

Finance & Rules Committee Minutes

July 28, 2026

Members Present: Committee Chair Michael Montigelli, Legislators Robert Cantwell, Philip Reed, Daniel McBride, Robert Ferris, Steel Potter, Board Chair William Johnson

Others Present: Legislators Tina Bartlett-Bearup, Karen Freeman, Patrick Jareo, Anthony Doldo, County Administrator Ryan Piche, Deputy Administrator Dylan Soper, County Attorney John Sabik, Conf. Asst. for Fiscal Affairs Kristy O'Shaughnessy, County Auditor Stefanie LaPier, Human Resources Director Valerie Nugent, County Treasurer Brian Peck, Director of Aviation Grant Sussy, Public Health Director Steve Jennings, DSS Commissioner Karen Marcum, Confidential Secretary Jaimie Lee, Confidential Secretary Jill Jones

Chairman Montigelli called the meeting to order at 6:26 p.m. and offered Privilege of the Floor however no one present wished to speak. The Committee approved the minutes of the June meeting, as written.

Charles Trottier of Drescher & Malecki, LLP made a presentation to the Committee concerning their audit of the 2025 Jefferson County financial statements. He said their opinion regarding the financial statements is clean/unmodified and their opinion regarding the effectiveness of internal controls is also unmodified/clean with no material weaknesses or significant deficiencies. There were also no questioned costs on the Single Audit which is required of governments using over \$750,000 in federal awards; they tested six random programs this year as required and they were all clean. Their opinion was also unmodified and there were no findings in the required audits they performed for: New York State Department of Transportation (CHIPS), and the Passenger Facility Charge Report (Airport).

Mr. Trottier outlined graphics of five year trends for revenues and other sources vs. expenses and other uses for the General Fund, of real property tax in proportion to General Fund total revenue (2025-23%; 5 year 26%), and of net sales tax in proportion to general fund total revenue (2025-19%; 5 year 20%). He also outlined amounts in the County's fund balance and said the fund balance policy provides that the Board stay within the calculation of two months expenditures (approximately 16.7%) +/- 10%). The ratio of unassigned fund balance to current year expenditures for 2023 is 40.8% , 2024 is 34.4% and 2025 is 28.9%. He further went over key trends in the Solid Waste Enterprise Fund, and provided contact information in the event legislators have questions at a later time.

Chairman Montigelli introduced a resolution Reclassifying Positions in the Social Services Department and entertained a motion for consideration. A motion was duly made by Legislator Potter seconded by Legislator Cantwell and there being no debate, the Committee agreed to sponsor the resolution as presented.

Chairman Montigelli introduced a Local Law Amending the Management Compensation Plan for 2026 and entertained a motion for consideration. A motion was duly made by Legislator

Reed seconded by Legislator Cantwell and there being no debate, the Committee agreed to sponsor the local law as presented.

Chairman Montigelli introduced a resolution Setting Time and Place for Public Hearing on Local Law Intro No. 2 of 2026 and entertained a motion for consideration. A motion was duly made by Legislator McBride seconded by Legislator Potter and there being no debate, the Committee agreed to sponsor the resolution as presented.

Chairman Montigelli introduced a resolution Amending the 2026 County Budget in Relation to Telecommunication and Technology Audit and entertained a motion for consideration. A motion was duly made by Legislator McBride seconded by Legislator Cantwell and there being no debate, the Committee agreed to sponsor the resolution as presented.

Chairman Montigelli introduced a resolution Approving Amended Jefferson County Administrative Policies and Procedures Relative to Purchasing Policy and Control and entertained a motion for consideration. A motion was duly made by Legislator Reed and seconded by Legislator McBride. Legislator Potter made a motion to amend #30 on page 7 of the Policy and Control Section to read “Instances of failure to comply with this policy as identified by the County Auditor or Purchasing Agent shall be reported to the County Administrator, ~~The County Administrator shall keep~~ the Chairman of the Board the appropriate jurisdictional committee of the Board ~~advised as to compliance with this policy and procedures.~~ He said it would create direct reporting instead of through a chain. Legislator Ferris seconded the motion and there being no debate, the amendment was approved. There being no debate on the resolution or the amendment, the Committee agreed to sponsor the resolution, as amended. Chairman Montigelli said the process to amend the resolution could have been smoother if he had known there was going to be an amendment ahead of time.

Chairman Montigelli introduced a resolution Urging the New York State Attorney General's Office to Investigate National Booking Services for Non-Compliance with Real Property Law Section 447-B and entertained a motion for consideration. A motion was duly made by Legislator Potter seconded by Legislator Cantwell and there being no debate, the Committee agreed to sponsor the resolution as presented.

Chairman Montigelli introduced a resolution Authorizing an Agreement with O'Toole Law Group PLLC for Renewable Energy Taxation, Community Benefit, and Incentives Strategic Planning and entertained a motion for consideration. A motion was duly made by Legislator McBride seconded by Legislator Potter and there being no debate, the Committee agreed to sponsor the resolution as presented.

