

**WAYS & MEANS COMMITTEE MEETING MINUTES**  
**MONDAY, AUGUST 6, 2018**  
**1:30 P.M.**

PRESENT: D. Pangrazio, D. Knapp, D. Fanaro, W. Wadsworth, D. Mahus, Other: M. Falk, I. Coyle, H. Grant, S. Hillier, J. Gunther

ABSENT: D. LeFeber, E. Gott

Ways & Means Chair Daniel Pangrazio asked County Administrator Ian Coyle to lead the Pledge of Allegiance.

**PERSONNEL ISSUES**

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

**PUBLIC DEFENDER – LINDSAY QUINTILONE – JORDAN (1 attachment)**

**1. AMENDING THE 2018 SALARY SCHEDULE: PUBLIC DEFENDER**

RESOLVED, that the 2018 Department Head Salary Schedule is amended as follows:

**Public Defender**

Reclassify the Legal Assistant Position to a Senior Legal Typist Position effective 8/12/18.

Ms. Quintilone explained that this is an existing position in the Public Defender's office that was reclassified down a position. The current employee will still stay in the position and a memorandum of understanding was done. There is no budget impact to the county.

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

**2. AUTHORIZING THE LIVINGSTON COUNTY PUBLIC DEFENDER TO PAY COUNTY EMPLOYED AND ASSIGNED COUNSEL ATTORNEYS STIPENDS FOR CENTRALIZED ARRAIGNMENT PART COVERAGE ON WEEKENDS AND HOLIDAYS.**

WHEREAS, Livingston County is now required to provide legal representation at arraignment for any criminal defendant charged with a crime and eligible for publicly funded representation, as a result of the *Hurrell-Harring v. New York Settlement Plan*; and

WHEREAS, Livingston County has created a Centralized Arraignment Court for the purpose of arraigning individuals charged with crimes; and

WHEREAS, the Livingston County Public Defender's Office is currently responsible for staffing the Centralized Arraignment Court every day at 7 a.m. and 7 p.m. including weekends and holidays; and

WHEREAS, staffing the Centralized Arraignment Court with experienced attorneys at a flat rate would be the most efficient and cost effective way of providing attorneys at arraignments;

Now, therefore, be it

RESOLVED, that the Livingston County Board of Supervisors hereby approves the payment of stipends to attorneys for staffing the Centralized Arraignment Court on weekends and holidays at a rate of \$200.00 per day.

Ms. Quintilone explained Livingston County is now required to provide legal representation at arraignment for any criminal defendant charged with a crime and eligible for publicly funded representation, as a result of the *Hurrell-Harring v. New York settlement plan*. Representation must be supplied at 7am and 7pm 365 days a year including weekends and holidays. The proposal is to pay \$200 a day (on holidays and weekends only) to provide attorney's at arraignments on holidays and weekends. County Attorney, Shannon Hillier asked why they decided on a flat rate of \$200. Ms. Quintilone responded for simplicity and record keeping. Personnel Director, Tish Lynn, recommended changing the resolution to include both Public Defender Attorney's and Conflict Defender Attorney's. The committee agreed. It was further explained that Indigent Legal Services (ILS) will fully fund all of the costs associated with this as a part of the *Hurrell-Harring settlement*.

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

**PERSONNEL- TISH LYNN – (1 Attachment)**

**1. AMENDING THE DEPARTMENT HEAD AND HOURLY EMPLOYEE SALARY SCHEDULES: OFFICE FOR THE AGING, DISTRICT ATTORNEY, DEPARTMENT OF HEALTH, DEPARTMENT OF SOCIAL SERVICES**

RESOLVED, that the following vacant positions are hereby deleted:

Dept.	Dept Code	Title	FT/PT	Last person in position	Dept. Head?
DOH	A4310	Financial Manager	FT	B. Goodness 8/28/2015	Yes
DSS	A6010	Social Services Attorney	FT	J Noto 6/24/2017	Yes
AGIN	A6773	Account Clerk/Typist	PT	D. Kline 8/10/15	No
AGIN		Typist	PT	created 6/16/2016	No
DA	A1165	Clerk/Typist	FT	M Bailey 1/7/2018	No
DA	A1165	Senior Typist	FT	K George 1/7/2018	No
DOH	A4088	Account Clerk/Typist	FT	P. White 7/30/16	No
DOH	A4083	Clerk/Typist	PT	M. Kennel 5/9/17	No
DOH	A4035	Clerk/Typist	PT	S. O'Brien 3/13/17	No
DOH	A4310	Intensive Case Manager	FT	A. Greenfield 10/15/14	No
DOH	A4310	Mental Health Licensed Therapist	PT	created 6/23/14	No
DOH	A4010	Registered Professional Nurse	PD	S. Galton 2/16/16	No
DOH	A4010	Registered Professional Nurse	PD	E. Treadwell 10/31/14	No
DOH	A4035	Supervising Public Health Nurse	FT	A. Tucker-Jobson 11/18/13	No
DOH	A4083	Supervising Public Health Nurse	FT	J. Burley 3/6/14	No
DSS	A6010	Clerk/Typist	FT	N. Englert 1/21/17	No
DSS	A6010	Home Energy Assistance Examiner	Seas	P. Lauko 5/4/2017	No
DSS	A6010	Mobile Work Crew Supervisor	FT	J Kirchhoff 9/9/2017	No
DSS	A6010	Principal Clerk	FT	B. Nobles 9/28/16	No

