

## Agenda

### Audit & Control Committee

July 17, 2025, 8:35 a.m., Legislative Chambers

### **Livestreamed on YouTube**

Gerace Office Building, Mayville, NY

- A. Call to Order
- B. Approval of Minutes (6/20/25)
- C. Privilege of the Floor
- 1. Proposed Resolution – Acceptance of Funds from the FAA for Upgrade Security Gates (Design) at the Chautauqua County Dunkirk Airport
- 2. Proposed Resolution – Amend 2025 Budget for Probation Department for DCJS Pre-Trial Service Award
- 3. Proposed Resolution – Accept Enhanced Drinking Water Grant Funding
- 4. Proposed Resolution – Authorizing Execution of Restore NY Grant Disbursement Agreement for the White Inn
- 5. Proposed Resolution – Authorize Chautauqua County Visitors Bureau as the Local Tourist Promotion Agency for Matching Funds Program Sponsored by the New York State Division of Tourism
- 6. Proposed Resolution – Establish 2026 Goals, Objectives, and Performance Measures for the Chautauqua County Department of Planning & Development
- 7. Proposed Resolution – Reconfirm Chautauqua County Purchasing Policy
- 8. Other –  
  
Discussion – 2024 Audit Presentation – *Presented by Drescher and Malecki*

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

**TITLE:** Acceptance of Funds from the FAA for Upgrade Security Gates (Design) at the Chautauqua County Dunkirk Airport

**BY:** Public Facilities and Audit & Control Committees:

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

WHEREAS, Chautauqua County submitted a project application to the Federal Aviation Administration (“FAA”) and received a grant from the FAA to pay 95% of the allowable costs incurred in accomplishing the Upgrade Security Gates (Design) project (“the Project”) at the Chautauqua County/Dunkirk airport; and

WHEREAS, the FAA has approved the Project consisting of development of design documents leading to future Upgrades of Security Gates, which is more fully described in the Project agreement; and

WHEREAS, pursuant to Resolution 346-24, Chautauqua County approved the Project as part of the five-year Airport Capital Improvement Plan (“ACIP”) and approved submission of an application for FAA and NYSDOT grant funds for Security Gate Upgrades (Design) under ACIP, and funding shares for the Project are as follows:

Federal:	\$ 48,011
State:	\$ 1,263
<u>Local:</u>	<u>\$ 1,264</u>
Total Project Costs:	\$ 50,538

; and

WHEREAS, the Airport Commission has considered and recommended that the County seek this funding as the Project is crucial for the safe and sustained operation of the Chautauqua County/Dunkirk Airport; now therefore be it

RESOLVED, That Chautauqua County enter into agreements with the FAA for financial assistance for the Project at the Chautauqua County/Dunkirk Airport described above; and be it further

RESOLVED, That the County Executive is hereby authorized to execute all necessary documents on behalf of Chautauqua County with the FAA and NYSDOT in connection with this Project; and be it further

RESOLVED, That a certified copy of this resolution be filed with the FAA and New York Commissioner of Transportation by attaching it to any necessary documents in connection with this Project; and be it further

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

<u>INCREASE USE OF CAPITAL RESERVE:</u>		
A.----.----.878.0000	Reserve for Capital—Reserve for Capital	\$ 1,264

; 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:

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

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**County Executive**

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**Date**

INCREASE APPROPRIATION ACCOUNT

A.9950.----.9	Interfund Transfers - Transfer to Capital	\$ 1,264
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ESTABLISH & INCREASE CAPITAL APPROPRIATION ACCOUNT:

HH.255610.25358.4	Contractual - Chautauqua County Airport, Security Gates - Design (2025)	\$ 50,538
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ESTABLISH & INCREASE CAPITAL REVENUE ACCOUNTS:

