

**WAYS & MEANS COMMITTEE MEETING MINUTES**  
**MONDAY, January 13, 2014**  
**1:30 P.M.**

PRESENT: D. Pangrazio, G. Levey, T. Baldwin, D. Mahus, D. LeFeber, E. Gott, P. Yendell, B. Donohue, L. Semmel, G. Deming, G. Levey, I. Coyle, T. Lynn, A. Mann T. Donegan,

ABSENT: M. Schuster,

**COUNTY AUDITOR – TERRY DONEGAN**

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

**1. DECREASING MILEAGE RATE TO 56¢ PER MILE EFFECTIVE JANUARY 1, 2014**

RESOLVED, that the standard mileage rate for Livingston County is hereby set at 56¢ per mile effective January 1, 2014.

The County Auditor explained that this resolution follows the IRS. The rate has changed from 56.5¢ to 56¢ per mile for 2014.

*Motion: Mr. Baldwin moved and Mr. Levey seconded to approve the foregoing resolution. Carried.*

**2. ESTABLISHING PETTY CASH AMOUNTS FOR VARIOUS DEPARTMENTS FOR THE YEAR 2014**

RESOLVED, that the following petty cash amounts and designees be established for the year 2014:

<u>Department</u>	<u>Custodian</u>	<u>Amount</u>
Board of Sup./Cty. Adm.	Terrence Donegan	\$ 150.00
Center for Nursing & Rehabilitation	Frank Bassett	\$ 500.00
Community Services	Barbara Goodness	\$ 5,000.00
County Clerk	James Culbertson	\$ 750.00
County Treasurer	Amy Mann	\$ 2,000.00
Department of Health	Jennifer Rodriguez	\$ 150.00
Economic Development	Julie Marshall	\$ 150.00
Highway	Donald Higgins	\$ 1,000.00
Personnel	Tish Lynn	\$ 100.00
Planning	Angela Ellis	\$ 125.00
Probation	Lynne Mignemi	\$ 350.00
Sheriff's Dept.	Thomas Dougherty	\$ 2,500.00
Social Services	Diane Deane	\$ 2,000.00
Women's Health Center	Jennifer Rodriguez	\$ 500.00
Workforce Development	Ryan Snyder	\$ 300.00
Youth Bureau	Ryan Snyder	\$ 100.00

The County Auditor explained that this is an annual resolution. The custodians have changed were we have had retirements. The only other change is with the CNR. The amount was \$2,800, but in talking to Barb Keefe, the money is for residents and the amount was changed to \$500 for their facility petty cash.

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

**COUNTY TREASURER – AMY MANN**

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

**1. AUTHORIZING CONVEYANCE OF COUNTY PROPERTIES ACQUIRED BY TAX DEEDS**

WHEREAS, the County of Livingston acquired title to the following parcels of land, and

WHEREAS, the Livingston County Board of Supervisors' Ways and Means Committee has approved the sale of said parcels, it is, hereby

RESOLVED, that the following conveyances be approved:

Tax Map #	Formerly Owned /Assessed To	Conveyed to Purchaser	Village/Town	Price
203.6-3-15 203.6-3-16	County of Livingston County of Livingston	Scott Tracy	V/Dansville	\$100.00

and, be it, further

RESOLVED, that the Chairman of the Livingston County Board of Supervisors is hereby authorized to execute the quit-claim deeds of conveyance and any and all related documents prepared by the County Attorney to complete the aforesaid conveyances.

**Addresses - 44 Ossian Street - Dansville and 46 Ossian Street - Dansville**

Ms. Mann explained that there were two properties in the Village of Dansville that did not sell at the tax sale. The County Attorney prepared a sealed bid document for these properties. One bid was received and opened in the amount of \$100 and she is seeking approval to sell the two parcels. This was the old Pappas Dry Cleaners. All taxes, except the current year, were waived in order to get these back on the tax rolls as soon as possible.

