

**PUBLIC SERVICES COMMITTEE MEETING MINUTES  
WEDNESDAY, NOVEMBER 6, 2013  
1:30 P.M.**

PRESENT: G. Deming, D. Mahus, C. DiPasquale, D. Babbitt Henry, J. Merrick, W. Wadsworth, P. Yendell, B. Donohue, L. Semmel, I. Coyle,

GUESTS: Lisa Burns & Laura Lane – Livingston County Chamber of Commerce

PRESENT AFTER MEETING CALLED TO ORDER: D. Martello

**NYSDOT EASEMENT REPORT – DAVID MORRIS**

Mr. Morris reviewed the updated proposal for the Committee.

**TOURISM UPDATE – LISA BURNS**

Ms. Burns distributed the third quarter report for the review.

**3rd Quarter Tourism Marketing Review for  
Livingston County Board of Supervisors – Public Services Committee**

All marketing efforts are based on the 2013 Marketing Plan plus additional marketing opportunity developed through collaboration and PR outreach.

(NOTE: 1<sup>st</sup>, 2<sup>nd</sup> & 4<sup>th</sup> Q's are heavily dedicated to planning, development and execution. 3<sup>rd</sup> Q is heavy in out of office activities and positioning plan.)

**Integrated Advertising/Marketing**

- On-going distribution of 2013 Livingston County Visitor Guide.
- On-going enhancements to tourism website and mobil website.
- On-going Social Media outreach.
- On-going collaborations - Routes 5 and 20, I Love Fresh Air, Finger Lakes Surprises, Finger Lakes Trails, FLTPA marketing/pr group
- Genesee County Country By-Ways Finger Lakes – Attend Travel Trade Show in New York City hosted by Greater Niagara CVB. Met with 30 tour operators and to date, have booked two group visits to the region
- Life in the Finger Lakes Summer Issue – Letchworth State Park Summer Guide
- **September – Develop and Begin the Shop IN LivINGston integrated marketing/advertising campaign – First Billboard went up to re-introduce brand and messaging into the county. All media buys in place, new branded debit card process begins etc...**

**PR**

- **Host International Writer Catherine Mack in collaboration with ILOVENY's contract with ResponsibleTravel.com. New York has contracted to have a full feature about the state on this #1 travel website. Writer spent three weeks in the state and visit only two places per region. In Finger Lakes she visited Letchworth State Park for hiking, kayaking and general outdoor opportunities. <http://www.responsibletravel.com/holidays/new-york-state/travel-guide/finger-lakes-new-york-state>**
- Interviewed for Video on the building of the Letchworth State Park new Visitors Center. State Park officials and producers sought the perspective of the tourism industry.
- Participated in a Canadian Market round table in collaboration with the Canadian Tourism Ministry and Visit Rochester.
- Fifth year participate in the Caledonia Fair Milking Contest.

### **Related Tourism and Marketing Office Duties**

- **Attend Governor's Cup event in Finger Lakes to feature wine/culinary**
- Chair – Society of Genesee and the Lakes for tourism awareness and operation of the Scottsville Information Center on the New York State Thruway.
- Attended monthly Visitor Industry Council meeting of Visit Rochester.
- Participate on Tourism and Arts Sub-Committee for the NYS Regional Economic Development Councils.
- **Serve on Tourism and Arts Workgroup Tourism Marketing Sub-Committee – Recommendations proposed for CFA applications**
- Collaborate with Livingston Arts, the Livingston County News and local downtown communities on a universal calendar for events in Livingston County.
- Attend various county partner events to promote tourism – Genesee Air Show, Hemlock Fair, Caledonia Fair, Deer Run Red Cross Benefit, Fiddlers Picnic, Rock'n the Arts (served as MC,) County Agriculture Tour (served on host committee,) Springwater Fiddlers Fair, Genesee Valley Parade of Hounds, United Way Gala
- Facilitated bi-monthly Livingston County Tourism Council meeting

The three hotels are reporting that they show their best August ever. All of the ShopInLivingston marketing/advertising press is starting. Ms. Burns reviewed the ResponsibleTravel.com feature and reported that Letchworth State Park is on their top 10 list. There was discussion regarding the TV commercials for the ShopInLivingston marketing. Mr. Yendell stated that the TV slots look great. There was discussion regarding a branded credit card. Mr. DiPasquale stated that it was very nice to see a tour bus come through Mt. Morris and shop.

### **COUNTY CLERK – JIM CULBERTSON/MARK STRICKLAND/KATHY OLSEN**

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

1. YEAR TO DATE REVENUE COMPARISONS.
2. UPDATE ON DEED BOOK SCANNING PROJECT – SIMPLE SEARCH.
3. DESTRUCTION OF PAPER DOCUMENTS AFTER INDEXING & IMAGING PER OFFICE OF COURT ADMINISTRATION.

