

**WAYS & MEANS COMMITTEE MEETING MINUTES**  
**MONDAY, AUGUST 11, 2014**  
**1:30 P.M.**

PRESENT: D. Mahus, T. Baldwin, M. Schuster, G. Levey, E. Gott, D. LeFeber, P. Yendell, I. Coyle, M. Leader-LC News

ABSENT: D. Pangrazio,

**PERSONNEL – TISH LYNN**

**1. PUBLIC WORKS – CATHY VAN HORNE**

- **AMENDING THE 2014 HOURLY EMPLOYEE SALARY SCHEDULE: PUBLIC WORKS**  
RESOLVED, that the 2014 Hourly Employee Salary Schedule is amended as follows:  
Create one full time Principal Account Clerk  
Create one full time Account Clerk/Typist

Mrs. VanHorne reviewed succession plan for financial manager who is retiring in November. This will be an internal promotion of the current account clerk/typist and the will delete current positions once they become vacant.

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

**2. CENTER FOR NURSING AND REHABILITATION – FRANK BASSETT**

- **APPOINTING DIRECTOR OF NURSING SERVICES & SETTING SALARY**

Mr. Bassett reviewed process for the appointment of the Director of Nursing Services. The Interview panel unanimously chose internal candidate Kathy Crye. Mr. Bassett reviewed Ms. Crye's work history with Livingston County. Mr. Bassett explained her length of tenure and the responsibilities involved. He researched salary ranges and is suggesting a salary of \$ 84,650 to the Committee effective 8/17/14. There was discussion regarding the salary increase and he explained that this position is seconded to the Administrator and has a significant amount of responsible. Mr. Coyle explained that this position has been under-compensated in the past.

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

- Mr. Bassett reviewed the wage for the ADON position and explained the wage range he is recommending is up to \$74,650. Mr. Bassett is going to post this position within the County prior to posting in the Rochester newspapers. Mr. Bassett explained that he has had a lot of interest in this position in house. There was discussion regarding the criteria for this position and Mr. Bassett reported the salaries of current charge nurses.

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

**3. DEPARTMENT OF HEALTH/MENTAL HEALTH – JENNIFER RODRIGUEZ**

- **AMENDING THE 2014 HOURLY EMPLOYEE SALARY SCHEDULE: DEPARTMENT OF HEALTH**  
RESOLVED, that the 2014 Hourly Employee Salary Schedule is amended as follows:  
Delete one full-time Account Clerk/Typist at Public Health
- **AMENDING THE 2014 HOURLY EMPLOYEE SALARY SCHEDULE: MENTAL HEALTH**  
RESOLVED, that the 2014 Hourly Employee Salary Schedule is amended as follows:  
Delete one part-time Mental Health Clinical Therapist

Ms. Rodriguez explained that both positions are vacant.

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

- **AMENDING THE 2014 DEPARTMENT HEAD SALARY SCHEDULE: MENTAL HEALTH**  
RESOLVED, that the 2014 Department Head Salary Schedule is amended as follows:

Delete one Deputy Director of Community Mental Health Services

Ms. Rodriguez explained that this is also a vacant position.

*Motion: Mr. Gott moved and Mr. Schuster 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:

