

PUBLIC SERVICES COMMITTEE MEETING MINUTES
WEDNESDAY, SEPTEMBER 1, 2021
9:00 A.M.

PRESENT: D. Knapp, G. Deming, E. Gott, D. LeFeber, D. Mahus, D. Wester, M. Falk, M. Walker, I. Coyle, A. Ellis, B. Mann
ABSENT: B. Carman, C. DiPasquale,

Public Services Chair Dwight Knapp asked Andrea Bailey to lead the Pledge of Allegiance.

COUNTY CLERK – ANDREA BAILEY

Action Item(s) To Be Reported

1. ESTABLISHING THE FEE SCHEDULE FOR THE LIVINGSTON COUNTY CLERK'S OFFICE EFFECTIVE SEPTEMBER 8, 2021

RESOLVED, that the following schedule of charges for the Livingston County Clerk's Office shall be made effective September 8, 2021.

Ms. Bailey reviewed the state/federal/local fees charged by the County Clerk's Office. Passport photo fees are what dictated Ms. Bailey bringing the fee schedule to Committee for approval. County Clerk offices can over passport photos. The fee will be in the amount of \$10.00 for passport photos.

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

Pre-approved Informational Item(s) To Be Reported

Department Update

County Clerk

- o Staffing Update – They are looking to hire two index clerks. Positions will be posted later this week. Ms. Bailey reported on a meeting with the local Court Justices and Court clerks on recent changes around the inability to suspend licenses due to the inability to pay some of the traffic tickets and how they are looking into converting those to civil charges.
- o Department Initiatives-Working with their vendor on printing pistol permits out of the Clerk's Office.

DMV

- o Staffing Update-Currently fully staffed but is anticipating a retirement in November.
- o Department Initiatives-They are actively pursuing local dealers to shift their work flow to Livingston.

CENTRAL SERVICES – WILLIAM MANN

Action Item(s) To Be Reported

1. AUTHORIZING THE CHAIRMAN OF THE LIVINGSTON COUNTY BOARD OF SUPERVISORS TO SIGN THE FOLLOWING PROFESSIONAL SERVICES CONTRACT FOR THE LIVINGSTON COUNTY CENTRAL SERVICES DEPARTMENT: INDUSTRIAL APPRAISAL COMPANY

WHEREAS, Livingston County desires to have a valuation and cost analysis completed on its fixed assets, which includes land, buildings/structures, as well as fixed and movable equipment. A tabulated schedule of fixed assets shall be prepared that includes the results of a depreciation study related to the actual or estimated year of acquisition and acquisition cost; and

WHEREAS, the County also desires to obtain a professional opinion on the current insurance values of the land, buildings/structures, infrastructure and equipment; now, therefore, be it

RESOLVED, that the Chairman of the Livingston County Board of Supervisors is hereby authorized to sign the following contract for the Livingston County Central Services Department, and any future amendments to said contract, according to the term designated, subject to review by the County Attorney and County Administrator:

<u>Contractor</u>	<u>Term</u>	<u>Amount</u>
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Industrial Appraisal Company

Two Gateway Center
603 Stanwix Street
Suite 1450
Pittsburgh, PA 15222

1/1/2022-12/31/2023
with the option to renew
for three additional 1-year
terms

\$25,560.00
Annual Service Fee
\$3,915.00

For: On-site inspection and appraisal of Livingston County owned land, buildings/structures, site improvements, and fixed and movable equipment

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

Industrial Appraisal Company is the current vendor for this service. Mr. Mann reviewed the typical five year process but it is only for one year with renewal options for this first contract.

Motion: Mr. Mahus moved and Mr. Deming seconded to approve the foregoing resolutionCarried.

Informational Item(s) Written Only

Al Lorenz Park:

Signs - The contract with Sign Language (Perry) has been finalized and the signs are currently in production.

Entrance Kiosk – This will be completed upon the receipt of the signs.

