



# GOVERNMENTAL OPERATIONS AND INSURANCE COMMITTEE

Time: 1:00 PM

Location: 3019 County Complex Drive  
2<sup>nd</sup> Floor, Room 204  
Canandaigua, NY 14424

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**AUGUST 15, 2018**

**MEMBERS  
PRESENT**

Supervisors Jeffery Gallahan, Gregory Bendzlowicz, Todd Campbell, Frederick Wille. Supervisor Baker arrived at 1:39 pm, Supervisor Westbrook arrived at 1:22 pm, and Supervisor Vedora arrived at 1:24 pm.

**OTHERS  
PRESENT**

In addition to Committee Members: County Administrator Mary Krause, Deputy County Administrator Brian Young, Director of Finance Mary Gates, Chief Information Officer Sean Barry, Safety Coordinator Sherman Manchester, County Attorney Gary Curtiss, Assistant County Attorneys Holly Adams, Michael Reinhardt, and Lea Nacca, Human Resource Director Michele Smith, Human Resource Deputy Director Lindsey Burgess, John Parrott, Sheriff Povero, County Clerk Matt Hoose, Fiscal Manager Michael Wojcik, Real Property Director Robin Johnson, Account Clerk Typist Sylvia Staples, Archivist Rosemary Switzer, Democratic Commissioner Charlie Evangelista, Republican Commissioner Mike Northrup, and Clerk to the Board Kristin Mueller.

**CALL TO ORDER**

The meeting of the Governmental Operations and Insurance Committee was called to order at 1:00 PM by Committee Chairman Gallahan.

**MINUTES**

**Motion to approve** the minutes of July 25, 2018, made by Supervisor Bendzlowicz, seconded by Supervisor Wille and carried.

**INFORMATION  
SERVICES**

Information Services: A1680 and A1683

Mr. Barry noted that the budget is up from last year about \$15,000. They plan to continue to devote resources to cyber security, and the department will be trying to shift employees to more virtualization, which will require less hardware. He is not expecting any staff changes in 2019, but is expecting a retirement in the end of 2018.

Motion to approve the budgets as presented was made by Supervisor Bendzlowicz, seconded by Supervisor Campbell and carried.

**BOARD OF  
ELECTIONS**

Board of Elections: A1450 and A1451

Mr. Evangelista let the committee know that their budget has gone up some due to the cost of election services and supplies.

Motion to approve the budgets as presented was made by Supervisor Campbell, seconded by Supervisor Bendzlowicz and carried.

**RECORDS AND  
ARCHIVES**

Archivist Rosemary Switzer presented resolutions entitled, "Back File Scanning of County Department Records including Department of Social Services, Human Resources and Sheriff Records – New York State Industries Preferred Source Provider and NYSID'S Associate Member, Continuum Services (RAIMS)" and

“Back File Scanning of the Town of Geneva’s Code Enforcement Records and the Purchase of Licenses of OnBase Electronic Records Management System – New York State Industries Preferred Source Provider and NYSID’S Associate Member, Continuum Services, Inc. and Ontario County Department of Records, Archives, and Information Management Services (RAIMS)”

**Motion to approve** the resolutions as presented as a block was made by Supervisor Bendzlowicz, seconded by Supervisor Campbell and carried

Archivist Rosemary Switzer presented a resolution entitled, “Creation of a Document Specialist Position – Abolishment of Clerk Position – Records and Archives” as an informational item to committee.

Records and Archives: A1460

Ms. Switzer reported that there is no big change in the 2019 budget. They project to have \$3,000 in savings.

Motion to approve the budget as presented was made by Supervisor Campbell, seconded by Supervisor Wille and carried.

## COUNTY CLERK

County Clerk/Motor Vehicles: A1410 and A1411

Mr. Hoose has no changes to the budget as it was presented last year. No staffing or contractual expense changes. There is the potential of losing the dealership work as the State is mandating them to go to an automated web based system. The State is starting with a Pilot of this program with a few counties and Ontario County has been selected. This will result in roughly about a 20% loss of revenue for the County when everything is fully automated. No updates on the SAFE Act have been received by Mr. Hoose. He anticipates the State Police will have completed the processing of recertification’s by the first of the year.

Motion to approve the budget as presented was made by Supervisor Bendzlowicz, seconded by Supervisor Wille and carried.

