

## MINUTES

### FINANCE COMMITTEE

**Tuesday, March 9, 2021 8:30 a.m.**

Present: Supervisors Leonard, Verkey and Groat, County Administrator Rick House, Fiscal Assistance Ken Blake, Self-Insurance Specialist Brian Sams, County Attorney Dan Connors, via ZOOM: Supervisors Bender, Robusto, Jacobs, Eygnor and Miller, Information Technology Director Matt Ury, Auditor Kristen Scott, Real Property Tax Director Karen Ambroz, Purchasing Clerk Kaleigh Flynn and Treasurer Patrick Schmitt.

Minutes from the February 9<sup>th</sup> Committee meeting were approved as written.

The Committee addressed the following pass-thru transmittals:

--Authorization for the Chairman of the Board and District Attorney to sign the Annual Federal Equitable Sharing Agreement and Certification Report for the year ending 2020. Approved 5-0.

--Authorization for the Chairman of the Board to sign a Division of Criminal Justice Services Discovery Reform Grant for \$284,516 for the District Attorney's Office. Approved 5-0.

--Authorization to amend the District Attorney's budget for the purchase of furniture to accommodate the relocation of the Office at a cost of \$7,254. Approved 5-0.

--Authorization to adopt the Wayne County Public Health Employer Emergency Plan, as prepared by the County's Emergency Management Office. Approved 5-0.

--Authorization for the Chairman of the Board to sign a one-year contract between the Emergency Services Department and Juvare for the revision of software support to the WebEOC system for a cost of \$22,697. Approved 5-0.

--Authorization to amend the Sheriff's budget to carry over the remaining balance of the 2018 Stop School Violence Grant for \$46,011. Approved 5-0.

--Authorization to create and fill the positions of two part-time Community School Liaisons in the Sheriff's Office at a proposed cost of \$265,657. Approved 5-0.

--Authorization for the Chairman of the Board to sign an agreement between the Sheriff's Office and NMS Labs for the provision of processing toxicology samples for the Sheriff, Coroner and District Attorney's Office. Approved 5-0.

--Authorization for the Sheriff's Office to accept, receive and expend a \$10,000 donation from Karen Kehoe for the purchase of a two-unit canine kennel shed. Approved 5-0.

--Authorization to amend the Sheriff's budget to carryover remaining funds from the 2019 Stop School Violence Grant totaling \$93,516 into the 2021 budget. Approved 5-0.

--Authorization for the Sheriff's Office to purchase a K-9 with donated funds. Approved 5-0.

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--Authorization for the Public Works Department to obtain permanent easements from residents for County drainage projects. Approved 5-0.

--Authorization for the Public Works Department to obtain permanent easements for the Crescent Beach REDI Project from two property owners in Huron. Approved 5-0.

--Authorization to grant an easement to the Wayne County Water and Sewer Authority for access to the regional water tank on Brantling Hill in the Town of Arcadia. Approved 5-0.

--Authorization for the Chairman of the Board to sign a lease agreement between the Public Works Department and Congressman John Katko for \$100 a year. Supervisors voiced concern that this space is so rarely used. Mr. Miller said the issue will be discussed with the Congressman's staff and the with full Board. Approved 5-0.

--Authorization to declare one vehicle and various equipment surplus at the Public Works Department and sell at public auction. Approved 5-0.

--Authorization for the Chairman of the Board to sign a supplemental agreement between the Public Works Department and Barton and Loguidice for final design services for the Crescent Beach REDI Project in the amount of \$260,000. Mrs. Bender questioned the status of the projects and what the progress looks like. It was thought a drone could fly over the areas involved to provide video. Approved 5-0.

--Authorization to fund a County Fuel Facility Project for \$750,000 and for the Chairman of the Board to sign an agreement with The Pump Doctor. The cost will be transfer from within the 2021 budget, with \$100,000 being transferred from Fuel Reserve and \$650,000 from County Reserves. Approved 5-0.

--Authorization to create 2021 projects in the Highway Department totaling \$2.2 million. Approved 5-0.

--Authorization to rollover 2020 highway project funds and amend the Highway budget with a transfer of \$4.3 million. Approved 5-0.

--Authorization for the Chairman of the Board to sign a three-year parking lot lease renewal agreement between the Public Works Department and New York State Electric and Gas for \$11,475. Approved 5-0.

--Authorization for the Chairman of the Board to sign a three-year agreement between the Public Works Department and Municipal Electric & Gas Alliance (MEGA) Direct Energy to provide natural gas to the County. Approved 5-0.

--Authorization to create and fill the position of one full-time Cleaner at the Public Works Department for a cost of \$36,882 for the remainder of 2021. Approved 5-0.

