

**PUBLIC SERVICES COMMITTEE MEETING MINUTES
WEDNESDAY, FEBRUARY 7, 2018
9:00 A.M.**

PRESENT: G. Deming, C. DiPasquale, B. Carman, S. Erdle, M. Schuster, D. LeFeber, D. Mahus, M. Falk, B. Donohue, I. Coyle, H. Grant, S. Hillier

DISTRICT ATTORNEY – GREG MCCAFFREY

Action Item(s) To Be Reported

1. AUTHORIZING THE CHAIRMAN OF THE LIVINGSTON COUNTY BOARD OF SUPERVISORS TO SIGN THE FOLLOWING CONTRACTS FOR THE LIVINGSTON COUNTY DISTRICT ATTORNEY’S OFFICE: NYS DIVISION OF CRIMINAL JUSTICE SERVICES (2)

RESOLVED, that the Chairman of the Livingston County Board of Supervisors is hereby authorized to sign the following contracts for the Livingston County Department of District Attorney, 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> |
|------------------------------------------------------------------------------------------------------------------------|-----------------|---------------|
| NYS Division of Criminal Justice Services 80 South Swan Street Albany, New York 12210 For: Aid to Prosecution | 10/1/17-9/30/18 | \$30,200.00 |

| <i>Funding Source</i> | <i>Local Share</i> | <i>Budgeted?</i> |
|-----------------------|--------------------|------------------|
| DCJS Grant | 0% | Yes X No |

Director’s Comments:

Funds are used to provide vital resources to the District Attorney’s Office to supplement the enhanced prosecution of violent and serious felony offenders by maintaining increased levels of experienced prosecution personnel.

| | | |
|---------------------------------------------------------------------------------------------------------------------------------|-----------------|-------------|
| NYS Division of Criminal Justice Services 80 South Swan Street Albany, New York 12210 For: STOP Violence Against Women | 1/1/18-12/31/18 | \$49,600.00 |
|---------------------------------------------------------------------------------------------------------------------------------|-----------------|-------------|

| <i>Funding Source</i> | <i>Local Share</i> | <i>Budgeted?</i> |
|-----------------------|--------------------|------------------|
| DCJS Grant | \$14,000 | Yes X No |

Director’s Comments:

The Livingston County Task Force on domestic violence is an established collaboration of agencies united by one goal of reducing incidents of domestic violence within Livingston County. The task force is comprised of multiple agencies including the Livingston County District Attorney’s Office, Livingston County Sheriff’s Department, Livingston County Probation, Chances and Changes, Inc., and Legal Assistance of Western New York. The task force will work together in a coordinated and comprehensive response to violence against women.

Mr. McCaffrey reviewed the grant contracts for approval.

Motion: Mr. DiPasquale moved and Mr. Carman seconded to approve the foregoing resolution Carried.

PUBLIC DEFENDER – LYNDASAY QUINTILONE-JORDAN

Action Item(s) To Be Reported

1. AUTHORIZING THE CHAIRMAN OF THE LIVINGSTON COUNTY BOARD OF SUPERVISORS TO SIGN THE FOLLOWING CONTRACT FOR THE LIVINGSTON COUNTY PUBLIC DEFENDER’S OFFICE: 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 Office, 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: Quality Improvement – Distribution #6 | 1/1/16-12/31/18 | \$101,601.00 |

| <i>Funding Source</i> | <i>Local Share</i> | <i>Budgeted?</i> |
|-----------------------|--------------------|------------------|
| Grant | 0% | Yes No |

Ms. Quintilone-Jordan reviewed the grant contract process for the Committee. This particular grant was put together back in 2016 but ILS just approved it. The term of this grant is 2016-2018 and our proposal was to hire a staff person which we are now in the process of interviewing, she will need to get a grant extension for the contract to 2019. The budget will be modified.

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

2. AMENDING THE 2018 SALARY SCHEDULE: PUBLIC DEFENDER

RESOLVED, that the 2018 Salary Schedule is amended as follows:

Public Defender

Create one full time Assistant Public Defender position at an annual salary of \$70,000.00.

REFER THIS MATTER TO THE WAYS AND MEANS COMMITTEE

Ms. Quintilone-Jordan explained that this position will be paid for by a different ILS competitive grant specifically to add a full time assistant public defender position to help alleviate some of the justice court caseload from the part time attorneys as well as the anticipated additional duties appearing as counsel at arraignment for all arraignments in the County that will begin later this year. The salary is based upon the salary proposal put forth by Marcea Tetamore to ILS. The grant started, technically, in July 2017 and she is planning to do another grant extension request. Hopefully, at the end of three years there will be a grant extension.

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

Ms. Quintilone-Jordan updated the committee on her new staff member and his experience.

Informational Item(s) Written Only

We have hired Michael McNelis, Esq. to fill the Full Time Assistant Public Defender position tentatively scheduled to begin employment 2/5/18.

