



## Minutes

### WAYS AND MEANS COMMITTEE

3019 County Complex Drive ~ 2nd Floor,  
Room 205 Canandaigua, NY 14424

March 18, 2020

**MEMBERS PRESENT** Supervisors David Baker, Jeff Gallahan, Daniel Marshall, and Kristine Singer. Supervisor's Robert Green, Drew Wickham, Peter Ingalsbe present via phone.

**OTHERS PRESENT** Chairman Marren via phone, Deputy County Administrator Brian Young, Finance Director Mary Gates, County Attorney Holly Adams, Human Resource Director Michele Smith, Public Health Director Mary Beer, Sheriff Henderson, Chief Smith, Sr. Fiscal Manager Nellie Puma, and Clerk Kristin Mueller.

**CALL TO ORDER** Supervisor Baker called the committee meeting to order at 3:00 PM.

**MINUTES** Motion to approve the minutes of February 5, 2020 was made by Supervisor Gallahan, seconded by Supervisor Dan Marshall, and carried.

**PUBLIC SAFETY** Sheriff Henderson presented the following two resolutions:

- Authorization to Accept Statewide Interoperable Communications Formula Grant from NYS Division of Homeland Security and Emergency Services and Establish Capital Project 65-20
- Authorization to Accept FY 2020 Livescan Equipment Program Grant from NYS Division of Criminal Justice Services

**Motion to approve** these resolutions as a block was made by Supervisor Singer, seconded by Supervisor Dan Marshall and carried.

Sheriff Henderson presented a resolution entitled, "Authorization to Create Capital Project H067-20 – Emergency Response Vehicle – Sheriff's Office"

**Motion to approve** this resolution was made by Supervisor Dan Marshall, seconded by Supervisor Baker and carried

Sheriff Henderson talked about that how this this a great time to start the peer to peer support program and Chief Smith has put a lot of effort in getting this program started in Ontario County. Chief Smith told the committee more information regarding the program and passed around a brochure. Supervisor Gallahan noted that it is a great program and asked if there were any risk items that we need to research. Ms. Smith let committee know that the County Attorney's office has been working with the Unions to have language included in the program to protect the county. They also already have a staff member that can do the training for the Sheriff's department.

**PUBLIC HEALTH** Ms. Beer provided an updated on COVID-19 in Ontario County. Currently we have

only 1 confirmed case and are anticipating a second. The labs are slowing down with the results due to being overwhelmed with tests. The are receiving many phone calls and have opened up their emergency operations center to help handle the calls and increased workload. A positive that the department is trying to focus on is that a lot of area businesses are stepping up and helping them with getting essential items. They have also requested more testing materials and are working with local providers to do testing. Ms. Beer also answered questions from committee members.

Mary Beer presented a resolution entitled, “Authorization to Accept Incentive Award NYS Department of Health”

**Motion to approve** this resolution was made by Supervisor Gallahan, seconded by Supervisor Singer and carried

**PLANNING/  
CAPITAL  
PROJECTS**

Planning Director Tom Harvey presented a resolution entitled, “Firing Range Improvements – Capital Project H062-19 Budget Transfer and Authorization to Hire a Consultant to Complete a Phase I Archeological Analysis”

Director Harvey passed out to committee the resolution with corrected numbers.

**Motion to approve** this resolution, as amended was made by Supervisor Gallahan, seconded by Supervisor Dan Marshall and carried.

Planning Director Tom Harvey presented a resolution entitled, “Capital Project No. H057-19 – Budget Amendment and Authorization to Contract with Harris Corporation for the Purchase of Radios – 2019 FLCC Capital Maintenance Project”

**Motion to approve** this resolution was made by Supervisor Gallahan, seconded by Supervisor Dan Marshall and carried.

**PUBLIC  
WORKS/CAPITAL  
PROJECTS**

Commissioner Wright presented the following two resolutions:

- Authorization to Amend Resolution No. 533-2019 – Capital Project No. H046-18 – County Road 28 at Shortsville Road Intersection Improvement – Acceptance of Supplemental Agreement #1 to New York Revenue Contract – Department of Public Works
- Authorization to Rescind Resolution No. 859-2019 – Capital Project H046-18 – County Road 28 at Shortsville Road Intersection Improvement – Acceptance of Supplemental Agreement #2 to New York State Revenue Contract – Department of Public Works

**Motion to approve** these two resolutions as a block was made by Supervisor Dan Marshall, seconded by Supervisor Gallahan and carried.

