

## FINANCE COMMITTEE

May 7, 2019

Committee members: Bill Holgate Chairman, Tim Dennis Vice Chair, Ed Bronson, Tim Cutler, Rick Willson, Dan Banach.

Others present: Meghan Kincaid, Dan Long, Ashley Doyle, Connie Hayes, Jim Multer, Bonnie Percy, Terry Button, Nonie Flynn, Elden Morrison, Carlie Chilson, Earle Gleason.

Bill and Rick will sign the audit this month.

Minutes of the April meeting were approved as presented.

### **Real Property – Meghan Kincaid**

Meghan reported she completed 54 omitted tax letters for assessors. The next step will be updating the codes and rate cards prior to the school tax billing.

Meghan reported the tentative assessment rolls are now available.

Meghan reported the Board of Assessment Review training was held for newly appointed/reappointed B.A.R. members on April 23<sup>rd</sup>.

Meghan reported she has begun working on the village tax bill process. Also, Grievance Day hearings will be held on May 28<sup>th</sup>.

### **Planning – Dan Long**

Dan reported a meeting will be held with the DOT and the ARC to review upcoming report submittal schedules and task assignments with new staff at ARC pertaining to transportation.

Dan reported the Yates County Planning Board reviewed 5 referrals.

Dan reported the dock and signage are being fabricated with an expected install the first full week in May for the Vine Valley Boat Launch Project.

Dan reported the letters of awards have gone out to all recipients of the Funding for Natural and Recreational Resources. SWIO, KWIC and the Finger Lakes Museum have acknowledged the letter and have accepted the award. Dan will be working with the County Attorney on contract details.

Dan reported the EFC Septic Replacement Grant program continues to receive applicants anticipating a spring completion date for their projects. Several more applications have arrived and are being reviewed by Planning. Dan thinks the funding will be gone before September. The consensus of the Committee was to apply for another round of funding if available.

Dan reported with regards to the Yates County Comprehensive Plan, the Committee will be meeting May 9<sup>th</sup> to discuss surveys, the format of the public workshops and the issues/goal/policies matrix.

Dan reported the GIS Committee met on April 17<sup>th</sup> discussion centered on having a GIS staff person to help the entire County and what resources IT staff needed to start up and maintain such a system. Another meeting will be held on May 9<sup>th</sup>.

Dan reported Hunt Engineers has a tentative date to kick off the Highway FNA on May 15<sup>th</sup> at the Highway Facility.

Dan reviewed the following resolution that would be needed. The Committee approved.

- Resolution: Assign Chairman to be the Authorized Representative Signatory Certifier for the USDA ReConnect Grant Application and Assign Grant Application Administrators

### **Treasurer – Ashley Doyle/Deputy Treasurer**

Ashley reviewed the 2019 Appropriations, Sales Tax Report and the 2018 Quarterly Expenditures Exceeding 25%.

Ashley reviewed the Taxes Returned to Yates County Treasure by the Towns.

Ashley reviewed the Cashflow Statement.

Ashley reported the prior owners of the 7 foreclosed parcels have until May 21<sup>st</sup> to purchase back their property. The auction will be June 20<sup>th</sup> at 6:00 p.m. in the auditorium.

Ashley reported she and Nonie attended the Annual County Finance School on May 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> in Syracuse.

Ashley reviewed the following resolution that would be needed. The Committee approved.

- 2019 Budget Transfers

### **Airport – Tim Dennis**

Tim reviewed the following resolution that would be needed. The Committee approved.

- Resolution – Authorize Chairman to Enter into an Inter-Municipal Agreement with the Town of Milo concerning Sewer Project

Tim reported with large capital improvement projects coming in the future at the airport, it may be necessary that the county supply some funding for the projects.

### **Clerk of the Legislature – Connie Hayes**

Connie reviewed the following resolution that would be needed. The Committee approved.

- Resolution – Approve Mortgage Tax Apportionment

### **Acting County Administrator – Nonie Flynn**

Nonie reported the 2020 Budget was created in Munis, populated using the 2019 budget as the beginning baseline for Department Heads to start inputting their proposed budgets.

Nonie reviewed the Tax Levy & Fund Balance Report, the 2018 Budget to Actual Variance Report and the Five Year Historicals.

Nonie reviewed a memo on the possible use of Fund Balance. Ashley will make these transfers in her June Budget Transfer resolution. The Committee agreed to the following:

- \$1,700,000. To the Building Reserve Fund
- \$ 300,000. To the Infrastructure Reserve
- \$ 100,000. To the Communications Reserve
- \$ 200,000. To the Budget Stabilization Fund

Nonie reviewed the following resolution that would be needed. The Committee approved.

- Resolution – Amend General Fund Balance Objective

Nonie reviewed topics that were discussed at Finance School.

Meeting adjourned at 4:27 p.m.