

## MINUTES

### FINANCE COMMITTEE

**Tuesday, July 9, 2019 10:00 a.m.**

Present: Supervisors Pagano, Miller, Crane, Deming, Groat and LeRoy, County Administrator Rick House, Information Technology Deputy Director Andrea Petrus, Landbank Executive Director Mark Humbert and Treasurer Patrick Schmitt.

Minutes from the June 11<sup>th</sup> Committee meeting were approved as written.

The following transmittals were referred to the Finance Committee:

--Authorization to set the salary for the 4<sup>th</sup> part-time Assistant District Attorney at \$53,000. The individual filling this position is moving from a full-time position in the Office to this part-time position. Approved 5-0.

--Authorization to fill the vacated full-time Assistant District Attorney position and set the salary at \$91,000. Mrs. Crane opposed the request in the Public Safety and Government Operations Committee meetings. Vote 4-1, Mrs. Crane opposed.

--Authorization for the Public Defender's Office to accept a New York State Office of Indigent Legal Services Grant in the amount of \$495,423; \$165,000 a year for three consecutive years. Approved 5-0.

--Authorization to set the salary for the position of Major in the Sheriff's Office at \$86,247. The position is a Grade 9 on the County's confidential/managerial salary scale. Approved 5-0.

--Authorization for the Chairman of the Board to sign an agreement between the Sheriff's Office and Wayne Finger Lakes BOCES for a 12-month Deputy Sheriff School Resource Officer and amend the County budget. The price includes a five percent administrative fee. Approved 5-0.

--Authorization for the Chairman of the Board to sign an agreement between the Sheriff's Office and the Wayne Central School District for two 10-month Deputy Sheriff School Resource Officers and amend the County budget. The price includes a five percent administrative fee. Approved 5-0.

--Authorization for the Sheriff's Office to obtain replacement marked patrol vehicles and amend the County budget. Both vehicles were involved in motor vehicle accidents and need to be replaced. The \$98,306 price of the vehicles will have a County cost of \$21,918. Approved 5-0.

--Authorization for the Chairman of the Board to sign an agreement between the Emergency Services Department and Finger Lakes Communication Company for the Wayne County Radio System. This company is a single source vendor for the County's radio infrastructure projects. The cost of their services will vary depending on the work needed. Approved 5-0.

--Authorization to amend the budget and expend funds for the 911 Back-Up Center. Approved 5-0.

--Authorization for the Emergency Services Department to accept a 2018 Public Safety Answering Point Grant in the amount of \$163,422. Approved 5-0.

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--Authorization to dispose of surplus County equipment in the Public Works Department through auction. Approved 5-0.

--Authorization to declare a vehicle surplus in the Public Works Department and dispose of according to County policy. Approved 5-0.

--Authorization to sell a surplus 2006 Dodge pick-up truck to the Town of Arcadia for \$1,900. This vehicle was previously declared surplus by the County. Approved 5-0.

--Authorization to adopt a local law prohibiting illicit discharges, activities and connections to the Wayne County separate storm sewer system. Approved 5-0.

--Authorization for the County Attorney to commence action to compel a determination of claim to real property. This issue is in regard to County owned property located adjacent to the Canal. The State conveyed property adjacent to the Canal to the County in 1987. The property was to be surveyed to determine what section belongs to the County; however, the homeowner will not allow surveyors on the land. Approved 5-0.

--Authorization for the Planning/Economic Development Office to submit a \$200,000 Community Block Grant Microenterprise application. If received, funds would be utilized for start-up businesses. Approved 5-0.

--Authorization for the Board to oppose a paper bag tax. The State is allowing County's to impose a five cent tax on paper carryout bags; however, local governments must opt out of this tax if they do not want to collect it. Approved 5-0.

--Authorization for the County to pay the patient-centered outcomes research institute fee of \$3,953. This payment is required under the Affordable Care Act. Approved 5-0.

