

MINUTES

FINANCE COMMITTEE

Tuesday, February 12, 2019 8:30 a.m.

Present: Supervisors Pagano, Miller, Crane, Deming, Groat, 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, Self-Insurance Specialist Brian Sams, County Attorney Dan Connors and Treasurer Patrick Schmitt.

Minutes from the January 8th Committee meeting 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 Regional Transit Service/WATS for on-demand transportation services for clientele for a price of \$241,200. Approved 5-0.

--Authorization for the Chairman of the Board to sign a contract between the Department of Social Services and Family Counseling Services of the Finger Lakes for the provision of trauma and general counseling services for a price of \$52,000. Approved 5-0.

--Authorization for the Chairman of the Board to sign a contract between the Department of Social Services and Family Counseling of the Finger Lakes for the provision of sexual abuse assessment and treatment services. Approved 5-0.

--Authorization for the Commissioner of Social Services to sign an agreement between the Department of Social Services and Wayne ARC for administration of a consumer directed personal assistance program; there is no cost for this service. Approved 5-0.

--Authorization for Social Services to accept a three-year award from the State Office of Children and Family Services in the amount of \$350,000 to be used to establish a multi-disciplinary team/child advocacy center. Approved 5-0.

--Authorization to approve a four-month contract extension for the Department of Social Services for the Youth Advocacy Program. There is no additional cost for extension of this contract. Approved 5-0.

--Authorization for the Chairman of the Board to sign an amended agreement between the Department of Social Services and the William George Agency for child caring services. Approved 5-0.

--Authorization for the Chairman of the Board to sign a contract between the Department of Social Services and Self-Direct Inc. for the provision of personal emergency response systems. Approved 5-0.

--Authorization for the Chairman of the Board to sign an agreement between the Department of Social Services and Children's Home of Poughkeepsie for the provision of child caring services through September 2021. Approved 5-0.

PAGE 2

--Authorization for the Chairman of the Board to sign a contract amendment between the Department of Social Services and Villa of Hope for child caring services through June 2021. Approved 5-0.

--Authorization for the Chairman of the Board to sign a contract amendment between the Department of Social Services and Pathways Inc. for the provision of child caring services through June 2019. Approved 5-0.

--Authorization for the Chairman of the Board to sign a contract amendment between the Department of Social Services and Elmcrest Children's Center for the provision of child caring services through June 2021. Approved 5-0.

--Authorization for the Chairman of the Board to sign an agreement between the Department of Social Services and Children's Home of Wyoming Conference for the provision of child caring services through September 2021. Approved 5-0.

--Authorization for the Chairman of the Board to sign an agreement between the Department of Social Services and The House of the Good Shepherd for the provision of child caring services through September 2021. Approved 5-0.

--Authorization for the Chairman of the Board to sign an agreement amendment between the Department of Social Services and St. Anne Institute for the provision of child caring services through June 2021. Approved 5-0.

--Authorization for the Chairman of the Board to sign an agreement between the Department of Social Services and Graham-Windham for the provision of child caring services through September 2021. Approved 5-0.

--Authorization to amend Board Resolution No. 016-18 to correct the date of services to the Veterans Service Office by Wayne Area Transportation Services during 2019. Approved 5-0.

--Authorization for the Chairman of the Board to sign a contract renewal between the Department of Aging and Youth and Pre-Trial Diversion in the amount of \$106,644 for the operation of a Sexually Exploited Youth and Homeless Program. Approved 5-0.

--Authorization for the Chairman of the Board to sign a contract between the Department of Aging and Youth and New York State ARC in the amount of \$243,780 for the provision of home delivered meals to homebound elderly individuals who are at nutritional risk. Mrs. Crane said she would not support this request. Mr. Deming said he has heard the new contractor is working out issues that are being brought to their attention. Mr. Miller heard complaints regarding the quality/quantity of meals being delivered. Mr. House said he discussed the program and concerns he had heard with the Director of ARC and was told he would have discussions with the Director of the County's Aging and Youth Department regarding meals being served. Mrs. Crane said she has concern that those delivering the meals have yet to be required to perform meal temperature checks. It was noted ARC is now producing all the meals for the Home Delivered Meal Program. Approved 3-2, Supervisors Pagano and Crane opposed the request.

