

Agenda

Administrative Services Committee

March 16, 2026, 5:00 p.m., Legislative Chambers

Livestreamed on YouTube

Gerace Office Building, Mayville, NY

- A. Call to Order
 - B. Approval of Minutes (02/17/26)
 - C. Privilege of the Floor
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- 1. Proposed Resolution – Confirm Appointment – Chautauqua County Ethics Board
 - 2. Proposed Resolution – Government Reduction Initiative Assistance for Town of Pomfret for Sharing and Consolidating of Services between Municipalities
 - 3. Proposed Resolution – Cancellation of Uncollectible Tax Liens
 - 4. Proposed Resolution – Quit Claim Deeds
 - 5. Proposed Resolution – Amend 2025 Budget for Year End Reconciliations –Assigned Counsel Department
 - 6. Presentation – Potential Changes to the Administrative Code – *Presented by The Charter & Administrative Code Review Commission*
 - 7. Other –
 - Late Proposed Resolution – Authorize Transfer of Tax Foreclosure Property to the City of Jamestown

**CHAUTAUQUA COUNTY
RESOLUTION NO. _____**

TITLE: Confirm Appointment – Chautauqua County Ethics Board

BY: Administrative Services Committee:

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

WHEREAS, County Executive Paul M. Wendel, Jr. has submitted the following appointment to the Chautauqua County Legislature for action; now therefore be it

RESOLVED, that the Chautauqua County Legislature hereby confirms the following appointment to the Chautauqua County Ethics Board.

Neal Gruber
10185 Allegany Rd.
South Dayton, N.Y. 14138
Term Expires: 1/31/2029
(New Appointment)

APPROVED
VETOES (VETO MESSAGE ATTACHED)

County Executive

Date

**CHAUTAUQUA COUNTY
RESOLUTION NO. _____**

TITLE: Government Reduction Initiative Assistance for Town of Pomfret for Sharing and Consolidating of Services between Municipalities

BY: Public Facilities, Administrative Services, Public Safety, Human Services, Planning and Economic Development and Audit & Control Committees:

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

WHEREAS, pursuant to Local Law 4-17 of the County of Chautauqua, the County is authorized pursuant to a duly adopted resolution to “provide assistance to other municipalities in Chautauqua County to accomplish the consolidation and dissolution of local government entities”; and

WHEREAS, pursuant to Resolution 139-17 and Resolution 251-25, the County implemented a Government Reduction Initiative (GRI) Plan in furtherance of Town and Village government efficiencies; and

WHEREAS, the County wishes to continue its efforts to work alongside New York State by minimizing the layers of local government in order to reduce property taxes, improve the business climate, and spur economic development in Chautauqua County; and

WHEREAS, the County further wishes to encourage government efficiency initiatives among school districts, cities, and local government entities as defined by New York General Municipal Law § 750(13) (which includes, without limitation: towns, villages, sewer districts, water districts, and fire districts); and

WHEREAS, the Town of Pomfret has submitted a request for GRI funding to support sharing and consolidating services in conjunction with the Village of Fredonia, Town of Dunkirk, City of Dunkirk, and Town of Sheridan and

WHEREAS, sharing and consolidating of services between municipalities will involve analyzing and determining the process which best serves all parties in regards to equipment and potential associated debt, staffing and union contracts, taxing districts and funding sources for services, and

WHEREAS, the services to be analyzed in include the dissolving the Village of Fredonia’s Department of Public Works into the Town of Pomfret’s Highway Department with potential services to the Town of Dunkirk, Town of Pomfret and Village of Fredonia consolidating into a single court facility, Town of Pomfret and Village of Fredonia consolidating into a single code enforcement office, and the sharing of a dog control officer and associated needs with the Towns of Dunkirk, Pomfret, and Sheridan, City of Dunkirk, and Village of Fredonia; and

WHEREAS, an GRI review group consisting of the County Executive, Chair of Chautauqua County Legislature, Majority Leader, Minority Leader, and Deputy County Executive for Economic Development thoroughly reviewed Town of Pomfret’s request for consistency with State and Local Laws and County Resolutions 139-17 and 251-25; and

WHEREAS, budget amendments are necessary to authorize funding for Town of Pomfret’s request; now therefore be it

