

WAYS & MEANS COMMITTEE MEETING MINUTES
MONDAY, NOVEMBER 13, 2017
1:30 P.M.

PRESENT: D. Pangrazio, D. Mahus, D. Knapp, W. Wadsworth, E. Gott, D. LeFeber, Other P. Yendell, B. Donohue, I. Coyle, H. Grant, Supervisor Elect Mike Falk
ABSENT: D. Fanaro

Ms. Lynn introduced the new Deputy Personnel Officer Jennifer Damon and explained that she has a considerable amount of HR experience in both the not for profit and private sector. Most recently Ms. Damon comes to us from Cornell Cooperative Extension of Livingston County where she was the Association Administrator.

Mr. Yendell introduced Supervisor Elect Mike Falk. Mr. Falk gave a brief overview of his work and education experience for the Committee

PERSONNEL ISSUES

AMENDING THE 2017 HOURLY EMPLOYEE SALARY SCHEDULE: CENTER FOR NURSING AND REHABILITATION & WORKFORCE DEVELOPMENT

FRANK BASSETT

Center for Nursing and Rehabilitation:

- Create one full-time Charge Nurse position at a Grade 15.

Mr. Bassett reviewed the need for this position and explained that this is a 2018 budgeted position.

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

RYAN SNYDER

Workforce Development:

- Create one full-time Employment and Training Counselor at Grade 13.

Director Comments – Deletion of one full-time Workforce Development Assistant at Grade 10 once the Counselor position is filled and the candidate has completed the 6 month probation period.

Mr. Snyder reviewed the need for this position in the ongoing reorganization of the office staff. The office is 92% grant funded and has grown over 79% in the last three years.

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

COUNTY TREASURER – AMY MANN

Action Item(s) To Be Reported

1. APPROVING ESTIMATED 2018 SALES TAX CREDIT DISTRIBUTION

RESOLVED, that the list below of 2018 estimated Sales Tax Distribution be, and the same hereby is, approved:

Town	Estimate 2018
Avon	\$ 94,000.00
Caledonia	\$ 54,000.00
Geneseo	\$125,000.00
Groveland	\$ 63,000.00
Leicester	\$ 38,000.00
Livonia	\$184,000.00
Ossian	\$ 15,500.00
Portage	\$ 15,000.00
Springwater	\$ 50,000.00

West Sparta	\$ 24,000.00
York	\$ 78,000.00
Total:	\$740,500.00

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

2. PROVIDING FOR LEVY OF ERRONEOUS TAXES TO BE CHARGED TO TOWNS

The following is a list of items shown on the records of the County Treasurer as having been charged to the following Towns due to erroneous assessments, errors in the levy of the budget or similar items:

AVON	\$ 1,389.06
CALEDONIA	\$ 71.80
CONESUS	\$ 1,123.39
GENESE0	\$ 2,137.33
GROVELAND	\$ 813.88
LEICESTER	\$ 593.84
LIMA	\$ 1,521.16
LIVONIA	\$ 2,955.69
MT. MORRIS	\$ 264.68
NORTH DANSVILLE	\$ -.03
NUNDA	\$ 448.01
OSSIAN	\$ 764.00
PORTAGE	\$ 423.45
SPARTA	\$ 425.23
SPRINGWATER	\$ 584.15
WEST SPARTA	\$ 1,059.36
YORK	\$ 700.67
Total	\$ 15,275.67

The only change is that Ossian is reduced \$500.

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

3. APPROVING APPORTIONMENT OF MORTGAGE TAX RECEIPTS FOR PERIOD OF 4/1/17 – 9/30/17

WHEREAS, the Ways and Means Committee submits the following report on Apportionment of the Mortgage Tax receipts for the period April 1, 2017 through September 30, 2017, among the several Towns and Villages of the County, it is hereby

RESOLVED, that the County Treasurer is hereby directed to pay to the various municipalities the amount set forth herein:

	2017	4/1/17-9/30/17	
TAX DISTRICT	AMOUNT	DISTRIBUTED TO TOWNS	DISTRIBUTED TO VILLAGES
AVON	\$53,055.75	\$42,559.23	\$10,496.52
CALEDONIA	\$70,065.99	\$57,112.35	\$12,953.64
CONESUS	\$34,368.46	\$34,368.46	\$0.00
GENESE0	\$63,199.58	\$49,726.53	\$13,473.05
GROVELAND	\$7,964.78	\$7,964.78	\$0.00

