



**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: MAY 8, 2023

TIME: **1:00 P.M. (TIME CHANGE)**

<u>Committee Members</u>
D. Knapp, Chairman
W. Wadsworth, Vice Chairman
D. DiSalvo
D. Fanaro
E. Gott
D. LeFeber
D. Pangrazio

**PLEDGE OF ALLEGIANCE:**

**1:00 PERSONNEL ISSUES**

**1. CENTER FOR NURSING & REHABILITATION – SHARI HUTCHISON  
AMENDING A PORTION OF RESOLUTION NO. 2022-422: ADOPTING THE 2023  
MISCELLANEOUS PAY RATES (CENTER FOR NURSING AND REHABILITATION)**

WHEREAS, by Resolution No. 2022-422, the Livingston County Board of Supervisors established the 2023 miscellaneous pay rates; and

WHEREAS, the CSEA Part-time employee’s unit Memorandum of Agreement, allows the establishment of appropriate, additional compensation; and

WHEREAS, the Director of Nursing and Assistant Director of Nursing per diem position at a pay rate of \$44.34/hour is being added to the 2023 Miscellaneous Pay Rates effective immediately; now, therefore, be it

RESOLVED, that a portion of Resolution No. 2022-422 is hereby amended.

**2. DEPARTMENT OF HEALTH – JENNIFER RODRIGUEZ  
AMENDING THE 2023 LIVINGSTON COUNTY SALARY SCHEDULE: DEPARTMENT OF  
HEALTH**

RESOLVED, that the 2023 Livingston County Salary Schedule is amended as follows:

**Department of Health:**

- Create one (1) full-time Director of Community Health position at the salary range of \$75,000.00-\$79,000.00 on the Department Head Salary Schedule.

For: Infrastructure succession planning.

- Delete one full-time Director of Patient Services position, effective immediately.
- Delete one per-diem Director of Patient Services position, effective immediately.
- Delete one part-time Public Health Assistant position, Wage Grade 12, effective immediately.

**1:05 EMERGENCY MEDICAL SERVICES – KAREN DEWAR/IAN COYLE**

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

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

RESOLVED, that the vehicle is available through SAVVIK Buying Group Pricing Contract #29559, the 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 Ambulance for a total cost not to exceed \$148,600.00.

**1:10 OFFICE FOR THE AGING – SUE CARLOCK**

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

**1. DECLARING SURPLUS PROPERTY: OFFICE FOR THE AGING**



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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 declare the following item(s) as surplus property to be disposed of as determined by the County Administrator:

### Office for the Aging

Quantity	Year, Make & Model	Mileage/Hours	Serial #
1	2011 Dodge Caravan	109,603	2D4RN1AG8BR795515
1	2013 Dodge Caravan	110,239	2C4RDGBG5DR792091

## 1:15 COUNTY TREASURER – AMY DAVIES

### Action Item(s) To Be Reported

#### 1. APPROVING APPORTIONMENT OF MORTGAGE TAX RECEIPTS FOR PERIOD OF 10/01/22 – 03/31/23

WHEREAS, the Ways and Means Committee submits the following report on Apportionment of the Mortgage Tax receipts for the period October 1, 2022 through March 31, 2023, among the several Towns and Villages of the County, it is hereby

RESOLVED, that the County Treasurer is hereby directed to pay to the various municipalities the amount set forth herein:

