

**PUBLIC SERVICES COMMITTEE MEETING MINUTES  
WEDNESDAY, DECEMBER 5, 2012  
1:30 P.M.**

PRESENT: G. Deming, D. LeFeber, C. DiPasquale, D. Martello, J. Merrick, P. Yendell, B. Donohue, L. Semmel, I. Coyle

ABSENT: D. Babbitt Henry, W. Wadsworth,

**PUBLIC WORKS- CATHY VANHORNE**

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

**1. REQUESTING TO CREATE AND FILL ONE BUILDING MAINTENANCE PERSON POSITION FOR THE PUBLIC WORKS DEPARTMENT (LCWSA) AND REFERRING THE MATTER TO THE WAYS AND MEANS COMMITTEE**

C. Vanhorne stated she is requesting to create and fill one building maintenance person position for the Public Works department. This position is budgeted and they are responsible for building and maintenance work, supervised work with sewer and water maintenance and custodial work. This is a new position because we did not fill a water waste, water maintenance position that was made vacant last year. We found that we cannot keep up with the building maintenance needs and we are lacking this type of work. Mr. Martello asked if the vacant position would be deleted. She responded that she would like to wait, especially if we gain a big project. She further explained that we are planning on gaining another tank and several pump stations. We will not fill it unless we need it.

*MOTION: Mr. Lefeber moved and Mr. Merrick seconded to authorize the request to create and fill one building maintenance position for the Public Works department (LCWSA) and referring the matter to the Ways and Means committee Carried.*

**RECORDS MANAGEMENT- KATHY MONTEMARANO**

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

**1. DEPARTMENT UPDATE**

K. Montemarano reported that things are running smoothly, this time of year we are receiving a lot of year end files from departments. This year we will be applying for a grant for probation to start scanning their records. Mr. Martello asked if they had received any of the CNR records. Kathy responded that they don't handle their records. I. Coyle added that he believes that they have a need for access more then any other department and there is a benefit of having them in close proximity.

**Informational Item(s) Written Only**

**Meetings, events, activities:**

1. July 12- Met with District Attorney, Greg McCaffrey, regarding Disaster Plan
2. July 19 – Department Head meeting
3. August 1 -Public Services Committee meeting
4. August 23 – Met with Ian Coyle, budget meeting
5. September 21- Met with Lynne Mignemi regarding their older files in office
6. September – Received Workers Comp case files from RMSCO, Straightened them out and listed them in the computer
7. October 11- SHAPE meeting
8. October 19- Attended RRLC Seminar in Pittsford
9. October 23- Attended Award Ceremony in Albany for Annual Award for Excellence in Local

	July 2012	Aug 2012	Sept 2012	Oct 2012
Single paper filing	78	409	37	77
Boxes of records sent over	43	51	47	62
Boxes of records destroyed	172	106	119	155

**SHERIFF'S DEPARTMENT- SHERIFF YORK**

**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 DEPARTMENT – NEW WORLD SYSTEMS CORPORATION**

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 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>
<b>New World Systems Corporation</b> 888 West Big Beaver Troy, MI 48084 For: Three yr software maintenance	1/1/13 – 12/31/15	\$351,550.00

<u>Funding Source</u>	<u>Local Share</u>	<u>Budgeted ?</u>
A3110	100%	Yes <b>X</b> No

Undersheriff Szczesniak first thanked Mr. Yendell for participating in a ride along with the Sheriff's department. Mr. Yendell stated that he rode along last Thursday with Deputy Cartwright and Sgt. Dougherty. He explained that he rode from about 8:45 AM to 9:00 PM and how it gave him a first hand opportunity to see what types of technology they have and some of the issues they have to deal with. He witnessed first hand how the Deputies handled a call to check on the welfare of an individual and how the Deputy tried to learn what issues, if any, the individual is dealing with and explain what types of services might be available to them to help them deal with those issues. He stated that he was also involved with a situation that required the interviewing and taking of depositions from three individuals. The depositions required the separation of the 3 witnesses' which took 3 Deputies off road patrol to work on this issue. He encouraged the committee members to take advantage of the offer that the Sheriff's Department has made available.

Undersheriff Szczesniak reported that this contract is a renewal with New World Systems Corporation which is for our department's records management system. He explained that historically every year the price increases by three percent but they were able to negotiate a contract with only two percent increases for the next three years including an additional 40 hours of onsite best practice evaluations for each of those calendar years.

