

PUBLIC SERVICES COMMITTEE MEETING MINUTES
WEDNESDAY, JANUARY 29, 2014
1:30 P.M.

PRESENT: G. Deming, C. DiPasquale, D. Knapp, D. Babbitt Henry, E. Gott, D. LeFeber, P. Yendell, L. Semmel, D. Mahus, I. Coyle, B. Beagle-LC News

ABSENT: W. Wadsworth

SOLID WASTE – CATHY VAN HORNE

Action Item(s) To Be Reported

1. REAPPOINTING MEMBER LIVINGSTON COUNTY WATER AND SEWER AUTHORITY BOARD – TIMOTHY ANDERSON

RESOLVED, that the following member is hereby reappointed to the Livingston County Water and Sewer Authority Board for the term designated:

Name	Address	Rep./Title	Term
Timothy Anderson	3277 Clover Street, Caledonia, NY 14423	Member	1/1/14-12/31/16

Mrs. VanHorne explained that Tim Anderson would like to be reappointed to the Water and Sewer Authority Board. Mike Hinds has elected not to serve again. Mrs. VanHorne has spoken with Chairman Gott and she will run ads for the vacancy and she will let everyone know once she gets some resumes in. Interviews will probably be set up at the beginning of a Water Authority meeting. Mr. Coyle explained that, in the past, when there is a vacancy on the WASA board, interviews are handled by the Authority Board and a recommendation is made to the Board of Supervisors for the appointment resolution. Mr. Gott explained that when he spoke with Mrs. VanHorne in early January, he felt that it was best that the Authority Board perform the interviews and make a recommendation to the Board of Supervisors because we value their expertise. However, at the end of the day the decision is the BOS and it is our appointment. The LCWSA Board should again be made aware of that in the event the BOS does not go along with their recommendation.

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

Pre-approved Informational Item(s) To Be Reported

LIVINGSTON COUNTY WATER AND SEWER AUTHORITY (LCWSA) AND GLOW REGION SOLID WASTE MANAGEMENT COMMITTEE

- Mrs. VanHorne gave a brief overview of both the Public Works Department which has the Water and Sewer Authority (WASA) and the GLOW Region Solid Waste Management Committee integrated into it. Mrs. VanHorne reviewed the handout that was distributed with the notices. The WASA board members are appointed by the Board of Supervisors. All of the Sewer District employees are leased from the County. The Authority pays all direct and indirect costs for those employees back to the County. They also utilize the County's Information and Technology Services Department, which maintains their computers service, the web site is integrated into the County's site, the asset management system and work order system. Again, the Authority pays any direct and indirect costs for these services. The County has also approved requests from the Authority for the formation of new County water or sewer districts. She is still in negotiations with NYSDEC on their SPDES permit. A draft permit is anticipated shortly. Hopefully it will not impact our citizens as much as the original one, which looked to be a \$5MM project. Environmental regulations continue to get stricter. Their capital projects are tied to their hopes that they will have a contract with the Groveland Livingston Correctional Facilities somewhere in the near future to provide a water line. Mrs. VanHorne distributed maps showing water and sewer.
- Mrs. VanHorne reviewed the GLOW program, which is an Intermunicipal Cooperation Agreement with Genesee, Livingston and Wyoming counties that takes care of our solid waste and recycling activities. Livingston County pays approximately \$28,000 per year from the Public Works budget as their portion

to the program. Peggy Grayson, Recycling Coordinator, is the only staff member and she is housed at Genesee County, but provides administrative services to all of GLOW. There is an annual Household Hazardous Waste (HHW) collection event. The event will be held in Livingston County this year in September. Ms. Grayson also administers the Source Separation law for the county. Our law requires waste haulers to pick up the recycling. The waster hauler is required to get a permit every year. GLOW also provides all of the educational activities in the county, all state required and compliance reporting and also do the three county solid waste management plan.

HIGHWAY – DON HIGGINS

Action Item(s) To Be Reported

1. AUTHORIZING EXTENSION OF SNOW AND ICE AGREEMENT BETWEEN NEW YORK STATE DEPARTMENT OF TRANSPORTATION AND LIVINGSTON COUNTY THROUGH THE 2015-2016 SEASON

WHEREAS, the County of Livingston, pursuant to Section 12 of the Highway Law, relating to control of snow & ice on State Highways in towns and incorporated villages, has heretofore entered into an Agreement with the State of New York for such purposes, and

WHEREAS, Section 7 and 10 of said Agreement respectively provide a method of modification of the map of affected State highways and of annually updating the estimated expenditure, and

WHEREAS, it would be in the interest of Livingston County to extend the Agreement as modified and updated, for an additional one year, through the 2015-2016 season, and

WHEREAS, each Municipality involved in this Contract has agreed to said extension, now, therefore, be it

RESOLVED, that the Chairman of the Board of Supervisors of Livingston County is hereby authorized and directed on behalf of Livingston County to execute the following Agreement affecting such extension and modification, subject to review by the County Administrator and County Attorney:

<u>Contractor</u>	<u>Term</u>	<u>Amount</u>
NYS Dept. of Transportation	2015 – 2016 Winter Season	Varies

For: 2015-2016 State S&I Contract.

<i>Funding Source</i>	<i>Local Share</i>	<i>Budgeted ?</i>
NYS Dept. of Transportation	- 0% -	Yes <input checked="" type="checkbox"/> No

Mr. Higgins explained that this is a routine resolution that is done annually.

Motion: Mr. DiPasquale moved and Mrs. Babbitt Henry seconded to approve the foregoing resolution. Carried.

2. AUTHORIZING THE IMPLEMENTATION AND SUPPLEMENTAL AGREEMENT WITH NYS DEPARTMENT OF TRANSPORTATION FOR PRELIMINARY ENGINEERING, DESIGN, CONSTRUCTION, CONSTRUCTION INSPECTION AND CONSTRUCTION SUPPORT PHASES, AND FUNDING IN THE FIRST INSTANCE 100% OF THE FEDERAL-AID AND STATE “MARCHISELLI” PROGRAM-AID ELIGIBLE COSTS, OF A TRANSPORTATION FEDERAL-AID PROJECT (PIN 475559), AND APPROPRIATING FUNDS THEREFOR: BRIDGE PREVENTIVE MAINTENANCE PROJECT

WHEREAS, a project for the Preventive Maintenance on Four Bridges (now Two Bridges), Livingston County (NYSDOT PIN 475559) (the “Project”) is eligible for funding under Title 23 U.S. Code, as amended, that calls for the apportionment of the costs of such program to be borne at the ratio of 80% Federal funds and 20% non-federal funds; and

WHEREAS, the County of Livingston desires to advance the Project by making a commitment of 100% of the Federal and non-Federal share of the costs of the Engineering, Design, Construction, Construction Inspection and Construction Support phases; and

WHEREAS, Livingston County Resolution No. 2013-170 authorized and funded a total of \$664,835.00

for all project phases, including Preliminary Engineering, Design, Construction, Construction Inspection, and Construction Support, and

WHEREAS, the Project is now complete, and this Supplemental Agreement #2 captures final project costs and additional Federal and State funding, now, therefore be it

RESOLVED, that the Board of Supervisors, duly convened, does hereby approve the above-subject Project, and be it further

