

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

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

ABSENT: D. Mahus

PERSONNEL ISSUES – TISH LYNN

Action Item(s) To Be Reported:

1. AMENDING THE 2017 HOURLY EMPLOYEE SALARY SCHEDULE: EMERGENCY MEDICAL SERVICES & WORKFORCE

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

EMERGENCY MEDICAL SERVICES – KAREN DEWAR

Emergency Medical Services Department:

- Create one full-time Advanced Life Support Technician position at Grade 12
- Create two full-time Emergency Medical Technician positions at Grade __ (TBD)

Ms. Dewar reviewed the department staffing needs. There are 56 employees currently, 54 technicians, 4 FT Shift Supervisors, with 1 currently vacant, 7 FT ALS Technicians, with 1 vacant. 80% of workforce is part time. Calls are 15% up from last year. Last year we had 4177 calls and at the end of September we have already had 3634 calls. In anticipation of being over 4500 total calls this year, Ms. Dewar is requesting these positions to maintain their staffing.

WORKFORCE DEVELOPMENT – RYAN SNYDER

Workforce:

- Convert one full-time Account Clerk Typist position to part-time effective immediately.

Director Comments: Update per part time County position discussion at August HSC meeting.

Mr. Snyder explained that he is here as a follow-up as directed by the Committee last spring regarding staffing. There was a 97% satisfaction rate when a County employee covered the front desk and only a 74% satisfaction rate when DOL staff covered the front desk. Human Services is recommending that we have a part time County position and have his staff cover the front desk all the time. The cost is ~\$25,000 for this position however; DSS is able to put this position in for 20% reimbursement. He will try to pay for this first out of his funding and then funding will fall to the County.

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

ECONOMIC DEVELOPMENT – BILL BACON

Action Item(s) To Be Reported

1. AMENDING A PORTION OF RESOLUTION NO. 2015-18

WHEREAS, Resolution No. 2015-18 authorized the Chairman of the Livingston County Board of Supervisors to sign a sub-recipient agreement with the Livingston County Development Corporation for the administration of the Community Development Block Grant award for Evening Star Coffee Roasters, and

WHEREAS, the New York State Office of Community Renewal has granted a time only extension for the sub-recipient agreement term to allow for completion of the Community Development Block Grant awarded on behalf of the Evening Star Coffee Roasters project; now therefore be it

RESOLVED, that Resolution 2015-18 sub-recipient agreement term is hereby amended to be 12/11/14-12/31/17.

Director's Comments: The agreement allows the LCDC to administer the Community Development Block Grant award for Evening Star Coffee Roasters.

Mr. Bacon explained that the sub recipient agreement for the administration of the Evening Star Coffee Roasters grant was extended, so is asking for an extension of the contract. Evening Star has hired 3 employees and the building is complete and is back on the tax roll.

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

2. PROVIDING FOR A PUBLIC HEARING TO CONSIDER PUBLIC COMMENT ON THE COUNTY'S PROPOSAL TO SUBMIT A COMMUNITY DEVELOPMENT BLOCK GRANT APPLICATION TO THE NEW YORK STATE OFFICE OF COMMUNITY RENEWAL

RESOLVED, that the Livingston County Board of Supervisors hereby schedules a public hearing to be held on October 25, 2017 at 1:35 PM in the Board of Supervisors Assembly Room, Livingston County Government Center, Third Floor, Geneseo, New York, with the purpose of said hearing to provide information to the public regarding the Community Development Block Grant (CDBG) program and to consider citizen comments regarding the County's proposal to submit a CDBG application to the NYS Office of Community Renewal to provide a grant in conjunction with capacity building and entrepreneurial assistance to support and foster the development of a small business project in the Town of Livonia that involves the creation of permanent jobs, 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 newspaper of the County as provided by law.

Mr. Bacon explained that Quiet Storm Brewing Company had to change their name to Rising Storm Brewing Company. They have found a location in Livonia that has increased the size and scope of their project. Mr. Bacon explained that they would like to go back and apply for CDBG funding in a larger amount.

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

There was discussion on the requirements to be met for CDBG funding.

3. AUTHORIZATION TO SUBMIT A GRANT APPLICATION TO THE NEW YORK STATE OFFICE OF COMMUNITY RENEWAL

WHEREAS, Rising Storm Brewing Company plans to equip and operate a brewery in the Town of Livonia (the "Project"); and

WHEREAS, the LCDC has requested that the County apply for and provide the OCR funding to the LCDC as a grant for the purpose of making a deferred loan to Rising Storm Brewing Company; and

WHEREAS, the Project will result in substantial benefit to the County in the form of an estimated 4 new permanent full-time equivalent employment positions within two years of its opening, and

WHEREAS, the County has held a public hearing on October 25, 2017 to obtain citizens' views regarding the CDBG program as administered by OCR and the Competition; now therefore be it

RESOLVED, that the Chairman is hereby authorized to submit a grant application on behalf of the County in the approximate amount of \$100,000 to the OCR to support the Project, and be it further

RESOLVED, that the Chairman is hereby authorized to execute a grant agreement between the County and the OCR and all related documents associated with the OCR grant, including entering into a grant agreement with the LCDC for the implementation of the Project and administration of the OCR grant, all such documents to be subject to review and approval by the County Attorney, and be it further

RESOLVED, that the Chairman is hereby designated as the Certifying Officer responsible for all activities associated with the federal environmental review process to be completed in conjunction with the Project.

