

FINANCE COMMITTEE

January 11, 2022

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**

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

REPORT: [IT_Report January 2022.docx](#)

TRANSMITTALS:

- Renew contract with Tyler Technologies for MUNIS [IT01 2022-RES1- RENEW SUPPORT FOR MUNIS.doc](#)
- Sign Lease agreement for Quadient Folder-Insertter System [IT01RES2 2022 LEASE AGREEMENT FOR A QUADIENT FOLDER-INSERTER SYSTEM.doc](#)

9:20 a.m. **Real Property Tax, Karen Ambroz**

REPORT: [RPT 12_21_Monthly Report.doc](#)

DISCUSSION:

Outsourcing of tax bill printing

9:30 a.m. **Auditor, Kristen Scott**

REPORT: [AUDIT DECEMBER 2021 AUDIT REPORT.docx](#)
[Property Room Audit Final Report.pdf](#)

DISCUSSION:

Overpayment to vendor

9:45 a.m. **Purchasing, Kaleigh Flynn**

NO BUSINESS

9:45 a.m. **Fiscal Assistants, Ken Blake/ Brian Sams**

NO BUSINESS

9:45 a.m. **Land Bank, Mark Humbert**

Update

9:55 a.m. **Treasurer, Patrick Schmitt**

REPORT: [TRE December 2021 Monthly Report.docx](#)

10:05 a.m. **County Attorney, Dan Connors**

TRANSMITTAL:

- Set Public Hearing on amending Mortgage Recording Tax [CA Mortgage Tax Resolution.doc](#)

Wayne County Information Technology Monthly Report

Prepared by Matt Ury

January 3, 2022

Activity:

- Work continued on security enhancements countywide.
- Town & County tax bill processing was completed.
- 536 new support tickets were submitted in December.
- 6 computer installs were completed.
- Phone system upgrade continued.
- 52 monitors were installed in the Social Services department.

Current projects:

- Create countywide training curriculum for the Munis financial system.
- Expansion of security platform.
- Document imaging- shared services project.
- 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.

RESOLUTION TRANSMITTAL

Committee No. 1

Date: 1/11/2022

Committee Chair: Kim Leonard

Department Head: Matt Ury

Authorization for the execution of a renewal contract with Tyler Technologies For MUNIS Financial Software & for Operating System & Database Administration Support

WHEREAS, MUNIS is the software program used to manage all finances and other functions including but not limited to accounting, budget, receivables, fixed assets, general billing, payroll, tax billing, purchase orders, requisitions and contracts; and

WHEREAS, the maintenance comes up for renewal on an annual basis on March 17th; and

WHEREAS, the cost for 2022 will not exceed \$270,276.00 now, therefore, be it

RESOLVED, that the Chairman of the Wayne County Board of Supervisors is hereby authorized and directed to execute a contract on behalf of the County of Wayne, subject to the County Attorney's approval as to form and content, with Tyler Technologies for the following:

MUNIS software maintenance for all financial modules for the contract period starting March 17, 2022 to March 16, 2023 at a cost not to exceed \$270,276.00 paid in full in advance.

Budgeted: yes, X no___ Proposed Cost: _____ Reimbursed Amount _____ County cost \$270,276.00 ___

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: 1/11/2022

Committee Chair: Kim Leonard
Department Head: Matt Ury

AUTHORIZATION TO SIGN LEASE AGREEMENT FOR A QUADIENT FOLDER-INSERTER SYSTEM FOR THE INFORMATION TECHNOLOGY DEPARTMENT

WHEREAS, the Wayne County IT Department currently leases a folder-inserter machine from Pitney Bowes, Inc. which is set to expire on February 28, 2022; and

WHEREAS, proposals for folder-inserters were received from Pitney Bowes and Quadient (formerly Neopost), which are both on Sourcewell contract, and then reviewed by Information Technology (IT) staff; and

WHEREAS, it is the recommendation of IT staff that the department enter into a 48 month lease with Quadient for the equipment and with Lineage (the business arm and authorized reseller of Quadient) for maintenance and service, and

WHEREAS, monthly costs proposed by each company included equipment, shipping, installation, training, labor, parts and maintenance; now, therefore be it

RESOLVED, that the Wayne County IT Department is authorized to enter into a lease for a 48 month term for a new DS 64i Folder-Inserter series machine with Quadient and with Lineage for service and maintenance, at a combined cost of \$420.54 per month, per Sourcewell contract #041917-NPI; and be it further

RESOLVED, that the Chairman of the Wayne County Board of Supervisors is hereby authorized and directed to execute the lease and service agreements, on behalf of the County of Wayne, subject to the County Attorney's approval as to form and content, with Quadient and Lineage, for a 48 month period, to commence when the agreement is fully executed.

