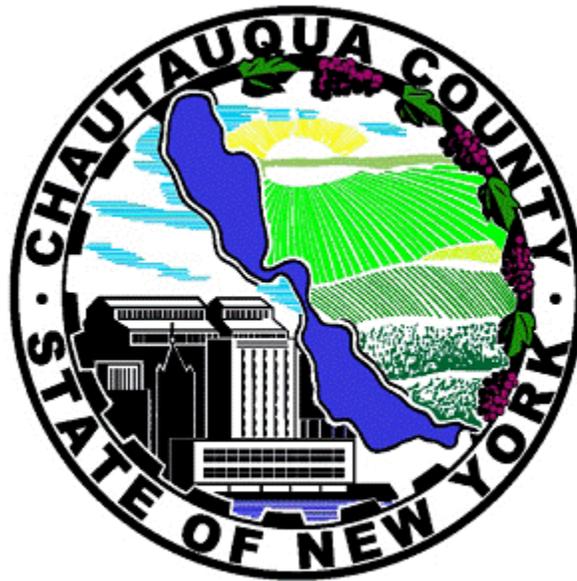


County-wide Shared Services Property Tax Savings Plan

Chautauqua County

2021



December 2021

Paul M. Wendel, Jr.

Chautauqua County Executive

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Executive Summary

There is little argument that sharing services often makes sense, and that efforts to expand the number and variety of cooperative services should be encouraged. Many local leaders in Chautauqua County are implementing and proposing bold new directions for their communities and engaging fellow leaders and the public in discussions on shared services and the potential efficiencies to be found.

In recent years, New York State has created a number of programs and incentives designed to empower and encourage local governments to improve their efficiencies and lower taxes by reorganizing and sharing service delivery for many of their programs.

The County-wide Shared Service Initiative (CWSSI) helps local communities come together to work towards developing a County-wide Shared Services Tax Savings Plan through intergovernmental cooperation. The Governor has charged the Chief Executive Officer of each county with the responsibility of coordinating the development of a shared services panel and ultimately the delivery of each county's local plan.

Chautauqua County’s approach to the development of a County-wide Shared Services Plan has been to tackle some of the more practical projects related to shared services. While these projects seem like an obvious strategy, these smaller, “low hanging fruit” projects will have a large impact on the municipalities that they serve and is the direction our municipalities have chosen to pursue in 2022. These projects are provided in Table 1. below.

The Chautauqua County-wide Shared Services Plan was approved on December 17th, 2021, by a vote of 25 yes and 18 no votes. The final vote tally for each Panel member’s vote can be found in Appendix A.

Table 1.				
Project	Certified Plan Projects	2022 Savings	2023 Savings	2024 Savings
1	Town-Level Shared Assessor	\$15,186	\$15,186	\$15,186
2	Comprehensive Plan Shared Consultant	\$26,400	\$0	\$0
3	Shared Code Enforcement	\$9,000	\$10,000	\$10,000
4	Shared Dredging Dewittville Creek	\$38,000	\$38,000	\$38,000
5	Shared Dredging Bemus Creek	\$38,000	\$38,000	\$38,000
6	DPW Shared Equipment	\$200,000	\$200,000	\$200,000
7	Single Town Justice Shared Service	\$12,390	\$12,390	\$12,390
8	Safety Inspection/Zoning Shared Services	\$19,000	\$19,000	\$19,000
9	Vac Truck Shared Equipment	\$150,000	\$150,000	\$150,000
Total Certified Savings Estimates		\$507,976	\$482,576	\$482,576

Over the past 30 years, the municipalities within the County have actively pursued sharing services and increasing efficiencies due to the economic climate that have often faced the western portion of the State. Now more than ever, due to Covid-19, it is essential that the County's municipalities work together to provide safe, efficiently delivered services. As a small but industrious county, the municipalities within Chautauqua County are dedicated to finding additional opportunities to work together.

Introduction

Chautauqua County is the Western most County in New York State and is located on the edge of Appalachia. Our citizens, while having lower per capita incomes than much of the State, have always been a proud group of people who are long accustomed to having to look for ways to do more with less. As such, many of our community leaders have needed to creatively work together to share services such as code enforcement, fueling facilities, salt storage sheds, highway equipment, and other formal and informal innovative approaches to improve and maintain crucial service delivery to our residents.

