

## MINUTES

### FINANCE COMMITTEE

**Tuesday, January 11, 2022 9:00 a.m.**

Present: Supervisors Leonard, Bender, Groat, VanLaeken and Miller, County Administrator Rick House, Fiscal Assistants Ken Blake and Brian Sams, Director of Information Technology Matt Ury, Real Property Tax Director Karen Ambroz, Treasurer Patrick Schmitt and County Attorney Dan Connors. Supervisor Robusto was not present for the meeting.

Minutes from the December Committee meeting were approved as written.

The following transmittals were referred to the Finance Committee:

--Authorization for the Chairman of the Board to sign a three-year agreement renewal between the Probation Department and Alcohol Monitoring Systems, Inc. for a cost not to exceed \$40,000. Approved 4-0.

--Authorization to accept a medical accommodation for the Emergency Services Operations Manager who worked from home while unable to come into the Office due to a medical issue. Approved 4-0.

--Authorization for the Chairman of the Board to sign an indemnification agreement between the Public Works Department and the New York State Department of Transportation for special hauling permits, divisible load overweight permits, and/or registered vehicle permits during 2022. Approved 4-0.

--Authorization for the Public Works Department to establish building maintenance charges for 2022. Approved 4-0.

--Authorization to establish hourly wages for seasonal positions in the Public Works Department for 2022. Approved 4-0.

--Authorization for the Chairman of the Board to sign an agreement with Wayne County Industrial Development Agency (IDA) and pay the 2022 County appropriation of \$527,553. Approved 4-0.

--Authorization to set a public hearing date for an Economic Development/Planning Community Development Block Grant application. Approved 4-0.

--Authorization for the Chairman of the Board to sign a contract extension for Elections' Cybersecurity Remediation Grant. Approved 4-0.

--Authorization to create a Geographic Information System Department, position of full-time Coordinator and amend the County budget. Approved 4-0.

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--Authorization to amend the 2022 Public Health budget for receipt of ELC (school)/COVID-19 funding in the amount of \$724,485. Approved 4-0.

--Authorization for the Chairman of the Board to sign a contract between the Public Health Department and Health Research Institute (HRI) to receive New York State Public Health Corps Fellowship Program funding in the amount of \$1,383,824 and amend the 2022 budget. Approved 4-0.

--Authorization to create a full-time Motor Vehicle Operator position in the Veterans Service Agency, abolish a part-time Motor Vehicle Operator position and amend the 2022 budget. Approved 4-0.

--Authorization for the Chairman of the Board to sign a contract between the Veterans Services Agency and Wayne Area Transportation Services for 2022 Veterans transportation services to the Canandaigua VA Medical Center at a cost of \$58.79 an hour for each rider. Approved 4-0.

--Authorization for the Chairman of the Board to sign a contract between the Department of Social Services and Finger Lakes Area Counseling and Recovery Agency (FLACRA) for co-located alcohol and other drug services for a cost not to exceed \$61,017. Approved 4-0.

--Authorization for the Chairman of the Board to sign a contract between the Department of Social Services and Family Counseling Services of the Finger Lakes for the provision of trauma and general counseling services for youth at a cost not to exceed \$75,000. Approved 4-0.

--Authorization for the Chairman of the Board to sign a contract between the Department of Social Services and Family Counseling Services of the Finger Lakes for the provision of sexual abuse assessment and treatment services for youth at a cost not to exceed \$115,293. Approved 4-0.

--Authorization for the Chairman of the Board to sign an agreement between the Department of Social Services and the child caring institution Children Awaiting Patents, Inc. for the provision of child placement for a cost not to exceed \$75,000. Approved 4-0.

--Authorization for the Chairman of the Board to sign to establish a lease agreement between the Department of Social Services and Lucas Dobbins for a long-term housing project with \$360,000 in American Rescue Plan Act funds. Approved 4-0.

--Authorization for the Chairman of the Board to sign a renewal agreement between the Department of Aging and Youth and the Clyde United Methodist Church for the provision of serving as a senior congregate meal site for a cost of \$3,900. Approved 4-0.

