



GOVERNMENTAL OPERATIONS & IMPROVED METHODS COMMITTEE

AGENDA

Municipal Building

Economic Development Conference Room

Tuesday, November 29, 2016 @ 4:00 p.m.

- Adopt minutes of the November 8, 2016 meeting

- Board of Supervisors Karen DeMay
 - “Resolution Organizational Meeting 2017”

- Finance Mary Gates
 - “Resolution Adoption of Ontario County Sub-Recipient Monitoring Policy”
 - “Resolution Adoption of Ontario County Grant Administration Policy”

- County Attorney Gary Curtiss
 - “Resolution Authorization to Execute Sales Tax Distribution Agreement”
 - “Resolution Code of Ethics-Amendment”

- Real Property Tax Robin Johnson
 - “Resolution Levy of Omitted Taxes Town of Farmington (Hess)”
 - “Resolution Levy of Omitted Taxes Town of Farmington (Stein)”
 - “Resolution Levy of Omitted Taxes Town of Farmington (A Safe Place Self Storage LLC)”
 - “Resolution Unpaid County Sewer Charges for Levy on 2017 Town Tax Rolls Towns of Canadice, Canandaigua, Gorham, Hopewell, Richmond”
 - “Resolution Unpaid Water Charges to be Placed on 2017 Town Tax Rolls”
 - “Resolution Unpaid Town Sewer Charges to be Placed on 2017 Town Tax Rolls”

COMMITTEE INTERESTS

Future Agenda Items

Adjournment

For assistance w/agenda call:

Cte Chair-Greg Bendzlowicz
Cte Liaison-R. Johnson

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GOV OPS

11/29

CLERK

ORGANIZATIONAL MEETING 2017

RESOLVED, That the Organizational Meeting of the Board of Supervisors of Ontario County for the Year 2017 will be held at the Finger Lakes Community College, Victor Campus Center, 200 Victor Heights Parkway, Victor, New York, on Thursday, the 5th day of January 2017, 4:00 P.M., for the organization of the Board and for such other business as may be presented to the Board at that meeting; and further

RESOLVED, That the Victor Campus Center is handicapped accessible, meets all applicable codes, and will be open to the general public; and further

RESOLVED, That the Governmental Operations and Improved Methods Committee supports this action; and further

RESOLVED, That the Clerk of this Board shall forward the necessary, proper, and legal notice of the above meeting to all Supervisors, Department Heads, and designated newspapers.

ADOPTION OF ONTARIO COUNTY SUB-RECIPIENT MONITORING POLICY

WHEREAS, In response to the County's independent audit report for 2015, and in order to ensure compliance with all Federal, State and local laws, the County administration has drafted the attached sub-recipient monitoring policy; and

WHEREAS, The sub-recipient policy details compliance with federal requirements associated with pass through funding; and

WHEREAS, The Board of Supervisors is interested in creating policy relative to sub-recipient monitoring; and

WHEREAS, The Governmental Operations and Improved Methods and Financial Management Committees have reviewed this policy and recommend its adoption; now therefore be it

RESOLVED, That the attached Sub-Recipient Monitoring Policy be approved; and further

RESOLVED, That any revisions to the procedural implementation of this policy may be made through the approval of the County Administrator's Office; and further

RESOLVED, That this policy shall be effective immediately and distributed to and reviewed with department heads and relevant staff.

ADOPTION OF ONTARIO COUNTY GRANT ADMINISTRATION POLICY

WHEREAS, In response to a review by the New York State Department of Homeland Security the County administration has drafted the attached policy relative to grant administration to outline the necessary process for applying for, receiving and administering grant funding awarded to the County in order to ensure compliance with Federal, State and local requirements; and

WHEREAS, The Governmental Operations and Improved Methods and Financial Management Committees has reviewed this policy and recommend its adoption; now therefore be it

RESOLVED, That the attached Grant Administration Policy be approved; and further

RESOLVED, That any revisions to the procedural implementation of this policy may be made through the approval of the County Administrator's Office; and further

RESOLVED, That this policy shall be effective immediately and distributed to and reviewed with department heads and relevant staff.

