

## Agenda

Administrative Services Committee

**February 19, 2019, 5:00 p.m., Room 331**

Gerace Office Building, Mayville, NY

- A. Call to Order
- B. Approval of Minutes (01/14/19)
- C. Privilege of the Floor
  - 1. Proposed Resolution- Appointing Deputy Clerk/Secretary to the Legislature
  - 2. Proposed Resolution- Setting Salaries for Certain Wastewater Treatment Plant Operator Titles
  - 3. Proposed Resolution- Amend 2018 Budget for Year End Reconciliations – Information Technology Services
  - 4. Proposed Resolution- Amend 2018 Budget for Year End Reconciliations – County Clerk
  - 5. Proposed Resolution- Amend 2018 Budget for Year End Reconciliations – Law Department
  - 6. Proposed Resolution- Amend 2018 Budget for Year End Reconciliations – County Executive
  - 7. Proposed Resolution- Amend 2018 Budget for Year End Reconciliations – Human Resources
  - 8. Proposed Resolution- Amend 2018 Budget for Year End Reconciliations – Finance
  - 9. Proposed Resolution- Amend 2018 Budget for Year End Reconciliations – Liability Insurance Accounts
  - 10. Proposed Resolution- Amend 2018 Budget for Year End Reconciliations – Transfer to Capital
  - 11. Proposed Resolution- Amend 2018 Budget for Year End Reconciliations – Board of Elections

12. Proposed Resolution- Amend 2019 Budget – Board of Elections
13. Proposed Resolution- Amend 2019 Budget for Internal Audit
14. Proposed Resolution- Amend 2019 Budget Due to Changes in Town Property Tax Warrants
15. Proposed Resolution- Process for Designation of Tax Foreclosed Properties for  
Potential Transfer to Chautauqua County Land Bank Corporation
16. Discussion- Jamestown Community College- President DeMarte
17. Other-

**CHAUTAUQUA COUNTY  
RESOLUTION NO. \_\_\_\_\_**

PMW 1/24/19

**TITLE:** Appointing Deputy Clerk/Secretary to the Legislature

**BY:** Administrative Services and Audit & Control Committees:

**AT THE REQUEST OF:** Chairman Paul M. Wendel:

WHEREAS, Lori J. Foster, after 30 years of exemplary and dedicated service, has retired from the position of Secretary to the Chautauqua County Legislature and as Deputy Clerk for the Chautauqua County Legislature effective February 27, 2019, therefore be it

RESOLVED, That Olivia L. Ames, 8021 Frisbee Road, Cassadaga, New York be, and hereby is appointed Secretary to the Chautauqua County Legislature for the year 2019 at a salary of \$17.93 per hour; and be it further

RESOLVED, That in addition to Secretary to the Legislature, Olivia L. Ames be, and hereby is, appointed Deputy Clerk for the Chautauqua County Legislature for the year 2019, and shall be additionally compensated for her duties as Deputy Clerk at an annual salary of \$4,000, effective February 28, 2019.

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**APPROVED**

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**VETOES (VETO MESSAGE ATTACHED)**

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**County Executive**

\_\_\_\_\_  
**Date**

**CHAUTAUQUA COUNTY  
RESOLUTION NO. \_\_\_\_\_**

SMA 1/25/19
KMD 1/25/19
KLC 2/4/19
GMB 2/13/19

**TITLE:** Setting Salaries for Certain Wastewater Treatment Plant Operator Titles

**BY:** Public Facilities, Administrative Services and Audit & Control Committees:

**AT THE REQUEST OF:** County Executive George M. Borrello:

WHEREAS, the Directors of the North Chautauqua Lake Sewer District and South and Center Chautauqua Lake Sewer Districts have requested that the salary grades allocated to titles that require possession of wastewater treatment plant operators licensure be reviewed for changes due to growing recruitment and licensure challenges; and

WHEREAS, the County Human Resources Office compared the salaries paid to wastewater treatment plant operator positions in the Sewer Districts to equivalent positions in other Chautauqua County municipal wastewater treatment plants and found that the County salaries were among the lowest pay rates; and

WHEREAS, per the CSEA 6300 Agreement, a reallocation committee consisting of the Director of Human Resources, the County Executive and the CSEA 6300 President met on January 17, 2019, to review the request and unanimously voted to reallocate salaries to competitive wage rates; therefore be it

RESOLVED, That the title of Wastewater Treatment Plant Operator Trainee, currently allocated to grade 8, be reallocated to grade 11; and be it further

RESOLVED, That the title of Wastewater Treatment Plant Operator, currently allocated to grade 11, be reallocated to grade 14; and, be it further

RESOLVED, That the title of Supervising Wastewater Treatment Plant Operator, currently allocated to grade 17, be reallocated to grade 18.

