

FINANCE COMMITTEE
September 12, 2023
9:00 a.m.

Members: Leonard, Bender, Groat, Robusto, Van Laeken

9:00 a.m. Approval of previous meeting minutes

9:00 a.m. Resolutions Referred to Committee

9:05 a.m. Bonadio

PRESENTATION

9:25 a.m. Land Bank, Mark Humbert, Kaleigh Flynn

Update

9:30 a.m. Information Technology, Matt Ury

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

TRANSMITTAL:

- Authorization to create and abolish positions [IT09RES1 2023 AUTHORIZATION TO CREATE A FULL NETWORK TECHNICIAN POSITION FOR THE PURPOSE OF CYBER SECURITY.docx](#)

9:35 a.m. Auditor, Kristen Scott

REPORT:

TRANSMITTAL:

- Authorization to issue RFP for Qualified Firm to assist with GASB Statement 96 [AUD09RES01 AUTHORIZATION TO ISSUE A REQUEST FOR PROPOSALS FOR A QUALIFIED FIRM TO ASSIST THE COUNTY WITH THE IMPLEMENTATION OF GOVERNMENT ACCOUNTING STANDARDS BOA.docx](#)

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

REPORT: [PURCH09RPT1 Purchasing Report Sept.docx](#)

TRANSMITTAL:

- Authorization to sign agreement with Special Care Systems, LLC [NH09RES05 wander-callbell intg REV1.docx](#)

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

REPORT: [RPT 08 23 Monthly Report.doc](#)

TRANSMITTAL:

- Accepting second bid for tax auction [RPT01RES01 backup bidder.docx](#)
- Authorization to advertise for sealed bids [RPT01RES02 Sealed Bid.docx](#)

9:55 a.m. **Treasurer, Patrick Schmitt**

TRANSMITTAL:

- Accepting Treasurer's account of annual property tax foreclosure auction
[TRE09RES01.docx](#)
- Authorization to transfer funds within the Capital Project (H) fund
[TRE09RES02.docx](#)

10:05 a.m. **Fiscal Assistant, Brian Sams**

Budget update

Wayne County Information Technology Monthly Report
Prepared by Matt Ury
September 5, 2023

Activity:

- The ARPA funded security projects continued.
- The deployment of new grant funded Wi-Fi access points continued.
- 727 support tickets were completed in the month of August.
- New computer installs were completed in multiple departments.
- Social media archiving was implemented for county social media pages.
- An audit of information security continued.

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: 9/12/2023

Committee Chair: Supervisor Leonard
Department Head: IT

AUTHORIZATION TO CREATE A FULL TIME NETWORK TECHNICIAN POSITION IN THE INFORMATION TECHNOLOGY DEPARTMENT FOR CYBER SECURITY AND ABOLISH ONE POSITION OF COMPUTER SERVICES ASSISTANT

WHEREAS, cyber security is an important role of the County IT department; and
 WHEREAS, cyber security attacks on business and municipalities are occurring at a higher frequency; and
 WHEREAS, the Information Technology Department would like to shift more resources to cyber security and have a staff member assigned to perform the specific tasks, duties and functions related to cyber security; and
 WHEREAS, this position would allow the IT department to dedicate more resources to cyber security as well as provide succession for other network management functions; and
 WHEREAS, the position of Computer Services Assistant is a grade 29 with an hourly rate of \$27.05 and the Network Technician position is a grade 35 at a 2023 rate of \$31.09; and
 WHEREAS, the Information Technology department has funds available in the current 2023 budget to fund the position; now, therefore, be it
 RESOLVED, the position of Network Technician (Grade 35 of CSEA General Unit) is created and authorized to be filled as of October 1, 2023; and be it further
 RESOLVED, one position of Computer Services Assistant be abolished.

