

MINUTES

FINANCE COMMITTEE

Tuesday, March 8, 2022 9:00 a.m.

Present: Supervisors Leonard, Bender, Groat, Robusto, VanLaeken, Johnson and Miller, County Administrator Rick House, Fiscal Assistant Brian Sams, Director of Information Technology Matt Ury, Purchasing Agent Kaleigh Flynn, Real Property Tax Director Karen Ambroz, Grant Coordinator Jay Roscup, Treasurer Patrick Schmitt, Emergency Services Representatives George Bastedo and Jim Lee, Planning Director Brian Pincelli and Land Bank Director Mark Humbert.

Minutes from the February 8th 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 grant application between the District Attorney's Office and the State's Office of Victim Services. Approved 5-0.

--Authorization for the Chairman of the Board to sign a renewal contract for public defense case management and support between the Public Defender's Office and the New York State Defenders Association, Inc. for a price of \$5,000. Approved 5-0.

--Authorization for the Chairman of the Board to sign a renewal contract for public defense case management and support between the Assigned Counsel Administrator and the New York State Defenders Association, Inc. for a price of \$1,000. Approved 5-0

--Authorization for the Chairman of the Board to sign a contract amendment with Victor B. Chambers, Wayne County Assigned Counsel Administrator, to allow for funding through the Hurrell-Harring grant to cover the expense of the part-time Secretary/Date Entry Clerk in his Office. Approved 5-0.

--Authorization to abolish the title of Chief Deputy in the Sheriff's Office and create, fill and set the salary for the position of Major. Approved 5-0.

--Authorization to move a full-time Criminal Records Clerk position at the County Jail into the Records Division. Approved 5-0.

--Authorization to relocate the part-time Criminal Records Clerk in the County Jail to the Sheriff's Records Division. Approved 5-0.

--Authorization to create the position of temporary Part-Time Senior Account Clerk in the Sheriff's Office Civil Division to assist with new staff training for a cost not to exceed \$10,000 during 2022. Approved 5-0.

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--Authorization to amend the Sheriff's Office budget and carry over remaining 2021 Stonegarden Grant funding in the amount of \$11,033.65 to the 2022 budget. Approved 5-0.

--Authorization to amend the Public Works budget to cover unanticipated travel expenses. Approved 5-0.

--Authorization to rollover 2021 Highway Department projects and place funding totaling \$3,104,367 into the 2022 budget for highway projects. Approved 5-0.

--Authorization to amend the Central Garage budget to allow for the purchase of a drive-on lift at a cost of \$57,464. Approved 5-0.

--Authorization for the Chairman of the Board to sign a 99-year lease with Veterans on the Erie, Inc. for use of County property at 165 Water Street, Lyons. Approved 5-0.

--Authorization to create projects in the Highway Department totaling \$1,158,000. Approved 5-0.

--Authorization to establish the Sodus Point Playground Equipment Project in the amount of \$78,8786 and authorization for the Chairman of the Board to sign a contract with Parkitects, Inc. for the purchase and installation of playground equipment. Approved 5-0.

--Authorization for the Chairman of the Board to sign a contract with Pan-American Enterprises, Inc. for exterior painting at the Nursing Home. Approved 5-0.

--Authorization to award the contract for Nursing Home sidewalk replacement to Modern Masonry of Clyde for a cost of \$76,610. Approved 5-0.

--Authorization for the Chairman of the Board to sign a three-year agreement with FM Generator for emergency generator maintenance service for a cost of \$41,850. Approved 5-0.

--Authorization for the Chairman of the Board to sign a contract with Sessler Environmental Services for asbestos abatement removal in the storage building at Black Brook Park. Approved 5-0.

--Authorization for the Public Works Department, on behalf of the County, to apply for a \$50,000 grant for the Wayne County Museum from the Genesee Valley Rural Revitalization Fund; there is no County cost associated with obtaining the grant. Approved 5-0.

