



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

February 8, 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, Sean Barry, Gary Curtiss, Debbie Gierman, Tom Harvey, Robin Johnson, Leanne Lapp, Sheriff Povero, Michael Tantillo, Deb Trickey, Holly Adams, Lea Nacca, Julie Hoffman, Melanie Steger, Mary Burnett, Nellie Puma, Michael Wojcik, Kathleen Meyers, Sandy Seeber, Halle Stevens, Val Knoblauch-Finger Lakes Tourism, Judy Manntai; From FLCC: James Fisher, Joe Delforte, Craig Stevens-Bonadio

CALL TO ORDER

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

MINUTES

Supervisor Russell made a motion to approve the minutes of the Ways and Means Committee on January 18, 2017. Supervisor Gallahan seconded the motion. The motion carried.

FINGER LAKES COMMUNITY COLLEGE

FLCC Financial Statements for Year Ending August 31, 2016

James Fisher, Vice President for Administration and Finance, introduced Craig Stevens of The Bonadio Group who gave a brief presentation and Executive Summary of FLCC audit results for the year ending August 31, 2016.

PUBLIC SAFETY

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

- ▶ **Resolution:** *Sheriff ~ Acceptance of Donation from Finger Lakes Triathlon*
Motion carried to approve the resolution to accept the donation of \$2,405.12 from Finger Lakes Triathlon to offset the Office of Sheriff's overtime charges incurred in providing services to the Finger Lakes Triathlon.

- ▶ **Resolution:** *Sheriff ~ Authorization to Accept Police Protective Equipment Program Grant from NYS Division of Criminal Justice Services*
Motion carried to approve the resolution to authorize acceptance of the Police Protective Equipment Program Grant from NYS Division of Criminal Justice Services in the amount of \$75,000 for the purchase of Level IV Ballistic Vests and Helmets. There is no County match requirement. The funding may support the purchase of police protective equipment for the Office of Sheriff in the amount of \$56,250, Canandaigua City Police Department in the amount of \$7,500, and the Geneva City Police Department in the amount of \$11,250.

- ▶ **Resolution:** *Sheriff ~ Authorization to Apply for Grant from United States Department of Justice, Office of Justice Programs*
Motion carried to approve the resolution to authorize application for the Adult Drug Court Discretionary Grant Program for funding up to \$400,000 for thirty-six months with a County match requirement of 25% of the project of cash or in kind service. Grant funds would be used to enhance treatment court services, coordination, management of treatment court participants, and recovery support services.

- ▶ **Transfer:** *District Attorney ~ Budget Transfer to Reallocate Unspent Grant Funds*
Supervisor Green made a motion to approve the budget transfer of \$20,400 to reallocate unspent grant funds due to unfilled vacancies to be used for grant approved training and conferences, and ceremony costs for Victim Rights Week. Supervisor Gallahan seconded the motion. Motion carried.

- ▶ **Resolution:** *Emergency Management ~ Budget Amendment to Grant from State Homeland Security Program*
Supervisor Green made a motion to approve the resolution to amend the State Homeland Security Program (SHSP FY15) grant budget as stipulated in the resolution to support software sustainment in the prevention of terrorism activities. Supervisor Russell seconded the motion. Motion carried.

- ▶ **Resolution:** *Public Defender ~ Appointment of Brian Leeds - Assistant Public Defender*
Supervisor Gallahan made a motion to approve the resolution to appoint Brian Leeds to the position of Assistant Public Defender and to set the pay rate at MCP Band 5, Step 1 (\$92,954), effective upon his appointment to the position. Supervisor Russell seconded the motion. Motion carried.

- ▶ **Resolution:** *Public Defender & Conflict Defender ~ Authorization to Create Trust Accounts*
Supervisor Russell made a motion to approve the resolution to authorize creation of trust accounts for clients of the Public Defender's Office and the Conflict Defender's Office upon approval of the respective Office for each client. Supervisor Gallahan seconded the motion. A motion was made by Supervisor Gallahan, and seconded by Supervisor Russell, to amend the resolution by inserting the words "Ways and Means Committee" in the last Whereas paragraph to indicate the Ways and Means Committee is also

recommending adoption. The motion carried to approve the resolution as amended.

GOVERNMENT OPERATIONS & INSURANCE

- ▶ **Resolution:** *Real Property Tax Services ~ Authorization to Participate in Defense of Real Property Tax Assessment Challenges Against the 2016 Final Assessment Roll*

Supervisor Singer made a motion to approve the resolution authorizing Ontario County to share the defense costs in the certiorari cases on the filed list (5 parcels) and authorizing the County Attorney to participate in the defense of real property tax assessment challenges up to 25% of defense costs, including professional appraisal and legal fees subject to total funding available. Supervisor Gallahan seconded the motion. Motion carried.

