



LIVINGSTON COUNTY BOARD OF SUPERVISORS' MEETING NOTICE

Livingston County Government Center, Geneseo, New York 14454 585.243.7030

TENTATIVE AGENDA

COMMITTEE: WAYS AND MEANS

DATE: JULY 11, 2022

TIME: 1:30 P.M.

Committee Members

D. Knapp, Chairman
W. Wadsworth, Vice Chairman
D. Fanaro
E. Gott
D. Babbitt Henry
D. LeFeber
D. Pangrazio

PLEDGE OF ALLEGIANCE:

1:30 PERSONNEL ISSUES

1. EMERGENCY MEDICAL SERVICES – KAREN DEWAR

AMENDING THE 2022 LIVINGSTON COUNTY SALARY SCHEDULE: EMERGENCY MEDICAL SERVICES DEPARTMENT

RESOLVED, that the 2022 Hourly Employee Salary Schedule is amended as follows:

Emergency Medical Services Department:

- Create two full-time Emergency Medical Technician positions at Grade 5 CSEA Contract effective immediately.
- Create two full-time Advanced Life Support Technician positions at Grade 13 CSEA Contract effective immediately.

For: Maintain staffing for expanded services.

2. HUMAN RESOURCES – KATE HILL

AMENDING A PORTION OF RESOLUTION NO. 2022-36: VETERANS SERVICE AGENCY

WHEREAS, the Board of Supervisors adopted Resolution No. 2022-36 establishing the 2022 County employee salaries and certain compensation and benefits for other employees; and

WHEREAS, the position of Director of Veterans Service Agency will become vacant on July 21, 2022; now, therefore, be it

RESOLVED, that effective July 22, 2022 the Deputy Director of Veterans Services receive a weekly stipend in the amount of \$225.00 any work week where he is authorized by the County Administrator to perform the duties of Director of Veterans Service Agency; and be it further

RESOLVED, that this portion of Resolution No. 2022-36 is hereby amended.

AMENDING A PORTION OF RESOLUTION NO. 2022-36: PAYMENT IN LIEU OF VACATION

WHEREAS, the Board of Supervisors adopted Resolution No. 2022-36 establishing the 2022 County employee salaries and certain compensation and benefits for other employees; and

WHEREAS, Pursuant to the resolution Department Heads may receive payment in lieu of vacation on the same basis as provided to those employees covered by the collective bargaining agreement between Livingston County and the CSEA Full-Time Unit;

WHEREAS, staffing challenges and other factors have impacted the ability of department heads to use vacation leave;

RESOLVED, Department heads may receive payment in lieu of vacation up to a maximum of two weeks of such vacation in lieu of such time off.

AMENDING THE 2022 LIVINGSTON COUNTY SALARY SCHEDULE: HUMAN RESOURCES

RESOLVED, that the 2022 Department Head Salary Schedule is amended as follows:

Human Resources:



LIVINGSTON COUNTY BOARD OF SUPERVISORS' MEETING NOTICE

Livingston County Government Center, Geneseo, New York 14454 585.243.7030

- Create one full-time Benefits Specialist I position at the salary of \$27.47 per hour effective immediately.
- Delete one full-time Personnel Assistant on the Department Head Salary Schedule effective immediately.

For: This aligns with the Human Resources Department restructuring to better serve County residents and employees.

1:35 ECONOMIC DEVELOPMENT – BILL BACON

Action Item(s) To Be Reported

1. AMENDING A PORTION OF RESOLUTION 2021-383 (NYSOLAR03 LLC)

WHEREAS, Resolution No. 2021-383 authorized the Chairman of the Livingston County Board of Supervisors to sign a PILOT agreement for NYSOLAR03 LLC ; and

WHEREAS, the address listed in the title of Resolution No. 2021-383 incorrectly identified the project address; and

WHEREAS, the PILOT Agreement for NYSOLAR03 LLC should be amended to reflect an address of 5476 Lima Road, Geneseo, NY 14454; now, therefore, be it

RESOLVED, that Resolution No. 2021-383 is hereby amended.

