

**WAYS & MEANS COMMITTEE MEETING MINUTES**  
**MONDAY, OCTOBER 22, 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, A. Ellis, B. Mann, S. Hillier

Ways & Means Chair Dan Pangrazio asked Leicester Supervisor David Fanaro to lead the Pledge of Allegiance.

**CENTRAL SERVICES – BILL MANN**

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

**1. AUTHORIZING THE INITIATION OF SEQR PROCESS AND INTENT TO DECLARE LIVINGSTON COUNTY BOARD OF SUPERVISORS AS LEAD AGENCY FOR SEQR REVIEW OF THE SHORT TRACT ROAD EMERGENCY COMMUNICATIONS SITE PROJECT**

WHEREAS, the Livingston County Board of Supervisors intends to implement necessary improvements to the existing Livingston County Emergency Communication System; and

WHEREAS, the project involves improvements to existing County Emergency Communications System equipment and infrastructure and construction of one new communications site in Livingston County; and

WHEREAS, the proposed action is subject to review under 6 NYCRR Part 617, the New York State Environmental Quality Review (SEQR) Act; and

WHEREAS, under SEQR, a lead agency must be designated to conduct an environmental review of the proposed action known as the “Emergency Communications System Upgrade Project”; and

WHEREAS, a preliminary classification of the proposed action as a Type I Action has been made by Livingston County pursuant to 6 NYCRR 617.6(a)(1); and

WHEREAS, it has been determined that a Long Environmental Assessment Form (EAF) is most appropriate for the proposed action and must be completed prior to the Livingston County Board of Supervisors requesting Lead Agency status for the project; and

WHEREAS, the Livingston County Board of Supervisors, as an involved agency, intends to establish itself as Lead Agency for the purposes of fulfilling the SEQR requirements in connection with the proposed action, conduct the environmental review process, and make a Determination of Significance pursuant to 6 NYCRR 617.7; and

WHEREAS, all documentation associated with the Emergency Communications System Upgrade Project is subject to the review and approval of the Livingston County Administrator and the Livingston County Attorney; now, therefore, be it

RESOLVED, that the Livingston County Board of Supervisors determines that the proposed Emergency Communications System Upgrade Project is a Type 1 Action under SEQR; and be it further

RESOLVED, that the Livingston County Board of Supervisors hereby requests Lead Agency status for this proposed action and authorizes and directs the Livingston County Deputy County Administrator to prepare a Long Environmental Assessment Form (EAF) for the proposed action, and to notify all Involved Agencies and other concerned parties of this Lead Agency request pursuant to 6 NYCRR 617.6(b)(3).

Mr. Mann explained that the SEQR form is on the desks for the next communication tower project.

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

**COUNTY ATTORNEY – SHANNON HILLIER**

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

**1. AMENDING A PORTION OF RESOLUTION 2017-364**

WHEREAS, Resolution No. 2017-364 authorized the Chairman of the Livingston County Board of Supervisors to sign a lease agreement with Harmony Station, Inc. for space at the Livingston County Millennium Drive Complex in the Village of Geneseo; and

WHEREAS, Harmony Station, Inc. is now in the process of selling its business to Harmony and Joy Child Care, Inc.; and

WHEREAS, in conjunction with this sale, Harmony Station, Inc. has turned over management of its daycare facility to Harmony and Joy Child Care, Inc.; and

**WHEREAS**, in furtherance of the sale to Harmony and Joy Child Care, Inc., Harmony Station, Inc. desires to amend the terms of the above-mentioned lease agreement; and

**WHEREAS**, due to the business operation transition and the entire space not being occupied, the monthly rental amount for September, 2018 shall be waived and the rent for the remainder of the lease term (months of October, November and December 2018) shall be \$1,764.27; now therefore, be it

**RESOLVED**, that the Chairman of the Livingston County Board of Supervisors is hereby authorized to sign the lease amendment with Harmony Station, Inc., according to the terms designated, subject to review by the County Attorney and County Administrator; and be it further

**RESOLVED**, that Resolution 2017-364 is hereby amended.

Mrs. Hillier explained that an amended lease is needed Harmony Station day care is selling the business to Harmony and Joy. Ms. Hillier reviewed the changing rent amounts as part of this transition.

