

WAYS & MEANS COMMITTEE MEETING MINUTES
MONDAY, NOVEMBER 17, 2014
1:30 P.M.

PRESENT: D. Pangrazio, D. Mahus, T. Baldwin, M. Schuster, E. Gott, D. LeFeber, P. Yendell, I. Coyle

ABSENT: G. Levey

PERSONNEL ISSUES

Action Item(s) To Be Reported

1. DEPARTMENT OF SOCIAL SERVICES – DIANE DEANE

AMENDING THE 2014 HOURLY SALARY SCHEDULE: DEPARTMENT OF SOCIAL SERVICES

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

Create and fill one full-time Senior Typist position

Delete one full-time Principal Clerk position

Mrs. Deane explained she would be creating a grade 7 (\$14.19) position and deleting a grade 10 (\$15.87) position.

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

Motion: Mr. LeFeber moved and Mr. Baldwin seconded to move the Personnel items up on the agenda. Carried.

2. PERSONNEL – TISH LYNN

AMENDING THE 2014 DEPARTMENT HEAD SALARY SCHEDULE: PERSONNEL

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

Personnel

Create one full-time Personnel Clerk position with authority to hire within the wage range of \$15.00 – 16.50 per hour.

Ms. Lynn is proposing to create a new Personnel Clerk position per the distributed memo. The current Senior Account Clerk Typist, Brenda Hettrick is transferring to the County Treasurer's Office effective 12/8/14. This would leave them understaffed in the office. They have been at five positions in the Personnel Department since 2001 and she does not see that they can not operate without that fifth position. Ms. Lynn reviewed some statistics that she quoted in her memo and how they are staffed one Personnel employee to 510 for civil service work and one Personnel employee to 380 for personnel and labor relations work. The norm is more along the lines of one to 75 employees according to a recent survey. She is proposing a new position instead of refilling the senior account clerk typist. The senior account clerk typist does very important work requiring extensive training. It would be helpful to have someone that already knows the general principles of personnel administration to cut down on training time. The position she is seeking is very similar to the duties Brenda Hettrick has been doing but the qualifications would be more specific to their office operations by having training or experience that is relevant to personnel or HR. Ms. Lynne is proposing a wage rate of grade 7-8 to start because she does not anticipate hiring someone with the ability to do all of the duties at first. She does think that ultimately the rate will need to be increased because the work being done will be more along the rate of a grade 9-10. She does not want to delete the senior account clerk typist position at this time. Brenda Hettrick will have hold rights on the position in Personnel and would be able to bump back during the probationary period of time and the person she is replacing at the Treasurer's Office took a position at Social Services and she also has a right to come back to the Treasurer's Office, which in turn would bump Ms. Hettrick back to Personnel. There are two different ranges of pay being proposed by Ms. Lynne. An outside candidate range would be \$15-16.50 per hour (Grade 7-8) depending on qualifications. She does have someone in her office who could be a potential promotional candidate and the promotional rate would be \$17.50. Tracy Clark is currently and an account clerk typist at a Grade 7.

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

COUNTY TREASURER – AMY MANN

Action Item(s) To Be Reported

1. APPROVING ESTIMATED 2015 SALES TAX DISTRIBUTION

RESOLVED, that the list below of 2015 estimated Sales Tax Distribution be, and the same hereby is, approved:

Town	2015 Estimate
Avon	\$ 94,000.00
Caledonia	\$ 53,000.00
Geneseo	\$125,000.00
Groveland	\$ 63,000.00
Leicester	\$ 38,000.00
Livonia	\$183,000.00
North Dansville	\$ 22,000.00
Ossian	\$ 16,000.00
Portage	\$ 15,000.00
Springwater	\$ 49,000.00
West Sparta	\$ 24,000.00
York	\$ 78,000.00
Total:	\$760,000.00

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

2. PROVIDING FOR LEVY OF ERRONEOUS TAXES TO BE CHARGED TO TOWNS

The following is a list of items shown on the records of the County Treasurer as having been charged to the following Towns due to erroneous assessments, errors in the levy of the budget or similar items:

AVON	\$ 1,368.13
CALEDONIA	\$ 602.76
CONESUS	\$ 3,861.91
GENESEO	\$ 2,417.24
GROVELAND	\$ 965.27
LEICESTER	\$ 494.61
LIMA	\$ 1,885.35
LIVONIA	\$ 2,303.73
MT. MORRIS	\$ 450.86
NORTH DANSVILLE	\$.24
NUNDA	\$ 658.69
OSSIAN	\$.17
PORTAGE	\$ 606.66
SPARTA	\$.15
SPRINGWATER	\$.35
WEST SPARTA	\$.18
YORK	\$ 1,060.11
TOTAL	\$ 16,676.41

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

Ms. Mann reported that they are all set for the auction of the two parcels in December. There have been some calls of interest so they are hoping to have a good turnout.

