

Meeting: County Clerk Committee Meeting

Date & Time: Monday, January 8 2024 @ 2:15 p.m.

Location: Legislative Chambers

Attendees:

Nadine, Pam, Tracy, Legislator Fitzak; Legislator Eick; CAO Welch

| Agenda Item | Leader/Presenter | Discussion | Action |
|----------------------------------|--------------------|---|---------------------------------|
| Monthly Reports | Nadine, Tracy, Pam | Review of Recording Office Pistol Permit and DMV Monthly Reports Year End Report from DMV and Year End Control Summary from the County Clerk Recording Office. | 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 |
| Mortgage Tax Clerk Hire Increase | Nadine, Tracy | Request to increase Clerk Hire to \$9,461.67 per month for collection and administration of Mortgage tax monies. Last resolution was for \$8,287.50 in December 8, 2010. | Resolution on January Meeting - |
| DMV Motor Vehicle Examiner | Nadine, Pam | Request to Create and Fill Motor Vehicle Application Examiner - Takes a good six to nine months for Training. | Resolution on January Meeting |
| Tyler Technologies | Nadine, Tracy | Working daily on data conversion and getting the correct data from Avenu. Setting up new workflow for staff efficiencies in new software. | Information Only |
| County Computers | Nadine, Tracy | County Computers that were added to 2023 Budget for use with new vendor were set up at each station at Recording Office December 15, 2023. This has been a tremendous asset to staff. | Information Only |

Respectfully submitted,

Nadine P. Hanlon

1/8/2024

Date

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|--|------------------|---|-------------------------|
| DMV Facelift | Nadine, Pam | Working with Prentice on final design and colors for DMV Facelift. Notified State DMV and are awaiting to know what our next steps will be to get it approved through them. | Information Only |
| Notary Public | Nadine, Tracy | Notary Public renewals was taken over by NYS DOS and it is a chaotic mess. We are unable to reconcile and Notary renewals have not been updated in state system causing great concerns. | Information Only |
| Deputy Clerk Station at County Clerk's Office | Nadine, Tracy | Working on submitting Capital Project for 2025 to upgrade the Deputy County Clerk's Station to coordinate with the current Index Clerk's Stations. Looking to update County Clerk desk as well. File Drawers are very hard to operate. | Beginning Design stages |
| Local Government Records Management Improvement Fund | Nadine | Tomorrow is LGRMIF Day - Grant Kickoff Webinar in the morning and then meeting scheduled with Diana our grant writer to see if we can coordinate a grants submission to get all paper books - Deeds, Divorces, etc and all other bedrock records digitized. We have no backup should something happen to all paper records. | Information Only |
| Security Concerns | Nadine, Tracy | Discuss concerns with Committee and review recent incidents. | Information Only |
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Respectfully submitted,

Nadine P. Hanlon

1/8/2024

Date

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Committee: EAP

Date & Time: January 8, 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 |
|---|------------------|---|-------------------|
| Minutes, Treasurer's Report from January & Annual Treasurers Report | Katie | | |
| EAP Holiday Luncheon Recap | Katie | 227 meals were served. Many employees expressed their gratitude. | |
| Summer Picnic and Holiday Luncheon Dates | Katie | Picnic- Tuesday June 18, 2024- Tentative Date TBD in February Luncheon- Wednesday December 11, 2024 | |
| Approving 2024 EAP Budget | Katie | Legislature Approval | Resolution Needed |
| RFP for Mobile Vending | Katie | The RFP will be issued this month in hopes of getting on Food Truck schedules for the summer. Again we will include the option to cater our summer picnic. | |
| 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 | |
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Respectfully submitted,


Department Head Signature

1/8/2024
Date

Committee: Personnel & Self Insurance


Date & Time: January 8, 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: Quarterly NYS45 and Annual W-2 statements | Katie | The quarterly assessment is due the end of this month and the beginning of the excess insurance annual payroll audit begins. | |
| DOL DOSH Report | Katie | Working on the DOSH report of on-the-job injuries for 2023 due at the end of January. | |
| Civil Service Annual Report | Katie | Working on the Annual Report due to NYS Civil Service at the end of February. | |
| Salary Review | Katie | I will be sending out a notice to Department Heads that Salary Review requests are due by March 1, 2024. | |
| NYSASIC Board of Directors Meeting January 31-February 1 | Katie | This meeting sets the agenda for the Spring Conference. | |
| Sheriff Work Experience Crew Leader | Katie | 2023 set two separate rates for the position based upon certificate | Resolution Needed |

Respectfully submitted,


Department Head Signature

1/8/2024
Date

Committee: ITS Admin & Finance

Date & Time: January 8, 2024 14:45

Location: Legislature Office

Attendees: Lynne Johnson, Merle Draper, John Fitzak, Jack Welch, Ed Moss, Patrick McGurn

| Agenda Item | Leader/Presenter | Discussion | Action |
|---|------------------|---|---------|
| Daily Operations | Patrick McGurn | Discuss ticketing data | Discuss |
| Status of Projects | Patrick McGurn | Status of ITS projects | Discuss |
| Office 365 Capital Project Resolution | Patrick McGurn | Purchase Office Licenses | Discuss |
| Switch Refresh Capital Project Resolution | Patrick McGurn | Purchase switches to replace end of life switches | Discuss |
| 2024 Computer Lease Resolution | Patrick McGurn | 2024 computer equipment lease | Discuss |
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Respectfully submitted,


Department Head Signature

1-8-2024
Date

Committee: Real Property

Date & Time: January 8, 2024 1:30pm

Location: Legislature Office

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

| Agenda Item | Leader/Presenter | Discussion | Action |
|---------------------|------------------|---------------|--------|
| Updated Tax Rate | Dawn Allen | Informational | N/A |
| Reassessment status | Dawn Allen | Informational | N/A |
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Respectfully submitted,


Department Head Signature

1/8/24
Date

Meeting: Finance Committee

Date & Time: 1/8/2024; 1:00 pm

Location: Legislature

Attendees: Kim DeFrank - by email on 1/4/2024

| Agenda Item | Leader/Presenter | Discussion | Action |
|-----------------|------------------|---|-------------------|
| Edmunds GovTech | Kim DeFrank | Annual invoice for Financial System, Fixed Assets, Payroll and Employee Self Service, Disaster Recovery - Support and Maintenance | Resolution Needed |
| Energy/Debt | Kim DeFrank | Set up money that was reserved from the annual savings realized from this project | Resolution Needed |
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Respectfully submitted,

Kimberly DeFrank by email

1/5/2024

Date