Deliver Panel Recommendation to the County Legislature- August 1st, 2017
- Review of Panel Recommendation with Association of Supervisors– August 2, 2017, Town of Thompson Town Hall
- Legislative Response from Sullivan County- August 17, 2017
- Public Hearing- September 12, 2017 at 10am, 1pm and 6:30pm, Sullivan County Government Center.
- Panel Vote on Plan- September 14th, 2017, Sullivan County Government Center.
- File Adopted Plan with New York State Department of Budget- September 15th, 2017
- Public Presentation by the County Manager at the Executive Committee of the Sullivan County Legislature- September 21st, 2017 11:30am, Sullivan County Government Center.



Recommendations

- 1) **Sullivan County and Town of Liberty Parks and Recreation Administration Proposal:** The Town of Liberty and County of Sullivan administer and maintain separate and distinct parks systems. The Town of Liberty appropriates \$402,624 for Parks and Recreation functions while the County appropriates \$642,016. The Town of Liberty's Parks and Recreation Director position is currently vacant but funded for \$52,521 per year plus benefits for a total of \$92,014. The proposed plan would be for the Town of Liberty to leave the Parks and Recreation Director position vacant. The County will perform the park-related administrative oversight functions for the Town of Liberty through an intermunicipal agreement. The County will ensure that the Town of Liberty Parks system is operating under the direction of the Town of Liberty Board. Town will reimburse the County \$1,000/month \$12,000/year for Parks Administrative Services. The Town will leave the Parks Director position vacant, saving \$76,000 per year. Due

to the County receiving the lion's share of the cost for this service, the County will keep 100% of the dollar-for-dollar grants value awarded.

Net Savings equals \$80,314 per year.

2) Municipalities in Sullivan who have yet to join aggregate power purchasing:

Aggregated purchase of electricity has been a very helpful way for municipalities to save tax dollars. Municipalities that currently do not participate in the Municipal Electric and Gas Alliance (MEGA) electricity procurement, and could therefore capture these savings in the proposed plan, include the Towns of Callicoon, Delaware, Fallsburg, Forestburgh, Fremont, Highland, Liberty, Lumberland, Neversink, Thompson and Tusten; and the Villages of Jeffersonville, Liberty, Monticello and Wurtsboro. This initiative would be most valuable to those municipalities with greater annual usage of electricity, particularly those with a robust network of infrastructure such as municipal water, sewer and large lighting districts (in the case of Fallsburg, this would also include the irrigation systems for two popular municipally owned golf courses). An analysis of the Town of Thompson's electricity usage for 2016 indicates that the Town could save approximately \$4,625 per year. Potential savings to be included in the plan would exceed \$21,000 if all currently non-participating municipalities were to enroll in the aggregated electricity purchase program available through MEGA. Each municipality would receive a portion of the dollar-for-dollar grant check based on the saving they receive.

Net Savings equals \$21,000 per year.

3) Sullivan County 911 Shared Service for Dispatch of Fallsburg Police

Department: Currently the Town of Fallsburg has a Police Department of roughly 18 sworn officers servicing its 79-square-mile municipality with a population of 12,870. Like towns of similar size and function, the demand for extra policing has been a political and financial dilemma for the government. Fallsburg is interested in increasing its police coverage;

however, it has not been able to fund this without raising taxes. It covers its three shifts a day of dispatching via its Police Department's lineup. With one officer purely shift-working dispatch, often the town is left with only two officers on patrol. The agreement with Fallsburg empowers Sullivan County 911 to take over the 3 shifts a day of police dispatching through its 911 dispatch center. Due to the onetime grant funding available through this program, the County will agree to take on the dispatching responsibilities and absorb the cost of the program within its existing staff at Sullivan's 911 Center. This will empower Fallsburg to add up to five additional police officer positions, adding one more officer to each shift. The estimated cost savings is \$97,400 per officer (based on the average pay and benefits of members within the department currently covering dispatch). Due to costs on both sides of the arrangement, the County and the Town have agreed to split the share of the dollar-for-dollar grant check from the state. The Town of Fallsburg will receive 25% and the County of Sullivan will receive 75%.

Net Savings equals \$487,000.

- 4) **Sullivan County Shared Emergency Notification System:** Due to the rural and seasonal nature of Sullivan County's population, it is often difficult to communicate with residents on matters affecting each community individually or the County at large. Weather, traffic, and large public assemblies such as concerts often create hurdles for residents of Sullivan County. Each municipality is looking to find better ways to communicate as needed with their residents, but these solutions can be costly. For the purposes of a shared services agreement, the County considered the effects of an aggregate agreement with CODE RED, a state-bid vendor with a product delivering a system to meet our needs. In the event that each municipality were to purchase emergency verification software on their own, it would each cost them \$69,759. With an aggregate purchase managed by the county, the same system would cost \$15,924.

Net Savings equals \$53,835.

5) Sullivan County and Town of Bethel/Alliance for Sustainable

Development: The Town of Bethel has authorized a new contract with the Sullivan Alliance for Sustainable Development to provide consulting services for initiatives related to sustainability and the Climate Smart Community programs. The Sullivan County Office of Sustainable Energy now provides those consulting services to the Town free of charge, resulting in cost avoidance for the town in the amount of \$3,000.

Net Savings equals \$3,000.

6) Implementing enterprise content management for all municipalities:

Sullivan County is looking to take steps to establish a shared services center focused on creating efficiencies and refining functions to create value beyond traditional paper-based transactional processes. Initial objectives are to offer an enterprise content management system as an inter-agency shared service in a centrally supported, enterprise-level document management system that will provide various benefits with robust capabilities for records management and security. Under the agreement, the County would contract with Laserfiche Enterprise Content Management to securely manage and share documents, videos, photos and other content using state-of-the-art enterprise document management and cutting-edge business process management tools. Total acquisition cost of \$105,365.89 for software purchase and user licenses. Savings of \$352,695.10 if each of the 20 participating Towns/Villages and County were to purchase the software separately. Annual maintenance costs of \$17,455.83 for all 21 participating municipalities. Savings of \$34,036.17 yearly if each of the 20 participating Towns/Villages and County were to purchase the software separately. Due to the fact that the County will administer all aspects of the software, the County will keep any of the dollar-for-dollar state grant money awarded to this program.

Net Savings equals \$386,731.

