

MINUTES

FINANCE COMMITTEE

Thursday, August 8, 2019 8:30 a.m.

9 Pearl Street Office Building

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

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

The following transmittals were referred to the Finance Committee:

--Authorization to create and fill the position of part-time Veterans Service Officer at an hourly rate of \$18.20. The individual will be accredited and able to assist with claims and normal daily functions in the Office. Approved 3-0.

--Authorization for the Department of Aging and Youth to submit their 2019 Unmet Need Grant in the amount of \$17,376. Approved 3-0.

--Authorization to terminate the dietitian contract between the Department of Aging and Youth and Geraldine Morse, due to retirement, and authorization for the Chairman of the Board to sign a dietitian contract with Leslie Elliott to provide dietary services for the congregate and home delivered meal programs through the remainder of 2019. Dietitian services will be put out to bid for 2020. Approved 3-0.

--Authorization for the Chairman of the Board to sign a contract between the Department of Aging and Youth and Wayne County school districts for administration of the Family And Communities Together (FACT) Program. Approved 3-0.

--Authorization to approve out of title pay to a Department of Social Services Computer Services Assistant while working in the vacated Information Technology Coordinator position. Approved 3-0.

--Authorization for the Chairman of the Board to sign a three-year agreement between the Department of Social Services and Pathways, Inc. for the provision of child caring services for an amount not to exceed \$375,000. Approved 3-0.

Supervisors Groat and Crane arrived at the meeting at 8:35 a.m.

--Authorization for the Mental Health Department to participate in a New York State Office of Mental Health Pilot Project and to establish a business associate agreement between the Behavioral Health Network Office, the County Sheriff's Office and Zoom Video Communications. Approved 5-0.

--Authorization for the Nursing Home to accept bids for the purchase of electronic medical records and financial software for a price of \$29,248; only two proposals for this service were received. Approved 5-0.

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--Authorization for the Chairman of the Board to sign a contract with Wayne Finger Lakes BOCES for transportation of children in the Early Intervention and Pre-K Programs. Approved 5-0.

--Authorization for the Chairman of the Board to sign a contract between the Public Health Department and Oswego CiTi BOCES for the provision of vision therapy services for children with handicapping conditions. Approved 5-0.

--Authorization for the Chairman of the Board to sign a contract between the Public Health Department and Health Research Inc. for the provision of public health emergency preparedness activities for a five-year cost of \$80,645. Approved 5-0.

--Authorization to amend the County budget to pay legal costs related to representation needed for contract negotiations. The request is to transfer \$60,000 from the County's contingency fund into the Human Resource budget. Approved 5-0.

--Authorization to suspend the County's contribution to the Disability Self-Insurance Fund. Approved 5-0.

--Authorization for the Chairman of the Board to appoint members to a collective bargaining committee for contract negotiations with the Wayne County Sheriff's Court Officers Association. Approved 5-0.

--Authorization to adopt a change to the managerial/confidential position pay grade for the position of Payroll Clerk. This would have the new position of Payroll Clerk at a Grade 3. Approved 5-0.

--Authorization to adopt a change to the managerial/confidential position pay grade for the position of Senior Payroll Clerk. This would place the new position in a Grade 4. Approved 5-0.

--Authorization for the Human Resource Office to purchase two desks and transfer funds within the Human Resource budget for the cost of \$3,717. Approved 5-0.

--Authorization to establish 2020 Workers' Compensation Plan premium equivalents. Approved 5-0.

--Authorization for the Chairman of the Board to sign an addendum to the contract between the County Clerk's Office and US Imaging for back scanning services. The change would allow for the scanning of additional materials not listed in the existing contract. Approved 5-0.

--Authorization to declare a 2009 Ford Crown Victoria surplus and dispose of through public auction. Approved 5-0.

--Authorization to obtain permanent easements for highway projects in the Towns of Wolcott and Williamson. Approved 5-0.

--Authorization to amend the County Roads budget for receipt of \$387,397 in CHIPs funding. Approved 5-0.