--Authorization for the County to establish a standard work day and reporting resolution for elected and appointed officials to comply with the State Retirement Law. Approved 5-0.

--Authorization for the Chairman of the Board to sign a memorandum of agreement with the Civil Service Employees Association General and Supervisory Units in regard to a leave policy for Advanced Life Support staff. Approved 5-0.

--Authorization for the Public Health Office to accept a performance incentive award in the amount of \$2,600. Approved 5-0.

--Authorization to appoint Jona Wright to the Finger Lakes Workforce Investment Board. Approved 5-0.

--Authorization to amend the TANF (Temporary Assistance to Needy Families) Summer Youth Program budget to reflect an increase in appropriations of \$18,146. Approved 5-0

--Authorization to create two full-time Home Health Aide positions in the Department of Aging and Youth to provide personal care services for eligible seniors and amend the County budget. Lifetime Care is one of two contractors that provide these services for the County; they have said they will not renew their contract for the coming year. Approved 4-1, Supervisor Crane opposed the request.

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--Authorization to extend the position of temporary part-time Services Assistant at the Department of Aging and Youth through the end of 2019. Approved 5-0.

Mr. House stated a transmittal requesting authorization to accept the proposal submitted by ARC of Wayne for the provision of Early Intervention Services to eligible Wayne County children for the 2019-2020 school year would be presented as a Rule 14 at next week's Board meeting. The request needed more clarification at the Health and Medical Services Committee meeting and it was agreed it would be put on the Board agenda once issues were resolved. Approved 5-0.

The monthly report for the Treasurer's Office was presented. Mr. Schmitt reviewed his analysis of sales tax collection and trends for the first six months of the year and is meeting with staff on ways to improve the tax foreclosure process. Staff sent 2,893 letter to property owners and interested parties about unpaid 2018 and 2019 property taxes. One hundred new property tax contracts were started with property owners that have delinquent taxes to help them avoid tax foreclosure. As of the beginning of this week there were 641 parcels on the 2018 tax foreclosure list.

The Committee was informed the County earned \$322,074 in interest income in the first six months of the year; this is more than the amount included in the full year's budget. Interest rates have come down slightly on investments; with rates for borrowing up slightly.

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

--Authorization for the Chairman of the Board to sign a five-year investment agreement with Community Bank Trust Services for the provision of investment advisory and custodial banking services. Mr. Schmitt stated the County invest approximately \$46 million and the bank's expertise in this area will assist the County in making wise investments. Approved 5-0.

--Authorization to advertise for sealed bids for the sale of County property and rescind Board Resolution No. 204-19. The property in the request was not sold by sealed bid at an earlier date because of a legal challenge; however, that issue has been resolved. Approved 5-0.

Mr. House presented a transmittal requesting authorization for the Chairman of the Board to sign a payment in lieu of taxes agreement with the Wayne Central School District, Town of Ontario and Ginna Nuclear Power Plant. He said the payment being made for the next two years is close to the amount paid in past years; however, payments after than time will begin to drop. Approved 5-0.

John Rynkiewicz and Raymond Wager came before the Committee to present the 2018 year-end audit. The County had a fund balance at the end of 2018 of \$92 million. The fund balance has decreased by \$3 million from the prior year; the decrease was mainly due to the funding of the William Street Project. The report noted those recommendations that were corrected following the last audit and those still pending. Recommendations pending are in year-end adjustments, general accounting, bank reconciliation, cash management, the self-insurance fund and capital assets. The Nursing Home had a good year due to an influx of IGT funds.

The audit stated the assets of the County exceeded the liabilities at the close of the year. Cost to the County came strongly from the increase in health insurance costs, contractual obligated wage increases and the State imposed tax cap. The tax rate in 2018 was \$7.75 and increased to \$7.90 in 2019. Auditors reported no significant findings in their review.

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Mr. Schmitt said he will work with Departments to make certain corrective recommendations in the audit report are corrected. He would like to see a Countywide accounts receivable policy so all Departments would write-off debt within a certain time frame.

