

WAYS & MEANS COMMITTEE MEETING MINUTES
MONDAY, OCTOBER 10, 2023
1:30 P.M.

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

At the direction of Ways & Means Chair Dwight Knapp, Livonia Supervisor Eric Gott chaired the Committee meeting. Mr. Gott asked Greg McCaffrey to lead the Pledge of Allegiance.

PERSONNEL ISSUES

1. DISTRICT ATTORNEY – GREG MCCAFFREY

AMENDING THE 2023 LIVINGSTON COUNTY SALARY SCHEDULE: DISTRICT ATTORNEY'S OFFICE

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

District Attorney:

- Create one (1) full-time Legal Assistant (District Attorney's Office) position at Wage Grade 11 CSEA Contract effective immediately.
- Delete one (1) full-time Clerk Typist at Wage Grade 2 CSEA Contract effective immediately.

For: Meet the increased responsibilities in criminal cases

- Increasing salary for Assistant District Attorney position 00070 formerly occupied by Courtney Way from \$78,000.00 to \$82,000.00 effective immediately.

For: To assist with recruitment and retention for increasing criminal case load

Mr. McCaffrey reviewed the positions for creation and the increase to the ADA position for recruitment purposes.

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

2. EMERGENCY MEDICAL SERVICES – KAREN DEWAR

AMENDING THE 2023 LIVINGSTON COUNTY SALARY SCHEDULE: DEPARTMENT OF EMERGENCY MEDICAL SERVICES

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

Department of Emergency Medical Services:

Create one (1) full-time Senior Account Clerk position at Wage Grade 9 CSEA Contract effective immediately.

For: Succession planning for a retirement

Ms. Dewar reviewed the position for creation in preparation of Linda Shank's retirement at the end of this year.

Ms. Dewar reviewed the need for an account clerk position.

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

HIGHWAY – JASON WOLFANGER

Action Item(s) To Be Reported

1. AUTHORIZING THE PURCHASE OF ONE (1) 2024 FORD F-550 XL 4WD STAKE BODY DUMP TRUCK WITH SNOW PLOW PACKAGE FOR THE LIVINGSTON COUNTY HIGHWAY DEPARTMENT: NIELSEN FORD INC.

RESOLVED, that the Livingston County Highway Department is hereby authorized to purchase through Nielsen Ford, Inc. of 170 Ridgedale Avenue, Morristown, New Jersey 07960 one (1) 2024 Ford F-550 XL 4WD Regular cab stake body dump Truck with Snow Plow Package at a cost not to exceed \$80,293.24.subject to review by the County Attorney and County Administrator:

<i>Funding Source</i>	<i>Local Share</i>	<i>Budgeted?</i>
2023 County Highway Machinery Fund	100%	Yes X No
<i>Procurement Method: NYS OGS Mini-Bid #14241 and NYS OGS Contract PC69843</i>		

Mr. Wolfanger reviewed the vehicle purchase for approval.

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

COUNTY ADMINISTRATOR – IAN COYLE

Action Item(s) To Be Reported

1. APPROVING ABSTRACT OF CLAIMS #10A-OCTOBER 11, 2023

RESOLVED, that the Livingston County Board of Supervisors approves the Abstract of Claims #10A dated October 11, 2023 in the total amount of \$2,285,561.18.

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

2. AMENDING 2023 LIVINGSTON COUNTY BUDGET: OFFICE FOR THE AGING, SHERIFF & WORKFORCE

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. Fanaro moved and Mr. DiSalvo 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 transfer for approval.

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

4. DECLARING SURPLUS PROPERTY: CENTRAL SERVICES

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:

Central Services:

Quantity	Year, Make & Model	Mileage/Hours	Serial #
1	2006 Ford F350 Flat Bed w/ Lift Gate	54,409	1FDWF37566ED40322
1	2008 Ford F350	67,610	1FTWF31Y88ED75146

Vehicle condition reports attached.

Mr. Coyle reviewed the vehicles for surplus.

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

Pre-approved Informational Item(s) To Be Reported

1. Admin and Financial Updates/2024 Budget Planning – Mr. Coyle will be giving a synopsis on the 2024 budget at the workshop tomorrow. We have heard that there will be an IGT fund release on 10/23 and that the amount will be more like \$9.066M. Mr. Coyle explained that he believes that this is due to a three draw combination instead of separate draws. We are due to have another mandatory meeting for shared services if anyone has any ideas. The tax cap will be discussed more in depth tomorrow at the workshop. Mr. Coyle reviewed the SUNY Geneseo presentation at the department head meeting last week. There was a very good sales tax draw today. We did have a Landbank meeting scheduled for today because we did have a bidder, but they did not have the bid bond included in the package.

