

FINANCE COMMITTEE

June 9th, 2020

8:30 a.m.

Members: Bender, Groat, Verkey, Robusto, Emmel

8:30 a.m. Approval of previous meeting minutes

8:30 a.m. Resolutions Referred to Committee

8:40 a.m. County Attorney, Dan Connors

TRANSMITTAL:

- Authorization to Negotiate Settlement of Claim [CA06RES01.doc](#)

EXECUTIVE SESSION

9:00 a.m. Treasurer, Patrick Schmitt

DISCUSSION:

- Foreclosure Update
- Tax Collections

9:20 a.m. Real Property Tax, Karen Ambroz

REPORT: [RPT 05 20Monthly Report.doc](#)

DISCUSSION:

- Tax Auction

9:40 a.m. Auditor, Kristen Scott

REPORT: [MARCH APRIL MAY 2020 AUDIT REPORT.pdf](#)

TRANSMITTAL:

- Authorization to Amend Contract with the Bonadio Group for Independent Audit Services for Wayne County [AUDIT 06 RES 1 Amend The Bonadio Group Contract REV1.doc](#)

9:50 a.m. Information Technology, Matt Ury

TRANSMITTAL:

- Authorization to Utilize Social Media for the Wayne County Probation Department [PRO05RES02- Social Media Justification-2020.doc](#)

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

10:10 a.m. Land Bank

REPORT: [Land Bank Update to Finance Committee - June 1, 2020.docx](#)

10:10 a.m. Fiscal Assistant, Ken Blake

DISCUSSION:

- Land Bank

RESOLUTION TRANSMITTAL

Committee No. 1

Date: June 9, 2020

Committee Chair: Bender

Department Head: Daniel Connors, Esq.

AUTHORIZATION TO NEGOTIATE SETTLEMENT OF CLAIM

WHEREAS, a claim was filed against the County on or about August 28, 2018 by a person who tripped and fell over a wooden post protuberance above ground in front of a dock at Widewaters Park in the Town of Arcadia, and the injuries allegedly resulting therefrom; and

WHEREAS, NYMIR and the County Attorney have reviewed the merit of the claim, and the potential value thereof, and the financial risks to the County, and are desirous of settling said claim; now, therefore, be it

RESOLVED, that the Wayne County Attorney is authorized to settle said claim for an amount not to exceed Thirty Five Thousand and 00/100 (\$35,000.00) for the full amount and value of said claim.

Budgeted: yes _ no___ Proposed Cost: _____ Reimbursed Amount _____ County cost _____

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
May 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.

Things are beginning to return to a more normal state. All staff reported to work On May 18. It is good to move forward.

BAR training was scheduled on site for May 7. Due to Covid-19 on-site training was cancelled. All training information and power point presentation packets were mailed to all the BAR members in need for training this year. The procedure went fairly well. After the members ready through the training information and answered a few examples at the end of the training, the members was asked to sign an attendance roster and mail it back. Once I received the signed attendance roster and Certificate of Attendance was mailed to the member. A copy of the attendance roster was emailed to each town clerk and assessor for their specific member.

I would encourage any town that currently has a 3 member BAR to consider increasing the BAR to a 5 member board. There are times when there is not a quorum with a 3 member board; therefore creating a cause for concern. When there is not a quorum, Real Property Tax Law states that the County Chairman of the Board of Supervisors, the Clerk to the Chairman and the County Treasurer become the "BAR" for that particular Grievance Day.

Grievance Day, for most municipalities, was held on May 26th. Those municipalities that share an assessor would hold Grievance Day on a different day. The towns that I have had contact with stated that Grievance Day was successful and they had very few applicants.

Village tax files were proofed. RPTS keyed the village relevy amounts and batch maintained bank codes before running the village bills. All Village tax bills were prepared and available for pick up by the Village Collectors by the end of May. Bank code changes were exchanged and applied for CoreLogic and Wells Fargo and Lereta.

The tax maps have been updated on the county website.

Assessors were asked to review the edit function of their Annual Report for accuracy and to make sure the report is zeroed out prior to bringing the information to Real Property.

