



**Minutes**  
**WAYS AND MEANS COMMITTEE**  
**Location: 74 Ontario Street, 2<sup>nd</sup> Floor and WebEx**  
**Canandaigua, NY 14424**

**November 10, 2021**

**MEMBERS PRESENT**

In Person: Supervisors David Baker, Todd Campbell, Bob Green, Peter Ingalsbe, Kris Singer

Via WebEx: Supervisors Daniel Marshall and Andrew Wickham

**OTHERS PRESENT**

In person: County Administrator Chris DeBolt, County Attorney Holly Adams, Assistant County Attorney Lea Nacca, Sheriff Phil Povero, Chief Deputy John Falbo, Chief Communications Officer Steve DeChick, Public Works Commissioner Bill Wright, Planning Director Tim Harvey, Information Services Director Sean Barry, Board Clerk Kristin Mueller, Confidential Secretary Judy Manntai.

Via WebEx: Finance Director Mary Gates, Finance Deputy Director Lorrie Scarrott, Manager of Audit Mary Burnett, County Treasurer Gary Baxter, Purchasing Director Debbie Gierman, Real Property Tax Director Donna LaPlant, Human Resources Director Michele Smith, Human Resources Deputy Director Lindsey Burgess, Safety Coordinator Sherman Manchester, Senior Fiscal Manager Michael Wojcik, Confidential Secretary Cindy Abraszek; FLCC: Human Resources Director Michelle Polowchak

**CALL TO ORDER**

The meeting of the Ways and Means Committee was called to order at 3:01 p.m. by Chairman David Baker.

**MINUTES**

The motion to approve the minutes of the Ways and Means Committee on October 20, 2021 and October 28, 2021, was made by Supervisor Ingalsbe, and seconded by Supervisor Singer. The motion carried.

**GOVERNMENT OPERATIONS & INSURANCE**

County Administrator Chris DeBolt presented the following resolution for approval.

- **Resolution:** Appointment of Deputy County Administrator - Sean F. Barry

Supervisor Campbell made the motion to approve the resolution. Supervisor Ingalsbe seconded the motion. The motion carried.

Supervisor Singer made the motion to block and approve the following two resolutions. Supervisor Campbell seconded the motion.

- **Resolution:** Acceptance of Grant from NYS Board of Elections, Early Voting Expansion Program Grant BOE01-TOO4433-1110000
- **Resolution:** Acceptance of Grant from NYS Board of Elections, Technology Innovation and Election Resource Grant BOE01-COO4375-1110000

The motion carried.

## PUBLIC SAFETY

Chief Deputy Falbo presented preliminary information regarding body worn cameras for the Jail at a cost of approximately \$32,000. A resolution will be brought to the next meeting for consideration.

Chief Deputy Falbo presented the following budget transfer for approval.

- **Budget Transfer:** Office of Sheriff - For Purchase of Two Drones

Supervisor Green made the motion to approve the budget transfer. Supervisor Campbell seconded the motion. The motion carried.

Chief Communications Officer Steve DeChick presented the following resolution for approval.

- **Resolution:** Approval of Contract with Finger Lakes Communication Co., Inc. for Provision of Radio Communications Equipment at Temporary South Bristol Tower Site

Supervisor Campbell made the motion to approve the resolution. Supervisor Green seconded the motion. The motion carried.

## CAPITAL PROJECTS

Public Works Commissioner Bill Wright presented the following three resolutions for approval.

- **Resolution:** Capital Project No. H060-19, Lakeshore Drive & NY 364 Sidewalk Improvement Project and Capital Project No. H065-19, County Road 50 Preventive Maintenance: Award of Contract for Construction and Contract Amendment for Construction Inspection Services and Acceptance of Supplemental Agreement #2 to New York State Revenue Contract

Supervisor Singer made the motion to approve the resolution. Supervisor Campbell seconded the motion. The motion carried.

- **Resolution:** Capital Project No. H074-20, County Wide Cold Storage: Award Quote Q21091 to Fingerlakes Garage Door Co. Inc. for the Purchase and Installation of Two (2) Overhead Garage Doors and Operators at 212 Saltonstall Street

Supervisor Campbell made the motion to approve the resolution Supervisor Ingalsbe seconded the motion. The motion carried.

- **Resolution:** Capital Project No. H064-19, Canandaigua Lake County Sewer District Pump Station 1W Improvements: Purchase of Easement

Supervisor Singer made the motion to approve the resolution. Supervisor Campbell seconded the motion. The motion carried.

Planning Director Tom Harvey presented the following two resolutions for approval.

- **Resolution:** Capital Project No. H048-18, 2018 FLCC Capital Maintenance Project: Approval of Contract with Siemens Industry and Budget Transfer

Supervisor Singer made the motion to approve the resolution. Supervisor Green seconded the motion. The motion carried.

- **Resolution:** Establish Capital Project H080-21 and Accept Funding - FLCC Nursing Expansion Phase II Project

Supervisor Singer made the motion to approve the resolution. Supervisor Ingalsbe seconded the motion. The motion carried.