## BOARD OF SUPERVISORS

Clerk Kristin Mueller presented a resolution entitled, “Change in Location of Regular Board Meeting – Finger Lakes Community College, Stage 14, Hopewell, New York – September 13, 2018”

**Motion to approve** the resolution made by Supervisor Campbell, seconded by Supervisor Bendzlowicz and carried.

Board of Supervisors: A1010 and A1920

Ms. Mueller noted that the only change is an increase in municipal due to join NACO.

Motion to approve the budgets as presented was made by Supervisor Wille, seconded by Supervisor Bendzlowicz and carried.

## COUNTY

Deputy County Administrator Brian Young presented a resolution entitled,

**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.

**ADMINISTRATOR** “Authorizing Agreements 2019 Dog Control and Related Services between Ontario County and Participating Municipalities”

This new contract will eliminate the enumeration requirement and 2% increases between enumeration years. The contracts will be now be based off active and delinquent dog licenses. The fee per dog will be \$15.00.

**Motion to approve** the resolution made by Supervisor Campbell, seconded by Supervisor Bendzlowicz and carried.

Animal Control: CA3510

Mr. Young reported that there are no major changes in this budget.

Motion to approve the budget as presented was made by Supervisor Campbell, seconded by Supervisor Vedora and carried.

County Administrator: A1230

Mr. Krause reported that there is a request to provide a stipend for three appointed Deputy County Administrators beginning in 2019 in addition to the current employees’ duties. This has been to the Management Compensation Committee and they recommended this to be moved forward. This would provide extra coverage and assistance on special projects. The County also plans to continue the contract with Transpro for public relations.

The Partnership for Ontario County has presented a proposal for a five-year contract with the County for funding new services; such as raise the age, criminal justice services, or human services. Sheriff Povero explained the proposal and community need for these services. This not for profit would be eligible for funding services that the county would not be.

Motion to approve The Partnership for Ontario County proposal for five-years was made by Supervisor Bendzlowicz seconded by Supervisor Westbrook and carried.

Motion to approve the budget as presented was made by Supervisor Vedora, seconded by Supervisor Bendzlowicz and carried.

Team Agencies: A1231

This budget items includes the contracts with the Water Resource Council, Soil & Water, The Partnership, Cornell Cooperative Extension, Historical Society, Mercy Flight. These contracts will all remain the same. The tourism contract is based on the occupancy tax.

Motion to approve the budget as presented was made by Supervisor Vedora, seconded by Supervisor Wille and carried.

**REAL PROPERTY** Real Property Tax Services: A1355 and A1356

Ms. Johnson reported that her budget would be going down due to a retirement and not filling that position. They will also be creating a Deputy Director position and abolishing a clerk position that is currently vacant.

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Motion to approve the budgets as presented was made by Supervisor Westbrook, seconded by Supervisor Campbell and carried.

**COUNTY  
ATTORNEY**

County Attorney: A1420

Mr. Curtiss let the committee know that the major change in the budget this upcoming year will be the hiring of an attorney to focus on the Raise the Age mandate.

Motion to approve the budget as presented was made by Supervisor Bendzlowicz, seconded by Supervisor Vedora and carried.

Self-Insurance: CS Fund

The self-insurance fund has no change.

Motion to approve the budget as presented was made by Supervisor Baker, seconded by Supervisor Campbell and carried.

Ms. Smith walked in a resolution entitled, "Appointment of County Attorney – Mrs. Holly A. Adams"

**Motion to approve** the resolution made by Supervisor Baker, seconded by Supervisor Campbell and carried.

**INFORMATIONAL  
REPORTS**

The committee accepted all reports and information submitted regarding:

- a. Workers Compensation and Safety Reports
- b. Monthly MVA report

**COUNTY  
ADMINISTRATOR**

County Administrator Krause informed the committee of the following items:

- A request has been made to allow a little free library box in Atwater park maintained by literacy volunteers.
- There will be no increase in health insurance costs this upcoming year

**EXECUTIVE  
SESSION**

At 2:13 PM, Supervisor Bendzlowicz made the motion, seconded by Supervisor Westbrook, to go into executive session regarding discussion on proposed, pending, or current litigation and to confer with counsel; motion carried.

At 2:22 PM, Supervisor Bendzlowicz made the motion, seconded by Supervisor Westbrook, to leave executive session; motion carried.

**ADJOURNMENT**

**Motion to adjourn** made at 2:23 PM by Supervisor Campbell, seconded by Supervisor Bendzlowicz and carried.

**RESPECTFULLY  
SUBMITTED**

Kristin A. Mueller, Clerk to the Board