

Nadia Rajs, Chair
Luis Alvarez, Vice Chair

Ann Marie Martin, Clerk



SULLIVAN COUNTY LEGISLATURE
SULLIVAN COUNTY GOVERNMENT CENTER
100 NORTH STREET
PO BOX 5012
MONTICELLO, NY 12701
845-807-0435
845-807-0447 (fax)

April 10, 2026

Honorable E. Danielle Jose-Decker
District Administrative Judge
New York State Unified Court System
Third Judicial District
2500 Pond View, Suite 210
Castleton-On-Hudson, New York 12033

Dear Judge Jose-Decker,

As the Third Judicial District Administrative Office is aware, the Sullivan County District Attorney previously vacated office space located on the lower level of the Sullivan County Courthouse, 414 Broadway, Monticello, New York 12701. Since that time, and with assistance from the County, portions of this approximately 4,000 square feet of space have been made available and utilized to some extent by court staff for various operational purposes in response to increased staffing and space needs.


Staff from the Sullivan County Division of Public Works have been coordinating with the local court and district administrative staff to facilitate the continued transition and more formalization of the utilization of this space for court-related functions, like additional offices, meeting space, and locker rooms.

Upon approval by the Unified Court System, the additional space, as depicted on the attached courthouse floor plan, will be formally incorporated into the existing Court Facilities Cleaning and Minor Repairs Agreement (Chapter 686) between the New York State Unified Court System and the County of Sullivan.

This proposal reflects the County's continued commitment to supporting the growing operational needs of the Courts and their personnel by making effective use of available County resources. We are pleased that this arrangement provides a practical and mutually beneficial solution for both Judicial and non-Judicial court officials and staff.

Should you require any additional information or have any questions regarding this matter, please do not hesitate to contact my office.

Sincerely,


Luis A. Alvarez, Vice Chair
Sullivan County Legislature

Attached: County Courthouse Basement Floor Plan demonstrating former DA Space

Cc: Joshua Potosek, County Manager
Edward McAndrew, P.E., Commissioner of Public Works
Amelia Lepore Sessions, District Executive
Matt Schaefer, Deputy District Executive
James Clark, Jr., Management Analyst Operation

