

**PUBLIC SERVICES COMMITTEE MEETING MINUTES**  
**THURSDAY, FEBRUARY 2, 2017**  
**9:00 A.M.**

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

PRESENT AFTER MEETING CALLED TO ORDER: M. Schuster

**HIGHWAY – JASON WOLFANGER & DAN MILLER**

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

**1. AUTHORIZING THE PURCHASE OF A MOTOR GRADER THROUGH A NYSOGS/NJPA CONTRACT FOR THE LIVINGSTON COUNTY HIGHWAY DEPARTMENT-FIVE STAR EQUIPMENT, INC.**

RESOLVED, that the Chairman of the Livingston County Board of Supervisors is hereby authorized to sign the following contract, which is hereby accepted through NYSOGS Contract PC67075, piggybacking NJPA Cooperative Contract 032515-JDC, for the Livingston County Highway Department, subject to review by the County Attorney and County Administrator:

<u>Contractor</u>	<u>Term</u>	<u>Amount</u>
<b>Five Star Equipment, Inc.</b>	NA	\$290,157.32

60 Paul Road

Rochester, NY 14624

For: Purchase of one (1) new, 2017 John Deere Model 672G Motor Grader w/6WD. Not to exceed the amount indicated.

<i>Funding Source</i>	<i>Local Share</i>	<i>Budgeted?</i>
2017 Liv. Co. Highway Machinery Fund Appropriations	100%	Yes XX No

Director's Comments: This proposed purchase will replace the Department's current Motor Grader, a 1991 John Deere 772BH AWD, with 8,025 hours. It was purchased new in 1991 at a cost of \$107,395. The anticipated surplus value is approx. \$30,000. We are aware of at least two (2) Town Highway Departments interested in the machine.

Jason Wolfanger reviewed the equipment being replaced. The new grader is smaller but has more horsepower. There was discussion on the average hours before a piece of equipment is replaced. Mr. Miller explained that the age is more important to the condition of the equipment.

*Motion: Mr. Carman moved and Mr. DiPasquale seconded to approve the foregoing resolution..... Carried.*  
Mr. Deming introduced Shop Manager Dan Miller to those Committee members he has not met.

**SHERIFF – UNDERSHERIFF BEAN AND CD YASSO**

**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 SHERIFF'S OFFICE – NYS DEPARTMENT OF CORRECTIONS AND COMMUNITY SUPERVISION & NYS DIVISION OF CRIMINAL JUSTICE SERVICES**

RESOLVED, that the Chairman of the Livingston County Board of Supervisors is hereby authorized to sign the following contracts for the Livingston County Sheriff's Office, 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>New York State Department of Corrections and Community Supervision</b>	10/1/17-9/30/22	As per contract

Food Production Center

PO Box 4110

Rome, NY 13442

For: Inmate Food

<i>Funding Source</i>	<i>Local Share</i>	<i>Budgeted?</i>
A3150.4450 (Jail Food)	100%	Yes X No

Chief Deputy reviewed the first contract for approval.

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

And be it further,

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

**New York State Division of Criminal Justice**      1/1/17-12/31/17      \$27,335.00

**Services**

80 S Swan St

Albany, NY 12210

For: (PPEP) Police Protective Equipment Program

<i>Funding Source</i>	<i>Local Share</i>	<i>Budgeted?</i>
Public Safety Answering Point Grant	0	Yes X No

Undersheriff Bean discussed the protective gear grant that the Sheriff and Geneseo Police Department. The price above is only for the Sheriff's Office. \$32,970 is total grant amount submitted for both agencies. There are seven cases (level four ballistic vests with a helmet) for Geneseo and 35 for the Sheriff's Office. Grant was approved and we would like to move forward with the funding. We will need to check on how the order needs to be placed. A set will go in each vehicle so that everyone has protection if needed.

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

Chairman Gott requested an update on the armored MRAP vehicle that we received from federal surplus free of charge. The refurb at County Highway is completed and it will be painted and detailed and put into operation and ready if needed. The Undersheriff explained that this is a Mine Resistant Ambush Protection (MRAP). These were put into the military in the 2007-2008 era in Iraq, Iran and Afghanistan. The only cost we had was getting it shipped to the County from California. Undersheriff reviewed the repairs made by the Highway shop and explained that Nick Finocchiaro is a Highway mechanic with military diesel mechanic experience and he has offered to give training to the SWAT team. This is a \$650,000 vehicle.

