

MINUTES

FINANCE COMMITTEE

Tuesday, June 14, 2022 9:00 a.m.

Present: Supervisors Leonard, Bender, Groat, Robusto and VanLaeken, County Administrator Rick House, Fiscal Assistant Brian Sams, Director of Information Technology Matt Ury, Purchasing Clerk Christopher O'Connor, Real Property Tax Director Karen Ambroz, County Auditor Kristen Scott, Land Bank Director Mark Humbert, Treasurer Patrick Schmitt and GIS Coordinator Zack Hess.

Minutes from the May 10th Committee meeting were approved as written.

Mrs. Leonard presented a transmittal requesting authorization to fill the temporarily part-time position of Senior Account Clerk at the Public Health Department. The resignation of a Senior Account Clerk in the Office occurred last week after the Health and Medical Services Committee met. Director Public Health, Diane Develin, contact County Administration to find out how the vacancy could be filled immediately. He stated he did not want the issue coming before the full board as a Rule 14 or as Other Business but she could make contact with the Finance Committee Chair to see if the request could be placed before the Finance Committee. Mrs. Leonard said the position is needed to made Medicare revenue and State Aid claims for the Department. Approved 5-0.

The following transmittals were referred to the Finance Committee:

--Authorization for the Chairman of the Board to sign an agreement between the Department of Social Services and Pathways, Inc. for the provision of foster care for a cost not to exceed \$375,000. Approved 5-0.

--Authorization for the Department of Social Services to accept an allocation of \$29,478 from the New York State Office of Children and Family Services Bureau of Adult Protective Services for Community living. Approved 5-0.

--Authorization to surplus office desks in the Department of Social Services according to County policy. Approved 5-0.

--Authorization for the Chairman of the Board to sign a Workforce Innovation Opportunity Act Youth Services contract for the Department of Social Services. Approved 5-0.

--Authorization for the Chairman of the Board to sign a Workforce Innovation Opportunity Act Youth Services Contract for \$130,524 for the Department of Social Services. Approved 5-0.

--Authorization for the Chairman of the Board to sign a Workforce Innovation Opportunity Act Administrative, Adult Dislocated Worker, and Career Center Services contract for the Department of Social Services that will add \$135,574 to the program. Approved 5-0.

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--Authorization to hire an additional Lifeguard for Sodus Point Beach Park. This will have no additional cost; however, will allow for additional personnel to be on the list to lifeguard. Approved 5-0.

--Authorization to pay Head Lifeguards a stipend to coordinate and supervise the swim program at Sodus Point Beach Park when the Director or Assistant Director are not scheduled to work. Approved 5-0.

--Authorization to create and fill a Caseworker position for Aging Services. The position is paid for with grant funds. Approved 5-0.

--Authorization for the Chairman of the Board to sign a memorandum of agreement between the Veterans Services Department and the local Veterans Administration Integrated System Network to collaborate on the Expiration Term of Service Sponsorship Program. Approved 5-0.

--Authorization abolish the position of part-time Finance Clerk at the Nursing Home and create and fill a full-time Deputy Comptroller position. Approved 5-0.

--Authorization to create and fill the position of one full-time Psychiatric Nurse Practitioner and abolish the part-time positions of Nursing Practitioner and Psychiatrist at the Mental Health Department and amend the budget. Approved 5-0.

--Authorization to create and fill the full-time position of Program Supervisor and abolish the full-time position of Staff Social Worker and part-time Staff Social Worker at the Mental Health Department and amend the budget. Approved 5-0.

--Authorization for the Chairman of the Board to sign a contract between the Mental Health Department and Unity House of Cayuga for the provision of mental hygiene related services for a cost of \$155,269. Approved 5-0.

--Authorization for the Chairman of the Board to sign a lease agreement between the Mental Health Department and Unity House of Cayuga County. Approved 5-0.

--Authorization to award Requests for Proposals for Mental Health/Behavioral Health Financial Analyst-Fiscal Officer Services for a cost of \$26,000 annually. Approved 5-0.

--Authorization for the Chairman of the Board to sign a contract between the Public Health Department and Health Research Inc. for the provision of performing public health emergency preparedness activities for a cost of \$81,835. Approved 5-0.

--Authorization for the Chairman of the Board to sign a contract between the Public Health Department and Oswego Citi BOCES for the provision of vision therapy services for Children with Handicapping Conditions. Approved 5-0.

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--Authorization for the Chairman of the Board to sign a contract between the Public Health Department and the Sodus Central School District to provide related services to Preschool Children with Handicapping Conditions. Approved 5-0.