LEICESTER	\$9,181.21	\$8,543.61	\$637.60
LIMA	\$36,669.91	\$30,792.02	\$5,877.89
LIVONIA	\$87,592.17	\$82,482.87	\$5,109.30
MT. MORRIS	\$11,457.48	\$8,676.87	\$2,780.61
N. DANSVILLE	\$33,647.15	\$20,960.76	\$12,686.39
NUNDA	\$12,214.73	\$10,348.38	\$1,866.35
OSSIAN	\$5,220.34	\$5,220.34	\$0.00
PORTAGE	\$1,351.76	\$1,351.76	\$0.00
SPARTA	\$6,574.59	\$6,574.59	\$0.00
SPRINGWATER	\$18,724.68	\$18,724.68	\$0.00
WEST SPARTA	\$2,975.56	\$2,975.56	\$0.00
YORK	<u>\$21,949.80</u>	<u>\$21,949.80</u>	<u>\$0.00</u>
TOTAL	\$476,213.94	\$410,332.59	\$65,881.35

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

4. REVIEW ELIZABETH SMITS REQUEST – Ms. Mann reviewed the email received from an individual requesting that the County waive her penalties. There was discussion on being consistent and continuing as we have in the past.

5. UPDATE ON STIVERS & GLENA PROPERTIES – Ms. Mann explained that she attended Monroe County Court with Shannon Hillier because both County judges recused themselves. Mr. Stivers did agree to submit to the motion and let the foreclosure happen. The work will proceed to allow the County to take title. A separate auction will be held for this property. Ms. Mann was contacted by Advantage Federal Credit Union to pay the taxes on this property as they hold the mortgage. She asked if they had been served properly by Phillips Lytle and they confirmed that they had received notice but there was an oversight by the bank that the taxes had not been paid. Mr. Glenna filed a bankruptcy proceeding just before the tax foreclosure auction. The bankruptcy has been denied so the County can now renew their summary judgement and motion. Once complete, that property can also be sold by auction along with Stivers and the one property that did not sell. Tom Wamp will do advertising for a special auction at any time.

Village and School tax collection will begin tomorrow. The judge signed off on the \$385 fee for the In Rem taxes for 2016 so that amount will be added to the taxes. We currently have 200 parcels. There was discussion on the Monroe County action on zombie homes and whether that will also pertain to Livingston County.

REAL PROPERTY TAX SERVICES – BILL FULLER

Action Item(s) To Be Reported

1. DIRECTING THE REAL PROPERTY TAX DIRECTOR TO SPREAD UNPAID WATER CHARGES AND UNPAID SEWER CHARGES ON 2018 TAX ROLLS - LIVINGSTON COUNTY WATER & SEWER AUTHORITY

WHEREAS, the Livingston County Water and Sewer Authority(LCWSA), pursuant to Section 1199-yyy(2) of the Public Authorities Law, has provided to the Board a statement of unpaid sewer and water charges in the district serviced by the LCWSA, and

WHEREAS, such statement of unpaid charges is on file with the Clerk to the Board, now, therefore, be it

RESOLVED, that pursuant to said Section 1199-yyy(2) of the Public Authorities Law, the Real Property Tax Director is hereby authorized and directed to levy the sums stated in said statement against property liable, and state the amount of the charge in a separate column in the 2018 annual tax rolls of the County under the heading "Water Charge" or "Sewer Disposal Charge," as applicable, and to pay such amounts, excluding penalties and interest, to the Livingston County Water & Sewer Authority.

This is an annual resolution.

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

2. AUTHORIZING DIRECTOR TO ADD TAXES ON 2018 VARIOUS TOWN TAX ROLLS

These are the prorated taxes that are the result of purchases of exempt parcels by non-exempt individuals.

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

3. ESTABLISHING RATIOS FOR THE YEAR 2017

The Ways and Means Committee presents the following equalization ratios for each township of the County for the apportionment of the 2018 County Tax Levy

Avon	98.00	North Dansville	100.00
Caledonia	97.00	Nunda	100.00
Conesus	95.00	Ossian	100.00
Geneseo	96.00	Portage	100.00
Groveland	96.00	Sparta	100.00
Leicester	98.00	Springwater	100.00
Lima	95.00	West Sparta	100.00
Livonia	98.00	York	98.00
Mt. Morris	100.00		

These are used for the apportionment of the 2018 tax levy. Next year is an update year.

