

## MINUTES

### FINANCE COMMITTEE

**Tuesday, October 12, 2021 8:30 a.m.**

Present: Supervisors Leonard, Bender, Groat, Robusto, VanLaeken, Emmel and Miller, County Administrator Rick House, Fiscal Assistants Ken Blake and Brian Sams, Information Technology Director Matt Ury, Auditor Kristen Scott, Real Property Tax Director Karen Ambroz, Land Bank Director Mark Humbert and Treasurer Patrick Schmitt.

Minutes from the September 14<sup>th</sup> and 23<sup>rd</sup> Committee meetings were approved as written.

The Committee addressed the following pass-thru transmittals:

--Authorization for the Chairman of the Board to sign an agreement between the Department of Social Services and the House of the Good Shepard for the placement of children in child caring institutions for a price not to exceed \$275,000. Approved 5-0.

--Authorization for the Chairman of the Board to sign an agreement between the Department of Social Services and Wayne Behavioral Health Network for the provision of assessment of youth to be conducted by an approved Qualified Individual to determine appropriateness of placements in a qualified residential treatment program for an amount not to exceed \$25,000. Approved 5-0.

--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 non-residential domestic violence services for a price not to exceed \$25,000. Approved 5-0.

--Authorization for the Department of Social Services to accept \$24,781 in additional funding from the Finger Lakes Workforce Investment Board for Title 1 Youth Funding and authorization for the Chairman of the Board to sign an amended agreement for receipt of these funds. Approved 5-0.

--Authorization for the Chairman of the Board to sign a contract between the Department of Social Services and the Child Care Council, Inc. for the provision of services required to register and inspect child day care programs for a price not to exceed \$120,149. Approved 5-0.

--Authorization for the Chairman of the Board to sign an emergency contract for dialysis transportation for seniors between the Department of Aging and Youth and Dependable Medical Transportation. Approved 5-0.

--Authorization for the Chairman of the Board to sign an emergency contract between the Department of Aging and Youth and K&L Medical Transportation for the transportation of seniors for dialysis services in Geneva. Approved 5-0.

## PAGE 2

--Authorization for the Chairman of the Board to sign an emergency contract between the Department of Aging and Youth and Jet Karriers for the transportation of seniors for dialysis services in Geneva. Approved 5-0.

--Authorization for the Chairman of the Board to sign an agreement between the Nursing Home and P&NP Computer Services for the annual license agreement at a cost of \$2,038. Approved 5-0.

--Authorization for the Chairman of the Board to sign a contract between the Nursing Home and Northeast Medical repair for the provision of oxygen services. Approved 5-0.

--Authorization to award a contract to Laney Johnson to perform school COVID 19 testing coordination services for the Public Health Department for a cost of \$30 an hour. Approved 5-0.

--Authorization for the Board of Supervisors to enter into collective bargaining with the Teamsters Union. Approved 5-0.

--Authorization for the Chairman of the Board to sign a five-year renewal lease between the Economic Development/Planning Department and Ontario Midland Railroad Corporation for continued operation on County owned railroad lines. Approved 5-0.

--Authorization for the Chairman of the Board to sign a renewal trail license agreement between the Economic Development/Planning Department and Rochester Gas and Electric Corporation for use of RG&E property between the Villages of Wolcott and Red Creek as a multi-use trail. Approved 5-0.

--Authorization to close completed 2021 highway construction projects and amend the Public Works budget to allow project balances to transfer to other projects. Approved 5-0.

--Authorization for the Chairman of the Board to sign snow and ice removal contracts with towns for the 2022 season for a cost of \$1.95 million. Approved 5-0.

--Authorization to advertise for sealed bids for the Crescent Beach REDI (Resiliency and Economic Development Initiative) Project. Approved 5-0.

--Authorization to set the hourly rate for mechanical work in Central Garage for County vehicles at \$50 an hour and non-County vehicles at \$61 an hour. Approved 5-0.

--Authorization to award three-year term contracts for construction administration services to Watchdog Building Partners and C&S Engineers, Inc. Approved 5-0.

--Authorization to establish a single source vendor for Public Works and authorization for the Chairman of the Board to sign a three-year contract between the Public Works Department and FingerLakes Security System. Approved 5-0.

**PAGE 3**

--Authorization for the Chairman of the Board to sign an affiliation agreement between the Public Defender's Office and Keuka College for the provision of student social work internships. Approved 5-0.

--Authorization for the Chairman of the Board to sign an affiliation agreement between the Public Defender's Office and Nazareth College for the provision of student social work internships. Approved 5-0.

--Authorization to for the Emergency Management Services Department to accept 2021 State Homeland Security Program grant funds for \$43,829 and amend the budget. Approved 5-0.

--Authorization for the Sheriff's Office to accept a Shore Station Hydraulic Boat Hoist and associated hardware from the US Coast Guard for the Sheriff's Office Sodus Point sub-station. Approved 5-0.

The monthly report for the County Auditor was reviewed. Staff audited 1,641 invoices since the last meeting, made five payment denials, and altered 16 invoices prior to payment. Ms. Scott reported the business Associate Audit, required by the Compliance Office, is underway. A sample of vendors the County potentially shares public health information with are involved in the audit. The County's Travel Policy was reviewed and revised to formalize current procedures and implement recommendations from the State Comptroller. The Office addressed a notice from the IRS regarding the need to have certain information submitted by vendors prior to issuing any additional payments. The report included a list of meetings Ms. Scott attended during the month.

Ms. Scott presented a transmittal requesting authorization to adopt a new Wayne County Travel Policy. This document would superseded the 2018 County Travel Policy. Ms. Scott said the updated policy was reviewed by the County Administrator and County Attorney. Approved 5-0.

