

**WAYS & MEANS COMMITTEE MEETING MINUTES**  
**MONDAY, MAY 8, 2023**  
**1:30 P.M.**

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

Ways & Means Chair Dwight Knapp asked Shari Hutchison to lead the Pledge of Allegiance.

**PERSONNEL ISSUES**

**1. CENTER FOR NURSING & REHABILITATION – SHARI HUTCHISON  
AMENDING A PORTION OF RESOLUTION NO. 2022-422: ADOPTING THE 2023  
MISCELLANEOUS PAY RATES (CENTER FOR NURSING AND REHABILITATION**

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

WHEREAS, the County employs individuals to work on a part-time basis in the role in the role of Charge RN; and

WHEREAS, the CSEA Part-Time Unit includes individuals employed by the County to work part-time as Charge RNs; and

WHEREAS, the CSEA Part-Time Unit and County are parties to Memorandums of Agreement that permit the full-time Director of Nursing (DON) and full-time Assistant Directors of Nursing (ADON) to serve on a per diem basis when necessary due to staffing shortages in the role of per diem Charge RN; and

WHEREAS, the County has the unilateral right to set the rate of pay for the DON and ADON when working out of title as per diem Charge RN; and

WHEREAS, the Charge RN (Out of Title) pay rate of \$44.34/hour is being added to the 2023 Miscellaneous Pay Rates effective immediately; now, therefore, be it

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

Ms. Hutchison reviewed the justification for this addition to the miscellaneous pay rates. Mr. Coyle explained that we had had this in place before.

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

Mr. Coyle explained that there will be fiscal services recommendations for discussion at the next Ways & Means Committee.

**MOTION TO MOVE THE AGENDA**

Mr. Fanaro moved and Mr. DiSalvo seconded to move the agenda to Karen Dewar....Carried.

**2. DEPARTMENT OF HEALTH – IAN COYLE  
AMENDING THE 2023 LIVINGSTON COUNTY SALARY SCHEDULE: DEPARTMENT OF  
HEALTH**

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

**Department of Health:**

- Create one (1) full-time Director of Community Health position at the salary range of \$75,000.00-\$79,000.00 on the Department Head Salary Schedule.

For: Infrastructure succession planning.

- Delete one full-time Director of Patient Services position, effective immediately.
- Delete one per-diem Director of Patient Services position, effective immediately.
- Delete one part-time Public Health Assistant position, Wage Grade 12, effective immediately.

Mr. Coyle reviewed the positions for approval relating to infrastructure succession planning.

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

**EMERGENCY MEDICAL SERVICES – KAREN DEWAR/IAN COYLE**

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

**1. AUTHORIZING THE PURCHASE OF ONE (1) NEW 2023 FORD DEMERS TYPE 3 AMBULANCE FOR THE LIVINGSTON COUNTY EMERGENCY MEDICAL SERVICES DEPARTMENT: NORTH EASTERN RESCUE VEHICLES, INC.**

RESOLVED, that the vehicle is available through SAVVIK Buying Group Pricing Contract #29559, the Livingston County Emergency Medical Services is hereby authorized to purchase from North Eastern Rescue Vehicles, Inc. of 10 Dwight Park Drive, Syracuse, New York 13209, one (1) new 2023 Ford Demers Ambulance for a total cost not to exceed \$148,600.00.

Ms. Dewar reviewed the ambulance for purchase and the current ambulances in service. We have 250 calls to date this year. We are currently down two ALS technicians and two EMTs. They hope to add to the fleet or replace another ambulance by year end if there is one available. There is still an ambulance in construction from a 2021 approval that we are waiting to come in.

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

**COUNTY TREASURER – AMY DAVIES**

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

**1. APPROVING APPORTIONMENT OF MORTGAGE TAX RECEIPTS FOR PERIOD OF 10/01/22-3/31/23**

WHEREAS, the Ways and Means Committee submits the following report on Apportionment of the Mortgage Tax receipts for the period October 1, 2022 through March 31, 2023, among the several Towns and Villages of the County, it is hereby

RESOLVED, that the County Treasurer is hereby directed to pay to the various municipalities the amount set forth herein:

**10/01/2022-3/31/2023**

<b>TAX DISTRICT</b>	<b>AMOUNT</b>	<b>DISTRIBUTED TO TOWNS</b>	<b>DISTRIBUTED TO VILLAGES</b>
AVON	<b>\$63,248.81</b>	\$50,551.48	\$12,697.33
CALEDONIA	<b>\$34,254.03</b>	\$28,237.64	\$6,016.39
CONESUS	<b>\$20,314.77</b>	\$20,314.77	\$0.00
GENESE	<b>\$44,672.65</b>	\$35,497.52	\$9,175.13
GROVELAND	<b>\$11,502.29</b>	\$11,502.29	\$0.00
LEICESTER	<b>\$12,683.73</b>	\$11,794.88	\$888.85
LIMA	<b>\$50,101.52</b>	\$42,110.76	\$7,990.76
LIVONIA	<b>\$76,700.67</b>	\$72,396.30	\$4,304.37
MT. MORRIS	<b>\$55,986.99</b>	\$43,436.67	\$12,550.32
N. DANSVILLE	<b>\$29,331.86</b>	\$18,645.74	\$10,686.12
NUNDA	<b>\$15,522.13</b>	\$13,198.90	\$2,323.23
OSSIAN	<b>\$4,689.34</b>	\$4,689.34	\$0.00
PORTAGE	<b>\$4,354.62</b>	\$4,354.62	\$0.00
SPARTA	<b>\$8,260.45</b>	\$8,260.45	\$0.00
SPRINGWATER	<b>\$20,736.85</b>	\$20,736.85	\$0.00
WEST SPARTA	<b>\$5,708.40</b>	\$5,708.40	\$0.00
YORK	<b>\$70,287.73</b>	\$70,287.73	\$0.00
<b>TOTAL</b>	<b>\$528,356.84</b>	<b>\$461,724.34</b>	<b>\$66,632.50</b>

Ms. Davies reviewed the resolution for approval. The checks will be mailed out on Wednesday after the Board meeting.

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

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

1. Foreclosure Update-We are currently at 87. Last year we were at 74 by this time so we are a little behind.

**1:15 REAL PROPERTY TAX SERVICES – BILL FULLER**

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

1. Discussion Volunteer Firefighter and Ambulance Worker Exemption-Mr. Fuller reviewed the true tax impact to the towns and County for the volunteer firefighters and ambulance workers exemption. The schools seem unlikely to adopt this at this time. If the Board chooses to move forward, Mr. Fuller is recommending 10% if the Board chooses to adopt this exemption at two years minimum active service. Mr. Fuller reviewed his local option recommendations for members with 20-years of active service who have retired, un-remarried surviving spouse of a 20-year volunteer firefighter and the un-remarried surviving spouse of a member killed in the line of duty. All of the forms have developed by the Firefighters Association of New York and the fire chiefs are responsible for completing the paperwork. This exemption would be treated the same as a veterans exemption. This will be on the next Ways and Means Committee agenda for a vote.

**Informational Item(s) Written Only**

1. Monthly Report – April 2023 Correction of Tax Roll Errors SS 554(9) and 556(8)

1.) Town: Lima

Owner: Robert G. Menzie

Correction: Water District #2 unit charge applied in error.

Tax Map Number: 27.-2-43.21

	<u>Original 2023 Tax Amounts</u>	<u>Corrected 2023 Tax Amounts</u>	<u>Refund to Owner</u>	<u>Chargebacks to Taxing Jurisdictions</u>
Livingston County	\$563.53	\$563.53	\$ 0.00	\$ 0.00
Lima Town Tax	304.64	304.64	0.00	0.00
Lima Fire 1	42.40	42.40	0.00	0.00
Lima Water 2	111.94	0.00	111.94	111.94
1% Penalty	<u>10.23</u>	<u>9.11</u>	<u>1.12</u>	<u>1.12</u>
Total	\$1,032.74	\$919.68	\$113.06	\$113.06

- In-Person Board of Assessment Review Training was held April 25<sup>th</sup> for reappointed and newly appointed members.
- Tentative Assessment Rolls have been printed for the Assessors and picked up. Rolls are to be filed with the Town Clerks by May 1<sup>st</sup>
- Printed Change of Assessment Notices for the Assessors to be sent out to property owners.
- Tentative Rolls are also hosted on the County Website
- Annual review and renewal of the SDG Image Mate online contract.
- The Assessor Financial Disclosure Statement form has been sent to Assessors for filing with the municipality or the county clerk by May 15th.
- Currently working to finalize the village tax bills.

**CLERK OF THE BOARD – MICHELE REES**

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

1. **RESCINDING RES. NO. 2022-300 (2022 RETIREMENT REPORTING)**

WHEREAS, Resolution No. 2022-300 established standard work days for elected and appointed officials reported to the New York State and Local Employees’ Retirement System; and

WHEREAS, the Resolution included appointed officials with terms that had expired prior to the resolution being adopted; now, therefore, be it

RESOLVED, that Resolution No. 2022-300 is hereby rescinded.