1:40 RECORDS MANAGEMENT – MEGAN SOKOLOW (Attachments)

Action Item(s) To Be Reported

1. RESOLUTION ADOPTING DIGITALLY FORMATTED RECORDS AS ACCEPTABLE OFFICIAL RECORDS FOR THE RECORDS RETENTION AND DISPOSITION SCHEDULE (LGS-01) ISSUED BY THE NEW YORK STATE ARCHIVES AND RECORDS ADMINISTRATION

WHEREAS, the Livingston County Records Management Officer has a long, established practice of consistently following the Records Retention and Disposition Schedule, LGS-01 issued by the New York State Archives and Records Administration pursuant to Arts and Cultural Affairs Law Section 57.05.11; and

WHEREAS, the Livingston County Government has adopted the LGS-01 schedule in Resolution No. 2020- 315; now, therefore, be it

RESOLVED, that the Livingston County Records Management Officer hereby affirms the long-standing practices of the Livingston County government relative to the preservation of Records in digital formats issued by the State Archives of Records Administration for continued use by the Livingston County in legally maintaining digital records listed therein; be it is further

RESOLVED, that the Livingston County Records Management Officer shall maintain any digitally created records in their native digital format for the legally proscribed retention period of the record; be it is further

RESOLVED, that the Livingston County Records Management Officer shall maintain all digital records adhering to the guidelines set forth in the Regulations of the Commissioner of Education Part 185.8; be it further

RESOLVED, that the Livingston County Records Management Officer will continue the practice of only destroying an original record after a digital record is made pursuant to Regulations of the Commissioner of Education Part 185.8 when it is clear:

- (a) the digital record will be preserved in lieu of the original;
- (b) the digital record has been examined and found to be a true and clear photographic copy of the original from which a legible facsimile or a legible certified copy can be made;
- (c) the record meets the minimum quality standards advised by the Digital Imaging Guidelines advised in NYS Archives publication #00
- (d) the record is stored in an appropriately secure repository as an archival document type, such as .TIF (.TIFF) or PDF/a

and be it further,

RESOLVED, that copies of records in other formats, including paper, shall be deemed convenience



LIVINGSTON COUNTY BOARD OF SUPERVISORS' MEETING NOTICE

Livingston County Government Center, Geneseo, New York 14454 585.243.7030

copies and disposed of when no longer needed for reference or other administrative purposes.

2. AUTHORIZING THE CHAIRMAN OF THE LIVINGSTON COUNTY BOARD OF SUPERVISORS TO SIGN THE FOLLOWING CONTRACTS FOR THE LIVINGSTON COUNTY RECORDS MANAGEMENT DEPARTMENT: KEOUGH RECORDS MANAGEMENT SERVICES & GARY ALBRIGHT

RESOLVED, that the Chairman of the Livingston County Board of Supervisors is hereby authorized to sign the following contracts for the Livingston County Records Management Department, and any future amendments to said contracts, according to the terms designated, subject to review by the County Attorney and County Administrator:

<u>Contractor</u>	<u>Term</u>	<u>Amount</u>
Keough Records Management Services 1 Fernwood Drive Loudonville, NY 12211	8/1/22-9/1/22	\$9,600.00
For: Survey and Analysis Project		

<i>Funding Source</i>	<i>Local Share</i>	<i>Budgeted?</i>
County Budget	100%	No

Director's Comments:

The intent of this project is to create a full documentation of where and how our records are being stored electronically. It is an important step in the process of ensuring that we are creating a responsive and compliant records keeping system. Electronic documents are considered acceptable formats to house records provided that they meet the guidelines iterated in the attached "Digital Imaging Guidelines" publication. In order to move the county forward in terms of creating a well-rounded, functional electronic records keeping system in the future, we are also attempting to identify the location and types of active records being stored around the county facilities. Our 1991 full inventory is no longer relevant to today's collections. The County Administrator, Ian Coyle has approved this request and funds will be allocated from contingency into our professional services line.

Gary Albright 68 Village Trail Honeoye Falls, NY 14472	8/1/22-7/31/23	Not to exceed \$5,000.00
For: Repair and conservation of maps and plans held at the County Archives and Historians office.		

<i>Funding Source</i>	<i>Local Share</i>	<i>Budgeted?</i>
County Budget	100%	No

Director's Comments:

All historic documents that relate to the history of local governance from before 1911 are permanent. The maps have moderate to severe damage due to age and improper storage. It is our duty and responsibility to preserve the maps and documents so that they will be available to future generations. Stabilizing each map so that it can scanned into our electronic repository is the goal of the project. Any maps older than 1911 will be stored in a safer archival storage system permanently and made accessible to researchers via the digital formats.

