

WAYS & MEANS COMMITTEE MEETING MINUTES
MONDAY, APRIL 24, 2023
1:30 P.M.

PRESENT: D. Knapp, W. Wadsworth, D. DiSalvo, D. Fanaro, E. Gott, D. LeFeber, D. Pangrazio, G. Deming, M. Falk, M. Walker, D. Wester, I. Coyle, B. Mann, S. Hillier

Ways & Means Chair Dwight Knapp asked Lima Supervisor Mike Falk to lead the Pledge of Allegiance.

PERSONNEL ISSUES

INFORMATION & TECHNOLOGY SERVICES – JASON PARKER

1. AMENDING THE 2023 LIVINGSTON COUNTY SALARY SCHEDULE: INFORMATION AND TECHNOLOGY SERVICES

RESOLVED, that the 2023 Livingston County Salary Schedule is amended as follows:

Information and Technology Services

- Convert one (1) full-time Computer Training Coordinator Operator position to a part-time position effective 5/8/2023.

For: Transition employee to part time after retirement.

- Delete one (1) full-time Records Inventory Clerk position
- Delete one (1) part-time Records Inventory Clerk position

For: Positions no longer ITS positions and will be created in Records Management

Mr. Parker reviewed the full time conversion for an upcoming employee retirement and cleaning up some records position deletions.

Motion: Mr. Pangrazio moved and Mr. DiSalvo seconded to approve the foregoing resolution Carried.

2. AMENDING A PORTION OF RESOLUTION NO. 2022-422: ADOPTING THE 2023 MISCELLANEOUS PAY RATES (INFORMATION & TECHNOLOGY SERVICES)

WHEREAS, by Resolution No. 2022-422, the Livingston County Board of Supervisors established the 2023 miscellaneous pay rates; and

WHEREAS, the Computer Training Coordinator/Operator part time position at a pay rate of \$43.73/hour is being added to the 2023 Miscellaneous Pay Rates effective 5/8/23; now, therefore, be it

RESOLVED, that a portion of Resolution No. 2022-422 is hereby amended.

Converting the full time Computer Training Coordinator Operation position requires it to now be listed under miscellaneous pay rates resolution.

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

WORKFORCE DEVELOPMENT/YOUTH BUREAU – RYAN SNYDER

Action Item(s) To Be Reported

1. AUTHORIZING A PROFESSIONAL SERVICES CONTRACT FOR YOUTH SPORTS AND EDUCATION OPPORTUNITY FUNDING: AVON BRAVES YOUTH FOOTBALL AND CHEERLEADING, CAL MUM YOUTH BASKETBALL ASSOCIATION, GLOW YMCA, INC., LIVINGSTON COUNTY LEGENDS & LIVWELL COMMUNITY, WELLNESS & FITNESS CENTER INC.

WHEREAS, the County of Livingston solicited a Request for Proposal for Youth Sports and Educational Opportunity Funding, and five (5) proposals were received; now, therefore, be it

RESOLVED, that the Chairman of the Livingston County Board of Supervisors is hereby authorized to sign the following contracts, and any amendments to said 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>
Avon Braves Youth Football & Cheerleading P.O. Box 74 Avon, NY 14414	4/26/23-9/30/23	\$3,131.00

For: Sports equipment for program participants

<i>Funding Source</i>	<i>Local Share</i>	<i>Budgeted?</i>
NYS Office of Children and Family Services	0%	Yes

Cal Mum Youth Basketball Association 4/26/23-9/30/23 \$3,644.00
 450 Barks Road
 Caledonia, NY 14423
 For: Sports equipment for program participants

<i>Funding Source</i>	<i>Local Share</i>	<i>Budgeted?</i>
NYS Office of Children and Family Services	0%	Yes

GLOW YMCA, Inc. 4/26/23-9/30/23 \$3,603.00
 209 E. Main Street
 Batavia, NY 14020
 For: Sports equipment for program participants

<i>Funding Source</i>	<i>Local Share</i>	<i>Budgeted?</i>
NYS Office of Children and Family Services	0%	Yes

Livingston County Legends 4/26/23-9/30/23 \$2,494.00
 5443 Avon East Avon Road
 Avon, NY 14414
 For: Sports equipment for program participants

<i>Funding Source</i>	<i>Local Share</i>	<i>Budgeted?</i>
NYS Office of Children and Family Services	0%	Yes

Livwell Community, Wellness & Fitness Center, Inc. 4/26/23-9/30/23 \$3,478.00
 2697 Lakeville Road, Suite 1
 Avon, NY 14414
 For: Sports equipment for program participants

<i>Funding Source</i>	<i>Local Share</i>	<i>Budgeted?</i>
NYS Office of Children and Family Services	0%	Yes

Mr. Snyder reviewed the contracts for approval for sports funding. The funding amount received is a fixed amount. All five respondents will be receiving funding. There was discussion on how the funding is determined.

