

# Finance, Ways and Means Committee

*Meeting Minutes*

*May 30, 2019*

- PRESENT: Chairman John A. Reinhardt  
Vice Chairman Yvonne Nirelli  
Supervisor Clifford Moses  
Supervisor Mary Cavanagh
- ALSO: County Administrator Mark Scimone  
County Clerk Michael Keville  
Deputy County Clerk Sandy Jordan  
Treasurer Cindy Edick  
Deputy Treasurer Rebecca Marsala  
Finance Director Lou Anne Randall  
Assistant Finance Director Keith Lummis  
County Attorney Tina Wayland-Smith  
Public Information Officer Samantha Field  
Supervisor Ronald Bono (9:45 a.m.)  
Supervisor Pete Walrod (9:45 a.m.)
- ABSENT: Supervisor Richard Bargabos

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

I. Approval of Minutes:

Motion by C. Moses to approve the minutes of the May 14, 2019 meeting; seconded by M. Cavanagh.  
Motion unanimously carried.

II. County Clerk:

Department Updates

County Clerk Michael Keville addressed the Committee regarding the resolution for adding a permanent part time staff member. Part time DMV staff members minimize staffing shortages and customer wait time during employee breaks, vacations, and sick leave. Increased dealer work also warrants the need for additional part time staffing. The month of May was up 13% from last May and as of April 30<sup>th</sup> up 7% from last year.

Dealer transactions continue to prove profitable. Nine out of 11 staff members worked 5 hours on 2 Saturdays, processing strictly dealer transactions. The employees processed \$6,000 in transactions on the first Saturday and \$7,000 in transactions on the second Saturday. Compensation for both days totaled less than \$1500, including overtime.

Future considerations to improve dealer transaction processing include the purchase of a new cashier machine dedicated to dealer transactions and the hiring of a runner to pick up dealer work.

There will be a Motor Vehicle Representative Exam in November.

III. County Treasurer:

2019 Sales Tax Report

Treasurer Cindy Edick reported that Sales Tax is up \$510,007 (5.96%) from last year. This increase is reflective of other positive trends in the County such as increased DMV transactions, increased occupancy tax revenue, and decreased unemployment. It was also noted that sales tax is now being collected on more internet sales. The sales tax distribution for the 1<sup>st</sup> quarter of 2019 is the highest the County has ever recorded for this quarter.

### Off Track Betting Revenue

Treasurer Edick stated that Off Track Betting Revenue for December 31, 2018 was \$33,946. This amount continues to decrease not just in Madison County, but statewide. Year 2020 will require a new resolution on how OTB Funds will be utilized.

### Community College Chargebacks

Treasurer Edick informed the Committee that the Community College Chargeback expense was \$1,559,206 for 2018.

### Unexpended Surplus Funds 2018/ Fund Balance Policy

Treasurer Edick stated that the Unexpended Surplus Funds balance for Fiscal Year Ending 2018 was \$16,259,206 (14.88%). This rate is within policy for 2018. Finance Director Randall confirmed that the target range of 5-15% for the percentage of unexpended surplus funds to ensuring year's appropriations is consistent with other counties. The Committee reviewed the County's current Fund Balance Policy and proposed no changes.

### 2020 Budget

Treasurer Edick will be providing instructions to departments regarding preparation of the 2020 budget soon. Edick welcomed the Committee's input regarding the budget process and fiscal goals.

### Vacant Real Property Position

Treasurer Edick stated that Ginny Lavancher, Office Assistant II, will be retiring on May 31, 2019. Consideration should be given to filling this position as a GIS Aide instead of an OAIL. Since GIS Aide duties are more specific to real property duties, this change would support the succession plan of the Real Property Department. Currently, there is no one in the GIS Aide position.

Current staff is training in Assessor duties in order to expand knowledge for their own duties, as well as for potential future changes within the department and County.

## IV. Finance Director:

### Department Update

Finance Director Lou Anne Randall thanked the Committee for the opportunity to attend the GFOA annual conference in Los Angeles, CA. Information shared at the conference will enhance department operations. Auditors will be at the County starting June 10, 2019.