PROBATION – LYNNE MIGNEMI

Action Item(s) To Be Reported

1. AUTHORIZING THE CHAIRMAN OF THE LIVINGSTON COUNTY BOARD OF SUPERVISORS TO SIGN THE FOLLOWING CONTRACT FOR THE LIVINGSTON COUNTY PROBATION DEPARTMENT-NYS DEPARTMENT OF CRIMINAL JUSTICE SERVICES

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

| | | |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|---------------|
| <u>Contractor</u> | <u>Term</u> | <u>Amount</u> |
| Department of Criminal Justice Services Alfred E. Smith State Office Building 80 South Swan St. Albany, New York 12210 For: Ignition Interlock Device Monitoring Program | 10/1/17-9/30/18 | \$10,096.00 |

| <i>Funding Source</i> | <i>Local Share</i> | <i>Budgeted?</i> |
|-----------------------|--------------------|------------------|
| DCJS grant | 0% | Yes |

Director's Comments:

The Ignition Interlock Device Monitoring program is funded with National Highway Traffic Safety Administration funds that DCJS receives from the Governor's Traffic Safety Committee (GTSC) and is contingent upon receipt of the DCJS annual award funds from the GTSC.

Mrs. Mignemi reviewed the ATI contract is for Sheriff's Work Release program. She completes the application for DCJS yearly on behalf of the Sheriff's Office. This provides a valuable service for the County. The Clerk will send this information out to the Committee later today if it is ready.

Mrs. Mignemi reviewed the ignition interlock contract for approval. Ignition interlock was implemented in 2010 and we receive a one-time payment to us. The dollar amount has been decreased. Probation monitors roughly 1600 users, which is between 80-100 per year. Our installation rate has always been 40-45% and the state rate is more like 29%. We do not receive the information in real time; it is downloaded monthly from the vendor. In real time, if someone that is intoxicated blows into the device, the vehicle is locked down.

Motion: Mr. Carman moved and Mr. Schuster seconded to approve the foregoing resolution.. Carried.

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

Pre-approved Informational Item(s) To Be Reported

Discussion with Public Safety Committee about new vendor IPPC Technologies. IPPC provides technology monitoring for convicted Sex Offenders to include monitoring of PC's, Smartphones, and tablets-Mrs. Mignemi reported that she has been working on this contract with the County Attorney for technology to monitor sexual offenders on any electronic equipment. Probationer would pay a monthly fee and the vendor monitors that equipment. This contract was approved last year but it needed to be put on hold due to staffing changes. We are not paying anything for this contract. Non-payment notifications will be sent to Probation immediately which will cause non-compliance by the Probationer.

Informational Item(s) Written Only

1. PROBATION DEPARTMENT WORKLOAD

449 adult offenders supervised in county (26 treatment court cases being supervised in drug court)

22 offenders in other NYS counties

2 offenders in other states

13 juveniles supervised

11 new juvenile referrals

34 investigations ordered

17 active EHM cases (0 juvenile; 17 adults; 4 of which are female), 0-Global Positioning

0 adult placed on probation for willful violation of support

11 New Leandra's Law cases (9 CDs)

2. MONIES COLLECTED

\$93,275.87 – restitution

798.00 – fines

2,799.00 – DWI supervision fees

2,338.00 – EHM fees

4,663.83 – restitution surcharge

2017 COLLECTION TOTALS

\$ 141,505.56 – restitution

44,131.00 – DWI fees

35,486.25 – EHM fees

6,816.25 – restitution surcharge

38,102.79 – TOTAL FINES

STOP DWI - \$34,624.57

CASE SUPERVISION - \$2,850.00

OUT OF COUNTY FINES - \$628.22

3. OUTSTANDING FEES

\$73,778.00 – DWI Supervision Fees as of 12/31/17

\$152,249.00 – EHM fees as of 12/31/17

4. MEETINGS ATTENDED

- 12/1/2017 Finger Lakes Regional Juvenile Justice Team-Lyons
- 12/5/2017 Human Services Department Head
- 12/7/2017 Quarterly Department Head Meeting
- 12/12/2017 COPA Meeting (Ontario County)
- 12/13/2017 Community Leaders Meeting (Geneseo CS)
- 12/18/2017 Staff Meeting
- 12/19/2017 Domestic Violence Consortium
- 12/19/2017 Law Enforcement Council

5. ADMINISTRATIVE REVIEWS

Four (4) administrative reviews

6. TRAINING

| Name | Date | Training | Hours | Misc. |
|------------------|----------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------|-------|
| Kerrin Chapman | None | | | |
| Katie Dunn | None | | | |
| Michelle Jordan | None | | | |
| Liz Laney | None | | | |
| Debra Mack | None | | | |
| Rachel Merrick | None | | | |
| Lynne Mignemi | None | | | |
| Becky Salvati | None | | | |
| Courtney Sobrado | None | | | |
| Jason Varno | 12/1/17- 12/31/17 12/1/17- 12/31/17 | Public Agency Training Council Academy (PATC) & Legal & Liability Risk Management Institute (LLRMI) & module training/legal articles: 73 New Employee Training | 18.25 5.0 | |
| Josh Wren | None | | | |

