

WAYS & MEANS COMMITTEE MEETING MINUTES
MONDAY, FEBRUARY 25, 2019
1:30 P.M.

PRESENT: D. Pangrazio, D. Knapp, D. Fanaro, E. Gott, W. Wadsworth, D. LeFeber, D. Mahus, B. Donohue, M. Falk, I. Coyle, A. Ellis, B. Mann, T. Lynn, J. Gunter-Intern

Ways & Means Chair Dan Pangrazio asked Leicester Supervisor David Fanaro to lead the Pledge of Allegiance.

INFORMATION & TECHNOLOGY SERVICES – JASON PARKER

Action Item(s) To Be Reported

1. AMENDING THE 2019 SALARY SCHEDULE: INFORMATION & TECHNOLOGY SERVICES

RESOLVED, that the 2019 Salary Schedule is amended as follows:

Information & Technology Services:

- Convert one part-time Records Inventory Clerk position to full-time per CSEA Full-Time Contract effective immediately.

Mr. Parker reviewed the need to convert this position to full time. This will give us coverage Monday through Friday at Records Management. They are also expanding Laurie's responsibilities with the implementation of Laserfiche. She is now working with various departments to get their documents scanned. We are still half a position less that we were one year ago.

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

2. ADOPTING REVISIONS TO THE LIVINGSTON COUNTY CELLULAR TELEPHONE/WIRELESS NETWORK DEVICE POLICY

WHEREAS, a review of the policy has been completed by the Information and Technology Services Director and certain revisions have been recommended; and

WHEREAS, the Ways and Means Committee has reviewed these recommendations and has approved incorporating those revisions into the Livingston County Cellular Telephone/Wireless Network Device Policy; now, therefore, be it

RESOLVED, that the Livingston County Board of Supervisors hereby adopts the attached Livingston County Cellular Telephone/Wireless Network Device Policy, effective immediately, said policy to supersede the existing Cellular Telephone/Wireless Network Device policy.

Mr. Parker reviewed the changes made to the policy. The majority of the changes were terminology to reflect current plans allow for unlimited calling and data.

Motion: Mr. Knapp moved and Mr. Wadsworth seconded to approve the foregoing resolution Carried.

Pre-Approved Informational Item(s) To Be Reported

Two Capital Projects are being started, the first includes the purchase of a storage array to replace the aging unit in Mount Morris that currently holds the files for all departments in Mt Morris. We did the same project at the Government Center last year using the same hardware and vendor. The second part of this purchase is a disk array that we will be using to store our daily and weekly server backups. We are currently saving a large portion of these backups to tape which leads us to purchase more and more tapes. We are spending approximately \$275/month to purchase new tapes and this disk array will allow us to reduce this significantly because we will be combining the new back up array with the array that we are replacing in Mt Morris and the array replaced last year in Geneseo. This new back up strategy will allow us to move to phase 2 of our disaster recovery plan which includes having a replica set of all County data at the EOC.

The second project involves the installation of new network cabling and removal of the old network cabling on the third floor and in the basement of the Government Center. This will allow computers to connect to the County network at speeds approximately 100 times faster than currently connected and the cabling will now match what is installed through the rest of the Government Center. There was discussion on the timeframe for the project.

CLERK OF THE BOARD – MICHELE REES

Pre-Approved Informational Item(s) To Be Reported

1. iCompass Agenda Management Update-Ms. Rees reviewed the work done to date and reported on the video conferences being held since June 2018 to develop the following:

Design/site set up for LC iCompass website, user list creation, building different meeting types, input and field value set up and review, information input and flow, build out committee agenda for training group feedback, input item approval process, action tracking, minute layout/design, agenda coaching on workflow, attachments and Laserfiche forms, determining approval flow, staff and preapproved information flow to action items during committee meetings, creating templates for recurring resolution types, template practice and edits for proper flow, correct item types, determine training and go live schedule.

Two sessions were held with a staff review group. The first session was to review how the program will flow from departmental agenda forms to Committee agendas to Board agendas to resolutions and then to minutes. The second session allowed for an actual input demo with practice items.

The DSS training room is reserved for several dates in late March/early April. A notice has gone out to department heads to sign up for training sessions. The next meeting is February 28, 2019. The anticipated go live date is in preparation for the April 22 Ways and Means meeting.

