

**WAYS & MEANS COMMITTEE MEETING MINUTES**  
**MONDAY, APRIL 9, 2018**  
**1:30 P.M.**

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

Ways & Means Chair Dan Pangrazio asked Livonia Supervisor Eric Gott to lead the Pledge of Allegiance.

**PERSONNEL ISSUES**

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

**1. PERSONNEL DEPARTMENT – TISH LYNN**

**ADOPTING THE LIVINGSTON COUNTY PATIENT PROTECTION AND AFFORDABLE CARE ACTION SECTION 1557 GRIEVANCE PROCEDURE AND NOTICE OF NONDISCRIMINATION**

WHEREAS, the Patient Protection and Affordable Care Act requires employers to adopt grievance procedures for the purpose of allowing persons to present claims of unlawful discrimination made in connection with employee and retiree health programs and activities; and

WHEREAS, this law also requires employers to adopt a notice of nondiscrimination; and

WHEREAS, the County has developed a grievance procedure and a notice of nondiscrimination which have been presented to the Ways and Means Committee of the Livingston County Board of Supervisors, copies of which have been filed with the Clerk of the Board of Supervisors;

WHEREAS, the Ways and Means Committee is recommending adoption of the grievance procedure and notice of nondiscrimination by the Board of Supervisors; now, therefore, be it

RESOLVED, that the Affordable Care Act Discrimination Complaint Grievance Procedure and Notice of Nondiscrimination are hereby adopted.

Ms. Lynn reviewed the requirements for the patient protection and affordable care act and the grievance procedure and the nondiscrimination disclosure.

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

**2. CENTER FOR NURSING & REHABILITATION – FRANK BASSETT**

**AMENDING THE 2018 LIVINGSTON COUNTY SALARY SCHEDULE: CENTER FOR NURSING AND REHABILITATION**

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

**Center For Nursing And Rehabilitation:**

- Create one full-time Director of Fiscal Services position at the salary range of \$74,000-\$85,500.
- Delete one full-time Director of Fiscal Services position upon the retirement of Barbara Keefe.

**Director's Comments:**

Director of Fiscal Services Barbara Keefe will retire COB June 1, 2018. Director Bassett requests to create a parallel Director of Fiscal Services position to enable hiring a successor and establishing a start date that would accommodate a 1 – 2 weeks transition between the incumbent and successor. The position held by Barbara Keefe would be deleted following her retirement.

Mr. Bassett explained that this position allows him to have a parallel position in place during the transition. Mr. Bassett reached out to Bonadio to have Kelly DeMonte participate in the interview process. Mr. Bassett has also reached out to Bonadio for an agreement to help us to provide the cash reports in a timely manner during this transition.

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

**3. ECONOMIC DEVELOPMENT – BILL BACON**

**AMENDING THE 2018 LIVINGSTON COUNTY SALARY SCHEDULE: ECONOMIC DEVELOPMENT**

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

**Economic Development:**

- Create one full-time Economic Development Assistant position and setting to a Wage Grade 11.

Director's Comments:

There would not be a position added to the department. This position would replace the senior account clerk typist position currently occupied by Tessa Taylor. The duties have changed since the senior account clerk typist position was created. All accounting and bookkeeping has been brought in-house for the three agencies and those responsibilities have fallen on the senior account clerk typist position. The loan and grant portfolio has increased significantly and with that comes a lot of additional administrative duties. The office needs less of a clerical focus and more of a specific economic development focus. The senior account clerk typist position would be deleted upon successfully completing the probation period.

This position would replace the current senior account clerk typist position occupied by Tessa Taylor. All accounting and bookkeeping has been brought in-house for their three agencies and those responsibilities have fallen on the senior account clerk typist position. They will need extra support with less of a clerical focus and more of a specific economic development focus. The position would be created at a grade 11. The current position is a grade 9. The senior account clerk typist position would be deleted after the successful completion of the probationary period.

Mr. Gott requested permission to abstain as Tessa Taylor is his stepdaughter. Wadsworth/LeFeber

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

**4. BOARD OF ELECTIONS – IAN COYLE  
APPOINTING COMMISSIONER OF ELECTIONS – DAVID DI PASQUALE**

WHEREAS, Judith A. Hunter, of the County Committee of the Democratic Party, has filed with the Board of Supervisors a certificate recommending the appointment of David DiPasquale, a resident and qualified voter of the Town of Mt. Morris, as a Commissioner of Elections of the County of Livingston, now, therefore, be it

RESOLVED, that pursuant to the provisions of Section 3-204 of the Election Law of the State of New York, David DiPasquale, Democrat, of 53 Parker Road, Mt. Morris, NY 14510, is hereby appointed as Commissioner of Elections for a term commencing January 1, 2019 and terminating December 31, 2022.

Mr. Coyle reviewed the process for commissioner recommendation and appointment.

