

GOVERNMENT OPERATION COMMITTEE
April 3, 2023

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

Others present: Leslie Church, Terry Button, Rick Willson, Dan Banach, Doug Paddock, Tim Cutler, Pat Killen, Nonie Flynn, Bill Holgate (Zoom), Emilee Miller, Lisa Harper, Robert Brechko, Robert Schwarting, Colby Petersen, Lexie Davis, Tim Groth, Molly Linehan, Kerry Brennan

Ed and Mark will do the audit this month.

Minutes of the March meeting were approved as presented.

PUBLIC COMMENT

Bill Laffin, representing the Keuka Lake Association, stated that they are getting ready to head into the summertime, very active season on the lake. Last year the Legislature passed a resolution supporting Invasive Species Awareness Week/ Great Lakes Landing Blitz Week. Bill requested an updated version of this resolution be presented and approved. The Legislative Clerk, will update and add the resolution to the May Government Operations Meeting Agenda.

Historian: Leonard Kataskas

Lisa reviewed the report submitted by Len Kataskas and answered questions.

Lisa reported that they got Bicentennial T-Shirts in for sale downstairs in the Historian's Office or at the Yates County History Center for \$15.

Lisa reported that they will be going to judge fourth graders history projects over at St. Mike's.

Records Management: Lisa Harper

Lisa reported that there were 83 boxes of inactive records taken in from departments in 2022 and they disposed of 273 boxes in 2022. Annual inventory of vaults was completed, all vaults have internal signage to assist with locating records and research materials ie: military, census, schools. Lisa is about halfway through her goal of visiting each department to survey their records handling and to encourage the use of Laserfiche. She has been able to offer assistance with supplying boxes, advice about disposal methods, and supplying up to date records retention guidelines.

Lisa reported that she continues to attend free webinars offered by NYS Archives and she will attend the New York Association of Local Government Records officers in June.

Lisa reported that in addition to the RM Policy that she prepared, she has also composed a procedures manual for the department.

Lisa reported that her goal to offer a Laserfiche training this year may have been a bit premature. When they offer a training, they want to be able to send staff right back to their offices with a new Laserfiche license to begin using that training. These licenses cost about \$1400 and departments will need to budget for this. She would like to encourage the use of Laserfiche for all records pertaining to the Benton Multiuse project. This will avoid duplication

of records (one official copy) and all records will be found in one place. Laserfiche makes sharing records accurate and efficient.

Lisa reported that she assisted with installing the Benton Multiuse project display in main foyer, assist the Historian with the bicentennial celebration, she posts Bicentennial Bits on the Intranet weekly, maintains the Facebook page for both Bicentennial Committee and the Public Historian, and has created posters, other promotional materials, educational exhibits and generated press releases.

Elections: Robert Brechko and Robert Schwarting

Rob, Bob, and the Committee discussed the combination of polling places in the future due to the foreseeable need.

Soil & Water: Colby Petersen

Colby reported that in regards to the Watershed Inspection/KWIC, staff has conducted 45 inspections to date. They anticipate completing 450 inspections in 2023. They have conducted 8 soils evaluations and reviewed 13 designs for new and replacement septic systems.

Colby reported that staff has completed inventory and assessment on approximately 65 culverts to date. The data will be captured in the next two weeks and map preparation will begin and the final product should be finished by June 1st.

Colby reported that the Yates County SWCD is administering the Finger Lakes Cover Cropping Grant. The total funding for this grant is \$351,500 for cover cropping in 14 counties in the Finger Lakes.

