

FINANCE COMMITTEE

May 9, 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. OTB, Ken Lauderdale

9:10 a.m. Land Bank, Mark Humbert, Kaleigh Flynn

Update

Discussion: Tax foreclosure properties

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

REPORT: [IT_Report May 2023.docx](#)

TRANSMITTALS:

- Authorize agreement with Toshiba for maintenance of wide format printer/scanner [IT05RES12023- AGREEMENT WITH TOSHIBA BUSINESS SOLUTIONS.doc](#)

Capital Plan Discussion

9:35 a.m. Auditor, Kristen Scott

REPORT:

9:40 a.m. Purchasing, Chris O'Connor

REPORT: [PURCH05RPT1 Purchasing Report May.docx](#)

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

REPORT: [RPT 04_23 Monthly Report.doc](#)

DISCUSSION: Land locked parcels

10:00 a.m. Treasurer, Patrick Schmitt

REPORT: [TRE 04. April. 2023.docx](#)

Monthly interest earnings

TRANSMITTALS:

- Authorization to refund erroneous tax payment [TRE05RES01.docx](#)
 - [TRE Back up for TRE05RES01.pdf](#)
- Authorization to contract with NYSID for Scanning Project [TRE05RES02.docx](#)
- Authorization to transfer property to the WC Land Bank [TRE05RES03.docx](#)

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

Capital Plan Discussion

TRANSMITTALS:

- Authorization to set public hearing date for 2024-2028 Capital Plan [COTB05 RES1 Set Public Hearing Date For Capital Plan.docx](#)
- Authorization to amend resolution 247-23 [COTB05RES2 AMEND 247-23.docx](#)
- Adopting Mortgage Tax report and authorizing Treasurer to make payments [COTB5RES01MAY MORTGAGE.docx](#)

Wayne County Information Technology Monthly Report
Prepared by Matt Ury
May 1, 2023

Activity:

- The ARPA funded security projects continued.
- Expansion of multifactor authentication continued.
- 18 Toshiba copiers were deployed.
- The setup of a new ticket and asset tracking system was completed.
- New access points were successfully tested on the network.
- Multiple employees spent significant time balancing the figures for property tax collection.

Current projects:

- 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.
- Access point upgrade 2023.

RESOLUTION

Committee No. 1

Date: 5/9/2023

Committee Chair: Kim Leonard
Department Head: Matt Ury

AUTHORIZATION TO SIGN AN AGREEMENT WITH TOSHIBA BUSINESS SOLUTIONS FOR THE MAINTENANCE OF THE KIP WIDE FORMAT PRINTER SCANNER LOCATED IN THE REAL PROPERTY TAX OFFICE.

WHEREAS; a new Kip wide format printer, copier, scanner was purchased and installed in the Real Property Tax office; and

WHEREAS, the device will need maintenance and service going forward; and

WHEREAS, Toshiba Business Solutions can provide maintenance at a cost of \$85 per month including 2000 square feet black and white and 1000 square feet of color printing per year with an excess charge of .020 BW, .030 color per square foot; now, therefore, be it

RESOLVED, that the Chairman of the Wayne County Board of Supervisors is hereby authorized to sign an agreement with Toshiba Business Solutions for Kip printer maintenance for a term of one year, for the period of 7/1/23-6/30/24, for a cost not to exceed \$1300, on behalf of the County of Wayne, subject to approval by the County Attorney as to form and content.

Budgeted: yes no Proposed Cost: \$1,300.00 Reimbursed Amount: _____ County Cost: \$1,300.00

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: _____

Purchasing Monthly Report
May 1, 2023

Activity in April:

- 63 Purchase orders issued for a total of \$1,126,132.57
- 37 vendors accounts created
- 131 vendor records modified
- 3 Request for Proposals released
- 1 Competitive Bid released
- Attended a 2 day procurement conference

Competitive solicitations awarded in April:

- Liquidity Analysis and Management Services (RFP)
- Comprehensive Jail Medical Service (RFP)

Competitive solicitations for award:

- Travel Guide Printing (Bid)
- Generator Maintenance (RFQ)
- HEAP Outreach Services (RFP)
- EMS Accounts Receivable Management Services (RFP)

Current Projects:

- RFPs and Bids related to services over \$20,000
- Investigating contract management software's & cradle to contract RFP/RFB software
- Looking at different outreach methods to attract new applicants for Purchasing Clerk Position

Real Property Tax Services
Activity Report
April 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.