RESOLVED, that the Board of Supervisors hereby authorizes the Chairman of the Board to pay in the first instance 100% of the Federal and non-Federal share of the cost of all phases of the project, including: Engineering, Design, Construction, Construction Inspection and Construction Support phases for the Project or portions thereof, and be it further

RESOLVED, the total sum of Seven Hundred and Eleven Thousand Dollars (\$711,000.00) (of which, with Federal Aid and NYS Marchiselli Aid, the County share will be \$52,900.00) is hereby appropriated from the Board of Supervisors and made available to cover the cost of participation in all phases of the Project, and be it further

RESOLVED, that in the event the full Federal and non-Federal share costs of the Project exceeds the amount appropriated above, the Board of Supervisors shall convene as soon as possible to appropriate said excess amount immediately upon notification by the New York State Department of Transportation thereof, and be it further

RESOLVED, that the Chairman of the Board of Supervisors be and is hereby authorized to execute all necessary Agreements, certifications or reimbursement requests for Federal Aid and/or Marchiselli Aid on behalf of the Board of Supervisors with the New York State Department of Transportation in connection with the advancement or approval of the Project, and providing for the administration of the Project and the Municipality's first instance funding of project costs and permanent funding of the local share of Federal-aid and State-aid eligible Project costs and all Project costs within appropriations therefore that are not so eligible, and be it further

RESOLVED, that a certified copy of this Resolution be filed with the New York State Commissioner of Transportation by attaching it to any necessary Agreement in connection with the Project, and be it further

RESOLVED, that this Resolution shall take effect immediately.

<u>Contractor</u>	<u>Term</u>	<u>Amount</u>
New York State Department of Transportation 50 Wolf Road Albany, NY 12232	01/24/2012- 02/23/2021	\$711,000.00

For: NYSDOT Supplemental Agreement #2: Engineering, Design, Construction, Construction Inspection and Construction Support phases for PIN 475559, Bridge Preventive Maintenance Project. Cost not to exceed the amount above.

<u>Funding Source</u>	<u>Local Share</u>	<u>Budgeted ?</u>
Federal Highway Administration, NYS Marchiselli Program, County Highway Budget Appropriations	7.44%	Yes X No

Director's Comments: This Agreement and Resolution captures final total project costs, and includes additional Federal & State funding approved by NYSDOT and Genesee Transportation Council.

Mr. Higgins explained that this resolution is in regards to the recently completed bridge preventive maintenance project. This is a federal/state aid project that started as four bridges but ended up being only two bridges. This resolution is for the state local agreement capturing all final costs for the project. The local share is approximately \$53,000 on a \$700,011.00 project. \$225,000 of extra funding was added to this project because of the good relationship between Livingston County and the New York State Department of Transportation and the Genesee Transportation Council.

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

ECONOMIC DEVELOPMENT – JULIE MARSHALL

Action Item(s) To Be Reported

1. AUTHORIZING THE CHAIRMAN OF THE LIVINGSTON COUNTY BOARD OF SUPERVISORS TO SIGN THE FOLLOWING CONTRACT LIVINGSTON COUNTY – LIVINGSTON COUNTY DEVELOPMENT CORPORATION.

RESOLVED, that the Chairman of the Livingston County Board of Supervisors is hereby authorized to sign the following contract 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>
Livingston County Development Corporation 6 Court Street, Room 306 Geneseo, NY 14454	1/1/14 – 12/31/14	\$74,000.00

For: Downtown Revitalization, consultant assistance and entrepreneurship programming

<i>Funding Source</i>	<i>Local Share</i>	<i>Budgeted ?</i>
A6889.4410	\$74,000.00	Yes ✓ No

Director’s Comments:

The contract provides for small business, entrepreneurship training, technical assistance, public relations, marketing of the Downtown Revitalization Program and consultant assistance.

Mrs. Marshall explained that this is an annual contract for the Development Corporation to provide small business programming entrepreneurship technical assistance, primarily for small business side.

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

Pre-approved Informational Item(s) To Be Reported

REVIEW OF LIVINGSTON COUNTY INFRASTRUCTURE CAPITAL FUND GUIDELINES - Mrs. Marshall explained that she is reviewing the county’s infrastructure capital fund guidelines and she will be coming back to the Committee with some recommendations.

Informational Item(s) Written Only

ANNUAL REPORT

2013 Economic Development activities will be summarized in the Annual Report which will be presented in February. This will also include the Industrial Development Agency and the Development Corporation.

INDUSTRIAL DEVELOPMENT AGENCY

The WNY Enterprise LLC transaction closing has been completed. The project is the construction of an approximate 12,000 square foot milk separation facility in the Town York. The IDA provided sales tax abatement, real property mortgage recording exemption.

LIVINGSTON COUNTY DEVELOPMENT CORPORATION

An informational meeting for the 2014 Livingston County Sign & Façade Improvement Program will be held on February 11, 2014. Information has been sent to all business and building owners in each village.

REVOLVING LOAN FUND

A loan \$100,000 loan was closed in December to allow for the purchase of the NY International Raceway in the Town of Leicester. The new owners are rehabilitating the raceway and anticipate opening in May.

NYSEDC CONFERENCE

Economic Development staff attended the New York State Economic Development Conference which was sponsored by the New York State Economic Development Council. Conference session include Start-up NY, entrepreneurship, finance, infrastructure and transportation.

MEETINGS

In addition to the items listed above, staff attended or participated in numerous meetings and events outside of the office. These include the following:
 Livingston County Chamber of Commerce Board of Directors
 Livingston Wyoming ARC Finance Committee and Board of Directors
 Meeting with Congressman Chris Collins
 Leadership Livingston
 International Business Roundtable
 Pathstone Enterprise Center Loan Fund

CENTRAL SERVICES – DAVID ALLEN

Action Item(s) To Be Reported

1. AWARDING BID FOR THE LIVINGSTON COUNTY CENTRAL SERVICES DEPARTMENT, COUNTY JAIL, OFFICE FOR THE AGING AND HIGHWAY DEPARTMENT FOR CLEANING PRODUCTS AND DISPOSABLE PAPER PRODUCTS – EASTERN MAINTENANCE SUPPLIES, INC.

WHEREAS, after the proper legal advertisement seeking bids for cleaning products and disposable paper products, eighteen bids were received and opened December 19, 2013, 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>
Eastern Maintenance Supplies, Inc. 107 Norris Drive Rochester, NY 14610	2/1/14 – 1/31/15 option to renew for 1 add'l year	Per Bid Tabulation Sheet
For: Cleaning products and disposable paper products with an		

<i>Funding Source</i>	<i>Local Share</i>	<i>Budgeted ?</i>
Departmental Operating Budgets	100%	Yes X No

Mr. Allen explained that this contract also covers the jails, Office for the Aging and the Highway Department in addition to the government center.

Motion: Mr. Gott moved and Mrs. Babbitt Henry seconded to approve the foregoing resolution. Carried.

Informational Item(s) Written Only

Geneseo – Government Center – Central Services staff continues working on basement wall repairs/replacing basement walls, patching and painting.

- Geneseo – Government Center – Central Services staff ran additional phone and data cables from third floor to Workforce Development offices on first floor.