- 7) **Town of Neversink Proposals, also impacting Towns of Rockland and Fallsburg:** The Town of Neversink has approximately 800 boxes of documents in storage. If the County were to share the services of Laserfiche records management, the Town would be able to free up approximately 800 SF of space and use that room for office rental at an annual cost of approximately \$14,700. The County's Laserfiche records system will provide a more efficient and convenient service for collecting and retrieving the Town records – particularly FOIL requests, which would save substantial amounts of time and approximately \$1,150 annually. Also, Neversink sharing services with the **Town of Fallsburg** for paving and the **Town of Rockland** for sealing would result in immense savings. There would be no cost layout to the Towns and in turn, they would get an increase in workforce of at least 30% on a temporary basis. If a Town contracted with a private contractor to haul stone or blacktop, it would cost, with prevailing wages, \$130 per hour for each extra truck. If we use six trucks for eight days, that would be a savings of approximately \$62,400 (6 trucks x 8 days x \$1,300 per 10-hour day). We propose working with the **Town of Fallsburg** to get the work done quicker, but it also frees up the blacktop plants for other Towns to get their work done as well. The plants can only produce a certain amount of material, therefore extending everyone's paving time and costing all taxpayers in the County money. Fallsburg roads are extremely busy during paving season, and by spending less time paving, traffic flow is disturbed for shorter durations, and the entire process becomes safer for employees and residents. One accident could be an incalculable cost to anyone's family. In working closely with the **Town of Rockland** in sharing seal coating services, we would save approximately \$7,800 per day for trucks, totaling \$23,400 for three days. We can also cut back our sealing contractor equipment rental by two

days, saving approximately \$3,400 per day. Approximate annual cost of saving with the Town of Rockland: \$30,200.

Net Savings equals \$108,450.

- 8) **Town of Lumberland Proposal:** Based on the amount of storage the Town currently utilizes and the amount that they have proposed for further needs, it is clear Lumberland would need to build additional space. The Town has investigated the cost of building such space on Town-owned land, and estimates have come back around \$28,000 to meet document storage needs. The County's shared services electronic management document software proposal referenced previously would result in the Town not needing to build additional space. The Town would keep all of the dollar-for-dollar grant.

Net Savings equals \$28,000.

- 9) **Town of Rockland Proposal:** The Town currently allows for the County DMV and the County Sheriff's Office to utilize space in its Town Hall. This has not always been convenient for the Town of Rockland, which could force the County to find additional space in the area to perform the services currently offered at this location. The Town of Rockland is willing to enter into memoranda of agreement at no cost but at a paper value of \$400 per month for DMV use and \$1,000 per month for Sheriff's use. To formalize and continue the value of this space, the agreements would be for a five-year period and be contingent upon the Town of Rockland receiving 100% of the dollar-for-dollar grant funds from this plan, if awarded. The Town is also offering to plow the Livingston Manor Fire Department's parking lot at a value of \$5,000 per year.

Net Savings equals \$21,800.

Total savings as recommended by the panel –

\$1,190,130.00



Municipalities who decided to opt out of the Shared Services Panel

Village of Bloomingburg- Verification received 7/13/2017 (letter attached).



Attachments of documents related to Shared Service Panel meetings and shared services correspondence.

***Sullivan County Association of Supervisors
Sullivan County, New York***

*3454 Route 55 North
P. O. Box 300
White Lake, New York 12786*

*Daniel Sturm
President*

Extension 12

Phone (845)583-4350 . Fax (845)583-0225

**Joshua A. Potosek, Manager
County of Sullivan
100 North Street
Monticello, NY 12701**

August 1, 2017

Re: Shared Services Initiative

Dear Josh,

On behalf of the Sullivan County Association of Supervisors, I commend and thank you for leading the effort to fulfill the mandates of Governor Andrew Cuomo's Countywide Shared Services Initiative.

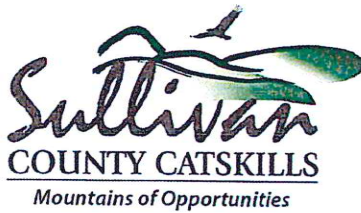
While Sullivan County and its 15 townships & six villages have successfully endeavored for many years to share services and cut costs, this new effort is an opportunity to explore potentially greater efficiencies. This kind of collaboration not only benefits the taxpayers but our mutual communications, as we learn more about one another's needs and challenges. I hope our cooperation grows, and the Association will continue to work toward that goal.

In the meantime, my colleagues and I look forward to your report and feedback from the Legislature and the public. With the potential for significant savings, this is an initiative we support.

Thank you,



Daniel Sturm, President
Sullivan County Association of Supervisors



Sullivan County
Shared Services Panel ~~Bethel~~

Municipality Name: Town of Bethel

CEO Name: Daniel Storm

Indicate your participation in the Shared Services Panel for cap detg Yes No

Property Tax Levied in 2016
\$ 4,244,880

2016 Property Tax Rate:
\$ 9.19 per thousand

Bargaining Units (attach additional sheets if necessary):

1) Local 750-3 Council 66

Contact Information: Mark Teig
845-361-2112

2) _____

Contact Information: _____

3) _____

Contact Information: _____

CEO Signature [Signature] Date 6/15/17
Municipality Town of Bethel

Please list the shared services, consolidations, or efficiencies you currently have with other municipalities or schools.

Services or Function:

With:

- 1) ~~base a~~ _____
- 2) _____
- 3) _____
- 4) _____
- 5) _____
- 6) _____
- 7) _____
- 8) _____
- 9) _____
- 10) _____
- 11) _____
- 12) _____

Attached additional sheets if necessary.



Sullivan County Shared Services Panel

Municipality Name: TOWN OF CALLICOON

CEO Name: THOMAS R. BOSE, SUPERVISOR

Indicate your participation in the
Shared Services Panel

Yes No

Property Tax Levied in 2017:

2017 Property Tax Rate:

\$ 1,905,444.12

\$ 10.0007 / Per \$1,000

Bargaining Units (attach additional sheets if necessary):

1) THE C.S.E.A. INC.

Contact Information: _____

2) _____

Contact Information: _____

3) _____

Contact Information: _____

CEO Signature Thomas R. Base

Date 6/7/17

Municipality TOWN OF CALICOON

Please list the shared services, consolidations, or efficiencies you currently have with other municipalities or schools.

Services or Function:

With:

- 1) Assessor Village of Jeffersonville
- 2) Dog Control " " "
- 3) Court " " "
- 4) _____
- 5) _____
- 6) _____
- 7) _____
- 8) _____
- 9) _____
- 10) _____
- 11) _____
- 12) _____

Attached additional sheets if necessary.



Sullivan County
Shared Services Panel
Proposed Action

Municipality Name: TOWN OF CALLICOON

CEO Name: THOMAS R. BOSE, SUPERVISOR

Please describe the shared action you are suggesting:

NEW YORK STATE HAS ALLOTTED THE T/CALLICOON APPROXIMATELY
750 TONS OF MILLINGS IN EXCHANGE FOR THE USE OF THE
TOWN'S WHEELED GRADER-WITH 13' BLADE-AND OPERATOR
AS NEEDED

Please list the governments/districts that could be involved in this action.

STATE OF NEW YORK DOT
TOWN OF CALLICOON

How will this proposed action reduce the property tax levy in participating governments/districts? Please indicate which budgetary items would be impacted and estimated dollar savings, if any.

ESTIMATED COST OF SIMILAR MATERIAL \$10.00/TON
EQUALS POTENTIAL SAVINGS TO TOWN \$7500.00
(HIGHWAY DB FUND DB-5110.4)

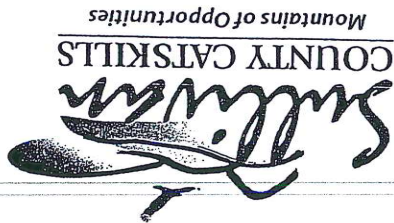
ESTIMATED COST SAVINGS TO NYS DOT WOULD BE
AT MINIMUM \$100.00 PER HOUR.

Does this proposed action require inter-municipal agreements, contracts, transfer of function, public referendum, new or amended local or state law, etc? Please identify: INTER-MUNICIPAL AGREEMENT

Would you be will to work on a panel sub-committee to work out the details of this proposed action? Yes No

Submit this form, no later than June 1, 2017, to: Joshua Potosek, County Manager, 100 North Street, Monticello, NY 12701, 845-807-0450, FAX: 845-807-0460

Joshua.potosek@co.sullivan.ny.us



Sullivan County Shared Services Panel Proposed Action

Municipality Name: Town of Callicoon
CEO Name: Thomas R. Rose, Supervisor

Please describe the shared action you are suggesting:

T/Callicoon will provide to the Sullivan West
General School District (GUSD) - Jeffersonville Campus,
500 1/2 Stn for water maintenance - include storage
of same - as needed.

In return, the GUSD will provide lawn mowing -
as needed - at the town hall.

Please list the governments/districts that could be involved in this action.

Town of Callicoon
Sullivan West General School District

Joshua.potosek@co.sullivan.ny.us

0460

Manager, 100 North Street, Monticello, NY 12701, 845-807-0450, FAX: 845-807-

Submit this form, no later than June 1, 2017, to: Joshua Potosek, County

Would you be will to work on a panel sub-committee to work out the details of this proposed action? Yes No

~~APPROVED BY SCHOOL BOARDS OF EDUCATION~~

identify: ~~INTER-MUNICIPAL AGREEMENTS AND THE~~

Does this proposed action require inter-municipal agreements, contracts, transfer of function, public referendum, new or amended local or state law, etc? Please

~~APPROXIMATELY \$70.00 PER PERSON~~

~~THE TOWN OF CALICOON COULD SAVE UP TO~~

How will this proposed action reduce the property tax levy in participating governments/districts? Please indicate which budgetary items would be impacted and estimated dollar savings, if any.



Sullivan County
Shared Services Panel
Proposed Action

Municipality Name: TOWN OF CALLICOON

CEO Name: THOMAS R. BOSE, SUPERVISOR

Please describe the shared action you are suggesting:

PROVIDING SNOW & ICE CONTROL (PLOWING & SANDING) FOR
THAT PORTION OF TOWN ROAD #10 (HUBER ROAD) FROM THE
T/C TOWN LINE TO COUNTY ROAD #123 (APPROX 1.25 MILES)
TOWN OF ROCKLAND WILL PROVIDE SNOW & ICE CONTROL
(PLOWING & SANDING) FOR THAT PORTION OF TOWN ROAD #14
(DUTCH HILL ROAD) FROM THE T/R TOWN LINE TO COUNTY
ROAD 123 (APPROX. 1.5 MILES)

Please list the governments/districts that could be involved in this action.

TOWN OF CALLICOON

TOWN OF ROCKLAND

How will this proposed action reduce the property tax levy in participating governments/districts? Please indicate which budgetary items would be impacted and estimated dollar savings, if any.

THIS WOULD PROVIDE A CONTINUITY OF SERVICE FOR THE PUBLIC (SNOW REMOVAL FROM ENTIRE ROAD) & ELIMINATION OF TOWNS ROUTING EQUIPMENT TO A REMOTE AREA WHEN NEIGHBORING TOWN IS RIGHT THERE.
COST SAVING UNDETERMINED

Does this proposed action require inter-municipal agreements, contracts, transfer of function, public referendum, new or amended local or state law, etc? Please identify: SHARED SERVICES AGREEMENT

Would you be will to work on a panel sub-committee to work out the details of this proposed action? Yes No

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Joshua.potosek@co.sullivan.ny.us



Sullivan County Shared Services Panel Proposed Action

Municipality Name: TOWN OF CALLICOON

CEO Name: THOMAS R. BOSE, SUPERVISOR

Please describe the shared action you are suggesting:

T/CALLICOON WILL PROVIDE TO THE VILLAGE OF JEFFERSONVILLE
SAND & SALT FOR WINTER ROAD MAINTENANCE INCLUDING
STORAGE OF SAME AS NEEDED.

IN RETURN, THE VILLAGE OF JEFFERSONVILLE WILL
WAIVE THE QUARTERLY WATER USE CHARGES CURRENTLY
BEING PAID BY THE T./CALLICOON.

Please list the governments/districts that could be involved in this action.

TOWN OF CALLICOON

VILLAGE OF JEFFERSONVILLE

How will this proposed action reduce the property tax levy in participating governments/districts? Please indicate which budgetary items would be impacted and estimated dollar savings, if any.

THIS AGREEMENT COULD SAVE THE TOWN OF
CALLICOON APPROXIMATELY \$ 320 - 350 PER YEAR
(GENERAL FUND A- 1620.4)

Does this proposed action require inter-municipal agreements, contracts, transfer of function, public referendum, new or amended local or state law, etc? Please identify: INTER-MUNICIPAL AGREEMENT

Would you be will to work on a panel sub-committee to work out the details of this proposed action? Yes No

Submit this form, no later than June 1, 2017, to: Joshua Potosek, County Manager, 100 North Street, Monticello, NY 12701, 845-807-0450, FAX: 845-807-0460

Joshua.potosek@co.sullivan.ny.us



Sullivan County
Shared Services Panel
Proposed Action

Municipality Name: TOWN OF CALLICOON

CEO Name: THOMAS R. BOSE, SUPERVISOR

Please describe the shared action you are suggesting:

THE TOWN OF CALLICOON WILL PROVIDE GASOLINE
AND/OR DIESEL FUEL - TO THE VILLAGE OF JEFFERSONVILLE
AT THE TOWN'S COST.

IN RETURN, THE TOWN OF CALLICOON WOULD LIKE TO
DISCUSS SNOW REMOVAL ISSUES WITH THE VILLAGE
BOARD & HIGHWAY DEPARTMENT (AS YET- UNRESOLVED)

Please list the governments/districts that could be involved in this action.

TOWN OF CALLICOON
VILLAGE OF JEFFERSONVILLE

How will this proposed action reduce the property tax levy in participating governments/districts? Please indicate which budgetary items would be impacted and estimated dollar savings, if any.

THE VILLAGE WILL BE REIMBURSING THE TOWN OF
CALICOON AT THE TOWN'S COST INSTEAD OF PURCHASING
THEIR FUEL AT RETAIL.

Does this proposed action require inter-municipal agreements, contracts, transfer of function, public referendum, new or amended local or state law, etc? Please identify: INTER-MUNICIPAL AGREEMENT

Would you be will to work on a panel sub-committee to work out the details of this proposed action? Yes No

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Joshua.potosek@co.sullivan.ny.us



Sullivan County Shared Services Panel

Municipality Name: Town of Lumberland

CEO Name: Jenny R. Mellan

Indicate your participation in the
Shared Services Panel

Yes No

Property Tax Levied in 2017:

2017 Property Tax Rate:

\$ 2,491,811

\$ 7.31

Bargaining Units (attach additional sheets if necessary):

1) Laborer's Local 17

Contact Information: Richard J Messina W-(845) 565-2737
451A Little Brittain Road
Newburgh, NY 12550
Rmessina724@gmail.com

2) _____

Contact Information: _____

3) _____

Contact Information: _____

CEO Signature Jenny K. Mellan Date 05/31/2017
Municipality Town of Lumberland

Please list the shared services, consolidations, or efficiencies you currently have with other municipalities or schools.

