

**WAYS & MEANS COMMITTEE MEETING MINUTES**  
**MONDAY, SEPTEMBER 11, 2023**  
**1:30 P.M.**

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

Ways & Means Chair Dwight Knapp asked Ian Coyle to lead the Pledge of Allegiance.

Moment of Silence – Mr. Knapp requested a moment of silence to remember those that were lost on this day September 11, 2001.

**PERSONNEL ISSUES**

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

**AMENDING THE 2023 LIVINGSTON COUNTY SALARY SCHEDULE: SHERIFF’S OFFICE**

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

**Sheriff’s Office**

- Create one full time Deputy Sheriff/Road Patrol position at Wage Grade 13 effective immediately.

For: New Lima Resource Deputy, per approved contract Resolution No. 2023-287.

CD Rittenhouse reviewed the position for creation. The new contract relating to this position was passed last month.

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

**2. COUNTY ADMINISTRATOR – IAN COYLE**

**AMENDING THE 2023 LIVINGSTON COUNTY SALARY SCHEDULE: RECORDS MANAGEMENT**

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

**Records Management:**

- Convert one part-time Records Inventory Supervisor position to full-time effective September 11, 2023.

For: Expansion of Department operations.

Mr. Coyle reviewed the conversion from part time to full time. We are basically reverting back to the FTE count we used to be. Megan will remain in the position going full-time. The direction of the office has moved in a graduated fashion doing a lot more work that was done before.

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

**CENTRAL SERVICES – WILLIAM MANN**

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

**1. AUTHORIZING THE PURCHASE OF ONE (1) 2023 CHRYSLER PACIFICA FOR THE LIVINGSTON COUNTY CENTRAL SERVICES DEPARTMENT: FALLS DODGE, INC. DBA JOE CECCONI’S CHRYSLER COMPLEX**

RESOLVED, that the Livingston County Central Services Department is hereby authorized to purchase through NYSOGS Mini-Bid #14191 and NYSOGS Contract PC68974 from Falls Dodge, Inc. dba Joe Cecconi’s Chrysler Complex, 2380 Military Road, Niagara Falls, NY 14304, one (1) new 2023 Chrysler Pacifica at a cost not to exceed \$41,033.15.

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

Mr. Mann reviewed the vehicle purchase for approval. Central Services is keeping the current van.

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

**2. 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.

(Full Report on desks)

Mr. Mann reviewed the report for approval.

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

**RECORDS MANAGEMENT – MEGAN SOKOLOW**

**1. AUTHORIZING THE CHAIRMAN OF THE LIVINGSTON COUNTY BOARD OF SUPERVISORS TO SIGN THE FOLLOWING CONTRACT FOR THE LIVINGSTON COUNTY RECORDS MANAGEMENT DEPARTMENT: IMAGE RETRIEVAL, INC.**

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

<u>Contractor</u>	<u>Term</u>	<u>Amount</u>
<b>Image Retrieval, Inc.</b>	9/27/23-9/26/24	\$36,683.00

3620 N. Josey Lane, Suite 103,  
Carrollton, Texas 75007

For: NextScan FlexView 300 Microfilm Scanner, for the purpose of scanning and indexing County Microfilm collection at below market rate cost per roll.

<i>Funding Source</i>	<i>Local Share</i>	<i>Budgeted?</i>
ARPA Funding	100%	Yes x No
<i>Procurement Method: GSA #47QSMA21D08PD</i>		

Director's Comments:

Upon analysis of our options for the digitization of Microfilm rolls, including soliciting the help of a vendor to perform the procedure, it was deemed most cost-efficient and beneficial for the County to perform this process in-house using Microfilm equipment purchased using the approved ARPA funds directed towards Records Management Digitization. When contracting with a vendor, any additional indexing, description, and arrangement is charged at a rate well above the cost per roll in the in-house calculations. We will be able to perform this procedure with a much finer-tuned application of prioritization and time management. Any records that may have been disposed of can be selectively ignored, duplicate records can be ignored, and so too can extra metadata beyond the required set may be applied in cases when the records themselves have greater than average intrinsic value.

Ms. Sokolow reviewed the microfilm conversion contract for approval. There was discussion regarding staffing and server space.