MOTION: Mr. LeFeber moved and Mr. Gott seconded to move the Emergency Management Services and County Administrator being reported by Mr. Coyle. Carried.

EMERGENCY MANAGEMENT SERVICES – IAN COYLE

Action Item(s) To Be Reported

1. AUTHORIZING THE CHAIRMAN OF THE LIVINGSTON COUNTY BOARD OF SUPERVISORS TO SIGN THE FOLLOWING CONTRACT(S) FOR THE LIVINGSTON COUNTY OFFICE OF EMERGENCY MANAGEMENT AND NEW YORK STATE 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(s) for the Livingston County Office of Emergency Management, 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>
New York State	9/01/13-8/31/15	\$105,000.00
Department of Homeland Security and Emergency Services	Contract #: C971330	

1220 Washington Avenue
 State Office Building Campus
 Building7A – Suite 720
 Albany, NY 12242
 For: Acquire and deploy P25 compliant technology

Funding Source	Local Share	Budgeted ?	
NYS DHSES	-0-	Yes	No X

Director's Comments:

Money to be utilized as per the budget submitted to DHSES

New York State	10/1/13-9/30/14	\$28,436.00
Department of Homeland Security and Emergency Services	Contract #: T151935	

1220 Washington Avenue
 State Office Building Campus
 Building7A – Suite 720
 Albany, NY 12242
 For: Emergency Operation Center Upgrades

Funding Source	Local Share	Budgeted ?	
NYS DHSES	-0-	Yes	No X

Director's Comments:

Money to be utilized as per the budget submitted to DHSES

Mr. Coyle explained that these are annual contracts that allow for new equipment upgrades and purchases.

Motion: Mr. DiPasquale moved and Mrs. Babbitt Henry seconded to approve the foregoing resolution. Carried.

Pre-approved Informational Item(s) To Be Reported

1. Communicated the grant information with Administrator Coyle for presentation at Public Services.

Informational Item(s) Written Only

1. Director has completed the required training for NYS DHSES Emergency Management Academy, the training was held in Albany, the training was 4 days in length. The training is part of the Governors goals to have the County Emergency Managers Certified to a standard that has been developed by the State. The next step in the process is each County will have a County Emergency Preparedness Assessment (CEPA) completed. The overall objective is to have the County Office of Emergency Management Accredited. As President of the NYS Emergency Managers Association, NYSEMA was asked to help develop the training curriculum and is actively involved with the development of the assessment program.
2. County Department Heads attended an Emergency Operations Center course sponsored by Emergency Management, there were 38 individuals in attendance, and Regional Coordinator William Correa, NYS DHSES, taught the course. The objectives of the course were, understanding the basic operations of an EOC, development of job aids for the specific functions within an EOC, activation process for the county EOC. OEM Director is working with NYS DHSE to schedule an exercise

utilizing the training the Department Heads received in EOC operations. The anticipated date is March, 2014

3. OEM has scheduled with FEMA a training class to be held at the EOC for the Department Heads, the class is "Situational Awareness for the local responders". The objectives are, understanding the process of reporting about the impact of the incident and the required resources necessary to respond to the incident, EOC roles during an incident, understanding the reasons for continued awareness during an incident, and demobilization of an incident.
4. Met with engineers from Fire Facilities regarding the upgrade to the fire-training tower. The training tower is 18 years old and will be under going a modification of the burn room: which will consist of replacing the fire panels, new roof for the burn room, and replacing flooring sections. The materials are scheduled for delivery the week of the 24th of February. County maintenance from Murray Hill will do the installation, Fire Facilities will be onsite during the initial set up and will help get the project underway.
5. Have completed the quarterly reports for the Homeland Security grants for FY09,10,11,&12. Have submitted a voucher to DHSES for \$85,266.00, which is the final payment for the FY09 grant. DHSES has approved payment for the FY09 voucher. FY10 grant is completed and will submit a voucher for \$173,905.00 along with the final report.
6. Have completed the National Incident Management System (NIMS) required yearly report for the County. The report is part of the Federal requirement for tracking training in the Incident Command System. Each county is required to continue to train or provide refresher training to its first responders each year in ICS. OEM offered 2 - ICS 300 level course and 1- ICS 400 Level course. The ICS requirements are also to meet grant requirements for the county.
7. Working with State Division of Codes for the development of a response team, consisting of code officers from the county that would respond to disasters within the county and help with damage assessment of buildings. Supervisor Babbitt from Springwater was helpful in coordinating resources from the State Division of Codes for this team development. The tentative format will be ICS 100 refresher training, ICS 200, and training in EOC operations, situational awareness, and the roles and responsibility of the code enforcement officer during a disaster.
8. Have conducted Terrorism Awareness training for Avon, Lima, Livonia, and Groveland FD within the last month. The training is sponsored by OFPC and the objective is for the first responder to be aware of his or her surroundings when responding to a call that the potential to discover terrorism activity is possible. The course is being well received through out the county. OFPC would like to have all fire/EMS personnel trained by the end of 2014.
9. Fire Report:
 - 12/06 – Rt 36, Dansville - house fire
 - 12/10 – McCorkindale Rd. Caledonia – house fire
 - 12/17 – Batzing Rd/Greenway, Avon – snowmobile fire
 - 12/21 – Arkema, York – transformer fire
 - 12/22 – Big Tree Rd., Livonia – house fire
 - 12/23 – Elizabeth Street, Dansville – dryer fire in the basement
 - 12/28 – West Swamp Rd., Conesus – car fire
 - 12/31 - Murray Street, Mt. Morris – stove fire
 - 01/07 - Rochester Rd., Lima – compressor fire in small factory
 - 01/07 – Chase Rd., Lima – house fire (note: 13 fire departments responded and the temperature was negative 21 degrees)
 - 01/17 – Lakeville Rd., Geneseo – store fire in the storage area
10. Working with CNR Deputy Director Steven Woodruff on reviewing and updating their emergency response plan for the CNR, will be incorporating job aids, and developing functional job descriptions for each of the command and general staff of the ICS positions.

11. Working with the health department and the red cross on updating the county shelter plan to meet the changing requirements set by the state for functional need individuals and the general population.
12. Meetings:
 - Western District Emergency Managers, DHSES
 - DHSES quarterly meetings with Commissioner Hauer
 - NYSEMA executive meetings quarterly
 - Local Emergency Planning Committee
 - DHSES Regional Coordinator
 - Weekly meeting with EMS Coordinator
 - Fire Chiefs Executive
 - Firefighters Association
 - Fire Chiefs Association
 - Hazardous Material Team

COUNTY ADMINISTRATOR – IAN COYLE

Action Item(s) To Be Reported

1. APPOINTING MEMBERS TO THE LIVINGSTON COUNTY TRAFFIC SAFETY BOARD – THOMAS J. DOUGHERTY, MATTHEW BEAN, MICHAEL DERRENBACHER, DAVID MARK, BRUCE MAYER, J. PETER YENDELL, ERIC R. GOTT, JAMES MACWHORTER, DENNIS P. MAHUS

RESOLVED, that the following members are hereby appointed to the Livingston County Traffic Safety Board for the term designated:

Livingston County Traffic Safety Board			
Name	Address	Rep./Title	Term
Thomas J. Dougherty	4 Court St., Geneseo, NY 14454	Member-Sheriff	1/1/14-12/31/16
Matthew Bean	4 Court St., Geneseo, NY 14454	Alternate-Undersheriff	1/1/14-12/31/16
Michael Derrenbacher	9650 Schmidt Rd, Dansville, NY 14437	Member-Town of Ossian	1/1/14-12/31/16
David Mark	10178 McCurdy Rd, Dansville, NY 14437	Alternate-Town of Ossian	1/1/14-12/31/16
Bruce Mayer	1755 Rochester St., Lima, NY 14485	Member-Town of Lima	1/1/14-12/31/16
J. Peter Yendell	7447 College St., Lima, NY 14485	Alternate-Town of Lima	1/1/14-12/31/16
Eric R. Gott	21 Frances Way, Livonia, NY 14487	Member-Town of Livonia	1/1/14-12/31/16
James MacWhorter	7 Adam St., Dansville, NY 14437	Member-Town of North Dansville	1/1/14-12/31/16
Dennis P. Mahus	53 Chestnut Ave., Dansville, NY 14437	Alternate -Town of North Dansville	1/1/14-12/31/16

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

2. REAPPOINTING MEMBERS TO THE FISH AND WILDLIFE MANAGEMENT BOARD – DENNIS P. MAHUS, IVAN C. DAVIS, MARC OSYPIAN

RESOLVED, that the following members are hereby reappointed to the Fish and Wildlife Management Board for the term designated:

Name	Address	Rep./Title	Term
Fish and Wildlife Management Board			

Dennis P. Mahus	53 Chestnut Ave., Dansville, NY 14437	Supervisor Rep	1/1/14-12/31/15
Ivan C. Davis	P.O. Box 217, Hunt, NY 14846	Supervisor Alternate	1/1/14-12/31/15
Marc Osypian	2551 Lakeville Rd, Avon, NY 14414	Sportsman Rep	1/1/14-13/31/15

Motion: Mr. DiPasquale moved and Mrs. Babbitt Henry seconded to approve the foregoing resolution. Carried.

3. APPOINTING VOTING REPRESENTATIVES TO THE INTER-COUNTY ASSOCIATION OF WESTERN NEW YORK FOR THE YEAR 2014 – GERALD L. DEMING, MARK J. SCHUSTER, J. PETER YENDELL

RESOLVED, that the following members are hereby appointed to the Inter-County Association of Western New York for the year 2014 for the term designated:

Name	Address	Rep./Title	Term
Inter-County Association of Western New York			
Gerald L. Deming	2742 Chandler Rd, Piffard, NY 14533	Supervisor/T of York	1/1/14-12/31/14
Mark J. Schuster	6464 Liberty Pole Rd, Dansville, NY 14437	Supervisor/T of Sparta	1/1/14-12/31/14
J. Peter Yendell	7447 College St, Lima, NY 14485	Supervisor/T of Lima	1/1/14-12/31/14

Comments: While this has been done as a Chairman’s appointment, Intercounty requires that a resolution also be done.

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

BOARD OF ELECTIONS - NANCY LEVEN AND LAURA SCHOONOVER

Action Item(s) To Be Reported

1. AUTHORIZING THE CHAIRMAN OF THE LIVINGSTON COUNTY BOARD OF SUPERVISORS TO SIGN THE FOLLOWING CONTRACT(S) FOR THE LIVINGSTON COUNTY DEPARTMENT OF BOARD OF ELECTIONS: DAY AUTOMATION

RESOLVED, that the Chairman of the Livingston County Board of Supervisors is hereby authorized to sign the following contract(s) for the Livingston County Department of Board of Elections, 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>
Day Automation 7931 Rae Boulevard Victor NY 14564	1/1/2014-12/31/15	\$2,033.00/yr

For: Service contract for security system at BOE’s Millennium Drive location.

<u>Funding Source</u>	<u>Local Share</u>	<u>Budgeted ?</u>
Livingston County Board of Elections	\$2,033.00	Yes X No

Director’s Comments: Renewal of existing contract with a \$529 annual decrease in cost due to Day combining workloads.

Mrs. Leven explained that this is a renewal of the agreement for the service center security system.

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

2. AUTHORIZING THE CHAIRMAN OF THE LIVINGSTON COUNTY BOARD OF SUPERVISORS TO SIGN THE FOLLOWING CONTRACT(S) FOR THE LIVINGSTON COUNTY

DEPARTMENT OF BOARD OF ELECTIONS: DOMINION VOTING

RESOLVED, that the Chairman of the Livingston County Board of Supervisors is hereby authorized to sign the following contract(s) for the Livingston County Department of Board of Elections, 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>
Dominion Voting 221 Hopkins Ave Jamestown NY 14701	9/1/2013-12/31/14	\$10,800.00

For: Extended warranty and firmware license for voting machines (for BMD machines only).

<i>Funding Source</i>	<i>Local Share</i>	<i>Budgeted ?</i>
Livingston County Board of Elections	\$ 10,800.00	Yes X No

	<u>Term</u>	<u>Amount</u>
Dominion Voting 221 Hopkins Ave Jamestown NY 14701	9/1/2013-12/31/14	\$12,500.00

For: Software maintenance and license fees for EMS system..

<i>Funding Source</i>	<i>Local Share</i>	<i>Budgeted ?</i>
Livingston County Board of Elections	\$12,500.00	Yes No X

Director’s Comments:

This is the first extension of the original purchase/contract agreement.

Mrs. Leven explained that these are state contracts the Office of General Services allowing us to purchase from them and do not require a resolution.

Pre-approved Informational Item(s) To Be Reported

1. DEPARTMENT UPDATE-Mr. Deming reported that he and Mr. Schuster had a meeting with the Commissioners regarding some things that the Supervisors are requesting, for example the consolidation of districts. There needs to be better communications so that everyone is getting the information that they need and having a process in place to receive information from the Board of Elections on a timely basis. Mrs. Leven reported on the first concern, which was on the consolidation of districts and the costs involved. It was important to make sure that the integrity of the election was still there and that the voters were not disenfranchised. The election law has still not changed. They are waiting for a section of the law to change to increase the districts higher than the law currently states. This issue was discussed with this committee in 2011. Mrs. Leven described the difficulties involved in redistricting. They are waiting for legislation before enlarging the districts. In the meantime “super sites” were created, eliminating a number of sites to make these larger sites. Lima and North Dansville have had all of their districts in one location for a while now. Over the years, they have been dwindling down the number of locations from 40 in 2009 to 26 in 2013. There is concern that the wait times will increase with the combinations of districts. The new legislation would allow machines to handle up to 3,000. Mrs. Leven feels that 1,500-2,000 is a more reasonable number. The machines do not handle the larger number very well. This causes the bins to be very heavy and cumbersome. All of the wheels have already been replaced. There was discussion that, even in recent years involving hotly contested races, there has still only been 50% of voters coming out. Numbers are higher during Presidential races. Mr. Deming asked what, going forward, the Commissioners would like to see from the Board of Supervisors to facilitate better communications. Mrs. Leven requested that an email or letter be sent to them for any questions or concerns any supervisor may have. Mr. Gott questioned whether the Board should write a letter of support for the new legislation. Mr. LeFerber spoke of his continuing concerns regarding privacy when voting. An inspector should not be feeding the ballot through unless specifically requested by the voter. Mrs. Schoonover explained that this is stressed in class and she or Mrs. Leven need to be notified right away if this happens again.

