

Finance, Ways and Means Committee

Meeting Minutes

August 25, 2022 9:00 a.m.

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

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, Clerk to the Board
Lou Anne Randall, Finance Director
Tina Wayland-Smith, County Attorney
Christina Kennedy, Corporate Compliance Officer via Zoom
Mark Scimone, County Administrator
Kristin Guinto, Confidential Secretary to the Board

A quorum being present, Chairman Matt Roberts called the meeting to order at 9:02 a.m. in the Supervisors Chambers.

I. Approval of Minutes:

Motion by M. Cavanagh to approve the minutes of the July 28, 2022 meeting; seconded by R. Winn. Motion unanimously approved.

II. Finance Director:

Finance Director Lou Anne Randall presented the 2021 Financial Statement Bonadio Audit findings to the committee. The findings were minimal and were not a concern to the committee. Director Randall reviewed the tentative 2023 Finance and Payroll Department budget with the Committee. Total cost for 2023 is expected to increase by \$3,927 before Personal Services updates are included. Health insurance and New York State retirement costs have not yet been provided. 2023 budget preparation has been a large focus for the department. Budget hearings have been scheduled for September 7, 8 and 9th. Attendance is strongly encouraged.

III. Treasurer:

Deputy Treasurer Rebecca Marsala reported that the online land sale of 29 parcels will start September 12 and continue through September 15. There are no parcels that have been repurchased at this point. Communication is in process with the Village of Hamilton regarding a parcel with \$176,000 due in back taxes. This auction and the next auction will be very difficult to be profitable. Deputy Marsala explained that making a profit isn't always the goal; getting the property back on the tax rolls is just as important. Due to the increase in occupancy tax returns, the amount that was budgeted has been expended. Therefore the first resolution on today's agenda increases the occupancy tax budget. The first and second quarter occupancy tax have been paid. This transfer should be enough to pay the 3rd and 4th quarter.

Year to date Sales Tax distributions as of August 13th was \$21.7 million, an increase of 5.18%, according to Treasurer Cindy Edick. The 2022 budgeted amount for sales tax is \$33 million dollars, an amount that seems obtainable at this time. The contingent fund will be impacted by two resolutions included in the agenda in the amount of \$108,000 if approved. Another hit to the contingent fund, in the amount of \$285,000, is expected next month by the Public Health Preschool Program. Tuition and transportation for the large number of children enrolled in this program in 2022 forced the budget to be exceeded. These expenses are expected to remain flat for 2023 due to decrease in enrollment. Treasurer Edick has attended Committee meetings to assist with budget

questions. Interaction with Committee members and Department heads has proved to be beneficial for everyone. During these meetings. Treasurer Edick stated that most departments are not including the percentage increase for White Collar and Management contracts that are currently in negotiation. This will be a factor when determining the budget for Contingent fund.

The 2023 budget hearing schedule will be distributed by Treasurer Edick soon. In person attendance is strongly encouraged but Zoom will be available. Individual review of budgets prior to the budget hearings is an important step in this process in order to ensure that the right decisions are made for the County.

Treasurer Edick reviewed the tentative 2023 Real Property and Treasurer budgets with the Committee. Like all other departments, personal service increases were not available therefore are not calculated in this draft of the budget. Because of increased rates and activity in investments, an increase in interest is expected for 2023. Personal services was increased for the 2023 budget due to an upgraded position (\$19,000). Photo copy usage is increased by \$5,000 for 2023.

IV. County Clerk

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

- DMV - \$104,187; an increase of 8.8% compared to 2021, an increase of 17.45% compared to 2019
- Clerk Fees - \$37,877; a decrease of 5.24% compared to 2021, an increase of 13.47% compared to 2019

Year to date totals compared to 2021 were reported as follows:

- DMV - \$948,377; a decrease of 19% compared to 2021, an increase of 8.86% compared to 2019
- Clerk's Fees - \$363,937; a decrease of 6.5% compared to 2021, an increase of 24.39% compared to 2019

Clerk Keville noted that the Civil Service list is now available for use. This will allow two Motor Vehicle Representatives to be hired and two provisional employees to transition to full time employees. Also, one Motor Vehicle Representative will be promoted to Senior Representative.

Clerk Keville informed the committee that Records Management Coordinator Matt Shaler worked with NYS Archives to find a disposal service that would, at no charge, destroy records ruined by the flood in the Public Health basement. This flood was caused by a water main break. Other documents were recovered and preserved by a company found by Director of Facilities, John Regan.

Transfer tax is expected to take effect in November. First Assistant County Attorney Jeff Aumel is drafting this legislation. A resolution is in today's agenda introducing the proposed Local Law No. 5 and calling for a Public Hearing. The new Mortgage Tax expense was approved by New York State Department of Taxation and Finance.

Clerk Keville asked the Committee to consider using tranche 2 ARPA money for a mobile DMV unit housed in Bridgeport, or another strategic area. A library, town hall or the new highway building might be a good location for this unit. The set-up is expected to cost about \$75,000. Clerk Keville plans to discuss this further at a future meeting.

Clerk Keville presented the proposed 2023 County Clerk County Budget to the Committee. The new transfer tax is the driving force behind the change in the budget for Clerks Office and Department of Motor Vehicles, The budget for County Historian is expected to increase as a result of personal services. Records Management budget is expected to remain flat for 2023; any change will be driven by change in personal services. Over all, Clerk Keville projects an increase in the net funds to the County from his office in 2023.

V. Resolutions:

1. Authorizing the modification of the 2022 adopted County budget (6420 Promotion of Tourism).
2. Authorizing the modification of the 2022 adopted County budget (1420 County Attorney).
3. Authorizing the modification of the 2022 adopted County budget (ARE Park Utilities).
4. Authorizing the modification of the 2022 adopted County budget (PEAF).
5. Authorizing the modification of the 2022 adopted County budget (ARPA).
6. Authorizing the modification of the 2022 adopted County budget (3097 Capital Projects Public Safety).

7. Authorizing the modification of the 2022 adopted County budget (1171 Public Defender Grant).
8. Authorizing the modification of the 2022 adopted County budget (1169 DA Prosecutions).
9. Authorizing the Chairman to enter into an agreement with the New York State Canal Corporation and modifying the 2022 adopted County budget.
10. Authorizing the modification of the 2022 adopted County budget (Provider State Aid Adjustments).
11. Authorizing the modification of the 2022 adopted County budget (4012 Public Health Prevent).
12. Acknowledging Introduction of Proposed Local Law No. 5 for the year 2022 and calling for a public hearing.
13. Authorizing the modification of the 2022 adopted County budget (8990 A Q-Vegetation).
14. Authorizing the modification of the 2022 adopted County budget (7988 Snowmobile).

M. Cavanagh made a motion to review and approve resolution 1-14; seconded by J. Cunningham. The Committee unanimously approved resolutions 1-14.

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: September 29, 2022 at 9:00 a.m.

VIII. Adjournment:

The Committee adjourned at 10:00 a.m. on the motion of J. Cunningham; seconded by R. Winn. Motion unanimously approved.

Respectfully submitted by Heidi LaSalle on behalf of Chairman Matt Roberts approved on September 29, 2022.