

**MINUTES**  
**FINANCIAL MANAGEMENT COMMITTEE**  
**November 28, 2012**

**MEMBERS PRESENT**

Dodie Huber, Jack Marren, Daniel Marshall, John Sheppard,  
Dominick Vedora

Absent: David Baker

**OTHERS PRESENT**

In addition to Committee Members: Supervisor Ted Fafinski,  
John Garvey, Cathy Bentzoni, Darlys McDonough, Gary Baxter,  
Mary Gates, Nellie Puma, Halle Stevens, Bill Wright, Jeff  
Harloff, Sheriff Povero, Gary Curtiss, Robin Johnson, Mary  
Krause, Julie Hoffman, Judy Manntai.

**CALL TO ORDER**

The meeting of the Financial Management Committee was called  
to order at 1:00 p.m. by Chair Dodie Huber. The Chair declared  
David Baker to be necessarily absent.

Dominick Vedora was welcomed and introduced to those  
attending the meeting. He is filling the unexpired term of former  
committee member Robert LaRocca.

**MINUTES**

Supervisor Marren made a motion to approve the minutes of the  
Financial Management Committee meeting on November 7,  
2012. The motion was seconded by Supervisor Marshall. The  
motion carried.

**GOVERNMENT OPS &  
IMPROVED METHODS**

- ▶ **Resolution:** *County Attorney -  
Resolution Requesting State  
Legislation to Renew Ontario  
County Sales Tax*

Supervisor Marshall made a motion to file the resolution to  
request that the New York State Legislature allow renewal of the  
Ontario County sales tax at the same rate as previously approved.  
The motion was seconded by Supervisor Marren. The motion  
carried.

**Real Property Tax Services - 2012  
Wholly Exempt Value Review for  
2013 Sales Tax Distribution**

A report regarding the *2012 Wholly Exempt Value Review for  
2013 Sales Tax Distribution Purposes* was reviewed and  
commented on by Robin Johnson, Director of Real Property Tax  
Services.

Supervisor Marren made a motion to accept the report. The  
motion was seconded by Supervisor Marshall. The motion  
carried.

**PERSONNEL**

- ▶ **Transfer:** *Human Resources - To Cover Cost of Medical Exams and Pre-Employment Drug Testing of New Hires* Supervisor Marren made a motion to approve the budget transfer of \$16,000 to cover the cost of medical exams, pre-employment drug testing of new hires, and the shortfall in the PsTek software licensing. The motion was seconded by Supervisor Marshall. The motion carried.

**PUBLIC SAFETY**

- ▶ **Resolution:** *Sheriff - Authorization to Accept Child Passenger Safety Seat Grant* Supervisor Sheppard made a motion to file the resolution authorizing the Ontario County Sheriff to accept a grant of \$5,000 from the NYS Governor's Traffic Safety Committee for the Child Passenger Safety Program. The motion was seconded by Supervisor Marren. The motion carried.
- ▶ **Resolution:** *Sheriff - Authorization to Accept Selective Traffic Enforcement Program (STEP) Grant* Supervisor Sheppard made a motion to file the resolution authorizing the Ontario County Sheriff to accept a grant of \$25,250 from the NYS Sheriffs' Association's Cooperative Rural Traffic Safety Initiative for Selective Traffic Enforcement Program (STEP). The program will cease operation when the STEP funding runs out. The motion was seconded by Supervisor Marshall. The motion carried.
- ▶ **Transfer:** *Sheriff - Appropriate DARE Reserve Fund for DARE 2013 Budget* Supervisor Sheppard made a motion to approve the budget transfer of \$14,225 from the Dare Reserve Fund for the 2013 DARE Budget. The motion was seconded by Supervisor Vedora. The motion carried.

**Appreciation to Sheriff's Department**

County Administrator John Garvey expressed appreciation to Sheriff Povero for the professionalism displayed by members of the Ontario County Sheriff's Department in response to media coverage of a terrible accident involving seven teenagers in Bloomfield the previous evening.

- ▶ **Transfer/Budget:** *Hazardous Materials Team - 2013 Budget* Supervisor Sheppard made a motion to approve the establishment of a 2013 HazMat Budget based on a fee structure resulting in a net zero County cost. The motion was seconded by Supervisor Marshall. The motion carried.

Supervisor Marren expressed appreciation to Emergency Management Director Jeff Harloff for responding to the request of the Financial Management Committee during the 2013 Budget Review and setting up a system for cost recovery.

