

Finance, Ways and Means
Thursday, March 30, 2023 @ 9:00 AM
Chambers

AGENDA

9:00 AM Call Meeting to Order

Approval of Minutes

- FWM Meeting Minutes February 23, 2023

Finance/Payroll:

1. Department Update

Treasurer/Budget Officer:

1. Department Update
2. Sales Tax Report
3. NY MuniTrust

County Clerk's Office / DMV:

1. Department Update

Resolutions:

1. Authorizing the Modification of the 2023 Adopted County Budget (4328 School Mental Health Support)
2. Authorizing the Chairman to enter into an Agreement with Onondaga Historical Association
3. Authorizing the Modification of the 2023 Adopted County Budget (4308 Tuition Reimbursement)
4. Authorizing the Modification of the 2023 Adopted County Budget (5110 Maint. Roads & Bridges)
5. Authorizing the Modification of the 2023 Adopted County Budget (1171 Public Defender Grant No. 13)
6. Authorizing the Modification of the 2023 Adopted County Budget (5113 Consolidated Highway Program)
7. Authorizing the Modification of the 2023 Adopted County Budget (ARPA)
8. Authorizing the Modification of the 2023 Adopted Budget (6101 Medical Assistance)
9. Modifying the 2023 Budget for Drinking Water Enhancement Grant Renewal (4090 Public Health Environmental)
10. Modifying the 2023 Adopted County Budget for Healthy Neighborhoods Program Grant (4090 Public Health Environmental)
11. Authorizing the Chairman to Enter into an Agreement and Modifying the Budget for the Federal & State Immunization Action Plan Grant

(4012 Public Health Preventive)

12. Authorizing the Modification of the 2023 Adopted County Budget (Host Community Benefit)
13. Authorizing the Modification of the 2023 Adopted County Budget (ARPA)
14. Authorizing the Modification of the 2023 Adopted County Budget (3110 Sheriff's Office)

Other Committee Business

Preferred Agenda

Next Meeting:

1. April 27, 2023 at 9:00 a.m.

Adjourn

Finance, Ways and Means Committee

Meeting Minutes

February 23, 2023 9:00 a.m.

PRESENT: Chairman Matthew Roberts
Vice Chair Melissa During
Supervisor John Pinard
Supervisor Pete Walrod
Supervisor Ronda Winn (via Zoom)

OTHERS PRESENT: Keith Lummis, Assistant Director of Finance
Cindy Edick, Treasurer
Ryan Chaires, Deputy Treasurer
Emily Burns, Clerk to the Board
Tina Wayland-Smith, County Attorney
Mark Scimone, County Administrator
Jenna, Illingworth, EMS Coordinator
Samantha Field, Public Information Officer
Michael Keville, County Clerk
Dan Degear, Director of Emergency Management
John Becker, Chairman of the Board of Supervisors
Supervisor Rex Vosburg (10:00 a.m.)
Paul Lutwak, Director of Information Technology

Chairman Matthew Roberts called the meeting to order at 9:00 a.m. in the Supervisors Chambers.

I. Approval of Minutes:

Motion by J. Pinard to approve the minutes of the January 26, 2023 meeting; seconded by J. Becker. Motion unanimously approved.

II. Finance/Payroll:

Assistant Director of Finance, Keith Lummis, reported to the Committee that corrective actions are being taken to resolve issues with Public Health W-2 processing. Letters are being sent to those employees where one-time bonus payments did not appear, due to programing issues, in the correct box (#14) of the tax forms. The department continues to finalize closing entries for 2022.

III. Treasurer:

Treasurer Cindy Edick informed the Committee that staff is researching and correcting errors associated with the misapplication of rates for about 200 special district tax bills. Treasurer Edick discussed New York State revisions to abandoned property foreclosure filings. Potential updates will not allow counties to retain overages. Lien holders would be paid first and the surplus would be returned to the owner. Administrative costs, which may total more than what is earned, could potentially be deducted from the surplus. NYS is still sorting this out.

The updated Federal Medical Assistance Percentage is unknown at this time. It is speculated that changes in this rate may be utilized by New York State to expand Medicaid. Currently Madison County has invested \$48 million dollars with Three + One. Recently \$5 million was invested in T-Notes which will earn 5%. Sales tax distributions as of February 13, 2023 were \$3,050,588; an increase of \$404,972 (15.31%) compared to the same time in 2022.

