

**FINANCE COMMITTEE**

**March 9<sup>th</sup>, 2021**

**8:30 a.m.**

Members: Leonard, Bender, Groat, Verkey, Robusto

IN PERSON ATTENDEES: Committee Chair, County Administrator, Secretary

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

8:30 a.m. **Resolutions Referred to Committee**

8:40 a.m. **Information Technology, Matt Ury**

REPORT: [IT Report March 2021.docx](#)

TRANSMITTAL:

- Authorization to Execute a Three-Year Renewal Contract with ESRI Corp for Enterprise GIS Software Licensing and Support [IT03-RES1-GIS Enterprise License agreement with ESRI Corp REV1.doc](#)

8:45 a.m. **County Attorney, Dan Connors**

NO BUSINESS

8:45 a.m. **Auditor, Kristen Scott**

REPORTS:

[AUDIT REPORT.docx](#)

[AUDIT Risk Assessment Report and Recommendations.pdf](#)

TRANSMITTAL:

- Authorization to Transfer of H Fund Project Account Balances, Close H fund Projects, and Rescind Resolution No. 017-21 [AUDIT 03RES01 H FUND.doc](#)

8:55 a.m. **Purchasing, Kaleigh Flynn**

TRANSMITTAL:

- Authorization for Wayne County to Pay in Advance for Software Licensing, Software Support, Software Maintenance, IT Related Hardware Maintenance and Warranties [PURCH03RES01 REV1.doc](#)

9:00 a.m. **Real Property Tax, Karen Ambroz**

REPORT: [RPT 03\\_21 Monthly Report.doc](#)

TRANSMITTALS:

- Approving Applications for Corrected Tax Rolls [RPT01RES1Corr.doc](#)
- Tax Refund – Error on Tax Roll [RPT01RES2Refund.doc](#)

9:05 a.m. **Treasurer, Patrick Schmitt**

REPORTS:

[TRE Monthly Report.docx](#)

[TRE Annual Report.pptx](#)

TRANSMITTAL:

- Authorization for County Treasurer to Waive Interest and Penalties on a Late School Tax Payment [TRE03RES1.doc](#)
- Authorization to Advertise for Sealed Bid for Sale of County Property – Town of Williamson [TRE03RES2.doc](#)
- Authorization to Amend Building and Grounds Budget [TRE03RES3.doc](#)

9:15 a.m. County Administrator, Rick House

DISCUSSION:

- Advance payment to Motorola for 911 Call Processing System

9:25 a.m. Self-Insurance Specialist, Brian Sams

DISCUSSION:

- Cyber Liability

9:35 a.m. Fiscal Assistant, Ken Blake

Budget Update

Wayne County Information Technology Monthly Report  
Prepared by Matt Ury  
March 3, 2021

Activity:

- DSS – new phone system rollout.
- 482 support tickets were entered in January.
- Eight computers, six printers installed.
- CC moved to a new location.
- 1095C forms were processed and printed.
- Body camera upgrade started for the Sheriff Office.
- Countywide data storage reviewed.
- Firmware updated on multiple county switches.
- Patch management software was deployed to the network.

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.
- Redesign and move of the website.

**RESOLUTION TRANSMITTAL**

Committee No. 1

Date: 3/9/2021

Committee Chair: Kim Leonard

Department Head: Matt Ury

**AUTHORIZATION TO EXECUTE A THREE-YEAR RENEWAL CONTRACT WITH ESRI CORP. FOR ENTERPRISE GIS SOFTWARE LICENSING AND SUPPORT**

WHEREAS, Wayne County entered into a three-year agreement with ESRI for enterprise GIS software in 2018; and

WHEREAS, EM, 911, RPT, HW and Planning have developed maps and data in the ESRI format over nine years and are currently developing maps for future projects through creation and conversion from old formats; and

WHEREAS, ESRI Corporation's Enterprise Agreement (EA) is a contract wherein the county commits to make annual payments to Esri for a specified period of time in exchange for specific software, maintenance, and training discounts at a reduced cost for Small (Pop to 250,000) Governments; and

WHEREAS, the cost for licensing and support through the proposed Enterprise Agreement is substantially less than what was quoted if the county purchased through New York State Contract; and

WHEREAS, the cost to renew the current enterprise agreement for three years is 2021 \$55,000, 2022 \$55,000, 2023 \$55,000 for a total of \$165,000; now, therefore, be it

RESOLVED, that the Chairman of the Wayne County Board of Supervisors is hereby authorized and directed to execute a three year contract with ESRI Corp. on behalf of the County of Wayne for the three years 2021 \$55,000, 2022 \$55,000, 2023 \$55,000 for a total of \$165,000, subject to the County Attorney's approval as to form and content.

