

WAYS & MEANS COMMITTEE MEETING MINUTES
MONDAY, MARCH 12, 2018
1:30 P.M.

PRESENT: D. Pangrazio, D. Knapp, D. Fanaro, E. Gott, W. Wadsworth, D. LeFeber, D. Mahus, M. Falk, B. Donohue, I. Coyle, S. Hillier

PERSONNEL ISSUES – TISH LYNN

Action Item(s) To Be Reported

PERSONNEL DEPARTMENT-JENNIFER DAMON

1. ADOPTING THE LIVINGSTON COUNTY CANCER SCREENING LEAVE POLICY

WHEREAS , Livingston County currently has a Cancer Screening Leave Policy in order to comply with New York State Civil Service Law sections 159-b and 159-c; and

WHEREAS, these Civil Service Law sections have been amended thereby necessitating the modification of the County's policy; now, therefore, be it

RESOLVED, that the Livingston County Board of Supervisors hereby adopts the attached Livingston County Cancer Screening Leave Policy, effective March 18, 2018, said policy to supersede the existing policy. Ms. Damon reviewed the changes that were signed by the Governor in December 2017 to County Civil Service Law 159 combining 159b and 159c to cover all cancer screening leaves.

Motion: Mr. Knapp moved and Mr. Fanaro seconded to approve the foregoing resolution *Carried.*

2. DEPARTMENT OF SOCIAL SERVICES – DIANE DEANE

AMENDING THE 2018 LIVINGSTON COUNTY SALARY SCHEDULE: DEPARTMENT OF SOCIAL SERVICES

RESOLVED, that the 2018 Livingston County Salary Schedule is amended as follows:

Department of Social Services:

- Create one full-time Social Services Division Director position at a salary TBD.
- Create one full-time Director of Administrative Services position.

Mrs. Deane reviewed the two director level positions she is requesting. These are already existing additional positions that these two directors have notified her of the intent to retire in 2018. Mrs. Deane would like to fill these positions to allow for approximately a 30 day overlap. The old positions would then be deleted. The salary range would be \$70,000-\$78,000. We would not be higher than the current position holders. The position postings will go out as soon as possible.

Motion: Mr. Gott moved and Mr. Wadsworth seconded to approve the foregoing resolution ... Carried.

3. OFFICE FOR THE AGING – SUE CARLOCK

AMENDING THE 2018 LIVINGSTON COUNTY SALARY SCHEDULE: OFFICE FOR THE AGING

RESOLVED, that the 2018 Livingston County Salary Schedule is amended as follows:

Office for the Aging:

- Convert one part-time Aging Services Caseworker Assistant position to a full-time position at a salary grade 13 effective April 1, 2018.

Mrs. Carlock explained that she currently has two part time positions at 17 ½ hours each and one at 28 hours. One of the 17 ½ was recently vacated and in looking back since she started, she has had zero turnover in the full time Aging Services Caseworker Assistant positions and she has had five people come and go in the part time caseworker positions. She would like to do this in a budget neutral manner. She expects one of the current part time employees to move into this full time position. She will then hold on hiring to see if the staffing turnover issues are resolved. There is a great deal of training involved for these positions to have so much turnaround.

Motion: Mr. Wadsworth moved and Mr. Mahus seconded to approve the foregoing resolution Carried.

COUNTY TREASURER – AMY DAVIES

Action Item(s) To Be Reported

1. AUTHORIZING CONVEYANCE OF COUNTY PROPERTIES ACQUIRED BY TAX DEEDS

WHEREAS, the County of Livingston acquired title to the following parcels of land, and

WHEREAS, the Livingston County Board of Supervisors' Ways and Means Committee has approved the sale of said parcels, it is, hereby

Tax Map #	Formerly Owned /Assessed To	Conveyed to Purchaser	Village/Town	Price
87.16-2-27.115	Michael W. Stivers	TLMC Inc.	V/Leicester	\$55,000.00
203.11-5-19.11	County of Livingston	Tricia Anne Guerin	V/Dansville	\$7,000.00
150.-2-21.15	Richard E. Glena	David A. Butters	T/Springwater	\$25,000.00
138.-2-63	Jeffrey L. Zeh	TLMC Inc.	T/Springwater	\$500.00

RESOLVED, that the Chairman of the Livingston County Board of Supervisors is hereby authorized to execute the quit-claim deeds of conveyance and any and all related documents prepared by the County Attorney to complete the aforesaid conveyances.

