



# **LIVINGSTON COUNTY BOARD OF SUPERVISORS' MEETING NOTICE**

Livingston County Government Center, Geneseo, New York 14454 585.243.7030

COMMITTEE: WAYS AND MEANS

DATE: JUNE 25, 2018

TIME: 1:30 P.M

PLEDGE OF ALLEGIANCE

## Committee Members

D. Pangrazio, Chairman  
D. Knapp, Vice Chairman  
D. Fanaro  
E. Gott  
W. Wadsworth  
D. LeFeber  
D. Mahus

## **REVISED-CO. ATTORNEY**

### **1:30 WORKPLACE VIOLENCE – ANDREA BAILEY**

#### **Action Item(s) To Be Reported**

#### **1. MODIFYING THE LIVINGSTON COUNTY WORKPLACE VIOLENCE PREVENTION PLAN**

RESOLVED, that the Livingston County Workplace Violence Prevention Plan is hereby modified effective July 1, 2018, consistent with the copy which is attached hereto and incorporated by reference.

#### **Director's Comments:**

What has changed –

- Updated Front Cover to reflect 2018 Edition
- Page 10 – removed the WVPC Member name and contact information and direct them to the website – therefore we can update the information in real time to ensure that the most updated information is available to our associates without having to go through a full review and approval or the Board. This will enable us to be more efficient.
- Page 12 –updated to include effective date of 07/01/2018
- Appendix 1/Page 13 – updated date 7/1/18 & fix typo under Employee Participation, removed Colleen Vokes name – will just leave it as the Chairperson as the contact.
- Appendix 4/Page 21 – added within 14 days – to help with receiving reports in a more timely manner
- Appendix 4/Page 22 – added within 30 days – again to move the reporting through the process to make sure we are addressing any concerns in a timely fashion. Removed Ian M. Coyle – leaving it to be reported to the County Administrator
- Page 24 Training Requirements – Removed information about Train the Trainer as there is no formal train the trainer program and substituted live training with non-computer based training.
- Page 25 Training Requirements – Removed live training and added Non-Computer based training also removed that Personnel provides updates on training.
- Page 32 Confirmation of Training – Added Conflict Defender
- Page 56 Workplace Violence Prevention – Removed individual names – updated positions to reflect new titles



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**1:40 COUNTY AUDITOR – TERRY DONEGAN**

**1. ADOPTING REVISIONS TO THE LIVINGSTON COUNTY TRAVEL POLICY**

WHEREAS, a policy review has been completed and certain revisions have been recommended; and WHEREAS, the Ways and Means Committee has reviewed these recommendations and has approved incorporating those revisions into the Livingston County Travel Policy; now, therefore, be it RESOLVED, that the Livingston County Board of Supervisors hereby adopts the attached Livingston County Travel Policy, effective July 1, 2018, said policy to supersede the existing travel policy.

**1:50 COUNTY ATTORNEY – SHANNON HILLIER**

**Action Item(s) To Be Reported**

**1. INTRODUCTION & PROVIDING FOR PUBLIC HEARING ON PROPOSED LOCAL LAW NO. B OF THE YEAR 2018 – A LOCAL LAW AMENDING AND RESTATING LOCAL LAW 4 OF THE YEAR 1990, ENTITLED “LIVINGSTON COUNTY ETHICS AND DISCLOSURE LAW”**

WHEREAS, there has been duly presented and introduced at a meeting of this Board, held on June 27, 2018, a proposed Local Law entitled Local Law No. B - A Local Law Amending and Restating Local Law No. 4 of the Year 1990, entitled “Livingston County Ethics and Disclosure Law”; now, therefore be it RESOLVED, that a public hearing shall be held on the said proposed Local Law by this Board on the 25<sup>th</sup> day of July, 2018 at 1:35 p.m. in the Board of Supervisors Assembly Room in the Livingston County Government Center in the Village of Geneseo, New York and at least six (6) days’ notice shall be given by posting thereof on the bulletin board of the Government Center in this County and by publishing such notice at least one (1) time in the official newspapers of the County as provided by law.

**2. AMENDING A PORTION OF RESOLUTION 2018-189**

WHEREAS, Resolution No. 2018-189 authorized the Chairman of the Livingston County Board of Supervisors to sign a renewal of the Verizon Water Tower Lease Agreement for a term commencing July 1, 2018 and terminating June 30, 2023 at an initial monthly rental of \$3,032.51, and WHEREAS, the term of the Lease Agreement needs to be modified to reflect automatic renewals for three (3) additional five (5) year terms thereby making the Agreement’s termination date June 30, 2038, and WHEREAS, the initial monthly rental amount needs to be decreased to \$3,003.06 per month with an annual rent increase of 2%; now, therefore, be it RESOLVED, that Resolution No. 2018-189 is hereby amended.

**2:05 COUNTY TREASURER – AMY DAVIES**

**Action Item(s) To Be Reported**

**1. CLOSING THE FOLLOWING CAPITAL PROJECT ACCOUNTS–BRIDGE PROJECTS & SPECIAL PROJECTS**

WHEREAS, the above listed Capital Projects are complete; now therefore be it RESOLVED, that the County Treasurer is authorized to close the above listed Capital Project Accounts in the amounts indicated below; and it is further RESOLVED, that the County Treasurer is hereby directed to transfer said unexpended funds into said Accounts from Transfer Accounts listed in the amounts indicated below for each project.

