

**WAYS & MEANS COMMITTEE MEETING MINUTES**  
**MONDAY, MARCH 6, 2023**  
**1:30 P.M.**

PRESENT: D. Knapp, D. DiSalvo, E. Gott, D. LeFeber, D. Pangrazio, M. Falk, M. Walker, D. Wester, I. Coyle, A. Ellis, B. Mann, S. Hillier  
ABSENT: W. Wadsworth, D. Fanaro,

Ways & Means Chair Dwight Knapp asked Mt. Morris Supervisor David DiSalvo to lead the Pledge of Allegiance.

**PERSONNEL ISSUES**

**1. CENTRAL SERVICES – WILLIAM MANN**

**AMENDING THE 2023 LIVINGSTON COUNTY SALARY SCHEDULE: CENTRAL SERVICES**  
RESOLVED, that the 2023 Livingston County Salary Schedule is amended as follows:

**Central Services:**

- Create one (1) full-time Carpenter position at Wage Grade 13 CSEA Contract effective March 8, 2023.
- Create three (3) full-time Senior Building Maintenance Mechanic positions at Wage Grade 12 CSEA Contract effective March 8, 2023.

For: Organizational improvements, career laddering, supervisory oversight, and succession planning while addressing the complexities of the projects being completed.

Mr. Mann reviewed the positions to be created. An MOA is being negotiated to change the Senior Building Maintenance Mechanic positions wage grade from 12 to 13. Mr. Mann plans to come back to committee to delete three building maintenance mechanics after probation and review is completed.

*Motion: Mr. Pangrazio moved and Mr. DiSalvo seconded to approve the foregoing resolution Carried.*

**2. DEPARTMENT OF HEALTH – JAMES PERAINO**

**AMENDING THE 2023 LIVINGSTON COUNTY SALARY SCHEDULE: DEPARTMENT OF HEALTH**

RESOLVED, that the 2023 Livingston County Salary Schedule is amended as follows:

**Department of Health:**

- Create one full-time Public Health Sanitarian position at Wage Grade 14, CSEA Contract effective March 19, 2023.

For: This is an essential part of the Environmental Health staff in the performance of health inspections to assure public safety.

- Delete two full-time Senior Typist positions at a Wage Grade 7, effective immediately.
- Delete one full-time Senior Account Clerk Typist position at a Wage Grade 9, effective immediately.

Mr. Peraino reviewed the position creation and the plan to promote a regular or senior sanitarian.

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

**3. INFORMATION & TECHNOLOGY SERVICES – JASON PARKER**

**AMENDING THE 2023 LIVINGSTON COUNTY SALARY SCHEDULE: INFORMATION AND TECHNOLOGY SERVICES**

RESOLVED, that the 2023 Livingston County Salary Schedule is amended as follows:

**Information and Technology Services**

- Convert one full-time Computer Training Coordinator Operator position to a part-time position at a wage rate of \$41.21 per hour effective May 1, 2023.

For: Transition employee to part time after retirement.

Director Comments: This position is not under a CBA and will be on the miscellaneous pay rates resolution.

Mr. Coyle reviewed the conversion for a built in retirement succession plan for training.

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

**LC WATER & SEWER AUTHORITY – JASON MOLINO**

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

**1. REQUESTING THE NEW YORK STATE SENATE AND THE NEW YORK STATE ASSEMBLY TO AMEND THE PUBLIC AUTHORITIES LAW TO INCREASE THE LIVINGSTON COUNTY WATER AND SEWER AUTHORITY’S MAXIMUM AGGREGATE PRINCIPAL AMOUNT OF BONDS, NOTES AND OBLIGATIONS**

WHEREAS, a bill has been introduced in the New York State Senate (S.4037) and the New York State Assembly (A.4092) to amend Public Authorities Law Section 1199-gggg(1) to increase the Livingston County Water and Sewer Authority’s aggregate principal amount of bonds, notes or other obligations from an amount not to exceed \$42,000,000.00, to an amount not to exceed \$70,000,000.00; and

WHEREAS, the Livingston County Board of Supervisors must make a Home Rule Request requesting the New York State Senate and the New York State Assembly amend this special law; now, therefore, be it

RESOLVED, that the Livingston County Board of Supervisors hereby requests that the New York State Legislature adopt Senate Bill (S.4037) and Assembly Bill (A.4092), amending Public Authorities Law Section 1199-gggg(1) to increase the Livingston County Water and Sewer Authority’s aggregate principal amount of bonds, notes or other obligations to an amount not to exceed \$70,000,000.00; and be it further

RESOLVED, that the Chairman of the Livingston County Board of Supervisors and the Clerk of the Board of Supervisors are hereby authorized to file the appropriate Home Rule Request with the New York State Senate and the New York State Assembly.

