

## Agenda

Administrative Services Committee

**July 13, 2026, 5:00 p.m., Legislative Chambers**

**Livestreamed on YouTube**

Gerace Office Building, Mayville, NY

- A. Call to Order
- B. Approval of Minutes (06/15/26)
- C. Privilege of the Floor
  - 1. Local Law Intro. 9-26 – A Local Law Opting Out of RPTL Section 487 Tax Exemptions for Certain Equipment and Energy Systems
  - 2. Local Law Intro 10-26 – A Local Law Amending Local Law 7-1990, As Amended, Relating to the Management Salary Plan by Providing for an Annual Adjustment of Management Salary Ranges Based Upon the Consumer Price
  - 3. Proposed Resolution – Standard Workday and Reporting Resolution
  - 4. Proposed Resolution – Authorize Extension of the 2025 Vote by Mail Grant Award from the New York State Board of Elections
  - 5. Proposed Resolution – Authorize Lease Agreement with 310-322 East Third Ventures, LLC
  - 6. Discussion – 310-322 East Third Ventures, LLC: Regarding Potential Lease Property
  - 7. Other –

LOCAL LAW  
INTRODUCTORY NO. 9-26  
CHAUTAUQUA COUNTY

A LOCAL LAW OPTING OUT OF RPTL SECTION 487 TAX EXEMPTIONS FOR  
CERTAIN EQUIPMENT AND ENERGY SYSTEMS

BE IT ENACTED, by the County Legislature of the County of Chautauqua, New York, as follows:

1. Purpose and Intent. New York State Real Property Tax Law (“RPTL”) Section 487 provides that real property which includes certain equipment or energy systems “shall be exempt from taxation to the extent of any increase in the value thereof by reason of the inclusion of such” equipment or energy system. In 2007, the Chautauqua County Legislature enacted Local Law 8-07, opting out of the solar, wind, and farm waste energy system tax exemptions provided under RPTL Section 487. Since that time, RPTL Section 487 has been amended to include exemptions for additional categories of equipment and energy systems, including “electric energy storage equipment and electric energy storage system[s],” which the statute defines as including battery-based energy storage equipment and systems. The statute also permits counties to enact a local law opting out of the new tax exemptions. This Local Law is being enacted pursuant to RPTL Section 487(8)(a)(ii) in order to opt out of and remove such exemptions.

2. Certain Tax Exemptions Not Applicable in Chautauqua County. No tax exemption under RPTL Section 487 shall be applicable to Chautauqua County taxes with respect to any micro-hydroelectric energy system, fuel cell electric generating system, micro-combined heat and power generating equipment system, electric energy storage equipment or electric energy storage system, or fuel-flexible linear generator electric generating system constructed subsequent to the effective date of this Local Law.

3. Severability. If any provision, word, clause, sentence, or paragraph of this Local Law or the application thereof to any person or circumstance shall be held invalid, such invalidity shall not affect the other provisions of this Local Law which can be given effect without the valid provision or application, and to this end the provisions of this Local Law are declared to be severable.

4. Additional Filing Requirements. In addition to filing with the Secretary of State, copies of this Local Law shall be filed with the Commissioner of the New York State Department of Taxation and Finance and with the President of the New York State Energy Research and Development Authority, in accordance with RPTL Section 487(8)(a).

5. Effective Date. This local law shall take effect upon filing with the Secretary of State.

Sponsor: Legislators Scudder, Proctor

LOCAL LAW  
INTRODUCTORY NO. 10-26  
CHAUTAUQUA COUNTY

A LOCAL LAW AMENDING LOCAL LAW 7-1990, AS AMENDED, RELATING TO THE  
MANAGEMENT SALARY PLAN BY PROVIDING FOR AN ANNUAL ADJUSTMENT OF  
MANAGEMENT SALARY RANGES BASED UPON THE CONSUMER PRICE INDEX

BE IT ENACTED, by the County Legislature of the County of Chautauqua, New York as follows:

Section 1. Legislative Intent. The County Legislature finds that maintaining current and competitive salary ranges within the Chautauqua County Management Salary Plan is necessary to support the recruitment and retention of qualified management personnel. The purpose of this Local Law is to establish an objective method for periodically adjusting the minimum and maximum salary levels assigned to management salary ranges based upon changes in economic conditions as measured by the Consumer Price Index for All Urban Consumers (CPI-U).

The adjustments authorized by this Local Law are intended solely to modify the salary ranges assigned to management titles and shall not be construed as granting compensation increases to individual officers or employees.

Section 2. Annual Adjustment of Salary Ranges. Effective January 1, 2027, and on January 1 of each year thereafter, the minimum and maximum salary levels assigned to each salary range within the Chautauqua County Management Salary Plan shall be adjusted by the percentage increase, if any, in the Consumer Price Index for All Urban Consumers (CPI-U), Northeast Region, as published by the United States Department of Labor, Bureau of Labor Statistics, for the twelve-month period ending December 31 of the preceding year.

- A. The percentage increase in the CPI-U shall be applied uniformly to the minimum and maximum salary levels of each salary range contained within the Chautauqua County Management Salary Plan.
- B. In the event the CPI-U reflects no increase or a decrease during the applicable measurement period, no adjustment shall be made to the salary ranges for the succeeding year.
- C. The Director of Human Resources shall annually calculate the revised salary ranges and prepare an updated Management Salary Plan schedule reflecting such adjustments.
- D. The updated Management Salary Plan schedule shall be submitted to the County Executive and County Legislature no later than October 1 preceding the effective date of the adjustment.

