

**PUBLIC SERVICES COMMITTEE MEETING MINUTES  
WEDNESDAY, DECEMBER 4, 2013  
1:30 P.M.**

PRESENT: G. Deming, C. DiPasquale, D. Martello, J. Merrick, W. Wadsworth, P. Yendell, B. Donohue, E. Gott, L. Semmel, M. Schuster, I. Coyle,

GUESTS: Robert Cox-Nunda Village Board, Anne Zmich-Geneseo Resident

ABSENT: D. Mahus, D. Babbitt Henry,

**PUBLIC DEFENDER – MARCEA TETAMORE**

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

1. DISTRIBUTION OF THREE-YEAR STATE QUALITY IMPROVEMENT FUNDS (DISTRIBUTION #3 AND #4) Discussion of grants available and plans for use. Ms. Tetamore reviewed the written information for the Committee. Ms. Tetamore reported on the grants and proposed that John D’Arpino from part-time to full-time. Her proposed salary of \$71,375 plus fringe. The grant is \$33,867 per year and the difference in salary and fringe is \$39,134. The amount of the local share would be \$5,267. Ms. Tetamore would also like to hire a part-time clerk typist with Grant 4 to assist current staff. This would be a cost of approximately \$12,550. Mr. Coyle explained the program and how this used to be a block grant with a set amount of funds which has been phased out completely. Now there are these progressive grants that require special requirements. Ms. Tetamore explained that many counties are moving positions from part time to full time with these grant funds. She would like to consider purchasing video conferencing equipment with the remainder of the grant to enable video conferencing with the jail inmates. Ms. Tetamore distributed a list of defender system types from other counties. Ms. Tetamore needs a resolution in order to utilize Grant 3 funds, which she would like to use toward John’s full time salary. This action could take place immediately once the paperwork is submitted. Mr. Deming asked that Ms. Tetamore submit a spreadsheet for both grants at the next Committee meeting.

*Motion: Mr. Martello moved and Mr. Dipasquale seconded to authorize the use of grant 3 funds and forward recommendation to change John D’Arpino, part time Assistant Public Defender to full time at a salary of \$71,375 to Ways and Means. Carried.*

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**Informational Item(s) Written Only**

1. Applications received year to date as of 11/25/13: 1,398
2. Files opened year to date as of 11/25/13: 910
3. Cases assigned to GVLA year to date as of 11/25/13: 212
4. Applications received 10/28/13 to 11/25/13: 97
5. Files opened 10/28/13 to 11/25/13: 46
6. Cases assigned to GVLA 10/28/13 to 11/25/13: 12
7. Section 722-d money received year to date as of 11/25/13: \$1,162.00
8. Money obtained by collection agency year to date as of 11/25/13: \$43.55

**SHERIFF – SHERIFF JACK YORK**

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

1. **AWARDING BID AND AUTHORIZING CONTRACT FOR THE PURCHASE OF UNIFORMS, UNIFORM ACCESSORIES, BOOTS AND SHOES PURCHASED BY THE LIVINGSTON COUNTY SHERIFF’S DEPARTMENT, EMERGENCY MANANGEMENT SERVICES AND EMERGENCY MEDICAL SERVICES: STARR UNIFORM CENTER, ROSEN’S UNIFORMS**

WHEREAS, after the proper legal advertisement seeking bids for Sheriff's accessories, four bids were received and opened on October 25, 2013, now, therefore, be it

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, Emergency Management Services and 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>
<b>Starr Uniform Center</b> 207 Center Street Scranton, PA 18503 For: The purchase of uniforms	12/1/13 – 11/30/14 w/option to renew for two additional one year periods	prices on file
<b>Rosen's Uniforms</b> 230 Central Ave Albany, NY 12206 For: The purchase of boots and shoes	12/1/13 – 11/30/14 w/option to renew for two additional one year periods	prices on file

Sheriff York reviewed the information for the uniform bid results.

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

**2. AUTHORIZING THE CHAIRMAN OF THE LIVINGSTON COUNTY BOARD OF SUPERVISORS TO SIGN THE FOLLOWING CONTRACT(S) FOR THE LIVINGSTON COUNTY SHERIFF'S OFFICE: FRONTIER TELEPHONE OF ROCHESTER, INC., NYS UNIFIED COURT SYSTEM**

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>Frontier Telephone of Rochester, Inc.</b> 3 High Ridge Park Stamford, CT 06905 For: Caledonia tower rent	11/5/13 – 11/4/2018 w/option to renew for five (5) years @ \$1,617.00/month	1,540.00/month

Sheriff York explained the cell tower lease cost increase for the next three years is increasing significantly each year. The County would like to look at other alternatives in the future.

