

FINANCE COMMITTEE
Tuesday, January 12th, 2016
8:30 a.m.

Members: Marini, Smith, Miller, Groat, Pagano

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

8:30 a.m. **Resolutions Referred to Committee**

9:00 a.m. **IT Director, Matt Ury**

Out of State Travel Requests

[IT - MUNIS.pdf](#)

[IT- Software.pdf](#)

TRANSMITTAL:

- Authorization to Process Interdepartmental Chargebacks for Payments for Information Technology Services to County Departments for 2016 [IT01RES1 - 2016 Interdepartmental Billing.doc](#)

9:15 a.m. **Auditor/ Management Asst. Patrick Schmitt**

Out of State Travel Request [DOC010816-01082016134338.pdf](#)

TRANSMITTALS:

- Authorization to Amend 2016 Budget for Energy Bond Payment [CAdmin01RES1REV1.doc](#)
- Authorization to Amend Energy Project Budget to Reflect Final Cost [CAdmin01RES2REV1.doc](#)
- Establishing New Procedures for Approval Procedures During Vacancy or Absence of the County Auditor Position and Rescind Resolution Nos. 687-10 and 803-10 [Audit01RES1rev1.doc](#)

9:30 a.m. **Financial Assistant, Ken Blake**

TRANSMITTAL:

- Authorization to Amend the 2016 Budget to Allocate Personal Services, Retirement, Social Security Budgets to Departments for Increases Originally Budgeted in Contingencies [COTB 01RES1 Amend the 2016 Budget for Management Confidential pay increases.doc](#)

9:40 a.m. **Treasurer, Tom Warnick**

NO BUSINESS

9:40 a.m. **County Attorney, Dan Connors**

TRANSMITTALS:

- Authorization to Amend Resolution 614-15 for Repair of Sheriff's Vehicle [CA1RES01.doc](#)
- Authorization to Accept Purchase Offer for 245 Glasgow Street, Clyde, New York [CA1RES02.doc](#)

DISCUSSION:

- Snow & Ice Contracts

10:00 a.m. **Real Property Tax, Karen Ambroz**

REPORT: [RPT 12 15 Monthly Report.doc](#)

TRANSMITTALS:

- Approving Direct Payment for Article 7 Proceeding – Bamberger [RPT01RES1ARTICLE7PAYMENT CONSENT.doc](#)
- Approving Applications for Corrected Tax Rolls [RPT01RES2CORR.doc](#)

**Wayne County
Out of State Travel Request**

Date: 12/29/2015

Department Name: Information technology Dept. No.: 1680

Meeting Seminar or Conference Name: Annual MUNIS User Conference

Location: Phoenix, AZ

Date(s): May 1 - 4, 2016

Mandated? Yes (Federal, State, other) No Required Educational Training? Yes No

Paid for with Grant Funds? Yes No Required By: _____

Person(s) attending: Andrea Petrus

Org	Object	Object Name	Available Budget	Amount
A16804	54410	Conference	\$4025	\$ 800
	54483	Training-Seminars-Schools	\$	\$
A16804	54485	Travel / Lodging / Tolls / Parking	\$ 8990	\$ 600+750+150
A16804	54485	Meals	\$ 8990	\$ 150
A16804	54919	Mileage (120 X IRS Prevailing Rate)	\$ 7144	\$ 64.80
		TOTAL	\$ 20159	\$ 2,514.80

Is this training/travel required for continuing professional certification or credits? Yes No

If yes, how many credits are required in this year (Jan-Dec)? ____ How many have already been attained? ____

Overnight travel required a detailed description of the conference or seminar agenda or schedule. Out of State travel requires the approval of the Standing Committee and the Board of Supervisors, after review by the County Administrator.

Department Head Approval: *M. Kelly* Date: 1/4/16

Budget Officer Review for Availability of Funds: *Ken Stahl* Date: 1/4/16

County Administrator's Approval: *[Signature]* Date: 1-5-16

Committee Chair: _____ Date: _____

Chairman of the Board: _____ Date: _____

**Wayne County
Out of State Travel Request**

Date: 12/29/2015

Department Name: Information Technology Dept. No.: 1680

Meeting Seminar or Conference Name: 2016 VCS Scheduling Software User Conference

Location: Atlantic City, NJ

Date(s): September 19 - 21, 2016

Mandated? Yes (Federal, State, other) No Required Educational Training? Yes No

Paid for with Grant Funds? Yes No Required By: _____

Person(s) attending: Andrea Petrus

Org	Object	Object Name	Available Budget	Amount
A16804	54410	Conference	\$4025	\$ 399
	54483	Training-Seminars-Schools	\$	\$
A16804	54485	Travel / Lodging / Tolls / Parking	\$ 8990	\$ 177+20+60
A16804	54485	Meals	\$ 8990	\$ 100
A16804	54919	Mileage (800 X IRS Prevailing Rate)	\$ 7144	\$ 432
		TOTAL	\$ 20159	\$ 1,188

