

LOCAL LAW NO. 2-1962  
CHAUTAUQUA COUNTY

A Local Law Providing for the Assignment to and the Performance by the Chairman of the Board of Supervisors of Chautauqua County of Specified Administrative Functions, Power and Duties on Behalf of Such Board and the Creation of an Office of Administrative Assistant to the Chairman of the Board of Supervisors, Pursuant to Paragraph (p) and (q) of Subdivision 5 of Section 201 of the County Law

BE IT ENACTED, by the Board of Supervisors of the County of Chautauqua as follows:

Section 1. There is hereby assigned to the Chairman of the Board of Supervisors of Chautauqua County for the performance by said Chairman the following specified administrative functions, power and duties on behalf of such Board in addition to any and all other functions, powers and duties provided for by law.

- a) To become familiar with the property, functions and fiscal affairs of Chautauqua County
- b) To see that the statutory and local laws and resolutions of said Board of Supervisors and directions of County Officers empowered to make the same are faithfully executed and report to said Board any neglect of duty;
- c) To make recommendations to said Board of Supervisors on legislation, rules and regulations and such other matters deemed material and advisable;
- d) To advise department heads and officers and recommend matters deemed helpful in the performance of their duties;
- e) To transfer employees temporarily from one department or office to another with the approval of the appointing officer or board;
- f) To determine what officer shall perform a particular power or duty not clearly defined by law;
- g) To determine what officers and employees may attend conferences, conventions and schools conducted for the betterment of County government and authorize attendance at such conventions, conferences and schools as authorized by law.
- h) To execute and deliver documents and contracts authorized by said Board of Supervisors.
- i) In public emergency, on behalf of said Board, to perform all acts which are necessary for the safety, health and protection of the citizens of said County and to sign all necessary papers to carry this authorization into effect.
- j) To refund taxes erroneously assessed on the Tax Roll of any Town, upon the affidavit of the Assessor or Assessors and with the consent of the Supervisor of the particular Town.
- k) To direct the cancellation of unpaid taxes levied by said Board of Supervisors against property of the State of New York, where it is determined that a lien on such tax cannot be enforced and to direct the refunding of taxes paid upon properties owned by the State of New York, upon the affidavit of the Assessor or Assessors and with the consent of the Supervisor of the particular Town.
- l) To review all claims for and against the County and enter into negotiations for settlement thereof with advice of the County Attorney.
- m) To have the direct supervision of the Sealer of Weights and Measures

n) To appoint his Administrative Assistant. Such appointment shall be in writing and recorded in the Office of the County Clerk. The person so appointed shall take the prescribed oath of office and furnish any required official undertaking and serve until resignation or appointment is revoked. Any such appointment may be revoked by the Chairman of the Board at any time by filing a written revocation in the Office of the County Clerk.

Section 2. The Office of Administrative Assistant to the Chairman of the Board of Supervisors of Chautauqua County is hereby created.

Section 3. There is hereby assigned to, for performance by, said Administrative Assistant, under the general supervision of the Chairman of the Board of Supervisors, the following specified administrative functions, powers and duties on behalf of said Board:

- a) To act as Research Consultant for all members and committees of the said Board of Supervisors, when directed by the Chairman of the Board.
- b) To act as Secretary of any or all committee of the Board of Supervisors, when so directed by the Chairman of the Board, excepting Finance, Personnel, and Tax Deed committees.
- c) To perform the functions, powers, and duties of the Chairman in his absence or inability to perform the same within the limits of law.
- d) To assist the Chairman in the performance of the functions, powers and duties assigned to the Chairman of the Board under Section 1 of this Local Law.
- e) To carry out such other duties as may be assigned by the Chairman of the Board.
- f) The Administrative Assistant shall be bonded in the same amount as fixed for the Chairman's bond.
- g) To have supervision of the maintenance and upkeep of the Court House, Welfare Building, and all other County owned buildings and all leased buildings or parts thereof, with the exception of the Jail building, Highway buildings, and County Home and Infirmary; to make appointments to any positions authorized and established by the Board of Supervisors with the consent of the Public Buildings Committee and to supervise the personnel employed for the purpose of maintenance and upkeep of said buildings. This paragraph shall be controlling and supersede any conflict with the present rules and regulations of the Board of Supervisors pertaining to the Public Buildings Committee.

Section 4. The Chairman and the Administrative Assistant to file such periodical reports as requested by the Board of Supervisors.

Section 5. This Local Law shall not divest the Board of Supervisors of the functions, powers and duties herein assigned.

Section 6. This Local Law shall take effect on January 1, 1963.

Adopted by Board of Supervisors: 11/7/62

R/C Vote: 22 Yes

12 No

3 Absent

(No's: Cardot, Cole, Cusimano, Jungquist, Larson, Mattison, McDonnel, McPartland, T.N. Nelson, Powell, Tofil. Woloszyn)

Adopted as Local Law 2-62