

WAYS & MEANS COMMITTEE MEETING MINUTES
MONDAY, MAY 22, 2023
1:30 P.M.

PRESENT: D. Knapp, W. Wadsworth, D. DiSalvo, D. Fanaro, E. Gott, D. Pangrazio, G. Deming, M. Falk, M. Schuster, D. Wester, I. Coyle, A. Ellis, B. Mann, J. Lockhart
ABSENT: D. LeFeber

Ways & Means Chair Dwight Knapp asked Sparta Supervisor Mark Schuster to lead the Pledge of Allegiance.

PERSONNEL ISSUES

**1. DEPARTMENT OF HEALTH – JENNIFER RODRIGUEZ
APPOINTING DIRECTOR OF COMMUNITY HEALTH FOR THE COUNTY OF LIVINGSTON:
MARGARET BETETTE**

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

Department of Health:

Appoint Margaret Betette to the position of full-time Director of Community Health effective May 22, 2023 at an annual salary of \$79,000.00.

Ms. Rodriguez reviewed the position background and appointment for approval.

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

WORKFORCE DEVELOPMENT – RYAN SNYDER

Action Item(s) To Be Reported

1. AUTHORIZING ALLOCATION OF AMERICAN RESCUE PLAN FUNDS: LIVINGSTON COUNTY WORKFORCE DEVELOPMENT

WHEREAS, pursuant to the Federal American Rescue Plan Act of 2021, county governments were provided fiscal recovery funds (“ARPA funds”) to support projects that will provide for economic resiliency and enhance communities that have been negatively impacted by the COVID-19 pandemic; and

WHEREAS, Livingston County was awarded \$12,200,000.00 in fiscal recovery funds through the American Rescue Plan; and

WHEREAS, the Ways and Means Committee recently considered an additional ARPA fund request from the Livingston County Workforce Development Department for addressing the employment and job training needs of unemployed or underemployed Livingston County residents. After ample discussion, the Committee found that the Department would greatly benefit from the disbursement of a portion of the County’s awarded ARPA funds. The Workforce Development Department’s intended use of the funds meets the United States Department of Treasury’s guidelines as to how the ARPA funds are to be spent and granting a portion of these funds to this Department would provide great benefit to Livingston County residents; and

WHEREAS, the Ways and Means Committee specifically endorsed an allocation of \$50,000.00 of ARPA funds to the Livingston County Workforce Development Department for job training services for Livingston County residents; now, therefore, be it

RESOLVED, that in support of the Ways and Means Committee’s recommendations, the Livingston County Board of Supervisors hereby authorizes the disbursement of County ARPA Funds to the Livingston County Workforce Development Department for the amount requested and for the uses indicated in this Resolution; and be it further

RESOLVED, that the Livingston County Workforce Development Department shall be required to report all monies spent and submit backup documentation to the Livingston County Treasurer for purposes of mandated reporting to the Federal Government.

Mr. Snyder reviewed the funding request to Human Services earlier this month for job training. 63 people have been trained over the course of the last twelve months.

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

HIGHWAY – ZACHARY CRACKNELL

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 HIGHWAY DEPARTMENT: LARRY’S LATRINES, EVERETT RESTORATION & WEST WILD LIFE

RESOLVED, that the Chairman of the Livingston County Board of Supervisors is hereby authorized to sign the following contracts for the Livingston County Highway 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>
Larry’s Latrines 894 State Route 21 Hornell, NY 14425	5/15/2023-5/14/2024	\$155.00 per unit per month (28 day billing) \$75.00 tip overs/reset charge \$15.00 Fuel charge/ delivery \$10.00 per month brine charge (December-March)

For: Portable toilet rental, delivered to any location within Livingston County and a weekly cleaning for each unit.

<i>Funding Source</i>	<i>Local Share</i>	<i>Budgeted?</i>
Highway Budget Appropriations	100%	Yes X No

Director’s Comments:

Contractor was lowest of two (2) quotes received by April 14, 2023.

Everett Restoration 9991 Hartman Road Dansville, NY 14437	6/1/2023-5-31-2024	Per Price Sheet
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For: Wildlife control

<i>Funding Source</i>	<i>Local Share</i>	<i>Budgeted?</i>
Highway Budget Appropriations	100%	Yes X No

West Wild Life P.O. Box 19 Conesus, NY 14435	6/1/2023-5-31-2024	Per Price Sheet
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For: Wildlife control

<i>Funding Source</i>	<i>Local Share</i>	<i>Budgeted?</i>
Highway Budget Appropriations	100%	Yes X No

Director’s Comments:

Both wildlife contractors are listed as they varied back and forth on their prices for low quote.

