

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

PRESENT: G. Deming, C. DiPasquale, D. Knapp, B. Carman, W. Wadsworth, E. Gott, D. LeFeber, P. Yendell, M. Leader-LC News, M. Gianquinto-EF Johnson

Mr. Higgins introduced Jason Wolfanger as his first deputy and explained that he is going to try to bring Mr. Wolfanger to more meetings in order to give him more committee reporting experience. Mr. Wolfanger came to the Highway Department three years ago, bringing 20 years of road, bridge and building construction experience to the department that proved valuable very quickly. He really stepped up as a leader and is Mr. Higgins' first deputy director. He considers him the future of the department. He has a tremendous amount of experience, starting as a laborer to a carpenter, equipment operator and project superintendent. This is very valuable experience.

**HIGHWAY – DON HIGGINS**

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

**1. AUTHORIZING PROFESSIONAL SERVICES CONTRACTS FOR VARIOUS ENGINEERING SERVICES - CLOUGH HARBOUR ASSOCIATES, FISHER ASSOCIATES, FOIT-ALBERT ASSOCIATES**

WHEREAS, the County Highway Department solicited a Request for Proposal from eighteen (18) firms for various on-call bridge and highway professional engineering services for a three-year term, and a total of fourteen (14) proposals were received, now, therefore, be it

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

<u>Contractor</u>	<u>Term</u>	<u>Amount</u>
<b>Clough Harbour Associates (CHA)</b>	04/08/15-04/07/18	Per Attached Rate Sheet

16 West Main Street,

Suite 830

Rochester, NY 14614

For: Various professional bridge and highway engineering services on an as-needed basis.

<b>Fisher Associates</b>	04/08/15-04/07/18	Per Attached Rate Sheet
--------------------------	-------------------	-------------------------

135 Calkins Road

Suite A

Rochester, NY 14623

For: Various professional bridge and highway engineering services on an as-needed basis.

<b>Foit-Albert Associates</b>	04/08/15-04/07/18	Per Attached Rate Sheet
-------------------------------	-------------------	-------------------------

763 Main Street

Buffalo, NY 14203

For: Various professional bridge and highway engineering services on an as-needed basis.

<i>Funding Source</i>	<i>Local Share</i>	<i>Budgeted ?</i>
County Highway Budget Appropriations	100 %	Yes <b>XX</b> No

Mr. Higgins explained that they have been trying to establish a three year term agreement for miscellaneous engineering services for the Highway Department. The main purpose is for bridge work that requires a PE stamp, and more and more now the State is requiring PE stamps on repair and design work. The above firms are the three top rated firms out of the fourteen proposals received. Fisher has done work in the County before and are very well known in the area. Foit-Albert are very involved in the County Highway Superintendent's Association and NYSAC. The big advantage is that one of their representatives is the former Oswego County Highway Superintendent and a former Oswego County Legislator. He brings a tremendous amount of experience at the county level to the firm. One of PE's at Foit-Albert is the former Erie County Commissioner

of Public Works that also brings a tremendous amount of experience to the table and a third member of Foit-Albert is the former Erie County bridge engineer. Clough Harbour had a very good proposal and their team includes Jim Brady, former Wayne County Highway Superintendent. Mr. Higgins feels that these three firms will do very well for us. There is no guarantee how much work they will get. It all depends on the necessary work in any given year.

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

## **2. AUTHORIZING LIVINGSTON COUNTY TO PURCHASE PAVEMENT MARKING SERVICES THROUGH CONTRACTS AWARDED BY GENESEE COUNTY – SENECA PAVEMENT MARKING, INC.**

WHEREAS, Genesee County has awarded an authorized extension of its 2014 bids for purchase of pavement marking services to Seneca Pavement Marking, Inc. at the same 2014 prices, and

WHEREAS, the County of Livingston has determined that the prices and services under such contracts will result in cost savings and additional services compared to those if bid separately by Livingston County, and

WHEREAS, pursuant to authority granted by Section 103 of NYS General Municipal Law and the terms of the Genesee County bid, Livingston County is authorized to purchase pavement marking services through the contract awarded by Genesee County, now, therefore, be it

RESOLVED, that the Livingston County Board of Supervisors hereby authorizes the purchase of pavement marking services through a contract awarded by Genesee County to Seneca Pavement Marking Services, Inc., 23 Hunters Run, Horseheads, NY 14845, subject to review by the County Attorney and County Administrator.