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

**PERSONNEL ITEMS**

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

**PLANNING DEPARTMENT – ANGELA ELLIS**

- **AMENDING THE DEPARTMENT HEAD SALARY SCHEDULE: PLANNING DEPARTMENT.**

RESOLVED, that the 2014 Department Head Salary Schedule is amended as follows:

**Planning Department**

Create one full-time Deputy Planning Director position at a salary of \$71,000 effective January 27, 2014 and appoint Heather A. Ferrero

Mrs. Ellis distributed her existing and future operations staffing chart and presented an overview for the Committee. Mrs. Ellis reviewed the direction she has been moving the department in since she became director. Mrs. Ellis is recommending Heather Ferrero for Deputy Planning Director at a salary of \$71,000. Mrs. Ellis reviewed the current salary, comp and overtime for Mrs. Ferrero over the past two years. This position would be a salaried position. Funds were budgeted for this position in 2014. The transportation position in DSS was not filled. The Committee set an effective date of January 27, 2014.

*Motion: Mr. Baldwin moved and Mr. LeFeber seconded to approve the foregoing resolution pending the proper paperwork is turn in to Personnel. Carried.*

- **AMENDING THE HOURLY EMPLOYEE SALARY SCHEDULE: PLANNING DEPARTMENT**

RESOLVED, that the 2014 Hourly Employee Salary Schedule is amended as follows:

**Planning Department – Angela Ellis**

Create one full-time Planning Assistant position at proposed salary of \$20.92

Mrs. Ellis explained that she would like move the current part time Conesus Lake Watershed Manager, Miranda Reid to a full time Planning Assistant. Ms. Reid would still serve as the Conesus Lake Watershed manager on those duties, but this would allow her to work on projects other than the watershed. There was discussion regarding the rate of pay and the amount of work hours for each set of duties. The rate is determined by the Collective Bargaining Unit. Mrs. Donohue stated that the Conesus Lake Watershed Council values her tremendously. Mr. Gott explained Ms. Reid’s ability to work with both the watershed and the agricultural community.

**EXECUTIVE SESSION**

*Mr. LeFeber moved and Mr. Mahus seconded to move into Executive Session for the purpose of discussing the employment history of particular persons; and all Supervisors, the County Administrator, Angela Ellis and Tish Lynn remain present. Carried.*

*Mr. Baldwin moved and Mr. Mahus seconded to move out of Executive Session. Carried.*

No action taken.

*Motion: Mr. Baldwin moved and Mr. Levey seconded to approve the foregoing resolution. Carried.*

**WORKFORCE DEVELOPMENT – RYAN SNYDER**

- **AMENDING THE HOURLY EMPLOYEE SALARY SCHEDULE: WORKFORCE DEVELOPMENT**

RESOLVED, that the 2014 Hourly Employee Salary Schedule is amended as follows:

**Workforce Development**

Convert And Fill A Part-Time Workforce Development Assistant Position To Full-Time

Mr. Snyder is requesting to have a position converted back from part time to full time. It had previously been a full time position, but he chose to fill as part time when filled last fall. He will be combining two programs and would like to convert the position back to full time at a grade 10 \$15.56 wage.

*Motion Mr. Baldwin moved and Mr. Mahus seconded to approve the foregoing resolution. Carried.*

**EMERGENCY MEDICAL SERVICES – KAREN DEWAR**

- **AMENDING THE HOURLY EMPLOYEE SALARY SCHEDULE: EMERGENCY MEDICAL SERVICES**

RESOLVED, that the 2014 Hourly Employee Salary Schedule is amended as follows:

**Emergency Medical Services**

Create one (1) Full Time Emergency Medical Shift Supervisor position

Create seven (7) Full Time Advanced Life Support Technician positions

Mrs. Dewar explained that she would like to amend the hourly salary schedule to create seven full time ALS technicians and one full time shift supervisor. The supervisor position is one grade level below Romel Kirchoff to help manage span of control of her employees in off hours. The program has significantly expanded since its inception in 2004, adding service to York, Leicester and Noyes Memorial Hospital. There are some employees that have worked 40+ hours since the program began. With affordable care act they will have difficulty keeping part time staff under the 30 hour requirement. For the ALS technicians, she is looking at a grade 12 wage rate of \$17.61 with an increase to \$19.53 after six months. The revenues for the first part of 2013 were averaging \$59,000 per month, with the expansion of the program the revenues are actually averaging around \$77,000 per month for the last part of 2013. Mr. Coyle explained that the program has averaged out to approximately \$80,000 per month over the last five months and he feels that the revenues will continue to increase.

