

FINANCE COMMITTEE

July 11, 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

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

Update

9:15 a.m. Information Technology, Matt Ury

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

9:20 a.m. Auditor, Kristen Scott

REPORT:

9:25 a.m. Purchasing, Chris O'Connor

REPORT: [PURCH07RPT1 Purchasing Report July.docx](#)

TRANSMITTAL:

- Authorization to enter into an agreement with Tyler Technologies
[PURCH07RES1.docx](#)

9:30 a.m. Real Property Tax, Karen Ambroz

REPORT: [RPT 06_23Monthly Report.doc](#)

TRANSMITTAL:

- Rejecting sealed bids for Real Property [RPT01RES1Auction2023_reject REV1.docx](#)
- Accepting bids for certain Real Property parcels [RPT01RES2AdjOwner-Bids REV1.docx](#)
- Accepting bids for Real Property Auction sale [RPT01RES3Auction2023 REV1.docx](#)

9:40 a.m. Treasurer, Patrick Schmitt

REPORT: [TRE 06. June. 2023.docx](#)

Monthly interest earnings

H Fund Transfer memo [TRE H Fund Transfer Memo 7 5 23.pdf](#)

TRANSMITTALS:

- Authorization to appoint temporary Deputy Treasurer Consultant [TRE07RES01 temporary deputy Treasurer Consultant.docx](#)

- Authorization to contract with NYSID for Scanning project for County Clerk [TRE07RES02 NYSID CC.doc](#)
- Authorization to contract with NYSID for Scanning project for Treasurer / County Clerk [TRE07RES03 NYSID CC TRE.docx](#)
- Authorization to transfer money [TRE07RES04 transfer money.docx](#)
- Establishing Grant Finance Coordinator as Central Repository for all External Funding Documentation [TRE07RES05 Grant Finance Coordinator.docx](#)
- Authorization to contract with ICC Community Development Solutions [TRE07RES06 ICC Comm Dev.docx](#)
- Authorization to issue RFP to assist in developing Accounting Policy and Procedures Manual [TRE07RES07 RFP Accounting Policy.docx](#)
- Authorization to issue RFP to hire outside counsel [TRE07RES08 RFP outside counsel.docx](#)

DISCUSSION: Light House Baptist Church

10:00 a.m. [Fiscal Assistant, Brian Sams](#)

Budget update

10:10 a.m. [Other](#)

TRANSMITTAL:

- Authorization to enter into Broadband Infrastructure Grant Agreement [RES Broadband Resolution REVISED.docx](#)

Wayne County Information Technology Monthly Report

Prepared by Matt Ury

July 3, 2023

Activity:

- The ARPA funded security projects continued.
- Expansion of multifactor authentication continued.
- The deployment of new grant funded Wi-Fi access points continued.
- 635 support tickets were closed in June.
- A network was created in the jail for the vendor Prime Care.
- New computer installs were completed in multiple departments.

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.

Purchasing Monthly Report
July 3, 2023

Activity in June:

- 53 Purchase orders issued for a total of \$742,819.38
- 48 vendors accounts created
- 273 vendor records modified
- 1 Request for Proposals released
- 2 Competitive Bid released

Competitive solicitations awarded in June:

- Butler Prison Market Study and REOI
- Youth Sports and Education Opportunity Funding

Competitive solicitations for award in July:

- Nursing Home/ SNF Revenue Cycle Consultant
- Durable Medical Equipment Repairs and Inspections
- Threat Assessment Management Team Training Program

Competitive solicitations in progress:

- Broadband Project Construction Oversight Management (Awaiting Award Resolution)
- Chilled/Frozen Meal Delivery Services (Due 7/10/2023)
- Courthouse Boardroom Audio/Video Improvement Project (Due 7/13/2023)
- E-Poll Book Systems (Draft in Review)

Current Projects:

- RFPs and Bids related to services over \$20,000
- Investigating contract management software's & cradle to contract RFP/RFB software
- Assisting the town of Walworth with RFPs for various town services

Resolutions:

- PURCH07RES01: Authorization to enter into an agreement with Tyler Technologies for Vendor Access and E-Procurement module for MUNIS ERP Software and amend the 2023 budget for the Purchasing Department