<u>Contractor</u>	<u>Term</u>	<u>Amount</u>
<b>Seneca Pavement Marking, Inc.</b>	6/1/15-5/31/16	
Hunters Run		
Horseheads, NY 14845		
For: Waterborne Paint Pavement Marking – Centerline (Yellow) per CL mile:		\$ 308.00
For: Waterborne Paint Pavement Marking – Edgeline (White) per CL mile:		\$ 316.00

### Director's Comments:

Same prices as 2014

<i>Funding Source</i>	<i>Local Share</i>	<i>Budgeted ?</i>
County Highway Budget Appropriations	100%	Yes <b>XX</b> No

Mr. Higgins explained that we would like to piggyback off of Genesee County's contract again this year. Seneca Pavement has agreed to extend the 2014 prices for 2015. There was discussion on the difference in costs between the two colors.

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

## **3. AUTHORIZING A PROFESSIONAL SERVICES CONTRACT FOR LICENSED SURVEYING SERVICES – ATLANTIC SURVEYING & MAPPING**

WHEREAS, the County Highway Department solicited a request for proposal for licensed survey services for the purposes of resetting, locating and establishing property pins in conjunction with county highway construction and maintenance activities on CR-2, Groveland and CR-59, West Sparta, now, therefore, be it

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

<u>Contractor</u>	<u>Term</u>	<u>Amount</u>
<b>Atlantic Surveying &amp; Mapping</b>	4/8/15-12/31/15	\$5,000.00
34 East Avenue		
Leroy, NY 14482		
For: Licensed survey services for the purposes of resetting, locating and establishing property pins on county		

highway construction and maintenance projects in Groveland and West Sparta. Not to exceed a total cost of \$5,000 for the contract term.

<i>Funding Source</i>	<i>Local Share</i>	<i>Budgeted ?</i>	
County Highway Budget Appropriations	100%	Yes <b>XX</b>	No

Mr. Higgins explained that this is to do some property boundary and pin resetting in Groveland and West Sparta including the project for the culvert collapse project.

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

#### **4. AWARDING BID FOR THE COUNTY HIGHWAY DEPARTMENT FOR A PREFABRICATED, GLULAMINATED TIMBER BRIDGE SUPERSTRUCTURE SYSTEM – LAMINATED CONCEPTS, INC.**

WHEREAS, after the proper legal advertisement seeking bids for a Prefabricated, Glulamined Timber Bridge Superstructure System, three (3) bids were received and opened on March 26, 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:

Contractor

Amount

**Laminated Concepts, Inc.**

\$149,800.00

PO Box 369

Big Flats, NY 14814

For: Prefabricated Glulamined Timber Bridge Superstructure System for replacement of County Bridge No. 4, Pole bridge Road, Town of Avon. The cost is not to exceed the amount indicated.

<i>Funding Source</i>	<i>Local Share</i>	<i>Budgeted ?</i>	
2015 County Highway Budget Appropriations	100%	Yes <b>XX</b>	No

**Director's Note:** This bid is for a pre-fabricated, glu-laminated timber bridge system for this year's replacement of Pole Bridge Road Bridge #4, Town of Avon. Bid opening is Thursday, March 26th. Bid numbers will be presented at the April 1 PS Committee Meeting. **Update:** Three bids received were: \$149,800.00; \$162,900.00; \$224,000.00 Mr. Higgins reported that Laminated Concepts has done many of our timber bridges over the years and are extremely well respected in the industry. There was discussion on any historical issues with this bridge and there is none determined by the NYSDOT.