Grade 8	(2018: \$16.01 - \$20.47) 40 hours per week (\$33,301 - \$42,578 per year)
Grade 11	(2018: \$17.60 - \$22.51) 40 hours per week (\$36,608 - \$46,821 per year)
Grade 14	(2018: \$19.45 - \$24.95) 40 hours per week (\$40,456 - \$51,896 per year)
Grade 17	(2018: \$21.63 - \$27.71) 40 hours per week (\$44,990 - \$57,637 per year)
Grade 18	(2018: \$22.36 - \$28.73) 40 hours per week (\$46,509 - \$59,758 per year)

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**APPROVED**  
**VETOES (VETO MESSAGE ATTACHED)**

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**County Executive**

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**Date**

**CHAUTAUQUA COUNTY  
RESOLUTION NO. \_\_\_\_\_**

<b>JD 2/7/19</b> <b>SMA 2/7/19</b> <b>KMD 2/7/19</b> <b>KLC 2/8/19</b> <b>GMB 2/8/19</b>
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**TITLE:** Amend 2018 Budget for Year End Reconciliations – Information Technology Services

**BY:** Administrative Services and Audit & Control Committees:

**AT THE REQUEST OF:** County Executive George Borrello:

WHEREAS, some Information Technology Services department expenses have exceeded initial budgetary estimates, as well as some appropriations have a surplus; and

WHEREAS, the Information Technology Services department has received revenues in excess of budget; now therefore be it

RESOLVED, That the Director of Finance is hereby authorized and directed to make the following changes to the 2018 budget:

INCREASE APPROPRIATION ACCOUNTS:

A.1610.----.1	Personal Services - OFFICE SERVICES	\$5,300
A.1610.----.8	Employee Benefits - OFFICE SERVICES	\$50
A.1670.----.4	Contractual - PRINT SHOP	\$10,433
A.1680.GIS.4	Contractual - GIS	<u>\$247</u>
	Total	\$16,030

DECREASE APPROPRIATION ACCOUNT:

A.1680.----.1	Personal Services - INFORMATION TECHNOLOGY	\$16,030
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**APPROVED**

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**VETOES (VETO MESSAGE ATTACHED)**

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**County Executive**

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**Date**

**CHAUTAUQUA COUNTY  
RESOLUTION NO. \_\_\_\_\_**

<b>LLB 2/1</b>
<b>SMA 2/1/19</b>
<b>KMD 2/1/19</b>
<b>KLC 2/4/19</b>
<b>GMB 2/8/19</b>

**TITLE:** Amend 2018 Budget for Year End Reconciliations – County Clerk

**BY:** Administrative Services and Audit & Control Committees:

**AT THE REQUEST OF:** County Executive George M. Borrello:

WHEREAS, some County Clerk department expenses have exceeded initial budgetary estimates, as well as some appropriations have a surplus; now therefore be it

RESOLVED, That the Director of Finance is hereby authorized and directed to make the following changes to the 2018 budget:

INCREASE APPROPRIATION ACCOUNTS:

A.1460.----.1	Personal Services - RECORDS MANAGEMENT	\$ 6,826
A.1460.----.8	Employee Benefits - RECORDS MANAGEMENT	\$ 1,358
A.6610.----.1	Personal Services - WEIGHTS & MEASURES	\$ 2,756
A.7510.----.4	Contractual - HISTORIAN	<u>\$ 161</u>
	Total	\$11,101

DECREASE APPROPRIATION ACCOUNT:

A.1410.----.1	Personal Services - COUNTY CLERK	\$11,101
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**APPROVED**

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**VETOES (VETO MESSAGE ATTACHED)**

