

**FINANCE COMMITTEE**

**May 11<sup>th</sup>, 2021**

**8:30 a.m.**

Members: Leonard, Bender, Groat, Verkey, Robusto

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

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

8:35 a.m. **Information Technology, Matt Ury**

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

DISCUSSION:

- Capital Plan

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

NO BUSINESS

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

REPORTS:

[AUDIT REPORT.docx](#)

[EMO Purchasing Audit Final Report.docx](#)

[Stop DWI 2020 Final Report.doc](#)

9:05 a.m. **Purchasing, Kaleigh Flynn**

TRANSMITTAL:

- Authorization to Recreate and Fill a Full Time Purchasing Clerk Position within the Purchasing Department and Amend the 2021 Budget [PURCH05RES01.docx](#)

9:15 a.m. **Real Property Tax, Karen Ambroz**

REPORT: [RPT Report.doc](#)

9:20 a.m. **Treasurer, Patrick Schmitt**

REPORT: [TRE Report.docx](#)

TRANSMITTALS:

- Authorization to Amend Resolution No. 113-21 Authorization to Restore Real Property to Non-Exempt Portion of the Tax Roll [TRE05RES01.doc](#)
- Authorization to Engage With Tyler Technologies, Inc. To Create an Output File for Exporting Checks [TRE05RES02.doc](#)
- Authorization to Accept Sealed Bid and Execute Quit-Claim Deed for Sale of County Property - Town Of Williamson [TRE05RES03REV1.doc](#)
- Authorization to Create the Position of Grant Finance Coordinator and Amend the 2021 Budget [TRE05RES04 REV1.doc](#)

9:35 a.m. **County Administrator, Rick House**

TRANSMITTAL:

- Adopting Mortgage Tax Report and Authorizing County Treasurer to Make Payment to Towns and Villages [COTB05RES01.MayMortgageTax.doc](#)

9:40 a.m. **Self-Insurance Specialist, Brian Sams**

TRANSMITTALS:

- Authorization To Amend The 2021 Budget To Allocate Corrections Unit Contract Increases [CADMIN5RES02 REV1 .docx](#)
- Amending Minimum Insurance Standards for Contractual Agreements [HR5Res1 Amend Minimum Insurance Requirements.docx](#)

DISCUSSION:

- 2022 Budget Calendar
- 2022-2026 Capital Plan
  - Public Hearing Resolution

10:00 a.m. Fiscal Assistant, Ken Blake

Financial Update

10:20 a.m. Land Bank, Mark Humbert

Update

Wayne County Information Technology Monthly Report  
Prepared by Matt Ury  
May 6, 2021

Activity:

- 503 support tickets were entered in April.
- 12 computers were installed.
- New interview camera system installed in the office of the Sheriff.
- Multiple power issues caused significant damage to both county data centers and systems. All systems are now fully functional.
- Work continued on the new website.
- Venesky reports were completed.
- Multifactor authentication is being implemented in the Treasurer office.

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.

## **Audit Department Report**

Finance Committee

May 11<sup>th</sup>, 2021

Invoices Audited; 1,721

Invoices Approved and Paid; 1,720

Invoices Denied; 1 invoice was denied payment until more information can be provided about the invoice and the contractual agreement

Invoices Altered prior to Approval; 10 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

Incorrect mileage rate

Audits/Projects being worked on;

The EMO Purchasing Audit was completed, and the draft report was reviewed by the County's Purchasing Agent. The report was then sent to George Bastedo for his review and response. This audit will be discussed shortly.

The STOP-DWI audit was completed and the draft report was sent to the Sheriff for his response. This audit will also be briefly discussed momentarily.

The Purchasing Agent and I met with the County's Staples representative to discuss the implementation of the County's new print program. Our office gathered the primary supplies that will be ordered including the County's generic business cards, letterhead, etc.

Met with the Insurance Committee to discuss potential modifications to the resolution that authorized the minimum insurance requirements to be held by vendors.

The Purchasing Agent and I are working to update the purchasing policy to coordinate with any changes to the minimum required insurance resolution.

The engagement letter for the Business Associate Audit was sent to the Compliance Officer in early April.

Next on the Agenda;

The Audit Office will begin working on the Business Associate Audit for the Compliance Office once the necessary information is provided by the Compliance Officer.

The Purchasing Policy will be reviewed and updated to conform to any approved changes to resolution 584-15 that sets the minimum insurance requirements for contractual agreements, and any other necessary changes.

Continue working with the Purchasing Department and County Attorney's Office to plan a contract module/purchasing policy training in the near future via zoom.

The Internal Audit Clerk will continue the audit of the County's vendor files.

**Date:** 4/30/2021

This audit was requested by the County Administrator, Rick House, in compliance with the Wayne County Purchasing Policy. The Purchasing Policy states that after a second inquiry/allegation in violation of the Purchasing Policy "... an internal audit of the violator's purchasing practices for prior 6 months and required corrective action plan for any findings." This audit was performed in compliance with this section of the Purchasing Policy.

**Objectives:**

The objective of this audit was to review all claims for payment entered by the Emergency Management Office, Advanced Life Support Office, Fire Coordinator's Office, and the Emergency 911 Office for compliance with the Wayne County Purchasing Policy.

