



LIVINGSTON COUNTY BOARD OF SUPERVISORS' MEETING NOTICE

Livingston County Government Center, Geneseo, New York 14454 585.243.7030

COMMITTEE: PUBLIC SERVICES
DATE: WEDNESDAY, APRIL 2, 2014
TIME: 1:30 P.M.

Committee Members

- G. Deming, Chairman
- C. DiPasquale, Vice Chairman
- D. Knapp
- D. Babbitt Henry
- W. Wadsworth
- E. Gott
- D. LeFeber

1:30 BOARD OF ELECTIONS - NANCY LEVEN AND LAURA SCHOONOVER

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 BOARD OF ELECTIONS: DOMINION VOTING SYSTEMS CORP.

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 Board of Elections, 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>
Dominion Voting Systems Corp	9/1/2013-12/31/2016	\$49,650.00

215 Spadina Avenue, Suite 200
Toronto, ON M5T 2C7
For: Software Maintenance Agreement

<u>Funding Source</u>	<u>Local Share</u>	<u>Budgeted ?</u>
Livingston County Board of Elections	\$49,650.00	Yes X No

Director's Comments:

This maintenance agreement covers the EMS system and voting machines software, firmware and maintenance. Payment will occur over a 3 year period.

<u>Contractor</u>	<u>Term</u>	<u>Amount</u>
Dominion Voting Systems Corp	9/1/2013-12/31/2016	\$20,250.00

215 Spadina Avenue, Suite 200
Toronto, ON M5T 2C7
For: Hardware Maintenance Agreement

<u>Funding Source</u>	<u>Local Share</u>	<u>Budgeted ?</u>
Livingston County Board of Elections	\$20,250.00	Yes X No

Director's Comments:

This maintenance agreement covers the voting machines hardware. Payment will occur over a 3 year period.

Informational Item(s) Written Only

1. Letters were sent to the village candidates advising them of the dates of specific proceedings they or a representative could attend.
2. Commissioner Leven attended the March 5th Public Services Committee meeting, Commissioner Schoonover was out of the office.
3. Certification of Offices form was sent to the County clerk and all town clerks to complete and return by March 4th as required by EL 4-106(2) to certify each office to be on the November ballot. Second notices were sent to Mt. Morris, Nunda and Portage on March 6th. Currently only Nunda has not responded.
4. Dominion voting sent 2 technicians to make repairs on a few scanners on March 6th.

cc: BOS, Administration, David Morris, Nancy Leven, Laura Schoonover, David Allen, Jim Culbertson, Amie Alden, Greg McCaffery, Julie Marshall, Kevin Niedermaier, Don Higgins, Angela Ellis, Lynn Mignemi, Marcea Clark Tetamore, Kathy Montemarano, Sheriff Dougherty, Cathy VanHorne, Karen Dewar



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5. Legal notices were prepared for the village elections and sent to the newspapers for publication. Machines have been pre-tested and prepared for the village elections.
6. Machine ballots were printed. The stitcher was causing one leg of the staple legs to bend as it was too long, a service call was placed and work was completed under warranty. Ballots were then stapled into booklets.
7. NYS Board of Elections did an on-site audit of the NYSVoter system as required every two years. Pat Campion and Greg Fiozzo completed the audit and provided grant balances in an approximately 45 minute visit. The Board was compliant in all aspects.
8. Election supplies were finalized and packed. Those along with ballots were loaded into Commissioner Schoonover's vehicle and transported to the service center to be packed into the machines.
9. Commissioner Schoonover attended the March 17th Board of Supervisors meeting. Commissioner Leven was out of the office. NYS Board of Election grant contracts (4) have been sent to the Chairman of the Board for signature.
10. Commissioner Leven was out of the office most of the week of March 17th due to the death of a brother.
11. A total of 245 absentee ballots were issued for the village elections. Most were counted on election night and if any were returned after that they needed to be postmarked by March 17th to be eligible to be counted during the final canvas of votes.
12. Village elections were held on March 18th in 6 villages (Avon, Caledonia, Geneseo, Leicester, Mt. Morris and Nunda) for a total of 18 positions (Mayors, Justices and Trustees). After completing the re-canvass, the audit and the final canvas of voters, the results were certified on March 25th.
13. Permanent absentee voter lists were sent to Caledonia-Mumford Central School, Honeoye-Falls CS, Mt. Morris CS and Wayland-Cohocton CS at their request for upcoming school elections.
14. The NYS Assembly requested a voter list on CD.
15. Commissioner Leven participated in a conference call on March 26th with the NYSBOE.
16. The Commissioners participated in a statewide conference call with the NYSBOE on March 27th.
17. Voter enrollment statistics were compiled on April 1st for upcoming petition signature requirements for State and Local positions.
18. Currently petitions are being circulated for a Representative in Congress in the 27th Congressional District. These petitions will be filed with the State Board, if a Primary is needed it will be held on June 24th.
19. Full document imaging has been completed on active voters. This has been a 3 year project. The 2009 and 2010 cancellations are now being captured and once done will complete the backlog.
20. Year to date statistics: 279 new registrations, 35 name changes, 241 residence changes, 9 mailing addresses, 62 personal information changes, 75 duplicates, 3 incompletes, 141 pending party changes, 240 cancellations and various other changes have been processed.

Current active voter enrollment stands at 36,881. Democratic: 9,634, Republican: 16,512, Conservative: 821, Working Families: 139, Independence: 1,786, Green: 123, Others: 337 and Blank: 7,529. Inactive enrollment is at: 3,022. Total active/inactive voter enrollment is: 39,903.

1:40 HIGHWAY – DON HIGGINS

Action Item(s) To Be Reported

1. AUTHORIZING LIVINGSTON COUNTY TO PURCHASE A SINGLE-AXLE DUMP TRUCK WITH PLOW & WING THROUGH CONTRACTS AWARDED BY ONEIDA COUNTY FOR THE LIVINGSTON COUNTY HIGHWAY DEPARTMENT – TRACY ROAD EQUIPMENT, INC. AND HENDERSON TRUCK EQUIPMENT-NY

WHEREAS, Oneida County has awarded bids for purchase of Single-Axle Cab/Chassis Trucks (Bid #1692) and Dump Body/Plow/Wing (Bid #1685) to Tracy Road Equipment, Inc. and Henderson Truck Equipment-NY, and

WHEREAS, the County of Livingston has determined that the prices will result in cost savings compared to those if bid separately by Livingston County, and

cc: BOS, Administration, David Morris, Nancy Leven, Laura Schoonover, David Allen, Jim Culbertson, Amie Alden, Greg McCaffery, Julie Marshall, Kevin Niedermaier, Don Higgins, Angela Ellis, Lynn Mignemi, Marcea Clark Tetamore, Kathy Montemarano, Sheriff Dougherty, Cathy VanHorne, Karen Dewar



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WHEREAS, pursuant to authority granted by Section 103 of NYS General Municipal Law and the terms of the Oneida County bid, Livingston County is authorized to purchase the vehicle and equipment through contracts awarded by Oneida County, now, therefore, be it

RESOLVED, that the Livingston County Board of Supervisors hereby authorizes the purchase of a single-axle cab/chassis and dump body/plow/wing for a total cost of \$150,248.00 through contracts (#1692 and #1685) awarded by Oneida County to Tracy Road Equipment, Inc. and Henderson Truck Equipment-NY, subject to review by the County Attorney and County Administrator.