--Authorization for the Chairman of the Board to sign a memorandum of understanding between the Department of Public Works and Sodus Point to extend maintenance at Sodus Point Park past Labor Day. Approved 5-0.

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--Authorization for the Chairman of the Board to sign a three-year agreement between the Department of Public Works and SRI Fire Sprinkler LLC for the provision of quarterly sprinkler system inspection and maintenance services for a price of \$9,348. Approved 5-0.

--Authorization to clarify Local Law No. 3 of 1997. The original law prohibited any individual from bearing or having in their possession openly or concealed firearms or guns. The change would establish a committee that would review requests from County employees who wish to carry and/or possess firearms while being in a County building. Approved 4-1, Supervisor Crane opposed the request.

--Authorization for the Chairman of the Board to sign an affiliation agreement between the Public Defender's Office and Roberts Wesleyan College for a student social work intern to work in the Public Defender's Office during the upcoming school year. Approved 5-0.

--Authorization for the County to contract with the Assigned Counsel Administrator to hire a Data Entry Operator/Secretary with Hurrell-Harring grant funding in the amount of \$31,200. Approved 5-0.

--Authorization to rescind Board Resolution No. 384-19 and Res. No. 386-19. These resolutions included budget adjustments for the 2020 budget; however, the Board can not authorize budget adjustments for a budget that does not exist. Approved 5-0.

--Authorization for the Chairman of the Board to sign an agreement with Wayne-Finger Lakes Board of Cooperative Education Services for a Deputy Sheriff School Resource Officer. 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 Deputy Sheriff School Resource Officers; both positions will be utilized by the school district 10 months a year. Approved 5-0.

--Authorization to accept the bid for flame resistant tactical uniforms for the Sheriff's Office for a price of \$3,558. Approved 5-0.

--Authorization to fill the vacant full-time position of Assistant District Attorney at an annual salary of \$79,184. Approved 4-1, Supervisor Crane opposed the request, stating it did not follow the existing managerial/confidential salary rules/regulations.

--Authorization to amend the Emergency Services budget for the purchase of equipment for the Public Safety Radio System. Approved 5-0.

--Authorization to utilize 2018 Public Safety Answering Point Grant funds for the purchase of a microwave backhaul system for a price of \$117,000. Approved 5-0.

--Authorization for the Chairman of the Board to sign a cooperative purchasing agreement with the State of Texas to allow for better purchasing opportunities for the Department. Approved 5-0.

--Authorization to utilize 2018 Homeland Security Grant funds for the purchase of switches for the Backup 911 Center for a price of \$10,950. Approved 5-0.

Mr. Schmitt reviewed his monthly activities report. Cash received from sales tax during the first seven months of the year is up over 1% from last year at the same time, no decision has been

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made regarding the property maintenance case that is in the Appellate Court—it is anticipated a decision will be issued soon. The latest information from the Office of the State Comptroller says that Aid and Incentives for Municipalities (AIM) funding will be withheld in County sales tax revenue by the State and distributed in a lump sum from the cash they send to towns in December and villages in May. Forty-eight new contracts were started with property owners that have delinquent taxes to help them avoid tax foreclosure. As of August 1st there were 611 parcels on the 2018 tax foreclosure list. The County has received over \$312,000 in gaming revenue so far this year; the budget reflects revenue of \$385,000 for the entire year. Revenue from tribal casinos remains in arbitration; if decided in favor of the counties, the casinos will have to make retroactive payments.

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

--Authorization for the Chairman of the Board to sign an agreement with Stewart Title Insurance Company for the provision of title search services as related to the County's tax foreclosure proceedings for calendar years 2020 and 2021 at a price not to exceed \$165,000. The contract with the current vendor for this service will be cancelled due to under performance. Approved 5-0.

--Authorization to transfer the net proceeds of the County's annual property tax foreclosure auction to the Wayne County Regional Land Bank Corporation. Proceeds total \$350,201. Approved 5-0.

Mr. Schmitt presented a letter he received from a constituent noting his displeasure with many County issues and flooding of his marina in Huron. The letter will be filed with the Clerk of the Board.

