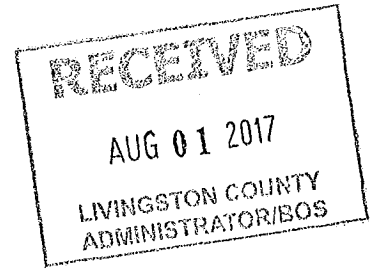




LIVINGSTON COUNTY
OFFICE OF COUNTY ADMINISTRATOR

Livingston County Government Center
6 Court Street, Room 302
Geneseo, New York 14454

(585) 243-7040
Fax (585) 243-7045



Ian M. Coyle
County Administrator

TO: Chairman of the Livingston County Board of Supervisors
NYS Department of State

FROM: Ian M. Coyle, Shared Services Panel Chair *IME*

DATE: August 1, 2017

SUBJECT: Countywide Shared Services Panel Submission – Livingston County

To Whom It May Concern,

Please allow this memorandum to serve as a cover letter to Livingston County's 2017-2018 Shared Services Panel submission. Our proposed two-year plan with applicable savings and plan elements is included as Attachment A to this package. In the run up to the development of this plan, we held a series of public meetings on 5/24, 6/14 & 7/12. Towns and Villages were personally invited and Union officials were made aware of the meeting dates.

It should be noted that Livingston County is already a leader in government efficiency and shared services. Examples abound and illustrative examples include:

- Countywide workers compensation program
- Town/County agreements on equipment utilization
- Town/County agreements on snow and ice control
- Village, Town & County partnerships on the Downtown Partnership program
- School Resource Officers
- School-based DSS Casework staff
- Weights and Measures consolidation with Steuben County
- Interoperable Agreements with all contiguous counties
- Genesee, Livingston, Wyoming & Orleans Workforce Investment Board
- Genesee, Livingston and Wyoming Regional Solid Waste Partnership
- Training, Drug Recognition, DWI services from Sheriff to Towns/Villages
- Housing of other county inmates at the jail
- Wyoming- Livingston WIC program
- Consolidation of inspectors at Board of Elections

- Bidding and piggybacking under various County contracts
- HazMat program through County Emergency Management
- Emergency Medical Services (County ambulance)
- Livingston County Water/Sewer Authority
- Planning and Zoning Training from County to Towns/Villages
- ITS Tax Bill production for Towns, Villages & Schools
- Consolidation of Assessment function at the Town level
- Consolidated Dispatch / Public Safety Answering Points (PSAPs)

The enclosed plan has four elements as follows:

1. Consolidation of Grant-Writing Services: Presently, under informal arrangements, the County writes grants for a number of Towns and Villages at no cost to the applicable municipality. However, some municipalities still choose to contract out for grant-writing services, leading to redundant expenses at the local property tax level. Additionally, those municipalities that do receive services from the County at present, due so absent a formal, codified intermunicipal agreement. It is estimated that participating entities will experience cost-avoidance savings of \$2,500-\$5,000 per participant should they consolidate grant-writing services through Livingston County via intermunicipal agreement. We believe this arrangement, if formalized, would be the only such program in New York State.
2. Shared Highway Equipment: Three towns in the County – Caledonia, Geneseo and York – are interested in procuring multiple pieces of highway equipment under a proposed joint purchasing construct. The three towns will share in the equipment expense and maintenance and expect to save, at a minimum, \$15,000 per year per plan participant in the process of this shared services arrangement. Attachment B provides additional detail. Note – This was also separately submitted for an LGE grant through DOS.
3. Shared Scanner Service: Livingston County maintains two larger scanners in the Planning Department and Records Management Departments, respectively. These devices would be made available to Towns and Villages to use at no charge for scanning and imaging documents.
4. Consolidation of Ambulance Services: Livingston County maintains a certificate of need (CON) for the entire County for the provision of emergency medical services (EMS). Over the last few years, the Towns of Groveland, Leicester, Springwater and York have each had different volunteer and/or contracted (payments remitted) services in their respective jurisdictions for the provision of EMS. These town arrangements are now either waning or outright expired and the towns are desirous of maintaining the County, either part or full time, as lead responding agency. It is estimated these four (4) participating entities will experience cost-avoidance savings of \$10,000 per participant should they consolidate ambulance services through Livingston County via intermunicipal agreement.

