



**Minutes**  
**WAYS AND MEANS COMMITTEE**  
**Location: 74 Ontario Street, 2<sup>nd</sup> Floor and WebEx**  
**Canandaigua, NY 14424**

**January 19, 2022**

**MEMBERS PRESENT**

In Person: Supervisors David Baker, Todd Campbell, Dan Marshall, Rich Russell, Andrew Wickham

Via WebEx: Bob Green, Peter Ingalsbe

**OTHERS PRESENT**

In person: County Administrator Chris DeBolt, Finance Director Mary Gates, County Attorney Holly Adams, Assistant County Attorney Lea Nacca, Undersheriff John Falbo, Senior Fiscal Manager Nellie Puma, Senior Planner Betsy Landre, Sustainability Director Carla Jordan, Board Clerk Kristin Mueller

Via WebEx: BOS Chairman Jack Marren, Finance Deputy Director Lorrie Scarrott, Planning Director Tom Harvey, Human Resources Director Michele Smith, Human Resources Deputy Director Lindsey Burgess, Safety Coordinator Sherman Manchester, Fiscal Manager Sandy Seeber, Confidential Secretary Judy Manntai.

**CALL TO ORDER**

The meeting of the Ways and Means Committee was called to order at 3:00 p.m. by Chairman David Baker.

**WELCOME**

Chairman Baker welcomed back returning Ways and Means Committee members and welcomed newly appointed member Rich Russell. Supervisor Russell has previously served on the Ways and Means Committee.

**VICE CHAIRMAN**

Chairman Baker appointed Drew Wickham as the Vice Chairman for the Ways and Means Committee.

**MINUTES**

The motion to approve the minutes of the Ways and Means Committee on December 15, 2021, and the Special Joint Meeting with Public Safety on December 23, 2021, was made by Supervisor Marshall, and seconded by Supervisor Campbell. The motion carried.

**PUBLIC WORKS**

Nellie Puma, Senior Fiscal Manager for Public Works, presented the following three resolutions for Public Works.

- **Resolution:** Capital Project No. H064-19, Pump Station 1W Improvements: Award Contracts for General, Electrical, and Heating & Ventilating Construction (B21088) and Rejection of Bid for Plumbing Construction (B21088) and Award Contract Amendment for Construction Phase Services

Supervisor Wickham made the motion to approve the resolution. Supervisor Ingalsbe seconded the motion. The motion carried.

- **Resolution:** Capital Project No. H022-15, Hopewell Complex Improvements: Budget Amendment - Department of Public Works

Supervisor Campbell made the motion to approve the resolution. Supervisor Russell seconded the motion. The motion carried.

- **Resolution:** Capital Project No. H069-20, Replacement of Tileyard Road Bridge: Acceptance of Supplemental Agreement #2 to New York State Revenue Contract - Department of Public Works

Supervisor Ingalsbe made the motion to approve the resolution. Supervisor Campbell seconded the motion. The motion carried.

**PUBLIC SAFETY**

Undersheriff Falbo presented the following three items for approval.

Supervisor Green made the motion to consider the following three items for approval as a block.

- **Resolution:** Authorization to Extend Grant Funding for New York State FY18 State Law Enforcement Terrorism Prevention Program Grant from Department of Homeland Security Emergency Services
- **Resolution:** Authorization to Accept Funding from New York State Division of Homeland Security and Emergency Services (CFDA ~ 97.067)
- **Budget Transfer - OCSO Covid Expenses (\$30,000)**

Supervisor Campbell seconded the motion. The motion carried.

Fiscal Manager Kathleen Meyers presented the following two resolutions on behalf the District Attorney's Office.

Supervisor Russell made the motion to consider the following two resolutions for approval as a block.

- **Resolution:** Authorization to Accept SFY 2021-2022 Victim and Witness Assistance Program Grant - District Attorney's Office

- **Resolution:** Authorization to Accept FY2022 Crimes Against Revenue Program Grant from New York State Division of Criminal Justice Services

Supervisor Green seconded the motion. The motion carried.

Director of Emergency Management Jeff Harloff presented the following three resolutions for approval.

Supervisor Green made the motion to consider the following three resolutions for approval as a block.

- **Resolution:** Extension of Grant from Emergency Management Preparedness Grant Covid-19 Supplemental Grant Program (EMPG-S FY20 ~ CFDA # 97.042) Ontario County Emergency Management Office
- **Resolution:** Authorization to Extend Grant Funding for FY17 State Homeland Security Program (SHSP FY17 ~ CFDA # 97.067) - Office of Emergency Management
- **Resolution:** Extension of FY18 State Homeland Security Program (SHSP) Grant Program - Office of Emergency Management

Supervisor Marshall seconded the motion. The motion carried.

Probation Director Jeff Rougeux presented the following resolution for approval.

- **Resolution:** Authorization to Accept SFY2021-2022 Ignition Interlock Device Monitoring Program Grant From New York State Division of Criminal Justice Services Office of Probation and Correctional Alternatives

Supervisor Campbell made the motion to approve the resolution. Supervisor Ingalsbe seconded the motion. The motion carried.

