

MINUTES

FINANCE COMMITTEE

Tuesday, April 12, 2022 9:03 a.m.

Present: Supervisors Leonard, Bender, Groat, VanLaeken and Eygnor, County Administrator Rick House, Fiscal Assistant Brian Sams, Director of Information Technology Matt Ury, Purchasing Agent Kaleigh Flynn, Real Property Tax Director Karen Ambroz, County Auditor Kristen Scott and Treasurer Patrick Schmitt. Supervisor Robusto was not present for the meeting.

Minutes from the March 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 an amended agreement between the Department of Social Services and the Child Caring Institution Elmcrest Children's Center. Approved 3-0. Supervisor Bender was not present for the vote.

--Authorization for the Chairman of the Board to sign an amended agreement between the Department of Social Services and the Child Caring Institution House of the Good Shepherd. Approved 3-0. Supervisor Bender was not present for the vote.

--Authorization for the Chairman of the Board to sign an amended agreement between the Department of Social Services and the Child Caring Institution Villa of Hope. Approved 4-0.

--Authorization for the Chairman of the Board to sign a contract between the Department of Social Services and Victim Resource Center of the Finger Lakes for the provision of domestic violence residential services for a price of \$75,000. Approved 4-0.

--Authorization for the Department of Social Services to accept a five-year \$500,000 allocation from the New York State Office of Children and Family Services to maintain the County's Multi-Disciplinary Team operated Child Advocacy Center. Approved 4-0.

--Authorization for the Chairman of the Board to sign a renewal contract for child-only services between the Department of Social Services and ARC of Wayne for a cost of \$81,979. Approved 4-0.

--Authorization for the Commissioner of Social Services to purchase replacement office equipment for Workforce Development staff and amend the budget for this \$18,864 expense. Approved 4-0.

--Authorization to retain a part-time attorney for the Department of Social Services and amend the County budget. The hourly rate for the position is \$60. Approved 4-0.

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--Authorization for the Chairman of the Board to sign and to submit 2022 Department of Aging and Youth Services plans to the State. Approved 4-0.

--Authorization for the Chairman of the Board to sign a contract between the Department of Aging and Youth and NYS Industries for the Disabled (NYSID) for nutrition programming and authorization to amend the County budget for this service. Approved 4-0.

--Authorization to increase the salary for Graduate Practical Nurse positions at the Nursing Home by 20 cents an hour. Approved 4-0.

--Authorization for the Chairman of the Board to sign the annual license and agreement between the Nursing Home and P&NP Computer Services, Inc. for the provision of billing software at a price of \$2,069. Approved 4-0.

--Authorization for the Chairman of the Board to sign renewal contracts of affiliation between the Mental Health Department and area colleges and universities for student fieldwork internship education. Approved 4-0.

--Authorization for the Chairman of the Board to sign a three-year contract between the Public Health Department and the New York State Department of Health for the provision of rabies control activities for a payment of \$47,322 to the County. Approved 4-0.

--Authorization for the Chairman of the Board to sign amended related service contracts between the Public Health Department and providers of services for Preschool Age Children with Handicapping Conditions to allow for an increase in rates paid to contractors. Approved 4-0.

--Authorization for the Chairman of the Board to sign a contract between the Public Health Department and Wayne-Finger Lakes BOCES for the transportation of youth in Early Intervention and Pre-K Programs for a cost not to exceed \$1,340,000. Approved 4-0.

--Authorization for the Chairman of the Board to sign a grant extension for the Board of Elections Shoebox Grant. Approved 4-0.

--Authorization to rescind Board Resolution #100-19 and define compensation for the County's Workers' Compensation Self-Insurance Plan. This will allow for \$25,000 of the County's Fiscal Assistant's salary to be charged against the County's Workers' Compensation Fund for work he provides that program. Approved 4-0.

--Authorization to abolish a part-time Personnel Clerk in the Human Resource Department and create a full-time Account Clerk position and amend the budget. Approved 4-0.

--Authorization to approve broadband funding and a partnership agreement. Approved 4-0.

--Authorization to declare vehicles surplus in the Public Works Department. Approved 4-0.

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--Authorization for the Chairman of the Board to sign agreements with the Towns of Marion, Palmyra, Savannah and Williamson for roadside mowing. Approved 4-0.

