

Finance, Ways and Means Committee

Meeting Minutes

February 24, 2021 9:00 a.m.

PRESENT: Chairman Matt Roberts
Vice Chairman Cliff Moses
Supervisor Ronda Winn
Supervisor Mary Cavanagh
Supervisor Jim Cunningham via Zoom

OTHERS PRESENT: Finance Director Lou Anne Randall
County Attorney Tina Wayland-Smith
County Administrator Mark Scimone
Public Information Officer Samantha Field
Assistant Director of Finance Keith Lummis
Treasurer Cindy Edick
County Clerk Michael Keville
Deputy Treasurer Rebecca Marsala
Chairman John Becker

A quorum being present, Chairman Matt Roberts called the meeting to order at 9:02 a.m. in the Supervisors Chambers.

I. Approval of Minutes:

Motion by C. Moses to approve the minutes of the January 27, 2022 meeting; seconded by M. Cavanagh. Motion unanimously approved.

II. County Clerk

County Clerk Michael Keville reported the following month to date totals as of February 23, 2022 for the Clerk's Office:

- DMV retention \$78,800
- Clerk fees \$37,500
- Basic Mortgage tax \$80,000
- Local Mortgage tax \$40,000

These totals are all low compared to 2021. The decline is most likely due to the lingering automotive supply chain issues and the leveling off of mortgage refinancing. However, over a four-year period 2022, figures remain strong.

Clerk Keville stated that because of the current slowdown in the DMV, a position vacated due to a recent retirement will remain unfilled. Results from the most current DMV representative exam will not be received until July. At that time, the need to fill this position will be reevaluated.

On Wednesday, March 9th, the DMV logo contest submissions will be on display in the lobby of the DMV and voted on by staff members. The 77 contest entries were created by area high school students. Prizes will be awarded accordingly and the winning logo will be used to promote the Wampsville DMV.

Record retention shelving will be delivered and installed in the next two weeks. Information Technology Director Paul Lutwak determined that the wiring for a water detection unit in the basement is in need of replacement. Facilities department has been working diligently to get this repaired before the shelves are installed. A new system is being considered with anticipated installation in the next six months.

An intern from the Madison Oneida BOCES program has joined the Clerk's Office and has attended some committee meetings.

Clerk Keville informed the Committee that he has been contacted about creation of a registry for domestic partners in Madison County. If created, this registry would allow insurance benefits or spousal benefits for those who register. Currently, this type of registry does not exist in Madison County and would need board approval if implemented.

III. Finance Director:

Finance Director Lou Anne Randall informed the Committee that with the assistance of the Bonadio an additional \$16,574 will be refunded to the County for sick family leave credit for the second and third quarters of 2021. Director Randall reviewed with the Committee changes to the Investment Policy and Procedures for Madison County as advised by Three+One. The revisions to the policy were voted on and approved by the Committee in resolution 6 in the Finance agenda. Director Randall reported that towns of Madison County can be added to the county's P-Card program. The towns would benefit by receiving a pro-rated share of the County's rebate. Further departmental conversation to work out details is necessary before this can be considered.

IV. Treasurer:

Treasurer Cindy Edick reported Sales Tax Distributions as of February 14, 2022 was \$2.6 million; this is an increase of \$565,820 (27.21%) over 2021. Sales Tax Distributions will be monitored as state and federal governments consider the suspension of gasoline tax in an effort to ease the effects of inflation.

Prompted by an anticipated retirement within the Treasurer's department, both Treasurer Edick and Deputy Treasurer Marsala expressed the importance of allowing a second Deputy Treasurer position. There are many behind the scene tasks that are not visible outside of the Treasurer's Office. It is imperative to have the ability to thoroughly train the new person. The Real Property area is well prepared as the Deputy Director of Real Property will take over as Director, and additional training is taking place in March 2022. Continuity in the Treasurer's Office is essential in order to maintain the perfected processes, in particular the tax collection process (Madison County's largest form of revenue).

V. Resolutions:

1. Authorizing the modification of the 2021 adopted County Budget (Employee Health Ins.).
2. Authorizing the modification of the 2021 adopted County Budget (Workers' Compensation).
3. Authorizing the modification of the 2021 adopted County Budget (Disability Ins.).
4. Authorizing the modification of the 2021 adopted County Budget (Retirement).
5. Authorizing the refund of 2020, 2021 and 2022 county and town taxes.
6. Adopting an updated investment policy and procedures.
7. Authorizing the modification of the 2022 adopted County Budget (1619 Veterans Building).
8. Authorizing the modification of the 2021 adopted County Budget (8342 Clockville Water District No. 1).
9. Authorizing the modification of the 2022 adopted County Budget (8340 Clockville Water District No. 1).
10. Authorizing the modification of the 2022 adopted County Budget (Bequest).
11. Authorizing the modification of the 2022 adopted County Budget (FY21 Statewide Homeland Security Grant).
12. Authorizing the modification of the 2022 adopted County Budget (5132 Highway Facility).
13. Authorizing the modification of the 2022 adopted County Budget (8341 ARE Park Water District).
14. Authorizing the modification of the 2022 adopted County Budget (5130 Road Machinery Repairs & Expense).
15. Authorizing the modification of the 2021 adopted County Budget (traffic Diversion).
16. Authorizing the modification of the 2021 adopted County Budget (6141 Home Energy Assistance).
17. Authorizing the modification of the 2022 adopted County Budget (Code Blue).
18. Authorizing the Chairman to enter into an agreement with the New York State Division of Homeland Security and Emergency Services – FY2021 State Homeland Security Program (SLETPP) and modifying the 2022 County Budget.
19. Authorizing the modification of the 2021 adopted County Budget (3097 Capital Projects Public Safety).
20. Authorizing the modification of the 2021 adopted County Budget (3097 Capital Projects Public Safety).
21. Authorizing the modification of the 2021 adopted County Budget (3150 Sheriff's Office Expense).
22. Authorizing the modification of the 2022 adopted County Budget (ARPA).

23. Authorizing the modification of the 2022 adopted County Budget (1680 IT).
24. Creating a Deputy County Treasurer Position in the Office of the County Treasurer and modifying the 2022 adopted County Budget.
25. Authorizing the modification of the adopted 2022 County Budget (Solid Waste – Roll-overs/Off Road Dump Truck).
26. Authorizing the modification of the 2021 adopted County Budget (6420 Occupancy Tax).
27. Authorizing the modification of the 2022 adopted County Budget (3110 Sheriff's Office).

C. Moses made a motion to review and approve resolutions 1-27; seconded by M. Cavanagh. The motion to approve all resolutions was unanimously approved.

VI. Preferred Agenda:

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

VII. Next Meeting: March 24, 2022

VIII. Adjournment:

The Committee adjourned at 9:40 a.m. on the motion of C. Moses; seconded by M. Cavanagh. Motion unanimously approved.

Respectfully submitted by Heidi LaSalle on behalf of Chairman Matt Roberts approved on March 24, 2022.