

**PUBLIC SERVICES COMMITTEE MEETING MINUTES**  
**WEDNESDAY, JANUARY 4, 2017**  
**9:00 A.M.**

PRESENT: G. Deming, C. DiPasquale, B. Carman, S. Erdle, M. Schuster, E. Gott, D. LeFeber, P. Yendell, D. Mahus, I. Coyle, H. Grant, B. Beagle-LCN

**PLANNING – ANGELA ELLIS**

**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 PLANNING DEPARTMENT – BERGMANN ASSOCIATES**

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

<u>Contractor</u>	<u>Term</u>	<u>Amount</u>
<b>Bergmann Associates</b> 28 East Main Street 200 First Federal Plaza Rochester, New York 14614 For: GIS Support Services	1/1/17-12/31/17	Not to exceed \$10,000.00

<i>Funding Source</i>	<i>Local Share</i>	<i>Budgeted ?</i>
A8020 Planning Department	\$10,000	Yes X No

**Director's Comments:** This resolution authorizes a contract with Bergmann Associates to provide as-needed GIS support services to the Planning Department. Bergmann Associates helped to develop the County's GIS infrastructure for the Intranet and Internet mapping applications. Livingston M.A.P (Mapping Assistance Program) became available to our towns and villages and general public in 2015. This contract authorizes Bergmann to help the Planning Department and ITS support these investments. We contracted with Bergmann in 2016 for the same services.

This is an annual contract that we do on an as needed hourly basis.

*Motion: Mr. DiPasquale moved and Mr. Carman seconded to approve the foregoing resolution Carried.*

Mrs. Ellis reported that the Conesus Lake Streambank Remediation was selected by the Genesee Valley branch of the American Public Works Association to receive a Small Cities Rural Communities Project of the Year for environmental projects. Huge Kudos to the collaboration and partnerships for the project. This was a lot of work by the town and county highway departments, Barton & Loguidice, Planning Department, property owners, many Conesus Lake Association folks. This was a few year in the making, this last project before she came back in 2008. They will be going to an awards banquet on January 26. A huge Kudos to Barton & Loguidice, in particular Shawn McAdams did a tremendous amount of work as the lead engineer on the project, and certainly, Heather Ferrero was deeply involved in the project to a large extent. A press release will be out later this week.

Chairman Gott acknowledged the huge kudos to Barton & Loguidice and the Planning Department. In Livonia, we needed to get 1050 live stakes driven into the ground and Heather Ferrero, her family along with Chairman Gotts' family met the Monday morning after Christmas to get the stakes in so we could get finished and closed out. He appreciated it very much.

**Informational Item(s) Written Only**

**CONESUS LAKE PROJECT AWARD:** The Planning Department was notified that the Conesus Lake streambank remediation project was selected by the Genesee Valley Branch of the American Public Works Association (APWA) to receive the Small Cities/Rural Communities Project of Year Award for Environmental

Projects. This award recognizes the partnerships and work of the town and county highway departments, Barton & Loguidice, and the County Planning Department. The award will be presented at the APWA Awards Banquet on January 26, 2017.

## **HIGHWAY – DON HIGGINS**

Mr. Higgins explained that the following resolutions all relate to federal aid for bridge projects.

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

#### **1. AUTHORIZING A SUPPLEMENTAL PROFESSIONAL SERVICES CONTRACT FOR THE FINAL DESIGN AND ROW ACQUISITION PHASES V-VI: FEDERAL/STATE-AID BRIDGE REPLACEMENT PROJECT (PIN 476086), APPLINVILLE (AKA EVERMAN) ROAD OVER CANASERAGA CREEK, TOWNS OF SPARTA/WEST SPARTA – LU ENGINEERS**

WHEREAS, Livingston County Resolution No. 2015-20 authorized a professional services contract with Lu Engineers Phases I-IV (Scoping, Preliminary Engineering, ROW Incidentals) of the above-named project, and said Resolution provided for a subsequent Supplemental Contract for Final Design & ROW Acquisition to be negotiated at a later date, now, therefore, be it

RESOLVED, that the Chairman of the Livingston County Board of Supervisors is hereby authorized to sign the following supplemental 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>Lu Engineers</b> 175 Sullys Trail, Suite 202 Corporate Crossings Office Park Pittsford, NY 14534	1/11/17-12/31/18	\$128,000.00

For: Supplemental contract for Final Design & ROW Acquisition Phases V-VI for the above-named project. Original amount per Resolution No. 2015-20 was \$145,082.00. Total amount for all Phases I-VI of the contract with Lu Engineers will be \$272,082.00. County Share is approx. \$30,000.00. Costs have been approved by NYSDOT.

<u>Funding Source</u>	<u>Local Share</u>	<u>Budgeted?</u>
FHWA, NYS Marchiselli, Liv. Co. Highway Budget	11%	Yes X No

*Motion: Mr. Carman moved and Mr. Schuster seconded to approve the foregoing resolution.. Carried.*

The project is schedule for 2017.

#### **2. AUTHORIZING A SUPPLEMENTAL PROFESSIONAL SERVICES CONTRACT FOR CONSTRUCTION INSPECTION SERVICES: FEDERAL/STATE-AID BRIDGE REPLACEMENT PROJECT (PIN 475491), WOODSVILLE ROAD OVER BRADNER CREEK, TOWN OF WEST SPARTA – T-Y-LIN INTERNATIONAL**

WHEREAS, Livingston County Resolution No. 2011-161 authorized a professional services contract with T-Y-LIN International for Scoping, Preliminary Engineering, Design, ROW Incidentals & ROW Acquisition Phases of the above-named project, and said Resolution provided for a subsequent Supplemental Contract for Construction Inspection services to be negotiated at a later date, now, therefore, be it

RESOLVED, that the Chairman of the Livingston County Board of Supervisors is hereby authorized to sign the following supplemental 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>T-Y-LIN International</b> 255 East Avenue Rochester, NY 14604	1/11/17-12/31/18	\$140,000.00

For: Supplemental contract for Construction Inspection services for the above-named project. Livingston County is administering this project for the Town of West Sparta. Original amount for Engineering, Design, ROW Phases per Resolution No. 2011-161 was \$148,176.00. Total amount for all Phases of the contract with T-Y-LIN International will be \$288,176.00. Any local share is the responsibility of the Town of West Sparta. No County Share. Costs have been approved by NYSDOT.