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**County Executive**

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**Date**

**CHAUTAUQUA COUNTY  
RESOLUTION NO. \_\_\_\_\_**

<b>SMA 2/7/19</b>
<b>KMD 2/7/19</b>
<b>KLC 2/8/19</b>
<b>GMB 2/8/19</b>

**TITLE:** Amend 2018 Budget for Year End Reconciliations – Law Department

**BY:** Administrative Services and Audit & Control Committees:

**AT THE REQUEST OF:** County Executive George M. Borrello:

WHEREAS, some Law Department expenses have exceeded initial budgetary estimates, as well as some appropriations have a surplus; and

WHEREAS, the Law Department has received revenues in excess of budget; therefore be it

RESOLVED, That the Director of Finance is hereby authorized and directed to make the following changes to the 2018 budget:

INCREASE APPROPRIATION ACCOUNTS:

A.1420.----.8	Employee Benefits – County Attorney	\$8,666
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DECREASE APPROPRIATION ACCOUNTS:

A.1420.----.1	Contractual – County Attorney	\$2,095
A.1420.----.4	Contractual – County Attorney	\$3,831
A.2490.----.4	Contractual—Community College Tuition	<u>\$2,680</u>
	Total	\$8,606

INCREASE REVENUE ACCOUNT:

A.1420.----.R277.0000	Miscellaneous—Other Unclassified Rev	\$ 60
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**APPROVED**

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**VETOES (VETO MESSAGE ATTACHED)**

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**County Executive**

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**Date**

**CHAUTAUQUA COUNTY  
RESOLUTION NO. \_\_\_\_\_**

<b>GMB 2-1-19</b>
<b>SMA 2-1-19</b>
<b>KMD 2/1/19</b>
<b>KLC 2/4/19</b>
<b>GMB 2/8/19</b>

**TITLE:** Amend 2018 Budget for Year End Reconciliations – County Executive

**BY:** Administrative Services and Audit & Control Committees:

**AT THE REQUEST OF:** County Executive George M. Borrello:

WHEREAS, some County Executive department expenses have exceeded initial budgetary estimates, as well as some appropriations have a surplus; now therefore be it

RESOLVED, That the Director of Finance is hereby authorized and directed to make the following changes to the 2018 budget:

INCREASE APPROPRIATION ACCOUNT:

A.1230.----.1	Personal Services - County Executive	\$5,035
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DECREASE APPROPRIATION ACCOUNT:

A.1230.----.8	Employee Benefits - County Executive	\$5,035
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**VETOES (VETO MESSAGE ATTACHED)**

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**County Executive**

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**Date**



**CHAUTAUQUA COUNTY  
RESOLUTION NO. \_\_\_\_\_**

<b>SMA 2/1/19</b>
<b>KMD 2/1/19</b>
<b>KLC 2/4/19</b>
<b>GMB 2/8/19</b>

**TITLE:** Amend 2018 Budget for Year End Reconciliations –  
Human Resources

**BY:** Administrative Services and Audit & Control Committees:

**AT THE REQUEST OF:** County Executive George M. Borrello:

WHEREAS, some Human Resources department expenses have exceeded initial budgetary estimates, as well as some appropriations have a surplus; now therefore be it

RESOLVED, That the Director of Finance is hereby authorized and directed to make the following changes to the 2018 budget:

**INCREASE APPROPRIATION ACCOUNTS:**

A.1430.----.1	Personal Services – Human Resources	\$ 5,824
A.1430.----.8	Employee Benefits – Human Resources	<u>\$39,553</u>
	Total	\$45,377

**DECREASE APPROPRIATION ACCOUNTS:**

A.1430.BENE.1	Personal Services – Human Resources, Health Insurance Benefits	\$ 5,824
A.1430.BENE.8	Employee Benefits – Human Resources, Health Insurance Benefits	<u>\$39,553</u>
	Total	\$45,377

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**APPROVED**

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**VETOES (VETO MESSAGE ATTACHED)**

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**County Executive**

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**Date**

**CHAUTAUQUA COUNTY  
RESOLUTION NO. \_\_\_\_\_**

<b>KLC 2/7/19 KMW 2.7.19 SMA 2/7/19 KMD 2/7/19 GMB 2/8/19</b>
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**TITLE:** Amend 2018 Budget for Year End Reconciliations – Finance

