



GOVERNMENTAL OPERATIONS & IMPROVED METHODS COMMITTEE

AGENDA

Municipal Building
Economic Development Conference Room
Tuesday, March 22, 2016 @ 4:00 p.m.

- Adopt minutes of the March 10, 2016 meeting
- Board of Supervisors Karen DeMay
 - “Resolution Authorizing Email Delivery of Local Laws to Members of the Ontario County Board of Supervisors”
- Finance Michael Wojcik
 - “Ontario County Governmental Operations & Improved Methods Quarterly Fiscal Review for the Quarter Ending December 31, 2015”
- Information Services Sean Barry
 - “Renewal of Bid for Printing of Envelopes, Letterhead, and Folders”
 - “Renewal of Contract for Service and Repair of County Printers”
 - “Contract for Telecommunications Services with Frontier Communications of Rochester, Inc.”
- Human Resources Denise Morley
 - “County Administrator Review Process”
- Real Property Tax Robin Johnson
 - “Authorizing Intermunicipal Cooperation Agreement with School Districts for Provision of School Tax Bill Preparation Services”

COMMITTEE INTERESTS Future Agenda Items Adjournment

For assistance w/agenda call:

Cte Chair-Greg Bendzlowicz
Cte Liaison-R. Johnson

(315) 521-0820
(585) 396-4382

Gregory.Bendzlowicz@co.ontario.ny.us
robin.johnson@co.ontario.ny.us



GOVERNMENTAL OPERATIONS & IMPROVED METHODS COMMITTEE

DRAFT MINUTES
Thursday, March 10, 2016

Committee Members:
Greg Bendzlowicz, Chair
Margaret Hilton
Tamara Hicks
Dom Vedora
Mark Venuti
Frederick Wille

Others Present: County Administrator Krause, Deputy County Administrator Gates, Mary Salotti, Mike Northrup, and Kristin Haremza

Chairman Bendzlowicz called the meeting to order at 6:32 p.m.

Resolution – Authorization of Grant Extension Agreements with the NYS Board of Elections for Help America Vote Act Funds. *Supervisor Venuti made a motion, seconded by Supervisor Hilton to approve the fore mentioned resolution Motion carried*

Ms. Salotti and Mr. Northrup asked the Committee if they could speak with the college about waiving their site rental fee. This would allow them to set up a new polling location at the new Geneva Campus Center. The Committee note they would look into it and report back at the next meeting.

Being no further business to come before the Committee, Supervisor Hilton made a motion, seconded by Supervisor Vedora, to adjourn the meeting at 6:37 pm. Motion carried.

Respectfully Submitted,
Kristin Haremza
Deputy Clerk to the Board

AUTHORIZING EMAIL DELIVERY OF LOCAL LAWS TO
MEMBERS OF THE ONTARIO COUNTY BOARD OF SUPERVISORS

WHEREAS, Pursuant to Chapter 397 of the Laws of 2015, the New York State Legislature amended Subdivision 4 of Section 20 of the Municipal Home Rule Law to provide that county legislative bodies may elect to receive introduced local laws via email delivery in lieu of regular mail delivery; and

WHEREAS, To reduce mailing costs and expedite the receipt and review of introduced local laws, it would be advantageous for the Ontario County Board of Supervisors to authorize email delivery of local laws; and

WHEREAS, The Governmental Operations and Improved Methods Committee has reviewed this resolution, and recommends that local laws be delivered via email; Now, therefore, be it

RESOLVED, That pursuant to Subdivision 4 of Section 20 of the Municipal Home Rule Law, the Ontario County Board of Supervisors hereby authorizes the email delivery of introduced local laws, with introduced local laws to be e-mailed to the e-mail in-box of each member of the Board in the Portable Document Format (PDF) at least ten calendar days, exclusive of Sunday, prior to its final passage; and further

RESOLVED, That prior to the use of email delivery of introduced local laws pursuant to this Resolution, the County Clerk and Clerk of Board of Supervisors shall publish the e-mail addresses of all Board members on the internet websites of the Ontario County Clerk and the Ontario County Board of Supervisors, and post all such email addresses on the bulletin boards of said offices located in the Ontario County Courthouse at 27 North Main Street, Canandaigua, NY and in the Ontario County Municipal Building, 20 Ontario Street, Canandaigua, NY; and further

RESOLVED, That this change shall be effective immediately.

RENEWAL OF BID
FOR PRINTING OF ENVELOPES, LETTERHEAD, AND FOLDERS

WHEREAS, The Purchasing Department received sealed bids for the Printing of Envelopes, Letterhead and Folders (B14040); and

WHEREAS, Said contract was awarded (Res. 167-2014) in part to Buffalo Envelope, 2914 Walden Ave, Depew, NY 14043, for items #1, 2, 5, 9, 10, 16, 17 and 19; and

WHEREAS, Moore Printing Co. Inc., 9 Coy Street, Canandaigua, NY 14424, for items #3, 4, 6-8, 11-15, 18, 17 and 20-22; and

WHEREAS, The County anticipates and has budgeted for expenditures of approximately \$10,000 for these products over the next twelve (12) months; and

WHEREAS, Buffalo Envelope and Moore Printing Co., Inc., have indicated a willingness to renew said contract at the current price structure; and

WHEREAS, The Governmental Operations and Improved Methods Committee recommends the aforementioned awards; now, therefore, be it

RESOLVED, That the contract renewals submitted by Buffalo Envelope and Moore Printing Co., be accepted as per noted above for a period of twelve (12) months beginning on April 1, 2016 and running through March 31, 2017 and further

RESOLVED, that certified copies of this resolution be sent by the Clerk of this Board to the Department of Finance, Buffalo Envelope, and Moore Printing Co., Inc.

