

**WAYS & MEANS COMMITTEE MEETING MINUTES**  
**MONDAY, FEBRUARY 9, 2026**  
**1:30 P.M.**

PRESENT: D. Knapp, W. Wadsworth, J. Cates, D. DiSalvo, E. Gott, D. LeFeber, D. Pangrazio, G. Deming, G. Horr, M. Schuster, D. Wester, R. White, S. Hillier

Ways & Means Chair Dwight Knapp asked Mark Schuster to lead the Pledge of Allegiance.

**PERSONNEL ISSUES**

**1. PUBLIC DEFENDER – MICHAEL GARRETT**

**AMENDING THE 2026 LIVINGSTON COUNTY SALARY SCHEDULE: PUBLIC DEFENDER**

RESOLVED, that the 2026 Livingston County Salary Schedule is amended as follows:

**Public Defender:**

- Create one (1) full-time Investigator position at Wage Grade 14 CSEA Contract effective 2/11/2026.

For: Hiring an Investigator to assist the Public Defender's Office in conducting defense investigations in both criminal and civil (Family Court) matters. This position's salary and benefits is funded by ILS Hurrell-Harring grant funding.

Mr. Garrett explained that the position is being created in anticipation of an upcoming retirement of the current contracted investigator. There was discussion regarding the effective date to post and then stop the contract upon filling the position. Mr. Garrett explained that the part time position is being created in case the full-time position is not filled. There was discussion on posting two separate positions at the same time. Mr. Garrett explained that the department cannot go forward without an investigator. There was discussion on focusing on filling the full-time investigator and only creating a part time position if needed. Ms. Quintilone explained that there is no real urgency in filling these positions. By moving the investigator in-house there will be a cost savings to the department. Ms. Quintilone explained that the request to post the part-time position is because she believes that is where the bulk of applicants will be, particularly from the retired law enforcement community.

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

*Motion: Mr. Wadsworth moved and Mr. DiSalvo seconded to table the following resolution at this time Carried.*

**AMENDING A PORTION OF RESOLUTION NO 2025-522 (ADOPTING THE 2026 MISCELLANEOUS PAY RATES)**

WHEREAS, by Resolution No. 2025-522, the Livingston County Board of Supervisors established the 2026 miscellaneous pay rates; and

WHEREAS, the Public Defender's Office wishes to include a miscellaneous pay rate for a part-time Investigator position; now, therefore, be it

RESOLVED, that the pay rate for "Part-Time Investigator position be set at the rate of \$30.96 per hour; and be it further

RESOLVED, that a portion of Resolution No. 2025-522 is hereby amended.

**2. HIGHWAY – JASON WOLFANGER**

**AMENDING THE 2026 LIVINGSTON COUNTY SALARY SCHEDULE: HIGHWAY DEPARTMENT**

RESOLVED, that the 2026 Livingston County Salary Schedule is amended as follows:

**Highway Department**

- Create one (1) full-time Highway Administrative Manager position at the salary range of \$80,000.00-\$90,000.00 on the Department Head Salary Schedule effective immediately.

For: Succession planning for anticipated 2026 retirement.

Mr. Wolfanger reviewed the position for creation. Ms. Hillier reported that this particular employee has submitted a letter stating a June retirement. Mr. Gott explained that it is important to get the date of retirement in these anticipated retirement cases. Mr. White stated that it is important to have a policy in place for this matter.

*Motion: Mr. Pangrazio moved and Mr. DiSalvo seconded to approve the foregoing resolution Carried.*

**3. DEPARTMENT OF HEALTH – JENNIFER RODRIGUEZ  
AMENDING THE 2026 SALARY SCHEDULE: DEPARTMENT OF HEALTH**

RESOLVED, that the 2026 Salary Schedule is amended as follows:

**Department of Health:**

- Create two (2) full-time Clerk Typist positions at Wage Grade 2 CSEA Full-Time Contract effective February 3, 2026.

For: Difficulty with applicants passing the Senior Typist exam. Recruiting one clerical position for WIC and one for Mental Health.

Ms. Rodriguez reviewed the positions for creation and the difficulty the department has had in filling the senior typist position.

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

**4. HUMAN RESOURCES – JENNIFER DAMON  
AMENDING THE 2026 SALARY SCHEDULE: HUMAN RESOURCES**

RESOLVED, that the 2026 Salary Schedule is amended as follows:

**Human Resources:**

- Create one (1) full-time HRIS Specialist I position at the salary of \$35.00 per hour effective February 16, 2026.

