

**PUBLIC SERVICES COMMITTEE MEETING MINUTES
WEDNESDAY, AUGUST 7, 2013
1:30 P.M.**

PRESENT: G. Deming, D. Mahus, C. DiPasquale, D. Martello, D. Babbitt Henry, J. Merrick, W. Wadsworth, P. Yendell, Other Supervisors, I. Coyle,

ECONOMIC DEVELOPMENT – IAN COYLE (4 ATTACHMENTS)

Action Item(s) To Be Reported

1. APPOINTING MEMBER TO THE INDUSTRIAL DEVELOPMENT AGENCY, DEVELOPMENT CORPORATION AND CAPITAL RESOURCE CORPORATION – GARY MOORE

RESOLVED, that the following member is hereby appointed to the Industrial Development Agency, Development Corporation, and the Capital Resource Corporation Community Services Board for the term designated:

Name	Address	Rep./Title	Term
Livingston County Industrial Development Agency Board			
Gary Moore	2085 Dunkley Road, Leicester, NY 14481	Member	At the pleasure
Livingston County Development Corporation			
Gary Moore	2085 Dunkley Road, Leicester, NY 14481	Member	At the pleasure
Livingston County Capital Resource Corporation			
Gary Moore	2085 Dunkley Road, Leicester, NY 14481	Member	At the pleasure

Director's note: Susan Doerflinger has submitted a letter of resignation from the Livingston County Industrial Development Agency, Livingston County Development Corporation and the Livingston County Capital Resource Corporation. (See attached.)

Julie Marshall is out of town. Mr. Coyle explained that the IDA board members also sit on the Livingston County Development Corporation and the Livingston County Capital Resource Corporation. The IDA had recommended, and Julie Marshall had discussed with the Chairman, the County Administrator and the Committee Chairman, Gary Moore, former Supervisor for the Town of Leicester, for appointment to the IDA board at the pleasure of the Board.

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

Informational Item(s) Written Only

- BUSINESS RETENTION & EXPANSION PROGRAM** – During the month of July, staff met with 18 companies to discuss their retention and/or expansion plans. 13 of these company visits were first-time visits as part of the Business Retention and Expansion Program. Follow up visits were made with 5 of the companies as part of ongoing project development and project management. Additionally, staff is working on 5 attraction projects.
- FINGER LAKES REGIONAL ECONOMIC DEVELOPMENT COUNCIL** - Consolidated Funding Applications are available on online with an application deadline of August 12th. Livingston County applications include New York Main Street requests by the Villages of Livonia and Mt. Morris. Environmental Protection Fund funding for Village of Avon playground improvements.
- GO GLOBAL** – Livingston County Development Corporation is a sponsor of the GO Global - Exporting 101 Seminar. Other partners include SUNY Geneseo, Small Business Development Center, Small Business Administration, Livingston County Chamber of Commerce, Greater Rochester Enterprise, the International Business Council, US Department of Commerce. The event is targeted toward Livingston County businesses in an effort to increase revenue through international trade. (*program flier is attached.*)
- FOREIGN TRADE ZONE** – Ontario County Economic Development Corporation is in the process of

applying for status as a Foreign Trade Zone Grantee. Livingston County is included in the service area of this request which has passed the New York Senate and Assembly and is currently awaiting the Governor's signature. Thereafter the application will be submitted to the Foreign Trade Zone Board for their approval. An information session on the benefits of the FTZ will be held on August 6, 2013. Information on the event has been sent to count manufacturers. (program flier is attached.)

5. RECHARGE NY – ReCharge NY is a statewide economic development power program designed to retain and create jobs through allocations of low-cost power. The program is open to businesses and non-profit organizations. Information has been sent to county manufacturers. The application deadline is August 12, 2013. (program information is attached.)

6. NEW YORK MAIN STREET PROGRAM – The Village of Geneseo grant award will end in December 2013. 5 projects out of 12 awarded projects have been completed. All remaining projects will be completed by the deadline.

Projects in the Villages of Avon and Nunda are completing their State Historic Preservation (SHPO) review process and are anticipated to begin in early August.

5. MEETINGS – Staff attended or participated in numerous meetings and events outside of the office. These include the following:

Numerous meetings with County businesses to discuss their retention and expansion plans

Finger Lakes Regional Council Community Development Workgroup

Pathstone Enterprise Center Loan Committee

Pathstone Enterprise Center Board of Directors

Greater Rochester Enterprise Board of Directors

Village of Caledonia Façade Improvement Guidelines Committee

Village of Livonia NY Main Street Committee

Village of Geneseo Tourism Committee

Mt. Morris Partners for Progress

Caledonia Steering Committee for Design Guidelines

Dansville Chamber of Commerce Promotions Committee

Foreign Trade Zone Advisory Board

High Technology Rochester

Go Global Planning Team

Livingston County Chamber of Commerce Board of Directors

Livingston Wyoming ARC Finance Committee and Board of Directors meeting

3 new business ribbon cuttings; Charred American Bar & Grill, Johnny’s Rincon Latin Restaurant and Zeppos Ice Cream (all in Mt. Morris)

CENTRAL SERVICES – DAVID ALLEN (2 Attachments)

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:

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.	1/1/13 – 12/31/13	\$4,466.00

7931 Rae Boulevard

Victor, NY 14564

For: Direct Digital Control System Service Contract for Livingston County Jail HVAC Equipment

<i>Funding Source</i>	<i>Local Share</i>	<i>Budgeted ?</i>
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Operating Budget	100%	Yes X No
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Mr. Allen explained that this contract is for the digital automation service for the jail. This is a complete service package, including labor, materials and tools. This is an ongoing contract.

