



**MINUTES  
FINANCIAL MANAGEMENT COMMITTEE  
3019 County Complex Drive, Canandaigua, New York**

**May 4, 2016**

**MEMBERS PRESENT**

Robert Green, Dan Marshall, Rich Russell, Kris Singer, Drew Wickham

**OTHERS PRESENT**

In addition to Committee Members: Jack Marren, Mary Krause, Mary Gates, Lorrie Scarrott, Brian Young, Sue Cirencione, Deb Gierman, Diane Johnston, Tom Harvey, Phil Povero, Andrea Schoeneman, Bill Wright, Ginny Gumaer-Muller, Barbara Pierce-Morrow, Tim Jensen, Carla Jordan, Betsy Landre, Catherine Welch, Mary Burnett, Nellie Puma, Kathleen Meyers, Sandy Seeber, Judy Manntai

**CALL TO ORDER**

The meeting of the Financial Management Committee was called to order at 2:00 p.m. by Vice Chairman Robert Green. The Chair declared Supervisor David Baker to be necessarily absent.

**MINUTES**

Supervisor Russell made a motion to approve the minutes of the Financial Management Committee meeting on April 13, 2016, as presented. Supervisor Wickham seconded the motion. The motion carried.

**HEALTH & MEDICAL**

The following three items were considered as a block. Supervisor Singer made the motion to file the resolutions and receive the report. Supervisor Green seconded the motion. The motion carried.

- ▶ **Resolution:** *Mental Health ~ Authorization of 2016 Sliding Fee Schedule*

The motion carried to file the resolution authorizing the Department of Mental Health to utilize the submitted 2016 Sliding Fee Schedule for the determination of appropriate charges to clients for service rendered effective May 13, 2016.

- ▶ **Resolution:** *Mental Health ~ Authority to Cancel Uncollectible Debts*

The motion carried to file the resolution deeming accounts totaling \$44,130.35 to be uncollectible and authorizing the Department of Mental Health to remove the unpaid balances from its books.

**2015 Mental Health Annual Report**

The motion carried to receive the *2015 Mental Health Annual Report*.

- ▶ **Resolution:** *Public Health ~ Authorization of 2016 Sliding Fee Schedules* Supervisor Wickham made a motion to file the resolution authorizing the Department of Public Health to utilize the submitted 2016 Sliding Fee Schedules for the determination of appropriate charges to clients for services rendered effective May 13, 2016.

## PUBLIC SAFETY

- ▶ **Resolution:** *Sheriff / Mental Health ~ Authorization to Apply for Grant from United States Department of Justice, Office of Justice Programs* Supervisor Wickham made a motion to file the resolution authorizing submission of the application for funding (up to \$250,000) from the United States Department of Justice, Office of Justice Programs, Bureau of Justice Assistance, Justice and Mental Health Collaboration Program. Supervisor Russell seconded the motion. The motion carried. (This will be a joint application for the Ontario County Office of Sheriff and the Department of Mental Health.)

- ▶ **Resolution:** *Sheriff ~ Authorization to Accept Donation for Safe Child ID Program* Supervisor Green made a motion to file the resolution to authorize the Sheriff's Office to accept contributions from Eagle Lodge F & AM #619 in the amount of \$129 for the Safe Child ID Program.

The following two resolutions were considered as a block. Supervisor Marshall made the motion to file the resolutions. Supervisor Wickham seconded the motion. The motion carried.

- ▶ **Resolution:** *Public Defender ~ Authorization to Accept Hurrell-Harring Counsel at Arraignment Grant from Office of Indigent Legal Services* The motion carried to file the resolution authorizing acceptance of the Hurrell-Harring Counsel at Arraignment Grant award in the amount of \$278,940 for 2016. The grant period is from January 1, 2016, through December 31, 2020, and there is no county match requirement.

- ▶ **Resolution:** *Public Defender ~ Authorization to Accept Hurrell-Harring Quality Improvement Grant from Office of Indigent Legal Services* The motion carried to file the resolution authorizing acceptance of the Hurrell-Harring Quality Improvement Grant award in the amount of \$292,244. The grant period is from January 1, 2016, through December 31, 2017, and there is no county match requirement.

- ▶ **Resolution:** *Probation ~ Alternatives to Incarceration Program - Transfer of ATI Bail Reserve Monies to Pilot Trauma Therapy Services to Probation and Treatment Court Programs 2016-2018* Supervisor Wickham made a motion to file the resolution authorizing transfer of \$64,300 from the appropriated ATI Bail Reserve to the Probation budget for the purpose of providing services as outlined; and further, to approve a contract with Family Counseling of the Finger Lakes beginning June 1, 2016, and expiring May 31, 2018. Supervisor Russell seconded the motion. The motion carried.

The following nine resolutions were preceded by a memo of explanation from Stop-DWI and were considered as a block. Supervisor Wickham made the motion to file the resolutions. Supervisor Russell seconded the motion. The motion carried.

- ▶ **Resolution:** *Stop-DWI ~ Authorization to Accept Additional Grant Funds from NYS Stop-DWI Foundation to Supplement Existing Funding for DWI Crackdown Special Patrols and Drug Recognition Expert Overtime Callouts*
- ▶ **Resolution:** *Stop-DWI ~ Transfer from Reserve for Overtime*
- ▶ **Resolution:** *Stop-DWI ~ Purchase of Radio for Nightwatch Program*
- ▶ **Resolution:** *Stop-DWI ~ Boys & Girls Club - Keystone Program Contract*
- ▶ **Resolution:** *Stop-DWI ~ Never Alone Club Program Contract*
- ▶ **Resolution:** *Stop-DWI ~ Purchase of License Plate Reader - Canandaigua Police Department*
- ▶ **Resolution:** *Stop-DWI ~ Purchase of License Plate Reader - Ontario County Sheriff's Department*
- ▶ **Resolution:** *Stop-DWI ~ Purchase of Radar Guns - Geneva Police Department*
- ▶ **Resolution:** *Stop-DWI ~ Purchase of Radar Guns - Phelps Police Department*

## CAPITAL PROJECTS

The following two resolutions were considered as a block. Supervisor Russell made the motion to file the resolutions. Supervisor Wickham seconded the motion. The motion carried.

- ▶ **Resolution:** *Space Utilization and Reallocation Project Phase III - Ontario County Courthouse - CP 05-2012: Contract Amendment & Budget Allowance*  
The motion carried to file the resolution approving the budget transfer as detailed in the resolution and the contract amendment for additional design services as described in TY Lin's proposal dated 4/26/16 for an amount not to exceed \$19,488.
- ▶ **Resolution:** *Space Utilization and Reallocation Project Phase III - Ontario County Courthouse - CP 05-2012: Budget Transfer for Furniture Purchase*  
The motion carried to file the resolution approving the purchase of furniture for the fourth floor District Attorney's Office at a cost of \$26,152.34, and approving the budget transfer as detailed in the resolution.

- ▶ **Resolution:** *Highways ~ County Road 33 Reconstruction , Part 2 Sta.91+50 to Sta. 164+00 - CP02-2014: Budget Amendment and Acceptance of Bid*

Supervisor Marshall made a motion to file the resolution accepting the bid from Sealand Contractors, Corp., for a cost not to exceed \$4,058,000.29, and approving the budget transfer as detailed in the resolution. Supervisor Russell seconded the motion. The motion carried.
  - ▶ **Resolution:** *Public Works ~ Multiple Culvert Replacements - CP 13-2015: Award Bid for Culvert Repair and Replacement*

Supervisor Marshall made a motion to file the resolution to award the contract for the repair and replacement of multiple culverts and to approve the budget transfer. Supervisor Wickham seconded the motion. The motion carried. It was noted that the details of this resolution will be finalized prior to the Board of Supervisor's meeting.
  - ▶ **Resolution:** *Establish Capital Project 02-2016: Space Reorganization and Security Enhancement of Ontario County Human Services Building Project - Contract Award to SWBR Architecture, Engineering, and Landscape Architecture, PC for Concept Planning and Appropriate Fund Balance*

