



**LIVINGSTON COUNTY  
OFFICE OF COUNTY ADMINISTRATOR**

Livingston County Government Center  
6 Court Street, Room 302  
Geneseo, New York 14454

(585) 243-7040  
Fax (585) 243-7045

Ian M. Coyle, ICMA-CM  
County Administrator

September 12, 2017

Robert F. Mujica Jr., Director  
New York State Division of Budget  
254 Washington Avenue  
Albany, NY 12210

Mr. Mujica,

As CEO of the Livingston County Shared Service Panel, I am pleased to present the NYS Department of State with a certified copy of our panel's submission for 2017. I conducted three (3) public hearings on 09/11/17 in the Village of Dansville, the Village of Mount Morris and the Village of Geneseo. A total of five (5) people attended the public hearings and no one made official comment. There were, however, a smattering of general questions on the process, the plan document and the state incentives. After closing the third and final public hearing in Geneseo on 09/11/17 at 2:35 PM, the Panel members present voted unanimously to approve the plan and those present and voting provided written reasoning on their respective votes. Our panel included 27 members and there were 19 present for the final vote. Public dissemination of the plan, as required, was conducted via public information news release and social media postings.

Enclosed with this cover letter, you will find the following documentation:

- Appendix A - Property Tax Savings Plan
- The Panel's Draft (and unchanged) submission from August 1st, 2017
- A spreadsheet containing back-up information to the financial items included in the plan
- Reasoning statements from those voting on the plan

Sincerely,

A handwritten signature in black ink that reads "Ian M. Coyle".

Ian M. Coyle  
County Administrator

IMC/mss



## County-Wide Shared Services Property Tax Savings Plan Summary

### Appendix A

<b>County of Livingston</b>			
<b>County Contact:</b> Ian M. Coyle			
<b>Contact Telephone:</b> 585.243.7040			
<b>Contact Email:</b> <a href="mailto:icoyle@co.livingston.ny.us">icoyle@co.livingston.ny.us</a>			
<b>Partners</b>			
<b>Row 1 – 0 Cities in Livingston County</b>			
<b>Row 2 – 17 Towns in Livingston County</b>			
	Participating Towns	Panel Representative	Vote Cast (Yes or No)
1.	Avon	David LeFeber	YES
2.	Caledonia	Daniel Pangrazio	YES
3.	Conesus	Brenda Donohue	YES
4.	Geneseo	William Wadsworth	YES
5.	Groveland	Bill Carman	ABSENT
6.	Leicester	David Fanaro	YES
7.	Lima	J. Peter Yendell	YES
8.	Livonia	Eric Gott	YES
9.	Mt. Morris	Charles DiPasquale	ABSENT
10.	N. Dansville	Dennis Mahus	YES
11.	Nunda	Merilee Walker	YES
12.	Ossian	Dwight Knapp	YES
13.	Portage	Ivan Davis	ABSENT
14.	Sparta	Mark Schuster	ABSENT
15.	Springwater	Deborah Babbitt Henry	YES
16.	West Sparta	Susan Erdle	YES
17.	York	Gerald Deming	YES



## County-Wide Shared Services Property Tax Savings Plan Summary

### Appendix A

Row 3 – 9 Villages in Livingston County			
	Participating Villages	Panel Representative	Vote Cast (Yes or No)
1.	Avon	Thomas Freeman	ABSENT
2.	Caledonia	Deborah Davis	ABSENT
3.	Dansville	Peter Vogt	YES
4.	Geneseo	Richard Hatheway	YES
5.	Leicester	Barry Briffa	ABSENT
6.	Lima	Carl Luft	YES
7.	Livonia	Calvin Lathan	ABSENT
8.	Mt. Morris	Frank Provo	YES
9.	Nunda	Robert Cox	ABSENT
Row 4 – 0 School Districts, BOCES, and Special Improvement District in Livingston County			
Row 5			
<b>2017 Local Government Property Taxes</b>		The sum total of property taxes levied in the year 2017 by the county, cities, towns, villages, school districts, BOCES, and special improvement districts within such county.	
		\$128,347,187	
Row 6			
<b>2017 Participating Entities Property Taxes</b>		The sum total of property taxes levied in the year 2017 by the county, any cities, towns, villages, school districts, BOCES, and special improvements districts identified as participating in the panel in the rows above.	
		\$56,004,208	
Row 7			
<b>Total Anticipated Savings</b>		The sum total of net savings in such plan certified as being anticipated in calendar year 2018, calendar year 2019, and annually thereafter.	
		\$350,200	