Mr. Cracknell reviewed the contracts for approval.

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

Informational Item(s) Written Only

- CIP Paving well under way at the Highway Facility
- Cutting shoulders on various roads
- Hauling materials for upcoming projects
- Chip seal to start Second week of June
- Stones Fall Bridge deck replacement project has been started by Ramsey Constructors
- Crack sealing on various roads
- Continuing to work on drainage on Linwood, Walker and Stewart roads in the Town of York
- Cleaning of ditches on various roads
- Hydro-seeding
- Tiling to begin late June

RECORDS MANAGEMENT – MEGAN SOKOLOW

Action Item(s) To Be Reported

1. AUTHORIZING THE CHAIRMAN OF THE LIVINGSTON COUNTY BOARD OF SUPERVISORS TO SIGN THE FOLLOWING CONTRACT(S) FOR THE LIVINGSTON COUNTY RECORDS MANAGEMENT DEPARTMENT: CERTIFIED DOCUMENT DESTRUCTION AND RECYCLING

RESOLVED, that the Chairman of the Livingston County Board of Supervisors is hereby authorized to sign the following contract for the Livingston County Records Management 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>
Certified Document Destruction and Recycling 1133 Emerson Street Rochester, New York 14606	6/14/2023-6/13/2024	\$0.11/pound, per pick-up, \$249.00 Minimum, billed monthly
For: Confidential Document Shredding services and e-waste destruction		

<i>Funding Source</i>	<i>Local Share</i>	<i>Budgeted?</i>
Records Management Service Contract Budget	100%	X Yes No

Director’s Comments:

Livingston County has worked with Certified Document Destruction and Recycling since 2012 and seeks to amend the relationship to include a Board of Supervisors-approved contract.

Ms. Sokolow reviewed the contract for approval.

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

Informational Item(s) Written Only

Records Management Department Activities for March, April, and May 2023

Summary: During the past three months, the Records Management Department has been focused on continuity of service for records requests and receiving records transfers. We continue to perform daily tasks such as refiling, records dispositions, and customer service. Additionally, the records Inventory Supervisor has been re-writing the “Records Management Policy and Procedure Manual” to meet the recommendations of the 2023 Records Management Survey and Needs Assessment.

Records Disposition:

The Records Management Department has sent out and received back disposition authorization letters for the following departments, the Department of Health, the Treasurer's Department, Emergency Management, and the Sheriff’s Office. We have received approval to destroy 209 boxes as they have been appropriately evaluated and approved for disposition by the Department head and Records Management Officer. We are following an improved process that allows the Department Heads to interrogate the contents of the boxes more thoroughly before approving their disposal.

Data Analysis and the Town & Village Records Management Survey:

Records Management Department has begun collecting and analyzing data to provide clear use cases for digitization equipment purchases and establishing a set of selection criteria for digitization projects. Part of this data collection has been to distribute surveys to all Livingston County Municipal Clerks to help us identify needs that are broadly shared across the municipalities within the county. We have received 10 completed surveys which is just under 40% of the surveys we sent out. We would like to see more responses as that will help us to build a more agile and supportive program for the future. Any Town or Village Records Management officer that would like to submit their response should do so at any time. Alternatively, Records Management will happily record your responses via telephone.

Ongoing Projects:

On behalf of the Emergency Management Department, Records Management has been screening Fire Investigation Reports from 1968-2013 to identify any such documents that meet the LGS-1 item number 1208A and pull them for permanent preservation. We have also provided the same service to the Sheriff’s office to

identify and preserve LGS-1 item 1222A, Case Investigation Records with permanent retentions. These projects are indeed time-consuming, but we anticipate that they will be less necessary as we bolster our electronic content management systems' abilities to segregate permanent records with more automaticity. Records Management does not sort or manage records at the file level for any other intra-county agencies, but we do offer opportunities to seek guidance on improving physical records management storage to any county department.

Grant Applications:

Records Management successfully applied for two 2023-2024 Local Government Records Management Improvement Fund Grant awards. We anticipate the grant review committee's award decision in July.

