

MINUTES

FINANCE COMMITTEE

Tuesday, March 10, 2020 8:30 a.m.

Present: Supervisors Bender, Groat, Verkey, Robusto, Emmel, Eygnor, Johnson and Miller, County Administrator Rick House, Fiscal Assistant Ken Blake, Deputy Treasurer Jody Bornheimer, Information Technology Director Matt Ury, Deputy Information Technology Director Andrea Petrus, County Auditor Kristen Scott, Self-Insurance Specialist Brian Sams, Real Property Tax Director Karen Ambroz, Purchasing Agent Kaleigh Flynn, Land Bank Director Mark Humbert

Minutes from the February 11th Committee meeting were approved as written.

The following transmittals were referred to the Finance Committee:

--Authorization for District Attorney and Chairman to Execute Annual Federal Equitable Sharing Agreement and Certification Report for Year Ending 12/31/18. Approved 5-0.

--Authorization to Create and Fill a Senior Clerk Typist Position in the District Attorney Office. Approved 5-0.

--Authorization to Extend the Public Defense Case Management System Maintenance and Software Support Agreement between Wayne County on Behalf of the Assigned Counsel Program and New York State Defenders Association, Inc. (NYSDA). Approved 5-0.

--Authorization to Sign an Amendment to the Current Alcohol Monitoring Services (AMS) Contract to Add GPS Beacon Capabilities for Wayne County Probation. Approved 5-0.

--Authorization to Surplus a Motor Vehicle Cage from a Probation Vehicle and to Transfer Ownership to Cayuga County Probation Department. Approved 5-0.

--Authorization to Enter into an Agreement with Krenzer Marine for Boat Space Rental for the Wayne County Sheriff's Office. Approved 5-0.

--Authorization to Execute an Affiliation Agreement with Monroe Community College for a Student Intern for the Sheriff's Office. Approved 5-0.

--Authorization to Enter into an Intermunicipal Agreement with Schuyler County to Provide Law Enforcement Services to the Schuyler County Sheriff's Office at Watkins Glen International During the NASCAR Race. Approved 5-0.

--Authorization to Amend the 2020 Budget for EMS System Study. Approved 5-0.

--Authorization to Enter into a Contract with Hexagon for Annual Computer Aided Dispatch (CAD) and Mobile Data Computer (MDC) Software Maintenance for the Department of Emergency Management. Approved 5-0.

--Acknowledgement of Emergency Purchase for Repair of Wayne County 911 Telephone System. Approved 5-0.

--Authorization to Declare Vehicles and Items Surplus in the Public Works Department. Approved 5-0.

--Authorization to Accept Low Bid for the Ridge Road Bridge Replacement Project. Approved 5-0.

--Authorization to Amend the 2020 Budget to Increase Appropriations for Highway Sign Posts. Approved 5-0.

--Authorization to Accept Bid and Award Contract for Vestibule Repairs at the Wayne County Social Services Building and Amend Budget Project. Approved 5-0.

--Authorization to Declare Lead Agency Status for SEQR for the Crescent Beach REDI Project for Wayne County Public Works. Approved 5-0.

--Authorization to Declare Old Furniture Surplus from 16 William Street Office Building. Passed 5-0.

--Authorization to Contract for Pest Control Services. Approved 5-0.

--Authorization to Obtain Permanent Easements for Highway Project. Approved 5-0.

--Authorization to Enter Into Agreement with DBI Services for Roadside Spraying Services. Passed 5-0.

--Authorization to Create Projects in the Highway Department. Approved 5-0.

--Authorization to Prepare a Supplemental Agreement with TY Lin for the Construction Phase of the Ridge Road Bridge Project in Sodus. Approved 5-0.

--Authorization to Enter into a Supplemental Agreement with the NYSDOT for Construction Phase Funding of the Ridge Road Bridge Replacement Project. Approved 5-0.

--Authorization to Accept RFP Quote for 2020 Travel Guide Printing. Approved 5-0.

--Resolution Authorizing Agreement with Lamar for Billboard Advertising for Wayne Economic Development and Planning. Approved 5-0.