Is this training/travel required for continuing professional certification or credits? Yes No

If yes, how many credits are required in this year (Jan-Dec)? ____ How many have already been attained? ____

Overnight travel required a detailed description of the conference or seminar agenda or schedule. Out of State travel requires the approval of the Standing Committee and the Board of Supervisors, after review by the County Administrator.

Department Head Approval: *M. Kelly* Date: 1/4/16

Budget Officer Review for Availability of Funds: *Ken Stahl* Date: 1/4/16

County Administrator's Approval: *[Signature]* Date: 1-5-16

Committee Chair: _____ Date: _____

Chairman of the Board: _____ Date: _____

RESOLUTION TRANSMITTAL

Committee No: 1

Date: 1/12/2016

Committee Chair: Patti Marini
Department Head: Matt Ury

Transmittal Title: **AUTHORIZATION TO PROCESS INTERDEPARTMENTAL CHARGEBACKS FOR PAYMENTS FOR INFORMATION TECHNOLOGY SERVICES TO COUNTY DEPARTMENTS FOR 2016**

WHEREAS, that the Information Technology Department provides services to other County departments and charges the departments at a rate of \$1,600 per active directory entry; and

WHEREAS, that the 2016 Wayne County Budget includes appropriations in departments for said IT service charges; now, therefore be it

RESOLVED, that the Information Technology Department is hereby authorized to make interdepartmental chargebacks to department .54414 Information Technology accounts for payment for services provided in 2016 at the amounts listed below:

<u>Org</u>	<u>Department</u>	<u>Amount</u>	<u>Org</u>	<u>Department</u>	<u>Amount</u>
A 1010	Legislative Board	8,000	A 3642	E911 Communications	68,800
A 1040	Clerk Legislative Board	3,200	A 3643	Public Safety Communications	1,600
A 1041	Compliance	1,600	A 3645	Emergency Medical Services	1,600
A 1165	District Attorney	22,400	A 4010	Public Health	11,200
A 1167	Victim Witness	1,600	A 4011	PH BIO Services	1,600
A 1170	Public Defender	27,200	A 4011	PH Services	8,000
A 1230	County Administrator	6,400	A 4016	PH Early Intervention	4,800
A 1320	County Auditor	1,600	A 4017	PH Child w/Spec. Needs	1,600
A 1325	County Treasurer	272,400	A 4018	PH Education	3,200
A 1355	Real Property Tax	82,800	A 4330	Mental Health Programs	171,400
A 1410	County Clerk	22,400	A 6010	Social Services	35,200
A 1420	County Attorney	8,000	A 62xx	Work Force Development	28,800
A 1430	Human Resources	14,400	A 6410	Tourism & Publicity	6,400
A 1450	Board of Elections	16,000	A 6510	Veterans Service Agency	4,800
A 1615	Buildings & Grounds	24,000	A 6610	Weights & Measures	1,600
A 1640	Central Garage	3,200	A 6772	Area Agency on Aging	28,800
A 1671	Print Shop	1,600	A 7310	Youth Bureau	6,400
A 3110	Sheriff's Department	291,200	A 7510	Historian	6,400
A 3140	Probation Department	56,000	A 8020	Planning Department	11,200
A 3410	Fire Coordinator	6,400	D 5010	Highway Department	20,800
A 3640	Emergency Management	70,400	E 6020	Nursing Home	272,00

Budgeted: Yes Proposed Cost: Reimbursed Amount: County cost:

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: _____

**Wayne County
Out of State Travel Request**

Date: 1/6/16
 Department Name: County Auditor Dept. No.: A1320
 Meeting Seminar or Conference Name: ACFE Auditing for Internal Fraud
 Location: Boston, MA Hilton Boston Back Bay
 Date(s): 4/4/16 - 4/5/16 Travel: 4/3/16 - 4/6/16
 Mandated? Yes (Federal, State, other) No Required Educational Training? Yes No
 Paid for with Grant Funds? Yes No Required By: _____
 Person(s) attending:
Patrick J. Schmitt

