

FINANCE COMMITTEE

June 14th, 2016

8:30 a.m.

Members: Marini, Smith, Miller, Crane, Pagano

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

8:30 a.m. Health & Medical Committee

Nursing Home Audit

8:45 a.m. Public Health Director, Diane Devlin

TRANSMITTAL:

- Authorization to Create and Fill a Temporary Account Clerk Position for Wayne County Public Health [PH Early Intervention Temporary Account Clerk REV1.doc](#)

9:00 a.m. 3 and 1 Advisors

DISCUSSION:

- Consolidating of Services Grant

9:30 a.m. Ray Wager – Presentation

Wayne County 2015 Year-End Audit

10:00 a.m. Deputy Treasurer, Jody Bornheimer

TRANSMITTAL:

- Concur with County Treasurer's Recommendation To Withdraw From Foreclosure Process And Place In Roll Section 8 [TRE06RES01.doc](#)

10:10 a.m. County Attorney, Dan Connors

TRANSMITTALS:

- Authorization to Repair Sheriff's Vehicle [CA06RES01.doc](#)
- Authorization to Sign Agreement Amendment with Trane [CA06RES03 - TRANE.doc](#)

10:20 a.m. Real Property Tax, Karen Ambroz

REPORT: [RPT monthly report.doc](#)

10:25 a.m. IT Director, Matt Ury

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

10:30 a.m. Auditor/ Management Asst. Patrick Schmitt

MONTHLY REPORT: [Audit06RPT1.doc](#)

TRANSMITTALS:

- Authorization to Amend Mortgage Tax Report and Ratify Payment made to the Town of Lyons [COTB6RES1.RatifyMortgageTaxReport.DOC](#)
- Authorization to Execute Agreement Permitting Finger Lakes Community College to Offer Courses in Wayne County [COTB6RES2.FLCC.courses.2016.17.DOC](#)

10:45 a.m. County Administrator, Rick House

DISCUSSION:

- 2017 Capital Plan Budgeting

RESOLUTION TRANSMITTAL

Committee No. 6

Date: 6/14/16

Committee Chair: Kenan Baldrige

Department Head: Diane M. Devlin

Transmittal Title: AUTHORIZATION TO CREATE AND FILL A TEMPORARY ACCOUNT CLERK POSITION FOR WAYNE COUNTY PUBLIC HEALTH

Brief Explanation:

WHEREAS, the current Account Clerk in the Early Intervention Program at Wayne County Public Health (WCPH) has announced her retirement; and

WHEREAS, this employee will be using her accrued leave time during the period of August 9, 2016 through August 25, 2016 with her official retirement date of August 26, 2016; and

WHEREAS, the duties of this position requires a significant amount of work in the NY Early Intervention System (NYEIS) and tracking of services that Early Intervention (EI) children receive and these duties are crucial to maintaining the Program as per NYS Rules and Regulations; and

WHEREAS, it has been identified that the most efficient way of learning the NYEIS program and tracking of services provided to EI children is to hire a Temporary Account Clerk to obtain training from the retiring Account Clerk for 3 weeks prior to August 9, 2016; and

WHEREAS, that the department's labor expenses are currently running under budget and will not need additional appropriations to cover the cost of the temporary position; now, therefore be it

RESOLVED, that a Temporary Account Clerk be create for a 6 week period beginning July 20, 2016; and be it further

RESOLVED, that the Director of Public Health is hereby authorized to fill the Temporary Account Clerk position on July 20, 2016 and then abolish such position on August 26, 2016.

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: 6/14/16

Presented by: Thomas Warnick

Transmittal Title: Concur With County Treasurer's Recommendation to Withdraw from Foreclosure Process and Place in Roll Section 8

Brief Explanation: The County Treasurer has identified certain real property listed below, a copy of which is on file with the Clerk of the Board that have a barrier to tax enforcement.

Whereas, The Wayne County Treasurer shall file a Certificate of Cancellation which will have the effect of canceling the outstanding delinquent tax liens and shall file a Certificate of Prospective Cancellation setting forth relevant facts with the assessor of the assessing unit of the town in which said parcels are located and the Director of Real Property Services.