Services or Function:

With:

- 1) Highway Dept (IMA in place) Town of Highland
- 2) Highway Dept (IMA in place) Town of Forestburgh
- 3) Highway Dept (IMA in place) Town of Tusten
- 4) Highway Dept (IMA in place) Town of Rockland
- 5) Highway Dept (IMA in place) Town of Cochection
- 6) _____
- 7) _____
- 8) _____
- 9) _____
- 10) _____
- 11) _____
- 12) _____

Attached additional sheets if necessary.

The Town of Lumberland participated in the New York Tax Freeze program. Supporting documents etc will be made available.



Sullivan County
Shared Services Panel
Proposed Action

Municipality Name: Town of Lumberland

CEO Name: Jenny R. Mellan *Jenny R. Mellan*

Please describe the shared action you are suggesting:

Shared Purchasing of paper products, office supplies & cleaning products

Please list the governments/districts that could be involved in this action.

All towns & possibly the county could share in bulk purchasing

How will this proposed action reduce the property tax levy in participating governments/districts? Please indicate which budgetary items would be impacted and estimated dollar savings, if any.

Does this proposed action require inter-municipal agreements, contracts, transfer of function, public referendum, new or amended local or state law, etc? Please identify: _____

Would you be will to work on a panel sub-committee to work out the details of this proposed action? Yes No

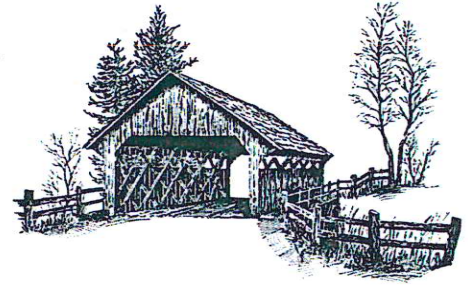
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Joshua.potosek@co.sullivan.ny.us

TOWN COUNCIL

SUPERVISOR - CHRISTOPHER MATHEWS
COUNCILMAN - RICHARD COOMBE, JR.
COUNCILMAN - MICHAEL BROOKS
COUNCILMAN - SCOTT GREY
COUNCILMAN - KEITH ZANETTI

TOWN OF NEVERSINK
P.O. BOX 307, 273 MAIN STREET
GRAHAMSVILLE, NY 12740
845-985-2262 ~ 845-985-7685
FAX 845-985-7686



July 26, 2017

I, Chris Mathews, as Supervisor of the Town of Neversink will be putting forth resolutions to share services with the County of Sullivan, Town of Fallsburg and Town of Rockland, as follows:

County of Sullivan: Insofar as records management, the town has approximately 800 boxes of documents in storage. If we were to share the services of Laserfiche Records Management with the County of Sullivan, we would be able to free-up approximately 800 SF of space and use that room for office rental at an annual cost of approximately \$14,700.00. By using the County's laserfiche records system, it will provide a more efficient and convenient service for collecting and retrieving the Town's records; particularly FOIL requests which would save a substantial amount of time with an annual savings of approximately \$1,150.00.

Approximate annual cost of savings with the County of Sullivan - \$15,850.00

Shared services are very beneficial to local towns, big and small. In our case, sharing services with the Town of Fallsburg for paving and the Town of Rockland for sealing, the savings would be immense. There would be no cost layout to the towns and in turn they would get an increase in workforce of at least 30% on a temporary basis.

Town of Fallsburg: If the town contracted with a private contractor to haul stone or blacktop, it would cost, with prevailing wages, \$130.00 per hour for each extra truck. If we use six trucks for eight days, that would be a savings of approximately \$62,400.00 (6 trucks x 8 days x \$1,300 per 10 hr day). Working with each other not only helps to get the work done quicker but it also frees up the blacktop plants for other towns to get their work done as well. The plants can only produce a certain amount of material per day and when every town is at the plant at the same time, each town gets less material per day, therefore extending everyone's paving time and costing all taxpayers in the county money.

Fallsburg roads are extremely busy during paving time and by spending less time paving, traffic flow is disturbed for less time and the entire process safer for employees and residents. One accident could be a priceless cost to anyone's family.

Approximate annual cost of savings with the Town of Fallsburg: \$62,400.00

Town of Rockland: The town in sharing sealing services with the Town of Rockland would save approximately \$7,800 per day for trucks totaling \$23,400.00 for three days. We can also cut our sealing contractor equipment rental back by two days, saving approximately \$3,400 per day.

Approximate annual cost of savings with the Town of Rockland: \$30,200.00

Chris Mathews, Supervisor
Town of Neversink



Sullivan County Shared Services Panel

Municipality Name: Town of Neversink

CEO Name: Christopher Mathews

Indicate your participation in the
Shared Services Panel

Yes No

Property Tax Levied in 2017:

2017 Property Tax Rate:

\$ 3,965,646.19

\$ on \$1.00 - 0.127062672

Bargaining Units (attach additional sheets if necessary):

1) AFSCME Council 66, AFL-CIO, Local 750-0

Contact Information: Jack Giuditta, President

2) _____

Contact Information: _____

3) _____

Contact Information: _____

CEO Signature _____ Date _____
Municipality Town of Neversink

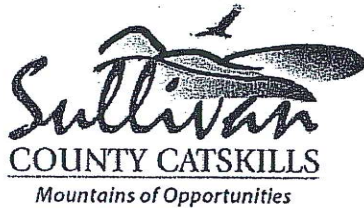
Please list the shared services, consolidations, or efficiencies you currently have with other municipalities or schools.

Services or Function:

With:

- 1) Plow/Sand 15.8 mis County Highways for a fee per mile Sull Co DPW
- 2) Plow/Sand 8.21 mis DEP Hwys for fee per mile; Supply Salt/Sand mixture for parking lots and DEP supplies water from hydrants when sweeping roads, also access to tunnel rock material in emergency situations NYC DEP
- 3) Paving/Sealing-Trucks; Supply Operators,Machines to each other during breakdowns. Fallsburg supplied vacuum sweeping for our parking lots and we swept a couple adjoining roads. Twn of Fallsburg
- 4) We supplied trucks to each other during Sealing operations; and have supplied trucks to Rockland during major flood events Twn of Rockland
- 5) We supplied trucks for Milling in exchange for ground blacktop; We supplied them with shoulder material/equip in exchange for Guiderail System, NYS DOT
- 6) We supplied salt/sand mixture for their parking lots for min fee per load; and materials, machines, labor for different projects. They supplied machines for different town projects and a place to dump fill dirt. Tri-Valley School
- 7) We pave/haul blacktop. Hauled road base material and reopened roads during flooding events. They provide small roller for patching and sweep roads and haul material for us while we are paving, if available. Twn of Denning
- 8) We share each others inventory of parts, pipes, hoses, signs, cutting edges if someone runs short during storms or projects. Twn of Denning
- 9) We provide space for DMV to come monthly in exchange for the convenience of our community to not have to travel to Monticello. NYS DMV
- 10) Our Parks & Rec Dept. provides recreational services for all students in the TVCS district, not just Town of Neversink residents, for a fee per agreement we have with the school. Tri-Valley School
- 11) _____
- 12) _____

Attached additional sheets if necessary.