<u>Contractor</u>	<u>Term</u>	<u>Amount</u>
Tracey Road Equipment, Inc. 6803 Manlius Center Road East Syracuse, NY 13057		\$82,275.00
For: Purchase of one (1) 2015 Freightliner 108SD Single-Axle Cab/Chassis. Not to exceed the amount indicated.		
Henderson Truck Equipment-NY 22686 Fisher Road Watertown, NY 13601		\$67,973.00
For: Purchase of Henderson Stainless Steel Dump Body, Patrol Wing System and Reversing Front Plow, fully installed on the cab/chassis noted above. Not to exceed the amount indicated.		

Dated at Geneseo, New York
April 9, 2014

Public Services Committee

<i>Funding Source</i>	<i>Local Share</i>	<i>Budgeted ?</i>
Livingston County Highway 2014 Budget Appropriations	100%	Yes XX No

Director's Comments:

This purchase will replace current Truck #71, 2001 single-axle IH 2674 dump truck with sander & plow, which was purchased used at auction in 2007. This is our only single-axle dump truck, and is used for snow & ice control as well as road maintenance projects. The existing stainless-steel sander will be transferred to the new truck.

2. AUTHORIZING THE LIVINGSTON COUNTY HIGHWAY SUPERINTENDENT TO BID ON AND PURCHASE VARIOUS USED EQUIPMENT ON MAY 10, 2014 AT TEITSWORTH MUNICIPAL EQUIPMENT AUCTION IN PALMRA, NY FOR THE COUNTY HIGHWAY DEPARTMENT

WHEREAS, the Annual Palmyra Municipal Equipment Auction contains only equipment and vehicles owned by municipalities, and

WHEREAS, there may be an opportunity to purchase various used equipment and vehicles in good condition at considerable savings, now, therefore, be it

RESOLVED, that the Livingston County Highway Superintendent, with input and advice from the Department Shop Manager, is hereby authorized to bid on and purchase appropriate and needed various used equipment and vehicles on May 10, 2014 at the Teitsworth Municipal Equipment Auction in Palmyra, NY, at a total amount not to exceed One Hundred and Twenty Thousand Dollars (\$120,000.00).

Dated at Geneseo, New York
April 9, 2014

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<i>Funding Source</i>	<i>Local Share</i>	<i>Budgeted ?</i>
Livingston County Highway 2014 Budget Appropriations	100%	Yes <input checked="" type="checkbox"/> No

Director's Comment: Highway Shop Manager Dan Miller will assist the Superintendent in making good purchasing decisions through researching values. We will be focusing on replacing our older, high-mileage pickups and 1-ton plow trucks.

1:50 CENTRAL SERVICES – DAVID ALLEN

Action Item(s) To Be Reported

1. **AUTHORIZING THE CHAIRMAN OF THE LIVINGSTON COUNTY BOARD OF SUPERVISORS TO SIGN THE FOLLOWING CONTRACT(S) FOR THE LIVINGSTON COUNTY DEPARTMENT OF CENTRAL SERVICES: DAY AUTOMATION SYSTEMS, INC. (4), IMPERIAL DOOR CONTROLS, INC.**

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

<u>Contractor</u>	<u>Term</u>	<u>Amount</u>
Day Automation Systems, Inc. 7931 Rae Boulevard Victor, NY 14564 For: Energy Management/Control System Service Agreement for Livingston County Campus Buildings 1-9 & 12	5/1/14 – 4/30/15	\$16,280.00
Day Automation Systems, Inc. 7931 Rae Boulevard Victor, NY 14564 For: Energy Management/Control System Service Agreement for Livingston County Buildings 1-9 & 12	5/1/14 – 4/30/15	\$3,763.00
Day Automation Systems, Inc. 7931 Rae Boulevard Victor, NY 14564 For: Energy Management/Control System Service Agreement for Livingston County Courthouse	5/1/14 – 4/30/15	\$6,182.00
Day Automation Systems, Inc. 7931 Rae Boulevard Victor, NY 14564 For: Energy Management/Control System Service Agreement for Livingston County Government Center	5/1/14 – 4/30/15	\$3,012.00
Imperial Door Controls, Inc. 85 Oriskany Drive Tonawanda, NY 14150-6722 For: Maintenance Agreement for Swing Door Operators at Building #1	12/1/13 – 11/30/14	\$1,485.00

<i>Funding Source</i>	<i>Local Share</i>	<i>Budgeted ?</i>
Department Operating Budget	100	Yes <input checked="" type="checkbox"/> No

2. **AWARDING BID FOR THE CENTRAL SERVICES DEPARTMENT FOR ROOFING WORK FOR JAIL ROOF RECONSTRUCTION – SPRING SHEET METAL AND ROOFING**

WHEREAS, after the proper legal advertisement seeking bids for roof work for Jail Roof Reconstruction, five bids were received and opened on February 27, 2014, now therefore, be it

cc: BOS, Administration, David Morris, Nancy Leven, Laura Schoonover, David Allen, Jim Culbertson, Amie Alden, Greg McCaffery, Julie Marshall, Kevin Niedermaier, Don Higgins, Angela Ellis, Lynn Mignemi, Marcea Clark Tetamore, Kathy Montemarano, Sheriff Dougherty, Cathy VanHorne, Karen Dewar



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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>Contract</u>	<u>Amount</u>
Spring Sheet Metal and Roofing	\$738,786.00
678 Clinton Avenue South	
Rochester, NY 14620	
For: Roof Work for Jail Roof Reconstruction	

3. AWARDING BID FOR THE CENTRAL SERVICES DEPARTMENT FOR MECHANICAL WORK FOR JAIL ROOF RECONSTRUCTION – PIPITONE ENTERPRISES LLC

WHEREAS, after the proper legal advertisement seeking bids for mechanical work for Jail Roof Reconstruction, four bids were received and opened on February 27, 2014, 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>Contract</u>	<u>Amount</u>
Pipitone Enterprises LLC.	\$140,300.00
3225 Chili Avenue	
Rochester, NY 14624	
For: Mechanical Work for Jail Roof Reconstruction	

4. AWARDING BID FOR THE CENTRAL SERVICES DEPARTMENT FOR ELECTRICAL WORK FOR JAIL ROOF RECONSTRUCTION – O’CONNELL ELECTRIC CO.