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

**Informational Item(s) Written Only**

**Attached:**

- Records Management Department Quarterly Report**
- Town and Village Survey Results**

**Records Management Department Activities for June, July, and August 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 management has been evaluating potential collections management systems and providing in person training sessions to build cohesive records compliance

and knowledge.

***Data Analysis and the Town & Village Records Management Survey:***

The Records Management Department analyzed the responses received to the Town & Village Records Management Survey. The Analysis may be found in the attached “Project Records” document.

***Ongoing Projects:***

Following the receipt of ARPA Funding for three specific projects in Records Management: Digitization, Archival Preservation, and HVAC Upgrades, the Records Inventory Supervisor has spent considerable time and effort researching solutions.

- With the assistance of Central Services, Dan Keenan, and our HVAC service provider we procured a quote and authorized the commission of the HVAC recommendations. The lead time was quoted as one year and we completed our portion of the order process in July 2023.
- On consideration, and in consultation with the County Clerk and the County Historian, we have determined that the best possible method of preservation for most of our records is to migrate them to appropriate digital formats. Migration may include digitization, digital file conversion, and book scanning. As such we have devoted the entirety of the remaining funds towards the purchase of equipment and the production scanning services required to carry out these methodologies.

Records Management gratefully accepted a summer youth worker from the Workforce Development summer youth worker program. Manuel Padro was a tremendous addition and did high-quality work performing the annual box audit. This project allows the Records Management department to evaluate the quality of our work, the available space, and the accuracy of the box collection management database. It is a vital piece of our annual process and we creditably performed.

***Records Management Trainings:***

Records Management has presented two training sessions for County Staff members, Town and Village Clerks, and other town and village staff.

The second session of Electronic Records Management 101 was offered on June 22<sup>nd</sup> 2023 and was received with positive reviews.

- 80% of reviewers felt the session was Very Good or Excellent. All of the reviews were positive.
- 90% of reviewers felt the session achieved its stated goals
- 80% of reviewers felt that the session was very helpful or extremely helpful

Physical Records Management Basics was offered for the first time on July 20<sup>th</sup>, 2023. This session was attended by a wider array of attendee demographics. This session may undergo some revision based on survey responses.

- 72.7 % of survey reviewers felt the session met their expectations.
- 81.8% of survey reviewers felt the session provided information relevant to their jobs.
- Most reviewers felt the class instructor delivered the content clearly.
- 90.9% of reviewers felt the class provided the correct amount of new information
- Reviewers felt their specific needs could be better met with personalized guidance.

We also coordinated with the Committee on Open Government and Kelly Greenway, Livingston County Professional Development Coordinator, to provide a Freedom of Information Law training that occurred on August 3<sup>rd</sup>, 2023.

We will offer more opportunities for Livingston County staff, Town Clerks and Village Clerks to gain more knowledge in Records Management practice and procedure. Requests for specific topics for training are always welcome.

***Grant Applications:***

Records Management successfully received the award for one of the two 2023-2024 LGRMIF Grants applied

for in the 2023 grant application cycle. As such, we anticipate the receipt of 9,600.00 to be applied towards hiring a consultant to re-tool our County Records Management Disaster Plan and Business Continuity Plan to include a more comprehensive treatment of our electronic information assets.

***Policy and Procedure Manual:***

The Records Management Policy and Procedure Manual has been revised and is now in a preliminary draft state. It will be reviewed by the proposed Records Advisory Board members and then brought before the Board for approval. The Preliminary Draft is attached for your perusal. Any specific revisions, or requests for clarification should be directed to msokolow@co.livingston.ny.us

***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 for a full three year term during the 2023 NYALGRO conference business meeting in June 2023. Megan was 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 also presented at the Society of American Archivists/ Council on State Archives joint 2023 Conference in Washington, DC as part of a panel on Grant Writing and the Society of American Archivists Foundation Grant program as part of her duties as a member of the Board of Directors for the Society’s Foundation and Grant Review Committee.
- ❖ Megan completed her term as the Early Career Member of the Society of American Archivists Foundation Board at the July Conference and received a “Certificate of Appreciation” upon that occasion.