The Clerk explained that the 2022 resolution had some Assistant Public Defender and Assistant Conflict Defender positions that expired before the resolution could be adopted and needed to be addressed differently requiring the resolution be rescinded. The next resolution sets the retirement reporting for any new terms for

both 2022 and 2023.

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

**2. ESTABLISHING STANDARD WORK DAY AND RETIREMENT REPORTING CREDIT**

RESOLVED, that the Livingston County Board of Supervisors hereby establishes the following as standard work days for elected and appointed officials and will report the following days worked to the New York State and Local Employees' Retirement System based on the record of activities maintained and submitted by these officials to the Clerk of this body.

Dept.	Title	Name	Standard Work Day Hrs/day	Term	Days/Month (based on record of activities)	3-Month Log Recd or Recert Eligible (new terms)
						<b>Elected Officials</b>
BOS	Chair - Avon	LeFeber, David L.	6	1/1/2022-12/31/2025	9.61	2018
BOS	Vice Chair - Caledonia	Pangrazio, Daniel	6	1/1/2022-12/31/2023	19.33	2022
BOS	Supervisor - Lima	Falk, Michael J.	6	1/1/2022-12/31/2025	9.86	2018
BOS	Supervisor - Livonia	Gott, Eric R.	6	1/1/2022-12/31/2025	3.55	2018
BOS	Supervisor - Mt. Morris	DiSalvo, David	6	1/1/2022-12/31/2025	1.5	2022
BOS	Supervisor - N. Dansville	Horr, Gregory	6	1/1/2022-12/31/2025	2.01	2022
BOS	Supervisor - Ossian	Knapp, Dwight	6	1/1/2022-12/31/2025	5.16	2018
BOS	Supervisor - Portage	Davis, Ivan C.	6	1/1/2022-12/31/2023	5.81	2018
BOS	Supervisor - Sparta	Schuster, Mark J.	6	1/1/2022-12/31/2025	3.67	2021
CLER	County Clerk	Bailey, Andrea	6	1/1/2022-12/31/2025	36.68	2022
COR	County Coroner	Griese, Shannon	6	1/1/2022-12/31/2025	2.64	2022
COR	County Coroner	King, Roger	6	1/1/2023-12/31/2026	Did Not Submit	
COR	County Coroner	Waltman, Robert	6	1/1/2022-12/31/2025	5.13	2015**
SHER	Sheriff	Dougherty, Thomas	6	1/1/2022-12/31/2025	33.95	2022
TREA	County Treasurer	Davies, Amy	6	1/1/2022-12/31/2025	27.86	2014
						<b>Appointed</b>
CD	Assistant Conflict Defender	Fitzgerald, Kevin	7	1/1/2022-12/31/2025	11.69	2022
CD	Assistant Conflict Defender	Misula, Roman	7	1/1/2022-12/31/2025	10.71	2022
PD	Assistant Public Defender	Donohue Burns, Kelly	7	1/1/2022-12/31/2025	11.65	2017
PD	Assistant Public Defender	Kelly, Marshall	7	1/1/2022-12/31/2025	2.91	2020
PD	Assistant Public Defender	Tantillo, Matthew	7	9/26/2022-12/31/2025	4.64	2022

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

**3. ESTABLISHING STANDARD WORK DAY**

RESOLVED, that the Livingston County Board of Supervisors hereby establishes the standard work days for its employees and will report days worked to the New York State and Local Employees' Retirement System based on the time keeping system or the record of activities maintained and submitted by the Clerk of the Board.

This is the annual resolution setting the retirement credit hours for every position by department in the County.

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

**OFFICE OF EMERGENCY MANAGEMENT – ANDREW BRODELL**

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

**1. PEACE OFFICER STATUS CONSIDERATION DISCUSSION - FIRE INVESTIGATORS**

Mr. Coyle explained that Mr. Brodell presented the concept of a peace officer at the last meeting and additional board questions have come in since that meeting. This is on today's agenda to determine whether the Board wishes to proceed or not. Mr. Coyle explained that this falls under the Ways and Means Committee due to the legislation that would need to take place at the state level. There was discussion on whether a peace officer can arrest someone and whether there have been times when the Sheriff's Office was not available to investigate. Mr. Brodell reviewed some of the additional information that is available to peace officers but not fire investigators. The Sheriff's Office does have access to this information. The County Attorney reviewed the statutory authority that permits peace officers to conduct searches and make arrests. There was discussion on who issues the gun to carry and how many times there was a safety issue during an investigation. Mr. Brodell

explained that one of the fire investigators did express safety concerns from a past incident. There was discussion on the concerns with carrying a gun, not necessarily with the Peace Officer status. The County Attorney will research the ability to assign peace officer status while restricting the ability to carry a firearm, conduct warrantless searches and make arrests.