**BY:** Administrative Services and Audit & Control Committees:

**AT THE REQUEST OF:** County Executive George M. Borrello:

WHEREAS, some Finance department expenses have exceeded initial budgetary estimates, as well as some appropriations have a surplus; now therefore be it

RESOLVED, That the Director of Finance is hereby authorized and directed to make the following changes to the 2018 budget:

**INCREASE APPROPRIATION ACCOUNTS:**

A.1310.----.1	Personal Services - Department of Finance	\$12,671
A.1310.----.4	Contractual - Department of Finance	\$32,820
A.1310.----.8	Employee Benefits - Department of Finance	\$10,026
A.1330.----.4	Contractual - Real Property Tax	\$25,884
A.1330.----.8	Employee Benefits - Real Property Tax	\$ 3,555
A.1989.----.4	Contractual - Tax Roll Maint & Process	<u>\$ 637</u>
	Total	\$85,593

**DECREASE APPROPRIATION ACCOUNTS:**

A.1330.----.1	Personal Services - Real Property Tax	\$23,484
A.1330.----.2	Equipment - Real Property Tax	\$ 1,200
A.1989.----.1	Personal Services - Tax Roll Maint & Process	\$ 9,250
A.1989.----.8	Employee Benefits - Tax Roll Maint & Process	\$ 7,650
A.1355.----.4	Contractual - Tax Assessment	\$29,248
A.1362.----.4	Contractual - Tax Advertising & Expense	\$12,628
A.1364.----.4	Contractual - Exp: Prop Acquired - Tax	<u>\$ 2,133</u>
	Total	\$85,593

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**VETOES (VETO MESSAGE ATTACHED)**

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**County Executive**

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**Date**

**CHAUTAUQUA COUNTY  
RESOLUTION NO. \_\_\_\_\_**

<b>KLC 2/7/19</b>
<b>KMW 2.7.19</b>
<b>SMA 2/7/19</b>
<b>KMD 2/7/19</b>
<b>GMB 2/8/19</b>

**TITLE:** Amend 2018 Budget for Year End Reconciliations – Liability Insurance Accounts

**BY:** Administrative Services and Audit & Control Committees:

**AT THE REQUEST OF:** County Executive George M. Borrello:

WHEREAS, some Insurance department expenses have exceeded initial budgetary estimates, as well as some appropriations have a surplus; and

WHEREAS, the adjustments in various insurance appropriations require corresponding adjustments to revenue; now therefore be it

RESOLVED, That the Director of Finance is hereby authorized and directed to make the following changes to the 2018 budget:

INCREASE APPROPRIATION ACCOUNTS:

A.1710.----.8 Employee Benefits - Insurance Administration	\$11,737
CS.1710.----.4 Contractual - Insurance Administration	<u>\$62,393</u>
Total	\$74,130

DECREASE APPROPRIATION ACCOUNTS:

A.1710.----.1 Personal Services - Insurance Administration	\$ 5,401
A.1710.----.4 Contractual - Insurance Administration	\$ 3,943
CS.1930.----.4 Contractual - Judgements & Claims	<u>\$62,393</u>
Total	\$71,737

INCREASE REVENUE ACCOUNTS:

A.1710.----.R221.0ADM Shared Services-Shared Services Ins Adm	\$ 2,393
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**APPROVED**

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**VETOES (VETO MESSAGE ATTACHED)**

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**County Executive**

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**Date**



**CHAUTAUQUA COUNTY  
RESOLUTION NO. \_\_\_\_\_**

<b>BA/NG 01/22/2019</b>
<b>ABC 01/22/19</b>
<b>SMA 1/22/19</b>
<b>KMD 1/22/19</b>
<b>KLC 1/23/19</b>
<b>GMB 2/1/19</b>

**TITLE:** Amend 2018 Budget for Year End Reconciliations – Board of Elections

**BY:** Administrative Services and Audit & Control Committees:

**AT THE REQUEST OF:** County Executive George M. Borrello:

WHEREAS, some Board of Elections department expenses have exceeded initial budgetary estimates, as well as some appropriations have a surplus; now therefore be it

