



GOVERNMENTAL OPERATIONS AND INSURANCE COMMITTEE

Time: 12:30 PM

Location: WebEx and 74 Ontario St., 2nd Floor Committee Room 213, Canandaigua, NY 14424

August 16, 2023

MEMBERS PRESENT

In Person: Supervisors Richard Russell, David Baker, Lou Guard, Tamara Hicks @ 12:43, James Kennedy, and Daryl Marshall.

Necessarily Absent: Supervisor Fred Wille.

OTHERS PRESENT

In Person: BOS Chairman Todd Campbell, County Administrator Chris DeBolt, Deputy County Administrator Alissa Bub, County Attorney Holly Adams, Assistant County Attorneys Joe Nacca and Nathan Thomas, Acting County Clerk Pam Keefe, Assistant Deputy County Clerk Tracy Shaw, Democratic Election Commissioner Albert Magnan, Sr. Fiscal Manager Michael Wojcik, Chief Information Officer Sean Barry, Human Resources Director Michele Smith, Finance Director Mary Gates, Clerk to the Board Kristin Voss, Sr. Planner Thomas Lyon, Archivist Rosemary Switzer, Safety Coordinator Mike Flatt, Acting Real Property Director Robin Johnson, Assessment Control Clerk Janene Sweet, The Partnership of Ontario Executive Director Tracey Dello Stritto, Jean Chrisman, and Abigail Marion.

Via WebEx: Supervisor Peter Ingalsbe.

CALL TO ORDER

The meeting of the Governmental Operations and Insurance Committee was called to order at 12:31 PM by Chairman Russell.

MINUTES

Motion to approve, the minutes of the June 14, 2023 meeting was made by Supervisor Baker, seconded by Supervisor Kennedy, and carried.

COUNTY CLERK

- ♦ *Update*

Assistant Deputy County Clerk, Tracy Shaw, let committee know that they are caught up on the back log of transactions and training is completed. The DMV will be returning to its normal hours after Labor Day.

- ♦ *Budget*

County Administrator, Chris DeBolt, presented the 2024 County Clerk and DMV budgets. These budgets meet the 2024 budget guidelines. The only increases are for the training and conference line and annual increases in contractual agreements.

Supervisor Baker motioned to approve the County Clerk and DMV budgets as a block, seconded by Supervisor Guard. The motion carried.

BOARD OF ELECTIONS

- ♦ *Resolution*

Democratic Election Commissioner, AJ Magnan, presented a resolution entitled, "Authorization to Accept Contract BOE01-C004600-1110000 Absentee Ballot Pre-Paid Postage Grant Program".

Supervisor Guard motioned to approve this resolution, seconded by Supervisor Kennedy. The motion carried.

◆ *Budget*

Democratic Election Commissioner, AJ Magnan, presented the Board of Elections 2024 budget and CIP budget. They are asking to change two part-time employees to full-time employees. This is to help with the demand in the office and to comply with pending bills at the State level. There is also an increase in their 2024 budget due to there being three elections next year instead of two. The CIP budget is for voting machine and software updates.

Supervisor Baker motioned to approve these two budgets as a block, seconded by Supervisor Kennedy. The motion carried.

BOARD OF SUPERVISORS

◆ *Budget*

Board Clerk, Kristin Voss, presented the Board of Supervisors and Municipal Dues budget. There is an increase for 2024 to the training and discretionary lines to provide more training and workshops to supervisors. NYSAC and Genesee/Finger Lakes Regional Planning Council had an increase in their dues for 2024. The other municipal dues stayed flat. These budgets meet the 2024 budget guidelines.

Supervisor Guard motioned to approve these two budgets as a block, seconded by Supervisor Kennedy. The motion carried.

COUNTY ATTORNEY

◆ *Budget*

County Attorney, Holly Adams, presented the County Attorney budget. For 2024 there is an increase in membership dues, cell phone stipends, software fees, and training and conferences. This budget meets the 2024 budget guidelines. The MS fund budget was approved at a June 14th meeting.

Supervisor Guard motioned to approve this budget, seconded by Supervisor Hicks. The motion carried.

INFORMATION TECHNOLOGY

◆ *Budget*

Chief Information Officer, Sean Barry, presented the Information Technology and IT CIP budgets. The increases for 2024 are for software maintenance and new systems in the information technology budget. The increases in the CIP budget is for infrastructure upgrades and hardware in the data centers.

Supervisor Hicks motioned to approve these two budgets as a block, seconded by Supervisor Kennedy. The motion carried.

◆ *Update*

Chief Information Officer, Sean Barry, let the committee know that a resolution will be going to Ways and Means Committee this afternoon to transfer the Access Ontario escrow to the county. This is the first step to dissolving the Access Ontario Corporation.

HUMAN RESOURCES

- ◆ *Budget*

Human Resources Director, Michele Smith, presented the Regulatory Compliance Budget. The only increases are for step and medical adjustments for personnel.

Supervisor Baker motioned to approve this budget, seconded by Supervisor Hicks. The motion carried.

RAIMS

- ◆ *Budget*

Archivist, Rosemary Switzer, presented the records management budget. This budget met the 2024 budget guidelines and is staying fairly flat.

Supervisor Baker motioned to approve the RAIMS budget, seconded by Supervisor Guard. The motion carried.