IV. County Clerk:

County Clerk Michael Keville reported the following figures for the Clerk's Office:

DMV:

MTD	\$80,508.38	5.8% Gain
YTD	\$204,051.86	13.8% Gain

Recording

MTD	\$25,550	28.6% Decrease
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New Transfer Tax	\$22,158	
YTD 2023	\$62,147	24.6% Decrease
YTD Local Transfer Tax	\$48,728	
YTD Mortgage Tax	\$47,451	49.5% Decrease

Records Management has corrected several misfiling's while disposing of Pistol Permit paper files. The disposition process continues according to New York State retention schedule. NY Muni-Trust has earned more than \$2,000 in interest in residual funds. A Temporary Deputy Clerk is being sought in anticipation of a potential retirement within the department.

Clerk Keville presented the Madison County Clerk 2023 Annual Report for Fiscal Year 2022 to the Committee. In person DMV transactions are encouraged and earn the County 12.7% compared to 3.25% for online transactions. In 2022 \$1.4 million was retained by the County for DMV Transactions. Keville noted that court fees decreased in 2022 from 2021 possibly because of catch up that occurred in 2021 as courts were closed in 2020. It was the consensus of the committee to Increase the photo fee from \$10 to \$15.

V. Resolutions:

1. Indicating certain intent pursuant to RPTL §487(9) and directing the Madison County Department of Law to issue certain notice to New Leaf Energy, Inc.
2. Authorizing the modification of the 2023 adopted County budget (8990 Aquatic Vegetation Project).
3. Authorizing the modification of the 2023 adopted County budget (5113 Consolidated Highway Program).
4. Authorizing the Chairman to enter into an agreement with Herkimer County Historical Society.
5. Authorizing a budget modification for the 2023 adopted County budget for the Childhood Lead Poisoning Prevention Grant (4012 Public Health Preventive).
6. Authorizing the modification of the 2023 adopted County budget (1990 Contingent Fund/3110 Sheriff's Office).
7. Authorizing the Chairman to accept grant funds from the NYS Division of Homeland Security & Emergency Services and modifying the 2023 adopted County budget.
8. Establishing funding for the ALS Medic Car and EMS Training Programs and establishing an EMS Reserve Fund.
9. Establishing an Emergency Medical Service Agency Funding Plan.

M. During made a motion to review and approve resolution 1-9; seconded by J. Pinard. The Committee unanimously voted on and approved all resolutions.

The Committee discussed resolution 1 (Indicating certain intent pursuant to RPTL §487(9) and directing the Madison County Department of Law to issue certain notice to New Leaf Energy, Inc.) and the project's potential impact on the neighboring 911 communications tower. This resolution was approved by the Committee who will further discuss as the project moves forward and new facts are presented. Dan Degear provided additional details pertaining to resolutions 8 (Establishing funding for the ALS Medic Car and EMS training programs and establishing an EMS Reserve Fund) and resolution 9 (Establishing an Emergency Medical Service Agency Funding Plan). The Committee agreed to approve resolution 9 if amended to cap the taxable valuation at \$1.2 million in total rather than not to exceed \$0.25 per thousand of county taxable valuation.

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: March 30, 2023

VIII. Adjournment:

The Committee adjourned at 10:15 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

RESOLUTION NO. _____

AUTHORIZING THE MODIFICATION OF THE 2023 ADOPTED COUNTY BUDGET

BE IT RESOLVED that the 2023 Adopted County Budget be modified as follows:

General Fund

4328 Mental Health – Family Counseling Cortland Co

Revenue

A432840 434923 SA OMH

From

\$ -0-

To

\$ 8,656

Control Total

\$ 8,656

Expense

A432840 542009 School MH Support

\$ -0-

\$ 8,656

Control Total

\$ 8,656

Dated: April 11, 2023

Matthew Roberts, Chairman
Finance, Ways & Means Committee

RESOLUTION NO. _____

**AUTHORIZING THE CHAIRMAN TO ENTER INTO
AN AGREEMENT WITH ONONDAGA HISTORICAL ASSOCIATION.**

WHEREAS, Madison County, has been in possession of a player piano and approximately 60 pieces of music since the Delphi Falls purchase; and

WHEREAS, the items were left by the previous owners and the county historian has determined that the items do not have provenance to Madison County;

WHEREAS, and the items were sold in Syracuse, NY and designed by a former Syracuse resident; and

WHEREAS, the Onondaga Historical Association has expressed an interest in obtaining the player piano and pieces of music to document their history

NOW, THEREFORE, BE IT RESOLVED that the Chairman of the Board of Supervisors be, and hereby is, authorized to enter into an agreement with the Onondaga Historical Association to donate the player piano and pieces of music.

