



Minutes

WAYS AND MEANS COMMITTEE

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

August 16, 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 Todd Campbell, Supervisors Simpson, Lightfoote, and Pruett, County Administrator Chris DeBolt, Deputy County Administrator Alissa Bub, County Attorney Holly Adams, Finance Director Mary Gates, Manager of Financial Operations Nellie Puma, Human Resource Director Michele Smith, Assistant County Attorney Ben Gilmour, Democratic Election Commissioner AJ Magnan, Treasurer Gary Baxter, Associate Planner Tim Jensen, Purchasing Director Jenifer Langer, Sr. Fiscal Manager Michael Wojcik, Assistant County Attorney Art James, Deputy Treasurer Jeff Trickler, Auditor Mary Burnett, Assessment Control Clerk Janene Sweet, Safety Coordinator Mike Flatt, BOS Clerk Kristin Voss and Abigail Marion.

Via WebEx: Supervisor Vastola, Sheriff Cirencione, and Fiscal Manager Kathleen Meyers.

CALL TO ORDER

Supervisor Baker called the committee meeting to order at 3:38 PM.

MINUTES

Motion to approve the minutes of the June 26, 2023 Ways and Means meeting was made by Supervisor Phillips, seconded by Supervisor Russell, and carried.

CAPITAL PROJECTS/ PUBLIC WORKS

Associate Planner, Tim Jensen, presented the following three resolutions:

- Capital Project No. H062-19 – Award of Bid (B22054) and Authorization to Contract for Firing Range Improvements with Wood Stone Earth Construction, Inc. and Budget Transfer
- Capital Project No. H062-19 – Firing Range Improvements – Budget Transfer and Contract Authorization for Construction management with LiRo engineers, Inc.

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

Associate Planner, Tim Jensen, presented a resolution entitled, “Capital Project No. H095-23 – Amend Contract with Lozier Environmental Consulting, Inc. for Material Sampling, Air Monitoring, and Visual Inspection for FLCC Science Lab Renovation – 2023 FLCC Maintenance Capital Project”.

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

Associate Planner, Tim Jensen, presented a resolution entitled, “Capital Project No. H086-22 – Authorize Professional Consultation Services Contract with

Professional Systems Engineering, LLC for the Jail Security Control Capital Project”.

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

GOVERNMENTAL OPERATIONS & INSURANCE

Democratic Elections Commissioner, Albert Magnan, presented a resolution entitled, “Authorization to Accept Contract BOE01-C004600-111000 Absentee Ballot Pre-Paid Postage Program”.

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

County Attorney, Holly Adams, presented a resolution entitled, “Authorization to Accept Assignment of Escrow Agreement and Escrow Property”.

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

Assessment Control Clerk, Janene Sweet, presented a resolution entitled, “Amendment to Resolution No. 596-2011 – Manner of Collection of Town & City Charges”.

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

Supervisor Russell motioned to amend the manner of collection of town and city charges resolution. Adding to the seconded resolved “with the exception the Worker Compensation billing to the Cities and Towns, this collection is now outside the tax bill process” Supervisor Wickham seconded the motion. The motion carried. The resolution was then approved as amended. This same amendment was approved earlier at the Governmental Operations and Insurance Committee.

HUMAN RESOURCES

Safety Coordinator, Mike Flatt, reviewed the Safety reports in the committee packet. He reported that year to date there are 85 total injuries for the plan. 46 of those injuries are recordable injuries. For the County we have 27 of the total injuries and 15 of the recordable injuries. The County is trending about the same as last year for injuries.

Motion to approve the safety reports was made by Supervisor Russell. The motion was seconded by Supervisor Marshall. The motion carried.

Human Resources Director, Michele Smith, presented a resolution entitled, “Appointment of Ms. Kate Ott as Ontario County STOP-DWI Coordinator”.

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

Human Resources Director, Michele Smith, discussed increasing the Sheriff’s salary. This is a request that came from Supervisor Marren and BOS Chairman Campbell due to compression with the recent increases in Sheriff department salaries and comparatively to other Counties. Committee agreed to increase the Sheriff’s salary as recommended. Ms. Smith will bring back next cycle a local law to start the salary increase process.

Motion to approve increasing the Sheriff's salary was made by Supervisor Phillips. The motion was seconded by Supervisor Green. The motion carried.

Human Resources Director, Michele Smith, presented a resolution entitled, "Salaries for Managerial/Confidential Personnel for 2024 Management Compensation Plan – 2%".

Motion to approve this resolution was made by Supervisor Green. The motion was not seconded. The motion failed to carry.

Human Resources Director, Michele Smith, presented a resolution entitled, "Salaries for Managerial/Confidential Personnel for 2024 Management Compensation Plan – 5%".

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

Human Resources Director, Michele Smith, presented the human resources budget. This budget meets the 2024 budget guidelines. The only increase is to accurately adjust for positions that were miss in the prior year budget.

Motion to approved the human resources budget as presented was made by Supervisor Phillips. The motion was seconded by Supervisor Ingalsbe. The motion carried.

Human Resources Director, Michele Smith, presented the six other budgets under her department. All budgets meet the 2024 budget guidelines.

Motion to approved the six HR budgets as presented as a block was made by Supervisor Phillips. The motion was seconded by Supervisor Ingalsbe. The motion carried.

WAYS AND MEANS

Assistant County Attorney, Art James, presented a resolution entitled, "Resolution of the Board of Supervisors of the County of Ontario Increasing Taxes on Sales and Uses of Tangible Personal Property and of Certain Services, on Occupancy of Hotel rooms and On Amusement Charges, pursuant to Article 29 of the Tax Law of the State of New York – As Amended".

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

Purchasing Director, Jenifer Langer, presented the Purchasing department budget. This budget meets the 2024 budget guidelines.

