

FINANCE COMMITTEE

August 8, 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. GIS Manager, Zakk Hess

DISCUSSION: GIS Needs Assessment

9:15 a.m. Land Bank, Mark Humbert, Kaleigh Flynn

Update

9:20 a.m. Information Technology, Matt Ury

REPORT: [IT Report August 2023.docx](#)

TRANSMITTAL:

- Authorization to contract with Time Warner Cable Northeast, LLC/Spectrum for Fiber Internet Connection [IT08RES1- INTERNET SERVICE FOR THE BACKUP 911 CENTER REV1.docx](#)
- Authorization to contract with ECC Technologies, Inc. for Construction Oversight Services [IT08RES2- CONTRACT WITH ECC.docx](#)

9:25 a.m. Auditor, Kristen Scott

REPORT:

DISCUSSION: Purchasing Policy and GASB 96

9:30 a.m. Purchasing, Chris O'Connor

REPORT: [PURCH08RPT1 Purchasing Report July.docx](#)

9:35 a.m. Real Property Tax, Karen Ambroz

REPORT: [RPT 07 23 Monthly Report.doc](#)

TRANSMITTAL:

- Establishing Town equalization rates for 2024 County taxes [RPT01RTES01EqRates.docx](#)

9:45 a.m. Treasurer, Patrick Schmitt

TRANSMITTAL:

- Authorization to refund purchase and not transfer title [TRE08RES01.docx](#)

9:55 a.m. Fiscal Assistant, Brian Sams

Budget update

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

DISCUSSION: 1% Sales Tax

Wayne County Information Technology Monthly Report
Prepared by Matt Ury
August 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.
- 616 support tickets were opened in July.
- New computer installs were completed in multiple departments.
- A cyber security audit and compliance review was started in the IT department.

Current projects:

- Time and attendance implementation at the Nursing Home.
- Expansion of security platform.
- Sheriff/E911 Shift Scheduling roll out PossWeb as primary software to Supervisors.
- County Clerk – convert Records Management database to Laserfische.
- Multifactor authentication for financial users.
- Switch replacements 2024.
- Access point upgrade 2023.

RESOLUTION

Committee No. 1

Date: 8/8/2023

Committee Chair: Supervisor Leonard
Department Head: Matt Ury

AUTHORIZATION TO CONTRACT WITH TIME WARNER CABLE NORTHEAST, LLC D/B/A SPECTRUM TO PROVIDE A FIBER INTERNET CONNECTION FOR THE BACKUP 911 CENTER

WHEREAS, the Information Technology Department believes it is necessary to upgrade the current internet connection of the backup 911 center to a dedicated fiber internet service; and

WHEREAS, the Information Technology Department and Wayne County Purchasing Department released a Request for Quotes (RFQ) for internet services utilizing The New York State Office of General Services (OGS) Group 77017 - Telecommunication Connectivity Services (TCS) contract; and

WHEREAS, three responses were received as a result of the RFQ, Time Warner Cable Northeast, LLC D/B/A Spectrum (contract number PS68706) responded with the price of \$910 per month for a term of 36 months billed monthly and was determined to be the best value for the County; now, therefore, be it

RESOLVED, that the Chairman of the Wayne County Board of Supervisors is hereby authorized to sign an agreement with Time Warner Cable Northeast, LLC D/B/A Spectrum to provide internet service at a rate of \$910 per month for a term of 36 months to commence on the date the contract is fully executed, subject to the approval of the County Attorney as to form and content

Budgeted: yes no Proposed Cost: \$32,760.00 Reimbursed Amount: _____ County Cost: \$32,760.00

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: 8/8/2023

Committee Chair: Supervisor Leonard
Department Head: Matt Ury

AUTHORIZATION TO CONTRACT WITH ECC TECHNOLOGIES, INC. FOR THE PROVISION OF CONSTRUCTION OVERSIGHT SERVICES AND VERIFICATIONS PERTAINING TO THE BROADBAND INFRASTRUCTURE PROJECT

WHEREAS, Resolution # 578-22 authorized a request for proposals seeking a qualified firm to provide construction oversight services and verifications related to the Broadband Infrastructure project approved in Resolution 205-22 ensuring broadband access/services to all residents, businesses, and institutions within Wayne County; and WHEREAS, proposals were due on May 11th, 2023, and proposals were received from the following firms:

LiRo Engineers, Inc
3 Aerial Way
Syosset, NY 11791
Cost: \$541.95/Mile
Score: 2,920 / 4,000

