

WAYS & MEANS COMMITTEE MEETING MINUTES
MONDAY, SEPTEMBER 25, 2023
1:30 P.M.

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

Ways & Means Chair Dwight Knapp asked Jason Parker to lead the Pledge of Allegiance.

TRAINING & PROFESSIONAL DEVELOPMENT – KELLY GREENWAY

Action Item(s) To Be Reported

1. AUTHORIZING THE CHAIRMAN OF THE LIVINGSTON COUNTY BOARD OF SUPERVISORS TO SIGN THE FOLLOWING CONTRACT FOR THE LIVINGSTON COUNTY TRAINING AND PROFESSIONAL DEVELOPMENT DEPARTMENT: RONALD J. CHRISTOPHER & ASSOC. INC.

RESOLVED, that the Chairman of the Livingston County Board of Supervisors is hereby authorized to sign the following contract for the Livingston County Training and Professional Development Department and any future amendments to said contract, according to the term designated, subject to review by the County Attorney and County Administrator:

<u>Contractor</u>	<u>Term</u>	<u>Amount</u>
Ronald J. Christopher & Assoc. Inc.	11/1/23-12/31/23	\$2,800.00

5485 Martha's Vineyard
Clarence Center, NY 14032

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

<u>Funding Source</u>	<u>Local Share</u>	<u>Budgeted?</u>
County Budget	100%	Yes X No
<i>Procurement Method: Professional Services deemed exempt from RFP</i>		

Director's Comments:

The Department of Social Services has used this trainer in the past and recommended him.
Ms. Greenway reviewed the contract for approval.

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

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

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

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

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

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

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

Ms. Greenway reviewed the contract for approval and explained that the amendment relates to updates for the Intranet.

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

Informational Item(s) Written Only

Notable Accomplishments

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

TRAININGS/ PROFESSIONAL DEVELOPMENT

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

INFORMATION & TECHNOLOGY SERVICES – JASON PARKER

Pre-approved Informational Item(s) To Be Reported

1. Departmental Update Presentation: Mr. Parker gave a brief overview of staffing changes and some recent projects completed over the last twelve months. Mr. Parker reviewed initiatives currently underway.

COUNTY TREASURER – AMY DAVIES

Action Item(s) To Be Reported

1. **AUTHORIZING THE CHAIRMAN OF THE LIVINGSTON COUNTY BOARD OF SUPERVISORS TO SIGN THE FOLLOWING CONTRACT FOR THE LIVINGSTON COUNTY TREASURER’S OFFICE: PHILLIPS LYTLE LLP**

RESOLVED, that the Chairman of the Livingston County Board of Supervisors is hereby authorized to sign the following contract for the Livingston County Treasurer’s Office, and any future amendments to said contract, according to the term designated, subject to review by the County Attorney and County Administrator:

<u>Contractor</u>	<u>Term</u>	<u>Amount</u>
Phillips Lytle LLP 1400 First Federal Plaza Rochester, NY 14614	2023 in rem proceeding	\$425.00/parcel
For: Foreclosure for 2022 – tax year		

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

Ms. Davies reviewed the contract for approval. The in rem moratorium has not been passed by the Governor. We are hoping that takes place by spring 2024. We would like to proceed like we would any other year. The County Attorney reviewed why she advises that we continue to wait for final guidance before holding an auction.

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

CENTRAL SERVICES – WILLIAM MANN

Action Item(s) To Be Reported

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

WHEREAS, the Ways and Means Committee has submitted the following annual estimate and apportionment of expenses for the Livingston County Self-Insurance Plan for the fiscal year beginning January 1, 2024 and ending December 31, 2024, pursuant to Section 67 Paragraph 1 of the New York State Workers’ Compensation Law.

**ANNUAL ESTIMATE AND APPORTIONMENT OF EXPENSES
JANUARY 1, 2024**

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

**APPORTIONMENT OF WORKERS' COMPENSATION
INSURANCE FOR THE YEAR 2024**

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

COUNTY
Livingston County

		\$5,447,081,964	\$5,447,081,964	56.81%	\$661,001	\$594,187
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VILLAGES

Avon	100.00%	\$247,850,774	\$247,850,774	1.93%	\$21,879	\$20,151
Caledonia	100.00%	\$147,573,404	\$147,573,404	1.10%	\$11,587	\$11,536

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

Mr. Mann reviewed the report for approval.

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

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

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

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

Mr. Mann explained that this vehicle was a 2022 bid and recently received.

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

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

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

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

Mr. Mann reported that this vehicle is available now on the lot.

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

RECORDS MANAGEMENT – MEGAN SOKOLOW

Action Item(s) To Be Reported

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

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

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

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

<i>Funding Source</i>	<i>Local Share</i>	<i>Budgeted?</i>
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ARPA Funding	100%	Yes x No
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Director’s Comments:

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

Ms. Sokolow reviewed the bid award for approval and the type of scanning that will be available with this equipment.

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

COUNTY ATTORNEY – SHANNON HILLIER

Action Item(s) To Be Reported

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

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

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

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

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

The County Attorney reviewed the local law extension for adoption. The public hearing is this week and this is the official resolution to adopt the local law adoption.

Motion: Mr. Wadsworth 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 #9B-SEPTEMBER 27, 2023

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

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

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

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

Mr. Coyle reviewed the amendments for approval. One of the Workforce Development amendments relates to some unexpected incoming revenue for youth sports.

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

3. AUTHORIZING TRANSFER OF FUNDS: INFORMATION AND TECHNOLOGY SERVICES

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

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

4. DECLARING SURPLUS PROPERTY: CENTRAL STOREROOM

WHEREAS, the County of Livingston owns surplus personal property that is no longer necessary for public use; now, therefore, be it

RESOLVED, that the Livingston County Board of Supervisors hereby declare the following item(s) as surplus property to be disposed of as determined by the County Administrator:

Central Storeroom

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

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

Pre-approved Informational Item(s) To Be Reported

1. Administrative and Financial Updates – Mr. Coyle reported that we have a new administrative intern through the county management fellowship opportunity. Nathan Cole starts today. He will be in person and virtual as he is attending Syracuse. We did receive a denial for the time being on our Reconnect grant. There is a possibility of some “leftover” funds, which is how we received our initial \$12M allotment. We did receive funds released through two SAM grants for reimbursement back to the County.
2. Review of the 2024 Draft Budget – Mr. Coyle gave an overview/first look of the draft 2024 budget.
3. Litigation Updates

EXECUTIVE SESSION

Motion made by Mr. Pangrazio and seconded by Mr. DiSalvo that the Committee adjourn and reconvene for the purpose of discussing information regarding proposed, pending or current litigation and all Supervisors, Ian Coyle and County Shannon Hillier remain present. Carried.

Mr. Pangrazio moved and Mr. DiSalvo seconded that the Committee reconvened in regular session. The following report was presented.

The Ways and Means Committee having met in Executive Session, hereby reports as follows:
No action taken.

ADJOURNMENT

Mr. Pangrazio moved and Mr. DiSalvo seconded to adjourn the meeting at 2:26 p.m.

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