

**WAYS & MEANS COMMITTEE MEETING MINUTES  
TUESDAY, OCTOBER 11, 2022  
1:30 P.M.**

PRESENT: D. Knapp, E. Gott, D. Babbitt Henry, D. LeFeber, D. Pangrazio, D. DiSalvo, M. Falk, I. Coyle, B. Mann, S. Hillier

ABSENT: W. Wadsworth, D. Fanaro

Ways & Means Chair Dwight Knapp asked DSS Commissioner Tracy McCaughey to lead the Pledge of Allegiance.

**PERSONNEL ISSUES**

**1. DEPARTMENT OF SOCIAL SERVICES – TRACY MCCAUGHEY  
AMENDING THE 2022 LIVINGSTON COUNTY SALARY SCHEDULE: DEPARTMENT OF SOCIAL SERVICES**

RESOLVED, that the 2022 Hourly Employee Salary Schedule is amended as follows:

**Social Services**

- Create one full-time (1) Eligibility Clerk position at Wage Grade 9, CSEA Contract effective immediately.

For: To facilitate routine administrative processing of applications and recertifications.

Ms. McCaughey reviewed the position for creation and the duties of the current

*Motion: Mr. Pangrazio moved and Mrs. Babbitt Henry seconded to approve the foregoing resolution Carried.*

**MOTION TO MOVE AGENDA**

Mr. Pangrazio moved and Mr. LeFeber seconded to move the agenda.

**3. SHERIFF'S OFFICE – SHERIFF THOMAS DOUGHERTY  
AMENDING THE 2022 LIVINGSTON COUNTY SALARY SCHEDULE: SHERIFF'S OFFICE**

RESOLVED, that the 2022 Livingston County Salary Schedule is amended as follows:

**Sheriff's Office**

- Create one (1) full time Deputy Sheriff/Investigator position at Wage Grade 15 LCCOPS Contract effective immediately.

For: Domestic Terrorism Grant for Threat Assessment Management

Sheriff Dougherty reviewed the grant that will cover this position and the exact title will be Investigator.

Sheriff Dougherty explained that he would like to keep the position beyond the two years. This is a state mandated program in response to the Buffalo shooting.

*Motion: Mrs. Babbitt Henry moved and Mr. LeFeber seconded to approve the foregoing resolution Carried.*

**4. BOARD OF ELECTIONS – KATE HILL  
AMENDING THE 2022 LIVINGSTON COUNTY MISCELLANEOUS PAY RATES: BOARD OF ELECTIONS**

WHEREAS, the Livingston County Board of Elections Commissioners have reviewed the staffing needs for the days of early voting for the 2022 General Election and have determined that elections inspectors will be needed during that time period;

WHEREAS, Livingston County Board of Supervisors Resolution 2022-36, "Miscellaneous Pay Rates - 2022" provides general election per diem pay rates for elections inspectors, but does not address their pay rates during an early voting time period; now, therefore, be it

RESOLVED, that Livingston County Board of Supervisors Resolution 2022-36, "Miscellaneous Pay Rates - 2022" is hereby amended to include the following: Elections Inspector: Early Voting; \$13.20 per hour. Ms. Hill reviewed the need to have election inspectors assist with early voting. This is not for a full day. This will be for existing inspectors. There was discussion on whether coverage will be by existing staff and then election inspectors only if needed.

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

**5. COUNTY ADMINISTRATOR – IAN COYLE  
 APPOINTING TRAINING AND PROFESSIONAL DEVELOPMENT COORDINATOR FOR THE  
 COUNTY OF LIVINGSTON: JACLYN WOOLLETT**

RESOLVED, that the 2022 Department Head Salary Schedule is amended as follows:

**County Administrator**

Appoint Jaclyn Woollett, 6322 Sahrles Road, Dansville, NY 14437 to the position of full-time Training and Professional Development Coordinator effective October 17, 2022, at an annual salary of \$75,000.00. Mr. Coyle reviewed the interview process and the recommendation of Jaclyn Woollett and shared some of her experience.

