



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

Livingston County Government Center, Geneseo, New York 14454 585.243.7030

COMMITTEE: WAYS AND MEANS

DATE: JANUARY 8, 2018

TIME: 1:30 P.M.

## Committee Members

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

## **REVISED: REAL PROPERTY**

### **1:30 PERSONNEL ISSUES – TISH LYNN**

#### **1. JENNIFER RODRIGUEZ**

#### **AMENDING THE 2018 SALARY SCHEDULE: DEPARTMENT OF HEALTH**

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

#### **Department of Health:**

- Convert one 3/5 Supervising Public Health Nurse position to a 4/5 position at the salary of \$30.75 per hour effective 1/7/18.
- Convert one part-time Mental Health Clinical Therapist position to a full-time position at the salary of \$24.93 per hour effective 1/7/18.

#### **2. COUNTY ADMINISTRATOR – IAN COYLE**

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

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

#### **County Administrator:**

- Create one full-time Deputy County Administrator position.

#### **3. TOM DOUGHERTY**

#### **AMENDING THE 2018 SALARY SCHEDULE: SHERIFF'S OFFICE**

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

#### **Sheriff's Office:**

- Create one full-time Corrections Officer salary grade 12.

### **1:55 SHERIFF'S OFFICE - TOM DOUGHERTY**

#### **AUTHORIZING THE PURCHASE OF SIX (6) 2018 FORD INTERCEPTOR UTILITIES FOR THE LIVINGSTON COUNTY SHERIFF'S OFFICE – VAN BORTEL FORD**

RESOLVED, that the Livingston County Sheriff's Office is authorized to purchase through mini-bid #17120011 from Van Bortel Ford of 71 Marsh Rd. East Rochester, NY 14445 six (6) new 2018 Ford Interceptor Utilities at a cost of \$28,530.72 each, for a total cost not to exceed \$171,184.32.

### **2:05 COUNTY ATTORNEY – SHANNON HILLIER**

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

#### **1. AMENDING RULES OF ORDER OF THE BOARD OF SUPERVISORS**

WHEREAS, the following changes were made to the Rules of Order:

- Clarification on the Chairman of the Board election method and term of office; and
- Grants & Public Information has been added under the Ways and Means Committee; and
- Conflict Defender Office has been added under the Public Services Committee; now therefore be it.



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Comments: I discussed this with the County Administrator prior to the December meeting and we decided to keep it under the County Administrator (similar to Purchasing), however it is listed as an operating department on the Committee Schedule and should be corrected for consistency.

## 2:10 REAL PROPERTY TAX SERVICES – BILL FULLER

### Action Item(s) To Be Reported

1. CORRECTING TAX ROLLS – TOWNS OF AVON, MT. MORRIS & YORK

### Informational Item(s) Written Only

- 1) Town & County tax rolls and tax bills been processed, printed and picked up by Tax Collectors.
- 2) The Village assessment rolls will be available for the Assessors at their January meeting.
- 3) Memos have been mailed to the Town, Village and School taxing jurisdictions notifying them of the removal of the 10-year limitation for the Cold War property tax exemption.

## 2:15 COUNTY ADMINISTRATOR – IAN COYLE

### Action Item(s) To Be Reported

1. APPROVING ABSTRACT OF CLAIMS #12A-DECEMBER 27, 2017

2. APPROVING ABSTRACT OF CLAIMS #1A-JANUARY 10, 2018

3. AMENDING 2018 LIVINGSTON COUNTY BUDGET - HIGHWAY

ESOLVED, 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.

4. ESTABLISHING AN ACCOUNT - DEPARTMENT OF HEALTH

RESOLVED, that the following account be established for the Department of Health:

| Account                 | Dept. | Code | Description                | Amount             |
|-------------------------|-------|------|----------------------------|--------------------|
| Establish Revenue       | A4116 | 2280 | Health Services, other gov | \$26,500.00        |
|                         |       |      | <b>TOTAL</b>               | <b>\$26,500.00</b> |
| Establish Appropriation | A4116 | 1950 | Temp Services              | \$7,538.00         |
|                         |       | 4020 | Training Development       | \$1,126.00         |
|                         |       | 4060 | Office Supplies            | \$150.00           |
|                         |       | 4080 | Professional Services      | \$7,000.00         |
|                         |       | 4200 | Print/Ads                  | \$8,500.00         |
|                         |       | 4340 | Travel                     | \$728.00           |
|                         |       | 8100 | FICA                       | \$576.00           |
|                         |       | 8200 | Retirement                 | \$754.00           |
|                         |       | 8400 | Worker's Comp              | \$128.00           |
|                         |       |      | <b>TOTAL</b>               | <b>\$26,500.00</b> |

## 4. AUTHORIZING BLANKET UNDERTAKING

WHEREAS, Section 11 of the Public Officers Law authorizes the governing body of a municipality to procure a blanket undertaking to cover officers, clerks and employees of the municipality who would otherwise be required to post an individual undertaking; and

WHEREAS, such blanket undertaking must indemnify against losses through the failure of officers, clerks or employees to faithfully perform their duties or account for moneys or property received by virtue of their position or employment and through fraudulent or dishonest acts committed by officials, clerks or



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employees covered thereunder, now, therefore, be it

RESOLVED, that the Livingston County Board of Supervisors consents and approves a blanket undertaking to cover all officers, clerks and employees required by law to post an undertaking which undertaking shall be provided by the following policies:

- a) Public Officials Liability Policy, provided by New York Municipal Insurance Reciprocal, policy no. MPOLIVI001; and
- b) Government Crime Policy provided by Fidelity Deposit Company of Maryland, policy no. CCP0058540 14.