**Records Management Department Goals for September, October, and November 2023:**

- #1: Present a new comprehensive Policy and Procedure Manual for Records Management.
- #2: Hire a part-time Records Inventory Clerk.
- #3: Develop an appropriate staff for the essential work of information governance.
- #4: Offer opportunities for county staff to attend training sessions on core records management principles, procedures, and information asset management.
- #5: Build a sustainable model for Records Management services and equipment rental opportunities to be rolled out for spring 2024.
- #6: Create an evaluation rubric for Department records teams to utilize to analyze the compliance of their electronic records-keeping systems to state laws.
- #7: Create a pre-grant writing “information gathering questionnaire,” that hopefully will assist Town and Village Clerks to write clear, concise targeted grant proposals for the 2024 LGRMIF Grant cycle for records inventories with the help of consultants.

**HIGHWAY – IAN COYLE**

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

**1. AUTHORIZING THE PURCHASE OF ONE (1) 2024 FORD F-250 PICKUP TRUCK WITH SNOW PLOW PREP. PACKAGE FOR THE LIVINGSTON COUNTY HIGHWAY DEPARTMENT: C. BASIL FORD INC.**

RESOLVED, that the Livingston County Highway Department is hereby authorized to purchase from C. Basil Ford, Inc. of 1540 Walden Avenue, Cheektowaga, New York 14225 one (1) 2024 Ford F-250 Pickup Truck with Snow Plow Prep. Package at a cost not to exceed \$53,507.40.

<i>Funding Source</i>	<i>Local Share</i>	<i>Budgeted?</i>
2023 Liv. Co. Highway Machinery Fund Appropriations	100%	Yes XX No
<i>Procurement Method:</i> mini-bid #14151/NYSOGS #PC68991		

Mr. Coyle reviewed the vehicle purchase for approval. Highway will repurpose the current vehicle.

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

**DEPARTMENT OF SOCIAL SERVICES – TRACY MCCAUGHEY**

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

**1. ADOPTING THE LIVINGSTON COUNTY DEPARTMENT OF SOCIAL SERVICES' INDIGENT BURIAL POLICY & FEE SCHEDULE**

WHEREAS, New York State Social Services Law Section 141 states “the public welfare district, town or city which was or would have been responsible for furnishing public assistance or care to a person while alive shall provide for the care, removal and burial of the body of a recipient of public assistance or care who shall die, or of a person found dead in the public welfare district.” This is referred to as an indigent burial; and

WHEREAS, a funeral home handling an indigent decedent’s burial or cremation, prior to providing such services, shall be responsible for contacting the Livingston County Department of Social Services (“the Department”) to establish eligibility for reimbursement and to secure authorization from the Department. Eligibility shall be determined based upon the decedent’s income and resources, as well as the income and resources of any legally responsible relative. Resources include, but are not limited to, bank accounts, life insurance, home and property, mobile homes, vehicles, and retirement accounts; and

WHEREAS, once eligibility is confirmed, cremation is the preferred disposition unless full body burial is requested by the family or identified resource. The maximum reimbursement for direct cremations shall be up to \$2,200.00 per qualifying individual. Said rate specifically includes the following services: Removal, vehicle and transportation costs, crematory fee, and a standard urn or alternative container; and

WHEREAS, the maximum reimbursement for direct burials shall be up to \$3,200.00 per qualifying individual. Said rate specifically includes the following services: Removal, vehicle and transportation costs, standard casket, grave/vault, grave opening, liner, closing and equipment, and cemetery fee; and

WHEREAS, the maximum reimbursement rates may be exceeded in the Department’s sole discretion due to the need for an oversized casket (wholesale cost), bariatric cremation (not to exceed \$500.00), or preparing declared biohazardous remains (not to exceed \$150.00); and

WHEREAS, additional supplementation by family and/or other resources is permitted and the expenses associated with the same shall not be capped. All supplementation must be directly negotiated between the family and/or other resources and the funeral home. The Department has no financial responsibility/liability for the expenses associated with supplementation as said expenses are to be paid by the family and/or other resources directly to the funeral home. Supplemental arrangements cannot be paid using the decedent's funds or the funds of the legally responsible relative; and

WHEREAS, funeral homes seeking reimbursement must provide the Department with an Itemization of Funeral Services and Merchandise Selected. All bills must include a complete statement of all monies paid by relatives or other resources for the burial services of the deceased; now, therefore, be it

RESOLVED, that the Livingston County Board of Supervisors hereby adopts the Livingston County Department of Social Services’ Indigent Burial Policy, along with the fee schedule outlined therein, which shall become effective October 1, 2023. Said policy and fee schedule shall supersede all prior policies/fee schedules adopted and utilized relative to indigent burials.