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#### **Informational Item(s) Written Only**

1. Pistol permit applications has slowed down significantly. This has decreased from 100-40 applications per month.
2. Recertification of all current pistol permit holders will start in 2014. Ms. Strickland reviewed the update process for the Committee. Recertification letters will be sent out mid 2014. There will be 500 sent out in the first mailing for Livingston County. There are approximately 12,000 permits in the County. In 2000, permit holders were offered the opportunity to update their permit information.
3. DMV offices now have new cameras to produce black & white pictures for drivers' license. Ms. Olsen distributed the updated license for the Committee. Photo Id's will be black & white when renewed even if you do not get a new photo. Ms. Olsen also reviewed the veterans' status that is now available on your license. Training for the new office equipment is done from printed materials or webinars. Ms. Olsen reviewed the CDL license process and requirements. There was discussion regarding expiration of the medical cards that are file in Albany.
4. Mr. Culbertson reviewed the year to date revenue and explained how the federal shutdown affected these numbers. The project has taken longer than anticipated. Ms. Strickland reviewed the process for filing, scanning and the destruction of paper documents. Records Management will be able to discard 11,000 boxes of stored records. Backup is done in three locations ITS, Texas and Groveland.

**HIGHWAY – DON HIGGINS**

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

**1. AUTHORIZING AN INCREASE IN COST FOR CONSTRUCTION INSPECTION SERVICES - FEDERAL/STATE-AID BRIDGE PREVENTIVE MAINTENANCE PROJECT, NYSDOT PIN 475559 – HUNT ENGINEERS, ARCHITECTS & LAND SURVEYORS, PC**

WHEREAS, County of Livingston Resolution No. 2013-172 awarded a professional services contract to Hunt Engineers, Architects & Land Surveying, PC for Construction Inspection Services for the above-noted bridge preventive maintenance project at a cost for the Federal/State-Aid portion not to exceed \$62,000; and

WHEREAS, said project has taken the contractor more time to complete than anticipated, thus requiring a longer period of Construction Inspection, and

WHEREAS, NYSDOT has approved said additional costs, and has applied for additional Federal/State-Aid funding, now, therefore, be it

RESOLVED, that an additional cost not to exceed Twenty-Five Thousand Dollars (\$25,000) is approved for the Construction Inspection Services contract for the Federal/State-Aid Bridge PM Project PIN 475559 with Hunt Engineers, Architects & Land Surveyors, PC.

<u>Contractor</u>	<u>Term</u>	<u>Amount</u>
<b>Hunt Engineers, Architects &amp; Land Surveyors, PC</b> 4 Commercial Street, Suite 300 Rochester, NY 14614	05/01/2013 – 12/31/2014	

Original Federal/State-Aid portion of Contract:	\$ 62,000
Additional Approved:	<u>\$ 25,000</u>
New Federal/State-Aid portion of Contract:	\$ 87,000

For: Construction Inspection Services, Federal/State-Aid Bridge Preventive Maint. Project (PIN 475559) – 2 Bridges (Fowlerville Road over Genesee River- BIN 3316240; Poags Hole Road over Canaseraga Creek – BIN 3316940). The cost is not to exceed the amount indicated.

Director’s Comment: This additional amount does NOT apply to the non-Federal/State-Aid portion (\$12,500) of the contract. It is anticipated that that portion will actually come in LESS than the contract amount.

<i>Funding Source</i>	<i>Local Share</i>	<i>Budgeted ?</i>
Federal Highway Admin, NYS Marchiselli, County Highway	\$4,350.00 (5%) Anticipated	Yes <b>XX</b> No

Mr. Higgins reviewed the preventive maintenance bridge work for two County bridges. These projects took much longer construction time than anticipated.

*MOTION: Mr. Martello moved and Mr. Wadsworth seconded to approve the foregoing resolution. Carried.*

**2. AWARDING BID AND AUTHORIZING PURCHASE FOR THE COUNTY HIGHWAY DEPARTMENT OF TWO (2) TRAILER-MOUNTED SOLAR-POWERED VARIABLE MESSAGE BOARDS – MS UNLIMITED, INC.**

WHEREAS, after the proper legal advertisement seeking bids for two (2) new, unused Trailer-Mounted Solar-Powered Variable Message Boards, seven bids were received and opened on October 7, 2013, now, therefore, be it

RESOLVED, that the Chairman of the Livingston County Board of Supervisors is authorized to sign the following 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>
<b>MS Unlimited, Inc.</b>	\$31,543.32

PO Box 577  
Syracuse, NY 13206

For: Purchase of two (2) new, unused American Signal Model CMS GP432T 48” x 96” Trailer-Mounted Solar-Mounted Variable Message Boards. The cost is not to exceed the amount indicated.

