

Finance & Rules Committee
August 27, 2019
Minutes

Members Present: Acting Committee Chair William Johnson, Legislators Robert Cantwell, Allen Drake, James Nabywaniec, Carolyn Fitzpatrick, Board Chair Scott Gray

Others Present: Legislator Robert Ferris, County Administrator Robert Hagemann, Deputy Administrator Sarah Baldwin, County Attorney David Paulsen, Conf. Asst. for Fiscal Affairs and Information Technology Director Gregory Hudson, Real Property Tax Services Director Roxanne Burns, County Treasurer Karen Christie, Human Resources Director Valerie Nugent, Fire & Emergency Management Director Joseph Plummer, Treasurer Accountant Anne Converse, Confidential Secretary Jill Jones

Acting Chairman Johnson called the meeting to order at 6:05 p.m. and introduced Luke Malecki for a presentation..

Mr. Malecki, Partner, Drescher & Malecki, LLP made a presentation to the Committee regarding their audit of Jefferson County's 2018 financial statements. He stated that Nichole Ruf, Senior Manager was the engagement manager for this audit and worked directly with departments. He said their opinion is unqualified and there are no significant deficiencies or material weaknesses noted in the statements. There were also no findings in the two required audits they perform; New York State Department of Transportation (CHIPS and Marchiselli Program funds) and Passenger Facility Charge procedures (Airport). He outlined five year graphics of trends for revenues vs. expenses for the General Fund noting that expenses were down and revenues increased for 2018; a five year graphic of trends for fund balance noting that fund balance has grown slowly, and the adjusted available balance for 2018 is a 17% ratio vs total expenses which is within the County's fund balance policy. He said there were minor housekeeping items that he addressed with Administration and the Audit Committee but overall the audit was very positive.

Acting Chairman Johnson offered privilege of the floor, however no one present wished to speak. The Committee approved the minutes of the July meeting, as written.

Acting Chairman Johnson introduced a resolution Appointing Director of Real Property Tax Services and entertained a motion for consideration. A motion was duly made by Legislator Nabywaniec seconded by Legislator Fitzpatrick and there being no discussion, the Committee agreed to sponsor the resolution as presented.

Acting Chairman Johnson introduced a resolution Authorizing Agreement with the New York State Office of Indigent Legal Services (Distribution #8), and entertained a motion for consideration. A motion was duly made by Legislator Fitzpatrick seconded by Legislator Drake and there being no discussion, the Committee agreed to sponsor the resolution as presented.

Acting Chairman Johnson introduced a resolution Authorizing Agreement with the New York State Office of Indigent Legal Services (Distribution #9) and entertained a motion for consideration. A motion was duly made by Legislator Cantwell seconded by Legislator Fitzpatrick and there being no discussion, the Committee agreed to sponsor the resolution as presented.

On a motion by Legislator Fitzpatrick seconded by Legislator Drake, Cantwell, and Nabywaniec and unanimously carried, the Committee approved the following General Services Committee sponsor resolutions:

- ✓ Authorizing New York State Department of Environmental Conservation Recycling Equipment Grant and Amending the 2019 County Budget in Relation Thereto
- ✓ Amending the 2019 County Budget and Capital Plan to Recognize 2018 Revenue from Passenger Facility Charges at Watertown International Airport
- ✓ Authorizing Agreements with the New York State Department of Transportation, McFarland Johnson and Amending the 2019 County Budget and Capital Plan in Relation Thereto
- ✓ Authorizing Agreement with McFarland Johnson in Relation to the Watertown International Airport Supplemental Environmental Assessment for Runway Protection Zone Land and Amending the 2019 County Budget and Capital Plan in Relation Thereto
- ✓ Authorizing Agreement and Amending the 2019 County Budget in Relation to the FY16 State Homeland Security Program Grant

Acting Chairman Johnson entertained a motion to go into executive session to discuss labor negotiations and the employment of a particular individual. Such motion was made by Legislator Fitzpatrick seconded by Legislator Nabywaniec and unanimously carried. The Committee moved into executive session at 6:17 p.m. The Committee returned to open session at 7:04 p.m. on a motion by Legislator Drake seconded by Legislator Fitzpatrick and unanimously carried.

The Committee unanimously agreed to hire a Deputy Director of Fire & Emergency Management Services at a Grade IX , Level C, annual salary of \$51,517 and because filling this position was taking place so late in the year, the position will not receive a step increase on January 1, 2020.

There being no further business of the Committee on a motion by Legislator Cantwell seconded by Legislator Nabywaniec and unanimously carried, the meeting was adjourned at 7:05 p.m.

Respectfully submitted,

A handwritten signature in blue ink that reads "Robert F. Hagemann, III". The signature is written in a cursive style with a horizontal line above the name.

Robert F. Hagemann, III
Clerk of the Board