Supervisor Russell made a motion to file the resolution to establish Capital Project 02-2016 entitled *Space Reorganization and Security Enhancement of Ontario County Human Services Building Project*, to establish the budget of \$42,740, and to accept the proposal from SWBR Architecture, Engineering & Landscape in the amount of \$35,240 for professional consultant services related to the project. Supervisor Wickham seconded the motion. The motion carried.
- The following two resolutions were considered as a block. Supervisor Marshall made the motion to file the resolutions. Supervisor Wickham seconded the motion. The motion carried.
- ▶ **Resolution:** *700 MHz Interop CP 05-2013 & UHF Simulcast Network Project CP 06-2012: Transfer of Grant Funding and Appropriate Reserve Funding*

The motion carried to file the resolution to reallocate grant funding to the purchase of interoperable communications equipment and appropriating reserve to provide the funding necessary for the purchase and installation of the generator and UPS equipment, and to approve the necessary budget transfers as stipulated in the resolution.
  - ▶ **Resolution:** *700 MHZ Interop CP 05-2013: Amendment of Contract with Harris for Purchase and Installation of 700 MHZ Interoperable Communications Equipment*

The motion carried to file the resolution to approve the purchase and installation of 700 MHZ interoperable communications equipment required to make the site fully functional, to approve the contract amendment with Harris Corporation, and to approve the necessary budget transfers as stipulated in the resolution.

- ▶ **Resolution:** *Closing of Geneva PSAP Project ~ CP 06-2015: Award of Bid B16052 And Authorization to Contract* Supervisor Russell made a motion to file the resolution to accept the proposal from Concord Electric Corp., in the amount of \$68,700 for the development of the 529 Exchange Street site including electrical and HVAC modifications Supervisor Marshall seconded the motion. The motion carried.

**FMC STANDING COMMITTEE ITEMS**

- ▶ **Resolution:** *Purchasing ~ Authorization to Increase the Inventory Control Asset Limit and Set the Limit for Capitalized Assets* Supervisor Wickham made a motion to file the resolution increasing the Ontario County inventory control asset limit to \$2,500. Supervisor Marshall seconded the motion. The motion carried.
- ▶ **Resolution:** *Purchasing ~ Revision of the Ontario County Purchasing Procedures* Supervisor Russell made a motion to file the resolution to approve and incorporate the necessary changes to the Ontario County Purchasing Procedures. Supervisor Singer seconded the motion. The motion carried.

**1<sup>st</sup> Quarter 2016 Sales Tax Distribution**

The *1<sup>st</sup> Quarter 2016 Sales Tax Report* was briefly reviewed. The County had an increase of approximately 3.68% as compared to the prior year 1<sup>st</sup> quarter collections.

- ▶ **Resolution:** *2017-2018 Proposed County Budget Guidelines* A draft of the *2017-2018 Proposed County Budget Guidelines* was presented for consideration. Supervisor Marshall made a motion to approve and file the resolution for the *2017-2018 Proposed County Budget Guidelines*. Supervisor Singer seconded the motion. The motion carried.

**OTHER BUSINESS**

**Executive Session**

At 2:48 p.m., Supervisor Russell made a motion to enter into Executive Session to discuss the employment of a particular individual. Supervisor Singer seconded the motion. The motion carried. At 3:10 p.m., Supervisor Marshall made a motion to adjourn the Executive Session and reconvene the regular meeting. Supervisor Singer seconded the motion. The motion carried.

- ▶ **Resolution:** *Transfer of Position - Professional Engineer - Solid Waste Management to Public Works* Supervisor Russell made a motion to file the resolution to transfer the position of Professional Engineer from Solid Waste Management to the Public Works Department, effective upon adoption. Supervisor Marshall seconded the motion. The motion carried.

**ADJOURNMENT**

Being no further business to come before the Committee, the meeting was adjourned at 3:13 p.m. following a motion by Supervisor Marshall. The motion was seconded by Supervisor Wickham, and carried.

The next regularly scheduled meeting is Wednesday, May 25, 2016, at 2:00 p.m.

Respectfully submitted,

Judy Mantai  
Recording Secretary