



# 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: OCTOBER 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. DISTRICT ATTORNEY – GREG MCCAFFREY

#### AMENDING THE 2023 LIVINGSTON COUNTY SALARY SCHEDULE: DISTRICT ATTORNEY'S OFFICE AND REFERRING THIS MATTER TO THE WAYS AND MEANS COMMITTEE

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

#### District Attorney:

- Create one (1) full-time Legal Assistant (District Attorney's Office) position at Wage Grade 11 CSEA Contract effective immediately.
- Delete one (1) full-time Clerk Typist at Wage Grade 2 CSEA Contract effective immediately.

For: Meet the increased responsibilities in criminal cases

- Increasing salary for Assistant District Attorney position 00070 formerly occupied by Courtney Way from \$78,000.00 to \$82,000.00 effective immediately.

For: To assist with recruitment and retention for increasing criminal case load

#### 2. EMERGENCY MEDICAL SERVICES – KAREN DEWAR

#### AMENDING THE 2023 LIVINGSTON COUNTY SALARY SCHEDULE: DEPARTMENT OF EMERGENCY MEDICAL SERVICES AND REFERRING THIS MATTER TO THE WAYS AND MEANS COMMITTEE

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

#### Department of Emergency Medical Services:

- Create one (1) full-time Senior Account Clerk position at Wage Grade 9 CSEA Contract effective immediately.

For: Succession planning for a retirement

### 1:40 HIGHWAY – JASON WOLFANGER

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

#### 1. AUTHORIZING THE PURCHASE OF ONE (1) 2024 FORD F-550 XL 4WD STAKE BODY DUMP TRUCK WITH SNOW PLOW PACKAGE FOR THE LIVINGSTON COUNTY HIGHWAY DEPARTMENT: NIELSEN FORD INC.

RESOLVED, that the Livingston County Highway Department is hereby authorized to purchase through Nielsen Ford, Inc. of 170 Ridgedale Avenue, Morristown, New Jersey 07960 one (1) 2024 Ford F-550 XL 4WD Regular cab stake body dump Truck with Snow Plow Package at a cost not to exceed \$80,293.24.subject to review by the County Attorney and County Administrator:

<i>Funding Source</i>	<i>Local Share</i>	<i>Budgeted?</i>
2023 County Highway Machinery Fund	100%	Yes X No



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*Procurement Method:* NYS OGS Mini-Bid #14241 and NYS OGS Contract PC69843

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

### Action Item(s) To Be Reported

#### 1. APPROVING ABSTRACT OF CLAIMS #10A-OCTOBER 11, 2023

#### 2. AMENDING 2023 LIVINGSTON COUNTY BUDGET: OFFICE FOR THE AGING, SHERIFF & WORKFORCE

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. DECLARING SURPLUS PROPERTY: CENTRAL SERVICES

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

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

#### **Central Services:**

Quantity	Year, Make & Model	Mileage/Hours	Serial #
1	2006 Ford F350 Flat Bed w/ Lift Gate	54,409	1FDWF37566ED40322
1	2008 Ford F350	67,610	1FTWF31Y88ED75146

Vehicle condition reports attached.

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

- Admin and Financial Updates
- 2024 Budget Planning

## 2:00 ADJOURNMENT

## PURCHASING – ASHLEY SCUTT

### Informational Item(s) Written Only

#### MONTHLY ACTIVITY REPORT – SEPTEMBER 2023

#### Notable Accomplishments

- Completed our annual NYMIR insurance renewal and review.
- Held a Purchasing 101 training for a few Departments. This training provides a general overview of our purchasing process. It focuses on purchasing policy limits & guidelines, competitive bidding requirements, use of cooperative contracts and more. A training for all other Departments has been scheduled for November 30th. The training will be hybrid, allowing participants to choose between attending in person or via Zoom.
- Met with BOCES to learn more about their shared services and cooperative purchasing options.

### TRAININGS/ PROFESSIONAL DEVELOPMENT

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



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- Lourdes Coss – 15 Invaluable laws of growth
- NYSAMPO Round Table
- SAMPO Mentoring
- NY GovBuyU – Purchasing in New York State
- NY GovBuyU – Preferred Source Buying Strategies
- NY GovBuyU – Vehicle Marketplace
- NY GovBuyU – Piggybacking and Using Cooperative
- NY GovBuyU – NYS Contract Reporter
- NY GovBuyU – Q&A with Procurement

## PURCHASE ORDERS PROCESSED

	<b>PO's PROCESSED</b>	<b>PO DOLLAR VALUE</b>
<b>Monthly</b>	60	\$774,435.58
<b>YTD</b>	293	\$7,915,237.85

## PROCUREMENT CARD TRANSACTIONS REVIEWED

	<b>PCARD TRANSACTIONS</b>	<b>PCARD DOLLAR VALUE</b>
<b>Monthly</b>	189	\$58,966.84
<b>YTD</b>	1,018	\$518,490.00

## SOLICITATIONS ISSUED THIS MONTH

<b>Type</b>	<b>Dept</b>	<b>Bid/ RFP Name</b>	<b>Date Issued</b>
RFP	OFA	Legal Services	9/6/23
RFP	Planning	Grant Application Development and Grant Administration	9/21/23
<b>YTD</b>	36		

