

**WAYS & MEANS COMMITTEE MEETING MINUTES
MONDAY, SEPTEMBER 11, 2017
1:30 P.M.**

PRESENT: D. Pangrazio, D. Mahus, D. Fanaro, D. Knapp, W. Wadsworth, E. Gott, D. LeFeber, P. Yendell, I. Coyle, H. Grant, S. Hillier, T. Lynn, A. Mann

COUNTY AUDITOR – TERRY DONEGAN

ACTION ITEM(S) TO BE REPORTED

AUTHORIZING THE CHAIRMAN OF THE LIVINGSTON COUNTY BOARD OF SUPERVISORS TO SIGN THE FOLLOWING CONTRACT FOR LIVINGSTON COUNTY: POMCO, INC.

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

<u>Contractor</u>	<u>Term</u>	<u>Amount</u>
POMCO, Inc.	10/1/17-9/30/20	\$72,500.00
2425 James Street		Annually
Syracuse, NY 13206		

For: Workers' Compensation Third Part Administrator

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

Mr. Donegan explained that this is a contract renewal. This is a \$3,000 increase over the last contract. He is happy with POMCO and they have regular meetings

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

He should have something on the workers comp budgets this week. He is waiting for the 80%/20% breakdown information from Self Funding. This is the second year until we go year by year until we reach 50/50.

MOTION TO MOVE THE AGENDA

Mr. LeFeber moved and Mr. Gott seconded to move the agenda..... Carried.

COUNTY ATTORNEY – SHANNON HILLIER

INTRODUCTION OF LOCAL LAW & PROVIDING FOR PUBLIC HEARING ON PROPOSED LOCAL LAW NO. D-2017 A LOCAL LAW PROVIDING FOR THE ADMINISTRATION AND ENFORCEMENT OF THE NEW YORK STATE UNIFORM FIRE PREVENTION AND BUILDING CODE

WHEREAS, there has been duly presented and introduced at a meeting of this Board, held on September 27, 2017, a proposed Local Law entitled Local Law No. D-2017 A Local Law Providing for the Administration and Enforcement of the New York State Uniform Fire Prevention and Building Code, it is hereby

RESOLVED, that a public hearing shall be held on the said proposed Local Law by this Board on the 11th day of October, 2017 at 1:35 p.m. in the Board of Supervisors Assembly Room in the Livingston County Government Center in the Village of Geneseo, New York and at least six (6) days' notice shall be given by posting thereof on the bulletin board of the Government Center in this County and by publishing such notice at least one (1) time in the official newspapers of the County as provided by law.

Mrs. Hillier reviewed the local law and explained that she has been working on this local law regarding the state uniform code and the energy code. The way the rules and regulations are set up for the administration of those codes are at the town and village level, except for county owned property, when we then have to enforce the code ourselves. It had come to our attention that we do not have a local law that does that. At the local level towns and villages have code enforcement officers that work with building permits and fire permits. This has never been something the County has done, but the rules and regulations are very specific that when it is county owned property, we have to take care of those ourselves. James Montesano is our current code enforcement officer.

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

COUNTY TREASURER – AMY MANN

Action Item(s) To Be Reported

AUTHORIZING THE CHAIRMAN OF THE LIVINGSTON COUNTY BOARD OF SUPERVISORS TO SIGN THE FOLLOWING CONTRACT FOR LIVINGSTON COUNTY: PHILLIPS LYTLE LLP

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

<u>Contractor</u>	<u>Term</u>	<u>Amount</u>
Phillips Lytle LLP 1400 First Federal Plaza Rochester, NY 14614 For: Foreclosure for 2013-tax year	2016 in rem proceeding	\$385.00/parcel

<i>Funding Source</i>	<i>Local Share</i>	<i>Budgeted?</i>
Chargeback to Tax Payer	0%	N/A

Ms. Mann explained that she reviewed this service with the County Attorney and they agreed to renew the contract for one more year. This price includes a \$27 increase per parcel.

