

**WAYS & MEANS COMMITTEE MEETING MINUTES**  
**MONDAY, JANUARY 11, 2021**  
**1:30 P.M.**

PRESENT: D. Pangrazio, W. Wadsworth, D. Fanaro, M. Schuster, D. Babbitt Henry, D. LeFeber, D. Mahus, M. Falk, I. Coyle, A. Ellis, B. Mann, S. Hillier

Ways & Means Chair Dan Pangrazio asked County Attorney Shannon Hillier to lead the Pledge of Allegiance.

Per State and Federal bans on large gatherings and pursuant to Governor Cuomo’s Executive Order 202.1 issued on March 12, 2020, including all subsequent extensions, “suspending law allowing the attendance of meetings telephonically or other similar service,” the meeting today will be conducted in a hybrid manner both in person and remotely using Zoom teleconferencing. The public has been provided with the ability to hear today’s Board of Supervisor meeting through Zoom and a transcript will be provided upon request. This meeting has been duly noticed by the Clerk of the Board and there is a quorum present. We have fulfilled our legal notice requirements by posting Notice on the County’s home page of its website. Those in attendance today need to speak directly into their microphones so that they can be heard by the Zoom attendees. I ask that all attendees mute their phones until such time as they are asked to respond or present.

**PERSONNEL ISSUES**

**HIGHWAY – IAN COYLE**

**1. APPROVING APPOINTMENT OF LIVINGSTON COUNTY DEPUTY HIGHWAY SUPERINTENDENT – SHAUN M. METCALFE**

RESOLVED, that the Livingston County Board of Supervisors hereby approves the County Highway Superintendent’s appointment of Shaun M. Metcalfe, 10477 Wagner Road, Dansville, NY 14437 as Deputy Highway Superintendent, for a term commencing November 2, 2020 and terminating May 24, 2024.

Mr. Coyle reviewed the interview process and explained that this action is in compliance with the County local law.

*Motion: Mr. Schuster moved and Mrs. Babbitt Henry seconded to approve the foregoing resolution Carried.*

**COUNTY ADMINISTRATOR – IAN COYLE**

**1. AMENDING THE 2021 LIVINGSTON COUNTY SALARY SCHEDULE: SHERIFF’S OFFICE**

RESOLVED, that the 2021 Livingston County Salary Schedule is amended as follows:

**Sheriff’s Office**

- Assign Salary to the full-time Deputy Sheriff/Captain (Criminal Investigations) position at the salary rate of \$90,175.00 on the Department Head Salary Schedule effective 1/1/2021.

For: Assign the proper salary to this title.

Comment: This is a new position created upon the retirement of the Deputy Sheriff/Major (Investigations).

Mr. Coyle reviewed that the appointment was done two days after the adoption of the salary schedule and was not placed in the salary schedule.

*Motion: Mr. Fanaro moved and Mr. LeFeber seconded to approve the foregoing resolution... Carried.*

**2. APPOINTING EMERGENCY MANAGEMENT SERVICES DIRECTOR FOR THE LIVINGSTON COUNTY OFFICE OF EMERGENCY MANAGEMENT-BRAD AUSTIN**

RESOLVED, that the 2021 Department Head Salary Schedule is amended as follows:

**Office of Emergency Management**

- Appoint Brad Austin of 56 Commercial Street, Livonia, New York to the position of full-time Emergency Management Services Director at an annual salary of \$75,000.00 effective 1/19/21.

Mr. Coyle reviewed the interview process and the candidate recommendation by the interview panel. Mr. Austin will shadow Kevin Niedermaier for several weeks.

