



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

**January 18, 2017**

**MEMBERS PRESENT**

David Baker, Todd Campbell, Jeff Gallahan, Robert Green, Rich Russell, Kris Singer, Drew Wickham.

**OTHERS PRESENT**

In addition to Committee Members: Jack Marren, Mary Krause, Mary Gates, Brian Young, Lorrie Scarrott, Sean Barry, John Berry, Sue Cirencione, Tom Harvey, Matt Hoose, Arthur James, Diane Johnston, Sheriff Povero, Denise Morley, Michael Tantillo, Holly Adams, Julie Hoffman, Sherman Manchester, Melanie Steger, Mary Burnett, Nellie Puma, Michael Wojcik, Kathleen Meyers, Sandy Seeber, Halle Stevens, Steve Healy-CSEA, Judy Manntai,

**CALL TO ORDER**

The meeting of the Ways and Means Committee was called to order at 3:00 p.m. by Chairman Baker.

**APPOINTMENT OF VICE CHAIR**

Chairman Baker appointed Supervisor Drew Wickham as Vice Chairman of the Ways and Means Committee.

**MINUTES**

Supervisor Russell made a motion to approve the minutes of the Financial Management Committee on December 14, 2016. Supervisor Singer seconded the motion. The motion carried.

**PUBLIC SAFETY**

- ▶ **Resolution:** *Sheriff ~ Creation of Positions: Two Correction Officers - Court Security Division*

Supervisor Russell made a motion to approve the resolution to create two Correction Officer positions for assignment to the Court Security Division. Supervisor Wickham seconded the motion. Motion carried.

- ▶ **Resolution:** *Sheriff ~ Creation of Position: Registered Professional Nurse (DBL)*

Supervisor Singer made a motion to approve the resolution to create a temporary position of Registered Professional Nurse (DBL), limited to 90 days and no more than 28 hours per week. Supervisor Campbell seconded the motion. Motion carried.

- ▶ **Resolution:** *Sheriff ~ Salary Adjustment - Brett Lowry* Supervisor Wickham made a motion to approve the resolution to adjust the salary of County Police Officer Brett Lowry to be set at Grade R15, Step 4 (\$27.24/hr) effective upon his date of hire. Supervisor Campbell seconded the motion. Motion carried.
  
- ▶ **Transfer:** *Sheriff Crime Proceeds ~ Budget Transfer for Disbursement of Restitution and Fees* Supervisor Campbell made a motion to approve the budget transfer of \$2,776.69 for disbursement of restitution and fees per Court Assignment for Case 16-DI-089. Supervisor Russell seconded the motion. Motion carried.
  
- ▶ **Resolution:** *District Attorney ~ Salary Adjustment - James B. Ritts* Supervisor Russell made a motion to approve the resolution to adjust the salary of Assistant District Attorney James B. Ritts from \$104,631 (Band 5, Step 7), to First Assistant District Attorney, \$106,605 (Band 4, Step 6), effective upon adoption. Supervisor Gallahan seconded the motion. Motion carried.
  
- ▶ **Resolution:** *District Attorney ~ Salary Adjustment - Colleen Sullivan* Supervisor Green made a motion to approve the resolution to adjust the salary of Assistant District Attorney Colleen Sullivan, based on her prior prosecution experience, to MCP Band 10, Step 3, \$68,769, effective upon her appointment. Supervisor Singer seconded the motion. Motion carried.
  
- ▶ **Transfer:** *District Attorney ~ Budget Transfer from Federal Crime Proceeds Reserve* Supervisor Singer made a motion to approve the budget transfer of \$1,200 from Federal Crime Proceeds Reserve to send District Attorney staff to a 2017 training conference. Supervisor Green seconded the motion. Motion carried.
  
- ▶ **Resolution:** *Stop-DWI ~ Authorization to Accept a Grant from the NYS Stop-DWI Foundation to Supplement Existing Funding for DWI Crackdown Special Patrols* Supervisor Green made a motion to approve the resolution to authorize acceptance of a grant from NYS Stop-DWI Foundation in the amount of \$9,124. The grant allows reimbursement of crackdown enforcement with no County match required. Supervisor Singer seconded the motion. Motion carried.

## GOVERNMENT OPERATIONS & INSURANCE

- ▶ **Transfer:** *Information Services ~ Budget Transfer from Contingency for Papercut Software Application* Supervisor Singer made a motion to approve the budget transfer of \$35,958.67 from Contingency to provide funding for implementation of Papercut service (a software application) as part of the County's Green Initiative and to assist in management of access to confidential materials and improved security. Supervisor Gallahan seconded the motion. Motion carried.
  
- ▶ **Resolution:** *County Clerk ~ Creation of Photocopy Machine Operator II - Abolishment of* Supervisor Singer made a motion to approve the resolution to create a position of Photocopy Machine Operator II in the County Clerk's Office, effective March 1, 2017, and that Marjorie Capron be

*Positions*

appointed to the position effective March 1, 2017; and further, that the vacant positions of Sr. Photocopy Machine Operator and Microfilm Machine Operator be abolished effective March 1, 2017. Supervisor Green seconded the motion. Motion carried.