Informational Item(s) Written Only

1. Village caucuses were held January 21 through 28, 2014. Elections will be held in the villages of Avon, Caledonia, Geneseo, Leicester, Mt. Morris and Nunda for a total of 18 positions.
2. Commissioners Schoonover and Leven along with Deputy Commissioner DiPasquale attended the NYS Election Commissioners Association Conference in Albany January 13-16.
3. Commissioners Schoonover and Leven attended the NYSAC Western Leadership Training on January 17th in Canandaigua.
4. Diana Farrell has been hired and placed in the Republican Deputy Commissioner’s position.
5. Annual statistics were sent to the State Board as requested by January 10th. The annual report is being complied.
6. Full documentation of registration files continues. Cancellations files for 2009-10 will also be full documented. These files were kept separate from the others and will be scanned, cancellations from 2011 and forward were scanned as they occurred.
7. Since the first of the year: 44 new registrations, 1 name change, 16 residence changes, 0 mailing addresses, 0 personal information changes, 13 duplicates, 0 incompletes, 8 pending party changes, 41 cancellations, 4 inactive changes and 22 various other changes have been processed. Current active enrollment stands at: 36,788, inactive enrollment at: 3,052.

DISTRICT ATTORNEY – VICTOR ROWECLIFFE

Action Item(s) To Be Reported

1. AUTHORIZING THE CHAIRMAN OF THE LIVINGSTON COUNTY BOARD OF SUPERVISORS TO SIGN THE FOLLOWING CONTRACT(S) FOR THE LIVINGSTON COUNTY DISTRICT ATTORNEY’S OFFICE: NEW YORK STATE DIVISION OF CRIMINAL JUSTICE SERVICES

RESOLVED, that the Chairman of the Livingston County Board of Supervisors is hereby authorized to sign the following contract(s) for the Livingston County District Attorney’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>
New York State Division of Criminal Justice Services	01/01/2014-12/31/2014	\$40,650.00

For: Violence Against Women Grant provides funding to the Livingston County Domestic Violence Task Force. The task force is comprised of the District Attorney’s Office, Probation, Sheriff’s Department, Chances and Changes, and Legal Assistance of Western New York.

<i>Funding Source</i>	<i>Local Share</i>	<i>Budgeted ?</i>
DCJS	0.00	Yes X No

Director’s Comments:

The grant provides funding for salaries for each of the agencies in the Task Force. The Grant provides partial funding for two assistant district attorney’s salaries, a probation officer, a Sheriff’s Investigator, a case manager at Chances and Changes, and a staff attorney at Legal Assistance of Western New York.

Mr. Rowecliffe requested permission to address the Committee regarding the Violence Against Women grants that the District Attorney’s Office has been running since 1998. Mr. Rowecliffe explained that the Division of Criminal Justice Services is allowing them to extend their contract for 2014. Last year was the first year that it ran from January 2013-December 2013 and it will run the same this year. The grant is in the amount of \$40,650, which is \$950 less than 2013. On this grant, the District Attorney’s office works with Chances and Changes, Legal Assistance of Western New York, Probation and the Sheriff’s Department prosecuting domestic violence cases as well as helping victims of domestic violence.

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

PLANNING – ANGELA ELLIS

Action Item(s) To Be Reported

1. APPROVING THE OFFICIAL UNDERTAKING OF PUBLIC EMPLOYEES FIDELITY (BLANKET) BOND FOR GENESEE FINGER LAKES REGIONAL PLANNING COUNCIL

WHEREAS, the County of Livingston has appropriated the sum of \$9,970.00 as its share of the Year 2014 operating funds of the Genesee Finger Lakes Regional Planning Council; and

WHEREAS, pursuant to Section 119-00 of the General Municipal Law of the State of New York, the County is authorized to provide for the payment of such appropriations to an officer of the agency designated by the agency to receive such monies provided that such officer shall have executed an official undertaking approved by the governing body of the County; and

WHEREAS, the Genesee Finger Lakes Regional Planning Council has designated David S. Zorn, Director of the Council, as the officer to receive payments of such monies; and

WHEREAS, the Genesee Finger Lakes Regional Planning Council has secured a Public Employees Fidelity (Blanket) Bond, issued by National Grange Mutual Insurance Company, providing faithful performance blanket bond coverage for officers and employees of the Council in the amount of \$500,000.00; now therefore, be it

RESOLVED, that the Livingston County Board of Supervisors hereby approves such bond as the official undertaking required pursuant to Section 119-00 of the General Municipal Law.

Directors Comments: This is an annual resolution approved by the Board of Supervisors. The NYS General Municipal Law requires counties participating in regional planning agencies to annually approve an “official undertaking” which can consist of a Public Employees Fidelity (Blanket) Bond for that officer of the agency designated to receive monies appropriated by member counties. This bond is to provide faithful performance blanket bond coverage for the designated officer in the amount of funds being managed. In 2014, the total amount of funds being managed by the Regional Planning Council at any point during the calendar year will be approximately \$500,000.

Mrs. Ellis reviewed the above resolution and explained that this is an annual resolution that covers membership in the Genesee Finger Lakes Regional Planning Council (GFLRPC). The Council is a 9 county planning organization. \$9,970 per year is our share that is paid for membership.

Motion: Mr. Gott moved and Mrs. Babbitt Henry seconded to approve the foregoing resolution. Carried.

2. APPOINTING ENVIRONMENTAL MANAGEMENT COUNCIL CHAIRPERSON – RAYMOND CASE

WHEREAS, the bylaws of the Livingston County Environmental Management Council (EMC) provide that the EMC Chairperson be appointed by the Board of Supervisors upon the recommendation of the EMC; and

WHEREAS, on January 22, 2014, the EMC voted to recommend that the Board of Supervisors appoint Ray Case as Chairperson of the Environmental Management Council; now, therefore, be it

RESOLVED, that the following member is hereby appointed as Chairman of the Livingston County Environmental Management Council for the term designated:

Name	Address	Title/ Representing	Term
Raymond Case	P.O. Box 567, 3501 Pebble Beach Road, Lakeville, NY 14480	Chairman	2/1/14-1/31/15

Director’s Comments: The EMC will be meeting on January 22, 2014. It is expected that members present will vote to recommend a Chairman to the Board of Supervisors. I will bring this recommendation to the Public Services Committee for consideration at the meeting on January 29, 2014.

Mrs. Ellis explained that Mr. Case is the current chair of the Environmental Management Council and they are

recommending that he continue as the Chair.

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

3. APPOINTING MEMBERS TO THE LIVINGSTON COUNTY ENVIRONMENTAL MANAGEMENT COUNCIL

RESOLVED, that the following members are hereby appointed to the Livingston County Environmental Management Council for the term designated:

Name	Address	Title/Representing	Term
Ben Gajewski	Genesee Valley Conservancy 1 Main Street Geneseo, NY 14454	Agriculture	2/1/14 – 12/31/15
Alexander Pierce	P.O. Box 19 Nunda, NY 14517	General Citizen	2/1/14 – 12/31/15

Mrs. Ellis explained that these are additional members that have been on the Council filling vacant positions since mid year last year.

