

FINANCE COMMITTEE

March 10th, 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. **Auditor, Kristen Scott**

Travel Request [Out of State Travel Request ALGA.pdf](#)

REPORT: [FEB 2020 AUDIT REPORT.pdf](#)

TRANSMITTAL:

- Authorize Adoption of the Vendor Account Policy [AUDIT 03 RES1 Vendor Account Policy.doc](#)

8:50 a.m. **Real Property Tax, Karen Ambroz**

REPORT [RPT 03_20_Monthly Report.doc](#)

TRANSMITTALS:

- Authorizing Public Auction Sale of Real Property Acquired by the County for Delinquent Taxes [RPT01RES1Tax Auction Terms Conditions 2020.doc](#)
- Approving Applications for Corrected Tax Rolls [RPT01RES2 CORR.doc](#)

9:00 a.m. **County Administrator, Rick House**

TRANSMITTAL:

- Authorization for Wayne County to Utilize Interlocal Purchasing System Contracts for Procurement [PURCH03RES01.doc](#)

9:05 a.m. **Self-Insurance Specialist, Brian Sams**

TRANSMITTAL:

- Authorization to Amend Resolution 136-20 [HR03Res03 Authorization to Amend Resolution No. 136-20.docx](#)

9:10 a.m. **Treasurer, Jody Bornheimer**

REPORT: [March 2020 Monthly Report.docx](#)

TRANSMITTALS:

- Establishing Policy Regarding Direct Deposit Payroll for Wayne County Employees not Covered by Collective Bargaining Units and Elected Officials [TRE03RES01.doc](#)
- Authorization to Amend Contract with Three+One Advisors for Banking RFP Services [TRE03RES02.doc](#)
- Authorization to Restore Real Property to Non-Exempt Portion of the Tax Roll [TRE03RES03REV1.doc](#)

9:20 a.m. **Information Technology, Matt Ury**

REPORT

TRANSMITTALS:

- 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 [IT03RES1 Visual Computer Solutions VER 2.doc](#)

- Authorization to Sign Agreement with Syracuse Time and Alarm for Maintenance Renewal of the Nursing Home Resident Wandering System [IT03RES2- NH wandering system maintenance renewal.doc](#)
- Authorization for the Information Technology Department to Create a Second Seasonal Desktop Installation Helper Position and Set Salary for Both [IT03RES3- seasonal desktop installation helper and set salary.doc](#)

9:40 a.m. **Ken Blake, Fiscal Assistant**

Update

TRANSMITTAL:

- 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 [COTB 3 RES1 Amend the 2020 Budget for Management Confidential pay increases.docx](#)

9:50 a.m. **WC Land Bank, Mark Humbert**

Update

10:00 a.m. Tax Bill Discussion: Supervisors Chambers

Wayne County Out of State Travel Request

Date: 2/28/2020

Department Name: Audit Department Dept. No.: 1320

Meeting Seminar or Conference Name: Association of Local Government Auditors Annual Conference

Location: Greensboro, NC Date(s): May 3rd - May 6th

Mandated? Yes ___ (Federal, State, other) No Required Educational Training? Yes ___ No

Paid for with Grant Funds? Yes ___ No Required By: _____

Person(s) attending:
Kristen Scott, County Auditor

Org	Object	Project Code	Object Name	Available Budget	Amount
A13204	54410		Conference	\$ 2,060.00	\$ 575.00
	54483		Training-Seminars-Schools	\$	\$
	54485		Travel (Airfare, Train, Taxi, Subway, etc.)	\$ 3,192.00	\$ 400.00
	54485		Lodging	\$ 3,192.00	\$ 350.00
	54485		Tolls/Parking/[Fuel county cars only]	\$	\$
	54485		Meals	\$ 3,192.00	\$ 120.00
	54919		Mileage (___ X IRS Prevailing Rate)	\$	\$
			TOTAL	\$ 5,252.00	\$ 1,445.00

Is there a county car available? Yes No ___
If no, please provide explanation I will drive my own vehicle and not request a mileage reimbursement.

Is this training/travel required for continuing professional certification or credits? Yes ___ No
If yes, how many credits are required in this year (Jan-Dec)? ___ How many have already been attained? ___

Overnight travel required a detailed description of the conference or seminar agenda or schedule. Out of State travel requires the approval of the Standing Committee and the Board of Supervisors, after review by the County Administrator.

Department Head Approval: *Kristen Scott* Date: 2/28/2020
 Budget Officer Review for Availability of Funds: _____ Date: _____
 County Administrator's Approval: _____ Date: _____
 Committee Chair: _____ Date: _____
 Chairman of the Board: _____ Date: _____



Audit Department Monthly Report

Finance Committee

March 10th, 2020

Invoices Audited: 1,507

Invoices Approved: 1,505

Invoices Denied: 2

An invoice entered for a March rent expense was deleted because we are unable to prepay expenses.