--Authorization for the Planning/Economic Development Department to make modifications to Agricultural District #1. Approved 5-0.

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Supervisor Miller left the meeting at 9:20 a.m.

--Authorization for the Planning/Economic Development Department to submit an application to the State Department of Agriculture and Markets to update the County's Farmland Protection Plan. Approved 5-0.

--Authorization for the Planning/Economic Development Department to issue Requests For Proposals for updates to the County's Solid Waste Management Plan, Local Laws and recommendations for enforcement. Approved 5-0.

--Authorization for the Chairman of the Board to sign an agreement between the Planning/Economic Development Department and Lamar Advertising for design and advertising on six billboards for a cost of \$90,000. Approved 5-0.

--Authorization to designate Wayne County Planning/Economic Development Department Planner, Thomas Lyon, as Certifying Officer for Community Development Block Grant Housing Environmental Review. Approved 5-0.

--Authorization for the Planning/Economic Development Department to make a determination under the State Environmental Quality Review Act for proposed modifications to the County's Agricultural District. Approved 5-0.

--Authorization for the Board of Supervisors to oppose the New York State Farm Workers' Fair Labor Practices Act that would allow for a change in the existing overtime threshold for farm laborers below 60 hours a week. Approved 5-0.

--Authorization for the Chairman of the Board to sign a 90-day contract extension between the Nursing Home and Rehab Resources for the provision of rehabilitation services. Approved 5-0.

--Authorization for the Chairman of the Board to sign a contract between the Nursing Home and HealthPro Heritage for the provision of rehabilitation services. Approved 5-0.

--Authorization for the Chairman of the Board to sign a contract between the Public Health Department and the NYS Department of Health for operation of a local Childhood Lead Poisoning Prevention Program. Approved 5-0.

--Authorization to amend the Public Health Department budget and transfer remaining 2021 COVID-19 ELC funding in the amount of \$222,083 into the 2022 budget. Approved 5-0.

--Authorization to amend the Public Health Department budget and transfer remaining ELC Reopening Funds into their 2022 budget to be expended to support school districts in meeting work plan objectives. Approved 5-0.

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--Authorization to amend the Public Health Department budget and transfer remaining 2021 NYS Department of Health COVID-19 vaccination response funding totaling \$99,621 into their 2022 budget. Approved 5-0.

--Authorization for the Chairman of the Board to sign a three-year renewal contract between the Public Health Department and Jack Venesky CPA & Associates for ambulatory health care facility cost reporting for a price of \$25,500. Approved 5-0.

--Authorization for the Public Health Department to accept a \$4,000 Performance Incentive Award from the NYS Department of Health. Approved 5-0.

--Authorization for the Commissioner of Social Services to sign an agreement with the Wayne County Sheriff's Office for welfare fraud investigation services for a cost of \$170,779. Approved 5-0.

--Authorization for the Chairman of the Board to sign an agreement between the Department of Social Services and Finger Lakes Community College for Social Service employee training at a cost of \$68,013. Approved 5-0.

--Authorization for the Chairman of the Board to sign a contract amendment between the Department of Social Services and Youth Advocacy Program to allow for a wage increase for staff; their salaries have remained locked in since 2019. Approved 5-0.

--Authorization to abolish one full-time Data Entry Operator position at the Department of Social Services and one full-time Senior Clerk/Typist position at the Department of Aging and Youth and create and fill the position of full-time Principal Audit Clerk in the Department of Social Services. Approved 5-0.

--Authorization for the Chairman of the Board to sign an agreement amendment between the Department of Social Services and the Child Care Institution--Cayuga Home for Children. Approved 5-0.

--Authorization for the Chairman of the Board to sign an amended agreement between the Department of Social Services and the Child Caring Institution--St. Ann Institution. Approved 5-0.

--Authorization for the Chairman of the Board to sign an amended agreement between the Department of Social Services and the Child Caring Institution—Children's Home of Wyoming Conference. Approved 5-0.