Sullivan County
Shared Services Panel
Proposed Action

Municipality Name: TOWN OF ROCKLAND

CEO Name: ROBERT EGGLETON

Please describe the shared action you are suggesting:

Share service 1 day a month with NYS-DMV

Shared service with Sull. County Sheriff's
Storage locker and facilities

Shared SVC - Plowing and sanding Fire Dep't's.
Shared Highway Equipment with other Towns & City.

Please list the governments/districts that could be involved in this action.

All adjoining towns, County, Fire Districts

How will this proposed action reduce the property tax levy in participating governments/districts? Please indicate which budgetary items would be impacted and estimated dollar savings, if any.

Currently there is no written agreements or dollar amount agreed upon. The following are projected dollar amounts and savings

Dmv - monthly	\$ 400 ⁰⁰ / ₁₀₀
Sheriff Dept.	\$ 1000 ⁰⁰ / ₁₀₀
Plowing Fire Depts	\$ 5000 ⁰⁰ / ₁₀₀
Highway Trucks	\$ 1040/per Day including TRUCK

Does this proposed action require inter-municipal agreements, contracts, transfer of function, public referendum, new or amended local or state law, etc? Please identify: would need to have IMA's

Would you be will to work on a panel sub-committee to work out the details of this proposed action? Yes No

Submit this form, no later than June 1, 2017, to: Joshua Potosek, County Manager, 100 North Street, Monticello, NY 12701, 845-807-0450, FAX: 845-807-0460

Joshua.potosek@co.sullivan.ny.us



Sullivan County
Shared Services Panel
Proposed Action

Municipality Name: Town of Thompson

CEO Name: William J. Rieber, Jr.

Please describe the shared action you are suggesting:

Develop a plan to digitize documents as a county wide cooperative venture. This will reduce storage space requirements
for municipalities, reduce time spent by 21 different municipalities, each developing individual plans and each dealing with a steep
learning curve. Benefits for searching documents rapidly will create immeasurable savings going forward, particularly in complying with
foil requests.

Please list the governments/districts that could be involved in this action.

15 Towns and 5 Villages and the County

How will this proposed action reduce the property tax levy in participating governments/districts? Please indicate which budgetary items would be impacted and estimated dollar savings, if any.

Building space for storage and employee costs associated with file maintenance and searching

Does this proposed action require inter-municipal agreements, contracts, transfer of function, public referendum, new or amended local or state law, etc? Please identify: IMA only I believe

Would you be will to work on a panel sub-committee to work out the details of this proposed action? Yes X No _____

Submit this form, **no later than June 1, 2017**, to: Joshua Potosek, County Manager, 100 North Street, Monticello, NY 12701, 845-807-0450, FAX: 845-807-0460

Joshua.potosek@co.sullivan.ny.us



Sullivan County Shared Services Panel

Municipality Name: Town of Thompson

CEO Name: William J. Rieber, Jr., Supervisor

Indicate your participation in the
Shared Services Panel

Yes No

Property Tax Levied in 2017:

2017 Property Tax Rate:

\$ 5,500,000.00 without special districts

\$ 5.15 per thousand (Gen A, Gen B, Highway DA & DB)

Bargaining Units (attach additional sheets if necessary):

1) Town of Thompson Highway Department

Contact Information: John Saunderson 794-5560

Todd Mitchell 794-5560

Kevin Kurthy 794-5560

2) Town of Thompson Water & Sewer/Parks

Contact Information: Glenn Somers 796-3606/794-5280

Brad Bastone 794-5280

Jonathan Meddaugh 794-5280

3) _____

Contact Information: _____

CEO Signature William J. Kiser, Jr Date 7/12/17
Municipality Town of Thompson

Please list the shared services, consolidations, or efficiencies you currently have with other municipalities or schools.

- | Services or Function: | With: |
|----------------------------|---|
| 1) <u>Town Highway</u> | <u>Towns of Fallsburg, Bethel & Forestburgh Multi Agency</u> |
| 2) <u>Town Water/Sewer</u> | <u>Town of Fallsburg & Village of Monticello Multi Agency</u> |
| 3) <u>Town Dog Control</u> | <u>Village of Monticello</u> |
| 4) <u>Town Assessor</u> | <u>Village of Monticello</u> |
| 5) _____ | |
| 6) _____ | |
| 7) _____ | |
| 8) _____ | |
| 9) _____ | |
| 10) _____ | |
| 11) _____ | |
| 12) _____ | |

Attached additional sheets if necessary.

When complete, print for your own records, then hit SUBMIT >

SUBMIT



Sullivan County
Shared Services Panel
Proposed Action

Municipality Name: Town of Tusten

CEO Name: Carol Ropke Wingert, Supervisor

Please describe the shared action you are suggesting:

dog control/animal control

Please list the governments/districts that could be involved in this action.

Sullivan County townships and villages

How will this proposed action reduce the property tax levy in participating governments/districts? Please indicate which budgetary items would be impacted and estimated dollar savings, if any.

Combining the temporary housing of stray dogs to several central kennels county-wide would benefit everyone. In 2014, the Town of Tusten spent \$1700.00 to be able to house any stray dogs that we had (2). We then built our own kennel. The budget line affected would be A3510.4

Does this proposed action require inter-municipal agreements, contracts, transfer of function, public referendum, new or amended local or state law, etc? Please identify: inter-municipal agreements and contracts

Would you be will to work on a panel sub-committee to work out the details of this proposed action? Yes No

Submit this form, **no later than June 1, 2017**, to: Joshua Potosek, County Manager, 100 North Street, Monticello, NY 12701, 845-807-0450, FAX: 845-807-0460

Joshua.potosek@co.sullivan.ny.us



Shared Services Panel Opt Out Affidavit

Municipality Name: Village of Bloomingburg Inc.

CEO Name: _____

I declare as the Chief Executive Officer of the Town/Village of Bloomingburg that the Town/Village of Bloomingburg is hereby opting out of any participation in the Shared Services Panel and fully understands the implications of removing myself from this process.

[Signature]

Signature

7/13/2017

Date

State of New York
County of Sullivan

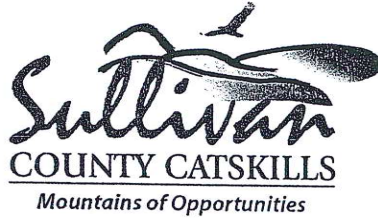
The foregoing instrument was acknowledged before me this 13th day of July, 2017.

