

RENEW AND AMEND

RES. NO. 129-24

North Chautauqua Lake Sewer District Plant Capacity Study Grant
Authorization and Appropriation of Local Match

By Public Facilities and Audit & Control Committees:

At the Request of County Executive Paul M. Wendel, Jr.:

WHEREAS, the North Chautauqua Lake Sewer District (NCLSD) wastewater treatment plant may be nearing its capacity; and

WHEREAS, the Town of Chautauqua is looking at expanding its sewer collection system, which flows to the NCLSD treatment plant; and

WHEREAS, Resolution 185-23 authorized the County to apply for grants toward reviewing the capacity of the NCLSD wastewater treatment plant; and

WHEREAS, the County successfully applied for a \$50,000 New York State Environmental Facilities Corporation (EFC) “Engineering Planning Grant” (EPG) for an engineering study (the Study) as a first step in addressing the plant capacity (Planning Grant #129080); and

WHEREAS, the ~~estimated~~ total Study cost is ~~\$50,000.00~~ \$60,000.00; and

WHEREAS, the grant, to be issued to the County of Chautauqua, has a twenty percent (20%) local match; and

WHEREAS, the NCLSD Board approved acceptance of the grant funds and allocation of matching funds, via inclusion of the grant in the treatment portions of its 2024 budget; now, therefore be it

RESOLVED, That the County Executive of the County of Chautauqua is designated as the authorized County representative for this EFC grant and is authorized to execute an EFC EPG grant agreement and any and all other contracts, documents and instruments necessary to bring about the Study and to fulfill Chautauqua County’s obligations under the grant agreement; and be it further

RESOLVED, That the Chautauqua County Legislature authorizes and appropriates a ~~twenty percent (20%)~~, ten thousand dollar (\$10,000) local match, as required by the Engineering Planning Grant Program, for the NCLSD Wastewater Treatment Plant Capacity Study, plus such additional amounts in excess of the grant and matching funds as may be needed to complete the Study, from funds designated for such purpose in the NCLSD’s budget; and be it further

RESOLVED, That the Director of the NCLSD may increase this local Study match, within budget appropriations and/or through in-kind services, without further approval from the Chautauqua County Legislature.

*Resolution No. 129-24 Originally Adopted – May 22, 2024 (Unanimously Carried)
(Potential changes to be amended during the 8/28/24 Legislature Meeting are shown by underline and strikethrough)*

RES. NO. 215-24
Authorize Agreements with Municipalities for Landfill Use

By Public Facilities Committee and Audit & Control Committees:

At the Request of County Executive Paul M. Wendel, Jr.:

WHEREAS, Local Law 13-95 provides the professional management team at the Landfill with sufficient management flexibility and authority to operate the landfill like a business as efficiently and as cost-effectively as possible, including the ability to adjust user fees to take advantage of market conditions and to reflect changing costs, subject to the continuing review of the County Legislature; and

WHEREAS, Landfill user fees are subject to legislative approval; and

WHEREAS, General Municipal Law Article 5-g authorizes inter-municipal agreements wherein one municipality performs services for another municipality; and

WHEREAS, Resolution 42-2000 authorizes agreements with local, in-County municipalities for use of the services of the Chautauqua County Landfill on an ongoing or emergency basis; and

WHEREAS, municipalities located outside Chautauqua County may also want to use the services of the Chautauqua County Landfill on an ongoing or emergency basis; and

WHEREAS, municipalities within and outside Chautauqua County may use Landfill services at will without a formal agreement, but at times prefer to confirm arrangements via a formal agreement; and

WHEREAS, Local Law 13-95 authorizes inter-municipal contracts for use of Landfill services, in satisfaction of the legislative approval requirement in County Charter §3.02(h); and

WHEREAS, the Legislature seeks to affirm that authorization and to establish parameters for such contracts; now therefore be it

RESOLVED, That the County Executive is authorized to enter into agreements with municipalities located outside the County for use of County landfill services on substantially the following terms:

1. Services: Materials brought to the Landfill by such municipalities must meet the requirements of the Landfill regarding acceptance of refuse, and the requirements of Local Law 14-95 as the same is amended or superseded;

2. Term: The contracts may be for three-year terms, renewable for additional three-year terms; provided, however, that agreements shall contain a ninety (90) day cancellation clause at the option of the County.

3. Payment. Any contract entered into with a municipality shall reflect the Landfill rates then in effect for the type(s) of material(s) to be delivered; and

4. Other. As negotiated by the County Executive.

Signed: Pavlock, Chagnon, Heiser, Scudder, Nelson, Buchanan, Anthony

RES. NO. 216-24
Amend 2024 Capital Project Account (Parks)

By Public Facilities and Audit & Control Committees:

At the Request of County Executive Paul M. Wendel, Jr.:

WHEREAS, the Parks Department had a four-wheeler stolen in May 2024; and

WHEREAS, replacement costs for a newly purchased four-wheeler total \$8,574; and

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WHEREAS, the County's insurance company has issued the DPF an insurance payment of \$9,471.30 for losses; and

WHEREAS, it is desired to utilize the \$8,574 from the insurance payment to cover the cost of a new four-wheeler from Capital Account H.7110.25002.4699.0000; now therefore be it

RESOLVED, That the Director of Finance is hereby authorized and directed to make the following changes to the 2024 Capital Budget:

INCREASE CAPITAL APPROPRIATION ACCOUNT:

H.7110.25002.4	Contractual – Parks	\$8,574
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INCREASE CAPITAL REVENUE ACCOUNT:

H.7110.25002.R503.1000	Interfund Transfers – Interfund Transfer	\$8,574
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; and be it further

RESOLVED, That the Director of Finance is hereby authorized make the following changes to the 2024 Adopted Budget:

DECREASE REVENUE ACCOUNT:

DM.5130.R268.0000	Insurance Recoveries – Road Machinery	\$8,574
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INCREASE APPROPRIATION ACCOUNT:

DM.9950.----.9	Interfund Transfers – Transfer to Capital	\$8,574
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Signed: Pavlock, Anthony, Buchanan, Nelson, Scudder, Heiser, Chagnon

RES. NO. 217-24
Adjust Budget for Mayville Parking Lot Reconstruction

By Public Facilities and Audit & Control Committees:

At the Request of County Executive Paul M. Wendel, Jr.:

WHEREAS, Buildings and Grounds has additional unused funds in the Mayville Chiller Maintenance Capital account H.1620.25169.4699.0000; and

WHEREAS, it is desired to move \$60,000 from account H.1620.25169.4699.0000 to increase Capital Project account H.1620.25821.4699.0000, Mayville Parking Lot Reconstruction and close the Capital Project Account, H.1620.25169.4699.0000; now therefore be it

RESOLVED, That the Director of Finance is hereby authorized and directed to make the following changes to the 2024 Capital Budget:

DECREASE CAPITAL APPROPRIATION ACCOUNT:

H.1620.25169.4699.0000	Mayville Chiller Maintenance (2020)	\$60,000
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DECREASE CAPITAL REVENUE ACCOUNT:

H.1620.25169.R503.1000	Interfund Transfers – Interfund Transfer	\$60,000
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INCREASE CAPITAL APPROPRIATION ACCOUNT:

H.1620.25821.4699.0000	Mayville Parking Lot Reconstruct	\$60,000
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INCREASE CAPITAL REVENUE ACCOUNT:

H.1620.25821.R503.1000 Interfund Transfers – Interfund Transfer \$60,000
Signed: Pavlock, Anthony, Buchanan, Nelson, Scudder, Heiser, Chagnon

RES. NO. 218-24
Amend 2024 Budget for North County
Industrial Water District No. 1

By Public Facilities and Audit & Control Committees:

At the Request of County Executive Paul M. Wendel, Jr.:

WHEREAS, the cost of the North County Industrial Water District No. 1’s Water Storage Tank Rehabilitation project exceeded the ARPA funding previously earmarked for this project; and

WHEREAS, the cost of the North County Industrial Water District No. 1’s Water Storage Tank Rehabilitation project exceeded the funds appropriated from the fund balance; and

WHEREAS, the North County Industrial Water District needs to amend its budget with additional funds appropriated from the fund balance; now therefore be it

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

INCREASE THE USE OF FUND BALANCE:

EW.....924.8310 Reserved Fund Balance--Water District
Unrestricted (Deficit) ~~-\$114,525~~ **\$50,065**

; and be it further

RESOLVED, That the Director of Finance is hereby authorized and directed to make the following changes to the 2024 Adopted Budget

INCREASE APPROPRIATION ACCOUNT:

EW.8310.38001.4 Contractual - North Industrial Water District No. 1 ~~-\$114,525~~ **\$50,065**
(8/22/24 A.C. – Amended by strikethrough and new numbers indicated in bold)
Signed: Pavlock, Chagnon, Heiser, Scudder, Nelson, Buchanan, Anthony

RES. NO. 219-24
Authorize Amendment to the Agreement between the NCLSD and the
Town of Chautauqua for Sewage Treatment Services (19-28-03)

By Public Facilities Committee:

At the Request of County Executive Paul M. Wendel, Jr. and
Legislature Chairman Pierre E. Chagnon

WHEREAS, the North Chautauqua Lake Sewer District (NCLSD) treatment plant has more capacity than the District needs for the treatment of sewage generated by its customers; and

WHEREAS, pursuant to a contract with the Town of Chautauqua (Town), the NCLSD has been treating sewage generated by Town residents; and

WHEREAS, the Town has plans to extend its sewer infrastructure to serve additional properties, as reflected in their Report titled “Sewer District No. 1 Extension 1 North,” and is requesting an amendment to the contract to include this additional service area; and

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WHEREAS, the Town is seeking an extension of the contract term consistent with upcoming five-year short term EFC financing for the extension project; and

WHEREAS, the NCLSD Board, which serves as the Administrative Head of the District, and the District Director, are supportive of providing treatment services for the additional properties, and extending the term of the contract through September 30, 2039; now therefore be it

RESOLVED, That the Legislature hereby ratifies the existing contract, and authorizes a contract amendment adding sewage treatment services for the Sewer District No. 1 Extension 1 North area and extending the contract term through September 30, 2039.

Signed: Heiser, Scudder, Nelson, Buchanan, Anthony

RES. NO. 220-24
Acceptance of FAA Funds to purchase ARFF Testing
Equipment at the Chautauqua County/Jamestown Airport

By Public Facilities and Audit & Control Committees:

At the Request of County Executive Paul M. Wendel, Jr.:

WHEREAS, Chautauqua County submitted to the Federal Aviation Administration (“FAA”) a project application and received a grant from the FAA to pay 100% of the allowable costs incurred in accomplishing the following project at the Chautauqua County/Jamestown Airport: Purchase ARFF Testing Equipment– Airport Infrastructure Grant (“AIG”) Project No. 3-36-0048-062-2024 (herein called the “Project”); and

WHEREAS, the FAA has approved the Project for Chautauqua County/Jamestown Airport consisting of purchase of ARFF Testing Equipment, which is more fully described in the Project agreement; and

WHEREAS, pursuant to Resolution 124-24, Chautauqua County approved the Project as an Emergency Resolution to authorize an application for FAA and NYSDOT grant funds to purchase ARFF Testing Equipment under the Airport Infrastructure Grant (“AIG”), and funding shares for the Project are as follows:

Federal	\$ 23,243
State	\$ 0.00
Local	\$ 0.00
Total Project Costs	\$ 23,243

; and

WHEREAS, the Airport Commission has considered and recommended that the County accept this funding as the Project is crucial for the operation of the Airport; now therefore be it

RESOLVED, That Chautauqua County enter into an agreement with the FAA for financial assistance for the Project described above at the Chautauqua County/ Jamestown Airport; and be it further

RESOLVED, That the County Executive is hereby authorized to execute all necessary documents on behalf of Chautauqua County with the FAA in connection with this Project; and be it further

RESOLVED, That a certified copy of this resolution be filed with the FAA and by attaching it to any necessary documents in connection with this Project; and be it further

RESOLVED, That the Director of Finance is hereby authorized and directed to make the following changes to the 2024 Adopted Budget:

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INCREASE CAPITAL APPROPRIATION ACCOUNT:

H.5610.25295.4 Contractual—Chautauqua County Airport,
Purchase of ARFF Testing Equipment \$ 23,243

ESTABLISH & INCREASE CAPITAL REVENUE ACCOUNTS:

H.5610.25295.R459.2000 Federal Aid – Airport Federal Capital Grants \$ 23,243
(8/19/24 P.F. – Carried with Legislator Scudder voting “No”)
(8/22/24 A.C – Failed with Legislator Scudder voting “No”)
Signed: Pavlock, Anthony, Buchanan, Nelson, Heiser, Chagnon

RES. NO. 221-24

Accept FAA and NYSDOT Funds to Rehabilitate Runway 13/31 Pavement and
Reconstruct Runway 13/31 Lighting and Signage - Design

By Public Facilities and Audit & Control Committees:

At the Request of County Executive Paul M. Wendel, Jr.:

WHEREAS, Chautauqua County submitted to the Federal Aviation Administration (“FAA”) a project application and anticipates receiving a grant from the FAA to pay 90% of the allowable costs incurred in accomplishing the design phase of the Rehabilitate Runway 13/31 Pavement and Reconstruct Runway 13/31 Lighting and Signage (“Project”) with a 5% local share and 5% provided by the New York State Department of Transportation; and

WHEREAS, Chautauqua County anticipates receiving a grant from the Federal Aviation Administration to pay 90% of the allowable costs incurred in accomplishing the following project at Chautauqua County/Jamestown Airport:

Reconstruct Terminal Building - Design FAA AIP Project No. X-XX-XXXX-XXX-2024
NYS PIN XXXX.XX

; and

WHEREAS, the New York State Department of Transportation is offering a matching grant to the federal grant for 5% of the non-federal share of eligible costs; and

WHEREAS, Chautauqua County has committed funds for the local share of project costs. Funding shares for project costs are as follows:

Federal	\$	424,800	\$425,700
State	\$	24,100	\$23,650
Local	\$	<u>24,100</u>	\$23,650
Total Project Cost	\$	473,000	

