

MINUTES

FINANCE COMMITTEE

Tuesday, June 11, 2019 8:30 a.m.

Present: Supervisors Pagano, Miller, Crane, Deming, Groat and Verno, County Administrator Rick House, Information Technology Director Matt Ury, Real Property Tax Director Karen Ambroz, Landbank Executive Director Mark Humbert, Treasurer Patrick Schmitt and County Attorney Dan Connors.

Minutes from the May 14th Committee meeting were approved as written.

The following transmittals were referred to the Finance Committee:

--Authorization for the Director of the Department of Aging and Youth to sign 2019 Office of Family and Children Services budget amendments. Approved 5-0.

--Authorization for the Department of Aging and Youth to submit the 2019 Office of Children and Family Services Resource Allocation Plan. Approved 5-0.

--Authorization for the Chairman of the Board to sign an amended agreement between the Department of Social Services and the child caring institution Hillside Children's Center. Approved 5-0.

--Authorization for the Chairman of the Board to sign an agreement between the Department of Social Services and Snell Farm Children's Center. Approved 5-0.

--Authorization for the Department of Social Services to accept an allocation of SNAP bonus funds in the amount of \$57,142 from the New York State Office of Temporary and Disability Assistance to be used to improve SNAP-related customer services and enhance the County's ability to prevent SNAP-related abuse and fraud. Approved 5-0.

--Authorization for the Chairman of the Board to sign a renewal contract for child-only services between the Department of Social Services and Wayne ARC at an annual cost of \$76,710. Approved 5-0.

--Authorization for the Chairman of the Board to sign a renewal contract between the Department of Social Services and Wayne ARC for intensive case management services to the working impaired for a price not to exceed \$75,247. Approved 5-0.

--Authorization for the Chairman of the Board to sign the Workforce Innovative Opportunity Administration, Adult, Dislocated Worker and Career Center Services contract for 2019-2020 for a price of \$125,476. Approved 5-0.

--Authorization for the Chairman of the Board to sign the Workforce Innovation Opportunity Act Youth Services contract for 2019-2020 at a price of \$103,730. Approved 5-0.

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--Authorization for the Chairman of the Board to sign a contract between the Department of Social Services and Wayne CAP for the administration of a child abuse reduction program for a cost of \$19,750. Approved 5-0.

--Authorization for ensure Herd Immunity by eliminating non-medical exemption for vaccinations. Approved 5-0.

--Authorization for the Chairman of the Board to sign an agreement between St. John Fisher College and the Nursing Home for the provision of nursing educational programs. Approved 5-0.

--Authorization to pay a Nursefinders' invoice for services provided to the Wayne County Nursing Home prior to having a signed contract for their services. Approved 5-0.

--Authorization for the Chairman of the Board to sign a contract between the Nursing Home and the Veterans Service Administration for the care of residents. Approved 5-0.

--Authorization to engage outside counsel for tax foreclosure issues in Bankruptcy Court. Approved 5-0.

--Authorization to create one full-time Early Intervention Services Coordination position in the Public Health Department and amend the County budget. Approved 5-0. Mr. House noted an amendment will be made to this transmittal at the Board meeting.

--Authorization to appoint an Interim Commissioner of Social Services, set the salary and appoint a selection committee to fill the position. Approved 5-0.

--Authorization for the County to endorse a project at the Williamson-Sodus Airport. Approved 5-0.

--Authorization to approve a one-year extension with Mass Mutual and Reliance Trust for administration of the County's Deferred Compensation Plan. Approved 5-0.

--Authorization for the County to approve the submission of a Community Development Block Grant application through the Economic Development and Planning Office. Approved 5-0.

--Authorization for the Chairman of the Board to sign a license agreement with Sodus Central School to host a student/community band concert at Sodus Point Beach on August 8th. Approved 5-0.

--Authorization to set the date for a public hearing for the transfer of the Erie Canal Cultural Center. The hearing will allow the public a chance to comment on the possible change in current use of the building. Approved 5-0.

--Authorization to adjust property lines on County owned parcels in the Town of Sodus. Approved 5-0.

--Authorization to set the date for a public hearing regarding a Local Law prohibiting illicit discharge, activity and connection to the Wayne County separation storm sewer system. Approved 5-0.

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--Authorization to accept \$3,119 from the Town of Williamson. The funds are left over money from a playground project that was done in coordination with Keurig Dr. Pepper in Williamson. Approved 5-0.

--Authorization to accept the bid for a patio extension project at the Nursing Home. Approved 5-0. Mr. House said this request will be pulled at the Board meeting and another transmittal substituted that includes the correct budgetary numbers. He voiced concern with the number of transmittals coming to Committee at the last minute that have not been vetted by administration, allowing for such errors.