Director’s Comment: The 3 lowest bids did not meet bid specifications. This award is to the 4<sup>th</sup> lowest bidder, and meets all specifications. (Bids ranged from \$27,880 to \$35,498.) The County Attorney has reviewed the bid results, and concurs with the award to MS Unlimited, Inc. These units will be utilized to better inform the traveling public of upcoming and ongoing road and bridge projects. The units will potentially also be available to NYS Police, EMS and Sheriff’s Dept. for emergencies and events.

<i>Funding Source</i>	<i>Local Share</i>	<i>Budgeted ?</i>	
2013 County Highway Machinery Fund Appropriations	\$31,543.32 (100%)	Yes <b>XX</b>	No

Mr. Higgins explained that he has wanted this equipment for several years to notify motorist of upcoming construction and project status.

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

**3. AUTHORIZING PURCHASE OF A JOHN DEERE 724-K WHEEL LOADER THROUGH NYSOGS CONTRACT #PC65307 – FIVE STAR EQUIPMENT, INC.**

WHEREAS, the County Highway Superintendent has determined it is appropriate to replace an existing 1991 Caterpillar 966-F Wheel Loader, now, therefore, be it

RESOLVED, that the County Highway Superintendent is authorized to purchase one, new 2013 John Deere Model 724-K Wheel Loader with 4-3/4 cu. yd. bucket through NYSOGS Contract #PC65307.

<u>Contract</u>	<u>Amount</u>
<b>Five Star Equipment, Inc.</b>	\$192,623.01
6500 East Taft Road	
East Syracuse, NY 13057	

For: Purchase of one, new 2013 John Deere Model 724-K Wheel Loader with 4-3/4 cu. yd. bucket, through NYSOGS Contract #PC65307. The cost is not to exceed the amount indicated.

Director’s Comment: This proposed purchase will replace existing loader #72, 1991 Cat 966-F with 4-3/4-cu-yd bucket, with 7,390 engine hours. Original purchase cost in 1991 was \$154,088.

Dated at Geneseo, New York  
November 20, 2013  
Public Services Committee

<i>Funding Source</i>	<i>Local Share</i>	<i>Budgeted ?</i>	
2013 County Highway Machinery Fund Appropriations	\$192,623.01 (100%)	Yes <b>XX</b>	No

Mr. Higgins explained that it was determined to use equipment funds to replace current 1991 loader, which will be declared surplus once the new equipment is received.

*MOTION: Mr. Wadsworth moved and Mr. Merrick seconded to approve the foregoing resolution. Carried.*

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

1. REPORT ON STATUS OF LIVINGSTON COUNTY BRIDGE CONDITIONS – At the request of the County Administrator, D. Higgins presented a handout on Monroe County from the Rochester Business Journal indicating that 1/3 of Monroe County bridges are rated below 5 on the NYSDOT rating. Mr. Higgins reviewed the county owned bridge information for the Committee.

**SHERIFF – IAN COYLE**

**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 SHERIFF’S OFFICE: COUNTY OF ONEIDA**

RESOLVED, that the Chairman of the Livingston County Board of Supervisors is hereby authorized to sign the following contract(s) for the Livingston County Sheriff’s Office, according to the term(s) designated, subject to review by the County Attorney and County Administrator:

<u>Contractor</u>	<u>Term</u>	<u>Amount</u>
<b>County of Oneida</b>	1/1/2014 – 12/31/16	\$165/day
Oneida County Sheriff’s Office		
6065 Judd Road		
Oriskany, NY 13424		
For: housing for mentally ill inmates		

<i>Funding Source</i>	<i>Local Share</i>	<i>Budgeted ?</i>
A3160.4410	100%	Yes X No

Mr. Coyle reported that Oneida County has a special facility for mentally ill inmates. While we rarely use the facility, the contract had expired and we need to do a new contract in case it is needed.

