

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

PRESENT: D. Pangrazio, D. Knapp, D. Fanaro, E. Gott, W. Wadsworth, D. LeFeber, D. Mahus, M. Falk, I. Coyle, A. Ellis, H. Grant, S. Hillier & J. Gunter-Intern

Ways & Means Chair Dan Pangrazio asked Geneseo Supervisor William Wadsworth to lead the Pledge of Allegiance.

**PERSONNEL – TISH LYNN**

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

**1. MODIFYING THE LIVINGSTON EQUAL EMPLOYMENT OPPORTUNITY POLICY AND AFFIRMATIVE ACTION PLAN**

WHEREAS, Livingston County currently has an Equal Employment Opportunity Policy previously modified by Resolution No. 2016-212 on July 13, 2016; and

WHEREAS, Livingston County currently has an Affirmative Action Plan previously modified by Resolution No. 2009-301 on August 26, 2009; and

WHEREAS, on January 25, 2019, the New York State Governor signed into law the Gender Expression Nondiscrimination Act (“GENDA”) in part amending the New York State Human Rights Law and taking effect on February 24, 2019, to prohibit discrimination in employment on the basis of gender identity and gender expression;

WHEREAS, Livingston County wishes to amend its nondiscrimination policies and plans to explicitly include gender expression; and

RESOLVED, that the Livingston County Board of Supervisors hereby adopts the attached, revised Livingston County Equal Employment Opportunity Policy and the attached, revised Affirmative Action Plan, effective immediately, said policy and plan to supersede the existing policy and plan, respectively.

Ms. Lynn reviewed the state law changes made regarding our Equal Employment Opportunity Policy And Affirmative Action Plan. The purpose is to add to both of these documents the protective classifications under GENDA. GENDA is the New York State Gender Expression Non Discrimination Act that was enacted earlier this year to take effect February 24. This new act prohibits discrimination in employment on the basis of gender identity and gender expression. Our policies already prohibit discrimination on the basis of specified classifications and we have all of the catchall of all the other protected classifications by laws. It is good practice to include all of the specified protected classifications because it provides greater clarification to our employees and managers.

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

**COUNTY ATTORNEY – SHANNON HILLIER**

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

**1. AUTHORIZING THE CHAIRMAN OF THE LIVINGSTON COUNTY BOARD OF SUPERVISORS TO SIGN AN AMENDMENT TO THE LEASE AGREEMENT WITH THE UNITED STATES GOVERNMENT FOR OFFICE SPACE – JUDGE RICHARD WESLEY**

WHEREAS, Resolution No. 2013-364 authorized the Chairman of the Livingston County Board of Supervisors to sign a lease agreement with the United States Government for office space for Judge Richard Wesley for a five (5) year period commencing on or about December 1, 2013 and terminating on or about November 30, 2018 at an annual rental rate of \$44,349.92; and

WHEREAS, the lease agreement was subsequently amended to change the lease term commencement date to April 1, 2014 thereby changing the date of termination to March 31, 2019; and

WHEREAS, the United States Government is now seeking another amendment for purposes of extending the lease term a period of two (2) years; and now, therefore, be it

RESOLVED, that the Chairman of the Livingston County Board of Supervisors is hereby authorized to sign an amendment to the lease agreement with the United States Government for purposes of extending the lease term a period of two (2) years beginning April 1, 2019 and ending on March 31, 2021, at a new annual

rental amount of \$50,443.84, subject to review by the County Attorney and County Administrator. Ms. Hillier explained that this is simply an amendment to the current agreement lease for Judge Wesley’s space in the Government Center. This is a two year extension on top of the existing five year term. We were allowed to negotiate to \$19.83/sq. ft. up from \$17.44/sq. ft. bringing us to an annual lease amount of \$50,443.84.  
*Motion: Mr. Mahus moved and Mr. Knapp seconded to approve the foregoing resolution ..... Carried.*

**COUNTY TREASURER – IAN COYLE**

Mr. Coyle explained that the next ten items that he is reporting on for the County Treasurer are the annual resolution that the Ways and Means Committee pushes to the Board for allocating annual transfer or surplus funds or a combination of the two, to our existing reserves and/or capital projects. We have already done one for EMS for equipment. The basis is the Capital Improvement Plan (CIP) that the County puts together each year of the 5year CIP for infrastructure, buildings and equipment \$25,000 or useful life beyond a certain amount of time. We try, to place funds where needed if we can. We have roughly \$1M in an annual transfer to put toward these projects. We usually have some operational surplus funds that we are also able to transfer. This year is helped out by the sales tax returns that we had. All of these are existing accounts with exception of the Highway Facility project and the creation of what will be the Sheriff’s Training Facility project, which already has a set of dollars set aside but from an accounting perspective needs to show the ins and outs correctly.