RESOLVED, That the Director of Finance is hereby authorized and directed to make the following changes to the 2018 Budget:

INCREASE APPROPRIATION ACCOUNT:

A.1450.----.1 Personal Services— Board of Elections	\$19,110
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DECREASE APPROPRIATION ACCOUNT:

A.1450.----.4 Contractual— Board of Elections	\$19,110
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**APPROVED**

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**VETOES (VETO MESSAGE ATTACHED)**

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**County Executive**

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**Date**

**CHAUTAUQUA COUNTY  
RESOLUTION NO. \_\_\_\_\_**

<b>NPG/BCA 1/23/19</b>
<b>ABC 1/28/19</b>
<b>SMA 1/28/19</b>
<b>KD 1/28/19</b>
<b>KLC 1/30/19</b>
<b>GMB 2/1/19</b>

**TITLE:** Amend 2019 Budget – Board of Elections

**BY:** Administrative Services and Audit & Control Committees:

**AT THE REQUEST OF:** County Executive George M. Borrello:

WHEREAS, the Board of Elections needs to begin replacing its voting machines because the machines have been in service for ten years; and

WHEREAS, the 2019 Budget includes \$100,000 for the replacement of ten voting machines, but the expected cost to replace ten voting machines exceeds the budget; and

WHEREAS, the 2019 Budget includes contractual appropriations for the Help America Vote Act grant, and the purchase of voting machines is an allowable use of grant funds; now therefore be it

RESOLVED, That the Director of Finance is hereby authorized and directed to make the following changes to the 2019 Budget:

INCREASE APPROPRIATION ACCOUNT:

A.1450.----.2 Equipment—Board of Elections	\$11,540
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DECREASE APPROPRIATION ACCOUNT:

A.1450.----.4 Contractual—Board of Elections	\$11,540
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**APPROVED**

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**VETOES (VETO MESSAGE ATTACHED)**

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**County Executive**

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**Date**

**CHAUTAUQUA COUNTY  
RESOLUTION NO. \_\_\_\_\_**

<b>PMW 2/12/19</b>
<b>SMA 2/12/19</b>
<b>KMD 2/12/19</b>
<b>PG 2/13/19</b>
<b>CN 2/13/19</b>

**TITLE:** Amend 2019 Budget for Internal Audit

**BY:** Administrative Services and Audit & Control Committees:

**AT THE REQUEST OF:** Legislators Pierre Chagnon and Chuck Nazzaro:

WHEREAS, \$100,000 was appropriated in the 2018 Adopted Budget for an internal audit of Chautauqua County, and a contract to perform the audit was approved in the amount of \$94,270; and

WHEREAS, work on the audit commenced later than anticipated in 2018, so only \$39,613 was expended and the unutilized appropriations were returned to the A Fund Balance; and

WHEREAS, the County Legislature is committed to continuing the internal audit in 2019, so it plans to complete the contract approved in 2018 and utilize the additional funds appropriated in 2019; now therefore be it

RESOLVED, That the A Fund Balance is appropriated as follows:

INCREASE THE USE OF FUND BALANCE:

A.----.----.917.0000	Unassigned Fund Balance—Unassigned Fund Balance	\$54,657
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;and be it further

RESOLVED, That the Director of Finance is hereby authorized and directed to make the following change to the 2019 budget:

INCREASE APPROPRIATION ACCOUNT:

A.1320.----.4	Contractual—Internal Audit	\$54,657
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**APPROVED**

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**VETOES (VETO MESSAGE ATTACHED)**

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**County Executive**

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**Date**

**CHAUTAUQUA COUNTY  
RESOLUTION NO. \_\_\_\_\_**

<b>JEC 2/5/19 SMA 2/5/19 KMD 2/5/19 KLC 2/5/19 GMB 2-13-19</b>
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**TITLE:** Amend 2019 Budget Due to Changes in Town Property Tax Warrants

**BY:** Administrative Services and Audit & Control Committees:

**AT THE REQUEST OF:** County Executive George M. Borrello:

WHEREAS, when the 2019 Budget was prepared, it was assumed the Towns of Carroll and Portland would continue to pledge part of their sales tax to their property tax warrants; and

WHEREAS, the Town of Carroll decided to discontinue this practice so the only remaining pledge of sales tax is \$50,000 for the Town of Portland; now therefore be it

