

**FINANCE COMMITTEE**  
**January 9, 2024**  
**9:00 a.m.**

Members: Rose, Fantuzzo, Johnson, Converse, Aman

9:00 a.m. Approval of previous meeting minutes

9:00 a.m. Resolutions Referred to Committee

9:05 a.m. Land Bank, Mark Humbert, Kaleigh Flynn

Update

TRANSMITTAL:

- Authorization to appoint/re-appoint members to the WC Regional Land Bank Board of Directors [Landbank Res Appoint and Re-appoint WC Regional Land Bank Board Members.docx](#)

9:10 a.m. Information Technology, Matt Ury

REPORT: [IT Report January 2024.docx](#)

Department Overview

9:20 a.m. Auditor, Kristen Scott

REPORT: [AUDIT DECEMBER 2023 MONTHLY REPORT.docx](#)

9:25 a.m. Purchasing, Chris O'Connor

REPORT: [PURCH01RPT1 Purchasing Report Jan..pdf](#)

9:30 a.m. Real Property Tax, Karen Ambroz

REPORT: [RPT 12 23 Monthly Report.doc](#)

DISCUSSION: County owned properties in the Ag District

9:45 a.m. Treasurer, Patrick Schmitt

REPORT: [TRE 1. January. 2024.docx](#)

TRANSMITTALS:

- Authorization to issue a Request for Proposals for Historic Document Preservation [TRE TRE01RES01.docx](#)

DISCUSSION: Tax Foreclosure

10:00 a.m. Management Assistant, Brian Sams

DISCUSSION: Board of Elections Budget

RESOLUTION

Committee No. 1

Date: 1/9/2024

Committee Chair: Supervisor Rose  
Department Head:

AUTHORIZATION TO APPOINT AND RE-APPOINT MEMBERS TO THE WAYNE COUNTY REGIONAL LAND BANK BOARD OF DIRECTORS

WHEREAS, the Wayne County Regional Land Bank (Land Bank) is managed by a nine member Board of Directors, serving in two year term increments, and two staff; and

WHEREAS, two seats which were filled by Arcadia Town Supervisor Richard VanLaeken and Galen Town Supervisor Steve Groat are now vacant due to the conclusion of their service to the Wayne County Board of Supervisors; and

WHEREAS, there is a need to fill these vacancies with two Supervisors, as determined by the Wayne County Board of Supervisors, to represent the County Board on the Land Bank Board; and

WHEREAS, the Chairman of the Wayne County Board of Supervisors recommends the appointment of Scott Johnson, Sodus Town Supervisor, and James Brady, Lyons Town Supervisor; and

WHEREAS, there is also an at large seat vacant due to the resignation of John Denniston and Steve Groat of the Town of Galen has agreed to fill this vacancy and continue to serve on the Land Bank Board; and

WHEREAS, the terms of Land Bank Board Members Brian Pincelli and Roger Gallant ended 12/31/2023 and both Members have agreed to serve for another two-year term; now therefore be it

RESOLVED, that the Wayne County Board of Supervisors hereby appoints the following Supervisors to serve on the Wayne County Regional Land Bank Board for the terms specified below; and be it further

Scott Johnson, Sodus Town Supervisor 1/01/2024-12/31/2024

James Brady, Lyons Town Supervisor 1/01/2024-12/31/2025

RESOLVED, that the Wayne County Board of Supervisors hereby appoints Steve Groat to fill the vacancy of the at large seat for the term ending 12/31/2025; and be it further

RESOLVED, that the Wayne County Board of Supervisors hereby re-appoints Brian Pincelli, as Wayne County representative, and Roger Gallant, as at large member to the Wayne County Land Bank Board of Directors; each serving for the term 1/01/2024-12/31/2025.

Budgeted: yes  no  Proposed Cost: \_\_\_\_\_ Reimbursed Amount: \_\_\_\_\_ County Cost: \_\_\_\_\_

Department Transfer: \_\_\_\_\_ from Account No. \_\_\_\_\_ to Account No. \_\_\_\_\_

County Administrator's Review: \_\_\_\_\_ Date: \_\_\_\_\_

Human Resources Office Review: yes  no  N/A  Signature: \_\_\_\_\_

County Attorney Review: yes  no  N/A  Signature: \_\_\_\_\_

Purchasing Review: yes  no  N/A  Signature: \_\_\_\_\_

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 Information Technology Monthly Report  
Prepared by Matt Ury  
January 2, 2024

Activity:

- The ARPA funded security projects continued.
- 532 support tickets were completed in the month of December.
- Review and remediation of the recently completed cyber audit is ongoing.
- A cyber security audit with NYS BOE is nearing completion.
- Sodus Point camera project is complete.
- Emergency Management software upgrade has started.
- 190 Windows 11 upgrades were completed.
- Board of Elections electronic pole pads and printer setups started.