Motion: Mr. Martello moved and Mrs. Babbitt seconded to approve the foregoing resolution .. Carried.

2. AWARDING BID FOR COURIER VAN FOR THE LIVINGSTON COUNTY CENTRAL SERVICES DEPARTMENT – VISION DODGE CHRYSLER JEEP

WHEREAS, after proper advertisement seeking bids for a new 2013 Van, two bids were received and opened on July 15, 2013, now therefore, be it

RESOLVED, that the Chairman of the Livingston County Board of Supervisors is authorized to sign the following purchase contract, which is hereby accepted as the lowest responsible bid, subject to review by the County Attorney and County Administrator:

<u>Contractor</u>	<u>Amount</u>
Vision Dodge Chrysler Jeep	\$19,999.00
4545 Ridge Road West	
Rochester, NY 14626	
For: Purchase of 2013 Dodge Ram Caravan for use as a Courier Vehicle. Above price includes trade in of the 2004 Dodge Caravan.	

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

Mr. Allen explained that this vehicle will be used primarily for the County courier.

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

Mr. Deming questioned whether there has been any information received regarding the jail roof project. Mr. Allen explained that pull tests are being done tomorrow. There was discussion regarding the concrete restoration being done.

Informational Item(s) Written Only

1. Mt. Morris – Verizon has completed their project for the installation of additional antennae and support equipment on the Campus Water Tower.
2. Mt. Morris – Central Services staff continues to work on the brick and concrete restoration project.
3. Building #2 Alteration Project – Central Services staff continues to work on painting and they are also mounting new security cameras.
4. Mt. Morris – Salt Storage Shed: Central Services staff and Highway Department staff have begun to work on this project that provides for a weather resistant area to store snow and ice control materials on the County Campus.
5. Geneseo – Public Defender’s Office Expansion: Central Services staff has begun the demolition portion of this project that provides for the expansion of the Public Defender’s office into a portion of the Red Cross office storage room.
6. Geneseo – Old Jail Roof Project: The first meeting for this project was held on July 17, 2013. The new roof system was selected. The existing roof deck will be evaluated the week of July 28, 2013.

SOLID WASTE – CATHY VAN HORNE

Action Item(s) To Be Reported

1. PROVIDING FOR PUBLIC HEARING TO CONSIDER OBJECTIONS TO SPECIAL ASSESSMENT ROLL

RESOLVED, that the Clerk of the Livingston County Board of Supervisors shall cause the necessary notice to be published in the official newspapers, and be it further

RESOLVED, that notices of the public hearing be mailed to property owners in the districts, and be it further

RESOLVED, that a public hearing be set for October 23, 2013 at 1:35 pm in the Board of Supervisors Chambers, Livingston County Government Center, 6 Court Street, Geneseo, NY 14454 to consider objections to the special assessment roll.

Director's Comments:

This is an annual public hearing. We set it so far in advance due to the work and coordination to mail out the notices to every property holder in the districts. The special assessment rolls contain the number of units assigned to the property per County district rules and regulations. Normally, one unit is assigned to a single family home. We take questions and comments on the units assigned at any time this is just a formal process annually to consider objections to the units assigned.

Ms. VanHorne explained that this is the annual public hearing for objections to the special assessment roll. The special assessment roll puts all the units down for the County water and sewer districts. Set for October due to the 4,000+ mailings that need to go out.

Motion: Mr. Wadsworth moved and Mr. DiPasquale seconded to approve the foregoing resolution Carried.

EMERGENCY MANAGEMENT SERVICES – KEVIN NIEDERMAIER

Pre-approved Informational Item(s) To Be Reported

1. SHSP Grant Budget for FY 10 \$173,905.00 (see attached equipment list) Mr. Niedermaier distributed information regarding the budget. Mr. Niedermaier explained that he has met with the County Administrator on the grant and reviewed budget. Mr. Niedermaier reported that the current cascade system is 18 years old and the County qualifies through the grant to replace it. Upgrading the system will give us another 18-20 years of use. Mr. Niedermaier discussed a budget amendment with County Administrator Coyle for Monday's Ways and Means Committee meeting. The old cascade system is included in the bid process and will be traded in.
2. The Governor has directed the New York State Police to post a job description to replace the Regional Directors at State Emergency Management with State Troopers. There will be one in each of the ten regions. This will disrupt the continuity and due process that has been in place with the schools for years.
3. The State has come up with a 32 page assessment document with over 860 questions that the Office for Emergency Management Services is going to be assessed on. The assessment will give a snapshot across the state of the sense of preparedness that counties are at. They will be taking a look at gaps and afford us the opportunity via grant and resource allocations to help build a plan. This will be tied in with the certified emergency manager training program. This is a two part program in developing part three and part four for the county offices of emergency management can be accredited. This will be the first step in the country that county offices in New York State will be accredited, which Mr. Niedermaier feels is a great step in the right direction. The five pilot counties participating are Cattaraugus, Cayuga, Rensselaer, Saratoga and Livingston.

Informational Item(s) Written Only

1. Completed the NIMS ICS Operations Section Chief course for Emergency Operations Centers, course is designed for EOC and Field operations with a strong direction on resource management and ordering.
2. Deployed to Herkimer County for June 29, 30 and returned home on the evening of July 1st for the disaster, worked on plan development and Situational Awareness for Herkimer County Emergency Management Director
3. NYS Troopers will replace NYS Office of Emergency Management Regional Directors. The anticipated time

frame will later this fall, possibly in September.