**10/01/2022-3/31/2023**

TAX DISTRICT	AMOUNT	DISTRIBUTED TO TOWNS	DISTRIBUTED TO VILLAGES
AVON	\$63,248.81	\$50,551.48	\$12,697.33
CALEDONIA	\$34,254.03	\$28,237.64	\$6,016.39
CONESUS	\$20,314.77	\$20,314.77	\$0.00
GENESEO	\$44,672.65	\$35,497.52	\$9,175.13
GROVELAND	\$11,502.29	\$11,502.29	\$0.00
LEICESTER	\$12,683.73	\$11,794.88	\$888.85
LIMA	\$50,101.52	\$42,110.76	\$7,990.76
LIVONIA	\$76,700.67	\$72,396.30	\$4,304.37
MT. MORRIS	\$55,986.99	\$43,436.67	\$12,550.32
N. DANSVILLE	\$29,331.86	\$18,645.74	\$10,686.12
NUNDA	\$15,522.13	\$13,198.90	\$2,323.23
OSSIAN	\$4,689.34	\$4,689.34	\$0.00
PORTAGE	\$4,354.62	\$4,354.62	\$0.00
SPARTA	\$8,260.45	\$8,260.45	\$0.00
SPRINGWATER	\$20,736.85	\$20,736.85	\$0.00
WEST SPARTA	\$5,708.40	\$5,708.40	\$0.00
YORK	\$70,287.73	\$70,287.73	\$0.00
<b>TOTAL</b>	<b>\$528,356.84</b>	<b>\$461,724.34</b>	<b>\$66,632.50</b>

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

- Foreclosure Update

## 1:20 REAL PROPERTY TAX SERVICES – BILL FULLER

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



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- 1. Discussion Volunteer Firefighter and Ambulance Worker Exemption

### Informational Item(s) Written Only

- 1. Monthly Report – April 2023 Correction of Tax Roll Errors SS 554(9) and 556(8)

1.) Town: Lima

Owner: Robert G. Menzie

Correction: Water District #2 unit charge applied in error.

Tax Map Number: 27.-2-43.21

	<u>Original 2023 Tax Amounts</u>	<u>Corrected 2023 Tax Amounts</u>	<u>Refund to Owner</u>	<u>Chargebacks to Taxing Jurisdictions</u>
Livingston County	\$563.53	\$563.53	\$ 0.00	\$ 0.00
Lima Town Tax	304.64	304.64	0.00	0.00
Lima Fire 1	42.40	42.40	0.00	0.00
Lima Water 2	111.94	0.00	111.94	111.94
1% Penalty	<u>10.23</u>	<u>9.11</u>	<u>1.12</u>	<u>1.12</u>
Total	\$1,032.74	\$919.68	\$113.06	\$113.06

- 2. In-Person Board of Assessment Review Training was held April 25<sup>th</sup> for reappointed and newly appointed members.
- 3. Tentative Assessment Rolls have been printed for the Assessors and picked up. Rolls are to be filed with the Town Clerks by May 1<sup>st</sup>
- 4. Printed Change of Assessment Notices for the Assessors to be sent out to property owners.
- 5. Tentative Rolls are also hosted on the County Website
- 6. Annual review and renewal of the SDG Image Mate online contract.
- 7. The Assessor Financial Disclosure Statement form has been sent to Assessors for filing with the municipality or the county clerk by May 15th.
- 8. Currently working to finalize the village tax bills.

### **1:30 CLERK OF THE BOARD – MICHELE REES**

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

- 1. **RESCINDING RES. NO. 2022-300 (2022 RETIREMENT REPORTING)**

WHEREAS, Resolution No. 2022-300 established standard work days for elected and appointed officials reported to the New York State and Local Employees' Retirement System; and

WHEREAS, the Resolution included appointed officials with terms that had expired prior to the resolution being adopted; now, therefore, be it

RESOLVED, that Resolution No. 2022-300 is hereby rescinded.

- 2. **ESTABLISHING STANDARD WORK DAY AND RETIREMENT REPORTING CREDIT**

RESOLVED, that the Livingston County Board of Supervisors hereby establishes the following as standard work days for elected and appointed officials and will report the following days worked to the New York State and Local Employees' Retirement System based on the record of activities maintained and submitted by these officials to the Clerk of this body.