All four properties were sold at the auction last week and she is hoping to get them closed and the taxes paid by the end of March. There were ~35 attendees and it went well. Mr. Coyle reviewed the Dansville parcel and explained that the purchaser may intend to make part of it into public property with the Village. Mr. Coyle also reviewed the Springwater property and that we may have left some money on the table with the sale of that property due to the condemnation issue discussed at the last committee meeting. For the future, we may want to have some sort of procedure/policy/process in place to involve the Town Supervisors at the earliest point possible so they can then get something in writing to notify the County Attorney that potential problems may exist for a pending foreclosure property. The County Attorney can then come to a Ways and Means Committee meeting prior to any auction to be able to verify that indeed a legal proceeding has taken place on the property. We may have been able to get more than \$500 if we had been able to get the condemnation verification prior to the auction. Assessors and Zoning officers in each town should be looking at these properties and 1) lowering the assessment when appropriate 2) determining condemnation in the future because it is the County's loss on the assessed value as the County is making the municipalities whole. The last day to redeem is June 15. There was discussion that questionable properties need to be brought to the County by the Town 30 days prior to the last day to redeem. The County Attorney will send this information to the Supervisors advising them on the notification needed. There was discussion on the required notifications.

Motion: Mr. LeFeber moved and Mr. Fanaro seconded to approve the foregoing resolution... Carried.

Pre-approved Informational Item(s) To Be Reported

1. Petition and Notice of Foreclosure filed March 5, 2018. The list of parcels has been forwarded to the Office of the Aging as well as copies to Town Supervisors, County Attorney and County Administrator. Mrs. Davies explained that notifications have begun going out.

REAL PROPERTY TAX SERVICES – BILL FULLER

Action Item(s) To Be Reported

1. CORRECTING TAX ROLL (DENIED) –TOWN OF WEST SPARTA

WHEREAS, the Director of Real Property Tax Services has transmitted a written report of his investigation and recommendation with regard to two (2 parcels) applications for correction of the tax roll, pursuant to the Real Property Tax Law, as prepared by a representative of the taxpayer within the Town of West Sparta on the tax roll for the year hereinafter set forth, and

WHEREAS, said investigation and recommendation state that the 2018 West Sparta Town and County Tax Roll is correct as originally printed and that a correction is not warranted, now, therefore, be it

RESOLVED, that the Director of Real Property Tax Services is authorized and directed to forward a copy of this resolution to the owners and or representatives of the parcels stating that the application for correction of the 2018 tax roll has been denied.

Year, Municipality Owner(s) Parcel	Taxing Jurisdiction	Original Tax Bill	Corrected Tax Bill	Refund to Owner	Chargebacks to Taxing Jurisdictions
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1. 2018 West Sparta

Tuchrello, Joseph S. & Patricia J.

APPLICATION DENIED

Tax Map Number

147.-1-2

2. 2018 West Sparta

Tuchrello, Joseph S. & Patricia J.

APPLICATION DENIED

Tax Map Number

147.-1-4

Mr. Fuller reviewed the law and explained how no applications were received after the Assessor sent numerous notices to the homeowner. There was discussion on a similar situation a few years ago.

Motion: Mr. Wadsworth moved and Mr. Gott seconded to approve the foregoing resolution ... Carried.

There was discussion on the \$2 fee on the tax bills.

Informational Item(s) Written Only

1. Taxable Status Day was March 1st.
2. Village Assessment Rolls are printed.
3. Assessors are working with our State ORPS liaison and printing update Impact Notices.
4. Assessors are scheduling informal hearings with property owners.

INFORMATION & TECHNOLOGY SERVICES – JASON PARKER

Action Item(s) To Be Reported

1. AMENDING RESOLUTION NO. 2017-307

WHEREAS, the County of Livingston would like to extend the professional services contract to allow for additional services during the ERP project management and change management process, now, therefore, be it

RESOLVED, that the Chairman of the Livingston County Board of Supervisors is hereby authorized to sign the following contract extension, subject to review by the County Attorney and County Administrator:

<u>Contractor</u>	<u>Term</u>	<u>Amount</u>
Owen Lewis Consulting	Project Completion	\$200,000.00
PO Box 3634		
Ann Arbor, MI 48106		

For: Third party project management services to also include change management services during ERP Project implementation.

<i>Funding Source</i>	<i>Local Share</i>	<i>Budgeted?</i>
Project Funds	100%	Yes x No

And be it further,

RESOLVED, that Resolution 2017-307 is hereby amended.