EMERGENCY MANAGEMENT SERVICES – IAN COYLE

Action Item(s) To Be Reported

1. AUTHORIZING THE CHAIRMAN OF THE LIVINGSTON COUNTY BOARD OF SUPERVISORS TO SIGN THE FOLLOWING CONTRACT FOR THE LIVINGSTON COUNTY OFFICE OF EMERGENCY MANAGEMENT AND NYS DEPARTMENT 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 Office of Emergency Management, 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> |
| NYS DHSES | 9/30/16-3/30/18 | \$6,465.00 |

For: Hiring Contractor to conduct a Threat Hazard Vulnerability Study for Livingston County

| <u>Funding Source</u> | <u>Local Share</u> | <u>Budgeted?</u> |
|---------------------------------------------------------------|--------------------|------------------|
| NYS DHSES Hazardous Material Emergency Planning Grant (HMEPG) | \$1,293.00 | Yes x No |

Director's Comments:

This study will identify vulnerable assets to the county during man-made or natural events/incidents, and will help the county to better prepare for these types of impacts.

Mr. Coyle reviewed the grant contract for approval.

Motion: Mr. DiPasquale moved and Mr. Schuster seconded to approve the foregoing resolution Carried.

Informational Item(s) Written Only

1. On 1/7 a flood occurred at McPherson Point/Town of Livonia, warm weather had caused a flooding problem with the ice jamming, OEM responded to assist Livonia FD , 500 sandbags were placed to divert the water away from residences, 2 residences did have water get into to their homes but damage was kept to a minimum. The ice jam broke the following day and the water subsided.
2. Director will be attending the NYSEMA Conference in Syracuse the week of February 12-15th (agenda attached) The yearly conference brings together the County Emergency Managers from across the state to learn of best practices used during different events, Guest speakers from around the country talk about lessons learned from there national events.
3. Completed the following Emergency Plans : Damage Assessment, and Donation Management , both of these plans are subject to review by the County Administrator and the County Attorney.
4. Meetings;
LEPC, County Fire Chiefs Executive, Western District Emergency Managers, County Fire Police, NYSEMA Executive Board, County Haz Mat,

SHERIFF – SHERIFF THOMAS DOUGHERTY, CD BURGESS & BILL MANN

Pre-approved Informational Item(s) To Be Reported

1. **2016 SICG Grant Award** – Planning for continued emergency communications interoperability while addressing improved functionality in three (3) sectors of the county (BOS Res 2017-266)-Mr. Mann updated the committee on the project and how they are still looking at several areas to improve communications and interoperability. They are still looking at the southwest, northeast and one central location. There is nothing definite yet. Sheriff Dougherty explained that this has become more of a formula based application for this grant. There is a project in Dansville right now that should be completed by springtime. Mr. Coyle explained how we are now looking to see where else we need additional equipment or outlays like the Lima, Nunda and the Hampton Corners areas. The funding is all coming from the 911 surcharge.
2. **Side Scan Sonar** – purchase order have been completed ½ funds from FY17 SLETPP grant and ½ from Emergency Management-CD Burgess reviewed the tragedy on Conesus Lake last year and how we were able to apply for a grant to be applied toward the purchase of a marine side scanner. The dive team also performs a bi-annual review in Hemlock Lake for the City of Rochester water intake system. Sheriff Dougherty reviewed our current equipment that was not the technology needed for the Conesus Lake event. This project cost is \$50,044 and they partnered with OEM 50/50 the purchase. Sheriff Dougherty explained that there is still a strong use for their existing equipment.
3. Sheriff Dougherty updated the committee on the card skimmer scam. There were 22 complaints prior to the press release and another 30 were received last night. The Sheriff stressed that these people are not local. The Sheriff’s Office has been working with the owners and Weights and Measures on the universal locking mechanisms on the gas pumps. These skimmers are not visible from the outside of the pump.
4. Sheriff Dougherty updated the committee on a current robbery case. This type of information should be shared as much as possible.

EMERGENCY MEDICAL SERVICES – KAREN DEWAR

Action Item(s) To Be Reported

1. AUTHORIZING THE CHAIRMAN OF THE LIVINGSTON COUNTY BOARD OF SUPERVISORS TO SIGN THE FOLLOWING CONTRACT FOR THE LIVINGSTON COUNTY DEPARTMENT OF EMERGENCY MEDICAL SERVICES: PHYSIO CONTROL, INC.

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

| <u>Contractor</u> | <u>Term</u> | <u>Amount</u> |
|------------------------------------------------------|----------------|---------------|
| Physio-Control, Inc. 11811 Willows Road NE | 2/1/18-1/31/22 | \$30,758.40 |

PO Box 97048

Redmond, WA 98073-9748

For: Technical Service Support Agreement for EMS cardiac monitors

| <i>Funding Source</i> | <i>Local Share</i> | <i>Budgeted?</i> |
|-----------------------|--------------------|------------------|
| Department operations | 100% | Yes |

Ms. Dewar explained that this is a maintenance renewal for another four years.

