



GOVERNMENTAL OPERATIONS & INSURANCE COMMITTEE

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

Committee Members

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

1. Call To Order:

The Governmental Operations & Insurance Committee meeting was called to order at 12:30 PM on April 30, 2025.

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

Others present in addition to committee members:

- Chris DeBolt, County Administrator
- Alissa Bub, Deputy County Administrator
- Holly Adams, County Attorney
- Nathan Thomas, Assistant County Attorney
- Joe Nacca, Assistant County Attorney
- Adeline Rudolph, Republican Election Commissioner
- AJ Magnan, Democratic Election Commissioner
- Stacy Schmitt, Buyer, via WebEx
- Nancy Yacci, City of Canandaigua Supervisor
- Mary Gates, Finance Director
- Michele Smith, HR Director
- Jean Chrisman, County Clerk
- Lisa Record, Deputy County Clerk
- Tracy Shaw, Assistant Deputy County Clerk
- John Rizzo, Sr. Fiscal Manager
- Dennine Leeson, Real Property Director

2. Approval Of Minutes:

Supervisor Frederick Wille motioned to approve the minutes of the April 9, 2025 Governmental Operations & Insurance Committee meeting. The motion was seconded by Supervisor David Baker. The motion passed.

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

3. Board Of Elections:

Adeline Rudolph and Albert Magnan presented the following two resolutions entitled:

- Award Bid B25039 for the Purchase of Election Supplies
- Authorization to Contract with KnowInk Innovative Election Solutions for Electronic Poll Books and Ballot on Demand Printing Equipment

Supervisor David Baker motioned to approve these resolutions, as presented as a block. The motion

was seconded by Supervisor Andrew Wickham. The motion passed.

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

4. County Attorney:

Holly Adams presented a budget transfer for professional accounting services from contingency.

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

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

5. County Clerk/DMV:

Lisa Record reported that they finished the semi-annual mortgage tax report. Allocations have been made to the towns and villages, and they are ready to submit them. All apportionments from 2019 to 2023 have been completed, and they are current with apportionments.

Tracy Shaw reported that the DMV is very busy with getting everyone trying to get Real and Enhanced ID's. They are seeing a lot of Monroe County residents coming to us since we don't require appointments, and they have a lengthy wait for appointments in Monroe County. As of yesterday, they have processed 8,321 transactions in the office since the beginning of the year. This is up 1,032 from last year at this time. When lines get long, staff try to go through paperwork while people are waiting in line to make sure they have all the proper paperwork that they need when they get to the window.

Jean Chrisman updated the committee on the pistol permit scanning project. The first batch of 63 boxes are ready to go to the scanning company. She will be coming back next cycle with a resolution to amend the scanning contract. The number of file cabinet drawers that needed to be scanned was miscounted for the original quote. Even with the increase in the contract for the addition of additional files, the project will still come in under budget.

6. Human Resources:

Michele Smith presented a resolution entitled, "Appointing the Members of a Search Committee for a Deputy County Administrator Position".

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

7. Information Technology:

Chris DeBolt let the committee know that this is an annual CIP project that the IT department does to

replace equipment a little at a time instead of all at once.

Supervisor Louis Guard motioned to approve the CIP item as presented. The motion was seconded by Supervisor Frederick Wille. The motion passed.

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

8. Real Property Tax Service:

Dennine Leeson presented a resolution entitled, "Authorization to Renew Contracts for Appraisal and Consultation 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, Louis Guard, James Kennedy, Andrew Wickham, Frederick Wille. No: Supervisor(s): None. Abstain: Supervisor(s): None.

9. Informational Reports:

There were no questions on the MVA report.

10. County Administrator:

Discussion regarding the reappointment of Sean Barry was done in executive session.

Alissa Bub asked if there were any questions on the ARPA grant quarterly update that was provided in the committee packet. There were no questions. Alissa did note that just over 40% of the grants have been dispersed as to date. Some projects have been completed, and a few will have ribbon-cutting ceremonies soon.

11. Unfinished Business:

There was no unfinished business.

12. Executive Session:

Supervisor James Kennedy motioned to enter executive session at 12:47 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 Louis Guard seconded the motion. The motion passed.

Supervisor James Kennedy motioned to exit executive session at 1:06 PM. Supervisor Louis Guard seconded the motion. The motion passed.

13. Next Meeting Date And Time:

Approved Minutes

May 21, 2025 at 12:30 PM

14. Adjournment:

On a motion of Supervisor Louis Guard, seconded by Supervisor James Kennedy, the Governmental Operations & Insurance Committee meeting was adjourned at 01:07 PM.

Respectfully Submitted, Kristin A. Voss, Clerk