<b>Tax Map #</b>	<b>Formerly Owned /Assessed To</b>	<b>Conveyed to Purchaser</b>	<b>Village/Town</b>	<b>Price</b>
Several	Avon Development Company		V/Avon	
34.19-1-11	Avon Development Company	Trakrub Holdings LLC	V/Avon	\$45,000.00
35.9-1-20.2	David Futter	Kathleen Carr	T/Avon	\$2,200.00
44.-1-56.112	Barry & Beverly Crowley	Ryan & Anne Nelson	T/Avon	\$42,000.00
101.-1-12.11	Clifford Allison	Thomas Canfield Jr.	T/Conesus	\$25,000.00
72.-1-54	Michael & Audrey DiFranco	Yistoel Goldberg	T/Geneseo	\$1,200.00
135.12-1-25	Wendy Kreiley	Louis Brothers	T/Groveland	\$14,000.00
105.-1-1.2	Charles Altman	Robert Carone	T/Leicester	\$6,500.00
87.-1-47.12	Charles & Andrea Farruggia	Kristi Harris	T/Leicester	\$7,500.00
88.-3-5	James Holland	Robert & Patricia Predmore	T/Leicester	\$51,000.00
36.-2-59	Donald & Marcelle Barker	Thomas Canfield Jr.	T/Lima	\$24,500.00
75.9-2-1	Edwin Sparks, Jr.	Roxanne Clark	V/Livonia	\$1,100.00
83.-1-19.1	Karen Starr & Heidi Schwartz	James Cornell	T/Livonia	\$24,750.00
93.-1-16.115	James & Mary Hassett	Ronald Brown	T/Livonia	\$7,000.00
93.-1-26.42	Ronald Chabot	Matthew Sharp	T/Livonia	\$77,000.00
123.-1-29	Methodist Episcopal Society	Joseph Steury	T/Mt. Morris	\$1,650.00
145.-1-48	Lawrence Link	John Hameister	T/Mt. Morris	\$18,000.00
203.10-3-22	Deborah Sweeney	Susan McManus	V/Dansville	\$29,500.00
203.11-1-53	Angel Rosado	Robert Carone	V/Dansville	\$6,000.00
203.11-3-31	Bryan Smith	Robert Carone	V/Dansville	\$300.00
203.11-7-51	Kathleen Sullivan	Charles Perkins	V/Dansville	\$26,000.00
203.7-2-3	Bret & Laurie Johnston	Cherokee Property Solutions	V/Dansville	\$20,000.00
181.-1-5	Estate of Mary O. Cartwright	Gerald Douglass	T/Portage	\$24,000.00
206.-1-15.33	Fred Levy	Leroy Wood	T/Portage	\$6,500.00
183.-1-38.12	Patricia Zigrossi/Ann Duryea	Brian Luce	T/Portage	\$9,500.00
197.-1-1	Martin Barager	Charles & Nadejda Donegan	T/Portage	\$14,500.00
141.-1-33.114	Kristin Shonk	Judy & Stephen Shute	T/Springwater	\$1,400.00
177.-1-56.114	David & Dawn Clark	Craig Coleman	T/Springwater	
177.-1-56.115	David & Dawn Clark		T/Springwater	\$17,500.00
177.-1-56.116	David & Dawn Clark	Beverly Bishop	T/Springwater	\$5,000.00
70.-1-22.115	Robert Flick	Samuel P Swearingen	T/York	\$23,000.00

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.

Ms. Mann reviewed the properties sold at auction on July 24. All properties sold with one snafu. One gentleman bidding on several properties was confused with one parcel that he thought he was bidding on but was a different parcel entirely. Ms. Mann discussed the matter with the County Attorney and as the bidder

was obviously confused, he was allowed to withdraw his bid. The total bid price was \$531,600 and Ms. Mann distributed a spreadsheet of the auction results.

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

2. **DISCUSS SEALED BID PROCESS ON TWO PROPERTIES** – Ms. Mann explained that there are two parcels she would like to do a sealed bid on.

A. Valley View Road – Town Portage – There was a contending bidder that owns the surrounding parcels. He felt that the amount was run up by the person bidding in error on this property. He thought he should have gotten the parcel for \$4,200 because the auctioneer almost said sold to him and someone else started bidding. In contact with him, he did say he would pay the \$4,200. Both the County Attorney and Ms. Mann discussed that we go with a sealed bid for that parcel. The final bid was \$7,500 on this parcel. There was discussion on the potential to get less than \$4,200 if we go to sealed bid. The bidder is prepared to pay \$4,200 immediately. The Committee agreed to accept \$4,200.

*Motion: Mr. Gott moved and Mr. LeFeber seconded to accept \$4,200 contending bid for Valley View Road. Carried.*

B. 66 Chapel Street – Village of Mt. Morris – This parcel was sold in 2012 for \$42,000, but was never closed. This parcel was not included in the auction this year. The Village of Mt. Morris has shown some interest in the property. She has discussed having a sealed bid for this property with the County Attorney. The County Attorney explained that we are currently paying taxes on this property. The property is currently vacant and is assessed for \$74,600. The committee feels that we should sell this property by sealed bid.

*Motion: Mr. Gott moved and Mr. Schuster seconded to sell 66 Chapel Street by a sealed bid . Carried.*

Chairman Gott stated that the auction went well and he was pleased to see so many of the Treasurer’s staff in attendance. Ms. Mann explained that only one staff member get paid to attend, but the others find the proceedings very interesting and like to attend.

**2:00 COUNTY ATTORNEY – DAVID MORRIS**

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

**1. AUTHORIZING THE CHAIRMAN OF THE LIVINGSTON COUNTY BOARD OF SUPERVISORS TO SIGN THE FOLLOWING CONTRACT(S) FOR LIVINGSTON COUNTY: BONADIO GROUP**

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>Bonadio Group</b> 171 Sully’s Trail Pittsford NY 14534	N/A	<b>15,000.00</b>

For: Advice and an assessment of County’s regulatory compliance posture surrounding the HIPAA/HITECH law and those included within and Omnibus updates from January 2013.

<i>Funding Source</i>	<i>Local Share</i>	<i>Budgeted?</i>
County Budget	100%	Yes X No

Mr. Morris explained that we have never had our HIPAA compliance reviewed before. Bonadio has a proposal to provide this assessment. Bonadio has also agreed to work with us to revise our policies and agreements. Mr. Morris feels that this needs to be done and other counties have paid more than \$15,000 for this service. Mr. Coyle explained that this will be paid by budgeted funds even though the funds were not specifically budgeted

for this review, they are available.

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

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

**1. DISCUSSION OF CROWN CASTLE LEASE** – The Geneseo tower was installed in 1998 and is currently owned by Crown Castle. The County has free space on the tower and gets 20% of the one co-locator and they would like to extend their current lease. Their current lease does not expire until 2023 and they are proposing to extend their lease for 20 more years. They originally paid us \$25,000 for the 25 year lease and free use of the tower. They are proposing to extend it for another 25 years, which would extend it to 2043 and pay \$500 per month commencing with the signing of this renewal which would be approximately \$174,000 not including any rental increases. The last proposal three or four years ago was for a one time payment of \$52,000 for a 25 year lease. The County refused that proposal. Any co-locators must have prior approval from the County. The County microwaves and Sheriff’s Department are on this tower. There was discussion of any future needs by E911 on the tower. There was discussion of other towers and rates paid to other county municipalities. The Committee requested that the County Attorney research this matter further.

*Motion: Mr. Levey moved and Mr. LeFeber seconded amend the agenda. .... Carried.*

**COUNTY ADMINISTRATOR – IAN COYLE**

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

**1. APPROVING ABSTRACT**-The Abstract went out last Friday in the Board packets.

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

**2. AUTHORIZING TRANSFERS – COUNTY HISTORIAN, DEPARTMENT OF HEALTH, HIGHWAY** - Mr. Coyle reviewed the transfers for approval.

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

**3. AMENDING 2014 LIVINGSTON COUNTY BUDGET - SHERIFF**

RESOLVED, that the 2014 Sheriff’s Department budget be amended as follows:

Account	Dept.	Code	Description	Amount
Increase Revenue	A3110	2626	Forfeiture of Crime Proceeds	\$13,326.24
Increase Appropriation	A3110	4010	Conf. Task Force	\$13,326.24

Mr. Coyle explained that this is money segregated directly to the Sheriff coming in increasing the revenue to reflect expenses associated with the drug task force.

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

**4. ESTABLISHING AN ACCOUNT - PLANNING**

RESOLVED, that the following account be established for the Planning Department:

Account	Dept.	Code	Description	Amount
Establish Revenue	A6321	3395	Homeland Defense Grant	\$305,767.00
			<b>TOTAL</b>	<b>\$305,767.00</b>
Establish Appropriation	A6321	2200	Data Processing, Electronic & Communication Equipment	\$240,000.00
	A6321	4080	Prof. Services	\$65,767.00
			<b>TOTAL</b>	<b>\$305,767.00</b>

And,

Account	Dept.	Code	Description	Amount
Establish Revenue	A3648	3395	Homeland Defense Grant	\$5,994,854.00
			<b>TOTAL</b>	<b>\$5,994,854.00</b>
Establish Appropriation	A3648	2200	Equipment	\$5,349,934.00
	A3648	4080	Prof. Services	\$644,920.00
			<b>TOTAL</b>	<b>\$5,994,854.00</b>

These are the grant funds awarded through the Homeland Security grants for the telecommunications for 911 Centers and interoperability. Angela Ellis is the Coordinator of these grant efforts with the Sheriff's Department.

