

**PUBLIC SERVICES COMMITTEE MEETING MINUTES
MONDAY, JANUARY 6, 2014
1:30 P.M.**

PRESENT: G. Deming, C. DiPasquale, D. Knapp, D. LeFeber, E. Gott, Other Supervisors: P. Yendell, L. Semmel, B. Donohue, I. Coyle,

ABSENT: D. Babbitt Henry, W. Wadsworth

PLANNING – ANGELA ELLIS

Action Item(s) To Be Reported

1. **AUTHORIZING THE CHAIRMAN OF THE LIVINGSTON COUNTY BOARD OF SUPERVISORS TO SIGN A CONTRACT FOR THE LIVINGSTON COUNTY PLANNING DEPARTMENT AS FOLLOWS: ECOLOGIC, LLC, LIVINGSTON COUNTY SOIL & WATER CONSERVATION DISTRICT** RESOLVED, that the Chairman of the Livingston County Board of Supervisors is hereby authorized to sign the following contract for the Livingston County Planning Department, according to the terms designated, subject to review by the County Attorney and County Administrator:

<u>Contractor</u>	<u>Term</u>	<u>Amount</u>
EcoLogic, LLC 5 Ledyard Avenue Suite 200 Cazenovia, NY 13035	1/1/2014 – 12/31/2014	not to exceed \$10,000

For: Professional scientific services in support of the implementation of the Conesus Lake Watershed Management Plan.

Director's Comments: This resolution continues our annual contractual relationship with EcoLogic. This contract is funded through the Conesus Lake Aquatic Weeds Strategy (CLAWS).

<i>Funding Source</i>	<i>Local Share</i>	<i>Budgeted ?</i>
Finger Lakes-Lake Ontario Watershed Protection Alliance annual funding: CLAWS 20 (NYS Environmental Protection Fund)	\$0	Yes X No

Mrs. Ellis explained that this is an annual contract.

MOTION: Mr. DiPasquale moved and Mr. Knapp seconded to approve the foregoing contract. Carried.

<u>Contractor</u>	<u>Term</u>	<u>Amount</u>
Livingston County Soil & Water Conservation District 11 Megan Drive, Suite 2 Geneseo, NY 14454	1/1/2014 – 12/31/2014	\$12,500

For: Professional services in support of the implementation of the Conesus Lake Watershed Management Ms. Director's Comments: This resolution continues our annual contractual relationship with the Soil and Water Conservation District for landowner assistance with agricultural best management practices and projects in the Conesus Lake Watershed.

<i>Funding Source</i>	<i>Local Share</i>	<i>Budgeted ?</i>
Finger Lakes-Lake Ontario Watershed Protection Alliance annual funding: CLAWS 21 (NYS Environmental Protection Fund)	\$0	Yes X No

MOTION: Mr. Knapp moved and Mr. LeFeber seconded to approve the foregoing contract. Carried.

2. **APPOINTING MEMBERS TO THE LIVINGSTON COUNTY PLANNING BOARD – BARRY INGALSBE, BILL WEBER, CATHIE GEHRIG, TIM BRINDUSE, JEFFREY LONG, JOAN WAMP, BRIAN FAHEY, BRUCE DEHM**

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

Name	Address	Title/Representing	Term
Barry Ingalsbe	2036 Michigan Avenue, Lima, NY 14485	Village of Lima	1/01/14 to 12/31/16
Bill Weber	4232 East Lake Road, Livonia, NY 14487	Town of Livonia	1/01/14 to 12/31/16
Cathie Gehrig	1 Erie Street, Mount Morris, NY 14510	Town of Mount Morris	1/01/14 to 12/31/16
Tim Brinduse	67 Main Street, Dansville, NY 14437	Village of Dansville	1/01/14 to 12/31/16
Jeffrey Long	1771 Route 436, Nunda, NY 14517	Town of Nunda	1/01/14 to 12/31/16
Joan Wamp	5332 Ossian Hill Road, Dansville, NY 14437	Town of Ossian	1/01/14 to 12/31/16
Brian Fahey	876 Clark Road, Hunt, NY 14846	Town of Portage	1/01/14 to 12/31/16
Bruce Dehm	Box 103, Geneseo NY 14454	Alternate #2	1/1/2014-12/31/2014

Ms. Ellis explained that this is the resolution for 3 year terms. She does still have some vacancies.

