



# LIVINGSTON COUNTY BOARD OF SUPERVISORS' MEETING NOTICE

Livingston County Government Center, Geneseo, New York 14454 585.243.7030

COMMITTEE: WAYS AND MEANS

DATE: AUGUST 6, 2018

TIME: 1:30 P.M.

<u>Committee Members</u>
D. Pangrazio, Chairman
D. Knapp, Vice Chairman
D. Fanaro
E. Gott
W. Wadsworth
D. LeFeber
D. Mahus

## PLEDGE OF ALLEGIANCE:

### 1:30 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.

##### **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.

#### **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



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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

**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.

**1:40 COUNTY TREASURER – AMY DAVIES**

**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



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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, Breaune 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.

## 1:50 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.

#### 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.



# LIVINGSTON COUNTY BOARD OF SUPERVISORS' MEETING NOTICE

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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>	N/A	Not to Exceed \$20,000.00

26 Harvester Avenue  
Batavia, NY 14020

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

## 2:00 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.

#### 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.

#### 3. AUTHORIZING DEPUTY COUNTY ADMINISTRATOR WILLIAM MANN TO BE THE APPOINTING AUTHORITY FOR THE CENTRAL SERVICES DEPARTMENT

WHEREAS, Resolution 2016-240 appoints 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 Appointing Authority for the Central Services Department.

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

1. Compensation Study with the Burke Group
2. Mortgage Tax revenue
3. The Ferguson Group - Quarterly Activity Update
4. Budget 2019 Planning

## 2:15 ADJOURNMENT

## 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.	7/19/2018	\$500,000.00	pending

cc: BOS, Administration, Amy Davies, Jason Parker, Tish Lynn, Bill Fuller, Heather Grant



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		Corp.			
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

## **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

Item	Department	Cost	Initiative	Notes
Copier	CD	\$ 2,000.00	Caseload	annual lease
Appeals Contract - year 1	CD	\$ 26,000.00	Caseload	total contract \$52k
Appeals Attorney FT - Salary	CD	\$ 73,000.00	Caseload	
Appeals Attorney FT - benefits	CD	\$ 30,000.00	Caseload	
Computer/Westlaw for Appeals	CD	\$ 3,000.00	Caseload	
PT Attorney - salary	CD	\$ 30,000.00	Caseload	
PT Attorney - benefits	CD	\$ 3,000.00	Caseload	
Zip Whip	CD	\$ 1,500.00	Caseload	
Confidential Secretary salary inc.	CD	\$ 4,000.00	Caseload	current salary \$36,400
Rent - Room 108	PD	\$ 8,925.00	Caseload	one year rent for additional space
Build out of Room 108	PD	\$ 13,270.00	Caseload	create office and conference room
New desks	PD	\$ 2,525.00	Caseload	2 new desks
Computer - Ann	PD	\$ 907.00	Caseload	purchased May 2018
CAP weekend coverage	PD	\$ 23,000.00	Caseload	\$400/weekend; \$200/holiday
3/4 to FT Attorney - salary	PD	\$ 12,675.00	Caseload	\$57,325 to \$70k
FT Attorney - benefits	PD	\$ 25,325.00	Caseload	PT benefits were \$7,733
Computer/CMS/Lexis for FT	PD	\$ 3,000.00	Caseload	
Salary Increase - PT (Marty)	PD	\$ 2,000.00	Caseload	\$28k to \$30k
Salary Increase - PT (Kelly)	PD	\$ 5,875.00	Caseload	current salary \$34,125
Salary Increase - Conf. Sec.	PD	\$ 3,000.00	Caseload	current salary \$46,650
Conference Room IT equipment	PD	\$ 600.00	Caseload	TV, DVD player, speakers
Data Officer/CAP Clerk Salary	PD	\$ 30,000.00	Caseload	
Data Officer Computer/CMS	PD	\$ 2,000.00	Caseload	
Training/Travel/Conf Budget Inc.	CD	\$ 5,000.00	Caseload	current budget \$
Training/Travel/Conf Budget Inc.	PD	\$ 5,000.00	Caseload	current budget \$25,000
Professional Services Fund	ACP	\$ 20,000.00	QI	
Professional Services Fund Inc	CD	\$ 10,000.00	QI	current budget \$10,000
Professional Services Fund Inc	PD	\$ 10,000.00	QI	current budget \$11,000
CAP Clerk(s)	PD	\$ 33,785.00	CAFA	
On Call Phones	PD	\$ 1,500.00	CAFA	
Budget - Caseload		\$ 315,602.00	\$ 315,602.00	
Budget - CAFA		\$ 35,285.00	\$ 35,285.00	
Budget - Quality Improvement		\$ 40,000.00	\$ 40,000.00	
<b>Total Budget</b>		<b>\$ 390,887.00</b>		