[Signature]

Notary Public

DEBRA A. BIESKE
Notary Public, State of New York
Sullivan County Clerk's No. 332
Commission Expires Dec. 24, 2019

DOCUMENT MUST BE
PRINTED AND BROUGHT
TO NOTARY PUBLIC.
(this text box will not be
visible when printed)



Sullivan County
Shared Services Panel
Proposed Action

Municipality Name: Village of Jeffersonville

CEO Name: William E. Thony

Please describe the shared action you are suggesting:

① Exchange of Sand/Salt for Winter maintenance
in the Village of Jeffersonville for Water to
The Town of Callicoon.

② Purchase gasoline & diesel fuel from Town of
Callicoon @ cost rather than from a retail
establishment.

Please list the governments/districts that could be involved in this action.

Town of Callicoon

How will this proposed action reduce the property tax levy in participating governments/districts? Please indicate which budgetary items would be impacted and estimated dollar savings, if any.

Savings for Item #1 would be varied based on severity of winter. Savings to Town of Cammeron would also vary based on usage.

Savings for #2 - Town may experience a decreased per gallon rate based on increase in gallons purchased & Village would share the price per gallon factored in retail for profit.

Does this proposed action require inter-municipal agreements, contracts, transfer of function, public referendum, new or amended local or state law, etc? Please identify: An inter-municipal agreement.

Would you be will to work on a panel sub-committee to work out the details of this proposed action? Yes No

Submit this form, **no later than June 1, 2017**, to: Joshua Potosek, County Manager, 100 North Street, Monticello, NY 12701, 845-807-0450, FAX: 845-807-0460

Joshua.potosek@co.sullivan.ny.us



Sullivan County Shared Services Panel

Municipality Name: Village of Jeffersonville

CEO Name: William E. Thony

Indicate your participation in the Shared Services Panel

Yes No

Property Tax Levied in 2017:

2017 Property Tax Rate:

\$ 16,432.051

\$ 6.45 / \$1000

Bargaining Units (attach additional sheets if necessary):

1) _____

Contact Information: _____

2) _____

Contact Information: _____

3) _____

Contact Information: _____

CEO Signature William E. King
Municipality Village of Jeffersonville

Date 5/31/17

Please list the shared services, consolidations, or efficiencies you currently have with other municipalities or schools.

Services or Function:

With:

- 1) Court Town of Callicoon
- 2) Animal Control Town of Callicoon
- 3) Assessing Town of Callicoon
- 4) _____
- 5) _____
- 6) _____
- 7) _____
- 8) _____
- 9) _____
- 10) _____
- 11) _____
- 12) _____

Attached additional sheets if necessary.



Sullivan County
 Shared Services Panel
Proposed Action

Municipality Name: Village of Jeffersonville

CEO Name: William E. Thony

Please describe the shared action you are suggesting:

① Exchange of Sand/Salt for Winter maintenance
in the Village of Jeffersonville for water to
The Town of Callicoon.

② Purchase gasoline + diesel fuel from Town of
Callicoon @ cost rather than from a retail
establishment.

Please list the governments/districts that could be involved in this action.

Town of Callicoon

How will this proposed action reduce the property tax levy in participating governments/districts? Please indicate which budgetary items would be impacted and estimated dollar savings, if any.

Savings for item #1 would be varied based on severity of winter. Savings to Town of Canaan would also vary based on usage.

Savings for #2 - Town may experience a decreased per gallon rate based on increase in gallons purchased & village would save the price per gallon factored in retail for profit

Does this proposed action require inter-municipal agreements, contracts, transfer of function, public referendum, new or amended local or state law, etc? Please identify: An inter-municipal agreement.

Would you be will to work on a panel sub-committee to work out the details of this proposed action? Yes No

Submit this form, no later than June 1, 2017, to: Joshua Potosek, County Manager, 100 North Street, Monticello, NY 12701, 845-807-0450, FAX: 845-807-0460

Joshua.potosek@co.sullivan.ny.us



Sullivan County
Shared Services Panel

Municipality Name: Village of Jeffersonville

CEO Name: William E. Thony

Indicate your participation in the Shared Services Panel

Yes No

Property Tax Levied in 2017:

2017 Property Tax Rate:

\$ 16,432,051

\$ 6.45 / \$1000

Bargaining Units (attach additional sheets if necessary):

1) _____

Contact Information: _____

2) _____

Contact Information: _____

3) _____

Contact Information: _____

CEO Signature William E. Gray Date 5/31/17
 Municipality Village of Jeffersonville

Please list the shared services, consolidations, or efficiencies you currently have with other municipalities or schools.

Services or Function:

With:

- 1) COURT Town of Callicoon
- 2) Animal Control Town of Callicoon
- 3) Assessing Town of Callicoon
- 4) _____
- 5) _____
- 6) _____
- 7) _____
- 8) _____
- 9) _____
- 10) _____
- 11) _____
- 12) _____

Attached additional sheets if necessary.

JOSHUA A. POTOSEK, MBA
COUNTY MANAGER

DANIEL C. DEPEW
DEPUTY COUNTY MANAGER



TEL. 845-807-0450
FAX 845-807-0460

**COUNTY OF SULLIVAN
COUNTY MANAGER'S OFFICE
SULLIVAN COUNTY GOVERNMENT CENTER
100 NORTH STREET
PO BOX 5012
MONTICELLO, NY 12701**

Sample

July 17, 2017

Mr. Brad Bastone
Town of Thompson Water & Sewer/Parks
4052 Route 42
Monticello, NY 12701

Dear Mr. Bastone:

As we continue to progress with our efforts to finalize Sullivan County's consolidated shared services plan authorized by the adoption of legislation by New York State. The law requires that I consult with, and take recommendations from a representative of each collective bargaining unit of the county, towns, and villages. As a follow-up to our previous correspondence and the meetings on June 8th and July 11th, I would like to hold a meeting with the collective bargaining units on **July 25, 2017 at 4:00pm in the Legislative Committee Room.**

We have also set the public hearing date for the final plan for September 12, 2017. We are required to have three public hearings and the panel has determined that doing them all in one day would best accommodate our schedule. The public hearing will be held in the Legislative meeting room at the government center during the following times, 10am, 1pm, and 6:30pm.

I continue to be optimistic that this venture will follow several successes we have had in the past.

Warmest Regards,

Joshua A. Potosek, M.B.A.
County Manager



Sullivan County Shared Services Panel
June 8, 2017 @ 6:30pm Sign-In Sheet

Town of Bethel

Name	Phone Number	Email	Signature
1. Daniel Storm	845-798-2102	bethelelsp@bethelelsp.com	

Town of Callicoon

Name	Phone Number	Email	Signature
1. Howard Fuchs	845-482-5390	Toesuper@hrcbiz.com	

Town of Cochection

Name	Phone Number	Email	Signature
1.			

Town of Delaware

Name	Phone Number	Email	Signature
1.			