## County-Wide Shared Services Property Tax Savings Plan Summary

### Appendix A

<b>Row 8</b>	
<p style="text-align: center;"><b>Anticipated Savings as a Percentage of Participating Entities property taxes</b></p>	<p>The sum total of net savings in such plan certified as being anticipated in calendar year 2018 as a percentage of the sum total in Row 6, calendar year 2019 as a percentage of the sum total in Row 6, and annually thereafter as a percentage of the sum total in Row 6.</p>
	0.00625
<b>Row 9</b>	
<p style="text-align: center;"><b>Anticipated Savings to the Average Taxpayer</b></p>	<p>The amount of the savings that the average taxpayer in the county will realize in calendar year 2018, calendar year 2019, and annually thereafter if the net savings certified in the plan are realized.</p>
	Dependent on grant proceeds distribution
<b>Row 10</b>	
<p style="text-align: center;"><b>Anticipated Costs/Savings to the Average Homeowner</b></p>	<p>The percentage amount a homeowner can expect his or her property taxes to increase or decrease in calendar year 2018, calendar year 2019, and annually thereafter if the net savings certified in the plan are realized.</p>
	Dependent on grant proceeds distribution
<b>Row 11</b>	
<p style="text-align: center;"><b>Anticipated Costs/Savings to the Average Business</b></p>	<p>The percentage amount a business can expect its property taxes to increase or decrease in calendar year 2018, calendar year 2019, and annually thereafter if the net savings certified in the plan are realized.</p>
	Dependent on grant proceeds distribution
<b>CERTIFICATION</b>	
<p>I hereby affirm under penalty of perjury that information provided is true to the best of my knowledge and belief. This is the finalized county-wide shared services property tax savings plan. The county-wide shared services property tax savings plan was approved on September 11, 2017, and it was disseminated to residents of the county in accordance with the County-wide Shared Services Property Tax Savings Law.</p>	
<p><u>Ian M. Coyle</u></p> <p>(Print Name)</p>	<p><u>County Administrator</u></p>
<p></p> <p>_____</p> <p>(Signature)</p>	<p><u>09-12-17.</u></p> <p>_____</p> <p>(Date)</p>



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Ian M. Coyle  
County Administrator



TO: Chairman of the Livingston County Board of Supervisors  
NYS Department of State

FROM: Ian M. Coyle, Shared Services Panel Chair *IME*

DATE: August 1, 2017

SUBJECT: Countywide Shared Services Panel Submission – Livingston County

To Whom It May Concern,

Please allow this memorandum to serve as a cover letter to Livingston County's 2017-2018 Shared Services Panel submission. Our proposed two-year plan with applicable savings and plan elements is included as Attachment A to this package. In the run up to the development of this plan, we held a series of public meetings on 5/24, 6/14 & 7/12. Towns and Villages were personally invited and Union officials were made aware of the meeting dates.

It should be noted that Livingston County is already a leader in government efficiency and shared services. Examples abound and illustrative examples include:

- Countywide workers compensation program
- Town/County agreements on equipment utilization
- Town/County agreements on snow and ice control
- Village, Town & County partnerships on the Downtown Partnership program
- School Resource Officers
- School-based DSS Casework staff
- Weights and Measures consolidation with Steuben County
- Interoperable Agreements with all contiguous counties
- Genesee, Livingston, Wyoming & Orleans Workforce Investment Board
- Genesee, Livingston and Wyoming Regional Solid Waste Partnership
- Training, Drug Recognition, DWI services from Sheriff to Towns/Villages
- Housing of other county inmates at the jail
- Wyoming- Livingston WIC program
- Consolidation of inspectors at Board of Elections



- Bidding and piggybacking under various County contracts
- HazMat program through County Emergency Management
- Emergency Medical Services (County ambulance)
- Livingston County Water/Sewer Authority
- Planning and Zoning Training from County to Towns/Villages
- ITS Tax Bill production for Towns, Villages & Schools
- Consolidation of Assessment function at the Town level
- Consolidated Dispatch / Public Safety Answering Points (PSAPs)

The enclosed plan has four elements as follows:

1. Consolidation of Grant-Writing Services: Presently, under informal arrangements, the County writes grants for a number of Towns and Villages at no cost to the applicable municipality. However, some municipalities still choose to contract out for grant-writing services, leading to redundant expenses at the local property tax level. Additionally, those municipalities that do receive services from the County at present, due so absent a formal, codified intermunicipal agreement. It is estimated that participating entities will experience cost-avoidance savings of \$2,500-\$5,000 per participant should they consolidate grant-writing services through Livingston County via intermunicipal agreement. We believe this arrangement, if formalized, would be the only such program in New York State.
2. Shared Highway Equipment: Three towns in the County – Caledonia, Geneseo and York – are interested in procuring multiple pieces of highway equipment under a proposed joint purchasing construct. The three towns will share in the equipment expense and maintenance and expect to save, at a minimum, \$15,000 per year per plan participant in the process of this shared services arrangement. Attachment B provides additional detail. Note – This was also separately submitted for an LGE grant through DOS.
3. Shared Scanner Service: Livingston County maintains two larger scanners in the Planning Department and Records Management Departments, respectively. These devices would be made available to Towns and Villages to use at no charge for scanning and imaging documents.
4. Consolidation of Ambulance Services: Livingston County maintains a certificate of need (CON) for the entire County for the provision of emergency medical services (EMS). Over the last few years, the Towns of Groveland, Leicester, Springwater and York have each had different volunteer and/or contracted (payments remitted) services in their respective jurisdictions for the provision of EMS. These town arrangements are now either waning or outright expired and the towns are desirous of maintaining the County, either part or full time, as lead responding agency. It is estimated these four (4) participating entities will experience cost-avoidance savings of \$10,000 per participant should they consolidate ambulance services through Livingston County via intermunicipal agreement.



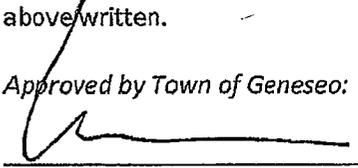
## Attachment B

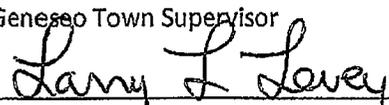
Geneseo providing proof of said coverage annually.

3. The Towns of Geneseo, Caledonia and York will share equally in all costs of repairs and proper maintenance of the equipment.
4. The equipment will only be operated by a qualified Town of Geneseo, Caledonia and York Highway employee.
5. The Employee operating the equipment, whether an employee of the Town of Geneseo, Caledonia or York will be responsible for proper procedures and operation of the equipment.
6. Each Town is responsible for pickup and delivery of the equipment to their own project site.
7. Each Town is responsible for the fuel for the equipment for their own project.
8. Each Town will be responsible for the equipment when it is in their possession.
9. Arbitration – Should any dispute arise between the parties respecting the terms of this agreement, the disputed matter shall be settled by arbitration in accordance with the laws of the State of New York, by three arbitrators, one of whom shall be selected by each of the parties hereto. If the selection of any arbitrator shall not be made within 15 days of the time that either party shall notify the order of the name of the arbitrator selected by the notifying party, then the arbitrators not selected shall be appointed in the manner provided by the laws of the State of New York.
10. Authority for Execution on Behalf of each Town – The Town of Geneseo Supervisor has executed this agreement pursuant to the Resolution adopted by the Geneseo Town Board, at a meeting thereof held on July 18, 2017. The Town of Caledonia Supervisor has executed this agreement pursuant to the Resolution adopted by the Caledonia Town Board, at a meeting thereof held on July 13, 2017. The Town of York Supervisor has executed this agreement pursuant to the letter explaining they will get a Resolution adopted in the August 2017 Town Board Meeting.
11. Notices – Any and all notices and payments required hereunder shall be addressed as follows:  
The Town of Geneseo will pay 1/3 of the cost of the equipment. The Town of Caledonia will pay 1/3 of the cost of the equipment. The Town of York will pay 1/3 of the cost of the equipment. The rest will come from Grant money awarded by the State of New York.
12. Waiver – No waiver of any breach of any condition of the agreement shall be binding unless in writing and signed by the parties waiving said breach. Now such waiver shall in any way affect any other term or condition of this agreement or constitute a cause or excuse for a repetition of such or any other breach unless the waiver shall include the same.
13. Modification – This agreement constitutes the complete understanding of the parties. No modification of any provisions thereof shall be valid unless in writing and signed by both parties.
14. This Agreement Shall Commence on July \_\_, 2017 and terminate upon disposal or sale of the equipment.

