

Meeting: County Clerk Committee Meeting

Date & Time: Monday, February 5, 2024 @ 2:15 p.m.

Location: Legislative Chambers

Attendees:

Nadine, Pam, Legislator Fitzak; Legislator Draper; Chairwoman Johnson; CAO Welch

Agenda Item	Leader/Presenter	Discussion	Action
Monthly Reports	Nadine, Pam	To Early in the month for Recording Office Monthly reports. DMV Monthly report attached. New revenue distribution took effect January 1, 2024. 10.75% for in office and internet transactions.	Information Only
Pistol Permit Update	Nadine	35 Applications at Sheriff's Office for Background Checks - 9 of those are prior to new law change - 9/1/22. 26 Applications after new Law Change. 11 new applications to go to Sheriff's office very soon. 18 applicants have interviews scheduled with Judge on January 26, 2024.	Information Only
Merchant Processing Agreement	Nadine	Paymentech LLC/Chase Merchant Services Agreement - to work with Tyler Technologies to process all credit card payments through new Records Management System. All one transaction and will not need third party vendor. I have already reviewed it and approved it by Treasurer and County Attorney.	Resolution and Agreement for February Mtg.
DMV Furniture Renderings	Nadine, Pam, Craig Lane	Prentice submitted Furniture Renderings for Capital Project. Prices increase March so need to get PO Approval on March Legislature Mtg	Resolution for March Mtg.
Tyler Technologies	Nadine,	Working daily on data conversion and trying to get the correct data from Avenu. Due to failure to get data as needed, we will be set back again for Go Live Date.	Information Only
Test Pilot County for Notary Public email transmissions	Nadine,	Volunteered to be a test Pilot county for new state operated Notary Public email transmittal process. Will participate weekly on calls concerning going live with this project.	Information Only

Respectfully submitted,

Nadine P. Hanlon

1/8/2024

Date

Meeting: County Clerk Committee Meeting

Date & Time: Monday, February 5 2024 @ 2:15 p.m.

Location: Legislative Chambers

Attendees:

Nadine, Pam, Legislators Fitzak and Draper, Chairwoman Johnson, CAO Welch -

Agenda Item	Leader/Presenter	Discussion	Action
Local Government Records Management Improvement Fund	Nadine	Will be submitting application in March. Working with Grant writer and getting inventory complete. Grant for digital project from 1951 to 2003. Met with a vendor to get pricing to get this complete. This vendor currently works with Tyler Technologies for this type of project.	Information Only
Donate Life	Nadine	Request a proclamation at March meeting designating April as Donate Life Month. Amber at DMV will be taking the lead for this year's theme - "Donors are SuperStars".	Proclamation - March Mtg
DMV Vacancy	Nadine	Awaiting exam results before we move forward with filling position.	Information Only
March Committee Mtg		I will be out of the office for March Comm Mtg. I will submit monthly reports via email	

Respectfully submitted,

Nadine P. Hanlon

2/5/2024

Date

Committee: Personnel & Self Insurance

Date & Time: February 5, 2024 1:45 PM

Location: Legislature Office

Attendees: Merle Draper, John Fitzak, Katie Harvey, Lynne M. Johnson, John C. Welch, Jr.

Agenda Item	Leader/Presenter	Discussion	Action
Quarterly OCSIP meeting is Thursday February 8th at 10:30 AM	Katie		
OCSIP: Annual W-2 statements	Katie	Municipalities have started to submit the W-2 reports for the excess insurance annual payroll audit.	
Civil Service Annual Report	Katie	Working on the Annual Report due to NYS Civil Service by March 1st.	
Salary Review	Katie	I am sending out to Department Heads today that Salary Review requests are due by March 1, 2024.	Send forms to Department Heads
Allied Universal Contract	Katie	Review contract for approval	Fact Sheet & Contract Submitted, Resolution needed

Respectfully submitted,


Department Head Signature

2/5/2024
Date

Committee: EAP

Date & Time: February 5, 2024 1:45 PM

Location: Legislature Office

Attendees: Merle Draper, John Fitzak, Katie Harvey, Lynne M. Johnson, John C. Welch, Jr.

Agenda Item	Leader/Presenter	Discussion	Action
Summer Picnic and Holiday Luncheon Dates	Katie	Picnic- Tuesday June 18, 2024 Luncheon- Wednesday December 11, 2024	
Spring Happenings	Katie	Valentines Day Donuts to all Departments on 2/14 Wear Green for St Patricks Day on 3/15 Easter Bunny Meet/Photos/Treats for Families 3/19 5:30PM Employee Easter Egg Hunt 3/29	

Respectfully submitted,


Department Head Signature


2/5/24
Date

Meeting: _____
Date & Time: _____
Location: Legislature

Attendees:

Agenda Item	Leader/Presenter	Discussion	Action

Respectfully submitted,



_____ Date

Meeting: Finance Committee
Date & Time: 2/5/2024; 1:00 pm
Location: Legislature

Attendees: Kim DeFrank, Lynne Johnson, Skip Draper, John Fitzak, Bill Eick, Jack Welch, Kathy Bogan

Agenda Item	Leader/Presenter	Discussion	Action
County Tax Auction	Kim DeFrank	Treasurer is waiting to put the auction resolution on the agenda. Looking at June or July for an auction date.	N/A
Trolley Parcel	Kim DeFrank	Treasurer had a property owner contact her regarding a piece of the old trolley that runs through his parcel. The property owner is interested in buying the piece from the County. Treasurer has reached out to the Real Property Tax Director and County Attorney to get the details.	N/A
Opioid Report	Kim DeFrank	Treasurer has an Opioid report that is due on 2/17 that needed clarification of proper category to report the money used. Treasurer will reach out to Public Health on the matter.	N/A

Respectfully submitted,

Kimberly DeFrank by email

2/13/2024

Date

Committee: Real Property

Date & Time: February 5, 2024 1:30 pm

Location: Legislature Office

Attendees: Dawn Allen, Jack Welch, Lynne Johnson, Merle Draper and John Fitzak

Agenda Item	Leader/Presenter	Discussion	Action
SDG Agreement	Dawn Allen	1 year agreement to host real property information online with an additional option to renew the contract up to four additional 12 month periods with mutual consent of both parties.	Add to February Agenda

Respectfully submitted,



Department Head Signature

2/5/24

Date