During April, I attended the Wayne County Assessor's monthly meeting, Finance Committee monthly meeting, Land Bank BOD meeting, the BOS monthly meeting,

Assessment back-ups were requested and due back by April 21st from the municipal assessors for processing of the Tentative Assessment rolls. All Tentative Assessment roll information was printed and made available for the assessors prior to the May 1 filing date. The Tentative Assessment Roll information has been posted to the Wayne County Website and the Wayne County SDG page.

Real Property staff corrected issues with incorrect figuring of charge backs by the assessors. The information is for exemptions property owners received when they were not entitled to the exemption. Most often it happens when the real property transfers ownership. The information is "plugged" in to an excel spreadsheet to figure the number of days the new property owner benefitted from the exemption that they were not entitled to. The assessor then will multiply the tax rates for the taxing jurisdictions impacted by the exemption. After the total is calculated, the assessor will send the property owner information explaining the additional chargeback to the school and/or town/county tax bill prior to Grievance Day. The property owner has the ability to take the chargeback to the BAR to dispute the additional charges. The total county chargeback amount is currently \$52,468.10, with outstanding information from four towns

Local sales information was forwarded to the State. A new local RPS file was created.

Preparation for Village tax bills began. Collector information, levy information and relevy information has been requested from Villages to be included on the tax bills. Escrow files were received from Wells Fargo, Laretta and Corelogic to be added to the property parcels for Village bill processing.

Prepared Power Pointe presentation for Board of Assessment Review training to be held on May 4th. Training will be hosted both on site at 16 William Street. There will be 23 people attending the training this year. All new appointments are requested to attend on-site training. All members in need of training are invited to attend training on-site.

The Real Property Tax Auction is scheduled for June 23, 2023 at 10 AM. All properties included in the auction will be available for preview from June 1 – June 22, 2023 via on-line venue at collarcityauctionsonline.com.

AutoCad conversion project is proceeding nicely. The project is on time with the anticipation of being completed by year end. We have selected Sodus as the Pilot town as there are two villages and the Lake Ontario shoreline to take into consideration. The vendor had asked for a challenging municipality as the pilot.

Tax maps have been updated on the Wayne County website. Within the normal scope of our monthly duties the office processed approximately 164 deeds processed. The department continues to have only one tax map technician. He continues to work more hours to keep up with the work load.

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
WWW.CO.WAYNE.NY.US

- Tax Foreclosure for unpaid 2021 is over. Last day to pay was 4/28/23; postmarks are not accepted.
- Total Taxes written off approximately \$295,402.25
- Year End reporting is under way
- Have spent numerous hours cleaning up balance sheet balances in many funds
- Tax Foreclosure parcel count:

Date	2023 Total Parcels	2022 Total Parcels
9/30/22	412	452
10/31/22	-	384
11/30/22	225	288
12/31/22	189	234
1/31/23	171	217
2/28/23	148	202
3/31/23	109	124
4/30/23	39	41

RESOLUTION

Committee No. 1

Date: 5/9/2023

Committee Chair: Kim Leonard
Department Head: Patrick J. Schmitt

AUTHORIZATION TO REFUND ERRONEOUS TAX PAYMENT

BRIEF EXPLANATION:

WHEREAS, the Treasurer's Office was notified by letter from a woman who owns property located in the Town of Sodus under tax ID# 71119-13-176299 stating that she had erroneously paid a tax payment for another parcel located in the Town of Rose under tax ID#73116-20-788116 in the amount of \$1,275.29; and

WHEREAS, our office has confirmed that there was an erroneous tax payment on tax ID#73116-20-788116 made by the owner of tax ID#71119-13-176299; now therefore be it

RESOLVED, that the Wayne County Board of Supervisors authorizes the County Treasurer to reimburse the owner of tax ID#71119-13-176299 for the erroneous tax payment on tax ID#73116-20-788116 in the amount of \$1,275.29; and be it further

RESOLVED, that the Wayne County Board of Supervisors authorizes the County Treasurer to waive the interest and penalties on tax ID#73116-20-788116 until July 14, 2023 at 5pm to allow the owner of tax ID#73116-20-788116 to come in and make said payment.