Ontario County

Board of Supervisors

Canandaigua, New York 14424

Supervisor _____ offered the following resolution and moved its adoption:

RESOLUTION NO. ____-2016

AUTHORIZATION TO EXECUTE SALES TAX DISTRIBUTION AGREEMENT

WHEREAS, Resolution No. 137-2006 approved a formal sales tax sharing and distribution Agreement with the cities of Geneva and Canandaigua for the distribution of County sales tax revenues among the cities, towns and villages of the County and provided a term of March 1, 2006, through December 31, 2015; and

WHEREAS, Resolution No. 479-2015 continued the Agreement through December 31, 2016; and

WHEREAS, the County and the cities have met and recommend that the distribution formula in the Agreement continue indefinitely; that from 2017 to 2023 there be up to three further \$25,000 increases to the City set-asides if sales taxes increase by at least one-half percent over the previous year; that the set-asides be permanently capped at the 2023 amounts; and that the County and cities shall meet between January 1, 2023 and June 30, 2023 to review the sales tax distribution and methodology in the Agreement along with the 2020 Census results; and

WHEREAS, The Government Operations and Improved Methods and Financial Management Committees recommend adoption of this resolution conditioned on approval of similar resolutions by the cities; now, therefore, be it

RESOLVED, That this Board does hereby approve indefinite continuation of distribution of the County's sales tax in the same method and manner as in the Agreement pursuant to the State's authorization; and further

RESOLVED, That from 2017 to 2023 there be up to three further \$25,000 increases to the City set-asides if sales taxes increase by at least one-half percent over the previous year; and further

RESOLVED, That the City set-asides will be permanently capped at the 2023 amount; and further



STATE OF NEW YORK }
County of Ontario }

I do hereby certify that I have compared the preceding with the original thereof, on file in the Office of the Clerk of the Board of Supervisors at Canandaigua, New York, and that the same is a correct transcript therefrom and of the whole of said original; and that said original was duly adopted at a meeting of the Board of Supervisors of Ontario County held at Canandaigua, New York, on the _____.

Given under my hand and official seal _____.

Karen R. DeMay

Clerk of the Board of Supervisors of Ontario County, NY

Ontario County

Board of Supervisors

Canandaigua, New York 14424

Supervisor _____ offered the following resolution and moved its adoption:

RESOLUTION NO. ____-2016

RESOLVED, That the County and cities shall meet between January 1, 2023 and June 30, 2023 to review the sales tax distribution and methodology in the Agreement along with the 2020 Census results; and further

RESOLVED, That this approval is conditioned on and shall not be effective unless and until the cities have each adopted similar resolutions; and further

RESOLVED, That upon review and approval of the agreement by the County Attorney, the County administrator is hereby authorized to sign the Agreement; and further

RESOLVED, That certified copies of this resolution be sent to both city managers, the County Administrator, the Department of Finance/Treasurer, and the County Attorney.



STATE OF NEW YORK }
County of Ontario }

I do hereby certify that I have compared the preceding with the original thereof, on file in the Office of the Clerk of the Board of Supervisors at Canandaigua, New York, and that the same is a correct transcript therefrom and of the whole of said original; and that said original was duly adopted at a meeting of the Board of Supervisors of Ontario County held at Canandaigua, New York, on the _____.

Given under my hand and official seal _____.

Karen R. DeMay

Clerk of the Board of Supervisors of Ontario County, NY

CODE OF ETHICS – AMENDMENT

WHEREAS, Resolution No. 205-1970 established a code of ethics for the County of Ontario, its public officers and employees; and

WHEREAS, The Board of Supervisors of the County of Ontario continues to recognize the necessity of the rules of ethical conduct for the attainment of a high degree of moral conduct and the achievement and maintenance of public confidence in local government: and

WHEREAS, Such awareness requires periodic review and discussion of the code of ethics to insure compliance with the laws of the State of New York and of the County of Ontario; and

WHEREAS, Said discussions have indicated individuals are held to differing standards between the laws of the State of New York and of the County of Ontario; and

WHEREAS, There are towns within Ontario County who comply with New York State Law which causes conflict for town officials operating under two standards; and

WHEREAS, The lack of continuity between New York State and Ontario County causes confusion in the interpretation and administration of the code of ethics; and

WHEREAS, As a result of the differing standards there is a need to clarify and amend a portion of the code of ethics with respect to "Section 3 Standards of Conduct" to comply with General Municipal Law Sec. 805-a(1); and