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

<b>NYS Unified Court System</b> Seventh Judicial District 161 Hall of Justice Rochester, NY 14614 For: Courthouse Security	4/1/13 – 3/31/14	up to \$523,292.00
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*Motion: Mr. Merrick moved and Mr. Wadsworth seconded to approve the foregoing resolution. Carried.*

Mr. Coyle explained that the state has communicated that Livingston County has received a \$5.9M grant award. Mr. Deming thanked Sheriff York for all his years of service. The Sheriff thanked the Committee for their support over the years

**ECONOMIC DEVELOPMENT – JULIE MARSHALL**

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

1. DEPARTMENTAL UPDATE – Ms. Marshall updated the Committee on the Department’s focus of business expansion and retention for this year. Seven of the thirty six projects will happen next year. The IDA closed recently on the Coast Expansion in the Town of Avon. They are in the process of the Noblehurst Farms project in York. They have also been working with Jerry Scaccia on the raceway purchase in Leicester. The Avon Planning Board meeting last night went well and the board was very receptive to their request for construction of Tech Drive expansion and subdivision of lots for development. She has been contacted by a company for one of those sites. Ms. Marshall explained that the application for the Riviera Theater has gone to the state. An additional line at Nut butter has been completed and they are working on a property purchase from the town. Ms. Marshall updated the committee on the status of the Crossroads Industrial Park in Avon. Mr. Gott stated that he is very pleased with the changes happening within the Department in 2013. People are talking and noticing the projects that are happening in Livingston County. Ms. Marshall stated that she is very happy with the staff and that staff is always available to speak with anyone. Ms. Marshall thanked the Board members for their support in helping them do their job.

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**Informational Item(s) Written Only**

**BUSINESS RETENTION & EXPANSION PROGRAM**

The Economic Development Office is currently working on 37 active projects; 21 are expansion projects (2 agri-business), 5 are business retention projects and 11 are new attraction projects. Economic Development partners that are working with the office and participating in site visits include representatives from NYSERDA, Empire State Development, Hi-Tech Rochester, the International Business Council, the US Department of Commerce and PTAC.

Vonglis Farms in the Town of Avon is expanding by adding dry and wet storage silos which will allow the operation to increase harvesting capacity for local farms and add drying & storing of grain. This represents an investment of approximately \$296,000. Deputy Director Carolyn Baker-Scott assisted Vonglis Farms with an application to National Grid’s Grant Program. They will be receiving a \$41,000 grant, which will cover 100% of National Grid’s cost of bringing three-phase power to the site.

**INDUSTRIAL DEVELOPMENT AGENCY**

The Scaccia Enterprises project in the Town of Leicester was induced by the IDA and the public hearing on the project was held October 23rd. The project includes the purchase and renovation of the New York International Raceway, a regional tourism draw. The project will retain 8 jobs and create 10 new jobs.

The Coast Professional/IDA transaction closing has been completed. The project is the construction of an approximate 45,000 square foot addition to their facility in the Town of Geneseo. After completion, Coast expects to add 47 new jobs, bringing total employment to 150. Additional assistance was provided by Empire State Development.

The IDA has accepted a purchase offer for a 5 acre parcel in the Avon Crossroads Commerce, immediately north of Genesee Valley Ford and has filed a subdivision application to the Town of Avon for two 5-acre lots in the Park.

**START UP NY**

The New York State Economic Development Council hosted an economic development forum for senior SUNY staff involved in implementing Start-UP NY on their campus. Director, Julie Marshall attended the forum and will be working with both GCC and SUNY Geneseo as they develop a Start-Up NY Plan for their respective campus.

**LIVINGSTON COUNTY DEVELOPMENT CORPORATION**

The Sign & Façade Improvement Program has completed its 3<sup>rd</sup> year of funding. 29 projects were awarded \$99,000 leveraging an additional \$250,000 in private investment. Informational meetings for the 2014 Sign & Façade Improvement Program will be held on February 4, 2014.

Façade Renovation Guidelines are now complete for all villages participating in the Downtown Partnership (Livonia and Caledonia were new in 2013.)

**NEW YORK MAIN STREET PROGRAM**

The Village of Geneseo has successfully completed their 2011 New York Main Street Grant. Eleven (11) commercial buildings (16 units) in the central business district were renovated with the use of the grant funds. The renovations also improved or created 7 residential units. The grant award leveraged an estimated \$872,000 in additional private investment.

