



LIVINGSTON COUNTY BOARD OF SUPERVISORS'
MEETING NOTICE

Livingston County Government Center, Geneseo, New York 14454 585.243.7030

TENTATIVE AGENDA

COMMITTEE: WAYS AND MEANS

DATE: JANUARY 8, 2024

TIME: 1:30 P.M.

Committee Members

- D. Knapp, Chairman
- W. Wadsworth, Vice Chairman
- D. DiSalvo
- M. Falk
- E. Gott
- D. LeFeber
- D. Pangrazio

PLEDGE OF ALLEGIANCE:

1:30 SHERIFF'S OFFICE – SHERIFF THOMAS DOUGHERTY

1. AUTHORIZING THE PURCHASE OF SEVEN (7) NEW 2024 CHEVROLET TAHOE PPVS FOR THE LIVINGSTON COUNTY SHERIFF'S OFFICE-DENOYER CHEVROLET AND REFER MATTER TO WAYS AND MEANS

RESOLVED, that by piggybacking on Franklin County's New 2023/2024 Vehicles bid contract awarded September 8, 2023, the Livingston County Sheriff's Office is hereby authorized to purchase from DeNooyer Chevrolet of 127 Wolf Road, Albany, NY 12205, seven (7) new Chevrolet Tahoe PPVs for a total cost not to exceed \$380,771.16.

2. AUTHORIZING THE PURCHASE OF TWO (2) NEW 2023 DODGE CHARGERS FOR THE LIVINGSTON COUNTY SHERIFF'S OFFICE-ROBERT GREEN TRUCK DIVISION AND REFER MATTER TO WAYS AND MEANS

RESOLVED, that by piggybacking on Onondaga County's 071-05 Police and Administrative Vehicles bid contract awarded October 1, 2022, the Livingston County Sheriff's Office is hereby authorized to purchase from Robert Green Truck Division of P.O. Box 8002, Rock Hill, NY 12775, two (2) new Dodge Chargers for a total cost not to exceed \$76,921.26.

3. AMENDING A PORTION OF RESOLUTION NO. 2021-386 (PURCHASE OF ONE (1) NEW 2022 FORD TRANSIT VAN FOR THE LIVINGSTON COUNTY SHERIFF'S OFFICE-DELACY FORD, INC.) AND REFER MATTER TO WAYS AND MEANS

WHEREAS, Resolution No. 2021-386 authorized the Livingston County Sheriff's Office to purchase one (1) new Ford Transit van at a cost not to exceed \$35,259.34 through mini bid #8277 from DeLacy Ford, Inc., P.O. Box 437, 3061 Transit Road, Elma, NY 14059; and

WHEREAS, the vehicle has now been received with a \$12,415.70 increased cost exceeding the not to exceed amount in the original resolution due to material cost increases, now, therefore, be it

RESOLVED, that the not to exceed amount for the purchase of one (1) new Ford Transit van is \$47,675.04; and be it further

RESOLVED, that a portion of Resolution No. 2021-386 is hereby amended.

1:35 COUNTY ATTORNEY – SHANNON HILLIER

Action Item(s) To Be Reported

1. AUTHORIZING THE CHAIRMAN OF THE LIVINGSTON COUNTY BOARD OF SUPERVISORS TO SIGN A LETTER OF ENGAGEMENT FOR LEGAL SERVICES – LAW OFFICES OF PETER K. SKIVINGTON

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

cc: BOS, Administration, Amy Davies, Jason Parker, Kate Hill, Bill Fuller, Megan Sokolow



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<u>Contractor</u>	<u>Term</u>	<u>Amount</u>
Law Office of Peter K. Skivington	N/A	\$400.00/hour

31 Main Street
Geneseo, NY 14454

For: Legal services for pending litigation (M.A. Ferraulo Plumbing & Heating, Inc. - 2017 first floor lobby and basement renovation of Building 2, Murray Hill Drive, Mt. Morris, NY).