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

**PLANNING – ANGELA ELLIS**

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

**1. AUTHORIZING THE CHAIRMAN OF THE LIVINGSTON COUNTY BOARD OF SUPERVISORS TO SIGN THE FOLLOWING CONTRACT(S) EXTENSIONS FOR THE LIVINGSTON COUNTY PLANNING DEPARTMENT: GENESEE VALLEY CONSERVANCY**

WHEREAS, Livingston County submitted application to the FY2008-2009 New York State Department of Agriculture and Markets Agricultural and Farmland Protection Implementation Grant on September 12, 2008, as recommended by the Livingston County Agricultural and Farmland Protection Board; and

WHEREAS, Livingston County received notice on May 13, 2009, that the New York State Department of Agriculture and Markets awarded Livingston County the total sum of \$2,287,152.00 through the FY 2008-2009 Agricultural and Farmland Protection Implementation Grant program to assist the County with its farmland preservation efforts through the purchase of development rights on Triple H Farms (FPIG AWARD # C800738, \$1,290,824.00) and Sunny Knoll Farm (FPIG AWARD # C800757, \$996,328.00); and

WHEREAS, As per Resolution 2009-352, the Chairman of the Livingston County Board of Supervisors has signed the agreements with the New York State Department of Agriculture and Markets to allow for the transfer of the funds for the FY2008-2009 Agricultural and Farmland Protection Implementation Grants for both projects, following review by the County Attorney and County Administrator; and

WHEREAS, As per Resolution 2011-088, the Chairman of the Livingston County Board of Supervisors signed an agreement with the Genesee Valley Conservancy for services required to assist the County with implementation of the FY 2008-2009 Agricultural and Farmland Protection Implementation Grants for both projects, following review by the County Attorney and County Administrator; and

WHEREAS, the agreements with the New York State Department of Agriculture and Markets for the FY2008-2009 Agricultural and Farmland Protection Implementation Grants for both projects will not be completed until September 30, 2014; now, therefore, be it,

RESOLVED, that the Chairman of the Livingston County Board of Supervisors is hereby authorized to extend the contract with the Genesee Valley Conservancy for the Livingston County Planning Department, according to the term(s) designated, subject to review by the County Attorney and County Administrator:

<u>Contractor</u>	<u>Term</u>	<u>Amount</u>
<b>Genesee Valley Conservancy</b>	5/13/2009-9/30/2014	NYS Reimbursement for

Services

P.O. Box 73

1 Main Street

Geneseo, New York 14454

For: FY2008-2009 FPIG AWARD # C800738, Triple H Farms, for reimbursement of services following receipt of funding from the New York State Department of Agriculture and Markets

**Genesee Valley Conservancy** 5/13/2009-9/30/2014 NYS Reimbursement for Services

P.O. Box 73

1 Main Street

Geneseo, New York 14454

For: FY2008-2009 FPIG AWARD # C800757, Sunny Knoll Farm, for reimbursement of services following receipt of funding from the New York State Department of Agriculture and Markets

<i>Funding Source</i>	<i>Local Share</i>	<i>Budgeted ?</i>		
NYS Agriculture and Markets: FY2008-2009 Agricultural and Farmland Protection Implementation Grants	\$0	Yes	X	No

Ms. Ellis introduced Ben Gajewski from the Genesee Valley Conservancy and explained that Mr. Gajewski is here to answer any questions that the Committee may have for him on the two projects. Mrs. Ellis reviewed the two projects. There has been a delay in the projects, which results in the need to request a contract extension. GVC works directly with the landowners and project managers. There was discussion regarding where the funds come from for these projects. Ms. Ellis explained that these funds are administered through state and federal grants. The delay was due to guideline issues between the state and federal offices. There was discussion regarding the specific funding sources for these projects. Mr. Gajewski explained how the state and federal grants being used had slightly different language in terms of what the easement should look like and whose program takes priority. They have finally resolved the issue and are ready to close these projects out.

*MOTION: Mr. DiPasquale moved and Mr. Wadsworth seconded to approve the foregoing resolution. 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 are still waiting for the contract from the State. We are currently working on developing the RFP for consultant services.

**NYS Statewide Interoperable Communications Grant (SICG).** Planning, Sheriff’s Office, ITS, Emergency Management, and Emergency Medical Services collaborated on the development of a \$6M application to the SICG for radio communications system upgrade. The application was submitted on September 25, 2013.

**COUNTY TRANSPORTATION CONNECTIVITY PLAN:** The consultant team continued work on the project. The Draft Final Plan has been provided to the Planning Department. Project committee meetings and the public informational meeting are scheduled for November 19, 2013.

**DANSVILLE TRANSPORTATION AND INDUSTRIAL AND COMMERCIAL ACCESS STUDY:**

We are currently coordinating contract execution with Barton & Loguidice.

**COUNTY PLANNING BOARD:**

**Vacancies.** There is one vacancy on the Planning Board – one for an Alternate At-large member.

**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. There is a resolution authorizing contract extensions with the Conservancy to 9/30/2014 to complete the work. We will be extending our contract with the NYS Agriculture and Markets for the same term.

