

Finance, Ways and Means Committee

Meeting Minutes

July 29, 2021 9:00 a.m.

PRESENT: Vice Chairman Cliff Moses
Supervisor Mary Cavanagh
Supervisor Matt Roberts
Supervisor Jim Cunningham
ABSENT: Chairwoman Yvonne Nirelli

OTHERS PRESENT: Finance Director Lou Anne Randall via Zoom
County Clerk Mike Keville
County Attorney Tina Wayland-Smith
Assistant Finance Director Keith Lummis
Treasurer Cindy Edick
Chairman John Becker
County Attorney Intern Noah Devaney
Public Information Officer Samantha Field
County Administrator Mark Scimone (9:10)

A quorum being present, Vice Chairman Cliff Moses called the meeting to order at 9:00 a.m. in the Supervisors Chambers.

I. Approval of Minutes:

Motion by J. Becker to approve the minutes of the July 1, 2021 meeting; seconded by M. Cavanagh. Motion unanimously approved.

II. Treasurer:

Treasurer Cindy Edick reported that year to date sales tax distributions for 2021 are \$17.7 million; an increase of 25.8% over 2020. The second quarter distribution for 2021 is \$9.9 million. This is the largest quarterly distribution in the history of the County and is partially due to online sales. The 2022 credits to local towns is expected to be reported in August but it has potential to be 16-18% more than 2020. Visits to foreclosure properties is prompting an increase in tax collections. Treasurer Edick is expecting 2022 budget hearings to take place on September 8th, 9th and 10th of 2021.

III. Finance Director:

Finance Director Lou Anne Randall informed the Committee that draft financial statements are being reviewed with Bonadio. The Finance department is busy processing reimbursements to participants in the Madison Local Eats restaurant recovery program. The County is just \$64,368 short of \$5 million in P Card purchases. This allows for a rebate of \$60,000. Director Randall, Treasurer Edick and Assistant Finance Director Lummis met with representatives from Three + 1 who recommended investing in a money market at Signature Bank at a rate of .2%. This will be revisited with the Committee at a later date.

IV. County Clerk

County Clerk Michael Keville informed the Finance committee that the DMV is currently fully opened and operating smoothly. The Clerk is in the final stages of designing a voluntary four day work week for 2/3 of the DMV staff, and allowing the 1/3 of five day workers to clock out at 3:30 daily. This would also involve expanding hours of operation to 7:45am-3:30pm on Mondays, 7:45am-5:00pm T-Th, and appointment only on Fridays from 7:45-4pm. This would give customers more flexibility for processing transactions in our office, and give better work/life balance to DMV employees. Month to date Clerk revenue is up 24% from 2019 for the month of July and 36% year to date over 2019, with total revenue for clerk's fees at \$345,006.65. DMV retention to the county is up 15% for the month of July as compared to 2019 and over 42% year to date over 2019, with \$1,078,898.43 in total retention.

New passport applications currently have an 18 week turnaround time. Responses to questions related to passport

applications are also delayed for no particular reason. Records Management Coordinator Matt Shaler is reviewing vendor options for scanning documents that are permanent retention from departments so they can be retrieved digitally when needed, and we can stop adding to the volume of physically stored records in the remote storage room in building 4.

V. Resolutions:

1. **Authorizing revision of the Madison County Fund Balance Policy.**
2. **Authorizing the Chairman to enter into an agreement with the New York State Board of Elections in regards to the Early Voting Expansion Grant Program and modifying the adopted 2021 county budget.**
3. **Authorizing the Chairman to enter into an agreement with New York State Board of Elections in Regards to the Technology Innovation and Election Resource Grant Program and modifying the 2021 adopted county budget.**
4. **Authorizing the modification of the 2021 adopted county budget (1990 Contingent Fund).**
5. **Authorizing the modification of the 2021 adopted county budget (Mental Health Office Equipment/Furniture).**
6. **Authorizing the modification of the 2021 adopted county budget (1171 PD Grant 11).**
7. **Authorizing participation in a federal grant and modifying the 2021 county budget (3113 Sheriff's Office).**
8. **Authorizing participation in a Federal Traffic Safety Grant and modifying the 2021 county budget (3111 Sheriff's Office).**
9. **Authorizing the Chairman to accept additional grant funds with the NYS STOP DWI Foundation and modifying the 2021 county budget – STOP DWI Statewide Crackdowns High Visibility Enforcement (3316 STOP DWI Grant Programs).**
10. **Authorizing the modification of the 2021 adopted county budget (3645 Homeland Security SHSPF FY18 Grant).**
11. **Authorizing the modification of the 2021 adopted county budget (Aquatic Vegetation Project).**
12. **Authorizing the modification of the adopted 2021 county budget (Solid Waste).**
13. **Authorizing the Chairman to enter an agreement for the Childhood Lead Poisoning Prevention Grant & Modifying the 2021 budget.**

C. Moses made a motion to review and approve resolutions 1-13; seconded by M. Cavanagh. Motion was unanimously approved.

The Committee discussed Resolution #1 and the Fund Balance Policy upper threshold increase from 15 to 20 percent. This increase will allow for more flexibility of the usage of unexpended surplus funds. These percentages can be modified with approval from the Board of Supervisors.

Resolution #2 was discussed. J. Becker made a motion to table Resolution #2; M. Cavanaugh seconded. Motion was unanimously approved.

The Committee briefly discussed resolutions 3-13.

VI. Preferred Agenda: There were no preferred agenda items.

VII. Next Meeting: September 2, 2021 at 9 a.m.

I. Adjournment:

The Committee adjourned at 9:37 a.m. on the motion of M. Roberts; seconded by M. Cavanagh. Motion unanimously approved.

Respectfully submitted by Heidi LaSalle on behalf of Chairwoman Yvonne Nirelli and approved on September 2, 2021.