



GOVERNMENTAL OPERATIONS & INSURANCE COMMITTEE

Wednesday, November 5, 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 12:31 PM on November 5, 2025.

Members Present: Supervisor(s) Peter Ingalsbe, David Baker, James Kennedy (12:36 PM), William Namestnik, Frederick Wille. Necessarily Absent: Supervisor(s) Andrew Wickham.

Others present in addition to committee members:

- 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
- Broxton Prater, Assistant County Attorney
- Chris Day, DPW Commissioner
- Barbra Sweet, Sr. Fiscal Manager
- Jenifer Langer, Purchasing Director
- Josh Colton, Security Coordinator
- Lindsey Burgess, Deputy HR Director
- Jackie Shaffer, NYMIR Representative
- Jared Simpson, BOS Chairman
- Kristin Voss, BOS Clerk
- Mary Gates, Finance Director
- John Rizzo, Fiscal Manager
- Jean Chrisman, County Clerk
- Lisa Record, Deputy County Clerk
- Tracy Shaw, Assistant Deputy County Clerk
- Dennine Leeson, Real Property Tax Director
- Kate Ott, Public Health Director
- Sean Barry, CIO, via Webex
- Missy White, Fiscal Manager, via Webex
- Stacy Schmitt, Buyer, Webex

2. Approval Of Minutes:

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

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

3. Public Health:

Kate Ott presented a resolution entitled, "Authorization for the Public Health Director to be the Signatory for Acceptance and Acknowledgment of the STOP-DWI HVEC Funding".

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

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

Kate Ott asked that the committee not take action on the resolution entitled, "Authorization to Enter into the Statewide Health Information Network for New York (SHIN-NY) Statewide Common Participation Agreement (SCPA)". She is still working out contract details with the County Attorney's office. No action was taken on this item.

4. County Clerk/DMV:

Jean Chrisman provided the following update:

- The mortgage tax report has been submitted to finance and NYS, and the State has approved of the report. The report shows that collection was up about \$275,000 from the prior six month report.
- A press release has been sent out for dates that the DMV and Clerk's office will be closed for training. They will also post it on their website and social media sites.
- She noted that third quarter receipts in the DMV have gone down gradually each month.
- They have filled the vacant senior MVSR position.

5. Human Resources:

Lindsey Burgess presented a resolution entitled, "Authorization to Amend Contract with By the Numbers Actuarial Consulting, Inc.".

Supervisor James Kennedy 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.

Lindsey presented the 4th quarter compliance report. They will be bringing a resolution to amend a few policies once the compliance committee has approved the amendments.

Josh Colton let the committee know that he is bringing a resolution to Ways and Means to approve a budget transfer. This budget transfer will be transferring \$48,703.34 from an IT CIP line to increase the budget line for the all building security upgrade project. This project is converting access systems in some buildings to make the access system uniform and more secure throughout all county buildings.

6. Real Property Tax Service:

Dennine Leeson presented the following two resolutions entitled:

- Removal of Health Hazard - Town of Canadice
- Removal of Health Hazard - Town of South Bristol

Supervisor David Baker motioned to approve these two 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.

Dennine Leeson presented a resolution entitled, "2026 Tax Levy Flint Creek Small Watershed Protection District".

Supervisor David Baker motioned to approve the resolution as presented. The motion was seconded by Supervisor Frederick Wille. The motion .

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

Dennine Leeson presented a resolution entitled, "Officials Designated to Approve NYSRPTL Correction of Errors".

Supervisor Frederick Wille 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.

Dennine Leeson presented a resolution entitled, "Authority to Notify Cities of Canandaigua and Geneva of 2026 County Tax Levy".

Supervisor James Kennedy 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.

Dennine Leeson presented a resolution entitled, "Overages and Shortages for Levy Against Certain Towns in 2026".

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.

7. County Attorney:

Broxton Prater let the committee know that we are currently using two different contract methods

with no clear definition of when to use each. The two methods are the contract document method and the offer and acceptance method. Broxton talked about the advantages of both methods and when they should be used. She then asked for committee's thoughts and approval of being able to keep using both methods, but changing the language in the bid/solicitation documents to clarify which method would be used after acceptance. The committee approved the following change in bid/solicitation language and when to use each contract method.