Budgeted: yes no Proposed Cost: \$1,275.29 Reimbursed Amount: _____ County Cost: \$1,275.29

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: _____

RESOLUTION

Committee No. 1

Date: 5/9/2023

Committee Chair: Kim Leonard
Department Head: Patrick J. Schmitt

AUTHORIZATION TO CONTRACT WITH NYSID FOR SCANNING PROJECT FOR THE TREASURER'S OFFICE

WHEREAS, Resolution #650-21 adopted on December 21, 2021 authorized a County scanning project with American Rescue Plan ACT (ARPA) funds; and
 WHEREAS, Wayne County received \$1,975,000 in ARPA funding for said project; and
 WHEREAS, the Treasurer's Office has numerous bounded books and bounded bundles of various years of tax rolls that need to be scanned into Laserfiche; and
 WHEREAS, the Treasurer's Office has received a quote from New York State Industries for Disabled (NYSID), a preferred source vendor, to complete said project; and
 WHEREAS, the quote was received as follows:
 - Scanning bound books estimated image count of 145,600 at \$.26/image
 - Scanning standard paper estimated image count of 174,000 at \$.18/image
 - Creation, Migration, Output Laserfiche structure to USB Drive at a price of Eight Hundred and 00/100 Dollars (\$800.00) for a total projected cost not to exceed Sixty Nine Thousand Nine Hundred Seventy Six and 00/100 (\$69,976.00); now therefore be it

RESOLVED, that the Chairman of the Board is authorized to execute a contract with NYSID for a total contract amount not to exceed Sixty Nine Thousand Nine Hundred Seventy Six and 00/100 (\$69,976.00), subject to the County Attorney's approval as to form and content.

Budgeted: yes no Proposed Cost: \$69,976.00 Reimbursed Amount: \$69,976.00 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: _____

RESOLUTION

Committee No. 1

Date: 5/9/2023

Committee Chair: Kim Leonard
Department Head: Patrick J. Schmitt

AUTHORIZATION TO TRANSFER PROPERTY TO THE WAYNE COUNTY REGIONAL LAND BANK CORPORATION

WHEREAS, the County has commenced a real property tax foreclosure proceeding pursuant to Real Property Tax Law Article 11; and

WHEREAS, The Wayne County Regional Land Bank Corporation is requesting the County to transfer ownership of (11) parcels to the Land Bank; and

WHEREAS, the Director of the Wayne County Regional Land Bank Corporation, the County Treasurer, and the County Attorney met on May 1, 2023 and have recommended the following properties be transferred to the Land Bank:

- Seq#2100032 - Tax ID#68110-06-426972 - 201 Church Street, Village of Newark
- Seq#2100035 - Tax ID#68110-07-537896 - 315 East Myrtle Avenue, Village of Newark
- Seq#2100124 - Tax ID#68112-20-910134 - 1864 Welcher Road, Town of Arcadia
- Seq#2100292 - Tax ID#72112-00-059140 - 9001 Old Route 31 W, Town of Galen
- Seq#2100372 - Tax ID#74112-14-338351 - 19 Columbia Street, Village of Clyde
- Seq#2100392 - Tax ID#74112-14-432343 - 45 E. Genesee Street, Village of Clyde
- Seq#2100552 - Tax ID#70112-00-994964 - 2529 Middle Sodus Road, Town of Lyons
- Seq#2100626 - Tax ID#71111-13-138483 - 22 Shuler Street, Town of Lyons
- Seq#2101367 - Tax ID#65117-08-962930 - 6500 Lake Avenue, Town of Williamson
- Seq#2101411 - Tax ID#67117-05-087893 - 6472 East Townline Road, Town of Williamson

WHEREAS, the Wayne County Regional Land Bank Corporation is desirous of receiving the above cited properties for remediation necessary for the improvement of the community; and

WHEREAS, the County is authorized to transfer the title of the aforesaid real property under Section 1608 of the Not-For-Profit Corporation Law, which authorizes and allows the County to make conveyance of real property owned by the County to a Land Bank established pursuant to Article 16 of the Not-For-Profit Corporation Law of the State of New York; now, therefore be it

RESOLVED, that the Wayne County Board of Supervisors authorizes the County Treasurer and County Attorney to transfer the deeds for the above described properties to the Wayne County Regional Land Bank Corporation.