## V. Resolutions:

- 1. Authorizing the Chairman to execute an agreement for Lien and Title Search Services**  
Motion by Y. Nirelli to approve the resolution; seconded by M. Cavanagh. Motion unanimously approved.
- 2. Authorizing the Chairman to enter into an agreement for Property Evaluation Services - Lang**  
Motion by C. Moses to approve the resolution; seconded by Y. Nirelli. Motion unanimously approved
- 3. Authorizing the modification of the 2019 Adopted County Budget – Municipal Utility**  
Motion by C. Moses to approve the resolution; seconded by M. Cavanagh. Motion unanimously approved.
- 4. Authorizing the modification of the 2019 Adopted County Budget (County Road Fund)**  
Motion by M. Cavanagh to approve the resolution; seconded by C. Moses. Motion unanimously approved.
- 5. Authorizing the modification of the 2019 Adopted County Budget (Capital Projects Fund)**  
Motion by Y. Nirelli to approve the resolution; seconded by M. Cavanagh. Motion unanimously approved.

- 6. Authorizing the modification of the 2019 Adopted County Budget (Vehicles)**  
Motion by Y. Nirelli to approve the resolution; seconded by C. Moses. Motion unanimously approved.
- 7. Designating a County Auditor**  
Motion by Y. Nirelli to approve the resolution; seconded by M. Cavanagh. Motion unanimously approved.
- 8. Establishing a Capital Reserve Fund to Finance an Aquatic Vegetation Harvester**  
Motion by C. Moses to approve the resolution; seconded by M. Cavanagh. Motion unanimously approved.
- 9. Authorizing the modification of the 2019 Adopted County Budget (Public Safety)**  
Motion by Y. Nirelli to approve resolution; seconded by M. Cavanagh. Motion unanimously approved.
- 10. Authorizing the modification of the 2019 Adopted County Budget (Radio Console Maintenance)**  
Motion by C. Moses to approve resolution; seconded by M. Cavanagh. Motion unanimously approved.
- 11. Authorizing the modification of the 2019 Adopted County Budget (Project Lifesaver)**  
Motion by M. Cavanagh to approve resolution; seconded by Y. Nirelli. Motion unanimously approved.
- 12. Authorizing the modification of the 2019 Adopted County Budget (Courthouse Renovation)**  
Motion by Y. Nirelli to approve resolution; seconded by C. Moses. Motion unanimously approved.
- 13. Authorizing Special District Grants**  
Motion by C. Moses to approve resolution; seconded by Y. Nirelli. Motion unanimously approved.
- 14. Authorizing Towns, Village and City Municipal Grants**  
Motion by Y. Nirelli to approve resolution; seconded by C. Moses. Motion unanimously approved.
- 15. Creating a permanent part-time motor vehicle representative position in the County Clerk's Office**  
Motion by C. Moses to approve resolution; seconded by M. Cavanagh. Motion unanimously approved.
- 16. Authorizing the Chairman to enter into agreement with Tyler Technologies, Inc.**  
Motion by Y. Nirelli to approve resolution; seconded by M. Cavanagh. Motion unanimously approved.
- 17. Authorizing the modification of the 2019 Adopted County Budget (Road Machinery)**  
Motion by C. Moses to approve resolution; seconded by M. Cavanagh. Motion unanimously approved.

VI. Other Committee Business:

Telecommunication Companies – 911 Surcharges – County Attorney Tina Wayland-Smith addressed the Committee regarding notification from NYSAC of the lawsuit with telecommunication companies failing to pay a portion of monthly 911 surcharges collected on phone charges. Napoli Shkolnic PLLC

would collect 25% contingent on outcome. There does not appear to be a down side to joining in the lawsuit.

Local Law #5 of 1984 Amendment – discussion postponed for June 27 meeting.

VII. Preferred Agenda:

A motion was made by C. Moses to include resolutions 1, 13, 14 and 16 on the Committee's Preferred Agenda; second by Y. Nirelli. Motion unanimously approved.

VIII. Next Meeting Date: June 27, 2019 @ 9:00 a.m.

IX. Adjournment:

The Committee adjourned at 10:22 a.m. on the motion of C. Moses and second of Y. Nirelli. Motion unanimously approved.

*Respectfully submitted by Heidi LaSalle on behalf of Chairman John A. Reinhardt and approved on June 11, 2019.*