

Minutes  
Administrative Services Committee  
**November 12, 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, Martin, Swan, Blevins, Zafuto, Ihrig, Crow, Makowski

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

Chairman Scudder called the meeting to order at 5:00 p.m.

**Approval of Minutes (10/15/24) & (10/1/24 Budget Review Minutes)**

MOVED by Legislator Parker, SECONDED by Legislator Anthony.

*Unanimously Carried*

**Privilege of the Floor**

No one chose to speak.

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**Proposed Resolution – Confirm Appointments – Chautauqua County Charter and Code Review Commission - Presented by Pierre Chagnon, Chairman of the Legislature**

MOVED by Legislator Vanstrom, SECONDED by Legislator Parker to Amend by Substitution - *Unanimously Carried to Amend*

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

**TITLE:** Confirm Appointments – Chautauqua County Charter and Code Review Commission

**BY:** Administrative Services Committee:

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

WHEREAS, pursuant to Section 1.05 of the Chautauqua County Charter directed that “no later than July 1, 2004 and every ten (10) years thereafter, a Charter and Administrative Code Review Commission shall be established to review and make recommendations to the County Executive and Legislature on amendments, additions or revisions to the County Charter and Administrative Code. The Commission shall consist of not more than ten (10) citizens of Chautauqua County with five (5) of the said members appointed by the County Executive and the remaining five (5) to be appointed by the Legislature” and

WHEREAS, the report of such Commission shall be presented to the Executive and the Legislature not later than July 1, 2025; now therefore be it

RESOLVED, That the Chautauqua County Legislature does hereby confirm the following appointments to the Charter and Administrative Code Review Commission:

Stephen Abdella  
276 Kiantone Road  
Jamestown, N.Y. 14701

Fred Croscut  
7804 Freeman Road  
Sherman, N.Y. 14781

Elisabeth Rankin  
4 Arlington Drive  
Jamestown, N.Y. 14701

David Shepherd  
44 W. Terrace Avenue  
Lakewood, N.Y. 14750

Mark Tarbrake  
3151 Oakridge Circle  
Jamestown, N.Y. 14701

*Unanimously Carried as Amended*

Proposed Resolution – Amend 2024 Budget for Liability Insurance, Property Loss for Jamestown Airport Claim and Expense - *Presented by Jennifer Swan, Budget Director*

*Unanimously Carried*

Proposed Resolution – Standard Workday and Reporting Resolution - *Presented by Debbie Makowski, Director of Human Resources*

*Unanimously Carried*

Proposed Resolution – Establish a Special Committee of the Chautauqua County Legislature to Review and Make Recommendations to the Legislature Regarding County Jail Needs Assessment – *Presented by Pierre Chagnon, Chairman of the Legislature*

*Unanimously Carried*

Other –

Late Proposed Resolution - Amend 2024 Budget to Implement the Digitization of Naturalization Records Project, Using Funding from the American Rescue Plan Act (ARPA) – *Presented by Emily Blevins, Deputy County Clerk*

*Unanimously Carried*

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MOVED by Legislator Heiser, SECONDED by Legislator Anthony to adjourn

*Unanimously Carried (5:22 p.m.)*

Respectfully submitted and transcribed,  
Olivia Lee, Clerk of the Legislature/Nancy Quattrone, Senior Stenographer