*MOTION: Mr. Martello moved and Mr. Merrick seconded to authorize the foregoing contracts. Carried.*

**2. REQUESTING TO CREATE AND FILL ONE FULL-TIME CORRECTIONS OFFICER POSITION FOR THE SHERIFF'S DEPARTMENT AND REFER THE MATTER TO THE WAYS AND MEANS AND MEANS COMMITTEE**

The Undersheriff stated that due to the jail expansion the need for a full time corrections officer grew. Currently

there are some issues regarding the hours of the part-time employees. We have 36 full-time officers and this would bring that up to 37 full-time positions to help alleviate some of the need for part-time officers.

*MOTION: Mr. DiPasquale moved and Mr. Merrick seconded to authorize the request to create and fill one full-time corrections officer position for the Sheriff's department and refer the matter to the Ways and Means and means committee Carried.*

## **EMERGENCY MANAGEMENT SERVICES- KEVIN NIEDERMAIER**

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

#### **1. AUTHORIZING THE CHAIRMAN OF THE LIVINGSTON COUNTY BOARD OF SUPERVISORS TO SIGN THE FOLLOWING CONTRACT FOR THE LIVINGSTON COUNTY DEPARTMENT OF EMERGENCY MANAGEMENT - NEW YORK STATE DIVISION OF HOMELAND SECURITY AND EMERGENCY SERVICES**

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

<u>Contractor</u>	<u>Term</u>	<u>Amount</u>
<b>New York State Division of Homeland Security and Emergency Services</b>	9/1/12 – 8/31/14	\$114,000.00

**and Emergency Services**

1220 Washington Avenue

State Office Building Campus

Building 7A – Suite 610

Albany, NY 12242

For: The expansion of the technology needed for the Emergency Operations Center.

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

Director's Comments: The budget established for this contract will assist in the expansion of the technology needed for the Emergency Operations Center.

K. Niedermaier explained that this contract is for the expansion of the technology needed for the Emergency Operations Center. It is a grant that is 100% reimbursable from the State.

*MOTION: Mr. Merrick moved and Mr. Martello seconded to authorize the foregoing contract. Carried.*

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

1. Attended the Village Mayors association meeting with Under Sheriff Szczesniak and Sgt. Mike Bradley and presented a program on New York Alert. The intent is to have the villages utilize NY-Alert for notification of there employees and the general public within there jurisdiction of emergencies. The program would also allow the 911 Center access to broadcast emergency notifications to their jurisdiction.
2. Haz Mat Team participated in a joint drill at Kraft Foods, Avon with the Avon Fire Department and the Kraft Foods Emergency Response team. The simulated incident was an ammonia leak from a compressor that was located on a rooftop. The team completed mitigation of the leak and conducted decontamination procedures. The Haz Mat team participates in yearly drills with Kraft Foods.
3. Hosted a Recruitment and Retention program sponsored by the Fireman's Association of the State of New York (FASNY). FASNY provided each department with public service announcements and campaign materials to conduct a successful Recruitment and Retention program for their department.
4. Hosted a Hazardous Material Incident Command class for the fire/EMS and Haz Mat team members. The class is design around the functionality of ICS and to familiarize the Incident Commanders to

establish a unified command structure which will help in the coordination of resources when responding to a hazardous materials incident.

## **ECONOMIC DEVELOPMENT- PAT ROUNTREE AND JULIE MARSHALL**

### **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 ECONOMIC DEVELOPMENT: GREATER ROCHESTER ENTERPRISE AND THE LIVINGSTON COUNTY DEVELOPMENT CORPORATION**

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 Economic Development, according to the term(s) designated, subject to review by the County Attorney and County Administrator:

<u>Contractor</u>	<u>Term</u>	<u>Amount</u>
<b>Greater Rochester Enterprise</b>	1/1/13 - 12/31/13	\$25,000.00

100 Chestnut Street  
One HSBC Plaza, Suite 1910  
Rochester, NY 14604  
For: Marketing Initiatives

<i>Funding Source</i>	<i>Local Share</i>	<i>Budgeted?</i>
A6889.4190	\$25,000	Yes <input checked="" type="checkbox"/> No

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

The contract provides for external marketing initiatives to retain and attract new businesses to Livingston County and will maximize efforts to strengthen the local economy and provide for more and better jobs for community residents.

<u>Contractor</u>	<u>Term</u>	<u>Amount</u>
<b>The Livingston County Development Corporation</b>	1/1/13 - 12/31/13	\$40,000.00

6 Court Street, Room 306  
Geneseo, NY 14454  
For: Downtown Revitalization and Entrepreneurship

<i>Funding Source</i>	<i>Local Share</i>	<i>Budgeted?</i>
A6889.4410	\$40,000	Yes <input checked="" type="checkbox"/> No

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

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

J. Marshall explained that the contract with Greater Rochester Enterprise is for marketing initiatives. She explained that this contract provides for external marketing initiatives to retain and attract new businesses to Livingston County and will maximize efforts to strengthen the local economy and provide for more and better jobs for community residents. She stated that they would like to enter into a one-year contract so they can evaluate how effective the contract is. Mr. DiPasquale asked how she would evaluate them? J. Marshall responded that they will look at the number of leads they generate and the value that those leads. Mr. Martello asked if there are any monetary numbers to evaluate what they have done for us? J. Marshall stated that we cannot really quantify the services that we receive, but they do provide us, on a quarterly basis, an identification of leads and status reports on where they are with projects.

