

## GOVERNMENT OPERATION COMMITTEE

October 4, 2021

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

Others present: Doug Paddock, Connie Hayes, Emilee Miller, Nonie Flynn, Terry Button, Rick Willson, Earle Gleason, Pat Killen, left at 2:25, Dan Banach, Kerry Brennan, Lois Hall, Bob Brechko, Scott Falvey, Len Kataska, Colby Petersen, Arlene Wilson, Leslie Church attended the meeting at 1:40 p.m.

Ed and Jim will sign the audit this month.

Minutes of the September meeting were approved as presented.

### **Legislative Operations**

Doug reported that all legislators have completed the mandatory trainings.

Doug reported four legislators attended the NYSAC Fall Seminar in Syracuse. It was very informative. The workshops held at the seminar are available at <https://www.nysac.org/fallseminar> and the resolutions passed are available for consideration by this body in the booklet in the legislature office. Resolutions will be circulated to department heads for review and forwarding to appropriate committees for consideration.

Doug reported Scott distributed an email on September 27<sup>th</sup> that addressed submission of local laws for public referendum.

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

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

- Resolution to Authorize and Approve an Opioid Settlement Agreement (Distributors)

### **Elections: Robert Brechko and Robert Schwarting**

Bob reported the office is working on combining Election Districts, thereby reducing the number of districts to 13 from 18.

Bob reported any candidate that may need assistance with campaign finance compliance is urged to contact the election office.

Bob reported if anyone has concerns on security of the ballot Imagecast, they are invited to observe ballot and machine testing on October 12<sup>th</sup>.

Bob reviewed the 2022 budget summary review.

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

Colby reported staff have conducted 300 watershed inspections to date. Notices of violation are being sent to those that didn't comply with the August 6<sup>th</sup> deadline for past due inspections/corrections.

Colby reported there where 101 loads of Hydroseeding done at 42 sites over 17 acres.

Colby reported the second outreach session on Seneca-Keuka 9 Element Plan will be conducted on October 7<sup>th</sup> at 10:00 a.m. in the county auditorim.

Colby reported November is open enrollment period for inclusions into Agricultural District#1. The Legislative Clerk will be placing an ad in the paper.

Colby reported he will be applying for base funding under NYS Agriculture and Markets. The funding total is \$330,000. The breakdown will be \$220,000 to be applied to staff time, \$100,000 to projects and \$10,000 for soil and manure testing.

Colby reported staff have been working with the Farm Service Agency on an emergency disaster program to aid farmers in cleanup from the August 19<sup>th</sup> flood event.

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

Arlene reported CCE will be holding a virtual annual meeting on December 9<sup>th</sup>.

Arlene reported, Cornell Cooperation Extension is part of a group amassing educational resources to provide counties, town/planning boards information to make informed decision on solar leasing and site selection, in consideration of prime agricultural farmland preservation.

Arlene reported a Conservation Field Day was held on September 23<sup>rd</sup> with 150 6<sup>th</sup> grade students attending from Penn Yan, Dundee and Prattsburgh Schools. Education was provided at 10 stations on outdoor sports, safety, invasive species, fishing, agriculture and water safety.

Arlene reported Cornell Cooperation Extension has been working with the Town of Starkey and the village of Dundee on Food Coop Feasibility Project. Public meetings were held on September 13<sup>th</sup> and September 22 with approximately 20 in attendance at both meetings.

#### **IT: Tim Groth**

Tim reviewed his monthly statistics which showed 241 help desk calls.

Tim updated the Committee on the following projects: New Storage Area Network, Board of Elections Risk Remediation Project, Toshiba's Managed Print Services, ArchiveSocial Solution Trial, New Toshiba Copier for the DA's office.

Tim reviewed his 2022 Budget summary.

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

- Resolution to Authorize Chairman to Sign Contract (ArchiveSocial)
- Resolution to Authorize Chairman to Sign Contract (TimeClock Plus)

#### **Historian: Len Kataska**

Len reviewed the position review form for a Records Clerk that became vacant due to a retirement. The Committee approved.

Len updated the Committee on activity in preparation for the Bicentennial.

Len reviewed the 2022 budget summary review.

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

- Resolution to Authorize Historian to Fill Clerk Position

**County Clerk: Lois Hall**

Lois reviewed statistics for the office. DMV transactions were 1,695 with fees for retention collected for August 2021, \$13,503.18 with \$77,064.62 sales tax collected. COPRS internet fees collected year to date \$9,046.83. The County Clerk transactions were 3,237 and fees collected of \$244,891.53.

Lois reported there is a severe shortage of school bus drivers in New York State. Director of NYS DMV Testing and Investigations, Craig Mingle is working to find ways to expedite scheduling written and road tests to get bus drivers on the road.

Lois reported Homeland Security has sent new extensions for Employment Authorization Documents for a number of countries. The DMV uses these documents to issue temporary visitor status identification or licenses to people in this country for work purposes only. This paperwork must be reviewed by staff and then reviewed again by the state for validity prior to DMV issuing any type of document.

Lois reported she met with Deputy Chief Investigators Richard Ehlinger and John Benfer from the Frauds unit in regards to correspondence from her regarding safety and security. DMV will be compiling incident reports and filing them with the DFI unit going forward. The office is concerned for the safety of the DMV staff. Most offices in this area have security and officers. Monroe County has a private security team. Steuben, Schuyler, Seneca, Ontario, Livingston all have upgraded or updated their security since COVID.

Lois reported the real estate transactions are still strong.

Lois reported she has been notified that some counties in the area are going back to appointments to access their records rooms. Seneca County has gone back to appointments only and we are waiting to hear from Ontario County as they are considering this as well. Lois stated that we don't have congestion in the records room so this is not a problem here.

Lois reviewed the 2022 Budget summaries.

**Clerk of the Legislature: Connie Hayes**

Connie reviewed the 2022 budget summary review.

Connie explained a few years ago she created a Yates County Legislative Guide to assist legislator's with basic information that they would need along with contact information for fellow legislators and department heads. Connie questioned if the Committee would like to have this document updated and if so is it done by hardcopy, electronic, return the binders for updating or how it is to be updated. The consensus of the Committee was have the document updated. There will be one master copy in the Legislative Office and then put on the Intranet. Connie was asked to have information sent out again to legislators on how to access the Intranet.

**Personnel: Kerry Brennan**

Kerry reported the collection for October for the Living well is hand soap and hand sanitizer.

Kerry reported the Sheriff and Sgt. Ryan are putting a De-Escalation Training presentation together, once completed Kerry will work with Department Heads to get employees scheduled for the in-person training.

Kerry reviewed the 2022 Budget summaries.

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

- Resolution to Adopt FY 2022 Workers' Compensation Budget
- Resolution to Amend Resolution 449-20 Adopt 2021 Non-Union Exempt Employee Salary Schedule

**County Administrator: Nonie Flynn**

Nonie reported with regards to the Solid Waste Plan, she has requested the RFP that Seneca County did.

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

Nonie reviewed her 2022 budget summary review.

Carlie moved to enter executive session to discuss the employment history of a particular person or persons with committee members, legislators and the county administrator present. Seconded by Dick.

VOTE: Unanimous

Meeting adjourned at 3: