



WAYS & MEANS COMMITTEE

Wednesday, July 23, 2025, Time: 3:00 PM
74 Ontario Street, Committee Room 213
Canandaigua, NY 14424

Committee Members

David Baker, Chair
John Cowley
Peter Ingalsbe
Daniel Marshall
Daryl Marshall
David Phillips
Mark Venuti

1. Call To Order:

The Ways & Means Committee meeting was called to order at 03:00 PM on July 23, 2025.

Members Present: Supervisor(s) David Baker, John Cowley, Peter Ingalsbe, Daniel Marshall, Daryl Marshall, David Phillips, Mark Venuti.

Others present in addition to committee members:

- Jared Simpson, BOS Chairman
- Chris DeBolt, County Administrator
- Alissa Bub, Deputy County Administrator
- Holly Adams, County Attorney
- Lea Nacca, Assistant County Attorney
- Tim McElligott, Deputy DPW Commissioner
- Chris Day, Engineer
- Tom Harvey, Planning Director
- Tim Jensen, Associate Planner
- Thomas Lyon, Sr. Planner
- Jenifer Langer, Purchasing Director
- Kate Ott, Public Health Director, via WebEx
- Missy White, Sr. Fiscal Manager, via WebEx
- James Kennedy, City of Geneva Supervisor
- William Wellman, Town of Phelps Supervisor, via WebEx
- Mary Gates, Finance Director
- Nellie Puma, Deputy Finance Director
- John Rizzo, Sr. Fiscal Manager
- Barbra Sweet, Sr. Fiscal Manager
- Michele Smith, HR Director
- Mike Flatt, Safety Coordinator
- Josh Colton, Security Coordinator
- Adeline Rudolph, Republican Election Commissioner
- Holly Smith, Grants Coordinator, via WebEx
- Kathy Dunn, Fiscal Manager, via WebEx

2. Approval Of Minutes:

Supervisor Daryl Marshall motioned to approve the minutes of the July 2, 2025 Ways & Means Committee meeting. The motion was seconded by Supervisor Daniel Marshall. The motion passed.

Yes: Supervisor(s): David Baker, John Cowley, Peter Ingalsbe, Daniel Marshall, Daryl Marshall, David Phillips, Mark Venuti. No: Supervisor(s): None. Abstain: Supervisor(s): None.

3. Executive Session:

Supervisor John Cowley motioned to enter executive session at 3:01 PM for POL§105 (1) (d) - Discussions regarding proposed, pending or current litigation. Supervisor David Phillips seconded the motion. The motion passed.

Supervisor Daniel Marshall motioned to exit executive session at 3:09 PM. Supervisor John Cowley seconded the motion. The motion passed.

4. Planning Department & FLCC Capital Projects:

Thomas Harvey presented a resolution entitled, "Authorization to Amend ARPA Contract with Cornell Cooperative Extension and Downtown Canandaigua Business Management Association (DCBMA) from Arts, Culture and Recreation Round I".

Supervisor David Phillips motioned to approve the resolution as presented. The motion was seconded by Supervisor Daniel Marshall. The motion passed.

Yes: Supervisor(s): David Baker, John Cowley, Peter Ingalsbe, Daniel Marshall, Daryl Marshall, David Phillips, Mark Venuti. No: Supervisor(s): None. Abstain: Supervisor(s): None.

Timothy Jensen presented a resolution entitled, "Capital Project No. H073-20 - Dog Control Facility Renovation - Authorize Contract with Labella Associates and Budget Transfer".

Supervisor Peter Ingalsbe motioned to approve the resolution as presented. The motion was seconded by Supervisor John Cowley. The motion passed.

Yes: Supervisor(s): David Baker, John Cowley, Peter Ingalsbe, Daniel Marshall, Daryl Marshall, David Phillips, Mark Venuti. No: Supervisor(s): None. Abstain: Supervisor(s): None.