--Authorization to create projects in the Highway Department. Approved 4-0.

--Authorization to accept the low bid for the Farmington Road Bridge Rehabilitation Project. Approved 4-0.

--Authorization for the Chairman of the Board to sign an agreement with the NYS DOT for funding of the Gananda Parkway Preventative Maintenance Project. Approved 4-0.

--Authorization to award design of Gananda Parkway Preservation Project to Bergmann Associates. Approved 4-0.

--Authorization to award design of Gananda Parkway Safety Project to Bergmann Associates. Approved 4-0.

--Authorization to award bid and purchase Nursing Home boilers. Approved 4-0.

--Authorization for the Chairman of the Board to sign a renewal lease with New York State Senator Pamela Helming for office space in the County's Public Safety Building. Approved 4-0.

--Authorization to award the contract for B. Forman Park House Painting Project; the cost includes abatement of existing lead paint. Approved 4-0.

--Authorization to renew lease agreements with Wayne County Action Program for properties in the Towns of Sodus, Huron and Lyons. Approved 4-0.

--Authorization to amend the Public Works budget for the purchase of storage space. Approved 4-0.

--Authorization to allow for a personal services agreement to allow the District Attorney to retain an Assistant District Attorney at a rate of \$90 an hour. Approved 4-0.

--Authorization to amend the Sheriff's budget to carry over the remaining balance for the 2018 Stonegarden Grant Program in the amount of \$8,487. Approved 4-0.

--Authorization to amend the Sheriff's budget to carry over the remaining balance in the 2019 Stonegarden Grant Program in the amount of \$27,034. Approved 4-0.

--Authorization to amend the Sheriff's budget to carry over the remaining balance of the 2020 Stonegarden Grant Program in the amount of \$21,946. Approved 4-0.

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--Authorization to amend the Sheriff's budget to carry over the remaining balance of the 2020 State Law Enforcement Terrorism Prevention Program Grant in the amount of \$33,508. Approved 4-0.

--Authorization to amend the Sheriff's budget to carry over the remaining balance of the 2019 State Law Enforcement Terrorism Program grant in the amount of \$42,488. Approved 4-0.

--Authorization to amend the Emergency Management Services budget to carry over remaining 2019 State Homeland Security Program grant funds in the amount of \$39,531. Approved 4-0.

--Authorization to amend the Emergency Management Services budget to carry over the remaining balance of 2020 State Homeland Security Program grant funding in the amount of \$19,119. Approved 4-0.

--Authorization to amend the Emergency Management Services budget and carry over the remaining balance of the 2021 State Homeland Security Program Grant in the amount of \$30,956. Approved 4-0.

--Authorization to issue requests for proposals for implementation services for the County's EMS Capital project. Approved 4-0.

The monthly activities report for the Information Technology Department was included with the agenda. During March the Department received 523 new support tickets, installed four computers, continued upgrades to the County's telephone system and installed a new nurse call system at the Nursing Home. Implementation of the nurse call system went very well. The web address *Waynecountyny.gov* was acquired from the Federal Government and is now redirected to the County's website. Mr. Ury noted the Board will need to make a decision if they will change employee e-mail addresses now that this domain belongs to the County. Staff has, and will continue, to put many hours into the change in the County's domain. A new network access control system was installed to increase system security and multiple departments were migrated to a new server. Mr. Ury reported the IT Department is being flooded with FBI and government warnings about cybersecurity issues; they continues to make efforts to increase controls on outside sources from entering into our computer system.

The following transmittals were presented for the Information Technology Department:

--Authorization for the Chairman of the Board to sign a renewal agreement with Visual Computer Solutions, Inc. for maintenance of the shift scheduling and time sheet software program for the Office of the Sheriff and 911 for a cost of \$7,037. Approved 4-0.

--Authorization to purchase a compliance and security software training subscription from KNOWBE4, Inc. for a cot of \$25,765. Mr. Ury said the Department looked into agencies that perform this service; this firm has worked with other counties. The three-year agreement was much more affordable than a single-year contract. Approved 4-0.

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The County Auditor's activity report for February and March was included with the agenda. Staff audited 3,006 invoices during the two months; Ms. Scott noted there were many errors on payment requests during this time and the need for Departments to review contracts carefully prior to making vendor payments. She spoke to this issue at the last Department Head meeting. The report included audits and projects worked on during February and March by the Audit Department and plans for April.