**Agricultural District Renewal.** The renewal package for Agricultural District #2 was sent to NYS Agriculture and Markets as approved by the Board of Supervisors.

**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 AFPB did not have a quorum at its October 17, 2013 meeting. The AFPB will be meeting on November 21, 2013, to review the petitions. The public hearing has been rescheduled for December 18, 2013.

**Local Agriculture Decision-Makers Tour.** The tour took place on September 13, 2013. This year's theme was Community Benefits of Agriculture. There were four stops: Swyers Dairy Farm, Sparta; Sugar Creek Farm, Ossian; Thompson Farm, Portage; Roll-N-View Farm, Nunda. Over 50 people participated.

**UPCOMING TRAINING OPPORTUNITIES:**

**LET'S Plan. Reminder:** Our office coordinated a workshop on *Energy Efficiency In Older Buildings*, September 25, 2013, at the Opera Block Building in Avon. We had 44 participants. 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. The next workshop is *Bicycle & Pedestrian Supportive Code Language*, October 30, 2013, 6:30 pm - 8:30 pm, Livingston County Government Center. Our speaker is Robert Torzynski, Program Planner, with the Genesee Transportation Council. The presentation will focus on an overview of guidelines for municipalities to help in planning for bicycle and pedestrian infrastructure. This workshop is co-sponsored by the County Planning Board and Environmental Management Council. 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 approved the proposed budget for 2014. The next meeting of the Council will be on November 8, 2013. The Council will be hearing presentation on the Conesus Lake Boat Launch Invasive Species Prevention Study and proposed 2014 work program.

**TRANSPORTATION:**

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

**Genesee Transportation Council Planning Committee:** The Planning Director attended the Planning Committee meeting on October 10, 2013. The next Planning Committee meeting is November 14, 2013.

**GENESEE-FINGER LAKES REGIONAL PLANNING COUNCIL**

Planning Coordination Committee. The Planning Director attended the meeting on October 4, 2013. The next meeting is December 6, 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).**

All remaining equipment and materials were included in an on-line Teitsworth auction. Planning staff has been coordinating the pick-up of materials.

**ENVIRONMENTAL MANAGEMENT COUNCIL**

The next EMC meeting is on November 20,2013.

**MAJOR TECHNICAL ASSISTANCE PROVIDED BY PLANNING STAFF**

Municipalities

- Census data request- T/Lima, Supervisor Yendell
- Sparta Salt Pile mapping for grant- T/Sparta, Supervisor Schuster
- Town of Geneseo zoning revision project

County Departments

- Buffering parcels- Probation Department
- Census Data Request - Housing Task Force, DSS
- LEPC drill – Emergency Management Office
- Provided poster/bulletin board prints for Workforce Devt
- Election District map updates for Board of Elections
- Caledonia Downtown District Revitalization map for Economic Development
- Development review meeting for Avon business - Economic Development

Public

SUNY Geneseo student project development – Housing Market Analysis for Geneseo and bicycle safety assessment for Geneseo

**DISTRICT ATTORNEY – GREG MCCAFFREY**

**1. AUTHORIZING AMENDING THE HOURLY EMPLOYEE SALARY SCHEDULE – DISTRICT ATTORNEY’S OFFICE AND REFERRING IT TO THE WAYS AND MEANS COMMITTEE FOR RESOLUTION**

RESOLVED, that the 2013 Hourly Employee Salary Schedule is amended as follows:

**District Attorney’s Office**

Create one full-time Senior Typist position effective immediately.

Director’s Comments: The District Attorney Office needs an experienced candidate who is willing to remain at the office over time and advance within the office. Candidate must be familiar with criminal justice system and able to understand the Traffic Diversion Program.

Mr. McCaffrey explained his plan to add one full time senior typist to his office. He currently has two part time clerks in the office. He would like to transfer in a senior typist into the office to create some stability.

*MOTION: Mr. DiPasquale 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 FOR THE LIVINGSTON COUNTY DISTRICT ATTORNEY OFFICE: NEW YORK STATE CRIME VICTIMS BOARD**

RESOLVED, that the Chairman of the Livingston County Board of Supervisors is hereby authorized to sign the following contract for the Livingston County District Attorney Office, according to the term designated, subject to review by the County Attorney and County Administrator:

<u>Contractor</u>	<u>Term</u>	<u>Amount</u>
<b>New York State Crime Victim Board</b>	10/01/13-9/30/14	\$93,305.00

For Crime Victim Grant extension whose funds are allocated as follows: \$93,305.00

Mr. McCaffrey explained that a portion for his office and other agencies within the county. There was

discussion regarding the current personnel and how this grant is written.