; and

WHEREAS, if Chautauqua County and/or the FAA notifies the NYSDOT that Chautauqua County has requested and received an increase in federal funding for the project based on increased eligible costs, and has authorized the proportionate increase in local funding, the New York State share noted above shall be increased proportionately up to a maximum increase of 15%; now therefore be it

RESOLVED, That Chautauqua County enter into an agreement with the United States Federal Aviation Administration and State of New York for financial assistance for the project described above for Chautauqua County/Jamestown Airport; be it also

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RESOLVED, That the County Executive of Chautauqua County be authorized to execute all necessary documents on behalf of Chautauqua County with FAA and NYS in connection with the project; be it also

RESOLVED, That a certified copy of this resolution be filed with the FAA and New York State Commissioner of Transportation by attaching it to any necessary documents in connection with the project; be it also

RESOLVED, That A Fund Balance is appropriated as follows:

INCREASE THE USE OF FUND BALANCE:

A.----.----.917.0000	Fund Balance, Unassigned Balance—	
	Unassigned Fund Balance	\$24,10 — \$ 23,650

; and be it also

RESOLVED, That the Director of Finance is hereby authorized and directed to make the following changes to the 2024 Adopted Budget:

INCREASE APPROPRIATION ACCOUNT:

A.9950.----.9	Interfund Transfers—Transfer to Capital	\$24,100 — \$ 23,650
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INCREASE CAPITAL APPROPRIATION ACCOUNT:

H.5610.25296.4	Contractual—Chautauqua County Airport, Reconstruct Terminal Building – Design (2024)	\$473,000
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ESTABLISH & INCREASE CAPITAL REVENUE ACCOUNTS:

H.5610.25296.R503.1000	Interfund Transfer – Interfund Transfer	\$24,100	\$ 23,650
H.5610.25296.R359.7001	NYS Aid – Airport Capital Grants	\$24,100	\$ 23,650
H.5610.25296.R459.2000	Federal Aid – Airport Federal Capital Grants		
		\$424,800	\$ 425,700
	Total		\$ 473,000

(8/19/24 P.F. – Amended with strikethrough and new numbers indicated in bold)

(8/19/24 P.F. – Carried with Legislator Scudder voting “No”)

(8/22/24 A.C – Failed with Legislator Scudder voting “No”)

Signed: Pavlock, Anthony, Buchanan, Nelson, Heiser, Chagnon

RES. NO. 222-24
Authorize Public Hearing on Office 46 Lease Agreement
at the Chautauqua County Jamestown Airport

By Public Facilities and Audit & Control Committees:

At the Request of County Executive Paul M. Wendel, Jr.:

WHEREAS, the County owns and operates the Chautauqua County Jamestown Airport in the Town of Ellicott in a manner that provides services and facilities on a non-exclusive basis for the general use of the public and to enhance current and future economic development in the County; and

WHEREAS, Chase Aviation Company LLC., has been a tenant and leased office facilities at the Jamestown Airport main terminal building for the purpose of operating an aircraft brokerage and aircraft management business since 2020; and

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WHEREAS, the Airport Commission has considered and recommends continuing leasing office space in the airport terminal to Chase Aviation Company LLC., for the purpose of operating an aircraft brokerage and management business; and

WHEREAS, a public hearing pursuant to Article 14 of the General Municipal Law is required prior to approval of a lease of airport facilities; now therefore be it

RESOLVED, That pursuant to General Municipal Law, a public hearing on the proposed lease agreement of the Chautauqua County Jamestown Airport Office 46 with Chase Aviation Company LLC, to include substantially the following terms and conditions, shall be held at 6:35 p.m. during the meeting of the Chautauqua County Legislature to occur on August 28, 2024, in the Legislative Chambers, Gerace Office Building, Mayville, New York 14757:

1. Term. Three years commencing on October 1, 2024, and terminating on September 30, 2027.
2. Premises. Terminal Building Office No. 46, a 414 gross square foot office located at the Chautauqua County Jamestown Airport, with access to a private bathroom, non-exclusive use of the baggage room No. 33, access to garage space adjacent to main terminal building for corporate vehicle, 2 parking spaces in front of terminal building, and access to the terminal apron.
3. Payment. Tenant shall pay County a monthly fixed rental fee of Five Hundred Seventy-Five and no/100 Dollars (\$575.00).
4. Other. As negotiated by the County Executive.

; and be it further

RESOLVED, That the Clerk of the Legislature is authorized and directed to publish notice of this hearing at least ten (10) days prior thereto in the official newspapers of the County of Chautauqua.

Signed: Pavlock, Chagnon, Scudder, Heiser, Nelson, Buchanan, Anthony

RES. NO. 223-24
Accept FAA and NYSDOT Funds to Reconstruct
Terminal Building - Design

By Public Facilities and Audit & Control Committees:

At the Request of County Executive Paul M. Wendel, Jr.:

WHEREAS, Chautauqua County submitted to the Federal Aviation Administration (“FAA”) a project application and anticipates receiving a grant from the FAA to pay 90% of the allowable costs incurred in accomplishing the design phase of the Reconstruct Terminal Building Project (“Project”) with a 5% local share and 5% provided by the New York State Department of Transportation; and

WHEREAS, Chautauqua County anticipates receiving a grant from the Federal Aviation Administration to pay 90% of the allowable costs incurred in accomplishing the following project at Chautauqua County/Jamestown Airport:

Reconstruct Terminal Building - Design FAA AIP Project No. X-XX-XXXX-XXX-2024
NYS PIN XXXX.XX

; and

WHEREAS, the New York State Department of Transportation is offering a matching grant to the federal grant for 5% of the non-federal share of eligible costs; and

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WHEREAS, Chautauqua County has committed funds for the local share of project costs. Funding shares for project costs are as follows:

Federal	\$ 126,684				
State	\$ 10,658			7,038	
Local	\$ 10,658			7,038	
Total Project Cost	\$ 148,000			140,760	

; and

WHEREAS, if Chautauqua County and/or the FAA notifies the NYSDOT that Chautauqua County has requested and received an increase in federal funding for the project based on increased eligible costs, and has authorized the proportionate increase in local funding, the New York State share noted above shall be increased proportionately up to a maximum increase of 15%; now therefore be it

RESOLVED, That Chautauqua County enters into any necessary agreements with the United States Federation Aviation Administration and State of New York Department of Transportation for financial assistance for the project described above for Chautauqua County/Jamestown Airport; and be it also

RESOLVED, That the County Executive of Chautauqua County be authorized to execute all necessary documents on behalf of Chautauqua County with the FAA and NYS in connection with the project; and be it also

RESOLVED, That a certified copy of this resolution be filed with the FAA and the New York State Commissioner of Transportation by attaching it to any necessary documents in connection with the project; and be it also

RESOLVED, That A Fund Balance is appropriated as follows:

INCREASE THE USE OF FUND BALANCE:

A.----.----.917.0000	Fund Balance, Unassigned Balance—				
	Unassigned Fund Balance			\$ 10,658	\$7,038

; and be it further

RESOLVED, That the Director of Finance is hereby authorized and directed to make the following changes to the 2024 Adopted Budget:

INCREASE APPROPRIATION ACCOUNT:

A.9950.----.9	Interfund Transfers—Transfer to Capital				
				\$ 10,658	\$7,038

INCREASE CAPITAL APPROPRIATION ACCOUNT:

H.5610.25296.4	Contractual—Chautauqua County Airport, Reconstruct Terminal Building – Design (2024)				
				\$148,000	\$140,760

ESTABLISH & INCREASE CAPITAL REVENUE ACCOUNTS:

H.5610.25296.R503.1000	Interfund Transfer – Interfund Transfer				
				\$ 10,658	\$7,038
H.5610.25296.R359.7001	NYS Aid – Airport Capital Grants			\$ 10,658	\$7,038
H.5610.25296.R459.2000	Federal Aid – Airport Federal Capital Grants			\$ 126,684	\$140,760
				\$ 148,000	\$140,760

(8/19/24 P.F. – Amended by strikethrough and new numbers indicated in bold)

(8/19/24 P.F. – Carried with Legislator Scudder voting “No”)

(8/22/24 A.C – Failed with Legislator Scudder voting “No”)

Signed: Pavlock, Anthony, Buchanan, Nelson, Heiser, Chagnon

RES. NO. 224-24
Transfer American Rescue Plan (ARPA) Spending Plan
Budget from 2023-2024 County Clerk's Office

By Administrative Services and Audit & Control Committees:
At the Request of County Executive Paul M. Wendel, Jr.:

WHEREAS, the 2023 Adopted Budget was amended to include appropriations and revenues for a number of projects funded by the American Rescue Plan (ARPA); and

WHEREAS, some of these projects were not complete in 2023 but are expected to be continued and/or completed in 2024; and

WHEREAS, pursuant to Resolution 99-24, the remaining budgets for these projects were included in 2024 Operating Budget; and

WHEREAS, the full balance of ARPA Project 41 for digitizing of documents was not included in Resolution 99-24; now therefore be it

RESOLVED, That the Director of Finance is authorized and directed to make the following changes to the 2024 Budget:

INCREASE APPROPRIATION ACCOUNT:

A.1410. ----.4	Contractual-Records Management	\$105,000
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INCREASE REVENUE ACCOUNTS:

A.1410. R408.9ARP	Federal Aid-Oth Fed Aid ARPA Funds	\$105,000
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Signed: Pavlock, Chagnon, Parker, Scudder, Vanstrom, Heiser, Anthony

RES. NO. 225-24
Amend 2024 Budget for Probation Department
for DCJS Pre-Trial Service Award

By Public Safety and Audit & Control Committees:
At the Request of County Executive Paul M Wendel Jr.:

WHEREAS, the Probation Department received a notice New York State (NYS) Division of Criminal Justice Services has provided funding for pretrial services; and

WHEREAS, revenues and expenditures associated with this funding were not included in the 2024 Adopted Budget; now therefore be it

RESOLVED, That the Director of Finance is hereby authorized and directed to make the following changes to the 2024 Adopted Budget:

INCREASE APPROPRIATION ACCOUNT:

A.3140.----.2	Equipment - Probation	\$43,034
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INCREASE REVENUE ACCOUNT:

A.3140.----.R331.0ATI	NYS Aid: Probation - ATI Pre-Trial	\$43,034
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Signed: Proctor, Nelson, Landy, Bankoski, Niebel, Chagnon, Scudder, Pavlock

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RES. NO. 226-24
Amend 2024 Budget for Office of the Sheriff

By Public Safety and Audit & Control Committees:

At the Request of County Executive Paul M. Wendel, Jr.:

WHEREAS, some Office of the Sheriff expenses have exceeded initial budgetary estimates; and

WHEREAS, the Office of the Sheriff has received revenues to offset said expenses; now therefore be it

RESOLVED, That the Director of Finance is hereby authorized and directed to make the following changes to the 2024 Adopted Budget:

INCREASE APPROPRIATION ACCOUNTS:

A.3110.GRNT.4	Contractual - Sheriff Grants	\$220,657
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INCREASE REVENUE ACCOUNTS:

A.3110.GRNT.R338.9000	New York State Aid-Other Public Safety	\$86,778
A.3110.GRNT.R338.9GIV	New York State Aid-Other Public Safety	\$6,302
A.3110.GRNT.R432.4000	Federal Aid-Drug Control Programs	\$127,577
	Total	\$220,657

Signed: Proctor, Nelson, Landy, Bankoski, Niebel, Chagnon, Scudder, Pavlock

RES. NO. 227-24
Authorize Agreement with Clymer Central
School District for School Resource Officer

By Public Safety and Audit & Control Committees:

At the Request of County Executive Paul M. Wendel, Jr.:

WHEREAS, the Clymer Central School District has requested the Chautauqua County Office of the Sheriff provide a School Resource Officer during the term of September 1, 2024 through December 31, 2024; and

WHEREAS, the Chautauqua County Office of the Sheriff has negotiated a tentative agreement with Clymer Central School District to provide a certified School Resource Officer for the term of September 1, 2024 through December 31, 2024 at a cost not to exceed \$25,853; and

WHEREAS, this contract is not included in the 2024 Budget; now therefore be it

RESOLVED, That the Director of Finance is hereby authorized and directed to make the following changes to the 2024 budget:

INCREASE APPROPRIATION ACCOUNTS:

A.3110.----.1	Personal Services – Sheriff	\$19,338
A.3110.----.8	Employee Benefits – Sheriff	\$ 6,515
	Total	\$25,853

INCREASE REVENUE ACCOUNT:

A.3110.----.R226.0000	Shared Services – Chrgs: Oth Gov-Pub Safety	\$25,853
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Signed: Proctor, Nelson, Landy, Bankoski, Niebel, Chagnon, Scudder, Pavlock

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RES. NO. 228-24
Amend 2024 Budget to Implement the Outward Mindset Project, Using
Funding from the American Rescue Plan Act (ARPA)

By Public Safety and Audit & Control Committees:

At the Request of County Executive Paul M. Wendel, Jr.:

WHEREAS, President Biden signed into law the American Rescue Plan Act (ARPA) on March 11, 2021, and this legislation contains a wide array of stimulus and recovery funding designed to ensure the nation's swift economic and public health recovery from COVID-19; and

WHEREAS, Chautauqua County received an award of \$24,649,420 in ARPA funding, all of which is available for general county spending based on the Treasury Department's revenue loss formula and other guidance; and

WHEREAS, an ARPA Spending Plan was thoroughly reviewed by an ARPA working group, the County Executive, and the County Legislature, and was adopted pursuant to Resolution No. 202-21; and

WHEREAS, some funds allocated in the ARPA Spending Plan are no longer needed for the originally designated project(s), and are now available for other projects, and a procedure has been established for the ARPA working group to review new requests for ARPA funds and to allocate the available funds; and

WHEREAS, the Outward Mindset project fits within the guidelines for ARPA spending, is needed to provide leadership training to the supervisors within the agency, and budget amendments are necessary to authorize spending for the project; now therefore be it

RESOLVED, That the Director of Finance is hereby authorized and directed to make the following changes to the 2024 Adopted Budget:

INCREASE APPROPRIATION ACCOUNTS:

A.3110.----.4	Contractual—Sheriff	\$90,419
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INCREASE REVENUE ACCOUNT:

A.3110.----.R408.9ARP	Federal Aid—Oth Fed Aid ARPA Funds	\$90,419
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Signed: Pavlock, Proctor, Nelson, Landy, Bankoski, Niebel, Chagnon, Scudder

RES. NO. 229-24
Amend Chautauqua County Department of Mental Hygiene
and Social Services 2024 Budget to Include New York State
Rental Supplement (RSP) Program Allocations

By Human Services and Audit & Control Committees:

At the Request of County Executive Paul M. Wendel, Jr.:

WHEREAS, The New York State Office of Temporary and Disability Assistance (OTDA) issued the 2024-2025 Rental Supplement Program (RSP) Allocations for the period of April 1, 2024 through March 31, 2025; and

WHEREAS, Chautauqua County's Program Allocation was \$645,332, and a prorated portion was not included in the 2024 Budget; now therefore be it

RESOLVED, That the Director of Finance is authorized and directed to make the following changes to the 2024 Budget:

CHAUTAUQUA COUNTY LEGISLATURE
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INCREASE APPROPRIATION ACCOUNT:

A.6010.----.4 Contractual-Social Service Rolls \$483,975

INCREASE REVENUE ACCOUNTS:

A.6010.----.R361.0000 NYS Aid-Social Service Admin \$483,975

Signed: Scudder, Chagnon, Parker, Landy, Proctor, Pavlock, Gustafson

RES. NO. 230-24

Authorizing 2025 Levy of Participant's Share of Chautauqua
County Self Insurance Plan (Workers' Compensation) Costs

By Administrative Services and Audit & Control Committees:

At the Request of County Executive Paul M. Wendel, Jr.:

RESOLVED, That pursuant to the Workers' Compensation Law and Chautauqua County Local Law 11-79, as amended by Local Laws 1-82, 4-84, 3-89, 7-93, 4-06, 4-07, 5-14, and 4-22 the following amounts shall be apportioned in 2025 to each municipal participant, forty percent (40%) of such amounts being based on the total amount of the participant's gross wages in the proportion that the wages bear to the aggregate gross wages of all participants; and sixty percent (60%) of such amounts being based on the loss- percentile experience of the participant as provided in said plan and by the Workers' Compensation Law; and be it further

RESOLVED, That the amount set forth against the county be levied in the next tax levy and that the Self Insurance Plan be hereby directed to bill all other participants for the amounts set forth against them for the year 2025:

		<u>Towns</u>		
Arkwright	\$27,420.93	Harmony	\$38,770.19	
Busti	\$14,693.78	Kiantone	\$2,719.98	
Carroll	\$13,083.20	Mina	\$10,016.45	
Charlotte	\$4,041.57	N Harmony	\$34,894.18	
Chautauqua	\$12,726.38	Poland	\$37,398.32	
Cherry Creek	\$7,130.78	Pomfret	\$59,261.04	
Clymer	\$3,157.35	Portland	\$35,250.76	
Dunkirk	\$3,517.71	Ripley	\$19,852.93	
Ellery	\$13,305.65	Sheridan	\$32,251.82	
Ellicott	\$72,168.01	Sherman	\$9,676.23	
Ellington	\$8,285.69	Stockton	\$6,266.42	
French Creek	\$2,397.23	Villanova	\$12,555.19	
Gerry	\$4,212.02	Westfield	\$8,860.68	
Hanover	\$24,070.55			
Subtotal Towns				\$517,985.04
		<u>Villages / Cities</u>		
Benus Point	\$1,022.58	Mayville	\$7,438.80	
Brocton	\$25,568.32	Panama	\$106.57	
Cassadaga	\$1,714.81	Sherman	\$7,352.75	
Celoron	\$2,334.76	Silver Creek	\$18,994.40	
Falconer	\$6,078.80	Sinclairville	\$1,105.12	
Fredonia	\$178,949.77	Westfield	\$108,985.81	
Lakewood	\$21,651.65			
		Jamestown (City)	\$854,005.65	
Subtotal Villages / Cities				\$1,235,309.80
Chautauqua County				\$1,589,189.03
Grand Total				<u>\$3,342,483.87</u>

Signed: Pavlock, Anthony, Heiser, Vanstrom, Scudder, Parker, Chagnon

RES. NO. 231-24
Financial Management Policy for the County of Chautauqua

By Audit and Control Committee:

At the Request of County Executive Paul M. Wendel, Jr.:

WHEREAS, pursuant to Local Law 4-04 of the County of Chautauqua, the Chautauqua County Charter was amended to provide that the County Legislature shall annually adopt by resolution a comprehensive financial management policy prior to the County Executive's preparation of the tentative budget; and

WHEREAS, the first Financial Management Policy was adopted pursuant to Resolution 168-04, and was further amended by Resolutions 64-05, 147-07, 144-14, 147-15, 167-19, 227-20, 288-21, and 240-22; therefore be it

RESOLVED, That the County's Financial Management Policy is hereby amended to read as follows:

I. INTRODUCTION

Section 2.05(c) of the Chautauqua County Charter requires the County Legislature to adopt a comprehensive financial management policy for County government on at least an annual basis. The primary objective of this policy is to establish financial guidelines for the maintenance of County operating and capital funds, fund balances, operating and capital revenues, and the use of reserve funds. With a focus on long-term planning, these guidelines are intended to provide sound financial management in order to provide appropriate and responsible budgets for Chautauqua County taxpayers. These policies are for general use, and allow for exceptions as appropriate and necessary on a case-by-case basis.

II. PURPOSE

The County of Chautauqua recognizes the importance of adherence to sound financial management practices. By enacting financial management policies, the County of Chautauqua intends to achieve the following goals and objectives:

A. Credit Rating

The most global indicators of a county's overall financial health are the credit ratings issued by the various rating agencies in the financial community. These ratings assess a county's immediate and future financial needs and its means to fund them. It is the intent of this financial management policy to provide the financial community with the assurance that the County of Chautauqua follows structurally sound budgeting practices, maintains an appropriate level of funds in reserve, and embarks upon vigorous long-range planning for both operating and capital needs.

B. Stable Tax Structure

Government spending relies heavily upon the current economic environment. With New York State counties required to pay 25% or more for most public assistance programs, a majority of county spending is obligated to these mandated programs. During robust economic times, the demand upon social services is lower and there is very little pressure on the tax structure. During periods of slow economic growth or recessions, the demand for government services increases greatly and taxes generally rise to meet these demands. In order to stabilize the peaks and valleys in the tax rate, financial management policies should be implemented to mitigate large changes in the taxation structure.

C. Fund Balances

The New York State Comptroller recommends that each local government assess what is a “reasonable amount” for its particular situation and adopt a fund balance policy. The purpose of this policy is to establish a fund balance policy to address the needs of Chautauqua County ("County") and establish adequate reserves to ensure that unanticipated events will not adversely affect the financial condition of the County nor jeopardize the continuation of necessary public services. This policy will ensure the County maintains adequate fund balance and reserves in the County's Governmental Funds to provide the capacity to:

1. Provide sufficient cash flow for daily financial needs.
2. Secure and maintain investment grade bond ratings.
3. To provide adequate reserves to offset significant economic downturns or revenue shortfalls, and
4. Provide adequate reserves for unforeseen expenditures related to emergencies.