The Villages of Nunda and Avon are entering the second year of their 2012 New York Main Street Grant award. All projects in these two communities will be completed by November, 2014.

**REVOLVING LOAN FUND**

During 2013, 3 loan requests to Microenterprise Loan Fund totaling \$175,000 were approved. The funding will enable the businesses to retain a total of 21 jobs and create 20 new jobs. 2 additional loans totaling \$125,000 have been approved and are awaiting closing. They will retain 9 jobs and create 11 new jobs. During the past month, one borrower paid their loan in full. There are 12 active loans in the portfolio.

**BUY LOCAL**

The County Buy Local Campaign under the leadership of the Livingston County Chamber of Commerce is in full swing. Buy Local television ads have been produced and are appearing on 13WHAM. Livingston County branded VISA cards are available at the Chamber office.

**EMPIRE ZONE 2012 BUSINESS ANNUAL REPORTS**

Annual reports from businesses receiving Empire Zone benefits are due no later than December 31, 2013. Nine (9) Livingston County businesses are zone certified. A summary of the reports including job creation and investment will be provided in early 2014.

**FINGER LAKES REGIONAL ECONOMIC DEVELOPMENT COUNCIL**

The Council provided a formal presentation to the members of the State’s Strategic Implementation Assessment Team on November 18. The presentation outlined the region’s progress, achievements and endorsed priority projects for the third round of consolidated funding applications. It is anticipated that regional award announcements will be made in December.

Livingston County Consolidated Funding Applications are as follows:

<b>Applicant</b>	<b>Project Name</b>	<b>Funding Agency</b>	<b>Amount Requested</b>	<b>Total Project Cost</b>
Village of Avon	Avon Driving Park Natural Playground Project	OPRHP Parks	\$47,560	\$95,120
Village of Geneseo	Engineering Planning Grant	Engineering Planning Grant	\$24,800	\$24,800
The Research Foundation for the State University of New York on behalf of SUNY Geneseo Finger Lakes Opera	Finger Lakes Opera 2014 Production of Carmen	NYSCA	\$80,000	\$189,585
PPI Corp.	FTT Medical Expansion	Excelsior; ESD Grant	\$193,122	\$386,244
Village of Dansville	Knox Street Project	HCR CDBG: Public Infrastructure	\$750,000	\$20,452,800
Village of Livonia	Livonia Downtown Revitalization Program	HCR-NYMS	\$200,000	\$296,125
Livingston County Development Corporation	Riviera Theater Renovation Project	HCR-RARP	\$150,000	\$279,250
Village of Dansville	Village of Dansville	Green Innovation Grant	\$522,518	\$583,960

Village of Avon	Wastewater Engineering Planning Grant	Engineering Planning Grant	\$30,000	\$48,000
Friends of Letchworth State Park	FOLSP Improvements	Market NY; OPRHP Parks; OPRHP Historic Property	\$16,200	\$16,000
Town of Springwater	Comprehensive Plan Grant	NYSERDA CGC-2: Planning	\$50,000	\$66,666
Genesee Valley Council on the Arts	Internship	Arts Intern Workforce Dev	\$2,800	\$4,000
Livingston County Water & Sewer Authority (LCWSA)	Lakeville WWTF	Engineering Planning Grant	\$30,000	\$38,380
Village of Mount Morris	NYMS 13	HCR-NYMS	\$200,000	\$409,500
Finger Lakes Health Systems Agency	High Blood Pressure Collaborative for the Finger Lakes	Unemployed Worker Training; New Hire (On-The-Job) Training	\$200,000	\$1,494,374
Finger Lakes Trail Conference	Finger Lakes Trail and NYS Parks Marketing Project	Market NY	\$91,900	\$91,900

Additional Consolidated Funding Applications were submitted as a part of a multi-county/regional application.

#### **NYSEDC TECHNOLOGY LED ECONOMIC DEVELOPMENT CONFERENCE**

Economic Development staff attended the Technology Led Economic Development Conference which was sponsored by the New York State Economic Development Council. Once Again Nut Butter and Applied Energy Solutions participated in a panel discussion relaying their experience with the Regional Economic Gardening Program which is designed for second stage companies and helps CEOs to identify issues that may be hindering their growth, providing solutions that can be applied immediately. Both Livingston County participants reported extremely positive experiences with the program and with the Economic Development Office.