Mr. Coyle gave a brief overview of the many discussions over the years for indigent burials; i.e. having a contract, having a fixed fee for cremations and burials, what other counties do, what is an appropriate fee, and should we have a split for burial fee maximums vs cremation fee maximums. Mr. Coyle stated that the present provider is doing a sufficient job of service, with a few blips here and there, but generally fine and we are appreciative of them. He explained that the County Attorney opined that a contract is not required and a resolution would suffice. Mr. Coyle reviewed the financial component survey results from comparable counties in the region. The Human Services Committee did recommend going to Ways and Means due to the financial component of a slight adjustment for \$2,000 to \$2,200 for cremation and an inclusion of a split for direct burial at \$3,200. Mr. Coyle has had conversations with a couple of funeral directors; one was of the belief that this may still be insufficient and one conversation was inconclusive. One comment that was made at the Human Services Committee was that we did the due diligence on our end to look at this independently, objectively, whether there could have been a right-sizing to this or a split and if so, what the dollars should be in terms of fee maximums. Mr. Coyle commented that fellow Board members indicated to him that they felt this was a good faith effort by the Committee and the Board. Mr. Coyle reiterated that we do have one provider that is out of county that continues to be the service provider for all of the indigent burials in the county and again generally

speaking the services, care and obligations have been rendered satisfactorily in this interim period where we don't have a provider locally that is willing to take on any individual case that is an indigent burial. Total State reimbursement for a burial is \$261 for Safety Net cases, which almost all of our cases are generally determined to fall under. The most reimbursement we can get is \$900 for TANF determined cases. In 2022 there were 39 burials. The total paid was \$80,332.79 with a County share of \$66,675.79. In 2023 January-July there are 24 burials at a cost of \$46,000 paid total with a County Share of \$39,997. There are five burials approved for August that are not paid out yet. The Resolutions updates the fees, to add the inclusion of direct burials, removal of a supplement cap for any arrangements family or friends may want to pursue and a provision for reimbursement under special circumstance. There was discussion on whether we will have local funeral homes to carry out these services and is this other provider going to be offered the opportunity to continue the service that they have been doing a good job on. Ms. McCaughey explained that the decision is up to the family. If the family calls and a funeral home tells them no; when then calling DSS the family is referred to Rochester Cremation. The funeral homes will be notified by the County on the new amounts. We have no control over what the funeral homes will decide but the hope is that this good faith effort will be recognized and that local homes will reconsider previously held positions on refusals.

*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. APPROVING LIVINGSTON COUNTY INFRASTRUCTURE CAPITAL GRANT: LIVINGSTON COUNTY INDUSTRIAL DEVELOPMENT AGENCY (TOWN OF AVON)**

WHEREAS, a request for \$325,000 was made from the County's Infrastructure Capital Fund to assist with the excavation and the extension of roadway and utilities for Bruckel Drive in the Town of Avon and access to the land owned by the Livonia, Avon and Lakeville Railroad; and

WHEREAS, the project will aid in the preparedness for development of the Livwell Community, Wellness & Fitness Center and future development of the remaining lands of the 113 acre parcel for commercial development; and

WHEREAS, the total project cost is estimated at \$655,344 and will not exceed more than 50% of the reimbursable expenses; and

WHEREAS, this award is contingent upon proof of committed funding and approvals for the Livwell Community Wellness & Fitness Center or a job creating commercial project committed to the site for development; and

WHEREAS, the disbursement of funding requires a minimum of 26 full-time jobs to be created; and

WHEREAS, the construction of this infrastructure project will adhere to the standards and procedure established by the Town of Avon so the completed work can be dedicated as a public road of the Town; and

WHEREAS, the purpose of the County's Infrastructure Capital Fund is to assist in the completion of economic development projects through the funding of public infrastructure, with the goal of attracting and retaining employment; and

WHEREAS, the location of this property next to Interstate 390 with rail frontage and easy accessibility to the NYS Thruway and Rochester MSA make this an attractive location for prospective businesses; and therefore be it

RESOLVED, that the Livingston County Board of Supervisors approves the award and conditions of said project.