J. Marshall stated the contract with The Livingston County Development Corporation is for the Downtown Revitalization and Entrepreneurship training that we do. The county has contributed funding toward the Development Corporation and this would be to continue that relationship in a formal contract form. She passed out a brochure (on file) that highlights the various activities and support that we can provide to the communities. We have seven of our villages that are participating in the program that are contributing \$375,000 on an annual

basis, some are paying the amount out of their own budgets and others are cost sharing with the town and village.

*MOTION: Mr. Martello moved and Mr. Merrick seconded to authorize the foregoing contracts. Carried.*

Mr. Deming thanked Pat Rountree for his services to the County and wished him well in his retirement. P. Rountree stated that it has been a fantastic trip and that he is pleased that the Board is appointing Julie as his successor.

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

Fast Trac Program – 10 entrepreneurs graduated from the second class of *FastTrac New Venture Program*. The LCDC partnered with SUNY Geneseo, holding the class at the Milne Library on campus. Program sponsors including area banks, accounting firms and other business service providers were on hand to meet with and congratulate program graduates. Of the 10 graduates, 4 were existing business owners and 6 were prospective business owners.

Downtown Revitalization Program – Nineteen (19) projects awarded funding through the 2012 Sign & Façade Improvement Program have been completed. Project funding through the grant program totaled \$50,823 that leveraged an estimated additional \$102,000 in private investment.

Informational meetings for the 2013 Sign & Façade Improvement Program will be held in January.

New York Main Street Program - The Villages of Dansville and Lima have successfully completed their 2010 New York Main Street Grant projects. The state program manager will be in Livingston County in December to monitor and formally closeout the grants. Twenty-two commercial buildings in the two villages were renovated with the use of the grant funds. These renovations also improved or created 28 residential units. The grant awards leveraged an estimated \$1.1 million in additional private investment. New York State Division of Homes & Community Renewal President, Matthew Nelson toured the communities that have received funding or have applied to receive funding through the NY Main Street Program. Livingston County's programming and grant administration are considered best practices. Senators Gallivan and Young will tour the Village of Mt. Morris on November 27<sup>th</sup>.

Regional Economic Development Council update – Governor Cuomo came to Rochester on November 27<sup>th</sup> to listen to a presentation by the Finger Lakes Regional Economic Development Council. It is anticipated that regional award announcements will be made in December.

Castle on the Hill – Developer Peter Krog and Scott Fairbrother met with Mr. Coyle, Jim Culbertson, as President of the Dansville Economic Development Corporation and this office on November 26<sup>th</sup> to give a project update. The Castle's \$2.5 million Restore NY Grant has been extended twice and will expire again on December 31<sup>st</sup>. Various options were discussed. Mr. Krog had previously met with Mayor Vogt.

Tax Abatement Legislation and Property Tax Cap – Mr. Rountree met with the County's School Superintendents on November 27<sup>th</sup> to explain the Home Rule Tax Abatement legislation enacted into law in 2011. Presentations were delayed until schools got past their first property tax cap budget. A second topic of discussion was how PILOT payments are accounted for under the property tax cap.

### **DISTRICT ATTORNEY- GREG MCCAFFREY**

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

##### **1. DEPARTMENT UPDATE**

G. McCaffrey provided an update on the District Attorney's office. He reported that the numbers for Superior Court Information's are still very high, which is a benefit to the county because it is decreasing costs. In the upcoming months we will be going through more transitions in the office to get the operation running as efficiently as possible. We also will be doing some repairs and upgrades in the office including painting the walls and installing new carpets. He stated that he intends to get to every local court to talk to the Judges about court efficiencies and scheduling to see if there is anything we can do to help with costs and time in our office. He explained many Judges are retired and he would like to see if some courts would be interested in holding

court during the day versus at night. He further reviewed various ideas that he believes would help make the courts and DA's office run more efficiently. He explained that he is very big on training within the office. Every attorney has to have 12 credit hours per year of training and he intends to work with other Counties to have the prosecutors work with others to help get the office more modernized with better training. He also reported that there are three vehicles in the DA's office and the Tahoe will be sold at auction. He plans on purchasing a substitute vehicle that is more efficient for the office. He further reviewed some different sentencing options that he would like to implement due to the fact that the probation department is really bogged down. He stated that he has meetings with the Wyoming County and Alleghany County District Attorney's, both of which are fairly new to the position, to see how they run their offices and to see how we can possibly run ours better. He concluded that we are in the process of reviewing the Crimes Against Revenue (CAR) program, which looks into medicare and welfare fraud to help get money back for the County.