Mr. Molino explained that this is the second step now that the bill numbers have been assigned for the home rule process. The maximum amount was always \$42M.

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

**COUNTY TREASURER – LINDA FOX**

**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: SYSTEMS EAST, INC.**

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 designated, subject to review by the County Attorney and County Administrator:

<u>Contractor</u>	<u>Term</u>	<u>Amount</u>
Systems East, Inc. 50 Clinton Avenue Cortland, NY 13045	5 Years upon execution	Software \$139,725.00 Maintenance & Support Year 1-5 \$82,605.00
For: Back Tax Software System		

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

Ms. Fox reviewed the new back tax system RFP. This should be a RFP/Professional Services contract resolution.

*Motion: Mr. DiSalvo moved and Mr. Pangrazio seconded to approve the foregoing resolution Carried.*

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

1. Petition and Notice of Foreclosure filed March 1, 2023. The list of parcels has been forwarded to the office of the aging as well as copies to Town Supervisors, County Attorney and County Administrator. There are 115 parcels this year. An email was sent to Supervisors on 3/8/23. The tax auction is set for July 27.

**COUNTY ATTORNEY – SHANNON HILLIER**

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

**1. ADOPTION OF LOCAL LAW NO. A-2023 ADOPTING THE LIVINGSTON COUNTY GUEST ROOM OCCUPANCY TAX**

WHEREAS, proposed Local Law No. A-2023, entitled Adopting The Livingston County Guest Room Occupancy Tax, was heretofore introduced on February 8, 2023; and

WHEREAS, in accordance with the law, a public hearing upon proposed Local Law No. A-2023 was duly held before this Board of Supervisors on March 8, 2023; and

WHEREAS, said proposed Local Law in final form has been on the desks of the members of this Board of Supervisors since February 8, 2023, constituting a period of over six (6) days; now, therefore, be it

RESOLVED, that the aforesaid proposed Local Law No. A-2023, entitled Adopting The Livingston County Guest Room Occupancy Tax, introduced on February 8, 2023, is hereby approved and adopted. Ms. Hillier explained that this is the formal adoption of the local law after the public hearing this Wednesday. Mr. Coyle reported that Conesus Lake Association sent out an email that to all CLA members that they do not oppose or support. This is not an increase in what we are currently doing.

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

**CENTER FOR NURSING & REHABILITATION – SHARI HUTCHISON**

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

**AUTHORIZING THE CHAIRMAN OF THE LIVINGSTON COUNTY BOARD OF SUPERVISORS TO SIGN THE FOLLOWING CONTRACT FOR THE LIVINGSTON COUNTY CENTER FOR NURSING AND REHABILITATION: PROMETRIC LLC**

RESOLVED, that the Chairman of the Livingston County Board of Supervisors is hereby authorized to sign the following contracts for the Livingston County Center for Nursing and Rehabilitation 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>
<b>Prometric, LLC</b> 1501 South Clinton Street Baltimore, MD 21224 For: CNA testing NYS NA Program	Upon execution-annual auto renewal	Fee Schedule

<u>Funding Source</u>	<u>Local Share</u>	<u>Budgeted?</u>
Operating Budget	N/A	Yes X No

Ms. Hutchison reviewed the contract for approval.

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

**CENTRAL SERVICES – WILLIAM MANN**

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

**1. AUTHORIZING THE CHAIRMAN OF THE LIVINGSTON COUNTY BOARD OF SUPERVISORS TO SIGN THE FOLLOWING PROFESSIONAL SERVICES CONTRACT FOR LIVINGSTON COUNTY – PERMA, INC.**

RESOLVED, that the Chairman of the Livingston County Board of Supervisors is hereby authorized to sign the following contract for Livingston County, 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>
<b>Perma, Inc.</b> 9 Cornell Rd. Latham, NY 12110	7/1/2023 – 6/30/2025 w/two (2) additional 1- year renewal options to expire on 6/30/2027	Per Fee Sheet

For: Third Party Administration of Workers Compensation

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

Mr. Mann reviewed the contract for approval. The contract term begins on 9/1/23 but there is 90 days built in for the changeover.