Policy and Procedure Manual:

The Records Management Department has received the feedback that we should have a more thorough and clear records management policy and procedure manual that will provide instructions on how to appropriately handle records in a multitude of formats. The Records Inventory Supervisor has been gathering accurate policy and procedure input from key stakeholders including the Records Advisory Officer from New York State Archives, the Information Technology Director, Jason Parker, the County Clerk, Andrea Bailey, and the County Historian, Holly Watson. The draft of the new Policy and Procedure Manual is nearly complete and will soon enter into a final review process. Expect to see the Records Management Policy and Procedure Manual in committee for approval by the end of July 2023.

Personal Accomplishments:

- ❖ Records Inventory Supervisor, Megan M. Sokolow was appointed to the board of NYALGRO, New York Association of Local Government Records Management Officers in March 2023. Megan will be a speaker at the June 2023 NYALGRO Conference on the topic of Leadership in a presentation entitled "Born Leaders of Learning to Lead" alongside two co-presenters, Vicki Switzer, General Manager of two Burn Boot Camp locations in Rochester, NY, and recently retired Connie Brown, former President of the United Way of Greater Niagara, NY.
- ❖ Megan attended the 2023 Laserfiche Empower conference.
- ❖ Megan participated in the Non-Profit Leaders panel at the 2023 SUNY Brockport Leadership Development Conference.
- ❖ Since January 1st 2023, Megan has received 12 Professional Development credit hours toward a GARA certification.
- ❖ Megan currently serves as the Early Career Member of the Society of American Archivists Foundation Board.
- ❖ Megan attended the Foundation board meeting in May and will be representing the SAA Foundation Board at the 2023 COSA/SAA Archives*Records Conference in July 2023.

Records Management Department Goals for June, July, and August 2023:

- #1: Present a new comprehensive Policy and Procedure Manual for Records Management.
- #2: Hire a part-time Records Inventory Clerk.
- #3: Host a Workforce Development Summer Youth Worker.
- #4: Megan to become a Certified Records Manager through the Institute of Certified Records Managers.
- #5: Offer opportunities for county staff to attend training sessions on core records management principles as they relate to their in-office activities. Upcoming offerings are "E-records 101" and "Physical Records Management Basics."

Pre-approved Informational Item(s) To Be Reported

1. PRO NEXUS REPORT DISCUSSION

Mr. Townsend explained that an assessment was done related to the CNR financial department to determine any opportunities to improve workflow and to provide the Ways and Means Committee with more accurate information in making financial decisions. Mr. Townsend gave a brief overview of the ProNexus report findings. Mr. Coyle reviewed the three alternatives suggested. The preference of the team is to go toward a full time CFO position. There is some savings available from a recent retirement. Mr. Coyle reviewed the next steps that would be actions through Human Services. There is no Committee action for today.

HUMAN RESOURCES – KATE HILL

Pre-Approved Informational Item(s) To Be Reported

- 1. HR Department Update: New York State Health Care Worker Bonus; Employee Benefits
- 2. Civil Service: Exam Applications and Component Jurisdictions

Ms. Hill gave a brief departmental overview broken up between County service and town/school service. Ms. Hill gave an update on the NYS Health Care worker bonus program. Ms. Hill reviewed some of the new benefits offered to employees. Ms. Hill explained how they are reviewing some career ladders that we can offer to promote employment opportunities.

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 CONTRACT FOR LIVINGSTON COUNTY FOR ELECTRICITY USED BY LIVINGSTON COUNTY BUILDINGS THROUGH A CONTRACT AWARDED BY GENESEE COUNTY: CONSTELLATION NEW ENERGY INC.

RESOLVED, that the Chairman of the Livingston County Board of Supervisors is hereby authorized to sign the following contract which is hereby accepted as piggybacking on the Genesee County Electricity Supply Bid issued on behalf of Municipal Electric and Gas Alliance (MEGA) dated August 23, 2018, awarded to Constellation New Energy, Inc. on November 15, 2018 and extended on September 29, 2022 pursuant to Genesee County Resolution Nos. 2018-400 and 2022-370, 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>
Constellation New Energy Inc. 4705 Crossroads Park Drive, Suite 3 Liverpool, NY 13088	10/30/2023-10/29/2026	Per Service Fee Sheet
For: Electricity used by Livingston County Buildings		

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

Mr. Mann reviewed the contract for approval. The current contract does not expire until October but approving a new contract today allows us to lock in better pricing.