ARNIGO Consulting
7 Prestwick Ct
Monroe, NJ 08831
Cost: \$1,000.00/Mile
Score: 2,273 / 4,000

ECC Technologies, Inc
2136 Five Mile Line Road
Penfield, NY 14526
Cost: \$1,800.00/Mile
Score: 3,320 / 4,000

AK Consulting Services
3766 72nd Street, Floor 3
Jackson Heights, NY 11372
Cost: \$8,500.00/Mile
Score: 891 / 4,000

WHEREAS, the proposals have been reviewed by an evaluation team consisting of members of the Broadband Committee who individually completed scoring criteria forms for each proposal, with said scoring forms including evaluations of: experience with broadband construction oversight, the proposed work plan and methodology, references from projects of similar size and scope, proposed team allocated to the project, and cost per mile of completed fiber; and

WHEREAS, based on the initial scoring of the committee members, the evaluation committee conducted interviews with the top two offerors, and based on the interviews and a reevaluation of the proposers, the evaluation team's recommendation is to contract with ECC Technologies, Inc for the provision of services; now, therefore, be it

RESOLVED, that the Board of Supervisors hereby authorizes the selection of ECC Technologies, Inc for the provision of construction oversight services and verifications pertaining to the Broadband Infrastructure project at a cost of \$1,800 per completed mile of fiber and the Chairman of the Board of Supervisors is hereby authorized to execute a contract on behalf of the County of Wayne, subject to the County Attorney's approval as to form and content, not to exceed \$360,000.00; and be it further

RESOLVED, that the County Treasurer is authorized to transfer \$360,000.00 from the Unassigned General Fund Balance and make the following budget adjustment:

A9950 Transfer to Capital Fund Projects
(Appropriations)
\$360,000.00 to 59711 BROAD Broadband Project

H4902 ARPA
(Revenue)
\$360,000.00 to 45031 BROAD Interfund Transfer
(Appropriations)
\$360,000.00 to 54520 BROAD Consultants

Budgeted: yes no Proposed Cost: \$360,000.00 Reimbursed Amount: _____ County Cost: \$360,000.00

Department Transfer: _____ from Account No. _____ to Account No. _____

County Administrator's Review: _____ Date: _____

Human Resources Office Review: yes no N/A Signature: _____

County Attorney Review: yes no N/A Signature: _____

Purchasing Review: yes no N/A Signature: _____

Standing Committee: Ayes _____ Nays _____ Date: _____ Signature: _____

Signature/Date Rec'd: _____ Clerk, Board of Supervisors

Referred to:

Committee: _____ Ayes _____ Nays _____ Date: _____ Signature: _____

Committee: _____ Ayes _____ Nays _____ Date: _____ Signature: _____



Purchasing Department

16 William Street, Lyons, NY 14489

www.waynecountyny.gov

Chris O'Connor, NIGP-CPP, CPPB

Purchasing Agent

(315)946-7674

Vacant

Purchasing Clerk

(315)946-7675

Purchasing Monthly Report

August 1, 2023

Activity in July:

- 57 Purchase orders issued for a total of \$1,105,590.75
- 31 vendors accounts created
- 122 vendor records modified
- 1 Request for Proposals released
- 2 Competitive Bid released
- 1 Request for competitive offer released (canceled)
- Implemented the Bid/ RFP evaluation module on Bidnet
- Account review with Amazon

Competitive solicitations awarded in July:

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

Competitive solicitations for award in August:

- Broadband Project Construction Oversight Management
- Chilled/Frozen Meal Delivery Services
- Courthouse Boardroom Audio/Video Improvement Project
- Crescent Beach REDI Project

Competitive solicitations in progress:

- Wayne County EMS – Lyons base (due 8/22/2023)
- EPA Brownfield Qualified environmental Professional (QEP) – Joint Procurement with WC Landbank (Due 8/22/2023)
- Special Inspections Services Related to Building Construction (Due 8/11/2023)
- Countywide Vending Machine services (specification under review)

Current Projects:

- RFPs and Bids related to services over \$20,000
- RFQs for departments (WebEOC upgrade –EM, LPRs – Sheriff office, Data service to locations – IT)

Real Property Tax Services
Activity Report
July 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.

Assessors were given instructions to proceed with completing the necessary steps to create next year's file. All assessors are currently working with the file created during the next year processing procedure. This enables the assessors to work towards the completion of the 2024 roll.

School taxable totals were sent to school districts in preparation of school rates and production of tax bills.

School tax collector information requests were sent for preparation of running school tax bills. This is the first year that ABS will be doing the tax bill printing for the school districts. The districts have all entered in to individual contracts with ABS as to the amount of services requested by the individual districts.