Motion: Mr. DiPasquale moved and Mr. Carman seconded to approve the foregoing resolution Carried.

There was discussion on the prison calls. There will be an agreement in the works for our services. There was discussion on the take home vehicle being used by the new supervising ALS technician.

Informational Item(s) Written Only

- January 4, 2018 Meeting with Chili-Henrietta-Scottsville agency Chief
- January 4, 2018 Monthly EMS Captain meeting
- January 16, 2018 Medical Director meeting
- January 16, 2018 EMT Class begins at Hampton Corners
- January 17, 2018 EMT Class begins in Lima
- January 18, 2018 Community paramedicine coaches meeting
- January 18, 2018 HERO planning meeting
- January 22, 2018 MLREMS and REMAC regional meetings
- January 24, 2018 Medical Director meeting

- 4,812 LCEMS calls in 2017
- Year three funding for Community Paramedicine Grant received
- Fall EMT class had 90% pass rate
- Notification by NYS Department of Corrections that contract with Monroe Ambulance to cover Livingston and Groveland Correctional facilities terminated December 27, 2017
- Four new part time EMT's begin

CENTRAL SERVICES – WILLIAM CAVALIER & JAMES MONTESANO

Action Item(s) To Be Reported

1. AWARDING BID FOR THE LIVINGSTON COUNTY DEPARTMENT OF CENTRAL SERVICES FOR THE SHERIFF AND COURTHOUSE COMPLEX POWER DISTRIBUTION PROJECT-KAPLAN SCHMIDT ELECTRIC INC.

WHEREAS, after the proper legal advertisement seeking bids for the Livingston County Sheriff and Courthouse Complex Power Distribution Project, six (6) bids were received and opened on January 23, 2018, now, therefore, be it

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

| <u>Contractor</u> | <u>Term</u> | <u>Amount</u> |
|-------------------------------------------------------------------------------|-------------|---------------|
| Kaplan-Schmidt Electric Inc. 50 Saginaw Drive Rochester NY 14623 | Per Project | \$154,800.00 |

For: To separate the Court House power supply from the 911, Sheriff's Office and Jail shared power

| <i>Funding Source</i> | <i>Local Share</i> | <i>Budgeted?</i> |
|-----------------------|--------------------|------------------|
| CIP | 100% | Yes x No |

Mr. Cavalier reviewed the bid results for the committee. They will be ready to start this project in April. Mr. Cavalier explained that we have a power issue at the 911 Center. We are maxed out for power and relieving the Courthouse needs will help at the 911 Center. There was discussion on whether there is any reimbursement available from the state for this project. This will help, but it will not alleviate all of the problems.

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

2. AWARDING BID FOR THE LIVINGSTON COUNTY DEPARTMENT OF CENTRAL SERVICES FOR REFUSE/WASTE PICKUP – VARIOUS LOCATIONS – WASTE MANAGEMENT OF NEW YORK, LLC

WHEREAS, after the proper legal advertisement seeking bids for the Livingston County Refuse/Waste Pickup – Various Locations, one (1) bid was received and opened on January 18, 2018, now, therefore, be it

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

| | | |
|-----------------------------------------------------------------------------------------------------------------------------------------|----------------|------------------|
| <u>Contractor</u> | <u>Term</u> | <u>Amount</u> |
| Waste Management of New York, LLC 100 Ransier Drive West Seneca, NY 14224 For: Refuse/Waste Pick up – Various Locations | 3/1/18-2/28/19 | as per bid sheet |

| <i>Funding Source</i> | <i>Local Share</i> | <i>Budgeted?</i> |
|-----------------------|--------------------|------------------|
| Operating Budget | 100% | Yes x No |

Mr. Cavalier reviewed the bid that was received.

Motion: Mr. Carman moved and Mrs. Erdle seconded to approve the foregoing resolution..... Carried.

