

**WAYS & MEANS COMMITTEE MEETING MINUTES
MONDAY, SEPTEMBER 24, 2018
1:30 P.M.**

PRESENT: D. Pangrazio, D. Knapp, D. Fanaro, W. Wadsworth, D. LeFeber, D. Mahus, G. Deming, M. Falk, S. Hillier, A. Ellis, W. Mann & W. Fuller

ABSENT: E. Gott,

Ways & Means Chair Dan Pangrazio asked Ossian Supervisor Dwight Knapp to lead the Pledge of Allegiance.

COUNTY TREASURER – SHANNON HILLIER

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 TREASURER: PHILLIPS LYTLE LLP

RESOLVED, that the Chairman of the Livingston County Board of Supervisors is hereby authorized to sign the following contract for the Livingston County Treasurer, and any future amendments to said contract, according to the term(s) designated, subject to review by the County Attorney and County Administrator:

<u>Contractor</u>	<u>Term</u>	<u>Amount</u>
Phillips Lytle LLP 1400 First Federal Plaza Rochester, NY 14614	2017 in rem proceeding	\$358.00/per parcel
For: Foreclosure for 2017-tax year		

<i>Funding Source</i>	<i>Local Share</i>	<i>Budgeted?</i>
N/A	0	Yes X No

The County Attorney explained that this contract is done each year for delinquent town and county taxes. The per parcel fee has decreased slightly from \$385 to \$358 per parcel for the title search costs.

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

PERSONNEL – TISH LYNN

Action Item(s) To Be Reported

1. ADOPTING THE LIVINGSTON COUNTY SEXUAL HARASSMENT POLICY

WHEREAS, Livingston County currently has a Sexual Harassment Policy previously modified by Resolution No. 2018-255 on August 8, 2018; and

WHEREAS, New York State requires county sexual harassment policies to mirror the state policy; now, therefore be it

RESOLVED, that the Livingston County Board of Supervisors hereby adopts the attached Livingston County Sexual Harassment Policy, effective October 1, 2018, said policy to supersede the existing policy.

Ms. Lynn reviewed the NYS sexual harassment law changes. We have been notified that the State is putting out a model policy, model training program and model complaint form that all employers have to have policies, trainings and complaint forms that meet the minimum requirements established by the state. By law, we have to have the policy and complaint form adopted by October 9, however all we have from the state at this point is a draft model policy and complaint form. Ms. Lynn does not know if she will need to come before the Board again with this matter. We need to take action today in order comply with the deadline. Hopefully we will not have to make further changes once the model documents have been released by the state. Towns also need to have this policy adopted by the October 9 deadline. Ms. Lynn reviewed the final information we are waiting to hear from the state. There is also concern on the employee training deadline on 1/1/19. Training must be interactive to allow for question and answer so our current computer based training does not seem to apply. The training deadline is not included in the law. There was discussion on compliance of contractors and staff coming onto County property.

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

COUNTY AUDITOR – TERRY DONEGAN

Action Item(s) To Be Reported

1. ACCEPTING THE REPORT OF COMMITTEE ON WORKERS' COMPENSATION INSURANCE ESTIMATE AND APPORTIONMENT OF COUNTY SELF- INSURANCE FOR THE YEAR 2019

WHEREAS, the Ways and Means Committee has submitted the following annual estimate and apportionment of expenses for the Livingston County Self-Insurance Plan for the fiscal year beginning January 1, 2019, and ending December 31, 2019, pursuant to Section 67 Paragraph 1 of the Workers' Compensation Law, and