Motion: Mrs. Babbitt Henry moved and Mr. Gott seconded to approve the foregoing resolution. Carried.

Pre-approved Informational Item(s) To Be Reported

1. Discussion on the creation of the Livingston County Transportation Advisory Committee. Mrs. Ellis distributed the organizational chart for the Livingston County Transportation Advisory Committee for discussion. The final plan, executive summary and appendices were not distributed, but can be reviewed in the Planning office. The final documents will be available on the county website. Mrs. Ellis reviewed the draft organization chart and the Q&A information sheet. Mrs. Ellis is suggesting that the Planning Department prepare an annual work plan that would be approved by the Public Services Committee. Mrs. Ellis reviewed the advisory committee and work group membership and what type of issues would be addressed including public transportation, community development and environmental issues. Mr. Coyle expressed the need for this committee with all of the projects going on in the County. The Committee directed Mrs. Ellis to go forward with the creation of the committee and the work groups.

Informational Item(s) Written Only

COUNTY PROJECTS:

LIVINGSTON COUNTY EMERGENCY COMMUNICATIONS PLAN:

NYS Public Safety Answering Point (PSAP) Sustainment Grant. The County was awarded \$305,767 to support the application submitted for funding from the Public Safety Answering Point (PSAP) Sustainment Grant. This funding will be used to replace 8-10 radio consoles in the 911 Center and EOC to help implement the Plan. We received the contract from the State. It is in the contract execution phase. Representatives from the Sheriff's Office, Emergency Management, Emergency Medical, ITS, and Planning are researching different console system options.

NYS Statewide Interoperable Communications Grant (SICG). Planning, Sheriff's Office, ITS, Emergency Management, and Emergency Medical Services collaborated on the development of a nearly \$6M application to the SICG for radio communications system upgrade. The application was submitted on September 25, 2013. We were notified of the award in the full amount. We are waiting for the State contract for execution.

COUNTY TRANSPORTATION CONNECTIVITY PLAN: The consultant team finished work on the project and delivered the final documents to the Planning Department in December. Proposed plans for implementation are currently being prepared.

DANSVILLE TRANSPORTATION AND INDUSTRIAL AND COMMERCIAL ACCESS STUDY: The

project kick-off meeting was held on January 16, 2014. The consultant team will focus efforts on the inventory and assessment of existing conditions. The next Steering Committee meeting is planned for March/April.

COUNTY PLANNING BOARD:

Vacancies. **There are 4 vacancies on the Planning Board – 2 for Alternate At-large members; 1 for North Dansville; 1 for Sparta.**

AGRICULTURAL & FARMLAND PROTECTION BOARD (AFPB):

FY2008-2009 Farmland Protection Implementation Grant (Triple H and Sunny Knoll farms).

The Genesee Valley Conservancy continued work on these projects. The site plans for both projects were submitted to Ag and Markets for approval in December 2013. Both projects need to be closed out by September 30, 2014.

Agricultural District Renewal. Planning staff started organizational work for the renewal of Agricultural District #3.

UPCOMING TRAINING OPPORTUNITIES:

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.

CONESUS LAKE WATERSHED MANAGEMENT PLAN (CLWMP) – CONESUS LAKE WATERSHED COUNCIL (CLWC):

Streambank Remediation Projects –Phase I (\$382,869) & Phase II (\$358,132):

The consultant team continued work on final designs, state and federal permitting, and coordination with landowners.

TRANSPORTATION:

Genesee Transportation Council Planning Committee: The Planning Director attended the Planning Committee meeting on January 9, 2014. The next meeting is scheduled for February 13, 2014, and will be held in Livingston County at the Highway Building Conference Room.

GENESEE-FINGER LAKES REGIONAL PLANNING COUNCIL:

Planning Coordination Committee. The Planning Director attended the meeting on December 6, 2013. The next meeting is February 14, 2014.

E911 ADDRESSING:

The Planning Department continued work on the E911 addressing assignments and ROW naming with the Sheriff’s Office.

ENVIRONMENTAL MANAGEMENT COUNCIL:

The next meeting will be held on January 22, 2014.

COUNTY ATTORNEY – DAVID MORRIS

Action Item(s) To Be Reported

1. AUTHORIZING TOWER LEASE RENEWAL WITH THE CITY OF ROCHESTER FOR THE JACKMAN HILL TOWER IN THE TOWN OF LIVONIA

RESOLVED, that the Chairman of the Livingston County Board of Supervisors is hereby authorized to sign a lease for Livingston County, 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>
City of Rochester City Hall-Room 300-B 30 Church Street Rochester, NY 14614-1290	1/1/14-12/31/18	\$15000/yr
For: Tower lease renewal for Jackman Hill Tower in the Town of Livonia.		

Mr. Morris reported that the City of Rochester would like to renew their lease for another five year term.
Motion: Mr. LeFeber moved and Mr. Gott seconded to approve the foregoing resolution. Carried.

Pre-Approved Informational Item(s) To Be Reported

1. NYSEG Easement Request-Mr. Morris explained that NYSEG is seeking an easement along the border of the Millennium Drive property, he believes, to run a line to service the new apartments going up behind the property. Mr. Morris does not have any specific details yet, because he wanted to talk to the Committee first. He believes that this will not affect any future property sales. The line is very close to the property line so there will not be any type of building going up in that area. Mr. Morris is seeking permission to go forward with discussions and he will report back with more details at a later date.

Mr. Coyle reported on some ideas Sheriff Dougherty has for his management staff changes the names for some of the positions. The net FTE count will not change from 2013 to 2014. This could potentially allow for a savings depending upon who fills the positions.

The Sheriff's vehicles request is an annual action item that needs to be presented to Board for approval.

SHERIFF'S DEPARTMENT – SHERIFF TOM DOUGHERTY, UNDERSHERIFF MATT BEAN, MAJOR JASON YASSO AND MAJOR MATT BURGESS

Sheriff Dougherty introduced Jail Major Jason Yasso, and stated that he has been running the jail for the first 29 days. The Sheriff is very proud of his efforts in the time he has put in and the things that he has done in a short amount of time. He is doing a great job. Major Yasso explained that he was born and raised in Leicester and is a York Central graduate. He has eighteen years experience in public safety. He started his career as a dispatcher for the Sheriff's Department and moved on to New York State Corrections. He has been a police officer for the last fifteen years with departments within the County, in addition to being a staff counselor at the local police academy, where he supervises thirty police recruits' day to day activities and schedule. Sheriff Dougherty explained that Major Yasso is also a certified drug recognition expert and they have already used his services for that. Sheriff Dougherty explained that he will not be adjusting the title of major due Civil Service guidelines. In-house he has been titled, Chief Deputy. Sheriff Dougherty introduced Undersheriff Matt Bean and explained that there will be another in-house title of Chief Deputy with Matt Burgess, who is holding down a major position under Civil Services. Sheriff Dougherty reported that he has three action items today.