Resolved, The Board of Supervisors concur with the County Treasurer's recommendations that the following real property parcels listed below be withdrawn from the foreclosure process and placed in the exempt portion of the tax roll (Roll Section 8).

Town/Village	Property Location	Owner	Tax Map #
<u>Town of Lyons</u>			
Seq. # 549	91 Broad St.	NYS Woman Business Ent.	71111-05-074769
Seq. # 555	123 Broad St.	Heather Cruz	71111-05-112853
Seq. # 604	46 Canal St.	Olga Iliadou	71111-09-138667
<u>Town of Williamson</u>			
Seq. #1524	4084 Ridge Rd.	Kelly Ann Anderson	65117-12-935514
<u>Town of Wolcott</u>			
Seq. #1585	609 Church St.	Gregory Northrup	78118-14-291444
Seq. #1590	6899 Main St.	Andrew Pullin	78118-14-323429
Seq. #1712	12816 Younglove Rd.	Basil Ashley	76120-00-851039

Budgeted: Yes ___ No ___ Proposed Cost: _____ Reimbursed Amount _____ County Cost _____

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

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 _____

Committee: _____ Ayes _____ Nays _____ Date _____ Signature _____

RESOLUTION TRANSMITTAL

Committee No: 1

Date: 6/14/16

Committee Chair: Patti Marini

Department Head: Daniel C. Connors, Esq.

Transmittal Title: **AUTHORIZATION TO REPAIR SHERIFF'S VEHICLE**

WHEREAS, a 2015 Ford Taurus, Plate No.: WN 113, a Sheriff's vehicle, was damaged when it collided with another Sheriff's vehicle on April 20, 2016; and

WHEREAS, Repair quotes were received as follows:

Watsons - \$6,364.79
Macks - \$6,098.12
Bells - \$5,367.99; and

WHEREAS, upon review of these quotes by Wayne County Highway Superintendent and Central Garage, it is suggested that said vehicle be repaired at Mack's, as Watson's and Bell's quoted possible hidden suspension damage, with an additional \$150 for decal replacement and an additional \$150 for the possibility of a strut being replaced; now, therefore, be it

RESOLVED, that the repair quote from Mack's in the amount of Six Thousand Ninety Eight and 12/100 (\$6,098.12) is hereby accepted for the repair of said vehicle and that the Wayne County Treasurer is authorized to pay the sum Six Thousand Ninety Eight and 12/100 (\$6,098.12) for the repair of said vehicle, from Account No. A19314 54998 (Liability & Casualty) as directed by the Wayne County Attorney, plus an additional One Hundred Fifty and 00/100 (\$150) for possibility of replacement of a strut along with an additional One Hundred Fifty and 00/100 (\$150) for decal replacement.

Budgeted: yes ___ no ___ Proposed Cost: \$6,398.12 Reimbursed Amount _____ County cost \$6,398.12

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: 6/14/16

Committee Chair: Patti Marini

Department Head: Daniel C. Connors, Esq.

Transmittal Title: **AUTHORIZATION TO SIGN AGREEMENT AMENDMENT WITH TRANE**

WHEREAS, the County of Wayne and TRANE entered into an agreement on or about January 17, 2013 pursuant to which the County hired TRANE to perform certain energy savings for a term of twenty (20) years following the implementation thereof; and

WHEREAS, an amendment to the contract between the County of Wayne and TRANE is now necessary in order to reflect an agreed upon modification to the maintenance services agreement cost escalation from 3% to 2.75% annually; now therefore be it

RESOLVED, that the Chairman of the Wayne County Board of Supervisors is hereby authorized to execute an amendment to the existing Contract between the County of Wayne and TRANE to reflect a modification of the maintenance services annual cost escalation from 3% to 2.75%, along with County right of termination upon delivery of written notice declaring such termination.

