

**PUBLIC SERVICES COMMITTEE MEETING MINUTES**  
**WEDNESDAY, FEBRUARY 5, 2020**  
**9:00 A.M.**

PRESENT: G. Deming, C. DiPasquale, B. Carman, S. Erdle, M. Schuster, D. LeFeber, D. Mahus, M. Falk, I. Coyle, A. Ellis, B. Mann, S. Hillier, J. Barry, J. Gunther-Intern

Public Services Chair Jerry Deming asked Mt. Morris Supervisor Charles DiPasquale to lead the Pledge of Allegiance.

**MOTION TO CHANGE THE AGENDA**

*Mr. DiPasquale moved and Mr. Carman seconded to change the agenda ..... Carried.*

**ECONOMIC DEVELOPMENT – BILL BACON**

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

**1. AMENDING A PORTION OF RESOLUTION NO. 2019-420**

WHEREAS, Resolution No. 2019-420 authorized the Chairman of the Board of Supervisors to sign a professional services contract with the Livingston County Development Corporation in the amount of \$126,000.00; and

WHEREAS, the project scope of work has been expanded and, as a result, the contract amount needs to be increased to \$146,000.00; now, therefore, be it

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 Economic Development, according to the terms designated, subject to review by the County Attorney and County Administrator:

<u>Contractor</u>	<u>Term</u>	<u>Amount</u>
<b>Livingston County Development Corporation</b> 6 Court Street, Room 306 Geneseo, NY 14454	1/1/20-12/31/20	\$146,000.00

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

And be it further

RESOLVED, that Resolution No. 2019-420 is hereby amended.

Director’s Comments: This resolution authorizes a contract between the County and the Livingston County Development Corporation to assist in community development efforts. The contract provides for downtown revitalization programming, small business assistance, entrepreneurship training, technical assistance, public relations, marketing and consultant services.

Mr. Bacon explained that the contract increase was not reflected in the original resolution.

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

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

1. Public Market – Business Plan Discussion-We received a funding award in December from Empire State Development in the amount of \$1M toward a \$5M overall expense. The Program parameters only allow a 20% funding so we received the maximum amount. Mr. Bacon gave a brief overview of the three main components to the Public Market; a market hall, which is the permanent space with year round members, the farmers market, which is more of a daily rental space where producers can come in and sell their goods (i.e. fruits, vegetables, flowers, etc.); and a kitchen incubator, where food producers will refine and hone their product for production in commercial space with a commercial kitchen. The mission of the public market was to create gathering space for social and agricultural activities and also to promote the quality of life, tourism and commerce in Livingston County. The significant volume of interest and thought provoking comments that have come through the office post award has been overwhelming. The continuing steps are to work to build more capital. There are other funding

opportunities available that Mr. Bacon has been seeking out. Mr. Bacon met with the Northern Region Board Commission in Albany last week about some available funding, USDA has funding sources for this type of activity, the EDA and other public/private sectors also have potential funding available. USDA has one program that Mr. Bacon is particularly interested in, the Farm Market Promotion Program (FMPP). FMPP would fund some personnel expenses for us that would put feet on the ground and allow us to assemble a management team that would take us to another level and is usually due in late summer/early fall with a fairly quick turnaround. Timing depends on how long it takes to put this plan together. Location is still being discussed. Mr. Bacon believes it should be between Exit 7 & 9 on 390. Mr. Coyle asked the Committee to review the distributed plan, particularly the financial piece moving forward. It does show a break even operation. There is income streams associated with the vendors and the participants in the market hall that are how other successful markets are built and structured. Anchors are very important to this plan. We already have the \$1M grant, which was the largest, single grant awarded in the FLRDC region to Livingston County for the public market.

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

- The *First Impressions* program was rolled-out in the beginning of January and will replace the existing *Sign & Façade* program. The new version will include everything the former program offered with the addition of a lighting component for windows and displays, as well as a digital marketing component. We anticipate a strong response to this as many of our downtown businesses are seeking assistance in these areas and will help to implement many of the findings from our *Frontdoor Back* consultation session.
- A kickoff meeting was held with Bergman Associates and a representative from the Genesee Transportation Council for the wayfinding initiative. Our primary objective for the Wayfinding Project is to develop a Master Plan to improve the pedestrian, tourist, and visitor experience navigating to and within the nine downtown districts in Livingston County. The project will inventory local sites and assets to be included in the Wayfinding Master Plan and identify signage types, locations, treatments, and prioritized phases of installation. The Master Plan should create a unified, consistent impression across Livingston County's nine downtown districts to effectively and safely connect the travelling public to local assets. The estimated date for completion is November 2020.
- The next session of *Plan, Launch, Grow* will be held at the Dansville Library on Wednesday, February 12<sup>th</sup>. We have scheduled various locations for this event over the course of the next few months in an effort to take the program into our communities. These are free to anyone who wants to attend, although pre-registration is encouraged.
- Several technical assistance trainings have been scheduled to help our small businesses market, manage and operate their businesses more efficiently. The first session was held January 22<sup>nd</sup> and focused on photography and marketing. The next session will be held February 24<sup>th</sup> and will assist with managing your online presence. These are free to anyone who wants to attend, although pre-registration is encouraged.
- We have taken the Design Guidelines that were previously developed for the nine downtown districts and reinvented them into a single, comprehensive, user-friendly, highly-visual format. We've added a section on public space and art providing general guidance on the treatment of public and semi-public spaces such as parks, plazas, and public parking areas to ensure visitor comfort and a high quality downtown image. The document includes quick references to signage and awning codes from all nine villages. It is our intention to meet with each village to review the document and offer high-level input related to recommended zoning changes that would address common problems and assist with uniform enforcement.
- As was recommended in the 2017 Commercial District Analysis, we have secured funding to move forward with the development of a cohesive brand for the downtown districts of Livingston County which will embrace the distinct qualities of each district. The brand would be used to promote the nine downtown districts of the county in an effort to attract new businesses and visitors. Identifying and communicating what is special and different about these communities will also boost local pride and spending. Marketing templates will be created and a style guide will be developed which will assist communities in implementing the brand through wayfinding signage, gateway signage, banners, community ads, etc.

