



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

**August 17, 2016**

**MEMBERS PRESENT**

David Baker, Robert Green, Dan Marshall, Rich Russell, Drew Wickham

**OTHERS PRESENT**

In addition to Committee Members: Mary Krause, Mary Gates, Lorrie Scarrott, Gary Baxter, Brian Young, Sue Cirencione, Gary Curtiss, Deb Gierman, Tom Harvey, Phil Povero, Mary Salotti, Andrea Schoeneman, Michael Tantillo, Michael Northrop, Mary Burnett, Nellie Puma, Kathleen Meyers, Sandy Seeber, Halle Stevens, Judy Manntai; FLCC: Dr. Robert Nye, James Fisher

**CALL TO ORDER**

The meeting of the Financial Management Committee was called to order at 2:00 p.m. by Chairman Baker. Chairman Baker declared Supervisor Singer to be necessarily absent.

**MINUTES**

Supervisor Marshall made a motion to approve the minutes of the Financial Management Committee meeting on July 27, 2016, as presented. Supervisor Wickham seconded the motion. The motion carried.

**FLCC**

- ▶ **Resolution:** *2015-2016 FLCC Operating Budget Amendment No. 1 – Grants*

Supervisor Marshall made a motion to file the resolution to amend and increase the 2015-2016 FLCC operating budget. Supervisor Wickham seconded the motion. The motion carried.

**Sponsor Contribution**

James Fisher, Vice President for Administration and Finance, distributed information regarding the sponsor contribution for FLCC compared with other SUNY Community Colleges. A request for and information related to a Sponsor Contribution Funding Proposal was also distributed. No action was taken at this time and it was noted that any change to the sponsor contribution would be discussed during the County's budget process.

**HEALTH & MEDICAL**

- ▶ **Resolution:** *Mental Health ~ Authorization for Contract - Mental Health Association of Rochester/Monroe County, Inc.*

Supervisor Green made a motion to file the resolution authorizing a contract to Mental Health Association of Rochester/Monroe County, Inc., for said services beginning August 26, 2016 and ending December 31, 2016, for an amount not to exceed \$5,000.

Supervisor Wickham seconded the motion. The motion carried.

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

Supervisor Marshall made a motion to file the resolution authorizing the acceptance of an additional \$3,522 in funding through federal funding opportunities for Delivery System Reform Incentive Payment Program Projects. Supervisor Wickham seconded the motion. The motion carried.

- ▶ **Resolution:** *Public Health ~ Authorization to Contract with James McGuiness & Associates, Inc.*

Supervisor Wickham made a motion to file the resolution authorizing the Public Health Department to enter into a contract with James McGuiness & Associates for the Preschool Billing Software in the amount of \$50,000 for the software, \$4,000 for training, and up to \$12,000 per year for maintenance and support, and Medicaid processing. Supervisor Green seconded the motion. The motion carried.

**PUBLIC SAFETY**

- ▶ **Resolution:** *Sheriff ~ Creation of Position - County Police Officer (Part-Time)*

Supervisor Green made a motion to file the resolution authorizing the creation of one position of County Police Officer, (Part-Time), effective upon adoption, subject to the school district entering into a contract for participation in the School Resource Officer Program. Supervisor Wickham seconded the motion. The motion carried.

- ▶ **Resolution:** *Sheriff ~ Communications Division - Authorizing Contract with Xybix Systems, Inc. - Modification to Dispatch Console Equipment*

Supervisor Green made a motion to file the resolution authorizing a contract with Xybix Systems, Inc., for an amount not to exceed \$21,857.75, for modification and improvement to existing dispatch console equipment in the Office of Sheriff, Communications Division, 9-1-1 Center. Supervisor Marshall seconded the motion. The motion carried.

Supervisor Green made a motion to approve the filing of the following five resolutions related to the 2016-2017 School Resource Officer Program. Supervisor Russell seconded the motion. The motion carried.

- ▶ **Resolution:** *Sheriff ~ Authorization to Contract with Bloomfield Central School District to Provide the School Resource Officer Program*

The motion carried to file the resolution authorizing the Ontario County Sheriff to contract with Bloomfield Central School District for the School Resource Officer Program for a full-time position for ten months of service from September 1, 2016 through June 30, 2017, at an estimated cost of \$103,225.

