

**WAYS & MEANS COMMITTEE MEETING MINUTES**  
**MONDAY, MARCH 8, 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 Leicester Supervisor David Fanaro 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**

**1. COUNTY TREASURER – AMY DAVIES**

**AMENDING THE 2021 LIVINGSTON COUNTY SALARY SCHEDULE: COUNTY TREASURER**

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

**County Treasurer:**

- Create one full-time Payroll Specialist position at Wage Grade 15 CSEA Contract effective March 10<sup>th</sup>, 2021.

For: ERP and job responsibility expansion and employee retirement

Ms. Davies reviewed the new duties and justification for creating this position. Upon retirement of the Grade 9 employee, that position will be deleted. This is not a budgeted position but there are funds available for a transfer.

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

**COUNTY TREASURER – AMY DAVIES**

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

1. Petition and Notice of Foreclosure filed March 2, 2021. The list of parcels has been forwarded to the office of the aging as well as copies to Town Supervisors, County Attorney and County Administrator. Ms. Davies reported that the overall list is 205. Letters to taxpayers will go out next week from Phillips Lytle. The Covid hardship letter will be included in the mailing.
2. COVID Emergency Act for Small Businesses. Ms. Davies reviewed the Covid Emergency Act for small business owners.

**LIVINGSTON COUNTY LAND BANK CORPORATION – JOE GUNTHER**

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

**1. APPOINTING MEMBERS TO THE LIVINGSTON COUNTY LAND BANK CORPORATION BOARD- DANIEL PANGRAZIO, IAN COYLE, WILLIAM BACON, AMY DAVIES, ANGELA ELLIS, WILLIAM FULLER & SHANNON HILLIER**

RESOLVED, that the following members are hereby appointed to the Livingston County Land Bank Corporation Board of Directors for the terms designated:

<u>Name</u>	<u>Address</u>	<u>Rep./Title</u>	<u>Term Expires</u>
Daniel Pangrazio	531 Feeley Road, Caledonia, New York 14423	Chair	4/16/23
Ian Coyle	6534 Florence Lane, Livonia, New York 14487	Member	4/16/23
William Bacon	25 Crestwood Circle, Dansville, New York 14437	Member	4/16/23

Amy Davies	11 Melodee Lane, Nunda, New York 14517	Member	4/16/23
Angela Ellis	4994 Lima Road, Geneseo, New York 14454	Member	4/16/23
William Fuller	5121 Reservoir Road, Geneseo, New York 14454	Member	4/16/23
Shannon Hillier	P.O. Box 263, Nunda, New York 14517	Member	4/16/23

Mr. Gunther stated that this is a reappointment of the existing members.

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

**COUNTY CLERK – ANDREA BAILEY**

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

**DETERMINATION AND CERTIFICATION OF COUNTY CLERK’S ALLOWANCE FOR ANNUAL EXPENSES FOR ADMINISTERING MORTGAGE TAX**

WHEREAS, pursuant to New York State Tax Law Section 262, recording officers are entitled to receive their necessary expenses for purposes of administering, collecting and disbursing mortgage taxes in their offices on approval and allowance by the New York State Tax Commission; and

WHEREAS, on July 1, 1946, the State Tax Commission adopted a resolution determining that such mortgage tax expenses be approved at the amount certified to the State Tax Commission by County Board of Representatives [Livingston County Board of Supervisors], provided it is a reasonable and necessary allowance for such expenses; and

WHEREAS, the Livingston County Clerk has conducted a cost analysis and has recommended that the allowance for mortgage tax expenses be increased to \$60,037.61 per year; now, therefore, be it

RESOLVED, that the Livingston County Board of Supervisors hereby determines the sum of \$60,037.61 per annum to be a reasonable and necessary allowance of the County Clerk, as the recording officer of Livingston County, for the hire of clerks and assistants and other expenses to assist in the administration, collection and disbursement of mortgage recording tax in her office; and be it further

RESOLVED, that the County Clerk collect or withhold from her disbursements twelve (12) equal monthly installments totaling an annum amount of \$60,037.61, which this Board hereby certifies to the New York State Tax Commission and the New York State Department of Audit and Control as the reasonable and proper allowance for expenses, effective April 1, 2021, to be entered in County Clerk revenue account A1410-1259; and be it further

RESOLVED, that the Clerk of the Board is hereby directed to send a certified copy of this resolution, with her original signature thereon, to the State Tax Commission.