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Dept.	Title	Name	Standard Work Day Hrs/day	Term	Days/Month (based on record of activities)	3-Month Log Recd or Recert Eligible (new terms)
						<b>Elected Officials</b>
BOS	Chair - Avon	LeFeber, David L.	6	1/1/2022-12/31/2025	9.61	2018
BOS	Vice Chair - Caledonia	Pangrazio, Daniel	6	1/1/2022-12/31/2023	19.33	2022
BOS	Supervisor - Lima	Falk, Michael J.	6	1/1/2022-12/31/2025	9.86	2018
BOS	Supervisor - Livonia	Gott, Eric R.	6	1/1/2022-12/31/2025	3.55	2018
BOS	Supervisor - Mt. Morris	DiSalvo, David	6	1/1/2022-12/31/2025	1.5	2022
BOS	Supervisor - N. Dansville	Horr, Gregory	6	1/1/2022-12/31/2025	2.01	2022
BOS	Supervisor - Ossian	Knapp, Dwight	6	1/1/2022-12/31/2025	5.16	2018
BOS	Supervisor - Portage	Davis, Ivan C.	6	1/1/2022-12/31/2023	5.81	2018
BOS	Supervisor - Sparta	Schuster, Mark J.	6	1/1/2022-12/31/2025	3.67	2021
CLER	County Clerk	Bailey, Andrea	6	1/1/2022-12/31/2025	36.68	2022
COR	County Coroner	Griese, Shannon	6	1/1/2022-12/31/2025	2.64	2022
COR	County Coroner	King, Roger	6	1/1/2023-12/31/2026	Did Not Submit	
COR	County Coroner	Waltman, Robert	6	1/1/2022-12/31/2025	5.13	2015**
SHER	Sheriff	Dougherty, Thomas	6	1/1/2022-12/31/2025	33.95	2022
TREA	County Treasurer	Davies, Amy	6	1/1/2022-12/31/2025	27.86	2014
						<b>Appointed</b>
CD	Assistant Conflict Defender	Fitzgerald, Kevin	7	1/1/2022-12/31/2025	11.69	2022
CD	Assistant Conflict Defender	Misula, Roman	7	1/1/2022-12/31/2025	10.71	2022
PD	Assistant Public Defender	Donohue Burns, Kelly	7	1/1/2022-12/31/2025	11.65	2017
PD	Assistant Public Defender	Kelly, Marshall	7	1/1/2022-12/31/2025	2.91	2020
PD	Assistant Public Defender	Tantillo, Matthew	7	9/26/2022-12/31/2025	4.64	2022

### 3. ESTABLISHING STANDARD WORK DAY

RESOLVED, that the Livingston County Board of Supervisors hereby establishes the standard work days for its employees and will report days worked to the New York State and Local Employees' Retirement System based on the time keeping system or the record of activities maintained and submitted by the Clerk of the Board.

### 1:35 OFFICE OF EMERGENCY MANAGEMENT – ANDREW BRODELL

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

1. PEACE OFFICER STATUS CONSIDERATION DISCUSSION - FIRE INVESTIGATORS

### 1:45 COUNTY ADMINISTRATOR – IAN COYLE (Attachments)

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

1. APPROVING ABSTRACT OF CLAIMS #5A-MAY 10, 2023
2. AMENDING 2023 LIVINGSTON COUNTY BUDGET: DEPARTMENT OF HEALTH & 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.

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

1. Admin and Finance Updates
2. NYS Budget Impact - Review & Briefing

### 1:55 ADJOURNMENT



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## **PURCHASING – ASHLEY SCUTT** **Informational Item(s) Written Only** **MONTHLY ACTIVITY REPORT – APRIL 2023**

### **Notable Accomplishments**

- Issued P-Cards and set up user accounts for the following Departments: Central Services & District Attorney
- Continued my bi-weekly meetings with my NYSAMPO Emerging Professionals program Mentor, Paul Brennan, Purchasing Director from Rockland County. The purpose of this program is to provide a professional mentor to members of the program in the interest of furthering the members professional development, knowledge and purchasing skills. This program runs for the entire year.
- Met with our Amazon Rep to review our last year’s spending and talk about cost saving options.
- Worked with the CNR on 2 large RFPs for Radiology Services and Medical Services.
- Evaluated and updated our Insurance Add/ Delete form for vehicles and equipment.
- Attending the 2023 Spring SAMPO conference. Met with multiple vendors and attended many sessions.