Undersheriff Bean updated the Committee on the radio switch over transition. Police and highway are up and running. The fire and EMS are being installed since the switch. They will continue to work and enhance this project as we go forward. A lot of people have so much time invested into this project.

**PLANNING – ANGELA ELLIS**

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

**APPOINTING ENVIRONMENTAL MANAGEMENT COUNCIL CHAIRPERSON – ALEXANDER M. PIERCE**

WHEREAS, the bylaws of the Livingston County Environmental Management Council (EMC) provide that the EMC Chairperson be appointed by the Board of Supervisors upon the recommendation of the EMC; and

WHEREAS, on January 25, 2017, the EMC voted to recommend that the Board of Supervisors appoint Alexander M. Pierce as Chairperson of the Environmental Management Council; now, therefore, be it

RESOLVED, that the following member is hereby appointed as Chairman of the Livingston County Environmental Management Council for the term designated:

<b>Name</b>	<b>Address</b>	<b>Title/Representing</b>	<b>Term</b>
Alexander M. Pierce	P.O. Box 19, Nunda, NY 14517	Chairman	2/1/17-1/31/18

Mr. Pierce has been serving in this capacity for the last year. Mrs. Ellis explained that Mr. Pierce would like to present to the Board during earth day again this year.

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

**Director's Comments:** The EMC will be meeting on January 25, 2017. It is expected that members present will vote to recommend a Chairman to the Board of Supervisors. This recommendation will be presented to the Public Services Committee for consideration at the meeting on February 1, 2017.

**APPROVING THE OFFICIAL UNDERTAKING OF PUBLIC EMPLOYEES FIDELITY (BLANKET) BOND FOR GENESEE FINGER LAKES REGIONAL PLANNING COUNCIL**

WHEREAS, the County of Livingston has appropriated the sum of \$9,970.00 as its share of the Year 2017 operating funds of the Genesee Finger Lakes Regional Planning Council; and

WHEREAS, pursuant to Section 119-00 of the General Municipal Law of the State of New York, the County is authorized to provide for the payment of such appropriations to an officer of the agency designated by the agency to receive such monies provided that such officer shall have executed an official undertaking approved by the governing body of the County; and

WHEREAS, the Genesee Finger Lakes Regional Planning Council has designated David S. Zorn, Director of the Council, as the officer to receive payments of such monies; and

WHEREAS, the Genesee Finger Lakes Regional Planning Council has secured a Public Employees Fidelity (Blanket) Bond, issued by National Grange Mutual Insurance Company, providing faithful performance blanket bond coverage for officers and employees of the Council in the amount of \$500,000.00; now therefore, be it

RESOLVED, that the Livingston County Board of Supervisors hereby approves such bond as the official undertaking required pursuant to Section 119-00 of the General Municipal Law.

This is an annual resolution. The County is one of a nine county membership. The County does supply a membership amount of \$9,970 to the GFLRPC each year. All member counties are required to do this blanket bond resolution.

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

**Directors Comments:** This is an annual resolution approved by the Board of Supervisors. The NYS General Municipal Law requires counties participating in regional planning agencies to annually approve an "official undertaking" which can consist of a Public Employees Fidelity (Blanket) Bond for that officer of the agency designated to receive monies appropriated by member counties. This bond is to provide faithful performance blanket bond coverage for the designated officer in the amount of funds being managed. In 2017, the total amount of funds being managed by the Regional Planning Council at any point during the calendar year will be approximately \$500,000.

**CENTRAL SERVICES**

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

**1. AWARDING BID FOR THE CENTRAL SERVICES DEPARTMENT FOR GOVERNMENT CENTER**

**MECHANICAL ROOM FIREPROOFING – PCC CONTRACTING INCORPORATED**

WHEREAS, after the proper legal advertisement seeking bids for Government Center mechanical room fireproofing, four bids were received and opened on January 5, 2017, 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>
PCC Contracting Incorporated 1861 Chrysler Avenue Schenectady, NY 12303	Per Project	\$82,200.00

For: To install sprayed fireproofing to ceiling and beams in the Boiler Room at the Government Center

<i>Funding Source</i>	<i>Local Share</i>	<i>Budgeted?</i>
Insurance claim	0	Yes No X

Mr. Coyle reviewed the bid memo in the agenda packet. This is a fire claim from last year. The two low bidders did not provide the proper documentation.