Ms. Scott presented a transmittal requesting authorization to remit payment to a member of the Board of Supervisors for services provided. Board member Steve Groat, who is also a professional photographer, charged the County \$295 for a photographic wall composite he produced of the 2020-21 Board of Supervisors. The Purchasing Policy does not allow for any employee or official to have financial interest in any purchase or contract secured by the County without proper preauthorization. This payment was made in the past; however, determined it should be approved by the Board prior to payment. Approved 3-0, Mr. Groat abstained from the vote.

A transmittal was presented by Ms. Flynn, as a late request from the Economic Development/Planning Department, to issue Requests for Proposals for outside counsel to assist with broadband project contract negotiations. The request was discussed at the Economic Development/Planning Committee meeting last week; however, not written up at that time. The need for specific expertise in the technical components of the proposed broadband agreement are needed. Approved 4-0.

The monthly activities report for the Real Property Tax Department was reviewed. It included a list of meetings and activities performed by staff. The Department mailed information to assessors explaining the procedure for running inventory cross edits prior to the tentative roll. Exemption impact notices for school purposes were prepared and mailed to districts to assist with their budget preparation. Staff equalized the special franchise values in preparation for the tentative roll. Tax Map Technicians completed tax map print run and prepared digital tax maps for the entire County; paper and digital copies of the maps are available for assessors. During March the Department process 232 transfers of real property.

Ms. Ambroz informed members the Auto Cad Committee met to discuss what will be asked of vendors during upcoming interviews. Four firms have been selected from their proposals to be interviewed.

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

--Authorization to approve two applications for corrected tax rolls in the Town of Arcadia. Both properties are owned by the Land Bank. Approved 4-0.

--Authorization to hold a public auction sale of real property acquired by the County for delinquent taxes. The request included the entire contract all purchasers will be required to complete. The auction will be conducted on-line again this year. Mr. Schmitt questioned if

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wording under section 19e should be amended to state individuals with delinquent property taxes at the time of the sale are forbidden from participating in the auction. Supervisors agreed this language would be added to the document. Approved 4-0.

--Authorization to correct a tax refund error on the Town of Walworth Tax roll due to a change in assessed value. Approved 4-0.

Ms. Ambroz presented the Committee with a spreadsheet of tax exemptions for senior citizens broken down by municipality, as requested by Supervisor Robusto at last month's meeting. She will supply a copy of this information to all Supervisors following today's meeting.

Ms. Ambroz stated, under the State's Real Property Tax Law, her Office is responsible to print all tax bills, even those with a zero balance. In the past some Supervisors did not want these bills sent to their municipalities and did not want to be responsible to mail them out, since taxes were not owed. Ms. Ambroz said she would create and send the zero tax bills out if directed to by this Committee. After a brief discussion, it was agreed the Real Property Tax Office will follow the State law and print the bills; however, municipalities do not need to send zero tax bills to property owners.

Ms. Ambroz has been working with the County's Purchasing Agent to develop a bid platform for the printing of County tax bills; however, this work will not be done in time to have school tax bills outsourced. She has been in contact with the IT Department about the need for them to print school tax bills again this year. Due to the high cost of printing tax bills the Department was looking at the cost to outsource the service. The new system should be in place in time for fall County/town tax bills.

Mr. Groat left the meeting at 9:39 a.m.

Mr. Schmitt informed Committee members during March the Treasurer's Office started 22 new tax payment contracts for County homeowners to avoid tax foreclosure. The last day to redeem properties prior to this year's tax foreclosure auction in April 29th. Foreclosure posting are complete. As of the end of March there were 124 parcels listed on the 2020 County tax foreclosure list. Properties scheduled to go into the County's tax foreclosure will go through a final review to make certain they will be sold. The Land Bank will have the opportunity to review and obtain the properties prior to the sale. There is a stipulation included in the tax foreclosure proceeding that states a settlement conference meeting between the Chief Administrative Judge, County and taxpayer must occur before the Judge can issue a judgment of foreclosure; it is not known if this is occurring. Collection of the February 24th payroll overpayment is underway; there remain employees that are not returning correspondence from the County on their need to repay the funds. Mr. Schmitt will continue to work with the County Attorney and Human Resource Department regarding collection of these funds.

