

Finance, Ways and Means Committee

Meeting Minutes
May 2, 2024 9:00 a.m.

PRESENT: Vice Chair Melissa During
Supervisor Loren Corbin
Supervisor TJ Stokes (9:17am)
Supervisor Ronda Winn via Zoom (9:03am)

OTHERS PRESENT: Pete Walrod, Supervisor
Samantha Fields, Public Information Officer
John Pinard, Chairman of the Board of Supervisors
Emily Burns, Clerk to the Board
Robert Mascari, Chief Assistant District Attorney
Melissa Felton, Second Assistant County Attorney
Mike Keville, County Clerk
Mary Cavanagh, Supervisor
Matt Urtz, County Historian
Rex Vosburg, Supervisor
Kyle Reger, Supervisor (9:41AM)
Cindy Edick, Treasurer
Mark Scimone, County Administrator
Jennifer Keville, Confidential Secretary to the Board
Kristin Guinto, Executive Assistant to the County Administrator
Lillian Gormley, County Clerk Intern
Ava Platt, New Visions Student
Tina Wayland-Smith, County Attorney

ABSENT: Chairman Matthew Roberts

A quorum being present, Vice Chairwoman Melissa During called the meeting to order at 9:03 a.m. in the Supervisors Chambers.

I. Approval of Minutes:

Motion by Supervisor Corbin to approve the minutes of the March 28th meeting; seconded by Chairman Pinard.
Motion unanimously approved.

II. Finance:

County Administrator Mark Scimone gave the Finance report. Mark reported that Lou Anne and Keith are attending finance school at NYSAC. The audit was filed and certified at the end of April and the fund balance is higher than predicted due to interest and department give backs etc. Bonadio not being flexible with contract language, slowly getting there. USDA – reconnect, waiting to get approval. Lou Anne is co-moderating a class at Finance School – entitled “Building A Finance Department” which is based on our office.

III. Treasurers:

Treasurer Cindy Edick shared that Ryan Chaires was also attending the NYSAC-sponsored Finance School. She said the department is wrapping up the collection of 2024 Town & County taxes for the four towns, and they are now shifting to settling up with the town tax collectors.
Edick shared an ARPA update, a summary of which was included with the agenda. The majority of ARPA-funded projects have been completed, with the following still in process: generator, rest room renovations, former Morrisville Highway Garage site, CAD/RMS System, and ditch cleaning. The following ARPA-funded highway equipment has been ordered, but not yet delivered: chipper truck, dump truck, and 6-wheel truck chassis. Although all of the ARPA revenue had been allocated for projects, programs and equipment, the Office of Emergency Management did not utilize their full allocation for EMS salaries and fringe benefits, leaving about \$211,000 available. They are requesting use of these funds for ambulance replacement and equipment in 2024.

Edick reviewed the Fund Balance Policy, which is able to be accessed in NOVUS agenda. This annual review is required per the policy. Edick asked the Committee to provide her with any recommended revisions.

Sales tax revenue is up about \$50,000, or 0.5%, year-to-date. First quarter 2024 receipts of \$9.3 million are the highest ever for first quarter.

Treasurer Edick reported that the County has investments in 2 CD's of \$10 million each, one maturing end of calendar year and one in July 2025. \$33.7 million @ NY Muni Trust as of April 25 @ 5.3%. The County also has 3 treasury notes maturing Aug 2024, Jan 2025 & Aug 2025 at \$20 million total. The County has \$73.7 million invested in addition to checking and savings accounts at local financial institutions.

Edick reported on unexpended surplus funds in the General Fund as of December 31, 2023, beginning with reading an excerpt of the policy aloud. The policy calls for unexpended surplus funds to be between 5-20% of the next year's appropriations. At the end of 2023, the unexpended surplus was about \$30 million, or 21.1% of 2024 adopted budget appropriations of nearly \$142 million. When factoring in the 2023 incomplete projects and encumbrances that were carried forward into 2024, the percentage decreased to 19.5% as of January 1, 2024. Some of the reasons unexpected surplus funds exceeded expectations are: actual sales tax revenue was nearly \$7 million greater than budget; interest/investment income was considerably higher than budgeted; and some departments, such as Social Services, underspent their budgets.