--Authorization for the Chairman of the Board to sign an amended agreement between the Department of Social Services and the Child Caring Institution—Children's Village. Approved 5-0.

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--Authorization for the Chairman of the Board to sign a contract between the Department of Social Services and Catholic Charities of the Finger Lakes for the provision of Supplemental Security Income/Interim Assistance Reimbursement Care Management Service for a price of \$77,500. Approved 5-0.

--Authorization for the Department of Social Services to accept funding from the New York State Office for the Prevention of Domestic Violence in the amount of \$94,699. Approved 5-0.

--Authorization to rollover unspent Stimulus funds and amend the Department of Aging and Youth budget. Approved 5-0.

--Authorization to rollover unspent Unment Needs Funds and amend the Department of Aging and Youth budget. Approved 5-0.

--Authorization to hire Lifeguards for Sodus Point Beach Park and set salary rates for the 2022 season. Approved 5-0.

The monthly report for the Information Technology Department was distributed with the agenda. During February the Help Desk received 478 support requests, six computers were installed, the update to phones in the Department of Social Services started and the Security Event and Incident Management software system was installed on the County network. Mr. Ury made the Committee aware of a provider problem with the new phone system at the Nursing Home and Jail; there was one day when outside calls could not come in or go out of the facilities. He also informed the Committee some computer equipment ordered for this year has already been received; he did not expect delivery to be this soon.

Mr. Ury presented a transmittal requesting authorization to implement County standardization of data center servers and server storage with HP Enterprise. He noted the various servers within the County and the need for uniformity. Approved 5-0.

In other business, Mr. Ury said the IT Department is on high alert due to the recent situation in Ukraine. The Department is monitoring every log on every device and staff are doing due diligence to make sure there is no unwanted access to the system. The Department does not allow traffic from foreign countries on their equipment. As retirements occur, Mr. Ury will be looking to restructure the Department to allow for additional security positions and succession planning.

The request from the Public Defender's Office to utilize evidence.com software to place information the Office obtains related to State Discovery Laws was briefly discussed. Mr. Ury said other participants in Discovery Law information in the County are already accessing this platform for their information. The data created and put into the 'cloud' belongs to the County and allows network-based access to communication tools. All the messages and information are stored in the service provider's hardware. Mr. Ury said the information being required through Discovery Laws is enormous and is bogging down the County's system. Changing over to a cloud based storage system will free up County storage space.

Mr. Roscup informed Supervisors delays in Federal and State budgets will result in delay of grant opportunities. He is concerned grant application availability will all arrive at one time from multiple funding agencies, with a limited amount of time to return the grants. He and

Department Heads may need flexibility from Committees and the Board regarding submission of grant requests and requested patience in advance for walk-in items pertaining to permission to apply for grants the County identifies as a priority.

The Annual report for the Audit Department was received and filed. A copy of the report was sent electronically to all Supervisors prior to today's meeting. Staff audited and approved 18,862 invoices totaling \$60 million in claims for payment in 2021. The report include a list of why some claims were not approved for payment. The Department updated the County Travel Policy, implemented several recommendations from the external auditors and Ms. Scott obtained her Certified Fraud Examiner Credential. In the coming year the Audit Department will focus on ensuing the County has current contracts, continue to perform annual audits, conduct a risk assessment for the Compliance Office and address recommendations from the County's external auditors.

The following transmittals were presented for the Purchasing Department:

--Authorization to accept bids in electronic format and set the standards which electronic bids will be accepted. Ms. Flynn said she believes this system of receiving bids will increase efficiencies in the Department. There are criteria that must be met for this to occur. The County will still accept bids in hard copy; this is just providing an additional option for bidders. Approved 5-0.

--Authorization for the Chairman of the Board to sign an agreement, for up to three years, with BidNet Direct for the provision of online solicitation and receipt of bids, RFPs and RFQs. Ms. Flynn said this action should promoted greater competition and competitive pricing by opening up the vendor pool. There are about 300 school districts and municipalities within New York that use this platform, plus more throughout the United States. Approved 5-0.