## HUMAN RESOURCES

Safety Coordinator Sherman Manchester presented the Safety Report for consideration.

Supervisor Green made the motion to accept the Safety Report. Supervisor Singer seconded the motion. The motion carried.

Human Resources Director Michele Smith presented the following eleven items for consideration.

Supervisor Campbell made the motion to consider the following three resolutions for approval as a block. Supervisor Green seconded the motion.

- **Resolution:** Fixing Date and Notice for the Public Hearing on Local Law No. 5 (Intro.) 2021
- **Resolution:** 2022 Salary for County Historian
- **Resolution:** Election Inspectors Per Diem Rate of Pay

The motion carried to approve the three resolutions.

Supervisor Singer made the motion to consider the following two resolutions for approval as a block. Supervisor Ingalsbe seconded the motion.

- **Resolution:** Creation of Two (2) Messenger Positions
- **Resolution:** Create Grant Coordinator Position

The motion carried to approve the two resolutions.

- **Resolution:** Salary Adjustment - Valerie Thomas

Supervisor Singer made the motion to approve the resolution. Supervisor Green seconded the motion. The motion carried.

Supervisor Singer made the motion to consider the following three resolutions for approval as a block. Supervisor Campbell seconded the motion.

- **Resolution:** Authorization to Extend Contract with National Employers Council, Inc., DBA PeopleSystems
- **Resolution:** Authorization to Extend Contract with NCA Comp, Inc. as Third-Party Administrator to the Ontario County Mutual Self-Insurance Plan for Workers' Compensation from January 1, 2022 Through December 31, 2022
- **Resolution:** Authorization to Extend Contract with 207 Resolutions, LLC

The motion carried to approve the three resolutions.

The following two items of information were distributed to the Committee by HR Director Michele Smith.

- Informational ~ Nurses Salary Guide for 2022
- Informational ~ Third Quarter Retention Report

## WAYS & MEANS STANDING COMMITTEE

Purchasing Director presented the following resolution for approval.

- **Resolution:** Authorization of Memorandum of Understanding for Ontario County to Provide Purchasing Services to Finger Lakes Community College

Supervisor Ingalsbe made the motion to approve the resolution. Supervisor Campbell seconded the motion. The motion carried.

Finance Deputy Director Lorrie Scarrott presented the following budget transfer for approval.

- **Budget Transfer:** Community College Tuition

Supervisor Singer made the motion to approve the budget transfer. Supervisor Campbell seconded the motion. The motion carried.

## 3<sup>rd</sup> Quarter Sales Tax Report

Manager of Audit Mary Burnett presented the 3<sup>rd</sup> Quarter Sales Tax Distribution report, noting Ontario County had an increase of approximately 20.80% as compared to the prior year 3<sup>rd</sup> quarter.

Finance Director Mary Gates presented the following two annual budget resolutions for approval.

Supervisor Campbell made the motion to consider the following two resolutions for approval as a block. Supervisor Ingalsbe seconded the motion.

- **Resolution:** Adoption of County Budget for Year 2022
- **Resolution:** Appropriation to Conduct County Government Fiscal Year 2022

The motion carried to approve the two resolutions.

Public Works Commissioner Bill Wright presented the following CIP resolution for approval.

- **Resolution:** Approval of the 2022 - 2027 Capital Improvement Plan

Supervisor Ingalsbe made the motion to approve the resolution. Supervisor Campbell seconded the motion. The motion carried.

## HEALTH & HUMAN SERVICES

Supervisor Dan Marshall presented the following resolution on behalf of OFA Director Irene Coveny, and made the motion to approve the resolution. Supervisor Green seconded the motion.

- **Resolution:** Authority to Cancel Uncollectible Debts - Ontario County Office for the Aging

The motion carried.

## County Administrator Update

County Administrator DeBolt briefly noted the following:

- ~ 79 new Covid case today, with 16 currently hospitalized
- ~ School testing continues
- ~ The impact of the federal vaccine mandate on County employees is currently under review

## 209 Committee Investigation Update

Supervisor Campbell noted the following areas being reviewed by the 209 Committee.

1. Violations, if any, of State/County policy.
2. Corrective actions, if any, following a review of #1.
3. Addressing required practice and/or policy modifications and/or additions, if any identified in #1 or #2.
4. Potential culture change within the department.

## EXECUTIVE SESSION

At 3:34 p.m., Supervisor Singer made the motion to move into Executive Session to discuss legal matters and labor relations matters with counsel. Supervisor Campbell seconded the motion. The motion carried.

At 3:38 p.m., Supervisor Campbell made the motion to move out of Executive Session. Supervisor Singer seconded the motion. The motion carried.

**ADJOURNMENT**

Being no further business to come before the Committee, the meeting was adjourned at 3:39 p.m., following a motion by Supervisor Singer, and seconded by Supervisor Campbell. The motion carried.

The next regularly scheduled meeting for the Ways & Means Committee is Wednesday, December 1, 2021, at 3:00 p.m. at 74 Ontario Street and via WebEx.

Respectfully submitted,

Judy Manntai, Confidential Secretary

Draft