## PLANNING & ENVIRONMENTAL QUALITY

Senior Planner Maria Rudzinski presented the following resolution for approval.

- **Resolution:** Authorization to Accept the NYS Empire State Development Incentive Proposal to Prepare the Manchester Yard Master Site Plan Redevelopment Strategy- Phase III with an Empire State Development Strategic Planning and Feasibility Studies Program Grant

It was noted that the blanks in the original resolution submitted to the Committee have been completed with the information verbally reported to the Committee by Maria. The resolution in its final form will go to the Board of Supervisors for consideration.

Supervisor Wickham made the motion to approve the resolution. Supervisor Russell seconded the motion. The motion carried.

Planning Director Tom Harvey presented the following two resolutions for approval.

- **Resolution:** Capital Project No. H068-20, FLCC Nursing Expansion Capital Project: Authorization to Amend Contract With SJB Services, Inc. for Material Testing Services Related to Construction

Mr. Harvey noted a change to the resolution's budget table to reflect the \$630 change order for the electrician which was signed between the time the resolution was written and today's meeting. The revised resolution was emailed to the Committee.

Supervisor Wickham made the motion to approve the resolution with the noted changes. Supervisor Campbell seconded the motion. The motion carried.

- **Resolution:** Establish Capital Project H081-22 as the 2021 FLCC Maintenance Capital Project and Appropriate Fund Balance

Supervisor Russell made the motion to approve the resolution. Supervisor Green seconded the motion. The motion carried.

Senior Planner Betsy Landre presented the following resolution for approval. (A revised version of the resolution was emailed to the Committee just prior to the meeting.)

- **Resolution:** Capital Project No. H066-20: Authorization to Accept Statewide Interoperable Communications Formula Grant FY20 from NYS Division of Homeland Security and Emergency Services and Budget Transfer

Supervisor Campbell made the motion to approve the revised resolution. Supervisor Green seconded the motion. The motion carried.

## HUMAN RESOURCES

Safety Coordinator Sherman Manchester presented the 2021 year end Safety Report for consideration.

Supervisor Russell made the motion to accept the report. Supervisor Campbell seconded the motion. The motion carried.

Human Resources Director Michele Smith presented the following seven resolutions for approval.

- **Resolution:** Creation of Compliance Investigator Position

Supervisor Ingalsbe made the motion to approve the resolution. Supervisor Wickham seconded the motion. The motion carried.

- **Resolution:** Creation of Positions - Social Welfare Examiner (DBL)

Supervisor Campbell made the motion to approve the resolution. Supervisor Wickham seconded the motion. The motion carried.

- **Resolution:** Create Specialist, Services for the Aging Position and Abolish Human Services Worker Position

Supervisor Marshall made the motion to approve the resolution. Supervisor Wickham seconded the motion. The motion carried.

- **Resolution:** Creation of Psychiatrist Position

Supervisor Campbell made the motion to approve the resolution. Supervisor Ingalsbe seconded the motion. The motion carried.

Supervisor Wickham made the motion to consider the following two resolutions as a block.

- **Resolution:** Memorandum of Agreement No. 1-2022 Ontario County General Unit, C.S.E.A. (Exclude Psychiatrist from Bargaining Unit)
- **Resolution:** Memorandum of Agreement No. 2-2022 Ontario County General Unit, C.S.E.A. (Reallocate Sustainability Assistant Position)

Supervisor Ingalsbe seconded the motion. The motion carried.

- **Resolution:** Salary Adjustment - Kaitlynn McCumiskey

Supervisor Campbell made the motion to approve the resolution. Supervisor Wickham seconded the motion. The motion carried.

**WAYS & MEANS  
STANDING COMMITTEE**

Finance Director Mary Gates presented a memo listing the 2021 year-end budget transfers that have been made in accordance with the 2021 Budget Transfer Policy.

The list of budget transfers was approved by general consent.

- **Resolution:** 2022 Budget Transfer Policy

Consideration of the 2022 Budget Transfer Policy was postponed until the next meeting. Per request of the Committee, policies regarding the deadline for purchase of equipment in excess of \$2,500 are to be reviewed with the County Administrator, Director of Finance, and Department Heads as needed with consideration given to the language of previous policies. (Possible deadlines to consider: Capital purchase - 6/30; equipment over \$2,500, but not capital purchase - 10/30)

**EXECUTIVE SESSION**

At 3:52 p.m., Supervisor Marshall made the motion to move into Executive Session to discuss legal matters and labor relations matters with counsel. Supervisor Ingalsbe seconded the motion. The motion carried.

At 4:56 p.m., Supervisor Wickham made the motion to move out of Executive Session. Supervisor Marshall seconded the motion. The motion carried.

**ADJOURNMENT**

Being no further business to come before the Committee, the meeting was adjourned at 4:57 p.m., following a motion by Supervisor Campbell, and seconded by Supervisor Wickham. The motion carried.

The next regularly scheduled meeting for the Ways & Means Committee is Wednesday, February 9, 2022, at 3:00 p.m. at 74 Ontario Street and via WebEx.

Respectfully submitted,

Judy Manntai, Confidential Secretary