Current projects:

- Time and attendance implementation at the Nursing Home.
- Expansion of security platform.
- Sheriff/E911 Shift Scheduling roll out PossWeb as primary software to Supervisors.
- County Clerk – convert Records Management database to Laserfische.
- Multifactor authentication for financial users.
- Switch replacements 2024.

## **Audit Office's Report**

Finance Committee

January 9<sup>th</sup>, 2024



### **December Committee Report**

Number of Invoices Submitted to the Audit Office for Review: 1,693

Number of Invoices Approved and Authorized by the Audit Office: 1,671

Total dollar amount of invoices audited and approved in December: \$4,415,034.64

Number of Invoices Denied: 22 invoices were denied payment during the month of December for the following reasons;

payment of an invoice cannot be remitted until the invoiced goods are received (9), a purchase order showing the procurement process is required for payment of this invoice (5), accounting principles require invoices to be paid in the year the service is incurred (5), and the County's Travel Policy requires up to date insurance and driver's license information on file for mileage reimbursements (3).

Number of Invoices Altered prior to Approval: a total of 11 invoices were altered prior to approval and payment for the following reasons;

Invoice was incorrectly entered by department (3)

Invoice was incorrectly totaled (2)

Invoice was adjusted to align with the contract pricing (2)

Mileage reimbursement is inaccurately calculated (2)

Clothing reimbursement to an employee was inaccurately calculated (1)

Previous balance on an invoice was paid previously (1)

### **Audits/Projects worked on in December:**

We held one interview for the open Internal Audit Clerk position. We have two upcoming interviews scheduled in January.

The County's external auditing firm, the Bonadio Group, was on site the second week of December to begin preliminary work for the County's 2024 audit and financial statement issuance.

The Accounting Policy and Procedure Manual request for proposals was issued in October. The County received a total of four proposals for the Accounting Policy and Procedure manual request for proposals. A resolution to award this RFP will be presented to the committee/Board in February.

Continued year end work; preparing the accounts payable schedules for 2024, reached out to departments in regards to open purchase orders, contract end date review, prepare information for the external auditors, etc.

The final report for the property room audit performed at the Sheriff's Office has been finalized and will be briefly discussed at the February Finance Meeting.

### **Next on the Agenda:**

We currently have two interviews schedule for candidates for the Internal Audit Clerk position that has been open since July.

Prepare a resolution to award the Accounting Policy and Procedure Manual to the vendor that is selected by the evaluation team.

Work with the Treasurer's Office to provide the information to fulfill the external auditor's requests before they return in February to begin their fieldwork.



**Purchasing Department**  
26 Church Street, Lyons, NY 14489  
www.waynecountyny.gov

**Chris O'Connor, NIGP-CPP, CPPB**  
Purchasing Agent  
(315)946-7674

**Sharon Hornbeck**  
Purchasing Clerk  
(315)946-7675

## Purchasing Monthly Report

January 2, 2024

### Activity in December:

- 83 Purchase orders issued for a total of \$3,566,145.77
- 43 vendors accounts created
- 314 vendor records modified
- 2 Request for Proposals released
- 29 Request for Bids released (Materials Bids)

### Competitive solicitations awarded in December:

- Personal Emergency Response Systems (PERS) Services
- Nursing Home Temp Nursing Staffing
- Article 6 State Aid Application & Quarterly Reporting
- Washer/extractors for WC Jail

### Competitive solicitations for award in January:

- Youth Team Sports Opportunities
- Youth Sports and Education Opportunities
- Youth Development Programming

### Competitive solicitations in progress:

- EAP Services
  - Vendor interview schedule in January
- Accounts Payable policies and procedures development
  - Responses Received – Currently in review
- EMS Electronic Patient Care Records (ePCR) software
  - Waiting on resolution to award
- Physician Ordered Medicare Part B Product Suppliers (Due: 12/21/2023)
- Public Health Cloud Based Electronic Medical Records/Electronic Health Records System with Practice Management Systems (Due: 1/3/2024)
- Legal System Collection Service for Wayne County Nursing Home (Due: 1/17/2024)
- Operation of Food Concession Stand at Sodus Point Beach (Due 1/26/2024)
- Operation of Recreational Equipment Rental Service at County Owned Parks (Due 1/26/2024)
- Highway Materials/Services Bids (29) (Due 1/8/2024 – 1/10/2024)

### Current Projects:

- RFPs and Bids related to services over \$20,000
- RFQs for departments
- Implementation of Bidnet modules (RFx, Requestor, CLM, Vendor Performance)-
  - Currently in the discovery stage
  - roll out is slated for Feb. 2024
- 1099 Preparations

Real Property Tax Services  
Activity Report  
December 2023

Our mission is to fulfill the requirements of New York State Laws and Regulations and to provide services for assessors and local government officials to achieve and maintain equitable assessments throughout Wayne County

Our Agency is here to serve you, ready to answer your questions, and address your concerns. Technical and professional assistance is available to county departments, local governments, school districts, taxpayers and the public for all aspects of real property assessment and taxation.

