

**PUBLIC SERVICES COMMITTEE MEETING MINUTES**  
**WEDNESDAY, MARCH 2, 2016**  
**9:00 A.M.**

PRESENT: G. Deming, C. DiPasquale, B. Carman, S. Erdle, E. Gott, D. LeFeber, P. Yendell, D. Mahus, I. Coyle, H. Grant, C. Baker-Genesee Sun  
PRESENT AFTER MEETING CALLED TO ORDER: M. Schuster

**DISTRICT ATTORNEY – GREG MCCAFFREY**

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

**1. AMENDING THE 2016 HOURLY EMPLOYEE SALARY SCHEDULE: DISTRICT ATTORNEY**

RESOLVED, that the 2016 Hourly Employee Salary Schedule is amended as follows:

**District Attorney**

Create one full-time Clerk/Typist Position.

**AND REFER THE MATTER TO THE 3/14/16 WAYS AND MEANS FOR APPROVAL**

Secretarial staffing within the District Attorney's Office. The District Attorney's Office currently has the following secretarial staff: One (1) full-time Confidential Secretary to the District Attorney, One (1) full-time senior typist, One (1) part-time clerk and One (1) part-time clerk-typist. Due to increased time demands of the traffic diversion program (which generated revenue of nearly \$300K in 2015), the desire to better monitor and allow for the collection of DWI fines (including outstanding fines) and to assist with dealing with emerging technology, the office would like to convert the current part-time clerk-typist position to a full-time position. Mr. McCaffrey is requesting changing one of the part time positions to full time. Traffic diversion is taking over the office at this point. Karen George does this on almost a full time basis. Morgan Bailey is the part time position he is hoping to convert. She worked as an intern on the collections and he hoping she can go back to monitoring DWI payments.

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

Mr. McCaffrey reported that he received a resignation from Haley Rue back in February. He has hired a young lady from two different DA's offices, Oneida County, where she worked for 1½ years and she is currently a felony bureau chief for Rensselaer County carrying over 80 cases. Ashley Judd Weiss is a Mercy grad with ties in Rochester and will be relocating to the County.

**2. AUTHORIZING THE CHAIRMAN OF THE LIVINGSTON COUNTY BOARD OF SUPERVISORS, LIVINGSTON COUNTY DISTRICT ATTORNEY AND LIVINGSTON COUNTY SHERIFF TO SIGN THE LIVINGSTON COUNTY DRUG TASK FORCE COOPERATIVE AGREEMENT**

RESOLVED, that the Chairman of the Livingston County Board of Supervisors, the Livingston County District Attorney and the Livingston County Sheriff are hereby authorized to sign the following cooperative agreement for the County of Livingston, 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>Livingston County Drug Task Force</b>	NA	N/A
6 Court Street		
Geneseo, NY 14454		

For: Cooperate and act collectively as a task force team pursuant to Federal policies and guidelines. Signatories agree jointly and separately to abide by the terms and provision through the duration of this joint operation. Mr. McCaffrey gave a brief history of the task force and explained that they have cleaned up the agreement and have made it a more viable document. This has been a very successful program. Chairman Gott reported on a meeting with Investigator Weidrick last week about this agreement and the ICE agreement. Chairman Gott also talked to the County Administrator about setting up a budget line for this program. CD Burgess explained the spending to date. One thing that has really hurt us is that the federal government has changed the equitable

sharing guidelines. That federal money, while not coming often, usually came in chunks. For example, we use the US Marshalls to seize a house being used for drug operations, they do all the leg work and we cut them in for 25% as an administrative fee. We would then get \$75,000 back that would sit in a federal account that is strictly regulated on what it can be spent on. Now equitable sharing is down now. What monies are in that federal account are all there will be unless the government changes. This was a big hit to local law enforcement. The State Police have their own drug enforcement unit. ICE (Immigration and Customs Enforcement) is a federal operation and they are requesting to be deputized and they really need to be from a liability standpoint. Chairman Gott explained that ICE has not been participating in our drug task force since October because of this. The County Attorney is researching deputizing these officers and what other counties do. It is important to get this agreement complete so that ICE can participate with the Drug Task Force. Inv. Weidrick is the one full time member of the Drug Task Force but they call on resources from the federal government.

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

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

1. Attorney personnel within the District Attorney's Office. The District Attorney's Office currently has an open Assistant District Attorney position (resignation of Haley E. Ruh, effective February 11, 2016) and has offered the position to Ashley Jude Weiss, former Assistant District Attorney in the Oneida County District Attorney's Office and current Assistant District Attorney in the Rensselaer County District Attorney's Office.

### **SHERIFF – SHERIFF THOMAS DOUGHERTY, BEAN, YASSO, BURGESS, MANN**

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

1. **AUTHORIZING THE PURCHASE OF FOUR (4) 2016 FORD INTERCEPTOR UTILITY VEHICLES FOR THE LIVINGSTON COUNTY SHERIFF'S OFFICE – DELACEY FORD**

RESOLVED, that the Livingston County Sheriff's Office is authorized to purchase through mini-bid #16010147 from DeLacy Ford of 3061 Transit Road, Elma, NY 14059 four (4) new 2016 Ford Interceptor Utility Vehicles at a cost of \$26,793.05 each, for a total cost not to exceed \$107,172.20.

#### **AND REFER MATTER TO 3/14/16 WAYS AND MEANS FOR APPROVAL**

March 11 is the final build out date. These vehicles will be for marked road patrol use. There are two SUV's from last year that are not currently in service. One is being completed to be used for Deputy Mike Wade fa a K9 Unit with his new K9. CD Burgess distributed mileage reports to the committee for discussion. Their intention for the marked vehicles is to continue to run them for as long as possible.

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

2. **AUTHORIZING THE PURCHASE OF THREE (3) 2016 FORD INTERCEPTOR SEDANS FOR THE LIVINGSTON COUNTY SHERIFF'S OFFICE – VAN BORTEL FORD**

RESOLVED, that the Livingston County Sheriff's Office is authorized to purchase through mini-bid #16010028 from VanBortel Ford of 71 Marsh Road, East Rochester, NY 14445 three (3) new 2016 Ford Interceptor Sedans at a cost of \$25,530.91 each, for a total cost not to exceed \$76,592.73.

#### **AND REFER MATTER TO 3/14/16 WAYS AND MEANS FOR APPROVAL**

They want to replace a 2012 Impala currently assigned to Connor Sanford on the STOP DWI unit immediately. Repair costs have been over \$2,600 since last November. The other two unmarks are proposed to build immediately but he doesn't know where they will be assigned yet. There are still several Impalas being used by Investigators and training. He works with Dan Miller at Highway maintenance to determine when repairs are no longer feasible. The maintenance program has been working fantastic. Sheriff Dougherty was at Highway yesterday thanking them. He feels that there will be a huge savings to the County when the program is reviewed after 12 months. There are a total of 70 units in the Department, including snowmobiles, UTV's, trailers, everything, total. The numbering has been removed from all of the fenders for all of the vehicles. With the Sheriff's Office using the Highway software, CD Burgess can run mileage reports at any time and they can change a car assignment simply by changing the plates. There was discussion on the validity of the Impala's going to auction now rather than later. Chief Deputy feels that we would see higher returns now. The new

software is amazing in how all service is able to be tracked. These vehicles have been budgeted.

