

**PUBLIC SERVICES COMMITTEE MEETING MINUTES  
WEDNESDAY, NOVEMBER 4, 2015  
1:30 P.M.**

PRESENT: G. Deming, C. DiPasquale, D. Knapp, B. Carman, W. Wadsworth, E. Gott, D. LeFeber, P. Yendell, D. Mahus, I. Coyle, H. Grant

PRESENT AFTER MEETING CALLED TO ORDER: B. Donohue

**COUNTY CLERK – MARY STRICKLAND**

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

**1. AMENDING THE 2015 DEPARTMENT HEAD SALARY SCHEDULE: COUNTY CLERK**

RESOLVED, that the 2015 Department Head Salary Schedule is amended as follows:

**County Clerk**

Delete one full time Second Deputy County Clerk Position effective immediately.

**AND REFER TO WAYS & MEANS COMMITTEE FOR APPROVAL**

Ms. Strickland explained that this position was created when Diana Moffett was the DMV supervisor. She would like to delete this position and replace it with a Motor Vehicle Supervisor position. She feels this is a better description for the duties being performed and this person should not have to worry every time there is a new County Clerk.

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

**2. AMENDING THE 2015 HOURLY EMPLOYEE SALARY SCHEDULE: COUNTY CLERK**

RESOLVED, that the 2015 Hourly Employee Salary Schedule is amended as follows:

**County Clerk**

Create one full time Motor Vehicle Supervisor Position Salary Grade 12.

**AND REFER TO WAYS & MEANS COMMITTEE FOR APPROVAL**

Switching the senior staff into this position over the year has helped her determine what she wanted for this position.

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

**2. DISCUSSION OF DEPUTY COUNTY CLERK & SALARY-**There was discussion on the salary and that will need to go before the Ways & Means Committee for consideration before advertising the position. Mr. Coyle explained that the thought was to mirror the Deputy Treasurer and Deputy Clerk positions. The Deputy Treasurer currently makes \$50,000.

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

**MOTOR VEHICLE DEPARTMENT**

-She has hired 2 new Motor Vehicle Clerks Karen Zulauf and Jennifer Rossborough. The test was last given three years ago and 10 people were still interested in the position. She interviewed 9 or those 10 people and found some great candidates.

-Installation of new testing stations after the first of the year in Geneseo(2) and Dansville(1). Multiple languages will be available. The tests can be read or clients can listen to a recording. As soon as you reach the maximum number of incorrect answers, the testing will stop.

-Increase in Motor Vehicle revenue – We have been 12.7% for some time. There are currently two bills out there one for 25% in office and a split between office and online. Some counties are doing resolutions in support of this. Ms. Strickland will get an advocacy resolution together for committee consideration closer to the session date.

**COUNTY CLERK**

-Renovations are moving forward. The plans have been drawn up. This will open up the service area and allow for better access.

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

### **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 OFFICE OF EMERGENCY MANAGEMENT: NEW YORK STATE DIVISION OF HOMELAND SECURITY AND EMERGENCY SERVICES**

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

| <u>Contractor</u>  | <u>Term</u>     | <u>Amount</u> |
|--|-----------------|---------------|
| New York State Division of<br>Homeland Security and Emergency Services | 10/1/13-3/31/16 | \$29,678.00   |

For: Extension of contract to hire consultant to review an update emergency plans

| <b>Funding Source</b>  | <b>Local Share</b> | <b>Budgeted ?</b> |
|--|--------------------|-------------------|
| New York State Division of Homeland Security and<br>Emergency Services | -0-                | Yes X      No     |

Director's Comments: Contract extension would allow hiring of consultant and review plans in accordance with the objectives of the grant.

Mr. Niedermaier explained that this is simply a contract extension to be used for development and planning of the review for the emergency plans.

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

---

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

1. Director participated in the Western Regional Emergency Communication Knowledge and Information and Technology (WRECK IT) The training exercise evaluated communication abilities across counties, and different agencies, staffing requirements, sheltering, logistics, and EOC support. The training exercise is part of a larger 5 year training exercise conducted by the State Department of Health. The training exercise was a HSEEP compliant exercise and completes OEM requirements for participation in a HSEEP training exercise.
2. Director participated in a sheltering exercise in Batavia for the Western Emergency Management County's. The exercise evaluated the county's plan for sheltering of the general population, functional needs, and animals.
3. Conducted a training exercise for the Health Department for Continuity of Operations Planning (COOP), the training consisted of reviewing the DOH COOP and simulated scenarios for which the COOP would be activated.
4. Working with Code Enforcement Officers and NYS Division of Codes to establish a Code Enforcement Damage Assessment Response (CEDAR) Team. This would allow other code enforcement personnel to assist each other during a disaster within the County.
5. Director has been asked to work with NYSDHES on developing the criteria for accreditation for the Offices of Emergency Management at the County level. The criteria is following a national standard and will use DHSES as the regulatory agency for the accreditation. NYSDHSES is also developing legislation to support the accreditation process.

### **MOTION TO CHANGE THE AGENDA**

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

## **COUNTY ATTORNEY – IAN COYLE**

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

#### **AUTHORIZING THE CHAIRMAN OF THE LIVINGSTON COUNTY BOARD OF SUPERVISORS TO SIGN THE FOLLOWING CONTRACT FOR LIVINGSTON COUNTY: MT. MORRIS CENTRAL SCHOOL DISTRICT**

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> |
|---|---------------------------|---------------|
| <b>Mt. Morris Central School District</b> | 2 years                   | \$26,135.08   |
| 30 Bonadonna Avenue                       | 5% increase for last year | \$27,441.80   |

Mt. Morris, New York 14510

For: School Resource Officer

Mr. Coyle explained that we have been contacted by the new Superintendent to install an SRO back into the school with a Village police officer. They are aware that these types of arrangements are targeted to stop in two years, similar to Avon and Caledonia.

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

## **SHERIFF – UNDERSHERIFF MATT BEAN & SGT. JEFF HAMMOND**

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

#### **1. AUTHORIZING THE CHAIRMAN OF THE LIVINGSTON COUNTY BOARD OF SUPERVISORS TO SIGN THE FOLLOWING CONTRACTS FOR THE LIVINGSTON COUNTY SHERIFF'S OFFICE: NYS GOVERNOR'S TRAFFIC SAFETY COMMITTEE & SOUTHERN FOLGER**

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

| <u>Contractor</u>                              | <u>Term</u>     | <u>Amount</u> |
|--|-----------------|---------------|
| <b>NYS Governor's Traffic Safety Committee</b> | 1/1/16-12/31/16 | \$468,470.00  |

6 Empire Plaza, Room 410

Albany, NY 12228

For: 2016 STOP-DWI Plan

| <i>Funding Source</i>  | <i>Local Share</i> | <i>Budgeted ?</i> |
|------------------------|--------------------|-------------------|
| A3112                  |                    | Yes X No          |
| <b>Southern Folger</b> | Annual             | \$15,000.00       |

4634 S. Presa Street

San Antonio, TX 78223

For: service contract

| <i>Funding Source</i> | <i>Local Share</i> | <i>Budgeted ?</i> |
|-----------------------|--------------------|-------------------|
| A3150                 | 15,000             | Yes X No          |

The Undersheriff explained that the STOP plan submitted to the state is very similar to last year. The Sheriff would like to reassess the plan for 2017 so he would like to meet quarterly in order to determine what to modify in the plan for 2017. Mr. Deming agrees that it is a good idea to meet more often. The three officers are very proactive and are making a ton of arrests. There has been discussion about moving those positions into the 3100 budget, and then taking the Stop DWI plan and focus more on the enforcement aspect.

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

The undersheriff reviewed how the Southern Folger maintenance contract operates everything that is automated at the jail. The company is located in Texas. If there is a problem we pay their time and travel from the time they get on the plane. This maintenance contract provides us with three weeks of on-site service to make sure everything is operating correctly to avoid any equipment failures. The agreement allows for up to two site visits per year totaling three weeks, plus a discount on the hourly fee if we already have a maintenance contract in place. It's important to keep this equipment well maintained.

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

**2. AMENDING THE HOURLY EMPLOYEE SALARY SCHEDULE – SHERIFF’S OFFICE**

RESOLVED, that the 2015 Hourly Employee Salary Schedule is amended as follows:

**Sheriff’s Office**

Create and fill one full time Registered Professional Nurse Position – Grade 14

**AND REFER THE MATTER TO THE WAYS AND MEANS COMMITTEE**

There have been recent discussions on contracting versus hiring our own nurses and that it would benefit the jail greatly if these were employees of the Sheriff’s Office within their union contract. Our full time nurse would be there all the time. We wouldn’t be rotating through the Public Health nurses. The cost is very close to the contract amount being paid now.

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

**3. ESTABLISHING THE LIVINGSTON COUNTY EMERGENCY COMMUNICATIONS GOVERNANCE BOARD**

WHEREAS, the Livingston County Board of Supervisors established the Livingston County Emergency Communications Center (911) as the Public Safety Answering Point (PSAP) to provide call taking services for, and dispatch services to, all emergency service providers in the County; and

WHEREAS, a county operation practices board needs to be established to review PSAP dispatch protocols and advise the Sheriff and Board of Supervisors on professional and efficient procedures and matters related to enhanced communications and interoperability between local, county, state and federal agencies; now therefore, be it:

RESOLVED, that a county operation practices board, hereafter known as the Livingston County Communications Governance Board, shall be created and consist of 7 members. The Livingston County Sheriff, Director of Communications, County Administrator, Director of Emergency Management, and Director of Emergency Medical Services, shall be members on the Governance Board, and their terms on the Governance Board shall be the same terms as their respective county offices. There shall be one local or state law enforcement representative, and one Town Highway representative, who shall be appointed by the Chairman of the Livingston County Board of Supervisors and shall serve for 2 calendar years. The Sheriff, or his designee, shall serve as the Chairman of the Livingston County Communications Governance Board; and be it further

RESOLVED, that the goals of the Governance Board are to 1) establish communications and interoperability as a high priority; 2) review PSAP dispatching protocols and advise on professional and efficient procedures and matters related to enhanced communications; 3) expand the countywide use of a common language and coordinate communications protocols; 4) increase interoperable capabilities and coordination by maximizing the use of existing communications systems and equipment as well as by planning for future technology purchases and acquisitions as funds become available; and 5) enhance the knowledge and proper use of existing future communications equipment by providing frequent and routine training for public safety personnel as funds become available; and be it further

RESOLVED, that the E911 Committee appointed by the Chairman of the Livingston County Board of Supervisors on May 28, 2014, shall serve in an advisory capacity to the Livingston County Emergency Communications Governance Board.

The Undersheriff explained that the only change was regarding in having the board appointment be one local or state law enforcement representative. There was discussion on the percentage of incoming calls attributed to specific sectors. Bill Mann does a breakdown of calls for service report every month. There was discussion on how this board differs from the E911 Committee. The Chairman of the Board will make these local or state law enforcement representative appointments. There was discussion on getting recommendations for this appointment from the Law Enforcement Council. There was further discussion on the differences between this board and the E911 Committee. The Undersheriff reported that they began closest car dispatch on November 1.

*Motion: Mr. Wadsworth moved and Mr. LeFeber seconded to approve the foregoing resolution with the highlighted edit ..... Carried.*

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

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

#### **1. NOVEMBER 3, 2015 ELECTION & QUARTERLY UPDATE**

Mr. DiPasquale explained that there were some issues in Geneseo with the voters and their understanding of the affidavits. There are a couple of close races for town council positions. They are concerned that they may lose some good inspectors because of it. There were reports that the voters were very nasty to the inspectors. There was discussion on whether a law enforcement presence is necessary. They followed the state Board of Elections guidelines. The issue is that you cannot vote in Livingston County if you are registered elsewhere. Two separate postcard notifications were sent for any district changes. There were some complaints regarding lines, but that was to be expected from the redistricting of 61 to 39 districts. Chairman Gott recommended that a local town official talk to the inspectors in the hopes that they will not stop working as an inspector. Judge Moran did meet with two individuals.

There was 28% overall in the County. Portage had the highest turnout with a clerk and highway superintendent race. Groveland generated a lot of activity.

---

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

1. Ballot certification from the State BOE occurred on September 28th and was amended on the 29th for the Supreme Court race. Livingston County certified on the 29th following the political calendar. Candidate information was then complete and the ballot completed. Ballots were then uploaded to the secure site for Military voters. Military voters were mailed their ballots on October 1 and mailing continued through October 2 until all others who had requested a ballot at the time was completed. Absentee ballot requests currently stands at 590. Staff will be visiting the CNR on October 29 to distribute ballots to voters there to over 80 residents.
2. Voter registration picked up during the last week of eligibility with over 350 forms filed in one week which included new registrants and many changes of party affiliation to be eligible to vote in the Presidential Primary.
3. Additional office hours were October 20, 22, 26 and 28 until 7 PM and October 24 and 31 from 8 AM until Noon for the purpose of giving voters who will be out of the county on Election Day the opportunity to vote by absentee ballot.
4. Ballots have been printed, poll sites notified, legal notices printed and ads placed, poll books printed, supplies readied, machines tested, bags packed, election night reports tested, Inspectors scheduled, Deputies scheduled, truck reserved and picked up, bags and ballots taken to service center, machines packed and machines and supplies delivered for the Election to be held on November 3 from 6 AM to 9 PM.
5. Commissioners attended a meeting of the College Committee on Voter Engagement at SUNY Geneseo on October 5, the next meeting is November 16.
6. All villages have filed their Certification of Offices forms to certify the positions on the March 2016 ballot.
7. Election District maps were mailed to all town and village clerks to display in their offices. Maps will also be included in the Inspector supplies to post on Election Day.
8. Geneseo Central School had a transportation facility project vote on October 1 using our voting machines which went smoothly.
9. Avon Central School had a group come to the office on October 21 for a short informational session on elections.
10. The Commissioners participated in a statewide conference call on October 29.
11. Since the first of the year: 1470 new registrations, 177 name changes, 1,280 residence changes, 1,234 mailing address changes, 370 personal information changes, 460 duplicates, 121 incompletes, 344 pending party changes, 870 cancellations, 1,107 made inactive changes, 1,406 voter status changes and 1,233 various other changes have been processed.

12. Current active voter enrollment stands at 36,181; Democratic: 9,354; Republican: 16,098; Conservative: 850; Green: 134; Working Families: 147; Independence: 1,760; Women's Equality: 1; Reform: 0; Others: 324 and Blank: 7,513. Inactive enrollment is at 3,054. Total active/inactive voter enrollment is: 39,235.

## **CENTRAL SERVICES – IAN COYLE**

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

#### **1. AWARDING BID FOR THE CENTRAL SERVICES DEPARTMENT FOR CUSTODIAL SERVICES – PEGASUS FACILITIES CORPORATION**

WHEREAS, after the proper legal advertisement seeking bids for Custodial Services for various County buildings, six (6) bids were received and opened on September 22, 2015, 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:

#### **Contract**

#### **Pegasus Facilities Corporation**

1412 Main Street  
Buffalo, NY 14209

For: Custodial Services to various County buildings

#### **Amount**

\$297,984.00/year

| <i>Funding Source</i> | <i>Local Share</i> | <i>Budgeted ?</i> |
|-----------------------|--------------------|-------------------|
| Budget                | 100%               | Yes xxx No        |

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

Approval of this bid represents a significant cost savings for the County. This contract is \$74,000 lower than the next bidder and \$38,000 lower than 2012 bid, \$178,300 from the 2009 bid. Full de-scoping of the apparent low bidder by David Morris, Lisa Grosse and John Driscoll verified that they understood and met all requirements of the contract. Apparent low bidder has reassured the County that they are more than capable of doing the job as specified for the price that was bid.

Mr. Coyle reviewed the bid process and explained that the bid represented a significant savings. Full de-scoping of the bid was done and everyone was satisfied. Mr. Coyle explained that NYSID has been notified and it does not look like they are interested in submitting a bid.

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

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

#### **1. DEPARTMENTAL UPDATES**

#### **Government Center:**

Concrete entryway power washing and caulk joints replaced (C.S. Staff)

Removal of ceramic tiles in front of elevators and new carpet installed (old tiles have been set aside for future repairs) (Contractor)

Painting on exterior bollards and back stairs (C.S. Staff)

DMV counter removal and new work station wall prepared for State (C.S. Staff)

Workout Center wall preparation begins (C.S. Staff)

ITS server closet built at Government Center (C.S. Staff)

#### **Mt Morris:**

Building #1 HVAC materials delivered and work started on installation (C.S. Staff)

Catch basin repairs (contractor)

Building #3 and Building #4 pavement replacement (Highway)

Building #3 basement sewer replacement (C.S. Staff)

Plows and salters ready for upcoming season (C.S. Staff)

Park bathroom septic tanks pumped (Contractor)

Miscellaneous Locations:

Ballast replacements at Courthouse (C.S. Staff)  
New platform built for Courthouse security staff (C.S. Staff)  
Boiler flow switch at Courthouse (C.S. Staff)  
Jail bunk repair and replacements (C.S. Staff)  
New Mini Split for Sheriff's office records room (C.S. Staff)  
New Mini split A/C unit for ITS server room at Millennium Drive (C.S. Staff)  
Window cleaning at all locations (Contractor)

**HIGHWAY – DON HIGGINS**

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

**1. EXTENSION OF COUNTY/TOWN INTERMUNICIPAL AGREEMENT**

Original Resolution No. 2010-381 provided for five (5) annual extensions. Per County Attorney David Morris, a BOS Resolution is not needed to exercise the extension for calendar year 2016, assuming the renewal is pursuant to the terms of the original contract. Public Services concurrence with the extension is requested. This action does not need a resolution, but needs a concurrence by the Public Safety Committee that we will be extending this contract.

*Motion: Mr. DiPasquale moved and Mr. Carman seconded to approve moving forward with the above mentioned extension* *Carried.*

**PLANNING – ANGELA ELLIS**

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

**ADOPTING SEQR NEGATIVE DECLARATION FOR ADDITIONS TO EXISTING AGRICULTURAL DISTRICTS**

WHEREAS, Section 303-b of the New York State Agriculture and Markets Law provides for the inclusion of predominantly viable agricultural land within a certified agricultural district prior to the county established review period; now therefore be it

RESOLVED, that the Livingston County Board of Supervisors does hereby determine that the addition of parcels to existing Agricultural Districts is an Unlisted Action pursuant to the State Environmental Quality Review Act; and be it further

RESOLVED, that it is hereby determined that the addition of parcels to existing Agricultural Districts will not have a significant effect on the environment, and that a Draft Environmental Impact Statement will not be prepared.

**Director's Comments:** This resolution will complete the SEQR process for the 2015 additions to the County's Agricultural District Program.

The first two resolutions pertain to the 303b process. There were 9 petitions which included 13 parcels, totaling 62.21 acres affecting 3 of the ag districts (1, 2 & 3). The parcels are located in Leicester, Livonia, Mt. Morris, Groveland and Sparta. All of the proposed parcels are being actively farmed or are supportive to an active farm operation. There was no controversy this year. The recommendation from Ag & Farmland are to add all of the parcels.

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

**APPROVING ADDITIONS TO EXISTING AGRICULTURAL DISTRICTS**

WHEREAS, Section 303-b of the New York State Agriculture and Markets Law provides for the inclusion of predominantly viable agricultural land within a certified agricultural district prior to the county established review period; and

WHEREAS, upon recommendation of the Agricultural & Farmland Protection Board, the Livingston County Board of Supervisors established the month of September as the 30-day period in which landowners may petition Livingston County for the inclusion of parcels within existing agricultural districts; and

WHEREAS, Livingston County received nine petitions for inclusion of land within an existing agricultural district; and

WHEREAS, the Livingston County Agricultural & Farmland Protection Board determined that 13 parcels proposed for inclusion in the agricultural districts consist predominately of viable agricultural land, and that the inclusion of such land would serve the public interest by assisting in maintaining a viable agricultural industry within the agricultural districts; and

WHEREAS, the Agricultural & Farmland Protection Board recommended the inclusion of 13 parcels in Agricultural Districts #1, #2 and #3 as predominantly viable agricultural land, including parcels #78.-1-34.114 and #88.-2-28.212 in the Town of Leicester; #108.-1-1.114 in the Town of Groveland; #84.-1-9.115, #65.-1-23.3 and #84.-1-44.4 in the Town of Livonia; #157.-1-27.111 and #157.-1-27.112 in the Town of Mount Morris; #221.-1-28.11 and #221.-1-57 in the Town of Ossian; #148.-1-14.111 in the Town of Sparta; and #150.-2-6 and #150.-2-9.114 in the Town of Springwater; and

WHEREAS, the Livingston County Board of Supervisors held a public hearing on November 18, 2015; and

WHEREAS, the Livingston County Board of Supervisors has determined pursuant to the State Environmental Quality Review Act, that the proposed action will not have a significant impact on the environment; now therefore be it

RESOLVED, that the Board of Supervisors does hereby approve the inclusion of 13 parcels in Agricultural Districts #1, #2 and #3 as predominantly viable agricultural land, including parcels #78.-1-34.114 and #88.-2-28.212 in the Town of Leicester; #108.-1-1.114 in the Town of Groveland; #84.-1-9.115, #65.-1-23.3 and #84.-1-44.4 in the Town of Livonia; #157.-1-27.111 and #157.-1-27.112 in the Town of Mount Morris; #221.-1-28.11 and #221.-1-57 in the Town of Ossian; #148.-1-14.111 in the Town of Sparta; and #150.-2-6 and #150.-2-9.114 in the Town of Springwater.

**Director's Comments:** This resolution will accept the additions to the existing Agricultural Districts for recommendation to New York State Department of Agriculture and Markets.

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

**AUTHORIZING THE CHAIRMAN OF THE LIVINGSTON COUNTY BOARD OF SUPERVISORS TO SIGN THE FOLLOWING CONTRACTS FOR THE LIVINGSTON COUNTY PLANNING DEPARTMENT: LIVINGSTON COUNTY SOIL & WATER CONSERVATION DISTRICT & 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 contract for the Livingston County Planning Department, according to the terms designated, subject to review by the County Attorney and County Administrator:

| <u>Contractor</u>   | <u>Term</u>      | <u>Amount</u> |
|---|------------------|---------------|
| <b>Livingston County Soil &amp; Water Conservation District</b> | 10/1/15-12/31/16 | \$15,000.00   |

11 Megan Drive, Suite 2  
Geneseo, NY 14454

For: Professional services in support of the implementation of the Conesus Lake Watershed Management Plan. and be it further

RESOLVED, that the Chairman of the Livingston County Board of Supervisors is hereby authorized to sign the following contract amendment, for the contract originally approved by Resolution No. 2014-137, and any future amendments to said contract for the Livingston County Planning Department, according to the terms designated, subject to review by the County Attorney and County Administrator:

| <u>Contractor</u>  | <u>Term</u>     | <u>Amount</u>  |
|--|-----------------|----------------|
| <b>New York State Division of Homeland Security and Emergency Services</b> | 12/3/13-12/2/16 | \$5,994,854.00 |

1220 Washington Avenue  
Albany, New York 12242

For: NYS Statewide Interoperable Communications Grant Program (Round 3): County Emergency Communications Upgrade Project (C198380)



**Director's Comments:** The Soil & Water resolution continues our annual contractual relationship with the Soil and Water Conservation District for landowner assistance with agricultural best management practices and projects in the Conesus Lake Watershed. Mrs. Ellis explained what the contract covers.

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

**AUTHORIZING THE CHAIRMAN OF THE LIVINGSTON COUNTY BOARD OF SUPERVISORS TO SIGN THE FOLLOWING GRANT AWARD CONTRACT FOR THE LIVINGSTON COUNTY PLANNING DEPARTMENT: NEW YORK STATE DIVISION 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 Planning Department, and any future amendments to said contract for the Livingston County Planning Department, according to the terms designated, subject to review by the County Attorney and County Administrator:

| <u>Contractor</u>  | <u>Term</u>       | <u>Amount</u>  |
|--|-------------------|----------------|
| <b>New York State Division of Homeland Security and Emergency Services</b><br>1220 Washington Avenue<br>Albany, New York 12242 | 1/1/16 – 12/31/17 | \$3,500,000.00 |

For: New York Statewide Interoperability Grant Program (SICG)-Round 4

The tower construction will begin this Thursday. The second two contracts are the funding for the project is in the two grant applications. This is also the funding up upgrade for the Sheriff's office New World system and looking at fiber for the connections to adjacent counties . This funding becomes available on January 1, 2016.

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

---

**Informational Item(s) Written Only**

**LIVINGSTON COUNTY EMERGENCY COMMUNICATIONS PLAN:**

**Project Management Team Meetings.** The Project Management Team met on October 21, 2015. The September meeting was a kick-off meeting with Motorola.

**Equipment: Towers, Shelters & Emergency Generator Bid Documents.** C&S Engineers issued the Notice to Proceed the following vendors: Equipment Shelters: Modular Connections, LLC; Emergency Generators: Cummins Northeast, LLC; Towers: Sabre Communications, Corp. The three towers have been delivered to the County Emergency Operations Center. We anticipate delivery of the emergency generators in November.

**Radio and Microwave Data System.** As you know the county approved a contract with Motorola Solutions, Inc. on July 8, 2015, for an amount not to exceed \$4,676,037.64. The kick-off meeting with Motorola was held on September 16, 2015. The County worked with C&S Companies and Motorola on frequency planning. Motorola developed a proposed frequency plan and provided it to the county for review and comment. A site-by-site summary of proposed antennas systems was also developed by Motorola to assist C&S Engineers with structural analysis of legacy towers. Mw Path studies began on October 12, 2015. Work began on MNI on a Mw plan. Work also began on working with Finger Lakes Communications (Motorola subcontractor) on an installation plan.

**Environmental Compliance: NEPA (National Environmental Protection Act).** C&S Engineers completed the Tower Construction Notification System review process for regulatory consultation. The cultural and archaeological studies for the three new tower sites were completed. There were no findings. Completion of NEPA is anticipated by the end of October.

