



**MINUTES**  
**FINANCIAL MANAGEMENT COMMITTEE**  
**3019 County Complex Drive, Canandaigua, New York**

**December 14, 2016**

**MEMBERS PRESENT**

David Baker, Robert Green, Dan Marshall, Rich Russell, Kris Singer, Drew Wickham.

**OTHERS PRESENT**

In addition to Committee Members: Mary Krause, Mary Gates, Brian Young, Lorrie Scarrott, Sean Barry, Gary Curtiss, Tom Harvey, Diane Johnston, Sheriff Povero, Mike Manikowski, Denise Morley, Michael Tantillo, Rosemary Switzer, Bill Wright, Betsy Landre, Maria Rudzinski, Mary Burnett, Rochelle Gray, Nellie Puma, Michael Wojcik, Sandy Seeber, Halle Stevens, Steve Healy-CSEA, Judy Manntai, EFPR Auditors Brent Jensen and Katie Pasier.

**CALL TO ORDER**

The meeting of the Financial Management Committee was called to order at 2:00 p.m. by Chairman Baker.

**MINUTES**

Supervisor Wickham made a motion to approve the minutes of the Financial Management Committee meeting on November 30, 2016. Supervisor Singer seconded the motion. The motion carried.

**EFPR Group**

Brent Jensen from the EFPR Group distributed information regarding the audit process, timing, and reporting for the fiscal year ending December 31, 2016. The audit commenced on December 14, 2016, with an anticipated final report mid-April 2017.

**PUBLIC SAFETY**

Supervisor Singer made a motion to approve the two Office of the Sheriff items as a block. Supervisor Green seconded the motion. The motion carried.

- ▶ **Transfer: Sheriff ~ Budget**  
*Transfer from Contingency for Year End Operations*

The motion carried to approve the transfer of \$200,000 from Contingency to cover shortfalls in .4s for Towers, Office of Sheriff, Jail, and Correctional Healthcare.

- ▶ **Transfer: Jail Medical ~ Budget**  
*Transfer for Overtime*

The motion carried to approve the transfer of \$7,500 to cover the shortfall in Jail Medical overtime due to disability.

Supervisor Wickham made a motion to approve the two District Attorney items as a block. Supervisor Green seconded the motion. The motion carried.

- ▶ **Transfer:** *District Attorney ~ Budget Transfer from Contingency Fund*

The motion carried to approve the Budget Transfer of \$20,000 from Contingency to cover the cost of additional extraditions and year end expenses.

- ▶ **Resolution:** *District Attorney ~ Authority to Establish Petty Cash Fund*

The motion carried to authorize creation of a Petty Cash fund for the Office of the Ontario County District Attorney.

**GOVERNMENT OPERATIONS & IMPROVED METHODS**

- ▶ **Resolution:** *Information Services ~ Approval of Contract with ProNexus LLC for RFP Support to Select a New Finance, HR, Payroll and Timekeeping System*

Supervisor Green made a motion to approve the resolution to authorize the Chief Information Officer to proceed with purchasing services from ProNexus LLC to assist with selection of a solution replacement for Financial, HR, Payroll, and Timekeeping systems at a cost not to exceed \$83,130 in calendar year 2017. Supervisor Wickham seconded the motion. The motion carried.

- ▶ **Resolution:** *Records & Archives ~ Approval of Submission of Local Government Records Management Improvement Funds Grant Proposal to NYS Archives*

Supervisor Singer made a motion to approve the resolution authorizing RAIMS to submit the grant proposal to NYS Archives Local Government Records Management Improvement Fund. The amount requested is \$46,050.25 and will be used specifically for digitization of historical records. Supervisor Green seconded the motion. The motion carried.

**HEALTH & MEDICAL**

- ▶ **Resolution:** *Mental Health - Finger Lakes Performing Provider System Agreement to Receive Delivery System Reform Incentive Payment Program Projects*

Supervisor Wickham made a motion to approve the resolution to accept a \$1,000 payment on behalf of Ontario County Mental Health to improve the health of the Finger Lakes region population. Supervisor Russell seconded the motion. The motion carried.

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

Supervisor Marshall made a motion to approve the resolution to discharge unpaid balances totaling \$49,588.44 which have been deemed uncollectible. Supervisor Russell seconded the motion. The motion carried.

**PLANNING & RESEARCH**

- ▶ **Resolution:** *Economic Development ~ Resolution of Uncollectible Debt - Revolving Loan Fund*  
Supervisor Marshall made a motion to approve the resolution to deem the existing loan balance of \$3,030.16 owed by Terrenew, LLC, as uncollectible and that it be removed from the County's books. Supervisor Russell seconded the motion. The motion carried.
  
- ▶ **Resolution:** *Planning ~ Resolution for Budget Transfer to Retain Agricultural 2016 Enhancement Plan Implementation Funds*  
Supervisor Singer made a motion to approve the two Planning resolutions as a block. Supervisor Wickham seconded the motion. The motion carried.
  
- ▶ **Resolution:** *Planning ~ Acceptance of 2016-2017 NYS Snowmobile Trail Development and Maintenance Grant in Aid Funds*  
The motion carried to allocate and transfer the allocated \$5,000 in the 2016 budget to the 2017 Planning Department budget to retain the funds for projects to implement the recommendations of the Agricultural Enhancement Plan.
  