RESOLVED, That the County Executive is hereby authorized to enter into any and all agreements for the aforementioned project, and execute any additional documentation, amendments, or addenda necessary to effectuate the aforementioned project; and be it further

RESOLVED, That A Fund Balance is appropriated as follows:

APPROVED

VETOES (VETO MESSAGE ATTACHED)

County Executive

Date

INCREASE THE USE OF FUND BALANCE:

A.-----917.0000 Unassigned Fund Balance—Unassigned Fund Balance \$50,000

; and be it further

RESOLVED, That the Director of Finance is hereby authorized and directed to make the following changes to the 2026 adopted budget in order to fund the Town of Pomfret's request:

INCREASE APPROPRIATION ACCOUNT:

A.8020.-----4 Contractual-Planning \$50,000

APPROVED

VETOES (VETO MESSAGE ATTACHED)

County Executive

Date

**CHAUTAUQUA COUNTY
RESOLUTION NO. _____**

TITLE: Cancellation of Uncollectible Tax Liens

BY: Administrative Services and Audit & Control Committees:

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

WHEREAS, after a foreclosure proceeding against a particular parcel has been withdrawn pursuant to Section 1138 of the Real Property Tax Law, the governing body of a tax district may cancel the delinquent tax lien if it determines that there is no practical method to enforce the collection of the delinquent tax lien and that a supplementary proceeding to enforce collection of the tax would not be effective; and

WHEREAS, if the governing body should determine there is also no practical method to enforce the collection of delinquent tax liens arising in the future against a particular parcel, it may direct the enforcing officer to issue a certificate of prospective cancellation, setting forth the relevant facts, and the parcel shall thereby become exempt from taxation until the governing body determines that the parcel should be restored to the taxable portion of the assessment roll; now therefore be it

RESOLVED, That pursuant to Section 1138 of the Real Property Tax Law, the Chautauqua County Legislature hereby makes the following determinations regarding the parcels listed below that have been previously withdrawn from foreclosure:

- (1) there is no practical method to enforce the collection of the delinquent tax liens against said parcels listed below, and that a supplementary proceeding to enforce collection of the tax would not be effective; and
- (2) there is no practical method to enforce the collection of delinquent tax liens arising in the future against said parcels listed below; and be it further

RESOLVED, That pursuant to Section 1138 of the Real Property Tax Law, the Chautauqua County Legislature hereby directs the cancellation of all of the delinquent tax liens against the parcels listed below, and further directs the County’s enforcing officer to issue a certificate of prospective cancellation against said parcels:

Town	PID	Address	Property Type	Reason	Tax Liabilities
Hanover	064689-33.00-2-44	0 Rt 5 &20	331 Commercial Vacant Land W/Improvement	This was purchased after taxable status date in 2019 and should have been exempt original bill was \$17,954.63	\$35,026.57
Hanover	064689-33.00-3-18	0 Buffalo Rd	330 Vacant Comercial Land	This was purchased after taxable status date in 2019 and should have been exempt original bill was \$17,759.09	\$34,646.99

**APPROVED
VETOES (VETO MESSAGE ATTACHED)**

County Executive

Date

**CHAUTAUQUA COUNTY
RESOLUTION NO. _____**

TITLE: Quit Claim Deeds

BY: Administrative Services and Audit & Control Committees:

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

WHEREAS, the Administrative Services Committee of the County Legislature has received and hereby recommends acceptance, pursuant to Section 1166 of the Real Property Tax Law, the following offers for the County's Tax Liens as detailed on the attached Schedule 1 under tax sale certificates noted on original papers on file in the office of the Director of Finance; and

WHEREAS, that unless otherwise noted, the County Tax Enforcement Officer has confirmed that the offers received are in compliance with the County's policy regarding tax foreclosure as set forth in Resolution No. 110-17; now therefore be it

RESOLVED, That the Executive and Chairman of this Legislature be hereby authorized to execute Quitclaim Deeds conveying to the offers herein mentioned, the interest of Chautauqua County in said properties under said tax sale certificates; and be it further

RESOLVED, That the Director of Finance of Chautauqua County be hereby authorized to cancel any outstanding taxes, fees, interest and other charges. In adopting this resolution, the Legislature intends to adopt each transaction separately, in the usual form of Resolution, and the failure of any particular transaction to be completed shall in no manner affect the validity of any of the others.