1:50 COUNTY ATTORNEY – SHANNON HILLIER

Action Item(s) To Be Reported

AUTHORIZING CONVEYANCE OF COUNTY PROPERTY ACQUIRED BY TAX DEED

WHEREAS, the County of Livingston acquired title to the following parcel of land, and

WHEREAS, the Livingston County Board of Supervisors' Ways and Means Committee has approved the sale of said parcel, it is, hereby

RESOLVED, that the following conveyance be approved:

Tax Map No.	Former Owner	Current Purchaser	Village/Town	Price
203.11-7-16.1	Terrie L. Rumsey &	Village of Dansville	Village of	Amount of unpaid

cc: BOS, Administration, Amy Davies, Jason Parker, Kate Hill, Bill Fuller, Megan Sokolow



LIVINGSTON COUNTY BOARD OF SUPERVISORS' MEETING NOTICE

Livingston County Government Center, Geneseo, New York 14454 585.243.7030

	Joshua M. Northup		Dansville	property taxes at the time of closing
--	-------------------	--	-----------	---------------------------------------

and, be it, further

RESOLVED, that the Chairman of the Livingston County Board of Supervisors is hereby authorized to execute the quit-claim deed of conveyance and any and all related documents to complete the aforesaid conveyance.

2:00 COUNTY ADMINISTRATOR – IAN COYLE (Attachments)

Action Item(s) To Be Reported

1. APPROVING ABSTRACT OF CLAIMS #7A-JULY 13, 2022

RESOLVED, that the Livingston County Board of Supervisors approves the Abstract of Claims #7A dated July 13, 2022 in the total amount of \$3,180,990.93.

2. AMENDING 2022 LIVINGSTON COUNTY BUDGET: HIGHWAY, OFFICE FOR THE AGING & SHERIFF'S OFFICE

RESOLVED, that the Livingston County Treasurer is authorized and directed to make the requested Budget Amendments per the Budget Amendment entries that have been approved by the Livingston County Administrator.

3. AUTHORIZING TRANSFER OF FUNDS: INFORMATION & TECHNOLOGY SERVICES & OFFICE FOR THE AGING

RESOLVED, that the Livingston County Treasurer is authorized and directed to make the requested transfers per the Budget Amendment entries that have been approved by the Livingston County Administrator.

Pre-approved Informational Item(s) To Be Reported

- Livingston County ARPA Town Investment Framework
- Total Compensation / Employee Benefits Review

2:30 ADJOURNMENT

REAL PROPERTY TAX SERVICES – BILL FULLER

Informational Item(s) Written Only

- The final assessment rolls have been printed and picked up by the Assessors.
- School District final rolls will be delivered to the various Schools by the Assessors.
- Final Assessment Rolls are updated on the Website.
- Small Claims Assessment Review forms will be filed by property owners that want to go the next step to dispute their assessment.



Keough Records Management Services

1 Fernwood Drive
Loudonville, NY
518.331.7843

keoughb@hotmail.com

Quote for Specialized Record Management Consulting Services Livingston County, NY

June 21, 2022

To:

Megan M. Sokolow
Records Inventory Supervisor
MSokolow@co.livingston.ny.us
(585) 243-7503

SCOPE OF SERVICES

- A discussion of the nature, importance, and types of electronic records.
- An inventory of Livingston County's active records and electronic record keeping systems
- Survey and analyze all the active records series held by Livingston County departments to ascertain how to improve efficiency and retention compliance county-wide
- Recommendations for future projects to improve the management of Livingston County's active and electronic records
- Create a report that includes an analysis of the active records series and electronic records keeping programs.

Price Quote

- **Consultant @ 20 Days at \$480 per day - \$9,600**

Brian Keough, MLS, MA





2022 Budget Request - Amendment with Instance ID of 58588 from Highway - Awaiting Board Approval

lforms to: MRees

07/06/2022 08:30 AM

2022 Budget Request - Amendment from **Highway** has been approved by the County Administrator. This request requires board approval.

