

Minutes  
Administrative Services Committee  
**October 15, 2024, 5:00 p.m., Legislative Chambers**  
**Livestreamed on YouTube**  
**Gerace Office Building, Mayville, NY**

Members Present: Scudder, Vanstrom, Parker, Heiser, Anthony

Others: Chagnon, Lee, Swan, Martin, DeAngelo, Ihrig, Zafuto, Blevins, Seaholm, Rissel  
McClennan

**Complete video of meeting can be viewed on YouTube**

Chairman Scudder called the meeting to order at 5:01 p.m.

Approval of Minutes (09/16/24)

MOVED by Legislator Anthony, SECONDED by Legislator Heiser.

*Unanimously Carried*

Privilege of the Floor

No one chose to speak.

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Local Law Intro 15-24 – A Local Law Amending the Chautauqua County Code of Ethics –  
*Presented by Kristy Martin, Assistant County Attorney*

Proposed Resolution – Amend 2024 Budget to Increase Funding for the Training Lab  
Renovations Project within the Chautauqua County American Rescue  
Plan Act (ARPA) Spending Plan - *Presented by Jon DeAngelo, Chief  
Information Officer*

*Unanimously Carried*

Proposed Resolution – Amend 2024 Budget to Implement the Server Replacement & Upgrades  
Project, Using Funding from the American Rescue Plan Act (ARPA) –  
*Presented by Jon DeAngelo, Chief Information Officer*

*Unanimously Carried*

Proposed Resolution – Authorize Agreement with New York State for the Petroleum Product  
Quality Program - *Presented by Emily Blevins, Deputy County Clerk*

*Unanimously Carried*

Proposed Resolution – Standard Workday and Reporting Resolution - *Presented by Sarah Seaholm, Secretary to the Director of Human Resources and Jennifer Rissel, Senior Personnel Technician*

*Unanimously Carried*

Proposed Resolution – Setting the Salary for Behavioral Health Therapist - *Presented by Jennifer Rissel, Senior Personnel Technician and Trish McClennan, Deputy Director of Mental Hygiene and Social Services*

*Unanimously Carried*

Proposed Resolution – Setting the Salary for Licensed Behavioral Health Therapist – *Presented by Jennifer Rissel, Senior Personnel Technician and Trish McClennan, Deputy Director of Mental Hygiene and Social Services*

*Unanimously Carried*

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MOVED by Legislator Anthony, SECONDED by Legislator Heiser to adjourn

*Unanimously Carried (5:16 p.m.)*

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