An invoice was deleted because the vendor's contract was not fully executed at the time the invoice was to be paid.

Invoices Altered prior to Approval: 5 invoices were altered prior to payment

sales tax, incorrect amount entered by clerk

Audits/Projects being worked on:

The Audit Office relocated to the renovated 16 Williams Street location in mid-February.

The STOP DWI audit was initiated. There is still work to complete on this audit, I plan to complete the audit in March and present the report to the Finance Committee in April.

I met with Ed Hunt, the interim Compliance Officer, for an interview with the external auditors, The Bonadio Group. Ed and I also discussed the bi-annual risk assessment that will be completed in 2020.

Next on the Agenda:

Begin the Sheriff's STOP DWI annual audit

Continuing to work on Purchase Card Policy revisions

Work with the Purchasing Clerk and the County Attorney's Office to begin creating training materials for the Contract Module to coincide with the Munis 2020 Upgrade training

Kristen Scott, County Auditor

February 2020 Monthly Report

RESOLUTION TRANSMITTAL

Committee No. 1

Date: 3/10/2020

Committee Chair: Jody Bender
Department Head: Kristen Scott

Authorize Adoption of the Vendor Account Policy

WHEREAS, for verification and accountability purposes, it is in the best interest of Wayne County to require specific documentation which certifies a vendor's name, address, federal tax classification and tax identification number or social security number; and

WHEREAS, the Internal Revenue Service's Form W-9 serves these purposes as it requires the vendor to certify that the information listed on the form is accurate under penalties of perjury; and

WHEREAS, a policy has been drafted by the County Auditor and reviewed with the County Attorney; now, therefore, be it

RESOLVED, the following policy is hereby adopted:

VENDOR ACCOUNT POLICY

1. It is required that any vendor seeking payment or employee seeking reimbursement from the County submits a W-9 form filled out in its entirety.
2. Any vendor account changes will be made only after the submission of an updated W-9 form.
3. This policy shall be effective for vendor account creations or changes requested after April 1st, 2020.

Budgeted: yes ___ no ___ Proposed Cost: ___0___ Reimbursed Amount _____ County cost ___0___

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
February 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.

- Attended Wayne County Assessors Association monthly meeting
- Attended February BOS meeting
- Attended the Agricultural Development Meeting
- Met with the Administrator, Attorney and Treasurer to discuss the Terms & Conditions of the Auction
- Met with Mark Sicola and Linda Wadham from Wayne Finger Lakes BOCES to discuss the printing process the county uses for school tax bills

The MOVE has happened! We are back in place at 16 William St. What a significant improvement.

The preparation work for the 2020 Real Property Tax auction has begun.

The Towns of Galen, Ontario and Rose are conducting a 2020 assessment roll revaluation.

Assessment Full Disclosure notices were run and printed for the Towns of Rose and Galen

Data Mailers were run and printed for the Town of Walworth

Reports were generated to assist the assessors with a VFF project

A solar farm report was generated

Residential waterfront sales information was generated for an outside vendor

Reviewed the COOP Plan for accuracy

Electronically mailed the sales information to NYS

Agriculture assessment value updates for the assessors to update their file

Invoices were mailed to school districts and villages outlining the annual tax bill preparation fee; requesting payment

Assessors were notified of updates to RPS V4 and asked to apply them to their file.

2020 Level of Assessment (LOA) information was requested from the assessors and reported to NYS.

After taxable status date (3/1), and all split/merge requests have been submitted, the mappers prepare to do the annual tax map print run; including parcel clean up

Provided Soil & Water with several tax maps to be included with soil group worksheets

Merged several parcels in the Town of Macedon where the property was split between the Town and Village.

Since the Village has dissolved, the two parcels can now be merged in to one tax map #

Worked with SDG in an effort to complete the project that was started last year

Assisted a property owner who was looking to place their child in an out of county school district

Assisted an attorney with a transfer where a portion of the deed description is owned by the Land Bank

Assisted surveyors

Within the normal scope of our monthly duties the office processed 165 transfers of property, 9 splits and 16 merges.

Respectfully submitted

Karen Ambroz, CCD

2020 T/C Zero Tax Bills by Municipality

Municipality	# of 0 bills
Arcadia	70
V.Newark	198
Butler	35
V. Butler	13
Galen	62
V.Clyde	98
Huron	51
Lyons	145
Macedon	95
Marion	41
Ontario	101
Palmyra	118
V.Palmyra	60
Rose	60
Savannah	92
Sodus	80
V.Sodus	31
V.Sodus Point	44
Walworth	61
Williamson	92
Wolcott	61
V.Wolcott	38
V.Red Creek	35