--Authorization for the County to register as a public agency participant of Savvik Buying Group for the use of cooperative contracts. Ms. Flynn said this would allow the County to make purchases off other municipal/political subdivision contracts. The County would still need to scrutinize each contract to make sure they meet local requirements. Approved 5-0.

The monthly activities report for the Real Property Tax Services Department was included with the agenda. The Towns of Williamson, Wolcott, Butler, Macedon and Palmyra are conducting 2022 assessment roll revaluations. Ms. Ambroz voiced concern that some town equalization rates are very low and encouraged a re-val to make their assessments closer to 100%. Some activities in the Department since the last meeting include: preparation of maps for the Wayne County Soil and Water Conservation District to complete soil group worksheet requests for REDI projects, production of a sales report for the final quarter of 2021--the Office did not receive V4

back-up information from the Towns of Rose or Butler. The electronic sales report file that was created was sent to the State. Special Franchise calculations were completed, with the exception of the Town of Sodus. Agricultural assessment value updates were provided to assessors and annual invoices were mailed to school districts and villages for tax bill preparation costs. During the month the Department processed 175 transfers of property.

Mrs. Ambroz presented a transmittal requesting authorization to correct errors on tax rolls in the Towns of Savannah and Ontario. Approved 5-0.

Ms. Ambroz informed the Committee some towns are having difficulty finding individuals to sit on their Board of Assessment Review; this is especially needed for those towns going through a revaluation process. In the event a town does not have a Board of Assessment Review in place the County Treasurer, Chairman of the Board and Clerk to the Board must fill in. If grievance day can be changed in a municipality was questioned. Ms. Ambroz noted final assessment rolls have to be done by July 1st; this means there is a short window of time the date could be changed to and still meet the July 1 date.

Ms. Ambroz received a request from the Town of Wolcott Assessor for the County to increase their income limit for the aged exemption. The County limit is currently \$13,500-\$21,900. There are towns that are under and some over these amounts.

Ms. Ambroz presented an additional transmittal that was not on the agenda requesting authorization to award the contract for the AutoCAD conversion project to VHB using ARPA funds for the amount of \$243,900. There were four requests for proposals received for this professional service, all were graded independently by the County's GIS Coordinator, Emergency Management Director, IT Director, Tax Map Technicians and Ms. Ambroz. VHB submitted the highest costing proposal; however, after review, was found to have the highest score from four separate criteria grades. The AutoCAD conversion project was proposed on Best Value – so, taking the cost out of the project, and basing the decision on the method presented, VHB was the selected vendor. They offer a more hands on, manual, slower methodical process allowing the tax map technicians to be more involved with the conversion and interpretation of necessary information during the conversion. This particular vendor has familiarity with similar projects in the State. Mr. Ury stated this is the first phase of the AutoCAD project, once complete; the GIS Coordinator, using grant funds awarded to Planning/Economic Development Department, will develop a layer of countywide systems and facilities that can be placed into the system and shared with other municipalities for their planning purposes. The initial portion of the project is anticipated to take one-year. Approved 5-0.

The Annual Report for the Treasurer's Office was received and filed. A copy of the report was electronically sent to all Supervisors in advance of today's meeting. The Office operated with nine full-time and one part-time employee. Ninety-six percent of property owners in the County paid their property taxes in 2021; this figure is down one-percent from the previous year. The County had \$4.8 million in tax re-levy from schools and villages. The Treasurer's Office had 339 full title searches performed and 790 updated searches performed for tax enforcement

proceedings, costing a total of \$92,590. During 2021 the County earned interest income of \$798,515, this number is down from the prior year. The County owes on four bonds—Nursing Home, Public Safety Building, Energy Bonds and William Street Property. In 2021 the Treasurer's Office issued 2,095 Certificates of Residency to college students, resulting in the County paying \$4.6 million to community colleges. The County took in \$503,170 from gaming revenue; the amount is more than double from the previous year.