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

COUNTY ADMINISTRATOR – IAN COYLE

Action Item(s) To Be Reported

1. APPROVING ABSTRACT OF CLAIMS #4B-APRIL 26, 2023

RESOLVED, that the Livingston County Board of Supervisors approves the Abstract of Claims #4B dated April 26, 2023 in the total amount of \$2,020,066.41.

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

2. AMENDING 2023 LIVINGSTON COUNTY BUDGET: CENTRAL SERVICES (2), DEPARTMENT OF HEALTH & SHERIFF’S OFFICE

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

Mr. Coyle reviewed the amendments for approval.

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

3. AUTHORIZING ORDER FOR TRANSFERRING THE FUNCTIONS PERFORMED BY THE RECORDS INVENTORY SUPERVISOR FROM THE LIVINGSTON COUNTY ADMINISTRATION DEPARTMENT TO THE LIVINGSTON COUNTY RECORDS MANAGEMENT DEPARTMENT

RESOLVED, that the Livingston County Board of Supervisors orders that the functions performed by the Records Inventory Supervisor are hereby transferred from the Livingston County Administration

Department to the Livingston County Records Management Department effective April 26, 2023.

Mr. Coyle explained that this is simply a functionality move similar to when Kathy Montemarano retired and Records Management moved under ITS. With the hiring of Megan Sokolow, we are moving back to Records Management.

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

4. **AUTHORIZING ANNUAL CAPITAL PROJECT ACCOUNT INCREASES FOR 2023**

WHEREAS, the 2023 County Budget passed on November 16, 2022 included the annual increases to Capital Projects Accounts for 2023 approved in the Five Year Capital Improvement Plan adopted by Resolution No. 2023-38 on January 25, 2023; now, therefore, be it

RESOLVED, that the County Treasurer is authorized to perform increases and direct transfers of the budgeted funds to the following Capital Accounts in the amounts specified:

Al Lorenz Park Improvements

Increase Capital Project Account **H1626.2900** in the amount of \$150,000.00 to be funded from Interfund Transfers **H1626.5031** in the amount of \$150,000.00; and

Transfer budgeted funds to the Al Lorenz Park Improvements Capital Project from Transfer to Capital Account **A9950.9000** in the amount of \$150,000.00.

Ambulance Equipment

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

Transfer budgeted funds to the Ambulance Equipment Capital Project from Transfer to Capital Account **A9950.9000** in the amount of \$200,000.00.

Auditorium Upgrades

Increase Capital Project Account **H6122. 2900** in the amount of \$100,000.00 to be funded from Interfund Transfers **H6122.5031** in the amount of \$100,000.00; and

Transfer budgeted funds to the Auditorium Upgrades Capital Project from Transfer to Capital Account **A9950.9000** in the amount of \$100,000.00.

CNR

Increase Capital Project Account **H6120.2900** in the amount of \$100,000.00 to be funded from Interfund Transfers **H6120.5031** in the amount of \$100,000.00, and it is further

Transfer budgeted funds to the CNR Capital Project from Transfer to Capital Account **A9950.9000** in the amount of \$100,000.00.

County Wide System Improvements

Increase Capital Project Account **H1621.2900** in the amount of \$100,000.00 to be funded from Interfund Transfers **H1621.5031** in the amount of \$100,000.00; and

Transfer budgeted funds to the County Wide System Improvements Capital Project from Transfer to Capital Account **A9950.9000** in the amount of \$100,000.00.

E911 Emergency Communications Upgrade

Increase Capital Project Account **H3020. 2900** in the amount of \$200,000.00 to be funded from Interfund Transfers **H3020.5031** in the amount of \$200,000.00; and

Transfer budgeted funds to the E911 Emergency Communications Upgrade Capital Project from Transfer to Capital Account **A9950.9000** in the amount of \$200,000.00.