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

**SHERIFF – UNDERSHERIFF MATT BEAN**

**1. AUTHORIZING THE PURCHASE OF 2015 CHEVROLET TAHOE FOR THE LIVINGSTON COUNTY SHERIFF'S DEPARTMENT VIA NYS DHSES GRANT (BOS RESOLUTION 2014-170, K9 EXPLOSIVE DETECTION RESPONSE VEHICLE) – VAN BORTEL CHEVROLET**

RESOLVED, that the Livingston County Sheriff's Department is authorized to purchase through New York State OGS Contract PC66388 from of 1338 W. Main Street, Macedon, NY 14502 one (1) new 2015 Chevrolet Tahoe SSV 4WD at a total cost not to exceed \$32,385.19.

<u>Contractor</u>	<u>Term</u>	<u>Amount</u>
<b>Van Bortel Chevrolet</b> 1338 W. Main Street Macedon, NY 14502	N/A	\$32,385.19

For: One (1) new 2015 Chevrolet Tahoe SSV 4WD

<u>Funding Source</u>	<u>Local Share</u>	<u>Budgeted?</u>
Homeland Security Grant	0%	Yes x No

Undersheriff Bean explained that the SLETPP grant for Deputy Herkimer. His dog is a nitrate dog that sniffs for explosives. This vehicle is on state bid. The Undersheriff explained that they would like to keep current vehicle maintained in case another K9 vehicle goes out of service. The Tahoe was written into the original grant and the size accommodates the dog cages better. There was discussion on how the new Tahoe's stand up in service.

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

**2. AUTHORIZING THE PURCHASE OF A 2015 SEDAN POLICE INTERCEPTOR FOR THE LIVINGSTON COUNTY SHERIFF'S DEPARTMENT – VAN BORTEL FORD**

WHEREAS, Onondaga County has awarded a bid for the purchase of 2015 Ford Sedan Police Interceptor AWD (bid reference 7418) to Van Bortel Ford, and

WHEREAS, the County of Livingston has determined that the priced will result in a cost savings completed 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 Onondaga County bid 7418, Livingston County is authorized to purchase the vehicle through the contract awarded by Onondaga County, now, therefore, be it

RESOLVED, that the Livingston County Sheriff's Department is authorized to purchase one (1) Ford Sedan Police Interceptor for a total cost not to exceed \$26,133.86 through contract 7418 awarded by Onondaga County to Van Bortel Ford subject to review by the County Attorney and County Administrator.

<u>Contractor</u>	<u>Term</u>	<u>Amount</u>
<b>Van Bortel Ford</b> 71 Marsh Road East Rochester, NY 14445	N/A	\$26,133.86

For: 2015 Ford Sedan Police Interceptor AWD (bid reference 7418)

<i>Funding Source</i>	<i>Local Share</i>	<i>Budgeted?</i>
County Budget	100%	Yes x No

This vehicle would replace the Chevy Impala that needs a transmission. These sedans have the exact same platform as the Interceptors recently purchased. This is an all wheel drive vehicle. Another Impala has had over \$6,000 in repairs over the last year and they will be keeping this vehicle in the fleet in the hopes that they can recoup some of that money. Normal resale on the Impalas has been averaging \$3,200. There was discussion regarding how the vehicles are assigned to the deputies.

