

FINANCE COMMITTEE

August 10th, 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. Coroner, Keith Benjamin

DISCUSSION: Funeral home exigent payment request

8:45 a.m. Treasurer, Patrick Schmitt

REPORTS: [Interest Income for Finance.xlsx](#)

TRANSMITTALS:

- Transfer of Title [TRE08RES1 Transfer of Title.doc](#)
- Amend Res. 006-21: Investment Policy [TRE08RES2REV1 Amend Res 006-21.doc](#)
- Consulting Services for ARPA Funding [TRE08RES3 ARPA Funding.doc](#)
- GASB 87 Consulting Services [TRE08RES4 GASB 87.doc](#)
- Contract with Applied Business Systems [TRE08RES5 Applied Business Systems.doc](#)

9:05 a.m. Information Technology, Matt Ury

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

9:10 a.m. County Attorney, Dan Connors

NO BUSINESS

9:10 a.m. Auditor, Kristen Scott

REPORT: [AUDIT JULY 2021 REPORT.pdf](#)

9:15 a.m. Purchasing, Kaleigh Flynn

NO BUSINESS

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

REPORT: [RPT 07 21 Monthly Report.doc](#)

TRANSMITTALS:

- Accepting Bids [RPT01RES1AdjOwner-Bids.doc](#)

9:25 a.m. Fiscal Assistants, Ken Blake/ Brian Sams

Budget update

9:45 a.m. Land Bank, Mark Humbert

Update

	<u>Jan-19</u>	<u>Feb-19</u>	<u>Mar-19</u>	<u>Apr-19</u>	<u>May-19</u>	<u>Jun-19</u>	<u>Jul-19</u>	<u>Aug-19</u>	<u>Sep-19</u>	<u>Oct-19</u>	<u>Nov-19</u>	<u>Dec-19</u>	<u>Total</u>	<u>Budget</u>	<u>Difference (Under) / Over</u>
General Fund (A)	\$ 391.44	\$ 5,110.07	\$ 196,947.99	\$ 26,278.01	\$ 111,254.23	\$ 237,988.14	\$ 76,789.22	\$ 73,923.23	\$ 178,694.22	\$ 123,897.55	\$ 229,222.47	\$ 140,421.34	\$ 1,400,917.91	\$ 520,500.00	\$ 880,417.91
Highway Fund (D)	\$ 22.66	\$ -	\$ 1.11	\$ -	\$ 2.41	\$ 1.36	\$ 0.14	\$ -	\$ 1.26	\$ 11.95	\$ -	\$ 11.03	\$ 51.92	\$ 200.00	\$ (148.08)
Highway Machine Fund (DM)	\$ 14.61	\$ 5.58	\$ 10.95	\$ 12.09	\$ 13.83	\$ 63.41	\$ 30.29	\$ 24.67	\$ 2.97	\$ 96.79	\$ 131.86	\$ 34.18	\$ 441.23	\$ 200.00	\$ 241.23
Nursing Home Fund (E)	\$ 39,815.67	\$ 56,765.25	\$ 35,023.90	\$ 65,394.86	\$ 58,864.61	\$ 64,688.52	\$ 78,486.21	\$ 28,072.28	\$ 91,769.53	\$ 28,113.88	\$ 26,883.34	\$ 65,238.33	\$ 639,116.38	\$ 350,966.00	\$ 288,150.38
Capital Project Fund (H)	\$ 5,203.13	\$ 15,625.72	\$ 44.77	\$ 13,640.01	\$ 168.64	\$ 1,880.71	\$ 160.53	\$ 9,235.34	\$ 92.53	\$ 2,899.56	\$ 2,977.46	\$ 4,049.07	\$ 55,977.47	\$ 27,831.66	\$ 28,145.81
Work Comp Fund (S)	\$ 11,985.38	\$ 16,321.91	\$ 30.75	\$ 17,697.77	\$ 20,261.28	\$ 3,614.89	\$ 18,070.59	\$ 18,892.98	\$ 15,066.87	\$ 6.16	\$ 8,014.05	\$ 27,001.65	\$ 156,964.28	\$ 30,000.00	\$ 126,964.28
	\$ 57,432.89	\$ 93,828.53	\$ 232,059.47	\$ 123,022.74	\$ 190,565.00	\$ 308,237.03	\$ 173,536.98	\$ 130,148.50	\$ 285,627.38	\$ 155,025.89	\$ 267,229.18	\$ 236,755.60	\$ 2,253,469.19	\$ 929,697.66	\$ 1,324,747.68

