



GOVERNMENTAL OPERATIONS & INSURANCE COMMITTEE

Wednesday, August 14, 2024, Time: 12:30 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 12:30 PM on August 14, 2024.

Members Present: Supervisor(s) Peter Ingalsbe, David Baker, via WebEx, 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
- Lea Nacca, Assistant County Attorney
- Joe Nacca, Assistant County Attorney
- Nathan Thomas, Assistant County Attorney, via WebEx
- Jean Chrisman, County Clerk
- Lisa Record, Deputy County Clerk
- Tracy Shaw, Assistant Deputy County Clerk
- Michael Northrup, Republican Election Commissioner
- AJ Magnan, Democratic Election Commissioner
- Sean Barry, IT Director
- Bill Martin, Humane Society Director
- Kurt Koczent, Humane Society Board Member
- Kristin Voss, BOS Clerk
- Nancy Yacci, City of Canandaigua Supervisor, via WebEx
- Mary Gates, Finance Director
- Nellie Puma, Deputy Finance Director
- Michele Smith, HR Director
- Dennine Leeson, Real Property Director
- Rosemary Switzer, RAIMS Director
- Michael Wojcik, Sr. Fiscal Manager
- Mike Flatt, Safety Coordinator
- Barbra Sweet, Sr. Fiscal Manager
- Holly Smith, Grant Coordinator, via WebEx
- Sue Vary, Economic Specialist, via WebEx
- Jim Kier, Code Officer, via WebEx
- Liz Yockel, Deputy Democratic Commissioner, via WebEx
- Jackie Shaffer, NYMIR Representative
- Nicole Tilltson, Humane Society Board Member

2. Approval Of Minutes:

Supervisor Daryl Marshall motioned to approve the draft minutes of the July 24, 2024 Governmental Operations & Insurance Committee meeting. 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.

3. Board Of Elections:

Michael Northrup, and Albert Magnan, presented a resolution entitled, "Authorization to Amend Grant BOE01-C002558-1110000 Help America Vote Act (HAVA) Voter Education & Poll Worker Training Grant Program".

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.

Michael Northrup and Albert Magnan, presented the 2025 AA1450 Board of Elections budget. The 2025 budget is down slightly from 2024 due to there only being two elections instead of the three that were held in 2024.

Supervisor Andrew Wickham motioned to approve the budget 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.

Michael Northrup and Albert Magnan, presented the 2025 AA145099 Board of Elections CIP budget. This is for software that is needed for the voting machines.

Supervisor David Baker motioned to approve the budget 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.

4. County Attorney:

Holly Adams, presented the 2025 County Attorney budget. The 2025 budget meets guidelines and the major changes from 2024 include the purchase of new laptops and chairs, increases in memberships and dues, software licenses, and training and conferences.

Supervisor Andrew Wickham motioned to approve the 2025 budget 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 Clerk/DMV:

There were no questions asked by the committee on the Clerk's update report.

Jean Chrisman, presented the 2025 County Clerk's budget. This budget met guidelines and the only major change from the 2024 budget is that revenue will be going down slightly as Crossroads will not be renting space in the back of the office, but they will have about 15 subscription service contracts that will almost cover that lost revenue. Also, they are increasing the training and conference line.

Supervisor John Cowley motioned to approve the budget 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.

Jean Chrisman, presented the 2025 DMV budget. Revenues are projected to be up due to the increase in revenue from each online transaction from the State.

Supervisor Andrew Wickham motioned to approve the budget as presented. The motion was seconded by Supervisor Daryl Marshall. 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.

6. Human Resources:

Michele Smith, presented a resolution entitled, "Resolution Authorizing NCAComp, Inc. as Broker of Record on Excess Workers' Compensation Insurance Policy and Amend 2024-2026 Contract with NCAComp, Inc.".

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

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

Michele Smith, presented a resolution entitled, "Resolution Amending the Billing Errors and Overpayments Policy".

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

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

Michele Smith reviewed the highlighted of the 3rd quarter regulatory compliance committee report that was provided in the committee packet.

Supervisor John Cowley motioned to approve the 3rd quarter report as presented. The motion was seconded by Supervisor James Kennedy. The motion passed.

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

Michele Smith, presented the 2025 Regulatory Compliance budget.