<i>Funding Source</i>	<i>Local Share</i>	<i>Budgeted?</i>
FHWA, NYS Marchiselli, NYS Other, Town of W. Sparta	0	Yes X No

This is a town bridge that the County is administering the program for the town.

*Motion: Mr. DiPasquale moved and Mrs. Erdle seconded to approve the foregoing resolution*Carried.

**3. AUTHORIZING THE IMPLEMENTATION AND SUPPLEMENTAL #1 TO MASTER AGREEMENT WITH NYS DEPARTMENT OF TRANSPORTATION FOR SCOPING, PRELIMINARY ENGINEERING, DESIGN, ROW, CONSTRUCTION, AND CONSTRUCTION INSPECTION PHASES, AND FUNDING IN THE FIRST INSTANCE 100% OF THE FEDERAL-AID AND NYS MARCHISELLI PROGRAM-AID AND NYS OTHER PROGRAM -AID ELIGIBLE COSTS, OF A TRANSPORTATION FEDERAL-AID PROJECT (PIN 475491) AND APPROPRIATING FUNDS THEREFOR: REPLACEMENT OF WOODSVILLE ROAD BRIDGE OVER BRADNER CREEK (BIN 2210990), TOWN OF WEST SPARTA, FOR THE LIVINGSTON COUNTY DEPARTMENT OF HIGHWAYS**

WHEREAS, a project for the replacement of Woodsville Road Bridge over Bradner Creek, Town of West Sparta, in Livingston County (NYSDOT PIN 475491) (the "Project") is eligible for funding under Title 23 U.S. Code, as amended, that calls for the apportionment of the costs of such program to be borne at the ration of 80% Federal funds and 20% non-federal funds; and

WHEREAS, said bridge is owned and maintained by the Town of West Sparta, but the County of Livingston is administering this project for the Town, with reimbursement to be made by the Town of West Sparta to Livingston County for any and all Local Shares of the project, and

WHEREAS, Livingston County Board of Supervisors Resolution No. 2011-181 authorized a total of \$126,000 for Scoping, Preliminary Engineering and Design phases, and

WHEREAS, the County of Livingston desires to advance the Project by making a commitment of 100% of the Federal and non-Federal share of costs of all Phases of the Project, including: Scoping, Preliminary Engineering, Design, ROW, Construction and Construction Inspection, now, therefore, be it

RESOLVED, that the Board of Supervisors, does hereby approve the above-subject Project, and, be it further

RESOLVED, that the Board of Supervisors hereby authorizes the Chairman of the Board to pay in the first instance 100% of the Federal and non-Federal share of the cost of Scoping, Preliminary Engineering, Design, ROW, Construction, and Construction Inspection phases for the Project or portions thereof, and, be it further

RESOLVED, the total sum of Nine Hundred and Five Thousand Dollars (\$905,000.00) [of which, the Federal-Aid share is \$651,200; the State-Aid share is \$247,050; and the Town of West Sparta share is \$6,750] is hereby appropriated from the Board of Supervisors and made available to cover participation in the specified phases of the Project, and be it further

RESOLVED, that in the event the full Federal and non-Federal share costs of the Project exceeds the amount appropriated above, the Board of Supervisors shall convene as soon as possible to appropriate said excess amount immediately upon notification by the NYS Department of Transportation thereof, and, be it further

RESOLVED, that the Chairman of the Board of Supervisors be and is hereby authorized to execute all necessary Agreements, certifications or reimbursement requests for Federal Aid and/or Marchiselli Aid on behalf of the Board of Supervisors with the NYS Department of Transportation in connection with the advancement or approval of the Project, and providing for the administration of the project and the Municipality's first instance funding of project costs and permanent funding of the local share of Federal-Aid and State-Aid eligible Project costs and all Project costs within appropriations thereof that are not so eligible, and, be it further

RESOLVED, that a certified copy of this Resolution be filed with the NYS Commissioner of Transportation by attaching it to any necessary Agreement in connection with the Project, and, be it further

RESOLVED, that this Resolution shall take effect immediately.

<u>Contractor</u>	<u>Term</u>	<u>Amount</u>
NYS Department of Transportation	6/3/11-12/1/20	\$905,000.00

50 Wolf Road  
Albany, NY 12232

For: Supplemental Agreement with NYSDOT covering all phases of the above-noted Federal/State-Aid Bridge Replacement Project, and capturing all sources of Federal and State funding. Any Local Share is the responsibility of the Town of West Sparta. No County share.

<i>Funding Source</i>	<i>Local Share</i>	<i>Budgeted?</i>
FHWA, NYS Marchiselli, NYS Other, Town of W. Sparta	0	Yes X    No

There was some Senate money added to this project.

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

These next three resolutions are new projects. We were very fortunate in receiving federal and state funding in this round.

**4. AUTHORIZING THE IMPLEMENTATION AND MASTER AGREEMENT WITH NYS DEPARTMENT OF TRANSPORTATION FOR SCOPING, PRELIMINARY ENGINEERING, AND ROW INCIDENTAL PHASES, AND FUNDING IN THE FIRST INSTANCE 100% OF THE FEDERAL-AID AND NYS MARCHISELLI PROGRAM-AID ELIGIBLE COSTS, OF A TRANSPORTATION FEDERAL-AID PROJECT (PIN 4LV001) AND APPROPRIATING FUNDS THEREFOR: REPLACEMENT OF PAPERMILL ROAD BRIDGE OVER CONESUS CREEK (BIN 3316160), TOWN OF AVON, FOR THE LIVINGSTON COUNTY DEPARTMENT OF HIGHWAYS**

WHEREAS, a project for the replacement of Papermill Road Bridge over Conesus Creek, Town of Avon, in Livingston County (NYSDOT PIN 4LV001) (the "Project") is eligible for funding under Title 23 U.S. Code, as amended, that calls for the apportionment of the costs of such program to be borne at the ration of 80% Federal funds and 20% non-federal funds; and

