



GOVERNMENTAL OPERATIONS & IMPROVED METHODS COMMITTEE

DRAFT MINUTES

Tuesday, January 14, 2014

Committee Members
Ralph Angelo, Chair
Margaret Hilton
Dominick Vedora
Dianne Crowley
Mark Venuti
Gregory Bendzlowicz

Others Present:
County Administrator, John Garvey; Deputy County
Administrator, Darlys McDonough; Clerk to the Board of
Supervisors, Karen DeMay; County Attorney, John Park;
County Clerk, Matthew Hoose; Chief Information Officer,
Sean Barry; Records Management Officer, Rosemary Switzer;
Real Property Tax Director, Robin Johnson

Chairman Angelo called the meeting to order at 4:00 p.m. *Supervisor Hilton made a motion, seconded by Supervisor Vedora, to adopt the minutes of the December 10, 2013 meeting; motion carried.*

County Administrator John Garvey explained that there have been five County Administrators since the creation of the position, and two Deputy County Administrators. The office serves as staff to standing committees and supervisors, providing research, developing alternative solutions to problematic issues, and carrying out the policies established by the Board of Supervisors. A significant aspect is that the position is created by local law, with an initial term of three years, followed by two year terms. County Administrator Garvey's initial term expires on July 30, 2014.

Supervisor Vedora suggested that the County Administrator and Deputy County Administrator terms be staggered so that the two offices are not vacated at the same time. Mr. Garvey replied that it is a philosophical question, which can certainly be considered by the board. A change to the terms of office would require a change to the local law. Deputy County Administrator Darlys McDonough commented that the local law allows for the County Administrator to choose his own deputy, because it is important that they work very well together. Supervisor Hilton commented that County Administrator Garvey and Deputy County Administrator McDonough are very good listeners, and encouraged the new Supervisors to go to them with issues. Clerk to the Board of Supervisors Karen DeMay and Deputy Clerk Lisa Phillips are also great resources and can provide answers to a variety of questions.

Supervisor Bendzlowicz entered the meeting at 4:07, and County Administrator Garvey left the meeting to attend the Planning and Research committee meeting.

Deputy County Administrator Darlys McDonough reported on Animal Control. In the late 1980's new state rules became effective and an animal control task force was created. As a result, the shelter was built and the private, not for profit Humane Society was created and performs dog control services. The towns and cities are responsible for this task, and they contract with the county, who in turn contracts with the Humane Society to provide the services. Towns and cities undertake a dog enumeration on a five year cycle, and town and city clerks issue dog licenses. The county subsidizes the program with vehicles and some cash. County Public Health Department and Humane Society have contracts for rabies program and vaccination clinics and prevention programs for West Nile Virus. Animal Control is in the county budget under Public Safety.

Clerk to the Board of Supervisors Karen DeMay explained that her position is required by law, and provides support to the Board of Supervisors, filing resolutions, preparing agendas, minutes, public notices and various filings and correspondence.

Clerk DeMay presented "*Resolution Expressing Support of Request to be Grandfathered into the Public Safety Officer Disability Benefit Program*", explaining that a letter was received from a Victor Resident requesting the county's support. The Town of Victor has passed a similar resolution, and letters of support were received from Assemblyman Brian Kolb.

Supervisor Vedora made a motion, seconded by Supervisor Hilton to approve the resolution. Supervisor Hilton explained that the issue had been discussed at Public Safety and that committee was supportive. Supervisor Bendzłowicz commented that the issue of who pays if the request is granted was also discussed at Public Safety, and determined that this is a federal program and would be paid from federal funds. *All in favor, motion carried.*

County Attorney John Park reported that the Board of Supervisors created a Special Legal Needs Committee in 1979. The Board wanted a full time County Attorney, and once the position was created the first budget was prepared by the Board of Supervisors. Thirty-five years later the office has grown and expanded, with ten attorneys, four paralegals and two support positions on staff. The County Attorney's office can't do town work, but if a town calls, they will try to assist with the understanding that the Town Attorney has the last word. One of the things that makes Ontario County unique is that the staff in the County Attorney's Office are long term employees. The office is statutory in County Law as a two year appointment. In many counties, the county attorney and all staff are removed when the political majority of the board changes or the County Executive changes. County Attorney Park praised Ontario County for its unique ability to successfully work together. He further explained that 60-65% of their work load is for Social Services. The County Attorney's office contracts with the Department of Social Services and state and federal funds are available for reimbursement of costs. Most of the cases involve child abuse and neglect, adult protective services and child support collection. The office also oversees the Self Insurance Plan, seven to eight hundred contracts, and prosecutes juveniles.

