



## MONROE COUNTY

### Ways and Means Committee

February 25, 2025 6:00 PM

### *AGENDA*

- A. ROLL CALL
- B. PLEDGE OF ALLEGIANCE
- C. PUBLIC FORUM
- D. APPROVAL OF MINUTES

January 28, 2025

- E. NEW BUSINESS

25-0032

Authorize Intermunicipal Agreements with Monroe County Public School Districts and Board of Cooperative Education Services for a Food Waste Diversion Grant Pilot Program - County Executive Adam J. Bello

25-0033

Approve a Public Employees Blanket Bond for the Genesee/Finger Lakes Regional Planning Council - County Executive Adam J. Bello

25-0034

Authorize the Annual Contribution to the Genesee/Finger Lakes Regional Planning Council - County Executive Adam J. Bello

25-0035

Acceptance of a Grant from the Genesee Transportation Council for a Land Use Monitoring Report Project - County Executive Adam J. Bello

25-0037

Acceptance of Funding from the New York State Office for the Aging and Authorization to Contract with Lifespan of Greater Rochester, Inc. for the Medicare Improvements for Patients and Providers Act - County Executive Adam J. Bello

25-0038

Acceptance of a Grant from the New York State Division of Criminal Justice Services for the Paul Coverdell Forensic Science Improvement Program (Office of the Medical Examiner's Forensic Toxicology Laboratory) - County Executive Adam J. Bello

25-0039

Acceptance of a Grant from the New York State Department of Health for Support of the Monroe County Nurse-Family Partnership Program - County Executive Adam J. Bello

25-0040

Authorize a Contract with Environmental Education Associates to Provide Lead EPA Certified Training Courses for the Monroe County Department of Public Health - County Executive Adam J. Bello

25-0041

Authorize a Contract with Rural Housing Opportunities Corporation to Provide Construction Management Services for the Leading in Lead Prevention Pilot Program - County Executive Adam J. Bello

25-0042

Authorize an Intermunicipal Agreement with the Town of Clarkson for the East Avenue Sidewalk Extension Project Partially Funded through Monroe County; Appropriate Committed Fund Balance; and Authorize an Interfund Transfer - County Executive Adam J. Bello, Legislator Jackie Smith

25-0043

Authorize a Contract with Keeler Construction Co., Inc. for Construction Services for the Attridge Road Culvert Project in the Town of Riga - County Executive Adam J. Bello

25-0044

Amend Resolution 378 of 2023 to Extend the Contract with the University of Rochester for the Continuing Development and Sustainment of the County's Medical Countermeasure Program - County Executive Adam J. Bello

25-0045

Authorize Amendments to the Monroe County/Monroe County Bar Association Plan Regarding the Conflict Defender's Office and Assigned Counsel Program - County Executive Adam J. Bello

25-0046

Acceptance of a Grant from the New York State Division of Homeland Security and Emergency Services for the Operation Stonegarden Program and Authorize Intermunicipal Agreements with the Towns of Greece, Irondequoit, and Webster - County Executive Adam J. Bello

25-0047

Authorize Intermunicipal Agreements with Participating Townships and Villages and a Contract with the University of Rochester Department of Public Safety for Reimbursement to the Monroe County Sheriff's Office for the Use of MCSO Health & Wellness Clinicians and Programs - County Executive Adam J. Bello

25-0048

Proposed In Rem Tax Foreclosure Action No. 149 City of Rochester and Towns of Brighton, et al. - County Executive Adam J. Bello

25-0049

Acceptance of Grant from New York State Board of Elections for the General Election Grant Program - County Executive Adam J. Bello

25-0050

Acceptance of Grant from the New York State Board of Elections for the Electronic Poll Book Grant Program - County Executive Adam J. Bello

25-0051

Acceptance of Grant from the New York State Board of Elections for the Ballot by Mail Pre-Paid Postage Program - County Executive Adam J. Bello

25-0052

Authorize an Intermunicipal Agreement with the City of Rochester for Traffic Control Services at Innovative Field - County Executive Adam J. Bello

F. OTHER MATTERS

G. ADJOURNMENT

The next meeting of the Ways and Means Committee is Scheduled for Tuesday, March 25, 2025 at 6:00 P.M.



ATTACHMENTS:

Description File Name

- ▣ January 28, 2025, 1.28.25\_Ways\_\_\_Means\_Draft\_Minutes.pdf

Summary of Minutes  
WAYS AND MEANS COMMITTEE  
January 28, 2025  
6:00 p.m.

Chairman Maffucci called the meeting to order at 6:05 p.m.

MEMBERS PRESENT: Howard Maffucci (Chair), Michael Yudelson (Vice Chair), Rachel Barnhart, John B. Baynes, Mercedes Vazquez Simmons, Jackie Smith (RMM), Steve Brew, Robert Colby, Paul Dondorfer, Blake Keller, Yversha Román (Ex Officio)

MEMBERS ABSENT: Lystra Bartholomew McCoy (Excused)

OTHER LEGISLATORS PRESENT: Tracy DiFlorio, William Burgess, Ricky Frazier

ADMINISTRATION PRESENT: Robert Franklin (CFO), John Bringewatt (County Attorney), Brendon Fleming (Sr. Deputy County Attorney), Miguel Munoz (Deputy County Attorney), Adrienne Green (Legislative Liaison), Richard Tantalo (Public Safety Director), Tim Henry (Public Safety Deputy Director), Sean Murphy (DES), Clement Chung (DES Deputy Director), Jennifer Curley (Sheriff's Admin), Michael Garland (DES Director), Dawn Staub (DA Admin), Patrick Meredith (Parks Director), Bob Kiley (Parks Deputy Director), Amy Grande (Real Property Director), Andy Moore (Airport Director), Bob Lee (Zoo Director), Pat Gooch (Senior Planner), Ana Liss (Planning Director), Julie Cianca (Public Defender), Mark Funk (Assigned Counsel)

PLEDGE OF ALLEGIANCE: Led by Legislator Vazquez Simmons

PUBLIC FORUM: There were no speakers.

APPROVAL OF MINUTES: The minutes of December 17, 2024 were approved as submitted.

NEW BUSINESS:

*(President Román Voted on the Following Referrals.)*

Legislator Yudelson Moved all Agenda Items except for Referral Nos. 25-0008, 25-0009, 25-0013, 25-0014, 25-0015, 25-0016, 25-0017 and 25-0021. Legislator Smith seconded the motion.

ADOPTED: 11-0

**25-0005 -** Authorize the Acquisition of Easements in Real Property for the Redman Road Bridge Replacement Project in the Town of Hamlin – County Executive Adam J. Bello

MOVED by Legislator Yudelson, SECONDED by Legislator Smith.

ADOPTED: 11-0

**25-0007 -** Acceptance of an Offer and Payment for Appropriation by the State of New York for Temporary and Permanent Easements at Brooks Avenue in the Town of Gates and the City of Rochester – County Executive Adam J. Bello

MOVED by Legislator Yudelson, SECONDED by Legislator Smith.

ADOPTED: 11-0

- 25-0010 - Authorize a Contract with Erdman, Anthony and Associates Inc. for Professional Design Services for the PSTF Fire Training Grounds Expansion Project – County Executive Adam J. Bello

MOVED by Legislator Yudelson, SECONDED by Legislator Smith.

ADOPTED: 11-0

- 25-0011 - Authorize a Contract with Vargas Associates Inc. for Professional Services for the Board of Elections Move Management Project – County Executive Adam J. Bello

MOVED by Legislator Yudelson, SECONDED by Legislator Smith.

ADOPTED: 11-0

- 25-0018 - Authorize a Contract with Everbridge, Inc. to Provide Emergency Mass Notification Software – County Executive Adam J. Bello

MOVED by Legislator Yudelson, SECONDED by Legislator Smith.

ADOPTED: 11-0

- 25-0019 - Acceptance of a Grant from the United States Department of Justice, Office of Violence Against Women, for the Enhancing Investigations and Prosecution Program for the Office of the District Attorney and Authorize a Contract with Willow Domestic Violence Center for Greater Rochester – County Executive Adam J. Bello

MOVED by Legislator Yudelson, SECONDED by Legislator Smith.

ADOPTED: 11-0

- 25-0020 - Acceptance of a Grant from the United States Department of Homeland Security – Homeland Security Investigations – Rochester Division for State and Local Overtime – County Executive Adam J. Bello

MOVED by Legislator Yudelson, SECONDED by Legislator Smith.

ADOPTED: 11-0

- 25-0022 - Authorize Contracts for the Preschool Special Education Program – County Executive Adam J. Bello

MOVED by Legislator Yudelson, SECONDED by Legislator Smith.

ADOPTED: 11-0

- 25-0008 - Authorize Contracts with LaBella Associates, D.P.C. and M/E Engineering, P.C. for Seneca Park Zoo – Facilities and Grounds Architectural & Engineering Term Services – County Executive Adam J. Bello

MOVED by Legislator Yudelson, SECONDED by Legislator Baynes.

ADOPTED: 11-0

- 25-0009 - Authorize a Contract with Cambridge Seven Associates Architects, P.C. for Professional Design Services for the “Seneca Park Zoo Tropical Exhibit and Main Entry Plaza” Project – County Executive Adam J. Bello

MOVED by Legislator Yudelson, SECONDED by Legislator Baynes.

ADOPTED: 9-2 (*Legislators Keller and Vasquez Simmons Voted in the Negative.*)

- 25-0013 - Authorize a Contract with the Center for Governmental Research for Professional Services for the Monroe County Small Business Roundtable Assessment and Reappropriate Fund Balance – County Executive Adam J. Bello

MOVED by Legislator Yudelson, SECONDED by Legislator Baynes.

ADOPTED: 7-4 (*Legislators Brem, Colby, Keller and Smith Voted in the Negative.*)

- 25-0014 - Amend Resolution 475 of 2023 to Accept Additional Funding from the New York State Office of Indigent Legal Services for the Offices of the Public Defender, the Conflict Defender and the Assigned Counsel Program for the Provision of Indigent Legal Services – County Executive Adam J. Bello

MOVED by Legislator Yudelson, SECONDED by Legislator Baynes.

ADOPTED: 11-0 (*Legislator Baynes Declared His Interest Prior to the Vote.*)

- 25-0015 - Acceptance of a Grant from the New York State Division of Homeland Security and Emergency Services for the FY2024 Emergency Management Performance Grant – County Executive Adam J. Bello

MOVED by Legislator Yudelson, SECONDED by Legislator Baynes.

ADOPTED: 11-0

- 25-0016 - Acceptance of a Grant from the New York State Division of Homeland Security and Emergency Services for the FY2024 State Homeland Security Program and Authorize a Contract with the University of Rochester – County Executive Adam J. Bello

MOVED by Legislator Yudelson, SECONDED by Legislator Baynes.

ADOPTED: 11-0

- 25-0017 - Acceptance of a Grant from the New York State Division of Homeland Security and Emergency Services for the FY2024 State Law Enforcement Terrorism Prevention Program and Authorize an Intermunicipal Agreement with the Town of Greece – County Executive Adam J. Bello

MOVED by Legislator Yudelson, SECONDED by Legislator Baynes.

ADOPTED: 11-0

- 25-0021 - Amend the 2025 Capital Budget and the Bond Resolution Adopted Pursuant to Referral 24-0418 to Provide an Increase in Funding for the Terminal Improvements Project and Authorize a Contract with the Margaret Woodbury Strong Museum d/b/a The Strong for the Construction and Maintenance of Interactive Recreational Areas in the Terminal – County Executive Adam J. Bello

MOVED by Legislator Yudelson, SECONDED by Legislators Baynes and Vazquez Simmons.

ADOPTED: 11-0

OTHER MATTERS

ADJOURNMENT:

There being no other matters, Chairman Maffucci adjourned the meeting at 6:30 p.m.

The next meeting of the Ways and Means Committee will be **Tuesday, February 25, 2025 at 6:00 P.M.**

**DRAFT**

Respectfully Submitted,  
David Grant  
Clerk of the Legislature



ATTACHMENTS:

Description File Name

▣ 25-0032 R25-0032.pdf



Office of the County Executive

Monroe County, New York

Adam J. Bello
County Executive

February 7, 2025

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No. 250032
Not to be removed from the Office of the Legislature Of Monroe County
Committee Assignment
INTRGOV REL -L
ENV. & PUB. WORKS
WAYS & MEANS

To The Honorable
Monroe County Legislature
407 County Office Building
Rochester, New York 14614

Subject: Authorize Intermunicipal Agreements with Monroe County Public School Districts and Board of Cooperative Education Services for a Food Waste Diversion Grant Pilot Program

Honorable Legislators:

I recommend that Your Honorable Body authorize intermunicipal agreements with Monroe County public school districts and the Board of Cooperative Education Services ("BOCES 1 & 2") for the purpose of issuing matching grants for a Food Waste Diversion Grant Pilot Program ("Pilot Program") in a maximum aggregate value of \$50,000.

Diverting organic waste away from landfills and out of sewers is an important climate action to reduce methane, a potent greenhouse gas. The 18 public school districts and BOCES 1 & 2 within Monroe County can have a role in food waste diversion by:

- Reducing, recovering, and recycling food waste.
Educating the next generation on environmental stewardship.
Expanding the circular economy by supporting local composting and food waste diversion businesses.
Donating excess food to those in need.
Engaging faculty, staff, and administrations in environmental program implementation.

The Pilot Program will provide the 18 public school districts and BOCES 1 & 2 the opportunity to receive matching funds of up to \$5,000 to implement new initiatives to divert food waste as well as support or expand existing food waste diversion programs. The maximum aggregate value of the funding program is \$50,000. Applicants will be required to submit a proposed food waste diversion plan. Every funding recipient will be solely responsible for the means and methods to implement its approved food waste diversion plan and submit semiannual reports over the duration of funding. Funding will be available to support food waste diversion programs through the 2025-2026 academic year.