**LIVINGSTON COUNTY SELF INSURANCE PLAN
ANNUAL ESTIMATE AND APPORTIONMENT OF EXPENSES
1-Jan-19**

AWARDS:	\$1,450,000.00			
	0			
MEDICAL:	\$620,000.00			
CLAIM	\$86,000.00			
EXP:				
REHAB	\$48,000.00		SUBTOTAL	\$2,204,000.00
SVCS:				0
ADMINISTRATIVE COSTS:				
	Administratio	\$92,050.00		
	n (UMR/Self-			
	Funding)			
	Legal Fees	\$55,000.00		
	W.C. Board	\$170,000.00		
	Assessments			
	Insurance	\$230,000.00		
	Public Goods	\$17,500.00	SUBTOTAL	\$564,550.00
	Pool			
CONTRIBUTION TO			SUBTOTAL	\$350,000.00
RESERVE FUND				
			TOTAL	\$3,118,550.00
LESS: RECOVERIES	\$375,000.00			
LESS: INTEREST INCOME	\$10,000.00			
LESS: INTERFUND	\$1,800,000.00			
REVENUES			LESS	\$2,185,000.00
				0
AMOUNT TO BE RAISED BY TAX				\$933,550.00

**APPORTIONMENT OF WORKERS' COMPENSATION
INSURANCE FOR THE YEAR 2019**

PARTICIPANTS	ASSESSED	% OF	2018	2019
---------------------	-----------------	-------------	-------------	-------------

RATIO		VALUES	FULL	TOTAL COST OF AMOUNT TO BE RAISED (70% Assessment 30% Experience)	SHARE OF	SHARE OF
		2017	VALUES		PARTICIPAN T	PARTICIPAN T
TOWNS						
Avon	98.00%	\$445,196,146	\$454,281,782	3.79%	\$41,729	\$35,362
Caledonia	97.00%	\$286,027,014	\$294,873,210	2.43%	\$26,704	\$22,650
Conesus	95.00%	\$196,182,554	\$206,507,952	1.76%	\$19,070	\$16,408
Geneseo	96.00%	\$577,969,669	\$602,051,739	4.88%	\$53,374	\$45,528
Groveland	96.00%	\$174,252,713	\$181,513,243	1.54%	\$16,562	\$14,399
Leicester	98.00%	\$147,037,009	\$150,037,764	1.31%	\$14,190	\$12,191
Lima	95.00%	\$276,095,382	\$290,626,718	2.45%	\$27,203	\$22,899
Livonia	98.00%	\$579,109,546	\$590,928,108	5.01%	\$54,155	\$46,817
Mt. Morris	100.00%	\$194,784,217	\$194,784,217	1.73%	\$18,781	\$16,196
North Dansville	100.00%	\$233,947,551	\$233,947,551		\$21,713	\$18,397
Nunda	100.00%	\$140,369,779	\$140,369,779	1.35%	\$14,191	\$12,592
Ossian	100.00%	\$78,068,138	\$78,068,138	0.70%	\$7,620	\$6,558
Portage	100.00%	\$52,526,207	\$52,526,207	0.51%	\$5,405	\$4,794
Sparta	100.00%	\$96,701,542	\$96,701,542	0.95%	\$9,434	\$8,879
Springwater	100.00%	\$139,491,799	\$139,491,799	1.30%	\$13,887	\$12,102
West Sparta	100.00%	\$85,701,223	\$85,701,223	0.79%	\$8,381	\$7,382
York	98.00%	\$248,292,481	\$253,359,674	2.28%	\$24,820	\$21,279
TOTALS		\$3,951,752,970	\$4,045,770,646	34.75%	\$377,219	\$324,431
COUNTY						
Livingston County		\$3,951,752,970	\$4,045,770,646	54.26%	\$489,872	\$506,540
VILLAGE S						
Avon	98.00%	\$177,037,072	\$180,650,073	1.93%	\$19,898	\$18,012
Caledonia	97.00%	\$106,106,819	\$109,388,473	1.09%	\$11,934	\$10,168
Dansville	100.00%	\$175,497,256	\$175,497,256	1.97%	\$20,879	\$18,351
Geneseo	96.00%	\$247,253,849	\$257,556,092	2.66%	\$29,572	\$24,815
Leicester	98.00%	\$20,408,366	\$20,824,863	0.19%	\$1,983	\$1,766
Lima	95.00%	\$88,508,615	\$93,166,963	0.85%	\$9,021	\$7,923
Livonia	98.00%	\$67,314,572	\$68,688,338	0.63%	\$6,680	\$5,841
Mt. Morris	100.00%	\$94,215,059	\$94,215,059	1.22%	\$12,499	\$11,351
Nunda	100.00%	\$42,932,653	\$42,932,653	0.47%	\$4,943	\$4,352
TOTALS		\$1,019,274,261	\$1,042,919,770	10.99%	\$117,409	\$102,579
GRAND TOTALS		\$8,922,780,201	\$9,134,461,062	100.00%	\$984,500	\$933,550