RESOLUTION TRANSMITTAL

Committee No. 1

Date: March 17, 2020

Committee Chair: Supervisor Bender

Department Head: Karen Ambroz

AUTHORIZING PUBLIC AUCTION SALE OF REAL PROPERTY ACQUIRED BY THE COUNTY FOR DELINQUENT TAXES

WHEREAS, pursuant to the provisions of Article Eleven (11) of the Real Property Tax Law of the State of New York pertaining to the enforcement of the collection of delinquent taxes, the County of Wayne may acquire title to the real property as shown on Appendix A (attached hereto and incorporated herein by reference) and is entitled to acquire title by Court Order to the properties from 2018 listed on Appendix A; and

WHEREAS, pursuant to the provisions of Article Eleven (11) of the Real Property Tax Law, real property acquired by tax deed or Court Order may be disposed of by the County at such times and upon such terms as shall be determined by the Board of Supervisors; now, therefore, be it

RESOLVED, in accordance with Article Eleven (11) of the Real Property Tax Law;

FIRST: The enforcing officer (Treasurer) is hereby authorized and directed to take appropriate action regarding removal of property from the auction list after the filing of the Summary Judgment of the Petition of Foreclosure and up to the time of the auction.

SECOND: The Director of Real Property Tax Services is hereby authorized, empowered and directed to conduct a public auction sale of the properties listed on Appendix A at the Lyons High School Auditorium, 10 Clyde Rd., Lyons, New York, on June 10, 2020, commencing at 6:00 p.m.

THIRD: The Director of Real Property Tax Services is hereby authorized and directed to advertise the auction in such manner as she deems suitable for obtaining the greatest public participation in the sale and to charge the advertising cost to Account No. A1364.54000 (Expenses on Property Acquired for – Advertising).

FOURTH: Each parcel of property shall be offered and sold at the public auction sale subject to the following terms and conditions of sale:

COUNTY OF WAYNE REAL PROPERTY AUCTION SALE

Lyons High School Auditorium, 10 Clyde Rd., Lyons, NY

June 10, 2020 at 6:00 p.m.

TERMS AND CONDITIONS OF SALE

1. The property offered for sale has been acquired by the County of Wayne (hereinafter referred to as the "**County**") by Court Order pursuant to the provisions of Title 3, Article 11 of the Real Property Tax Law of the State of New York.
2. All potential Bidders/Buyers must provide acceptable photo identification for issuance of a bid number.
3. All Bidders/Buyers must register for this auction and hold a bid number.
4. Former owners will not be allowed to bid on their properties. No third parties shall be allowed to bid on behalf of a former owner.
5. By acknowledging and executing these Terms & Conditions, the purchaser certifies that he/she is not representing the former owner(s) of the property against whom the County Foreclosed tax liens and has no intent to defraud the County of the unpaid taxes, assessment, penalties, and charges which have been levied against the property. The purchaser agrees that neither he/she nor his/her assigns shall convey, transfer, or assign the property to the former owner(s) against whom the County foreclosed within 24 months subsequent to the auction date. If such conveyance occurs, the purchaser understands that he/she will be found to have committed fraud, and/or intent to defraud, and will be liable for any deficiency between the purchase price at auction and such sums as were owed to the County for unpaid taxes prior to the tax lien foreclosure on the property and consents to immediate judgment by the County for said amounts in addition to reasonable attorneys fees and expenses.

6. NO PERSON OR ORGANIZATION CAN BID ON PROPERTIES AT THE AUCTION IF THEY, OR A CORPORATION OR COMPANY THEY ARE AFFILIATED WITH, OWE PROPERTY TAXES (CURRENT YEAR OR PRIOR YEAR) TO THE COUNTY. ALL SUCH TAX LIABILITIES MUST BE PAID PRIOR TO THE AUCTION IN ORDER TO BID AT THE AUCTION. Previously defaulting parties (i.e. parties who have a property tax installment contract or have failed to

pay taxes for prior tax years) are not allowed to bid until 18 months after the default is cured.) Failure to comply with this provision will be grounds for default and forfeiture of any deposits paid without exceptions.