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

#### **5. AUTHORIZING EXTENSION OF SNOW AND ICE AGREEMENT BETWEEN NEW YORK STATE DEPARTMENT OF TRANSPORTATION AND LIVINGSTON COUNTY THROUGH THE 2016-2017 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 2016-2017 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:

Contractor

Term

Amount

**NYS Dept. of Transportation**

2016 – 2017 Winter Season

Varies

For: 2016-2017 State S&I Contract.

All of the towns involved have agreed to extend the contract.

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

## **6. AUTHORIZING THE LIVINGSTON COUNTY HIGHWAY SUPERINTENDENT TO BID ON AND PURCHASE VARIOUS USED EQUIPMENT ON MAY 19, 2015 AT TEITSWORTH MUNICIPAL EQUIPMENT AUCTION IN PALMRA, NY FOR THE COUNTY HIGHWAY DEPARTMENT**

WHEREAS, the Annual Palmyra Municipal Equipment Auction contains only equipment and vehicles owned by municipalities, and

WHEREAS, there may be an opportunity to purchase various used equipment and vehicles in good condition at considerable savings, now, therefore, be it

RESOLVED, that the Livingston County Highway Superintendent, with input and advice from the Department Shop Manager, is hereby authorized to bid on and purchase appropriate and needed various used equipment and vehicles on May 19, 2015 at the Teitsworth Municipal Equipment Auction in Palmyra, NY, at a total amount not to exceed One Hundred and Twenty Thousand Dollars (\$120,000.00).

This gives us the authority and option to expend money and bidding if we determine that there is a good deal available at the auction. Only one purchase was made last year.

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

## **PLANNING – ANGELA ELLIS**

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

1. EMC Annual Report and Update (EMC Chairman Raymond Case)-Mrs. Ellis introduced Ray Case, and explained that he is here to discuss the EMC Annual Report and the Earth Day Award recipient. Mr. Case distributed the annual report for discussion. They are very pleased with the pictures this year. Every year they tour Letchworth State Park and the pictures are from the Gibsonville area. This years' tour will be on July 22. The tour is open to the public and Mr. Case invited any Board members to participate. Mr. Case reviewed the EMC annual report to give the committee some background on the EMC, what their mission is and their work plan. They are planning to send out recruiting letters this year to try and bring in more members. Mr. Case distributed information on the 2015 Earth Day Award recipient. This year is the first time that the award will go to someone who has passed away. This years' recipient is from Ossian. This person's body of work over time has been quite significant in the area. He had a life long commitment to the longevity and surroundings, he is a farmer and his family is a long standing member of the community in Dansville. They have done a lot with environmental things and took a leadership role in things that are more common practice now. Their actions changed people's attitude about keeping highways clean and neat and that continues to this day. They felt he was a very good recipient for the Earth Day Award this year. Mr. Case distributed the invitation being sent out for the event. Mrs. Ellis explained that the Planning Department provides the staff support to the Environmental Management Council and Mary Underhill is the primary staff member that works with them. She does a very good job. She is very engaged with the EMC and enjoys the work providing support to the organization. There are many educational programs that EMC is supporting. Mr. Case stated that the EMC Board would like to hear back from the Board of Supervisors and the County on any areas where they would like to see work done.

Mr. Deming requested an update on the communications project from Mrs. Ellis. The RFP for the towers, emergency generators and shelters will be going out next week and the deadline for submissions is April 30. The design document for the radio system is in its final stages. RFP has been drafted and they are, hopefully, on their final draft. They are looking at mid-April for getting that out on the streets. With the schedule anticipated for review by prospective vendors that are looking as selecting a vendor in mid July. They are looking at construction beginning toward the end of this year with an October/November timeline. We have been actively negotiating the three locations for three new tower sites in the County (Springwater, Nunda and Caledonia). They are in the final negotiation phase with property the Caledonia owners. The have reviewed lease agreements so we do expect to be able to provide a status update within the next two weeks or so. With the FCC licensing, they have not been successful in getting the last two channels that they would like to get through