2. REQUESTING THE NEW YORK STATE SENATE AND THE NEW YORK STATE ASSEMBLY TO AMEND THE NOT-FOR-PROFIT CORPORATION LAW TO ALLOW A CREMATORIUM OPERATED BY A FUNERAL ENTITY TO ADD AN ADDITIONAL RETORT SOLELY FOR USE IN AN INSTANCE OF MECHANICAL OR TECHNICAL FAILURE

WHEREAS, a bill has been introduced in the New York State Senate (S.6601) and the New York State Assembly (A.7817) to amend the Not-For-Profit Corporation Law to allow a funeral entity to add an additional retort expressly and solely for the purpose of a mechanical or technical failure of the existing retort; and

WHEREAS, Finger Lakes Crematory, Inc. owns and operates a crematory located at the Kevin W. Dougherty Funeral Home in Livonia, New York. It is presently operating one retort at that location and is in need of a second retort solely for the event of a mechanical or technical failure of its existing retort; and

WHEREAS, the Livingston County Board of Supervisors supports this legislation as it will ensure continued, seamless operation of the crematory in Livonia, New York; now, therefore, be it

RESOLVED, that the Livingston County Board of Supervisors hereby requests the New York State Legislature adopt Senate Bill (S.6601) and Assembly Bill (A.7817) amending the Not-For-Profit Corporation Law to allow funeral entities to add an additional retort to use solely for the event of a mechanical or technical failure; and be it further

RESOLVED, that the Clerk of the Board shall forward this resolution to representatives of the New York State Assembly and the New York State Senate to be used in support of this proposed legislation.

1:45 REAL PROPERTY TAX SERVICES – BILL FULLER

Action Item(s) To Be Reported

1. DESIGNATING OFFICIALS TO APPROVE CERTAIN APPLICATIONS MADE FOR CORRECTION OF TAX ROLL ERRORS, REFUNDS, AND CREDITS

WHEREAS, Real Property Tax Law §§ 554(9) and 556(8) permit a tax levying body to authorize designated officials to approve correcting tax roll errors, refunds, and credit of taxes in instances where the recommended correction, refund, or credit is \$2,500.00 or less without prior approval by the tax levying body; and

WHEREAS, Livingston County currently averages approximately twenty-five (25) applications per year for correction of errors and/or for refund of taxes. The Board approval process presently required for each application creates significant time delays for County taxpayers, which would be substantially minimized by this action; and

WHEREAS, the Livingston County Real Property Tax Services Director and the Livingston County Treasurer recommend this practice be adopted in order to make the corrections and/or refunds to the taxpayers erroneously assessed timelier and more efficient; now, therefore, be it

RESOLVED, that pursuant to Real Property Tax Law §§ 554(9) and 556(8), upon receipt of an application seeking a correction of tax roll errors, refund, or credit, the Livingston County Real Property Tax Services Director shall prepare a written report of his investigation and recommendation for such application, and follow the procedure the Livingston County Board of Supervisors follows in making corrections, refunds, or credits. However, where the Livingston County Real Property Tax Services Director denies a correction, refund, or credit, in whole or in part, he shall be required to provide the Livingston County Board of Supervisors the written report



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of his investigation and recommendation and both copies of the application, as well as the written reasons why the Director denied the application; and be it further

RESOLVED, that the Livingston County Board of Supervisors designates the Livingston County Treasurer or the Livingston County Deputy Treasurer as the County official authorized to approve applications for correction of tax roll errors, refunds, and credits of taxes when the recommended corrected amounts do not exceed \$2,500.00. Said authority shall be effective immediately, terminating December 31, 2024; and be it further

RESOLVED, that on the or before the 15th day of each month in the calendar year 2024, the Livingston County Real Property Tax Services Director shall submit a report to the Livingston County Board of Supervisors specifying the corrections, refunds, and credits processed by the Director and approved by the Livingston County Treasurer or the Livingston County Deputy Treasurer pursuant to this resolution during the preceding month. Said report shall indicate the name of each recipient, the location of the property, justification for the request, and the amount requested; and be it further

RESOLVED, that the Clerk of the Board shall forward certified copies of this resolution to the appropriate County Officials.

1:50 COUNTY ADMINISTRATOR – IAN COYLE (Attachments)

Action Item(s) To Be Reported

1. APPROVING ABSTRACT OF CLAIMS #12B-DECEMBER 27, 2023

RESOLVED, that the Livingston County Board of Supervisors approves the Abstract of Claims #12B dated December 27, 2023 in the total amount of 2,199,759.81.

2. APPROVING ABSTRACT OF CLAIMS #1A-JANUARY 10, 2024

RESOLVED, that the Livingston County Board of Supervisors approves the Abstract of Claims #1A dated January 10, 2024 in the total amount of

3. AMENDING 2024 LIVINGSTON COUNTY BUDGET: CONTINGENCY (2) & SHERIFF'S OFFICE (2)

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.

4. AUTHORIZING TRANSFER OF FUNDS: CENTRAL SERVICES

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

5. ESTABLISHING AN ACCOUNT: OEM/LCSO STORAGE FACILITY AT HAMPTON CORNERS

RESOLVED, that the Livingston County Treasurer is authorized and directed to establish a new account per the electronic entries that have been approved by the Livingston County Administrator.