Director Comments: As anticipated a reduction from the initial ERP proposal cost that does cover 100% of the expense to use this third party project manager. The purpose of this initial contract was to have the vendor work with Department Heads and subject matter experts to determine which ERP system provided the best fit to meet the County's desired functionality. This included an analysis of the critical needs and non-critical needs of the County covering usability of the system, IT administration requirements, and NY County compliance requirements. The vendor worked with ITS and the County Attorney to negotiate a contract with the ERP vendor of choice at a significant savings.

Mr. Parker explained that the original contract helped take the ERP contract costs down ~\$200,000. Mr. Parker was able to negotiate spreading the contract costs over two budgets. Mr. Coyle explained that the project was set up in the CIP several years ago with \$1.3M in funding available.

Motion: Mr. Gott moved and Mr. Fanaro seconded to approve the foregoing resolution..... Carried.

CLERK OF THE BOARD – MICHELE REES

1. AUTHORIZING THE CHAIRMAN OF THE LIVINGSTON COUNTY BOARD OF SUPERVISORS TO SIGN THE FOLLOWING CONTRACT FOR LIVINGSTON COUNTY:

ICOMPASS TECHNOLOGIES, INC.

RESOLVED, that the Chairman of the Livingston County Board of Supervisors is hereby authorized to sign the following contract for Livingston County, according to the term designated, subject to review by the County Attorney and County Administrator:

<u>Contractor</u>	<u>Term</u>	<u>Amount</u>
iCompass Technologies, Inc.	4 year term	\$12,400.00/year

For: Agenda Management Program

<i>Funding Source</i>	<i>Local Share</i>	<i>Budgeted?</i>		
Department Budget	100%	Yes	No	X

Director’s Comments:

Six products were reviewed with iCompass most meeting the needs of the County. There will be an additional cost of \$5,600/year once the upgrades are made to the Board Assembly room and video live streaming can be added.

Ms. Rees reported that she did contact Rye Brook and spoke with both the Administrative Secretary and the IT Director and they are both very pleased with iCompass. The process is very easy to set up and flow through and they are very satisfied. We do need to proceed with this if we want to continue moving toward a paperless process. It will help with the whole transition process from Department»Clerk»Committee»Resolution»Board. An iCompass demonstration was done at the last committee meeting to show the final documents produced. Mr. Coyle explained that the this is a lot like the ERP and Laserfiche in that a lot of the things we have done that were feasible at that time should now go toward that next step utilizing the savings we have seen by spending the money now for the betterment of the processes moving forward. Ms. Rees explained that this was not a budgeted expense, however she has available funds that can be transferred for this expense. There will be a transfer at a later date.

Motion: Mr. Gott moved and Mr. Wadsworth seconded to approve the foregoing resolution ... Carried.

COUNTY ATTORNEY – SHANNON HILLIER

Action Item(s) To Be Reported

1. AUTHORIZING THE CHAIRMAN OF THE LIVINGSTON COUNTY BOARD OF SUPERVISORS TO SIGN THE FOLLOWING MEMORANDUM OF UNDERSTANDING FOR LIVINGSTON COUNTY FOR THE MULTI COUNTY RAISE THE AGE COMPLIANCE COALITION

Mrs. Hillier updated the Committee on Raise the Age. October 1, 2018 is the active date. It is confirmed that it will not be delayed. Sixteen year olds are now going to be incorporated into the juvenile system. Judge Cohen is going to be the supervising judge of the new court. In preparation, there have been several meetings with all of the stakeholders to discuss the concrete items we need to figure out, like where the court will be located, how the arraignments will be handled, what’s going to happen off hours, etc. There are also smaller meetings taking place to discuss facility issues, where we will be housing these juveniles as well as programs. There will be a presumption of treating and providing services to this juveniles population as opposed to placing them and treating them like inmates. DSS and Probation came across Treahy & Associates as consultants. They seem to be able to help the county with both the programing and facility components. Yates County approached several counties to form a coalition of counties at no initial out of pocket expense for any of the participating counties in order to develop what the ask is going to be for purposes of contracting with Treahy & Associates and negotiating a reasonable fee with the consultants. The coalition will be created pursuant to a Memorandum of Understanding. It is anticipated that later an intermunicipal agreement will be drafted for interested counties to consider which will outline the cost sharing arrangement associated with Treahy & Associates and the plan they develop regarding a facility. Today, you are simply agreeing to sign the first MOU at no cost to allow us to explore what it is we are going to ask of these consultants and at what cost. Mr. Coyle explained that it has become a regional discussion because none of the involved parties have the ability to house, in a secure specialized detention facility, this new population. One of the major aims of this group is to find a facility to actually house these kids that can’t be treated like they used to be treated prior to October 1, 2018. That facility could then be used by multiple counties. The state will reimburse for the capital upgrades, operational maintenance and even the consultant to find that facility. As always with state promises, we need to be

concerned what that will look like moving forward. By signing this MOU, we are not obligated to contribute to a build or renovation. It is our intent to keep our options open. Erie and Monroe have approached counties about interest in contracting for beds but their population comes first.