**Scope:**

All claims for payment entered by the Emergency Management Office, Advanced Life Support Office, Fire Coordinator's Office, and the Emergency 911 Office between June 1<sup>st</sup>, 2020 and December 31<sup>st</sup>, 2020, and approved by the Department Head, George Bastedo.

**Report:**

A total of 519 claims for payment submitted by the Emergency Management Offices from June 1<sup>st</sup> of 2020 through December 31<sup>st</sup>, 2020 that totaled \$1,213,492.99 were reviewed by the Audit Office for compliance with the Wayne County Purchasing Policy.

A total of 94 invoices totaling \$62,724.02 were related to the purchase of medical supplies primarily for the Advanced Life Support Office. The Purchasing Policy requires that "purchase contracts for materials, supplies, and equipment involving an estimated County expenditure in excess of \$20,000, and Public Works contracts in excess of \$35,000 within a calendar year, shall be awarded only after public advertising soliciting formal bids pursuant to Section 103 of the General Municipal Law." The total amount spent on medical supplies exceeds the \$20,000 threshold set by the Wayne County Purchasing Policy, therefore these purchases must go through the competitive bidding process or must be purchased using an alternative procurement method.

There are several alternative procurement methods described in the purchasing policy including utilizing state contracts, other County contracts, or piggybacking on other government contracts. State contracts may be used as an alternative procurement method without the requirement of obtaining quotes or bids as New York State has already gone to bid these items. The Purchasing Agent should be consulted prior to engaging in or purchasing from an alternative procurement method to ensure the County is authorized to use this type of contract, the contract is still valid, and that there is language in the contract that allows the County to purchase from it.

A total of 31 invoices totaling \$10,487.47 in claims for payment during the audit scope were related to the purchase of uniforms. The Sheriff's Office also purchases uniform related supplies. The total amount spent on uniform related materials by County departments exceeds the \$20,000 threshold and therefore are subject to the competitive bidding requirements described in the Purchasing Policy. Uniforms can also be procured using one of the alternative procurement methods described on page twelve of the Purchasing Policy. The Purchasing Agent should be consulted prior to engaging in an alternative procurement method to ensure compliance with the Purchasing Policy and ensure this method is in the best interest of the County.

During the audit it was determined that more than \$20,000 was spent on medical billing services with the vendor Medex Billing, Inc. in the six month scope of the audit. Upon further review it was found that in the year 2020, a total of \$33,213.75 was spent with Medex Billing, Inc. for the administration of medical billing for the emergency medical services provided public by the Advance Life Support Department. The total amount spent on medical billing services exceeds the \$20,000 threshold and therefore the procurement of this service is subject to the competitive bidding requirements described in the Purchasing Policy.

There is a current contract in place with Medex Billing, Inc. that was originally executed in 2015. The language in the current contract allows for the agreement to automatically renew at the end of each year. The current Purchasing Policy allows for a maximum contract term of three years, unless a lengthier contract term is authorized by a Board adopted resolution. Therefore, the current contract must be terminated and a new contract must be executed "...to be effective for one year with the option to renew for two (2) additional one (1) year periods, or the contract to be executed for a full three (3) year term;

unless earlier terminated,” as the current Purchasing Policy allows for. The purpose of the maximum contract term of three years is to promote competitiveness in procurement and assure the prudent and economical use of public moneys in the best interest of the taxpayers.

During the review of invoices it was found that \$5,232 was spent each year since 2016 on a web based software that records patient care services electronically to provide this information to both the hospital and billing coordinators for the Advanced Life Support Department. Because the aggregate amount of this purchase exceeds the \$5,000 annual threshold, this purchase must be competitively procured to be in compliance with the purchasing policy. Therefore, three quotes must be obtained for this service because the aggregate amount spent on this service annually exceeds the \$5,000 threshold.

Purchasing Regulation number one states “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 purpose of requiring a purchase order for any purchase in excess of \$5,000 is that the County must document the procurement method used to make this purchase. The Purchasing Policy requires that any aggregate purchase that will exceed \$5,000, but will not surpass \$20,000 must obtain three quotes prior to purchase to assure the County is receiving the best price. The Purchasing Policy requires that a requisition is completed by the department making the purchase that documents the three quotes obtained for this good or service. This requisition will be reviewed by the Purchasing Agent to ensure all proper documentation is attached including details about the purchase, the quotes obtained, any applicable resolutions, and any other important information about the purchase. The Purchasing Agent then reviews the requisition and attached documents and a purchase order is issued if all proper documentation is obtained and attached that demonstrate the Purchasing Policy procedures were adhered to.

The audit found that at least three invoices with amounts in excess of \$5,000 was entered without a purchase order. The Purchasing Policy also states “every aggregate total purchase over five thousand dollars (\$5,000); must have a completed requisition which will be reviewed by the Purchasing Agent to determine whether it is a purchase contract, a public works contract, or a professional service.” This means that any purchase that is reasonably expected to exceed \$5,000 (aggregate in a year) will be reviewed by the Purchasing Agent prior to the department head placing the order as described previously. This procedure ensures that all purchases that have the potential to exceed \$5,000 will have three qualified quotes documented with the Purchasing Agent, aligned with the procedures in the Purchasing Policy, and a purchase order with all appropriate documentation will accompany the invoice during the payment entry process.

