



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 23, 2023

TIME: 1:30 P.M.

Committee Members

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

PLEDGE OF ALLEGIANCE:

1:30 PERMA WORKERS COMP TPA/ADMINISTRATOR SERVICES UPDATE– TONY CASSARO

1:45 REAL PROPERTY TAX SERVICES – BILL FULLER

Action Item(s) To Be Reported

1. CORRECTING TAX ROLL-VARIOUS TOWNS

WHEREAS, the Livingston County Real Property Tax Services Director has transmitted a written report of his investigation and recommendation with regard to six applications (6 parcels) for correction of the tax rolls, pursuant to the Real Property Tax Law, as prepared for the Towns of Caledonia, Conesus and Groveland on the tax rolls for the years hereinafter set forth, and

WHEREAS, said parcels were incorrectly assessed and/or taxed for reasons set forth in the applications for correction requested from the Livingston County Real Property Tax Services Director, now, therefore, be it

RESOLVED, that the Livingston County Real Property Tax Services Director is authorized and directed to forward a copy of this resolution to the officer(s) having jurisdiction of the tax roll(s) so that the roll(s) can be corrected; and a notice of approval to the applicant(s), and be it further

RESOLVED, that the Livingston County Treasurer and/or Town Tax Collector is hereby authorized to make the tax roll corrections and forward the corrected tax bill. The Livingston County Treasurer is authorized to issue refunds and/or make the appropriate chargebacks as hereinafter set forth for the parcel(s).

Year, Municipality Owner(s) Tax Map Number	Taxing Jurisdiction	Original Tax Bill	Corrected Tax Bill	Refund to Owner	Chargebacks to Taxing Jurisdictions
1. 2023 Caledonia	Livingston County	\$526.68	\$526.68	\$0.00	\$0.00
White, Linda and William G.	Caledonia Town Tax School Relevy	\$100.48 \$1,358.38	\$100.48 \$0.00	\$0.00 \$0.00	\$0.00 \$1,358.38
Tax Map Number 7.8-1-27	Caledonia Fire 1	<u>\$73.15</u>	<u>\$73.15</u>	<u>\$0.00</u>	<u>\$0.00</u>
	Total	\$2,058.69	\$700.31	\$0.00	\$1,358.38
2. 2023 Caledonia	Livingston County	\$420.27	\$420.27	\$0.00	\$ 0.00
Robinson, Gary and Katherine	Caledonia Town Tax School Relevy	\$219.42 \$681.90	\$219.42 \$0.00	\$0.00 \$681.90	\$0.00 \$681.90
Tax Map Number 6.-1-1.12	Caledonia Fire 1	<u>\$60.96</u>	<u>\$60.96</u>	<u>\$0.00</u>	<u>\$0.00</u>
	Total	\$1,382.55	\$700.65	\$681.90	\$681.90
3. 2023 Caledonia	Livingston County	\$1,301.56	\$1,301.56	\$0.00	\$0.00
Newton, Robert A. and Cynthia D.	Caledonia Town Tax School Relevy	\$679.53 \$2,884.06	\$679.53 \$0.00	\$0.00 \$0.00	\$0.00 \$2,884.06
Tax Map Number 13.-1-57	Caledonia Fire 1	<u>\$208.48</u>	<u>\$208.48</u>	<u>\$0.00</u>	<u>\$0.00</u>
	Total	\$5,073.63	\$2,189.57	\$0.00	\$2,884.06
4. 2023 Conesus	Livingston County	\$413.36	\$413.36	\$0.00	\$0.00



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White Holdings, LLC	Conesus Town Tax	\$419.84	\$419.84	\$0.00	\$0.00
Tax Map Number	Conesus Fire 1	\$41.35	\$41.35	\$0.00	\$0.00
119.-1-20.230	CLCSD Ext9 Improved	\$157.00	\$157.00	\$0.00	\$0.00
	Unpd LCWSA Wtr W02-1	\$521.95	\$0.00	\$0.00	\$521.95
	Cty Wtr#1 Zone 2 Imp	\$273.00	\$273.00	\$0.00	\$0.00
	Total	\$1,826.50	\$1,304.55	\$0.00	\$521.95
5. 2023 Groveland	Livingston County	\$1,973.40	\$1,973.40	\$0.00	\$0.00
Calzone, Cynthia	Groveland Town Tax	\$ 955.34	\$955.34	\$0.00	\$0.00
Tax Map Number	Groveland Fire 1/Amb	\$130.81	\$130.81	\$0.00	\$0.00
110.61-1-4.1	W Lake Wtr Occupied	\$369.52	\$184.76	\$0.00	\$184.76
	Total	\$3,429.07	\$3,244.31	\$0.00	\$184.76
6. 2023 Groveland	Livingston County	\$1,959.61	\$1,959.61	\$0.00	\$0.00
Fleming, Sherry A.	Groveland Town Tax	\$948.66	\$948.66	\$0.00	\$0.00
Tax Map Number	Groveland Fire 1/Amb	\$129.89	\$129.89	\$0.00	\$0.00
110.61-1-4.2	W Lake Wtr Occupied	\$369.52	\$184.76	\$0.00	\$184.76
	Total	\$3,407.68	\$3,222.92	\$0.00	\$184.76

