

MINUTES

FINANCE COMMITTEE

Tuesday, January 8, 2019 8:30 a.m.

Present: Supervisors Pagano, Miller, Crane, Deming, Groat, Jacobs and LeRoy, County Administrator Rick House, Fiscal Assistant Ken Blake, County Auditor Kristen Scott, Information Technology Director Matt Ury, Real Property Tax Director Karen Ambroz and Treasurer Patrick Schmitt.

Minutes from the December 11th Committee meeting were approved as written.

The following transmittals were referred to the Finance Committee:

--Authorization to set the salary for an Assistant Public Defender at \$63,860. The employee has completed a successful six-month probationary period. Approved 5-0

--Authorization for the Sheriff's Office to partner with the National Child Safety Council to provide child safety materials at no County cost. Approved 5-0.

--Authorization for the Sheriff to sign a memorandum of understanding with the Wayne County Youth Advocacy Program for the provision of operating a disciplinary re-education offender program at the County Jail for a price of \$10,000. The cost is paid for with Inmate Commissary Funds. Approved 5-0.

--Authorization for the Sheriff to sign a memorandum of understanding with Wayne County Action Program for the provision of offering a parenting skills education service at the County Jail for a cost of \$10,000. Approved 5-0.

--Authorization for the Chairman of the Board to sign an agreement between the Sheriff's Office and NMS Labs for the provision of processing toxicology samples for the Coroner and Sheriff's Offices. Approved 5-0.

--Authorization for the Chairman of the Board to sign a contract with Victor Chambers to act as Assigned Counsel Administrator for the County at a price of \$75 an hour—not to exceed \$16,000, and an additional \$15,000 to pay the cost of a data entry operator. The New York State Office of Indigent Legal Services has approved distribution of funds that will pay these expenses. Approved 5-0.

--Authorization for the Chairman of the Board to sign a contract with Victor Chambers to act as Assigned Counsel Administrator for appellate cases at a cost of \$75 per hour. Approved 5-0.

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

--Authorization to create and fill the positions of two full-time ALS Technicians in the Emergency Services Department for a proposed cost of \$128,425; the amount is included in the County's 2019 budget. Approved 5-0.

--Authorization to create a Public Safety Dispatcher position for Wayne County 911 at a cost of \$58,899. Approved 5-0.

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--Authorization to adopt a countywide Department of Homeland Security grant management policy. Approved 5-0.

Mr. Miller said members of the public have asked him if the County appropriates any funds for recycling education. He was informed the program educator position was eliminated when the program was removed from County operation. A discussion took place on area trash haulers picking up recyclables and if they are recycling them or not. (Later in the meeting the Planning/Economic Development Office was contacted and said trash haulers in the County need to renew their hauling license with the County annually. Haulers must complete an annual application, provide proof of insurance and pay a \$25 per truck fee to the Planning/Economic Development Office. These fees are placed into the Office's budget; however, not spent on any recycling program; just utilized to offset administrative costs. The Office also collects quarterly reports from haulers to show the tonnage of recyclables collected and where they were disposed of. The Planning/Economic Development Office said haulers are not very good about turning in this report. These reports, along with the license application, is sent to the State. Board Resolution 524-89, establishing a local law for the management of solid waste generated or originated in the County, is attached to these minutes.)

--Authorization to declare a 200 gallon volumetric measurer in the Weights and Measurers Department surplus and dispose of according to County policy. Approved 5-0.

--Authorization for the Chairman of the Board to sign an encroachment agreement with Edward Pallotti and Richard Pallotti. Approved 5-0.

--Authorization to support development of a sub-agreement to provide administrative overview of the source water protection septic replacement program with the Wayne County Soil and Water Conservation District. The State dedicated funding through their Source Water Protection Program to the County to improve ground water; the Soil and Water Conservation District will administer the program. Approved 5-0.

--Authorization to reaffirm and appoint members to the Wayne County Soil and Water Conservation District Board of Directors. Those being appointed include Lynn Chatfield, Patricia VanLare, Steve Olson, Mark Humbert and Nick Deming. Approved 4-0, Mr. Deming abstained, as he was one of the members being voted upon. (After the meeting it was clarified that a Supervisor does not need to abstain from voting on a transmittal that they are mentioned in, unless it has a financial commitment from the County within it.)