--Authorization for the Chairman of the Board to sign an Early Voting Expansion Grant contract extension for the Board of Elections that would allow for expenditure of the remaining \$19,770 of this grant through January 2023. Approved 5-0.

--Authorization for the Chairman of the Board to sign an Electronic Poll Book Capital Grant Project extension contract for the Board of Elections. Approved 5-0.

--Authorization for the Chairman of the Board to sign a contract extension for the Board of Elections for an Early Voting Aide to Localities Grant to allow for expenditure of remaining funds through January 2023. Approved 5-0.

--Authorization for the Board of Supervisors to support inclusion of Upstate Nuclear Power Plants in New York State's Climate Action Council Scoping Plan and extend their Emissions Credit Program. Approved 5-0.

--Authorization to establish the standard workday and reporting resolution for elected and appointed officials to comply with New York State Retirement Law. Approved 5-0.

--Authorization to adopt the managerial/confidential position pay grade 9 for the new Deputy Director of Emergency Preparedness. Approved 5-0.

--Authorization to appoint Lisa Graf as Interim Commissioner of Social Services and set the salary at \$91,181. Approved 5-0.

--Authorization for the Planning/Economic Development Department to submit a Climate Smart Communities application. Approved 5-0.

--Authorization for the Planning/Economic Development Department to accept Environmental Protection Agency Revolving Loan funds in the amount of \$1 million and authorization for the Chairman of the Board to sign an agreement with Wayne Economic Development Corporation for loan fund management. Approved 5-0.

--Authorization for the Chairman of the Board to sign a sub-recipient agreement between the Planning/Economic Development Department and Pathstone for program administration and program delivery services under a Community Development Block Grant Farmworker Mobile Home Replacement Grant in the amount of \$1 million. Approved 5-0.

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--Authorization for the Chairman of the Board to sign a contract between the Planning/Economic Development Department and RTS for bus service to be utilized for a policy-maker breakfast and tour of farms throughout Wayne County. Approved 5-0.

--Authorization to release Requests for Proposals for the implementation of a GIS Shared Services Project and authorization for the Chairman of the Board to sign a contract for this project through the local 2021 Local Government Efficiency Program. Approved 5-0.

--Authorization to release Requests for Proposals for development of an Electric Vehicle Charging Station Plan for Wayne County and authorization for the Chairman of the Board to sign related contracts between the Planning/Economic Development Department and NYSE&G Make-Ready Program and the Department of Environmental Conservation. Approved 5-0.

--Authorization for the Chairman of the Board to sign a contract between the Planning/Economic Development Department and MRB Group for a comprehensive housing study for a cost of \$55,710. This project is being paid for with Community Development Block Grant funds. Approved 5-0.

--Authorization to amend the Planning/Economic Development tuition reimbursement budget with an increase of \$4,000. Approved 5-0.

--Authorization to amend the Planning/Economic Development budget for the purchase of furniture with a transfer of \$1,200 from the General Fund. Approved 5-0.

--Authorization to declare two vehicles in the Public Works Department surplus and dispose of according to County policy. Approved 5-0.

--Authorization to amend the County Road budget for receipt of addition CHIPS funding of \$2,193,375. Approved 5-0.

--Authorization to abolish the position of Automotive Mechanic Helper and create and fill the position of Automotive Mechanic in the Highway Department. Approved 5-0.

--Authorization to establish a Hall of Justice HVAC System Replacement Project Account and authorization for the Chairman of the Board to sign a project contract with Trane USA for a cost not to exceed \$1,494,295. Approved 5-0.

--Authorization to establish a B. Forman Park Roof Replacement Project Account in the amount of \$75,000. Approved 5-0.

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--Authorization for the Chairman of the Board to sign an agreement between the Public Works Department and AAC Contracting for asbestoses abatement of the Court House Elevator Replacement Project for a cost not to exceed \$5,075. Approved 5-0.

--Authorization for the County to oppose State Legislation regarding the protection of streams, asking the Governor to veto the proposed legislation as it currently stands because of the long-term economic and environmental resource impacts to small communities. Approved 5-0.

--Authorization to move a Deputy Sheriff Lieutenant position from the Sheriff's Civil Division to Road Patrol and amend the budget. Approved 5-0.

--Authorization to surplus miscellaneous equipment from the Sheriff's Office and dispose of according to County policy. Approved 5-0.

--Authorization to amend Board Resolution #221-21 awarding the bid and signing an agreement between the Sheriff's Office and New York State Public Safety Emergency Lighting for emergency vehicle equipment/accessories, maintenance, repair and installation services. Approved 5-0.