This resolution will be on the 10/25/17 Board agenda after closure of the public hearing.

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

COUNTY ATTORNEY – SHANNON HILLIER

Pre-Approved Informational Item(s) To Be Reported

1. Occupancy Tax Violations-Mrs. Hillier explained that there are several individuals and businesses that are not complaint with our local law. There are several properties on Pebble Beach Road, Brennen Road, West Lake Road and several other areas that are non-compliant. She has met with the Treasurer and County Administrator on an action plan, because this cannot go on. It is her understanding that these people are years as non-compliant. In looking at the law, the County Treasurer can subpoena books and people to compute what should be owed in taxes in which the County Attorney would then go to court to seek retribution. The first step would be for the County Treasurer to send out an educational letter on compliancy and if they still do not

comply, the County Attorney will then send a letter of the actions to be taken by the County by not complying. She would like to use the past year taxes as a negotiating tool. Mr. Coyle discussed what else we can do to get the proper compliance information out to these rental businesses. Mrs. Hillier had a lengthy conversation with the Livonia Town Attorney and Livonia is working on a code that will apply specifically to rental properties. Other counties have done audits to capture rental taxes. We are capturing more taxes with the Airbnb agreement. We are obligated to report any tax issues found in an audit.

2. Purchase On Groveland Station Road-Mrs. Hillier reported that the appraisal has been completed by Tom Wamp and that came in favorably at \$252,500. The Phase I Environmental report was done by LaBella and that came in with no environmental or compliance issues. Attorney Chip Presutti is working on getting an abstract put together and Mrs. Hillier has contacted Welch & O'Donohue for the survey map.

3. Hunting Licenses Relative to County Owned Properties-Mrs. Hillier explained that she has received numerous phone calls about hunting on county owned properties. There was discussion on a situation in Caledonia last year and how the property owner is responsible if there is any kind of accident. The Committee agreed that there is too much liability.

COUNTY ADMINISTRATOR – IAN COYLE

Action Item(s) To Be Reported

1. APPROVING ABSTRACT OF CLAIMS #10A-OCTOBER 11, 2017

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

2. AMENDING 2017 LIVINGSTON COUNTY BUDGET – CENTRAL SERVICES

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.

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

3. DECLARING SURPLUS PROPERTY – HIGHWAY & SHERIFF’S OFFICE

WHEREAS, the County of Livingston owns surplus personal property that is no longer necessary for public use, now, therefore, be it

RESOLVED, that the Livingston County Board of Supervisors hereby declares the following item(s) as surplus property to be disposed of as determined by the County Administrator:

Highway

Quantity	Year, Make & Model	Mileage	Serial #
1	2008 Ford F250 Crew Cab Truck	201,716	1FTSW20R68ED51253

Sheriff’s Office

Quantity	Year, Make & Model	Mileage	Serial #
1	2007 Chevrolet Express van	92,187	1GAHG9U171114432

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

4. AWARDING BID FOR LIVINGSTON COUNTY FOR NATURAL GAS – NEW WAVE ENERGY CORP & UGI ENERGY SERVICES, LLC

WHEREAS, after the proper legal advertisement seeking bids for Natural Gas, five (5) bids were received and opened on October 3, 2017, now, therefore, be it

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

<u>Contractor</u>	<u>Term</u>	<u>Amount</u>
New Wave Energy Corp 434 Delaware Ave. Buffalo, NY 14202	11/1/17-10/31/18	Fixed Price-\$3.2427/dTh
For: Natural Gas for County NYSEG Accounts		

<u>Funding Source</u>	<u>Local Share</u>	<u>Budgeted?</u>

County Budget	100%	Yes X No
UGI Energy Services, LLC	11/1/17-10/31/18	Service Class SC-3
One Meridian Blvd. Suite 2C01		\$3.0761/dth
Wyomissing, PA 19610		Service Class SC-5-
		\$3.3333/dth

For: Natural Gas for County RG&E Accounts

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

Mr. Coyle explained that we had previously done this type of contract for electricity. An automatic renewal with our previous vender would cost ~\$3.70. MEGA was also slightly higher for both NYSEG and RG&E.

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

Pre-approved Informational Item(s) To Be Reported

1. 2018 Budget Update-The budget process is continuing. Tomorrow is the annual budget workshop. The tax cap has gone up so we can go up ~3% and still be compliant. Mr. Coyle has started working with departments on where cuts can be made. The County Treasurer received the notice on the next IGT amount and that will be \$8.8M which means the General Fund needs to come up with \$4.4M. About a year ago we initiated the repayment of the CNR’s previously supplied levies. This is the last year for that. IGT will come back again next year and is probably one of the best problems to have. We will need to take a serious look at how this is impacting our fund balance next year. There was discussion on possible future strategies.

EXECUTIVE SESSION

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

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

No action taken.

ADJOURNMENT

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

REAL PROPERTY TAX SERVICES – BILL FULLER

Informational Item(s) Written Only

- The Town Assessors have been attending Small Claims hearings.
- The Town Tax Collector meeting is October 4th to discuss the future of processing tax bills.
- I will be attending the Fall NYS Association of County Directors of Real Property Tax Services Conference in October.

Respectfully submitted,

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