

**WAYS & MEANS COMMITTEE MEETING MINUTES  
MONDAY, MAY 21, 2018  
1:30 P.M.**

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

Ways & Means Chair Dan Pangrazio asked Ossian Supervisor Dwight Knapp to lead the Pledge of Allegiance.

**PERSONNEL ISSUES**

**1. COUNTY ADMINISTRATOR- IAN COYLE**

**AMENDING THE 2018 LIVINGSTON COUNTY SALARY SCHEDULE: COUNTY ADMINISTRATOR**

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

**County Administrator**

- Create one full-time Deputy County Administrator position at an annual salary of \$94,175.

Mr. Coyle reviewed the discussions held at previous meetings and his recommendation for this position.

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

**INFORMATION & TECHNOLOGY SERVICES – JASON PARKER**

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

**1. AUTHORIZING THE CHAIRMAN OF THE LIVINGSTON COUNTY BOARD OF SUPERVISORS TO SIGN THE FOLLOWING CONTRACT FOR THE LIVINGSTON COUNTY INFORMATION & TECHNOLOGY DEPARTMENT: PRESENTATION SOURCE, INC.**

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

<u>Contractor</u>	<u>Term</u>	<u>Amount</u>
<b>Presentation Source, Inc.</b> 1 Fishers Rd, Suite 120 Pittsford, NY 14534	5/15/18-12/31/18	\$68,166.78

For: Upgrade of audio visual technology in the Board of Supervisors room that will make the room more user friendly for presentations, provide the foundation for electronic meeting management, and for streaming of meetings to the internet with iCompass

<i>Funding Source</i>	<i>Local Share</i>	<i>Budgeted?</i>
C.I.P 2018	100%	Yes x No

Mr. Parker reviewed the work done previously in other areas of County offices and the updates to be done to the Board Assembly room. The system comes with a control unit that will be on the Clerk's desk. 25% of the costs is in installation and programming of the system. This system will also integrate with Laserfiche and the agenda management software. Portions of this contract are also on state contract. The system allows for advanced functionality in the iCompass system to handle electronic voting, agenda management and individual controls for the different equipment.

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

**HIGHWAY DEPARTMENT- DON HIGGINS**

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

**1. AUTHORIZING THE LIVINGSTON COUNTY HIGHWAY SUPERINTENDENT TO BID ON REAL PROPERTY FOR LIVINGSTON COUNTY**

RESOLVED, that the Livingston County Highway Superintendent is hereby authorized to bid on a particular real estate parcel being auctioned off at the end of May, 2018 as part of a bank foreclosure. The authorized bid amount shall not exceed the appraised value of the property as determined by a duly licensed appraiser prior to the date of sale.

Mr. Pangrazio reiterated how we are going to stay with our appraised value as a bidding guideline. Auction is

on May 30, 2018 and we will be sending an agent.

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

**PLANNING – ANGELA ELLIS**

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

**1. INITIATING SEQR PROCESS AND ESTABLISHING LEAD AGENCY INTENT FOR ACCEPTING A PORTION OF NEW YORK STATE ROUTE 15 AND CONVEYANCE TO THE ADJOINING LAND OWNER**

WHEREAS, 2995 Lakeville Road LLC is the owner of real property located at 2995 Lakeville Road in the Town of Avon and hereinafter referred to as “the property”; and

WHEREAS, New York State Department of Transportation determined that a portion of the property is encroaching into the New York State right-of-way impacting traffic safety and resulting in needed changes to the parking lot configuration; and

WHEREAS, 2995 Lakeville Road LLC has been in contact with the New York State Department of Transportation and Livingston County requesting the conveyance of a portion of the state highway right-of-way abutting 2995 Lakeville Road, as shown on a map filed with the Clerk of this Board, to address traffic safety and allow for changes to the parking lot configuration; and

WHEREAS, the New York State Department of Transportation has determined the property is no longer needed for highway purposes and indicated its willingness to abandon said property to Livingston County; and

WHEREAS, abandonment of the property by the New York State Department of Transportation to Livingston County and conveyance of the same to the adjoining owner constitute an “Action” subject to review under the New York State Environmental Quality Review Act and its implementing regulations found at 6NYCRR Part 617, hereinafter collectively referred to as “SEQR”; and