*Motion: Mr. Schuster moved and Mrs. Babbitt seconded to approve the foregoing resolution.. Carried.*

**GRANTS & PUBLIC INFORMATION – JULIE BARRY**

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

**1. AUTHORIZING THE CHAIRMAN OF THE LIVINGSTON COUNTY BOARD OF SUPERVISORS TO SIGN THE FOLLOWING CONTRACT FOR THE LIVINGSTON COUNTY DEPARTMENT OF GRANTS AND PUBLIC INFORMATION: THOMA DEVELOPMENT CONSULTANTS**

RESOLVED, that the Chairman of the Livingston County Board of Supervisors is hereby authorized to sign the following contract for the Livingston County Department of Grants and Public Information, according to the term designated, subject to review by the County Attorney and County Administrator:

<u>Contractor</u>	<u>Term</u>	<u>Amount</u>
Thoma Development Consultants 34 Tompkins Street, Cortland, NY 13045 For: Grant writing assistance as needed	1/1/2021-12/31/2021	Per hourly rates

<i>Funding Source</i>	<i>Local Share</i>	<i>Budgeted?</i>
A.069.1989		Yes

**Director's Comments:**

Grant writing assistance has been used sparingly in the past.

Ms. Barry reviewed the contract for approval and explained that this is in case we need them. This contract is at the same rate.

*Motion: Mr. Mahus moved and Mr. Fanaro seconded to approve the foregoing resolution.....Carried.*

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

1. Departmental Update-Ms. Barry gave the Committee an overview on grants and communications over the last year.

**Informational Item(s) Written Only**

1. Grants - Since June 10, 2019, the Grants and Public Information Coordinator has assisted with and/or developed the following municipal grant submissions:

Grant Name	Submitted	Request	Awarded
<i>Federal</i>			
DHS - Village of Avon: Assistance to Firefighters	<i>In Progress</i>		
DHS - Village of Leicester: Assistance to Firefighters	3.18.20	\$208,800	No
DOJ - Livingston County: Victim Specialist Program	7.5.19	\$267,618	Yes
DOJ - Livingston County: Mobile Crisis Responder Program	7.11.19	\$100,000	No
DOJ - Village of Mount Morris: COPS Hiring Program	3.10.20	\$250,000	No
DOT - Livingston County: Gateway Road Project	7.15.19	\$500,000	No
NACCHO - Livingston County: Medical Reserve Corps	11.1.19	\$2,500	Yes
NACCHO - Livingston County: Medical Reserve Corps	9.18.20	\$5,000	Yes
NEA - Livingston County: Inspirations Trail	8.20.19	\$75,000	No
USDA - Livingston County: Farmers Market Promotion Program	6.18.19	\$246,700	No
<i>State</i>			
BOE - Livingston County: Early Voting E-Poll Books	9.9.19	\$48,345	Yes
CFA 2019 - Village of Mount Morris: Bellamy Park Planning Project	7.23.19	\$30,000	No
CFA 2019 - Town of Avon: Opera Block 3 <sup>rd</sup> Floor Restoration	7.25.19	\$574,999	Yes
CFA 2019 - Town of Lima: Food Retail Feasibility Study	7.17.19	\$30,000	Yes
CFA 2019 - Town of North Dansville: Frontage Road Park Expansion	7.20.19	\$357,245	No
CFA 2019 - Town of West Sparta: Town Park Improvements	7.25.19	\$74,100	No
CFA 2019 - Livingston County: Al Lorenz Park Improvements	7.26.19	\$196,925	No
CTCL - Livingston County: COVID-19 Response Grant	9.28.20	\$31,017	Yes
DAM - Livingston County: Companion Animal Capital Fund	1.21.20	\$112,500	Yes
DEC - Village of Avon: Tree Maintenance Program	12.3.19	\$50,000	No
DEC - Village of Caledonia: Tree Inventory and CFMP	12.3.19	\$26,280	No
DEC - Town of Geneseo: Tree Maintenance Program	11.23.19	\$50,000	No

EFC - Village of Leicester: Pleasant Street Water Main Replacement	9.13.19	\$120,000	No
DOH – Livingston County: Family Planning and Reproductive Health	12.9.20	\$268,750	TBD
UCS - Village of Mount Morris: Town/Village Court Improvements	10.10.19	\$29,566	No
<i>Regional and Local</i>			
GTC - Livingston County: Mobility Management Strategy	10.15.19	\$32,500	Yes
GVCA - Livingston County: Inspirations Trail Storefront Installations	9.19.19	\$5,000	No