Pavilions - Rain gutters and drainage have been completed

Maintenance Rd. – Gates have been installed at both the top and bottom maintenance road areas to deter traffic from entering those areas

Murray Hill

Building #4 - Painting and repair of the exterior trim/wood features and doors continues.

Building #4 - Chainsaw carving of tree across the street / in the circle has been completed and has been weather treated

Staining of split rail fences around campus has been completed

DOH - Dog Control expansion

Construction has begun. Foundation is complete. Underground Plumbing and Electrical work is complete.

The exterior walls and roof are complete. The concrete floor will be poured next.

LCSO Training Complex:

Electric/Water/Sewer - CPL is communicating with RG&E.

Bullet Trap – This has been delivered and being constructed on site.

LCSO - Parking lot connection:

The Bid has been advertised with a scheduled bid opening on September 21st.

Government Center:

Door locks - Day Automation – County wide contract is fully executed

Parking lot(s) - Estimates received. CIP discussion for 2022 inclusion in the plan.

CNR - Dialysis Unit

Construction and renovation approvals received from NYS DOH. Construction to commence Monday, August 30th. This project is being completed in conjunction with Wyoming County.

PLANNING – ANGELA ELLIS

1. AUTHORIZING THE CHAIRMAN OF THE LIVINGSTON COUNTY BOARD OF SUPERVISORS TO SIGN THE FOLLOWING CONTRACT FOR THE LIVINGSTON COUNTY PLANNING DEPARTMENT: NEW YORK STATE DIVISION OF HOMELAND SECURITY AND EMERGENCY SERVICES

RESOLVED, that the Chairman of the Livingston County Board of Supervisors is hereby authorized to sign the following contract for the Livingston County Planning Department, and any future amendments to said contract, according to the term designated, subject to review by the County Attorney and County Administrator:

<u>Contractor</u>	<u>Term</u>	<u>Amount</u>
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and Emergency Services

1220 Washington Avenue

Albany, New York 12242

For: FFY SH21-1046-D00; Contract C837210

<i>Funding Source</i>	<i>Local Share</i>	<i>Budgeted?</i>		
NY State Homeland Security Program	0%	Yes	No	X

Director’s Comments: This contract is for the NY State Homeland Security Program which allows for expenditures for cyber-security and emerging threats. This contract is for Office of Emergency Management. Ms. Ellis explained that the Planning Department is managing the grant process for OEM and reviewed the contract for approval. They have a total of ten grants that they are managing for OEM totaling over \$600,000. Two grants have been closed out in the amount of \$141,059, two additional grants are in the process of closing amounting in over \$115,000 and six are in process right now. Ms. Ellis and Mr. Mann will be meeting on the remaining grants to determine whether the items listed are still needed.

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

2. AMENDING RESOLUTION NOS. 2019-343 & 2021-55 (C&S ENGINEERS, INC.)

WHEREAS, Resolution No. 2019-343 authorized the Chairman of the Livingston County Board of Supervisors to sign a contract with C&S Engineers, Inc. for project management, engineering and consulting services associated with the County’s Emergency Communication System. Said contract was for a term commencing August 1, 2019 through December 31, 2020, in an amount not to exceed \$146,000.00; and

WHEREAS, Resolution No. 2021-55 amended Resolution 2019-343 by extending the contract term through December 31, 2021, and increasing the contract amount to not exceed \$196,000.00. Said amendment was necessary due to the tower replacement projects occurring at Jakman Hill in the Town of Livonia and Wilson Road in the Town of Groveland; and

WHEREAS, the planning and engineering work for a new tower at the Emergency Operations Center has now commenced thereby requiring another contract amendment; now, therefore, be it

RESOLVED, that the contract with C&S Engineers, Inc. is hereby extended through December 31, 2021, for an amount not to exceed \$196,000; and be it further

RESOLVED, that Resolution Nos. 2019-343 and 2021-55 are hereby amended accordingly.

Ms. Ellis reviewed the planning process for the new tower at the training center. They need to take a look at the power to determine the final location of the tower. Through discussions with C&S we will be able to get the bulk of the work done without an increase of cost. Ms. Ellis explained that the contract still needs to be amended for the scope of work.

