

FINANCE COMMITTEE

July 12th, 2016

8:30 a.m.

Members: Marini, Smith, Miller, Crane, Pagano

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

9:00 a.m. **Treasurer, Tom Warnick**

No Business

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

TRANSMITTALS:

- Authorization to Pay Additional Insurance Premium for Health Care Professional Liability Policy [CA07RES Authorization to Pay Additional Insurance Premium for Health Care Professional Liability Policy.doc](#)
- Authorization to Amend Resolution # 758-01 Entitled "Authorization for the Insurance/Assessment Standing Committee to Approve Certain Payments for Vehicle Repair" As Amended by Resolution # 326-10 [CA07RES01\(revised\).doc](#)
- Authorization to Repair Sheriff's Vehicle [CA07RES02.doc](#)

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

REPORT: [RPT 06 16 Monthly Report.doc](#)

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

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

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

MONTHLY REPORT: [Audit07RPT1.doc](#)

TRANSMITTAL:

- Authorization to Expand Procurement Card Program to All County Departments [Audit07RES1.doc](#)

RESOLUTION TRANSMITTAL

Committee No. 1

Date: February 9, 2016

Committee Chair: Patti Marini

Department Head: Lindsey Burgess

Transmittal Title: AUTHORIZATION TO PAY ADDITIONAL INSURANCE PREMIUM FOR HEALTH CARE PROFESSIONAL LIABILITY POLICY

WHEREAS, the County’s Health Care Professional Liability policy required an endorsement after renewal in order to ensure that medical professional employees are covered on the policy as additional insureds; and

WHEREAS, the updated endorsement resulted in an additional premium amount of \$5,389.59; now, therefore, be it

RESOLVED, that the Self-Insurance Specialist is hereby authorized to remit payment to Eastern Shore Associates for the aforementioned purpose in the amount of \$5,389.59; and be it further

RESOLVED, that the County Treasurer is hereby authorized and directed to adjust the 2016 Wayne County budget as follows:

A1990 Contingent Fund General

(Appropriations)

\$3,106 from 54000 Contractual Expenses

A1910 Unallocated Insurance

(Appropriations)

\$3,106 to 54300 Insurance

Budgeted: yes ___ no ___ Proposed Cost: \$3,106. Reimbursed Amount _____ County cost \$3,106

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: 7/12/16

Committee Chair: Patti Marini

Department Head: Daniel C. Connors, Esq.

Transmittal Title: AUTHORIZATION TO AMEND RESOLUTION #758-01 ENTITLED "AUTHORIZATION FOR THE INSURANCE/ASSESSMENT STANDING COMMITTEE TO APPROVE CERTAIN PAYMENTS FOR VEHICLE REPAIR" AS AMENDED BY RESOLUTION #326-10

Brief Explanation:

WHEREAS, Resolution #758-01 provided that the Insurance/Assessment Standing Committee of the Board of Supervisors is hereby authorized to approve County owned vehicle repair payments, not exceeding \$5,000, with only Committee approval; and
WHEREAS, Resolution #326-10 allowed the Wayne County Attorney's Office to approve repair of County owned vehicles not exceeding \$5,000; and
WHEREAS, after review with the County Attorney, Public Works Superintendent and County Administrator, it was determined that the threshold for County owned vehicles to be repaired without first obtaining Board Resolution specific to the vehicle be moved from \$5,000 to \$10,000 and that the Wayne County Attorney's Office shall approve County owned vehicle repairs not exceeding \$10,000; now therefore be it
RESOLVED, resolution # 326-10 is hereby amended and the Wayne County Attorney is hereby delegated authority to approve repair of County owned vehicles not exceeding \$10,000 in repair cost.

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: _____

RESOLUTION TRANSMITTAL

Committee No: 1

Date: 7/12/16

Committee Chair: Patti Marini

Department Head: Daniel C. Connors, Esq.