Mr. Groat made a motion the Committee enter into executive session at 9:02 a.m. to discuss pending litigation with the County Attorney in attendance, Mr. Deming second. The regular meeting resumed at 9:10 a.m.

Mr. Connors presented a transmittal requesting authorization to convey property in the Town of Ontario back to the previous owners. He reviewed the circumstances of this particular case, stating the property was going through a legal bankruptcy proceeding at the time the County took title to it through the foreclosure process. This action would authorize a quit-claim deed conveying title of the property back to the former owners, with the financial institution holding the mortgage to pay all outstanding taxes, interest and penalties owed the County. Approved 5-0.

Mr. Groat questioned the annual County cost to operate the County's Nursing Home, not including revenue received from IGT. Mr. Blake said he could get those figures; however, they were not available for this meeting. It is believed the cost did not exceed \$100,000 in 2018.

Mr. Blake presented a transmittal requesting authorization to amend the Purchasing Clerk's budget with a transfer of \$500 from the contingency fund for the purpose of travel expenses. Approved 5-0.

Mr. Blake updated members on the 2020 County budget process. The Capital Plan for 2020-24 is anticipated to be adopted at the Board meeting later this month. Preliminary budgets presented by Departments show an increase in expenditures of \$3 million. Operational cost for the Nursing

Home are also reflected to be higher in 2020, as IGT funds are not anticipated next year. Preliminary budgets have revenues down from last year by \$3.2 million. Interest income is proposed to be higher and sales tax revenue remains the same. The current audited general fund balance is nearly \$48 million.

Mr. Ury reviewed his monthly activities report. During July the Information Technology Office received 349 service requests to the Help Desk, installed 22 computers, upgraded multiple telephone switches, staff attended COOP training and multiple servers were upgraded. The phone project will be done in stages, as equipment coming from overseas has been delayed.

An out of state travel request was presented for a Senior Computer Programmer to attend the National Association of Government Web Professionals Conference in Salt Lake City, Utah, from September 17th—19th for a price of \$1,822. Mr. Ury noted the cost savings to the County for the work this individual does in web development. Approved.

Ms. Scott present her findings following a recent audit of cash accounts within the County Jail during 2018; the audit was conducted at the request of the Sheriff. She recommended bank reconciliations be prepared for each account within five business days of bank statement availability, that bank reconciliations be properly reviewed by an individual separate from the preparer to ensure accuracy, the check register be recorded immediately following the disbursement of a check and a clear separation of duties be present for the cash handling components of the Office to maintain proper internal controls. The Sheriff responded to the recommendations, noting most issues were due to new staff that had yet to be trained. All recommendations will be corrected and accounts more closely monitored.

The monthly activities report for Real Property Tax Office was reviewed. It included a list of meetings attended by Mrs. Ambroz since the last Committee meeting. Information has been sent to school districts for preparation of running school tax bills, the State continues to make STaR processing difficult, all assessment information was updated on the Department's webpage to include 2019 final roll information and the County schedule of real property taxes and assessment was completed and forwarded to the State. The Towns of Ontario, Rose and Galen are conducting 2020 assessment roll revaluations. All tax auction parcels were picked up by the deadline. There were over 270 real property transfers during July.

Mrs. Ambroz presented a transmittal requesting authorization to approve a tax refund in the Town of Arcadia due to an error on the tax roll. Approved 5-0.

The Committee was informed the Landbank now has a contract with a mowing vendor and an engineering firm to use for their projects. Only one bid was received from a building demolition vendor. Mr. Blake questioned if the County still wanted to give the Landbank their 2020 appropriation as they now have money for operational costs gained through the County's tax foreclosure sale. Supervisors agreed \$750,000 in County funding was committed over three years for this program and it should be included in the 2020 budget.

Mr. Groat made a motion the Committee enter into executive session at 9:59 a.m. to discuss a personnel matter, Mr. Miller second. The meeting adjourned at 10:07 a.m. The next meeting of the Finance Committee is scheduled for Tuesday, September 10th at 8:30 a.m.