For: Reorganization of NeoGov duties following 2025 resignations within department.

Ms. Damon reviewed the position for creation. The plan is for the current Human Resource II to be the person promoted to take on these duties. There was discussion regarding the importance in training needed for this position.

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

**DEPARTMENT OF SOCIAL SERVICES – TRACY MCCAUGHEY**

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

**1. AUTHORIZING THE PURCHASE OF ONE (1) 2026 FORD EXPLORER FOR THE LIVINGSTON COUNTY DEPARTMENT OF SOCIAL SERVICES: VANBORTEL FORD, INC.**

RESOLVED, that the Livingston County Department of Social Services is hereby authorized to purchase from VanBortel Ford, Inc. of 71 Marsh Road East, Rochester, New York 14445, one (1) 2026 Ford Explorer for a total cost not to exceed \$36,379.86.

| <i>Funding Source</i>  | <i>Local Share</i> | <i>Budgeted?</i>  |
|--|--------------------|---|
| Administrative   | 60%                | Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> |
| <i>Procurement Method: <input checked="" type="checkbox"/>Cooperative-Contract# NYS OGS Mini-bid #DSS26-2 &amp; PC68953</i>                                      |                    |   |
| <i><input type="checkbox"/>Piggyback-Contract# <input type="checkbox"/> Quotes <input type="checkbox"/>Exempt Prof. Services: <input type="checkbox"/>Other:</i> |                    |   |

Ms. McCaughey reviewed the vehicle purchase.

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

**COMPLIANCE OFFICER – CHRISTINE STUDIOSO**

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

**1. ADOPTING 2026 OFFICIAL LIST OF COUNTY OFFICIALS REQUIRED TO FILE AN ANNUAL STATEMENT OF FINANCIAL DISCLOSURE UNDER SECTION 1, SUBSECTION IV, C OF LOCAL LAW NO. 3 OF THE YEAR 2018**

WHEREAS, the County Department Heads have reviewed and recommend to the Chairman of the Board of Supervisors the 2026 Official List of County Officials Required to File an Annual Statement of Financial Disclosure; now, therefore, be it

RESOLVED, the Livingston County Board of Supervisors hereby adopts the list on file with the Clerk of the Board, which constitutes the 2026 Official List of County Officials Required to File an Annual Statement of Financial Disclosure pursuant to the provisions of the Local Law No. 2018-3.

Ms. Studioso explained that this is the annual resolution listing individuals to file financial disclosures.

*Motion: Mr. Pangrazio moved and Mr. DiSalvo seconded to approve the foregoing resolutionCarried.*

**COUNTY ATTORNEY – JOHN LOCKHART**

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

**1. AUTHORIZING LEASE WITH NOYES MEMORIAL HOSPITAL FOR THE DIALYSIS CENTER**

RESOLVED, that the Livingston County Board of Supervisors finds that approximately 10,508 square feet located in the former Geneseo Skilled Nursing Facility is no longer necessary for Livingston County public purposes; and, be it further

RESOLVED, that the Livingston County Board of Supervisors authorizes the Chairman of the Board to sign a lease with Noyes Memorial Hospital for said space for a period of three (3) years commencing March 1, 2026 and ending February 28, 2029, a three (3) year period, at \$9,682.27 per month for the first year, increasing 3% each subsequent year. Said lease agreement being subject to the approval of the County Attorney and County Administrator.

Mr. Lockhart reviewed the lease for approval. The hospital did ask that a 180 day notice to terminate be added to the contract.

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

**COUNTY ADMINISTRATION – SHANNON HILLIER (Attachments)**

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

**1. APPROVING ABSTRACT OF CLAIMS #2A-FEBRUARY 11, 2026**

RESOLVED, that the Livingston County Board of Supervisors approves the Abstract of Claims #2A dated February 11, 2026 in the total amount of \$3,086,060.01.

*Motion: Mr. Wadsworth moved and Mr. DiSalvo seconded to approve the foregoing resolutionCarried.*

**2. AMENDING THE 2026 LIVINGSTON COUNTY BUDGET: OFFICE FOR THE AGING & SHERIFF'S OFFICE (3)**

RESOLVED, that the Livingston County Treasurer is authorized and directed to make the requested Budget Amendments per the Budget Amendment entries that have been approved by the Livingston County Administrator.