Action Item(s) To Be Reported

1. **MAINTENANCE AGREEMENT WITH SOFTCODE** – Undersheriff Bean explained that this is the software that is used in the civil department for all program purposes. The program and three (3) licenses were purchased in 2012 off of state contract and implemented in February of 2013. One year of maintenance was included in the purchase. He would like to request approval of the maintenance agreement, which would provide support, updates, patches and fixes for the software. The continuation of the agreement is \$6,939 per year. Repair of just one item could potentially reach this amount and he feels that this agreement is cost effective. This is a budgeted expenditure.

MOTION: Mr. DiPasquale moved and Mrs. Babbitt Henry seconded to authorize the Chairman to sign the Softcode Contract with the Sheriff's Department. Carried.

2. **PURCHASING AND SURPLUS OF SHERIFF'S VEHICLES FOR THE 2014 BUDGET YEAR** – Chief Burgess explained that he is proposing the purchase of six SSV (special service vehicle) Tahoes this year, which are identical to the vehicles in the current fleet. They envision doing vehicle purchases differently than they have been done in the past. Chief Burgess explained that they have not picked six vehicles to decommission and trade. They want to keep the vehicles for as long as is safe and practical before declaring them surplus and decommissioning them. They are going to keep a more hands-on

management of the fleet than has been done in the past. Their intention is to decommission/surplus vehicles one at a time as needed. They intend to have them striped and have them as ready for service as they can. The radios and other equipment will be swapped over when the need arises. They are not going to buy six, and then take six off the road come July. They are going to try to actively manage the fleet better and when one vehicle becomes an issue, they will decommission and declare that vehicle as surplus and pull a new vehicle into the fleet at that time. Chief Burgess reviewed the maintenance cost comparisons between the Tahoes and the Impalas trying to keep it as apples to apples as he could. They currently have two marked Impalas in fleet patrol services. Both vehicles are 2012 with between 40,000-45,000 miles. There were only two Tahoes found to do a comparison and they had 10,000 more miles and the Impalas have approximately \$1,000 more in maintenance costs. While he doesn't have the data to support it, he can say definitively, that maintenance margin will get wider as the vehicles get older. The Impalas are having power steering and brake issues as they get older. He has not been able to find a replacement for the Impalas. The averages in 2010, 2011 and 2012 were reviewed. Some of the information that Chief Burgess was seeking was not kept in the past, so he was unable to include that at this time. He now has a file for every vehicle in the Sheriff's Department fleet, so he can open a file at any given time and know mileage and maintenance status. Sheriff Dougherty explained that some of the vehicles that were slated to be declared surplus at the end of the year, would not necessarily have been chosen by him, but he could not reverse the process because they were already totally decommissioned. Unit 111 was the one vehicle that they were able to salvage prior to being decommissioned and that vehicle is still in use today. There are approximately 35 vehicles in the fleet. Chairman Gott explained that these vehicles were declared surplus at the Ways and Means meeting on Monday from a request in early December. These vehicles were pulled at that time because the County Administrator questioned whether the vehicles should have been declared surplus or were eligible to be declared surplus based on the studies that we had paid to have done. Sheriff Dougherty explained that the Committee will never see six vehicles being declared surplus at one time. His plan is to surplus one vehicle at a time with the reason for the surplus documented for the Committee. The new vehicles will be delivered some time in July, but may or may not be used immediately. Vehicles will be determined on a case by case basis. The vehicles will be stored at Jimmy's at no charge, striped and ready to roll when needed. Chief Burgess explained that it is tough to get the most use out of a vehicle while still having a value for auction. There are no bids out for Chevy Tahoes yet, but he hopes the numbers will be ready for the March Committee meeting. This is just information on a pending action and there are no approvals needed today from the Committee. Chairman Gott reported that prices dropped for Tahoes from 2007 to 2008, but has been steadily increasing since. Chief Burgess explained that he is hearing vast differences on what the price may be. Sheriff Dougherty reported that they did research using other vehicles, but the cost of outfitting a new vehicle would be a huge expense for a fleet of their size.

3. CREATE AND FILL IDENTIFICATION DIVISION SERGEANT POSITION AND REFER TO WAYS AND MEANS COMMITTEE

Undersheriff Bean explained that they have had a Road Patrol Sergeant oversee the identification division. This has been Norm Zeh, who has been promoted to the Major for the Road Patrol division. Instead of filling this Road Patrol Sergeant position, they would like to create and fill a new position labeled Deputy Sheriff Technician Sergeant. The Technician Sergeant duties statement (attached) shows that the person going into this role will have the experience that an identification division technician has with a background in crime scene investigation, accident investigation, reconstruction and the processing and logging of evidence. He has worked with the Personnel Officer in developing the new duties statement, which will be submitted for a civil service title. He would also like to make a provisional promotion to that position pending the exam results. He feels that it would be beneficial to have a person that is familiar and experienced with those duties running that division, overseeing and supervising those evidence technicians and the evidence room, rather than a road patrol sergeant that has never been associated with that division. Undersheriff Bean explained that, with Mr. Coyle's permission, they have approached the LCCOPS Unit for a proposed Memorandum of Agreement with the County and LCCOPS that the pay grade stay the same as a grade 15

Sergeant, with all of the same benefits and hold the title of Identification Sergeant. Mr. Coyle explained that this is essentially a reclassification, where you are not adding to the ranks of Sergeant titled people. They already have an approved request to fill an existing position form for Norm Zeh's position as Road Patrol Sergeant. The position has not been filled because they would rather fill it with this new position. Sheriff Dougherty explained that the two basics are a title and experience. Instead of calling it a Sergeant, as in the five Road Sergeants, it is a Technician Sergeant. The difference being that they have experience working in the field of identification. In the future, if there was someone promoted, it would be someone that was an identification technician instead of a Road Patrol Sergeant that bids that job with no experience. There is only the Sergeant position listed within the division with identification technicians, whose primary duties are as a Road Patrol Deputy, who have secondary duties as identification technicians that respond to the scene on an as needed basis. This involves no additional cost to the county.

Motion: Mr. DiPasquale moved and Mrs. Babbitt Henry seconded to refer to the Ways and Means Committee for the Sheriff's Department to create and fill one full time Deputy Sheriff/Identification Division Sergeant position. Carried.