Commissioner Wright presented a resolution entitled, “Capital Project No. H046-18 – County Road 28 at Shortsville Road Intersection Improvement – Award of Contract for Construction and Contract Amendment for Construction Inspection Services and Acceptance of Supplemental Agreement #2 – Department of Public Works”

**Motion to approve** this resolution was made by Supervisor Gallahan, seconded by Supervisor Singer and carried.

Commissioner Wright presented a resolution entitled, “Capital Project No. H044-17 – Bridge Preventative Maintenance Project (Group 2) – 2020 – Award of Contract for Construction and Construction Inspection Services and Budget Amendment – Department of Public Works”

**Motion to approve** this resolution was made by Supervisor Singer, seconded by Supervisor Gallahan and carried.

Commissioner Wright presented a resolution entitled, “Capital Project No. H022-15 – Hopewell Complex Improvements – Budget Amendment – Department of Public Works”

**Motion to approve** this resolution was made by Supervisor Gallahan, seconded by Supervisor Singer and carried.

Ms. Puma and Ms. Gates let committee know that they are requesting that sewer customers to pay via credit card online instead of coming into the office. To encourage this, they will provide a credit for the administrative fee on their next bill.

## **SAFETY REPORT**

Ms. Smith presented Mr. Manchester’s safety report.

**Motion to approve** the report made by Mr. Manchester was made by Supervisor Gallahan, seconded by Supervisor Singer and carried.

## **HUMAN RESOURCES**

Human Resource Director Michele Smith presented the following resolutions:

- Creation of Position – Human Services Worker (DBL) – Probation Department
- Creation of Position – Finance Clerk II (DBL) – Department of Finance

**Motion to approve** these resolutions as a block was made by Supervisor Singer, seconded by Supervisor Gallahan and carried.

## **WAYS & MEANS**

The Treasurer’s office requested approval of the following two resolutions:

- Authority to County Treasurer to Pay 2018/2019 Tax Settlement Payment to School Districts
- Authority to County Treasurer to Pay 2019/2020 Tax Returned Village Taxes

**Motion to approve** these resolutions as a block was made by Supervisor Gallahan, seconded by Supervisor Dan Marshall and carried.

Human Resource Director Michele Smith presented a resolution entitled, “Ontario County COVID-19 Reduction in Workforce Plan”

This resolution was previously vetted with the management comp. committee and the Unions.

**Motion to approve** this resolution was made by Supervisor Singer, seconded by Supervisor Gallahan and carried.

Finance Director Mary Gates presented a resolution entitled, “Home Rule Legislation”

**Motion to approve** this resolution was made by Supervisor Singer, seconded by Supervisor Gallahan and carried.

## **COUNTY ADMINISTRATOR UPDATE**

Deputy County Administrator Brian Young informed the committee of the following items:

- Most departments are were on skeleton staffs with a lot of staff working from home
- IT is working hard on getting everyone that can work from home setup to keep things moving efficiently
- The Safety Training Facility has been closed and the Board meeting with be

done virtually

- The DMV is decreasing items that they are processing, and the Geneva office is closed.
- RAIMS is closed to the public
- The jail has suspended visitations
- He will be setting up conference calls to keep municipalities updated on COVID-19

**EXECUTIVE  
SESSION**

At 4:07 PM, Supervisor Singer made the motion, seconded by Supervisor Dan Marshall, to go into executive session regarding discussion on proposed, pending, or current litigation and to confer with counsel; motion carried.

At 4:09 PM, Supervisor Dan Marshall made the motion, seconded by Supervisor Singer, to leave executive session; motion carried.

At 4:15 PM, Supervisor Gallahan made the motion, seconded by Supervisor Dan Marshall, to go into executive session regarding discussion 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, and to confer with counsel; motion carried.

At 4:25 PM, Supervisor Gallahan made the motion, seconded by Supervisor Dan Marshall, to leave executive session; motion carried.

**ADJOURNMENT**

Motion to adjourn made at 4:25 PM by Supervisor Gallahan, seconded by Supervisor Marshall, and carried.

**RESPECTFULLY  
SUBMITTED**

Kristin A. Mueller, Clerk to the Board

[Ontario County Vision Statement](#)

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