6. AUTHORIZING ALLOCATION OF AMERICAN RESCUE PLAN FUNDS: LIVINGSTON COUNTY OEM/LCSO STORAGE FACILITY AT HAMPTON CORNERS

WHEREAS, pursuant to the Federal American Rescue Plan Act of 2021, county governments were provided fiscal recovery funds ("ARPA funds") to support projects that will provide for economic resiliency and enhance communities that have been negatively impacted by the COVID-19 pandemic; and

WHEREAS, the United States Department of Treasury ("the Treasury") has released guidance as to how the ARPA Funds are to be spent in the response effort against the COVID-19 pandemic. Said guidance allows the funds to be used for financially assisting not-for-profit entities impacted by the pandemic; and



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WHEREAS, Livingston County was awarded \$12,200,000.00 in fiscal recovery funds through the American Rescue Plan; and

WHEREAS, the Ways and Means Committee recently considered a one-time ARPA fund request from the Central Services Department. After ample discussion, the Committee found that this department would greatly benefit from the disbursement of a portion of the County’s awarded ARPA funds. The Central Services Department intended use of the funds meets the Treasury’s guidelines and granting a portion of these funds to this department would provide great benefit to Livingston County; and

WHEREAS, the Ways and Means Committee specifically endorsed an allocation of \$1,500,000.00 of ARPA funds to the Central Services Department for the Capital Improvement Project to OEM/LCSO Storage Facility at Hampton Corners; now, therefore, be it

RESOLVED, in support of the Ways and Means Committee’s recommendations, the Livingston County Board of Supervisors hereby authorizes the disbursement of County ARPA Funds to the Livingston County Central Services Department for the amount requested and for the uses indicated in this Resolution; and be it further

RESOLVED, that the Livingston County Central Services Department shall be required to report all monies spent and submit backup documentation to Livingston County Treasurer for purposes of mandated reporting to the Federal Government.

7. ESTABLISHING PETTY CASH AMOUNTS FOR VARIOUS DEPARTMENTS FOR THE YEAR 2024

RESOLVED, that the following petty cash amounts and designees be established for the year 2024:

<u>Department</u>	<u>Custodian</u>	<u>Amount</u>
Board of Sup./ Cty. Adm.	Michele Rees	\$150.00
Center for Nursing & Rehabilitation	Shari Hutchison	\$500.00
Central Services	Dana Henry	\$150.00
Community Services	Audrey Swarts	\$5,000.00
County Clerk	Andrea Bailey	\$75.00
County Clerk	Andrea Bailey	\$150.00
Geneseo DMV	Andrea Bailey	\$400.00
Dansville DMV	Andrea Bailey	\$400.00
County Treasurer	Amy Davies	\$2,000.00
Department of Health	Jennifer Rodriguez	\$150.00
Highway	Jason Wolfanger	\$1,000.00
Office for the Aging	Sue Bagley	\$200.00
Planning	Angela Ellis	\$125.00
Probation	Lynne Mignemi	\$350.00
Public Defender	Lindsay Quintilone	\$200.00
Sheriff’s Office	Thomas Dougherty	\$3,500.00
Social Services	Tracy McCaughey	\$2,000.00
Women’s Health Center	Jennifer Rodriguez	\$500.00
Workforce Development	Ryan Snyder	\$500.00
Youth Bureau	Ryan Snyder	\$100.00

8. ADOPTION OF LOCAL LAW 1-2024 ADOPTING THE 2024 SALARY REVISIONS FOR ALL COUNTY OFFICERS SERVING FOR FIXED TERMS

WHEREAS, proposed Local Law No. E-2023, entitled Adopting The 2024 Salary Revisions For All County Officers Serving For Fixed Terms was heretofore introduced on December 20, 2023; and



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WHEREAS, in accordance with the law, a public hearing upon proposed Local Law No. 1-2024, was duly held before this Board of Supervisors on January 10, 2024; and

WHEREAS, said proposed Local Law in final form has been on the desks of the members of this Board of Supervisors since December 20, 2023, constituting a period of over six (6) days; now, therefore, be it

RESOLVED, that the aforesaid proposed Local Law No. E-2023 entitled Adopting The 2024 Salary Revisions For All County Officers Serving For Fixed Terms introduced on December 20, 2023, is hereby approved and adopted as Local Law No. 1-2024.

