



**Minutes**  
**WAYS AND MEANS COMMITTEE**  
3019 County Complex Drive ~ 2nd Floor, Room 205  
Canandaigua, NY 14424

**May 1, 2019**

**MEMBERS PRESENT**

Supervisors David Baker, Jeffery Gallahan, Peter Ingalsbe, Daniel Marshall, Kristine Singer, Robert Green, Andrew Wickham.

**OTHERS PRESENT**

In addition to Committee Members: Mary Krause, Brian Young, Lorrie Scarrott, Sheriff Henderson, Leanne Lapp, John Berry, Tom Harvey, Matt Hoose, Deb Gierman, Vivian Russell, Holly Adams, Lea Nacca, Michele Smith, Lindsey Burgess, Sherman Manchester, Mary Burnett, Nellie Puma, Peter Brown, Kathleen Meyers, Sandy Seeber, Judy Manntai; FLCC - Cathy Ahern

**CALL TO ORDER**

The meeting of the Ways and Means Committee was called to order at 3:00 p.m. by Vice Chairman Wickham.

**MINUTES**

Supervisor Singer made the motion to approve the minutes of the Ways and Means Committee on April 10, 2019. Supervisor Marshall seconded the motion. Motion carried.

**FLCC**

**Proposed 2020-2025 CIP Projects  
for 2020-2021 Budget  
Consideration**

The following ten proposed FLCC projects for the 2020-2025 CIP were considered as a block. Supervisor Gallahan made the motion to approve the proposed projects for further consideration in the 2020-2021 Budget Process. Supervisor Ingalsbe seconded the motion. Motion carried.

- i. FLCC-CM 2020 Capital Maintenance Project
- ii. FLCC-CM 2021 Capital Maintenance Project
- iii. FLCC-CM 2022 Capital Maintenance Project
- iv. FLCC-CM 2023 Capital Maintenance Project
- v. FLCC-CM 2024 Capital Maintenance Project
- vi. FLCC-CM 2025 Capital Maintenance Project
- vii. FLCC10-13 Maintenance of G Lot
- viii. FLCC03-17 Underground Utilities for New Bathroom at CMAC
- ix. FLCC06-17 Greenhouse Renovation
- x. EQ Backup IS Server Room

**PUBLIC SAFETY**

The following three resolutions were considered as a block. Supervisor Singer made the motion to approve the resolutions. Supervisor Gallahan seconded the motion. Motion carried

- ▶ **Resolution:** *Sheriff ~ Abolishment of Position and Increase of Part-time Hours*

Motion carried to abolish a position of County Police Office, Part-Time, effective upon adoption; and further, that the allowable hours of the Investigator, Part-Time be increased from quarter-time to half-time, effective upon adoption.

- ▶ **Resolution:** *Sheriff ~ Abolish County Police Officer, Part-Time and Creation of Correction Officer, Part-Time*

Motion carried to abolish a position of County Police Officer, Part-Time in the Unified Court; and further, that a position of Correction Officer, Part-Time for use at the Courts be created, effective upon adoption.

- ▶ **Resolution:** *Sheriff ~ Salary Adjustment - Alexander Colburn*

Motion carried that the pay rate for Alexander Colburn be set at Grade R15, Step 2, \$26.75/hour, effective retroactive to his appointment to the position of County Police Officer on April 15, 2019, based on his experience as a Police Officer for the City of Geneva.

- ▶ **Resolution:** *Sheriff ~ Office of State Comptroller - Response to 2018 Ontario County Audit Findings*

Supervisor Marshall made the motion to approve the resolution with the County's Response and Corrective Action Plan to the State of New York Office of the State Comptroller Audit. Supervisor Ingalsbe seconded the motion. Motion carried.

The following two resolutions were considered as a block. Supervisor Green made the motion to approve the resolutions. Supervisor Singer seconded the motion. Motion carried.

- ▶ **Resolution:** *Public Defender ~ Authorization to Extend Grant from Office of Indigent Legal Services*

Motion carried to approve the resolution to extend the Indigent Legal Services Grant for an additional twelve months starting January 1, 2019, through December 31, 2019.