**HEALTH & HUMAN SERVICES**

- ▶ **Resolution:** *Mental Health ~ Authorization to Increase Petty Cash Fund for Geneva Site*

Supervisor Russell made a motion to approve the resolution requesting that the Petty Cash Fund at the Geneva location be increased by \$25.00 to a total of \$50.00. Supervisor Gallahan seconded the motion. Motion carried.

**PLANNING & ENVIRONMENTAL QUALITY**

- ▶ **Resolution:** *Economic Development ~ Resolution of Uncollectible Debt - Revolving Loan Fund*

Supervisor Singer made a motion to approve the resolution to deem the existing loan balance of \$3,030.16 owed by Terrenow, LLC, as uncollectible and that it be removed from the County's books. Supervisor Campbell seconded the motion. Motion carried.

**PUBLIC WORKS**

- ▶ **Resolution:** *Canandaigua Lake County Sewer District ~ Authorization to Award Contract and Appropriate Fund Balance for Replacement of Standby Generators at Pump Stations 3E & 4E*
- ▶ **Resolution:** *Honeoye Lake County Consolidated Sewer District ~ Designation of Authorized Representative - Honeoye Lake Wastewater Treatment Plant Improvements*

Supervisor Green made a motion to approve the resolution to award the contract for replacement of standby generators at Pump Stations 3E & 4E in the Canandaigua Lake County Sewer District for the contract price of \$165,530, and to approve the budget transfer as stipulated in the resolution. Supervisor Gallahan seconded the motion. Motion carried.

Supervisor Green made a motion to approve the resolution to authorize the County Administrator to execute a Grant Agreement with the NYS Environmental Facilities Corporation as stipulated in the resolution. The Honeoye Lake Wastewater Treatment Plant Improvements Project has been selected to receive up to \$50,000 for the Engineering Planning Grant. Supervisor Russell seconded the motion. Motion carried.

**CAPITAL PROJECTS**

- ▶ **Resolution:** *Public Works Bureau of Highways~ CP 02-2014: County Road 33 Reconstruction, Part 2: STA 91+50 - STA. 164+00 - Acceptance of Grant and Budget Amendment*

Supervisor Russell made a motion to approve the resolution to accept a grant award in the amount of \$3,000 from the Ontario Wayne Stormwater Coalition and to amend the budget of Capital Project 02-2014 as stipulated in the resolution. Supervisor Wickham seconded the motion. Motion carried.

▶ **Resolution:** *Planning ~ Establish Capital Project 01-2017 as the 2017 FLCC Maintenance Capital Project and Award of Bid and Authorization to Contract with Environmental Paving Solutions, LLC*

Supervisor Russell made a motion to approve the resolution establishing Capital Project 01-2017 as the 2017 FLCC Maintenance Capital Project, to award the bid and approve the contract with Environmental Paving Solutions, LLC, and to approve the budget for the project and budget transfer as stipulated in the resolution. Supervisor Wickham seconded the motion. Motion carried.

**FINANCE**

▶ **Resolution:** *County Attorney ~ Resolution Requesting State Legislation to Renew Ontario County Sales Tax*

Supervisor Gallahan made a motion to file the resolution requesting that the State allow renewal of the Ontario County sales tax at the same rate as previously approved. Supervisor Singer seconded the motion. Motion carried.

**PERSONNEL**

**Safety Report**

Opportunity was given for questions and comments regarding the Safety Report submitted by Safety Coordinator Sherman Manchester.

**Designation of Ways and Means Committee Representatives to Sub-Committees**

The following members of the Ways and Means Committee were appointed to serve on sub-committees as indicated:

- Management Compensation Plan Committee  
*David Baker, Kris Singer*
- Deferred Compensation Committee  
*Kris Singer, Alternate - David Baker*
- Labor Management Committee  
*Todd Campbell*
- Health Insurance Review Committee  
*David Baker*
- Succession Planning Committee: Looking for a volunteer from W&M Committee; Meets at 1:30 p.m. first Friday of each month

**Human Resources Reports and Information Items**

Opportunity was given for questions and comments regarding the reports submitted by Director of Human Resources Denise Morley.  
Current Excelsior Institute Trainings  
Succession Planning Summary Report  
Biometrics Screening  
Retirements

**EXECUTIVE SESSION**

At 3:27 p.m., Supervisor Gallahan made the motion to move into Executive Session to discuss Labor Relations matters with counsel. Supervisor Wickham seconded the motion. Motion carried.

At 3:30 p.m., Supervisor Gallahan made the motion to move out of Executive Session. Supervisor Singer seconded the motion. Motion carried.

**ADJOURNMENT**

Being no further business to come before the Committee, the meeting was adjourned at 3:30 p.m. following a motion by Supervisor Wickham. The motion was seconded by Supervisor Russell, and carried.

The next scheduled meeting for the Ways & Means Committee is Wednesday, February 8, 2017, at 3:00 p.m.

Respectfully submitted,

Judy Mantai, Confidential Secretary