The County's first shared services plan was adopted in 2017. This plan covered a three year span that focused on thinking big and thinking long term. Many of the projects within the Plan were aspirational and did not get implemented. Yet, projects such as the dissolution of the Village of Cherry Creek into the Town of Cherry Creek did become a reality, has created cost savings for local tax payers. The 2018 proposed projects within the Plan were estimated to save Chautauqua County a total of over \$1 million in its first year of implementation.

The 2021 Plan is focused on realistic projects that will be implemented in 2022. Easier to achieve projects, such as combining assessors, code enforcement officers, and sharing services to implement specific projects, are some of the main focuses in the Plan.

County-Wide Shared Services Initiative (CWSSI)

The County-Wide Shared Services Initiative, included in the enacted FY 2018 Budget, requires county officials to develop localized plans that find property tax savings by coordinating and eliminating duplicative services and proposing the coordination of services to enhance purchasing power.

The County-wide Shared Services Initiative (the "Initiative") establishes a Shared Services Panel (the "Panel") in each county, chaired by the Chief Executive Officer of the County. The Chautauqua County Shared Services Panel has worked to help develop this County-wide Shared Service Property Tax Savings Plan (the "Plan"), and will ultimately approve it. The progress that has been made so far, and the work that will be done to execute the vision of this Plan, is only possible through intergovernmental cooperation and a drive to find new opportunities to share and coordinate services in Chautauqua County. That intergovernmental cooperation has led to the development of new actions that can create actual and demonstrable property tax savings.

Within Article 12-1 of the General Municipal Law, the CWSSI was extended through December 31st, 2021, and was added to law by the FY 2019 Enacted Budget. The 2021 Chautauqua County Shared Services Plan has followed Article 12-1 requirements and a timeline of events can be viewed in Appendix B.

The Chautauqua County Shared Services Panel

As required by law, County Executive P.J. Wendel has assembled a Shared Services Panel to carry out the Initiative. The Panel is made up of the mayor of every city or village, and the supervisors of every town, as shown in Table 2 below.

Table 2.			
County Executive (Panel Chair)			
Chautauqua County	Paul M. Wendel, Jr.		
City Mayors			
Dunkirk	Wilfred Rosas		
Jamestown	Edward A. Sundquist		
Town Supervisors			
Arkwright	Brian L Mcavoy	Harmony	John E Brown
Busti	Jesse M Robbins	Kiantone	Joshua S Ostrander
Carroll	Russell L Payne	Mina	Rebecca N Brumagin
Charlotte	Allen W Chase	North Harmony	Robert E Yates
Chautauqua	Donald Emhardt	Poland	Kelly A Snow
Cherry Creek	William W Young	Pomfret	Daniel W Pacos
Clymer	Travis B Heiser	Portland	Daniel F Schrantz
Dunkirk	Richard A Puroi	Ripley	Douglas A Bowen
Ellery	Arden E Johnson	Sheridan	John H Walker li
Ellicott	Patrick W Mclaughlin	Sherman	Mark D Persons
Ellington	Karen G Bifaro	Stockton	David J Wilson
French Creek	David J White	Villanova	Yvonne M Park
Gerry	Richard C Heath	Westfield	Martha R Bills
Hanover	Todd Johnson		
Village Mayors			
Bemus Point	Bryan P Dahlberg	Mayville	Kenntn V Shearer Jr
Brocton	Arthur L Miller	Panama	William F Schneider
Cassadaga	William M Dorman	Sherman	Colleen M Meeder
Celoron	Scott Schrecengost	Silver Creek	Jeffrey Hornburg
Falconer	James M Jaroszynski	Sinclairville	James E Kianos Jr
Fredonia	Douglas P Essek	Westfield	Mike Vandavelde
Lakewood	Randall G Holcomb		

Financial Summary

As noted in Table 3., the sum total of property taxes levied in the year 2021 by the County, Cities, Towns, Villages, and School Districts within the County was \$241,745,544.00, however, approximately 44 percent (\$106,318,946) was levied by the participants of this plan, with the majority having been levied by taxing entities (school districts) not participating in the shared services program. There is no doubt that efficiencies and the resultant tax levy reductions could be achieved through the merger, sharing of services, or other actions taken by school districts, but that discussion shall be delayed for another time.

