



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: SEPTEMBER 25, 2023
TIME: 1:30 P.M.

| <u>Committee Members</u> |
|-----------------------------|
| D. Knapp, Chairman |
| W. Wadsworth, Vice Chairman |
| D. DiSalvo |
| D. Fanaro |
| E. Gott |
| D. LeFeber |
| D. Pangrazio |

PLEDGE OF ALLEGIANCE:

1:30 TRAINING & PROFESSIONAL DEVELOPMENT – KELLY GREENWAY

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 TRAINING AND PROFESSIONAL DEVELOPMENT DEPARTMENT: RONALD J. CHRISTOPHER & ASSOC. INC.

RESOLVED, that the Chairman of the Livingston County Board of Supervisors is hereby authorized to sign the following contract for the Livingston County Training and Professional Development 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> |
|--|------------------|---------------|
| Ronald J. Christopher & Assoc. Inc. | 11/1/23-12/31/23 | \$2,800.00 |

5485 Martha's Vineyard
Clarence Center, NY 14032

For: Safety in the Field & Safety in the Workplace Conflict Resolution/De-escalation Training

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

Procurement Method: Professional Services deemed exempt from RFP

Director's Comments:

The Department of Social Services has used this trainer in the past and recommended him.

2. AMENDING A PORTION OF RESOLUTION NO. 2013-065 (ICON ENTERPRISES, INC., D/B/A CIVICPLUS CONTRACT)

WHEREAS, Resolution No. 2013-065 authorized the Chairman of the Livingston County Board of Supervisors to sign a contract with Icon Enterprises, Inc., d/b/a CivicPlus for a term commencing February 18, 2013, and terminating February 18, 2017, with annual automatic renewals, in an amount not to exceed \$71,150.00 for redesign of website; and

WHEREAS, the Icon Enterprises, Inc., d/b/a/ CivicPlus is now known as CivicPlus; and

WHEREAS, a contract amendment is necessary for the increased scope of services in order for CivicPlus to create the County Intranet and provide annual recurring services; and

WHEREAS, the increased scope of services requires the contract amount to be increased in the amount of \$11,348.00 for a new total of \$86,498.00, with an annual recurring service fee in the amount of \$3,580.00; now, therefore, be it

RESOLVED, that a portion of Resolution No. 2013-065 is hereby amended.

Informational Item(s) Written Only

Notable Accomplishments

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



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- 21 Department Leaders attended the ERP Budget Training in August
- Coordinated a "Civil Service 101" training that was given by Kate; 7 people attended
- Coordinated a "Contract Training" given by Shannon in September; 27 employees signed up to attend
- Working with Jason to coordinate a "Lotus Notes" training that will be a video tutorial that employees can access in the future
- Coordinated an "End of Year Processes" Training with the Treasurer's Office for October; Currently have 30 employees signed up to attend
- Worked with HR to coordinate an "2023 Open Enrollment" training for Department Leaders that will be given in early October; Currently have 19 leaders signed up.
- Coordinated "Safety in the Workplace" (45 employees signed up) and "Safety in the Field" training (28 employees signed up) that will happen in November

TRAININGS/ PROFESSIONAL DEVELOPMENT

- Continued NeoGov Training for Onboard and Learn modules
- Continued NACo High Performance Leadership Academy training

1:35 INFORMATION & TECHNOLOGY SERVICES – JASON PARKER

Pre-approved Informational Item(s) To Be Reported

1. Departmental Update Presentation

1:45 COUNTY TREASURER – AMY DAVIES

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 Department of County Treasurer, 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> |
|---|------------------------|---------------------|
| Phillips Lytle LLP 1400 First Federal Plaza Rochester, NY 14614 | 2023 in rem proceeding | \$425.00/per parcel |

For: Foreclosure for 2022 – tax year

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

1:55 CENTRAL SERVICES – WILLIAM MANN

Action Item(s) To Be Reported

1. **ACCEPTING THE REPORT FROM THE COMMITTEE ON WORKERS' COMPENSATION INSURANCE REGARDING THE ESTIMATE AND APPORTIONMENT OF COUNTY SELF-INSURANCE FOR THE YEAR 2024**

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, 2024 and ending December 31, 2024, pursuant to Section 67 Paragraph 1 of the New York State Workers' Compensation Law.