2. CREATE AND FILL PATROL SERVICE COMMANDER

Undersheriff Bean reviewed the old command structure organizational chart showing the current appointed positions for the 2014 budget with the Sheriff, Undersheriff, 3 Majors and 6 Investigators with salaries totaling \$480,250. He is proposing a different command structure that would help them operate more efficiently on a day to day basis. They would like to take the 3 Division Majors, and because of Civil Service there would still be some Major titles, but the Sheriff would be in charge, the Undersheriff would oversee 2 Chief Deputies (Corrections and Patrol Services). Jason Yasso will still be the Chief Deputy of Corrections still holding the title of Major, but they will call him Chief Deputy. They would like to create the position of Chief Deputy Patrol Services by giving up one investigator. The theory behind this being that there would still be 2 Division Captains, not only to oversee the division, but acting as workers as well; getting more people out on the streets working the beat. These Captains would assist the Chief Deputies with some administrative duties, but the Road Patrol Captain would also oversee and supervise road patrol when the Sergeant had his days off. He would then be a working Captain on the road patrol as the daytime supervisor instead of the Sergeant. This would allow them to take a second Sergeant and put him on afternoons where they generally have a flex Sergeant oversee two day shifts and two afternoons shift. They will be doing more with the new proposed organizational chart. By eliminating the investigator position, they will have a Captain that works in the investigation division that is a working Captain that has administrative duties, holds a caseload and goes out and works with the investigators. The old organization had a silo effect in that road patrol and the criminal investigation division worked parallel to each other. In the effort of teamwork, the new organization allows both road patrols and the investigations division to work together. The Commander position oversees both of those divisions directly with the Captains reporting directly to him. This proposal, along with the new salaries approved for 2014 would actually save \$10,950. They would like to move Brian Applin from his investigator position into the Captain position. This is a savings to the County that will allow them to organize and manage their resources better, while also being beneficial to all of the men and women in the Sheriff's Office, by bringing them together into that team mentality. In essence there will still be six investigators, because the Captain will also be a working investigator. This captain would also have administrative duties and, in the absence of the Commander, he would work on scheduling. There was discussion of the union implications with the new structure going from three to four management positions. Sheriff Dougherty does not feel that there will be a problem. The union has expressed support of the new structure. Mr. Deming requested that all board members get a copy of the charts and the duty statements. The Undersheriff will send these to the Clerk for distribution.

Motion: Mr. DiPasquale moved and Mr. Knapp seconded to refer to the Ways and Means Committee for the Sheriff's Department to create and fill and Establish the Salary for one full time Patrol Service

Commander position. Carried.

Sheriff Dougherty reported that operations are going very well. It's nice to see the teamwork. He couldn't be more proud of the employees that have really stepped up in this transition. The jail has never been involved in solving cases before. There have been two good cases in the last week involving jail staff. It's nice to see the jail staff and road staff and everyone working together. It is only going to get better. Factual, statistical data is what they plan to give the Committee. Once settled, he hopes to present quarterly reports to the Committee. The relationship with other county policing agencies seems to be improving. There have been a couple Law Enforcement Council (LEC) meetings and the chiefs have been fully supportive. They want to work together on cases. The State Police is a work in progress. He does feel that it is getting better. The closest car deal, which he's a believer in, still has to have the finer details worked out. The liability still stands with the 911 Center and the Sheriff's Office. If they fail to act, it is still coming back on us. There has to be some safeguards in place for the best interest of everybody. He is confident that it will get better. Mr. Deming stated that he appreciates the time and effort that was put into today's presentation.

ADJOURNMENT

Mr. Gott moved and Mrs. Babbitt Henry seconded to adjourn the meeting at 3:20 p.m.

COUNTY HISTORIAN – AMIE ALDEN

Pre-approved Informational Item(s) Written only

Quarterly update: October – December 2013 project review

Heritage Trails in Livingston County: In collaborative initiative with Tourism Director, Lisa Burns, I have created audio tours of the historic sites throughout Livingston County. The first tour is the Sullivan Campaign Trail that went live in mid-February. A second audio tour that includes all the Civil War Monuments and Memorial Halls went live Oct. 1st. The third tour is in development that includes a Museum trail through the county planned to go live March 2014. These Heritage trails will be prominently featured in the 2014 Visitor's Guide.

Community Arts Grant Project: Production of a DVD entitled "Local History Out Loud": 24 readers (town historians, county employees, community leaders) recorded brief narratives related to early Livingston County history. I am now working on music selections and visual images and anticipate the final product will be done and ready for distribution around the county by April 2014.

Book Project: Blue Devils in Vietnam: Geneseo/Groveland Vietnam Veteran's book project – I am assisting these veterans in their efforts to write a book on soldier's experiences. More than 30 veterans from the Geneseo School District have submitted surveys and photographs for this project. We are in the final stages of this project and plan to have to book ready for sale early July 2014.

Government Center Exhibit: Five of the seven panels for timeline exhibit for the Government Center are done. This covers the time period from the Iroquois Confederacy through the rise of industrialization (c.1400s-1945). The layout for the final two panels is still in process. Completion of this exhibit has been delayed because of other projects but I would like to wrap this up and have installed in 2014.

Organization involvement:

Government Appointed Historian's of Western New York – As current Executive Chair of this organization that encompasses 11 counties in WNY, I coordinate biannual meetings as well oversee several projects including: a new web site presence (); a Student History award program offered to WNY community college graduates planning to go on to study history at a four-year college; and a collaborative partnership with Genesee Valley BOCES Odyssey of the Mind program.

Friends of Livingston County History - I have been working with this network of historical societies with museums to help facilitate collaborative projects and provide professional technical assistance.

Rochester Regional Library Council – Documentary Heritage Program Regional Advisory Board - I continue to participate on this board that supports preservation and encourages use of historic records and

also in the planning of the annual New York State Archives Week event held in October. This year it was a full day program held at Brighton Town Hall on Oct 23rd.

PROBATION – LYNNE MIGNEMI

Informational Item(s) Written Only

1. PROBATION DEPARTMENT WORKLOAD

626 adult offenders supervised in county (24 treatment court cases being supervised in drug court)
19 offenders in other NYS counties

12 offenders in other states

18 juveniles supervised
15 new juvenile referrals
24 investigations ordered
13 active EHM cases (1 juvenile; 12 adults; 3 of which are female), 0-Global Positioning
0 adult placed on probation for willful violation of support
15 New Leandra’s Law cases (10 CDs)

2. MONIES COLLECTED

\$ 2,789.76 – restitution
5,772.00 – fines
3,535.00 – fees
119.34 – surcharge

3. MEETINGS ATTENDED

12/2/13 Hope Mentoring Meeting
12/3/13 Emergency Management Training
12/4/13 Public Service Committee Meeting
12/4/13 Treatment Court Graduation
12/10/13 COPA (Seneca County)
12/10/13 Suicide Task Force
12/12/13 Meeting w/ Legal Aid Society
12/13/13 Finger Lakes Regional Juvenile Justice Team
12/16/13 Staff Meeting
12/20/13 Hillside Agency Meeting

4. ADMINISTRATIVE REVIEWS

Zero (0) administrative reviews

5. TRAINING

Name	Date	Training	Hours	Misc.
Michelle Cassata	12/6/13	Mapping (Sex Offenders)	1.5	
Kerrin Chapman	None			
Doug Czyryca	12/16/13	DMV	2.5	
Name	Date	Training	Hours	Misc.
Katie Dunn	None			

Liz Laney	12/6/13 12/16/13	Mapping (Sex Offenders) DMV	1.5 1.5	
Brian Lanpher	None			
Debra Mack	None			
Matthew McKinney	12/10/13 12/16/13 12/18/13	Portal Certification DMV Why Gender Matters	0.75 2.5 1.5	
Rachel Merrick	None			
Lynne Mignemi	None			
Courtney Sobrado	None			
Jason Varno	None			

PUBLIC DEFENDER – MARCEA TETAMORE

Informational Item(s) Written Only

1. Applications received YTD as of 1/17/14 p.m.: 72
2. Files opened YTD as of 1/17/14 p.m.: 21
3. Cases assigned to GVLA YTD as of 1/17/14 p.m.: 9
4. Applications pending as of 1/17/14: 42
5. Section 722-d money received YTD: \$142.50
6. Money received from collection agency YTD: \$0

Respectfully submitted,

Michele R. Rees
Clerk of the Board