Budgeted: yes no Proposed Cost: \$5,046.48 annually 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:

Real Property Tax Services
Activity Report
December 2021

The Real Property Tax Service Agency

- Attended Public Hearing for 2022 budget
- Attended BOS meeting
- Keyed water/sewer & property maintenance relevy information
- Verified town levy and taxable information matched
- Prepared control cards to be sent to IT to print bills. Downloaded bank codes to file
- Developed local file
- Custom reports were created
- 269 property transfers were processed and mapped
- Processed several splits/merges.
- This year all tax bills were printed by December 23.

Respectfully submitted

Karen Ambroz, CCD

Audit Department Report

Finance Committee

January 11th, 2022



Invoices Audited; 1,505

Invoices Approved and Paid; 1,501

Invoices Denied; 4 invoices were denied payment during the month of December for the following reasons; the invoice did not meet the contract requirements and a resolution was necessary to pay this invoice, vendor did not yet meet the contract requirements, and two invoices must be paid out of 2022 funds.

Invoices Altered prior to Approval; a total of 15 invoice amounts were altered prior to approval and payment for the following reasons;

- Clothing reimbursement requested that exceed the limits allowed per the union contracts
- Invoiced prices were not aligned with contracted rates
- Incorrect mileage rate
- The total hours of service on an invoice was calculated inaccurately
- Sales Tax included on an invoice

Audits/Projects worked on in December;

The external auditors were on site to perform the preliminary work for the 2022 audit.

Met with several Compliance Committee members to discuss necessary revisions to the County's Compliance policy, as well as the County's Ethics policy. These revisions provide clarification to existing portions of the policies and address a portion of the external auditor's management letter from the 2021 County audit.

The field work for the Property Room Audit was completed. The report was sent to Sheriff Virts. This audit report, as well as the response from the Sheriff's Office will be discussed shortly.

The lease information that was requested from each of the County Department's was be provided to the Bonadio Group to begin the implementation of the GASB's Statement 87.

A portion of the field work for the Jail audit was completed, some documents were not available from the Jail facility staff. We will continue this audit once we receive those documents.

The audit of the County's vendor files/IRS W-9 documentation continued.

Next on the Agenda;

Complete the field work for the audit of the Jail once our office is notified that the required documentation has been located by the office staff of the Jail facility.

Any remaining year end work will be completed by the Audit Office; bank reconciliation review, quarterly payroll reconciliations, 1099 review, annual reports, etc.

The deficiencies and weaknesses presented in the Management Letter will continue to be addressed by the Audit Office and the Treasurer's Office.



Date: 12/28/2021

Scope:

The County Auditor's office performed an internal audit of the Sheriff's Office's Property Room (also known as the evidence room) in compliance with Standard 7.3 of the New York State Law Enforcement Accreditation Program.

Objectives:

The objective of this audit was to ensure compliance with Standard 7.3 of the New York State Law Enforcement Accreditation Program, by performing an independent audit of the evidence/property room. This audit addressed the following related questions:

- Are proper controls in place to reduce the risk of lost or stolen items?
- Are items properly tracked?

Report:

We requested a listing of all items in the Evidence/Property Room on November 29th, 2021. Standard 7.3 requires that sample of 5% or 50 items whichever is less be used for a property and evidence room audit. We selected fifty two items randomly from the list provided to be included in the property room audit.

The inventory audit was conducted on December 2nd, 2021. The fifty-two items selected for the audit included a sampling of currency, firearms, drugs including controlled substances, and high-value items. Forty six items selected for the audit were physically accounted for on December 2nd. Five items were found after the completion of the field work, and were accounted for by the Internal Audit Clerk the following day. One item was listed as present in the property room, but was not located or accounted for. The current location of this item is currently unknown. The items that could not be located was not drugs, currency, guns, or considered any type of high value item.

Recommendations:

- 1) The status of each item in the property room must be updated routinely to ensure that the current list of items present in the property room, as well as the item's locations are accurate and up-to-date.