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

**1. AUTHORIZING THE CHAIRMAN OF THE LIVINGSTON COUNTY BOARD OF SUPERVISORS TO SIGN THE FOLLOWING CONTRACT FOR PURCHASE AND INSTALLATION OF A HYDRAULIC VEHICLE LIFT FOR THE LIVINGSTON COUNTY HIGHWAY DEPARTMENT THROUGH NYS OGS CONTRACT #PC67297 - ROTARY LIFT**

RESOLVED, that the Chairman of the Livingston County Board of Supervisors is hereby authorized to sign the following contract for the Livingston County Highway Department, 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>
<b>Rotary Lift</b>	2/12/20-8/30/20	\$18,912.29
2700 Lanier Drive		
Madison, IN 47250		

For: This 2-Post, 16,000lb Vehicle Lift will replace the older existing Mohawk lift in the Mechanic Shop. The new lift will be more adaptable to a wider range of vehicles. Existing lift will be declared surplus.

<i>Funding Source</i>	<i>Local Share</i>	<i>Budgeted?</i>
2020 County Machinery Fund Budget Appropriations	100%	Yes XX No

Director's Comments: Contract is required because labor for installation is included.

Mr. Wolfanger reviewed the contract and explained that the current lift is only good for smaller vehicles. The new lift would be able to accommodate the ambulances.

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

**2. AWARDING BIDS AND AUTHORIZING PURCHASE FOR THE LIVINGSTON COUNTY HIGHWAY DEPARTMENT - VARIOUS AGGREGATE MATERIALS THROUGH MARCH 31, 2021**

WHEREAS, after the proper legal advertisement seeking bids for Various Aggregate Materials from April 1, 2020 through March 31, 2021, bids were received and opened on January 16, 2020, now, therefore, be it

RESOLVED, that the Chairman of the Livingston County Board of Supervisors is authorized to sign the following contracts, which are hereby accepted as the lowest responsible bids, subject to review by the County Attorney and County Administrator:

<u>Contractor</u>	<u>Term</u>	<u>Amount</u>
<b>Various Contractors</b>	4/1/20-3/31/21	As Required
For: Annual Bids for Various Aggregate Materials		

<i>Funding Source</i>	<i>Local Share</i>	<i>Budgeted?</i>
County Highway Department Budget Appropriations	100%	Yes X No

This is the annual bid.

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

**3. AWARDING BIDS AND AUTHORIZING PURCHASE FOR THE LIVINGSTON COUNTY HIGHWAY DEPARTMENT - VARIOUS CONSTRUCTION MATERIALS & SERVICES THROUGH APRIL 1, 2021**

WHEREAS, after the proper legal advertisement seeking bids for Various Construction Materials & Services from April 2, 2020 through April 1, 2021, bids were received and opened on January 16, 2020, now, therefore, be it

RESOLVED, that the Chairman of the Livingston County Board of Supervisors is authorized to sign the following contracts, which are hereby accepted as the lowest responsible bids, subject to review by the County Attorney and County Administrator:

<u>Contractor</u>	<u>Term</u>	<u>Amount</u>
<b>Various Contractors &amp; Suppliers</b>	4/2/20-4/1/21	As Required
For: Annual Bids for Various Construction Materials and Services		

<i>Funding Source</i>	<i>Local Share</i>	<i>Budgeted?</i>
County Highway Department Budget Appropriations	100%	Yes X No

This is the annual bid.

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

**4. AWARDING BIDS AND AUTHORIZING PURCHASE FOR THE LIVINGSTON COUNTY HIGHWAY DEPARTMENT - RENTAL OF VARIOUS PIECES OF CONSTRUCTION EQUIPMENT THROUGH APRIL 1, 2021**

WHEREAS, after the proper legal advertisement seeking bids for Rental of Various Pieces of Construction Equipment from April 2, 2020 through April 1, 2021, bids were received and opened on January 16, 2020, now, therefore, be it

RESOLVED, that the Chairman of the Livingston County Board of Supervisors is authorized to sign the following contracts, which are hereby accepted as the lowest responsible bids, subject to review by the County Attorney and County Administrator:

<u>Contractor</u>	<u>Term</u>	<u>Amount</u>
<b>Various Contractors</b>	4/2/20-4/1/21	As Required

For: Annual Bids for Rental of Various Pieces of Construction Equipment

<i>Funding Source</i>	<i>Local Share</i>	<i>Budgeted?</i>
County Highway Department Budget Appropriations	100%	Yes X No

This is the annual bid.

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

**5. AUTHORIZING THE CHAIRMAN OF THE LIVINGSTON COUNTY BOARD OF SUPERVISORS TO SIGN A SNOW AND ICE CONTRACT WITH LOCAL MUNICIPALITIES FOR SNOW AND ICE CONTROL ON STATE ROADS**

WHEREAS, pursuant to Section 12 of the Highway Law, the maintenance of State highways includes the control of snow and ice thereon as the Commissioner of the New York State Department of Transportation may deem necessary in order to provide reasonable passage and movement of vehicles over such highways, and

WHEREAS, the work of such control of snow and ice may be done by any municipality, which for the purpose of said Section 12, shall include a county, city, town or village, pursuant to an agreement entered into between the governing board or body of any such municipality and the Commissioner, and

WHEREAS, the County, as such municipality, may enter into a contract with another municipality for purposes of said municipality serving as a County subcontractor for the work related to snow and ice control on State highways; and

WHEREAS, the Public Services Committee recommends that the Livingston County Board of Supervisors approve five-year contracts with eleven (11) local municipalities as County subcontractors for the snow and ice control work on State roads, now, therefore, be it

RESOLVED, that the Livingston County Board of Supervisors hereby authorizes the Chairman of the Board to sign five-year contracts with eleven (11) local municipalities for snow and ice control on State roads, according to the terms designated, subject to the approval of the municipalities, the State, the County Attorney and the County Administrator.

<u>Contractor</u>	<u>Term</u>	<u>Amount</u>
<b>Town of Avon</b>	7/1/19-6/30/24	Varies based on labor & materials
<b>Town of Caledonia</b>		
<b>Town of Conesus</b>		
<b>Town of Geneseo</b>		
<b>Town of Leicester</b>		
<b>Town of Lima</b>		
<b>Town of Mt. Morris</b>		
<b>Town of Portage</b>		
<b>Town of Sparta</b>		
<b>Town of Springwater</b>		
<b>Village of Nunda</b>		

For: Snow And Ice Control On State Roads

<i>Funding Source</i>	<i>Local Share</i>	<i>Budgeted?</i>
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New York State Department of Transportation	100%	Yes <input checked="" type="checkbox"/> No
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This is the annual contract for snow and ice control.

