

**FINANCE & RULES COMMITTEE**  
**November 19, 2024**

Present: Tom Osborne, Chair; Jeff Nellenback, Vice-Chair; Herb Frost; Vincent Nortz; and Barry Lyndaker.

Legislator Osborne called the meeting to order at 2:09 p.m.

Legislator Osborne moved to approve the October 15, 2024 committee meeting minutes as recorded, seconded by Legislator Frost, and carried.

**Remote Pistol Amendment Process – Jake Moser, County Clerk**

County Clerk Jake Moser gave background information on the remote pistol amendments. In June of 2024, St. Lawrence County launched a procedure for adding or disposing firearms. This new procedure has been very well received by their residents. Building off the success of their procedure, Lewis County Clerk's Office had a meeting with Judge King. This new process will help alleviate the burden on the license holder from having to go to the gun shop to the County Clerk's Office and then back to the gun shop. This process is only for acquiring and disposing of pistols. There are 13 pinpointed local dealers that will be offered this convenient option, not any big box stores.

The process will be that a customer will go to a Federal Firearms Licensee (FFL) Dealer and chose a firearm, then the FFL Dealer will give them the necessary paperwork and begin the background check. Once the FFL is ready, they will create a receipt that will include the make, model, serial number, and caliber of the firearm. The FFL Dealer will email the County Clerk's Office a copy of the receipt, if same day service is required then the receipt will have to be emailed before 3:30 p.m., any receipt received after may not get completed that day. Once the receipt is received by the County Clerk's Office they will begin to create the pistol amendment, and when completed the County Clerk's Office will email the FFL Dealer the amendment for the customer to sign. They will also email the FFL Dealer a coupon and the FFL Dealer will make two copies of this coupon, one copy for their record and the second is for the customer to keep as a record until they receive their new weapons card. Once the Amendment is signed by the customer the FFL Dealer will email it back to the County Clerk.

The signed amendment will be printed twice, one copy goes to the State Police and the other copy for the pistol record keeping system. There will be a \$3.00 fee to the FFL Dealer for each transaction. The signed amendment will trigger a new weapons card to be created. This card shows all current weapons a license holder has. The new weapons card will get mailed to the address on file and once received by the license holder they can destroy their old card. The \$3.00 fee for each transaction will equate to roughly \$600.00 per year in revenue.

In conclusion the new procedure will save residents time and money. It will significantly cut down on their travel time; create opportunity to arrive at the FFL Dealer and being able to take less time off from work; and it opens the possibility for a resident to do more after hours transactions as long as they are willing to potentially wait a day. Postage will increase due to the increase of having to mail weapons cards, but this is providing a government service for our pistol license residents. This new procedure is not for semi-automatic weapons or bolt action rifles. Residents can still follow the old process if they would like to stop in to the office and have it taken care of that way.

### **Investments update – Eric Virkler, County Treasurer**

Treasurer Eric Virkler reported that the county has been with Three + One for over 3 years now. The County has accomplished various things like increasing its' Cash Vest score to 95 in that time; diversified investments with multiple financial institutions and types of investments; and focused on laddering maturities and locking in rates for longer terms. Currently there is work being done to shift disbursements to electronic payments like ACH, EFT, and Virtual Cards. The County has reduced the number of bank accounts and decreased the number of demand accounts.

In the last two years the County has had close to \$60 million dollars invested, with ARPA funds and bond funds for the building projects. The interest earned this year is already at \$1,085,000, which will increase a little more before the close of the year. The large outflows for the IGT payments have challenged our cash management, as the practice is to try not to have large amounts available in liquid cash. The high amount of bridge projects is also a challenge to cash flow and the negative balance in the health insurance fund required additional planning.

Currently there is roughly \$4 million in our checking account and just over \$32 million invested.

### **Allowable Override on Audits – Tim Hunt, County Manager**

County Manager Tim Hunt explained that currently there are a few situations where an employee had gone out and made a purchase without getting a proper receipt. If this occurs our current policy requires this purchase to be rejected, and the employee has to eat the cost. One example is an employee who had to fill up the county vehicle with gas in order to make it back to the final destination but couldn't get the WEX card to work so they used their personal card, but the gas pump machine didn't give a proper receipt, so it would be punishing the employee to make them eat the cost of gas when it is clear that this was a legitimate county purchase. The recommended motion would allow an override of current auditing rules with the permission of the County Manager up to \$100.00 allowance per occasion. Repeat offenders will be held accountable.

## **Health Insurance Plan discussion**

County Manager Tim Hunt explained that the Health Insurance Consultants recently met with County Team Members and are trying to do everything possible to contain costs. It was recommended to get up to date numbers on commercial health insurance plans that mimic our current plans to see if that would allow any savings. This way the County has done its due diligence and can make the most cost-effective decisions going forward. The RFP process will allow for actual bids, and if they come in higher, they can be rejected.

The following dockets were reviewed:

1. Authorizing separate one-year renewal agreements between the Lewis County Clerk, Department of Social Services and ICU Security & Private Investigations for unarmed security guard services at the respective buildings; County Clerk agreement term is from January 1, 2025 through December 31, 2025 at a cost not to exceed \$34.50 per hour, 7.5 hours per day, and 37.5 hours per week; Social Services agreement term is from January 1, 2025 through December 31, 2025 at a cost not to exceed \$37.60 per hour, 1,992 hours of regular time in a year, and no more than 20 hours of overtime pay.  
AYE   5              NAY   0
2. Authorizing the Lewis County Treasurer to make such inter-fund departmental transfers as are necessary to close the books for the 2024 fiscal year.  
AYE   5              NAY   0
3. Authorizing the updated designation of depositories for 2025.  
AYE   5              NAY   0

The following motions were made:

1. Motion to authorize County Manager Timothy Hunt to have the ability to override audit rejections up to an amount of \$100.00 per invoice, with the details of the situation and override documented; and authorize possible disciplinary action for employees with multi-overrides. Moved by Legislator   Osborne  , and seconded by Legislator Nellenback, and carried.
2. Motion to authorize County Manager Timothy Hunt and whomever is needed to send out an RFP for a fully insured Health Insurance Plan for Lewis County Employees. Moved by Legislator   Osborne  , seconded by Legislator   Frost  , and carried.
3. Motion to cancel the December 2025 Committee meetings due to the holidays. Moved by Legislator   Osborne  , seconded by Legislator   Frost  , and carried.

Treasurer Eric Virkler explained that 3 weeks ago notice was received that the IGT Nursing Home payment is due which should have come at the beginning of the year. The State has divided the amount into 4 payments over the next 6 weeks. The total amount due is \$2.7 million, which will allow the hospital to gain \$5.9 million. Currently in the budget there is \$1.5 million which should cover the 1<sup>st</sup> and 2<sup>nd</sup> payments, but additional money will be needed for payments 3 and 4. A resolution

will be presented at the December 3, 2024 meeting to appropriate money from fund balance to pay for the rest of the IGT payment.

There being no other business to come before the committee Legislator Osborne moved to adjourn the meeting at 2:48 p.m., seconded by Legislator Frost, and carried.

Respectfully submitted,  
Cassandra Moser, Clerk of the Board