HH.255610.25358.R503.1000	Interfund Transfers-Interfund Transfer	\$ 1,264
HH.255610.25358.R359.7001	New York State Aid-Airport Capital Grants	\$ 1,263
HH.255610.25358.R459.2000	Federal Aid-Airport Federal Capital Grants	<u>\$ 48,011</u>
	Total	\$ 50,538

APPROVED

VETOES (VETO MESSAGE ATTACHED)

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

\_\_\_\_\_  
Date

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

**TITLE:** Amend 2025 Budget for Probation Department for DCJS Pre-Trial Service Award

**BY:** Public Safety and Audit & Control Committees:

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

WHEREAS, the Probation Department has received funding from the New York State (NYS) Division of Criminal Justice Services for pretrial services; and

WHEREAS, revenues and expenditures associated with this funding were not included in the 2025 Adopted 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 ACCOUNT:</u>		
A.3140.----.2	Equipment - Probation	\$37,308
<u>INCREASE REVENUE ACCOUNT:</u>		
A.3140.----.R331.0ATI	NYS Aid: Probation - ATI Pre-Trial	\$37,308

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**APPROVED**

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**VETOES (VETO MESSAGE ATTACHED)**

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County Executive

Date

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

**TITLE:** Accept Enhanced Drinking Water Grant Funding

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

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

WHEREAS, the Chautauqua County Health Department strives to prevent illness and disease by ensuring public drinking water meets the required standards set by the New York State Department of Health (NYSDOH); and

WHEREAS, the NYSDOH has awarded \$128,899 per year in grant funding to the Chautauqua County Health Department for the Enhanced Drinking Water Program for the period 4/1/25 to 3/31/30; and

WHEREAS, this grant will enable the County to ensure drinking water from public water supplies is as safe as possible and that the County's drinking water program complies with New York State requirements; and

WHEREAS, no matching funds are required for this grant and the 2025 portion is included in the 2025 Budget so an amendment is not necessary; now therefore be it

RESOLVED, That the County Executive is hereby authorized to enter into agreements with the above-named grantor for funding on an annual basis for so long as the county Health Department continues to be funded by this program, with work plans and budgets to be amended and revised on a yearly basis by letters of agreement between the parties; and be it further

RESOLVED, That the County Executive is hereby authorized to enter into agreements with agencies and organizations as necessary to carry out the objectives and requirements of this grant program.

**APPROVED**

**VETOES (VETO MESSAGE ATTACHED)**

**County Executive**

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**Date**

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

**TITLE:** Authorizing Execution of Restore NY Grant Disbursement Agreement for the White Inn

**BY:** Planning & Economic Development and Audit & Control Committees:

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

WHEREAS, in 2022, the County applied for and was awarded an Empire State Development (ESD) Restore NY Communities Initiative grant (project 135,633) in the amount of \$1,250,000 to assist project beneficiary S. St. George Enterprises, Inc., now operating as D & S White Inn, LLC, with the restoration of the historic White Inn in downtown Fredonia; and

WHEREAS, the project beneficiary has completed the project to the satisfaction of the County and Empire State Development, with the ESD Board having approved the project; now therefore be it

RESOLVED, That the Chautauqua County Legislature hereby ratifies all County project actions taken to date, approves the acceptance of the \$1,250,000 Restore NY grant from ESD, and authorizes and empowers the County Executive to execute all agreements and documents necessary to accept and disburse said funding.

**APPROVED**

**VETOES (VETO MESSAGE ATTACHED)**

**County Executive**

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**Date**

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

**TITLE:** Authorize Chautauqua County Visitors Bureau as the Local Tourist Promotion Agency for Matching Funds Program Sponsored by the New York State Division of Tourism

**BY:** Planning & Economic Development and Audit & Control Committees:

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

WHEREAS, the New York State Legislature has authorized the New York State Department of Commerce to match funds expended by local and regional organizations promoting tourist travel, resorts and vacation businesses in this State; and

WHEREAS, the New York State Legislature has made appropriations for such purposes; and