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

**6. AUTHORIZING THE CHAIRMAN OF THE LIVINGSTON COUNTY BOARD OF SUPERVISORS TO SIGN A SNOW AND ICE CONTRACT WITH THE NEW YORK STATE DEPARTMENT OF TRANSPORTATION FOR SNOW AND ICE CONTROL ON STATE ROADS**

WHEREAS, pursuant to Section 12 of the Highway Law, the maintenance of State highways includes the control of snow and ice thereon as the Commissioner of the New York State Department of Transportation may deem necessary in order to provide reasonable passage and movement of vehicles over such highways, and

WHEREAS, the work of such control of snow and ice may be done by any municipality, which for the purpose of said Section 12, shall include a county, city, town or village, pursuant to an agreement entered into between the governing board or body of any such municipality and the Commissioner, and

WHEREAS, the Public Services Committee recommends that the Livingston County Board of Supervisors approve a five-year contract with the New York State Department of Transportation for snow and ice control on State roads, and

WHEREAS, each town/village historically involved with snow and ice control on State roads has agreed to continue to serve as a County subcontractor; now, therefore, be it

RESOLVED, that the Livingston County Board of Supervisors hereby authorizes the Chairman of the Board to sign a five-year contract for snow and ice control on State roads, according to the terms designated, subject to the approval of the County Attorney and the County Administrator.

<u>Contractor</u>	<u>Term</u>	<u>Amount</u>
<b>NYS Department of Transportation</b> 50 Wolf Road Albany, New York 12232 For: Snow And Ice Control On State Roads	7/1/19-6/30/24	Varies based on labor & materials

<u>Funding Source</u>	<u>Local Share</u>	<u>Budgeted?</u>
Reimbursement from NYSDOT	100%	Yes <input checked="" type="checkbox"/> No

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

Mr. Wolfanger reviewed the wheel loader that they are planning to replace. There have been electrical and transmission problems over the last year. Mr. Wolfanger reviewed the work that will be done by the new larger loader. There was discussion on the warranty cost and work. The new machine is continually monitored for any maintenance needs. Delivery is anticipated by the end of February.

**Informational Item(s) Written Only**

The County Administrator approved the following equipment purchase from the 2020 Machinery Fund Appropriation:

**Replacing:**

Unit # 83  
1998 Caterpillar 962G Wheel Loader  
Purchased 11/24/1998 for \$166,750  
Engine Hours: 4,957  
Condition: Fair - Poor....Rot, rust, multiple electrical issues, transmission, tires, etc.  
Potential Surplus Value: \$25K - \$30K

**Approved Purchase:**

2020 John Deere 824L Wheel Loader  
With Optional Construction Forks  
With Optional 6-Year Preventive Maintenance Package

**Total Price: \$337,432.41**

**EMERGENCY MEDICAL SERVICES – KAREN DEWAR**

**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 EMERGENCY MEDICAL SERVICES: COMMERCIAL ACCEPTANCE COMPANY**

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 Emergency Medical Services and avail it to other county departments, according to the term designated, subject to review by the County Attorney and County Administrator:

<u>Contractor</u>	<u>Term</u>	<u>Amount</u>
<b>Commercial Acceptance Company</b> 2300 Gettysburg Road Suite 102 Camp Hill, PA 17011	1/1/2020 - with automatic renewal for additional one year periods unless a minimum of 90 days written notice to terminate is made by either party.	25% First Placement & 45% Second Placement Accounts

For: Collection of EMS Service fees

<u>Funding Source</u>	<u>Local Share</u>	<u>Budgeted?</u>
Per each department budget	As above	Yes

Director’s Comments: Collection of fees as established by each department.

Ms. Dewar reviewed the collection contract changed last year and that this company has been very successful.

Ms. Dewar would like to engage the vendor with automatic renewals until canceled.

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

**Informational Item(s) Written Only**

469 LCEMS dispatches in December 2019

5,697 LCEMS dispatches for 2019

EOC Expansion Project meetings are now biweekly.

- December 30, 2019    Emergency Responder Support Services Team deployment
- January 2, 2020     Meeting with Medical Director & EMS Captain meeting
- January 14, 2020   Meeting with Senator Gallivan’s Community Representative re: roundtable planning for EMS and fire services
- January 14, 2019    Medical Director meeting
- January 21, 2020    Medical Director meeting
- January 27, 2020    MLREMS Council Meeting

**COUNTY CLERK – MARY STRICKLAND**

**Action Items:**

**1. ESTABLISHING THE COUNTY CLERK FEE FOR ISSUING CONVEYANCE NOTICES EFFECTIVE MARCH 11, 2020 AND REFER THIS MATTER TO THE WAYS AND MEANS COMMITTEE**

WHEREAS, New York State Real Property Law Section 291 was recently amended to require county clerks to mail a written notice to the property owner(s) of record when a residential real property conveyance is recorded; and

WHEREAS, the newly amended law states that county clerks are entitled to charge a reasonable fee to cover the cost of mailing the notices; and

WHEREAS, in order to keep the fee charged consistent across the State, the New York State Association of County Clerks has recommended that the reasonable fee be charged at \$10.00 per conveyance; now, therefore, be it

RESOLVED, that the Livingston County Clerk is hereby authorized to charge the party seeking to record a residential real property conveyance a fee of \$10.00 to cover the cost of mailing notice of the conveyance to the owner(s) of record.

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

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

**Motor Vehicle Department**

1. Geneseo and Dansville Audits have been completed-Ms. Strickland reported that we did very well per the draft report. Ms. Strickland reviewed the documents required for Enhanced Driver’s License (EDL) and the tool available on nydmv.gov. TSA agents are telling people that the EDL is not compliant, but that is not correct.

**County Clerk**

1. Started scanning pistol permits January 1, 2020.
2. Passport Audit completed on November 5, 2019.
3. The local mortgage tax collected as of January 27, 2020 is \$4,326.50.
4. The resolution today is establishing a fee for issuing conveyance notices effective March 11, 2020-Ms. Strickland reviewed the resolution that is being recommended and the notice to be sent out. The resolution does require a \$10 fee be paid. Ms. Strickland explained that she is concerned that the correct people will be receiving the notice.

**PLANNING – ANGELA ELLIS**

**Action Items:**

**1. APPOINTING MEMBERS TO THE LIVINGSTON COUNTY PLANNING BOARD: APRILE S. MACK & SARAH M. SANTORA**

RESOLVED, that the following members are hereby appointed to the Livingston County Planning Board for the term designated:

<b>Name</b>	<b>Address</b>	<b>Title/Representing</b>	<b>Term</b>
Aprile S. Mack	9 Mohawk Avenue Geneseo, NY 14454	Alternate Member #1	1/1/20-12/31/20
Sarah M. Santora	3199 Crescent Parkway Caledonia, NY 14423	Village of Caledonia	2/12/20-12/31/21

Director’s Comments: This resolution reappoints the Alternate member to the County Planning Board and appoints a new representative from the Village of Caledonia. Aprile Mack is appointed annually as the alternate.

