

PUBLIC SERVICES COMMITTEE MEETING MINUTES
WEDNESDAY, JUNE 3, 2015
1:30 P.M.

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

BOARD OF ELECTIONS – DAVID DIPASQUALE AND NANCY LEVEN

Pre-approved Informational Item(s) To Be Reported

1. Consolidation of Districts and Maps-The reports for each town present were distributed of maps, all registered voters and statistics for the registered voters. Those towns with villages do not have the final maps. Final maps should be ready soon. Large maps will be sent to each town and will also be posted at each polling locations. They found a map laminating machine, when visiting Steuben County, available for our use. There was discussion on how each town is districted with most districts following roads with the exception of Livonia, which follows parcels. Yesterday was the first day to sign petitions. There was discussion on any trending shown in the statistics report. Voter registration is slow right now. Caucuses have begun to be scheduled.
2. School Elections-There was discussion on legislation pending for the use of the lever voting machines. All eight schools have requested BOE assistance with their elections. There was discussion on any grant restrictions to lending the machines out and any issues addressed during the school elections. Working with the schools will allow for better consistency for the voters during the different elections.
3. The 100 Year NYS BOE Conference was held in Cooperstown, NY last week. Mr. DiPasquale is now the 2nd Vice President and Mrs. Leven is the 3rd Vice President of the association.

Informational Item(s) Written Only

1. The Workplace Violence audit was completed May 8th.
2. The 2015 political calendar was finalized on May 15, 2015 and has been distributed.
3. Caucus packets have been given to each town Chairman. The first day to have a caucus is June 2nd. Every town has offices on the November ballot. The last day to file caucus paperwork is September 17th.
4. The Primary Election date has been set for Thursday, September 10, 2015. We will not know until after the filing of petitions ends on July 9th if there will be a need for a Primary Election.
5. Election Inspector Classes will start on June 10th; Inspectors were sent a newsletter of the dates and other pertinent information. Classes will be held in the towns of Avon, Geneseo, Livonia, North Dansville and Mt. Morris with 2 classes held each day. Inspectors were notified that fewer would be needed from now on so with that over 40 Inspectors have decided to resign. Class materials have been updated and packaged for the classes. These classes will be different this year as the BOE staff will be traveling to 5 different towns and will not be holding the classes in the Government Center.
6. The Commissioners participated in a statewide conference call on May 21st.
7. A representative from our registration software vendor NTS was in the office on May 21st to go over potential updates.
8. The NCOA (National Change of Address) annual update was completed May 22nd. This required 1,060 voter's addresses to be updated and a notice to be sent to them.
9. The Commissioners and Deputy Commissioners attended the NYS Election Commissioner's Association Conference May 26-29 in Cooperstown, NY. This year is the 100th Anniversary of the Association.
10. The Presidential Primary Election date for 2016 should soon be set by the State Legislature. This will mean towns should budget for Inspectors for the following elections for next year: Presidential Primary Election (sometime between March and June), Federal Primary Election (June), State/Local Primary Election (September) and the General Election (November). The Board will also have Village Elections (March) and will be assisting with some School Elections (May).
11. Since the first of the year: 366 new registrations, 79 name change, 614 residence changes, 585 mailing address change, 106 personal information changes, 136 duplicates, 58 incompletes, 147 pending party

changes, 259 cancellations, 642 made inactive changes, 417 voter status changes and 368 various other changes have been processed.

Current active voter enrollment stands at 36,082; Democratic: 9,195; Republican: 16,170; Conservative: 851; Green: 127; Working Families: 153; Independence: 1,772; Women's Equality: 1; Reform: 0; Others: 331 and Blank: 7,482. Inactive enrollment is at 2,691. Total active/inactive voter enrollment is: 38,773.

SHERIFF – UNDERSHERIFF BEAN, CHIEF DEPUTY YASSO & SGT. HAMMOND

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 SHERIFF'S OFFICE: MONROE COUNTY

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

<u>Contractor</u>	<u>Term</u>	<u>Amount</u>
Monroe County Crime Lab 85 W. Broad St. Rochester, NY 14614 For: forensic services	1/1/15 – 12/31/15	40,510.00

<i>Funding Source</i>	<i>Local Share</i>	<i>Budgeted ?</i>
A3171.4160	100%	Yes X No

Undersheriff Bean explained that this is any annual contract.