REAL PROPERTY

- ◆ *Resolutions*

Assessment Control Clerk, Janene Sweet, presented a resolution entitled, "Erroneous and Refunded Taxes to be Charged to Certain Towns and Special Districts".

Supervisor Baker motioned to approve this resolution, seconded by Supervisor Kennedy. The motion carried.

Assessment Control Clerk, Janene Sweet, presented a resolution entitled, "Amendment to Resolution No. 596-2011 – Manner of Collection of Town & City Charges"

Supervisor Hicks motioned to approve this resolution, seconded by Supervisor Kennedy.

Ms. Johnson recommended changing the second resolved that references workers' compensation charges. This is now billed through the HR department and not on the tax bills.

Supervisor Baker motioned to amend the manner of collection of town and city charges resolution. Adding to the seconded resolved "with the exception the Worker Compensation billing to the Cities and Towns, this collection is now outside the tax bill process" Supervisor Hicks seconded the motion. The motion carried. The resolution was then approved as amended.

- ◆ *Exemptions*

Ms. Johnson clarified new State laws regarding the low-income senior exemption. The last time the exemption was adjusted was in 2017. She also, noted that the number of senior receiving exemptions has gone down, but the amount has gone up due to assessment values going up. She recommended increasing the low-income senior exemption limit up slightly and keep the low-income disabled exemption limit the same as the low-income senior exemption. There is also the option of changing the sliding scale percentage from 20%-50% to 5%-50%. Ms. Johnson and Mr. DeBolt will review the

questions that committee had and come back next cycle with more answers, calculations, and recommendations. They will provide a list of optional and mandatory exemptions that the County provides.

- ◆ *Resolution*

County Administrator, Chris DeBolt, presented a resolution entitled, “Resolution Calling on New York State to Take Actions to Provide Enhanced Incentives to Volunteer First Responders in Order to Ensure the Continued Vitality of Volunteer Ambulance and Fire Departments”

This resolution was also brought to the Public Safety committee on recommendation of Supervisor Marshall. The Western New York State Inter-County Association also passed a similar resolution asking the State for these changes to the State bills.

Supervisor Marshall motioned to approve this resolution, seconded by Supervisor Guard. Supervisor Baker voted “no”. The motion carried.

- ◆ *Budget*

County Administrator, Chris DeBolt, presented the Real Property Tax budget. This budget meets the 2024 budget guidelines. There is a decrease in positions and contracts and an increase in the training budget.

Supervisor Baker motioned to approve this budget, seconded by Supervisor Kennedy. The motion carried.

INFORMATIONAL REPORTS

Safety Coordinator, Mike Flatt, reviewed the Safety reports in the committee packet. He reported that year to date there are 85 total injuries for the plan. 46 of those injuries are recordable injuries. For the County we have 27 of the total injuries and 15 of the recordable injuries. The County is trending about the same as last year for injuries.

Motion to approve the informational reports as presented was made by Supervisor Kennedy, seconded by Supervisor Hicks, and carried.

COUNTY ADMINISTRATOR

- ◆ *Budget*

County Administrator, Chris DeBolt, presented the County Administrator budget. In 2024 the budget was anticipated to have \$149,000 decrease in contractual obligations due to The Partnership of Ontario contract sunsetting. After talking with the Partnership, they would like create a new contract for \$150,000 for administrative support for 2024, with the understanding that ongoing discussions need to be had on what funding will look like in the future.

The Partnership of Ontario Executive Director, Tracey Dello Stritto, talked to committee about what the \$150,000 contract would help fund. They are currently in a the process of doing a strategic plan and has decided to pause the Leadership Ontario program at the moment. They want to redesign it before putting another class through the program.

Governmental Operations and Insurance Committee oversees the activities, programs, or other matters related to the following departments, agencies, or activities: Legislative Board, Clerk of the Board of Supervisors, County Administrator, County Attorney, County Clerk, Bureau of Motor Vehicles, Real Property Tax Services, Board of Elections, Records and Archives, County Historian, Board of Ethics, Dog Control, Humane Society, Information Services, Regulatory Compliance, County Insurance Programs, Risk Management, Workers’ Compensation.

Supervisor Baker approved the County Administrator budget with the \$150,000 contract to support The Partnership of Ontario. Supervisor Guard seconded the motion. The motion carried.

County Administrator, Chris DeBolt, presented the Team Agencies budget. This includes the 5% cola to agencies. They have moved The Arc of Ontario funding from the Mental Health department budget to team agencies. There is also roughly a \$75,000 increase to Soil and Water that was approved at the Planning and Environmental Quality Committee to help pay for a new staff member.

Supervisor Baker motioned to approve this budget as presented with the increase to the Soil and Water District, seconded by Supervisor Kennedy. The motion carried.

County Administrator, Chris DeBolt, presented the CM Fund – Animal Control budget.

Supervisor Kennedy motioned to approve this budget, seconded by Supervisor Guard. The motion carried.

EXECUTIVE SESSION

At 2:42 PM, Supervisor Baker made the motion, seconded by Supervisor Hicks to go into executive session regarding discussion on the proposed, pending or current litigation; motion carried.

At 2:57 PM, Supervisor Kennedy made the motion, seconded by Supervisor Hicks to leave executive session; motion carried.

ADJOURNMENT

Motion to adjourn was made at 2:58 PM by Supervisor Kennedy, seconded by Supervisor Marshall. The motion carried.

RESPECTFULLY SUBMITTED

Kristin A. Voss, Clerk to the Board