- ▶ **Resolution:** *Sheriff ~ Authorization to Contract with Manchester-Shortsville Central School District to Provide the School Resource Officer Program*

The motion carried to file the resolution authorizing the Ontario County Sheriff to contract with Manchester-Shortsville Central School District for the School Resource Officer Program for a part-time position for ten months of service from September 1, 2016 through June 30, 2017, at an estimated cost of \$35,924.
- ▶ **Resolution:** *Sheriff ~ Authorization to Contract with Phelps-Clifton Springs Central School District to Provide the School Resource Officer Program*

The motion carried to file the resolution authorizing the Ontario County Sheriff to contract with Phelps-Clifton Springs Central School District for the School Resource Officer Program for a full-time position for ten months of service from September 1, 2016 through June 30, 2017, at an estimated cost of \$103,325.
- ▶ **Resolution:** *Sheriff ~ Authorization to Contract with Honeoye Central School District to Continue the School Resource Officer Program*

The motion carried to file the resolution authorizing the Ontario County Sheriff to contract with Honeoye Central School District to continue the School Resource Officer Program for a part-time position for ten months of service from September 1, 2016 through June 30, 2017, at an estimated cost of \$35,924.
- ▶ **Resolution:** *Sheriff ~ Authorization to Contract with Victor Central School District to Continue the School Resource Officer Program*

The motion carried to file the resolution authorizing the Ontario County Sheriff to contract with Victor Central School District to continue the School Resource Officer Program for a full-time position for ten months of service from September 1, 2016 through June 30, 2017, at an estimated cost of \$103,325.
- ▶ **Resolution:** *District Attorney ~ Increasing Hours of Victim Assistance Officer Position from Part-Time to Full-Time*

Supervisor Wickham made a motion to file the resolution to increase the hours of the Victim Assistance Officer to full time, effective October 1, 2016. Supervisor Marshall seconded the motion. The motion carried.
- ▶ **Transfer:** *Stop DWI ~ Budget Transfer from Reserve to Cover Additional Expense for Increased Hourly Rate per Res. 871-2015 - Appropriate Reserve Funds to Fund Billboard Campaign to Promote School Bus Safety Awareness*

Supervisor Russell made a motion to approve the budget transfer of \$13,760 from the Stop DWI Appropriated Reserve to cover the additional expense (\$8,760) for the increased hourly rate per Res.871-2015, and to appropriate reserve funds to fund the billboard campaign to promote school bus safety awareness (\$5,000). Supervisor Green seconded the motion. The motion carried.

**PUBLIC WORKS**

- ▶ **Resolution:** *Public Works / Buildings and Grounds ~ Authorization to Contract for*

Supervisor Green made a motion to file the resolution authorizing an addendum to the contract with Ontario County NYSARC, Inc. A/T/A Abbey Industries for janitorial services for a period not to

*Extended Janitorial Services with Ontario County NYSARC, Inc. A/T/A Abbey Industries*

exceed nine months at a per month cost of \$2,880 for 3019 County Complex Drive and \$2,705 per month for the STF Facility, under current terms and conditions of the existing contract. Supervisor Russell seconded the motion. The motion carried.

## CAPITAL PROJECTS

- ▶ **Resolution:** *Public Works ~ County Road 42 Preventive Maintenance - CP 07-2015: Acceptance of Supplemental Agreement #1 to NYS Revenue Contract*

Supervisor Russell made a motion to file the resolution accepting Supplemental Agreement #1 to the New York State Revenue Contract which provides Marchiselli funding for the design phase of Capital Project No. 07-215. Supervisor Marshall seconded the motion. The motion carried.

- ▶ **Resolution:** *FLCC Viticulture Center ~ CP 05-2011: Budget Amendment - Labella Associates, P.C.*

Supervisor Green made a motion to file the resolution to return funds in the amount of \$11,118.48 to the Capital Project Reserve and that the budget for the Capital Project be amended as indicated in the resolution due to the reimbursement of \$30,796.12 from Labella Associates, P.C., for the roof repair change order. Supervisor Wickham seconded the motion. The motion carried.

- ▶ **Resolution:** *2012 FLCC Capital Maintenance Project ~ CP 01-2012: Authorization to Close Project*

Supervisor Russell made a motion to file the resolution to close Capital Project 01-2012, 2012 FLCC Capital Maintenance Project, and that the balance of unencumbered funds, a total of \$48.61, be returned to the Sponsor (\$24.29) and to the State (\$24.32). Supervisor Green seconded the motion. The motion carried.

- ▶ **Resolution:** *2014 FLCC Capital Maintenance Project ~ CP 01-2014: Authorization to Purchase Instructor's Podium and 3650 Interactive Upgrade - C318 Chemistry Lab*

Supervisor Wickham made a motion to file the resolution to authorize the purchase of a Custom All Terrain Instructor's Podium at a cost of \$685.44 to be used in the FLCC Science Lab C318 and the purchase of a 3650 Interactive Upgrade, including a 1<sup>st</sup> Year Customer Care Maintenance Agreement totaling \$8,530. Supervisor Russell seconded the motion. The motion carried.