Chairman Montigelli introduced a resolution Amending the 2026 County Budget and Capital Plan for the Airport Department Relative to Parking Lot Improvements Project and entertained a motion for consideration. A motion was duly made by Legislator Reed seconded by Legislator Potter and there being no debate, the Committee agreed to sponsor the resolution as presented.

Chairman Montigelli introduced a resolution Amending the 2026 County Budget for the Airport Department Relative to Personnel and entertained a motion for consideration. A motion was duly made by Legislator Potter seconded by Legislator Cantwell and there being no debate, the Committee agreed to sponsor the resolution as presented.

Chairman Montigelli introduced a resolution Increasing Watertown International Airport Petty Cash Fund and entertained a motion for consideration. A motion was duly made by Legislator McBride seconded by Legislator Reed and there being no debate, the Committee agreed to sponsor the resolution as presented.

Chairman Montigelli introduced a resolution Authorizing Agreements with the Federal Aviation Administration, New York State Department of Transportation, McFarland-Johnson, Inc., and MJ's Contracting Services, Inc. for the Watertown International Airport Runway 25 Obstruction Removal Construction (Phase I) and entertained a motion for consideration. A motion was duly made by Legislator Reed seconded by Legislator Cantwell and there being no debate, the Committee agreed to sponsor the resolution as presented.

Chairman Montigelli introduced a resolution Amending the 2026 County Budget to Recognize Settlement in the Matter of City of Laurel, Mississippi et al. v. Cintas Corporation No. 2 and entertained a motion for consideration. A motion was duly made by Legislator Potter seconded by Legislator Reed and there being no debate, the Committee agreed to sponsor the resolution as presented.

Chairman Montigelli introduced a resolution Authorizing Agreements with the Federal Aviation Administration, New York State Department of Transportation, McFarland-Johnson, Inc., and M-B Companies, Inc. for the Watertown International Airport Snow Removal Equipment Acquisition and Amending the 2026 County Budget and Capital Plan in Relation Thereto and entertained a motion for consideration. A motion was duly made by Legislator Cantwell seconded by Legislator McBride and there being no debate, the Committee agreed to sponsor the resolution as presented.

Chairman Montigelli introduced a resolution Authorizing an Agreement with Barrett Paving Materials, Inc. for Lake Ontario Resiliency and Economic Development Initiative (REDI) Project County Road 125, Point Salubrious and entertained a motion for consideration. A motion was duly made by Legislator Potter seconded by Legislator Reed and there being no debate, the Committee agreed to sponsor the resolution as presented.

Chairman Montigelli introduced a resolution Authorizing the Implementation, and Funding In the First Instance 100% of the Federal-Aid and State "Marchiselli" Program-Aid Eligible Costs, of a Transportation Federal-Aid Project and Amending the 2026 County Budget and Capital Plan for the Highway Department Relative to Project for Noble Street over West Creek and entertained a motion for consideration. A motion was duly made by Legislator McBride seconded by Legislator Potter and there being no debate, the Committee agreed to sponsor the resolution as presented.

Chairman Montigelli advised that if there were no objections, the resolutions referred from the Health & Human Services Committee would each be dealt with as a block and legislators could pull out any resolution to discuss or vote on separately if desired. Legislators did not express objections to approving those resolutions in that manner.

On a motion by Legislator Potter seconded by Legislator Reed and unanimously carried, the Committee approved the following Health & Human Services Committee sponsored resolutions:

- ✓ Amending 2026 County Budget Relative to Social Services Department Personnel
- ✓ Amending 2026 County Budget Relative to Additional Revenue from the NYS Office of Children and Family Services for the New York State Child Care Block Grant (NYSCCBG) Child Care Assistance Program (CCAP)

On a motion by Legislator Cantwell seconded by Legislator Potter and unanimously carried, the Committee entered executive session at 6:57 p.m. to discuss the proposed acquisition, sale or lease of real property. On a motion by Legislator Ferris seconded by Legislator Potter and unanimously carried, the Committee returned to open session at 7:23 p.m.

Legislator Reed reminded legislators of the Business After Hours at the Watertown International Airport on August 12th from 5:00p.m.-7:00p.m. after the General Services Committee meeting. He said the newly paved parking lot will be open.

Legislator Reed thanked DSS Commissioner Karen Marcum for coordinating the many moving parts to the much-needed renovation projects at the Human Services Building. Commissioner Marcum took him and Legislator Nabywaniec on a tour of the 2nd Floor renovations that are now complete and it is a much better working environment for the employees. He said construction will start on the new entryway in the next couple of weeks which will make it safer for the employees and the clients.

There being no further business of the Committee, on a motion by Legislator Potter seconded by Legislator Ferris and unanimously carried, the meeting was adjourned at 7:27 p.m.

Respectfully submitted,



Ryan Piche
Clerk of the Board