WHEREAS, after the proper legal advertisement seeking bids for electrical work for Jail Roof Reconstruction, four bids were received and opened on February 27, 2014, 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>Contract</u>	<u>Amount</u>
O’Connell Electric Co.	\$83,856.00
830 Phillips Road	
Victor, NY 14564	
For: Electrical Work for Jail Roof Reconstruction	

Informational Item(s) Written Only

1. Mt. Morris – Building #1 Auditorium Wing Renovations – Central Services staff and DSS mobile work crew continues to work on the demolition phase of this project. The Phase One electrical upgrade is now in progress. The bid for opening for Phase Two electrical work is scheduled for April 22, 2014, with a pre-bid conference on April 1.

1:55 EMERGENCY MEDICAL SERVICES – KAREN DEWAR

Action Item(s) To Be Reported

AUTHORIZING THE CHAIRMAN OF THE LIVINGSTON COUNTY BOARD OF SUPERVISORS TO SIGN THE FOLLOWING CONTRACT FOR THE LIVINGSTON COUNTY DEPARTMENT OF EMERGENCY MEDICAL SERVICES



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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>
Town of Livonia Ambulance	01/01/2014 – 12/31/2016	\$225.00 per transport
District #1	(with automatic renewal for a like term	
4213 South Livonia Road	unless terminated by either party upon	
Livonia, New York 14487	thirty (30) days written notice at any	
	time during term of agreement.)	

For: Billing agreement for ALS or BLS services provided on a Livingston County Ambulance.

Informational Item(s) Written Only

1. February 25, 2014 Response to reported HazMat Route 390 West Sparta
2. February 27, 2014 Hot wash at Noyes for 390 Incident
3. March 3, 2014 Ketamine Training
4. March 4, 2014 Meeting with SUNY Geneseo First Response Agency Board
5. March 6, 2014 County EMS Captain meeting
6. March 10, 2014 MLREMS Executive Committee meeting
Highway Department AED PAD agency application
7. March 11, 2014 Meeting with the Medical Director
8. March 12, 2014 EOC Operations for Blizzard event
9. March 13, 2014 Planning meeting with Emergency Management for CEPA
10. March 17, 2014 MLREMS Meetings: Training and Ed. Committee, MLREMS Council, REMAC
11. March 18, 2014 BOCES 10th Grade Career Day presentations
12. March 20, 2014 Rochester RHIO Webinar
DOH DRT meeting
13. March 25, 2014 Noyes Continuum of Care meeting

2:00 SHERIFF – SHERIFF THOMAS DOUGHERTY

1. AUTHORIZING THE CHAIRMAN OF THE LIVINGSTON COUNTY BOARD OF SUPERVISORS TO SIGN THE FOLLOWING CONTRACT(S) FOR THE LIVINGSTON COUNTY SHERIFF'S OFFICE: NYS DIVISION OF HOMELAND SECURITY AND EMERGENCY SERVICES AND MONROE COUNTY

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>
NYS DHSES	9/1/2012 – 8/31/2014	\$38,000.00
1220 Washington Avenue		
Building 7A, Suite 710		<i>GRANT</i>
Albany, NY 12242		

For: Amend grant (resolution 2012-347) from purchase of 911 recorder system to 911 Center UPS (uninterrupted power supply).

Monroe County	1/1/2014 – 12/31/2014	\$40,510.00
Department of Public Safety		
Monroe County Crime Lab		
85 West Broad Street		

cc: BOS, Administration, David Morris, Nancy Leven, Laura Schoonover, David Allen, Jim Culbertson, Amie Alden, Greg McCaffery, Julie Marshall, Kevin Niedermaier, Don Higgins, Angela Ellis, Lynn Mignemi, Marcea Clark Tetamore, Kathy Montemarano, Sheriff Dougherty, Cathy VanHorne, Karen Dewar



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Rochester, NY 14614
For: forensic services

2:10 PLANNING – ANGELA ELLIS (4 Attachments)

Action Item(s) To Be Reported

1. AUTHORIZING THE CHAIRMAN OF THE LIVINGSTON COUNTY BOARD OF SUPERVISORS TO SIGN A CONTRACT FOR THE LIVINGSTON COUNTY PLANNING DEPARTMENT AS FOLLOWS: NYS DIVISION OF HOMELAND SECURITY AND EMERGENCY SERVICES, SUNY RESEARCH FOUNDATION OF THE STATE OF NEW YORK, OSWEGO COUNTY SOIL AND WATER CONSERVATION DISTRICT

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

<u>Contractor</u>	<u>Term</u>	<u>Amount</u>
NYS Division of Homeland Security and Emergency Services	12/3/2013 – 12/2/2014	\$5,994,854.00

**1220 Washington Avenue
Albany, New York 12242**

For: NYS Statewide Interoperable Communications Grant Program (Round 3): County Emergency Communications Upgrade Project

Director's Comments: This resolution authorizes a contract with the NYS Division of Homeland Security and Emergency Services for the emergency communications upgrade project. See attached Project Summary Report.

<i>Funding Source</i>	<i>Local Share</i>	<i>Budgeted ?</i>		
NYS Division of Homeland Security and Emergency Services	\$0	Yes	No	X

SUNY Research Foundation of the State of New York 5/1/2014 – 4/30/2015 \$18,000.00
P.O. Box 9
Albany, NY 12201-0009
For: Summer 2014 Conesus Lake water quality monitoring

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

Directors Comments: This resolution will authorize a contract with the SUNY Research Foundation of the State of New York for SUNY Brockport to conduct this year's water quality monitoring program in Conesus Lake.

Oswego County Soil & Water Conservation District 4/1/2013 – 3/31/2016 \$49,920.00
3105 State Route 3
Fulton, NY 13069
For: Finger Lakes-Lake Ontario Watershed Protection Alliance FY 2013-2014 funding for water quality projects in the Conesus Lake watershed.



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Director's Comments: This resolution will authorize a contract with the Oswego County Soil and Water Conservation District for the FL-LOWPA 2013-2014 funding allocation for CLAWS 24. CLAWS 24 will be used to fund water quality projects in the Conesus Lake watershed.

<i>Funding Source</i>	<i>Local Share</i>	<i>Budgeted ?</i>
Finger Lakes/Lake Ontario Watershed Protection Alliance funds (NYS Environmental Protection Fund)	\$0.00	Yes X No

Pre-approved Informational Item(s) To Be Reported

1. Environmental Management Council Chairman Ray Case to present the 2014 work plan and this year's Earth Day Award recipient.

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. The contract has been executed. The Project Team met on February 27, 2014, and March 6, to review a draft RFP for consultant services for the project

NYS Statewide Interoperable Communications Grant (SICG). The Planning Director is working with the NYS DHSES on the contract. We anticipate receiving the contract for execution in March/April.

