



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

May 23, 2018

MEMBERS PRESENT

Supervisors David Baker, Jeffery Gallahan, Peter Ingalsbe, Daniel Marshall, Kristine Singer, Andrew Wickham.
Supervisor Robert Green was necessarily absent.

OTHERS PRESENT

In addition to Committee Members: Mary Gates, Mary Krause, Brian Young, Lorrie Scarrott, Gary Baxter, Deb Gierman, Matt Hoose, Diane Johnston, Sheriff Povero, Steve DeChick, James Ritts, Rosemary Switzer, Bill Wright, Tom Harvey, Gary Curtiss, Lea Nacca, Holly Adams, Sarah Utter, Michele Smith, Lindsey Burgess, Sherman Manchester, Nellie Puma, Kathleen Meyers, Peter Brown, Diane Foster, Judy Manttai; FLCC ~ Robert Nye, James Fisher; Auditors ~ Raymond Wager, Thomas Zuber

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 Ingalsbe made the motion to approve the minutes of the Ways and Means Committee on May 2, 2018. Supervisor Marshall seconded the motion. Motion carried.

**2017 Financial Statements Review
Raymond F. Wager, CPA, P.C.**

Raymond Wager and Thomas Zuber from the Office of Raymond F. Wager, CPA, P.C., reviewed the draft 2017 Financial Statements, Department of Transportation Single Audit, and the Single Audit (A-133), and commented on the audit process. The Financial Statements will be issued with an unmodified/unqualified opinion.

Supervisor Singer made the motion to accept the 2017 Financial Statements, Department of Transportation Single Audit, and the Single Audit (A-133) as presented. Supervisor Gallahan seconded the motion. Motion carried.

FLCC

2018-2019 FLCC Operating Budget

FLCC Vice President James Fisher presented the proposed FLCC operational budget for 2018-2019. The total budget request for the fiscal year beginning September 1, 2018 is \$47,576,532, an increase of 2.4% over the previous year. The Sponsor Contribution requested by the College did not increase from 2018 levels.

It was noted that the resolutions to approve FLCC's 2018-2019 Budget and the Sponsor Contribution will be presented at the next Ways and Means meeting.

- ▶ **Resolution:** *Fixing Date of Public Hearing on FLCC 2018-2019 Tentative Budget*

Supervisor Singer made a motion to approve the resolution to fix the date of the public hearing on the 2018-2019 FLCC Tentative Budget for June 21, 2018, at 6:30 p.m. Supervisor Marshall seconded the motion. Motion carried.

PUBLIC SAFETY

- ▶ **Resolution:** *Sheriff ~ Authorization to Accept Public Safety Answering Points Operations Grant from NYS Division of Homeland Security and Emergency Services*
- ▶ **Resolution:** *Sheriff ~ Abolish County Police Officer, Part-Time (Unified Court) - Creation of Correction Officer, Part-Time and County Police Officer, Part-Time Positions*
- ▶ **Resolution:** *Sheriff ~ Establish 2018 Rate of Pay for On-Call Substitute Registered Professional Nurse Position*
- ▶ **Resolution:** *District Attorney ~ Authorization to Enter Into a Contract with New York State Office of Victim Services - Case Manager Services Grant*

Supervisor Marshall made the motion to approve the resolution to authorize acceptance of the grant from the FY2017 Public Safety Answering Points Operations Grant in the amount of \$198,524. The grant funding will assist with the costs of operations for the Ontario County Office of Sheriff, Emergency Communication Division. Supervisor Wickham seconded the motion. Motion carried.

Supervisor Wickham made the motion to approve the resolution to authorize the abolishment of a County Police Officer, Part-Time position from the Unified Court and the creation of a County Police Officer, Part-Time position for the Office of Sheriff, subject to continuation of the Inter-municipal Cooperation Agreements with the Town of Victor and the Town of Farmington for enhanced traffic enforcement. Supervisor Ingalsbe seconded the motion. Motion carried.

Supervisor Singer made the motion to approve the resolution to establish the 2018 rate of pay for On-Call Substitute Registered Professional Nurse as a Grade SP2, Step 1, an hourly rate of \$25.29, in the Sheriff's General Unit contract for 2018. Supervisor Gallahan seconded the motion. Motion carried.

Supervisor Singer made the motion to approve the resolution authorizing a contract with the State of New York which is a requirement in order to accept funding of \$121,089.77 from the New York State Office of Victim Services, Case Management Services Grant; to approve the creation of a Victim Assistance Case Manager, Part-Time, in the District Attorney's Office with a sunset clause for termination at the end of the grant funding; and further, to establish the 2018 budget for this grant as indicated in the resolution. Supervisor Gallahan seconded the motion.

Motion carried.

HEALTH & HUMAN SERVICES

- ▶ **Resolution:** *Mental Health ~ Authority to Cancel Uncollectible Debts - 2018*

Supervisor Singer made the motion to approve the resolution that accounts totaling \$1,208.65 for Mental Health patient services provided during the period of 2016 to 2017, be deemed uncollectible and hereby authorizing the Department of Mental Health to remove the unpaid balance from its books. Supervisor Marshall seconded the motion. Motion carried.

