



# GOVERNMENTAL OPERATIONS & IMPROVED METHODS COMMITTEE

## AGENDA

**Municipal Building  
Economic Development Conference Room  
Tuesday, January 19, 2016 @ 4:00 p.m.**

- **Adopt minutes of the December 8, 2015 meeting**
  
- **Board of Supervisors** **Karen DeMay**
  - **“Resolution Authorization: One-Year Appointments**
  - **“Resolution Authorization: Two-Year Appointments**
  
- **RAIMS** **Rosemary Switzer**
  - **“Resolution Renewal of Microfilm Service Contract Biel’s Information Technology Systems and Department of Records, Archives and Information Management Services”**
  - **“ Resolution Approval of Submission of Local Government Records Management Improvement Funds Grant Proposal to New York State Archives”**
  
- **County Clerk** **Matt Hoose**
  - **“Resolution County Clerk-Authorization to License Space 2016-2017”**
  
- **Real Property Tax** **Robin Johnson**
  - **“Presentation Real Property Tax Services Agency 2015 Annual Report”**

## **COMMITTEE INTERESTS**

**Future Agenda Items**

**Adjournment**

**For assistance w/agenda call:**

**Cte Chair-Greg Bendzlowicz**

**Cte Liaison-R. Johnson**

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# GOVERNMENTAL OPERATIONS & IMPROVED METHODS COMMITTEE

DRAFT MINUTES

**Tuesday December 8, 2015**

Committee Members

Ralph Angelo, Chair  
Margaret Hilton  
Dominick Vedora  
Michelle MacMillan  
Mark Venuti  
Greg Bendzlowicz

Others Present

Senior Fiscal Manager Michael Wojcik, Deputy County Administrator  
Mary Gates, Supervisor John Marren, Chief Information Officer  
Sean Barry, Real Property Tax Director Robin Johnson, Real Property  
Tax Aide Tammy Jahna

Chairman Angelo called the meeting to order at 4:01 p.m. *Supervisor MacMillan made a motion, seconded by Supervisor Bendzlowicz, to adopt the minutes of the November 24, 2015 meeting; motion carried.* Supervisors Hilton and Venuti are absent.

**Senior Fiscal Manager Michael Wojcik** presented a Resolution Contract Authorization P&NP Computer Service, Inc. He explained the contract is for computer software the Health Facility has been using and it needs to be updated every 12 years. The cost of the contract is \$1500 annually to keep the system up to date.

*Supervisor Bendzlowicz made a motion, seconded by Supervisor Vedora to approve the "Contract Authorization P&NP Computer Service, Inc." All in favor, motion carried.*

**Real Property Tax Director Robin Johnson** presented the following resolutions:

○ **"Resolution 2016 Levy of Taxes for Annual Budgets of the Towns"**

○ **"Resolution Levy of 2016 Special District-Special Assessments"**

Director Johnson explained there was a change in the Town of Gorham Water #6. The amount to be raised by tax is \$3669.37 and the actual number is \$3914.00. This will be corrected when the amendment goes to the board.

○ **"Resolution Levy of 2016 Special District Ad Valorem Taxes"**

○ **"Resolution Relevy of 2015-2016 Returned Unpaid School Taxes"**

○ **"Resolution Removal of Health Hazard-Town of Farmington"**

Director Johnson explained that this resolution has been amended due to a bill she received after the resolution was brought to the GO Committee at the November 24, 2015 meeting.

○ **"Resolution Schedule of Taxes for 2016"**

Director Johnson explained the Schedule of Taxes for 2016 is a draft summary of the tax levy.

*Supervisor Bendzlowicz made a motion to approve the resolutions as a block, seconded by Supervisor Macmillan. All in favor, motion carried.*

**Chief Information Officer Sean Barry** presented a Resolution Contract for Telecommunications Services with Frontier Communications of Rochester, Inc. CIO Barry explained that the County transitioned 90% of its phone lines to a new phone system. The County still requires a provider of faxing services and analog lines for its alarm systems. The previous contract with Frontier expired on November 23, 2015. Frontier has proposed a new agreement for analog telecommunications services at a rate of \$19.99 per month for business lines and \$15.99 per month for Centrex lines. CIO Barry explained this is contract is less expensive as Frontier bundled local usage fees and surcharges.

