



MINUTES
GOVERNMENT OPERATIONS COMMITTEE
Thursday, August 13, 2020, – 5:30PM
Live Stream Link - <https://youtu.be/l2PeadPPPmQ>

CALL TO ORDER: By Hon. Ryan Foley, Chair called the meeting to order at 5:35PM

MEMBERS: Legislators Tricia Kerr, Timothy Lattimore, Christopher Petrus, Paul Pinckney, Charlie Ripley, and Ben Vitale (Vice Chair)

EXCUSED: Paul Pinckney and Tim Lattimore

OTHERS: Legislator Elane Daly, County Attorney Chris Palermo, IT Interim Director Paul Bornemann, Veterans Deputy Director Lindsey Wilkinson, Assistant County Attorney Brittany Massi, Executive Assistant County Attorney Richard Graham, CCC President Dr. Durant and Deputy Clerk of Legislature Amanda Morgan

MINUTES TO APPROVE: July 9, 2020, **Motion by Vitale, 2nd by Petrus, all in favor.**

APPOINTMENTS: none

DEPARTMENT UPDATES FOR COMMITTEE:

Cherl Heary and Katie Lacey (Board of Elections) –

If we are going to have a quiet time this year, August is probably it. We are using the summer to plan for the general election in November, which at this point could be anything from a redo of required absentee mailings to a “normal” Presidential year. In either case we can expect increased costs for absentees and early voting. (The County Legislature should add their voices to the lobbying effort to get State or Federal funding for the November election)

We have determined that at least one poll site change is necessary. The Auburn Masonic Lodge has offered their facility on Route 34 as a voting site and we have decided to move both Fleming voting locations to that building. It may also be necessary to find another site to replace Auburn High School as the adjustments the District is making for the virus could seriously impact the availability of the school. Busing issues complicate the problem. We are considering alternate locations. The evaluation of poll sites is an ongoing activity for us. The decisions at the State level will have enormous impacts on Election Day turnout and Early Voting.

We have been completing the office work and reporting requirements for the Primary. We processed nearly 5,000 absentee application, more than 8,000 ballots were returned. Using our new tabulating machine (purchased with Covid-19 Grant money) made it possible to count all ballots in two days. We estimate that hand counting by 8 inspectors would have taken 2 weeks.

The committee should also be aware that the postage paid mailing of applications and postage paid return was a \$19,400.00 (covered by covid-19 grant) for the primary. We also brought in three inspectors for a total of 15 days to process applications and prepare ballots for mailing. The Commissioners also put in over 300 hours working on the same absentee project. If we have to repeat this for the General Election we will need more help for a longer period.

Only a total of 191 voters utilized Early Voting. Election Day turnout was 1,148 voters. Obviously most voters used the absentee process and the total vote was more than 30% of eligible voters, much higher than usual.

As we finalized our results we processed the 444 pending party changes which we have held since February 14th.

Sheila Smith (Clerk of the Legislature) –

- Employee Recognition Luncheon is cancelled, we usually hold this in September and with the COVID it is not possible. I have contacted Lisa in HR and she will provide the names and years of service and employees will receive either their certificate (for 5 years of service) or their pin for 10, 15, 20, etc. I will give the pins and certificates to the Department Heads, the list will be added to the Legislature Agenda when complete.
- Student Government Day is also cancelled, the October 27th Legislature meeting time has been moved to 6:00PM and Amanda has sent out a new meeting schedule with that change.

Christopher Palermo (County Attorney) – no updates

Susan Dwyer (County Clerk) –

STAFF STATUS

3 staff members were called back from furlough; 2 of them on 6/22 and 1 on 6/24

On August 3 we welcomed back our two part time staff, and the other full time person that has been on furlough this entire time will be retiring on September 8 and will be using her earned time off until then, which leaves our office with a full time vacancy.

WORK STATUS

The Staff continues to work many hours of overtime, 6 days a week. Dropped off/Mailed-In transactions are now being processed in about 5-7 working days.

APPOINTMENTS

Total In-Office Appointments for the month of July: 845, which is an average of 37 appointments per day. Plus all of the dropped-off and mailed-in work we process-- this month that would be 4,883 additional transactions.

Our DMV accepts online appointments for many in-office transactions. The appointment system has been a great success. We had at least 50 customers give us feedback about their appointment experience. 99% of them were absolutely great. Most of them comment as to how easy it is to use the appointment system, how professional and courteous staff is, how helpful everyone is, there is no waiting, and how safe they felt coming into the office for their appointment.

Below is one or many shining examples of how our Team DMV goes above and beyond to help our taxpayers:

Hi Sue,

I just wants to take a minute to tell you how awesome your DMV staff was to my mother, xxxxxxxx. She will be 79 on 8/15 and her license will expire, of course she was thinking something came in the mail and she was in panic mode. I told her how it works, got online to renew it for her (she knows nothing about computers!), had her eye dr. form etc and she needed a new picture, had to come in. I got online to make appointment and nothing was available. I emailed explaining the situation and her age and asking for help with what to do next, I told Mom we'd wait a couple days and if I didn't hear anything, we'd try again. Well it wasn't a half hour later and I had 2 emails, one from Shereen Androsko and one from Peter Thomas asking if I could bring her in on 8/5 at 3:15 or 3:30!

To make an appointment: <https://cayugacountydmv.setmore.com>

Customers can also drop off or mail-in transactions (except an upgrade/Enhanced License which requires an in-office appointment.)

REVENUE

Total Retention to the Clerk's Office from DMV Transactions in July: \$62,951 (Last month it was \$37,304)

Total Retention YTD: \$282,501

Total Online Sharing Revenue for July: \$5,764; YTD: \$14,282

Total NYS Sales Tax Collected (and paid to the NYS Dept. of Taxation and Finance): \$232,962

Total transactions completed in our DMV Office in July: 5,728 (2000 more than in June)

YTD: 28,944

Total online transactions conducted by Cayuga County residents in July: 2,684; YTD: 16,296

COUNTY CLERK'S RECORDING OFFICE

STAFF STATUS

On August 3rd we got one full time position back but we will still have 2 vacancies.

REVENUE

Total revenue remitted to County Treasurer for all Departments: \$135,400.19

Revenue month of July \$52,528 YTD \$364,122 2020 BUDGET \$640,000.00

TRANSACTIONS

There has been a spike in most of the following transactions this month.

- 692 Land documents: Deeds, Easements, Mortgages, Mortgage discharges & assignments, includes electronically submitted recordings
- 41 DBA/Partnership/Corporation – new, amendments, discontinuances
- 204 Judgments/Liens Filed and docketed, or Satisfied from Supreme Court , New York State, Lower Courts, Federal Agencies, etc.
- 8 Notary filings: new and renewals (does not include amount of documents notarized by staff as free service mandated by NYS).
- 117 Supreme Court Index Numbers Issued: Supreme Court cases started this month
- 12 Uniform Commercial Code Transactions: new, continuation, termination, search
- 16 Survey Maps filed
- 1 Military Discharge filed (Clerk does not charge any fee to veterans for copies)
- Online Records Revenue: YTD \$21,243 (generated quarterly)
- 0 Passport Photos for new & renewal of passports
- 0 Fees collected for Passport Processing & Photos

APPOINTMENTS

Our office accepts online appointments for the following in-office services:

-Notary Services & Renewals - Business Certificates (DBA's) - Title Searching/Research -Oaths of Office

To make an appointment: <https://cayugacountyclerk.setmore.com>

In addition to appointments: Attorneys/Customers drop off and pick up transactions in the lobby during business hrs.

Customers continue to E-Record and E-File documents

RECORDS RETENTION CENTER

STAFF STATUS

We had one staff person in the Records Retention Center until August 3rd when the other 2 staff were called back from being furloughed.

