

Finance, Ways and Means Committee

Meeting Minutes

March 28, 2019

- PRESENT: Chairman John A. Reinhardt
Vice Chairwoman Yvonne Nirelli
Supervisor Richard Bargabos
Supervisor Clifford Moses
Supervisor Mary Cavanagh
- ALSO: Board Chairman John Becker (9:20 a.m.)
Board Vice Chairman Dan Degear (9:20 a.m.)
County Administrator Mark Scimone (9:20 a.m.)
County Clerk Michael Keville
Treasurer Cindy Edick
Deputy Treasurer Rebecca Marsala
Finance Director Lou Anne Randall
Assistant Finance Director Keith Lummis
County Attorney Tina Wayland-Smith

Chairman John A. Reinhardt called the meeting to order at 9:00 a.m. in the Supervisors Small Conference Room.

I. Approval of Minutes:

Motion by C. Moses to approve the minutes of the February 28, 2019 meeting; second by R. Bargabos.
Motion unanimously carried.

II. County Clerk:

Department Updates

County Clerk Michael Keville presented a resolution for the adoption of the proposed Records Management Program. If approved, a Records Management Advisory Board will be formed with a liaison from each department in order to establish an inventory of records and create department specific records management procedures and oversight, improving compliance with the CO2 retention schedule.

April is National Donate Life Month with the theme “Life is a beautiful ride.” Keville would like to plan a raffle to win a free ride (i.e. limousine, plane, hot air balloon) for those that sign up to be organ donors in the month of April. The County Attorney’s Office will review the related liability and raffle concerns. Keville also wants to also educate residents that a heart on their license doesn’t necessarily mean they are registered to be a donor; the appropriate paperwork must be completed and submitted for their wishes to be officially recorded.

Kim Lawrence has been appointed as the 3rd Senior DMV Representative. The Clerk’s Office is shredding old deed books after being digitized, eliminating redundancy. Judge McDermott will be retiring before August 4, 2019.

The DMV is down a little from last year due in part to being short staffed (vacations, illnesses, new employees in training). To catch up on dealer work, some employees have been working an extra 2 hours per week, which is covered within the department’s budget. With the new floor construction, Keville is looking at increasing the number of line guides in the DMV, including an express line for quick renewals. He is also looking at the installation of drop boxes for renewals.

Keville has created and posted educational videos to Facebook that have been very well received, and has plans to do more.

III. County Treasurer:

2019 Sales Tax Report

Treasurer Cindy Edick presented the analysis of sales tax receipts, which shows us ahead of last year by almost \$144,788 (3.92%). We increased our budget for 2019 base on the 2018 year end totals. Supervisor Moses questioned whether the state could take money back like it did last year. Edick stated that she has reached out to see if it should be a concern.

Department Updates

BAN renewal grant funds for the \$4M Water Pipeline Project will be redeemed in April. The Clockville Water District #1 Comptroller application is being finalized. Real Property Director Marsala completed NACo's High Performance Leadership Training.

GovPilot Update

The contract with GovPilot is not being renewed because they failed to upload the data requested, making it unusable. Real Property Director/Deputy Treasurer Rebecca Marsala recommends using the money budgeted for GovPilot to upgrade the Image Mate program, at a cost of \$9K. The upgrade will provide a fillable PDF for RP-5217, integration with Systems East tax software and Pictrometry, link to Express Pay, and ASAP Program for assessors to run comparables. Marsala will prepare a resolution for the May Board.

Auction Properties

Marsala will begin posting foreclosure properties in May. There are 95 properties to date. She will be sending out the list after the April 30th final redemption date, so the number may go down.

IV. Finance Director:

Department Update

Finance Director Lou Anne Randall thanked the committee for allowing her to fill the vacant Junior Accountant position. Heidi LaSalle from the Sheriff's Office, has accepted the position and will start on April 10th.

Randall reported that they are working on entries to close the AUD by April 30th.

Randall reported that according to BPAS Actuarial and Pension Services, Madison County is over budget with our healthcare reserve. The committee discussed concerns and options, including the possibility of a rate holiday to spend down our reserve. Degear stated that we need to find the right balance for Madison County and establish a fund balance policy. With our size and demographics, a reserve too low could be wiped out with a few claims. County Administrator Mark Scimone stated claims data will be provided for the Government Operations Committee to review.

V. Resolutions:

1. Adopting the Records Management Program
Motion by R. Bargabos to approve the resolution; seconded by J. Reinhardt. Motion unanimously approved.
2. Bond Resolution – Clockville Water District #1 (to be drafted)
Cindy Edick stated that the resolution has not been drafted as she is waiting on information from Attorney John Langey. No vote.
3. Authorizing the modification of the 2018 adopted County budget (cleanup)
Motion by C. Moses to approve the resolution; seconded by Y. Nirelli. Motion unanimously approved.
4. Authorizing the modification of the 2018 adopted County budget (MH Clinic Program)
Motion by Y. Nirelli to approve the resolution; seconded by M. Cavanagh. Motion unanimously approved.

5. Authorizing the modification of the 2019 adopted County budget (ILS Grant UQU & CR)
 6. Authorizing the modification of the 2019 adopted County budget (Solid Waste Vehicles)
 7. Authorizing the modification of the 2019 adopted County budget (Sheriff's Vehicles)
 8. Authorizing the modification of the 2019 adopted County budget (DSS Vehicles)
 9. Authorizing the modification of the 2019 adopted County budget (County Buildings Vehicles)
 10. Authorizing the modification of the 2019 adopted County budget (Road Machinery Vehicles)
 11. Authorizing the modification of the 2019 adopted County budget (COB Limestone Cleaning)
 12. Authorizing the modification of the 2019 adopted County budget (Courthouse Renovation)
 13. Authorizing the modification of the 2019 adopted County budget (Highway Funds)
 14. Authorizing the modification of the 2019 adopted County budget (Public Health Admin)
 15. Authorizing the modification of the 2019 adopted County budget (Medicaid)
- Resolution 5-15 were reviewed and C. Moses made a motion by to approve the resolutions; seconded by R. Bargabos. Motion unanimously approved.

VI. Other Committee Business:

Local Law #5 of 1984 Amendment – discussion postponed for May 2nd meeting.

High Peaks Solar

On March 8th, County Administrator Mark Scimone received letters on behalf of High Peaks Solar LLC, and its affiliate, Marathon Solar Farm LLC with a notice of their intent to construct a solar energy system at 3913 Canal Road and 7594 Roberts Street in the Town of Lenox. County Attorney Tina Wayland-Smith stated that the County must notify High Peaks Solar within 60 days if the County intends to enter into a PILOT agreement for the facility. Degear stated that the County needs to set a policy going forward to be consistent with future energy system projects.

A motion was made by R. Bargabos to indicate certain intent pursuant to Real Property Tax Law §487(9) and directing the Madison County Department of Law to issue certain notice to High Peaks Solar; seconded by Y. Nirelli. Motion unanimously approved.

County Attorney Tina Wayland-Smith will draft the letter to High Peaks Solar and the resolution for the April Board.

VII. Preferred Agenda:

A motion was made by C. Moses to include resolutions 1 and 3 on the Committee's Preferred Agenda; second by R. Bargabos. Motion unanimously approved.

VIII. Next Meeting Date: May 2, 2019 @ 9:00 a.m.

IX. Adjournment:

The Committee adjourned at 10:19 a.m. on the motion of C. Moses and second of J. Reinhardt. Motion unanimously approved.

Respectfully submitted by Christine J. Coe on behalf of Chairman John A. Reinhardt and approved on May 2, 2019.