--Authorization for the Planning and Economic Development Department to apply for HTF program funding for a County First Time Homebuyer Program. Approved 5-0.

--Authorization for the County Clerk to carry over remaining 2020 Hoffman Foundation grant funds totaling \$8,504.04 into the 2021 budget. Approved 5-0.

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--Authorization to abolish the position of full-time Staff Social Worker, create and fill a full-time Community Mental Health Professional and amend the Mental Health Department budget. Approved 5-0.

--Authorization for the Chairman of the Board to sign a contract extension with Rehab Resources for the provision of rehabilitation services. Approved 5-0.

--Authorization to amend the Public Health Department budget to allow for remaining 2020 standalone flu/COVID funds totaling \$13,630 be placed in the 2021 budget. Approved 5-0.

--Authorization to amend the Public Health Department budget to rollover remaining 2020 State COVID funding for \$1,550. Approved 5-0.

--Authorization for the Chairman of the Board to sign a contract between the Public Health Department and LEAP OT, PT and SLP for the provision of physical therapy, occupational therapy, speech therapy, group therapy and coordination of services to pre-school children with handicapping conditions. Approved 5-0.

--Authorization to amend the Public Health Department budget to rollover remaining 2020 COVID funding for \$202,837 to pay unanticipated staffing cost due to the COVID pandemic. Approved 5-0.

--Authorization to rollover unexpended 2020 Stimulus funding of \$231,591 into the 2021 Aging and Youth Department budget. Approved 5-0.

--Authorization for the Chairman of the Board to sign the Area Agency on Aging 2021 Annual Implementation Plan. Approved 5-0.

--Authorization to hire Lifeguards and set the salary for Sodus Point Park staff for the 2021 season. Approved 5-0.

--Authorization for the Chairman of the Board to sign a contract between the Social Services Department and Family Counseling Center for administration of a Child Advocacy Center at a cost of \$62,840. Approved 5-0.

The monthly report for the Information Technology Department was distributed with the agenda. It included a list of activities staff performed during February. The County's new phone system was rolled out at the Department of Social Services. The Department received 489 support tickets in February. Staff installed eight computers, six printers, processed 1095C forms and relocated computer equipment for the County Clerk's Office. Staff continue to work on a body camera upgrade for the Sheriff's Office, and during February reviewed Countywide data storage, updated Firmware on multiple County switches and deployed Patch management software to the network. There was a security issue last week that staff are reviewing to make sure it did not affect the County's system.

A discussion took place on the number of County staff who have had bogus unemployment claims filed in their names. The Department of Labor and the Sheriff's Office are aware of what is occurring; it appears this is also occurring in other municipalities. Mr. Ury said there are vulnerabilities in every system. The County does not keep Social Security numbers on line.

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Mr. Ury presented a transmittal requesting authorization for the Chairman of the Board to sign a three-year contract with ESRI Corp. for Enterprise GIS software licensing and support for a cost of \$165,000. This software is utilized in several County Departments. Mr. Ury said he worked with the County's Purchasing Clerk on this contract; noting if the purchase was made through a GIS contract, the cost would be three to four times more. ESRI Corp. is offering low rates to small municipalities to get them to participate in this GIS program. Mrs. Ambroz stated the Real Property Tax Office utilized this system for converting property maps. It was noted pictometry can interface with the system. Mr. Ury said he will ask all Departments that utilize the system how they use it and where it could be used more. Approved 5-0.

The monthly activities report for the Audit Department was distributed with the agenda. The Department audited 1,313 invoices in February. Staff provided five recommendations to the Compliance Officer following their audit of the County's risk assessment program. Ms. Scott had a telephone conference call with the external auditors to discuss the County's current compliance program. A meeting occurred between the Audit Office, County Administration, Purchasing Clerk and the Board of Elections staff to review a Purchasing Policy violation. Staff began the Emergency Management Office purchasing audit. Staff attended a virtual MUNIS training about a new County contract module, this module tracks contract start and end dates. Users errors found in the module will be worked out. Ms. Scott said she would be working with the Purchasing Clerk and County Attorney on developing a contract for the module.

Following the audit on the County Risk Assessment Program, internal auditors made the following recommendations: 1. create Countywide sanction policy that applies to employees that fail to comply with the Compliance Policy or other protected health information polices, 2. to ensure each department documents a security plan, 3. to ensure each department maintains a list of all of its service providers indicating which have access to their practice facilities, 4. departments should categorize activities and information systems that create, transmit, or store EPHI as high, moderate, or low based on its own departments risk analysis and 5. each department should implement policies and procedures to document repairs and modifications to the physical security components of the facility that are located in.