PUBLIC WORKS

- ▶ **Resolution:** *Public Works ~ Create Position of Senior Lifeguard and Abolish Position of Lifeguard*

Supervisor Singer made the motion to approve the resolution to create a position of Senior Lifeguard and to abolish the position of Lifeguard, effective immediately. Supervisor Gallahan seconded the motion. Motion carried.

Vehicle Maintenance Analysis

An analysis of Vehicle Maintenance Costs was distributed and discussed. The Analysis began with 2014 when the County Garage was repairing all vehicles, and compared the transition costs beginning in July 2015. It was noted that the transition to Qualtech for maintenance services and Enterprise for vehicle leases has been gradual. The average annual savings for the County over this period of time is approximately \$72,000.

- ▶ **Resolution:** *Public Works ~ Vehicle Maintenance Services - Contract Renewal Qualtech Automotive*

Supervisor Gallahan made the motion to approve the resolution authorizing a contract extension with Qualtech Automotive for vehicle maintenance services on County vehicles rated less than one ton per the maintenance specifications as stated in the request for proposal #R15027, for the period beginning June 20, 2018, through June 19, 2019. Supervisor Singer seconded the motion. Motion carried.

- ▶ **Resolution:** *Public Works ~ Authorization to Enter Into Agreement for Telematics Services and Agreement for Wireless Services - Enterprise Fleet Management, Inc., and Sprint Solutions, Inc.*

Supervisor Marshall made the motion to approve the resolution authorizing a Fleet Operator Enrollment Agreement with Sprint Solutions, Inc., for wireless services and web-based telematics software application (GEOTAB Professional) for a fixed cost of \$24 per month, per unit, and any additional charges as outlined in the agreement. The contract will commence on May 31, 2018, and will automatically renew every 12 months, unless terminated. The program tracks and records vehicle use and diagnostics. Initially, the program will be implemented in 53 vehicles that need to substantiate business use, at an estimated cost of \$8,904 for the remainder of 2018. This program will take the place of manual mileage logs that are now completed in order to substantiate business use as required by the IRS. Supervisor Singer seconded the motion. Motion carried.

CAPITAL PROJECTS

- ▶ **Resolution:** *Public Works ~ CP 05-2015, Hopewell Complex Improvements: Award Contract for SEQRA Unlisted Action Engineering Services - County Complex Access Road Rehabilitation*
Supervisor Wickham made the motion to approve the resolution authorizing a contract with McFaland Johnson for a cost not to exceed \$18,050 to progress this Project for the Hopewell County Complex access road rehabilitation through the SEQRA process; and further, that the budget for the Project be amended as indicated in the resolution. Supervisor Marshall seconded the motion. Motion carried.

- ▶ **Resolution:** *Public Works ~ CP 13-2015, Multiple Culvert Replacement: County Road 36 Culvert #4 & County Road 37 Culvert #41 - Award Contract for Construction and Construction Inspection Services*
Supervisor Wickham made the motion to approve the resolution for an agreement with Ramsey Constructors, Inc., for said work for repair of County Road 36 Culvert #4 and County Road 37 Culvert #41 for a cost not to exceed \$1,591,638; to approve an agreement with Erdman Anthony and Associates, Inc., for construction support services related to said Project for a cost not to exceed \$88,800; and further, that the budget for the Project be amended as indicated in the resolution. Supervisor Singer seconded the motion. Motion carried.

- ▶ **Resolution:** *Public Works ~ CP 03-2017, County Road 36 Reconstruction: Closing of Capital Project*
Supervisor Gallahan made the motion to approve the resolution to close Capital Project 03-2017, County Road 36 Reconstruction; and further, that the cash balance and any additional interest earnings remaining in the Project be transferred to the General Fund's Construction, Reconstruction, Acquisition, Repair, and Maintenance Reserve. Supervisor Singer seconded the motion. Motion carried.

- ▶ **Resolution:** *Planning ~ CP 08-2017, FLCC Phone Room Renovation Project: Authorizing Budget Transfers - Award of Contract and Approval of Quotes*
Supervisor Wickham made the motion to approve the resolution authorizing a contract with First Light for an amount not to exceed \$513,594.09 for the installation and programming of equipment necessary to complete the FLCC Phone Room Renovation Project; to accept the quotes from vendors for goods and services described in the resolution; and further, that the budget for the Project be amended as indicated in the resolution. Said contract will commence June 1, 2018, and terminate May 31, 2019. Supervisor Singer seconded the motion. Motion carried.

- ▶ **Resolution:** *Planning ~ Establish CP 03-2018 as the 2018 FLCC Maintenance Capital Project*
Supervisor Singer made the motion to approve the resolution to establish Capital Project No. 03-2018, 2018 FLCC Maintenance Capital Project; and further, to establish and approve the budget for the Project as indicated in the resolution. Supervisor Wickham seconded the motion. Motion carried.