Pre-approved Informational Item(s) To Be Reported

Government Center Water Damage - Preliminary Report & Assessment and next steps – Mr. Coyle explained that he requested an update on the damages and repairs. The County has a \$1,000 deductible. Mr. Cavalier reviewed the cause of the pipe break and the steps taken immediately by Central Services staff. Clark Patterson confirmed that this system design and the insulation were appropriate at the time of construction. Mr. Cavalier described the different sprinkler system design options under consideration. To date, we have paid \$54,000 to EMS for clean-up restoration work, \$10,000 for extra manpower for the demo work done on the first day and \$1,500 to West Fire for damaged smoke heads. A fire watch was set up on the first night because the systems needed to be shut down because the wetness kept setting off alarms. The elevators were the biggest repair costs with damages at \$34,174 to get both cars back up and running. We did consider the costs to upgrade the elevator system but the costs were \$130,000 and insurance would not cover the upgrades. One transformer in the building took a direct hit but we did not have to change any transformers. Five panels were compromised and need to be replaced with a cost of \$10,100 plus some internal electrical costs. The insurance company has agreed to pay submitted receipts. We are choosing to go to bid for the repair work to get the best price. Mark Grove is putting together the bid paperwork for us. Mr. Coyle reviewed that we have never had problems with our insurance company on paying claims in the past. There was discussion on how we prevent something like this from happening again. Clark Patterson is willing to prepare a recommendation if we want to enter into an agreement. The committee directed Mr. Cavalier to find out what the cost for Clark Patterson to prepare a redesign report would be before they will agree to order the report. There was discussion on different options available to avoid this happening again. Mr. Cavalier reported on the flow alarm system and how the flow alarm system was just tested last November and again after the water break. The system was operational both times. Mr. Coyle commended the work done by the Central Services staff.

Informational Item(s) Written Only

- Site preparation for Court House/911 Center power project 100% complete
- Installation of new power pole (by RG&E), conduits for new power feed lines vault for new transformer (by county) 100% complete
- New parking lot lights installed in front of Millennium Drive Complex 100% complete
- Retro fitted walkway lighting to all LED lighting 100% complete at Millennium Drive Complex
- Carpet on 1st office spaces and hallways 90% complete at Government Center
- Conflict Defenders office renovation project 95% complete
- Mt. Morris
- Roadway lighting project 100% complete
- Water Tower inspection and modification 100% complete

- Building 2 renovation project phase 1 90% complete
- Building 2 phase 2 start date 2/12/18
- EPC project started 1/29/18 (attic insulation)
- Building 1 renovation project 80% complete (ceramic tile in all bathrooms complete, carpet down stairs in main area complete, ceiling tiles 90% complete, and paint 90% complete)

ECONOMIC DEVELOPMENT – BILL BACON

Pre-approved Informational Item(s) To Be Reported

Discussion regarding the Public Market and consideration to fund a full-time Market Manager position-Mr. Bacon reported that we now have a Public Market Steering Committee of which Sue Erdle is a member. Mr. Bacon distributed an event resource sheet with ideas on what type of activities a Market Manager would oversee. Mr. Bacon reported that Cornell Cooperative Extension has offered one of their employees that used to manage the farm market program to be a mentor for 10-15 hours per week and CCE is also willing to pick up the benefits package for a Market Manager if the County pays the salary. Ferguson Group is on the lookout for two programs; a farmer’s market promotion program and a local foods promotion program, both of which are not open yet through USDA. Mr. Bacon would like to use the yearly LCDC allotment from the County to go out and hire the Market Manager. He would then come back to committee in mid-June/July to have this conversation again increasing the allotment total to \$150,000. Mr. Bacon is going to the IDA Board this Friday to request \$10,000 toward the position as well. Mr. Coyle explained that an element of this position is helping support and sustain the local downtown markets in the towns currently operating. Mrs. Erdle explained that the steering committee goal is for the public market and the farmers markets to enhance each other. Utilizing the SNAP benefits at the local markets is another component that the market manager could help increase. Ideally, Mr. Bacon would like to put this position under the LCDC working out of his office. The County would provide a contractual agreement with LCDC out of the current \$120,000 contract amount. Mr. Bacon would then come back to the Committee for a contract amendment when necessary. This is not an action item at this time. Mr. Bacon will forward the market manager job description for the Clerk to send out to the committee for review.

Informational Item(s) Written Only

Final Figures for 2017 Sign and Façade Program:

- 13 projects
- \$44,083.42 awarded
- \$54,588.19 leveraged
- \$98,671.61 invested in downtowns across the county

The Livingston County Development Corporation is now accepting applications for the 2018 Sign and Façade Program. Applications are available online at www.LivingstonCountyDevelopment.com

The Livingston County Development Corporation is now accepting applications New York Main Street projects in the Villages of Avon and Leicester. Applications are available online at www.LivingstonCountyDevelopment.com

The final presentation of the Market Analysis was provided by Larissa Ortiz Associates to the public last night (2/6/18) at the Genesee River Restaurant and Reception Center in Mount Morris.

PLANNING – ANGELA ELLIS

Action Item(s) To Be Reported

1. APPOINTING ENVIRONMENTAL MANAGEMENT COUNCIL CHAIRPERSON – ALEXANDER W. PIERCE

WHEREAS, the bylaws of the Livingston County Environmental Management Council (EMC) provide that the EMC Chairperson be appointed by the Board of Supervisors upon the recommendation of the EMC; and

WHEREAS, on January 24, 2018, the EMC voted to recommend that the Board of Supervisors appoint

Alexander W. Pierce as Chairperson of the Environmental Management Council; now, therefore, be it RESOLVED, that the following member is hereby appointed as Chairman of the Livingston County Environmental Management Council for the term designated:

| Name | Address | Title/Representing | Term |
|---------------------|------------------------------|--------------------|----------------|
| Alexander W. Pierce | P.O. Box 19, Nunda, NY 14517 | Chairman | 2/1/18-1/31/19 |

Director's Comments: The EMC met on January 24, 2018. Those members present voted to recommend that Alex continue as Chairperson of the EMC.