The specific legislative action required is to authorize the County Executive, or his designee, to execute intermunicipal agreements, and any amendments thereto, with Monroe County public school districts and the Board of Cooperative Education Services (BOCES 1 & 2) for the purpose of issuing matching grants for a Food Waste Diversion Grant Pilot Program ("Pilot Program") in a maximum aggregate value of \$50,000.

This action is a Type II Action pursuant to 6 NYCRR § 617.5(c)(10) (“routine activities of educational institutions, including expansion of existing facilities by less than 10,000 square feet of gross floor area and school closings, but not changes in use related to such closings”) and is not subject to further review under the State Environmental Quality Review Act.

Funding for these agreements is included in the 2025 operating budget of the Department of Environmental Services, general fund 9001, funds center 8301020000 Climate Initiatives. No additional net County support is required in the current Monroe County budget.

I recommend that this matter be referred to the appropriate committee(s) for the favorable action by Your Honorable Body.

Sincerely,



Adam J. Bello  
Monroe County Executive

AJB:db



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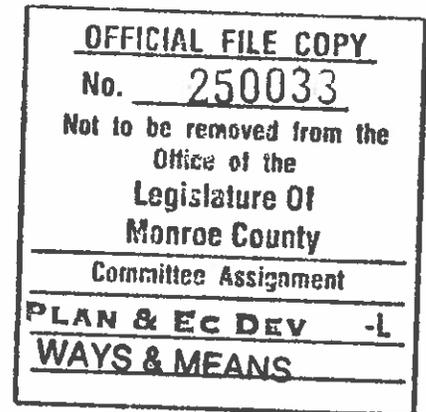
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Office of the County Executive  
Monroe County, New York

Adam J. Bello  
County Executive



February 7, 2025

To The Honorable  
Monroe County Legislature  
407 County Office Building  
Rochester, New York 14614

Subject: Approve a Public Employees Blanket Bond for the Genesee/Finger Lakes Regional Planning Council

Honorable Legislators:

I recommend that Your Honorable Body approve the Public Employees Blanket Bond as the official undertaking of the Genesee/Finger Lakes Regional Planning Council (G/FLRPC).

Monroe County has appropriated the sum of \$34,636.35 as its share of the 2025 operating funds of the G/FLRPC. In a concurrently submitted referral I am requesting authorization to make the annual contribution. Pursuant to Section 119-oo of the General Municipal Law of the State of New York, Monroe County is authorized to provide for the payment of such appropriations to an officer of the agency designated by the agency to receive such monies provided that such officer shall have executed an official undertaking approved by the County Legislature. The G/FLRPC has designated Rich Sutherland, Executive Director of the Council, as the officer to receive payments of such monies. G/FLRPC has secured a Public Employees Blanket Bond, issued by National Grange Mutual Insurance Company, providing faithful performance blanket bond coverage for officers and employees of the G/FLRPC in the amount of \$500,000. Monroe County must approve such blanket bond as the official undertaking of G/FLRPC.

The specific legislative action required is to approve the Public Employees Blanket Bond for the Genesee/Finger Lakes Regional Planning Council required pursuant to Section 119-oo of the General Municipal Law of the State of New York.

This action is a Type II Action pursuant to 6 NYCRR § 617.5(c)(26) ("routine or continuing agency administration and management, not including new programs or major reordering of priorities that may affect the environment") and is not subject to further review under the State Environmental Quality Review Act.

This Public Employees Blanket Bond will have no impact on the revenues or expenditures of the current Monroe County budget.

I recommend that this matter be referred to the appropriate committee(s) for favorable action by Your Honorable Body.

Sincerely,  
  
Adam J. Bello  
Monroe County Executive



ATTACHMENTS:

Description File Name

▣ 25-0034 R25-0034.pdf



# Office of the County Executive

Monroe County, New York

**Adam J. Bello**  
County Executive

<b>OFFICIAL FILE COPY</b>
No. <u>250034</u>
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Committee Assignment
<b>PLAN &amp; EC DEV -L</b>
<b>WAYS &amp; MEANS</b>

February 7, 2025

To The Honorable  
Monroe County Legislature  
407 County Office Building  
Rochester, New York 14614

Subject: Authorize the Annual Contribution to the Genesee/Finger Lakes Regional Planning Council

Honorable Legislators:

I recommend that Your Honorable Body authorize Monroe County's 2025 annual contribution to the Genesee/Finger Lakes Regional Planning Council ("G/FLRPC") in the amount of \$34,636.35. This annual contribution is Monroe County's share of the G/FLRPC's operating budget and is based on a formula in the Operating Agreement, which specifies the contribution of each of the nine member counties according to population.

The member counties of the G/FLRPC agree each year on an operating budget for the G/FLRPC. The budget is funded from the county contributions and supplemented with grants for such activities as water resources planning, demographic analysis, economic development coordination, and other special projects. This is the fifty-fourth year the County has contributed to G/FLRPC. This year's contribution is the same amount as last year.

**The specific legislative action required is to authorize the payment of Monroe County's 2025 contribution to the Genesee/Finger Lakes Regional Planning Council in the amount of \$34,636.35.**

This action is a Type II Action pursuant to 6 NYCRR § 617.5(c)(26) ("routine or continuing agency administration and management, not including new programs or major reordering of priorities that may affect the environment") and is not subject to further review under the State Environmental Quality Review Act.

Funding for this contribution is included in the 2025 operating budget of the Planning and Development Department, general fund 9001, funds center 1402040000, Genesee/Finger Lakes Regional Planning Council. No additional net County support is required in the current Monroe County budget.

I recommend that this matter be referred to the appropriate committee(s) for favorable action by Your Honorable Body.

Sincerely,

Adam J. Bello  
Monroe County Executive



ATTACHMENTS:

Description File Name

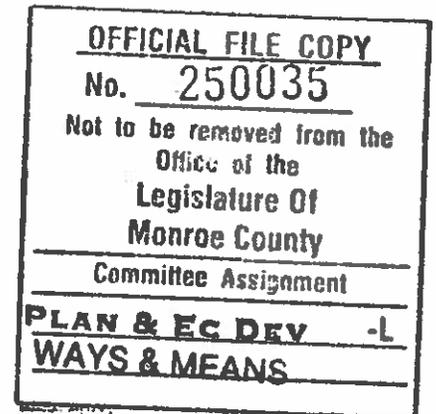
▣ 25-0035 R25-0035.pdf



# Office of the County Executive

Monroe County, New York

**Adam J. Bello**  
*County Executive*



February 7, 2025

To The Honorable  
Monroe County Legislature  
407 County Office Building  
Rochester, New York 14614

**Subject:** Acceptance of a Grant from the Genesee Transportation Council for a Land Use Monitoring Report Project

Honorable Legislators:

I recommend that Your Honorable Body accept a grant from the Genesee Transportation Council in the amount of \$15,000 for a Land Use Monitoring Report project for the period of April 1, 2025 through March 31, 2026.

The purpose of this grant is to enable the County to prepare a report on changes in land use in Monroe County and projections of future land use. The information will be used by the Genesee Transportation Council to prepare updated estimates and projections of highway traffic using a computer model. This information will also be of use to the Department of Planning and Development in assessing changes and trends in land use during the year and reviewing County activities relating to land use and economic development. This is the thirty-third consecutive year Monroe County has received this grant and completed the report. This year's funding represents the same amount as last year.

**The specific legislative actions required are:**

1. Authorize the County Executive, or his designee, to accept a \$15,000 grant from, and to execute a contract and any amendments thereto with, the Genesee Transportation Council for a Land Use Monitoring Report project for the period of April 1, 2025, through March 31, 2026.
2. Authorize the County Executive to appropriate any subsequent years of the grant award in accordance with the grant terms, to reappropriate any unencumbered balances during the grant period according to the grantor requirements, to make any necessary funding modifications within the grant guidelines to meet contractual commitments, and to enter into any amendments to extend the time period of the grant.

3. Should funding for this program be modified or terminated for any reason, the County Executive is hereby authorized to terminate or modify the program and where applicable, to terminate or abolish some or all positions funded under such program. Any termination or abolishment of positions shall be in accordance with New York State Civil Service Law, and when applicable, the terms of any labor agreement affecting such positions.

This action is a Type II Action pursuant to 6 NYCRR § 617.5(c)(24) (“information collection including basic data collection and research, water quality and pollution studies, traffic counts, engineering studies, surveys, subsurface investigations and soils studies that do not commit the agency to undertake, fund or approve any Type I or Unlisted action”) and (26) (“routine or continuing agency administration and management, not including new programs or major reordering of priorities that may affect the environment”) and is not subject to further review under the State Environmental Quality Review Act.

Funding for this grant is included in the 2025 operating budget of the Department of Planning and Development, general fund 9001, funds center 1401010000, Planning Services.

This project is 90% funded by the Genesee Transportation Council with an in-kind match of 10% support from staff of the Department of Planning and Development. No additional net County support is required in the current Monroe County budget.

I recommend that this matter be referred to the appropriate committee(s) for favorable action by Your Honorable Body.

Sincerely,  


Adam J. Bello  
Monroe County Executive



ATTACHMENTS:

Description File Name

▣ Referral R25-0037.pdf



# Office of the County Executive

Monroe County, New York

**Adam J. Bello**  
County Executive

February 7, 2025

<b>OFFICIAL FILE COPY</b>	
No.	<u>250037</u>
Not to be removed from the Office of the Legislature Of Monroe County	
Committee Assignment	
<b>HUMAN SERVICES</b>	<b>-L</b>
<b>WAYS &amp; MEANS</b>	

To The Honorable  
Monroe County Legislature  
407 County Office Building  
Rochester, New York 14614

**Subject:** Acceptance of Funding from the New York State Office for the Aging and Authorization to Contract with Lifespan of Greater Rochester, Inc. for the Medicare Improvements for Patients and Providers Act

Honorable Legislators:

I recommend that Your Honorable Body accept a grant from the New York State Office for the Aging in the amount of \$76,253 for the Medicare Improvements for Patients and Providers Act for the period of September 1, 2024 through August 31, 2025 and authorize a contract with Lifespan of Greater Rochester, Inc. in an amount not to exceed \$71,699 for the period of September 1, 2024 through August 31, 2025 to administer the Medicare Improvements for Patients and Providers Act services.

This funding will be used by the Monroe County Office for the Aging to increase older adults', informal family caregivers', and area providers' understanding of Medicaid, Medicare and other health insurance options. In addition, these funds will be used to help eligible older adults apply for Medicare Part B and Part D to lower their health insurance costs. This is the fourteenth year Monroe County has received funding for this grant. This year's funding represents an increase of \$26,225 from last year.

A request for proposals was issued for these services and Lifespan of Greater Rochester, Inc was the sole respondent.

Please refer to the attached Purchase of Service Information form for disclosure of information required pursuant to Resolution 223 of 2007, as amended by Resolution 11 of 2008.

**The specific legislative actions required are:**

1. Authorize the County Executive, or his designee, to accept a \$76,253 grant from, and to execute a contract and any amendments thereto with, the New York State Office for the Aging for the Medicare Improvements for Patients and Providers Act for the period of September 1, 2024 through August 31, 2025.

2. Authorize the County Executive, or his designee, to execute a contract, and any amendments thereto, with Lifespan of Greater Rochester, Inc., 1900 South Clinton Avenue, Rochester, New York 14618, to administer the Medicare Improvements for Patients and Providers Act services in an amount not to exceed \$71,699, for the period of September 1, 2024 through August 31, 2025.
3. Authorize the County Executive to appropriate any subsequent years of the grant award in accordance with the grant terms, to reappropriate any unencumbered balances during the grant period according to the grantor requirements, to make any necessary funding modifications within the grant guidelines to meet contractual commitments, and to enter into any amendments to extend the time period of the grant.
4. Should funding of this program be modified or terminated for any reason, the County Executive is hereby authorized to terminate or modify the program and where applicable, to terminate or abolish some or all positions funded under such program. Any termination or abolishment of positions shall be in accordance with New York State Civil Service Law and when applicable, the terms of any labor agreement affecting such positions.

This action is a Type II Action pursuant to 6 NYCRR § 617.5(c)(26) (“routine or continuing agency administration and management, not including new programs or major reordering of priorities that may affect the environment”) and is not subject to further review under the State Environmental Quality Review Act.

Funding for this contract is included in the 2025 operating budget of the Department of Human Services, Office for the Aging, general fund 9001, fund center 5501030000, Support Services Contracts. No additional net County support is required in the current Monroe County budget.

Lifespan of Greater Rochester, Inc. is a not-for-profit agency, and the records in the Office of the Monroe County Treasury have indicated that it does not owe any delinquent Monroe County property taxes.

I recommend that this matter be referred to the appropriate committee(s) for favorable action by Your Honorable Body.

Sincerely,  


Adam J. Bello  
Monroe County Executive

**PURCHASE OF SERVICES INFORMATION FORM**  
**Per Resolution 223 of 2007 as amended by Resolution 11 of 2008**

**Re: Acceptance of Funding from the New York State Office for the Aging and Authorization to Contract with Lifespan of Greater of Rochester, Inc. for the Medicare Improvements for Patients and Providers Act**

**Total Served 2023-24**                **868**  
**Proposed \$ Amt. 2023-24:**        **\$71,699**

**SECTION I**

**PROGRAM:** Medicare Improvements for Patients and Providers Program (MIPPA)

**CONTRACTOR:** Lifespan of Greater Rochester, Inc., Ann Marie Cook, President/CEO

**PROGRAM DESCRIPTION:** Medicare health insurance counseling, education and outreach directed at raising beneficiary awareness and understanding of Part D, and available preventive and wellness benefits.