--Authorization to move a Deputy Sheriff Sergeant from the Detective Unit to the Civil Division in the Sheriff's Office and amend the budget. Approved 5-0.

--Authorization to apply for a State Law Enforcement Terrorism Prevent Program Grant; the grant requires no local match. Approved 5-0.

--Authorization to accept 2021 Operation Storegarden Grant funding in the amount of \$15,000 and amend the budget. Approved 5-0.

--Authorization to apply for a United States Department of Justice Community Oriented Policing Services School Violence Prevention Grant. Approved 5-0.

--Authorization to purchase an Incident Response Vehicle with State Law Enforcement Terrorism Prevention Program Funds for a price of \$42,488. Approved 5-0.

--Authorization to approve the emblem on the County Fire Coordinator's vehicle and trailers. Approved 5-0.

--Authorization acknowledge an emergency purchase by the Emergency Services Department in the amount of \$388 for system repairs to the Emergency Operations Center audio visual system. Approved 5-0.

--Authorization to transfer funds within the Emergency Services Department budget and award Presentation Concepts Corp. a contract to perform upgrades to audio visual equipment in the Emergency Operations Center for a price of \$127,673. Approved 5-0.

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--Authorization to create and fill the position of Deputy Director of Disaster Preparedness and amend the budget. Mrs. Leonard made a request this request be addressed later in the meeting.

--Authorization for the Chairman of the Board to sign a contract extension between the Emergency Services Department and MedEx Billing Inc. for EMS billing services. Approved 5-0.

--Authorization for the Emergency Services Department to apply for various Public Safety Grant programs. Approved 5-0.

--Authorization for the Emergency Services Department to accept an unanticipated \$1,126 in Emergency Management Performance Grant funding and amend the budget due to receipt of funds. Approved 5-0.

OTB Representatives Ken Lauderdale and Henry Woltaszck came into the meeting to respond to a letter sent to all Board members from former State Senator George Maziarz regarding his accusations of legal misconduct at Western Regional Off Track Betting and Batavia Downs Gaming and with benefits provided to OTB Board members and others, through the gaming facility. Mr. Woltaszck told Committee member Mr. Maziarz has been making false accusations against OTB for the past six or seven years; always saying State and Federal agencies are looking into these matters. He reviewed the former Senator's concerns. Mr. Groat asked if any of the accusations resulted in OTB management being charged with a crime. Mr. Woltaszck said absolutely not. He reviewed when promotional tickets to events are given out and how the organization is audited annually on all these promotions. The one issue that received split opinions is the supplying of health insurance benefits to OTB Board members, something that has been done since OTB opened in 1974. The issue will be heard before the court to determine its legitimacy. Mr. Woltaszck said the gaming facility will honor what the court says.

Mr. Lauderdale distributed information on profits made at Batavia Downs. The number of EZ Bet locations has grown, while the number of OTB branches decline. In nine out of ten of the past years Batavia Downs ran profitably; on the other hand, OTB branches have operated with a budget deficit in all of the ten past years. Batavia Downs is doing very well this year and could exceed \$300,000 in revenue to Wayne County.

Mr. Lauderdale noted New York State is the number one sports betting state in the country. Sports betting will not be allowed at Batavia Downs until sometime next year. Mr. Groat asked if a letter or resolution of support to the State would accelerate sports betting coming to the facility. Mr. Woltaszck said the gesture would be welcome.

Mr. Woltaszck invited all Board members to come to Batavia Downs to see the operation.

The monthly activities report for the Information Technology Office was distributed with the agenda. The Department received 505 tickets to the Help Desk during May. Staff installed 20

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computers, installed new firewalls as part of an ARPA funded project and upgraded the County phone software to a newer version. Village taxes were prepared by the Department and summer help is on sight. Plans are underway to restructure the IT Department to improve efficiency and security through cyber security and project management.

Mr. Ury presented a transmittal requesting authorization to accept the bid for server and storage upgrade from DOX Electronics for \$525,427. Mr. Ury said he is hopefully the equipment will be received in the next six months. Approved 5-0.

Mr. Ury stated ARPA funding has allowed the IT Department to purchase the tools that will make staff more efficient both now and in the future. Staff are receiving training to improve Department efficiency.

