



# GOVERNMENTAL OPERATIONS & INSURANCE COMMITTEE

Wednesday, June 12, 2024, Time: 1:00 PM  
74 Ontario Street, Committee Room 213  
Canandaigua, NY 14424

## Committee Members

Peter Ingalsbe, Chair  
David Baker  
John Cowley  
James Kennedy  
Daryl Marshall  
Andrew Wickham  
Fred Wille

### 1. Call To Order:

The Governmental Operations & Insurance Committee meeting was called to order at 01:00 PM on June 12, 2024.

Members Present: Supervisor(s) Peter Ingalsbe, David Baker, John Cowley, James Kennedy, Daryl Marshall, Andrew Wickham, Frederick Wille.

Others present in addition to committee members:

- Todd Campbell, BOS Chair
- Chris DeBolt, County Administrator
- Alissa Bub, Deputy County Administrator
- Holly Adams, County Attorney
- Joe Nacca, Assistant County Attorney
- Lea Nacca, Assistant County Attorney
- Jean Chrisman, County Clerk
- Michael Flatt, Safety Coordinator
- Brooke Morse, Assistant Records Management Officer
- Bill Martin, Humane Society Director
- Jackie Shaffer, NYMIR Representative
- Lindsey Burgess, Deputy HR Director
- Nancy Yacci, City of Canandaigua Supervisor
- Mike Northrup, Republican Election Commissioner
- Albert Magnan, Democratic Election Commissioner
- Mary Gates, Finance Director
- Michael Wojcik, Sr. Fiscal Manager
- Tim McElligott, Deputy DPW Commissioner
- Tim Jensen, Associate Planner
- Sean Barry, Chief Information Officer
- Dee Leeson, Real Property Tax Director
- Robert Koczent - Humane Society Board Member

### 2. Approval Of Minutes:

Supervisor David Baker motioned to approve the draft minutes of the May 22, 2024 Governmental Operations & Insurance Committee meeting. The motion was seconded by Supervisor James Kennedy. The motion passed.

Yes: Supervisor(s): Peter Ingalsbe, David Baker, John Cowley, James Kennedy, Daryl Marshall, Andrew Wickham, Frederick Wille. No: Supervisor(s): None. Abstain: Supervisor(s): None.

### 3. Board Of Elections:

Albert Magnan and Michael Northrup, presented a project to be included in the 2025-2030 Capital

Improvement Plan for voting equipment replacement and software upgrades.

Supervisor David Baker motioned to approve the CIP project as presented. The motion was seconded by Supervisor John Cowley. The motion passed.

Yes: Supervisor(s): Peter Ingalsbe, David Baker, John Cowley, James Kennedy, Daryl Marshall, Andrew Wickham, Frederick Wille. No: Supervisor(s): None. Abstain: Supervisor(s): None.

#### **4. Board Of Supervisors:**

Kristin Voss, presented a resolution entitled, "Change in Location of Regular Board Meeting - Cornell AgriTech Campus - Jordan Hall - August 1, 2024".

Supervisor John Cowley motioned to approve the resolution as presented. The motion was seconded by Supervisor James Kennedy. The motion passed.

Yes: Supervisor(s): Peter Ingalsbe, David Baker, John Cowley, James Kennedy, Daryl Marshall, Andrew Wickham, Frederick Wille. No: Supervisor(s): None. Abstain: Supervisor(s): None.

#### **5. County Attorney:**

Holly Adams, presented a resolution entitled, "Resolution Adopting Local Law No. 9 (Intro.) of 2024".

Supervisor John Cowley motioned to approve the resolution as presented. The motion was seconded by Supervisor Andrew Wickham. The motion passed.

Yes: Supervisor(s): Peter Ingalsbe, David Baker, John Cowley, James Kennedy, Daryl Marshall, Andrew Wickham, Frederick Wille. No: Supervisor(s): None. Abstain: Supervisor(s): None.

Joe Nacca, presented a resolution entitled, "Authorization to Retain Outside Counsel".

Supervisor David Baker motioned to approve the resolution as presented. The motion was seconded by Supervisor James Kennedy. The motion passed.

Yes: Supervisor(s): Peter Ingalsbe, David Baker, John Cowley, James Kennedy, Daryl Marshall, Andrew Wickham, Frederick Wille. No: Supervisor(s): None. Abstain: Supervisor(s): None.

Lea Nacca, presented a resolution entitled, "Authorization of Contract with By the Numbers Actuarial Consulting, Inc. for Actuarial Analysis of Risk Retention Program".

Supervisor Andrew Wickham motioned to approve the resolution as presented. The motion was seconded by Supervisor Frederick Wille. The motion passed.

Yes: Supervisor(s): Peter Ingalsbe, David Baker, John Cowley, James Kennedy, Daryl Marshall, Andrew Wickham, Frederick Wille. No: Supervisor(s): None. Abstain: Supervisor(s): None.

Holly Adams, presented the 2025-2026 risk retention fund budget. Ms. Adams noted that the budget meets the 2025 guidelines with only a couple of increases from 2024. The increases are do to costs going up for legal transcripts, 50h hearings, the actuarial report, and printing costs.

Supervisor John Cowley motioned to approve the 2025-2026 risk retention fund budget as presented. The motion was seconded by Supervisor David Baker. The motion passed.

