



GOVERNMENTAL OPERATIONS & INSURANCE COMMITTEE

Wednesday, July 23, 2025, Time: 12:30 PM
74 Ontario Street, Committee Room 213
Canandaigua, NY 14424

Committee Members

Peter Ingalsbe, Chair
David Baker
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 July 23, 2025.

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

Others present in addition to committee members:

- Jared Simpson, BOS Chairman
- Chris DeBolt, County Administrator
- Alissa Bub, Deputy County Administrator
- Holly Adams, County Attorney
- Nathan Thomas, Assistant County Attorney
- Joseph Nacca, Assistant County Attorney
- Rosemary Switzer, Archivist
- Mike Flatt, Safety Coordinator
- AJ Magnan, Democratic Election Commissioner
- Jackie Shaffer, NYMIR Representative
- Nancy Yacci, City of Canandaigua Supervisor
- Christopher Vastola, Town of Canadice Supervisor, via WebEx
- Mary Gates, Finance Director
- John Rizzo, Sr. Fiscal Manager
- Jean Chrisman, County Clerk
- Lisa Record, Deputy County Clerk
- Tracy Shaw, Assistant Deputy County Clerk
- Kristin Voss, BOS Clerk
- Holly Smith, Grants Coordinator, via WebEx

2. Approval Of Minutes:

Supervisor Andrew Wickham motioned to approve the minutes of the July 2, 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 Elections:

Albert Magnan presented the following five resolutions entitled:

- Authorization to Extend BOE01-C002558-1110000 Help America Vote Act (HAVA) Voter Education & Poll Worker Training Grant Program

- Authorization to Extend Grant BOE01-C003234-1110000 Help America Vote Act (HAVA) Operations Costs (Shoebox) Grant Project
- Authorization to Extend Contract BOE01-1110000-C005053 Electronic Pollbooks Grant Program
- Authorization to Extend Contract BOE01-1110000-C004971 Ballot By Mail Grant Program
- Authorization to Extend Grant BOE01-1110000-C005095 - 2024 General Election Grant Program

Supervisor David Baker motioned to approve these five 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, William Namestnik, Andrew Wickham, Frederick Wille. No: Supervisor(s): None. Abstain: Supervisor(s): None.

4. Board Of Supervisors:

Board Chairman, Jared Simpson, is proposing going from a three-week to a four-week Committee and Board meeting cycle. The committees would meet on the second Monday and Wednesday of the month and the Board would meet on the third Thursday of the month, excluding the organizational meeting. This will provide more consistency for Supervisors and staff. The committee thought that with the large turnover of the Board, next year was a good time to make a change to the schedule. They also feel that it is a good idea to reevaluate how it is working after six months.

5. County Attorney:

Joseph Nacca asked the committee for approval to purchase a Builders Risk Insurance policy for the 3010 County Complex Project.

Supervisor James Kennedy motioned to approve the purchase of the builders risk insurance policy. The motion was seconded by Supervisor William Namestnik. 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.

Holly Adams presented a resolution entitled, "Fixing Date and Notice for the Public Hearing on Local Law No. 6 (Intro.) of 2025".

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.

6. County Clerk/DMV:

Jean Chrisman provided the following updates from the County Clerk's Office and DMV:

- In the Clerk's Office compared to last year, they have completed 489 more transactions.
- June and August are the County Clerk's largest revenue months.
- The DMV is still seeing 65% of Real & Enhanced ID transactions being done by non-county residents.
- The online and in-office revenues were also included in the committee packet.

7. RAIMS:

Rosemary Switzer presented the AA1460 RAIMS budget. She has met the budget guidelines. The only changes in the budget for 2026 are a slight increase in salaries due to union contracts and costs for more archival storage boxes now that they have new additional shelving.

Supervisor Frederick Wille motioned to approve the AA1460 budget 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.

8. Informational Reports:

Mike Flatt has scheduled the first safety committee meeting for August 14th. We are seeing fewer injuries than last year at this time but more recordable injuries, mostly law enforcement. In October, he will be hosting the annual fall safety training. He is working on updating the confined spaces policy to be compliant with OSHA. He is also developing a Silica policy that, once it is completed, he can share with the municipalities.

9. Unfinished Business:

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

10. Executive Session:

Supervisor David Baker motioned to enter executive session at 1:03 PM for POL§105 (1) (d) - Discussions regarding proposed, pending or current litigation. Supervisor James Kennedy seconded the motion. The motion passed.

Supervisor David Baker motioned to exit executive session at 1:37 PM. Supervisor Andrew Wickham seconded the motion. The motion passed.

11. Next Meeting Date And Time:

August 13, 2025 at 12:30 PM.

12. Adjournment:

Approved Minutes

On a motion of Supervisor James Kennedy, seconded by Supervisor William Namestnik, the Governmental Operations & Insurance Committee meeting was adjourned at 01:38 PM.

Respectfully Submitted, Kristin A. Voss, Clerk