WHEREAS, a short Environmental Assessment Form (EAF) has been completed pursuant to the State Environmental Quality Review Act and filed with the Clerk of this Board; and

WHEREAS, it appears that based upon the information contained in the EAF and the project materials that the Action is an unlisted action under SEQR; and

WHEREAS, SEQR allows coordination of review of unlisted actions where more than one agency is involved; now therefore, be it

RESOLVED, that this Board hereby declares its intent to act as lead agency pursuant to SEQR for the environmental review of said proposed abandonment and transfer of the property to 2995 Lakeville Road LLC; and further

RESOLVED, that the Clerk of this Board is hereby authorized and empowered to circulate to all interested and involved agencies and the Town of Avon the draft EAF and a letter stating this Board’s intent to serve as lead agency pursuant to SEQR for the environmental review of said Action and soliciting any comments relevant to a determination of significance and the establishment of this Board as lead agency.

Mrs. Ellis reviewed the SEQR process to accept a portion of State Route 15 as it is located at the intersection of 15 and South Lima Road. The address is the Fratelli’s property. The SEQR process is to have the property abandoned by DOT to the County and the County would quit claim it to the Property owner. Mrs. Ellis reviewed a complaint received by DOT on a safety issue with the sight distance at the intersection of South Lima Road at Route 15. When DOT went out to investigate they identified a safety issue requiring a reconfiguration of the parking lot and they also discovered that the Fratelli’s property was encroaching into the Highway Right of Way. As a result of that encroachment, DOT notified the property owner that they would need to be paying a substantial amount of rent annually ~\$12,000. DOT has suggested the abandonment option to the business owner who then approached the County. This could then go through the quit claim process between the property owner and the county. A portion of the property would still be in the DOT Right of Way but that is something the property owners would still need to work on with DOT. The County Attorney explained that there seems to be town and state map discrepancies. In order to reconfigure the parking lot, the property owner would still need to go through the town process.

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

**COUNTY ATTORNEY – SHANNON HILLIER**

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

**1. AUTHORIZING LEASE AGREEMENT EXTENSION WITH CROWN ATLANTIC COMPANY LLC**

WHEREAS, by Local Law No. 5-1998 and Resolution No. 98-367 the Livingston County Board of Supervisors authorized a 25 year lease with Rochester Telephone Mobile Communications for a tower site next to the Livingston County Government Center; and

WHEREAS, the lease was subsequently assigned to Crown Atlantic Company LLC; and

WHEREAS, said lease is set to expire on November 12, 2023; and

WHEREAS, Crown Atlantic Company LLC has requested the lease be extended by four (4) five (5) year automatic renewal terms thereby making the lease expiration date November 12, 2043; now therefore be it

RESOLVED, that the Chairman of the Livingston County Board of Supervisors is hereby authorized to sign a lease extension with Crown Atlantic Company LLC, for the Geneseo Tower Site, subject to review by the County Attorney and County Administrator.

Mrs. Hillier reviewed the current lease. Crown Atlantic owns the tower and is looking to extend the ground lease for 20 years. As part of this extension they will begin making monthly lease payments of \$1,500, and upon signing the extension there will be a \$10,000 signing payment. Mrs. Ellis explained that Geneseo PD and County equipment are on the tower now. There is not a whole lot of room left on the tower. The age of the tower may require a structural evaluation.

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

**2. AUTHORIZING RENEWAL OF THE VERIZON WATER TOWER LEASE – MT. MORRIS CAMPUS**

RESOLVED, that the Chairman of the Livingston County Board of Supervisors is hereby authorized to sign a renewal of the Verizon water tower lease, Mt. Morris Campus, for a term commencing July 1, 2018 and terminating June 30, 2023 at an initial monthly rental of \$3,032.51, subject to review by the County Attorney and County Administrator.

Mrs. Hillier explained that Verizon is looking to do an extension for one 5-year term.

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

**COUNTY ADMINISTRATOR – IAN COYLE**

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

**1. APPROVING ABSTRACT OF CLAIMS #5B – MAY 23, 2018**

RESOLVED, that the Livingston County Board of Supervisors approves the Abstract of Claims #5B dated May 23, 2018 in the total amount of \$2,499,203.19.

