

MINUTES

FINANCE COMMITTEE

Tuesday, October 10, 2023 9:00 a.m.

Present: Supervisors Leonard, Bender, Groat, Robusto, VanLaeken, Johnson and Eygnor, County Administrator Rick House, Fiscal Assistant Brian Sams, Auditor Kristen Scott, Information Technology Director Matt Ury, Purchasing Director Christopher O'Connor, Real Property Tax Director Karen Ambroz, Land Bank Director Mark Humbert, Deputy Land Bank Director Kaleigh Flynn, County Treasurer Patrick Schmitt, Sheriff Rob Milby, Undersheriff Tammy Ryndock and Deputy Superintendent of Public Works Scott Kolczynski.

Minutes from the September 12th and 25th Committee meetings were approved as written.

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 International Data Base Corp. DBA BidNet for the provision of additional modules to post, accept, and evaluate RFPs and RFQs in an electronic format for a cost of \$92,134. Approved 5-0.

--Authorization to amend the Social Service budget with a \$700,000 appropriation from the General Fund to cover unanticipated Medicaid costs. Approved 5-0.

--Authorization for the Chairman of the Board to sign an agreement between the Department of Social Services and Wayne County Public Health for the provision of nursing assessments at a charge back cost of \$25,000. Approved 5-0.

--Authorization for the Chairman of the Board to sign a contract between the Department of Social Services and Northwoods for the provision of hardware and software technology to improve Department efficiencies for a cost of \$465,000. Approved 5-0.

--Authorization to amend the budget and to accept Public Health Infrastructure funding of \$129,427 annually for five years. Approved 5-0.

--Authorization to release Request for Proposals for the provision of accounting services related to Article 8 State Aid Application and quarterly claims for the Public Health Department. Approved 5-0.

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

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--Authorization for the Public Health Department to add a user license for ICLAIM System Corp. for a cost of \$1,275 a month. Approved 5-0.

--Authorization for the Chairman of the Board to sign a contract between the Nursing Home and Bonadio & Co. for assistance with the Office of Medicaid Inspector General audit for a cost of \$19,000. Approved 5-0.

--Authorization for the Chairman of the Board to sign a provider agreement between the Nursing Home and Independent Health to be utilized as a managed Medicare insurance plan. Approved 5-0.

--Authorization for the Chairman of the Board to sign an agreement renewal between the Nursing Home and Simple LTC. Approved 5-0.

--Authorization for the Chairman of the Board to sign a contract renewal between the Nursing Home and Rochester Regional Health for the provision of Medical Director Services. Approved 5-0.

--Authorization for the Chairman of the Board to sign a renewal agreement between the Nursing Home and Michael Adsit for the provision of dental services. Approved 5-0.

--Authorization for the Chairman of the Board to sign a contract between the Nursing Home and Maria Gigliotti for the provision of social work services. Approved 5-0.

--Authorization for the Chairman of the Board to sign an application between the Nursing Home and the NYS Department of Health requesting the Facility be approved as a Nursing Home Medicaid transportation provider. Approved 5-0.

--Authorization to amend Board Resolution #293-23 in relation to establishing pay rates for Election Poll Workers from an hourly rate to \$320 a day and Chairs/Co-Chairs to \$400 per day. Approved 5-0.

--Authorization to set the date for a public hearing on the County's eight-year review of Certified Agricultural District #1 and approve the review the County's Ag. District schedule. Approved 5-0.

--Authorization to set a date for a public hearing on proposed local use of a short Environmental Assessment Form for agricultural district review and modification. Approved 5-0.

--Authorization for the Economic Development/Planning Department to accept Federal Environmental Protection Act Brownfield Coalition Assessment Grant funding of \$1 million. Approved 5-0.

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--Authorization for the Chairman of the Board to sign a proposal for additional design services between the Public Works Department and Bergmann related to the Savannah Highway Patrol Barn Replacement Project for a price of \$13,900. Approved 5-0.

--Authorization for the Chairman of the Board to sign an agreement between the Public Works Department and LaBella Associates for architectural and engineering services for the construction of two additional ambulance bases for the Countywide EMS service. Approved 5-0.

--Authorization to declare four vehicles in the Public Works Department surplus and dispose of through public auction. Approved 5-0.

--Authorization to amend the 2023 Central Garage budget and increase revenues and appropriations by \$56,000 to cover unforeseen costs of materials and supplies. Approved 5-0.

--Authorization to close out completed highway construction projects and amend the Highway budget. Approved 5-0.

--Authorization to extend the contract term between the Public Works Department and BME Associates. Approved 5-0.

--Authorization for the Chairman of the Board to sign an agreement between the Public Works Department and the Army Corps of Engineers for temporary use of Sodus Point Park as a staging area for a Breakwater Repair Project. Approved 5-0.