**PRIMARY OBJECTIVE(S)/ DELIVERABLES:** To increase the ability of older adults, their family caregivers and area professionals to understand and choose affordable health insurance. A special emphasis to target low-income, culturally diverse and underserved older adults will be provided.

**PRIMARY PERFORMANCE MEASURE/INDICATOR:** People provided Medicare health insurance counseling, enrollment assistance, education and outreach will increase their awareness and understanding of Medicare Low-Income Subsidies, Savings Program, Medicare prescription drug coverage and available preventive and wellness benefits.

	Previous Year Projection	Previous Year Actual	Current Year Projection	Next Year Projection
Program Year	9/1/22-8/31/23	9/1/22-8/31/23	9/1/23-8/31/24	9/1/24-8/31/25
Total # of Applications	375	375	900	1050
# Successful	356	294	868	945
% Successful	90%	78.4%	96.44%	90%

**OUTCOME ASSESSMENT METHODOLOGY:** Lifespan uses the New York State Office for Aging's designated Statewide Client Data System, and the County's *ContractHQ* to generate monthly and quarterly reports, annual self-evaluations, program assessments, performance measures, outcome objectives, number of people served including demographics, and units provided which measure the effectiveness and impact of the program.

**SECONDARY PERFORMANCE MEASURE/INDICATOR:** Indicator of Success: Older Adults will be satisfied with the quality of service provided using the Customer Satisfaction Survey provided to participants.

	Previous Year Projection	Previous Year Actual	Current Year Projection	Next Year Projection
Program Year	9/1/22-8/31/23	9/1/22-8/31/23	9/1/23-8/31/24	9/1/24-8/31/25
% Successful	90%	90%	90%	90%

**OUTCOME ASSESSMENT METHODOLOGY:** Clients are surveyed to determine effectiveness of the program and measure the level of increased knowledge after receiving information from a MIPPA counselor. Surveys are compiled and analyzed annually.

**BOARD MEMBERS:** LaRon Rowe, Dr. Robert McCann, Lori Jansen, Liz Vega, Buz Code, Esq., Bob Hartman, Michael Kaufman, Dr. Stephen Ryan, Dr. Marie Aydelotte, Vito Caraccio, Lucia Acosta-Castillejo, Will Carroll, John Clark, Carmen Coleman, Tere Dominas, Ericka Elliot, Jarrett Felton, John Fornof, Dr. Ankit Garg, Tracy Greene, Dr. Brian Heppard, Cindy Lovetro, John Lynch, Jr., David Mack, Susan Powell Byrd, Roberta Van Winkle, Miguel Velazquez, Patty Phillips, Art Hirst, R. Carlos Carballada, Dr. Rick Machemer

**SECTION II**

**SOURCE MATERIAL:** Annual Evaluation is on file with the Clerk of the Monroe County Legislature.



ATTACHMENTS:

Description File Name

▣ Referral R25-0038.pdf



# Office of the County Executive

Monroe County, New York

**Adam J. Bello**  
County Executive

<b>OFFICIAL FILE COPY</b>	
No.	<u>250038</u>
Not to be removed from the Office of the Legislature Of Monroe County	
Committee Assignment	
<b>HUMAN SERVICES</b>	<b>-L</b>
<b>WAYS &amp; MEANS</b>	

February 7, 2025

To The Honorable  
Monroe County Legislature  
407 County Office Building  
Rochester, New York 14614

**Subject:** Acceptance of a Grant from the New York State Division of Criminal Justice Services for the Paul Coverdell Forensic Science Improvement Program (Office of the Medical Examiner's Forensic Toxicology Laboratory)

Honorable Legislators:

I recommend that Your Honorable Body accept a grant from the New York State Division of Criminal Justice Services in the amount of \$58,159 for the Paul Coverdell Forensic Science Improvement Program (Office of the Medical Examiner's Forensic Toxicology Laboratory) for the period of October 1, 2024 through December 31, 2025.

The purpose of this grant is to improve forensic science services in the Monroe County Office of the Medical Examiner's Forensic Toxicology Laboratory. This program provides postmortem forensic toxicology services to aid in the determination of cause and manner of deaths and toxicology services to aid in the evaluation of cases of driving under the influence of drugs and/or alcohol and drug-facilitated sexual assault. The funds will be used to maintain the Laboratory's accreditation, train staff, increase the analytical capacity of the Laboratory, and purchase supplies needed to minimize testing downtimes. This will be the twenty-second year the County has received this grant. This year's funding represents an increase of \$726 from last year. This funding varies annually and is dependent on the total amount of federal funds available and the number of forensic laboratories in New York State eligible to receive funds.

**The specific legislative actions required are:**

1. Authorize the County Executive, or his designee, to accept a \$58,159 grant from, and to execute a contract and any amendments thereto with, the New York State Division of Criminal Justice Services for the Paul Coverdell Forensic Science Improvement Program (Office of the Medical Examiner's Forensic Toxicology Laboratory) for the period of October 1, 2024 through December 31, 2025.

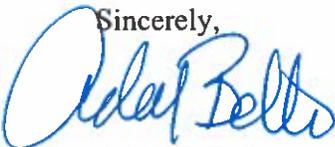
2. Authorize the County Executive to appropriate any subsequent years of the grant award in accordance with the grant terms, to reappropriate any unencumbered balances during the grant period according to the grantor requirements, to make any necessary funding modifications within the grant guidelines to meet contractual commitments, and to enter into any amendments to extend the time period of the grant.
3. Should funding of this program be modified or terminated for any reason, the County Executive is hereby authorized to terminate or modify the program and, where applicable, to terminate or abolish some or all positions funded under such program. Any termination or abolishment of positions shall be in accordance with New York State Civil Service Law and, when applicable, the terms of any labor agreement affecting such positions.

This action is a Type II Action pursuant to 6 NYCRR § 617.5(c)(26) (“routine or continuing agency administration and management, not including new programs or major reordering of priorities that may affect the environment”) and (31) (“purchase or sale of furnishings, equipment or supplies, including surplus government property, other than the following: land, radioactive material, pesticides, herbicides, or other hazardous materials”) and is not subject to further review under the State Environmental Quality Review Act.

Funding for this grant is included in the 2025 operating budget of the Department of Public Health, general fund 9001, funds center 5804020200, Forensic Laboratory.

This grant is 100% funded by the New York State Division of Criminal Justice Services. No net County support is required in the current Monroe County budget.

I recommend that this matter be referred to the appropriate committee(s) for favorable action by Your Honorable Body.

Sincerely,  
  
Adam J. Bello  
Monroe County Executive

AJB:db



ATTACHMENTS:

Description File Name

▣ Referral R25-0039.pdf



# Office of the County Executive

Monroe County, New York

**Adam J. Bello**  
County Executive

<b>OFFICIAL FILE COPY</b>	
No.	<u>250039</u>
Not to be removed from the Office of the Legislature Of Monroe County	
Committee Assignment	
<b>HUMAN SERVICES</b>	<b>-L</b>
<b>WAYS &amp; MEANS</b>	

February 7, 2025

To The Honorable  
Monroe County Legislature  
407 County Office Building  
Rochester, New York 14614

**Subject:** Acceptance of a Grant from the New York State Department of Health for Support of the Monroe County Nurse-Family Partnership Program

Honorable Legislators:

I recommend that Your Honorable Body accept a grant from the New York State Department of Health in an amount not to exceed \$112,226 to support the Monroe County Nurse-Family Partnership Program ("NFP") for the period of April 1, 2024 through March 31, 2025.

The purpose of this grant is to provide support of the County's existing NFP program. The NFP program is an evidence-based nurse home visiting program that has been rigorously evaluated and includes expertly trained nurses delivering the services per a standard curriculum. The grant will provide a portion of the funding for the NFP program, which annually provides home visits to up to 300 high-risk, first time mothers, their infants, and families to improve their pregnancy outcomes and their health, well-being, and self-sufficiency. The funds will be used to support a previously-authorized vendor contract that provides the nurses who make home visits to all NFP clients. This will be the seventh year the County has received this grant. This year's funding remains consistent with the previous award.

**The specific legislative actions required are:**

1. Authorize the County Executive, or his designee, to accept a grant in an amount not to exceed \$112,226 from, and to execute a contract and any amendments thereto with, the New York State Department of Health to support the Monroe County Nurse-Family Partnership Program for the period of April 1, 2024 through March 31, 2025.
2. Amend the 2025 operating budget of the Department of Public Health by appropriating the sum of \$112,226, into general fund 9300, funds center 5803050000, Nurse-Family Partnership.
3. Authorize the County Executive to appropriate any subsequent years of the grant awards in accordance with the grant terms, to reappropriate any encumbered balances during the grant periods according to the grantor requirements, to make any necessary funding modifications with the grant guidelines to meet contractual commitments, and to enter into any amendments to extend the time period of the grant.

4. Should funding of this program be modified or terminated for any reason, the County Executive is hereby authorized to terminate or modify the program and, where applicable, to terminate or abolish some or all positions funded under such program. Any termination or abolishment of positions shall be in accordance with New York State Civil Service Law and, when applicable, the terms of any labor agreement affecting such positions.

This action is a Type II Action pursuant to 6 NYCRR § 617.5(c)(26) (“routine or continuing agency administration and management, not including new programs or major reordering of priorities that may affect the environment”) and is not subject to further review under the State Environmental Quality Review Act.

This grant is 100% funded by the New York State Department of Health. No net County support is required in the current Monroe County budget.

I recommend that this matter be referred to the appropriate committee(s) for favorable action by Your Honorable Body.

Sincerely,  


Adam J. Bello  
Monroe County Executive

AJB:db



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Description File Name

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# Office of the County Executive

Monroe County, New York

**Adam J. Bello**  
County Executive

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<b>WAYS &amp; MEANS</b>	

February 7, 2025

To The Honorable  
Monroe County Legislature  
407 County Office Building  
Rochester, New York 14614

**Subject:** Authorize a Contract with Environmental Education Associates to Provide Lead EPA Certified Training Courses for the Monroe County Department of Public Health

Honorable Legislators:

I recommend that Your Honorable Body authorize a contract with Environmental Education Associates in an amount not to exceed \$115,370 to provide Environmental Protection Agency (“EPA”) certified lead training courses for the Leading in Lead Prevention Pilot Program, Rental Registry Program, and Childhood Lead Poisoning Prevention Program+ for the period of April 1, 2025 through March 31, 2026, with the option to renew for three (3) additional one-year terms in an amount not to exceed \$115,370 per year.

By Resolution 118 of 2022, Resolution 208 of 2024, and Resolution 209 of 2024, your Honorable Body authorized the acceptance of three lead grants: Childhood Lead Poisoning Prevention Program+, Rental Registry Program, and Leading in Lead Prevention Pilot Program. This contract will support all three programs, as the vendor will provide EPA-accredited Lead Renovation, Repair, and Painting (RRP), Lead Abatement Worker, Lead Abatement Supervisor, Lead Inspector and Risk Assessor training courses for contractors, inspectors, landlords, and the general public.

A Request for Proposals was issued for this contract and Environmental Education Associates was selected as the most qualified to provide this service.

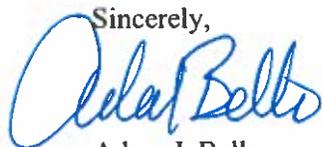
**The specific legislative action required is to authorize the County Executive, or his designee, to execute a contract, and any amendments thereto, with Environmental Education Associates, 346 Austin Street, Buffalo, New York 14207, to provide Environmental Protection Agency certified lead training courses for the Leading in Lead Prevention Pilot Program, Rental Registry Program, and Childhood Lead Poisoning Prevention Program+ in an amount not to exceed \$115,370 for the period of April 1, 2025 through March 31, 2026, with the option to renew for three (3) additional one-year terms in an amount not to exceed \$115,370 per year.**

This action is a Type II Action pursuant to 6 NYCRR § 617.5(c)(25) (“official acts of a ministerial nature involving no exercise of discretion, including building permits and historic preservation permits where issuance is predicated solely on the applicant’s compliance or noncompliance with the relevant local building or preservation code(s)”) and (26) (“routine or continuing agency administration and management, not including new programs or major reordering of priorities that may affect the environment”) and is not subject to further review under the State Environmental Quality Review Act.

Funding for this contract is included in the 2025 operating budget of the Department of Public Health, general fund 9300, funds center 5806110000, Lead Programs. No additional net County support is required in the current Monroe County budget.

The records in the Office of the Monroe County Treasury have indicated that neither Environmental Education Associates, nor its principal officer, Andrew McLellan, President, owe any delinquent Monroe County property taxes.

I recommend that this matter be referred to the appropriate committee(s) for favorable action by Your Honorable Body.

Sincerely,  
  
Adam J. Bello  
Monroe County Executive

AJB:db



ATTACHMENTS:

Description File Name

▣ Referral R25-0041.pdf



# Office of the County Executive

Monroe County, New York

**Adam J. Bello**  
*County Executive*

February 7, 2025

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No.	<u>250041</u>
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Committee Assignment	
<b>HUMAN SERVICES</b>	<b>-L</b>
<b>WAYS &amp; MEANS</b>	

To The Honorable  
Monroe County Legislature  
407 County Office Building  
Rochester, New York 14614

**Subject:** Authorize a Contract with Rural Housing Opportunities Corporation to Provide Construction Management Services for the Leading in Lead Prevention Pilot Program

Honorable Legislators:

I recommend that Your Honorable Body authorize a contract with Rural Housing Opportunities Corporation in an amount not to exceed \$2,550,000 to provide construction management services for the Leading in Lead Prevention Pilot Program for the period of January 1, 2025 through March 31, 2026.

