

**WAYS & MEANS COMMITTEE MEETING MINUTES  
MONDAY, OCTOBER 9, 2018  
1:30 P.M.**

PRESENT: D. Pangrazio, D. Knapp, E. Gott, W. Wadsworth, D. LeFeber, D. Mahus, B. Donohue, M. Falk, I. Coyle, H. Grant, S. Hillier, W. Mann, A. Ellis and J. Gunther-Adm. Intern  
 ABSENT: D. Fanaro

Ways & Means Chair Dan Pangrazio asked Avon Supervisor David LeFeber to lead the Pledge of Allegiance.

**PERSONNEL ISSUES**

**1. DEPARTMENT OF HEALTH – JENNIFER RODRIGUEZ  
 AMENDING THE 2018 HOURLY EMPLOYEE SALARY SCHEDULE: DEPARTMENT OF HEALTH**

RESOLVED, that the 2018 Hourly Employee Salary Schedule is amended as follows:

**Department of Health**

- Create one full-time Mental Health Licensed Therapist position

Mr. Coyle earlier discussions and reviewed the position for creation.

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

**2. CENTER FOR NURSING AND REHABILITATION – FRANK BASSETT  
 AMENDING THE 2018 LIVINGSTON COUNTY SALARY SCHEDULE: CENTER FOR NURSING AND REHABILITATION**

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

**Center for Nursing and Rehabilitation**

- Create one full-time Director of Long Term Care position.
- Delete one full-time Director of Long Term Care position upon retirement of incumbent Franklin Bassett.

Mr. Coyle explained that we are in the middle of a recruitment effort. We have created duplicate leadership positions in past.

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

**REAL PROPERTY TAX SERVICES – BILL FULLER**

**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 DEPARTMENT OF REAL PROPERTY TAX SERVICES: BUSINESS AUTOMATION SOLUTIONS, INC.**

RESOLVED, that the Chairman of the Livingston County Board of Supervisors is hereby authorized to sign the following contract for the Livingston County Department of Real Property Tax Services, and any future amendments to said contract, according to the term designated, subject to review by the County Attorney and County Administrator:

<u>Contractor</u>	<u>Term</u>	<u>Amount</u>
Business Automation Services, Inc. (BAS) 661 Plank Road Clifton Park, NY 12065	N/A	Not to exceed \$78,489.00

For: Tax Collection Software

<i>Funding Source</i>	<i>Local Share</i>	<i>Budgeted?</i>
LC Budget	TBD	Yes No X

**Director's Comments:**

As discussed at the September 24th Ways and Means meeting. Final cost will be determine once Town and Village participation is confirmed (Proposal attached).

Mr. Fuller reviewed his request to purchase this software to replace the current web-based product. This translates to \$1.50 per parcel. Mr. Fuller reviewed the cost to towns and villages to participate under the county contract versus individual town/village contracts. This contract is for tax collection only, towns would need to contact BAS for any additional services. There was discussion on the annual renewal costs and how towns and villages would be billed back for their portions. The Committee felt that the County needs to move forward with this contract. There was discussion of the ongoing maintenance fees. Mr. Fuller explained the BAS feels that it may be better to have the County pay the annual maintenance fees and may or may not bill back to towns and villages. The County will need to decide what to do for those municipalities that have already contracted on their own. Mr. Fuller reported that BAS confirmed that the price will hold at \$1.50 per parcel if only towns choose to participate. Villages will save \$1,800 in the initial year if they come under the County umbrella. There was discussion on the Villages paying for their portion of costs similar to billing currently happening for Real Property to print Village tax bills. The Committee consensus is to move forward with this contract, chargeback villages, reimbursement back to towns that already have a contract with BAS.

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

### **Informational Item(s) Written Only**

1. I have hired Glenda Weaver from Mt. Morris to fill our vacant Real Property Tax Service Aide position. Glenda started on September 24<sup>th</sup> and I am certain that she will be a great fit for our office.
2. I will be attending the Fall Conference of the New York State Association of County Directors of Real Property Tax Services this month.
3. Small claims hearings for assessment grievances are under way and the Assessors hope to have them wrapped up this month.

### **COUNTY ADMINISTRATOR – IAN COYLE**

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

##### **1. APPROVING ABSTRACT OF CLAIMS #10A-OCTOBER 10, 2018**

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

##### **2. AUTHORIZING TRANSFER OF FUNDS – HIGHWAY (3)**

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.

These are all internal transfers to cover overages.

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

##### **3. AMENDING 2018 LIVINGSTON COUNTY BUDGET – OFFICE FOR THE AGING**

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.

This reflects an influx of state revenue funds.

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

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

1. Presentation of the 2019-2023 Capital Improvement Plan (Angela Ellis and Bill Mann)-Mr. Coyle has requested that this be an action item at the next Committee meeting. The CIP was distributed for discussion. Mr. Coyle reviewed the CIP Accomplishments and status over recent years along with the new CIP project descriptions and requests. The nursing home is more stand-alone in that they can support their own work. Mr. Coyle's goal is to approve the CIP prior to the budget so that we know where we stand moving forward. There was discussion on the Ferguson Group and the lack of items under federal grant requests. For the most part, the federal funding available is program related. This draft CIP will be sent to the full Board for review.
2. Budget 2019 Update-Mr. Coyle reported that the workshop is tomorrow after the Board meeting. The final reviews of the tax levy/tax rate are being done and it looks like the tax levy is down 1 ½ cents with

tax rate slightly below cap. There is some relief from State Retirement due to our budgeted amount being above the actual bill. The Public Works budget year to year will show a change of ~950K due to the transfer of those employees under WASA that should take effect on 1/1/19. IGT continues for the nursing home. The Sheriff budget is up slightly mainly due to salary factors. There are some position changes requested in the draft budget.

3. Compensation Report – The report came in today from the consultants for final review and will go out to the Board soon.
4. Director of Long Term Care Recruitment-There are some good candidates for consideration.

#### EXECUTIVE SESSION

Motion made by Mr. Gott and seconded by Mr. Mahus that the Board adjourn and reconvene to discuss the employment of a particular person and pending litigation. All Supervisors, County Administrator Ian M. Coyle, Clerk of the Board and County Attorney are to remain present. Carried.

Mr. moved and Mr. seconded that the Committee reconvened in regular session. The following report was presented.

No action taken.

#### **ADJOURNMENT**

Mr. Mahus moved and Mr. Wadsworth seconded to adjourn the meeting at 2:46 p.m.

Respectfully submitted,

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