#### **IEDC CONFERENCE**

Deputy Director, Carolyn Baker-Scott attended the International Economic Development Annual Conference. Due to the Federal Government shutdown at the time of the conference, several conference workshops were cancelled. Specific workshops attended which are of benefit to the Livingston County Economic Development efforts include the following topics: foreign direct investment, incentives, re-shoring, economic development partnerships with community colleges, entrepreneurial networks, and a site consultant forum.

#### **FOREIGN TRADE ZONE**

The two-week public comment period for the Ontario County Economic Development Corporation's application for FTZ Grantee Status ended on November 12, 2013. The original deadline for comments was October 28, 2013. However, due to the government shutdown the deadline was extended through November 12th. No public comments were received. The application continues through the evaluation process by the Foreign Trade Zone Board. Approval is anticipated in the first quarter of 2014.

#### **SMALL BUSINESS SUMMIT**

Senator Patrick Gallivan sponsored a Small Business Summit which was held on October 29<sup>th</sup>. The LCDC together with the Chambers of Commerce in Livingston and Wyoming County sponsored the event. Over 70 small business owners attended the event. Feedback from attendees was extremely positive.

#### ***Go Global* WORKSHOP**

The *Go Global* workshop scheduled for early October in conjunction with the International Trade Council and SUNY was cancelled due to lack of participation. Only 13 individuals registered for the

event, three of which were Livingston County companies. The targeted attendance from the planning committee was 50+ companies from Livingston County. Numerous emails and phone calls were made in an effort to increase participation. Knowing the needs of Livingston County businesses, the Economic Development Office staff is confident that they can plan a similar event for a smaller number of participants at a much reduced cost.

**PTAC WORKSHOP**

The Monroe County Procurement Technical Assistance Center, which serves Livingston County, held an introductory workshop on November 22, 2013. Four Livingston County Businesses attended the workshop which provided information on doing business with the Federal Government. A follow-up, day-long workshop is planned for March 2014.

**RRCDC WORKSHOP**

The Rochester Regional Community Design Center’s *Saving Our Small Towns & Villages* workshop was held October 25<sup>th</sup> – 27<sup>th</sup> in the Village of Lima at Elim Gospel Church. Workshop attendees included planners, architects, and planning board members. The workshop focused on the economic impact of using design and included a community tour and charrette. The Livingston County Development Corporation was a sponsor of the workshop.

**MEETINGS**

In addition to the items listed above, staff attended or participated in numerous meetings and events outside of the office. These include the following:

- Livingston County Chamber of Commerce Board of Directors
- Livingston Wyoming ARC Finance Committee and Board of Directors
- Meetings with Congressman Chris Collins and State Senator Cathy Young.
- Leadership Livingston
- Greater Rochester Enterprise Board of Directors
- International Business Roundtable

**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: STATE OF NEW YORK UNIFIED COURT SYSTEM**

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>
<b>State of New York Unified Court System</b>	4/1/13 – 3/31/18	\$122,949.00
Seventh Judicial District		
161 Hall of Justice		
Rochester, NY 14614		
For: Cleaning and Maintenance of Court Facilities		

<i>Funding Source</i>	<i>Local Share</i>	<i>Budgeted ?</i>
NYSUCS	0%	Yes X No

**Director’s Comments:**

For: Cleaning and Maintenance of Court Facilities for 2013-2018 NYS Fiscal Years. The contract amount shown above is the maximum compensation for the 2013-2014 New York State fiscal year. The contract amount for future fiscal years is subject to agreement between New York State and the County of Livingston.

Mr. Allen reviewed the contract and explained that this is a five year contract.

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

**2. AWARDING BID AND AUTHORIZING CONTRACT FOR BUILDING #1 ELECTRICAL UPGRADES-AUDITORIUM FOR THE LIVINGSTON COUNTY CENTRAL SERVICES DEPARTMENT: HEWITT YOUNG ELECTRIC, LLC**

WHEREAS, after the proper legal advertisement seeking bids for Building #1 Electrical Upgrades-Auditorium, five bids were received and opened on November 12, 2013, now, therefore, be it

RESOLVED, that the Chairman of the Livingston County Board of Supervisors is hereby authorized to sign the following contract(s) for the Livingston County Central Services 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>Hewitt Young Electric, LLC</b> 645 Maple Street Rochester, NY 14611	1/06/14 – 3/28/14	\$48,000.00

<i>Funding Source</i>	<i>Local Share</i>	<i>Budgeted ?</i>
Capital Project H6122-2900		Yes No

Director's Comments:

For: Electrical upgrades to the Auditorium Wing of 1 Murray Hill Drive, Mt. Morris, NY.

Mr. Allen explained that they descoped them the next day and they are confident that they can do the work. The area will be used for Civil Service, employee recognition, department staff meetings and GVCA would be able to use the area for performance art.