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

3. APPOINTING MEMBERS TO THE LIVINGSTON COUNTY ENVIRONMENTAL MANAGEMENT COUNCIL – ROBERT DONNAN, DAVID H. SWANSON, SUSAN WALKER, WILLIAM MCCLEARY, DAVID W. PARISH, WENDY STEVENSON, BARRY GANZHORN, RAYMOND CASE, JOHN HASSETT

RESOLVED, that the following members are hereby appointed to the Livingston County Environmental Management Council for the term designated:

Name	Address	Title/Representing	Term
Robert Donnan	3150 Chandler Road Piffard, NY 14533	Agriculture	1/1/14 – 12/31/15
David H. Swanson	7014 Begole Road Mt. Morris, NY 14510	Agriculture	1/1/14 – 12/31/15
Susan Walker	7630 Walker Road Wayland, NY 14572	Agriculture	1/1/14 – 12/31/15
William McCleary	3247 Bronson Hill Road Livonia, NY 14487	General Citizen	1/1/14 – 12/31/15
David W. Parish	5 Crossett Road Geneseo, NY 14454	General Citizen	1/1/14 – 12/31/15
Wendy Stevenson	8398 Harpers Ferry Road Springwater, NY 14560	General Citizen	1/1/14 – 12/31/15
Barry Ganzhorn	2910 West Main Street Caledonia, NY 14423	General Citizen	1/1/14 – 12/31/15
Raymond Case	P.O. Box 567, 3501 Pebble Beach Road, Lakeville, NY 14480-0567	General Citizen	1/1/14 – 12/31/15
John Hassett	3289 Genesee Street Piffard, NY 14533	Industry	1/1/14 – 12/31/15

MOTION: Mr. LeFeber moved and Mr. DiPasquale seconded to approve the foregoing resolution.

Carried.

There was discussion on the creation of the Livingston County Transportation Advisory Committee. Mrs. Ellis distributed the organizational chart for the Livingston County Transportation Advisory Committee for discussion. The final plan, executive summary and appendices were not distributed, but can be reviewed in the Planning office. The final documents will be available on the county website. Mrs. Ellis reviewed the draft organization chart and the Q&A information sheet. Mrs. Ellis is suggesting that the Planning Department prepare an annual work plan that would be approved by the Public Services Committee. Mrs. Ellis reviewed the advisory committee and work group membership and what type of issues would be addressed including public transportation, community development and environmental issues. Mr. Coyle expressed the need for this committee with all of the projects going on in the County. The Committee directed Mrs. Ellis to go forward with the creation of the committee and the work groups.

4. CREATE ONE FULL-TIME DEPUTY DIRECTOR OF PLANNING POSITION AND REFER TO WAYS AND MEANS COMMITTEE

MOTION: Mr. DiPasquale moved and Mr. Gott seconded to approve the foregoing resolution and refer it to the Ways & Means Committee. Carried.

5. AMENDING THE HOURLY EMPLOYEE SALARY SCHEDULE AND REFER TO WAYS AND MEANS COMMITTEE

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

Planning Department

Create one full-time Planning Assistant position

MOTION: Mr. DiPasquale moved and Mr. Gott seconded to approve the foregoing resolution and refer it to the Ways & Means Committee. Carried.