Treasurer Edick said the format of the budget hearings has morphed into the departments providing an overview of their budgets. Edick read an excerpt of the New York State County Finance Law that describes the intent of the budget hearings. She intends to take a different approach for the format of the budget hearings this year, which may include scheduling them a little later in September than usual, and spending more time with each department to delve into their detailed budget requests.

Supervisor Walrod gave a thank you to Treasurer Edick for all she does and commented that since the beginning of the year it has felt as though the sky is falling yet we are in really good shape.

IV. County Clerk:

County Clerk Michael Keville reported the following activity for April.

DMV:

Transactions	12,753	14.2% increase
Retention:	\$110,769	4.6% increase
YTD:	43,114	0.7% increase
Retention:	\$405,279	16.5% decrease

Recording

MTD 2024	\$59,756	69.9% increase
YTD	\$211,077	38.9% increase
Transfer Tax YTD	\$245,562	65.4% increase
YTD Mortgage Tax	\$157,084	41.2% decrease
YTD Interest	\$11,000+	

Records Management: In April, Matt Shaler continued working with DSS to record the disposition of 200 Bankers Boxes of records and reorganize the remote storage space accordingly. Progress continues towards elimination of all paper files for pistol permits.

DMV: The April fundraiser for Donate Life NYS yielded just shy of \$4,000 for their organization. There is one senior MVR going on 12 week FMLA for maternity leave, and bringing on a new MVR starting Monday, May 6th, filling the vacancy created when J. Ferraro was promoted to Senior MVR to replace a retirement. July 4th falls on a Thursday, making it possible for employees to burn one vacation day and earn a four day weekend. As a result, Clerk Keville plans to close the DMV to the public July 5th, and allow any who prefer to work to do so. They would be processing dealer work and mail as well as a trickle of customers allowed up by security.

Clerk's Office: Work from home is drying up for a little while due to the results of the Civil Service test. Happy to announce NO provisional employees in the Clerk's Office. However, we have one going on maternity leave at the end of May. Next month we will have a pair of resolutions – one to get under a new contract with current software vendor - basically continuing the existing contract with a change to leasing hardware. The second is to test a product with an out of state entity who offers to make out online digital records ADA compliant (at no fee!). There are two resolutions for Mortgage Tax Gap.

Historian: Matt Urtz shared presentation containing what he does and is responsible for. He conducts 25-50

presentations a year

V. Resolutions:

1. Authorizing the Modification of the 2024 Adopted County Budget (4308 Mental Health Clinic)
2. Authorizing the Modification of the 2024 Adopted County Budget (7146 Youth Programs)
3. Authorizing the Chairman to Enter into an Agreement with Canastota Little League, Inc, and Modification of the 2024 Adopted County Budget (7146 Youth Programs, RFP 3-24)
4. Approval of Mortgage Tax Report Spring 2024
5. Authorizing the Disbursement GAP Elimination Funds to Madison County Towns and Villages
6. Authorizing the Modification of the 2024 Adopted County Budget (Exterior Bldg Cleaning)
7. Modifying the 2024 Budget for Renewal of the Childhood Lead Poisoning Prevention Grant
8. Modifying the 2024 Budget for the Renewal of the New York State Department of Health Children and Youth with Special Health Care Needs (CYSHCN) Grant
9. Modifying the 2024 Budget for the Renewal of the Drinking Water Enhancement Grant 1
10. Modifying the 2024 Budget for the Renewal of the New York State Department of Health Early Intervention Administration Grant
11. Modifying the 2024 Budget for the Renewal of the Federal & State Immunization Action Plan Grant (4012 Public Health)
12. Modifying the 2024 Budget for the Public Health Infrastructure Grant (4010 Public Health)
13. Authorizing the Modification of the 2024 Adopted County Budget (8020 Planning)
14. Authorizing the Modification of the 2024 Adopted County Budget (ARPA/EMS)

M. During asked for a motion to review and approve resolutions 1-14; motion made by L. Corbin; seconded by J. Pinard. The Committee unanimously voted on and approved these resolutions.

VI. 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.

VII. Other Committee Business

VIII. Next Meeting: May 30, 2024 @ 9:00AM

IX. Adjournment:

The Committee adjourned at 10:18 a.m. on the motion of L. Corbin seconded by M. During. Motion unanimously approved.

Respectfully submitted by Jennifer Keville on behalf of Vice Chairwoman Melissa During.