**Chief Information Officer Sean Barry** presented a Resolution Approval of Contract with SunGard Public Sector, Inc. for Finance System Application Services. CIO Barry explained that the County is not moving forward with ONESolution. The system was not performing as expected. Instead of replacing the current aging hardware at the cost of \$40,000 the County is amending a contract with Sungard Public Sector to host the HTE/Naviline application. Sungard is bundling hosting services with no cost to the County.

*Supervisor Bendzlowicz made a motion, seconded by Supervisor Vedora to approve the "Resolution Contract for Telecommunications Services with Frontier Communications of Rochester, Inc" and "Contract With Sungard Public Sector, Inc for Finance System Application Services" as a block. All in favor, motion carried.*

**Senior Fiscal Manager Michael Wojcik** presented a Resolution for Budget Transfer. He explained this resolution is to cover estimated overtime overage in the County Computer Systems Department for the remainder of 2015,

*Supervisor Macmillan made a motion, seconded by Supervisor Bendzlowicz to approve the "Budget Transfer" All in favor, motion carried.*

Being no further business to come before the committee, *Supervisor Macmillan, seconded by Chairman Angelo made a motion to adjourn, motion carried. Meeting adjourned at 4:14 p.m.*

Respectfully Submitted,  
Tammy Jahna  
Real Property Tax Services Aide

# **Ontario County**

## **Board of Supervisors**

**Canandaigua, New York 14424**

Supervisor \_\_\_\_\_ offered the following resolution and moved its adoption:

### **RESOLUTION NO.**

#### **AUTHORIZATION: ONE-YEAR APPOINTMENTS**

BE IT RESOLVED, That upon recommendation of Chairman Marren, and after review by the Governmental Operations and Improved Methods Committee, the Ontario County Board of Supervisors hereby approves the appointments of the following individuals to the appropriate boards, committees, agencies, and associations for the term January 1, 2016, through December 31, 2016, as listed below:

#### ***CORNELL COOPERATIVE EXTENSION ASSOCIATION OF ONTARIO COUNTY***

Frederick S. Lightfoote, Supervisor Representative

#### ***GENESEE/FINGER LAKES REGIONAL PLANNING COUNCIL***

John F. Marren, Chairman, Board of Supervisors

Peter Ingalsbe, Alternate to Chairman

Pamela A. Helming, Legislator Representative

#### ***GENESEE TRANSPORTATION COUNCIL***

John F. Marren, Chairman, Board of Supervisors

Todd D. Campbell, Alternate Representative for the Chairman

#### ***INTER-COUNTY ASSOCIATION OF WESTERN NEW YORK***

Robert A. Green, Jr., Delegate

Pamela A. Helming, Delegate

Mary M. Gates, Delegate

Karen R. DeMay, Alternate Delegate

#### ***ONTARIO COUNTY ALTERNATIVES TO INCARCERATION***

Margaret A. Hilton and Robert A. Green, Jr.

#### ***ONTARIO COUNTY JURY BOARD***

Norman Teed, Member

#### ***ONTARIO COUNTY SOIL AND WATER CONSERVATION DISTRICT BOARD OF DIRECTORS***

Richard S. Russell and Mark A. Venuti

#### ***ONTARIO COUNTY TOURISM BUREAU***

Daniel Marshall, Member

#### ***REGIONAL CRIME LABORATORY ADVISORY COMMITTEE***

Philip C. Povero and David Tillman

and further

RESOLVED, That certified copies of this resolution be sent by the Clerk of this Board to the Finance Department, County Clerk, appropriate boards, committees, agencies, and associations, and the appointees.

# **Ontario County**

## **Board of Supervisors**

**Canandaigua, New York 14424**

Supervisor \_\_\_\_\_ offered the following resolution and moved its adoption:

**RESOLUTION NO.**  
**AUTHORIZATION: TWO-YEAR APPOINTMENTS**

BE IT RESOLVED, That upon recommendation of Chairman Marren, and after review by the Governmental Operations and Improved Methods Committee, the Ontario County Board of Supervisors hereby approves the appointments of the following individuals to the appropriate boards for the term January 1, 2016, through December 31, 2017, as listed below:

***Fish and Wildlife Management Act Board***

Jeffery Gallahan, Supervisor Representative  
Gregory Bendzlowicz, Supervisor Representative Alternate  
Frank Shutter, Sportsmen's Representative  
James DeMay, Sportsmen's Representative Alternate

***Ontario County Board of Ethics***

Patrick Burns  
Ralph Brandt, Jr.  
Patrick Crowley  
Edward Hemminger  
Theodore Fafinski  
Richard Onze  
Melanie Steger

***Ontario County Industrial Development Agency***

Jeffery Gallahan

RESOLVED, That certified copies of this resolution be sent by the Clerk of this Board to the Finance Department, County Clerk, Fish and Wildlife Management Act Board, Board of Ethics, Industrial Development Agency, and the appointees.

