

Agenda

Administrative Services Committee

March 17, 2025, 5:00 p.m., Legislative Chambers

Livestreamed on YouTube

Gerace Office Building, Mayville, NY

- A. Call to Order
- B. Approval of Minutes (2/18/25)
- C. Privilege of the Floor
1. Proposed Resolution – Authorize Lease Agreement with Jamestown’s Rental Properties, LLC (*Tabled at February Public Facilities Committee Meeting*)
2. Local Law Intro 1-25 – A Local Law Amending Local Law 13-22 Providing for a Management Salary Plan for County Officers and Employees (re: Director of HR/Compliance Officer for Chautauqua County Human Resources Department)
3. Proposed Resolution – Authorize Extension of the Elections Cybersecurity Remediation Grant Program Award from the New York State Board of Elections
4. Proposed Resolution – Amend 2024 Budget for Year End Reconciliations – Capital and Inter-fund Accounts
5. Proposed Resolution – Amend Capital Project Accounts with Reserve for Capital Jamestown Community College
6. Proposed Resolution – Amend Capital Project Accounts—Jamestown Community College
7. Proposed Resolution – Setting the Salary for Senior Legal Secretary
8. Proposed Resolution – Reallocating Salary Grade for Resource Assistant (Crime Analyst)
9. Proposed Resolution – Reallocating Salary Grade for Network Infrastructure Supervisor
10. Proposed Resolution – Reallocating Salary Grades for Storekeeper I, Storekeeper II and Storekeeper III
11. Other –

**CHAUTAUQUA COUNTY
RESOLUTION NO. _____**

TITLE: Authorize Lease Agreement with Jamestown’s Rental Properties, LLC
BY: Public Facilities, Administrative Services and Audit & Control Committees:
AT THE REQUEST OF: County Executive Paul M. Wendel, Jr.:

WHEREAS, the Chautauqua County Law Department has been operating with a shortage of staff due to lack of sufficient office space to house additional employees; and

WHEREAS, it has been determined that Law Department staff will be co-located with Department of Mental Hygiene and Social Services legal staff; and

WHEREAS, there is no available space in the County’s Mayville campus of sufficient size to accommodate all such personnel; and

WHEREAS, Jamestown’s Rental Properties, LLC has suitable office space available in Mayville, in close proximity to the Mayville campus; and

WHEREAS, onetime costs associated with equipping the space with phone, internet and office furniture are estimated to be \$18,400; and

WHEREAS, other recurring costs are estimated to be \$1,200 per year; and

WHEREAS, the aforementioned expenses were not included in the 2025 budget; now therefore be it

RESOLVED, That the County Executive is hereby authorized and empowered to execute a lease agreement with Jamestown’s Rental Properties, LLC (Owner) upon the following terms and conditions:

- 1) Premises. The office building situated at 95 East Chautauqua Street in Mayville, New York, consisting of approximately 7,500 square feet;
- 2) Term. Ten (10) years, with approximate dates of April 1, 2025 through March 30, 2030;
- 3) Rent. \$14.00 per square foot per year, equaling approximately \$8,750 per month;
- 4) Utilities. Owner shall be responsible for all utilities, including heat and electric, and cleaning, and County is responsible for the cost of phone and internet service, including installation fees; and
- 5) Other. As negotiated by the County Executive;

and be it further

RESOLVED, That the A Fund be appropriated as follows:

INCREASE THE USE OF FUND BALANCE:
A.----.----.917.0000 Fund Balance – Unassigned Fund Balance \$124,600

; and be it further

RESOLVED, That the Director of Finance is hereby authorized and directed to make the following change to the 2025 Adopted Budget:

ESTABLISH AND INCREASE APPROPRIATION ACCOUNT:

A.1420.----.4	Contractual – County Attorney	\$ 1,200
A.1620.7050.2	Equipment – 95 East Chautauqua Street	4,500
A.1620.7050.4	Contractual – 95 East Chautauqua Street	<u>118,900</u>
	Total	\$124,600

APPROVED
VETOES (VETO MESSAGE ATTACHED)

County Executive

Date

2-18-25 P.F. – Tabled
2-19-25 A.S. – No Action taken
2-20-25 A.C. – No Action taken

LOCAL LAW
INTRODUCTORY NO. 1-25
CHAUTAUQUA COUNTY

A LOCAL LAW AMENDING LOCAL LAW 13-22 PROVIDING FOR A MANAGEMENT
SALARY PLAN FOR COUNTY OFFICERS AND EMPLOYEES
(re: DIRECTOR OF HR/COMPLIANCE OFFICER FOR CHAUTAUQUA COUNTY HUMAN
RESOURCES DEPARTMENT)

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

Section 1. Purpose.

The purpose of this Local Law is to amend the Management Salary Plan set forth in Local Law 13-22, and as amended, to set the salary for a new title of: Director of HR/Compliance Officer,

Section 2. Salary Levels.

The title of Director of HR/Compliance Officer shall be placed in Range 23 (\$114,972 - \$199,654), as such, it is necessary to add four new ranges (referenced below) to the current 2025 management salary plan. The annual salary level for County officers and employees within the titles specified below shall be in accordance with the following management salary schedule. The maximum level of the salary range shall be a cap on the amount which may be paid for a full year of service.

Range 21 \$108,152 - \$184,594

Range 22 \$111,562 - \$192,124

Range 23 \$114,972 - \$199,654

Director of HR/Compliance Officer

Range 24 \$118,382 - \$207,184

Section 3. Severability.

In the event any provisions or part of this Local Law shall for any reason be adjudged invalid by a court of competent jurisdiction, such judgment shall not affect, impair or invalidate the remainder of the Local Law.

Section 4. Effective Date.

This Local Law shall become effective forty-five (45) days after adoption, or upon approval by a majority of the qualified electors in the event a permissive referendum is held in accordance with the Municipal Home Rule Law.

Sponsor: Chairman Pierre Chagnon

**CHAUTAUQUA COUNTY
RESOLUTION NO. _____**

TITLE: Authorize Extension of the Elections Cybersecurity Remediation Grant Program Award from the New York State Board of Elections

BY: Administrative Services and Audit & Control Committees:

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

WHEREAS, pursuant to Resolution 163-20, the Chautauqua County Board of Elections received notice that the New York State Board of Elections approved the Elections Cybersecurity Remediation Grant Program in the amount of \$94,013; and

WHEREAS, the New York State Board of Elections has offered an extension of contract #BOE01-C004237-1110000 for the performance period through 3/31/2025 for the remaining balance of \$11,561 of the Cybersecurity Remediation Grant Program; and

WHEREAS, revenue and expenditures associated with the grant extension were not included in the 2025 adopted budget; now therefore be it

RESOLVED, That the County Executive is hereby authorized to execute a contract extension with the New York State Board of Elections; and be it further

RESOLVED, That the Director of Finance is hereby authorized and directed to make the following changes to the 2025 Adopted Budget:

INCREASE APPROPRIATION ACCOUNT

A.1450.----.4	Contractual-Board of Elections	\$11,561
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INCREASE REVENUE ACCOUNT

A.1450.----.R308.9007	New York State Aid-Oth St Aid: Elections Grt	\$11,561
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APPROVED

VETOES (VETO MESSAGE ATTACHED)

County Executive

Date

CHAUTAUQUA COUNTY
RESOLUTION NO. _____

TITLE: Amend 2024 Budget for Year End Reconciliations –
Capital and Inter-fund Accounts

BY: Administrative Services and Audit & Control Committees:

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

WHEREAS, some Capital Projects expenditures have exceeded initial budgetary estimates, as well as some appropriations have a surplus; and

WHEREAS, some Capital Projects have received revenues in excess of budget; and

WHEREAS, some Interfund transactions were budgeted in an inappropriate account and need to be corrected; and

WHEREAS, revenue associated with some American Rescue Plan Act projects will not be recognized until 2025. Amendments are now needed to balance corresponding inter-fund accounts; now therefore be it

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	\$153,064
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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 2024 Adopted Budget:

INCREASE APPROPRIATION ACCOUNTS:

A.9901.----.9	Interfund Transfers - Transfer to Other Funds	\$ 4,250
H.1620.25821.4	Contractual - Bldgs&Grnds/Mvl Prkg Lot Reconst (2010)	\$ 5,780
H.3110.06004.4	Contractual - Sheriff / Server & Storage Repl (2019)	\$ 747
H.5130.25980.4	Contractual - Road Mach/Falconer Shop Fuel Sys (2017)	\$ 2,066
H.5130.626.4	Contractual - Road Machinery/DPF Large Equip (Annual)	\$ 86,140
H.7110.25002.4	Contractual - Parks / Parks Capital Improvements (2018)	<u>\$ 23,222</u>
	Total	\$122,205

DECREASE APPROPRIATION ACCOUNTS:

A.9901.9000.9	Interfund Transfers - Trans to Oth Funds-Trans Co Rd Suppl(A-D)	\$4,250
A.9950.----.9	Interfund Transfers - Transfer to Capital	\$153,064
A.9950.----.9	Interfund Transfers - Transfer to Capital	\$3,701,254
H.3110.06017.4	Contractual - Sheriff / Radio Tower Lighting (2023)	<u>\$26,260</u>
	Total	\$3,884,828

INCREASE REVENUE ACCOUNTS:

H.1620.25821.R503.1000	Interfund Transfers-Interfund Transfer	\$ 5,780
H.3110.06004.R503.1000	Interfund Transfers-Interfund Transfer	\$ 747
H.5130.25980.R503.1000	Interfund Transfers-Interfund Transfer	\$ 2,066
H.5130.25193.R268.0000	Sale of Property/Compsa-Insurance Recoveries	\$ 10,860
H.5130.626.R266.5000	Use of Money & Property-Sale fo Equipment	\$ 86,140
H.6010.31003.R503.1000	Interfund Transfers-Interfund Transfer	\$ 25,550
H.7110.25002.R265.2000	Use of Money & Property-Sale fo Forest Products	<u>\$ 23,222</u>
	Total	\$154,365

APPROVED

VETOES (VETO MESSAGE ATTACHED)

County Executive

Date

DECREASE REVENUE ACCOUNTS:

A.9950.----.R408.9ARP	Federal Aid - Oth Fed Aid ARPA Funds	\$3,701,254
H.3110.06017.R503.1000	Interfund Transfers-Interfund Transfer	\$ 26,260
H.5130.25193.R503.1000	Interfund Transfers-Interfund Transfer	\$ 10,860
H.6010.31003.R368.9001	New York State Aid-Soc Srvcs Capital Funding	\$ 14,122
H.6010.31003.R468.9001	Federal Aid-Soc Srvcs Capital Funding	\$ 11,428
	Total	\$3,763,924

APPROVED

VETOES (VETO MESSAGE ATTACHED)

County Executive

Date

**CHAUTAUQUA COUNTY
RESOLUTION NO. _____**

TITLE: Amend Capital Project Accounts with Reserve for Capital—Jamestown Community College

BY: Administrative Services and Audit & Control Committees:

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

WHEREAS, in previous budgets, Chautauqua County approved a number of capital projects for Jamestown Community College; and

WHEREAS, the funding needs for one such project has exceeded original estimates due to the discovery of required asbestos abatement and an increase of funding is needed; now therefore be it

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

INCREASE THE USE OF RESERVED FUND BALANCE:

A.----.----.878.0000	Reserve for Capital—Reserve for Capital	\$62,500
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; and be it further

RESOLVED, That the Director of Finance is authorized and directed to make the following amendments to the 2025 Capital Budget:

INCREASE APPROPRIATION ACCOUNT:

A.9950.----.9	Interfund Transfers--Transfer to Capital	\$62,500
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INCREASE CAPITAL APPROPRIATION ACCOUNTS:

H.2490.00016.4	Contractual-Community College Tuition-Interior Repairs/Renovat (2024)	\$62,500
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INCREASE CAPITAL REVENUE ACCOUNTS:

H.2490.00016.R503.1000	Interfund Transfers-Interfund Transfer	\$62,500
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APPROVED

VETOES (VETO MESSAGE ATTACHED)

County Executive

Date

**CHAUTAUQUA COUNTY
RESOLUTION NO. _____**

TITLE: Amend Capital Project Accounts—Jamestown Community College

BY: Administrative Services and Audit & Control Committees:

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

WHEREAS, in previous budgets, Chautauqua County approved a number of capital projects for Jamestown Community College; and

WHEREAS, some projects will not utilize their full project funding while the funding needs for other projects exceed original estimates and an increase of funding is needed for outstanding invoices; now therefore be it

RESOLVED, That the Director of Finance is authorized and directed to make the following amendments to the 2025 Capital Budget:

DECREASE CAPITAL APPROPRIATION ACCOUNTS:

H.2490.00011.4	Contractual – Community College Tuition, Infrastructure Repairs (2021)	\$32,732
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INCREASE CAPITAL APPROPRIATION ACCOUNTS:

H.2490.00002.4	Contractual-Community College Tuition-Roofs (2020)	\$ 2,340
H.2490.00012.4	Contractual-Community College Tuition-Ext Reno/ Underground Heat	<u>\$30,392</u>
	Total:	\$32,732

INCREASE CAPITAL REVENUE ACCOUNTS:

H.2490.00002.R503.1000	Interfund Transfer – Interfund Transfer	\$ 2,340
H.2490.00012.R503.1000	Interfund Transfer – Interfund Transfer	<u>\$30,392</u>
	Total:	\$32,732

DECREASE CAPITAL REVENUE ACCOUNT:

H.2490.00011.R503.1000	Interfund Transfer – Interfund Transfer	\$32,732
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; and be it further

RESOLVED, upon completion of the amendments above that the Director of Finance close capital project H.2490.00012 and reconcile or post adjustments as necessary; and be it further

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

APPROVED

VETOES (VETO MESSAGE ATTACHED)

County Executive

Date

**CHAUTAUQUA COUNTY
RESOLUTION NO. _____**

TITLE: Setting the Salary for Senior Legal Secretary

BY: Administrative Services and Audit & Control Committees:

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

WHEREAS, Chautauqua County's County Attorney has requested that the salary be set for a new position involving responsibilities that will include independent complex clerical work designed to support the operation of a government law office; and

WHEREAS, this title differs from Legal Secretary by virtue of requiring frequent exercise of independent judgment and decision making, supervision of other clerical employees, when assigned, and processing more difficult and technical documents; and

WHEREAS, the Human Resources Department has classified the position as Senior Legal Secretary and supports the request that the salary be set at Grade 14; now therefore, be it

RESOLVED, That the title of Senior Legal Secretary be added to the Chautauqua County CSEA Unit 6300 Salary Plan at Grade 14.

Grade 14 2025: (\$25.03 - \$32.57) per hour

APPROVED

VETOES (VETO MESSAGE ATTACHED)

County Executive

Date

**CHAUTAUQUA COUNTY
RESOLUTION NO. _____**

TITLE: Reallocating Salary Grade for Resource Assistant (Crime Analyst)

BY: Administrative Services, Public Safety and Audit & Control Committees:

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

WHEREAS, the Chautauqua County Sheriff requested a review of the Resource Assistant (Crime Analyst) salary grade; and

WHEREAS, Human Resources staff reviewed the salary grade and duties currently being performed by Resource Assistant (Crime Analyst) position as compared to similar positions in that department; and

WHEREAS, the position of Resource Assistant (Crime Analyst) is covered by the terms of the CSEA 6300 Agreement and is allocated to Grade 12 of the CSEA 6300 salary schedule; and

WHEREAS, Human Resources staff recommended that the Resource Assistant (Crime Analyst) position be increased by five (5) grades on the CSEA 6300 salary schedule; and

WHEREAS, the Reallocation Committee, as defined by the CSEA Unit 6300 Collective Bargaining Agreement, comprised of the County Executive, Director of Human Resources, and President of CSEA Unit 6300, met and approved the recommended grade change; now therefore be it

RESOLVED, That the title of Resource Assistant (Crime Analyst) currently allocated to salary grade 12 shall be reallocated to salary grade 17.

2025 CSEA 6300 SALARY SCHEDULE									
3% increase over 2024 Salary Schedule									
Grade	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11
12	\$ 23.59	\$ 24.61	\$ 25.28	\$ 26.10	\$ 27.00	\$ 27.85	\$ 28.69	\$ 29.55	\$ 30.44
17	\$ 27.61	\$ 28.78	\$ 29.81	\$ 30.89	\$ 31.91	\$ 33.07	\$ 34.06	\$ 35.08	\$ 36.13

APPROVED

VETOES (VETO MESSAGE ATTACHED)

County Executive

Date

**CHAUTAUQUA COUNTY
RESOLUTION NO. _____**

TITLE: Reallocating Salary Grade for Network Infrastructure Supervisor

BY: Administrative Services and Audit & Control Committees:

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

WHEREAS, Chautauqua County’s Chief Information Officer requested a review of the Network Infrastructure Supervisor salary grade; and

WHEREAS, Human Resources staff reviewed the salary grade and duties currently being performed by the Network Infrastructure Supervisor position as compared to similar positions in that department; and

WHEREAS, the position of Network Infrastructure Supervisor is covered by the terms of the CSEA 6300 Agreement and is allocated to Grade 23 of the CSEA 6300 salary schedule; and

WHEREAS, Human Resources staff recommended that the Network Infrastructure Supervisor position be increased by three (3) grades on the CSEA 6300 salary schedule; and

WHEREAS, the Reallocation Committee, as defined by the CSEA Unit 6300 Collective Bargaining Agreement, comprised of the County Executive, Director of Human Resources, and President of CSEA Unit 6300, met and approved the recommended grade change; now therefore be it

RESOLVED, That the title of Network Infrastructure Supervisor currently allocated to salary grade 23 shall be reallocated to salary grade 26.

2025 CSEA 6300 SALARY SCHEDULE											
3% increase over 2024 Salary Schedule											
Grade	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11
23			\$ 33.96	\$ 35.56	\$ 36.84	\$ 38.25	\$ 39.79	\$ 41.30	\$ 42.54	\$ 43.82	\$ 45.13
26			\$ 38.01	\$ 39.79	\$ 41.30	\$ 42.87	\$ 44.56	\$ 46.36	\$ 47.75	\$ 49.18	\$ 50.66

APPROVED
VETOES (VETO MESSAGE ATTACHED)

County Executive

Date

**CHAUTAUQUA COUNTY
RESOLUTION NO. _____**

TITLE: Reallocating Salary Grades for Storekeeper I, Storekeeper II and Storekeeper III

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 requested a review of the Storekeeper I, Storekeeper II and Storekeeper III salary grades; and

WHEREAS, Human Resources staff reviewed the salary grades and duties currently being performed by Storekeeper I, Storekeeper II and Storekeeper III positions as compared to similar positions in that department; and

WHEREAS, the positions of Storekeeper I, Storekeeper II and Storekeeper III are covered by the terms of the CSEA 6300 Agreement and are allocated to Grade 6, Grade 8 and Grade 11, respectively, of the CSEA 6300 salary schedule; and

WHEREAS, Human Resources staff recommended that the Storekeeper I and Storekeeper II positions be increased by two (2) grades on the CSEA 6300 salary schedule; and

WHEREAS, Human Resources staff recommended that the Storekeeper III position be increased one (1) grade on the CSEA 6300 salary schedule; and

WHEREAS, the Reallocation Committee, as defined by the CSEA Unit 6300 Collective Bargaining Agreement, comprised of the County Executive, Director of Human Resources, and President of CSEA Unit 6300, met and approved the recommended grade changes; now therefore be it

RESOLVED, That the title of Storekeeper I currently allocated to salary grade 6 be reallocated to salary grade 8; and be it further

RESOLVED, That the title of Storekeeper II currently allocated to salary grade 8 be reallocated to salary grade 10; and be it further

RESOLVED, That the title of Storekeeper III currently allocated to salary grade 11 be reallocated to salary grade 12.

2025 CSEA 6300 SALARY SCHEDULE											
3% increase over 2024 Salary Schedule											
Grade	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11
6			\$ 19.82	\$ 20.65	\$ 21.24	\$ 21.72	\$ 22.47	\$ 23.18	\$ 23.88	\$ 24.60	\$ 25.34
8			\$ 20.91	\$ 21.72	\$ 22.47	\$ 23.18	\$ 23.74	\$ 24.61	\$ 25.35	\$ 26.11	\$ 26.89
10			\$ 22.16	\$ 23.18	\$ 23.74	\$ 24.61	\$ 25.28	\$ 26.10	\$ 26.88	\$ 27.69	\$ 28.52
11			\$ 22.81	\$ 23.74	\$ 24.61	\$ 25.28	\$ 26.10	\$ 27.00	\$ 27.81	\$ 28.64	\$ 29.50
12			\$ 23.59	\$ 24.61	\$ 25.28	\$ 26.10	\$ 27.00	\$ 27.85	\$ 28.69	\$ 29.55	\$ 30.44

APPROVED
VETOES (VETO MESSAGE ATTACHED)

County Executive

Date