WHEREAS, the County of Livingston desires to advance the Project by making a commitment of 100% of the Federal and non-Federal share of the cost of the Scoping, Preliminary Engineering and ROW Incidental Phases of the Project, now, therefore, be it

RERSOLVED, that the Board of Supervisors, duly convened, does hereby approve the above-subject Project, and, be it further

RESOLVED, that the Board of Supervisors hereby authorizes the Chairman of the Board to pay in the first instance 100% of the Federal and non-Federal share of the cost of Scoping, Preliminary Engineering, and ROW Incidental phases for the Project or portions thereof, and, be it further

RESOLVED, the total sum of One Hundred and Nineteen Thousand, Sixty-Eight Dollars (\$119,068.00) [of which, the Federal-Aid share is \$95,294.00; and the local County share is \$23,814.00] is hereby appropriated from the Board of Supervisors and made available to cover participation in the specified phases of the Project, and be it further

RESOLVED, that in the event the full Federal and non-Federal share costs of the Project exceeds the amount appropriated above, the Board of Supervisors shall convene as soon as possible to appropriate said excess amount immediately upon notification by the NYS Department of Transportation thereof, and, be it further

RESOLVED, that the Chairman of the Board of Supervisors be and is hereby authorized to execute all necessary Agreements, certifications or reimbursement requests for Federal Aid and/or Marchiselli Aid on behalf of the Board of Supervisors with the NYS Department of Transportation in connection with the advancement or approval of the Project, and providing for the administration of the project and the Municipality's first instance funding of project costs and permanent funding of the local share of Federal-Aid and State-Aid eligible Project costs and all Project costs within appropriations thereof that are not so eligible, and, be it further

RESOLVED, that a certified copy of this Resolution be filed with the NYS Commissioner of Transportation by attaching it to any necessary Agreement in connection with the Project, and, be it further

RESOLVED, that this Resolution shall take effect immediately.

<u>Contractor</u>	<u>Term</u>	<u>Amount</u>
NYS Department of Transportation	1/11/17-6/27/26	\$119,068.00

50 Wolf Road  
Albany, NY 12232

For: Master Agreement with NYSDOT covering Scoping, Preliminary Engineering and ROW Incidental phases of the above-noted Federal/State-Aid Bridge Replacement Project. Local Share is 20% (\$23,814.00)

<i>Funding Source</i>	<i>Local Share</i>	<i>Budgeted?</i>
FHWA, Livingston County Highway Budget	20 %	Yes X    No

*Motion: Mr. Carman moved and Mrs. Erdle seconded to approve the foregoing resolution ..... Carried.*

**5. AUTHORIZING THE IMPLEMENTATION AND MASTER AGREEMENT WITH NYS DEPARTMENT OF TRANSPORTATION FOR SCOPING, PRELIMINARY ENGINEERING, AND ROW INCIDENTAL PHASES, AND FUNDING IN THE FIRST INSTANCE 100% OF THE FEDERAL-AID AND NYS MARCHISELLI PROGRAM-AID ELIGIBLE COSTS, OF A TRANSPORTATION FEDERAL-AID PROJECT (PIN 475552) AND APPROPRIATING FUNDS THEREFOR: REHABILITATION OF RIX HILL ROAD BRIDGE OVER HEMLOCK LAKE OUTLET (BIN 3316410), TOWN OF LIVONIA, FOR THE LIVINGSTON COUNTY DEPARTMENT OF HIGHWAYS**

WHEREAS, a project for the rehabilitation of Rix Hill Road Bridge over Hemlock Lake Outlet, Town of Livonia, in Livingston County (NYSDOT PIN 475552) (the "Project") is eligible for funding under Title 23 U.S. Code, as amended, that calls for the apportionment of the costs of such program to be borne at the ratio of 80% Federal funds and 20% non-federal funds; and

WHEREAS, the County of Livingston desires to advance the Project by making a commitment of 100% of the Federal and non-Federal share of the cost of the Scoping, Preliminary Engineering and ROW Incidental Phases of the Project, now, therefore, be it

RESOLVED, that the Board of Supervisors, duly convened, does hereby approve the above-subject Project, and, be it further

RESOLVED, that the Board of Supervisors hereby authorizes the Chairman of the Board to pay in the first instance 100% of the Federal and non-Federal share of the cost of Scoping, Preliminary Engineering, and ROW Incidental phases for the Project or portions thereof, and, be it further

RESOLVED, the total sum of Thirty-Two Thousand, Nine Hundred and Nineteen Dollars (\$32,919.00) [of which, the Federal-Aid share is \$26,335.00; and the local County share is \$6,584.00] is hereby appropriated from the Board of Supervisors and made available to cover participation in the specified phases of the Project, and be it further

RESOLVED, that in the event the full Federal and non-Federal share costs of the Project exceeds the amount appropriated above, the Board of Supervisors shall convene as soon as possible to appropriate said excess amount immediately upon notification by the NYS Department of Transportation thereof, and, be it further

RESOLVED, that the Chairman of the Board of Supervisors be and is hereby authorized to execute all necessary Agreements, certifications or reimbursement requests for Federal Aid and/or Marchiselli Aid on behalf of the Board of Supervisors with the NYS Department of Transportation in connection with the advancement or approval of the Project, and providing for the administration of the project and the Municipality's first instance funding of project costs and permanent funding of the local share of Federal-Aid and State-Aid eligible Project costs and all Project costs within appropriations thereof that are not so eligible, and, be it further

RESOLVED, that a certified copy of this Resolution be filed with the NYS Commissioner of Transportation by attaching it to any necessary Agreement in connection with the Project, and, be it further

RESOLVED, that this Resolution shall take effect immediately.

