

Finance, Ways and Means Committee

Meeting Minutes

July 28, 2022 9:00 a.m.

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

OTHERS PRESENT: Samantha Field, Public Information Officer
Keith Lummis, Assistant Director of Finance
Cindy Edick, Treasurer
Michael Keville, County Clerk
Rebecca Marsala, Deputy Treasurer
Ryan Chaires, Deputy Treasurer
Emily Burns, Confidential Secretary to the Board
Lou Anne Randall, Finance Director
Tina Wayland-Smith, County Attorney
Chairman John Becker
Supervisor Melissa During, via Zoom
Christina Kennedy, Corporate Compliance Officer via Zoom
Mark Scimone, County Administrator

A quorum being present, Chairman Matt Roberts called the meeting to order at 9:03 a.m. in the Supervisors Chambers.

I. Approval of Minutes:

Motion by M. Cavanagh to approve the minutes of the June 30, 2022 meeting; seconded by C. Moses. Motion unanimously approved.

II. Finance Director:

Finance Director Lou Anne Randall reported findings from Bonadio's 2021 audit. Findings included the following areas of concern:

- Revenue was understated for year ending December 31, 2020 due to a material revenue accrual related to commercial user fees in the Environmental Landfill Fund.
- State aid revenue was overstated for the year ending December 31, 2020 and understated for the year ended December 31, 2021 in the County Road Fund.
- State aid revenue was found to be understated for the year ended December 31, 2020 and overstated for the year ended December 31, 2021 in the Capital Projects Fund.

III. Treasurer:

Treasurer Cindy Edick introduced Ryan Chaires, the new Deputy Treasurer. Deputy Chaires expressed his appreciation to his new co-workers and committee members for the positive reception and warm welcome. The new Real Property Information Specialist will start August 1st. The Treasurer's Office will finally be fully staffed.

Deputy Ryan Chaires reported that out of 50 parcels, there are 37 parcels left for auction. Bidding for the 2022 Madison County Tax Foreclosure Real Estate Auction will commence on September 15, 2022 at 10 a.m. This auction is online only.

Committee Chairman Matt Roberts expressed appreciation towards the efforts of Deputy Treasurer Rebecca Marsala for assisting the City of Oneida in consolidating the real property auction process. Deputy Marsala spoke of the complexity of the charter that the City of Oneida follows for tax collection. Deputy Marsala noted that the dependability of the white card database is critical. This system gives the history of every parcel in Madison

County since the time that tax mapping began. The new 911 system will be housed in a new Enterprise Server and will integrate with the tax mapping process allowing 911 access to vital information in an event of an emergency.

Treasurer Edick stated that year to date Sales Tax Distributions were \$18.6, a 4.84% increase. The second ARPA report has been submitted. Departments are working on their 2023 budgets. Budget hearings are expected to be scheduled on September 7, 8, and 9. A definitive schedule will be provided soon.

Treasurer Edick reviewed the proposed Year End Budget Transfer Policy with the Committee. The policy is expected to streamline the current lengthy piecemeal process. One single document (rather than multiple resolutions) for certain budget modifications or transfers, will be provided to the Committee for review. This document would give a clearer vision of transactions needed for year end. The Committee voted on and approved the resolution and policy.

IV. County Clerk

County Clerk Michael Keville reported the following month to date totals:

- DMV - \$113,080; down 14% compared to 2021
- Clerk Fees - \$42,173; down 7.5% compared to 2021
- Local MT- \$50,540; down 6.5% compared to 2021

Year to date totals compared to 2019 were reported as follows:

- DMV - \$825,413 up 8.9%
- Clerk's Fees - \$321,320; up 26.8%
- Mortgage Tax – New Money \$403,711 up 2% over 2021

Transfer Tax, signed into law this year, totaled \$662,336.

Clerk Keville is working with Three + One in an effort to maximize the amount of interest earned through CD's and T Bills. Clerk Keville is developing a standard practice for youths in foster care to obtain proper ID for learner's permit or identification purposes. New pistol permit laws become effective September 1st, 2022 yet regulations will not be provided until April 2023. It is unclear of how Madison County will be processing permits during this gap. Adopting a Domestic Registry for Madison County is in process. Clerk Keville is preparing the 2023 County Clerk budget. An 8% increase in revenue, a decrease of 3% in expenses (excluding salary hikes) and an increase of 18% retention is expected for the County in 2023. Clean up of the Department of Social Services basement is commencing. Clerk Keville urges the support of the Committee for decentralization of common civil service titles which will expedite the hiring process for various positions.

V. Resolutions:

1. Authorizing Treasurer to collect unclaimed funds on behalf of Madison County, New York.
2. Authorizing the modification of the 2022 adopted county Budget (1930 Lizbility Insurance).
3. Authorizing the modification of the 2022 adopted budget (6010 Rental Supplement Program).
4. Authorizing the modification of the 2022 adopted County budget (5112 Construction Projects).
5. Authorizing the modification of the 2022 adopted County budget (1620 Wayfinding Signage)
6. Authorizing the modification of the 2022 adopted County budget (4308 Mental Health Office Equipment/ Furniture).
7. Authorizing participation in a Federal Traffic Safety Grant and modifying the 2022 County budget.
8. Authorizing acceptance of a Reimbursement Grant Award from New York State Sheriff's Association to Madison County Sheriff's Office and modifying the 2022 adopted County budget.
9. Authorizing acceptance of Grant Award from NYS Office of Children and Family Services to Madison County Sheriff's Office for Madison County Children's Advocacy Center and modification of the 2022 adopted County budget.
10. Authorizing Participation in a Federal Grant and modifying the 2022 County budget (PTS Federal Grant).
11. Acknowledging introduction of proposed Local Law No. 4 for the year 2022 and calling for a public hearing.
12. Adopting Local Law No. 4 for the year 2022.
13. Establishing a year-end budget transfer policy.

After a brief discussion, the Committee agreed to add Resolution 13 (Establishing a Year-end Budget Transfer

Policy). C. Moses made a motion to review and approve resolutions 1-13; seconded by M. Cavanagh. The committee unanimously approved resolutions 1-13.

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: August 25, 2022 at 9:00 a.m.

VIII. Adjournment:

The Committee adjourned at 9:35 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 August 25, 2022.