### **TRAININGS/ PROFESSIONAL DEVELOPMENT**

- NYSAMPO Conference 4/18-4/20/23 Cortland, NY
  - General Session- Keynote Speaker, It’s Never Too Late to Live Happily Ever After - Tammy Rimes
  - ABC’s of General Municipal Law 103 - Paul Brennan
  - Proper Negotiations - Paul Brennan
  - Purchasing II – Laurie Conley
  - NYS Comptroller’s Office - A Legal Update
  - Avoiding Common Mistakes - Mary Anne Sadowski, Esq.
  - General Session - Department of Justice
- Lourdes Coss – Collaboration

### **PURCHASE ORDERS PROCESSED**

	<b>PO’s PROCESSED</b>	<b>PO DOLLAR VALUE</b>
<b>Monthly</b>	59	\$724,854.57
<b>YTD</b>	191	\$3,036,870.91

### **PROCUREMENT CARD TRANSACTIONS REVIEWED**

	<b>PCARD TRANSACTIONS</b>	<b>PCARD DOLLAR VALUE</b>
<b>Monthly</b>	150	\$58,328.62
<b>YTD</b>	659	\$308,517.31

### **SOLICITATIONS ISSUED THIS MONTH**

<b>Type</b>	<b>Dept</b>	<b>Bid/ RFP Name</b>	<b>Date Issued</b>
BID	CS	Air Purification Materials	4/3/23
RFP	CNR	Radiology Services	4/5/23



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RFP	CNR	Medical Services	4/17/23
BID	CS	Custodial Services- NYSID	4/28/23
<b>YTD</b>	<b>16</b>		

## **NYS MINI-BID ISSUED THIS MONTH**

<b>Dept</b>	<b>Bid Name</b>	<b>Date Issued</b>
N/A	-	-
<b>YTD</b>	<b>1</b>	

## **SOLICITATIONS OPENED THIS MONTH**

<b>Type</b>	<b>Dept</b>	<b>Bid Name</b>	<b>Date Opened</b>
BID	HWY	Various Highway Trucks	4/6/23
BID	CS	Air Purification Materials	4/27/23
<b>YTD</b>	<b>12</b>		

## **INSURANCE CLAIMS**

**Monthly: 5**

**YTD: 15**

## **VEHICLES / EQUIPMENT SURPLUS FORMS PROCESSED**

**Monthly: 5**

**YTD: 22**

# Vehicle Condition Report

Unit #: OFA 5515  
Y/M/M: 2011/Dodge /Caravan  
VIN: 2D4RN1AG8BR795515  
Miles: 109,603

