



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: FEBRUARY 12, 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 PERSONNEL ISSUES

1. CENTRAL SERVICES – WILLIAM MANN

AMENDING THE 2024 LIVINGSTON COUNTY SALARY SCHEDULE: CENTRAL SERVICES

RESOLVED, that the 2024 Livingston County Salary Schedule is amended as follows:

Central Services:

- Increase salary for the vacant Buildings and Grounds Working Foreperson position from \$68,250.00 to \$89,000.00 on the Department Head Salary Schedule effective February 14, 2024.

For: Recruitment of professional, highly skilled Buildings and Grounds Working Foreperson.

Director comments: This is a budgeted position that has remained vacant for approximately three (3) years.

Correcting to mirror the other existing filled Foremen positions.

2. CENTER FOR NURSING & REHABILITATION – SHARI HUTCHISON

AMENDING THE 2024 LIVINGSTON COUNTY SALARY SCHEDULE: LIVINGSTON COUNTY CENTER FOR NURSING AND REHABILITATION

RESOLVED, that the 2024 Livingston County Salary Schedule is amended as follows:

Center for Nursing and Rehabilitation:

- Create one full-time Nursing Assistant - Transport position at Wage Grade 9 CSEA Contract effective immediately.

For: This position is to ensure transportation services for new admissions and resident appointments.

- Convert two (2) part-time Telephone Operator positions to one (1) full-time Telephone Operator position at Wage Grade 4 CSEA Contract effective immediately.

For: Continuous staffing coverage.

3. COUNTY CLERK – ANDREA BAILEY

AMENDING THE 2024 LIVINGSTON COUNTY SALARY SCHEDULE: COUNTY CLERK

RESOLVED, that the 2024 Livingston County Salary Schedule is amended as follows:

County Clerk:

- Create one full-time Clerk position at Wage Grade 2 CSEA Contract effective 02/14/2024.

For: Broaden the reach for recruitment and retention purposes in the office.

4. DEPARTMENT OF HEALTH – JENNIFER RODRIGUEZ

AMENDING THE 2024 LIVINGSTON COUNTY SALARY SCHEDULE: DEPARTMENT OF HEALTH

RESOLVED, that the 2024 Livingston County Salary Schedule is amended as follows:

Department of Health:

- Create one full-time Public Health Specialist at Wage Grade 15 CSEA Contract, effective immediately.

For: This position will replace a Public Health Assistant position.



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- Create one full-time Finance Supervisor position at the salary range of \$78,000.00-\$83,000.00 on the Department Head Salary Schedule effective immediately.

For: This position will replace an employee who has submitted intent to retire

Director comments: The Finance Supervisor position will be deleted upon retirement. Grant funding will cover the expense of the new position overlap.

5. EMERGENCY MEDICAL SERVICES – KAREN DEWAR
AMENDING THE 2024 LIVINGSTON COUNTY SALARY SCHEDULE: EMERGENCY MEDICAL SERVICES DEPARTMENT

RESOLVED, that the 2024 Livingston County Salary Schedule is amended as follows:

Emergency Medical Services Department:

- Delete one full-time Senior Typist position at a Wage Grade 7 effective immediately.

6. HIGHWAY – JASON WOLFANGER
AMENDING THE 2024 LIVINGSTON COUNTY SALARY SCHEDULE: HIGHWAY DEPARTMENT

RESOLVED, that the 2024 Livingston County Salary Schedule is amended as follows:

Highway Department:

- Create one (1) full-time Automotive Parts Clerk position at Wage Grade 10 CSEA contract effective February 1, 2024.

For: This position is needed to effectively manage the parts inventory for the Highway Department.

1:50 DEPARTMENT OF HEALTH – JENNIFER RODRIGUEZ

Action Item(s) To Be Reported

1. AUTHORIZING THE PURCHASE OF A 2023 CHRYSLER PACIFICA TOURING L FOR THE LIVINGSTON COUNTY DEPARTMENT OF HEALTH: HOWELL & PIERSON DBA MAIN MOTORCAR

RESOLVED, that the Livingston County Department of Health is hereby authorized to purchase from Howell & Pierson dba Main Motorcar of 224 West Main Street, Johnstown, New York 12096, a 2023 Chrysler Pacifica Touring L for a total cost not to exceed \$41,330.05.