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

Pre-approved Informational Item(s) To Be Reported

1. JAIL STAFFING ANALYSIS – BRIEF REVIEW OF MANPOWER/SCHEDULING SINCE COC HIRING MANDATES. Chief Deputy Yasso introduced Sgt. Jeff Hammond and explained that he is his second in command at the jail. Chief Deputy Yasso reviewed some of the history of the staffing analysis done for the Commission on Corrections (COC) and how COC agreed to six new positions instead of the original twelve. Chief Deputy Yasso distributed information on the staffing and comparison of wage/budget for 2014 and 2015 to date. The agreement with the COC was to keep a number of fully trained part-time employees on staff. They went in to the month of May 2015 with 0 overtime hours scheduled. The overall the plan is very efficient without cutting any corners for safety. There was discussion on the changes made by the current administration.

2. TRAINING – DISCUSSION OF ONLINE TRAINING OPTION-Chief Deputy Yasso would like to enter into a contract for online training for staff. There is a minimum of 21 hours mandated for our accreditation. We currently pay one of our guys' overtime to come in as an instructor and the staff also comes in cost \$1,620/hour for full-time and \$660 for part-time. He feels that this training could be done online during work hours. The online training allows you to pause during the program. While this report today is only for corrections, he would like offer this online training across board. The potential savings for corrections for 10 hours of online training is \$22,800/yr. When the Chief Deputy proposed an in-house program with ITS they felt they could not build a program and be able to maintain it as needed. Target Solutions offers a software program for online training. They could contract for 175 users at an initial cost of \$7,000, with a yearly maintenance fee of \$5,779 and a one-time set up fee of \$1,000. This is roughly \$15,000 in savings per year. The contract also allows for training tracking for each employee. Internet access would need to be allowed for corrections. Chairman Gott discussed the internet access situation discussed last week with the inmate teacher and he supports the online training and internet access. There was discussion on other departments using the training if applicable, such as the Probation officers. Chief Deputy Yasso feels that we would be able to use the existing computer hardware. There was discussion on the COC training time requirements and Chief Deputy Yasso feels that we can still meet their requirements. The corporate compliance and workplace violence computer training has been very successful. It was felt that the first year could be a trial period and determine if the program would work for us. Chief Deputy will contact the software company to submit a proposal for the next committee meeting.

3. BOCES SRO – SUMMER SCHOOL SRO REQUEST-Undersheriff Bean explained that BOCES has contacted him about a contract for an officer during summer school (7/6-8/14). He has reviewed the budgetary estimate of \$5,000 for 144 hours this summer using Officer Bob Holt, who is full-time, but scheduling may be better using a couple of part-time employees. We would need a new contract with BOCES for an SRO officer.
Motion: Mr. Gott moved and Mr. Carman seconded to approve the foregoing resolution..... Carried.

EMERGENCY MANAGEMENT SERVICES – KEVIN NIEDERMAIER

Action Item(s) To Be Reported

1. ADOPTING THE LIVINGSTON COUNTY NATURAL ALL HAZARD MITIGATION PLAN

WHEREAS, Livingston County, with the assistance from Tetra Tech, Inc, has gathered information and prepared the Livingston County Natural All Hazard Mitigation Plan, and

WHEREAS, the Livingston County Natural All Hazard Mitigation Plan has been prepared in accordance with the Disaster Mitigation Act of 2000, and

WHEREAS, Livingston County has afforded the citizens an opportunity to comment and provide input in the Plan and the actions in the Plan, and

WHEREAS, Livingston County has reviewed the Plan and affirms that the Plan will be updated no less than every five years, now therefore, be it

RESOLVED, that the Livingston County Natural All Hazard Mitigation Plan be adopted as this jurisdiction's Natural Hazard Mitigation Plan, and be it further

RESOLVED, that the actions in the Plan be executed, and be it further

RESOLVED, that the Livingston County Natural All Hazard Mitigation Plan is hereby adopted, a copy of which is attached to this resolution and incorporated herein by reference.

Mr. Niedermaier explained that this is required every five years. Each town and each village worked on the plan with Tetrattech.

Motion: Mr. DiPasquale moved and Mr. Wadsworth seconded to approve the foregoing resolutionCarried.

Mr. Niedermaier reported on the outstanding work done by Tetrattech in the six weeks time spent compiling the plan. There was only one clarification needed after preliminary review. Livingston County was the first ruled county done by Tetrattech and will be used when preparing plans for other counties in the future.

Pre-approved Informational Item(s) To Be Reported

1. Budget amendment/transfer for Homeland Security funds for SHSP Grant \$105,000 and LEMPG Grant \$29,678.00

Informational Item(s) Written Only

1. The All Hazard Mitigation Plan has been approved by DHSES and FEMA, the plan now has to be adopted by the County, each Town and Village. I would like to thank the County, Towns and Villages for there cooperation during the planning process. The plan will be good for 5 years and then it will have to go through another update and revision.