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

Pre-approved Informational Item(s) To Be Reported

1. Introduction of new Solar Coordinator Mike Dunn & Status Report on Solar Activities in the County. Heather, Mary & Mike – Ms. Ellis explained that there are multiple departments involved in solar work. Ms. Ellis introduced Mike Dunn, who is on his third week with the County, and Mike’s particular skill set that he is able to bring to the County. Mr. Dunn shared his first few weeks work and the team he is working with. Ms. Ellis reviewed the heavy workload that they have been working under for solar and that the majority of this work has fallen on Mary Underhill. Ms. Ellis gave an update on solar energy activities. Ms. Underhill reviewed an example of what just one call from a municipality triggered in follow-up and workflow. Ms. Ferrero explained how fast the maps become out of date and gave an overview of the current maps showing town locations for local laws, battery storage and sites that are active now and the areas in fence where solar panels are or will be located totaling 3400 acres of land area.

PUBLIC DEFENDER – LINDSAY QUINTILONE-JORDAN

Action Item(s) To Be Reported

1. AUTHORIZING THE CHAIRMAN OF THE LIVINGSTON COUNTY BOARD OF SUPERVISORS TO SIGN THE FOLLOWING CONTRACT EXTENSION FOR THE LIVINGSTON COUNTY PUBLIC DEFENDER’S AND CONFLICT DEFENDER’S OFFICES: NEW YORK STATE OFFICE OF INDIGENT LEGAL SERVICES

RESOLVED, that the Chairman of the Livingston County Board of Supervisors is hereby authorized to sign the following contract extension for the Livingston County Public Defender’s and Conflict Defender’s Offices, and any future amendments to said contract, according to the term designated, subject to review by the County Attorney and County Administrator:

<u>Contractor</u>	<u>Term</u>	<u>Amount</u>
New York State Office of Indigent Legal Services A.E. Smith Building, 11 th Floor 80 South Swan Street Albany, NY 12210 For: ILS Distribution #8 (Contract # C800023)	1/1/2018-12/31/2021	\$203,202.00

<i>Funding Source</i>	<i>Local Share</i>	<i>Budgeted?</i>
Grant – NYSOILS	No	Yes x No

Director’s Comments:

This is a rollover grant, which currently covers the difference in part time to full time salary and benefits for an Assistant Public Defender and the salary and benefits of a part time Assistant Conflict Defender. A contract extension is required to utilize all of the funding allocated for the Assistant Conflict Defender position, which was created in 2019.

Ms. Quintilone reviewed the proper term and explained that this is a one year extension to utilize unexpended funds.

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

2. AUTHORIZING THE CHAIRMAN OF THE LIVINGSTON COUNTY BOARD OF SUPERVISORS TO SIGN THE FOLLOWING CONTRACT EXTENSION FOR THE LIVINGSTON COUNTY PUBLIC DEFENDER’S AND CONFLICT DEFENDER’S OFFICES: NEW YORK STATE OFFICE OF INDIGENT LEGAL SERVICES

RESOLVED, that the Chairman of the Livingston County Board of Supervisors is hereby authorized to sign the following contract for the Livingston County Public Defender’s and Conflict Defender’s Offices, and any future amendments to said contract, according to the term designated, subject to review by the County Attorney and County Administrator:

<u>Contractor</u>	<u>Term</u>	<u>Amount</u>
New York State Office of Indigent Legal Services A.E. Smith Building, 11 th Floor 80 South Swan Street Albany, NY 12210 For: ILS Distribution #11 (Contract # C110023)	1/1/2021-12/31/2023	\$203,202.00

<i>Funding Source</i>	<i>Local Share</i>	<i>Budgeted?</i>
Grant – NYSOILS	No	Yes x No

Director’s Comments:

This is a rollover grant from Distribution #8, which will continue to cover the difference in difference in part time to full time salary and benefits for an Assistant Public Defender and the salary and benefits of a part time Assistant Conflict Defender, as well as training, technology and licensing costs for these positions.