to Canadian objections so they are going to abandon those two at this time and resubmit them when they do the new tower site submissions. While they are going through the channel phases now, they will need to do it all over again with the tower sites for those. They have a little of \$89,000 in state funding for computer equipment and hardware for the primary and secondary PSAP. That equipment has started coming in this week. We have a little of \$87,000 in equipment on order and that is 100% state funded. We just executed the contract for the state for \$169,000 to be used towards personal services for the 911 Center and we will be able to close that grant out in the next couple of months. The equipment grant will also be closed out in the next couple of months. Everything is moving along on the project.

---

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

#### **COUNTY PROJECTS:**

##### **LIVINGSTON COUNTY EMERGENCY COMMUNICATIONS PLAN:**

The Project Management Team (PMT) met on March 18 and continued work on the project components:

1. The PMT is reviewing the draft bid specifications for the radio system. Three new tower locations are included in the design.
2. The PMT has completed review of the bid documents for the generator, shelters and towers. The intent is to issue legal notice of availability to bid early April with bid opening at end of April.
3. FCC Licensing: Work continues on the licensing process with the FCC and Canada. We are targeting April for submission of the application for the three new towers (Caledonia, Nunda, and Springwater).
4. SICG Round 4: NYS Division of Homeland Security and Emergency Services issued a notice of availability to apply to 4SICG for additional funding for emergency communications upgrade. The grant is competitive and counties can apply for up to \$3.5M. The PMT met and is proposing to apply to the grant program.
5. Other Grant Updates: PSAP 13 (\$89,253). We have ordered approximately \$85,000 in new computer and hardware equipment upgrades for the primary and backup PSAP locations. We anticipate having this grant closed out by June 2015. PSAP 14 (\$169,874). We received an executed contract from the NYS Division of Homeland Security. This grant will be used for personal services for the PSAP operations. This grant will be closed out in early fall 2015.

**DANVILLE TRANSPORTATION AND INDUSTRIAL AND COMMERCIAL ACCESS STUDY: The final draft has been made available to the public. Public comments are due by April 6, 2015. We expect the project to be completed this spring.**

##### **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 NYS Department of Agriculture and Markets has issued the checks to the County, officially closing-out the two projects. We are coordinating with GVC and the farm operations on dispersing the funds.

**Pre-Application Workshop.** The Planning Department and GVC conducted 2 workshops (January 22 and 24) on the pre-application process for the 2015 PDR program. Applications were due by February 20, 2015. The pre-selection process committee is meeting on April 1, 2015, to discuss the applications. The tentative schedule is to provide the Agricultural and Farmland Protection Board with a recommendation at its April 16, 2015, meeting and provide the Public Services Committee with a recommendation at its meeting on May 6.

##### **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.

##### **E911 ADDRESSING:**

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

## **TECHNICAL ASSISTANCE:**

Research on seasonal structures for Town of Mt. Morris  
Attend the Springwater Comprehensive Plan kick-off meeting  
Prepare downtown revitalization map for Caledonia – Economic Development Office  
Prepare various maps for the Mt. Morris School District  
Prepare maps for the County Cultural Resource Plan  
Provide technical assistance to communities for GFLRPC Land Use Monitoring Report.

## **OTHER- JERRY DEMING**

Mr. Deming reported that the fire companies appear to be in favor of a local law supporting sparklers so that is something that will be coming before the Board soon.

