



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

July 27, 2022

MEMBERS PRESENT

In Person:

Chair David Baker
Supervisor Todd Campbell
Supervisor Dan Marshal
Supervisor Rich Russell
Supervisor Andrew Wickham

Via WebEx:

Supervisor Robert Green
Supervisor Peter Ingalsbe

OTHERS PRESENT

In Person:

Board Chairman Jack Marren
County Administrator Chris DeBolt
Finance Director Mary Gates
Deputy Finance Director Lorrie Scarrott
Commissioner of Public Works Bill Wright
Dep. Com. of Public Works Tim McElligott
Senior Fiscal Manager Nellie Puma
Planning Director Tom Harvey
County Treasurer Gary Baxter
Deputy County Treasurer Jeff Trickler
County Attorney Holly Adams
Assistant County Attorney Ben Gilmour
Human Resources Director Michele Smith
IT Director Sean Barry
RAIMS Director Rosemary Switzer
Purchasing Buyer Jennifer Langer
Chief Steve DeChick
Undersheriff John Falbo
Mental Health Director Jessica Mitchell
Clerk to the Board Kristin Mueller
Confidential Secretary Judy Manntai

Via WebEx:

Manager of Audit Mary Burnett
Senior Fiscal Michael Wojcik
EMS Coordinator Deb Trickey
Planner Tim Jensen
Safety Coordinator Sherman Manchester
Fiscal Manager Sandy Seeber
Deputy Board Clerk Diane Foster

CALL TO ORDER

The meeting of the Ways and Means Committee was called to order at 4:15 p.m. by Chairman David Baker immediately following the Joint Meeting of the Public Works Committee and Ways & Means Committee.

MINUTES

The motion to approve the minutes of the joint meeting of the Government Operations & Insurance Committee and Ways & Means Committee Meeting on July 6, 2022, and the minutes of the Ways & Means Committee on July 6, 2022, was made by Supervisor Russell, and seconded by Supervisor Campbell. The motion carried.

**GOVERNMENT
OPERATIONS &
INSURANCE**

County Administrator Chris DeBolt presented the following two resolutions for approval on behalf of Real Property Tax Director Donna LaPlant.

- **Resolution:** Contract Revaluation Services to the Town of Canandaigua
- **Resolution:** Contract Revaluation Services to the Town of Farmington

Supervisor Ingalsbe made the motion to block and approve the two resolutions. Supervisor Russell seconded the motion. The motion carried.

**HEALTH &
HUMAN SERVICES**

Mental Health Director Jessica Mitchell presented the following three resolutions for approval.

- **Resolution:** Authorization for Professional Consultant Contract - Western New York Heroes

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

- **Resolution:** Transfer of Funds - 2022 County Budget

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

- **Resolution:** Amendment of Professional Consultant Contract - Finger Lakes Area Counseling and Recovery Agency - Mental Health - 2022

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

County Administrator Chris DeBolt presented the following resolution for approval. It was noted that a clarification to the name of the business in the third *Whereas* will be made to "UP Developmental Planning, LLC/DBA Urban Partners" in the final resolution submitted to the Board of Supervisors.

- **Resolution:** Authorization to Contract for Ontario County Housing Needs Assessment

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

PUBLIC SAFETY

EMS Coordinator Deb Trickey presented the following resolution for approval.

- **Resolution:** Extension of FY2020 Hazardous Materials Emergency Preparedness (HMEP) Grant - Office of Emergency Management

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

Undersheriff Falbo presented the following resolution for approval.

- **Resolution:** Capital Project No. H067-20, Emergency Response Vehicle - Sheriff's Office

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

PUBLIC WORKS

Public Works Commissioner Bill Wright presented the following three items for approval.