Informational Item(s) Written Only

COUNTY PROJECTS:

LIVINGSTON COUNTY EMERGENCY COMMUNICATIONS PLAN:

NYS Public Safety Answering Point (PSAP) Sustainment Grant. The County was awarded \$305,767 to support the application submitted for funding from the Public Safety Answering Point (PSAP) Sustainment Grant. This funding will be used to replace 8-10 radio consoles in the 911 Center and EOC to help implement the Plan. We received the contract from the State. It is in the contract execution phase.

NYS Statewide Interoperable Communications Grant (SICG). Planning, Sheriff's Office, ITS, Emergency Management, and Emergency Medical Services collaborated on the development of a nearly \$6M application to the SICG for radio communications system upgrade. The application was submitted on September 25, 2013. We were notified of the award in the full amount.

COUNTY TRANSPORTATION CONNECTIVITY PLAN: The consultant team continued work on the project. The consultant team incorporated comments received and copies of the final document will be delivered to the Planning Department by the end of the year.

DANSVILLE TRANSPORTATION AND INDUSTRIAL AND COMMERCIAL ACCESS STUDY: We finalized the contract and with Barton & Loguidice and have scheduled the kick-off meeting for mid-January.

COUNTY PLANNING BOARD:

Vacancies. There are 3 vacancies on the Planning Board – 2 for Alternate At-large members; 1 for North Dansville. Marie Roberts retired from the County Planning Board.

AGRICULTURAL & FARMLAND PROTECTION BOARD (AFPB):

FY2008-2009 Farmland Protection Implementation Grant (Triple H and Sunny Knoll farms). The Genesee Valley Conservancy continued work on these projects. The site plans for both projects were submitted to Ag and Markets for approval this month. Both projects need to be closed out by September 30, 2014.

Agricultural District Renewal. The renewal package for Agricultural District #2 was sent to NYS Agriculture and Markets as approved by the Board of Supervisors. We are waiting to hear back from the State on acceptance of the submission.

303b Petition Process. Section 303-b of the New York State Agriculture and Markets Law provides for the inclusion of viable agricultural land within a certified agricultural district prior to the county established review period. Livingston County established the month of September as the 30-day period in which landowners may petition for the inclusion of parcels within existing agricultural districts. The public hearing will be held on December 18, 2013. The AFPB met on November 21, 2013 and approved four parcels to be forwarded to the Public Services Committee for consideration for inclusion in Ag Districts #1 and #4.

UPCOMING TRAINING OPPORTUNITIES:

LET'S Plan. Reminder: Our office will be coordinating *Agriculture and Planning* on December 2, 2013, with Bob Somers from NYS Ag and Markets and Diane Held formerly of the American Farmland Trust. Our office will be conducting *SEQR training* on December 3, 2013. This is very important training for local board members. 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 work on final designs, state and federal permitting, and coordination with landowners.

Conesus Lake Watershed Council. The Council met on November 8, 2013, accepted the Conesus Lake Boat Launch Invasive Species Prevention Study and adopted the proposed 2014 work program.

TRANSPORTATION:

Genesee Transportation Council: The Planning Director attended the Board meeting on December 12, 2013.

Genesee Transportation Council Planning Committee: The Planning Director attended the Planning Committee meeting on November 14, 2013.

GENESEE-FINGER LAKES REGIONAL PLANNING COUNCIL

Planning Coordination Committee. The Planning Director attended the meeting on December 6, 2013. The next meeting is February 7, 2014.

Council. The Planning Director attended the meeting on December 12, 2013.

Executive Committee. The Planning Director attended the meeting on December 12, 2013.

E911 ADDRESSING:

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

WEATHERIZATION ASSISTANCE PROGRAM (WAP).

We are waiting for the final audit by the NYS Office of Housing and Community Renewal.

ENVIRONMENTAL MANAGEMENT COUNCIL

The Council discussed the 2013 annual report and work plan for 2014 at its November meeting. The next meeting will be held on January 22, 2014.

