



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: JULY 10, 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: CENTER FOR NURSING AND REHABILITATION

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

Center for Nursing and Rehabilitation:

- Create twenty (20) full-time Certified Nursing Assistant Trainee (CNAT) positions at Wage Grade 4 CSEA Contract effective immediately.

2. PUBLIC DEFENDER – LINDSAY QUINTILONE

AMENDING THE 2023 LIVINGSTON COUNTY SALARY SCHEDULE: PUBLIC DEFENDER

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

Public Defender:

- Create one full-time Sentencing Specialist position at Wage Grade 12 CSEA Contract effective 7/1/2023.

For: Assist clients and attorneys to obtain best possible outcomes for clients

Director comments: Hiring a Sentencing (Mitigation) Specialist in to assisting clients and attorneys to obtain best possible outcomes for clients include assessments, referrals, etc. This position's salary and benefits will be covered in full by ILS Hurrell-Harring reimbursement funding.

ESTABLISHING SALARY FOR PART-TIME ASSISTANT PUBLIC DEFENDER: CHRISTIAN A. CATALANO

WHEREAS, the Public Defender is appointing Christian A. Catalano, 148 Fishermans Cove, Rochester, NY 14626 to the position of part-time Assistant Public Defender; and

WHEREAS, the Livingston County Board of Supervisors must set the salary for this appointment; now, therefore, be it

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

Public Defender

The annual salary for the Assistant Public Defender Christian A. Catalano is established at \$40,000.00 effective July 10, 2023.

Director comments: The part time Assistant Public Defender position was recently (June) vacated by Marshall Kelly, in part due to the increase in assigned counsel rates. We have recently recruited a replacement for this position by a seasoned public defender. In order to keep our part time salaries consistent with each other and to remain competitive in hiring/retaining part time attorneys, a salary increase is being requested for this position. The increase in salary will be included in reimbursement requests through ILS Hurrell-Harring funding.

1:45 HUMAN RESOURCES – KATE HILL



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1. AMENDING A PORTION OF RESOLUTION NO. 2022-422: ADOPTING THE 2023 MISCELLANEOUS PAY RATES (LEGAL STAFF)

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

WHEREAS, Livingston County is seeking to expand opportunities to recruit, train, and retain legal staff; now, therefore, be it

RESOLVED, that following pay rates be added to the 2023 Miscellaneous Pay Rates:

- Attorney Trainee - \$18.25 per hour
- Law Graduate (without practice order) - \$25.00 per hour
- Law Graduate (with practice order) - \$30.00 per hour;

and be it further

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

2. AUTHORIZING THE CHAIRMAN OF THE LIVINGSTON COUNTY BOARD OF SUPERVISORS

TO SIGN THE FOLLOWING PROFESSIONAL SERVICES CONTRACT FOR LIVINGSTON COUNTY: EMPLOYEE SERVICES LLC DBA ESI EMPLOYEE ASSISTANCE GROUP

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 contract, according to the term designated, subject to review by the County Attorney and County Administrator.

<u>Contractor</u>	<u>Term</u>	<u>Amount</u>
Employee Services LLC dba ESI Employee Assistance Group 55 Chamberlain Street Wellsville, NY 14895	7/1/2023-6/30/2024	\$33,675.00

For: Professional service contract to implement an Employee Assistance Program for Livingston County employees and their household members.

