

## FINANCE COMMITTEE

February 3, 2016

Present: Tim Dennis, Mark Morris, Doug Paddock, Ed Bronson, Elden Morrison, Bonnie Percy, Jim Multer, Bill Holgate, Dan Banach, Leslie Church, Earle Gleason, Jim Smith, Connie Hayes, Gary Montgomery, Pat Brede, Shawna Bonshak, Tim Cutler, Nonie Flynn, Scott Falvey.

Doug and Ed will do the audit this month.

Tim reported a notice was emailed to all of you this afternoon inviting you to a special event which will be held at the Penn Yan Village Hall at noon on Friday. Samuel Roberts, the Commissioner of NYS Office of Temporary Disability Assistance is going to do a regional presentation on Governor's Cuomo's 2016 – 2017 Executive Budget. They would like anyone interested to RSVP and to arrive by 11:45 a.m. Tim encouraged as many members of the Legislature as possible to attend. It is one of those chances to hear from the Executive Office and send a message back.

### **Planning – Shawna Bonshak**

Shawna reported there was only one referral this month at the Planning Board meeting. There were several that were submitted but were not ready for review.

Shawna reported there are two seats available on the Planning Board, - one Town of Potter seat and one at-large seat.

Shawna reported there was discussion on voting by proxy when there is only one item on the agenda. She will follow up with the County Attorney on how it relates to the Open Meetings Law.

Doug stated Mr. House would like to step down as the representative for the Chairman on the Genesee Finger Lakes Regional Planning Council. Doug questioned if anyone from the Legislature had an interest in attending these meetings.

Tim explained Mr. House was actually representing him on the council and he is stretched too thin and was hoping that he would be able to get someone else to represent him on that council. Mr. House will go to the February meeting and discussion will need to take place at the March Finance meeting as to a replacement. Mark stated that if no one else stepped up he would do it.

Shawna reviewed the following resolutions that would be needed. The Committee approved.

- Resolution Authorizing Yates County To Enter Into a Contract With Keuka Housing Council For Administration Of A Community Development Block Grant
- Resolution Approving The Official Undertaking Of Public Employees Fidelity (Blanket) Bond For Genesee/Finger Lakes Regional Planning Council

Shawna reported on transportation. A survey which is the basis of the needs analysis for the updated business plan was distributed last week online. The link to the survey is <https://www.surveymonkey.com/r/yatestransportation>. There will be a meeting of the larger committee either in February or March. There is also discussion of a community forum to get community input. Shawna also suggested that this topic be moved to Human Services versus Finance because of the entities involved. Doug stated he feels there is going to be a need for central coordination and if that can be done in Human Services fine, but he feels some oversight will be needed that may not include Human Services departments. Doug suggested that the topic should stay in Finance for now. The Committee agreed.

Shawna updated the Committee on Penn Yan Marine. Iversen was on site doing pre-engineering work for his site plans. He is tentatively hoping to submit the site plans to the Village Planning Board for their March meeting. This is all subject to change but his goal is to do that in March and then to the County Planning Board later in March and then back to the Village Planning Board in early April. Shawna is checking to see if the site plan has to actually come to the County Planning Board.

Shawna reported she is working with ECC on an updated contract through the end of December 2016. There are a lot of details that need to be figured out. Shawna and Tim Cutler will be meeting with STN and ECC to figure out roles and responsibilities as we move forward. This contract will be update as a reflection of that call and the construction budget forecasting also needs to be updated.

Shawna stated the state has a technical firm that is working as their audit team. They required a report that was submitted to them on Monday. They will be coming out in February to ride out the network to see what has been put on poles.

Shawna reported she submitted the first state reimbursement for the Fiber Project and is waiting to hear if it is approved. It took the state a little less than a month to send it back previously because of lack of information.

Shawna reported an email was sent out on the Cool and Connect Program. The USDA Grant opportunities. There is a deadline of February 24<sup>th</sup> to submit a letter of interest, which Shawna feels will be beneficial to do. Tim explained this grant could potentially provide framework for the “last mile” of the Fiber Project. Tim stated that from what he has read so far, the letter needs to come from a community like ours and we would want to work with our partners in making sense out of whatever we put in the letter. The Committee approved the letter of interest.

Doug explained, last month there were questions pertaining to an invoice from ECC regarding amounts and so on. Shawna has been looking into this invoice and was asked to update the Committee.

Shawna explained she is obtaining further detail from ECC regarding the \$46,563. She will have further breakdowns by February 15<sup>th</sup> on this. Doug explained the person that has that information is on vacation and when they return it will be pulled and forwarded to us.

### **Real Property – Patricia Brede**

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

- Resolution Authorizing the Chairman To Sign a Contract With Fountains Spatial, Inc.

Pat reviewed the monthly user statistics for the SDG program.

### **Treasurer – Nonie Flynn/Budget Officer**

Nonie reviewed the 2015 Appropriations.

Nonie reviewed the Sales Tax Report which showed sales tax came in \$133,499.05 over what was anticipated.

Nonie reviewed funds due from Federal & NYS which shows \$3,357,215.06 is owed the County.

Nonie reviewed correction of errors to the 2016 Town & County Tax Roll.

Nonie reported the auditors will be here the beginning of next week and Nonie expects the final audited statements will be available by the end of April.

Nonie reported the semi-annual meeting of the Ontario-Yates County Flint Creek Watershed Protection District was held on January 6<sup>th</sup>. The next meeting will be July 6<sup>th</sup> at 9:00 a.m. at the Gorham Town Offices

Nonie reviewed the voucher detail expectations and process for the monthly audit.

Nonie reported she attended the NYSAC conference February 1<sup>st</sup> and February 2<sup>nd</sup>.

Nonie reported the calculation of the increase in Occupancy Tax attributable to the Village of Penn Yan shows that the County will need to pay the Village \$4,177.71 by April 15<sup>th</sup>.

Nonie reported she has hired a new Temporary Deputy Treasurer, Ashley Doyle. Ashley will start February 16<sup>th</sup> so that training can begin before the current Deputy Treasurer retires.

Nonie reported on tax enforcement. There are 70 parcels that have 2014 property taxes remaining unpaid. Foreclosure process will begin after 2/1/16.

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

- 2016 Budget Transfers
- Appropriate Carryover of Homeland Security Grant (OEM)
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- Appropriate Carryover of 2015 Medical Reserve Corps Grant (PH)
- Appropriate Carryover of 2015 Emergency Planning Ebola Grant (PH)
- Appropriate Carryover of 2015 Health Systems Learning Grant (PH)
- Appropriate Carryover of 2015 NYSDOH Rural Health Network Grant (PH)
- Appropriate Carryover of 2015 NYSDOH Disaster Planning Grant (PH)
- Appropriate Additional State Aid (CS)
- Appropriate Additional State Aid (RP)
- Reappointment to Flint Creek Administrative Board

Mark moved to enter executive session to discuss the financial history of a particular corporation with Shawna, Tim Cutler, Scott, and Nonie present, seconded by Ed.

VOTE: Unanimous

Meeting adjourned at 7:37 p.m.