

## Agenda

Administrative Services Committee

**April 18, 2022, 5:00 p.m., Legislative Chambers**

**Livestreamed on Facebook**

Gerace Office Building, Mayville, NY

- A. Call to Order
- B. Approval of Minutes (3/14/22)
- C. Privilege of the Floor
  1. Local Law Intro 3-22 – A Local Law Amending Local Law 7-90 Providing a Management Salary Plan for County Officers and Employees (Re: Personnel Development Coordinator)
  2. Proposed Resolution – Amend 2022 Adopted Budget Due to Modified Grant Budget for Conflict Administration
  3. Proposed Resolution – Standard Workday and Reporting Resolution
  4. Proposed Resolution – Close Additional Capital Projects – 2021 Year End Reconciliation
  5. Proposed Resolution – Amend 2022 Budget Due to Debt Restructuring
  6. Proposed Resolution – Canceling Outstanding Tax Balances on Duplicate and Discontinued Special Franchise Assessments
  7. Proposed Resolution – Quit Claim Deeds
  8. Discussion – Allocating Workers Comp Charges to plan participants (municipalities) – Finance Director, Kitty Crow
  9. Discussion – Local Sales Tax on Gasoline – County Attorney, Steve Abdella
  10. Other -

JR 03/23/22  
SMA 03/28/22  
KMD 03/28/22  
KLC 03/28/22  
PMW 3/29/22

LOCAL LAW  
INTRODUCTORY NO. 3-22  
CHAUTAUQUA COUNTY

AMENDING LOCAL LAW 7-90 PROVIDING FOR A MANAGEMENT SALARY PLAN  
FOR COUNTY OFFICERS AND EMPLOYEES  
(Re: PERSONNEL DEVELOPMENT COORDINATOR)

BE IT ENACTED, by the County Legislature of the County of Chautauqua, New York,  
as follows:

Section 1. Additional Title.

The Chautauqua County Management Salary Plan, as set forth in Local Law 7-90, and as amended, is hereby further amended to add the new title of Personnel Development Coordinator.

Section 2. Salary Level.

The title of Personnel Development Coordinator shall be placed in Range 3 (\$46,873 - \$71,747) of the 2022 Management Salary Plan.

Section 3. Effective Date.

This Local Law shall become effective upon filing with the Secretary of State.

Sponsor: Legislator Scudder

KMD 04/06/22  
SMA 04/06/22  
KLC 4/07/22

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

**TITLE:** Amend 2022 Adopted Budget Due to Modified Grant Budget for Conflict Administration

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

**AT THE REQUEST OF:** Chairman Pierre E. Chagnon:

WHEREAS, pursuant to Resolution No. 79-19, the Chautauqua County Office of the Public Defender was awarded a grant by the New York State Office of Indigent Legal Services, with a funding level of \$15,539,474.61, for the operational period of April 1, 2018 through March 31, 2023; and

WHEREAS, said award includes funding for an assigned counsel plan, also known as a conflict administration plan; and

WHEREAS, the budget for the assigned counsel plan for the operational period corresponding to calendar year 2022 was recently modified and expanded to improve the quality of representation and the efficiency of the program; now therefore be it

RESOLVED, that the Director of Finance is hereby directed to make the following changes to the 2022 Adopted Budget:

INCREASE APPROPRIATION ACCOUNTS:

A.1162.1120.1	Personal Services—Conflict Administration	\$ 1,200
A.1162.1120.4	Contractual—Conflict Administration	\$174,874
A.1162.1120.8	Employee Benefits—Conflict Administration	\$ 94
	Total	\$174,168

INCREASE REVENUE ACCOUNT:

A.1162.1120.R308.9000	New York State Aid—Other State Aid	\$174,168
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**APPROVED**

**VETOES (VETO MESSAGE ATTACHED)**

\_\_\_\_\_  
County Executive

\_\_\_\_\_  
Date

**CHAUTAUQUA COUNTY  
RESOLUTION NO.**

JMR 3-18-22

**TITLE:** Standard Workday and Reporting Resolution

**BY:** Administrative Services Committee:

**AT THE REQUEST OF:** Chairman Pierre Chagnon:

BE IT RESOLVED, That the County of Chautauqua hereby establishes the following standard work days for these titles, as set forth in the attached schedule, and will report the officials to the New York State and Local Retirement System based on time keeping system records or their record of activities:

