



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

October 20, 2021

MEMBERS PRESENT

In Person: Supervisors David Baker, Todd Campbell, Peter Ingalsbe

Via WebEx: Supervisors Bob Green and Kris Singer

Supervisors Daniel Marshall and Andrew Wickham were necessarily absent.

OTHERS PRESENT

In person: County Administrator Chris DeBolt, Finance Director Mary Gates, Public Works Commissioner Bill Wright, County Attorney Holly Adams, Assistant County Attorney Lea Nacca, Associate Planner Tim Jensen, Sr. Planner Betsy Landre, Purchasing Director Debbie Gierman, Senior Fiscal Manager Nellie Puma, Senior Fiscal Manager Michael Wojcik, Board Clerk Kristin Mueller, Confidential Secretary Judy Manntai.

Via WebEx: Chairman Jack Marren, Finance Deputy Director Lorrie Scarrott, Manager of Audit Mary Burnett, County Treasurer Gary Baxter, County Clerk Matt Hoose, Human Resources Director Michele Smith, Human Resources Deputy Director Lindsey Burgess, Safety Coordinator Sherman Manchester, Fiscal Manager Sandy Seeber

FLCC: Vice President for Administration and Finance Adam Rathbun

CALL TO ORDER

The meeting of the Ways and Means Committee was called to order at 3:30 p.m. by Chairman David Baker, immediately following the conclusion of the Government Operations and Insurance meeting.

MINUTES

The motion to approve the minutes of the Ways and Means Committee on September 29, 2021, was made by Supervisor Campbell, and seconded by Supervisor Ingalsbe. The motion carried.

FLCC

Vice President Adam Rathbun presented the following FLCC resolution for approval.

- **Resolution:** Adoption of Finger Lakes Community College Second Operating Budget Amendment for the Fiscal Year September 1, 2020 through August 31, 2021

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

PUBLIC SAFETY

Finance Director Mary Gates presented the following resolution for approval.

- **Resolution:** Authorization of Temporary Advance to Capital Project No. H067-20, Emergency Response Vehicle

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

GOVERNMENT OPERATIONS

County Clerk Matt Hoose presented the following two items for approval.

Supervisor Ingalsbe made the motion to consider the two items for approval as a block. Supervisor Singer seconded the motion.

- **Resolution:** Acceptance of Quote and Authorization to Contract with Kofile/GovOps to Provide Verification Services to the Office of the County Clerk
- **Budget Transfer for County Clerk:** To Hire Kofile to Verify a Backlog of Recorded Documents in the Clerk's Office

The motion to approve both items carried.

CAPITAL PROJECTS

Sr. Planner Betsy Landre presented the following two resolutions for approval.

Supervisor Campbell made the motion to consider the two resolutions for approval as a block. Supervisor Ingalsbe seconded the motion.

- **Resolution:** Capital Project No. H025-15: Closing of Geneva PSAP Project
- **Resolution:** Capital Project No. H045-17: Closing Mary Street 700 MHZ Capital Project

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

- **Resolution:** Capital Project No. H029-15: Authorization of Additional Funding FLCC G-Lot Parking and Utility Rehabilitation Capital Project

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

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

- **Resolution:** Capital Project No. H049-18: County Road 46 and Smith Road Intersection Improvement - Acceptance of Supplemental Agreement #3 to New York State Revenue Contract

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

- **Budget Transfer:** Highway-Machinery - Using Surplus SFY 21-22 CHIPS Revenue to Fund Road Widener

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

- **Resolution:** Authorization to Execute Lease Agreement with Enterprise Fleet Management

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

- **Resolution:** Authorize Contract with Canandaigua Lake Watershed Council for Ontario Beach Park Improvements

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

- **Resolution:** Capital Project No. H071-20: Authorize to Contract with IK Systems, Inc. - Geneva Server Room Upgrade Project

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

Human Resources Director Michele Smith presented the following six resolutions for approval.