**COUNTY ADMINISTRATOR – IAN COYLE**

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

**1. APPROVING ABSTRACT OF CLAIMS #5A-MAY 10, 2023**

RESOLVED, that the Livingston County Board of Supervisors approves the Abstract of Claims #5A dated May 10, 2023 in the total amount of \$1,708,229.23.

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

**2. AMENDING 2023 LIVINGSTON COUNTY BUDGET: 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. Wadsworth seconded to approve the foregoing resolution Carried.*

**3. AUTHORIZING TRANSFER OF FUNDS: DEPARTMENT OF HEALTH**

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

Mr. Coyle reviewed the transfers for approval.

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

**4. DECLARING SURPLUS PROPERTY: OFFICE FOR THE AGING**

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 declare the following item(s) as surplus property to be disposed of as determined by the County Administrator:

**Office for the Aging**

Quantity	Year, Make & Model	Mileage/Hours	Serial #
1	2011 Dodge Caravan	109,603	2D4RN1AG8BR795515
1	2013 Dodge Caravan	110,239	2C4RDGBG5DR792091

Mr. Coyle reviewed the vehicles for surplus.

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

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

1. Admin and Finance Updates
2. NYS Budget Impact - Review & Briefing

Mr. Coyle reviewed big-ticket items in the state budget that impact the County. Sales tax receipts are up. The auditors have been here doing their annual audit work.

**ADJOURNMENT**

Mr. Pangrazio moved and Mr. DiSalvo seconded to adjourn the meeting at 1:49 a.m.

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**PURCHASING – ASHLEY SCUTT**

**Informational Item(s) Written Only**

**MONTHLY ACTIVITY REPORT – APRIL 2023**

**Notable Accomplishments**

- Issued P-Cards and set up user accounts for the following Departments: Central Services & District

Attorney

- 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.
- Met with our Amazon Rep to review our last year's spending and talk about cost saving options.
- Worked with the CNR on 2 large RFPs for Radiology Services and Medical Services.
- Evaluated and updated our Insurance Add/ Delete form for vehicles and equipment.
- Attending the 2023 Spring SAMPO conference. Met with multiple vendors and attended many sessions.

**TRAININGS/ PROFESSIONAL DEVELOPMENT**

- NYSAMPO Conference 4/18-4/20/23 Cortland, NY
  - General Session- Keynote Speaker, It's Never Too Late to Live Happily Ever After - Tammy Rimes
  - ABC's of General Municipal Law 103 - Paul Brennan
  - Proper Negotiations - Paul Brennan
  - Purchasing II – Laurie Conley
  - NYS Comptroller's Office - A Legal Update
  - Avoiding Common Mistakes - Mary Anne Sadowski, Esq.
  - General Session - Department of Justice
- Lourdes Coss – Collaboration

**PURCHASE ORDERS PROCESSED**

	<b>PO's PROCESSED</b>	<b>PO DOLLAR VALUE</b>
<b>Monthly</b>	59	\$724,854.57
<b>YTD</b>	191	\$3,036,870.91

**PROCUREMENT CARD TRANSACTIONS REVIEWED**

	<b>PCARD TRANSACTIONS</b>	<b>PCARD DOLLAR VALUE</b>
<b>Monthly</b>	150	\$58,328.62
<b>YTD</b>	659	\$308,517.31

**SOLICITATIONS ISSUED THIS MONTH**

<b>Type</b>	<b>Dept</b>	<b>Bid/ RFP Name</b>	<b>Date Issued</b>
BID	CS	Air Purification Materials	4/3/23
RFP	CNR	Radiology Services	4/5/23
RFP	CNR	Medical Services	4/17/23
BID	CS	Custodial Services- NYSID	4/28/23
<b>YTD</b>	<b>16</b>		

**NYS MINI-BID ISSUED THIS MONTH**

<b>Dept</b>	<b>Bid Name</b>	<b>Date Issued</b>
N/A	-	-
<b>YTD</b>	<b>1</b>	

**SOLICITATIONS OPENED THIS MONTH**

<b>Type</b>	<b>Dept</b>	<b>Bid Name</b>	<b>Date Opened</b>
BID	HWY	Various Highway Trucks	4/6/23
BID	CS	Air Purification Materials	4/27/23
<b>YTD</b>	<b>12</b>		

**INSURANCE CLAIMS**

**Monthly: 5**

**YTD: 15**

**VEHICLES / EQUIPMENT SURPLUS FORMS PROCESSED**

**Monthly: 5**

**YTD: 22**

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