



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

December 15, 2021

MEMBERS PRESENT

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

Via WebEx: Kris Singer

Supervisors Bob Green and Andrew Wickham were necessarily absent.

OTHERS PRESENT

In person: County Administrator Chris DeBolt, Finance Director Mary Gates, Assistant County Attorney Lea Nacca, Undersheriff John Falbo, Lt. Joe Murphy, Deputy County Administrator Brian Young, Information Technology Director Sean Barry, Deputy Board Clerk Diane Foster

Via WebEx: BOS Chairman Jack Marren, Finance Deputy Director Lorrie Scarrott, Public Health Director Mary Beer, Planning Director Tom Harvey, County Attorney Holly Adams, Human Resources Director Michele Smith, Human Resources Deputy Director Lindsey Burgess, Safety Coordinator Sherman Manchester, Fiscal Manager Sandy Seeber, Grant Coordinator Sharon Decker Clark, Board Clerk Kristin Mueller 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 and Means Committee on December 1, 2021, was made by Supervisor Marshall, and seconded by Supervisor Campbell. The motion carried.

PUBLIC SAFETY

Undersheriff Falbo presented the following three items for approval.

- **Resolution:** Authorization to Accept Donation for D.A.R.E. Program

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

- **Budget Transfer** - To increase expense for Covid related purchases (\$3,000)

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

- **Resolution:** Authorization to Extend Grant Funding for State Interoperable Communications FY 2019 Formula Grant from Department of Homeland Security Emergency Services

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

HEALTH & HUMAN SERVICES

Public Health Director Mary Beer gave a brief Covid update noting that the entire region is experiencing a surge in cases; hospitalizations are at a record high of 54; 92 new cases today; and another death. The department is doing the best it can to keep up with the situation.

Director Beer presented the following three items for approval.

- **Resolution:** Authorization to Accept Covid-19 Vaccine Response Grant (Contract # C36946GG) Public Health 2021-2024

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

- **Budget Transfer:** For Coroner Expenses (\$20,000)

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

- **Resolution:** Authorization to Contract with Common Ground Health 2021-2022

Director Beer noted a correction to the cost in paragraph 2 from \$35,000 to \$39,752.

Supervisor Marshall made the motion to approve the resolution with the correction as noted. Supervisor Ingalsbe seconded the motion. The motion carried.

CAPITAL PROJECTS - Public Works

Senior Fiscal Manager Nellie Puma presented the following resolution.

- **Resolution:** Closing of Capital Project No. H063-19, County Road 39 Rehabilitation

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

PUBLIC WORKS

Senior Fiscal Manager Nellie Pumas presented the following two resolutions.

- **Resolution:** Authorizing Transfer of Funds (Highway)

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

- **Resolution:** Authorization to Contract for Utility Billing Software - Department of Public Works

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

HUMAN RESOURCES

Safety Coordinator Sherman Manchester presented the Safety Report for consideration, which was the same report as two weeks ago. It was noted that a change will be made in the new year with the Safety Report being updated only once a month. The initial report in January will be a year-end report for 2021.

Mr. Manchester also presented a verbal request for approval of a resolution that will be submitted to the Board of Supervisors. The resolution will be to accept the standard annual abatement grant for training in the amount of \$4,582.

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

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

Supervisor Singer made the motion to consider the following two resolutions for approval as a block.

- **Resolution:** Authorization to Renew Contract with The Hartford Financial Services Group, Inc.
- **Resolution:** Authorization to Renew Contract with Benefit Resource, Inc.

Supervisor Campbell seconded the motion. The motion carried.

Supervisor Marshall made the motion to consider the following two resolutions for approval as a block.

- **Resolution:** Approval of Collective Bargaining Agreement 2022-2025 -The County of Ontario and the CSEA General Unit
- **Resolution:** Memorandum of Agreement #1-2021 Between Ontario County and the Ontario County Sheriff and the Ontario County Police Benevolent Association

Supervisor Campbell seconded the motion. The motion carried.

- **Resolution:** Adopting Local Law No. 5 (Intro.) 2021 After Public Hearing

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

- **Resolution:** Vacancy Review Policy for 2022

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

WAYS & MEANS STANDING COMMITTEE

Finance Deputy Director Lorrie Scarrott presented the following resolution for approval.

- **Resolution:** Authorization to Fund Debt Reserve from Landfill Lease Funds to Cover Final Year Bond Payment for 74 Ontario Street Renovation

Supervisor Singer 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:

- ~ Increased Covid cases among workforce
- ~ Department heads encouraged to utilize remote work for their department when possible
- ~ Clarified the statement that was sent out regarding the Governor's mask mandate. Full press release supporting the mandate has been posted.

CAPITAL PROJECTS - Planning

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

- **Resolution:** Capital Project No. H071-20, Geneva Server Room Upgrade Project: Authorize to Contract with Emcor Services Betlem

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

- **Resolution:** Capital Project No. H036-17, 2017 FLCC Maintenance Capital Project: Authorization to Contract with Plan Architectural Studios P.C. for Design of Science Lab #3256 Renovation

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

Supervisor Campbell made the motion to consider the following two resolutions as a block and moved their approval.

- **Resolution:** Closing of Capital Project No. H053-19, FLCC-CMAC Emergency Evacuation and Fencing Capital Project
- **Resolution:** Closing of Capital Project No. H070-20, 2020 FLCC Maintenance Capital Project

Supervisor Marshall seconded the motion. The motion carried.

Year End Finance Process

Finance Director Mary Gates gave a brief overview of the year end process that has been approved in the Budget Transfer Policy which covers budget transfers from now through January. Fund Balance and Reserves are not used for any transfers during the interim period and all transfers are kept with the specific fund.

Appreciation

Chairman Baker expressed appreciation to Committee Members, Department Heads, and staff for their work throughout the year.

EXECUTIVE SESSION

At 3:28 p.m., Supervisor Singer 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 3:34 p.m., Supervisor Ingalsbe made the motion to move out of Executive Session. Supervisor Campbell seconded the motion. The motion carried.

Kris Singer

Chairman Baker expressed appreciation to retiring committee member Kris Singer for her many years of service.

ADJOURNMENT

Being no further business to come before the Committee, the meeting was adjourned at 3:36 p.m., following a motion by Supervisor Ingalsbe, and seconded by Supervisor Campbell. The motion carried.

The next regularly scheduled meeting for the Ways & Means Committee is Wednesday, January 19, 2022, at 3:00 p.m. at 74 Ontario Street and via WebEx.

Respectfully submitted,

Judy Manntai, Confidential Secretary