7. In accordance with the requirements and prohibitions set forth in Article 18 of the General Municipal Law, sitting members of the Wayne County Board of Supervisors are precluded from bidding on any parcels included in the auction. Members of Town Boards for each Town in the County of Wayne are precluded from bidding on any parcels located in their respective Towns.
8. The auctioneer's decision regarding any disputes is final, and the auctioneer reserves the right to reject any bid that is not an appreciable advancement over the preceding bid.
9. The property will be conveyed by the County to the purchaser by quit-claim deed, containing a description of the property as it appeared on the tax roll for the year upon which the County acquired title or as corrected up to date of deed. The deed will be recorded by the County upon payment in full of the purchase price and all closing fees/costs. ***POSSESSION OF PROPERTY IS FORBIDDEN UNTIL THE DEED IS RECORDED WITH THE WAYNE COUNTY CLERK CONVEYING TITLE TO THE PURCHASER. TITLE VESTS AT THE RECORDING OF THE DEED.*** It is agreed between the County and the purchaser that delivery and acceptance of the deed occurs upon recording of the deed, which shall constitute the transfer of legal title of the premises to the buyer.
10. Deeds shall convey title only to the person identified as the successful bidder whose bid has been accepted by the Board of Supervisors, along with the successful bidder's spouse, if so desired. No deed shall be executed to convey title in the name of anyone other than the successful bidder, and bidder's spouse, if so desired.
11. The County will not furnish an abstract of title or an instrument survey map.
12. **The County does not make any representations or warranties, expressed or implied,** (a) concerning the quality or the condition of the title to the property, or the validity or marketability of such title; the ownership of any improvements on the property; the condition of the property and any improvements thereon or its fitness for any use; or the accuracy of the property description on the tax roll or in the notice of sale or any other advertisement of sale furnished by the County; or (b) that the property or any improvements thereon presently comply with building or zoning codes, or with any state or local laws or regulations. Any information concerning the property furnished by the County or any of its officers, employees, or agents shall not be deemed to include any such representations or warranties. Any promotional tools such as photographic slides, tax maps, written or verbal descriptions, etc. are for informational purposes only.
13. Any successful bidder, who fails to tender the deposit to the Treasurer at the end of the auction, will be forbidden to participate in this or any other auction for a time period of 18 months. Any parcels which the County of Wayne Treasurer did not receive deposits for by the end of the auction will be considered defaulted. If a purchaser fails to close on the parcel(s) that he/she bids on at the auction, he/she will be prohibited from participating at future auctions held for the County of Wayne for a time period of 18 months.
14. The purchaser shall accept the property and any improvements thereon in "as is" condition with the understanding that the County makes no representation as to ownership or responsibility for any personal property located on the real property. The disposition of any personal property located on any parcel sold at auction shall be the sole responsibility of the successful purchaser following the closing of sale.
15. Evictions, if necessary, are solely the responsibility of the successful bidder after closing and recording of the deed.
16. The sale of the property is made **subject to** (a) Village, Town, New York State and Federal claims for taxes, liens or other encumbrances, and (b) all easements or rights-of-way which were in existence at the time of the levy of the tax the non-payment of which resulted in the tax deed to the County.
17. The County will convey the property free and clear of **County** tax liens accrued on or before January 1, 2020.
18. **The purchaser will pay all of the following taxes and charges, including all interest and penalties if applicable:**
 - **2020 Village Tax; current water, sewer, other special district charges, demolition charges, and any service charges levied and/or relieved against property by a Municipality - INCLUDING ANY APPLICABLE INTEREST AND PENALTIES**

- **Federal and/or State taxes, liens and encumbrances of record**
- **2020-2021 School Tax**
- **2021 Town Tax & County Tax which may include re-levied village or school taxes**
- **In order to avoid future delinquent charges, the new owner should immediately advise all tax collectors of the new ownership, and the address where future tax bills are to be mailed.**

19. All bids are subject to and contingent upon approval and acceptance by the Wayne County Board of Supervisors. The County reserves the right to sell to the second highest bidder if Purchaser defaults.
20. The Board of Supervisors reserves the right to accept or reject any or all bids, or to withdraw any parcel from the sale at any time prior to delivery of the deed to the purchaser.
21. In the event that a sale is cancelled by Court Order or judgment or by the Wayne County Board of Supervisors, the successful bidder shall be entitled only to a refund of the purchase money. Purchaser shall not be entitled to special or consequential damages, attorney fees, reimbursement for any expenses incurred as a result of ownership or improvements of the property, nor for taxes paid during the period of ownership.

22. The purchaser shall pay full payment immediately at "Knockdown" (when the Auctioneer says "sold") for any properties sold in the amount of \$2,000 or less.

