

**WAYS & MEANS COMMITTEE MEETING MINUTES  
MONDAY, FEBRUARY 12, 2018  
1:30 P.M.**

PRESENT: D. Pangrazio, D. Knapp, D. Fanaro, E. Gott, W. Wadsworth, D. LeFeber, D. Mahus, M. Falk, B. Donohue, I. Coyle, H. Grant, S. Hillier, B. Beagle-LCN

**PERSONNEL ISSUES – TISH LYNN**

**1. PUBLIC DEFENDER – LYNDSAY QUINTILONE-JORDAN  
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.

Ms. Quintilone-Jordan reviewed the position for approval. This position is covered under an ILS competitive grant that Marcea Tetamore applied for last year. Because this was a competitive grant, we needed to lay out what the funds would be used for in the application. The grant was bid for a full time public defender position at a salary of \$70,000 and fringe of \$30,000 for a total amount of \$100,000 for each of the three years that the grant runs. The purpose of the position was to alleviate some of the caseloads that are currently over ILS standards for our Justice Court attorneys. The position will cover some of those justice courts as well as arraignments, which are expected to be a much larger of a burden for us going forward as we expect our office will be responsible for all arraignments in the County in the next couple of months. The grant term is 7/1/17-6/30/20. We are able to ask for a one-year grant extension so she is planning to hire around early summer this year and then ask for a one year extension to 2021. Ms. Quintilone-Jordan is learning that these grants are commonly extended under a new grant cycle but she is not sure with a competitive grant.

*Motion: Mr. Fanaro 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 LIMA & WEST SPARTA**

WHEREAS, the Director of the Real Property Tax Services has transmitted a written report of his recommendation with regard to two (2 parcels) for correction of the tax rolls pursuant to the Real Property Tax Law, for the Towns of Lima and West Sparta on the rolls for the years hereinafter set forth, and

WHEREAS, said parcels were incorrectly assessed and/or taxed for reasons set forth in the recommendation(s) 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 having jurisdiction of the tax rolls so that the rolls can be corrected; and be it further

RESOLVED, that the County Treasurer and/or Town Tax Collector is hereby authorized to make the tax roll correction(s) 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 recommendation(s).

**Tax Roll Year**

<b>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 Lima</b>	Livingston County	\$854.76	\$844.08	\$10.68	\$10.68
Morse, Leslie R.	Lima Town Tax	<u>\$317.75</u>	<u>\$313.77</u>	<u>\$3.98</u>	<u>\$3.98</u>
Morse, Alfreda	Total	<u>\$1,172.51</u>	<u>\$1,157.85</u>	<u>\$14.66</u>	<u>\$14.66</u>
Tax Map Number 37.10-2-42					
<b>2. 2018 West Sparta</b>	Livingston County	\$81.86	\$81.86	\$0.00	\$0.00
Kelly, Patrick A.	West Sparta Town Tax	\$75.48	\$75.48	\$0.00	\$0.00
Tax Map Number	School Relevy	\$183.57	\$0.00	\$183.57	\$183.57

186.-2-22	West Sparta Fire 1	<u>\$8.68</u>	<u>\$8.68</u>	<u>\$0.00</u>	<u>\$0.00</u>
	Total	<u>\$349.59</u>	<u>\$166.02</u>	<u>\$183.57</u>	<u>\$183.57</u>

Mr. Fuller reviewed the corrections for the Committee.

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

Mr. Fuller reported that he just received the advisory notices from the state.

**Informational Item(s) Written Only**

- The Tentative Village Assessment Rolls have been picked up by the Assessors. The rolls should be delivered to the Villages by February 1<sup>st</sup>.
- I have reached out to the Village Tax Collectors notifying them of the ABS contract to print tax bills.
- The Assessors are preparing for the next step in the Update process, which is to set up appointments for review of preliminary assessments.
- The part-time Sr. Tax Map Technician position has been deleted.