## NYS MINI-BID ISSUED THIS MONTH

<b>Dept</b>	<b>Bid Name</b>	<b>Date Issued</b>
NA		
<b>YTD</b>	7	

## SOLICITATIONS OPENED THIS MONTH

<b>Type</b>	<b>Dept</b>	<b>Bid Name</b>	<b>Date Opened</b>
2023-24	BID	Purchase of Scanners	9/6/23
2023-25	BID	Public Defender Expansion Project	9/29/23
2023-26	BID	Generator Replacement	9/29/23
<b>YTD</b>	34		

## INSURANCE CLAIMS

**Monthly: 1**

**YTD: 23**



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

**Monthly:** 14

**YTD:** 41

## **REAL PROPERTY TAX SERVICES – BILL FULLER**

### **Informational Item(s) Written Only**

1. Report of Correction of Tax Roll Errors §§ 554(9) and 556(8)

1.) Town: Avon

Owner: Avon Limited Partnership

Correction: Incorrect exemption amount applied to parcel.

Tax Map Number: 34.6-2-7.1

	<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	\$934.59	\$0.00	\$934.59	\$934.59
Avon Town Tax	<u>\$316.93</u>	<u>\$0.00</u>	<u>\$316.93</u>	<u>\$316.93</u>
Total	\$1,251.52	\$0.00	\$1,251.52	\$1,251.52

- Responses are coming in to the Office from the Towns, Villages and Schools regarding the adoption of the Firefighters and Ambulance Workers Exemption. The responses to-date are Towns: 4 Yes / 2 No; Villages: 6 Yes; Schools: 4 No.
- Our office will provide the Special Assessment Roll for the public hearing scheduled for October 11th.
- I will be attending the Real Property Tax Services Directors Conference October 23<sup>rd</sup> – 25th.
- Small claims hearings for assessment grievances are moving forward.
- We are preparing to print exemption renewal applications and associated letters for the assessors.
- In process of renewing Applied Business Systems, Inc. contract for tax bill printing.
- The Systems East, Inc. tax collection software demonstration and informational meeting with tax collectors was well attended. At this time, I am continuing to gather feedback from collectors and gathering pricing information from Systems East for later reporting.



**2023 Budget Request - Amendment with Instance ID of 71449 from Office for the Aging - Awaiting Board Approval**

**lfforms** to: MRees

10/10/2023 11:57 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:** 10/10/2023

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

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

**Instance ID:** 71449

**From Appropriation / Revenue**

**From Dept Code:**

**From Dept Description:** IIID

0.00

**To Appropriation**

**To Dept Code:**

**To Dept Description:** IIID

1000.00

**Reason:** (if applicable)

**Source of Revenue:** Use client contributions to pay for 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 71243 from Sheriffs Office - Awaiting Board Approval**

**lfforms** to: MRees

10/02/2023 08:09 AM

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

**Date of Request:** 9/28/2023

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

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

**Instance ID:** 71243

**From Appropriation / Revenue**

**From Dept Code:**

**From Dept Description:** Sheriff

0.00

**To Appropriation**

**To Dept Code:**

**To Dept Description:** Sheriff

250.00

**Reason:** (if applicable)

**Source of Revenue:** Donations for K9 supplies/equipment (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 71207 from Workforce Development - Awaiting Board Approval**

**lforms** to: MRees

09/27/2023 11:27 AM

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

**Date of Request:** 9/27/2023

**Department:** Workforce Development **Program:**

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

**Instance ID:** 71207

**From Appropriation / Revenue**

**From Dept Code:**

**From Dept Description:** ARP American Rescue Plan  
0.00

**To Appropriation**

**To Dept Code:**

**To Dept Description:** ARP American Rescue Plan  
130237.00

**Reason:** (if applicable)

**Source of Revenue:** Federal (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 - Transfer with Instance ID of 71297 from Health, Department of - Awaiting Board Approval**

**lfforms** to: MRees

10/02/2023 03:21 PM

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

**Date of Request:** 10/2/2023

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

**Type of Request:** Budget Request - Transfer

**Instance ID:** 71297

**From Appropriation / Revenue**

**From Dept Code:**

**From Dept Description:** Children With Special Needs  
9441.00

**To Appropriation**

**To Dept Code:**

**To Dept Description:** Children With Special Needs  
9441.00

**Reason:** Funds available in regular earnings transferred to cover year end 2023 forecasts (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



# Vehicle Condition Report

Unit #: CS016  
Y/M/M: 2006/Ford/F350  
VIN: 1FDWF37566ED40322  
Miles: 54,409

Truck CS016 was purchased New in 2006 for at the cost of \$23,139. The truck was equipped with a flatbed stake body with an electric lift tailgate

Truck CS 016 is in Poor condition due to age and severe corrosion of the Body, frame and components. Due to the age and severe body and frame corrosion, it is recommended the vehicle be surplused and sold.



# Vehicle Condition Report

Unit #: CS019  
Y/M/M: 2008/Ford/F350  
VIN: 1FTWF31Y88ED75146  
Miles: 67,610

Truck CS019 was purchased new in 2008 for \$30,619.

Truck CS019 is in poor condition due to many minor mechanical issues and substantial corrosion. CS019 had the pickup bed replaced with an aluminum flatbed body in the fall of 2020 due to severe structural corrosion needing replacement. The unit has had multiple electrical issues that have been an ongoing problem. Due to the age and condition it is recommended to be surplused and sold

The aluminum bed can be removed and repurposed to an existing unit.

