

Minutes
Administrative Services Committee
June 15, 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, Zafuto, Woodard, Meleen, Woodard, Dennison

Complete video of meeting can be viewed on YouTube

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

Approval of Minutes (05/18/26)

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

Unanimously Carried

Privilege of the Floor

No one chose to speak.

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 (*Referred back to A.S. and A.C. Committees at the 5/27/26 Legislature meeting*)

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 (*Referred back to A.S. and A.C. Committees at the 5/27/26 Legislature meeting*)

Discussion Item Only

Tabled Resolution – Amend Capital Project Accounts & Establish Capital Contingency Fund
—Jamestown Community College

MOVED by Legislator Vanstrom, SECONDED by Legislator Buchanan to Withdraw

Unanimously Carried to Withdraw

Proposed Resolution – Amend Capital Project Accounts—Jamestown Community College
—*Presented by Kathleen Dennison, Consultant to JCC for Finance & Administration*

Unanimously Carried

Proposed Resolution – Amend 2026 Budget for County Law Department—*Presented by Sam Zafuto, Deputy Director of Finance and Emily Woodard, County Attorney*

Unanimously Carried

Proposed Resolution – Amend Petty Cash Fund Amounts in DMV Offices—*Presented by Sam Zafuto, Deputy Director of Finance*

Unanimously Carried

Proposed Resolution – Standard Workday and Reporting Resolution—*Presented by Bob Scudder, Legislator*

Unanimously Carried

Proposed Resolution – Cancellation of Taxes—*Presented by Kim Meleen, Real Property Tax Director*

*MOVED by Legislator Heiser, SECONDED by Legislator Buchanan to Amend by Substitution – Unanimously Carried to Amend
(Substitution Shown Below)*

CHAUTAUQUA COUNTY
RESOLUTION NO. _____

TITLE: Cancellation of Taxes

BY: Administrative Services and Audit & Control Committees:

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

WHEREAS, the New York Real Property Tax Law Section 1182 provides for the cancellation of interest, penalties and other charges, and

WHEREAS, a portion of the outstanding tax balances relate to one (1) parcel of real property owned by the Chautauqua County Land Bank that were previously leased or owned by private owners whose interest was abandoned, terminated, or foreclosed, and the Land Bank's tax exempt status did not apply prior to the Land Bank taking full ownership; and

WHEREAS, the outstanding tax amounts on said parcels have not been canceled since the Land Bank took full ownership of the real property, and substantial amounts of additional interest and penalties have continued to accrue and need to be cleared from the County's books; therefore be it

RESOLVED, the Tax Enforcement Officer is authorized to cancel all charges on the following parcels:

Town	PID	Address	Property Type	Reason	Tax Liabilities
				Property was sold to the Land Bank and was not made tax exempt at that time	
City of Dunkirk	060300-79.16-6-1	501 S Roberts Rd	Converted Residence		\$7,498.84
				Total	\$7,498.84

 APPROVED

 VETOES (VETO MESSAGE ATTACHED)

 County Executive Date

06/15/2026 A.S.: Amended by Substitution

Unanimously Carried, As Amended

Proposed Resolution – Cancellation of Taxes – Gas Wells—*Presented by Kim Meleen, Real Property Tax Director*

Unanimously Carried

Proposed Resolution – Authorizing 2027 Levy of Participant's Share of Chautauqua County Self Insurance Plan (Workers' Compensation) Costs—*Presented by Sam Zafuto, Deputy Director of Finance*

RESOLVED, that the amount set forth against the county be levied in the next tax levy and that the Self Insurance Plan be hereby directed to bill all other participants for the amounts set forth against them for the year ~~2026~~:
2027

Unanimously Carried (Typo Correction shown above – Corrected 2026 to 2027)

Proposed Resolution – Reconfirm Chautauqua County Purchasing Policy—*Presented by Sam Zafuto, Deputy Director of Finance*

Unanimously Carried

Proposed Resolution – Changing Place of the Chautauqua County Legislature July 2026 Meeting—*Presented by Pierre Chagnon, Chairman of Legislature*

Unanimously Carried

MOVED by Legislator Heiser, SECONDED by Legislator Buchanan to adjourn

Unanimously Carried (5:39 p.m.)

Respectfully submitted and transcribed,
Olivia L. Lee, Clerk of the Legislature/Amanda Guillory, Senior Stenographer