WHEREAS, the Ways and Means Committee recommends the adoption of the report, now therefore be it

RESOLVED, that the estimate and apportionment of expenses be approved as submitted, and, be it further

RESOLVED, that pursuant to Section 67, Paragraph 1, of the Workers' Compensation Law, the amount apportioned to the county and each of the participating towns as set forth in the foregoing report be levied and

assessed upon the taxable property of the County, and that other participating municipalities make payment to the County Treasurer not later than thirty days after the commencement of the participants next fiscal year, and, be it further

RESOLVED, that certified copies of this report and resolution be forwarded to each participant of this plan.

Mr. Donegan reviewed the annual budget and the changes to 70% assessment to 30% experience which will continue at 10% increments each year until we reach 50/50. Overall spending is down and towns will see a decrease in 2019. We were able to increase our reserve from \$300,000 this year to \$350,000. One of the driving factors for this change was a review by UMR of the last five years of settlements done to estimate potential future exposure. CNR works very hard each year to try and settle claims where possible. There are quarterly meeting to review cases and try to get them off our books.

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

COUNTY ATTORNEY – SHANNON HILLIER

Action Item(s) To Be Reported

1. AUTHORIZING THE CHAIRMAN OF THE LIVINGSTON COUNTY BOARD OF SUPERVISORS TO SIGN AN INTERMUNICIPAL AGREEMENT FOR THE CREATION OF A LOCAL DEVELOPMENT CORPORATION FOR THE PURPOSES OF ESTABLISHING, OPERATING AND MAINTAINING A JOINT COUNTY DETENTION FACILITY

WHEREAS, New York State passed legislation as part of the 2017-2018 New York State Budget requiring counties to implement new Raise the Age (RTA) laws beginning October 1, 2018, with anticipated reimbursement of associated costs to counties; and

WHEREAS, a group of New York State counties have organized to create the “Raise the Age Compliance Coalition” in accordance with Section 119-o of New York State General Municipal Law; and

WHEREAS, New York State RTA laws require counties to develop and have available various levels of juvenile detention; and

WHEREAS, County Law Section 218-a authorizes a contract between one or more counties for purposes of providing the joint establishment, operation and maintenance of a joint county detention facility; and

WHEREAS, Not-for Profit Corporation Law Section 1411 allows any one or more counties of the State to create a local development corporation to be incorporated by public officers or private individuals and operated exclusively for charitable or specific public purposes; and

WHEREAS, Livingston County is desirous of entering into an Intermunicipal Agreement with a consortium of counties to create a local development corporation for the purpose of establishing, operating and maintaining a new joint county detention facility; and

WHEREAS, participation in this Intermunicipal Agreement will not bind the County to contribute funds or resources to acquire and/or construct any detention facility but will require a shared contribution to the cost of creating such corporation; now, therefore be it

RESOLVED, the Chairman of the Livingston County Board of Supervisors is hereby authorized to sign an Intermunicipal Agreement with a consortium of counties for the purposes listed above, subject to review by the County Attorney and County Administrator.