**GOVERNMENT OPERATIONS &
INSURANCE**

- ▶ **Resolution:** *County Clerk ~ Apportionment of Mortgage Tax*

Supervisor Wickham made the motion to approve the resolution authorizing and directing the County Treasurer to issue checks for the distribution of the semi-annual mortgage tax, the total sum of \$1,198,144.82, as set forth in the resolution. Supervisor Singer seconded the motion. Motion carried.

HUMAN RESOURCES**Safety Report**

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

Supervisor Marshall made the motion to accept the report. Supervisor Singer seconded the motion. Motion carried.

- ▶ **Resolution:** *RAIMS ~ Re-Title of Positions - Microfilm Machine Operator to Document Specialist*

Supervisor Singer made the motion to approve the resolution to re-title the positions of Microfilm Machine Operator (Grade A2) to Document Specialist (Grade A5), effective July 1, 2018, pending civil service jurisdictional classification. Supervisor Marshall seconded the motion. Motion carried.

- ▶ **Resolution:** *Memorandum of Agreement 2-2018, Ontario County General Unit, CSEA*

Supervisor Singer made the motion to approve the resolution for Memorandum of Agreement No. 2-2018, directing that the position of Microfilm Machine Operator (Grade A2) be re-titled to Document Specialist (Grade A5) and is hereby approved with the above-named Unit. Supervisor Wickham seconded the motion. Motion carried.

- ▶ **Resolution:** *Salaries for Managerial/Confidential Personnel for 2019; 2019 Management Compensation Plan*

Supervisor Wickham made the motion to approve the resolution to adopt the salary and step schedules entitled, "2019 Management Compensation Plan for Salaried, Exempt Employees," and the "2019 Management Compensation Plan for Salaried, Non-Exempt Employees," which are attached and part of this resolution, effective January 1, 2019. Supervisor Marshall seconded the motion. Motion carried.

- ▶ **Resolution:** *2019 Rates of Pay for Part-Time Hourly/Daily Personnel*

Supervisor Ingalsbe made the motion to approve the resolution to adopt the pay schedule attached to the resolution entitled, "2019 Rates of Pay for Part-Time Hourly/Daily Personnel," effective January 1, 2019. Supervisor Singer seconded the motion. Motion carried.

- ▶ **Resolution:** *2019 Salary for County Historian*

Supervisor Singer made the motion to approve the resolution to establish the 2019 salary for the County Historian at \$17,384, effective January 1, 2019. Supervisor Gallahan seconded the motion. Motion carried.

- ▶ **Resolution:** *Vacancy Review Policy for 2019*

Supervisor Marshall made the motion to approve the resolution to adopt the Vacancy Review Policy, effective January 1, 2019. Supervisor Wickham seconded the motion. Motion carried.

WAYS AND MEANS Standing Committee Items

- ▶ **Resolution:** *Purchasing ~ Revision of the Ontario County Purchasing Procedures*
Supervisor Ingalsbe made the motion to approve the resolution to adopt the necessary changes to the *Ontario County Purchasing Procedures* and *Ontario County Purchasing Card User's Guide and Policy Manual* as required for compliance with General Municipal Law, Sections 103 and 104-b. Supervisor Singer seconded the motion. Motion carried.
- ▶ **Resolution:** *County Attorney / Treasurer ~ Sale of Real Property Acquired Through Enforcement of Delinquent Taxes*
Supervisor Singer made the motion to approve the resolution to accept the bids for the delinquent tax properties held for public auction on May 23, 2018, as listed in the resolution. Supervisor Marshall seconded the motion. Motion carried.

County Administrator Update

County Administrator Mary Krause reported:

- ~ The appointment of George W. Cushman to the FLCC Board of Trustees for a seven-year term to begin July 1, 2018 and expire June 30, 2025.
- ~ The appointment of Santa Abraham to the FLCC Board of Trustees to fill the unexpired term of John T. Hicks, effective July 1, 2018 and expire June 30, 2024.
- ~ The creation of a temporary full-time position of Correction Officer (DBL) to cover a Correction Officer disability for a period not to exceed 90 days.
- ~ The \$10,000 County sponsorship for the Blue Zones / Public Health Project will be covered through funds from the Ontario Tobacco Asset Corporation.

EXECUTIVE SESSION

At 4:25 p.m., Supervisor Marshall made the motion to move into Executive Session to discuss legal matters and Labor Relations matters with counsel. Supervisor Wickham seconded the motion. Motion carried.

At 4:40 p.m., Supervisor Wickham made the motion to move out of Executive Session. Supervisor Gallahan seconded the motion. Motion carried.

ADJOURNMENT

Being no further business to come before the Committee, the meeting was adjourned at 4:40 p.m., following a motion by Supervisor Gallahan. Motion was seconded by Supervisor Marshall, and carried.

The next scheduled meeting for the Ways & Means Committee is Wednesday, June 13, 2018, at 3:00 p.m.

Respectfully submitted,

Judy Manntai, Confidential Secretary