RESOLUTION

Committee No. 1

Date: 7/11/2023

Committee Chair: Leonard
Department Head: O'Connor

AUTHORIZATION TO ENTER INTO AN AGREEMENT WITH TYLER TECHNOLOGIES FOR VENDOR ACCESS AND EPROCUREMENT MODULE FOR MUNIS ERP SOFTWARE AND AMEND THE 2023 BUDGET FOR THE PURCHASING DEPARTMENT

WHEREAS, MUNIS by Tyler Technologies is the County Enterprise Resource Planning (ERP) software used to manage all finances and other functions including but not limited to accounting, budgeting, purchase orders, requisitions, and contracts; and

WHEREAS, Tyler Technologies offers numerous modules to enhance the current ERP Software capabilities; and

WHEREAS, one module that is offered and is not currently owned is the Vendor Access and eProcurement module, a module that will lead to increased efficiencies in the vendor management/maintenance and the vendor invoicing process; and

WHEREAS, the module was demonstrated and reviewed with members of the Purchasing and Information Technologies Department and it was determined that it would be a benefit to the County as a whole; and

WHEREAS, the cost of implementation of the software module is \$9,600.00 with an annual recurring amount fee of \$8,730.00 for support and maintenance, which is covered under the Sourcewell Cooperative Purchasing Agreement #090320-TTI; now therefore be it

RESOLVED, that the Chairman of the Wayne County Board of Supervisors is authorized to sign an agreement if necessary with Tyler Technologies for the provision of the Vendor Access and eProcurement module for the County's MUNIS ERP software, subject to review and approval of the County Attorney as to form and content; and be it further

RESOLVED, that the County Treasurer is authorized to amend the 2023 Purchasing Department budget as follows:

A1990 Contingent Fund General
(Appropriations)
\$18,330.00 from 54000 Contractual Expenses

A1345 Purchasing Department
(Appropriations)
\$18,330.00 to 54475 Software

Budgeted: yes no Proposed Cost: \$18,330.00 Reimbursed Amount: _____ County Cost: \$18,330.00

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: _____

Real Property Tax Services
Activity Report
June 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.

The assessors provided a V4 backup to create the local file for the running of the Final Assessment Roll. Final Assessment rolls were printed and available prior to July 1. All 2023 final assessment roll information is available on the Wayne County website effective July 1. Assessor's annual reports (AR) were printed for the assessors. The assessor's must sign the final AR and send to NYSDTF. Annual Oaths from the assessors were received, to be included with the final rolls.

There has been continuous communication with Collar City Auctions regarding the annual Real Property Tax auction. The auction closed on June 23, 2023. There were a total of 27 parcels with a total number of 138 registered bidders. The total of all properties sold was \$1,046,150. The bidding began promptly at 10 AM. The auction company will be on site July 6 to collect deposits/full payment for all parcels sold. Final payments must be paid no later than 2 PM on August 4, 2023 to the Wayne County Treasurer.

2023 budget preparation has begun. Still waiting on final figures from B&G along with some outside vendors on subscription renewal costs.

The tax map technicians processed 236 transfers during the month of June.

A Correction of Error – Refund – was approved for Brendan Wright, Town of Huron on 6.27.2023 in the amount of \$539.11. Mr. Wright's property; #74117-00-562255, was charged as being in Water District No 8 erroneously.

Respectfully submitted

Karen Ambroz, CCD

RESOLUTION

Committee No. 1

Date: 7/11/2023

Committee Chair: Supervisor Leonard
Department Head: Karen Ambroz

Rejecting Sealed Bids for Real Property

WHEREAS, pursuant to Resolution No. 244-23 and later amended by Resolution No. 357-23 certain properties acquired by the County by tax deed were sold at public auction sale held June 23, 2023; and

WHEREAS, due to new Legislation, effective 5/25/2023, all parcels originally offered as sealed bids were added to the auction sale held June 23, 2023; and

WHEREAS, it is in the best interest of the County to reject the below sealed bids and return any and all deposits made with said sealed bid; now, therefore, be it

RESOLVED, that the Board of Supervisors has determined that it is NOT in the best interest of the County to accept the bids listed below and such bids are hereby rejected; and be it further

RESOLVED, that the Treasurer is hereby authorized to return any and all deposits associated with the sealed bids opened on June 1, 2023 to the appropriate sealed bidder