--Authorization for the Chairman of the Board to sign a contract between the Department of Aging and Youth and Seniors at Home LLC in the amount of \$43,403 for the provision of homemaking/chore services for frail and elderly residents to assist them to remain in their homes. Approved 5-0.

PAGE 3

--Authorization for the Director of the Department of Aging and Youth to sign a memorandum of understanding with Wayne County Action Program in the amount of \$9,360 for the provision of senior transportation services. Approved 5-0.

--Authorization for the Chairman of the Board to sign a renewal contract between the Department of Aging and Youth and New York State ARC in the amount of \$72,000 for the provision of bulk meal preparation for congregate meal centers. Approved 5-0.

--Authorization to amend the contract between the Nursing Home and iCircle Services of the Finger Lakes for the provision of long term care and outpatient services. Approved 5-0.

--Authorization to abolish the position of Quality Assurance Coordinator at the Department of Public Health. Mrs. Crane questioned if this position is State mandated and can be eliminated. Mrs. Pagano questioned if the Deputy Director of Public Health is now performing this function as part of her new position. Mrs. Devlin was contacted by phone during the meeting and stating various staff are performing the quality assurance needed in their units along with the work being done by the Deputy Director. Mr. Groat questioned if the State would accept multiple individuals performing these duties; Mrs. Devlin said she would look into this. Approved 5-0.

--Authorization for the Chairman of the Board to sign a contract between the Department of Public Health and RxCP Services for the provision of pharmacy consultation for a price of \$1,000. Approved 5-0.

--Authorization to certify and submit, with the Chairman's signature, the 2019 Public Health State Aid application. Approved 5-0.

--Authorization to dispose of a small immunization freezer that is no longer working properly in the Public Health Department. Approved 5-0.

--Authorization to certify and submit, with the Chairman's signature, the Pre-K Annual Administrative Cost Incurred Report for the Public Health Department. Approved 5-0.

--Authorization to adopt a Wayne County New Position and Existing Vacancy Review Policy. The change would also include a 2/3 vote on unbudgeted positions. Approved 4-1, Supervisor Groat opposed the request.

--Authorization to sign a boundary line agreement with the owners of property at 24-32 William Street. A small portion of their building is located on County property. Approved 5-0.

--Authorization to request State Municipal Home Rule Legislation to impose a hotel, motel or seasonal rental occupancy tax for the County. Approved 5-0.

--Authorization to reimburse the General Fund for retroactive Self-Insurance Specialist salary expenses from 2015-2018 in the amount of \$118,119. Approved 5-0.

--Authorization for the Tourism Office to accept request for proposals for printing of the 2019 Travel Guide received by Dual Print and Mail for \$17,328. Approved 5-0.

PAGE 4

--Authorization to transfer Community Development Block (CDBG) grant funds to the Wayne County Regional Land Bank in the amount of \$747,712. These funds will be used for a commercial demolition project, below grade demolition project, residential demolition project and administrative costs. Approved 5-0.

--Authorization to appoint Michael Madison to the Central New York Regional Market Authority. Approved 5-0.

--Authorization to approve the official undertaking of Public Employees Fidelity Bond for the Genesee/Finger Lakes Regional Planning Counsel. Approved 5-0.

--Authorization to increase the Economic Development/Planning Department travel budget by \$5,000 due to expenses related to the County Planning Board. Approved 5-0.

--Authorization to transfer the balance of funds at the end of 2018 in the Industrial Development Program to the 2019 budget. Approved 5-0.

--Authorization for the Chairman of the Board to sign an agreement with the Industrial Development Agency for payment of their 2019 appropriation in the amount of \$595,607. Approved 4-0, Supervisor Miller was not present for the vote.

--Authorization for the Public Works Department to accept bids for highway construction and maintenance materials. Approved 4-0, Supervisor Miller was not present for the vote.

--Authorization to transfer a vehicle from the Sheriff's Office to the Highway Department and have six vehicles in Central Garage declared surplus and disposed of. Approved 4-0, Supervisor Miller was not present for the vote.

