

**APPROVED MINUTES**  
**GOVERNMENTAL OPERATIONS AND IMPROVED METHODS COMMITTEE**  
**April 16, 2013**

<b>Committee Members</b>	<b>Others Present at Meeting</b>
<b>Mary Luckern, Chair</b> <b>Ralph Angelo</b> <b>Margaret Hilton</b> <b>Richard Russell-necessarily absent</b> <b>Kristine Singer</b> <b>Dominick Vedora</b>	<b>County Administrator John Garvey, Records Management Officer</b> <b>Rosemary Switzer, Chief Information Officer Sean Barry, Elections</b> <b>Commissioners Michael Northrup and Mary Salotti, Real Property</b> <b>Tax Director Robin Johnson</b>

Chairwoman Luckern called the meeting to order at 4:00 p.m.

*Supervisor Singer made a motion, seconded by Supervisor Hilton, to adopt the minutes of the March 19, 2013 meeting; motion carried.*

**Board of Election**

*Supervisor Angelo made a motion, seconded by Supervisor Vedora, to approve the extension of Contract with Phoenix Graphics, Inc., for election supplies, which contains no cost increase for 2013; motion carried.*

Commissioner Northrup initiated a discussion regarding Commissioner Salotti and himself being informed of communications and resolutions pertaining to elections. He would like to know in advance so he can prepare if the full board were to have questions.

**RAIMS**

Chairwoman Luckern complimented RMO Switzer for her well done annual report.

*Supervisor Singer made a motion, seconded by Supervisor Angelo, to approve the 2013 Records Conservation Services resolution between, Records, Archives & Information Management Services and Kofile Preservation Inc.; motion carried.*

RMO Switzer informed the committee of the need to maintain the three microfilming positions. By June 2014 a 1996 microfilm contract will be finished. One of the microfilm positions works exclusively on historical items. Supervisor Singer suggested that chargebacks be spread out amongst the departments using the services to increase the revenue line to cover the salaries. Administrator Garvey and RMO Switzer will discuss this position further.

Since the beginning of 2013, five hundred archive boxes have been received.

**Information Services**

*Supervisor Singer made a motion, seconded by Supervisor Hilton, to approve the resolution for Renewal of Bid for Xerographic and Offset Paper and Envelopes for six months; motion carried.*

*Supervisor Singer made a motion, seconded by Supervisor Angelo, to enter into executive session at 4:18pm to discuss matters leading to an appointment; motion carried.*

*Supervisor Singer made a motion, seconded by Supervisor Vedora, to reconvene in regular session at 4:23pm; motion carried.*

*Supervisor Vedora made a motion, seconded by Supervisor Angelo to approve the resolution to Reappoint Sean Barry Chief Information Officer; motion carried.*

The resolution will be presented to the full Board at the May 9, 2013 meeting.

**Real Property Tax**

Director Johnson distributed the text of *Real Property Action and Proceeding, section 1307* to demonstrate the changes that the two legislative proposals A.88 and A.824-A would make to that law. The committee discussed supporting A.88 at the last meeting, and the resolution has been drafted and presented that away. *An Aid for Assemblyman sponsoring A.824-A has called to encourage support of both proposals.*

*Supervisor Vedora made a motion, seconded by Supervisor Singer, to approve the Resolution in Support of New York State Regarding the Proposed Laws Concerning Contact Information for Vacant Structures; motion carried.*

*Being no further business to come before the Committee, Supervisor Angelo made the motion to adjourn the meeting at 4:31p.m., seconded by Supervisor Singer; motion carried.*

Respectfully submitted, Valary R. Muscarella RPTA, RPTS