

## GOVERNMENT OPERATIONS

July 6, 2020

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

Others present: Bill Holgate, Terry Button, Dan Banach, Leslie Church, Pat Killen, Doug Paddock, Connie Hayes, Nonie Flynn, Earle Gleason, Arlene Willson, Colby Petersen, Robert Schwarting, Kerry Brennan, Molly Linehan, Scott Falvey.

Ed and Dick will sign the audit this month

Minutes of the June meeting were approved as presented.

### **County Attorney – Scott Falvey**

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

- Resolution Authorizing The Chairman To Enter Into A Contract Concerning The Provision Of Westlaw To The County Attorney

### **Legislative Operations**

Doug reported the meetings and public hearings will be held in-person with appropriate measures (distancing, masks, sanitizing, etc.) Scott is researching allowable methods for public participation in the event seating capacity of the chambers is exceeded and/or participants do not wish to travel to the site.

Carlie reported on the Point of Sale of Marijuana. Yates Substance Abuse Coalition (YSAC) wishes municipalities to be prepared to prevent shops from opening near schools, playgrounds, etc. that will be selling Marijuana. YSAC would like to go to the municipalities to look at their zoning to have it changed.

County Administrator Flynn reported on the reopening of the County Buildings. Ms. Flynn explained each Department Head is back in the building. Department Heads have been given the discretion to bring back employees or continue to let them work from home. The front desk in the lobby will be maned until at least the end of July and then the issue will be revisited. All visits are still by appointment only.

### **Elections: Robert Brechko/Robert Schwarting**

Rob reported the State Legislature needs to act on setting the petitioning procedures for putting Independent Candidates on the November ballot. They also need to set the procedures for the postponed April Village Election that is now scheduled for September 15<sup>th</sup>.

Rob reported the primary was held, individuals had to be called in for the absentee ballots. Rob explained it was a small election. Pat requested that a report be done as to the cost for each vote for early voting so that it can be submitted to the state.

Rob reported the department is in the process of submitting reimbursement for COVID related issues.

Rob reported the department is meeting with I.T. on security issues.

Rob reported the department is working on the mandatory county training.

Rob reported the department continues to look for cost cutting measures. They have requested from the state to reduce the number of workers at the polling sites.

### **Soil & Water Colby Petersen**

Colby reported staff have completed 140 of an estimated 400 inspections in the Towns of Barrington, Jerusalem, Milo, Torrey and the Villages of Dresden and Penn Yan. Zone 1 letters have gone out, past due letters and notices of violation are going out soon. Staff have completed 40 engineered plan reviews, 30 site evaluations/soils investigations and 11 hours of assistance to other watershed inspectors as the Contract Watershed Manager this year.

Colby reported the Project Advisory Committee (PAC) meeting was held on June 29<sup>th</sup> with an attendance of 37. The PAC's purpose is to help shape the 9E plan and its direction.

Colby reported staff have seeded 6 sites in the month of June for homeowners, covering over 1.5 acres. The drought conditions have made seeding success difficult. Soil & Water has switched over to the use of the bale mulcher while the dry conditions continue.

Colby reported a new grant application for the Seneca Lake Watershed has been submitted for consideration under Round 26 of the non-point source grant funding opportunity through NYS Ag & Markets.

Colby reported on the Soil & Water Summer Newsletter.

### **Cornell Cooperative Extension Arlene Wilson**

Arlene reviewed a summary of Cooperative Extension programs.

Arlene reported on programs and events that youth and staff are working on.

- A summer activity guide has been created and distributed to 200 youth so far.
- Today started a Mug Monday program. This program consists of recipes that youth can do in a mug in a microwave.
- A second round of virtual dog obedience is being held
- Summer youth kits have been put together. Individuals can come into the office by appointment and pick up the kits or contact CCE. The kits are available for woodworking projects and container gardens among others.
- A virtual fair event is being planned with activities in the exhibit hall at the fairgrounds. Judging will be done of various different projects that youth have been working on during the year. Social distancing and masks will be required.
- Arlene is currently searching guidelines for an animal show for small animals.

Arlene reported CCE is still distributing hand sanitizer and will be continuing into the fall.

Arlene reported the newsletter will be coming out this week. Posters are also available for Harmful algal bloom and will be distributed to towns and/or offices.

### **IT – Tim Groth**

Tim reviewed the monthly statistics which showed 267 help desk calls for the month.

Tim updated the committee on the firewall upgrade, NYSBOE County Election Infrastructure Risk Remediation Project. Tim also reported on the Time Clock Plus update, Empire Access connection from the County Office Building to Highway.

Tim reported internal/external vulnerability scanning and penetration tests of the county network are being done.

### **County Clerk Lois Hall/ Molly Linehan**

Lois could not attend the meeting, Deputy County Clerk Molly Linehan reported in her absence.

Molly reviewed the statistical reports which showed DMV fees for retention collected for May 2020 were \$9,523.85 with \$29,480.52 sales tax collected. Internet fees collected year to date \$1,066.86. The County Clerk transactions 1316 and fees collected \$238,694.

Molly reported surrounding counties DMV offices are running pretty much the same as Yates County. Open by appointment, masks to be worn gloves and social distancing.

Molly reported the County Clerk's offices have also been working by appointment only and it seems to be working well.

Molly reported Kay has been busy working on pistol permits.

Molly reported a meeting was held with the new vendor for recording keeping last week.

### **Clerk of the Legislature – Connie Hayes**

Connie reviewed the following resolutions that would be needed. The Committee approved.

- Adopt Standard Workday Resolution
- Renewal Resolution Of The Legislature Of The County Of Yates, Increasing Taxes On Sales And Uses Of Tangible Personal Property And Of Certain Services, On Occupancy Of Hotel Rooms and On Amusement Charges, Pursuant To Article 29 Of The Tax Law Of The State Of New York

### **Personnel Kerry Brennan**

Kerry reported the County Office Building front desk coverage will continue through July.

Kerry reviewed recommended changes to the content of the Employee Handbook. The Committee approved.

Kerry reported for efficiencies, the County Office Building Emergency Procedures Guide will be available electronically through Yates Skill-up. By using Skill-up there will be an electronic record of employees reviewing the emergency procedure specific to their work location. Kerry hopes to have this completed and implemented prior to August 31<sup>st</sup>.

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

- Adopt Local Law 5-20 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 Yates County Employee Handbook
- Amend Non-Union Salary Resolution
- Amend Hourly Salary Resolution

**County Administrator Nonie Flynn**

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

Bonnie moved to enter into executive session to discuss the employment history of a particular person or persons, current/pending litigation, and contract negotiations with CSEA with members of the Committee, Legislators present, County Administrator and the Personnel Officer for one of the sessions. Seconded by Dick.

VOTE: Unanimous

Meeting adjourned at 3:36