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

4. AUTHORIZING DIRECTOR OF REAL PROPERTY TAX SERVICES TO APPLY CORRECTIONS FOR TAXES ON 2018 VARIOUS TOWN TAX ROLLS

WHEREAS, the Director of Real Property Tax Services has attached six (6) recommendations, applications and/or decisions (7 parcels) to correct the various tax rolls (Real Property Tax Law Sections 550 and 554), and

WHEREAS, the following corrections are hereby recommended for the 2018 tax rolls for the various towns in Livingston County, it is hereby

RESOLVED, that the Director of Real Property Tax Services is authorized to apply these corrections to the 2018 tax rolls,

1. Town of Avon

Owner: Helge K. & Leslie C. Heen

Tax Map Number: 34.-1-3.312

Reason for correction: Parcel was eliminated and split into four parcels prior to March 1, 2017. Parcel 34.-1-3.312 shall be deleted.

2. Town of Avon

Owner: 2781 Lakeville Road, LLC

Tax Map Number: 55.-1-1.21

Reason for correction: Board of Assessment Review determined this parcel shall be moved from Roll Section 1 taxable to Roll Section 8 non-taxable.

3. Town of Caledonia

Owner: Bernard W. & Jane F. Davis

Tax Map Number: 8.9-2-28

Reason for correction: The investigation found that this parcel should have received a 15% Veterans exemption. The exemption shall be applied.

4. Town of North Dansville

Owner: Marcus Real Estate, LLC

Tax Map Number: 203.15-1-67.2

Reason for correction: Board of Assessment Review determined this parcel shall be moved from Roll Section 1 taxable to Roll Section 8 non-taxable.

5. Town of North Dansville

Owner: Marcus Real Estate, LLC

Tax Map Number: 203.19-1-1

Reason for correction: Board of Assessment Review determined this parcel shall be moved from Roll Section 1 taxable to Roll Section 8 non-taxable.

6. Town of Ossian

Owner: Dwight A. & Deanne E. Knapp

Tax Map Number: 212.-1-11

Reason for correction: The investigation found that this parcel was merged with 222.-1-19.2 prior to March 1, 2017; creating new parcel 212.-1-11.1. Parcel 212.-1-11 shall be eliminated.

7. Town of Ossian

Owner: Dwight A. & Deanne E. Knapp

Tax Map Number: 222.-1-19.2

Reason for correction: The investigation found that this parcel was merged with 212.-1-11 prior to March 1, 2017; creating new parcel 212.-1-11.1. Parcel 222.-1-19.2 shall be eliminated.

Mr. Fuller reviewed each correction for the Committee.

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

5. INTRODUCING THE LOCAL LAW AND PROVIDING FOR PUBLIC HEARING ON PROPOSED LOCAL LAW NO. E OF THE YEAR 2017 - A LOCAL LAW AMENDING LOCAL LAW 6 OF THE YEAR 2008, ENTITLED "PROVIDING COLD WAR VETERANS' EXEMPTION PURSUANT TO SECTION 458-B OF THE REAL PROPERTY TAX LAW"

WHEREAS, there has been duly presented and introduced at a meeting of this Board, held on November 15, 2017, a proposed Local Law entitled Local Law No. E - A Local Law Amending Local Law 6 Of The Year 2008, Entitled "Providing Cold War Veterans' Exemption Pursuant To Section 458-B Of The Real Property Tax Law" it is hereby

RESOLVED, that a public hearing shall be held on the said proposed Local Law by this Board on the 20th day of December, 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.

Mr. Fuller explained that any village or town will also need to pass a local law and a school will need to pass a resolution for the exemption. Mr. Coyle explained that some of the veterans groups may attend the board meeting on Wednesday thinking the vote will be taking place.

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

There was discussion on our other exemptions and any timeframe issues.

Informational Item(s) Written Only

1. I have completed all 11 required courses and examinations to become a Certified County Director of Real Property Tax.
2. I attended the Fall Conference of the New York State Directors of Real Property Tax Services in October.
3. Small Claims Hearings for assessment grievances have concluded and I have received the decisions.
4. The Town Assessors are continuing to work on the final assessment roll changes prior to the preparation of the 2018 Town & County Tax Roll.

COUNTY ADMINISTRATOR – IAN COYLE

Action Item(s) To Be Reported

1. APPROVING ABSTRACT OF CLAIMS #11A-NOVEMBER 8, 2017

RESOLVED, that the Livingston County Board of Supervisors approves the Abstract of Claims #11A dated November 8, 2017 in the total amount of \$2,267,852.38.

