

MADISON COUNTY FINANCE WAYS AND MEANS COMMITTEE

Meeting Agenda - Friday, November 15, 2024

Call Meeting to Order

The Committee convened at 9:04am in the Supervisor's Chambers, second floor, County Office Building, Wampsville, NY. Supervisor Roberts, Supervisor During (9:06am), Supervisor Corbin, and Board Chairman Cunningham were present.

OTHERS PRESENT:

County Attorney Tina Wayland-Smith, Second Assistant County Attorney Melissa Felton, County Clerk Mike Keville, Board Clerk Emily Burns, BOS Conf. Secretary Jennifer Keville, Treasurer Cindy Edick, Finance Director Lou Anne Randall (zoom), Supervisor Shwartz (zoom), PIO Samantha Field, Supervisor Pinard, County Administrator Mark Scimone, Deputy Treasurer Ryan Chaires, Becky Marsala, Assistant Director of Finance Keith Lummis, Supervisor Cavanagh

A quorum being present, Chairman Matthew Roberts called the meeting to order at 9:04AM.

Approval of Minutes

1. 10/24/2024 DRAFT Minutes

On motion by Supervisor Corbin, seconded by Chairman Cunningham, the motion was made to approve the October 24, 2024 draft minutes. The motion was passed.

Finance/Payroll

Lou Anne Randall, Finance Director

- Presenting a resolution for ClearGov for budget software that was discussed last month.
- Open enrollment for health insurance has begun.
- Rebate cards are down to \$35,452 due to vendors charging a 3% fee or not taking P-cards. The extra money made on investments should offset this decrease.

Treasurer/Budget Officer

Cindy Edick, Treasurer

- Sales Tax Update - collections through November are up compared to 2023. Year-to-date, we are ahead by approximately \$372,000 (just over 1%).
- Bond Anticipation Notes - Clockville Water District - The bond sale has been completed. The net interest rate is 3.6%, slightly lower than last year's 4.3%. Closing will occur next week.
- Occupancy Tax Budget Modification - Will be presented at the next November Board meeting. Required a modification to ensure timely payment to tourism.
- Board Rule 29 Reminder - Any proposed budget modifications must be submitted to the Treasurer and Clerk of the Board at least 48 hours before the meeting.
- ARPA Funds Update - A resolution will be presented regarding ARPA funds to ensure compliance with US Treasury rules and avoid having to return any funds.

Real Property Tax Services

Ryan Chaires, Deputy Treasurer

- Currently, collecting school and village taxes, and preparing the statement of sale for the surplus from the auction, soon to be posted and mailed out.

- Presenting four resolutions: One is for a contract extension on the tax collection software (Systems East Inc.) The other three are for corrections of errors, as they exceed \$2,500.

County Clerk's Office / DMV

Mike Keville - County Clerk

Recording Clerk

Mortgage Tax - YTD - \$459,057.32; 6.7% INCREASE

Transfer Tax - YTD - \$848,214.00; 22.2% INCREASE

Court related searches - \$281,870.00; 54.3% INCREASE

Passport Fees - \$8,190.00; 28.9% INCREASE (due to successful Passport Fairs)

-Surplus Money Process - Working together with the County Treasurer's and the County Attorney's offices to update policies to be able to adapt to new rules for managing surplus funds.

DMV

YTD - \$1,174,400.41; 8.3% DECREASE (better than the expected 20% drop)

-As of November 6, the DMV has processed 162,996 transactions, ranking #20 in the state. This ranking not only reflects revenue but also the high volume of work relative to the county's population this team is able to process due to their efficiency and hard work.

-Interviews will be held next week to fill the open position at the DMV.

Resolutions

1. Authorizing Revision of the Madison County Fund Balance Policy

Supervisor Corbin asked for clarification on the fund balance policy resolution. Treasurer Edick explained that the concern is about holding too much unspent fund balance, which could appear as excess taxpayer money with no clear purpose. The higher balance may be due to funds allocated for projects that have not yet been completed or spent. The goal is to avoid issues in an audit and not to appear as though funds are being unnecessarily held. The state comptroller recommends keeping two months' worth of expenditures in reserve. A lower reserve of 5% is considered small, and many counties are aiming for 10%. The higher end of the reserve is meant to act as a buffer to ensure the county doesn't exceed its own policy.

2. Authorizing Chairman to Enter into an Agreement with ClearGov

3. Authorizing the Chairman to Enter Into An Agreement with Systems East Inc.

4. Directing the County Attorney's Office to Draft Legislation for Reauthorization of Madison County's Local 1 Percent Sales and Compensating Use Tax

5. Authorizing the Correction of Sewer Charges on 2024 Town & County Taxes

6. Authorizing the Correction of Sewer Charges on 2024 Town & County Taxes

7. Authorizing the Cancellation of 2024 County, Town and Special District Taxes Along with Corresponding Water and School Tax Reliefs

8. Authorizing the Modification of the 2024 Adopted County Budget (Postage)

9. Authorizing the Modification of the 2025 Tentative County Budget (NFP)

10. Authorizing the Modification of the 2025 Tentative County Budget (Clockville Water District)

11. Authorizing the Modification of the 2025 Adopted County Budget (2024 Host Community Benefit)

On motion by Supervisor Corbin, seconded by Supervisor During, the motion was made to review and approve Resolutions 1 - 11. The motion was passed.

12. Authorizing the Modification of the 2025 Tentative County Budget (Office for Aging)

Supervisor Cavanagh presented a resolution to request an increase in funding for the Madison County Food Sense Program due to rising grocery prices. The requested amount of \$5,812 will not cover the full costs of the program but will help support the Meals on Wheels initiative. The Office of the Aging took over the program after COVID. Any county resident can participate by placing an order online for pickup at any designated location. On motion by Supervisor During, seconded by Chairman Cunningham, the motion was made to approve. The motion was passed.

Other Committee Business

- Supervisor Shwartz presented, on behalf of herself and Supervisor Reger, a resolution regarding the Dolly Parton Imagination Library, requesting \$20,000 in funding for 2025 to be allocated to the Mid-York Library for this program. The initiative aims to enhance early childhood literacy, particularly for low-income families who may struggle to afford books. The program provides age-appropriate books to children through the mail, with a target of enrolling 65% of eligible participants. This funding will be sourced as a one-time allocation from the fund balance, with the possibility of future funding if the program demonstrates success and can be justified to the Board. A discussion followed, during which Supervisor Shwartz addressed questions that will be further investigated and present at the upcoming Board Meeting.
- Supervisor Cavanagh provided an update from a meeting with Sara Murdie from Wanderers Rest, discussing new programs launched during her first year as Executive Director. The shelter faces weekly transportation costs associated with many of these initiatives and requires substantial updates by the end of 2025. They are currently waiting for a \$5,000 grant for capital projects. Supervisor Cavanagh noted ongoing fundraising efforts, and was suggested to reach out to elected officials for additional support. It was advised to submit a proposal for extra funding for consideration at the next board meeting.

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.

Next Meeting - TBD

Adjourn

The Committee adjourned at 10:29 AM on motion by Supervisor Corbin, seconded by Supervisor During. Motion unanimously approved.

Respectfully submitted by Jennifer Keville on behalf of Chairman Matthew Roberts.