Table 3.		
2021 Local Government Property Taxes	The sum total of property taxes levied in the year 2021 by the county, cities, towns, villages, school districts within the County.	
	\$241,745,544.00	
2021 Participating Entities Property Taxes	The sum total of property taxes levied in the year 2021 by the county, cities, towns, and villages participating in the Panel.	
	\$106,318,946.00	
Total Anticipated Savings	The sum total of net savings in the Plan certified as being anticipated in calendar years 2022, 2023 and annually thereafter.	
	2022: \$507,976	2023: \$482,576 Thereafter: \$482,576
Anticipated Savings as a Percentage of Participating Entities Property Taxes	The sum total of net savings in the Plan certified as being anticipated in calendar year 2022, 2023 and annually thereafter as a percentage of the sum total of property taxes levied in 2021 by Panel participating municipalities.	
	2022: 0.48%	2023: 0.45% Thereafter: 0.45%
Anticipated Savings to the Average Taxpayer	The amount of savings that the average taxpayer in the county will realize in calendar years 2022, 2023 and annually thereafter if the net savings certified in this Plan are realized. This is calculated by dividing the "Total Anticipated Savings" by the number of property tax payers in Chautauqua County (80,570).	
	2022: \$6.30	2023: \$5.99 Thereafter: \$5.99

Certification

I, Paul M. Wendel, Jr. hereby certify that the savings identified and contained herein by the Chautauqua County Shared Services Panel member municipalities in this Chautauqua County Shared Services Tax Savings Plan, are true and accurate to the best of my knowledge and belief. This is the finalized Plan, which was approved on December 17th, 2021, by a vote of 25 Yeas to 0 Nay with 18 No Votes, and it was disseminated to resident of the county in accordance with the County-wide Shared Service Property Tax Savings Law.

X



X

12/17/2021

Paul M. Wendel, Jr.

Date

Chautauqua County Executive

Certified Plan Projects

Chautauqua County’s 2021 Shared Services Property Tax Savings Plan builds on the plan submitted in 2017. The 2021 Plan includes 9 new projects that will be implemented in 2022 and will generate an estimated tax savings of \$507,976 in 2022 and/or beyond.

Project #1: Town Assessor Shared Service			
Type: Shared Services	Category: Shared Personnel	Anticipated Start: 2022	
Municipal Partners: Town of Pomfret, Hanover, Dunkirk, and Villenova			
Opt-Outs: None			
<p>Description: The Town of Pomfret currently employs a full time Assessment Clerk, while the Town of Hanover employs a part time Assessment Clerk. The Towns of Pomfret, Hanover, Dunkirk and Villenova all have their own part-time property assessors, each employing the same person part-time. The four towns will enter into a shared services agreement whereby Pomfret will employ the assessor full-time and will provide assessing services within the Towns of Pomfret, Dunkirk, Hanover, and Villenova 5 days a week, and each town will be provided access to assessor services 35 hours per week. Hanover will continue to employ its part-time assessment clerk to also provide shared coverage to the four towns. The cost sharing of salary and benefits (excluding health coverage) will be loosely dictated by the proportion of parcels within each town (Pomfret 6,461, Hanover 5,163, Dunkirk 1,087, and Villenova 1,102) with Pomfret at an additional .25% and Dunkirk at an additional 1%. There will be an increase in Assessor coverage under this agreement since all towns will have access to the assessment office during all normal business hours, instead of the part-time hours currently covered in each town.</p> <p>Pomfret’s share will include assessor and clerical wages, benefits, equipment, and contractual expenses at \$90,215 per year for a savings of \$7,961, which is less than their existing cost of \$98,176. The Town of Hanover’s budget will increase because of the number of parcels that will be served, increasing their budget by \$8,333. The Town of Dunkirk will contribute \$17,015 from their \$30,630 currently spent on assessing. Lastly, the Town of Villenova will contribute \$12,909 from their \$14,852 that will save this municipality \$1,943 on assessing.</p>			
Estimated Savings:	2022	2023	Recurring
Town of Pomfret	-\$7,961	-\$7,961	-\$7,961
Town of Hanover	+\$8,333	+\$8,333	+\$8,333
Town of Dunkirk	-\$13,615	-\$13,615	-\$13,615
Town of Villenova	-\$1,943	-\$1,943	-\$1,943
Total:	-\$15,186	-\$15,186	-\$15,186

Project #2: Joint Comprehensive Plan Update Project

Type: Planning Shared Services **Category:** Shared Consultant **Anticipated Start:** 2022