<u>Contractor</u>	<u>Term</u>	<u>Amount</u>
<b>NYS Department of Transportation</b>	1/11/17-7/19/26	\$32,919.00
50 Wolf Road		
Albany, NY 12232		

For: Master Agreement with NYSDOT covering Scoping, Preliminary Engineering and ROW Incidental phases of the above-noted Federal/State-Aid Bridge Replacement Project. Local Share is 20% (\$6,584.00)

<i>Funding Source</i>	<i>Local Share</i>	<i>Budgeted?</i>
FHWA, Livingston County Highway Budget	20 %	Yes X    No

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

**6. AUTHORIZING THE IMPLEMENTATION AND MASTER AGREEMENT WITH NYS DEPARTMENT OF TRANSPORTATION FOR SCOPING, PRELIMINARY ENGINEERING, AND ROW INCIDENTAL PHASES, AND FUNDING IN THE FIRST INSTANCE 100% OF THE FEDERAL-AID AND NYS MARCHISELLI PROGRAM-AID ELIGIBLE COSTS, OF A TRANSPORTATION FEDERAL-AID PROJECT (PIN 4LV000) AND APPROPRIATING FUNDS THEREFOR: PREVENTIVE/CORRECTIVE MAINTENANCE WORK ON FIVE (5) COUNTY BRIDGES IN THE TOWNS OF LEICESTER, CONESUS, AVON, SPRINGWATER AND LIMA FOR THE LIVINGSTON COUNTY DEPARTMENT OF HIGHWAYS**

WHEREAS, a project for Preventive/Corrective Maintenance Work on the follow five (5) County bridges:

- River Road (CR-37) over Beard's Creek, Town of Leicester BIN 3316330
- East Lake Road (CR-8) over North McMillan Creek, Town of Conesus, BIN 3316490
- Littleville Road over Conesus Creek, Town of Avon, BIN 3316150
- Carney Hollow Road (CR-60) over Carney Hollow Creek, Town of Springwater, BIN 3316810
- Martin Road over Honeoye Creek, Town of Lima, BIN 3316210

in Livingston County (NYSDOT PIN 4LV000) (the "Project") is eligible for funding under Title 23 U.S. Code, as amended, that calls for the apportionment of the costs of such program to be borne at the ration of 80% Federal funds and 20% non-federal funds; and

WHEREAS, the County of Livingston desires to advance the Project by making a commitment of 100% of the Federal and non-Federal share of the cost of the Scoping, Preliminary Engineering and ROW Incidental Phases of the Project, now, therefore, be it

RERSOLVED, that the Board of Supervisors, duly convened, does hereby approve the above-subject Project, and, be it further

RESOLVED, that the Board of Supervisors hereby authorizes the Chairman of the Board to pay in the first instance 100% of the Federal and non-Federal share of the cost of Scoping, Preliminary Engineering, and ROW Incidental phases for the Project or portions thereof, and, be it further

RESOLVED, the total sum of Eighty-Two Thousand Dollars (\$82,000.00) [of which, the Federal-Aid share is \$65,600.00; and the local County share is \$16,400.00] is hereby appropriated from the Board of Supervisors and made available to cover participation in the specified phases of the Project, and be it further

RESOLVED, that in the event the full Federal and non-Federal share costs of the Project exceeds the amount appropriated above, the Board of Supervisors shall convene as soon as possible to appropriate said excess amount immediately upon notification by the NYS Department of Transportation thereof, and, be it further

RESOLVED, that the Chairman of the Board of Supervisors be and is hereby authorized to execute all necessary Agreements, certifications or reimbursement requests for Federal Aid and/or Marchiselli Aid on behalf of the Board of Supervisors with the NYS Department of Transportation in connection with the advancement or approval of the Project, and providing for the administration of the project and the Municipality's first instance funding of project costs and permanent funding of the local share of Federal-Aid and State-Aid eligible Project costs and all Project costs within appropriations thereof that are not so eligible, and, be it further

RESOLVED, that a certified copy of this Resolution be filed with the NYS Commissioner of Transportation by attaching it to any necessary Agreement in connection with the Project, and, be it further

RESOLVED, that this Resolution shall take effect immediately.

<u>Contractor</u>	<u>Term</u>	<u>Amount</u>
<b>NYS Department of Transportation</b>	1/11/17-9/2/26	\$82,000.00
50 Wolf Road		
Albany, NY 12232		

For: Master Agreement with NYSDOT covering Scoping, Preliminary Engineering and ROW Incidental

phases of the above-noted Federal/State-Aid Bridge Replacement Project. Local Share is 20% (\$16,400.00)

<i>Funding Source</i>	<i>Local Share</i>	<i>Budgeted?</i>
FHWA, Livingston County Highway Budget	20 %	Yes X    No

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

Mr. Higgins reviewed the upcoming projects for 2017. The auto maintenance program is working very well. Chairman Gott reported that the Sheriff's Office is thrilled with the process, the end product and the staff.

#### **SHERIFF – UNDERSHERIFF BEAN & CD BURGESS**

CD Burgess stated that they are requesting to add two marked utility vehicles to the stand by fleet. They currently have four units build, striped that are stored in Conesus and ready to go. 17 vehicles have over 150,000 miles and 2 have over 200,000. One vehicle is having some problems, but maintenance has been able to keep it going for us. While 4 seems like a high number for standby but not when you consider the high mileage vehicles.

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

#### **1. AUTHORIZING THE PURCHASE OF TWO (2) 2017 FORD INTERCEPTOR UTILITIES FOR THE LIVINGSTON COUNTY SHERIFF'S OFFICE – HENDERSON FORD**

RESOLVED, that the Livingston County Sheriff's Office is authorized to purchase through mini-bid #16120103 from Henderson Ford of 810 Ridge Road, Webster, NY 14580 two (2) new 2017 Ford Interceptor Utilities at a cost of \$27,120 each, for a total cost not to exceed \$54,240.

#### **AND REFER THE REQUEST TO WAYS AND MEANS FOR APPROVAL**

*Motion: Mr. Carman moved and Mr. DiPasquale seconded to approve the foregoing resolution Carried.*

#### **2. AUTHORIZING THE PURCHASE OF ONE (1) 2017 CHEVROLET TAHOE SSV FOR THE LIVINGSTON COUNTY SHERIFF'S OFFICE – CAPPELLINO CHEVROLET**

RESOLVED, that the Livingston County Sheriff's Office is authorized to purchase through mini-bid #16120101 from Cappellino Chevrolet of 9000 Boston State Road, Boston, NY 14025 one (1) new 2017 Chevrolet Tahoe SSV a cost of \$32,934.79.