DANSVILLE TRANSPORTATION AND INDUSTRIAL AND COMMERCIAL ACCESS STUDY: The consultant team continued work on the inventory and assessment of existing conditions. The next Steering Committee meeting is planned for March 26, 2014. The first public meeting will be held on April 3, 2014.

COUNTY PLANNING BOARD:

Vacancies. **There are 4 vacancies on the Planning Board – 3 for Alternate At-large members; 1 for North Dansville; 1 for Sparta.**

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 in December 2013. Both projects need to be closed out by September 30, 2014.

Agricultural District Renewal. Planning staff continued organizational work for the renewal of Agricultural District #3. The schedule for renewal is attached to this report.

UPCOMING TRAINING OPPORTUNITIES:

LET'S Plan. 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.



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TRANSPORTATION:

Genesee Transportation Council Board and Planning Committee: The Planning Director attended the GTC Board meeting on March 13, 2014. The next Planning Committee meeting is scheduled for April 10, 2014.

GENESEE-FINGER LAKES REGIONAL PLANNING COUNCIL

Planning Coordination Committee. The next meeting is April 11, 2014.

Council. The Planning Director attended the Council meeting on March 13, 2014.

Executive Committee. The Planning Director attended the Executive Committee meeting on March 13, 2014.

E911 ADDRESSING:

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

ENVIRONMENTAL MANAGEMENT COUNCIL

Earth Day Award: The EMC received 3 applications for the Earth Day Award. The EMC will meet on March 26, 2014, to select the Earth Day recipient for 2014.

TECHNICAL ASSISTANCE - MUNICIPALITIES

Attended Village of Avon Planning Board meeting to discuss zoning map revisions

Conducted zoning code search for Town of Nunda

Provided Ag District parcel verification for the Town of Geneseo

Prepared zoning map updates for the Village of Avon

Resolved Zoning map issues for the Town of Lima

Training hours & opportunities provided to the Village Leicester, PB/ZBA member

Provided Dansville Village base map assistance

TECHNICAL ASSISTANCE – OTHER COUNTY DEPARTMENTS

Provided village election district maps & pdfs to Board of Elections

Provided mapping assistance to the Sheriff's Office: New World, Base roads, Letchworth State Park map updates; T/V Caledonian map pdfs

Provided Dansville Downtown Revitalization District map updates, Downtown Revitalization parcel data to Economic Development Office

Provided blizzard response assistance at the Emergency Operations Center

Prepared a Caledonia area contour map for the Dept. of Health

Provided M.A.P. assistance to the Probation Dept.

Provided census data to Emergency Management for grant application

TECHNICAL ASSISTANCE – PUBLIC AND OTHER AGENCIES

Provided Ag#1 parcel verification – Town of Leicester and Town of Livonia, public

Ag District #2 parcel verification & Ag Data Statement- Town of Avon

Ag Dist #3 parcel verification – Town of Springwater, public

Town of Lima zoning & parcel verification – Town of Lima, public

Subdivision regs request – Town of Livonia, public

Village of Dansville parcel verification- wetlands, floodplain, zoning - public

Bathymetric survey request sent to Missouri

Discussed logistics of setting up a new farm in Livonia with future resident

2:35 EMERGENCY MANAGEMENT SERVICES – KEVIN NIEDERMAIER

Action Item(s) To Be Reported

- AUTHORIZING THE CHAIRMAN OF THE LIVINGSTON COUNTY BOARD OF SUPERVISORS TO SIGN THE FOLLOWING CONTRACT(S) FOR THE LIVINGSTON COUNTY EMERGENCY MANAGEMENT SERVICES DEPARTMENT – TETRA TECH**

cc: BOS, Administration, David Morris, Nancy Leven, Laura Schoonover, David Allen, Jim Culbertson, Amie Alden, Greg McCaffery, Julie Marshall, Kevin Niedermaier, Don Higgins, Angela Ellis, Lynn Mignemi, Marcea Clark Tetamore, Kathy Montemarano, Sheriff Dougherty, Cathy VanHorne, Karen Dewar



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<u>Contractor</u>	<u>Term</u>	<u>Amount</u>
Tetra Tech 1000 The American Road Morris Plains, NJ 07950 For: All Hazard Mitigation Plan	4/1/14-12/31/14	\$57,900.00

Funding Source	Local Share	Budgeted ?
New York State Division of Homeland Security and Emergency Services		Yes X No

Director's Comments: Per New York State requirements review and upgrade for the All Hazard Mitigation Plan. Plan will be brought up to current standards for mitigation. Have discussed in detail with County Administrator, selection of Tetra Tech is based on the RFP that was distributed last month. 4 submittals were received and reviewed.

Informational Item(s) Written Only

1. RFP for All Hazard Mitigation Plan update and reviewed was released with 4 submittals returned, they were Genesee Finger Lakes Regional Planning Council, Tetra Tech, All Clear Emergency Management Group, and William J. Clark Management Services. I would like to recommend Tetra Tech for the contract.
2. Started working with the local code enforcement officials in developing a Code enforcement disaster response teams for the county. Training will include ICS 100, ICS 200 and development of a inter county mutual aid agreement, with policy and procedures. The county attorney and the local jurisdictions attorney prior to implementation will review mutual Aid agreements and policy and procedures.
3. The fire training tower material for renovation has arrived and work on the tower is schedule to begin during the first week of April.
4. Working with DHSES OEM on developing a tabletop Emergency Operations Center (EOC) tabletop exercise to further the training the department heads receive in EOC Operations.
5. Developing a Fire Chief Officers Course for the fire service in the County. The course will consist of Fire Service laws, Department structure, Role and Responsibilities of the Fire Chief, County Radio network system, Workman's Compensation and insurances.
6. Attended the New Flood Insurance Rating program that has been developed by the federal Government, training explained the new changes to the program, new maps, reporting requirements, who is required to obtain flood insurance.
7. The EOC was open during the winter storm that occurred on Wednesday march 12-13, the EOC maintain a Level 1 activation, which included staff from County Highway, Fire/EMS, Emergency Management, Back – up 911 Dispatch Center was staffed, and Planning for mapping. Coordination and Communication was maintained between the EOC and Chairman Gott, County Administrator Coyle, County Attorney Morris and Sheriff Dougherty. A progressive level of awareness for the storm was distributed to the public in a timely manner, a travel advisory was issued first, next was no unnecessary travel, then a coordinated decision was made to issue a State of Emergency and close the roads to travel with the exceptions of emergency personnel and equipment. Communication from the EOC was also maintained with the school districts.
8. Concluded the draft development of the Functional Needs Sheltering Plan, will be submitted for review to the County Attorney and DHSES.