- a. 2020 CFA round did not occur.
  - b. The Grants and Public Information Coordinator is currently working to match over 40 county and municipal programs and projects with federal, state and local grant opportunities.
2. Public Information - Since June 10, 2019:
- a. Over 500 press releases have been distributed with considerable media pick up.
  - b. The numbers of Facebook and Twitter followers have increased by 63% and 40%, respectively.
  - c. Crisis communication tools used to deliver external messaging during the COVID-19 pandemic include press releases, TV and radio interviews, social media, a dedicated webpage, mapping, print and radio advertisements, YouTube Live events, and press conferences.
  - d. Livingston County was honored with a NYS GIS Association 2020 Fight Against COVID-19 Award for its interactive COVID-19 map. The desktop and mobile versions have recorded over 331,000 views combined since their release in March 2020.
  - e. The *NYSAC News* magazine features an article from Jennifer Rodriguez that highlights how Livingston-Wyoming WIC has successfully adapted to the new realities of the pandemic.
  - f. Two Livingston County initiatives - Ride LivInGston (Planning) and PIT Crew (Workforce Development) - were presented with NACo Achievement Awards.

**SHERIFF’S OFFICE – SHERIFF THOMAS DOUGHERTY**

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

**1. AUTHORIZING THE PURCHASE OF FIVE (5) 2021 CHEVROLET TAHOE 4WD PPV FOR THE LIVINGSTON COUNTY SHERIFF’S OFFICE – HOSELTON CHEVROLET, INC.**

RESOLVED, that the Livingston County Sheriff’s Office is authorized to purchase through mini-bid #6038 from Hoselton Chevrolet, Inc., 909 Fairport Rd, East Rochester, NY 14445, five (5) new 2021 Chevrolet Tahoe 4WD PPVs at a cost of \$36,389.68 each not to exceed a total of \$181,948.40.

The costs are slightly lower than the last purchases.

*Motion: Mr. LeFeber moved and Mr. Mahus seconded to approve the foregoing resolution .... Carried.*

Sheriff Dougherty displayed the badges being worn for the 200<sup>th</sup> anniversary. This was not a budgeted item so members were given the opportunity to purchase one. Vaccinations for deputies started today under tier 1B for those members wanting the vaccine.

**REAL PROPERTY TAX SERVICES – BILL FULLER**

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

**1. CORRECTING TAX ROLL-TOWNS OF AVON, GENESEO, GROVELAND AND LIMA**

WHEREAS, the Director of Real Property Tax Services has transmitted a written report of his investigation and recommendation with regard to three (10 parcels) applications for correction of the tax rolls, pursuant to the Real Property Tax Law, as prepared for the Towns of Avon, Geneseo, Groveland and Lima on the tax rolls for the years hereinafter set forth, and

WHEREAS, said parcels were incorrectly assessed and/or taxed for reasons set forth in the applications for correction requested from the Director of Real Property Tax Services attached hereto, now, therefore, be it

RESOLVED, that the Director of Real Property Tax Services is authorized and directed to forward a copy of this resolution to the officer(s) having jurisdiction of the tax roll so that the roll(s) can be corrected; and a notice of approval to the applicant(s), and be it further

RESOLVED, that the County Treasurer and/or Town Tax Collector(s) is hereby authorized to make the tax roll corrections and forward the corrected tax bill. The County Treasurer is authorized to issue refunds and/or make the appropriate chargebacks as hereinafter set forth for the application(s).