<i>Funding Source</i>	<i>Local Share</i>	<i>Budgeted?</i>
N/A	100%	Yes No

1:50 REAL PROPERTY TAX SERVICES – BILL FULLER

Action Item(s) To Be Reported

1. ADOPTION OF LOCAL LAW B-2023 PROVIDING A PARTIAL EXEMPTION FROM REAL PROPERTY TAXES TO CERTAIN QUALIFYING VOLUNTEER FIREFIGHTERS AND AMBULANCE WORKERS

WHEREAS, proposed Local Law No. B-2023, entitled Providing a Partial Exemption From Real Property Taxes To Certain Qualifying Volunteer Firefighters and Ambulance Workers, was heretofore introduced on June 14, 2023; and

WHEREAS, in accordance with the law, a public hearing upon proposed Local Law No. B-2023 was duly held before this Board of Supervisors on June 14, 2023; and

WHEREAS, said proposed Local Law in final form has been on the desks of the members of this Board of Supervisors since June 14, 2023, constituting a period of over six (6) days; now, therefore, be it

RESOLVED, that the aforesaid proposed Local Law No. B-2023, entitled Providing a Partial Exemption From Real Property Taxes To Certain Qualifying Volunteer Firefighters and Ambulance Workers, introduced on June 14, 2023; is hereby approved and adopted.

Informational Item(s) Written Only



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1. The final assessment rolls have been balanced and printed. Rolls are to be picked up by the Assessors and are required to be filed with the Town Clerk by July 1st.
2. School District final rolls are printed will be delivered to the various Schools by the Assessors.
3. Final Assessment Rolls are updated on the County website.
4. The last date an owner may apply for a small claims assessment review of the BAR determination, is 30 days after the filing of the final assessment roll.
5. Documentation for School tax bill processing has been mailed to the school districts.

1:55 OFFICE OF EMERGENCY MANAGEMENT – ANDREW BRODELL

Action Item(s) To Be Reported

1. AUTHORIZING THE PURCHASE OF ONE (1) 2024 CHEVROLET SILVERADO 2500 FOR THE LIVINGSTON COUNTY OFFICE OF EMERGENCY MANAGEMENT: BARNARD CHEVROLET

RESOLVED, that the Livingston County Office of Emergency Management is hereby authorized to purchase through NYS OGS Mini-Bid 13585 and NYS OGS Contract PC69143SB one (1) 2024 Chevrolet Silverado 2500 from Barnard Chevrolet, 7101 W Buffalo Rd, Churchville, NY 14428 at a cost not to exceed \$64,209.43.

<i>Funding Source</i>	<i>Local Share</i>	<i>Budgeted?</i>
A3640	100 %	Yes

Directors Comments: OGS Mini-bid yielded three results. The two not chosen included a 2022 vehicle that did not meet the spec and a 2024 vehicle that would be sent out to order upon confirmation (Not currently in inventory or the build process). The vehicle on the docket for Public Services was the only one that currently exists and met the spec. The 2023 OEM budget was properly pre-designated for this purchase.

2:00 COUNTY ATTORNEY – SHANNON HILLIER

Action Item(s) To Be Reported

1. AUTHORIZING THE CHAIRMAN OF THE LIVINGSTON COUNTY BOARD OF SUPERVISORS TO SIGN A LETTER OF ENGAGEMENT FOR LEGAL SERVICES–RUPP PFALZGRAF LLC

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

<u>Contractor</u>	<u>Term</u>	<u>Amount</u>
Rupp Pfalzgraf LLC	N/A	\$275.00-\$395.00/hour Partner
1600 Liberty Building		\$150.00-\$250.00/hour Associate
424 Main Street		\$100.00-\$150.00/hour Paralegal
Buffalo, New York 14202		

For: Legal services related to matters involving accounts receivable at the Center for Nursing and Rehabilitation, as well as matters involving Medicaid and the Department of Social Services.

2:10 COUNTY ADMINISTRATOR – IAN COYLE (Attachments)

Action Item(s) To Be Reported

1. APPROVING ABSTRACT OF CLAIMS #7A-JULY 12, 2023

2. AMENDING 2023 LIVINGSTON COUNTY BUDGET: CONTINGENCY (2), DEPARTMENT OF HEALTH (2), PUBLIC DEFENDER & SHERIFF'S OFFICE (2)

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



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3. AUTHORIZING TRANSFER OF FUNDS: ECONOMIC DEVELOPMENT

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. ESTABLISHING AN ACCOUNT: PUBLIC DEFENDER

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.