Budgeted: yes, X no\_\_\_ Proposed Cost: \$165,000 Reimbursed Amount \_\_\_\_\_ County cost \$165,000

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 Department Report**

Finance Committee

March 9<sup>th</sup>, 2021

Invoices Audited; 1,313

Invoices Approved; 1,311

Invoices Denied; 2 invoices were denied payment, vendor's contract was not returned and resolution was not completed

Invoices Altered prior to Approval; 3 invoice amounts were altered prior to approval and payment for the following reasons;

Vendor invoiced in excess of contracted amounts

Sales tax was included on an invoice

Audits/Projects being worked on;

The Audit Office provided five recommendations to the Compliance Officer as a result of the risk assessment.

A phone conference with the external auditors, the Bonadio Group, was held in February to discuss the County's current compliance program.

The Audit Office, County Administration, and the Purchasing Agent met with the BOE Department to discuss the Purchasing Policy violation and provide guidance on current purchasing policies requirements

The EMO Purchasing Audit was initiated, we will be reviewing six months of purchasing activities for the EMO, ALS department, Fire Coordinators Office, and E-911 Office.

Attended a virtual Munis training about the Contract module that the County Attorney's Office, Purchasing Agent and Audit Office has worked diligently to implement. This module tracks contract start and end dates, the contract amounts, and tracks spending. We have encountered several technical issues with the module that IT has been helping us with.

Next on the Agenda;

Complete the EMO Purchasing Audit and send recommendations to the EMO Office for response.

The external auditors will be at 16 Williams Street beginning March 8<sup>th</sup> and the Audit Office helps fulfill their requests for documents.

Will be working with the County Attorney's Office and Purchasing Agent to continue implementing the Purchasing Policy procedures with the use of the contract module and creating the purchasing presentation.

Date: 2/2/2021

To: Ed Hunt, Compliance Officer

Recommendations as a result of the 2020 Wayne County Risk Assessment:

1. *Create a County-Wide sanction policy that applies to employees that fail to comply with the Compliance Policy or other protected health information policies.*

Required? Yes

Priority: High

This is a follow up recommendation from the 2018 risk assessment that was not implemented at that time. In the 2018 risk assessment asked 'Does your department have formal sanctions against employees who fail to comply with security policies and procedures?' Eleven departments stated yes to this question in 2018, but when the Audit Office reached out to each of these departments to obtain a copy of their sanction policy, many stated they do not formally document their sanction policy.

All departments with protected health information are required to have a sanction policy, therefore it is recommended that a County-Wide sanction policy is created with consideration to CSEA Union Contractual Agreements.

2. *Ensure each department documents a security plan, a requirement of section 164.308(a)(1)(ii)(B) of the Security Rule.*

Required? Yes

Priority: High

Six departments responded that they do not currently document a security plan, a requirement of the Department of Health and Human Services. The security plan documents safeguards including administrative, technical, and physical that a department has implemented.

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This question was part of the original Security Risk Assessment Tool provided by the U.S. Department of Health and Human Services and the Office of National Coordinator for Health Information Technology. See question A8 of the Administration Safeguards Content for more information.

3. *Each department should maintain a list of all of its service providers, indicating which have access to your practice's facilities, information systems, and EPHI? §164.308(b)(1)*

Required? Yes  
Priority; Medium

Four departments responded that they do not maintain a list of their current business associates and the access that each business associate has. Maintaining a list of business associates and their access to facilities, information systems and EPHI is a required standard and should be included in the department's security plan. This will also aide in the development of a master list of business associates audit performed annually.

4. *Departments should categorize activities and information systems that create, transmit, or store EPHI as high, moderate, and low based on its own department's risk analyses. §164.312(b)*

Required? Addressable  
Priority; Low

The U.S. Department of Health and Human Services consider categorizing each departments practice's risks as high, moderate or low based on the risk analysis that have completed within departments. Five departments responded that they do not currently categorize activities and information systems as high, moderate or low, eight responded yes, and ten responded that the question does not apply to their department

5. *Each department should implement policies and procedures to document repairs and modifications to the physical components of a facility that are related to security; for example, hardware, locks, doors, etc. §164.310(a)(2)(iv)*

Required? Addressable  
Priority; Low

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The U.S. Department of Health and Human Services recommends that departments keep records concerning installation and repairs to the physical components of a facility that are related to security including locks, doors, badge swipe access, computer hardware. See 45 CFR §164.310(a)(2)(iv). A total of seven departments responded that they do not document repairs and modifications to the physical components of their facility, twelve departments state that they do, and 4 stated the question does not apply to their department.

Kristen Scott, County Auditor  
2/2/2021

Heidi Barbour, Internal Audit Clerk  
2/2/2021

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**RESOLUTION TRANSMITTAL**

Committee No. 1

Date: 3/16/2021

Committee Chair: Supervisor Leonard  
Department Head: Kristen Scott

**AUTHORIZATION TO TRANSFER OF H FUND PROJECT ACCOUNTS BALANCES, CLOSE H FUND PROJECTS, AND RESCIND RESOLUTION NO. 017-21**

WHEREAS, Resolution No. 017-21 adopted by the Board of Supervisors on January 19<sup>th</sup>, 2021 authorized the transfer of H Fund project account balances and close those projects; and

WHEREAS, that Resolution No. 017-21 was found to have errors that need to be adjusted; and

WHEREAS, the County Auditor and the County Treasurer have made corrections to those errors in this revised resolution; and

WHEREAS, the County Auditor and the County Treasurer are desirous in rescinding Resolution No. 017-21 now, therefore, be it

RESOLVED, that the Wayne County Board of Supervisors hereby rescinds Resolution No. 017-21; and further be it

RESOLVED, that the County Treasurer is authorized to amend the H fund budget as follows and close the associated project accounts;

**H1933 Building Renovations**

(revenues)

\$585.00 to .42770 Miscellaneous Revenues

(appropriations)

\$206.76 to .52576 Miscellaneous

\$1,070.00 to .54400 Contracted Services

\$0.36 from .54000 Contractual Expenses

\$84,133.75 from .52571 Construction Manager

\$310,000 from .54400 Contracted Services

\$1,639.74 from .52000 Equipment & Other Cap Outlay

\$264.93 to .52000 Equipment & Other Cap Outlay

\$2,495.46 from .52583 Contingencies

\$14,709.56 from .54400 Contracted Services

\$412,022.18 to .59100 Transfers- General Fund

DEM01 Demolition 24 & 30 Church Street

ILS15 Indigent Legal Services 2015

Jail2 Jail MFC 198 Construction

PEARL 9 Pear St 2nd floor renovation

PERL2 9 Pearl Exterior Cornice & Masonry

PERL2 9 Pearl Exterior Cornice & Masonry

PERL2 9 Pearl Exterior Cornice & Masonry

**H1934 Radio Inoperability Project**

(appropriations)

\$701.47 from .52000 Equipment & Other Cap Outlay

\$242,307.76 from .52000 Equip & Other Cap Outlay

\$243,009.23 to .59100 Transfers- General Fund

COCST County Cost

TOWER TOWER

**H3918 Homeland Security**

(revenue)

\$107,970.34 from .43302 State Homeland Security 2014 SHS14 State Homeland Security 2014

\$107,420.08 to .44302 FED-HOMELAND SECURITY SHS14 State Homeland Security 2014

\$37,016.59 from .43302 State Homeland Security 2015 SHS15 State Homeland Security 2015

\$36,959.00 to .44302 FED-HOMELAND SECURITY SHS15 State Homeland Security 2015

\$63,750.00 from .43302 Homeland Security SHS16 Homeland Security Grant 2016

\$994.95 to .44302 FED-HOMELAND SECURITY SHS16 Homeland Security Grant 2016

\$52,441.46 from .44302 FED-HOMELAND SECURITY SHS17 Homeland Security Grant 2017

\$115,026.00 to .45031 Inter Fund Transfers

(appropriations)

