

Minutes
Administrative Services Committee
April 13, 2026, 5:00 p.m., Legislative Chambers
Livestreamed on YouTube
Gerace Office Building, Mayville, NY

Members Present: Scudder, Anthony, Vanstrom, Heiser

Members Absent: Buchanan

Others: Chagnon, Lee, Swan, Ellis, Burt, Natalie Green, Zafuto, Ihrig, Lyons, Carlson, Meleen

Complete video of meeting can be viewed on YouTube

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

Approval of Minutes (03/16/26)

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

Unanimously Carried

Privilege of the Floor

No one chose to speak.

Resolution No. 100-26 – Annual Public Disclosure of Elected Officials’ Salaries—Presented by Legislator Anthony

MOVED by Legislator Anthony, SECONDED by Legislator Vanstrom to Amend by Substitution Unanimously Carried to Amend (shown below)

**CHAUTAUQUA COUNTY
RESOLUTION NO. 100-26**

TITLE: Annual Public Disclosure of Elected Officials’ Salaries

AT THE REQUEST OF: Legislator Larson, Legislator Scudder and Legislator Anthony:

WHEREAS, the people of Chautauqua County have a right to know the annual salaries of their elected officials, and

WHEREAS, the public has no easy access to the 2026 salary of the County Executive, Sheriff or County Clerk and

WHEREAS, the salary of the County Executive, Sheriff and County Clerk, year by year, has not been a matter of public record since the adoption of Local Law Introductory 7-2016 setting the salary of the County Executive at \$92,500, the Sheriff at \$85,000 and the County Clerk at \$ 55,500 and,

WHEREAS, as of January 1, 2026 the salary of the County Executive is \$135,400, the salary of the Sheriff is \$107,425, and the salary of the County Clerk is \$89,300, and

WHEREAS, Local Law Introductory 7-2016 also created an automatic annual cost of living increase for the County Executive, Sheriff and County Clerk for the first time in County history, and

WHEREAS, Local Law Introductory 12-2024 created an automatic cost of living increase for County Legislators; and

WHEREAS, pursuant to County Law Section 359, the County Legislature is required to hold an annual public hearing on the Tentative Budget, and the Clerk of the Legislature is required to include within such notice “a statement of the maximum salary . . . that may be fixed and payable during the ensuing fiscal year to the members of the board of supervisors and to the chairman respectively”; and

WHEREAS, the County Legislature annually passes a Resolution authorizing and instructing the Clerk of the Legislature to promulgate such notice of public hearing and to include Legislator salary information within such notice; and

WHEREAS, the County Legislature wishes to ensure that historic salary data for the County Executive, Sheriff, County Clerk, and County Legislators be an easily-accessible part of the public record; therefore, be it

RESOLVED, that the Clerk of the County Legislature, no later than **the date in 2026 on which the Clerk of the Legislature promulgates public notice of the 2027 Tentative Budget hearing pursuant to County Law Section 359, April 30, 2026**, shall conspicuously post the following to a single dedicated portion of the County Legislature’s website: (1) a copy of this Resolution, once certified; and (2) a Salary Disclosure document setting forth the current salaries of the County Executive, Sheriff, County Clerk and County Legislators; and be it further

RESOLVED, that the Clerk of the County Legislature shall annually update such Salary Disclosure document **each year, no later than the date on which the Clerk of the Legislature promulgates public notice of the Tentative Budget hearing pursuant to County Law Section 359, by April 30 of each year**, to include the then-current salaries of the County Executive, Sheriff, County Clerk, and County Legislators; and be it further

RESOLVED, that when annually updating the Salary Disclosure document, the Clerk of the County Legislature shall add current-year salary data, but shall not remove any historic salary data from previous years.

Unanimously Carried as Amended

Proposed Resolution – Amend 2026 Budget for the Departments of County Clerk and Motor Vehicles—*Presented by Greg Carlson, County Clerk and Sam Zafuto, Deputy Director of Finance*

Unanimously Carried

Proposed Resolution– Amend Board of Elections 2026 Budget for Equipment Purchase—*Presented by Chris Burt, Board of Elections Office Manager, Natalie Green, Board of Elections Deputy Office Manager, and Sam Zafuto, Deputy Director of Finance*

Unanimously Carried

Proposed Resolution – Amend Spending Plan and 2025 Budget for Chautauqua County Projects Funded by the American Rescue Plan Act (ARPA) —*Presented by Blake Ihrig, Director of Administrative Services with the Department of Finance*

MOVED by Legislator Heiser, SECONDED by Legislator Vanstrom to Amend by Substitution - Unanimously Carried to Amend (shown below)

TITLE: Amend Spending Plan and 2025 Budget for Chautauqua County Projects funded by the American Rescue Plan Act (ARPA)

BY: Administrative Services and Audit & Control Committees:

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

WHEREAS, some projects within the Chautauqua County American Rescue Plan Act (ARPA) Spending Plan exceeded initial budgetary estimates, as well as some projects had a surplus;

WHEREAS, some projects within the Chautauqua County ARPA Spending Plan are completed and can be closed; now therefore be it

RESOLVED, that the following projects within the Chautauqua County ARPA Spending Plan, recommended pursuant to Resolution No. 202-21, can be considered completed:

- #1 Lead Remediation
- #5 ~~PPE Replenishment~~
- #22 Occupancy Tax Program Bolster
- #40 EMS Gear
- #60 Chautauqua Lake ~~Maint~~ & Monitoring Equip
- #65 Dive Truck Replacement
- #71 Feasibility Study – Chat Co Water District
- #79 Coroner Vehicle
- #81 Morgue
- #84 Security at Falconer DPF
- #90 Fire Extinguisher Training System
- #91 Fire Fighter Gear Washing
- #92 Taylor Training Center Air Conditioning

: and be it further

RESOLVED, that the Director of Finance is hereby authorized and directed to make the following changes to the 2025 Amended Budget:

INCREASE APPROPRIATION ACCOUNTS:

A.4090.----.4	Contractual - Environmental Health	\$464
A.4090.----.4	Contractual - Environmental Health	\$2,634 \$2,101
	Total	\$3,098 \$2,565

DECREASE APPROPRIATION ACCOUNTS:

A.3010.----.4	Contractual - Emergency Services	\$216
A.8020.WTRS.4	Contractual - Planning	\$6,425
	Total	\$6,641

INCREASE REVENUE ACCOUNTS:

A.4090.----.R408.9ARP	Federal Aid-Oth Fed Aid ARPA Funds	\$464
A.4090.----.R408.9ARP	Federal Aid-Oth Fed Aid ARPA Funds	\$2,101
	Total	\$3,098 \$2,565

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A.3010.----.R408.9ARP	Federal Aid-Oth Fed Aid ARPA Funds	\$216
A.8020.WTRS.R408.9ARP	Federal Aid-Oth Fed Aid ARPA Funds	\$6,425
	Total	\$6,641

Unanimously Carried as Amended

Proposed Resolution – Transfer American Rescue Plan Act (ARPA) Spending Plan Budgets From 2025 to 2026—Presented by Blake Ihrig, Director of Administrative Services with the Department of Finance

MOVED by Legislator Anthony, SECONDED by Legislator Vanstrom to Amend by Additional Text Unanimously Carried to Amend (shown below)

RESOLVED, that the Director of Finance is hereby authorized and directed to make the following changes to the 2026 Adopted Budget:

INCREASE APPROPRIATION ACCOUNTS:

A.1680.----.4	Contractual - Information Technology	\$22,683
A.6420.COMC.4	Contractual - Promotion of Industry	\$34,491
A.1410.----.4	Contractual - County Clerk	\$40,527
A.3150.----.4	Contractual - Jail	\$22,026
A.1680.----.4	Contractual - Information Technology	\$3,550
A.4320.----.4	Contractual - Mental Hygiene Programs	\$10,000
A.4320.----.4	Contractual - Mental Hygiene Programs	\$164,834
A.1410.----.4	Contractual - County Clerk	\$32,832
A.4090.----.4	Contractual - Environmental Health	<u>\$534</u>
	Total	\$331,477

INCREASE REVENUE ACCOUNTS:

A.1680.----.R408.9ARP	Federal Aid-Oth Fed Aid ARPA Funds	\$22,683
A.6420.COMC.R408.9ARP	Federal Aid-Oth Fed Aid ARPA Funds	\$34,491
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A.1680.----.R408.9ARP	Federal Aid-Oth Fed Aid ARPA Funds	\$3,550
A.4320.----.R408.9ARP	Federal Aid-Oth Fed Aid ARPA Funds	\$10,000
A.4320.----.R408.9ARP	Federal Aid-Oth Fed Aid ARPA Funds	\$164,834
A.1410.----.R408.9ARP	Federal Aid-Oth Fed Aid ARPA Funds	\$32,832
A.4090.----.R408.9ARP	Federal Aid-Oth Fed Aid ARPA Funds	<u>\$534</u>
	Total	\$331,477

Unanimously Carried as Amended

Proposed Resolution – Amend Spending Plan and 2026 Budget for Chautauqua County Projects Funded by the American Rescue Plan Act (ARPA) —Presented by Blake Ihrig, Director of Administrative Services with the Department of Finance

MOVED by Legislator Vanstrom, SECONDED by Legislator Anthony to Amend by Strikethrough

Unanimously Carried to Amend (shown below)

RESOLVED, the Director of Finance close the capital project HH-251620-25216, HH-257110-25002 & ~~HH-376420-37008~~ listed above, and reconcile, post adjustments and begin capitalization as necessary; and be it further

Unanimously Carried as Amended

Proposed Resolution – Amend Capital Project Accounts and Establish Capital Contingency Fund Jamestown Community College—*Presented by Blake Ihrig, Director of Administrative Services with the Department of Finance*

Resolution Withdrawn

Proposed Resolution – Amend 2025 Budget for Year End Reconciliations – Department of Finance—*Presented by Kitty Lyons, Finance Director*

Unanimously Carried

Proposed Resolution – Amend 2025 Budget for Year End Reconciliations –Miscellaneous Department—*Presented by Kitty Lyons, Finance Director*

Unanimously Carried

Proposed Resolution – Amend 2025 Budget for Year End Reconciliations – Capital and Inter Fund Accounts—*Presented by Jennifer Swan, Budget Director*

Unanimously Carried

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

Unanimously Carried

Other –

Discussion - Draft Local Law: Occupancy Tax Changes—*Presented by Kitty Lyons, Finance Director*

MOVED by Legislator Anthony, SECONDED by Legislator Heiser to adjourn

Unanimously Carried (5:30 p.m.)

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