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

**3. REQUEST TO CREATE AND FILL FIVE (5) SENIOR CIVILIAN DISPATCHER POSITIONS (SG TBD via MOA with LCDSA), DELETE FIVE (5) CIVILIAN DISPATCHER POSITIONS (SG-11) AND REFER THE REQUEST TO 3/14/16 WAYS AND MEANS FOR APPROVAL**

Director Mann explained that it has been a year since he began as Director. One thing the Sheriff and Undersheriff asked of him to figure out efficiencies, operations and finances. He has studied the personnel interactions and how they work and what they do and the budget. Based on last year, he is proposing the creation for five supervisors in the dispatch unit. Mr. Mann explained that when he leaves at the end of the day, there is no longer any supervision on the floor except for the Road Patrol Supervisor, who is juggling many feats while out on road patrol. Mr. Man reviewed operational flow charts on actual call volume for discussion. In one 81 minute span of bad weather one morning, three dispatchers in the Dispatch Center had 367 tasks completed. That is five tasks per minute per dispatcher.

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

**4. REQUEST TO CREATE AND FILL ONE (1) EMERGENCY COMMUNICATIONS SPECIALIST (SG TBD VIA MOA WITH LCDSA) AND REFER THE REQUEST TO 3/14/16 WAYS AND MEANS FOR APPROVAL**

There is one dispatcher countywide working on some of their grants. The communications specialist is the person taking care of their radios, community systems and anything technology related. He is not asking for funding in the current budget. He looked at the budget last year with the Sheriff, Undersheriff and County Administrator. We budgeted ahead hoping to make some steps forward in the next year. Neither proposal, the five supervisors, nor the communications specialist, will be asking for any additional money for our current budget. He has 8.33% of his budget allocated to each month. When comparing the first two months of last year to this year he is \$5,344 less in 2016 than 2015. He has only spent 11.2% of his 2016 in the personnel line item and he should have spent 16.6%. Even when filling these positions, he should see a savings of \$62,000 in that line item. He was successful in budget management last year and does not see that he would not be successful again this year, as long as there are no significant emergencies. The department is woefully behind in upgrades for the phone system and the CAD system. The telephone system upgrade will be covered in Round 4 of grant funds. Data conversion is an anticipated 18-24 month timeframe with the RFP process. Surrounding counties has much larger dispatch staffing numbers. Steuben County has 30 people, Genesee County has 25 and Ontario County has 29. Livingston County has 16 with first line supervision at only one position. Information on the calls was distributed for review. Undersheriff Bean explained that 5 dispatchers will be promoted to supervisors and those dispatcher positions will then be deleted after the probation date has been successfully reached. There will be three dispatchers and one supervisor for each shift. Randy Worden has been instrumental in helping with the FCC licensing. Sheriff Dougherty explained that the positions are budgeted. The CAD Tech is a new position. The individual will continue to work as a dispatcher. These upgrades will be continuing into the future. Randy Worden will need to test for the position, but he is very knowledgeable in this field.

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

**5. REQUEST TO CREATE AND FILL ONE (1) CORRECTIONS CAPTAIN POSITION (SG TBD via MOA with LCDSA), DELETE ONE (1) CORRECTIONS SERGEANT POSITION (SG-14) AND REFER THE REQUEST TO 3/14/16 WAYS AND MEANS FOR APPROVAL**

Chief Deputy Yasso is proposing a change in the rank structure in the jail. Currently the Jail Superintendent oversees three sergeant positions with one classified title as the deputy superintendent of the Jail per the commission. The rank of sergeant is more of a line supervisor than an administrative position. He would like to make one of those three sergeant positions to captain to fill the role as deputy superintendent. The facility has grown and the titles need to reflect that growth. Currently one sergeant oversees to other two sergeants. A test will need to be given. He would like to make this position a salaried position. There was discussion on making a provisional appointment to fill the current gap in the command staff. The sergeant position would

remain open until the test is given, filled and the probation period has been met.

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

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

1. FLEET STATUS – update, mileage, maintenance-The Sheriff explained that his current vehicle is more appropriate for the Road Patrol Sergeant. If he were not out an about so much, he feels that he could go to a sedan, but because he is very active in the community, he plans to use drug asset forfeiture money to purchase a Dodge Durango. The vehicle will come in 60-90 days. Mr. Deming commended the Sheriff on the pistol safety course held for the board members last Saturday. It was an excellent course and he is glad that they are offering the course to the public. The March and April course dates are already full.
2. VEHICLE MINI BID – This was awarded to Robert Green Truck Division, Rock Hill, NY for Sheriff Dougherty's new vehicle.

### **PUBLIC WORKS – CATHY VAN HORNE**

#### **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 DEPARTMENT OF PUBLIC WORKS: ENVIRONMENTAL ENTERPRISES, INC.**

WHEREAS, the GLOW Region Solid Waste Management Committee (herein referred to as "GLOW") expects to be awarded funding from the New York State Department of Environmental Conservation in 2016 for Household Hazardous Waste Collection Program; and

WHEREAS, this funding is to be used to pay for eligible expenses at a single collection planned for September 17, 2016; and

WHEREAS, Environmental Enterprises Inc. was awarded a contract for the 2014 collection; and

WHEREAS, this contract contained a 2<sup>nd</sup> one-year extension option, with pricing for Mercury to increase from \$10/lb. to \$30/lb. all other costs to remain the same; and

WHEREAS, GLOW desires to exercise this option for the 2016 program; and

WHEREAS, the GLOW Committee has recommend that this option be exercised; now, therefore, be it

RESOLVED, the Livingston County Board of Supervisors authorizes the Chairperson of the Board of Supervisors to enter into an extension of this contract with the other GLOW Counties and Environmental Enterprises, Inc. for the GLOW Household Hazardous Waste Collection Program at a cost not to exceed \$29,575, subject to review by the County Attorney and County Administrator.

<u>Contractor</u>	<u>Term</u>	<u>Amount</u>
<b>Environmental Enterprises, Inc.</b>	2016	\$29,575.00
4650 Spring Grove Avenue		
Cincinnati, Ohio, 45232		
For: 2016 Household Hazardous Waste Collection event.		

<i>Funding Source</i>	<i>Local Share</i>	<i>Budgeted ?</i>
GLOW Region Solid Waste Management Committee		Yes X No

#### **Director's Comments:**

Authorization for 2016 HHW collection event.

Peggy Grayson explained that this is the 12<sup>th</sup> year using this vendor. There have been very small increases over that time. This year there is an increase in the mercury charges from \$10/pound to \$30/pound. The biggest issue is the electronics recycling law. The vendor used for electronics has notified Ms. Grayson that they will no longer take TVs and monitors. Senator Young has been working on an amendment that would pay for electronics "if" funding is available. Ms. Grayson distributed information on the town transfer stations now accepting TVs and monitors.

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

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

#### **Peggy Grayson will report on the following.**

Household Hazardous Waste Collections

- Held yearly since 1996 except for 1999 when a farm pesticide collection was held
- Total attendance of over 7,000-each year approx. half indicate it is their first time participating
- Over the years the program has expanded to include electronics and pharmaceuticals
- Appointment systems saves money and allows GLOW to process people in as little as 15 minutes
- Up to 600 appointments will be accepted
- Funding via EPA and DEC Grants and GLOW's County contributions
- The next collection is September 17 in Batavia, appointments begin July 18
- 2016 represents the 12<sup>th</sup> year GLOW has used Environmental Enterprises as the primary vendor
- Under the 2016 contract with EEI only the cost of mercury is increased (from \$10.00/lb. to \$30.00/lb.)