Ms. Scott presented a transmittal requesting authorization to transfer H fund project account balances, close H fund projects and rescind Board Resolution No.017-21. This resolution will clean up the County's H fund as recommended by the County's External Auditors. Approved 5-0.

Ms. Flynn presented a transmittal requesting authorization to amend the Wayne County Purchasing Policy through Board Resolution No. 552-20 to allow for advanced payments for software licensing, software support, software maintenance, related hardware maintenance and warranties. This was not in the existing policy and has been an issue as software vendors are requiring payment in advance. Approved 5-0.

The monthly activities report for the Real Property Tax Office was distributed with the agenda. The Towns of Ontario, Walworth and Savannah are conduction assessment roll re-evaluations this year. Invoices were mailed to school districts and villages for tax bill preparation fees; most have submitted paid this bill. Mrs. Ambroz and staff members met, via Zoom, with the new auctioneer, procedures for the tax foreclosure event were reviewed during the meeting. Pictometry provided ChangeAssessment training through Zoom. March 1<sup>st</sup> was taxable status day, there were a larger number than normal of merges and

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splits of property to process in February. The report included many meetings and events the Real Property Tax Office participated in or assisted in. There is an upcoming retirement in the Office; current staff are being trained how to perform additional functions to fill this void.

Mrs. Ambroz presented a report listing the number of 'zero' tax bills that were mailed out to municipalities, the largest number of these were issued to the Village of Newark and Town of Lyons.

The following transmittals were presented for the Real Property Tax Office:

--Authorization to approve an application for corrected tax rolls in the Town of Galen. Approved 5-0.

--Authorization to correct a tax roll error in the Town of Marion. Approved 5-0.

The Treasurers' monthly activities report was reviewed. During February two new contracts for property tax payments were processed. 2020 County books closed on February 15<sup>th</sup>; the external audit begins on March 8<sup>th</sup>. The Office is currently reviewing the four responses received for tax collection software. Seneca Indian Nation Game Reservation lost another lawsuit; however, they have yet to make payments to the municipalities they owe gaming profits. Mr. Schmitt reported many county treasurers are sending out additional information with tax foreclosure notices to inform homeowners they have the right to seek a foreclosure extension if they are suffering from a COVID hardship. At the beginning of February there were 56 properties remaining on the 2018 tax foreclosure list and 165 on the 2019 list. It is planned for the announcement for property tax foreclosures to be made on May 1<sup>st</sup>.

The Annual Report for the Treasurer's Office was received and filed. The Office operated with nine full-time and one part-time employee during the year. The report included a list of activities the Office must perform and the financial disbursements they are responsible for. As a result of the pandemic, payroll checks were required to be issued through electronic transfer; this reduced paper checks by 80% from the prior year. In the 2020 County budget the tax levy was \$41,504,339, compared to \$40,409,355 in 2019. The Treasurer's Office was able to reduce the cost of title searches involved in the tax enforcement process; however, due to the pandemic the County was unable to complete the foreclosure process and take title on delinquent parcels. The report included a list of banking institutions the County utilizes for checking, savings, money market and investment accounts. During 2020 net interest earnings for the County were \$903,877, down from the previous year. The County made bond payments totaling \$1.89 million for the Nursing Home, Public Safety Building, William Street Building and on Energy Bonds. During the year the Treasurer's Office paid \$4 million to community colleges. There were 2,335 County residents who requested residency certificates for community college attendance. The County received \$292,900 in casino gaming revenue, down drastically due to the closure of casinos for a portion of the year.

The Committee was informed sales tax received from internet sales has been very good. Mr. Schmitt will have a report for the Committee next month.

Supervisors reviewed a request received from the Ontario Fire Department to remove or reduce penalties owned for taxes on a property they recently acquired. Mr. Schmitt stated the tax bill on the property in question was not paid at the March closing for the property and since it was not paid there are penalties totaling \$350 on the account. The property missed the taxable status date to change the property over to municipal ownership and will remain a taxable property until this is done later this year. Supervisors

questioned if the attorney overlooked the payment of these taxes at the time of the closing. It was agreed the Fire Department would have to pay the full amount of the penalty. Mr. Schmitt will send the Fire Department a letter requesting they take up the issue with the attorney used for the property closing.

Wayne County is slated to receive \$17.5 million in COVID Stimulus funds. Mr. Schmitt stated the importance of these funds being managed properly, as there are strings attached to make sure expenditures are appropriate. The Federal funds will be distributed to States for disbursements to their municipalities. The State can hold the money for up to 120 days. Ms. Leonard questioned if this money could be utilized to make up for the 20% rollbacks the State imposed on many programs in 2020.