ADJOURNMENT

Mr. Pangrazio moved and Mr. DiSalvo seconded to adjourn the meeting at 1:43 p.m.

Informational Item(s) Written Only

MONTHLY ACTIVITY REPORT – SEPTEMBER 2023

Notable Accomplishments

- Completed our annual NYMIR insurance renewal and review.
- Held a Purchasing 101 training for a few Departments. This training provides a general overview of our purchasing process. It focuses on purchasing policy limits & guidelines, competitive bidding requirements, use of cooperative contracts and more. A training for all other Departments has been scheduled for November 30th. The training will be hybrid, allowing participants to choose between attending in person or via Zoom.
- Met with BOCES to learn more about their shared services and cooperative purchasing options.

TRAININGS/ PROFESSIONAL DEVELOPMENT

- Lourdes Coss – 15 Invaluable laws of growth
- NYSAMPO Round Table
- SAMPO Mentoring
- NY GovBuyU – Purchasing in New York State
- NY GovBuyU – Preferred Source Buying Strategies
- NY GovBuyU – Vehicle Marketplace
- NY GovBuyU – Piggybacking and Using Cooperative
- NY GovBuyU – NYS Contract Reporter
- NY GovBuyU – Q&A with Procurement

PURCHASE ORDERS PROCESSED

	PO's PROCESSED	PO DOLLAR VALUE
Monthly	60	\$774,435.58
YTD	293	\$7,915,237.85

PROCUREMENT CARD TRANSACTIONS REVIEWED

	PCARD TRANSACTIONS	PCARD DOLLAR VALUE
Monthly	189	\$58,966.84
YTD	1,018	\$518,490.00

SOLICITATIONS ISSUED THIS MONTH

Type	Dept	Bid/ RFP Name	Date Issued
RFP	OFA	Legal Services	9/6/23
RFP	Planning	Grant Application Development and Grant Administration	9/21/23
YTD	36		

NYS MINI-BID ISSUED THIS MONTH

Dept	Bid Name	Date Issued
NA		
YTD	7	

SOLICITATIONS OPENED THIS MONTH

Type	Dept	Bid Name	Date Opened
2023-24	BID	Purchase of Scanners	9/6/23
2023-25	BID	Public Defender Expansion Project	9/29/23
2023-26	BID	Generator Replacement	9/29/23
YTD	34		

INSURANCE CLAIMS

Monthly: 1

YTD: 23

VEHICLES / EQUIPMENT SURPLUS FORMS PROCESSED

Monthly: 14

YTD: 41

REAL PROPERTY TAX SERVICES – BILL FULLER

Informational Item(s) Written Only

1. Report of Correction of Tax Roll Errors §§ 554(9) and 556(8)

1.) Town: Avon

Owner: Avon Limited Partnership

Correction: Incorrect exemption amount applied to parcel.

Tax Map Number: 34.6-2-7.1

	<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	\$934.59	\$0.00	\$934.59	\$934.59
Avon Town Tax	<u>\$316.93</u>	<u>\$0.00</u>	<u>\$316.93</u>	<u>\$316.93</u>
Total	\$1,251.52	\$0.00	\$1,251.52	\$1,251.52

2. Responses are coming in to the Office from the Towns, Villages and Schools regarding the adoption of the Firefighters and Ambulance Workers Exemption. The responses to-date are Towns: 4 Yes / 2 No; Villages: 6 Yes; Schools: 4 No.
3. Our office will provide the Special Assessment Roll for the public hearing scheduled for October 11th.
4. I will be attending the Real Property Tax Services Directors Conference October 23rd – 25th.
5. Small claims hearings for assessment grievances are moving forward.
6. We are preparing to print exemption renewal applications and associated letters for the assessors.
7. In process of renewing Applied Business Systems, Inc. contract for tax bill printing.
8. The Systems East, Inc. tax collection software demonstration and informational meeting with tax collectors was well attended. At this time, I am continuing to gather feedback from collectors and gathering pricing information from Systems East for later reporting.

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