

FINANCE COMMITTEE

August 6th, 2020

9:30 a.m.

Members: Bender, Groat, Verkey, Robusto, Emmel

9:30 a.m. **Approval of previous meeting minutes**

9:30 a.m. **Resolutions Referred to Committee**

9:40 a.m. **Information Technology, Matt Ury**

REPORT: [IT Report Aug 2020.docx](#)

9:50 a.m. **Auditor, Kristen Scott**

No Business

9:50 a.m. **Fiscal Assistant, Ken Blake**

TRANSMITTAL:

- Authorization to Set Public Hearing Date for 2021-2025 Capital Plan for Wayne County
[COTB Set Public Hearing for Capital Plan REV1.docx](#)

DISCUSSION:

- 2020 Upcoming Budget Resolutions
- 2021 Budget Update

10:10 a.m. **Land Bank**

Update

10:20 a.m. **Real Property Tax, Karen Ambroz**

REPORT: [RPT 07 20 Monthly Report.doc](#)

10:25 a.m. **Treasurer, Patrick Schmitt**

DISCUSSION:

- Land Donation to Lincoln Fire Department
- Tax Foreclosure

10:40 a.m. **Bonadio Group**

2019 Audit

Wayne County Information Technology Monthly Report
Prepared by Matt Ury
July 30, 2020

Activity:

- 436 new support tickets were entered in July.
- 17 equipment installs were completed.
- 2 windows upgrades were completed.
- A new internal vulnerability scanning tool was added to the network.
- Public Health and Mental Health were transferred to the new phone system with all new phones.
- Network changes were done to segment BOE from the county network.
- Expansion of the county wireless network continued.

Current projects:

- 911, Office of the Sheriff- CAD, RMS and Mobile software.
- Create county wide training curriculum for the Munis financial system.
- Expansion of security platform.
- Updating of Information Technology policy and procedures.
- Document imaging- shared services project.
- Phone system upgrade.
- Replacement for County TXMI property history application.
- Sheriff/E911 Shift Scheduling roll out PossWeb as primary software to Supervisors.
- County Clerk – convert Records Management database to Laserfische.
- Multifactor authentication for financial and medical departments.
- Setup scanning for Sheriff Records for County Attorney foil requests.

RESOLUTION TRANSMITTAL

Committee No: 1

Date: 8/6/2020

**Committee Chair: Jody Bender
Department Head: Rick House**

AUTHORIZATION TO SET PUBLIC HEARING DATE FOR 2021-2025 CAPITAL PLAN FOR WAYNE COUNTY

WHEREAS, the County Administrator submitted the proposed 2021-2025 Capital Plan to the Board of Supervisors on July 21, 2020; and

WHEREAS, a Capital Plan review will be conducted by members of the Public Works, Economic Development and Planning, and Finance Committees on August 13, 2020; and

WHEREAS, a copy of the Capital Plan is on file with the Clerk of the Board of Supervisors; and

WHEREAS, the Capital Plan is a planning instrument and not an appropriations or funding commitment; now, therefore, be it

RESOLVED, that the Wayne County Board of Supervisors has scheduled a Public Hearing on said plan for Tuesday, September 15, 2020 to be held in the Wayne County Supervisors Chambers at 26 Church Street, Lyons, New York, to receive and consider public comments on the Capital Plan for Wayne County for the period 2021-2025

Budgeted: No Proposed Cost: \$50,209,000 Reimbursed Amount \$24,828,914 County Cost \$25,380,086

Departmental transfer \$ _____ from Account No. _____ to Account No. _____

County Administrator's Review: _____ Date: _____

Human Resources Office Review: yes ___ no ___ N/A ___ Signature: _____

County Attorney Review: yes ___ no ___ N/A ___ Signature: _____

Standing Committee: Ayes _____ Nays _____ Date: _____ Signature: _____

Signature/Date Rec'd: _____ Clerk, Board of Supervisors

Referred to:

Committee: _____ Ayes _____ Nays _____ Date: _____ Signature: _____

Committee: _____ Ayes _____ Nays _____ Date: _____ Signature: _____

Real Property Tax Services
Activity Report
July 2020

The Real Property Tax Service Agency maintains and updates tax maps for Wayne County, advises assessors on the preparation and maintenance of assessment rolls, investigates applications for correction of assessment errors and refunds, apportions the county levy among the assessing jurisdictions, calculates tax rates on behalf of the towns, special benefit districts, and various special or delinquent charges and prepares the applicable tax warrant, processes title changes, serves as a member of the Wayne County Agricultural Development Board and provides annual training, administrative support, cooperation and assistance to acting Board of Assessment Review in Wayne County. RPTS works closely with local school business officials as well as village officials in addition to the town officials.

Covid-19 continues to change the way things used to be done. We are adapting well and continue to provide the services expected from Real Property. The latest to fall subject to Covid-19 is the Director's annual conference. The conference has been cancelled for 2019.

- Attended Finance Committee Meeting
- Attended Land Bank meeting
- Attended a meeting at the WCWSA regarding the newly-formed consolidated waste water treatment capital project
- Attended a meeting at the WCWSA regarding the newly-formed water tank capital project involving 6 municipalities
-

Final assessment rolls and the Assessor final annual reports were printed for public review by 7.1.2020.

All assessment information was updated on the website to include the 2020 final roll information.

The network file was updated using the 2020 final roll information so all users of said network could access the same information.

Assessors were given instructions to proceed with completing the necessary steps to create next year's file. All assessors are currently working with the file created during the next year processing procedure. This enables the assessors to work towards the completion of the 2021 roll.

School taxable totals were sent to school districts in preparation of school rates and production of tax bills.

School tax collector information requests were sent for preparation of running school tax bills.

Bank Code files were requested to batch maintain bank code information from several lending institutions.

State report MA144 – County Schedule of Real Property Taxes and Assessments - was completed and forwarded to the state.

A well thought out 2021 Real Property Tax preliminary budget entered.

The Cornell Seminar on Appraising was cancelled this year due to Covid-19. The IAO and Assessor's Association has created some on-line continuing education training in an effort for all that need CE credits have the opportunity to complete the classes before the end of the year.

The tax map technicians have seen a large amount of splits/merges this month. There have been approximately 273 real property transfers during the month of July.

The department is preparing for the 2020 auction. Though we are not sure at this time whether or not the auction will happen in 2020, we are preparing all of the necessary pictures, deeds, and power point presentation as if it is going to happen. Fingers crossed that the necessary foreclosure paperwork will be able to be filed and the auction can move forward.

Various requests from the public, other county departments, surveyors, assessors, assessor's staff and attorneys were addressed throughout the month. The department ran more than 25 reports for outside entities during the month.

Respectfully submitted

Karen Ambroz, CCD