WHEREAS, to participate in this program, the Chautauqua County Legislature must designate a not-for-profit corporation as the local tourist promotion agency for the Matching Fund Program sponsored by the New York State Division of Tourism; now therefore, be it

RESOLVED, That the Chautauqua County Legislature hereby designates the Chautauqua County Visitors Bureau as the local tourist promotion agency for the Matching Funds Program sponsored by the New York State Division of Tourism, and authorizes the Chautauqua County Visitors Bureau to apply for matching tourism funds, to receive such matching funds, and to represent the County of Chautauqua in tourism promotion efforts; and be it further

RESOLVED, That in making the aforesaid designation, the Chautauqua County Legislature hereby certifies that Chautauqua County Visitors Bureau has been in operation for at least three (3) years immediately prior to submitting this year's application; and be it further

RESOLVED, That the Chautauqua County Visitors Bureau comply with the following criteria for implementing the Matching Funds Program:

1. A dedicated bank account shall be maintained for the purposes of matching and disbursing Matching Funds provided by the New York State Division of Tourism and the corresponding local share in accordance with the Program guidelines;
2. All interest earned from the Matching Funds Program monies shall be expended for generic County advertising according to the New York State guidelines for the Program;
3. All discounts and refunds be maintained in the Matching Fund program account and be expended for generic County advertising according to the Program guidelines; and
4. Account(s) shall be reconciled monthly and at the end of the Program, and the required quarterly and annual reports be provided to the New York State Division of Tourism in accordance with the Program guidelines; and be it further

RESOLVED, That the Chautauqua County Visitors Bureau is authorized to apply for state matching funds up to \$250,000 for the period of January 1, 2026 through December 31, 2026.

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**APPROVED**

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**VETOES (VETO MESSAGE ATTACHED)**

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**County Executive**

\_\_\_\_\_  
**Date**

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

**TITLE:** Establish 2026 Goals, Objectives, and Performance Measures for the Chautauqua County Department of Planning & Development

**BY:** Planning & Economic Development and Audit & Control Committees:

**AT THE REQUEST OF:** County Executive Paul M. Wendel, Jr., Legislator Tom Harmon, and Legislator Jamie Gustafson:

WHEREAS, the Chautauqua County Department of Planning & Development originates programs and activities aimed at improving the community, economy, and quality of life in Chautauqua County, with a focus on projects related to planning, development, and water quality; and

WHEREAS, the Chautauqua County Charter stipulates that the County Legislature shall adopt by resolution a comprehensive financial management policy, and shall adopt by resolution goals and objectives, as well as specific performance measures for those goals and objectives, which shall be utilized in the formulation of the budget and the success of its implementation; and

WHEREAS, the Chautauqua County Administrative Code stipulates that the County Legislature shall adopt by resolution on or before June 30<sup>th</sup>, goals and objectives, as well as specific performance measurements for those programs, goals and objectives, to be utilized by the County Executive and all other County elected offices, County Districts, and other County entities during preparation of the tentative budget; and

WHEREAS, the Rules and Regulations of the Chautauqua County Legislature, specifically the Planning and Economic Development Committee (PED), stipulate that the PED shall study and make recommendations to the Audit and Control Committee and full Legislature on goals and objectives, specific performance measures, and budget appropriations for programs associated with planning and economic development under the executive branch of County government; and

WHEREAS, the PED shall monitor the programs associated with planning and economic development under the executive branch of County government and evaluate the performance of such programs relative to the goals and objectives and specific performance measures adopted by the Legislature and in accordance with program appropriations; now therefore be it

RESOLVED, That the County Legislature hereby sets forth the following goals, objectives, and performance measures for the Department of Planning & Development and County Executive to consider during the formulation of the 2026 budget:

**Goal - *Improve the quality of life for all Chautauqua County Residents.***

**Objective –** Complete, continue, and begin plans and studies.

**Performance Measure - Complete 10+ Plans and Studies,** which shall include the Countywide Resiliency Plan, 8 Local Waterfront Revitalization Plans, and the OHV Strategy.