Municipal Partners: Town of Pomfret, Village of Fredonia

Opt-Outs: None

Description: The Town of Pomfret and the Village of Fredonia are working together to update the Town’s Ag Protection/Comprehensive Plan and the Village’s Comprehensive Plan. Each municipality completed their current plan approximately 10 years ago. Each municipality paid the same planning firm to develop their plan. The two municipalities are collaborating to jointly update their comprehensive plans. A joint RFP process was completed to select a planning firm to complete the project, with costs being shared equally by the Village & Town. The Town of Pomfret paid \$44,500 to complete its plan 10 years ago, and the Village of Fredonia paid \$ 41,900. The combined cost of the new project is \$60,000.

Estimated Savings:	2022	2023	Recurring
Town of Pomfret	-\$14,500	\$0	\$0
Village of Fredonia	-\$11,900	\$0	\$0
Total:	-\$26,400	\$0	\$0

Project #3: Shared Code Enforcement			
Type: Shared Services	Category: Shared Personnel	Anticipated Start: 2022	
Municipal Partners: Town of Chautauqua and Village of Mayville			
Opt-Outs: None			
Description: Upon the retirement of the Village of Mayville Code Enforcement Officer, the Town of Chautauqua offered to share Code Enforcement personnel with the Village of Mayville. The Town already employed one full time Code Enforcement Officer and a part time Code Enforcement Officer for fire inspections and fill in duties. The Village had employed a part time Code Enforcement Officer that only worked four, three-hour days a week. The result of the merger gave the Village a code enforcement office that was open all week, and the Town could have two full time code officers.			
Estimated Savings:	2022	2023	Recurring
Village of Mayville	-\$9,000	-\$10,000	-\$10,000
Town of Chautauqua	\$0	\$0	\$0
Total:	-\$9,000	-\$10,000	-\$10,000

Project #4: Dredging Dewittville Creek

Type: Shared Services

Category: Shared Personnel & Equipment

Anticipated Start: 2022

Municipal Partners: Town of Chautauqua & Ellery, Chautauqua County

Opt-Outs: None

Description: The Town of Chautauqua is concerned about repetitive property damage and public safety due to flooding at the confluence of Dewittville Creek and Chautauqua Lake. Dredging a 50' x 500' area of accumulated gravel at the confluence will improve the hydraulic conductivity of the Creek and reduce flooding. The project is expected to take approximately 3 weeks and will be repeated in 5-year intervals to maintain the channel geometry.

Chautauqua County and the Chautauqua Lake Watershed Alliance collaborated to provide engineering and technical support for the Town of Chautauqua to obtain a NYSDEC Permit for an estimated value of \$15,000 in shared services.

Gradational and chemical analysis of the dredged material is required to qualify the gravel for Beneficial Re-use Determination by the NYSDEC at an estimated direct cost of \$7,500. Chautauqua County plans to use American Rescue Plan Funds (ARPA) to purchase a 300 class "long stick" excavator and will provide the excavator and an operator at an estimated value of \$15,000 in shared services for the duration of the project.

A rental agreement for an 8-ton tracked dump truck will be negotiated with a heavy equipment provider at a quoted direct cost of \$7,400 for the duration of the project. The Town of Chautauqua will provide the operator.

The Town of Chautauqua will provide a front-end loader and operator to load the gravel into dump trucks at an estimated in-kind value of \$8,000 for the duration of the project. The Town of Ellery will provide a dump truck(s) and operator to haul the gravel to a stockpile located at the Town of Ellery Highway Department at an estimated shared services value of \$8,000 for the duration of the project.

The aggregated cost of the project is approximately \$60,900. Of that, Chautauqua County and the Alliance are contributing an estimated \$15,000 for engineering and technical services. The Chautauqua County Department of Public Facilities will share its soon to be acquired excavator at an estimated value of \$15,000. The Town of Chautauqua will provide its front-end loader at an estimated in-kind value of \$8,000, and the Town of Ellery will share its highway trucks at an estimated value of \$8,000. Laboratory costs of \$7,500 and the rental cost of \$7,400 for an 8-ton tracked dump truck will be direct costs and will be shared between the Town of Chautauqua and Chautauqua County.

The gravel dredged has an approximate value of \$50,000, and will be utilized for road building and unclassified fill.