Org	Object	Object Name	Available Budget	Amount
A13204	54410	Conference	\$ 1,800.00	\$ 695.00
	54483	Training-Seminars-Schools	\$	\$
A13204	54485	Travel / Lodging / Tolls / Parking	\$ 2005.00	\$ 1,068.00
A13204	54485	Meals	\$	\$ 150.00
A13204	54919	Mileage (<u>60</u> X IRS Prevailing Rate)	\$ 600.00	\$ 32.40
		TOTAL	\$ 4,405.00	\$ 1,945.40

Is this training/travel required for continuing professional certification or credits? Yes No
 If yes, how many credits are required in this year (Jan-Dec)? 20 How many have already been attained? 0

Overnight travel required a detailed description of the conference or seminar agenda or schedule. Out of State travel requires the approval of the Standing Committee and the Board of Supervisors, after review by the County Administrator.

Department Head Approval: *Paul Fallon* Date: 1/6/16
 Budget Officer Review for Availability of Funds: _____ Date: _____
 County Administrator's Approval: _____ Date: _____
 Committee Chair: _____ Date: _____
 Chairman of the Board: _____ Date: _____

RESOLUTION TRANSMITTAL

Committee No. 1

Date: 1/12/16

Committee Chair: Supervisor Marini
Department Head: House / Schmitt

Transmittal Title: **AUTHORIZATION TO AMEND 2016 BUDGET FOR ENERGY BOND PAYMENT**

Brief Explanation:

WHEREAS, the County closed on the Energy Bonds on December 16, 2015; and
WHEREAS, the County budgeted an estimated amount of the Principal and Interest payments for 2016 in the contingencies line of the 2016 budget; and
WHEREAS, now the actual 2016 Principal and Interest payment amounts are known; now therefor be it
RESLOVED, that the County Treasure is authorized to amend the 2016 budget as follows:

A9710 Serial Bonds

(Appropriations)

\$ 91,755.00 to .42769 ENER G Subsidy Receipts

\$292,000.00 to .56000 ENER G Principal on Indebtedness

\$114,438.00 to .57000 ENER G Interest on Indebtedness

A1990 Contingent Fund General

(Appropriations)

\$314,683.00 from .54000 Contractual Services

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: 1/12/16 Committee Chair: Supervisor Marini
Department Head: Patrick Schmitt

Transmittal Title: **AUTHORIZATION TO AMEND ENERGY PROJECT BUDGET TO REFLECT FINAL COST**

Brief Explanation:

WHEREAS, Wayne County issued the QECBs on 12/16/2015; and
WHEREAS, closing cost were higher than originally anticipated; and
WHEREAS, the net proceeds were less than originally anticipated; now therefore be it
RESOLVED, that the Treasurer is authorized to make the following budget adjustments:

A9950 Transfer to Capital Fund Project

(Appropriations)
\$75,878 to .52776 Energy Conservation

A1990 Contingent Fund General

(Appropriations)
\$75,878 from .54000 Contracted Services

H1923 Energy Conservation Project

(Revenue)
\$54,800 from .45710 Serial Bonds
\$75,878 to .45031 Interfund Transfer
(Appropriations)
\$ 17,478 to .54600 Misc

And be it further,

RESOLVED that the Treasurer is authorized to transfer \$78,878 from the General Fund to the H Fund.

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: 1/12/16 Committee Chair: Supervisor Marini
Department Head: Patrick Schmitt

Transmittal Title: **ESTABLISHING NEW PROCEDURES FOR APPROVAL PROCEDURES DURING VACANCY OR ABSENCE OF THE COUNTY AUDITOR POSITION AND RESCIND RESOLUTION NOS. 687-10 AND 803-10**

Brief Explanation:

WHEREAS, Resolution Nos. 687-10 and 803-10 created and amended policies for auditing and approving claims for payments during vacancies in the County Auditor Position; and

WHEREAS, it is necessary to review and update procedures; and

WHEREAS, the current County Auditor recommends the following procedure be used for approving claims during the absence or a vacancy in the position of County Auditor; now, therefore, be it

RESOLVED, that during the absence of the County Auditor or a vacancy in the position of County Auditor, payments for claim will be reviewed and initialed by the Internal Audit Clerk to ensure accuracy and that all County policies and procedures have been followed; and be it further

RESOLVED, that at least one of the following signatures will be required for authorization and approval to pay: Chair of the Finance Committee, Vice-Chair of the Finance Committee, or Chairman of the Board of Supervisors; and be it further

RESOLVED, that while only one signature is required, two signatures is recommended; and be it further

RESOLVED, that an email will be sent to the entire Finance Committee and Chairman of the Board of Supervisors as soon as the payment is approved including the following information: Warrant Number, Total Amount approved for payment; and who approved the payment; and be it further

RESOLVED, that Resolution Nos. 687-10 and 803-10 are hereby rescinded.