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

**SHERIFF’S OFFICE – SHERIFF THOMAS DOUGHERTY**

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

1. **AUTHORIZING THE CHAIRMAN OF THE LIVINGSTON COUNTY BOARD OF SUPERVISORS TO SIGN THE FOLLOWING CONTRACTS FOR THE LIVINGSTON COUNTY SHERIFF’S OFFICE: N.O.M.A.D. ENTERPRISES, INC., LIFE SAFETY INTEGRATED SYSTEMS, PROFESSIONAL CARE MEDICAL PRACTICE, PC C/O PRIMECARE MEDICAL OF NEW YORK, INC., DANSVILLE CENTRAL SCHOOL DISTRICT, GENESEE VALLEY EDUCATIONAL PARTNERSHIP, KESHEQUA CENTRAL SCHOOL DISTRICT, LIVONIA CENTRAL SCHOOL DISTRICT, MT MORRIS CENTRAL SCHOOL DISTRICT & YORK CENTRAL SCHOOL DISTRICT**

RESOLVED, that the Chairman of the Livingston County Board of Supervisors is hereby authorized to sign the following contracts for the Livingston County Sheriff’s Office, 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>
<b>N.O.M.A.D. Enterprises Inc.</b> Dba Warsaw Dry Cleaners 102 South Academy Street Wyoming, NY 14591 For: Cleaning of uniforms	2/1/2023-1/31/2026 with two additional 1-year renewals	as per cost sheet

<i>Funding Source</i>	<i>Local Share</i>	<i>Budgeted?</i>
A.074.3150	100%	Yes X No

<b>Life Safety Integrated Systems, Inc.</b> 6455 Lake Avenue, Suite A Orchard Park, NY 14127 For: Maintenance/service plan of jail camera system	4/1/2023-3/31/2024 with one 1-year renewal option	\$21,650.00 annually
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<i>Funding Source</i>	<i>Local Share</i>	<i>Budgeted?</i>
A.074.3150	100%	Yes No X

<b>Professional Care Medical Practice, PC c/o PrimeCare Medical of New York, Inc.</b> 3940 Locust Lane Harrisburg, PA 17109 For: Jail medical services	4/1/23-3/31/24	\$744,066.24
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<i>Funding Source</i>	<i>Local Share</i>	<i>Budgeted?</i>
A3150	100%	Yes X No

Director comments: There were two 1-yr renewals in the original RFP that were not included in the original resolution. This is a 1-year renewal at the above increased cost.

<b>Dansville Central School District</b> 284 Main Street Dansville, NY 14437 For: 2023-2024 school resource deputy	9/1/2023-6/30/2024	\$96,679.40
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<i>Funding Source</i>	<i>Local Share</i>	<i>Budgeted?</i>
A.074.3111	~25%	Yes X No

<b>Genesee Valley Educational Partnership</b> 27 Lackawanna Avenue Mt. Morris, NY 14510 For: 2023-2024 school resource deputy	9/1/2023-6/30/2024	\$84,798.24
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<i>Funding Source</i>	<i>Local Share</i>	<i>Budgeted?</i>
A.074.3111	~25%	Yes X No

<b>Keshequa Central School District</b> 13 Mill Street Nunda, NY 14517 For: 2023-2024 school resource deputy	9/1/2023-6/30/2024	\$84,798.24
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<i>Funding Source</i>	<i>Local Share</i>	<i>Budgeted?</i>

A.074.3111	~25%	Yes X No
<b>Livonia Central School District</b> 40 Spring Street Livonia, NY 14487 For: 2023-2024 school resource deputy	9/1/2023-6/30/2024	\$84,798.24
<i>Funding Source</i>	<i>Local Share</i>	<i>Budgeted?</i>
A.074.3111	~25%	Yes X No
<b>Mt. Morris Central School District</b> 30 Bonadonna Avenue Mt. Morris, NY 14510 For: 2023-2024 school resource deputy	9/1/2023-6/30/2024	\$84,798.24
<i>Funding Source</i>	<i>Local Share</i>	<i>Budgeted?</i>
A.074.3111	~25%	Yes X No
<b>York Central School District</b> 2578 Genesee Street Retsof, NY 14539 For: 2023-2024 school resource deputy	9/1/2023-6/30/2024	\$84,798.24
<i>Funding Source</i>	<i>Local Share</i>	<i>Budgeted?</i>
A.074.3111	~25%	Yes X No

Undersheriff Bean reviewed the contracts for approval. N.O.M.A.D is the current provider for dry cleaning services. The medical services contract is triggering a renewal and there has been discussion on whether it is beneficial to try for an RFP next year. The SRO contracts have a slight increase this year. Dansville is always slightly more at their request of 1 hour of overtime daily.