Estimated Savings:	2022	2027	Recurring 5 yr
Town of Chautauqua	-\$38,000	-\$38,000	-\$38,000
Total:	-\$38,000	-\$38,000	-\$38,000

Project #5: Dredging Bemus Creek

Type: Shared Services

Category: Shared Personnel & Equipment

Anticipated Start: 2022

Municipal Partners: Town of Ellery & Chautauqua, Chautauqua County

Opt-Outs: None

Description: The Town of Ellery is concerned about repetitive property damage and public safety due to flooding at the confluence of Bemus Creek and Chautauqua Lake. Dredging a 50' x 500' area of accumulated gravel at the confluence will improve the hydraulic conductivity of the Creek and reduce flooding. The project is expected to take approximately 3 weeks and will be repeated in 5-year intervals to maintain the channel geometry.

Chautauqua County and the Chautauqua Alliance collaborated to provide engineering and technical support for the Town of Ellery to obtain a NYSDEC Permit at an estimated value of \$15,000 in shared services.

Gradational and chemical analysis of the dredged material is required to qualify the gravel for a Beneficial Re-use Determination by the NYSDEC at an estimated direct cost of \$7,500. Chautauqua County plans to use American Rescue Plan Funds (ARPA) to purchase a 300 class “long stick” excavator and will provide the excavator and an operator at an estimated value of \$15,000 in shared services for the duration of the project.

A rental agreement for an 8-ton tracked dump truck will be negotiated with a heavy equipment provider at a quoted cost of \$7,400 in direct costs for the duration of the project. The Town of Ellery will provide the operator.

The Town of Chautauqua will provide a front-end loader and operator to load the gravel into dump trucks at an estimated value of \$8,000 in shared services for the duration of the project. The Town of Ellery will provide a dump truck(s) and operator to haul the gravel to a stockpile located at the Town of Ellery Highway Department an estimated in-kind value of \$8,000 for the duration of the project.

The aggregated cost of the project is approximately \$60,900. Of that, Chautauqua County and the Alliance are contributing an estimated \$15,000 for engineering and technical services. The Chautauqua County Department of Public Facilities will share its soon-to-be acquired excavator at an estimated value of \$15,000. The Town of Chautauqua will share its front-end loader at an estimated value of \$8,000, and the Town of Ellery will provide its highway trucks at an estimated in-kind value of \$8,000. Laboratory costs of \$7,500 and the rental cost of \$7,400 for an 8-ton tracked dump truck will be direct costs and will be shared between the Town of Ellery and Chautauqua County.

The gravel dredged has an approximate value of \$50,000, and will be utilized for road building and unclassified fill.

Estimated Savings:	2022	2027	Recurring 5 yr
Town of Ellery	-\$38,000	-\$38,000	-\$38,000
Total:	-\$38,000	-\$38,000	-\$38,000

Project #6: City of Dunkirk with Village of Fredonia Shared Equipment

Type: Joint Purchase, Sharing **Category:** Shared **Anticipated Start:** 2022
Special Water Main Equipment Special Equipment

Municipal Partners: City of Dunkirk and Village of Fredonia

Opt-Outs: None

Description: Neither the City of Dunkirk or the Village of Fredonia owns and operates many special water maintenance equipment items that are used to rapidly and efficiently fix and enhance water mains for drinking, industry, and fire protection. Because these items are essential but not used all of the time, each municipality must now contract the rental or contracting of these items at great individual expense as needs arise and as they pay premium prices for expedited service. By jointly owning and operating these specialized items, savings would approximate \$100,000 annually for each municipality. The following are the items they intend to purchase and share: 1) Electronic Leak Detection Equipment at a cost of \$150,000; 2) HydraStop line isolation equipment at a cost of \$250,000 including supplies for all lines from 4-inch through 12-inch; 3) Specialized line cutting equipment for large lines at a cost of \$100,000. Total initial cost will be \$500,000, but with \$100,000 projected savings for each community each year thereafter by sharing these special items in house.

