

WAYS & MEANS COMMITTEE MEETING MINUTES
MONDAY, JUNE 20, 2016
1:30 P.M.

PRESENT: D. Pangrazio, D. Mahus, D. Fanaro, D. Knapp, W. Wadsworth, E. Gott, D. LeFeber, I. Coyle, H. Grant

GRANTS & PUBLIC INFORMATION – HEATHER GRANT

Action Item(s) To Be Reported

1. AUTHORIZING THE LIVINGSTON COUNTY BOARD OF SUPERVISORS TO ADOPT THE LIVINGSTON COUNTY SOCIAL MEDIA POLICY

Mrs. Grant explained that she has been working on this with the County Administrator and IT Director. This would basically be a living document that is subject to amendments when necessary.

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

Pre-approved Informational Item(s) To Be Reported

1. ARCHIVE SOCIAL PRODUCT- Terms of Service were reviewed by Mr. David Morris and approved. All technical questions IT had were answered and approved to move ahead with installation of the product. No contract is involved. County may subscribe on a monthly basis. May be canceled at any time. There is no contract involved with the product. Questions submitted by the IT Director were answered and the County Attorney has signed off on commencing with an agreement. This will be a monthly payment. Mr. Coyle explained that this is the mechanism to archive any social media posts and to be able to respond to any requests for information. Digital content does have a time period and that will be researched.

Informational Item(s) Written Only

1. Currently working on approximately six different grant proposals in the CFA portal (Towns of Avon, West Sparta, Leicester and Livonia??). Also assisting with a few others in various departments (Probation, Department of Health
2. Office of the Aging was featured department of the month on social media for May- June is featuring County Clerk's Office. A new Linked In page has been started. There was discussion on a project in Caledonia.

COUNTY TREASURER – AMY MANN

Pre-approved Informational Item(s) To Be Reported

1. FORECLOSURE UPDATE-Ms. Mann distributed the list of parcels, which includes parcels carried over from last year. There was discussion on a parcel that has a bankruptcy pending. There are two parcels in the Village of Caledonia that do have federal tax liens and that will be disclosed at the auction. D&D Developers Ltd. did pay one of their 8 parcels that were on the list. There is one parcel in Livonia which has had several calls regarding the taxes due. The auction is the fourth Thursday of July at 6:00p.m.

The County Administrator questioned any need to review code violations in this process and any restrictions to a prospective bidder that did not close on previous auction purchases or if a bidder already has code violations on other properties. Is there a disclaimer that we could reject a bid? We already have a restriction if there are past due taxes owed on another parcel. There was discussion on having a pre-registration process. There was discussion on a particular case, in which a bidder did not follow through, and how long the bid restriction will be. Both the County Treasurer and Chairman Gott told this bidder to contact the County Attorney. There was discussion on whether Supervisors should be allowed to bid on properties now that we follow the law and Article 11. There is no official policy at this time. This matter needs to be addressed at a later date.

PERSONNEL ISSUE

REAL PROPERTY TAX SERVICES – BILL FULLER

Action Item(s) To Be Reported

AMENDING THE 2016 HOURLY SALARY SCHEDULE: REAL PROPERTY TAX SERVICES

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

Real Property Tax Services

Create one (1) full-time Principal Typist position.

Mr. Fuller explained that this would be filled by Sandy Johnson if approved today. He does not plan to fill the senior typist position at this time.

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

Mr. Fuller reported that the office will be finishing up on final assessment rolls next week.

COUNTY ADMINISTRATOR – IAN COYLE

Action Item(s) To Be Reported

1. APPROVING ABSTRACT OF CLAIMS #6B-JUNE 22, 2016

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

2. AUTHORIZING TRANSFER OF FUNDS – HIGHWAY & PERSONNEL (2)

Mr. Coyle explained that these are internal transfers.

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

3. AMENDING 2016 LIVINGSTON COUNTY BUDGET – DEPARTMENT OF HEALTH, HIGHWAY (3) & SHERIFF’S OFFICE

RESOLVED, that the 2016 Department of Health budget be amended as follows:

Account	Dept.	Code	Description	Amount
Increase Revenue	A4113	4489	Other Federal Health	\$11,500.00
			TOTAL	11,500.00
Increase Appropriation	A4113	1000	Personal Services	\$1,266.00
		4040	Rent	\$350.00
		4080	Professional Services	\$8,714.00
		4124	Gas	\$800.00
		8100	FICA	\$97.00
		8200	Retirement	\$273.00
			TOTAL	11,500.00

And be it further

RESOLVED, that the 2016 Highway budget be amended as follows:

Account	Dept.	Code	Description	Amount
Increase Revenue	D5133	5031	Interfund Transfer	\$32,000.00
Increase Appropriation	D5133	4080	Professional Services	\$32,000.00

And,

Account	Dept.	Code	Description	Amount
Increase Revenue	D5137	5031	Interfund Transfer	\$66,400.00
Increase Appropriation	D5137	4080	Professional Services	\$66,400.00

And,

Account	Dept.	Code	Description	Amount
Increase Revenue	H5117	2900	Capital Outlay	\$98,400.00
Increase Appropriation	H5117	9000	Interfund Transfer	\$98,400.00

And be it further

RESOLVED, that the 2016 Sheriff’s Office budget be amended as follows:

Account	Dept.	Code	Description	Amount
Increase Revenue	A3110	2680	Ins. Recovery	\$900.00
Increase Appropriation	A3110	4120	Motor Eq. Repair	\$900.00

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

5. ESTABLISHING STANDARD WORK DAY

This resolution covers all position titles within the County. Hours are standardized at 6,7 and 8 hours depending on the state guidelines. The Clerk of the Board works on this with the Personnel Office to confirm that all position titles are listed.

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

Pre-approved Informational Item(s) To Be Reported

1. FORECLOSURE UPDATES-Amy Mann will send the electronic version out to the Supervisors for review and to make any needed updates.
2. BUDGET/FINANCE UPDATE-The DA reimbursement stalled in the Assembly. Assemblyman Nojay was in contact with the County Administrator and said that the Governor had no interest in signing it. This will need to be discussed at the next Public Services meeting with the District Attorney in attendance to determine how to amend the budget to make up this money. We have to confirm this, but the County Sheriff pensions look to have passed, but the Governor does still need to sign it. The DMV increase did not pass. Public Defense did go through both houses and the Governor still needs to sign it. The new standards will be coming in through the next six years and in the sixth year, this will be \$1.5M expense coming off of our books. There was discussion on the new standards and the difficulties already in filling these positions. Nothing was done on ethics reform.
3. 2017 Budget process kicks off in the next few weeks.
4. We did not get the DRI award but we did receive the NACO Achievement Award for the Downtown Program. We are due to receive the award in July. We now have put this together and have four different areas where we can use the same application to apply for other funding opportunities.
5. Congratulations to Dan Pangrazio as the Chamber 2016 Distinguished Leader.

ADJOURNMENT

Mr. Gott moved and Mr. Fanaro seconded to adjourn the meeting at 2:11 p.m.

Respectfully submitted,

Michele R. Rees
Clerk of the Board