



Minutes

WAYS AND MEANS COMMITTEE

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

August 17, 2022

MEMBERS PRESENT

In Person: Supervisors Andrew Wickham, Todd Campbell, Peter Ingalsbe, Dan Marshall, and Richard Russell.

Via WebEx: Supervisor Robert Green.

Necessarily Absent: Supervisor David Baker.

OTHERS PRESENT

In Person: Chairman Marren, County Administrator Chris DeBolt, Deputy County Administrator Alissa Bub, County Attorney Holly Adams, Finance Director Mary Gates, Sr. Fiscal Manager Nellie Puma, Human Resource Director Michele Smith, Treasurer Gary Baxter, Deputy Treasurer Jeff Trickler, Purchasing Director Deb Gierman, Buyer Jenn Langer, OFA Director Irene Coveny, Auditor Mary Burnett, Manager of Financial Operations Lorrie Scarrott, Assistant County Attorney Ben Gilmour, Tom Zuber, and Clerk to the Board Kristin Mueller.

Via WebEx: District Attorney Jim Ritts, Safety Coordinator Sherman Manchester, Associate Planner Tim Jensen, Deputy Human Resources Director Lindsey Burgess, Mental Health Director Jessica Mitchell, AJ Magnan.

CALL TO ORDER

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

PRESENTATION

Tom Zuber from MMB presented an overview of the recent County audit, internal control communications, and the basic financial statements for the year ending 2021.

MINUTES

Motion to approve the minutes of July 27, 2022 Ways and Means meeting and the joint Public Works and Ways and Means Meeting also held on July 27, 2022 was made by Supervisor Marshall, seconded by Supervisor Campbell, and carried.

PUBLIC SAFETY

District Attorney, Jim Ritts, presented a resolution entitled, "Authorization to Accept SFY2022-2023 victim and Witness Assistance Program Grant".

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

District Attorney, Jim Ritts, presented a budget transfer request to use State Forfeiture funds to pay for encryption software.

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

PUBLIC WORKS

Sr. Fiscal Manager, Nellie Puma, presented a resolution entitled, "Capital Project No. H062-19 – Firing Range Improvements – Budget Transfer".

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

was seconded by Supervisor Russell. The motion carried.

Sr. Fiscal Manager, Nellie Puma, presented a resolution entitled, "Closing Capital Project No. H044-17 – Bridge Preventative maintenance Project (Group 2) - 2020".

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

Sr. Fiscal Manager, Nellie Puma, presented a resolution entitled, "Capital Project No. H056-19 – Honeoye Lake Wastewater Treatment Plant Improvements – Budget Amendment".

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

Sr. Fiscal Manager, Nellie Puma, presented a budget transfer to cover the increases in the cost of fuel.

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

SAFETY REPORT

Safety Coordinator, Sherman Manchester, reported that our recordable injuries across the plan are still up from 2020 and 2021. Right now, they are up about 32% from last year. Most of the injuries are from slips, trips, and fall. He feels that complacency is causing a lot of these injuries. He is encouraging everyone take more training and department heads to encourage attendance at these training.

Motion to approve the report made by Mr. Manchester was made by Supervisor Green, seconded by Supervisor Russell and carried.

HUMAN RESOURCES

Human Resource Director Michele Smith presented the following three resolutions:

- Create Two (2) Specialist, Services for the Aging Positions
- Create County Police Officer Position to Serve as School Resource Officer for Manchester-Shortsville School District
- Create Two (2) Staff Social Worker, Part-Time Positions and Abolish a Vacant Staff Social Worker Position

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

Human Resource Director, Michele Smith, presented a resolution entitled, "Creation of Victim Assistance Officer Position".

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

Human Resource Director, Michele Smith, presented a resolution entitled, "Salary Adjustment – Alanna Cenzi".

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

Human Resource Director, Michele Smith, presented the following two resolutions:

- Approving Memorandum of Agreement No. 1-2022 Between Ontario

- County and Ontario County Sheriff and the Ontario County
- Approving Memorandum of Agreement No. 5-2022 Between Ontario County and C.S.E.A, Local 1000 AFSCME, AFL-CIO

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

WAYS AND MEANS

Manager of Financial Operations, Lorrie Scarrott, 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 Russell. The motion carried.

COUNTY ADMINISTRATOR

County Administrator, Chris DeBolt, presented a resolution entitled, "Appointments to the Purchasing Director Search Committee".

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

County Administrator, Chris DeBolt, gave the following updates:

- They are trying to wrap up the Fire and EMS study, they hope to have recommendations by end of September
- The 9-1-1 Task force continues to meet
- The energy study is moving along with lots of work lately by staff
- They just received guidance regarding executive order 18, Campbell commission will start working on that plan
- The housing study is moving along well

County Administrator, Chris DeBolt, asked committees permission to draft a resolution appointing Alissa Bub to the Department of Environmental Conservation Regional Advisory Committee. He just received notice that each county needs to appoint someone to the committee as they are going to start updating their regional open space plan. Committee agreed that he should draft the resolution and submit it for the Board meeting.

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

BUDGET

Purchasing Director, Deb Gierman, presented the AA1345 purchasing department budget with buyer Jenn Langer. They didn't meet budget guidelines they are \$130 due to contract increases.

Motion to approve this budget was made by Supervisor Campbell. The motion was seconded by Supervisor Marshall. The motion carried.

Treasurer Gary Baxter presented budgets for AA1425 – Treasurer, AA1362 Tax advertising and expense, and AA132599 Capital Improvement Plan.

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

Human Resource Director, Michele Smith, presented budgets for AA1430 Human

Resources, AAC104 Employee Safety, AAC901 Employee Tuition Reimbursement, AA9050 Unemployment Insurance, AA9060 Hospital and Medical, AAC902 Compensated Absences, AAC109 Deferred Comp.

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

Auditor, Mary Burnett, presented budgets for AA190 Judgments and Claims and AA1950 Assessment on County Property.

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

Manager of Financial Operations, Lorrie Scarrott, presented budgets for AA1310 Finance. This did not meet budget mostly to increase in salaries with hiring staff to replace positions from the retirement incentive. Also, an increase in the contract with the grant coordinator company.

Motion to approve this budget was made by Supervisor Campbell. The motion was seconded by Supervisor Ingalsbe. The motion carried.

Manager of Financial Operations, Lorrie Scarrott, presented budgets for AAC102 DPW Finance, AA2490 Community College Tuition, and VV1380 Debt Services.

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

Finance Director, Mary Gates, presented budgets for AA1340 Budget, AA1985 Distribution of Sales Tax, AA2495 FLCC Sponsor Contribution, AA4530 Health Facility, AA5630 Transportation – County Sponsorship, AA9901 Interfund Transfer, and AAC903 Undistributed.

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

**EXECUTIVE
SESSION**

At 4:29 PM, Supervisor Campbell made the motion, seconded by Supervisor Ingalsbe, to go into executive session regarding discussion on collective negotiations pursuant to Article 14 of the Civil Services Law (the Taylor Law) and to confer with counsel; motion carried.

At 4:59 PM, Supervisor Campbell made the motion, seconded by Supervisor Marshall, to leave executive session; motion carried.

ADJOURNMENT

Motion to adjourn made at 4:59 PM by Supervisor Russell, seconded by Supervisor Campbell, and carried.

**RESPECTFULLY
SUBMITTED**

Kristin A. Mueller, Clerk to the Board