Budgeted: yes no Proposed Cost: \$2,600 Reimbursed Amount: _____ County Cost: \$2,600

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: 9/12/2023

Committee Chair: Kim Leonard
Department Head: Kristen Scott

AUTHORIZATION TO ISSUE A REQUEST FOR PROPOSALS FOR A QUALIFIED FIRM TO ASSIST THE COUNTY WITH THE IMPLEMENTATION OF GOVERNMENT ACCOUNTING STANDARDS BOARD STATEMENT 96

WHEREAS, the Government Accounting Standards Board, GASB, issued statement 96 that provides guidance on the accounting and financial reporting for subscription-based information technology arrangements (SBITAs) for government end-users; and

WHEREAS, the Government Accounting Standards Board requires that statement 96 be fully implemented for fiscal years beginning after June 15th, 2022; and

WHEREAS, the County does not have an adequate amount of accounting staff to implement each requirement of GASB statement 96; and

WHEREAS, following discussions with the Finance Committee, the County Auditor, and County Treasurer, it has been decided that it is in the best interest of the County to seek a firm that has the knowledge and ability to assist in the implementation of GASB statement 96; now, therefore be it

RESOLVED, that the Board of Supervisors hereby authorizes the released of a request for proposals seeking a qualified firm to assist the County in the implementation of the requirements outlined in GASB Statement 96.

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: _____



Purchasing Department

26 Church 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
September 1, 2023**

Activity in August:

- 31 Purchase orders issued for a total of \$296,782.54
- 39 vendors accounts created
- 173 vendor records modified
- 4 Request for Proposals released
- 1 Competitive Bid released
- 1 Request for competitive offer released

Competitive solicitations awarded in August:

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

Competitive solicitations for award in September:

- Wayne County EMS – Lyons base (1 resolution, 4 awards... General Construction, Electrical, HVAC, Plumbing)
- EPA Brownfield Qualified Environmental Professional (QEP)

Competitive solicitations in progress:

- Legal Counsel for Real Property Tax Law Article 11 Foreclosure Proceedings (Due: 9/20/2023)
- Countywide Vending Machine Services (Due: 9/21/2023)
- Personal Emergency Response Systems Services (Due: 9/18/2023)
- WC Sheriff's Office Jail Annex Renovation (Due: 9/22/2023)
- Real Property Auction Services (Due: 9/26/2023)
- Mobile Health Services Vehicle (Due: 9/27/2023)

Current Projects:

- RFPs and Bids related to services over \$20,000
 - EAP Services
 - Door inspection and repairs (NH)
 - Accounts Payable policies and procedures development
- RFQs for departments (Mailings, Print items, Tower Climbs)

RESOLUTION

Committee No. 1

Date: 9/12/2023

Committee Chair: Kim Leonard
Department Head: Jeff Stalker

AUTHORIZATION TO SIGN AGREEMENT WITH SPECIAL CARE SYSTEMS, LLC, FOR SYSTEM INTEGRATION AT THE WAYNE COUNTY NURSING HOME

WHEREAS, Wayne County Nursing Home (WCNH) Utilizes a resident wandering system for resident safety and security throughout the facility; and

WHEREAS, the current system that is used does not integrate with the nurse call bell system leading to additional time to respond to incidents within the facility; and

WHEREAS, WCNH has been notified by Special Care Systems, LLC (SCS), which is the sole provider and installer of the nurse call bell system that is currently installed at the Nursing Home, that the nurse call bell system can integrate with the wandering system for increased awareness and monitoring by staff when the wandering system alerts; and

WHEREAS, WCNH has received a quote from Special Care Systems LLC for a price not to exceed \$5,488, for the integration, equipment/materials, implementation, and labor necessary to complete the project; and

WHEREAS, sufficient funds exist in the current equipment budget of WCNH to facilitate this implementation; and

WHEREAS, WCNH would like to install the increased protection and monitoring capabilities offered by this proposal at the facility; now, therefore, be it

RESOLVED, that the Chairman of the Board of Supervisors is authorized to sign an agreement, on behalf of the Wayne County Nursing Home, with Special Care Systems, LLC, for the integration of the resident wandering system into the nurse call bell system for an amount not to exceed \$5,488, effective September 19, 2023, to December 31, 2023, subject to the approval of the County Attorney as to form and content.