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

**Informational Item(s) Written Only**

1. Mt. Morris – Building #1 Repairs and Renovations – Emergency exit stairs at the northeast corner of the facility have been replaced. Loading dock has been replaced and parking lot repairs have been completed.
2. Mt. Morris – Al Lorenz Park Upgrades – Central Services staff continue to work on the electrical and water service improvements. Five hundred feet of new water service has been installed.
3. Mt. Morris – Building #2 Renovation Project – Central Services staff continues to work on painting and minor electrical improvements.
4. Geneseo – Government Center – Central Services continues working on basement wall repairs and painting.
5. Geneseo – Millennium Drive – Central Services staff completed a project providing electrical surge protection in the voting machine storage area.

**PLANNING – ANGELA ELLIS**

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

**1. ADOPTING SEQR NEGATIVE DECLARATION FOR ADDITIONS TO EXISTING AGRICULTURAL DISTRICTS**

WHEREAS, Section 303-b of the New York State Agriculture and Markets Law provides for the inclusion of predominantly viable agricultural land within a certified agricultural district prior to the county established review period; now therefore be it

RESOLVED, that the Livingston County Board of Supervisors does hereby determine that the addition of parcels to existing Agricultural Districts is an Unlisted Action pursuant to the State Environmental Quality Review Act; and be it further

RESOLVED, that it is hereby determined that the addition of parcels to existing Agricultural Districts will not have a significant effect on the environment, and that a Draft Environmental Impact

Statement will not be prepared.

**Director's Comments:** This resolution will complete the SEQR process for the 2013 additions to the County's Agricultural District Program. Copies of the SEQR documentation are included in the agenda mailing. Ms. Ellis explained that both resolutions are done annually as part of the 303-b process. There were five petitions on six parcels and four petitions were recommended. Two petitions were not recommended, in West Sparta and Mt. Morris. In both cases, the Board felt that the applications were incomplete and would not be included at this time. Both Ag District 3 and 4 are up for renewal next year. The first resolution is adopting SEQR and the second resolution is to approve that the parcels being recommended be included in Ag District 1 and 4. Once state approval is received, those parcels will be included in those districts.

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

## **2. APPROVING ADDITIONS TO EXISTING AGRICULTURAL DISTRICTS**

WHEREAS, Section 303-b of the New York State Agriculture and Markets Law provides for the inclusion of predominantly viable agricultural land within a certified agricultural district prior to the county established review period; and

WHEREAS, upon recommendation of the Agricultural & Farmland Protection Board, the Livingston County Board of Supervisors established the month of September as the 30-day period in which landowners may petition Livingston County for the inclusion of parcels within existing agricultural districts; and

WHEREAS, Livingston County received five petitions for inclusion of land within an existing agricultural district; and

WHEREAS, the Livingston County Agricultural & Farmland Protection Board determined that four parcels proposed for inclusion in the agricultural districts consist predominately of viable agricultural land, and that the inclusion of such land would serve the public interest by assisting in maintaining a viable agricultural industry within the agricultural districts; and

WHEREAS, the Agricultural & Farmland Protection Board recommended the inclusion of four parcels in Agricultural Districts #1 and #4 as predominantly viable agricultural land, including parcels #71.-1-12.117, #42.-1-1.313, and #42.-1-1.314 in the Town of York, and #210.-1-8.1 in the Town of Ossian; and

WHEREAS, the Livingston County Board of Supervisors held a public hearing on December 18, 2013; and

WHEREAS, the Livingston County Board of Supervisors has determined pursuant to the State Environmental Quality Review Act, that the proposed action will not have a significant impact on the environment; now therefore be it

RESOLVED, that the Board of Supervisors does hereby approve the inclusion of four parcels in Agricultural Districts #1 and #4 as predominantly viable agricultural land, including parcels #71.-1-12.117, #42.-1-1.313, and #42.-1-1.314 in the Town of York, and #210.-1-8.1 in the Town of Ossian.

**Director's Comments:** This resolution will accept the additions to the existing Agricultural Districts for recommendation to New York State Department of Agriculture and Markets. Copies of the petitions and associated maps are provided in the agenda mailing.

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

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

### **1. DEPARTMENT STAFFING**

## **EXECUTIVE SESSION**

Mr. DiPasquale moved and Mr. Merrick seconded to adjourn and go into Executive Session for the purpose of discussion of the employment history of a particular person and that Board Members, Ian Coyle and Angela Ellis remain.