4. Developed Incident Action Plan for the Airshow, development of an IAP helps with resource coordination, communications and Chain of Command. This is the third year for the IAP development.
5. Completed the Child Safe Training for Emergency Shelter Operations, the course is structured on developing child safe areas in shelter during emergency's, topics included security, accountability, and a model template for shelter plans. Will update the current shelter plan with the information provided during the training for a child safe environment.
6. Completed the development of the Resource Management Plan. The plan is designed to organize resource requirements, ordering, accountability, and lines of authority for ordering resources.

PUBLIC DEFENDER – MARCEA CLARK TETAMORE

Pre-approved Informational Item(s) To Be Reported

1. DEPARTMENT UPDATE – Ms. Tetamore reviewed her departmental update for the Committee. The department has received 144 requests for representation since the last Public Services Committee meeting in June, 22 of which were assignments from the Courts for people who either didn't qualify because they have applied or didn't qualify because they were over income. This year she has received 875 requests and has opened 544 files, of which 126 are assignments. She is having difficulty collecting 722d money. The local court judge has told her she cannot collect retainers. The collection agency has only turned in \$42.00 this year. Ms. Tetamore has met with them and found that they have decreased staff numbers and moved their office to Cheektowaga. She has looked for local collection agencies. Ms. Tetamore is requesting permission from the Committee for the ability to sue people that owe fees of \$1,000.00 or more. The cost to do so would be \$375-\$455, which she believes would be recouped because the debtor has to pay that amount. Part of the 144 requests this month, were drug cases that the drug task force arrested recently. The collection agency is paid one third of the monies collected. The total outstanding collection sitting at the agency is \$35,448.00. The County Administrator directed to Ms. Tetamore to contact Frank Bassett for information on the collection agency used by the Center for Nursing and Rehabilitation. Mr. Martello agrees with the need for a more aggressive collection agency, but expressed concern about suing for collections. Ms. Tetamore explained that there are several individuals working full time and just basically blowing us off. The judges do not necessarily assign based on income eligibility only. Even after indicating that an application does not meet eligibility, however this is disregarded by the judges. The County Administrator and Ms. Tetamore will meet to discuss this matter further.

Informational Item(s) Written Only

1. Applications received year to date as of 7/29/13 p.m.: **875**
2. Applications received since last PSC meeting: **144**
3. Files opened to date to 7/29/13 p.m.: **544**
4. Files opened since last PSC meeting (7/6/13): **70**
5. Applications pending year to date as of 7/29/13 p.m.: **51**
6. Section 722-d money received year to date as of 7/29/13 p.m.: **\$420.50**
7. Money collected from collection agency year to date as of 7/29/13 p.m.: **\$43.55**
8. Cases assigned to GVLA year to date as of 7/29/13 p.m.: **134**
9. Cases assigned to GVLA since last PSC meeting: **11**

HIGHWAY – DON HIGGINS

Action Item(s) To Be Reported

1. AUTHORIZING THE CHAIRMAN OF THE LIVINGSTON COUNTY BOARD OF SUPERVISORS TO SIGN AN EXTENSION OF THE CONTRACT FOR SNOW AND ICE CONTROL ON COUNTY ROADS

WHEREAS, Res. No. 2010-256 authorized an new contract with eighteen (18) municipalities for Snow & Ice Control on County Roads for the period October 15, 2010 – October 14, 2011 at a rate of

\$4,000.00 per centerline mile, and

WHEREAS, said Resolution included a provision for three (3) 1-year extensions, with the annual rate to be determined at the time of extension, now, therefore be it

RESOLVED, that that the Livingston County Board of Supervisors authorizes the Chairman of the Board to sign a one-year extension with eighteen (18) municipalities for snow and ice control on County roads for the period October 15, 2013 through October 14, 2014, at the rate of \$4,000.00 per center-line mile, subject to the approval of the municipalities, the County Attorney and the County Administrator.

<u>Contractor</u>	<u>Term</u>	<u>Amount</u>
Town of Avon	October 15, 2013 – October 14, 2014	\$968,968.00
Town of Caledonia		
Town of Conesus		
Town of Geneseo		
Town of Groveland		
Town of Leicester		
Town of Lima		
Town of Livonia		
Town of Mt. Morris		
Town of N. Dansville		
Town of Nunda		
Town of Ossian		
Town of Portage		
Town of Sparta		
Town of Springwater		
Town of West Sparta		
Town of York		
Town of Naples		

For: Annual County Road Snow & Ice Control Contract for 2013-2014 winter season

<i>Funding Source</i>	<i>Local Share</i>	<i>Budgeted ?</i>
2013 County Highway Budget Appropriations	100%	Yes XX No

Final year for extending this contract.

Mr. Higgins distributed information for discussion. This is the final year for the extension.

Motion: Mr. Martello moved and Mr. DiPasquale seconded to approve the foregoing resolution Carried.

2. AWARDING BID AND AUTHORIZING PURCHASE OF PRE-TREATED AND UNTREATED BULK SODIUM CHLORIDE (CRUSH ROCK SALT) FOR LIVINGSTON COUNTY HIGHWAY DEPARTMENT AND LIVINGSTON COUNTY AGENCIES – CONTRACTORS TBD

Mr. Higgins reported that the lowest acceptable bids effective 9/1/13-8/31/14 are as follows:

- \$36.95 per ton - Untreated - FOB Stockpile.
- American Rock Salt- \$37.21 per ton - Untreated – Delivered
- Cargill Inc. Deicing Tech. Business Unit- \$51.73 per ton - Pre-Treated – FOB Stockpile
- American Rock Salt- \$51.54 per ton - Pre-Treated - Delivered

Motion: Mr. DiPasquale moved and Mrs. Babbitt Henry seconded to approve the contract resolution authorizing purchase of pre-treated and untreated bulk sodium chloride (crush rock salt): American Rock Salt, Cargill Inc. Deicing Tech. Business Unit..... Carried.

