



Minutes

WAYS AND MEANS COMMITTEE

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

June 21, 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 Todd Campbell, County Administrator Chris DeBolt, Deputy County Administrator Alissa Bub, First Assistant County Attorney Barry McFadden, Finance Director Mary Gates, Sr. Fiscal Manager Nellie Puma, Human Resource Director Michele Smith, Safety Coordinator Sherman Manchester, Assistant County Attorney Joe Nacca, Purchasing Director Jenifer Langer, Planning Director Tom Harvey, Probation Director Jeff Rougeux, Economic Developer Ryan Davis, Treasurer Gary Baxter, Acting County Clerk Pam Keefe, Assistant County Clerk Tracy Shaw, Sr. Fiscal Manager Michael Wojcik, Republican Election Commissioner Mike Northrup, Democratic Commissioner Albert Magnan, FLCC President Dr. Nye, FLCC V.P of Administration and Finance Jason Tack, and County Attorney Intern Madison Stonemetz.

Via WebEx: Grant Coordinators Holly Smith and Sharon Decker, Sr. Planner Betsy Landre, and Consultants Chuck Bell and Mike Zimmerman

CALL TO ORDER

Supervisor Baker called the committee meeting to order at 2:00 PM.

MINUTES

Motion to approve the minutes of the May 24, 2023 Ways and Means meeting was made by Supervisor Marshall, seconded by Supervisor Wickham, and carried.

FLCC

Director of Finance, Mary Gates, presented a new funding plan for FLCC through 2030. County and FLCC staff worked together to come up with a way to increase funding to FLCC that is in accordance with our budget guidelines.

V.P of Administration and Finance, Jason Tack, presented an overview of the 2023-2024 FLCC Operating Budget.

A resolution entitled, "Fixing Date of Public Hearing on Tentative Budget – Finger Lakes Community College 2023-2024" was presented.

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

GOVERNMENTAL OPERATION & INSURANCE

Democratic Election Commissioner, AJ Magnan, presented the following six resolutions:

- Authorization to Amend Grant BOE01-C004375-1110000 Technology Innovation and Election Resources (Tier) Grant Program
- Authorization to Amend Grant BOE01-C004041-1110000 Electronic Poll Books Capital Grant Project

- Authorization to Amend Grant BOE01-T004600-1110000 Absentee Ballot Pre-Paid Postage Grant Program
- Authorization to Amend Grant BOE01-C003234-1110000 Help America Vote Act (HAVA) Operations Costs (SHOEBOX) Grant Program
- Authorization to Amend Grant BOE01-C002558-1110000 Help America Vote Act (HAVA) Voter Education & Poll Worker Training Grant Program
- Authorization to Amend Grant BOE01-T002674-1110000 NYS Voting Access for Persons with Disabilities Poll Site Access Improvement Grant Program

Supervisor Russell motioned to approve these resolutions as a block, seconded by Supervisor Ingalsbe. The motion carried.

Acting County Clerk, Pam Keefe, presented a resolution entitled, “Apportionment of Mortgage Tax”.

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

**CAPITAL
PROJECTS/
PUBLIC WORKS**

Planning Director, Tom Harvey, presented the following two resolutions:

- Authorization to Contract with the FLCC Foundation, Inc. for Funding Local Share of the FLCC Academics Renovation Project
- Establish Capital Project No. H096-23 as the FLCC Academics Renovation Capital Project

Motion to approve these two resolutions as a block was made by Supervisor Wickham. The motion was seconded by Supervisor Phillips. The motion carried.

Planning Director, Tom Harvey, presented a resolution entitled, “Capital Project No. H080-21 – Award of Contract for Material Testing Services Related to Construction – FLCC Nursing Expansion Capital Project”.

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

Planning Director, Tom Harvey, presented a resolution entitled, “Capital Project No. H083-22 – Authorize a Contract Amendment with Ferguson Electric and Budget Transfer for Change Order #1 – 2022 FLCC Maintenance Capital Project”.

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

PUBLIC SAFETY

Finance Director, Mary Gates, presented a resolution entitled, “Transfer of Funds – 2023 County Budget – Office of Sheriff”.

