

MINUTES

FINANCE COMMITTEE

Tuesday, July 11, 2022 9:00 a.m.

Present: Supervisors Leonard, Bender, Groat, Robusto, VanLaeken and Eygnor, County Administrator Rick House, Fiscal Assistant Brian Sams, Director of Information Technology Matt Ury, County Auditor Kristen Scott, Real Property Tax Director Karen Ambroz, Purchasing Agent Kaleigh Flynn and Treasurer Patrick Schmitt.

Minutes from the June 14th Committee meeting were approved as written.

The following transmittals were referred to the Finance Committee:

--Authorization for the Sheriff's Office to accept a 2020 State Criminal Alien Assistance Program Grant in the amount of \$20,600, amend the budget and expend funds for the purchase of equipment for the County Jail. Approved 5-0.

--Authorization to amend the Sheriff's budget and purchase one desk each for the Jail Facility and Road Patrol. Approved 5-0.

--Authorization for the Emergency Services Department to accept 2020 Public Safety Answering Point Grant funds in the amount of \$196,040 to be used for the purchase of 911 recording equipment and additional central storage. Approved 5-0.

--Authorization to declare Finger Lakes Communications as a single source contractor for maintenance, service, equipment replacement, and upgrades to the public safety radio system infrastructure. Approved 5-0.

--Authorization for the Chairman of the Board to sign a contract with Fitch and Associates for project implementation services in the amount of \$12,500 monthly, plus travel not to exceed \$59,010 over the length of the two-year project. Approved 5-0.

--Authorization to declare three vehicles in the Public Works Department surplus and sell through auction or municipal sale. Approved 5-0.

--Authorization to amend the Highway budget and purchase vehicle inspection equipment costing \$2,324. Approved 5-0.

--Authorization to sell one-tenth of an acre of surplus County property to an adjacent landowner in the Town of Arcadia. Approved 5-0.

--Authorization to abolish the position of Account Clerk, create and fill the position of Senior Account Clerk in the Public Works Department. Approved 5-0.

PAGE 2

--Authorization for the Chairman of the Board to sign a three-year contract with TK Elevator for elevator maintenance, inspection and repair service for a price not to exceed \$15,912. Approved 5-0.

--Authorization to amend the budget and for the Chairman of the Board to sign an agreement with Bellows Construction Specialties LLC for the provision of repairs to plaster in the Wayne County Court House Board of Supervisors Chambers for a cost of \$363,780. Approved 5-0.

--Authorization to create the position of full-time Account Clerk in the Tourism Department and abolish the positions of part-time Outdoor Recreation Coordinator and part-time Account Clerk as of January 1st 2023. Approved 5-0.

--Authorization for the Tourism Department to accept the bid for 2022 Visitor Guide printing and authorization for the Chairman of the Board to sign a contract with Eastwood Litho Inc. for printing 35,000 Visitor Guides for a price of \$19,583. Approved 5-0.

--Authorization to amend the Economic Development/Planning Department budget and refund the Brownfield Assessment Account \$464,153. Remaining funding will be used for prioritizing sites, conducting community involvement activities, conducting site assessments and developing clean-up plans. Approved 5-0.

--Authorization for the Economic Development/Planning Department to release Requests for Proposals for procuring services of a Brownfield consultant for State and Federal grant programs and authorization for the Chairman of the Board to sign necessary agreements related to this request. Approved 5-0.

--Authorization to release a competitive bid for the purchase of historical markers for the upcoming County bicentennial. Approved 5-0.

--Authorization to purchase audiovisual equipment for the Board of Supervisors Conference room for a price of \$6,000. Approved 5-0.

--Authorization for the Chairman of the Board to sign a memorandum of agreement between the County, employee unions, and managerial and confidential employees to change the standard work week for employees currently working 35 hours to 37.5 hours. Approved 5-0.

--Authorization to rescind Board Resolution No. 277-22 the adoption of management and confidential position wages and salaries for 2023. The amendment reflects a change in the 35-hour work week to 37.5 hours. Approved 5-0.

--Authorization to adopt a managerial confidential position pay grade for the Deputy Health Services Comptroller. Approved 5-0.

PAGE 3

--Authorization to allow out-of-title pay for a Registered Nurse Supervisor at the Nursing Home who is currently filling in as the Director of Nursing. Approved 5-0.

--Authorization for the Chairman of the Board to sign a contract between the Public Health Department and Katharine Coleman for the provision of related services to the Preschool Children with Physically Handicapping Conditions Program. Approved 5-0.

--Authorization to amend Public Health ELC COVID-19 Reopening Schools budget to include an additional allocation of funds and extend the contract period for school districts to utilize them. Approved 5-0.

