

Finance, Ways and Means Committee

Meeting Minutes

November 28, 2023 9:00 a.m.

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

ABSENT: Supervisor Ronda Winn

OTHERS PRESENT: Cindy Edick, Treasurer
Tina Wayland-Smith Esq., County Attorney
Samantha Field, Public Information Officer
Kristin Guinto, Confidential Secretary to the Board of Supervisors
Lou Anne Randall, Director of Finance (via Zoom)
Keith Lummis, Assistant Director of Finance
Mary Cavanagh, Supervisor
Mike Keville, County Clerk
Loren Corbin, Supervisor
Ryan Chaires, Deputy Treasurer
Jim Cunningham, Supervisor
Melissa Felton, Second Assistant County Attorney

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

I. Approval of Minutes:

Motion by M. During to approve the minutes of the November 13th meeting; seconded by P. Walrod. Motion unanimously approved.

II. Finance and Payroll:

Director of Finance Lou Anne Randall updated the Committee with information pertaining to the modified contract with Tyler Technologies and the addition of iCloud. P-Card rebate allocation was \$57,139,010, a decrease of approximately \$1,745,600 from 2022.

III. Treasurer:

The Treasurer's department is working on calculating school tax payments for individuals who still owe. Real Property personnel is reviewing town budgets for tax bills. While following strict laws, Treasure Cindy Edick is preparing an insert for tax bills providing information on the forthcoming tax increase. 92.6 % of the 2024 tax levy is comprised of state mandates related to various departments. Budget transfer procedures currently allow departments to transfer within department up to \$10,000 for contractual and equipment expenses. These procedures are being updated to provide the board with additional detail.

Supervisors Mary Cavanagh, Matt Roberts and Melissa During recently met with personnel from Wanderer's Rest, who submitted a revised request of 15% (\$16,638) increase. A summary of the meeting revealed that the current 40 year old building is in need of repair. A recent study done by Shelters of America found that the current location size is sufficient and with increased prices, the need to relocate to a better area is necessary. Ideas of fundraising, corporate sponsorship and grants were shared to help raise between 3-5 million dollars in hopes of preserving this much needed service for Madison County residents. Abandoned property will be reviewed for a potential new location. The committee agreed that this 15% increase is acceptable and that \$11,638 would come from 2024 contingent fund and a voluntary contribution of \$5,000 from County Clerk's budget.

IV. County Clerk:

County Clerk Michael Keville reported the following figures for November 2023:

<u>DMV:</u>		
MTD 2023	\$97,935	15.9% Gain
YTD 2023	\$1,322,462	2.5% Gain
<u>Recording</u>		
MTD	\$55,233	41.9% Gain
YTD	\$498,183	1.6% Decrease
<u>Transfer Tax</u>		
MTD New	\$62,422	
YTD Local Transfer Tax	\$716,948	
<u>Mortgage Tax</u>		
YTD 2023	\$450,116	30% Decrease
<u>Interest Earned</u>		
BNY MUNI Trust	\$36,361	

Records management continues to streamline Pistol Permit records and digitizing older mortgage books. An RFP for archival software is being prepared. An MVR returned to DMV after transferring to IT. Clerk's Office is preparing an RFP for software contract for EDMS. A student intern will return during winter break to scan documents. The County Historian is preparing for next year's history functions including Oneida Library's 100 year anniversary. County Clerk's office will be utilizing an electric car for dealer collections.

Resolutions:

1. Authorizing the modification of the 2023 adopted County budget (5113 Consolidated Highway).
2. Authorizing the modification of the 2023 adopted County budget (8340 Clockville Water District).
3. Authorizing the modification of the 2023 adopted County budget (7988 Snomobile Trails Maintenance).
4. Authorizing the modification of the 2023 adopted County budget (9901 Contribution to Other Funds Expense).
5. Authorizing the modification of the 2024 adopted County budget (9901 Contribution to Other Funds Expense).

P. Walrod made a motion to review and approve resolution 1-5; seconded by M. During. The Committee unanimously voted on and approved all resolutions.

V. 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.

VI. Next Meeting: Tentatively, Tuesday, December 5, 2023.

VII. Adjournment:

The Committee adjourned at 9:39 a.m. on the motion of J. Pinard seconded by M. During. Motion unanimously approved.

Respectfully submitted by Heidi LaSalle on behalf of Chairman Matthew Roberts approved on December 5, 2023.