



Minutes

WAYS AND MEANS COMMITTEE

**Location: WebEx Meeting and 3019 County Complex Dr.,
Room 204, Canandaigua, NY 14424**

August 12, 2020

MEMBERS PRESENT

In Person: Supervisors David Baker, Jeffrey Gallahan, Robert Green, Kristine Singer and Andrew Wickham.

Via WebEx: Supervisors Dan Marshall, and Peter Ingalsbe.

OTHERS PRESENT

In Person: Interim County Administrator Brian Young, County Attorney Holly Adams, Director of Finance Mary Gates, Human Resources Director Michele Smith, Public Health Director Mary Beer, Sheriff Henderson, Public Works Commissioner Bill Wright, Treasurer Gary Baxter, Sr. Fiscal Manager Nellie Puma, Deputy Clerk to the Board Diane Foster.

Via WebEx: Chairman Marren, Deputy Finance Director Lorrie Scarrott, Emergency Management Director Jeff Harloff, Purchasing Director Deb Gierman, Safety Coordinator Sherman Manchester, Planning Director Tom Harvey, FLCC VP for Administration and Finance J.R. Dempsey, Public Defender Leanne Lapp, Mental Health Director Diane Johnston, Grant Coordinator Peter Brown, Sr. Fiscal Manager Michael Wojcik, Fiscal Manager Kathleen Meyers, and Clerk to the Board Kristin Mueller.

CALL TO ORDER

Supervisor Baker called the committee meeting to order at 3:21 PM.

MINUTES

Motion to approve the minutes of July 22, 2020 meeting was made by Supervisor Gallahan, seconded by Supervisor Marshall, and carried.

PUBLIC HEALTH

Public Health Director, Mary Beer, presented the following COVID-19 updates:

- 358 Positive total cases
- 0 New cases
- 1 Hospitalized
- 0 New deaths
- 34 Persons in quarantine
- 13 Persons in isolation
- Public Health is working with the school districts on reopening

WAYS AND MEANS

Treasurer Gary Baxter presented the following resolution entitled, "Authorization for County Treasurer's Office to Collect School Taxes for Phelps-Clifton Springs School District"

Motion to approve this resolution was made by Supervisor Gallahan. The motion was seconded by Supervisor Gallahan. The motion carried.

Treasurer Gary Baxter presented budget: AA1364 – Property Acquired for Taxes
AA1362 – Tax Advertising Expense
AA1325 – Treasurer's Office

Motion to approve these budgets as presented as a block was made by Supervisor Marshall, seconded by Supervisor Singer and carried

**HEALTH AND
HUMAN SERVICES**

Mental Health Director Diane Johnston presented the following resolution, “Authorization to Amend Contract with TenEleven Group, LLC to add Electronic Prescribing Licenses”.

Motion to approve this resolution was made by Supervisor Singer. The motion was seconded by Supervisor Marshall. The motion carried.

**PLANNING AND
ENVIRONMENTAL
QUALITY**

First Assistant County Attorney Lea Nacca presented a resolution entitled, “Adopting Local Law No. 4 (Intro.) of 2020 after Public Hearing”

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

PUBLIC SAFETY

Emergency Management Director Jeff Harloff presented two resolutions:

- Acceptance of Grant from Emergency management Preparedness Grant COVIS-19 Supplemental Grant Program (EMPG-S FY20 ~ CFDA # 97.042) Office of Emergency Management, as amended
- Authorization to Extend Grant Funding for FY17 State Homeland Security Program (SHSP FY17 ~ CFDA # 97.067) Office of Emergency Management

Motion to amend resolution “Authorization to Extend Grant Funding for FY17 State Homeland Security Program (SHSP FY17 ~ CFDA # 97.067) Office of Emergency Management” was made by Supervisor Singer, seconded by Supervisor Wickham and carried.

The amendment included removing the license plate readers and providing a breakdown of what departments and the amount of funding that they will be receiving.