--Authorization to accept 2018 Operation Stonegarden Grant funds totaling \$110,000 and amend the 2019 budget due to receipt of funds. Approved 5-0.

--Authorization to approve a change order for the Sheriff's patrol boat purchase and modify the budget for this unanticipated \$1,413 cost for a substitute transducer. Approved 5-0.

--Authorization to accept the bid for an inmate transport vehicle separation insert and amend the County budget to pay this \$30,813.50 cost. Approved 5-0.

--Authorization to expend funds for the Sheriff's Office patrol boat and modify the County budget. The needed radio equipment and mobile computer for the boat will cost \$14,650; to be paid for with grant funds. Approved 5-0.

--Authorization to create a part-time Public Safety Dispatch Supervisor position for Wayne County 911. Approved 5-0.

--Authorization for the Board of Supervisors to support State and Federal Legislation to reclassify public safety telecommunications from their existing classification to one that would better classify the importance of their positions. Approved 5-0.

--Authorization to purchase and install radios in the County's multipurpose vehicle for a price of \$8,746. Approved 5-0.

Mr. House informed the Committee the transmittal to approve a PILOT agreement with the Ginna Nuclear Power Plant would not be presented at next week's Board meeting.

Larry Ann Evan, Director of the Wayne County Museum, was asked into the meeting to review what maintenance projects she thought the Museum would need in the coming year. The structure is owned by the County. She began by thanking Supervisors for the annual appropriation given to the Museum and how without this funding the Museum could not be viable. Ms. Evans said she had made the County's Public Works Department aware of her requests for the coming year, that include: repair to the under-roof of the front side doorway, gravel placed in the parking lot and assistance painting the upper barn doors. The interior conference room is being renovated by volunteers. The Museum Board was made aware of an offer by the County to turn over ownership of the building. Ms. Evans said they are fearful this will also mean the loss of the County's annual financial appropriation and the maintenance projects the County assist with. She questioned if the appropriation would continue if the building is turned over to the Museum, noting the Museum has an endowment fund; however, only the interest generated from this account can

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be used for Museum expenses. At this time, beside maintenance issues, the County assist with snow removal and mowing the property. The number of County artifacts stored in the building/barn was noted. Mr. Miller said he does not believe the Board of Supervisors would try to bankrupt the Museum. He suggested the County form a group to look into the pros and cons of transferring this property to the Museum and how the County can assist with keeping their artifacts safely preserved.

Funeral Directors Paul Murphy and Bob Yost and Clerk to the Coroner Keith Benjamin came into the meeting to discuss a request to increase the cost paid by the County to funeral homes for coroner calls. At this time funeral homes are paid \$250 per call; Mr. Murphy noted the time and equipment needed are not worth this price. Morgues for Wayne County use are located in Clifton Springs and Monroe County. A request was made to pay funeral homes \$400 for the removal of a body to the morgue in Clifton Springs and \$500 to have a body picked-up and moved to Monroe County. The cost of a body bag, which is needed for every coroner call, is approximately \$35. Mr. Benjamin said in the first six months of the year there have been 60-70 bodies picked-up for the Coroner's Office. Supervisors questioned if the closest funeral home is called for pick-up; Mr. Murphy said he is not sure what system the County uses; however, it generally is not the first funeral home called that can respond. Mr. House quoted amounts other counties pay their funeral homes for coroner body pick-ups. Mrs. Crane questioned the County's liability when funeral homes are transporting a body. At this time funeral homes are not paid mileage when they transport a body. Mr. Yost stated the need for transporters to be properly trained for the transportation of a body. Mr. House said any change in rate has time to be incorporated into the County's 2020 budget. Mr. Murphy was requested to develop a mileage rate and a cost for body bags that would be accepted by other funeral homes in the County and supply this information to Mr. House.

The monthly activities report for the Information Technology Office was reviewed. A total of 389 service calls were received by the help desk, 40 new computers were installed, staff processed and printed village tax bills and continue work on the phone project. Staff will continue to work with 911 on the CAD/RMS/mobile system. Summer interns are on staff; Mr. Ury noted the benefit of these positions and his desire to add to this number in the coming year. A cyber security training curriculum has been developed for employees. Many staff members are working on security issues; as no additional State or Federal funding has been received to hire a Security Officer. Issues voiced regarding cell phone coverage in the Health Services Building cannot be resolved without a cell company placing an additional tower in the area.

Mr. Ury presented a transmittal requesting authorization for the Chairman of the Board to sign a renewal ZIX encryption software package contract through DOX Electronics for a price of \$12,840. This system will allow for the encryption of all e-mails containing protected information. Approved 5-0.