Motion: Mr. Fanaro moved and Mr. Mahus seconded to approve the foregoing resolution *Carried.*

2. LOCAL LAW NO. A-2018 A LOCAL LAW PROVIDING FOR MUNICIPAL OPIOID COST RECOVERY AND PUBLIC NUISANCE

Mrs. Hillier explained that the firm retained has put together a 250 page complaint that she has reviewed, which will be filed at any moment now. With that, came a letter for all department heads telling them they must retain all documentation with respect to damages dating seven years back and moving forward in order to help the County assess damages. A request is also included for them to start compiling that documentation so we can forward it to our attorneys. This will assist them in conferencing with the judge and opposing counsel with respect to what exactly our damages would look like. It is estimated that the process will take up to three years and the litigation letter will assist in preserving important paperwork associated with damages. Mrs. Hillier explained how this litigation requires a proposed local law.

Motion: Mr. Knapp moved and Mr. Gott seconded to approve the foregoing resolution *Carried.*

3. PROVIDING FOR PUBLIC HEARING ON PROPOSED LOCAL LAW NO. A-2018 A LOCAL LAW PROVIDING FOR MUNICIPAL OPIOID COST RECOVERY AND PUBLIC NUISANCE

WHEREAS, there has been duly presented and introduced at a meeting of this Board, held on March 14, 2018, a proposed Local Law entitled Local Law No. A-2018 A Local Law Providing for Municipal Opioid Cost Recovery and Public Nuisance, it is hereby

RESOLVED, that a public hearing shall be held on the said proposed Local Law by this Board on the 28th day of March, 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.

Motion: Mr. Gott moved and Mr. Mahus seconded to approve the foregoing resolution *Carried.*

Pre-approved Informational Item(s) To Be Reported

1. General Code/Codification Update – Mrs. Hillier reviewed the change in Municipal Home Rule Law that creates an obligation for counties to codify all local laws. Our local laws are based upon year and number. We can do the codification internally or by hiring a company that specializes in codification. Codification can be quite complex. Essentially a determination needs to be made regarding the commonality of all the local laws and what laws should be included in the Code. Mrs. Hillier is recommending that the County contract for this service to keep the codifications up to date. The law states that it is Secretary of State's obligation to inform the clerk exactly how to provide the local laws to the Department for purposes of facilitating the publication requirements of the statute. Mrs. Hillier did try to contact the Department of State and they had no idea what she was talking about. There is zero communication coming out of the Department of State with regards to this mandate. The County Administrator just recently received a communication from an individuals associated with the Department of State introducing himself as the new Director of Government Relations. The County Administrator would like to reach out to that person before coming back to this committee for a formal action item. We will likely need to contract with someone like General Code for this service.

2:40 HIGHWAY DEPARTMENT – DON HIGGINS

1. AUTHORIZING THE PURCHASE OF A SELF-PROPELLED ROAD WIDENER MACHINE THROUGH AN NJPA CONTRACT FOR THE LIVINGSTON COUNTY HIGHWAY DEPARTMENT – SOUTHWORTH-MILTON, INC.

RESOLVED, that the Chairman of the Livingston County Board of Supervisors is hereby authorized to sign the following contract, which is hereby accepted through NJPA Cooperative Contract 052417-WLR, for the Livingston County Highway Department, subject to review by the County Attorney and County

Administrator:

Contractor

Term

Amount

Southworth-Milton, Inc.

NA

\$253,943.83

PO Box 3851

Boston, MA 02241-3851

For: Purchase of one (1) new, 2018 Weiler Model W530A Self-Propelled Road Widener Machine. Not to exceed the amount indicated.

<i>Funding Source</i>	<i>Local Share</i>	<i>Budgeted?</i>
2018 Liv. Co. Highway Machinery Fund Appropriations	100%	Yes X No

Director's Comment: This proposed purchase will replace the Department's existing 1997 Midland Road Widener/Shoulder Machine. The unit is 21 years old, with 13,200 engine hours, and has served us well, but is worn out and becoming increasingly-difficult to repair and find parts. Purchase price in 1997 was \$97,736. The machine is used on edge-drain tiling projects, road reconstruction/repair, paving projects, etc.

