

WAYS & MEANS COMMITTEE MEETING MINUTES
MONDAY, JUNE 25, 2018
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, H. Grant, S. Hillier, B. Beagle-LCN

Ways & Means Chair Dan Pangrazio asked Conesus Supervisor Brenda Donohue to lead the Pledge of Allegiance.

WORKPLACE VIOLENCE – ANDREA BAILEY

Action Item(s) To Be Reported

1. MODIFYING THE LIVINGSTON COUNTY WORKPLACE VIOLENCE PREVENTION PLAN

RESOLVED, that the Livingston County Workplace Violence Prevention Plan is hereby modified effective July 1, 2018, consistent with the copy which is attached hereto and incorporated by reference.

Director's Comments:

What has changed –

- Updated Front Cover to reflect 2018 Edition
- Page 10 – removed the WVPC Member name and contact information and direct them to the website – therefore we can update the information in real time to ensure that the most updated information is available to our associates without having to go through a full review and approval or the Board. This will enable us to be more efficient.
- Page 12 –updated to include effective date of 07/01/2018
- Appendix 1/Page 13 – updated date 7/1/18 & fix typo under Employee Participation, removed Colleen Vokes name – will just leave it as the Chairperson as the contact.
- Appendix 4/Page 21 – added within 14 days – to help with receiving reports in a more timely manner
- Appendix 4/Page 22 – added within 30 days – again to move the reporting through the process to make sure we are addressing any concerns in a timely fashion. Removed Ian M. Coyle – leaving it to be reported to the County Administrator
- Page 24 Training Requirements – Removed information about Train the Trainer as there is no formal train the trainer program and substituted live training with non-computer based training.
- Page 25 Training Requirements – Removed live training and added Non-Computer based training also removed that Personnel provides updates on training.
- Page 32 Confirmation of Training – Added Conflict Defender
- Page 56 Workplace Violence Prevention – Removed individual names – updated positions to reflect new titles

Ms. Bailey explained that the plan was reviewed using three lenses (Maintaining the integrity of the plan, allowing employees to have the most up-to-date information and updating the training module. Committee member names were removed and a link made to the website so members are always up to date. The training module was changed to a non-computer based rather than live training for those employees with no computer access. Timeframes were established for reporting for more timely responses.

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

COUNTY AUDITOR – TERRY DONEGAN

1. ADOPTING REVISIONS TO THE LIVINGSTON COUNTY TRAVEL POLICY

WHEREAS, a policy review has been completed 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 Travel Policy; now, therefore, be it

RESOLVED, that the Livingston County Board of Supervisors hereby adopts the attached Livingston County Travel Policy, effective July 1, 2018, said policy to supersede the existing travel policy.

Mr. Donegan reviewed the changes to the travel policy. The state travel plan was used for guidance. Most of this is basic housekeeping. The biggest change is the meal limit reimbursements that were updated for the first time in many years.

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

COUNTY ATTORNEY – SHANNON HILLIER

Action Item(s) To Be Reported

1. INTRODUCTION & PROVIDING FOR PUBLIC HEARING ON PROPOSED LOCAL LAW NO. B OF THE YEAR 2018 – A LOCAL LAW AMENDING AND RESTATING LOCAL LAW 4 OF THE YEAR 1990, ENTITLED “LIVINGSTON COUNTY ETHICS AND DISCLOSURE LAW”

WHEREAS, there has been duly presented and introduced at a meeting of this Board, held on June 27, 2018, a proposed Local Law entitled Local Law No. B - A Local Law Amending and Restating Local Law No. 4 of the Year 1990, entitled “Livingston County Ethics and Disclosure Law”; now, therefore be it

RESOLVED, that a public hearing shall be held on the said proposed Local Law by this Board on the 25th day of July, 2018 at 1:35 p.m. in the Board of Supervisors Assembly Room in the Livingston County Government Center in the Village of Geneseo, New York and at least six (6) days’ notice shall be given by posting thereof on the bulletin board of the Government Center in this County and by publishing such notice at least one (1) time in the official newspapers of the County as provided by law.

Mrs. Hillier reviewed the updates proposed for this local law. Some of the biggest changes had to do with politics in the work environment and how you can’t use your political aspirations and influence on your employees beneath you. There is also a section on place recusals and not participating in decisions for the County that you would directly benefit from. There is also an added section on the use of county resources, failure to properly file your financial disclosure statement. Mrs. Hillier explained that she strengthened and clarified the section on investigations and waivers.

