

**FINANCE COMMITTEE**

**September 8<sup>th</sup>, 2020**

**8:30 a.m.**

**9 Pearl St., 2<sup>nd</sup> Floor Conference Room**

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. **Information Technology, Matt Ury**

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

8:50 a.m. **Fiscal Assistant, Ken Blake**

TRANSMITTAL:

- Authorization to Amend the 2020 Budget to Allocate Court Security Contract Increases [COTB 9 RES1 Amend the 2020 Budget to Allocate Court Security Contract Increases.docx](#)
- Adoption of the 2021-2025 Capital Plan for Wayne County [COTB 09.RES01.Capital Plan Adoption.doc](#)

DISCUSSION:

- 2021 Budget

9:10 a.m. **Treasurer, Patrick Schmitt**

REPORTS:

[TRE September 2020 Monthly Report.docx](#)  
[Interest Income Tracking 2020.pdf](#)

TRANSMITTALS:

- Authorization to Amend County Treasurers Budget for Estate Burial Costs [TRE09RES01REV1.doc](#)
- Authorization for Wayne County to enter into Negotiations with the Wayne County Health Care Plan Trust Pursuant to Resolution No. 855-99 [TRE09RES02.doc](#)

9:25 a.m. **Insurance Specialist, Brian Sams**

TRANSMITTAL:

- Authorization to Renew Environmental Impairment Liability Policy with Eastern Shore Associates [HR09Res1 Authorization to Renew Environmental Policy with Eastern Shore Associates.docx](#)

9:30 a.m. **Land Bank, Mark Humbert**

Update

9:40 a.m. **Auditor, Kristen Scott**

REPORTS:

[JULY AUGUST 2020 AUDIT REPORT.docx](#)  
[Payroll-Time and Attendance Record Audit Report Final.pdf](#)

TRANSMITTALS:

- Authorization to Amend Resolution No. 298-20; Adoption of Assigned Counsel Invoice Submission Policy under 18-B of the County Law [AUDIT 09 RES 1 Authorization to Amend Assigned Counsel Invoice Submission Policy.doc](#)

- Authorization to Amend Resolution No. 299-20; Adoption of the Invoice Submission Policy for Cases Assigned under FCA §262; FCA §1120; Correction Law, Article Six-c; Surrogate's Court Procedure Act §407 and MHL, Article 10 [AUDIT 09 RES 2 Authorization to Amend Family Court Invoice Submission Policy.doc](#)

9:55 a.m.

[Real Property Tax, Karen Ambroz](#)

REPORT: [RPT 08 20 Monthly Report.doc](#)

TRANSMITTAL:

- Establishing Town Equalization Rates for 2021 County Taxes  
[RPT01RES01EqRates.DOC](#)

2021 RPT Budget Review

## Wayne County Information Technology Monthly Report

Prepared by Matt Ury

August 30, 2020

### Activity:

- 449 new support tickets were entered in August.
- 15 equipment installs were completed.
- A reorganizing and wiring of the PSB data center was started.
- Aging and youth, workforce development were transferred to the new phone system with all new phones.
- Expansion of the county wireless network continued.
- Security enhancements for the CC and Treasurer departments were started.
- Worked with the Sheriff's Office, CA, DA on shared records for foil using document imaging.
- Updated remote access for schools for school taxes.
- Cameras were added to 16 William Street.
- IT attended the Emergency Management drill.

### 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: 09/8/2020**

**Committee Chair: Jody Bender  
Prepared By: Brian Sams**

**AUTHORIZATION TO AMEND THE 2020 BUDGET TO ALLOCATE COURT SECURITY CONTRACT INCREASES**

WHEREAS, the Wayne County 2020 Adopted Budget includes a contingency budget for the anticipated financial impact of Court Security staff increases to take place during 2020; and

WHEREAS, the Wayne County Court Security Officers received salary increases with the adoption of Resolution 221-20 ratifying the 2020-2022 collective bargaining agreement with the Wayne County Sheriff's Court Officers' Association; now, therefore be it

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

A1990 Contingent Fund General  
(Appropriations)  
\$12,095.00 From 54000 Contractual Expenses