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: 1/12/2016

Committee Chair: Marini
Department Head: Rick House/Ken Blake

AUTHORIZATION TO AMEND THE 2016 BUDGET TO ALLOCATE PERSONAL SERVICES, RETIREMENT, AND SOCIAL SECURITY BUDGETS TO DEPARTMENTS FOR INCREASES ORIGINALLY BUDGETED IN CONTINGENCIES

WHEREAS, that the 2016 budget includes a contingency budget for the anticipated financial impact of pay increases and associated fringe benefits for County officers, Department Heads, Management employees, and Confidential employees; and

WHEREAS, that the Wayne County Board of Supervisors adopted the County Officer and Department Head 2016 salary schedule (RES684-15), the Managerial Employees 2016 salary schedule (RES685-15), and the Confidential Support Employees 2016 salary schedule (RES686-15); and

WHEREAS, that the increases for the Highway Department and the Wayne County Nursing Home will be funded from their respective Unassigned Fund Balances; now, therefore, be it

RESOLVED, that the Wayne County Treasurer is authorized to transfer \$7,572 from the Highway D Fund Unassigned Fund Balance; and, further be it

RESOLVED, that the Wayne County Treasurer is authorized to transfer \$10,336 from the Wayne County Nursing Home E Fund Unassigned Fund Balance; and, further be it

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

Increase the following accounts by the respective amounts

Org	Pay Increase		SSI		Retirement	
	Object	Amount	Object	Amount	Object	Amount
A10101	51907	1,065	58200	81	58100	192
A10401	51907	1,580	58200	121	58100	284
A11651	51907	16,085	58200	1,231	58100	2,632
A11671	51907	594	58200	45	58100	107
A11701	51907	19,926	58200	1,525	58100	3,140
A11851	51907	1,250	58200	96	58100	225
A12301	51907	3,644	58200	279	58100	578
A13201	51907	826	58200	63	58100	87
A13251	51907	4,747	58200	363	58100	855
A13551	51907	2,516	58200	192	58100	453
A14101	51907	7,129	58200	546	58100	1,193
A14201	51907	8,327	58200	637	58100	1,263
A14301	51907	8,252	58200	631	58100	1,312
A14501	51907	6,482	58200	494	58100	1,028
A16151	51907	2,351	58200	179	58100	283
A31101	51907	6,824	58200	522	58100	999
A31501	51907	2,439	58200	187	58100	0
A34101	51907	756	58200	58	58100	136
A36401	51907	2,898	58200	222	58100	522
A36421	51907	4,094	58200	313	58100	737
A36431	51907	1,851	58200	142	58100	334
A36441	51907	1,133	58200	87	58100	204
A36451	51907	867	58200	66	58100	0
A40101	51907	3,152	58200	241	58100	567
A40111	51907	2,576	58200	197	58100	464
A43001	51907	55,883	58200	4,274	58100	4,621
A60101	51907	18,907	58200	1,445	58100	3,272
A62751	51907	453	58200	35	58100	82
A62961	51907	181	58200	14	58100	33
A62991	51907	1,176	58200	89	58100	211
A64101	51907	2,060	58200	158	58100	371
A65101	51907	2,345	58200	179	58100	422
A66101	51907	1,477	58200	113	58100	266
A67721	51907	2,307	58200	176	58100	415
A73101	51907	2,060	58200	158	58100	371

A75101	51907	413	58200	32	58100	99
A80201	51907	4,660	58200	356	58100	424

Increase DSS offsetting revenue accounts

Org	Object	Amount	Object	Amount
A60100	43610	8,977	44610	7,796

Decrease the following account by the respective amount

Org	Object	Amount
A19904	54000	230,242

Increase the following accounts by the respective amounts

	Pay Increase		SSI		Retirement	
Org	Object	Amount	Object	Amount	Object	Amount
D50101	51907	2,373	58200	182	58100	391
D50201	51907	1,669	58200	128	58100	300
D51101	51907	2,013	58200	154	58100	362

Increase the following accounts by the respective amounts

	Pay Increase		SSI		Retirement	
Org	Object	Amount	Object	Amount	Object	Amount
E60001	51907	8,524	58200	653	58100	1,159

Budgeted: No Proposed Cost: \$264,923 Reimbursed Amount \$16,773 County Cost \$248,150

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: _____

RESOLUTION TRANSMITTAL

Committee No: 1

Date: 1/12/16

Committee Chair: Marini

Department Head: Daniel C. Connors, Esq.