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

**2. APPOINTING ENVIRONMENTAL MANAGEMENT COUNCIL CHAIRPERSON – ALEXANDER PIERCE**

WHEREAS, the bylaws of the Livingston County Environmental Management Council (EMC) provide that the EMC Chairperson be appointed by the Board of Supervisors upon the recommendation of the EMC; and

WHEREAS, on January 22, 2020, the EMC voted to recommend that the Board of Supervisors appoint Alexander Pierce as Chairperson of the Environmental Management Council; now, therefore, be it

RESOLVED, that the following member is hereby appointed as Chairman of the Livingston County Environmental Management Council for the term designated:

<b>Name</b>	<b>Address</b>	<b>Title/Representing</b>	<b>Term</b>
Alexander Pierce	P.O. Box 19, Nunda, NY 14517	Chairman	2/1/20-1/31/21

**Director's Comments:** The EMC met on January 22, 2020. Those members present voted to recommend that Mr. Pierce continues as Chairperson of the EMC. This is probably the last year that Alex Pierce will be Chairman because he also serves as Vice Chair on the Planning Board and will be moving up to Chair.

*Motion: Mr. Carman moved and Mrs. Erdle seconded to approve the foregoing resolution..... Carried.*

**3. AUTHORIZING THE CHAIRMAN OF THE LIVINGSTON COUNTY BOARD OF SUPERVISORS TO SIGN THE FOLLOWING CONTRACT FOR THE LIVINGSTON COUNTY DEPARTMENT OF PLANNING: NYS DIVISION OF HOMELAND SECURITY AND EMERGENCY SERVICES**

RESOLVED, that the Chairman of the Livingston County Board of Supervisors is hereby authorized to sign the following contract for the Livingston County Planning Department, 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>
<b>NYS Division of Homeland Security and Emergency Services</b>	1/1/20-12/31/21	\$652,651.00
1220 Washington Avenue Albany, New York 12242		

For: Emergency Communications System Upgrade Project: New York State 2019 Statewide Interoperable Communications Grant Program (2019-SICG Formula)

<i>Funding Source</i>	<i>Local Share</i>	<i>Budgeted?</i>
New York State 2019 Statewide Interoperable Communications Grant Program (2019-SICG Formula)	0%	No

**Director's Comments:**

This resolution authorizes a contract with NYS DHSES to continue upgrading the County's emergency communications system. The contract will allow the County to replace aging tower infrastructure at the Wilson Road, Town of Groveland, and Jakman Hill, Town of Livonia, sites. We also plan on starting the planning phase for development of a new tower site and the County's Emergency Operations Center located at the Hampton Corners Complex.

Ms. Ellis reviewed the contract for approval.

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

**4. APPROVING THE OFFICIAL UNDERTAKING OF PUBLIC EMPLOYEES FIDELITY (BLANKET) BOND FOR GENESEE FINGER LAKES REGIONAL PLANNING COUNCIL**

WHEREAS, the County of Livingston has appropriated the sum of \$9,970.00 as its share of the Year 2020 operating funds of the Genesee Finger Lakes Regional Planning Council; and

WHEREAS, pursuant to Section 119-00 of the General Municipal Law of the State of New York, the County is authorized to provide for the payment of such appropriations to an officer of the agency designated by the agency to receive such monies provided that such officer shall have executed an official undertaking approved by the governing body of the County; and

WHEREAS, the Genesee Finger Lakes Regional Planning Council has designated David S. Zorn, Director of the Council, as the officer to receive payments of such monies; and

WHEREAS, the Genesee Finger Lakes Regional Planning Council has secured a Public Employees Fidelity (Blanket) Bond, issued by National Grange Mutual Insurance Company, providing faithful performance blanket bond coverage for officers and employees of the Council in the amount of \$500,000.00;

now therefore, be it

RESOLVED, that the Livingston County Board of Supervisors hereby approves such bond as the official undertaking required pursuant to Section 119-00 of the General Municipal Law.

**Directors Comments:** This is an annual resolution approved by the Board of Supervisors. The NYS General Municipal Law requires counties participating in regional planning agencies to annually approve an "official



undertaking” which can consist of a Public Employees Fidelity (Blanket) Bond for that officer of the agency designated to receive monies appropriated by member counties. This bond is to provide faithful performance blanket bond coverage for the designated officer in the amount of funds being managed. In 2020, the total amount of funds being managed by the Regional Planning Council at any point during the calendar year will be approximately \$500,000.

Ms. Ellis reviewed our Council representatives and explained that we have gone through approval of the same amount for many years. The Genesee Finger Lakes Regional Planning Council provided a variety of regional level planning activities, such as support for the census and demographic analysis.

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

Ms. Ellis explained that the SEQR resolution was pulled for the two towers because there may be some changes to the Livonia tower. There was discussion on the location of the towers. There are some gaps in Lima that a taller tower at Jackman Hill will help.

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

#### **CONESUS LAKE WATERSHED MANAGEMENT ACTIVITIES**

**Conesus Lake Watershed Council.** The next meeting of the Council is February 28.

#### **TRANSPORTATION ADVISORY COMMITTEE**

**Mobility Management Website ([www.RideLivingston.com](http://www.RideLivingston.com))** We submitted an application to the Genesee Transportation Council Unified Planning Work Program for funding to develop a tool that analyzes existing mobility management, specifically for program level transportation demands through county human service agencies. The GTC Planning Committee approved the project to be included on the list of projects to be funded and advanced for public review. The Committee will be meeting on February 13 to review public comments and vote to advance the final project award list to the GTC Board for review and approval.

**Geneseo Active Transportation Plan.** The consultant continued work on the Draft Report. Public engagement was held on January 7, 2020, 5-7PM, at the Geneseo Central School Main Cafeteria. About 70 attended.

#### **AGRICULTURAL AND FARMLAND PROTECTION BOARD**

**303b Petitions.** Three parcels are being submitted to NYS Department of Agriculture & Markets for inclusion into Agricultural Districts #2 and #3.

**2020 Work Plan.** The Board approved the 2020 work plan. We expect significant staff time will be spent on: 1) Organizational activities for the renewal of Agricultural District #1 with assistance from Cornell Cooperative Extension. 2) Municipal technical assistance involving large-scale solar projects.