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

**2. AUTHORIZING TOWER LEASE IN THE TOWN OF PORTAGE WITH JOEL STEVENS, JOHN L. STEVENS AND CAROL J. STEVENS FOR THE SHORT TRACT ROAD E911 TOWER SITE**

**WHEREAS**, the Livingston County Board of Supervisors adopted a local law superseding County Law 215(3) relating to a lease of real property in the Town of Portage with Joel Stevens, John L. Stevens and Carol J. Stevens for the Short Tract Road E911 Tower Site on October 10, 2018, now therefore be it

**RESOLVED**, that the Chairman of the Livingston County Board of Supervisors is hereby authorized to sign a lease for Livingston County, 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>Joel Stevens, John L. Stevens &amp; Carol J. Stevens</b>	99 Years	\$20,000.00

8818 Short Tract Road  
 Nunda, New York 14517  
 For: Tower lease for 8818 Short Tract Road, Town of Portage  
 This authorizes a lease agreement for the tower project.

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

**REAL PROPERTY TAX SERVICES – BILL FULLER**

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

**1. CORRECTING TAX ROLL-TOWNS OF CONESUS AND GROVELAND**

**WHEREAS**, the Director of Real Property Tax Services has transmitted a written report of his investigation and recommendation with regard to two (2 parcels) applications for correction of the tax roll, pursuant to the Real Property Tax Law, as prepared for the Towns of Conesus and Groveland on the tax rolls for the years hereinafter set forth, and

**WHEREAS**, said parcels were incorrectly assessed and/or taxed for reasons set forth in the applications for correction requested from the Director of Real Property Tax Services attached hereto,

**NOW, THEREFORE**, be it resolved that the Director of Real Property Tax Services is authorized and directed to forward a copy of this resolution to the officer(s) having jurisdiction of the tax roll so that the roll(s) can be corrected; and a notice of approval to the applicant(s), and be it further

**RESOLVED**, that the County Treasurer and/or Town Tax Collector is hereby authorized to make the tax roll corrections and forward the corrected tax bill. The County Treasurer is authorized to issue refunds and/or make the appropriate chargebacks as hereinafter set forth for the application(s).

<b>Year, Municipality Owner(s) Parcel</b>	<b>Taxing Jurisdiction</b>	<b>Original Tax Bill</b>	<b>Corrected Tax Bill</b>	<b>Refund to Owner</b>	<b>Chargebacks to Taxing Jurisdictions</b>
<b>1. 2018 Conesus</b>	Livingston County	\$0.00	\$0.00	\$0.00	\$0.00
Livingston County	Conesus Town Tax	\$0.00	\$0.00	\$0.00	\$0.00
Tax Map Number	Conesus Fire 1	\$0.00	\$0.00	\$0.00	\$0.00

111.17-1-65	Cty Wtr#1 Zone 2 Imp	<u>\$437.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$437.77</u>
	<b>Total</b>	<b><u>\$437.00</u></b>	<b><u>\$0.00</u></b>	<b><u>\$0.00</u></b>	<b><u>\$437.77</u></b>
<b>2. 2018 Groveland</b>	Livingston County	\$671.01	\$167.75	\$503.26	\$503.26
Vance, Jeremy	Groveland Town Tax	\$334.18	\$83.55	\$250.63	\$250.63
Tax Map Number	Groveland Fire 1	\$38.58	\$9.64	\$28.94	\$28.94
135.12-1-31	Groveland Light 2	\$26.16	\$6.54	\$19.62	\$19.62
	GroSta Cty Swr Imp	\$314.00	\$10.00	\$304.00	\$304.00
	Unpd LCWSA GS Wtr	\$19.50	\$19.50	\$0.00	\$0.00
	Late Payment Penalties	<u>\$175.57</u>	<u>\$38.93</u>	<u>\$136.64</u>	<u>\$136.64</u>
	<b>Total</b>	<b><u>\$1,579.00</u></b>	<b><u>\$335.91</u></b>	<b><u>\$1,243.09</u></b>	<b><u>\$1,243.09</u></b>

Mr. Fuller reviewed the correction for approval today. The first parcel is a Livingston County parcel that was charged in error. The home on the second parcel burned down prior to March first and needs to be adjusted to a flat residential rate.