Mrs. Ellis explained that the Council recommended Mr. Pierce for reappointment. He has done a very good job as chairman over the past year.

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

2. APPOINTING MEMBER TO THE LIVINGSTON COUNTY PLANNING BOARD – KYLE A. MOTT

RESOLVED, that the following members are hereby appointed to the Livingston County Planning Board for the term designated:

| Name | Address | Title/Representing | Term |
|--------------|----------------------------------------|---------------------|------------------|
| Kyle A. Mott | 8439 Alpaugh Road Wayland, NY 14572 | Town of Springwater | 2/15/18-12/31/20 |

Director's Comments: After 27 years of service, Havilah Toland retired from the County Planning Board in December 2017. The Town is recommending that Mr. Mott be appointed to fill the vacancy representing the Town of Springwater.

Mrs. Ellis explained that Mr. Toland was a very active member of the board for many years.

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

3. APPROVING THE OFFICIAL UNDERTAKING OF PUBLIC EMPLOYEES FIDELITY (BLANKET) BOND FOR GENESEE FINGER LAKES REGIONAL PLANNING COUNCIL

WHEREAS, the County of Livingston has appropriated the sum of \$9,970.00 as its share of the Year 2018 operating funds of the Genesee Finger Lakes Regional Planning Council; and

WHEREAS, pursuant to Section 119-00 of the General Municipal Law of the State of New York, the County is authorized to provide for the payment of such appropriations to an officer of the agency designated by the agency to receive such monies provided that such officer shall have executed an official undertaking approved by the governing body of the County; and

WHEREAS, the Genesee Finger Lakes Regional Planning Council has designated David S. Zorn, Director of the Council, as the officer to receive payments of such monies; and

WHEREAS, the Genesee Finger Lakes Regional Planning Council has secured a Public Employees Fidelity (Blanket) Bond, issued by National Grange Mutual Insurance Company, providing faithful performance blanket bond coverage for officers and employees of the Council in the amount of \$500,000.00; now therefore, be it

RESOLVED, that the Livingston County Board of Supervisors hereby approves such bond as the official undertaking required pursuant to Section 119-00 of the General Municipal Law.

Directors Comments: This is an annual resolution approved by the Board of Supervisors. The NYS General Municipal Law requires counties participating in regional planning agencies to annually approve an “official undertaking” which can consist of a Public Employees Fidelity (Blanket) Bond for that officer of the agency designated to receive monies appropriated by member counties. This bond is to provide faithful performance blanket bond coverage for the designated officer in the amount of funds being managed. In 2018, the total amount of funds being managed by the Regional Planning Council at any point during the calendar year will be approximately \$500,000.

Mrs. Ellis explained that this is an annual resolution. Brenda Donohue serves on the Council and Executive Committee and Will Wadsworth serves on the Council. Bill Bacon and Angela serve as ex officio Council members and Angela as serves on the Executive Committee and she is the chair for the Planning Committee. Mrs. Donohue and Angela are both now on the Revolving Loan Fund Committee

Motion: Mr. Schuster moved and Mrs. Erdle seconded to approve the foregoing resolution Carried.

4. AUTHORIZING THE CHAIRMAN OF THE LIVINGSTON COUNTY BOARD OF SUPERVISORS TO SIGN THE FOLLOWING CONTRACT FOR THE LIVINGSTON COUNTY PLANNING DEPARTMENT – LIVINGSTON COUNTY SOIL & WATER CONSERVATION DISTRICT

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> |
| Livingston County Soil & Water Conservation District 11 Megan Drive, Suite 2 Geneseo, NY 14454 | 11/1/2017 – 12/31/2018 | Not to exceed \$18,000.00 |

For: Professional services in support of the implementation of the Conesus Lake Watershed Management Plan funded through the Finger Lakes-Lake Ontario Watershed Protection Alliance funds (CLAWS 27).

| <i>Funding Source</i> | <i>Local Share</i> | <i>Budgeted?</i> | |
|------------------------------------------------------|--------------------|------------------|----|
| New York State Environmental Protection Fund program | \$0 | Yes X | No |

Director’s Comments: This resolution continues our annual contractual relationship with the Soil and Water Conservation District for landowner assistance with agricultural best management practices and projects in the Conesus Lake Watershed (CLAWS 27).

Mrs. Ellis distributed information on what the Planning Department does for the Conesus Lake Aquatic Weed Strategy funding. A proposed budget is submitted each year. There is no county cost other than Planning staff time.