Ms. Lynn reported that this is an annual resolution deleting positions that have been vacant for some time. She stated that they check with Department Heads to confirm that it is alright to delete the positions.

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

**2. MODIFYING THE LIVINGSTON COUNTY SEXUAL HARASSMENT POLICY**

WHEREAS , Livingston County currently has a Sexual Harassment Policy previously modified by Resolution No. 2009-304 on August 26, 2009; and

WHEREAS, the anti-sexual harassment policy was signed into law by the New York State Legislature on April 12, 2018; now, therefore, be it

RESOLVED, that the Livingston County Board of Supervisors hereby adopts the attached Livingston County Sexual Harassment Policy, effective immediately, said policy to supersede the existing policy.

Ms. Lynn reported that our policy needed to be modified due to the 2018-2019 New York State Budget, that was enacted on April 12, 2018, which included several new state laws concerning sexual harassment in the workplace. The primary concern is who is protected by the policy. In the past we only had to protect our employees and now we need to protect contractors, subcontractors, vendors, consultants and others who provide services in our workplace. We need to modify the existing policy to include those groups of people and provide language changes so the policy makes sense. We will also have to implement an annual training for all employees. She further explained that she has been communicating with the County Attorney to ensure contractors are aware going forward.

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

**COUNTY TREASURER – LINDA FOX**

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

**1. AUTHORIZING CONVEYANCE OF COUNTY PROPERTIES ACQUIRED BY TAX DEEDS**

WHEREAS, the County of Livingston acquired title to the following parcels of land, and

WHEREAS, the Livingston County Board of Supervisors' Ways and Means Committee has approved the sale of said parcels, it is, hereby

RESOLVED, that the following conveyances be approved with a net profit of \$145,005.09.

Tax Map #	Formerly Owned/Assessed To	Conveyed to Purchaser	Town/Village	Price
34.6-2-3	A & B Equipment Co Inc	J.T.S. Management LLC	V/Avon	\$21,000.00
34.6-2-64.1	A & B Equipment Corporation	Jesse R. Driscoll Jr.	V/Avon	\$13,000.00
7.8-1-13	The Estate of Richard L. Smith	Jesse R. Driscoll Jr., Susan T. Lochner	V/Caledonia	\$3,600.00
120.-1-37.1	Christopher L. Ochsenhirt, Tammy M. Ochsenhirt	Erick J. Moran	Conesus	\$700.00
129.-1-50.2	Christopher M. Mitchell	Michael J. Jason	Conesus	\$4,500.00
127.-1-15.2	Jill A. Benjamin, Dannie M. Fitzgerald	Gordon F. Lupien Jr.	Groveland	\$30,000.00
65.47-1-1	The Estate of Walter E. Booher, Allen Eugene Booher, Frederick William Booher	Ruth M. Malone	Livonia	\$15,000.00
105.-1-6.111	James J. Disalvo	Myron O. Brady	Mt. Morris	\$17,000.00
203.10-2-37	Zeno P Lazaroff, American Home Mortgage Servicing Inc.	Michael J. Jason	V/Dansville	\$5,500.00
203.11-4-63.1	Michael B. Masten, Tracey D. Masten	David K. Kuhn, Suan L. Kuhn	V/Dansville	\$500.00
203.12-1-12	Michael Edson	Myron O. Brady	V/Dansville	\$100.00
203.6-1-45	Christopher B. Flint, Amanda L. Flint	Zeno P. Lazaroff	V/Dansville	\$22,000.00
203.6-2-52.1	Paula Redance	Michael B. Lima, Barbara J. Lima	V/Dansville	\$25,000.00
184.5-1-7	Brett T. Smith, Dawn M. Smith	Vicky L. Cox, Robert P. Cox	V/Nunda	\$4,000.00
184.9-4-67	Kenneth G. Snyder	Matthew J. O'Dell	V/Nunda	\$2,500.00
171.-1-16.52	Erica Stanley, Shakiyla Stanley	Sanford J. Vandorn	Nunda	\$8,250.00
172.-2-16	Robert H. Major, Patrick Major	Heidi A. Christ	Nunda	\$500.00
196.20-1-11	Arnold Thompson, Kelly Sherlock	Hunts Baptist Church	Portage	\$100.00
197.-1-21	Paul J. Galton, Beverly A. Galton	Hunts Hollow Cemetary	Portage	\$14,500.00
151.-1-61.111	Daniel Young, Breanne Fairbrother	John Palmer Jr.	Springwater	\$8,500.00
152.-1-44.1	Dennis J. Casey	Eduardo L. Dutra	Springwater	\$3,500.00
42.5-1-25	Marsha L. Johnson	Collin J. Susz	York	\$25,000.00
60.-1-20.113	Shawn R. Pies, Melissa J. Hayes	William E. Geiger	York	\$51,000.00