Dated: April 11, 2023

Matt Roberts, Chairman
Finance, Ways and Means Committee

RESOLUTION NO. _____

AUTHORIZING THE MODIFICATION OF THE 2023 ADOPTED COUNTY BUDGET

BE IT RESOLVED that the 2023 Adopted County Budget be modified as follows:

General Fund

1990 Contingent Fund

Expense

A199010 544440 Contingent

From

To

\$1,810,747

\$1,801,001

4308 Mental Health-Clinic

Expense

A430840 541040 Tuition/Education Reimbursement

\$0-

\$9,746

Control Totals

\$1,810,747

\$1,810,747

Dated: April 11, 2023

Matthew A. Roberts, Chairman
Finance, Ways & Means Committee

RESOLUTION NO. _____

AUTHORIZING THE MODIFICATION OF THE 2023 ADOPTED COUNTY BUDGET

BE IT RESOLVED that the 2023 Adopted County Budget be modified as follows:

County Road Fund

5110 Maint. Roads & Bridges

Expense

D511050 546006 Traffic Paint & Material

D511050 546008 Culvert Pipe

Control Totals

From

To

\$321,350

\$271,350

125,000

175,000

\$446,350

\$446,350

Dated: April 11, 2023

Matthew Roberts, Chairman
Finance, Ways & Means Committee

RESOLUTION NO. _____

AUTHORIZING THE MODIFICATION OF THE 2023 ADOPTED COUNTY BUDGET

WHEREAS, grant funding under Public Defender Grant #13 may be used for certain costs allowed under the grant described below:

Awarding Agency	NYS Office of Indigent Legal Services
Grant Period	January 1, 2023 – December 31, 2025
Contract #	C130024
State Funds	100%
Grant Total	\$113,838.00

BE IT RESOLVED, that the 2023 Adopted County budget be modified as follows:

General Fund

1171 Public Defender Grant No. 13 (Year 1 of 3)

	<u>From</u>	<u>To</u>
<u>Revenue</u>		
A117110 430254 SA ILS GR #13	<u>\$-0-</u>	<u>\$37,946</u>
Control Total		<u><u>\$37,946</u></u>

Expense

A117110 541189 Family Treatment Program Stip	\$-0-	\$ 9,946
A117110 547784 Fam CT Experts/Investigators	-0-	5,000
A117110 547582 ILSF GR #13 Client Transport/CLE	-0-	<u>23,000</u>
		<u><u>\$37,946</u></u>

Dated: April 11, 2023

Matthew A. Roberts, Chairman
Finance, Ways and Means Committee

RESOLUTION NO. _____

AUTHORIZING THE MODIFICATION OF THE 2023 ADOPTED COUNTY BUDGET

BE IT RESOLVED that the 2023 Adopted County Budget be modified as follows:

County Road Fund

5113 Consolidated Highway Program (CHIPs)

Expense

	<u>From</u>	<u>To</u>
D511350 529081 Lakeport Road Superstructure	\$-0-	\$150,000
D511350 594105 Transfer to Capital Projects Fund	<u>250,000</u>	<u>100,000</u>
Control Totals	<u>\$250,000</u>	<u>\$250,000</u>

Dated: April 11, 2023

Matthew A. Roberts, Chairman
Finance, Ways & Means Committee

RESOLUTION NO. _____

**AUTHORIZING THE MODIFICATION OF THE 2023 ADOPTED COUNTY BUDGET
(ARPA)**

BE IT RESOLVED that the 2023 Adopted County Budget be modified as follows:

General Fund

1631 County Buildings (ARPA)

Expense

	<u>From</u>	<u>To</u>
A163110 540238 Restroom Renovation COB	\$235,035	\$473,835
A163110 540352 Morrisville Highway Garage Site	<u>622,574</u>	<u>383,774</u>
Control Totals	<u>\$857,609</u>	<u>\$857,609</u>

Dated: April 11, 2023

Matthew Roberts, Chairman
Finance, Ways & Means Committee

RESOLUTION NO. _____

AUTHORIZING THE MODIFICATION OF THE 2023 ADOPTED BUDGET

BE IT RESOLVED, that the 2023 Adopted County Budget be modified as follows:

General Fund

6101 Medical Assistance

Expense

	<u>From</u>	<u>To</u>
A610160 541081 Medical Assistance Expense	<u>\$12,000</u>	<u>\$59,500</u>

Control Total

\$47,500

Revenue

A610160 436010 SA Medical Assistance	<u>\$(45,500)</u>	<u>\$2,000</u>
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Control Total