Year, Municipality Owner(s) Tax Map Number	Taxing Jurisdiction	Original Tax Bill	Corrected Tax Bill	Refund to Owner	Chargebacks to Taxing Jurisdictions
<b>1. 2021 Avon</b>	Livingston County	\$1,643.82	\$1,643.82	\$0.00	\$0.00
Garcia, Migdalia	Avon Town Tax	\$824.40	\$824.40	\$0.00	\$0.00
26.-1-16	School Relevy	\$6,111.98	\$0.00	\$0.00	\$6,111.98
	Avon Fire 1	\$445.72	\$445.72	\$0.00	\$0.00
	<b>Total</b>	<b><u>\$9,025.92</u></b>	<b><u>\$2,913.94</u></b>	<b><u>\$0.00</u></b>	<b><u>\$6,111.98</u></b>
<b>2. 2021 Geneseo</b>	Livingston County	\$1,154.23	\$1,154.23	\$0.00	\$0.00
Kelly, Robert L.	Geneseo Town Tax	\$497.97	\$497.97	\$0.00	\$0.00
Kelly, Nancy J.	Geneseo Fire 1	\$68.40	\$68.40	\$0.00	\$0.00
64.-1-30.1	Wtr Lima Rd #6	\$1,002.00	\$501.00	\$0.00	\$501.00
	<b>Total</b>	<b><u>\$2,722.60</u></b>	<b><u>\$2,221.60</u></b>	<b><u>\$0.00</u></b>	<b><u>\$501.00</u></b>
<b>3. 2021 Groveland</b>	Livingston County	\$246.77	\$246.77	\$0.00	\$0.00
Dempsey, William	Groveland Town Tax	\$115.38	\$115.38	\$0.00	\$0.00
109.-1-21.2	Groveland Fire 1/Amb	\$14.16	\$14.16	\$0.00	\$0.00
	Unpd LCWSA Wtr W02-1	\$369.24	\$0.00	\$0.00	\$369.24
	<b>Total</b>	<b><u>\$745.55</u></b>	<b><u>\$376.31</u></b>	<b><u>\$0.00</u></b>	<b><u>\$369.24</u></b>
<b>4. 2021 Lima</b>	Livingston County	\$1,239.20	\$1,239.20	\$0.00	\$0.00
Killenbec, Joseph A	Lima Town Tax	\$470.24	\$470.24	\$0.00	\$0.00
37.9-2-52	School Relevy	\$3,524.48	\$0.00	\$0.00	\$3,524.48
	<b>Total</b>	<b><u>\$5,233.92</u></b>	<b><u>\$1,709.44</u></b>	<b><u>\$0.00</u></b>	<b><u>\$3,524.48</u></b>
<b>5. 2021 Lima</b>	Livingston County	\$1,842.82	\$1,842.82	\$0.00	\$0.00
Ashley, Carl	Lima Town Tax	\$1,008.22	\$1,008.22	\$0.00	\$0.00
Ashley, Margaret	School Relevy	\$5,639.60	\$0.00	\$0.00	\$5,639.60
46.-1-14.117	Lima Fire 1	\$117.81	\$117.81	\$0.00	\$0.00
	<b>Total</b>	<b><u>\$8,608.45</u></b>	<b><u>\$2,968.85</u></b>	<b><u>\$0.00</u></b>	<b><u>\$5,639.60</u></b>
<b>6. 2021 Lima</b>	Livingston County	\$308.58	\$308.58	\$0.00	\$0.00
House, Danny	Lima Town Tax	\$117.10	\$117.10	\$0.00	\$0.00
37.9-1-56	School Relevy	\$1,081.28	\$0.00	\$0.00	\$1,081.28
	Village Relevy	\$897.63	\$897.63	\$0.00	\$0.00
	<b>Total</b>	<b><u>\$2,404.59</u></b>	<b><u>\$1,323.31</u></b>	<b><u>\$0.00</u></b>	<b><u>\$1,081.28</u></b>
<b>7. 2021 Lima</b>	Livingston County	\$735.22	\$735.22	\$0.00	\$0.00
Coates, Eugene R.	Lima Town Tax	\$402.24	\$402.24	\$0.00	\$0.00
Coates, Nancy E.	School Relevy	\$2,576.25	\$0.00	\$0.00	\$2,576.25
27.-3-12.51	Lima Fire 1	\$47.00	\$47.00	\$0.00	\$0.00
	<b>Total</b>	<b><u>\$3,760.71</u></b>	<b><u>\$1,184.46</u></b>	<b><u>\$0.00</u></b>	<b><u>\$2,576.25</u></b>
<b>8. 2021 Lima</b>	Livingston County	\$698.58	\$698.58	\$0.00	\$0.00
Clarke, James T.	Lima Town Tax	\$382.20	\$382.20	\$0.00	\$0.00
Clarke, Joanne	School Relevy	\$1,630.10	\$0.00	\$0.00	\$1,630.10
36.-2-49	Lima Fire 1	\$44.66	\$44.66	\$0.00	\$0.00
	<b>Total</b>	<b><u>\$2,755.54</u></b>	<b><u>\$1,125.44</u></b>	<b><u>\$0.00</u></b>	<b><u>\$1,630.10</u></b>
<b>9. 2021 Lima</b>	Livingston County	\$901.31	\$901.31	\$0.00	\$0.00
Orlando, Vicki M.	Lima Town Tax	\$342.02	\$342.02	\$0.00	\$0.00
Orlando, Joseph N.	School Relevy	\$2,340.50	\$0.00	\$0.00	\$2,340.50
37.13-1-1.12	<b>Total</b>	<b><u>\$3,583.83</u></b>	<b><u>\$1,243.33</u></b>	<b><u>\$0.00</u></b>	<b><u>\$2,340.50</u></b>
<b>10. 2021 Lima</b>	Livingston County	\$685.55	\$685.55	\$0.00	\$0.00
Frederick, Abbey A	Lima Town Tax	\$260.14	\$260.14	\$0.00	\$0.00
37.10-2-80	School Relevy	\$1,584.46	\$0.00	\$0.00	\$1,584.46
	<b>Total</b>	<b><u>\$2,530.15</u></b>	<b><u>\$945.69</u></b>	<b><u>\$0.00</u></b>	<b><u>\$1,584.46</u></b>