	<u>Jan-20</u>	<u>Feb-20</u>	<u>Mar-20</u>	<u>Apr-20</u>	<u>May-20</u>	<u>Jun-20</u>	<u>Jul-20</u>	<u>Aug-20</u>	<u>Sep-20</u>	<u>Oct-20</u>	<u>Nov-20</u>	<u>Dec-20</u>	<u>Total</u>	<u>Budget</u>	<u>Difference (Under) / Over</u>
General Fund (A)	\$ (887.63)	\$ 157,882.18	\$ 20,119.83	\$ 35,151.98	\$ 28,173.77	\$ 208,287.17	\$ 97,411.93	\$ 12,328.15	\$ 189,493.91	\$ 30,269.94	\$ 2,021.42	\$ 224,281.27	\$ 1,004,533.92	\$ 775,500.00	\$ 229,033.92
Highway Fund (D)	\$ 11.31	\$ -	\$ -	\$ -	\$ -	\$ 0.07	\$ -	\$ 0.03	\$ -	\$ 6.99	\$ 0.94	\$ 34.53	\$ 53.87	\$ 200.00	\$ (146.13)
Highway Machine Fund (DM)	\$ 49.84	\$ 19.64	\$ 9.26	\$ 0.76	\$ 18.70	\$ 1.95	\$ 5.05	\$ 3.57	\$ 6.10	\$ 7.42	\$ 5.00	\$ 16.61	\$ 143.90	\$ 200.00	\$ (56.10)
Nursing Home Fund (E)	\$ 37,977.15	\$ 4,295.66	\$ 41,386.34	\$ 23,131.93	\$ 57,203.33	\$ 20,438.28	\$ 50,565.82	\$ 22,486.25	\$ 3,081.57	\$ 1,867.76	\$ 1,081.29	\$ 16,007.93	\$ 279,503.31	\$ 500,000.00	\$ (220,496.69)
Capital Project Fund (H)	\$ 19,476.89	\$ 37.06	\$ 1,276.49	\$ 127.52	\$ 235.51	\$ 148.14	\$ 161.85	\$ 114.67	\$ 114.79	\$ 135.06	\$ 147.25	\$ 130.45	\$ 22,105.68	\$ 88,066.33	\$ (65,960.65)
Work Comp Fund (S)	\$ 28.24	\$ 4,039.25	\$ 20,583.39	\$ 24.10	\$ 22.49	\$ 15.97	\$ 15.37	\$ 7,985.06	\$ 1,323.80	\$ 16.21	\$ 15.81	\$ 9,620.40	\$ 43,690.09	\$ 140,000.00	\$ (96,309.91)
	\$ 56,655.80	\$ 166,273.79	\$ 83,375.31	\$ 58,436.29	\$ 85,653.80	\$ 228,891.58	\$ 148,160.02	\$ 42,897.73	\$ 194,020.17	\$ 32,303.38	\$ 3,271.71	\$ 250,091.19	\$ 1,350,030.77	\$ 1,503,966.33	\$ (153,935.56)

	<u>Jan-21</u>	<u>Feb-21</u>	<u>Mar-21</u>	<u>Apr-21</u>	<u>May-21</u>	<u>Jun-21</u>	<u>Jul-21</u>	<u>Aug-21</u>	<u>Sep-21</u>	<u>Oct-21</u>	<u>Nov-21</u>	<u>Dec-21</u>	<u>Total</u>	<u>Budget</u>	<u>Difference (Under) / Over</u>
General Fund (A)	\$ 4,105.77	\$ 6,519.98	\$ 136,586.18	\$ 79,770.83	\$ 16,836.24	\$ 65,763.64	\$ 103,331.62	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 412,914.26	\$ 700,300.00	\$ (287,385.74)
Highway Fund (D)	\$ 69.29	\$ 34.49	\$ 13.14	\$ 5.42	\$ 0.89	\$ 5.67	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 128.90	\$ 100.00	\$ 28.90
Highway Machine Fund (DM)	\$ 23.11	\$ 10.66	\$ 3.48	\$ 3.62	\$ 3.16	\$ 3.22	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 47.25	\$ 200.00	\$ (152.75)
Nursing Home Fund (E)	\$ 214.65	\$ 5,115.25	\$ 3,513.94	\$ 4,121.04	\$ 127.60	\$ 1,920.41	\$ 593.27	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 15,606.16	\$ 500,000.00	\$ (484,393.84)
Capital Project Fund (H)	\$ 139.00	\$ 93.62	\$ 67.27	\$ 55.01	\$ 50.99	\$ 46.60	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 453.29	\$ 110,172.01	\$ (109,718.72)
Work Comp Fund (S)	\$ 23.23	\$ 401.23	\$ 1,115.85	\$ 34.02	\$ 33.27	\$ 28.35	\$ 11.80	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,647.75	\$ 150,000.00	\$ (148,352.25)
	\$ 4,575.05	\$ 12,175.23	\$ 141,299.86	\$ 83,989.94	\$ 17,052.15	\$ 67,767.89	\$ 103,936.69	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 430,797.61	\$ 1,460,772.01	\$ (1,029,974.40)