By Resolution 209 of 2024, Your Honorable Body authorized the acceptance of a grant from the Housing Trust Fund Corporation for the Leading in Lead Prevention Pilot Program. This vendor will provide construction management services for the Leading in Lead Prevention Pilot Program. This program aims to mitigate lead hazards in up to 75 multi-family rental properties identified within a high-risk area of Monroe County. Construction management will include, but not be limited to contractor procurement, overseeing all construction-related activities, ensuring effective implementation of lead hazard control work, and managing the entire construction process from pre-construction through project completion, and project closeout.

A Request for Proposals was issued for this contract and Rural Housing Opportunities Corporation was selected as the most qualified to provide this service.

**The specific legislative action required is to authorize the County Executive, or his designee, to execute a contract, and any amendments thereto, with Rural Housing Opportunities Corporation, 400 East Avenue, Rochester, New York 14607, to provide construction management services for the Leading in Lead Prevention Pilot Program in an amount not to exceed \$2,550,000 for the period of January 1, 2025 through March 31, 2026, with the option to renew for two (2) additional one-year terms in an amount not to exceed \$2,550,000 per year.**

This action is a Type II Action pursuant to 6 NYCRR § 617.5(c)(25) ("official acts of a ministerial nature involving no exercise of discretion, including building permits and historic preservation permits where issuance is predicated solely on the applicant's compliance or noncompliance with the relevant local building or preservation code(s)") and (26) ("routine or continuing agency administration and management, not including new programs or major reordering of priorities that may affect the environment") and is not subject to further review under the State Environmental Quality Review Act.

Funding for this contract is included in the 2025 operating budget of the Department of Public Health, general fund 9300, funds center 5806110000, Lead Programs. No additional net County support is required in the current Monroe County budget.

Rural Housing Opportunities Corporation is a not-for-profit agency, and the records in the Office of the Monroe County Treasury have indicated that it does not owe any delinquent Monroe County property taxes.

I recommend that this matter be referred to the appropriate committee(s) for favorable action by Your Honorable Body.

Sincerely,  


Adam J. Bello  
Monroe County Executive

AJB:db



ATTACHMENTS:

Description File Name

▣ Referral R25-0042.pdf



# Office of the County Executive Monroe County Legislature

February 7, 2025

To The Honorable  
Monroe County Legislature  
407 County Office Building  
Rochester, New York 14614

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Committee Assignment	
<b>INTRGOV REL</b>	<b>-L</b>
<b>TRANSPORTATION</b>	
<b>WAYS &amp; MEANS</b>	

**Subject: Authorize an Intermunicipal Agreement with the Town of Clarkson for the East Avenue Sidewalk Extension Project Partially Funded through Monroe County; Appropriate Committed Fund Balance; and Authorize an Interfund Transfer**

Honorable Legislators:

We recommend that Your Honorable Body authorize an intermunicipal agreement with the Town of Clarkson (the "Town") for the East Avenue Sidewalk Extension Project, partially funded through Monroe County in an amount not to exceed \$223,000; appropriate committed fund balance; and authorize an interfund transfer.

The Town has submitted a Monroe County Municipal Sidewalk Funding Application to install approximately 2100 linear feet of sidewalk along East Avenue between Mission Hill Drive/Havenwood Drive and Wedgewood Court/Anita's Lane (the "Project"). The total construction costs are anticipated to be approximately \$446,000. Through the intermunicipal agreement, the County will reimburse the Town in an amount not to exceed \$223,000 for construction expenses. The \$223,000 of the County's share will be paid for by the appropriation and transfer of committed fund balance pursuant to Resolution 197 of 2023.

The Project will connect existing sidewalk networks serving this area and provide a continuous path between residential neighborhoods and various destinations within the Clarkson community. Such connections would further the goals of the Town of Clarkson 2022 Comprehensive Plan as well as the County's Countywide Active Transportation Plan to fill gaps within the existing sidewalk network.

**The specific legislative actions required are:**

1. Authorize the County Executive, or his designee, to execute an intermunicipal agreement, and any amendments thereto, with the Town of Clarkson in an amount not to exceed \$223,000 for the East Avenue Sidewalk Extension Project.
2. Amend the 2025 operating budget of the Department of Finance-Unallocated by appropriating committed fund balance in the amount of \$223,000 into general fund 9001, funds center 1209030000, Transfer to Other Funds.
3. Authorize an interfund transfer in the amount of \$223,000 from the Department of Finance-Unallocated, general fund 9001, funds center 1209030000, Transfer to Other Funds, to the Department of Transportation, road fund 9002, funds center 8002060000, Sidewalk Projects.

This action is an Unlisted Action under the New York State Environmental Quality Review Act (“SEQRA”). The Town of Clarkson will conduct a coordinated review and the provisions of SEQRA shall be complied with prior to Your Honorable Body undertaking, funding, or approving the action requested in this referral.

Funding for this intermunicipal agreement will be available in the Department of Transportation, road fund 9002, funds center 8002060000, Sidewalk Projects once the interfund transfer has been authorized. This interfund transfer requires \$223,000 of additional net County support for which the appropriation of committed fund balance is requested.

We recommend that this matter be referred to the appropriate committee(s) for favorable action by Your Honorable Body.

Sincerely,



Adam J. Bello  
Monroe County Executive



Jackie Smith  
Monroe County Legislator  
District 2



ATTACHMENTS:

Description File Name

▣ Referral R25-0043.pdf



Office of the County Executive

Monroe County, New York

Adam J. Bello
County Executive

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Committee Assignment
TRANSPORTATION -L
WAYS & MEANS

February 7, 2025

To The Honorable
Monroe County Legislature
407 County Office Building
Rochester, New York 14614

Subject: Authorize a Contract with Keeler Construction Co., Inc. for Construction Services for the Attridge Road Culvert Project in the Town of Riga

Honorable Legislators:

I recommend that Your Honorable Body authorize a contract with Keeler Construction Co., Inc. in the amount of \$1,144,201 for construction services for the Attridge Road Culvert Project in the Town of Riga.

The Attridge Road Culvert is County owned and spans the Black Creek Tributary in the Town of Riga. This project involves removal and replacement of the existing culvert with a new precast box culvert. In addition, new asphalt pavement, guide railing, and pavement markings will be completed. The current schedule is to start work in spring 2025 with an anticipated completion by fall 2025.

The following four (4) bids were received on December 23, 2024:

Table with 2 columns: Bidder Name and Bid Amount. Includes Keeler Construction Co., Inc. (\$1,144,201.00), C.P. Ward, Inc. (\$1,285,996.00), Crane Hogan Structural Systems, Inc. (\$1,313,469.50), and Nardozzi Paving and Construction LLC (\$1,370,000.00).

The bids have been reviewed and Keeler Construction Co., Inc. has been determined to be the lowest responsible bidder pursuant to General Municipal Law §103.

The specific legislative action required is to authorize the County Executive, or his designee, to execute a contract with Keeler Construction Co., Inc., 13519 West Lee Road, Albion, New York 14411, in the amount of \$1,144,201 for construction services for the Attridge Road Culvert Project in the Town of Riga, and any amendments necessary to complete the project within the total capital fund(s) appropriation.

This action is a Type II Action pursuant to 6 NYCRR § 617.5(c)(2) ("replacement, rehabilitation or reconstruction of a structure or facility, in kind, on the same site") and is not subject to further review under the State Environmental Quality Review Act.

Funding for this contract, consistent with authorized uses, is included in capital fund 2066 and in any other capital fund(s) created for the same intended purpose. No additional net County support is required in the current Monroe County budget.

The records in the office of the Monroe County Treasury have indicated that neither Keeler Construction Co., Inc., nor any of its principal officers, owe any delinquent Monroe County property taxes. The principal officers of the firm are:

Mark D. Keeler, President  
Thomas B. Keeler, Vice President  
James R. Keeler, Secretary

I recommend that this matter be referred to the appropriate committee(s) for favorable action by Your Honorable Body.

Sincerely,  
  
Adam J. Bello  
Monroe County Executive



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# Office of the County Executive

Monroe County, New York

**Adam J. Bello**  
County Executive

February 7, 2025

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Committee Assignment
<b>PUBLIC SAFETY -L</b>
<b>WAYS &amp; MEANS</b>

To The Honorable  
Monroe County Legislature  
407 County Office Building  
Rochester, New York 14614

Subject: Amend Resolution 378 of 2023 to Extend the Contract with the University of Rochester for the Continuing Development and Sustainment of the County's Medical Countermeasure Program

Honorable Legislators:

I recommend that Your Honorable Body amend Resolution 378 of 2023 to extend the contract with the University of Rochester for the continuing development and sustainment of the County's Medical Countermeasure Program for two (2) additional months through June 30, 2025.

This is a no-cost extension for public health preparedness efforts through continued contractual services with the University of Rochester Center for Community Health.

**The specific legislative action required is to amend Resolution 378 of 2023 to extend the contract with the University of Rochester for the continuing development and sustainment of the County's Medical Countermeasure Program for two (2) additional months through June 30, 2025.**

This action is a Type II Action pursuant to 6 NYCRR § 617.5(c)(26) ("routine or continuing agency administration and management, not including new programs or major reordering of priorities that may affect the environment") and is not subject to further review under the State Environmental Quality Review Act.

Funding for this contract is included in the 2025 operating budget of the Department of Public Safety, general fund 9300, funds center 2408030100, Office of Emergency Management. No additional net County support is required in the current Monroe County budget.

I recommend that this matter be referred to the appropriate committee(s) for favorable action by Your Honorable Body.

Sincerely,

Adam J. Bello  
Monroe County Executive

AJB:db



ATTACHMENTS:

Description File Name

- ▣ Referral R25-0045.pdf
- ▣ Attachment 25-0045\_attachment.pdf



# Office of the County Executive

Monroe County, New York

**Adam J. Bello**  
County Executive

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Committee Assignment
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<b>WAYS &amp; MEANS</b>

February 7, 2025

Additional Material on File  
in the Clerk's Office ✓

To The Honorable  
Monroe County Legislature  
407 County Office Building  
Rochester, New York 14614

**Subject:** Authorize Amendments to the Monroe County/Monroe County Bar Association Plan Regarding the Conflict Defender's Office and Assigned Counsel Program

Honorable Legislators:

I recommend that Your Honorable Body authorize amendments to the Monroe County/Monroe County Bar Association Plan Regarding the Conflict Defender's Office and Assigned Counsel Program pursuant to Section 722 of the New York State County Law.

The Monroe County/Monroe County Bar Association Plan Regarding the Conflict Defender's Office and Assigned Counsel Program ("the Plan") is a cooperative effort between Monroe County and the Monroe County Bar Association for the provision of high quality legal services to eligible public defense clients. The Monroe County Conflict Defender's Office and Assigned Counsel Program operate under the provisions of the Plan. In 2023, Your Honorable Body approved an updated Plan that created separate, independent offices for the Conflict Defender and Assigned Counsel program, which had previously operated as a single office. That update ensured that Monroe County was compliant with the Standards for Establishing and Administering Assigned Counsel Programs adopted by the New York State Office of Indigent Legal Services ("ILS").

ILS subsequently requested several minor changes to the Plan. These changes include strengthening language which permits legal representation prior to court filings in both Criminal and Family Court cases, clarification of who may sit on the Assigned Counsel Program Advisory Committee and its duties, and simplifying the process by which assigned counsel attorneys utilize specialists to assist with their cases. ILS and the Board of Trustees of the Monroe County Bar Association have already approved the updated Plan. A copy of the proposed updated Plan is on file in the office of the Clerk of the Legislature.

**The specific legislative action required is to authorize amendments to the Monroe County/Monroe County Bar Association Plan Regarding the Conflict Defender's Office and Assigned Counsel Program, as approved by the New York State Office of Indigent Legal Services and Monroe County Bar Association, pursuant to Section 722 of the New York State County Law.**

The legislative action requested in this referral is not an "Action," as that term is defined in 6 NYCRR § 617.2(b), and is not subject to review under the State Environmental Quality Review Act.

This plan will have to impact on the revenues or expenditures of the current Monroe County budget.

I recommend that this matter be referred to the appropriate committees for favorable action by Your Honorable Body.

Sincerely,  


Adam J. Bello  
Monroe County Executive

AJB:db

THE MONROE COUNTY/MONROE COUNTY  
BAR ASSOCIATION PLAN REGARDING  
THE  
CONFLICT DEFENDER'S OFFICE AND  
ASSIGNED COUNSEL PROGRAM



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## **I. INTRODUCTION**

The Monroe County/Monroe County Bar Association Plan Regarding the Conflict Defender’s Office and Assigned Counsel Program (“the Plan”) is a cooperative effort between Monroe County (“the County”) and the Monroe County Bar Association (“the Bar” or “the Bar Association”) for the provision of high quality legal services to eligible public defense clients. Eligible public defense clients are individuals who possess a constitutional or statutory right to assigned counsel pursuant to Article 18-B of the County Law, Section 262 of the Family Court Act, Section 407 of the Surrogate's Court Procedure Act, 22 NYCRR § 205.19, Section 259-i(3)(f)(v) of the Executive Law or any other current or subsequently enacted statutory provisions conferring the right to assigned counsel.

## **II. GOAL OF THE PLAN**

The goal of this Plan is for the Conflict Defender’s Office and Assigned Counsel Program to provide high quality legal representation to eligible public defense clients.

### **III. OBJECTIVES OF THE PLAN**

The objectives of this Plan are to:

- provide high quality legal representation to eligible public defense clients;
- ensure cost accountability of services; and
- provide increased efficiency for the courts by making qualified attorneys more readily available to handle cases.