Supervisors Green, Gallahan, and Ingalsbe are on recorded as voting “No” on the amendment.

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

Public Defender Leanne Lapp presented a resolution entitled, “Authorization to Enter Into a Contract with New York State Office of Indigent Legal Services Second Regional Immigration Assistance Center Grant (C2ND832) Office of Indigent Legal Services”.

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

**PUBLIC WORKS/
PLANNING/
CAPITAL
PROJECTS**

Planning Director Tom Harvey present a resolution entitled, “Closing of Capital Project H006-09 – FLCC Geneva Campus Center Project”

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

Planning Director Tom Harvey present a resolution entitled, “Establish Capital Project H071-20 – As the Geneva Server Room Upgrade Project”

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

Planning Director Tom Harvey present a resolution entitled, “Extension of Authorization to Execute Dispersal Agreement with Empire State Development for Funding of 2020 Census Complete Count Committee Activities and Authorization to Contract with Service Providers”

Motion to approve this resolution was made by Supervisor Ingalsbe, seconded by Supervisor Marshall and carried.

Commissioner Wright presented a resolution entitled, “Capital Project No. H060-19 Lakeshore Drive & NY Route 364 Sidewalk Improvement Project – Award of Contract Amendment to C & S Engineers, Inc. – Final Design”.

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

Commissioner Wright presented a resolution entitled, “Creation of Capital Project No. H072-20 – County Road 16 Rehabilitation Project, Budget Amendment – Department of Public Works”.

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

SAFETY REPORT

Mr. Manchester presented his safety report. Recordable injuries and total injuries are still down from last year, about 25%. He was able to complete the summer workforce training program.

Motion to approve the report made by Mr. Manchester was made by Supervisor Wickham, seconded by Supervisor Ingalsbe and carried.

HUMAN RESOURCES

Human Resource Director Michele Smith presented the following resolution entitled, “Salary Adjustment – Erin St. Denis – Community Public Health Services” and salary chart for 2020 and 2021.

Motion to approve this resolution and chart was made by Supervisor Gallahan, seconded by Supervisor Wickham and carried.

Human Resource Director Michele Smith presented the following resolution entitled, “Amend Coordinator, Children with Special Needs Program Position and Abolish Registered Professional Nurse Position – Office of Community Public Health”.

Motion to approve this resolution was made by Supervisor Green, seconded by Supervisor Wickham and carried.

Human Resource Director Michele Smith presented the following two resolution entitled:

- Retitle of Paralegal Specialist (Spanish Speaking) to Paralegal Specialist/Paralegal Specialist (Spanish Speaking) – Office of Public Defender
- Creation of Position – Senior Clerk, Part-Time – Finger Lakes Community College

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

Human Resource Director Michele Smith presented the following resolution entitled, “Creation of two (2) Positions – County Police Officer (Part-Time) and Abolish two (2) County Police Officer Positions Which Served as School Resource Officers – Office of the Sheriff”.

Motion to approve this resolution was made by Supervisor Green, seconded by Supervisor Wickham and carried.

Human Resource Director Michelle Smith presented the AA1430 human resources department budget.

Motion to approve this budget was made by Supervisor Wickham, seconded by Supervisor Ingalsbe and carried

Human Resource Director Michelle Smith presented the AAC104 employee safety budget.

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

Human Resource Director Michelle Smith presented the AA9050 unemployment insurance budget.

Motion to approve this budget was made by Supervisor Gallahan, seconded by Supervisor Wickham and carried

Human Resource Director Michelle Smith presented the AA9060 hospital and medical budget.

Motion to approve this budget was made by Supervisor Singer, seconded by Supervisor Marshall and carried

Human Resource Director Michelle Smith presented the AAC109 deferred compensation budget.

Motion to approve this budget was made by Supervisor Singer, seconded by Supervisor Wickham and carried

Human Resource Director Michelle Smith presented the AAC901 tuition reimbursement budget.