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

**2. AUTHORIZING THE CHAIRMAN OF THE LIVINGSTON COUNTY BOARD OF SUPERVISORS TO SIGN THE FOLLOWING CONTRACT FOR THE LIVINGSTON COUNTY CENTRAL SERVICES DEPARTMENT: GROVE ROOFING**

RESOLVED, that the Chairman of the Livingston County Board of Supervisors is hereby authorized to sign the following contract for the Livingston County Central Services 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>Grove Roofing</b>	Per Project	\$16,100.00

131 Reading Street

Buffalo, NY 14220

For: To install roofing material to Covered Walkway at Millennium Drive

<i>Funding Source</i>	<i>Local Share</i>	<i>Budgeted?</i>
CIP		Yes X No

Comments: Cost increased from \$14,700 due to insurance requirements in LC Appendix C.

Grove is out of Buffalo and does a lot of municipal and public sector work.

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

**3. AMENDING THE 2017 HOURLY EMPLOYEE SALARY SCHEDULE: CENTRAL SERVICES & REFER MATTER TO WAYS AND MEANS COMMITTEE**

RESOLVED, that the 2017 Hourly Employee Salary Schedule is amended as follows:

**Central Services:**

- Create one full-time Building Maintenance Mechanic position name.
- Delete one full-time Carpenter position effective immediately.

We feel we are best suited to have a general position instead of a specialist position.

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

---

**Informational Item(s) Written Only**

**Geneseo**

Started construction on Covered Walkway Project at Millennium Drive for the Dialysis Center

Started construction on 911 Center update renovation

Completed small office renovation for Conflict Defender

Continue ongoing Mental Health office painting project 30% complete

Installed 2 water source Heat Pumps at the 911 Center

Rebuilt 2 Unit Ventilators for Sheriff's Office

Camera installation project in Jail Garage complete

Court House front and vestibule door project 100% complete

Jail front drainage project complete (landscaping to follow in spring

**Mt Morris**

Continuing work on Building 1 Auditorium Project

Completed door project for the Center for Nursing and Rehabilitation

**Hampton Corners**

Continue working on parking lot lights for the Highway Department

Corrected long standing HVAC problems at Animal Control building

County- wide

As of January 3<sup>rd</sup> 100+ work orders completed

**OTHER – IAN COYLE**

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

1. Energy Performance Contract/Danforth Update-Mr. Coyle explained that he has received the updated numbers and has sent that report to Tom Helles and Brian Cole for review and to provide me with their comments on feasibility, verification and sensibility of the things put together. Brian Cole is new to us but he is very well versed in the mechanical trades so Mr. Coyle feels he will be valuable to weigh in here.

Mr. Schuster entered.

**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. Carman moved and Mr. Gott 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.

Chairman Gott requested an update to the Committee on the County Attorney applications and timeline. Mr. Coyle explained that we have received 10 applications by the due date and that those were sent to D. Pangrazio, D. Knapp, R. Snyder, M. Strickland, L. Grosse and M. Rees. There will be a meeting next week to screen the applications and interviewing the week of 2/13. There is a good applicant base.

Mr. Coyle also reported that we are still moving forward with the Water & Sewer Authority Executive Director position. Those interviews are February 13 and 14. There were 26 applicants and 6-7 are being interviewed. There is a diverse mix of applicants from across the state.

**ADJOURNMENT**

Mr. Carman moved and Mr. Schuster seconded to adjourn the meeting at 9:31 a.m.