Through the Director and staff, the Wayne County Real Property Tax Services Agency takes great pride in the services we provide to all of Wayne County. This agency maintains the data related to the generation and publication of town, county, village and school assessment rolls, tax rolls and tax bills. We also publish tax maps.

The Real Property Tax Service Agency

- Attended Public Hearing for 2024 budget
- Batch maintained water/sewer & property maintenance relevy information
- Verified town levy and taxable information matched
- Loaded collector information in PtPortal at ABS
- Prepared control cards to print bills. Downloaded bank codes to file
- Developed local file
- Custom reports were created
- Property transfers were processed and mapped
- Processed several splits/merges.
- This year all tax bills were printed without issue and all collectors had picked them up by December 27<sup>th</sup>.
- Attended Zoom RPTAC meeting
- Attended Assessor's monthly meeting
- The department has provided county-wide files, as requested, to vendors requesting the file for tax bill payment

The AutoCad conversion project with VHB continues. At the December Finance Committee a resolution to extend the contract date to 2/1/2024 was presented; and subsequently approved by the BOS. Currently, the towns of Marion, Wolcott, Butler, Rose, Galen and Savannah (Bulk #2) along with their villages out for conversion. Bulk #3 is being prepared for electronic transfer to VHB. While the towns are out for conversion, the tax map technicians are not able to make any edits. This causes large workload backups when (if) those towns come back from the vendor.

The mapping department continues to process monthly transfers, splits and merges. Being it's still December when putting this information together, to date, there were 157 property transfers. Year to date the department has completed approximately 2,100 property transfers

Respectfully submitted

Karen Ambroz, CCD



County of Wayne  
**Office of the County Treasurer**  
 Post Office Box 8  
 Lyons, New York 14489-0008

Patrick J. Schmitt  
 COUNTY TREASURER  
 -----  
 315-946-7441  
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- With new staff that now have a year of experience, we are reviewing our procedures and changing where we determine necessary.
- A Meeting took place on 1/5/24 with departments performing insurance billings to ensure accurate recording and processing occurs from the various crossover payment vendors.  
 (MH, PH, ALS, NH)
- We have received over a \$1 million in Opioid Settlement funds, nothing has been spent to date
- Spent approximately \$4.5 million dollars of ARPA funds in 2023, the County has spent a total of \$5,827,920.22; of the \$17,465,517 the County received.
- REDI contracts are starting to be approved and claims are starting to be submitted. All 2023 Interfund loans were paid back on 12/29/23. H Fund should have enough cash without any loans in 2024 if REDI reimbursements keep coming in.

➤ Current 2023 Outstanding Billings

REDIB	Project ID#19380-1 - Blind Sodus Bay	26,019.22		2023
REDIB	Project ID#19380-2 - Blind Sodus Bay	84,605.00		2023
REDIB	Project ID#19380-3 - Blind Sodus Bay	92,761.85		2023

- Scanning project well underway. We will need to have some historic documents preserved, as their current condition does not allow them to be scanned safely.
- Year-end work is under way. Anticipate closing the 2023 books on or before 2/19/24
- Many property owners have started payment plans to avoid foreclosure, but will not come off the list until closer to the foreclosure date, as they need to keep their plans current.

**2022 Tax Foreclosure**

Date	Total Parcels
10/2/23	527
11/6/23	494
11/30/23	490
12/29/23	441



RESOLUTION

Committee No. 1

Date: 1/9/2024

Committee Chair: Supervisor Rose  
Department Head: Treasurer Schmitt

AUTHORIZATION TO ISSUE REQUEST FOR PROPOSALS FOR HISTORIC DOCUMENT PRESERVATION

WHEREAS, resolution 259-23 authorized the County Treasurer to contract with NYSID for a scanning project with American Rescue Plan Act (ARPA) funds; and

WHEREAS, NYSID has been scanning documents for several months now; and

WHEREAS, they have determined that some documents are not safe to scan due to their condition; and

WHEREAS, due to the age of these documents they are considered historical and must be retained permanently; and

WHEREAS, the County Treasurer would like to solicit qualified companies to provide preservation services so that these documents do not deteriorate further; now, therefore, be it

RESOLVED, the Wayne County Board of Supervisors authorizes the release of an RFP for document preservation services of historical documents, with said RFP to be developed with the assistance of, and released by, the County Purchasing Agent.

Budgeted: yes  no  Proposed Cost: \_\_\_\_\_ Reimbursed Amount: \_\_\_\_\_ County Cost: \_\_\_\_\_

Department Transfer: \_\_\_\_\_ from Account No. \_\_\_\_\_ to Account No. \_\_\_\_\_

County Administrator's Review: \_\_\_\_\_ Date: \_\_\_\_\_

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