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

**3. INTRODUCTION & PROVIDING FOR PUBLIC HEARING ON PROPOSED LOCAL LAW NO. C-2026 EXTENDING THE EXISTING LIVINGSTON COUNTY GUEST ROOM OCCUPANCY TAX**

WHEREAS, there has been duly presented and introduced at a meeting of this Board, held on February 11, 2026, a proposed Local Law entitled Extending The Existing Livingston County Guest Room Occupancy Tax; now, therefore, be it

RESOLVED, that a public hearing shall be held on said proposed Local Law by this Board on the February 25, 2026, at 1:35 p.m. in the Board of Supervisors Assembly Room in the Livingston County Government Center, Geneseo, New York; and be it further

RESOLVED, that at least six (6) days' notice shall be given by posting thereof on the bulletin board of the Livingston County Government Center and by publishing such notice at least one (1) time in the official newspapers of the County as provided by law.

Ms. Hillier explained that this action is for the tax that has been in effect for many years and will remain flat and setting the public hearing.

*Motion: Mr. DiSalvo moved and Mr. Wadsworth seconded to approve the foregoing resolutionCarried.*

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

1. Departmental Updates: federal funding freeze temp restraining order remains in place. True financial impact to us is \$500K/month. Snap cost shift \$100K for last three months of 2025 was budgeted. Actual benefits is fully fed funded now and would need to be absorbed by count.

**EXECUTIVE SESSION**

Motion made by Mr. Pangrazio and seconded by Mr. DiSalvo that the Committee adjourn and reconvene for the

purpose of discussing information regarding proposed, pending or current litigation and employment history of a particular person and all Supervisors, Shannon Hillier, John Lockhart and Amy Davies remain present. Carried.

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

The Ways and Means Committee having met in Executive Session, hereby reports as follows:  
No action taken.

**ADJOURNMENT**

Mr. Pangrazio moved and Mr. DiSalvo seconded to adjourn the meeting at 2:26 p.m.

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**CLERK OF THE BOARD – MICHELE REES**

**Informational Item(s) Written Only**

**JANUARY 2026**

**Appointments**

Monthly: 22  
Year to Date: 22

**Legal Notices**

Monthly: 7  
Year to Date: 7

**Meetings**

Monthly: 15  
Year to Date: 15  
Board: 3  
Committee: 4  
Orientation: 0  
Other: 8

**Resolutions**

Monthly: 40  
Year to Date: 40

**Electronic Approvals**

Monthly: 0  
Year to Date: 0

**Proceedings Project**

Monthly: 0  
Year to Date: 0

Journal of Proceedings posted to website: 1849-1859; 1860-1869; 1870-1879; 1880-1889; 1890-1899; 1900-1909; 1917-1939; 1940-1947; 1949; 1950-1956; 1957-1959; 1961-1969;  
Website: 1970-1979; 1980-1989; 1990-1999; 2000-2005; 2007-2011;

**Miscellaneous:**

Processed RPCs/Employee Access for Falk, Cates, Waltman, Chapman & Spencer  
Finalized 2026 Meeting Schedule  
Finalized annual appointments with Chairman  
Attended DOH Re-Accreditation Luncheon  
Training Attended: County Attorney Contract Training;  
Met with furniture vendor to replace Caucus Room chairs. Order placed totaling \$8,312.94.

Distributed request for caterer quotes for June employee recognition  
 Finalized the employee list for the June employee recognition event  
 Began local law introduction/public hearing process 2026-A Animal Abuser Registry  
 Began local law introduction/public hearing process 2026-B Authorizing lease or sale of  
 County Real Property w/o public advertising or competitive bidding  
 Submitted 2026 Salary Revision local law paperwork to DOS.  
 Distributed Retirement Reporting requests for new appointment ROAs-8, ROA  
 recertifications-7 including any PT Staff ROAs or FT time sheet certifications falling under  
 new 2026 term/staffing changes  
 Filed Adm/BOS Workplace Violence annual Department Risks & Means report.  
 Finalized the SWD position list with DHs & HR for Resolution  
 Submitted Animal Abuser Registry local law paperwork to DOS.  
 Attended contract training session  
 Produced monthly agendas & minutes for Board/Committee meetings including proceedings  
 index updates.  
 Responded to various information research requests from Public, BOS, Administration &  
 Departments Heads.