#### **AND REFER THE REQUEST TO WAYS AND MEANS FOR APPROVAL**

Forensic Unit Sergeant needs this size vehicle. He carries a ton of equipment in a Suburban. Sgt. VanAuken feels that the Tahoe would be large enough with storage options while saving \$4,000. The County may be able to use the Suburban elsewhere.

*Motion: Mr. Schuster moved and Mr. Carman seconded to approve the foregoing resolution.. Carried.*

#### **3. AUTHORIZING THE PURCHASE OF ONE (1) 2017 DODGE CHARGER FOR THE LIVINGSTON COUNTY SHERIFF'S OFFICE – ROB GREEN TRUCK**

RESOLVED, that the Livingston County Sheriff's Office is authorized to purchase through mini-bid #16120105 from Rob Green Truck of Route 17 east Exit 107 PO Box 8002 Rock Hill, NY 12775 one (1) new 2017 Dodge Charger at a cost of \$24,799.67.

#### **AND REFER THE REQUEST TO WAYS AND MEANS FOR APPROVAL**

We have been very satisfied with the Ford vehicles. Everyone liked the Dodge Charger when it was tested. Dodge costs significantly less than the Ford. Purchasing this vehicle now would give them a baseline for any future decisions. This vehicle will go to CD Burgess and his vehicle will be transferred to a training vehicle and turn in one of the Impalas. He will allow the auto maintenance office to choose which Impala to replace.

*Motion: Mr. Schuster moved and Mr. Carman seconded to approve the foregoing resolution.. Carried.*

#### **4. AUTHORIZING THE PURCHASE OF ONE (1) 2017 FORD F350 FOR THE LIVINGSTON COUNTY SHERIFF'S OFFICE – DEALER TBD**

RESOLVED, that the Livingston County Sheriff's Office is authorized to purchase through mini-bid # TBD (1) new 2017 Ford F350 at a cost TBD when mini bid results are received.

#### **AND REFER THE REQUEST TO WAYS AND MEANS FOR APPROVAL**

Vehicle 147 is a 2005 Chevrolet has low mileage (47,000) and runs well but it is horrible to tow anything that is

at all heavy. The two heaviest things that they tow is the dive trailer and their boat. This truck is not a heavy duty towing vehicle. This would be an addition to the fleet. The mounted patrol uses their personal vehicles rather than using this truck. Dan Miller assisted in determining the specs for this vehicle. This is the first time the Sheriff's Office has bid out a heavy duty vehicle. It is expected that the bid should come in the low \$30s.

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

**5. AUTHORIZING THE PURCHASE OF ONE (1) 2017 FORD F350 TRANSIT VAN FOR THE LIVINGSTON COUNTY SHERIFF'S OFFICE – DEALER TBD**

RESOLVED, that the Livingston County Sheriff's Office is authorized to purchase through mini-bid # TBD (1) new 2017 Ford F350 Transit Van at a cost TBD when mini bid results are received.

**AND REFER THE REQUEST TO WAYS AND MEANS FOR APPROVAL**

This vehicle would be assigned to the jail and would replace Vehicle 183. The Board Chairs used this vehicle for a tour recently. Highway is doing a great job and they are fantastic to work with. They are making these vehicles last longer than ever.

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

**6. AWARDING BID AND AUTHORIZING CONTRACT FOR THE PURCHASE OF UNIFORMS, UNIFORM ACCESSORIES, BOOTS AND SHOES PURCHASED BY THE LIVINGSTON COUNTY SHERIFF'S DEPARTMENT, EMERGENCY MANAGEMENT SERVICES AND EMERGENCY MEDICAL SERVICES: UNITED UNIFORM DISTRIBUTION, LLC**

WHEREAS, after the proper legal advertisement seeking bids for uniforms, uniform accessories, boots and shoes, three bids were received and opened on December 2, 2016, now, therefore, be it

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

<u>Contractor</u>	<u>Term</u>	<u>Amount</u>
<b>United Uniform Distribution, LLC</b>	1/1/17-12/31/17	Per bid sheet
495 North French Road	w/optional 1yr renewal	
Buffalo, NY 14228		

For: Purchase of uniforms, uniform accessories, boots and shoes

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

Director's Comments:

Final reviews are being done by the department heads and a recommendation will be presented for approval at the 1/4/17 Public Services Committee meeting. UPDATE: After review, the recommendation is for awarding all categories to United Uniform Distribution, LLC as the overall lowest acceptable bidder.

Sgt. Aaron Galvin is their Quartermaster and he goes over all of their equipment and has a data base for everything.

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

**BOARD OF ELECTIONS – DAVID DIPASQUALE & REBECCA SCHROEDER**

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

1. ELECTION UPDATE- Mr. DiPasquale distributed packets for discussion on the general election results. Everything went smoothly and there were no major issues whatsoever. Geneseo District 1 and District 5 were probably the highest turnouts. There were 1,957 absentee's sent out. That was the highest number for absentee ballots sent out. We are currently at 39,138 active voters and 40,899 with inactive voters. We are up high in numbers right now. Also distributed is the updated Elected Officials booklet. It will be updated again once the information is received from Assemblyman Errigo office.

Mr. DiPasquale introduced Becky Schroeder as the new Republican Commissioner to the Committee members she does not know.



A pamphlet has been re-created on the steps on how to prepare for running for an elective office in Livingston County. They are looking at ways to maximize the current space in their office and meeting with the County Administrator about their ideas. They feel that local election years are the most important years because that is where people feel they have the most say. There are 12 supervisors up this year, all of the town races, the Sheriff, County Treasurer and another County Coroner. They also assist with the school elections and three library elections. They want to do a registration drive in every town this year. David and Becky have a very good working relationship already established.