## **ADJOURNMENT**

**Mr. Gott moved and Mr. Wadsworth seconded to adjourn the committee meeting at 9:24 a.m.**

---

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

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

1. The Village Elections were held on March 18, 2015 with a total of 11 positions up in the elections in Dansville, Livonia, Mt. Morris and Nunda. With machines, supplies and ballots prepared for known contests in 3 of the 4 villages a write-in contest then occurred in the 4<sup>th</sup> village requiring additional ballots to be printed the day of the election to be delivered to the poll site. Voting hours were from 12 PM to 9 PM with each site showing steady turnout throughout the election. Absentee ballots were counted on election night in the BOE office and ballots from the poll sites were returned to the BOE on election night by the Sheriff's Dept as usual. A tied race on the machine for the 2<sup>nd</sup> trustee seat in Dansville was determined by absentee ballots. Results were posted on BOE's website and Facebook pages. Machines were returned to the service center the next day and post tested, audits were completed, voter history was collected, affidavits researched and counted along with remaining absentee ballots, results were certified and village clerks were sent results and certificates for the successful candidates.
2. Re-districting: The new districts are effective April 1<sup>st</sup>. All towns have had the required changes made to them in the BOE's voter registration system. Boundary descriptions are still with County Attorney David Morris for approval. Map changes are in process with the Planning Department. Once maps are finalized copies will be sent to the towns and villages for posting.
3. A list of those offices for the November 3, 2015 General Election has been compiled from the Certification of Offices from the towns/county that were received.
4. The Commissioners met with Dan Pangrazio in Caledonia on March 5<sup>th</sup> to discuss poll sites.
5. The Commissioners met with County Administrator Ian Coyle to discuss some issues on March 9<sup>th</sup>.
6. Three of the staff participated in the DOH drill on March 10<sup>th</sup>.
7. The Commissioners attend the March 11th Board meeting.
8. The Commissioners had a monthly statewide conference call with the State Board on March 26<sup>th</sup>.
9. Annual report was completed and turned in by March 30<sup>th</sup>.
10. Since the first of the year: 209 new registrations, 47 name change, 75 residence changes, 13 mailing address change, 62 personal information changes, 49 duplicates, 38 incompletes, 119 pending party changes, 76 cancellations, 11 made inactive changes, 158 voter status changes and 162 various other changes have been processed.

Current active voter enrollment stands at 36,581. Democratic: 9,374; Republican: 16,350; Conservative: 864; Green: 125; Working Families: 158; Independence: 1,812; Women's Equality: 0; Reform: 0; Others: 339 and Blank: 7,593. Inactive enrollment is at 2,156. Total active/inactive voter enrollment is: 38,771.

## **CENTRAL SERVICES – JOHN DRISCOLL**

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

1. Continued work in Basement of Government center installing expansion joints in studs and replacing drywall.
2. Final drawings for County Clerks office renovation being reviewed
3. Simplex Horn/Strobe extension for 1<sup>st</sup> floor installed, Simplex to do final tie in this month
4. ARC to begin move in of 5<sup>th</sup> floor of DSS Wednesday 3.25.2015 furniture removed with CS, workforce and DSS staff
5. House keeping items continue
  - a. Mapping for Co buildings organized
  - b. Basement CS areas cleaned and sorted
  - c. Millennium Dr areas organized and cleaning begins
6. Mechanical Ductwork Procurement with Roofing and Roof Framing Work out to bid Mid April
7. Mechanical Bid material procurement out to bid the end of March

## **COUNTY HISTORIAN – AMIE ALDEN**

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

#### **UPDATES ON PROJECTS AND ACTIVITIES:**

**Mt Morris winter lecture series:** I presented a new program entitled, *The Female Perspective: Livingston County Women who changed the status quo*, on January 31<sup>st</sup>.

**Blue Devils in Vietnam book:** A presentation folder was created to distribute to libraries and university professors nation-wide who teach Vietnam studies. Several programs are also being planned throughout 2015 to coincide with the 50<sup>th</sup> anniversary of the beginning of the ground war in Vietnam including a program to be held March 25<sup>th</sup> at SUNY Geneseo. Also my proposal to present a program on the book project has been accepted by the New York Historical Association for the Conference on New York State History to be held in June at Niagara University in Lewiston.