<i>Funding Source</i>	<i>Local Share</i>	<i>Budgeted?</i>
Reserve WIC Spendable Trust Fund	0%	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
<i>Procurement Method</i> <input checked="" type="checkbox"/> <i>Cooperative-Contract#</i> NYS OGS Mini-Bid #DOH24-1 & NYS OGS Contract PC68941 <input type="checkbox"/> <i>Piggyback-Contract</i> <input type="checkbox"/> <i>Quotes</i> <input type="checkbox"/> <i>Exempt Prof. Services:</i> <input type="checkbox"/> <i>Other:</i>		

1:55 EMERGENCY MEDICAL SERVICES – KAREN DEWAR

Action Item(s) To Be Reported

1. AUTHORIZING THE PURCHASE OF ONE (1) NEW 2023 FORD DEMERS TYPE 3 AMBULANCE FOR LIVINGSTON COUNTY EMERGENCY MEDICAL SERVICES: NORTH EASTERN RESCUE VEHICLES, INC.

RESOLVED, that Livingston County Emergency Medical Services is hereby authorized to purchase from North Eastern Rescue Vehicles, Inc. of 10 Dwight Park Drive, Syracuse, New York 13209, one (1) new 2023 Ford Demers Type 3 Ambulance at a total cost not to exceed \$131,070.00.

<i>Funding Source</i>	<i>Local Share</i>	<i>Budgeted?</i>
2024 CIP	100%	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
<i>Procurement Method</i> <input type="checkbox"/> <i>Cooperative-Contract#</i> SAVVIK Buying Group Pricing Contract #29559 <input type="checkbox"/> <i>Piggyback-Contract#</i> <input type="checkbox"/> <i>Quotes</i> <input type="checkbox"/> <i>Exempt Prof. Services:</i> <input type="checkbox"/> <i>Other:</i>		



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Monthly	68	\$1,510,480.96
YTD	68	\$1,510,480.96

PROCUREMENT CARD TRANSACTIONS REVIEWED

	PCARD TRANSACTIONS	PCARD DOLLAR VALUE
Monthly	189	\$58,169.51
YTD	189	\$58,169.51

SOLICITATIONS ISSUED THIS MONTH

Type	Dept	Bid/ RFP Name	Date Issued
BID	HWY	Rental of Various Pieces of Construction	1/2/24
BID	HWY	2023 Aggregate/Construction Materials	1/2/24
BID	HWY	Construction and Maintenance Materials	1/2/24
RFQ	CS	Fire extinguisher inspections, service, and replacement	1/2/24
YTD	4		

NYS MINI-BID ISSUED THIS MONTH

Dept	Bid Name	Date Issued
DOH	WIC Van	1/16/24
YTD	1	

SOLICITATIONS OPENED THIS MONTH

Type	Dept	Bid Name	Date Opened
RFP	YTH	Youth Funding RFP	1/16/24
BID	HWY	Rental of Various Pieces of Construction	1/24/24
BID	HWY	2023 Aggregate/Construction Materials	1/24/24
BID	HWY	Construction and Maintenance Materials	1/24/24
RFQ	CS	Fire extinguisher inspections, service, and replacement	1/29/24
YTD	5		

INSURANCE CLAIMS

Monthly: 4

YTD: 4

VEHICLES / EQUIPMENT SURPLUS FORMS PROCESSED

Monthly: 4

YTD: 4

VEHICLES / EQUIPMENT ADD/DELETE FORMS PROCESSED

Monthly: 8

YTD: 8

COUNTY ADMINISTRATOR – IAN COYLE (Attachments)

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



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Action Item(s) To Be Reported

1. APPROVING ABSTRACT OF CLAIMS #2A-FEBRUARY 14, 2024

2. AMENDING 2024 LIVINGSTON COUNTY BUDGET: CENTER FOR NURSING & REHABILITATION (2), CENTRAL SERVICES (8), DEPARTMENT OF HEALTH (3), OFFICE FOR THE AGING, PURCHASING, & 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. AUTHORIZING TRANSFER OF FUNDS: HIGHWAY

