

Minutes  
Administrative Services Committee  
**March 17, 2025, 5:00 p.m., Legislative Chambers**  
**Livestreamed on YouTube**  
**Gerace Office Building, Mayville, NY**

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

Others: Chagnon, N. Quattrone, Ellis, Torres, Zafuto, J. Quattrone, Swan, Morgan, DeAngelo, Card, Crow, Wendel, Schmidt, Dennison (via Zoom)

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

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

**Approval of Minutes (2/18/25)**

MOVED by Legislator Vanstrom, SECONDED by Legislator Anthony.

*Unanimously Carried*

**Privilege of the Floor**

No one chose to speak.

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**Proposed Resolution** – Authorize Lease Agreement with Jamestown’s Rental Properties, LLC  
(Tabled at February Public Facilities Committee Meeting) – Presented by  
Tim Card, DPF Director, Ana Morgan, County Attorney

*Unanimously Carried*

**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) – Presented by Paul M. Wendel, Jr., County Executive

**Proposed Resolution** – Authorize Extension of the Elections Cybersecurity Remediation Grant Program Award from the New York State Board of Elections– Presented by Luz Torres, Election Commissioner, Nacole Ellis, Election Commissioner, Sam Zafuto, Deputy Director of Finance

*Unanimously Carried*

**Proposed Resolution** – Amend 2024 Budget for Year End Reconciliations – Capital and Inter-fund Accounts – Presented by Kitty Crow, Finance Director

*Unanimously Carried*

Proposed Resolution – Amend Capital Project Accounts with Reserve for Capital Jamestown Community College – *Presented by Kathleen Dennison, Temporary Director of Administrative Services for Health and Human Services JCC (Via Zoom)*

*MOVED by Legislator Anthony, SECONDED by Legislator Vanstrom to Amend by strikethrough and new text – Carried to Amend (as shown below) with Anthony, Vanstrom voting “No”*

RESOLVED, That the A Fund Balance be appropriated as follows:		
<u>INCREASE THE USE OF RESERVED FUND BALANCE:</u>		<b>\$68,750</b>
A.-----878.0000	Reserve for Capital—Reserve for Capital	<b>\$62,500</b>
; and be it further		
RESOLVED, That the Director of Finance is authorized and directed to make the following amendments to the 2025 Capital Budget:		
<u>INCREASE APPROPRIATION ACCOUNT:</u>		<b>\$68,750</b>
A.9950.----.9	Interfund Transfers--Transfer to Capital	<b>\$62,500</b>
<u>INCREASE CAPITAL APPROPRIATION ACCOUNTS:</u>		
H.2490.00016.4	Contractual-Community College Tuition-Interior	<b>\$68,750</b>
	Repairs/Renovat (2024)	<b>\$62,500</b>
<u>INCREASE CAPITAL REVENUE ACCOUNTS:</u>		<b>\$68,750</b>
H.2490.00016.R503.1000	Interfund Transfers-Interfund Transfer	<b>\$62,500</b>

*Unanimously Defeated as Amended*

Proposed Resolution – Amend Capital Project Accounts—Jamestown Community College – *Presented by Kathleen Dennison, Temporary Director of Administrative Services for Health and Human Services JCC (Via Zoom)*

*Unanimously Carried*

Proposed Resolution – Setting the Salary for Senior Legal Secretary – *Presented by Jason Schmidt, District Attorney*

*Unanimously Carried*

Proposed Resolution – Reallocating Salary Grade for Resource Assistant (Crime Analyst) – *Presented by Jim Quattrone, Chautauqua County Sheriff*

*Unanimously Carried*

Proposed Resolution – Reallocating Salary Grade for Network Infrastructure Supervisor –  
*Presented by Jon DeAngelo, Chief Information Officer*

*Unanimously Carried*

Proposed Resolution – Reallocating Salary Grades for Storekeeper I, Storekeeper II and  
Storekeeper III – *Presented by Tim Card, DPF Director*

*Unanimously Carried*

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MOVED by Legislator Buchanan, SECONDED by Legislator Anthony to adjourn

*Unanimously Carried (5:50 p.m.)*

Respectfully submitted and transcribed,  
Kristi Zink, Deputy Clerk of the Legislature/Nancy Quattrone, Committee Secretary