29.49% of total Budget

RESOLUTION TRANSMITTAL

Committee No. 1

Date: 8/10/21

Committee Chair: Supervisor Leonard
Department Head: Treasurer Schmitt

AUTHORIZATION TO TRANSFER TITLE FROM THE COUNTY OF WAYNE TO THE PREVIOUS OWNER

WHEREAS, the County of Wayne took title to approximately ninety (90) parcels on June 15, 2021 through the County's tax foreclosure process; and

WHEREAS, the former owner of one (1) parcel has filed litigation against the County in order stop the sale of this tax foreclosed parcel:

- Dawn Mason – Tax ID# 69111-00-590015; and

WHEREAS, it is in the County's best interest to settle the dispute as to this parcel without participating in litigation due to unique issues identified with respect to the parcel; now therefore be it

RESOLVED, the Chairman of the Board of Supervisors is authorized to sign any necessary paperwork to transfer said parcel back to the previous owner, on condition that the owner of the parcel pay in full the amounts of all property taxes which were written off by the County in anticipation of the tax foreclosure, together with the costs of all recording and filing fees necessary to re-convey title to the previous owner, subject to the approval of the County Attorney as to form and content.

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: 7/28/21

Committee Chair: Supervisor Leonard
Department Head: Treasurer Schmitt

AUTHORIZATION TO AMEND RESOLUTION #006-21 FOR THE INVESTMENT POLICY FOR THE COUNTY OF WAYNE 2021

WHEREAS, New York State legislation regarding allowable investments for New York State counties was modified as of July 19, 2021; and

WHEREAS, the Wayne County Treasurer is recommending the following amendments to section X. Permitted Investments of the 2021 County investment policy:

X. PERMITTED INVESTMENTS:

As provided by General Municipal Law Section 11, the Wayne County Board of Supervisors authorizes the County Treasurer to invest moneys not required for immediate expenditure for terms not to exceed its projected cash flow needs in the following types of investments:

1. Special time deposit accounts in, or certificates of deposit issued by, a bank or trust company located and authorized to do business in New York State;
2. Through a Deposit Placement Program, certificates of deposit in one or more "banking institutions", as defined in Banking Law Section 9-r;
3. Obligations of the United States of America;
4. Obligations guaranteed by agencies of the United States of America, where the payment of principal and interest are guaranteed by the United States of America;
5. Obligations of the State; With the approval of the State Comptroller, obligations issued pursuant to Local Finance Law Section 24.00 or 25.00 (i.e., Tax Anticipation Notes and Revenue Anticipation Notes) by any municipality, school district or district corporation in the State other than the County of Wayne;
6. General obligation bonds and notes of any state other than this state, provided that such bonds and notes receive the highest rating of at least one independent rating agency designated by the state comptroller.
7. Obligations of any corporation organized under the laws of any state in the United States maturing within two hundred seventy days, provided that such obligations receive the highest rating of two independent rating services designated by the state comptroller and that the issuer of such obligations has maintained such ratings on similar obligations during the preceding six months, provided, however, that the issuer of such obligations need not have received such rating during the prior six month period if such issuer has received the highest rating of two independent rating services designated by the state comptroller and is the successor or wholly-owned subsidiary of an issuer that has maintained such ratings on similar obligations during the preceding six month period or if the issuer is the product of a merger of two or more issuers, one of which has maintained such ratings on similar obligations during the preceding six month period, provided, however, that no more than two hundred fifty million dollars may be invested in such obligations of any one corporation.
8. Bankers' acceptances maturing within two hundred seventy days which are eligible for purchase in the open market by federal reserve banks and which have been accepted by a bank or trust company which is organized under the laws of the United States or of any state thereof and which is a member of the federal reserve system and whose short-term obligations meet the criteria outlined in clause (7). Provided, however, that no more than two hundred fifty million dollars may be invested in such bankers' acceptances of any one bank or trust company; or
9. Obligations of, or instruments issued by or fully guaranteed as to principal and interest by, any agency or instrumentality of the United States acting pursuant to a grant of authority from the Congress of the United States, including but not limited to, any federal home loan bank or banks, the Tennessee valley authority, the federal national mortgage association, the federal home loan mortgage corporation and the United States postal service, provided, however, that no more than two hundred fifty million dollars may be invested in such obligations of any one agency.
10. No-load money market mutual funds registered under the Securities Act of 1933, as amended, and operated in accordance with Rule 2a-7 of the Investment Company Act of 1940, as amended, provided that such funds are limited to investments in obligations issued or guaranteed by the United States of America or in obligations of agencies or instrumentalities of the United States of America where the payment of principal and interest are guaranteed by the United States of America (including contracts for the sale and