Budgeted: yes no Proposed Cost: \$5,488.00 Reimbursed Amount: \$0 County Cost: \$5,488.00

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
August 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.

August is school tax bill processing month. V4 backups were requested from the assessors, a local file was created in RPS after checking the accuracy of the file submitted by the assessor. 2023 is the first year school bills are being printed by ABS (Applied Business Systems, Inc.) There certainly have been growing pains during this process. ABS experienced a sudden retirement and loss of a skilled staff member just before school bill processing. As of today, 8/22/23, all school districts with the exception of two have been notified bills are ready to pick up. We exchanged files with four different counties to produce school tax bills for in county schools. Out of county information was sent to Ontario, Monroe, Cayuga and Seneca counties for processing of out of county school tax bills. There is always a sigh of relief when the school bills are all printed and picked up by the applicable district.

The department ran cross reference and bank code references for the school tax collectors. STAR check eligibility information was applied once the information was received from NYSDTF. All collectors were provided with all tax bill reports on a zip drive.

Sales information reports for the months of April – June, for all municipalities, were produced and submitted electronically to NYSDTF.

The Town of Palmyra has a newly appointed assessor, Paula Ruthven. I have been assisting Paula getting settled in to her new position. On August 25th Paula attended, and completed, Assessor Orientation that I held in the conference room at the William Street location. Welcome Paula!

The GIS project seems to be falling behind the anticipated schedule. The vendor, VHB, seems to be falling behind on the delivery of the Pilot town. There have been two different renderings of the Pilot town, but the Pilot is the only town that the county has uploaded to the vendor. The project is “scheduled” to be complete by the end of the year. With the delays, I anticipate there will have to be an amendment extending the timeline of the contract. I do not want my tax map technicians overwhelmed by too many towns “coming back” at the same time. When the next four towns are downloaded to the vendor, there may be a clearer picture as to whether or not the timeline may need to be amended. The tax map technicians attended training on specific mapping management.

During the month of August, there were 253 transfers of real property processed, updates to the tax maps based on splits and merges and adjusted any boundary corrections.

Respectfully submitted

Karen Ambroz, CCD

RESOLUTION

Committee No. 1

Date: 9/12/2023

Committee Chair: Leonard
Department Head: Ambroz

ACCEPTING SECOND BID FOR TAX AUCTION SEQ #2100556

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, such properties sold at the public auction sale are subject to bid approval and acceptance of the Board of Supervisors; and

WHEREAS, the High Bidder for Seq. #2100556 failed to pay the balance of the purchase together with the necessary recording taxes and fee on or before the deadline of August 4, 2023 at 2:00 PM; and

WHEREAS, the Backup Bidder was contacted and is interested in said property for their bid of \$12,000; now, therefore, be it

RESOLVED, that it is the determination of the Board of Supervisors that it is in the best interest of the County to accept the following Backup bid listed below and such bid is hereby approved and accepted. The Chairman of the Board of Supervisors is hereby authorized and directed to execute a quit-claim deed, upon receipt of full payment, for said 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 payments required by the terms and conditions of sale:

TOWN	PROPERTY TAX#	BIDDER NAME & ADDRESS	BIDDER PRICE
LYONS	70113-00-057081	Darrell & Debra Sergent 2475 McClelland Rd Lyons, NY 14489	\$12,000

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: _____

RESOLUTION

Committee No. 1

Date: 9/12/2023

Committee Chair: Leonard
Department Head: Ambroz

AUTHORIZATION TO ADVERTISE FOR SEALED BIDS FOR SALE OF COUNTY PROPERTY

WHEREAS, a property located in the Town of Williamson, part of the 2023 Real Property Tax Auction, was sold to the highest bidder on June 23, 2023; and

WHEREAS, the highest bidder defaulted on the deposit and the entire purchase of the property; and

WHEREAS, the back-up bidder was contacted and is not interested in the property any longer; and