Informational Item(s) Written Only

1. Village Tentative Assessment Rolls are being printed. The Assessors will deliver to the Villages.

1:50 COUNTY ATTORNEY – SHANNON HILLIER

Action Item(s) To Be Reported

1. AUTHORIZING AND APPROVING A SETTLEMENT AGREEMENT TO AN ACTION RELATING TO THE OPIOID CRISIS – TEVA

WHEREAS, on July 26, 2022, Teva, a generic drug manufacturer, as well as its subsidiary drug distributor, Anda, Inc., announced a \$4.35 billion global opioid settlement agreement. The proposal calls for Teva to pay up to \$3.7 billion over thirteen (13) years and provide what Teva estimates as \$1.2 billion worth of opioid overdose reversal drug naloxone; and

WHEREAS, since July, New York State and Suffolk and Nassau Counties have engaged in extensive negotiations with Teva as they were unwilling to agree to the terms of the national settlement. Having obtained a trial verdict against Teva, they felt they were entitled to a premium over and above what they would receive under the national settlement; and

WHEREAS, on November 3, 2022, it was announced that the parties had reached a proposed agreement. Due to their trial status, New York State, Nassau County, and Suffolk County are already signatories to the agreement. Most other political subdivisions in the State now have an opportunity to become a party to the agreement; and

WHEREAS, under the agreement, Teva will be required to pay as much as \$550 million, depending upon the level of participation statewide. Monies paid under the New York agreement will be distributed among the various participating political subdivisions. Some political subdivisions are entitled to direct payments and others will be applying to the Statewide Opioid Settlement Fund; and

WHEREAS, it is in the best interest of Livingston County to resolve this matter with respect to Teva by entering into the proposed settlement agreement as it will settle all allegations against Teva and avoid protracted litigation; now, therefore, be it

RESOLVED, that the Livingston County Board of Supervisors hereby approves the proposed settlement agreement and authorizes the Chairman of the Board or his designee to execute said agreement and such other documentation as may be necessary and appropriate to effectuate the settlement with Teva.



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Pre-approved Informational Item(s) To Be Reported

1. Further discussion on ERMA Resolution - RESOLUTION AUTHORIZING IMPLEMENTATION OF THE EQUITABLE RETENTION MORTGAGE ASSISTANCE PROGRAM WITHIN LIVINGSTON COUNTY

WHEREAS, established in 2008, the Center for NYC Neighborhoods, Inc. (the "Center") is a non-profit organization devoted to helping homeowners at risk of foreclosure; and

WHEREAS, the Senior Homeowner Initiative is a coordinated effort led by the Center and various other community-based organizations dedicated to serving and educating elderly homeowners. The initiative focuses on collaborating with government partners, elected officials, and mortgage lenders to address financial issues impacting seniors, including the risk of foreclosure; and

WHEREAS, the Equitable Retention Mortgage Assistance ("ERMA") program stems from the Senior Homeowner Initiative. The program offers deferred, zero-interest junior mortgages to eligible seniors (62 and over) who are at risk of foreclosure due to mortgage arrears, property taxes, utility bills, water/sewer charges, homeowner's insurance, etc. The maximum ERMA loan amount is \$25,000.00; and

WHEREAS, ERMA's eligibility criteria requires the impacted property to be located within a county that has specifically authorized the implementation of the program. ERMA is presently available in eleven (11) counties across New York State, including Monroe and Erie, and may be extended to additional counties at the discretion of the counties' legislative body; now, therefore, be it

RESOLVED, that the Livingston County Board of Supervisors hereby authorizes the Center for NYC Neighborhoods, Inc. to implement and administer the Equitable Retention Mortgage Assistance program in Livingston County.