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

4. ADOPTING 2024 OFFICIAL LIST OF COUNTY OFFICIALS REQUIRED TO FILE AN ANNUAL STATEMENT OF FINANCIAL DISCLOSURE UNDER LOCAL LAW NO. 2018-4

WHEREAS, the Livingston County Ethics Board has recommended to the Chairman of the Board of Supervisors the 2024 Official List of County Officials Required to File an Annual Statement of Financial Disclosure; now, therefore, be it

RESOLVED, that the Livingston County Board of Supervisors hereby adopts the list on file with the Clerk of the Board, which constitutes the 2024 Official List of County Officials Required to File an Annual Statement of Financial Disclosure pursuant to the provisions of Local Law No. 2018-4.

ADJOURNMENT

REAL PROPERTY TAX SERVICES – BILL FULLER (Attachment)

Informational Item(s) Written Only

- BAR Member reappointments are coming into the office from the Towns.
- Department Annual Report has been submitted to the Clerk of the Board.
- The next monthly meeting of the Town Assessors is scheduled for February 21st.
- Form: *Notice Concerning the Examination of Assessment Inventory and Valuation Data* was emailed to the Town Assessors for publishing in their official paper by March 1st or shortly thereafter.
- I will be attending the NYSAC Directors of Real Property Tax Services Conference February 25-27. Where, I will be teaching the Tax Mapping Course required for new County Directors and Assessors for their NYS certification.

TRAINING & PROFESSIONAL DEVELOPMENT – KELLY GREENWAY

Informational Item(s) Written Only

MONTHLY ACTIVITY REPORT – January 2024

Notable Accomplishments

- Attended a training to learn how to facilitate the Poverty Simulation. The first simulation will be held on 5/23/2024. If you would like to participate, please reach out to Kelly Greenway.
- Working with the safety procedures team to review policies and to schedule drills and training.
- Continuing to work on the Intranet project. We had our kickoff meeting and are in the designing stage.



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- Worked with Jason Parker to schedule 1:1 ITS meetings with each department leader to discuss their technology and training needs.
- Purchased a membership to Justice Clearinghouse, which offers webinar training for specific departments (Dog Control, Social Services, Probation, Law Enforcement)
- Working with DOH to coordinate their staff training day in September.
- Coordinated a "Stress and Resilience" training through our EAP for staff.
- Coordinated the Department Leader Meeting for January.
- Continued to collaborate with HR and DOH to cross promote County wide activities. Promoting blood donation was a focus for this month.

Training and Professional Development Participation

- Coffee and Conversations with HR (15 participants)
- Session 2 of Time Management (6 participants)
- Agendas and Board Resolutions (30 participants)
- ITS Forms and Procedures (46 participants)

Upcoming Training and Professional Development Opportunities

- Introduction to Electronic Records
- Active Attacker Training
- Performance Management



Request to Create/Fill/Convert/Delete Position - Administrator

Approval

County Clerk - Create a New Position

Basic Information

Date of Request

2/4/2024

Department

County Clerk

Residency Waiver Requested

Yes No

Type of Request

Create a New Position Fill An Existing Position Convert An Existing Position Delete An Existing Position

Current Position Information:**Permanent/Temporary/Seasonal?**

Permanent Temporary
 Seasonal

Position Status

FT

EEOC Category

Administrative Support Workers

EEOC Function

Other

Hours Per Week

35

Standard Work Day

7 hours

Functional Department in ERP

1410

ERP G/L Distribution Account for position

1410

Upload Additional Documentation

New Position Duties Statement

Description of Duties

Percent	Duties
40	Answers telephones, provides information to callers
30	Assists in preparation and retention of routine reports
30	Operates various office machines including mail, copier, laminator

Total Percent

100

Names and Titles of Persons Supervising This Position

Name	Title	Type of Supervision
Andrea Bailey	County Clerk	
Kristine Secor	Deputy County Clerk	

Names and Titles of Persons Supervised By Employee In This Position

Name	Title	Type of Supervision
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Names and Titles of Persons Doing Substantially The Same Amount of Work As Will Be Done By The Incumbent of This New Position