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

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

1. Tax collection chargeback discussion. Mr. Fuller reviewed the components of the letter he is in the process of drafting. An important part of the letter is to explain that we are doing this contract to stop an emergency situation from happening where the server dies and we have to scramble suddenly to find tax collection software. While towns and villages are free to use any software, if they are going to use the County service, we should only offer one service. We should no longer offer web or access service. The only decision still to be made is what the chargeback to the towns and villages should be. Mr. Pangrazio summarized his understanding that 1) Start up the County will contract for ~\$78,000 2) The three towns with a BAS contract already would be reimbursed \$3,000 3) Once through the first tax cycle, we would move into maintenance, which costs \$19,000 countywide. The \$19,000 amount is a sales economy benefit with BAS by the County holding the contract. We would do an annual chargeback to the towns and villages for the maintenance. Payment for right now is 50% is the total and without knowing for sure which towns and villages will be participating Mr. Fuller believes the County should make the initial payment and the chargeback amounts will be determined later. There was discussion on the two villages that are not on any system that will need to handle their own system or get on the County system. It is not fair for the County to pay staff time to input that information. This was a service offered by the County, but a village tax bill never has to come to the County. Mr. Fuller is recommending that we do not offer the current server or web-based system moving forward. The letter should also make it clear that the County will no longer be entering tax bill information. Mr. Fuller will share the draft letter with the County Administrator, Treasurer, ITS Director and County Attorney prior to mailing it out to the towns and villages. The County Attorney already has the contract for review and Mr. Fuller will be contacting the towns and villages to see exactly who will be participating.

**COUNTY ADMINISTRATOR – IAN COYLE**

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

1. **APPROVING ABSTRACT OF CLAIMS #10B-OCTOBER 24, 2018**

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

2. **AUTHORIZING TRANSFER OF FUNDS – COUNTY HISTORIAN**

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.

Mr. Coyle explained that this is moving between two personnel accounts.

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

3. **AWARDING BID FOR LIVINGSTON COUNTY FOR NATURAL GAS – NATIONAL FUEL RESOURCES & CONSTELLATION ENERGY**

WHEREAS, after the proper legal advertisement seeking bids for Natural Gas, six (6) bids were received and opened on October 11, 2018, now, therefore, be it

RESOLVED, that the Chairman of the Livingston County Board of Supervisors is authorized to sign the following contracts, which are hereby accepted as the lowest responsible bids, subject to review by the County Attorney and County Administrator:

<u>Contractor</u>	<u>Term</u>	<u>Amount</u>
<b>Constellation Energy</b>	11/1/18-10/31/20	Per Service Fee Sheet

For: Natural Gas for County NYSEG Accounts

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

<b>National Fuel Resources</b>	11/1/18-10/31/20	Per Service Fee Sheet
--------------------------------	------------------	-----------------------

For: Natural Gas for County RG&E Accounts

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

Mr. Coyle reported that we went out to bid for natural gas service. We do a periodic review of the gas usage utilizing Energy Enterprises out of Mt. Morris. Mr. Coyle made corrections for the NYSEG account services and the RG&E account services and explained that this will be two pricing. We will see a savings with both new contracts.

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

**4. APPROVING FIVE YEAR CAPITAL IMPROVEMENT PLAN**

RESOLVED, that the Livingston County Board of Supervisors hereby approves the Five Year Capital Improvement Plan (copy attached) as presented by the County Administrator.

Mr. Coyle reviewed how the projects and financials in this plan have separate built in protections and layers of approval, i.e. Government Security possibilities. The plan is the best forecast for the next five years associated with capital improvements we foresee potentially taking place. The vast majority of the cost figures come from engineered estimates from Mark Grove in Environmental Health or Clark Patterson Lee. There are known costs related to equipment purchases.

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

**5. PROVIDING FOR PUBLIC HEARING ON PROPOSED LIVINGSTON COUNTY BUDGET FOR 2019 PURSUANT TO SECTION 359 OF THE COUNTY LAW**

RESOLVED, that the Livingston County Board of Supervisors, pursuant to Section 359 of the County Law, will hold a public hearing on the proposed Livingston County Budget for the fiscal year 2019 at 1:35 p.m. on Wednesday, November 14, 2018 in the Board of Supervisors Assembly Room in the Livingston County Government Center in the Village of Geneseo, New York, and, be it further

RESOLVED, that the Clerk of the Board will cause a Notice of Public Hearing to be published in the official newspapers of the County in a manner required by Section 359 of the County Law.