Mr. Martello questioned if towns could partner up so each town does not have to have its own justice. G. McCaffrey responded that legally each defendant has the right to be heard in the town that the crime was committed. There was discussion on having district courts versus town courts.

## **BOARD OF ELECTIONS- NANCY LEVEN AND LAURA SCHOONOVER**

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

#### **1. UPDATE ON THE GENERAL ELECTION**

N. Leven updated the committee on the general election including the District Attorney race. She explained that due to the issues surrounding the Republican race for the District Attorney's office they were under a lot of stress and time constraints in order to send out ballots to our Military personnel. The decision was made October 3<sup>rd</sup> that the Republican party had to make a decision on a candidate. The party made their decision on October 4<sup>th</sup> and ballots had to be out on October 5<sup>th</sup>. We had to send out three versions of the ballot to the printer and were able to notify them late Thursday night which ballot to print. We received the ballots on Friday afternoon at 3:30 p.m. and they needed to be to the post office by five o'clock. She stated we were pushed because of the primary date. If the primary date was earlier they wouldn't have experienced so many issues with being behind and with time constraints. She further explained the issues that super storm Sandy had on the election. She stated that over all the election went well with only one polling place, in Geneseo, experiencing high traffic due to the Governor allowing anyone that was displaced by the storm to vote at any polling site. Some students at SUNY Geneseo deemed themselves displaced and wanted to vote as well, which created some chaos at the site. She stated that the machines ran well with only minor problems being reported. She further explained that the office will be purchasing their own printer so they can print their own ballots and also a stitcher and a shrink wrap machine so everything can be done in house to help save money.

Mr. Lefeber asked why they are charged more for election inspectors compared to bigger towns. N. Leven responded that compared to other the four elections there was a lot more traffic. The big thing we have tried to do is get more districts in one building. We have talked about consolidating districts and we only have a few months time in 2013 if we are going to pull that off. Party committee seats will be up next year and petitions will be circulated the first week of June, if we stay with a September primary.

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

1. The extension of the absentee ballot application date due to Superstorm Sandy caused the BOE to have to send ballots by Express mail. This was an increase of over \$18.00 in postage per ballot.
2. The last minute Executive Order from the Governor's office affected the BOE on Election Day to have to print additional ballots and take them to the Geneseo poll sites with additional affidavit envelopes. The SUNY Geneseo students felt that they should be allowed to vote according to the Governor's order since they were affected by Superstorm Sandy. The order allowed anyone from the nine counties who were affected by the storm to vote by affidavit ballot at any poll site in New York State.

3. Hundreds of phone calls were received on Election Day from voters wondering if they were registered, looking for their poll site or other election information.
4. Over one hundred affidavit ballots were completed by those affected by the storm and had to be sent to the counties the voters lived in by overnight mail as required by the NYS Board for a cost of \$178.
5. Election Inspectors were brought in to help the staff count absentee ballots. Three teams of two Inspectors each for three days counted ballots along with a staff member present at each table. Over 1600 absentee ballots were handled.
6. The Commissioners are expecting to certify the General Election by December 1<sup>st</sup>.

**PUBLIC DEFENDER- MARCEA CLARK TETAMORE**

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

**1. DEPARTMENT UPDATE**

M. Tetamore reviewed the following information:

1. Applications received as of 11/26/12 a.m.: 1486
2. Files opened as of 11/26/12 a.m.: 1134
3. Section 722-d money collected as of 11/26/12: \$2,582.25
4. Money gained through collection agency: \$387.26
5. Assigned to GVLA: 126 approximately

M. Tetamore explained that the Public Defenders office will be co-hosting an upcoming legal education seminar with Monroe County Public Defender's Office on new DMV regulations on January 16, 2013. She further reported on new pro bono requirements for in-coming attorneys in New York State, which means if you want to practice law in New York you have to give fifty hours of free legal services.