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

**1. AMENDING 2019 LIVINGSTON COUNTY BUDGET-GENERAL FUND/CAPITAL PROJECTS**

Resolved, that the County Treasurer is authorized to amend budget as follows:

Account	Dept.	Code	Description	Amount
Decrease Fund Balance	0599	0000	Appropriated Fund Balance	\$1,400,000.00
Increase Fund Balance	A9950	9000	Transfer to Capital	\$1,400,000.00

**(This item will be included in the resolution for other amending budget items)**

This first action is needed to appropriate the funds to Capital.

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

**2. ESTABLISHING CAPITAL PROJECT ACCOUNT FOR THE YEAR 2019–HIGHWAY FACILITY PROJECT**

RESOLVED, that the County Treasurer is authorized to establish Capital Project Account **H5113.2900** in the amount of \$200,000.00 to be funded from Interfund Transfers **H5113.5031** 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 Highway Facility Capital Project from Assigned Fund Balance Account **D0914.5117** in the amount of \$200,000.00.

This is for upcoming expenses listed on the CIP in the next couple of years.

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

**3. ESTABLISHING CAPITAL PROJECT ACCOUNT FOR THE YEAR 2019–LCSO TRAINING FACILITY**

RESOLVED, that the County Treasurer is authorized to establish Capital Project Account **H3152.2900** in the amount of \$400,000.00 to be funded from Interfund Transfers **H3152.5031** in the amount of \$400,000.00, and it is further

RESOLVED, that the County Treasurer is hereby directed to transfer budgeted funds to the LCSO Training Facility Capital Project from Assigned Fund Balance Account **A0914.3152** in the amount of \$400,000.00.

This is establishing the capital project and accounting for the money that will be flowing into the capital project.

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

**4. INCREASING RESERVE ACCOUNT FOR THE YEAR 2019–BOE EQUIPMENT RESERVE**

RESOLVED, that the County Treasurer is authorized to increase Account **A0882.2050** in the amount of \$100,000.00.

RESOLVED, that the County Treasurer is hereby directed to transfer budgeted funds to the BOE

Equipment Reserve from Fund Balance A05990000 in the amount of \$100,000.00.

The Board of Elections does not have a capital project, they have a Board established reserve that we have been putting funds into for future anticipated costs. This is for the anticipated expenses for the early voting reforms and the electronic poll book, if there is not funding available. If funding is available, these funds will be used for the voting machine replacements in their entirety.

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

**5. INCREASING CAPITAL PROJECT ACCOUNT FOR THE YEAR 2019–CAMPUS UPGRADES**

RESOLVED, that the County Treasurer is authorized to increase Capital Project Account **H6121.2900** in the amount of \$300,000.00 to be funded from Interfund Transfers **H6121.5031** in the amount of \$300,000.00, and it is further

RESOLVED, that the County Treasurer is hereby directed to transfer budgeted funds to the Campus Upgrades Capital Project from Transfer to Capital Account **A9950.9000** in the amount of \$300,000.00. This is a catch all account for us for the entire campus with the exception of Bldg 1, CNR and the Park fall under this.

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

**6. INCREASING CAPITAL PROJECT ACCOUNT FOR THE YEAR 2019–COURTHOUSE UPGRADES**

RESOLVED, that the County Treasurer is authorized to increase Capital Project Account **H1625 .2900** in the amount of \$600,000.00 to be funded from Interfund Transfers **H1625.5031** in the amount of \$600,000.00, and it is further

RESOLVED, that the County Treasurer is hereby directed to transfer budgeted funds to the Courthouse Upgrades Capital Project from Transfer to Capital Account **A9950.9000** in the amount of \$600,000.00. This is for roof project being discussed recently. This has been a long time coming and we are now ready to proceed. We are waiting for a response from SHPO on their roof type recommendation.