Mr. Higgins reviewed the need to replace their existing equipment. The old widener will be declared surplus and sent to auction.

Motion: Mr. LeFeber moved and Mr. Fanaro seconded to approve the foregoing resolution... Carried.

COUNTY ADMINISTRATOR – IAN COYLE

Action Item(s) To Be Reported

1. APPROVING ABSTRACT OF CLAIMS #3A–MARCH 14, 2018

RESOLVED, that the Livingston County Board of Supervisors approves the Abstract of Claims #3A dated March 14, 2018 in the total amount of \$1,675,233.22.

There was discussion on the GCC tuition reimbursement amount. Mr. Coyle explained that GCC has had the highest rate of increase than any community college in the state.

Motion: Mr. Wadsworth moved and Mr. Mahus seconded to approve the foregoing resolution Carried.

2. AUTHORIZING TRANSFER OF FUNDS FROM CONTINGENCY TO THE LIVINGSTON COUNTY LAND BANK CORPORATION

RESOLVED, that the Livingston County Treasurer is authorized and directed to make a transfer from Contingency Account A1990.400 to the Livingston County Land Bank Corporation in the amount of \$25,000.00.

Mr. Coyle explained that this is the initial transfer of seed capital.

Motion: Mr. Knapp moved and Mr. LeFeber seconded to approve the foregoing resolution Carried.

3. AMENDING 2018 LIVINGSTON COUNTY BUDGET – DEPARTMENT OF HEALTH, PLANNING & SHERIFF'S OFFICE

RESOLVED, that the Livingston County Treasurer is authorized and directed to make the requested Budget Amendments per the Budget Amendment entries, which have been approved by the Livingston County Administrator.

Mr. Coyle reviewed the amendments for approval.

Motion: Mr. Gott moved and Mr. Fanaro seconded to approve the foregoing resolution..... Carried.

4. ADOPTING 2018 OFFICIAL LIST OF COUNTY OFFICIALS REQUIRED TO FILE AN ANNUAL STATEMENT OF FINANCIAL DISCLOSURE UNDER SECTION 2F OF LOCAL LAW NO. 4 OF THE YEAR 1990

WHEREAS, the Ethics Board of Livingston County has recommended to the Chairman of the Board of Supervisors the 2018 Official List of County Officials required to file an annual statement of financial disclosure, it is hereby

RESOLVED, that the Livingston County Board of Supervisors adopts the following list which constitutes the 2018 Official List of County Officials required to file an annual statement of financial disclosure pursuant to the provisions of the Local Law No. 4 of the year 1990.

Mr. Coyle explained that this is the annual resolution.

Motion: Mr. Gott moved and Mr. Mahus seconded to approve the foregoing resolution..... Carried.

5. APPOINTING LIVINGSTON COUNTY HIGHWAY SUPERINTENDENT – DONALD N. HIGGINS

RESOLVED, that the 2018 Livingston County Salary Schedule is amended as follows:

Highway Department

Appoint Donald N. Higgins of 10110 McNinch Road, Ossian, New York 14437 to the position of Highway Superintendent for a term commencing April 4, 2018 and expiring April 3, 2022.

Mr. Coyle reported that the Public Services Committee referred this action unanimously.

Motion: Mr. Fanaro moved and Mr. Knapp seconded to approve the foregoing resolution.....Carried.

Pre-approved Informational Item(s) To Be Reported

1. FEDERAL LEGISLATIVE AGENDA- Mr. Coyle reviewed the legislative agenda he will be taking to our federal legislators this week. There was discussion on what The Ferguson Group has enabled for the County to date. Mr. Coyle will include that information with his next update.

Motion: Mr. Gott moved and Mr. LeFeber seconded to approve the federal legislative agenda resolution... Carried.

2. BUDGET & FINANCE UPDATES-Mr. Coyle reported that the Attorney General did just receive a new settlement and past settlements have gone to the land banks. We are going to push there to try and get some money. Sales tax is up ~6% for each of our last three quarters. Mr. Coyle has had the first of the Year end meetings with the County Treasurer.

ADJOURNMENT

Mr. Wadsworth moved and Mr. Gott seconded to adjourn the meeting at 2:28 p.m.

Respectfully submitted,

Michele R. Rees, IIMC-CMC
Clerk of the Board