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- 9. Concluded the draft development of the County Comprehensive Emergency Management Plan (CEMP) the new structure is changing from a planning document to an operational document, per FEMA, DHSES requirements. Plan will be submitted to the County Attorney for review.
- 10. NYS DHSES conducted a County Emergency Preparedness Assessment of the county in a pilot program, representatives from County Administration, OEM, EMS, Sheriffs Office, and Highway, along with DHSES, State DOT, DOH, State Police, State OEM, the assessment is part of a requirement by the Governors Office to measure the state of readiness for each county.

2:55 DISTRICT ATTORNEY – GREG MCCAFFREY

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 DISTRICT ATTORNEY'S OFFICE: VIOLENCE AGAINST WOMEN GRANT

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 District Attorney'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>
Chances and Changes P.O. Box 326 Geneseo, New York 14454 For: Sub-Contractor Agreement	01/01/2014-12/31/2014	\$8,537.00
Legal Assistance of Western New York 361 South Main Street Geneva, New York 14456 For: Sub-Contractor Agreement		\$7,317.00

<i>Funding Source</i>	<i>Local Share</i>	<i>Budgeted ?</i>
DCJS	0.00	Yes x No

Pre-approved Informational Item(s) To Be Reported Approval from the County Administrator is necessary before submitting your Pre-approved Informational Item(s) to the Board office.

- 1. Violence Against Women Grant. This is the renewal of a grant the County has been receiving for over 10 years. DCJS has instituted a new policy in which the application for the grant funds must also include a sub-contractor agreement for non-county entities.

3:05 DAVID MORRIS

- 1. GRANTING EASEMENT AT HAMPTON CORNERS TO STATE OF NEW YORK
- 2. APPROVING CHANGE ORDER(S) FOR MILLENNIUM DRIVE PROJECT – NIRAM, INC.

3:15 IAN COYLE

1. AUTHORIZING THE CHAIRMAN OF THE LIVINGSTON COUNTY BOARD OF SUPERVISORS TO SIGN THE FOLLOWING CONTRACT(S) FOR LIVINGSTON COUNTY – PIONEER LIBRARY SYSTEM

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>
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cc: BOS, Administration, David Morris, Nancy Leven, Laura Schoonover, David Allen, Jim Culbertson, Amie Alden, Greg McCaffery, Julie Marshall, Kevin Niedermaier, Don Higgins, Angela Ellis, Lynn Mignemi, Marcea Clark Tetamore, Kathy Montemarano, Sheriff Dougherty, Cathy VanHorne, Karen Dewar



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Pioneer Library System
2557 State Route 21
Canandaigua, NY 14424
For: Library services

1/1/14 – 12/31/14

\$78,000.00

3:20 ADJOURNMENT

ECONOMIC DEVELOPMENT – JULIE MARSHALL

Informational Item(s) Written Only

BUSINESS RETENTION AND EXPANSION PROGRAM

Annual confidential business surveys have been sent to the County's leading employers. Follow up appointments are now being scheduled with those that responded. The surveys are used to gauge business needs and growth plans.

The Economic Development Office hosted an Export Seminar on March 13th with presenters from the US Small Business Administration and the US Department of Commerce. The event was held to assist small businesses with international growth strategies and logistics. Unfortunately the blizzard severely impacted attendance.

The Economic Development Office will host an introductory workshop on April 2nd for businesses interested in learning how to secure state and federal contracts. A representative from the Monroe County Finger Lakes Procurement Technical Assistance Center (PTAC) will conduct the seminar. The workshop will provide steps to help businesses explore the marketplace and learn what local, state and federal governments look for in a prospective contractor, how to reach and target your market, how to find opportunities and required registrations.

Foreign Trade Zone status has been approved by the US Department of Commerce.

INDUSTRIAL DEVELOPMENT AGENCY

The Industrial Development Agency has accepted an application for assistance from Once Again Nut Butter Cooperative, Inc. and Fox & West, Inc. Once Again Nut Butter will expand their current operations with the construction of a 32,000 square foot facility in the Town of Nunda, retaining 55 jobs and creating 15 new jobs. Fox & West will purchase a 2.6 acre parcel in the Avon Crossroads Commerce Park and construct a 17,000 square foot facility for its headquarters and space for its traffic control device repair and roadside terrain maintenance business. Fox and West has relocated from Wyoming (state) and expects to create 12 new jobs. The public hearing for each project was held on March 24th.

Working with Thoma Development and Brennan Consulting Group the IDA has submitted grant applications to the Economic Development Administration and the USDA (both federal) to fund the cost of extending Tec Drive to accommodate the projected business growth in the Crossroads Commerce Park.

The IDA has released bid documents for construction of the road extension in the park. It is anticipated that work will begin in June.

Mud Creek flood control remediation, funded through a grant secured by the County Soil & Water Conservation District office, is expected to begin this spring. The work will allow the trimming, removal and disposal of vegetation within the stream to the existing water level in an effort to decrease flooding potential in the Dansville Industrial Park and surrounding properties.

The Agency's annual fiscal audit and activity compliance report have been completed and submitted to the State Comptroller's Authority Budget Office.

The Annual Meeting of the IDA was held March 7, 2014. Phil Brooks was re-elected as Chairman.

LIVINGSTON COUNTY DEVELOPMENT CORPORATION

cc: BOS, Administration, David Morris, Nancy Leven, Laura Schoonover, David Allen, Jim Culbertson, Amie Alden, Greg McCaffery, Julie Marshall, Kevin Niedermaier, Don Higgins, Angela Ellis, Lynn Mignemi, Marcea Clark Tetamore, Kathy Montemarano, Sheriff Dougherty, Cathy VanHorne, Karen Dewar



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The Development Corporation is accepting applications for the Sign & Façade Improvement Program through 4 PM March 25th. Grant awards will be made at the LCDC's April 4th meeting. A report of application numbers and awards will be provided at the May Public Services meeting.

All villages (except Leicester) are participating in the Downtown Partnership Program. Downtown Coordinator Louise Wadsworth and Director Julie Marshall met with each Mayor and/or Village Board to review the 2013 program accomplishments and seek continued participation in the program.

The Office of Community Renewal conducted a monitoring visit to review the projects completed under the Village of Geneseo New York Main Street Program. The program received a clean monitoring report and has been successfully closed out. The Villages of Nunda and Avon are expected to complete their New York Main Street projects by November.

The *Destination Downtown* Conference has been scheduled for Tuesday, October 21, 2014. (Please mark your calendar!) Nationally renowned downtown marketing expert Jon Shallert will be the keynote speaker, focusing on the theme "Making Your Business & Community a Destination."

The Corporation's annual fiscal audit and activity compliance report has been completed and submitted to the State Comptroller's Authority Budget Office.

The Annual Meeting of the LCDC was held March 7, 2014. Phil Brooks was re-elected as Chairman.