WHEREAS, The Governmental Operations and Improved Methods Committee recommends adoption of this resolution; now therefore, be it

RESOLVED, The Ontario County Board of Supervisors hereby authorizes the amendment of Resolution No. 205-1970 Section 3 (a) to read as follows:

- (a) **Gifts.** No municipal officer or employee shall: 1. directly or indirectly, solicit any gifts in any amount for his or her personal use or benefit, or accept or receive any gifts having a total value of seventy-five dollars or more per year, whether in the form of money, service, loan, travel, entertainment, hospitality, thing or promise, or in any other form, under circumstances in which it could be reasonably inferred that the gift was intended to influence him or her, or could reasonably be expected to influence him or her, in the performance of his official duties or was intended as a reward for any official action on his or her part; 2. Said monetary limits set forth in this section shall be indexed to NYS General Municipal Law Section 805-a(1); and further

RESOLVED, This resolution shall be effective upon adoption; and further

RESOLVED, That certified copies of this resolution be sent by the Clerk of this board to The Governmental Operations and Improvement Methods Committee, all Department Heads and the Ontario County Board of Ethics.

LEVY OF OMITTED TAXES
TOWN OF FARMINGTON

WHEREAS, On the 2016 tax roll for the Town of Farmington, there were omitted taxes on a certain parcel, being owned by Scott A. & Rebecca A. Hess; and

WHEREAS, In accordance with NYS RPTL 551, omitted taxes may be extended on the 2017 Town of Farmington tax roll, using the preceding year's tax rates, in the amounts appearing below per attached reference:

<u>TAX MAP #</u>	<u>TAXING PURPOSE</u>	<u>AMOUNT</u>
41.10-2-501.000	County	\$ 1,553.79
	Town	270.96
	Farmington Fire Protection-FD281	168.52
	Cdga-Farm Water Dist-WD281	100.16
	Drainage Dist #1-DD281	66.03
	Auburn Meadows Light – LB281	13.00
	Auburn Meadows Sidewalk – SW281	21.28

now, therefore, be it

RESOLVED, There shall be levied the amounts as hereinbefore set forth for the taxable year 2017; and further

RESOLVED, That the Clerk of this Board send certified copies of this resolution to the Director of Real Property Tax Services, Ontario County Treasurer, the Supervisor of the Town of Farmington, the Farmington Sole Assessor, and Scott A. and Rebecca A. Hess, 6065 Amber Drive, Farmington, NY 14425.

LEVY OF OMITTED TAXES
TOWN OF FARMINGTON

WHEREAS, On the 2016 tax roll for the Town of Farmington, there were omitted taxes on a certain parcel, being owned by Marc J. & Jamie L. Stein; and

WHEREAS, In accordance with NYS RPTL 551, omitted taxes may be extended on the 2017 Town of Farmington tax roll, using the preceding year's tax rates, in the amounts appearing below per attached reference:

<u>TAX MAP #</u>	<u>TAXING PURPOSE</u>	<u>AMOUNT</u>
41.10-2-549.000	County	\$ 1,285.81
	Town	224.23
	Farmington Fire Protection-FD281	139.45
	Cdga-Farm Water Dist-WD281	82.88
	Drainage Dist #1-DD281	54.64
	Auburn Meadows Light – LB281	10.76
	Auburn Meadows Sidewalk – SW281	17.61

now, therefore, be it

RESOLVED, There shall be levied the amounts as hereinbefore set forth for the taxable year 2017; and further

RESOLVED, That the Clerk of this Board send certified copies of this resolution to the Director of Real Property Tax Services, Ontario County Treasurer, the Supervisor of the Town of Farmington, the Farmington Sole Assessor, and Marc J. and Jamie L. Stein, 6054 Amber Drive, Farmington, NY 14425.