\$0.94 from .52000 Equipment & Other Cap Outlay SHS14 State Homeland Security 2014

\$194.78 to .52201 Computer Equipment SHS14 State Homeland Security 2014

\$38.30 to .54126 Field Supplies SHS14 State Homeland Security 2014

\$782.40 from .54475 SHS14 State Homeland Security 2014

\$57.59 from .52000 Equipment & Other Cap Outlay SHS15 State Homeland Security 2015

\$0.05 from .52500 Other Equipment SHS16 Homeland Security Grant 2016

\$170.46 from .52000 Equipment & Other Cap Outlay SHS17 Homeland Security Grant 2017

and be it further,

RESOLVED, that the County Treasurer is hereby authorized to transfer \$540,005.41 in cash from the H fund to the General Fund effective 12/31/20.

Budgeted: yes\_\_noX Proposed Cost: \$0.00 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: \_\_\_\_\_

## RESOLUTION TRANSMITTAL

Committee No. 1

Date: 3/9/2021

Committee Chair: Kim Leonard  
Department Head: Kaleigh Flynn

### **AUTHORIZATION TO AMEND THE WAYNE COUNTY PURCHASING POLICY RESOLUTION NO. 552-20 TO AUTHORIZE ADVANCED PAYMENTS FOR SOFTWARE LICENSING, SOFTWARE SUPPORT, SOFTWARE MAINTENANCE, IT RELATED HARDWARE MAINTENANCE AND WARRANTIES**

WHEREAS, Wayne County Departments utilize a variety of systems involving software and hardware; and  
WHEREAS, it is imperative that the county have support and maintenance available for these systems; and  
WHEREAS, it is common practice that vendors require payment for this type of support in advance to provide coverage for the length of the term agreed upon; and

WHEREAS, this is also found to be the case for IT related hardware maintenance and for certain warranties; and

WHEREAS, to meet the requirements in such circumstances and ensure continuous support for these systems, it is recommended that the Purchasing Regulations Section of the Wayne County Purchasing Policy be amended to add these specific types of pre-payments as an exception to line number eight (8); and

WHEREAS, this amendment will be made part of the official Purchasing Policy when the next revisions are adopted; now therefore be it

RESOLVED, that the Wayne County Board of Supervisors hereby authorizes payment in advance for software support, software maintenance, software licensing, IT related hardware maintenance and warranties; and be it further

RESOLVED, that prior approval of the County Attorney, County Auditor and County Purchasing Agent is required to ensure the purchase meets the criteria of this policy and the pre-payment exception applies before a department can make such payments and engage the service; and be it further

RESOLVED, that line number eight (8) of Purchasing Regulations of the Wayne County Purchasing Policy is hereby amended as follows:

#### **PURCHASING REGULATIONS**

1. The Purchasing Agent shall authorize and administer all purchase orders for the County for the acquisition of materials, supplies, equipment and services over \$5,000 in accordance with established procedures. The procedures contained herein are applicable for purchases which are anticipated to exceed five thousand dollars (\$5,000) for like/similar items or services in a calendar year throughout all County departments.
2. The County shall purchase materials, supplies, equipment and services as required, at the best possible prices, and maintain and attach appropriate documentation above \$5,000. Depending on the type and amount of the purchase, purchases will be secured by use of written requests for proposals, requests for quotes, competitive public bids, to ensure that goods will be purchased for the best interest of Wayne County, and that favoritism will be avoided.
3. Purchases shall be made to the extent practicable, through available state contracts of the Office of General Services, Division of Standards and Purchase, Department of Correctional Services, New York State Industries for the Disabled, Industries for the Blind of New York State, surplus and second-hand purchases from another governmental entity, and competitive purchase contracts from contiguous counties and municipal cooperatives, whenever such purchases are in the best interest of the County.
4. Opportunity shall be provided to all responsible vendors to do business with the County. To this end, the Purchasing Agent shall develop and maintain lists of potential vendors for various types of materials, supplies, equipment and services. Such lists shall be used to develop mailing lists of potential suppliers and for distribution of specifications, invitations to bid, RFPs and RFQs. Any supplier may be included in the list upon request. Exceptions include vendors named ineligible by the NY State Office of General Services, or those who's past business practices have disqualified them from doing business with the County.
5. When soliciting bids and proposals, a statement of "General Conditions Agreement" shall be included with all specifications submitted to suppliers. These general conditions shall be incorporated in all contracts awarded for the purchase of materials, supplies, equipment and services.
6. No official or employee of the County shall have financial interests in any purchase or contract secured by the County, without disclosure to and authorization from the originating department's standing committee. No official or employee of the County shall participate in collusive activity. This precludes:
  - a. acceptance of gratuities, financial or otherwise, by the above persons, from any supplier of materials, supplies, equipment or services to the County; and/or
  - b. the sharing of bids, RFPs, or specifications with potential bidders prior to the competitive process,
  - c. assisting a supplier or firm to win a contract award prior to or during the competitive process, and/or