**Government Appointed Historians of Western New York:** As current Executive Chair I am coordinating the Spring meeting to be held on Saturday, April 18<sup>th</sup> at Batavia and the Fall meeting to be held in Allegany County in September.

**Friends of Livingston County History:** This network of county historical societies that operate museums met at the Livingston County Historical Society for the Spring meeting on March 18<sup>th</sup>. Elissa Leuer, the new Tourism & Marketing Director spoke to the attendees on her plans to develop new initiatives to promote tourism in Livingston County and we showed the new “Local History Out Loud” video I produced with a community arts grant.

**Expansion of the County Historian’s Web page:** several links and additions have been recently added including photo albums, deaths, and census listings.

## **ECONOMIC DEVELOPMENT – JULIE MARSHALL**

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

#### **ECONOMIC DEVELOPMENT**

Annual business surveys have been sent to the County’s leading employers. Follow up appointments are being scheduled with those that responded. The surveys are used to gauge business needs and growth plans.

The Economic Development Office hosted an Export Seminar on March 26<sup>th</sup> for businesses interested in learning how to secure state and federal contracts. A representative from the Monroe County Finger Lakes Procurement Technical Assistance Center (PTAC) conducted the seminar. The workshop provides steps to help businesses explore the marketplace and learn what local, state and federal governments look for in a prospective contractor, how to reach and target your market, how to find opportunities and required registrations.

Three (3) Livingston County companies are participating in the third round of the Economic Gardening Program sponsored by Greater Rochester Enterprise (GRE). The program is designed to provide free, tailor-made technical assistance to second-stage companies that are in expansion mode. Participants have access to a team of national experts provided by the Edward Lowe Foundation, a national non-profit organization dedicated to supporting entrepreneurship.

Requests for Proposals have been issued for the Gateway Road Feasibility Study that was funded under the 2014 Consolidated Funding Applications. It is expected that the study will provide an inventory of available development parcels and a review of current and future required infrastructure. The planning activities will include: reconfirming the roadway alignment, preparation of infrastructure cost estimates, determining the potential economic impacts of the project, and providing relevant information to adjacent landowners.

#### **INDUSTRIAL DEVELOPMENT AGENCY**

**EFP Rotenberg completed the 2014 financial audit of the Industrial Development Agency. The auditors issued a clean opinion; there were no findings or material weaknesses.**

**The Agency's annual fiscal audit and activity compliance report have been completed and submitted to the State Comptroller's Authority Budget Office.**

**The Annual Meeting of the IDA was held March 6, 2015. Phil Brooks was re-elected as Chairman.**

**The IDA was able to retain a Livingston County manufacturing operation that was looking at purchasing a facility out of county and moving their entire operation out of the county. This preserves 50 skilled jobs and will add 15+ new jobs.**

**Coast Professional has notified the Economic Development Office, as well as other county departments, of the US Department of Education contract loss, resulting in significant downsizing. Limited information has been provided by the company. Federal elected officials have been contacted in an effort to obtain answers to the extent of the contract loss.**

**During the first quarter of 2015, Greater Rochester Enterprise (GRE) has provided 5 site selector leads. Additionally, one site selector has reached out to the office directly. Staff continues to work on these project leads.**

#### **DEVELOPMENT CORPORATION**

**EFP Rotenberg completed the 2014 financial audit of the Development Corporation. The auditors issued a clean opinion; there were no findings or material weaknesses.**

**The Corporation's annual fiscal audit and activity compliance report has been completed and submitted to the State Comptroller's Authority Budget Office.**

**The Annual Meeting of the LCDC was held March 6, 2015. Phil Brooks was re-elected as Chairman.**

**Staff met with Village Mayors to review the 2014 Downtown Partnership program accomplishments and seek continued participation in the Program. All villages wish to continue participation for 2015. The Village of Leicester will be joining the Partnership beginning in June, bringing all 9 villages into the program.**

**The Development Corporation is accepting applications for the Sign & Façade Improvement Program. To date, five (5) Sign & Façade grants have been awarded totaling \$12,130. Applications are being accepted on an ongoing basis.**

A \$100,000 microenterprise loan was made in March to a manufacturing operation in the Village of Dansville. The loan will help the company expand, retaining 2 jobs and creating 2 additional jobs.