Attachment A				
	Detail	Participating Municipalities	Net Savings/Cost Avoidance 2018	Net Savings/Cost Avoidance 2019
Consolidation of Grant Services	Codify via intermunicipal Agreement between all 26 municipal governments and Livingston County a presently informal countywide, consolidated grant-writing service arrangement. Towns and Villages at no cost would receive grant-writing services from the County.	All	\$2,500 x 17 Towns = \$42,500 \$5,000 x 9 villages = \$45,000 SUBTOTAL \$87,500	\$2,500 x 17 Towns = \$42,500 \$5,000 x 9 villages = \$45,000 SUBTOTAL \$87,500
Shared Highway Equipment	Shared equipment purchasing between the Towns of Geneseo, Caledonia and York	Geneseo, Caledonia, & York	\$15,000 X 3 Towns - \$45,000 SUBTOTAL = \$45,000	\$15,000 X 3 Towns - \$45,000 SUBTOTAL = \$45,000
Shared Scanner Service	Make available to municipalities, the large-scale scanners in the County Department of Planning and Department of Records Management.	All	\$100 x 26 municipalities = SUBTOTAL \$2600	\$100 x 26 municipalities = SUBTOTAL \$2600
Consolidation of Ambulance Services	Codify, via intermunicipal agreement between the Towns of York, Leicester, Springwater and Groveland, consolidated ambulance services at the County level.	Groveland, Leicester, Livingston County, Springwater, York	\$10,000 x 4 municipalities = SUBTOTAL \$40,000	\$10,000 x 4 municipalities = SUBTOTAL \$40,000
		TOTALS	\$175,100	\$175,100

Attachment B

INTERMUNICIPAL AGREEMENT

THIS AGREEMENT, made and entered into this 27th day of July, 2017 between the TOWN OF GENESEO, a municipal subdivision of the State of New York, with offices at 4630 Millennium Drive, Geneseo, New York. The TOWN OF CALEDONIA, a municipal subdivision of the State of New York, with offices at 3109 Main Street, Caledonia, New York and the TOWN OF YORK, a municipal subdivision of the State of New York, with offices at 2668 Main Street, York, New York.

RECITALS

WHEREAS, the Towns of Geneseo, Caledonia and York desire to share equally in the purchase of the following equipment:

- 2017 John Deere 550K Crawler Dozer in the amount of \$99,865.58
- 2017 Sakai SW990 84" Double Drum Asphalt Roller in the amount of \$154,700.00
- 2017 Caterpillar CW16 Pneumatic Tired Roller, 11 tires with an 84" compaction width in the amount of \$85,895.00
- 2017 Volvo EC160E Excavator with a 60-inch ditching bucket in the amount of \$171,944.00
- 2017 Link-Belt 80x3 Excavator with 24" digging and 48" ditching buckets in the amount of \$105,026.00
- 2017 S650 T4 Bobcat Skid-Steer Loader with 74" Low Profile Bucket and 24" Planer in the amount of \$57,149.80

All of these amounting to a total cost of \$674,580.38. The Grant money (90% of total cost with cap) would be \$600,000.00. The total cost to the Town of Geneseo would be \$24,860.13, the total cost to the Town of Caledonia would be \$24,860.12, and the total cost to the Town of York would be \$24,860.13 for the purpose of road repair and rehabilitation projects with in the Towns of Geneseo, Caledonia and York, and

WHEREAS, it is the interest of the taxpayers of the Towns of Geneseo, Caledonia and York to share resources in the undertaking of public works and other municipal improvement projects and services, and the intent of the purchase is to allow for the sharing of the above-mentioned equipment (therein after referred to as "equipment") between the Towns of Geneseo, Caledonia and York, and

WHEREAS, flexibility in operating local governments and their public works programs is necessary to ensure efficiency and maximum benefits at minimal cost to all parties, and

WHEREAS, an Inter-Municipal Agreement (IMA) between the Towns of Geneseo, Caledonia and York is required by the NYS Department of State, pursuant to General Municipal Law, Article 5-G.

NOW, THEREFORE, IT IS HEREBY AGREED, by the Towns of Geneseo, Caledonia and York, as follows:

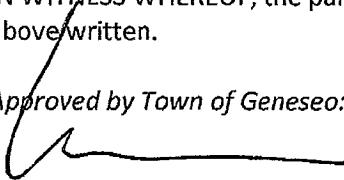
1. The equipment will be co-owned by the Towns of Geneseo, Caledonia, and York, and it will be the responsibility of the Town that is in possession of the equipment to house it in a safe and appropriate manner.
2. The Town of Geneseo will insure the equipment for physical damage on their insurance policy and will list the Towns of Caledonia and York as their interest appears (ATIA), with the Town of