- **Budget Transfer:** To Fund Purchase Order for 2023 CIP Vehicle - Chev Tahoe (K9)

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

- **Resolution:** Authorization to Make Temporary Advances to Capital Project No. H056-19, Honeoye Lake Wastewater Treatment Plant Improvements

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

- **Resolution:** Capital Project No. H084-2022, Replacement of County Road 12 Culvert #35: Budget Transfer

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

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

- **Resolution:** Capital Project No. H033-2016, Space Reorganization and Security Enhancement of 3010 County Complex Drive: Budget Transfer

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

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

- **Resolution:** Closing of Capital Project No. H048-18: 2018 FLCC Maintenance Capital Project

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

- **Resolution:** Capital Project H036-17, 2017 FLCC Maintenance Capital Project: Authorize Contract with Fisher Associates and Budget Transfer

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

HUMAN RESOURCES

Safety Coordinator Sherman Manchester presented the Safety Report for consideration.

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

Human Resources Director Michele Smith presented the following four resolutions for approval and four items as information.

- **Resolution:** 2023 Rates of Pay for Part-Time Hourly/Daily Personnel

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

- **Resolution:** Salaries for Managerial/Confidential Personnel for 2023 Management Compensation Plan

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

- **Resolution:** Creation of Clerk, Part-Time Position

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

- **Resolution:** Authorization to Execute Contract with Leadership Logic for Executive Coaching and Management Training Services

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

Ms. Smith presented the following four items for information and discussion purposes.

- **Informational:** Nurse Salary Guide 2023
- **Informational:** Second Quarter Employee Retention
- **Informational:** Ontario County Vacant Position List
- **Discussion:** Reallocate Nurse Position Salaries

**WAYS & MEANS
STANDING
COMMITTEE**

County Treasurer Gary Baxter presented the following two resolutions for approval.

Supervisor Marshall made the motion to consider the two resolutions as a block and moved their approval. Supervisor Russell seconded the motion.

- **Resolution:** Authorizing an Amendment to Change the Dates that the County Will Collect Real Property Taxes on Behalf of the Geneva City School District
- **Resolution:** Authorization for County Treasurer's Office to Collect School Taxes for Canandaigua City School District

The motion carried.

County Administrator Chris DeBolt along with IT Director Sean Barry presented the following resolution for approval.

- **Resolution:** Committee and Board Sessions Room Audio Upgrades Contract with ePlus, Inc.

Brief discussion took place regarding the possibility of additional avenues of funding, such as the District Attorney or Court funds who also use the Sessions Room and Conference Room at 74 Ontario Street.

Supervisor Russell made the motion to approve the resolution with the understanding that should other avenues of funding be found that the resolution will be amended accordingly

for the Board of Supervisors meeting. Supervisor Campbell seconded the motion. The motion carried.

Finance Update
2023 Department
Budget Review

Finance Director Mary Gates presented some possible dates for the Ways and Means Committee 2023 Department Budget Review. It was agreed to meet on Tuesday, September 27th, starting at 8:00 a.m. The majority of department heads will be allowed to attend the budget review via WebEx.

**2nd Quarter Sales Tax
Distribution**

Manager of Audit Mary Burnett presented the 2nd Quarter Sales Tax Distribution report noting an increase of approximately 4.99% as compared to the prior year 2nd Quarter.

**2nd Quarter Financial
Report**

Finance Deputy Director Lorrie Scarrott presented and highlighted the 2nd Quarter Financial Report for Ontario County.

COUNTY ATTORNEY

County Attorney Holly Adams presented the following resolution for approval.

- **Resolution:** Salary Adjustment - Barry McFadden

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

EXECUTIVE SESSION

At 5:29 p.m., Supervisor Campbell 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 Russell seconded the motion. The motion carried.

At 5:52 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 5:52 p.m., following a motion by Supervisor Marshall, and seconded by Supervisor Wickham. The motion carried.

The next regularly scheduled meeting for the Ways & Means Committee is Wednesday, August 17, 2022, at 3:00 p.m. at 74 Ontario Street and via WebEx.

Respectfully submitted,

Judy Manntai, Confidential Secretary