Applicant: Livingston County Industrial Development Agency

Project Description: Excavation, roadway and utility (water, sewer, natural gas, electric and stormwater) extension.

Project Financing Requested: \$325,000.00

Other Funds Committed: Required as a condition of award prior to any reimbursement

Directors Comments: With limited availability on James Steele Park at Exit 10 of Interstate 390, this parcel becomes an attractive option for companies seeking to develop with access to rail service. Bruckel Drive provides the access point to the 113 acre parcel for truck and vehicular traffic while utilizing the existing utility points to extend services. The Livwell Community Wellness & Fitness Center has proposed development at

this site and would benefit from this extension of services as well. Commitment of funding from the County's Infrastructure Capital Fund would increase the incentive for a prospective business to locate here, while the concept and potential development of Livwell would further define the attractiveness of the site. The award is contingent upon financial commitment of a commercial development and/or Livwell to be reimbursed following job creation.

Mr. Bacon reviewed the questions from the last meeting on having the reimbursement in place, contingent on financing being in place for an extension to Bruckel Drive for the Livwell project. The railroad does own an additional significant amount of acreage that could be developed as well that they are actively marketing and has been through the zoning process for a planned development district for the Town of Avon. Mr. Bacon explained that the following were added to the Resolution: reimbursement, contingent upon financing, the road would be built and the infrastructure would be put in according to town standards and that there is a per job component of \$12,000 per job creating 26 jobs for the Livwell project or any project that would access to this infrastructure. There was discussion on any timeline for the job creation. Mr. Bacon explained that a three-year job creation/retainment component will be added to the final resolution.

*Motion: Mr. Pangrazio moved and Mr. Gott seconded to approve the foregoing resolution as amended to include a 3-year timeline ..... Carried.*

**2. APPROVING LIVINGSTON COUNTY INFRASTRUCTURE CAPITAL GRANT: LIVINGSTON COUNTY INDUSTRIAL DEVELOPMENT AGENCY (TOWN OF YORK)**

WHEREAS, a request for \$500,000 was made from the County's Infrastructure Capital Fund to assist with payment for the extension and installation of the public water line on Anderson and Telephone Roads in the Town of York to support the retention and expansion of Growmark F.S. and nineteen (19) other users; and

WHEREAS the County Infrastructure Fund will provide a \$500,000 payment to the Town of York while a reimbursement of \$250,000 from an award secured by Senator Gallivan will result in an overall \$250,000 contribution from the Fund, thereby reducing the amount needed from the County; and

WHEREAS, work has been completed on the Anderson Road portion of the project through a USDA Rural Development grant leaving this request to fund the remaining work on Telephone Road moving further westward to McPherson Road; and

WHEREAS, the request is based on Growmark F.S., an agribusiness that supports many of our area farms and based their expansion project on the ability to have public water service at their location; and

WHEREAS, the scope of the Growmark F.S. project reflects a \$3,640,000 project cost to increase the available capacity of fertilizer from 800 tons to 5000 tons provided to the farming community from this facility instead of opting to expand the Batavia location for this investment; and

WHEREAS, the initial projected job component was exceeded by adding five (5) new FTE instead of three (3) new FTE and bringing the total number to 20 FTE; and

WHEREAS, the request funds water service from the corner of Route 36 following westward for approximately 6250 linear feet on Telephone Road at an expense of \$673,000; and

WHEREAS the Town of York agrees to provide any necessary documentation required to obtain and assist with the administration of the grant; and

WHEREAS, the economic impact analysis shows Growmark F.S. provides an annual benefit to the State and Region of \$2,924,000; and

WHEREAS, four (4) new commercial and fifteen (15) new residential users benefitted from the water installation by adding services and a looped connection, further providing design and operational advantages while being less prone to breaks and stagnant water issues; and therefore, be it

RESOLVED, that the Livingston County Board of Supervisors approves said project as amended.