TOWN	SEQ.	TAX MAP #	BIDDER	BID PRICE
ARCADIA	2100015	67114-00-995546	Scott Smith 3786 Minstead Rd. Marion, NY 14505	\$105,000
ARCADIA	2100153	68114-13-208379	Tiffany Hayes 3642 Fairville Maple Ridge Rd Newark, NY 14513	\$100
BUTLER	2100210	75116-00-955609	Jon P. Merrell 12600 VanVleck Rd. Wolcott, NY 14590	\$100
PALMYRA	2100868	65110-00-893847	Matthew Heller 880 Vienna Rd Palmyra, NY 14522	\$500
WALWORTH	2101346	63116-00-082506	Deborah Amsler 5280 Ontario Center Rd. Ontario, NY 14519	\$10

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: 7/11/2023

Committee Chair: Supervisor Leonard
Department Head: Karen Ambroz

Accepting Bids for Certain Real Property Parcels

WHEREAS, pursuant to direction from the Finance Committee, the Real Property Tax Director offered to adjoining landowners certain real property parcels which were listed as part of the 2021 INREM foreclosure; and

WHEREAS, the adjoining property owner shall complete a merge request form to adjoin below parcel with currently owned property; and

WHEREAS, bids were requested from adjoining property owners on a total of seven (7) parcels with a total of eight (8) bids being received, as listed below; and

WHEREAS, the bids have been opened and reviewed by the Finance Committee with each recommending that the bids set forth below be accepted; now, therefore, be it

RESOLVED, the Board of Supervisors has determined that it is in the best interest of the County to accept bids set forth below and such bids are hereby approved; the Chairman of the Board of Supervisors is hereby authorized and directed to execute a quit-claim deed and other required transfer documents for each parcel, subject to the approval of the form by the County Attorney, and to affix the seal of the Board of Supervisors to such deeds; the County Treasurer is hereby authorized and directed to record and deliver the respective deed upon receipt of the payments set forth below:

TOWN	PROPERTY ID	BIDDER	BID PRICE
Town of Marion (seq# 2100742)	65115-00-268848	Dennen Hill 4833 Eddy Ridge Rd Marion, NY 14505	\$100

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: 7/11/2023

Committee Chair: Supervisor Leonard
Department Head: Karen Ambroz

Accepting Bids for Real Property Auction Sale

WHEREAS, pursuant to Resolution No. 244-23 and later amended by Resolution No. 357-23, certain properties acquired by the County by tax deed were sold at public auction sale held June 23, 2023; now, therefore, be it

RESOLVED, that the Board of Supervisors has determined that it is in the best interest of the County to accept the bids listed below and such bids are hereby approved and accepted; the Chairman of the Board of Supervisors is hereby authorized and directed to execute a quit-claim deed, along with any and all other required paperwork or forms for each parcel, subject to approval of the form of the deed by the County Attorney, and to affix the seal of the Board of Supervisors to such deeds; and the County Treasurer is hereby authorized and directed to record and deliver the respective deed upon receipt of the payments required by the terms and conditions of sale:

TOWN	SEQ #	TAX MAP #	BIDDER	BID PRICE
ARCADIA	2100015	67114-00-995546	Scott Smith 3786 Minstead Rd Marion, NY 14505	\$62,000
ARCADIA	2100039	68110-07-653993	Steven Bonter 5 Bayview Dr Hilton, NY 14468	\$38,000
ARCADIA	2100040	68110-07-712958	Steven Bonter 5 Bayview Dr Hilton, NY 14468	\$38,000
ARCADIA	2100097	68111-17-205215	Shane Schumann Schumann Construction, Inc. 19 W. Main St Macedon, NY 14502	\$3,000
ARCADIA	2100153	68114-13-208379	Sandra VerStraete 117 Rotterdam Rdd Sodus, NY 14551	\$650
ARCADIA LYONS	2100165 2100525	69110-00-949618 69110-00-988621	Terry Ridley 19614 W. Eldorado Drive Eustis, FL 32736	\$60,000
BUTLER	2100199	75114-00-820443	Stacy A. Smith 4688 Brick Schoolhouse Rd N. Rose, NY 14516	\$35,000
BUTLER	2100210	75116-00-955609	Jon P Merrell 12600 VanVleck Rd Wolcott, NY 14590	\$500
BUTLER	2100260	77115-00-236974	Daniel C. Norton 4975 Miller Rd. Wolcott, NY 14590	\$9,000
HURON	2100448	72116-00-597555	Milton Irizarry 7903 Ridge Rd. Sodus, NY 14551	\$41,000
HURON	2100501	74117-00-965540	Dave Zwolinski PO Box 101	\$1,000

