



# GOVERNMENTAL OPERATIONS & IMPROVED METHODS COMMITTEE

## APPROVED MINUTES

**Tuesday March 22, 2016**

### Committee Members

*Greg Bendzlowicz, Chair  
Tamara Hicks  
Margaret Hilton  
Dominick Vedora  
Mark Venuti  
Fred Wille*

### Others Present

*County Administrator Mary Krause, Board of Supervisors Chairman Jack Marren, Deputy County Administrator Mary Gates, Director of Human Resources Denise Morley, Senior Fiscal Manager Michael Wojcik, County Clerk Matt Hoose, Chief Information Officer Sean Barry, BOE Commissioner Mary Salotti, BOE Commissioner Michael Northrup, Board of Supervisors Clerk Karen DeMay, Assistant County Attorney Holly Adams, Assistant County Attorney Kris Thorsness, Real Property Tax Director Robin Johnson, Real Property Tax Aide Tammy Jahna*

Chairman Bendzlowicz called the meeting to order at 4:00 p.m. *Supervisors Hilton and Wille are necessarily absent. Supervisor Venuti made a motion, seconded by Supervisor Vedora, to adopt the minutes of the March 10, 2016 meeting; motion carried.*

**Board of Supervisors Clerk Karen DeMay** presented a Resolution Authorizing Email Delivery of Local Laws to Members of the Ontario County Board of Supervisors. She explained that due to the changes in the Municipal Home Rule Law the Board of Supervisors may elect to receive local laws via email instead of regular mail delivery. Hard copies of the local laws will be available if needed. *Supervisor Venuti made a motion, seconded by Supervisor Hicks to approve the "Resolution Authorizing Email Delivery of Local Laws to Members of the Ontario County Board of Supervisors." All in favor, motion carried.*

**Senior Fiscal Manager Michael Wojcik** presented the Ontario County Governmental Operations & Improved Methods Quarterly Fiscal Review for the Quarter Ending December 31, 2015.

**Chief Information Officer Sean Barry** presented the following resolutions:

- **"Renewal of Bid for Printing of Envelopes, Letterhead, and Folders"**  
This contract is being renewed at the current pricing structure.
- **"Renewal of Contract for Service and Repair of County Printers"**  
This contract is being renewed at the current pricing structure.
- **"Contract for Telecommunications Services with Frontier Communications of Rochester, Inc."**

He explained that Frontier Communications of Rochester Inc. is the current provider of analog telephone and fax services. The new agreement with Frontier will save on costs with better pricing.

*Supervisor Venuti made a motion to approve the resolutions as a block, seconded by Supervisor Vedora. All in favor, motion carried.*

**Director of Human Resources Denise Morley** discussed the County Administrator Review Process. She explained an evaluation form is a tool used in preparation for the County Administrator appointment effective July 1, 2016. She recommended the forms be sent to all Town/City Supervisors to be completed and returned to Karen DeMay by April 6, 2016. Director Morley will consolidate the information and present it at the April 12, 2016 GO

meeting for action at the April 21, 2016 BOS meeting. The committee agreed to give newly elected Supervisors the option to fill out the evaluation form as they may not feel they have enough experience with the County Administrator to offer a complete and fair evaluation.

**BOE Commissioners Mary Salotti and Michael Northrup** discussed school district voting machine issues on invitation from Chairman Bendzlowicz in response to a disparaging media report. It was explained that a law change required schools be HAVA compliant so lever voting machines could no longer be used. The schools have the option of using paper ballots or enlisting the services of Ontario County with the use of its voting machines. A basic agreement form was sent to the school districts for the services of the County. The school districts misunderstood the logistics and process of voting with the new HAVA compliant machines. Assistant County Attorney Kris Thorsness revised the agreement to address the schools concerns. She suggested that miscommunication played a part in the confusion that led to the media report. Deputy County Administrator Mary Gates has contacted the school districts to determine which districts need contracts for this year and possibly next year. Deputy Gates will draft a resolution to give the County Administrator and Election Commissioners authority to sign contracts. The resolution will be sent to the GO Committee members and forwarded to Karen DeMay for inclusion on the March 31<sup>st</sup> BOS agenda. Chairman Bendzlowicz requested that a copy of the finalized agreement be sent to the Supervisors.

*Supervisor Venuti made a motion to approve the resolution to be filed directly with the BOS, seconded by Supervisor Hicks. All in favor, motion carried.*

**Real Property Tax Director Robin Johnson** presented the resolution Authorizing Intermunicipal Cooperation Agreement with School Districts for Provision of School Tax Bill Preparation Services. She explained certain school districts request assistance with processing and printing school tax bills through the Real Property Tax Services Agency.

*Supervisor Venuti made a motion, seconded by Supervisor Hicks to approve the "Resolution Authorizing Intermunicipal Cooperation Agreement with School Districts for Provision of School Tax Bill Preparation Services. All in favor, motion carried.*

**Chief Information Officer Sean Barry** discussed the ability to provide recent tax bills in OnCor due to requests. Canandaigua and Geneva city and county tax information would not be included. The County Attorney suggests including disclaimer information. Director Johnson added that the public cannot search by property owner's names and due to processing and printing procedures, some OnCor tax bills will look different than the tax bill received, but information should be the same. The committee had no objections for implementation.

**County Clerk Matthew Hoose** updated the committee on the status of The New York State Association of County Clerks push for an increase in the county's share of DMV fees. He reported that the increase is not included in the budget proposals of the Senate, the Assembly or the Governor.

**County Administrator Mary Krause** reported that Monday, March 21<sup>st</sup> was the deadline for accepting applications for the position of Deputy County Administrator. Eight applications were approved with interviews starting April 1<sup>st</sup>.

Being no further business to come before the committee, *Supervisor Vedora made a motion, seconded by Supervisor Venuti to adjourn, motion carried. Meeting adjourned at 4:52p.m.*

Respectfully Submitted,  
Tammy Jahna  
Real Property Tax Aide