Section 3. Effect on Individual Compensation. Nothing contained in this Local Law shall be interpreted as requiring a change in the compensation of any individual officer or employee. This Local Law authorizes adjustments only to the minimum and maximum salary

levels assigned to salary ranges within the Management Salary Plan. Compensation decisions for individual employees shall continue to be made in accordance with the Management Salary Plan, applicable County policies, budgetary appropriations, and the discretion otherwise vested in appointing authorities.

Section 4. Applicability. This Local Law shall apply to all salary ranges established within the Chautauqua County Management Salary Plan pursuant to Local Law 7-1990, as amended, unless otherwise specifically provided by local law.

Section 5. Severability. If any clause, sentence, paragraph, subdivision, section, or part of this Local Law shall be adjudged by a court of competent jurisdiction to be invalid, such judgment shall not affect, impair, or invalidate the remainder thereof.

Section 6. Effective Date. This Local Law shall take effect on January 1, 2027, following filing with the Secretary of State pursuant to the Municipal Home Rule Law.

Sponsors: Legislator Dan Pavlock, Legislator Thomas Nelson, Legislator Dalton Anthony, Legislator Fred Johnson

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

**TITLE:** Standard Workday and Reporting Resolution

**BY:** Administrative Services Committee:

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

RESOLVED, that the County of Chautauqua hereby establishes the following standard work days for these titles, as set forth in the attached schedule, and will report the officials to the New York State and Local Retirement System based on time keeping system records or their record of activities.

Name	Social Security Number (Last 4)	NYSLRS ID	Title	Current Term Begin & End Dates	Standard Work Day	Record of Activities Result Month/Pay Period	Not Submitted	Pay Frequency
<b>Appointed Officials:</b>								
Keddie, Michael	5645	R13523022	Deputy County Fire Coordinator	01/01/2026 – 12/31/2026	6	9.67 / 4.46		Bi-weekly
<b>Elected Officials:</b>								

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

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

\_\_\_\_\_  
Date

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

**TITLE:** Authorize Extension of the 2025 Vote by Mail Grant Award from the New York State Board of Elections

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

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

WHEREAS, pursuant to Resolution 262-25, Chautauqua County contracted with the State of New York consistent with notice that the New York State Board of Elections amended the 2025 Vote by Mail Grant; and

WHEREAS, pursuant to the County's contract with the State Board of Elections, the County received grant funding in the amount of \$32,040.39 to reimburse the Chautauqua County Board of Elections for local dollars spent to advance the implementation and administration of ballots by mail for the period of 4/1/2025 through 3/31/2026; and

WHEREAS, the County has not yet spent the entirety of the \$32,040.39, and the remaining funds cannot be spent by the County without an extension of the contractual period; and

WHEREAS, the New York State Board of Elections has offered an extension of contract #BOE01-C005345-1110000 for the performance period through 3/31/2027; and

WHEREAS, both the appropriation and revenue balances have been included in the 2026 Budget so an amendment is not necessary at this time; now therefore be it

RESOLVED, That the County Executive is hereby authorized to execute a contract with the New York State Board of Elections extending the term of the County's 2025 Vote By Mail Grant Program contract to 3/31/2027.

\_\_\_\_\_  
**APPROVED**

\_\_\_\_\_  
**VETOES (VETO MESSAGE ATTACHED)**

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

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

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

**TITLE:** Authorize Lease Agreement with 310-322 East Third Ventures, LLC

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

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

WHEREAS, Chautauqua County's lease of 57,665 square feet of office space in the South County Office Building (SCOB) in Jamestown, New York for the County's Departments of Mental Hygiene and Social Services, and Probation; 3,085 square feet of office space at 512 West Third Street in Jamestown, New York for the County's Department of Motor Vehicles; and 4,080 square feet of office space at 333 East Fifth Street in Jamestown, New York for the County's Department of Mental Hygiene and Social Services, will all end in 2027; and

WHEREAS, the County needs to plan ahead to ensure continuity of services; and

WHEREAS, it has been determined that centrally locating Chautauqua County Department of Mental Hygiene and Social Services, Department of Motor Vehicles, and Office of Probation staff into one building would provide more efficient and effective delivery of services; and

WHEREAS, 310-322 East Third Ventures, LLC (Lessor) is in the process of acquiring property in Jamestown, New York; and

WHEREAS, upon acquisition, Lessor will immediately have 54,000 square feet of office space available for rent, with additional square footage to become available in the future; and

WHEREAS, the aforementioned expenses will not be incurred during calendar year 2026, therefore, no budget amendment is necessary; now therefore be it

RESOLVED, that the County Executive is hereby authorized and empowered to execute a lease agreement with 310-322 East Third Ventures, LLC upon the following terms and conditions:

- 1) Premises. The office building situated at 310-322 East 3<sup>rd</sup> Street in Jamestown, New York, initially including rental of approximately 54,000 square feet, with the potential for future expansion;
- 2) Term. Ten (10) years commencing in 2027 on or about the time the SCOB building lease comes to an end;
- 3) Rent. \$23.50 per square foot per year, equaling approximately \$105,750 per month for the first year, with annual three percent increases, and with the same rate available in the event of County exercise of an option to rent additional square footage;
- 4) Utilities. Owner shall be responsible for all utilities, including heat and electric, and County is responsible for the cost of phone and internet service, including installation fees; and
- 5) Other. As negotiated by the County Executive;

\_\_\_\_\_  
**APPROVED**

\_\_\_\_\_  
**VETOES (VETO MESSAGE ATTACHED)**

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

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