RESOLVED, That the Director of Finance is hereby authorized and directed to make the following budgetary changes:

DECREASE REVENUE ACCOUNT:

A.1310.9999.R111.5000 Non Property Tax Items—Non-Prop Tax: Town Share \$556,002

INCREASE REVENUE ACCOUNT:

A.1310.9999.R100.1000 Real Property Taxes—Real Property Tax \$556,002

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**APPROVED**

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**VETOES (VETO MESSAGE ATTACHED)**

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**County Executive**

\_\_\_\_\_  
**Date**



**CHAUTAUQUA COUNTY  
RESOLUTION NO. \_\_\_\_\_**

PC 2/4/19 RS 2/4/19
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**TITLE:** Process for Designation of Tax Foreclosed Properties for Potential Transfer to Chautauqua County Land Bank Corporation

**BY:** Administrative Services and Audit & Control Committees:

**AT THE REQUEST OF:** Legislator Bob Scudder and Legislator Pierre Chagnon:

WHEREAS, pursuant to Resolution 65-12, Chautauqua County created one of the first five (5) authorized land bank corporations in New York State that was incorporated as the Chautauqua County Land Bank Corporation (“CCLBC”); and

WHEREAS, the mission of CCLBC is to “control and manage strategically selected dilapidated and abandoned residential and commercial properties acquired through the County tax foreclosure process, bank foreclosures and/or donations, and facilitate solutions aimed at stabilizing neighborhoods, encouraging private investment, and improving the quality of life throughout Chautauqua County”; and

WHEREAS, the County Legislature has transferred distressed tax foreclosure properties to CCLBC at no cost, but CCLBC expends between \$2,000 and \$6,000 for each acquired property as it pays the first year’s taxes, cleans the interior and exterior of the properties, secures the properties, has them appraised, and lists them through the Multiple Listing Service (MLS) so that they can be made available to the public for negotiated sale; and

WHEREAS, CCLBC has all properties appraised as-is and lists them for sale at 60% of the appraised value in order to incentivize and maximize investment by the purchasers for the require renovation work; and

WHEREAS, based on historical sales, CCLBC has sold properties for approximately \$10,000 per property on average, and any “profits” realized by CCLBC are being reinvested directly back into improving the County’s housing stock through a range of activities including renovation, side lot disposition, and demolition projects; and

WHEREAS, the Chautauqua County Legislature wants to assure the integrity of the auction of tax foreclosure properties, and assure the auction process encourages active bidder participation; and

WHEREAS, the Chautauqua County Legislature wants to establish a review procedure for the designation of tax foreclosure properties that may potentially be transferred to CCLBC, prior to them being removed from the auction; therefore be it

RESOLVED, That the list of tax foreclosure properties CCLBC wishes to have transferred to it at no cost shall be presented to a special committee of the Chautauqua County Legislature consisting of the chairs and ranking members of both the Administrative Services and Audit & Control committees and the County Executive, for review by said special committee no later than the tenth day prior to the auction, with the pre-file deadline for said special committee meeting to be no later than the fifteenth day prior to the auction, and those tax foreclosure properties designated by the special committee for potential transfer to CCLBC shall be immediately removed from the auction; and be it further

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**APPROVED**

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**VETOES (VETO MESSAGE ATTACHED)**

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**County Executive**

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**Date**

RESOLVED, That said special committee shall be further authorized to hold a meeting the day prior to the auction to determine whether any additional properties for potential transfer to CCLBC should also be removed from the auction; and be it further

RESOLVED, That the County Director of Real Property Tax Services and the County's auctioneer are directed to take all steps necessary to maximize the ability of auction participants to receive prior notice of properties removed from the auction, including, but not limited to, notice in auction advertisements and notice in County and auctioneer websites both prior to and on the night before the auction, and be it further

RESOLVED, That transfers to CCLBC shall remain subject to the potential completion of reacquisition procedures for foreclosed owners only that are set forth in Section 4 of Resolution 110-17, as may be amended from time to time, and to the final approval of the full County Legislature after the auction.

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**APPROVED**

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**VETOES (VETO MESSAGE ATTACHED)**

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**County Executive**

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**Date**