Yes: Supervisor(s): John Cowley, Peter Ingalsbe, James Kennedy, David Baker, Daryl Marshall, Andrew Wickham, Frederick Wille. No: Supervisor(s): None. Abstain: Supervisor(s): None.

## **6. County Clerk/DMV:**

Jean Chrisman let the committee know that she will have updated mortgage tax information for them next cycle.

Jean Chrisman, presented for approval a project to be included in the 2025-2030 Capital Improvement Plan. This project would allow for the purchase of new software for filling court and land documents.

Supervisor David Baker motioned to approve the capital improvement plan project as presented. The motion was seconded by Supervisor James Kennedy. The motion passed.

Yes: Supervisor(s): Peter Ingalsbe, David Baker, John Cowley, James Kennedy, Daryl Marshall, Andrew Wickham, Frederick Wille. No: Supervisor(s): None. Abstain: Supervisor(s): None.

## **7. Human Resources:**

Lindsey Burgess, presented a resolution entitled, "Apportionment of 2025 Workers' Compensation Insurance Expense".

After a lengthy discussion about how the apportionment is calculated, the committee asked Ms. Burgess to come back next cycle with this resolution, a resolution with the apportionment amounts without the floor and ceiling calculations added in, and historical apportionment information back to when the calculation was updated in 2020.

## **8. Information Technology:**

Sean Barry, presented the following two CIP projects to be included in the 2025-2030 Capital Improvement Plan:

- Surveillance Camera Replacements
- Core Data Center Hardware

Supervisor John Cowley motioned to approve these two CIP projects, as presented as a block. The motion was seconded by Supervisor Daryl Marshall. The motion passed.

Yes: Supervisor(s): Peter Ingalsbe, David Baker (Core Data Center Hardware only), John Cowley, James Kennedy, Daryl Marshall, Andrew Wickham, Frederick Wille. No: Supervisor(s): David Baker (Surveillance Camera Replacements only). Abstain: Supervisor(s): None.

## **9. Real Property Tax Service:**

Dennine Leeson, presented the following two resolutions entitled:

- Authorization to Award RFP R24055 for Appraisal and Consultation Services
- Setting Standards for Real Property Tax Assistance Program for Complex and Industrial Appraisals

Supervisor Frederick Wille motioned to approve these two resolutions, as presented as a block. The motion was seconded by Supervisor Andrew Wickham. The motion passed.

Yes: Supervisor(s): Peter Ingalsbe, David Baker, John Cowley, James Kennedy, Andrew Wickham, Frederick Wille. No: Supervisor(s): Daryl Marshall. Abstain: Supervisor(s): None.

Supervisor Marshall is opposed to contracting out appraisal work and feels the County should hire a commercial appraiser.

#### **10. RAIMS:**

Brooke Morse, presented a CIP project to be included in the 2025-2030 Capital Improvement Plan for installing high density shelving.

Supervisor David Baker motioned to approve CIP project as presented. The motion was seconded by Supervisor James Kennedy. The motion passed.

Yes: Supervisor(s): Peter Ingalsbe, David Baker, John Cowley, James Kennedy, Daryl Marshall, Andrew Wickham, Frederick Wille. No: Supervisor(s): None. Abstain: Supervisor(s): None.

#### **11. Informational Reports:**

Mike Flatt reviewed the safety reports provided in the committee packet and let the committee know that June is safety month. This week they are focused on roadway safety.

#### **12. Humane Society:**

Tim Jensen presented a CIP project for the animal care facility to be included in the 2025-2030 Capital Improvement Plan. This project includes design and construction of improvements to maintain compliance with recently adopted NYS standards that go into effect in December 2025. This will also allow for the Humane Society to apply for grants to help with getting the facility up to the new standards.

Supervisor David Baker motioned to approve the CIP project as presented. The motion was seconded by Supervisor John Cowley. The motion passed.

Yes: Supervisor(s): Peter Ingalsbe, David Baker, John Cowley, James Kennedy, Daryl Marshall, Andrew Wickham, Frederick Wille. No: Supervisor(s): None. Abstain: Supervisor(s): None.

#### **13. County Administrator:**

## Approved Minutes

Chris DeBolt talked about how the calculation for the dog control contracts is currently done. He talked about how the municipalities have been asking for a more simplified formula. Staff has been working on it and they are hoping to bring a new formula back next cycle for the committee to review.

### **14. Unfinished Business:**

There was no unfinished business.

### **15. Executive Session:**

Supervisor Andrew Wickham motioned to enter executive session at 3:01 PM for discussion on POL§105 1) (d) - Discussions regarding proposed, pending or current litigation.. Supervisor Frederick Wille seconded the motion. The motion passed.

Supervisor David Baker motioned to exit executive session at 3:05 PM. Supervisor Andrew Wickham seconded the motion. The motion passed.

### **16. Next Meeting Date And Time:**

July 3, 2024 at 1:00 PM

### **17. Adjournment:**

On a motion of Supervisor John Cowley, seconded by Supervisor James Kennedy, the Governmental Operations & Insurance Committee meeting was adjourned at 03:05 PM.

Respectfully Submitted, Kristin A. Voss, Clerk