5. Public Works & Public Works Capital Projects:

Timothy McElligott presented a resolution entitled, "Capital Project No. H029-15, FLCC G-Lot Maintenance, Award of Bid B25033 Contract for Construction to Genesee Construction Services, Inc., and Award Contract Amendment to Barton & Loguidice, DPC, for Construction Phase Services".

Supervisor Mark Venuti motioned to approve the resolution as presented. The motion was seconded by Supervisor David Phillips. The motion passed.

Yes: Supervisor(s): David Baker, John Cowley, Peter Ingalsbe, Daniel Marshall, Daryl Marshall, David Phillips, Mark Venuti. No: Supervisor(s): None. Abstain: Supervisor(s): None.

6. Governmental Operations & Insurance:

Adeline Rudolph presented the following five resolutions entitled:

- Authorization to Extend BOE01-C002558-1110000 Help America Vote Act (HAVA) Voter Education & Poll Worker Training Grant Program
- Authorization to Extend Grant BOE01-C003234-1110000 Help America Vote Act (HAVA) Operations Costs (Shoebox) Grant Project
- Authorization to Extend Contract BOE01-1110000-C005053 Electronic Pollbooks Grant Program
- Authorization to Extend Contract BOE01-1110000-C004971 Ballot By Mail Grant Program

- Authorization to Extend Grant BOE01-1110000-C005095 - 2024 General Election Grant Program

Supervisor Peter Ingalsbe motioned to approve these five resolutions, as presented as a block. The motion was seconded by Supervisor John Cowley. The motion passed.

Yes: Supervisor(s): David Baker, John Cowley, Peter Ingalsbe, Daniel Marshall, Daryl Marshall, David Phillips, Mark Venuti. No: Supervisor(s): None. Abstain: Supervisor(s): None.

7. Health & Human Services:

Kate Ott presented a resolution entitled, "Requesting Authorization Budget Transfer for Fit Testing Machine".

Supervisor Mark Venuti motioned to approve the resolution as presented. The motion was seconded by Supervisor Daniel Marshall. The motion passed.

Yes: Supervisor(s): David Baker, John Cowley, Peter Ingalsbe, Daniel Marshall, Daryl Marshall, David Phillips, Mark Venuti. No: Supervisor(s): None. Abstain: Supervisor(s): None.

8. Planning & Environmental Quality:

Thomas Lyon presented a resolution entitled, "Authorization to Apply for a Pre-Planning Grant from New York State Department of State for Countywide Brownfield Assessment".

Supervisor David Phillips motioned to approve the resolution as presented. The motion was seconded by Supervisor Daryl Marshall. The motion passed.

Yes: Supervisor(s): David Baker, John Cowley, Peter Ingalsbe, Daniel Marshall, Daryl Marshall, David Phillips, Mark Venuti. No: Supervisor(s): None. Abstain: Supervisor(s): None.

9. Human Resources:

Josh Colton briefly reviewed the security projects that they are working on this quarter. He is working on adding more de-escalation training sessions. Currently, 145 people have been through the training. He will be bringing to the committee in the next few months a new panic device policy and an updated security camera and video system policy.

Joshua Colton presented a resolution entitled, "Authorization to Contract with Advanced Safe & Lock for the replacement of a Restricted Keyway System at the Ontario County Courthouse".

Supervisor Daniel Marshall motioned to approve the resolution as presented. The motion was seconded by Supervisor David Phillips. The motion passed.

Yes: Supervisor(s): David Baker, John Cowley, Peter Ingalsbe, Daniel Marshall, Daryl Marshall,

David Phillips, Mark Venuti. No: Supervisor(s): None. Abstain: Supervisor(s): None.

Michele Smith presented a resolution entitled, "Create Custodian Position".

Supervisor Peter Ingalsbe motioned to approve the resolution as presented. The motion was seconded by Supervisor John Cowley. The motion passed.

Yes: Supervisor(s): David Baker, John Cowley, Peter Ingalsbe, Daniel Marshall, Daryl Marshall, David Phillips, Mark Venuti. No: Supervisor(s): None. Abstain: Supervisor(s): None.