--Authorization to adopt a new coroner's fee schedule for body removal and transportation services and authorization for the Chairman of the Board to sign a contract with Wayne County funeral homes and surrounding counties with the new fee schedule. Approved 5-0.

--Authorization for the Chairman of the Board to sign a contract between the Coroner's Office and William Dean, MD, for the provision of pathologist services during 2024. Approved 5-0.

--Authorization for the Chairman of the Board to sign a contract between the Coroner's Office and Paul Harkness for diener services at a rate of \$125 per body during 2024. Approved 5-0.

--Authorization for the Chairman of the Board to sign a contract extension between the Public Defender's Office and the New York State Office of Indigent Legal Services to allow contract funds to be expended through December 2024. Approved 5-0.

--Authorization to accept Emergency Management Performance Grant funding of \$37,134. Funds will be used to offset salaries within the Emergency Management Department in the 2024 budget. Approved 5-0.

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--Authorization for the Emergency Management Services Department to accept \$145,106 in NY State Homeland Security Grant funds. Approved 5-0.

--Authorization to create and fill one temporary full-time Radiological/Hazmat Officer position in the Emergency Management Services Department. Approved 5-0.

--Authorization for the Chairman of the Board to sign a contract between the Emergency Management Services Department and BoldPlanning for Continuity Of Operations Planning (COOP) refresher workshops for a price of \$6,563. Approved 5-0.

--Authorization for the Chairman of the Board to sign a three-year maintenance agreement between the Emergency Management Services Department and Sophos Cyber Security for \$27,047. Approved 5-0.

--Authorization for the Chairman of the Board to sign an agreement addendum between the Emergency Management Services Department and Flex Financial in relation to the lease of equipment for Wayne County EMS ambulances. Approved 5-0.

--Authorization to purchase land in the Town of Walworth to be the site to construct a Wayne County Emergency Medical Services base of operations. Approved 5-0.

--Authorization to purchase land in the Town of Rose to be the site to construct a Wayne County Emergency Medical Services base of operations. Approved 5-0.

Mr. Humbert updated the Committee on Land Bank activities. Official deeds were transferred from County tax foreclosure deeds to the Land Bank. Some properties are being prepared for demolition, while other are being offered for sale. He is working with Mr. Schmitt and Ms. Scott on suggestions made in the County's external audit regarding the Land Bank.

The monthly activities report for the Information Technology Department was included with the agenda. Staff are developing a time and attendance program for the Nursing, expanding the County's security platform, and shift schedule for the Sheriff/911. The Department converted the County Clerk's Records Management database to Laserfische, authenticated multifactors for financial users, and replaced 2014 switches.

Mr. Ury noted a great deal of staff time was spent auditing security systems. The Department now has a Cyber Security position that will assist in making sure all aspect of electronic data in the County are secure. Department administration is in the process of reviewing existing job titles to make sure they match the duties performed by the employee. Many of the dated job titles no longer describe the functions of the position.

Ms. Scott reported her Office audited 1,850 invoices since the last meeting, 19 were not paid for various reasons. Staff continue to work on the Business Associate Audit; success is dependent

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on vendor cooperation. The Office received the contract amendment from SODEXO, food, maintenance and cleaning contractor for the Nursing Home. The new contract is more descriptive of actual services performed by the agency and is anticipated to save the Nursing Home \$60,000 for the remainder of 2023.

The monthly activities report for the Purchasing Office was presented with the agenda. Since the last meeting staff issued 52 purchase orders, created 48 vendor accounts and modified 569 vendor accounts. Two request for applications and one request for proposals were issued and three request for proposals were opened/extended. The reported listed current projects and competitive solicitations. The Office is very busy dealing with year-end contract renewals.

The monthly report for Real Property Tax was included with the agenda. There were 197 transfers of real property during September. Corrections to erroneously omitted exemptions on tax bills are being addressed; these were most notably found when school tax bills were released. Sodus was the only school district not to use ABS for the printing of their school tax bills; they have not used the County in the past.

Ms. Ambroz reported the AutoCAD Conversion Project is moving slower than anticipated. Information received from the pilot Town of Sodus has been returned from the vendor and Tax Map Technicians are trying to make appropriate edits. The GIS Department continues to work on getting the Enterprise Program functioning so both Tax Map Technicians in the Department can edit maps at the same time. Monthly meetings take place between County staff and VHB, the project contractor.

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

--Authorization to share defense costs for real property tax assessment review proceedings with the Town of Macedon and the Palmyra-Macedon School District on the CVS property on Route 31 and Speedway on Main Street both in Macedon. The Town and School are awaiting official approval from their respective Boards to participate in the proceedings. Approved 5-0.

--Authorization for the Chairman of the Board to sign a contract with Collar City Auctions for auctioneer services. The agreement allows for contract renewal extensions. Approved 5-0.