The language for the contract document method will be updated to the following:

This Invitation for Bids is the County seeking an offer for (INSERT PROJECT PURPOSE), further detailed in the Bid Specifications. An Award, if made, will be to the lowest responsive/responsible vendor(s) in part or in whole who meet(s) all the terms of the Bid Specifications. If the County accepts your offer via Award the County and Awarded Vendor will execute a separate contract. A legally binding contractual relationship will not exist between the County and the Awarded Vendor until that separate contract has been fully executed by both parties.

The language for the offer and acceptance method will be updated to the following:

This Invitation for Bids is the County seeking an offer for (INSERT PROJECT PURPOSE), further detailed in the Bid Specifications. An Award, if made, will be to the lowest responsive/responsible vendor(s) in part or in whole who meet(s) all the terms of the Bid Specifications. If the County accepts your offer via Award the County and Awarded Vendor will have entered a legally binding contractual relationship. The County's "Bid Documents" and the Awarded Vendor's "Response Documents" constitute the "Agreement". If any terms of the Bid Documents conflict with or differ from the Awarded Vendor's Response Documents, the provisions of the Bid Documents shall control.

The Contract Document Method will be used for:

- Construction Bid: Construction projects often include multiple alternates. Without knowing the final scope of work prior to bidding, there needs to be a separate contract document finalizing the project.
- Request for Proposal – The County does not yet know what it wants, so we do not want to be stuck with the Vendor's exact proposal. RFPs result in a lot of post bid negotiation regarding the scope of work.

The Offer and Acceptance Method will be used for:

- Bid and Best Value Bid: The County knows exactly what it wants. If the County is awarding the bid to a Vendor, the County is accepting the vendor response exactly as it was submitted. So, we can use the combination of our bid documents and their response documents to encompass the entire agreement.

Broxton then talked about updated insurance requirements and the process for bid renewals should be. She explained that allowing vendors to renew under the previous insurance requirements would create significant added work across multiple departments, particularly in verifying contract compliance and determining whether finance can process invoice payments. To streamline the process, Broxton recommended that when renewal letters are sent to vendors, they should also be informed of the updated insurance requirements. Vendors would then have the option to renew their bids only if they agree to comply with the new insurance requirements. If a vendor declines to meet the updated requirements, the Purchasing Department will initiate a new bid. The committee agreed with this approach, that bid renewals should only proceed if the vendor is willing to adhere to the new insurance requirements.

8. County Administrator:

Alissa Bub provided an update on the ARPA grants. 60% of the awarded funds have been disbursed. The 1st half of the Arts, Culture, and Recreation and Childcare grant projects have been completed. The consultant is working closely with the projects where no funds have been disbursed. They are confident that they will be finished prior to the Federal deadline. There may be a need to extend the disbursement submission deadline from February by a few months for these projects.

9. Addendum: Insurance

Jackie Shaffer provide the 2026 NYMIR proposed insurance renewal package to the committee. The total package is \$271,017 for 2026. This is up about 4% from 2025. The property values have increased by 6%. The crime policy had a slight decrease in premium. The cyber insurance premium came in under projection. There are two options for the cyber renewal. Sean and Jackie recommend going with option 2 as that is a better value. The tank liability premium came back at projection.

Supervisor David Baker motioned to approve the 2026 NYMIR proposed insurance renewal package with option 2 for the cyber renewal 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.

Jackie also let the committee know that NYMIR has come up with some new emergency preparedness training, they offer the Helix Intel program, and that the county will have an industrial appraisal next year.

10. Unfinished Business:

There was no unfinished business to come before the committee.

11. Executive Session:

Supervisor William Namestnik motioned to enter executive session at 1:38 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 2:23 PM. Supervisor William Namestnik seconded the motion. The motion passed.

12. Next Meeting Date And Time:

November 26, 2025 at 12:30 PM.

13. Adjournment:

On a motion of Supervisor William Namestnik, seconded by Supervisor James Kennedy, the Governmental Operations & Insurance Committee meeting was adjourned at 02:24 PM.

Respectfully Submitted, Kristin A. Voss, Clerk