**HEALTH & MEDICAL**

- ▶ **Transfer:** *Public Health  
Coroner - Cover Increased  
Number of Cases and Additional  
Lab Testing*

Supervisor Sheppard made a motion to approve the budget transfer of \$35,000 to cover increased costs for autopsies. There has been an increase in the number of unattended deaths in 2012 and an increase in the number of cases requiring extensive chemical analysis. These cases result in the need for additional lab testing which increases the cost of services. The motion was seconded by Supervisor Marren. The motion carried.

**PUBLIC WORKS**

- ▶ **Resolution:** *Authorization to  
Contract for Billing Software*

Supervisor Marshall made a motion to file the resolution authorizing a contract for utility billing software with Business Automation Services, Inc. (BAS), at an estimated project cost of \$33,960 for a twelve-month period starting December 7, 2012 and ending December 6, 2013. The motion was seconded by Supervisor Marren. The motion carried.

**CAPITAL PROJECTS**

- ▶ **Resolution:** *Planning - Domino  
Project CP 5-2012: Approval of  
Budget Amendment for space  
Utilization and Reallocation  
Project*

Supervisor Marren made a motion to file the resolution to approve the budget amendment of \$250,000 for the Space Utilization and Reallocation Project (also known as the “Domino Project”). The funds will be placed in the Contingency budget line for the project until needed for the construction phase. The motion was seconded by Supervisor Sheppard. The motion carried.

A brief status report was given by Darlys McDonough, Interim Planning Director, noting that a more detailed report is forthcoming that will include initial cost estimates. Current work includes concept drawings which are still in progress and continue to be adjusted based on needs, space available, and the reuse of existing furnishings. Julie Gotham is the project manager.

- ▶ **Resolution:** *Public Works - CP  
02-2009: Honeoye Lake Sewer  
District Improvements - Close  
Project*

Supervisor Marren made a motion to file the resolution to close Capital Project 02-2009, and that the cash balance of \$13,568.14, and any additional interest earnings remaining, be transferred to Honeoye Lake Sewer District Equipment Replacement Reserve. The motion was seconded by Supervisor Sheppard. The motion carried.

- ▶ **Resolution:** *Public Works - CP-04-2006: Various Pump Station and Facility Upgrades - Sewer District - Close Project*

Supervisor Marshall made a motion to file the resolution to close Capital Project 04-2006 and that the cash balance of \$780,588.95, and any additional interest earnings remaining, be transferred to Canandaigua Lake County Sewer District Fund Balance. The motion was seconded by Supervisor Marren. The motion carried.
- ▶ **Resolution:** *Public Works - Canandaigua Lake Sewer District - CP 7-2012: Pump Stations 4W and 5W Improvements -Establish Project*

Supervisor Marshall made a motion to file the resolution to establish Capital Project No. 07-2012 and to authorize a contract with Barton and Loguidice, P.C., for professional engineering services to prepare detailed plans and specifications for the Pump Stations 4W and 5W Improvements Project. The motion was seconded by Supervisor Marren. The motion carried.
- ▶ **Resolution:** *Public Works - Bridge Preventive Maintenance Project - CP 6-2011: 2012 Award of Bid and Budget Amendment*

Supervisor Sheppard made a motion to file the resolution to award the bid to C.P. Ward, Inc., for the Bridge Preventive Maintenance Project - 2012. The motion was seconded by Supervisor Marren. The motion carried.
- ▶ **Resolution:** *Public Works - Buildings and Grounds - CP 09-2010: Renovation of Saltonstall - Budget Amendment*

Supervisor Marren made a motion to file the resolution to amend Capital Project 09-2012 as indicated based on an operational review which changed the scope of the project to eliminate the need for the vehicle lift, but expanded security and evidence handling requirements. The motion was seconded by Supervisor Sheppard. The motion carried.

**Grimes Glen Project**

Appreciation was expressed to Bill Wright and Darlys McDonough for their efforts in the Grimes Glen project which now has the pedestrian bridge installed. The bridge was constructed by DPW employees with re-used steel. The efforts of Darlys McDonough and the Planning Department will result in the project being fully funded.