Estimated Savings:	2022	2023	Recurring
City of Dunkirk	-\$100,000	-\$100,000	-\$100,000
Village of Fredonia	-\$100,000	-\$100,000	-\$100,000
Total:	-\$200,000	-\$200,000	-\$200,000

Project #7: Single Town Justice Shared Service

Type: Shared Services **Category:** Shared Personnel **Anticipated Start:** 2022

Municipal Partners: Town of Clymer, French Creek, Mina, Sherman

Opt-Outs: None

Description: The Towns of French Creek and Mina currently share a Justice to preside over both courts, who was elected to fill a single town justice position. The Towns of Clymer and Sherman engaged in a study with French Creek and Mina to expand the role of the single town justice to cover all four towns. The process included approval from the state senate and assembly, as well as the governor. Approval was received, and the position of a single town justice to cover all four towns was placed on the November 2021 ballot and a single justice was elected. Additionally, the four towns will enter into a shared services agreement as the Town of Mina has adequate space for a court room that can handle all four towns. The Towns of Clymer, French Creek, and Sherman will help defray the costs of operating the facility at \$50/month each. Although the towns will each employ the justice and the justice clerk, additional savings for the four towns include sharing of court security that is contracted through the Chautauqua County Sheriff’s department, and a reduction in out-of-pocket expenses for mandatory training of four separate justices.

Estimated Savings:	2022	2023	Recurring
Town of Clymer	-\$2,600	-\$2,600	-\$2,600
Town of French Creek	-\$2,150	-\$2,150	-\$2,150
Town of Mina	-\$3,490	-\$3,490	-\$3,490
Town of Sherman	-\$4,150	-\$4,150	-\$4,150
Total:	-\$12,390	-\$12,390	-\$12,390

Project #8: Safety Inspection/ Zoning Shared Services

Type: Shared Services **Category:** Shared Personnel **Anticipated Start:** 1/2022

Municipal Partners: Town of Harmony, Town of Busti, Village of Lakewood

Opt-Outs: None

Description: The Town of Harmony currently employs a part-time Safety/Zoning person at 5 hours per week. The Budgeted amount is \$11,357 annually for 2022. The Town of Harmony needs to increase their current office hours and safety inspection hours to 15 hours per week or \$30,000 annually.

The Town of Busti has a full time and a part time Zoning and Fire department, which they share with the Village of Lakewood. The Town of Busti, through shared services of their existing department, can offer expanded hours within their town as well as at their present location for building permit issuing. The Town of Busti will also provide much needed additional hours for safety/building inspections. The Town of Busti will charge the Town of Harmony \$11,000 for this service, thereby eliminating the need for The Town of Harmony department.

Estimated Savings:	2022	2023	Recurring
Town of Harmony	-\$19,000	-\$19,000	-\$19,000
Town of Busti	\$0	\$0	\$0
Village of Lakewood	\$0	\$0	\$0
Total:	-\$19,000	-\$19,000	-\$19,000

Project #9: Vac Truck Shared Equipment			
Type: Shared Equipment	Category: Special Equipment	Anticipated Start: 2022	
Municipal Partners: Town of Dunkirk, City of Dunkirk, Chautauqua County DPW, and Village of Fredonia			
Opt-Outs: None			
<p>Description: The City of Dunkirk currently has in its fleet a twenty-three-year-old vacuum truck that is being shared on an as-needed basis with the County and the neighboring Village of Fredonia, and the Town of Dunkirk. The Vac Truck has surpassed its useful life, and it is more difficult to find replacement parts to keep it operational. When the City of Dunkirk shares this vital piece of equipment during non-emergency times for other municipalities to utilize for preventive maintenance of storm and sanitary systems, the City also includes a driver and an operator. By the City of Dunkirk sharing this specialized equipment there is a cost avoidance to each of the other three municipalities for the purchase of this piece of equipment. The purchase price on state contract is approximately \$500,000 and is planned for a 2022 purchase. This purchase will be a one-time savings by not having to purchase duplicate equipment.</p>			
Estimated Savings:	2022	2023	Recurring
County of Chautauqua	-\$50,000	-\$50,000	-\$50,000
Village of Fredonia	-\$50,000	-\$50,000	-\$50,000
Town of Dunkirk	-\$50,000	-\$50,000	-\$50,000
Total	-\$150,000	-\$150,000	-\$150,000

