



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: JUNE 12, 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 PERSONNEL ISSUES

1. CENTER FOR NURSING & REHABILITATION – SHARI HUTCHISON

AMENDING THE 2023 LIVINGSTON COUNTY SALARY SCHEDULE: LIVINGSTON COUNTY CENTER FOR NURSING AND REHABILITATION

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

Center for Nursing and Rehabilitation:

- Create two full time Charge Nurse (Licensed Practical Nurse) positions. These positions are a Grade 12, Charge Nurse (Licensed Practical Nurse) effective July 1, 2023.

For: These positions will provide supervision for clinical care on resident neighborhoods.

Director comments:

These positions are needed to open up additional units to increase facility census.

- Create two full time Activities Aide positions by combining two-part time positions. The Activity Aide title is a grade 4. The part time positions will be deleted upon hiring and successful probationary period of new full time staff members effective July 1, 2023.

For: These positions provide activity programming to residents.

Director comments:

Recruiting of these positions is also part of our plan to reopen the Tidbits café during morning hours. A full time position will facilitate recruitment.

AMENDING THE 2023 LIVINGSTON COUNTY SALARY SCHEDULE: LIVINGSTON COUNTY CENTER FOR NURSING AND REHABILITATION

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

Center for Nursing and Rehabilitation:

- Create one full time Deputy Director for Finance position with a salary range of \$100,000.00-\$115,000.00 on the Department Head Salary Schedule effective immediately.

For: This position will provide leadership, oversight and direction to the financial department.

Director comments:

ProNexus Recommendations and Finance Department reorganization-Create a new position of Deputy Director for Finance; reorganize structure of department to achieve net neutral positions after the addition of the Deputy Director position. This position is responsible for all reporting functions and will advise on strategies to meeting financial goals and implement initiatives as appropriate. Additional positions may be added or eliminated based on recommendations of the CFO/Director once an organizational review of the finance department is completed.

2. SHERIFF'S OFFICE – SHERIFF THOMAS DOUGHERTY



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AMENDING THE 2023 LIVINGSTON COUNTY SALARY SCHEDULE: LIVINGSTON COUNTY SHERIFF'S OFFICE

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

Sheriff's Office:

- Create three full time Deputy Sheriff/Road Patrol positions Wage Grade 13 LCCOPS Contract effective immediately.

For: US Department of Justice FY2022 COPS Hiring Program Grant (BOS Res 2022-465) creating three community policing positions.

- Create one full time Clerk position Wage Grade 2 LCDSC Contract effective July 2, 2023.

For: Needed to assist with increased clerical duties required in the Jail, will work ~50/50 Jail/Sheriff Records.

- Delete one part time Clerk position once full time position is filled.
- Delete one part time Clerk/Typist position once full time position is filled.

3. OFFICE FOR THE AGING – SUE CARLOCK

AMENDING THE 2023 LIVINGSTON COUNTY SALARY SCHEDULE: OFFICE FOR THE AGING

RESOLVED, that the 2022 Livingston County Salary Schedule is amended as follows:

Office for the Aging:

- Convert one part-time Program Assistant – Office for the Aging position to full-time at Wage Grade 11 FT CSEA Contract effective 6/15/23.

For: This is part of a restructuring and within existing budget. This position offers the flexibility of assisting in several programs and functions, and could also be a pathway to other positions within the Department.

Director comments:

A PT Program Assistant was previously approved; however, an additional resignation was received on 6/5/23 (after Human Services Committee) for an employee who had been out on leave. Due to this development, a FT Program Assistant is needed and requires Board approval. Due to timing, this resolution was not presented at the June HSC meeting. Due to our staffing shortage, we do not want to wait another 30 days and respectfully request approval.

4. COUNTY ADMINISTRATOR – IAN COYLE

APPOINTING TRAINING AND PROFESSIONAL DEVELOPMENT COORDINATOR FOR THE COUNTY OF LIVINGSTON: KELLY E. GREENWAY

RESOLVED, that the 2023 Department Head Salary Schedule is amended as follows:

County Administrator

Appoint Kelly E. Greenway, 5705 Yanni Court, Avon, NY 14414 to the position of full-time Training and Professional Development Coordinator effective July 10, 2023, at an annual salary of \$77,500.00.