--Authorization to accept bids and award contracts for the 16 William Street Renovation Project and amend the County budget. The general construction bid will go to UDN Incorporated, the plumbing bid with Nairy Mechanical, the electrical bid to J&E Electric and the HVAC bid to Trane US Inc. Approved 5-0.

--Authorization for the Chairman of the Board to sign a three-year agreement with Johnson Controls for fire alarm inspection, testing and monitoring services. Approved 5-0.

--Authorization for the Chairman of the Board to sign a three-year agreement with Johnson Controls for fire suppression systems inspection and testing. Approved 5-0.

--Authorization to amend the County agreement with SWBR Architects for construction administration services and office furniture coordination related to the 16 William Street Renovation Project. Approved 5-0.

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--Authorization to establish hourly wages for 2019 seasonal positions in the Public Works Department. Approved 5-0.

--Authorization to approve change orders for the 16 William Street Renovation Project. This action would allow the Superintendent of Public Works to approve change orders up to \$10,000 as long as the project contingency fund is still available. Approved 5-0.

--Authorization for the Public Works Department to establish building maintenance charges for 2019. Approved 5-0.

--Authorization for the Chairman of the Board to sign an agreement between the Public Works Department and Syracuse Time and Alarm for software and equipment maintenance on the County's access control system for a price of \$7,500. Approved 5-0.

--Authorization for the Chairman of the Board to sign an agreement with Maximum Security Products for replacement of exterior detention system doors at the County Jail for a price of \$18,485. Approved 5-0.

--Authorization to approve payment to Trane for annual maintenance, energy measurement and verification for a price of \$45,251. Approved 5-0.

--Authorization for the Public Works Department to advertise paving projects for bid. Approved 5-0.

--Authorization to accept the low bid for tree removal services submitted by Empire Enterprise at \$14,800. Approved 5-0.

--Authorization to obtain a permanent easement for a Highway Project on Fifth Road in Rose. Approved 5-0.

--Authorization for the Chairman of the Board to sign an agreement between Wayne County and the State Department of Transportation for special hauling permits, divisible load overweight permits and/or restrictive vehicle permits. Approved 5-0.

--Authorization to dispose of surplus vehicles and other items from the Public Works Department. Approved 5-0.

--Authorization for the Chairman of the Board to sign a supplemental agreement with the State Department of Transportation for construction phase funding of the Arcadia Zurich Road Bridge Rehabilitation Project in the amount of \$2.2 million. Approved 5-0.

--Authorization for the Economic Development/Planning Department to submit an application to the Environmental Protection Agency 2019 Brownfield Assessment program requesting \$300,000 for developing inventories of brownfields, prioritizing sites, conducting community involvement activities, conducting site assessments, developing clean-up plans and reuse plans related to brownfield sites. Approved 5-0.

--Authorization to appoint Luke DeFisher, Michael Frederes and Susie Jacobs to the Agricultural Development Board. Approved 5-0.

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--Authorization to appoint a Senior Personnel Clerk at the Human Resource Office and set the salary at \$20.00 an hour. Approved 5-0. (It was confirmed later in the meeting that the individual being offered this position would take it at the set salary.)

--Authorization for the Chairman of the Board to sign a contract between the Mental Health Office and the Wayne County Department of Aging and Youth in the amount of \$40,706 for the provision of mental hygiene related services. Approved 5-0.

--Authorization for the Chairman of the Board to sign a renewal agreement between the Mental Health Department and Patricia McKinney in the amount of \$10,000 for the provision of clinical record auditing and utilization review services. Approved 5-0.

--Authorization to renew the annual contract between the Mental Health Department and Unity House for lease space. Monthly rent of \$425 is paid for with grant funds. Approved 5-0.

--Authorization for the Chairman of the Board to sign a renewal lease agreement between the Mental Health Department and Unity House. The cost of \$425 a month will give this agency space in the County's Health Services Building to work with their clients. Approved 5-0.