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
May 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
- Attended Western Region RPT Director's meeting

At the May meeting of the Wayne County Assessor's Association there was discussion about the GAR Complex Commercial/Industrial services. Changes being requested in the amended resolution were discussed. All assessors present agreed with the new standards.

With the department down to 1 tax map technician the remaining tax map technician, Mike Kunzer, has put in an additional 9 hours in the month of May to keep that part of the department running smoothly

To date, there are 66 parcels included in the foreclosure process that will go to auction on June 15. All auction information is on the Wayne County website. All auction information is available in the Real Property Tax office. Copies of packets can be purchased from Real Property for \$3 per packet. At a Finance Committee meeting held on May 16, recommendations to remove specific parcels from the foreclosure process were presented. At the end of the meeting, a total of 11 parcels were forwarded to the BOS for final approval. The Real Property Tax Auction is scheduled for June 15, 2016.

Tentative Assessment Rolls were printed in duplicate for every Municipality. Tentative Rolls were available for the assessors to pick up by April 28.

Village tax levies were received for tax bill processing. RPTS keyed the village relevy amounts and batch maintained bank codes before running the village bills. All Village tax bills were prepared and available for pick up by the Village Collectors by May 19.

Requests for custom reports were received for rental properties, industrial parcels with sales and pharmacies.

A current list of homeowner information was created and provided to BOE for voter registration purposes.

Grievance Day, for most municipalities, was held on May 24.

On May 25, Mike Kunzer and I took part in a Pictometry conference call that outlined the many benefits CONNECTAssessment will provide the assessment community. CONNECTAssessment will allow the assessment community the ability to compare property images from the 2009 flyover with the 2015 flyover. The program highlights the differences between the two years being compared.

Within the normal scope of our monthly duties the office processed over 206 transfers of real property.

Respectfully submitted

Karen Ambroz, CCD

Wayne County Information Technology Monthly Report

Prepared by Matt Ury

June 6th, 2016

Activity:

- 290 tickets were submitted to the help desk in the month of May.
- Budgeted hardware purchasing continued.
- A secure connection was created with the state police through the shared one net connection for 911 CAD, Mobile.
- 9 computers, 5 network switches were installed.
- A network was built for the Black Creek Jail security project.
- A server was setup for simplex monitoring for the public safety building.
- Processed and printed village tax bills. Total print count 8077
- Programming staff attended training for the new 911 CAD, RMS software.
- Andrea Petrus attended the Munis users' conference.
- Email archiving solution was purchased.
- Hardware was purchased through a Public Defender's grant.

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.

The Wayne County Jail Commissary Accounts (Checking and Savings)

This account is being used to process the commissions checks received from Swanson. These funds are spent on the health and well-being of the inmates. Sufficient Internal Controls over these accounts were in place and appear to be adhered to. The balances of these accounts effective 12/31/15 were verified during the course of this audit and are as follows:

Checking \$ 3,978.60
Savings \$56,902.44

Wayne County Jail Revenue Account

This account is used to provide telephone service through a vendor (GTL) to the inmates. The Jail is paid a commission from this vendor and this commission is used for the safety and security of the Jail facility. The balances of these accounts effective 9/30/14 were verified during the course of this audit and are as follows:

Checking \$ 24,807.87
Savings \$198,516.29

Wayne County Jail Bail Account

This checking account was found to be a "Zero Balance" account with the bail money going out as soon as it comes in. This account had a balance of \$3,000 as of 12/31/2015 that appears to be due to outstanding checks, going back to 1997.

The Wayne County Jail Swanson Commissary Account

This account is quite active and deals with most of the funds handled within the Jail on a daily basis.

The balance of this account effective 12/31/2015 was \$10,860.07 in checking and \$5,276.40 in savings.

Internal Audit found that Swanson is a national vendor who, by bid, won the right to be the seller of personal effects to the inmates. They operate in many prisons and jails all over the country. The inmates' money is initially deposited into the Swanson system and that money is carefully accounted for from the moment of the initial deposit until the inmates are released from the Wayne County Jail; upon their release, the unspent balance is then refunded back to them.