--Authorization to Re-Appropriate Unspent 2019 Budget Funding to the Industrial Development Program 2020 Budget. Approved 5-0.

--Authorization to Amend Resolution No. 669-02 Authorizing Health Insurance Reimbursement to Part-Time Elected and Appointed Officials. Approved 5-0.

--Authorization to Accept Proposal and Execute Contract for Workers' Compensation Actuarial Services. Approved 5-0.

--Authorize the Appointment of Renee Maybee as Director of Veterans Service Agency and Set Salary. Approved 5-0.

--Resolution Calling on the Governor and New York State Legislature to Preserve the Zero Percent Medicaid Growth Cap for all Counties and New York City. Approved 5-0.

--Authorize the Appointment of Amy Haskins as Director for Aging and Youth Services and Set Salary. Approved 5-0.

--Authorization for Wayne Behavioral Health Network to Establish Memorandum of Understanding (MOU) with Finger Lakes Community College. Approved 5-0.

--Authorization for Wayne Behavioral Health Network to Establish Updated Service Agreement with Bioservusa for Biomedical Waste Management Services. Approved 5-0.

--Authorization to Wayne Behavioral Health Network to Renew its Annual Contract with ACM Medical Laboratory. Approved 5-0.

--Authorization to the Mental Health Department to Renew its Annual Contract with Coordinated Care Services, Inc. (CCSI) Approved 5-0.

--Authorization to Establish Contract between Wayne Behavioral Health Network and MVP Health Insurance. Approved 5-0.

--Authorization to Disburse Prior Year State Aid Funding and Make Payment to Wayne ARC and Amend the 2020 County Budget for the Department of Mental Health. Approved 5-0.

--Authorization to Transfer and Dispose of Equipment in the Public Health Department. Approved 5-0.

--Authorize Agreement with Lisa Pappa, Psychiatric Nurse Practitioner for the Wayne County Nursing Home. Approved 5-0.

--Authorization for the Department of Aging and Youth to Renew the Pre-Trial Diversion and Homeless Program Contract For 2020. Approved 5-0.

--Authorization to Renew 2020 Congregate Nutrition Site Contract with the Town of Ontario for the Department of Aging and Youth. Approved 5-0.

--Authorization for the Department of Aging and Youth to Renew the Rental Agreement with the Village of Palmyra for the Senior Congregate Meal Program In 2020. Approved 5-0.

--Authorization for Wayne County Department of Aging and Youth to Renew the 2020 Family Counseling of the Finger Lakes Contract. Approved 5-0.

--Authorization for the Director of Wayne County Department of Aging and Youth to Apply for Bullis Foundation Grant to Enhance the Senior Medical Transportation Program. Approved 5-0.

--Authorization for the Department of Aging and Youth to Renew 2020 Contract with LawNY. Approved 5-0.

--Authorization to Renew the 2020 Rental Agreement with Clyde United Methodist Church to House the Congregate Meal Site for the Senior Congregate Meal Site. Approved 5-0.

--Authorize Contract with Finger Lakes Area Counseling and Recovery Agency, Inc. (FLACRA) for Co-Located Alcohol and Other Drug (AOD) Services for the Wayne County Department of Social Services. Approved 5-0.

--Authorization to Extend a Contract with Family Counseling Services of the Finger Lakes for a Co Located. Approved 5-0.

Behavioral Health Specialist in Wayne County for the Wayne County Department of Social Services. Approved 5-0.

--Authorize Contract with Family Counseling Service of the Finger Lakes for the Provision of Trauma and General Counseling Services – Treatment Services to Youth/Families. Approved 5-0.

--Authorization to Execute Modification Agreement with New York State Office of Children and Family Services (OCFS) in Relation to Child Care Development Block Grant Funds. Approved 5-0.

--Authorization to Execute Contract for DNA Testing for Paternity Proceedings for the Wayne County Department of Social Services. Approved 5-0.

--Authorization to Award RFP Contract for HEAP for the Wayne County Department of Social Services. Approved 5-0.

--Authorize Contract with Family Counseling Service of the Finger Lakes for the Provision of Sexual Abuse Assessment and Treatment Services for the Wayne County Department of Social Services. Approved 5-0.