### **Recommendations:**

1. The Emergency Management Offices must competitively procure all future purchases of medical supplies, or explore alternative procurement methods with the Purchasing Agent.
2. The Emergency Management Offices must competitively procure all future purchases of uniforms, or explore alternative procurement methods with the Purchasing Agent.
3. The Emergency Management Office must competitively procure medical billing services. The current contract that contains language allows for the agreement to automatically renew at the end of each year must be terminated, and a new agreement must be established with the maximum term of three years following the competitive procurement procedures outlined in the Purchasing Policy.
4. The Emergency Management Offices must competitively procure the patient care services web based software as the Purchasing Policy requires.
5. The Emergency Management Offices must obtain a purchase order for the acquisition of materials, supplies, equipment, and services that the total cost of will exceed the \$5,000 threshold aggregately in a twelve month period, as the Purchasing Policy states. The purchase order must document the three quotes or alternative procurement method used to procure the goods or services.

### **Management’s Response:**

The following response was received by email from George Bastedo on April 29<sup>th</sup>, 2021;

[Emergency Management will work with Wayne County Purchasing to address the issues raised in the purchasing audit.](#)

I would like to point out that the issues raised do not appear to be unique to this department. Also, some of the issues, such as uniform purchases address county-wide purchases. To the best of my knowledge, there is no easy way for a department to determine the amount of purchases county-wide with a vendor.

The County purchasing agent, Kaleigh Flynn does a great job. We have nothing but praise for her. She is wonderful to work with and works hard to not be obstructionist, but has way too much on her plate for one person. As a comparison, Ontario County has three employees in Purchasing.

We understand that we will never be able to fully divest ourselves from being involved with the purchasing function, especially with complicated purchases or the development of bid specs. However, many of the items detailed on the audit could have been addressed/handled by a purchasing clerk (or the purchasing agent if she had time) in cooperation with our department. Not having a purchasing background, it is extremely time consuming to work on these and they distract from the missions of our department. We understand it is a tight budget year (we gave up a position here), and there is a hiring freeze but would whole-heartedly support an exception to the freeze to help better centralize purchasing.

In summary, we will do our best to address these issues with Purchasing and we support additional help for the Purchasing Department.

Kristen Scott  
County Auditor  
4/30/2021

Heidi Kronbeck  
Internal Audit Clerk  
4/30/2021



**Date:** 4/29/2021

**Scope:** The County Auditor's office examined the accounts for the STOP-DWI program for the period of 1/1/2020-12/31/2020.

**Objectives:** The objective of this audit was to review internal controls, and to ensure compliance with policies and procedures of the New York State Special Traffic Options Program for Driving While Intoxicated (STOP DWI), 15 NYCRR Part 172, as well as policies and procedures adopted by the Wayne County Board of Supervisors. This audit addressed the following related questions:

- Were transactions allowable and supported with proper documentation?
- Do proper controls over revenue and expenses exist?
- Are policies and procedures of the STOP DWI program followed?
- Are policies and procedures adopted by the Wayne County Board of Supervisors adhered to?

**Report:**

This internal audit is completed annually at the request of the Sheriff.

**Revenue and Expenditure Review:**

A sample of expenditures was reviewed to determine if the purchases were in accordance with the NYS STOP-DWI program policies. We reviewed purchases, as well as overtime reimbursement requests from both the local town and village police departments. The review did not find any issues with the sampled expenditures or required documentation.

The general billing feature of the County's financial software, Munis, is used to transfer funds from the STOP-DWI program to the Wayne County Sheriff's Office for the reimbursement of road patrol's overtime hours that meet the STOP-DWI program guidelines. We reviewed each of the general billing invoices entered to transfer funds from the STOP DWI program accounts to reimburse the Wayne County Sheriff's road patrol's overtime hours, as well as the itemized listing of personal services forms attached as back

up documentation. It was determined that all general billing invoices were calculated accurately and processed appropriately.

In previous audits of the STOP-DWI program, it was noted that interdepartmental transfers did not occur as budgeted between STOP-DWI, District Attorney's Office, and Wayne County Probation. We reviewed the STOP-DWI's general ledger to ensure all interdepartmental transfers did occur during the fiscal year 2020. All interdepartmental transfers from STOP DWI funds to the District Attorney and Probation Offices were processed appropriately.

We found four budgeted items that did not have any expenditures. They were:

- Personal Services
- Other equipment
- Alcohol Evaluation and Rehab
- Travel

A total of \$7,800 was included in the 2020 budget for personal services. This amount was budgeted to allow for the transfer of funds from the STOP DWI budget to the Sheriff's Office budget for hours that the Confidential Secretary of the Sheriff's Office worked on the STOP DWI program. This account line did not have any funds transferred out of it in 2020. In an email dated 4/5/2021, the Sheriff stated the total amount budgeted in this account line should have been transferred to A31100 to fund overtime hours that the Sheriff's Office's Confidential Secretary spends on STOP DWI activities.

In the 2020 budget, a total of \$14,600 was budgeted in the 'Other Equipment' account line. No funds were expensed from this account because no alcohol related patrol, support, and/or equipment repairs were submitted for payment in 2020.

Another budgeted item that did not have any expenditures in 2020 was the Alcohol Evaluation and Rehab account line. In the email from the Sheriff on 4/5/2021, the Sheriff stated that he does not believe that any jail inmate evaluations occurred in 2020 due to the COVID-19 pandemic.

