

GOVERNMENT OPERATIONS
September 9, 2020

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

Others in attendance: Bill Holgate, Terry Button, Rick Willson, Connie Hayes, Nonie Flynn, Pat Killen, Earle Gleason, Dan Banach Lois Church, Kerry Brennan, Tim Groth, Rob Schwarting. Colby Petersen.

Ed and Tim will sign the audit this month

Minutes of the August meeting were approved as presented.

Legislative Operations

Doug reminded Legislators that they are required to complete annual trainings, as are all County employees. Legislators should review the courses and complete them. To date, one (1) legislator has completed all six (6) trainings, four (4) legislators have completed five (5) trainings, four (4) legislators have not started any trainings and the remainder have completed some of the trainings. Kerry will email legislators with their individual training status.

Doug reported he will be making the following appointments to Genesee Transportation Council at the Legislative meeting.

- Craig Prior to Planning Committee
- Tim Cutler as an Alternate to Council

Doug reported everyone should have received information regarding the fall NYSAC conference which is virtual this year and urged legislators to attend.

Doug reported that yesterday a press release came through that charges counties with creating a plan for the protection of public workers in future health emergencies. Kerry and Nonie will be working on this.

Doug reported Zack King was our local representative to the Governor, he has now resigned.

Pat reviewed a proposed resolution to raise the flags for discussion. The consensus of the Committee was to have Nonie check with the County Attorney.

Elections. Robert Brechko/Robert Schwarting

Rob reported the following state legislative update:

- The Governor issued an Executive Order on the heels of signing ten bills that affect Elections. For the most part, it changes several deadlines, and adjusts their working procedures, reports to the State and some other housekeeping procedures.
- One impact is that elections have to notify by mail all registered voters, both active and inactive, of the several ways that they can get registration information, when and where they can vote, and request an absentee ballot. Rob explained there is almost sufficient funds to pay for this using the Federal CARE Act grant. Rob explained that they will have to notify another 400 voters that they must reapply for absentee ballots because they erroneously filed earlier in the year.
- There are two other costly changes, not attributed to the Governor, but to lawsuits brought by special interest groups. One requires the pre-purchase of accessible ballots

for the visually impaired (not needed for over a decade) and the other requires the complete revision to the oath envelope that voters use to validate their ballot as they return it.

Rob reported on issues that the Board of Elections (BOE) is currently working on resolving.

- This includes preparing for a potential cyber threat and physical confrontations at the poll sites.
- The turnout will be larger but there is no way to know how it will affect early voting, in-person voting or absentee voting. This could create staffing problems.
- There are 26 new inspectors to train and the BOE continues to hear from experienced inspectors who are deciding not to serve during the COVID crisis.

Rob reported the last of the paper-based voter registration files, the so called back files, have been sent to archives. The last of the files were put into the BOE electronic registry data base on August 28th.

Rob reported the office will open on September 21, 2020 and have absentee ballots available. A secured drop box will be installed on the railing outside.

Rob reported the BOE had to result to use of State Law to be able to use the Penn Yan Academy as a polling site. Rob explained that the BOE regrets having to use State Law but there is no other large facility available for a large election that can be used and still be able to stay within the COVID guidelines.

Rob reported the 2021 proposed BOE Budget was submitted.

Rob reviewed the objectives for September.

Soil & Water Colby Petersen

Colby reported staff have completed 275 of an estimated 400 watershed inspections. Past due letters have gone out and Soil and Water is seeing a large response. Violation letters will be going out soon.

Colby reported the first of three public outreach sessions was held regarding the Keuka Lake 9E Plan on August 24, 2020 by Zoom. Colby stated that a video was done and urged its viewing. The address is <https://senecawatershedio.wordpress.com/9e/>. There were 82 in attendance at the meeting. A 9E newsletter will be coming out sometime in September.

Colby reported staff have sprayed 39 loads of hydroseed over 7.1 acres year to date.

Colby reported staff have worked on several large tile drainage projects this summer totaling over 100,000 feet installed.

Colby reported the Keuka Lake implementation grant has been moving along with erosion control projects, pesticide sprayer enhancement projects, and a large barnyard project is in progress. Also, a different grant was required for a landowner to change away from a proposed manure storage facility due to unforeseen circumstances. Funds have been reallocated to a different farm for an erosion control and storm water runoff project which will take place in 2021.

