



Minutes
WAYS AND MEANS COMMITTEE
3019 County Complex Drive ~ 2nd Floor,
Room 205 Canandaigua, NY 14424

September 27, 2017

MEMBERS PRESENT	Supervisors David Baker, Jeffery Gallahan, Robert Green, Peter Ingalsbe, Daniel Marshall, Kristine Singer, and Andrew Wickham
OTHERS PRESENT	Finance Director Mary Gates, Chairman of Board John Marren, Treasurer, Gary Baxter, Deputy Public Works Commissioner John Berry, Fiscal Managers Nellie Puma, Halle Stevens, Kathleen Meyers, and Senior Fiscal Manager Shelley Gray, Deputy Finance Director Lorrie Scarrott, Mental Health Director Diane Johnston, FLCC Jim Fisher and FLCC Human Resource Director Grace Loomis, Conflict Defender Andrea Schoeneman, Assistant County Attorneys Holly Adams, Lea Nacca, District Attorney James Ritts, Assistant District Attorney Melanie Bailey, Planner Regina Sousa, Safety Coordinator Sherman Manchester, Archivist Rosemary Switzer, Chief Information Officer Sean Barry, IS Application Support Manager Bob Smith, Grants Coordinator Peter Brown, Sheriff Phillip Povero, and Clerk Karen DeMay
CALL TO ORDER	Chairman Baker called the committee meeting to order at 3:00 PM. He welcomed new committee members, Supervisors Ingalsbe and Marshall. He also noted contributions of Supervisors Campbell and Russell who have moved to other committee assignments.
VICE CHAIRMAN	Supervisor Wickham was appointed as Vice-Chairman by Mr. Baker.
MINUTES	Motion to approve the minutes of December 7 and December 13, 2017, made by Supervisor Wickham, seconded by Supervisor Green, and carried.
PUBLIC SAFETY	<p>Sheriff Povero presented two resolutions:</p> <ol style="list-style-type: none">1. AUTHORIZATION TO APPLY FOR GRANT FROM UNITED STATES DEPARTMENT OF HEALTH AND HUMAN SERVICES, SUBSTANCE ABUSE, AND MENTAL HEALTH SERVICES ADMINISTRATION.2. CREATION OF POSITIONS – COUNTY POLICE OFFICER. <p>Motion to approve these resolutions made by Supervisor Green, seconded by Supervisor Marshall, and carried.</p> <p>District Attorney Ritts presented two resolutions:</p> <ol style="list-style-type: none">1. AUTHORIZATION TO ACCEPT CRIMES AGAINST REVENUE PROGRAM GRANT.2. AUTHORIZATION TO ACCEPT 2017-2018 AID TO PROSECUTION GRANT FROM NYS DIVISION OF CRIMINAL JUSTICE SERVICES. <p>Motion to approve these resolutions made by Supervisor Green, seconded by Supervisor Wickham, and carried.</p> <p>Conflict Defender Schoeneman presented one resolutions entitled, “AUTHORIZATION TO ENTER INTO A CONTRACT WITH NYS OFFICE OF INDIGENT LEGAL SERVICES, CASELOAD RELIEF GRANT”.</p> <p>Motion to approve this resolution made by Supervisor Green, seconded by Supervisor Singer, and carried.</p>