2:00 COUNTY ADMINISTRATOR – IAN COYLE (Attachments)

Action Item(s) To Be Reported

1. APPROVING ABSTRACT OF CLAIMS #1B-JANUARY 25, 2023

2. AMENDING 2023 LIVINGSTON COUNTY BUDGET: HIGHWAY, REAL PROPERTY TAX SERVICES & SHERIFF'S OFFICE

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.

3. ESTABLISHING AN ACCOUNT: PLANNING & WORKFORCE

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.

4. DECLARING SURPLUS PROPERTY: CENTRAL SERVICES

WHEREAS, the County of Livingston owns surplus personal property that is no longer necessary for public use; now, therefore, be it

RESOLVED, that the Livingston County Board of Supervisors hereby declares the following item(s) as surplus property to be disposed of as determined by the County Administrator:

Central Services

Quantity	Year, Make & Model	Mileage/Hours	Serial #
1	Toyota Electric Forklift Truck 7BWS13 (Needs New Batteries)	N/A	7BWS13-40799

5. AUTHORIZING BLANKET UNDERTAKING



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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 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. CCP 1470666-01.

6. APPROVING FIVE YEAR CAPITAL IMPROVEMENT PLAN

RESOLVED, that the Livingston County Board of Supervisors hereby approves the Five Year Capital Improvement Plan as presented by the County Administrator.

7. APPROVING THE 2023 NEW YORK STATE LEGISLATIVE AGENDA

RESOLVED, that the Livingston County Board of Supervisors hereby approves the 2023 New York State Legislative Agenda as presented by the County Administrator.

Pre-approved Informational Item(s) To Be Reported

1. Budget and Financial Report
2. Administrative Updates

2:30 ADJOURNMENT

RECORDS MANAGEMENT – MEGAN SOKOLOW

Informational Item(s) Written Only

Records Management Department Activities for the 3rd and 4th Quarters of 2022.

Thanks to the support of the County Administrator and the Board of Supervisors, the Records Department has conducted a full survey of the state of the county records. Records Inventory Supervisor, Megan Sokolow, has officially met with and discussed records management policy and procedures with every department in the county.

For meetings with Departments, the Records Management Inventory Supervisor prepares a summary of records retention schedule items and a full accounting of the records found in the inactive records center. This allows the department and records management to discuss questions, share information, and devise plans for managing records throughout the full records lifecycle.

The Records Inventory Supervisor has completed a Records Management Preservation Needs Assessment as a part of the *North East Document Conservation Center's* Preservation 101 course. She participated in the course from July through October. The document contains an evaluation of the county records program, expresses our goals, and describes the next steps for the program. These priorities are excerpted below and the full document is attached.

“IMPLEMENTATION PRIORITIES

Priority #1: Secure the current vital records collection

Task #1: Complete a Records Management Policy and Procedure Manual that will include a continuity plan.

Task #2: Disaster Management Plan Revision

Task #3: Records conversions to digital formats wherever practicable.

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



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Priority #2: Efficiency, Access, and workflow improvements

Task #1: Communicate and educate; Provide clear policy and procedures around records management to all county staff and support the process of implementing these guidelines.

Task #2: Full Digitization of vital and active records

Task #3: Staff Educational and informational sessions for expanding knowledge of preservation and digitization tools

Task #4: Assist all county departments to designate clearly defined staff duties for managing county records.”

[Excerpt from the attached 2022 Records Management Preservation Needs Assessment.]

Preliminary Summary of Survey and Analysis Findings (Attached)



2023 Budget Request - Amendment with Instance ID of 65013 from Highway - Awaiting Board Approval

fforms to: MRees

01/10/2023 03:37 PM

2023 Budget Request - Amendment from **Highway** has been approved by the County Administrator. This request requires board approval.

Date of Request: 1/9/2023

Department: Highway **Program:**

Type of Request: Budget Request - Amendment

Instance ID: 65013

From Appropriation / Revenue

From Dept Code:

From Dept Description: Machinery Fund

0.00

To Appropriation

To Dept Code:

To Dept Description: Machinery Fund

1390000.00

Reason: (if applicable)

Source of Revenue: Sale of fuel to RGRTA (.2770) and sale to other county departments (.2801) for budget year 2023 (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



2023 Budget Request - Amendment with Instance ID of 65074 from Real Property Tax - Awaiting Board Approval

lfforms to: MRees

01/12/2023 09:53 AM

2023 Budget Request - Amendment from Real Property Tax has been approved by the County Administrator. This request requires board approval.