LEVY OF OMITTED TAXES
TOWN OF FARMINGTON

WHEREAS, On the 2016 tax roll for the Town of Farmington, there were omitted taxes on a certain parcel, being owned by A Safe Place Self Storage LLC; and

WHEREAS, In accordance with NYS RPTL 551, omitted taxes may be extended on the 2017 Town of Farmington tax roll, using the preceding year's tax rates, in the amounts appearing below per attached reference:

<u>TAX MAP #</u>	<u>TAXING PURPOSE</u>	<u>AMOUNT</u>
29.00-2-1.120	County	\$ 471.79
	Town	82.28
	Farmington Fire Protection-FD281	51.16
	Cdga-Farm Water Dist-WD281	30.42
	Drainage Dist #1-DD281	20.05

now, therefore, be it

RESOLVED, There shall be levied the amounts as hereinbefore set forth for the taxable year 2017; and further

RESOLVED, That the Clerk of this Board send certified copies of this resolution to the Director of Real Property Tax Services, Ontario County Treasurer, the Supervisor of the Town of Farmington, the Farmington Sole Assessor, and A Safe Place Self Storage LLC, 6025 Denny Drive, Farmington, NY 14425.

UNPAID COUNTY SEWER CHARGES
FOR LEVY ON 2017 TOWN TAX ROLLS
TOWNS OF CANADICE, CANANDAIGUA, GORHAM, HOPEWELL, RICHMOND

WHEREAS, Pursuant to General Municipal Law 452, Paragraph 4, the Public Works Committee has reported to the Clerk of this Board the Unpaid County Sewer Charges, which include penalties for non-payment; now, therefore, be it

RESOLVED, That pursuant to General Municipal Law 452, Paragraph 4, the Clerk of this Board is hereby authorized and directed to levy the various amounts so reported by the Public Works Committee totaling \$218,381.14 for all County Sewer Districts against the individual properties which are liable for these charges on the 2017 Tax Rolls for the Towns of Canadice, Canandaigua, Gorham, Hopewell, and Richmond; totals within the Towns hereinafter listed as follows:

<u>DISTRICT NAME</u> <u>MUNICIPALITY NAME</u>	<u>TOTAL</u> <u>BY TOWN</u>	<u>TOTAL</u> <u>BY DISTRICT</u>	<u>GRAND</u> <u>TOTAL</u>
Canandaigua Lake County Sewer District:			
Town Canandaigua	53,582.97		
Town Gorham	37,742.52		
Town Hopewell	10,037.82	101,363.31	
Canandaigua, Route 332:			
Town Canandaigua	15,493.88	15,493.88	
Honeoye Lake County Consolidated Sewer District:			
Town Canadice	18,200.66		
Town Richmond	83,323.29	101,523.95	
 Grand Total all Unpaid County Sewer Charges:			 \$ 218,381.14

and further

RESOLVED, That the Clerk of this Board send a certified copy of this resolution to the Department of Finance.

UNPAID WATER CHARGES TO BE PLACED ON 2017 TOWN TAX ROLLS

WHEREAS, Pursuant to Town Law, Section 198, paragraph (3) there has been reported to this Board a statement of unpaid water charges in some of the Towns of the County; now, therefore, be it

RESOLVED, That pursuant to said Town Law, Section 198, paragraph (3), the Clerk of this Board is hereby authorized and directed to levy the amounts against the various properties liable in the 2017 Town Tax Rolls of the following Towns, on behalf of the water districts named hereinafter, total amounts for each district being listed below:

NAME OF TOWN	INDIVIDUAL SPECIAL DISTRICT TOTAL	UNPAID SPECIAL DISTRICT TOTALS BY TOWN
BRISTOL		
WD201 – Bristol-Cdga Water	1,535.60	\$ 1,535.60
CANANDAIGUA TOWN		
WA241 -Andrews & North Rd Wtr	477.38	\$ 75,922.86
WA245-Parrish Street Water Ext #20	0.00	
WA246 – Cdga-Townline Hopewell	26.64	
WA248 – Hopkins Grimble Wtr	458.70	
WD241 - Cdga-Farmington Water	13,906.70	
WD247 - Cdga-Cons. Water-Etc.	47,761.37	
WD248 – Cdga-Hopewell Wtr	5,786.11	
WD249 - Cdga Cons Water-Parrish St.	1,177.51	
WO245 - McIntyre Rd Water Ext	158.18	
WO246 - Cdga-Bristol Water	1,657.85	
WO247 – Cdga Cons. Water #36	245.86	
WO249 – Nott Rd Ext. #40	14.17	
WT241 - Cdga Cons. Water #6	1,001.69	
WT243 - Cdga Cons. Water #8	485.78	
WT244 - Cdga Cons. Water #9	589.19	
WT245 - West Lake Rd Benefit	1,557.28	
WT246 - Wyffels Rd Water	618.45	
WT247 - Cdga Cons. Water #11	0.00	
EAST BLOOMFIELD		
WD261 - E. Bloomfield Water Dist #1	1,589.57	\$ 7,999.69
WD262 - E. Bloomfield Water Dist #2	6,243.03	
WD266 – Bloomfield Water #2 Ext. #2	167.09	
FARMINGTON		
WD281 - Cdga-Farmington Water Dist	47,126.31	\$ 49,044.03
WD285 – Fox Road Water Dist	951.30	
WD286 - North Farmington Water #2	708.00	
WD287 – Sheldon Road Water Dist	258.42	

