

MINUTES

FINANCE COMMITTEE

Tuesday, May 14, 2019 8:30 a.m.

Present: Supervisors Pagano, Crane, Deming, Groat and LeRoy, County Administrator Rick House, Fiscal Assistant Ken Blake, Information Technology Deputy Director Andrea Petrus, Real Property Tax Director Karen Ambroz, Landbank Executive Director Mark Humbert, Treasurer Patrick Schmitt and County Attorney Dan Connors. Supervisor Miller was not present for the meeting.

Minutes from the April 9th Committee meeting were approved as written.

The following transmittals were referred to the Finance Committee:

--Authorization for the Chairman of the Board sign an agreement with the Monroe County Medical Examiner's Office for the performance of autopsy services for a price of \$2,125 per autopsy and \$1,425 for a blood and description exam. Approved 4-0.

--Authorization to amend the Sheriff's budget to carry over remaining 2018 State Law Enforcement Terrorism Prevention Program grant funds totaling \$42,888. Approved 4-0.

--Authorization for the Chairman of the Board to sign an agreement between the Sheriff's Office and Ontario County for the provision of inmate housing at a cost of \$85 a day. Approved 4-0.

--Authorization for the Sheriff to sign an agreement with Oak Park Marina for free boat space rental. Supervisor Groat noted Sheriff Virts stated in his Committee meeting that this marina is owned by his brother. Approved 4-0.

--Authorization to rescind Board Resolution No. 241-19 to modify the Sheriff's budget for the purchase of SUV vehicles. The new vehicles came in higher than budgeted and this request is being made so an additional \$65,260 can be placed in the budget for purchasing of the vehicles in 2019. Approved 4-0.

--Authorization for the Fire Coordinator to sign a regional partnership for participation in the New York State Department of Homeland Security and Emergency Services Hazmat Grant program. If received the three-county region could receive \$110,000 in funding. Approved 4-0.

--Authorization for the Emergency Services Office to establish an Incident Command System for Lake Ontario flooding, assign command and amend the County budget for this potential \$150,000 cost. Approved 4-0.

--Authorization for the Chairman of the Board to sign an agreement between the Public Works Department and Terracon Consultants for special inspection and testing services for various County building construction projects for a price not to exceed \$20,000. Approved 4-0.

--Authorization for the Chairman of the Board to sign an agreement between the Public Works Department and Graybar Electrical Company for battery backup maintenance at the Public Safety Building for a price of \$5,521. Approved 4-0.

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--Authorization to award the generator project bid to O'Connell Electric Company for a price of \$128,450. This project includes generators at the County Clerk's Building on Pearl Street and the Route 31 Campus pump station. Approved 4-0.

--Authorization to award the bid for replacement of the roof at the Wallington highway patrol barn to Secor Building Solutions for a price of \$118,800. Approved 4-0.

--Authorization to create and fill one full-time Cleaner position in the Public Works Department to assist with cleaning of the Health Services Building. The position will add \$20,000 to the budget for the remaining six months of the year. Approved 4-0.

--Authorization to obtain a permanent easement for a highway project on Mill Street in the Town of Marion. Approved 4-0.

--Authorization to grant a permanent easement to New York State Electric and Gas for utility access on County House Road in the Town of Lyons. Approved 4-0.

--Authorization to declare vehicles and items in the Public Works Department surplus and dispose of according to County policy. Approved 4-0.

--Authorization for the Chairman of the Board to sign an agreement between the Public Works Department and the New York State Department of Transportation for funding of the Mud Mills Bridge Rehabilitation Project in the amount of \$126,000. Approved 4-0.

--Authorization for the Chairman of the Board to sign an agreement between the Public Works Department and Barton and Loguidice for consultant services for the Mud Mills Bridge Project in the Town of Arcadia for a cost not to exceed \$126,000. Approved 4-0.

--Authorization for the Chairman of the Board to sign an agreement between the Public Works Department and Fisher Associates for consultant services for the Woods Road Culvert Project in the Town of Williamson for a price not to exceed \$24,450. Approved 4-0.

--Authorization to amend the County Roads Budget due to receipt of \$80,772 in additional Consolidated Highway Improvement Program (CHIPS) funds. Approved 4-0.

--Authorization to amend the County Roads budget to allow reclaiming of unutilized CHIPS funds from prior years totaling \$1,098,431. Approved 4-0.

--Authorization to create project accounts for Nye Road, Lakeside Road and Townline Road milling and paving projects totaling \$345,000. Approved 4-0.

--Authorization for the Public Works Department to accept the bid from Seneca Stone Corp. for the Nye Road milling and paving project in the amount of \$98,400. Approved 4-0.

--Authorization for the Public Works Department to except the bid from Roadtek for the Lakeside Road milling and paving project in the amount of \$67,321. Approved 4-0.