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

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

NYS Division of Criminal Justice has granted Livingston County \$250,000 towards body worn cameras. Payments have been, or will be, paid directly to the County; this is a one-time payment. Please see attached letter for further details. Chief Deputy Yasso shared information on multiple grant activities over the last year or so for funding for body worn cameras. The DCJS grant funding has already been deposited. Maintenance and evidence storage are ongoing costs. Chief Deputy Yasso reviewed another grant application he has submitted and the negotiations he has been having with Axxon. There was discussion on a best practice of having body worn cameras whether it is mandated or not. Camera replacement is every two years. Hopefully the program will be in place in the next six months in order to be eligible for upcoming funding opportunities. The Undersheriff explained that this will be an ongoing expense. There was discussion on cameras assisting with responses to FOIL requests. The County Attorney shared thoughts on assisting with TORT Claims and a possible offset in insurance premiums.

**PLANNING – ANGELA ELLIS**

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

**AMENDING A PORTION OF RESOLUTION 2021-337 (MRB GROUP)**

WHEREAS, Resolution No. 2021-337 authorized the Chairman of the Livingston County Board of Supervisors to sign a contract with MRB Group, for professional consultant services. Said contract was for a provision of term commencing October 14, 2021, and terminating April 1, 2023, for an amount not to exceed \$20,000.00; and

WHEREAS, more time is needed to complete the scope of the contract; and

WHEREAS, the termination date of said contract needs to be amended with a new termination date of December 31, 2024; now, therefore, be it

RESOLVED, that Resolution No. 2021-337 is hereby amended.

Director's Comments: This resolution would allow MRB Group to complete the solar technical assistance tasks in the existing contract. No changes in the contract amount are required at this time

Ms. Ellis reviewed the amendment to extend the contract to utilize funding. Mr. Wester shared that he has been

working with MRB on their solar plan.

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

**COUNTY ADMINISTRATOR – IAN COYLE (Attachments)**

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

**1. APPROVING ABSTRACT OF CLAIMS #3A-MARCH 8, 2023**

RESOLVED, that the Livingston County Board of Supervisors approves the Abstract of Claims #1A dated March 8, 2023 in the total amount of \$992,337.81.

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

**2. AMENDING 2023 LIVINGSTON COUNTY BUDGET: CENTRAL SERVICES (10)**

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.

Mr. Coyle reviewed the budget amendments for the ARPA departmental items.

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

**3. RATIFYING TENTATIVE COLLECTIVE BARGAINING AGREEMENT WITH THE LIVINGSTON COUNTY DEPUTY SHERIFFS COALITION UNIT AND AUTHORIZING EXECUTION OF A COLLECTIVE BARGAINING AGREEMENT**

WHEREAS, the collective bargaining agreement between the Livingston County Deputy Sheriffs Coalition unit and Livingston County expired on December 31, 2022; and

WHEREAS, the parties have reached a tentative agreement for a new collective bargaining agreement; and

WHEREAS, the Livingston County Deputy Sheriffs Coalition notified Livingston County that its membership has ratified this tentative agreement; and

WHEREAS, the Ways & Means Committee recommends the ratification of this agreement by the County; now, therefore, be it

RESOLVED, that the tentative agreement commencing January 1, 2023 and expiring December 31, 2025, a copy of which is attached hereto, is hereby ratified; and be it further

RESOLVED, that the Chairman of the Livingston County Board of Supervisors and the County Administrator are hereby authorized to execute a collective bargaining agreement consistent with the terms of the tentative agreement.

Mr. Coyle reviewed the contract parameters. There was discussion on the retirement year and Mr. Coyle explained that this is a LCCOPS request item.

*Motion: Mr. Pangrazio moved and Mr. DiSalvo seconded to approve the foregoing resolution Carried.*

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

1. NYSAC Legislative Report
2. Cost shift Countdown
3. Budget & Finance Updates

Mr. Coyle highlighted discussions on priority budget issues that impact counties in the proposed state budget. We will be meeting soon internally on the opioid settlement money and where we can spend it. We still have \$2.4M in ARPA funds to allocate. We have until 2024 to allocate funds under existing law. We have received the LCCOPS 20 year retirement estimate. Mr. Coyle reviewed the VAP call today with the State Department of Health. No word yet on the RECONNECT application. Earmarks are ready to go from departments.