Michele Smith presented the following two resolutions entitled:

- Create Finance Clerk II Position and Abolish a Senior Account Clerk Position
- Create Finance Clerk II Position and Abolish a Finance Clerk I Position

Supervisor Peter Ingalsbe motioned to approve these two resolutions, as presented as a block. The motion was seconded by Supervisor John Cowley. The motion passed.

Yes: Supervisor(s): David Baker, John Cowley, Peter Ingalsbe, Daniel Marshall, Daryl Marshall, David Phillips, Mark Venuti. No: Supervisor(s): None. Abstain: Supervisor(s): None.

Michele Smith presented a resolution entitled, "Authorizing Memorandum of Agreement No. 2-2025 with Ontario County Employees' Unit, Local 835, Civil Services Employees' Association, Inc. related to the Annual Leave Exchange program".

Supervisor Mark Venuti motioned to approve the resolution as presented. The motion was seconded by Supervisor David Phillips. The motion passed.

Yes: Supervisor(s): David Baker, John Cowley, Peter Ingalsbe, Daniel Marshall, Daryl Marshall, David Phillips, Mark Venuti. No: Supervisor(s): None. Abstain: Supervisor(s): None.

Mike Flatt has scheduled the first safety committee meeting for August 14th. We are seeing fewer injuries than last year at this time but more recordable injuries, mostly law enforcement. In October, he will be hosting the annual fall safety training. He is working on updating the confined spaces policy to be compliant with OSHA. He is also developing a Silica policy that, once it is completed, he can share with the municipalities.

10. Purchasing Department:

Jenifer Langer presented the Purchasing Departments AA1345 budget. There are two changes for 2026. They are returning a position to the department. The department is taking back the responsibility of monitoring and tracking insurance. This position would handle this and other department duties. There is also a small increase in day training.

Supervisor Peter Ingalsbe motioned to approve the AA1345 budget as presented. The motion was seconded by Supervisor Daniel Marshall. The motion passed.

Yes: Supervisor(s): David Baker, John Cowley, Peter Ingalsbe, Daniel Marshall, Daryl Marshall, David Phillips, Mark Venuti. No: Supervisor(s): None. Abstain: Supervisor(s): None.

11. Finance:

Mary Gates provided the following finance updates:

- The rest of the department budget will be coming through the next cycle.
- All software costs are being moved into IT's budget in 2026.
- If your town is still receiving a check for payments, please sign up for ACH.
- Sales tax revenue is up a little over 1%.
- The annual budget workshop board meeting will be on September 16th.

12. County Administrator:

Chris DeBolt presented a resolution entitled, "Appointing the Members of a Search Committee for the Director of Youth Bureau".

Supervisor John Cowley motioned to approve the resolution as presented. The motion was seconded by Supervisor Peter Ingalsbe. The motion passed.

Yes: Supervisor(s): David Baker, John Cowley, Peter Ingalsbe, Daniel Marshall, Daryl Marshall, David Phillips, Mark Venuti. No: Supervisor(s): None. Abstain: Supervisor(s): None.

13. Unfinished Business:

There was no unfinished business to be brought before the committee.

14. Executive Session:

Supervisor John Cowley motioned to enter executive session at 3:45 PM for POL§105 (1) (e) - Discussions on collective negotiations pursuant to Article 14 of the Civil Services Law (the Taylor Law) and POL§105 (1) (h) - Discussions on the proposed acquisition, sale or lease of real property or the proposed acquisition of securities, or sale or exchange of securities held by such public body but only when publicity would substantially affect the value thereof. Supervisor David Phillips seconded the motion. The motion passed.

Supervisor Peter Ingalsbe motioned to exit executive session at 4:01 PM. Supervisor John Cowley seconded the motion. The motion passed.

15. Next Meeting Date And Time:

August 13, 2025 at 3:00 PM.

16. Adjournment:

On a motion of Supervisor David Phillips, seconded by Supervisor John Cowley, the Ways & Means Committee meeting was adjourned at 04:02 PM.

Approved Minutes

Respectfully Submitted, Kristin A. Voss, Clerk