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: _____

RESOLUTION

Committee No. 1

Date: 5/9/2023

Committee Chair: Leonard

Department Head: House

AUTHORIZATION TO SET PUBLIC HEARING DATE FOR 2024-2028 CAPITAL PLAN FOR WAYNE COUNTY

WHEREAS, the County Administrator submitted the proposed 2024-2028 Capital Plan to the Board of Supervisors on April 18, 2023; and

WHEREAS, department heads who have submitted Capital Plan requests have reviewed their requests with their committees at their regularly scheduled May committee meetings; and

WHEREAS, a summary of the 2024-2028 Capital Plan has been reviewed with the Finance Committee at the May Finance Committee meeting; and

WHEREAS, a copy of the Capital Plan is on file with the Clerk of the Board of Supervisors; and

WHEREAS, the Capital Plan is a planning instrument and not an appropriations or funding commitment; now, therefore, be it

RESOLVED, that the Wayne County Board of Supervisors has scheduled a public hearing on said plan for Tuesday, June 20, 2023 to be held in the Wayne County Supervisors' Chambers at 26 Church Street, Lyons, New York, to receive and consider public comments on the Capital Plan for Wayne County for the period 2024-2028.

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: _____

RESOLUTION

Committee No. 1

Date: 5/9/2023

Committee Chair: Leonard
Department Head: Loveless

AUTHORIZATION TO AMEND RESOLUTION NO. 247-23 EXECUTE CONTRACTS FOR THE 2023 WAYNE COUNTY FAIR

WHEREAS, several Wayne County Departments have requested to rent booths at the 2023 Wayne County Fair scheduled for August 14-18, 2023; and

WHEREAS, the cost for each booth space is based upon quantity of booths, location, utility hook ups and extra worker passes; and

WHEREAS, the Tourism Department will need 2 booths for the County Fair instead of one; now, therefore be it RESOLVED, that subject to Standing Committee approval, the Chairman of the Wayne County Board of Supervisors is hereby authorized and directed to execute contracts on behalf of the County of Wayne, subject to the County Attorney's approval as to form and content, with the Union Agricultural Society at Palmyra for rental booths for the following County Departments for the 2023 Wayne County Fair:

DEPARTMENT	QTY/Booth	\$5/Extra Passes	Utilities	TOTAL
WC Tourism	2 Booths (440.00)	6 passes (30.00)	N/A	\$250.00
WC Nursing Home	1 Booth (220.00)	0	\$50/Electric	\$270.00
WC Public Health	2 Booths (440.00)	2 passes (10.00)	\$50/Electric	\$500.00
WC Mental Health	2 Booths (440.00)	2 passes (10.00)	\$50/Electric	\$500.00

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: _____

RESOLUTION

Committee No. 1

Date: 5/9/2023

Committee Chair: Leonard
 Department Head: Loveless

ADOPTING MORTGAGE TAX REPORT AND AUTHORIZING COUNTY TREASURER TO MAKE PAYMENT TO TOWNS AND VILLAGES

WHEREAS, the Finance Committee of the Wayne County Board of Supervisors has filed a report showing the mortgage tax monies received by the Wayne County Treasurer during October 1, 2022 to March 31, 2023, and recommend payment to the Villages and Towns as apportioned in such report as follows:

TOWN	TOWN SHARE	VILLAGE	VILLAGESHARE	TOTAL
Arcadia	111,747.40	Newark	45,738.25	148,885.91
Butler	19,109.35	Wolcott	780.44	16,950.13
Galen	22,931.82	Clyde	3,462.90	27,488.80
Huron	25,673.42			25,673.42
Lyons	25,788.00			25,788.00
Macedon	224,192.46			224,192.46
Marion	28,591.56			28,591.56
Ontario	129,230.25			129,230.25
Palmyra	78,195.11	Palmyra	10,443.61	44,316.72
Rose	13,031.55			13,031.55
Savannah	6,255.31			6,255.31
Sodus	80,165.26	Sodus	5,619.65	48,129.22
		Sodus Pt.		12,555.94
Walworth	96,236.04			96,236.04
Williamson	47,044.42			47,044.42
Wolcott	50,472.38	Red Creek	1,864.25	34,659.64
		Wolcott	4,348.17	
TOTAL	958,664.33		\$84,813.21	\$916,473.43

now, therefore, be it

RESOLVED, that the Mortgage Tax Report submitted by the Finance Committee is hereby accepted, the recommendation for payments to the Villages and Towns contained in such report is hereby adopted, and the County Treasurer is hereby authorized and directed to make such payments pursuant to the report.

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: _____