

**WAYS & MEANS COMMITTEE MEETING MINUTES
TUESDAY, OCTOBER 14, 2014
1:30 P.M.**

PRESENT: D. Pangrazio, D. Mahus, T. Baldwin, M. Schuster, G. Levey, E. Gott, D. LeFeber, P. Yendell, L. Semmel, B. Donohue, D. Knapp, I. Coyle

COUNTY ATTORNEY – DAVID MORRIS

Action Item(s) To Be Reported

1. ESTABLISHING STANDARD WORK DAY AND RETIREMENT REPORTING CREDIT

RESOLVED, that the Livingston County Board of Supervisors hereby establishes the following as standard work days for elected and appointed officials and will report the following days worked to the New York State and Local Employees' Retirement System based on the record of activities maintained and submitted by these officials to the Clerk of this body:

Dept.	Title	Name	Standard Work Day Hrs/day	Term	Participates in Employer's Time Keeping System (Y/N)	Days/Month (based on record of activities)
ELECTED OFFICIALS						
BOS	Chairman – Livonia	Gott, Eric R.	6	1/1/2014-12/31/2017	N	10.08
BOS	Vice Chair – Avon	LeFeber, David L.	6	1/1/2014-12/31/2017	N	4.86
BOS	Supervisor – Caledonia	Pangrazio, Daniel	6	1/1/2014-12/31/2015	N	7.3
BOS	Supervisor – Conesus	Donohue, Brenda B.	6	1/1/2014-12/31/2015	N	7.72
BOS	Supervisor – Groveland	Carman, Bill	6	1/1/2015-12/31/2015	N	2.1
BOS	Supervisor – Lima	Yendell, J. Peter	6	1/1/2014-12/31/2017	N	N/A
BOS	Supervisor – Mt. Morris	DiPasquale, Charles	6	1/1/2014-12/31/2017	N	N/A
BOS	Supervisor – N. Dansville	Mahus, Dennis P.	6	1/1/2014-12/31/2017	N	N/A
BOS	Supervisor – Nunda	Baldwin, Thomas B.	6	1/1/2014-12/31/2015	N	5.94
BOS	Supervisor – Ossian	Knapp, Dwight	6	1/1/2014-12/31/2017	N	0.74
BOS	Supervisor – Portage	Davis, Ivan C.	6	1/1/2014-12/31/2015	N	5.32
BOS	Supervisor – Sparta	Schuster, Mark J.	6	1/1/2014-12/31/2017	N	3.916
BOS	Supervisor – West Sparta	Levey, Gerad	6	1/1/2014-12/31/2015	N	Did Not Submit
DA	District Attorney	McCaffrey, Greg	6	1/1/2013-12/31/2016	N	29.17
SHER	Sheriff	Dougherty, Thomas	6	1/1/2014-12/31/2017	N	30.9
TREA	County Treasurer	Mann, Amy	6	1/1/2014-12/31/2017	N	27.86
APPOINTED OFFICIALS						
BOS	Clerk of the Board	Rees, Michele	7	1/1/2014-12/31/2014	Y	N/A
BOS	County Auditor	Donegan, Terrence	7	1/1/2014-12/31/2017	Y	N/A
ATNY	County Attorney	Morris, David	7	1/1/2014-12/31/2017	N	21.52
ATNY	Assistant County Attorney	Mallaber, Jeffrey	7	1/1/2014-12/31/2017	Y	N/A
ATNY	Assistant County Attorney	Sisson, Wendy	7	1/1/2014-12/31/2017	N	21.5
DA	Assistant District Attorney	Anderson, Marty	7	10/15/2013-12/31/2016	Y	N/A
HWY	Superintendent	Higgins, Donald N.	8	4/1/2014-4/3/2018	Y	N/A
HWY	Deputy Superintendent	Barefoot, Dennis J.	8	4/1/2014-4/3/2018	Y	N/A

HWY	Deputy Superintendent	Cowley, Stephen M.	8	4/1/2014-7/1/2015	Y	N/A
HWY	Deputy Superintendent	Wolfanger, Jason	8	4/1/2014-4/3/2018	Y	N/A
PD	Public Defender	Clark Tetamore, Marcea	7	1/1/2014-12/31/2017	Y	N/A
RPTS	Director of Real Property Tax Services I	Pukos, Joseph	7	10/1/2013-9/30/2019	Y	N/A
SHER	Undersheriff	Bean, Matthew	7	1/1/2014-12/31/2017	Y	N/A
TREA	Deputy County Treasurer	Fox, Linda	7	1/1/14-12/31/2017	Y	N/A

Mr. Morris reported that standard workday and retirement resolution forwarded to the Comptroller previously contained the names of three supervisors that are already retired and collecting retirement. We received the resolution back from the State Comptroller telling us that those individuals should not be submitted, so we need to redo and repost the resolution. We also noticed that we needed to add Mr. Davis to the revised resolution and repost.

