

Finance, Ways and Means Committee

*Meeting Minutes
February 28, 2019*

- PRESENT: Chairman John A. Reinhardt
Supervisor Richard Bargabos
Supervisor Clifford Moses
Supervisor Mary Cavanagh
- ALSO: Board Chairman John Becker (10:16 a.m.)
County Administrator Mark Scimone
Supervisor Pete Walrod (9:55 a.m.)
County Clerk Michael Keville
Treasurer Cindy Edick
Deputy Treasurer Rebecca Marsala
Assistant Finance Director Keith Lummis
County Attorney Tina Wayland-Smith
Public Information Officer Samantha Field
IDA Director Kipp Hicks
- ABSENT: Vice Chairman Yvonne Nirelli

Chairman John A. Reinhardt called the meeting to order at 9:03 a.m. in the Supervisors Small Conference Room.

- I. Approval of Minutes:
Motion by R. Bargabos to approve the minutes of the January 31, 2019 meeting; second by M. Cavanagh.
Motion unanimously carried.

- II. County Clerk:
Annual Report
County Clerk Michael Keville presented his Annual Report to the Committee that detailed the 2018 goals and successes of his office along with targets for 2019.

Records Management Program

Keville and Records Management Coordinator Kevin Orr drafted a Records Management Program to improve countywide records management. With this Committee's approval, they would like to submit to Finance, Ways and Means to review for Board adoption. Department heads would designate a liaison from their respective departments to the Records Management Advisory Board. They would inventory all department records, ensure compliance with State Archives and establish department specific policies for records retention.

DMV/Clerk Positions

Keville presented a draft resolution to abolish one full-time Motor Vehicle Representative/Recording Clerk position in order to create and fill a full-time Senior Motor Vehicle Representative position due to reallocation of duties in the department and to meet requirements of the 2017 State DMV audit. It was the consensus of the Committee to move the resolution forward to the Government Operations Committee.

Map Promotion

County Clerk Michael informed the Committee that high definition wax prints of Madison County town and village historical maps can now be purchased in the Clerk's Office. Keville would like to have Maintenance frame and hang the maps near the new single point of entry to promote them for purchase. The increased revenue would offset the cost of the Real Property printer. Supervisor Bono recommended bringing the request to the Committee of the Whole for consideration.

DMV Closure

The DMV Office will close early on Friday, March 1st and be closed all day on Monday, March 4th for floor construction. The closure will be posted and promoted on Facebook, the County website and through a press release.

III. County Treasurer:

2019 Sales Tax Report

Treasurer Cindy Edick presented the analysis of sales tax receipts for 2019. At this time, sales tax is up 5.89% (\$115,848) from 2018.

GovPilot/ImageMate

Real Property Director/Deputy Treasurer Rebecca Marsala reported that the potential seen with GovPilot has not materialized. Only one of fifteen years of data has been uploaded, making it unusable. The contract with GovPilot has not been renewed. Other counties are using an upgraded ImageMate program with positive reviews. Marsala recommends continuing with ImageMate and will reach out to determine the cost to upgrade. She will bring the estimates back to this Committee for consideration.

IV. Finance Director:

Department Update

County Administrator Mark Scimone reported that Finance Director Lou Anne Randall has reviewed processes in her department in regards to office staffing and the claims audit functions and made the following recommendations:

1. Fill vacant Junior Accountant position for MUNIS contract entry, non-profit payment coordination, AUD preparation assistance, capital asset coordination, and claims auditor backup.
2. Confidential Secretary Chris Lawrence will continue handling the claims audit process with Finance backup. Upon Lawrence's retirement, the process will move to the Finance Office.
3. The Finance Director will serve as County Auditor and prepare reports for the Board.

It was the consensus of the Committee to move forward with these recommendations.

Scimone reported that Randall and her staff are preparing the AUD for April 30th completion.

V. Resolutions:

1. Resolution opposing the proposed and amended 2020 Executive State Budget impacting Aid and Incentives to Municipalities and State cost shifts to Counties
2. Authorizing the Chairman to enter into an agreement with Systems East, Inc.
3. Authorizing the Chairman to enter into an agreement with BPAS Actuarial and Pension Services, LLC
4. Authorizing the Chairman to enter into an agreement with Fiscal Advisors & Marketing, Inc.
5. Authorizing the Chairman to enter agreement with Madison County Fair for 2019
6. Authorizing the modification of the 2019 adopted County budget (MC Fair)
7. Authorizing the modification of the 2019 adopted County budget (Computer Software Maintenance)
8. Authorizing the modification of the 2019 adopted County budget (Courthouse)
9. Authorizing the modification of the 2019 adopted County budget (Highway)
10. Authorizing the modification of the 2019 adopted County budget (Clockville Water District)
11. Authorizing the modification of the 2019 adopted County budget (Highway Facility Land Acquisition)
12. Authorizing the modification of the 2019 adopted County budget (Bundled Rollover)
13. Authorizing the modification of the 2019 adopted County budget (Road Machinery Fund)
14. Authorizing the modification of the 2019 adopted County budget (DSS SNAP)
15. Authorizing the modification of the 2019 adopted County budget (Landfill)
16. Authorizing the modification of the 2019 adopted County budget (Sheriff's Vehicle Cameras)