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

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

1. Discussion of changing 9/22/14 Ways and Means meeting date due to NYSAC Conference

*Motion: Mr. Gott moved and Mr. LeFeber seconded to change the 9/22/14 Ways and Means Committee Meeting to 9/15/14 at 1:30 pm..... Carried.*

1. 2015 Budget Process – Mr. Coyle explained that the department head meetings kicked off last week. The largest impact is the information from the Commission of Corrections staffing review. It is in draft mode, but comes down as a mandate. They were in here for two days for a staffing assessment and are looking at seven new positions, which is about \$500,000 including fringe. They are concerned with the personnel spending in the overtime utilization of our staff but they lauded the way we are able to positively exercise the part time employee base so that they are fully trained and certified. Mr. Coyle explained that CD Yasso presented a few scenarios, specifically one that shows a net zero proposition, on paper, for a slight reduction in part time utilization and a large reduction in overtime expense totaling, almost to the dollar, what would be the impact of these new hires. At this time, it is all about planning, all about theory, all on paper and it will be up to the Jail staff, the Sheriff and his team to make certain this plan comes to fruition as financially planned. After the meeting with COC, Mr. Coyle talked to the Sheriff about putting this mandated action together to be ready for the budget process in the next couple of months. We have hired ten since the jail opened. Looking at the first draft staffing analysis, they were at 19 and this will put us at the 15-17 that we had to fill due to the expansion. On a positive note, they are looking to break seven figures in the inmate boarding on an annual basis. There was discussion regarding the overtime assignment/scheduling. The Major is able to show the existing vacant shifts before anyone even takes a day off or takes sick time. Those shifts are filled where you can with part timers.

The largest general fund expense department is DSS. Their local share is up about 1.5% compared to last year in their budget. This represents about \$200,000-\$250,000. Mr. Coyle reviewed safety net programs that continue to grow. We are seeing positives in the state changes to Medicaid. We ended the last quarter up 2.5% in sales tax revenues. We received the first payment from the Seneca Nation in amount of \$86,000 in casino money. This amount was not quite what we were expecting, but we should still see the full \$440,000 amount. Mr. Coyle feels confident that we can budget this money next year. The IGT continues to be a challenge, while the nursing home is sitting on \$15,000,000. The regular county insurance (self insurance) is forecasted to have a 7% rate increase in October. The Rochester region community rated plans are running about double of what we are running. The rates for retirees may show a significant increase. The state retirement bill was lower than anticipated. The pharmacy bid for the jail and nursing home had a lot of interest however there is no firm belief on who is the lowest bid due to complications with the RFP assessment. Mr. Coyle explained that this is a very convoluted and we need to be able to say, this is the lowest responsible bid. The bid will probably need to be redone. Mr. Coyle explained that he did speak with both local bidders who had called separately and inquired on "buy local" and/or the value of their in-state presence. Mr. Coyle explained that unfortunately, there is no local preference in the bidding process unless the state law changes. There is an extension with the current contract until a new bid is done. There was discussion regarding worker's compensation numbers. Mr. Coyle explained that there will be some loss control training done for highway and the nursing home. He is also looking at

bringing in preferred provider organization to try and direct the care of someone that gets hurts. This tends to reduce time and costs, especially those units without unions. The Audit RFP will be on agenda at the next meeting. We will be seeing a savings by combining services. There was discussion regarding workers compensation claims at the town level and determining the amount by people covered instead of assessed value.

### EXECUTIVE SESSION

Motion made by Mr. Gott and seconded by Mr. LeFeber that the Board adjourn and reconvene and All Supervisors and County Administrator Ian M. Coyle remain present. Carried.

Mr. Gott moved and Mr. Baldwin seconded that the Committee reconvened in regular session. The following report was presented.

The Ways and Means Committee having met in Executive Session for the purpose of discussing the proposed sale of real property hereby reports as follows:

No action taken.

Carried.

3. Discussion of Surplus Property – The Committee was supportive of the Administrator's recommendation to consider a negotiated sale with Greg O'Connell for property located at Millennium Drive, subject to Mr. Coyle's talks with the Village of Geneseo regarding a the roadway extension. The Audit RFP will be on agenda at the next meeting. We will be seeing a significant savings by combining services. There was discussion regarding workers compensation claims at the town level and determining the amount by people covered instead of assessed value.

### **ADJOURNMENT**

Mr. Schuster moved and Mr. Levey seconded to adjourn the Committee meeting at 3:00 p.m.

Respectfully submitted,

Michele R. Rees  
Clerk of the Board