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

**INFORMATION & TECHNOLOGY SERVICES – JASON PARKER**

**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 INFORMATION & TECHNOLOGY SERVICES DEPARTMENT: TELE DATA COM, INC. & NETWORKING TECHNOLOGIES, LLC**

RESOLVED, that the Chairman of the Livingston County Board of Supervisors is hereby authorized to sign the following contracts for the Livingston County Information and Technology 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>
<b>Tele Data Com, Inc.</b>	9/26/22-9/26/23	\$11,405.00
90 Air Park Drive, Suite 102 Rochester, NY 14624		
For: Cabling needs at CNR to support wireless network replacement		

<i>Funding Source</i>	<i>Local Share</i>	<i>Budgeted?</i>
ITS CIP Funds	100%	Yes X No

<b>Networking Technologies, LLC</b>	9/26/22-9/26/23	\$132,819.30
1540 East Lake Road, Suite 100 Erie, PA 16511		

For: Wireless network replacement at the CNR including hardware, installation, and configuration.

<i>Funding Source</i>	<i>Local Share</i>	<i>Budgeted?</i>
ITS CIP Funds	100%	Yes X No

Mr. Parker reviewed the contracts for approval.

*Motion: Mr. Pangrazio moved and Mrs. Babbitt Henry seconded to approve the foregoing resolution Carried.*

**CLERK OF THE BOARD – MICHELE REES**

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

1. Scanning Project of all Journal of Proceedings books update. The Clerk updated the Committee on conversations she has had with Megan Sokolow and Holly Watson on proceedings that have been microfilmed that we would like to digitize. Along with that the Clerk would like to digitize the proceedings books that are in our office to be available on the website. The Administration copier lease is ending this month and the new copier will allow us to book scan and digitize. The Clerk explained that this is simply to let the Supervisors know that I am working on this. The microfilm will require a separate contract that Megan Sokolow will handle. A part time clerk position has been created to begin copying the books once the new copier is in place. This is a non-competitive position for 17 ½ hours per week. This will help office staff tremendously when we are searching for an older resolution or local law was done. There are enough funds in the 2022 budget for the clerk position if we can begin in December.

**COUNTY TREASURER – IAN COYLE**

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

**1. AUTHORIZING A PROFESSIONAL SERVICES CONTRACT FOR AUDIT SERVICES: TBD**

WHEREAS, the County of Livingston solicited a Request for Proposal for audit services, and four (4) proposals were received on July 30, 2022, now, therefore, be it

RESOLVED, that the Chairman of the Livingston County Board of Supervisors is hereby authorized to sign the following contract, which is determined to be the most qualified to provide said services, subject to review by the County Attorney and County Administrator:

<u>Contractor</u>	<u>Term</u>	<u>Amount</u>
<b>TBD</b>	FY 2022-FY2024 With option for two 1year renewals	<b>TBD</b>

For: Auditing Services

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

Mr. Coyle reported that the resolution is not ready to go forward at this time. Negotiations are still ongoing with the preferred respondent at this time.

**2. PUBLIC DEFENDER – LINDSAY QUINTILONE  
AMENDING THE 2022 DEPARTMENT HEAD SALARY SCHEDULE: PUBLIC DEFENDER**

RESOLVED, that the 2022 Department Head Salary Schedule is amended as follows:

**Public Defender**

- Create one full time Assistant Public Defender Position at the salary range of \$70,000.00-\$85,000.00 on the Department Head Salary Schedule.

For: Compliance with caseload standards for implementation of Hurrell-Harring Settlement terms.

**Director’s Comments:**

This position is being created to reach compliance with caseload standards for implementation of Hurrell-Harring Settlement terms. Salary and benefits will be reimbursed through ILS funding. Please see comments below.

Ms. Quintilone reviewed the position for creation. This will hopefully be the last position created to come in to compliance with the Hurrell-Harring for caseloads.

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

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

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

**1. APPROVING ABSTRACT OF CLAIMS #10A-OCTOBER 12, 2022**

RESOLVED, that the Livingston County Board of Supervisors approves the Abstract of Claims #10A dated October 12, 2022 in the total amount of \$1,888,054.89.