These were all school taxes that were already paid that were sent to the County as unpaid.

*Motion: Mr. Schuster moved and Mr. Mahus seconded to approve the foregoing resolution.... Carried.*

Mr. Fuller gave a brief follow up to the letter he sent to the Supervisor regarding Executive Order 202.83 signed by the Governor on December 18. Mr. Fuller also reviewed the Covid19 Emergency Eviction and Foreclosure Prevention Act signed by the Governor on December 28. While this seemingly wipes out the need for towns to do their resolution but Mr. Fuller recommends that the towns still do a resolution.

**COUNTY ADMINISTRATOR – IAN COYLE**

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

**1. APPROVING ABSTRACT OF CLAIMS #12B-DECEMBER 23, 2020**

RESOLVED, that the Livingston County Board of Supervisors approves the Abstract of Claims #12B dated December 23, 2020 in the total amount of \$2,421,694.39.

*Motion: Mr. Mahus moved and Mr. Schuster seconded to approve the foregoing resolution.... Carried.*

**2. APPROVING ABSTRACT OF CLAIMS #1A-JANUARY 13, 2021**

RESOLVED, that the Livingston County Board of Supervisors approves the Abstract of Claims #1A dated January 13, 2021 in the total amount of \$1,759,141.91.

*Motion: Mr. LeFeber moved and Mr. Mahus seconded to approve the foregoing resolution .... Carried.*

**3. AMENDING 2021 LIVINGSTON COUNTY BUDGET-CONTINGENCY/COVID19 & DEPARTMENT OF HEALTH (4)**

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

Mr. Coyle reviewed the amendments for approval.

*Motion: Mr. LeFeber moved and Mr. Schuster seconded to approve the foregoing resolution . Carried.*

**4. AUTHORIZING BLANKET UNDERTAKING**

WHEREAS, Section 11 of the Public Officers Law authorizes the governing body of a municipality to procure a blanket undertaking to cover officers, clerks and employees of the municipality who would otherwise be required to post an individual undertaking; and

WHEREAS, such blanket undertaking must indemnify against losses through the failure of officers, clerks or employees to faithfully perform their duties or account for moneys or property received by virtue of their position or employment and through fraudulent or dishonest acts committed by officials, clerks or employees covered thereunder; now, therefore, be it

RESOLVED, that the Livingston County Board of Supervisors consents and approves a blanket undertaking to cover all officers, clerks and employees required by law to post an undertaking which undertaking shall be provided by the following policies:

a) Public Officials Liability Policy, provided by New York Municipal Insurance Reciprocal, policy no. MPOLIVI001; and

b) Government Crime Policy provided by Fidelity Deposit Company of Maryland, Policy No. CCP 1470666-00.

Mr. Coyle explained that this is the public official's liability coverage done every year.