Date of Request: 7/6/2022

Department: Highway **Program:**

Type of Request: Budget Request - Amendment

Instance ID: 58588

From Appropriation / Revenue

From Dept Code:

From Dept Description: County Road 62 Rehab
0.00

To Appropriation

To Dept Code:

To Dept Description: County Road 62 Rehab
2444907.41

Reason: (if applicable)

Source of Revenue: Contract Expense - balance open for project State and Federal reimbursements - current amount owed to County (if applicable)

Click here to view the submission in a Web browser. After reviewing it, you can make your approval decision.

If Approved, please input the Resolution Number and attach the Resolution.



[Click here to open this task in Forms.](#) ERP Budget Request Form.pdf



2022 Budget Request - Amendment with Instance ID of 58599 from Office for the Aging - Awaiting Board Approval

lforms to: MRees

07/06/2022 01:58 PM

2022 Budget Request - Amendment from **Office for the Aging** has been approved by the County Administrator. This request requires board approval.

Date of Request: 7/6/2022

Department: Office for the Aging **Program:**

Type of Request: Budget Request - Amendment

Instance ID: 58599

From Appropriation / Revenue

From Dept Code:

From Dept Description: MIPPA

0.00

To Appropriation

To Dept Code:

To Dept Description: MIPPA

6716.00

Reason: (if applicable)

Source of Revenue: Increase Federal Revenue allocation to be spent on advertising (if applicable)

Click here to view the submission in a Web browser. After reviewing it, you can make your approval decision.

If Approved, please input the Resolution Number and attach the Resolution.



[Click here to open this task in Forms.](#) ERP Budget Request Form.pdf



2022 Budget Request - Amendment with Instance ID of 58419 from Sheriffs Office - Awaiting Board Approval

lforms to: MRees

06/23/2022 08:37 AM

2022 Budget Request - Amendment from **Sheriffs Office** has been approved by the County Administrator. This request requires board approval.

Date of Request: 6/22/2022

Department: Sheriffs Office **Program:**

Type of Request: Budget Request - Amendment

Instance ID: 58419

From Appropriation / Revenue

From Dept Code:

From Dept Description: Sheriff

0.00

To Appropriation

To Dept Code:

To Dept Description: Sheriiff

9140.34

Reason: (if applicable)

Source of Revenue: NYS Parks and Rec Snowmobile patrol reimb, not budgeted (if applicable)

Click here to view the submission in a Web browser. After reviewing it, you can make your approval decision.

If Approved, please input the Resolution Number and attach the Resolution.



[Click here to open this task in Forms.](#) ERP Budget Request Form.pdf



2022 Budget Request - Transfer with Instance ID of 58560 from Info and Tech Serv - Awaiting Board Approval

lforms to: MRees

07/01/2022 08:59 AM

2022 Budget Request - Transfer from Info and Tech Serv has been approved by the County Administrator. This request requires board approval.

Date of Request: 6/30/2022

Department: Info and Tech Serv **Program:**

Type of Request: Budget Request - Transfer

Instance ID: 58560

From Appropriation / Revenue

From Dept Code:

From Dept Description: 1680 AITS Equipment ARP Fed Re
0.00

To Appropriation

To Dept Code:

To Dept Description: 1680 AITS Equipment ARP Fed Re
1550000.00

Reason: Board approved ARP ITS projects (if applicable)

Source of Revenue: (if applicable)

Click here to view the submission in a Web browser. After reviewing it, you can make your approval decision.

If Approved, please input the Resolution Number and attach the Resolution.



[Click here to open this task in Forms.](#) ERP Budget Request Form.pdf



2022 Budget Request - Transfer with Instance ID of 58477 from Office for the Aging - Awaiting Board Approval

lforms to: MRees

06/27/2022 09:46 AM

2022 Budget Request - Transfer from Office for the Aging has been approved by the County Administrator. This request requires board approval.

Date of Request: 6/27/2022

Department: Office for the Aging **Program:**

Type of Request: Budget Request - Transfer

Instance ID: 58477

From Appropriation / Revenue

From Dept Code:

From Dept Description: IIIE

6960.00

To Appropriation

To Dept Code:

To Dept Description: IIIE

6960.00

Reason: Use subcontract funds to pay our own Aide. (if applicable)

Source of Revenue: (if applicable)

Click here to view the submission in a Web browser. After reviewing it, you can make your approval decision.

If Approved, please input the Resolution Number and attach the Resolution.



[Click here to open this task in Forms.](#) ERP Budget Request Form.pdf