M. Tetamore explained that Judge Littman, from New York City, had talked about a couple years ago that he wanted to have council present at arraignment. In March of 2013 New York State will be granting money for a proposal for council at arraignment. The total grant is \$12 million, so that is \$4 million per year for the whole state. The most a county can apply for is \$250,000 and there is no guarantee that you will get the money and there are very strict requirements on this request for proposal. She stated that it is her recommendation that we do not apply. One reason is we cannot make it work with our Court because she cannot be on call 24 hours a day, 7 days a week. Other counties that will not be applying are Genesee, Yates, Cayuga, Wayne and Cattaraugus. It makes a statement to the state that the counties cannot pull this off. Lastly, she explained that she had a conversation with Judge Doran, who is the administrative Law Judge for our district, because Albany County is suggesting that an attorney be present in the jail every morning and that the local judges do arraignments electronically via skype. Two problems with that are our jail is not a detention facility which means it is not approved to hold inmates that have not been arraigned; the Board of Supervisors would have to pass a resolution asking the State to make that change. The second thing is we would have to change the statute to allow Livingston County to permit electronic appearances, which involved a resolution from the Board to ask the State to change that section of the CPL. She added that down the road she believes this may become a mandate from the State and that there are some steps we can do to be proactive, for instance getting the jail approved as a detention center. She concluded that she told Judge Doran that she would be recommending that we do not apply for the grant, and he stated that he understood that this would not work in the outlying counties.

I. Coyle added that it is not a requirement that we do this, but the writing on the wall is that it may become a requirement in the future. When it is mandated we will deal with it then.

Mr. Martello stated that for the record the committee agrees that they will not apply for the grant, the committee concurred. He added that we should start being proactive and get the ball rolling in terms of the detention center.

**COUNTY CLERK- JIM CULBERTSON MARY STRICKLAND KATHY OLSON**

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

**1. REPORT FOR YTD REVENUES AND ACTIVITY IN BOTH DMV AND LAND RECORD SIDE.**

J. Culbertson passed out information (on file). He stated that deeds are up 15% and mortgages are up 7%. He reviewed a DMV comparison spreadsheet and explained that there are three groups listed, license plates, registrations and licenses for the last three years. In 2011 there were 63,506 transactions and in 2012 there were 62,315 transactions which is slightly behind. It is the beginning of the eight year license cycle which will drop off in the next three years and then should cycle back up again. He went on to review the total mortgage dollars spread sheet; 2012 year to date number is \$185,635,477.11 versus the 2011 amount of \$790,261,594.25. These are the total dollars that your mortgage tax is based on. Last year it was so high because of the quick fill and Hampton Inn refinance. Even though our mortgages are up, total dollars are down for the year which will reflect on the amount of money that will be handed out to the towns. He added that since the Post Office became involved in passports our numbers have gone from 408 passports in 2010, 185 in 2011 and so far this year 135 passports being processed. They are taking some of our business but the rush to get a passport to get across the border was higher three years ago. In 2010 526 pistol permits were issued, 564 in 2011 and so far this year 758 permits have been issued. He concluded that the DMV is down slightly and the Clerk's office is up slightly. We do expect a slight increase in mortgage activity and we should be able to maintain our revenues.

**2. PROJECT STATUS REPORT.**

**A. Back scanning/imaging of Deed Books.**

M. Strickland reported that the back scanning/imaging of deed books is done. We took a look at the images and everything looks really good. Hopefully after the first of the year it will be integrated into our system. It will be great for people that are looking for information and for people filing DBA's because they can search online at home before they come into the office to see if the name they wanted to use is available or not. The deed side will be great because abstractors will be able to see all the information they need. The civil and criminal information will also be available online.

**B. Electronic Recording of Land Records**

M. Strickland stated that they will start electronic recording sometime after the first of the year. It will allow an attorney or abstract company to scan the documents into the computer instead of having them come into the office. The other side to that is the RP5417 form which has been consolidated into one page and will be available online in PDF form, which will also be up and running after the first of the year.

**C. eFiling of all Civil Files for the Courts.**

J. Culbertson stated that Monroe County has been doing most of the development work for eFiling of all civil files for the courts. Once they are done and fully tested we simply develop software to communicate with their system. They have one more demonstration then after that they will have permission from the courts to use their system. Between Mary and her expertise in the office and our ITS director this should go along very smoothly.

**3. CURRENT AUDIT OF DMV BY NYSDMV- to be completed by the end of November.**

K. Olson reported that on May 21, 2012 the NYS Department of Tax and Finance offered a sales tax seminar in Rochester and a couple of our Clerks were able to attend. We were able to get the State to offer the dealership workshop in September which went over very well. We have tried to focus more on training for the staff. The regional trainer, Mary Ann Goosely has been available in our area and she came out in October to do citizenship documentation training. Our office sees quite a few temporary visitors, college students, professors etc. In November and also today Mary Ann will be offering updates on issuance and commercial driver license



procedures, which are changing frequently, and registration of heavy vehicles (DOT and Taxes etc.) The entire staff will also attend this. She concluded by reporting that the New York State Department of Motor Vehicle Audit Services is currently visiting at both our Geneseo and Dansville offices until Christmas. They arrived on November 7, 2012

#### 4. RECOGNITION FROM THE NEW YORK STATE ARCHIVES of the County Clerk, County

J. Culbertson added that the New York State archives recognized himself, the County Historian and Records Management Supervisor for the County's hard work in creating a model NYS archival records program, including a state-of-the-art archives and history center. This award commends the county's recognition of the importance of historical records to the public, and for use by county departments.