Pre-approved Informational Item(s) To Be Reported

1. Legislative Agenda Comments/Ideas
2. Strategic Plan Follow-up
3. Budget/Finance Updates

2:15 ADJOURNMENT

PURCHASING – ASHLEY SCUTT

Informational Item(s) Written Only

ACTIVITY REPORT – DECEMBER 2023

Notable Accomplishments

- Met with Empire State Purchasing Group (BidNet) on their e-procurement software. My goal for 2024 is to move our bidding to an electronic software to increase efficiencies.
- Attended the planning meeting for the upcoming Agendas and Resolutions training. There have been new procurement requirements for agendas that I will explain in the upcoming training.
- I completed my yearlong Emerging Professionals mentorship. I was lucky enough to have Paul Brennan, Purchasing Director for Rockland County, as my mentor for this program. Paul has a wealth of knowledge and I am very grateful I was able to have him as my Mentor.
- I have been recommended by my Association to become a Mentor for the 2024 Emerging Professionals program. I will work one on one with new procurement professionals monthly and help them when and where needed.
- 2023 was a record setting year for solicitations. 47 solicitations were issued; including bids, request for proposals, request for quotes and mini bid solicitations.

TRAININGS/ PROFESSIONAL DEVELOPMENT

- NIGP – Request for Proposal (RFP) Learning Lab
- Lourdes Coss Webinar: The Value of Business Coaching
- Emotional Intelligence training
- JPMorgan Smartdata training

PURCHASE ORDERS PROCESSED

	PO's PROCESSED	PO DOLLAR VALUE
Monthly	36	\$301,871.52
YTD	455	\$10,083,293.92

PROCUREMENT CARD TRANSACTIONS REVIEWED



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	PCARD TRANSACTIONS	PCARD DOLLAR VALUE
Monthly	173	\$62,693.25
YTD	1,506	\$691,623.36

SOLICITATIONS ISSUED THIS MONTH

Type	Dept	Bid/ RFP Name	Date Issued
BID	SHF/HWY	Vehicle Parts	12/7/23
RFP	YTH	Youth Sports	12/14/23
YTD	40		

NYS MINI-BID ISSUED THIS MONTH

Dept	Bid Name	Date Issued
NA		
YTD	7	

SOLICITATIONS OPENED THIS MONTH

Type	Dept	Bid Name	Date Opened
BID	SHF/HWY	Vehicle Parts	12/27/23
YTD	39		

INSURANCE CLAIMS

Monthly: 1
YTD: 30

VEHICLES / EQUIPMENT SURPLUS FORMS PROCESSED

Monthly: 0
YTD: 48

TRAINING & PROFESSIONAL DEVELOPMENT – KELLY GREENWAY

Informational Item(s) Written Only

MONTHLY ACTIVITY REPORT – January 2024

Notable Accomplishments

- Coordinated a training with Jason Parker to share the new ITS Request Form and procedures
- Coordinated a training with Kate Hill called “Coffee and Conversations” for Department Leaders and Deputies. We will meet the first Thursday of every month from 8-9 am. Each month will have a different topic that Kate will present on and then there will be time to share how things are going in each department.
- Worked with Michele to create a presentation for the Board Agendas & Resolutions training
- Created and shared two newsletters with learning opportunities
- Attended quarterly SHAPE meeting
- Purchased a Poverty Simulation Kit to provide training to staff
- Planned Department Head Meeting for 1/11/24. During this meeting we will be putting together care bags for Hospice as a volunteer project. Each Department Leader is bringing a donation to the meeting.



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- Planned a new book club based on the book “168 Hours: You Have More Time Than You Think” by Laura Vanderkam

Upcoming Training and Professional Development Opportunities

- Coffee and Conversations with HR
- Session 2 of Time Management
- Agendas and Board Resolutions
- ITS Forms and Procedures
- Older Adult Mental Health First Aid

2024 Budget Request - Amendment with Instance ID of 74996 from County Administrator - Awaiting Board Approval

lfforms to: MRees

01/02/2024 09:30 AM

2024 Budget Request - Amendment from **County Administrator** has been approved by the County Administrator. This request requires board approval.

Date of Request: 1/2/2024

Department: County Administrator **Program:**

Type of Request: Budget Request - Amendment

Instance ID: 74996

From Appropriation / Revenue

From Dept Code:

From Dept Description: CONTINGENCY

21532.14

To Appropriation

To Dept Code:

To Dept Description: Sheriff's Office

21532.14

Reason: (if applicable)

Source of Revenue: County Budget transfer for the purchase of vehicle parts (if applicable)

Click here to view the submission in a Web browser. After reviewing it, you can make your approval decision.

If Approved, please input the Resolution Number and attach the Resolution.



