

**FINANCE COMMITTEE**

**January 10, 2023**

**9:00 a.m.**

Members: Leonard, Bender, Groat, Robusto, Van Laeken

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

Update

9:15 a.m. Purchasing, Kaleigh Flynn, Chris O'Connor

2022 totals  
Bidnet Platform

9:25 a.m. Information Technology, Matt Ury

REPORT: [IT Report January 2023.docx](#)

TRANSMITTAL:

- Award bid and execute contract for Cisco Network Switches [IT01RES12023- PURCHASE OF CISCO NETWORK SWITCHES AND APPLICABLE COMPONENTS.doc](#)

9:30 a.m. County Attorney, Dan Connors

NO BUSINESS

9:30 a.m. Auditor, Kristen Scott

REPORT: [AUDIT NOVEMBER DECEMBER 2022 MONTHLY REPORT.docx](#)

DISCUSSION:

Employee recognition research

9:45 a.m. Real Property Tax, Karen Ambroz

REPORT: [RPT 12\\_22 Monthly Report.doc](#)

9:50 a.m. Treasurer, Patrick Schmitt

REPORT: [TRE 12. December 2022.docx](#)

Monthly interest earnings

TRANSMITTALS:

- Authorization to opt into Equitable Retention Mortgage Assistance Program [TRES01RES01.doc](#)

DISCUSSION:

Motor fuel tax

10:05 a.m. Fiscal Assistant, Brian Sams

TRANSMITTALS:

- Authorization for Superintendent of Public Works to utilize contingencies towards vehicle purchases [COTB1 RES1 Authorization to Use Contingencies for Vehicle Purchases.docx](#)
- Authorization to request State Municipal Home Rule Legislation for Extension of additional 1% sales tax [COTB1 RES2 AUTHORIZATION TO REQUEST STATE MUNICIPAL HOME RULE LEGISLATION FOR EXTENSION OF ADDITIONAL 1% SALES TAX.docx](#)

## Wayne County Information Technology Monthly Report

Prepared by Matt Ury

January 6, 2023

### Activity:

- 487 new support tickets were submitted in December.
- 5 computer installs were completed.
- The ARPA funded security projects continued.
- The ARPA funded server and storage project continued.
- All phones have been replaced with only fax services left on the old phone system.
- End of the year tax processing was completed.
- Staff were cross trained in network and website maintenance.

### Current projects:

- Expansion of security platform.
- Phone system upgrade.
- Sheriff/E911 Shift Scheduling roll out PossWeb as primary software to Supervisors.
- County Clerk – convert Records Management database to Laserfische.
- Multifactor authentication for financial and medical departments.
- Board of Elections security enhancements.
- Switch replacements 2024.
- Access point upgrade 2023.
- Server and storage upgrade 2023.

**RESOLUTION TRANSMITTAL**

Committee No. 1

Date: 1/10/2023

Committee Chair: Supervisor Leonard  
Department Head: Matt Ury

**AUTHORIZATION TO AWARD BID AND EXECUTE CONTRACT FOR THE PURCHASE OF CISCO NETWORK SWITCHES AND APPLICABLE COMPONENTS FOR PUBLIC SAFETY COMMUNICATIONS**

WHEREAS, Public Safety Communications has funds budgeted in 2023 for core network routing upgrades, and WHEREAS, the Wayne County IT Department worked in coordination with the Purchasing Department to solicit a request for bids for Cisco network switches and applicable components, or an equivalent offering; and WHEREAS, bids were due by January 5, 2022 at 11:00 a.m. and the following bids were received; and

<b>Contractor</b>	<b>Total Cost</b>
<b>Dox Electronics 105 College Ave, Rochester NY 14607</b>	\$72,128.28
<b>Function5 Technology Group Ltd 600 Mile Crossing Blvd; Suite 1A, Rochester NY 14624</b>	\$67,154.00
<b>Mola Group Corporation 450 Park Ave S, FL3, New York NY 10016</b>	\$63,595.98
<b>MVATION Worldwide Inc 70 Glen Street, Suite 260, Glen Cove NY 11542</b>	\$56,806.68
<b>Sunflower Lab LLC 3974 Brown Park Dr, Suite G, Hilliard, OH 43026</b>	\$60,519.99
<b>Zones LLC 1102 15<sup>th</sup> Street SW, Auburn WA 98001</b>	<b>\$49,256.78</b>

WHEREAS, the Purchasing Agent contacted each of the companies to investigate estimated lead times for shipment and delivery; concluding that most provided similar estimates; now, therefore be it RESOLVED, that the bid received by Zones LLC is hereby accepted in accordance with the bid specifications; and be it further RESOLVED, that the Chairman of the Wayne County Board of Supervisors is hereby authorized to execute a contract for the purchase of Cisco Network Switches and applicable components at a cost not to exceed \$49,256.78, subject to the County Attorney's approval as to form and content.