Mr. Martello added that he had an individual ask him a question and he forwarded the person to the County Clerks office to speak with Mary Strickland. The individual was very grateful, all of his questions were answered and he stated that "Mary Strickland is a credit to Livingston County."

Mrs. Semmel departed.

#### **EMERGENCY MEDICAL SERVICES- KAREN DEWAR**

##### **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 EMERGENCY MEDICAL SERVICES – POMCO GROUP**

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

<u>Contractor</u>	<u>Term</u>	<u>Amount</u>
<b>POMCO GROUP</b>	Indefinite	Per Fee Schedule
2425 James Street		
Syracuse, New York 13206		
For: Service reimbursement		

K. Dewar reported that this contract is for ambulance Service reimbursement.

*MOTION: Mr. Martello moved and Mr. Lefebvre seconded to authorize the foregoing contract. Carried.*

#### **OTHER- COUNTY ADMINISTRATOR IAN COYLE**

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

#### **1. APPOINTING THE ECONOMIC DEVELOPMENT DIRECTOR EFFECTIVE 1/1/2013 AND REFERRING THE MATTER TO THE WAYS AND MEANS COMMITTEE**

*MOTION: Mr. DiPasquale moved and Mr. Martello seconded to authorize the appointment of the Economic Development Director effective 1/1/2013 and referring the matter to the Ways and Means Committee. Carried.*

#### **2. AMENDING RESOLUTION NO. 2012-035 AND AUTHORIZING THE CHAIRMAN OF THE LIVINGSTON COUNTY BOARD OF SUPERVISORS TO SIGN THE FOLLOWING CONTRACT(S) FOR LIVINGSTON COUNTY - LIVINGSTON COUNTY AREA CHAMBER OF COMMERCE**

WHEREAS, resolution No. 2012-035 had an incorrect contract amount necessitating a revised resolution; now therefore, be it

RESOLVED, that the Chairman of the Livingston County Board of Supervisors is hereby authorized to sign the following contract(s) 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>
<b>Livingston County Area Chamber of Commerce</b> 4635 Millennium Drive Geneseo, NY 14454 For: Promotion of Tourism	1/1/12 - 12/31/12	\$143,923.00

County Administrator Ian Coyle stated that at the time we passed the resolution the contract amount was what we had projected but the correct amount is \$143,923.00.

*MOTION: Mr. Martello moved and Mr. Lefebber seconded to authorize the foregoing resolution and amending resolution No. 2012-035. Carried.*

**3. AUTHORIZING THE CHAIRMAN OF THE LIVINGSTON COUNTY BOARD OF SUPERVISORS TO SIGN THE FOLLOWING CONTRACT(S) FOR LIVINGSTON COUNTY - LIVINGSTON COUNTY AREA CHAMBER OF COMMERCE**

RESOLVED, that the Chairman of the Livingston County Board of Supervisors is hereby authorized to sign the following contract(s) 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>
<b>Livingston County Area Chamber of Commerce</b> 4635 Millennium Drive revenues Geneseo, NY 14454 For: Promotion of Tourism	1/1/13 - 12/31/14	95% of prior year gross lodging tax

County Administrator Ian Coyle explained that they will now be doing the Chamber contracts in two year terms. For the amount instead of listing an exact number we will put that it will be 95% of prior year gross lodging tax, which is how we would determine the contract amount.

*MOTION: Mr. Martello moved and Mr. DiPasquale seconded to authorize the foregoing contract. Carried.*

**4. APPOINTING MEMBERS TO THE LIVINGSTON COUNTY TRAFFIC SAFETY BOARD – GLENN KREILEY, WILLIAM SMITH, WILLIAM MORGAN, WALTER PURTELL, NORMAN GATES**