**COUNTY TREASURER – AMY DAVIES**

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

**ESTABLISHING UNIFORM DATES FOR ACTIONS UNDER THE LIVINGSTON COUNTY TREASURER TAX COLLECTION & FORECLOSURE PROCESS**

WHEREAS, the Ways and Means Committee has recommended that uniform dates be established for the last day to pay real property taxes to the County Treasurer, the last day to redeem property under the Real Property Tax Law Article 11 tax foreclosure process and for the annual auction of properties acquired by the County under the tax foreclosure process; now, therefore, be it

RESOLVED, that the last day to pay School and Village Taxes to the County Treasurer be established as the close of County business on November 30<sup>th</sup>, or the next business day if November 30<sup>th</sup> falls on a Saturday or Sunday. Postmarks will be accepted pursuant to Real Property Tax Law Section 925; and be it further

RESOLVED, that the last day to redeem property under the Real Property Tax Law Article 11 tax foreclosure process be established as the close of County business on June 15<sup>th</sup>, or the next business day if June 15<sup>th</sup> falls on a Saturday or Sunday; and be it further

RESOLVED, that the fourth Thursday of July at 6:00 P.M. be established as the date for the annual auction of properties acquired by the county and the tax foreclosure process.

Mrs. Davies explained that this was replacing an earlier resolution we decided needed more clarity of the full process.

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

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

1. Special Auction – March 7<sup>th</sup> @ 6:00 – Government Center Room 205-208 – The auction has been set and Tom Wamp and Jim Pirrung are both available for this time. She reviewed the questions surrounding one parcel. Once approved to move forward, she will notify T. Wamp and he will get the auction booklets distributed. Mrs. Davies reviewed one property that has been condemned. There needs to be confirmation that the condemnation paperwork has been received to have on hand at the auction. She is working on getting information about that parcel because there has been interest in the parcel but no one wants to pay the current year taxes. It is uncertain if there will be any purchase interest if those taxes are included. There was discussion on the legal condemnation of a property and the process for next steps. The property will need to be torn down by the purchaser. There was discussion on monitoring this type of properties that the County has made whole to the towns and villages to keep them from becoming an additional burden on the County. The committee agreed that the County needs to set a precedent moving forward. Our goal is to get these properties back on the tax roll. Mrs. Davies reviewed the assessment timing calendar. Mr. Fuller is reaching out to the assessor. Mrs. Hillier reviewed a disgruntled purchaser from the last auction with regard to the water/sewer charges. We should list as “not known” instead of N/A.

*Motion: Mr. Fanaro moved and Mr. Wadsworth seconded to require receipt of confirmation from the town that a parcel has been condemned .... Carried.*

Mr. Coyle reviewed the Bank Street property mitigation in Dansville and how there were no submittals from the RFP process. There has been interest from one adjacent property owner but he does not want to pay for it. Bill Bacon has expressed some interest in using the parcel for something with the downtown program. Mr. Coyle is recommending that the parcel be included in the auction. There was discussion on the occupation of another parcel.