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

--Authorization for the Chairman of the Board to sign a contract amendment with the Bonadio Group for additional audit testing. Mr. Schmitt stated more testing is needed to be compliant in the County's single audit. The request included a list of additional services and their cost. The contract amendment is for an additional \$12,000. Additional testing of the County's single audit will take place in June. Approved 3-0.

--Authorization to approved the sale of foreclosed property. One property in the Town of Rose was pulled from last year's sale due to legal issues. Mr. Schmitt said an adjacent property owner offered \$900 through a bid for the property. He recommended the bid not be accepted and the property be placed in the County's 2022 tax foreclosure auction. Approved 5-0.

Representatives from Three + One Advisors, Alex DeRosa and Samantha Rothchild, came into the meeting to review services their firm offers Wayne County. It was noted Wayne County was their first client seven years ago. Three + One is an independent financial technology company offering data solutions that drive innovation, efficiency, and better financial outcome for tax payers and stakeholders. They do not perform investments for the County; they score the County to determine how well they financially stand. They provide a consolidated view of how much cash is available and how long each dollar can work before it is needed. Mr. DeRosa said when Three + One began working with Wayne County all County funds were in liquid accounts, receiving very low interest rates. As investment of government funds are allowed under State General Municipal Law, it was thought the County could receive a higher yield if they invested their money. Funds that were determined not needed on an immediate basis were placed into fixed income accounts. Three + One Advisors provide data to the County so they can make their decisions on investment of County funds. They analysis banking services and fees to ensure an equitable relationship in any market cycle.

Mr. Sams reviewed the following upcoming 2023 budget dates with Supervisors. (A copy of the entire schedule will be placed in each Supervisors' County mailbox.) Dates scheduled within the next few months include:

Capital Plan: April 18th distribute 2023-2027 Capital Plan to Supervisors, May 2nd-10th Department Heads present Capital Plan to their committees and May 10th Finance Committee will be updated on Capital Plan.

Operating Budget: June 6th the MUNIS system will be open for Departments to enter their budgets, July 8th Departments submit budget estimates to Administration, July 12th Finance Committee is provided with a 2023 budget update and July 25th budget review meetings will begin with Department Heads.

Mr. House presented a transmittal requesting authorization for the Chairman of the Board to sign a memorandum of agreement with Bargaining Units to pay bi-weekly retention payments to full and part-time employees. Full-time staff members would receive a \$100 stipend every two weeks, and part-time staff members would receive a \$50 stipend every two weeks. He stated this is needed in the present competitive employment environment and increasing economic strains. The payments will begin in May and go through the end of 2022 at a cost of \$1.9 million,

with no effect on the tax rate. Mr. House noted how difficult it has been to fill vacancies, especially in the Nursing Home. The State has the ability to beginning fining nursing homes that cannot meet proper staff to resident ratios; this has caused the County's Nursing Home to stop admitting new patients. Mr. House said the cost should be offset by the County's ability to retain staff and fill vacant positions. Approved 4-0.

At the request of the County Administrator, Mr. Schmitt presented financial data on sales tax charged on motor fuel. The State suspended their fuel sales tax and motor fuel tax for the last six months of this year; the Governor has encouraged counties to do the same. Wayne County charges four percent on the purchase of fuel, the same as any other commodity purchase. Over the past 14 years Wayne County has averaged \$4.65 million annual from this tax. Mr. Schmitt said if the sales tax charged on motor fuel by the County is not collected for the last six months of 2022 that will result in a County loss of income of approximately \$2 million and a loss of revenue to towns and villages of nearly \$414,500. State and Federal taxes on a gallon of gasoline are approximately 67 cents. Mr. Schmitt does not believe fuel companies will reduce their prices in line with the amount charged through sales tax. He questioned if the Committee/Board would support the elimination of this tax. After a brief discussion, it was agreed decision on the removal of this tax would be made at the May Finance Committee meeting.

Supervisors were informed the State has yet to pass-on any funding from casinos.

The meeting adjourned at 10:42 a.m. The next meeting of the Finance Committee is scheduled for Tuesday, May 10th at 9:00 a.m.