Finance & Rules Committee
July 26, 2016
Minutes

Members Present: Committee Chair Michael Montigelli, Legislators William Johnson, Allen Drake, Daniel McBride, James Nabywaniec, Chairman of the Board Scott Gray

Others Present: Legislators Jeremiah Maxon and Anthony Doldo, County Administrator Robert Hagemann, County Attorney David Paulsen, Information Technology Director Gregory Hudson, Real Property Tax Services Director Paul Warneck, Real Property Tax Services Supervisor Roxanne Burns, County Treasurer Karen Christie, Treasurer Accountant Anne Converse, Interim Planning Director Michael Bourcy, Fire & Emergency Management Services Director Joseph Plummer, Airport Manager Grant Sussey, Insurance Director Lisa Jock, Drescher & Malecki Partner Luke Malecki, Confidential Secretary Jill Jones

Chairman Montigelli called the meeting to order at 6:04 p.m. and offered privilege of the floor, however no one present wished to address the Committee. The Committee approved the minutes of the June Committee meeting, as presented.

Luke Malecki made a presentation to the Committee concerning Jefferson County's 2015 financial statements noting that the purpose of the audit is an independent verification of the statements that they can be reasonably relied upon. He said they also provided an audit of the funds received from the Department of Transportation, as required. He thanked the County Treasurer and all other departments they came in contact with as they were more than receptive and cooperative during the audit.

Mr. Malecki reported that their opinion is unmodified meaning that the statements can be reasonably relied upon to reflect the true condition of the County as of December 31, 2015. He noted that the gap between revenues and expenses was less than last year, which shows a leveling off trend, but they are not at a point where revenues are exceeding expenses. He also noted that the County relied less on unrestricted fund balance in 2015 which is more in line with policy than 2014, and more work in that area is ongoing with Administration. He expressed concern that the Solid Waste Enterprise Fund, which is supposed to be self sustaining, is currently operating at a deficit in terms of operating expenses, and again failed to make the $100,000 scheduled payment on the capital investment loan from the General Fund. He said a few other minor observations were made to the County in the management letter related to fund balance, capital asset tracking, and tidying up some record keeping.

Chairman Montigelli introduced a resolution for payment of legislators' expenses and entertained a motion for consideration. A motion was duly made by Legislator McBride seconded by Legislator Johnson and there being no discussion, the Committee agreed to sponsor the resolution as presented.

Chairman Montigelli introduced a resolution setting and reporting standard work day hours to the New York State and Local Employees' Retirement System for certain elected officials and entertained a motion for consideration. A motion was duly made by Legislator Drake and seconded by Legislator McBride. Mr. Hagemann advised that the resolution was necessary in order to comply with new requirements of the retirement system for each term of office, and County Treasurer Karen Christie would also be added to the resolution at the Board meeting. There being no discussion, the Committee agreed to sponsor the resolution as presented.

Chairman Montigelli introduced a resolution authorizing sale of a percel of tax foreclosed property to the Town of Theresa and entertained a motion for consideration. A motion was duly made by Legislator Drake seconded by Legislator Nabywaniec and there being no discussion, the Committee agreed to sponsor the resolution as presented.

Chairman Montigelli introduced a resolution amending the 2016 County Budget in relation to the Employment & Training Department and entertained a motion for consideration. A motion was duly made by Legislator McBride seconded by Legislator Drake and there being no discussion, the Committee agreed to sponsor the resolution as presented.

Chairman Montigelli introduced a resolution for approval of youth services providers for program year 2016 in relation to the Employment & Training Department and entertained a motion for consideration. A motion was duly made by Legislator Drake seconded by Legislator Johnson and there being no discussion, the Committee agreed to sponsor the resolution as presented.

Chairman Montigelli introduced a resolution establishing time and place for public hearing related to the status of the implementation of the 2014 and 2015 Community Development Block Grant (CDBG) housing awards and entertained a motion for consideration. A motion was duly made by Legislator McBride seconded by Legislator Drake and there being no discussion, the Committee agreed to sponsor the resolution as presented.

Chairman Montigelli introduced a resolution establishing time and place for public hearing related to the 2016 Community Development Block Grant (CDBG) process and entertained a motion for consideration. A motion was duly made by Legislator Nabywaniec seconded by Legislator McBride and there being no discussion, the Committee agreed to sponsor the resolution as presented.

Chairman Montigelli introduced a resolution authorizing review of impacts and a determination of non-significance in accordance with the New York State Environmental Quality Review Act (SEQRA) with regard to the County of Jefferson Emergency Radio System replacement and upgrade and entertained a motion for consideration. A motion was duly made by Legislator Johnson seconded by Legislator Drake and there being no discussion, the Committee agreed to sponsor the resolution as presented.