1:40 ECONOMIC DEVELOPMENT – BILL BACON

Action Item(S) To Be Reported

1. AUTHORIZING ALLOCATION OF AMERICAN RESCUE PLAN FUNDS: LIVINGSTON COUNTY DEVELOPMENT CORPORATION

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

WHEREAS, the Ways and Means Committee considered a one-time ARPA fund request from the Livingston County Development Corporation (“LCDC”). After ample discussion, the Committee found that



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this external agency would greatly benefit from the disbursement of a portion of the County's awarded ARPA funds. LCDC's intended use of the funds meets the Treasury's guidelines and granting a portion of these funds to this agency would provide great benefit to Livingston County residents; and

WHEREAS, on the January 10, 2022 the Ways and Means Committee specifically endorsed an allocation of \$1,000,000.00 of ARPA funds to the LCDC for continued support of small businesses and the local economy; 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 LCDC for the amount requested and for the uses indicated in this Resolution; and be it further

RESOLVED, that the LCDC shall be required to report all monies spent and submit backup documentation to Livingston County for purposes of mandated reporting to the Federal Government. Any funds spent that are not reported to the County and/or not utilized as specified in this Resolution shall be returned to Livingston County; and be it further

RESOLVED, that the Chairman of the Livingston County Board of Supervisors is hereby authorized to sign a contract with the LCDC relative to this ARPA fund disbursement, subject to the review and approval of the County Administrator and County Attorney.

1:45 PURCHASING – ASHLEY SCUTT

Action Item(s) To Be Reported

1. AUTHORIZING THE CHAIRMAN OF THE LIVINGSTON COUNTY BOARD OF SUPERVISORS TO SIGN THE FOLLOWING CONTRACT FOR LIVINGSTON COUNTY: JPMORGAN CHASE BANK, N.A.

RESOLVED, that the Chairman of the Livingston County Board of Supervisors is hereby authorized to sign the following contract for Livingston County, and any future amendments to said agreement, according to the term designated, subject to review by the County Attorney and County Administrator:

<u>Contractor</u>	<u>Term</u>	<u>Amount</u>
JPMorgan Chase Bank, N.A.	6/1/2023-4/12/2027	\$0.00

12 Corporate Woods Blvd.

Albany, NY 12211

For: Commercial Credit Card Program

<u>Funding Source</u>	<u>Local Share</u>	<u>Budgeted?</u>
NA	NA	Yes No

Director's Comments:

NYS has provided provisions to allow for any municipality to participate in their contract with JPMorgan. This allows us to take advantage of an increased rebate schedule that is paid out quarterly vs. annually.

Informational Item(s) Written Only

MONTHLY ACTIVITY REPORT – MAY 2023

Notable Accomplishments

- I obtained my UPPCC Certified Professional Public Buyer (CPPB) Certification. Only 3 people in the entire State received their certification this Spring.
 - UPPCC is the only independent certifying organization for public procurement. UPPCC Certifications reflect established standards and competencies for those engaged in government procurement and attest to the procurement professional's ability to obtain maximum value for the taxpayer's dollar. Requisite levels of education and professional experience are required to apply.
 - I also earned a reimbursement scholarship of my application fee and examine fee from NASPO, making the CPPB certification no cost.



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- Reworked our bid advertisements. The new layout will reduce our advertising costs by approximately 50%.
- Completed our annual crime insurance policy renewal with the help of ITS, HR and the Treasurer's office.
- Started preparing for our county-wide insurance renewal. Prepared a vehicle and equipment report for departments to review and verify.
- Improved our vehicle & equipment forms to show accurate cost information. This helps improve our values for insurance reporting and fixed asset reporting.
- 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.

