



GOVERNMENTAL OPERATIONS AND INSURANCE COMMITTEE

Time: 1:30 PM

Location: WebEx and 74 Ontario St., 2nd Floor Committee Room 213, Canandaigua, NY 14424

November 30, 2022

MEMBERS PRESENT

In Person: Supervisors Rich Russell, David Baker, Bill Namestnik, James Kennedy, Tamara Hicks, and Fred Wille, Jim Petropoulos.

Necessarily Absent: Fred Wille.

OTHERS PRESENT

In Person: BOS Chairman Jack Marren, Supervisor Todd Campbell, County Attorney Holly Adams, Assistant County Attorneys Joe Nacca and Nathan Thomas, Safety Coordinator Sherman Manchester, Democratic Commissioner Charlie Evangelista, Planning Director Tom Harvey, Archivist Rosemary Switzer, Chief Information Officer Sean Barry, Deputy Human Resources Director Lindsey Burgess, Sr. Fiscal Manager Michael Wojcik, Finance Director Mary Gates, NYMIR Representative Jackie Shaffer, Abigail Marion, and Clerk to the Board Kristin Mueller.

Via WebEx: Human Resources Director Michele Smith and Real Property Director Donna LaPlant.

CALL TO ORDER

The meeting of the Governmental Operations and Insurance Committee was called to order at 1:30 PM by Chairman Russell.

MINUTES

Motion to approve, the minutes of the November 9, 2022 meeting was made by Supervisor Baker, seconded by Supervisor Petropoulos, and carried.

INFORMATION TECHNOLOGY

- ♦ *Resolution*

Chief Information Officer, Sean Barry, presented a resolution entitled, "Authorization to Accept 2020 Cyber Security Grant (CFDA# 97.067) from New York State Division of Homeland Security and Emergency Services".

Supervisor Hicks motioned to approve this resolution, seconded by Supervisor Namestnik. The motion carried.

BOARD OF ELECTIONS

- ♦ *Approval*

Democratic Election Commissioner, Charlie Evangelista, presented a budget transfer for the court ordered 3rd election in 2022.

Supervisor Baker motioned to approve this budget transfer, seconded by Supervisor Kennedy. The motion carried.

BOARD OF SUPERVISORS

- ♦ *Review*

Clerk, Kristin Mueller, reviewed the suggested changes in the rules and order of business for 2023. Committee members were asked to bring back any other suggested changes to the next cycle so they can be adopted at the

organizational meeting.

HUMAN RESOURCES

♦ *Resolutions*

Deputy Human Resources Director, Lindsey Burgess, presented the following two resolutions:

- Authorization to Renew Excess Workers' Compensation Insurance Policy with Midwest Employer's Casualty for 2023-2024
- Authorization to Renew Contract with NCA Comp, Inc. as Third-Party Administrator to the Ontario County Mutual Self-Insurance Plan for Workers' Compensation from January 1, 2023 through December 31, 2023

Supervisor Baker motioned to approve these resolutions as a block, seconded by Supervisor Petropoulos. The motion carried.

♦ *Regulatory Compliance Committee*

Human Resources Director, Michele Smith, presented the 2022 third and fourth quarter regulatory compliance report. This is a report of the action that the committee has taken. Ms. Smith, Supervisor Namestnik, and Jennifer Green attend a compliance training on new regulation that are proposed to come out next year.

RAIMS

♦ *Resolutions*

Archivist, Rosemary Switzer, presented the following two resolutions:

- Permission to Enter into a Contract with NYSID and RAIMS for Scanning of the Ontario County Soil and Water Conservation Farm Records
- Permission to Enter into a Contract with Ristech Company/Kirtas Inc. and RAIMS for Scanning of the Historical Tax Assessment Records

Supervisor Hicks motioned to approve these resolutions as a block, seconded by Supervisor Kennedy. The motion carried.