Motion to approved the Purchasing department budget as presented was made by Supervisor Ingalsbe. The motion was seconded by Supervisor Green. The motion carried.

Purchasing Director, Jenifer Langer, presented the Purchasing department CIP budget. This budget meets the 2024 budget guidelines. This is for the purchase of bidding software.

Motion to approved the Purchasing CIP department budget as presented was made by Supervisor Wickham. The motion was seconded by Supervisor Marshall. The motion carried.

Treasurer, Gary Baxter, presented a resolution entitled, "Authorization for the County Treasurer's Office to Collect School Taxes for Victor School District".

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

Treasurer, Gary Baxter, presented the Treasurer's department budget. This budget meets the 2024 budget guidelines.

Motion to approved the Treasurer's department budget as presented was made by Supervisor Wickham. The motion was seconded by Supervisor Ingalsbe. The motion carried.

Treasurer, Gary Baxter, presented the tax advertising and expense budget. This budget meets the 2024 budget guidelines.

Motion to approved the tax advertising and expense budget as presented was made by Supervisor Ingalsbe. The motion was seconded by Supervisor Marshall. The motion carried.

Treasurer, Gary Baxter, presented the expense for property acquired for taxes budget. There is nothing budgeted for 2024 as we don't know if we will be able to have a tax sale foreclosure sale.

Motion to approved the expense for property acquired for taxes budget as presented was made by Supervisor Wickham. The motion was seconded by Supervisor Phillips. The motion carried.

Finance Director, Mary Gates, presented a resolution entitled, "Authorization to Renew Contract with Three + One for Liquidity Monitoring & Treasury Analyses".

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

Auditor, Mary Burnett, presented the 2nd quarter sales tax revenue and disbursements to committee.

Auditor, Mary Burnett, presented the judgement and claims budget. This budget meets the 2024 budget guidelines.

Motion to approved the judgement and claims budget as presented was made by Supervisor Marshall. The motion was seconded by Supervisor Ingalsbe. The motion carried.

Auditor, Mary Burnett, presented the property assessment budget. This budget meets the 2024 budget guidelines.

Motion to approved the property assessment budget as presented was made by Supervisor Russell. The motion was seconded by Supervisor Phillips. The motion carried.

Finance Director, Mary Gates, presented the Finance budget. This budget meets the 2024 budget guidelines. Revenue is going up due the increase on the return of interest on our investments going up. Two new positions are also included.

Motion to approved the finance budget as presented was made by Supervisor Ingalsbe. The motion was seconded by Supervisor Wickham. The motion carried.

Finance Director, Mary Gates, presented the DPW finance budget. This budget meets the 2024 budget guidelines.

Motion to approved the DPW finance budget as presented was made by Supervisor Russell. The motion was seconded by Supervisor Green. The motion carried.

Finance Director, Mary Gates, presented the fund debt services budget. This budget meets the 2024 budget guidelines.

Motion to approved the fund debt services budget as presented was made by Supervisor Wickham. The motion was seconded by Supervisor Phillips. The motion carried.

Finance Director, Mary Gates, presented the AA1340 budget. This budget meets the 2024 budget guidelines.

Motion to approved the AA1340 budget as presented was made by Supervisor Green. The motion was seconded by Supervisor Wickham. The motion carried.

Finance Director, Mary Gates, presented the distribution of sales tax budget. This budget meets the 2024 budget guidelines.

Motion to approved the distribution of sales tax budget as presented was made by Supervisor Marshall. The motion was seconded by Supervisor Ingalsbe. The motion carried.

Finance Director, Mary Gates, presented the FLCC contribution budget. This budget meets the 2024 budget guidelines.

Motion to approved the FLCC contribution budget as presented was made by Supervisor Russell. The motion was seconded by Supervisor Phillips. The motion carried.

Finance Director, Mary Gates, presented the Community College tuition budget. This budget meets the 2024 budget guidelines.

Motion to approved the Community College tuition budget as presented was made by Supervisor Ingalsbe. The motion was seconded by Supervisor Green. The motion carried.

Finance Director, Mary Gates, presented the health facility budget. This budget meets the 2024 budget guidelines.

Motion to approved the health facility budget as presented was made by Supervisor Marshall. The motion was seconded by Supervisor Green. The motion carried.

Finance Director, Mary Gates, presented the transportation budget. This budget meets the 2024 budget guidelines.

Motion to approved the transportation budget as presented was made by Supervisor Green. The motion was seconded by Supervisor Ingalsbe. The motion carried.

Finance Director, Mary Gates, presented the interfund transfer budget. This budget meets the 2024 budget guidelines.

Motion to approved the interfund transfer budget as presented was made by Supervisor Russell. The motion was seconded by Supervisor Phillips. The motion carried.

Finance Director, Mary Gates, presented the undistributed budget. This budget meets the 2024 budget guidelines.

Motion to approved the undistributed budget as presented was made by Supervisor Wickham. The motion was seconded by Supervisor Ingalsbe. The motion carried.

**PRIVILEGE OF
THE FLOOR**

Human Resources, Michele Smith, let the everyone know that the compliance officers will be holding multiple sessions of supervisor training for staff. She also reminded everyone to complete their compliance training.

**EXECUTIVE
SESSION**

At 4:37 PM, Supervisor Phillips made the motion, seconded by Supervisor Russell, to go into executive session regarding discussions of 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 5:07 PM, Supervisor Russell made the motion, seconded by Supervisor Marshall, to leave executive session; motion carried.

ADJOURNMENT

Motion to adjourn made at 5:08 PM by Supervisor Green, seconded by Supervisor Ingalsbe, and carried.

**RESPECTFULLY
SUBMITTED**

Kristin A. Voss, Clerk to the Board