---

**BOARD OF ELECTIONS – DAVID DIPASQUALE AND BECKY SCHROEDER**

**Informational Item(s) Written Only**

1. Commissioners David DiPasquale and Becky Schroeder along with Deputy Commissioners Laura Schoonover and Diana Farrell attended the NYS Election Commissioners Association Conference in Albany January 9-12.
2. Caucuses for village elections are January 24-31. The offices up include Dansville Justice and (2) Trustee; Lima (2) Trustee; Livonia (2) Trustee; and Mt. Morris Mayor and (2) Trustee. Either a commissioner or deputy commissioner offers to be in attendance at each caucus.
3. Reminders of NYS Campaign Finance required reports due on January 15<sup>th</sup> were sent to "local filers."
4. Certification of Offices where sent out to all eight school districts for the May 16, 2017 school election.
5. The 2016 Annual Statistical Report for the State Board of Elections was submitted.
6. NYS Election Law requires modifications to voting districts be made by February 20, 2017. In response to the additional registrants at the college, we are working out the details of officially adding a new voting district to the Town of Geneseo. The alternative of bouncing those voters back to District 2 is prohibitive because of the 1,200 voters per district cap, resulting in over 2,400 voters in District 2.

7. Commissioner DiPasquale and Schroeder will be attending a meeting with Tom Matthews regarding the SUNY Geneseo Committee on Voter Engagement.
8. We have worked on utilizing the space that we have in our office. Commissioner DiPasquale moved his work station into his office and that has freed an area for us to store some of our ballot paper. We will continue to work on making our space work for us.
9. We are looking at reducing the number of office printers.
10. Since the first of the year: 44 new registrations, 13 name changes, 21 residence changes, 12 duplicates, 12 incompletes, 1 pending party changes, 111 cancellations, 2 made inactive changes, 41 voter status changes.
11. Current active voter enrollment stands at 39,119; Democratic: 10,497; Republican: 17,038; Conservative: 915; Green: 155; Working Families: 145; Independence: 1,880; Women's Equality: 7; Reform: 5; Others: 109 and Blank: 8,368. Inactive enrollment is at 1,717. Total active/inactive voter enrollment is: 40,836

## **COUNTY HISTORIAN – AMIE ALDEN**

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

January 2017 – Historian's Office updates:

The County Historian's Office expanded our digital image sharing policy beginning in 2017. In response to numerous requests a month in office, via email and the County Website, this office strives to make digital files from our extensive collections more readily accessible to the public by continually adding images to the photo gallery and other resources on the county website for viewing and downloading. However, since the office is primarily a research center with a small staff, availability to many historical documents is still restricted as we work towards digitization of the most vital records with intrinsic historical value. For now, if no digital image is readily available the office can provide a black and white photocopy if size and condition permits.

Between January and March 2017 we plan to update the archival inventory to assess the collection for current preservation or conservation needs for disaster-preparedness planning.

This office is partnering with Veteran's Services to sort and digitize files that are beyond the government retention schedule but still has historical value. Information from an estimated 15,000 files on veterans from this project will enhance the already sizable veterans' collection in the County Historian's Office.

Deputy Historian Holly Watson is working with the county committee on updating the format of the county website.

In honor of the centennial of American entry into World War I, I presented *The Impact of World War I on Livingston County: Life on the Homefront* for the annual Mt. Morris Dam Visitor's Center Lecture on January 14<sup>th</sup>. Also in the works is a new exhibit on the impact of this war with photographs and letters to open at Livingston Arts in May.

Several new programs are planned related to the centennial of the passage of Women's Suffrage in New York State this year as well including a new program on Livingston County women who were involved in the suffrage movement.

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

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

1. Working with DHSES on policy, procedures, and response plans for the upcoming County Emergency Plan Assessment (CEPA) which is required by the State Office of Emergency Management every three years, the tentative date for our county is March 9<sup>th</sup>. The process evaluates are sense of preparedness, response, recovery and mitigation against natural and man-made events and incidents.

2. DHSES conducted and Emergency Operations Center training class for the local EOC, 27 county personnel from 11 different county departments. The training covered activation, operational sequences, and communications. There was a table-top exercise conducted during the class to show how to utilize the information obtained and apply it to EOC operations.
3. Final review of the Hazardous Materials Response plan is underway with the LEPC, changes and comments will be resubmitted for edit and the plan will be finalized by March 1st
4. Working with Eastman Dental at the DSS building on a Continuity of Operations planning document for their staff.