Motion to approve this budget was made by Supervisor Gallahan, seconded by Supervisor Ingalsbe and carried

Human Resource Director Michelle Smith presented the AAC902 compensated absences budget.

Motion to approve this budget was made by Supervisor Wickham, seconded by Supervisor Singer and carried

WAYS & MEANS

Purchasing Director Deb Gierman presented the AA1345 purchasing department budget.

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

Finance Director Mary Gates presented the AA1950 assessment of county property budget.

Motion to approve this budget was made by Supervisor Gallahan, seconded by Supervisor Marshall and carried

Finance Director Mary Gates presented the AA1930 judgement and claims budget.

Motion to approve this budget was made by Supervisor Gallahan, seconded by Supervisor Wickham and carried

Deputy Finance Director Lorrie Scarrott presented the AA1310 & AAC102 Finance Department budgets.

Motion to approve this budget was made by Supervisor Marshall, seconded by Supervisor Singer and carried

Deputy Finance Director Lorrie Scarrott presented the AA2490 Community College budget.

Motion to approve this budget was made by Supervisor Marshall, seconded by Supervisor Singer and carried

Deputy Finance Director Lorrie Scarrott presented the VV1380 debt service budget.

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

Finance Director Mary Gates presented the AA4530 health facility budget.

Motion to approve this budget was made by Supervisor Marshall, seconded by Supervisor Ingalsbe and carried

Finance Director Mary Gates presented the AA5630 bus operations budget.

Motion to approve this budget was made by Supervisor Gallahan, seconded by Supervisor Wickham and carried

Finance Director Mary Gates presented the AA2495 contributions to FLCC budget. She requested to decrease the budget per the CIP.

Motion to approve this budget as amended was made by Supervisor Singer, seconded by Supervisor Gallahan and carried

Finance Director Mary Gates presented the AAC903 undistributed budget.

Motion to approve this budget was made by Supervisor Wickham, seconded by Supervisor Gallahan and carried

Finance Director Mary Gates presented the AA9901 interfund transfer budget.

Motion to approve this budget was made by Supervisor Gallahan, seconded by Supervisor Wickham and carried

Finance Director Mary Gates presented the AA1985 distribution of sales tax property budget.

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

Finance Director Mary Gates presented the AA1340 budget.

Motion to approve this budget was made by Supervisor Singer, seconded by Supervisor Wickham and carried

Sr. Fiscal Manager Nellie Puma presented changes to the AA9950 budget. These are changes to the CIP due to projects being deferred to 2021. She also handed out the updated CIP for review prior to the September budget meeting.

Motion to approve the changes in this budget as presented was made by Supervisor Wickham, seconded by Supervisor Gallahan and carried

Emergency Management Director Jeff Harloff presented a budget transfer to committee to allow for the Emergency Management Office to order more PPE.

Motion to approve the budget transfer as presented was made by Supervisor Green, seconded by Supervisor Wickham and carried

FINANCE UPDATE Finance Director Mary Gates let committee know that the Ways and Means Committee full

budget review day will be held on September 15th with September 17th as an additional half day if needed.

**COUNTY
ADMINISTRATOR
UPDATE**

Interim County Administrator, Brian Young, informed the committee of the following items:

- Susan B. Anthony Lane will be dedicated on August 18th
- 74 Ontario St. tours will be set up for next week
- He thanked finance for all their hard work on department budgets

**EXECUTIVE
SESSION**

At 4:36 PM, Supervisor Gallahan made the motion, seconded by Supervisor Wickham, to go into executive session regarding discussion on proposed, pending, or current litigation and to confer with counsel; motion carried.

At 4:50 PM, Supervisor Wickham made the motion, seconded by Supervisor Gallahan, to leave executive session; motion carried.

ADJOURNMENT

Motion to adjourn made at 4:52 PM by Supervisor Gallahan, seconded by Supervisor Wickham, 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

APPROVED