*MOTION: Mr. Martello moved and Mr. Wadsworth seconded to approve the foregoing resolution. Carried.*

**TRAFFIC SAFETY – IAN COYLE**

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

**1. APPOINTING MEMBER TO THE LIVINGSTON COUNTY TRAFFIC SAFETY BOARD – DOMINIC MAZZA**

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

Name	Address	Rep./Title	Term
<b>Livingston County Traffic Safety Board</b>			
Dominic Mazza	223 Commerce Drive, Avon, NY 14414	Town of Avon	11/20/13–12/31/14 to fill Dennis M. Wright vacancy

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

Mr. Coyle updated the committee on the STOP DWI Program. One of the first questions that came out of that meeting was by the towns requesting a larger share to match their arrest totals. There was discussion regarding how the funds are spread across the program.

The DEC Public Forum meeting is tonight at SUNY Geneseo Newton Hall.

**EMERGENCY MEDICAL SERVICES – KAREN DEWAR**

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

**1. ESTABLISHING INCREASED LIVINGSTON COUNTY ALS/BLS RATE FEES EFFECTIVE JANUARY 1, 2014 – MEDEX BILLING INC.**

WHEREAS, after a review of other ALS/BLS Agency charges for services billed through MedEx Billing Inc., it has been determined that the charge/structure should be modified, now, therefore, be it

RESOLVED, that the following schedule of charges for the Livingston County ALS/BLS Program billed through MedEx Billing, Inc. be effective January 1, 2014:

Livingston County EMS Rates	BLS Non-Emergency	BLS Emergency	ALS 1 Non-Emergency	ALS 1 Emergency	ALS 2	ALS Interface	ALS / BLS Specialty Care transport	ALS / BLS Mileage
2012/2013	\$500.00	\$615.00	\$645.00	\$815.00	\$915.00	\$765.00	\$980.00	\$21.00
Proposed 2014	\$520.00	\$640.00	\$670.00	\$850.00	\$955.00	\$800.00	\$1,025.00	\$22.00

Ms. Dewar reviewed the rate increase that she is requesting. There was discussion regarding the reimbursements and any changes that may be occurring in January. Ms. Dewar explained that they are still waiting for a contract to come in from Medex. They are looking to change debt collectors. Ms. Dewar reported on rate increases and the percentage of under or uninsured transports. Mt. Morris recently changed companies for debt collections.

*MOTION: Mr. Mahus moved and Mr. Wadsworth seconded to approve the foregoing resolution. Carried.*

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

1. Update on Staffing Scenario and ACA – Mr. Coyle explained the looming concerns regarding the amount of part time staff working beyond the 30 hour work week. The .1 line for the 2014 budget has been increased. Ms. Dewar explained that she currently has 37 staff people with only 2 full time employees. Ms. Dewar reviewed the volume of calls for each rig. Programmatically, calls are trending up from the estimated

numbers. Ms. Dewar justified her request for the need for two shift supervisors, seven paramedics and eventually 3 EMTs. Mr. Coyle explained that this would be approximately a net increase of \$250,000. Any new staff would be on a set schedule. There was discussion regarding the program growing to cover those municipalities unable to crew an ambulance. Mr. Coyle explained the rates versus expenses from the start of the program to date and how this will change if there are full time employees hired. Mr. DiPasquale explained how Mt. Morris increased their ambulance membership over the last several years. Mr. Coyle is asking the Committee members to continue to think on this for further discussion next month. There was discussion regarding the necessary re-certification training requirements of 72 hours over a three-year period.

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**Informational Item(s) Written Only**

1. October 3, 2013 County EMS Captain meeting
2. October 4, 2013 Meeting with DOH to discuss Medical Reserve Corps
3. October 4, 2013 Responded to HazMat Town of Mt. Morris
4. October 8, 2013 Meeting with Medical Director Shah
5. October 14, 2013 MLREMS Executive meeting
6. October 16, 2013 Notification by Conesus Lake Association that Livingston County EMS is recipient of \$2,000 donation as part of annual fundraiser.
7. October 16, 2013 American Heart Association Training Center Forum Orchard Park NY
8. October 21, 2013 MLREMS Training and Education Committee meeting
9. October 22, 2013 Livingston County ALS Chief meeting
10. October 23, 2013 HAZMAT IQ training at Public Safety Training Facility
11. MCI / Rehab trailer inventory & stockpile with Office of Emergency Management continues – near completion

Mr. Martello moved and Mr. Mahus seconded to adjourn the Committee meeting at 3:50 p.m.