TRAININGS/ PROFESSIONAL DEVELOPMENT

- Certified Professional Public Buyer (CPPB) Certification
- SAMPO Round Table
- Lourdes Coss – Financial Management for Procurement Professionals. - Professional Development
- GSA Programs for State and Local Government Agencies - Training
- FYE Smart Buying with Amazon Business - Webinar
- NIGP Procurement's Role in Cyber Security - Training
- NIGP Top 5 Federal Disaster Grant Procurement Missteps - Training
- NIGP When you speak, do others listen? Professional Development

PURCHASE ORDERS PROCESSED

	PO's PROCESSED	PO DOLLAR VALUE
Monthly	43	\$662,323.40
YTD	191	\$3,699,194.31

PROCUREMENT CARD TRANSACTIONS REVIEWED

	PCARD TRANSACTIONS	PCARD DOLLAR VALUE
Monthly	167	\$56,202.31
YTD	659	\$364,719.62

SOLICITATIONS ISSUED THIS MONTH

Type	Dept	Bid/ RFP Name	Date Issued
BID	OEM	OEM Trailers	5/4/23
BID	CS	Custodial Services – Open	5/25/23
YTD	18		

NYS MINI-BID ISSUED THIS MONTH

Dept	Bid Name	Date Issued
CS	Ford Transit XL Cargo Van	5/24/23
YTD	2	



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SOLICITATIONS OPENED THIS MONTH

Type	Dept	Bid Name	Date Opened
RFP	CNR	Radiology Services	5/4/23
RFP	CNR	Medical Services	5/17/23
BID	CS	Custodial Services - NYSID	5/17/23
BID	OEM	OEM Trailers	5/18/23
BID	OEM	Burn Tower demo	5/25/23
YTD	17		

INSURANCE CLAIMS

Monthly: 3

YTD: 18

VEHICLES / EQUIPMENT SURPLUS FORMS PROCESSED

Monthly: 3

YTD: 25

1:50 REAL PROPERTY TAX SERVICES – BILL FULLER

Action Item(s) To Be Reported

1. INTRODUCTION & PROVIDING FOR PUBLIC HEARING ON PROPOSED LOCAL LAW NO. B-2023 PROVIDING A PARTIAL EXEMPTION FROM REAL PROPERTY TAXES TO CERTAIN QUALIFYING VOLUNTEER FIREFIGHTERS AND AMBULANCE WORKERS

WHEREAS, there has been duly presented and introduced at a meeting of this Board, held on June 14, 2023, a proposed Local Law entitled Local Law No. B-2023 Providing a Partial Exemption from Real Property Taxes to Certain Qualifying Volunteer Firefighters and Ambulance Workers; now, therefore, be it

RESOLVED, that a public hearing shall be held on the said proposed Local Law by this Board on July 12, 2023 at 1:35 p.m. in the Board of Supervisors Assembly Room located in the Livingston County Government Center, Geneseo, New York; and, be it further

RESOLVED, that at least six (6) days' notice shall be given by posting thereof on the bulletin board of the Livingston County Government Center and by publishing such notice at least (1) time in the official newspapers of the County as provided by law.

Informational Item(s) Written Only

1. The Village Tax Rolls and tax bills have been printed and picked up by Village Tax Collectors.
2. Town Assessors are finished with Grievance Day hearings. They were held May 23rd through June 5th.
3. My office will be printing the Towns Final Assessment Rolls, and will be available for the Assessors to pick up the last week of June.
4. The Assessors are required to file their Final Roll with the Town Clerk of their municipality by July 1st.
5. My office will be printing the School Final Rolls for the Assessors to deliver to the School Districts.

2:00 COUNTY ADMINISTRATOR – IAN COYLE (Attachments)

Action Item(s) To Be Reported

1. APPROVING ABSTRACT OF CLAIMS #6A-JUNE 14, 2023

RESOLVED, that the Livingston County Board of Supervisors approves the Abstract of Claims #6A



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dated June 14, 2023 in the total amount of \$2,182,498.59.