--Authorization for the Public Works Department to accept the bid from Roadtek for the Townline Road milling and paving project in the amount of \$157,186. Approved 4-0.

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--Authorization to sell approximately three acres of property to the Wayne County Humane Society at a price of \$1,000 an acre. The parcel is not of use to the County for any purpose. Approved 4-0.

--Authorization to create and fill a full-time Tourism Assistant position and amend the County budget. Approved 4-0.

--Authorization to amend the County budget to accommodate for use of Community Development Block Grant funds. This will result in \$747,712 to the County's Landbank, \$6,722 to the Industrial Development Agency and \$709 to the State of New York. Approved 4-0.

--Authorization to set a public hearing date for a Community Development Block Grant application. This action will allow for public comment on the application, if there is any. Approved 4-0.

--Authorization to adopt a County vehicle usage and fleet management policy. The new policy will update information in the old policy and have all fleet management performed through the Public Works Department. Approved 4-0.

--Authorization to declare equipment at the Board of Elections surplus and dispose of according to County policy. Approved 4-0.

--Authorization to amend the Board of Elections budget for the purchase of three additional voting machines at a cost of \$33,000. Grant funds will be utilized to make this purchase. Approved 4-0.

--Authorization for the Chairman of the Board to sign an actuarial services contract for the County's Workers' Compensation Program with By the Numbers Actuarial Consulting for a price of \$4,999. Approved 4-0.

--Authorization for the Chairman of the Board to sign an agreement between the County Clerk's Office and Tyler Technologies/Eagle Division for Digital Indexing Enhancements for software and digital imaging services at a cost of \$37,200 and annual maintenance cost of \$5,000. Approved 4-0.

--Authorization for the Chairman of the Board to sign an agreement between the County Clerk's Office and Kofile Inc. for book repair and preservation at a cost of \$84,013. Approved 4-0.

--Authorization for the Chairman of the Board to sign an agreement between the County Clerk's Office and US Imaging for back scanning services for preservation of vital recordings in bound paper books and backed-up with microfilm for a price of \$899,000 for the three-year project. Approved 4-0.

--Authorization for the Chairman of the Board to sign a contract renewal between the Public Health Office and Rochester Regional Health System's Department of Pulmonary Medicine for the provision of medical consultation for the County's Tuberculosis Program at a price of \$111,860. Approved 4-0.

--Authorization for the Public Health Office to advertise for bids for transportation of pre-school children with handicapping conditions. Approved 4-0.

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--Authorization for the Chairman of the Board to sign a contract between the Nursing Home and VNA Homecare Options for the provision of providing the Facility with a managed long-term care plan, Medicare Advantage Plan and programs of all-inclusive care for eligible participants. Approved 4-0.

--Authorization for the Chairman of the Board to sign a contract and accept the proposal for the installation of an automatic teller machine at the Nursing Home through Lyons National Bank. Approved 4-0.

--Authorization for the Chairman of the Board to sign a renewal agreement between the Mental Health Department and Aspire Cope NY for the provision of mental hygiene related services at a price of \$23,936. Approved 4-0

--Authorization for the Chairman of the Board to sign a renewal contract between the Mental Health Department and Catholic Family Center for the provision of mental hygiene related services for a price of \$668,319. Approved 4-0.

--Authorization for the Chairman of the Board to sign a renewal contact between the Mental Health Office and DePaul for the provision of crisis/transitional housing services for a price of \$151,593. Approved 4-0.

--Authorization for the Chairman of the Board to sign a renewal contract between the Mental Health Office and ABVI-Life Line for the provision of mental hygiene related services for a price of \$24,269. Approved 4-0.

--Authorization for the Chairman of the Board to sign a renewal contract between the Mental Health Office and Wayne ARC for the provision of mental hygiene related services for a price of \$256,744. Approved 4-0.

--Authorization for the Chairman of the Board to sign a renewal contract between the Mental Health Office and Unity House of Cayuga for the provision of mental hygiene related services for a price of \$108,801. Approved 4-0.

--Authorization for the Chairman of the Board to sign a renewal agreement and contract between the Mental Health Office and the University of Rochester to participate in a collaborative educational forensic training program at a cost of \$70,000. Approved 4-0.

--Authorization for the Chairman of the Board to sign an agreement between the Department of Social Services and Finger Lakes Community College for employee training during 2019 for a price not to exceed \$50,000. Approved 4-0.

--Authorization for the Commissioner of Social Services to sign an agreement with Wayne Behavioral Health Network for drug/alcohol assessments at a cost of \$40 per assessment. Approved 4-0.

--Authorization for the Chairman of the Board to sign a contract between the Department of Social Services and Catholic Family Center for drug/alcohol assessment at a cost of \$40 an assessment. Approved 4-0.