d. all other activities prohibited by federal, state, or local law.

7. The County Purchasing Agent in conjunction with the County Auditor developed the following procedures upon receipt of any inquiry or allegation in violation of this policy:
- 1st inquiry/allegation – review of purchasing policy with alleged violator
  - 2nd inquiry/allegation – internal audit of violator's purchasing practices for prior 6 months and required corrective action plan for any findings
  - 3rd inquiry/allegation and all future inquiry/allegation's - referred to County administrator to address

8. Wayne County shall not pay for materials, supplies, equipment and services in advance except for the following exceptions; all postage expenses, membership and conference fees, PO Box subscriptions at the United States Post Office, newspaper subscriptions, and rental agreements for a space or building.

- In addition, support and maintenance for software and hardware, software licensing, IT related hardware maintenance, and warranties may be considered exceptions. Prior approval of the County Attorney, County Auditor and County Purchasing Agent is required to ensure the purchase meets the criteria of this policy and the pre-payment exception applies before a department can make such payments and engage the service.

9. All purchases from the equipment addendum should be purchased within the first 6 months of the fiscal year, unless otherwise documented with an explanation. **A Requisition is still required for all equipment purchases with the required documentation.**
10. All office supplies should be purchased through the Staples or Amazon Business; in addition all toner should be ordered at the direction of the Wayne County IT Department.
11. Only one contract may be applied to a quote and/or invoice at a time; if more than one contract is being used they MUST be invoiced separately. In addition, the quote and/or invoice MUST include the contract number being used. Also, if an item is not on a contract that too must also be invoiced separately.
12. Purchases can be made online. All purchases made through online vendors must accept payment after delivery of the product, materials, equipment or service. Payment to an online vendor will not be made in advance of delivery, and will be made upon receipt of an invoice.
13. All IT related equipment purchases and IT related projects must have prior approval of the Wayne County IT Director.

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: \_\_\_\_\_

Real Property Tax Services  
Activity Report  
February 2021

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.

The Towns of Ontario, Walworth and Savannah are conducting a 2021 assessment roll revaluations 2021 Level of Assessment (LOA) information was requested from the assessors and reported to NYS. Maps were generated to assist WCSCD looking to complete soil group worksheet requests Residential waterfront sales information was generated for an outside vendor Mailing labels for Ontario FD were generated and printed Received V4 backup information from all assessors, with the exception or Rose and Butler to produce the sales report including October 1 to December 31 sales. After creating a new local file, it was electronically mailed to NYS The SDG program was updated with the new local file information We coordinated with the state to ensure all assessors are using the correct RPS build Agriculture assessment value updates for the assessors to update their file Invoices were mailed to school districts and villages outlining the annual tax bill preparation fee; requesting payment totaling \$25,616.50.

On February 23 we had a very successful Zoom meeting with the new auctioneer. We will be meeting again in the future when there is a more definitive date for the foreclosure to take place. Procedures were outline, requested information was exchange and questions were asked and answered from all involved. I am looking forward to working with Collar City to produce positive results for the County.

Pictometry provided ChangeAssessment training through Zoom. This was a great initial training/refresher for all involved. The assessors were able to connect from their local municipality, RPT employees also attended. There were participants from all over the country and Canada. It is a huge advantage to the assessors when keeping the inventory of parcels in their respective towns as accurate as possible. The more rural towns depend primarily on the routinely scheduled "flies" due to properties being located where they are not easily accessible by vehicle.