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

2. AMENDING A PORTION OF RESOLUTION 2018-189

WHEREAS, Resolution No. 2018-189 authorized the Chairman of the Livingston County Board of Supervisors to sign a renewal of the Verizon Water Tower Lease Agreement for a term commencing July 1, 2018 and terminating June 30, 2023 at an initial monthly rental of \$3,032.51, and

WHEREAS, the term of the Lease Agreement needs to be modified to reflect automatic renewals for three (3) additional five (5) year terms thereby making the Agreement’s termination date June 30, 2038, and

WHEREAS, the initial monthly rental amount needs to be decreased to \$3,003.06 per month with an annual rent increase of 2%; now, therefore, be it

RESOLVED, that Resolution No. 2018-189 is hereby amended.

Mrs. Hillier reviewed this resolution and explained that Verizon has requested a new contract with a change of terms and the negotiated outcomes. There was discussion on the change to a 2% increase and that this is not acceptable. Mr. Mahus explained that the towers with North Dansville are all have 3% annual increases and the county should not agree to be locked in at 2%. The County Attorney will go back to Verizon reporting to them that the amendment will not pass as it is now.

MOTION TO TABLE THIS RESOLUTION

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

COUNTY TREASURER – IAN COYLE

Action Item(s) To Be Reported

1. CLOSING THE FOLLOWING CAPITAL PROJECT ACCOUNTS–BRIDGE PROJECTS & SPECIAL PROJECTS

WHEREAS, the above listed Capital Projects are complete; now therefore be it

RESOLVED, that the County Treasurer is authorized to close the above listed Capital Project Accounts in the amounts indicated below; and it is further

RESOLVED, that the County Treasurer is hereby directed to transfer said unexpended funds into said Accounts from Transfer Accounts listed in the amounts indicated below for each project.

| Capital Project Name | Account to be Closed | Unexpended Cash Amount | Account to Transfer Unexpended Cash Balance | Year End Assigned Fund Balance Account |
|-----------------------------|-----------------------------|-------------------------------|--|---|
| Bridge Projects | H5117 | \$828,486.10 | D5117-Assigned Bridge Projects | D0914.5117 Bridge Projects |
| Special Projects | H8988 | \$108,939.10 | A1991-Special Projects | A0914.1991 Special Projects |

Mr. Coyle explained that our auditors recommended that these accounts be moved from Capital Project accounts to assigned accounts.

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

Pre-approved Informational Item(s) To Be Reported

1. Foreclosure List-Mr. Coyle reviewed the final tax foreclosure list. The County Attorney reported on two properties in Leicester. The homeowner is claiming the notice never received. Mr. Coyle reviewed the two properties of interest by the Village of Lima, with \$961. taxes owed and the Town of Caledonia with \$6,202 of taxes owed. The County Attorney reviewed the process to sell county property to another municipality. There would be a negotiation to determine the terms of sale via an offer and then a purchase contract would be prepared. There is a Land bank meeting to discuss the possibility of any properties meeting our standards for acquisition.

Informational Item(s) Written Only

The auction for foreclosed properties is scheduled for July 26 at 6:00 PM at the County Highway. There are 27 possible properties to be auctioned.

The County independent audit for 12/31/17 is almost complete. The auditors will present their report during one of the August Ways and Means committee meetings. There was discussion on the progress of the Habitat property.

GRANTS & PUBLIC INFORMATION – HEATHER GRANT

Pre-approved Informational Item(s) To Be Reported

Department Update-Mrs. Grant updated the Committee on recent activities.

Grants:

Since starting with the County she has assisted with successful grants totaling \$2.9M. There is approximately \$750,000 in grant requests out right now pending. There are five potential applications for the urban forestry grants that are due July 12. She is working on transportational alternative program grants for Avon, York and possibly Lima. Greater Rochester Health Foundation has a grant opportunity out and we are looking at doing a fitness trail for the Al Lorenz Park through the Department of Health. There are potentially nine+ applications are going to the CFA due July 27. Mrs. Grant is regularly assisting villages, towns and departments in applying for funding. She is currently working with the Village of Livonia on some SAM paperwork through dormitory authority, as well as the Town of Portage.

Public Information/Social Media:

2-3 press releases go out per week.

Any town information should be forwarded to her for press releases. These are also posted on the County

website.

Facebook and Twitter are updated on a daily basis. Mrs. Grant is working on a Utube channel.

There was discussion on the Arts Council grant cycle.