repurchase of any such obligations) and are rated in the highest rating category by at least one nationally recognized statistical rating organization, provided, however, that no more than two hundred fifty million dollars may be invested in such funds.

- 11. Obligations of the County of Wayne, but only with any moneys in a reserve fund established pursuant to General Municipal Law 6-c, 6-d, 6-e, 6-g, 6-h, 6-j, 6-k, 6-l, 6-m, or 6-n.

All investment obligations shall be payable or redeemable at the option of the County within such times as the proceeds will be needed to meet expenditures for the purposes for which the moneys were provided and, in the case of obligations purchased with the proceeds of bonds or notes, shall be payable or redeemable at the option of the County within two years of the date of purchase. Time deposit accounts and certificates of deposit shall be payable within such time as the proceeds will be needed to meet expenditures for which the moneys were obtained, and shall be secured as provided in Section VIII and IX herein.

Except as may otherwise be provided in a contract with bondholders or noteholders, any money of the County authorized to be invested may be commingled for investment purposes, provided that any investment commingled moneys shall be payable or redeemable at the option of the County within such time as the proceeds shall be needed to meet expenditures for which such moneys were obtained, or as otherwise specifically provided in General Municipal Law Section 11. The separate identity of the sources of these funds shall be maintained at all times and income received shall be credited on a pro rata basis to the fund or account from which the moneys were invested.

Any obligation that provides for the adjustment of its interest rate on set dates is deemed to be payable or redeemable on the date on which the principal amount can be recovered through demand by the holder.

Now, therefore be it

RESOLVED, the Board of Supervisors approves the amendment of section X. Permitted Investments of the Investment Policy for the County of Wayne 2021 effective August 17, 2021.

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: 8/10/21

Committee Chair: Supervisor Leonard
Department Head: Treasurer Schmitt

AUTHORIZATION TO CONTRACT WITH BONADIO & CO., LLP FOR CONSULTING SERVICES FOR THE ARPA FUNDING

WHEREAS, Wayne County is to receive \$17,465,517 in total funding from the American Rescue Plan Act (ARPA); and

WHEREAS, on June 1, 2021 Wayne County received the first install of \$8,732,758.50 with the second installment to be paid out in County Fiscal year 2022; and

WHEREAS, the Wayne County Treasurer has determined a subject matter expert is necessary due to the complexities of the ARPA funding and its regulations, and has found that a consultant would benefit Wayne County and its taxpayers; and

WHEREAS, the chosen consultant would assist Wayne County with the following:

- Calculate reduction in revenue by comparing actual revenue to a counterfactual trend as described in the Interim Final Rule issued by the United States Department of the Treasury
- Expenditure planning for the duration of grant period including assessing short-term needs and future projects to meet the required expenditure deadline of December 31, 2024
- Assisting the County with a grant management program – including grant programs for businesses/individuals and subsequent periodic monitoring
- Assistance with single audit compliance related to these funds
- Guidance and instruction related to the monitoring and reporting of the ARPA funds
- Assisting with Compliance with ARPA regulations including assistance with determining allowable expenditures
- Meetings with County representatives and/or Board to discuss actions
- Other services as desired by the County as the final regulations have not yet been issued, and additional assistance may be requested

