



GOVERNMENTAL OPERATIONS & IMPROVED METHODS COMMITTEE

APPROVED MINUTES Tuesday, February 4, 2014

Committee Members

Ralph Angelo, Chair
Margaret Hilton
Dominick Vedora
Dianne Crowley
Mark Venuti
Gregory Bendzłowicz

Others Present:

Deputy County Administrator, Darlys McDonough, Supervisor
John Sheppard, County Clerk, Matthew Hoose; Chief Information
Officer, Sean Barry, Supervisor Jeff Gallahan, Records Management
Officer, Rosemary Switzer; Director of Human Resources, Mary
Krause; Real Property Tax Director, Robin Johnson

Chairman Angelo called the meeting to order at 4:00 p.m. *Supervisor Hilton made a motion, second by Supervisor Crowley, to adopt the minutes of the January 14 and January 23, 2014 meetings; motion carried.*

County Clerk Matt Hoose explained that the state requires that pistol permit holders be recertified every five years. The first step in the process will be a notification from the State Police that recertification is due. The state has proposed using the county seal of the Sheriff or County Clerk on those letters. Both the Sheriff's Association and County Clerk's Association state wide are opposed because using the county seal will imply that the county is in favor of the NYSAFE Act. Furthermore if the letter appears to have come from the county, either the County Clerk's Office or the Sheriff's Office will get a multitude of telephone calls. The State Police will be administering the recertification program; the letters should bear the state seal, and the State Police should be answering the phone calls and fielding the questions.

Supervisor Bendzłowicz noted that there is no fee schedule in the original legislation, so the state could administratively set a \$500 fee for recertification. In addition to questions, the county would be inundated with calls from angry pistol permit holders.

Supervisor Vedora made a motion, seconded by Supervisor Hilton to approve the resolution "Resolution denying the State of New York permission to use the Ontario County Seal and name in enforcement of the NYSAFE Act", motion carried.

Discussion item regarding entering into a memorandum of understanding with the NYS Attorney General's Office was pulled.

Records Management Officer Rosemary Switzer explained that when the microfilm contract with Biel's came up for renewal, Biel's proposed a price increase, which forced the contract to go out to bid. Although the RFP was sent to eight vendors, only Biel's responded. While there is a slight price increase, there are sufficient funds in the RAIMS budget for 2014 to cover the costs, and microfilm remains the most cost effective and efficient method for long term records retention. The original resolution was amended to reflect a new service contract, not a contract renewal.

Supervisor Hilton made a motion, seconded by Supervisor Vedora to approve the amended resolution "Approval of Microfilm Service Contract – Biel's Information Technology Systems and Ontario County Department of Records, Archives and Information Management Services (RAIMS)", motion carried.

Real Property Tax Director Robin Johnson explained the circumstances of a Farmington taxpayer receiving an erroneously granted Basic STAR exemption for several years through no improper action on their part. While the taxpayer is willing to repay three years of benefit received from the exemption, plus interest, the \$500 processing fee is excessive under the circumstances.

Supervisor Bendzłowicz made a motion, seconded by Supervisor Hilton, to approve the resolution "Resolution of Approval – Waiver of Processing Fee – Voluntary Renunciation of Star Exemption", motion carried.

Director of Human Resources Mary Krause explained her additional role as Compliance Officer for Ontario County, and asked Chairman Angelo for a nomination or a volunteer from the GO Committee to service on the Compliance Committee. The Committee meets every other month on the third Thursday at 9:00 am at the Hopewell Complex. *Supervisor Vedora volunteered to serve on the Compliance Committee.*

Director Krause noted that County Administrator John Garvey is up for reappointment July 1, 2014. It has been customary to make the appointment ninety days prior to the appointment date, which would be in late March. The committee members discussed the Performance Appraisal Form and made no changes. To obtain input from all of the Supervisors, Karen DeMay will send the appraisal form to all Supervisors and ask that it be completed and returned to her by February 20th. The responses will be collated and presented to GO at their February 25, 2014 meeting for discussion and review. Chairman Angelo will then meet with Mr. Garvey to discuss the performance appraisal and reappointment. The resolution for reappointment may then be presented to GO at the March 18th meeting for action by the full board on March 27th.

Chief Information Officer Sean Barry explained that the Pictometry project is getting underway, and funds must be transferred from the reserve account to begin the process.

Supervisor Hilton made a motion, seconded by Supervisor Bendzlowicz to approve the resolution “Transfer of Funds from Aerial Digital Imaging Reserve”, motion carried.

Being no further business to come before the committee, *Supervisor Hilton made a motion to adjourn, second by Supervisor Vedora, motion carried. Meeting adjourned at 4:15 p.m.*

Respectfully Submitted,
Robin Johnson, Director
Real Property Tax Services