



## Minutes

### WAYS AND MEANS COMMITTEE

**Location: WebEx Meeting and 74 Ontario St.,  
2nd Floor Committee Room, Canandaigua, NY 14424**

**February 8, 2023**

#### **MEMBERS PRESENT**

In Person: Supervisors David Baker, Robert Green, Peter Ingalsbe, Dan Marshall, David Phillips, Richard Russell, and Andrew Wickham.

#### **OTHERS PRESENT**

In Person: BOS Chairman Campbell, County Administrator Chris DeBolt, Deputy County Administrator Alissa Bub, County Attorney Holly Adams, Finance Director Mary Gates, Commissioner Wright, Sr. Fiscal Managers Nellie Puma and Michael Wojcik, Human Resource Director Michele Smith, Treasurer Gary Baxter, Republican Election Commissioner Mike Northrup, Assistant County Attorney Ben Gilmour, Auditor Mary Burnett, Safety Coordinator Sherman Manchester, and Clerk to the Board Kristin Mueller.

Via WebEx: Supervisor Marren, Purchasing Director Jen Langer, Grant Coordinators Holly Smith and Sharon Decker, and Abigail Marion.

#### **CALL TO ORDER**

Supervisor Baker called the committee meeting to order at 3:00 PM.

#### **MINUTES**

Motion to approve the minutes of the January 18, 2023 Ways and Means meeting was made by Supervisor Wickham, seconded by Supervisor Green, and carried.

#### **CAPITAL PROJECTS/ PUBLIC WORKS**

Commissioner Wright presented a resolution entitled, "Capital Project No. H087-22 – County Road 25 Rehabilitation – Purchase of Lands".

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

Commissioner Wright presented a resolution entitled, "Capital Project No. H084-2022 – Replacement of County Road 12 Culvert #35 – Award of Contract for Construction Inspection".

**Motion to approve** this resolution was made by Supervisor Ingalsbe. The motion was seconded by Supervisor Green. The motion carried.

#### **PLANNING & ENVIRONMENTAL QUALITY**

Sr. Fiscal Manager, Michael Wojcik, presented a resolution entitled, "Authorization to Amend Budget for the New York State Office of Community Renewal for CARES Act Block Grant Funding".

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

#### **GOVERNMENTAL OPERATIONS & INSURANCE**

Republican Election Commissioner, Mike Northrup, presented a resolution entitled, "Authorization to Modify Contract (B19031) for Election Supplies".

**Motion to approve** this resolution was made by Supervisor Russell. The motion was seconded by Supervisor Green. The motion carried.

BOS Clerk, Kristin Mueller, presented a resolution entitled, “Contract with CivicPlus for CivicClerk an Agenda and Minutes Management Software”.

**Motion to approve** this resolution was made by Supervisor Russell. The motion was seconded by Supervisor Green. The motion carried.

## **SAFETY REPORT**

Safety Coordinator, Sherman Manchester, reported that the committees packet has a number of new reports. These come from our third-party workers’ compensation administrator’s system. These show a 12-month rolling number snapshot of claims, costs, and types of injuries. The Ontario County Safety Council banquet this year will be held on March 28<sup>th</sup> at Club 86 in Geneva. This week is national burn prevention week.

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

## **HUMAN RESOURCES**

Human Resource Director, Michele Smith, presented a resolution entitled, “Authorization to Contract with Healthworks as Provider of Medical Services for 2023”.

**Motion to approve** this resolution was made by Supervisor Green. The motion was seconded by Supervisor Ingalsbe. The motion carried.

Human Resource Director Michele Smith presented the following two resolutions:

- Authorization to Amend Contract with Leadership Logic for Executive Coaching and Management Training Services
- Authorization to Amend Contract with Leadership Logic for Development of Supervisory Staff Training Program

**Motion to approve** these two resolutions as a block with the word “amend” removed from the second resolution title was made by Supervisor Wickham. The motion was seconded by Supervisor Phillips. The motion carried.