WORK

-41 File Boxes shredded

-7 DSS bins shredded

-1 Civil Service bin shredded

-1 Sheriffs Civil bin shredded

-Environmental Health project continues (Ira currently) (505 images added)

-136 Files Requested

-10 Boxes added to Treasurers Inventory

APPOINTMENTS

Until further notice, the public is not allowed in the office unless they make an appointment to do research and pick up paperwork.

To make an appointment call 315-253-1037.

HISTORIAN'S OFFICE

STAFF STATUS

Beginning August 3rd we will have our 2 part time staff back to assist our Historian who was the only person in the office for the past few months due to the furlough.

Prior to August 3, with 2/3 of staff furloughed, many queries have had to be postponed until staff returns, especially those dealing with genealogy and early deed/property questions. Ruth Bradley has kept a long waiting list of research requests that require extensive work-hours.

Our Historian had to work from home several days because of plumbing issues in that building.

APPOINTMENTS

To make an appointment, call 315-253-1300.

Appointments are limited to one person at a time for a limited amount of hours per day.

WORK

Major accomplishment: digitization of Port Byron Chronicle newspapers from the 1800s is completed. This was a collaborative effort between our office, the Seymour Library, Port Byron Library, the Montezuma Historical Society, and was spearheaded by Lock 52 (the Port Byron historical association). These newspapers are now available online through both Lock 52 and the Seymour Library.

Attended Auburn Commission on Historic and Cultural Sites July 8, via zoom

Continued researching and preparing for my next Auburn Citizen Column, due for publication in September

Continued indexing and generating detailed finding aids for our Trice Collection of Lehigh Valley Railroad materials

Among others, responded to queries regarding:

-a very old retaining wall between Metcalf Plaza and the County Courthouse

-two different properties on Easterly Ave, Auburn

-clarified the establishment of Village of Moravia in Town of Sempronious, as opposed to the later establishment of the Township of Moravia

-historical maps and information regarding agricultural practices in Cayuga County during the heyday of the Erie Canal, from Cornell University

Respectfully submitted, Sue Dwyer, Cayuga County Clerk

Paul Bornemann (Information Technology) –

July/August Work-In-Process

- Operations/Support: end user support, server & application consolidation where possible, patching and updates, application system updates
- COVID: Utilizing FormStack electronic online forms solution support reopening staff surveys
- Project: Munis upgrade: Testing of upgrade continued, ordered replacement check printer due to new double sided format of AP checks, cross training IT staff and working with Treasurers staff to schedule full upgrades to Training and Production systems in September.

- Project: Network Security / consolidation to Sophos edge security technologies, including email spam filtering / encryption, July final implementation pushed out to August due to availability of external technical resources.
- Administrative: 2021 budget work.
- Administrative: NY BOE Cybersecurity Grant – supporting project plan & draft budget to NYS BOE, working with their consultant to finalize with CBOE.
- Administrative: Working with procurement – evaluated existing available contracts to attach County needs to achieve best value for the County. Compare 2019 usage (more typical than 2020) and costs vs new contract.

September Plan

- Project: Munis Upgrade (completion is based on Tyler schedule, anticipated that it will be fully live by end of October)
- Project: BOE cybersecurity tasks in project plan & update IT Policies to align with best-practices and BOE requirements.
- Project: FormStack pilot continues
- Finalize MFP Resolution

Jessica Strassle (Veterans) – no updates

RESOLUTIONS:

CLERK OF LEGISLATURE:

8-20-GO-1 Amending the Cayuga County Policy Manual, Section 41 (Resolution Procedure) to require Reserve Fund Balance Reporting upon submissions proposing appropriations from Reserve Funds. **Motion by Ripley, 2nd by Petrus, all in favor.**

Motion by Vitale to adjourn at 6:05PM, 2nd by Petrus, all in favor.