Ms. Scott reviewed findings from an audit she conducted on the Stop-DWI Program through the Sheriff's Office at the request of the Sheriff. Only one recommendation was found: to conduct periodic review of all actual expenses in the STOP-DWI account to confirm the completeness and accuracy of all transactions. The Sheriff's Office responded saying, as per previous audits, they will continue to meet twice a year with the Council on Alcoholism to review and ensure contracted programing is being done.

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Mrs. Scott presented a transmittal requesting authorization to amend Board Resolution No. 18-14 in relation to the adoption of the Assigned Counsel invoice submission policy. It was stated any invoice over 120 days old would be denied payment. Approved 5-0.

Mr. Schmitt submitted his monthly activities report. He is reviewing responses for Investment Advisor services and plans to bring a transmittal to Committee in July. A new Accountant position has been filled in the Office. Staff have worked on tax foreclosure and tax collection issues. There are 46 properties on the foreclosure list. A total of \$366,781 has been paid by the County in back taxes owed on properties that were foreclosed upon.

Mr. Schmitt submitted an interest income comparison sheet; at this time the County is over budget on interest income revenue.

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

--Authorization to withdraw real property tax parcels with legal issues from the tax foreclosure process. One property is on Welcher Road in Arcadia, the other on Tellier Road in the Town of Palmyra. Approved 5-0.

--Authorization to concur with the County Treasurer's recommendation to withdraw certain real property tax parcels from the foreclosure process and place in Roll Section 8. The properties are on East Genesee Street in the Town of Galen—a previous gas station, Route 88 North and Main Street West in the Town of Sodus--due to fuel pumps on the property and Ridge Road in the Town of Williamson. Mr. Groat said the Galen property may have gone through an environmental clean-up; he will check on this. Mr. Verno said the property in Williamson appears to be viable to sell and he would like to see it placed back on the tax roll. It was agreed the property from Williamson would be removed from the list. Approved 5-0.

Mr. Schmitt made the Committee aware that the following properties were placed in an exempt portion of the tax roll in 2017; however, he is making the recommendation they be taken off the exempt list and placed back on the tax roll: 3313 Hall Center Road in Marion, 4763 Tellier Road and 4969 Route 31 in Palmyra and 8423 Wagemaker Road in Sodus. A transmittal will be required to take a property out of Roll Section 8 and place it back into Roll Section 1.

--Authorization to remove the real property parcel located at 7056 Old Lyons Road in the Town of Arcadia from the public auction and retained for County purposes. Approved 5-0.

--Authorization to oppose State Legislation that could undermine the careful balance in laws related to the tax foreclosure process. Mr. Schmitt said the proposal would take away consistencies that currently exists in the tax foreclosure system. Approved 5-0.

The monthly activities report for the Real Property Tax Office was presented. The report included a list of meetings and events attended by Mrs. Ambroz. She conducted the annual training for Board of Assessment Review members. Mrs. Ambroz encouraged any town that currently has a three-member BAR to consider increasing their BAR to five-members. The Landbank has requested 24 parcels of property that were on the County's tax foreclosure list. Information binders have been created by the Office for all foreclosed properties that are part of the tax foreclosure auction, scheduled for June 12th. The Office processed over 200 transfers of real property tax during May.

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Mrs. Ambroz presented a transmittal requesting authorization to transfer 17 properties to the Land Bank. Originally properties on High Street in Savannah and Reed Road in Rose were on the list; however, have since been removed and will be sold at the tax auction. Approved 5-0.

--Authorization to accept bids for certain real property parcels in the Town of Rose, Town of Walworth and Town of Williamson. The properties were offered to adjoining property owners. Approved 5-0.

Mr. Humbert updated members on activities in the Landbank Office since the last meeting. The Landbank has agreed to have a sub-recipient agreement for the use of remaining Community Development Block Grant funds. The first properties scheduled for demolition, both in Lyons, will be paid for the CDBG funds. Mr. Humbert said he has been in conversations with Wayne Finger Lakes BOCES and Habitat for Humanity; both groups may be interested in rehabilitating a home in the Landbank program in the future.

Mr. House said his Office is working on the 2020 County budget. Budget instructions will be going out to Departments later this week; the budget process was moved up a month to allow for additional Committee review time. Mrs. Crane requested a print-out of County expenditures versus revenue for the first six months of the year.

Mr. Deming made a motion the Committee enter into executive session at 10:43 a.m. to discuss potential litigation, Mrs. Crane second. The meeting adjourned at 11:03 a.m. The next meeting of the Finance Committee is scheduled for Tuesday, July 9th at 8:30 a.m.