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

Pre-approved Informational Item(s) To Be Reported

1. Update Sealed Bid - 6919 May Road, Springwater, New York. (Tax Map No. 138.-2-63)- Ms. Mann explained that advertising for a sealed bid has been done and are due on Thursday, September 14, 2017 by end of business. We are all closed on all of the parcels sold at the tax auction.
2. Update – Court Ruling – Ida May Reed property 7847 Marvin Hill Rd Town Springwater-We did get a judgement and he did allow the taxpayer to pay the taxes by 8/31/17. The taxpayer also paid an additional \$1,500 in court fees. Ms. Mann will send a copy of the judgement out to the Board. We are still waiting on the other parcels that were pulled. There was discussion on the Phillips Lytle contract and any concerns we want to address with how these parcels are handled in the future. We have made it very clear on what the County stance is for these parcels. There was discussion on having Ms. Mann request different representation from Phillips Lytle.

PERSONNEL ISSUES – TISH LYNN

Planning Department – Angela Ellis

AMENDING THE 2017 HOURLY EMPLOYEE SALARY SCHEDULE: PLANNING

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

Planning:

- Create one full-time Senior Planner position at a Salary Grade 18.
- Create one full-time Planner position.

Mrs. Ellis reviewed the positions for creation. Mrs. Ellis explained that the type of work that her department provides has evolved into a much higher level of expertise and professional knowledge. As a result of grant funding that has become available to us; the Planning staff has helped administer over ~\$15 M of grant funds with no cost to the County other than staff time. She is proposing to promote from within, not add any new FTE positions. She has two staff, David Paoleta and Mary Underhill that have been with the Department for a number of years and their work has really been elevated due to the workload demands. She feels very fortunate to have a really strong Planning team in place. She would like to promote into the working grade level that they should be in with the work that is being done. In the case of Mary Underhill moving into the Planner position, she will also be taking over the Conesus Lake Watershed Manager duties that were previously done by Miranda Reed. The existing titles will be deleted after the candidates have successfully passed the civil services exams. There is not currently a wage grade established for the senior planner position. Looking at the salary, Mrs. Ellis explained that she did a salary analysis and, when looking at the grade schedule, one level above what the planner is now would be a Grade 18 and would be commiserate with what the salary is elsewhere in the region and state.

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

INFORMATION AND TECHNOLOGY SERVICES – JASON PARKER

Action Item(s) To Be Reported

AUTHORIZING A PROFESSIONAL SERVICES CONTRACT FOR THE ERP PROJECT DISCOVERY AND CONTRACT NEGOTIATION –OWEN LEWIS CONSULTING

WHEREAS, the County of Livingston solicited a Request for Proposal for ERP Project Discovery and Contract Negotiation, and three (3) proposals were received, now, therefore, be it

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

<u>Contractor</u>	<u>Term</u>	<u>Amount</u>
Owen Lewis Consulting	9/12/17-9/11/18	\$12,800.00
PO Box 3634, Ann Arbor, MI 48106		

For: The purpose of this contract is to have the vendor work with Department Heads and subject matter experts to determine which ERP system provides the best fit to meet the County’s desired functionality. This includes an analysis of the critical needs and non-critical needs of the County covering usability of the system, IT administration requirements, and NY County compliance requirements. The vendor will also work with ITS and the County Attorney to negotiate a contract with the ERP vendor of choice that provides the best value for Livingston County. Areas that will be focused on include software licensing, implementation services, annual maintenance, data conversion services, interfaces, on-going rates, and custom reports identified by the County. ITS is anticipating a reduction from the initial ERP proposal cost that would cover 50%-75% of the expense to use a third party project manager.

<i>Funding Source</i>	<i>Local Share</i>	<i>Budgeted?</i>
CIP	100%	Yes x No

Mr. Parker reviewed the evaluation process used for the six proposals received and various demonstrations to narrow the choice down to two Taylor products. The next piece is to have a third party administrator/consultant familiar with both products, of which he found three. After reviewing rates, basic proposals and other services provided by each, he thought it would be in our best interest to contract with Own Lewis to do project discovery with us. There were conflicting opinions between departments on which product is best for the ERP software. It is important to bring someone to the table with us that have experience in working with both of those products to help hone in on the right decision to be made and also assist with the contract negotiations.