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

**7. INCREASING CAPITAL PROJECT ACCOUNT FOR THE YEAR 2019–E911 UPGRADES**

RESOLVED, that the County Treasurer is authorized to increase Capital Project Account **H3020.2900** in the amount of \$150,000.00 to be funded from Interfund Transfers **H3020.5031** in the amount of \$150,000.00, and it is further

RESOLVED, that the County Treasurer is hereby directed to transfer budgeted funds to the E911 Upgrades Capital Project from Transfer to Capital Account **A9950.9000** in the amount of \$150,000.00. We have been able to get much of the work done with grants so this transfer is primarily for local match dollars necessary for those grants.

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

**8. INCREASING CAPITAL PROJECT ACCOUNT FOR THE YEAR 2019–GOVERNMENT CENTER UPGRADES**

RESOLVED, that the County Treasurer is authorized to increase Capital Project Account **H1628 .2900** in the amount of \$250,000.00 to be funded from Interfund Transfers **H1628.5031** in the amount of \$250,000.00, and it is further

RESOLVED, that the County Treasurer is hereby directed to transfer budgeted funds to the Government Center Upgrades Capital Project from Transfer to Capital Account **A9950.9000** in the amount of \$250,000.00. This is for the carpeting, painting, structural stability studies that are going to be updated, signage and things of that nature at the Government Center.

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

**9. INCREASING CAPITAL PROJECT ACCOUNT FOR THE YEAR 2019–ITS UPGRADES**

RESOLVED, that the County Treasurer is authorized to increase Capital Project Account **H1680. 2900** in the amount of \$600,000.00 to be funded from Interfund Transfers **H1680.5031** in the amount of \$600,000.00, and it is further

RESOLVED, that the County Treasurer is hereby directed to transfer budgeted funds to the ITS Upgrades Capital Project from Transfer to Capital Account **A9950.9000** in the amount of \$600,000.00. This is primarily to finish off the ERP project between servers, software and up front charges are ~\$1.5M to finish off this project. The go live date for financials is June.

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

**10. INCREASING CAPITAL PROJECT ACCOUNT FOR THE YEAR 2019-PARK IMPROVEMENTS**

RESOLVED, that the County Treasurer is authorized to increase Capital Project Account **H1626.2900** in the amount of \$250,000.00 to be funded from Interfund Transfers **H1626.5031** in the amount of \$250,000.00, and it is further

RESOLVED, that the County Treasurer is hereby directed to transfer budgeted funds to the Park Improvements Project from Transfer to Capital Account **A9950.9000** in the amount of \$250,000.00. This is for all of the improvements being made in the park. We are looking at the parking lot, ball fields, roadway, pavilion, kiosks, etc.

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

**COUNTY ADMINISTRATOR – IAN COYLE**

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

**1. APPROVING ABSTRACT OF CLAIMS #3B-MARCH 27, 2019**

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

**2. AMENDING 2019 LIVINGSTON COUNTY BUDGET-SHERIFF’S OFFICE (2) & GENERAL FUND/CAPITAL PROJECTS**

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 these are for SLTPP grant and STOP DWI grant.

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

**3. DECLARING SURPLUS PROPERTY – EMERGENCY MEDICAL SERVICES**

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

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

**Emergency Medical Services**

Quantity	Item Description (Year, Make & Model)	Mileage, Hrs, etc.	Serial #
1	2013 Mercedes Sprinter Ambulance	216,772	WD3PE7CC8D5806443

There are engine, electrical and power steering issues that the Highway mechanics thought it best to take it off the fleet.

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

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

1. Administration and Financial Updates-Mr. Coyle reviewed the state budget as it heads towards the finish line. The Legislature wants AIM restored completely and paid entirely by the state. The AIM money is being written in by the Governor with County Sales Tax paying for restoration. This is not good policy. Mr. Coyle encourages the Supervisors make calls to our legislators on this. Mr. Coyle met with Assembly Rep Burns on the Legislative Agenda, and they talked about these issues, marijuana, legalizing cannabis, state budget and taxation. It was a good meeting. Amy Davies is just about done with the clean-up of the 2018 budget year. It was a good year. We do have a small surplus in insurance that we are trying to figure out how much to reserve and how much we can use for future expenses. There are three good candidates for the CNR Deputy position.

**ADJOURNMENT**

Mr. Mahus moved and Mr. Gott seconded to adjourn the meeting at 1:50 p.m.

Respectfully submitted,

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