Name	Social Security Number	NYSLRS ID	Title	Current Term Begin & End Dates	Standard Work Day	Record of Activities Result	Not Submitted	Pay Frequency	Tier 1
Elected Officials:									
Appointed Officials:									
Steven Bourgeois			Deputy County Fire Coordinator	6/10/2021-12/31/2025	6	3.28		Quarterly	
Brendan P. Green			Assistant Public Defender	6/2/2021-12/31/2023	7	22.42		Bi-Weekly	
Josh N. Siliano			Assistant Public Defender	6/2/2021 – 12/31/2023	7	25.53		Bi-Weekly	
Christoph A. Starostik			Assistant District Attorney	7/14/2021 – 12/31/2024	7	24.78		Bi-Weekly	
Christopher Wichlacz			Deputy County Fire Coordinator	6/1/2021 – 12/31/2025	6	7.81		Quarterly	

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

\_\_\_\_\_  
County Executive

\_\_\_\_\_  
Date

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

**TITLE:** Close Additional Capital Projects – 2021 Year End Reconciliation

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

**AT THE REQUEST OF:** County Executive Paul M. Wendel, Jr.:

WHEREAS, the following capital projects have been completed and can be closed:

H-1620-25170 - Capital Projects-BUILDINGS & GROUNDS-COURTHOUSE ELEVATOR ROOF (2020)

H-1620-25215 - Capital Projects-BUILDINGS & GROUNDS-AAON UNIT CONTROLLER (2021)

H-5610-25817 - Capital Projects-CHAUTAUQUA COUNTY AIRPORT-REHAB TAXIWAY B SOUTH-DUNK (2016)

H-6010-31002 - Capital Projects-SOCIAL SERVICES ADMIN-HRC TELECONFERENCING (2019)

; and

WHEREAS, the final reconciliation of capital projects to be closed necessitates some amendments to the 2021 Adopted Budget; now therefore be it

RESOLVED, That the Director of Finance close the capital projects listed above, and reconcile, post adjustments and begin capitalization as necessary; and be it further

RESOLVED, That, upon completion of audit and reconciliation of the closed capital projects, any surplus or deficit be adjusted to the appropriate Fund or Reserve for Capital; and be it further

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

DECREASE THE USE OF FUND BALANCE:

A.----.-----878.0000	Reserved Fund Balance--Reserve for Capital	\$9,154
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; and be it further

RESOLVED, That the Director of Finance is hereby authorized and directed to make the following changes to the 2021 Adopted Budget:

DECREASE APPROPRIATION ACCOUNTS:

A.9950.----.9	Interfund Transfers - Transfer to Capital	\$9,154
	Contractual - Chautauqua County Airport, Batwing	
H.5610.25202.4	Mower-DNK (2021)	\$29,000
	Contractual - Social Services Admin, HRC	
H.6010.31002.4	Teleconferencing (2019)	<u>\$9,318</u>
	Total	\$47,472

**APPROVED**

**VETOES (VETO MESSAGE ATTACHED)**

\_\_\_\_\_  
County Executive

\_\_\_\_\_  
Date

INCREASE REVENUE ACCOUNTS:

H.5610.25003.R503.1000	Interfund Transfers-Interfund Transfer	\$48,067
H.6010.31002.R503.1000	Interfund Transfers-Interfund Transfer	\$3,200
H.8020.37994.R503.1000	Interfund Transfers-Interfund Transfer	<u>\$205</u>
	Total	\$51,472

DECREASE REVENUE ACCOUNTS:

H.5610.25003.R571.0000	Proceeds L/T Obligations-Serial Bonds	\$48,067
H.5610.25202.R503.1000	Interfund Transfers-Interfund Transfer	\$29,000
H.6010.31002.R368.9001	New York State Aid-Soc Servs Capital Funding	\$2,636
H.6010.31002.R468.9001	Federal Aid-Soc Servs Capital Funding	\$9,882
H.8020.37994.R389.7000	New York State Aid-Culture & Rec Capital Grants	<u>\$205</u>
	Total	\$89,790