Transmittal Title: AUTHORIZATION TO REPAIR SHERIFF'S VEHICLE

WHEREAS, a 2014 Ford Taurus, Plate No.: WN 134, a Sheriff's vehicle, when it was damaged due to a deer accident; and

WHEREAS, Repair quotes were received as follows:

Gallinas - \$6,552.92
Macks - \$7,610.17
Bells - \$5,741.00; and

WHEREAS, upon review of these quotes by Wayne County Highway Superintendent and Central Garage, it is suggested that said vehicle be repaired at Gallina's, as Bell's missed too many items; now, therefore, be it RESOLVED, that the repair quote from Gallina's in the amount of Six Thousand Five Hundred Fifty Two and 92/100 (\$6,552.92) is hereby accepted for the repair of said vehicle and that the Wayne County Treasurer is authorized to pay the sum Six Thousand Five Hundred Fifty Two and 92/100 (\$6,552.92) 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: \$6,552.92 Reimbursed Amount _____ County cost \$6,552.92

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
June 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 the Wayne County Assessor's monthly meeting
- Attended derelict property ad hoc committee meeting
- Attended BOS meeting

At the June meeting of the Wayne County Assessor's Association there was discussion about the GAR Complex Commercial/Industrial services.

The assessor's met Tuesday June 14 for CONNECTAssessment training given by Laura Mondo from Pictometry. The training allowed the assessors to better understand how to use the CONNECTAssessment program to their advantage. Feedback from the assessor's was very positive.

The assessors were asked to provide a backup for their file for the creation of a local file for the running of the Final Assessment Roll and the submission of sales information to NYS. Final Assessment rolls were available to the assessors prior to the July 1 date.

On Wednesday June 15, 2016 Wayne County Real Property Tax office conducted the annual auction. The auction was well attended. Approximately 100 bid cards were issued. The auction started promptly at 6 PM and all properties had been sold by 8 PM. The first bidder of Seq #909 failed to make any deposit and therefore the bidder defaulted, the second bidder was disqualified and that parcel is currently advertised as a Sealed Bid.

The department comprised and printed custom reports for other county departments as well as for individual businesses and fire departments requesting specific information.

The department continues to distribute the work load while Neil Gates is out. Being Mike Kunzer is the only tax map technician in the department he has put in an additional 22 ½ hours during the month of June. The work load in June for property transfers is generally heavy due to the transfers of the parcels sold at the tax auction plus the summer is a more desirable time to move.

Within the normal scope of our monthly duties the office processed over 266 transfers of real property.

Respectfully submitted

Karen Ambroz, CCD

Wayne County Information Technology Monthly Report

Prepared by Matt Ury

July 1, 2016

Activity:

- 301 tickets were submitted to the help desk in the month of June.
- Budgeted hardware purchasing continued.
- 8 computers were installed.
- Email archiving solution was implemented.
- Network switches were upgraded in the Nursing Home and some locations within the Public Safety Building.
- Additional security software was tested.
- WBHN- Changes in the billing system were made to accommodate changes in Excellus and Fidelis billing practices.
- A disaster recovery test environment was created.
- Application Support Analyst position was filled.
- Telephone Technician position was vacated- we are evaluating options for this position
- Nursing Home- Companion radio system was upgraded from a satellite connection to an internet connection.
- New employee website was created and is being evaluated for internal use.

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 website to include virtual tour of courthouse.
- Redesign the internal website used by employees.
- Update phone hardware in the highway campus to accommodate expansion.



6/7/16

Finance Committee Meeting:

Resolution:

Purchase Card Program

Discussion Items:

Monthly Report:

Approved: 1,885 invoices totaling \$4,309,508.03
Savings: \$25.59
Duplicate Payment: \$260.06
Contract payments withheld: \$92,145.00

Non-Audit Report Work Completed:

Completed Audit:

RESOLUTION TRANSMITTAL

Committee No. 1 Date: July 2016

Committee Chair: Supervisor Park
Department Head: Patrick Schmitt

Transmittal Title: **AUTHORIZATION TO EXPAND PROCUREMENT CARD PROGRAM TO ALL COUNTY DEPARTMENTS**

WHEREAS, the County implemented use of procurement cards for County purchases in February of 2016; and WHEREAS, the Public Works Department and Information Technology Departments piloted the use of procurement cards; and

WHEREAS, the Policy and Procedure manual that was developed for the pilot program has been updated to improve controls and outline deadlines and responsibilities, and

WHEREAS, the County Administrator and County Auditor recommend allowing more County Departments be added to the programs as requested by the Department Head now, therefore, be it

RESOLVED, that County Departments can be added to the programs as requested and approved by the County Administrator; and be it further

RESOLVED that the revised Wayne County Purchasing Card Program User Guide and Policy Manual that is on file with the Clerk of the Board be adopted.

Budgeted: yes ___ no x Proposed Cost: \$0.00 Reimbursed Amount: \$0.00 County cost: \$0.00

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: _____