

**WAYS & MEANS COMMITTEE MEETING MINUTES
MONDAY, JULY 10, 2023
1:30 P.M.**

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

Ways & Means Chair Dwight Knapp asked Andrew Brodell to lead the Pledge of Allegiance.

PERSONNEL ISSUES

**1. CENTER FOR NURSING & REHABILITATION – SHARI HUTCHISON
AMENDING THE 2023 LIVINGSTON COUNTY SALARY SCHEDULE: CENTER FOR NURSING
AND REHABILITATION**

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

Center for Nursing and Rehabilitation:

- Create twenty (20) full-time Certified Nursing Assistant Trainee (CNAT) positions at Wage Grade 4 CSEA Contract effective immediately.

Ms. Hutchison reviewed the positions for creation. At the beginning of the year we were at 75% agency, 25% CNR staff. We have reversed those numbers. All of our work with the nurse training classes has been very successful but we need enough CNAT positions to juggle class crossover. There are classes scheduled through the end of the year.

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

MOTION TO MOVE THE AGENDA

Mr. Pangrazio moved and Mr. DiSalvo seconded to move the Public Defender personnel items to later in the agenda. Carried.

HUMAN RESOURCES – KATE HILL

**1. AMENDING A PORTION OF RESOLUTION NO. 2022-422: ADOPTING THE 2023
MISCELLANEOUS PAY RATES (LEGAL STAFF)**

WHEREAS, by Resolution No. 2022-422, the Livingston County Board of Supervisors established the 2023 miscellaneous pay rates; and

WHEREAS, Livingston County is seeking to expand opportunities to recruit, train, and retain legal staff; now, therefore, be it

RESOLVED, that following pay rates be added to the 2023 Miscellaneous Pay Rates:

- Attorney Trainee - \$18.25 per hour
- Law Graduate (without practice order) - \$25.00 per hour
- Law Graduate (with practice order) - \$30.00 per hour;

and be it further

RESOLVED, that a portion of Resolution No. 2022-422 is hereby amended.

Ms. Hill reviewed the salary amendments for two new titles created by the Livingston County Civil Service Commission. This action will assist in attorney recruitment and retention strategies.

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

**2. AUTHORIZING THE CHAIRMAN OF THE LIVINGSTON COUNTY BOARD OF
SUPERVISORS TO SIGN THE FOLLOWING PROFESSIONAL SERVICES CONTRACT FOR
LIVINGSTON COUNTY: EMPLOYEE SERVICES LLC DBA ESI EMPLOYEE ASSISTANCE
GROUP**

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.

Contractor

Employee Services LLC
dba ESI Employee Assistance Group
55 Chamberlain Street
Wellsville, NY 14895

Term

7/1/2023-6/30/2024

Amount

\$33,675.00

For: Professional service contract to implement an Employee Assistance Program for Livingston County employees and their household members.

<i>Funding Source</i>	<i>Local Share</i>	<i>Budgeted?</i>
N/A	100%	Yes No

Ms. Hill reviewed the contract for approval and the outside entities included at this time. Other municipalities can join at any time.

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

REAL PROPERTY TAX SERVICES – BILL FULLER

Action Item(s) To Be Reported

1. ADOPTION OF LOCAL LAW B-2023 PROVIDING A PARTIAL EXEMPTION FROM REAL PROPERTY TAXES TO CERTAIN QUALIFYING VOLUNTEER FIREFIGHTERS AND AMBULANCE WORKERS

WHEREAS, proposed Local Law No. B-2023, entitled Providing a Partial Exemption From Real Property Taxes To Certain Qualifying Volunteer Firefighters and Ambulance Workers, was heretofore introduced on June 14, 2023; and

WHEREAS, in accordance with the law, a public hearing upon proposed Local Law No. B-2023 was duly held before this Board of Supervisors on July 12, 2023; and

WHEREAS, said proposed Local Law in final form has been on the desks of the members of this Board of Supervisors since June 14, 2023, constituting a period of over six (6) days; now, therefore, be it

RESOLVED, that the aforesaid proposed Local Law No. B-2023, entitled Providing a Partial Exemption From Real Property Taxes To Certain Qualifying Volunteer Firefighters and Ambulance Workers, introduced on June 14, 2023; is hereby approved and adopted.

Mr. Fuller explained that this action is for the adoption of the local law.

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

Informational Item(s) Written Only

1. The final assessment rolls have been balanced and printed. Rolls are to be picked up by the Assessors and are required to be filed with the Town Clerk by July 1st.
2. School District final rolls are printed will be delivered to the various Schools by the Assessors.
3. Final Assessment Rolls are updated on the County website.
4. The last date an owner may apply for a small claims assessment review of the BAR determination, is 30 days after the filing of the final assessment roll.
5. Documentation for School tax bill processing has been mailed to the school districts.