LIVINGSTON COUNTY GOVERNMENT CENTER  
PERSONNEL & CIVIL SERVICE - Rm 206  
6 COURT STREET  
GENESEO, NEW YORK 14454  
585-243-7570

Tish E. Lynn  
Personnel Officer

Lauraine M. Montemarano  
Personnel Assistant

Jennifer O. Damon  
Deputy Personnel Officer

To: Ian Coyle  
Lindsay Quintilone ✓  
Renee Chichester  
Mary Clarke

From: Tish E. Lynn *TEL*

Re: Memorandum of Agreement  
McKenzie Bonadonna – wage upon reclassification

Date: July 3, 2018

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Please find enclosed a copy of the fully executed memorandum of agreement regarding the above stated matter for your records.

Thank you for your assistance with this memorandum of agreement.

TEL/ajg

Enclosure

RECEIVED JUL 03 2018

## MEMORANDUM OF AGREEMENT

THIS AGREEMENT, made this 7<sup>th</sup> day of June, 2018, by and between the CIVIL SERVICE EMPLOYEES ASSOCIATION, LOCAL 1000 AFSCME, AFL-CIO, LIVINGSTON COUNTY LOCAL 826 (Full-time Employee Unit), hereinafter referred to as "CSEA," and LIVINGSTON COUNTY, hereinafter referred to as "COUNTY,"

### RECITALS

- A. McKenzie Bonadonna (hereinafter referred to as "Employee") is currently employed by the County Public Defender's Office as a Legal Assistant. As such, she is a member of the CSEA bargaining unit.
- B. In the spring of 2018, a Civil Service review of Employee's job duties was performed. As a result, a determination was made that Employee's position is misclassified and should be classified as a Senior Legal Typist. It is the intention of the Public Defender to take steps to request and obtain approval of the Livingston County Board of Supervisors for this change. When the change occurs, Employee's position will then be classified as a Senior Legal Typist.
- C. The change of classification will impact Employee's wage grade. The parties wish to enter into this non-precedent setting agreement to provide a special wage step to Employee upon her position's reclassification.

### WITNESSETH:

NOW, THEREFORE, in consideration of the promises contained herein and for other good and valuable consideration, the parties hereby agree as follows:

1. **Wage Upon Reclassification.** The parties agree that upon the reclassification of Employee's position to a Senior Legal Typist, Employee will be placed in step 5 of wage



grade 11 which will provide her with an hourly rate of twenty four dollars and twenty four cents (\$24.24). Employee's future eligibility for longevities shall be determined based upon her current date of hire, February 28, 2016 on the same basis as other employees within the CSEA bargaining unit.

2. **No Precedent.** The parties agree that this agreement shall not create any precedent that must be followed in the future.

WITNESS the following signatures.

**CSEA**

By:

Mary Clarke  
**Mary Clarke**  
Its: President  
Date: 6/25/18

**COUNTY**

By:

Ian M. Coyle  
**Ian M. Coyle**  
Its: County Administrator  
Date: 06-27-18

Renee Chichester  
**Renee Chichester**  
Its: Labor Relations Specialist  
Date: 6-15-2018

**SEEN & AGREED:**

McKenzie Bonadonna  
**McKenzie Bonadonna**  
Date: 6/25/18

LIVINGSTON COUNTY REAL PROPERTY TAX SERVICES  
FEE SCHEDULE

Tax Maps:

Hardcopy: \$5.00 per 30" X 42" Sheet  
\$1.00 per photo copy (11 X 17)

Electronic: \$500.00 for entire county  
\$50.00 per town  
\$5.00 for individual map

Reports:

Hardcopy: \$25.00 set up charge  
\$0.25 per page additional

Electronic: \$25.00 set up charge  
\$0.025 per parcel additional

Labels:

\$0.05 each  
\$25.00 minimum

Tax Rolls and Bills:

\$0.50 per parcel for schools and villages  
\$50.00 minimum

7/6/06  
dc  
mm

Note: school amounts are projections from 2017-2018	
<b>2017-2018 school Taxes</b>	
	total print cost
Printing cost	5837.22
Set up charge	299
Collector Copy Cost	2323.55
Total Cost	8459.77
<b>2018 Town &amp; County Taxes</b>	
Printing cost	5866.06
Collector Copies	2475.82
Extra Envelopes	88.64
Programming/Development	775
Set up charge	299
Total Cost	9504.52
<b>2018 Village Taxes</b>	
Printing cost	1665.51
Collector Copies	228.62
Set up charge	299
Total Cost	2193.13
<b>Total cost for all three tax cycles if all schools print through the County</b>	
20157.42	

2017-2018 school Taxes								
School District	current print vendor	parcel count	single tax bill copy cost	collector copy of bill	total print cost	current county cost	current ABS client cost	chargeback
Avon	ABS	2,490	512.94	204.18	717.12		717.12	1,245.00
Cal-Mum	BOCES	1,854	381.92	152.03	533.95			877.00
Canaseraga	COUNTY	108	22.25	8.86	31.10	31.10		54.00
Dansville	ABS	4,713	970.88	386.47	1357.34		1357.34	2,306.50
Geneseo	BOCES	3,271	673.83	268.22	942.05			1,585.50
Honeoye	COUNTY	13	2.68	1.07	3.74	3.74		50.00
Honeoye Falls-Lima	BOCES	1,614	332.48	132.35	464.83			757.00
Keshequa	BOCES	2,550	525.30	209.10	734.40			1,225.00
Leroy	COUNTY	19	3.91	1.56	5.47	5.47		50.00
Livonia	BOCES	5,588	1151.13	458.22	1609.34	299.00		2,744.00
Mt.Morris	BOCES	1,664	342.78	136.45	479.23			782.00
Naples	ABS	85	17.51	6.97	24.48		24.48	50.00
Pavilion	COUNTY	108	22.25	8.86	31.10	31.10		54.00
Perry	COUNTY	146	30.08	11.97	42.05	42.05		73.00
Wayland-Cohocton	BOCES	1,535	316.21	125.87	442.08			717.50
Wheatland-Chili	COUNTY	40	8.24	3.28	11.52	11.52		50.00
York	COUNTY	2,538	522.83	208.12	730.94	730.94		1,269.00
Totals		28,336	5837.22	2323.55	8160.77	855.94	2098.94	13,889.50
Note: school amounts are projections from 2017-2018				Printing cost	5837.22	855.94	2098.94	
				Set up charge	299	299.00	299.00	
				Collector Copy Cost	2323.55	243.72	597.62	
				Total Cost	8459.77	1398.66	2995.56	
2018 Town & County Taxes								
Town	parcel count	single tax bill copy cost	collector copy of bill	2nd collector copy	total print cost			
Avon	2,556	526.54	209.59		736.13			
Caledonia	2,000	412.00	164.00		576.00			
Conesus	1,648	339.49	135.14		474.62			
Geneseo	2,313	476.48	189.67		666.14			
Groveland	2,588	533.13	212.22		745.34			
Leicester	944	194.46	77.41		271.87			
Lima	1,166	240.20	95.61		335.81			
Livonia	1,703	350.82	139.65		490.46			