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

Sr. Planner, Betsy Landre, presented a resolution entitled, “Closing Capital Project No. H047-18 – 74 Ontario Street 700 MHZ Project”.

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

SAFETY REPORT

Safety Coordinator, Sherman Manchester, reviewed the Safety Report. There have been 31 recordable injuries out of 62 total injuries for the plan. We are trending slightly better with injuries than last year. June was slips, trips, and falls, and heat stress prevention awareness month.

Motion to accept the safety report was made by Supervisor Marshall. The motion was seconded by Supervisor Ingalsbe. The motion carried.

HUMAN RESOURCES

Human Resources Director, Michele Smith, presented a resolution entitled, “Retitle Probation Officer I Position to Probation Officer I/Probation Officer I (Spanish Speaking)”.

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

Human Resources Director, Michele Smith, presented the following two resolutions:

- Salary Adjustment – Matthew McDonald
- Salary Adjustment – Andre DeLyser”.

Motion to approve these two resolutions as a block was made by Supervisor Marshall. The motion was seconded by Supervisor Wickham. The motion carried.

Human Resources Director, Michele Smith, presented a resolution entitled, “Ontario County Workplace Conduct Standards”.

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

Human Resources Director, Michele Smith, presented a resolution entitled, “Appointment of Acting Director of Real Property Tax Services – Robin L. Johnson”.

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

WAYS AND MEANS

Purchasing Director, Jenifer Langer, presented a resolution entitled, “Renewal of Bid for Printing of Specifications & Drawings (R21057)”.

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

County Attorney, Holly Adams, presented a resolution entitled, “Fixing Date and Notice for the Public Hearing on Local Law No. 4 (Intro.) of 2023”.

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

Finance Director, Mary Gates, let the committee know that Ms. Nellie Puma has been promoted to Manager of Fiscal Operations and will start in that role on July 3rd. Also, sales tax revenue is starting to show the impacts of the changing economy with trending downward the past few months.

**COUNTY
ADMINISTRATOR**

County Administrator, Chris DeBolt, talked about a new Finger Lakes Visitors Connection funding formula that they have come up with for 2024. This was requested by the PEQ and WM committees last year. They are looking to do a 3-year agreement that would provide a funding floor to the Visitors Connection of \$1,175,000+ 5% COLA growth each year with the remaining funds, that don't go to the Treasurer's office administration fee, to be placed in the county tourism reserve fund that created last year. With the funding floor this provides the Visitors Connection a guaranteed funding amount even if the County doesn't collect that much in occupancy tax. The Visitors Connection can also come back to committee and request funds from the reserve for special projects, like they have done this year. They are also hoping to have State Representative approve changes to increase allowable uses for the county tourism reserves. If the County is successful in being able to collect occupancy tax on short-term rental such as Airbnb's then they would look at renegotiating this 3-year agreement. The Visitors Connection and the County also feel it would be beneficial for everyone to participate in a joint strategic planning process for tourism in the County.

Mr. Chuck Bell and Mr. Mike Zimmerman from Harrison Studio are the consultants working to administer our ARPA community grant program. The first phase of the grant program will be for funding projects that are focused on arts, culture, and recreation. They are hoping to have the application period for this phase open around the end of June and close around the end of July. They are anticipating this phase will have the largest amount of applications.

County Administrator, Chris DeBolt, presented resolution entitled "Authorization to Contract with MSW Consultants for Landfill Consultant Services".

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

County Administrator, Chris DeBolt, briefly discussed two resolutions that were talked about last week at the other 5 committee meetings regarding individuals being relocated from New York City.

**EXECUTIVE
SESSION**

At 3:14 PM, Supervisor Phillips made the motion, seconded by Supervisor Russell, to go into executive session regarding discussions of collective negotiations pursuant to Article 14 of the Civil Services Law (the Taylor Law) and proposed, pending or current litigation; motion carried.

At 3:40 PM, Supervisor Wickham made the motion, seconded by Supervisor Green, to leave executive session; motion carried.

ADJOURNMENT

Motion to adjourn made at 3:41 PM by Supervisor Green, seconded by Supervisor Wickham, and carried.

**RESPECTFULLY
SUBMITTED**

Kristin A. Voss, Clerk to the Board