Government Center Upgrades

Increase Capital Project Account **H1628.2900** in the amount of \$50,000.00 to be funded from Interfund Transfers **H1628.5031** in the amount of \$50,000.00; and

Transfer budgeted funds to the Government Center Upgrades Capital Project from Transfer to Capital Account **A9950.9000** in the amount of \$50,000.00.

Highway Upgrades

Increase Capital Project Account **H5113. 2900** in the amount of \$50,000.00 to be funded from Interfund Transfers **H5113.5031** in the amount of \$50,000.00; and

Transfer budgeted funds to the Highway Capital Project from Transfer to Capital Account **A9950.9000** in the amount of \$50,000.00.

Mr. Coyle reviewed the annual appropriation of \$950,000 for the County budget share of the cash transfers to

existing capital projects. The Clerk codified the multiple resolutions into one this year.

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

5. PEACE OFFICER STATUS CONSIDERATION DISCUSSION - FIRE INVESTIGATORS

Mr. Coyle shared recent conversations relative to peace officer status for fire investigation. This would necessitate a home rule action if the Board wishes to move in that direction. Some other Peace Officer examples are Probation offices, Marine Patrol and Emergency Management offices where, in the law right now, they are not technically Peace Officer status because there is not a blanket approval for some of those and some we have had to seek approval ourselves. Mr. Brodell explained that the Livingston County Fire Investigators are entirely made up of active fire fighters. Kevin Niedermaier did hold the title of Peace Officer at one point in his career. Mr. Brodell reviewed the justification and additional information that a Peace Officer has access to with investigations. Mr. Brodell reviewed the training requirements of a Peace Officer and explained that his goal is to bridge the gap between the fire service and law enforcement through getting Peace Officer status for their full time staff. It would add education for them in criminal procedure law, testimony, penal law; legal issues, defensive tactics, custodial interviews and reality based trainings, as well as, an added level of safety during investigations. There was discussion on steps forward through the applicable Peace Officer clause-Criminal Procedure Law 2.10. To accomplish this we would have to draft legislation to modify the City of Rochester clause that allows them to be Peace Officers, adding Livingston County into the sub-section. The Sheriff's Office would provide the initial training and the ongoing training in addition to annual hand gun certification. This would allow for more thorough investigations. The training would need to be completed prior to application to the registry. Mr. Brodell has had several conversations with the Sheriff, who does support this action. Several Supervisors spoke in support of moving forward in preparing a home rule.

Pre-Approved Informational Item(s) To Be Reported

1. Indigent Burial Discussion With Tracy McCaughey-Mr. Coyle reviewed the initial inquiry from Scott Hicks on how not one single funeral director will take indigent burials within the County at this time. Anyone within the County is not being served within the County at the funeral home director's direction. Mr. Coyle reviewed the meeting held with Scott Hicks and explained that the main concern is that they can't serve a traditional burial at the cost of \$2,000. Funeral Directors need more than that to serve the people and to have a contract with the County, which they don't need and the County Attorney is against. In 2022 we had 39 indigent deaths that required the County to fund a portion of the burials. 23-25 of those went to Rochester Cremation and the rest was funeral homes outside of Livingston County. If you were to have a cremation, the entirety of the costs would be covered by the money that we do provide, the funeral home directors are just choosing not to participate. Regardless of whether we pay funeral homes \$10,000 or \$2,000 a burial, the state is going to give us \$261 with the balance being local share. The funeral home director requested cost is still somewhat murky in that the base cost is \$3,500 plus the various add on services increasing costs to at least \$4,500. The funeral director's position has not changed since the last discussions 2-3 years ago. There was discussion on how the funeral homes outside of the County are traveling into the county and performing services at \$2,000 with the extra fees for additional man hours, etc. that our funeral homes would not have and must still be making a profit. We average between 36-48 indigent burials per year. There was discussion on what services are provided by those vendors outside of the County. We are still in the same position we have been each time we discuss indigent burials with the funeral home directors. The County is providing this service, unfortunately, it is not with the funeral homes in this county. Ms. McCaughey reviewed the billing service price points covered by \$2,000 and the fee that are not supported. There was discussion on a burial and the additional kin donation limit of \$2,500. Additional information is requested comparing the burial fees and the additional costs for both in County and out of County funeral homes. There was discussion on unclaimed bodies of which Amy Davies serves as the administrator. Shannon Hillier explained that there is case law on these situations resulting in multiple appeals. Mr. Pangrazio expressed concern on how outside providers can meet the rate limit and local funeral homes cannot. There was discussion on what happens in the case of a religious restriction. Mr. Coyle reviewed the basic funeral cost fees received from Scott Hicks. There was discussion on the basic funeral costs exclusive of pass through services and what the cost differences are. Ms. McCaughey reviewed a sample billing for a burial from a local funeral home of services plus additional fees in 2020 that totaled \$4,951.52.