3. AWARDING BID AND AUTHORIZING PURCHASE OF LIQUID CALCIUM CHLORIDE WITH ORGANIC-BASED PERFORMANCE ENHANCER (OBPE) FOR LIVINGSTON COUNTY HIGHWAY DEPARTMENT AND LIVINGSTON COUNTY AGENCIES – CONTRACTORS TBD
Director’s Comments: The Bid Openings for #2 & #3 above are scheduled for August 5th. Bid tabulations and final numbers/contractors for the Resolutions will be presented at the Committee Meeting.

Millennium Roads LLC was the lowest acceptable bid for liquid calcium chloride with organic based performance enhancer.

Motion: Mr. Wadsworth moved and Mr. Mahus seconded to approve the contract resolution authorizing purchase of liquid calcium chloride with organic based performance enhancer (OBPE)..... Carried.

4. AUTHORIZING A PROFESSIONAL SERVICES CONTRACT FOR DESIGN OF REPAIRS FOR EVERMAN ROAD BRIDGE NO. 75 – ERDMAN, ANTHONY & ASSOCIATES

WHEREAS, the Livingston County Highway Superintendent solicited a Request for Proposal for design services for repairs of Everman Road Bridge No. 75, Towns of Sparta/West Sparta, now, therefore, be it

RESOLVED, that the Chairman of the Livingston County Board of Supervisors is hereby authorized to sign the following contract, which is determined to be the most qualified to provide said services subject to review by the County Attorney and County Administrator:

<u>Contractor</u>	<u>Term</u>	<u>Amount</u>
Erdman, Anthony & Associates 145 Culver Road Suite 200 Rochester, NY 14620	8/14/2013 – 12/31/2013	\$5,000.00

For: Design of repairs to Everman Road Bridge (to be performed by County Highway forces) in order to reopen the bridge at a 9-ton load limit posting. Not to exceed the amount shown.

<i>Funding Source</i>	<i>Local Share</i>	<i>Budgeted ?</i>
2013 County Highway Budget Appropriations	100%	Yes XX No

Mr. Higgins reported that road issues have been resolved and the agreement should be signed with Everman Road being rededicated as a town road. The County is obligated to bring the existing bridge up to 9 ton bridge and this contract is for some stamped engineering work for some steel work. The County Attorney has given his approval to go ahead.

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

Mr. Higgins explained that when he prepared his 2014-2017 federal aid applications, Everman Road was included. This project is contingent on the state funding the 390, 490, 590 interchange projects. There was discussion regarding any concerns by Mr. Burley.

PLANNING – ANGELA ELLIS (1 Attachment)

Action Item(s) To Be Reported

1. CONSOLIDATING AGRICULTURAL DISTRICTS #3 & #4 INTO ONE AGRICULTURAL DISTRICT USING AGRICULTURAL DISTRICT #3 AS THE BASE DISTRICT

WHEREAS, Livingston County has established multiple Agricultural Districts since the original Agricultural Districts were created in 1973; and

WHEREAS, Agricultural Districts require periodic review involving updating and recertification; and

WHEREAS, Agricultural Districts #3 & #4 have renewal dates within two months of each other and, as a result, the County Planning Department performs parallel renewal processes on these districts; and

WHEREAS, the efficient and timely performance of the administrative functions regarding Agricultural Districts is in the best interest of the County and its farmland; and

WHEREAS, the opportunity exists to streamline the review process and improve the efficiency of Agricultural District administration via the consolidation of Districts; and

WHEREAS, the Livingston County Agricultural and Farmland Protection Board reviewed the proposed consolidation at the July 25, 2013, meeting and recommended that the Livingston County Board of Supervisors consolidate Agricultural Districts #3 & #4; and

WHEREAS, Livingston County Agricultural Districts #3 & #4 are up for review and renewal in 2014; now let it therefore be

RESOLVED, that the Livingston County Board of Supervisors hereby consolidates Agricultural Districts #3 & #4 into one district using Agricultural District #3 as the base district; and be it further

RESOLVED, that this consolidation will become effective for the 2014 renewal of the current Agricultural Districts #3 & #4.

Director's Comments: This resolution will authorize the combination of Agricultural Districts #3 and #4 into Agricultural District #3. Attached is a description of the proposed combination. In addition, it has come to our attention that the State no longer collects certain information about farm operation gross sales and capital investment. In an effort to streamline the process and reduce burden on landowners, the Planning Department would like to propose that we no longer collect this information as part of the renewal process. Documentation on this recommendation is also included in the attachment.

Ms. Ellis reviewed the consolidation of Ag District 3 and 4. 3 will serve as base district and 4 will be rolled into 3. The Planning Department is in process of reviewing processes and streamlining operations. The Ag District 3 and 4 renewal dates are within two months of each other which would involved running concurrent review processes. They did go to the Agriculture and Farmland Protection Board to see if they would support this consolidation. Consolidating will decrease the potential for errors and involve less staff time. The consolidation includes the towns of Mt. Morris, North Dansville, Nunda, Ossian, Portage, Sparta, Springwater and West Sparta. They did reach out to New York State Ag & Markets to get their input on this process and found that state is encouraging counties to consolidate across the state. Consolidation can only be done during the 8-year renewal. This is an administrative action that does not require a public hearing. A simple resolution by the Board of Supervisors is required. There was discussion regarding notification to the larger landowners to see if there were any objections. There are no changes in the process. Town assessors have not expressed any concerns. Ms. Ellis brought up that the State has changed the information that is to be collected as part of the renewal process. Gross sales, capital investments on the farmer's property are no longer needed. In discussions with the Ag & Farmland Protection Board members, they felt that we should not collect this information if it is not needed.