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

PERSONNEL – TISH LYNN

Action Item(s) To Be Reported

**1. CENTER FOR NURSING AND REHABILITATION - FRANK BASSETT
APPOINTING ASSISTANT DIRECTOR OF NURSING SERVICES FOR THE LIVINGSTON
COUNTY CENTER FOR NURSING AND REHABILITATION – LAURA RUDNEY**

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

Center for Nursing and Rehabilitation

Appoint Laura Rudney, 14 Grove Street, Mt. Morris, NY 14510 to the position of full-time Assistant Director of Nursing Services effective October 26, 2014, at an annual salary of \$73,950.00.

Mr. Bassett reviewed the interview process for this position. Four interviews were conducted and he is recommending Laura Rudney be appointed to the position of Assistant Director of Nursing. He feels that she is a very good fit for what will be happening over next few years. Mr. Bassett reviewed the current salary and benefits and his salary recommendation is \$73,950 effective on 10/26/14.

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

COUNTY TREASURER – AMY MANN & LINDA FOX

Action Item(s) To Be Reported

**1. AUTHORIZING THE CHAIRMAN OF THE LIVINGSTON COUNTY BOARD OF
SUPERVISORS TO SIGN THE FLEXIBLE SPENDING ACCOUNT PLAN**

RESOLVED, that the Chairman of the Livingston County Board of Supervisors is authorized to sign the Livingston County Flexible Spending Account Plan document.

Ms. Mann explained that this is the new flexible spending contract. There are basically two changes. One is the name change from EBS to Lifetime Benefit Solutions and the administrative fee is increasing ten cents per employee to Three dollars.

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

**2. AUTHORIZING THE CHAIRMAN OF THE LIVINGSTON COUNTY BOARD OF
SUPERVISORS TO SIGN THE FOLLOWING CONTRACT(S) FOR THE LIVINGSTON COUNTY
TREASURER: PHILLIPS LYTLE LLP**

RESOLVED, that the Chairman of the Livingston County Board of Supervisors is hereby authorized to sign the following contract(s) for the Livingston County Treasurer, 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>
Phillips Lytle LLP	2013 in rem proceeding	\$358.00

1400 First Federal Plaza
Rochester, NY 14614

For: Foreclosure for 2013-tax year

Ms. Mann explained that this is an annual contract that usually begins on November 1. This is the third year that the cost has remained the same. Ms. Mann is satisfied with Phillips Lytle, the auction went very smoothly last year and they are very easy to work with. Having the one auction and the dates staying the same, people know what to expect.

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

Pre-approved Informational Item(s) To Be Reported

1. 66 Chapel Street – Village of Mt. Morris – Sealed bid results-Ms. Mann reported that we did not receive any responses. Ms. Mann thought she would hold the parcel until the auction next year. The Committee felt that the parcel should be advertised for sealed bid one more time. There was discussion on what condition the property is in.
2. Presentation of 12/31/2013 Audited Financial Statements by Bonadio Group-Randall Shepard distributed the summary audit information for review. Mr. Shepard explained the details of the employee communications letter for the committee and reviewed each area. This was a light year for the County. There were no difficulties. There were a couple of small adjustments, basically due to miscommunications for entries during the transition to the new Treasurer. There were no disagreements with management. Mr. Shepard reviewed a five year look back for any patterns and the cause thereof.

REAL PROPERTY TAX SERVICES – JOE PUKOS

Action Item(s) To Be Reported

1. AUTHORIZING DIRECTOR TO ADD TAXES ON 2015 VARIOUS TOWN TAX ROLLS

Mr. Pukos requested permission to add taxes to the various 2015 tax rolls. This is the prorated taxes that are done every year. These are anyone that buys a property and there is an old exemption on that property.

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

2. ESTABLISHING RATIOS FOR THE YEAR 2014

The Ways and Means Committee presents the following equalization ratios for each township of the County for the apportionment of the 2015 County Tax Levy.

Avon	100.00	North Dansville	100.00
Caledonia	100.00	Nunda	100.00
Conesus	100.00	Ossian	100.00
Geneseo	100.00	Portage	100.00
Groveland	100.00	Sparta	100.00
Leicester	100.00	Springwater	100.00
Lima	100.00	West Sparta	100.00
Livonia	100.00	York	100.00
Mt. Morris	100.00		

Mr. Pukos explained that all seventeen towns are at 100%. It is always easy on an update year. Ossian is the only town that did not update this year, but their assessment was updated two years ago. These are the state certified equalization rates used for the 2015 County apportionment.