2. AMENDING 2023 LIVINGSTON COUNTY BUDGET: DEPARTMENT OF HEALTH, HIGHWAY (3) & WORKFORCE DEVELOPMENT

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: DEPARTMENT OF HEALTH

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.

4. RATIFYING TENTATIVE COLLECTIVE BARGAINING AGREEMENT WITH THE CSEA PART-TIME EMPLOYEES UNIT AND AUTHORIZING EXECUTION OF A COLLECTIVE BARGAINING AGREEMENT

WHEREAS, the collective bargaining agreement between the CSEA Full-time employees unit and Livingston County expired on December 31, 2022; and

WHEREAS, the negotiating teams for the parties have reached a tentative agreement for a new collective bargaining agreement; and

WHEREAS, the CSEA Part-time employees unit has ratified this tentative agreement June 5, 2023; and

WHEREAS, the Ways & Means Committee recommends the ratification of this agreement by the County; now, therefore, be it

RESOLVED, that the tentative agreement commencing January 1, 2023 and expiring December 31, 2027, a copy of which is attached hereto, is hereby ratified; and be it further

RESOLVED, that the Chairman of the Livingston County Board of Supervisors and the County Administrator are hereby authorized to execute a collective bargaining agreement consistent with the terms of the tentative agreement.

5. AUTHORIZING THE COUNTY ADMINISTRATOR TO NEGOTIATE AMENDMENTS TO THE MEMORANDUM OF UNDERSTANDING FOR COORDINATION OF THE AKZO SETTLEMENT FUNDS

WHEREAS, on December 23, 2014, an Order On Consent and Administrative Settlement was entered into by and among the State of New York, the County of Livingston, Akzo Nobel, Inc. and Akzo Nobel Salt Inc. (collectively "Akzo Nobel") for purposes of addressing the Retsof Salt Mine collapse that occurred on March 12, 1994. Said Order required Akzo Nobel to pay \$20,000,000.00 jointly to the State and the County with the understanding the proceeds would be used to address the impacts of the collapse; and

WHEREAS, for coordination of the recovered settlement funds, the Office of the New York State Attorney General ("AG's Office"), the New York State Department of Environmental Conservation ("DEC"), and the County of Livingston entered into a Memorandum of Understanding ("MOU"); and

WHEREAS, the Livingston County Board of Supervisors subsequently authorized the County Administrator to form a committee for purposes of providing recommendations to the Board on the use of the Akzo Nobel settlement funds; and

WHEREAS, following recommendation of the Akzo Settlement Committee, the Livingston County Board of Supervisors' adopted Resolution No. 2022-385 authorizing the use of Akzo Settlement Funds for engineering and design work for the Leicester/York Regional Water Supply Expansion Project ("Project"). Said Project was deemed a project eligible for settlement funds as it drastically improves the public drinking water infrastructure for the Towns of Leicester and York; and

WHEREAS, the Akzo Settlement Committee, in partnership with the Livingston County Water and Sewer Authority, recently identified a preferred scenario for the scope of the Project. Said scenario entails a



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multi-year project with an estimated cost of \$13.7 million dollars. Unfortunately, the anticipated budget does not neatly align with the allocation of funds for the three separate accounts established under the MOU; and

WHEREAS, per the terms of the MOU, the parties may amend the agreement by mutual written consent for purposes of revising the allocation of funds and/or the review, approval and reporting procedures. Amendments simply need to be consistent with the purpose of the MOU and with applicable law; and

WHEREAS, the Akzo Settlement Committee, after much discussion and consideration, now recommends that the Livingston County Board of Supervisors seek a modification to the existing MOU to allow for more flexibility in the allocation of settlement funds for this Project and to modify the procedures related to budget approvals and reporting once the Project is underway; now, therefore, be it

RESOLVED, that the Livingston County Board of Supervisors hereby supports the recommendations of the Akzo Settlement Committee and the County Administrator is hereby authorized to negotiate modifications to the existing MOU with the AG's Office and the DEC for purposes of advancing the identified Project.