**New Tower Construction.** We anticipate new tower site construction to commence in early November.

**Project Budget.** C&S Engineers and the County Planning Department worked on budget analysis, invoice processing and fiscal reporting activities for NYS DHSES.

**COUNTY PLANNING BOARD EXEMPTION AGREEMENTS.** Livingston County is authorized to enter into agreements with each municipality in Livingston County to exempt the County Planning Board referral of

certain local zoning and subdivision actions otherwise required by Section 239-m and n of NYS General Municipal Law. Exemption agreements were originally executed with several municipalities in 1992. The County Planning Board has recommended revisions to the original model agreement to exempt additional local zoning and subdivision actions from County Planning Board review. A draft of the updated agreement was circulated to all Livingston County municipalities for review and comment on September 1, 2015, at the direction of the Livingston County Board of Supervisors Public Services Committee. Municipalities were given until September 30, 2015, to propose revisions to the draft agreement. The Planning Department hasn't received any proposed modifications to the draft agreements. Accordingly, we will prepare a resolution for consideration at the Public Services Committee meeting in December to enter into agreements with the interested towns and villages.

**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.

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

#### **CONESUS LAKE WATERSHED MANAGEMENT ACTIVITIES:**

**Conesus Lake Watershed Council:** The next CLWC meeting is scheduled for December 11, 2015.

Planning staff continued work on the annual work plan. Planning staff worked on education on invasive species and follow-up support for the watercraft steward program and support to the CLA on its grant award from Senator Young for a boat wash station. We are also waiting to hear about 2 grant applications: 1) Application to Department of State for a Wilkins Creek Storm water Management Feasibility Study, and; 2) Application by the Genesee Finger Lakes Regional Planning Council to the Great Lakes Restoration Initiative for funding to address storm water management concerns in the North McMillan subwatershed. The Technical Committee met on October 23, 2015.

#### **TRANSPORTATION ADVISORY COMMITTEE: Public Transportation Work Group.**

Planning staff is working with GTC on development of an RFP for a mobility management website. Unified Planning Work Program. The Planning Department, on behalf of the Town of York, submitted an application to GTC for development of a Hamlet of Greigsville Transportation Safety and Access Improvement Plan. If funded, the project would start in Spring 2016.

#### **CHAMBER OF COMMERCE - ELISSA LEUER**

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

#### **DESIGNATING THE LIVINGSTON COUNTY AREA CHAMBER OF COMMERCE AS THE 2016 OFFICIAL TOURISM PROMOTION AGENCY**

WHEREAS, the New York State Grants Program is designed to encourage tourism promotion throughout the regions of New York State, and

WHEREAS, the Livingston County Chamber of Commerce qualifies as an official Tourism Promotion Agency, now, therefore, be it

RESOLVED, that the Livingston County Area Chamber of Commerce, be and hereby is designated by the Livingston County Board of Supervisors as their official Tourism Promotion Agency under this program and is authorized to make application for and receive grants on behalf of the County pursuant to the New York State Tourist Promotion Act, and be it further

RESOLVED, that a certified copy of this resolution be filed by the Clerk of this Board with the Livingston County Area Chamber of Commerce.

Mr. Coyle explained that this is an annual resolution

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

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

#### **1. TOURISM UPDATE**

Ms. Leuer distributed her update for review. They did purchase a booth display set up tent to increase their presence at events in the county this year. The Co-Op advertising program this year was a very successful, resulting in \$46,000. This is a 50/50 match for any of our tourism businesses or events. They hosted a variety of travel writers and familiarization tours. They hired a part time tourism marketing assistant, Ellen Hurlihy. The 2015 travel guide was distributed. 65,000 were printed this year and they are already out. They are printing 10,000 more this year. She is currently working on the 2016 guide, which will be put out on January 11 this year. She will be highlighting Letchworth State Park. They will be using tourism funds instead of I love New York funding to avoid any restrictions on content. They will continue to use the popular tear-out map in the center of the guide. The map features Livingston County on one side and Letchworth State Park on the other. The Park is also using the map to hand out, which is great because the other side shows Livingston County. They are continuing to work on group tour and motor coach marketing to build that group business. They are seeing more and more international travelers. I love New York had a program where you could get some profile sheets translated into Mandarin to be handed out to bus groups featuring Letchworth State Park, the Mt. Morris Dam and the National Warplane Museum. They are continuing to build the group business relationship with the Genesee, Orleans and Wyoming counties called our Country Byways Partnership banning together to capture bus groups passing through the area. To that end we split marketing costs on brochures and some of the conferences we intend to sell to motor coach operators. She is traveling to London, Ontario in two weeks to attend the Ontario Motor coach Association Marketplace in which she will have one on one appointments with Canadian tour operators inviting them to bring their bus groups to Livingston County. She will be doing the same thing in Louisville, Kentucky in early January for the American Bus Association. She explained the tourism workgroup program idea and how that has been very successful. One new idea from the group was to have a Letchworth State Park shuttle that would shuttle campers to various locations i.e., Main Street, Mt. Morris, the Dam, Genesee or to wineries. A survey was given to the campers and they will be doing a trial shuttle for the 2016 season, one in July and another in the fall. The tourism workgroup is also working on the viability of Livingston County to host a major music or sporting event. They are looking at tough mudder or Spartan race or something similar to Jam in the Valley. The group is also working on a local public awareness campaign for tourism week in May 2016. This is really to carry on what is being done with events and shows by letting the public and Livingston County residents know that there is a tourism agency at the Chamber, to let them know what we are doing and to let them know the economic impact. She is revamping the tourism website, adding additional functionality content for group tourism, meetings, conferences and destination weddings, building out a section that has all the venues, caterers and any other information in one place. This will be good for visiting students and families, groups we already know are coming to Livingston County and what they would want to see while here. Lastly, a big future project is the aviation trail program. They are currently working with the National Warplane Museum on a proposal to create a statewide historical aviation trail which would highlight, not only the Warplane Museum, but different aviation related attractions, museums and events across New York State. Hopefully this will be modeled after the haunted trail of New York State which she worked on when at Genesee County. The tourism numbers for 2015 are not fully in yet but some are as follows:

Mt. Morris Dam up 42% this season. They directly attribute this to the Letchworth State Park designation.

Hemlock Fair broke a 20 year standing record.

Finger Lakes Opera – 17 different US states were represented in their attendance.

Tom Wahl's Concert Series increased 17.5

Letchworth Arts & Crafts Show had near record attendance.

Genesee hotel reservations are up at least 5%

The Committee requested information on the Caledonia Fair attendance numbers and she will forward those numbers.

Mrs. Donohue questioned why she received and Wyoming County visitor guide on a recent visit to Letchworth. There was discussion on the need for front line training for Letchworth seasonal staff.

## ADJOURNMENT

Mr. Wadsworth moved and Mr. Gott seconded to adjourn the meeting at 10:14 a.m. Carried.

---

### **ECONOMIC DEVELOPMENT – JULIE MARSHALL**

#### **INFORMATIONAL ITEM(S) WRITTEN ONLY**

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

#### **ECONOMIC DEVELOPMENT**

The America's Best Communities Contest semi-finalist Community Revitalization Plan will be submitted by the November 6<sup>th</sup> deadline. The next round of awards will be announced in January 2016.

Proposals for the development of a County-wide Economic Development Strategic Plan are under review with a consultant being selected and awarded by the LCDRC at its November 6<sup>th</sup> meeting. The completed plan is expected to contain specific economic development goals, strategies, and implementation measures. The plan will also outline the timing, anticipated cost, and funding source(s) for each implementation action and will guide Livingston County's economic development efforts over the next five years, providing for sustainable growth.

Interviews for the Sr. Account Clerk Typist position were conducted during October and the position was offered to a candidate that will begin working on November 9<sup>th</sup>, bringing the office to full staffing.

#### **INDUSTRIAL DEVELOPMENT AGENCY**

The IDA closed on a \$16 million project at Commodity Resource Corporation (Caledonia). The project is the reconstruction of a feed & fertilizer transload facility that was destroyed by fire in November of 2014. The IDA will provide a PILOT, sales tax exemption and mortgage recording exemption, retaining 26 jobs at the facility.

Construction of the Tec Drive extension in the Crossroads Commerce Park began on October 26<sup>th</sup>. Construction is anticipated to be substantially complete by the end of November.

New York State Department of Transportation undertook an onsite monitoring of the rail line extension at American Rock Salt and the rail line repairs to the line between Mt. Morris and Dansville. Both grants are expected to close out in early 2016.

Manufacturing Days were held on October 1<sup>st</sup> and 2<sup>nd</sup> with eight County manufacturers opening their doors to students and their parents showcasing the manufacturing environment and drawing attention to the opportunities that a career in manufacturing can provide. Events included tours of DP Tool in Avon, Once Again Nut Butter in Nunda, Seating Inc. in Nunda, Applied Energy Solutions in Caledonia, Allen-Bailey Tag & Label in Caledonia, FTT Manufacturing in Geneseo, Arkema, Inc. in Piffard, and LMC Technologies in Dansville. Sponsorship of the program was provided by the IDA and the Chamber of Commerce coordinated the program to help area manufacturers share their story to expand knowledge of manufacturing and improve perceptions of manufacturing career opportunities.

#### **DEVELOPMENT CORPORATION**

The Destination Downtown conference was held on October 20<sup>th</sup>. 70 attended the day-long conference featuring Tom Shay of Profits Plus Solutions, Inc. and Ben Muldrow of Annett Muldrow. 7 businesses owners engaged in one-on-one business consultations with Tom Shay.

The County Sign & Façade Improvement Program has funded 15 projects totaling \$49,893.24. The program will be available again in 2016 to building or business owners in each of the 9 designated downtown districts providing up to \$5,000 in matching funds (50/50) for sign and/or façade improvements to their downtown building. Eligible uses of funds include repairs, painting, siding, windows, doors, awnings, and signage.

The New York State Office of Community Renewal conducted an onsite monitoring visit to review the New York Main Street Grant awards in the Villages of Nunda and Avon as well as the Rural Area Revitalization Grant for the Village of Geneseo (Riviera Theater Project). All grant awards have been completed on time and on budget and have been closed out.

The *Find it in Livingston* web site is undergoing a facelift. The site will feature business directory, community calendar, information on current campaigns and will link to the Livingston County, Economic Development and Chamber of Commerce web sites.

The holiday *Find it in Livingston Campaign* is beginning with the first event, Small Business Saturday on November 28<sup>th</sup>. Golden tickets will be hidden at local merchants and can be redeemed for a \$25 gift card.