and, be it, further

RESOLVED, that the Chairman of the Livingston County Board of Supervisors is hereby authorized to

execute the quit-claim deeds of conveyance and any and all related documents prepared by the County Attorney to complete the aforesaid conveyances.

Ms. Fox distributed the auction results and stated that the auction went well and all of the properties sold.

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

The County Administrator asked the County Attorney for an update on foreclosed properties. The County Attorney responded that the Judge did allow the receipts a chance to pay what was owed. One party was unable to pay and that property did sell at auction.

**REAL PROPERTY TAX SERVICES – BILL FULLER (2 Attachments)**

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

**1. AMENDING RESOLUTION NO. 2017-339**

WHEREAS, Resolution No. 2017-339 authorized the Chairman of the Board of Supervisors to sign a contract with Applied Business Systems, Inc. for the Livingston County Real Property Tax Services Department, and

WHEREAS, additional taxing jurisdictions may choose to participate in the contract which would result in the total amount of the contract exceeding \$10,000.00, and

WHEREAS, the Real Property Tax Services Office needs to increase the amount to \$20,000.00 in order to accommodate the additional taxing jurisdictions; now, therefore, be it

RESOLVED, that the Chairman of the Livingston County Board of Supervisors is hereby authorized to sign the contract amendment for the Livingston County Real Property Tax Services Department, according to the term designated, subject to review by the County Attorney and County Administrator.

Mr. Fuller stated that he would like to increase the current contract amount from \$10,000 to \$20,000 due to the anticipation of more schools choosing to print tax bills with them.

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

**2. AUTHORIZING THE CHAIRMAN OF THE LIVINGSTON COUNTY BOARD OF SUPERVISORS TO SIGN THE FOLLOWING CONTRACT FOR THE LIVINGSTON COUNTY REAL PROPERTY TAX SERVICES DEPARTMENT: APPLIED BUSINESS SYSTEMS, INC.**

RESOLVED, that the Chairman of the Livingston County Board of Supervisors is hereby authorized to sign the following contract for the Livingston County Real Property Tax Services Department, according to the term designated, subject to review by the County Attorney and County Administrator:

<u>Contractor</u>	<u>Term</u>	<u>Amount</u>
<b>Applied Business Systems, Inc.</b> 26 Harvester Avenue Batavia, NY 14020	9/1/18-8/31/19	Not to Exceed \$20,000.00
For: Printing, insertion, folding and mailing tax bills		

<i>Funding Source</i>	<i>Local Share</i>	<i>Budgeted?</i>
LC Budget	100%	Yes X No

Mr. Fuller reported that the prior resolution was an amendment for printing services for the 2017-2018 year; this resolution is for the upcoming 2018-2019 school year.

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

There was discussion on what collection programs Tax Collectors use. Due to the age of the County’s program it was suggested that those Town’s that use it, find an alternative, before it is no longer supported.

**PUBLIC WORKS – MICHELLE BAINES**

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

**1. PROVIDING FOR PUBLIC HEARING TO CONSIDER OBJECTIONS TO SPECIAL ASSESSMENT ROLL**

WHEREAS, the special assessment rolls for all county districts have been filed, and

WHEREAS, the Livingston County Board of Supervisors is required to hold a public hearing to hear any objections to those rolls, now, therefore, be it

RESOLVED, that the Clerk of the Livingston County Board of Supervisors shall cause the necessary notice to be published in the official newspapers, and, be it further

RESOLVED, that notice of the public hearing be mailed to property owners in the districts, and, be it further

RESOLVED, that a public hearing be set for October 10, 2018 at 1:35 pm in the Board of Supervisors Chambers, Livingston County Government Center, 6 Court Street, Geneseo, NY 14454 to consider objections to the special assessment roll.

The County Administrator reported that this resolution would normally go to the Public Services Committee but due to timing it had to go to the Ways and Means Committee. He further reported that this is an annual resolution to hear any comments on the special assessment rolls. Water and Sewer typically mails notice postcards to the property owners and this allows for enough time to do so.

