



GOVERNMENTAL OPERATIONS AND INSURANCE COMMITTEE

Time: 1:00 PM

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

November 9, 2022

MEMBERS PRESENT	
<ul style="list-style-type: none"> o Chairman Rich Russell o Supervisor David Baker o Supervisor Bill Namestnik 	<ul style="list-style-type: none"> o Supervisor James Kennedy o Supervisor Tamara Hicks o Supervisor Fred Wille – 1:15 pm o Supervisor Jim Petropoulos via WebEx 1:25 pm
<ul style="list-style-type: none"> o A quorum was present. o Supervisors Wille and Petropoulos were marked temporarily absent. 	
OTHERS PRESENT in person	
<ul style="list-style-type: none"> o Chris DeBolt, County Administrator – 1:26 pm o Alissa Bub, Deputy County Administrator o Holly Adams, County Attorney o Joe Nacca, Assist. County Attorney o Nathan Thomas, Assist. County Attorney o Ben Gilmore, Assist. County Attorney o Art James, Assist. County Attorney o Mary Gates, Finance Director o Tom Harvey, Dir. of Planning 	<ul style="list-style-type: none"> o Sheriff Phil Povero o Undersheriff John Falbo o Lieutenant David Cirencione o Lindsey Burgess, Deputy Dir. HR o Gary Baxter, Treasurer o Donna LaPlant, Dir. of Real Property o Todd Campbell, Supervisor T of W. Bloomfield o Abigail Marion, Resident, T of Manchester o Diane Foster, Deputy Clerk to the Board
OTHERS PRESENT via WebEx	
<ul style="list-style-type: none"> o Jack Marren, Chairman to the Board o Jackie Shaeffer, NYMIR Representative 	<ul style="list-style-type: none"> o Michele Smith, Dir. of Human Resources o Michael Wojcik, Sr. Fiscal Manager

CALL TO ORDER

The meeting of the Governmental Operations and Insurance Committee was called to order at 1:00 PM by Chairman Russell.

MINUTES

Motion to approve, the minutes of the October 18, 2022 meeting was made by Supervisor Baker, seconded by Supervisor Petropoulos, and carried.

BOARD OF SUPERVISORS

♦ Resolution

Diane Foster presented a resolution entitled, “Setting of the Organizational Meeting for 2023”.

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

HUMAN RESOURCES

♦ Informational

Lindsey Burgess passed out reports to the Committee. She said, historically the County has done the Public Employee Safety and Health Bureau (PESH) reporting under the United States Occupational Safety and Health Act (OSHA). The County has done the PESH reporting for all the towns, villages, and municipalities within worker’s comp. Because the system is old (25 years) and the software is becoming

obsolete and having cybersecurity issues, they will be going away from that at the end of the year. For County PESH reporting, they will be going to MUNIS, which is attaches to the employees in MUNIS. She said, they do not have all municipalities employees in MUNIS to be able to do the reporting for all the municipalities. Starting January 1, 2023, they will need to have municipalities do their own PESH reporting. She said the plan is to have a training on it in December.

Ms. Burgess explained with the change, it will change the report that is presented at the committees.

Chair Russell asked if the municipalities were looking at antiquated systems, and would they need to take the same approach to data protection. Ms. Burgess said, because each of the municipalities have such a small number of injuries, it's going to basically be a manual Excel spreadsheet, and they can provide the tools for the municipalities.

Supervisor Kennedy asked how this would be reflected in a shared services agreement. Ms. Burgess said if they could find the software to do it, they may be able to look at something like that and call it a shared service.

Ms. Burgess reviewed and explained the samples of reports that were passed out to the committee.

TREASURER

◆ *Resolution*

Treasurer Gary Baxter presented a resolution entitled, "Collection and Disbursement of Penalties Assessed Per RPTL §480-A".

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

PLANNING

◆ *Local Law/Resolution*

Planning Director, Tom Harvey, presented Local Law No. 6 (Intro.) of 2022 and a resolution entitled, "Fixing Date and Notice for the Public Hearing on Local Law No. 6 (Intro.) of 2022".

The Local Law No. 6 (Intro.) of 2022 is entitled "A Local Law Providing for the Administration and Enforcement of the New York State Uniform Fire Prevention and Building Code".

Supervisor David Baker motioned to approve this Local Law and the resolution fixing the date and notice of the public hearing as a block, seconded by Supervisor Wille. The motion carried.

REAL PROPERTY

◆ *Resolutions*

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

- Authority to Notify Cities of Canandaigua and Geneva of 2023 County Tax Levy
- Officials Designated to Approve NYSRPTL Correction of Errors
- Overages and Shortages for Levy Against Certain Towns in 2023
- 2023 Tax Levy Flint Creek Small Watershed Protection District

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.

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

COUNTY ATTORNEY

♦ *Resolutions*

Assistant County Attorney, Joe Nacca, presented a resolution entitled, "Authorization to Pay for Damaged Vehicle Replacement Costs".

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

Assistant County Attorney, Art James, presented a resolution entitled, "Approval of Sale of Property Located at 10 Chapin Street, Canandaigua, New York, to the City of Canandaigua".

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

INFORMATIONAL REPORTS

The committee reviewed all reports and information submitted regarding:

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

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

Lindsey Burgess said there will be safety refresher training for DPW employees on November 30th. If anyone has employees interested, they can sign up for the course.

COUNTY ADMINISTRATOR

♦ *Update*

Chris DeBolt said the official distribution of the Shared Service Plan is out and was formally distributed on November 7th. He said he has hard copies of the plan here if anyone would like one.

Statutorily, they have 45 days to review the plan prior to the panel which will be December 22nd, which is also the Board of Supervisors meeting. They will be holding three public hearings as required by the statute. They will be on:

- December 6th at 12:30 pm in Geneva
- December 7th at 9:00 am in Hopewell
- December 8th at 6:00 pm in Canandaigua prior to the Board meeting.
- There will be a panel meeting on December 22nd prior to the Board meeting.
- The two projects contained in the Shared Services plan for this year are the extension of the County's electronic contract management system to 22 local municipal entities and the existing project the County Treasurer is engaged in with tax collection for the City of Geneva, the City of Canandaigua School District, and the Phelps-Clifton Springs School District.

BOS CHAIR UPDATE

BOS Chairman Marren did not have any updates.

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EXECUTIVE SESSION

At 1:40 PM, Supervisor Namestnik made the motion, seconded by Supervisor Kennedy 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 discussions regarding proposed, pending or current litigation; motion carried.

At 3:11 PM, Supervisor Baker made the motion, seconded by Supervisor Hicks to leave executive session; motion carried.

ADJOURNMENT

Motion to adjourn was made at 3:12 PM by Supervisor Hicks, seconded by Supervisor Namestnik. The motion carried.

**RESPECTFULLY
SUBMITTED**

Diane R. Foster, Deputy Clerk to the Board

Approved