GOVERNMENTAL OPERATIONS AND INSURANCE	<p>Archivist Rosemary Switzer presented a resolution entitled, “SCANNING OF SUPREME AND COUNTY COURT MINUTES NEW YORK STATE INDUSTRIES PREFERRED SOURCE PROVIDER AND NYSID’S ASSOCIATE MEMBER, IMAGING AND MICROFILM ACCESS (IMA) AND ONTARIO COUNTY DEPARTMENT OF RECORDS, ARCHIVES AND INFORMATION MANAGEMENT SERVICES (RAIMS)”.</p> <p>Motion to approve this resolution made by Supervisor Gallahan, seconded by Supervisor Singer and carried.</p>
	<p>Chief Information Officer Sean Barry presented resolution entitled, “APPROVAL OF CONTRACT WITH CONTINUUM SYSTEMS FOR A NEW ENTERPRISE CONTENT MANAGEMENT SYSTEM”. He explained this system will allow us to automate some old and decrepit paper processes.</p> <p>Ms. Krause noted this product presents many possibilities, it is a robust program.</p> <p>Ms. Krause added along with reserve we are applying for grants with state archives. She also recommends adding a RESOLVED clause to the resolution to appropriate from reserve. The appropriate dollar amount and budget information will be included.</p> <p>Motion to amend the resolution as stated above made by Supervisor Marshall, seconded by Supervisor Wickham and carried.</p> <p>Motion to approve this resolution, as amended made by Supervisor Green, seconded by Supervisor Gallahan and carried.</p>
HEALTH AND HUMAN SERVICES	<p>Mental Health Director Diane Johnston presented two resolutions:</p> <ol style="list-style-type: none"> 1. “AMENDMENT-AUTHORIZATION FOR RENEWAL OF PROFESSIONAL CONSULTANT CONTRACT-FLACRA-2018”. <p>Motion to approve this resolution made by Supervisor Marshall, seconded by Supervisor Singer and carried.</p> <ol style="list-style-type: none"> 2. “AUTHORIZATION TO AMEND CONTRACT WITH TENELEVEN GROUP, INC., TO ADD ELECTRONIC PRESCRIBING LICENSE”. <p>Motion to approve this resolution made by Supervisor Gallahan, seconded by Supervisor Marshall and carried.</p>
	<p>On behalf of Office for the Aging, Senior Fiscal Manager Shelley Gray presented a resolution entitled, “AUTHORITY TO CANCEL UNCOLLECTIBLE DEBTS”.</p> <p>Motion to approve this resolution made by Supervisor Gallahan, seconded by Supervisor Ingalsbe and carried.</p>
PUBLIC WORKS	<p>County Administrator Mary Krause presented a resolution entitled “AUTHORIZATION TO PARTICIPATE IN AND ADMINISTER FUNDING FOR THE NEW YORK STATE SEPTIC SYSTEM REPLACEMENT FUND”.</p> <p>Ms. Krause explained the county is submitting a notification of intent to participate in this program and further designates Soil and Water Conservation District to administer program. Eligible property owners may be able to receive a 50% reimbursement of the cost of replacing a septic system, and this is a multi-year program. It was noted eligible property must be within 250 feet of shoreline.</p> <p>Motion to approve this resolution made by Supervisor Singer, seconded by Supervisor Wickham and carried.</p>
	<p>Deputy Commissioner of Public Works John Berry presented two resolutions:</p> <ol style="list-style-type: none"> 1. “CAPITAL PROJECT NO. 1-2013, ALLEN PADGHAM ROAD BRIDGE OVER GARNARGUA CREEK: ACCEPTANCE OF SUPPLEMENTAL AGREEMENT #4 TO NYS REVENUE CONTRACT”. 2. “CAPITAL PROJECT NO. 7-2015, COUNTY ROAD 42 PREVENTIVE MAINTENANCE, ACCEPTANCE OF SUPPLEMENTAL AGREEMENT #4 TO NYS REVENUE CONTRACT”. <p>Motion to approve these resolutions made by Supervisor Singer, seconded by Supervisor</p>

	Green and carried.
EMPLOYEE SAFETY	Safety Coordinator Sherman Manchester presented reports. Motion to approve these reports made by Supervisor Gallahan, seconded by Supervisor Wickham and carried.
HUMAN RESOURCES	Human Resource Director Michele Smith presented proposed Local Law No. 2 (Intro.) 2018 which establishes residency requirements for correction officers. She also presented a resolution entitled, "RESOLUTION FIXING DATE AND NOTICE FOR THE PUBLIC HEARING ON LOCAL LAW NO. 2 (INTRO.) OF 2018". Supervisor Green expressed his appreciation for this as it will expand the pool of qualified candidates. Motion to approve this draft local law and resolution made by Supervisor Marshall, seconded by Supervisor Ingalsbe and carried.
	HR Director Smith presented a resolution entitled, "AUTHORIZATION TO CONTRACT WITH UR MEDICINE CENTER FOR EMPLOYEE WELLNESS FOR BIOMETRIC SCREENING AND HEALTH RISK ASSESSMENT SERVICES 2018". Motion to approve this resolution made by Supervisor Singer, seconded by Supervisor Wickham and carried.
	HR Director presented: <ol style="list-style-type: none"> 1. Salary guidelines for nursing post licensure-experience and education as information for the committee. Supervisor Wickham noted these are very helpful and thanked her for the information. 2. Designation of representatives to various sub-committees: <ol style="list-style-type: none"> a. MCP Committee - Supervisors Singer and Baker. b. Deferred Compensation Committee – Supervisors Singer and Baker. c. Labor Management Committee – Supervisor Wickham d. Health Insurance Review Committee – Supervisor Baker e. Succession Planning Committee – Supervisor Marshall
PURCHASING	Purchasing Director presented a resolution entitled, "AWARD OF BID FOR PRINTING OF BID SPECIFICATIONS AND DRAWINGS". Motion to approve this resolution made by Supervisor Gallahan, seconded by Supervisor Wickham and carried.
HOMERULE REQUEST	Treasurer Gary Baxter presented a resolution entitled, "REQUEST FOR STATE LEGISLATION TO AMEND NEW YORK TAX §1202-t – HOTEL OR MOTEL TAXES IN ONTARIO COUNTY". Assistant County Attorney Lea Nacca noted two changes that now mirror what the Assembly approved last year, but the Senate had not acted upon. The clarification of definition of hotel or motel is to include cottages, apartments, and condominiums, and also the elimination of the exemption for three rentable units or less. Motion to approve this resolution made by Supervisor Singer, seconded by Supervisor Marshall and carried.
FINANCE DEPARTMENT	Finance Director Mary Gates presented a resolution entitled, "ADOPTION OF THE BUDGET TRANSFER POLICY AND PROCEDURES – 2018". She stated there is only one minor change from last year's policy. The change continues to allow a department head who oversees multiple departments to move money among programs in the point 1s, 2s, 4s, and 8s, but requires that department to inform the standing committee when moving money between programs. It will not be necessary to go to the full board. Finance continues moving forward to help with efficiency of departments. The changes have worked very well in the last year.