## 5. ESTABLISHING PETTY CASH AMOUNTS FOR VARIOUS DEPARTMENTS FOR THE YEAR 2018

RESOLVED, that the following petty cash amounts and designees be established for the year 2018:

| <u>Department</u>                   | <u>Custodian</u>   | <u>Amount</u> |
|-------------------------------------|--------------------|---------------|
| Board of Sup./Cty. Adm.             | Terrence Donegan   | \$150.00      |
| Center for Nursing & Rehabilitation | Frank Bassett      | \$500.00      |
| Central Services                    | Sally MacIntyre    | \$150.00      |
| Community Services                  | Sally Herrick      | \$5,000.00    |
| County Clerk                        | Mary Strickland    | \$750.00      |
| Geneseo DMV                         | Mary Strickland    | \$400.00      |
| Dansville DMV                       | Mary Strickland    | \$400.00      |
| County Treasurer                    | Amy Mann           | \$2,000.00    |
| Department of Health                | Jennifer Rodriguez | \$150.00      |
| Economic Development                | William Bacon      | \$150.00      |
| Highway                             | Donald Higgins     | \$1,000.00    |
| Personnel                           | Tish Lynn          | \$100.00      |
| Planning                            | Angela Ellis       | \$125.00      |
| Probation                           | Lynne Mignemi      | \$350.00      |
| Sheriff's Dept.                     | Thomas Dougherty   | \$2,500.00    |
| Social Services                     | Diane Deane        | \$2,000.00    |
| Women's Health Center               | Jennifer Rodriguez | \$500.00      |
| Workforce Development               | Ryan Snyder        | \$300.00      |
| Youth Bureau                        | Ryan Snyder        | \$100.00      |

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

1. **ERP UPDATE** - Resolution No. 2017-307 authorized a contract with Owen Lewis Consulting for project discovery and contract negotiations. Owen Lewis Consulting is recommending **Tyler Technologies, Inc.**, 840 West Long Lake Road, Troy, MI 48098. The purpose is to purchase the Tyler New World ERP product software licenses, maintenance, support, and implementation services that will be used in all County Departments.

| <i>Funding Source</i> | <i>Local Share</i> | <i>Budgeted?</i> |
|-----------------------|--------------------|------------------|
| CIP                   | 100%               | Yes X No         |

Director's Comments: The RFP for this project was released on 4/3/17 and closed on 5/3/17. We received proposals from Tyler Munis, Tyler New World ERP, Superior, Ciber, Brightpoint Infotech, and Navigator. After reviewing all proposals, the steering committee decided to request formal demonstrations from Tyler Munis and Tyler New World ERP. There was not a consensus on a preferred platform and a decision was made to work with a third-party consultant to help finalize a decision. We chose Owen Lewis for this purpose and they then held meetings with members of the steering committee to review each department's requirements. These meetings led to another shorter demonstration session with Tyler New World ERP to help clarify some



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areas of their software offering. After completing this demonstration, Owen Lewis helped conduct a steering committee vote that resulted in a consensus decision to move forward with New World ERP.

2. Administration & Finance Update
3. Sales Tax Update
4. Energy Performance Contract Update

## **2:30 ADJOURNMENT**

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### **INFORMATION & TECHNOLOGY SERVICES – JASON PARKER**

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

Four Capital Project contracts were issued at the end of the year as follows:

- Presentation Source, Inc: Install two ceiling mount projectors and speakers in conference rooms 205 and 208 with wall plates to allow more efficient meeting set up.
- Annese & Associates, Inc: Install and configure two new redundant firewalls, one in Mt. Morris and one in Geneseo, that will provide better security for County information, centralized management of security policies, and replace existing equipment that is no longer supported by the manufacturer.
- Rel Comm, Inc: Upgrade of the Mitel telecommunications systems at the Highway Department and at the Center for Nursing and Rehabilitation. This includes the upgrade of some handsets and will allow us to replace equipment that has been discontinued by the manufacturer.
- Tele Data Com, Inc: Installation of new network cabling and removal of old network cabling on the first floor of the Government Center. This will allow computers to connect to the County network at speeds approximately 100 times faster than currently connected and the cabling will now match what is installed through most of the Government Center.

Laserfiche Project Update:

Below are the number of items processed through Laserfiche for 2017. These numbers reflect the increased utilization of the product as we progressed through the year

#### **Quarter-to-Date**

153 Budget Transfers  
14 Veteran Intake Forms  
215 Property Cards  
56 ITS Invoices  
27 Travel Requests  
57 Request to Create/Fill/Convert/Delete Positions  
133 Maternal/Infant Health Forms (MICHC forms)  
22 Conference Room Requests  
40 Computer Use Policy Forms  
10 PH Equipment Checkout Forms

727 total forms processed

#### **Year-to-Date**

288 Budget Transfers  
23 Veteran Intake Forms  
215 Property Cards  
61 ITS Invoices  
60 Travel Requests



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156 Request to Create/Fill/Convert/Delete Positions  
142 Maternal/Infant Health Forms (MICHC forms)  
22 Conference Room Requests  
50 Computer Use Policy Forms  
12 PH Equipment Checkout Forms

1029 total forms processed

**Also, Records Management has scanned in 4 years of Town Tax Bills for each of the 17 Towns.**