Supervisor Frederick Wille motioned to approve the budget as presented. The motion was seconded by Supervisor James Kennedy. The motion passed.

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

7. Information Technology:

Sean Barry, presented the 2025 Information Technology budget. The only major changes are big increases in software maintenance and subscriptions.

Supervisor Andrew Wickham motioned to approve the budget as presented. The motion was seconded by Supervisor Daryl Marshall. The motion passed.

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

Sean Barry, presented the 2025 Information Technology CIP budget. This is to update existing cameras.

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

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

8. Real Property Tax Service:

Dennine Leeson, presented a resolution entitled, "Resolution of Approval - County of Ontario - Correction of Error - 2022 County/Town Tax Roll".

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

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

9. RAIMS:

Rosemary Switzer, presented a resolution entitled, "Authorization to Accept Local Government Records Management Improvement Grant Funding for RAIMS".

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

10. Informational Reports:

Mike Flatt reported that we are seeing slightly more injuries this summer than last, but we are still down in total recordable injuries from last year. He received materials from PESH regarding silica exposure and training. He will send this information out to all the municipalities and supervisors. He is working on scheduling PESH to come out and to provide a train the trainer class for silica in October.

11. Humane Society:

Kurt Kozcent from the Humane Society gave a brief presentation on the services they provide and the funding that is needed for 2025.

12. County Administrator:

Chris DeBolt presented the 2025 County Administration budget. The following are the major changes to the budget from 2024:

- The purchase of a new desk and office chairs
- New membership to ICMA (International City/County Management Association)
- Funding for the Partnership of Ontario County
- Increase in the training, conference, and professional development budget line
- The addition of another full time Deputy County Administrator

Mr. DeBolt let the committee know that the new Deputy position would allow the office to be more proactive and provide professional development mentoring to staff, especially with the new and newer department heads. We have had a large turn-over in department heads recently due to retirements and several more are expected in the next few years. This will also allow for the department to be able to be more involved with projects across the county.

Discussion on the new position ensued regarding how this position would be a benefit to the county as the role of the County Administrators office is evolving. The office is now more involved in many projects and ad hoc committees that the Board has created and requested. Many of these projects and committees are for strategic issues facing the county such as flooding, housing, landfill, shared services, and strategic planning to name a few.

Supervisor Andrew Wickham motioned to approve the budget as presented. The motion was seconded by Supervisor James Kennedy. The motion passed.

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

Christopher DeBolt, presented the 2025 Team Agency Budget.

Supervisor John Cowley motioned to approve the budget as presented. The motion was seconded by Supervisor Frederick Wille. The motion passed.

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

Christopher DeBolt, presented the 2025 Dog Control - CM Fund budget.

With the earlier presentation from the Humane Society stating that they need an increase in funding to efficiently staff and run the facility. Discussion ensued regarding how much the dog control contracts would raise if they increased the rate per person, how much it would cost if the towns had to provide dog control operations on their own, and what the county's responsibility to dog control is. It was requested that staff come back to committee next cycle with the cost of the dog control contracts calculated at \$3.00 a person as compared to the current proposed \$2.44 a person.

Supervisor Andrew Wickham motioned to approve the budget as presented with staff coming back next cycle with what the contract cost would be if the rate was increase to \$3.00. 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. Unfinished Business:

There was no unfinished business.

14. Executive Session:

Supervisor John Cowley motioned to enter executive session at 2:39 PM for POL§105 1) (d) - Discussions regarding proposed, pending or current litigation. Supervisor David Baker seconded the motion. The motion passed.

Supervisor John Cowley motioned to exit executive session at 2:55 PM. Supervisor James Kennedy seconded the motion. The motion passed.

15. County Attorney:

Holly Adams, presented a Resolution entitled, "Award of Contract to Harris Beasch PLLC to Provide Legal Assistance to Ontario County for Tax Foreclosure Litigation".

Supervisor David Baker 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.

16. Next Meeting Date And Time:

September 4, 2024 at 1:00 PM.

17. Adjournment:

Approved Mintues

On a motion of Supervisor John Cowley, seconded by Supervisor Daryl Marshall, the Governmental Operations & Insurance Committee meeting was adjourned at 02:56 PM.