### **IV. HISTORY**

The Monroe County Assigned Counsel Program began operation in all courts in Monroe County in 1992. In 2003, pursuant to County Law 722(3)(a), the Monroe County Conflict Defender's Office was created by agreement between Monroe County, the Monroe County Bar Association and New York State. At that time, the Monroe County Assigned Counsel Program became part of the Conflict Defender's Office. The Conflict Defender's Office began operating in Rochester City Court, Monroe County Family Court and the appellate courts in Monroe County. The combined offices have continued to be one office, organized under a single administrator, the Monroe County Conflict Defender.

In 2019, the New York State Office of Indigent Legal Services adopted Standards for Establishing and Administering Assigned Counsel

Programs. These “Black Letter Standards” recommend that assigned counsel programs “not be part of a ... Conflict Defender office.” The settlement of the lawsuit in *Hurrell-Harring v. The State of New York* and the passage of New York State Executive Law § 832 has allowed for State funding to be used to adopt the ILS Black Letter Standards including effectuating the split of the Monroe County Conflict Defender’s Office and the Monroe County Assigned Counsel Program into separate offices.

#### **V. COUNTY RESPONSIBILITIES**

A. It is the responsibility of Monroe County, along with New York State, to deliver high quality legal services to eligible public defense clients in all of the courts of Monroe County.

B. The County agrees that the Assigned Counsel Administrator and Conflict Defender will not be the same person and that the Offices will be separate and independent. The County agrees to comply with standards and performance criteria for Assigned Counsel and Conflict Defense Offices as established by the New York State Office of Indigent Legal Services.

C. The County agrees to maintain a Conflict Defender’s Office to represent eligible public defense clients in Monroe County Family Court, Rochester City Court, the appellate courts, and for the purpose of continuity of representation in County or Supreme Court when the matter has been

transferred from Family Court or when an ancillary proceeding is initiated as part of an appellate process. The County agrees to appoint a full-time Conflict Defender to administer the Conflict Defender's Office in accordance with this Plan and applicable law.

D. The County shall authorize the Conflict Defender to hire attorney staff as well as clerical, investigative, and support staff to implement the terms of this Plan and effectuate the goal of providing high quality defense services to eligible defendants and other litigants. The County shall authorize the Conflict Defender to hire experts, including social workers and forensic experts, as needed to assist attorneys in representing clients.

E. The County agrees to maintain an Assigned Counsel Program Office to administer the assignment of counsel to public defense clients when the Public Defender's Office and Conflict Defender's Office are unable to represent the client. The County agrees to appoint a full-time Assigned Counsel Administrator (the "Administrator") to administer the Assigned Counsel Program in accordance with the terms of this Plan and applicable law. The County shall authorize the Assigned Counsel Administrator to hire sufficient staff to implement the terms of this Plan and ensure high quality representation of clients by Assigned Counsel Panel attorneys.

F. The County will, in the annual budget process, allocate sufficient

resources to ensure high quality legal representation to the County's public defense clients.

## **VI. BAR ASSOCIATION RESPONSIBILITIES**

A. Under this Plan, the Monroe County Bar Association will assume the following responsibilities:

1. Recruitment of Attorneys for the Assigned Counsel Program  
– The Bar, in conjunction with the Administrator, will assist in the recruitment of private lawyers willing to accept Article 18-B assignments.
2. Recruitment of Attorneys for the Conflict Defender – If requested, the Bar shall assist the Conflict Defender to develop a plan to recruit, train and retain attorneys.
3. Continuing Legal Education – The Bar will recommend continuing legal education standards for panel attorneys. The Bar will also conduct at least one continuing legal education course a year in the areas of Family Court practice, local criminal court practice, felony court practice, and appellate practice unless the Appellate Division elects to conduct an appellate practice program.
4. Criteria for Attorney Selection – The Assigned Counsel

Program Advisory Committee of the Bar, in conjunction with the Administrator, will recommend minimum criteria for panel membership.

5. Assigned Counsel Program Advisory Committee – The Bar will maintain an Assigned Counsel Program Advisory Committee. A majority of the Assigned Counsel Program Advisory Committee members shall be attorneys who are not judges; and no members of the Assigned Counsel Program Advisory Committee shall hold a position as a prosecutor, law enforcement or government official. The Advisory Committee shall meet at least quarterly to ensure that the objectives of this Plan are met. The Advisory Committee shall respond to requests from the Administrator for information or for recommendations.

6. Upon request, a Conflict Defender Advisory Committee – If requested by the Conflict Defender, the Bar shall establish a Conflict Defender Advisory Committee which shall be available to advise and assist the Conflict Defender, particularly regarding recruitment, training and retention of attorneys.

## **VII. CONFLICT DEFENDER**

A. In accordance with the provisions of Article 18-B of the County Law of the State of New York, there shall be an Office of Conflict Defender, the head of which shall be the Conflict Defender.

B. The Conflict Defender shall be an attorney duly licensed to practice law in the State of New York and admitted to practice in all courts within the scope of the Plan. The Conflict Defender shall have a minimum of ten years' experience as an attorney in the practice of criminal law or family law. The Conflict Defender shall possess administrative experience and sufficient experience and skill in the representation of criminal defendants, parents in family law matters or appeals of criminal defense or Family Court matters. The Conflict Defender must have a demonstrated history of commitment to high quality representation of public defense clients.

C. The Conflict Defender shall be selected through a merit selection process. The Conflict Defender shall be appointed by the County Executive from a list of three names provided to the County Executive by the Monroe County Bar Association, subject to applicable civil service requirements and confirmation by the Monroe County Legislature. The Conflict Defender shall be subject to reconfirmation every two (2) years. The Legislature shall act upon the Conflict Defender's reconfirmation by the end of February of

each eligible year. The County Executive shall have the right to remove the Conflict Defender in accordance with applicable law.

D. The Conflict Defender must have an ability to communicate effectively with clients, judges, lawyers who practice in all courts within the scope of this Plan, court administrators, other persons within the court system and county officials. The Conflict Defender must have an ability to effectively manage staff attorneys and other employees of the Conflict Defender's Office.

E. The Conflict Defender shall be compensated at the same pay group as the Assigned Counsel Administrator.

F. The Conflict Defender shall not be allowed to engage in the private practice of law.

G. The Conflict Defender shall be prohibited from engaging in political activities. The Conflict Defender shall not directly or indirectly engage in any political activity except (i) as otherwise authorized by this section or by law, (ii) to vote and to identify himself or herself as a member of a political party, and (iii) on behalf of measures to improve law, the legal system or the administration of justice.

Prohibited political activity shall include:

(1) Being a member of a political organization other than enrollment and membership in a political party;

(2) Being a member of any other group the principal purpose of which is to further the election or appointment of candidates to political office;

(3) Participating in any political campaign for any office or permitting his or her name to be used in connection with any activity of a political organization;

(4) Publicly endorsing or publicly opposing a candidate for public office;

(5) Making speeches on behalf of a political organization or another candidate;

(6) Attending political gatherings;

(7) Soliciting funds for or making a contribution to a political organization or candidate; or

(8) Purchasing tickets for politically sponsored dinners or other functions.

## **VIII. CONFLICT DEFENDER'S RESPONSIBILITIES**

A. The Conflict Defender shall have the powers and duties set forth in the laws of the State of New York, including the County Law, the Family Court Act, the Surrogates Court Procedure Act and other laws applicable to the provision of public defense services by a Conflict Defender. Such powers and duties shall include but shall not be limited to the following:

1. To represent financially eligible criminal defendants in misdemeanor and violation level offenses in Rochester City Court, without charge, as defined in § 722-a of the County Law and to represent people prior to the initiation of formal charges in Rochester City Court when it appears that such charges are imminent.
2. To represent, without charge, in a proceeding in Family Court or Surrogate's Court in the County of Monroe, any person entitled to counsel pursuant to § 262 and § 1120 of the Family Court Act, 22 NYCRR § 205.19, and § 407 of the Surrogate's Court Procedure Act, who is financially unable to obtain counsel, in accordance with this Plan. Pursuant to 22 NYCRR § 205.19, counsel shall be appointed to eligible individuals prior to the filing of a petition upon the request for counsel by a parent or legally responsible person, upon the pre-petition request under Article 10 of the Family Court Act for an order for immediate removal of a child or temporary order of protection, or upon notice of an extra-judicial emergency removal of a child.
3. When necessary or appropriate, to obtain information regarding a potential client's eligibility for public defense

services.

4. To engage in planning and policy decisions with the County, the Bar Association, the New York State Office of Indigent Legal Services, office staff and public defense clients.
5. To develop and execute County and other office policies;
6. To prepare, subject to necessary County approval, the program budget;
7. To recruit, train, supervise and evaluate attorney and non-attorney staff;
8. To ensure that attorneys, when appropriate and necessary, have access to and utilize non-attorney professionals, such as investigators, expert witnesses, social workers, paralegals, mitigation specialists, mental health professions and language interpreters;
9. To ensure that all attorneys have access to legal research services and an up-to-date motion and brief bank;
10. To implement guidelines created by the New York State Office of Indigent Legal Services relative to the maximum recommended number of cases assigned to each attorney;
11. To develop and implement a procedure to address client

and community complaints;

12. To act as a spokesperson for the Conflict Defender's Office in matters regarding policy and operation of the Office;

13. To engage in outreach and public education to the various communities in the County interested in and impacted by the criminal justice, family justice and appellate systems, and address matters that arise for the Conflict Defender's Office in relation to the criminal justice and family justice systems;

14. To maintain such statistics and make such reports as may be required by the County Executive, the County Legislature or the New York State Office of Indigent Legal Services;

15. To perform such other duties as may be set forth in the Administrative Code and as may be required by other laws.

#### **IX. CONFLICT DEFENDER'S OFFICE STAFF ATTORNEYS**

A. The Conflict Defender shall recruit, train, evaluate and supervise staff attorneys in accordance with this Plan and as authorized by the County to represent eligible public defense clients in Monroe County Family Court, Rochester City Court, the appellate courts, and for the purpose of continuity of representation in County or Supreme Court when the matter has been transferred from Family Court or when an ancillary proceeding is initiated

as part of an appellate process.

B. Pursuant to Article II, §C2-6, paragraph C, subparagraph (6) of the Monroe County Charter the staff attorneys shall be compensated at the same pay group as assistant public defenders performing similar work in the Public Defender's Office.

C. The Conflict Defender's Office staff attorneys shall not be allowed to engage in the private practice of law.

#### **X. ASSIGNED COUNSEL ADMINISTRATOR**

A. The Assigned Counsel Administrator shall be an attorney duly licensed to practice law in the State of New York and admitted to practice in all courts within the scope of the Plan. The Administrator shall have a minimum of ten years' experience as an attorney in the practice of criminal law or family law. The Administrator shall possess administrative experience and sufficient experience and skill in the representation of criminal defendants, parents in family law matters or appeals of criminal defense or Family Court matters. The Administrator must have a demonstrated history of commitment to high quality representation of public defense clients.

B. The Administrator shall be selected through a merit selection process. The Administrator shall be appointed by the County Executive

from a list of three names provided to the County Executive by the Monroe County Bar Association's Assigned Counsel Program Advisory Committee, subject to applicable civil service requirements and confirmation by the Monroe County Legislature. The Assigned Counsel Program Advisory Committee shall select the three candidates after a transparent and thoughtful recruitment process. The Committee's selection process shall include a review of each candidate's resume and an interview process with the candidates that the Committee believes are the most qualified. The Administrator shall be subject to reconfirmation every two (2) years. The Legislature shall act upon the Administrator's reconfirmation by the end of February of each eligible year. The County Executive shall have the right to remove the Administrator in accordance with applicable law.

C. The Administrator must have an ability to communicate effectively with clients, judges, lawyers who practice in all courts within the scope of this Plan, court administrators, other persons within the court system and county officials.

D. The Administrator shall administer the Assigned Counsel Program in accordance with the terms of this Plan and applicable law.

E. The Administrator shall be compensated at the same pay grade as the Conflict Defender.

F. The Administrator shall not be allowed to engage in the private

practice of law.

G. The Administrator may handle any type of case that falls under the scope of this Plan so long as it is commensurate with their experience and consistent with fulfilling the duties of Administrator.

H. The Assigned Counsel Administrator shall be prohibited from engaging in political activities. The Assigned Counsel Administrator shall not directly or indirectly engage in any political activity except (i) as otherwise authorized by this section or by law, (ii) to vote and to identify himself or herself as a member of a political party, and (iii) on behalf of measures to improve law, the legal system or the administration of justice.

Prohibited political activity shall include:

- (1) Being a member of a political organization other than enrollment and membership in a political party;
- (2) Being a member of any other group the principal purpose of which is to further the election or appointment of candidates to political office;
- (3) Participating in any political campaign for any office or permitting his or her name to be used in connection with any activity of a political organization;
- (4) Publicly endorsing or publicly opposing a candidate for

public office;

(5) Making speeches on behalf of a political organization or another candidate;

(6) Attending political gatherings;

(7) Soliciting funds for or making a contribution to a political organization or candidate; or

(8) Purchasing tickets for politically sponsored dinners or other functions.

#### **XI. ASSIGNED COUNSEL ADMINISTRATOR'S RESPONSIBILITIES**

A. The Administrator shall effectuate the goal of providing high quality legal services to public defense clients and ensure the cost accountability of services.

B. The Administrator shall have the following powers and duties:

1. Development and implementation of policies and procedures, in conjunction with the County, the Bar Association's Assigned Counsel Program Advisory Committee, the New York State Office of Indigent Legal Services and other entities, regarding the Assigned Counsel Program, assigned lawyers and public defense clients.