	<p>Motion to approve this resolution made by Supervisor Wickham, seconded by Supervisor Singer and carried.</p>
BUDGET TRANSFERS	<p>Ms. Gates presented a memo listing budget transfers processed to continue with year-end closing procedures. There are five transfers. These would have come to a standing committee and she would like to process these before next week when we close the books on 2017. There may be a few more to come and she will discuss each with Chairman Baker before processing.</p> <p>Motion to approve these transfers made by Supervisor Gallahan, seconded by Supervisor Wickham and carried.</p>
VEHICLE STIPEND	<p>Ms. Gates presented a resolution entitled, “VEHICLE STIPEND–ECONOMIC DEVELOPER”. Ms. Gates explained that mileage and travel logs are required with the use of county vehicles. Due to tax regulations, personal mileage is taxed, and the rest of the usage is logged as county and business purposes. The Economic Developer uses a county vehicle which is aging out, and it is advisable to provide a mileage stipend rather than replace the vehicle. She explained that confidentiality is an issue with contacts made by the economic developer. If he used mileage logs, these could be obtained through freedom of information. Calculating averages over the past years, the Economic Developer will be provided \$4,800.00 annual for personal vehicle use. This will begin when the county vehicle is deemed out of service. Discussion followed.</p> <p>Motion to approve this resolution made by Supervisor Singer, seconded by Supervisor Gallahan and carried.</p>
GRANTS ADMINISTRATION	<p>Ms. Gates stated policy has been in place for a year. After one year of operation under this policy, many grants have a very short turn-around time. There is not always enough time to hit committee cycles and bring to full board. Many times an application had to be processed before coming to full board. This procedure should be adjusted. She proposes creating a grant application review team consisting of our Grant Coordinator, County Administrator, and Finance Director to review grant applications with departments, determine what the uses of the grants could be, and perhaps apply potential use of these grants to a more global perspective. We have opportunity to take a look and see if that option is available. We would like to have grant applications go through the team for review and approval when appropriate. Committee review will be included. If there is a contractual obligation this would come to the full board.</p> <p>Ms. Krause added grants applications go smoothly in general here in the county. Discussion followed.</p> <p>Motion to approve this policy procedural change made by Supervisor Singer, seconded by Supervisor Wickham and carried.</p>
74 ONTARIO STREET	<p>Ms. Gates reported the final estimate for this renovation project budget is \$10,400,000.00. With about 5.3 million dedicated toward this project, we are short about 5.2 million. She is recommending the best option for this board is to bond the remaining 5.2 million. Following research, we are looking at an interest rate of 2.5% – 3.0%. She further recommends a ten-year proposal with final bonding by June 15, 2018, due in 2028. This would coincide to landfill closing/revenue. In this way, the bond payment does not end up on our tax base.</p> <p>When asked, which departments would lose in the CIP, Ms. Gates stated this will give opportunity to spread the effect among departments. The CIP is 70% public works, but they should not take the full hit.</p> <p>Ms. Krause noted that time is money, she fully supports this plan.</p> <p>Responding to Supervisor Green, the cost to tear down the building at 74 Ontario Street and rebuild would be double the cost of this renovation project. Ms. Krause added the building has been deemed more structurally sound than what was previously believed. She noted that not all potential space in 74 Ontario will be totally utilized and there will be room for future expansion within the building.</p> <p>Ms. Krause also noted that plans are to develop a long-range facilities strategy plan</p>

	<p>which will include buildings security, future and anticipated needs. Consultants have advised that if this project is delayed the cost will escalate much higher than the anticipated interest rate on the bond.</p> <p>It is noted that this action will require a two-thirds Majority Vote by the full board.</p> <p>Committee directed Finance Director Mary Gates to put together the necessary resolution and information for the next round of committee meetings.</p>
EXECUTIVE SESSION	<p>At 3:48 PM, Supervisor Wickham made the motion, seconded by Supervisor Marshall, to go into executive session regarding discussion on proposed, pending, or current litigation and to confer with counsel; motion carried.</p> <p>At 4:02 PM, Supervisor Green made the motion, seconded by Supervisor Gallahan, to leave executive session; motion carried.</p>
ADJOURNMENT	<p>Motion to adjourn made at 4:03 PM by Supervisor Green, seconded by Supervisor Wickham and carried.</p>
RESPECTFULLY SUBMITTED	<p>Karen DeMay, Clerk to the Board</p>

Ontario County Vision Statement

A vibrant community where every citizen has the opportunity to be healthy, safe, and successful