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--Authorization for the Chairman of the Board to sign a renewal agreement between the Department of Aging and Youth and the Town of Ontario for the provision of serving as a senior congregate nutrition site for a price of \$6,200. Approved 4-0.

--Authorization for the Chairman of the Board to sign a renewal contract between the Department of Aging and Youth and Newark Emmanuel United Methodist Church for the provision of serving as a senior congregate meal site for a cost of \$5,000. Approved 4-0.

--Authorization for the Chairman of the Board to sign a renewal contract between the Department of Aging and Youth and Genesee Region Home Care of Ontario County for the provision of personal care services to seniors for a cost not to exceed \$130,454. Approved 4-0.

--Authorization for the Chairman of the Board to sign a renewal contract between the Department of Aging and Youth and Trusted Choice Homecare for the provision of senior citizen consumer directed services for a price of \$5,000. Approved 4-0.

--Authorization for the Chairman of the Board to sign a renewal contract between the Department of Aging and Youth and Legal Assistance of Western New York for the provision of legal services to seniors for a price not to exceed \$20,000. Approved 4-0.

--Authorization for the Chairman of the Board to sign a renewal contract between the Department of Aging and Youth and Wayne County Action Program for the provision of senior transportation services for a cost not to exceed \$11,581. Approved 4-0.

--Authorization for the Department of Aging and Youth to pay K&L Transportation for emergency services provided to seniors in need of dialysis treatment transportation outside of the County. Approved 4-0.

The monthly activities report for the Information Technology Office was distributed with the agenda. Staff continue to work on security enhancements and the County wide phone system upgrade. Town and County tax bills were processed, 52 computer monitors were installed in the Social Services Department, and six computer installations took place in December. The Department received 536 requests for support. Mr. Ury reported there is a 20-week lead time for State contract computer purchases; he will make purchases this week in the hopes of having units delivered by the summer. Utilizing the State contract for computer purchases save the County about 50% off of the non-contract price. At this time Windows 10 computers are being purchased.

Mr. Ury said the Department took advantage of pricing in 2021 to begin their cybersecurity project. The Board approved \$1.9 million in ARPA (American Rescue Plan Act) funds to initially pay for this project. He believes purchasing equipment early will save the County money.

The following transmittals were presented for the Information Technology Department:

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--Authorization for the Chairman of the Board to sign a renewal contract with Tyler Technologies for MUNIS financial software, operating system and database administration support for a cost not to exceed \$270,276. Mr. Ury said this service is utilized on a regular basis; although costly, is needed. Approved 4-0.

--Authorization for the Chairman of the Board to sign a lease agreement for a Quadient Folder-Insert System for a price of \$5,046. Mr. Ury said in the past Pitney-Bowes was utilized, this vendor had a lower price. Approved 4-0.

The monthly activities report for Real Property Tax was distributed with the agenda. Staff keyed water/sewer and property maintenance relevy information, verified town levy and taxable information and prepared control cards used to print tax bills. During December there were 269 property transfers processed along with several splits and property mergers. There are six or seven towns doing re-assessments in 2022, the Real Property Tax Department is providing the information it can to assist in this process.

As requested, Ms. Ambroz brought back into discussion the outsourcing of tax bill printing. At this time, the County not only processes and prints the town and County tax bills, but prints village and school tax bills. The charge-back fee for this service does not cover the true labor cost for staff that are dedicated to the project. Ms. Ambroz has spoken to other counties and the vendor they utilize for tax bill printing. These vendors would not only print tax bills, but stuff, seal, stamp and mail them as well. Mr. Ury stated if the County contracts for this service, it would no longer be offered to villages and schools, as they would no longer require the equipment in the Department. Those entities would have to make their own contract with a vendor for this service. This will most likely costs village and schools more money, but so would the County cost if the true price for printing tax bills was charged. Mr. Ury recommended an RFP (Requests For Proposals) be put out for this service to determine price. The vendor contract can be written to allow for other municipal entities to piggy-back off the contracted price. Ms. Ambroz said if the County decides to contract this service, school districts should be notified in advance so they can budget appropriately in the coming year.