Mr. Martello moved and Mr. Wadsworth seconded to move out of Executive Session.  
No Action Taken.

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**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 still working on organizing the RFP process 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. We are waiting for award announcements.

**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 were held on November 19, 2013. Comments are being accepted until December 9, 2013. We anticipate having this project closed out by the end of the year.

**DANVILLE TRANSPORTATION AND INDUSTRIAL AND COMMERCIAL ACCESS STUDY:** We are currently coordinating contract execution with Barton & Loguidice. We anticipate a kick-off meeting in December or January.

**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. 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 September 12, 2013. The next meeting is 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 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 and have been picked up. We wait for the final audit by the NYS Office of Housing and Community Renewal.

**ENVIRONMENTAL MANAGEMENT COUNCIL**

The EMC met on November 20,2013. The Council discussed the 2013 annual report and work plan for 2014.

**MAJOR TECHNICAL ASSISTANCE PROVIDED BY PLANNING STAFF**

Technical Assistance - Municipalities

Livingston County Ash Tree Inventory- Phase II maps, data, supplemental docs, T/V Avon  
Worked with V Avon on the zoning process for the annexed parcel north of Barilla

Technical Assistance - Other Depts

EOC supplies – coordinated response needs for drills with Emergency Management Services

Worked with Economic Development on planning process and options for land in Livonia

Worked with Probation to verify sex offender housing restrictions through the Intranet mapping application

Produced burglary map for Sheriff’s Office

Technical Assistance - Public

Worked with SUNY Geneseo on Bike Facilities Map project for Geneseo

Provided zoning map digital copies to an appraisal company

**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(S) FOR THE LIVINGSTON COUNTY EMERGENCY MEDICAL SERVICES – ARNOT OGDEN HEALTH**

RESOLVED, that the Chairman of the Livingston County Board of Supervisors is hereby authorized to sign the following contract(s) for the 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>
<b>Arnot Health</b> 600 Roe Avenue	9/30/13 – 1/30/18	\$0

Elmira, New York 14905

For: EMS students to ride on Livingston County ALS Ambulance and Flycars. Ms. Dewar explained that Arnot Health has a paramedic program and that three EMT's are currently participating in the Arnot program. This would be a similar contract as the one with MCC.

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

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

1. FOLLOW UP DISCUSSION REGARDING STAFFING AND FULL VERSUS PART-TIME EMPLOYEES – Ms. Dewar explained that she wanted to bring this matter back to the Committee for any further discussion. Mr. Coyle explained the impacts on financial improvements. Ms. Dewar explained that conversations with alternate billing would be a cost of \$10,000 with the current claims. She is working with the current billing company to increase the claim results. Mr. Coyle explained that we are going to need to limit current part-time hours or offer health insurance. If any full time hires occur, only two positions will be created at first in order to determine the budgetary impact. Ms. Dewar will have the opportunity to determine who the best employees are to go from part time to full time positions. There was discussion regarding the current equipment. One ambulance is completely out of service due to a deer MVA. A new ambulance cost approximately \$175,000. She will be looking at a sprinter type ambulance tomorrow at the cost of approximately \$95,000. Mr. Coyle has been meeting with the County Treasurer about the possibility of starting an ambulance reserve account that would expand each year. Ms. Dewar explained that the fly cars are functioning well. Mr. Deming would like to see numbers for the full time positions. Mr. Wadsworth requested a list of the towns where services were provided. Mr. Martello requested not only a one year, but a six year plan for the department. Ms. Dewar reported that they assisted Dansville with a 10+% no service rate for October and Nunda is at 9%. Ms. Dewar will have more information next month.

**Informational Item(s) Written Only**

- 1. October 29, 2013 Meeting with Dr. Shah, 911 Center Sgt. Bradley and dispatchers
- 2. November 7, 2013 Meeting with Medical Director Shah, County EMS Captain meeting
- 3. November 8, 2013 Meeting with Mike Bradley re: dispatch plan Springwater Ambulance
- 4. November 12, 2013 Noyes Continuum of Care forum
- 5. November 16, 2013 MLREMS Preceptor Class hosted at Hampton Corners
- 6. November 18, 2013 MLREMS Training & Education, Council, and REMAC meetings at PSTF
- 7. November 25, 2013 Professional Ambulance Billing meeting

**PROBATION – LYNNE MIGNEMI**

**1. AUTHORIZING THE CHAIRMAN OF THE LIVINGSTON COUNTY BOARD OF SUPERVISORS TO SIGN THE FOLLOWING CONTRACT(S) FOR THE LIVINGSTON COUNTY PROBATION DEPARTMENT: NYS DIVISION OF CRIMINAL JUSTICE SERVICES(NYSDCJS)**