MAJOR TECHNICAL ASSISTANCE PROVIDED BY PLANNING STAFF

Technical Assistance - Municipalities

Provided Village of Avon with a zoning district map showing parcels
 Technical Assistance - Other Depts
 Intranet MAP training for Probation
 Map and display creation for District Attorney's Office
 Technical Assistance - Public
 Map for an appraiser of Groveland and Mount Morris properties
 Conducted G/FLRPC Regional Atlas review & input

CENTRAL SERVICES – DAVID ALLEN

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 CENTRAL SERVICES: DAY AUTOMATION SYSTEMS, INC. (2), EMCOR SERVICES BETLEM (3),**

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 Central 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>
Day Automation Systems, Inc. 7931 Rae Boulevard Victor, NY 14564 For: Direct Digital Control System Service Contract for Livingston County Jail HVAC Equipment	1/1/14 – 12/31/14	\$4,466
Day Automation Systems, Inc. 7931 Rae Boulevard Victor, NY 14564 For: Energy Management and Control System Maintenance Service Agreement for the New Jail	1/1/14 – 12/31/14	\$4,839
Emcor Services Betlem 704 Clinton Avenue South Rochester, NY 14620 For: HVAC Equipment Service Contract for Livingston County Campus in Mt. Morris	1/1/14 – 12/31/15	\$9,681 Annually
Emcor Services Betlem 704 Clinton Avenue South Rochester, NY 14620 For: HVAC Equipment Service Contract for Livingston County Jail (Old)	1/1/14 – 12/31/15	\$1,133 Annually
Emcor Services Betlem 704 Clinton Avenue South Rochester, NY 14620 For: HVAC Equipment Service Contract for Livingston County Men's Jail (New)	1/1/14 – 12/31/15	\$7,159 Annually

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

Mr. Allen reviewed the above contracts for approval and explained that all labor, phone support and parts. The Emcor contract is for HVAC programming.

MOTION: Mr. Gott moved and Mr. LeFeber seconded for foregoing resolution for approval. Carried.

Informational Item(s) Written Only

1. Mt. Morris – Building #1 Repair and Renovations – Central Services staff continues working on the renovation for the auditorium wing.

2. Geneseo – Government Center – Central Services staff continues working on basement wall repairs and painting.

COUNTY ADMINISTRATOR – IAN COYLE

Traffic Safety Board

1. **APPOINTING MEMBER TO THE LIVINGSTON COUNTY TRAFFIC SAFETY BOARD – RICK MORAN**

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

Name	Address	Rep./Title	Term
Livingston County Traffic Safety Board			
Rick Moran	8654 Short Tract Road, Nunda, NY 14517	Town of Nunda	1/1/14-12/31/16

MOTION: Mr. DiPasquale moved and Mr. Knapp seconded for foregoing resolution for approval. Carried.

Livingston County Soil & Water Conservation District Board

2. **APPOINTING MEMBERS TO THE LIVINGSTON COUNTY SOIL AND WATER CONSERVATION DISTRICT BOARD OF DIRECTORS – JOHN MAXWELL, DAVID LEFEBER, WILLIAM WADSWORTH**

RESOLVED, that the following members are hereby appointed to the Livingston County Soil and Water Conservation District Board of Directors for the term designated:

Name	Address	Rep./Title	Term
John Maxwell	14 Gibbs Street, Nunda, NY 14517	Farm Bureau Member	1/1/14-12/31/16
David LeFeber	4910 Littleville Rd, Avon, NY 14414	Supervisor Member	1/1/13-12/31/13
William Wadsworth	PO Box 127, Geneseo NY 14454	Supervisor Member	1/1/13-12/31/13

MOTION: Mr. LeFeber moved and Mr. Knapp seconded for foregoing resolution for approval. Carried.

Mr. Deming updated the committee on the meeting he had with Mr. Schuster and the Board of Election Commissioners about various issues that some supervisors have had and why they did not receive a raise. They are working on consolidation. The plan is for them to come to the next committee meeting with a plan of action.

Mr. Deming stated that the Committee needs to stress and be clear of what we are looking for from the Commissioners.

