

Minutes

Administrative Services Committee

July 13, 2020, 5:00 p.m.

Virtual Meeting via Zoom and Live-Streamed for public viewing

Gerace Office Building, Mayville, NY

Members Present: Scudder, Vanstrom, Muldowney, Davis, Starks

Others: Tampio, Ames, Dennison, Abdella, Chagnon, Henry, Crow

Chairman Scudder called the meeting to order at 5:02 p.m.

Approval of Minutes (5/18/20)

MOVED by Legislator Muldowney, SECONDED by Legislator Vanstrom.

Unanimously Carried

Privilege of the Floor

Clerk Tampio: We have received no comments from the public to read at this time.

Proposed Resolution - Adopt Records Retention and Disposition Schedule for County Government

Ms. Henry: The New York State Archives drafted a new Records Retention Schedule for all local governments, consolidated it into one schedule so our current schedule will be obsolete. So we're doing this as a formality so that we can continue to manage and purge records as they are legally eligible.

Chairman Scudder: According to the new rules and regulations.

Ms. Henry: Correct.

Chairman Scudder: Alright, anybody have any questions or comments? Hopefully we've all read this over. No questions, no comments. We're going to make it easy on your Michelle. All those in favor?

Unanimously Carried

Proposed Resolution - Quit Claim Deeds

Chairman Scudder: We have two of them in front of us. I don't think that Mr. Caflisch is with us. I don't see him on the screen, so, everybody get a chance to look these over? We did get a nice copy of the request for that. I really appreciated that. That just tells you what is going on and I think that's pretty cool. So, not that we don't always know what's going on but to get it spelled out like that makes a lot more sense for me.

Legislator Vanstrom: I would like to request for, in the future, that they provide us with the full market value and the assessed value of these properties. I did a little homework with some excellent guidance and mentorship so that would also be another key thing and I think my esteem colleague Mr. Muldowney might agree with me. It might be good background for us that are non-fully educated in the assessment and real estate markets. So, if we had those and it also gives us a little bit more background of what kind of property that we're offering up to a new owner.

Legislator Davis: I would agree with Legislator Vanstrom on that Mr. Chairman in that, when I look at this screen and I see offer amounts that are far less than the taxes owing, I always question what the reasoning is for that. But it would be helpful to have full assessments on the properties or valuations to be a little bit more knowledgeable about what we're looking at.

Chairman Scudder: Yeah, it definitely adds to our confidence in passing these resolutions. No doubt. I will discuss that with the powers at be to see if we can get that for each property like this.

Legislator Vanstrom: Is there anyone interested in knowing the two quit claim deeds values and assessments?

Legislator Davies: If you got them, perfect.

Legislator Vanstrom: The property that Mr. Kuschell is interested in is assessed at \$1,200 and full market value is \$1,600 and he's offering \$1,100. I think in my own opinion, just mine, I think that's extremely fair, in my opinion. Then the property on Cherry Street in Jamestown which adjoins the interested buyer, he's offering, I think it says \$50, if I'm not misreading it but the land allegedly, the full market value is sixteen and the assessment is \$1,600 as well but it's probably worth more to him than anyone else, if your land isn't adjoining it. Again, if nobody else was interested in the property, I don't want to turn down a potential buyer that will put it back on the tax rolls either. That's just my opinion, thank you.

Chairman Scudder: Most of the time those lots like that aren't marketable other than to the person who's adjoined up with it and it gets put in with their property so it becomes - we don't have to deal with it again, which is nice.

Legislator Muldowney: Do we ever require them to do a, like you say, adjoining property to do like a merge?

Chairman Scudder: Yes, that's typically what happens, right Steve?

Mr. Abdella: Yes. That's a standard operating procedure. If they are buying a side lot that they must merge it with their existing house property.

Legislator Muldowney: Great, so then it creates one tax bill.

Chairman Scudder: Right. O.k., all those in favor of this resolution with good suggestions added to it.