The only change is that last year the Board discussed having a single public hearing due to the lack of public attendance at a night meeting.

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

Mr. Coyle deferred the next two items to the Clerk of the Board.

**6. AMENDING RESOLUTION NO. 2018-107**

WHEREAS, the appointment term for the Livingston County Board of Ethics is three (3) years, and

WHEREAS, Resolution No. 2018-107 made appointments to the Livingston County Board of Ethics for four (4) years, now therefore be it

RESOLVED, that the following members are hereby reappointed to the Board of Ethics for the terms designated:

<b>Livingston County Board of Ethics</b>			
Name	Address	Rep./Title	Term
Colleen Hay	105 Kensington Court, Livonia, NY 14487	Member	1/1/18-12/31/20

Laurie Sattora	760 Sand Hill Road, Caledonia, NY 14423	Member	1/1/18-12/31/20
----------------	---	--------	-----------------

And be it further,

RESOLVED, that Resolution No. 2018-107 is hereby amended.

Ms. Rees explained that a term error was discovered when researching the upcoming Ethics Board vacancy.

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

**7. APPOINTING MEMBER TO THE LIVINGSTON COUNTY BOARD OF ETHICS – SHARON DEMING**

RESOLVED, that the following member is hereby reappointed to the Board of Ethics for the term designated:

Livingston County Board of Ethics			
Name	Address	Rep./Title	Term
Sharon Deming	2742 Chandler Road, Piffard, NY 14533	Member, D, Gov.	1/1/19-12/31/21

Mrs. Deming has agreed to be reappointed.

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

**8. PROVIDING FOR A PUBLIC HEARING TO CONSIDER PUBLIC COMMENT ON THE COUNTY’S PROPOSAL TO SUBMIT A COMMUNITY DEVELOPMENT BLOCK GRANT APPLICATION TO THE NEW YORK STATE OFFICE OF COMMUNITY RENEWAL**

RESOLVED, that the Livingston County Board of Supervisors hereby schedules a public hearing to be held on November 14, 2018 at 1:35 PM in the Board of Supervisors Assembly Room, Livingston County Government Center, Third Floor, Geneseo, New York, with the purpose of said hearing to provide information to the public regarding the Community Development Block Grant (CDBG) program and to consider citizen comments regarding the County’s proposal to submit a CDBG application to the NYS Office of Community Renewal to provide funding in support of an economic development project in the Village of Geneseo, and at least ten (10) 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 newspaper of the County as provided by law.

Mr. Bacon explained that they learned today that the Office of Community Renewal cancelled their January meeting which throws off several timelines that now require him to come forward today with a public hearing request so that there is not a two month delay.

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

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

1. Sales Tax 3<sup>rd</sup> Q Report-Mr. Coyle reviewed the distributed sales tax reports and discussed a new NYSAC county specific report with data that is being compiled. Mr. Coyle reviewed the third quarter comparison and how we were one of 7 counties with a sales tax revenue gain of over 9% year to year. The average county change for the whole year is ~6.3%. So much of our total returns come from the sale of gasoline.

2. Budget/Finance Updates-The budget will move from draft to tentative once filed with the Clerk of the Board and can be changed or accepted any time after the public hearing. There is a reduction of 25¢-30¢ per thousand in the tax rate to accommodate the levy limit we have because of assessed value growth. There are X amount of properties that have either have reductions or were stable in assessed value. Those people will all see a cut in their tax bill. Our levy itself will go up about 2.5% and the rate will go from ~\$8.21 to ~\$7.85.

**EXECUTIVE SESSION**

Motion made by Mr. Gott and seconded by Mr. LeFeber that the Board adjourn and reconvene and All Supervisors, County Administrator Ian M. Coyle and Megan Eichorn remain present. Carried.

Mr. Knapp moved and Mr. Gott seconded that the Committee reconvened in regular session. The following report was presented.

No action taken.

**ADJOURNMENT**

Mr. Knapp moved and Mr. Wadsworth seconded to adjourn the meeting at 2:10 p.m.

Respectfully submitted,

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