



## Minutes

### WAYS AND MEANS COMMITTEE

3019 County Complex Drive ~ 2nd Floor,  
Room 205 Canandaigua, NY 14424

January 15, 2020

#### MEMBERS PRESENT

Supervisors, David Baker, Jeffery Gallahan, Peter Ingalsbe, Daniel Marshall, Kristine Singer, and Andrew Wickham. Supervisor Green was declared necessarily absent.

#### OTHERS PRESENT

County Administrator Mary Krause, Deputy County Administrator Brian Young, Finance Director Mary Gates, County Attorney Holly Adams, First Assistant County Attorney Lea Nacca, Human Resource Director Michele Smith, Deputy Human Resource Director Lindsey Burgess, Safety Coordinator Sherman Manchester, Commissioner of Public Works Bill Wright, Treasurer Gary Baxter, Sr. Fiscal Managers Nellie Puma & Michael Wojcik, Fiscal Managers Kathleen Meyers and Sandy Seeber, Grants Coordinator Peter Brown, Probation Director Jeff Rougeux, Deputy Finance Director Lorrie Scarrott, Mental Health Director Diane Johnston, Deputy Commissioner of Public Works John Berry, and Clerk Kristin Mueller.

#### CALL TO ORDER

Chairman Baker called the committee meeting to order at 3:00 PM. Chairman Baker designated Supervisor Wickham as Vice – Chair.

#### MINUTES

Motion to approve the minutes of December 11, 2019 and the special meeting on December 19, 2019, made by Supervisor Singer, seconded by Supervisor Marshall, and carried.

#### PUBLIC SAFETY

A resolution entitled, “Authorization to Accept Donation for D.A.R.E. Program” was presented.

**Motion to approve** this resolution was made by Supervisor Ingalsbe, seconded by Supervisor Marshall and carried.

Probation Director Jeff Rougeux presented a resolution entitled, “Alternatives to Incarceration Program (Probation Department) Transfer of ATI Bail Reserve Monies to Fund Trauma Therapy Services to Probation and Treatment Court Programs”.

**Motion to approve** this resolution was made by Supervisor Singer, seconded by Supervisor Wickham and carried.

#### PLANNING & ENVIRONMENTAL QUALITY

Sr. Fiscal Manager Michael Wojcik presented the following resolution:

- Authorization to Carry Forward Appropriations Relating to Pactiv's Grant Approval from the New York State Office of Community Renewal
- Authorization to Complete a Budget Amendment Relating to Z-Axis, Inc.'s Grant Approval from the New York State Office of Community Renewal for Block Grant Funding

**Motion to approve** these resolutions as a block was made by Supervisor Gallahan, seconded by Supervisor Singer and carried.

First Assistant County Attorney Lea Nacca presented a resolution entitled, “Request for State Legislation to Amend New York Tax Law §1202-t - Hotel or Motel Taxes in Ontario

County”.

Ms. Nacca talk about the changes being requested. They would remove the current exemption for places having 3 units or less and broaden the categories that the revenues can be allocated. Revenues will still be allocated to the tourism industry but will now include public parks, public infrastructure, recreation facilities, and other things that promote tourism in our area.

**Motion to approve** this resolution was made by Supervisor Singer, seconded by Supervisor Wickham and carried.

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

County Attorney Holly Adams presented a resolution entitled, “Adoption of the Ontario County Records Management Policy”.

**Motion to approve** this resolution was made by Supervisor Singer, seconded by Supervisor Ingalsbe and carried.

#### **HEALTH AND HUMAN SERVICES**

Mental Health Director Diane Johnston presented a resolution entitled, “Authorization - Amendment Agreement - Lakeview Health Services, Inc. 2020”.

**Motion to approve** this resolution was made by Supervisor Marshall, seconded by Supervisor Singer and carried.

#### **PUBLIC WORKS**

John Berry presented a resolution entitled, “Amendment to the 2020-2025 Capital Improvement Plan - Honeoye Lake Wastewater Treatment Plant Improvements”

**Motion to approve** this resolution was made by Supervisor Ingalsbe, seconded by Supervisor Marshall and carried.

Mr. Berry handed out sample bond resolutions to the committee as informational as these will be coming at a later date.

#### **CAPITAL PROJECTS**

Commissioner of Public Works Bill Wright presented a resolution entitled, “Capital Project No. H063-19, County Road 39 Rehabilitation: Tree Removals - Budget Transfer”

**Motion to approve** this resolution was made by Supervisor Gallahan, seconded by Supervisor Singer and carried.

#### **SAFETY REPORT**

Mr. Manchester let the committee know that we finished the year at 21 incidents better than he thought we were going to end up. Total recordable accidents went up but not as much as he thought. A lot were slips trips and falls with snow and ice. He has offered training for this. Thanked everyone for support letters for the new grant. Has active shooter training coming up

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

#### **HUMAN RESOURCES**

Human Resource Director Michele Smith presented a resolution entitled, “Payment of Excess Annual Leave in 2020”.

**Motion to approve** this resolution was made by Supervisor Marshall, seconded by Supervisor Ingalsbe and carried.

Human Resource Director Michele Smith presented the following resolutions:

- Amendment to Resolution No. 264-2019, 2020 - 2021 Salary Schedule: Board of Supervisors

- Amendment to Resolution No. 267-2019, 2020 - 2023 Salary Schedule for County Clerk
- Amendment to Resolution No. 237-2018, 2019 - 2022 Salary Schedule - Treasurer

**Motion to approve** these resolutions as a block was made by Supervisor Gallahan, seconded by Supervisor Singer and carried.

Ms. Smith told committee that electronic applications and payments are now being acceptance as of January 1<sup>st</sup>.

**WAYS & MEANS**

Finance Director Mary Gates presented a resolution entitled, “Adoption of the Budget Transfer Policy and Procedures”.

**Motion to approve** this resolution was made by Supervisor Singer, seconded by Supervisor Ingalsbe and carried.

Ms. Gates noted that there were two major changes. One is a new section for MUNIS system changes. The other is the year-end process section, the second paragraph is new for designated fund balances.

**COUNTY ADMINISTRATOR**

County Administrator Mary Krause informed the committee that questions regarding training for noncompetitive part time employees from the joint Public Safety and Ways and Means committee meeting is now off the table. HR will continue to look at future possibilities for training and recruitment.

**EXECUTIVE SESSION**

At 3:27 PM, Supervisor Singer made the motion, seconded by Supervisor Marshall, to go into executive session regarding discussion on proposed, pending, or current litigation and to confer with counsel; motion carried.

At 3:39 PM, Supervisor Gallahan made the motion, seconded by Supervisor Singer, to leave executive session; motion carried.

**ADJOURNMENT**

Motion to adjourn made at 3:40 PM by Supervisor Singer, seconded by Supervisor Marshall, and carried.

**RESPECTFULLY SUBMITTED**

Kristin Mueller, Clerk to the Board

[Ontario County Vision Statement](#)

**A vibrant community where every citizen has the opportunity to be healthy, safe, and successful**