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

**COUNTY ADMINISTRATOR – IAN COYLE**

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

**1. AUTHORIZING TRANSFER OF FUNDS – DEPARTMENT OF HEALTH (3) & HIGHWAY**

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. Knapp moved and Mr. Mahus seconded to approve the foregoing resolution.....Carried.*

**2. AMENDING 2018 LIVINGSTON COUNTY BUDGET – HIGHWAY (3)**

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

**3. AMENDING RESOLUTION 2016-240**

WHEREAS, Resolution 2016-240 appointed County Administrator Ian M. Coyle the Appointing Authority for the Central Services Department in the absence of a Buildings & Grounds Supervisor, now therefore be it

RESOLVED, that effective immediately, the Livingston County Board of Supervisors appoints Deputy County Administrator William Mann the new Appointing Authority for the Central Services Department.

The County Administrator explained that he was named the Appointing Authority for the Central Services Department in the absence of a Buildings & Grounds Supervisor. Now that that vacancy has been filled it is time to amend the resolution.

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

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

1. Compensation Study with the Burke Group – Mr. Coyle stated that he is currently working on the Department Head salary schedule study. It is almost complete we are just trying to get the right comparisons for a few remaining positions. He explained that this will be a helpful tool for the Board of Supervisors that will provide additional justification and reasoning when looking at various positions.
2. Mortgage Tax revenue – Mr. Coyle explained that we have tried since 2009 to get a mortgage tax increase, unsuccessfully. We caught word of a County that was able to do resolutions to garter the county funds without having to have the State Legislature’s blessing. He further explained that they are going to look into the legalities and explore the option.
3. The Ferguson Group - Quarterly Activity Update – Mr. Coyle provided the committee with the quarterly report. He stated that he anticipates a discussion item in last quarter of 2018 because the contract will be up for renewal. He added that he will have a more in depth report in the last quarter that they can use to determine if they want to continue the service or not.
4. Budget 2019 Planning – Mr. Coyle reported that he sent out a Board survey regarding the upcoming budget and asked those that haven’t completed the survey to please do so. He explained that budget meetings started today and will continue through August.
5. Mr. Coyle introduced Joe Guenther, the new Administrative Intern and explained the projects he will be working on in the County Administrator’s office.

**ADJOURNMENT**

*Motion: Mr. Wadsworth moved and Mr. Fanaro seconded to adjourn the meeting at 2:20 p.m.....Carried.*

**GRANTS & PUBLIC INFORMATION – HEATHER GRANT**

**Informational Item(s) Written Only**

Most recent grant applications through this department:

Grant Program	Funding Agency	Dept/ Muni	Submitted	Request	Award
Aviation Capital Grant	NYSDOT	Town of N. Dansville	6/22/2018	\$369,000.00	pending
BUILD GRANT- Gateway Road	Federal DOT	Liv. Co. Dev. Corp.	7/19/2018	\$500,000.00	pending
Tree Inventory Management Plan	DEC	V of Avon	7/9/2018	\$18,500.00	Pending
Tree Planting	DEC	V of Avon	7/9/2018	\$50,000.00	pending
Tree Inventory Management Plan	DEC	V of Mt. Morris	7/12/2018	\$17,750.00	pending
CFA 2018- Al Lorenz Park Development	OPRHP	County	7/23/2018	\$413,566.00	Pending
CFA 2018 5 Arch Bridge	OPRHP	V of Avon	7/24/2018	\$290,500.00	pending
CFA 2018 Highway Collaboration	LGE	Towns of Gen, Cal, York	7/24/2018	\$600,000.00	pending
CFA 2018 Danville Frontage Park Expansion	OPRHP	T of N. Dansville	7/24/2018	\$224,195.00	pending
CFA 2018 Avon Opera Block	OPRHP	Town of Avon	7/27/2018	\$391,500.00	pending
CFA 2018 W. Sparta Park Development	OPRHP	Town of W. Sparta	7/27/2018	\$63,375.00	pending

CFA 2018 W. Sparta Salt Storage	DEC WQIP- salt storage	Town of W. Sparta	7/27/2018	\$118,233	pending
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**Upcoming grant deadlines:**

**8/16- TAP CMAQ (transportation alternatives)-** Town of York and Village of Avon are working on applying to this program

**8/19- Our Town (National Endowment for the Arts)-** County Economic Development in collaboration with Livingston Arts is putting an application in for Inspiration Trail

**9/7- Water Infrastructure Improvement Grant Program-** Villages of Livonia and Leicester

**9/13- Greater Rochester Health Foundation Opportunity Grant-** County Park- fitness trail

**9/18- Youth Build-** federal grant for Workforce Development

Respectfully submitted,

Ashley Scutt

Secretary to the County Administrator