

GOVERNMENT OPERATIONS

June 1, 2020

Committee members: Ed Bronson, Dick Harper, Carlie Chilson, Tim Cutler, Jim Multer, Bonnie Percy

Others present: Dan Banach, Earle Gleason, Bill Holgate, Connie Hayes, Tim Groth, Arlene Willson, Colby Petersen, Molly Linehan, Nonie Flynn, Rick Willson, Bob Brechko, Rob Schwarting, Terry Button, Doug Paddock, Pat Killen, Kerry Brennan.

Dick and Bonnie will sign the audit this month

Minutes of the May meeting were approved as presented.

Legislative Operations

Doug reported there is no additional guidance from the governor as to further opening of county offices. The administrator and a committee have prepared plans for reopening that will be implemented at the appropriate time.

Doug reported, the County Administrator, Steve Griffin and he attend daily virtual "Control Room" meetings with Bob Duffy, the governor's representative for the Finger Lakes Region, to contribute Yates' views on reopening of businesses. As of this writing, it is unknown when Phase 2 will begin. Doug explained that he has taken the liberty of inviting Bob Duffy to speak to the legislature in a workshop by a Zoom meeting. After review of several dates it was determined that a workshop would be set up for June 9th at 2:00p.m.

Doug reported he along with the County Administrator continue to participate in a number of teleconferences related to COVID-19.

Ed reviewed the proposed local law 4-20 which included a slight modification from last month's version to clarify that the change would also "stagger" legislators' terms. Ed explained the important thing to look at is, we are looking at a staggered term. So that people have the time to learn the job of a legislator with all the ins and outs that go into operating a county. With the current 2 year term, you basically have 14 months to learn the job before you decide if you want to get petitions to try and be on the ballot for the next term.

Doug reported any MOU with the three Council 82 local unions has been executed and delivered.

Doug questioned if the legislature wanted to continue Zoom meetings or go back to a normal meeting format for July, with appropriate distancing, PPE, etc.? The consensus of the Committee was to go back to in person meetings.

Doug cautioned that enough time needs to be allowed for discussions. There was a time crunch with the last meeting and if that continues we might want to go back to the previous dates and times.

Elections Robert Brechko/Robert Swarting

Rob reported the office is now in election mode with the Democratic primary being held on the 23rd.

Rob explained Penn Yan Academy because it has been closed, is not letting Elections use their facility for the primary, therefore, voting for that site will be move to the Buildings & Grounds Building.

Rob explained there is a Cyber Security grant that is going to require the Chairman's signature. Not all of the details and finances are known at this time but there is a very short timeline to turn the grant around. The grant is for \$61,000 which will pay for continued remediation or anything that was done back to December 21st, 2019.

Soil & Water Colby Petersen

Colby reported staff have completed 76 of an estimated 400 watershed inspection. Also, the new KWIC website is online and available to the public at www.keukawatershed.org.

Colby reported with regards to the Keuka Lake 9E, preparation is underway to conduct a Project Advisory Committee (PAC) meeting on June 29th. The PAC's purpose is to help shape the 9E plan and its direction.

Colby reported staff have hydroseeded 10 sites in the month of May for homeowners as well as municipalities.

Colby reported an erosion control system upslope from Anthony Road on Seneca Lake has been completed. Four separate farmable terraces with underground outlet pipes were installed. The structures take runoff from a 20 acre block, store them in a dry pond, and then slowly release through a 6" tile. Work has not begun on an erosion control project on Hadsell Road in the Canandaigua Lake Watershed.

Colby reported a new grant application for the Seneca Lake Watershed is being worked on with projects in Yates and Seneca Counties.

Cornell Cooperative Extension Arlene Wilson

Arlene reported they have been working on online educational programing and also taking questions by phone. The Ag. Educator is doing farm visits.

Arlene reported the Community Garden has been planted. There will be a virtual dog obedience class through 4H and Life Skills programs are also doing virtual classes.

Arlene reviewed the following resolution that would be needed. The Committee approved with one small wording change in the last paragraph by adding continue to before recognize.

- Resolution Recognizing New York Invasive Species Awareness Week

IT – Tim Groth

Tim reviewed the monthly statistics which showed 262 help desk calls for last month.

Tim reported staff continue to work on the firewall upgrades and testing an email spam filtering solution.

Tim reported he continues to participate in bi-weekly update calls and data collection required for the Broadband study along with USDA ReConnect Status meetings.

Tim reported he will be moving the Elections Department off of the County network for security reasons and onto their own system.

Tim reviewed upcoming large projects that the department will need to have completed in a short period of time.

County Clerk Lois Hall/ Molly Linehan

Lois could not participate in the meeting today. Deputy County Clerk Molly Linehan reported in her place.

The DMV fees for retention collected for April 2020, \$5,656.14 with \$14,349.98 sales tax collected. The County Clerk transactions were 1028 and fees collected were \$133,839.57.

Molly reported DMV continues to accept appointments and there is a drop box outside the front door. There still is no clear directive as to when DMV can do in person transactions.

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

- Resolution Authorizing the Chairman to Sign a Contract With INFO Quick Solutions, Inc. (IQS)

Personnel Kerry Brennan

Kerry reported 19 people who volunteered for the temporary layoff. Kerry has checked with everyone to make sure they were able to submit their unemployment claims.

Kerry reported the county currently contracts with Authorize.net/Cybersource for credit card payment processing. Currently the Treasurer's Office and Personnel are the only offices using this service, however, others have expressed interest in credit card payments. Kerry explained by switching to Municipal Services Bureau (MSB) the fees would be lower/eliminated in some cases to the County as well as the charge to the taxpayers. The Committee approved.

Kerry reported Relph Benefit Advisors who manage our County Medical Plan has partnered with Springbuk for their next generation data analytics platform. In order for Springbuk to access our claims data for analysis a resolution is needed. The Committee approved.

Kerry reviewed proposed local law 5-2020 entitle a Local Law amending County of Yates Local Law 1 of the year 1956 – A Local Law Establishing A Plan Of Self-Insurance As provided For In Article 5 of the Workmen's Compensation Law, And Providing For The Administration Thereof. The Committee approved.

Kerry reported in an attempt to maintain consistency and transparency with employee classifications she is recommending that a new format for the Non-Union Salary Schedule and the Non-Union Hourly Salary Schedule be used. The Committee approved.

Kerry started to review the proposed Restoration of Operations Plan, however, due to time constraints the meeting had to be recessed at 2:05.

At 3:06 the Government Operations meeting was reconvened.

Kerry finished reviewing the Restoration of Operations Plan.

The following resolutions were approved by the Committee:

- Authorize Chairman To Sign Agreement Between Yates County And Gila LLC, D/B/A Municipal Services Bureau
- Authorize Chairman To Sign Agreements With Springbuk and Lifetime Benefit Solutions for Plan Administration of the Yates County Medical Plan.
- Set Date for Public Hearing on Proposed Local Law 5-2020 Entitled A Local Law Amending County of Yates Local Law No. 1 of the Year 1956 – A Local Law Establishing a Plan of Self-Insurance As provided For in Article 5 of the Workmen’s Compensation Law, and Providing For the Administration Thereof
- Adopt 2020 Non-Union Exempt Employee Wage Schedule
- Adopt 2020 Non-Union Non-Exempt Employee Wage Schedule

County Administrator Nonie Flynn

Nonie reported all three workers in the Historian’s office are on the temporary layoff.

Nonie reported the NYS Education Department has notified us that our grant deadline has been extended through December 31st.

Nonie reviewed the Project Status Report as it relates to Government Operations

Meeting adjourned at 3:19 p.m.