#### **ENVIRONMENTAL MANAGEMENT COUNCIL (EMC)**

**Next meeting.** The EMC met on March 25<sup>th</sup>. The deadline for nominations for the EMC’s Earth Day Award has been set for March 6<sup>th</sup>. The 3<sup>rd</sup> Annual Livingston County Community Cleanup has been scheduled for the weekend of April 24-26<sup>th</sup>.

#### **COUNTY PLANNING BOARD**

**Next meeting.** The next meeting is scheduled for February 13<sup>th</sup>.

**LET’S Plan.** A battery energy storage training workshop was held on December 4<sup>th</sup> at the County Highway Building Conference Room.

**Reminder:** “Evenings with the County Planning Board” is an opportunity for municipal training credit hours. Municipal planning and zoning officials may receive credit for attending and learning about County Planning Board review. Those interested should call the Planning Department beforehand to learn about the agenda and ensure that a meeting is being held. Meeting cancellations are rare, but do happen.

#### **CENSUS 2020**

**Complete Count Committee.** The Committee met on January 29<sup>th</sup> to discuss State funding for a complete count – up to \$93,300 for Livingston County. Proposals due to the State on March 2. Census Day is April 1.

#### **GENESEE TRANSPORTATION COUNCIL (GTC)**

**Council.** The Council met on December 12. The next meeting is scheduled for February 27.

**Planning Committee.** The Planning Committee met on January 9. The next meeting is scheduled for February 13.

**SPECIAL PROJECTS**

**LIVINGSTON COUNTY WATER SUPPLY STUDY UPDATE PROJECT.** CPL continues work on the draft document and follow up with municipalities on confirming information gathered and analyzed to date. **HOUSING NEEDS ASSESSMENT AND MARKET ANALYSIS.** MRB Group has been working on a Housing Initiatives Report and Demographics, Geographic and Economic Data. A copy of the draft report for Tasks 1, 2 and 3 can be found at: <https://www.livingstoncounty.us/1176/Housing-Needs-Assessment-and-Market-Anal>. A public hearing was held on January 22, 2020. The project is being presented to the Housing Task Force on February 3. We anticipate closeout in mid-February. Next steps: Organizational activities for implementation.

**RADIO COMMUNICATIONS UPGRADE PROJECT.** The Short Tract Road tower site is about complete. The site is up and running. The PMT is working on designing upgrades at the Groveland and Jakman Hill tower site locations due to aging infrastructure. Motorola is reviewing possible antenna modifications at Jakman Hill for improvement in the Lima area and investigating the feasibility of a tower at the EOC to address coverage gaps along State Route 63 and the Village of Mt. Morris and County Campus.

**BROADBAND PROJECT.** We are working with HUNT Engineers on the Engineering Report for broadband options in the County. The public survey is still open; it closes on January 31. We are working with HUNT Engineers on the RFP for public-private partnership for the USDA grant application which is due mid-March. The RFP was issued and proposals are due February 7.

**MOTION TO CHANGE THE AGENDA**

*Mr. Carman moved and Mr. Mahus seconded to change the agenda* Carried.

**PUBLIC DEFENDER – LINDSAY QUINTILONE-JORDAN**

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

**1. AUTHORIZING THE CHAIRMAN OF THE LIVINGSTON COUNTY BOARD OF SUPERVISORS TO SIGN THE FOLLOWING CONTRACTS FOR THE LIVINGSTON COUNTY PUBLIC DEFENDER AND CONFLICT DEFENDER OFFICES: NEW YORK STATE OFFICE OF INDIGENT LEGAL SERVICES (2)**

RESOLVED, that the Chairman of the Livingston County Board of Supervisors is hereby authorized to sign the following contracts for the Livingston County Public Defender Office and Conflict Defender Office, as administrator of the Assigned Counsel Panel, and any future amendments to said contracts, according to the terms designated, subject to review by the County Attorney and County Administrator:

<u>Contractor</u>	<u>Term</u>	<u>Amount</u>
<b>New York State Office of Indigent Legal Services</b>	1/1/18-12/31/20	\$203,202.00

William J. Leahy, Director  
A.E. Smith Building, 11<sup>th</sup> Floor  
80 South Swan Street  
Albany, NY 12210

For: Grant Distribution #8 (Contract # C800023)

<u>Funding Source</u>	<u>Local Share</u>	<u>Budgeted?</u>
Grant - NYSOILS	No	Yes x No

**Director’s Comments:**

This is a grant distribution, which covers expenses from 2018-2020. The reimbursement funding will cover partial salary and benefits for an attorney position that was increased from part time to full time in 2015. It also covers the part time Assistant Conflict Defender position handling Family Court cases.

<b>New York State Office of Indigent Legal Services</b>	1/1/17-12/31/19	\$101,601.00
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William J. Leahy, Director  
A.E. Smith Building, 11<sup>th</sup> Floor

80 South Swan Street  
 Albany, NY 12210  
 For: Grant Distribution #7 (Contract # C700023)

<i>Funding Source</i>	<i>Local Share</i>	<i>Budgeted?</i>
Grant - NYSOILS	No	Yes x No

Director's Comments:

This is a grant distribution, which covers expenses from 2017-2019. The reimbursement funding will cover the salary and benefits for a part time Assistant Public Defender, which was created in 2015; transcription costs for the Conflict Defender's Office in handling Family Court appeals, technology for Assistant Public Defenders and Assistant Conflict Defenders, and professional services expenses for both offices.

Ms. Quintilone reviewed the grant contracts for approval. Both grants allow for extensions that she would need to come back for approval at a future date.

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

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

We just filled our new Legal Administrative Assistant position internally by promoting a staff member. We also had a resignation of our Senior Account Clerk/Typist, which leaves us short two staff positions.

Ms. Quintilone reviewed the State cap numbers that have been revised again.

**SHERIFF'S OFFICE – SHERIFF THOMAS DOUGHERTY**

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

**1. AMENDING THE 2020 LIVINGSTON COUNTY SALARY SCHEDULE: SHERIFF'S OFFICE AND REFERRING THIS MATTER TO THE 2/24/20 WAYS AND MEANS COMMITTEE**

RESOLVED, that they 2020 Livingston County Salary Schedule is amended as follows:

**Sheriff's Office**

- Create one full time Chief Deputy of Professional Standards position effective at the retirement of Deputy Sheriff/Road Patrol (A. G. Miller) salary to be determined on the Department Head Salary Schedule.