- ▶ **Resolution:** *Planning ~ Acceptance of 2016-2017 NYS Snowmobile Trail Development and Maintenance Grant in Aid Funds*  
The motion carried to accept the grant from the NYS Office of Parks, Recreation and Historic Preservation in the amount of \$22,980 to be distributed to local snowmobile clubs for establishment, improvement, and maintenance of snowmobile trails.

**PUBLIC WORKS**

- ▶ **Resolution:** *Canandaigua Sewer District ~ Authorizing Transfer of Funds*  
Supervisor Russell made a motion to approve the budget transfer of \$245,000 as stipulated in the resolution for the Canandaigua Lake County Sewer District. Supervisor Wickham seconded the motion. The motion carried.

**CAPITAL PROJECTS**

- ▶ **Resolution:** *Public Works ~ Grimes Glen Remediation and Post Closure - CP 04-2008: Closing of Capital Project*  
Supervisor Russell made a motion to file the resolution to close Capital Project 04-2008. Supervisor Marshall seconded the motion. The motion carried.
  
- ▶ **Resolution:** *2011 FLCC Capital Maintenance Project ~ CP 01-2011: Authorization to Close*  
Supervisor Russell made a motion to file the resolution to close Capital Project 01-2011. Supervisor Singer seconded the motion. The motion carried.
  
- ▶ **Resolution:** *2015 FLCC Capital Maintenance Project ~ CP 01-2015: Authorizing*  
Supervisor Wickham made a motion to approve the resolution to amend the budget and authorize a contract amendment with The Pike Company, Inc., for a cost of \$2,669.15 for additional

*Amendment Contract with The Pike Company, Inc., for Professional Construction Management Services HVAC Rehabilitation in the Fine Arts and Graphic Design Area*

construction management services associated with this project. Supervisor Russell seconded the motion. The motion carried.

- ▶ **Resolution:** *Amendment to the 2017-20225 Capital Improvement Plan*

Supervisor Russell made a motion to approve the resolution to amend the 2017-2022 Ontario County Capital Improvement Plan to add project FLCC 08-2017 Athletic Fields Upgrade (Design Only) with the local share of \$50,000 funded from the FLCC Association Inc., and \$50,000 in state funding to occur in 2017. Supervisor Marshall seconded the motion. The motion carried.

- ▶ **Resolution:** *2015 FLCC Capital Maintenance Project ~ CP 01-2015: Authorizing Budget Transfer for Cost of Services with Alliance Door & Hardware, Inc., for Purchase of Replacement Doors*

Supervisor Wickham made a motion to approve the resolution and budget transfer of \$3,257 as stipulated in the resolution for the replacement of doors in the Shipping & Receiving area and the Boiler Room at the main FLCC campus. Supervisor Russell seconded the motion. The motion carried.

**FMC STANDING COMMITTEE ITEMS**

- ▶ **Transfer:** *Budget Transfer for Community College Chargebacks*

Supervisor Russell made a motion to approve the budget transfer of \$20,000 from Contingency to cover community college chargebacks. Supervisor Singer seconded the motion. The motion carried.

- ▶ **Resolution:** *Disposition of Real Property Acquired Through Enforcement of Delinquent Taxes: Auction Process, Date, and Place; Authorization to Retain Outside Counsel*

Supervisor Singer made a motion to approve the resolution to set the date and place for the sale of property from delinquent taxes and to retain Jason S. Diponzio for outside counsel. Supervisor Green seconded the motion. The motion carried.

- ▶ **Resolution:** *Authorization for Budget Transfer Approval to Facilitate Year-End Processing - 2016*

Supervisor Marshall made a motion to approve the resolution authorizing the Director of Finance to process year-end transfers between the end of December and the first meeting of the Ways and Means Committee in January to facilitate timely year-end processes, with an itemized report to be submitted and reviewed at the first Ways and Means Committee meeting in January 2017. Supervisor Green seconded the motion. The motion carried.

**Discussion - Tax Cap Override**

Director of Finance Mary Gates gave a brief overview of the NYS Tax Cap and the possible impact of rescinding the Tax Cap Override put in place by the Board of Supervisors. By general consent, it was agreed to keep the Tax Cap Override in place.

**OTHER**

- ▶ **Transfer: Human Resources ~ Budget Transfer to Cover Additional Expenses**

Supervisor Green made a motion to approve the budget transfer of \$4,230 from Deferred Comp Reserve to cover additional expenses. Supervisor Wickham seconded the motion. The motion carried.

**County Administrator Update**

County Administrator Mary Krause gave a brief report of recent activities.

**Appreciation**

Chairman Baker expressed appreciation for the work of the Financial Management Committee and the Finance staff over the past year.

**ADJOURNMENT**

Being no further business to come before the Committee, the meeting was adjourned at 3:05 p.m. following a motion by Supervisor Green. The motion was seconded by Supervisor Singer, and carried.

The next tentatively scheduled meeting for the Ways & Means Committee is Wednesday, January 18, 2017, at 3:00 p.m.

Respectfully submitted,

Judy Manntai, Confidential Secretary