PLANNING

♦ *Approval*

Planning Director, Tom Harvey, presented the following updates to Local Law No. 6 (Intro.) of 2022:

- On Page 8 in Section 3 (Establishment of Responsible Officers, Duties and Responsibilities) (b) (2): corrected the word 'required' to 'required' and removed the double period at the end of the sentence.
- On Page 17 in Section 8 (Notification Regarding Fire or Explosion): To make this local law consistent with the current local law, the titles of the Director of Buildings and Grounds and the Director of Emergency Management Services were added to local fire chiefs as being responsible for notifying the Code Enforcement Officers of any fire or explosion involving structural damage, fire, etc. of buildings or structures in the custody of the County.
- On Page 32 in Section 19 (Intermunicipal Agreements) (a): Clarified that the County Attorney's Office needs to approve any agreement the Board of Supervisors authorizes to carry out the terms of this local law

Governmental Operations and Insurance Committee oversees the activities, programs, or other matters related to the following departments, agencies, or activities: *Legislative Board, Clerk of the Board of Supervisors, County Administrator, County Attorney, County Clerk, Bureau of Motor Vehicles, Real Property Tax Services, Board of Elections, Records and Archives, County Historian, Board of Ethics, Dog Control, Humane Society, Information Services, Regulatory Compliance, County Insurance Programs, Risk Management, Workers' Compensation.*

by adding the phrase ‘subject to review and approval by the County Attorney’s Office’

Supervisor Namestnik motioned to approve the three updates Local Law No. 6 (Intro.) of 2022. Supervisor Baker seconded the motion. The motion carried.

REAL PROPERTY

♦ *Resolutions*

Real Property Director, Donna LaPlant, presented the following three resolutions:

- Removal of Health Hazard – Town of Seneca
- Removal of Health Hazard – Town of Farmington
- Unpaid County Sewer Charges for Levy on 2023 Town Tax Rolls Towns of Canadice, Canandaigua, Gorham, Hopewell, Richmond

Supervisor Baker motioned to approve these resolutions as a block, seconded by Supervisor Kennedy. The motion carried.

Real Property Director, Donna LaPlant, presented the following three resolutions:

- Schedule of Equalization and Ratio of Percentages for 2023 County Taxes
- Levying 2023 County Taxes Per Apportionment of 2023 Ontario County Budget Tax Levy
- 2023 County Taxes Levied Against the Cities of Canandaigua and Geneva

Supervisor Baker motioned to approve these resolutions as a block, seconded by Supervisor Kennedy. The motion carried.

COUNTY ATTORNEY

♦ *Approval*

County Attorney, Holly Adams, presented a budget transfer for forensic auditing services per Resolution No. 639-2022.

Supervisor Hicks motioned to approve this budget transfer, seconded by Supervisor Petropoulos. The motion carried.

INSURANCE

♦ *Approval*

NYMIR representative, Jackie Shaffer, presented the 2023 NYMIR insurance renewal package. The renewal package come in 8% up over last year but it was under what was projected. The building replacement cost were increased 6% to keep up with inflation and increasing building material costs. The cyber insurance renewal won’t be available until December 1st and she will bring that back next cycle.

Supervisor Kennedy motioned to approve the 2023 NYMIR insurance renewal package, seconded by Supervisor Petropoulos. The motion carried.

INFORMATIONAL REPORTS

The committee reviewed all reports and information submitted regarding:

- a. Workers Compensation and Safety Reports
- b. MVA Report

Safety Coordinator, Sherman Manchester, reported that County Administrator DeBolt gave a speech to the Empire State Safety Organization. The attendees enjoyed his presentation. The trend of slips, trips, and falls continues through November. The County continues to trend towards having more recordable injuries than the prior year. He provided two refresher trainings for more than 100 people.

Motion to approve the informational reports as presented was made by Supervisor Namestnik, seconded by Supervisor Kennedy, and carried.

COUNTY ADMINISTRATOR

- ♦ *Update*

County Administrator, Chris DeBolt, gave the following updates:

- The Shared Services Plan Public Hearing will be held next week
- The Shared Services panel meeting will be held on December 22nd prior to the Board meeting
- They are working on finishing up the Fire & EMS and 9-1-1 Task Force studies

EXECUTIVE SESSION

At 2:24 PM, Supervisor Baker made the motion, seconded by Supervisor Petropoulos to go into executive session regarding discussion on the medical, financial, credit or employment history of a particular person or corporation, or matters leading to the appointment, employment, promotion, demotion, discipline, suspension, dismissal or removal of a particular person or corporation and proposed, pending or current litigation; motion carried.

At 3:00 PM, Supervisor Kennedy made the motion, seconded by Supervisor Petropoulos to leave executive session; motion carried.

ADJOURNMENT

Motion to adjourn was made at 3:01 PM by Supervisor Baker seconded by Supervisor Namestnik. The motion carried.

RESPECTFULLY SUBMITTED

Kristin A. Mueller, Clerk to the Board