

**ADOPTED MINUTES
GOVERNMENTAL OPERATIONS AND IMPROVED METHODS COMMITTEE
FEBRUARY 7TH, 2012**

Committee Members	Others Present at Meeting
Mary Luckern, Chair Ralph Angelo Robert Green Margaret Hilton Richard Russell Kristine Singer	Deputy County Administrator Darlys McDonough, Human Resource Director Mary Krause, County Attorney John Park, Clerk to the BOS Karen DeMay, Real Property Tax Director Robin Johnson

The meeting was called to order at 4:00 p.m. by Vice Chairperson Kris Singer. Supervisor Luckern and Supervisor Russell were marked as necessarily absent.

Supervisor Angelo made a motion, seconded by Supervisor Green, to approve the minutes from the January 17th, 2012 meeting; motion carried.

Board of Supervisors

Clerk to the BOS Karen DeMay reviewed her memo regarding Assembly Bill A00072B and Senate Bill S3255B. As of February 2, 2012 we are required to post on the county website meeting agendas and proposed resolutions, laws, rules, regulations, policies or amendments thereto. At this time we are posting Board Minutes and Agendas. We will also be posting proposed resolutions. We will not be posting related documentation (contracts, bid documents, etc.) due to undue burden or cost to this 'agency' but those documents will be available to the public upon request. In order to comply, Clerk DeMay is requesting from the standing committees a PDF file of the committee meeting agenda and backup documentation. This will be posted on the County website and it will be noted that information posted is 'proposed' not adopted, and subject to change.

Clerk DeMay then reported on the highlights of the NYSAC conference. County Administrator Garvey wrote a very good memo mostly about the mandate information. Clerk DeMay sat in on a standing committee meeting and one of their interesting resolutions deals with the possibly five elections and three primaries this year. They are trying to get the legislature to combine the NY primary with the federal primary to be held in June. This would prove to be costly. There was another resolution for the legislature to cover any increase in the DA salaries as they are going to be increasing the Judge salaries. As this is the first increase they have had in twelve years it will be a sizable one.

Clerk DeMay, Mary Krause and now Seneca Town Supervisor John Sheppard are all graduates of Dennis A. Pelletier County Government Institute (an educational partnership of NYSAC and Cornell University). East Bloomfield Town Supervisor Dodie Huber is scheduled to graduate in September 2012. That conference will be in Syracuse and is considered a commutable conference.

County Attorney's Office

At the last Financial Management committee a funds transfer within the FLCC capital project for outside legal counsel was presented, and subsequently the resolution was laid over at the Board meeting by Supervisor LaRocca as he had a number of questions about the use of outside legal counsel. County Attorney John Park was asked to provide information to Financial Management at the February 8th meeting. The FMC agenda implied that the outside counsel issue was referred by Governmental Operations, so Mr. Park offered to present the information to the GO Committee. Mr. Park then went over the documentation for the transfer. There was considerable expenditure in a couple of areas in 2011.

One was in the Sheriff's Dept., and the other was at FLCC with the construction project. They felt it was in the County's best interest to bring in a construction law expert. An RFP was done, they took the lowest bid, and by all accounts he is doing a very good job for the County. He is not cheap, but he does, however, think that the bulk of his fee can be recovered from the bonding company. It was determined that no action was needed from the GO committee on this.

Real Property Tax

Director Johnson noted that Kevin Schultz, Senior Planner and GIS guru would be leaving the County effective 2/10/2012 and Chelly Knobel will be taking a position with Purchasing effective 3/1/2012.

Over the past few years the possibility of adding an appraiser position to RPTS has been discussed. October 1, 2013 is the beginning of a new six year term of office for every appointed assessor and County RPT Director in New York state. It is anticipated that a number of assessors across the state will be retiring, including a number in Ontario County, which could potentially leave us with a shortage of qualified assessors, or the possibility of hiring inexperienced personnel who would need a higher level of support. Two major benefits of creating this position would be to provide commercial appraisal support and short-term acting assessors in emergency situations. In 2008 a Centralized Assessing study was performed and one of the recommendations of the study team was to have a person on the county staff that could help town assessors with commercial values. Commercial valuation is generally more complex and the collection and analysis of relevant valuation information is time consuming and sometimes difficult to obtain. A policy determination will have to be made to establish what services might be charged back to the municipalities. Sales, general rental income and expense information would be made available at no cost. However, some more specific services might be provided at a fee to the municipality to offset some of the position cost. Director Johnson has been working with Human Resource Director Mary Krause to develop the job description for this position. The exams for this type of position are generally given annually in the fall. Director Johnson is seeking conceptual approval and requesting that the position be created now, and available to be filled 1/1/2013 to allow funding through the normal budget process. It was determined that it was in the best interest of the county and towns for Director Johnson to pursue this matter.

Supervisor Hilton and Supervisor Green then left the meeting to attend another meeting.

Animal Control

Deputy County Administrator McDonough gave a quick summary on the proposal for a large scale breeding kennel operation in the Town of Gorham. There are many rumors flying around regarding this matter, one being that the Ontario County Planning Board has given approval for this facility. This is not true; they have not even received a referral yet. There have been all kinds of information on the internet, on the website, through emails, etc. on this subject, and people suffer from lack of facts and too much emotion. The Humane Society has been getting a lot of pressure to be more pro-active on this matter. Linda Vaughn of the Humane Society has told them that she and the rest of the Humane Society board are not activists. The not for profit corporation was created to be an educational institution, and that they would not be taking any kind of stand on this issue as this is likely to be a federally licensed operation, and have a federal and USDA license. The State Agriculture and Markets and the local Humane Societies have no jurisdiction over any operational issues, such as conditions that the dogs are kept in, the type of food that they are fed, the breeding practices, that is all regulated through USDA. The local Humane Society could be called in to do an investigation if there is a rabies issue, or if there is a complaint about a cruelty situation about a particular animal. The Humane Society wants to keep an arm's length distance as they may be called in as an investigative body at some point.

Performance Appraisal Form

Minor changes to the Ontario County Performance Appraisal Form – County Administrator were discussed. The form will be used for annual appraisal, and revised slightly in the year of reappointment, adding “Do you recommend reappointment? Yes or No”. The revised appraisal form will be on the next GO agenda.

Human Resources Director Mary Krause noted that Regulatory Compliance will meet on February 15th so she will be at the February 22nd GO meeting to give the committee an update .

Being no further business to come before the Committee, Supervisor Angelo made the motion to adjourn the meeting at 4:45 pm, seconded by Supervisor Singer; motion carried.

Respectfully submitted
Chelly L. Knobel, ACT