Colby reported Soil & Water will be celebrating its 80th birthday. Doug asked that Colby put together a resolution for Monday's meeting.

Cornell Cooperative Extension Arlene Wilson

Arlene could not attend the meeting but submitted a written report.

IT – Tim Groth

Tim reviewed his statistical report which showed 268 help desk calls for the month of July.

Tim updated the Committee on the various projects the department is involved with.

- Firewall upgrade
- NYSBOE County Election Infrastructure
- NYSBOE required upgrade of their supplied Firewall
- Wifi access in multiple Town/Village courts for the DA's office
- Internal/External vulnerability scanning and penetration tests

County Clerk Lois Hall/ Molly Linehan

Lois reviewed the statistical report which showed DMV transactions of 1,549 with fees for retention collected for July \$10,845.63 with \$78,699.54 in sales tax collected. COPRS internet fees collected year to date are \$4,528.83. The County Clerk transactions were 1,730 and fees collected were \$243,854.92.

Lois reported the DMV training went well. DMV has been very busy, appointments will be opened up beginning the week of September 14th for registration type transactions. Appointments will be held on Wednesdays and Fridays to accommodate people putting new vehicles on the road. Basic renewals and plate surrenders and dealer work will still be accepted by mail or by drop box daily. Lois explained that Mondays, Tuesdays and Thursdays will be for licenses and permit type transactions.

Lois reported the IQS training for the new system in the Clerk's office is going well. Lois went live with the program on August 24th. Records are now available online.

Lois reported the courts are asking her to consider going to mandatory E-Filing instead of consensual at this time. Lois will be looking into this the first of the year along with E-Recording.

Lois reported she has received a lot of complaints regarding ATV's and golf carts on the roads. Lois explained that the only time they can be on the road is to go from one side to the other even if they have a slow moving vehicle sign.

Lois reviewed the following resolution that would be needed the Committee approved.

- Adopt Retention And Disposition Schedule For The New York Local Government Records (LGS-1)

Personnel Kerry Brennan

Kerry reported the Benefit Fair will not take place this year due to COVID. Employees have/will be given the opportunity to participate in webinars and/or set-up teleconferences with our service/benefit providers.

Kerry suggested that for the Employee Recognition/Awards Program the Select a Gift program be eliminated and Kerry would like to use local businesses for the gifts. The Committee approved. Kerry was thanked for bringing this forward and supporting local businesses.

Kerry reported on Civil Rights Title VI Coordinator/Training/Policy. Kerry explained in order to ensure that the County maintain compliance, we are required to establish a program

that consists of a policy, training, public, notification procedures, a formal complaint process, etc. In 2016 the County established a program and Dave Hartman volunteered to take on the role of Title VI Coordinator, due to the fact that Highway Department is one of the departments to receive state and federal funding. Since Dave has retired Kerry worked with the County's labor attorney on updating the policy. Kerry will bring the policy forward next month for adoption. If anyone would like changes or has questions please get in touch with her.

Kerry reported the CSEA Union members ratified the one year rollover of their agreement.

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

- Ratifying Rollover Labor Agreement With CSEA

County Administrator Nonie Flynn

Nonie reported the County Office Building continues to be staffed to ensure social distancing and the wearing of face coverings. Nonie explained that she has left it up to the department heads discretion as to whether they are open to the public or open by appointment. Nonie explained that the majority of the departments are open and she will be doing a press release.

Kerry explained that currently when someone comes into the building the person on the front desk asks them to fill out a health assessment form and wear a mask. They are also asked if they have an appointment and if they don't have an appointment then the front desk calls the department and asks if the person can be seen. If they can't be seen at that time then they have the option to make an appointment, come back, or wait.

After a lengthy discussion the consensus of the Committee was to continue as we have been in that appointments are preferred.

Nonie reviewed a presidential memorandum to defer Social Security tax withholding. The consensus of the Committee was to not take part in the program.

Bonnie moved to enter into executive session to discuss the financial history of a particular corporation with committee members, legislators, county administrator and the personnel officer present. Secondly, to discuss the employee history of a particular person or persons with the committee members, legislators and county administrator present. Seconded by Carlie.

VOTE: Unanimous

The executive session recessed at 3:30 and reconvened at 4:49.

Meeting was adjourned at 5:00 pm.