#### Permitting and Reporting

- GLOW administers the Livingston County solid waste and recycling permit system as specified in its Source Separation Law of 1992
- Entails obtaining permit applications from waste haulers and recycling companies operating in the County, reviewing applications and issuing permits on a yearly basis
- Is used as a method of obtaining State mandated information on solid waste and recyclables tonnages recovered

#### Current Trends and Issues

##### Electronics Disposal

- Electronics disposal-most electronics recycling companies are now charging for CRT monitors and TVs and are becoming a problem for local residents and officials
- GLOW passed a resolution in December 2015 urging State Legislators to amend the 2010 Electronic Equipment Recycling and Reuse Act so that residents are not charged to dispose of any electronics.
- GLOW is looking for ways to assist/refer residents to ways to dispose of these materials at little or no cost

##### Other Issues

- Producer responsibility for disposal of used materials
  - Now-electronics and rechargeable batteries
  - Future-paint, fluorescent bulbs
- Textile recovery
- Open burning of trash and leaves-now prohibited via DEC regulations

#### Other Programs

##### Mat-Ex

- Typifies the adage of "one man's trash is another man's treasure"
- Acts as a conduit between people, organizations and businesses that have nonhazardous materials that have reuse potential GLOW operates, administers and maintains the program to multiple counties in Western & Central NY

#### Educational Programs and Materials

- Schools and public events
- Two Backyard Composting Demonstration sites, with a third to be rebuilt at Letchworth State Park
- Brochures and information distributed through the GLOW office, at fairs and public events and other venues
- Recycled content products and materials displayed and explained at school, community and health fair events and presentations.

#### **Cathy VanHorne will be reporting on the following:**

**DOCCS Water Supply Project** - Property acquisitions for the proposed pump station and water tank site are the focus of work currently. Initial meetings with pump station owners have occurred and an appraiser has also met with owners on site. She has not gotten a report back yet. Initial meetings with the potential water tank sites property owners have occurred. Next step is selection and negotiations for the best site. The ridge elevation that we are looking for spans three roads and several properties. This is a fortunate situation. There have been meetings with the three farmers who might be interested in more capacity. A scenario was able to be presented once they had the cost from the engineers. Selected medium ground for the farmers was 230,000 gallon per day increase to the capacity of the project. The LCWSA Board is reviewing the Environmental

Information on the project at the February 24<sup>th</sup> meeting and they will also determine significance at that meeting. SEQR is being completed. County cost for the 230,000 gallon upgrade is \$412,000. The 330,000 gallon upgrade is \$605,000 and the 80,000 gallon upgrade was \$275,000. The 230,000 gallon upgrade was the option presented. They are looking at making some other improvements so the residents will have a capital charge but not be sharing in the \$412,000. There was discussion on the upfront costs for the farms and the water profits for the project. The \$412,000 costs will be shared by the three farms. Mr. Carman questioned what kind of revenue would be generated from the water costs at \$350/1,000 gallons. An estimate of \$250,000 in net revenue was discussed. We buy water for \$1.03 and pump it for \$3.09. The \$350 rate runs the facility operations. There is potential for 135 residents plus 61 residents along the line. There was discussion on spreading the costs over all of the residents. The question was raised on why there needs to be an upfront cost to the farms instead of adding the costs to a unit cost for everyone with debt service. There was further discussion on long term bond resolution for amortizing this project. Mrs. VanHorne reviewed the next steps. Mr. Deming asked the Mrs. VanHorne meet with Rick Henry to determine additional scenarios for discussion at a meeting next week.

**Lakeville Treatment Plant Upgrades** - The LCWSA is in receipt of funding from the Environmental Facilities Corporation(EFC) thru the Clean Water State Revolving Loan Fund(CWSRF) for upgrades to the Lakeville treatment plant. The LCWSA has recently completed the Chemical and Biological analysis of the Conesus outlet as part of the SPEDES permit renewal process. In anticipation of the potential impacts that may come from the permit renewal process the LCWSA undertook an engineering study that evaluated the upgrades necessary to meet potential permit requirements. The evaluation looked at options to close the plant and consolidate services with the Village of Avon. The most cost efficient method of treatment was found to be upgrades at the Lakeville plant. The report was submitted for funding. The LCWSA reviewed bond resolutions for those plant upgrades in the amount of \$5,650,000 at the February Board meeting. The most recent upstream/downstream testing was very favorable. They were able to meet the March 1 deadline and also received notification that they received hardship. Apparently the criteria has changed. Clark Patterson did the Avon versus Lakeville Plant study. Avon is better because they tend to discharge into the Genesee River instead of the Conesus Outlet, however, unfortunately, Avon was not successful in their fight against phosphorus where we were so they are actually doing phosphorus removal. There is a give and take with that. The high was \$13M and the low was \$7M. The annual cost to run the Lakeville plant operations and maintenance are nominal. They even projected slightly higher because of treatment plant upgrades and operation and maintenance wise because they will still be operating a significant portion of their facilities. It's the collection costs that are higher and you still need to maintain the collection costs. Mr. LeFeber requested that the Avon treatment plant option be revisited, he stated that assumptions on costs with Avon that were made based upon current charges that you are paying without sitting down and asking what the actual treatment costs would be. The \$5.6M comes from what needs to be done if we have to reduce ammonia to ten pounds per day and total phosphorus down to .5, which is what they are projecting. This criteria was used for all options. There was discussion on the bond resolution needed to secure grant funding. There is more to be done and additional discussions on the project before moving forward. The NYSDEC is discussing doing a study of the Genesee River Basin plan at some future date. Chairman Gott feels that we should wait and minimize the costs, before the study is completed. We should be looking at things long-term.

**Conflict of Interest Policy** - The NYS Authority Budget Office(ABO) recently posted recommended Governance Practices bulletin to encourage consideration and incorporation into the management policies a Conflict of Interest Policy. The LCWSA Audit Team has recommended that the current code of ethics policy be reviewed and updated in light of the ABO guidance. The LCWSA Board is reviewing this issue at the February Board meeting. There are some ABO suggestions that are different than the County's Financial Disclosure documents.

***Purchase Power Agreement – Solar City*** – *The LCWSA authorized the execution of a purchase power agreement with Solar City to construction a solar array at the Lakeville treatment plant.*

There was discussion on the recent Solar City stock drop. This contract covers most of their current use plus

four cents per kilowatt hour. There was discussion on how this will work if we move to the Avon pump station.