RESOLVED, that the Chairman of the Livingston County Board of Supervisors is hereby authorized to sign the following contract(s) for the Livingston County Probation 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>
NYS DCJS	10/1/13 – 9/30/14	\$24,135.00

For: Governor's Traffic Safety Committee (GTSC) Ignition Interlock Device Monitoring

<i>Funding Source</i>	<i>Local Share</i>	<i>Budgeted ?</i>
Livingston County Probation		Yes X No

Ms. Mignemi explained that this is the annual grant funding for ignition interlock device monitoring, which is used for Leandra's Law. They have had 192 individuals monitored this year.

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

**Informational Item(s) Written Only**

**1. PROBATION DEPARTMENT WORKLOAD**

- 632 adult offenders supervised in county (30 treatment court cases being supervised in drug court)
- 19 offenders in other NYS counties
- 11 offenders in other states
- 18 juveniles supervised
- 18 new juvenile referrals
- 10 investigations ordered
- 16 active EHM cases (1 juvenile; 15 adults; 3 of which are female), 0-Global Positioning
- 0 adult placed on probation for willful violation of support
- 16 New Leandra’s Law cases (11 CDs)

**2. MONIES COLLECTED**

- \$ 4,260.26 – restitution
- 8,406.00 – fines
- 886.00 – fees
- 142.75 – surcharge

**3. MEETINGS ATTENDED**

- 10/1/13 Human Services Department Head Meeting
- 10/1/13 ACA-payroll Training
- 10/2/13 Public Service
- 10/4/13 Juvenile Training for LCSO
- 10/8/13 COPA Meeting
- 10/15/13 Law Enforcement Council
- 10/15/13 Local History Out Loud Recording
- 10/21/13 Staff Meeting
- 10/22/13 Multi-Disciplinary Task Force
- 10/23/13 DRAI Meeting at Court House (Juvenile Risk Assessment)
- 10/25/13 Stop-DWI Meeting with County Administrator
- 10/28/13 COMPAK Meeting
- 10/29/13 Meeting with Personnel-Tracy Clarke
- 10/29/13 Jail Clergy Day
- 10/31/13 Quarterly Meeting with Judge Wiggins

**4. ADMINISTRATIVE REVIEWS**

Zero (0) administrative review

**5. TRAINING**

Name	Date	Training	Hours	Misc.
Michelle Cassata	10/29/13	Office of Sex Offender Management	1.0	
Kerrin Chapman	None			
Doug Czyryca	10/10/13	Annual Training Conference	7.25	
Katie Dunn	None			
Liz Laney	10/9/13	Responses Webinar	2.5	
	10/21/13	Transfer Mtg Court Clerks	2.0	
Brian Lanpher	10/10/13	Annual Training Conference	7.25	
Debra Mack	None			
Matthew McKinney	None			
Lynne Mignemi	10/4/13	Juvenile In-Service	1.0	
Courtney Sobrado	10/1/13	Syringe Programs in NYS	.25	

	10/10/13	Annual Training Conference	7.25	
Jason Varno	None			

**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 LIVINGSTON COUNTY - NYS DMV GOVERNOR'S TRAFFIC SAFETY COMMITTEE (NYS DMV GTSC) – STOP DWI PLAN**

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

<u>Contractor</u>	<u>Term</u>	<u>Amount</u>
<b>GTSC, NYS DMV</b> 6 Empire Plaza, Room 410B Albany, New York 12228 For: 2014 STOP-DWI Plan	1/1/14 – 12/31/14	\$482,427.00

Mr. Coyle reviewed the plan and explained that it is a cost neutral program with other counties. Livingston County did not have a review committee, which has now been initiated. If the County continues to fund three full time deputy positions, there will always be a local share. The share to the departments has been increased. The public information portion has been created. The total cut to the original budget is approximately \$30,000.

The Sheriff will not be receiving any funds for the STOP DWI Coordinator. The Committee asked the County Administration to be acting Coordinator for the foreseeable future.

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

Mr. Merrick moved and Mr. Wadsworth seconded to adjourn the Committee meeting at 3:10 p.m.