The monthly report for the Information Technology Department was included with the agenda. Department received 421 support tickets during the month, installed nine computers and made multiple computer upgrades. Work continued on enhancements to the security system and on the telephone project. Earlier this month a request was made to the Federal Government to acquire the [waynecountyny.gov](http://waynecountyny.gov) website. Work is underway on a countywide camera system software upgrade. The mandated cyber security report was submitted to the Board of Elections; IT is awaiting State reimbursement for the cost of this project.

The monthly activities report for the Real Property Tax Office was distributed with the agenda. The report included a list of meetings attended by Mrs. Ambroz; she will be participating in the Real Property Tax Director's Conference on October 19<sup>th</sup> and unavailable to attend the County Board meeting. If needed, she will be in her office, as the conference will be conducted electronically. The Department received several correction requests to school tax bills. Some fire departments have paid the Department to prepare mailing labels or provide mailing list. The mapping department continues to be staffed by one employee; the employee who has been out

**PAGE 4**

on an extended leave may be returning next week. There were 280 transfers of property during September; this number does not include several splits/mergers of property. Split/merge data was supplied to the Economic Development/Planning Department, to the Soil and Water Conservation District and municipal assessors for agricultural map information. Staff spent many hours mapping a new lighting district in the Town of Walworth.

Mrs. Ambroz presented a transmittal requesting authorization to share defense costs for real property tax assessment review proceedings with the Town of Macedon and the Palmyra-Macedon Central School district in relation to five commercial properties. Approved 5-0.

Mrs. Ambroz informed the Committee one parcel from the County's tax foreclosure auction was not picked up. The winning bidder is no longer interested in the property and did not make their deposit. The second highest bidder stated they are not interested in the parcel. Mrs. Ambroz questioned how the Committee would like the parcel to be disposed of. Committee members requested the County Attorney be asked to review this issue. Mrs. Ambroz noted the parcel can only be disposed of through Board resolution.

The Committee was updated on the County budget. Mr. Sams said standing committees reviewed all Department and Agency budgets, all were previously reviewed by Administration; very few changes were made from proposals. Later today, a meeting will be held to discuss what reserve accounts will be established in the 2022 budget. Mr. Blake said a final review of the State's tax cap will take place to make certain the 2022 budget is under the cap. The County tax rate in the 2022 budget is down to \$7.18/\$1,000 of assessed value; this is largely due to the increase in overall County assessed value to \$6.1 billion. Mr. Blake noted every \$1 million in the County budget reflects 16 cents on the tax rate.

Mr. Sams presented the following transmittals:

--Authorization to set a date for a Public Hearing on the County's 2022 tentative budget. The date will be Tuesday, December 7<sup>th</sup> at 7:10 p.m. Approved 5-0.

--Authorization to amend the County Administrator's budget to pay \$1,875 for National Association of Counties annual dues. Money will come from the County's Contingency fund. The County has not been a member of this organization in the past. Mr. House reviewed the advantages of membership. Approved 5-0.

Mr. Humbert reported the Land Bank has been very busy with new projects. Discussions are taking place with DEC as needed for demolition projects. Interested parties contacted the Office regarding a couple of the properties the Land Bank intended to demolish. The Land Bank would not incur the high demolition costs and municipalities would make money if the properties were placed back on the tax roll. He will keep the Committee updated.

Mr. House thanked Mr. Humbert for the cooperation the Land Bank gave in the development of a Child Advocacy Center in Lyons; this was a much needed facility in the County. The partnership

## PAGE 5

between the Land Bank, a private property owner, and the Department of Social Services worked out very well. Mr. Humbert noted there have been initial conversations with the Commissioner of Social Services regarding dedicated housing for the homeless. He will also keep the Committee updated on this issue.

Mr. Schmitt reviewed the monthly activities report for the Treasurer's Office. As of September 29<sup>th</sup> there were 452 parcels on the County's tax foreclosure list. Fifty-nine new contracts were started during September for unpaid taxes to help individuals avoid tax foreclosure. Both single and DOT audits were completed and filed. The State's Property Tax Foreclosure Moratorium was extended to January 15<sup>th</sup> 2022. The Treasurer's Office will wait until that date to send out legal notices to individuals whose properties will be going through the tax foreclosure process. All individuals currently on the County's tax foreclosure list received the paperwork to declare a COVID financial hardship, if they believe they qualify.

Mr. Schmitt presented the following transmittals:

--Authorization to amend the three-year contract with Three+One Advisors for liquidity monitoring and treasury analysis service. This vendor is requesting a 2% increase in their annual fee. They have charged the County \$30,000 a year for the past six years. Mr. Schmitt reviewed the financial benefit they are to the County. Approved 5-0.

--Authorization to accept the Treasurer's accounting of the annual property tax foreclosure auction and authorize the transfer of net proceeds to the Wayne County Regional Land Bank Corporation of nearly \$975,000. In 2018, when the Land Bank was formed, it was agreed the proceeds of the County Tax Foreclosure Auction would go into their operation. Approved 5-0.

--Authorization to transfer a property title from the County to the previous owner. Mr. Schmitt stated a homeowner, whose property was going through the foreclosure process, file litigation against the County. It was determined to be in the County's best interest to settle the dispute without participating in litigation. Approved 5-0.

Mr. Groat made a request members enter into executive session at 9:10 a.m. to discuss a litigation issue with Mr. Schmitt present, Mr. Robusto second. The meeting adjourned at 9:22 a.m. The next meeting of the Finance Committee is scheduled for Tuesday, November 9<sup>th</sup> at 8:30 a.m.