**10 year Capital Plan** – At the February meeting the Board reviewed the updated 10 year capital plan for the LCWSA. The Plan utilizes a scoring system as follows:

1. Health and Safety issues
2. Permit or regulations
3. Projects necessary for current operations
4. Projects that will save money
5. Projects not necessary for operations but will improve operations
6. Projects to expand or grow

Capital program 2017		
est #	Description	Costs
18	Inline Gate Installation - Hemlock Water System	\$30,400.00
1	Collection System Inflow and Infiltration	\$80,000
39	Automatic Flusher - South Avon	\$12,400.00
24	Roof Replacement – Shop and Digester Building	\$57,700.00
45	Digester Cover Inspection and Rehabilitation	\$49,900
46	Jet Mix Digester Mixing System - 3rd Nozzle	\$65,000
	TOTAL	\$295,400.00
Capital program 2018		
est #	Description	Costs
1	Collection System Inflow and Infiltration	\$80,000.00
37	Influent Building Heating System Upgrades	\$80,100.00
23	Lakeville WWTF Energy Upgrades	\$30,400
21	Replacement of Plant Water Systems and Hydrants	\$96,100.00
30	Methane Tank and Trickling Filter Steps - Lakeville WWTF	\$5,200.00
56	Methane Tank Painting - Lakeville WWTF	\$54,300
31	Collector Motors and Drives - Lakeville WWTF	\$43,300.00
	TOTAL	\$389,400.00
Capital program 2019		
est #	Description	Costs
28	Empty Reed Bed - Lakeville WWTF	\$46,200.00
44	Gas Room Controls - Lakeville WWTF	\$42,700
42	New Heat Exchanger - Methane Conversion - Lakeville WWTF	\$200,500.00
1	Collection System Inflow and Infiltration	\$80,000
	TOTAL	\$369,400.00
Capital program 2020		
est #	Description	Costs
36	Fencing - Niver Road Water Tank	\$25,400.00
27	Gorman Rupp Enclosure Replacement	\$17,300.00
27	Gorman Rupp Enclosure Replacement	\$17,300.00
27	Gorman Rupp Enclosure Replacement	\$17,300
40	SCADA System - Sewer Pump Stations	\$46,600.00
41	SCADA System - ARS Water Pump Station	\$17,100.00
52	Stone Hill Road Water Services	\$79,400.00
	TOTAL	\$220,400.00
Capital program 2021		
46A	ARS Redundant Water Main Crossing (Option A)	\$54,200.00
47	Supernatant Pumping - Secondary Digester to Reed Bed	\$41,600.00
48	Laboratory Countertops & Cabinets	\$13,800.00

49	SCADA Sewage Treatment Plant	\$83,800.00
50	Removal of Drainage from Digester Building	\$14,500.00
51	Drainage - Lakeville Tank	\$31,800.00
1	Collection System Inflow and Infiltration	\$80,000
	TOTAL	\$319,700.00

Capital program 2022

est #	Description	Costs
43	Automatic Louvers - Generator Buildings	\$86,600.00
57	Lakeville (Big Tree /20A) Water Tank - Overflow Pipe Extension	\$21,700.00
58	Sludge Pipe - Lakeville WWTF Administration Building	\$38,300.00
60	Digester Building - Air Exchanger	\$37,100.00
61	Link-Pipe Installation Equipment	\$35,700.00
38	Distributor (Splitter) Box Trickling Filter - Lakeville WWTF	\$83,800.00
1	Collection System Inflow and Infiltration	\$80,000
	TOTAL	\$383,200.00

Capital program 2023

est #	Description	Costs
16	Sludge Tank - Option 2	\$422,600.00
0	Painting and Installation of Mixing System	\$0.00
	TOTAL	\$422,600.00

Capital program 2024

est #	Description	Costs
13	NYS Route 15 Water Main Replacement	\$427,000.00
	TOTAL	\$427,000.00

Capital program 2025 and 2026

est #	Description	Costs
53	Lake Station Pump Replacement	\$599,900.00
	TOTAL	\$599,900.00

Capital program 2027

est #	Description	Costs
32	Slaker Hill Tank Site Improvements	\$6,200.00
26	4-Inch Adams Road Water Main Replacement	\$194,200.00
	TOTAL	\$200,400.00

**2015 Collection System Study** – This study looks at the inflow and infiltration issues in the Lakeville treatment plant service area. The report was completed and the Board will review the report at the February meeting. The plan outlines the activities for the next five years:

2016

- Approximately \$200,000 of collection system improvements
- Early warning system
- Videotaping cleaning and smoke testing
- Hiring employee to conduct internal plumbing inspections

At the end of the five years if the LCWSA has not been successful in eliminating or reducing overflow issues, the report outlines capital improvement options which range from \$1,200,000 to \$9,000,000.

**BOARD OF ELECTIONS – DAVID DIPASQUALE AND NANCY LEVEN**

**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 BOARD OF ELECTIONS: NYS BOARD OF ELECTIONS, DAY AUTOMATION, INC.**

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

<u>Contractor</u>	<u>Term</u>	<u>Amount</u>
<b>NYS Board of Elections</b> 40 N Pearl Street, Suite 5 Albany NY 12207-2729 For: BOE01-C003226-1110000 "Shoebox"	4/1/16-3/31/17	\$78,123.88

<i>Funding Source</i>	<i>Local Share</i>	<i>Budgeted ?</i>
Livingston County Board of Elections	\$78,123.88	Yes X No

Director's Comments: This is an extension of a current contract with \$16,323.88 remaining.

And be it further,

RESOLVED, that the Chairman of the Livingston County Board of Supervisors is hereby authorized to sign the following contract for the Livingston County Board of Elections, 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>Day Automation, Inc.</b> 7931 Rae Blvd Victor NY 14564 For: Service contract for security system at BOE's Millennium Drive location.	1/1/16-12/31/18	\$2,033.00/yr.

<i>Funding Source</i>	<i>Local Share</i>	<i>Budgeted ?</i>
Livingston County Board of Elections	\$2,033.00	Yes X No

Director's Comments: Service contract for security system at BOE's Millennium Drive location now for 3 years (same as other County contracts with Day Automation) with no increase in cost.

Mrs. Leven reviewed the contracts for approval. They are in the process of

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

Mr. DiPasquale reported on the presidential military ballots and the village elections. There are 304 ballots coming from the college. Sample ballots were distributed for the presidential primary.

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**Informational Item(s) Written Only**

1. Caucuses for village elections were completed on January 26<sup>th</sup>. A total of 11 caucuses were held covering 6 villages with 22 candidates nominated. Two candidates have since declined.
2. The Designating and Independent Nominating petition filing periods are complete with 7 petitions filed for races in Geneseo, Leicester and Lima. One Independent Nominating Petition was ruled invalid by the Commissioners but the petitioner had time to re-file and did so.
3. A written request was received requesting a ballot position draw for the Independent Nominating petition lines for the village of Geneseo election. All of the candidates involved were notified of the request and on Wednesday, February 17<sup>th</sup>, the position draw was held.
4. Absentee ballots (133) for those applications already on file were mailed on February 18<sup>th</sup>. The upload to the online secure system for Military voters was completed on February 19<sup>th</sup>.
5. There is much activity being generated from the village of Geneseo election. The BOE expects extreme upsurge in absentee ballot requests from those registered on and around SUNY Geneseo as the college is on Spring Break the week of the election. There is a possibility of over 500 absentee ballot applications coming to the BOE from just this area. Absentee requests are coming in at a rate of 50 to 75 per day.
6. Registration forms from SUNY Geneseo have also been coming in large stacks since they returned for the new semester. Since September 1<sup>st</sup> there have been almost 800 new voter registrant forms received for the town of Geneseo. Forms are still coming in from the campus area. Last day to register to be eligible to vote in the village election is March 4<sup>th</sup>.
7. Pre-testing of Election Day ballots for candidates review will occur on March 1<sup>st</sup>. Legal notices have been sent to the newspapers. Voting locations have been notified their space is needed and Election

Inspectors have been scheduled. Supply bags are being prepared. Election Day ballots will be printed soon as well as poll books. Voting will be from 12 PM to 9 PM on Tuesday, March 15<sup>th</sup>.