**ADJOURNMENT**

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**BOARD OF ELECTIONS - NANCY LEVEN AND LAURA SCHOONOVER**

**Informational Item(s) Written Only**

1. Voter registration drives were held in Avon, Livonia and York Central Schools by our Election Operation Specialists Mike Manning and Frank Orlando. Over 125 students completed a registration form.
2. A registration drive was held in the Livingston County Jail for those currently detained but eligible to vote by the Commissioners in conjunction with Genesee Valley Education Partnership. One session was held in the morning for the women and one session was held in the afternoon for the men.
3. Ads were placed in the penny saver for voter registration deadlines for the November election. The last day to register was October 11<sup>th</sup>.
4. Ads were placed in the penny saver announcing the extra hours that BOE would be open the last two weeks before Election Day as required by Election law. In addition to the regular hours BOE was open until 7 pm on October 22<sup>nd</sup>, 24<sup>th</sup>, 28<sup>th</sup> and 30<sup>th</sup>. On Saturday, October 26<sup>th</sup> and November 2<sup>nd</sup>, office hours were from 8:30 am until 12 pm. This was very helpful to a number of voters who took advantage of these hours.
5. Legal notices were prepared for publication on October 24<sup>th</sup> and 31<sup>st</sup> in the Livingston County News and Genesee Country Express. Along with the candidates on the ballot, the 6 proposals must be advertised. Copies of the proposals were also available on the website and in the office.

6. Poll sites were changed for the all districts in Caledonia and Lima, 2 districts in Avon and 2 districts in Nunda. Post cards were sent to all voters to notify of the change. Ads announcing all poll sites were placed in 5 editions of the penny saver, the Livingston County News and the Genesee Country Express.
7. Ballots were mailed to military personnel on October 3<sup>rd</sup>. Any others that had already requested an absentee ballot were mailed on October 4<sup>th</sup>.
8. An additional Election Inspector training class was held to help fill the vacancies due to some Inspectors not able to work.
9. Voting of ballots by the residents in the CNR was held on October 23<sup>rd</sup>. Inspectors assisted with this process.
10. Election supplies were readied, ballots were printed in house and machines were tested and transported to the sites. The General Election was held on November 5, 2013. This election saw the election of 4 county officials and 81 town officials.
11. Laura, David and Nancy all attended the Civic Plus website training.
12. Caucus information for the 2014 village elections has been prepared. Caucuses will be held January 21 through 28, 2014. Elections will be held in the villages of Avon, Caledonia, Genesee, Leicester, Mt. Morris and Nunda on March 18, 2014.
13. Training sessions and emails from the State continue so election night results can be sent electronically to the State on election night. This is new this year and was required by the passage of bill A109C/S3536C of Chapter 334 of the Laws of 2013.
14. The Commissioners participated in a statewide conference call with the State Board on October 24<sup>th</sup>.
15. Full document imaging continues.
16. Active voter registration enrollment stands at 37,048 voters. Democratic: 9,841; Republican: 16,366; Conservative: 795; Working Families: 147; Independence: 1,807; Green: 113; Blank (no party): 7,636 and 343 others.
17. Since the first of the year: 1,303 new registrations, 196 name changes, 1,306 residence changes, 1,153 mailing addresses, 451 personal information changes, 240 duplicates, 10 incompletes, 511 pending party changes (including 164 since Primary Day), 815 cancellations, 1,432 inactive changes and various other changes have been processed.

## **CENTRAL SERVICES – DAVID ALLEN**

### **Informational Item(s) Written Only**

1. Genesee – Public Defender’s Office Expansion Project –Central Services staff should have the new office areas ready for move in November 5 with the exception of doors and door hardware.
2. Millennium Drive “B” Wing Renovation Project – Harmony Station Day Care was open for business on Monday, October 28. Final inspection was completed by Livingston County on October 21 and a final inspection completed by NYS OCFS on October 22.
3. Mt. Morris – New Signage Project – Central Services staff, with the help of the Highway Department, completed the Campus signage upgrade project. This project included the fabrication and installation of building location and services directories and directional signs throughout the Campus including a large directory at the base of Grove Street.
4. Mt. Morris – Building #2 Renovation Project – Central Services staff is presently working on a minor electrical upgrade and painting of the second floor north wing.
5. Mt. Morris – 50K Gallon Fuel Storage Restoration Project – Central Services staff completed the fabrication and installation of the piping and mounting of a new custom fuel gage for the 50K gallon tank.