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--Authorization for the Chairman of the Board to sign a contract between the Department of Social Services and Youth Advocacy Program for the provision of preventive services at a cost not to exceed \$1,308,000 during the three-year contract. Approved 4-0.

--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 a co-located Behavioral Health Specialist. Approved 4-0.

--Authorization of the Chairman of the Board to sign a renewal rental agreement between the Department of Aging and Youth and the Clyde Methodist Church in the amount of \$3,900 to house the senior congregate meal program. Approved 4-0.

--Authorization for the Department of Aging and Youth to accept the Oaks Legislative Mentoring Award and amend the County budget for receipt of \$25,000. Approved 4-0.

The following transmittals will be presented as Rule 14s at next week's Board meeting:

--Authorization for the Chairman of the Board to sign Medicare ALS interface agreements with municipalities to reduce the interface chargeback rate from \$175 per call to \$100. This request was approved at the Public Safety Committee; however, a transmittal was not written until after the meeting. Approved 4-0.

--Authorization to support the Village of Newark's application for a 2019 Downtown Revitalization Initiative grant. Supervisor LeRoy said he was approached by the Newark Village Mayor requesting this action be taken. Approved 4-0.

--Authorization to set the salary for Sodus Point Park lifeguard staff for the 2019 season. All salaries will be increased by \$3 an hour. Approved 4-0.

Mr. House presented the following transmittals:

--Authorization for the Chairman of the Board to sign contracts for the 2019 Wayne County Fair. Booths are being rented by the Tourism Office, Nursing Home, Public Health and Mental Health Departments. Approved 3-1, Supervisor Deming abstained from the vote due to a financial interest in the Fair.

--Authorization to adopt the mortgage tax report and authorize the County Treasurer to make payment to towns and villages totaling \$586,784. Approved 4-0.

Public Health Director, Diane Devlin, came into the meeting with a request to authorize the Chairman of the Board sign a contract with Jack Venesky, Certified Public Accountant, for ambulatory health care facility cost reporting for a price of \$22,500 for a three-year contract. Approved 4-0.

Mr. Blake gave an update on the financial status of the County. He stated the 2019 County budget included appropriations of \$5 million from the County's General Fund. Resolutions approved in the first three months of the years added appropriations of \$6.2 million and revenues of \$4.9 million. In the first quarter of 2019 the County received 38% of their anticipated revenues and expended 24% of their budget.

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The proposed 2020-2024 capital plan was discussed. A copy of the proposed plan was provided to all Supervisors in mid-April. A joint meeting with this Committee and the Planning/Economic Development and Public Works Committees will be scheduled for a later date to review the Plan in additional detail. The 2020 component of the Capital Plan has a cost of \$7.19 million with \$2.1 million being funded by the County; the remaining from non-local sources. The following projects are proposed for 2020: renovation work at the County Clerk's Building, security improvements at the County Jail, generator installation at the Hall of Justice, a roof on the Macedon highway barn, purchase of highway vehicles, 10 road projects, construction of a communications tower in Macedon and updates to the 911 CAD hardware and software system.

Mr. Blake said review of the County's general budget will begin slightly earlier this year with the Finance Committee being updated on the 2020 budget proposal in September. Individual Committees will review their budgets in September and October and a Committee of the Whole meeting will be held with the Board in mid-October or early November. The tentative County budget will be presented to the Board at their November 19th meeting, with a public hearing on the budget scheduled for December 3rd.

A copy of the first quarter summary/expenditure report was distributed by Mr. Blake. This report showed the general financial status of each County Department.

Mr. Groat questioned how much money the County puts into the Museum building; noting the building is historic and owned by the County. Mr. Leroy questioned if there are grants available for maintenance and repair to historic buildings. Mr. Groat said he would like to see what funds the County and the Museum have put into repairs and maintenance over the past six years and what is proposed for the near future. Mr. House stated the County offered this building to the Museum; however, their Board declined to accept it. After additional discussion, Supervisors agreed a representative of the Museum would be asked to come into the Government Operations Committee to provide this information.

The monthly report for Information Technology was presented by Mrs. Petrus. The Office received 402 service requests to the help desk in April, staff installed 24 new computers and 10 upgrades were completed. Staff participated in a table-top disaster drill with the Public Health Office, moved several departments to the new web browsing content filter system and switched configurations for the new phone system. The Office finalized paid and unpaid taxes for towns and the County and ran unpaid (delinquent) tax bills.

The following transmittals were presented for the Information Technology Office:

--Authorization for the Chairman of the Board to sign a renewal agreement with Visual Computer Solutions for maintenance of the shift schedule and time sheet software program for the Sheriff's Office and E-911 for a price of \$6,832. Approved 4-0.