The monthly activities report for the Treasurer's Office was presented. In February ten contracts were started for unpaid 2019, 2020 and 2021 taxes to help taxpayers avoid tax foreclosure. The last day to redeem a property from tax foreclosure is April 29th. Mr. Schmitt made Supervisors aware of an error during the processing of a recent County payroll where all employees received two direct deposits into their bank accounts. The funds were recouped by the County from the financial institutions the same day the error occurred; however, funds were not able to be recouped from all accounts they were deposited into. An effort is underway to have the last few employees return the funds. Mr. Schmitt said the County now has a mechanism in place so this error will not occur again.

Through the end of January 2022 there were 2,187 parcels listed on the 2020 County tax foreclosure list. The Treasurer's Office received 25 COVID hardship letters; this is only a small percentage from the 464 letters that were sent to taxpayers. Mr. Schmitt noted Court Trusts were recently audited, with no deficiencies found. A Court Trust is established pursuant to a court order, when no other beneficiary is named.

Mr. Schmitt presented interest income comparison figures from 2019-2022 for the General Fund, Highway Fund, Highway Machinery, Nursing Home Funds, Capital Project Fund and Workers' Comp. Fund. At the end of 2019 these accounts ended the year over budget by \$1.3 million, in 2020 ended the year with a negative balance of \$215,216, and ended 2021 with a negative balance of \$666,200. There is a Federal Reserve meeting scheduled for next week, it is anticipated interest rates will be increased at that time. Mr. Schmitt believes interest income projected in the 2022 budget will be exceeded.

Mr. Schmitt presented the following transmittals:

--Authorization for the Chairman of the Board to sign a contract with Venesky & Company to review the County retirement payment allocation process for a cost of \$4,000. Mr. Schmitt said he and the County's IT Director have reviewed the process and are looking to see if there are efficiencies that can be made. The two are not certain the proper calculations have been utilized over the past several years. Venesky & Company will review the County's allocation process and hopefully develop a new simpler process. Approved 5-0.

--Authorization to amend the County budget to include \$6,217 in interest earning revenue and place the same amount into the Expenses for Property Acquired—consultant account. Mr. Schmitt said the funds will be used to pay for tax bills that have yet to be transferred and require payment distribution. Approved 5-0.

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Mr. Sams presented an end of the year financial report. The County's 2021 original budget reflected \$183,858,742 in revenues and \$187,514,604 in expenses with the use of \$3,655,862 of fund balance. The year ended with \$212,947,154 in revenues, \$183,335,165 in expenses. Notable revenue changes: included \$9.8 million in additional sales tax, \$3.3 in additional Workers' Comp revenue, \$3 million under budget Nursing Home revenue, \$3.5 million under budget Department of Social Service revenue and \$4.7 million under budget in Highway CHIPS and Marchiselli funds. The County transferred \$9.5 million from all fund balances during 2021 for budget adjustments and encumbrances. Mr. Sams reviewed additional revenues received in the general fund budget. At the end of 2021 the County had an unaudited General Unassigned Fund Balance of \$54 million.

Mr. Sams asked how much money the Board would want to carry in their fund balance. Mr. House noted salary negotiations in 2022 will still need to come from this account. He stated the importance of having the Board give serious thought to every financial decision they make, as the long term effect to taxpayers needs to be considered.

Mr. Sams presented information on ARPA Project funding. Last year the following projects were created: \$2.1 million for Gananda Parkway roundabout, \$300,000 cyber security software, \$350,000 firewall and network switches, \$750,000 sever and storage enhancements for IT, \$400,000 GIS conversion, \$1,975,000 County scanning and \$500,000 Court House elevator replacement. Projects created this year include \$360,000 for Social Service housing, \$75,000 for Sodus Point playground equipment and \$1,088,319 for Countywide EMS transportation project.

