



# GOVERNMENTAL OPERATIONS & INSURANCE COMMITTEE

Wednesday, September 25, 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 September 25, 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
- Holly Adams, County Attorney
- Nathan Thomas, Assistant County Attorney
- Joe Nacca, Assistant County Attorney
- Lea Nacca, Assistant County Attorney
- AJ Magnan, Democratic Commissioner
- Mike Flatt, Safety Coordinator
- Kristin Voss, BOS Clerk
- Diane Foster, Deputy BOS Clerk
- David Phillips, Town of Manchester Supervisor
- Mary Gates, Finance Director
- Jenifer Langer, Purchasing Director
- Jean Chrisman, County Clerk
- Lisa Record, Deputy County Clerk
- Julie Barry, Sr. Planner
- Thomas Lyon, Sr. Planner
- Jackie Shaffer, NYMIR Representative
- Jeff Gallahan, NYS Assemblyman
- Michael Wojcik, Sr. Fiscal Manager, via WebEx

### 2. Approval Of Minutes:

Supervisor David Baker motioned to approve the draft minutes of the September 4, 2024 Governmental Operations & Insurance Committee meeting. 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.

### 3. Board Of Elections:

Albert Magnan, presented a resolution entitled, "Authorization to Contract with Phelps-Clifton Springs Central School District for Use of Voting Machines".

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.

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

Kristin Voss, presented a budget transfer for the use of contingency.

Supervisor John Cowley motioned to approve the budget transfer 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.

Clerk, Kristin Voss, presented the Board meeting dates for 2025. The June meeting falls on June 19th, which is Federal/State holiday, so the meeting will need to be moved. It was decided that the meeting will be held on Wednesday, June 18th at 6:30 pm. Ms. Voss suggested a change in time for the Health and Human Services, Planning and Environmental Quality, Public Safety, and Governmental Operations & Insurance Committees. The new recommended start time would be 10:00 am on Monday for Planning and Environmental Quality, 1:00 pm on Monday for Health and Human Services, and 10:00 am on Wednesday for Governmental Operations and 1:00 pm on Wednesday for Public Safety. After discussion, it was decided to move the Monday committees as recommended, leave Public Safety as is and start Governmental Operations & Insurance at 12:30 pm. Ms. Voss also discussed the idea of going to a monthly meeting schedule vs. the every three-week schedule. After a buried discussion the committee decided that they would prefer to stay on the every three three-week schedule.

#### **5. County Attorney/Purchasing:**

Jenifer Langer, presented a resolution entitled, "Authorization to Accept Contract for eProcurement and Contract Lifecycle Management Software".

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

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

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

County Clerk, Jean Chrisman, asked if there were any questions on her report or the money handling work flow charts. No questions were asked and she reported that they completed the audit of the County Clerk and DMV petty cash drawers, and they are all in compliance. Ms. Chrisman also let the committee know that they getting several calls regarding scam texts about EZ Pass. Staff is directing them to EZ Pass to more information.

#### **7. Informational Reports:**

Julie Barry reviewed the Manchester Roundhouse redevelopment project and the next steps for the

## Approved Minutes

project. The next steps are a multi-year disposition process that includes distributing a RFEI (Request for Expression of Interest), engaging with preferred developers that come from the RFEI, completing the quiet title action and foreclosure process, property appraisal, and then a court order to convey the deed and title directly to the new owner. Supervisor David Phillips and Assemblyman Gallhan talked about the history and significance of the Roundhouse to the Village of Manchester and the County. LaBella consultants found two programs that developers could work with to receive tax incentives for the property after the conveyance of the deed and title.

Supervisor Andrew Wickham motioned to approve the distribution of an RFEI as presented to keep the project moving along. 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.

Safety Coordinator, Mike Flatt, presented the following updates:

- There were 18 injuries reported in August. Nine of those were OSHA recordable injuries.
- We continue to trend lower in recordable injuries than this time last year.
- He held Silca training and the highways superintendents found it very helpful. He can schedule another training session at any time.
- The annual training is filling up fast with about 220 attendees already registered.

### **8. County Attorney:**

Assistant County Attorney, Joe Nacca, presented a damage claim to the committee for their information. This claim is for hail damage that a DSS vehicle sustained. The total claim is \$10,308.70. The total payment will be less due to Ewing Graphics garage insurance covering a portion of the claim.

### **9. Unfinished Business:**

There was no unfinished business.

### **10. Executive Session:**

Supervisor John Cowley motioned to enter executive session at 2:12 PM for POL§105 1) (d) - Discussions regarding proposed, pending or current litigation and POL§105 1) (f) - Discussions 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. Supervisor James Kennedy seconded the motion. The motion passed.

Supervisor James Kennedy motioned to exit executive session at 2:26 PM. Supervisor Andrew Wickham seconded the motion. The motion passed.

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

October 16, 2024 at 1:00 PM.

### **12. Adjournment:**

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On a motion of Supervisor Andrew Wickham, seconded by Supervisor David Baker, the Governmental Operations & Insurance Committee meeting was adjourned at 02:28 PM.

Respectfully Submitted, Kristin A. Voss, Clerk