Minutes
Administrative Services Committee
September 14, 2026, 5:00 p.m., Legislative Chambers
Livestreamed on YouTube
Gerace Office Building, Mayville, NY

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

Others: Chagnon, Lee, Swan, Zafuto, Lyons, Meleen, Ellis, Torres, Makowski, Corwin, Vasquez- Marte

Complete video of meeting can be viewed on YouTube

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

Approval of Minutes (08/17/26)

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

Unanimously Carried

Privilege of the Floor

Chairman Scudder: That brings us to the privilege of the floor. Anyone here that would like to speak to us can come forward at this time and we do have someone here today.

Carrie Vasquez Marte: Can I sit right here?

Chairman Scudder: Yep, sit right there. You're going to kind of talk into that microphone.

Carrie Vasquez Marte: I hate microphones.

Chairman Scudder: If you could just state your name and address for us, please.

Carrie Vasquez Marte: My name is Carrie Vasquez Marte and I live at 927 Route 39 in Forestville, New York.

Chairman Scudder: Okay. Thank you. And what do you have for us today?

Carrie Vasquez Marte: The tax auction situation. I have with me my chain of titles and my property was illegally unmerged and subdivided and then sold off at auction and I wasn't notified. And then when I did find out from a friend, I attempted to pay the taxes and I was denied the right to pay the taxes. So, then I went to Sheriff Quattrone and I was told that, well, at first, I went to Senator Borrello's and they called Kim Meleen and she told them that I had to contact one of two of the Romando or Sunquist or something like that. I can't pronounce his name but to contact them and they would help me pay the taxes. So, Sheriff Quattrone and I did that and then she told Sheriff Quattrone that my name was never on the deed when I have the

chain of deeds and we had the property merged in 2015. I have my grandparents' death certificates. I have the receipts for the deeds and the merger. I have where it says there was a joint, what is it? A joint tenants with rights of survivorship and I was never notified when I went in to pay the original taxes. She never said anything about the property to me and I know that you guys have to move forward with this and I'm asking that you guys say no. So, if you guys want to look at any of this, I have it all.

Chairman Scudder: Any questions? Alright. Thank you very much.

Carrie Vasquez-Marte: Thank you.

Local Law Intro 13-26 – A Local Law Amending Local Law 1-83, as Amended, Providing for a Management Benefit Plan for County Officers and Employees — *Presented by Debbie Makowski, Director of Human Resources and Kitty Lyons, Director of Finance*

Discussion item only

Local Law Intro 14-26 – 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 Index — *Presented by Debbie Makowski, Director of Human Resources*

Discussion item only

Proposed Resolution – Standard Workday and Reporting Resolution — *Presented by Debbie Makowski, Director of Human Resources*

Unanimously Carried

Proposed Resolution – Quit Claim Deeds — *Presented by Kim Meleen, Director of Real Property Tax Services*

Unanimously Carried

Proposed Resolution – A Resolution Authorizing Various Capital Projects in and for the County of Chautauqua, New York, at the Total Maximum Estimated Cost of $3,294,828, and Authorizing the Issuance of $3,294,828 Bonds of Said County to Pay Costs Thereof. — *Presented by Kitty Lyons, Director of Finance*

Unanimously Carried

Proposed Resolution – Authorize Acceptance of a 2026 Election Grant for Board of Elections *— Presented by Sam Zafuto, Deputy Director of Finance, Nacole Ellis, Republican Commissioner of Elections, and Luz Torres, Democrat Commissioner of Elections*

MOVED by Legislator Vanstrom, SECONDED by Legislator Anthony to Amend

Unanimously Carried to Amend (Amendments Shown Below in Strike-Through and New Text in Bold)

CHAUTAUQUA COUNTY
RESOLUTION NO. _____

TITLE: Authorize Acceptance of a 2026 Election Grant for Board of Elections

BY: Administrative Services and Audit & Control Committees:

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

WHEREAS, the Chautauqua County Board of Elections received notice of funding from the New York State Board of Elections under the 2026 Election Grant Program; and

WHEREAS, the New York State Board of Elections will provide funding in the amount of $22,051.37 to reimburse County Board of Elections for local dollars spent for operating costs related to elections held in 2026 with a grant period of 4/1/2026 to 3/31/2027; and

~~WHEREAS, no budget amendment is needed because revenue and expenses related to the 2026 Election Grant were included in the 2027 Tentative Budget and will not be utilized during FY 2026; now, therefore, be it~~

WHEREAS, an amendment is needed for a portion of this funding, while the balance will be utilized for replacement supply purchases to be ordered in Q1 2027 and will be included in the 2027 Tentative Budget; now, therefore, be it

RESOLVED, that the Director of Finance amend the 2026 Budget as follows:

INCREASE APPROPRIATION:

A.1450.----.1	**Personal Services – Board of Elections**	**$10,500**

INCREASE REVENUE:

A.1450.----.R308.9007	**State Aid – Oth St Aid: Elections Grt**	**$10,500**

; and be it further

RESOLVED, that the Chautauqua County Legislature accepts the grant of $22,051.37 from the New York State Board of Elections; and be it further

RESOLVED, that the County Executive is hereby authorized to execute a contract with the New York State Board of Elections for purposes of receiving the grant funds.

Unanimously Carried, As Amended

Proposed Resolution – Authorize Acceptance of a 2026 Mail Ballot Grant for Board of Elections — *Presented by Sam Zafuto, Deputy Director of Finance, Nacole Ellis, Republican Commissioner of Elections, and Luz Torres, Democrat Commissioner of Elections*

Unanimously Carried

Late Proposed Resolution – Granting Senior Citizen Homeowners an Automatic Cost-of Living Increase for the Senior Real Property Tax Exemption— *Presented by Legislator Buchanan, Kitty Lyons, Director of Finance, Kim Meleen, Director of Real Property Tax Services, and Dana Corwin, Director of Office for the Aging*

MOVED by Legislator Anthony, SECONDED by Legislator Vanstrom to Amend

Unanimously Carried to Amend (Amendments Shown Below in Strike-Through and New Text in Bold)

RESOLVED, that effective beginning with the next taxable status date in 2027, the County of Chautauqua shall increase the income eligibility limit for the Senior Citizen Homeowners' Partial Real Property Tax Exemption by **$1,000** ~~the same annual percentage cost-of-living adjustment provided to the County Executive, Sheriff, County Clerk and County Legislators,~~ provided that such adjustment is consistent with applicable New York State law; and be it further

RESOLVED, that the County Legislature shall review the resulting income eligibility limit periodically to ensure that the program remains financially responsible and continues to serve senior citizens who are most in need of property tax relief.

Unanimously Carried, As Amended

MOVED by Legislator Anthony, SECONDED by Legislator Vanstrom to adjourn

Unanimously Carried (5:51 p.m.)

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