2. Proceedings Project Update-Ms. Rees reviewed the staffing decisions made not to fill the vacant Clerk secretarial position and how her priorities since that time were learning the position and working on the day to day duties for the office. There are currently 6 years of proceedings to complete 2013-2018. There were changes to the Board office practices that allowed the Clerk to concentrate on completing the yearly indexes. Ms. Rees reviewed what is involved in proceedings indexing. Five years have now been indexed with 2018 almost complete and 2019 up to date. Ms. Rees reached out to the Clerks listserv to determine what is mandatory and selective for inclusion in the proceedings. Mandatory items include minutes, resolutions, local laws, town and county budgets. Non-mandatory items are most of the communications, with the exception of notice of claims and summons and complaints, rules of order are only included when there is a revision, calendars and town and county audits. In a clerk survey with 20 responses, 9 counties use an outside printer, 3 counties have an in-house print shop, 4 counties compile electronic proceedings only and 1 county does not produce a journal of proceedings at all.

Next steps: Complete 2018 indexing and begin compiling the other sections (Town Budget and Abstract pages, Valuation and Rates, AR, Highway Mileage, Population, Acreage, LC Budget pages and the Officials/Terms pages). There is a delay for current year proceedings due to some report release timelines, i.e. DOT mileage report comes out the following summer.

Status/Plans for completion:

2013 – In review stage now, once total pages are determined we will be ready to contact printers.

2014 & 2015 – Complete by the end of July

2016 & 2017 – Complete by the end of December

2018 – Complete by end of April 2020

2019 – Complete by September 2020

There is a delay for current year proceedings due to some report release timelines, i.e. DOT mileage report comes out the following summer.

There was discussion on the survey done before the last proceedings printing determining which supervisors wished to continue receiving a bound book and which supervisors wanted the CD version. Mr. Coyle explained that it would be the responsibility of the Ways and Means Committee to come up with a decision on whether or not we should continue to print the books or not. There was discussion on whether to poll the supervisors again.

There was discussion that printing is not the way of the future and how we need to look at using technology and electronic media to reduce cost and waste. If we get away from the printing the process will be shortened. The Committee discussed whether an electronic version would be searchable and how searches will be easier using a CD pdf version. There was discussion on the room needed just for storage of the books. Ms. Rees explained the need for the older books that do not have an electronic option and how important the indexes are when searching for a particular action. The cost savings by only producing a CD was discussed and the consensus of the this committee is to no longer produce the books.

Motion: Mr. Gott moved and Mr. Fanaro seconded to authorize the Clerk of the Board to only produce the Journal of Proceedings in a CD format..... Carried.

COUNTY ATTORNEY – IAN COYLE

Action Item(s) To Be Reported

AUTHORIZING LEASE WITH CORNELL COOPERATIVE EXTENSION ASSOCIATION OF LIVINGSTON COUNTY

RESOLVED, that the Livingston County Board of Supervisors finds that approximately 8,335 square feet located at Building 3, Murray Hill Drive, Mt. Morris, New York is no longer necessary for Livingston County public purpose; and be it further

RESOLVED, that the Livingston County Board of Supervisors authorizes the Chairman of the Board to sign a lease with Cornell Cooperative Extension Association of Livingston County for 8,335 square feet at 3 Murray Hill Drive, Mt. Morris, New York 14510 commencing December 1, 2018 and ending November 30, 2021, a three-year term, at \$2,252.33 per month, with a 2% annual escalator, said lease to be subject to the approval of the County Attorney and County Administrator.

Mr. Coyle reviewed the renewal of the lease in Building 3 with the same terms as the current lease.

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

COUNTY ADMINISTRATOR – IAN COYLE

Action Item(s) To Be Reported

1. APPROVING ABSTRACT OF CLAIMS #2B-FEBRUARY 27, 2019

RESOLVED, that the Livingston County Board of Supervisors approves the Abstract of Claims #2B dated February 27, 2019 in the total amount of \$2,392,138.32.

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

2. AMENDING 2019 LIVINGSTON COUNTY BUDGET – CONTINGENCY

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 explained that this is for the GLOW Solid Waste expenses that were accidentally removed when the Public Works budget was removed.

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

3. INCREASING CAPITAL PROJECT ACCOUNT FOR THE YEAR 2019–AMBULANCE EQUIPMENT

RESOLVED, that the County Treasurer is authorized to increase Capital Project Account **H1629 .2900** in the amount of \$200,000.00 to be funded from Interfund Transfers **H1629.5031** in the amount of \$200,000.00, and it is further

RESOLVED, that the County Treasurer is hereby directed to transfer budgeted funds to the Ambulance Equipment Capital Project from Transfer to Capital Account **A9950.9000** in the amount of \$200,000.00.

This is using the appropriations that we set aside for the 2019 Budget.