WHEREAS, the County wishes to sell this parcel by sealed bid; now therefore, be it

RESOLVED, that the Director of Real Property Tax be hereby authorized to advertise for sealed bids on the following property:

SEQ#	TOWN	TAX ID#	LOCATON
2101392	Williamson	66117-09-064519	4190 Ridge Road

And be it further

RESOLVED, that all terms and conditions adopted by Board Resolution No. 244-23 and later amended by Resolution 357-23 for the conduct of the 2023 Real Property Tax Auction will apply to these sealed bids; and be it further

RESOLVED, that the advertising shall run two times in the Times of Wayne County; and be it further

RESOLVED, that the County reserves the right to reject any and all bids; and be it further

RESOLVED, that all bids and deposits must be submitted with a Wayne County Bid Form, that will be available at the Wayne County Real Property Tax office or on the Wayne County website, on September 22, 2023; and be it further

RESOLVED, that all bids, deposits and bid forms must be submitted to the Wayne County Real Property Tax office, 16 William Street, Lyons, NY 14489, on or before October 5, 2023 at 2:00 p.m. All bids will be publicly opened and read at time outlined.

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: 9/12/2023

Committee Chair: Supervisor Leonard
Department Head: Treasurer Schmitt

ACCEPTING TREASURER'S ACCOUNT OF THE ANNUAL PROPERTY TAX FORECLOSURE AUCTION AND AUTHORIZING TRANSFER OF NET PROCEEDS TO THE WAYNE COUNTY REGIONAL LAND BANK CORPORATION FOR THE 2022 AUCTION

WHEREAS, Resolution 343-18 established a policy of transferring the net proceeds of the annual tax foreclosure auction to the Wayne County Regional Land Bank Corporation; and

WHEREAS, the 2022 Wayne County Tax Foreclosure Auction was held on June 30, 2022; and

WHEREAS, the time frame for winning bidders to pick up their parcels has passed and a final accounting has been completed; and

WHEREAS, the 2022 Wayne County Tax Foreclosure Auction had net proceeds of \$827,845.33; and

WHEREAS, the money was not encumbered at the end of 2022 and has fallen to the general unassigned fund balance; now, therefore be it

RESOLVED, pursuant to Resolution 343-18, the Wayne County Board of Supervisors hereby authorizes the County Treasurer to issue payment to the Wayne County Regional Land Bank Corporation in the amount of \$827,845.33, subject to the review and approval of the County Auditor; and be it further

RESOLVED, the County Treasurer is authorized to transfer \$827,845.33 from the General Fund Unassigned Fund Balance and amend the 2023 County Budget as follows:

A8755- Landbank
(Appropriations)
\$827,845.33 to.54000 Contractual Exp

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: 9/12/2023

Committee Chair: Supervisor Leonard
Department Head: Treasurer Schmitt

Authorization to Transfer Funds within the Capital Project (H) Fund

WHEREAS, over the last few years the Capital Project (H) Fund has had a significant increase in funding allocated to it; and

WHEREAS, a majority of these funds have come from the American Rescue Plan (ARPA); and

WHEREAS, the ARPA rules outline that any interest earned on ARPA funds is unrestricted income to the Municipality; and

WHEREAS, as of August 31, 2023 the capital project fund has accumulated \$616,000.00 in interest income that has not been budgeted for and is not assigned to a specific Capital Project; and

WHEREAS, it is the recommendation of the County Treasurer that this interest income be allocated to the Countywide EMS project, as the County has been using General Unassigned Fund Balance to fund this important project; and

WHEREAS, when these funds are needed for the Countywide EMS project a resolution will be done to allocate them to a specific purchase; now, therefore be it

RESOLVED, that the County Treasurer is authorized to amend the Capital Project (H) Fund as follows:

H9999 - Other
(Revenue)
\$447,000.00 from .42401 Interest Earnings

H4902 - ARPA
(Revenue)
\$169,000.00. from .42401 Interest Earnings
(Appropriations)
\$616.000 to .54600.CWEMS Misc Exp

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: _____