--Authorization for the Chairman of the Board to sign a contract between the Public Health Department and Wayne-Finger Lakes BOCES for the provision of transportation services for the County's Early Intervention and Preschool Children with Physically Handicapped Conditions Program for a cost not to exceed \$1,340,000. Approved 5-0.

--Authorization to award the bid and for the Chairman of the Board to sign the contract for transportation of Preschool Age Children with Physically Handicapping Conditions between the Public Health Department and Transpo Bus Services LLC for a proposed cost of \$475,000. Approved 5-0

--Authorization to create the position of Secretary 1 and abolish the position of Senior Typist in the Department of Social Services. Approved 5-0.

--Authorization to sign a three-year contract between the Aging and Youth Department and Mon Ani, Inc. for the provision of case management database platform support for an annual cost of \$7,500. Approved 5-0.

Mr. House reviewed a transmittal requesting authorization to ratify a five-year Sheriff's Teamsters Corrections Unit contract. He review details of the contract that includes a 2.5% salary increase. Approved 5-0.

Mr. House presented a transmittal requesting authorization for County Departments to rent booths at the Wayne County Fair; each booth cost \$240. This will allow various County Departments to have a presence at the Fair. Mr. Groat voiced his objection to the County making their annual appropriation to the Union Ag. Society for over \$5,000 that is utilized to pay for awards given at the Fair to 4-H participants. He questioned why this group was receiving funding, and not others in the County who are deserving of the funds. Mr. Groat stated he did not object to County Departments renting booth space at the Fair. Mr. Sams noted the County has several small agencies that receive a County appropriation, the Union Ag. Society is one. He sends each County Department Head and outside agencies a letter requesting details for their budget for the coming year. Some of the small agencies never responded; however, still receive their appropriation. After a short discussion, it was agreed a letter would be composed to all outside

PAGE 4

agencies that receive County funding stating if they do not respond to the request for County funding, they will not receive it. Approved 4-0, Mrs. Bender abstained from the vote, as her husband sits on the Union Ag. Board of Directors.

The monthly activities report for the Information Technology Office was distributed with the agenda. During June the Department received 515 requests through the Help Desk and installed 22 new computers. Summer workers are installing computers and assisting with other Department tasks. Plans are underway to restructure the IT Department to improve efficiency and security. Work on the Department's cyber security project utilizing American Rescue Plan Act (ARPA) funded is underway; the project will be complete in 2023. Equipment for the project is being received in a timely manner; delivery delays will dictate this and the server storage project schedule. The server storage project will begin toward the end of the year; another project paid for with ARPA funding.

The monthly report for the Real Property Tax Office was included with the agenda. Final assessment rolls were printed and available by July 1st for assessors; a copy of this information is available on the County's website. There were 27 properties involve in the County tax foreclosure auction, all parcels sold. Final payment from bidders is due by July 27th. The auction went well, there was a glitch in the computer system for a short time during the auction; however, the auction company has made contact with all individuals involved to work out any issues that occurred during this time. All deposits were collected from vendor yesterday. Ms. Ambroz estimates \$1.2 million was earned from the sale of the 27 properties. Mr. Robusto noted the apparent success of performing the tax foreclosure sale on line. The Department's 2023 budget was submitted to administration last week. Major increases were in building maintenance and repairs. During June staff processed 318 transfers of property.

Ms. Ambroz said she has been working with Ms. Flynn, IT staff and Supervisor Leonard on tax bill outsourcing and the 'standards' that will be established for tax bill processing. Committee members were updated on these discussions. Another meeting is scheduled for next week with tax collectors/clerks.

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

--Authorization to accept bids for certain real property parcels in the Towns of Williamson and Butler. These properties were offered to adjoining land owners, as they are small parcels. Approved 5-0.

--Authorization to accept bids through the real property auction sale. The price for parcels sold was reviewed. Approved 5-0.

Supervisors were provided a copy of the tax bill processing time line that was distributed to all collectors/town clerks. Ms. Ambroz noted the biggest contention of tax collectors was having their tax bills sealed and mailed by a vendor, as tax collectors are responsible to verify what is in their tax bill envelope. After review, it was agreed no tax bills would be sealed or mailed by the

vendor. It was also agreed no special requests will be accepted when tax collectors/town clerks are submitting their bills; all will follow the same process. This will mean County tax bills will not include any additional paperwork inside. Ms. Ambroz stated it is more time consuming not to seal the tax bills; this will be reflecting in a higher cost. Outsourcing the printing of municipal tax bills will save the County's IT Department time in materials and labor. If school districts or villages want to piggyback off the County bid, they can do so by contracting with the vendor directly; the County will no longer be offering the service of printing tax bills.