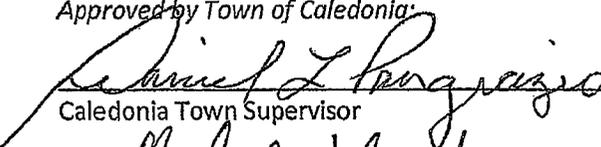
IN WITNESS WHEREOF, the parties hereto have set their hands and seals the day and year first above written.

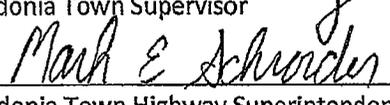
Approved by Town of Geneseo:

  
\_\_\_\_\_  
Geneseo Town Supervisor Date 7-27-17

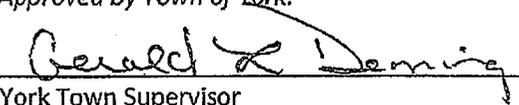
  
\_\_\_\_\_  
Geneseo Town Highway Superintendent Date 7-27-17

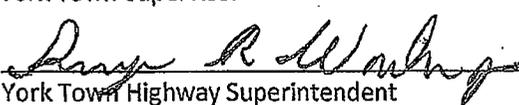
Approved by Town of Caledonia:

  
\_\_\_\_\_  
Caledonia Town Supervisor Date 7-27-17

  
\_\_\_\_\_  
Caledonia Town Highway Superintendent Date 7/27/17

Approved by Town of York:

  
\_\_\_\_\_  
York Town Supervisor Date 7-27-17

  
\_\_\_\_\_  
York Town Highway Superintendent Date 7-27-17



## TOWN OF GENESEO

4630 Millennium Drive • Geneseo, NY 14454

P: 585.991.5000

F: 585.991.5001

E: [TOWN@GENESEONY.ORG](mailto:TOWN@GENESEONY.ORG)

WILLIAM WADSWORTH TOWNSUPERVISOR  
ROBERTA IRWIN DEPUTY SUPERVISOR  
JERALD WRUBEL COUNCIL MEMBER  
PATTI LAVIGNE COUNCIL MEMBER  
MATTHEW GRIFFO COUNCIL MEMBER  
CIARA REGAN TOWN CLERK  
JAMES CONIGLIO TOWN ATTORNEY  
LARRY LEVEY HIGHWAY SUPERINTENDENT

July 27, 2017

To whom it may concern:

We want to thank you again for considering our three Towns for this Grant. We know that with this Grant money, we can purchase much needed equipment that can be shared between our three Towns.

We wanted to explain how we filled out these worksheets:

- Worksheet A – Applicant Information: We used [openbooknewyork.com](http://openbooknewyork.com) fiscal year 2016. We used only the DA (Caledonia used DB) Real Property Taxes and Assessments to fill out this form.
- Worksheet B – Revenues: After careful thought and consideration, we came to the conclusion that this form does not need to be filled out. We say this because there will be no revenue from this “project”. We will save money on the rental of these pieces of equipment and with the total price of all the equipment as \$674,580.38, divide that by the 15-year life cycle according to New York State standards and the Cornell Local Roads Program, then divide again by 3 Towns the overall savings per year would be approximately \$15,000.00 per year per town.
- Worksheet C – We were able to fill out his form showing the 2017 budgeted amounts and splitting the total purchase price of all the equipment (not deducting the grant money) by all 3 Towns.

We sincerely hope this explains how we filled out these forms and we would be willing to talk to anyone who has any questions.

Thank you for your time and consideration,

A handwritten signature in cursive script that reads "Larry L. Levey".

Larry L. Levey  
Town of Geneseo  
Highway & Water Superintendent  
(585)243-1544  
[hwy@geneseony.org](mailto:hwy@geneseony.org)

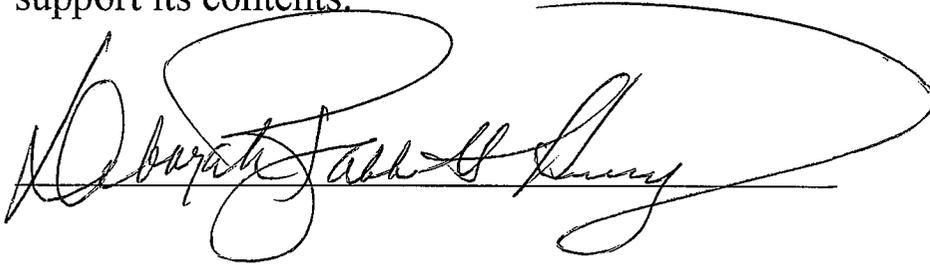
9/11/17

I vote yes for the Livingston County Shared Services Plan because I support its contents.