LIVINGSTON COUNTY SELF INSURANCE PLAN
ANNUAL ESTIMATE AND APPORTIONMENT OF EXPENSES
JANUARY 1, 2024



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| | | | | |
|-------------------------------------|--|------------------------------|----------|----------------|
| AWARDS: | \$1,500,000.00 | | | |
| MEDICAL: | \$545,000.00 | | | |
| CLAIM EXP: | \$140,000.00 | | | |
| | | SUBTOTAL | | \$2,185,000.00 |
| ADMINISTRATIVE COSTS: | | | | |
| | Administration (Alterity/Perma) | \$126,000.00 | | |
| | W.C. Board Assessments Excess Insurance | \$150,000.00 \$240,000.00 | | |
| | | | SUBTOTAL | \$516,000.00 |
| CONTRIBUTION TO RESERVE FUND | | | | |
| | | \$300,000.00 | SUBTOTAL | \$300,000.00 |
| | | | TOTAL | \$3,001,000.00 |
| LESS: RECOVERIES | | | | |
| | | \$380,000.00 | | |
| LESS: INTEREST INCOME | | | | |
| | | \$75,000.00 | | |
| LESS: INTERFUND REVENUES | | | | |
| | | \$1,500,000.00 | | |
| | | | LESS | \$1,955,000.00 |
| AMOUNT TO BE RAISED BY TAX | | | | \$1,046,000.00 |

APPORTIONMENT OF WORKERS' COMPENSATION INSURANCE FOR THE YEAR 2024

| PARTICIPANTS | RATIO | ASSESSED VALUES 2022 | FULL VALUES | % OF TOTAL COST OF AMOUNT TO BE RAISED (50%) | | |
|-------------------|---------|-------------------------|-----------------|---|---------------------------------|---------------------------------|
| | | | | Assessment 50% Experience) | 2023 SHARE OF PARTICIPANT | 2024 SHARE OF PARTICIPANT |
| TOWNS | | | | | | |
| Avon | 100.00% | \$617,308,554 | \$617,308,554 | 3.46% | \$33,125 | \$36,202 |
| Caledonia | 100.00% | \$420,088,415 | \$420,088,415 | 2.06% | \$22,101 | \$21,600 |
| Conesus | 100.00% | \$257,145,417 | \$257,145,417 | 1.74% | \$17,639 | \$18,194 |
| Geneseo | 100.00% | \$777,310,854 | \$777,310,854 | 4.01% | \$43,854 | \$41,984 |
| Groveland | 100.00% | \$229,694,614 | \$229,694,614 | 1.44% | \$15,118 | \$15,030 |
| Leicester | 100.00% | \$198,492,658 | \$198,492,658 | 1.15% | \$12,355 | \$11,999 |
| Lima | 100.00% | \$397,173,637 | \$397,173,637 | 2.34% | \$23,922 | \$24,514 |
| Livonia | 100.00% | \$801,389,704 | \$801,389,704 | 4.33% | \$45,129 | \$45,304 |
| Mt. Morris | 100.00% | \$264,939,018 | \$264,939,018 | 1.78% | \$16,608 | \$18,635 |
| North Dansville | 100.00% | \$305,029,861 | \$305,029,861 | 1.62% | \$17,300 | \$16,948 |
| Nunda | 100.00% | \$188,019,966 | \$188,019,966 | 1.42% | \$13,172 | \$14,880 |
| Ossian | 100.00% | \$106,180,560 | \$106,180,560 | 0.64% | \$6,715 | \$6,677 |
| Portage | 100.00% | \$70,601,576 | \$70,601,576 | 0.60% | \$5,807 | \$6,256 |
| Sparta | 100.00% | \$135,831,999 | \$135,831,999 | 0.82% | \$8,533 | \$8,600 |
| Springwater | 100.00% | \$204,556,231 | \$204,556,231 | 1.19% | \$12,391 | \$12,468 |
| West Sparta | 100.00% | \$123,259,730 | \$123,259,730 | 0.76% | \$7,958 | \$7,934 |
| York | 100.00% | \$350,059,170 | \$350,059,170 | 1.99% | \$21,911 | \$20,858 |
| TOTALS | | \$5,447,081,964 | \$5,447,081,964 | 31.37% | \$323,637 | \$328,083 |
| COUNTY | | | | | | |
| Livingston County | | \$5,447,081,964 | \$5,447,081,964 | 56.81% | \$661,001 | \$594,187 |