RENEWAL OF CONTRACT FOR SERVICE AND REPAIR OF COUNTY PRINTERS

WHEREAS, a contract was approved with Office Store Depot, Inc. for the service and repair of county printers per resolution 774-2014; and

WHEREAS, a the original contract allows for up to (2) two additional twelve (12) month renewal periods if mutually agreeable to both parties; and

WHEREAS, The Information Services Department continues to have a need for said services and spends approximately \$5000 per year; and

WHEREAS, Office Store Depot, Inc. has agreed to renew the original contract for a second year per the pricing structure in the original quote Q14119; and

WHEREAS, The Information Services Department and Purchasing Department agree that it would be in the County's best interest to award this renewal to Office Store Depot, Inc.; and

WHEREAS, The Government Operations Committee has reviewed and recommends this award; now, therefore, be it

RESOLVED, That the award of renewal be made to Office Store Depot, Inc., 530 S. Lake Ave #702, Pasadena, CA, 91101, and that said award shall be in effect from December 18, 2015 to December 16, 2016; and further

RESOLVED, That certified copies of this resolution be sent to the Finance Department and Office Store Depot, Inc. by the Clerk of this Board.

CONTRACT FOR TELECOMMUNICATIONS SERVICES WITH FRONTIER
COMMUNICATIONS OF ROCHESTER, INC.

WHEREAS, the County recently transitioned the majority of its phone lines to a new digital VOIP phone system; and

WHEREAS, Ontario County still requires analog telephone and telecommunications services for faxing and system monitoring; and

WHEREAS, Frontier Communications of Rochester, Inc., is the current provider to the County for analog telephone services; and

WHEREAS, the previous contract with Frontier for analog services expired on November 23rd of 2015; and

WHEREAS, Frontier has proposed a new agreement for analog telecommunications services at a rate of \$19.99 per month for business lines and \$15.99 per month for Centrex lines inclusive of all local usage fees and surcharges; and

WHEREAS, Frontier is currently on New York State Contract (Number: PS64721); and

WHEREAS, the recommendation to enter into a contract with Frontier for telecommunications services has been reviewed with the Insurance and Government Operations Committees which agree with this recommendation; now, therefore, be it

RESOLVED, That the Ontario County Board of Supervisors hereby authorizes a contract with Frontier Communications of Rochester, Inc., 180 South Clinton Avenue, Rochester NY 14646 for a term of thirty-six (36) months beginning April 1, 2016 and ending March 31, 2018 and may be extended in one-year increments if mutually agreeable by both parties; and further

RESOLVED, That the County Administrator be, and hereby is, authorized and empowered to execute any and all documents necessary or appropriate to effectuate the purposes hereof, subject to the review and approval of the Office of the County Attorney; and further

RESOLVED, That certified copies of this resolution be sent by Clerk of this Board to the Finance Department and Frontier Communications of Rochester, Inc.

AUTHORIZING INTERMUNICIPAL COOPERATION AGREEMENT
WITH SCHOOL DISTRICTS FOR PROVISION OF
SCHOOL TAX BILL PREPARATION SERVICES

WHEREAS, Certain school districts have requested the assistance of the Ontario County Real Property Tax Services Agency in connection with preparation of school tax bills; and

WHEREAS, The Real Property Tax Services Agency possesses the requisite equipment, personnel, and expertise to perform such services; and

WHEREAS, This Board of Supervisors has determined that it is in the best interest of the County of Ontario to provide such services; now, therefore, be it

RESOLVED, That the County of Ontario be, and hereby is, authorized and empowered to enter into intermunicipal cooperation agreements with the school districts listed below for performance of school tax preparation services:

Bloomfield Central School District
Geneva City School District
Honeoye Central School District
Honeoye Falls-Lima Central School District
Livonia Central School District
Marcus Whitman Central School District
Naples Central School District
Phelps-Clifton Central School District
Pittsford Central School District
Red Jacket Central School District
Victor Central School District
Wayland-Cohocton Central School District

and further

RESOLVED, That said agreement shall be for a term of one year commencing April 1, 2016, and terminating March 31, 2017; and further

RESOLVED, That the description of services and schedule of fees annexed hereto as Schedule "A" shall be incorporated in said agreements; and further

RESOLVED, That the County Administrator be, and hereby is, authorized and empowered to execute said agreements on behalf of the County of Ontario; and further

RESOLVED, That copies of this resolution be forwarded to the County Treasurer and the school districts listed herein; and further

RESOLVED, That this resolution shall take effect immediately.