MEETINGS ATTENDED

Tour of Once Again Nut Butter with Senator Catherine Young
Chamber of Commerce Farmer Neighbor Dinner
Start Up NY with SUNY Geneseo and prospective business
State Records Management Workshop
International Business Roundtable
Congressman Chris Collins Broadband Field Hearing
Dansville Transportation Study meeting

PROBATION – LYNNE MIGNEMI

Informational Item(s) Written Only

1. PROBATION DEPARTMENT WORKLOAD

630 adult offenders supervised in county (28 treatment court cases being supervised in drug court)
18 offenders in other NYS counties
13 offenders in other states
15 juveniles supervised
15 new juvenile referrals
33 investigations ordered
13 active EHM cases (0 juvenile; 13 adults; 5 of which are female), 0-Global Positioning
1 adult placed on probation for willful violation of support
12 New Leandra's Law cases (6 CDs)

2. MONIES COLLECTED

\$14,126.97 – restitution
6,987.10 – fines
2,062.00 – fees
620.88 – surcharge

3. MEETINGS ATTENDED

2/4/14 Human Services
2/9/14 COMPAK

cc: BOS, Administration, David Morris, Nancy Leven, Laura Schoonover, David Allen, Jim Culbertson, Amie Alden, Greg McCaffery, Julie Marshall, Kevin Niedermaier, Don Higgins, Angela Ellis, Lynn Mignemi, Marcea Clark Tetamore, Kathy Montemarano, Sheriff Dougherty, Cathy VanHorne, Karen Dewar



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- 2/11/14 COPA
- 2/11/14 Suicide Task Force
- 2/18/14 Law Enforcement Council
- 2/18/14 Trauma Training
- 2/18/14 Suicide Task Force
- 2/18/14 DV
- 2/18/14 MDT
- 2/19/14 Meeting with Bill McGough
- 2/20/14 Meeting with Xpress-pay vendor
- 2/21/14 ICE Training
- 2/24/14 Alternatives to Incarceration
- 2/25/14 Advocate Training

4. ADMINISTRATIVE REVIEWS

One (1) administrative review

5. TRAINING

Name	Date	Training	Hours	Misc.
Michelle Cassata	2/21/14	ICE	2.0	
Kerrin Chapman	2/21/14	ICE	2.0	
Doug Czyryca	None			
Katie Dunn	2/21/14	ICE	2.0	
Liz Laney	2/21/14	ICE	2.0	
Name	Date	Training	Hours	Misc.
Brian Lanpher	2/21/14	ICE	2.0	
Debra Mack	2/21/14	ICE	2.0	
	2/27/14	The Role of Comm. Superv. in Drug & DWI Courts	1.0	
Matthew McKinney	2/21/14	ICE	2.0	
Rachel Merrick	2/21/14	ICE	2.0	
Lynne Mignemi	2/21/14	ICE	2.0	
Courtney Sobrado	2/20/14	Best Practices for Investigations	1.0	
	2/21/14	ICE	2.0	
Jason Varno	None			

PUBLIC DEFENDER – MARCEA TETAMORE

Informational Item(s) Written Only

1. Applications received YTD as of 3/24/14 p.m.: 386
2. Files opened YTD as of 3/24/14 p.m.: 202
3. Cases assigned to GVLA YTD as of 3/24/14 p.m.: 70
4. Applications pending as of 3/24/14 p.m.: 53
5. Applications received 2/24/14 - 3/24/14 p.m.: 144
6. Files opened 2/24/14 – 3/24/14 p.m.: 59
7. GVLA assignments 2/24/14 – 3/24/14 p.m.: 18
8. No money received from collection agency in 2014.

cc: BOS, Administration, David Morris, Nancy Leven, Laura Schoonover, David Allen, Jim Culbertson, Amie Alden, Greg McCaffery, Julie Marshall, Kevin Niedermaier, Don Higgins, Angela Ellis, Lynn Mignemi, Marcea Clark Tetamore, Kathy Montemarano, Sheriff Dougherty, Cathy VanHorne, Karen Dewar

Environmental Management Council Work Plan: 2014

Mission Statement:

The charge of the Livingston County Environmental Management Council is to work cooperatively with the Board of Supervisors, local municipalities, and citizens of the County on the protection, preservation, development, and use of the County's natural resources.

2014 Activities:

#	Description	Work Tasks	Lead/ responsibility	Anticipated Completion (Qtrs)	Accomplishments to Date
Education					
A-1	Provide educational programs or materials on environmental topics of concern or interest. Target audiences include municipal officials, environmental or governmental agencies and community at large. Advertise by flyer, Livingston County Tourism Trumba calendar, Chamber of Commerce community calendar; Genesee Health Partnership, Livingston County website, newspapers, Pioneer Library system, and other media outlets as identified.	Develop promotional materials for workshops, presentations, etc. May include press releases, educational pieces, flyers, website information.	All members	Q1 - Q4	1/10- Flyer created for Conesus Lake Watershed Invasive Species Presentation,. 1/13- reviewed by G. Bolster, M. Reid.
A-2		Distribute promotional materials for workshops and presentations to: (may include) Supervisors; Mayors; T/V Clerks; Monroe, Steuben Co EMC; Monroe, Genesee, Ontario, Wyoming, Steuben, Allegany Co Planning Departments; Pioneer Library System via Pat Galbraith at Bell Memorial; Media- Livingston County News, Genesee Sun, Genesee Country Express, Dansville online; County Planning Board, past training participants; regular mail to Portage Supervisor & Ossian, Portage & Sparta Town Clerks; County & municipal historians; Code Enforcement Officers; Highway Superintendent, Public Works.	All members	Q1 - Q4	1/15- Distributed flyer for Conesus Lake Watershed Invasive Species Presentation to Mayors, Supervisors, T/V Clerks, Pioneer Library System via Pat Galbraith, media, and CLA. 1/17- Email group created for Code Enforcement Officers, Highway Superintendents for materials distribution and communication. 2/14- Email group created for Librarians for materials distribution and communication.
A-3		Disseminate energy alternatives information from NYSERDA/(CEI-replacement). Contact Haley Rotter for new contact person and obtain materials.	Mary Underhill, PD	Q2 - Q4	
A-4		USACE Mt Morris Dam Discovery Series, disseminate information, casual promotion.	David W. Parish, others	Q1 - Q4	1/22- Distribution of flyer to EMC.
A-5		"Conesus Lake Watershed Invasive Species Prevention & Response Plan" presentation, Gene Bolster, Vice President Conesus Lake Association & Miranda Reid, Conesus Lake Watershed Manager, January 22, 2014.	Mary Underhill, PD/ Ray Case	Q1- Jan	1/14- Speakers contacted. 1/22/14- Presentation held, 11 people in attendance.
A-6		Stormwater Management & Erosion Control Workshop, Tentative April/May.	Heather Ferrero, Mary Underhill, PD	Q2, April/May	
A-7		Sustainability Talk/Tour. Potential partners: SUNY Geneseo, President's Commission on Environmental Sustainability; Greater Rochester Enterprise & Livingston County Planning Department. Tentative September.	Mary Underhill, PD	Q3- Sept	3/13- Contacted Kristina Hannam, SUNY Geneseo- interested in Sustainability talk & tour. Contacted Haley Rotter, Greater Rochester Enterprise (GRE) NYSERDA Regional Outreach Contractor- interested in Sustainability talk & tour. Both parties asked for email request w/ details.