23. Regarding any properties sold for more than \$2,000, the amount of \$2,000 plus 10% of the amount over \$2,000 must be paid immediately at "Knockdown". All successful bidders must have the requisite funds ready and available to them at the time of "Knockdown" at the conclusion of the auction. County staff will not wait for funds to be delivered to successful bidders to conclude settlement at the end of the auction.
24. All sales shall be final, absolute and without recourse, and in no event shall the County be or become liable for any defects in title for any cause whatsoever, and no claim, demand or suit of any nature shall exist in favor of the purchaser, its heirs, successors or assigns, against the County arising from this sale.
25. Notice is hereby given that the premises being sold may lie within an Agricultural District as designated upon the tax map. It is the sole responsibility of any bidder to ascertain which specific parcel(s) is so designated and thereby sold subject to the provisions of law applicable thereto.
26. All bids are subject to acceptance by the Wayne County Board of Supervisors. **The purchaser's bid will be submitted to the Board of Supervisors on JUNE 16, 2020. IT SHALL BE THE PURCHASER'S RESPONSIBILITY TO CONTACT THE COUNTY REAL PROPERTY TAX SERVICE AGENCY (315-946-5916) ON OR AFTER JUNE 16, 2020 TO DETERMINE WHETHER THE BID WAS ACCEPTED OR REJECTED BY THE BOARD OF SUPERVISORS.**
27. A personal check or cash may be used the night of the auction for down payment.
28. **The purchaser must pay the balance of the purchase price (paid in cash or by certified check, bank check or money order payable to the Wayne County Treasurer) together with the necessary recording taxes and fees (paid in cash or check payable to the Wayne County Clerk) to the Wayne County Treasurer's Office not later than 3PM on July 17, 2020. Upon receipt of such payments, the deed will be recorded in the County Clerk's Office and mailed to the purchaser upon completion of the recording process. The purchaser may not assign his/her right to complete the sale. ALL DEEDS SHALL BE EXECUTED SOLELY IN THE NAME OF THE BIDDER (AND SPOUSE, IF REQUESTED) AS REGISTERED AT THE AUCTION. IF THE PURCHASER FAILS TO MAKE SUCH PAYMENTS ON OR BEFORE JULY 17, 2020, THE SALE SHALL BE DEEMED CANCELLED, THE COUNTY SHALL NOT BE OBLIGATED TO CONVEY THE PROPERTY TO THE PURCHASER AND THE PURCHASER'S DEPOSIT SHALL BE RETAINED BY THE COUNTY AS LIQUIDATED DAMAGES.**
29. The purchaser shall execute a Memorandum of Purchase at the time and place of the auction sale agreeing to purchase the property subject to the terms and conditions of sale prescribed by the County.

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: _____

RESOLUTION TRANSMITTAL

Committee No. 1

Date: March 17, 2020

Committee Chair: Supervisor Bender
Department Head: Karen Ambroz

APPROVING APPLICATIONS FOR CORRECTED TAX ROLLS

WHEREAS, applications for correction of tax rolls in relation to parcels of property identified below have been filed with the Director of Real Property Tax Services ("Director"); and

WHEREAS, the Director investigated the circumstances of the claimed errors on the tax rolls and recommends that the applications be approved; now, therefore, be it

RESOLVED, pursuant to Article 5, Title 3 of the Real Property Tax Law, the applications are approved and the officers having jurisdiction of the tax rolls are hereby authorized to make the following corrections:

TOWN OF WILLIAMSON

2020 Tax Roll		
Account No.	67117-05-088908	
Assessed to:	WC Regional Landbank Corp.	
Total Tax Difference	\$212.99	Total County Tax Difference: \$0
Corrected Total Tax:	\$ -0-	

Budgeted: yes ___ no ___ Proposed Cost: 0 Reimbursed Amount _____ County cost 0

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. 1

Date: 03/10/20

Committee Chair: Jody Bender
Department Head: Richard House

AUTHORIZATION FOR WAYNE COUNTY TO UTILIZE THE INTERLOCAL PURCHASING SYSTEM CONTRACTS FOR PROCUREMENT

WHEREAS, General Municipal Law 103, subdivision 16, provides authorization to political subdivisions to purchase apparatus, materials, equipment and supplies as well as the ability to contract for services through the use of contracts let by the United States or any agency thereof, any state or any other political subdivision or district therein; and

WHEREAS, The Interlocal Purchasing System (TIPS) program is a national government purchasing cooperative where the Region 8 Education Service Center (ESC) of Texas works as a Lead Agency to competitively solicit master contracts, making them available for use by political subdivisions; and

WHEREAS, the Region 8 ESC of Texas is a public governmental entity governed by a seven-member Board of Directors; and

WHEREAS, the County Attorney and the County Purchasing Agent have reviewed the cooperative and consent to its use; and

WHEREAS, cooperative purchasing organizations continue to be advantageous as they allow the County to leverage nationwide collective buying power to achieve competitive pricing and increase efficiency; now therefore be it

RESOLVED, that Wayne County is hereby authorized to register as a member of The Interlocal Purchasing System for the use of cooperative contracts; and be it further

RESOLVED, that the Chairman of the Wayne County Board of Supervisors is authorized to sign an Interlocal Agreement with the Region 8 Education Service Center, subject to review and approval of the County Attorney as to form and content.

Budgeted: yes ___ no ___ Proposed Cost: ___\$0___ 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: _____

RESOLUTION TRANSMITTAL

Committee No. 1

Date: March 10, 2020

Committee Chair: Jody Bender
Department Head: Chris Kalinski

AUTHORIZATION TO AMEND RESOLUTION NO. 136-20 ENTITLED "AUTHORIZATION TO RENEW INSURANCE POLICIES WITH EASTERN SHORE ASSOCIATES"

WHEREAS, Resolution No. 136-20 authorized payment of the insurance premium to Eastern Shore Associates for policy renewals of Property, General Liability, Inland Marine, Automobile Liability, Public Officials Liability, Law Enforcement Liability, Catastrophic Excess Liability, Healthcare General Liability, effective March 1, 2020 to March 1, 2021 in the amount of \$374,612.70; and

WHEREAS, the premium for the above renewals came in \$1,046.64 higher than the anticipated amount due to the recent delivery of multiple new vehicles; now, therefore, be it

RESOLVED, that the Self-Insurance Specialist is hereby authorized to make payments to Eastern Shore Associates in the amended amount of \$375,659.34.