2. Responded to the Town and Village of Avon for there flooding, over the four days the Avon and East Avon FD utilized 5 FD from Livingston County, 2 FD from Monroe County and 4 FD from Ontario County to help mitigate the flooding in the Village and Town. OEM coordinated resources for the Village FD. Over 500 hundred sandbags were deployed to separate houses for flood control . Total estimated storm damage reported to OEM is currently at \$210,000. It is unlikely there will be a declaration issued for this storm, NOAA reported the storm total for the first 2 days of the storm May 9-10, was the second highest recorded in the 120 years of weather reporting for the Village of Avon. The total amount of rain exceeded 10 inches in 4 days.

3. DHSES Grant contract Supervisor visited OEM for there yearly review of contracts and equipment purchases, the

site visit reviewed current contracts, purchases, quarterly reports, and updated OEM on new policies and requirements for contracts. All paperwork and equipment were in order.

4. OEM met with DEC on May 8th regarding rail shipments of Crude Oil, basic preparedness response plan development will be required by OEM. CSX is the primary shipper and they rent rail line from other sources. Currently we do not have any crude being shipped through the county, but the State is requiring a preliminary response plan for crude and other emergencies involving shipping of different products by rail.

5. OEM was invited to participate in a tabletop exercise on May 20th at National Grid in Batavia. The exercise tested National Grids response capabilities in association with the County's during major power outages and EOC operations/capabilities were evaluated during the training session.

6. OEM working with DHSES on Tier 1 and Tier 2 yearly training requirements, the scheduled training is the week of August 17th in Albany. A preliminary draft is being developed.

Fire report:

05/02 - Trailer fire, Mt. Morris

05/02 - Shed fire, Springwater

05/03 - Tractor fire, Mt. Morris

05/04 - Porch fire, Groveland

05/05 - Bus fire, York

05/08 - Storage shed fire, Springwater

05/09 - Porch fire, Village of Avon

05/14 - Porch fire, Village of Avon

05/25 - Apartment fire, Village of Avon

EMERGENCY MEDICAL SERVICES – KAREN DEWAR

Action Item(s) To Be Reported

AUTHORIZING THE CHAIRMAN OF THE LIVINGSTON COUNTY BOARD OF SUPERVISORS TO SIGN THE FOLLOWING CONTRACT FOR LIVINGSTON COUNTY EMERGENCY MEDICAL SERVICES: UNIVERSITY OF ROCHESTER

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

<u>Contractor</u>	<u>Term</u>	<u>Amount</u>
University of Rochester 601 Elmwood Avenue Box 655 Rochester, New York 14642	7/01/15 - 6/30/16	\$40,000.00

For: EMS Medical Director for the Livingston County EMS Programs

Mrs. Dewar explained that Dr. Shah is leaving at the end of this month. We will now be contracting with the office instead of a specific physician. There was discussion on the cost increase by contracting with the office. Ms. Dewar explained that she was invited to participate in the interview process of an emergency department physician and she was very impressed.

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

Informational Item(s) Written Only

1. April 28, 2015 Medical Director meeting
2. April 28, 2015 Public Access Defibrillation meeting - Leicester
3. May 1, 2015 Notification and invitation to submit full proposal to Greater Rochester Health Foundation Grant - Clinical Services for Older Adults "Emergency Department Care Transitions Coaching to Help Rural Older Adults Maintain Their Health."
4. May 4, 2015 York Prom Accident Simulation planning meeting

5. May 4, 2015 Meeting with Historic Air Group Air Show planners regarding July show events
6. May 5, 2015 Response - pedestrian struck - York
7. May 7, 2015 County EMS Captain meeting
8. May 11, 2015 MLREMS Executive Committee meeting
9. May 11, 2015 HIPAA Privacy Assessment
10. May 13, 2015 Response - suicide Groveland
11. May 15, 2015 Participation in York Prom Accident simulation event
12. May 18, 2015 Livingston County hosted Monroe Livingston EMS Council and Regional Emergency Medical Advisory Committee meetings
13. May 19, 2015 Response - rescue at Fallbrook gorge with LCEMS personnel - Geneseo
14. May 22, 2015 Response - mass casualty incident - bus accident - Geneseo

CENTRAL SERVICES – JOHN DRISCOLL

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 CENTRAL SERVICES DEPARTMENT: DAY AUTOMATION SYSTEMS, INC. (4)