*Motion: Mr. LeFeber moved and Mrs. Babbitt Henry seconded to approve the foregoing resolutionCarried.*

**2. AMENDING 2022 LIVINGSTON COUNTY BUDGET: DEPARTMENT OF HEALTH (2),  
OFFICE FOR THE AGING & PLANNING DEPARTMENT**

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. LeFeber seconded to approve the foregoing resolution..... Carried.*

**3. AUTHORIZING TRANSFER OF FUNDS: PLANNING**

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.

Mr. Coyle reviewed the transfer for approval. This is the Akzo Settlement funds.

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

5. **ESTABLISHING AN ACCOUNT: PLANNING**

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.

Mr. Coyle reviewed the account to be established for a DHSES grant.

*Motion: Mr. LeFeber moved and Mrs. Babbitt Henry seconded to approve the foregoing resolutionCarried.*

6. **DECLARING SURPLUS PROPERTY: BOARD OF SUPERVISORS**

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 declares the following item(s) as surplus property to be disposed of as determined by the County Administrator:

**Board of Supervisors**

Quantity	Year, Make & Model	Mileage/Hours	Serial #
1	2007 Chevrolet Tahoe	182,007	1GNFK13017J361321

Mr. Coyle reviewed the vehicle for surplus.

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

7. **ESTABLISHING PETTY CASH AMOUNTS FOR OFFICE FOR THE AGING FOR THE YEAR 2022**

RESOLVED, that the following petty cash amounts and designees be established for the year 2022:

<u>Department</u>	<u>Custodian</u>	<u>Amount</u>
Office for the Aging	Sue Bagley	\$200.00

Mr. Coyle reviewed the petty cash process.

*Motion: Mrs. Babbitt Henry moved and Mr. Gott seconded to approve the foregoing resolutionCarried.*

8. **AUTHORIZING THE CHAIRMAN OF THE LIVINGSTON COUNTY BOARD OF SUPERVISORS TO SIGN THE FOLLOWING CONTRACT FOR THE LIVINGSTON COUNTY ADMINISTRATOR: CLEARGOV**

RESOLVED, that the Chairman of the Livingston County Board of Supervisors is hereby authorized to sign the following contract for the Livingston County Administrator, and any future amendments to said contract, according to the term designated:

<u>Contractor</u>	<u>Term</u>	<u>Amount</u>
<b>ClearGov</b>	10/15/22-12/31/23	\$32,640.00

2 Mill & Main Place, Suite 630  
Maynard, MA 01754

For: Service order for subscription to the Capital Budgeting and Digital Budget Book Programs, BuyBoard  
Proposal No. #607-20

<u>Funding Source</u>	<u>Local Share</u>	<u>Budgeted?</u>
County budget	100%	Yes

Director's Comments:

This resolution authorizes Livingston County to enter into a contract with ClearGov for subscription to the Capital Budgeting and Digital Budget Book programs.

Mr. Coyle reviewed the contract for approval. This is piggybacking off of another county's contract that is through BuyBoard.

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

9. **AUTHORIZING USE OF AKZO NOBEL SETTLEMENT FUNDS - LEICESTER/YORK REGIONAL WATER SUPPLY EXPANSION PROJECT**

WHEREAS, Livingston County Board of Supervisors' Resolution No. 2021-185 authorized the County Administrator to submit required documentation to the Office of the New York State Attorney General ("AG's Office) and the New York State Department of Environmental Conservation ("DEC") for the use of \$350,000.00 of Akzo Nobel Settlement Funds. Said amount would be used to secure a Planning and

Engineering Report with preliminary design focused on improving public drinking water infrastructure in the Towns of Leicester and York due to the impacts of the 1994 Retsof Salt Mine Collapse; and

WHEREAS, Livingston County Board of Supervisors' Resolution No. 2022-201 authorized the County Administrator to submit additional documentation to the AG's Office and the DEC for the use of \$700,000.00 of Settlement Funds to obtain further design and engineering work for the project, including final design and environmental work; and

WHEREAS, on September 27, 2022, the AG's Office and the DEC formally approved the County Administrator's funding requests; now, therefore, be it

RESOLVED, that the Livingston County Board of Supervisors does hereby authorize the use of \$1,050,000.00 in Akzo Settlement Funds for the above-mentioned engineering and design work as these initial stages of work are necessary to advance the overall Leicester/York Regional Water Supply Expansion Project.