Name	Title	Type of Supervision
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Minimum Qualifications Needed For Position

	Number of Years	Specializations
High School	12	or equivalency

College

Other

Essential Knowledge, Skills, Abilities, and Experience

entry level clerical

License(s)/Certification(s) Required

None

Personnel Use

County Administrator Review

Approved or Rejected Date

2/5/2024

County Administrator Approval or Rejection Date

Signature

Jan M. Coyle - Inc

**2024 Budget Request - Amendment with Instance ID of 76731 from CNR -
Awaiting Board Approval**

Ifforms to: MRees

02/02/2024 08:18 AM

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

Date of Request: 2/1/2024

Department: CNR **Program:**

Type of Request: Budget Request - Amendment

Instance ID: 76731

From Appropriation / Revenue

From Dept Code:

From Dept Description: CNR

1500000.00

To Appropriation

To Dept Code:

To Dept Description: CNR

1500000.00

Reason: (if applicable)

Source of Revenue: Per authorizing email from County Administrator (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 76730 from CNR -
Awaiting Board Approval**

iforms to: MRees

02/02/2024 08:18 AM

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

Date of Request: 2/1/2024

Department: CNR **Program:**

Type of Request: Budget Request - Amendment

Instance ID: 76730

From Appropriation / Revenue

From Dept Code:

From Dept Description: Fund Balance
1500000.00

To Appropriation

To Dept Code:

To Dept Description: Transfer to CNR
1500000.00

Reason: (if applicable)

Source of Revenue: Per authorizing email from County Administrator (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.



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2024 Budget Request - Amendment with Instance ID of 75372 from Central Services - Awaiting Board Approval

lfforms to: MRees

01/23/2024 09:45 AM

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

Date of Request: 1/17/2024

Department: Central Services **Program:**

Type of Request: Budget Request - Amendment

Instance ID: 75372

From Appropriation / Revenue

From Dept Code:

From Dept Description: Treasurer

0.00

To Appropriation

To Dept Code:

To Dept Description: Treasurer

79396.56

Reason: (if applicable)

Source of Revenue: Transfer American Rescue Plan available balance from 2023 to Probation for ARPA Probation Locker Room Upgrades as per resolution 2023-19. (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.



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2024 Budget Request - Amendment with Instance ID of 75484 from Central Services - Awaiting Board Approval

iforms to: MRees

01/23/2024 09:45 AM

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

Date of Request: 1/22/2024

Department: Central Services **Program:**

Type of Request: Budget Request - Amendment

Instance ID: 75484

From Appropriation / Revenue

From Dept Code:

From Dept Description: Treasurer

0.00

To Appropriation

To Dept Code:

To Dept Description: Treasurer

1903676.60

Reason: (if applicable)

Source of Revenue: Transfer American Rescue Plan available balance from 2023 to Sheriff Classroom LCSO project for Sheriff Classroom LCSO training facility per resolution 2023-19 (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.



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2024 Budget Request - Amendment with Instance ID of 75478 from Central Services - Awaiting Board Approval

iforms to: MRees

01/23/2024 09:45 AM

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

Date of Request: 1/22/2024

Department: Central Services **Program:**

Type of Request: Budget Request - Amendment

Instance ID: 75478

From Appropriation / Revenue

From Dept Code:

From Dept Description: Treasurer

0.00

To Appropriation

To Dept Code:

To Dept Description: Treasurer

71091.02

Reason: (if applicable)

Source of Revenue: Amend 2024 opening balance 2900.120 to correct balance and amend other 2024 opening balances for ARPA Records for HVAC system replacement, archival large document conservation and scanning services for County departments and local towns projects as per Resolution No 2023-19 (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.



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2024 Budget Request - Amendment with Instance ID of 75503 from Central Services - Awaiting Board Approval

lforms to: MRees

01/23/2024 11:37 AM

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

Date of Request: 1/23/2024

Department: Central Services **Program:**

Type of Request: Budget Request - Amendment

Instance ID: 75503

From Appropriation / Revenue

From Dept Code:

From Dept Description: Treasurer

0.00

To Appropriation

To Dept Code:

To Dept Description: Treasurer

1107934.66

Reason: (if applicable)

Source of Revenue: Transfer American Rescue Plan available balance from 2023 to OEM EOC for Burn Building as per resolution 2023-19. (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.