Motion: Mr. Martello Moved And Mrs. Babbitt Henry Seconded To Approve Consolidating Agricultural Districts #3 & #4 Into One Agricultural District Using Agricultural District #3 As The Base District Carried.

2. SCHEDULING PUBLIC HEARING FOR AGRICULTURAL DISTRICT #2 AND REFERRING IT TO THE LIVINGSTON COUNTY AGRICULTURAL AND FARMLAND PROTECTION BOARD

WHEREAS, Livingston County Agricultural District #2 is up for review and renewal; and

WHEREAS, a public hearing on the proposed modification of Agricultural District #2 is required by NYS Agriculture & Markets Law Section 303-a; now therefore be it

RESOLVED, that a public hearing concerning the renewal and modification of Agricultural District #2 will be held at 1:35 PM on September 25, 2013, in the Board Room at the Livingston County Government Center, Geneseo; and be it further

RESOLVED, that a notice of the public hearing be published in the County's official newspaper, and

written notice of said hearing be mailed to the Town Clerks of Avon, Conesus, Geneseo, Groveland, Lima and Livonia, and to the Village Clerks of Avon, Geneseo, Lima and Livonia, all persons owning land within the proposed district, the Commissioner of Agriculture & Markets, the Commissioner of Environmental Conservation, the Secretary of State, the Advisory Council on Agriculture, and as otherwise provided for by law; and be it further

RESOLVED, that the 30-day review period will run from August 23, 2013, through September 25, 2013; and be it further

RESOLVED, that the proposed modification of Agricultural District #2 be referred to the Livingston County Agricultural & Farmland Protection Board, as provided for by law; and be it further

RESOLVED, that the proposed modification of Agricultural District #2 is available for public inspection at the office of the Livingston County Planning Department, Room 305, Livingston County Government Center, Geneseo.

Director's Comments: This resolution will set the date for the required public hearing for renewal of Agricultural District #2.

Ms. Ellis explained that she is no longer required to refer the proposed new district to the County Planning Board for review and action, which will save some staff time. She will still update the County Planning Board on the process.

Motion: Mr. Mahus Moved And Mr. Wadsworth Seconded To Approve Scheduling Public Hearing For Agricultural District #2 And Referring It To The Livingston County Agricultural And Farmland Protection Board Carried.

Pre-approved Items for Discussion

1. Municipal Agreements to Except Certain Actions from County Planning Board Review. In the 1990s, 15 municipalities entered into an agreement with Livingston County to exempt certain actions from County Planning Board review. This did not prohibit the referral of these actions to the County Planning Board, as the municipalities still had the option of referring the exempted action for County Planning Board review. As 20 years has elapsed since the agreements were adopted, we would like to revisit the agreement to determine if it needs to be amended or remain the same. A copy of the letter sent to County Planning Board members is attached. Ms. Ellis reviewed the agreement done several years ago regarding Section 239 Article 12. Ms. Ellis would like to revisit the agreement to determine if any changes need to be made. There have been some requests regarding referrals for porches and decks whereas local official may not want to go before the planning board, especially around lake. Ms. Ellis has asked Planning Board members to go back to their local communities for input. There is a 30 day review period if referred to the Planning Board.

Informational Item(s) Written Only

COUNTY PROJECTS:

1. 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 for communications equipment to help implement the Plan. We are waiting for a contract from the State.
2. COUNTY TRANSPORTATION CONNECTIVITY PLAN: The consultant team continued work on the project. Draft Technical Memorandum #2: Needs Assessment is available for public review and comment. It is on the County's website. The consultant team continued work on alternatives and recommendations.
3. DANSVILLE TRANSPORTATION AND INDUSTRIAL AND COMMERCIAL ACCESS STUDY: The Planning Director attended the GTC Planning Committee meeting on May 23, 2013 and presented the scope of work for the Dansville Transportation and Industrial and Commercial Access Study. The Planning Committee approved the scope. The Consultant Selection Team will be meeting on July 31, 2013, to review

- a draft RFP and planning schedule. The Consultant Selection Team includes Supervisor Mahus, Supervisor Schuster, Mayor Vogt, Jim Culbertson (Dansville Economic Development Corporation), Julie Marshall (Economic Development), Jody Binnix (GTC), and Dan Hallowell (NYS DOT).
4. COUNTY PLANNING BOARD: Vacancies. There is one vacancy on the Planning Board – one for an Alternate At-large member.
 5. 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. Agricultural District Renewal. The deadline for responding to the reminder letters was July 8, 2013. Planning staff continue to work with walk-ins and receive calls from interested farmers and land owners. The resolution setting the public hearing date is on this month's agenda. Local Agriculture Decision-Makers Tour. The Genesee Valley Conservancy has set the date for the tour to take place on September 13, 2013. This year's theme is Community Benefits of Agriculture. There will be four stops: Swyers Dairy Farm, Sparta; Sugar Creek Farm, Ossian; Thompson Farm, Portage; Roll-N-View Farm, Nunda. The GVC sent letters to all of the town supervisors allowing pre-sale ticket reservations. The tour has become very popular and seats are filled quickly. If you have any questions, please let me know.
 6. UPCOMING TRAINING OPPORTUNITIES: LET'S Plan. The next training opportunity will be on *Energy Efficiency In Older Buildings*, September 25, 2013 6:00 pm - 8:00 pm, Avon Town Hall, Opera Block Building, 23 Genesee Street in Avon. The speaker will be Eric Kuchar, NYS Office of Parks, Recreation and Historic Preservation. The focus will be on historic buildings and offering solutions, best practices, and ideas to get the "best bang for your buck". Light building science and tax credit program information will be included. The event is co-sponsored by the County Planning Board and Environmental Management Council. Participants may earn up to 2 municipal planning and zoning training credit hours. 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.
 7. 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 design of the alternatives for remediation. The consultant team started meeting with the landowners to review design alternatives.
 - Conesus Lake Watershed Council. The next meeting is scheduled for August 9, 2013. The Council will be taking action on the proposed budget for 2014 and hearing presentation on the Conesus Lake Boat Launch Invasive Species Prevention Feasibility Study.
 - Conesus Lake Watershed Council – Technical Committee. The Committee met on July 19, 2013, to finalize recommendation to the Council on the Conesus Lake Boat Launch Invasive Species Prevention Study.
 8. TRANSPORTATION:
 - Genesee Transportation Council: The Planning Director attended the Board meeting on June 20, 2013. The next meeting is scheduled for September 12, 2013.
 - Genesee Transportation Council Planning Committee:
 9. GENESEE-FINGER LAKES REGIONAL PLANNING COUNCIL
 - Executive Committee. The Planning Director attended the meeting on May 2, 2013.
 - Planning Coordination Committee. The Planning Director attended the Planning Coordination Committee meeting on June 7, 2013. The next meeting is scheduled for August 2, 2013.
 10. GENESEE FINGER LAKES REGIONAL SUSTAINABILITY PLAN PROJECT. The Final Plan was submitted to NYSERDA on March 31, 2013 as required. The Finger Lakes Regional Economic Development Council approved the Plan on May 3, 2013. Interested agencies may apply for Phase 2: Implementation Funds through the Consolidated Funding Application process.
 11. E911 ADDRESSING: The Planning Department continued work on the E911 addressing assignments