The monthly report for the Information Technology Office was distributed with the agenda. The Office received 387 services requests through the Help Desk, installed 25 new computers and tested the County website to make certain it adheres to accessibility standards. Spam e-mails continue to be blocked and investigated, testing continues on new Mental Health Department software and server storage was added for the County Clerk's scanning project. Staff attended the Continuity in Government training and developed an Office continuity of government plan.

Mrs. Petrus reported staff continue to work on development of an Information Technology policy and procedure document.

A transmittal was presented requesting authorization for the Chairman of the Board to sign an agreement with Black Creek Integrated Systems Corporation for maintenance on the Sally Port Jail Management System for a price of \$51,569. Approved 5-0.

Mr. House thanked Mrs. Petrus for the effort she put forth in working with the Human Resource Department on retroactive pay for the Sheriff's Office; this was a very complex function.

The monthly activities report for Real Property Tax Services was presented. The report included a list of meetings and events attended since the last meeting by Mrs. Ambroz and staff. Twenty-eight properties were sold at this year's tax foreclosure auction. Final assessment rolls were run and made available to assessors before July 1<sup>st</sup>.

Mr. Blake presented a transmittal requesting authorization to set the date for a public hearing for the 2020-2024 Wayne County Capital Plan. A copy of the Plan was provided to all Supervisors and a detailed discussion held following last month's Board meeting on the issue. The Plan is not a funding commitment. Approved 5-0.

Mr. Blake updated Supervisors on County financial issues. Department budgets are due to be put into MUNIS no later than July 15<sup>th</sup>; this Committee will receive a budget update at their August 8<sup>th</sup> meeting. Department Heads and County administration will begin budget review in August. The unassigned general fund balance at the end of 2018 was \$48 million; the current unassigned general fund balance is \$52 million. Sales tax revenues have continued to grow and were budgeted for \$32 million in 2019, up from \$29 million budgeted in 2018. Mr. Blake noted historically the highest sales tax revenue payment is made in the 4<sup>th</sup> quarter of the year.

Mr. Humbert informed the Committee the Landbank has been very busy with taking title to several County properties that would have gone to the tax foreclosure sale. Funding from the Enterprise Partners Grant and Community Development Block Grant (CDBG) funds are the main source of revenue to the Landbank and will be used to cover demolition costs of initial projects. All properties the Landbank has title to will be maintained. Mr. Humbert said mowing and general maintenance services for these properties are currently out to bid. He stated the need to have someone to administer the CDBG funds and engineering for proposed projects. The next Landbank meeting is scheduled for July 18<sup>th</sup> at 1:00 p.m.

Funeral Directors Paul Murphy and AJ Alvarado and Clerk for the County Coroner Keith Benjamin were present at the meeting for a discussion on the rate paid funeral directors for body removal

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at the request of the County. At this time funeral directors are paid \$250 for the removal of a body at the Coroner's request; no additional reimbursement. The request from the funeral directors is to be paid \$400 for each pick-up, plus \$2 a mile mileage and \$35 for a body pouch. Transportation of bodies is made to either Clifton Springs Hospital or the Monroe County Medical Examiner's Office; Mr. Murphy said mileage is only charge while the body is in the vehicle. In the first six months of the year there have been 34 requests for body removal by the Coroner's Office. Mrs. Pagano said this request would be taken under consideration.

Funeral Directors were asked if the system of body removal was going well now that the County has two Coroners. Mr. Alvarado said the Coroners do not come out to any calls, at least not the ones that he has been to; they do their communication with funeral directors and police agencies through phone.

Mrs. Crane requested an executive session at 11:21 a.m. to discuss a personnel matter, Mr. Deming second. The meeting adjourned at 11:35 a.m. The next meeting of the Finance Committee is scheduled for Thursday, August 8<sup>th</sup> at 8:30 a.m.