We found there are substantial internal controls in place to account for inmate funds from the time they are booked until the time they leave. Those controls differ slightly as to where the money is first received, and have been documented thoroughly in previous audit report.

Swanson provides the Jail with both the necessary hardware & software. The hardware interfaces with Swanson's off site system, completely out of control of the Jail.

Audit Program

We traced all deposits, disbursements and transfers in and out of the various accounts and traced these amounts back to the bank statements and banks reconciliations. All records were determined to be in agreement.

All monies were found to have been properly accounted for and there were no signs of mismanagement, intentional or unintentional. All deposits appear to have been made timely and intact. Receipts were issued and all voids were retained. No discrepancies were found and the 12/31/2015 balances were verified.

Recommendations

None at this time.

Patrick Schmitt
County Auditor
6/10/16

RESOLUTION TRANSMITTAL

Committee No .1

Date: June 14, 2016

Committee Chair: Mrs. Marini

AUTHORIZATION TO AMEND MORTGAGE TAX REPORT AND RATIFY PAYMENT MADE TO THE TOWN OF LYONS

Mrs. Marini presented the following:

WHEREAS, pursuant to Resolution No. 299-16, the Wayne County Board of Supervisors authorized the Wayne County Treasurer to make payments to the Villages and Towns based on the report that was submitted of mortgage tax monies received by the Wayne County Treasurer during October 1, 2015 to March 31, 2016; and

WHEREAS, upon the official dissolution of the Village of Lyons, effective December 31, 2015, the report should have reflected the removal of the Village of Lyons and total the amounts into the Town of Lyons; now, therefore, be it

RESOLVED, that the following Mortgage Tax Report has been amended and reflects said tax monies collected by the Wayne County Treasurer during October 1, 2015 to March 31, 2016, and further reflects the correct amounts paid to the villages and towns as follows:

TOWN	TOWN SHARE	VILLAGE	VILLAGE SHARE	TOTAL
Arcadia	54,011.06	Newark	22,617.13	76,628.19
Butler	10,556.46	Wolcott	574.36	11,130.82
Galen	14,754.86	Clyde	3,258.60	18,013.46
Huron	17,032.19		0.00	17,032.19
Lyons	21,987.91			21,987.91
Macedon	77,572.75	Macedon	5,168.83	82,741.58
Marion	28,553.74		0.00	28,553.74
Ontario	110,999.02		0.00	110,999.02
Palmyra	36,616.45	Palmyra	4,640.74	41,257.19
Rose	6,949.34		0.00	6,949.34
Savannah	5,437.17		0.00	5,437.17
Sodus	52,937.47	Sodus	3,696.59	64,926.25
		Sodus Pt.	8,292.19	
Walworth	75,865.25		0.00	75,865.25
Williamson	63,568.91		0.00	63,568.91
Wolcott	18,870.68	Red Creek	919.14	21,866.20
		Wolcott	2,076.38	
TOTAL	595,713.26		51,243.96	646,957.22

and be it further

RESOLVED, that said Mortgage Tax Report submitted by the Finance Committee is hereby amended and accepted and payments made by the County Treasurer are hereby ratified.

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: _____

RESOLUTION TRANSMITTAL

Committee No 1

Date: June 14, 2016

Committee Chair: Mrs. Marini

AUTHORIZATION TO EXECUTE AGREEMENT PERMITTING FINGER LAKES COMMUNITY COLLEGE TO OFFER COURSES IN WAYNE COUNTY

RESOLVED, that the Chairman of the Wayne County Board of Supervisors is hereby authorized and directed to execute a contract on behalf of Wayne County, subject to the County Attorney's approval as to form and content, with the Board of Trustee of Finger Lakes Community College authorizing FLCC to offer college courses in Wayne County during the period 9/1/16-8/31/17, provided, however, that no cost shall be incurred to Wayne County for the operation of such courses except for the allocable portion of the operating expenses for students residing in Wayne County attending FLCC in accordance with Section 6305 of the Education Law.

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: _____