Attachment B

- Geneseo providing proof of said coverage annually.
3. The Towns of Geneseo, Caledonia and York will share equally in all costs of repairs and proper maintenance of the equipment.
 4. The equipment will only be operated by a qualified Town of Geneseo, Caledonia and York Highway employee.
 5. The Employee operating the equipment, whether an employee of the Town of Geneseo, Caledonia or York will be responsible for proper procedures and operation of the equipment.
 6. Each Town is responsible for pickup and delivery of the equipment to their own project site.
 7. Each Town is responsible for the fuel for the equipment for their own project.
 8. Each Town will be responsible for the equipment when it is in their possession.
 9. Arbitration – Should any dispute arise between the parties respecting the terms of this agreement, the disputed matter shall be settled by arbitration in accordance with the laws of the State of New York, by three arbitrators, one of whom shall be selected by each of the parties hereto. If the selection of any arbitrator shall not be made within 15 days of the time that either party shall notify the order of the name of the arbitrator selected by the notifying party, then the arbitrators not selected shall be appointed in the manner provided by the laws of the State of New York.
 10. Authority for Execution on Behalf of each Town – The Town of Geneseo Supervisor has executed this agreement pursuant to the Resolution adopted by the Geneseo Town Board, at a meeting thereof held on July 18, 2017. The Town of Caledonia Supervisor has executed this agreement pursuant to the Resolution adopted by the Caledonia Town Board, at a meeting thereof held on July 13, 2017. The Town of York Supervisor has executed this agreement pursuant to the letter explaining they will get a Resolution adopted in the August 2017 Town Board Meeting.
 11. Notices – Any and all notices and payments required hereunder shall be addressed as follows: The Town of Geneseo will pay 1/3 of the cost of the equipment. The Town of Caledonia will pay 1/3 of the cost of the equipment. The Town of York will pay 1/3 of the cost of the equipment. The rest will come from Grant money awarded by the State of New York.
 12. Waiver – No waiver of any breach of any condition of the agreement shall be binding unless in writing and signed by the parties waiving said breach. Now such waiver shall in any way affect any other term or condition of this agreement or constitute a cause or excuse for a repetition of such or any other breach unless the waiver shall include the same.
 13. Modification – This agreement constitutes the complete understanding of the parties. No modification of any provisions thereof shall be valid unless in writing and signed by both parties.
 14. This Agreement Shall Commence on July __, 2017 and terminate upon disposal or sale of the equipment.

IN WITNESS WHEREOF, the parties hereto have set their hands and seals the day and year first above written.

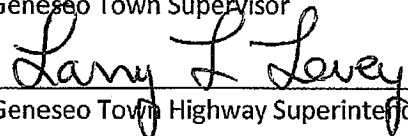
Approved by Town of Geneseo:



Geneseo Town Supervisor

7-27-17

Date

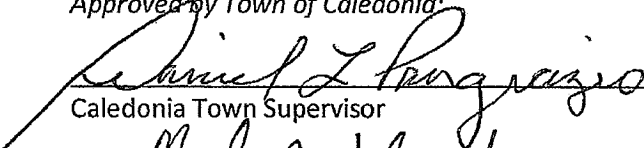


Geneseo Town Highway Superintendent

7-27-17

Date

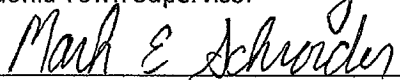
Approved by Town of Caledonia:



Caledonia Town Supervisor

7-27-17

Date

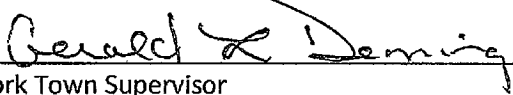


Caledonia Town Highway Superintendent

7/27/17

Date

Approved by Town of York:



York Town Supervisor

7-27-17

Date



York Town Highway Superintendent

7-27-17

Date



TOWN OF GENESEO

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WILLIAM WADSWORTH TOWNSUPERVISOR
ROBERTA IRWIN DEPUTY SUPERVISOR
JERALD WRUBEL COUNCIL MEMBER
PATTI LAVIGNE COUNCIL MEMBER
MATTHEW GRIFFO COUNCIL MEMBER
CIARA REGAN TOWN CLERK
JAMES CONIGLIO TOWN ATTORNEY
LARRY LEVEY HIGHWAY SUPERINTENDENT

July 27, 2017

To whom it may concern:

We want to thank you again for considering our three Towns for this Grant. We know that with this Grant money, we can purchase much needed equipment that can be shared between our three Towns.

We wanted to explain how we filled out these worksheets:

- Worksheet A – Applicant Information: We used openbooknewyork.com fiscal year 2016. We used only the DA (Caledonia used DB) Real Property Taxes and Assessments to fill out this form.
- Worksheet B – Revenues: After careful thought and consideration, we came to the conclusion that this form does not need to be filled out. We say this because there will be no revenue from this “project”. We will save money on the rental of these pieces of equipment and with the total price of all the equipment as \$674,580.38, divide that by the 15-year life cycle according to New York State standards and the Cornell Local Roads Program, then divide again by 3 Towns the overall savings per year would be approximately \$15,000.00 per year per town.
- Worksheet C – We were able to fill out his form showing the 2017 budgeted amounts and splitting the total purchase price of all the equipment (not deducting the grant money) by all 3 Towns.

We sincerely hope this explains how we filled out these forms and we would be willing to talk to anyone who has any questions.

Thank you for your time and consideration,

A handwritten signature in cursive script that reads "Larry L. Levey".

Larry L. Levey
Town of Geneseo
Highway & Water Superintendent
(585)243-1544
hwy@geneseony.org