Management's Response

Kristen Scott
County Auditor
12/28/2021

Heidi Kronbeck
Internal Audit Clerk
12/28/2021

**Office of the Sheriff
Wayne County**

7368 Route 31
Lyons, NY 14489
Phone 315.946.9711 / Fax 315.946.5811
www.waynecosherriff.org



Sheriff Barry C. Virts
bvirts@co.wayne.ny.us

Undersheriff Richard R. House
rhouse@co.wayne.ny.us

December 21, 2021

Sheriff Virts,

On December 2, 2021, the Wayne County Auditor's office completed an internal audit of the Wayne County Sheriff's Office Evidence/Property Room. I was asked to locate fifty-two items randomly selected by the auditors from a master list of all items that I had previously provided.

Of the fifty-two items, forty-six of the items were located in the evidence rooms on that afternoon in their listed locations. Five of the six remaining items were located by myself after a closer look that evening and the next morning in the locations listed.

The first of those five items, a ZTE smart phone under Case #18-27225, was listed as being stored in "Temporary Intake". This is an initial storage location where items are only housed temporarily before being assigned a location in the evidence room. I looked up the Case in the BEAST evidence tracking system and saw that Detective Sgt. Laclair, who had done the entry for that item in the BEAST system, had made a note that the item was being held in the Special Investigations Unit. I went to that location and located the phone in a file under that Case#. I then updated the item in the BEAST program to reflect its current location.

The second item not located at the time of the audit was a Stevens shotgun under Case #17-33775. The gun was listed as being stored in "Gun Rack Wall". This is a location to reflect long guns which are lined along the wall adjacent to the gun rack used to store long guns in the secure caged area. The "Gun Rack Wall" is essentially an overflow area for long guns once the actual numbered gun racks are full. I located the shotgun in question in one of the actual numbered gun racks, Gun Rack 67. I then updated the location in the BEAST evidence tracking system to reflect this.

The third and fourth items , an item of clothing under Case #21-05187, and biological evidence under Case #18-33753, were both items collected from the Monroe County Medical Examiner's Office. I located both items within unmarked outer bags (which contained multiple bar code labeled items from the same case) on shelving in Long Term Storage Evidence. The outer bags have since been marked with the Case #'s to better locate them visually. These items were also located on upper shelves which were not easily retrieved. I have since obtained permanent use of an unused rolling set of stairs from the Records Office which will be located in the downstairs long term storage evidence room to better access items located on upper shelving.

The fifth item, a swab of biological evidence, was located in it's proper location in long term evidence lab returns, but had been packaged by the NYSP lab in additional outer packaging. The Wayne County Sheriff's Case # and the individual item within, which contained the Wayne County assigned item, were not visible until the package contents, including paperwork, were shifted in the packaging.

The one item requested to be located as part of this audit that was not able to be located is a Wayne County EBT benefit card under Case #15-00050. The item is not in its listed location of "Cage Shelf 6". I have searched all of the shelves adjacent to this location, as well as other areas in the evidence room, with negative results. Checking the BEAST program, four additional items under this same Case #, including a credit card that was stored on the same "Cage Shelf 6", were destroyed by this writer on 06/02/21, as part of periodic purging of evidence no longer needed. It is my belief that the EBT card was destroyed at the same time, and when updating the items in the tracking system, I mistakenly did not check the box for that item. I have updated the status on that item to show that it is no longer stored in the evidence room.

Respectfully,



Detective Sergeant Kevin Kuntz



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
 WWW.CO.WAYNE.NY.US

- During the month of December, 5 contracts were started for unpaid 2019, 2020 and 2021 taxes to help taxpayers avoid Tax Foreclosure.
- Systems East Tax Collection Software implementation is wrapping up, time was spent in December making sure TCS and MUNIS balanced.
- Received notice from DEC about calculating required repayment per our agreement with them about environmental properties.
- Tax Foreclosure Moratorium is extended to 1/15/22 for all properties
- Homeowners Assistance Fund applications started being accepted 1/3/22. One item that can be paid out of this fund is back property taxes.
- 2020 Tax Foreclosure parcel count:

Date	Total Parcels
8/3/21	639
9/29/21	452
10/28/21	384
11/30/21	288
12/31/21	234

- COVID Hardship Letters Received (464 sent out):

10/31/21	25
11/30/21	15
12/31/21	7

RESOLUTION TRANSMITTAL

Committee No: 1

Date: 1/11/22

Committee Chair: Kim Leonard
Department Head: Daniel C. Connors, Esq.