Ms. Scott presented the following from the Audit Department:

An Out of State Travel Request was presented for Ms. Scott to attend the Local Government Auditor's Annual Conference in Greensboro, North Carolina. Total cost is \$1445.00. Approved 5-0.

Audit Report:

- 1507 invoices were audited last month, 2 invoices denied, one other invoice was deleted due to the contract not being executed at the time of payment processing.
- Stop DWI audit was initiated by the Sheriff. Findings will be presented in April.
- Ms. Scott met with Mr. Hunt and the Bonadio Group regarding compliance.
- Revisions are being made to the purchase card policy

--Authorize Adoption of the Vendor Account Policy: This will require all vendors paid through the accounting system to supply a W9 for consistency. Approved 5-0.

Mrs. Ambroz presented the following from the Real Property Tax Department:

Tax maps are being printed. A new employee has been hired as the new account clerk, she will start on March 20th. Galen, Rose and Ontario are conducting 2020 assessment role evaluations. COOP Plan (Continuity of Operations Planning) was reviewed since returning to 16 William St. for accuracy. Mappers are working on tax map clean up to prepare new tax maps to show splits and merges from 2019. 165 transfers, 9 splits and 16 merges were done in the month of February. Number of 0 bills by municipality was presented, totaling 1681 for the county.

--Authorizing Public Auction Sale of Real Property Acquired by the County for Delinquent Taxes. The auction is scheduled for June 10th at Lyons High School. Terms and Conditions have been updated, the County Attorney's Office will not be collecting payment to file deeds as in the past, the County Treasurer's Office will be conducting this step. Approved 5-0.

--Approving Applications for Corrected Tax Rolls. Approved 5-0.

The following transmittal was presented by the Purchasing Department:

-- Authorization for Wayne County to Utilize Interlocal Purchasing System Contracts for Procurement. Approved 5-0.

The following transmittal was presented by the Insurance Specialist:

-- Authorization to Amend Resolution 136-20. The premium for renewals came in higher than the anticipated. \$1,046.64 amount due for the recent delivery of multiple new vehicles. Approved 5-0.

Mrs. Bornheimer presented on behalf of the County Treasurer's Department:

189 parcels currently in foreclosure with 2018 tax liens totaling approximately \$553,106.98.

--Establishing Policy Regarding Direct Deposit Payroll for Wayne County Employees not Covered by Collective Bargaining Units and Elected Officials. This resolution was tabled to the April meeting.

--Authorization to Amend Contract with Three+One Advisors for Banking RFP Services. Mrs. Bornheimer noted that there are four accounts that will need to be reviewed for an additional cost of \$6000. Approved 5-0.

--Authorization to Restore Real Property to Non-Exempt Portion of the Tax Roll. Approved 5-0.

Mr. Ury presented the following for the IT Department:

IT Report:

- 506 service requests in February, this number is significantly higher than in past years at this time.
- 9 new PC's installed
- 900 phones will need to be installed in 2020, no issues with phones that have been installed
- GIS upgrade will be rolled out, IT is working close with Emergency Management

--Renew Agreement with Visual Computer Solutions, Inc. for Maintenance of the Shift Scheduling and Time Sheet Software Program for the Office of the Sheriff and 911. Approved 5-0.

--Authorization to Sign Agreement with Syracuse Time and Alarm for Maintenance Renewal of the Nursing Home Resident Wandering System. Approved 5-0.

--Authorization for the Information Technology Department to Create a Second Seasonal Desktop Installation Helper Position and Set Salary for Both. Approved 5-0.

Fiscal Assistant, Ken Blake:

Mr. Blake has been working with Brian Sams on succession planning and the 2021-2025 Capital Plan. Economic Development and Planning, Public Works and Finance committees will meet in May to review the plan. 2021 Operating Budget information will be sent out to department heads in June.

--Authorization to Amend the 2020 Budget to Allocate Personal Services, Retirement, and Social Security Budgets to the Departments for Adopted Increases Originally Budgeted in Contingencies. Approved 5-0.

The meeting adjourned at 10:00 a.m. The next meeting of the Finance Committee is scheduled for Tuesday, April 14th at 8:30 a.m.