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2024 Budget Request - Amendment with Instance ID of 75514 from Central Services - Awaiting Board Approval

lforms to: MRees

01/23/2024 11:37 AM

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

Date of Request: 1/23/2024

Department: Central Services **Program:**

Type of Request: Budget Request - Amendment

Instance ID: 75514

From Appropriation / Revenue

From Dept Code:

From Dept Description: Treasurer

0.00

To Appropriation

To Dept Code:

To Dept Description: Treasurer

237579.96

Reason: (if applicable)

Source of Revenue: Transfer American Rescue Plan available balance from 2023 to Government Center Pave for Government Center Parking Lot Repaving, Lighting and Curb Replacement project as per resolution 2022-284 (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.



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2024 Budget Request - Amendment with Instance ID of 75505 from Central Services - Awaiting Board Approval

iforms to: MRees

01/23/2024 11:37 AM

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

Date of Request: 1/23/2024

Department: Central Services **Program:**

Type of Request: Budget Request - Amendment

Instance ID: 75505

From Appropriation / Revenue

From Dept Code:

From Dept Description: Treasurer

0.00

To Appropriation

To Dept Code:

To Dept Description: Treasurer

138819.68

Reason: (if applicable)

Source of Revenue: Transfer American Rescue Plan available balance from 2023 to B1 HR Dept Build for HR Department Build project as per resolution 2023-19 (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.



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2024 Budget Request - Amendment with Instance ID of 75517 from Central Services - Awaiting Board Approval

iforms to: MRees

01/23/2024 02:05 PM

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

Date of Request: 1/23/2024

Department: Central Services **Program:**

Type of Request: Budget Request - Amendment

Instance ID: 75517

From Appropriation / Revenue

From Dept Code:

From Dept Description: Treasurer

0.00

To Appropriation

To Dept Code:

To Dept Description: Treasurer

400000.00

Reason: (if applicable)

Source of Revenue: Transfer American Rescue Plan available balance from 2023 Town Parks & Rec for funds to support Town-led parks, recreational and or trail projects as per resolution 2023-19 (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.



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2024 Budget Request - Amendment with Instance ID of 75531 from Central Services - Awaiting Board Approval

lfforms to: MRees

01/24/2024 08:02 AM

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

Date of Request: 1/23/2024

Department: Central Services **Program:**

Type of Request: Budget Request - Amendment

Instance ID: 75531

From Appropriation / Revenue

From Dept Code:

From Dept Description: Treasurer

0.00

To Appropriation

To Dept Code:

To Dept Description: Treasurer

64041.26

Reason: (if applicable)

Source of Revenue: Transfer American Rescue Plan available balance from 2023 to OEM EOC EMS Facility for OEM EMS facility improvements as per resolution 2022-286 (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.



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Request to Create/Fill/Convert/Delete Position - Administrator

Approval

Emergency Medical Sv - Delete An Existing Position

Basic Information

Date of Request

2/6/2024

Department

Emergency
Medical Sv

Type of Request

Create a New Position Fill An Existing Position Convert An Existing Position Delete An Existing Position

Current Position Information:**Permanent/Temporary/Seasonal?**

Permanent Temporary
 Seasonal

Position Status

FT

EEOC Category

Technicians

EEOC Function

Health

Hours Per Week

35

Standard Work Day

7 hours

Existing Position

Bargaining Unit

CSEA FT

Title of Position

Senior Typist

Position Filled?

Yes No

Justification

Position replaced with Senior Account Clerk

Personnel Use

County Administrator Review

Approved or Rejected Date

2/8/2024

County Administrator Approval or Rejection Date

Requires Board Approval?