Ms. Hillier reviewed the RTA (Raise The Age) implementation status. Ms. Hillier reviewed the plan and an example of the AO (Adolescent Offender) process. Our County signed an MOU last March with ten other counties to form a coalition to explore building a facility that would allow us to house this AO population for pre-detention or under a year detention. Groveland will be the location for AO detention for over a year. There have been two locations identified as possibilities, the Monterey facility near Watkins Glen and an old school in the Village of Belmont. Mrs. Hillier believes both facilities equally present ~\$2M project. This resolution is the next step in having this Coalition form a local development corporation to that true decision making can be had. By creating this development corporation, we are not locking ourselves into any promises in the terms of our County contributing towards the cost of building a facility. All we are doing at this point is using Treahy and the monies that we promised as part of that contract, to form this corporation.

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

2. AMENDING A PORTION OF RESOLUTION NO. 2018-189

WHEREAS, Resolution No. 2018-189 authorized the Chairman of the Livingston County Board of Supervisors to sign a renewal of the Verizon Water Tower Lease Agreement for a term commencing July 1, 2018 and terminating June 30, 2023 at an initial monthly rental of \$3,032.51, and

WHEREAS, the initial monthly rental amount needs to be decreased to \$3,003.06 per month with an annual rent increase of 3%; now, therefore, be it

RESOLVED, that Resolution No. 2018-189 is hereby amended.

Mrs. Hillier reviewed the previous terms proposed by Verizon and her work to bring Verizon to a point of agreement.

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

COUNTY ADMINISTRATOR – CHAIRMAN DAN PANGRAZIO

Action Item(s) To Be Reported

1. APPROVING ABSTRACT OF CLAIMS #9B-SEPTEMBER 26, 2018

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

2. AUTHORIZING TRANSFER OF FUNDS – OFFICE FOR THE AGING

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. Pangrazio reviewed the transfers for approval.

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

3. AMENDING 2018 LIVINGSTON COUNTY BUDGET – DEPARTMENT OF HEALTH, OFFICE FOR THE AGING

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.

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

4. ESTABLISHING STANDARD WORK DAY-Annual resolution listing all positions required for retirement reporting.

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

5. ESTABLISHING STANDARD WORK DAY AND RETIREMENT REPORTING CREDIT-Annual resolution for elected & appointed officials as required.

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

Pre-approved Informational Item(s) To Be Reported

1. 2019 Budget Update-Mr. Pangrazio reported on the status of the budget process. The workshop is scheduled for October 10.

2. Host Compliance (File for review) Any input should go back to the County Administrator.

3. CIP – Discussion will be at the next meeting.

4. EOC Expansion – Final meetings with USDA in preparation of financing approval.

5. Mr. Pangrazio reviewed the current tax collection program that uses the AS400 system. Replacement parts are difficult to find and it is time to purchase a new program. There have been discussions with Town and Village Clerks, Bill Fuller and Jason Parker to contract with BAS, which has 24/7 customer service. There is a significant savings if the towns/villages come under county contract. Jason Parker believes cost will be a wash in savings from clerks no longer doing tax mailings. Mr. Fuller reviewed ABS and how the customer services line is better with BAS. Best case scenario is to have one provider. There was discussion on towns already using BAS and a possible \$2,200-\$3,000 reimbursement back to them. There is an additional fee for credit card

use. that would be an additional charge to that town or village. There will be an action item at the next committee meeting. A letter will be forthcoming from the County Treasurer.

ADJOURNMENT

Mr. Mahus moved and Mr. Wadsworth seconded to adjourn the meeting at 1:47 p.m.

REAL PROPERTY TAX SERVICES – BILL FULLER

Informational Item(s) Written Only

- I have hired Glenda Weaver to fill the vacant Real Property Tax Services Aide position in our office. Glenda will be starting September 24th.
- Assessors are currently attending Small Claims Assessment Review hearings.
- I will be attending the tax collection meeting this week.

Respectfully submitted,

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