

MADISON COUNTY FINANCE WAYS AND MEANS COMMITTEE

Meeting Agenda - Thursday, July 25, 2024

Call Meeting to Order

PRESENT:

Supervisor Roberts, Supervisor During (9:12AM), Supervisor Corbin, Supervisor Winn, Supervisor Stokes.

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, Deputy Treasurer Ryan Chaires, PIO Samantha Field, Assistant Finance Director Keith Lummis, Chairman Cunningham, Vice Chairman Walrod, Supervisor Pinard, County Administrator Mark Scimone, Chief Assistant District Attorney Robert Mascari, County Attorney Intern Trey Gates, Supervisor Cavanagh, Supervisor Daviau, Peggy LeClair (via zoom).

A quorum being present, Chairman Matthew Roberts called the meeting to order at 9:00AM in the Supervisors Chambers.

Approval of Minutes

1. Approval of Draft Meeting Minutes 6/27/24

On motion by Supervisor Corbin, seconded by Supervisor Winn, the motion was made to approve the June 27, 2024 Minutes. The motion was passed.

Finance/Payroll

Lou Anne Randall, Finance Director

1. Department Update

Finance Director Randall reported that the deferred comp and finance audit are complete, with results and recommendations currently under review. The goal will be to present at next month's meeting. The Finance Department is working with Purchasing on a grant policy, which is currently under legal review by Melissa Felton, and will be shared next month. The NYS retirement estimate is \$330,133 higher than the projection given last year. Lou Anne encourages towns to review their retirement as it may be higher than anticipated. NYS Retirement provides a projected estimate and then an estimated bill due in December for the following year. Finance & Purchasing met yesterday to establish procedures for a centralized purchasing and invoicing policy. They aim to have these procedures set to be presented at the next meeting. iCloud is still being tested and will be shut down on August 27 & 28, with hopes for no glitches and a smooth transition.

Treasurer/Budget Officer

Cindy Edick, Treasurer

1. Sales Tax Report

Treasurer Edick reported that for the first half of this year the sales tax distributions are on par to the same period last year, with a slight increase of .44% (\$87,361). Cindy expects we should be in good shape to exceed the \$39,000,000 budgeted for 2024.

2. 2025 Budget

Treasurer Edick reported County Administrator Mark Scimone had sent kickoff communications to all department heads and followed up with discussion at the most recent department head meeting. Budget hearings are scheduled for September 17, 18,19, with the finalized schedule to be sent out to Supervisors soon. The usual reports will be available at the beginning of September for review. Board Members interested in just budget highlights are encouraged to attend the August Committee meetings, as hearings will focus on details, questions and updates. Cindy will be out of the office next week on vacation!

Real Property Tax Services

Ryan Chaires - Deputy Treasurer

At present, the Real Property office is finalizing the second posting for the foreclosure auction scheduled for September 16th -19th, 2024. Properties will be available for viewing and bidding on aarauctions.com and nysauctions.com during that week. Taxpayers can repurchase properties up to the day before the auction begins.

County Clerk's Office / DMV

Mike Keville - County Clerk

1. Department Update

County Clerk Mid Year Rev

Category	2023 YTD	2024 YTD	% Change	% of Total Rev	YTD 2024	Budgeted	Percent
RETT Local	\$ 282,330.00	\$ 399,156.00	41%	23%	\$ 399,156.00	\$ 700,000.00	57% Ahead
WEB Services	\$ 20,283.90	\$ 33,548.90	65%	2%	\$ 33,548.90	\$ 34,000.00	99% ahead
DMV Web	\$ 13,572.05	\$ 79,091.46	483%	5%	\$ 79,091.46	\$ 190,000.00	42% behind
Clerk's Rev	\$ 303,879.37	\$ 361,082.24	19%	21%	\$ 361,082.24	\$ 800,000.00	45% behind
DMV Total	\$ 751,300.71	\$ 635,187.31	-15%	36%	\$ 635,187.31	\$ 1,275,000.00	50% even
Investment	\$ 12,208.59	\$ 14,103.96	16%	1%	\$ 14,103.96	\$ 20,000.00	71% ahead
Property Rental	\$ 10,500.00	\$ -	-100%	0%	\$ -		
EZ Pass	\$ 2,181.79	\$ 1,911.25	-12%	0%	\$ 1,911.25	\$ 3,000.00	64% ahead
Mortgage Tax	\$ 163,237.48	\$ 226,871.89	39%	13%	\$ 226,871.89	\$ 425,000.00	53% ahead
	\$ 1,559,493.89	\$ 1,750,953.01	12%				
Total DMV	\$ 764,872.76	\$ 714,278.77	-7%	41%			

July 2024 Clerk Report:

The Numbers:

DMV :

MTD- \$97,241.46; 9% INCREASE

Recording Clerk :

MTD- \$43,303.00; 29% INCREASE

Records Management - RFP results - we received two responses. Matt Shaler and I have rated ours, we're waiting for the other raters. We will have a resolution next month to award a bid. GOOD NEWS - we budgeted \$150K to cover the unknown cost of this software in combination with the Clerk's Office Software. The combined annual expense will only be less than \$100K.

DMV- DMV was down on Friday. Although the County was back up and running, the state was slow to share the password credentials necessary to allow local IT to bring individual machines back online. As a result, we had a Sunday afternoon meeting and rolled out their plan on Monday morning to get the office back up and running. We hired a new, back-up delivery person who will start tomorrow.

Clerk's Office - Transfer On Death Deed's (TOD) the state will not put in writing whether tax forms are necessary to record a TOD. It will vary by County. Since the law seems half incomplete, we will require tax forms and will work with REAL Property regarding updating tax maps. Treasurers may want to consider additional mailing of tax bills. Next month, at my urging, several County Clerks Offices will be in attendance at the Public Records Industry Association Conference in Cleveland.

Historian - The Upstate Fellow from Colgate will be documenting commercial buildings over 80 years old, County-wide will be presenting at Colgate University this afternoon with her colleagues at the Colgate Inn at 4:30. History where you eat, Calle 1945 Cheese shop in Oneida, and Oneida & Canastota Walking tours; next month at Foothill Hops in Munnsville and FoJo Beans in Hamilton.

MCMCA- We will have a meeting of the Clerk's Association next Tuesday, July 30th, 2024, from 11:30am to 1:30pm at the Morrisville Library - lunch provided. Please encourage your clerks to attend!

Resolutions

On motion by Supervisor During, seconded by Supervisor Corbin, the motion was made to review and approve Resolutions 1-5. The motion was Passed.

1. Adopting Local Law No. 2 for the Year 2024
2. Authorizing the Modification of the 2024 Adopted County Budget (Sheriff)
3. Authorizing the Modification of the 2024 Adopted County Budget (Sheriff)

Treasurer Edick explained that due to so many vacancies in the Corrections area some positions were not funded when preparing the 2024 budget. They are now able to fill 7 of these vacant positions. By reviewing existing budget trends, Cindy was able to reallocate funds and use only \$133,390 from the Contingent Fund to cover all 7 positions through the end of this year.

4. Authorizing the Chairman to Accept Funds from the New York State Division of Criminal Justice Services Law Enforcement Technology Program 24-25 and Modifying the 2024 County Budget
5. Authorizing the Modification of the 2024 Adopted Budget (Highway)

Other Committee Business

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.

Executive Session

On motion by Supervisor During, seconded by Supervisor Corbin, the motion was made to enter into Executive Session for the purpose of discussing employment of a particular individual at 9:28AM. The motion was Passed.

On motion by Supervisor During, seconded by Supervisor Winn, the motion was made to exit Executive Session at 9:37AM. The motion was Passed.

Next Meeting - August 29th, 2024 @ 9:00AM in the Chambers

Adjourn

The Committee adjourned at 9:38 AM on the motion of Supervisor During, seconded by Supervisor Corbin. Motion unanimously approved.

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