

## Agenda

Administrative Services Committee

**April 14, 2025, 5:00 p.m., Legislative Chambers**

**Livestreamed on YouTube**

Gerace Office Building, Mayville, NY

- A. Call to Order
- B. Approval of Minutes (3/17/25)
- C. Privilege of the Floor
- 1. Proposed Resolution – Amend Capital Project Accounts—Jamestown Community College
- 2. Proposed Resolution – Amend 2024 Budget for Year End Reconciliations – Miscellaneous Department
- 3. Proposed Resolution – Setting the Salary for Chief Paramedic
- 4. Proposed Resolution – Setting the Salary for Discovery Facilitator
- 5. Proposed Resolution – Transfer American Rescue Plan Act (ARPA) Spending Plan Budgets from 2024 to 2025
- 6. Proposed Resolution – Amend Spending Plan and 2024 Budget for Chautauqua County Projects funded by the American Rescue Plan Act (ARPA)
- 7. Proposed Resolution – Supporting Passage of A.7251 & S.7149 - “AN ACT to amend the tax law, in relation to extending the authorization for Chautauqua County to impose an additional one percent rate of sales and compensating use taxes.”
- 8. Proposed Resolution – Supporting Passage of A.7256 & S.7195 - “AN ACT to amend the chapter 405 of the laws of 2007, amending the tax law relating to increasing hotel/motel taxes in Chautauqua County, in relation to extending the expiration of such provisions; and to amend chapter 335 of the laws of 2023, amending the tax law relating to the allocation of revenue from the hotel and motel taxes in Chautauqua County, in relation to extending the expiration of such provisions”
- 9. Other –

**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, 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 \$23,194

; 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 \$23,194

INCREASE CAPITAL APPROPRIATION ACCOUNT:  
HH.992490.00016.4 Contractual-Community College Tuition-Interior  
Repairs/Renovat (2024) \$46,694

DECREASE CAPITAL APPROPRIATION ACCOUNT:  
HH.992490.00860.4 Contractual- Community College Tuition-Community  
Srves Ctr Demo (2012) \$23,500

INCREASE CAPITAL REVENUE ACCOUNT:  
HH.9692490.00016.R503.1000 Interfund Transfers-Interfund Transfer \$23,194

; and be it further

RESOLVED, upon completion of the amendments above and confirmation of final voucher submission that the Director of Finance close capital project HH.992490.00860 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.

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**APPROVED  
VETOES (VETO MESSAGE ATTACHED)**

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**County Executive**                      **Date**

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

**TITLE:** Amend 2024 Budget for Year End Reconciliations – Miscellaneous Department

**BY:** Administrative Services and Audit & Control Committees:

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

WHEREAS, some Miscellaneous Department expenditures have exceeded initial budgetary estimates; and

WHEREAS, the Miscellaneous Department has received revenues in excess of budget;  
now therefore be it

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.1985.----.4	Contractual – Municipal Sales Tax	\$437,454
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INCREASE REVENUE ACCOUNTS:

A.1985.----.R111.0MUN	Non Prop Tax Items – Sales Tax-Muni Make Whole	\$437,454
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**APPROVED**

**VETOES (VETO MESSAGE ATTACHED)**

**County Executive**

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**Date**

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

**TITLE:** Setting the Salary for Chief Paramedic

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

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

WHEREAS, the Department of Emergency Services Director has requested that the salary be set for a new position involving responsibilities for the administrative support and direct supervision of all functions of the Department of Emergency Services; and

WHEREAS, this position will function as a liaison between the department and the community, as well as between the Director of Emergency Services and Workplace Safety and department staff; and

WHEREAS, the incumbent is a working supervisor who is also responsible for administering primary emergency medical care, as needed; and

WHEREAS, the work is performed under the general supervision of the Director with considerable leeway for the exercise of independent judgement in carrying out the tasks of treatment and patient care, and the direction and assignment of subordinate personnel; and

WHEREAS, the Human Resources Department has classified the position as Chief Paramedic and supports the request that the salary be set at Grade 20; now therefore, be it

RESOLVED, That the title of Chief Paramedic be added to the Chautauqua County CSEA Unit 6300 Salary Plan at Grade 20.

