

Minutes  
Administrative Services Committee  
**November 10, 2025, 5:00 p.m., Legislative Chambers**  
**Livestreamed on YouTube**  
**Gerace Office Building, Mayville, NY**

Members Present: Scudder, Vanstrom, Anthony, Heiser

Members Absent: Buchanan

Others: Chagnon, Lee, Wright, Zafuto

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

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

**Approval of Minutes** (10/14/25)

MOVED by Legislator Vanstrom, SECONDED by Legislator Anthony to approve the minutes

*Unanimously Carried*

**Privilege of the Floor**

No one chose to speak.

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**Tabled Resolution** – Authorize Transfer of Tax Foreclosure Property to the City of Dunkirk

*MOVED by Legislator Vanstrom, SECONDED by Legislator Heiser to bring to the floor*

*– Unanimously Carried to bring to the floor*

*MOVED by Legislator Vanstrom, SECONDED by Legislator Heiser to Amend by substitution – Unanimously Carried to Amend (See amendments shown below)*

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

**TITLE:** Authorize Transfer of Tax Foreclosure Property to the City of Dunkirk

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

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

WHEREAS, pursuant to Chautauqua County ~~Resolution 44-13~~ **Resolution 110-17**, the County Legislature established a general policy regarding disposition of tax foreclosure parcels, but retained the authority to impose special requirements, terms, and conditions for the sale of particular tax parcels and determine in its sole discretion to whom a particular tax parcel will be sold; and

WHEREAS, paragraph 3.B.1 of ~~Resolution 44-13~~ **Resolution 110-17** provides that upon written request from a city, after circulation of the list of foreclosed properties but prior to the last day for redemption under the Real Property Tax Law, the County shall “transfer property acquired through tax foreclosure to the municipal corporations described in paragraph ~~2A 34~~ above for the purpose of municipal use, provided that such a transfer is in the best interest of the County, upon payment by the municipal entity of applicable recording charges and all delinquent taxes and current year taxes levied on such parcels but not yet returned to the County for enforcement”; and

WHEREAS, the City of Dunkirk has requested that the County convey to the City a tax delinquent property (SBL # 96.06-3-1) for the City’s municipal use; now, therefore, be it

RESOLVED, That the Chautauqua County Legislature hereby determines transfer of parcel # 96.06-3-1 to the City of Dunkirk to be in the County’s best interest; and be it further

RESOLVED, That the Chautauqua County Legislature hereby authorizes the transfer of the County’s property interest in parcel # 96.06-3-1 to the City of Dunkirk in accordance with the requirements of ~~Resolution 44-13~~ **Resolution 110-17** paragraph 3.B.1; and be it further

RESOLVED, That the County Executive is hereby authorized to negotiate additional terms and conditions, enter into any necessary agreements, and execute all necessary documents to accomplish the aforementioned transaction.

*Unanimously Carried as Amended*

Proposed Resolution – Authorizing Settlement of Claims of J.B. – *Presented by Kristen Wright, First Assistant County Attorney*

*Unanimously Carried*

Proposed Resolution – Request Inclusion of Construction of Phase 1 of Proposed New JCC Wellness Complex in SUNY’s Capital Request for the 2026-2027\ Executive Budget

*MOVED by Legislator Vanstrom, SECONDED by Legislator Anthony to withdraw resolution – Unanimously Carried to withdraw*

Proposed Resolution – Establish Capital Accounts – Design of JCC/YMCA Wellness Center

*MOVED by Legislator Vanstrom, SECONDED by Legislator Anthony to withdraw resolution – Unanimously Carried to withdraw*

Proposed Resolution – Amend 2025 Budget for Interest Adjustments – *Presented by Sam Zafuto, Deputy Director of Finance*

*Unanimously Carried*

Proposed Resolution – Distribution of Mortgage Taxes – *Presented by Pierre Chagnon, Chairman of the Legislature*

*Unanimously Carried*

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MOVED by Legislator Heiser, SECONDED by Legislator Anthony to adjourn

*Unanimously Carried (5:09 p.m.)*

Respectfully submitted and transcribed,  
Olivia L. Lee, Clerk of the Legislature/Kristi R. Zink, Deputy Clerk