Budgeted: yes  no  Proposed Cost: \$49,256.78 Reimbursed Amount \_\_\_\_\_ County cost \$49,256.78

Departmental 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: \_\_\_\_\_

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: \_\_\_\_\_

## Audit Office's Report

Finance Committee

January 10<sup>th</sup>, 2022



### November:

Invoices Audited; 1,566

Invoices Approved and Paid; 1,554

Invoices Denied; 12 invoices were denied payment during the month of November for the following reasons; review by the County Attorney is required for these invoices (3), the invoice is a duplicate (2), more information is required to remit payment of this invoice (3), a contract number is required for this invoice, previous balance was paid (1), invoice calculation is not accurate (1), and invoice must be entered by County Administration (1).

Invoices Altered prior to Approval; a total of 22 invoices were altered prior to approval and payment

### December:

Invoices Audited; 1,828

Invoices Approved and Paid; 1,817

Invoices Denied; 11 invoices were denied payment during the month of December for the following reasons; the invoice has technical errors that must be addressed prior to payment (3), disallowed amount included on invoice (1), invoice did not have necessary approvals (1), the invoice has been paid previously (1), the invoice did not include the required contract number (3), vendor related issues (1), and the invoice must be paid from 2023 funds (1).

Invoices Altered prior to Approval; a total of 28 invoices were altered prior to approval and payment

### Audits/Projects worked on in November and December;

Purchase card concerns were discussed with a department head and County Administrator. The policy is being adhered to while working to address this issue.

Year-end procedures were continued and completed; annual purchase order review, year-end accounts payable procedure memo and schedules, etc.

I attended an ethics seminar presented by the Upstate ACFE association on November 10th.

Worked with a sub-committee of the Compliance Committee to draft a sanction policy, as required by HIPAA's Security Rule. This unfulfilled requirement was discovered during the 2020 Risk Assessment process.

Research on NYS Comptroller's Opinion regarding employee recognition was continued. I will share some updates on this shortly.

Business associate audit draft was completed and provided to the County's Compliance Officer for a response.

### Next on the Agenda;

Complete the 2022/2023 risk assessment and distribute it to all County departments.

The Purchasing Agent and I will begin reviewing applications submitted for the Contract and Audit Specialist position and begin interviewing candidates in January.

Meet with the County's external auditors to begin planning for the County audit for the year ended December 31<sup>st</sup>, 2022.

The Audit Office's annual report will be drafted and completed for February Finance Committee.

Real Property Tax Services  
Activity Report  
December 2022

The Real Property Tax Service Agency

- Attended Public Hearing for 2023 budget
- Keyed 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
- Attended Zoom RPTAC meeting
- Attended Zoom retirement event for ORPTS Director as Association President
- Attended Zoom Assessor's monthly meeting
- Attended Land Bank monthly meeting
- Attended two meetings with VHB on the AutoCad conversion project

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

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315-946-7441

[WWW.CO.WAYNE.NY.US](http://WWW.CO.WAYNE.NY.US)

- Tax Foreclosure for unpaid 2021 underway
- Deputy Treasurer Jody Bornheimer retired 12/31/22, will be back on an as needed basis
- Katie Cahoon is now Deputy Treasurer
- Steve Watrous is Second Deputy Treasurer
- Megan Fralick is Temporary Second Deputy Treasurer
- Year End close is under way
- Year End reporting is under way
  
- Tax Foreclosure parcel count:

<b>Date</b>	<b>2023 Total Parcels</b>	<b>2022 Total Parcels</b>
9/30/22	412	452
10/31/22	-	384
11/30/22	225	288
12/31/22	157	234
1/31/23		217
2/28/23		202
3/31/23		124
4/30/23		41

