Approved Minutes

WAYS & MEANS COMMITTEE

Wednesday, November 5, 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 November 5, 2025.

Members Present: Supervisor(s) David Baker, John Cowley, Peter Ingalsbe, Daniel Marshall, Daryl Marshall, David Phillips, and Mark Venuti (Exit 3:51).

Others present in addition to committee members:

- Chris DeBolt, County Administrator
- Alissa Bub, Deputy County Administrator
- Holly Adams, County Attorney, via Webex
- Lea Nacca, Assistant County Attorney
- Broxton Prater, Assistant County Attorney
- Joe Nacca, Assistant County Attorney
- Sheriff Cirencione
- Michele Smith, HR Director
- Jeff Trickler, Treasurer
- Deninne Leeson, Real Property Tax Director
- Josh Colton, Security Coordinator
- Tom Harvey, Planning Director
- Angela Ruffier, Probation Director
- Jason Tack, FLCC V.P. of Finance
- Jared Simpson, BOS Chairman
- Kristin Voss, BOS Clerk
- Bill Wellman, Town of Phelps Supervisor, via Webex
- Mary Gates, Finance Director
- Nellie Puma, Deputy Finance Director
- Barbra Sweet, Sr. Fiscal Manager
- John Rizzo, Fiscal Manager
- Kathy Dunn, Fiscal Manager
- Jen Langer, Purchasing Director
- Chris Day, DPW Commissioner
- Ryan Davis, Economic Developer
- Kelly Wolford, Acting District Attorney
- Kate Ott, Public Health Director, via Webex
- Stacy Schmitt, Buyer, via Webex

2. Approval Of Minutes:

Supervisor Daniel Marshall motioned to approve the minutes of the October 15, 2025 Ways & Means Committee meeting. The motion was seconded by Supervisor Mark Venuti. 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. Planning Department & FLCC Capital Projects:

Tom Harvey presented a resolution entitled, "Capital Project No. H095-23 - 2023 FLCC

Maintenance Capital Project - Authorize the Purchase of Plumbing Supplies and Budget Transfer".

Supervisor Daryl 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.

4. Public Works & Public Works Capital Projects:

Christopher Day presented a resolution entitled, "Transfer of Funds - Purchase/Buyout of Enterprise Leased Vehicles".

Supervisor Daniel Marshall motioned to approve the resolution as presented. The motion was seconded by Supervisor Mark Venuti. 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. Governmental Operations & Insurance:

Tom Harvey gave a brief overview of the history of the Flint Creek Small Watershed Protection District.

Dennine Leeson presented a resolution entitled, "2026 Tax Levy Flint Creek Small Watershed Protection District".

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

Dennine Leeson presented a resolution entitled, "Authority to Notify Cities of Canandaigua and Geneva of 2026 County Tax Levy".

Supervisor Peter Ingalsbe 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.

6. Health & Human Services:

Chris DeBolt presented a resolution entitled, "Authorization to Appropriate Mental Health Opioid Funds".

Supervisor Daniel Marshall 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.

Kate Ott presented a resolution entitled, "Authorization to Accept the STOP-DWI HVEC Grant Funding from the New York State STOP-DWI Foundation, Inc. - 2025-2026".

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.

7. Public Safety:

Angela Ruffier presented a resolution entitled, "Authorization to Accept Funding from the NYS Office of Children and Family Services for Supervision and Treatment Services for Juveniles Program (STSJP) Probation Department 2025-2026".

Supervisor Daniel Marshall 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.

David Cirencione presented a resolution entitled, "Authorizing Eight-Year Service Agreement with Axon Enterprise for the Sheriff's Office Corrections Bureau 2026-2034".

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.

David Cirencione presented a resolution entitled, "Capital Improvement Plan EQ06-20 - Budget Transfer - 911 Telephone Update and Maintenance Agreement".

Supervisor Daryl Marshall 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.

Mary Gates presented a resolution entitled, "Rescind Resolution No. 450-2025 and Authorize Acceptance of Extension to SFY 2022-2025 Victim and Witness Assistance Program Grant (NYS CONTRACT #OVS01-C11337GG)".

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.

9. Human Resources:

Josh Colton briefly reviewed the outstanding security CIP projects. The de-escalation training he has been doing has wrapped up. He is hoping to do more in the 2nd quarter of next year. He is also offering active shooter training and general security training. He has received 7 new reports of workplace violence in the last few months. Most were public client to employee reports.

Joshua Colton presented a resolution entitled, "Authorization to Contract with IK Systems Inc - Access Control Migration".

Supervisor Daryl Marshall 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.

Michele Smith presented a resolution entitled, "Authorization to Amend Contract with By the Numbers Actuarial Consulting, Inc.".

Supervisor Daniel Marshall motioned to approve the resolution as presented. The motion was seconded by Supervisor Mark Venuti. 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, "Resolution to Authorize the Creation and Abolition of Positions for the 2026 Ontario County Budget".

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.

Michele Smith presented a resolution entitled, "Authorizing Memorandum of Agreement No. 3-2025 with Ontario County, C.S.E.A.".

Supervisor David Phillips 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 a resolution entitled, "Adopting Local Law No. 9 (Intro.) of 2025 — Applying the Management Compensation Program for 2026".

Supervisor John Cowley motioned to approve the resolution as presented. The motion was seconded by Supervisor Mark Venuti. 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, "Adopting the Ontario County Benefits Manual for Managerial/Confidential Employees and Elected Officials".

Supervisor David Phillips 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.

Ms. Smith let the committee know that there were only a few edits this year. The largest edit is on page 6. This will allow management staff not to have to put holidays on their time sheets, they will automatically be entered. It also changes the pay periods to account for 27 pay periods in 2026 instead of 26.

Michele Smith asked if there were any questions about the 3rd quarter vacancy report that was provided in the committee packet. David Baker asked if the positions that are vacant that we don't intend to fill are they part of the report? Michele let the committee know, yes, they are included in the numbers in the report.

10. Purchasing Department:

Broxton Prater let the committee know that we are currently using two different contract methods with no clear definition of when to use each. The two methods are the contract document method and the offer and acceptance method. Broxton talked about the advantages of both methods and when they should be used. She then asked for committee's thoughts and approval of being able to keep using both methods, but changing the language in the bid/solicitation documents to clarify which method would be used after acceptance.The committee approved the following change in bid/solicitation language and when to use each contract method.

The language for the contract document method will be updated to the following:
This Invitation for Bids is the County seeking an offer for (INSERT PROJECT PURPOSE), further detailed in the Bid Specifications. An Award, if made, will be to the lowest responsive/responsible vendor(s) in part or in whole who meet(s) all the terms of the Bid Specifications. If the County accepts your offer via Award the County and Awarded Vendor will execute a separate contract. A legally binding contractual relationship will not exist between the County and the Awarded Vendor until that separate contract has been fully executed by both parties.

The language for the offer and acceptance method will be updated to the following:
This Invitation for Bids is the County seeking an offer for (INSERT PROJECT PURPOSE), further detailed in the Bid Specifications. An Award, if made, will be to the lowest responsive/responsible vendor(s) in part or in whole who meet(s) all the terms of the Bid Specifications. If the County accepts your offer via Award the County and Awarded Vendor will have entered a legally binding contractual relationship. The County's "Bid Documents" and the Awarded Vendor's “Response

Documents" constitute the "Agreement". If any terms of the Bid Documents conflict with or differ from the Awarded Vendor's Response Documents, the provisions of the Bid Documents shall control.

The Contract Document Method will be used for:
•Construction Bid: Construction projects often include multiple alternates. Without knowing the final scope of work prior to bidding, there needs to be a separate contract document finalizing the project.
•Request for Proposal – The County does not yet know what it wants, so we do not want to be stuck with the Vendor's exact proposal. RFPs result in a lot of post bid negotiation regarding the scope of work.