Due to 3/1 being taxable status date, there were a larger than normal number of merges and splits to process. Many of them included splits that later merged or merges that later split. It's always a very active month in the tax mapping department.

After taxable status date (3/1), and all split/merge requests have been submitted, the mappers prepare to do the annual tax map print run; including parcel clean up. To prepare for the annual print run service was requested on the plotter.

Due to an upcoming retirement, all employees in Real Property are in the process of being trained to input transfer information in to SDG. Cross training continues throughout the department for future, unforeseen circumstances and succession planning.

Within the normal scope of our monthly duties the office processed 173 transfers of property, 48 splits and 19 merges.

Respectfully submitted

Karen Ambroz, CCD

## 2020 T/C Zero Tax Bills by Municipality

Municipality	# of 0 bills
Arcadia	70
V.Newark	198
Butler	35
V. Butler	13
Galen	62
V.Clyde	98
Huron	51
Lyons	145
Macedon	95
Marion	41
Ontario	101
Palmyra	118
V.Palmyra	60
Rose	60
Savannah	92
Sodus	80
V.Sodus	31
V.Sodus Point	44
Walworth	61
Williamson	92
Wolcott	61
V.Wolcott	38
V.Red Creek	35

**RESOLUTION TRANSMITTAL**

Committee No. 1      Date: March 9, 2021

Committee Chair: Supervisor Leonard  
Department Head: Karen Ambroz

**APPROVING APPLICATIONS FOR CORRECTED TAX ROLLS**

WHEREAS, applications for correction of tax rolls in relation to parcels of property identified below have been filed with the Director of Real Property Tax Services ("Director"); and

WHEREAS, the Director investigated the circumstances of the claimed errors on the tax rolls and recommends that the applications be approved; now, therefore, be it

RESOLVED, pursuant to Article 5, Title 3 of the Real Property Tax Law, the applications are approved and the officers having jurisdiction of the tax rolls are hereby authorized to make the following corrections:

**TOWN OF GALEN**

2021 Tax Roll

Account No.	73111-00-187924	
Assessed to:	NYSDEC	
Total Tax Difference	\$ 644.10	Total County Tax Difference: \$ -0-
Corrected Total Tax:	\$ -0-	

Budgeted Yes\_ No\_ Proposed Cost\_\_\_\_\_ Reimbursable 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: \_\_\_\_\_

**RESOLUTION TRANSMITTAL**

Committee No. 1

Date: March 9, 2021

Committee Chair: Supervisor Leonard  
Department Head: Karen Ambroz

**TAX REFUND – ERROR ON TAX ROLL**

WHEREAS, applications for refund of real property tax claimed to be attributable to an error on the tax roll has duly been filed with the Director of Real Property Tax Services (“Director”) for the properties listed below, pursuant to the provisions of Article Five, Title 3 of the Real Property Tax Law; and

WHEREAS, the Director investigated the circumstances of the claimed errors and has submitted a report recommending the applications be approved; now, therefore, be it

RESOLVED, pursuant to Article 5, Title 3 of the Real Property Tax Law that the following applications are hereby approved and the County Treasurer is hereby authorized and directed to pay the refunds:

**TOWN OF MARION**

2021 Tax Roll

Account No.

64115-00-345511

Assessed to:

MCA Land Co, LLC

Total Tax Difference

\$ 44.00

Total County Tax Difference: \$ -0-

Corrected Total Tax:

\$4,010.64

And be it further,

RESOLVED, that the County Treasurer is hereby authorized and directed to charge back the Refunds in the manner prescribed by Section 556 of the Real Property Tax Law.

Budgeted Yes\_ No\_ Proposed Cost \_\_\_\_\_ Reimbursable 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: \_\_\_\_\_





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

Patrick J. Schmitt, CFE  
 COUNTY TREASURER  
 -----  
 315-946-7441  
 WWW.CO.WAYNE.NY.US

- During the month of February, initiated 2 new contracts with owners that have delinquent taxes to help them avoid tax foreclosure.
- 2020 County Books were be closed on 2/15/21.
- Bonadio will be starting their 2020 audit work on 3/8/21
- Received 4 responses to our Tax Collection Software RFP. Currently reviewing responses and software's. Plan to have a resolution to the Board in April.
- Seneca Indian Nation Game Revenue sharing update
- Tax Foreclosure Update – Form RP-1102-DS
  