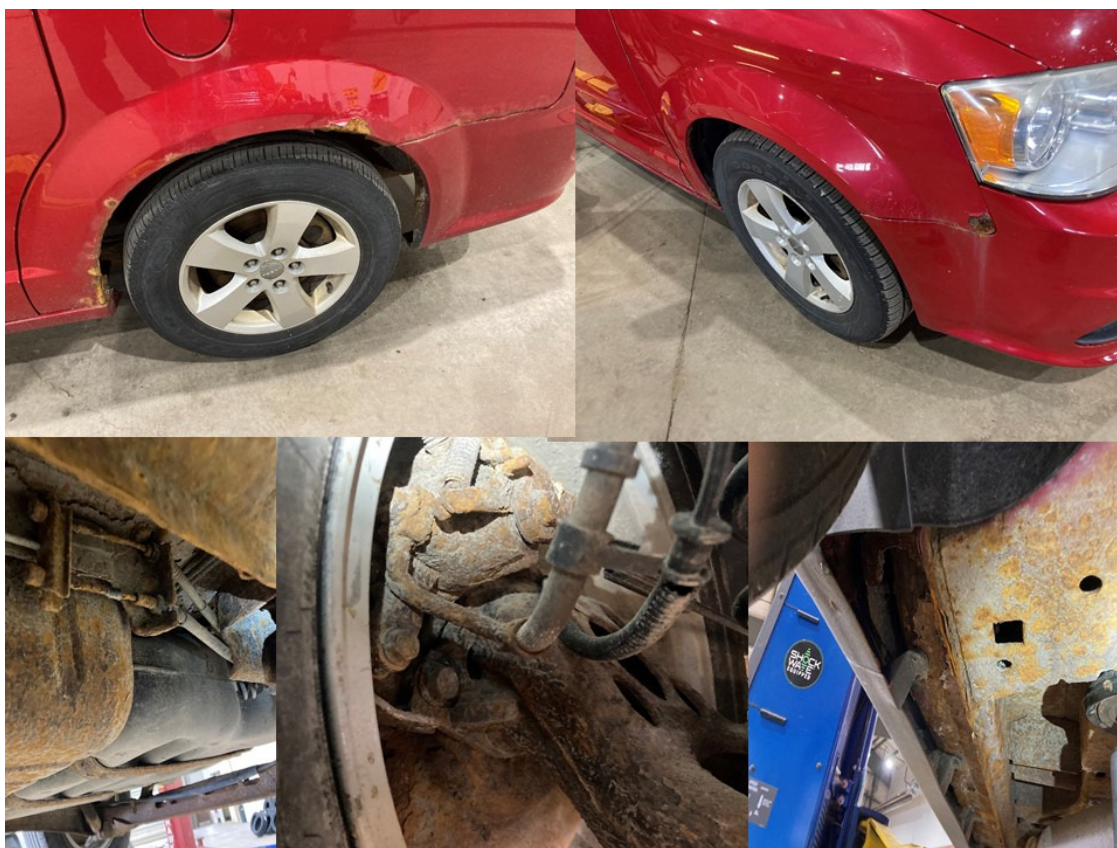
Unit 5515 is in poor condition due to the vehicle's age and high mileage for the service life. The vehicle is severely corroded on the body and some structural components. The vehicle is not corroded to the point of structural concern at this point but due to the severity of the corrosion will be damaged beyond what would be considered a reasonable repair in the near future. The vehicle also has a fluid leak at the transmission pan and will need rear brake components. The vehicle has also needed an extensive amount of repairs recently due to fluid leaks and drivability issues. Due to the reliability issues, corrosion, and cost of additional repairs it is recommended that OFA 5515 be surplus and sold.



## Vehicle Condition Report

Unit #: OFA 2091  
Y/M/M: 2013/Dodge/Caravan  
VIN: 2C4RDGBG5DR792091  
Miles: 110239

Unit 2091 is in poor condition due to its age and high mileage for the service life. The vehicle is considerably corroded underneath on the body and structural components. There is also corrosion on most components that are located on the lower portion of the vehicle including brake components, brake and fuel lines, and the exhaust system. The vehicle also has several fluid leaks on hoses and fluid pans. Unit 2091 is in need of several repairs such as a current ABS/Traction Control issue and replacement of several steering components. Due to the cost of the repairs, age of the vehicle and corrosion on components it is recommended the vehicle be surplused and sold.







**2023 Budget Request - Amendment with Instance ID of 68243 from Health, Department of - Awaiting Board Approval**

**lforms** to: MRees

04/25/2023 03:18 PM

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

**Date of Request:** 4/25/2023

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

**Type of Request:** Budget Request - Amendment

**Instance ID:** 68243

**From Appropriation / Revenue**

**From Dept Code:**

**From Dept Description:** Medical Reserve Corps

0.00

**To Appropriation**

**To Dept Code:**

**To Dept Description:** Medical Reserve Corps

20000.00

**Reason:** (if applicable)

**Source of Revenue:** \$10,000 Operational Readiness Award used in CPR Trainings, Renewal licenses for volunteer nurses and MRC Awareness advertising (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 68314 from Sheriffs Office - Awaiting Board Approval**

**lfforms** to: MRees

04/27/2023 02:58 PM

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

**Date of Request:** 4/27/2023

**Department:** Sheriffs Office **Program:**

**Type of Request:** Budget Request - Amendment

**Instance ID:** 68314

**From Appropriation / Revenue**

**From Dept Code:**

**From Dept Description:** Sheriff

0.00

**To Appropriation**

**To Dept Code:**

**To Dept Description:** Sheriff

5502.38

**Reason:** (if applicable)

**Source of Revenue:** STOP DWI HVEC reimb St Pat's day (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