*Motion: Mr. Gott moved and Mr. Mahus seconded to create seven full time Advanced Life Support Technician positions at a wage grade 12 - \$17.61 per hour 40 hours per week. Carried.*

*Motion: Mr. LeFeber moved and Mr. Gott seconded to create one full time Emergency Medical Shift Supervisor at a wage grade 13 - \$18.83 per hour 40 hours per week. Carried.*

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

**MENTAL HEALTH – RODNEY CORRY**

- **REQUESTING PERMISSION TO EXPAND ELIGIBILITY FOR INTENSIVE CASE MANAGER EXAM TO INCLUDE CONTIGUOUS COUNTIES** – Currently, only Livingston County residents can sit for the Intensive Case Manager Civil Service Exam. However, additional specialized skills and experience are required for this position due to the conversion of mental health case management programs to Health Home Care Management. Expanding the eligibility for this exam to contiguous counties will assist with future recruitment efforts. Mr. Corry explained that the case management program has been significantly retooled over past year due to Medicaid requirements and he would like to open the exam to contiguous counties. Ms. Lynn explained that all that is needed is to waive the county resident hiring preference by the Committee. This does not need a resolution.

Mr. Gott moved and Mr. Mahus seconded to waive the county residency hiring preference requirement for the Mental Health Intensive Case Manager exam. Carried.

**REAL PROPERTY TAX SERVICES – JOE PUKOS**

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

**CORRECTING TAX ROLL –TOWN OF LIVONIA**

WHEREAS, the Director of Real Property Tax Services has transmitted a written report of his investigation and recommendation with regard to one (1 parcel) application for correction of the tax roll, pursuant to the Real Property Tax Law, as prepared for the Town of Livonia on the tax roll for the years hereinafter set forth, and

WHEREAS, said parcel was incorrectly assessed and/or taxed for reasons set forth in the application for correction requested from the Director of Real Property Tax Services attached hereto,

NOW, THEREFORE, be it resolved that the Director of Real Property Tax Services is authorized and directed to forward a copy of this resolution to the officer having jurisdiction of the tax roll so that the roll can be corrected; and a notice of approval to the applicant, and be it further

RESOLVED, that the County Treasurer and/or Town Tax Collector is hereby authorized to make the tax roll corrections and forward the corrected tax bill. The County Treasurer is authorized to issue refunds and/or make the appropriate chargebacks as hereinafter set forth for each application.

<b>Year, Municipality Owner(s) Parcel</b>	<b>Taxing Jurisdiction</b>	<b>Original Tax Bill</b>	<b>Corrected Tax Bill</b>	<b>Refund to Owner</b>	<b>Chargebacks to Taxing Jurisdictions</b>
<b>1. 2014 Livonia</b>	Livingston County	\$1,688.05	\$1,688.05	\$0.00	\$ 0.00
Morgan, Donald and Lisa	Livonia Town Tax	1,055.23	1,055.23	0.00	0.00
	Livonia School	4,725.13	0.00	0.00	4,725.13
	Relevy				
Tax Map Number	Livonia Fire 1	<u>280.21</u>	<u>280.21</u>	<u>0.00</u>	<u>0.00</u>
67.-1-21.121	Total	<u>\$7,748.62</u>	<u>\$3,023.49</u>	<u>\$0.00</u>	<u>\$4,725.13</u>

*Motion: Mr. Baldwin moved and Mr. Levey to approve the foregoing resolution. Carried.*

Mr. Pangrazio questioned the new exemption for Veterans and the impact to schools. The county and towns currently include this exemption already. Mr. Pukos explained that the Governor signed an exemption that would apply to the schools. This is a significant impact to the schools. The individual schools will each need to do a resolution. Mr. Pukos will keep the Committee apprised of any information on this matter.