2. Subject to appropriate County approval, development and execution of operational policies including voucher payment regulations, assignment procedures, and administrative policies that are necessary to effectuate the goals and objectives of the Plan or applicable laws, rules and regulations.
3. Subject to necessary County approval, preparation of the program budget.
4. In conjunction with the Bar Association's Assigned Counsel Program Advisory Committee, recruitment of panel attorneys willing to accept assignments.
5. In conjunction with the Bar Association's Assigned Counsel Program Advisory Committee, establishment of minimum criteria for panel membership.
6. In conjunction with the Bar Association's Assigned Counsel Program Advisory Committee, design and development of an attorney program application that all attorneys are required to complete as a condition of accepting an assignment.
7. Review of each attorney's panel application and determination of the panel(s) from which an attorney may accept assignments utilizing the criteria established in

conjunction with the Bar.

8. Compilation and maintenance of a list of panel attorneys who are willing and qualified to accept assignments.

9. Design and implementation of a mandatory orientation program, including a mentorship program, for new panel attorneys. Such a program shall include a discussion of the expectations of high quality representation and administrative procedures.

10. Design and maintenance of a “second chair” program whereby a less experienced attorney is paired with a more experienced attorney to obtain necessary trial experience.

11. Requiring that all panel attorneys receive appropriate substantive, procedural and practical training to enable them to provide high quality representation.

12. Maintenance of a motion and brief bank that may be accessed by all panel attorneys, indexed and kept current.

13. Ensuring that all panel attorneys, when appropriate and necessary have access to and utilize non-attorney professionals such as investigators, expert witnesses, paralegals, social workers, mitigation specialists, mental health professionals and language interpreters. For State funding allocated for these

non-attorney professionals, the Administrator shall implement a protocol to review and approve panel attorney applications for these services.

14. Ensuring that all panel attorneys have access to legal research services.

15. Ensuring that all panel attorneys have the opportunity to consult with other qualified attorneys and experts regarding the handling of a case.

16. Ensuring that the representation of all panel attorneys be evaluated based upon objective criteria established by the Administrator and that panel attorneys be given meaningful feedback regarding the quality of the representation that they provide.

17. Ensuring high quality representation by periodically requiring attorneys to re-certify their panel membership.

18. Maintenance of the following panels:

- Homicide/Predatory Sexual Offense Panel (any matter involving a death or a potential “life” sentence);
- ABC Felony Panel excluding homicides and Predatory Sexual Offense cases;
- DE Felony Panel;

- Misdemeanor Panel;
- Raise the Age Panel (in conjunction with the Appellate Division, Fourth Department);
- Appeals Panel (in conjunction with the Appellate Division, Fourth Department);
- Family Court Panel, including sub-panels requiring different levels of experience and expertise;
- Parole/Probation Violation Panel;
- “Other” Panel (such as representation of witnesses);
- Surrogate’s Court Panel; and

19. In conjunction with the Bar Association’s Assigned Counsel Program Advisory Committee or other organizations such as the Appellate Division, creation of any other panels as future circumstances may dictate and creation of minimum criteria for membership on any newly created panel after consultation with the Bar Association’s Assigned Counsel Advisory Committee.

20. Selection of attorneys for assignments in accordance with this Plan on a rotating basis.

21. When necessary or appropriate, obtaining information regarding a potential client’s financial eligibility for public

defense.

22. Maintenance of a record of all attorneys assigned, whether assigned directly by a judge or assigned by Assigned Counsel Program staff.

23. Implementation of guidelines created by the New York State Office of Indigent Legal Services relative to the maximum recommended number of cases to be assigned to individual panel attorneys.

24. Development and implementation of a complaint procedure that ensures that all complaints regarding attorney performance on pending cases are addressed.

25. Maintenance of a record of all complaints regarding attorney performance, unless a complaint is deemed meritless.

26. Review of attorney vouchers prior to submission to the disposition judge including any appropriate recommendations to the judge.

27. Development and implementation of standards for attorney billings in accordance with applicable laws, County policy, and the terms of this Plan.

28. Maintenance of such statistics and make such reports as may be required by the County Executive, the County

Legislature or the New York State Office of Indigent Legal Services.

29. Representing the Assigned Counsel Program in matters involving policy and the operation of the program.

30. Addressing matters that arise regarding the Assigned Counsel Program, its attorneys when acting in their capacity as Assigned Counsel panel attorneys, and other actors in the criminal justice and parental representation systems.

31. Outreach and public education to the various communities in the County interested in and impacted by the criminal justice, family justice and appellate systems.

32. Institution of a yearly review process of the Plan to determine if the Plan's goals and objectives are being met and whether any changes are needed and the recommendation of such changes. The Administrator shall seek the comments and recommendations of representatives of the Bar Association's Assigned Counsel Program Advisory Committee, the County, the Judiciary, panel attorneys, and any other individuals or entities the Administrator deems appropriate. Based upon such a review, issue a written Annual Report to the County Executive and President of the Monroe County Bar

Association.

33. Consultation with the New York State Office of Indigent Legal Services, the Judiciary and community groups regarding provision of indigent legal services in the County and performance of any functions or duties that may be necessary to accomplish the objectives of the Plan and effectuate applicable laws, rules and regulations.

## **XII. ASSIGNED COUNSEL PANEL ATTORNEYS**

A. Service on an Assigned Counsel Panel is a privilege, not a right.

Panel attorneys are not employed by the County, but rather are independent contractors.

B. Membership on the assigned counsel panels requires zealous representation of clients in a professional, skilled, ethical, holistic client-centered manner and compliance with the rules and expectations set forth herein.

C. Attorneys must be admitted to practice law before the courts of the State of New York and be in good standing with the New York State Office of Court Administration. Upon request, attorneys must be able to provide proof of current completion of continuing legal education as required to maintain a license to practice in the State of New York.

D. All panel attorneys must meet the minimum qualifications for panel membership set by the Administrator in conjunction with the Bar Association. Panel members may only accept assigned cases on panels for which they have been approved.

E. As a condition to being eligible to accept assignments, each attorney must execute an assigned counsel panel membership application which contains the following information:

- Attorney name and firm name;
- Attorney address, phone number and email address;
- Date of admission to practice;
- Social Security number or Tax ID number;
- The number of years in practice;
- The percentage of work devoted to criminal practice, Surrogate Court practice, Family Court practice and appeals;
- If applying for a trial level panel, the number of prior relevant trials conducted by the applicant, and the approximate dates of such trials;
- If applying for the appeals panel, the number of prior relevant appeals conducted by the applicant, and the approximate date of such appeals;
- Other relevant experience in the courts before which

assignment is sought;

- Any specialized training regarding the panel(s) being applied to;
- A writing sample;
- Disclosure of whether the attorney has malpractice insurance;
- Disclosure of any prior ethics complaints where discipline was imposed;
- Disclosure of any prior criminal convictions;
- Disclosure of any other matters that could impact the Administrator's decision as to whether the attorney should be on any panels or which panels might be appropriate;
- In his or her application, the panel attorney shall agree to the following terms and conditions of panel participation:
  - The attorney will comply with the terms of the Plan, all standards promulgated by the Administrator, and all applicable laws and regulations;
  - The attorney agrees to immediately notify the trial judge and the Administrator if at any time the attorney believes he or she has a conflict of interest that would affect their representation or is unable to adequately or effectively represent his or her assigned client;

- The attorney will submit their voucher for final payment to the Administrator prior to submission to the assigning judge and in conformance with all program rules;
- The attorney will agree to the re-opening of a court order authorizing payment for previously submitted vouchers where subsequent vouchers submitted by the attorney provide reasonable cause for the Administrator to believe a billing error occurred in a previously paid voucher. All vouchers are subject to audit both before and after payment;
- Subject to the appeal procedure set forth in herein, the attorney agrees to comply with the determination of the Administrator regarding the level of case for which the attorney will be contacted to handle. An attorney initially denied placement on any particular panel may subsequently reapply for that panel after obtaining additional, qualifying experience;
- Panel members are prohibited from accepting private retainers from any client assigned by the court or the Assigned Counsel program;
- Attorneys must maintain a working e-mail account as a

means of receiving information from and providing information to the Administrator or a designee;

- Attorneys must immediately notify the Administrator of any changes to their work telephone number, postal address, or email address;
- Attorneys must cooperate with monitoring, performance evaluations and investigations of any complaints, including billing discrepancies, by the Administrator;
- Attorneys are encouraged to maintain professional liability insurance;
- Once assigned to a case, the attorney agrees to remain as counsel of record for the duration of the case unless and until specifically relieved by the court with a new attorney being assigned, or the client retains counsel, or the case is completed;
- Panel attorneys agree to consistently and promptly comply with requests for information from the Assigned Counsel program regarding information that is necessary for the functioning of the program, meeting County and State reporting requirements and ensuring quality representation. Panel attorneys will not be required to

provide confidential information that would breach the attorney-client privilege or which would jeopardize the attorney-client relationship.

### **XIII. ASSIGNMENT PROCEDURE**

A. All assignments shall be made by the Administrator unless the assignment is made by the presiding judge based on special circumstances as described below. The assigning judge shall have final authority to determine whether the attorney is qualified to handle the matter. The Administrator shall make assignments on a rotating basis from a list of all eligible participating attorneys. In assigning counsel, the Administrator shall whenever possible provide for continuity of counsel based on prior representation or current assignment on a pending case or cases, as long as the attorney is a member of the panel that handles the case being assigned.

B. The Administrator shall give due regard to the following additional factors:

- Potential conflicts of interest;
- Geographic proximity;
- Attorney caseloads; and
- Attorney skill and experience with the type of case involved.

C. When the presiding judge assigns an attorney under special circumstances, the judge must select the attorney from the panel that handles the type of case being assigned. If the presiding judge makes the assignment, the court shall promptly notify the Administrator of the assignment of counsel. Upon receipt of a notice from a judge of an in-court assignment, the Administrator shall record the assignment on the panel attorney's record and the assignment shall be treated by the Administrator for rotation purposes, as though the assignment was made by the Administrator.

#### **XIV. COMPENSATION FOR PANEL ATTORNEYS**

A. The rate of compensation paid to panel attorneys is set by New York State statute, County Law § 722-b. Pursuant to County Law § 722-b and other applicable laws, rules and regulations, the amount of compensation paid to panel attorneys shall be determined by the disposition judge after an appropriate recommendation by the Administrator.

B. In accordance with Article 18-B of the County Law, and other applicable laws, rules and regulations, panel attorneys shall be reimbursed for expenses reasonably incurred during assigned representation.

C. The Administrator shall have the authority to develop additional payment requirements in accordance with the applicable law or the

requirements of the County's auditors or the State Comptroller.

#### **XV. PAYMENT PROCEDURES**

A. After an attorney has completed an assignment, the attorney shall within 30 calendar days complete and forward to the Administrator a voucher setting forth the amount of time spent on each service, the total amount of all time spent, any expenses incurred (providing receipts when required) and any other information required by the Administrator.

Vouchers may be submitted for good cause after the 30-day time limit.

Vouchers may not be submitted more than 90 days after completion of the case unless in the judgement of the Administrator there are exceptional circumstances.

B. The Administrator shall review the panel attorney's voucher for accuracy, ensure there are no irregular charges, ensure that all charges reasonably and accurately reflect services provided to clients were necessary to provide high quality legal representation and to ensure all time vouchered is in accordance with applicable billing guidelines, laws, rules and policies.

C. After the Administrator's review, the voucher will be forwarded to the disposition judge with an appropriate recommendation to assist the disposition judge in their review of the voucher. The disposition judge is the judge who was presiding over the last substantive act in the case such as a

dismissal of the matter, sentencing, issuing a final Order, or referring a matter to the Grand Jury that was subsequently no billed. If the disposition judge is not available due to retirement, death or protracted illness, the voucher shall be forwarded to the appropriate supervising judge of the court or their designee.

D. If the Administrator has a question regarding a panel attorney's voucher, the Administrator shall contact the attorney and attempt to resolve the problem. If the attorney and the Administrator resolve the problem, the Administrator shall forward the voucher to the disposition judge along with the Administrator's recommendation regarding payment.

E. If the attorney and the Administrator cannot resolve the dispute, then the Administrator shall offer the attorney an opportunity to object in writing and forward the voucher and written objection to the disposition judge along with a written statement from the Administrator setting forth the Administrator's objections to payment of the voucher. A copy of the Administrator's written statement shall be sent to the attorney. The disposition judge shall make the final determination regarding the panel attorney's compensation, subject to any applicable appeal rights of the attorney or the Administrator.

F. The disposition judge may review the attorney's voucher for accuracy, to ensure that all claimed hours were necessary to provide quality

legal representation to the client and to consider the Administrator's recommendation. The disposition judge may consult with the Administrator or the attorney for additional information or clarification regarding the voucher.

**XVI. ASSIGNED COUNSEL PANEL ATTORNEY COMPLAINT  
AND DISCIPLINE PROCEDURES**

A. Upon receipt of a complaint regarding a panel attorney's behavior or performance, the Administrator shall investigate such complaint. Each investigation may, in the Administrator's discretion, include speaking to the person making the complaint, speaking to the attorney who is the subject of the complaint, speaking with the client and to any other person with relevant information and reviewing any relevant documentation.

1. If, at the conclusion of the Administrator's investigation, the complaint is deemed meritless, the Administrator will purge the complaint from the panel attorney's record.

2. All complaints deemed by the Administrator to be meritorious shall be maintained as part of the attorney's Assigned Counsel Program record. If the complaint is found meritorious and the attorney's conduct constitutes a violation of the New York Rules of Professional Conduct, the Administrator shall report such conduct to the Attorney Grievance Committee

of the Fourth Department.

3. If the Administrator determines that a complaint is meritorious but not of a serious nature, the Administrator shall resolve the matter after consultation with the attorney and the client, if the client made the complaint.