Mrs. Schroeder explained that there is a huge learning curve. She is hoping the environment and peoples interactions with Board of Elections will be more positive. Diana Farrell has agreed to stay on.

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

1. We want to welcome Rebecca L. Schroeder to the Board of Elections as the Republican Commissioner.
2. We will be having our re-organization meeting on January 4<sup>th</sup>, 2017
3. Certification of the November 8, 2016 ballot occurred on November 30th after the Commissioners and their staff verified information and conducted the following:
  - Memory cards returned to BOE on election night by Sheriff's Office
  - Machines and supplies collected from poll sites and returned to Service Center
  - Absentee ballots counted election night, remainder counted on November 21st
  - Absentee Ballots Processed: 1,957
  - Numbers by category: Civilian: 840; Permanent: 470; Military: 54; Fed 80; Over the Counter: 487; LCJ 22; SPE 4
  - Absentee Ballots Counted: 1,733
  - Affidavit Ballots information researched prior to approval/disapproval November 21st. Affidavit Ballot Total: 312; Counted: 248
  - All write-in names accounted for. Total number of write-ins: 2,842
  - 3% Audit of machines completed
  - Machines post tested in Service Center
  - Voter History scanned for each voter: 30,313 voters (77% overall turnout)
  - Supplies unpacked from each district and inventoried
  - Updated website and Facebook with final results
  - Voted Ballots packed for storage for 2 years
  - Unused ballots packed for storage for 6 months
  - Poll books packed for storage for 2 years
  - Updated Elected Officials Booklet for 2017 (Will have a copy to hand out at meeting)
4. Party affiliation changes were effective November 15th were officially processed for 984 voters on December 7th.
5. Processed backlog of work received after the deadlines for the 2016 General Election.
6. We are putting together a new running for Office Booklet for 2017 and should have a copy to hand out at the meeting.
7. Certification of Offices for the May School Elections went out to all eight school districts.
8. The BOE is currently preparing for January Caucus's for the upcoming March 21, 2017 Village elections. Dates for holding party caucus are January 24-31, 2017. We will have a Village political calendar to hand out at the meeting.
9. The NYS Election Commissioners' Association conference is January 9-12, 2017 in Albany NY. The Commissioners and Deputy Commissioners will be attending. Commissioner DiPasquale will be doing a presenting on Boards of Elections use of Social Media and Web Pages.
10. Current active voter enrollment stands at 39,138; Democratic: 10,505; Republican: 17,055; Conservative: 916; Green: 155; Working Families: 145; Independence: 1,883; Women's Equality: 7; Reform: 5; Others: 108 and Blank: 8,359. Inactive enrollment is at 1,761. Total active/inactive voter enrollment is: 40,899

## **PUBLIC DEFENDER – MARCEA TETAMORE**

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

1. DEPARTMENTAL UPDATE – Mrs. Tetamore reported that they received 1,751 applications last year, up by about 50 from 2015 and opened 942 files. As of December 27, they had 86 clients that were denied, that would qualify with the new financial numbers going into effect in April. Mrs. Tetamore distributed an article on the state takeover of indigent criminal defense costs for discussion. She has had 596 applications in 2016 were for family court. There was discussion on the new guidelines and what we do. Some adjoining counties are not going to comply with the guidelines. Judge Doran, who is our administrative judge has indicated that these are guidelines, not law. Governor Cuomo has quietly signed a bill that goes into effect in February that allows the chief administrator of the courts authority to adopt an off hour arraignment part in local criminal courts. We currently only have three public defenders that live in the County. She does not know how to make that work in rural counties. All of her staff was in court all day yesterday. They ended up with 10 felony arrests. There were 20 voice messages yesterday morning when they walked into the office. The Governor is not doing anything for them, he did not give them money and he gave them more requirements.

Mr. Coyle explained that we have two problems 1) whether or not we are going to follow the guidelines; 2) The Governor now wants to separate family court and talk about criminal defendants only. We also cover the 1/3 of the caseload we have in family court. Mr. Coyle has taken the approach that, until the state fixes it, we are status quo until we are forced to comply. It is completely illogical that the new guidelines don't apply to the 5 counties that were not sued.

We may lose some future funding, we may gain funding, we do not yet know. Mrs. Tetamore's opinion is that we don't do anything come April 1.

We don't need any action from the Board right now. This is simply information for the Committee to keep.

## **CONFLICT DEFENDER – HAYDEN DADD**

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

1. DISCUSSION & APPROVAL OF THE CONFLICT DEFENDER/ASSIGNED COUNSEL PLAN  
Introduction were made. Mr. Dadd explained that one of his first duties with his appointment was to prepare a plan on how they would be assigning clients. He has reviewed the plan with the County Attorney. Mr. Dadd reviewed the plan highlights for the Committee. The Bar Association will meet on the plan next week and he hopes that will result in a vote and approval of the plan. He feels that it is important to have the right kind of attorneys assigned to the appropriate cases. The application process has changed slightly. The application criteria has been added as part of the plan. A handbook will be included with the distributed plan. Mrs. Tetamore explained that the Bar Association President approved that last plan without a vote of the full body. A resolution will be prepared stating that approval will be subject to vote by the Bar Association and review and approval by the County Administrator and County Attorney.

*Motion: Mr. Gott moved and Mr. DiPasquale seconded to authorize the Chairman to sign the Livingston County Conflict Defender/Assigned Counsel plan subject to approval by the Bar Association & review by the County Attorney and County Administrator ..... Carried.*

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

- Reviewed pervious Assigned Counsel Plan and Ontario County's Assigned Counsel Plan
- Drafted Livingston County Conflict Defender Plan
- Coordinated with The Livingston County Bar regarding Plan review and approval
- Posted Job advertisements regarding assistant and secretary positions
- Coordinated with the Appellate Division of the 4<sup>th</sup> Department regarding any outstanding indigent appeals

**OTHER – IAN COYLE**

**TRAFFIC SAFETY BOARD APPOINTMENTS** – The Clerk has confirmed all of the new appointments with the Towns except Mt. Morris. Mr. DiPasquale explained that Edward Haefner is the alternate and Carl Swanson is the member. Mrs. Walker will send the Clerk the Nunda appointments after their town meeting.