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

ECONOMIC DEVELOPMENT – BILL BACON

Action Item(s) To Be Reported

1. AUTHORIZATION TO SUBMIT A GRANT APPLICATION TO THE NORTHERN BORDER REGIONAL COMMISSION

WHEREAS, the Northern Border Regional Commission (“NBRC”) has announced availability of funding under its 2023 Catalyst Program to provide grants to fund economic development and infrastructure projects throughout designated counties in its four-state service area; and

WHEREAS, the NBRC provides investments to job-creating projects that help reduce poverty, unemployment, and outmigration; and

WHEREAS, the recently completed Livingston County Wayfinding Master Plan provides recommendations for vehicular, pedestrian, and parking signage throughout the communities of Livingston County which will bolster tourism and economic development, improve navigation and connect assets and

destinations through appealing, uniform and consistent signage; and

WHEREAS, Livingston County would like to apply for a \$500,000.00 grant for phase one of implementing the Livingston County Wayfinding Master Plan which will focus on signage in communities along the 390 corridor; and

WHEREAS, if awarded, Livingston County Economic Development would be required to secure matching funds in the amount of \$253,847; and

WHEREAS, the application deadline is June 2, 2023; now, therefore, be it

RESOLVED, that the Chairman of the Livingston County Board of Supervisors is hereby authorized to submit a grant application on behalf of the County in an amount not to exceed \$500,000 to the NBRC to support phase one of the Livingston County Wayfinding Master Plan, and be it further

RESOLVED, that the Chairman is hereby authorized to execute a grant agreement between the County and the NBRC and all related documents associated with the NBRC grant, including entering into a grant agreement with the LCDC for the implementation of the Project and administration of the NBRC grant, all such documents to be subject to review and approval by the County Attorney, and be it further

RESOLVED, that the Chairman is hereby designated as the Certifying Officer responsible for all activities associated with the federal environmental review process to be completed in conjunction with the NBRC funding.

Mr. Bacon reviewed the grant application for approval.

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

COUNTY ADMINISTRATOR – IAN COYLE (Attachments)

Action Item(s) To Be Reported

1. APPROVING ABSTRACT OF CLAIMS #5B-MAY 24, 2023

RESOLVED, that the Livingston County Board of Supervisors approves the Abstract of Claims #5B dated May 24, 2023 in the total amount of \$3,145,106.21.

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

2. AMENDING 2023 LIVINGSTON COUNTY BUDGET: DEPARTMENT OF HEALTH, HIGHWAY (5) & 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.

Mr. Coyle reviewed the amendments for approval.

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

Pre-approved Informational Item(s) To Be Reported

1. Asylum Seeker/Migrant Bussing matter-Mr. Coyle updated the Committee on what has been going on lately and explained that he is seeking Supervisor comments. Mr. Coyle explained that the initial knowledge that the State was looking at SUNY Geneseo as a possible site for placement came to us on social media. Mr. Coyle reviewed recent verbal conversations with the State to determine what is going on and the Chairman letter sent to Governor Hochul last week. The Governor's Office sent out a note that there is a call with all counties today at 3pm. There was discussion on the maintenance work done at colleges once students move out each year. There was discussion on the work NYSAC is doing and their assistance in the event that there are lawsuits filed against those counties declaring a state of emergency. There was discussion on whether the County has any jurisdictional authority over anything to do with SUNY facilities. There was discussion on public health concerns and the lack of information on the immunization status of the individuals in question. The Committee discussed the closure of area group homes and the status of the prison buildings. Mr. Coyle reviewed what the State of Emergency would do and there was discussion of including authority for the Chairman and County Administrator the authority to take action without calling a special Board meeting. There was discussion on whether we have a local law limiting hotel stays. Ms. McCaughey reviewed the process if a non-citizen were to go to DSS to apply for services. Ms. Rodriguez reviewed the impact to the Department of Health and any SUNY oversight or any announcement of an imminent threat to public health. We are ill equipped

to handle additional people seeking housing. There was discussion on safety concern challenges. Several Supervisors spoke in support of the County putting a State of Emergency into effect. There was discussion on any state response if we do an executive order. Mr. Coyle will give the Chairman an update on the 3pm call today for discussion at the Board meeting on Wednesday.

2. Administration and Finance Updates
3. State Budget Concerns
4. Sales Tax Report-The initial 11% sales tax increase was removed the next day and is now more like 4%.

ADJOURNMENT

Motion: Mr. Pangrazio moved and Mr. DiSalvo seconded to adjourn the meeting at 2:47 p.m.

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