



GOVERNMENTAL OPERATIONS & INSURANCE COMMITTEE

Wednesday, February 5, 2025, Time: 12:30 PM
74 Ontario Street, Committee Room 213
Canandaigua, NY 14424

Committee Members

Peter Ingalsbe, Chair
David Baker
Louis Guard
James Kennedy
William Namestnik
Andrew Wickham
Fred Wille

1. Call To Order:

The Governmental Operations & Insurance Committee meeting was called to order at 12:31 PM on February 5, 2025.

Members Present: Supervisor(s) Peter Ingalsbe, David Baker, James Kennedy, William Namestnik, Andrew Wickham, Frederick Wille. Necessarily Absent: Supervisor(s) Louis Guard.

Others present in addition to committee members:

- Jared Simpson, Chairman, Board of Supervisors
- Chris DeBolt, County Administrator
- Alissa Bub, Deputy County Administrator
- Holly Adams, County Attorney, via WebEx
- Nathan Thomas, Assistant County Attorney
- Joe Nacca, Assistant County Attorney
- John Rizzo, Sr. Fiscal Manager
- Rosemary Switzer, Archivist
- Sean Barry, CIO, via WebEx
- Nancy Yacci, City of Canandaigua Supervisor
- Daryl Marshall, Town of Richmond Supervisor
- Mary Gates, Finance Director
- Michele Smith, HR Director
- Dee Leeson, Real Property Director
- Jean Chrisman, County Clerk
- Lisa Record, Deputy County Clerk
- Adeline Rudolph, Republican Election Commissioner

2. Approval Of Minutes:

Supervisor David Baker motioned to approve the minutes of the January 15, 2025 Governmental Operations & Insurance Committee meeting. The motion was seconded by Supervisor James Kennedy. The motion passed.

Yes: Supervisor(s): Peter Ingalsbe, David Baker, James Kennedy, William Namestnik, Andrew Wickham, Frederick Wille. No: Supervisor(s): None. Abstain: Supervisor(s): None.

3. Board Of Supervisors:

Kristin Voss, presented a resolution entitled, "Fish and Wildlife Management Act Board Appointments".

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, David Baker, James Kennedy, William Namestnik, Andrew Wickham, Frederick Wille. No: Supervisor(s): None. Abstain: Supervisor(s): None.

4. County Attorney:

Ms. Adams talked about how Local Law No. 2 (Intro.) of 2025 will put all information regarding the County Administrator and Deputy County Administrators positions all in one place. The history of all previous Local Laws was included in the committee packet.

5. County Clerk/DMV:

Ms. Chrisman reported the following updates from the Clerk's Office:

- The staff is still working through the large log of judgements. They should start seeing a decline in the next couple of months, now that they have started rejecting judgements that are not relevant to our county.
- The mortgage tax apportionments from 2019-2022 have been paid out or in the process of being paid out.
- Subscription licenses are now up to 14. This allows abstractors and attorney's that have a subscription to be able to view documents online.
- The implementation of the new IQS software is starting and is anticipated to be completed by the end of the year.

6. Human Resources:

Michele Smith and Rosemary Switzer, presented a resolution entitled, "Resolution Amending the Ontario County Processing of Freedom of Information Law Requests Policy".

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

Yes: Supervisor(s): Peter Ingalsbe, David Baker, James Kennedy, William Namestnik, Andrew Wickham, Frederick Wille. No: Supervisor(s): None. Abstain: Supervisor(s): None.

Ms. Smith reviewed the 2024 compliance report, the summary of the 2024 compliance log, and the 1st compliance committee report that was provided in the packet.

Ms. Smith provided to committee a list of positions through out the county that have residency requirements and positions that don't. It also included if it is Local Law or State Law that requires residency. She asked committee to review the information and send their comments to her if they should look into changing the residency requirement for any positions.

Ms. Smith gave a brief overview of the HR department's responsibilities and staff.

7. Information Technology:

Sean Barry, presented a resolution entitled, "Authorization to Renew Software Maintenance Contract with Catalog & Commerce Solutions, LLC".

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, James Kennedy, William Namestnik, Andrew Wickham, Frederick Wille. No: Supervisor(s): None. Abstain: Supervisor(s): None.

8. Real Property Tax Service:

Ms. Leeson discussed the 2024 Real Property annual report that was submitted to the State.

Ms. Leeson provided a brief overview of the Real Property Tax Services department duties and staff.

9. Informational Reports:

There were no question on the MVA report provided in the committee packet.

10. Humane Society:

The Humane Society didn't give their year in review presentation.

11. County Administrator:

Chris DeBolt reminded the committee that the Chairman sent out an email last week regarding the grant opportunity that was spoken about at the last Board meeting. Letters of interest from municipalities are due February 21st to the Board Clerk. Last week it was announced that federal funding was going to be frozen until it was reviewed by the new administration. This is not going to happen at this time, but the County is still complaining a list of the federal and state funding that could be impacted if this does happen sometime in the future.

Christopher DeBolt, presented a resolution entitled, "Authorization to Contract with Dinan Communications to Provide Public Relations and Marketing Services".

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, David Baker, James Kennedy, William Namestnik, Andrew Wickham, Frederick Wille. No: Supervisor(s): None. Abstain: Supervisor(s): None.

12. Unfinished Business:

There was no unfinished business to be brought before the committee.

13. Executive Session:

Supervisor Frederick Wille motioned to enter executive session at 1:16 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 William Namestnik seconded the motion. The motion passed.

Supervisor Andrew Wickham motioned to exit executive session at 1:26 PM. Supervisor James Kennedy seconded the motion. The motion passed.

14. Next Meeting Date And Time:

February 26, 2025 at 12:30 pm.

15. Adjournment:

Approved Minutes

On a motion of Supervisor William Namestnik, seconded by Supervisor James Kennedy, the Governmental Operations & Insurance Committee meeting was adjourned at 01:26 PM.

Respectfully Submitted, Kristin A. Voss, Clerk