Date of Request: 1/12/2023

Department: Real Property Tax **Program:**

Type of Request: Budget Request - Amendment

Instance ID: 65074

From Appropriation / Revenue

From Dept Code:

From Dept Description: CONTINGENCY

10300.00

To Appropriation

To Dept Code:

To Dept Description: REAL PROPERTY TAX

10300.00

Reason: (if applicable)

Source of Revenue: Postage for Senior Citizen mailing (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



2023 Budget Request - Amendment with Instance ID of 65063 from Sheriffs Office - Awaiting Board Approval

lforms to: MRees

01/11/2023 03:31 PM

2023 Budget Request - Amendment from **Sheriffs Office** has been approved by the County Administrator. This request requires board approval.

Date of Request: 1/11/2023

Department: Sheriffs Office **Program:**

Type of Request: Budget Request - Amendment

Instance ID: 65063

From Appropriation / Revenue

From Dept Code:

From Dept Description: STOP DWI
89136.00

To Appropriation

To Dept Code:

To Dept Description: Sheriff
89136.00

Reason: (if applicable)

Source of Revenue: Move J Kimbel Sr Typist from STOP DWI budget to Sheriff's/Patrol Budget 2023 (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



2023 Budget Request - Establish Account with Instance ID of 64997 from Planning - Awaiting Board Approval

iforms to: MRees

01/09/2023 01:33 PM

2023 Budget Request - Establish Account from **Planning** has been approved by the County Administrator. This request requires board approval.

Date of Request: 1/9/2023

Department: Planning **Program:**

Type of Request: Budget Request - Establish Account

Instance ID: 64997

From Appropriation / Revenue

From Dept Code:

From Dept Description: Mfr. Housing Replacement Prog.

0.00

To Appropriation

To Dept Code:

To Dept Description: Mfr. Housing Replacement Prog.

1100000.00

Reason: (if applicable)

Source of Revenue: HUD - Federal funds to NYS OCR (Office of Community Renewal) to Livingston County. (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



2023 Budget Request - Establish Account with Instance ID of 65056 from Workforce Development - Awaiting Board Approval

lforms to: MRees

01/11/2023 11:27 AM

2023 Budget Request - Establish Account from Workforce Development has been approved by the County Administrator. This request requires board approval.

Date of Request: 1/11/2023

Department: Workforce Development **Program:**

Type of Request: Budget Request - Establish Account

Instance ID: 65056

From Appropriation / Revenue

From Dept Code:

From Dept Description: ARPA Training Dollars for 6292
60000.00

To Appropriation

To Dept Code:

To Dept Description: ARPA Training Dollars for 6292
60000.00

Reason: (if applicable)

Source of Revenue: Federal ARPA Funds (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



2022 Records Management Survey

Preliminary Report

By the Numbers

- **28 Meetings**
- **45 unique Electronic Document Management systems**
- **27/28 departments requested more training**
- **100% of county departments want to be more paperless**

Dear Administrative Team,

Brian Keough and I toured all but two county departments and took down data regarding our Active and Electronic Records. We received requests for future active records management support and we heard significant feedback about several countywide procedures, software, and barriers to efficiency.

Key Takeaways:

- *Training Opportunities*
 - County staff would like more training opportunities and an increase in their frequency for Laserfiche, New World ERP, and ExecuTime.
 - County Staff appreciate more support in understanding LGS-01 retention schedule requirements for their department.
- *Desire to Digitize*
 - Most departments are invested in getting their records digitized and would like more support with building Laserfiche Templates and creating strategic goals/plans that work for their unique records.
 - Departments have kept duplicates of documents in many locations.
 - Some NY State and Federal Agencies still require paper records for auditing purposes.
- *HR Documents*
 - County Departments broadly support an effort to collect HR/Personnel Documents in one secure, accessible location managed by the HR department in conjunction with each department's administrative team.
- *Space*
 - There are many inactive records stored in each department's offices. As such, we have a serious records center space issue.
- *General Administrative Concerns*
 - Very few departments have continuity plans in place to support transitions.

We found enthusiasm for progress, learning, and new records strategies in every department. The county is mid-stride in our efforts to become digital and we are in a good position to take the next steps.

I am excited to see the report from the consultant and apply what we have learned towards helping Livingston County meet our strategic goals.

Sincerely,

Megan M. Sokolow
Records Inventory Supervisor
10/27/2022