A3116 Sheriff – Court Security  
(Appropriations)  
\$1,452.00 To 51499 Court Security Supervisor  
\$8,602.00 To 51503 Court Security Officer  
\$1,271.00 To 58100 NYS Retirement  
\$770.00 To 58200 Payments to Social Security

Budgeted: Yes Proposed Cost: \$12,095.00 Reimbursed Amount \$ County Cost \$12,095.00

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

Human Resource Office Review: 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: \_\_\_\_\_

**RESOLUTION TRANSMITTAL**

Committee No. 1      Date: Sept. 8, 2020

Committee Chair: Mrs. Bender  
Dept. Head: Rick House; Ken Blake

**ADOPTION OF THE 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 was conducted by members of the Public Works, Economic Development and Planning, and Finance Committees on August 13, 2020 and at that review meeting and subsequent meetings of those committees, changes were made to the plan; and

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

WHEREAS, a Public Hearing on the 2021-2025 Capital Plan was conducted on September 15, 2020; 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 hereby adopts the 2021-2025 Capital Plan filed with the Clerk of the Board.

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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: \_\_\_\_\_

County of Wayne  
**Office of the County Treasurer**

Post Office Box 8  
Lyons, New York 14489-0008

Patrick J. Schmitt, CFE

COUNTY TREASURER

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315-946-7441

WWW.CO.WAYNE.NY.US

- The 2019 Single Audit and NYS DOT audit were completed by Bonadio and received by the County on 8/31/2020.
- Interest earnings are down due to low rates, this is going to be expected for the long-term based on the new Federal Reserve Policy announced at the end of August. We may miss our 2020 budgeted amount.
- In the month of August, 719 letters were sent out to Owners and Mortgage Holders notifying them of outstanding 2019 Taxes and their name will be printed in the paper if not paid in full or entered into an installment contract by 9/14/20. This is the first step in the foreclosure process.
- During the month of August, 59 new contracts were created with owners that have delinquent taxes to help them avoid tax foreclosure.
- 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
7/31/20	68
8/31/20	65

- 2019 Tax Foreclosure:

<u>Date</u>	<u>Parcels Facing Foreclosure</u>
8/5/20	581

	Jan-20	Feb-20	Mar-20	Apr-20	May-20	Jun-20	Jul-20	Aug-20	Sep-20	Oct-20	Nov-20	Dec-20	Total	Budget	Diff/Bonus/Budget / Over
General Fund (A)	\$ 261.84	\$ 8,132.07	\$ 286,862.99	\$ 26,278.81	\$ 111,204.20	\$ 237,888.14	\$ 76,789.22	\$ 73,928.23	\$ 178,696.23	\$ 120,897.99	\$ 229,222.87	\$ 140,421.34	\$ 1,400,927.91	\$ 120,900.00	\$ 880,027.91
Highway Fund (B)	\$ 22.96	\$ -	\$ 1.11	\$ -	\$ 1.40	\$ 1.56	\$ 6.34	\$ -	\$ 1.30	\$ 11.95	\$ -	\$ 11.95	\$ 51.92	\$ 200.00	\$ (148.08)
Highway Machine Fund (BM)	\$ 14.62	\$ 9.58	\$ 38.98	\$ 12.09	\$ 13.83	\$ 68.82	\$ 36.39	\$ 24.67	\$ 2.87	\$ 96.79	\$ 211.88	\$ 34.18	\$ 641.28	\$ 200.00	\$ 241.28
Working Horse Fund (E)	\$ 19,813.87	\$ 16,790.23	\$ 19,023.90	\$ 65,394.89	\$ 18,864.80	\$ 94,889.32	\$ 78,488.21	\$ 28,072.29	\$ 93,769.53	\$ 28,113.88	\$ 28,893.24	\$ 49,238.33	\$ 839,128.89	\$ 350,966.00	\$ 288,162.89
Capital Project Fund (F)	\$ 5,205.13	\$ 25,825.72	\$ 44.77	\$ 13,640.81	\$ 260.84	\$ 1,890.71	\$ 180.55	\$ 9,235.34	\$ 92.53	\$ 1,999.56	\$ 2,977.46	\$ 4,849.37	\$ 35,373.47	\$ 27,811.86	\$ 35,145.61
Work Comp Fund (G)	\$ 11,883.58	\$ 14,521.84	\$ 38.78	\$ 27,697.77	\$ 20,241.28	\$ 9,814.89	\$ 38,076.59	\$ 38,383.88	\$ 19,068.87	\$ 8.26	\$ 8,014.09	\$ 27,051.89	\$ 236,984.28	\$ 80,000.00	\$ 126,984.28
	\$ 57,412.89	\$ 31,828.51	\$ 211,269.47	\$ 123,022.74	\$ 295,561.02	\$ 308,217.02	\$ 223,108.92	\$ 182,148.92	\$ 299,417.88	\$ 189,013.89	\$ 287,220.18	\$ 219,793.85	\$ 2,231,468.12	\$ 979,877.86	\$ 1,824,741.86