Transfers continue to be processed. During this time the number of transfers are less but still active.

Thank you

Karen Ambroz, CCD



Audit Department Monthly Report

Finance Committee

June 9th, 2020

	<i>Invoices Audited</i>	<i>Invoices Approved</i>	<i>Invoices Denied</i>	<i>Invoices Altered prior to Approval</i>
<i>March</i>	1,564	1,561	3	9
<i>April</i>	1,276	1,276	1	7
<i>May</i>	1,364	1,364	2	6

*Reasons for denied invoices; primarily duplicated payments, one payment in excess of \$170,000 did not have an executed contract, one payment to the incorrect vendor

Invoices Altered prior to Approval; A total of 22 invoices were altered prior to payment

- incorrect mileage rate, sales tax, inaccurate amount entered

Audits/Projects being worked on;

The internal audit clerk was furloughed from March 17th through May 18th.

The STOP DWI Audit was completed. It is awaiting a response from the Sheriff's Office. This will be presented at the July Finance Committee.

Managed purchase card program; processed new purchase card requests from department heads; mainly used for the rapid purchasing of COVID supplies, processed several limit changes, and the expiration of cards.

Next on the Agenda;

Begin Business Associate's audit with Compliance; this audit ensure that the County's protected health information is secure

Draft new policy for Attorneys that charge both their hourly rate and mileage for traveling to AC hearings

Begin reviewing and editing the bi-annual risk assessment that will be completed by all county departments

Continue work on Purchase Card Policy revisions as time allows

RESOLUTION TRANSMITTAL

Committee No. 1

Date: 6/9/2020

Committee Chair: Supervisor Bender
Department Head: County Auditor Kristen Scott

Authorization to Amend Contract with the Bonadio Group for Independent Audit Services for Wayne County

WHEREAS, Resolution No. 517-19 authorized the acceptance of The Bonadio Group's proposal and authorized the execution of a contract with The Bonadio Group for independent audit services at a cost of \$81,400; and

WHEREAS, the original service contract did not include the Mental Health Services Consolidated Fiscal Report (CFR), although this report must be completed; and

WHEREAS, The Bonadio Group has the ability to provide this service for \$3,500; and

WHEREAS, the Mental Health budget includes funds for this service; and

RESOLVED, that the agreement with The Bonadio Group for their independent audit services is amended to include the Mental Health Consolidated Fiscal Report service at a cost not to exceed \$84,900; and be it further

RESOLVED, that the Chairman of the Board is authorized to sign the amended agreement subject to the County Attorney's approval as to form and content.

Budgeted: yes no Proposed Cost: \$3,500 Reimbursed Amount _____ County cost \$3,500

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: _____

RESOLUTION TRANSMITTAL

Committee No. 2

Date: 06/01/20

Committee Chair: Chuck Verkey
Department Head: Mark Ameele

AUTHORIZATION TO UTILIZE SOCIAL MEDIA FOR THE WAYNE COUNTY PROBATION DEPARTMENT

WHEREAS, The employee Handbook on Information Security's policy on acceptable Use of Social Media outlines the process for other Wayne County departments to follow when creating social media accounts; and

WHEREAS, The Wayne County Probation Department wishes to utilize social media to increase community awareness of our programs and services as well as to serve as an additional portal for distribution of key messaging to further promote the mission of the Wayne County Probation Department and Wayne County as a whole; and

WHEREAS, the Wayne County Probation Department has submitted a Social Media Justification to the County Administrator and the County Attorney as directed by the Acceptable Use of Social Media Policy, and has been reviewed and approved by the Director of Information Technology; now, therefore, be it

RESOLVED, that the Wayne County Probation Department is hereby authorized to utilize social media in compliance with the Wayne County Employee Handbook on Information Security Guidelines, and is subject to the County Attorney's approval and the IT Department's oversight.