For: Succession plan of forthcoming retirements

Sheriff Dougherty reviewed the title change request for this position and reviewed the current duties performed by Gary Miller. The new position would include all existing duties and Sheriff Dougherty reviewed the additional confidential, supervisory and accreditation duties that would be done by this position. Undersheriff Bean explained that Gary Miller does not work overtime. The new position would be an appointed position with a set salary. Mr. Coyle explained that the Sheriff's Office will work out the budgetary changes.

*Motion: Mr. Carman moved and Mr. DiPasquale seconded to approve the foregoing resolution Carried.*

**2. AUTHORIZING A PROFESSIONAL SERVICES CONTRACT FOR JAIL HEALTHCARE: PRIMECARE MEDICAL OF NEW YORK, INC.**

WHEREAS, the County of Livingston solicited a Request for Proposal for jail healthcare and one (1) proposal was received, now, therefore, be it

RESOLVED, that the Chairman of the Livingston County Board of Supervisors is hereby authorized to sign the following contract, which is determined to be the most qualified to provide said services, subject to review by the County Attorney and County Administrator:

<u>Contractor</u>	<u>Term</u>	<u>Amount</u>
PrimeCare Medical of New York, Inc. 3940 Locust Lane Harrisburg, PA 17109	4/1/20-3/31/23	Year 1 \$513,610.20 Year 2 \$529,018.50 Year 3 \$544.889.05

For: Jail medical services

<i>Funding Source</i>	<i>Local Share</i>	<i>Budgeted?</i>
A3150	100%	Yes X No X

Sheriff Dougherty reviewed the medical services and how Primecare has been a good service provider since the

inception of the emergency contract when we lost our doctor and nurses. CD Yasso reviewed the efforts made to fill those positions without success. An RFP was put out with only one response from Primecare. CD Yasso reviewed the LPN option that he believes will be suitable for Livingston County. Primecare’s purchasing power for medication and medical supplies is much stronger than ours and he believes we will see a savings there. Mr. Coyle reviewed our jail count and explained that we are taking these services beyond the level that we were before when we were meeting the DOC levels. The revenues from the jail that we do not use right now can be used for this contract as a jail related expense. Mr. Coyle reviewed the federal government contract housing federal inmates in our jail and the future of that contract. This contract takes us to the level that we need to get to for a jail of our size. Sheriff Dougherty reviewed the current federal inmates being housed and the budgeted amounts. A clause will be placed in this contract in case we lose the federal inmate population. Mr. Coyle reviewed the veteran health care coverage and the recent resolution seeking reimbursement. Sheriff Dougherty reported that Congress is looking at that resolution now.

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

**BOARD OF ELECTIONS – BECKY SCHROEDER**

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

**1. AUTHORIZING THE PURCHASE OF 50 IMAGE CAST VOTING MACHINES THROUGH NYS OGS CONTRACT PC66393 FOR THE LIVINGSTON COUNTY BOARD OF ELECTIONS – DOMINION VOTING AND REFER THIS MATTER TO THE WAYS AND MEANS COMMITTEE**

RESOLVED, that the Livingston County Board of Elections is hereby authorized to purchase through NYSOGS Contract PC66393 from Dominion Voting, 215 Spadina Avenue, Suite 200, Toronto, Ontario, 50 Image Cast Voting Machines and related equipment at a cost not to exceed \$518,550.00.

<i>Funding Source</i>	<i>Local Share</i>	<i>Budgeted?</i>
Capital Reserve Budget Amendment	100%	No

Mrs. Schroeder reviewed the purchase contract for approval. Mr. Coyle reviewed the earlier discussions on financing for a one time purchase. There was discussion regarding the number of machines necessary for our districts and Mrs. Schroeder explained that it is not the district number but the number of voters that determines the amount of machines needed. There was discussion on the testing prior to elections. The vendor has confirmed that we will have 8 machines before the village elections for training. Early voting numbers were ~4% for the November election. The old machines are built into the quote for the new machines. There is very little value and no one is willing to pay money for them.

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

**2. AMENDING A PORTION OF RESOLUTION NO. 2019-449 AND REFERRING THIS MATTER TO THE WAYS AND MEANS COMMITTEE**

WHEREAS, Resolution No. 2019-449 adopted the 2020 County employee salaries and established certain compensation and benefits for other employees; and

WHEREAS, the pay rate for several elections inspector positions listed on the Miscellaneous Pay Rates-2020 schedule found in Section (i) need to be revised due to a recent amendment to New York State Election Law Section 8-100(2); and

WHEREAS, said statute was amended to expand the hours of primary elections in order to make the hours uniform statewide; now, therefore, be it

RESOLVED, that the pay rate for the following elections inspector positions listed on the Miscellaneous Pay Rates-2020 schedule found in Section (i) of Resolution No. 2019-449 are hereby corrected as follows:

i. **MISCELLANEOUS PAY RATES – 2020**

<b>Title</b>	<b>2020</b>
Elections Inspector: general and primary elections (e.g. 6 A – 9 P)	\$200.00/day
Elections Inspector: village elections (e.g. 12 P – 9 P)	\$150.00/day

and be it further

RESOLVED, that this portion of Resolution No. 2019-449 is hereby amended.

Mrs. Schroeder reviewed the simple change needed due to the election law changing the primary hours to a full

day. There was discussion on the adjusted budgeted amounts.

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

**Informational Item(s) Written Only**

1. Both commissioners and deputy commissioners attended the Election Commissioners Association Winter Conference in Albany, January 6 – 9. As always, it’s hard to say if the networking or the presentations were more informative. Much of the focus was on Early Voting procedures, technology updates and the never ending legislative changes.
2. Laura and Becky presented at Dansville Central School Participating in Government classes.
3. After meeting with Public Services Committee re-negotiated contract with Dominion Voting for the purchase of voting machines.
4. Participated in State and Regional conference calls relating to the impending Congressional Special election.
5. Schedules have been set for election inspector training and the curriculum re-written for the trainings emphasizing the use of electronic poll books.
6. Village caucuses were conducted this month and will be completed on June 28. Processing of acceptances, declinations, certificates of nomination have been done. Ballot preparation and testing will begin thereafter.
7. We were able to secure a cheaper option of mail check processing than used in previous years.
8. Continue to work with Verizon to resolve billing issues.
9. Began process for GE 2020.
8. Current active voter enrollment stands at 39,391. Democratic: 10,404; Republican: 17,047; Conservative: 915; Working Families: 122; Green: 132; Libertarian: 103; Independence: 1,924; Blank-No Party: 8,679; Oth-Blank: 46; Oth-WEP: 11; and Oth-Reform: 8. Inactive enrollment is at 2,597. Total active/inactive voter enrollment is: 41,988.