	Jan-20	Feb-20	Mar-20	Apr-20	May-20	Jun-20	Jul-20	Aug-20	Sep-20	Oct-20	Nov-20	Dec-20	Total	Budget	Diff/Bonus/Budget / Over
General Fund (A)	\$ 887.80	\$ 257,882.19	\$ 30,118.65	\$ 35,151.90	\$ 18,173.77	\$ 206,287.17	\$ 87,899.90	\$ 11,155.65	\$ -	\$ -	\$ -	\$ -	\$ 556,776.95	\$ 775,500.00	\$ (218,723.05)
Highway Fund (B)	\$ 11.91	\$ -	\$ -	\$ -	\$ -	\$ 0.07	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 21.88	\$ 200.00	\$ (178.12)
Highway Machine Fund (BM)	\$ 49.84	\$ 28.04	\$ 8.28	\$ 0.76	\$ 18.70	\$ 1.95	\$ 5.09	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 107.63	\$ 200.00	\$ (92.37)
Working Horse Fund (E)	\$ 57,877.15	\$ 4,295.66	\$ 41,586.54	\$ 23,111.93	\$ 57,283.33	\$ 20,436.28	\$ 50,585.62	\$ 21,402.91	\$ -	\$ -	\$ -	\$ -	\$ 257,421.42	\$ 500,000.00	\$ (242,578.58)
Capital Project Fund (F)	\$ 88.17	\$ 87.08	\$ 138.92	\$ 68.81	\$ 284.48	\$ 401.8	\$ 87.27	\$ 13.89	\$ -	\$ -	\$ -	\$ -	\$ 886.72	\$ 88,866.00	\$ (87,979.28)
Work Comp Fund (G)	\$ 38.24	\$ 4,209.73	\$ 20,589.79	\$ 34.20	\$ 21.46	\$ 73.87	\$ 19.37	\$ 7,876.36	\$ -	\$ -	\$ -	\$ -	\$ 11,784.17	\$ 145,000.00	\$ (133,215.83)
	\$ 107,217.98	\$ 266,275.79	\$ 82,225.78	\$ 68,376.58	\$ 88,952.76	\$ 228,784.54	\$ 148,527.89	\$ 42,162.88	\$ -	\$ -	\$ -	\$ -	\$ 849,126.82	\$ 1,920,866.00	\$ (1,071,739.18)

84.68% of Total Budget

**RESOLUTION TRANSMITTAL**

Committee No. 1

Date: 9/8/20

Committee Chair: Supervisor Bender  
Department Head: Treasurer Schmitt

**AUTHORIZATION TO AMEND COUNTY TREASURERS BUDGET FOR ESTATE BURIAL COST**

WHEREAS, the County Treasurer acts as the Wayne County Public Administrator pursuant to the Surrogate's Court Procedures Act (SCP) 1219; and

WHEREAS, over the past eight (8) months there has been an increase in the number of estates where no one with a legal responsibility has stepped forward to settle an estate resulting in the County Treasurer being appointed to settle the estate; and

WHEREAS, there have been instances where the estate has no liquid assets, but does have assets that disqualify the decedent from a DSS or Veteran indigent burial; and

WHEREAS, the County can be held financially responsible for the storage of unclaimed decedents by area morgues; and

WHEREAS, it is the respectful thing to do to ensure that residents are properly taken care of even in death; and

WHEREAS, the County would have the ability to recover burial costs once assets from the estate were liquidated; now therefore be it

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

**A1325 COUNTY TREASURER**

(Revenues)

\$10,000 to .41232 Estate Recoveries

(Appropriations)

\$10,000 to .54515 Estate Expense

and be it further

RESOLVED, the Wayne County Board of Supervisors authorized the County Treasurer in the role of Public Administrator only as a last resort to recover any County funds spent once the estate has sold assets.