Ms. Quintilone explained that this is the rollover grant of extension 8 but is a new contract for a new term.

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

Pre-approved Informational Item(s) To Be Reported

Case numbers are increasing but have not yet hit pre-Covid volumes. We are seeing an increase in the number of clients severely impacted by mental health challenges. This month we will be working on budgets for years 3 and 4 of the Hurrell-Harring settlement funding, which will include physical space reconfiguration and hiring of supportive professionals.

Ms. Quintilone reported that the caseload numbers are approaching the level prior to the Pandemic. Ms. Quintilone explained that they are seeing an increase in mental health issues. She will be looking to add a social worker position to her staff, which is an allowable expense with the Hurrell-Harring settlement funds. They are hoping to finalize the office expansion project plan.

SHERIFF’S OFFICE – SHERIFF THOMAS DOUGHERTY

Action Item(s) To Be Reported

1. AUTHORIZING THE CHAIRMAN OF THE LIVINGSTON COUNTY BOARD OF SUPERVISORS TO SIGN THE FOLLOWING GRANT AWARD CONTRACT FOR THE LIVINGSTON COUNTY SHERIFF’S OFFICE: NEW YORK STATE DIVISION OF HOMELAND SECURITY AND EMERGENCY SERVICES

RESOLVED, that the Chairman of the Livingston County Board of Supervisors is hereby authorized to sign the following grant award contract for the Livingston County Sheriff’s Office and any future amendments to said contract, according to the terms designated, subject to review by the County Attorney and County Administrator:

<u>Contractor</u>	<u>Term</u>	<u>Amount</u>
New York State Division of Homeland Security and Emergency Services	10/1/2021-9/30/2024	\$52,009.00

1220 Washington Ave, Building 7A, Suite 710
Albany, NY 12242

For: Grant for MDTs/equipment, access control/equipment, night vision

<i>Funding Source</i>	<i>Local Share</i>	<i>Budgeted?</i>
TBD	0%	Yes No X

Undersheriff Bean reviewed the shared grant application that was submitted for the Sheriff’s Office and Emergency Management and the equipment that will be purchased.

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

ADJOURNMENT

Mr. Deming moved and Mr. Gott seconded to the meeting at 9:41a.m.

COUNTY HISTORIAN – AMIE ALDEN

Informational Item(s) Written Only

2021 BICENTENNIAL - Update

Since the official launch of Livingston County’s Bicentennial on February 23rd, the County Historian’s Office has sponsored several events and programs including:

Historical marker dedications – Courthouse on April 28th, included a performance by the Livonia High School Wind Ensemble and the County Poorhouse on June 30th, included the reading of 327 names of people who died at the poorhouse and are buried in numbered or unmarked graves in the two poorhouse cemeteries.

New OnCell Heritage Trails – Historical Markers trail, Churches and religious sites trail, and Around the Towns trail.

Launch of the Bicentennial Geocaching Trail – includes 36 sites across Livingston County, went live on July 4th.

Livingston County weekend at Genesee Country Village & Museum – held July 24-25th and included discounted admission and guided tours of the 17 buildings from Livingston County,

Classic Car Cruise and Car Show – held August 15th, included 100 of cars from all eras. 60 cars participated in the morning cruise winding through every town in Livingston County and an additional 40 cars participated in the afternoon car show at Millennium Drive, Geneseo.

Coming up:

September 2nd – **Dedication of Murray Hill Historical Marker**, 4:30 PM in front of Building 1, followed by the opening of the “**Art and History Affair**” exhibit of paintings at the Genesee Valley Council on the Arts related to people, places, and scenes from the collections of historical society museums in the county.

September 18th: Bicentennial Tree Planting - 200 trees will be planted around the county in collaboration with the Genesee Valley Conservancy.

October: Book Launch - *Women’s Biographical Review: Women as leaders, achievers, and role models* featuring 200 women associated with Livingston County from the last two centuries.

November: Tribute to Livingston County veterans from all eras.

December: Placing of Time Capsule and end of year celebration.