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

Name	Address	Rep./Title	Term
<b>Livingston County Traffic Safety Board</b>			
Glenn Kreiley	8153 Parker Hill Rd., Dansville, NY 14437	Sparta Rep	1/1/13 – 12/31/15
William Smith	6009 Springwater Rd., Dansville, NY 14437	Sparta Alternate	1/1/13 – 12/31/15
William Morgan	7773 Dutch Hollow Rd., Wayland, NY 14572	Springwater Rep.	1/1/13 – 12/31/15
Walter Purtell	2827 Genesee St., PO Box 119, Retsof, NY 14539	York Rep	1/1/13 – 12/31/15
Norman Gates	1917 Dow Rd., Pavilion, NY 14525	York Alternate	1/1/13 – 12/31/15

Dated at Geneseo, New York  
December 19, 2012  
Public Services Committee

*MOTION: Mr. LeFieber moved and Mr. DiPasquale seconded to authorize the foregoing appointments to the Traffic Safety board. Carried.*

**5. APPOINTING MEMBER TO THE ALTERNATIVES TO INCARCERATION (ATI) ADVISORY BOARD – RODNEY CORRY**

RESOLVED, that the following member is hereby appointed to the Alternatives to Incarceration (ATI) Advisory Board for the term designated:

Name	Address	Term
<b>Alternatives to Incarceration (ATI) Advisory Board</b>		
Rodney Corry	4600 Millennium Drive, Geneseo, NY	At Pleasure

Dated at Geneseo, New York

December 19, 2012

Public Services Committee

*MOTION: Mr. Lefeber moved and Mr. Merrick seconded to authorize the foregoing appointment. Carried.*

**6. DISCUSSION ON CHANGING THE TIME OF THE JANUARY 2, 2013 PUBLIC SERVICES MEETING DATE DUE TO THE 2013 ORGANIZATIONAL MEETING**

County Administrator Ian Coyle stated that the 2013 Organizational meeting is being held on January 2, 2013 so we would like the Public Services meeting to start at approximately 2:15 P.M.

*MOTION: Mr. DiPasquale moved and Mr. Martello seconded to authorize changing the time of the January 2, 2013 Public Services meeting to 2:15 P.M. due to the 2013 Organizational meeting Carried.*

County Administrator Ian Coyle reported that regarding Weatherization, the state is leaning toward Wyoming County Community Action, which is a very reputable firm out of Perry. They will eventually consolidate operations with Livingston County's weatherization. The program will continue with weatherized homes in the same unit form it was before. The funding was also cut from \$300,000 to \$250,000. One employee went to another department within the County, that leaves one temporary worker and two full-time employees and we are trying to find options for them within the County.

**ADJOURNMENT**

*Mr. Martello Moved and Mr. DiPasquale seconded to adjourn the meeting at 3:35 p.m. Carried.*

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**PROBATION DEPARTMENT- LYNNE MIGNEMI**

**Informational Item(s) Written Only**

**1. PROBATION DEPARTMENT WORKLOAD**

- 638 adult offenders supervised in county (29 treatment court cases being supervised in drug court)
- 41 offenders in other NYS counties
- 10 offenders in other states
- 21 juveniles supervised
- 16 new juvenile referrals
- 45 investigations ordered
- 20 active EHM cases (1 juvenile; 19 adults; 3 of which are female), 0-Global Positioning
- 0 adult placed on probation for willful violation of support
- 10 New Leandra's Law cases (4 CDs)

**2. MONIES COLLECTED**

- \$ 3,186.70 – restitution
- \$ 3,034.00 – fines

\$ 1,310.00 – fees  
\$ 137.67 – surcharge

3. MEETINGS ATTENDED

10/2/12 Human Services Department Head  
10/9/12 COPA-Bully Hill  
10/15/12 Sherry Kerher-meeting w/new mental health counselor  
10/15/12 Staff Meeting  
10/16/12 Law Enforcement Council  
10/16/12 Multi-Disciplinary Task Force on Sexual Abuse and Severe Physical Trauma  
10/16/12 Housing Task Force  
10/18/12 COPA Executive Session-Syracuse  
10/22/12 Meeting with Jose Cruzado-County Court Clerk  
10/24/12 Meeting with Sgt Lubanski-LCJ regarding Zephrein  
10/24/12 Board of Supervisor's Meeting  
10/30/12 Jail Ministry Day

4. ADMINISTRATIVE REVIEWS

One (1) administrative review

5. TRAINING

Name	Date	Training	Hours	Misc.
Doug Czyryca	None			
Katie Dunn	None			
Name	Date	Training	Hours	Misc.
Colleen Fronk	None			
Debra Johnston	None			
Liz Laney	10/19/12	Ejustice Certification	1.5	
	10/24/12	CASOM Management Info. Webinar	1.0	
Debra Mack	None			
Matthew McKinney	None			
Lynne Mignemi	None			
Courtney Sobrado	None			
Jason Varno	None			
Karen Weidman	None			
Michelle Wolfanger	None			

**PLANNING DEPARTMENT- ANGELA ELLIS**

**Informational Item(s) Written Only**

LIVINGSTON COUNTY EMERGENCY COMMUNICATIONS PLAN: Intertech Associates and the Project Steering Committee continued work on the project planning process. We are still waiting on announcement of awards for the Round 2 Statewide Interoperable Communications Grant Program. We submitted an application for upgrades in the amount of \$4.85M.