Mr. Sams presented a transmittal requesting authorization to amend the County budget to allocate Professional Service Workers Local 81382 IUE-CWA contract increases. The increases were negotiated in a 2022-25 collective bargaining agreement. Funds budgeted in the County's contingent fund need to be moved into the Department of Social Services Administration budget to pay for these salary increases. Approved 5-0.

Mr. House discussed with the Committee the need for County staff to be cross trained. He noted Mr. Sams will be working with Jamie Corteville, the Fiscal Officer in the Planning/Economic Development Department, to fill in for his position if needed.

Mr. House said today's discussion and transmittal are being brought forth at the request of prior meetings, and at the request of Chairman Miller. More details will be available next month on how the proposal will be executed. Mr. Lee said all 10 EMS transporting agencies in the County were sent a very short survey that would allow for the County to know their position on the proposal for a Countywide EMS transportation system. Only four agencies responded. One was in opposition to the proposal, two agencies were in favor of the proposal and one agency had both items they agreed and disagreed with in the proposal. Mr. Lee believes the only way to get EMS agencies on board with the proposed change in EMS transportation services is to implement the proposal. At this time the EMS transportation project does not have a timeline or a project manager, funding was made available through ARPA funds.

A transmittal was presented requesting authorization to establish a County Emergency Medical Services Capital Project in the amount of \$1,088,319 and amend the budget. Mr. Lee stated the Board of Supervisors had the opportunity on at least two occasions to give their input on the proposal to establish a County owned and operated transporting EMS service to improve emergency response times. The initial proposed allocation will come from American Rescue Protection Act funds and be transferred into an EMS project account. Mr. Lee commended all EMS agencies in the County and the effort they put forth to provide the best service they can; however, when an EMS transport is not available it would be best if the County responded and could be on scene faster. After a brief discussion, it was agreed the survey would be re-sent to those agencies that did not respond and to the Town Supervisors. Approved 5-0.

Mr. Humbert updated the Committee on the following Land Bank activities:

- The status of the trailer park on Old Lyons Road was questioned. Mr. Humbert said this is not a Land Bank project; however, provided some back ground. The Diocese of Rochester took over the property and was scheduled to receive \$2 million from the State to renovate the site. The Town of Lyons made so many demands for the project that the Diocese backed out of it. Trailers are being removed from the site and a meeting will take place later in the week with Town of Arcadia Representatives and Home Leasing—a premier developer of affordable housing in the State, who are facilitating a conversation with the State’s Housing and Community Renewal Office.
- The Land Bank has ownership of the Sand Hill Trailer Park. A proposal from Home Leasing will be entertained for this 100 acre site. Mr. Humbert stated the need for the Land Bank to work closely with municipalities on any such project.
- Home Leasing may be interested in other sites in the County. Mr. Humbert sees this as a good opportunity. Trailers account for 10% of Wayne County housing stock. There is concern what will become of trailer parks as mobile homes deteriorate.
- Someone is looking to purchase and renovate the RANDO property in Macedon. DEC again reviewed the site and found no new stipulations. The Committee will be kept up to date on the status of this property.
- Mr. Humbert noted he does not have a succession plan as he is a one person office, but he is working on that with the Land Bank Board.
- If any municipality has property’s that are in need of action through the Land Bank please bring them forward. The work the Land Bank does transforms neighborhoods. Mr. Humbert said if there are properties on the County’s tax foreclosure list that a town would like taken care of, to reach out to him. He will be meeting with Mr. Schmitt at the beginning of April to review properties on the County’s tax foreclosure list. A list of all properties remaining under Roll Section 8 will be brought into next month’s meeting; these properties were placed in this designation due to potential environmental liability.

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Mr. Robusto made a motion the Committee enter into executive session for the purpose of contract negotiations at 11:12 a.m. with Ms. Sams and Mr. Schmitt present, Mr. Groat second. The meeting adjourned at 11:42 a.m. The next meeting of the Finance Committee is scheduled for Tuesday, April 12th at 9:00 a.m.