			Wolcott, NY 14590	
LYONS	2100551	70112-00-584193	Daniel DiGravio 5425 Albright Rd. Ontario, NY 14519	\$85,000
LYONS	2100556	70113-00-057081	Robert King 1238 Bucks Run Webster, NY 14580	\$13,000
LYONS	2100569	71111-00-580509	Lamar Weiler 7045 Garner Rd Wolcott, NY 14590	\$5,000
MACEDON	2100718	64113-00-177470	James J Santini 29 Parker St, Apt 2 Fairport, NY 14450	\$41,000
ONTARIO	2100810	63117-00-881363	Sean Fico 1653 Woodard Rd Webster, NY 14580	\$265,000
ONTARIO	2100812	63117-00-891393		
PALMYRA	2100868	65110-00-893847	Tim Helker 141 County Rd. 7 Clifton Springs, NY 14432	\$1,000
SAVANNAH	2101022	76113-00-437966	Daniel Kraft 12482 S. Butler Rd Savannah, NY 13146	\$33,000
V. SODUS PT	2101200	70118-08-888955	Phillip Leone 7573 5th St. Sodus Pt., NY 14555	\$75,000
SODUS	2101114	68117-07-667822	Myron Smich 1137 State Rd. Webster, NY 14580-9343	\$51,000
SODUS	2101163	69118-00-610029	Mark Wright 39 W. Genesee St. Clyde, NY 14433	\$47,000
SODUS	2101173	69118-18-403041		NO BID
WALWORTH	2101346	63116-00-082506	Deborah Amsler 5280 Ontario Center Rd Walworth, NY 14568	\$2,000
WILLIAMSON	2101392	66117-09-064519	David Tulley Empire Express Enterprise 1944 State Highway 104 Ontario, NY 14519	\$140,000

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: _____



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

- Tyler v. Hennepin County Supreme Court Decision
 - State Moratorium has not been signed as of the filing of this report
- Total Taxes written off approximately \$295,402.25
- Currently developing a plan for what we can and cannot do for unpaid 2022 taxes which would be the next round of unpaid taxes to be foreclosed on.
- Year End reporting is Complete, last report was completed 6/30/23
- Spent numerous hours working on External Auditor requests, Audit should be presented at the August Finance Committee



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
FAX 315-946-5949
WWW.CO.WAYNE.NY.US

MEMORANDUM

DATE: July 5, 2023

TO: Wayne County Finance Committee

FROM: Patrick Schmitt, County Treasurer 

SUBJECT: Transfer of Cash from General Fund

In accordance with Resolution 07-23 I am writing to inform you that today I will be transferring \$516,023.00 in General Fund (A Fund) Cash to the Capital Project Fund (H Fund) Cash.

The Soil and Water District was approved by the Board, per Resolution 106-23, to complete work on REDI projects using an advancement of funds from the County. These projects are underway while the Soil and Water District work towards the State contract agreement for reimbursement with DASNY. The State is to reimburse the County for their portion of the REDI project costs after the contract is signed. These project costs have resulted in cash deficit in the Capital Project Fund.

As a reminder, all inter fund cash transfers must be re-paid by year-end or the Board will have to take action in December to make the transfers permanent.

To date we have advanced **\$3,956,586.40** for these REDI projects.

													As of 4/3/23		
FUND	ORG	DESC	OBJECT	PROJECT	ACCT DESCRIPTION	TYPE	STATUS	LTD_ORIGINAL_BUD	LTD_XFRIN_BUD	LTD_XFROUT_BUD	LTD_REVISSED_BUD	LTD_ACTUALS	LTD_REMAIN_BUD	LTD_PCT_USED	
H	H39090	NYS Grants	43305	REDIP	NYS Grants	R	A	-3,173,000.00	-3,173,000.00	3,173,000.00	-3,173,000.00	0.00	-3,173,000.00	0.00	
H	H39090	Interfund Transfers	45031	REDIP	Interfund Transfers	R	A	-167,000.00	-167,000.00	167,000.00	-167,000.00	-167,000.00	0.00	100.00	
H	H39092	Equipment & Other Cap Outlay	52000	REDIP	Equipment & Other Cap Outlay	E	A	3,340,000.00	3,340,000.00	-3,340,000.00	3,340,000.00	446,017.45	2,893,982.55	13.35	
												<u>279,017.45</u>			