Grade 20      2025: (\$30.51 - \$40.26) per hour

**APPROVED**

**VETOES (VETO MESSAGE ATTACHED)**

## County Executive

Date \_\_\_\_\_

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

**TITLE:** Setting the Salary for Discovery Facilitator

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

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

WHEREAS, the Chautauqua County District Attorney has requested that the salary be set for a new position involving highly specialized, skilled, and administrative position primarily responsible for the initial collection, review, preparation, and distribution of a variety of information necessary to comply with the Criminal Justice Reforms discovery process for all legal cases handled by the Chautauqua County District Attorney's office; and

WHEREAS, the incumbent's work will be performed under the supervision of the appointed authority or other higher-level employee permitting wide latitude in the exercise of independent judgment in many assignments; and

WHEREAS, the Human Resources Department has classified the position as Discovery Facilitator and supports the request that the salary be set at Grade 18; now therefore, be it

RESOLVED, That the title of Discovery Facilitator be added to the Chautauqua County CSEA Unit 6300 Salary Plan at Grade 18.

Grade 18      2025: (\$28.50 - \$37.44) per hour

**APPROVED**

**VETOES (VETO MESSAGE ATTACHED)**

**County Executive**

Date \_\_\_\_\_

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

**TITLE:**           Transfer American Rescue Plan Act (ARPA) Spending Plan Budgets from 2024 to 2025

**BY:**               Administrative Services and Audit & Control Committees:

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

WHEREAS, the 2024 Adopted Budget was amended to include appropriations and revenues for a number of projects funded by the American Rescue Plan Act (ARPA); and

WHEREAS, some of these projects were not completed in 2024, but are expected to be continued and/or completed in 2025; and

WHEREAS, the remaining budgets for these projects need to be included in 2025 operating budget; now therefore be it

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

<u>INCREASE APPROPRIATION ACCOUNTS:</u>		
A.4090.----.4	Contractual - Environmental Health	\$ 2,793
A.4090.----.4	Contractual - Environmental Health	\$ 11,126
A.8020.WTRS.4	Contractual - Planning	\$ 8,287
A.6420.COMC.4	Contractual - Promotion of Industry	\$149,921
A.1410.----.4	Contractual - County Clerks	\$ 15,582
A.3150.----.4	Contractual - Jail	\$ 27,863
A.8020.WTRS.2	Equipment - Planning	\$ 84,109
A.3010.----.4	Contractual - Emergency Services	\$ 217
A.8020.WTRS.4	Contractual - Planning	\$ 18,820
A.1680.----.4	Contractual - Information Technology	\$ 32,833
A.4320.----.4	Contractual - Mental Hygiene Programs	\$ 10,000
A.1185.----.4	Contractual - Med Examiners & Coroners	\$ 70,451
A.1185.----.4	Contractual - Med Examiners & Coroners	\$ 78,181
A.4320.----.4	Contractual - Mental Hygiene Programs	\$164,834
DM.5130.----.4	Contractual - Road Machinery	\$ 29,500
A.9901.----.9	Interfund Transfers - Transfer to Other Funds	\$ 29,500
A.3010.----.2	Equipment - Emergency Services	\$ 23,540
A.3010.----.2	Equipment - Emergency Services	\$ 26,013
A.3010.----.2	Equipment - Emergency Services	\$ 18,958
A.1410.----.4	Contractual - County Clerks	<u>\$ 89,887</u>
	Total	\$892,415