OFFICE OF EMERGENCY MANAGEMENT – ANDREW BRODELL

Action Item(s) To Be Reported

1. AUTHORIZING THE PURCHASE OF ONE (1) 2024 CHEVROLET SILVERADO 2500 FOR THE LIVINGSTON COUNTY OFFICE OF EMERGENCY MANAGEMENT: BARNARD CHEVROLET

RESOLVED, that the Livingston County Office of Emergency Management is hereby authorized to purchase through NYS OGS Mini-Bid 13585 and NYS OGS Contract PC69143SB one (1) 2024 Chevrolet Silverado 2500 from Barnard Chevrolet, 7101 W Buffalo Rd, Churchville, NY 14428 at a cost not to exceed \$64,209.43.

<i>Funding Source</i>	<i>Local Share</i>	<i>Budgeted?</i>
A3640	100 %	Yes

Directors Comments: OGS Mini-bid yielded three results. The two not chosen included a 2022 vehicle that did not meet the spec and a 2024 vehicle that would be sent out to order upon confirmation (Not currently in inventory or the build process). The vehicle on the docket for Public Services was the only one that currently exists and met the spec. The 2023 OEM budget was properly pre-designated for this purchase.

Mr. Brodell reviewed the vehicle for approval. This vehicle will be used by the Deputy Director.

Motion: Mr. Gott moved and Mr. DiSalvo 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 A LETTER OF ENGAGEMENT FOR LEGAL SERVICES–RUPP PFALZGRAF LLC

RESOLVED, that the Chairman of the Livingston County Board of Supervisors is hereby authorized to sign the following Engagement Letter, subject to review by the County Attorney and County Administrator:

<u>Contractor</u>	<u>Term</u>	<u>Amount</u>
Rupp Pfalzgraf LLC	N/A	\$275.00-\$395.00/hour Partner
1600 Liberty Building		\$150.00-\$250.00/hour Associate
424 Main Street		\$100.00-\$150.00/hour Paralegal
Buffalo, New York 14202		

For: Legal services related to matters involving accounts receivable at the Center for Nursing and Rehabilitation, as well as matters involving Medicaid and the Department of Social Services.

Ms. Hillier reviewed the contract for approval.

Motion: Mr. Pangrazio moved and Mr. LeFeber seconded to approve the foregoing resolutionCarried.

COUNTY ADMINISTRATOR – IAN COYLE (Attachments)

Action Item(s) To Be Reported

1. APPROVING ABSTRACT OF CLAIMS #7A-JULY 12, 2023

RESOLVED, that the Livingston County Board of Supervisors approves the Abstract of Claims #7A dated July 12, 2023 in the total amount of \$2,768,110.44.

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

2. AMENDING 2023 LIVINGSTON COUNTY BUDGET: CONTINGENCY (2), DEPARTMENT OF HEALTH (2), PUBLIC DEFENDER & SHERIFF’S OFFICE (2)

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. The Contingency amendments are for the risk retention fund for 1099 processing and the CBA for the Child Victims Act.

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

3. AUTHORIZING TRANSFER OF FUNDS: ECONOMIC DEVELOPMENT

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

Mr. Coyle reviewed the transfer for approval.

Motion: Mr. Pangrazio moved and Mr. LeFeber seconded to approve the foregoing resolutionCarried.

4. ESTABLISHING AN ACCOUNT: PUBLIC DEFENDER

RESOLVED, that the Livingston County Treasurer is authorized and directed to establish a new account per the electronic entries that have been approved by the Livingston County Administrator.

This is revenues received in Hurrell Herring funding that need to remain separate.

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

5. RATIFYING TENTATIVE COLLECTIVE BARGAINING AGREEMENT WITH THE LIVINGSTON COUNTY COALITION OF PATROL SERVICES AND AUTHORIZING EXECUTION OF A COLLECTIVE BARGAINING AGREEMENT

WHEREAS, the collective bargaining agreement between the Livingston County Coalition of Patrol Services and Livingston County expires on December 31, 2023; and

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

WHEREAS, the Livingston County Coalition of Patrol Services ratified the agreement June 22, 2023; and

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

RESOLVED, that the tentative agreement, 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 commencing January 1, 2023 and expiring December 31, 2026.

Mr. Coyle briefly reviewed the negotiation and synopsis of changes to the agreement. The second resolution is required to confirm that the County has the funds available to cover the one-time costs for the pension changes and moving forward.

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

6. RESOLUTION PROVIDING SECTIONS 552 AND 553 UNDER ARTICLE 14-B 20-YEAR RETIREMENT PLAN WITH ADDITIONAL 1/60THS FOR SHERIFFS, UNDERSHERIFFS AND DEPUTY SHERIFFS WHOSE DUTIES INVOLVE AT LEAST 50% CRIMINAL LAW ENFORCEMENT

RESOLVED, that the Board of Supervisors of the County of Livingston does hereby elect to assume the entire additional cost required to provide the pension benefit of the 20-year Retirement Plan, with additional 1/60ths, provided by Sections 552 and 553 under Article 14-B of the Retirement and Social Security Law, for its Sheriffs, Undersheriffs and Deputy Sheriffs whose duties include at least 50 percent criminal law enforcement (pursuant to Chapter 165, Laws of 1995); and be it further

RESOLVED, that the effective date of such shall be the 12th, July, 2023.

