



# GOVERNMENTAL OPERATIONS & INSURANCE COMMITTEE

Wednesday, August 13, 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 August 13, 2025.

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

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
- Broxton Prater, Assistant County Attorney
- Sean Barry, Chief Information Officer
- Dennine Leeson, Real Property Director
- Chris Day, Engineer
- Garrett Beisheim, Junior Engineer
- Bill Martin, Humane Society Director
- Kurt Koczent, Humane Society Board Member
- Mary Gates, Finance Director
- Nellie Puma, Deputy Finance Director
- Michele Smith, HR Director
- Mike Flatt, Safety Coordinator
- Jean Chrisman, County Clerk
- Tracy Shaw, Assistant Deputy Clerk
- Holly Smith, Grants Coordinator
- John Rizzo, Sr. Fiscal Manager
- Albert Magnan, Democratic Election Commissioner
- Adeline Rudolph, Republican Election Commissioner
- Jackie Shaffer, NYMIR Representative
- Tracey Dello Stritto, Ontario Chamber President
- Kristin Voss, BOS Clerk

### 2. Approval Of Minutes:

Supervisor Frederick Wille motioned to approve the minutes of the July 23, 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, Frederick Wille. No: Supervisor(s): None. Abstain: Supervisor(s): None.

### 3. Humane Society:

Kurt Koczent and Bill Martin provided an update on the Humane Society. They reviewed their 2024 accomplishments, where they are on their 2025 goals and activity at the shelter.

#### **4. Board Of Elections:**

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

- Authorization to Accept 2025-2026 General Elections Support Grant Funding from the New York State Board of Elections
- Authorization to Accept 2025-2026 Ballot by Mail Grant Funding from the New York State Board of Elections
- Authorization to Contract with Dominion Voting Systems to Retrofit Metal Ballot Boxes for use with Imagecast Evolution Voting Machines
- Authorization to Contract with Dominion Voting Systems for Imagecast Evolution and Central Count Voting Machine Annual Maintenance

Supervisor David Baker motioned to approve these four resolutions, as presented as a block. The motion was seconded by Supervisor James Kennedy. The motion passed.

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

Adeline Rudolph and Albert Magnan presented the 2026 Board of Elections budget.

Supervisor James Kennedy motioned to approve the 2026 Board of Elections budget as presented. The motion was seconded by Supervisor Frederick Wille. The motion passed.

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

#### **5. Board Of Supervisors:**

Kristin Voss presented the AA1010 - Board of Supervisors budget for 2026. The most significant changes from the 2025 budget are the cost of advertising due to the increase in the cost and amount of legal notices and the increase in the training and conference budget line due to the change of at least eight new supervisors next year.

Supervisor James Kennedy motioned to approve the AA1010 budget as presented. The motion was seconded by Supervisor William Namestnik. The motion passed.

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

Kristin Voss presented the AA1920 - Municipal Dues budget. The only change from last year is an increase of 3% in NYSAC dues.

Supervisor James Kennedy motioned to approve the AA120 budget as presented. The motion was seconded by Supervisor William Namestnik. The motion passed.

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

**6. County Attorney:**

Broxton Prater presented a resolution entitled, "Authorization to Contract with Eastern Shore Associates Insurance as Self-Insurance Program Consultant/Broker of Record".

Supervisor William Namestnik 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, Frederick Wille. No: Supervisor(s): None. Abstain: Supervisor(s): None.

Nathan Thomas presented a resolution entitled, "Fixing Date and Notice for the Public Hearing on Local Law No. 8 (Intro.) of 2025".

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

Holly Adams presented a resolution entitled, "Resolution of the Board of Supervisors of the County of Ontario Increasing Taxes on Sales and Uses of Tangible Personal Property and of Certain Services, On Occupancy of Hotel Rooms and on Amusement Charges, Pursuant to Article 29 of the Tax Law of the State of New York-As Amended".

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

Holly Adams presented the AA1420 - County Attorney Budget. The increases for 2026 are mostly from personnel costs, software costs, training costs, and service contracts.

Supervisor William Namestnik motioned to approve the AA1420 budget as presented. The motion was seconded by Supervisor Frederick Wille. The motion passed.

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

**7. County Clerk/DMV:**

County Clerk Jean Chrisman provided the following updates:

- They have processed 137 passport applications since the beginning of the year, generating

\$4,900 in revenue.

- They have sold 96 EZ-passes, generating \$380 in revenue.
- The DMV is continuing to see an influx of customers.
- The DMV is currently averaging about 365 transactions a day.
- The DMV did have to close a few times in the past couple of weeks due to sewer problems in the building.

Jean Chrisman presented the AA1410 County Clerk budget. They met budget guidelines and have adjusted revenue projections based on current trends. Their contractual lines are going down significantly due to software costs being moved to the IT budget.