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

**2. AUTHORIZING TRANSFER OF FUNDS – HIGHWAY (1) & DEPARTMENT OF HEALTH (2)**

RESOLVED, that the Livingston County Treasurer is authorized and directed to make the requested transfer 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.

Mr. Coyle reviewed the transfers for approval.

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

**3. AMENDING 2018 LIVINGSTON COUNTY BUDGET – HIGHWAY (5) & OFFICE FOR THE AGING (3)**

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

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

**Mr. Coyle explained that Items 4-8 are annual resolutions. These are approved in the 2018 Budget with a later date determination for which Capital Projects. There are no new projects. Mr. Coyle reviewed each transfer for approval.**

**4. INCREASING CAPITAL PROJECT ACCOUNT FOR THE YEAR 2018–ITS UPGRADES**

RESOLVED, that the County Treasurer is authorized to increase Capital Project Account **H1680.2900** in the amount of \$500,000.00 to be funded from Interfund Transfers **H1680.5031** in the amount of \$500,000.00, now therefore be it

RESOLVED, that the County Treasurer is hereby directed to transfer budgeted funds to the ITS Upgrades Capital Project from Transfer to Capital Account **A9950.9000** in the amount of \$500,000.00.

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

**5. INCREASING CAPITAL PROJECT ACCOUNT FOR THE YEAR 2018–COURTHOUSE UPGRADES**

RESOLVED, that the County Treasurer is authorized to increase Capital Project Account **H1625.2900** in the amount of \$50,000.00 to be funded from Interfund Transfers **H1625.5031** in the amount of \$50,000.00, now therefore be it

RESOLVED, that the County Treasurer is hereby directed to transfer budgeted funds to the Courthouse Upgrades Capital Project from Transfer to Capital Account **A9950.9000** in the amount of \$50,000.00.

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

**6. INCREASING CAPITAL PROJECT ACCOUNT FOR THE YEAR 2018–AMBULANCE EQUIPMENT**

RESOLVED, that the County Treasurer is authorized to increase Capital Project Account **H1629.2900** in the amount of \$200,000.00 to be funded from Interfund Transfers **H1629.5031** in the amount of \$200,000.00, and it is further

RESOLVED, that the County Treasurer is hereby directed to transfer budgeted funds to the Ambulance Equipment Capital Project from Transfer to Capital Account **A9950.9000** in the amount of \$200,000.00.

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

**7. INCREASING CAPITAL PROJECT ACCOUNT FOR THE YEAR 2018–GOVERNMENT CENTER UPGRADES**

RESOLVED, that the County Treasurer is authorized to increase Capital Project Account **H1628.2900** in the amount of \$150,000.00 to be funded from Interfund Transfers **H1628.5031** in the amount of \$150,000.00, now therefore be it

RESOLVED, that the County Treasurer is hereby directed to transfer budgeted funds to the Government Center Upgrades Capital Project from Transfer to Capital Account **A9950.9000** in the amount of \$150,000.00.

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

**8. INCREASING CAPITAL PROJECT ACCOUNT FOR THE YEAR 2018 – PARK IMPROVEMENTS**

RESOLVED, that the County Treasurer is authorized to increase Capital Project Account **H1626.2900** in the amount of \$50,000.00 to be funded from Interfund Transfers **H1626.5031** in the amount of \$50,000.00, now therefore be it

RESOLVED, that the County Treasurer is hereby directed to transfer budgeted funds to the Park Improvements Capital Project from Transfer to Capital Account **A9950.9000** in the amount of \$50,000.00.

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

**9. APPOINTING DEPUTY COUNTY ADMINISTRATOR FOR OPERATIONS AND CENTRAL SERVICES - WILLIAM MANN**

WHEREAS, the County Administrator has recommended the appointment of a new Deputy County Administrator pursuant to his powers and duties as specified in Section 4 (C) of Local Law 6-2007; and

WHEREAS, the Ways and Means Committee has reviewed the recommendation of the County Administrator, concurs with it, and likewise recommends to the Board of Supervisors said appointment; and

WHEREAS, the Board of Supervisors wishes to make appointment consistent with these recommendations; now, therefore, be it

RESOLVED, that the 2018 Department Head Salary Schedule is amended as follows:

**County Administrator**

Appoint William Mann of 9232 Meyers Road, Nunda, New York to the position of Deputy County Administrator effective May 24, 2018 at an annual salary of \$85,000.