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

3. CORRECTING TAX ROLL – TOWN OF CONESUS

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 Conesus on the tax roll for the years

hereinafter set forth, and

WHEREAS, said parcel(s) were incorrectly assessed and/or taxed for reasons set forth in the application(s) 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(s) having jurisdiction of the tax roll(s) so that the roll can be corrected; and a notice of approval to the applicant(s), 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.

Year, Municipality Owner(s) Parcel	Taxing Jurisdiction	Original Tax Bill	Corrected Tax Bill	Refund to Owner	Chargebacks to Taxing Jurisdictions
1. 2014 Conesus Hynes, Edward J.	Livingston County	\$34.71	\$34.71	\$0.00	\$0.00
Tax Map Number	Conesus Town Tax	\$30.47	\$30.47	\$0.00	\$0.00
119.-1-20.216	Conesus Town Penalty	\$8.36	\$1.14	\$7.22	\$7.22
	Conesus Fire 1	\$18.41	\$18.41	\$0.00	\$0.00
	CLCSD Ext 9 Imp	\$315.00	\$20.00	\$295.00	\$295.00
	CTY Wtr#1 Z 2 Imp	\$437.00	\$10.00	\$427.00	\$427.00
	Total	\$843.95	\$114.73	\$729.22	\$729.22

Mr. Pukos explained that this was a new parcel that was split out. It is a vacant parcel that was charged erroneously as if there were a house on it. The sewer and water unit charges are quite a bit more than if it were vacant.

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

COUNTY ADMINISTRATOR – IAN COYLE

Action Item(s) To Be Reported

1. **APPROVING ABSTRACT-** Mr. Coyle reported that the abstract will be going out in the board packet on Friday.

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

2. **AUTHORIZING TRANSFERS – BOARD OF SUPERVISORS, CAPITAL PROJECTS, SHERIFF’S DEPARTMENT**

Mr. Coyle reviewed the transfers for approval. The capital project transfers were a clean up all of the reserves from completed projects that we have and moving those funds into active project accounts.

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

Mr. Coyle reviewed each of the following budget amendments for the Committee.

3. **AMENDING 2014 LIVINGSTON COUNTY BUDGET – CENTRAL SERVICES**

RESOLVED, that the 2014 Central Services Department budget be amended as follows:

Account	Dept.	Code	Description	Amount
Increase Revenue	A1630	2680	Insurance Recovery	\$288.60
Increase Appropriation	A1630	4120	Motor Equipment Repair	\$288.60

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

4. **AMENDING 2014 LIVINGSTON COUNTY BUDGET – HIGHWAY DEPARTMENT**

RESOLVED, that the 2014 Highway Department budget be amended as follows:

Account	Dept.	Code	Description	Amount
Increase Revenue	D5113	5031	Interfund Transfer	\$106,000.00
Increase Appropriation	D5113	4170	Contract Expense	\$106,000.00

And,

Account	Dept.	Code	Description	Amount
Increase Revenue	DM5130	2100	Auto Equipment	\$50,000.00
	DM5130	2351	Bridge Crew Tools	\$6,000.00
	DM5130	4121	Tires	\$20,000.00
	DM5130	4127	Outside Repairs	\$30,000.00
			TOTAL	\$106,000.00
Increase Appropriation	DM5130	5031	Interfund Transfer	\$106,000.00
			TOTAL	\$106,000.00

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

5. AMENDING 2014 LIVINGSTON COUNTY BUDGET – OFFICE FOR THE AGING
RESOLVED, that the 2014 Office for the Aging Department budget be amended as follows:

Account	Dept.	Code	Description	Amount
Increase Revenue	A6789	4772	Federal Revenue	\$2,920.00
			TOTAL	\$2,920.00
Increase Appropriation	A6789	1000	Personal Services	\$1,539.00
		8100	FICA	\$118.00
		4060	Office Supplies	\$500.00
		4075	Data Processing	\$635.00
		4055	Telephone	\$128.00
			TOTAL	\$2,920.00

And,

Account	Dept.	Code	Description	Amount
Increase Revenue	A6789	4772	Federal Revenue	\$7,500.00
			TOTAL	\$7,500.00
Increase Appropriation	A6789	1000	Personal Services	\$5,859.85
		8100	FICA	\$424.66
		4055	Telephone	\$715.49
		4060	Office Supplies	\$500.00
			TOTAL	\$7,500.00

And,

Account	Dept.	Code	Description	Amount
Increase Revenue	A6789	4772	Federal Revenue	\$10,670.00
Increase Appropriation	A6789	2701	Refund/Reimbursement from previous yr	\$10,670.00