Offer Number	Municipality	S/B/L	Purchaser	Foreclosed Owner	Offer Amount	Taxes Owing
PA-232-2025	Carroll	062400-423.00-1-10.1	John Lobb	John Lobb	\$7,800.00	\$3,194.00
PA-250-2025	Chautauqua	062889-228.00-2-17.1	Adam Moulton	Jacqueline Brittain	\$99,000.00	\$3,456.54
				TOTAL	\$106,800.00	\$6,650.54

APPROVED

VETOES (VETO MESSAGE ATTACHED)

County Executive

Date

**CHAUTAUQUA COUNTY
RESOLUTION NO. _____**

TITLE: Amend 2025 Budget for Year End Reconciliations –
Assigned Counsel Department

BY: Administration Services and Audit & Control Committees:

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

WHEREAS, some Assigned Counsel departmental expenditures have exceeded initial budgetary estimates;

WHEREAS, the Assigned Counsel Department has received revenues in excess of budget, now therefore be it

RESOLVED, that the A fund balance is appropriated as follows:

INCREASE USE OF FUND BALANCE:

A. ---. ---.917.0000 Unassigned Fund Balance-Unassigned Fund Balance \$161,853

; 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:

INCREASE APPROPRIATION ACCOUNTS:

A.1162.COUN.4 Contractual-Assigned Counsel \$215,649

INCREASE REVENUE ACCOUNT:

A.1162.COUN.R308.9000 NYS Aid-Other State Aid \$53,796

APPROVED

VETOES (VETO MESSAGE ATTACHED)

County Executive

Date

**CHAUTAUQUA COUNTY
RESOLUTION NO. _____**

TITLE: Authorize Transfer of Tax Foreclosure Property to the City of Jamestown

BY: Administrative Services and Audit & Control Committees:

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

WHEREAS, pursuant to Resolution 44-13, 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, the City of Jamestown has requested that the County convey to the City a tax delinquent properties (SBL # 370.18-2-74, 370.18-2-75, 370.18-2-76, 370.18-3-4, 370.18-3-5, 370.18-3-83, 387.05-1-18, 387.06-1-40, 387.06-1-41, 387.31-2-14, 387.31-2-56, 387.31-2-57); therefore, be it

RESOLVED, That the Chautauqua County Legislature hereby authorizes the transfer of the County's property interest in the parcels above to the City of Jamestown for all back taxes owing; and be it further

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

Offer Number	Municipality	S/B/L	Purchaser	Foreclosed Owner	Offer Amount	Taxes Owning
PA-51-2025	City of Jamestown	060800-370.18-2-74	City of Jamestown	Kristie White	\$10,761.85	\$10,761.85
PA-52-2025	City of Jamestown	060800-370.18-2-75	City of Jamestown	Kristie White	\$1,689.34	\$1,689.34
PA-53-2025	City of Jamestown	060800-370.18-2-76	City of Jamestown	Kristie White	\$255.90	\$255.90
PA-57-2025	City of Jamestown	060800-370.18-3-4	City of Jamestown	Kristie White	\$255.90	\$255.90
PA-58-2025	City of Jamestown	060800-370.18-3-5	City of Jamestown	Kristie White	\$554.51	\$554.51
PA-59-2025	City of Jamestown	060800-370.18-3-83	City of Jamestown	Kristie White	\$10,183.40	\$10,183.40
PA-84-2025	City of Jamestown	060800-387.05-1-18	City of Jamestown	Kristie White	\$201.37	\$201.37
PA-86-2025	City of Jamestown	060800-387.06-1-40	City of Jamestown	Kristie White	\$3,867.41	\$3,867.41
PA-87-2025	City of Jamestown	060800-387.06-1-41	City of Jamestown	Kristie White	\$2,712.60	\$2,712.60
PA-182-2025	City of Jamestown	060800-387.31-2-14	City of Jamestown	Kristie White	\$473.06	\$473.06
PA-187-2025	City of Jamestown	060800-387.31-2-56	City of Jamestown	Kristie White	\$174.58	\$174.58
PA-188-2025	City of Jamestown	060800-387.31-2-57	City of Jamestown	Kristie White	\$201.37	\$201.37
				TOTAL	\$31,331.29	\$31,331.29

**APPROVED
VETOES (VETO MESSAGE ATTACHED)**

County Executive

Date