**CENTRAL SERVICES – WILLIAM MANN**

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

**1. AUTHORIZING THE CHAIRMAN OF THE LIVINGSTON COUNTY BOARD OF SUPERVISORS TO SIGN THE FOLLOWING CONTRACT FOR PROFESSIONAL SERVICES FOR ELECTRICITY USAGE, PERFORMANCE AUDITING, AND BIDDING FOR LIVINGSTON COUNTY ELECTRICITY USAGE: ENERGY ENTERPRISES, INC.**

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

<u>Contractor</u>	<u>Term</u>	<u>Amount</u>
<b>Energy Enterprises, Inc.</b>	1/1/20-12/31/20	\$9,600.00

PO Box 182

Mt. Morris, NY 14510

For: Professional services for electricity usage, auditing and bidding

<i>Funding Source</i>	<i>Local Share</i>	<i>Budgeted?</i>
County Budget	100%	Yes X No

**Director’s Comments:**

Auditing of utility/supplier bills for usage and accuracy. Consulting to provide guidance as it relates to performance with energy use and/or energy costs and assistance with procurement.

Mr. Mann reviewed the contract for approval.

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

**2. ADOPTING RULES AND REGULATIONS FOR LIVINGSTON COUNTY AL LORENZ PARK**

RESOLVED, that the Livingston County Board of Supervisors hereby adopts the Livingston County Al Lorenz Park Rules and Regulations as follows:

**LIVINGSTON COUNTY AL LORENZ PARK RULES AND REGULATIONS**

1. The Livingston County Al Lorenz Park is open January 1 - December 31 during the following hours:
  - a. Daily from 6:00am until 10:00pm
2. The Livingston County Al Lorenz Park is closed January 1 - December 31 during the following hours:
  - a. Daily from 10:00pm until 6:00am
3. **PROHIBITED ACTIVITIES** within the boundaries of the Livingston County Al Lorenz Park:
  - a. Entry into or remaining in park boundaries when park is closed
  - b. Swimming
  - c. Fires (except for cooking grills)
  - d. Littering
  - e. Possession or discharge of any firearm
  - f. Possession or use of a bow and/or arrow
  - g. Trapping or hunting
  - h. Removal or mutilation of vegetation
  - i. Violation of any rules, regulations, local law, or statutes of the state of New York and the United States of America
  - j. Camping
  - k. Riding or leading horses
  - l. Use or possession of all-terrain vehicles, snowmobiles, mini bikes and similar vehicles primarily used for off road purposes
  - m. Operation of a motor vehicle in excess of 15 miles per hour
  - n. Operation of a motor vehicle on any trail or unpaved roadway
  - o. Loud and/or disruptive music or behavior
  - p. Smoking pursuant to Local Law No. 2 - 2008
4. Any person bringing a dog or cat into the park shall keep the dog or cat on a leash, under their control at all times, and shall clean up and dispose of any pet waste.
5. Persons under the age of 18 years shall be supervised at all times by an adult, who shall be responsible for any violation of these rules and regulations by the persons they are supervising.
6. Violation of any rule or regulation of the park shall result in the violator's removal from the park, as well as any other penalties authorized by law.

Mr. Mann reviewed the changes made in the hours of operation. The park roads have been maintained through the winter for snow removal. There was discussion on the trail design for foot traffic and the restriction to horse traffic. There was discussion on the signage for the ponds.

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

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

1. Security Committee Update-Mr. Mann reviewed the Government Center project progress to date. Mr. Mann thanked those present that assisted on the new security policies for the County. The team has also created a comprehensive emergency preparedness guide for department heads. The other item being addressed is for mass communications for County staff. Director Schultz has input hundreds of County telephone numbers for emergency notifications. Members of the Sheriff's Office, Central Services and ITS have gone throughout the County departments reviewing duress buttons. Mr. Mann reviewed the costs for a full replacement or a replacement plan over the next two or three years.
2. Livingston County Sheriff's Office Training Complex Update-Mr. Mann reported that Highway has been working on site grading some areas. Summer work will be incorporated with Highway moving some dirt from their projects to the Complex to create berms.

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

#### **Government Center:**

Kathy's area along with security has been moved to the Foyer. The mail room has been temporarily moved to the "Closing Room." Notice has been distributed to Dept. Heads regarding the start of this project.

The area around entrance has been demoed. We built a temporary wall down the corridor to block off the construction area (Demo) for visitor safety and begin demo on the old mail room and closet beginning 1/20. Coordinating with contractors in reference to flooring style/type and a glass contractor in reference to the half glass wall and the possibility of sliding doors. Those meetings have happened and sample flooring has been delivered.

**Courthouse Roof:**

This project is substantially complete. Arrow Sheet Metal and O'Connell Electric are the contractors completing this project. O'Connell is currently finishing up the Ice-Melt and Lightening protection system.

**EOC/EMS Facility:**

Construction has been underway.

The GC has mobilized on site and has begun work, currently working on the foundation, removing unsuitable soils, digging foundation footers and prepping the re-bar for the forms. Areas of concrete (footers) have been poured. Working on coordination of items related to the new water line.

**CNR:**

The below work will be an ongoing project as we work through the entire facility:

Work continues on the repainting of door frames in the neighborhoods.

Began work on the kitchen areas of the neighborhoods, replacing cupboard doors, sanding and painting, etc.

Wall Protectors have been installed in some areas: ongoing.

Work continues on repainting of stairwells

Met with CPL regarding the following projects:

CPL and the CNR are in final review for the cooling tower specs and bid docs. The bid announcement and bid docs are completed. This Bid will be released for contractors on 02/06.

CPL is finalizing a scope of work for the patient handling system. Inspection by CPL to begin the week of 1/20. This will give us the ability to plan for the possible replacement of all over the next couple years.

CPL is working on the nurse call solution or possible solution for moving forward with a new system. CNR is coordinating a review of existing systems at peer locations in the area to evaluate systems.

CPL is reviewing our design to address a fire door and sidewalk that was noted as a concern on their last inspection. Final drawing due from CPL Week of 1/20. This will be a spring project, weather dependent.

**Sheriff's Office Boiler:**

A new boiler was installed and the start-up process began on 01/27

**Avon Ambulance:**

Painting on the interior has been completed. In process of obtaining the purchase order for carpet. Carpet installation will be completed once carpet ordered and received.

**LCSO Training Complex:**

We are finalizing the site plans and have met with County Highway to discuss the plans and potential for Highway to complete the work. Highway is currently assessing the plans and work involved. We are in the process of re-staking the construction areas based on updated plans. Highway is currently shooting grades, assessing tiling lines, clearing vegetation and overgrowth for the areas around the range. County Highway will be assisting with the site work on this project.