PLANNING & ENVIRONMENTAL QUALITY

- ▶ **Resolution:** *Planning ~ Funding of Senior Planning Position*

Supervisor Singer made a motion to approve the resolution to promote Regina Sousa to fill the position of Senior Planner in Step 1 of the Senior Planner position which is commensurate with the responsibilities she is assuming in regard to the implementation of the County's Solid Waste Management Plan. Supervisor Green seconded the motion. Motion carried.

CAPITAL PROJECTS

- ▶ **Resolution:** *FLCC~ CP 01-2014, 2014 FLCC Capital Maintenance Project: Authorizing Budget Transfer and Contract with Advanced Architecture and Planning*

Supervisor Gallahan made a motion to approve the resolution to accept the proposal from Advanced Architecture and Planning, P.C., to extend the design services and to provide the final construction documents for the wayfinding project in the amount of \$18,400; and further, to amend the Capital Project budget as indicated in the resolution. Supervisor Wickham seconded the motion. Motion carried.

The following three resolutions were considered as a block. Supervisor Russell made the motion to file the resolutions. Supervisor Gallahan seconded the motion. Motion carried.

- ▶ **Resolution:** *Public Works ~ CP 12-2015, Federally Aided Bridge Painting Project: Acceptance of Supplemental Agreement #2 to NYS Revenue Contract*

Motion carried to approve the resolution to accept Supplemental Agreement #2 to the New York State Revenue Contract for CP 12-2015 and to amend the budget for said Project as stipulated in the resolution.

- ▶ **Resolution:** *Public Works ~ CP 07-2015, County Road 42 Preventive Maintenance: Acceptance of Supplemental*

Motion carried to approve the resolution to accept Supplemental Agreement #2 to the New York State Revenue Contract for CP 07-2015 and to amend the budget for said Project as stipulated in the resolution.

Agreement #2 to NYS Revenue Contract

- ▶ **Resolution:** *Public Works ~ Establish CP 02-2017, Bridge Preventive Maintenance Projects - 2017: Authorize the Implementation and Funding in the First Instance 100% of the Federal-Aid Costs of a Transportation Federal-Aid Project*
 Motion carried to approve the resolution to establish Capital Project No. 02-2017, Bridge Preventive Maintenance Projects - 2017; and further, to establish the budget for said Project as stipulated in the resolution.

- ▶ **Resolution:** *Public Works ~ CP 06-2013, Intersection Improvement County Road 8 & County Road 41: Acceptance of Contract - Consultant Audit*
 Supervisor Green made a motion to approve the resolution to approve an agreement with EFPR Group, CPAs, PLLC, to complete the required consultant audit for Capital Project No. 06-2013 at a cost not to exceed \$2,400. Supervisor Campbell seconded the motion. Motion carried.

- ▶ **Resolution:** *Public Works ~ CP 03-2015, Lakeshore Drive and Moran Road Sidewalk Improvements: Authorization to Enter into Street Lighting Agreement & Authorize Payment for Electric Service Fees with Rochester Gas & Electric Corporation and Budget Amendment*
 Supervisor Gallahan made a motion to approve the resolution to amend the budget for Capital Project No. 03-2015 in anticipation of a Supplemental Agreement to the NYS Revenue contract and to approve payment for said electrical hook-up fees for the new proposed pedestrian lighting not to exceed \$2,500. Supervisor Russell seconded the motion. Motion carried.

- ▶ **Resolution:** *Public Works ~ CP 03-2016, Replacement of Ferguson Road Bridge at Flint Creek: Acceptance of Supplemental Agreement #2 to NYS Revenue Contract*
 Supervisor Russell made a motion to approve the resolution to accept Supplemental Agreement #2 to the New York State Revenue Contract for CP 03-2016 and to amend the budget for said Project as indicated in the resolution. Supervisor Campbell seconded the motion. Motion carried.

- ▶ **Resolution:** *Public Works - Bureau of Highways ~ Establish CP 03-2017, County Road 36 Reconstruction: Purchase of Lands*
 Supervisor Green made a motion to approve the resolution to establish Capital Project No. 03-2017, County Road 36 Reconstruction, and to establish the budget for said Project as stipulated in the resolution; and further, to approve the purchase of the easement for an amount not to exceed \$4,297. Supervisor Russell seconded the motion. Motion carried.

FINANCE

- ▶ **Resolution:** *Purchasing ~ Renewal with Government*
 Supervisor Green made a motion to approve the resolution to renew the contract with GovPayNet per the proposal received for (R13097)

*Payment Service, Inc..
(GovPayNet) to Provide Third
party Electronic Payment
Processing Services for Various
County Departments*

with all terms remaining the same. The renewal agreement for electronic payment processing service will begin March 1, 2017 and end February 29, 2020. Supervisor Campbell seconded the motion. Motion carried. Supervisor Baker voted in opposition to the resolution.