[Click here to open this task in Forms.](#) ERP Budget Request Form.pdf

2024 Budget Request - Amendment with Instance ID of 75061 from County Administrator - Awaiting Board Approval

lfforms to: MRees

01/03/2024 03:15 PM

2024 Budget Request - Amendment from **County Administrator** has been approved by the County Administrator. This request requires board approval.

Date of Request: 1/3/2024

Department: County Administrator **Program:**

Type of Request: Budget Request - Amendment

Instance ID: 75061

From Appropriation / Revenue

From Dept Code:

From Dept Description: CONTINGENCY
24411.00

To Appropriation

To Dept Code:

To Dept Description: TRAFFIC SAFETY
24411.00

Reason: (if applicable)

Source of Revenue: Budget (if applicable)

Click here to view the submission in a Web browser. After reviewing it, you can make your approval decision.

If Approved, please input the Resolution Number and attach the Resolution.



[Click here to open this task in Forms.](#) ERP Budget Request Form.pdf

2024 Budget Request - Amendment with Instance ID of 75060 from Sheriffs Office - Awaiting Board Approval

iforms to: MRees

01/03/2024 03:15 PM

2024 Budget Request - Amendment from **Sheriffs Office** has been approved by the County Administrator. This request requires board approval.

Date of Request: 1/3/2024

Department: Sheriffs Office **Program:**

Type of Request: Budget Request - Amendment

Instance ID: 75060

From Appropriation / Revenue

From Dept Code:

From Dept Description: Sheriff

0.00

To Appropriation

To Dept Code:

To Dept Description: Sheriff

500000.00

Reason: (if applicable)

Source of Revenue: Funds received from NYS for Body Worn Camera program. (if applicable)

Click here to view the submission in a Web browser. After reviewing it, you can make your approval decision.

If Approved, please input the Resolution Number and attach the Resolution.



[Click here to open this task in Forms.](#) ERP Budget Request Form.pdf

2024 Budget Request - Amendment with Instance ID of 75065 from Sheriffs Office - Awaiting Board Approval

iforms to: MRees

01/04/2024 09:18 AM

2024 Budget Request - Amendment from **Sheriffs Office** has been approved by the County Administrator. This request requires board approval.

Date of Request: 1/3/2024

Department: Sheriffs Office **Program:**

Type of Request: Budget Request - Amendment

Instance ID: 75065

From Appropriation / Revenue

From Dept Code:

From Dept Description: SLETPP

0.00

To Appropriation

To Dept Code:

To Dept Description: SLETPP

1202.00

Reason: (if applicable)

Source of Revenue: Balance of grant (if applicable)

Click here to view the submission in a Web browser. After reviewing it, you can make your approval decision.

If Approved, please input the Resolution Number and attach the Resolution.



[Click here to open this task in Forms.](#) ERP Budget Request Form.pdf

2024 Budget Request - Transfer with Instance ID of 75049 from Central Services - Awaiting Board Approval

iforms to: MRees

01/03/2024 01:49 PM

2024 Budget Request - Transfer from **Central Services** has been approved by the County Administrator. This request requires board approval.

Date of Request: 1/3/2024

Department: Central Services **Program:**

Type of Request: Budget Request - Transfer

Instance ID: 75049

From Appropriation / Revenue

From Dept Code:

From Dept Description: Treasurer

0.00

To Appropriation

To Dept Code:

To Dept Description: Treasurer

3000000.00

Reason: Transfer American Rescue Plan to fund construction of OEM/LCSO Storage Facility at Hamptons Corners (if applicable)

Source of Revenue: (if applicable)

Click here to view the submission in a Web browser. After reviewing it, you can make your approval decision.

If Approved, please input the Resolution Number and attach the Resolution.



[Click here to open this task in Forms.](#) ERP Budget Request Form.pdf

2024 Budget Request - Establish Account with Instance ID of 75048 from Central Services - Awaiting Board Approval

lfforms to: MRees

01/03/2024 01:49 PM

2024 Budget Request - Establish Account from **Central Services** has been approved by the County Administrator. This request requires board approval.

Date of Request: 1/3/2024

Department: Central Services **Program:**

Type of Request: Budget Request - Establish Account

Instance ID: 75048

From Appropriation / Revenue

From Dept Code:

From Dept Description: Treasurer

0.00

To Appropriation

To Dept Code:

To Dept Description: Treasurer

0.00

Reason: (if applicable)

Source of Revenue: Establish new ARPA accounts for OEM/LCSO Storage Facility at Hamptons Corners (if applicable)

Click here to view the submission in a Web browser. After reviewing it, you can make your approval decision.

If Approved, please input the Resolution Number and attach the Resolution.



[Click here to open this task in Forms.](#) ERP Budget Request Form.pdf