There was \$750 budgeted in 2020 for travel related to the STOP DWI Program. There was no travel expenses associated with the STOP DWI Program in 2020 due to COVID-19, and therefore no funds were expensed from this account.

There was one STOP DWI program related resolution adopted by the Board of Supervisors in 2020. Resolution 025-20 titled Authorization to Enter into an Agreement with the Council on Alcoholism and Addictions of the Finger Lakes for the Educational Program Component of the STOP DWI Program was adopted on January 21st, 2020. This resolution authorized the STOP DWI program to contract with the Council on Alcoholism to provide the educational component of the program including Victim's Impact Panels, as well as other community based DWI educational programs. The contract with Council on Alcoholism for educational services is the largest expenditure of the STOP DWI program.

In 2020, the Council on Alcoholism was paid their full contracted amount of \$36,000 for services rendered. The contract provides a general outline of what educational responsibilities the Council agreed to perform for the STOP-DWI program in 2020. We reviewed the Council's annual report of Educational Accomplishments for 2020, and compared their report to the vendor's responsibilities listed in the executed contract. This review determined that this vendor did not complete each of the services listed in the contract due to complications as a result of the COVID-19 pandemic. The 'scope of services' section of the contract for services with the Council on Alcoholism states the following, "The Contractor shall be responsible for preparing and offering the following programs: 1. All requests for workshops in Wayne County Senior-Junior High Schools which address alcohol and other drug use/abuse, assembly programs, highway safety, self-esteem, decision making, and related topics, using public and private resources that are intended to aid students to a better understanding of alcohol and drugs and their ability to make a choice and stand by their decisions prior to getting addicted or injured as a result of a wrongful decision. For purposes of this Agreement a workshop is defined as a program where at least six various presentations take place within a school in a period of one or more days." According to the report from the Council on Alcoholism's report of services "COVID-19 caused many things to shut down and cancel between March and June, so we did our best to plan for the future and get Stop DWI safety messages out through media venues." I reached out to the County Attorney for his opinion on whether the Council on Alcoholism fulfilled their contractual obligations and during our discussion it was determined that the vendor did not fulfill their contractual duties in 2020, but that the failure is excusable. The County Attorney felt as though it would be appropriate for the vendor to reimburse a portion of the funds paid to them to compensate for the contractual obligations that were not fulfilled. I do agree with the County Attorney's opinion because all Wayne County schools were closed from March 2020 through June 2020, therefore rendering it impossible for the vendor to successfully fulfill their contractual obligations of presentations in



schools. Therefore, I am recommending that the STOP DWI program presents this issue to the Public Safety committee to determine whether they feel the STOP DWI program should seek reimbursement from the Council on Alcoholism because their contractual obligations were not fulfilled due to complications from COVID-19.

Upon further review of resolution 025-20 that authorized the STOP DWI program to contract with the Council on Alcoholism for the educational component of the program and the related expenditures it was determined that this service should have been competitively procured in accordance with the Wayne County Purchasing Policy. The Wayne County Purchasing Policy states "Purchase contracts for materials, supplies and equipment involving an estimated County expenditure in excess of \$20,000, and Public Works contracts in excess of \$35,000 within a calendar year, shall be awarded only after public advertising soliciting formal bids pursuant to Section 103 of the General Municipal Law." The current contract agreement with the Council on Alcoholism will not terminate until December 31<sup>st</sup>, 2022. It is recommended that during the year 2022 the STOP DWI Coordinator should collaborate with the Purchasing Agent to competitively procure the educational component of the STOP DWI program to be in compliance with the Wayne County Purchasing Policy as well as General Municipal Law, section 103.

#### Policies and Procedures:

During the course of our Audit we did not note, at any time, that the funding policies of the STOP-DWI program were not followed. The funding policies of the STOP DWI Program provide for appropriate resolution of problems as discovered by monitoring and reviewing.

#### Recommendations:

1. Periodic reviews of all actual expenses in the STOP-DWI's account detail must be completed to ensure all transactions were recorded and are accurate. This process confirms the completeness and accuracy of all journal entries, disbursements, and transactions.
2. The general ledger of the STOP DWI program should be reviewed periodically to ensure all budgeted funds are expensed appropriately.
3. The STOP DWI Program Coordinator should discuss the failure of Council on Alcoholism to fulfill each of their contractual obligations to the Public Safety Committee and have the committee determine whether the STOP DWI Program should seek reimbursement for the unfulfilled services.
4. The educational component service of the STOP DWI program must be competitively procured in the future as required by both the Wayne County Purchasing Policy and Section 103 of General Municipal Law.

#### **Management Response:**

The following response was received from Sheriff Barry Virts on 4/12/2021:

##### Personal Services

- Other equipment **No equipment or services to repair or replace equipment were requested or submitted in 2020.**
- Alcohol Evaluation and Rehab **There were no evaluations in 2020 due to Covid19.**
- Travel **There was no travel in 2020 due to COVID19.**

A total of \$7,800 was included in the 2020 budget for personal services. This amount was budgeted to allow for the transfer of funds from the STOP DWI budget to the Sheriff's Office budget for hours that the Confidential Secretary of the Sheriff's Office worked on the STOP DWI program. This account line did not have any funds transferred out of it in 2020. In an email dated 4/5/2021, the Sheriff stated the total amount budgeted in this account line should have been transferred to A31100 to fund overtime hours that the Sheriff's Office's Confidential Secretary spends on STOP DWI activities. **Sheriff Virts requested Account Clerk Heaven Warnica to quarterly review billable hours work on STOP-DWI to be transferred to A31100 quarterly.**

#### Recommendations:

1. Periodic reviews of all actual expenses in the STOP-DWI's account detail must be completed to ensure all transactions were recorded and are accurate. This process confirms the completeness and accuracy of all journal entries, disbursements, and transactions.
2. The general ledger of the STOP DWI program should be reviewed periodically to ensure all budgeted funds are expensed appropriately.