## **EMERGENCY MANAGEMENT SERVICES – KEVIN NIEDERMAIER**

### **Informational Item(s) Written Only**

1. Attended the governors Conference on Emergency Preparedness, The Certified Emergency Managers course was outlined, the course will be held the week of November 18<sup>th</sup> in Albany. The course outline and invitation will be coming from NYSOEM. The Governor’s objectives for emergency response were outlined; supporting roles to the counties, resource availability to be made easier, a stronger presence at disasters to aid the counties.
2. New York State Police has trained State police officers in emergency management, one officer has been assigned to each state police region, and the officer assigned to our region is Mike DeVries who use to be the station commander at the Geneseo barracks. They work together with NYS OEM and will be responding to emergencies as needed.
3. Sponsored OFPC training course at the training center for the fire service, “Response to Ethanol Emergencies” the course curriculum: chemistry of Ethanol, structure of chemical tankers, safety procedures. The course concluded with live fire training on a simulator that OFPC manages. The course was attended by 24 firefighters from various county departments.
4. Completed all routine quarterly reports to DHSES for SHSP grant funding
5. OEM is preparing for the NYSOEM assessment program that is scheduled for December, will be reaching out to various departments for information and protocols that are part of the assessment. The assessment will eventually lead to an accreditation for emergency management at the county level.
6. OEM has scheduled with NYSOEM the “EOC Operations Course at the Local Level” the training course is designed to; prepare County Departments and staff to operate in an EOC, understanding the basic principles and functions of an EOC. The course is 8 hours in length, and will be held in (4 hour) sessions on December 3<sup>rd</sup> and December 10th at the Training Center, all participants have to complete both sessions, a letter will be sent out next week for attendance at the training.

## **PROBATION – LYNNE MIGNEMI**

### **Informational Item(s) Written Only**

#### **1. PROBATION DEPARTMENT WORKLOAD**

653 adult offenders supervised in county (26 treatment court cases being supervised in drug court)

21 offenders in other NYS counties

10 offenders in other states

23 juveniles supervised

16 new juvenile referrals

33 investigations ordered

15 active EHM cases (1 juvenile; 14 adults; 2 of which are female), 0-Global Positioning

0 adult placed on probation for willful violation of support

22 New Leandra’s Law cases (16 CDs)

#### **2. MONIES COLLECTED**

\$ 2,870.89 – restitution

4,812.00 – fines

1,540.00 – fees

121.78 – surcharge

#### **3. MEETINGS ATTENDED**

9/3/13 Human Services Department Head Meeting

9/3/13 Caseload Explorer Kick-Off Meeting

9/9/13 Hope Mentoring  
 9/20/13 Hillside Advisory Meeting  
 9/26/13 Magistrate/Court Clerk's Meeting  
 9/27/13 Community Health Assessment Leadership  
 9/30/13 Revelstone Meeting

4. ADMINISTRATIVE REVIEWS  
 One (1) administrative review

5. TRAINING

Name	Date	Training	Hours	Misc.
Michelle Cassata	9/23-25/13	Cyber Crime Investigations	21.0	
Kerrin Chapman	None			
Doug Czyryca	9/25/13	Ex-Offender Employment	2.0	
Katie Dunn	None			
Liz Laney	9/25/13	Ex-Offender Employment	2.0	
Name	Date	Training	Hours	Misc.
Brian Lanpher	9/25/13	Ex-Offender Employment	2.0	
Debra Mack	None			
Matthew McKinney	9/25/13	Ex-Offender Employment	2.0	
Lynne Mignemi	9/11/13	Overcoming the Darkness	1.5	
Courtney Sobrado	9/25/13	Ex-Offender Employment	1.0	
Jason Varno	None			

**SOLID WASTE – CATHY VAN HORNE**

**Informational Item(s) Written Only**

1. On Saturday September 21, 2013 the GLOW Region Solid Waste Management Committee held their annually Household Hazardous Waste Collection event. 479 GLOW residents brought materials to the collection. (285 from Genesee County, 89 from Livingston County and 105 from Wyoming County). The event was held at the Genesee County Highway Department in Batavia. Peggy Grayson, GLOW Recycling Coordinator, organized the event with vendors who collect Tires, Electronics, Batteries, Mercury Switches, Pharmaceuticals and Hazardous Waste. Peggy also finds and coordinates 20 plus volunteers that help make the event run smoothly. Following is a partial list of materials collected:

- 1,617 lbs of solvents
- 2,130 lbs of flammable resins and adhesives
- 4,450 lbs of pesticides
- 1,755 lbs of household cleaners
- 16,000 lbs of oil based paint
- 1,846 lbs of aerosols
- 551 lbs of fluorescent light bulbs
- 271 lbs of oil filters
- 1,533 lbs of antifreeze
- 171 tires
- 80 vehicle batteries
- 263 propane tanks
- 25,893 lbs of Electronics
- 300 lbs of pharmaceuticals

Respectfully submitted,

Michele R. Rees  
Clerk of the Board