--Authorization to accept sealed bids and for the Chairman of the Board to sign a quitclaim deed for a County owned property in the Town of Williamson. Ms. Ambroz said she was pleased with the \$75,000 bid. The Treasurer's Office will hold deposit checks received from all three bidders until the sale is complete. Approved 5-0.

The monthly report for the Treasurer's Office was presented with the agenda. The State moratorium on the Tyler v. Hennepin County Supreme Court Case has not been signed by the

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Governor. The County will following the same process in foreclosing on 2022 tax liens, unless the State says otherwise. As of October 2nd there were 526 parcels on the 2022 tax foreclosure list. The first notice of tax foreclosure was sent to all property owners, lien holders and anyone with a financial interest in the property; over 1,000 letters were mailed.

Mr. Schmitt noted the County received over \$1 million in Opioid Settlement Funds; nothing has been spent to date. REDI contracts are starting to be approved and claims submitted; Mr. Schmitt anticipates reimbursements to come to the County in the next few months. Twelve pallets of historical files were relocated from the basement of the Treasurers Building to the County Clerk's Building for scanning.

Mr. Schmitt noted interest income is again exceeding projected revenue.

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

--Authorization to set a date for a Public Hearing on a proposed amendment to Local Law #2-95 which provides for the installment payment of eligible delinquent real property taxes. The change is under Section 6, Installment Agreement Provisions (c) which now will read, "A required minimum initial down payment, which shall be 10% of the eligible delinquent taxes but not exceed 25% of the eligible delinquent taxes...." Approved 5-0.

--Authorization to amend the Treasurer's budget and increase the Title Search Fees line by \$24,750. Mr. Schmitt said there were more parcels in need of title searches this year and the \$110,000 budget did not cover the cost. A transfer will be made from the Interest Earnings account. Approved 5-0.

--Authorization to approved advertising fees for delinquent taxes for calendar years 2024, 2025 and 2026. This will allow the Treasurer to publicly advertise delinquent tax liens every years in County's legal newspapers and charge back the cost to the property owner for doing so. Approved 5-0.

--Authorization to adopt a policy to require all new County vendors receive e-payments starting in 2024 and to transition vendors to e-payments by the end of 2026. Mr. Schmitt noted the cost involved in issuing checks and the potential for fraudulent activity from paper check. This will allow for more accurate and timely payment for goods and services received by the County. Approved 5-0.

Mr. Sams presented the following transmittals:

--Authorization to set the date for a Public Hearing on the 2024 County Tentative budget. Approved 5-0.

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--Authorization to amend the budget and expend funds for the purchase and implementation of the TAP App fourDscope for the Sheriff's Office for a price of \$115, 000. Grant funds will be used to pay the cost. The program will be used to improve security at schools. Approved 5-0.

Mr. Sams updated members on the 2024 County budget. Standing Committees have met and reviewed all Department and outside agency appropriations. Total appropriations in the recommended 2024 budget are \$213 million, up 6.4% from this year. Revenues are up 5.6% in the budget and the tax levy is \$42 million. \$4.1 million of fund balance will be placed against the budget and \$1 million from the building renovation reserve project account will be placed in the budget to pay for roof replacement at the Hall of Justice. Personal services are up 8.7% in the budget, equipment up 30%, contractual expenses up 2.5%, benefits up 8% and Medicaid up 17.5%. The budget reflects additional personnel and equipment for the Countywide EMS ambulance service. The tax rate will drop to \$5.56/\$1,000 of assessed value. The County will start the new year with 1,145 full and part-time employees.

Mr. Sams updated the Committee on the current financial status of the County. Through September, the County received \$30.5 million in sales tax revenue, 21% over budget. There was \$87.5 million in the fund balance at the beginning of 2023; \$11 million was appropriated from that account during the year.

Mr. Sams reviewed reserve accounts: There are \$3 million in retirement reserves, \$1.2 million in non-motorized equipment reserves and \$5.5 million in building alteration reserves. Some funds were taken from the non-motorized equipment reserve in 2023 for the purchase of election equipment.

Mr. Kolczynski presented a transmittal requesting authorization to award the bid for the Wayne County Jail Annex Repurposing Project to Shumaker Construction for a price of \$298,000. The request was brought before the Public Works Committee where Mr. Kolczynski said he would review pricing with the vendor, since the bid was substantially lower than other bids received. Mr. Kolczynski said after discussions with the company owner, he believes they can perform the job for the price quoted. Approved 5-0.

Mr. Robusto made a motion the Committee enter into executive session at 9:46 a.m. with the Mr. House, County Attorney, Sheriff, Under Sheriff, County Auditor and County Treasurer present to discuss contracts, litigation and personnel, Mrs. Bender second. The meeting adjourned at 10:26 a.m.