RESOLVED, that the Chairman of the Livingston County Board of Supervisors is hereby authorized to sign the following contract(s) for the Livingston County Central Services Department, 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 Systems, Inc.	5/1/15 – 4/30/18	\$16,280.00/year

7931 Rae Boulevard

Victor, NY 14564

For: Energy Management/Control System Service Agreement for Buildings 1-9 & 12

Day Automation Systems, Inc.	5/1/15 – 4/30/18	\$3,763.00/year
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7931 Rae Boulevard

Victor, NY 14564

For: Energy Management/Control System Service Agreement for Livingston County Courthouse

Day Automation Systems, Inc.	5/1/15 – 4/30/18	\$6,182.00/year
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7931 Rae Boulevard

Victor, NY 14564

For: Energy Management/Control System Service Agreement for Livingston County Government Center

Day Automation Systems, Inc.	5/1/15 – 4/30/18	\$3,012.00/year
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7931 Rae Boulevard

Victor, NY 14564

For: Energy Management/Control System Service Agreement for Millennium Drive

Mr. Driscoll explained that this is a three year contract for the first time which allows us to keep the cost the same as last year.

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

2. AWARDING BID FOR THE CENTRAL SERVICES DEPARTMENT FOR BUILDING #1 MECHANICAL DUCTWORK PACKAGE #1 – LEO J. ROTH CORPORATION

WHEREAS, after the proper legal advertisement seeking bids for mechanical ductwork for Building #1, package #1, one bid was received and opened on May 5, 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:

<u>Contract</u>	<u>Amount</u>
Leo J. Roth Corporation	\$33,965.00

841 Holt Road

Webster, NY 14580

For: Building #1 Mechanical Ductwork, package #1

<i>Funding Source</i>	<i>Local Share</i>	<i>Budgeted ?</i>
CIP Auditorium Project	100%	Yes X No

Director's Comments:

Bid includes the furnishing and delivering of ductwork, preparation of ductwork shop drawings, preparation of ceiling coordination drawings of mechanical, electrical, sprinkler and plumbing work, and site field measurement.

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

3. AWARDING BID FOR THE CENTRAL SERVICES DEPARTMENT FOR BUILDING #1 ROOFING WORK, PACKAGE #2 – A.W. FARRELL & SON INC.

WHEREAS, after the proper legal advertisement seeking bids for roofing work for Building #1, package #2, two bids were received and opened on May 5, 2015, now, therefore, be it

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

Contract

A.W. Farrell & Son, Inc.

Amount

\$16,600.00

3761 Lake Shore Drive East

Dunkirk, NY 14048

For: Building #1 Roofing Work, package #2

<i>Funding Source</i>	<i>Local Share</i>	<i>Budgeted ?</i>
CIP Auditorium Project	100%	Yes X No

Director's Comments:

Bid includes the creation of penetrations through the existing roof, furnishing and installing roof cap at abandoned roof penetration, furnishing and installing roof curb and equipment rails, furnishing and installing of roof flashing and repair of existing roof and site field measurement of existing conditions. Second bid received was from Spring Sheet Metal and Roofing which came in at \$18,300. Budget goal was \$20,000, under by \$3,400.

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

Informational Item(s) Written Only

1. Began to organize County maps utilizing an intern from the L.I.V.E.S. program. The L.I.V.E.S. Program is an educational and vocational initiative funded through a collaborative partnership with SUNY-Geneseo, Genesee Valley Educational Partnership (GVEP), The Arc of Livingston-Wyoming, and Finger Lakes DDSO and provides students with developmental disabilities the opportunity to learn independence, vocational and educational skills.
2. Sarah Driscoll donated 18 hours of work to plant 55 flowerpots for County locations
3. Pavilion #4 rebuilt (Central Services)
4. Government Center painting (Central Services): Treasurers Office (upper walls), Main Lobby (upper walls), 303 A/B, Supervisor's Lounge, Employee restrooms on 2nd Floor and Copy Room
5. Government Center basement hallway completed (Central Services)
6. HVAC: Air handler, heat recovery units, relief fans and ductwork air intake cleaning and servicing. New 12x18 access doors installed. 6 air intake units appeared to have never been cleaned. (Central Services 40-plus hours)
7. Mulching and general maintenance of grounds continued

ADJOURNMENT

Mr. Gott moved and Mr. Wadsworth seconded to adjourn the meeting at 9:54 a.m.

Respectfully submitted,

Michele R. Rees

Clerk of the Board