An application has been submitted to the America's Best Communities Contest which is sponsored by Frontier Communications and is a 3 year process. There are several stages with up to 50 quarter finalists that will receive \$35,000 each to be matched by \$15,000 to develop a planning document. From that, 15 semifinalists will be selected and attend an America's Best Communities Summit and present their plan. Three finalists will be selected in 2016 receive additional funding, as well as a community mural and signage. The LCDC made an application for a county-wide project.

The LCDC received 22 applications seeking \$790,173 in funding for the New York Main Street Program in the Villages of Dansville and Mt. Morris. Based on the recommendation of the review committee, the LCDC Board awarded 12 projects totaling \$412,500 in funding. The awards will assist 13 commercial units and 11 residential units and is expected to leverage an additional \$700,000 in investment.

New York Main Street Technical Assistance Grants in the Villages of Livonia and Caledonia are under way. The grant will provide consultant services to inspect 10-15 buildings (to be identified) in the Villages to determine their suitability for reuse and/or rehabilitation, provide an evaluation of each building including a general building condition analysis, code analysis, conceptual design, development of proposed project renderings, recommended façade renovations, executive summary, and order of magnitude cost estimates. This work will enable the communities to submit an application to the New York Main Street program for building renovations.

Destination University and Facebook classes for small businesses owners were offered in February and March. Over 30 small business owners attended these evening workshops.

#### **MEETINGS ATTENDED – 1<sup>st</sup> Quarter 2015**

##### **Chamber of Commerce**

**Retail workgroup**

**Restaurant workgroup**

**Real Estate workgroup**

**Board of Directors**

**Farm Neighbor Dinner**

##### **Regional Economic Development Council**

**Agriculture workgroup**

**Community Development workgroup**

**Council meeting**

##### **Pathstone Enterprise Center**

**Board of Directors**

**Loan Fund Committee**

##### **Geneseo Merchants Association**

##### **Mt Morris Partners for Progress**

##### **Leicester Village Board**

##### **Livingston County Planning Board**

##### **Finger Lakes Manufacturing Council**

##### **Investing in Manufacturing Community Partnership Committee**

##### **New York State Economic Development Council Conference**

##### **Main Street Boot Camp, - Sponsored by the NYS Office of Community Renewal**

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

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

1. The all Hazard Mitigation plan has been finalized and submitted to DHSES and FEMA for there final review. Upon acceptance by DHSES and FEMA, the next step is to present the plan to Public Services and ask for a motion to have the plan be adopted at the Board of Supervisors, also, each Town and Village will need to adopt the plan if they so choose.
2. Participated in the Department of Health Training exercise held at the Highway Department on March 10th. The exercise was a medical distribution drill, the Health Department utilized the Incident Command System and Emergency Management was the Safety Officer for the drill. The drill was very successful.
3. Working with the Planning Department in developing emergency evacuation routes in the Transportation Corridor study. Some basic routes can be identified, not knowing what the disaster is or were it will be will limit the development of routes until the incident occurs. The direction will be pre-planning the routes based on past disasters.
4. Attended the Coordinators conference on March 19th, the conference agenda consisted of Situational Awareness, Fire Mobilization planning, Incident Management Teams, Crude Oil transportation, and Live Fire Training.
5. Working with the Planning Department on Stream bank stabilization program for the County.
6. Emergency Management responded to 17 structure fires since February 2nd, it was one of the busiest months we have had.
7. Held a Public Officials Workshop on March 30th at the training center, the agenda consisted of Article 2B review, Intra State Mutual Aid Plan, Recovery, Continuity of Operations, Roles and Responsibility of the Elected Official, and the Emergency Management Process as it relates to the elected official.