3. The STOP DWI Program Coordinator should discuss the failure of Council on Alcoholism to fulfill each of their contractual obligations to the Public Safety Committee and have the committee determine whether the STOP DWI Program should seek reimbursement for the unfulfilled services.
4. The educational component service of the STOP DWI program must be competitively procured in the future as required by both the Wayne County Purchasing Policy and Section 103 of General Municipal Law.

**Management Response:**

Recommendations 1 and 2: Sheriff Virts requested Account Clerk Heaven Warnica to quarterly review billable hours work on STOP-DWI to be transferred to A31100 quarterly.

3. Sheriff Virts will be in contact with the Council on Alcoholism and Addictions of the Finger Lakes to attempt to resolve this issue. Then will report the determination to the Public safety Committee.

4. Resolution No. 025-20 was submitted in good faith and reviewed by the County Attorney's Office. The STOP-DWI Coordinator will be more diligent in future contracting.

Kristen Scott  
County Auditor  
4/29/2020

Heidi Kronbeck  
Internal Audit Clerk  
4/29/2020

**RESOLUTION TRANSMITTAL**

Committee No. 1

Date: 5/11/2021

Committee Chair: Kim Leonard  
Department Head: Kaleigh Flynn

**AUTHORIZATION TO RECREATE AND FILL A FULL TIME PURCHASING CLERK POSITION WITHIN THE PURCHASING DEPARTMENT AND AMEND THE 2021 BUDGET**

WHEREAS, the demands of the Purchasing Department have increased significantly due to the increased volume of work, responsibilities and functions, while ensuring that all Wayne County Policy and Procedures regarding procurement are followed correctly; and

WHEREAS, it is in the best interest of the County to re-establish the position of full time Purchasing Clerk to create a strong and efficient Purchasing Department, which will allow for expanded resources and advantages for the County; now, therefore, be it

RESOLVED, that one (1) Full Time Purchasing Clerk position (Grade 13 of the CSEA Bargaining Unit) is created and authorized to be filled; and be it further

RESOLVED, that the County Treasurer is hereby authorized to make the following budget adjustments:

A1990 Contingent Fund General

(Appropriations)

\$34,915 from 54000 Contractual Expenses

A1345 Purchasing

(Appropriations)

\$20,901 to 51624 Purchasing Clerk

\$2,007 to 58100 Retirement

\$1,599 to 58200 Social Security

\$10,408 to 58400 Hospitalization

Budgeted: yes \_\_\_ no X Proposed Cost: \$34,915 Reimbursed Amount \_\_\_\_\_ County Cost \$34,915

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  
April 2021

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 following meetings:

- Wayne County Assessor's monthly meeting
- Finance Committee monthly meeting
- Land Bank BOD meetings
- BOS monthly meeting
- Agricultural Development Board meeting

Assessment back-ups were requested and due back by April 20 from the municipal assessors for processing of the Tentative Assessment Rolls.

Real Property staff corrected issues with tentative roll backups including apportioning special franchise values. Printing of assessment rolls began on Thursday April 22 and will be available to pick up prior to May 1.

Tentative roll printing was completed by Tuesday April 27; with the exception of Ontario.

The Tentative Assessment Roll information has been posted to the Wayne County Website and the Wayne County SDG page.

Local sales information was sent to the State.

Preparation for Village tax bills began. Information has been requested from Villages to be included on the tax bills. Files were requested from the three largest banks to be added to the assessment roll for Village bill processing. All relevy information will be submitted to be added to the tax bill pending potential legislation.

Cross References were prepared and printed for the municipalities.

Mailing labels were prepared for Ontario FD, custom reports were prepared for several surveyors as well as other departments and the public.

Prepared Power Point presentation for Board of Assessment Review training to be held on May 13<sup>th</sup> and 14<sup>th</sup>. Due to Covid restrictions the training will be done both on site at 16 William Street and for any re-appointed members to the BAR they are able to attend the training through Zoom. All new appointments must attend on-site training.

**The Real Property Tax Auction is scheduled for August 12, 2021 via on-line venue at [collarcityauctions.com](http://collarcityauctions.com). All properties included in the auction will be available for preview from July 17 – August 10, 2021.**

The tax map technicians have been involved with several survey companies completing projects within the county. Property shape files were prepared and provided to LaBella Associates and Fingers Lakes Land Trust. Tax maps have been updated on the Wayne County website. Previous year tax maps have been supplied to the County Clerk's office; as has been done in the past. Within the normal scope of our monthly duties the office processed approximately 205 transfers of real property.