Human Resource Director, Michele Smith, presented the following three resolutions:

- Creation of Position – Campus Safety Officer, Part-Time, Temporary
- Creation of Position – Fiscal Manager (Temporary)
- Reclassify an Office Specialist I Position in the Community Mental Health Department to an Office Specialist II Position

**Motion to approve** these three resolutions as a block was made by Supervisor Ingalsbe. The motion was seconded by Supervisor Marshall. The motion carried.

Human Resource Director, Michele Smith, presented a resolution entitled, “Salary Adjustment – Amber Beman”.

**Motion to approve** this resolution was made by Supervisor Wickham. The motion was seconded by Supervisor Green. The motion carried.

Human Resources Director, Michele Smith, let the committee know that they have to set the salaries of elected positions within the next couple of cycle. Chairman Baker suggested that they follow the percentage increase of the lowest union

contract for the Supervisors salaries. Committee agreed with this suggestion. Discussion ensued on the County Clerk and Coroners salaries. It was determined that Ms. Smith will come back next cycle with more information regarding other counties salaries for these positions and they recommend starting with the coroners at a rate of \$13,000 till they are able to get more information.

Human Resources Director, Michele Smith, presented the 2022 retention report. Ms. Smith reported that staffing number are up and we are fully staffed with more employees than we had prior to COVID.

## **WAYS AND MEANS**

Treasurer Gary Baxter presented a resolution entitled, "Conveying Real Property to the Village of Rushville, New York".

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

Treasurer Gary Baxter presented a resolution entitled, "Calling on the Governor of New York State to Remove from the 2024 Executive Budget Part M of the Article VII Revenue Bills".

**Motion to approve** this resolution was made by Supervisor Wickham. The motion was seconded by Supervisor Phillips. The motion carried.

Manager of Audit, Mary Burnett, presented the 4<sup>th</sup> quarter sales tax distribution report, noting that there was an increase over the last quarter.

Finance Director, Mary Gates, let the committee know they are going through an IRS audit for corrected 1099's. Mary Burnett is doing a great job working with them and the County won't be receiving any fines.

Finance Director, Mary Gates, presented year end budget transfers to committee.

**Motion to approve** these year-end budget transfers was made by Supervisor Green. The motion was seconded by Supervisor Phillips. The motion carried.

Finance Director, Mary Gates, reported that none of contingency has been used so far. The resolution approved today for the agenda and minutes management software will be the first item that will use contingency funds this year.

Finance Director, Mary Gates, provided an overview of the County grant program. We have 98 grants in different stages for a total of \$31.2 million dollars, managed by two grant coordinators start to finish. We do have a contract with the G & G Grant Coordination company that helped get staff up to date and provided training. Along with working with departments they are working with FLCC to co apply for grants. Their next goal is to be able to help municipalities with grants. Ms. Gates would like to bring a resolution next cycle for an on-demand contract with G & G for when the County needs assistance in writing grants and in times when multiple grants are due at one time.

## **COUNTY ADMINISTRATOR**

County Administrator, Chris DeBolt, gave the following updates:

- The 2022 ARPA actual expenditures are on the County Administrator website
- They are looking to create a community grant program with the remaining ARPA funds
- He reviewed some of the impacts to the county from the newly released NYS executive budget

- Campbell Commission mission has evolved and it will now look at sending out an RFP for a community liaison position. This would be funding through opioid settlement payment funds. The commission has been reporting in the past to PS but they will now report to more committees.

County Administrator, Chris DeBolt, presented a resolution entitled, “Calling on the State of New York to Continue to Pass-Thru Federal Affordable Care Act Enhanced Federal Medicaid Assistance Percentage Funds”.

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

**EXECUTIVE  
SESSION**

At 4:06 PM, Supervisor Phillips made the motion, seconded by Supervisor Green, to go into executive session regarding discussion on collective negotiations pursuant to Article 14 of the Civil Services Law (the Taylor Law); motion carried.

At 4:38 PM, Supervisor Green made the motion, seconded by Supervisor Russell, to leave executive session; motion carried.

**ADJOURNMENT**

Motion to adjourn made at 4:42 PM by Supervisor Ingalsbe, seconded by Supervisor Wickham, and carried.

**RESPECTFULLY  
SUBMITTED**

Kristin A. Mueller, Clerk to the Board

Approved