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

2. AUTHORIZING TRANSFER OF FUNDS – DEPARTMENT OF HEALTH (2) & HIGHWAY

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.

Mr. Coyle reviewed the transfers for approval.

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

3. AMENDING 2017 LIVINGSTON COUNTY BUDGET – HIGHWAY (3) & TREASURER

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 each amendment for approval.

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

5. ADOPTING BUDGET FOR FISCAL YEAR 2018

RESOLVED, that the Proposed Budget for the County of Livingston for the year 2018 is hereby approved and adopted as the final budget for the County of Livingston for the year 2018.

Mr. Coyle reviewed the budget-the levy is ~3% and the tax cap is ~3.7%. The budget is roughly \$160M. The department head salary schedule will be discussed at the 11/27 Committee meeting. Funds were added to Veterans Services for additional staffing. Other areas of the County are status quo. The casino revenue was taken out of the budget. Sales tax revenue was increased slightly. Mr. Coyle distributed a report from the Empire Center public policy blog. Forecasted trends for revenue are shrinking significantly. We are prepared as best we can. There was discussion on other areas of concern where the State may reduce reimbursement.

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

6. AUTHORIZING APPROPRIATION OF 2018 ADOPTED BUDGET

RESOLVED, that the adopted Livingston County Budget for the year 2018 be appropriated by the County Treasurer and classified by funds and administrative units as set forth in said budget.

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

7. AUTHORIZING THE LIVINGSTON COUNTY TREASURER TO PROCEED WITH THE EXECUTION AND DELIVERY OF AN EQUIPMENT LEASE/PURCHASE AGREEMENT AND ALL RELATED DOCUMENTS

WHEREAS, the County of Livingston, New York (the “County”), has solicited requests for proposals in connection with various energy improvements in County facilities, and, as a result thereof, has selected John W. Danforth Company to undertake and perform the identified energy related improvements (the “Project”); and

WHEREAS, the County has also solicited requests for proposals for financing the Project and has selected Bank of America National Association (the “Bank”) to finance up to \$2,779,058.00 of the Project at an interest rate not to exceed 2.677% and now desires to authorize the execution of an equipment lease/purchase agreement (the “Lease”) which shall have a term not to exceed 16 years, as well as all related documents; now, therefore, be it

RESOLVED, that the Livingston County Treasurer is hereby authorized to execute the Lease and the related escrow contract, as well as any other closing documents, in order to finance the Project described in the preambles hereof; and be it further

RESOLVED, that the Livingston County Treasurer and other officers of the County are hereby authorized to take all action necessary or reasonably required in order to effectuate the intent of this resolution subject to review by the County Attorney and County Administrator; and be it further

RESOLVED, that this resolution shall take effect immediately.

Mr. Coyle explained that our bond counsel has reviewed this resolution which will allow us to proceed with the financing piece for the energy audit recommendations. We were able to use cash revenue from the County and the CNR. A lease financing rates are lower than bond rates, which is how we determined to move forward with this type of financing. We will be combining the CNR Ambulance entrance bay, dialysis center, EPC for a RFP this week for construction management services.

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

8. AUTHORIZING LEASE WITH HARMONY STATION, INC.

RESOLVED, that the Chairman of the Livingston County Board of Supervisors finds that approximately 5,786 square feet located at 4624 Millennium Drive, Geneseo, New York is no longer necessary for Livingston County public purpose; and be it further

RESOLVED, that the Livingston County Board of Supervisors authorizes the Chairman of the Board to sign a lease agreement with Harmony Station, Inc. for 5,786 square feet at 4624 Millennium Drive, Geneseo, New York commencing January 1, 2018 and ending on December 31, 2018 at \$3,528.54 per month, said lease agreement to be subject to the approval of the County Attorney and County Administrator.

Director's Comments:

The previous lease agreement was for a period of five (5) years. The new agreement is for only a one (1) year period per the request of the tenant. The monthly rental amount coincides with the previously agreed upon 3% yearly increase. There was discussion on the lease and Mr. Coyle explained that this will be a one year lease at the present rate.