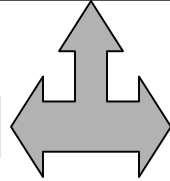
#	Description	Work Tasks	Lead/ responsibility	Anticipated Completion (Qtrs)	Accomplishments to Date
A-8		Annual Letchworth State Park tour, attend and promote.	Mary Underhill, PD	Q3 - July	1/22- Emailed D Bassett for tour date of 7/23/14, 6:30pm. 3/13- f/u email to D. Bassett looking for confirmation. 3/19- f/u call to Interpretive Department, Letchworth State Park.
A-9		Identify businesses that sell green products, offer green services or have green practices in place.	Ray Case, Mary Underhill PD	Q3- Q4	1/21- Phone msg left for Laura Lane, Liv Co Chamber of Commerce, inquiring about green businesses & services in the County (outside of the WS)
	Membership				
B-1	Ongoing membership recruitment with representation in three broad categories of agriculture, industry and general citizenry.	Develop a plan for recruiting new members, especially business members.	All members	Q1 - Q4	
	EarthDay Award				
C-1	Provide recognition to others for outstanding achievements in preserving or improving Livingston County's environment or educating others about Livingston County's environment.	Assemble Earth Day Award nominating subcommittee, set date and meeting location, review nomination materials and select nominee.	All members	Q1 - Mar	2/5- set date for Earth Day Award subcommittee mtg. 3/4- scanned/mailed Earth Day Award packets to subcommittee members. 3/10- recommended nominee selected by subcommittee. 3/26- Nominee selected at EMC meeting.
	Website Content				
D-1	Continue to enhance awareness of the EMC, and promote access to local and regional environmental resources.	Review GreenMonroe.org and RenewLivingston.org. Discuss option to use RenewLivingston for EMC website information.	open	Q1	
D-2		Participate in the County's website makeover. Specific actions to be determined.	open	Q1-Q2	3/3- EMC members reviewed Livingston County website, EMC page for content. No changes recommended.
	Environmental Inventory				
E-1	Prepare and disseminate Livingston County environmental information and data. To be used as a local planning and project review tool, for county and regional project assessment, and to increase community awareness of natural resources.	Develop schedule for Livingston County Natural Resources Inventory (NRI) update. Develop schedule for update. Identify new resources & those needing updates, such as Genesee Finger Lakes Regional Planning Council Culturally Significant Areas, or other sensitive areas.	Heather Ferrero, Mary Underhill, PD	Q4	
	Regulatory Environment				
F-1	Assemble and report information on the status of regulatory permitting and redevelopment programs that may have an impact on local communities.	Report on NYSDEC Environmental Permits.	Barry Ganzhorn	Q1 - Q4	
F-2		Report on State and Federal Proposed Regulations.	Mary Underhill, PD	Q1 - Q4	1/22- Report on Part 59 Aquatic Invasive Species, Part 180 Eurasian Boar, Draft Management Plan.
F-3		Report on U.S. Environmental Protection Agency (EPA) Brownfield Clean-up program. GFLRPC application to EPA for community inventory on Brownfields (9 counties)	Heather Ferrero, Mary Underhill, PD	Q1 - Q4	3/19- Update on regional application - City of Rochester is pursuing own application. As a result, the EPA Brownfield Assessment Coalition Proposal, which includes Livingston County is less competitive. Grant pending.
F-4		SEQR Form Training Workshop, held at March EMC meeting	Heather Ferrero, PD	Q1 - Mar	3/26- SEQR Training held for EMC.

#	Description	Work Tasks	Lead/ responsibility	Anticipated Completion (Qtrs)	Accomplishments to Date
	County/Regional Projects & Communication				
G-1		Prepare EMC Annual Report, 2013, review and approve. Disseminate to Supervisors, Mayors, Monroe & Steuben Co EMC, Pioneer Library via Pat Galbraith at Bell Memorial Library.	All members	Q1 - Jan	1/22- Draft EMC Annual Report completed for Committee review. 3/14- EMC reviewed Annual Report, no changes were recommended. 3/26- Final vote taken on 2013 EMC Annual Report, including EMC Work Plan
		Participate in Livingston County Transportation Advisory Committee Environmental Work Group	Open	Q1 - Q4	
G-2		Participate in the Genesee Transportation Council Regional Trails Initiative Project	Mary Underhill, PD	Q1 - Q4	
G-3		Livingston County Facilities improvements, provide input on County projects as needed.	Angela Ellis, PD	Q1 - Q4	
G-4		Update on the Conesus Lake Watershed Management Plan (CLWMP) and water quality issues.	Heather Ferrero, PD	Q1 - Q4	
G-5		EMC will continue dialogue with Board of Supervisors through the Public Services Committee to maintain communications, foster good relations and gain a better understanding of how the EMC can best serve the County's environmental needs. The Planning Department will communicate bi-monthly activities of the EMC to the Board of Supervisors & Public Services Committee.	Angela Ellis, PD	Q1 - Q4	1/29- A Ellis met w/ County Administrator, I. Coyle, to discuss EMC Workplan & potential communication meeting w/ EMC Chair. 3/10- EMC Chair R. Case and Vice Chair J. Hassett met w/ Planning Department to discuss/prepare for communication meeting between Public Services Committee, R. Case and J. Hassett. Meeting set for 4/2, 1:30 pm.
	Participation in Other Activities				
H-1	Participation on committees, and in meetings and events, as needed. EMC members will report back to the EMC on their findings/participation.	Participation in public hearings and other meetings regarding the Portageville Bridge project.	David Parish	Q1 - Q4	
H-2		Participation in Monroe County EMC meetings and programs, as interested. Report back to the EMC on their findings/ participation. Livingston County EMC members will receive Monroe County EMC agenda/mtg notices/materials.	All members	Q1 - Q4	
2015 Activities:					
	Education				
A-1		Randy French, Geneseo Central Teacher, and Geneseo Ecology Class, speaker in 2014.	David W. Parish		
A-2		Site Tours: Solar, biodigester, geothermal, wind, green ag, green infrastructure.	All members		