Yes No

Signature

Stan M. Coyle - Inc



Request to Create/Fill/Convert/Delete Position - Administrator

Approval

Highway - Create a New Position

Basic Information

Date of Request

1/23/2024

Department

Highway

Residency Waiver Requested

Yes No

Type of Request

Create a New Position Fill An Existing Position Convert An Existing Position Delete An Existing Position

Current Position Information:**Permanent/Temporary/Seasonal?**

Permanent Temporary
 Seasonal

Position Status

FT

EEOC Category

Sales Workers

EEOC Function

Other

Hours Per Week

40

Standard Work Day

10 hours

Functional Department in ERP

DM.212

ERP G/L Distribution Account for position

5130.1000

Upload Additional Documentation

New Position Duties Statement

Description of Duties

Percent	Duties
	Receives, identifies, stores, and issues automotive parts, equipment, and/or materials; Generates repair work orders for fleet vehicles; Checks shipments for quality, condition and accuracy; Stores supplies in clean and efficient order for easy retrieval when needed; Maintains a computerized inventory system by inputting, scanning and integrating various inventory records; Conducts physical inventory of stock on a periodic basis; Communicates with vendors to order stock covered by contract; Files stock order forms by vendor; Identifies and transports stock in need of repair and picks up parts; Makes minor mechanical repairs to automotive and related equipment; Performs a variety of building maintenance tasks; and Performs other related activities as directed.

Total Percent

0

Names and Titles of Persons Supervising This Position

Name	Title	Type of Supervision
Bryan Gall	Shop manager	

Names and Titles of Persons Supervised By Employee In This Position

Name	Title	Type of Supervision
Jason Wolfanger	Highway Superintendent	

Names and Titles of Persons Doing Substantially The Same Amount of Work As Will Be Done By The Incumbent of This New Position

Name	Title	Type of Supervision
N/A		

Minimum Qualifications Needed For Position

	Number of Years	Specializations
High School	High school graduate/High school GED	
College	N/A	
Other		

Essential Knowledge, Skills, Abilities, and Experience

Thorough working knowledge of the methods, practices and safety precautions used in receiving, storing, maintaining and issuing supplies and equipment; good knowledge of standard tools, parts and supplies; familiarity with automotive highway equipment, parts, books and catalogs; ability to negotiate with vendors; ability to make simple arithmetical computations; ability to keep records and make reports; ability to get along well with others; ability to plan and supervise the work of others; ability to keep accurate records; ability to lift 50 pounds; physical condition commensurate with demands of the position

License(s)/Certification(s) Required

Class D drivers license

Personnel Use

County Administrator Review

Approved or Rejected Date

2/5/2024

County Administrator Approval or Rejection Date

Signature

Stan M. Coyle - lm

2024 Budget Request - Amendment with Instance ID of 75535 from Health, Department of - Awaiting Board Approval

lfforms to: MRees

01/23/2024 03:37 PM

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

Date of Request: 1/23/2024

Department: Health, Department of **Program:**

Type of Request: Budget Request - Amendment

Instance ID: 75535

From Appropriation / Revenue

From Dept Code:

From Dept Description: Treasurer

0.00

To Appropriation

To Dept Code:

To Dept Description: Treasurer

283656.76

Reason: (if applicable)

Source of Revenue: Transfer American Rescue Plan available balance from 2023 to Public Health for Mental Health Youth Suicide Awareness Program as per resolution 2023-19 (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.



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2024 Budget Request - Amendment with Instance ID of 75532 from Health, Department of - Awaiting Board Approval

lfforms to: MRees

01/24/2024 08:02 AM

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

Date of Request: 1/23/2024

Department: Health, Department of **Program:**

Type of Request: Budget Request - Amendment

Instance ID: 75532

From Appropriation / Revenue

From Dept Code:

From Dept Description: Treasurer

0.00

To Appropriation

To Dept Code:

To Dept Description: Treasurer

228387.98

Reason: (if applicable)

Source of Revenue: Transfer American Rescue Plan available balance from 2023 to Public Health for Public Health Technology and Conference Room Upgrades as per resolution 2023-19 (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.