Mr. Coyle reported that the Sheriff’s Department has been able to purchase five scanners for \$3,000 each from the Federal Surplus Program. These are \$150,000-\$200,000 pieces of equipment. The County will need to put these in use for 18 months and then rotate some units out for potential resale for a decent amount.

EMERGENCY MEDICAL SERVICES – KAREN DEWAR

Pre-approved Informational Item(s) To Be Reported

1. **STAFFING DISCUSSION – CONSIDERATION OF NEW FULL TIME POSITIONS**

Ms. Dewar reviewed the care numbers for 2013. There were 3,043 total calls in 2013. Treating 3,083 patient contact calls. There were 1,672 ALS flycar assist calls. There is one BLS ambulance serving York and Leicester Monday through Friday from 6am – 6pm and there is one ALS ambulance at Noyes. The feedback from Noyes has been very satisfied with the service. Mr. Coyle explained that the Noyes President has stated that this service is a tremendous time savings for patients. Ms. Dewar explained that we do not have a contract for this service. A result of the expansion of the service is an increase in overall revenue to be just over \$821,000 for 2013. Ms.

Dewar explained that the staff has a room for their use on the third floor at Noyes. There may be a need to move them upon occasion to cover north if both central flycars are out, they will be moved to a more central location. Shift change is at 7 a.m. and 7 p.m. There are still ambulances struggling in the south end of the county. The Springwater Ambulance is at 46% no crew for the year. Nunda and Dansville are both about a 10% no crew. Our acceptable no crew percentage from the Monroe Livingston Region is less than 5%. Ms. Dewar stated that these ambulances are called first and because Livingston County is the CON holder, the county should be called next.

The 2014 revenue projection was \$800,000. Ms. Dewar reported that the actual revenue numbers realized if they stay in the 77,000 per month, is \$924,000. Ms. Dewar feels that \$100,000 above and beyond budgeted amounts for 7 full time employees. Mr. Coyle reviewed the concern with part time staff and the Affordable Care Act requirements and the seven figure impact to Livingston County if we had a violation. Based on the budgeted amounts, the amount needed would be \$100,000. Revenues are trending to approximately \$80,000 per month. No funds would need to come from the Fund Balance. Mr. Gott feels that the County has a history of getting the best employees for our services and should continue to do so as long as the revenue and need is there.

Mr. DiPasquale asked if she would be coming back to the Committee for more positions at a later date. Ms. Dewar explained that she would possibly like to consider adding three full time BLS techs or a supervisor later this year. She would need to review the program in six months. She anticipates that everyone working those positions will be applying for the full time. Mr. Deming sees this program expanding with the difficulty that other towns are have in meeting their call volumes. Mr. Coyle explained that the County has scaled back in other areas in the past, when service needs have decreased. Mr. Deming sees this program continuing to expand in the future, especially with the departments having high no crew rates. Mr. Coyle would like to see this action reviewed in six months. Mr. Deming explained to the new board member, that there has been a lot of discussion over the past several months in trying to figure out what to do with this situation.

MOTION: Mr. DiPasquale moved with reservation and Mr. Gott seconded to approve the creation of 7 full time ALS technicians and 1 Supervisor position and refer this matter to Ways and Means. Carried.

Mr. Coyle asked if the Committees has any ideas for what they want to see completed this year and get any ideas to Chairman Deming.

Mr. Deming will be setting up tours of the Public Services Departments after an upcoming Committee meeting.

Mr. Coyle reported that explained that the Sheriff typically reports on vehicle purchases at this time of year because of the state contact timeline and this will be on agenda for the January 29 Committee meeting. The Sheriff will also be discussing staffing reconstruction.

ADJOURNMENT

Mr. LeFeber moved and Mr. Gott seconded to adjourn the meeting at 2:33 p.m.