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

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

1. February 27, 2015-Demonstration of EMS scheduling system to Jail Administration
2. March 4, 2015-LCDOH Drill planning meeting
3. March 5, 2015-Interview prospective Emergency Department Physician URM
4. March 5, 2015-Presentation Planning meeting joint air medical representatives
5. March 5, 2015-County EMS Captain meeting
6. March 7, 2015-MCC paramedic class internships begin
7. March 9., 2015-MLREMS Executive Committee meeting
8. March 10, 2015-LCDOH Drive through drill
9. March 10, 2015-Medical Director meeting
10. March 11, 2015-Drive through drill hot wash
11. March 11, 2015-Three part-time EMT's start employment
12. March 11, 2015-Meeting with Regional Collaboration Team from St. James Mercy Hospital, Noyes Memorial Hospital, Jones Memorial Hospital - Transportation Subgroup regarding impending changes to St. James Hospital and potential increase in interfacility transfers to other institutions.
13. March 12, 2015-EMS radio equipment Inventory at Mt. Morris, Caledonia, Avon, Lima, SUNY Geneseo and Geneseo FD with Sgt. Bradley and Director Mann.
14. March 13, 2015-Drill planning meeting at York Central School for Prom Accident Simulation
15. March 14, 2015-Response MVC - West Sparta
16. March 16, 2015-MLREMS / REMAC Committee meetings
17. March 17, 2015-Two EMS presentations at Genesee Valley Educational Partnership 10th Grade Career Day
18. March 17 & 18-Two LCEMS paramedics attend "Just Culture" Training at Henrietta Ambulance.
19. March 19, 2015-Meeting with Mackenzie Howe - American Cancer Society regarding ACS outreach in Livingston County
20. March 20, 2015-NYS DOH Bureau of EMS Representative meeting
21. March 23, 2015-CPR Instructor Audit at Geneseo FD
22. March 24, 2015-Ebola Drill Planning Meeting @ Noyes Hospital

**PROBATION – LYNNE MIGNEMI****Informational Item(s) Written Only****1. PROBATION DEPARTMENT WORKLOAD**

455 adult offenders supervised in county (26 treatment court cases being supervised in drug court)

18 offenders in other NYS counties

10 offenders in other states

11 juveniles supervised

6 new juvenile referrals

32 investigations ordered

21 active EHM cases (0 juvenile; 21 adults; 9 of which are female), 0-Global Positioning

1 adult placed on probation for willful violation of support

14 New Leandra's Law cases (9 CDs)

**2. MONIES COLLECTED**

\$ 8,670.37 – restitution

8,916.79 – fines

2,690.00 – fees

505.57 – surcharge

**3. MEETINGS ATTENDED**

2/4/2015 Transportation Meeting-Planning

2/5/2015 Workforce Development Training

2/9/2015 Staff Meeting

2/10/2015 COPA-Livingston

2/13/2015 Finger Lakes Regional Juvenile Justice

2/24/2015 Domestic Violence Consortium

2/24/2015 ATI Application Meeting-Chief Deputy Yasso

2/27/2015 Caseload Explorer Financials-Ontario County

**4. ADMINISTRATIVE REVIEWS**

One (1) administrative review

**5. TRAINING**

Name	Date	Training	Hours	Misc.
Kerrin Chapman	None			
Doug Czyryca	None			
Katie Dunn	None			
Michelle Jordan	None			
Liz Laney	2/27/15	CE Financials	2.0	
Brian Lanpher	None			
Debra Mack	None			

Matthew McKinney	None			
Rachel Merrick	None			
Leeann Pike	2/27/15	CE Financials	2.0	
Lynne Mignemi	2/26/15	IID Quarterly Reporting	1.0	
	2/27/15	CE Financials	2.0	
Courtney Sobrado	None			
Mary Van Horn	2/26/15	IID Quarterly Reporting	1.0	
		CE Financials	2.0	
Jason Varno	None			

Respectfully submitted,

Michele R. Rees  
Clerk of the Board