

**MINUTES
FINANCIAL MANAGEMENT COMMITTEE
MAY 21, 2014, 1:00 P.M.**

3019 COUNTY COMPLEX DR.

MUNICIPAL OFFICE BUILDING

COMMITTEE MEMBERS: John Sheppard, David Baker, John Cowley, Theodore Fafinski, Robert Green, Richard Russell

ATTENDEES: Committee Members, Darlys McDonough, Cathy Bentzoni, Gary Baxter, John Berry, Mary Burnett, Jim Fisher, Mary Gates, Stephen Healy, Robin Johnson, Mary Krause, Nellie Puma, Dr. Barbara Risser, Lorrie Scarrott, Halle Stevens, Ray, Reporter John Addyman

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Chairman Sheppard called the meeting to order at 1:00 p.m.

MINUTES

Supervisor Fafinski made a motion to approve the minutes of the April 30th, 2014 meeting, seconded by Supervisor Baker, and carried.

COUNTY TREASURER

Chairman Sheppard asked for a motion to enter into Executive Session to discuss possible litigation involving a County official. Supervisor Baker made a motion to enter into Executive Session, seconded by Supervisor Fafinski and carried. At 1:13 p.m., Supervisor Green made a motion to resume regular session, seconded by Supervisor Cowley, and carried.

Resolution Presented: Sale of Real Property Acquired Through Enforcement of Delinquent Taxes

Discussion: Gary Baxter advised that there were 35 properties in the annual tax sale auction.

ACTION: Supervisor Baker made a motion to approve and file the resolution, seconded by Supervisor Cowley, and carried.

FINANCE – RAY WAGER AUDIT

Ray Wager reviewed the 2014 Audit and Year-End financial statements with the committee. In reviewing highlights from the Management Letter, he advised that when reviewing against budget transfers, the transportation code in the general fund exceeded the amended budget. This is something still to be verified and tested, but nothing unusual or inappropriate. There were three other items that he suggested could be improved upon somewhat: 1) Reconciliation of Receivables in a more timely fashion; 2) Internal Audit Processing for Fixed Asset Tracking between departments; and 3) Improve upon documentation of accounting procedures on a daily basis.

FLCC 2014-2015 BUDGET

Dr. Risser spoke of the Gemini Program and its impact on the 2014-2015 FLCC Budget, and how next year, the college won't charge tuition for the program, and registered students would receive SUNY college credit.

Revenue budgeted for 2014/2015 was \$2,621,793 compared to \$2,584,323 in 2013/2014. In the 2014/2015 Budget, there was an increase in state aid due to an increase in enrollment. In 2014/2015, \$1,746,652 was budgeted compared to \$1,259,237 in 2013/2014.

Jim Fisher provided an overview of the Executive Summary. He spoke of the 2.75% increase in the budget expenses from 2014; which 2.5% of that was directly attributable to the Gemini Program with rental payment to O/M for lease of classrooms. Budget to budget impact without Gemini is a .25% increase. He advised that salaries and wages increased 1.5% and that effective July 1, employees would be contributing to medical insurance. A tuition increase of 4.9% was budgeted as well as a \$200,000 decrease in state aid.

With regard to chargeback rates, 63% of students come from outside Ontario County and other counties are charged accordingly for that expense. Dr. Risser advised that the 2014-2015 chargeback rate was suppose to change but implementation is now delayed until 2016-2017.

Chairman Sheppard addressed the issue of enhancement of the County's contribution to the College; specifically related to using CIP project funds to supplement construction. As the maintenance of County buildings is ultimately the responsibility of the County, more discussion of the concept was needed. Overall the scheduled increase to impact the County would be \$250,000; but the sponsorship would remain at \$3.2 million for 2014-2015 with a \$500,000 supplement.

Cathy Bentzoni was of the opinion that more discussion about the issue would be needed and she would have spreadsheets and scenarios available for review at the next committee meeting. It was decided to respond to the college on this issue by the August 21, 2014 meeting, and the Committee would have a recommendation to the full Board of Supervisors by July 31, 2014. Consideration was given to adopting the budget, and then amending it before the SUNY August filing deadlines to allow for discussion by County officials.

ACTION: No action taken on budget, but further discussion is needed on the sponsor's contribution. Committee will discuss further at June 11th meeting. A Public Hearing on the Budget will be scheduled in the future, after the next committee meeting.

PILOT AGREEMENTS

Robin Johnson updated the committee on the existing and new pilot agreements.

ACTION: Supervisor Baker made a motion to approve the report, seconded by Supervisor Russell, and carried.

CONFLICT DEFENDER

Mary Krause was present to address the resolution creating the secretary position in the Conflict Defender's Office, and setting the salaries for the Confidential Secretary and Conflict Defender in the Management Compensation Plan, and transferring funds.