**APPOINTING MEMBERS TO THE LIVINGSTON COUNTY TRAFFIC SAFETY BOARD – THOMAS J. DOUGHERTY, MATTHEW BEAN, BRUCE MAYER, J. PETER YENDELL, ERIC R. GOTT, CARL SWANSON, EDWARD HAEFNER, JAMES MACWHORTER, DENNIS P. MAHUS, RICHARD MORAN, JAMES FORRESTER, DAVID MARK, KEITH YOUNG, JR., LAURIE COSIMANO, JOY ROWE, GEORGE WORDEN, JR. & NORMAN GATES**

RESOLVED, that the following members are hereby appointed to the Livingston County Traffic Safety Board for the term designated:

Name	Address	Rep./Title	Term
Thomas J. Dougherty	4 Court St., Geneseo, NY 14454	Member-Sheriff	1/1/17-12/31/19
Matthew Bean	4 Court St., Geneseo, NY 14454	Alternate-Undersheriff	1/1/17-12/31/19
Bruce Mayer	1755 Rochester St., Lima, NY 14485	Member-Town of Lima	1/1/17-12/31/19
J. Peter Yendell	7447 College St., Lima, NY 14485	Alternate-Town of Lima	1/1/17-12/31/19
Eric R. Gott	21 Frances Way, Livonia, NY 14487	Member-Town of Livonia	1/1/17-12/31/19
Carl Swanson	13 Elm Street, Mt. Morris, NY 14517	Member-Town of Mt. Morris	1/1/17-12/31/19
Edward Haefner	2204 Cooperville Road, Nunda, NY 14517	Alternate-Town of Mt. Morris	1/1/17-12/31/19
James MacWhorter	7 Adam St., Dansville, NY 14437	Member-Town of North Dansville	1/1/17-12/31/19
Dennis P. Mahus	53 Chestnut Ave., Dansville, NY 14437	Alternate -Town of North Dansville	1/1/17-12/31/19
Richard Moran	8654 Short Tract Road, Nunda, NY 14517	Member-Town of Nunda	1/1/17-12/31/19
James Forrester	10059 Fair Street, Dalton, NY 14836	Alternate-Town of Nunda	1/1/17-12/31/19
David Mark	10178 McCurdy Rd, Dansville, NY 14437	Member-Town of Ossian	1/1/17-12/31/19
Keith Young, Jr.	4336 Linzy Road, Dansville, NY 14437	Alternate-Town of Ossian	1/1/17-12/31/19
Laurie Cosimano	3571 Nunda-Byersville Road, Nunda, NY 14517	Member-Town of West Sparta	1/1/17-12/31/19
Joy Rowe	7621 Presbyterian Road, Dansville, NY 14437	Alternate-Town of West Sparta	1/1/17-12/31/19
George Worden, Jr.	2650 Limrick Road, Piffard, NY 14533	Member-Town of York	1/1/17-12/31/19
Norman Gates	1917 Dow Road, Pavilion, NY 14525	Alternate-Town of York	1/1/17-12/31/19

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

**APPOINTING VOTING REPRESENTATIVES TO THE INTER-COUNTY ASSOCIATION OF WESTERN NEW YORK FOR THE YEAR 2017 – GERALD L. DEMING, MARK J. SCHUSTER, J. PETER YENDELL**

RESOLVED, that the following members are hereby appointed to the Inter-County Association of Western New York for the year 2017 for the term designated:

Name	Address	Rep./Title	Term
Gerald L. Deming	2742 Chandler Road Piffard, NY 14533	Supervisor/Town of York	1/1/17-12/31/17
Mark J. Schuster	6464 Liberty Pole Road Dansville, NY 14437	Supervisor/Town of Sparta	1/1/17-12/31/17
J. Peter Yendell	7447 College Street Lima, NY 14485	Supervisor/Town of Lima	1/1/17-12/31/17

Chairman Gott confirmed that the appointments will stay the same.

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

#### **DISTRICT ATTORNEY – GREG MCCAFFREY**

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

1. DEPARTMENTAL & STAFFING UPDATE – Mr. McCaffrey explained that he is hoping to keep the currently staffing. Mr. McCaffrey reviewed the experience, years of service and their salaries for the six staff attorneys, including him. The confidential secretary has been with the County for 25 years, and there are 2 support staff positions. The Crime Victim Coordinator has 22 year with a portion of his salary being grant funded and the County matches about \$36,000. The investigator is a retired NYS Police Senior Investigator with 36 years of law enforcement experience with 2 years with the County. Much of the investigator's activities involve confidential investigative activities. He is in the process of filling the vacancy left by Hayden Dadd's appointment to the Conflict Defender position. Mr. McCaffrey reviewed the applicants experience and openings in other counties and the competition on the same pool of candidates. He hopes to extend an offer by the end of the week.

#### **EXECUTIVE SESSION**

Motion made by Mr. LeFeber and seconded by Mr. Gott that the Committee adjourn and reconvene and All Supervisors, County Administrator Ian M. Coyle, Clerk of the Board remain present. Carried.

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

The Public Services Committee having met in Executive Session, hereby reports as follows:  
No action taken.

#### **ADJOURNMENT**

Mr. LeFeber moved and Mr. Gott seconded to adjourn the meeting at 10:48 p.m.

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#### **ECONOMIC DEVELOPMENT – BILL BACON**

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

Regional Economic Development Council Consolidated Funding Application awards were announced on December 8th. The Economic Development Office was awarded the largest CFA in the Finger Lakes Region resulting in a \$2,300,000 ESD grant for the Livonia Gateway Agribusiness Park. Also awarded was a \$185,000 CDBG Micro Enterprise grant used to fund the Brew IN Livingston (craft brewing) initiative and a \$15,000 ESD grant to study the feasibility of a public market in the County.