													As of 7/5/23		
FUND	ORG	DESC	OBJECT	PROJECT	ACCT DESCRIPTION	TYPE	STATUS	LTD_ORIGINAL_BUD	LTD_XFRIN_BUD	LTD_XFROUT_BUD	LTD_REVISSED_BUD	LTD_ACTUALS	LTD_REMAIN_BUD	LTD_PCT_USED	
H	H39090	NYS Grants	43305	REDIP	NYS Grants	R	A	-3,173,000.00	-3,173,000.00	3,173,000.00	-3,173,000.00	0.00	-3,173,000.00	0.00	
H	H39090	Interfund Transfers	45031	REDIP	Interfund Transfers	R	A	-167,000.00	-167,000.00	167,000.00	-167,000.00	-167,000.00	0.00	100.00	
H	H39092	Equipment & Other Cap Outlay	52000	REDIP	Equipment & Other Cap Outlay	E	A	3,340,000.00	3,340,000.00	-3,340,000.00	3,340,000.00	454,153.01	2,893,982.55	13.35	
												<u>287,153.01</u>			

Additional Transfer on 7/5/23 8,135.56

													As of 4/3/23		
FUND	ORG	DESC	OBJECT	PROJECT	ACCT DESCRIPTION	TYPE	STATUS	LTD_ORIGINAL_BUD	LTD_XFRIN_BUD	LTD_XFROUT_BUD	LTD_REVISED_BUD	LTD_ACTUALS	LTD_REMAIN_BUD	LTD_PCT_USED	
H	H39090	NYS Grants	43305	REDIB	NYS Grants	R	A	-11,561,500.00	-11,561,500.00	11,561,500.00	-11,561,500.00	0.00	-11,561,500.00	0.00	
H	H39090	Interfund Transfers	45031	REDIB	Interfund Transfers	R	A	-608,500.00	-608,500.00	608,500.00	-608,500.00	-608,500.00	0.00	100.00	
H	H39092	Equipment & Other Cap Outlay	52000	REDIB	Equipment & Other Cap Outlay	E	A	12,170,000.00	12,170,000.00	-12,170,000.00	12,170,000.00	3,621,894.50	8,548,105.50	29.76	
												<u>3,013,394.50</u>			

													As of 7/5/23		
FUND	ORG	DESC	OBJECT	PROJECT	ACCT DESCRIPTION	TYPE	STATUS	LTD_ORIGINAL_BUD	LTD_XFRIN_BUD	LTD_XFROUT_BUD	LTD_REVISED_BUD	LTD_ACTUALS	LTD_REMAIN_BUD	LTD_PCT_USED	
H	H39090	NYS Grants	43305	REDIB	NYS Grants	R	A	-11,561,500.00	-11,561,500.00	11,561,500.00	-11,561,500.00	0.00	-11,561,500.00	0.00	
H	H39090	Interfund Transfers	45031	REDIB	Interfund Transfers	R	A	-608,500.00	-608,500.00	608,500.00	-608,500.00	-608,500.00	0.00	100.00	
H	H39092	Equipment & Other Cap Outlay	52000	REDIB	Equipment & Other Cap Outlay	E	A	12,170,000.00	12,170,000.00	-12,170,000.00	12,170,000.00	4,108,154.31	8,548,105.50	29.76	
												<u>3,499,654.31</u>			

Additional Transfer on 7/5/23 486,259.81

													As of 4/3/23		
FUND	ORG	DESC	OBJECT	PROJECT	ACCT DESCRIPTION	TYPE	STATUS	LTD_ORIGINAL_BUD	LTD_XFRIN_BUD	LTD_XFROUT_BUD	LTD_REVISSED_BUD	LTD_ACTUALS	LTD_REMAIN_BUD	LTD_PCT_USED	
H	H39090	NYS Grants	43305	REDIC	NYS Grants	R	A	-13,898,500.00	-13,898,500.00	13,898,500.00	-13,898,500.00	0.00	-13,898,500.00	0.00	
H	H39090	Interfund Transfers	45031	REDIC	Interfund Transfers	R	A	-731,500.00	-731,500.00	731,500.00	-731,500.00	-731,500.00	0.00	100.00	
H	H39092	Equipment & Other Cap Outlay	52000	REDIC	Equipment & Other Cap Outlay	E	A	14,630,000.00	14,630,000.00	-14,630,000.00	14,630,000.00	<u>878,751.45</u>	13,751,248.55	6.01	
												<u>147,251.45</u>			