- ▶ **Resolution:** *2015 FLCC Capital Maintenance Project ~ CP 01-2015: Approval of Contract with Genesee Office Interiors, Inc., to Reassemble Office Furniture - HVAC Rehabilitation in the Fine Arts and Graphic Design Area*

Supervisor Green made a motion to file the resolution approving a contract with Genesee Office Interiors, Inc., in the amount of \$750, to reassemble office furniture (per the warranty) in the Fine Arts and Graphic Design area. The furniture was previously disassembled in preparation for demolition and asbestos abatement related to the HVAC rehabilitation in those areas. Supervisor Russell seconded the motion. The motion carried.

**FMC STANDING  
COMMITTEE ITEMS**

- ▶ **Resolution:** *County Attorney ~ Tax Cap - Fixing Date and Notice for the Public Hearing*

Supervisor Wickham made a motion to file the resolution setting the public hearing to override the tax levy limit for fiscal year 2017 for September 15, 2016, at 6:30 p.m. at the Supervisors' Chambers, interim location Ontario County Safety Training Facility. Supervisor Marshall seconded the motion. The motion carried.

- ▶ **Resolution:** *Purchasing ~ Authorization to Participate in Cooperative Bids Coordinated by Wayne Finger Lakes BOCES*

Supervisor Russell made a motion to file the resolution authorizing the Purchasing Director to sign the "General Resolution" for Ontario County participation in cooperative bids coordinated by Wayne-Finger Lakes BOCES. Supervisor Green seconded the motion. The motion carried.

**Budget Review for Departments -  
Special Arrangements**

The following department budgets were reviewed:

Board of Elections  
(A1450, A1451)

Mary Salotti presented the budgets for Board of Elections.  
Motion: Green; Second: Russell; Carried

Conflict Defender  
(A1176, A1177)

Andrea Schoeneman presented the budgets for Conflict Defender's Office.  
Motion: Wickham; Second: Marshall; Carried

**Budget Review for  
FMC Departments**

County Treasurer  
(A1325, A1362)

Gary Baxter presented the budgets for the County Treasurer's Office.  
A1325 - Motion: Marshall; Second: Wickham; Carried  
A1362 - Motion: Green; Second: Russell; Carried

Purchasing (A1345)

Deb Gierman presented the budget for Purchasing.  
Motion: Russell; Second: Wickham; Carried

Lorrie Scarrott presented the following budgets:

Central Finance Department  
(A1310)  
DPW Finance Office (A1312)

Motion: Green; Second: Russell; Carried

Debt Service - V Fund

Motion: Wickham; Second: Russell; Carried

Mary Burnett presented the following budgets:

Justices and Constables (A1180)  
Judgments and Claims (A1930)  
Assessments on County Property  
(A1950) Motion: Green; Second: Marshall; Carried

Mary Gates presented the following budgets:

Distribution of Sales Tax  
(A1985) Motion: Marshall; Second: Wickham; Carried

Contingency (A1990) Motion: Wickham; Second: Marshall; Carried

Undistributed (A 9090) Motion: Wickham; Second: Russell; Carried

Nellie Puma presented the following budgets:

Transfer to Other Funds (A9901) Motion: Russell; Second: Wickham; Carried

Construction, Reconstruction,  
Acquisition (A9920) Motion: Green; Second: Russell; Carried

C.I.P. - Equipment Purchase  
Reserve (A9921) Motion: Wickham; Second: Marshall; Carried

Transfer to Capital Project  
(A9950) Motion: Russell; Second: Wickham; Carried

Mary Gates presented the following budget:

Other (A9999) Motion: Wickham; Second: Marshall; Carried

Lorrie Scarrott presented the following budgets:

Community College Tuition for  
Out of County (A2490) Motion: Russell; Second: Green; Carried

FLCC Sponsor Contribution  
(A2495-A2496) Motion: Wickham; Second: Marshall; Carried

Mary Gates presented the following budgets:

Health Facility (A4530) Motion: Wickham; Second: Green; Carried

Transportation - County  
Sponsorship (A5630)

Motion: Marshall; Second: Wickham; Carried

**OTHER**

**2017-2018 FMC Department  
Budget Review Schedule**

It was noted that the dates for the *2017-2018 FMC Department Budget Review* have been rescheduled for Monday, September 26 and Tuesday, September 27, from 8:00 a.m. to 12:00 p.m.

**ADJOURNMENT**

Being no further business to come before the Committee, the meeting was adjourned at 3:10 p.m. following a motion by Supervisor Wickham. The motion was seconded by Supervisor Green, and carried.

The next regularly scheduled meeting is Wednesday, September 7, 2016, at 2:00 p.m.

Respectfully submitted,

Judy Manntai  
Recording Secretary