**OTHER – IAN COYLE**

**APPOINTING MEMBER TO THE LIVINGSTON COUNTY SOIL AND WATER CONSERVATION DISTRICT BOARD OF DIRECTORS-GARY GALTON**

RESOLVED, that the following member is hereby appointed to the Livingston County Soil and Water Conservation District Board of Directors for the term designated:

<b>Livingston County Soil and Water Conservation District Board of Directors</b>			
Name	Address	Rep./Title	Term
Gary Galton	14 Gibbs Street, Nunda, NY 14517	Farm Bureau Member	1/1/20-12/31/22

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

Mr. Coyle reported that the Broadband RFP is due this Friday. We have had some request for more information so we hope to have at least one submittal.

**ADJOURNMENT**

Mr. Mahus moved and Mr. Schuster seconded to adjourn the meeting at 10:25 a.m.

**EMERGENCY MANAGEMENT SERVICES – KEVIN NIEDERMAIER**

**Informational Item(s) Written Only**

1. Have submitted RFP to NYS DHSES for review, utilized there guidance document for developing the RFP.
2. Working with the planning Department on developing a map identifying Critical Resources to share with the Electrical Power Service providers for our county, required by the Public Service Commission
3. Starting the development process of the Recovery Plan, purpose of the plan will be how the county will rebuild in a sequential order from a major disaster. A smaller version of this plan will be built for each Township. Working with the Town of Groveland on their plan development.
4. Will be working with each County Department on updating or developing there Continuity of Operations Plan (COOP) these plans will assist in the recovery plan for the county.

**Meetings:**

- 01/02 – Chief Executive
- 01/09 – EMS Building project
- 01/13 – Local Emergency Planning Committee (LEPC)
- 01/15 – 911 Project Management Team
- 01/16 – OFPC Equipment Assessment
- 01/21 – Western District Emergency Managers
- 01/22 – Haz Mat Team Training
- 01/23 – EMS Building project
- 01/23 – Red Cross Shelter review
- 01/29 – ERP training
- 01/30 – Safety Committee

**Fires/Emergency Response:**

- 12/20 – Springwater House fire
- 01/02 – Sparta House fire in basement
- 01/03 – Nunda Apartment fire
- 01/05 – Dansville Apartment fire
- 01/16 – Nunda House fire
- 01/18 – Avon Vehicle fire
- 01/19 – Avon House fire
- 01/19 – York Vehicle fire
- 01/23 – Lima House fire



01/23 – Dansville Vehicle fire  
 01/24 – Dansville Apartment fire  
 01/24 – Nunda Vehicle fire

**PROBATION – LYNNE MIGNEMI**

**Informational Item(s) Written Only**

**1. PROBATION DEPARTMENT WORKLOAD**

393 adult offenders supervised in county  
 (23 treatment court cases being supervised in drug court)  
 22 offenders in other NYS counties  
 6 offenders in other states  
 21 juveniles supervised  
 11 new juvenile referrals  
 39 investigations ordered  
 7 active EHM cases (1 juvenile; 6 adults; 3 of which are female), 0-Global Positioning  
 0 adult placed on probation for willful violation of support  
 14 New Leandra’s Law cases (11 CDs)  
 2 New Criminal Adolescent Offender Youth Part cases

**2. MONIES COLLECTED**

\$2,412.00 – restitution  
 \$630.00 – fines  
 \$1,115.00 – DWI supervision fees  
 \$90.00 – EHM fees  
 \$114.85 – restitution surcharge

**2019 COLLECTION TOTALS**

\$ 43,428.29 – restitution  
 35,563.00 – DWI supervision fees  
 18,992.00 – EHM supervision fees  
 1,777.08 – restitution surcharge  
 25,094.41 – TOTAL FINES (STOP DWI - \$18,723.41; Case Supervision - \$3,900.00; .Out of County Fines - \$2,471.00)

**3. OUTSTANDING FEES**

\$83,274.00 – DWI Supervision Fees as of 12/31/19  
 \$151,671.25 – EHM fees as of 12/31/19

**4. MEETINGS ATTENDED**

12/3/2019 Human Services Department Head  
 12/4/2019 Public Safety Meeting  
 12/9/2019 Staff Meeting  
 12/10/2019 NIC-Essential Elements of a Pre-Trial Service Agency (Albany)  
 12/11/2019 Quarterly Department Head Meeting  
 12/12/2019 Domestic Violence Consortium Meeting  
 12/13/2019 SCRAM Vendor Meeting  
 12/18/2019 Opioid Task Force Meeting  
 12/18/2019 Board of Supervisor’s Department Head Holiday Event  
 12/27/2019 Swearing In Ceremony Judge Jennifer Noto  
 12/28/2019 Swearing In Ceremony Judge Kevin Van Allen

**5. ADMINISTRATIVE REVIEWS**

Zero (0) administrative reviews

**6. TRAINING**

Name	Date	Training	Hours	Misc.
Lynne Mignemi	12/4/19	PINS Webinar Series	1.0	
	12/5/19	ERP Contract Training	2.5	

	12/11/19	PINS Reform Webinar DCJS Safe Harbor	0.75
	12/18/19	PowerDMS	2.5
<b>Michelle Jordan</b>	12/4/19	PINS Webinar Series	1.0
	12/10/19	Veritracks	3.0
<b>Deb Mack</b>	12/4/19	PINS Webinar Series	1.0
	12/10/19	Veritracks	3.0
<b>Courtney Sobrado</b>	12/10/19	Veritracks	3.0
<b>Liz Laney</b>	12/4/19	PINS Webinar Series	1.0
	12/10/19	Veritracks	3.0
	12/12/19	PINS	2.0
	12/18/19	PowerDMS	2.5
<b>Rachel Merrick</b>	12/10/19	Veritracks	3.0
<b>Kerrin Chapman</b>	12/4/19	PINS Webinar Series	1.0
	12/10/19	Veritracks	3.0
<b>Katie Dunn</b>	12/4/19	PINS Webinar Series	1.0
	12/10/19	Veritracks	3.0
<b>Jason Varno</b>	12/4/19	PINS Webinar Series	1.0
	12/18/19	PowerDMS	2.5
<b>Josh Wren</b>	12/10/19	Veritracks	3.0
<b>Holly Smith</b>	12/4/19	PINS Webinar Series	1.0
	12/10/19	Veritracks	3.0

Respectfully submitted,  
Michele R. Rees, IIMC-CMC  
Clerk of the Board