2. Budget & Finance Update-Mr. Coyle gave a brief budget update for Q1. State budget is still late. There was news this week on an unspent ARPA money sweep by the state. Our \$12.2 was treated as a revenue loss. We are still within the 90 day review period for IGT. There is no news on the VAP application.

ADJOURNMENT

Mr. Pangrazio moved and Mr. DiSalvo seconded to adjourn the meeting at 2:19 p.m.

PURCHASING – ASHLEY SCUTT

Informational Item(s) Written Only

PURCHASING DEPARTMENT’S MONTHLY ACTIVITY REPORT - MARCH 2023

Notable Accomplishments

- Held the Department of Labor Prevailing Wage Training for County Employees on Friday, March 24th.
- Enrolled the County in the PEPPM Cooperative Purchasing program for technology purchases. The CNR is looking to secure a new Nurse Call System through their cooperative contract.
- Issued P-Cards and set up user accounts for the following Departments: County Clerk, Human Resources, County Treasurer, Office for the Aging
- Created a “How To Do Business” video that explains the procurement process. We will share this on our social media page and website to help educate local businesses on how our purchasing/ bid/RFP process works. <https://youtu.be/onGSedCIIBo>
- Created a training document for new P-Card holders on how to enter transaction information for each p-card transaction.
- Created an RFP review procedure to ensure our openings, review and scoring methods are correct. This includes the implementation of a review committee for each RFP.
 - Created Conflict of Interest/ Confidentially agreement form to be signed by every RFP Review Committee Member. Each member must sign off on the form before reviewing any Proposal.
 - Created a scoring sheet and matrix to be used for every RFP.
 - Created a scoring summary document which will be published on our website for every RFP.
- Continued working with our new vendor Varis building and implementing an online procurement service for Cooperative contracts. We are ironing out a few kinks before we go live.
- Continued my bi-weekly meetings with my NYSAMPO Emerging Professionals program Mentor, Paul Brennan, Purchasing Director from Rockland County. The purpose of this program is to provide a professional mentor to members of the program in the interest of furthering the members professional development, knowledge and purchasing skills. This program runs for the entire year.

TRAININGS/ PROFESSIONAL DEVELOPMENT

- 8 hour CPPB Exam Prep Course 1
- 8 hour CPPB Exam Prep Course 2
- Lourdes Coss Webinar – Discover your Why

PURCHASE ORDERS PROCESSED

	PO’s PROCESSED	PO DOLLAR VALUE
Monthly	44	\$273,305.85
YTD	127	\$2,307,328.56

PROCUREMENT CARD TRANSACTIONS REVIEWED

	PCARD TRANSACTIONS	PCARD DOLLAR VALUE
Monthly	181	\$81,877.33

YTD	509	\$250,188.69
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SOLICITATIONS ISSUED THIS MONTH

Type	Dept	Bid/ RFP Name	Date Issued
RFP	WKF	2023 Sports Funding	3/1/23
BID	HWY	Various Highway Trucks	3/23/23
YTD	11		

NYS MINI-BID ISSUED THIS MONTH

Dept	Bid Name	Date Issued
N/A	-	-
YTD	1	

SOLICITATIONS OPENED THIS MONTH

Type	Dept	Bid Name	Date Opened
RFP	OEM	EOC A/V upgrades	3/8/23
BID	HWY	Presbyterian Rd CR 72 Culvert Replacement Project	3/8/23
BID	OEM	Vehicle Upfit	3/15/23
RFP	CS	Generator Maintenance	3/22/23
RFP	WKF	2023 Sports Funding	3/31/23
YTD	10		

INSURANCE CLAIMS

Monthly: 3
YTD: 10

VEHICLES / EQUIPMENT SURPLUS FORMS PROCESSED

Monthly: 2
YTD: 17

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