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

- During the month of April, initiated 10 new contracts with owners that have delinquent taxes to help them avoid tax foreclosure.
- Bonadio's 2020 audit work is wrapping up, presentation of the audit report is scheduled for June Finance Committee meeting.
- Tax Foreclosure Update – Properties were posted at the end of March for various legal reasons, still on schedule to go to Court 5/3/21 at this time, when State stay is lifted.
- 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
4/1/21	54
5/3/21	52

- 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
4/1/21	140
5/3/21	93

**RESOLUTION TRANSMITTAL**

Committee No. 1

Date: 05/11/2021

Committee Chair: Supervisor Leonard  
Department Head: Treasurer Schmitt

**AUTHORIZATION TO AMEND RESOLUTION NO. 113-21 AUTHORIZATION TO RESTORE REAL PROPERTY TO NON-EXEMPT PORTION OF THE TAX ROLL**

WHEREAS, the Board of Supervisors Resolution No. 113-21 authorized restoring Real Property to the non-exempt portion of the tax roll; and

WHEREAS, the Resolution contained an error in the tax map number of the below identified parcel and it needs to be amended:

<b>Owner</b>	<b>Tax ID#</b>	<b>Address</b>	<b>Municipality</b>
Caulkins Tire Service Inc	65117-00-962930	6500 Lake Ave.	Town of Williamson

Now therefore it be

RESOLVED, Resolution No. 113-21 is hereby amended to reflect the correct tax Id number:

<b>Owner</b>	<b>Tax ID#</b>	<b>Address</b>	<b>Municipality</b>
Caulkins Tire Service Inc	65117-08-962930	6500 Lake Ave.	Town of Williamson

Budgeted: yes\_\_ no\_X\_ 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: 05/11/2021

Committee Chair: Supervisor Leonard  
Department Head: Treasurer Schmitt

**AUTHORIZATION TO ENGAGE WITH TYLER TECHNOLOGIES, INC. TO CREATE AN OUTPUT FILE FOR EXPORTING CHECKS**

WHEREAS, Wayne County has identified a need to outsource check printing as a way to reduce costs and increase efficiencies, and

WHEREAS, Chase Bank has the ability to print checks for Wayne County, with our interest earnings offsetting the cost of the printing and mailing, and

WHEREAS, the County uses MUNIS by Tyler Technologies Inc., for Accounts Payable and Payroll processing, and

WHEREAS, the County is desirous to engage Tyler Technologies, Inc. to create a custom export file that the County can send to Chase, so that Accounts Payable and Payroll check printing can be printed by Chase, now therefore be it

RESOLVED, that the Chairman of the Board of Supervisors is hereby authorized and directed to execute a contract on behalf of the County of Wayne with Tyler Technologies, Inc. subject to the review of the County Attorney for a cost not to exceed \$8,000.00.

Budgeted: yes\_\_ no\_X\_ Proposed Cost: \$8,000.00 Reimbursed Amount \$0.00 County cost \$8,000.00

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: 05/11/2021

Committee Chair: Supervisor Leonard  
Department Head: Treasurer Schmitt

**AUTHORIZATION TO ACCEPT SEALED BID AND EXECUTE QUIT-CLAIM DEED FOR SALE OF COUNTY PROPERTY - TOWN OF WILLIAMSON**

WHEREAS, the County took title of parcel 64118-00-211678 by Treasurer’s tax deed on June 1, 2017; and  
WHEREAS, said property was advertised for sealed bid and due to the County Treasurer’s Office on Thursday  
May 6, 2021; and  
WHEREAS, bids were received as follows:

Paul Schenk Sr.	\$30,100.00
Joshua Davis JD Homes	\$37,500.00
Matthew Sharp Stoney Point Real Estate	\$75,000.00

WHEREAS, a minimum bid of \$30,000 was required and a bid of \$75,000.00 was received from an acceptable bidder per the terms and conditions of the sale; now, therefore, be it  
RESOLVED, that the Wayne County Board of Supervisors hereby accepts the high bid of \$75,000.00 from Matthew Sharp Stoney Point Real Estate; and it be further  
RESOLVED, the Chairman of the Board of Supervisors is hereby authorized and directed to execute a quit-claim deed and any required documents for said parcel, subject to the approval of the County Attorney; and be it further  
RESOLVED, that the County Treasurer is required to collect the balance due before the title is transferred, subject to the terms and conditions of the sale.

Budgeted: yes\_\_ no\_X\_ 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: 5/11/21

Committee Chair: Supervisor Leonard  
Department Head: Treasurer Schmitt

**AUTHORIZATION TO CREATE THE POSITION OF GRANT FINANCE COORDINATOR AND AMEND THE 2021 BUDGET**

WHEREAS, the Fiscal Assistant has announced his intent to retire within the next year; and  
WHEREAS, the Fiscal Assistant has worked on various grants over his tenure with the County; and  
WHEREAS, the County Treasurer's office has been working on the grants and finances of the Sheriff's Office for the last two years; and  
WHEREAS, the County Treasurer and County Administrator believe that the County can achieve efficiencies by combining fiscal grant work into one single position; and  
WHEREAS, various State and Federal Grants provide reimbursement for verifiable administrative cost for managing grants; and  
WHEREAS, the Position of Grant Finance Coordinator has been developed to provide Financial Support to all County Departments and County Administration with grant management, grant tracking, and processing reimbursement requests; and  
WHEREAS, the Grant Finance Coordinator would work under the general direction of the County Treasurer, but only on Grant work; and  
WHEREAS, the County and the CSEA Supervisory Unit agree that this position should be a Pay Grade 4 with a hire rate of \$26.36 an hour; now therefore be it  
RESOLVED, that the Position of Grant Finance Coordinator is created in Pay Grade 4 of the CSEA Supervisor Unit and the County Treasurer is authorized to fill the position; and be it further  
RESOLVED, that the County Treasurer is authorized to amend the 2021 budget as follows:

**A1990 Contingent Fund General**  
(Appropriations)  
\$18,864.22 from 54000 Contractual Expenses

**A1326 County Treasurer – Grants**  
(Revenues)  
\$20,000.00 to .42093 Grant Administration  
(Appropriations)  
\$27,994.32 to .51935 Grant Finance Coordinator  
\$2,141.57 to .58200 Social Security  
\$2,687.45 to .58100 Retirement  
\$5,640.88 to .58400 Hospitalization  
\$ 400.00 to .54150 Office Supplies

Budgeted: yes no\_\_ Proposed Cost: \$38,864.22 Reimbursed Amount \$20,000.00 County cost \$18,864.22

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: May 11, 2021

Committee Chairperson: Kim V. Leonard  
Department: Board Clerk - Sandy Sloane

**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, 2020 to March 31, 2021, and recommend payment to the Villages and Towns as apportioned in such report as follows:

TOWN	TOWN SHARE	VILLAGE	VILLAGE SHARE	TOTAL
Arcadia	95,840.86	Newark	39,625.07	135,465.93
Butler	6,771.78	Wolcott	302.38	7,074.16
Galen	11,785.69	Clyde	1,822.26	13,607.95
Huron	44,378.69		0.00	44,378.69
Lyons	20,366.43		0.00	20,366.43
Macedon	112,449.23		0.00	112,449.23
Marion	59,931.50		0.00	59,931.50
Ontario	222,948.22		0.00	222,948.22
Palmyra	60,747.57	Palmyra	11,480.92	72,228.49
Rose	25,168.33		0.00	25,168.33
Savannah	11,849.48		0.00	11,849.48
Sodus	64,956.70	Sodus	4,603.18	79,844.74
		Sodus Pt.	10,284.86	
Walworth	138,505.68		0.00	138,505.68
Williamson	90,019.07			90,019.07
Wolcott	21,470.81	Red Creek	1,022.67	24,878.74
		Wolcott	2,385.26	
<b>TOTAL</b>	<b>\$987,190.04</b>		<b>\$71,526.60</b>	<b>\$1,058,716.64</b>

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 \_\_\_\_\_

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: 5/11/2021**

**Committee Chair: Kim Leonard  
Prepared By: Brian Sams**

**AUTHORIZATION TO AMEND THE 2021 BUDGET TO ALLOCATE CORRECTIONS UNIT CONTRACT INCREASES**

WHEREAS, the Wayne County 2021 Adopted Budget includes a contingency budget for the anticipated financial impact of Corrections Unit staff pay increases to take place during 2021; and

WHEREAS, the Wayne County Corrections Unit received salary increases with the adoption of Resolution No. 119-21 ratifying the 2020-2021 collective bargaining agreement with the Teamsters Local 118 Corrections Unit; now, therefore be it

RESOLVED, that the Wayne County Treasurer's Office is hereby authorized to amend the 2021 County Budget as follows:

A1990 Contingent Fund General

(Appropriations)

\$331,890.00 from 54000 Contractual Expenses

A3150 Jail

(Appropriations)

\$40,000.00 to 51371 Corrections Sergeant

\$220,000.00 to 51475 Corrections Officer

\$52,000.00 to 58100 NYS Retirement

\$19,890.00 to 58200 Payments to Social Security

Budgeted: Yes                      Proposed Cost: \$331,890                      Reimbursed Amount \$                      County Cost \$331,890

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: May 11, 2021

Committee Chair: Kim Leonard  
Department Head: Brian Sams

### Amending Minimum Insurance Standards for Contractual Agreements

WHEREAS, the Wayne County Purchasing Policy requires all vendors who contract with the County to acquire and maintain a minimum level of insurance coverage; and

WHEREAS, the contract insurance requirements set forth in Resolution No 584-15 have not been reviewed and updated since 2015; and

WHEREAS, the County's insurance agency, Eastern Shore Associates, provided the County with current recommended insurance requirements for contractors, specific to vendor and service type ; and

WHEREAS, the updated minimum insurance requirements are included in the attached addendum, and can be found on file with the Clerk of the Board of Supervisors; now, therefore, be it

RESOLVED, that the updated minimum contractual insurance standards for contractual agreements are hereby approved and adopted.

