

**APPROVED MINUTES  
GOVERNMENTAL OPERATIONS AND IMPROVED METHODS COMMITTEE  
December 11, 2012**

<b>Committee Members</b>	<b>Others Present at Meeting</b>
<b>Mary Luckern, Chair</b> <b>Ralph Angelo</b> <b>Robert Green-necessarily absent</b> <b>Margaret Hilton</b> <b>Richard Russell-absent</b> <b>Kristine Singer</b>	<b>County Administrator John Garvey, County Clerk Matthew Hoose, Human Resource Analyst Julie Hoffman, Records Management Officer Rosemary Switzer, Chief Information Officer Sean Barry, Real Property Tax Director Robin Johnson</b>

Chairwoman Luckern called the meeting to order at 4:02 p.m.

*Supervisor Angelo made a motion, seconded by Supervisor Hilton, to adopt the minutes of the November 27, 2012 meeting; motion carried.*

**Human Resources**

Human Resource Analyst Julie Hoffman presented a request from HR Director Mary Krause to enter a one-year contract with The Bonadio Group to provide compliance consulting services to Ms. Krause, Compliance Officer, and also to the Compliance Committee. Cost will not exceed \$5,400.

*Supervisor Angelo made a motion, seconded by Supervisor Singer, to approve the one-year consulting service contract with The Bonadio Group; motion carried.*

**RAIMS**

Records Management Officer Rosemary Switzer presented the resolution *Authorizing to Accept Grant Funding*. The grant for \$38,300 will be used to complete electronic imaging of 687 mortgage books in the date range 1978-1999 and 73 volumes of bound surrogate records.

*Supervisor Singer made a motion, seconded by Supervisor Angelo, to approve the resolution to accept grant funding; motion carried.*

**Information Services**

Chief Information Officer Sean Barry requested a budget transfer of \$3,000 from Mileage Day Training to Overtime.

*Supervisor Singer made a motion, seconded by Supervisor Angelo, to approve the \$3,000 budget transfer; motion carried.*

While reviewing the contract and resolution with Bergmann Associates, Sheri Norton, GIS Coordinator, discovered that the dates in each document did not agree. CIO Barry presented an updated resolution to reflect dates in the contract.

*Supervisor Hilton made a motion, seconded by Supervisor Angelo, to approve the resolution, Amendment to Resolution No. 169-2012 Geographic Information System Services Contract with Bergmann Associates; motion carried.*

CIO Barry presented resolution, *Authorization to Disburse Geographic Data Files*, which necessitates the model form contract to be revised and the responsibility for disbursement of GIS data files be transferred to the Information Services Department.

*Supervisor Singer made a motion, seconded by Supervisor Angelo, to approve the resolution; motion carried.*

CIO Barry also presented for approval, a contract with Bonadio for a compliance assessment of IT, beginning in January.

*Supervisor Angelo made a motion, seconded by Supervisor Hilton, to approve the resolution, Approval of Contract with Bonadio & Co., LLC for and IT Compliance Assessment; motion carried.*

**Real Property Tax Services**

*Supervisor Singer made a motion, seconded by Supervisor Hilton, to approve as a block the following Resolutions presented by Director Johnson: 2013 County Taxes Levied Against the Cities of Canandaigua and Geneva; 2013 Various Drainage Districts-Town of Canandaigua; 2013 Canandaigua-Bristol Water District Tax Levies-Town of Canandaigua; 2013 West Lake Road Benefit Basis Water District Tax Levies-Town of Canandaigua; Removal of Health Hazard-Town of Farmington; Unpaid Water Charges to be Placed on 2013 Town Tax Rolls; Unpaid Town Sewer Charges to be Placed on 2013 Town Tax Rolls-Towns of Canandaigua, East Bloomfield, Farmington, Geneva, Gorham, Phelps, and Victor; Relevy of Delinquent 2012-2013 Village Taxes on 2013 Town Tax Rolls; Relevy of 2012-2013 Returned Unpaid School Taxes; 2013 Levy of Taxes for Annual Budgets of the Towns; Levy of Special District Taxes for 2013; and Schedule of Taxes for 2013; motion carried.*

### Other Business

County Clerk Matthew Hoose reported that the new hours at the Geneva Motor Vehicle Office have been well received. The number of transactions is comparable to before the change in hours. The three complaints he received were responded to and resolved to the customers' satisfaction.

The Priority Service Agreement discussed, and previously approved by the GO Committee, has been approved by both the Finance and Budget Committees. *Supervisor Angelo made a motion, seconded by Supervisor Singer, to approve resolution Authorizing Priority Service Agreement with Certain Municipalities within the County of Ontario, as presented by Administrator Garvey; motion carried with Supervisor Hilton abstaining.*

Director Johnson requested approval to release the printed tax bills to the tax collectors, prior to the Board of Supervisor's December 20, 2012 meeting. The Committee was agreeable.

*Supervisor Singer made a motion, seconded by Supervisor Hilton, to approve the following Resolution presented by Administrator Garvy: Authorizing Agreements 2013 Dog Control and Related Services Between Ontario County and Humane Society of Ontario County, Inc. and Between Ontario County and Municipalities; motioned carried.*

Chairwoman Luckern thanked the Committee members and attendees for a productive and outstanding year of work.

*Being no further business to come before the Committee, Supervisor Hilton made the motion to adjourn the meeting at 4:26 p.m., seconded by Supervisor Singer; motion carried.*

Respectfully submitted, Valary R. Muscarella RPTA, RPTS