ACTION: Supervisor Baker made a motion to approve and file the resolution, seconded by Supervisor Cowley, and carried.

PUBLIC SAFETY

Resolution Presented – Authorization to Accept Donations for Dare Program

ACTION: Supervisor Fafinski made a motion to approve filing the resolution accepting \$1,750 from a local business in support of the DARE graduation celebration, seconded by Supervisor Baker, and carried.

Resolution Presented – Authorization Agreement, Emergency Management Office and NYS Department of Health, Emergency Medical Services Training Program

ACTION: Supervisor Fafinski made a motion to approve filing the resolution authorizing an application and agreement between the NYS Dept. of Health and the Emergency Management Office for the period of 7/1/14 through 6/30/16. Motion seconded by Supervisor Baker, and carried.

CAPITAL PROJECTS

John Berry and Nellie Puma were present to address the following:

Resolution presented: Closing of Capital Project No. 2-2010, Health Facility Improvements

ACTION: Supervisor Baker made a motion to approve filing the resolution closing the project leaving a cash balance of \$91,973.21, out of a budget of \$386,570.71. The motion was seconded by Supervisor Russell, and carried.

The following three resolutions were considered as a block:

Capital Project #5-2012, Space Utilization and Re-allocation Project, Contract Amendment and Budget Amendment, Nicoletta Building Contractors, Inc.

Discussion: Supervisor Baker questioned why there was a need for change orders and Darlys McDonough stated that renovation projects are more prone to change orders after you open up a wall and find that things weren't as anticipated. She noted that change orders were issued for security around the Finance Department and it was felt that to do the work while the walls were open was the best option. Also part of the change was for fire protective measures. Total of \$7,881.66 in change orders. Supervisor Fafinski wanted to disclose that the Town of Farmington has a contract with Nicoletta Building Contractors, Inc.

Capital Project #5-2012, Space Utilization and Reallocation Project, Contract Amendment & Budget Amendment, Concord Electric Corporation

Capital Project #5-2012, Space Utilization and Reallocation Project, Contract Amendment & Budget Amendment, Leo J. Roth Corporation

ACTION: Supervisor Baker made a motion to approve filing the Public Works' Capital Projects resolutions noted above. The motion was seconded by Supervisor Fafinski, and carried.

Supervisor Russell made a motion, seconded by Supervisor Cowley, to address the next three resolutions as a block.

Resolution entitled Capital Project 7-2011, Bridge Preventive Maintenance 2013 Group 2, Acceptance of NYS Revenue Contract, Department of Public Works – Bureau of Highways

Resolution entitled Capital Project 2-2012, Bridge Preventive Maintenance 2013 Group 1, Acceptance of NYS Revenue Contract, Department of Public Works – Bureau of Highways

Resolution entitled Capital Project 3-2012, Bridge Preventive Maintenance 2014, Acceptance of NYS Revenue Contract, Department of Public Works – Bureau of Highways

ACTION: Supervisor Russell made a motion to approve and file the above three resolutions, seconded by Supervisor Fafinski. Resolutions authorized acceptance of State Aid for ongoing bridge maintenance projects

Resolution entitled Capital Project 7-2012, Pump Stations 4W and 5W Improvements, Budget Amendment and Acceptance of Bid, Department of Public Works – Canandaigua Lake County Sewer District (CLCSD)

Discussion: Committee was advised that the lowest responsible bidder withdrew due to an error in his bid.

ACTION: Motion made by Supervisor Baker, seconded by Supervisor Cowley, to approve and file the resolution awarding the contract amendment to Barton & Loguidice, DPC, which would transfer the \$1,007,275 needed for the project.

In discussing the CLCSD, the Committee was advised that Nellie Puma would be making a recommendation to move funds to the equipment reserve from the Unappropriated Fund Balance at a future meeting, as the current fund balance is in excess of what it needs to be.

Resolution entitled Capital Project 7-2012, Pump Station 4W and 5W Improvements, Contract Amendment with Barton & Loguidice, D.P.C., Department of Public Works, CLCSD

ACTION: Supervisor Baker made a motion to approve and file the resolution, seconded by Supervisor Fafinski, and carried.

MORTGAGE TAX

Resolution presented – Apportionment of Mortgage Tax

Discussion: C. Bentzoni advised that the amount was down a bit for the period October 1, 2013 through March 31, 2014.

ACTION: Supervisor Fafinski made a motion to approve and file the resolution, seconded by Supervisor Cowley, and carried.

Being no further business to come before the committee, Supervisor Fafinski made a motion to adjourn at 2:37 p.m., seconded by Supervisor Baker, and carried.

Respectfully submitted,

Margaret Cooper