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

PUBLIC DEFENDER – IAN COYLE

Mr. Coyle reviewed the position for approval. The entirety of this expense is covered by the grant we receive from the state. Mr. Coyle explained that this is for consistency with the part-time attorney positions. The state will cover a portion of the salary. Mr. Coyle gave an brief overview of the discussions held at Public Services. There was discussion on what happens if the funding goes away after the position is created.

AMENDING THE 2023 LIVINGSTON COUNTY SALARY SCHEDULE: PUBLIC DEFENDER

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

Public Defender:

- Create one full-time Sentencing Specialist position at Wage Grade 12 CSEA Contract effective 7/1/2023.

For: Assist clients and attorneys to obtain best possible outcomes for clients

Director comments: Hiring a Sentencing (Mitigation) Specialist in to assisting clients and attorneys to obtain best possible outcomes for clients include assessments, referrals, etc. This position’s salary and benefits will be covered in full by ILS Hurrell-Harring reimbursement funding.

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

ESTABLISHING SALARY FOR PART-TIME ASSISTANT PUBLIC DEFENDER: CHRISTIAN A. CATALANO

WHEREAS, the Public Defender is appointing Christian A. Catalano, 148 Fishermans Cove, Rochester, NY 14626 to the position of part-time Assistant Public Defender; and

WHEREAS, the Livingston County Board of Supervisors must set the salary for this appointment; now, therefore, be it

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

Public Defender

The annual salary for the Assistant Public Defender Christian A. Catalano is established at \$40,000.00 effective July 10, 2023.

Director comments: The part time Assistant Public Defender position was recently (June) vacated by Marshall Kelly, in part due to the increase in assigned counsel rates. We have recently recruited a replacement for this position by a seasoned public defender. In order to keep our part time salaries consistent with each other and to remain competitive in hiring/retaining part time attorneys, a salary increase is being requested for this position. The increase in salary will be included in reimbursement requests through ILS Hurrell-Harring funding.

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

Pre-approved Informational Item(s) To Be Reported

1. Administrative & Financial Updates: Mr. Coyle reported that Kelly Greenway is here for her first day as the Training and Professional Development Coordinator. This week is the kickoff for the 2024 budget. The updated NYSLRS estimate was received this week. We continue to lobby on the RECONNECT application and the IGT funds that are long overdue. There is an AKZO Settlement Committee meeting today. Mr. LeFeber expressed his frustration in the loss of interest earning on the IGT funds if they were received in a timely manner. There was discussion on whether the IGT funds are still expected.

ADJOURNMENT

Mr. Pangrazio moved and Mr. DiSalvo seconded to adjourn the meeting at 2:01 p.m.

PURCHASING – ASHLEY SCUTT

Informational Item(s) Written Only

PURCHASING DEPARTMENT’S MONTHLY ACTIVITY REPORT – JUNE 2023

Notable Accomplishments

- Completed our annual crime insurance policy renewal with the help of ITS, HR and the Treasurer’s office.
- Started our county-wide insurance renewal. This includes reviewing and updating our insurance application, vehicle & equipment report, review of all inland marine schedules including radio, and police vehicle accessories, and reviewing the various items on our Statement of Values report.
- Met with various Departments on procurement processes and potential changes to help efficiency.
 - Created a new quote sheet to help streamline the PO process
 - Created a new Cooperative Contract justification form to help meet NYS requirements for piggybacking
 - Created PO process flowcharts as training tool for Departments.

TRAININGS/ PROFESSIONAL DEVELOPMENT

- Lourdes Coss – 6 Types of Working Genius
- NIGP Prep Course – 8 Hours
- Sourcewell Cooperative Contract website overview/ training

PURCHASE ORDERS PROCESSED

	PO’s PROCESSED	PO DOLLAR VALUE
Monthly	42	\$2,034,197.35
YTD	233	\$5,733,391.66

PROCUREMENT CARD TRANSACTIONS REVIEWED

	PCARD TRANSACTIONS	PCARD DOLLAR VALUE
Monthly	140	\$28,248.06
YTD	659	\$392,967.68

SOLICITATIONS ISSUED THIS MONTH

Type	Dept	Bid/ RFP Name	Date Issued
BID	HWY	2023-2024 Pre-Treated Bulk Granular Sodium Chloride	6/29/23
BID	HWY	2023-2024 Untreated Bulk Granular Sodium Chloride	6/29/23
YTD	19		

NYS MINI-BID ISSUED THIS MONTH

Dept	Bid Name	Date Issued
OEM	Chevrolet 2500 Truck	6/7/23
SHF	ATI Passenger Van 3500	6/16/23
YTD	4	

SOLICITATIONS OPENED THIS MONTH

Type	Dept	Bid Name	Date Opened
BID	CS	Custodial Services	06/21/23
YTD	18		

INSURANCE CLAIMS

Monthly: 2

YTD: 20

VEHICLES / EQUIPMENT SURPLUS FORMS PROCESSED

Monthly: 1

YTD: 25

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