RENEWAL OF MICROFILM SERVICE CONTRACT  
BIEL'S INFORMATION TECHNOLOGY SYSTEMS AND DEPARTMENT  
OF  
RECORDS, ARCHIVES AND INFORMATION MANAGEMENT  
SERVICES

WHEREAS, The Ontario County Department of Records, Archives and Information Management Services is in need of microfilming services and supplies; and

WHEREAS, The current contract for microfilming services and supplies expires (R14012) March 12, 2016; and

WHEREAS, The Department of RAIMS has sufficient funds in account A1460-4660 to pay for services

WHEREAS, Biel's Information Technology Systems is willing to renew the contract with Ontario County for one year at the same pricing structure; and

WHEREAS, The services rendered by Biel's Information Technology Systems have been satisfactory; now, therefore, be it

RESOLVED, That the contract between the County of Ontario and Biel's Information Technology Systems be renewed at a cost not to exceed \$29,539.00 for one year, March 13, 2016, through March 12, 2017; and further

RESOLVED, That a certified copy of this resolution be sent by the Clerk of this Board to Biel's Information Technology Systems, 1201 Indian Church Road, West Seneca, NY 14224, and the Ontario County Finance Department.

APPROVAL OF SUBMISSION OF LOCAL GOVERNMENT  
RECORDS MANAGEMENT IMPROVEMENT FUNDS GRANT  
PROPOSAL TO NEW YORK STATE ARCHIVES

WHEREAS, The Ontario County Department of Records, Archives and Information Management Services (RAIMS) wishes to submit a grant proposal to the New York State Archives Local Government Records Management Improvement Fund for the period July1, 2016-June 30, 2017; and

WHEREAS, The County has received significant funds in past from this source and RAIMS, County Clerk's Office and Office of the Sheriff are working cooperatively to increase efficiency and provide better service; and

WHEREAS, The grant proposal is specifically for the digitization of 9 historical records series that include County Court Records1847-1965; and Sheriff's Criminal records 1872-1917; the digitization of these records will enhance the accessibility of our historical records; and

WHEREAS, The amount that will be requested is \$70,275.00 which includes all of the service

WHEREAS, The County will not be asked to supplement any part of the purchase of this service; and

WHEREAS, The Governmental Operations and Improved Methods Committee recommends approval; now therefore be it

RESOLVED, That RAIMS submit this grant proposal on behalf of the County prior to the upcoming early March deadline; and further

RESOLVED, That copies of this resolution be sent to RAIMS and to the County Finance Department by the Clerk of this Board.

COUNTY CLERK – AUTHORIZATION TO LICENSE SPACE – 2016-2017

WHEREAS, Multiple corporations which provide abstract and title services have occupied certain floor space in the Office of the Ontario County Clerk on an ongoing basis; and

WHEREAS, These corporations have expressed an interest in continuing to license the floor space from the Ontario County Clerk during the calendar years 2016 and 2017; and

WHEREAS, All parties understand that the cost per square foot of floor space will be \$20.00 for the unfurnished space in the building; and

WHEREAS, The Governmental Operations and Improved Methods Committee has reviewed and recommends approval of such licenses; now, therefore, be it

RESOLVED, That the County Administrator be, and hereby is, authorized to execute licenses covering the calendar years 2016 and 2017 at the following annual rate

<b>Corporation</b>	<b>Square Footage</b>	<b>Yearly Fee</b>
Crossroads Abstract Corp.	115.0 sq. ft.	\$2,300.00
First American Title Ins. Co.	55.0 sq. ft.	\$1,100.00
Stewart Title Insurance Co.	145.0 sq. ft.	\$2,900.00
Chicago Title Insurance Co.	59.0 sq. ft.	\$1,180.00
		\$7,480.00

and further

RESOLVED, That said licenses are to be in a form satisfactory to the County Attorney and shall provide for full payment of the annual license fee by February 28<sup>th</sup> of 2016 and 2017; and further

RESOLVED, That certified copies of this resolution be forwarded by the Clerk of this Board to the above-named corporations, the County Clerk, and the Director of Finance.