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

5. AMENDING RESOLUTION NO. 2017-91

WHEREAS, Resolution No. 2017-91 authorized the Chairman of the Board of Supervisors to sign a professional services contract for project management, engineering and consulting services associated with the County’s Emergency Communications System Upgrade Project, funded through the NY Statewide Interoperable Communications Grant Program – Round 4, and

WHEREAS, the project scope of work has been expanded, now therefore, be it

RESOLVED, that the Chairman of the Livingston County Board of Supervisors is hereby authorized to sign the following contract amendment for the Livingston County Planning Department, subject to review by the County Attorney and County Administrator:

| | | |
|--------------------------------------------------------------------------------------------|-----------------|----------------------------|
| <u>Contractor</u> | <u>Term</u> | <u>Amount</u> |
| C&S Engineers, Inc. 499 Col. Eileen Collins Blvd Syracuse, New York 13212 | 3/1/17-12/31/18 | Not to exceed \$125,000.00 |

For: Professional services for project management, engineering and consulting services associated with the County’s Emergency Communications System Upgrade Project, funded through the NY Statewide Interoperable Communications Grant Program – Round 4.

| <i>Funding Source</i> | <i>Local Share</i> | <i>Budgeted?</i> |
|----------------------------------------------------------|--------------------|------------------|
| NYS Division of Homeland Security and Emergency Services | 0 | Yes |

And be it further

RESOLVED, that Resolution No. 2017-91 is hereby amended.

Director’s Comments: Following Project Management Team meeting discussions on January 17th, I would like to request approval to amend the C&S Engineers contract and increase the amount from \$50,000 to \$125,000. This additional amount would be funded through the SICG 4 grant and would cover:

- Additional subcontractor work for the McFadden Trail tower site (i.e. SEQ, NEPA, archeological,

etc.).

- Development of the Request for Proposals and project management services for the microwave system needed for the McFadden Trail Tower site. The applicable NYS Office of General Services (OGS) contract expired, hence prompting the need to issue an RFP.
- Development of an RFP for a maintenance contract for the radio communications system.
- Engineering, project management and oversight for additional projects to be funded through the next round of NYS SICG 2016, which is currently being managed by the Sheriff’s Office in 2018.

Mrs. Ellis distributed a radio communication project update and backup for the change order. At the end of 2018 we will have spent in excess of \$9.7M. The County has spent \$188,000 which is less than half what we had anticipated spending for the project. At the January project management team meeting, they determined an increase in the C&S contract for some specific work we have going on would be needed. Mrs. Ellis described the work and explained that she is recommending an increase to their contract from \$50,000 to \$125,000. We decided that the best course for us is to prepare our own RFP to secure the necessary equipment and to do the install. C&S will prepare the RFP for that. In addition, we recognized that there is a need to pay for maintenance of the system. Our warranty period will be up soon and our thought is that we put that out for RFP to see if we can get a better price. Additional work will be done by C&S under the 2016 SICG grant. Mr. Mann reported that the \$598,000 grant funds does not provide for the additional towers. There are funds still available to us in SICG 4 to increase what we are paying C&S for what we have them actually working on for SICG 16 out of SICG 4.

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

6. APPROVING CHANGE ORDER FOR THE MCFADDEN TRAIL E911 TOWER SITE, TOWN OF NORTH DANSVILLE PROJECT, CONTRACT 10-SITE CONSTRUCTION - KAPLAN SCHMIDT ELECTRIC, INC.

RESOLVED, that the Livingston County Board of Supervisors approves the change order detailed in the list attached hereto which results in a contract change and new total contract price as follows:

| Contractor | Details | Net Change Not to Exceed | New Contract Amount |
|------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------|--------------------------|---------------------|
| Kaplan Schmidt Electric, Inc. 50 Saginaw Drive Rochester, New York 14623 | All labor/materials associated with site construction at the new E911 tower site in Town of North Dansville | \$30,655.05 | \$202,655.05 |

| <i>Funding Source</i> | <i>Local Share</i> | <i>Budgeted?</i> |
|----------------------------------------------------------|--------------------|------------------|
| NYS Division of Homeland Security and Emergency Services | 0 | Yes |

Director’s Comments: The change order is necessary to furnish and install a secondary underground electric service approximately 620 feet from the new proposed NYSEG pole to the proposed tower site. The existing transformer that we originally planned to use is not available to us. We are also looking into the cost for installation of additional underground conduit to accommodate a fiber/data circuit to the site. I expect having an update on the cost and proposed new contract amount at the Public Services Committee meeting on February.

Mrs. Ellis reported on the project status and how the change order is needed for the conduit to be installed by Kaplan Schmidt. There is no county cost to the project at this time.

Motion: Mr. DiPasquale moved and Mr. Carman seconded to approve the foregoing resolution Carried.