Town of Fallsburg

Name _____ Phone Number _____ Email _____ Signature _____

1. _____

Town of Forestburgh

Name _____ Phone Number _____ Email _____ Signature _____

1. _____

Town of Fremont

Name _____ Phone Number _____ Email _____ Signature _____

1. George Conkling III 845-887-5553 geo.construction89@gmail.com 


Town of Highland

Name _____ Phone Number _____ Email _____ Signature _____

1. JEFF HAAS 845-557-8431 supervisor@townofhighlandny.com 

Town of Liberty

Name _____ Phone Number _____ Email _____ Signature _____

1. Vincent J. McPhillips 315-345-5420 TRC.Solutions.com 

Town of Lumberland

Name _____ Phone Number _____ Email _____ Signature _____

1. _____

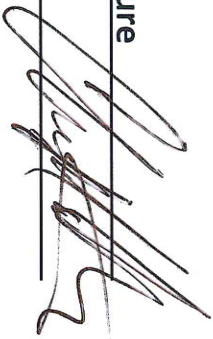
Town of Mamakating

Name _____ Phone Number _____ Email _____ Signature _____

1. _____

Town of Neversink

Name _____ Phone Number _____ Email _____ Signature _____

1. CHRISTOPHER MATHEWS * 301 985-2262 SUPERVISOR@TOWNOFNEVERINK.ORG 

Town of Rockland

Name _____ Phone Number _____ Email _____ Signature _____

1. ROBERT EGGLETON 845-439-4399 SUPERVISOR@TOWNOFROCKLANDNY.COM 

Town of Thompson

Name _____ Phone Number _____ Email _____ Signature _____

1. BILL RIEGER 7942500 SUPERVISOR@TOWNOFTHOMPSON.COM 

Town of Tusten

Name _____ Phone Number _____ Email _____ Signature _____

1. _____

Village of Bloomingburg

Name _____ Phone Number _____ Email _____ Signature _____

1. _____

Village of Jeffersonville

Name William E. Therp Phone Number 457-4275 Email _____ Signature William E. Therp

1. _____

Village of Liberty

Name Low Starn Phone Number _____ Email Low Starn Signature [Signature]

1. _____

Village of Monticello

Name _____ Phone Number _____ Email _____ Signature _____

1. _____

Village of Woodridge

Name _____ **Phone Number** _____ **Email** _____ **Signature** _____

1. _____

Village of Wurtsboro

Name _____ **Phone Number** _____ **Email** _____ **Signature** _____

1. _____

JOSHUA A. POTOSEK, MBA
COUNTY MANAGER

DANIEL C. DEPEW
DEPUTY COUNTY MANAGER

TEL. 845-807-0450
FAX 845-807-0460



COUNTY OF SULLIVAN
COUNTY MANAGER'S OFFICE
SULLIVAN COUNTY GOVERNMENT CENTER
100 NORTH STREET
PO BOX 5012
MONTICELLO, NY 12701

Sample

May 22, 2017

Hon. Ronald Stabak, Mayor
Village of Liberty
167 N. Main Street
Liberty, NY 12754

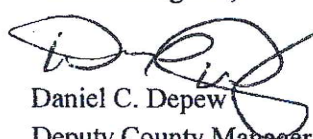
Dear Mayor Stabak:

After receipt of our letter dated May 5, 2017 and the convening of the first panel of municipal executives on May 16th Sullivan County is well underway with its Shared Service program for 2017. At our first meeting it was discussed that we would be having at least two more panels meeting before our public hearing day. **The next two meetings will be June, 8th at 6:30 pm and July, 11th at 6:30 pm.** In an effort to help complete the panel's report we ask that you bring to the June meeting all of the completed forms provided to you at the last meeting. If you were unable to attend or need additional forms they can be printed from our website. The Shared services forms are located on the home page on the left hand corner. Some of the ideas that were talked about at the last meeting include consolidation of dispatching to 911, the purchase of an electronic document management system and the county administration and storage of municipal documents. If you have specific information regarding any of these areas or other areas to discuss in our plan please bring it to the meeting or email them to me.

We have also set the public hearing date for the final plan for September 12, 2017. We are required to have three public hearings and the panel has determined that doing them all in one day would best accommodate our schedule. The public hearing will be held in the Legislative meeting room at the government center during the following times, 10am, 1pm, and 6:30pm. We are asking that Panels Members attend as many of these hearings as your schedule will permit.

We ask that all of the leaders who meet the criteria to sit on the panel attend the next meeting and that they bring with them any collaborative efforts that they envision might apply to this program and help its goal of increased efficiency and cost savings to tax payers. I share with you the desire that we all had been given more time to administer this program however, I am optimistic that we will identify some areas where we can work together in a way that will be beneficial for all of us. Our first meeting helps me sustain my optimism that this venture will follow the several successes we have had working together in the past.

Warmest Regards,



Daniel C. Depew
Deputy County Manager



Sullivan County Shared Services Panel

May 16, 2017 @ 6:30pm Sign-In Sheet

Town of Bethel

Name Phone Number Email Signature

1. Daniel Sturm 845-583-4350 x12 bethel.supervisor@hobbybiz.ny.us.com [Signature]

Town of Callicoon

Name Phone Number Email Signature

1. Thomas Base 845-482-5390 x311 tcsupervisor@hobbybiz.ny.us.com [Signature]

Town of Cochecton

Name Phone Number Email Signature

1. Robert Eggleton 845-439-4399 supervisor@TownofCochectonNY.com [Signature]

Town of Delaware

Name Phone Number Email Signature

1.


Town of Fallsburg

Name Phone Number Email Signature

1. *Stevan Vojtech 934 5810 sve@vante.com fallsburgny.com* 

Town of Forestburgh

Name Phone Number Email Signature

1. *Don Koyva 845-794-0611 ex 25 forestburghsupervisor@gmail.com* 
*Steve Budofsky
Danielle Jose-Decker 791-7800*

Town of Fremont

Name Phone Number Email Signature

1. _____

Town of Highland

Name Phone Number Email Signature

1. _____

Town of Liberty

Name Phone Number Email Signature

1. _____

Town of Lumberland

Name Phone Number Email Signature

1. Jenny R. Mellan 845-886-8600 supervisor@townoflumberland.org Jenny R. Mellan
Danielle Joso-Decker 791-7802

Town of Mamakating

Name Phone Number Email Signature

1.

Town of Neversink

Name Phone Number Email Signature

1. CHAIS MATHEWS 985-2262 mascot593@yahoo.com
SUPERVISOR@TOWNOFNEVERINK.ORG

Town of Rockland

Name Phone Number Email Signature

1.

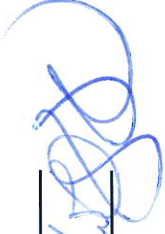
Town of Thompson

Name Phone Number Email Signature

1.