--Authorization to transfer funds from the unassigned D fund balance into training-seminars and schools in the Highway budget. Approved 4-0, Supervisor Miller was not present for the vote.

--Authorization for the Public Works Department to accept the low bid for the Arcadia Zurich Bridge Replacement Project in the Town of Arcadia of \$1,719,091 from Economy Paving. Approved 5-0.

--Authorization for the Chairman of the Board to sign a supplemental agreement with the New York State Department of Transportation for final design phase funding of the Ridge Road Bridge Replacement Project in the Town of Sodus. Approved 5-0.

--Authorization to roll over 2018 project funds in the Highway budget to the 2019 budget, as these projects are still being worked on. Approved 5-0.

--Authorization to create budget lines in the Highway budget for 2019 road projects. Approved 5-0.

--Authorization to obtain permanent easements for highway projects in the Town of Ontario. Approved 5-0.

--Authorization to create a part-time Senior Engineering Technician position in the Public Works Department. The current employee has agreed to stay in the position on a part-time basis until the full-time vacancy is filled. Approved 5-0.

PAGE 5

--Authorization to abolish the positions of Building Maintenance Mechanic and Public Works Technician and create and fill the positions of two Senior Building Maintenance Mechanics. Approved 5-0.

--Authorization to accept the bid and award the contract for the Fire Training Center submitted by Chrisanntha Construction for \$163,570. The transmittal also includes a request to transfer \$43,570 from the County's General Fund to pay for this project that came in over budget. Approved 5-0.

--Authorization for the Chairman of the Board to sign an agreement between the Public Works Department and Corporate Floors USA for the replacement of lobby flooring in the Health Services Building for a price of \$15,804. Approved 5-0

--Authorization for the Chairman of the Board to sign a renewal agreement between the Public Works Department and Orkin Pest Control Services in the amount of \$7,162. Approved 5-0.

--Authorization for the Chairman of the Board to sign an agreement between the Public Works Department and FM Generator for generator maintenance services for a price of \$6,470. Approved 5-0.

--Authorization for the Chairman of the Board to sign a contract renewal between the Public Works Department and ABM Janitorial Services Northeast for janitorial services at the Hall of Justice in the amount of \$36,561. Approved 5-0.

--Authorization for the Chairman of the Board to sign a renewal contract between the Public Works Department and Mentis Landscaping to perform mowing in County parks along Route 31 for a price of \$25,250. Approved 5-0.

--Authorization for the Chairman of the Board to sign a contract extension for refuse disposal and recycling between the Public Works Department and Casella Waste Management for all County offices, buildings and parks for a price of \$34,200. Approved 5-0.

--Authorization to prepare a supplemental agreement between the Public Works Department and Clough Harbour Associates for construction of the Arcadia Zurich Road Bridge Project for a price not to exceed \$298,500. Approved 5-0.

--Authorization for the District Attorney and Chairman of the Board to sign the Annual Federal Equitable Sharing Agreement for the year ending 2018. Approved 5-0.

--Authorization to amend the Probation Department budget to cover the cost of two replacement vehicles. An additional \$6,520 is needed to cover the cost of the two cars and will be taken from the County's contingency account. Approved 5-0.

--Authorization to declare outdated electronic monitoring equipment in the Probation Department surplus. Approved 5-0.

--Authorization to amend the Public Defender's budget to include \$4,443 in rollover funds from 2018 into the 2019 budget. Funds will be used for staff training. Approved 5-0.

PAGE 6

--Authorization for the Chairman of the Board to sign an agreement between the Sheriff's Office Health Advancement Collaborative of Central New York for secure electronic health information for Jail inmates. There is no cost for this service. Approved 5-0.

--Authorization for the Sheriff's Office to accept patrol rifle ammunition, gas masks and gas mask filters donated from the Exelon Generation Company. Approved 5-0.

--Authorization for the Emergency Services Office to solicit proposals for the Wayne County Multi-Jurisdictional Hazard Mitigation Plan. Approved 5-0.

--Authorization for the Chairman of the Board to sign an agreement between the Emergency Services Office and Verizon Business Network Services for the continued provision of maintenance of disaster recovery equipment at an annual cost of \$3,180. Approved 5-0.