Livingston County Emergency Communication System Upgrade Project

Livingston County Board of Supervisors
Public Services Committee

911 Advisory Committee



**Project Management Team
Members**

Matt Bean, Undersheriff
Ian Coyle, County Administrator
Karen Dewar, EMS Director
Tom Dougherty, Sheriff
Lisa Grosse, Admin
Assistant/Purchasing
David Morris, County Attorney
Kevin Niedermaier, EMO Director
Dale Nieswiadomy, ITS Director
Randy Worden, Sheriff's Office
Dispatcher

Project Coordinators

Sgt. Mike Bradley, 911 Coordinator
Angela Ellis, Planning Director

Administrative Support

Darlene Essler, Admin Secretary
Penny Trimm, Sr. Account Clerk



Consultant Services
Project Manager TBD

LIVINGSTON COUNTY EMERGENCY COMMUNICATIONS UPGRADE PROJECT

Project Summary

Background: In 2013, Livingston County, with assistance from Intertech Associates, completed a Livingston County Interoperable Emergency Communications Plan (LCIECP) to provide guidance in upgrading the emergency communications system. The Plan was completed to address:

1. Changes in technology and the need to consider options for upgrade of radio and communications equipment;
2. Continued issues associated with shortages or gaps in radio and communications coverage, and;
3. The need to address local and regional interoperability.

Project Goals: It is intended that the Emergency Communications Upgrade Project will:

1. Develop a regional seamless wireless communications infrastructure and Land Mobile Radio System (LMRS) that meets first responder needs within Livingston County, the Finger Lakes NY Interoperable Communications Consortium region, Allegany County, New York State and federal agencies.
2. Improve the effectiveness of the County's governance structure and standard operating procedures for emergency response.
3. Provide required training and exercises and governance structure to ensure proper regional and state interoperability and coordination.

Project Description: This project will fund upgrades that:

1. Optimize the use of spectrum by reallocating existing VHF frequencies within the County and requesting letters of concurrence from non-adjacent counties for use of VHF frequencies that may be available as a result of narrow banding and/or non-Line A limitations. This initiative will enable all County first responders to operate on a single frequency band, which is a primary tenet of interoperability.
2. Expand the interoperability network started by Monroe County that equipped a single tower site in Livingston County with National Interoperable Communication frequencies. Additional transmit and receive sites are required using receiver voting and transmitter simulcast technologies to provide increased County wide coverage on selected interoperability channels. Low band channels will be maintained to close the gap between Livingston and surrounding counties operating in this band. Interoperability channels will be programmed into all public safety radios operating in Livingston County.
3. Design, procure and install a resilient IP microwave backbone system connecting radio tower sites in Livingston County to the Sheriff's primary dispatch E911 center and the backup dispatch center located at the County Emergency Operations Center. This backbone will also have the capacity

to provide connectivity to all contiguous counties bordering Livingston County. This may require the construction of new tower sites.

4. Replace the radio console system. The current radio console system is outdated and obsolete. Availability of parts to maintain the consoles in a functional state is problematic. While the County maintains the ability to communicate effectively with all its organic first response agencies, the inability to expand the current radio dispatch console system seriously limits the ability to interoperate when and where needed.
5. Design a training program to instruct on use of new equipment and to evaluate the effectiveness of interoperability within the County and with regional, state and federal partners. Develop governance and SOPs that will direct and support interoperability training and practices.

Project Area: Livingston County (interoperability with adjacent counties and NYS agencies need to be addressed)

Project Management: See organizational chart.

Project Funding Assistance:

1. NYS Statewide Interoperable Communications Grant, Round 3, (\$5,994,854) (Status: Pending)
2. NYS Public Safety Answering Points, Project #PS12-1013-D00 (\$305,767)
This grant will include the replacement and upgrade of the ORBACOM/IPC radio consoles at the primary and backup 911 Centers. (Status: Fully Executed)

Major Project Components:

1. Consultant selection process/General project management and coordination
2. Preliminary and final design of the communication system
 - a. Development Technical Specifications
 - i. Design Plan
 - ii. Coverage prediction plans
 - iii. Technical specifications for equipment
 - iv. Installation standards
 - v. Acceptance testing criteria
 - vi. Proposal evaluation criteria
 - vii. Transition plan
 - b. Structural analysis of existing tower sites
 - c. New tower site development (if needed)
 - d. Budget development and cost/benefit analysis
 - e. Project schedule
 - f. Permitting and SEQOR
 - g. FCC Licensing
3. Procurement process
 - a. Specification writing and procurement support
 - b. Budget analysis
 - c. Schedule refinement
4. System installation and construction management
5. Training and exercises
6. Development of governance guidance documents and standard operating procedures

Tentative Project Schedule:

Consultant Selection Process	March – June 2014
Kick-off Mtg/Preliminary Design	July – September 2014
Procurement Process	October - February 2015
Final Detailed Design and System Installation	February – April 2015
Construction Management	May – September 2015
Testing	September – November 2015
Training & Exercises	November - December 2015
Closeout/System Cutover	December 2015

Initial Schedule for Ag District #3 Renewal

April - June 2014

- Create database.
- Prepare materials for initial mailing.
- Send Ag District article to ag agency newsletters
- Send notice of Ag District Renewal to the Pennysaver and papers. Post notice of Ag District Renewal in five conspicuous places in the District. Request that anyone interested should contact the Planning Department by the response deadline of the First Mailing.

July - August 2014

- Preparation for the First Mailing (to be sent via first-class mail)
- **Send First Mailing 7/16/2014** (reply date 7/31/2014)
- Data entry as forms are returned.
- Phone call inquiries.

September - October 2014

- Prepare for the Reminder Mailing.
- **Send Reminder Mailing 8/13/2014** (reply date 8/28/2014).
- Send a list of the property owners who did not respond to any mailings to ag agencies and local assessors for their input. Request that they identify any farmers who have not responded but who may want to be in the program.
- Contact Ag & Markets to schedule a tour of Ag District #3.
- Meet with Public Services Committee on October 1 to forward a resolution to the BOS scheduling a public hearing on the renewal of Ag District #3, and referring the District to the AFPB for review.
- Continued data entry.
- BOS votes October 8, 2014, on resolution scheduling a public hearing on the renewal of Ag District #3, and referring the District to the AFPB for review.
- Send draft Modification and Renewal Plan with draft parcel listing and draft map to appropriate county agencies (Economic Development, County Water & Sewer Authority, Real Property Tax) and Supervisors for review and comment.
- Present Ag District #3 to AFPB for their review on 10/16/2014.

October - November 2014

- Final presentation of Ag District #3 to Public Services Committee on 11/5/2014.
- Mail BOS Public Hearing notice to property owners, newspapers and the Commissioner of Ag & Markets & publish Public Hearing notice in Pennysavers.
- BOS public hearing 11/19/2014.
- BOS completes SEQR and votes on Ag District #3.
- Finalization of all materials.
- Submission of materials to IRIS (mapping) and Ag & Markets.