REAL PROPERTY TAX SERVICES – JOE PUKOS

Action Item(s) To Be Reported

1. AUTHORIZING DIRECTOR OF REAL PROPERTY TAX SERVICES TO APPLY CORRECTIONS FOR TAXES ON 2015 VARIOUS TOWN TAX ROLLS

Mr. Pukos explained that this is an annual resolution. Mr. Pukos explained that he has reviewed the school tax bills for any exemptions and this resolution allows him to do the same for the town and county tax bills.

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

2. DIRECTING THE REAL PROPERTY TAX DIRECTOR TO SPREAD UNPAID WATER CHARGES AND UNPAID SEWER CHARGES ON 2015 TAX ROLLS - LIVINGSTON COUNTY WATER & SEWER AUTHORITY

WHEREAS, the Livingston County Water and Sewer Authority(LCWSA), pursuant to Section 1199-yyyy(2) of the Public Authorities Law, has provided to the Board a statement of unpaid sewer and water charges in the district serviced by the LCWSA, and

WHEREAS, such statement of unpaid charges is on file with the Clerk to the Board, now, therefore, be it

RESOLVED, that pursuant to said Section 1199-yyyy(2) of the Public Authorities Law, the Real Property Tax Director is hereby authorized and directed to levy the sums stated in said statement against property liable, and state the amount of the charge in a separate column in the 2015 annual tax rolls of the County under the heading "Water Charge" or "Sewer Disposal Charge," as applicable, and to pay such amounts, excluding penalties and interest, to the Livingston County Water & Sewer Authority.

Mr. Pukos explained that these are the numbers received from the Public Works Director to be added to the 2015 tax rolls.

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

Pre-approved Informational Item(s) To Be Reported

1. PRE-APPROVAL OF WAYS AND MEANS COMMITTEE FOR THE REAL PROPERTY TAX SERVICES DIRECTOR TO SUBMIT TAX LEVY INFORMATION AND RELATED FORMS AS COMPLETED.

Explanation - This is an annual request to move forward with information that requires processing and to proceed with tax bill printing both of which require attention before the next scheduled Board meeting. Mr. Pukos explained that he is seeking permission to proceed with the various crunching of numbers to come up with the tax rates so that the tax bills can be printed through December.

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

COUNTY ADMINISTRATOR – IAN COYLE

**1. DEPARTMENT OF HEALTH/MENTAL HEALTH
AMENDING THE 2014 HOURLY EMPLOYEE SALARY SCHEDULE: DEPARTMENT OF HEALTH,
MENTAL HEALTH**

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

Public Health:

- Delete one part-time Public Health Educator
- Delete one part-time Supervising Public Health Nurse
- Delete one full-time Administrative Secretary
- Delete one full-time Outreach Worker

Mental Health:

Delete: one full-time Psychiatric Social Work Assistant

Delete: one full-time Senior Typist

Mr. Coyle explained that these have already gone through Human Services and are all vacant positions due to changes happening within the department.

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

AMENDING THE 2014 DEPARTMENT HEAD SALARY SCHEDULE: DEPARTMENT OF HEALTH

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

Public Health

Convert the full-time Director of Patient Services position currently held by Cynthia Sheflin to a 4/5 part-time position, and change the position from salaried to hourly with an hourly rate of \$32.93, effective January 11, 2015.

Mr. Coyle explained that this is a conversion that also went thru Human Services. He explained that Cindy Sheflin is retiring and this is a transition changing her from a salary to an hourly employee. Mr. Coyle does not believe she will be here long term in the 4/5 position. He believes that it is Ms. Rodriguez’ strategy to proceed with one Director of Patient Services.

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

Action Item(s) To Be Reported

1. AUTHORIZING TRANSFER OF FUNDS – DEPARTMENT OF HEALTH, HIGHWAY,

Mr. Coyle reviewed the transfers for approval.