Informational Item(s) Written Only

The chart below shows grant applications through my office applied for since January 2018 that are still pending or have been awarded/ denied funding.

| Grant Program | Funding | AgencyDept/Mun | Submitted | Request | Award |
|------------------------------------|-----------------------------|-----------------------|------------------|----------------|--------------|
| LGRMIF Grant | NYSED- Archives | Veterans Services | 1/16/2018 | \$15,498 | pending |
| Ralph Wilson Foundation Grant | RACF | Youth Bureau | 1/19/2018 | \$25,000 | pending |
| Rails Trails Grant | Doppelt Family Fund | County | 1/31/2018 | \$20,000 | 0 |
| Assistance to Firefighters | FEMA | Village of Avon | 1/31/2018 | \$51,129.00 | pending |
| Meet Me at the Park | NRPA and Disney Play Spaces | County | 3/1/2018 | \$30,000 | 0 |
| Clean Energies Grant | NYSERDA | Town of Avon | 3/19/2018 | \$50,000 | \$50,000 |
| Clean Energies Grant | NYSERDA | Village of Livonia | 3/29/2018 | 50,000 | \$50,000 |
| BridgeNY | NYS DOT | Town/ Vill Avon | 4/16/2018 | \$433,295 | pending |
| Preservation Assistance Grant | NEH (federal) | County Historian | 4/27/2018 | \$5,471 | pending |
| NY Great Lakes Basin- Small Grants | NY Sea Grant Program | County | 5/1/2018 | \$24,800 | pending |
| Farmers Market Promotion Grant | USDA | County | 5/7/2018 | \$230,135 | pending |

Public Information:

- Continue to regularly update the county website and social media channels daily and as information comes in to me from county departments.
- Networks on social media continue to grow. Close to 2,000 followers on Facebook and 850 on Twitter.
- Attended June 4th Coffee w/ the County in Caledonia. Created event on FB and posted leading up to and during event. If you have a Town event you would like on the County social channels- just let me know. Also any special feature stories you want to share I can work on press release etc.
- Attended Teen Recognition Night and took photographs throughout the evening- sharing to social directly from event.
- Attended County Job Fair event for social media updates.
- Advertising of County vacancies managed on the web through my office. Working with Ian and other Dept. Heads on best efforts for online recruitment using social channels.
- Working on adding county bids to the social media channels as well.
- Improved press release template for more consistency with all outgoing press items from county.
- Working closely with departments such as CNR to build more presence on social channels- working to get info out to community more including photos and stories on Dialysis Center for example

Grants:

- Chart attached showing grant activity year to date.
- Currently working on several open grant programs including:
DEC Urban Forestry Grants (5), Aviation Grant (NYS), DOT TAP-CMAQ, Greater Rochester Health Foundation and all of the CFA portal grants.
- Meeting with several Town and Village committees/ personnel regarding various grant opportunities.

CENTER FOR NURSING & REHABILITATION – FRANK BASSETT

Action Item(s) To Be Reported

1. **APPROVING CHANGE ORDER FOR THE LIVINGSTON COUNTY CENTER FOR NURSING AND REHABILITATION FOR THE DIALYSIS EXTENSION CLINIC & PT/OT RENOVATION AND AMBULANCE ENTRANCE CANOPY PROJECT – PLUMBING – JOHN W. DANFORTH COMPANY**

RESOLVED, that the Livingston County Board of Supervisors approves the change order detailed in the list attached hereto which results in a contract change and new total contract price as follows:

| Contractor | Details | Net Change Not to Exceed | New Contract Amount |
|---------------------------------|---|--------------------------|---------------------|
| JOHN W. DANFORTH COMPANY | Address unforeseen conditions requiring added scope and labor to score concrete, pneumatically jackhammer and hand excavate to ensure no underground utilities are damaged. (\$23,514.08) | \$30,000.00 | \$326,300.00 |

| Funding Source | Local Share | Budgeted? |
|---------------------|-------------|-----------|
| Departmental Budget | 100% | Yes X No |

and, it is further,

RESOLVED, that the Chairman of the Livingston County Board of Supervisors is authorized to sign the necessary change order, subject to review by the County Attorney and County Administrator.

Mr. Bassett intro Brad Bentley of NPV and reviewed the unforeseen electrical work found within the conduit and work to be done under the allowances. Mr. Bassett explained that the allowances are no longer adequate resulting in the request for this change order totaling \$30,000. This will cover the additional work requested. The Public Services and Human Services Chairs were both contacted on this matter.

The increase to the Connor Haas is \$10,000 totaling \$124,865. If these allowances are not required, the monies will be returned to the County. Mr. Bentley believes that these amounts should be good to cover the completion of the project.

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

2. APPROVING CHANGE ORDER FOR THE LIVINGSTON COUNTY CENTER FOR NURSING AND REHABILITATION FOR THE DIALYSIS EXTENSION CLINIC & PT/OT RENOVATION AND AMBULANCE ENTRANCE CANOPY PROJECT – ELECTRICAL – CONNORS-HAAS, INC.