County Clerk Matt Hoose explained that the County Clerk is elected to a four year term. He wears three hats as Chief Recording Officer, Clerk of the Supreme and County Court and Clerk of the Department of Motor Vehicles. Documents recorded in the County Clerk's Office include all land records, deeds, mortgages, surveys, subdivisions, criminal and civil court actions, pistol permits, DBAs, Passport applications, and Veterans discharge papers. The Department of Motor Vehicles has two offices, the main office in Canandaigua and a satellite office in Geneva. This year has been a bit slower than normal due to the eight year driver's license renewal cycle. New York State is actively promoting online transactions, which provide no revenue to the county. The county receives 12.7% of every transaction completed in the local office, so the online activity has a detrimental effect on revenues. Many of the remaining issues that cannot be completed online are enforcement issues that are time consuming and generate no revenue. County Clerk Hoose presented a resolution "*County Clerk -- Authorization to License Space -- 2014-2015*" explaining that the resolution authorizes the leasing of space within the County Clerk's Office to several corporations that provide abstract and title services. *Supervisor Hilton made a motion, seconded by Supervisor Vedora to approve the resolution, motion carried.*

Chief Information Officer Sean Barry reported that the Information Services Department has twenty staff members including one GIS and two print shop positions. The department supports all county departments, with 850+ PCs, 60-70 Tablets and approximately \$3 million dollars of IT assets. The larger applications supported by the IT department include the Finance system and the 911 Keystone Public Safety System. In 2014 plans are in place to upgrade the email server, replace the core network switch, and begin the long term plan with Pictometry for aerial photography on a three year cycle. The long range plan is to migrate back to a virtual desktop system, which reduces the need for technical support. Supervisor Hilton complimented CIO Barry for his help when she had IT problems.

Records Management Officer Rosemary Switzer explained that RAIMS stores all of the inactive records for the county. Scanned documents are stored on microfilm. Records are kept according to the mandated retention schedule, and when no longer needed are shredded. About seventy percent of the records at RAIMS are permanent records. The department also hosts in-house classes and provides research services for which they generate revenue. RMO Switzer is also the county's FOIL Officer. They have historical documents dating back to 1789. Record Indexes are available online. Supervisor Venuti asked if all County Clerk records go to RAIMS, and if those records are available online. County Clerk Hoose responded that, yes those records do go to RAIMS, and that indexes are available online, actual deed documents are available for the public to view at no charge, print capability for a fee. RMO Switzer handed out a RAIMS information booklet to the committee members.

Real Property Tax Services Director Robin Johnson stated that one of her duties is liaison to the GO committee, and asked if the draft committee schedule, time and meeting place was acceptable to the committee members. After some discussion of possible conflicts in September, the consensus was to keep the schedule as is, and amend it as necessary. Director Johnson verified that email was acceptable to communicate meeting agendas and minutes. Also, two additional departments that report to GO were unable to make today's meeting, Board of Elections and Compliance.

Director Johnson explained that the RPTS Office deals with anything property tax or assessment related, is responsible for maintenance of tax maps, coordinates information regarding PII.OT billing, provides technical support for the RPS software and reassessment projects, and administers the county's certiorari support policy. The department added a Real Property Appraiser last spring, and will be expanding his role to include commercial appraisal assistance. Director Johnson added that she is happy to meet with any Supervisor, Town Board, City Council or host public meetings if requested.

Deputy County Administrator Darlys McDonough presented a resolution "*Proclaiming 225th Birthday for Ontario County*". *Supervisor Hilton made a motion seconded by Supervisor Bendzlowicz, motion carried.*

Chairman Angelo appointed Supervisor Margaret Hilton as Vice-Chair.

Being no further business to come before the committee, *Supervisor Vedora made a motion to adjourn, second by Supervisor Venuti, motion carried. Meeting adjourned at 4:55 p.m.*

Respectfully Submitted,
Robin Johnson, Director
Real Property Tax Services