VILLAGES

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



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| | | | | | | |
|---------------------|---------|------------------|------------------|---------|-------------|-------------|
| Avon | 100.00% | \$247,850,774 | \$247,850,774 | 1.93% | \$21,879 | \$20,151 |
| Caledonia | 100.00% | \$147,573,404 | \$147,573,404 | 1.10% | \$11,587 | \$11,536 |
| Dansville | 100.00% | \$222,261,385 | \$222,261,385 | 2.33% | \$23,375 | \$24,375 |
| Geneseo | 100.00% | \$319,313,579 | \$319,313,579 | 3.02% | \$28,014 | \$31,580 |
| Leicester | 100.00% | \$27,817,016 | \$27,817,016 | 0.19% | \$1,974 | \$1,970 |
| Lima | 100.00% | \$126,691,521 | \$126,691,521 | 0.82% | \$8,831 | \$8,560 |
| Livonia | 100.00% | \$89,971,425 | \$89,971,425 | 0.59% | \$6,135 | \$6,204 |
| Mt. Morris | 100.00% | \$118,772,529 | \$118,772,529 | 1.28% | \$14,261 | \$13,419 |
| Nunda | 100.00% | \$56,363,890 | \$56,363,890 | 0.57% | \$5,606 | \$5,936 |
| TOTALS | | \$1,356,615,523 | \$1,356,615,523 | 11.83% | \$121,662 | \$123,730 |
| GRAND TOTALS | | \$12,250,779,451 | \$12,250,779,451 | 100.00% | \$1,106,300 | \$1,046,000 |

2. AUTHORIZING THE PURCHASE OF ONE (1) 2023 FORD TRANSIT 250 VAN FOR LIVINGSTON COUNTY CENTRAL SERVICES: VAN BORTEL FORD

RESOLVED, that Livingston County Central Services is hereby authorized to purchase from Van Bortel Ford of 71 Marsh Rd, East Rochester New York 14445 one (1) 2023 Ford Transit 250 Van at a cost not to exceed \$54,065.30.

| | | |
|---|--------------------|------------------|
| <i>Funding Source</i> | <i>Local Share</i> | <i>Budgeted?</i> |
| County Budget | 100% | Yes X No |
| <i>Procurement Method:</i> NYSOGS Mini-Bid #10423 and NYSOGS Contract PC68953 | | |

3. AUTHORIZING THE PURCHASE OF ONE (1) 2023 DODGE RAM 3500 FOR LIVINGSTON COUNTY CENTRAL SERVICES: FALLS DODGE DBA JOE CECCONI'S CHRYSLER COMPLEX

RESOLVED, that Livingston County Central Services is hereby authorized to purchase from Falls Dodge dba Joe Cecconi's Chrysler Complex of 2380 Military Rd. Niagara Falls, NY 14304 one (1) 2023 Dodge Ram 3500 at a cost not to exceed \$57,240.75.

| | | |
|---|--------------------|------------------|
| <i>Funding Source</i> | <i>Local Share</i> | <i>Budgeted?</i> |
| County Budget | 100% | Yes X No |
| <i>Procurement Method:</i> NYSOGS Mini-Bid #14229 and NYSOGS Contract PC68974 | | |

2:00 RECORDS MANAGEMENT – MEGAN SOKOLOW

Action Item(s) To Be Reported

1. AWARDING BID FOR THE RECORDS MANAGEMENT DEPARTMENT FOR SCANNING EQUIPMENT: INDUS INTERNATIONAL & CROWLEY MICROGRAPHICS, INC.