Transmittal Title: **AUTHORIZATION TO AMEND RESOLUTION 614-15 FOR REPAIR OF SHERIFF'S VEHICLE**

Brief Explanation:

WHEREAS, a 2015 Ford Explorer, Plate No.: WCSO160, a Sheriff's vehicle, was damaged when it hit two (2) deer on September 23, 2015

WHEREAS, said vehicle has been repaired at Mack's Body Shop at a cost of \$6,000.32 which has been approved by previous Resolution of the Board of Supervisors; and

WHEREAS, in the course of making the repairs authorized by previous Board of Supervisors' Resolution it was discovered that additional repairs in the amount of \$1,217.24 were needed which were not quoted in any of the repair quotes received by the County; and

WHEREAS, these additional repairs were necessary but not able to be determined at the time the original quotes were made by reason of the fact these were hidden damages; now therefore be it

RESOLVED, that the additional repairs to WCSO160 made by Mack's Body Shop in the amount of One Thousand Two Hundred Seventeen and 24/100 (\$1,217.24) is hereby accepted and that the Wayne County Treasurer is authorized to pay the sum of One Thousand Two Hundred Seventeen and 24/100 (\$1,217.24) for the repair of said vehicle, from Account No. A19314 54998 (Liability & Casualty) as directed by the Wayne County Attorney.

Budgeted: yes ___ no ___ Proposed Cost: \$1,217.24 Reimbursed Amount _____ County cost \$1,217.24

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: _____

RESOLUTION TRANSMITTAL

Committee No: 1

Date: 1/12/16

Committee Chair: Marini

Department Head: Daniel C. Connors, Esq.

Transmittal Title: **AUTHORIZATION TO ACCEPT PURCHASE OFFER FOR 245 GLASGOW STREET, CLYDE, NEW YORK**

Brief Explanation:

WHEREAS, Wayne County acquired the property at 245 Glasgow Street, Clyde, NY by tax foreclosure; and
WHEREAS, the property was not sold at the foreclosed property auction; and
WHEREAS, the main structure on the property was in disrepair and began to collapse on September 12, 2015; and
WHEREAS, because a neighboring dwelling was at risk of being damaged by the structure, the Public Works Department demolished the building on September 13, 2015; and
WHEREAS, pursuant to Resolution #568-15, Wayne County contracted with Empire Wrecking to have the building debris removed from 245 Glasgow Street in Clyde; AND
WHEREAS, a purchase offer was received by the County Attorney's Office on November 5, 2015 by Noreen & David Kanaley in the amount of Three Thousand and 00/100 (\$3,000.00); now therefore be it
RESOLVED, that it is the determination of the Board of Supervisors that it is in the best interest of the County to accept said purchase offer and such purchase offer is hereby approved and accepted; the Chairman of the Board of Supervisors is hereby authorized and directed to execute a quit-claim deed and any required documents for said parcel, subject to the approval of the form of the deed and documents by 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: _____

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

December 2015

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 Public Hearing for 2016 budget
- Attended Wayne County Assessors Association Christmas Party
- Attended BOS meeting
- Attended Chairman Hoffman's retirement gathering

December is a very busy month for Real Property Tax Services. . Staff insured relieved water, school and village charges were accurately applied to the town files to insure proper billing to individual tax payers. This office works closely with IT to regulate the work flow to guarantee tax bills will be delivered to the towns in a timely fashion to increase the time collectors have to accomplish their task.

The tax rates for the local municipalities are developed and verified within the department, all tax rate information is manually keyed on to "control cards" that are then electronically sent to the IT department in preparation of printing tax bills. The control card information is sent to IT town by town, a sample bill is printed for accuracy verification. Once the information is verified the IT department is given the ok to print. The applicable town is contacted when the bills are ready to pick up. This year we finished printing tax bills for all municipalities on December 22.