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: 9/8/20

Committee Chair: Supervisor Bender  
Department Head: Treasurer Schmitt

**AUTHORIZATION FOR WAYNE COUNTY TO ENTER INTO NEGOTIATIONS WITH THE WAYNE COUNTY HEALTH CARE PLAN TRUST PURSUANT TO RESOLUTION NO. 855-99**

WHEREAS, Resolution No. 549-99 authorized the Wayne County Chairman of the Board to Execute the Wayne County Health Care Plan Trust Agreement on behalf of the County; and

WHEREAS, the Trust Agreement allows for the County to act as fiscal agent for the Trust; and

WHEREAS, Resolution No. 855-99 authorized the adoption of an agreement for the County to Act as Fiscal Agent for the Trust; and

WHEREAS, the County Treasurer has requested copies of this agreement from both the County Attorney's Office and the Self-Insurance Specialist and neither could provide said agreement; and

WHEREAS, the 2019 fiscal year audit of the County noted that this agreement is absent and should be put in place; and

WHEREAS, the County has been providing management and fiscal support for the trust since its inception with no compensation; now therefore be it

RESOLVED, that the County Treasurer, County Administrator, and County Attorney are authorized to negotiate an agreement with the Wayne County Health Care Plan Trust covering calendar year 2021 and future years

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:** September 8, 2020

**Committee Chair:** Jody Bender

**Department Head:** Chris Kalinski

**AUTHORIZATION TO RENEW ENVIRONMENTAL IMPAIRMENT LIABILITY POLICY WITH EASTERN SHORE ASSOCIATES**

WHEREAS, the County has received a proposal from its current insurance broker, Eastern Shore Associates to renew its existing Environmental Impairment Liability insurance policy effective September 1, 2020 through August 31, 2024 for a total, single premium of \$14,434; and

WHEREAS, this liability policy covers damage caused by the County's underground fuel tanks and includes coverage for onsite cleanup, offsite cleanup, and third party property damage and bodily injury; and

WHEREAS, by entering a three year agreement the County will realize a savings of \$4,400 when compared to three individual, one-year policies; and

WHEREAS, the current available appropriations in A1910 Unallocated Insurance are not sufficient to cover this insurance expense; now, therefore, be it

RESOLVED, that the Chairman of the Board of Supervisors and the Self-Insurance Specialist are hereby authorized and directed to renew the County's Environmental Impairment Liability policy through Eastern Shore Associates effective September 1, 2020 through August 31, 2024; and be it further

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

A1990 Contingent Fund General  
(Appropriations)  
\$8985.00 From 54000 Contractual Expenses

A1910 Unallocated Insurance  
(Appropriations)  
\$1,452.00 To 54300 Insurance

Budgeted: yes \_\_\_ no \_\_\_ Proposed Cost: \$14,434. Reimbursed Amount \_\_\_\_\_ County cost \$ 14,434

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

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

Human Resource Office Review yes \_\_\_ no \_\_\_ by: \_\_\_\_\_

County Attorney Review: yes \_\_\_ no \_\_\_ 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: \_\_\_\_\_

**Audit Department Monthly Report**

Finance Committee  
September 8th, 2020

	<i>Invoices Audited</i>	<i>Invoices Approved</i>	<i>Invoices Denied</i>	<i>Invoices Altered prior to Approval</i>
<i>July</i>	1,705	1,705	0	7
<i>August</i>	1,359	1,357	2	4

Invoices Altered prior to Approval; a total of 7 invoices were altered prior to payment in July

The primary reason for invoices to be altered prior to payment in July was due to the incorrect mileage rate on assigned counsel invoices and the incorrect amount entered by the account clerk

Two invoices were denied payment in August because each of them was entered as a payable to the incorrect vendor

Four invoices were altered prior to payment in August;

Two invoices were calculated using the incorrect mileage reimbursement rate, one invoice included charges related to sales tax and one was entered, and one invoice was entered for the inaccurate amount.