Bank Code files were requested to batch maintain bank code information from several lending institutions.

V4 backups were requested from the assessors in an effort to produce a local file for the processing of school tax bills. The sales information will also be forwarded to NYS.

Collar City Auction Company personnel was on site Wednesday July 6, 2023 to collect deposits from parcels sold during the 2023 Real Property Tax Auction. Another successful year with over \$1 million in sales.

The Cornell Seminar on Appraising was held both on site and virtually this year. The IAO and Assessor's Association has created some on-line continuing education training in an effort for all that need CE credits have the opportunity to complete the classes before the end of the year.

Our AutoCad conversion vendor, VHB, conducted training for the tax map technicians and other various departments that were interested in attending the training. At the end of the second day of training we were finally able to see our Pilot town of Sodus and the conversion to ArcPro. The project seems to be falling a bit behind due to staffing issues on the vendor side.

Director Orientation was held on July 28th. The southern region hosted the training with the other regions participating in the training. There were four new Directors that took the training. I was responsible for the BAR Preparation portion of the training.

The western region hosted a meeting on July 21st in Batavia. There was several topics of conversation. The state has implemented new territory representatives due to recent retirements and/or hiring of interns during their training process.

Tax map technicians processed a total of 161 deeds during July in addition to several splits and merges. Mailing label information was prepared for the Marion Fire Department for their annual fund drive mailing.

Respectfully submitted
Karen Ambroz, CCD

RESOLUTION

Committee No. 1

Date: 8/8/2023

Committee Chair: Supervisor Leonard
Department Head: Karen Ambroz

ESTABLISHING TOWN EQUALIZATION RATES FOR 2024 COUNTY TAXES

RESOLVED, pursuant to Section 804 of the Real Property Tax Law, that the following rates recommended by the County Finance Committee of the Wayne County Board of Supervisors are hereby adopted and established as the County Equalization rates for the towns in Wayne County for the year 2023 to affect the 2024 County taxes:

Town of Arcadia	64.00
Town of Butler	94.00
Town of Galen	84.00
Town of Huron	78.00
Town of Lyons	64.00
Town of Macedon	94.00
Town of Marion	69.00
Town of Ontario	84.00
Town of Palmyra	99.00
Town of Rose	100.00
Town of Savannah	84.00
Town of Sodus	71.00
Town of Walworth	82.00
Town of Williamson	92.00
Town of Wolcott	92.00

And be it further

RESOLVED, in accordance with the provision of subdivision 2 of Section 804 of the Real Property Tax Law, that within five (5) days of the date of the adoption of this resolution, the Clerk of the Board shall transmit to each town, on a form prescribed by the State Board of Real Property Tax Services, a written notification of the County equalization rate established for each town.

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: 8/8/2023

Committee Chair: Supervisor Leonard
Department Head: Treasurer Schmitt

AUTHORIZATION TO REFUND PURCHASE AND NOT TRANSFER TITLE

WHEREAS, the County took title to 2446 Ridge Road (Tax ID#63117-00-881363) and 2454 Ridge Road (Tax ID#63117-00-891393) in the Town of Ontario on June 21, 2023 for back taxes both owned by the same tax payer; and

WHEREAS, the County auctioned these two parcels on June 23, 2023 to highest bidder in the amount of \$265,000.00 and these bids were approved pursuant to Resolution #369-23 duly adopted by the Wayne County Board of Supervisors on July 18, 2023; and

WHEREAS, the County Treasurer's Office received notice on August 2, 2023 that the former owner of said properties had filed bankruptcy under Chapter 7 of the bankruptcy code; and

WHEREAS, the County Attorney has advised not to transfer title to these properties to the highest bidder and to refund them their deposit along with their buyer's premium in the amount of Forty-Two Thousand Four Hundred and 00/100 (\$42,400.00); now therefore be it

RESOLVED, that the Wayne County Board of Supervisors directs the County Treasurer to not transfer title to the highest bidder and that the County Attorney contact the Bankruptcy Trustee for guidance on how the Trustee wants title to the property handled; and be it further

RESOLVED, that the Wayne County Treasurer's Office is authorized and approved to make such payment back to the highest bidder in the amount of Forty-Two Thousand Four Hundred and 00/100 (\$42,400.00) if title is not transferred to the highest bidder and title is transferred back to the previous owner.

Budgeted: yes no Proposed Cost: \$42,400.00 Reimbursed Amount: _____ County Cost: \$15,900.00

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: _____