Mr. Coyle explained that this action has been approved by the Public Services Committee

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

**10. APPOINTING DEPUTY COUNTY ADMINISTRATOR FOR PLANNING AND SPECIAL PROJECTS - ANGELA ELLIS**

WHEREAS, the County Administrator has recommended the appointment of a new Deputy County Administrator pursuant to his powers and duties as specified in Section 4 (C) of Local Law 6-2007; and

WHEREAS, the Ways and Means Committee has reviewed the recommendation of the County Administrator, concurs with it, and likewise recommends to the Board of Supervisors said appointment; and

WHEREAS, the Board of Supervisors wishes to make appointment consistent with these recommendations; now, therefore, be it

RESOLVED, that the 2018 Department Head Salary Schedule is amended as follows:

**County Administrator**

Appoint Angela Ellis of 4994 Lima Road, Geneseo, New York to the position of Deputy County Administrator effective May 24, 2018 at an annual salary of \$94,175.

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

**11. AUTHORIZING THE CHAIRMAN OF THE LIVINGSTON COUNTY BOARD OF SUPERVISORS TO SIGN THE FOLLOWING CONTRACT FOR THE LIVINGSTON COUNTY EMERGENCY MEDICAL SERVICES DEPARTMENT: CLARK PATTERSON LEE**

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

<u>Contractor</u>	<u>Term</u>	<u>Amount</u>
<b>Clark Patterson Lee</b> 205 St. Paul Street Suite 500 Rochester, New York 14604	5/1/18 to project completion	Per fee schedule

For: Professional architect services for Emergency Operations Center Addition

<i>Funding Source</i>	<i>Local Share</i>	<i>Budgeted?</i>
USDA Loan	100%	Yes

Director's Comments:

The Addition Is For Expansion Of Emergency Medical Services Operations And EOC Capability.

Mr. Coyle explained that this is needed by USDA for the EOC Expansion financing package.

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

**12. AUTHORIZING THE CHAIRMAN OF THE LIVINGSTON COUNTY BOARD OF SUPERVISORS TO SIGN AN INTERMUNICIPAL AGREEMENT FOR COUNTY GRANT WRITING SERVICES**

RESOLVED, that the Livingston County Board of Supervisors hereby authorizes the Chairman of the Board to sign the following Intermunicipal agreement for county grant writing services, subject to review by the County Attorney and County Administrator.

<u>Contractor</u>	<u>Term</u>	<u>Amount</u>
<b>Twenty- Six (26) Livingston County Municipalities</b>	One year with automatic renewal	N/A

For: County Grant Writing Services

Mr. Coyle explained that this MOU is for the grant services that we currently do. This falls under the shared services filing done in 2017. Implementation is now required. We can now show the state that we have 26 agreements that were not in effect. We will need to let the state know this fall that we have implementation in

place.

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

Mr. Coyle explained that we do have other pieces to the shared services plan that we filed including some shared records concepts. It's a lot of work for not a lot of money but we need to take what we can get out of the state.

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

1. Internship/Fellowship Program-The Administrative Office is looking into an Internship program for an MPA student. This would be our first foray into a paid internship. There are some new federal guidelines for internships. Mr. Coyle believes we have access to some high caliber graduate students that could come in and help us. He would like to name the Internship after Nick Mazza, who was very involved with some of the programs across the state, NYSAC and teaching some of these classes. Nick was honored that we were considering this.
2. Budget/Finance update-Mr. Coyle reviewed the sales tax returns. Gas prices are up. Mr. Coyle is checking with some of the larger departments.
3. Strategic Planning update-Mr. Coyle is seeking feedback from the Supervisors on the strategic plan.
4. The foreclosure deadline is about one month away. The County Attorney reviewed another problem property in Dansville where a bank foreclosed on a property and then never filed the deed. Mr. Mahus shared information on the property history.

**ADJOURNMENT**

*Motion: Mr. Gott moved and Mr. Fanaro seconded to adjourn the meeting at 2:08 p.m..... Carried.*

Respectfully submitted,

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