**CLERK OF THE BOARD – MICHELE REES/INFORMATION & TECHNOLOGY SERVICES – JASON PARKER**

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

1. Agenda Management Software Review-At the direction of the County Administrator, Michele Rees worked with Jason Parker and Karriann Edwards on reviewing various agenda management programs over the past several months. The goal was to make the process more transparent and also allow us to have the Board minutes be more streamlined. These programs would allow you to choose a particular topic at a board or committee meeting and go right to that section. We piloted a different program two years ago and it was not successful. That program was difficult to manipulate moving from agenda to committee minutes to board agenda to resolution to board minutes. Ms. Rees does feel that iCompass is a good product that most meets our needs. Mr. Coyle explained that there are enhancements and betterments to what we do as a process now that are run through the Clerk. There was discussion on how the whole process would work. You would then have external facing pieces with minute availability, minute structure and the next generation concepts for video and streaming of board meetings. Technology does exist that is relatively simple; put up a camera and have some functionality on the back end, which this software would allow for, and streaming meetings with a hyperlink taking you right to the particular two minutes of a particular topic that is cataloged and chaptered. This software would eliminate the copy and paste being done repetitively now in MSWord. Hundreds of counties and cities are already online with this technology. While it is not immediate, if this board wanted to move toward electronic voting from the desks and automatic calculations for weighted voting, this is the beginning step. The price is \$12,400 per year with an additional \$5,600 once we have the board room set up and sign up for the video streaming. Mr. Parker explained that the meeting, agenda and resolution management and posting of minutes, would be an integration with Laserfiche that would also build in retention policies. This would make it easier for the Supervisors to review minutes. We have discussed incorporating Ipads at the desks to allow viewing of any previous minutes, electronic voting and to see the agenda items in real time as they come up. Mr. Parker explained that we also talked about whether the Ipads then becomes your device to take and leave with that you could then receive board related emails or use the Laserfiche app to look at past minutes or resolutions. There are a couple of different steps and phases that we can look at doing. The second piece we would look at is to bring Presentation Source back in, who did some work for us at the Emergency Operation Center and in 205-8. Some technology updates would be done in the board room with a camera, possibly mounted on the cross beam to shoot down into the whole room for streaming meetings. We could probably utilized some of the existing audio equipment to pull in the audio pieces which are then married to the software controlled at the Clerk's desk as an agenda item is brought up and flagged to that part of the video recording. We looked at a half dozen different systems in various towns, cities and counties across the country. There are many different systems being used by other counties. iCompass was the most easily manipulated when making revisions or inserting tables and graphs or charts. iCompass was also the only company that already had the ability for weighted voting. The availability for this software to be used for all of the meetings was discussed and the Clerk reviewed her desire to discuss moving all of the committee meetings into the board room. This would allow for the same streaming and review options to be done for the committee meetings. Mr. Parker reviewed the set up for the Clerk's console to use this program. Mr. Coyle explained that today is simply an update to the Committee, we are not asking for any action at this time. Mr. Wadsworth explained that the Town of Geneseo went to Ipads last year and it has been a really great way of communicating with everyone looking at the same information. Mr. Gott explained that it is important to move forward and make it easier for both the office staff and the Supervisors. In the future, the Committee would like to see a demo to actually show how the system works. Mr. Parker explained that it is possible to move to a paperless meeting. IT has

been scanning contracts for the Board. Once a document becomes electronic, it becomes searchable. We will try to do a demo at an upcoming meeting and prepare some financing/recommendation information.

2. Local Law Codification Requirements & Contract-Mr. Coyle explained that this is a requirement from the Department of State that we are trying to clarify what exactly is required and who can do this for us. The County Attorney is going to touch base with the Department of State and NYSAC to see if they have any direction. The Clerks have been unable to get any firm direction from the Department of State other than they want them codified on their website and updated every year. This would be similar to how towns and villages have their ordinances codified. The County Administrator explained that there is some push-back there because our local laws are already listed on our website by year in PDF format, which is searchable. We want to find out for sure what we have to do legally, and under what law that requirement falls under. If we find out we do need to comply, the likely answer is General Code or that type of company, would codify all of our local laws, publish it in a book to comply with this new state directive and have it ready in some searchable format. Ms. Rees explained that she has met with General Code and given them our local laws in PDF to prepare a quote for this service. General Code has quoted \$14,080 for the first year of complete codification set-up with yearly update costs depending on the number of local laws done in that year. We are trying to find out exactly what needs to be supplied before moving forward as this was obviously not a budgeted expense.

**COUNTY ADMINISTRATOR – IAN COYLE**

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

**1. APPROVING ABSTRACT OF CLAIMS # 2A-FEBRUARY 14, 2018**

RESOLVED, that the Livingston County Board of Supervisors approves the Abstract of Claims #2A dated, February 14, 2018 in the total amount of \$1,683,839.03.

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

**2. AMENDING 2018 LIVINGSTON COUNTY BUDGET – DEPARTMENT OF HEALTH, SHERIFF**

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.