- 2018 Tax Foreclosure:

<u>Date</u>	<u>Parcels Facing Foreclosure</u>
6/19/19	719
7/5/19	641
8/1/19	611
9/1/19	532
10/1/19	436
11/1/19	338
12/1/19	242
1/2/20	225
1/27/20	204
7/31/20	68
8/31/20	65
9/30/20	61
10/31/20	61

12/14/20	56
1/5/21	56

- 2019 Tax Foreclosure:

<u>Date</u>	<u>Parcels Facing Foreclosure</u>
8/5/20	581
9/30/20	445
11/2/20	334
1/5/21	193
2/2/21	174
3/1/21	165

**RESOLUTION TRANSMITTAL**

Committee No. 1

Date: 3/09/21

Committee Chair: Supervisor Leonard  
Department Head: Treasurer Schmitt

**AUTHORIZATION FOR COUNTY TREASURER TO WAIVE INTEREST AND PENALTIES ON A LATE SCHOOL TAX PAYMENT**

WHEREAS, on February 8<sup>th</sup>, 2021 the Clyde-Savannah School Tax Collector received a school tax payment that was post marked on September 11<sup>th</sup>, 2020, and

WHEREAS, this payment was forwarded to the County Treasurer’s Office as the unpaid School Tax bill plus interest and penalties was releived onto the 2021 Town and County Tax bill, and

WHEREAS, the County Treasurer believes that it is no fault of the taxpayer that this payment was not received on time, and the payment was clearly delayed by United States Postal Service, and

WHEREAS, \$8.23 has been assessed do to the payment not being received on time, now there be it

RESOLVED, that the County Treasurer is authorized to waive interest and penalties on parcel 78112-00-088039, and issue a refund if the 2021 Town and County tax bill has already been paid.

Budgeted: yes no\_\_ Proposed Cost: \$8.23 Reimbursed Amount \$0.00 County cost \$8.23

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: 3/9/21

Committee Chair: Supervisor Leonard  
Department Head: Treasurer Schmitt

**AUTHORIZATION TO ADVERTISE FOR SEALED BID FOR SALE OF COUNTY PROPERTY- TOWN OF WILLIAMSON**

WHEREAS, the property located at 7098 Fisher Road in the town of Williamson was acquired by the County of Wayne by tax deed on May 3, 2017; and

WHEREAS, this property was not sold at auction due to legal challenges; and

WHEREAS, all legal challenges have been settled and the County's foreclosure was found to be valid; now therefore be it

RESOLVED, that the Wayne County Treasurer is hereby authorized to sell the following property via sealed bid or auction:

<u>SEQ#</u>	<u>TOWN</u>	<u>TAXID#</u>	<u>LOCATION</u>
1401499	Williamson	64118-00-211678	7098 Fisher Road

RESOLVED, that all terms and conditions adopted by Resolution No. 245-20 for the conduct of the 2020 tax auction will apply to these sealed bids; and it be further

RESOLVED, that the advertising shall run two times in the Times of Wayne County and the Lakeshore News; and it be further

RESOLVED, that the minimum acceptable bid shall be \$30,000.00 and the County reserves the right to reject all bids.

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

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: 3/09/21

Committee Chair: Supervisor Leonard  
Department Head: Treasurer Schmitt

**AUTHORIZATION TO AMEND BUILDINGS AND GROUNDS BUDGET**

WHEREAS, the 2020 County financial books and records were closed on February 15, 2021, and

WHEREAS, a Contract and PO with Labella for the B3REV project would not properly roll from 2020 to 2021, and

WHEREAS, the County Treasurer made the decision to close both the contract and PO to facilitate closing the 2020 books and records which resulted in the unspent balance not being brought forward to 2021, and

WHEREAS, expenses still exist for this project that need to be paid, now there be it

RESOLVED, that the County Treasurer is authorized to amend the County budget as follows:

**A16154 Buildings & Grounds**

(Appropriations)

\$11,316.91 to .54439.B3REV – Projects

**A19904 Contingent Fund**

(Appropriations)

\$11,316.91 from .54000 – Contractual Expenses

Budgeted: yes no\_\_ Proposed Cost: \$ Reimbursed Amount \$0.00 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: \_\_\_\_\_