

Finance, Ways and Means Committee

Meeting Minutes

June 29, 2023 9:00 a.m.

PRESENT: Chairman Matthew Roberts
Vice Chair Melissa During
Supervisor John Pinard
Supervisor Pete Walrod
Supervisor Ronda Winn

OTHERS PRESENT: Keith Lummis, Assistant Director of Finance
Cindy Edick, Treasurer
Emily Burns, Clerk to the Board
Tina Wayland-Smith, County Attorney
Samantha Field, Public Information Officer
Michael Keville, County Clerk
Mark Scimone, County Administrator
Dan Degear, Emergency Management
Kristin Guinto, Confidential Secretary to the Board of Supervisors
John Regan, Director of Public Facilities
Ryan Chaires, Deputy Treasurer
Rebecca Marsala, Deputy Treasurer

A quorum being present, Chairman Matthew Roberts called the meeting to order at 9:01 a.m. in the Supervisors Chambers.

I. Approval of Minutes:

Motion by J. Pinard to approve the minutes of the May 25, 2023 meeting; seconded by M. During. Motion unanimously approved.

II. Finance/Payroll:

Assistant Director of Finance Keith Lummis reported that the Finance department has provided all requested documentation to Bonadio for the 2022 audit. A draft is expected at the end of July. A new employee will begin on July 17th to fill the Junior Accountant position. The total dollar amount of PCard transactions has exceeded the prior two years at the same point in time (May 2023) by \$300,000. Therefore, PCard rebate is expected to exceed the two prior years.

III. Treasurer:

Deputy Treasurer Rebecca Marsala reported the state has passed a moratorium related to property tax foreclosures that expires June 30, 2024. The Governor has until the end of 2023 to sign. There are 61 parcels that are still being worked on. Star exemption has been removed for those parcels that have a delinquent tax that is more than one year old. The county will not take title to delinquent properties but will continue the foreclosure process so that when the moratorium is lifted, the parcels will be in the position for auction. The moratorium will be a hot discussion at the County Directors meeting in October, 2023.

Treasurer Cindy Edick reported that \$41.6 million is invested in Treasuries for various amounts and terms. There is also about \$20 million invested in NY MuniTrust with yields approaching 5.2%. A WIIA grant from NYS was awarded for the Clockville Water District last year, but the actual cash has still not been received. It is anticipated the grant will close in July, with the payment following shortly thereafter. This will help with preparation of the 2024 Clockville Water District budget and the calculation of unit charges, which should be considerably lower despite the higher interest rates on the debt service. Sales tax had been flat compared with 2022 through mid-June. However, a favorable distribution in late June boosted 2023's distributions to about 5% higher than 2022. An update will be provided as soon as the next distribution amount becomes available.

The Finance Committee performed its annual review of the County's Fund Balance Policy, as required by the Policy. This review generally takes place following completion of the prior year's Annual Update Document. There were no recommended changes to the Policy. In 2022, unexpended surplus funds in the General Fund amounted to \$25.8 million, or 20.7% of 2023 budgeted appropriations. Although this percentage is just over the 20% maximum threshold contained in the Policy, subsequent appropriations of Fund Balance in 2023 have already brought the level of unexpended surplus funds into compliance.

Treasurer Edick plans to schedule 2024 budget hearings during the week of September 17. The hearings will take three days, for about four hours per day. The 2024 budget kick-off communication will be sent to department heads soon. The tentative tax cap for the 2024 budget is estimated to be 2.2%-2.3%. Challenges related to the 2024 budget include the inability to remove non-recurring equipment and projects from the annual operating budget, since all of the ARPA funds and Host Community Benefit revenue has already been allocated. Due to the NYS 2023-2024 budget, an increase in the County's net cost of Medicaid and the Assigned Counsel Program will also attribute to a difficult budget year.

IV. County Clerk:

County Clerk Michael Keville shared the following figures for the Clerk's Office:

<u>DMV:</u>			
MTD	\$120,453	4.5% Gain	6/28/23
YTD	\$740,156	5.7% Gain	1/1-6/28/23
<u>Recording</u>			
MTD	\$41,405	4.1% Decrease	6/28/23
YTD	\$238,076	13% Decrease	6/28/23
<u>Transfer Tax</u>			
MTD New_		\$73,304	
YTD Local transfer Tax	\$277,256		
<u>Mortgage Tax</u>			
YTD 2023	\$176,824	49.2% Decrease	
Interest Earned at BNY MUNI Trust	\$9,142		

Clerk Keville conveyed that the flat-bed scanner is available for utilization by outside organizations. Scanning is being done by the summer intern and is creating revenue for the County. Upon opening in 2024, transactions for the new Tesla Dealership are expected to be exclusive to the Wampsville DMV. Two new part time representatives are being sought for the DMV. One new full time employee is being sought for the Clerk's Office. A new camera station is being utilized for pistol permits and passports. The county historian is working with a grant award writer to develop lessons for middle school and high school US history.

V. Resolutions:

1. Authorizing the modification of the 2023 adopted County budget (3640 Sheriff Homeland Security).
2. Authorizing the modification of the 2023 adopted County budget (County Road Fund/Machinery Fund).
3. Authorizing the modification of the 2023 adopted County budget (UTV).
4. Authorizing the modification of the 2023 adopted County budget (OVS).
5. Authorizing the issuance of an additional \$645,000 Bonds (Sewer Project).
Treasurer Cindy Edick explained that this increase is due to increased costs due to inflation and for future costs that may arise related to this project.
6. Authorizing the modification of the 2023 adopted County budget (EMS).
7. Authorizing the modification of the 2023 adopted County budget (Finance).
8. Authorizing the modification of the 2023 adopted County budget (Veterans Community Center).

M. During made a motion to review and approve resolution 1-8; seconded by R. Winn. The Committee unanimously voted on and approved all resolutions.

VI. Preferred Agenda:

It was the consensus of the Finance Committee to allow any eligible resolutions from today's meeting to be added to the preferred agenda. All resolutions were voted on and approved by the Committee.

VII. Other Committee Business:

Director of Emergency Management Dan Degear shared updates regarding the new ambulance services provided to residents of Madison County.

VIII. Next Meeting: July 27, 2023

IX. Adjournment:

The Committee adjourned at 9:48 a.m. on the motion of P. Walrod seconded by J. Pinard. Motion unanimously approved.

Respectfully submitted by Heidi LaSalle on behalf of Chairman Matthew Roberts approved on July 27, 2023.