and ROW naming with the Sheriff's Office.

12. WEATHERIZATION ASSISTANCE PROGRAM (WAP): Transfer of the equipment to WCCA took place on June 3, 2013. We continued working with the State and WCCA on finalizing the materials inventory to be transferred. We expect final transfer to take place in August 2013. All remaining equipment and materials are surplus property of Livingston County.

13. ENVIRONMENTAL MANAGEMENT COUNCIL: THE EMC HELD ITS ANNUAL TOUR OF LETCHWORTH STATE PARK ON JULY 24, 2013.

14. MAJOR TECHNICAL ASSISTANCE PROVIDED BY PLANNING STAFF:

Technical Assistance - Other Depts

M.A.P.S assist - Livingston County Water & Sewer Authority and DOH

Emergency Operations Center - map preparation, K Niedermaier

NYS Village Subdivision Law search - RPTS, B Fuller

Update of the Livingston County recreation map for DOH

Update of the Crossroads Industrial Park map for Economic Development

Technical Assistance - Public

Seasonal demographics, tourism info - public/Naples Winery

Agricultural District #2 Renewal - public support, answers and docs provided

Town of Leicester sign issue - discussions with Mr. Metcalfe (NYS DOT sign applicant), NYS DOT, Supervisor Semmel, and Economic Development on SR 36 sign request and regulations pertaining to federal Beautification Act.

Technical Assistance - Municipalities

Geneseo zoning update committee meetings and public open house

Geneseo sidewalk grant application meetings and maps

Land use map for the Town of Springwater Comprehensive Plan Committee

Participate in Town of Lima Route 15A design guidelines/charrette meeting and follow-up

BOARD OF ELECTIONS – NANCY LEVEN AND LAURA SCHOONOVER

Action Item(s) To Be Reported

1. QUARTERLY REPORT – Ms. Leven reported that it has been a very busy over the last thirty days. Starting out with petitions being filed during first of July. There were a number of petitions, authorizations, acceptances, declinations filed. There was a committee to fill vacancies enacted to fill a vacancy. The petitions filed forced a primary on the Republican and Conservative lines for the Office of Sheriff. There is also a primary in Groveland's District 1 for a member of County Committee seat. More petitions were filed that seats available there, so that has forced a primary. That will be seen on the ballot in the poll site, but due to election law, absentee ballots will not show that seat. That is something unique there. They have been busy teaching elections inspector classes. Today is their 7th training class, 5 more classes to go. There were able to do a PowerPoint program this year so each class is definitely getting the same information. Caucuses are going on. There are 80 local contests thus far, not counting County vacancies. We do everything by caucuses here. There was discussion regarding petitions vs. caucuses. Both Ms. Schoonover and Ms. Leven attend caucuses in case there are any questions. Ms. Leven sat on a panel that discussed petitions and caucuses and the woman she sat with about caucuses is very adamant that she will not attend a caucus. It is not required. Livingston County attends caucuses as a courtesy. The Republicans have had 11 caucuses and the Democrats have had 3. The registration form was published in the pennysaver this year, which has generated a lot of activities. Ms. Leven reviewed six constitutional changes on the November ballot. (casino gambling, veteran civil service credit, sewage debt, and two land swap constitutions and the age of a judge in retiring. She will send these to Board of Supervisors via email. They have consolidated districts down from 244 to 116 for the primary. Staff has gone through poll sites for ADA compliance. Some sites were not compliant. They are still working toward super poll sites. There is an issue in Ossian where it seems that all of the inspectors are related to the candidates. Mr. Martello expressed his support of Board of Elections staff continuing to attend caucuses.