D. Structurally Balanced Budgets

The County of Chautauqua's definition of a structurally balanced budget is a budget that finances recurring appropriations with recurring revenues. A key component to maintaining stable taxation and fund balances is to limit the use of one-time revenues in the funding of recurring operations. It is the intent of this policy to attain structurally balanced budgets.

E. Long Range Planning

The County of Chautauqua recognizes the importance of long range planning for both operations and capital expenditures to ensure fiscal stability by providing the capability to plan for future expenditures and to weather unforeseen circumstances.

III. POLICIES

A. General Unobligated Fund Balance

This policy shall apply to the County's General Fund, only.

Fund Balance for the County's Governmental Funds will be comprised of the following categories:

Nonspendable- amounts that cannot be spent because they are either (a) not in spendable form or (b) legally or contractually required to be maintained intact.

Restricted- amounts externally imposed by creditors (debt covenants), grantors, contributors, laws, or regulations of other governments.

Committed- amounts used for specific purposes pursuant to constraints imposed by formal action of the government's highest level of decision-making authority.

Amounts set aside based on self-imposed limitations established and set in place prior to year-end and can be calculated after year-end.

Limitation imposed at highest level and requires same action to remove or modify.

Resolutions that lapse at year end.

Assigned- amounts that are constrained by the government's intent to be used for specific purposes, but are neither restricted nor committed.

Unassigned- amounts that are not reported in any other classification.

When resources are available from multiple classifications, the County spends funds in the following order: restricted, committed, assigned, unassigned.

The Chautauqua County Legislature is the decision-making authority that can, by resolution, commit fund balance. The commitment may only be modified by a new resolution authorized by the Chautauqua County Legislature.

General Unobligated Fund Balance:

For the purpose of this policy, general unobligated fund balance shall consist of the Unassigned Fund Balance less any designations as footnoted in the Basic Financial Statements.

The County shall strive to maintain unobligated fund balance of not less than 5% and not more than 15% **of General Fund budgeted appropriations**, ~~of adopted appropriations as per the most recent Audited Financial Statements compared with the current year's adopted budget~~, including interfund transfers, with a target of 12.5%.

It is the intent of the County to limit the use of fund balance to address unanticipated, non-recurring needs, or unanticipated future obligations. Fund Balances should not normally be applied to recurring annual operating expenditures.

A drawdown of more than 10% of the fund balance in any given year may be considered for a declared State of Emergency or a 20% or greater reduction to any major revenue stream.

The Director of Finance shall report the amount and percentage of general unobligated fund balance to the Audit and Control Committee upon completion of the annual audit each year. In the event that unobligated fund balance exceeds 15% of adopted budget appropriations, including transfers, the excess may be utilized for any lawful purpose approved by the County Legislature including, but not limited to: the funding of debt that has reached its redemption date, the funding of authorized but unissued debt, funding of one-time expenditures, or the start-up of expenditures for new programs.

In the event that general unobligated fund balance falls below 5% of adopted budgeted gross revenues, the Budget Officer shall make a recommendation to the Audit and Control Committee to restore the balance to the minimum level in the next budget year or other appropriate period of time.

B. General Fund Five-Year Plan

A five-year general fund budget projection shall be completed on an annual basis that projects both expenditures and revenues. A narrative shall be attached identifying all assumptions used in calculating the projection. Additionally, this narrative shall include measures to be taken to close any budget gap that may exist.

C. Capital Projects Six-Year Plan

1. **Assessment** - A comprehensive capital assessment of Chautauqua County's physical infrastructure shall be completed at least every five years. This assessment shall include an evaluation of the current state and future maintenance needs and or replacement expense of all buildings, roads, bridges, airports, parks, and dams.
2. **Capital Requests** - Pursuant to guidelines set forth in Article 7 of the Chautauqua County Administrative Code, department heads shall present all proposed capital projects as defined in the Administrative Code.
3. **Funding** - In order to provide a consistent source of funding for the County's infrastructure, realized investment earnings from the previous fully audited year from the County's general fund shall be dedicated to the Capital Project Reserve. Additionally, revenue from the Motor Vehicle Registration fee shall fund County road and bridge projects.

4. Account closeout – No later than February 28th of every year, all open capital project accounts shall be assessed and reviewed by the Audit and Control committee. Any projects that are complete and have excess funds shall be closed out and any balances transferred to the Capital Project Reserve.

5. Planning Process – As set forth in Article 7 of the Chautauqua County Administrative Code, a Capital Projects Six-Year Plan shall be recommended by the County Planning Board, Capital Projects Committee, and County Executive on an annual basis, and shall be confirmed by the County Legislature.

D. Non-Property Taxes

Non-property taxes (sales, occupancy, mortgage, motor vehicle fee) are very elastic and are dependent upon variable economic trends. It is imperative to budget these revenues with a degree of conservatism to prevent shortages due to changing economic climates. As a general guideline, these revenues shall be budgeted as the actual receipts received two years prior – e.g., the 2005 tentative budget amounts will be the actual level of receipts received in 2003.

Deviations from the "two years prior" policy shall only occur based upon known factors that may considerably impact the proposed budget such as a change in tax rates, change in taxable entities, or a rapidly changing economic environment. Any deviation from policy shall be appropriately documented.

E. Purposes and Use of Debt

1. Capital Financing: The County will rely on internally generated funds and/or grants and contributions from other governments (i.e. federal, state and local) to finance its capital needs whenever available. Debt will be issued for a capital project when it is an appropriate means to achieve a fair allocation of costs between current and future beneficiaries.

2. Asset Life: The County will consider long-term financing for the acquisition, maintenance, replacement, or expansion of physical assets (including land) only if they have a useful life of at least five years. As a general rule, debt will not be issued for the road and bridge program, because of the recurring nature of road and bridge construction and maintenance. Debt will be used only to finance capital projects and equipment, except in the case of an emergency. County debt will not be issued for periods exceeding the useful life or average useful lives of the project or projects to be financed, as prescribed in Local Finance Law.

3. Debt Authorization: No County debt issued for the purpose of funding capital projects shall be authorized by the Legislature unless it has been included in the Six-Year Capital Projects Plan or until the Legislature has modified the Plan.

F. Financial Tracking System

To provide a quantitative analysis of the fiscal condition of county finances, the New York State Comptroller's Office has developed a series of fiscal indicators. The following indicators shall be computed and tracked on an annual basis upon completion of the audit of the County's basic financial statements. The final results shall be reported to the Audit and Control committee no later than September 30th.

Indicator 1: Year-End Fund Balance

Assigned and Unassigned Fund Balance – To identify the amount of fund balance that is available in the general, special revenue, and/or enterprise funds to provide a cushion for revenue shortfalls or expenditure overruns.

Total Fund Balance – To identify the amount of fund balance that is available to be used to fund operations, provide a cushion for revenue shortfalls or expenditure overruns, and/or is reserved for specific future purposes.