Mr. Coyle reviewed the amendments attached to the agenda for approval. Both amendments are to receive revenue.

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

**3. DECLARING SURPLUS PROPERTY – HIGHWAY & SHERIFF’S OFFICE**

WHEREAS, the County of Livingston owns surplus personal property that is no longer necessary for public use, now, therefore, be it

RESOLVED, that the Livingston County Board of Supervisors hereby declares the following item(s) as surplus property to be disposed of as determined by the County Administrator:

**Highway**

Quantity	Item Description (Year, Make & Model)	Mileage, Hrs, etc.	Serial #
1	2007 Ford Crown Victoria Sedan	166,091 miles	2FAHP71WX7X101039
1	1981 John Deere 401B Tractor w/loader	2,655 hours	401BD370092T
1	MotorVac Evac Leak Detector (Smoke Machine)	N.A.	N.A.
1	Napa 700-LB. Model #3JTLR Transmission Jack	N.A.	N.A.
1	OTC Genisys Scan Tool & Tire Pressure Monitor Tool	N.A.	N.A.
1	OTC 50-Ton Hydraulic Press	N.A.	N.A.

**Sheriff’s Office**

Quantity	Year, Make & Model	Mileage	Serial #
1	2012 Chevrolet Tahoe	188,208	1GNSK2E09CR306385

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

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

1. Records Management Plan-Mr. Coyle referenced previous reporting to the Supervisors on the plan moving forward since Kathy Montemarano's retirement. There is one part-time position remaining that constitutes the Records Management Department. There have been talks with ITS and what they already have in the area of records management. It is certainly moving more toward electronic document management and the Laserfiche program that we now have scanning, imaging and archiving from a digital perspective. We still have a ton of paper records and the cataloging effort that we do, will never really go away. The scanning capabilities are ITS elements that are moving toward a paperless record retention process. With Records Management falling under the oversight of the Public Services Committee, Mr. Coyle talked to them last week and they are in full support of this move. With ITS being the leading entity, Mr. Coyle is now asking Ways and Means, to consider moving Records Management as a new division under ITS. Some of the long term supervisors will remember past actions when programs were shifted to different departments, i.e., Housing to DSS, CSBG to Workforce Development. This action will require a resolution because of some civil service law requirements. The remaining Records Management employee would become an ITS employee. ITS has a current programmer that has been his records management IT lead for the last year+ and that person would be the de facto records management supervisor similar to Kathy, but we become more efficient, have better needed interface with IT and we save money in the process. Committee supports this action and authorized the County Administrator to move forward.
2. Legislative Agenda-Mr. Coyle distributed the list of priorities impacting the County for review that we want to address with our state legislature. This item would require a resolution be done and then submitted to our representatives. There was discussion on an issue that is being reviewed by the Supreme Court.

*Motion: Mr. Gott moved and Mr. LeFeber seconded to approve the Legislative Agenda for submission and resolution.....Carried.*

3. Budget & Finance Update-Mr. Coyle distributed information from NYSAC on the tax reform proposals. This is a synopsis put together of all of the measures that the Governor has put forward. The SALT tax limit is very important to us. We are a very high property tax state and we also have a state income tax. There was discussion on a payroll tax.
4. Mr. Coyle reviewed the State of the County cover contest winner by a student from Caledonia-Mumford Central School. He will be acting as pizza delivery man for a class pizza party this Friday. The State of the County presentation will be in March.
5. Mr. Coyle reviewed the federal level opportunity zones that were tucked into the tax reform. We have several Census tracts within the County that meet these requirements. The Governor can only pick up to 25% of the eligible in-state Census tracts by March 20. We have sent our list to the State Economic Development office today.
6. There is a sales tax webinar this Thursday.

## **ADJOURNMENT**

Mr. Fanaro moved and Mr. Gott seconded to adjourn the meeting at 2:30 p.m.

Respectfully submitted,

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