**APPROVED**

**VETOES (VETO MESSAGE ATTACHED)**

\_\_\_\_\_  
County Executive

\_\_\_\_\_  
Date

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

**TITLE:** Amend 2022 Budget Due to Debt Restructuring

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

**AT THE REQUEST OF:** County Executive Paul J. Wendel, Jr.:

WHEREAS, a recent restructuring of bonds issued by Chautauqua County necessitated unbudgeted transactions in the Debt Service Fund (V Fund); now therefore be it

RESOLVED, That the Director of Finance is hereby directed to make the following changes to the 2022 Adopted Budget:

INCREASE APPROPRIATION ACCOUNT:

V.9991.----.4	Contractual—	
	Repay to Escrow – Refund Bonds	\$8,005,470

INCREASE REVENUE ACCOUNT:

V.9991.----.R579.1000	Proceeds L/T Obligations—	
	Advance Refunding Bonds	\$8,005,470

**APPROVED**

**VETOES (VETO MESSAGE ATTACHED)**

\_\_\_\_\_  
County Executive

\_\_\_\_\_  
Date

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

**TITLE:** Canceling Outstanding Tax Balances on Duplicate and Discontinued Special Franchise Assessments

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

**AT THE REQUEST OF:** County Executive Paul J. Wendel, Jr.; Legislator Tom Harmon, and Legislator Bob Scudder

WHEREAS, a working group of County Legislators and County staff are examining outstanding tax balances on various properties that have remained unresolved on the County's financial books for an extended period of time; and

WHEREAS, the Director of Real Property Tax Services has determined that four (4) special franchise assessments have remained incorrectly on the rolls as duplicate and discontinued parcels for a number of years due to clerical errors in the local assessor's office; now therefore be it

RESOLVED, The County Legislature hereby approves the canceling of all of the following outstanding tax balances set forth below for the listed properties that have now been correctly removed from the tax rolls:

Tax ID #	Property	Base Tax	Base Tax + Penalties + Interest
060300-19.00-1-19..PS1	Al Tech Specialty Steel Corp	\$ 34,507.61	\$ 83,380.68
060300-22.00-2-22..PS1	Frontier Comm Int'l Inc	\$ 35,304.88	\$ 78,854.29
065889-95-9-95..PS1	Frontier Communications I	\$147,738.24	\$307,959.79
065889-95-9-95..PS2	Frontier Communications I	\$ 62,029.05	\$136,442.38

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

\_\_\_\_\_  
**County Executive**

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



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

**TITLE:** Quit Claim Deeds

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

**AT THE REQUEST OF:** County Executive Paul M Wendel Jr.:

WHEREAS, the Administrative Services Committee of the County Legislature has received and hereby recommends acceptance, pursuant to Section 1166 of the Real Property Tax Law, the following offers for the County's Tax Liens as detailed on the attached Schedule 1 under tax sale certificates noted on original papers on file in the office of the Director of Finance; and

WHEREAS, that unless otherwise noted, the County Tax Enforcement Officer has confirmed that the offers received are in compliance with the County's policy regarding tax foreclosure as set forth in Resolution No. 110-17; now therefore be it

RESOLVED, That the Executive and Chairman of this Legislature be hereby authorized to execute Quitclaim Deeds conveying to the offers herein mentioned, the interest of Chautauqua County in said properties under said tax sale certificates; and be it further

RESOLVED, That the Director of Finance of Chautauqua County be hereby authorized to cancel any outstanding taxes, fees, interest and other charges. In adopting this resolution, the Legislature intends to adopt each transaction separately, in the usual form of Resolution, and the failure of any particular transaction to be completed shall in no manner affect the validity of any of the others.

PA Number	Muni	Tax Parcel	Bidder	Former Owner	Offer	Tax Liability
PA-62-2014	City of Jamestown	060800-370.20-2-51	TKO Properties LLC	Brady & Sofianita Barton	\$1,000.00	\$13,090.16
				<b>Total</b>	\$1,000.00	\$13,090.16

**APPROVED**

**VETOES (VETO MESSAGE ATTACHED)**

\_\_\_\_\_  
**County Executive**

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