



Minutes

WAYS AND MEANS COMMITTEE

**Location: WebEx Meeting and FLCC Carpenter Board Room
3325 Marvin Sands Dr
Canandaigua, NY 14424**

June 15, 2022

MEMBERS PRESENT

In Person:

Vice Chair Andrew Wickham
Supervisor Todd Campbell
Supervisor Robert Green
Supervisor Peter Ingalsbe
Supervisor Rich Russell

Via WebEx:

Supervisor David Baker
Supervisor Dan Marshall

OTHERS PRESENT

In Person:

County Administrator Chris DeBolt
Finance Director Mary Gates
County Attorney Holly Adams
1st Assistant County Attorney Lea Nacca
Assistant County Attorney Ben Gilmour
Human Resource Director Michele Smith
Commissioner of Public Works Bill Wright
Dep. Com. of Public Works Tim McElligott
Economic Development Dir. Ryan Davis
County Treasurer Gary Baxter
Deputy County Treasurer Jeff Trickler
Probation Director Jeff Rougeux
General Public: Abigail Marion
Clerk to the Board Kristin Mueller
Deputy Clerk to the Board Diane Foster
Confidential Secretary Judy Manntai

Via WebEx:

Public Health Director Mary Beer
Public Defender Leanne Lapp
Deputy Finance Director Lorrie Scarrott
Safety Coordinator Sherman Manchester
Sr. Fiscal Manager Michael Wojcik
Confidential Secretary Cindy Abraszek

FLCC: Chief Financial Officer Adam Rathbun

CALL TO ORDER

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

MINUTES

The motion to approve the minutes of the Ways and Means Committee Meeting on May 25, 2022, was made by Supervisor Campbell, and seconded by Supervisor Russell. The motion carried.

FINGER LAKES COMMUNITY COLLEGE

FLCC Chief Financial Office Adam Rathbun presented the following resolution for approval:

- **Resolution:** Fixing Date of Public Hearing on Tentative Budget Finger Lakes Community College-2022-2023

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

**HEALTH &
HUMAN SERVICES**

Public Health Director Mary Beer presented the following resolution for approval.

- **Resolution:** Authorization to Accept Public Health Emergency Preparedness Program Grant 2022-2023

Supervisor Green made the motion to approve the resolution. Supervisor Marshall seconded the motion. Motion carried.

PUBLIC SAFETY

Probation Director Jeff Rougeux presented the following two items for approval.

- **Resolution:** Alternatives to Incarceration Program (Probation Department) Transfer of ATI Bail Reserve Monies to Purchase Drug Treatment Court Behavior Check Pads - 2022

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

- **Budget Transfer:** To carry over Funding for STSJP program which erroneously closed to Fund Balance at the end of 2021

Supervisor Green made the motion to approve the budget transfer. Supervisor Ingalsbe seconded the motion. The motion carried.

Public Defender Leanne Lapp presented the following resolution for approval.

- **Resolution:** Authorization to Accept FY2021 Aid to Defense Grant NYS Division of Criminal Justice Services

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

PUBLIC WORKS

Deputy Commissioner of Public Works Tim McElligott presented the following four resolutions for approval.

- **Resolution:** Resolution Making Certain Determinations in Relation to the Project Increases to the Honeoye Lake County Consolidated Sewer District in the County of Ontario, New York

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

- **Resolution:** Capital Project No. H056-19, Honeoye Lake Wastewater Treatment Plant Improvements: Increase Project Budget

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

- **Resolution:** Capital Project No. H051-18, Scada System Installation: Authorize Amendment Agreement with Arcadis of New York, Inc

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

- **Resolution:** Capital Project No. H060-19, Lakeshore Drive & NY 364 Sidewalk Improvement Project: Acceptance of Supplemental Agreement #3 to New York State Revenue Contract

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

Senior Fiscal Manager Nellie Puma presented the following resolution for approval.

- **Resolution:** Increase Petty Cash Fund - Weights and Measures

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

Public Works Commissioner Bill Wright presented the following two budget transfers for approval.

- **Budget Transfer:** Transfer for Property Taxes

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

- **Budget Transfer:** Reserve Appropriation for Truck

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

HUMAN RESOURCES Safety Coordinator Sherman Manchester presented the 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 three resolutions for approval.

- **Resolution:** Restoration of Annual Leave in 2022

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

- **Resolution:** Authorization to Adopt Restatement of 401(a) Plan Document

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

- **Resolution:** Salary Adjustment - Vance Eaggleston

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

WAYS & MEANS STANDING COMMITTEE

County Treasurer Gary Baxter presented the following 2023 CIP Project Request.

- **2023 CIP Project Request:** Update for Property and Tax Collection and Printing Tax Bill Software

Supervisor Russell made the motion to approve the CIP Project for the 2023-2028 Capital Improvement Plan. Supervisor Campbell seconded the motion. The motion carried.

Reserves & Designated Fund Balance Review

Finance Director Mary Gates presented and discussed her memo regarding the Reserves and Designated Fund Balance Review and Policy. At year end 2021 it was determined that a review of the current reserves and designated fund balances was needed. The following were the goals of this review:

- Assess the continued need for each account and recommend changes as necessary
- Assess the appropriateness of the current balance in each account and recommend increases or decreases to each account as supported by future needs
- Assess funding sources for current reserves and recommend changes as necessary
- Propose a Reserve and Designated Fund Balance Policy for future monitoring, reporting and to ensure period assessment of reserves – Policy and resolution attached

As a result of this review, the following resolutions were presented for approval.

Supervisor Russell made the motion to block and approve the following twelve resolutions related to the review.

- **Resolution:** Abolishment of Repair Reserve and Approval of Transfer of Funds - Route 332 Sewer District
- **Resolution:** Equipment Reserve in the General Fund - Approval of Transfer of Funds
- **Resolution:** Equipment Reserve in the County Road Fund - Approval of Transfer of Funds
- **Resolution:** Capital Reserve in the General Fund for Construction, Reconstruction, Acquisition, Repair or Maintenance of Capital Projects - Approval of Transfer of Funds
- **Resolution:** Capital Reserve - County Road Fund - Approval of Transfer of Funds
- **Resolution:** Abolishment of Real Property Tax Assessment Defense Designated Fund Balance Reserve and Approval of Transfer of Funds
- **Resolution:** Abolishment of Large Format Digital Conversion Project Designated Fund Balance Reserve and Approval of Transfer of Funds
- **Resolution:** Abolishment of Document Management System Designated Fund Balance Reserve and Approval of Transfer of Funds
- **Resolution:** Abolishment of Deferred Compensation Designated Fund Balance Reserve and Approval of Transfer of Funds
- **Resolution:** Amend Time and Attendance System Designated Fund Balance Reserve and Transfer of Funds
- **Resolution:** Abolishment of Potential Liabilities Designated Fund Balance Reserve and Approval of Transfer of Funds
- **Resolution:** Abolishment of Sale and Real Property Tax Designated Fund Balance Reserve and Approval of Transfer of Funds

Supervisor Campbell seconded the motion to block and approve the resolution. The motion carried.

- **Resolution:** Adoption of the Reserves and Designated Fund Balance Policy

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

- **Resolution:** Amendment of Ontario County Fund Balance Policy

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

Discussion and Motion - FLCC Request for Bond Payments

Finance Director Mary Gates and County Administrator Chris DeBolt presented the following proposal regarding FLCC Bond Payments.

Ontario County currently provides funding through sales tax revenues to pay portions of one of the bonds for Finger Lakes Community College (FLCC) related to Phase 1A of the Master Plan. This obligation was made through 2030. In 2022 this allotment from sales tax revenues is \$774,498. Because of the nature of bond repayment, this amount is expected to decrease each year as follows:

2023	\$739,449
2024	\$688,838
2025	\$650,365
2026	\$598,512
2027	\$542,635
2028	\$487,344
2029	\$459,392
2030	\$399,708
Total	\$4,566,243

FLCC is requesting the County maintain a payment toward outstanding debt through 2030 of \$775,000 rather than reducing the payment. This would equate to an increase in the 8 years of payments by \$1,433,757 to \$6,000,000.

Administration has had conversations with FLCC regarding future funding and this particular proposal and recognizes the benefit to FLCC and the County in lieu of alternative proposals. Because FLCC needs to prepare its budget for the 2022-2023 fiscal year, approval of this proposal would make an impact on that budget.

It was noted that this is a way to help the college without increasing the sponsorship contribution which would be a permanent change.

Supervisor Baker expressed appreciation to Supervisor Russell for bringing forward this creative approach to help the college with their operating expenses.

The change to the bond payment by the County will be incorporated into the County’s budget process, and does not require a resolution.

By general consent, all members of the Committee agreed to approve the proposal.

Finance Update

Finance Director Mary Gates noted the following items previously presented at the Chair's Meeting.

- ~ Ontario County has received the first payment of opioid money - approximately \$122,000
- ~ The second ARPA payment has been received - \$10.66 million
- ~ Sales Tax - from a cash basis, we are up about 20% from last year at the same time
- ~ County Audit is usually presented second week of May. However, FLCC has not yet completed their audit. As a component of the County's audit, this must be done in order to complete the County audit. The final County audit is projected for presentation on August 17th.

County Administrator Update

County Administrator Chris DeBolt noted that new Deputy County Administrator Alissa Bub will be onboard for the next round of meetings.

EXECUTIVE SESSION

At 4:02 p.m., Supervisor Russell made the motion to move into Executive Session to discuss matters with counsel related to 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. Supervisor Campbell seconded the motion. The motion carried.

At 4:43 p.m., Supervisor Russell made the motion to move out of Executive Session. Supervisor Green seconded the motion. The motion carried.

ADJOURNMENT

Being no further business to come before the Committee, the meeting was adjourned at 4:44 p.m., following a motion by Supervisor Campbell, and seconded by Supervisor Russell. The motion carried.

The next regularly scheduled meeting for the Ways & Means Committee is Wednesday, July 6, 2022, at 3:00 p.m. at 74 Ontario Street and via WebEx.

Respectfully submitted,

Judy Manntai, Confidential Secretary