Informational Item(s) Written Only

1. The Commissioners participated in a phone conference and webinar with the NTS, the registration vendor about the upgrade of their absentee module. The session covered changes that the office needed to do before the upgrade could be installed. This lasted 1 hour.
2. Four days of petition filing occurred the week of July 8th as required by Election Law. Eleven petitions on four party lines were filed covering the offices of Sheriff, Treasurer, two Coroners, County Committee seats, 7th JD Delegates/Alternates seats and State Committee seats. One party authorization and three candidate authorizations were filed but one petition failed as the Party did not file an authorization. Four declinations were filed and a vacancy was filled by a committee. There will be a Primary Election on September 10th for the office of Sheriff on the Conservative and Republican lines and on the Republican line in Groveland's District 1, a contest for two County Committee Members. The draw for ballot position was held on August 1st.
3. Election Inspector classes have started which have been well received. Most of the training this year is being done through a power point presentation. The manual has once again been revised. Both of these were accomplished by the Board. Five daytime classes and one evening class have been completed with the same amount to be held in August.
4. The Republicans in Groveland, Nunda, Mt. Morris, Caledonia, and North Dansville have held caucuses in the last month. The Democrats completed caucuses in Groveland and Mt. Morris. This leaves 6 Republican and 15 Democrat caucuses to be held by September 17th.
5. Five of the six staff attended the Defensive Driving class offered by the County on July 17th.
6. The State Board held a Campaign Finance Seminar on July 18th in the Government Center. Two women from the Campaign Finance Dept taught the 3 hour class. Seven treasurers/candidates attended along with the Commissioners and Deputy Commissioners. Only 1 treasurer was from Livingston County.
7. An Election Source salesman visited on July 25th to repair/upgrade our voting screens at no cost.
8. The Board has once again placed the registration form in the pennysavers across the county to encourage people to vote. This ad will be out before the deadline to register for the Primary. This had good response last year when we placed the ad a few weeks before the general election registration deadline. In order to cover the county, an ad must be placed in 5 different editions of the pennysaver which makes it somewhat expensive but we feel it is well worth it.
9. Continue to work with poll sites to bring them into ADA compliance. Poll sites have been moved in Avon and Caledonia. This will put two of Avon's sites together that were in separate locations and Caledonia's four will now all be in the same building rather than 3 locations. Leicester's two districts will be in the town hall rather than the Cuylerville Fire Hall. Geneseo's site formerly located in the town office space on Millennium Drive has been moved to the United Methodist Church to be included in the same room as three other districts. The Retsof Fire Hall and the Nunda United Methodist Church have opted to no longer be polling sites, the York district will move to the town hall with the other 2 districts and the Nunda district may move to the fire hall once it is completed which may be able to house all 3 districts eventually. This now puts us at 27 locations rather than the 32 we had at the same time last year.
10. The Commissioners participated in a statewide conference call with the State Board on August 1st and an NYSECA Executive Committee call on the same date. There will be 6 Constitutional Amendments on the November ballot.
11. Air conditioning is being installed in the Millennium Drive facility. This is needed to reduce the humidity and to maintain the voting machines at a constant temperature.
12. Maintenance has acquired quotes for a roll down door in the Elections office to secure the EMS computer system as required by Election Law.
13. Election Inspectors are currently being scheduled for the September Primary.
14. Every registered voter in Livingston County should receive a mail check post card in the next week or so. This is required by law and notifies the voter of their polling site. Some voters will receive an additional notification from us as their polling site was changed after the file was sent to the vendor for processing.

All cards are sent return service required so any card undeliverable will be returned to the Board and will require us to update the information in our system and send out another mail piece.

15. The tentative budget has been prepared and a meeting has been scheduled for August 8th with Ian Coyle
16. Full document imaging continues.
17. Active voter registration enrollment stands at 37,082 voters, up 88 voters since last month. Since the first of the year, 798 new registrations, 98 name changes, 726 residence changes, 601 mailing addresses, 205 personal information changes, 124 duplicates, 7 incompletes, 272 party changes, 626 cancellations, 924 inactive changes and various other changes have been processed.

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 FOR LIVINGSTON COUNTY EMERGENCY MEDICAL SERVICES: MEDEX BILLING, INC.

RESOLVED, that the Chairman of the Livingston County Board of Supervisors is hereby authorized to sign the following contract(s) for 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>
MedEx Billing, Inc. PO Box 186 Leroy, NY 14482-0186 For: ALS and BLS Billing	6/1/13-5/31/16	Per Claim \$30.75

K. Dewar reviewed contract history with MedEx billing. The new contract has a \$2.00 discount for prompt payment. There is an 85% collection rate.

Motion: Mr. DiPasquale Moved And Mr. Mahus Seconded To Approve A Contract with MedEx Billing, Inc. Carried.

2. ESTABLISHING INCREASED RATE FEES FOR LIVINGSTON COUNTY EMERGENCY MEDICAL SERVICES INSTRUCTORS EFFECTIVE SEPTEMBER 1, 2013

WHEREAS, after a review of the prevailing rates paid by surrounding course sponsors, it has been determined that the fee structure should be increased, now, therefore, be it RESOLVED, that the following schedule of fees for the Livingston County EMS Course Instructors, modified to include increases, shall be effective September 1, 2013:

Certified Instructor Coordinator (CIC)

EMT Original only (150 hr. avg. / \$35/hr)	\$ 5250.00*
EMT Original and Ref (172 hr. avg. / \$35/hr)	\$ 6020.00*
EMT-R	\$ 1600.00
CFR Original only	\$ 1800.00
CFR Original and Ref	\$ 2100.00
CFR-R	\$ 800.00
Basic Pilot	\$ 1000.00
Provisional CIC	\$ 15.00/hr
Advanced CIC (EMT-I, CC,)	\$ 40.00/hr
Substitute CIC (not a guest lecturer)	\$ 30.00/hr

Lab Instructors

Basic Certified Lab Instructor (CLI)	\$ 13.00/hr*
Advanced CLI	\$ 16.00/hr*
Basic Lab Instructor (LI)	\$ 10.00/hr*