Fifteen (15) finalists have been selected to advance in the Brew IN Livingston Business Plan Competition. Videos were judged on December 9<sup>th</sup> and the panel scored each applicant on certain criteria. The top 15 received an invitation to advance, where they will be required to attend a 5-week course resulting in the full development of their business plan. The class will hear from various speakers regarding their experiences in the industry focused on marketing/branding, finances, accounting, legal structure and trademarks.

A public announcement was made regarding the incentive package for WNY Cheese Enterprise, LLC. Aside from the State incentives of roughly \$2MM, Livingston County offered property (PILOT), mortgage and sales tax abatements along with a \$506M CDBG grant from the NYS Office of Homes and Community Renewal. The \$50MM project is slated to create 30 jobs and produce 15 million pounds of cheese annually.

Kraft-Heinz Company was the subject of a public hearing on December 19<sup>th</sup> to allow for comments on proposed Empire State Development incentives for the plant in Avon. The Company has committed to hiring or relocating 125 jobs to their three (3) plants in Lowville, Avon and Walton, New York. It is anticipated that some of these positions will be filled by the employees of the closed Campbell, NY plant.

## **EMERGENCY MANAGEMENT SERVICES – KEVIN NIEDERMAIER**

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

1. OEM participated in the Western Regional Exercise Communication Knowledge - Information Test (WRECK-IT) the objectives were to test EOC's ability to receive /send information through various means of communication. The scenario was a large snow/ice storm affecting the western Counties of the State, the exercise lasted four days. Other county departments that participated at the EOC were: Highway, DOH, EMS, Planning, and the 911 Center.
2. OEM attended the NYS regional winter storm and fuel distribution training in Genesee County, focus was on developing a list of fuel storage points and developing an emergency fuel distribution plan.
3. Haz Mat Team completed the second of five classes of the National Haz Mat Technician curriculum held at Genesee County Fire Training Center. The Haz Mat team will complete accreditation in 2017.
4. OEM was asked to speak at the Genesee Central School Career Day, topics included; college education for the job, what are the responsibilities of the job, who do you work with, (a very fun day)
5. All portable radios and pagers have been distributed to the fire service
6. All Homeland Security Grant reports have been completed for the quarter and filed with DHSES, Completed and closed four DHSES/Homeland Security grants for 2016. Grant funding was used to secure equipment for EMS, OEM, Haz Mat, and EOC, emergency plan development for Haz Mat, and OEM. 2017 proposed funding would be used for DSS, OEM, Haz Mat, EMS, EOC, Training, and Emergency Plan development.
7. OEM preparing for the NYS DHSES County Emergency Preparedness Assessment (CEPA) to be evaluated in the first quarter of 2017. Every three years each county has to be reviewed by this process, this assessment shows the strengths and identity's what needs to be improved upon. The process helps each county to build a stronger foundation to work during an emergency.
8. Meeting Attendance:  
911 PMT  
Western District Emergency Managers  
DHSES  
Mutual Link/NY Respond training in Oriskany  
Chief Executive  
County Fire Chiefs Association and County Firefighters Association  
Haz West  
Haz Mat  
Fire Instructors  
NYSEMA Executive  
Governance Board for 911  
DSS building safety mtg.

## **EMERGENCY MEDICAL SERVICES – KAREN DEWAR**

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

- |               |                                                                   |
|---------------|-------------------------------------------------------------------|
| Dec. 1, 2016  | Meeting with LCEMS Medical Director / EMS Captain meeting         |
| Dec. 6, 2016  | MLREMS Training and Education Committee meeting .....             |
| Dec. 15, 2016 | Long distance transfer from Cleveland to Strong Memorial Hospital |

Dec. 19, 2016 MLREMS meeting  
 Dec. 22, 2016 EMS portable and pager distribution

Items of note:

- Spring 2017 EMT class in Lima to be held at Lima Town Hall
- LCEMS exceeds 4,100 calls in 2016

## **PROBATION – LYNNE MIGNEMI**

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

#### **1. PROBATION DEPARTMENT WORKLOAD**

463 adult offenders supervised in county (29 treatment court cases being supervised in drug court)  
 20 offenders in other NYS counties  
 2 offenders in other states  
 13 juveniles supervised  
 21 new juvenile referrals  
 41 investigations ordered  
 22 active EHM cases (2 juvenile; 20 adults; 3 of which are female), 5-Global Positioning  
 0 adult placed on probation for willful violation of support  
 12 New Leandra's Law cases (7 CDs)

#### **2. MONIES COLLECTED**

\$ 2,712.55 – restitution  
 1,908.00 – fines  
 4,904.00 – DWI fees  
 1,951.00 – EHM fees  
 135.94 – surcharge

#### **3. MEETINGS ATTENDED**

11/1/2016 Human Services Department Head Meeting  
 11/4/2016 Breakfast with Probation/Workforce Development Staff  
 11/5/2016 Training for Youth Court Teen members (Saturday am)  
 11/15/2016 Law Enforcement Council  
 11/16/2016 Board of Supervisor's Meeting  
 11/16/2016 Meeting with Jason Parker (IT)  
 11/17/2016 GVHP Board of Directors/General Membership Meeting  
 11/21/2016 Staff Meeting  
 11/22/2016 Suicide Task Force  
 11/28/2016 Alternatives to Incarceration Meeting  
 11/29/2016 Poverty Simulation Training

#### **4. ADMINISTRATIVE REVIEWS**

Zero (0) administrative reviews

#### **5. TRAINING**

Name	Date	Training	Hours	Misc.
Kerrin Chapman	None			
Doug Czyryca	None			
Katie Dunn	11/15/16	Oraltax	0.5	
Michelle Jordan	11/7/16	IPPC Technology	1.5	
	11/9/16	Oraltax	0.5	
Liz Laney	11/7/16	IPPC Technology	1.5	
Brian Lanpher	None			
Debra Mack	None			
Matthew McKinney	None			
Rachel Merrick	11/16/16	Oraltax	0.5	

Lynne Mignemi	11/7/16	IPPC Technology	1.5	
	11/8/16	Portal Recertification	1.5	
Courtney Sobrado	11/9/16	Oraltax	0.5	
Jason Varno	11/9/16	Oraltax	0.5	

Respectfully submitted,

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