WHEREAS, this expenditure is an allowable expense, 100% covered by ARPA funding; and

WHEREAS, the County Treasurer solicited quotes has received quotes from The Venesky Group of \$16,000.00 and Bonadio & Co., LLP of \$19,000.00; and

WHEREAS, after reviewing the responses, the Bonadio & Co., LLP response more closely aligns with the needs of the County; now therefore be it

RESOLVED, that the Chairman of the Wayne County Board of Supervisors is authorized to enter into an agreement for a cost not to exceed \$19,000.00 subject to the County Attorney's review and approval as to form and content with Bonadio & Co., LLP to provide the County with consultation services related to ARPA funding. Compensation will be an initial \$10,000.00 retainer, hours incurred will be billed at a rate of \$340.00 and deducted from the retainer, once the retainer has been utilized additional time will be billed monthly on an hourly basis.

Budgeted: yes ___ no Proposed Cost: \$19,000 Reimbursed Amount \$19,000 County cost \$0

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: 8/10/21

Committee Chair: Supervisor Leonard
Department Head: Treasurer Schmitt

AUTHORIZATION TO CONTRACT WITH BONADIO & CO., LLP FOR GASB 87 CONSULTING SERVICES

WHEREAS, the Government Accounting Standards Board issued Statement No. 87 (GASB 87); and
 WHEREAS, the objective of this GASB is to better meet the information needs of financial statement users by improving accounting and financial reporting for leases by governments; and
 WHEREAS, GASB 87 is effective for fiscal year 2021 and beyond; and
 WHEREAS, Governments are now required to review and analyze all lease agreements they enter into to determine the proper accounting application and financial state reporting for the lease; and
 WHEREAS, the County Treasurer and County Auditor have reviewed the GASB 87 requirements and will need outside assistance to review and analyze all leases the County is currently a party to; and
 WHEREAS, the County Treasurer and County Auditor recommend entering into an agreement with our contracted external audit firm Bonadio & Co. LLP to assist in preparing the necessary information for GASB 87, to provide efficiencies in the audit process and this agreement will not jeopardize auditor independence; now therefore be it
 RESOLVED, that the Chairman of the Wayne County Board of Supervisors is authorized to enter into an agreement subject to the County Attorney's review and approval as to form and content, with Bonadio & Co., LLP to provide the County with consultation services related to GASB 87, for an amount not to exceed \$10,000.00 to be billed, on a per hour basis based on the staff assigned to the project.

Budgeted: yes ___ no X Proposed Cost: \$10,000 Reimbursed Amount \$0 County cost \$10,000

Departmental transfer \$ _____ from Account No. _____ to Account No. _____

County Administrator's Review: _____ Date: _____

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

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

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

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

Referred to:
Committee: _____ Ayes _____ Nays _____ Date: _____ Signature: _____

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

RESOLUTION TRANSMITTAL

Committee No. 1

Date: 8/10/21

Committee Chair: Supervisor Leonard
Department Head: Treasurer Schmitt**AUTHORIZATION TO CONTRACT WITH APPLIED BUSINESS SYSTEMS (ABS) FOR THE PREPARATION OF TAX FORECLOSURE NOTICES**

WHEREAS, Wayne County is required to send various legal notices to property owners with delinquent taxes by first class and certified mailings; and

WHEREAS, the vendor the County has historically used is no longer able to provide the service in a manner that complies with the tax foreclosure laws of New York State; and

WHEREAS, the County Purchasing department and County Treasurer solicited quotes from various printing and mailing companies to find a new vendor; and

WHEREAS, the following responses were received to the request for quotes:

<u>COMPANY</u>	<u>COST PER ITEM</u>	<u>TOTAL COST PER 2,000 ITEMS</u>
Applied Business Systems	\$8.19	\$16,380.00
Staples	\$14.19	\$28,380.00
NYSID	Declined to Quote	-
Erie Shore Print Shop	Declined to Quote	-
Wayuga Printing	Declined to Quote	-
PJ Green	No response	-
Accelerated Mail Service	No response	-

WHEREAS, this is a budgeted item annually in the County Treasurer budget; and

WHEREAS, Applied Business Systems (ABS) provided the most cost effective pricing in response to the quote; now therefore be it

RESOLVED, that Chairman of Wayne County Board of Supervisors is authorized to enter into an agreement subject to the County Attorney's review and approval as to form and content with Applied Business Systems (ABS) for the printing and postage of tax foreclosure notices for the County Treasurer's Office, for a cost not to exceed \$20,000.00 as final pricing will be determined by the total number of items mailed.