8. Certification of the Presidential Primary Ballot is expected from the State Board on February 25<sup>th</sup>. Absentee ballots for the Presidential Primary will be mailed to those who have already requested such by March 4<sup>th</sup>. Last day to register to be eligible to vote for this Primary is March 25<sup>th</sup>.
9. First day to sign Designating Petitions for nominations of Federal positions is March 8<sup>th</sup>. The Primary is scheduled to be held June 28<sup>th</sup>. This includes US Senate and Congressional seats.
10. The State Board will certify on March 8<sup>th</sup> offices to be filled at the General Election on November 8<sup>th</sup>.
11. Notice of Certification of Offices for towns/county was mailed to town clerks and the County Clerk on February 3<sup>rd</sup> with 11 of the 18 returned so far before the March 8<sup>th</sup> deadline.
12. Deputy Commissioners Farrell and Schoonover attended a training session for our voter software in Niagara Falls on January 27<sup>th</sup>, all staff also attended sessions in Albany in January.
13. The Commissioners attended the monthly Voter Engagement meeting on the SUNY Geneseo campus on February 8<sup>th</sup>. Next meeting is February 29<sup>th</sup>.
14. Leadership Livingston visited the office on February 11<sup>th</sup>.
15. Commissioner Leven attended the February 10<sup>th</sup> Board meeting.
16. The Commissioners met with IT Director Ken Koppenhaver to discuss replacement of equipment.
17. Since the first of the year: 438 new registrations, 45 name change, 149 residence changes, 35 mailing address change, 184 personal information changes, 105 duplicates, 34 incompletes, 166 pending party changes, 187 cancellations, 65 made inactive changes, 132 voter status changes and 183 various other changes have been processed.
18. Current active voter enrollment stands at 36,805. Democratic: 9,645; Republican: 16,264; Conservative: 873; Green: 135; Working Families: 146; Independence: 1,764; Women's Equality: 2; Reform: 1; Others: 82 and Blank: 7,893. Inactive enrollment is at 2,949. Total active/inactive voter enrollment is: 39,754.

## **HIGHWAY – JASON WOLFANGER**

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

#### **1. AWARDING BIDS & AUTHORIZING PURCHASE FOR THE COUNTY HIGHWAY DEPARTMENT – VARIOUS AGGREGATE MATERIALS THROUGH MARCH 31, 2017**

WHEREAS, after the proper legal advertisement seeking bids for Various Aggregate Materials from April 1, 2016 through March 31, 2017, bids were received and publicly opened on February 8, 2016, now, therefore, be it

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

<u>Contract</u>	<u>Term</u>	<u>Amount</u>
<b>Various Contractors &amp; Suppliers</b>	4/1/16 - 3/31/17	As Required

For: Annual Bids for Various Aggregate Materials

<i>Funding Source</i>	<i>Local Share</i>	<i>Budgeted ?</i>
County Highway 2016 Appropriations	100%	Yes XX No

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

#### **2. AWARDING BIDS & AUTHORIZING PURCHASE FOR THE COUNTY HIGHWAY DEPARTMENT – VARIOUS CONSTRUCTION MATERIALS AND SERVICES THROUGH MARCH 31, 2017**

WHEREAS, after the proper legal advertisement seeking bids for Various Construction Materials and Services from April 1, 2016 through March 31, 2017, bids were received and publicly opened on February 8, 2016, now, therefore, be it

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

<u>Contract</u>	<u>Term</u>	<u>Amount</u>
<b>Various Contractors &amp; Suppliers</b>	4/1/16 – 3/31/17	As Required
For: Annual Bids for Construction Materials and Services		

<i>Funding Source</i>	<i>Local Share</i>	<i>Budgeted ?</i>
County Highway 2016 Appropriations	100%	Yes XX No

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

### 3. AWARDING BIDS & AUTHORIZING PURCHASE FOR THE COUNTY HIGHWAY DEPARTMENT – RENTAL OF VARIOUS PIECES OF CONSTRUCTION EQUIPMENT THROUGH MARCH 31, 2017

WHEREAS, after the proper legal advertisement seeking bids for Rental of Various Pieces of Construction Equipment from April 1, 2016 through March 31, 2017, bids were received and publicly opened on February 8, 2016, now, therefore, be it

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

<u>Contract</u>	<u>Term</u>	<u>Amount</u>
<b>Various Contractors &amp; Suppliers</b>	4/1/16-3/31/17	As Required
For: Annual Bids for Rental of Various Pieces of Construction Equipment		

<i>Funding Source</i>	<i>Local Share</i>	<i>Budgeted ?</i>
County Highway 2016 Appropriations	100%	Yes XX No

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

### 4. APPROVING HOURLY RATE TO BE PAID FOR TOWN 10-WHEEL DUMP TRUCKS WHILE ENGAGED IN COUNTY HIGHWAY MAINTENANCE & CONSTRUCTION WORK THROUGH THE END OF 2016

WHEREAS, the hourly reimbursement rate for the year 2015 for Town 10-Wheel Dump Trucks (including operator) was \$83.00 (regular time) and \$93.00 (overtime), and,

WHEREAS, the 2016 Annual Equipment Rental bid prices for contractor 10-wheel dump trucks increased by an average of 6.78%, now, therefore be it

RESOLVED, that the hourly rate of \$89.00 (regular time) and \$99.00 (overtime) for the year 2016 is established for reimbursement to Towns for use of all 10-Wheel Dump Trucks, including operator, while engaged in local County Highway maintenance and construction work, and, be it further

RESOLVED, that said hourly rate shall not apply to long-range hauling of materials to project sites from gravel, stone or asphalt sources, in which case a “per-ton” or “per-cubic-yard” price will be negotiated with the Town, based upon current Annual County Bid prices, and be it further

RESOLVED, that said hourly rates of \$89.00 (regular time) and \$99.00 (overtime) shall remain in effect through the end of 2016.

For: Rental Rates for Town 10-Wheel Dump Trucks during 2016.

<i>Funding Source</i>	<i>Local Share</i>	<i>Budgeted ?</i>
County Highway 2016 Appropriations	100%	Yes XX No

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

### 5. AUTHORIZING EXTENSION OF SNOW AND ICE AGREEMENT BETWEEN NEW YORK STATE DEPARTMENT OF TRANSPORTATION AND LIVINGSTON COUNTY THROUGH THE 2017-2018 SEASON

WHEREAS, the County of Livingston, pursuant to Section 12 of the Highway Law, relating to control of snow & ice on State Highways in towns and incorporated villages, has heretofore entered into an Agreement with the State of New York for such purposes, and

WHEREAS, Section 7 and 10 of said Agreement respectively provide a method of modification of the map of affected State highways and of annually updating the estimated expenditure, and

WHEREAS, it would be in the interest of Livingston County to extend the Agreement as modified and

updated, for an additional one year, through the 2017-2018 season, and

WHEREAS, each Municipality involved in this Contract has agreed to said extension, now, therefore, be it

RESOLVED, that the Chairman of the Board of Supervisors of Livingston County is hereby authorized and directed on behalf of Livingston County to execute the following Agreement affecting such extension and modification, subject to review by the County Administrator and County Attorney:

<u>Contractor</u>	<u>Term</u>	<u>Amount</u>
<b>NYS Dept. of Transportation</b>	2017 – 2018 Winter Season	Varies

For: 2017-2018 State S&I Contract.