<u>INCREASE REVENUE ACCOUNTS:</u>		
A.4090.----.R408.9ARP	Federal Aid-Oth Fed Aid ARPA Funds	\$ 2,793
A.4090.----.R408.9ARP	Federal Aid-Oth Fed Aid ARPA Funds	\$ 11,126
A.8020.WTRS.R408.9ARP	Federal Aid-Oth Fed Aid ARPA Funds	\$ 8,287
A.6420.COMC.R408.9ARP	Federal Aid-Oth Fed Aid ARPA Funds	\$149,921
A.1410.----.R408.9ARP	Federal Aid-Oth Fed Aid ARPA Funds	\$ 15,582
A.3150.----.R408.9ARP	Federal Aid-Oth Fed Aid ARPA Funds	\$ 27,863
A.8020.WTRS.R408.9ARP	Federal Aid-Oth Fed Aid ARPA Funds	\$ 84,109
A.3010.----.R408.9ARP	Federal Aid-Oth Fed Aid ARPA Funds	\$ 217
A.8020.WTRS.R408.9ARP	Federal Aid-Oth Fed Aid ARPA Funds	\$ 18,820
A.1680.----.R408.9ARP	Federal Aid-Oth Fed Aid ARPA Funds	\$ 32,833
A.4320.----.R408.9ARP	Federal Aid-Oth Fed Aid ARPA Funds	\$ 10,000
A.1185.----.R408.9ARP	Federal Aid-Oth Fed Aid ARPA Funds	\$ 70,451
A.1185.----.R408.9ARP	Federal Aid-Oth Fed Aid ARPA Funds	\$ 78,181
A.4320.----.R408.9ARP	Federal Aid-Oth Fed Aid ARPA Funds	\$164,834
DM.5130.----.R408.9ARP	Federal Aid-Oth Fed Aid ARPA Funds	\$ 29,500

APPROVED  
VETOES (VETO MESSAGE ATTACHED)

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County Executive

\_\_\_\_\_  
Date

A.9901.----.R408.9ARP	Interfund Transfers-Oth Fed Aid ARPA Funds	\$ 29,500
A.3010.----.R408.9ARP	Federal Aid-Oth Fed Aid ARPA Funds	\$ 23,540
A.3010.----.R408.9ARP	Federal Aid-Oth Fed Aid ARPA Funds	\$ 26,013
A.3010.----.R408.9ARP	Federal Aid-Oth Fed Aid ARPA Funds	\$ 18,958
A.1410.----.R408.9ARP	Federal Aid-Oth Fed Aid ARPA Funds	<u>\$ 89,887</u>
	Total	\$892,415

APPROVED

VETOES (VETO MESSAGE ATTACHED)

County Executive

Date

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

**TITLE:** Amend Spending Plan and 2024 Budget for Chautauqua County Projects funded by the American Rescue Plan Act (ARPA)

**BY:** Administrative Services and Audit & Control Committees:

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

WHEREAS, some projects within the Chautauqua County American Rescue Plan Act (ARPA) Spending Plan exceeded initial budgetary estimates, as well as some projects had a surplus; and

WHEREAS, some projects within the Chautauqua County ARPA Spending Plan are completed and can be closed, and some projects are deemed no longer necessary and can be cancelled; now therefore be it

RESOLVED, That the following projects within the Chautauqua County ARPA Spending Plan, recommended pursuant to Resolution No. 202-21, can be considered completed:

- #7 Women’s Emergency Shelter
- #20 Airport Essential Air Service Study
- #29 Soil & Water Conservation District
- #30 Chautauqua Lake District Work Plan
- #38 OES Upgrades
- #48 Pilot Rapid-Response Emergency Fund
- #50 Sherman Shop Fuel System Upgrade
- #51 Broadband
- #58 Carts Hub/Junction
- #63 UTV Tracked Emergency Response Vehicle
- #66 Building Emergency Alert System
- #67 Virtual Reality Training Unit
- #68 Various Jail Projects
- #77 PPD Sewer District Funding Gap
- #78 Study of Public Sewers CHQ Lake
- #80 Outward Leadership
- #85 Resurfacing Parking Lots HRC/DMV
- #86 Asphalt Hot Box Trailer
- #89 Restaurant Appliances

; and be it further

RESOLVED, That the Director of Finance is hereby authorized and directed to make the following changes to the 2024 Amended Budget:

INCREASE APPROPRIATION ACCOUNTS:

H.3010.14011.4	Contractual - Emergency Services	\$ 107
A.9950.----.9	Interfund Transfers - Transfer to Capital	<u>\$ 107</u>
	Total	\$ 214