Chairman Montigelli advised that there were a couple resolutions for consideration that

were not listed on the agenda and introduced a resolution authorizing lease with the General Services Administration for office space for the Transportation Security Administration and entertained a motion for consideration. A motion was duly made by Legislator McBride and seconded by Legislator Nabywaniec. Chairman Montigelli advised that the resolution is before legislators now because time is of the essence in getting this contract in place. There being no discussion, the Committee agreed to sponsor the resolution as presented.

Chairman Montigelli introduced a resolution amending the Standing Rules of the Board of Legislators regarding the time of meetings relating that changing the time of the Board meetings requires Board action, and entertained a motion for consideration. A motion was duly made by Legislator Nabywaniec and seconded by Legislator Drake. Mr. Hagemann added that the August Board meeting will still be at 7:00 because a decision was not made at the July meeting to change the time, and the Standing Rules require that such a change be made at the preceding meeting. He said a similar resolution to change the time back to 7:00 can be done at any time, should 5:30 not work well. Following brief discussion, the Committee agreed to sponsor the resolution as presented.

On a motion by Legislator Nabywaniec seconded by Legislators McBride, Johnson, and Drake and unanimously carried, the Committee approved the following General Services Committee sponsored resolutions:

- ✓ Authorizing Agreements with the Federal Aviation Administration, the New York State Department of Transportation and Passero Associates, and Amending the 2016 County Budget and Capital Plan in Relation to the Acquisition of Certain Real Property for the Watertown International Airport

- ✓ Authorizing Agreements with the Federal Aviation Administration, the New York State Department of Transportation and Passero Associates, and Amending the 2016 County Budget and Capital Plan in Relation to the Airport Pavement Management Study

- ✓ Authorizing Agreement and Amending the 2016 County Budget in Relation to the FY 2016 State Homeland Security Program (SHSP) Grant

- ✓ Authorizing Agreement and Amending the 2016 County Budget in Relation to the FY16 Emergency Management Performance (EMPG) Grant

- ✓ Amending the 2016 County Budget in Relation to the Highway Department

- ✓ Authorizing Agreement and Amending the 2016 County Budget in Relation to the State FY16 Law Enforcement Terrorism Prevention Program (LETPP) Grant

- ✓ Amending the 2016 County Budget in Relation to the Sheriff's Department

On a motion by Legislator Johnson seconded by Legislators McBride, Nabywaniec and Drake and unanimously carried, the Committee approved the following Health & Human

Services Committee sponsored resolutions:

- ✓ Amending the 2016 County Budget Relative to Opiate Treatment Program with Credo Community Center for the Treatment of Addictions, Inc.

- ✓ Amending the 2016 County budget to Allocate Additional State Aid Relative to Community Services Programs to to Correctly Align State and Federal Aid Funding

- ✓ Accepting Funding for NYSDOH COLA for Immunization Action Plan and Amending the 2016 County Budget in Relation Thereto

County Attorney Paulsen advised that he needed Committee approval in order to settle a claim in the amount of $7,650.00 filed by Sasha and Kelly Garrison for an accident that involved a County vehicle, as noted in the memo provided in the agenda. The Committee unanimously approved settlement of the claim in that amount.

Mr. Hagemann advised that a resolution was prepared and is on legislators desk for purchase of new software for tax collection, and is brought forward for discussion only with the intention to introduce it by a waiver of the Standing Rules at the Board Session next week. He said the tax software offered through the Munis system did not work with New York State requirements, so a key group of people (Paul Warneck, Roxanne Burns, Karen Christie and Greg Hudson) have been working through an RFP process and their recommendation is to go with software through Systems East, Inc. He said the expected start date is January, 2017 and money has been set aside in the capital budget for the purchase, however a small supplemental amount will be needed to take care of the full purchase. Discussion ensued with Paul Warneck and Greg Hudson advising that town collectors were not involved in the process, but do know changes are coming; the current BAS software system will work with the Systems East package, however the Towns will have to pay for BAS licensing if they want to choose that option; this package is very user friendly and will offer a centralized data base for collection of information from all towns which will help with the workload in the Real Property Tax Office; and Systems East has numerous county clients.

There being no further business of the Committee, on a motion by Legislator Drake seconded by Legislator McBride and unanimously carried, the meeting was adjourned at 6:45 p.m.

Respectfully submitted,

Robert F. Hagemann, III
Clerk of the Board