<i>Funding Source</i>	<i>Local Share</i>	<i>Budgeted ?</i>
County Highway 2016 Appropriations	0%	Yes XX No

Each municipality involved has agreed to the extension.

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

Chairman Gott thanked the Highway Department for their prompt response to some ice jamming in the Towns of Conesus and Livonia this past week.

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

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

### **ESTABLISHING INCREASED RATE FEES FOR LIVINGSTON COUNTY EMERGENCY MEDICAL SERVICES INSTRUCTORS EFFECTIVE JANUARY 1, 2016**

WHEREAS, after a review of the prevailing rates paid by surrounding course sponsors, it has been determined that the fee structure should be increased, now, therefore, be it

RESOLVED, that the following schedule of fees for the Livingston County EMS Course Instructors, modified to include increases, shall be effective January 1, 2016:

#### **Certified Instructor Coordinator (CIC)**

EMT Original only (150 hr. avg. / \$35/hr.) \$ 5,250.00

#### **EMT Original and Ref (172 hr. avg. / \$35/hr.) \$ 6,020.00**

EMT-R \$ 1,600.00

CFR Original only \$ 1,800.00

CFR Original and Ref \$ 2,100.00

CFR-R \$ 800.00

Basic Pilot \$ 1,000.00

Provisional CIC \$ 15.00/hr.

Advanced CIC (EMT-I, CC,) \$ 40.00/hr.

Substitute CIC (not a guest lecturer) \$ 30.00/hr.

#### **Lab Instructors**

Basic Certified Lab Instructor (CLI) \$ 13.00/hr.

Advanced CLI \$ 16.00/hr.

Basic Lab Instructor (LI) \$ 10.00/hr.

Advanced LI \$ 12.00/hr.

#### **Other Instructors**

Continuing Education Instructor \$ 20.00/hr.

Physician Instructor \$ 50.00/hr.

R N Instructor \$ 30.00/hr.

Regional Faculty \$ 30.00/hr.

All other Lecturers \$ 20.00/hr.

#### **CPR Instructor (For CPR Instruction, not LI) \$ 18.00/hr.**

Instructor meetings, office work, equipment mg \$ 12.00/hr.

## **Exam Rates**

Practical Exam Coordinator (PEC)	\$ 18.00/hr.
Basic Practical Exam Evaluator (PEE)	\$ 10.00/hr.
Advanced PEE	\$ 11.00/hr.
Practical exam table helper	\$ 10.00/hr.

### **Practical Exam Helper & Victim                      \$ Prevailing minimum wage\***

If a CFR:	\$ 9.50/hr.*
If an EMT:	\$ 10.25/hr.*

### **Students in class - not certified                      \$ Prevailing minimum wage\***

\* Rate changes

Ms. Dewar explained the updates for the committee and how these individuals are used during practical exams.

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

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

- |                       |  |
|-----------------------|--|
| 1. January 4, 2016    | MLREMS Executive Committee meeting   |
| 2. January 6, 2016    | Medical Director meeting   |
| 3. January 7, 2016    | Monthly Captain meeting  |
| 4. January 16, 2016   | Sparta Fire Department Awards Banquet  |
| 5. January 19, 2016   | Medical Director meeting   |
| 6. January 19, 2016   | EMT class kickoff - Hampton Corners  |
| 7. January 20, 2016   | EMT class kickoff - Lima   |
| 8. January 25, 2016   | MLREMS / REMAC meetings  |
| 9. January 27, 2016   | Medical Director meeting   |
| 10. January 28, 2016  | Community Paramedicine Team meeting  |
| 11. February 4, 2016  | Medical Director meeting   |
| 12. February 4, 2016  | Monthly Captain meeting with presentation by Undersheriff Bean and Chief Deputy Burgess regarding resource management and dispatch of law enforcement to EMS calls |
| 13. February 6, 2016  | Geneseo Fire Department Awards Banquet   |
| 14. February 8, 2016  | MLREMS / REMAC meetings  |
| 15. February 9, 2016  | Medical Director meeting   |
| 16. February 10, 2016 | Greater Rochester Health Foundation Team meeting   |
| 17. February 11, 2016 | Health Care Forum - Workforce Development  |
| 18. February 19, 2016 | CPR Instructor Monitoring at Hampton Corners   |

## **MOTION TO CHANGE THE AGENDA**

Mr. LeFeber moved and Mr. Carman seconded to change the agenda.

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

### **AUTHORIZING THE CHAIRMAN OF THE LIVINGSTON COUNTY BOARD OF SUPERVISORS TO SIGN THE FOLLOWING GRANT AWARD CONTRACT FOR THE LIVINGSTON COUNTY OFFICE OF EMERGENCY MANAGEMENT: NYS DEPARTMENT OF HOMELAND SECURITY AND EMERGENCY SERVICES**

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 Office of Emergency Management, and any future amendments to said contract for the Livingston County Office of Emergency Management, according to the terms designated, subject to review by the County Attorney and County Administrator:

<u>Contractor</u>	<u>Term</u>	<u>Amount</u>
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1220 Washington Avenue  
Albany, New York 12242

For: FY15 Hazardous Material planning for crude oil response

Mr. Niedermaier explained that the grant amount was increased.

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

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**Informational Item(s) Written Only**

1. Working with DHSES on a revision to the CEMP, upgrading the Essential Support Annexes to align with the Federal and State requirements.
2. FY 13 EMPG funding will be used to purchase new communication equipment for OEM, Deputy Coordinators, and Hazardous Material response team. ALL communication equipment will meet the requirements of the new digital trunking system being designed for the County.
3. DHSES will be sponsoring Recovery/Public Assistance Training classes for County Emergency Management, the class is to update on the new policy changes that will be forth coming from FEMA. FEMA is looking to structure a deductible format for disasters, or raise the per capita for each state which will affect the counties per capita rate. This increase will make it more difficult to achieve a FEMA declaration. This could place significant cost to the Towns, Villages, and County in the future.
4. Attended the New York State Emergency Managers Association Conference in Syracuse Monday February 22- Thursday February 25, I was elected to my 3rd - two year term as President. DHSES presented the findings from the County Emergency Preparedness Assessment (CEPA) Counties are lacking Mass Fatality/ Mass Casualty/ Recovery Planning, and Public Awareness to Natural hazards. I am working with DHSES on Mass Fatality/Casualty, I am developing a public awareness program that should be available by mid-year. I will be asking Heather Grant for assistance with the PIO and web page design.
5. Livingston County will be up for re certification with the CEPA program in the first quarter of 2017
6. NYSEMA Accreditation program is underway, next steps is development of the advisory council, and finishing the guidance document necessary for the county to obtain for formatting there accreditation process.
7. Re - design of the Haz Mat team is underway, the new concept will be a special operations team with 6 separate divisions. Each division is responsible for developing their own specific training. The divisions are: Logistics, Medical, Metering, Technician/Spill Response, Lighting/Sheltering and Decontamination, and Interoperability and communication. The redesign will hold the interest of the team better, and will utilize all resources more efficiently. the 3rd month of each quarter will by a functional exercise, where all divisions will be participating in the exercise. This will allow us to better estimate what needs have to be met by the team, and what is necessary to purchase to meet these needs.
8. Training courses schedule are; Strategy and Tactics for the Fire Company Officer, Fire Officer 1, Building Construction, and Engine Company Operations. All course are open to Fire and EMS and are taught at the training center.