BOARD OF ELECTIONS - NANCY LEVEN AND LAURA SCHOONOVER

Informational Item(s) Written Only

1. General election wrap-up is occurring.
2. Boxing election materials for storage with Records Management.
3. Post election testing of the voting machines has been completed.
4. Voting machine vendor, Dominion decided to repair the scanners on site rather than send them in; this was done on December 9th and all repairs were completed.
5. Final newsletter of the year was mailed out to the Election Inspectors.

6. Village caucuses will be January 21 through 28, 2014. Elections will be held in the villages of Avon, Caledonia, Geneseo, Leicester, Mt. Morris and Nunda for a total of 18 positions.
7. Commissioner Leven as Executive Chairman of the Commissioners' Association has been participating in a number of conference calls in relation to arranging the January Conference for the Association.
8. Full document imaging continues with 2,856 voters to be documented but many voters have multiple forms to be scanned.
9. Annual report has been started.
10. Year end voter registration statistics will be finalized and compiled at the end of the year for the annual statistical report required by the State Board of Elections.

PROBATION – LYNNE MIGNEMI

Informational Item(s) Written Only

1. PROBATION DEPARTMENT WORKLOAD

625 adult offenders supervised in county (24 treatment court cases being supervised in drug court)
22 offenders in other NYS counties

13 offenders in other states

18 juveniles supervised

11 new juvenile referrals

36 investigations ordered

13 active EHM cases (1 juvenile; 12 adults; 3 of which are female), 0-Global Positioning

0 adult placed on probation for willful violation of support

13 New Leandra's Law cases (12 CDs)

2. MONIES COLLECTED

\$ 3,601.23 – restitution

6,043.00 – fines

1,200.00 – fees

180.02 – surcharge

3. MEETINGS ATTENDED

11/5/13 Human Services Department Head Meeting

11/12/13 COPA Meeting-Livingston County hosted

11/12/13 Suicide Task Force

11/13/13 TRAUMA Training-Critical Incidents (Monroe County)

11/14/13 TRAUMA Training-Critical Incidents (Monroe County)

11/15/13 Law Enforcement Council

11/15/13 Staff Meeting

11/19/13 Law Enforcement Council

11/20/13 Board of Supervisor's Meeting-Budget

11/26/13 Housing Task Force

4. ADMINISTRATIVE REVIEWS

Zero (0) administrative reviews

5. TRAINING

Name	Date	Training	Hours	Misc.
Michelle Cassata	None			

Kerrin Chapman	11/13/13	Victim Impact	1.5	
Doug Czyryca	None			
Name	Date	Training	Hours	Misc.
Katie Dunn	11/13/13	Victim Impact	1.5	
Liz Laney	11/13/13 – 11/14/13	Trauma Training	17.0	
Brian Lanpher	11/13/13	Victim Impact	1.5	
Debra Mack	11/19/13	Statewide Training Committee	1.5	
Matthew McKinney	11/13/13	Victim Impact	1.5	
Rachel Merrick	11/3/13	Home Visits	3.0	
	11/13/13	Victim Impact	1.5	
Lynne Mignemi	11/13/13 – 11/14/13	Trauma Training	17.0	
Courtney Sobrado	11/13/13	Victim Impact	1.5	
Jason Varno	11/13/13 – 11/14/13	Trauma Training	17.0	

PUBLIC DEFENDER – MARCEA TETAMORE

Informational Item(s) Written Only

1. Applications received YTD as of 12/23/13 p.m.: 1519
2. Files opened YTD as of 12/23/13 p.m.: 973
3. Cases assigned to GVLA YTD as of 12/23/13 p.m.: 236
4. Applications received between 11/26/13-12/23/13: 121
5. Files opened between 11/26/13-12/23/13: 43
6. Cases assigned to GVLA between 11/26/13-12/23/13: 16
7. Applications pending as of 12/23/13: 54
8. Section 722-d money received YTD: \$1,367.50
9. Money received from collection agency YTD: \$43.55

Respectfully submitted,

Michele R. Rees
Clerk of the Board