Plus: More special releases of *Cheers to 200 Years!* Led by Economic Development and local breweries, wineries, and cider makers.

EMERGENCY MEDICAL SERVICES – KAREN DEWAR

Informational Item(s) Written Only

LCEMS statistics

- 1. Dispatches:
 - a. July 2021 = 546
- 2. Dispatches Year to Date through 8/24/2021 = 3,591

Highlights - Meetings / Activities / Responses

- 1. 2021 replacement ambulance received Jul 29, 2021
- 2. MLREMS Council Executive meeting
- 3. Medical Director meetings
- 4. EOC Tower meeting to discuss scope of project
- 5. Meeting with Sports Medicine Concepts to discuss interaction between EMS and school athletic trainers
- 6. Livonia EMS ID badge photos

PROBATION – LYNNE MIGNEMI

Informational Item(s) Written Only

1. PROBATION DEPARTMENT WORKLOAD

302 adult offenders supervised in county
 (22 treatment court cases being supervised in drug court)
 17 offenders in other NYS counties
 6 offenders in other states
 14 juveniles supervised
 1 new juvenile referrals
 29 investigations ordered
 12 active EHM cases (2 juveniles; 10 adults; 1 of which are female), 1-Global Positioning
 0 adult placed on probation for willful violation of support
 19 New Leandra’s Law cases (16 CDs)
 2 New Criminal Adolescent Offender Youth Part cases
 2 Pre-Trial Services

2. MONIES COLLECTED

\$2,576.44 – restitution
 \$35.00 – fines
 \$1,915.00 – DWI supervision fees
 \$644.65 – EHM fees
 \$133.56 – restitution surcharge

3. OUTSTANDING FEES

\$90,467.40 – DWI Supervision Fees as of 7/30/21

\$150,055.00 – EHM fees as of 7/30/21

4. MEETINGS ATTENDED

7/2/2021 e-Connect Sustainment Meeting
7/13/2021 COPA Wayne County
7/15/2021 Finger Lakes Regional Domestic Violence Council Meeting
7/19/2021 Staff Meeting
7/20/2021 Law Enforcement Council Meeting
7/27/2021 SPTF Meeting
7/29/2021 Quarterly Department Head Meeting

5. ADMINISTRATIVE REVIEWS

Zero (0) administrative reviews

6. TRAINING

3. Name	4. Date	5. Training	6. Hours	7. Misc.
Lynne Mignemi	7/20/21	The Intimate Partner Violence Intervention's Impact		1.0
Michelle Jordan	7/9/21	Use of Force	1.0	
Deb Williams	7/13/21	Use of Force	1.0	
	7/13/21	NCTC Opiate Awareness Seminar	1.5	
	7/23/21	SCRAM Overview	1.5	
	7/27/21	Hemp for Probation and Parole	1.25	
Courtney Sobrado	None			
Liz Laney	7/13/21	Use of Force	1.0	
	7/13/21	Violence in the Workplace	0.25	
	7/13/21	Corporate Compliance	1.0	
Rachel Merrick	7/8/21	Use of Force	1.0	
Kerrin Chapman	7/9/21	Violence in the Workplace	0.25	
	7/9/21	Corporate Compliance	1.0	
	7/19/21	Use of Force	1.0	
	7/21/21	Tex & Charlie: The People of Calif v Charles "Tex" Watson		1.0
	7/27/21	NCTC Opiate Awareness Seminar	1.5	
	7/27/21	Hemp for Probation and Parole	1.25	
Katie Dunn	7/13/21	Improving Resilience in Five Minutes a Day	1.25	
	7/21/21	Use of Force	1.0	
Jason Varno	None			
Josh Wren	7/27/21	Hemp for Probation and Parole	1.25	
	7/27/21	Tex & Charlie: The People of Calif v Charles "Tex" Watson		1.0
Holly Smith	None			
Christopher Kendall	7/21/21	NCTC Opiate Awareness Seminar	1.0	
	7/23/21	SCRAM Overview	1.5	
	7/27/21	Emotional Intelligence	1.0	

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