**ADJOURNMENT**

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

**Informational Item(s) Written Only**

1. The General election held November 5<sup>th</sup> was certified by the Commissioners on November 21<sup>st</sup>. The number of voters voting was 18,778 with 17,909 at the polls on the machines with an additional 49 using affidavits and 820 by absentee ballot. In a span of just over 4 weeks almost 35% of the absentee voters visited the BOE office to vote cast their absentee ballot while at the office. Another 65 absentee voters had their ballot taken to them as they reside in the CNR, voting was held on October 23<sup>rd</sup> at the facility for those who had requested a ballot. The additional hours provided to the public as required by Election Law were well received; the additional advertising was mentioned by many as they called or visited our office. The logistics of the paper for the ballots and the ballots once printed is now more difficult due to restricted space and moving them between two locations. Counting of absentee ballots on the scanners was extremely slow possibly due to the size of the ballot and it being two-sided. Results to the website were also slow due to a memory card programming error. Inspectors were once again brought in after the election to assist the staff in finalizing the election. Overall, the election went well and it completes the election season for 2013. Now onto to village caucuses in January!
2. The voting machines have had their post election work completed along with the required quarterly testing. Four scanners are being sent out for minor repairs.
3. The backlog of registration work has started again now that the election has been completed.

4. The Commissioners participated in a statewide conference call with the State Board on November 21<sup>st</sup>.
5. 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.
6. Requests for voter's lists for fire district votes were printed and mailed for those requesting them.
7. A voter database of the towns of Geneseo, Groveland and West Sparta was requested by the Wadsworth Library and mailed.
8. Voter party affiliation changes were completed according to Election Law. The following changes were made Democratic: 63; Republican 259; Conservative: 41; Working Families: 1; Independence: 43; Green: 10; Blank: 92 and other: 5. Changes totaling 514 voters with a new party affiliation.
9. Full document imaging continues with 3,196 voters to be documented but many with multiple forms.
10. Active voter registration enrollment stands at 37,032 voters. Democratic: 9,750; Republican: 16,530; Conservative: 818; Working Families: 137; Independence: 1,803; Green: 123; Blank (no party): 7,537 and 334 others. There are 2,607 voters in inactive status for a total of 39,639 voters.
11. Since the first of the year: 1,303 new registrations, 208 name changes, 1,347 residence changes, 1,162 mailing addresses, 491 personal information changes, 245 duplicates, 10 incompletes, 514 pending party changes, 815 cancellations, 1,432 inactive changes and various other changes have been processed.

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

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

1. Attended the Emergency Management Certification Training in Albany the week of 11/18, the training was directed towards the elected official the first day, covering subject matter; Article 2B, Principles roles of Chief Elected Officials during a disaster, Legal concerns beyond Article 2B, Debris Removal, Damage Assessment, and Continuity of Operations and Continuity of Government. The training was well attended with 55 Counties represented and 12 Elected Officials. The training will be given at a later date after the first of the year for other officials who could not attend the week of the 18<sup>th</sup>. This training will be given on a yearly basis and will be requirement of the Emergency Manager to attend each year. DHSES will deliver the training program regionally at a later date. There will be training for a third group of officials from the county consisting of EMS Coordinators, Law Enforcement, Village Mayors, Town Supervisors, Highway Superintendents, etc. that training being proposed would be 1-2 days, not sure if this training will be done at the regionally.
2. OEM is hosting a training session for all County Departments on the Operation of a Local Emergency Operations Center, the training will take place on December 3<sup>rd</sup> from 8:30 to 12:30 and the second part of the training will take place on December 10<sup>th</sup> from 8:30 to 12:30 at the training center. The course is designed to identify the roles and responsibility of the EOC, communicating resource requests through the EOC, Basic EOC structure; the main objective is to have county resources trained to work in an EOC environment, which will benefit the county as a whole. At present there are 30 individuals signed up for the course, there are still seats available.
3. OEM will host ICS training at the 300 and 400 levels in the first quarter of next year. This training is valuable for the first responder, Department Heads, and other Government Officials. The training objectives for the courses are; managing resources, different approaches to multi agency/ multi jurisdictional problems, resource ordering, single jurisdictional incidents, pre-planning, and development of an Incident Action Plan.
4. Fire response:
  - 10/22 – T/O West Sparta, house fire
  - 10/31 – T/O Lima, barn fire
  - 11/3 – T/O Mt. Morris, car fire
  - 11/7 – T/O York, barn fire
  - 11/8 – T/O Sparta, silo fire
  - 11/9 – T/O Groveland, house fire
  - 11/9 – T/O Avon, house fire

11/12 – T/O Avon, house fire  
11/19 – T/O Caledonia, house fire  
11/21 – T/O York, garage fire  
11/23 – T/O Springwater, shed fire

Respectfully submitted,

Michele R. Rees  
Clerk of the Board