Town of Tusten

Name _____ **Phone Number** _____ **Email** _____ **Signature** _____

1. Carl Wingert 845-252-7146 cwingert47@gmail.com Supervisor@tusten.org 

Village of Bloomingburg

Name _____ **Phone Number** _____ **Email** _____ **Signature** _____

1. _____

Village of Jeffersonville

Name _____ **Phone Number** _____ **Email** _____ **Signature** _____

1. _____

Village of Liberty

Name _____ **Phone Number** _____ **Email** _____ **Signature** _____

1. Ron Streak 845 282-2250 ext 115 rstreak 

Village of Monticello

Name _____ **Phone Number** _____ **Email** _____ **Signature** _____

1. _____

Village of Woodridge

Name _____ **Phone Number** _____ **Email** _____ **Signature** _____

1. _____

Village of Wurtsboro

Name _____ **Phone Number** _____ **Email** _____ **Signature** _____

1. _____



Sullivan County Shared Services Panel

October 14, 2014



Tonight's Goals

- ▶ Understanding the Mandate
 - ▶ Purpose
 - ▶ Composition of the Panel
 - ▶ Role of the Chair
 - ▶ Role of the Panel Members
 - ▶ Required Activities & Deadlines
 - ▶ Plan Contents
- ▶ Concerns & Questions
- ▶ Examples of Shared Services
- ▶ Discuss New Ideas to Pursue
- ▶ Next Steps



Understanding the Mandate: Purpose

- ▶ The FY 2018 State Budget includes a new mandate designed to generate property tax savings by facilitating operational collaboration between local governments.
- ▶ The County-wide Shared Services Initiative (mandate) establishes a Shared Services Panel in each county, chaired by the Chief Executive Officer of the County.
- ▶ The Panels will work to help develop, and ultimately approve a County-wide Shared Service Property Tax Savings Plan (the "Plan"), through intergovernmental cooperation to find new opportunities to share and coordinate services.

Purpose

- ▶ Plans that create actual and demonstrable property tax savings may be eligible for a one-time match of the net savings resulting from new actions implemented pursuant to the Plan. (The Panel must decide how to divvy that up among the Plan participants and submit the methodology with the Plan.)
 - Combined justice courts
 - Transportation services
 - Assessors
 - Tax collection
 - Highway services
 - Health Insurance
 - Purchasing
 - Animal control
 - Information Technology
 - Records Center
 - Police services
 - Trash collection
 - District consolidations



Understanding the Mandate: Composition of the Panel

- ▶ Required: Chief executive officer of every town, village and city within the County. This law defines the CEO as Mayors and Town Supervisors. (Designees?)
- ▶ Required: The County CEO must chair the panel, and is a voting member.
- ▶ Optional: Only at the invitation of the Chair - school districts or special improvement districts. Requires a vote of the board.



Understanding the Mandate: Role of the Chair

- ▶ Responsible for the proper creation, development and submission of the County-wide Shared Services Property Tax Savings Plan. The Chair is permitted to identify and invite the participation of optional panel members.
- ▶ “proper creation” means convening panel meetings, soliciting input from public, unions, and panelists, conduct public hearings, meet deadlines, create and certify the final written plan and submit it to the State.
- ▶ Conduct a public presentation of the final plan.






Understanding the Mandate: Role of the Panel Members

- ▶ Participate in development of the Plan.
- ▶ Decide whether or not to opt-out of any component of the Plan, and submit a written reason why. Opt-out only effects the panel member's municipality.
- ▶ Vote on the Plan. (If the Plan doesn't pass, we repeat it all next year.)

Understanding the Mandate:

Required Activities & Deadlines

-  **1**
 - Take and research recommendations from all the representatives of the shared services Panel, as well as the representative of each collective bargaining unit of the county, the cities, towns, and villages and other optional invited panel members.
 - Write, certify and submit the plan to the County Legislature.
 - The County Legislative shall review the Plan, and may, by a majority of its members, issue an advisory report with recommendations to the Chair.
-  **15**
 - The Chair may modify the Plan.
 - Three public hearings on the Plan for the Panel and the County Legislature.
 - Panel must vote on the Plan. Any “no” votes must be explained in writing by the panel member. If the Plan doesn’t pass... rinse, spin, and repeat next year.
 - Chair submits Plan to the State Division of Budget.
 - Chair disseminates Plan to County residents.
-  **15**
 - Chair delivers public presentation of the Plan.
 - Perhaps at Legislature Meeting on Oct. 12?



Plan Contents

- ▶ Plan should include shared and coordinated actions that can be implemented during the subsequent calendar year.
- ▶ Proposed actions must be among the county, cities, towns and villages within the county, as well as any participating school districts or special improvement districts.
- ▶ The Plan must contain **new recurring** property tax savings to be achieved through actions such as the elimination of duplicative services, shared services, the reduction of back-office administrative overhead, and the improved coordination of services.
- ▶ If the Plan contains a proposed action that by law is subject to a procedural requirement such as a public referendum, then the planned action will not be operative until said procedural requirement occurs.
- ▶ The Plan must begin with the summary document (Guidance APPENDIX A) when it is publicly disseminated and when it is submitted to the Director of the New York State Division of the Budget (DOB). There is no prescribed format for the individual proposals contained within the plan.
- ▶ Proposed actions can be among:
 - ▶ the whole group,
 - ▶ just a few municipalities
 - ▶ school districts.
 - ▶ with or without County
 - ▶ any combination of the above.
- ▶ Shared services, duplication, efficiencies, administrative overhead, consolidations, etc.
- ▶ **MUST BE NEW & RECURRING**

NEXT STEPS

- ▶ Set Next Meeting.
- ▶ Deadline to get information back is JUNE 1ST
- ▶ Affidavit for “No Intent to Comply” .

JOSHUA A. POTOSEK, MBA
COUNTY MANAGER

DANIEL C. DEPEW
DEPUTY COUNTY MANAGER



TEL. 845-807-0450
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Sample

COUNTY OF SULLIVAN
COUNTY MANAGER'S OFFICE
SULLIVAN COUNTY GOVERNMENT CENTER
100 NORTH STREET
PO BOX 5012
MONTICELLO, NY 12701

May 5, 2017

Hon. Russell Wood, Jr., Mayor
Village of Bloomingburg
13 North Road, P.O. Box 341
Bloomingburg, NY 12721

Dear Mayor Wood:

With the passing of the 2017 New York State Budget legislation was also adopted to address shared services. This legislation requires the Chief Executive Officers of each county government to convene a panel of municipal leaders to consider, recommend, approve and administer a consolidated shared services plan. The statute requires the Supervisors and Mayors, of the Towns and Villages, shall be participating voting members. This letter is addressed to you because you are the sole official in your community who can attend these meetings as a panelist member.

As one may understand, our meeting schedule may not accommodate all of the 21 jurisdictions within Sullivan County. Due to the short time frame involved with compliance to this law and its deadlines, we must pick a meeting schedule and move forward as soon as possible. Based on a census of many of the villages and towns meeting schedules in our County we have decided set our first meeting for **May 16th at 6:30pm, to be held in the Government Center in the Legislative Committee Room.**

We ask that all of the leaders who meet the criteria to sit on the panel attend this first meeting and that they bring with them any collaborative efforts that they envision might apply to this program and help its goal of increased efficiency and cost savings to tax payers. I truly wish that we all had been given more time to administer this program however I am optimistic that we will identify some areas where we can work together in a way that will be beneficial for all of us. My optimism is based on the high quality of elected officials who will make up our panel and the several successes we have had working together in the past.

Warmest Regards,

Daniel C. Depew
Deputy County Manager