Unanimously Carried

Proposed Resolution - Resolution of the County Legislature of the County of Chautauqua extending the additional rate of taxes on sales and uses of tangible personal property and of certain services, on occupancy of hotel rooms and on amusement charges pursuant to Article 29 of the Tax Law of the State of New York

Mr. Abdella: Both the title of this resolution and then the wording that you see in it is a format that is required by the State Division of Taxation and Finance and this resolution, the State Legislature (*inaudible*) extension bills for the counties allowing them to continue their additional sales tax for another three years. So this would extend the additional 1% that our County has had for three years from this coming November 30th to November 30, 2023. So that's what this is doing. It's continuing to put us at a net rate of 8% and continues that unchanged. I note and just mention from a fiscal standpoint, of course, right now, there is concerns about sales tax revenue and then just general State aid going forward both of the remainder of 2020 and 2021. So think that speaks to the need for the County to continue the status quo with its sales tax to try and keep the revenues where they have been hopefully but still with all of those concerns.

Chairman Scudder: Any questions, comments or concerns? All those in favor?

Unanimously Carried

Other

Proposed Resolution – Authorizing Contract for 2021 Administration of Chautauqua County Self-Insurance Plan (Workers' Compensation)

Ms. Crow: Thank you for accepting the late filed resolutions. They are both our annual resolutions to set the Worker's Comp plan premium for all the participants as well as set the administrative cost for administering the plan. The County administers the municipal plan. I'm kind of speaking to both of these together, sorry. But the overall plan cost for 2021 are decreasing about \$100,000. Mainly due to some audit services that we will no longer need and another administrative process that we usually do that we won't need to do going forward. So that has helped us to bring our costs down. The claims are kind of staying steady right now and overall we're able to reduce the total plan \$100,000.

Mrs. Dennison: Mr. Chairman and Kitty, I just have a question. The title says Authorizing 2020 levy, is that correct or should it be 2021?

Ms. Crow: Oh, it should say 2021.

Chairman Scudder: Oh, on the second one? O.k.

Mrs. Dennison: And then in the RESOLVED clause it says, shall be a portioned in 2020. That also should be 2021, correct?

Ms. Crow: Yes, sorry.

Chairman Scudder: So that's just a typo. O.k., then the second resolution, we'll just talk about both of them and the second resolution is just the breakdown of the charges out to all the towns, villages, and cities.

Ms. Crow: Yes.

Mrs. Dennison: My comments pertain to the second resolution, authorizing the levy of participant's share, that's the one that the two 2020's should be changed to 2021.

Chairman Scudder: Yes. O.k., so let's go with the first one. Any questions, comments, concerns?

Unanimously Carried

Proposed Resolution - Authorizing 2020 Levy of Participant's Share of Chautauqua County Self-Insurance Plan (Workers' Compensation) Costs

Chairman Scudder: Now on this resolution, any questions, comments, concerns?

Unanimously Carried

Chairman Scudder: That's it for resolutions. I have one thing to say under "other". It's about the budget priority list from department heads. As you know, I emailed all the committee members, you folks, a copy of what I sent out to the department heads. You all have received those, I hope. Two have responded, have emailed me back. I have to say that the two that responded don't see a whole lot of room for any cuts and that is the nature of kind of what Administrative Services is. We do the work that we need to do and it gets budgeted accordingly. There is not a whole lot of room, at least in my tenure on this board. I haven't seen any dramatic cuts but I do have the email out and I've got two response. One is working on it and I should have it this week. I haven't heard from the rest yet. When I get them all in, I'd like to put them all together, get them in writing and then I will present them to all the committee here and to the whole Legislature and to the County Executive. That's where we are at.

Legislator Vanstrom: Nice job.

Chairman Scudder: Anybody have anything else under “other”?

Ms. Crow: I just have a question on that subject. I think some of the Finance function was brought up under Audit & Control but our general administrative function of Finance, payroll, purchasing, and things, generally I consider falling under Administrative Service, but I don't know that I saw your email and I don't want to be delinquent in responding. So, if there is anything I need to send you would you mind resending your email?

Chairman Scudder: Absolutely. I'll see what I did and correct it if needed and be in touch with you.

Ms. Crow: O.k., thank you.

Legislator Starks: I would be remised if I didn't say I have no other “other”. I apologize for my delay.

Chairman Scudder: Motion to adjourn.

MOVED by Legislator Davis, SECONDED by Legislator Starks to adjourn.

Unanimously Carried (5:18 p.m.)

Respectfully submitted and transcribed,
Olivia Ames, Deputy Clerk/Lori J. Foster, Sr. Stenographer