**Goal – *Satisfactorily implement state-mandated programs to ensure NYS compliance and effective governance.***

**Objective –** Administer and support mandatory projects, boards, and committees.

**Performance Measure - Administer 10+ Mandatory Projects, Boards, and Committees,** which shall include the Agriculture & Farmland Protection Board, Planning Board, 239 Review, Complete Streets, the Capital Projects Program, and others.

**Goal – *Support smart growth principles, complete streets, and placemaking initiatives in our downtown corridors*** (to attract residents, thereby addressing population decline and providing needed labor to fill open job positions).

**Objective –** Access grant funding to support and implement projects recommended in plans and studies.

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**APPROVED**

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**VETOES (VETO MESSAGE ATTACHED)**

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

\_\_\_\_\_  
**Date**



**Performance Measure - Facilitate 35+ Community Outreach Initiatives**, by engaging residents and municipalities in planning and development processes throughout the County.

**Goal – *Focus on long-term economic sustainability, while minimizing environmental impacts and preserving natural resources.***

**Objective –** Continue to advance economic development priorities with stakeholders.

**Performance Measure - Apply for 4+ Grants**, seeking to secure funding and implementing projects such as the Vineyard Drive Complete Streets Project, B2CI Trail, Comprehensive Plan Updates, and others.

**Goal - *Promote, protect, and celebrate the County’s tourism destinations, and preserve and improve water quality, support biodiversity, and ensure the sustainable use of water resources.***

**Objective –** Administer the County’s Occupancy Tax Program.

**Performance Measure – Administer 50+ Contracts** and seek to continuously improve the 2% and 3% agency contracts and competitive grants programs.

**Goal - *Improve the quality of life for all Chautauqua County Residents*** (to attract residents, thereby addressing population decline and providing needed labor to fill open job positions).

**Objective –** Administer and support mandatory projects, boards, and committees.

**Performance Measure – Administer the County’s 8 Community Contracts**, and ensure compliance with the contract guidelines.

**Goal – *Focus on long-term economic sustainability.***

**Objective –** Continue to advance economic development priorities with stakeholders.

**Performance Measure - Assist the CCIDA in identifying and developing shovel-ready sites** by providing administrative support in identifying sites, securing funding, administering funding, technical assistance, environmental review, marketing, and other relevant tasks.

**Goal – *Improve the business environment in Chautauqua County.***

**Objective –** Continue to advance economic development priorities with stakeholders.

**Performance Measure - Advance 50+ Priority Development Projects** by focusing on the pillars of economic development including business development, community development, housing development, workforce development, tourism development, and infrastructure by working in collaboration with CCPEG, municipalities, and other key county-wide stakeholders.

APPROVED

VETOES (VETO MESSAGE ATTACHED)

County Executive

Date

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

**TITLE** Reconfirm Chautauqua County Purchasing Policy

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

**AT THE REQUEST OF:** Chairman Pierre Chagnon:

WHEREAS, pursuant to Section 104-b of New York State General Municipal Law (GML), the County Legislature adopted a purchasing policy in Resolution 182-92, as amended by Resolutions 268-93, 171-94, 124-09, 142-13, 68-14, 161-15, 230-16, 189-18, 184-20, 289-21, and 232-24; and

WHEREAS, Resolution 232-24 provides that the County Legislature shall annually review the County purchasing policy, with input from the county employees involved in procurement; and

WHEREAS, the County's Finance Director, Purchasing Director, and Law Department do not have any proposed additional amendments to the existing policy at this time; now therefore be it

RESOLVED, That the existing Chautauqua County Purchasing Policy is hereby reconfirmed.

**APPROVED**

**VETOES (VETO MESSAGE ATTACHED)**

## County Executive

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**Date**