Applicant: Livingston County Industrial Development Agency  
Project Description: Water service connection in the Town of York  
Project Financing Requested: \$362,000.00  
Other Funds Committed: State Aid to Municipalities (Project #15519) \$250,000.00 (reimbursement)

Directors Comments: The retention and expansion of Growmark F.S. in Livingston County was competitive with other surrounding counties and was heavily weighted on our ability to deliver public water service to their operation. The work that was completed on Anderson Road and Telephone Road were integral to the project.

The Infrastructure Fund will provide \$500,000 upfront and use the Senator Gallivan grant as a reimbursement to the Fund in the amount of \$250,000. That leaves the overall contribution from the Fund as \$250,000.

Mr. Bacon reviewed the previous resolutions approving this project. Mr. Bacon reviewed the original project funding and explained that this project is now complete. The \$500,000 from the County Infrastructure will be reimbursed by a grant from Senator Gallivan for a total contribution of \$250,000.

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

## **CLERK OF THE BOARD – MICHELE REES**

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

1. Additional Ways & Means/Board Meeting for November/December Schedule for 11/27 & 11/29. The Clerk reviewed discussions last year that there were so many resolutions for the November and December meetings another meeting be added to lower the resolution number per meeting. The week after Thanksgiving would be a good week to hold the additional meetings. The Clerk is clarifying whether this would need to be a resolution or could simply be a notice of meeting. Mr. Knapp his support for the additional meetings. The Clerk did explain that many of the additional resolutions last year had to do with the six local laws being introduced, public hearings and adoptions. There are a lot of Real Property Resolutions in November and December that may not change meetings as there may be set deadlines that need to be followed.

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

## **OTHER BUSINESS – IAN COYLE**

### **Pre-approved Informational Item To Be Reported**

1. Discussion of ARPA ReGrant and Sparta  
Mr. Coyle explained, in his absence, that Mr. Schuster wanted to discuss repurposing the ARPA Re-grant Program specific to the Town of Sparta allocation. Mr. Schuster will present at a future meeting.

## **CORNELL COOPERATIVE EXTENSION OF LIVINGSTON – MATT COLE**

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

1. Program Update & 2024 Budget Request-Mr. Cole gave a brief overview of the Cornell programs and the preliminary budget summary for 2024. There was discussion regarding the Ag in the Classroom funding. Mr. Cole explained that the school funding amounts come directly from the schools and that the range depends upon actual school usage.

## **COUNTY ADMINISTRATOR – IAN COYLE**

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

#### **1. APPROVING ABSTRACT OF CLAIMS #9A-SEPTEMBER 13, 2023**

RESOLVED, that the Livingston County Board of Supervisors approves the Abstract of Claims #9A dated September 13, 2023 in the total amount of \$3,227,291.03.

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

#### **2. AMENDING 2023 LIVINGSTON COUNTY BUDGET: SOCIAL SERVICES & WORKFORCE DEVELOPMENT**

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

Mr. Coyle explained that we are monitoring the day care program allocations and reimbursement.

#### **3. ESTABLISHING AN ACCOUNT: GRANTS AND PUBLIC INFORMATION/AFFORDABLE CONNECTIVITY OUTREACH PROGRAM**

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



Director comments: This is a two-year federally-reimbursable grant program for promotional activities designed to promote awareness of a government program that can assist qualifying residents with their monthly internet bill. The grant award is for \$50,000, to be spent over two years, and is reimbursed as spent.

Mr. Coyle reviewed the account for approval.

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

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

1. Budget Workshop date-Scheduled for 10/11 after Board adjournment. There will be a mini budget review at the next Ways and Means meeting.

2. Budget 2024 Report-We did have a sales tax receipt report today that showed positive numbers. Mr. Coyle will be working with Amy Davies on the tax cap report for the next meeting. We did get the IGT unfrozen on the federal level and it is now on to the state for distribution. We do not know when and what that amount will be. Mr. Coyle reported on the recent CNR budget meeting and the decreased ask for 2024. Mr. Coyle reviewed the County share budget amount for the nursing home over the years. Senator Helming will be visiting Records Management next week. We meet with the state officials tomorrow to talk about the Akzo settlement and utilization of those buckets of funding.