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

2. AMENDING 2014 LIVINGSTON COUNTY BUDGET – OFFICE FOR THE AGING

RESOLVED, that the 2014 Office for the Aging Department budget be amended as follows:

Account	Dept.	Code	Description	Amount
Increase Revenue	A6776	4772	Federal Revenue	\$55.00
Increase Appropriation	A6776	4190	Subcontract	\$55.00

And,

Account	Dept.	Code	Description	Amount
Increase Revenue	A6780	3772	State Revenue	\$854.00
			TOTAL	\$854.00
Increase Appropriation	A6780	4020	Travel, Training	\$554.00
		4025	Conference	\$300.00
			TOTAL	\$854.00

And,

Account	Dept.	Code	Description	Amount
Increase Revenue	A6774	4772	Federal Revenue	\$1,330.00
Increase Appropriation	A6774	4070	Service contract	\$1,330.00

And,

Account	Dept.	Code	Description	Amount
Increase Revenue	A6773	4772	Federal Funds	\$2,511.00

			TOTAL	\$2,511.00
Increase Appropriation	A6773	4020	Travel, Training	\$1,000.00
		4060	Office supplies	\$300.00
		4200	Advertising	\$1,211.00
			TOTAL	\$2,511.00

These amendments reflect revenues coming in.

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

3. AMENDING 2014 LIVINGSTON COUNTY BUDGET - SHERIFF

RESOLVED, that the 2014 Sheriff's Department budget be amended as follows:

Account	Dept.	Code	Description	Amount
Increase Revenue	A3110	2680	Ins. Recovery	\$1,041.48
Increase Appropriation				\$1,041.48

And,

Account	Dept.	Code	Description	Amount
Increase Revenue	A3110	3392	Child Safety Restraint	\$447.53
		4389	Federal-other Public Safety	\$302.00
			TOTAL	\$749.53
Increase Appropriation	A3110	2400	Law Enf. Equip.	\$447.53
		4280	Uniforms	\$302.00
			TOTAL	\$749.53

And,

Account	Dept.	Code	Description	Amount
Increase Revenue	A3110	2680	Ins. Recovery	\$773.00
Increase Appropriation	A3110	4120	Motor Equip. Repair	\$773.00

Mr. Coyle reviewed the amendments for approval.

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

4. DECLARING SURPLUS PROPERTY – HIGHWAY, PROBATION

WHEREAS, the County of Livingston owns surplus personal property that is no longer necessary for public use, now, therefore, be it

RESOLVED, that the Livingston County Board of Supervisors hereby declares the following item(s) as surplus property to be disposed of as determined by the County Administrator:

(Highway)

Quantity	Item	Model	Serial /VIN
1	Black Gold Waste Oil Furnace	N/A	N/A

(Probation)

Quantity	Item	Model	Serial /VIN
1	2004 Chevrolet - Mileage: 131,568	Impala	2G1WF52E249459761

Mr. Coyle explained that they are in the process of clearing out the Conesus barns and surplus anything that may still have value. The Chairman has some experience with these types of furnaces and feels that it still

has some worth. The Probation vehicle has reached its useful life in the Probation Department. We have accounted for a replacement in the budget, but we are also talking to the Sheriff's Department. Mr. Pangrazio questioned whether any towns might be interested in this furnace.

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

Mr. Coyle talked about his email and some possible changes that may happen at the public hearing.

5. ADOPTING BUDGET FOR FISCAL YEAR 2015

RESOLVED, that the proposed budget for the County of Livingston for the year 2015 is hereby approved and adopted as the final budget for the County of Livingston for the year 2015.

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

6. AUTHORIZING APPROPRIATION OF 2015 ADOPTED BUDGET

RESOLVED, that the adopted Livingston County budget for the year 2015, be appropriated by the County Treasurer and shall be classified by funds and administrative units as set forth in said budget.

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

Pre-approved Informational Item(s) To Be Reported

1. REVIEW OF 2015-2019 CAPITAL IMPROVEMENT PLAN (CIP) – Mr. Coyle reviewed the Capital Improvement Plan for the Ways & Means Committee. He explained that this is a rolling CIP and this is the second year we have had a plan. There is action required at this time. Transfers will be made in January. There was discussion on an email from Mr. Levey. The committee discussed the used oil furnace again. The nursing home is using their own cash for any capital improvements. Mr. Coyle plans to come back to the committee in both December and January to discuss the Capital Improvement Plan. There was discussion on the voting machines and the original lifetime was felt to be five years. There was also discussion on the status of the search for the new County operations software. Mr. Coyle explained that the RFP is being prepared and he will be updating the Committee on the Director search. The County put a lot of effort into taking care of the voting machines. There are no indications that our machines have any problems to date. There was discussion of the ready room size at the EOC.

EXECUTIVE SESSION

Motion made by Mr. LeFeber and seconded by Mr. Gott that the Board adjourn and reconvene and All Supervisors and County Administrator Ian M. Coyle remain present. Carried.

Mr. LeFeber moved and Mr. Gott seconded that the Committee reconvened in regular session. The following report was presented.

No action taken.

ADJOURNMENT

Mr. Schuster moved and Mr. Baldwin seconded to adjourn the committee meeting at 3:00 p.m. Carried.

Respectfully submitted,

Michele R. Rees
Clerk of the Board