- ▶ **Resolution:** *STOP-DWI ~ Authorization to Accept Donation - Brigid Keane, Inc.*

Motion carried to approve the resolution to accept the donation to STOP-DWI in the amount of \$250.00 on behalf of Brigid Keane, Inc. The donation is made as part of the defendant's plea agreement.

**GOVERNMENT OPERATIONS & INSURANCE**

- ▶ **Resolution:** *County Clerk ~ Apportionment of Mortgage Tax*

Supervisor Singer made the motion to approve the resolution authorizing and directing the County Treasurer to issue checks for the distribution of the semi-annual mortgage tax, the total sum of \$1,199,036.33, as set forth in the resolution. Supervisor Gallahan seconded the motion. Motion carried.

**PUBLIC WORKS**

- ▶ **Resolution:** *Public Works ~ Creation of Position - Laborer (Seasonal) and Abolishment of Two Positions - Laborer, PT (Seasonal)*

Supervisor Singer made the motion to approve the resolution to create one position of Laborer, (Seasonal) for the Public Works Department, designated to work seasonally, with the total hours worked in a calendar year not exceeding 1,040 hours. Supervisor Green seconded the motion. Motion carried.

**CAPITAL PROJECTS**

- ▶ **Resolution:** *Public Works ~ CP 04-2017, County Road 23 at McIvor Road & Fort Hill Road Intersection Improvements: Award of Contract for Construction and Contract Amendment for Construction Inspection Services, and Appropriate Reserve*

Supervisor Gallahan made the motion to approve the resolution authorizing a contract with Keeler Construction Co., for said work, contingent upon delivery of a satisfactory DBE Utilization Plan, for a cost not to exceed \$2,394,719.25; and further, that the budget transfer and amendment for said project be approved as stipulated in the resolution. Supervisor Marshall seconded the motion. Motion carried.

- ▶ **Resolution:** *Public Works ~ Establish Capital Project No. 03-2019, Replacement of County Road 36 Culvert #36*

Supervisor Singer made the motion to approve the resolution to establish Capital Project No. 03-2019, Replacement of County Road 36 Culvert #36; and further, that the budget for said project be established as stipulated in the resolution. Supervisor Ingalsbe seconded the motion. Motion carried.

- ▶ **Resolution:** *Public Works ~ Establish Capital Project No. 06-2019, Replacement of County Road 36 Culvert #32*

Supervisor Gallahan made the motion to approve the resolution to establish Capital Project No. 06-2019, Replacement of County Road 36 Culvert #32; and further, that the budget for said project be established as stipulated in the resolution. Supervisor Marshall seconded the motion. Motion carried.

The following three items were considered as a block. Supervisor Singer made the motion to approve the resolutions. Supervisor Marshall seconded the motion. Motion carried.

- ▶ **Resolution:** *Honeoye Lake Sewer District ~ Authorization to Create Capital Project 05-2019, Honeoye Lake Wastewater Treatment Plant Improvements; Accept NYS Water Infrastructure Improvement Act Grant*

Motion carried to accept a Water Infrastructure Improvement Act Grant through the NYS Environmental Facilities Corporation in the amount of \$1,670,000; to create Capital Project No. 05-2019, Honeoye Lake Wastewater Treatment Plant Improvements; and to establish the budget for said project as stipulated in the resolution.

- ▶ **Resolution:** *Honeoye Lake Sewer District ~ CP 05-2019, Honeoye Lake Wastewater*

Motion carried to accept the NYS Water Quality Improvement Project Grant through the NYS Department of Environmental Conservation for a term of May 1, 2018, through April 20, 2023 in the amount of

*Treatment Plant Improvements: Authorization to Accept NYS Water Quality Improvement Project Grant, Sanitary Sewer Overflow Improvements Project*

\$3,517,500 for the Honeoye Lake Wastewater Treatment Plant Sewer Overflow Improvements Project; and further, to approve the budget transfer as stipulated in the resolution.

▶ **Resolution:** *Honeoye Lake Sewer District - Resolution: CP 05-2019, Honeoye Lake Wastewater Treatment Plant Improvements: Authorization to Accept NYS Water Quality Improvement Project Grant - Honeoye Lake Wastewater Treatment Plant Disinfection Project*

Motion carried to accept the NYS Water Quality Improvement Project Grant through the NYS Department of Environmental Conservation for a term of May 1, 2018, through April 20, 2023 in the amount of \$825,000 for the Honeoye Lake Wastewater Treatment Plant Disinfection Project; and further, to approve the budget transfer as stipulated in the resolution.