RESOLUTION TRANSMITTAL

Committee No. 1

Date: January 10, 2023

Committee Chair: Leonard  
Department Head: Schmitt

**AUTHORIZATION TO OPT INTO THE EQUITABLE RETENTION MORTGAGE ASSISTANCE PROGRAM (ERMA) THROUGH THE OFFICE OF THE NEW YORK STATE GENERAL**

WHEREAS, the County received communication from the New York State Attorney General’s Office in regards to a program designed to help seniors ages 62 and over with a zero-interest, deferred forgivable loans up to \$25,000 to prevent foreclosure due to mortgage arrears, property tax arrears, homeowner’s insurance and other housing costs that could put long-term homeownership at risk; and

WHEREAS, this program would be administered by the Center for NYC Neighborhoods, a nonprofit organization that promotes and protects affordable homeownership in New York State; and

WHEREAS, after discussions with the County Attorney and County Administrator, the County has decided they are desirous of opting into said program as there is zero cost to the County; now therefore be it

RESOLVED, that the County of Wayne hereby opts into the Equitable Retention Mortgage Assistance Program (ERMA), and be it further;

RESOLVED, that the Chairman of the Board of Supervisors is hereby and directed to execute any documentation in regards to said ERMA Program, subject to the County Attorney’s approval as to form and content.

Budgeted: yes \_\_\_ no \_\_\_ Proposed Cost: \_\_\_0\_\_\_ Reimbursed Amount \_\_\_\_\_ County cost \_\_\_0\_\_\_

Departmental 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: \_\_\_\_\_

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: 1/10/2023

Committee Chair: Kim Leonard  
Department Head: Rick House

**AUTHORIZATION TO GIVE SUPERINTENDENT OF PUBLIC WORKS AUTHORITY TO UTILIZE CONTINGENCIES TOWARDS VEHICLE PURCHASES**

WHEREAS, the Wayne County Purchasing Policy requires any purchase of \$20,000 or greater be publicly bid; and

and WHEREAS, the current economy has made it exceedingly difficult to purchase vehicles due to rising costs and a severe lack in supply; and

WHEREAS, oftentimes when vehicles are available, the mini-bid window is only open for a short period of time, and if the bid comes in higher than the originally budgeted amount, there is not sufficient time to appropriate additional funds via board resolution before the window closes; and

WHEREAS, giving the Superintendent of Public Works authority, with approval from the County Administrator and Management Assistant, to request a transfer of no more than \$10,000 per vehicle from contingencies to a department's motor vehicle account, will allow a purchase order to be created before the bid window closes in the event that the bid comes in higher than the original budget; now, therefore be it

RESOLVED, Superintendent of Public Works, with approval from the County Administrator and Management Assistant, is hereby authorized to request a transfer not to exceed \$10,000 per vehicle from contingent funds to a department's motor vehicle account in the event that there are not sufficient funds to create a vehicle purchase order during the open bid window, with said authorization expiring December 31, 2023.

Budgeted: No                      Proposed Cost: \$                      Reimbursed Amount    \$                      County Cost \$0

Departmental 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: \_\_\_\_\_

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: 1/10/2023

Committee Chair: Kim Leonard  
Department Head: Rick House

**AUTHORIZATION TO REQUEST STATE MUNICIPAL HOME RULE LEGISLATION FOR EXTENSION OF  
ADDITIONAL 1% SALES TAX TO NOVEMBER 30, 2026**

WHEREAS, the County of Wayne presently has authority to collect an additional 1% sales tax, but said authority expires as of November 30, 2023; and

WHEREAS, without said additional 1% sales tax, property taxes would be further burdened and would be significantly increased; now, therefore, be it

RESOLVED, that the Wayne County Board of Supervisors hereby requests State Legislators, Senator Pamela Helming and Assemblymen Brian Manktelow to prepare a municipal Home Rule Statute giving the County of Wayne authority to extend the additional 1% sales tax from December 1, 2023 to November 30, 2026.

Budgeted: No                      Proposed Cost: \$                      Reimbursed Amount    \$                      County Cost \$0  
Departmental 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: \_\_\_\_\_

Standing Committee: Ayes \_\_\_\_\_ Nays \_\_\_\_\_ Date: \_\_\_\_\_ Signature: \_\_\_\_\_

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Committee: \_\_\_\_\_ Ayes \_\_\_\_\_ Nays \_\_\_\_\_ Date: \_\_\_\_\_ Signature: \_\_\_\_\_