													As of 7/5/23		
FUND	ORG	DESC	OBJECT	PROJECT	ACCT DESCRIPTION	TYPE	STATUS	LTD_ORIGINAL_BUD	LTD_XFRIN_BUD	LTD_XFROUT_BUD	LTD_REVISSED_BUD	LTD_ACTUALS	LTD_REMAIN_BUD	LTD_PCT_USED	
H	H39090	NYS Grants	43305	REDIC	NYS Grants	R	A	-13,898,500.00	-13,898,500.00	13,898,500.00	-13,898,500.00	0.00	-13,898,500.00	0.00	
H	H39090	Interfund Transfers	45031	REDIC	Interfund Transfers	R	A	-731,500.00	-731,500.00	731,500.00	-731,500.00	-731,500.00	0.00	100.00	
H	H39092	Equipment & Other Cap Outlay	52000	REDIC	Equipment & Other Cap Outlay	E	A	14,630,000.00	14,630,000.00	-14,630,000.00	14,630,000.00	<u>900,379.08</u>	13,751,248.55	6.01	
												<u>168,879.08</u>			

Additional Transfer on 7/5/23 21,627.63

RESOLUTION

Committee No. 1

Date: 7/11/2023

Committee Chair: Kim Leonard
Department Head: Patrick Schmitt

AUTHORIZATION TO APPOINT A TEMPORARY DEPUTY TREASURER CONSULTANT AND SET SALARY

WHEREAS, the Deputy Treasurer Katie Cahoon retired on June 30, 2023; and
WHEREAS, the County Treasurer desires to have Mrs. Cahoon assist with training and closing the 2023 accounting records; and
WHEREAS, Mrs. Cahoon has agreed to provide training and assistance with closing the 2023 accounting records on an as needed basis through December 31, 2023; and
WHEREAS, this position was previously funded under resolution 11-23 and still has sufficient funding; now therefore be it
RESOLVED, that Katie Cahoon will be paid \$34.61 per hour on an as-needed basis, to be determined by the County Treasurer.

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: 7/11/2023

Committee Chair: Leonard
Department Head: Schmitt

AUTHORIZATION TO CONTRACT WITH NYSID FOR SCANNING PROJECT FOR THE COUNTY CLERK'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 set aside \$1,975,000 in ARPA funding for said project; and

WHEREAS, the Wayne County Records Center has numerous bounded books and boxed documents that can be scanned into Laserfiche; and

WHEREAS, the County Clerk'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 an estimated 2,500 boxes with 3,000 images per box
- Conversion Services scanning standard paper @.13/image
- Creation, Migration, Output Laserfiche structure to USB Drive at a price of \$500.00 for a total projected cost not to exceed \$975,000.00; 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 \$975,000.00, subject to the County Attorney's approval as to form and content.

Budgeted: yes no Proposed Cost: \$975,000.00 Reimbursed Amount: \$975,000.00 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: 7/11/2023

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

AUTHORIZATION TO CONTRACT WITH NYSID FOR SCANNING PROJECT FOR THE TREASURER'S OFFICE AND COUNTY CLERK'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 set aside \$1,975,000 in ARPA funding for said project; and

WHEREAS, Resolution #259-23, adopted on May 16, 2023, allowed the Treasurer's Office to use part of the ARPA funding to scan documents located in the basement of 16 William Street totaling \$69,976.00; and

WHEREAS, the Clerk's Office will be scanning a portion of their records for an amount totaling \$975,000; and

WHEREAS, the County Treasurer and County Clerk obtained a quote to finish scanning all the records in the basement of 9 Pearl Street for an amount not to exceed \$1,262,600.00; 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 \$1,262,600.00, subject to the County Attorney's approval as to form and content; and be it further

RESOLVED, that the Wayne County Treasurer's Office is authorized to transfer \$332,576 from Unassigned General Fund Balance and adjust the 2023 budget as follows:

A9950 Transfer to Capital Projects
(Appropriations)
\$332,576.00 to .52792 County Clerk Storage Project

H4902 ARPA
(Revenue)
\$332,576.00 to .45031 Interfund Transfer
\$332,576.00 to .52000 Equipment & Capital Outlay

Budgeted: yes no Proposed Cost: \$332,576.00 Reimbursed Amount: \$332,576.00 County Cost: \$332,576.00

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: _____

RESOLUTION

Committee No. 1

Date: 7/11/2023

Committee Chair: Kim Leonard
Department Head: Patrick Schmitt

AUTHORIZATION TO TRANSFER MONEY FROM GANANDA PARKWAY ARPA PROJECT TO COUNTY WIDE EMS ARPA PROJECT

WHEREAS, Resolution #621-21 established Gananda Parkway Safety Project with ARPA Funds; and
WHEREAS, Resolution #124-22 established a County Emergency Medical Services (EMS) Capital Project; and
WHEREAS, the Gananda Parkway Safety Project cannot be completed within the timeline of ARPA funding; and
WHEREAS, the ARPA Committee has had discussions and recommends that it is in the best interest of the County to transfer \$ 1,500,000 from the Gananda Parkway Safety Project to the County Wide EMS Capital Project; now therefore be it

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

H49022 ARPA
(Appropriations)
\$ 1,500,000 from 52000 GPARK

H49022 ARPA
Appropriations
\$ 1,500,000 to 52000 CWEMS

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: 7/11/2023

Committee Chair: Supervisor Leonard
Department Head: Treasurer Schmitt

ESTABLISHING THE GRANT FINANCE COORDINATOR IN THE TREASURER'S OFFICE AS THE CENTRAL REPOSITORY FOR ALL EXTERNAL FUNDING DOCUMENTATION

WHEREAS, Resolution 233-21 established the Positions of Grant Finance Coordinator in the Treasurer's Office; and

WHEREAS, this position was established to provide Financial Support to all County Departments and County Administration with grant management, grant tracking, and processing reimbursement requests; and

WHEREAS, the County is required to have a Single Audit done every year due to the amount of Federal Funding that the County receives directly and indirectly from the Federal Government; and

WHEREAS, the County Treasurer is required to prepare the Schedule of Expenditures of Federal Awards (SEFA); and

WHEREAS, over the last few years the County has run into issues with reporting the correct amount of Federal Funding received and expended; and

WHEREAS, having copies of all grant and funding contracts and agreements on file within the County Treasurer's Office will decrease mistakes and increase efficiencies in reporting as all of the information on external revenue will be in one location; now therefore be it

RESOLVED, that the Wayne County Board of Supervisors requires that all departments submit copies of external funding contracts and agreements within 15 days of receipt to the Grant Finance Coordinator at the County Treasurer's Office.

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: 7/11/2023

Committee Chair: Supervisor Leonard
Department Head: Treasurer Schmitt

AUTHORIZATION TO CONTRACT WITH ICC COMMUNITY DEVELOPMENT SOLUTIONS FOR DEVELOPMENT AND PURCHASE OF A PROOF OF RESIDENCY PROCESS AUTOMATION PROJECT

WHEREAS, the Treasurer's Office uses an access database that was created back in early 2000's to track, monitor and issue certificates of residency for Wayne County residents attending Community College; and

WHEREAS, the Treasurer's Office has received written communication from the Wayne County Information Technology Department that they can no longer support the certificate of residency program due to its age and format and to look for a replacement that utilizes current and secure programming format; and

WHEREAS, a quote from ICC Community Development Solutions has been received by the Treasurer's Office to create a Laserfiche form and workflow process to replace the current out of date access database; and

WHEREAS, said development and purchase of a proof of residency program will be compatible with the Laserfiche services that the County currently uses; and

WHEREAS the proof of residency workflow program will allow county residents to complete certificate of residency paperwork online; now therefore be it

RESOLVED, that the Chairman of the Board is authorized to sign a contract with ICC Community Development for the development and purchase of a proof of residency process automation project for an amount not to exceed \$13,578.15 with \$7,059.15 being paid upon order of the software and support; \$1,700.00 being paid after training is completed, and \$4,819.00 being paid upon completion, subject to the review and approval of the County Attorney as to form and content; and be it futher