Capital Project Name	Account to be Closed	Unexpended Cash Amount	Account to Transfer Unexpended Cash Balance	Year End Assigned Fund Balance Account
Bridge Projects	H5117	\$828,486.10	D5117-Assigned Bridge Projects	D0914.5117 Bridge Projects
Special Projects	H8988	\$108,939.10	A1991-Special Projects	A0914.1991 Special Projects



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## Pre-approved Informational Item(s) To Be Reported

### 1. Foreclosure List

### Informational Item(s) Written Only

The auction for foreclosed properties is scheduled for July 26 at 6:00 PM at the County Highway. There are 27 possible properties to be auctioned.

The County independent audit for 12/31/17 is almost complete. The auditors will present their report during one of the August Ways and Means committee meetings.

### 2:15 GRANTS & PUBLIC INFORMATION – HEATHER GRANT

## Pre-approved Informational Item(s) To Be Reported

### Department Update

### Informational Item(s) Written Only

The chart below shows grant applications through my office applied for since January 2018 that are still pending or have been awarded/ denied funding.

Grant Program	Funding	AgencyDept/Mun	Submitted	Request	Award
LGRMIF Grant	NYSED- Archives	Veterans Services	1/16/2018	\$15,498	pending
Ralph Wilson Foundation Grant	RACF	Youth Bureau	1/19/2018	\$25,000	pending
Rails Trails Grant	Doppelt Family Fund	County	1/31/2018	\$20,000	0
Assistance to Firefighters	FEMA	Village of Avon	1/31/2018	\$51,129.00	pending
Meet Me at the Park	NRPA and Disney Play Spaces	County	3/1/2018	\$30,000	0
Clean Energies Grant	NYSERDA	Town of Avon	3/19/2018	\$50,000	\$50,000
Clean Energies Grant	NYSERDA	Village of Livonia	3/29/2018	50,000	\$50,000
BridgeNY	NYS DOT	Town/ Vill Avon	4/16/2018	\$433,295	pending
Preservation Assistance Grant	NEH (federal)	County Historian	4/27/2018	\$5,471	pending
NY Great Lakes Basin- Small Grants	NY Sea Grant Program	County	5/1/2018	\$24,800	pending
Farmers Market Promotion Grant	USDA	County	5/7/2018	\$230,135	pending

### **Public Information:**

- Continue to regularly update the county website and social media channels daily and as information comes in to me from county departments.
- Networks on social media continue to grow. Close to 2,000 followers on Facebook and 850 on Twitter.
- Attended June 4<sup>th</sup> Coffee w/ the County in Caledonia. Created event on FB and posted leading up to and during event. If you have a Town event you would like on the County social channels- just let me know. Also any special feature stories you want to share I can work on press release etc.
- Attended Teen Recognition Night and took photographs throughout the evening- sharing to social directly from event.
- Attended County Job Fair event for social media updates.
- Advertising of County vacancies managed on the web through my office. Working with Ian and other Dept. Heads on best efforts for online recruitment using social channels.
- Working on adding county bids to the social media channels as well.
- Improved press release template for more consistency with all outgoing press items from county.



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-Working closely with departments such as CNR to build more presence on social channels- working to get info out to community more including photos and stories on Dialysis Center for example

### Grants:

- Chart attached showing grant activity year to date.
- Currently working on several open grant programs including: DEC Urban Forestry Grants (5), Aviation Grant (NYS), DOT TAP-CMAQ, Greater Rochester Health Foundation and all of the CFA portal grants.
- Meeting with several Town and Village committees/ personnel regarding various grant opportunities.

## 2:25 COUNTY ADMINISTRATOR – IAN COYLE

### Action Item(s) To Be Reported

#### 1. APPROVING ABSTRACT OF CLAIMS #6B-JUNE 27, 2018

#### 2. AUTHORIZING TRANSFER OF FUNDS – SHERIFF

RESOLVED, that the Livingston County Treasurer is authorized and directed to make the requested transfers per the Budget Transfer Request Forms on file in the Office of the Clerk of the Board which have been approved by the Livingston County Administrator.

#### 3. ADOPTING THE LIVINGSTON COUNTY RECORDS MANAGEMENT POLICY

WHEREAS, Livingston County is charged with ensuring that records are retained and disposed of using the proper methods according to the definitions set forth by the New York State Archives Schedules for Records Retention; and

WHEREAS, the Ways and Means Committee has reviewed these recommendations and has approved incorporating those into the Livingston County Records Management Policy; now, therefore, be it

RESOLVED, that the Livingston County Board of Supervisors hereby adopts the attached Livingston County Records Management Policy, effective July 1, 2018.

#### 4. DECLARING SURPLUS PROPERTY – CENTER FOR NURSING AND REHABILITATION & HIGHWAY

WHEREAS, the County of Livingston owns surplus personal property that is no longer necessary for public use, now, therefore, be it

RESOLVED, that the Livingston County Board of Supervisors hereby declares the following item(s) as surplus property to be disposed of as determined by the County Administrator:

##### **Center For Nursing And Rehabilitation**

Quantity	Item Description (Year, Make & Model)	Mileage, Hrs, etc.	Serial #
1	2000 Chevrolet Van	239,448	1GCHG39R9Y1251428

##### **Highway**

Quantity	Item Description (Year, Make & Model)	Mileage, Hrs, etc.	Serial #
1	Unit #12 - 1997 Ford F350 Truck w/Maintenance Body	79,167 miles	1FDKF37G9VEB66518
1	Unit #96 – 1999 Case 95XT Skidsteer Loader	1,210 Hours	JAF0257416
1	Unit #78 – 1997 Midland SP Shoulder Machine	13,245 Hours	133

### Pre-approved Informational Item(s) To Be Reported

1. Compensation Study Update
2. Budget & Finance Update

cc: BOS, Administration, Amy Davies, Jason Parker, Tish Lynn, Bill Fuller, Heather Grant



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3. Shared Services Reminder
4. Audit RFP - FYI

**2:45 ADJOURNMENT**