



**Minutes**  
**WAYS AND MEANS COMMITTEE**  
**Location: 74 Ontario Street, 2<sup>nd</sup> Floor and WebEx**  
**Canandaigua, NY 14424**

**September 7, 2022**

**MEMBERS PRESENT**

**In Person:**

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

**Via WebEx:**

Supervisor Robert Green

**OTHERS PRESENT**

**In Person:**

Board Chairman Jack Marren  
County Administrator Chris DeBolt  
Deputy County Administrator Alissa Bubb  
Finance Director Mary Gates  
Manager of Financial Ops Lorrie Scarrott  
Senior Fiscal Manager Nellie Puma  
Planning Director Tom Harvey  
County Treasurer Gary Baxter  
County Attorney Holly Adams  
Assistant County Attorney Ben Gilmour  
Human Resources Director Michele Smith  
Safety Coordinator Sherman Manchester  
Sheriff Phil Povero  
Public Defender Leanne Lapp  
Abigail Marion Resident Town of Manchester  
Deputy Board Clerk Diane Foster

**Via WebEx:**

EMS Coordinator Deb Trickey  
Planner Tim Jensen  
Purchasing Buyer Jennifer Langer  
Fiscal Manager Kathleen Meyers  
Grant Coordinator Holly Smith  
Confidential Secretary Judy Manntai

**CALL TO ORDER**

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

**MINUTES**

The motion to approve the minutes of the Ways & Means Committee on August 17, 2022, was made by Supervisor Wickham, and seconded by Supervisor Marshall. The motion carried.

**FLCC**

The following resolution on behalf of Finger Lakes Community College was considered for approval.

- **Resolution:** 2021-2022 FLCC Operating Budget Amendment No. 1 - Grants

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

**HEALTH &  
HUMAN SERVICES**

Finance Director Mary Gates presented the following resolution on behalf of the Public Health Department.

- **Resolution:** Authorization to Extend Contract with Sherloq Financial for Collection Services

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

**PUBLIC SAFETY**

Sheriff Phil Povero presented the following resolution for approval.

- **Resolution:** Authorization to Accept Public Safety Answering Points Operations Grant from NYS Division of Homeland Security and Emergency Services

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

EMS Coordinator Deb Trickey presented the following resolution for approval.

- **Resolution:** Extension of FY19 State Homeland Security Program (SHSP) Grant Program - Office of Emergency Management

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

Public Defender Leanne Lapp presented the following three resolutions for approval.

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

- **Resolution:** Authorization to Accept the Upstate Quality Improvement and Third Caseload Reduction Grant from the Office of Indigent Legal Services - Office of Public Defender
- **Resolution:** Authorization to Accept Distribution 9 Grant from the Office of Indigent Legal Services - Office of Public Defender
- **Resolution:** Authorization to Accept Distribution 11 Grant from the Office of Indigent Legal Services - Office of Public Defender

The motion carried.

**PUBLIC WORKS**

Senior Fiscal Manager Nellie Puma presented the following three resolutions for approval.

Supervisor Pete Ingalsbe made the motion to consider the three resolutions as a block and moved their approval. Supervisor Campbell seconded the motion.

- **Resolution:** Capital Project No. H055-19, County Road 36 Culvert #36: Budget Transfer - Department of Public Works

- **Resolution:** Capital Project No. H059-19, County Road 36 Culvert #32: Budget Transfer - Department of Public Works
- **Resolution:** Closing of Capital Project No. H039-17, County Road 23 at McIvor Road and Fort Hill Road: Intersection Improvements To Fund Purchase Order for 2023 CIP Vehicle - Chev Tahoe (K9)

The motion carried.

**HUMAN RESOURCES** Safety Coordinator Sherman Manchester presented the Safety Report for consideration.

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

Human Resources Director Michele Smith presented the following resolution for approval.

- **Resolution:** Approving Memorandum of Agreement No. 2-2022 Between Ontario County and Ontario County Sheriff - The Ontario County Sheriff's General Unit

Supervisor Wickham 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 resolution for approval.

- **Resolution:** Authorizing Contract Renewal with Auctions International, Inc. Auction of Real Property Tax Foreclosure Parcels

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

**Finance Update**

Finance Director Mary Gates updated the Committee regarding the issuance of the Financial Statements and clarification/amendment of the wording in a section of the Letter of Communication that was discussed last round.

By general consent it was agreed that Mary Gates will send the revised Letter of Communication to the Committee for review.

2023 Budget ~ In good shape at this point to leave the tax rate flat. There are a few more adjustments to be made. This will also keep General Fund Balance in the 19-25% range based on Ms. Gates current assessment. It was noted that property tax assessments increased by approximately 10.7% (An average increase for the entire county. Not all assessments increased by that amount).

Ways and Means Department Budget Review - Tuesday, September 27 at 8:00 a.m.

**County Administrator  
Update**

Reminders from County Administrator DeBolt:  
~ Show up early for pictures of Board of Supervisors on Thursday, September 15<sup>th</sup>.  
~ Please help get the word out regarding the Community Assessment Survey.

**EXECUTIVE SESSION** At 3:22 p.m., Supervisor Wickham 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 Marshall seconded the motion. The motion carried.

At 4:28 p.m., Supervisor Marshall made the motion to move out of Executive Session. Supervisor Russell seconded the motion. The motion carried.

**ADJOURNMENT**

Being no further business to come before the Committee, the meeting was adjourned at 4:29 p.m., following a motion by Supervisor Wickham, and seconded by Supervisor Campbell. The motion carried.

The next regularly scheduled meeting for the Ways & Means Committee is Wednesday, September 28, 2022, at 3:00 p.m. at 74 Ontario Street and via WebEx.

Respectfully submitted,

Judy Manntai, Confidential Secretary

Draft