Motion: Mr. Wadsworth moved and Mr. Gott seconded to approve the foregoing resolution ... Carried.

4. A RESOLUTION OPPOSING THE PROPOSED AND AMENDED 2020 EXECUTIVE STATE BUDGET IMPACTING AID AND INCENTIVES TO MUNICIPALITIES AND STATE COST SHIFTS

TO COUNTIES

WHEREAS, on February 15, 2019, Governor Cuomo announced a 30-Day Amendment to the 2020 Executive Budget making impacted towns and villages whole from changes to AIM funding by utilizing revenue from county sales tax; and

WHEREAS, instead of restoring AIM with State funding and signifying a desire by the State to act as partners with local governments, this budget amendment requires counties to make up for lost AIM funding with sales tax revenue, imposing a new mandate on counties; and

WHEREAS, already-existing unfunded State mandates are the cause of high local taxes in New York State; and

WHEREAS, counties were granted the authority to levy a local sales tax in the late 1960s to help pay for Medicaid, indigent legal defense services, and other state mandates on counties, and

WHEREAS, requiring counties to make up for the State's cut in AIM funding to villages and towns sets an unsustainable precedent and unnecessarily shifts the State's burden to local taxpayers who already pay some of the highest property taxes in the nation; and

WHEREAS, currently nine state mandated programs placed on counties equals more than 90 percent of the typical county property tax levy, and these mandated costs continue to grow; and

WHEREAS, cutting AIM funding in the first place is a tax-shift from broad-based State income taxes to regressive local property taxes, and

WHEREAS, replacing what had been State AIM assistance with funding from county revenues is simply a tax-shift that will ultimately result in higher property taxes; now therefore be it

RESOLVED, that the Livingston County Board of Supervisors supports the full restoration of this state aid program to local governments and urges the Governor and State Legislature to fully restore this state funding in the final 2019/2020 state budget; and be it further

RESOLVED, that copies of this resolution be sent to the counties of New York State encouraging member counties to enact similar resolutions; and be it further

RESOLVED that the Clerk of the Board of Supervisors shall forward certified copies of this Resolution to the Governor of the State of New York Andrew Cuomo, Senate Majority Leader Andrea Stewart-Cousins, Senator Patrick Gallivan, Senator Catharine Young, Speaker of the New York State Assembly Carl Heastie, Assemblywoman Marjorie Byrnes, Inter County Association of Western New York and New York State Association of Counties and all others deemed necessary and proper.

Mr. Coyle reviewed the proposed cuts to the AIM (Aid Incentive to Municipalities) funding in the Governor's Executive Budget. In response to the outcry from municipalities losing their funding, the Governor included in his 30 day amendment to any executive budget, a provision making towns and villages whole from these but taking it out of future revenue from county sales tax allocations instead of the source that has always been used, which is state sources. This is the model NYSAC resolution tailored to Livingston County, basically saying that this is a typical tax shift by the state. This is dicey because, while we would be made whole at the town level, it would be at the expense of your county sales tax revenue. The principal of the matter was important to bring before the committee and ask for Committee support because it is shenanigans and cost shifts and the state government not doing its job and robbing Peter to pay Paul. There was discussion on the significance of this funding for some towns. Sales tax is our largest revenue center at ~\$32M. 1% of the 4% sales tax revenue in theory is used to help us pay for Medicaid, which is a massive bill at \$9.5M.

Motion: Mr. Knapp moved and Mr. Gott seconded to approve the foregoing resolution.....Carried.

Pre-approved Informational Item(s) To Be Reported

1. Legislative Updates-There is a lot of talk on the AIM so we will see where that goes. Marijuana goes back and forth, but does not seem to have a lot of legislative headway but we are hearing that it will get done whether is a part of the budget or part of the legislative process. Mr. Coyle is due to follow up with our state reps this week. The Committee would like to hold a legislative forum this year to go over our concerns and how they impact the County. There was discussion on the disappointing lack of response from questions presented to state reps. The shared services reimbursement has been drafted for submittal.
2. Capital Projects Updates-One resolution was done today and the next series of resolutions for transfers will be put forth at the next Ways and Means meeting.

3. Budget/Finance Updates-Amy Davies will have the initial in REM proceeding on March 5 for foreclosure. No update on sales tax or year-end financial matters at this time. No update on the casino money. There will be a sales tax modernization resolution out of Committee of the Whole on Wednesday.
4. Reminder that the special committee meetings will be this Wednesday before the Board meeting.

ADJOURNMENT

Mr. LeFeber moved and Mr. Gott seconded to adjourn the meeting at 2:02 p.m.
Respectfully submitted,

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