Audits/Projects being worked on;

The majority of the month of July was focused on completing the payroll audit requested by the Director of Public Health, the Human Resource Director and the County Administrator. This audit reviewed forty time and attendance records from twenty employees.

We are currently working on the Business Associate Audit; the majority of this audit is handled through the mail, therefore this audit usually lasts two to three months in duration. We have had difficulty reaching some vendors with the address they provided; we speculate that this is due to COVID and many vendors working from home.

The 2021 Audit budget was completed and our office met with the County Administrator to review the budget.

A meeting with the Treasurer and Treasurer's Office employees to discuss the recommendations outlined in the Management Letter from 2019's audit. The Audit Office has begun implementing these recommendations.

Next on the Agenda;

Continue work on the Business Associate's audit with Compliance; this audit ensure that the County's protected health information is secure.

Continue work on the Civil Audit for the Sheriff's Office.

Begin reviewing the 2018 Risk Assessment and any new changes to applicable guidance.

Continue work on Purchase Card Policy revisions as time allows.

**RESOLUTION TRANSMITTAL**

Committee No. 1

Date: September 8th, 2020

Committee Chair: Supervisor Bender

Department Head: County Auditor Kristen Scott

**AUTHORIZATION TO AMEND RESOLUTION NO. 298-20; ADOPTION OF THE ASSIGNED COUNSEL INVOICE SUBMISSION POLICY UNDER 18-B OF THE COUNTY LAW**

WHEREAS, pursuant to Resolution No. 018-14, Resolution No. 358-19, and Resolution 298-20, the Wayne County Board of Supervisors adopted the Assigned Counsel Invoice Submission policy to ensure the prompt payment of Assigned Counsel Invoices and ensure that adequate funds are budgeted for this appropriation; and

WHEREAS, the current Assigned Counsel Invoice Submission Policy is in need of revisions to provide clarification to portions of the policy; and

WHEREAS, the revised policy has been drafted by the County Auditor with consideration of the County Attorney's suggestions; now, therefore be it

RESOLVED, the following policy is hereby amended and adopted, as follows|:

**ASSIGNED COUNSEL INVOICE SUBMISSION POLICY UNDER 18-B OF THE COUNTY LAW**

1. Invoices must be received in the Assigned Counsel Administrator's office within 120 days after the disposition, reassignment, or dismissal of a case and date stamped as such.
2. All invoices received 120 days after disposition, reassignment, or dismissal of a case shall be denied payment.
3. All assigned counsel attorneys shall be allowed reimbursement only for time expended in court, time reasonably expended out of court, and reimbursement for expenses reasonably incurred. The determination of reasonableness is left to the discretion of the judge.
4. Mileage will be reimbursed at the standard rate released by the IRS annually for actual miles traveled.
5. This policy shall be effective immediately.

Budgeted: yes \_\_\_ no X Proposed Cost: 0 Reimbursed Amount 0 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: September 8<sup>th</sup>, 2020

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

**AUTHORIZATION TO AMEND RESOLUTION NO. 299-20; ADOPTION OF THE INVOICE SUBMISSION POLICY FOR CASES ASSIGNED UNDER UNDER FCA §262; FCA §1120; Correction Law, Article Six-c; Surrogate’s Court Procedure Act §407 and MHL, Article 10**

WHEREAS, pursuant to Resolution No. 454-19 and Resolution No. 299-20, the Wayne County Board of Supervisors adopted the Family Court Invoice Submission policy to ensure the prompt payment of Assigned Counsel Invoices and ensure that adequate funds are budgeted for this appropriation; and

WHEREAS, the current Assigned Counsel Invoice Submission Policy is in need of revisions to provide clarification to portions of the policy; and

WHEREAS, the revised policy has been drafted by the County Auditor with consideration of the County Attorney’s suggestions; now, therefore be it

RESOLVED, the following policy is hereby amended and adopted, as follows|:

**INVOICE SUBMISSION POLICY FOR CASES ASSIGNED UNDER FCA §262; FCA §1120; Correction Law, Article Six-c; Surrogate’s Court Procedure Act §407 and MHL, Article 10**

1. Invoices must be received in the Assigned Counsel Administrator’s office within 120 days after the disposition, reassignment, or dismissal of a case and date stamped as such.
2. All invoices received 120 days after disposition, reassignment, or dismissal of a case shall be denied payment.
3. All assigned counsel attorneys shall be allowed reimbursement only for time expended in-court, time reasonably expended out of court, and reimbursement for expenses reasonably incurred. The determination of reasonableness is left to the discretion of the judge.
3. Mileage will be reimbursed at the standard rate released by the IRS annually for actual miles traveled.
4. This policy shall be effective immediately.