--Authorization for the Chairman of the Board to sign a renewal contract between the Mental Health Department and Lakeview Health Services in the amount of \$253,341 for the provision of mental hygiene related services. Approved 5-0.

--Authorization for the Chairman of the Board to sign a renewal contract between the Mental Health Department and Wayne County Action Program in the amount of \$54,740 for the provision of mental hygiene related services. Approved 5-0.

--Authorization for the Chairman of the Board to sign a renewal contract between the Mental Health Department and Coordinated Care Services in the amount of \$39,500 for the provision of State Aid auditing, contracting, statistical management and State fiscal reporting. Approved 5-0.

--Authorization for the Chairman of the Board to sign a renewal contract between the Mental Health Office and the Council on Alcoholism of the Finger Lakes for a price of \$109,802 for the provision of mental hygiene related services. Approved 5-0.

--Authorization for the Chairman of the Board to sign a renewal contract between the Mental Health Department and FLACRA in the amount of \$1,240,767 for the provision of mental hygiene related services. Approved 5-0.

--Authorization for the Chairman of the Board to sign a contract between the Nursing Home and Nursefinders Management Services for the provision of RN and LPN coverage. Approved 5-0.

--Authorization for the Chairman of the Board to sign a contract between the Nursing Home and Therapy Dogs International for the provision of therapy dog services to resident; there is no cost for this service. Approved 5-0.

--Authorization for the Chairman of the Board to sign an agreement between the Public Health Department and Regional Primary Care Network's Community Dentistry Program for a price of \$2,000. Approved 5-0.

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--Authorization for the Chairman of the Board to sign a three-year memorandum of agreement between the Public Health Department and Red Creek ABCD to ensure children are referred to the County's Early Intervention Program and Red Creek ABCD services as needed. Approved 5-0.

--Authorization to extend the part-time temporary Service Assistant position in the Department of Aging and Youth. Approved 5-0.

--Authorization for the Chairman of the Board to sign a memorandum of understanding between the County's Department of Aging and Youth and the Victims Resource Center of the Finger Lakes to provide services for the Sexually Exploited Youth Program. Approved 5-0.

--Authorizations for the Chairman of the Board to sign a renewal agreement between the Office of Aging and Youth and the Village of Palmyra and Landmaster to serve as congregate meal sites. Approved 5-0.

--Authorization for the Chairman of the Board to sign a contract renewal between the Department of Aging and Youth and Monroe County Legal Assistance of New York in the amount of \$20,000. Approved 5-0.

--Authorization to appoint Maria Fisher to the Finger Lakes Workforce Investment Board. Approved 5-0.

Mr. Miller noted Home Meal Services is conducting a fund raising campaign; questioning where the money earned is going to. He was informed the County contract for operation of their Meals on Wheels Program through Wayne ARC. Home Meal Service assist Wayne ARC with administering the volunteers who deliver for this program; however, have other services their agency provides. (Following the meeting the Director of Wayne County Aging and Youth, Penny Shockley, said she was not aware of this fund raising activity, but was sure funding was not going toward operation of the Meals on Wheels Program.)

The monthly activities report for the Information Technology Office was presented. The Help Desk received 317 service requests. Staff installed six computers, six servers were upgraded and data moved. The Office did not meet their quota of computers installed. Mr. Ury is working with FLCC to obtain a summer intern position. The County will be purchasing computers very early this year, due to a proposed increase in computer costs. The call accounting application was updated and moved to a new server and 2019 Town and County tax bills were processed and printed. Many projects are underway including disaster recover planning and creation of a countywide training curriculum for the MUNIS financial system.

Mr. Ury reported relocation of his Office and staff will result in a reduction in staff productivity. The plan calls for IT employees to be located in three different locations. Mr. Ury said it has been difficult packing up 40 years of materials from the Office. An electronic staff time-in sheet has been created to allow for staff to sign in when they arrive at work and sign out of the Office as assigned to projects.

An out of state travel request was presented for Deputy Information Technology Director, Andrea Petrus, to attend the Tyler Connects/MUNIS Conference in Dallas, Texas, from April 7th-10th for a price of \$1,744. Mr. Ury stated MUNIS is the most important program run in the County. Approved.