The monthly activities report for the Real Property Tax Department was included with the agenda. Board of Assessment Review (BAR) Training was held both on site and virtually on May 19th; instruction went well. Ms. Ambroz made some changes to the training this year to better assist participants with the role they have taken on. All who participated in the training received a certificate. Ms. Ambroz stated there is a lack of interest from the public to serve on their local Board of Assessment Review. Some municipalities have five-person BAR while other have three. Ms. Ambroz noted it is easier to have a quorum with a three-member BAR. Real Property Tax Law states the County Chairman of the Board of Supervisors, the Clerk to the Chairman and the County Treasurer become the BAR for any municipality upon the request from the assessor if they cannot obtain a quorum.

Ms. Ambroz reported most municipalities held Grievance Day on May 24th. Village tax files were keyed by staff; village tax bills were prepared and available for pick up by Village Collectors by May 27th. Wayne County had 226 property transfers during the month.

Ms. Ambroz presented a transmittal requesting authorization to appoint Michael Donalty to the Wayne County Regional Land Bank. Approved 5-0.

Ms. Ambroz asked the Committee how they would like to proceed with outsourcing the printing of tax bills. This has been a discussion item with this Committee for months; however, objection to the transmittal requesting authorization to accept a quote to have tax bill printing outsourced was pulled from the May Board meeting. Prior to this, the Committee agreed the County should not be incurring the high cost to print tax bills for school districts or municipalities. If the service was outsourced, each group would pay their own cost for the service. The service would include printing, folding, stuffing, sealing and positing tax bills. Mrs. Leonard noted an advisory group has been working with the County's Real Property Tax Office and local tax collectors on issues and concerns with the proposed vendor, especially the need not to have envelopes sealed after they are printed, as it is legally the tax collectors' responsibility to check each envelope to make sure the proper bill is inserted. Mr. Connors stated the importance of each tax collector knowing

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what his or her tax bills contains. Mr. Ury questioned the difference, as many tax bills printed by the County in the past were folded, stuffed, and sealed without review by tax collectors. Mrs. Leonard noted many tax collectors do not want the tax bills mailed out by an outside source.

Supervisors were provided with a timeline for the processing of town/county tax bills; the process begins in November and concludes near the end of December.

After a lengthy discussion, it was agreed the County would perform the printing of municipal tax bills, with the stipulation that all bills would be uniform: placed on the same paper, have the same date, and would not be sealed, as that is in opposition to State law. There would be no customization of bills. Mr. Ury noted this would require the purchase of two expensive printers for his Department and the upgrade of other equipment to be able to print the bills. The cost to prepare the tax bills will be priced out so it can be charged back. Ms. Ambroz said she would also like to standardize the date for tax bill pick-up and who has the authority to pick-up the paperwork.

Mrs. Leonard said she and Ms. Ambroz would both attend the next Town Clerk's meeting to review the new tax printing proposal. If any individual Town Clerk/Tax Collector doesn't agree to printing being done by the County they will have to outsource their work. Mr. Ury questioned if the County would still prepare school tax bills. If the County should look into a countywide mailing permit to reduce the cost of mailing tax bills and if municipalities could use this permit, was questioned.

The monthly report for the Audit Department was included with the agenda. Staff audited 1,577 invoices since the last meeting, denying payment on eight. During May work on the Stop-DWI audit was completed and a draft copy of the audit report was sent to the Sheriff's Office; a response has yet to be received. The business associate audit is underway. A list of potential business associates were selected and sent an initial questionnaire to determine if they meet the requirements to be included in the County's annual business associates audit.

Ms. Scott has been holding weekly meetings with Nursing Home administration regarding Medicaid reimbursements that were not appropriately filed at the end of 2021 or the beginning of 2022 and reimbursement not received for this time period; the matter was brought to light by external auditors. The audit on the County for 2021 cannot be completed until it is determined if Medicaid claims for December 2021 and January 2022 will be received by the Facility. Nursing Home staff said these two months involve about \$1.2 million in Medicaid reimbursements.

Ms. Scott informed members she attended the New York State Association of Counties Finance School last month.

Mr. Schmitt reviewed his monthly report with the Committee. He, along with the County Attorney, are pursuing legal action to collect the remaining payroll funds that were not paid back

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by five employees. The Judgment of Foreclosure was signed on May 23rd and deeds for these properties signed on June 1st. Supervisors were informed the Occupancy Tax bill for Wayne County was passed by the Assembly; however, the Senate companion bill never made it out of Committee. Mr. Schmitt reported \$6 million in Nursing Home bonds were paid off on June 1st; this should make the Facility debt free.