**COUNTY PLANNING BOARD:**

Vacancies. There is one vacancy on the Planning Board – one for an Alternate At-large member.

**AGRICULTURAL & FARMLAND PROTECTION BOARD (AFPB):**

FY2008-2009 Farmland Protection Implementation Grant (Triple H and Sunny Knoll farms). The Genesee Valley Conservancy is continuing work on these projects.

Agricultural District Renewal. We received official notice from the NYS Agriculture and Markets that Agricultural District #1 has been officially approved and certified. The first mailing for Agricultural District #2 is planned for Spring 2013.

303-b Petition Process. We sent the final NYS Agriculture and Markets package approved by the Board

of Supervisors on November 14<sup>th</sup> to NYS Agriculture and Markets for approval.

#### UPCOMING TRAINING OPPORTUNITIES: LET'S Plan

**TRAINING REQUIREMENTS:** We have scheduled a training session on planning board and ZBA basics for December 6, 2012, at 7:00pm, at the Ossian Town Hall. The Local Government Workshop took place on November 15, 2012. Planning Department staff attended. The Conesus Lake Watershed Manager conducted a presentation on Invasive Species Management. Planning staff continued working with municipalities on the tracking and reporting of municipal official training hours for the year.

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 field data collection. The Conesus Lake Watershed Manager continued working on obtaining property owner permissions for the initial fieldwork.

Conesus Lake Watershed Council. The Council held a meeting on November 9, 2012. The Council approved the work program for 2013.

Conesus Lake Watershed Council – Technical Committee. The next meeting is scheduled for January 25, 2013.

Update of the Conesus Lake Characterization Report. EcoLogic continued work on updating the report.

Planning Department staff also worked on updating the report. It is tentatively planned that EcoLogic will be presenting the draft document at the Council meeting in January.

#### TRANSPORTATION:

Genesee Transportation Council: GTC Chairperson Mary Pat Hancock has appointed the Planning Director to the position of Vice Chairman of the PCC, effective November 2012. Scott Leatherstitch from Monroe County has been appointed as the Chair of the PCC.

Livingston County Transportation Connectivity Plan Project. The consultant team continued work on the project. An Advisory Stakeholder meeting will be held on November 27, 2012. A Public Open House will be held on November 27, 2012, from 5-7pm. The consultant has a draft of the Existing Conditions Report prepared. It is currently being reviewed for public release. LATS conducted an on-board ridership survey the week of November 5, 2012. The consultant is currently reviewing the responses. We have received over 500 public surveys so far.

Other Related Transportation Projects/Meetings

2013 United Planning Work Program. The Planning Director submitted a UPWP application for a Dansville Transportation and Industrial and Commercial Access Study to GTC on October 19, 2012. The application is currently under review. The Planning Director participated in a meeting with Senator Young, G&W Railroad, LMC Industrial Contractors, and County representatives to discuss G&W Railroad needs between Dansville and Mt. Morris.

#### GENESEE-FINGER LAKES REGIONAL PLANNING COUNCIL

Council Executive Committee. The next Council meeting is scheduled for December 13, 2012. The Planning Director attended the Executive Committee meeting on November 1, 2012.

Planning Coordination Committee. The next meeting is scheduled for December 7, 2012.

#### GENESEE FINGER LAKES REGIONAL SUSTAINABILITY PLAN PROJECT.

The Planning Director attended the Planning Team meeting on November 13, 2012, and the Consortium Committee meeting on November 15, 2012.

#### E911 ADDRESSING:

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

WEATHERIZATION ASSISTANCE PROGRAM (WAP).

The Planning Director and the NYS Office of Community Renewal are coordinating the necessary steps for divestiture of the program.

**CENTRAL SERVICES- DAVE ALLEN**

**Informational Item(s) Written Only**

1. Judge Moran's Office Project (Government Center) – The contractor's are working on their punch list items the week of November 25. Judge Moran has moved his furniture in. The offices will be totally complete at the end of this week.
2. Building #3 Renovation Project (Mt. Morris) – A meeting was held November 27 for final coordination before occupancy. Cornell Cooperative Extension will be moving in the week of December 17 and Office for the Aging will complete their move by January 7.

Respectfully submitted,

Ashley E. Scutt  
Secretary to the Clerk of the Board