

Finance, Ways and Means Committee

Meeting Minutes

June 30, 2022 9:00 a.m.

PRESENT: Chairman Matt Roberts
Vice Chairman Cliff Moses
Supervisor Ronda Winn 9:05
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
Emily Burns, Confidential Secretary to the Board
Paul Lutwak, Director of Information Technology
Lou Anne Randall, Finance Director
Tina Wayland-Smith, County Attorney
Chairman John Becker
Hannah Tulchinsky, County Attorney Intern
Supervisor Melissa During, via Zoom
Christina Kennedy, Corporate Compliance Officer

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

I. Approval of Minutes:

Motion by C. Moses to approve the minutes of the May 26, 2022 meeting; seconded by M. Cavanagh. Motion unanimously approved.

II. Finance Director:

Finance Director Lou Anne Randall reported that the 2021 Bonadio audit is close to completion. Reports are expected by the end of July. The Purchase Card Policy has been updated and will go before the Government Operation Committee today. A Budget Transfer Policy was created for addressing year end budget modification processing. Treasurer Cindy Edick has requested time to review this policy before it is approved by the Board of Supervisors. This resolution was pulled from today's agenda. NYS Comptroller reviewed the Annual Update Document. They requested information that has been submitted. NYS Comptroller has approved the AUD for 2021

III. Treasurer:

Treasurer Cindy Edick reported Sales Tax Distributions of \$15.2 million as of June 13th. This is an increase of 19.16% from 2021. Treasurer Edick received consensus of the committee to upgrade a GIS Aide position to GIS Specialist. Mary Dam, the current GIS Aide, has gone above and beyond normal tasks and has assisted new assessors from various towns' transition. A resolution for this upgrade will go before Government Operations Committee today. Ryan Chaires has been hired to fill the Deputy Treasurer position and is expected to start around July 18th. Senior Deputy Rebecca Marsala will be available to assist in training the new Deputy Treasurer.

Treasurer Edick discussed the ARPA resolution, on the agenda as #12. Spending intentions of the second tranche of the ARPA funds was presented by each department. Two expenditures which are on hold include the County's estimated cost for the connection of the sewer project and renovations to the LEB and highway buildings. The sewer connection funding is still being reviewed and grants are being pursued to assist with these costs.

IV. County Clerk

County Clerk Michael Keville reported that a summer intern from RIT is working in the County Clerk's office

assisting with tasks such as scanning as well as learning how a clerk's office operates. The New York Association of Local Government Records Officers conference is a valuable resource and a great network community. Town clerks and record management coordinators should be encouraged to attend these conferences in the future. Records Management Coordinator Matt Shaler is cleaning out the basement of the DSS building.

Clerk Keville discussed implementing a mobile DMV unit which would give county residents that live in remote areas of the County the ability to process transactions more conveniently. ARPA funding is being considered for a portion of this project. Clerk Keville is working with Melissa Felton from County Attorney's Office to finalize language for the Madison County Domestic Partner Registry.

Month to date DMV transactions were \$122,641, an increase of 27% over 2019 figures. MTD Recording fees were \$46,811, an increase of 7% from 2019. Year to date DMV fees are \$707,000, an increase of 11% over 2019, but down 24.7% from 2021. Recording fees YTD are about \$277,000 up 12% from 2019 and down 6.6% from 2021.

Clerk Keville, plans to meet in the next week with Sheriff Hood and Judge Michael St. Ledger to discuss how Madison County will respond to the SCOTUS decision regarding 2nd Amendment rights, as the legislature meets to pass new regulations.

V. Resolutions:

1. Adopting Local Law No. 2 for the year 2022.
2. Authorizing the modification of the 2022 adopted County budget (Road Machinery – Gasoline & Diesel Fuel).
3. Authorizing the Chairman to increase the County Clerk's Mortgage Tax Administration Fee.
4. Authorizing the modification of the 2022 adopted County budget (Mental Health Intergovernmental Transfer).
5. Creating Year End Budget Transfer Policy.
6. Authorizing the modification of the 2022 adopted County budget (ESG – CV).
7. Authorizing the Chairman to enter into an agreement with Crouse Health Hospital, Inc. and modifying the 2022 adopted County budget.
8. Authorizing the modification of the 2022 adopted County budget (Sheriff A311030).
9. Authorizing the Chairman to enter an Agreement with the New York State Department of Health for State Indoor Radon Grant.
10. Authorizing the modification of the 2022 adopted County budget (Information Technology).
11. Authorizing the Chairman to accept a Victim Assistance Program Grant Award from the New York State Office of Victim Services for FY 2019-2022 & Modifying the 2022 adopted County budget (OVS Grant 3118).
12. Authorizing the modification of the 2022 adopted County Budget (ARPA).

C. Moses made a motion to review and approve resolutions 1-12; seconded by M. Cavanagh. The committee unanimously approved resolutions 1-4 and 6-12. Resolution 5 was pulled in order for Treasurer Cindy Edick to further review.

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: July 28, 2022

VIII. Adjournment:

The Committee adjourned at 9:45 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 July 28, 2022.