Ms. Scott presented her Department's monthly activities report. Since the last meeting she audited 1,609 vouchers; of this number five were denied payment. Ms. Scott noted the Department's Account Clerk is out until the beginning of August on medical leave, she is doing her best to keep up with the Department's workload, as she is now performing all Office functions alone.

Ms. Scott told Supervisors she continues to work with the outside vendor on the County's Business Associate Audit and is meeting weekly with Nursing Home Administration to discuss Medicaid reimbursement issues. She stated external auditors have been made aware of the billing issue at the Nursing Home during December 2021 and January 2022. The Nursing Home requested the State Department of Health review their resubmission of bills from these two months and pay the Facility. Ms. Scott said she does not expect the Nursing Home to receive the \$1.2 million in Medicaid funding from those two months. If the State provides any acknowledgment to counties when they receive Medicaid reimbursement vouchers was questioned, and if not, should they be requested to. Ms. Scott said she could look onto the Department of Health's system for receipt of Medicaid billing if asked.

Ms. Scott presented a transmittal requesting authorization to increase the contract amount for consulting services in relation to the implementation of Governmental Accounting Standards Board (GASB) #87. The original contract included \$10,000; however, it was determined this amount needs to be increased to \$25,000 due to the amount of work required for this audit. Ms. Scott said the County leases more properties than she was aware of and each lease needs to be reviewed during the audit. Some information on County leases is in place, while other leases are extremely old and some paperwork cannot be located. This audit needs to be concluded by the end of this year. Approved 5-0.

The Committee was updated on the internal annual audit performed on the STOP-DWI Program at the request of the Sheriff. Following the audit, it was recommended: 1) The general ledger for the STOP-DWI Program be reviewed periodically to ensure all budgeted funds are expensed appropriately. 2) The STOP-DWI Program continue to work with the Purchasing Department to make sure competitive procurement policies are followed for toxicology services and the educational component of the Program. 3) The Program Coordinator should discuss with the County's Public Safety Committee the failure of the Council on Alcoholism to fulfill each of their contractual obligations to the program. 4) Have the Committee determine whether the Stop-DWI Program should seek reimbursement from this vendor for unfulfilled services.

Supervisors Robusto left the meeting at 10:05 a.m.

Mr. Sams updated the County on the 2023 budget. Department entries were due last Friday; about 80% of all budgets have been entered. The remainder will be entered this week. He noted the County's 2022 budget included \$8.7 million in ARPA funding; the 2023 budget will not have these funds. Salaries in budgets do not reflect the change in employee work hours from 35 to 37.5 hours a week; Mr. Sams said he was waiting until the request to take this action was approved by the Board before placing the change in the 2023 budget. He noted the large cost reduction in State retirement. Sales tax revenue in 2023 is currently budgeted at \$40 million; Mr. Sams may adjust this figure depending on the next sales tax report. Department Heads will meet with Mr. Sams and Mr. House during August to review their budgets; they will be presented to Standing Committees in September. Supervisors will need to make a decision if any County fund balance will be used against the budget.

Mr. Schmitt reviewed his monthly activities report that was distributed with the agenda. The Treasurer's Office and County Attorney's Office have been working to pursue legal action to collect remaining payroll funds that were not paid back by employees. The process of tax foreclosure has begun for 2021 unpaid taxes. Mr. Schmitt signed Judgement of Foreclosures for the County on May 23rd and property deeds on June 1st for the recent property sales tax foreclosure auction. The Land Bank will receive approximately \$900,000 from the sale, as \$273,298 in taxes were written off properties that were auctioned. The State Department of Environmental Conservation has been requested, more than once, to provide the County with costs estimates to clean up certain properties they would like to sell. If there is a cost for the clean-up, the Land Bank will pay the expense as they received the revenue from the tax foreclosure sale. Mr. Schmitt questioned if Supervisors would want to have a future discussion regarding the appropriation of tax foreclosure sale revenue.

Mr. Schmitt presented a transmittal requesting authorization to create two Finance Clerk positions and abolish two Account Clerk position in his Office. The cost difference will be \$1,095 for the remainder of 2022. Mr. Schmitt said this request is being made now that there are two vacant Account Clerk positions in the Office. After review of the positions and job duties it was determined the title of Finance Clerk fit the positions best. Approved 5-0.

Mr. Schmitt updated the Committee on interest rates on County accounts; they are increasing.

Mr. Groat made a motion the Committee enter into Executive Session at 10:21 a.m. with Mr. House, Mr. Connors, Mr. Sams and Mr. Schmitt present, Mr. VanLaeken second. The regular meeting resumed at 10:42 a.m.

Mr. Schmitt presented a transmittal requesting authorization to transfer a property title from the County to the previous owner. Approved 5-0.

The meeting adjourned at 10:44 a.m. The next meeting of the Finance Committee is scheduled for Thursday, August 4th at 9:00 a.m.