**COUNTY ADMINISTRATOR – IAN COYLE**

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

1. **APPROVING ABSTRACT** (This will be in your Board Packet on 1/17/14)

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

2. **AMENDING 2014 LIVINGSTON COUNTY BUDGET - SHERIFF**  
 RESOLVED, that the Sheriff’s Department budget be amended as follows:

Account	Dept.	Code	Description	Amount
Increase Revenue	A3110	2680	Ins. Recovery	\$708.89
Increase Appropriation	A3110	4120	Motor Equipment Repair & Supplies	\$708.89

Mr. Coyle explained that this was for a deer/car accident.

*Motion: Mr. Baldwin moved and Mr. Levey to approve the foregoing resolution. Carried.*

3. **AUTHORIZING BLANKET UNDERTAKING**

WHEREAS, section 11 of the Public Officers Law authorizes the governing body of a municipality to procure a blanket undertaking to cover officers, clerks and employees of the municipality who would otherwise be required to post an individual undertaking; and

WHEREAS, such blanket undertaking must indemnify against losses through the failure of officers, clerks or employees to faithfully perform their duties or account for moneys or property received by virtue of their position or employment and through fraudulent or dishonest acts committed by officials, clerks or employees covered there under, now, therefore, be it

RESOLVED, that the Livingston County Board of Supervisors consents and approves a blanket undertaking to cover all officers, clerks and employees required by law to post an undertaking which undertaking shall be provided by the following policies:

a) Public Officials Liability Policy, provided by New York Municipal Insurance Reciprocal, policy no. MPOLIVI001; and

b) Government Crime Policy provided by Fidelity Deposit Company of Maryland, policy no. CCP0058540 10.

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

4. **DECLARING SURPLUS PROPERTY – HIGHWAY**

WHEREAS, the County of Livingston owns surplus personal property that is no longer necessary for public use, now, therefore, be it

RESOLVED, that the Livingston County Board of Supervisors hereby declares the following item(s) as surplus property to be disposed of as determined by the County Administrator:

**(Highway)**

Quantity	Item	Model	Serial/VIN
1	#72 966-F Wheel Loader 4-3/4 cu.yd Bucket w/7,405 engine hours	Caterpillar	4YG00671

*Motion: Mr. Baldwin moved and Mr. Levey to approve the foregoing resolution. Carried.*

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

1. Audits-We are considering some audits in the dependent care eligibility area. Some counties that are self insured like us, have had success in doing that. With the Sheriff turnover, we are looking at doing a financial review of sheriff’s department at this time of transition. We are not anticipating any problems.
2. Legislative Forum-The Committee decided to not host a forum this year.
3. NYSRS - Pension Plans and Sheriff Employees - Mr. Coyle has received letters from both Sheriff’s union presidents advising him that there are some employees listed in the wrong plan for retirement purposes. Mr. Coyle has contacted the retirement system and was told that we need to contact our state representatives and seek special authorization before the state will give us a fiscal estimate. There are approximately 16 employees impacted. He has received confirmation from both unions that they will not grieve the outcome if the county considers this.
4. Committee Policy Priorities – 2014 – Mr. Coyle explained that he is asking each Committee if they want to see anything specific addressed at a future meeting.

5. Capital Improvement Plan - Items for 2014, 2nd review – These will be on the next agenda once the County Treasurer has the final 2013 numbers.

6. Discussion of Coroner's Compensation Request-The Committee reviewed a submission received from one of the coroners for the Committee to consider an payment increase. There is one coroner that does not typically submit for reimbursement. There was discussion regarding the Wyoming County coroner situation. The County Administrator will do a peer county comparison.

### **EXECUTIVE SESSION**

*Mr. LeFeber moved and Mr. Mahus seconded to move into Executive Session for the purpose of discussing pending legislation; and all Supervisors and the County Administrator remain present. Carried.*

*Mr. LeFeber moved and Mr. Baldwin seconded to move out of Executive Session. Carried.*

No action taken.

*Motion: Mr. Baldwin moved and Mr. Levey seconded to approve the foregoing resolution. Carried.*

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### **ADJOURNMENT**

Mr. Baldwin moved and Mr. Levey seconded to adjourn the Committee meeting at 3:05 p.m.

Respectfully submitted,

Michele R. Rees  
Clerk of the Board