

**FINANCE COMMITTEE
JANUARY 6, 2015**

Present: Doug Paddock, Sarah Purdy, Tim Dennis, Gary Montgomery, Margaret Dunn, Elden Morrison, Bonnie Percy, Jim Multer, Bill Holgate, Dan Banach, Leslie Church, Lee Sackett, Mark Morris, Bob Clark, Jim Smith, Shawna Bonshak, Nonie Flynn, Fran Dumas, Pat Brede, Connie Hayes.

Doug and Jim will do the audit.

Minutes of the December meeting were approved as presented.

Planning

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

- Reappoint member to the Yates County Planning Board (John Sawers, Village of Rushville)

Shawna reported 6 viewsheds within the county were submitted to GFLRPC. Shawna will keep the Committee updated.

Shawna reported ECC is checking the route and pole locations and permits are being transferred to STN. Shawna will have a sample of what a bi-weekly status report will look like to determine how often the Legislature would like to see them.

Shawna reported the SEQR was approved for the Penn Yan Marine Project.

Shawna spoke with Iverson and he is working through documentation with the IDA. We are also working with the DEC to try and eliminate Kimball Creek from the Brownfield Cleanup. The reason for this is, any maintenance that would be required for the creek, if the boundaries stay the way they are, it is considered part of the site management plan. So if dredging were to be done it would need to be sampled and go through special approval.

Historian

Fran reviewed her Workflow Integration Project Plan explaining this year will be used for planning and setting up a pilot. Once this is in place in the long term, it should save on space, paper and etc. Fran was asked to keep the Committee informed of the milestones.

Treasurer

Nonie reviewed the 2014 appropriations.

Nonie reviewed the property tax collected through November, which shows an increase of approximately 18% over last November's figures.

Nonie reviewed the sales tax report which shows \$10,408,747.34 has been received and Nonie explained there is one more payment that will affect the 2014 totals.

Nonie reviewed the Occupancy Tax collected so far which is \$424,948.67.

Nonie reviewed funds due the County from the State and Federal Governments, which total \$2,219,742.86.

Nonie reviewed her monthly report:

- As of 12/30/14 there are 94 parcels that have 2013 property taxes remaining unpaid.
- The Audit Committee is scheduled for January 8th at 4:00p.m. in the Executive Session room.
- Buildings & Grounds, IT, Highway, Sheriff and Treasurer's offices are prepared to use the purchase order system at year end for any encumbrances and accounts payable.
- The Office of the State comptroller made a determination that the calculation for the tax cap was done correctly. Flint Creek Watershed should be included in the calculation
- Research has found another owner that had not been submitting their occupancy tax since 2010. Nonie has taken the necessary steps for the collection of the tax.

Nonie reviewed her 2015 goals.

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

- 2015 Budget Transfers
- Authorize the Treasurer to Process RPTL Tax Refund
- Amend Resolution 391-13 Fixed Asset Policy & Procedures
- Adopt Post-Issuance Tax compliance & Continuing Disclosure Procedures

County Administrator

Sarah explained that the Greater Southern Tier BOCES will be applying for a grant through the NYS Achieves and Yates County has been asked if they would like to join in. Sarah, Shawna and Fran participated in a conference call this morning regarding the service that would be provided by BOCES. BOCES currently has the ability to scan paper documents, microfilm, microfiche and large format documents with their own staff. This service allows for the digitization, indexing and electronic storage and retrieval as well as backup and retention of data. The OnBase software solution allows for document retrieval from multiple locations via a secure login. All archived documents are stored digitally at the GST BOCES data center and backed up daily, including off-site backups as part of a disaster recovery plan.

There would be no cost to the County at this point. The cost would be in subsequent years and we would be paying an annual fee for storage. That fee is a flat fee and is based on the population. Schuyler County who is already in this program pays a flat fee of \$6,000 and Yates, having a slightly higher population, the cost would be a little bit more.

Sarah explained this is not the same as what Fran is proposing and is not contradictory to what Fran is doing. One of things that this program would be good for is the recording of approximately 10,000 maps that are stored at the Highway facility and the paper copy is the only copy. If the County were to join the program, this data could be incorporated into the program that Fran is setting up and the storage fee could be eliminated at some point.

The consensus of the Committee was to have Sarah look into this further and report back.

Sarah reviewed her memo pertaining to moving the budget from an Excel spreadsheet format into MUNIS. The Committee approved and Nonie will have a sample of what a budget sheet will look like at the next meeting.

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

- Appointment To The Finger Lakes Economic Development Center (yates County IDA) Board And Yates Capital Resource Corp. Board, And The Finger Lakes Horizon Economic Development Corp.

Meeting adjourned at 7:25p.m.