The dissolution of the Village of Lyons provided some challenges when generating the tax bills, being the current staff has never gone through the dissolution process. There were special districts that needed to be created, that had previously been billed through normal Village billings. The dissolution also created extra work for the tax map technicians as every special district has a specific description that is updated on the tax maps. Therefore, every newly created special district and every changed special district boundary had to be mapped based on the revised description. The staff had to ensure the correct levy was collected on the new special districts. We should be better prepared, if and when, the Village of Macedon dissolves.

In addition to figuring the town tax rates, the County portion of the PILOT bills were prepared and mailed. This involves reviewing the taxable value for every PILOT, billed by RPTS, and multiplying it by the applicable town tax rate, manually preparing the bill to be mailed. Each town is separately notified of the taxable value of every PILOT in the applicable town. This information is mailed to each town so the town can calculate the tax bill and send a bill for the town portion of the tax due.

Within the normal scope of our monthly duties the office processed 222 transfers of property. Every transfer includes mapping changes and ownership changes individually done by the two tax map technicians and other office staff. After the information is processed, a monthly report is prepared for the assessors. RP-5217 transfer information is emailed to each assessor for their applicable town and hard copies of deeds are prepared for the assessor to pick up at the monthly assessor's association meeting.

The tax map technicians are deep into the ESRI project. This will convert the current CAD files into a GIS format. Drawing cleanup for each individual municipality has been completed. Parcel shape files from each municipality have been extracted and a sample data set has been sent to ESRI for their review. Representatives from ESRI will be making an onsite visit in the near future.

Respectfully submitted

Karen Ambroz, CCD

RESOLUTION TRANSMITTAL

Committee No. 1

Date: January 19, 2016

Committee Chair: Supervisor Marini
Department Head: Karen Ambroz

Transmittal Title: **APPROVING DIRECT PAYMENT FOR ARTICLE 7 PROCEEDING - BAMBERGER**

WHEREAS, Bamberger Wayne Properties, LLC commenced Article 7 litigation for the year(s) 2010/11, 2011/12, 2012/13, 2013/14 and 2015/16; and

WHEREAS, the County of Wayne has approved Litigation Cost Share in regard to said Article 7; and

WHEREAS, at a court conference on July 5, 2015, the petitioner consented to the latest settlement stipulation and consent order; and

WHEREAS, there shall be audited, allowed and paid by the Town of Palmyra, Village of Palmyra, Palmyra-Macedon Central School District and the County of Wayne a stipulated total refund for all years set forth above in the amount of Eleven Thousand Dollars (\$11,000) payable as follows:

Town of Palmyra	\$880.00
Village of Palmyra	2,750.00
Palmyra-Macedon Central School Dist	5,610.00
County of Wayne	1,760.00

Therefore, be it

RESOLVED, that the Chairman of the Board of Supervisors is authorized to sign consent of payment for the above mentioned Article 7 settlement as outlined above; and be it further

RESOLVED, that the Treasurer's office be authorized to make said payment

Budgeted Yes_ No_ Proposed Cost_____ Reimbursable Amount___ County Cost _____

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

Personnel Office Review & Approval (circle one) N/A 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 _____

Committee ___ Ayes ___ Nays ___ Date: _____ Signature _____

RESOLUTION TRANSMITTAL

Committee No. 1

Date: January 19, 2016

Committee Chair: Supervisor Marini
Department Head: Karen Ambroz

Transmittal Title: **APPROVING APPLICATIONS FOR CORRECTED TAX ROLLS**

WHEREAS, applications for correction of tax rolls in relation to parcels of property identified below have been filed with the Director of Real Property Tax Services ("Director"); and

WHEREAS, the Director investigated the circumstances of the claimed errors on the tax rolls and recommends that the applications be approved; now, therefore, be it

RESOLVED, pursuant to Article 5, Title 3 of the Real Property Tax Law, the applications are approved and the officers having jurisdiction of the tax rolls are hereby authorized to make the following corrections:

TOWN OF ARCADIA

2016 Tax Roll		
Account No.	68111-17-129028	
Assessed to:	Millstone Properties, LLC	
Total Tax Difference	\$570.52	Total County Tax Difference: \$410.05
Corrected Total Tax:	\$1,426.27	

Budgeted Yes_ No_ Proposed Cost_____ Reimbursable Amount____ County Cost _____

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

Personnel Office Review & Approval (circle one) N/A 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 _____

Committee ____ Ayes ____ Nays ____ Date: _____ Signature _____