

FINANCE COMMITTEE

August 9th, 2016

8:30 a.m.

Members: Marini, Smith, Miller, Crane, Pagano

8:30 a.m. Approval of previous meeting minutes

8:30 a.m. Resolutions Referred to Committee

9:00 a.m. Treasurer, Tom Warnick

NO BUSINESS

9:00 a.m. County Attorney, Dan Connors

TRANSMITTAL:

- Authorization to Transfer Funds from the Contingent Account to the Liability and Casualty Line Item in the County Attorney's Budget (A19314.54998) [CA08RES01.doc](#)

9:05 a.m. Real Property Tax, Karen Ambroz

REPORT: [RPT 07_16 Monthly Report.doc](#)

9:15 a.m. IT Director, Matt Ury

REPORT: [IT Monthly Report August 2016.pdf](#)

9:25 a.m. Auditor/ Management Asst. Patrick Schmitt

REPORT

TRANSMITTAL:

- Approve Proposal for Independent Audit Services [Audit08 Res 1.doc](#)

9:40 a.m. Fiscal Asst. Ken Blake

TRANSMITTAL:

- Authorization to Set Public Hearing Date for 2017-2021 Capital Plan for Wayne County [CAdmin08 RES1Setting Date for the 2017-2021 Capital Plan Public Hearing.doc](#)

DISCUSSION:

- Funding of Capital Plan in budget

RESOLUTION TRANSMITTAL

Committee No: 1

Date: 8/9/14

Committee Chair: Patti Marini

Department Head: Daniel C. Connors, Esq.

Transmittal Title: **AUTHORIZATION TO TRANSFER FUNDS FROM THE CONTINGENT ACCOUNT TO THE LIABILITY AND CASULTY LINE ITEM IN THE COUNTY ATTORNEY'S BUDGET (A19314.54998)**

Brief Explanation:

WHEREAS, the County Attorney's Office had budgeted \$25,000 for 2016 for its Liability and Casualty line item in the County Attorney's budget (A19314.54998) from which repair of County owned vehicles are paid; and

WHEREAS, the County has expended \$23,085 from this line item through August 1, 2016; and

WHEREAS, the County Attorney believe that an additional \$25,000 will be required for the remainder of 2016; now therefore be it

RESOLVED; that the County Treasurer is hereby authorized to amend the 2016 County Budget as follows:

A1990- CONTINGENT FUND GEN:

\$25,000 from .54000 Contractual Expense

A1931 – COUNTY ATTORNEY:

\$125,000 to .54998 Liability & Casualty

Budgeted: yes ___ no ___ Proposed Cost: \$25,000 Reimbursed Amount _____ County cost \$25,000

Departmental transfer \$ _____ from Account No. _____ to Account No. _____

County Administrator's Review \$ Approval: yes ___ no ___ by: _____

Personnel Office Review & Approval: yes ___ no ___ by: _____

Standing Committee: Ayes _____ Nays _____ Date: _____ Signature: _____

Signature/Date Rec'd: _____ Clerk, Board of Supervisors

Referred to:

Committee: _____ Ayes _____ Nays _____ Date: _____ Signature: _____

Committee: _____ Ayes _____ Nays _____ Date: _____ Signature: _____

Real Property Tax Services
Activity Report
July 2016

The Real Property Tax Service Agency maintains and updates tax maps for Wayne County, advises assessors on the preparation and maintenance of assessment rolls, investigates applications for correction of assessment errors and refunds, apportions the county levy among the assessing jurisdictions, calculates tax rates on behalf of the towns, special benefit districts, and various special or delinquent charges and prepares the applicable tax warrant, processes title changes, serves as a member of the Wayne County Agricultural Development Board and provides annual training, administrative support, cooperation and assistance to acting Board of Assessment Review in Wayne County. RPTS works closely with local school business officials as well as village officials in addition to the town officials.

- Attended EPA grant information meeting
- Attended derelict property ad hoc committee meeting
- Attended BOS meeting

School totals were sent to school districts in preparation of school rates and taxes.

School tax collector information requests were sent for preparation of running school tax bills.

V4 backup files were requested for the creation of a local file for the running of the 2016/17 school tax bills and the submission of sales information to NYS.

Bank Code files were requested to batch maintain bank code information for sorting of tax bills.

All assessment information was updated on the website to include the 2016 final roll information.

The network file was updated using the 2016 final roll information so all users of said network could access the same information.

Special Reports were created for the Board of Elections and the Marion Fire Department.

State report MA144 – County Schedule of Real Property Taxes and Assessments - was completed

Instructions were sent to the assessors to complete the "Next Year Processing" procedure to make their current year 2017 with the 2016 final roll information becoming the previous year. This enables the assessors to work on the next years assessments

There are five (5) parcels that were not "picked up" by the first bidder from the Real Property Tax Auction. On July 26, notices were sent to the second bidder for the five properties informing the second bidder that the property was available for them to exercise their right as the second bidder to purchase the property for their bid. The second bidder must have their bid along with the bid form submitted to the attorney's office on or before August 25, 2016 at 3 pm. Any second bids received will be reviewed by the Board of Supervisors at the September 20, 2016 meeting.

On July 11, Neil Gates returned to work with no restrictions. The department is working with him to accommodate his schedule.

The GIS feature in V4 has been updated to reflect the 2016 information. The tax map technician will be scheduling appointments with the assessors to go to their office to update the GIS feature in the V4 system.

Pictometry has been updated to include the 2016 parcels.

Various requests from the public, other county departments, surveyors, assessors, assessor's staff and attorneys were addressed throughout the month.

Within the normal scope of our monthly duties the office processed over 258 transfers of real property.

Respectfully submitted

Karen Ambroz, CCD

Wayne County Information Technology Monthly Report

Prepared by Matt Ury

August 2nd, 2016

Activity:

- 244 tickets were submitted to the help desk in the month of July.
- Budgeted hardware purchasing continued.
- Five computers were installed.
- Fiber optic network connections were configured in the Public Safety Building for the new 911 data center.
- Switches and servers were installed into the new 911 data center.
- Two staff members attended 911 CAD training.
- Purchase cards were integrated into the Munis financial system.
- A secure network connection from Emergency Management to Exelon was created.
- Agriculture district data compile and mailing project was completed.
- Two firewalls were installed for the black creek jail system.
- New service tracking software was installed for Highway and Public Works.
- New internal website for employees was put into service.
- Update website to include a virtual tour of courthouse.

Current projects:

- 911, Office of the Sheriff- CAD, RMS and Mobile software.
- 911 center relocation.
- Network load balancing between data centers.
- Cell phone signal amplification -Health Services Building, Public Safety Building.
- Network switch replacement.
- Disaster recovery planning.
- New jail camera system.
- Internet installation backup 911 center.
- Relocation of cable and phone services for building demolition.
- Create software program for the purchasing and tracking of paper.
- Create county wide training curriculum for the Munis financial system.
- Expansion of security platform.
- Update phone hardware in the highway campus to accommodate expansion.

RESOLUTION TRANSMITTAL

Committee No. 1

Date: 8/9/16

Committee Chair: Supervisor Marini
Department Head: Schmitt

Transmittal Title: Approve Proposal for Independent Audit Services

WHEREAS, resolution 289-16 authorized the issuance of a Request for proposal (RFP) for independent audit services; and

WHEREAS, responses were received from The Bonadio Group; Raymond F Wager, CPA PC; O'Connor Davies; and ERF Group; and

WHEREAS, the following prices were proposed for services:

Firm	Fiscal Year 2016	Fiscal Year 2017	Fiscal Year 2018
ERFP Group	\$88,000	\$88,000	\$88,000
The Bonadio Group	\$92,650	\$95,550	\$98,450
Raymond F Wager CPA	\$102,500	\$104,300	\$107,350
O'Connor Davies	\$104,000	\$106,350	\$108,700

WHEREAS, as a review group consisting of the Management Assistant/County Auditor, Internal Audit Clerk, Finance Committee Chair, and Nursing Home Controller reviewed all four proposals for experience, services offered, and cost; and WHEREAS, it is the recommendation of the group that is to engage Raymond F Wager, CPA PC to audit the County and Nursing Home for fiscal year 2016, with options to renew for fiscal years 2017 and 2018; now therefore be it RESOLVED, that the Raymond F Wager, CPA's PC proposal is approved, and be it further RESOLVED, that the Chairman of the Board of Supervisors is authorized to signed a contract with Raymond F Wager, CPA's PC, subject to the approval of the County Attorney.

Budgeted: yes no Proposed Cost: _____ Reimbursed Amount _____ County cost _____

Departmental transfer \$ _____ from Account No. _____ to Account No. _____

County Administrator's Review \$ Approval: yes no by: _____

Human Resources Office Review & Approval: yes no by: _____

Standing Committee: Ayes _____ Nays _____ Date: _____ Signature: _____

Signature/Date Rec'd: _____ Clerk, Board of Supervisors

Referred to:
Committee: _____ Ayes _____ Nays _____ Date: _____ Signature: _____

Committee: _____ Ayes _____ Nays _____ Date: _____ Signature: _____

RESOLUTION TRANSMITTAL

Committee No: 1

Date: 8/9/2016

Committee Chair: Patti Marini
Department Head: Rick House

Transmittal Title: AUTHORIZATION TO SETTING PUBLIC HEARING DATE FOR 2017-2021 CAPITAL PLAN FOR WAYNE COUNTY

WHEREAS, the County Administrator submitted the proposed 2017-2021 Capital Plan to the Board of Supervisors on July 19, 2016; and

WHEREAS, the Capital Plan review was conducted by members of the Public Works, Economic Development and Planning, and Finance Committees on August 5, 2016 and certain changes were made to the plan; and

WHEREAS, a copy of the revised Capital Plan is on file with the Clerk of the Board of Supervisors; and

WHEREAS, the Capital Plan is a planning instrument and not an appropriations or funding commitment; now, therefore, be it

RESOLVED, that the Wayne County Board of Supervisors has scheduled a Public Hearing on said plan for Tuesday, September 20, 2016 at 9:10 am to be held in the Supervisors' Chambers in the County Court House, Lyons, New York, to receive and consider public comments on the Capital Plan for Wayne County for the period 2017-2021.

County Administrator's Review & Approval: yes ___ no ___ by: _____

Personnel Office Review & Approval: yes ___ no ___ by: _____

Standing Committee: Ayes _____ Nays _____ Date: _____ Signature: _____

Signature/Date Rec'd: _____ Clerk, Board of Supervisors

Referred to:

Committee: _____ Ayes _____ Nays _____ Date: _____ Signature: _____

Committee: _____ Ayes _____ Nays _____ Date: _____ Signature: _____