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

9. AUTHORIZING THE CHAIRMAN OF THE LIVINGSTON COUNTY BOARD OF SUPERVISORS TO SIGN THE FOLLOWING CONTRACT: NAPOLI SHKOLNIK, PLLC

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

<u>Contractor</u>	<u>Term</u>	<u>Amount</u>
Napoli Shkolnik, PLLC	TBD	Contingency Fee
360 Lexington Avenue, 11 th Floor		
New York, New York 10017		

For: Commencement of civil litigation on behalf of the County against pharmaceutical manufacturers and other persons having culpability in manufacturing and promoting opioid products in an unsafe manner which has caused current and future damages to the County.

<i>Funding Source</i>	<i>Local Share</i>	<i>Budgeted ?</i>
TBD	100%	Yes N/A No

Mr. Coyle explained that NYSAC is connected with this law firm on this action. Counties are coming together, similar to the tobacco action in the past. The County Attorney contacted this firm and feels confident moving forward with this action.

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

10. DECLARING SURPLUS PROPERTY – 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:

Sheriff’s Office

Quantity	Year, Make & Model	Mileage	Serial #
1	2008 Chevrolet Impala	138,890	2G1WB58N581299852

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

11. RATIFYING TENTATIVE COLLECTIVE BARGAINING AGREEMENT WITH THE NEW YORK STATE NURSES ASSOCIATION UNIT AND AUTHORIZING EXECUTION OF A COLLECTIVE BARGAINING AGREEMENT

WHEREAS, the collective bargaining agreement between the New York State Nurses Association unit (“NYSNA”) and Livingston County expired on June 30, 2017 and

WHEREAS, the negotiating teams for the parties have reached a tentative agreement for a new collective bargaining agreement; and

WHEREAS, NYSNA unit has ratified this tentative agreement November 9, 2017; and

WHEREAS, the Ways and Means Committee recommends the ratification of this agreement by the County; now, therefore, be it

RESOLVED, that the tentative agreement, commencing July 1, 2017 and expiring June 30, 2019, a copy of which is attached hereto, is hereby ratified; and, be it further

RESOLVED, that the Chairman of the Board of Supervisors and the County Administrator are hereby

authorized to execute a collective bargaining agreement consistent with the terms of the tentative agreement. Mr. Coyle distributed the summary report on the tentative agreement ratified last week. We did what is essentially a rollover agreement with NYSNA as there were very few changes. Mr. Coyle explained that we are competing for these nursing positions with the private sector.

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

Pre-approved Informational Item(s) To Be Reported

1. Administration & Finance Updates – There are two public hearings at the Board meeting. Mr. Coyle will be requesting a brief execution session on the employment of a particular person. The Ferguson Group contract, DHSS and 5 year capital improvement program will be discussed at the 11/27 Committee meeting.

ADJOURNMENT

Mr. Mahus moved and Mr. Wadsworth seconded to adjourn the meeting at 2:19 p.m.

INFORMATION & TECHNOLOGY SERVICES – JASON PARKER

Informational Item(s) Written Only

Laserfiche Project Update:

Veteran Affairs - Client Case files, mobile access and scanning into Laserfiche, integration with external application and Laserfiche Form for client intake.

Public Health - Maternal/Infant Health client case forms for Prevent Services, this was a system the state had, but then lost funding for, so we were able to recreate it in Laserfiche. We have also done a PHEP equipment checkout form for Public Health.

Planning - We are currently working on The Notice of Address Assignment and Right of Way naming forms. These will come from the LAO of the towns to Planning and will process to RPTS and Sheriff's office as well. These will be our first Public facing forms via Laserfiche.

ITS - We have done a Laserfiche Invoice form for ITS chargebacks to the Departments. We have also done a form for Service Contract tracking for ITS.

Real Property - We were able to load all of the properties in Livingston County into Laserfiche. Each Parcel has their own folder and some of the Real Property forms have been created in Laserfiche for Parcel Combination Requests and Property Cards. We are working with RPTS to get this rolled out for use in the near future. These property files would be great for public access as well.

Records Management – They have started document scanning with the boxes of paper they have in their possession. They are anxious to get the Tax Bills scanned because these tend to be asked for frequently when Tax time rolls around.

OFA - We will be meeting with them to get back scanning started and also work to develop some forms in their Foster Grandparent Program.

Historian - We have uploaded 300,000 indexes, which they are verifying. Hopefully, this data will be available to the public in the near future.

We are also working on a mass scanning project involving Records Management, and Workforce Development. The hope is to utilize the Workforce Development Youth program to help each department get their paper documents scanned into Laserfiche so they can be accessed electronically.

Respectfully submitted,

Michele R. Rees, IIMC-CMC

EXECUTIVE SESSION

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

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

No action taken.