4. If the Administrator determines that there is merit to the complaint and the complaint is of a serious nature, the Administrator shall refer the matter for a hearing before the Complaint Resolution Committee. The Administrator may suspend the attorney from panel membership pending a determination of the Complaint Resolution Committee.

B. The Complaint Resolution Committee shall consist of three members: one member to be designated by the Monroe County Bar Association, one member to be designated by the Administrative Judge of the Seventh Judicial District, and one member to be designated by the County.

C. A complaint of a serious nature includes, but is not limited to:

1. Disbarment, suspension from practice, failure to maintain attorney registration in good standing, or any public censure by any attorney licensing body;

2. A criminal arrest; Panel attorneys are required to notify the

Administrator within one business day if they are arrested for a criminal offense;

3. Failure to provide competent legal representation in an ethical and professional manner;
4. Substantial or continuous violations of Assigned Counsel Program rules or other applicable laws, rules and guidelines issued by the Administrator;
5. The intentional submission of materially incorrect information to the Administrator on panel applications, vouchers, or other submissions;
6. Billing improprieties; or
7. Accepting payment or requesting payment from assigned clients or their family members.

D. If a complaint is referred to the Complaint Resolution Committee, the following procedures shall apply:

1. Charging Document: The Administrator shall send a letter to the attorney outlining the alleged violations of the program rules.
- 2 Representation: The Attorney is entitled to be represented by counsel at his or her own expense. The Administrator is entitled to be represented by counsel.

### 3. Pre-Hearing Procedures: Counsel for the Attorney and

Administrator will exchange documentary evidence and witness lists that include a summary of each witness's proposed testimony at least three (3) weeks before the hearing. The documentary evidence and witness lists including the summary of the witness's testimony will be presented to the Complaint Resolution Committee at least two (2) weeks before the hearing. The Attorney will provide a written summary of the attorney's defense at least two (2) weeks prior to the hearing. Upon a review of the witness lists and summary of the witness's testimony, the Complaint Resolution Committee may determine that it does not wish to hear live testimony from a witness, but instead rely upon the summary of their testimony provided by counsel. The Complaint Resolution Committee will notify counsel at least one (1) week before the hearing which witnesses, if any, the Committee wishes to have testify in-person or virtually.

4. Attorney as Witnesses: The Attorney has the right to testify on the attorney's own behalf. The Attorney may be cross-examined by opposing counsel. The Complaint Resolution

Committee will determine the appropriate scope of witness testimony, including the scope of cross-examination.

5. Other Witnesses/Confrontation of Opposing Witnesses: If the Complaint Resolution Committee determines it will hear in-person testimony from a witness, there will be a formal direct examination by the attorney calling the witness to testify.

Direct examination will be followed by cross-examination by the opposing attorney. Whether re-direct examination and re-cross are permitted will be left to the discretion of the Complaint Resolution Committee. The Complaint Resolution Committee will determine the appropriate scope of witness testimony, including the scope of cross-examination. The Complaint Resolution Committee may ask questions of a witness.

6. Rules of Evidence: New York rules of evidence may be applied, but the Complaint Resolution Committee may waive the rules to provide a full and fair hearing of the matter.

7. Negative Inference: The Complaint Resolution Committee may draw a negative inference from an attorney's failure to cooperate with the Administrator's investigation into a complaint or the attorney's failure to participate in the hearing

before the Committee.

8. Burden of Proof: To impose discipline upon the attorney, the Complaint Resolution Committee must unanimously determine that the complaint has been established by just cause. If the burden is not met, the Complaint Resolution Committee will direct the Administrator to purge the complaint from the program's records. If the Complaint Resolution Committee determines that the Administrator has met the burden of proof, discipline may be imposed.

9. Discipline: The Complaint Resolution Committee may impose discipline up to and including permanent removal from the assigned counsel panels, suspension from the panels for up to one year, or any other lesser sanction that the Complaint Resolution Committee deems appropriate under the circumstances. During and after the period of suspension, the Complaint Resolution Committee may impose reasonable conditions on the attorney that provide the opportunity for counseling or remediation. During the course of remediation, the Complaint Resolution Committee may limit which panel the attorney may participate in or require that a mentoring attorney review the attorney's work product and performance.

If, after a hearing, a sanction of suspension or removal from the panels has been made, the Administrator must immediately notify all of the judges that the attorney is no longer eligible to accept assignments. The Administrator will promptly assign new counsel for the clients previously assigned to that attorney. When practicable the complainant, the clients of the attorney, and other relevant parties shall be notified of the final decision.

10. Conduct of Hearing: The hearing may be held virtually or in- person at the discretion of the Complaint Resolution Committee.

11. Memorializing: A court reporter will be utilized to memorialize the hearing.

12. Final Decision: Any decision of the Complaint Resolution Committee shall be considered a final decision.

13. A determination made by the Assigned Counsel Administrator or the Complaint Resolution Committee is not a bar to the filing of a complaint with the appropriate Attorney Grievance Committee.

**XVII. PROCEDURES REGARDING DENIAL OF PANEL  
MEMBERSHIP**

A. If the Administrator refuses to grant an attorney membership on a panel, the attorney may seek an administrative review by the Complaint Resolution Committee.

B. This administrative review will be a de novo review based upon a review of the attorney's application and any other documentary evidence submitted by the attorney or the Administrator. The Complaint Resolution Committee, in its discretion, may grant the attorney and Administrator oral argument on the matter. No testimony will be taken in this administrative review; nor will cross-examination be permitted.

C. The decision of the Complaint Resolution Committee shall be final.

D. If the Complaint Resolution Committee upholds the determination of the Administrator and denies the attorney membership on a panel, the attorney may re-apply for the panel with a subsequent application made more than one year after the denial. The attorney should provide new evidence of additional experience which would make them eligible for the panel. Such evidence could include one or more of the following: completion of Continuing Legal Education programs specifically applicable to the panel being applied to, second chair participation or mentorship

participation.

### **XVIII. SUPERSEDING PROVISION**

This Plan supersedes the former plan, The Monroe County Bar Association Sponsored Plan for Conflict Assignments, agreed to by Monroe County and the Monroe County Bar Association on or about April 14, 2003 and subsequently approved by New York State.

### **XIX. SEVERABILITY**

If any clause, sentence, paragraph, subdivision, section, or part of this ordinance or the application thereof to any person, individual, corporation, firm, partnership, entity, or circumstance shall be adjudged by any court of competent jurisdiction to be invalid or unconstitutional, such order or judgment shall not affect, impair or invalidate the remainder thereof, but shall be confined in its operation to the clause, sentence, paragraph, subdivision, section or part of this ordinance, or in its application to the person, individual, corporation, firm, partnership, entity, or circumstance directly involved in the controversy in which such order or judgment shall be rendered.

### **XX. EFFECTIVE DATE**

The terms of this Plan shall go into effect immediately upon approval

by the Monroe County Bar Association, Monroe County, and the New York State Office of Indigent Legal Services.

Upon the confirmation of a Conflict Defender by the Monroe County Legislature in 2023, the Monroe County Conflict Defender's Office and Monroe County Assigned Counsel Program will be considered separate entities under separate leadership.

### **XXI. DURATION OF THE PLAN**

The terms of this Plan shall remain in full force and affect unless terminated by either Monroe County or the Monroe County Bar Association. Monroe County or the Monroe County Bar Association may terminate the Plan at any time upon one hundred eighty (180) days written notice to the other. Upon receipt or initiation of a termination notice, the Assigned Counsel Administrator shall notify all judges of the termination.

In the event of Plan termination, the assignment of cases will revert to whatever method of assignment is required by applicable law at the time of termination.

This Plan may not be amended unless mutually agreed to by the Monroe County Bar Association and Monroe County, with the approval of New York State Office of Indigent Legal Services.



ATTACHMENTS:

Description File Name

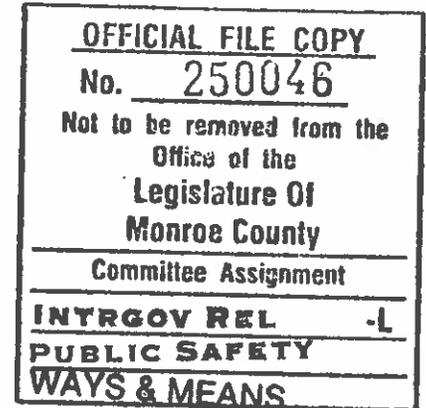
▣ Referral R25-0046.pdf



# Office of the County Executive

Monroe County, New York

**Adam J. Bello**  
County Executive



February 7, 2025

To The Honorable  
Monroe County Legislature  
407 County Office Building  
Rochester, New York 14614

**Subject:** Acceptance of a Grant from the New York State Division of Homeland Security and Emergency Services for the Operation Stonegarden Program and Authorize Intermunicipal Agreements with the Towns of Greece, Irondequoit, and Webster

Honorable Legislators:

This matter is being referred to Your Honorable Body at the request of Sheriff Todd K Baxter.

I recommend that Your Honorable Body accept a grant from the New York State Division of Homeland Security and Emergency Services in an amount not to exceed \$152,258 for the Operation Stonegarden Program for the period of September 1, 2024 through August 31, 2027, and authorize intermunicipal agreements with the Town of Greece in an amount not to exceed \$40,368 for the reimbursement of overtime, fringe benefits and equipment; the Town of Irondequoit in an amount not to exceed \$33,791 for the reimbursement of overtime, fringe benefits and mileage; and the Town of Webster in an amount not to exceed \$9,099 for the reimbursement of overtime, fringe benefits, equipment and mileage for the Operation Stonegarden Program for the period of September 1, 2024 through August 31, 2027.

This Federal Fiscal Year 2024 grant provides funding for the law enforcement community to enhance preparedness and operational readiness along United States land and water borders. Funds shall be used to increase the operational capabilities (i.e. planning, prevention, response, recovery, and mitigation of an incident or homeland security issue) of federal, state, local and tribal law enforcement promoting a layered, coordinated approach to law enforcement within U.S. Border states and territories. Funds will be used to fund operational overtime during details for the Sheriff's Office and the Towns of Greece, Irondequoit, and Webster. This is the eighth year local agencies located on the border were included on the Monroe County Border Patrol Operations Order. The County will receive the award and be responsible for coordinating the reimbursement of funds for the three local agencies who participate in Operation Stonegarden. This is the sixteenth year the County has received this grant. This year's funding represents a decrease of \$12,510 from last year.

**The specific legislative actions required are:**

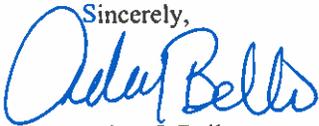
1. Authorize the County Executive, or his designee, to accept a grant in an amount not to exceed \$152,258 and to execute a contract and any amendments thereto, with the New York State Division of Homeland Security and Emergency Services for the Operation Stonegarden Program for the period of September 1, 2024 through August 31, 2027.

2. Amend the 2025 operating budget of the Office of the Sheriff by appropriating the sum of \$152,258 into general fund 9300, funds center 3803010000, Police Bureau Administration.
3. Authorize the County Executive, or his designee, to execute an intermunicipal agreement, and any amendments thereto, with the Town of Greece for the reimbursement of overtime, fringe benefits, and equipment for the Operation Stonegarden Program in an amount not to exceed \$40,368 for the period of September 1, 2024 through August 31, 2027.
4. Authorize the County Executive, or his designee, to execute an intermunicipal agreement, and any amendments thereto, with the Town of Irondequoit for the reimbursement of overtime, fringe benefits, and mileage for the Operation Stonegarden Program in an amount not to exceed \$33,791 for the period of September 1, 2024 through August 31, 2027.
5. Authorize the County Executive, or his designee, to execute an intermunicipal agreement, and any amendments thereto, with the Town of Webster for the reimbursement of overtime, fringe benefits, equipment, and mileage for the Operation Stonegarden Program in an amount not to exceed \$9,099 for the period of September 1, 2024 through August 31, 2027.
6. Authorize the County Executive to appropriate any subsequent years of the grant award in accordance with the grant terms, to reappropriate any unencumbered balances during the grant period according to the grantor requirements, to make any necessary funding modifications within the grant guidelines to meet contractual commitments, and to enter into any amendments to extend the time period of the grant.
7. Should funding of this program be modified or terminated for any reason, the County Executive is hereby authorized to terminate or modify the program and, where applicable, to terminate or abolish some or all positions funded under such program. Any termination or abolishment of positions shall be in accordance with New York State Civil Service Law and, when applicable, the terms of any labor agreement affecting such positions.

This is a Type II Action pursuant to 6 NYCRR 617.5(c) (26) ("routine or continuing agency administration and management, not including new programs or major reordering of priorities that may affect the environment") and is not subject to further review under the State Environmental Quality Review Act.

This grant is 100% funded by the Federal Department of Homeland Security Federal Emergency Management Agency (administered by the New York State Division of Homeland Security and Emergency Services). No net County support is required in the current Monroe County budget.

I recommend that this matter be referred to the appropriate committee(s) for favorable action by Your Honorable Body.

Sincerely,  
  
Adam J. Bello  
Monroe County Executive



ATTACHMENTS:

Description File Name

▣ Referral R25-0047.pdf



# Office of the County Executive

Monroe County, New York

**Adam J. Bello**  
County Executive

February 7, 2025

<b>OFFICIAL FILE COPY</b>	
No.	<u>250047</u>
Not to be removed from the Office of the Legislature Of Monroe County	
Committee Assignment	
<b>INTRGOV REL</b>	<b>-L</b>
<b>PUBLIC SAFETY</b>	
<b>WAYS &amp; MEANS</b>	

To The Honorable  
Monroe County Legislature  
407 County Office Building  
Rochester, New York 14614

**Subject:** Authorize Intermunicipal Agreements with Participating Townships and Villages and a Contract with the University of Rochester Department of Public Safety for Reimbursement to the Monroe County Sheriff's Office for the Use of MCSO Health & Wellness Clinicians and Programs

Honorable Legislators:

This matter is being referred to Your Honorable Body at the request of Sheriff Todd K. Baxter.

