

Minutes
Administrative Services Committee
May 18, 2026, 5:00 p.m., Legislative Chambers
Livestreamed on YouTube
Gerace Office Building, Mayville, NY

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

Others: Chagnon, Lee, Swan, Nelson, Lyons, Dennison, Ellis, Torres, 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 (04/13/26)

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

Unanimously Carried

Privilege of the Floor

Chairman Scudder: Privilege of the floor, is there anyone here that would like to speak to us this evening? Tom would like to.

Legislator Nelson: I am here to speak in support of local law 7-26. This is the law that eliminates the automatic cost of living adjustment currently in effect. It's not that I'm opposed to fair compensation for public officials, but I believe salary increases should be debated openly and approved publicly rather than built into law permanently. And we as legislators, we believe we deserve an increase and we should vote for it publicly. Automatic annual raises are not fair to county residents, many of whom do not receive guaranteed increases in their own pay. Raises should be evaluated each year based on economic conditions, county finances, and the circumstances facing county taxpayers. That's about it. I just hope we can get support from everyone in the legislature, both Republicans and Democrats. Thank you.

Chairman Scudder: Alright, thank you. Anybody else? Seeing nobody else, we will close the privilege of the floor.

Renew and Amend Resolution 60-26 – Amend Capital Project Accounts—Jamestown Community College—Presented by Kathleen Dennison, Interim Executive Director of Administrative Services for JCC

Unanimously Carried

Local Law Intro 4-26 – A Local Law Amending Local Laws 6-13 and 3-19 of the County of Chautauqua Imposing a Tax on the Occupancy of Hotel and Short-Term Rental Rooms and Establishing a Short-Term Rental Registry
—*Presented by Kitty Lyons, Finance Director*

Discussion Item Only

Local Law Intro 6-26 – A Local Law Amending Local Law 4-86 as Amended Regarding the Liability and Casualty Reserve Fund and Small Claim Settlements
—*Presented by Kitty Lyons, Finance Director*

Discussion Item Only

Local Law Intro 7-26 – A Local Law Amending the Chautauqua County Charter to Eliminate Annual Cost of Living Adjustments for County Legislators

Discussion Item Only

Local Law Intro 8-26 – A Local Law Reducing the Salary for the County Clerk

Discussion Item Only

Proposed Resolution – Distribution of Mortgage Taxes—*Presented by Pierre Chagnon, Chairman of Legislature and Bob Scudder, Legislator*

Unanimously Carried

Proposed Resolution – Reallocating Salary Grade for Motor Vehicles Administrator
—*Presented by Sam Zafuto, Deputy Director of Finance*

Unanimously Carried

Proposed Resolution – Amend Capital Project Accounts & Establish Capital Contingency Fund Jamestown Community College—*Presented by Kathleen Dennison, Interim Executive Director of Administrative Services for JCC*

MOVED by Legislator Vanstrom, SECONDED by Legislator Anthony to Table

Unanimously Carried to Table

Proposed Resolution – Amend 2026 Budget for ARPA Capital Projects—*Presented by Jennifer Swan, Budget Director*

Unanimously Carried

Proposed Resolution – Authorize Agreement with the Village of Mayville to Provide Election Training Facilities—*Presented by Nacole Ellis, Commissioner of Elections and Luz Torres, Commissioner of Elections*

Unanimously Carried

Proposed Resolution – Authorize Agreement with BOCES CHAUT-CATT ERIE II Fredonia to Provide Election Training Facilities—*Presented by Nacole Ellis, Commissioner of Elections and Luz Torres, Commissioner of Elections*

Unanimously Carried

Proposed Resolution – Authorize Agreement with Jamestown Community College to Provide Election Training Facilities—*Presented by Nacole Ellis, Commissioner of Elections and Luz Torres, Commissioner of Elections*

Unanimously Carried

MOVED by Legislator Heiser, SECONDED by Legislator Buchanan to adjourn

Unanimously Carried (5:46 p.m.)

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