--Authorization for the Chairman of the Board to sign an agreement extension between the Emergency Services Office and Walworth Ambulance for continued housing of the County's ALS response vehicle for an additional six months. Approved 5-0.

--Authorization for the Chairman of the Board to sign an agreement between the Emergency Services Office and the Ontario Volunteer Emergency Squad for the housing of a County ALS vehicle, storage space for EMS supplies and space for one County Paramedic while on duty. Approved 5-0.

Mr. Blake told Committee members there was a great deal of budget information that could be shared each month; however, he would only be selecting one or two topics for discussion. Today he reviewed the types of information he would cover in future meetings: Year-to-date summary of Department expenditures and revenues, MUNIS and Ad-Hoc supporting reports, Annualized labor report, Sales tax status and Current state of the County budget.

In 2018 the County's adopted budget for labor expenses was \$71 million, it was revised during the year to \$72.9 million; however, actual expenses for the year were only \$68.1 million. The savings is due mainly to lower cost than budgeted for health care, retirement and other personnel benefits.

Mr. Blake said he annually reviews the County's capital plan with Department Heads to allow them time to plan for any expenses they may have related to projects in a coming year's budget. This year Standing Committees will review tentative Department budgets in September, then there will be adequate time to make any suggested changes prior to the date the budget has to be officially filed.

Mr. Groat questioned if Department financial reports showing their year-to-date status should be presented during Standing Committee meetings; noting some Department Heads do give monthly reports on their financial status, while others do not.

Mr. Blake will send today's power point presentation to all Committee members. He requested Supervisors contact him with any financial topics or issues they would like him to discuss at an upcoming meeting.

Mr. Ury said he appreciates administration moving up Committee budget review to September; however, would like to have computer access to budgets made available earlier also.

PAGE 7

The monthly activities report for the Information Technology Office was presented and reviewed. Since the last meeting 404 service requests were submitted to the Department's Help Desk, 6 computers were installed and data networks were connected at 76 William Street to accommodate the relocation of Offices. Compliance software was upgraded and moved to a new server, data center servers were moved and VIMS software was upgraded. Staff has been relocated during the renovation project to three locations: downtown Lyons, the Public Safety Building and Health Services Building. Work continues on the Countywide phone system upgrade.

The following transmittals were presented for the Information Technology Department:

--Authorization for the Chairman of the Board to sign a renewal contract with Tyler Technologies for software, an operating system and database administration support for a price of \$234,841. Approved 5-0.

--Authorization to accept the bid of \$39,800 for network switches for the Countywide telephone system. Approved 5-0.

Mr. House thanked Mr. Ury for his timeliness in submitting the Information Technology Department's succession plan.

The monthly activities report for the Real Property Tax Office was reviewed. During January the Office processed 197 transfers of property. The process of creating a database for the 2019 auction and map work for foreclosure parcels has begun; there are over 100 properties included in the County's foreclosure at this time. The Department was relocated to 76 William Street in Lyons during the building renovation project.

The Annual Report for the Real Property Tax Office was received and filed. The 2018 full value tax base for County tax purposes was \$5,113,640,998. The Real Property Tax Office continues to provide technical support to assessors and their staff. The Office prepares and maintains tax maps for all municipalities. During 2018 there were over 3,000 transfers of property in the County. A list of legislative changes that effected the local Offices were included in the report.

Mr. Sams presented a transmittal requesting authorization to renew insurance policies with Eastern Shore Associates for property, general liability, inland marine, automobile liability, public official's liability, law enforcement liability, catastrophic excess liability, healthcare general liability and health care professional liability for a price of \$355,610. The premium reflects a 1.9% increase. Bob Wallace, from NYMIR, stated the premium was increased due to a seven-year appraisal taking place on all County properties in 2018, which reflected a higher value on insured properties; an increase in police professional coverage due to additional employees in the Sheriff's Office; automobile coverage was up due to an increase in the number of vehicles owned by the County; and health care up substantially due to the number of claims received. Approved 5-0.

Ms. Scott presented an out of state travel request for herself to attend the Association of Local Government Auditors Annual Conference from May 5th-8th in Kansas City, Missouri, for a price of \$2,150. Approved.