Supervisor David Baker motioned to approve the AA1410 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, Frederick Wille. No: Supervisor(s): None. Abstain: Supervisor(s): None.

Jean Chrisman presented the AAC103 DMV budget. They met budget guidelines and adjusted revenue projects based on the past two years revenue. There is an increase in personnel due to contract increases and the anticipation of filling the vacant SR. MSVR and MSVR positions.

Supervisor William Namestnik motioned to approve the AAC103 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, Frederick Wille. No: Supervisor(s): None. Abstain: Supervisor(s): None.

## **8. Human Resources:**

Michele reviewed the 3rd quarter compliance report. The committee continues to review policies new and old. They also reviewed the latest audit results.

Michele Smith presented the AAC108 regulatory budget. The budget met guidelines and the only real change is the adjusting of the amount of Lindsey and Michele's salaries that come from this budget to accurately reflect their time spent on compliance.

Supervisor David Baker motioned to approve the AAC108 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, Frederick Wille. No: Supervisor(s): None. Abstain: Supervisor(s): None.

## **9. Information Technology:**

Sean Barry presented the AA1680 Information Technology budget. The major change for 2026 is that the software fees that were in individual department budget lines are now being moved into the IT budget. Therefore, it appears as if the IT budget is significantly increasing when costs are just being allocated to the correct budget.

Supervisor William Namestnik motioned to approve the AA1680 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, Frederick Wille. No: Supervisor(s): None. Abstain: Supervisor(s): None.

#### **10. Real Property Tax Service:**

Dennine Leeson presented the following three resolutions entitled:

- Authorizing Intermunicipal Cooperation Agreement with Lyons Central School District for the Provision of School Tax Bill Preparation Services
- Authorizing Intermunicipal Cooperation Agreement with School Districts for the Provision of School Tax Bill Preparation Services
- Authorizing Intermunicipal Cooperation Agreement with Livonia Central School District for the Provision of School Tax Bill Preparation Services

Supervisor David Baker motioned to approve these three resolutions, as presented as a block. The motion was seconded by Supervisor Frederick Wille. The motion passed.

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

Dennine Leeson presented the AA1355 Real Property Tax budget. The only major change is the moving of software costs to the IT budget.

Supervisor David Baker motioned to approve the AA1355 budget as presented. The motion was seconded by Supervisor William Namestnik. The motion passed.

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

#### **11. Informational Reports:**

Mike Flatt let the committee know that PESH came to do a program inspection of our Buildings and Grounds Department. They looked at most of the safety data sheets in the buildings, but overall, the inspection went well. As a result of the inspection, they would like us to do a noise test. The heat in July was hard on our area firefighters. We had about 7 heat-related illnesses come through from various fire departments.

#### **12. County Administrator:**

Alissa briefly reviewed the 2nd quarter grants status report. Nineteen of the projects have been fully completed.

Mary Gates presented a resolution entitled, "Resolution to Authorize Allocation to Occupancy Tax

Revenue Designated Fund Balance".

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

Chris DeBolt presented the AA1230 County Administrator budget. The budget met guidelines and revenue is up slightly due to indirect cost allocation going up. The 18-month leadership contract is now coming to an end to that will be a decrease from the 2025 budget.

Supervisor James Kennedy motioned to approve the AA1230 budget as presented. The motion was seconded by Supervisor William Namestnik. The motion passed.

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

Chris DeBolt presented the AAC101 Team Agencies budget. They are proposing a 2% increase to all team agencies in 2026.

Supervisor David Baker motioned to approve the AAC101 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, Frederick Wille. No: Supervisor(s): None. Abstain: Supervisor(s): None.

Chris DeBolt presented the Dog Control (CM Fund) budget. The budget proposes increasing the cost of dog control from \$2.44/person to \$2.83/person. This is the start to get the humane society to a \$4.00/person funding level by 2029. This includes \$45,583 in tax levy.

Supervisor Frederick Wille motioned to approve the CM Fund 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, Frederick Wille. No: Supervisor(s): None. Abstain: Supervisor(s): None.

**13. Unfinished Business:**

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

**14. Executive Session:**

Supervisor William Namestnik motioned to enter executive session at 2:05 PM for POL§105 (1) (d) - Discussions regarding proposed, pending or current litigation. Supervisor James Kennedy seconded the motion. The motion passed.

Supervisor James Kennedy motioned to exit executive session at 2:36 PM. Supervisor William Namestnik seconded the motion. The motion passed.

**15. Next Meeting Date And Time:**

Wednesday, September 3, 2025 at 12:30 pm.

**16. Adjournment:**

On a motion of Supervisor William Namestnik, seconded by Supervisor Frederick Wille, the Governmental Operations & Insurance Committee meeting was adjourned at 02:40 PM.

Respectfully Submitted, Kristin A. Voss, Clerk