Agenda

Administrative Services Committee

**November 9, 2026, 5:00 p.m., Legislative Chambers**

**Livestreamed on YouTube**

Gerace Office Building, Mayville, NY

A. Call to Order

B. Approval of Minutes (10/08/26 – Budget Review) & (10/19/26)

C. Privilege of the Floor

1. Proposed Resolution – Authorizing and Approving Agreements with Other Municipalities for Service of Legal Papers

2. Proposed Resolution – Distribution of Mortgage Taxes

3. Proposed Resolution – Amend 2026 Budget – Department of Finance

4. Other –

**CHAUTAUQUA COUNTY**
**RESOLUTION NO. _____**

**TITLE:** Authorizing and Approving Agreements with Other Municipalities for Service of Legal Papers

**BY:** Administrative Services and Public Safety Committees:

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

WHEREAS, various County departments utilize the Civil Division of the Chautauqua County Sheriff's Office for the service of legal papers to individuals who reside in Chautauqua County; and

WHEREAS, occasionally these departments may have legal papers that are required to be served to individuals living outside of Chautauqua County, which is beyond the jurisdiction of the Chautauqua County Sheriff's Office; and

WHEREAS, the County would like to enter into agreements with other municipalities for the service of legal papers to individuals outside the jurisdiction of the Chautauqua County Sheriff's Office; and

WHEREAS, the Civil Division of the Chautauqua County Sheriff's Office would also like to make itself available to serve legal papers for other municipalities as requested; now therefore be it

RESOLVED, that the County Executive is authorized and empowered to execute all necessary documents and agreements to allow other municipal sheriff's offices or police departments to serve legal papers to individuals living outside of Chautauqua County; and be it further

RESOLVED, that the County Executive is authorized and empowered to execute all necessary documents and agreements to allow the Chautauqua County Sheriff's Office to serve legal papers for other municipalities to individuals living in Chautauqua County.

**_____APPROVED**
**_____VETOES (VETO MESSAGE ATTACHED)**

_____ _____
**County Executive** **Date**

**CHAUTAUQUA COUNTY**
**RESOLUTION NO._____**

**TITLE:** Distribution of Mortgage Taxes

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

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

RESOLVED, that the Clerk of the County Legislature of Chautauqua County be and hereby is authorized and directed to compute the amount of Mortgage Tax Monies due the to various municipalities under Section 261 of the Tax Law and to draw the warrant or order on the Director of Finance for the distribution to said municipalities of all monies due pursuant to said act and to do all things required to be done by the Board of Legislators as required by Law:

| Town | | City | | Village | | Total |
|---|---|---|---|---|---|---|
| Arkwright | $12,418.31 | Dunkirk | $80,467.58 | Bemus Point | $4,828.08 | $1,073,474.29 |
| Busti | $110,522.04 | Jamestown | $110,960.87 | Brocton | $1,504.47 | |
| Carroll | $23,761.40 | | $191,428.45 | Cassadaga | $2,380.47 | |
| Charlotte | $6,815.84 | | | Celoron | $4,459.47 | |
| Chautauqua | $50,773.47 | | | Falconer | $7,249.89 | |
| Cherry Creek | $3,576.10 | | | Fredonia | $42,048.90 | |
| Clymer | $10,779.86 | | | Lakewood | $31,837.07 | |
| Dunkirk | $13,421.81 | | | Mayville | $4,024.38 | |
| Ellery | $72,484.43 | | | Panama | $1,449.10 | |
| Ellicott | $65,359.90 | | | Sherman | $841.42 | |
| Ellington | $5,809.14 | | | Silver Creek | $8,941.27 | |
| French Creek | $7,608.25 | | | Sinclairville | $1,229.80 | |
| Gerry | $15,221.88 | | | Westfield | $13,070.41 | |
| Hanover | $77,014.82 | | | | $123,864.72 | |
| Harmony | $12,512.00 | | | | | |
| Kiantone | $12,760.84 | | | | | |
| Mina | $18,689.32 | | | | | |
| North Harmony | $30,732.53 | | | | | |
| Poland | $11,497.88 | | | | | |
| Pomfret | $87,147.85 | | | | | |
| Portland | $16,812.44 | | | | | |
| Ripley | $12,887.14 | | | | | |
| Sheridan | $20,324.92 | | | | | |
| Sherman | $4,617.41 | | | | | |
| Stockton | $14,497.78 | | | | | |
| Villenova | $3,931.40 | | | | | |
| Westfield | $36,202.35 | | | | | |
| | $758,181.12 | | | | | |

**_____APPROVED**
**_____VETOES (VETO MESSAGE ATTACHED)**

_____ _____
**County Executive** **Date**

**CHAUTAUQUA COUNTY**
**RESOLUTION NO. _____**

**TITLE:** Amend 2026 Budget – Department of Finance

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

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

WHEREAS, some Department of Finance expenditures have exceeded initial budgetary estimates; and

WHEREAS, the Department of Finance has received revenues in excess of budget; now therefore be it

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

| | | |
|---|---|---|
| INCREASE APPROPRIATION ACCOUNT: | | |
| A.1310.----.4 | Contractual - Department of Finance | $26,397 |
| | | |
| INCREASE REVENUE ACCOUNT: | | |
| A.1310.----.R123.0000 | Departmental Income-Fees: Treasurer | $ 7,300 |
| A.1330.----.R123.CCTX | Departmental Income-Fees Credit Card Trans | 19,097 |
| | Total | $26,397 |

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

_____ _____
**County Executive** **Date**