An audit Ms. Scott performed on the Department of Social Services immediate housing voucher at the request of the Commissioner of Social Services and the Chairman of the County's Human

PAGE 8

Services Committee was presented; this audit was previously presented to the Human Services Committee earlier in the month. The following recommendations were made following the audit: 1) a pre-numbered duplicate voucher form system should be used for the voucher issued to clients for immediate housing, with one copy issued to the client to present to the housing vendor, another copy to be placed in the clients DSS file, and a final copy to the DSS audit department, 2) an electronic record system should be utilized to document vouchers issued. Ms. Scott was asked to verify the implementation of her recommendations.

The monthly activities report for the Treasurer's office was presented. Mr. Schmitt attended the NYSAC Legislative Conference in late January, he is reviewing contracts and agreements the Treasurer's Office had in place prior to his taking Office the first of the year, to make sure all have proper authorization to be in place. He reviewed investment strategies during the month and has been working on bond issuance for the William Street Renovation Project; the bond sale is scheduled for March 21st. Mr. Schmitt reviewed concern with the issuance of paper payroll checks; he would like to see all payroll checks issued through direct deposit for security reasons. A pipe burst in the basement of the 16 William Street Building and soaked permanent property tax records the County Treasurer is required to retain by law. In March Mr. Schmitt will present a request to purchase necessary scanning equipment to save records using existing County software for digitalization. The report included a list of gaming revenue received by the County in 2018 totaling \$454,518; additional funds are anticipated through the Tribunal Compact that was settled with the State for part of 2017 and all of 2018. A list of meetings and events attended by Mr. Schmitt during the month was included in the report.

Mr. Schmitt stated inquiries have been made to his Office regarding the lack of credit card payment options in municipalities to pay taxes or to offer a 12-month payment plan for property taxes. Mr. Schmitt said he would continuously seek ways to decrease the number of property tax delinquencies in the County.

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

--Authorization to amend the budget to allow for recording of title search expenses in appropriate revenue and appropriation lines. Approved 5-0.

--Authorization to set the date for a public hearing on the proposed amendment of Local Law No. 2-1995 which provided for the installment payment of eligible delinquent real property taxes. Mr. Schmitt said he is only requesting this action to make the Local Law current to provisions that have been added to the Real Property Tax Law. Approved 5-0.

--Authorization for the Wayne County Treasurer's Office to utilize social media. Mr. Schmitt believes this would be a good way to communicate with residents as more people are receiving news and information from less traditional methods. Approved 5-0.

--Authorization for the issuance of refunding bonds in the amount of \$7.45 million. This request is in relation to bonds issued for renovation work of the Public Safety Building. Mr. Schmitt stated the County will save \$867,000 by doing this refunding. Approved 5-0.

Mr. Connors presented a transmittal requesting authorization to set the date for a public hearing on a proposed Local Law amending the mortgage recording tax within the County. This Local Law expires every three years and will need to be renewed in 2019 to remain in effect. Approved 5-0.

PAGE 9

Mr. Connors updated members on the Schenk litigation case that has been pending since 2017. This case is in relation to an Article 11 Tax Foreclosure Proceeding. The Appellate Division 4th Department issued a decision holding that Real Property Tax Law Article 11 Section 1131 resolves this issue in that the one-month statute of limitations in which to bring motions to reopen default judgements entered under Real Property Tax Law Article 11 means one-month, and this motion was not timely made. The Schenk family is still living in the home on Fisher Road in Williamson without paying property taxes. Mr. Schmitt said the County has paid or written off about \$20,000 in property taxes on the property. The home is assessed at \$111,000. A question was raised if the County could sell the property through sealed bid or at the County auction. Mr. Connors said he would keep the Committee updated on this case.

A Civil Litigation case brought against the County and a private landowner involving a motorcycle fatality that occurred in 2017 has been resolved. The County did not have to pay anything in the settlement of this litigation case, as the plaintiff executed a Stipulation of Discontinuance as to the County.

Mrs. Crane made a motion the Committee enter into executive session with Mr. Connors to discuss pending litigation cases at 10:45 a.m., Mr. Miller second. The meeting adjourned at 11:15 a.m. The next Finance Committee meeting is scheduled for Tuesday, March 12th at 8:30 a.m.