Supervisor Singer made the motion consider the following three resolutions as a block. Supervisor Campbell seconded the motion.

- **Resolution:** Creation of a Motor Equipment Operator Position and Abolishment of a Motor Equipment Operator I Position
- **Resolution:** Creation of Account Clerk (Temporary) Position
- **Resolution:** Creation of Index Clerk (Temporary) Position

The motion carried to approve the three resolutions.

Supervisor Campbell made the motion consider the following two resolutions as a block. Supervisor Ingalsbe seconded the motion.

- **Resolution:** Retitle of Registered Professional Nurse (On-Call, Substitute) to Registered Professional Nurse, Part-Time
- **Resolution:** Salary Adjustment - Cheryl Priebe

The motion carried to approve the two resolutions.

- **Resolution:** Salaries for Managerial/Confidential Personnel for 2022 Management Compensation Plan

HR Director Michele Smith noted a correction to the Salaried-Exempt Schedule for Band 4, Step 5. The corrected amount is \$116,850.

Supervisor Campbell made the motion to approve the amendment to the Salaried-Exempt Schedule for Band 4, Step 5 to \$116,850. Supervisor Singer seconded the motion. The motion to approve the amendment carried.

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

**WAYS & MEANS
STANDING COMMITTEE**

County Treasurer Gary Baxter presented the following resolution for approval.

- **Resolution:** Award of Contract: Title Search Services - Crossroad Abstract

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

Manager of Audit Mary Burnett presented the following resolution for approval.

- **Resolution:** Authorization to Contract for the Central Services Cost Allocation and Indirect Cost Proposal

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

Finance Director Mary Gates presented the following two resolutions for approval.

Supervisor Singer made the motion to consider the two resolutions as a block. Supervisor Ingalsbe seconded the motion.

- **Resolution:** Fixing Date and Notice for the Public Hearing on the Tentative Budget for the Fiscal Year Beginning January 1, 2022
- **Resolution:** Fixing Date and Notice for the Public Hearing on Proposed Capital Improvement Plan

The motion carried to approve the two resolutions.

2022 Budget Update

Finance Director Mary Gates distributed updated budget worksheets reflecting the most recent changes to the 2022 Tentative Budget.

- ~ Budget Summary Totals and Tax Levy by Fund
- ~ Tax Levy Cap Calculation - 2022 Tax Levy - County Purposes
- ~ General Fund Balance Estimate 2021-2024

Director Gates noted the changes for Road Patrol and a Dispatcher position. She further noted that the projected 2022 budget will exceed the tax cap by over \$1 million. Pending the approval of the 2022 Tentative Budget, Director Gates will present a resolution for a one-time waiver of the Fund Balance limitation.

COUNTY ADMINISTRATOR

County Administrator Chris DeBolt presented the following resolution for approval.

- **Resolution:** Reappointment of Mary M. Gates, Director of Finance

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

County Administrator Update

County Administrator DeBolt briefly noted the following:

- ~ Covid testing is up and running in schools
- ~ Covid test to stay in class if exposed and negative now available
- ~ Covid numbers update

EXECUTIVE SESSION

At 4:09 p.m., Supervisor Ingalsbe made the motion to move into Executive Session to discuss legal matters and labor relations matters with counsel. Supervisor Campbell seconded the motion. The motion carried.

At 5:07 p.m., Supervisor Campbell made the motion to move out of Executive Session. Supervisor Ingalsbe seconded the motion. The motion carried.

ADJOURNMENT

Being no further business to come before the Committee, the meeting was adjourned at 5:08 p.m., following a motion by Supervisor Green, and seconded by Supervisor Singer. The motion carried.

The next regularly scheduled meeting for the Ways & Means Committee is Wednesday, November 10, 2021, at 3:00 p.m. at 74 Ontario Street and via WebEx.

Respectfully submitted,

Judy Manntai, Confidential Secretary