DECREASE APPROPRIATION ACCOUNTS:

H.6420.37014.4	Contractual - Promotion of Industry	\$1,500,000
A.9950.----.9	Interfund Transfers - Transfer to Capital	<u>\$1,500,000</u>
	Total	\$3,000,000

INCREASE REVENUE ACCOUNTS:

H.3010.14011.R503.1000	Interfund Transfers-Interfund Transfer	\$ 107
A.9950.----.R408.9ARP	Federal Aid-Oth Fed Aid ARPA Funds	<u>\$ 107</u>
	Total	\$ 214

**APPROVED**

**VETOES (VETO MESSAGE ATTACHED)**

\_\_\_\_\_  
County Executive

\_\_\_\_\_  
Date



DECREASE REVENUE ACCOUNTS:

H.6420.37014.R503.1000	Interfund Transfers-Interfund Transfer	\$1,500,000
A.9950.----.R408.9ARP	Federal Aid-Oth Fed Aid ARPA Funds	<u>\$1,500,000</u>
	Total	\$3,000,000

; and be it further

RESOLVED, That the Director of Finance close the capital project H.3010.14011, H.5130.25977, H.6420.37014, H.5630.25261 & H.5130.626 listed above, and reconcile, post adjustments and begin capitalization 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**                                Supporting Passage of A.7251 & S.7149 - “AN ACT to amend the tax law, in relation to extending the authorization for Chautauqua County to impose an additional one percent rate of sales and compensating use taxes.”

**BY:**                                        Administrative Services and Audit & Control Committees:

**AT THE REQUEST OF:**    Chairman Pierre E. Chagnon and County Executive Paul M. Wendel, Jr.:

WHEREAS, the authority for the County’s additional one percent (1%) sales tax will expire on November 30, 2025; and

WHEREAS, the New York State Legislature has pending legislation that would authorize the County to extend the additional one percent (1%) sales tax from December 1, 2025 through November 30, 2027, subject to the same requirements as the current legislation; therefore be it

RESOLVED, That the Chautauqua County Legislature does hereby support the passage of New York State Assembly Bill No. A.7251 and New York State Senate Bill No. S.7149 entitled “AN ACT to amend the tax law, in relation to extending the authorization for Chautauqua County to impose an additional one percent rate of sales and compensating use taxes.”

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**APPROVED**  
**VETOES (VETO MESSAGE ATTACHED)**

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**County Executive**                                **Date**

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

<b>TITLE</b>	Supporting Passage of A.7256 & S.7195 - “AN ACT to amend the chapter 405 of the laws of 2007, amending the tax law relating to increasing hotel/motel taxes in Chautauqua County, in relation to extending the expiration of such provisions; and to amend chapter 335 of the laws of 2023, amending the tax law relating to the allocation of revenue from the hotel and motel taxes in Chautauqua County, in relation to extending the expiration of such provisions”
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**BY:** Administrative Services and Audit & Control Committees:

**AT THE REQUEST OF:** Chairman Pierre E. Chagnon and County Executive Paul M. Wendel, Jr.:

WHEREAS, the authority for the County's additional five percent (5%) occupancy tax which allows additional funds to be dedicated to the enhancement of lakes and streams in the County will expire on November 30, 2025; and

WHEREAS, the New York State Legislature has pending legislation that would authorize the County to extend the additional five percent (5%) occupancy tax from December 1, 2025 through November 30, 2027, subject to the same requirements as the current legislation; therefore be it

RESOLVED, That the Chautauqua County Legislature does hereby support the passage of New York State Assembly Bill No. A.7256 and New York State Senate Bill No. S.7195 entitled “AN ACT to amend the chapter 405 of the laws of 2007, amending the tax law relating to increasing hotel/motel taxes in Chautauqua County, in relation to extending the expiration of such provisions; and to amend chapter 335 of the laws of 2023, amending the tax law relating to the allocation of revenue from the hotel and motel taxes in Chautauqua County, in relation to extending the expiration of such provisions”

**APPROVED**

**VETOES (VETO MESSAGE ATTACHED)**

**County Executive**

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**Date**