The following transmittals were presented for the Treasurer's Office:

--Authorization to wave interest and penalties on a late school tax payment of \$8.23 due to a tax bill payment that was delayed in the mail. Approved 5-0.

--Authorization to advertise for sealed bids for the sale of County property in the Town of Williamson. The property, located on Fisher Road, was not sold at the County's last tax foreclosure auction due to a legal challenge. A minimum bid of \$30,000 is required for the sale of the property assessed at around \$100,000. The new owner would be responsible to evict the individuals that currently live there. Approved 5-0.

--Authorization to amend the Buildings and Grounds budget to allow for payment to LaBella Associates of \$11,317. Mr. Schmitt said this payment to LaBella Associates was for work they performed for the County Clerk's Renovation Project; books were closed before this 2020 purchase order was paid. Approved 5-0.

Mr. House informed Supervisors the Emergency Services Office presented a long-term contract with vendor Motorola that would have a five-year savings of \$117,000 to the Public Safety Committee for consideration. Supervisors on that Committee were concerned that the contract needed to be paid upfront and the length of the commitment recommending it be reviewed by the County's Finance Committee. Mr. House questioned what would occur if this vendor went out of business before the contract expired or if there was such a fluctuation in pricing that the agreed to pricing ended up being very high. Mr. Bastedo, who was present at the meeting via Zoom, said his initial request to the Public Safety Committee was to have a one-year contract with Motorola. He only brought this request before that Committee because of potential cost savings. Ms. Scott voiced her objection to five-year contracts, especially those with upfront payments. Mr. Groat questioned if a security bond or an escrow account could be established to hold the money for the contract. Mr. Connors said he did not support five-year term contracts, as a long-term contract could chocking-out the competition. If Motorola would give any financial benefit for a three-year contract was questioned. Supervisors agreed if a three-year contract is approved the first year could be paid in advance, but years two and three would not be paid until the County is satisfied with their service during the first year. Mr. Connors asked if it has been determined Motorola is a sole source provider of this service/equipment. Mr. Bastedo will make contact with Motorola to see if there was any cost savings for a three-year contract compared to a one-year contract. The request for a three or one-year contract may be brought before the full Board later this month if the matter becomes time sensitive, otherwise it will go before the Board in April.

Mr. Sams came into the meeting to review quotes received for cyber liability insurance. He presented premium quotes for risk and exposure of the County's computer/network system. Wayne County has a

high rating in relation to the ransomware on the cyber risk model. A NYMIR representative addressed the Committee via Zoom. The NYMIR premium increased, as has all insurance in the cyber realm. What coverage the County has and what they may want to consider was reviewed. Quotes from both NYMIR and Corvus were presented. Corvus quotes were substantially higher than NYMIR; however, they offered more coverage and services. Additional services Corvus offered with their policy were reviewed. Mr. Ury stated the County already has insurance and programs that cover most of the extra programs offered through Corvus. After review of the policies, Mr. Ury recommend the 2<sup>nd</sup> option submitted by NYMIR for \$9,304. This policy would give the County \$1 million network security and privacy liability coverage. Mrs. Leonard questioned the cost the County pays for the additional insurances/services they have that Corvus would include in their premium; Mr. Ury was asked to bring in this financial information to next month's meeting. Mr. Ury said the policy being considered today would not allow other cyber policies to be eliminated; this policy would be above the County's daily cyber security program.

Supervisors Groat and Robusto left the meeting at 10:15 a.m.

Mr. Sams said he would bring a transmittal to next month's meeting to accept the quote for NYMIR that offers \$1 million network security coverage for a price of \$9,304.

Mr. Blake updated members on the County budget. The County retained \$37 million in sales tax revenues that were not distributed to municipalities. Towns and villages can expect additional revenue due to this increased revenue. Community College and the Medicare Weekly Share were both under budget for 2020. Mr. Blake sent the County's 2022-26 Capital Plan to appropriate departments for their review and input; responses need to be back to him by April 6<sup>th</sup>. A meeting occurred with the Public Defender, Assigned Counsel Administrator and Wayne Pre-Trial Services regarding Indigent Legal Service funding for the next three years. Mr. Blake is working with the Public Defender's Office and County Treasurer on distribution of this, and other, ILS grant funds. The year-end Office of Legal Indigent Legal Services report is due April 30<sup>th</sup>; Mr. Blake will start work on this soon. He will provide the Finance Committee with a year-end fund balance report at the next meeting.

The meeting adjourned at 10:40 a.m. The next meeting of the Finance Committee is scheduled for Tuesday, April 13<sup>th</sup> at 8:30 a.m.