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

**COUNTY ADMINISTRATOR – IAN COYLE**

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

**1. APPROVING ABSTRACT OF CLAIMS #4A-APRIL 11, 2018**

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

**2. AUTHORIZING TRANSFER OF FUNDS – DEPARTMENT OF HEALTH (3)**

RESOLVED, that the Livingston County Treasurer is authorized and directed to make the requested transfers per the Budget Transfer Request Forms on file in the Office of the Clerk of the Board which have been approved by the Livingston County Administrator.

Mr. Coyle reviewed the transfers for approval.

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

**3. AMENDING 2018 LIVINGSTON COUNTY BUDGET – CENTRAL SERVICES**

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 explained that this is a partial reimbursement from NYMIR for the water leak claim. There is also a bid on 4/19 for more work to be done.

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

**4. PROCLAIMING MAY 6-12, 2018 AS MUNICIPAL CLERKS WEEK**

WHEREAS, the Office of the Municipal Clerk, a time honored and vital part of local government exists throughout the world, and

WHEREAS, the Office of the Municipal Clerk is the oldest among public servants, and

WHEREAS, the Office of the Municipal Clerk provides the professional link between the citizens, the local governing bodies and agencies of government at other levels, and

WHEREAS, Municipal Clerks have pledged to be ever mindful of their neutrality and impartiality, rendering equal service to all, and

WHEREAS, the Municipal Clerk serves as the information center on functions of local government and community, and

WHEREAS, Municipal Clerks continually strive to improve the administration of the affairs of the Office of the Municipal Clerk through participation in education programs, seminars, workshops and the annual meetings of their state, province, county and international professional organizations, and

WHEREAS, it is most appropriate that we recognize the accomplishments of the Office of the Municipal Clerk, now, therefore be it

RESOLVED, that the Livingston County Board of Supervisors do recognize the week of May 6-12, 2018 as Municipal Clerks Week, and further extend appreciation to our Clerk of the Board and to all Livingston County Town and Village Municipal Clerks for the vital services they perform and their exemplary dedication to the communities they represent.

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

#### **5. APPOINTING RECORDS MANAGEMENT OFFICER – JASON PARKER**

WHEREAS, the Livingston County Board of Supervisors formally transferred the functions of the Livingston County Records Management Department to the Livingston County Information and Technology Services Department on February 14, 2018, pursuant to resolution number 2018-53; and

WHEREAS, the County Administrator has recommended the appointment of a Records Management Officer pursuant to his powers and duties as specified in Section 4(C) of Local Law 6-2007 and Section 57.19 of the Arts and Cultural Affairs Law; now, therefore, be it

RESOLVED, that Jason Parker of 4365 Shelly Road, Livonia, New York 14487 is hereby appointed to the position of Records Management Officer.

**This item has been pulled for discussion at the 4/23 committee meeting.**

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

1. Tax Delinquent Properties-Mr. Coyle explained that this is a carry-over from earlier discussions. There are really two issues here that have surfaced in a couple of different communities in the county; assessment and assessment being maintained even when looking at the property at street levels shows that property to be well below assessed value. The County needs to work hand in hand with the assessors and code enforcement officers about those properties that may not have been maintained or, if a bank is paying the taxes on a vacant property, that the property has the correct assessment, especially since the County makes the towns and villages whole for any unpaid taxes. There was discussion on other properties that have had condemnation questions. From the County end, we can share information on the foreclosure properties, maybe there is some water off on a property. Encourage contact between the assessor and code enforcement officer. There was discussion on the importance to have some kind of formal legal declaration in advance of the tax auction so that the County Attorney has time to research the property.

2. NYS Budget/Legislative Update-Mr. Coyle reported that the state budget was passed. There is a call scheduled with NYSAC tomorrow to get more details on the impact to counties. The Internet tax was not included. Raise the age still has questions with the tax cap and reimbursement. There are a couple of special elections that may have all three branches with a democratic majority. We are very busy with grants. The ERP financial systems kickoff meeting was today.

3. Other-Don Higgins is the recipient of the Public Works Leader of the Year award from the APWA. Mr. Coyle reported on a couple of cases at Coffee with the County events in two different communities where drainage issues that were resolved after being brought up at those meetings. We were able to make connections

for those issues. There is a reception at the NYMIR annual meeting for their 100<sup>th</sup> anniversary if a Board member would like to attend May 10-11. There was discussion on what percent of our property taxes now goes toward mandated items with this new budget.

**ADJOURNMENT**

Mr. Gott moved and Mr. Mahus seconded to adjourn the meeting at 1:58 p.m.

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**REAL PROPERTY TAX SERVICES – BILL FULLER**

**Informational Item(s) Written Only**

1. An informational meeting is scheduled for the Village Tax Collectors to discuss the services ABS provides for tax bill printing.
2. The Assessors will be finishing their informal hearings with property owners this month.
3. Next Assessors meeting is scheduled for the morning of April 25<sup>th</sup>.
4. Our office will print the Tentative Assessment Rolls for the Assessors. Rolls are to be filed with the Town Clerk by May 1<sup>st</sup>.
5. Board of Assessment Review Training is scheduled for April 25<sup>th</sup>.

Respectfully submitted,

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

**EXECUTIVE SESSION**

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

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

No action taken.