- ▶ **Resolution:** *County Attorney ~ Amendments to Purchasing Policy & Procedures Manual Regarding Employee Contracts and Conflict of Interest Disclosure*

Supervisor Singer made a motion to approve the resolution to amend the Employee Contracts provision and Conflict of Interest disclosure in the *Purchasing Policy and Procedures Manual* as detailed in said resolution. Supervisor Wickham seconded the motion. Motion carried.

- ▶ **Resolution:** *Treasurer ~ Request for State Legislation to Amend New York Tax Law §1202-t - Hotel or Motel Taxes in Ontario County*

Supervisor Singer made a motion to approve the resolution requesting that the New York State Legislature amend Tax Law §1202-t to authorize the modifications, with amendments to the section shown in Exhibit A and attached to this resolution, as it relates to collection of occupancy tax. Supervisor Wickham seconded the motion. Motion carried.

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

- ▶ **Resolution:** *County Treasurer ~ Authority to County Treasurer to Pay 2016-2017 Tax - Settlement Payment to School Districts*

Motion carried to approve the resolution authorizing the County Treasurer to pay the various school districts for returned unpaid school taxes for the year 2016-2017.

- ▶ **Resolution:** *County Treasurer ~ Authority to County Treasurer to Pay 2016-2017 Tax - Returned Village Taxes*

Motion carried to approve the resolution to authorize and direct the County Treasurer to make settlement payments of the 2016-2017 village taxes.

**4th Quarter 2016
Sales Tax Distribution**

Mary Burnett, Manager of Audit & Special Projects, reported on the 4th Quarter 2016 Sales Tax. The County had an increase of approximately .79% in sales tax for the 4th quarter as compared to the prior year 4th quarter collections.

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

- ▶ **Resolution:** *Finance ~ Designated Fund Balance for Sales and Real Property Taxes*

Motion carried to approve the resolution to recognize the creation of a designated fund for the purpose of retaining those monies appropriated to address potential real property and sales tax fluctuations in future years.

- ▶ **Resolution:** *Finance ~ Designated Fund Balance for Solid Waste Management Plan*

Motion carried to approve the resolution to recognize the creation of a designated fund for the purpose of retaining those monies appropriated for implementation of the Solid Waste Management Plan (SWMP) but not fully expended or encumbered in a calendar year.

PERSONNEL

Safety Report

Opportunity was given for questions and comments regarding the Safety Report submitted by Safety Coordinator Sherman Manchester. Supervisor Gallahan made a motion to receive the report. Supervisor Campbell seconded the motion. Motion carried.

Salary Guidelines for Nursing Post Licensure 2017

Supervisor Singer made a motion to approve the Salary Guidelines for Nursing Post Licensure - Experience & Education. Supervisor Gallahan seconded the motion. Motion carried.

OTHER

- ▶ **Motion:** *Information Services ~ Create a Temporary Full Time Technical Specialist Position*

Supervisor Green made a motion to approve Creation of a Temporary Full Time Technical Specialist Position in the Information Services Department for an RIT student intern. Supervisor Singer seconded the motion. Motion carried.

- ▶ **Motion:** *Temporary and Disability Position Appointments*

In order to more efficiently handle temporary and disability position appointments, County Administrator Krause requested the ability to place such appointments on the Ways and Means Committee Agenda as an information item. This information would then be passed on to the Board of Supervisors. Supervisor Wickham made a motion to approve this request. Supervisor Singer seconded the motion. Motion carried.

Discussion - Tax Collection for School Districts

By general consent it was agreed that County Treasurer Gary Baxter should continue to explore the possibility of the County Treasurer's Office collecting taxes for school districts.

EXECUTIVE SESSION

At 3:55 p.m., Supervisor Gallahan made the motion to move into Executive Session to discuss Labor Relations matters with counsel. Supervisor Campbell seconded the motion. Motion carried.

At 4:02 p.m., Supervisor Russell made the motion to move out of Executive Session. Supervisor Green seconded the motion. Motion carried.

At 4:03 p.m., Supervisor Singer made the motion to move into a second Executive Session to discuss a specific Labor Relations matter with counsel. Supervisor Gallahan seconded the motion. Motion carried.

At 4:48 p.m., Supervisor Singer made the motion to move out of Executive Session. Supervisor Russell seconded the motion. Motion carried.

ADJOURNMENT

Being no further business to come before the Committee, the meeting was adjourned at 4:48 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, March 1, 2017, at 3:00 p.m.

Respectfully submitted,

Judy Manntai, Confidential Secretary