I recommend that Your Honorable Body authorize intermunicipal agreements with participating townships and villages and a contract with the University of Rochester Department of Public Safety for reimbursement to the Monroe County Sheriff's Office for use of the Monroe County Sheriff's Office Health & Wellness Program ("MCSO Health & Wellness") clinicians and programs.

The MCSO's Health & Wellness program is an innovative initiative prioritizing officer wellness through embedded clinicians, peer support, and specialized training. Since its launch in September 2022, the program has experienced significant growth, with over 7,790 contacts in 2023 and exceeding 10,000 in 2024, underscoring the successful normalization of wellness within the department. The agreements and contracts referenced herein would allow MCSO Health & Wellness to expand its services to other law enforcement agencies within the County.

**The specific legislative actions required are:**

1. Authorize the County Executive, or his designee, to execute intermunicipal agreements, and any amendments thereto, with participating townships and villages for reimbursement to the Monroe County Sheriff's Office for the use of MCSO Health & Wellness clinicians and programs.
2. Authorize the County Executive, or his designee, to enter into a contract, and any amendments thereto, with the University of Rochester Department of Public Safety for reimbursement to Monroe County for the use of MCSO Health & Wellness clinicians and programs.

This is a Type II Action pursuant to 6 NYCRR § 617.5(c)(26) (“routine or continuing agency administration and management, not including new programs or major reordering of priorities that may affect the environment”) and is not subject to further review under the State Environmental Quality Review Act

This program will be revenue generating by the intermunicipal agreements and contracts referenced herein. No additional net County support is required in the current Monroe County budget.

I recommend that this matter be referred to the appropriate committee(s) for favorable action by Your Honorable Body.

Sincerely,



Adam J. Bello  
Monroe County Executive



ATTACHMENTS:

Description File Name

▣ Referral R25-0048.pdf



# Office of the County Executive

Monroe County, New York

**Adam J. Bello**  
County Executive

February 7, 2025

<b>OFFICIAL FILE COPY</b>
No. <u>250048</u>
Not to be removed from the Office of the <b>Legislature Of Monroe County</b>
Committee Assignment
<b>WAYS &amp; MEANS</b> -L

**Additional Material on File  
in the Clerk's Office**

To The Honorable  
Monroe County Legislature  
407 County Office Building  
Rochester, New York 14614

Subject: Proposed *In Rem* Tax Foreclosure Action No. 149  
City of Rochester and Towns of Brighton, et al.

Honorable Legislators:

I recommend that Your Honorable Body authorize an *in rem* tax foreclosure proceeding against the delinquent properties contained in the List of Delinquent Taxes and Properties attached hereto.

These are all of the properties affected by unpaid tax liens held and owned by the County of Monroe for a period of one (1) year or more from the date on which the said properties affected by said tax liens were sold, and all other transcripts of the delinquency affecting the parcels enumerated. These parcels are of sufficient delinquency to be foreclosed under the provisions of the Monroe County *In Rem* Tax Foreclosure Act.

**The specific legislative action required is that the Legislature of the County of Monroe authorizes and direct that foreclosure proceedings *in rem* be conducted and consummated by separate and individual action against the properties listed therein.**

This action is a Type II Action pursuant to 6 NYCRR §617.5(c)(40) ("sale and conveyance of real property by public auction pursuant to article 11 of the Real Property Tax Law") and is not subject to further review under the State Environmental Quality Review Act.

No additional net County support is required in the current Monroe County budget.

I recommend that this matter be referred to the appropriate committee(s) for favorable action by Your Honorable Body.

Sincerely,

Adam J. Bello  
Monroe County Executive



ATTACHMENTS:

Description File Name

▣ Referral R25-0049.pdf



*Office of the County Executive*  
Monroe County, New York

**Adam J. Bello**  
*County Executive*

February 7, 2025

<b>OFFICIAL FILE COPY</b>	
No. <u>250049</u>	
Not to be removed from the Office of the Legislature Of Monroe County	
Committee Assignment	
<b>WAYS &amp; MEANS</b>	<b>-L</b>

To The Honorable  
Monroe County Legislature  
407 County Office Building  
Rochester, New York 14614

Subject: Acceptance of Grant from New York State Board of Elections for the General Election Grant Program

Honorable Legislators:

This matter is being referred to Your Honorable Body at the request of Monroe County Board of Elections Commissioners Peter Elder and Jackie Ortiz.

I recommend that Your Honorable Body accept a grant from the New York State Board of Elections in the amount of \$185,742 for the General Election Grant Program for the period of April 1, 2024 through March 31, 2025.

This grant is intended to reimburse the Monroe County Board of Elections for the costs associated with the 2024 General Election. Examples of such costs include, but are not limited to, temporary staff, poll site supplies, election equipment, and public awareness campaigns. This is the first time the County has received this grant.

**The specific legislative actions required are:**

1. Authorize the County Executive, or his designee, to accept a \$185,742 grant from, and to execute a contract and any amendments thereto with, the New York State Board of Elections for the General Election Grant Program for the period April 1, 2024 through March 31, 2025.
2. Amend the 2025 operating budget of the Board of Elections by appropriating the sum of \$185,742 into general fund 9300, funds center 2003010000, Elections Support.
3. Authorize the County Executive to appropriate any subsequent years of the grant award in accordance with the grant terms, to reappropriate any unencumbered balances during the grant period according to the grantor requirements, to make any necessary funding modifications within the grant guidelines to meet contractual commitments, and to enter into any amendments to extend the time period of the grant.

4. Should funding of this program be modified or terminated for any reason, the County Executive is hereby authorized to terminate or modify the program and, where applicable, to terminate or abolish some or all positions funding under such program. Any termination or abolishment of positions shall be in accordance with the New York State Civil Service Law and, where applicable, the terms of any labor agreement affecting such positions.

This action is a Type II Action pursuant to 6 NYCRR § 617.5(c)(26) (“routine or continuing agency administration and management, not including new programs or major reordering of priorities that may affect the environment”) and is not subject to further review under the State Environmental Quality Review Act.

This grant is 100% funded by the New York State Board of Elections. No net County support is required in the current Monroe County Budget.

I recommend that this matter be referred to the appropriate committee(s) for favorable action by Your Honorable Body.

Sincerely,  


Adam J. Bello  
Monroe County Executive



ATTACHMENTS:

Description File Name

▣ Referral R25-0050.pdf



# Office of the County Executive

Monroe County, New York

**Adam J. Bello**  
County Executive

February 7, 2025

<b>OFFICIAL FILE COPY</b>
No. <u>250050</u>
Not to be removed from the Office of the Legislature Of Monroe County
Committee Assignment
<b>WAYS &amp; MEANS -L</b>

To The Honorable  
Monroe County Legislature  
407 County Office Building  
Rochester, New York 14614

**Subject:** Acceptance of Grant from the New York State Board of Elections for the Electronic Poll Book Grant Program

Honorable Legislators:

This matter is being referred to Your Honorable Body at the request of Monroe County Board of Elections Commissioners Peter Elder and Jackie Ortiz.

I recommend that Your Honorable Body accept a grant from the New York State Board of Elections in the amount of \$574,942 for the Electronic Poll Book Grant Program for the period of April 1, 2024 through March 31, 2025.

This grant is intended to reimburse the Monroe County Board of Elections for the cost of new electronic poll books. This is the second time the County has received this grant.

**The specific legislative actions required are:**

1. Authorize the County Executive, or his designee, to accept a \$574,942 grant from, and to execute a contract and any amendments thereto with, the New York State Board of Elections for the Electronic Poll Book Grant Program for the period April 1, 2024 through March 31, 2025.
2. Amend the 2025 operating budget of the Board of Elections by appropriating the sum of \$574,942 into general fund 9300, funds center 2003010000, Elections Support.
3. Authorize the County Executive to appropriate any subsequent years of the grant award in accordance with the grant terms, to reappropriate any unencumbered balances during the grant period according to the grantor requirements, to make any necessary funding modifications within the grant guidelines to meet contractual commitments, and to enter into any amendments to extend the time period of the grant.

4. Should funding of this program be modified or terminated for any reason, the County Executive is hereby authorized to terminate or modify the program and, where applicable, to terminate or abolish some or all positions funding under such program. Any termination or abolishment of positions shall be in accordance with the New York State Civil Service Law and, where applicable, the terms of any labor agreement affecting such positions.

This action is a Type II Action pursuant to 6 NYCRR § 617.5(c)(26) (“routine or continuing agency administration and management, not including new programs or major reordering of priorities that may affect the environment”) and is not subject to further review under the State Environmental Quality Review Act.

This grant is 100% funded by the New York State Board of Elections. No net County support is required in the current Monroe County Budget.

I recommend that this matter be referred to the appropriate committee(s) for favorable action by Your Honorable Body.

Sincerely,



Adam J. Bello  
Monroe County Executive



ATTACHMENTS:

Description File Name

▣ Referral R25-0051.pdf



# Office of the County Executive

Monroe County, New York

**Adam J. Bello**  
County Executive

February 7, 2025

<b>OFFICIAL FILE COPY</b>
No. <u>250051</u>
Not to be removed from the Office of the Legislature Of Monroe County
<b>Committee Assignment</b>
<b>WAYS &amp; MEANS -L</b>

To The Honorable  
Monroe County Legislature  
407 County Office Building  
Rochester, New York 14614

**Subject:** Acceptance of Grant from the New York State Board of Elections for the Ballot by Mail Pre-Paid Postage Program

Honorable Legislators:

This matter is being referred to Your Honorable Body at the request of Monroe County Board of Elections Commissioners Peter Elder and Jackie Ortiz.

I recommend that Your Honorable Body accept a grant from the New York State Board of Elections in the amount of \$294,076 for the Ballot by Mail Pre-Paid Postage Program for the period of April 1, 2024 through March 31, 2025.

This grant is intended to reimburse the Monroe County Board of Elections for the costs of the Business Reply Mail pre-paid postage requirement. This is the second time the County has received this grant.

**The specific legislative actions required are:**

1. Authorize the County Executive, or his designee, to accept a \$294,076 grant from, and to execute a contract and any amendments thereto with, the New York State Board of Elections for the Ballot by Mail Pre-Paid Postage Program for the period April 1, 2024 through March 31, 2025.
2. Amend the 2025 operating budget of the Board of Elections by appropriating the sum of \$ 294,076 into general fund 9300, funds center 2003010000, Elections Support.
3. Authorize the County Executive to appropriate any subsequent years of the grant award in accordance with the grant terms, to reappropriate any unencumbered balances during the grant period according to the grantor requirements, to make any necessary funding modifications within the grant guidelines to meet contractual commitments, and to enter into any amendments to extend the time period of the grant.

4. Should funding of this program be modified or terminated for any reason, the County Executive is hereby authorized to terminate or modify the program and, where applicable, to terminate or abolish some or all positions funding under such program. Any termination or abolishment of positions shall be in accordance with the New York State Civil Service Law and, where applicable, the terms of any labor agreement affecting such positions.

This action is a Type II Action pursuant to 6 NYCRR § 617.5(c)(26) (“routine or continuing agency administration and management, not including new programs or major reordering of priorities that may affect the environment”) and is not subject to further review under the State Environmental Quality Review Act.

This grant is 100% funded by the New York State Board of Elections. No net County support is required in the current Monroe County Budget.

I recommend that this matter be referred to the appropriate committee(s) for favorable action by Your Honorable Body.

Sincerely,  


Adam J. Bello  
Monroe County Executive



ATTACHMENTS:

Description File Name

▣ Referral R25-0052.pdf



Office of the County Executive

Monroe County, New York

Adam J. Bello
County Executive

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No. 250052
Not to be removed from the Office of the Legislature Of Monroe County
Committee Assignment
INTRGOV REL -L
PUBLIC SAFETY
WAYS & MEANS

February 7, 2025

To The Honorable
Monroe County Legislature
407 County Office Building
Rochester, New York 14614

Subject: Authorize an Intermunicipal Agreement with the City of Rochester for Traffic Control Services at Innovative Field

Honorable Legislators:

I recommend that Your Honorable Body authorize an intermunicipal agreement with the City of Rochester for the Rochester Police Department to provide traffic control services for regular and post-season Red Wings baseball games at Innovative Field during the 2025 season at the rate of \$107 per hour for each Police Officer, in an amount not to exceed \$225,000 for the period of April 1, 2025 through October 1, 2025.

The specific legislative action required is to authorize the County Executive, or his designee, to execute an intermunicipal agreement, and any amendments thereto, with the City of Rochester for the Rochester Police Department to provide traffic control services for regular and post-season games at Innovative Field during the 2025 baseball season at a rate of \$107 per hour for each Police Officer, in an amount not to exceed \$225,000 for the period of April 1, 2025 through October 1, 2025.

This referral is a Type II Action pursuant to 6 NYCRR 617.5(c)(26) ("routine or continuing agency administration and management, not including new programs or major reordering of priorities that may affect the environment") and is not subject to further review under the State Environmental Review Act.

Funding for this agreement is included in the 2025 operating budget of the Department of Finance-Unallocated, general fund 9001, funds center 1209060600, Baseball Stadium. No additional net County support is required in the current Monroe County budget.

I recommend that this matter be referred to the appropriate committee(s) for favorable action by Your Honorable Body.

Sincerely,
Adam J. Bello
Monroe County Executive