WHEREAS, after the proper legal advertisement seeking bids for scanning equipment, three (5) bids were received and opened on September 6, 2023; now, therefore, be it

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

| | | |
|---|-----------------|---------------|
| <u>Contractor</u> | <u>Term</u> | <u>Amount</u> |
| Indus International 340 South Oak Street West Salem, WI 54669 For: Indus Book Scanner 5005MAX, 3 years support and maintenance, Virtual Library Software, Rescarta Software, and Abby OCR software. | 9/27/23-9/26/26 | \$49,485.00 |
| Crowley Micrographics, Inc. 5111 Pegasus Court, Suite M Frederick, MD 21704 For: Rowe Scan 450I-44" -- 40 Large Format Scanner | 9/27/23-9/26/26 | \$6,000.00 |

| | | |
|-----------------------|--------------------|------------------|
| <i>Funding Source</i> | <i>Local Share</i> | <i>Budgeted?</i> |
|-----------------------|--------------------|------------------|



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| | | |
|--------------|------|--|
| ARPA Funding | 100% | Yes <input checked="" type="checkbox"/> No |
|--------------|------|--|

Director's Comments:

In furtherance of the Strategic Goal of Livingston County to be "efficient, effective, and accountable," Records Management has taken steps to procure equipment that will allow public records, historical documents, maps, and plans to be digitized with appropriate metadata. This project, funded with the ARPA funding directed towards the Records Management Digitization efforts, will endeavor to provide high-quality digital captures of vital Livingston County information assets and in doing so improve the efficiency of information retrieval. It will also allow the County to improve the quality and quantity of historical records publicly available to researchers.

2:05 COUNTY ATTORNEY – SHANNON HILLIER

Action Item(s) To Be Reported

1. ADOPTION OF LOCAL LAW 7-2023 AMENDING AND RESTATING LOCAL LAW NO. 2-2021 TO EXTEND THE YOUTH DEER HUNTING PILOT PROGRAM THROUGH 2025

WHEREAS, proposed Local Law No. C-2023, entitled Amending and Restating Local Law No. 2-2021 to Extend the Youth Deer Hunting Pilot Program through 2025 was heretofore introduced on August 9, 2023; and

WHEREAS, in accordance with the law, a public hearing upon proposed Local Law No. C-2023, was duly held before this Board of Supervisors on September 27, 2023; and

WHEREAS, said proposed Local Law in final form has been on the desks of the members of this Board of Supervisors since August 9, 2022, constituting a period of over six (6) days; now, therefore, be it

RESOLVED, that the aforesaid proposed Local Law No. C-2023 entitled Amending and Restating Local Law No. 2-2021 to Extend the Youth Deer Hunting Pilot Program through 2025 introduced on August 9, 2023, is hereby approved and adopted as Local Law No. 7-2023.

2:15 COUNTY ADMINISTRATOR – IAN COYLE (Attachments)

Action Item(s) To Be Reported

1. APPROVING ABSTRACT OF CLAIMS #9B-SEPTEMBER 27, 2023

RESOLVED, that the Livingston County Board of Supervisors approves the Abstract of Claims #9B dated September 27, 2023 in the total amount of \$2,615,806.96.

2. AMENDING 2023 LIVINGSTON COUNTY BUDGET: HIGHWAY (2), SHERIFF'S OFFICE & WORKFORCE DEVELOPMENT (3)

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 AND TECHNOLOGY SERVICES

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.

4. DECLARING SURPLUS PROPERTY: CENTRAL STOREROOM

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 declare the following item(s) as surplus property to be disposed of as determined by the County Administrator:

Central Storeroom

| Quantity | Year, Make & Model | Mileage/Hours | Serial # |
|----------|-----------------------|---------------|-----------|
| 1 | Toshiba 6540CT Copier | N/A | CCA312518 |



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Pre-approved Informational Item(s) To Be Reported

1. Administrative and Financial Updates
2. Review of the 2024 Draft Budget
3. Litigation Updates

2:30 ADJOURNMENT



2023 Budget Request - Amendment with Instance ID of 71089 from Highway - Awaiting Board Approval

lfforms to: MRees

09/22/2023 03:34 PM

2023 Budget Request - Amendment from **Highway** has been approved by the County Administrator. This request requires board approval.

Date of Request: 9/22/2023

Department: Highway **Program:**

Type of Request: Budget Request - Amendment

Instance ID: 71089

From Appropriation / Revenue

From Dept Code:

From Dept Description: Cty Road Adm

34800.59

To Appropriation

To Dept Code:

To Dept Description: Cty Road Engineering

34800.59

Reason: (if applicable)

Source of Revenue: Engineering portion reallocate to proper budget line as of 09/21/2023 (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



2023 Budget Request - Amendment with Instance ID of 71091 from Highway - Awaiting Board Approval

lfforms to: MRees

09/22/2023 03:34 PM

2023 Budget Request - Amendment from **Highway** has been approved by the County Administrator. This request requires board approval.

Date of Request: 9/22/2023

Department: Highway **Program:**

Type of Request: Budget Request - Amendment

Instance ID: 71091

From Appropriation / Revenue

From Dept Code:

From Dept Description: Cty Road Adm
187932.62

To Appropriation

To Dept Code:

To Dept Description: Cty Road Maintenance
187932.62

Reason: (if applicable)

Source of Revenue: County Road portion reallocate to proper budget line as of 09/21/2023 (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



2023 Budget Request - Amendment with Instance ID of 70809 from Sheriffs Office - Awaiting Board Approval

lforms to: MRees

09/13/2023 08:08 AM

2023 Budget Request - Amendment from **Sheriffs Office** has been approved by the County Administrator. This request requires board approval.

Date of Request: 9/12/2023

Department: Sheriffs Office **Program:**

Type of Request: Budget Request - Amendment

Instance ID: 70809

From Appropriation / Revenue

From Dept Code:

From Dept Description: Sheriff

0.00

To Appropriation

To Dept Code:

To Dept Description: Sheriff

11537.12

Reason: (if applicable)

Source of Revenue: NYS STOP DWI reimb HVEC/DRE wages (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



2023 Budget Request - Amendment with Instance ID of 70764 from Workforce Development - Awaiting Board Approval

lfforms to: MRees

09/12/2023 10:11 AM

2023 Budget Request - Amendment from Workforce Development has been approved by the County Administrator. This request requires board approval.

Date of Request: 9/8/2023

Department: Workforce Development **Program:**

Type of Request: Budget Request - Amendment

Instance ID: 70764

From Appropriation / Revenue

From Dept Code:

From Dept Description: TANF SYEP
13400.00

To Appropriation

To Dept Code:

To Dept Description: TANF SYEP
13400.00

Reason: (if applicable)

Source of Revenue: State (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



2023 Budget Request - Amendment with Instance ID of 70836 from Workforce Development - Awaiting Board Approval

lfforms to: MRees

09/13/2023 12:17 PM

2023 Budget Request - Amendment from Workforce Development has been approved by the County Administrator. This request requires board approval.

Date of Request: 9/13/2023

Department: Workforce Development **Program:**

Type of Request: Budget Request - Amendment

Instance ID: 70836

From Appropriation / Revenue

From Dept Code:

From Dept Description: Youth Bureau

0.00

To Appropriation

To Dept Code:

To Dept Description: Youth Bureau

40000.00

Reason: (if applicable)

Source of Revenue: State Youth Sports Funds that we were not aware we were receiving. (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



2023 Budget Request - Amendment with Instance ID of 70877 from Workforce Development - Awaiting Board Approval

lforms to: MRees

09/15/2023 11:36 AM

2023 Budget Request - Amendment from Workforce Development has been approved by the County Administrator. This request requires board approval.

Date of Request: 9/15/2023

Department: Workforce Development **Program:**

Type of Request: Budget Request - Amendment

Instance ID: 70877

From Appropriation / Revenue

From Dept Code:

From Dept Description: Job Search

0.00

To Appropriation

To Dept Code:

To Dept Description: Job Search

20000.00

Reason: (if applicable)

Source of Revenue: Retiree Health Insurance for Helen Terry not previously 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



2023 Budget Request - Transfer with Instance ID of 70807 from Info and Tech Serv - Awaiting Board Approval

lfforms to: MRees

09/12/2023 10:13 AM

2023 Budget Request - Transfer from Info and Tech Serv has been approved by the County Administrator. This request requires board approval.

Date of Request: 9/12/2023

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

Type of Request: Budget Request - Transfer

Instance ID: 70807

From Appropriation / Revenue

From Dept Code:

From Dept Description: ITS

30000.00

To Appropriation

To Dept Code:

To Dept Description: ITS

30000.00

Reason: Staff retirements this year created a need for advanced networking services that would normally have been handled in house. (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.



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