Budgeted: yes \_\_\_ no X Proposed Cost: \_\_\_0\_\_\_ Reimbursed Amount \_\_\_0\_\_\_ 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  
August 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.

August is school tax bill processing month. V4 backups were requested from the assessors, a local file was created in RPS after checking the accuracy of the file submitted by the assessor.

Cross reference and bank code references were run for the school tax collectors. STAR check eligibility information was applied once the information was received from NYSDTF. All collectors were provided with all tax bill reports on a zip drive.

There were many challenges this year with the school tax rates and getting required information from the collectors/business managers. With many of the school district's business managers moving from school district to school district annually, it was difficult verifying the information the schools provide is correct. There is also the challenge of actually being able to contact anybody at this school district this time of year. Files were exchanged with four different counties to produce school tax bills for both in and out of county. There were difficulties again this year in converting the information in to the Munis format. Every year there are problems with "manipulating" RPS information to fit the Munis format; creating a delay in processing. With the school warrant date being September 1 for most school districts, bills were still being processed on August 31. There is always a sigh of relief when the school bills are all printed and picked up by the applicable district.

In discussion with my staff we are currently printing both in and out of county bills. It seems as though the school districts would be able to balance their budget easier if all of the information was coming from the same county. In the future we would like to electronically send the information to the respective county for the school bill processing/printing. Wayne County will continue to process the electronic file needed by Ontario, Cayuga, Monroe and Seneca counties; however, we will no longer print the tax bill for parcels outside of Wayne County.

The sales information report was produced for the months of April – June for all municipalities. After the report was produced, it was electronically submitted to NYS.

I worked with the WCWSA and the assessors on both the sewer project and the water tank project. The goal is for all of the municipalities in the improvement district(s) to have the total units keyed in V4 no later than September 15 to begin the balancing of units.

The Land Bank continues to make great progress in its mission statement of removing blight from the communities.

On August 18<sup>th</sup> I attended a meeting with the county attorney, administrator and treasurer and it was decided on that date that the 2020 Real Property Tax auction would not be held in 2020. Due to the Governor's EO relating to Covid-19, the county is not able to foreclose on the tax delinquent properties; therefore, there are no properties to auction until foreclosure can occur.

There were requests for various reports from the public, other county departments, surveyors, assessors and attorneys.

Within the normal scope of our monthly duties the office processed transfers of real property, updated the tax map accordingly and adjusted any boundary corrections.

Respectfully submitted

Karen Ambroz, CCD

**RESOLUTION TRANSMITTAL**

Committee No. 1

Date: September 15, 2020

Committee Chair: Supervisor Bender

Department Head: Karen Ambroz

**ESTABLISHING TOWN EQUALIZATION RATES FOR 2021 COUNTY TAXES**

RESOLVED, pursuant to Section 804 of the Real Property Tax Law, that the following rates recommended by the County Finance Committee of the Wayne County Board of Supervisors are hereby adopted and established as the County Equalization rates for the towns in Wayne County for the year 2020 to affect the 2021 County taxes:

Arcadia	83.00	Palmyra	93.00
Butler	100.00	Rose	100.00
Galen	100.00	Savannah	90.00
Huron	100.00	Sodus	96.00
Lyons	92.00	Walworth	86.00
Macedon	88.00	Williamson	92.00
Marion	90.00	Wolcott	99.00
Ontario	91.00		

And be it further

RESOLVED, in accordance with the provision of subdivision 2 of Section 804 of the Real Property Tax Law, that within five (5) days of the date of the adoption of this resolution, the Clerk of the Board, shall transmit to each town, on a form prescribed by the State Board of Real Property Services, a written notification of the County equalization rate established for each town.

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: \_\_\_\_\_