

**GOVERNMENT OPERATION COMMITTEE**  
**January 4, 2023**

Committee members: Ed Bronson, Bonnie Percy, Rick Willson (Zoom), Dick Harper, Carlie Chilson, Mark Morris

Others present: Bill Holgate, Terry Button, Doug Paddock, Leslie Church, Pat Killen, Tim Cutler (Zoom), Nonie Flynn, Emilee Miller, Robert Brechko, Robert Schwarting, Colby Petersen, Kerry Brennan, Len Kataskas, Tim Groth, Arlene Wilson, Lois Hall

Ed & Carlie will do the audit this month.

Minutes of the December meeting were approved as presented.

**Elections: Robert Brechko and Robert Schwarting**

Rob Schwarting reported that a new law signed by the Governor that requires the Board of Elections, to allow registration by new voters up to and on the 10<sup>th</sup> day before an election.

Rob reported that the Board of Elections held its Annual Meeting today.

Rob reviewed the December Objectives Achieved and the proposed January Objectives.

**Soil & Water: Colby Petersen**

Colby reported that staff completed 457 Watershed Inspections/KWIC. The totals for the KWIC Manager's duties throughout the year:

Activity	KWIC Units	Hours
Assistance to Town Inspectors	7.5	15.0
Septic Design Review	112.0	224.0
Soils Evaluation for new and replacement systems	64.0	128.0
Meeting Preparation	5.0	10.0
Meeting Attendance	5.0	10.0
Village of Penn Yan Water Report	8.0	16.0
9E Plan Assistance	6.0	12.0
Total Units	207.0	414.0
Total Cost	\$33,972.84	

Colby reported that the District would like to have Klaas Martens (NYS Grange representatives) and Jeff Eckert (at-large nonagricultural representative) appointed to 3-year terms on the Yates County Soil and Water Conservation District Board of Directors.

Colby reported that in regards to the Agricultural Environmental Management, the winter Soil Health and Nutrient Management workshop is back.

Colby provided project implementation updates on the Keuka Lake, Seneca Lake, and Canandaigua Lake.

Colby reviewed the Watershed Health Coalition draft changes and Conservation District Employee's Association comments. Colby provided a letter he would like to send to Senator O'Mara & Assemblyman Palmesano, as well as, all others applicable. The Committee requested that a resolution be brought forward to authorize the Chairwoman to sign said letter.

**Cornell Cooperative Extension: Arlene Wilson**

Arlene provided Program Updates.

Arlene provided a handout for the Lake Friendly Living Coalition on FLX New Year's Resolution 2023.

**IT: Tim Groth**

Tim reported that in the month of November, the I.T. Help Desk took in 229 calls.

Tim reviewed Project updates, highlighting: the MUNIS Upgrade, NYS Cyber Security Initiative, Web Filtering Solution, Time Clock Plus, Shared Services Survey, Dark Fiber Strands to Highway, and the Network Core Switch Upgrade.

Tim reviewed the status of his 2022 Goals and his proposed 2023 Goals.

Tim reviewed the following resolution that would be needed. After discussion/edits the Committee approved.

- Authorized Exceptions to the Procurement Policy
- Authorize Renewal of Offsite Data Backup Services (Entre Computer Services - Rochester, NY)

**County Clerk: Lois Hall**

Lois reported that there were 1984 DMV transactions, with \$17178.91 in fees for retention collected for November 2022 and \$71,270.11 in sales tax collected. COPRS Internet fees collected year to date are \$10,574.83. There were 823 transactions processed on the internet with \$49,029.75 collected and a year to date total of \$495,966.75. They are now \$327,379.50 over the threshold for shared revenue. There were 2643 County Clerk transactions with fees collected in the amount of \$270,291.88. The total fees collected for the County Clerk in November 2021 was \$375,435.77. The total fees collected for the DMV for retention in November 2021 was \$15453.22.

Lois reviewed DMV updates highlighting the CDL Permit Expansion and that the office is short staffed and busy.

Lois reviewed County Clerk updates highlighting cross training with the E-Recordings and new court type transactions coming from NYSEF, Pistol Permits have been steady, Passport Recertification is ongoing, and all criminal cases will be transferred to Supreme Court so that Judge Cook may continue to hear cases.

Lois reviewed the status of her 2022 Goals and her proposed 2023 Goals.

Lois reviewed her Financial Reports.

**Personnel: Kerry Brennan**

Kerry provided department updates, highlighting: the Collection for January, the Employee Recognition Ceremony, Christmas Spirit Contest/Spirit Theme Day, Water Bottles, Minimum Wage, and Workers' Compensation TPA Transition.

Kerry reviewed the status of her 2022 Goals and her proposed 2023 Goals.

Kerry reviewed the following resolution that would be needed. After discussion the Committee approved.

- Amend Yates County Employee Handbook (Yates County Employee Handbook)

Kerry reviewed the Office Vacancy Report.

### **Historic Markers: Doug Paddock**

Doug provided an update on the Historic Markers noting that the powder coating of the refurbishment example Benton United Methodist Church marker was completed in early December and was delivered to the Collision Shop for the addition of yellow paint accents on the border and lettering.

Doug reported that they have been made aware of an additional marker in the Town of Potter. It commemorates a round stone schoolhouse erected in 1838 by the trustees of District No. 5 and it is also in need of restoration. At least eight (8) older markers will need to be refurbished.

### **County Administrator: Nonie Flynn**

Nonie reported that they are waiting on the results of the NYS audit on the sexual harassment prevention training.

Nonie reported that the suggestion box has been placed in the COB entryway and all employees have been notified. The Chairwoman has the key to the box and will review what has been added each week.

Nonie reported that she and Leslie distributed the water bottles that Kerry purchased and the employees were very appreciative.

Nonie reported that the County will be hosting the February 8th meeting at 5:00 p.m. Lisa Harper is taking the lead on this and Lisa also has developed the poster announcing their 200th year in 2023.

Nonie reviewed the status of her 2022 Goals and her proposed 2023 Goals.

### **Legislative Operations: Emilee Miller**

Emilee reported that the July Committee Meetings Schedule would need to be changed to make up for the Independence Day holiday. The consensus of the Committee was to hold all the meetings on July 5<sup>th</sup>.

Emilee reviewed her proposed 2023 Goals.

Emilee reviewed the following resolution that would be needed. After discussion the Committee approved.

- Designate Newspapers
- Change Date of October Legislative Meeting
- Authorize Chairwoman to Sign MOU with Cornell Cooperative Extension

Meeting adjourned at 2:56 p.m.