Advanced LI \$ 12.00/hr*

Other Instructors

Continuing Education Instructor \$ 20.00/hr

Physician Instructor \$ 50.00/hr

R N Instructor \$ 30.00/hr

Regional Faculty \$ 30.00/hr

All other Lecturers \$ 20.00/hr

CPR Instructor (For CPR Instruction, not LI) \$ 18.00/hr*

Instructor meetings, office work, equipment mgt \$ 12.00/hr

Exam Rates

Practical Exam Coordinator (PEC) \$ 18.00/hr*

Basic Practical Exam Evaluator (PEE) \$ 10.00/hr*

Advanced PEE \$ 11.00/hr*

Practical exam table helper \$ 10.00/hr

Practical Exam Helper & Victim \$ 8.75/hr*

If a CFR: \$ 9.00/hr*

If an EMT: \$ 10.00/hr*

Students in class - not certified \$ 8.75/hr*

* Rate changes

K. Dewar reviewed rate fees for instructors. These rates have not changed since 2008. Livingston County rates are low compared to other counties. EMTs are being taught at a national standard, which increases class hours for both the regular class and the refreshers. Most commonly used instructors used would be increased by \$1/hour reimbursement by the state for these fees. Mr. Martello questioned class time and wanted to confirm that the full hour was being utilized. Ms. Dewar assured the Committee that she is monitoring classes on an irregular basis. Mr. Yendell questioned why classes in Lima are being held at Elim.

Motion: Mr. Martello Moved And Mr. Wadsworth Seconded To Approve The Foregoing Resolution Carried.

Informational Item(s) Written Only

1. July 8, 2013 MLREMS Executive meeting
2. July 13 & 14 Geneseo Air Show / PR
3. July 15, 2013 MLREMS Training & Education meeting and MLREMS Council meeting
4. July 18, 2013 Hemlock Fair / PR
5. July 29, 2013 Results from CFR Refresher Class – 4 passed, 1 failed
6. July 29, 2013 MCI / Rehab trailer planning with Emergency Management

OTHER – IAN COYLE

1. We have received re-accreditation in the Sheriff's Department Communication Division and there will be a presentation at the August 28, Board meeting.
2. The 911 Grant application cycle is up again and we have found out that only those counties that have not gotten grants the last two years will be eligible. That leaves 23 counties eligible to apply. We will be submitting a \$6M plan in our application.

ADJOURNMENT

Mr. Mahus moved and Mr. Martello seconded to adjourn the Committee meeting at 2:50 p.m.....Carried.

PROBATION – LYNNE MIGNEMI

Informational Item(s) Written Only

1. PROBATION DEPARTMENT WORKLOAD

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

12 offenders in other states

21 juveniles supervised
12 new juvenile referrals
46 investigations ordered
23 active EHM cases (0 juvenile; 23 adults; 6 of which are female), 0-Global Positioning
1 adult placed on probation for willful violation of support
16 New Leandra’s Law cases (10 CDs)

2. MONIES COLLECTED

\$ 3,341.25 – restitution
5,186.00 – fines
1,710.00 – fees
164.88 – surcharge

3. MEETINGS ATTENDED

6/3/13 Hope Mentoring
6/4/13 Task Force LCSO-Financials
6/4/13 Human Service Department Head
6/11/13 COPA-Ontario
6/17/13 Staff Meeting
6/18/13 Multi-Disciplinary Task Force
6/21/13 Hillside Agency Quarterly Meeting
6/24 – 6/26/13 COPA Summer Conference-Lake Placid
6/27/13 Mandatory Department Head Meeting-ACA

4. ADMINISTRATIVE REVIEWS

One (1) administrative review

5. TRAINING

Name	Date	Training	Hours	Misc.
Michelle Cassata	6/4/13	New Supervision Rule – Case Assignment	1.0	
	6/7/13	New Supervision Rule – Assess. & Case	1.0	
	6/7/13	Planning	1.0	
	6/7/13	New Supervision Rule – Contacts	1.0	

Name	Date	Training	Hours	Misc.
		New Supervision Rule – Technology		
Kerrin Chapman	6/14/13 – 6/21/13	Practical Training Course	48.0	
Doug Czyryca	None			
Katie Dunn	6/27/13	Drug Trends in Western NY	3.0	
Debra Johnston	6/5/13	WPV Training	0.75	
Liz Laney	6/6/13 6/6/13 6/11/13 6/12/13	NIC – T4C Webinar New Supervision Rule – Contacts JIDS Live Meeting (update) NIC–Cuff Key to Door Key re-entry training	1.0 1.0 1.0 5.0	
Debra Mack	6/4/13 6/14/13 6/14/13 6/27/13	WPV Training New Supervision Rule – Case Assign/Initial Interview New Supervision Rule – Assessment New Supervision Rule – Contacts	0.75 1.0 1.0 1.0	
Matthew McKinney	None			
Lynne Mignemi	6/24/13 – 6/25/13	Council of Probation Administrators	14.0	
Courtney Sobrado	6/4/13 6/4/13	New Supervision Rule – Assess. & Case Planning New Supervision Rule – Contacts	1.0 1.0	

	6/7/13	New Supervision Rule – Reassessment	1.0	
	6/7/13	New Supervision Rule – Technology	1.0	
Jason Varno	6/2013	WPV Training	0.75	
	6/2013	New Supervision Rule – Technology	1.0	
Karen Weidman	6/27/13	Risk and Need Assessment for the Drinking Driver	0.75	

SHERIFF – SHERIFF JACK YORK (1 Attachment)

Informational Item(s) Written Only

1. PSAP Re-accreditation Assessor’s Report

Respectfully submitted,

Michele R. Rees
Secretary to the County Administrator and County Attorney