Budgeted: yes no Proposed Cost: \$375,659.34. Reimbursed Amount _____ County cost \$ 375,659.34

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

County Administrator's Review \$ Approval: yes no by: _____

Human Resources Office Review & Approval: yes no by: _____

County Attorney Review: yes no by: _____

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: _____

County of Wayne
Office of the County Treasurer

Post Office Box 8
Lyons, New York 14489-0008

Patrick J. Schmitt, CFE
COUNTY TREASURER

315-946-7441

WWW.CO.WAYNE.NY.US

- Attended the NYSCTAFOA (County Treasurers Association) Winter meeting on 2/28/2020
 - Received an update on the State budget and impacts on County's
 - Proposed Medicaid changes and the State budget were a big discussion items
 - Sales tax trends were discussed
- 2019 County Accounting records were closed on Saturday 2/15, thanks to Deputy Treasurer Bornheimer and our IT department for leading the closing.
- Moved back into our renovated office space on February 18th and 19th. We are operational and but still settling in. The Public Works department made our move and settling smooth and simple. The staff is very pleased with the space and thankful for the work the Board of Supervisors approved to be done to our building.
- I have decided that this year I will be taking care of the posting of properties that are in foreclosure that we are having issues reaching by mail, this task was done previously by a member of the Real Property Tax office. This is a foreclosure action and not an auction action and is routinely performed by other County Treasurer's in other Counties.
- One (1) new contract was started with an owner that has delinquent taxes to help them avoid tax foreclosure during the month of February.
- There are 189 parcels currently in foreclosure with 2018 tax liens totaling approximately \$553,106.98.
- 2018 tax foreclosure:

<u>Date</u>	<u>Parcels Facing Foreclosure</u>
6/19/19	719
7/5/19	641
8/1/19	611
9/1/19	532
10/1/19	436
11/1/19	338
12/1/19	242
1/2/20	225
1/27/20	204
3/2/20	189

RESOLUTION TRANSMITTAL

Committee No. 1

Date: 3/10/20

Committee Chair: Supervisor Bender
Department Head: Treasurer Schmitt

ESTABLISHING POLICY REGARDING DIRECT DEPOSIT PAYROLL FOR WAYNE COUNTY EMPLOYEES NOT COVERED BY COLLECTIVE BARGAINING UNITS AND ELECTED OFFICIALS

WHEREAS, Wayne County is looking for ways to reduce opportunities for fraud and increase efficiencies; and
WHEREAS, issuing paper checks increases the risk for check fraud for any entity, as check tampering has become more prevalent as technology has developed; and

WHEREAS, issuing payroll by direct deposit is also more efficient and reduces costs; and

WHEREAS, financial institutions located within and servicing the residents of Wayne County will accept direct deposit; and

WHEREAS, Wayne County has negotiated with various collective bargaining units to require that all payroll be issued by the use of direct deposit, and the County strives for parity among its employees; now therefore be it;

RESOLVED, that the Wayne County Board of Supervisors adopts the policy that all Wayne County Employee's not covered by a Collective Bargaining Agreement and Elected Officials will receive their payroll by means of direct deposit with the first payroll check issued in June 2020 and going forward.

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: _____

RESOLUTION TRANSMITTAL

Committee No. 1

Date: 3/10/20

Committee Chair: Supervisor Bender
Department Head: Treasurer Schmitt

AUTHORIZATION TO AMEND CONTRACT WITH THREE+ONE ADVISORS FOR BANKING RFP SERVICES

WHEREAS, Resolution 459-19 authorized the issuance of an RFP for banking services for Wayne County; and
WHEREAS, the resolution authorized contracting with Three + One advisors to use their rfpPrep services to assist the County with the RFP process; and

WHEREAS, it was originally believed that only one County bank account would be part of the RFP process; and
WHEREAS, the base fee plus inclusion of the one account had a not to exceed cost of \$10,900.00 was approved by the board, and

WHEREAS during the RFP process it was determined that more County bank accounts needed to be included to achieve maximum efficiency, and

WHEREAS, the County Treasurer is desirous of amending the contract for a total not to exceed \$16,900.00 an increase of \$6,000.00 and

WHEREAS, the results of the banking RFP are anticipated to increase annual interest earnings by approximately \$50,000.00; now therefore be it

RESOLVED, that the agreement with Three + One Advisors for their rfpPrep services is amended to a not to exceed the cost of \$16,900.00, 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, and be it further

RESOLVED that the County Treasurer is authorized to amend the 2020 budget as follows:

A9999 – Other

(Revenues)

\$6,000.00 to .42401 Interest Earnings

A1325 – County Treasurer

(Appropriations)

\$6,000.00 to .54520 Consultants

Budgeted: yes no_X_ Proposed Cost: \$6,000.00_ Reimbursed Amount \$0.00 _ County cost _\$6,000.00

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: _____

RESOLUTION TRANSMITTAL

Committee No. 1

Date:

Committee Chair: Supervisor Bender
Department Head: Treasurer Schmitt

AUTHORIZATION TO RESTORE REAL PROPERTY TO NON-EXEMPT PORTION OF THE TAX ROLL

WHEREAS, pursuant to NYRPTL 1138, the County Treasurer has made recommendations that certain properties be placed in the exempt portion of the tax roll due to a barrier to tax enforcement; and

WHEREAS, the Wayne County Board of Supervisors has, at various times, concurred with the recommendation of the County Treasurer to place parcels on the exempt portion of the real property tax roll; and

WHEREAS, the Wayne County Treasurer has learned that tax parcel 67118-17-115015 located on East Townline Road in Williamson formerly known as Williamson Oil and Gas, has a new owner who is cleaning up the parcel; and

WHEREAS, attorneys for the new owner contacted the County Treasurer in April 2019 to ensure the new owner would not be liable for tax liens that had already been removed from the parcel when it was transferred to the exempt portion of the tax roll, and the County Treasurer did give such guarantee, but said this parcel would be put back in taxable status upon ownership transfer, and

WHEREAS, on March 2, 2020 demolition of the structures on the parcel had started to occur; and

WHEREAS, the County Treasurer reviewed property records and concurred with the County Clerk's office that as of March 2, 2020 no deed transfers had been recorded on the this parcel; and

WHEREAS, it is in the best interest of the County and all the Taxpayers of Wayne County that this parcel be restored to the non-exempt portion of the tax roll; now therefore be it

RESOLVED, that pursuant to NYRPTL 1138(4), the County Treasurer is hereby directed to issue a Certificate of Reinstatement for tax parcel 67118-17-115015 to the non-exempt portion of the tax roll; and be it further

RESOLVED, that the Williamson Town Assessor is hereby directed to remove said parcel from the exempt portion of the assessment roll, in accordance with Real Property Tax Law.

Budgeted: yes no__ Proposed Cost: _ Reimbursed Amount \$0.00 _ 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: _____

RESOLUTION TRANSMITTAL

Committee No. 1 Date: 2/27/2020

Committee Chair: Jody Bender
Department Head: Matt Ury

Transmittal Title: **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**

WHEREAS, the Office of the Sheriff and the 911 departments use POSSWeb/COSS/Scheduling software for shift scheduling and time sheet creation; and

WHEREAS, support and software updates are essential to the ongoing function of the system; and

WHEREAS, the annual cost of software support and updates for the period of June 2020 to May 2021 is \$6832.20; now, therefore, be it

RESOLVED, that the Chairman of the Wayne County Board of Supervisors is hereby authorized to sign an agreement with Visual Computer Solutions, Inc., on behalf of the County of Wayne, subject to approval by the County Attorney.

Budgeted: yes no Proposed Cost: \$ 6832.20 Reimbursed Amount _____ County cost _\$6832.20_

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. 1

Date: 2/27/2020

Committee Chair: Jody Bender

Department Head: Matt Ury

Authorization to Sign Agreement with Syracuse Time and Alarm for Maintenance Renewal of the Nursing Home Resident Wandering System

WHEREAS, the Wayne County Nursing home has a resident wandering system to protect the safety of residents; and

WHEREAS, the annual cost of maintenance for the contract period beginning 7/1/2020 and ending 6/30/2021 is \$4950; and

WHEREAS, all materials, labor and software updates will be provided under this agreement; now, therefore, be it RESOLVED, that the Chairman of the Wayne County Board of Supervisors is hereby authorized to sign an agreement with Syracuse Time And Alarm , on behalf of the County of Wayne, subject to approval by the County Attorney.

Budgeted: yes no Proposed Cost: \$ 4950 Reimbursed Amount _____ County cost \$4950

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. 1

Date: 2/27/2020

Committee Chair: Jody Bender

Department Head: Matt Ury

Transmittal Title: **Authorization for the Information Technology Department to Create a Second Seasonal Desktop Installation Helper Position and Set Salary for Both**

WHEREAS, the IT department currently has one seasonal desktop installation helper position to assist with installing computers and other new equipment; and

WHEREAS, the Director of IT believes a second seasonal position for 2020 would be beneficial due to the large amount of hardware scheduled to be installed; and

WHEREAS, the funding for the position is included in the 2020 budget now, therefore, be it

RESOLVED, The Information Technology Director is authorized to create a second seasonal desktop installation position And set the salary for both positions to \$14.50 per hour.