*Dwight Knapp Supervisor, Town of Puscas*

9/11/17

I vote yes for the Livingston County Shared Services Plan because I support its contents.

A handwritten signature in cursive script, appearing to read "Robert J. Smith". The signature is written in black ink and is positioned below the printed text. It features a large, sweeping loop at the end of the name.

9/11/17

I vote yes for the Livingston County Shared Services Plan because I support its contents.



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SUPERVISOR WEST SPARTA

9/11/17

I vote yes for the Livingston County Shared Services Plan because I support its contents.

Gerald Deming

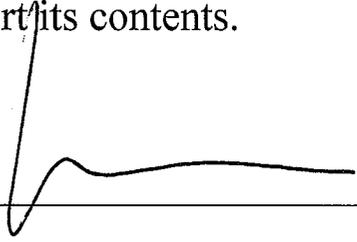
9/11/17

I vote yes for the Livingston County Shared Services Plan because I support its contents.

Merilee G. Walker

9/11/17

I vote yes for the Livingston County Shared Services Plan because I support its contents.

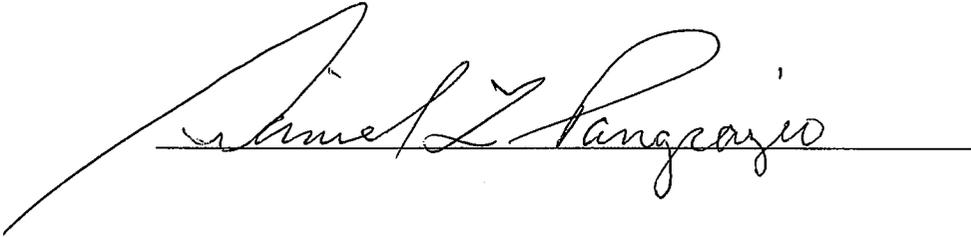


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Will Wadsworth

9/11/17

I vote yes for the Livingston County Shared Services Plan because I support its contents.

A handwritten signature in cursive script, reading "Daniel L. Langcazio", is written over a horizontal line. The signature is fluid and extends to the left of the line.

9/11/17

I vote yes for the Livingston County Shared Services Plan because I support its contents.

Dennis Makus

9/11/17

I vote yes for the Livingston County Shared Services Plan because I support its contents.

David Yancey      Town of Leicester

9/11/17

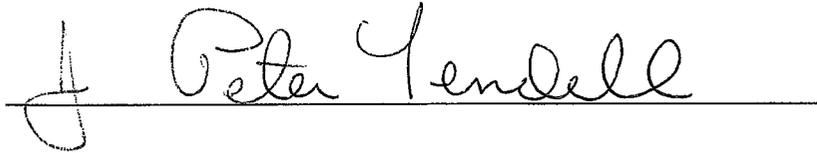
I vote yes for the Livingston County Shared Services Plan because I support its contents.

A handwritten signature in cursive script that reads "Dave Locke". The signature is written in black ink and is positioned above a solid horizontal line that extends across the width of the signature.



9/11/17

I vote yes for the Livingston County Shared Services Plan because I support its contents.

A handwritten signature in cursive script that reads "Peter Wendell". The signature is written above a solid horizontal line that extends across the width of the text.

9/11/17

I vote yes for the Livingston County Shared Services Plan because I support its contents.

Brenda Donohue

9/11/17

I vote yes for the Livingston County Shared Services Plan because I support its contents.

Richard B Hathaway

9/11/17

I vote yes for the Livingston County Shared Services Plan because I support its contents.

 Peter R. Vogt

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9/11/17

I vote yes for the Livingston County Shared Services Plan because I support its contents.

A handwritten signature in cursive script, appearing to read "Mary Lou R.", is written over a solid horizontal line.

9/11/17

I vote yes for the Livingston County Shared Services Plan because I support its contents.

  
\_\_\_\_\_