Meetings;

911 Communication

GIS / Planning

Chief Executive

County Firefighters and County Fire Chiefs

Special Operations Team

Training meeting with State Fire Instructors

Western District Emergency Managers

NYSEMA Executive Board

DHSES quarterly meeting with Commissioner and Director

**CHAMBER OF COMMERCE/TOURISM – LAURA LANE/ELISSA LEUER**

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

### **1. Quarterly Update**

Ms. Leuer thanked the committee for their tourism designation support and the annual funding provided from the County. They do not take that support lightly. The 2016 Visitor Guide and her quarterly report were distributed for discussion. The guide came out in late January and they are very proud of it. 75,000 guides were printed, which is 25,000 more this year, because they ran out last year. They did print an extra 25,000 loose maps of Letchworth on one side and Livingston on the other to be handed out at the Letchworth Mt. Morris gate primarily. Six new advertisers were gained this year showing that the guide is building. They are already working on the 2017 guide. They did not use I Love NY funding to produce the guide this year, which allowed for more diverse advertising opportunities. Ms. Leuer attended two group tour/motor coach marketplaces recently, one in London, Ontario and one in Louisville, Kentucky where she held one on one meetings with 42 different tour operators. New logo and branding has been developed integrating the Chamber and tourism better. The Geneseo visitor center is being renovated. They will be continually updating and revolving the visitor center contents. They are also working on a web site update and overhaul this spring adding additional functionality and new content and sections for group tours, meetings, conferences, destination weddings and visiting students and families. They are looking to integrate their web site with their chamber master database currently used at the Chamber, meaning any updates a business makes will be updated on the website in real time. Ms. Leuer is very excited about the 60 second group tour videos they are currently working on with a local producer. These are brief videos segments on location at tourist attractions where the owner talks about what a group would experience when visiting. These will then be sent out to group tour operators across the state and country. Operators can then have a better feel for what their group would experience without actually having to come here to visit. There was discussion on having these videos attached to the web site for individuals too. Each video cost \$250 to produce. Chairman Gott will forward another video contact to Ms. Leuer. Ms. Leuer reviewed the upcoming marketing seminars scheduled next week. There is also a customer service training starting in May developed to educate mostly the seasonal employees working in Livingston County in tourism about the tourism industry. Giving them tools to empower them to talk to visitors, provide customer service and direct visitors for additional information. Letchworth already has one of the customer service trainings scheduled for all of their seasonal staff. They are planning a promotional campaign for tourism week May 2-6 with local activities to help educate the local residents about the importance of tourism and thank those in the tourism industry. The Familiarization "FAM" tour is schedule for June and the theme is "Head South for the Summer". The Letchworth State Park/Mt. Morris shuttle pilot program will have a test run in mid-late July to locations in and around Mt. Morris. They are working with RTS to determine the viability of shuttle service that would run from the High Banks Campground to Mt. Morris and locations nearby to encourage visitors who are already in Livingston County to come outside the park and see what else there is. They did a survey last season to see how much people staying at the park knew about Livingston County and it was little to none. She can see this program expanding to Geneseo, wine tours, Dansville and other locations and communities throughout the county. She is working on a proposal with the National Warplane Museum to create a statewide historical aviation trail to highlight and connect all of the aviation attractions across the state. It would be modeled after the very successful haunted history trail program which has a beautiful website and brochure, really reaching anyone in these really specific thematic travel experiences to see all that there is across the state. It is a really affordable way to advertise, especially if multiple counties partner together, we can do a lot more.

Chairman Gott talked about the FAM tour and possibly doing a second tour date. He will also be mentioning the customer service seminar to the Conesus Lake Association. They have a successful boat steward program and they check all of the boats that come and go on Conesus Lake and have now expanded to Hemlock Lake. People constantly ask what they can do when they get off the water. He can see that there is some benefit to CLA sending send some people to the training. The program is designed for the chamber to go to the group to do the training.

Mr. Schuster departed.

## CENTRAL SERVICES – JOHN DRISCOLL

### Action Item(s) To Be Reported

#### 1. AWARDING BID FOR THE CENTRAL SERVICES DEPARTMENT FOR CLEANING PRODUCTS AND DISPOSABLE PAPER PRODUCTS: EASTERN MAINTENANCE SUPPLIES, INC., W.W. GRAINGER, INC., BUFFALO PAPER & TWINE CO., INC.

WHEREAS, after the proper legal advertisement seeking bids for cleaning products and disposable paper products, sixteen (16) bids were received and opened on February 4, 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>Contract</u>	<u>Term</u>	<u>Amount</u>
<b>Eastern Maintenance Supplies, Inc.</b> 107 Norris Drive Rochester, NY 14623 For: Various Supplies used by all County Departments	3/1/16 – 2/28/17 option to renew for 1 add'l year	Per Bid Tabulation Sheet
<b>W.W. Grainger, Inc.</b> 3750 Brookside Parkway – Suite 260 Alpharetta, GA 30022 For: Various Items used by Central Services Department	3/1/16 – 2/28/17 option to renew for 1 add'l year	Per Bid Tabulation Sheet
<b>Buffalo Paper &amp; Twine Co., Inc.</b> 2615 Walden Avenue Cheektowaga NY 14225 For: Dishwasher, Laundry and Cleaning Chemicals used by the Jail Only	3/1/16 – 2/28/17 option to renew for 1 add'l year	Per Bid Tabulation Sheet

<u>Funding Source</u>	<u>Local Share</u>	<u>Budgeted ?</u>
Budget	100%	Yes xxx No

#### Director's Comments:

Yearly cleaning supplies with added items from previous years to allow more selection in bid form.

Mr. Driscoll reviewed the bid results for approval today.

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

The Clerk discussed a proclamation resolution recognizing tourism week with the County Administrator. Ms. Rees will contact Elissa for information to do a resolution in April.

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### Informational Item(s) Written Only

#### 1. Departmental Updates:

##### Millennium Drive:

- Painted hallways (Mobile Work Force and Central Services)
- Basement electrical upgrades and repairs to failing system (Central Services)
- Air compressor repair (Central Services)
- Sump pumps review and plan layout for replacements (Central Services)

##### Government Center:

- Boiler room floor painted and walls repaired (Central Services)
- Personnel expansion begins (Central Services)
- Replaced broken slop sink in basement, repaired wall damage (Central Services)
- Built bathroom in basement (Central Services)
- Created usable shop space in the Central Services area to eliminate boiler room usage and issues that were arising with the current space (Central Services)

##### General:

- New Foreman James Montesano started on 2/8/16
- New Painter Terry Dettman started on 2/22/16
- Update on Government Center boiler room water damage
- Dog Control issues, Central Services to reroute plumbing to eliminate pipe freezing



- Danforth building surveys continue for electrical and insulation
- Multiple work orders and general maintenance items at County facilities

#### **OTHER – IAN COYLE**

#### **APPOINTING MEMBERS TO THE LIVINGSTON COUNTY TRAFFIC SAFETY BOARD – RICHARD SINSABAUGH, CLYDE CLANCY**

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

Name	Address	Rep./Title	Term
Richard Sinsabaugh	1700 Main Street, Dalton, NY 14836	Portage Rep.	1/1/16-12/31/18
Clyde Clancy	925 Main Street, Hunt, NY 14846	Portage Alternate	1/1/16-12/31/18

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

#### **APPOINTING MEMBER TO THE FISH AND WILDLIFE MANAGEMENT BOARD – LARRY MARANGONI**

RESOLVED, that the following member is hereby appointed to the Fish and Wildlife Management Board for the term designated:

Name	Address	Rep./Title	Term
Larry Marangoni	580 Springbrook Road, Hunt, NY 14846	Landowner/Alternate filling term for L. Meeusen	1/1/16-12/31/16

Mr. Davis recommended Mr. Marangoni for this board.