**ADJOURNMENT**

Mr. Pangrazio moved and Mr. DiSalvo seconded to adjourn the meeting at 2:13 p.m.

**PURCHASING – ASHLEY SCUTT**

**Informational Item(s) Written Only**

**PURCHASING DEPARTMENT’S MONTHLY ACTIVITY REPORT – AUGUST 2023**

**Notable Accomplishments**

- Obtained the National Institute of Governmental Purchasing, Certified Procurement Professional (NIGP-CPP) certification. I am the first in Livingston County to achieve this designation and currently one of 30 people in the entire State with this designation. Current NIGP-CPPs are those individuals who have successfully attained the competency-based qualifications set forth by the NIGP Certification Commission for procurement leaders and have earned the prestigious NIGP Certified Procurement Professional.
- Completed a Budget Workshop with Training and Professional Development and ITS. This workshop allowed Departments to ask questions, learn about the new report options and work on their budget with the help of County Administration, ITS and HR.
- Began working with various Departments on year-end processes to clearly communicate requirements. Our plan is to put together a year-end training to help our employees navigate the requirements of year end POs, invoices and budget issues.

**TRAININGS/ PROFESSIONAL DEVELOPMENT**

- Lourdes Coss – 17 Laws of Teamwork
- NYSAMPO Round Table
- 8/7 and 8/10- Budget Workshop
- SAMPO Mentoring

**PURCHASE ORDERS PROCESSED**

	<b>PO’s PROCESSED</b>	<b>PO DOLLAR VALUE</b>
<b>Monthly</b>	69	\$1,407,410.61
<b>YTD</b>	233	\$7,140,802.27

**PROCUREMENT CARD TRANSACTIONS REVIEWED**

	<b>PCARD TRANSACTIONS</b>	<b>PCARD DOLLAR VALUE</b>
<b>Monthly</b>	170	\$66,555.48
<b>YTD</b>	829	\$459,523.16

**SOLICITATIONS ISSUED THIS MONTH**

<b>Type</b>	<b>Dept</b>	<b>Bid/ RFP Name</b>	<b>Date Issued</b>
BID	CS	Conference Center A/V Upgrades	8/10/23
BID	OEM	Vehicle Upfit	8/10/23
BID	REC	Purchase of Scanners	8/17/23
BID	CS	Public Defender Expansion Project	8/24/23
BID	CS	New Generator installation	8/24/23
<b>YTD</b>	<b>34</b>		

**NYS MINI-BID ISSUED THIS MONTH**

<b>Dept</b>	<b>Bid Name</b>	<b>Date Issued</b>
CS	2023 or newer Ford F350	8/10/23
CS	2023 or newer Ford F650 SD w/ Dump Body	8/10/23
CS	2023 or newer Passenger Van	8/10/23
<b>YTD</b>	<b>7</b>	

**SOLICITATIONS OPENED THIS MONTH**

<b>Type</b>	<b>Dept</b>	<b>Bid Name</b>	<b>Date Opened</b>
RFQ	PURCH	Envelope Printing - RFQ	8/14/23
RFP	PLN	Mobility Management Services	8/7/23
BID	OEM	Swiftwater Rescue Equipment	8/9/23
RFP	OFA	Consulting Registered Dietitian	8/16/23
BID	CS	HVAC Repair Services	8/23/23
RFP	WKF	2023 Community Service Block Grant	8/25/23
BID	OEM	Vehicle Upfit	8/30/23
<b>YTD</b>	<b>29</b>		

**INSURANCE CLAIMS**

**Monthly: 2**

**YTD: 22**

**VEHICLES / EQUIPMENT SURPLUS FORMS PROCESSED**

**Monthly: 1**

**YTD: 27**

**REAL PROPERTY TAX SERVICES – BILL FULLER**

**Informational Item(s) Written Only**

1. School Tax processing is complete. Districts are picking up their tax rolls and mailing tax bills.
2. Hosted an informational session on August 22<sup>nd</sup> with Systems East, Inc. and Tax Collectors to review

their tax collection software. Currently in process of collecting feedback from the presentation, and gathering quotes from Systems East.

3. Mid-September, notification via postcard mailing to property owners within the various Livingston County Water and Sewer Districts notifying of the public hearing in October to hear objections to the special assessment roll.

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