- ▶ **Resolution:** *Public Safety - CP 7-2006: Approval of Change Order CO3-005 with R.J. Schickler, Inc.*

Supervisor Sheppard made a motion to file the resolution approving change Order CO3-005 from R.J. Schickler, Inc., to cover the cost of construction delays at the Shay Road Tower Site at a cost of \$2,501. The motion was seconded by Supervisor Marshall. The motion carried.

A question was raised as to how much the delays at Shay Tower have cost. Darlys McDonough will research and provide that information.

- ▶ **Resolution:** *FLCC Master Plan Phase 1 - CP 5-2008: Approval of Change Order CO20-002 with Toshiba Business Solutions, Inc.* Supervisor Sheppard made a motion to file the resolution approving Change Order CO20-002 with Toshiba Business Solutions, reducing the amount of their contract by \$44,659.31 for changes to the music recording studios which allow the reduction of data processing equipment. The motion was seconded by Supervisor Marshall. The motion carried.
- ▶ **Resolution:** *FLCC Master Plan Phase 1 - CP 5-2008: Authorizing Contract Amendment 2 with CSNY, Inc. for Grounding Emergency Phone System* Supervisor Sheppard made a motion to file the resolution authorizing a contract amendment with CSNY, Inc., for labor and materials for modifications to the phone system at a cost of \$511.49. The motion was seconded by Supervisor Marshall. The motion carried.

**FMC STANDING COMMITTEE ITEMS**

- ▶ **Resolution:** *Apportionment of Mortgage Tax* Supervisor Sheppard made a motion to file the resolution authorizing the County Treasurer to issue checks for the distribution of the mortgage tax (\$1,454,947.57 for the period of April 1, 2012 through September 30, 2012) to the cities, towns, and villages as set forth in the resolution. The motion was seconded by Supervisor Marren. The motion carried.
- ▶ **Resolution:** *Authorization to Renew Contract with Fiscal Advisors & Marketing, Inc.* Supervisor Marshall made a motion to file the resolution for authorization to renew the contract with Fiscal Advisors & Marketing, Inc., to provide financial advisor services. The contract shall be in effect for twelve months starting January 1, 2013 through December 31, 2013. The motion was seconded by Supervisor Sheppard. The motion carried.
- ▶ **Transfer:** *Community College Chargebacks* Supervisor Marren made a motion to approve the budget transfer of \$35,000 to cover anticipated year-end community college chargeback expenses. The motion was seconded by Supervisor Sheppard. The motion carried.

It was noted that this expense has increased for the first time in the past three years. County Administrator Garvey indicated that because counties not having a community college object to the current chargeback formula, revisions to the current plan are under consideration. The matter will continue to be monitored.

**2013 Tentative Schedule of FMC Meetings**

The *Tentative* 2013 Financial Management Committee Meeting Schedule was distributed.

**OTHER BUSINESS**

- ▶ **Resolution:** *Planning - Authorization to Apply to NYS Department of Agriculture and Markets for Municipal Planning Grant to Update the 2000 Ontario County Agricultural Enhancement Plan*

Supervisor Sheppard made a motion to file the resolution to authorize the Planning Department to apply to the NYS Department of Agriculture and Markets for a County Agricultural and Farmland Protection Plan Development Grant for a state share not to exceed \$50,000 in order to prepare an update of the 2000 Ontario County Agricultural Enhancement Plan. The motion was seconded by Supervisor Marren. The motion carried.

**Employee Involvement in Reducing County Costs and Improving Efficiencies**

As a result of meeting with CSEA Grievance Representative Cam Johnson to discuss possible ways of reducing County costs and improving efficiencies in all departments, Director of Finance Cathy Bentzoni reported their suggestion that an email be sent to all County employees, including management, for suggestions on cost-cutting measures. The Union has agreed to monitor out inappropriate responses.

By general consent it was agreed that the email should be sent from the Office of the County Administrator and that it should be sent in the next couple of weeks. All departments will be asked to post the email and a small article will also be placed in the *Visions Newsletter* and *Key Events*.

**BUDGET SCHEDULE - IMPORTANT DATES**

By December 14 ~ Information Services posts the Final Budget on the County Website

**ADJOURNMENT**

Being no further business to come before the Committee, the meeting was adjourned at 1:55 p.m. following a motion by Supervisor Marshall. The motion was seconded by Supervisor Sheppard, and carried.

The next regularly scheduled meeting is Wednesday, December 12, 2012 at 1:00 p.m.

Respectfully submitted,

Judy Manntai  
Recording Secretary