A report on American Rescue Plan Act funding was submitted. It included a list of all County projects, the amount approved for fund expenditure, the total amount spent to date and the remaining balance. Mr. Schmitt said he would submit this report each month to the Committee. Through May only \$351,798 of the \$17.4 million ARPA budget has been expended. There is concern that the price of materials on many projects will increase from original estimates. Mr. Schmitt said the Federal Government just released new reporting requirements for use of these funds.

An interest rate report was presented by Mr. Schmitt; rates are increasing. The \$955,000 interest goal for the general fund should be met in 2022.

Mr. Schmitt presented a transmittal requesting authorization for the Chairman of the Board to sign a contract with Systems East to convert prior year tax information and amend the 2022 budget for this \$10,000 expense. The expense could be paid for with interest earnings. The work will include the conversion of five years of tax history. Approved 5-0.

Mr. Schmitt questioned the responsibility of maintenance on foreclosed properties, as many towns have requested the County mow lawns on properties that are in need of it. County crews are doing maintenance on the lawns where needed and the cost of this service is being tracked. As of June 1st there are 28 parcels on the 2020 tax foreclosure list.

Mr. Sams presented a transmittal requesting authorization to adopt the County's 2023-2027 Capital Plan. A public hearing is needed for this action. Mr. Sams noted the document is a planning instrument not a commitment to appropriate funds. Approved 5-0.

Mr. Sams updated members of the 2023 budget process. On June 6th MUNIS was opened for Department budget input. Information must be put into the system by July 8th. This Committee will review initial budgets at their July meeting. A discussion took place on the proposal to increase the hours of all County employees who currently work 35 hours a week to 37.5 hours. Mr. Groat questioned if 2023 budgets will include the increased cost of many purchases. Mr. Sams noted a memo was sent with budget instructions to each Department Head stating any significant change to a Department's 2022 budget needs to be summarized with their budget proposal. He also noted the State reduced retirement rates for 2023 by 25%; the cost savings realized through this reduction should offset the proposed \$2.2 million cost of increasing employee hours. Mr. Robusto questioned if it would be a better recruitment tool to have County staff work four-day weeks. Mr. House stated managerial staff is currently being allowed to flex their work time to address additional time-off issues.

Mr. Sams reported the County is looking at a significant increase in sales tax revenue this year; there is the possibility the revenue could exceed \$50 million in 2022. The County has approximately \$29.6 million in their unassigned fund balance. The County's fund balance is much higher than the required appropriation level set forth in County policy. Mr. Schmitt said he is waiting for external auditors to comment on this high amount. Mr. Groat questioned if it should be utilized to lower taxes. Mr. Sams said using the funds to lower taxes one year could result in a higher increase the following year; he suggested holding the tax levy flat for 2023.

Mr. Humbert updated Supervisors on recent activities of the Land Bank. Properties in both Rose and Lyons the Land Bank has title to from the 2021 tax foreclosure are being demolished due to their extremely poor condition. At least 10 buildings, plus the Sand Hill Trailer Park, will be demolished by the Land Bank in 2022. The vacant lots will be likely be offered for sale to adjacent property owners and placed back on the tax roll. Mr. Humbert is working with the County Attorney on transferring 11 properties that are being taken by the County through tax foreclosure to the Land Bank. Those properties that are taken by the Land Bank are processed through the Land Bank, typically for demolition.

It is anticipated the Sandhill Trailer Park will be completely shut down by July 31st and the site cleared later this year. At this time the Land Bank is working with an eviction attorney to remove those individual left at the park as well as other properties the Land Bank is taking from the County who still have people living in them. The Land Bank is working with the Town of Arcadia to determine the best long-term use of this site.

Mr. Humbert reported the County's application for Brownfields funding was ranked the highest in the country.

The following transmittals were presented for the County Attorney's Office:

---Authorization to repair a County ALS vehicle that hit a deer for a cost of \$11,021. Mr. Connors noted three quotes for this work were obtained, with the lowest responsibility bidder being selected. Approved 5-0.

Mrs. Bender made a motion the Committee enter into executive session with Mr. Connors, Mr. House and Mr. Sams present to discuss pending litigation at 11:19 a.m. Mr. Robusto second. The regular meeting resumed at 12:20 p.m.

The following transmittals were presented:

--Authorization to create and fill the position of Deputy Director of Disaster Preparedness and amend the County budget. Approved 5-0.

--Authorization to negotiate settlements on two Human Rights claims for limits agreed to by the Committee. Approved 5-0.

--Authorization to negotiate a settlement claim for \$50,000. Approved 5-0.

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The meeting adjourned at 12:22 p.m. The next meeting of the Finance Committee is scheduled for July 12th at 9:90 a.m. in the County's 16 William Street 1st floor conference room.