#### A. INSURANCE REQUIREMENTS

The contractor shall furnish:

- a. ACORD Form 25 - Certificate of Insurance to evidence all liability coverages as outlined in the table below;
  - b. A copy of the applicable Additional Insured endorsement form evidencing the coverage endorsed onto the liability policies as required in the table below;
  - c. New York State Workers' Compensation Form C105.2 or New York State Insurance Fund form U26.3 to evidence New York State workers' compensation coverage;
  - d. A copy of the applicable Waiver of Subrogation Endorsement Form, evidencing the coverage endorsed onto the Workers' Compensation policy, either on a specific/schedule or blanket basis.
- B. The County of Wayne and its officers, employees, and agents shall be named as Additional Insureds under the liability policies issued for the above coverages.
- C. A Waiver of Subrogation in favor of The County of Wayne and its officers, elected officials, employees, and agents shall apply to the Workers' Compensation policy listed above.
- D. If contractor maintains broader coverage and/or higher limits than the minimums shown in the table, the County requires and shall be entitled to the broader coverage and/or the higher limits. Any available insurance proceeds in excess of the specified minimum limits of insurance and coverage shall be available to the County.
- E. The County reserves the right to modify these requirements, including limits, based on the nature of the risk, prior experience, insurer, coverage, or other special circumstances.
- F. The per occurrence and aggregate limits for specified coverage shall apply on a per-location or per-project basis.
- G. Contractor shall maintain insurance with the required limits above for the duration of this contract. Completed Operations coverage must be maintained and evidenced for at least two (2) years after completion of the project.
- H. All certificates of Insurance must be approved by either the Wayne County Attorney or the Self-Insurance Specialist prior to commencing work under the contract.
- I. The insurance carriers providing the above coverages shall be licensed to do so in New York State and shall also be rated no lower than "A-" by the most recent Best's Key Rating Guide or Best's Agent's Guide or must be otherwise acceptable to the County Board of Supervisors.
- J. It is expressly understood and agreed by the Contractor that the insurance requirements specified above contemplates the use of occurrence liability forms. If claims-made coverage is evidenced to satisfy any of these requirements the contractor shall comply with the following requirements:
- a. If the claims-made coverage terms designate a specific retroactive date, the contractor shall maintain a retroactive date which is not later than the earlier of (a) the date of the commencement of the term of this agreement, or (b) the original coverage retroactive date for the Contractor's first claims-made policy for each and every coverage provided on a claims-made basis.
- K. For the duration of this contract or its subsequent renewals, if the retroactive date is advanced or if the policy is non-renewed, cancelled or is otherwise materially changed, the contractor agrees to purchase at its own expense, an Extended Reporting Endorsement. This endorsement must provide for extended reporting period ("Tail" coverage) in compliance with the minimum standards promulgated by the Department of Financial Services (Insurance Department) of the State of the New York as contemplated in Regulation No. 121 (11 NYCRR 73) or its subsequent amendments or revisions.

- L. Upon termination of the services provided to the County by the contractor, it is agreed that such claims-made coverage will be maintained without interruption for a period of time equal to the length of any Extended Reporting Period requirement as cited above. If the retroactive date is advanced or if the policy is non-renewed, cancelled, or is otherwise materially changed during this period of time the Contractor agrees to purchase, at its own expense, an Extended Reporting Endorsement that is in compliance with the minimum insurance standards promulgated by the Department of Financial Services (Insurance Department) of the State of the New York as cited above.

Vendor Classification	Purchase or Lease of Merchandise or Equipment	Maintenance and Repair of Equipment	Transportation Services	Renovation, Maintenance & Repair of Building & Property	Janitorial Services	Lease/Use of Facilities or Grounds	Non-Professional Contract Services	Professional Contract Services	Consultant Services	Capital (New) Construction Projects
<b>Insurance Type</b>										
<b>Commercial General Liability</b>										
Each Occur.	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000
Fire Damage/ Damage to Rented Premises	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$100,000	\$50,000	\$50,000	\$50,000	\$50,000
General Agg.	\$2,000,000	\$2,000,000	\$2,000,000	\$2,000,000	\$2,000,000	\$2,000,000	\$2,000,000	\$2,000,000	\$2,000,000	\$2,000,000
Prod. Comp.Op.	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000
Personal & Adv. Injury	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000
Med. Expense	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000
Host Liquor						\$1,000,000				
<b>Auto Liability</b>										
Any Auto OR	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000
Owned	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000
Hired	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000
Non-Owned	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000
<b>Excess / Umbrella</b>										
Each Occur.	\$1,000,000	\$1,000,000	\$10,000,000	\$1,000,000 - \$5,000,000 (limit dependant on project size)	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$5,000,000
Aggregate	\$1,000,000	\$1,000,000	\$10,000,000	\$1,000,000 - \$5,000,000 (limit dependant on project size)	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$5,000,000
<b>Professional Liability</b>										
Each Occur.								\$1,000,000	\$1,000,000	
Aggregate								\$3,000,000	\$3,000,000	
<b>Cyber Liability (if applicable)</b>										
Each Occur.	\$2,000,000							\$2,000,000	\$2,000,000	
Aggregate	\$2,000,000							\$2,000,000	\$2,000,000	
<b>Owners and Contractors</b>										
Each Occur.										\$1,000,000
Aggregate										\$2,000,000
<b>Bonds</b>										
				Payment & Performance Bonds, if applicable.	Employee Dishonesty					Payment & Performance Bond
<b>Additional Insured on a Primary &amp; Non-Contributory Basis with a Waiver of Subrogation and 30 Days Notice of Cancellation or Non-Renewal</b>	General Liability & Auto	General Liability & Auto	General Liability, Auto & Excess	General Liability, Auto & Excess & Work Comp (Waiver of Subrogation)	General Liability, Auto & Excess	General Liability	General Liability, Auto, Excess	General Liability, Auto & Excess	General Liability, Auto & Excess	General Liability, Auto, Excess & Work Comp (waiver of subrogation)

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: \_\_\_\_\_