Budgeted: yes, X no___ Proposed Cost: _____ Reimbursed Amount _____ County cost \$12,000

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: 1

Date: 03/10/2020

Committee Chair: Jody Bender
Prepared By: Ken Blake

AUTHORIZATION TO AMEND THE 2020 BUDGET TO ALLOCATE PERSONAL SERVICES, RETIREMENT, AND SOCIAL SECURITY BUDGETS TO DEPARTMENTS FOR ADOPTED INCREASES ORIGINALLY BUDGETED IN CONTINGENCIES

WHEREAS, that the 2020 budget includes a contingency budget for the anticipated financial impact of pay increases and associated fringe benefits for County officers, Department Heads, Management employees, and Confidential employees; and

WHEREAS, that the Wayne County Board of Supervisors adopted the County Officer and Department Head 2020 salary schedule (RES524-19), the Managerial Employees 2020 salary schedule (RES525-19), and the Confidential Support Employees 2020 salary schedule (RES526-19); and

WHEREAS, that the increases for the Highway Department and the Wayne County Nursing Home will be funded from their respective Unassigned Fund Balances; now, therefore, be it

RESOLVED, that the Wayne County Treasurer is authorized to transfer \$13,509 from the Highway D Fund Unassigned Fund Balance; and, further be it

RESOLVED, that the Wayne County Treasurer is authorized to transfer \$31,053 from the Wayne County Nursing Home E Fund Unassigned Fund Balance; and, further be it

RESOLVED, that the County Treasurer is hereby authorized to amend the 2020 County Budget as follows:

Increase the following accounts by the respective amounts

Org	Object	Salary	Object	FICA	Object	Retire
A10101	51907	\$7,995	58200	\$612	58100	\$829
A10401	51907	\$4,722	58200	\$361	58100	\$312
A11651	51907	\$16,187	58200	\$1,238	58100	\$1,918
A11671	51907	\$990	58200	\$76	58100	\$156
A11701	51907	\$33,636	58200	\$2,573	58100	\$3,886
A12301	51907	\$12,201	58200	\$933	58100	\$1,585
A13201	51907	\$6,900	58200	\$528	58100	\$642
A13251	51907	\$15,620	58200	\$1,195	58100	\$1,275
A13551	51907	\$2,500	58200	\$191	58100	\$383
A14101	51907	\$9,414	58200	\$720	58100	\$1,227
A14201	51907	\$8,947	58200	\$684	58100	\$1,126
A14301	51907	\$31,372	58200	\$2,400	58100	\$3,984
A14501	51907	\$14,239	58200	\$1,089	58100	\$2,082
A16151	51907	\$4,153	58200	\$318	58100	\$379
A16801	51907	\$6,405	58200	\$490	58100	\$893
A31101	51907	\$14,309	58200	\$1,095	58100	\$2,281
A31401	51907	\$7,307	58200	\$559	58100	\$997
A31501	51907	\$3,820	58200	\$292	58100	\$674
A34101	51907	\$1,348	58200	\$103	58100	\$0
A36401	51907	\$3,366	58200	\$258	58100	\$520
A36421	51907	\$7,906	58200	\$605	58100	\$1,091
A36441	51907	\$3,592	58200	\$275	58100	\$449
A36451	51907	\$1,683	58200	\$129	58100	\$0
A40101	51907	\$9,013	58200	\$689	58100	\$1,004
A43001	51907	\$58,964	58200	\$4,511	58100	\$6,169
A60101	51907	\$26,217	58200	\$2,006	58100	\$2,543
A64101	51907	\$6,582	58200	\$503	58100	\$1,000
A65101	51907	\$3,690	58200	\$282	58100	\$443
A66101	51907	\$2,279	58200	\$174	58100	\$281
A67721	51907	\$9,189	58200	\$703	58100	\$1,373
A73101	51907	\$7,545	58200	\$577	58100	\$1,153
A75101	51907	\$612	58200	\$47	58100	\$131
A80201	51907	\$25,060	58200	\$1,917	58100	\$3,044

Increase DSS reimbursement revenue accounts

Org	Object	Amount	Object	Amount
A60100	43610	\$11,691	44610	\$10,153

Decrease the following account by the respective amount

Org	Object	Amount
A19904	54000	\$417,882

Increase the following accounts by the respective amounts

Org	Object	Salary	Object	FICA	Object	Retire
D50101	51907	\$4,527	58200	\$346	58100	\$703
D50201	51907	\$3,242	58200	\$248	58100	\$473
D51101	51907	\$3,312	58200	\$253	58100	\$405

Increase the following accounts by the respective amounts

Org	Object	Salary	Object	FICA	Object	Retire
E60001	51907	\$25,730	58200	\$1,968	58100	\$3,355

Budgeted: Yes Proposed Cost: \$484,288 Reimbursed Amount \$21,844 County Cost \$462,444

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: _____