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

6. **AMENDING 2014 LIVINGSTON COUNTY BUDGET – SHERIFF’S DEPARTMENT**
 RESOLVED, that the 2014 Sheriff’s Department budget be amended as follows:

Account	Dept.	Code	Description	Amount
Increase Revenue	A3118	3389	State Aid	\$400.00
Increase Appropriation	A3118	1000	Personal Services	\$400.00

And,

Account	Dept.	Code	Description	Amount
Increase Revenue	A3118	1951	OT	\$852.95
	A3118	8100	FICA	\$84.18
			TOTAL	\$938.13
Increase Appropriation	A3118	1000	Personal Services	868.97
	A3118	8400	W.C.	\$21.36
	A3118	1950	Temp. Services	47.80
			TOTAL	\$938.13

And,

Account	Dept.	Code	Description	Amount
Increase Revenue	A3110	2680	Insurance Recovery	\$2,181.40
Increase Appropriation	A3110	4120	Motor Vehicle Repair	\$2,181.40

And,

Account	Dept.	Code	Description	Amount
Increase Revenue	A3110	1950	Pers. Serv.	\$1,244.45
	A3110	1951	OT	\$1,210.82
			TOTAL	\$2,455.27
Increase Appropriation	A3112	4080	Prof. Serv.	\$2,455.27
			TOTAL	\$2,455.27

And,

Account	Dept.	Code	Description	Amount
Increase Revenue	A3110	4389	Federal	\$5,380.00
Increase Appropriation	A3110	4280	Uniforms	\$5,380.80

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

7. AUTHORIZING HOURS OF OPERATION FOR CIVIL OFFICE OF THE LIVINGSTON COUNTY SHERIFF’S DEPARTMENT, COUNTY CLERK, COUNTY TREASURER AND THE CLERK OF THE BOARD

RESOLVED, that pursuant to the authority granted to the Livingston County Board of Supervisors by section 206 of the County Law of the State of New York, the Civil Office of the Livingston County Sheriff’s Department, the County Clerk’s Office, the County Treasurer’s Office and the Office of the Clerk of the Livingston County Board of Supervisors shall be kept open for the transaction of business everyday from 8:00 a.m. to 4:00 p.m., except Saturdays, Sundays and holidays, effective immediately.

Mr. Coyle explained that during a recent Sheriff’s Department accreditation process it was discovered that there is a county law setting these office hours unless the Board puts in a resolution

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

8. PROVIDING FOR PUBLIC HEARING ON PROPOSED LIVINGSTON COUNTY BUDGET FOR 2015 PURSUANT TO SECTION 359 OF THE COUNTY LAW

RESOLVED, that the Livingston County Board of Supervisors, pursuant to Section 359 of the County Law, will hold a public hearing on the proposed Livingston County Budget for the fiscal year 2015 at 1:35 p.m. in the afternoon and also at 7:00 p.m. in the evening on Wednesday, November 19, 2014 in the Board of Supervisors Assembly Room in the Livingston County Government Center in the Village of Geneseo, New York, and, be it further

RESOLVED, that the Clerk of the Board will cause a Notice of Public Hearing to be published in the official newspapers of the County in a manner required by Section 359 of the County Law.

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

Pre-approved Informational Item(s) To Be Reported

- Workers Compensation - We will have excess insurance broker, First Niagara, come in to the next Ways and Means meeting to talk about a proposal called the preferred provider organization. This is allow the county to take a block of people in our comp plan that are non union and non represented which are basically our volunteer fire and ambulance group, which is about 1,000 covered lives between the two entities. This would allow for quicker care and better care and supposedly, the plan will save money for the county. This needs to be a service provision, not something that provides one level of service for one group and a different level of service for another group. The Committee should be prepared with some questions for them at the next meeting.
- Capital Improvement Plan – Mr. Coyle reported that he is just about set on the plan. He will be giving the committee and the full board what we are looking at for the next year and the total five year plan after that for the CIP for an in-depth discussion at the next meeting.
- Kaaren Smith has announced that she is retiring, in addition to Joe Pukos and Dale Nieswiadomy. Mr. Coyle anticipates putting an ad into the D&C addition for IT because there have only been a few applications received. OFA and Real Property job descriptions will be updated and advertised.
- Mr. Coyle reported that he has been approached by the Town of York on assessment and possible town and county cooperation. York and Leicester’s assessor is retiring next year. This would make more sense if there are multiple towns interested. There was discussion regarding the best time frame to do something of this nature with the anticipated turnover with Mr. Pukos’ retirement.

ADJOURNMENT

Mr. Baldwin moved and Mr. Schuster seconded to adjourn the meeting at 2:08 p.m.

Respectfully submitted,
Michele R. Rees
Clerk of the Board