

Minutes
Audit & Control Committee
August 22, 2024, 8:35 a.m., Legislative Chambers
Livestreamed on YouTube
Gerace Office Building, Mayville, NY

Members Present: Pavlock, Scudder, Chagnon

Members Absent: Niebel, Wilfong, Johnson

Others: Lee, N. Quattrone, Chagnon, Gustafson, Oehlbeck, Wendel, Makowski, Wilson, J. Quattrone, Enlow, Fischer, Card, Rothwell, Zafuto, Swan, Thomas, Crow, Disbro

Complete video of meeting can be viewed on YouTube

Chairman Pavlock called the meeting to order at 8:38 a.m.

Approval of Minutes (07/18/24)

MOVED by Legislator Scudder, SECONDED by Legislator Chagnon

Unanimously Carried

Privilege of the Floor

No one chose to speak.

Renew and Amend Resolution 129-24 – North Chautauqua Lake Sewer District Plant Capacity Study Grant Authorization and Appropriation of Local Match – *Presented by Mathew Oehlbeck, Director of North Chautauqua Lake Sewer District*

No Action Taken (Discussion Item Only)

Proposed Resolution – Authorize Agreements with Municipalities for Landfill Use – *Presented By Aaron Gustafson, Manager of the Chautauqua County Landfill*

Unanimously Carried

Proposed Resolution – Amend 2024 Capital Project Account (Parks) – *Presented by Tim Card, DPF Director*

Unanimously Carried

Proposed Resolution – Setting the Salary for Land Surveyor – *Presented by Tim Card, DPF Director*

Unanimously Carried

Proposed Resolution – Adjust 2024 Buildings and Grounds Operating Budget (Lucas Avenue) – *Presented by Josh Rothwell, Assistant Deputy Director of Public Facilities and Tim Card, DPF Director*

Withdrawn by Sponsor

Proposed Resolution – Adjust Budget for Mayville Parking Lot Reconstruction – *Presented by Josh Rothwell, Assistant Deputy Director of Public Facilities and Tim Card, DPF Director*

Unanimously Carried

Proposed Resolution – Amend 2024 Budget for North County Industrial Water District No.1 – *Presented by Mathew Oehlbeck, Director of North Chautauqua Lake Sewer District and Pierre Chagnon, Chairman of the Legislature*

MOVED by Legislator Chagnon, SECONDED by Legislator Scudder to Amend by strikethrough and new text – Unanimously Carried to Amend (Amendments shown below)

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*

Unanimously Carried as Amended

Proposed Resolution – Acceptance of FAA Funds to purchase ARFF Testing Equipment at the Chautauqua County/Jamestown Airport – *Presented by Shannon Fischer, Manager of Airports*

Failed with Legislator Scudder Voting “No”

Proposed Resolution – Accept FAA and NYSDOT Funds to Rehabilitate Runway 13/31 Pavement and Reconstruct Runway 13/31 Lighting and Signage – Design – *Presented by Shannon Fischer, Manager of Airports*

Failed with Legislator Scudder Voting “No”

Proposed Resolution – Authorize Public Hearing on Office 46 Lease Agreement at the Chautauqua County Jamestown Airport – *Presented by Shannon Fischer, Manager of Airports*

Unanimously Carried

Proposed Resolution – Accept FAA and NYSDOT Funds to Reconstruct Terminal Building – Design – *Presented by Shannon Fischer, Manager of Airports*

Failed with Legislator Scudder Voting “No”

Proposed Resolution – Transfer American Rescue Plan (ARPA) Spending Plan Budget from 2023-2024 County Clerk’s Office – *Presented by Sam Zafuto, Deputy Director of Finance*

Unanimously Carried

Proposed Resolution – Amend Chautauqua County Purchasing Policy – *Presented by Sam Zafuto, Deputy Director of Finance and Kitty Crow, Finance Director*

Unanimously Carried

Proposed Resolution – Authorizing 2025 Levy of Participant's Share of Chautauqua County Self Insurance Plan (Workers’ Compensation) Costs – *Presented by Sam Zafuto, Deputy Director of Finance and Kitty Crow, Finance Director*

Unanimously Carried

Proposed Resolution – Amend 2024 Budget for Probation Department for DCJS Pre-Trial Service Award – *Presented by Tobin Disbro, Deputy Director of Probation and Sam Zafuto, Deputy Director of Finance*

Unanimously Carried

Proposed Resolution – Amend 2024 Budget for Office of the Sheriff – *Presented by Jim Quattrone, Sheriff and Reilly Enlow, Fiscal Supervisor for the Sheriff’s Department*

Unanimously Carried

Proposed Resolution – Authorize Agreement with Clymer Central School District for School Resource Officer – *Presented by Jim Quattrone, Sheriff and Reilly Enlow, Fiscal Supervisor for the Sheriff's Department*

Unanimously Carried

Proposed Resolution – Amend 2024 Budget to Implement the Outward Mindset Project, Using Funding from the American Rescue Plan Act (ARPA) – *Presented by Jim Quattrone, Sheriff and Reilly Enlow, Fiscal Supervisor for the Sheriff's Department*

Unanimously Carried

Proposed Resolution – Amend Chautauqua County Department of Mental Hygiene and Social Services 2024 Budget to Include New York State Rental Supplement (RSP) Program Allocations – *Presented by Sam Zafuto, Deputy Director of Finance*

Unanimously Carried

Proposed Resolution – Reallocating Salary Grade for Case Manager (Health) – *Presented by Lacey Wilson, Public Health Director*

MOVED by Legislator Chagnon, SECONDED by Legislator Scudder to Table – Unanimously Carried to Table

Proposed Resolution – Financial Management Policy for the County of Chautauqua – *Presented by Kitty Crow, Finance Director and Jennifer Swan, Budget Director*

MOVED by Legislator Scudder, SECONDED by Legislator Chagnon to Amend by strike through and new text - Unanimously Carried to Amend (Amendment Shown Below)

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%.

Unanimously Carried as Amended

Other –

Discussion – Update on 2024 Budget Variances – *Presented by Kitty Crow, Finance Director and Jennifer Swan, Budget Director*

MOVED by Legislator Scudder, SECONDED by Legislator Chagnon to adjourn.
Unanimously Carried (10:08 a.m.)

Respectfully submitted and transcribed,
Olivia Lee, Clerk of the Legislature/Kristi R. Zink, Deputy Clerk