Indicator 2: Operating deficits

Operating Deficit – To identify local governments that are incurring operating deficits

Indicator 3: Cash Position

Cash Ratio – To identify the ability of the local government to liquidate current liabilities.

Cash % of Monthly Expenditures – To identify the ability of the local government to fund the ensuing fiscal year’s operations from available cash.

Indicator 4: Use of Short-Term Debt

Short-Term Debt Issuance – To identify the amount of short-term debt that is issued to meet obligations (cash flow).

Short –Term Debt Issuance Trend – To identify the trend in the issuance of short-term debt.

Indicator 5: Fixed Costs

Personal Services and Employee Benefits % Revenues – To identify the amount that revenues are restricted to be used for salaries and benefits.

Debt service % Revenues – To identify the amount that revenues are restricted to be used for debt service expenditures.

IV. MISCELLANEOUS

A. Adoption

The County of Chautauqua Financial Management Policy shall be presented to and adopted by the Chautauqua County Legislature as official County policy by formal legislative resolution.

B. Modification and Review

These policies, along with the Chautauqua County Investment policy, shall be reviewed annually by the Finance Department, Budget Department, Legislative Financial Analyst and Legal Counsel, and the Audit and Control Committee for formal approval in June of every year.

(8/22/24 A.C – Amended by strikethrough and new text indicated in bold)

Signed: Pavlock, Scudder, Chagnon

RES. NO. 232-24

Amend Chautauqua County Purchasing Policy

By Administrative Services and Audit & Control Committees:

At the Request of County Executive Paul M. Wendel, Jr.:

WHEREAS, pursuant to Section 104-b of New York State General Municipal Law (GML), the County Legislature adopted a purchasing policy in Resolution 182-92, as amended by Resolutions 268-93, 171-94, 124-09, 142-13, 68-14, 161-15, 230-16, 189-18, 184-20 and 289-21; and

WHEREAS, the County’s Director of Finance requests an amendment to the second paragraph of Section 2, to increase the per-transaction credit card limit for Finance Department Purchasing staff; now therefore be it

RESOLVED, That the County Purchasing policy established by Resolution 182-92, as amended, is further amended to read as follows:

1. **Purchasing Procedures.**

a. State Requirements. Every purchase of goods and/or services shall be reviewed by the officer or employee that initially approves the requisition to ensure compliance with State competitive bidding/offering requirements and preferred source requirements, under the general supervision of the Purchasing Manager. Any procurement that is not subject to competitive bidding shall be accompanied by documentation of the basis for the determination that competitive bidding is not required by law. The Purchasing Manager should be consulted when an acquisition is believed to be a professional service and therefore not subject to State competitive bidding requirements. Contracts involving the receipt by County of revenues are not required to be bid; however, quotes or proposals should be solicited.

b. Alternative Proposals and Quotes. Except as otherwise provided by New York State law, alternative proposals or quotations for goods and services shall be:

i. secured by use of written requests for proposals (RFPs) and written, faxed, or e-mailed quotations received from at least three vendors, for procurements of services expected to exceed \$20,000 in value per year;

ii. secured by written, faxed, or e-mailed quotations received from at least three vendors, for procurements of goods and services expected to be between \$5,000 and \$20,000 per year; and

iii. within the discretion of the Department Head, subject to the advice of the Purchasing Manager, for procurements of goods and services under \$5,000 per year.

With respect to the procurements of goods and services between \$5,000 and \$35,000 (other than professional services) that are not subject to State competitive bidding requirements, the County shall purchase from a responsible and responsive local vendor when: (i) the price quoted by the local vendor does not exceed the lowest price quoted by a non-local vendor by more than ten percent (10%); and (ii) the local vendor is willing to match the lowest, non-local vendor's quoted price. For purposes of this

Purchasing Policy, a "local vendor" shall be deemed to mean (i) in the case of a business entity vendor, a business entity which has a physical location in Chautauqua County and employs at least one full-time employee in Chautauqua County; and (ii) in the case of an individual vendor, an individual whose legal residence is Chautauqua County.

Purchases must also be compliant with any funding source requirements. See, for example, the requirements of Title 2: Grants and Agreements, of the Code of Federal Regulations (CFR), Part 200—Uniform Administrative Requirements, Cost Principles, and Audit requirements for Federal Awards ("Uniform Guidance") §§200.318-200.326. Solicitations and awards for purchases to be paid for in whole or in part with Community Development Block Grant (CDBG) funds must be consistent with applicable requirements of 24 C.F.R. Part 75 "Economic Opportunities for Low- and Very-Low Income Persons", including requirements for participation of Section 3 residents and businesses, as well as MWBE requirements.

Adequate documentation of actions taken in connection with each such method of procurement shall accompany the purchase order or the Agreement or Agreement of Services request submitted to the Purchasing Manager, and the credit card purchase information submitted to the Department of Finance. Such documentation must include a statement of the reason that three quotes were not able to be secured, when applicable. This Policy requires the receipt of three proposals or quotes; however, when that is not possible, the procuring party may document

good faith efforts to comply with this Policy and/or reasons that three responses were not able to be secured.

c. Exceptions. In the event that the procurement is from: a State contract bid; General Services Administration schedule seventy, information technology; General Services Administration's "1122 Program Equipment and Supplies Catalog" and consolidated schedule contracts; involves surplus or second hand supplies, materials or equipment to be acquired from other governmental units; reflects unique or specialized goods or services that are needed by the County; is part of a program to standardize goods or equipment; arises from a bona fide emergency, accident or other unforeseen occurrence or condition that requires prompt action; involves a sole source situation; relates to the purchase of perishable food; is from a State-designated Preferred Source; or involves other situations where the above procedures for the solicitation of alternative proposals or quotations are not practical or will not be in the best interest of the County, a written explanation of why adherence to the procedures set forth in this Policy would not be practical or would not be in the best interest of the County shall accompany the Purchase Order, Agreement or Agreement of Services request submitted to the Purchasing Manager, or the Procurement Card statement submitted to the Department of Finance, which determination shall be subject to review by the Purchasing Manager, Department of Finance, and/or the Law Department.

d. Lowest Responsible Offer. In the event a contract is awarded to other than the lowest responsible dollar offeror, the Purchase Order or Agreement/Agreement of Services request shall be accompanied by written documentation and justification specifying why such award is in the best interest of the County. When a contract is awarded utilizing "best value" procedures pursuant to Section 103 of New York State General Municipal Law, the award shall be based to the extent possible on objective and quantifiable analysis, and best value RFPs shall include a description of the manner in which the evaluation of the offers and award of the contract will be conducted, and as appropriate, identify the relative importance of price and non-price factors.

e. Miscellaneous Provisions.

i. Whenever practical, economical, and permitted by State law, the County shall acquire goods and services from local vendors and select goods and services which provide the least possible negative impact on the environment, including products made from recycled materials. In the event of a tie bid between a local vendor and a non-local vendor, the County may award the contract to the local vendor.

ii. The requirements of this Purchasing Policy apply to procurements in which the County expends funds or receives revenues.

iii. Notwithstanding anything to the contrary in this Purchasing Policy, all County procurements shall be made in conformance with Federal and State requirements, including but not limited to applicable laws and Federal and State grant/funding requirements.

iv. Department heads shall require their employees with purchasing authority to attend training sessions provided by the County Purchasing Manager and ensure that new employees receive training prior to purchasing on behalf of that department.

v. An individual or entity that reviews a County Invitation to Bid or Request for Proposals in draft or final form prior to its issue may not (i) submit a response to the

solicitation or (ii) serve as an employee, contractor or subcontractor of the individual or entity awarded the contract, for the first five (5) years of the contract period.

vi. From the time of issuance of a County Invitation to Bid or Request for Proposals until final determination of the successful vendor, all prospective vendor questions and communications must be referred to the Purchasing Manager or his/her designee.