17. Authorizing the modification of the 2019 adopted County budget (Sheriff's Handguns)
18. Authorizing Chairman to accept funds from the NYS Stop DWI Foundation and modifying the 2019 adopted County budget
19. Authorizing Chairman to accept additional grant funds from the NYS Stop DWI Foundation and modifying the 2019 adopted County budget – Stop DWI Statewide Crackdowns with High Visibility Enforcement
20. Authorizing the modification of the 2018 adopted County budget (Personal Services)
21. Authorizing the modification of the 2018 adopted County budget (Social Security)
22. Authorizing the modification of the 2018 adopted County budget (Central Garage)
23. Authorizing the modification of the 2018 adopted County budget (Central Postage)
24. Authorizing the modification of the 2018 adopted County budget (Central Print & Supply)
25. Authorizing the modification of the 2018 adopted County budget (Central Security)
26. Authorizing the modification of the 2018 adopted County budget (Central Telephone)
27. Authorizing the modification of the 2018 adopted County budget (County Road Fund)
28. Authorizing the modification of the 2018 adopted County budget (Road Machinery Fund)
29. Authorizing the modification of the 2018 adopted County budget (Disability)
30. Authorizing the modification of the 2018 adopted County budget (Employee Health Insurance)
31. Authorizing the modification of the 2018 adopted County budget (Grant Salary and Fringes)
32. Authorizing the modification of the 2018 adopted County budget (Photocopy Usage and Lease Expenses)
33. Authorizing the modification of the 2018 adopted County budget (Retirement)
34. Authorizing the modification of the 2018 adopted County budget (Sales and Use Tax)
35. Authorizing the modification of the 2018 adopted County budget (Unemployment Benefits)
36. Authorizing the modification of the 2018 adopted County budget (Workers Comp)
37. Authorizing the modification of the 2018 adopted County budget (Sheriff Corrections)
38. Authorizing the modification of the 2018 adopted County budget (Landfill)

After review of resolutions 1-38, C. Moses motioned to approve; seconded by R. Bargabos. Motion unanimously approved.

39. Directing the County Attorney's Office to draft Legislation to allow Madison County to impose an additional Mortgage Recording Tax in Madison County
40. Directing the County Attorney's Office to draft Legislation to allow Madison County to increase its Access Line Surcharge to pay for the cost of maintaining and operating an Emergency 911 Communications System
41. Increasing the Surcharge on each Wireless Communications Service to pay for the costs of maintaining and operating an Emergency 911 Communications System

Discussion: In regards to resolutions 40 and 41, Supervisor Bargabos recommended removing the sunset clause as the cost will not go away. Scimone stated that the grant could go away also. It was the consensus of the Committee to remove the 10-year time frame language from the resolutions.

After review of resolutions 39-41, R. Bargabos motioned to approve; seconded by R. Bargabos. Motion unanimously approved.

42. Authorizing the modification of the 2019 adopted County budget (Information Technology)
Motion by C. Moses to approve the resolution; seconded by M. Cavanagh. Motion unanimously approved.

VI. Other Committee Business:

Sullivan Business Park

Board Chairman John Becker stated that the Town of Sullivan Harbor Lights Business Park Board met yesterday to discuss the interest being shown by the Air Force to potentially lease a plot of land within the park and to discuss the environmental steps that still need to be taken for wetland mitigation. IDA Director Kipp Hicks stated that a national site selector was also looking for at the property for a distribution facility that would bring many jobs. Hicks recommended providing the mitigation plan to leads for them to consider paying to acquire property.

Amend Local Law 487

County Attorney Tina Wayland-Smith is drafting an amendment to Local Law #5 of 1984 authorizing the County of Madison to Share in the expenses of Assessment Review Proceedings and Appeals to address Real Property Tax Law § 487 Exemption from taxation for certain energy systems. Degear recommended adding a clause that the County be notified within a reasonable amount of time if legal defense is needed. Currently, only the assessor is notified. Additional recommendations will be sent to the County Attorney to prepare a draft amendment for the next committee meeting.

VII. Preferred Agenda:

A motion was made by C. Moses to include all A&O resolutions with the exception of 39, 40, and 41 on the Preferred Agenda; second by R. Bargabos. Motion unanimously approved.

VIII. Next Meeting Date: March 28, 2019 @ 9:00 a.m.

IX. Adjournment:

The Committee adjourned at 10:25 a.m. on the motion of R. Bargabos and second of C. Moses. Motion unanimously approved.

Respectfully submitted by Christine J. Coe on behalf of Chairman John A. Reinhardt and approved on March 28, 2019.