▶ **Resolution:** *FLCC ~ CP 03-2018, 2018 FLCC Capital Maintenance Project: Acceptance of Furniture Quotes and Budget*

Supervisor Gallahan made the motion to approve the resolution to accept a quote from KI Furniture for \$16,723 for the purchase of furniture and furnishings for Classroom Renovations; and further, that the budget for the project be amended as stipulated in the resolution. Supervisor Singer seconded the motion. Motion carried.

▶ **Resolution:** *FLCC ~ CP 03-2018, 2018 FLCC Capital Maintenance Project: Authorization to Contract with Ruston Paving Co., Inc., FLCC Parking Lot Reconstruction*

Supervisor Ingalsbe made the motion to approve the resolution to accept the bid from Ruston Paving Co., Inc., in the amount of \$172,906 for the FLCC Parking Lot Reconstruction for the Child Care and Maintenance Building areas at FLCC; and further, that the budget for the project be amended as stipulated in the resolution. The term of the contract shall commence on May 2, 2019 and terminate on May 1, 2020. Supervisor Green seconded the motion. Motion carried.

▶ **Resolution:** *FLCC ~ CP 01-2015, 2015 FLCC Capital Maintenance Project: Authorization of Contract Amendment with Kelley Brothers LLC*

Supervisor Green made the motion to approve the resolution to accept the additional quote from Kelley Brothers LLC to provide the purchase and installation of an additional door closer in the amount of \$2,517.27; and further, that the budget for the project be amended as stipulated in the resolution. Supervisor Gallahan seconded the motion. Motion carried.

▶ **Resolution:** *FLCC ~ Closing of CP 07-2017, FLCC Greenhouse Replacement Project*

Supervisor Marshall made the motion to approve the resolution to close Capital Project No. 07-2017 FLCC Greenhouse Replacement Project, and that the cash balance and any additional interest earnings remaining in Capital Project No. 07-2017 be transferred to the FLCC Foundation, Inc. Supervisor Gallahan seconded the motion. Motion carried.

## PLANNING & ENVIRONMENTAL QUALITY

- ▶ **Resolution:** *Sustainability & Solid Waste Management ~ Create Senior Clerk and Abolishment of Senior Typist*

Supervisor Singer made the motion to approve the resolution to create the position of Senior Clerk (37.5 hrs/week) in the Department of Sustainability and Solid Waste Management upon the abolishment of the position of Senior Typist (40 hrs/week) per Resolution #417-2017. Supervisor Green seconded the motion. Motion carried.

## HUMAN RESOURCES

### Safety Report

Opportunity was given for questions and comments regarding the Safety Report submitted by Safety Coordinator Sherman Manchester. It was noted that there were no new recordable injuries for the County and one new recordable injury for the City of Geneva.

Supervisor Marshall made the motion to accept the report. Supervisor Singer seconded the motion. Motion carried.

- ▶ **Resolution:** *Approving Memorandum of Agreement No. 3-2019 Between Ontario County and Ontario County General Unit, C.S.E.A.*

Supervisor Singer made the motion to approve the resolution authorizing Memorandum of Agreement No. 3-2019 with the Ontario County General Unit, C.S.E.A.; and further, that the title of “Supervisor, Bureau of Wastewater Management” be excluded from the bargaining unit, effective May 9, 2019, and be placed in the Management Compensation Plan, Band 8. Supervisor Gallahan seconded the motion. Motion carried.

- ▶ **Resolution:** *Salaries for Managerial/Confidential Personnel for 2020 Management Compensation Plan*

Supervisor Gallahan made the motion to approve the resolution to adopt the salary and step schedules entitled “2020 Management Compensation Plan for Salaried, Exempt Employees” and the “2020 Management Compensation Plan for Salaried, Non-Exempt Employees,” effective January 1, 2020. Supervisor Singer seconded the motion. Motion carried.