RESOLUTION SETTING DATE FOR PUBLIC HEARING ON PROPOSED LOCAL LAW AMENDING THE MORTGAGE RECORDING TAX WITHIN THE COUNTY OF WAYNE

Brief Explanation:

WHEREAS, NY Tax Law, Section 253-m allows Wayne County to adopt and amend local laws imposing in Wayne County a tax of twenty-five cents for each one hundred dollars and each remaining major fraction thereof of principal debt or obligation which is or under any contingency may be secured at the date of execution thereof, or at any time thereafter, by a mortgage on real property situated within the County of Wayne and recorded on or after the date upon which such tax takes effect and a tax of twenty-five cents on such mortgage if the principal debt or obligation which is or by any contingency may be secured by such mortgage is less than one hundred dollars; and

WHEREAS, each enactment of a local law pursuant to the authority of NY Tax Law, Section 253-m may provide for the imposition of a mortgage tax for a period no longer than three years from the date of enactment; and

WHEREAS, the existing local law enacted in Wayne County pursuant to the authority of NY Tax Law, Section 253-m was enacted by Resolution 156-19 on March 19, 2019 and will therefore expire by operation of law on March 18, 2022; and

WHEREAS, the Board of Supervisors desires to enact an amendment to the existing local law, which will have the effect of extending said local law for a time period of three (3) years, in accordance with NY Tax Law, Section 253-m(6); and

WHEREAS, NY Tax Law, Section 253-m (7) requires that any local law imposing a tax pursuant to that section shall take effect only on the first day of a calendar month, and further that such local law shall not be effective unless a certified copy of such local law is mailed by registered or certified mail to the Commissioner of Taxation and Finance at the Commissioner's office in Albany at least thirty (30) days prior to the date the local law shall take effect, and that certified copies of any local law described in this section shall also be filed with the county clerk of the county of Wayne, the secretary of state and the state comptroller within five (5) days after the date it is duly enacted; now, therefore, be it

RESOLVED, pursuant to Section 20 of the Municipal Home Rule Law, that the Board of Supervisors shall hold a public hearing on Tuesday, February 15, 2022, at 9:05 a.m., in the Supervisors' Chambers in the County Court House, Lyons, New York 14489, on the following proposed local law:

COUNTY OF WAYNE - STATE OF NEW YORK
INTRO NO. /LOCAL LAW NO. ____ FOR THE YEAR 2022

A local law amending Local Law No. 4-2005, as amended by Local Law No. 4-2008, as amended by Local Law No. 1 – 2011 as amended by Local Law 1-2014, as amended by Local Law 2-2016 and by Local Law 3-2019 entitled "Adoption of Local Law to Impose a Mortgage Recording Tax within the County of Wayne."

BE IT ENACTED BY THE BOARD OF SUPERVISORS OF THE COUNTY OF WAYNE, as follows:

SECTION 1

Section 1 of Local Law 4-2005, as amended by Local Law No. 4-2008 and by Local Law No. 1 -2011, and by Local Law No. 1-2014, and by Local Law no. 2-2016, and by Local Law 3-2019 entitled "Adoption of Local Law to Impose a Mortgage Recording Tax within the County of Wayne" is hereby amended to read as follows:

Section 1. Imposition of Tax

Pursuant to Chapter 164 of the Laws of 2005, for the period beginning March 1, 2022 and ending three (3) years from the date of enactment hereof, there is hereby imposed, in the county of Wayne, a tax of \$0.25 for each \$100.00, and each remaining major fraction thereof of principal debt or obligation which is or under any contingency may be secured at the date of execution thereof, or at any time thereafter, by a mortgage on real property situated within the county of Wayne and recorded on or after March 1, 2022 and a tax of \$0.25 on such mortgage if the principal debt or obligation which is or by any contingency may be secured by such mortgage is less than \$100.00.

SECTION 2

Section 7 of Local Law No. 04-2005 as amended by Local Laws Nos. 4-2008, No. 1 – 2011, No. 1-2014 and No. 2-2016, entitled "Adoption of Local Law to Impose a Mortgage Recording Tax within the County of Wayne" is hereby amended to read as follows:

Section 7. Effective Date

This amendment to Local Law 04-2005 as amended by Local Laws Nos. 4-2008, No. 1-2014, No. 2-2016 and No. 3-2019 local law shall take effect on the first day of March, 2022, provided a certified copy thereof is mailed by registered or certified mail to the New York State Commissioner of Taxation and Finance at least 30 days prior to such date. Certified copies of this local law shall also be filed with the Wayne County Clerk, the Secretary of State, and the State Comptroller within five days after the date it is duly enacted.

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

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: _____