Budgeted: yes no ___ Proposed Cost: \$20,000 Reimbursed Amount _____ County cost \$20,000.00

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: _____

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

Activity:

- 498 support tickets were entered in July.
- Work continued on the new county website.
- 27 computers were installed.
- IT participated in the GINNA drill.
- Expansion of the county wireless infrastructure continued.
- 37 wireless access points were upgraded in the NH.
- Network expansion and switch install at DSS.
- Assisted in secure door access upgrade.
- Work continued on security enhancements county wide.

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

August 10th, 2021



Invoices Audited; 1,776

Invoices Approved and Paid; 1,774

Invoices Denied; 2 invoices were denied payment during the month of July;

Incorrect rate charged, vendor has been contacted regarding this issue, additional information is necessary for the approval of these invoices.

Invoices Altered prior to Approval; 9 invoice amounts were altered prior to approval and payment for the following reasons;

Amounts included on invoice were paid previously

Vendor invoiced in excess of contracted amounts

Incorrect mileage rate

Audits/Projects being worked on;

The field work for the Sheriff's Civil Office Audit was completed. A draft report was sent to the Sheriff's Office in July. This audit will be presented to the Finance Committee upon the receipt of the management response from this office.

The Purchasing Policy/Contract Module training will be held at 1:30 PM on August 5th via Zoom. Our department as well as Purchasing and CA's Office has dedicated a lot of time to preparing this presentation for departments. This project has required a lot of collaboration between these departments.

The Audit Office's 2022 budget was prepared and finalized in July.

Next on the Agenda;

The purchasing and contract module presentation will be finalized and the first Zoom meeting on this topic will be held on August 5th, 2021 at 1:30 PM.

The preliminary work for the Business Associate Audit completed annually for the Compliance Office will be completed immediately after the information is supplied to our office by the Compliance Officer.

The Travel Policy will be reviewed by the Audit Office and most likely updated. This resolution will be brought to September's Finance Committee.

The audit office will begin planning the field work for the audit of the Jail in September. This audit was not completed in 2020 due to time constraints as a result of COVID-19 pandemic.

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

Real Property Tax Services
Activity Report
July 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.

Final assessment rolls and the Assessor Annual Reports were printed prior to the July 1 deadline.

All assessment information was updated on the website to include the 2021 final roll information.

The network file was updated using the 2021 final roll information so all users have access to the same information.

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 2022 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.

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

The 2022 Real Property Tax department preliminary budget is entered.

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.

The tax map technicians have seen a large amount of splits/merges this month. There have been approximately 243 real property transfers during the month of July.

The 2021 auction is underway. All bidding began on July 7th and will close on August 11th. The majority of the parcels have a current bid. The auction company has estimated that the majority of bid activity will happen within 24 hours of the bids closing, based on past experience.

Various requests from the public, other county departments, surveyors, assessors, assessor's staff and attorneys were addressed throughout the month. The department ran more than 20 reports for outside entities during the month.

Respectfully submitted
Karen Ambroz, CCD

RESOLUTION TRANSMITTAL

Committee No. 1

Date: August 10, 2021

Committee Chair: Supervisor Leonard
Department Head: Karen Ambroz

ACCEPTING BIDS FOR CERTAIN REAL PROPERTY PARCELS

WHEREAS, on July 20, 2021 the Board of Supervisors approved Resolution #322-21 which accepted bids for certain real property parcels; and

WHEREAS, Sequence #1901163, Property ID #68117-00-675800 was erroneously omitted from said resolution; and

WHEREAS, the County had received a bid of \$526 from Donald and Mary Woodard that was to be included in Resolution #322-21; and

WHEREAS, the County of Wayne is desirous in accepting this bid; and

WHEREAS, Donald and Mary Woodward will have 30 days from the approval of this resolution to pay all remaining monies due; now, therefore, be it

RESOLVED, the Board of Supervisors has determined that it is in the best interest of the County to accept and approve the bid set forth below; 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 Sodus (seq #1901163))	68117-00-675800	Donald & Mary Woodard 6737 Lakeview Rd Sodus, NY 14551	\$ 526

Budgeted: yes ___ no ___ Proposed Cost: ___ 0 ___ Reimbursed Amount _____ County cost ___ 0 ___

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: _____