- ▶ **Resolution:** *2020 Rates of Pay for Part-time Hourly/Daily Personnel*

Supervisor Singer made the motion to approve the resolution to adopt the pay schedule entitled “2020 Rates of Pay for Part-time Hourly/Daily Personnel,” effective January 1, 2020, with the changes noted to the rate for the Aquatics Supervisor for 2019 and the Aquatics Supervisor, Senior Lifeguard, and Lifeguard for 2020. Supervisor Ingalsbe seconded the motion. Motion carried.

- ▶ **Resolution:** *Vacancy Review Policy for 2020*

Supervisor Marshall made the motion to approve the resolution to adopt the Vacancy Review Policy for 2020. Supervisor Gallahan seconded the motion. Motion carried.

- ▶ **Resolution:** *Fixing Date and Notice for the Public Hearing on Local Law No. 3 (Intro.) 2019*

Supervisor Singer made the motion to approve the resolution to set a Fixing Date and Notice for the Public Hearing on Local Law No. 3 - A Local Law Applying the Management Compensation Program to Certain

County Officers Appointed for Definite Terms for the Year 2020. Supervisor Baker seconded the motion. Motion carried.

## HR Update

Human Resources Director Michele Smith reported on participation in the Diversity Recruitment Day at FLCC on April 19, 2019, to promote working in Ontario County. Additionally, based on a change to Election Law, employees who are registered voters are now allowed up to three hours of paid time off to vote.

## WAYS & MEANS STANDING COMMITTEE

- ▶ **Resolution:** *Purchasing ~ Revision of the Ontario County Purchasing Procedures*

Supervisor Baker made the motion to approve the resolution for the revision of the Ontario County Purchasing Procedures and the Ontario County Purchasing Card User's Guide and Policy Manual. Supervisor Gallahan seconded the motion. Motion carried.

## 1<sup>st</sup> Quarter 2019 Sales Tax Distribution Report

The *1<sup>st</sup> Quarter 2019 Sales Tax Distribution Report* was briefly reviewed. The County had a decrease of approximately 1.79% as compared to the prior year 1<sup>st</sup> quarter collections.

- ▶ **Resolution:** *Finance ~ 2020-2021 County Budget Guidelines*

Supervisor Ingalsbe made the motion to approve the resolution establishing the *2020-2021 County Budget Guidelines* as presented. Supervisor Gallahan seconded the motion. Motion carried.

## 2020-2021 Department Budget Review Date

By general consent, Thursday, September 5, 2019, was agreed upon for the 2020-2021 Department Budget Reviews, beginning at 8:00 a.m.

The following two items were considered as a block. Supervisor Singer made the motion to approve the resolutions. Supervisor Baker seconded the motion. Motion carried.

- ▶ **Resolution:** *Finance ~ Authorization to Amend Contract with Fiscal Advisors & Marketing, Inc. to Include Financial Advisor Services for Refunding Serial Bonds*

Motion carried to approve the resolution amending the existing contract with Fiscal Advisors & Marketing, Inc., for financial advisor services as indicated for the issuance of Refunding Serial Bonds in the amount of \$9,075,000 for a fee of \$24,500 to be paid from issuance premium from Underwriter and not out of pocket by the County.

- ▶ **Resolution:** *Finance ~ A Refunding Bond Resolution Dated May 9, 2019 Authorizing the Issuance of Refunding Bonds in an Aggregate Principal Amount Not to Exceed \$9,150,000 of the County of Ontario, New York, Pursuant to the Local Finance Law and*

Motion carried approve the resolution to undertake a current refunding of the Refunded Bonds as set forth in the resolution.

*Providing for Other Matters in  
Relation Thereto*

**EXECUTIVE SESSION**

At 3:37 p.m., Supervisor Gallahan made the motion to move into Executive Session to discuss legal matters and Labor Relations matters with counsel. Supervisor Marshall seconded the motion. Motion carried.

At 3:39 p.m., Supervisor Marshall made the motion to move out of Executive Session. Supervisor Singer seconded the motion. Motion carried.

**ADJOURNMENT**

Being no further business to come before the Committee, the meeting was adjourned at 3:45 p.m., following a motion by Supervisor Marshall. Motion was seconded by Supervisor Gallahan, and carried.

The next scheduled meeting for the Ways & Means Committee is Wednesday, May 22, 2019, at 3:00 p.m.

Respectfully submitted,  
Judy Mantai, Confidential Secretary