\$47,500

Dated: April 11, 2023

Matthew Roberts, Chairman
Finance, Ways and Means Committee

RESOLUTION NO. _____

**MODIFYING THE 2023 BUDGET FOR DRINKING WATER ENHANCEMENT GRANT
RENEWAL**

WHEREAS, the Madison County Public Health Department continues to successfully administer the Drinking Water Enhancement Grant, providing additional services to the residents of Madison County; and

WHEREAS, New York State funding was made available to Madison County for the contract # DOH01-C34759GG-3450000 for the period of April 1, 2020 through March 31, 2025; and

WHEREAS, Madison County's total share for year four of the five year award is \$108,745; and

WHEREAS, the Health and Human Services Committee feel it beneficial to accept this funding and continue the environmental services in this area;

BE IT FURTHER RESOLVED, that the 2023 Adopted County Budget be modified as follows:

General Fund

**4090 Public Health Environmental
Expense**

	<u>From</u>	<u>To</u>
A409040 541004 PWS Enhancement Grant	<u>\$1,317</u>	<u>\$7,839</u>
Control Total		<u><u>\$6,522</u></u>

Revenue

A409040 434020 State Aid Public Water Supply	<u>\$103,801</u>	<u>\$110,323</u>
Control Total		<u><u>\$6,522</u></u>

Dated: April 11, 2023

Matthew Roberts, Chairman
Finance Ways and Means Committee

RESOLUTION NO. _____

**MODIFYING THE 2023 ADOPTED COUNTY BUDGET FOR HEALTHY
NEIGHBORHOODS PROGRAM GRANT**

WHEREAS, Madison County Public Health Department applied for and was awarded a 5 year Healthy Neighborhoods Program grant for the period from April 1, 2022 through March 31, 2027 with an annual award amount of \$169,516; and

WHEREAS, the Healthy Neighborhoods Program grant provides environmental health services and assists in providing a healthier home environment for Madison County residents; and

WHEREAS, New York State funding for this grant is available for year two of the five year award, this grant is identified by the following:

Awarding Agency: New York State Department of Health
Programs Name: Healthy Neighborhoods Program
Contract No.: DOH01-C35568GG-3450000
Contract Period: 04/01/22-03/31/27
Grant Period : 04/01/23-03/31/24
Grant Period Amount: \$169,516

WHEREAS, the Health and Human Services Committee supports the Health Department's involvement in this initiative;

BE IT RESOLVED, that the 2023 Adopted County Budget be modified as follows:

General Fund

**4090 Public Health-Environmental
Expense**

	<u>From</u>	<u>To</u>
A409040 542007 Healthy Neighborhoods Grant	<u>\$13,864</u>	<u>\$59,900</u>

Control Total		<u>\$46,036</u>
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Revenue

A409040 434014 St. Aid Healthy Neighborhoods	<u>\$151,301</u>	<u>\$197,337</u>
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Control Total		<u>\$46,036</u>
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Dated: April 11, 2023

Matthew Roberts, Chairman
Finance, Ways and Means Committee

RESOLUTION NO. _____

**AUTHORIZING THE CHAIRMAN TO ENTER INTO AN AGREEMENT AND
MODIFYING THE BUDGET FOR THE
FEDERAL & STATE IMMUNIZATION ACTION PLAN GRANT**

WHEREAS, the Madison County Public Health Department administers the Immunization Action Plan through federal and state funding provided by through New York State Department of Health; and

WHEREAS, a contract for a five year term beginning April 1, 2023 through March 31, 2028 has been awarded by New York State Department of Health; and

WHEREAS, Madison County has been awarded \$33,829 for each year of the contract period; and

WHEREAS, this grant is identified as follows:

Awarding Agency:	US Department of Health & Human Services Center for Disease Control & Prevention
Pass-through Agency:	NYS Department of Health
Catalog #:	93.268
Program Name:	Immunization Action Plan
Grant Extension:	04/01/23-03/31/28
Contract:	DOH01-C38451GG-3450000
Federal Funds:	18%
Total Grant Award:	\$169,145

WHEREAS, the Immunization Action Plan and budget have been approved by NYS; and

NOW, THEREFORE BE IT RESOLVED, that the 2023 Adopted County Budget be modified as follows:

General Fund	<u>From</u>	<u>To</u>
<u>4012 Public Health Preventive</u>		
<u>Expense</u>		
A401240 541031 Immunization Grant Expense	<u>\$1,960</u>	<u>\$7,204</u>
Control Total		<u>\$5,244</u>
<u>Revenue</u>		
A401240 434010 St Aid PH Immunization Grant	\$26,843	\$31,143
A401240 444011 Fed Aid PH Immunization Grant	<u>5,698</u>	<u>6,642</u>
Totals	<u>\$32,541</u>	<u>\$37,785</u>
Control Total		<u>\$5,244</u>

DATED: April 11, 2023

Mary Cavanagh Chairwoman
Health and Human Services Committee

Matthew Roberts, Chairman
Finance Ways and Means Committee

RESOLUTION NO. _____

**AUTHORIZING THE MODIFICATION OF THE 2023 ADOPTED COUNTY BUDGET
(2023 Host Community Benefit)**

BE IT RESOLVED that the 2023 Adopted County Budget be modified as follows:

General Fund

1410 County Clerk

Expense

	<u>From</u>	<u>To</u>
A141010 540857 Mobile DMV Unit	\$-0-	\$35,000

1620 County Buildings

Expense

A162010 540156 Flooring	\$-0-	\$25,000
A162010 540233 Public Safety Building Overhead Doors	-0-	40,000
A162010 540359 County Clerk Upgrades	-0-	60,800
A162010 540364 Wayfinding Signage Expense	48,780	348,780
A162010 541975 Tower Decommissioning	-0-	45,000
A162010 548700 Highway Wampsville Parking Lot	-0-	50,800

1621 County Buildings-Health & Human Services

Expense

A162110 521140 Security/Entrance for HHS Building	-0-	130,000
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1680 Information Technology

Expense

A168010 521010 Network Equipment	37,500	52,500
A168010 521060 Cabling & Rewiring Projects	15,000	75,000
A168010 521100 Computer Equipment (Backup Appliance)	-0-	115,000
A168010 525205 Video System Project (COB Atrium)	-0-	40,000
A168010 540412 Fiber Projects	26,000	49,200
A168010 540413 Video Projects	10,000	30,000

3410 Office of Emergency Management

Expense

A341030 548456 Burn Building-Fire Training Facility	-0-	<u>\$40,000</u>
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Totals	<u>\$137,280</u>	<u>\$1,137,080</u>
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Control Total		<u>\$999,800</u>
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Fund Balance

A 300599 Appropriated Fund Balance	<u>\$6,344,269</u>	<u>\$7,344,069</u>
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Control Total		<u>\$999,800</u>
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Dated: April 11, 2023

Matthew Roberts, Chairman
Finance, Ways & Means Committee

RESOLUTION NO. _____

**AUTHORIZING THE MODIFICATION OF THE 2023 ADOPTED COUNTY BUDGET
(ARPA)**

BE IT RESOLVED that the 2023 Adopted County Budget be modified as follows:

General Fund

1411 County Clerk (ARPA)

Expense

	<u>From</u>	<u>To</u>
A141110 540857 Mobile DMV Unit	\$35,000	\$-0-

4989 County EMS Program (ARPA)

Expense

A498940 522130 Ambulance	<u>\$-0-</u>	<u>\$250,000</u>
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Totals	<u>\$35,000</u>	<u>\$250,000</u>
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Control Total		<u>\$215,000</u>
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9999 Non Departmental Revenue

Revenue

A999995 440895 Fed Aid Coronavirus Fiscal Recovery	<u>\$5,243,979</u>	<u>\$5,458,979</u>
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Control Total		<u>\$215,000</u>
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Dated: April 11, 2023

Matthew Roberts, Chairman
Finance, Ways & Means Committee

RESOLUTION NO. _____

AUTHORIZING THE MODIFICATION OF THE 2023 ADOPTED COUNTY BUDGET

BE IT RESOLVED that the 2023 Adopted County Budget be modified as follows:

General Fund

3110 Sheriff's Office

Revenue

	<u>From</u>	<u>To</u>
A311030 426550 Minor Sales-Other	\$-0-	\$ <u>1,000</u>
Control Total		\$ <u>1,000</u>

1990 Contingent Fund

Expense

A199010 544440 Contingent	\$1,801,001	\$1,788,438
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3110 Sheriff's Office

Expense

A311030 522126 Utility Terrain Vehicle (UTV)	\$-0-	\$13,616
A311030 540834 Vehicle Accessories	10,657	5,657
A311030 547805 Trailer	<u>-0-</u>	<u>4,947</u>
Totals	\$ <u>1,811,658</u>	\$ <u>1,812,658</u>
Control Total		\$ <u>1,000</u>

Dated: April 11, 2023

Matthew A. Roberts, Chairman
Finance, Ways & Means Committee