--Authorization for the Chairman of the Board to sign an agreement with Syracuse Time and Alarm for maintenance renewal of the Nursing Home's resident wandering system for a price of \$4,950. Approved 4-0.

--Authorization to accept the bid from Dox Electronics for network switches for the Countywide phone system project for a price of \$43,750. Approved 4-0.

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Mr. Schmitt reviewed activities in his Office since the last meeting. He attended Finance School in Syracuse at the beginning of May and prepared requests for proposals for investment advisor services. Mr. Schmitt is in the process of developing a monthly cash position report and investment earnings report for the Committee. Through the first four months of the year \$534,759 earned in interest; this exceeds budget projections. During the month he worked on a number of tax foreclosure and tax collection issues.

As of May 8th there were 78 properties remaining on the tax foreclosure list. These properties have a total of \$722,333 owed in back taxes on them. The County's Landbank will be taking a few properties off of the tax roll with the purpose of encouraging re-use or redevelopment of the property. The exact properties will be determined prior to the tax sale. Mr. Schmitt said there are three properties the County will take ownership of if they go to foreclosure.

Mrs. Crane made a request the Committee enter into executive session at 9:32 a.m. with Mr. Connors, Insurance Specialist Brian Sams and Deputy Public Works Director Scott Kolczynski to discuss potential litigation, Mr. Deming second. The regular meeting resumed at 10:20 a.m.

The Committee was introduced to the new Executive Director of the Landbank, Mark Humbert. He is currently working part-time in the position, going full-time at the beginning of June. The Landbank Committee reviewed all properties that are currently on the County's tax foreclosure list and have selected some they would like to consider as projects. Mrs. Pagano said she has been working with the Information Technology Director on developing a website for the Landbank; the site is a requirement of Landbank designation through the State. Enterprise grant funding of \$500,000 will be used to offset the cost related to demolition or improving properties by the Landbank.

Mrs. Ambroz presented the monthly report for the Real Property Tax Office. The report included a list of meetings and events she and staff attended since the last Committee meeting. Assessment back-ups, for processing the tentative assessment rolls, were prepared for assessors. Local property sale information was sent to the State and preparation is underway for village tax bills. The Office processed approximately 200 transfers of real property in April.

Mrs. Ambroz informed Supervisors the Real Property Tax auction is scheduled for June 12th at the Lyons High School.

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

--Authorization to amend Board Resolution 251-19 regarding correcting an error on the tax roll. This request will correct an erroneous refund stated in the original resolution of slightly over \$13. Approved 4-0.

--Authorization to correct errors on the tax rolls in the Towns of Wolcott and Walworth. Approved 4-0.

Mr. Groat noted all assessors, including the County's Real Property Tax Director, are appointed at the same time for their six-year term. He questioned if the appointment could be done sooner. It was noted this action would have to go through the Government Operations Committee.

Mrs. Ambroz gave a presentation on the properties that are scheduled to be foreclosed upon and sold at this year's tax foreclosure sale, as of the date of today's meeting. She noted the properties the Landbank is interested in taking an additional look at to see if they are properties that should be demolished or repaired and put back on the market. The following properties are under consideration as projects through the County's Landbank:

Arcadia—329 West Sherman Avenue

Butler—14182 Westbury Cutoff Road

Galen—9 East Genesee Street, 24 Cayuga Street and 2996 Route 414 North

Lyons—22 Lawrence Street, 163 Geneva Street and two adjoining properties on Elmer Street

Macedon—606 Frey Road

Marion—3720 Union Street

Palmyra—Howell Street

Rose—4265 High Street and 5066 Gray Street

Savannah—1329 Hogback Road and 2722 Reed Road

Sodus—18 Newark Street, 48 Sergeant Street, 8106 Margaretta Road, 8195 Limekiln Road,
8211 Limekiln Road and 8200 Lake Road

Williamson—6478 East Townline Road

Wolcott—12799 Ridge Road, 13330 Chapman Corners Road, 8703 Murray Drive, 13928 State
Street, 13994 Water Street and 6681 Wolcott Street

Mr. Groat questioned if the date of the County tax foreclosure auction should be delayed so the Landbank has time for additional review and discussion on these properties. Mrs. Ambroz said the auctioneer who performs the sale is under contract and has the June 12th date set for this year. She did acknowledge it would be better if the County set the date of the sale closer to the Board meeting date, to allow for less time that the County is in the chain of title for the properties. The Landbank Committee will be meeting again next week to decide which of the above properties will remain on their project list. If the Landbank is to take the properties from the tax foreclosure sale they will take this action through an Other Business transmittal at the May Board meeting.

The meeting adjourned at 11:26 a.m. The next meeting of the Finance Committee is scheduled for Tuesday, June 11th at 8:30 a.m.