**CLERK EXPENSE FOR 2021**

*Formula: Salary + 10% overhead x % of time = Mortgage Tax Expense*

*(Overhead includes all expenses incurred for the use of calculating, depositing, recording, collecting, disbursing, etc. of Mortgage Tax plus the fringe benefits of employees)*

1. Acting County Clerk (15% of time)

Salary	\$89,475.00		
+10%	\$ 8,947.50		
	<u>\$98,422.50</u>	X 15% =	\$14,763.38
  
2. Senior Index Clerk (30% of time)

Salary	\$44,626.40		
+10%	\$ 4,462.64		
	<u>\$49,089.04</u>	X 30% =	\$14,726.71
  
3. Senior Index Clerk (25% of time)

Salary	\$45,445.40		
+10%	\$ 4,544.54		
	<u>\$49,989.94</u>	X 25% =	\$12,497.49
  
4. Index Clerk (40% of time)

Salary	\$41,022.80	
+10%	\$ 4,102.28	
	\$45,125.08	X 40% = \$18,050.03

**TOTAL MORTGAGE EXPENSE \$60,037.61**

Ms. Bailey reviewed the resolution for adoption and the expenses that the County Clerk is entitled to for processing mortgage tax. The County currently follows a resolution done in 1992 allowing for \$3,000. *Motion: Mr. Schuster moved and Mr. Fanaro seconded to approve the foregoing resolution... Carried.*

**COUNTY ADMINISTRATOR – IAN COYLE**

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

**1. APPROVING ABSTRACT OF CLAIMS #3A-MARCH 10, 2021**

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

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

1. Stimulus Update-Mr. Coyle briefly reviewed the American Rescue Plan for the Committee.
2. Administrative/Financial Report-Mr. Coyle reported that we are waiting to hear back from CSEA on the rollover agreement which does look good for a 2021-2022 agreement. Sales tax draw today was up .5%. There is a NYSAC call Friday on the latest stimulus plan information. Vaccine work continues. We had to cancel clinics today and tomorrow because of the uncertainty on supply.

**EXECUTIVE SESSION**

Motion made by Mr. Mahus and seconded by Mr. Fanaro that the Committee adjourn and reconvene for the purpose of discussing the proposed acquisition, sale or lease of real property or the proposed acquisition of securities, or sale or exchange of securities held by such public body, as publicity would substantially affect the value thereof and all Supervisors, County Administrator, Clerk of the Board, Deputy County Administrators, County Attorney and Economic Developer Bill Bacon remain present. Carried. Mr. LeFeber moved and Mrs. Babbitt Henry seconded that the Committee reconvened in regular session. The following report was presented. The Ways and Means Committee having met in Executive Session, hereby reports as follows: No action taken.

**AUTHORIZING CONVEYANCE OF COUNTY PROPERTY ACQUIRED BY TAX DEED: FORMER KING’S DAUGHTERS PROPERTY**

WHEREAS, pursuant to a foreclosure action, the County of Livingston acquired title to 26 Health Street, Dansville, New York (Tax Map No. 203.8-1-8), previously owned by Daniel Williams and Scott Stern (former King’s Daughters Property); and

WHEREAS, the County recently received an offer for the purchase and development of said parcel; now, therefore, be it

RESOLVED, that the Chairman of the Livingston County Board of Supervisors is hereby authorized to sign the following purchase and sale contract, which the Livingston County Board of Supervisors’ Ways and Means Committee has approved, subject to review by the County Attorney and County Administrator:

<u>Contractor</u>	<u>Term</u>	<u>Amount</u>
<b>DePaul Properties, Inc.</b> 1931 Buffalo Road Rochester, New York 14624	N/A	\$157,000.00

For: Purchase/Sale of the real estate the County acquired via the tax foreclosure process.

and, be it, further

RESOLVED, that the Chairman of the Livingston County Board of Supervisors is further authorized to execute the quit-claim deed of conveyance and any and all related documents to complete the aforesaid conveyance, subject to the review by the County Attorney and County Administrator.

Director’s Comments:

DePaul Properties, Inc. plans to renovate the building into 12 apartment units with supporting office and conference room space, as well as common areas for the residents, while preserving the historic character of the building and the treed lot that surrounds it.

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

#### **ADJOURNMENT**

Mr. Mahus moved and Mr. Fanaro seconded to adjourn the meeting at 1:58 p.m.

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

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

1. Taxable Status Day was March 1<sup>st</sup>; this was also the deadline for exemption applications.
2. Final Village Assessment Rolls are printed and will be delivered to Villages by the Assessors.
3. Finalizing parcel splits, merges, subdivisions and transfers for Assessors tentative roll April deadline.

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