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

A1325 County Treasurer
(Appropriations)
\$13,579.00 to .54475 Software

A99990 Other
(Revenues)
\$13,579.00 to .42101 Interest Earnings

Budgeted: yes no Proposed Cost: \$13,578.15 Reimbursed Amount: _____ County Cost: \$13,578.15

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: 7/11/2023

Committee Chair: Supervisor Leonard
Department Head: Treasurer Schmitt

AUTHORIZATION TO ISSUE AN RFP TO ASSIST THE COUNTY IN DEVELOPING AN ACCOUNTING POLICY AND PROCEDURES MANUAL

WHEREAS, currently the County does not have an accounting policy and procedures manual; and
WHEREAS, the County has adopted a decentralized accounting structure where all departments manage many of their financial and accounting needs; and
WHEREAS, the County Auditor and County Treasurer feel that it would be beneficial to the County to develop one accounting policy and procedures manual that will be followed by all County departments; and
WHEREAS, documenting how departments are doing accounting and creating standarization where possible will increase efficiencies and reduce errors; and
WHEREAS, most local, State, and Federal audits start with a request to review accounting policy and procedures; and
WHEREAS, given the size of the County, an outside consultant would be the most efficient method to create such a document; now therefore be it

RESOLVED, that the Board of Supervisors hereby authorizes the release of an RFP seeking a qualified firm to assist the County in developing an accounting policy and procedures manual, with said RFP to be developed with the assistance of, and released by, the County Purchasing Agent.

Budgeted: yes no Proposed Cost: \$0.00 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: 7/11/2023

Committee Chair: Supervisor Leonard
Department Head: Treasurer Schmitt

AUTHORIZATION TO ISSUE AN RFP TO HIRE OUTSIDE COUNSEL TO REPRESENT THE COUNTY IN REAL PROPERTY TAX FORECLOSURE PROCEEDINGS

WHEREAS, currently the County Attorney represents the County in all Real Property Tax Foreclosure proceedings; and

WHEREAS, the County currently follows Article 11 of the Real Property Tax law for foreclosure proceedings; and

WHEREAS, the Tyler v Hennepin County Minnesota Supreme Court Case ruling will change the Tax Foreclosure process; and

WHEREAS, the County Treasurer, after consultation with the County Attorney, believes it would be beneficial for the County to retain specialized legal counsel to ensure the County does foreclosure work in accordance with any changes made to Article 11; and

WHEREAS, the County has been party to an increasing number of Tax Foreclosure challenges especially after COVID; now therefore be it

RESOLVED, that the Board of Supervisors hereby authorizes the release of an RFP seeking a qualified firm to represent the County in Real Property Tax Foreclosure Proceedings, with said RFP to be developed with the assistance of, and released by, the County Purchasing Agent.

Budgeted: yes no Proposed Cost: \$0.00 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: 7/11/2023

Committee Chair: Leonard
Department Head: Pincelli

AUTHORIZATION TO ENTER INTO BROADBAND INFRASTRUCTURE GRANT AGREEMENT

WHEREAS, Resolution 342-21 authorized release of an RFP soliciting broadband service providers to facilitate expansion of broadband service in Wayne County to provide accessibility to all residents, businesses, and institutions; and

WHEREAS, Resolution 490-21 authorized the Broadband committee to enter into negotiations with Charter Communications Inc. as the preferred proposer, to refine the scope of its proposal and to negotiate costs, terms, and conditions of a partnership agreement with the County, to bring a final proposal to the board of supervisors; and

WHEREAS, the committee has discussed and negotiated terms and conditions of a tentative agreement with Spectrum Northeast, LLC, an affiliate of Charter Communications and the intended counterparty to the Broadband Infrastructure Grant Agreement, and is recommending approval, with terms and conditions including but not limited to provision of \$8,500,000, including \$8,000,000 of American Rescue Plan Act (ARPA) funding, and \$500,000 from unassigned General Fund balance, to fund implementation to bring service to every unserved Broadband Serviceable Location (BSL) in Wayne County, to include 1179 parcels, as described in the negotiated Broadband Infrastructure Grant Agreement; now, therefore be it

RESOLVED, the Chairman of the Board of Supervisors is hereby authorized to execute a contract on behalf of Wayne County including all terms and conditions as described in the agreement, subject to review and approval of the County Attorney as to form and content..

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: _____