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

There was discussion on a security assessment shared services audit among the towns. Mr. Gott explained that Livonia approved a contract with Bonadio last week.

INFORMATION & TECHNOLOGY SERVICES – JASON PARKER

Informational Item(s) Written Only

1. Update on various projects / initiatives currently underway:

PC Updates

We have replaced over 50 computers since June and are actively working on the next group of 40. This will get us pretty close to having all County Windows XP computers replaced.

RHS upgrade at CNR

All remaining modules are live including Progress Notes and CPOE. We are assisting with electronic form implementation and also rolling out new software for therapists.

Laserfiche RIO Document Management System

We have converted the RTF/RCF Personnel forms, Travel Request form, Budget Transfer form, and the ITS department chargeback process from paper to electronic processes. We have indexed all of Central Services blue prints and building plans in Laserfiche as well as incorporated the Historian’s internet indexes. We are getting the public portal ready for use which will help with transparency. A custom process was built for

Veteran Services that captures data from an external vendor's software system and builds repository folders in Laserfiche to store all of the required documents. We have several other tasks that we are actively working on including an E911 addressing form with the Sheriff's Office and Planning, Maternal Health client forms, and Real Property parcel files.

New World / Tyler Upgrade (Sheriff's Office)

This project is targeted for a late October "go live" with training continuing through the end of the year. We will be upgrading several computers in the next month due to the change in hardware requirements of the new software version.

HIPAA Initiative

I continue to review all of the recommendations from our Bonadio audit and make changes to systems as time allows. Creating new policies is the next step and I will be working on this in September.

Mental Health EMR Replacement

The TenEleven software system went live in July and we continue to work through a few remaining system tweaks.

REAL PROPERTY TAX SERVICES – IAN COYLE

Action Item(s) To Be Reported

1. CORRECTING TAX ROLL-TOWN OF SPARTA

WHEREAS, the Director of Real Property Tax Services has transmitted a written report of his investigation and recommendation with regard to one (1 parcel) application for correction of the tax roll, pursuant to the Real Property Tax Law, as prepared for the Town of Sparta on the tax roll for the years hereinafter set forth, and

WHEREAS, said parcel was incorrectly assessed and/or taxed for reasons set forth in the application for correction requested from the Director of Real Property Tax Services attached hereto, now, therefore, be it

RESOLVED, that the Director of Real Property Tax Services is authorized and directed to forward a copy of this resolution to the officer(s) having jurisdiction of the tax roll so that the roll can be corrected; and a notice of approval to the applicant(s), and be it further

RESOLVED, that the County Treasurer and/or Town Tax Collector is hereby authorized to make the tax roll correction and forward the corrected tax bill. The County Treasurer is authorized to issue refunds and/or make the appropriate chargebacks as hereinafter set forth for the application(s).

Year, Municipality Owner(s) Parcel	Taxing Jurisdiction	Original Tax Bill	Corrected Tax Bill	Refund to Owner	Chargebacks to Taxing Jurisdictions
1. 2017 Sparta	Livingston County	\$ 429.45	\$0.00	\$0.00	\$ 429.45
2.	USA Sparta Town Tax	\$ 344.36	\$0.00	\$0.00	\$ 344.36
Department of Transportation and Federal Aviation	School Relevy Sparta Fire/Ambulance	\$1,364.79 <u>\$ 80.73</u>	\$0.00 <u>\$0.00</u>	\$0.00 <u>\$0.00</u>	\$1,364.79 <u>\$ 80.73</u>
Administration Tax Map Number 150.-1-21.11	Total	<u>\$2,219.33</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$2,219.33</u>

Mr. Coyle reviewed the correction for the committee.