Pre-approved Informational Item(s) To Be Reported

- Administrative & Financial Updates:

2:20 ADJOURNMENT

PURCHASING – ASHLEY SCUTT

Informational Item(s) Written Only

PURCHASING DEPARTMENT'S MONTHLY ACTIVITY REPORT – JUNE 2023

Notable Accomplishments

- Completed our annual crime insurance policy renewal with the help of ITS, HR and the Treasurer's office.
- Started our county-wide insurance renewal. This includes reviewing and updating our insurance application, vehicle & equipment report, review of all inland marine schedules including radio, and police vehicle accessories, and reviewing the various items on our Statement of Values report.
- Met with various Departments on procurement processes and potential changes to help efficiency.
 - Created a new quote sheet to help streamline the PO process
 - Created a new Cooperative Contract justification form to help meet NYS requirements for piggybacking
 - Created PO process flowcharts as training tool for Departments.

TRAININGS/ PROFESSIONAL DEVELOPMENT

- Lourdes Coss – 6 Types of Working Genius
- NIGP Prep Course – 8 Hours
- Sourcewell Cooperative Contract website overview/ training

PURCHASE ORDERS PROCESSED

	PO's PROCESSED	PO DOLLAR VALUE
Monthly	42	\$2,034,197.35
YTD	233	\$5,733,391.66

PROCUREMENT CARD TRANSACTIONS REVIEWED

	PCARD TRANSACTIONS	PCARD DOLLAR VALUE
Monthly	140	\$28,248.06
YTD	659	\$392,967.68

SOLICITATIONS ISSUED THIS MONTH



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Type	Dept	Bid/ RFP Name	Date Issued
BID	HWY	2023-2024 Pre-Treated Bulk Granular Sodium Chloride	6/29/23
BID	HWY	2023-2024 Untreated Bulk Granular Sodium Chloride	6/29/23
YTD	19		

NYS MINI-BID ISSUED THIS MONTH

Dept	Bid Name	Date Issued
OEM	Chevrolet 2500 Truck	6/7/23
SHF	ATI Passenger Van 3500	6/16/23
YTD	4	

SOLICITATIONS OPENED THIS MONTH

Type	Dept	Bid Name	Date Opened
BID	CS	Custodial Services	06/21/23
YTD	18		

INSURANCE CLAIMS

Monthly: 2

YTD: 20

VEHICLES / EQUIPMENT SURPLUS FORMS PROCESSED

Monthly: 1

YTD: 25



2023 Budget Request - Amendment with Instance ID of 69533 from County Administrator - Awaiting Board Approval

lforms to: MRees

07/07/2023 08:07 AM

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

Date of Request: 7/5/2023

Department: County Administrator **Program:**

Type of Request: Budget Request - Amendment

Instance ID: 69533

From Appropriation / Revenue

From Dept Code:

From Dept Description: Inter Fund Transfer

25000.00

To Appropriation

To Dept Code:

To Dept Description: Judgements account

25000.00

Reason: (if applicable)

Source of Revenue: 2 of 2 amendments needed for contingency transfer to our Judgements account CS.207.1930-4310 of \$25,000 to cover legal costs/IRS payments. (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 - Amendment with Instance ID of 69532 from County Administrator - Awaiting Board Approval

lforms to: MRees

07/07/2023 08:07 AM

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

Date of Request: 7/5/2023

Department: County Administrator **Program:**

Type of Request: Budget Request - Amendment

Instance ID: 69532

From Appropriation / Revenue

From Dept Code:

From Dept Description: Contingency

25000.00

To Appropriation

To Dept Code:

To Dept Description: Liability Account

25000.00

Reason: (if applicable)

