



Minutes

WAYS AND MEANS COMMITTEE

**Location: WebEx Meeting and 74 Ontario St.,
2nd Floor Committee Room, Canandaigua, NY 14424**

May 03, 2023

MEMBERS PRESENT

In Person: Supervisors David Baker, Robert Green, Peter Ingalsbe, Dan Marshall, David Phillips, Richard Russell, and Andrew Wickham.

OTHERS PRESENT

In Person: BOS Chairman Campbell, County Administrator Chris DeBolt, Deputy County Administrator Alissa Bub, County Attorney Holly Adams, Commissioner Wright, Fiscal Manager Nellie Puma, Human Resource Director Michele Smith, Planning Director Tom Harvey, Safety Coordinator Sherman Manchester, Sr. Assistant County Attorney Ben Gilmour, Purchasing Director Jenifer Langer, Auditor Mary Burnett, Undersheriff Mike Rago, Deputy Treasurer Jeff Trickler, Abigail Marion, and Clerk to the Board Kristin Voss.

Via WebEx: District Attorney Jim Ritts, Finance Director Mary Gates, Assistant District Attorney Christopher Eaggleston, Grants Coordinator Holly Smith, and Fiscal Manager John Rizzo.

CALL TO ORDER

Supervisor Baker called the committee meeting to order at 3:00 PM.

MINUTES

Motion to approve the minutes of the April 12, 2023 Ways and Means meeting was made by Supervisor Marshall, seconded by Supervisor Wickham, and carried.

CAPITAL PROJECTS/ PUBLIC WORKS

Planning Director, Tom Harvey, presented a resolution entitled, "Capital Project No. H057-19 – Authorization to Contract for the Replacement of a Fire Hydrant at FLCC Main Campus and Budget Transfer – 2019 FLCC Maintenance Capital Project".

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

Planning Director, Tom Harvey, presented a resolution entitled, "Capital Project No. H068-20 – Contract with Pike Construction Services and Budget Transfer – FLCC Nursing Expansion Capital Project".

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

Planning Director, Tom Harvey, presented the following two resolutions:

- Establish Capital Project No. H095-23 as the 2023 FLCC Maintenance Capital Project
- Capital Project No. H080-21 and H095-23 – Award of Bid B23016 and Authorization to Contract - 2023 FLCC Maintenance Capital Project and FLCC Nursing Expansion Project

Motion to approve these resolutions as a block was made by Supervisor Russell. The motion was seconded by Supervisor Green. The motion carried.

Commissioner Wright presented a resolution entitled, “Transfer of Funds – 2023 County Budget – Purchase of Laptop”.

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

HEALTH & HUMAN SERVICES

Finance Director, Mary Gates, presented the following two resolutions:

- Authority to Accept Grant Award – New York State Department of Health Immunization Action Plan Grant Program – April 1, 2023 – March 31, 2028
- Authorization to Accept Grant Strengthening Public Health Workforce and Foundational Capabilities – December 1, 2022 – November 30, 2027

Motion to approve these resolutions as a block was made by Supervisor Marshall. The motion was seconded by Supervisor Ingalsbe. The motion carried.

A resolution entitled, “Authority to Cancel Uncollectible Debts – Ontario County Mental Health ~ 1st Quarter 2023” was presented.

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

PLANNING & ENVIRONMENTAL QUALITY

Planning Director, Tom Harvey, presented a resolution entitled, “Acceptance of the Clean Energy Communities Designation Grant from New York State Energy Research & Development Agency”.

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

GOVERNMENTAL OPERATIONS & INSURANCE

Board Clerk, Kristin Voss, presented a resolution entitled, “2023 Standard Workdays for Elected Officials for Retirement Purposes – Sheriff David J. Cirencione & Coroner Terri D. Haskins”.

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

SAFETY REPORT

Safety Coordinator, Sherman Manchester, reviewed the national safety awareness weeks for April and May.

HUMAN RESOURCES

Human Resources Director, Michele Smith, presented the following four resolutions:

- Create A Position of Secretary I
- Create A Licensed Practical Nurse Position and Abolish a Vacant Office Specialist I Position
- Create Assistant District Attorney Position
- Creation of Paralegal Specialist Position

Motion to approve these resolutions as a block was made by Supervisor Phillips. The motion was seconded by Supervisor Marshall. The motion carried.

Human Resources Director, Michele Smith, presented a resolution entitled, “Authorize Memorandum of Agreement #2-2023 Between Ontario County and the Ontario County Sheriff and the Ontario County Police Benevolent Association”.

Motion to approve this resolution was made by Supervisor Wickham. The motion was seconded by Supervisor Phillips. The motion carried.

Human Resources Director, Michele Smith, presented a resolution entitled, "Authorize Memorandum of Agreement #3-2023 Between Ontario County and the Ontario County Sheriff and the Ontario County Sheriff's General Unit".

Motion to approve this resolution was made by Supervisor Wickham. The motion was seconded by Supervisor Phillips. The motion carried.

Ms. Smith reviewed the 2023 1st quarter retention report and the salary guidelines for nursing.

**WAYS AND
MEANS**

Purchasing Director, Jenifer Langer, presented the following three resolutions:

- Authorization to Participate in Cooperative Bids Coordinated by Wayne Finger Lakes BOCES
- Authorize New Policy for Accepting Electronic Submission of Bids/Proposals
- Revision of the Ontario County Purchasing Procedures

Motion to approve these resolutions as a block was made by Supervisor Green. The motion was seconded by Supervisor Phillips. The motion carried.

Auditor, Mary Burnett, presented the 2023 1st quarter sales tax distribution.

Finance Director, Mary Gates, presented a resolution entitled, "2024-2025 County Budget Guidelines".

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

Finance Director, Mary Gates, let the committee know that the banking services RFP responses were reviewed and interviews held. They will bring a new contract resolution next committee cycle.

Deputy County Treasurer, Jeff Trickler, presented a resolution entitled, "Sale of Real Property Acquired through Enforcement of Delinquent Taxes".

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

**COUNTY
ADMINISTRATOR**

County Administrator, Chris DeBolt, presented a resolution entitled, "Authorization to Contract with Pracademic Partners for Leadership and Executive Coaching Services".

Motion to approve this resolution was made by Supervisor Russell. The motion was seconded by Supervisor Wickham. The motion carried.

County Administrator, Chris DeBolt, presented a resolution entitled, "Reappointment of Michele O. Smith, Director of Human Resources".

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

Mr. DeBolt also reminded the committee members that the municipal stakeholders

roundtable for the housing study will be held next Wednesday afternoon at Hobart and William Smith. They should have received an invitation already.

**EXECUTIVE
SESSION**

At 3:43 PM, Supervisor Wickham made the motion, seconded by Supervisor Phillips, to go into executive session regarding discussion on collective negotiations pursuant to Article 14 of the Civil Services Law (the Taylor Law) and the medical, financial, credit or employment history of a particular person or corporation, or matters leading to the appointment, employment, promotion, demotion, discipline, suspension, dismissal or removal of a particular person or corporation; motion carried.

At 4:13 PM, Supervisor Wickham made the motion, seconded by Supervisor Phillips, to leave executive session; motion carried.

ADJOURNMENT

Motion to adjourn made at 4:14 PM by Supervisor Marshall, seconded by Supervisor Wickham, and carried.

**RESPECTFULLY
SUBMITTED**

Kristin A. Voss, Clerk to the Board

Approved