**PURCHASING – ASHLEY SCUTT**

**Informational Item(s) Written Only**

**PURCHASING DEPARTMENT’S MONTHLY ACTIVITY REPORT – JANUARY 2026**

**MEETINGS ATTENDED/ TRAININGS/ PROFESSIONAL DEVELOPMENT**

- SAMPO Pro-D Committee Meeting (4)
- SAMPO Board of Directors Meeting
- Light up Livingston Broadband meeting (2)
- NIGP Edge Program (4)
- HR series – ADA accommodations
- Health Plan Performance Report
- Department Head Zoom
- SAMPO Regional round table
- ARPA Status Meeting
- Budget Work Group
- Information Governance Board
- Quarterly Department Head Meeting
- Sexual Harassment Training

**PURCHASE ORDERS PROCESSED**

|                | <b>New PO’s<br/>PROCESSED</b> | <b>PO DOLLAR<br/>VALUE</b> |
|----------------|-------------------------------|----------------------------|
| <b>Monthly</b> | 47                            | \$1,564,977.51             |
| <b>YTD</b>     | 47                            | \$1,564,977.51             |

**PROCUREMENT CARD TRANSACTIONS REVIEWED**

|                | <b>PCARD<br/>TRANSACTIONS</b> | <b>PCARD DOLLAR<br/>VALUE</b> |
|----------------|-------------------------------|-------------------------------|
| <b>Monthly</b> | 192                           | \$62,172.52                   |
| <b>YTD</b>     | 192                           | \$62,172.52                   |

**SOLICITATIONS ISSUED THIS MONTH**

| <b>Type</b> | <b>Dept</b> | <b>Bid/ RFP Name</b>             | <b>Date Issued</b> |
|-------------|-------------|----------------------------------|--------------------|
| Bid         | HWY         | Aggregate Construction Materials | 1/1/2026           |

|            |           |   |           |
|------------|-----------|---|-----------|
| Bid        | HWY       | Rental of Various Pieces of construction Equipment  | 1/1/2026  |
| Bid        | HWY       | Construction and Maintenance Materials and Services | 1/1/2026  |
| Bid        | PLN       | MIP Construction Service Area 3                     | 1/9/2026  |
| Bid        | PLN       | MIP Construction Service Area 4                     | 1/9/2026  |
| Bid        | PLN       | Broadband Materials Bid #3                          | 1/7/2026  |
| RFQ        | OFA       | OFA SUV   | 1/14/2026 |
| RFQ        | OFA       | OFA Chrysler Pacifica                               | 1/14/2026 |
| RFQ        | DSS       | DSS Toyota SUV                                      | 1/14/2026 |
| RFQ        | DSS       | DSS Ford SUV  | 1/14/2026 |
| <b>YTD</b> | <b>10</b> |   |           |

**SOLICITATIONS OPENED THIS MONTH**

| Type       | Dept      | Bid Name  | Date Opened |
|------------|-----------|---|-------------|
| Bid        | CS        | Roof Replacement                                    | 1/13/2025   |
| RFP        | SHF       | Public Safety Radio System Maintenance RFP          | 1/13/2025   |
| Bid        | HWY       | Aggregate Construction Materials                    | 1/23/2026   |
| Bid        | HWY       | Rental of Various Pieces of construction Equipment  | 1/23/2026   |
| Bid        | HWY       | Construction and Maintenance Materials and Services | 1/23/2026   |
| Bid        | PLN       | MIP Construction Service Area 3                     | 1/23/2026   |
| Bid        | PLN       | MIP Construction Service Area 4                     | 1/23/2026   |
| RFQ        | OFA       | OFA SUV   | 1/28/2026   |
| RFQ        | OFA       | OFA Chrysler Pacifica                               | 1/28/2026   |
| RFQ        | DSS       | DSS Toyota SUV                                      | 1/29/2026   |
| RFQ        | DSS       | DSS Ford SUV  | 1/29/2026   |
| <b>YTD</b> | <b>12</b> |   |             |

**INSURANCE CLAIMS**

Monthly:9

YTD: 9

**VEHICLES / EQUIPMENT SURPLUS FORMS PROCESSED**

Monthly: 5

YTD: 5

**VEHICLES / EQUIPMENT ADD/DELETE FORMS PROCESSED**

Monthly: 18

YTD:18

**REAL PROPERTY TAX SERVICES – BILL FULLER (ATTACHMENT)**

**Informational Item(s) Written Only**

- Working with the State Office of Real Property Tax Services printing update documents for assessors.
- Form *Notice Concerning the Examination of Assessment Inventory and Valuation Data* was emailed to the Town Assessors for publishing in their official paper by March 1<sup>st</sup> or shortly thereafter.
- Reappointment notifications for Town BAR Members are coming in to the Office.
- Working on Department Annual Report

Respectfully submitted,

Michele R. Rees, CLBC, IIMC-CMC  
Clerk of the Board