Source of Revenue: 1 of 2 amendments needed for contingency transfer to our Judgements account CS.207.1930-4310 of \$25,000 to cover legal costs/IRS payments. (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 - Amendment with Instance ID of 69590 from Health, Department of - Awaiting Board Approval

lforms to: MRees

07/07/2023 08:06 AM

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

Date of Request: 7/6/2023

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

Type of Request: Budget Request - Amendment

Instance ID: 69590

From Appropriation / Revenue

From Dept Code:

From Dept Description: Tobacco

0.00

To Appropriation

To Dept Code:

To Dept Description: Tobacco

3600.00

Reason: (if applicable)

Source of Revenue: Tobacco Fines received used for Tobacco Enforcement marketing campaign in local news (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 - Amendment with Instance ID of 69531 from Health, Department of - Awaiting Board Approval

lforms to: MRees

07/07/2023 08:07 AM

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

Date of Request: 7/5/2023

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

Type of Request: Budget Request - Amendment

Instance ID: 69531

From Appropriation / Revenue

From Dept Code:

From Dept Description: WIC

0.00

To Appropriation

To Dept Code:

To Dept Description: WIC

198.00

Reason: (if applicable)

Source of Revenue: National WIC Association AHEAD 2.0 Strengthening & Diversifying WIC Workforce 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.



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2023 Budget Request - Amendment with Instance ID of 69502 from Public Defender - Awaiting Board Approval

lforms to: MRees

07/03/2023 08:20 AM

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

Date of Request: 6/30/2023

Department: Public Defender **Program:**

Type of Request: Budget Request - Amendment

Instance ID: 69502

From Appropriation / Revenue

From Dept Code:

From Dept Description: Public Defender

0.00

To Appropriation

To Dept Code:

To Dept Description: Public Defender

73750.00

Reason: (if applicable)

Source of Revenue: Funded through ILS Hurrell-Harring reimbursement funding. (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 - Amendment with Instance ID of 69398 from Sheriffs Office - Awaiting Board Approval

lforms to: MRees

06/27/2023 08:56 AM

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

Date of Request: 6/26/2023

Department: Sheriffs Office **Program:**

Type of Request: Budget Request - Amendment

Instance ID: 69398

From Appropriation / Revenue

From Dept Code:

From Dept Description: Sheriff

0.00

To Appropriation

To Dept Code:

To Dept Description: Sheriff

6804.08

Reason: (if applicable)

Source of Revenue: HVEC Memorial Day and June DRE Reimb (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 - Amendment with Instance ID of 69399 from Sheriffs Office - Awaiting Board Approval

lforms to: MRees

06/27/2023 08:56 AM

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

Date of Request: 6/26/2023

Department: Sheriffs Office **Program:**

Type of Request: Budget Request - Amendment

Instance ID: 69399

From Appropriation / Revenue

From Dept Code:

From Dept Description: Sheriff

0.00

To Appropriation

To Dept Code:

To Dept Description: Sheriff

623.42

Reason: (if applicable)

Source of Revenue: 6/20/23 juvenile transport reimb (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 69504 from Economic Development - Awaiting Board Approval

lforms to: MRees

07/07/2023 10:29 AM

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

Date of Request: 6/30/2023

Department: Economic Development **Program:**

Type of Request: Budget Request - Transfer

Instance ID: 69504

From Appropriation / Revenue

From Dept Code:

From Dept Description: Economic Development
1000.00

To Appropriation

To Dept Code:

To Dept Description: Economic Development
1000.00

Reason: Additional expense incurred to acquire office chairs (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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2023 Budget Request - Establish Account with Instance ID of 69503 from Public Defender - Awaiting Board Approval

lforms to: MRees

07/03/2023 08:20 AM

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

Date of Request: 6/30/2023

Department: Public Defender **Program:**

Type of Request: Budget Request - Establish Account

Instance ID: 69503

From Appropriation / Revenue

From Dept Code:

From Dept Description: Public Defender

0.00

To Appropriation

To Dept Code:

To Dept Description: Public Defender

2000.00

Reason: (if applicable)

Source of Revenue: Funded through ILS Hurrell-Harring reimbursement (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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