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

#### **ADJOURNMENT**

Mr. Gott moved and Mr. LeFeber seconded to adjourn the meeting at 11:20 a.m.

#### **PLANNING – ANGELA ELLIS**

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

##### **1. LIVINGSTON COUNTY EMERGENCY COMMUNICATIONS SYSTEM UPGRADE PROJECT**

Project Management Team Meetings. The 911 Project Advisory Committee and Project Management Team met on January 20, 2016. Motorola Solutions conducted an equipment demonstration for representatives from the 911 Advisory Committee members, Project Management Team members, and various county and local highway department representatives.

New Tower Construction: Phase I Construction is about complete for all three tower sites. Phase II involves installation of radio equipment and other appurtenant supports in the Spring 2016. Representatives from the Project Management Team will be traveling to the Motorola facility in Illinois during the last week of March for an equipment staging test. It is anticipated that the bulk of the tower equipment and the new consoles will be arriving to the County in late April/early May.

##### **2016 Project Priorities**

- We are still targeting project construction completion and radio system cut-over in late 2016.
- We will continue working with adjacent counties on interoperability and connectivity improvements.
- We are receiving funding through Round 4 of the Statewide Interoperable Communications Grant program (SICG4) to upgrade the New World Computer Aided Dispatch system and replace 911 communications telephone system. We are working on planning activities to implement these projects.
- NYS Public Safety Answering Point (PSAP 15-16) -- We submitted an application to the NYS DHSES for funding to help pay for 911 Center Operations personal services. We received notice that our

application is being funded for \$167,362. Per the resolution passed by the Board in February, Planning submitted the necessary paperwork to the State for contract execution.

- SICG 5 -- In early 2016, we will start reviewing the status and completion of existing projects for recommendation on possible application to the Statewide Interoperable Communications Grant program for additional interoperability with adjacent counties.

## 2. CONESUS LAKE WATERSHED MANAGEMENT ACTIVITIES:

Grants. The Town of Livonia and Planning Department were notified that the application to the NYS Department of State for the Wilkins Creek Stormwater Management Feasibility Study was successful. We are waiting to hear from the State about receiving a contract for execution. We are coordinating with the Town of Livonia on next steps, contract execution and project work to be completed.

## 3. TRANSPORTATION ADVISORY COMMITTEE:

Public Transportation Work Group:

- GTC has issued an RFP for consultant services for development of a mobility management website for county residents and agencies. We will be participating on the committee to review submissions.
- RTS has reached out to Livingston County agency representatives for input on its regional operational audit for routes in Livingston County. Stakeholder meetings are being held on February 24, 2016.

Community Devt Work Group:

The Planning Department submitted an application to the Genesee Transportation Council Unified Planning Work Program for a ***Hamlet of Greigsville Transportation Safety and Access Improvement Plan***. The project is included on the list of projects anticipated to receive funding. The list is being circulated for public review and comment. The Planning Department will work with the Town and interested stakeholders on development of the Plan.

## 4. AGRICULTURAL AND FARMLAND PROTECTION BOARD:

Participation in Regional Projects: Planning Department staff continued participation on the Genesee Transportation Council Critical Infrastructure Asset Vulnerability Project for Transportation Facilities.

Support Development of Municipal Ag Protection Plans and Comprehensive Plans:

- Planning staff continued to provide assistance to the towns of Geneseo, Mt. Morris, and Sparta on development of their agricultural protection plans.
- Town of Ossian - The County Grants and Public Information Coordinator and Planning Department staff are providing assistance with an application to NYS Ag and Markets for development of an agricultural development and farmland enhancement plan. If funded, our office will provide technical assistance to the Town on development of the plan.

## 5. ENVIRONMENTAL MANAGEMENT COUNCIL

The Planning Department coordinated with the Genesee Finger Lakes Regional Planning Council on an application to the Environmental Protection Agency for a Regional Brownfield Assessment Project. We are expecting to hear about awards this summer.

## 6. COUNTY PLANNING BOARD

LET'S Plan. Reminder: Evenings with the County Planning Board is an opportunity for municipal training credit hours. Municipal planning and zoning officials may receive credit for attending and learning about County Planning Board review. Those interested should call the Planning Department beforehand to learn about the agenda and ensure that a meeting is being held. Meeting cancellations are rare, but do happen.

7. E911 ADDRESSING: The Planning Department continued work on the E911 addressing assignments and ROW naming with the Sheriff's Office.

## 8. OTHER TECHNICAL ASSISTANCE

Community Initiatives Council 2016 Community Needs Assessment. The Planning Department is providing assistance to the County Workforce Development Office and the Community Initiatives Council on development of the 2016 Community Needs Assessment. We anticipate completion of the project in Spring 2016. The public survey was developed and made available to County residents during the month of January. Workforce Development and Planning advertised the availability of the survey. The Planning Department is currently compiling survey results.

## PROBATION – LYNNE MIGNEMI

### Informational Item(s) Written Only

#### 1. PROBATION DEPARTMENT WORKLOAD

445 adult offenders supervised in county (28 treatment court cases being supervised in drug court)

14 offenders in other NYS counties

6 offenders in other states

10 juveniles supervised

15 new juvenile referrals

31 investigations ordered

14 active EHM cases (1 juvenile; 13 adults; 1 of which are female), 2-Global Positioning

0 adult placed on probation for willful violation of support

17 New Leandra's Law cases (15 CDs)

#### 2. MONIES COLLECTED

\$ 3,126.81 – restitution

8,172.98 – fines

2,286.00 – fees

145.19 – surcharge

#### 3. MEETINGS ATTENDED

01/04/2016 Human Services Meeting

01/06/2016 Public Safety Meeting

01/11/2016 Staff Meeting

01/11/2016 Financial Meeting with David Morris

01/19/2016 COPA-Ontario County

01/13/2016 Board of Supervisor Meeting

01/13/2016 Treatment Court Graduation

01/14/2016 Workforce Development Training(Trainer)

01/21/2016 Quarterly Department Head Meeting

01/22/2016 Finger Lakes Regional Juvenile Justice

01/26/2016 Human Services Department Head Meeting

01/26/2016 Suicide Task Force

#### 4. ADMINISTRATIVE REVIEWS

Three (3) administrative reviews

#### 5. TRAINING

Name	Date	Training	Hours	Misc.
Kerrin Chapman	None			
Doug Czyryca	None			
Katie Dunn	None			
Michelle Jordan	None			
Liz Laney	1/27/16	2016 ICAOS Rule changes	2.0	
Brian Lanpher	None			
Debra Mack	None			
Matthew McKinney	None			
Rachel Merrick	1/19/16	IID Online Training	0.25	

Lynne Mignemi	None			
Courtney Sobrado	None			
Jason Varno	None			

Respectfully submitted,  
Michele R. Rees  
Clerk of the Board