The monthly report for the County Auditor was reviewed. Since the last Committee meeting the Department audited 1,505 invoices, denying four claims. External auditors were on-site during the month performing the County's 2021 audit. The Department suggested revisions to the County's Compliance and Ethics Policies in an effort to address external auditor concerns. Staff completed field work for the Sheriff's Property Room and work continues on the County Jail audit and updating of County vendor files.

A copy of findings from the audit performed on the Sheriff's Office Property Room was included with the agenda. Following the audit, one recommendation was made to update the status of each item in the Property Room routinely to ensure the current list of items and their location is accurate.

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Mr. Blake noted his last day with the County will be February 25<sup>th</sup>. He believes the 2022 budget process will go smoothly, as he has been working with Mr. Sams for over a year now. County books will officially close over the holiday weekend in February. There will be a transmittal to allow for budget transfers to make sure all accounts balance.

Mr. Miller read an e-mail update received from Land Bank Director Mark Humbert. The Office is working with the County's Brownfield consultant on a number of projects. Wells were tested on the Rando property, final inspection and results of these tests have yet to be received. Once everything is approved, the property will be put up for sale. Bids for the demolition of six buildings were recently received; pricing came in under expectations. Talks have begun with groups that may want to re-develop the Sand Hill Trailer Park in Arcadia; the Office will work closely with the Town on this project.

Mr. Connors presented a transmittal requesting authorization to set the date for a public hearing on a proposed local law amending the mortgage recording tax within the County. As the hearing needs to be held before the end of the month, it will be scheduled for Friday, January 28<sup>th</sup> at 9:05 a.m. A quorum of the Board needs to be present for the vote on the hearing to take place. This action is to renew a local law the County already has in place to impose twenty-five cents for each one hundred dollars of a mortgage on real property. The existing local law to collect this tax expires on March 18<sup>th</sup> 2022. The new local law will not take effect until the State Commissioner of Taxation and Finance has a copy of it for at least 30 days prior to it going into effect. Approved 4-0.

The Treasurer's monthly activities report was presented. During December five tax payment contracts were started and Systems East Tax Collection Software implemented. The Office received notification from the State Department of Environmental Conservation regarding calculation of required repayment on environmental properties, per the County's agreement with them. Mr. Schmitt stated the tax foreclosure moratorium was extended to January 15<sup>th</sup> 2022 for all properties. Homeowners Assistance Fund applications are being accepted; property taxes can be paid out of this fund. The Office has received 47 COVID Hardship Letters back. If the State extends the tax foreclosure moratorium date again it will not be possible for the County to hold their annual Tax Foreclosure Auction. As it stands, the Treasurer's Office will send out notification letters on January 25<sup>th</sup> to property owners who owe taxes. At the end of 2021 there were 234 parcels in the County with at least two years of unpaid property taxes.

An ARPA meeting is scheduled following this morning's meeting. Mr. Schmitt said the US Department of Treasury released the Project and Expenditure Report and the associated Users Guide to recipients of ARPA funding; it has significant changes from the original document on expenditures. It was agreed a copy of the document would be e-mailed to all Supervisors. All funds must be committed in 2024 and expended by December 31, 2026.

Because of Wayne County's small population, it will not be subject to many of the filing requirements of larger counties. The County will be responsible for project and expenditure

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reporting quarterly, with the next project update due January 31<sup>st</sup>. The User Guide provides step-by-step instructions on how recipients will submit Project and Expenditure reports. The US Treasury will post recorded webinars to assist recipients with complying with new requirements.

Mr. House reported he continues to participate in weekly control room COVID updates with area counties. Ontario County noted the availability of a vendor with a high number of COVID tests kits. He requested 50,000 test kits for Wayne County from this vendor; they will be paid for with CARES Act funding. The Committee approved the purchase. Mr. House stated he is not yet aware of who will be financially responsible to test employees who have not been vaccinated.

The meeting adjourned at 10:28 a.m. The next meeting of the Finance Committee is scheduled for Tuesday, February 8<sup>th</sup> at 9:00 a.m.