Mr. Coyle reviewed the Akzo Settlement funds use and guidelines. The County has received approval for the expenditure of these funds by the state. Mr. Coyle explained that Mr. Deming's had some concerns after the settlement committee meeting last week. The overall project is built on a dollar figure that necessitates the full match of the Akzo settlement funds to bring Hemlock Lake water westward to the affected area and in turn do the various pipework that needs to be done to get there. Mr. Coyle reminded the Committee that this also triggered a whole series of intermunicipal agreements that were done by ~8-10 municipalities, both villages and towns. Mr. Deming's concern is twofold, if we don't get the funding we are seeking from an external grant provider, what happens then and if the intermunicipal agreements, which are non-binding, don't materialize from the municipalities that previously indicated interest in participating? Mr. Coyle explained that it is the belief of the Settlement Committee and the Authority, irrespective of both of these issues, you are going to need to do this level of preliminary design engineering work for a project of this magnitude. It is really going to depend on the size of the pipe and a piece of the pathway of what this project, geographically, is going to look like and who does and doesn't participate. The overarching question is, if the Settlement Committee, which is a conduit of the Board, is desirous of advancing this project saying we are willing to match this money; going all in on a particular grant and we do not get that grant, Mr. Coyle's thought as staff to the effort, that does not mean the project goes by the wayside. It means you try to find other opportunities for funding to fill in the blanks. There was discussion about the proposal being revised and having another committee meeting to look at the revised proposal before the November 22 kick off meeting. Mr. Molino reviewed the proposal changes and explained that the preliminary design needs to be done regardless. The time to do the base mapping is late fall or April/May to get the clearest picture. Payment needs to be made for the engineering report already completed. There was discussion on the preliminary engineering work getting done by Clark Patterson. Funding will be announced between November-April at the latest. Mr. Coyle summarized Mr. Deming's qualms about the approval of the resolution today.

*Motion: Mr. Pangrazio moved and Mrs. Babbitt Henry seconded to table this item until the next meeting.*

## **EMERGENCY MEDICAL SERVICES – IAN COYLE**

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

#### **1. AUTHORIZING THE PURCHASE OF ONE (1) NEW 2022 CHEVROLET CRESTLINE TYPE 3 AMBULANCE FOR THE LIVINGSTON COUNTY EMERGENCY MEDICAL SERVICES DEPARTMENT: NORTH EASTERN RESCUE VEHICLES, INC.**

RESOLVED, the Livingston County Emergency Medical Services is hereby authorized to purchase one (1) new 2022 Chevrolet Crestline Type 3 Ambulance through the SAVVIK Buying Group Pricing Contract #29559 from North Eastern Rescue Vehicles, Inc. of 10 Dwight Park Drive, Syracuse, New York 13209, for a total cost not to exceed \$132,400.00.

Mr. Coyle reviewed the difficulties finding vehicle to purchase.

*Motion: Mrs. Babbitt Henry moved and Mr. Gott seconded to approve the foregoing resolution Carried.*

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

1. ARPA – Department Request Update – Mr. Coyle reported that he has a working list that he will be sending out tomorrow with a series of funding asks for discussion at the next Ways and Means Committee meeting.

The budget workshop is tomorrow after Board adjournment. Mr. Coyle reported that we are working very aggressively on the VAP application for the CNR. Mr. Coyle updated the committee on CNR Director vacancy. Mr. Coyle recognized the work on various MOUs . There will be a handout with a full CNR update available tomorrow.

## **ADJOURNMENT**

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

---

## **REAL PROPERTY TAX SERVICES – BILL FULLER**

### **Informational Item(s) Written Only**

1. I will be attending the Real Property Tax Services Directors Conference October 10<sup>th</sup> – 13<sup>th</sup>.
2. Our office will provide the Special Assessment Roll for the public hearing scheduled for October 12.
3. Small claims hearings for assessment grievances are moving forward. Some have reached decisions.
4. We are preparing to print exemption renewal applications and associated letters for the assessors.

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