*Motion: Mr. Mahus moved and Mrs. Babbitt Henry seconded to approve the foregoing resolution Carried.*

**5. DECREASING MILEAGE RATE TO 56¢ PER MILE EFFECTIVE JANUARY 1, 2021**

RESOLVED, that the standard mileage rate for Livingston County is hereby set at 56¢ per mile effective January 1, 2021.

Mr. Coyle stated that we follow the IRS rate.

*Motion: Mr. Fanaro moved and Mr. Schuster seconded to approve the foregoing resolution... Carried.*

**6. ESTABLISHING PETTY CASH AMOUNTS FOR VARIOUS DEPARTMENTS FOR THE YEAR 2021**

RESOLVED, that the following petty cash amounts and designees be established for the year 2021:

<u>Department</u>	<u>Custodian</u>	<u>Amount</u>
Board of Sup./Cty. Adm.	Michele Rees	\$150.00
Center for Nursing & Rehabilitation	Stephen Woodruff	\$500.00
Central Services	Dana Henry	\$150.00
Community Services	Sally Herrick	\$5,000.00
County Clerk	Andrea Bailey	\$750.00
County Clerk	Andrea Bailey	\$150.00
Geneseo DMV	Andrea Bailey	\$400.00
Dansville DMV	Andrea Bailey	\$400.00
County Treasurer	Amy Davies	\$2,000.00
Department of Health	Jennifer Rodriguez	\$150.00
Economic Development	William Bacon	\$150.00
Highway	Jason Wolfanger	\$1,000.00
Personnel	Tish Lynn	\$100.00
Planning	Angela Ellis	\$125.00
Probation	Lynne Mignemi	\$350.00
Sheriff's Office	Thomas Dougherty	\$3,500.00
Social Services	Diane Deane	\$2,000.00
Women's Health Center	Jennifer Rodriguez	\$500.00
Workforce Development	Ryan Snyder	\$300.00
Youth Bureau	Ryan Snyder	\$100.00

Same resolution as past years, correction to Central Services custodian is now Dana Henry.

*Motion: Mr. Schuster moved and Mr. Mahus seconded to approve the foregoing resolution as amended Carried.*

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

1. SALES TAX REPORT-Mr. Coyle updated the Committee on the sales tax report. We don't know if there will be a prior period adjustment to the negative down the road. We had an unexpected recovery as far as the actual returns versus what the April/May forecast for the year. We budgeted flat for 2021.
2. Mr. Coyle reviewed the press messaging done today focusing on the vaccination roll out deployments. Mr. Coyle reviewed the 1B messaging miscue from the State of New York. There were 3,000+ vaccinations done last week. 91% of residents have received shot one. 97% have signed up. 50% of the nursing home staff has signed up to get the vaccine. The majority of the County as a resident population that are eligible under 1A are getting the vaccine and upwards of 80% of County staff that are eligible are also signed up to get the vaccine. There was discussion on the 1A deployment and that the 1B Phase categories alone are going to take through April. We are getting what we can with the supply not meeting demand. There was discussion on the Governor trying to set up vaccination sites.
3. CHAMBER/TOURISM UPDATE-Mr. Coyle updated the Committee on the discussion held at the last Public Services Committee meeting regarding Chamber tourism. Mr. Coyle reviewed the last iteration of the working group regarding the Chamber and tourism. We are looking at changing some of the frame work and structure of County tourism; a separation or untethering between the Chamber and tourism. The Committee said to unanimously proceed forward with a goal to be completely separated from the Chamber and bringing tourism in house for the 2021 year. The Chamber was receptive to this in a phone call with Mr. Coyle last week for the structuring of a separate board at the Chamber with tourism revenues coming in to the County, then going to the Chamber but having that tourism director report to this tourism board. There was discussion on whether there will need to be a County new hire for this position. A position will be created as a tourism director. It is unclear whether that position will be a County employee or a LCDC employee. Mr. Fanaro asked that the report from Roger Brooks be shared with the rest of the Supervisors.

### **ADJOURNMENT**

Mr. Mahus moved Mr. Schuster seconded to adjourn the meeting at 2:20 p.m.

Respectfully submitted,

Michele R. Rees, IIMC-CMC

Clerk of the Board