



Minutes
WAYS AND MEANS COMMITTEE
Location: WebEx Meeting and 74 Ontario Street, 2nd Floor
Canandaigua, NY 14424

January 20, 2021

MEMBERS PRESENT

In Person: Supervisors Todd Campbell and Andrew Wickham

Via WebEx: Supervisors David Baker, Robert Green, Pete Ingalsbe, Dan Marshall, and Kris Singer.

OTHERS PRESENT

In person: County Administrator Chris DeBolt, Sheriff Kevin Henderson, Board Clerk Kristin Mueller.

Via WebEx: BOS Chairman Jack Marren, Deputy County Administrator Brian Young, Finance Director Mary Gates, Deputy Finance Director Lorrie Scarrott, Treasurer Gary Baxter, First Assistant County Attorney Lea Nacca, Public Health Director Mary Beer, Public Works Director Bill Wright, Planning Director Tom Harvey, Human Resources Director Michele Smith, Deputy Human Resources Director Lindsey Burgess, Safety Coordinator Sherman Manchester, Fiscal Manager Kathleen Meyers, Grant Manager Peter Brown, Deputy Board Clerk Diane Foster, Confidential Secretary Judy Manntai; FLCC President Robert Nye.

CALL TO ORDER

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

COVID-19 UPDATE

Public Health Director Mary Beer gave a brief update regarding the current Ontario County Covid-19 stats:

- 4,788 Total positive cases since tracking began
- 51 New cases
- 55 In hospital
- 896 Positive in isolation
- 632 Mandatory quarantine
- 83 Deaths

Access to vaccine remains limited to what supply Public Health is receiving.

MINUTES

Motion to approve the minutes of the Ways and Means Committee on December 9, 2020, was made by Supervisor Green and seconded by Supervisor Marshall. The motion carried.

PUBLIC SAFETY

Supervisor Green made the motion to consider the following three resolutions as a block. Supervisor Marshall seconded the motion.

- Authorization to Extend 2019-2020 Aid to Prosecution Grant
- Authorization to Extend 2019-2020 Aid to Defense Grant
- Authorization to Amend Budget for Capital Project No. H045-17

The motion to approve these three resolutions carried.

CAPITAL PROJECTS

Planning Director Tom Harvey presented the following resolution:

- Closing of Capital Project No. H008-11, FLCC Viticulture Project

Motion to approve this resolution was made by Supervisor Marshall and seconded by Supervisor Ingalsbe. The motion carried.

Public Works Director Bill Wright presented the following four resolutions for approval:

- Capital Project No. H044-17, Bridge Preventive Maintenance Project (Group 2) - 2020 - Accept Supplemental Agreement #4 to New York State Revenue Contract

Motion to approve this resolution was made by Supervisor Green and seconded by Supervisor Marshall. The motion carried.

- Capital Project No. H015-13, 74 Ontario Street Renovation - Budget Transfer

Motion to approve this resolution was made by Supervisor Ingalsbe and seconded by Supervisor Green. The motion carried.

- Capital Project No. H074-20, County Wide Cold Storage - Budget Transfer

Motion to approve this resolution was made by Supervisor Green and seconded by Supervisor Marshall. The motion carried.

- Capital Project No. H064-19, Pump Station 1W Improvements - Award of Amendment Agreement to Arcadis of New York, Inc.

Motion to approve this resolution was made by Supervisor Ingalsbe and seconded by Supervisor Marshall. The motion carried.

HUMAN RESOURCES

Safety Coordinator Sherman Manchester presented the Safety Report.

Motion to approve the report given by Mr. Manchester was made by Supervisor Marshall and seconded by Supervisor Green. The motion carried.

Human Resources Director Michele Smith presented the following two resolutions for approval:

- Abolishment of Professional Engineer Position - Creation of Project Manager Position

Motion to approve this resolution was made by Supervisor Marshall and seconded by Supervisor Ingalsbe. The motion carried.

- Creation of Three Full-time Positions - County Police Officer and Abolish Three Full-time Positions - County Police Officer

Motion to approve this resolution was made by Supervisor Singer and seconded by Supervisor Green. The motion carried.

Michele Smith presented an informational report on full time employees: *2020 Ontario County Employee Retention/Attrition*. The report will be presented to the Committee on a quarterly basis.

**WAYS & MEANS
STANDING COMMITTEE**

Finance Director Mary Gates presented the following two items for approval:

- Adoption of Budget Transfer Policy

Motion to approve this resolution and the *2021 Budget Transfer Policy* was made by Supervisor Green and seconded by Supervisor Marshall. The motion carried.

- 2020 Budget Transfers - Memo Regarding Year End Budget Transfers

Motion to approve the necessary 2020 year end budget transfers per the "01/12/2021 Year End Budget Transfers" memo distributed by Finance Director Mary Gates was made by Supervisor Ingalsbe and seconded by Supervisor Marshall. The motion carried.

Mary Gates also provided the following financial update:

FEMA

- ~ Claim submitted for "Project #1" for \$83,064.17. This includes all claims paid via check from the beginning of the declaration to 9/13/2020.
- ~ Claim submitted for "Project #2" for \$9,512.64. This includes all claims paid via P-Card from the beginning of the declaration to 9/13/2020.
- ~ Project #3 will be expenses incurred since 9/14/2020. This date is when FEMA "adjusted" their ruling on what would be eligible expenses. (Distinguishing the pre-9/14/2020 claims so there's no confusion on coverage.)
- ~ Project #4 will be for any fringe expenses from Public Health that

are not covered under the Public Health grants either because we exhaust those grants or the rules change on what's covered with each extension.

Sales Tax

~ Sales tax figures for the 4th quarter 2020 are going through review with plans to process payments by Friday.

Year End Reporting

~ Per local law, preliminary financial reports are to be disbursed on or before March 1st. Given the layout of meetings this year and the year end closure process, it is not possible to send out the reports in advance of the 2/10 meeting to review with Committee at that meeting.

* Per committee agreement, a special Ways and Means meeting on 2/18 prior to the Board meeting has been set. Reports will be sent out in advance of the meeting.

2020 Year End Financial Statements

~ Audited financials will be later this year per previous discussion with the Committee. Rather than beginning in February, the audit will not begin until April with presentation delayed from the typical May/June schedule to August.

COUNTY ADMINISTRATOR

County Administrator Chris DeBolt noted the following:

- > Distribution of the Covid-19 vaccine has been a top priority.
- > Asymptomatic testing has been discontinued to offer the vaccine when it is available.

Ways and Means Vice Chairman

Chairman Baker appointed Supervisor Andrew Wickham as Vice Chairman of the Ways and Means Committee.

EXECUTIVE SESSION

At 3:51 p.m., Supervisor Marshall made the motion to move into Executive Session to discuss legal matters and labor relations matters with counsel. Supervisor Wickham seconded the motion. The motion carried.

At 4:28 p.m., Supervisor Singer made the motion to move out of Executive Session. Supervisor Ingalsbe seconded the motion. The motion carried.

ADJOURNMENT

Being no further business to come before the Committee, the meeting was adjourned at 4:28 p.m., following a motion by Supervisor Ingalsbe, seconded by Supervisor Marshall, and carried.

The next regularly scheduled meeting for the Ways & Means Committee is Wednesday, February 10, 2021, at 3:00 p.m. at 74 Ontario Street.

Respectfully submitted,
Judy Manntai, Confidential Secretary