Pre-approved Informational Item(s) To Be Reported

1. State Legislative Updates
2. Budget and Finance Report

2:15 COUNTY ATTORNEY – SHANNON HILLIER

Pre-approved Informational Item(s) To Be Reported

1. Tax auction/foreclosure discussion

2:30 ADJOURNMENT



2023 Budget Request - Amendment with Instance ID of 68956 from Health, Department of - Awaiting Board Approval

lfforms to: MRees

06/01/2023 10:51 AM

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

Date of Request: 6/1/2023

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

Type of Request: Budget Request - Amendment

Instance ID: 68956

From Appropriation / Revenue

From Dept Code:

From Dept Description: Reproductive Health Center

0.00

To Appropriation

To Dept Code:

To Dept Description: Reproductive Health Center

10000.00

Reason: (if applicable)

Source of Revenue: JSI Reseach & Training Institute \$5,000 mini-grant received to be used for Telehealth Training of CSHW 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



2023 Budget Request - Amendment with Instance ID of 68959 from Highway - Awaiting Board Approval

lfforms to: MRees

06/01/2023 10:52 AM

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

Date of Request: 6/1/2023

Department: Highway **Program:**

Type of Request: Budget Request - Amendment

Instance ID: 68959

From Appropriation / Revenue

From Dept Code:

From Dept Description: CHIPS - Capital LAF

0.00

To Appropriation

To Dept Code:

To Dept Description: CHIPS - Capital LAF

1105903.54

Reason: (if applicable)

Source of Revenue: Increase to CHIPS funding per letter dated 05/02/2023 (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 68958 from Highway - Awaiting Board Approval

fforms to: MRees

06/01/2023 10:52 AM

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

Date of Request: 6/1/2023

Department: Highway **Program:**

Type of Request: Budget Request - Amendment

Instance ID: 68958

From Appropriation / Revenue

From Dept Code:

From Dept Description: CHIPS - Capital LAF

0.00

To Appropriation

To Dept Code:

To Dept Description: CHIPS - Capital LAF

-3118449.54

Reason: (if applicable)

Source of Revenue: REVERSE 68491 portion was originally budgeted with original 20223 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



2023 Budget Request - Amendment with Instance ID of 68957 from Highway - Awaiting Board Approval

fforms to: MRees

06/01/2023 10:51 AM

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

Date of Request: 6/1/2023

Department: Highway **Program:**

Type of Request: Budget Request - Amendment

Instance ID: 68957

From Appropriation / Revenue

From Dept Code:

From Dept Description: CHIPS - Capital TIF

0.00

To Appropriation

To Dept Code:

To Dept Description: CHIPS - Capital TIF

-1273564.00

Reason: (if applicable)

Source of Revenue: REVERSING transaction 68490. Funds were originally budgeted with 2023 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



2023 Budget Request - Amendment with Instance ID of 68955 from Workforce Development - Awaiting Board Approval

lfforms to: MRees

06/01/2023 10:51 AM

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

Date of Request: 6/1/2023

Department: Workforce Development **Program:**

Type of Request: Budget Request - Amendment

Instance ID: 68955

From Appropriation / Revenue

From Dept Code:

From Dept Description: TANF SYEP
5000.00

To Appropriation

To Dept Code:

To Dept Description: TANF SYEP
5000.00

Reason: (if applicable)

Source of Revenue: We are receiving an additional \$5,000 in aid that we want to budget for staff wages. Never sure if I do this form properly. (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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2023 Budget Request - Transfer with Instance ID of 68816 from Health, Department of - Awaiting Board Approval

lfforms to: MRees

05/26/2023 08:31 AM

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

Date of Request: 5/24/2023

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

Type of Request: Budget Request - Transfer

Instance ID: 68816

From Appropriation / Revenue

From Dept Code:

From Dept Description: Medical Reserve Corp
15355.00

To Appropriation

To Dept Code:

To Dept Description: Medical Reserve Corp
15355.00

Reason: Funds in various line items transferred to adjust budget lines to cover MRC spending through June 2023. MRC Coordinator's staff time, local media for the MRC RISE p (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.



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