GENEVA TOWN		
WD301 – Water District #1	1,047.93	\$ 10,228.45
WD302 – Water District #2	1,255.27	
WD304 – Water District #6	1,813.07	
WD305 – Water District #3 Ext #4	236.39	
WD306 – Water District #3 Ext #5	0.00	
WD308 – Water District #8	1,136.42	
WD309 – Water District #3	2,177.66	
WT303 – Water District #7	1,963.20	
WT305 – Water District #3 Ext #6	295.68	
WT307 – Water District #10	302.83	
GORHAM		
WD321 – Gorham Water District #1	26,500.88	\$ 26,500.88
HOPEWELL		
WD341 – Hopewell Water District #1	3,370.41	\$ 16,937.78
WD342 – Hopewell Water District #2	6,004.97	
WD343 – Cdga-Hopewell Water	3,412.68	
WD344 – Central Hopewell Water Dist	1,798.09	
WD345 – Canandaigua Townline	124.68	
WD346 – Hopewell Water District #5	1,550.56	
WD347 – Central Hopewell Ext #2	676.39	
MANCHESTER		
WD361 – Port Gibson Water	2,225.12	\$ 8,553.75
WD363 – Manchester Route 96-C	918.77	
WD364 – Stafford Rd Water	0.00	
WD365 – Central Water	2,806.63	
WD366 Co Rd 13 Water District	421.26	
WD367 – Central Water Dist Ext #2	1,276.18	
WD369 – Manchester Central Ext #3	679.06	
WT361 – Central Water Dist Ext#4	36.58	
Out of District Water Users	190.15	
PHELPS		
WD402 – Orleans Water District	424.41	\$ 424.41
SENECA		
UWOO1 – Town Water Improvement Area	48,131.63	\$ 48,131.63
TOTAL UNPAID		\$ 245,279.08

and further

RESOLVED, That the Clerk of this Board send certified copies of this resolution to the Department of Finance and the Town Supervisor for each town listed above.

**UNPAID TOWN SEWER CHARGES
TO BE PLACED ON 2017 TOWN TAX ROLLS**

WHEREAS, Pursuant to Town Law, Section 198, paragraph (1k), there has been reported to this Board statements of unpaid sewer charges in the Towns of Canandaigua, East Bloomfield, Farmington, Geneva, Gorham, Seneca and Victor; now, therefore, be it

RESOLVED, That pursuant to said Town Law, Section 198, paragraph (1k), the Clerk of this Board is hereby authorized and directed to levy the amounts so reported against the properties liable on the 2017 tax rolls for the Towns of Canandaigua, East Bloomfield, Farmington, Geneva, Gorham, Seneca and Victor Town Sewer Districts in the amounts as reported, with the totals for each District listed hereinafter:

NAME OF TOWN	DISTRICT	TOTAL AMOUNT
CANANDAIGUA	Canandaigua Sanitary Sewer	\$ 1,718.08
EAST BLOOMFIELD	Bloomfield Sewer District	775.00
FARMINGTON	Farmington Sanitary Sewer	65,585.03
GENEVA TOWN	Geneva Sewer District #1	29,234.79
GORHAM	Gorham Sewer District	16,074.70
PHELPS	Sewer District #1	NONE
SENECA	Sanitary Sewer Imp #1	346.50
VICTOR	East Victor Sewer District	90,367.80
	TOTAL	\$ 204,101.90

and further

RESOLVED, That the Clerk of this Board send certified copies of this resolution to the Department of Finance/Treasurer, and the Supervisors for the Towns of Canandaigua, East Bloomfield, Farmington, Geneva, Gorham, Seneca and Victor.