**REAL PROPERTY TAX SERVICES – BILL FULLER**

Mr. Fuller reviewed the first tax roll correction report and whether the Committee wants a verbal or written report. Several Committee members suggested that a written report included in the first monthly committee agenda is acceptable.

**Informational Item(s) Written Only**

- Taxable Status Day was March 1<sup>st</sup>, this was also the deadline for exemption applications
- Final Village Assessment Rolls will be printed by this office. The Assessors will deliver to the Villages. Finalizing parcel splits, merges, subdivisions and transfers for Assessors tentative roll April deadline.

**ADJOURNMENT**

Mr. Pangrazio moved and Mr. DiSalvo seconded to adjourn the meeting at 2:16 p.m.

**PURCHASING – ASHLEY SCUTT**  
**Informational Item(s) Written Only**  
**MONTHLY ACTIVITY REPORT**  
**NOTABLE ACCOMPLISHMENTS**

- Drafted and received Board approval for the new Purchasing Card (P-Card) Policy
- Worked with ITS to create forms in Laserfiche for paperless processing of all the new P-Card forms needed under the new Policy.
- Awarded Contract to DS Services of America, Inc. DBA Primo Water North America for bottled water delivery services after issuing a Request for Quote (RFQ) on 1/10/23
- Began working with our new vendor Varis building and implementing an online procurement service for Cooperative contracts. We hope to make it available to Departments next month
- Continued my bi-weekly meetings with my NYSAMPO Emerging Professionals program Mentor, Paul Brennan, Purchasing Director from Rockland County. The purpose of this program is to provide a professional mentor to members of the program in the interest of furthering the members professional development, knowledge and purchasing skills. This program runs for the entire year.
- Organized Defensive Driving classes for Employees that drive County vehicles. 86 Employees attended.
- In conjunction with the Treasurer’s office, processed all year end Purchase Orders which included soft closing and rolling 60 2022 PO’s.

Organized a Department of Labor Prevailing Wage Training for County Employees. The Training will be held on Friday, March 24<sup>th</sup>.

- Began the procurement process for a new Burn Town at the EOC. This includes demolition of the existing Tower. We are currently vetting if it would be better to put this out to bid or buy off of a Cooperative Contract.
- Served on the SHAPE Committee and attending meetings to help plan various events around the County and at the Government Center.

**TRAININGS/ PROFESSIONAL DEVELOPMENT**

- Emerging Professionals Round Table
- Lourdes-A New Kind of Diversity
- Selling Public Procurement's Value Proposition
- NIGP Module A Prep Course

**PURCHASE ORDERS PROCESSED**

	<b>PO’s PROCESSED</b>	<b>PO DOLLAR VALUE</b>
<b>Monthly</b>	36	\$888,750.37
<b>YTD</b>	83	\$2,034,022.71

**PROCUREMENT CARD TRANSACTIONS REVIEWED**

	<b>PCARD TRANSACTIONS</b>	<b>PCARD DOLLAR VALUE</b>
<b>Monthly</b>	165	\$90,221.80

<b>YTD</b>	328	\$168,311.36
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**SOLICITATIONS ISSUED THIS MONTH**

<b>Type</b>	<b>Dept</b>	<b>Bid Name</b>	<b>Date Issued</b>
BID	OEM	Vehicle Upfit	2/23/23
RFP	OEM	EOC A/V upgrades	2/13/23
RFP	CS	Generator Maintenance	2/14/23
<b>YTD</b>	<b>9</b>		

**NYS MINI-BID ISSUED THIS MONTH**

<b>Dept</b>	<b>Bid Name</b>	<b>Date Issued</b>
N/A	-	-
<b>YTD</b>	<b>1</b>	

**SOLICITATIONS OPENED THIS MONTH**

<b>Type</b>	<b>Dept</b>	<b>Bid Name</b>	<b>Date Opened</b>
RFP	Treas	Tax Collection Software RFP	2/23/23
<b>YTD</b>	<b>9</b>		

**INSURANCE CLAIMS**

**Monthly: 5**

**YTD: 7**

**VEHICLES / EQUIPMENT SURPLUSED**

**Monthly: 5**

**YTD: 15**

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