#### Fires:

12/27 - Nunda and Lima  
 01/01 - Mt. Morris  
 01/04 - Mt. Morris  
 01/06 - Groveland  
 01/07 - Groveland  
 01/09 - Springwater and Livonia  
 01/20 - Lakeville

#### Meetings:

Chief Executive, County Firefighters, County Fire Chiefs Association, Western District Emergency Managers, NYS OEM, NYSEM Accreditation, Haz Mat team, EOC review with IT.

### **CONFLICT DEFENDER – HAYDEN DADD**

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

- Presented the Livingston County Assigned Counsel Plan to the Livingston County Bar Association and received their approval for the implementation of the plan
- Reviewed over 23 applications for Confidential Secretary and conducted interviews for that position.
- Reviewed applications for Assistant Conflict Defender and conducted interviews for that position
- Filled the above positions and received approval for appointment from the Ways and Means Committee
- Created two part time assistant positions to handle the Justice Courts and appellate matters
- Contacted the New York Defender's Association regarding case management system and received training in that system
- Conferred with Monroe County Conflict Defender's Office and Wyoming County Legal Aid regarding office structure
- Purchased office supplies
- Contacted the Local State Magistrates Commission to discuss attending their next meeting so I can explain the procedures of the Assigned Counsel Plan as well as answer any questions
- Drafted a mockup of the Conflict Defender's Page for the Livingston County Website

### **PROBATION – LYNNE MIGNEMI**

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

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

454 adult offenders supervised in county (32 treatment court cases being supervised in drug court)  
 19 offenders in other NYS counties  
 2 offenders in other states  
 13 juveniles supervised  
 23 new juvenile referrals  
 39 investigations ordered  
 21 active EHM cases (3 juvenile; 18 adults; 2 of which are female), 6-Global Positioning  
 1 adult placed on probation for willful violation of support  
 11 New Leandra's Law cases (8 CDs)

## 2. MONIES COLLECTED

\$1,936.53 – restitution  
\$3,028.00 – fines  
\$4,340.00 – DWI fees  
\$3,548.00 – EHM fees  
\$94.83 – restitution surcharge

## 2016 TOTALS

\$101,188.93 – restitution  
\$54,535.00 – fines  
\$46,655.00 STOP DWI  
\$1,435.00 Case Supervision  
\$481.00 Justice Courts (1/1/16-1/31/16: We no longer collect)  
\$5,964.00 Out of County fines  
\$43,266.00 – DWI fees  
\$28,027.00 – EHM fees  
\$4,772.06 – restitution surcharge  
\$17,058.63 – Mandatory surcharge (1/1/16-5/31/16: We no longer collect)

## 3. MEETINGS ATTENDED

12/6/2016 Human Services Department Head Meeting  
12/7/2016 Transportation Connectivity Meeting  
12/8/2016 Informal Pre-Exit Interview With NYS Comptroller's Office  
12/12/2016 Staff Meeting  
12/13/2016 COPA (Ontario County)  
12/14/2016 Primary Care Physician Training (Suicide Task Force)  
12/15/2016 Workforce Development Training  
12/16/2016 Hillside Advisory Council Meeting  
12/20/2016 Law Enforcement Council  
12/20/2016 Multi-Disciplinary Task Force

## 4. ADMINISTRATIVE REVIEWS

Zero (0) administrative reviews

## 5. TRAINING

Name	Date	Training	Hours	Misc.
Kerrin Chapman	None			
Doug Czyryca	12/7/16	Radios	1.0	
Katie Dunn	None			
Michelle Jordan	None			
Liz Laney	None			
Brian Lanpher	None			
Debra Mack	None			
Matthew McKinney	None			
Rachel Merrick	None			
Lynne Mignemi	12/14/16	Identifying, Assessing, and Treating Suicidal Patients in a Primary Care Setting	4.0	
	12/15/16	Criminal Records/Employment	1.0	
Courtney Sobrado	None			
Jason Varno	None			

## PUBLIC DEFENDER – MARCEA TETAMORE

### Informational Item(s) Written Only

1. Applications received YTD as of 1/23/17 p.m.: 132



2. Files opened YTD as of 1/23/17 p.m.: 30
3. Cases assigned to Assigned Counsel YTD as of 1/23/17 p.m.: 9
4. Cases pending YTD as of 1/23/17 p.m.: 86

Respectfully submitted,

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