Colby reviewed the projects completed over the last 90 days include:

- \$22,399.87 total project cost and \$11,397.80 in grant funding for an erosion control project in the Keuka Lake Watershed (vineyard access roadway) AEM Base funding
- \$28,672.21 total project cost and \$20,070.55 in grant funding for an erosion control project in the Seneca Lake Watershed (vineyard access roadway) SL Phase VI
- \$16,972.89 total project cost and \$11,881.02 in grant funding for an erosion control project in the Seneca Lake Watershed (in vineyard erosion) SL Phase VI
- \$14,570.00 total project cost and \$5,082.00 in grant funding for an erosion control project in the Seneca Lake Watershed (hay mulch installation on vineyards) SL Phase VI
- \$19,801.14 total project cost and \$13,860.80 in grant funding for an erosion control project in the Keuka Lake Watershed (vineyard access roadway) KL Phase VII

Colby reported that the total cost of projects implemented is \$102,416.11.

Colby reported that Yates County owns approximately 964 acres total, 513 acres of which is forested land. They are proposing updating the forest management plan with defined goals and a long-term timeline that will benefit both the environment and people of Yates County.

Colby reported that they are currently in the process of updating the forest land inventory and management recommendations (Yates SWCD and Jim Bagley (NWTF)). They are communicating with the National Wild Turkey Federation, Ruffed Grouse Society, and American Woodcock Society to identify funding sources and coordinate field visits from their technical staff (i.e. biologists) and identify potential project sites. They are seeking legislative approval to move forward with management updates/implementation

Colby reviewed the goals of this proposed project:

- Update the county forest land inventory and develop a long-term management strategy
- Improve overall wildlife habitat and habitat diversity
- Promote growth of native species and discourage invasives
- Remove forest hazards (i.e., dying ash)
- Promote quality timber/genetics for future sales
- Create educational opportunities relating to conservation/environmental stewardship
- Consider harvesting timber off parcels when/where it makes sense (consider current timber markets, benefits of thinning, etc.)
- Establish partnerships with other conservation focused organizations
- Develop multi-use areas for the benefit of wildlife and citizens of Yates County
- Increase carbon sequestration/storage by increasing biomass and growth rates

Colby reported that the following people would be involved: Ethan Hall and Cole Hartman (Yates SWCD), Jim Bagley (NWTF Forester), Pat Lafler (NYS DEC Forester), Todd Waldron (Ruffed Grouse Society/American Woodcock Society), Mitchell Blake (NWTF Biologist), and Lexie Davis (CCE).

Colby reported that possible funding sources include:

- National Wild Turkey Federation (NWTF)
- Ruffed Grouse Society and American Woodcock Society
- Finger Lakes Lake Ontario Watershed Protection Alliance (FOLLOWPA)
- NYS Department of Environmental Conservation (DEC)
- Cornell Cooperative Extension (CCE)

The Committee gave Colby the green light to go ahead with the Forest Land Inventory Management Project.

Cornell Cooperative Extension: Lexie Davis

Lexie reviewed the report submitted by Arlene Wilson including Program Updates.

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

- Resolution Proclaiming Yates County will Continue to Recognize and Participate in Education & Outreach Efforts to the Yates County Community During Lake Friendly Living Awareness Month

IT: Tim Groth

Tim reported that there were 294 calls Help Desk Calls in the Month of February.

Tim reviewed project updates highlighting the following: MUNIS Upgrade, Firewall internal hardware failure, Dark Fiber Strands to Highway, Laserfiche Contract Form, and Help Desk Software and VoIP Phone System Replacement POC's.

County Clerk: Molly Linehan

Molly reviewed the following Statistical Report:

DMV transactions, 1300 with fees for retention collected for February 2023 \$11,043.83 with \$31,209.74 sales tax collected. COPRS Internet fees collected year to date \$0.00 Transactions processed on the internet in February 590 in the amount of \$40,233.00 with a year to date total of \$92,297.25.

They have \$78,290.00 of the threshold to meet before shared revenue.

County Clerk transactions 2,129 and fees collected \$143,310.06.

Total fees collected County Clerk February 2022 \$201,579.21.

Total fees collected DMV for retention February 2022 \$9,656.51

Molly reviewed the DMV updates.

Molly reviewed the Clerk updates.

Molly reviewed the financial reports.