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2024 Budget Request - Amendment with Instance ID of 76725 from Health, Department of - Awaiting Board Approval

lfforms to: MRees

02/02/2024 08:18 AM

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

Date of Request: 2/1/2024

Department: Health, Department of **Program:**

Type of Request: Budget Request - Amendment

Instance ID: 76725

From Appropriation / Revenue

From Dept Code:

From Dept Description: Misc Reserve WIC Spendable Tru
41330.05

To Appropriation

To Dept Code:

To Dept Description: WIC
41330.05

Reason: (if applicable)

Source of Revenue: Transfer from the A.0889.40810 - Miscellaneous Reserve WIC Spendable account, which came from a donations (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 76813 from Office for the Aging - Awaiting Board Approval

lfforms to: MRees

02/05/2024 11:39 AM

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

Date of Request: 2/5/2024

Department: Office for the Aging **Program:**

Type of Request: Budget Request - Amendment

Instance ID: 76813

From Appropriation / Revenue

From Dept Code:

From Dept Description: HIICAP

0.00

To Appropriation

To Dept Code:

To Dept Description: HIICAP

8138.40

Reason: (if applicable)

Source of Revenue: Use increase in State Funds to pay for Agency Contract Services. (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 76760 from
Purchasing - Awaiting Board Approval**

iforms to: MRees

02/02/2024 11:21 AM

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

Date of Request: 2/2/2024

Department: Purchasing **Program:**

Type of Request: Budget Request - Amendment

Instance ID: 76760

From Appropriation / Revenue

From Dept Code:

From Dept Description: CONTINGENCY
20932.00

To Appropriation

To Dept Code:

To Dept Description: CENTRAL STOREROOM
20932.00

Reason: (if applicable)

Source of Revenue: To cover the cost of the new IMI compliant postage machine per the new USPS mandate. (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 75578 from Sheriffs Office - Awaiting Board Approval

iforms to: MRees

01/26/2024 12:39 PM

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

Date of Request: 1/26/2024

Department: Sheriffs Office **Program:**

Type of Request: Budget Request - Amendment

Instance ID: 75578

From Appropriation / Revenue

From Dept Code:

From Dept Description: DCJS Grant

0.00

To Appropriation

To Dept Code:

To Dept Description: DCJS Grant

47200.00

Reason: (if applicable)

Source of Revenue: DCJS Grant for Livescan Equipment BOS Res 23-403 (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 76829 from Highway -
Awaiting Board Approval**

iforms to: MRees

02/05/2024 03:54 PM

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

Date of Request: 2/5/2024

Department: Highway **Program:**

Type of Request: Budget Request - Transfer

Instance ID: 76829

From Appropriation / Revenue

From Dept Code:

From Dept Description: CHIPS Capital
230063.25

To Appropriation

To Dept Code:

To Dept Description: CHIPS Capital
230063.25

Reason: Purchase of 2024 John Deere 444-P Tier Wheel Loader Resolution 2023-412 (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



111523 412 Auth Purchase-2024 John Deere 444 PTier Loader HWY.pdf



LIVINGSTON COUNTY REAL PROPERTY TAX SERVICES

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MONTHLY REPORT – FEBRUARY 2024

CORRECTION OF TAX ROLL ERRORS §§ 554(9) AND 556(8)

Resolution No. 2024-25 Designating Officials to Approve Certain Applications Made for Correction of Tax Roll Errors, Refunds, and Credits

1.) Town: Springwater

Owner: O'Neil, Joyce & Jeffrey P.

Tax Map Number: 151.12-1-5

Correction: Erroneously charged for unpaid water and unpaid sewer.

	<u>Original 2024 Tax Amounts</u>	<u>Corrected 2024 Tax Amounts</u>	<u>Refund to Owner</u>	<u>Chargebacks to Taxing Jurisdictions</u>
Livingston County	\$ 424.97	\$ 424.97	\$0.00	\$ 0.00
Springwater Town Tax	844.35	844.35	0.00	0.00
Springwater Fire 1	98.18	98.18	0.00	0.00
Unpd Springwater Swr	530.51	0.00	0.00	530.51
Springwater Sewer	428.57	428.57	0.00	0.00
Unpd Springwater Wtr	<u>637.30</u>	<u>0.00</u>	<u>0.00</u>	<u>637.30</u>
Total	\$2,963.88	\$1,796.07	\$0.00	\$1,167.81