**COUNTY ADMINSTRATOR – IAN COYLE
APPOINTING MEMBERS TO THE FISH AND WILDLIFE MANAGEMENT BOARD – DENNIS P. MAHUS, IVAN C. DAVIS, GARY NAGELDINGER & MARC OSYPIAN**

RESOLVED, that the following members are hereby appointed to the Fish and Wildlife Management

Board for the term designated:

| Name | Address | Rep./Title | Term |
|------------------|---------------------------------------|------------------------|-----------------|
| Ivan C. Davis | P.O. Box 217, Hunt, NY 14846 | Supervisor Rep. | 1/1/18-12/31/19 |
| Dennis P. Mahus | 53 Chestnut Ave., Dansville, NY 14437 | Supervisor Alternate | 1/1/18-12/31/19 |
| Gary Nageldinger | 9740 Shaw Road, Dalton, NY 14836 | Sportsperson Rep. | 1/1/18-12/31/19 |
| Marc Osypian | 222 Temple Street, Avon, NY 14414 | Sportsperson Alternate | 1/1/18-12/31/19 |

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

Pre-approved Informational Item(s) To Be Reported

1. Records Management-Mr. Coyle reported that he has been working on ITS taking on the functionality of Records Management. There are 1.5 positions in Records Management. We have a current Laserfiche lead, Karriann Edwards, in ITS who has already been working on records management. This looks into the out years once the ERP system is operational. Mr. Coyle explained that he will be looking for a board resolution to move Records Management as a division under ITS. Mr. Coyle foresees some personnel savings. This idea first came from the ITS Director and Karriann Edwards. The Committee agrees that this will be a good move.
2. EPC Update-Mr. Coyle updated the Committee on the upcoming work to begin. There is a meeting on 2/22 to kickoff this work.

EXECUTIVE SESSION

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

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

No action taken.

ADJOURNMENT

Mr. Carman moved and Mr. Schuster seconded to adjourn the meeting at 11:06 a.m.

CONFLICT DEFENDER – HAYDEN DADD

Informational Item(s) Written Only

- Opened our 30th case of 2018 as of 1/29/18.
 - o This includes:
 - conflict Family Court cases
 - conflict felony and misdemeanor cases
 - indigent appellate matters
 - case originating out of Livingston County's two Department of Corrections Facilities
- Prepared for a 22 witness Burglary in the 2nd Degree trial set to begin on February 5th, 2018.
- Maintained communication with clients both in and out of custody
- Negotiated with both the Courts and prosecuting agencies in an effort to resolve cases in a quick and concise manner while still protecting the rights of our clients.
- Reviewed vouchers submitted from member of the assigned counsel program.

COUNTY HISTORIAN – AMIE ALDEN

Informational Item(s) Written Only

1. January 2018 office updates:

Digitization of archival files and photographs continues.

Cataloging and indexing of additional resources into online records index continues.

Lena Evers-Hillstrom, SUNY Geneseo intern, began working on arrangement and description of additional county poor house records.

Continuation of research on the impact of WWI and the Women's Suffrage movements on Livingston County.

2. Meetings / events

December 7th – attended Department Head meeting at the EOC

December 10th – presented *The Impact of WWI on the Home Front* program for the Ossian Historical Society

December 12th – Town Historians luncheon at Tom Wahl's and tour of the newly renovated Avon Inn

January 9th – attended the Geneseo combined American Legion/ VFW meeting presentation of metals and recognition of Vietnam veteran Francis 'Butch' Rosebrugh who was killed in action in 1966.

January 24th – attended BOS meeting and reception for retiring Records Manager Kathy Montemarano

January 27th – presented a new program for the annual Mt. Morris Dam Lecture entitled, *From Darkness to Light in a Flick of a Switch*, about the life and times of county resident Samuel Gardiner, Jr. whose inventions helped lay the foundation for modern electrification and technological change.

3. 2017 Annual report submitted with this report.

BOARD OF ELECTIONS – DAVID DIPASQUALE AND BECKY SCHROEDER

Informational Item(s) Written Only

1. Office renovations have begun! Thank you! Bill and his staff have been wonderful to work with!
2. NTS Data, Inc., our registration management software, reached out to David requesting information and guidance on how to print ballots. They know that we have printed ballots and are relying on our expertise to guide them through the process.
3. Commissioners and Deputy Commissioners attended the ECA conference in Albany. The workshops were very good, as usual. Agenda included legislative reports, review of caucus and petition procedures, legal and court issues, along with many other sessions. The opportunity to network with other commissioners continues to be an invaluable part of these conferences. State BOE representatives, along with staff from Department of Homeland Security and the FBI lead a lengthy discussion on cybersecurity. State BOE has requested \$5K to assist with the recommended risk assessments.
4. Village caucuses have been scheduled from January 23 – January 30. There will be elections in Avon, Caledonia, Geneseo, Leicester, Mt. Morris and Nunda on March 20, 2018.
5. Current active voter enrollment stands at 38,758. Democratic: 10,294; Republican: 16,816; Conservative: 883; Green: 152; Working Families: 138; Independence: 1,878; Women's Equality: 8; Reform: 5; Others: 124 and Blank: 8,460. Inactive enrollment is at 2,659. Total active/inactive voter enrollment is: 41,417

Respectfully submitted,

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