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

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

1. September 25, 2015 Keynote Speaker Fall Prevention Workshop in Geneseo
2. September 28, 2015 Three Paramedics chosen for Community Paramedicine Program
3. September 29, 2015 Bergen EMT Line of Duty Death Funeral
4. October 1, 2015 Monthly Captain meeting
5. October 1, 2015 EMT class kickoff at Dansville
6. October 2, 2015 Meeting with Medical Director
7. October 7, 2015 Emergency Responder Support Services Team call-out
8. October 12, 2015 MLREMS Executive Committee meeting
9. October 13, 2015 Regional Trauma Advisory Council
10. October 13, 2015 First of six NYSDOH BLS Protocol Skills Updates offered to agencies
11. October 14, 2015 Collaborative Stroke Care Presentation PSTF
12. October 15, 2015 Firefighter 1 medical training by Dr. Farney and URM Division of Prehospital Medicine Educator
13. October 15, 2015 Corporate Compliance meeting
14. October 21, 2015 Meeting with Medical Director
15. October 21, 2015 CPR Instructor monitoring and audit - Sports Medicine Concepts- Livonia
16. October 21, 2015 Three EMT's hired for part time positions
17. October 22, 2015 Meeting with P. Shaw Noyes Hospital ED Manager

The Community Paramedicine program is underway. The three Paramedics are attending trainings and meetings to prepare for the program. Enrolling of patients will begin at Strong and Highland Hospital Emergency Departments beginning in November and at Noyes Memorial Hospital in January.

#### **PROBATION – LYNNE MIGNEMI**

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

##### **PROBATION DEPARTMENT WORKLOAD**

- 447 adult offenders supervised in county (25 treatment court cases being supervised in drug court)
- 14 offenders in other NYS counties
- 7 offenders in other states
- 8 juveniles supervised
- 17 new juvenile referrals
- 39 investigations ordered
- 19 active EHM cases (0 juveniles; 19 adults; 3 of which are female), 0-Global Positioning
- 0 adult placed on probation for willful violation of support
- 10 New Leandra's Law cases (8 CDs)

#### **2. MONIES COLLECTED**

- \$3,699.92 – restitution
- \$5,798.00 – fines
- \$2,122.00 – fees
- \$163.62 – surcharge

#### **3. MEETINGS ATTENDED**

- 09/01/2015 Human Services Department Head
- 09/10/2015 State Executive COPA (Syracuse)
- 09/11/2015 Meeting with Chief Deputy Yasso (programming)
- 09/17/2015 Annual Department Head Meeting
- 09/17/2015 Quarterly meeting with Judge Cohen
- 09/22/2015 Domestic Violence Consortium
- 09/22/2015 Suicide Prevention Task Force
- 09/23/2015 Board of Supervisor Meeting

#### **4. ADMINISTRATIVE REVIEWS**

- Two (2) administrative reviews

#### **5. TRAINING**

| Name           | Date    | Training                            | Hours | Misc. |
|----------------|---------|-------------------------------------|-------|-------|
| Kerrin Chapman | 9/15/15 | Level of Care for Alcohol & Drug Tx | 1.5   |       |
|                | 9/22/15 | OC Spray/handcuff refresher         | 2.0   |       |
|                | 9/25/15 | Mental Health First Aid USA         | 8.0   |       |

|                  |         |  |     |  |
|------------------|---------|--|-----|--|
| Doug Czyryca     | None    |  |     |  |
| Katie Dunn       | 9/25/15 | Mental Health First Aid USA  | 8.0 |  |
| Michelle Jordan  | None    |  |     |  |
| Liz Laney        | 9/9/15  | Managing Negativity  | 6.0 |  |
| Brian Lanpher    | None    |  |     |  |
| Debra Mack       | 9/15/15 | Level of Care for Alcohol & Drug Tx                                | 1.5 |  |
| Matthew McKinney | None    |  |     |  |
| Rachel Merrick   | 9/15/15 | Level of Care for Alcohol & Drug Tx<br>OC Spray/handcuff refresher | 1.5 |  |
|                  | 9/22/15 |  | 2.0 |  |
| Lynne Mignemi    | 9/9/15  | Managing Negativity<br>OC Spray/handcuff refresher                 | 6.0 |  |
|                  | 9/22/15 |  | 2.0 |  |
| Courtney Sobrado | None    |  |     |  |
| Jason Varno      | None    |  |     |  |

#### **PUBLIC DEFENDER – MARCEA TETAMORE**

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

1. Applications received YTD as of 10/26/15 p.m.: 1,426
2. Files opened YTD as of 10/26/15 p.m.: 819
3. Cases assigned to GVLA YTD as of 10/26/15 p.m.: 329
4. Applications pending as of 10/26/15 p.m.: 68
5. Applications received from 9/21/15-10/26/15: 119
6. Files opened from 9/21/15-10/26/15: 66
7. Cases assigned to GVLA from 9/21/15-10/26/15: 24
8. Section 722-d money received YTD as of 10/26/15 p.m.: \$1,004.00
9. Money received from collection agency YTD as of 10/26/15: \$32.50

Respectfully submitted,

Michele R. Rees  
Clerk of the Board

#### **EXECUTIVE SESSION**

Motion made by Mr. and seconded by Mr. that the Committee adjourn and reconvene and All Supervisors, County Administrator Ian M. Coyle, Clerk of the Board remain present. Carried.

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

The Public Services Committee having met in Executive Session, hereby reports as follows:  
No action taken.