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

- Resolution Proclaiming April as Donate Life Month Yates County is Dedicated to Promoting Organ, Eye, and Tissue Donation and Calls on Residents to Join the New York State Donate Life Registry

Personnel: Kerry Brennan

Kerry reported that the collection for April is Supplies for the Yates County Humane Society.

Kerry reported that she will be on vacation April 7 – April 14 and she will be attending the Personnel Officer conference May 7 – May 10 in Saratoga Springs.

Kerry asked for guidance in regards to the Health Insurance Consortium.

Kerry reported that the 360 Assessment/Leadership Development Training/Program commenced on March 16th.

Kerry reported that on March 24th, she participated as a panelist at the W-FL School Superintendents meeting to address HR/Recruiting/Civil Service related questions from 25 districts in the region.

Kerry reported that she participated in the training on March 21st and she looks forward to being on the Threat Assessment and Management Team going forward.

Kerry reviewed the Vacancy Report.

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

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

Historic Markers: Doug Paddock

Doug reviewed updates on the historic markers and provided the following summary:

- Total of 23 markers identified.
- Two (2) to be replaced because the existing markers have been damaged.
- Nine (9) markers refurbished – one (1) complete and eight (8) in process.

- 13 to be cleaned, including the initial marker already refurbished.

County Administrator: Nonie Flynn

Nonie reported that in regards to the NYS Comptrollers Audit, they have sent the response stating that the County will continue to monitor the completion of the annual sexual harassment prevention training by employees and that the County will document the procedures that are in place to ensure compliance.

Nonie reported that she was asked to work on a project in collaboration with community and employer partners to improve work-based learning and work shadowing. Department Heads will be contacted soon on opportunities for student shadowing.

Nonie reported that they will continue to meet with the CO82 Union Negotiations team.

Nonie reported that in the Governor's Proposed Budget, the change in the percentage of DMV fees to be retained by counties will be from 12.7% in office and 3.25% online to a flat 10.75% for all transactions. This has passed through the Senate and Assembly prior to budget adoption.

Nonie reported that the County Office Building breakroom was discussed at the management team meeting and Joe is going to put in some new chairs. Employees that work in the Courthouse are going to use the COB breakroom for now. Joe is going to have a request when he presents his capital improvement plan for 2024 to create a breakroom in the Courthouse for employees. They are not able to use the current breakroom there because it is considered a breakroom for NYS employees and that room is included in their rent payment.

Nonie reported that because CSEA employees will have Juneteenth off as part of their union negotiations, some of the offices may be closed. However, the building will still be open and non-union department heads and employees will still be working. So far, the only office that will be closed will be Public Health. She will get a notification out to the public prior to this.

Nonie reported that the proposed date for a workshop for the legislature to meet to prioritize and implement various major projects, including the possibility of sharing sales tax is April 10th at 10:00 a.m. in the Public Health Conference Room.

Legislative Operations: Emilee Miller

Emilee reviewed the July 5th Committee Meetings Schedule:

9:00 a.m. Government Operations
11:00 a.m. Human Services
12:30 p.m.-1:00 p.m. Lunch
1:00 p.m. Public Works
2:00 p.m. Public Safety
4:00 p.m. Finance

Emilee presented her recommendation for accepting the insurance proposal along with a few questions for the Legislature.

The consensus of the Committee was to have Stork's come in to the May 1st Government Operations meeting to answer question.

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

- Resolution Asking Governor Hochul and the NYS Public Service Commission to Dismiss NYSEG and RG&E Rate Hike Requests and to Correct the Billing Problems before Rate Hikes are Considered

Emilee reviewed the following resolution that would be needed. After discussion the Committee decided to hold the resolution until further information is obtained.

- Authorize Insurance Renewal

Mr. Willson moved to enter into executive session to:

1. Confer with Legal Counsel, attendees being members of the Committee, other legislators present, the County Administrator, and the County Attorney;
2. The Employment History of a Particular Individual, attendees being members of the Committee, other legislators present, and the County Administrator.

Seconded by Mrs. Percy.

VOTE: Unanimous

Meeting adjourned at 6:02 p.m.