RESOLVED, that the Livingston County Board of Supervisors approves the change order detailed in the list attached hereto which results in a contract change and new total contract price as follows:

| Contractor | Details | Net Change Not to Exceed | New Contract Amount |
|---------------------------|---|--------------------------|---------------------|
| Connors-Haas, Inc. | Address unforeseen conditions requiring added scope and labor to score concrete, pneumatically jackhammer and hand excavate to ensure no underground utilities are damaged. | \$10,000.00 | \$124,865.00 |

| Funding Source | Local Share | Budgeted? |
|---------------------|-------------|-----------|
| Departmental Budget | 100% | Yes X No |

and, it is further,

RESOLVED, that the Chairman of the Livingston County Board of Supervisors is authorized to sign the necessary change order, subject to review by the County Attorney and County Administrator.

Motion: Mr. LeFeber 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 #6B-JUNE 27, 2018**

RESOLVED, that the Livingston County Board of Supervisors approves the Abstract of Claims #6B dated June 25, 2018 in the total amount of \$2,529,754.91.

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

2. **AUTHORIZING TRANSFER OF FUNDS - SHERIFF**

RESOLVED, that the Livingston County Treasurer is authorized and directed to make the requested transfers per the Budget Transfer Request Forms on file in the Office of the Clerk of the Board which have been approved by the Livingston County Administrator.

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

3. **AMENDING 2018 LIVINGSTON COUNTY BUDGET - HISTORIAN**

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.

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

4. **ADOPTING THE LIVINGSTON COUNTY RECORDS MANAGEMENT POLICY**

WHEREAS, Livingston County is charged with ensuring that records are retained and disposed of using the proper methods according to the definitions set forth by the New York State Archives Schedules for Records Retention; and

WHEREAS, the Ways and Means Committee has reviewed these recommendations and has approved incorporating those into the Livingston County Records Management Policy; now, therefore, be it

RESOLVED, that the Livingston County Board of Supervisors hereby adopts the attached Livingston County Records Management Policy, effective July 1, 2018.

Mr. Coyle reviewed the changes made in records management and the policy was put together with the assistance of the State Archives and Records office. The policy primarily deals with the roles and responsibilities for internal County records, retention, preservation and digitization.

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

5. **DECLARING SURPLUS PROPERTY – CENTER FOR NURSING AND REHABILITATION, HIGHWAY & SHERIFF**

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:

Center For Nursing And Rehabilitation

| Quantity | Item Description (Year, Make & Model) | Mileage, Hrs, etc. | Serial # |
|----------|---------------------------------------|--------------------|-------------------|
| 1 | 2000 Chevrolet Van | 239,448 | 1GCHG39R9Y1251428 |

Highway

| Quantity | Item Description (Year, Make & Model) | Mileage, Hrs, etc. | Serial # |
|----------|--|--------------------|-------------------|
| 1 | Unit #12 - 1997 Ford F350 Truck w/Maintenance Body | 79,167 miles | 1FDKF37G9VEB66518 |
| 1 | Unit #96 – 1999 Case 95XT Skidsteer Loader | 1,210 Hours | JAF0257416 |
| 1 | Unit #78 – 1997 Midland SP Shoulder Machine | 13,245 Hours | 133 |

Sheriff’s Office

| Quantity | Item Description (Year, Make & Model) | Mileage, Hrs, etc. | Serial # |
|----------|---------------------------------------|--------------------|-------------------|
| 1 | 2012 Chevy Tahoe | 226,250 | 1GNSK2E04CR306763 |

These items will be offered to the towns before going to auction.

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

Pre-approved Informational Item(s) To Be Reported

1. Compensation Study Update-The study is about $\frac{3}{4}$ complete. Mr. Coyle is very pleased with the study to date.
2. Budget & Finance Update-Mr. Coyle updated the Committee on the internet sales case outcome and the revenue impact to the County. Local sales tax is still going strong. The Village of Dansville Downtown application presentation was done last Wednesday. This week kicks off the 2019 Budget process.
3. Shared Services Reminder-About half of the Municipal Agreements have been received back to be submitted to the state. Please get your agreements in to Ashley.
4. Audit RFP – FYI – We are at the end of our last available extension so an RFP will be sent out.

Mr. Pangrazio discussed the SALT (State and Local Tax) plan and the creation of a charitable contribution. Mr. Coyle does not feel that this is appropriate for the County. There was discussion on the construction work being done in the Government Center.

ADJOURNMENT

Mr. Gott moved and Mr. Mahus seconded to adjourn the meeting 2:24 p.m.

Respectfully submitted,

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