Appendix A: Chautauqua County Shared Services Panel Final Votes

Municipality	Panel Member	Vote	Written Justification for Vote
Chautauqua County	Paul M. Wendel Jr.	Yes	
Cities (2)			
Dunkirk	Wilfred Rosas	Yes	
Jamestown	Edward A. Sundquist	Yes	
Towns (27)			
Arkwright	Brian L Mcavoy	Yes	
Busti	Jesse M Robbins	NV	
Carroll	Russell L Payne	NV	
Charlotte	Allen W Chase	Yes	
Chautauqua	Donald Emhardt	Yes	
Cherry Creek	William W Young	Yes	
Clymer	Travis B Heiser	Yes	
Dunkirk	Richard A Puroi	Yes	
Ellery	Arden E Johnson	NV	
Ellicott	Patrick W Mclaughlin	NV	
Ellington	Karen G Bifaro	NV	
French Creek	David J White	Yes	
Gerry	Richard C Heath	Yes	
Hanover	Todd Johnson	NV	
Harmony	John E Brown	Yes	
Kiantone	Joshua S Ostrander	NV	
Mina	Rebecca N Brumagin	Yes	
North Harmony	Robert E Yates	Yes	
Poland	Kelly A Snow	NV	
Pomfret	Daniel W Pacos	Yes	
Portland	Daniel F Schrantz	NV	
Ripley	Douglas A Bowen	Yes	
Sheridan	John H Walker li	Yes	
Sherman	Mark D Persons	Yes	
Stockton	David J Wilson	NV	
Villanova	Yvonne M Park	Yes	

Westfield	Martha R Bills	Yes
Villages (13)		
Bemus Point	Bryan P Dahlberg	NV
Brocton	Arthur L Miller	NV
Cassadaga	William M Dorman	NV
Celoron	Scott Schrecengost	NV
Falconer	James M Jaroszynski	NV
Fredonia	Douglas P Essek	NV
Lakewood	Randall G Holcomb	Yes
Mayville	Kennth V Shearer Jr	NV
Panama	William F Schneider	NV
Sherman	Colleen M Meeder	Yes
Silver Creek	Jeffrey Hornburg	Yes
Sinclairville	James E Kianos Jr	Yes
Westfield	Mike Vandavelde	Yes

NV (No Vote) – Panel member was not in attendance at meeting and, therefore, was ineligible to cast a vote on Plan (per State Law) on behalf of his or her local government.

Final Vote Total: YES 25 / NO 0 / NV 18

Appendix B: Timeline of Events

Timeline of Events	
April, 2018:	The 2018-19 New York State Budget was enacted. This included language extending the County-wide Shared Services Initiative for calendar years 2019, 2020, and 2021.
Shared Service Panel Created January, 2020:	The Chief Executive Officer (CEO) of each county convenes a Shared Services Panel within the county. The County Executive shall serve as chair of the Panel. In addition to the county executive, the Panel must consist of the mayor of every city or village within the county, and the supervisor of every town within the county. The county executive may also invite school and special districts to join the Panel.
Panel Meetings Held June 3rd, 2021 & November 22nd, 2021:	The County Executive shall regularly consult with, and take recommendations from all the representatives of the shared services panel as well as the representatives of each collective bargaining unit of the county and the cities, towns, and villages.
Public Hearings Held December 13th 10am, 2pm, and 5pm:	The County Executive, the county legislative body, and the Panel shall accept input and testimony on the Plan from the: public, civic, business, labor, and community leaders. To facilitate such input, a minimum of three public hearings will be held in the month of December. All such public hearings will be conducted before the plan is voted on by the Panel. Public notice of all such hearings shall be provided at least one week prior in the manner prescribed in Subdivision 1 of Section 104 of the Public Officers Law.
Legislature Receives Plan for review, comment, and file:	The County Executive will submit the Plan to the Chautauqua County Legislature, accompanied by a certification as to the accuracy of the property tax savings. County legislators will thoroughly review the plan, comments and suggestions will be collected, and a summary report will be produced.
County-wide Shared Services Plan voted on December 17th, 2021:	A majority vote of the Panel is required for approval of the Plan. Prior to the vote, each member of the Panel may remove any proposed action that affects their local government. Written notice of the removal will be provided to the County Executive prior to the Panel-wide vote.
If Plan is Approved:	The County Executive shall finalize the Plan. The county executive shall submit to the Department of State a certification of the Plan and its property tax savings plan.

If Plan Fails:	The County Executive shall release, to the public, a report on the proposal, including the vote of the Panel, the vote of each Panel Member and the reasons for their vote.
Public Presentation of the Plan January 12th, 2022	If the Plan is approved, public notice of such public presentation shall be provided at least one week prior in the manner prescribed in subdivision 1 of section 104 of the Public Officers Law.