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

Informational Item(s) Written Only

- The Town Assessors and I have recently attended two review courses with our State ORPS liaison in

Batavia to review procedures for the upcoming county wide update.

- I have met one-on-one with a few of the assessors to go over their land tables.
- Completed the budget for the Office – an overall decrease from the previous year budget.
- I will be attending a conference in Syracuse from September 11th-15th for Commercial/Industrial Appraisal. This is a mandatory State required course.
- The next Assessors’ meeting is scheduled for September 21st. Dave Miller, Assessment & Valuation Services, will be attending this meeting.
- All school tax rate information has been received, processed; tax rolls and tax bills printed and have been picked up by the School districts.

COUNTY ADMINISTRATOR – IAN COYLE

Action Item(s) To Be Reported

1. APPROVING ABSTRACT OF CLAIMS #9A-SEPTEMBER 13, 2017

RESOLVED, that the Livingston County Board of Supervisors approves the Abstract of Claims #9A dated September 13, 2017 in the total amount of \$1,852,322.72.

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

2. AUTHORIZING TRANSFER OF FUNDS – DEPARTMENT OF HEALTH

RESOLVED, that the Livingston County Treasurer is authorized and directed to make the requested transfers per the Budget Transfer Request Forms on file in the Office of the Clerk of the Board which have been approved by the Livingston County Administrator.

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

3. AMENDING 2017 LIVINGSTON COUNTY BUDGET – CENTRAL SERVICES & HIGHWAY(4)

RESOLVED, that the Livingston County Treasurer is authorized and directed to make the requested Budget Amendments per the Budget Amendment entries, which have been approved by the Livingston County Administrator.

Mr. Coyle reviewed the amendments for approval.

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

4. APPOINTING MEMBERS TO THE LIVINGSTON COUNTY WORKPLACE VIOLENCE PREVENTION COMMITTEE – PHYLLIS APPLIN & CYNTHIA SHEFLIN

RESOLVED, that the following members are hereby appointed to the Livingston County Workplace Violence Prevention Committee for the term designated:

Livingston County Workplace Violence Prevention Committee			
Name	Address	Rep./Title	Term Expires
Phyllis Applin	7460 Barber Hill Road, PO Box 43, Groveland, NY 14462	Member	12/31/19
Cynthia Sheflin	4611 Lakeville Groveland Road, Geneseo, NY 14454	Member	12/31/19

Mr. Coyle reviewed the committee make up and explained that we had two terms expire.

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

Pre-approved Informational Item(s) To Be Reported

1. Budget 2018 Update-All of the department meetings and entries are done. The first run has been done and looks okay. The updated assessment numbers are done and he will now add those in. Retirement estimates look flat to what we are paying for 2017. There were good meetings with the department heads. There will be some money pushed to Capital Projects. Jail revenues are right at ~\$1.6M.

2. Shared Services Plan-There has been two public hearings already today with the final one scheduled for 2:30 p.m. There were a total of five attendees in Dansville. No real comments. We need at least 14 members of the panel attend the last public hearing to have the panel vote. We have three more shared services process

deadlines to meet. We have the third and final public hearing today, by September 15th we need to file the document, by October 15th have a public presentation of the plan. Under the vote, the panel shall vote and each panel member must state in writing the reason for their vote. It was made for those instances where a town and village vote no on an item. NYSAC has informed Mr. Coyle that the state has not appropriated any money for the grants that are included in the would be reimbursements for all of these plans. We did discuss a code enforcement arrangement between Nunda and West Sparta. This was too late for us unless we wanted to amend our 8/1 submission.

3. Other Admin/Finance Items-The casino issue is still going on between the Seneca's' and the Governor. This is a hard hit for Niagara and Erie County and the City of Niagara Falls and Buffalo, which are in the seven figure range. Livingston is out ~\$375,000. The other county administrators are planning to leave it out of our budgets. We will have a draft budget at the next WM meeting.

ADJOURNMENT

Mr. Fanaro moved and Mr. Gott seconded to adjourn the meeting at 2:08p.m.

Respectfully submitted,

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