The Offer and Acceptance Method will be used for:
•Bid and Best Value Bid: The County knows exactly what it wants. If the County is awarding the bid to a Vendor, the County is accepting the vendor response exactly as it was submitted. So, we can use the combination of our bid documents and their response documents to encompass the entire agreement.

11. Finance Department:

The resolution entitled, "Adoption of County Budget for Year 2026" that was originally submitted in the committee packet was pulled. There is a new amended resolution to approve the budget.

Mary Gates presented a resolution entitled, "Adoption of County Budget for Year 2026".

Supervisor David Phillips motioned to approve the resolution with the addition of the FLCC CIP Bookstore Project as presented. The motion was seconded by Supervisor Mark Venuti. 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.

The change from the original resolution that was present in the committee packet is the inclusion of the following:

RESOLVED, That the Capital Improvement Plan for 2026 – 2031 be amended by the following:

Add the following project to the Capital Improvement Plan in year 2026:	Funding Source	
FLCC - Space Renovation to Existing Bookstore	FLCC	$150,000
	FLCC Association	$100,000
	State Aid - Education	$250,000

Mary Gates presented a resolution entitled, "Appropriation to Conduct County Government for Fiscal Year 2026".

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.

Mary Gates presented a resolution entitled, "Approval of the 2026–2031 Capital Improvement Plan".

Supervisor Peter Ingalsbe 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. No: Supervisor(s): None. Abstain: Supervisor(s): None.

Mary Gates presented a resolution entitled, "Amending Resolution No. 383-2025 - Appropriation Resolution for the Conduct of Finger Lakes Community College for the Fiscal Year Beginning September 1, 2025".

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. No: Supervisor(s): None. Abstain: Supervisor(s): None.

Mary Gates, presented a budget transfer for college chargebacks.

Supervisor David Phillips motioned to approve the budget transfer 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. No: Supervisor(s): None. Abstain: Supervisor(s): None.

Mary Gates also let the committee know that the Comptroller audited our tax cap for 2025 and 2026, and they had no change requests or findings.

13. County Administrator:

Chris DeBolt asked that the reappointment of the Director of Finance be discussed in executive session.

Alissa Bub provided an update on the ARPA grants. 60% of the awarded funds have been disbursed. The 1st half of the Arts, Culture, and Recreation and Childcare grant projects have been completed. The consultant is working closely with the projects where no funds have been disbursed. They are confident that they will be finished prior to the Federal deadline. There may be a need to extend the disbursement submission deadline from February by a few months for these projects.

14. Unfinished Business:

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

15. Executive Session:

Supervisor John Cowley motioned to enter executive session at 3:56 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) (f) - Discussions on 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 Daryl Marshall seconded the motion. The motion passed.

Supervisor Daniel Marshall motioned to exit executive session at 4:53 PM. Supervisor David Phillips seconded the motion. The motion passed.

8. Finger Lakes Community College (FLCC):

Lea Nacca presented a resolution entitled, "Approval of Collective Bargaining Agreement 2025-2028 Finger Lakes Community College and the County of Ontario, and The Finger Lakes Community College Faculty Alliance".

Supervisor Daniel Marshall 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. No: Supervisor(s): None. Abstain: Supervisor(s): None.

12. Addendum:

Michele Smith presented a resolution entitled, "Resolution Authorizing a Salary Adjustment for Kelly Wolford".

Supervisor David Phillips motioned to amend the resolution to change the start date from 11/1/25 to 10/31/25. The motion was seconded by Supervisor Dan Marshall. The motion passed.

Supervisor Daryl Marshall motioned to approve the resolution as amended. 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. No: Supervisor(s): None. Abstain: Supervisor(s): None.

16. Next Meeting Date And Time:

November 26, 2025 at 3:00 PM

17. Adjournment:

On a motion of Supervisor Daniel Marshall, seconded by Supervisor Daryl Marshall, the Ways & Means Committee meeting was adjourned at 04:56 PM.

Respectfully Submitted, Kristin A. Voss, Clerk