2. **Credit Card Usage.**

Procurement Credit Cards issued by the Finance Department to County departments and departmental staff, hereinafter referred to as credit cards, can be used to make payments for purchases of goods not exceeding \$1,000 in value when pre-approved by the Department Head and consistent with the direction provided by the Purchasing Manager. Upon request by the Department Head to the Director of Finance, credit cards will be issued to individual employees, hereinafter referred to as Cardholders. Such cards are not re-assignable for use by other employees.

Credit card limits shall be established by the Finance Department's credit card administrator. The credit cards have a monthly limit of \$5,000, unless the Department Head requests that a Cardholder's monthly credit limit be increased to accommodate the department's purchasing requirements. There is a non-adjustable \$1,000 limit per transaction, with the exception that Finance Department Purchasing staff may have a \$2,000 per-transaction limit. Under no circumstances will a Cardholder authorize a transaction exceeding this \$1,000/\$2,000 limit without the advance written approval of the Purchasing Manager.

Procurements paid for with credit cards remain subject to all requirements of this Policy. The Cardholder to whom the credit card is assigned shall reimburse the County for costs incurred with respect to any illegal or unauthorized expenditure or improper usage of the credit card, to the extent such costs were within the Cardholder's control. The credit card is expressly not authorized to be used to pay for the procurement of services unless specifically authorized in writing by the Purchasing Manager.

Cardholders must obtain packing slips for all purchases paid for by credit card, reconcile the slips with the Cardholder's monthly credit statement, and attest by signature on the credit card statement that all goods recorded have been received in good condition and are for the use of conducting County business. Department Heads must sign the monthly credit statements of their Cardholders as an indication that all purchases were authorized by the Department Head.

Credit shall be immediately requested from the vendor for any unauthorized purchases or billing errors. In the event the vendor does not cooperate in issuing a credit when due, the Cardholder should contact the Department of Finance and request that a Dispute Form be submitted to the financing agency. The County is not responsible for any unauthorized purchases or purchases made for personal use.

Cardholders must perform an initial audit and reconciliation of their monthly statements and must promptly submit their statements, along with the appropriate G/L Account number to be charged, so that the bill can be paid prior to the time of imposition of late fees or penalties, and prior to the monthly closing of the County's financial statements.

The Purchasing Manager will review the periodic audit reports submitted by the auditors and take appropriate action to enforce the credit card policy. Each Cardholder must have on file with the County Executive's Office a current Financial Disclosure Form, and must attend all applicable Purchasing Manager training sessions.

CHAUTAUQUA COUNTY LEGISLATURE
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3. Violations.

Employees are subject to disciplinary action and/or referral to the Chautauqua County Ethics Board, for violation of this Policy. County employees aware of a violation of this Policy shall report such violation to their County supervisor and/or to the County’s Purchasing Manager.

4. Individuals with Purchasing Authority.

Pursuant to the requirements of Section 104-b(2)(f) of the General Municipal Law, the individuals identified as having purchasing authority are included on a list to be maintained and continually updated by the County Executive’s office, which list is incorporated herein by reference. Such list shall identify all employees with purchasing authority, which includes individuals who are authorized to:

- i. Approve Agreements and Agreements of Services;
- ii. Use a County Credit Card;
- iii. Approve Purchase Orders; or
- iv. Approve Vouchers or Grids;

and it is further

RESOLVED, That the County Legislature shall annually review these purchasing policies and procedures, with input from the county employees involved in procurement; and it is further

RESOLVED, That the unintentional failure to comply with the provisions of this resolution shall not be grounds to void action taken or give rise to a cause of action against the County or any officer or employee thereof.

Signed: Pavlock, Anthony, Heiser, Vanstrom, Scudder, Parker, Chagnon

RES. NO. 233-24
Standard Workday and Reporting Resolution

By Administrative Services Committee:

At the Request of County Executive Paul M. Wendel, Jr.:

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 (Last 4 digits)	NYSLRS ID	Title	Current Term Begin & End Dates	Standard Work Day	Record of Activities Result	Not Submitted	Pay Frequency
Appointed Officials:								
Elected Officials:								
Anthony, Dalton	XXX-XX-6768	R13121878	Legislator	1/1/2024 – 12/31/2025	6	3.13		Bi-Weekly
Buchanan, Marcus	XXX-XX-6721	R13333059	Legislator	1/1/2024 – 12/31/2025	6		X	Bi-Weekly
Nelson, Thomas	XXX-XX-7388	R11568628	Legislator	1/1/2024 – 12/31/2025	6	1.92		Bi-Weekly
Pavlock, Daniel	XXX-XX-3243	R11936843	Legislator	1/1/2024 – 12/31/2025	6	8.98		Bi-Weekly
Scudder, Robert	XXX-XX-6226	R10698595	Legislator	1/1/2024 – 12/31/2025	6	6.09		Bi-Weekly
Vanstrom, Lisa A	XXX-XX-0905	R10073437	Legislator	1/1/2024 – 12/31/2025	6	5.17		Bi-Weekly
Wilfong, David	XXX-XX-7304	R13019298	Legislator	1/1/2024 – 12/31/2025	6	2.81		Bi-Weekly

Signed: Scudder, Anthony, Heiser, Vanstrom, Parker

CHAUTAUQUA COUNTY LEGISLATURE

08/28/2024

RES. NO. 234-24

Setting the Salary for Land Surveyor

By Public Facilities, Administrative Services and Audit & Control Committees:

At the Request of County Executive Paul M. Wendel, Jr.:

WHEREAS, the Director of Public Facilities has requested that salary be set for a new position involving responsibilities to perform land surveying for public works projects and will be responsible for the administrative and supervisory oversight of the Parks Division; and

WHEREAS, an incumbent in this class will also support the engineering division with project design and other related engineering tasks. The work is performed under the general supervision of a Deputy Director of Public Facilities allowing wide leeway for the exercise of independent judgment in the tasks performed; and

WHEREAS, the Human Resources Department has classified the position as Land Surveyor and supports the request that the salary be set at Grade 23; now therefore be it

RESOLVED, That the title of Land Surveyor be added to the Chautauqua County CSEA Unit 6300 Salary Plan at Grade 23:

Grade 23 2024: (\$32.97 - \$43.82) per hour

Signed: Pavlock, Anthony, Buchanan, Nelson, Scudder, Heiser, Vanstrom, Parker, Chagnon