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Mr. Ury presented a transmittal requesting authorization to purchase parcel history software application services from Systems Development Group for a price of \$9,800 a year. The proposed system is being requested for five years at a cost of \$30,600. The system would record transfers of property titles and keep the history of ownership of Wayne County land parcels. There are funds in the 2019 IT budget to pay this expense. Approved 5-0.

The monthly activities report for the Real Property Tax Office was reviewed. Staff keyed relevy water charges, school and village relevy charges and made sure they were accurate to the town files to insure proper billing. Mrs. Ambroz noted, tax rates for municipalities are developed based on the levy and taxable information provided by the municipality. When the Real Property Tax Office receives the levy—amount to be raised by taxes, they make sure municipality will be getting the amount of money they need. She stated the importance of the budget officer checking with their assessor near the end of the budget process to verify the correct taxable value is being used. During December the Office process approximately 220 transfers of property.

Mrs. Ambroz reported the Land Bank hired a Director; at this time the Director's Office is at 16 William Street. Two vacancies are occurring on the Land Bank Board, the seats of former Supervisor Brian Manktelow and County Auditor Patrick Schmitt; it is the responsibility of the Chairman of the Board to appoint members to this Board. A motion and second were made to appoint Supervisor Miller to one of the positions. Approved 5-0. A transmittal was prepared following the meeting. Mrs. Ambroz noted the Land Bank will be holding a meeting this Thursday, at which time they will consider a change to their Rules of Order and increase the number of board members from seven to nine. If this change is approved an additional Supervisor will need to be appointed.

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

--Authorization to amend the budget for the William Street Renovation Project. Mr. Schmitt said this action would reflect the issuance of bonds and return the original appropriation of funds back to the County's General Fund. The amount being moved is \$6.5 million. Mr. Schmitt said the project budget will include \$50,000 for closing costs. Approved 5-0.

--Authorization to purchase Tyler Secure Signature System for a price of \$1,650 and amend the County budget for this unanticipated expense. Mr. Schmitt noted the 2006 system is no longer usable and in need of replacement if County checks are to be printed. Approved 5-0.

Mr. Schmitt stated he has only been at his new positions for a few days now; however, has made contact with local banks regarding their rates and funds the County has to invest; he is looking to form a new relationship with banks. He is working with staff members to get up to speed on this year's tax foreclosure auction and reviewing the Office's Policies and Procedures Manual. The Treasurer's Office will not be shut down during the relocation process; one half of the staff will move one day and the other half on day two.

The Treasurer's Office sent a letter to municipalities stating changes will not occur in the relevy of fees on tax bills until the court makes a decision on what is an actual property tax fee. Once that court decision is issued, municipalities will be notified of any change.

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Mr. Blake reviewed the financial status of the County at the end of 2018. There was a salary shortfall of about \$700,000 in the Sheriff's Office; however, overall County salaries were under budget by about \$2 million. He is in the process of working on year-end transfers to balance out the budget. Mrs. Pagano requested Mr. Blake put his monthly financial report in writing and submit it to the Committee. Mr. Groat noted past discussions when additional financial reporting has been requested. He believes Supervisors need to be made more aware of the financial status of County Departments, as he does not want to see the County increase their tax rate by the amount they did this year. Mr. Blake said he would have a report prepared for next month's Finance Committee. Mr. House said he will continue to meet with Department Heads on a quarterly basis to scrutinize their budgets and keep track of revenue generating Offices to make sure budgeted are being met. He would like to put a 90-day freeze on hiring or re-filling of non-critical positions. He would also like Department Heads to present additional documentation on new hires or replacements.

Mr. House informed members there would be a Rule 14 on next week's Board agenda to request the purchase of a patrol boat for the Sheriff's Office. The boat would be paid for with grant funds and with insurance monies received after the boat was destroyed by a fire.

The meeting adjourned at 10:00 a.m. The next meeting of the Finance Committee is scheduled for Tuesday, February 12th at 8:30 a.m.