Budgeted: yes ___ no ___ Proposed Cost: \$0.00 Reimbursed Amount: \$0.00 County cost: \$0.00

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: _____

Wayne County Information Technology Monthly Report
Prepared by Matt Ury
June 2, 2020

Activity:

- 437 new support tickets were entered and 359 were closed in May.
- 15 equipment installs were completed.
- 5 windows upgrades were completed.
- Wireless network capabilities was expanded in the Health Services Building.
- New switch management software was tested.
- Office moves were completed in numerous departments.
- Vulnerability scans were performed on all servers.
- Firewall updates were performed.
- Testing continued on a new content filter solution.

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.
- Develop a cyber security training curriculum for employees.
- Install security management application for mobile phones.
- 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.
- WBHN – Convert Anasazi to Tene11.
- Convert Arrest and Warrants off AS400 to SallyPortNY.
- County Clerk – convert Records Management database to Laserfische.
- Migrate arrests and warrant application to Black Creek.
- Multifactor authentication for financial and medical departments.

Land Bank Update and Highlights to Wayne County Finance Committee June 1, 2020

Demolitions

We have 2 sets of demolitions in process.

7 Residential Properties demolition using Enterprise (New York State) funding

We have demolished 7 residential properties.

- These properties were asbestos abated as necessary and are now being demolished. The contractor is returning each site to yard-like condition.
- The contractor is adding topsoil, doing final clean up, and hydroseeding the sites this week.
- The property on Margaretta Road in Sodus Point had more tires on the property than were estimated/anticipated. We needed to do a change order to the original demolition contract to remove the additional tires. This is a nice 5-acre parcel in the Village of Sodus Point.
- We are working with adjacent land owners to encourage them to consider purchasing the vacant lots created by demolitions and adding the lots to their existing parcel.

42 Elmer and 48 Broad Street demolition using CDBG (federal) funding received from the County

The bid for these demolitions is open.

The historical preservation process for 48 Broad Street and the clearance from CSX (adjacent to 42 Elmer) has caused delay to this process.

The Land Bank owns 48 Broad St. The 42 Elmer property is a possible tax foreclosure in 2020.

The County is using the Land Bank as a sub-recipient of the CDBG funds for the purpose of these demolitions.

The Town of Lyons gave the Land Bank the authority to demolish 42 Elmer St for health and safety reasons.

It is estimated that we should be able to have the buildings demolished by mid-July.

Summary of Land Bank Acquisitions to date

The Land Bank has acquired 21 properties from the County since 2018.

The efforts of the Land Bank began in earnest in July, 2019.

Since that time, we have:

- Demolished 7 structures
- Prepared to demolish 1 structure (48 Broad Street)
- Sold 4 properties with the legal condition that the owner would complete the demolition.
- Sold 1 property back to the previous owner.
- Sold 3 properties to individuals for rehab with the legal condition that the owner will update the structure to meet certain conditions, including obtaining a Certificate of Occupancy.
- Have accepted offers to sell 2 properties to individuals for rehab with the legal condition that the owner will update the structure to meet certain conditions, including obtaining a Certificate of Occupancy. Purchase offers have been accepted and closings will be in June.
- We have 2 properties we are currently trying to sell for rehab in Lyons.
- We have 2 vacant lots on Elmer Street adjacent to the CSX line and the structure we are demolishing at 42 Elmer St. We are holding these lots to sell after the demolition of 42 Elmer St.

In summary, of the 21 properties the Land Bank has acquired from the County:

- o 12 properties are or are will be demolished by July. The blight and health and safety risks will be removed. These lots will be sold to neighbors or for development as appropriate.
- o 7 properties have or will be sold for rehabilitation with required improvements by this summer.
- o 2 properties were acquired as vacant land and will be sold as appropriate for commercial development
- o All vacant lots created by demolitions and still owned by the Land Bank will be actively marketed.

DEC Memorandum of Understanding

- The Land Bank and County have successfully negotiated a Memorandum of Understanding with NYS Department of Environmental Conservation related to Land Bank and County liability related to properties with environmental concerns.

- This agreement, while not perfect, significantly limits the liability for both the County and Land Bank for the acquisition through the tax foreclosure process. Many of these properties will be considered by the County for tax foreclosure during the 2020 tax foreclosure process.