

Agenda

Administrative Services Committee

Tuesday, February 18, 2020, 5:00 p.m., Room 331

Gerace Office Building, Mayville, NY

- A. Call to Order
- B. Approval of Minutes (1/13//20)
- C. Privilege of the Floor
 1. Proposed Resolution – Authorize Agreement with New York State for the Petroleum Product Quality Program
 2. Proposed Resolution – Amend 2019 Budget for Year End Reconciliations – Board of Elections
 3. Proposed Resolution - Amend 2019 Budget for Year End Reconciliations – Liability Insurance Accounts
 4. Proposed Resolution - Amend 2019 Budget for Year End Reconciliations – Health Insurance Fund
 5. Proposed Resolution - Amend 2019 Budget for Year End Reconciliations –Workers Compensation Fund
 6. Proposed Resolution – Amend 2020 Adopted Budget Due to Change in Accounting for License Fees
 7. Proposed Resolution - Amend 2019 Budget for Year End Reconciliations – Finance
 8. Proposed Resolution – Amend 2019 Budget for Year End Reconciliations – Finance, Debt Service
 9. Proposed Resolution – Authorize Sale of Tax Foreclosure Property to Home Leasing LLC
 10. Proposed Resolution – Authorize Transfer to Tax Foreclosure Properties to the Village of Brocton and Chautauqua County Land Bank Corporation (CCLBC)
 11. Other

**CHAUTAUQUA COUNTY
RESOLUTION NO. _____**

LLB 1/17/20
TMT 1/17/20
SMA 1/21/20
KMD 1/21/20
KLC 1/21/20
PMW 1/21/20

TITLE: Authorize Agreement with New York State for the Petroleum Product Quality Program

BY: Administrative Services and Audit & Control Committees:

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

WHEREAS, pursuant to Article 16, Section 179 of the New York State Agriculture and Markets Law, funds have been authorized and appropriated to the Chautauqua County Clerk, Weights and Measures Division, for the continuation of the State's Petroleum Product Quality Program for the years 2019-2024 in the amount of \$41,600; and

WHEREAS, it is necessary for the County to enter into an agreement with the New York State Department of Agriculture and Markets in order to participate in the program; and

WHEREAS, revenue from this contract is included in the 2020 Adopted Budget so no budget amendment is needed; now therefore be it

RESOLVED, That the County Executive is authorized and empowered to execute an agreement with the New York State Department of Agriculture and Markets as set forth above.

APPROVED

VETOES (VETO MESSAGE ATTACHED)

County Executive

Date

**CHAUTAUQUA COUNTY
RESOLUTION NO. _____**

BA/NG 01/15/2020
TMT 01/30/20
SMA 01/30/20
KMD 01/30/20
KLC 1/31/20
PMW 2/3/20

TITLE: Amend 2019 Budget for Year End Reconciliations – Board of Elections

BY: Administrative Services and Audit & Control Committees:

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

WHEREAS, some Board of Elections department expenses have exceeded initial budgetary estimates, as well as some appropriations have a surplus; now therefore be it

RESOLVED, That the Director of Finance is hereby authorized and directed to make the following changes to the 2019 Adopted Budget:

INCREASE APPROPRIATION ACCOUNT:

A. 1450. ----.1 Personal Services – Board of Elections	\$41,000
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DECREASE APPROPRIATION ACCOUNT:

A.1450. ----.4 Contractual – Board of Elections	\$41,000
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APPROVED

VETOES (VETO MESSAGE ATTACHED)

County Executive

Date

**CHAUTAUQUA COUNTY
RESOLUTION NO. _____**

KLC 2/6/20
KMD 2/6/20
KMW 2.7.20
SMA 2/7/20
PMW 2/12/20

TITLE: Amend 2019 Budget for Year End Reconciliations – Liability Insurance Accounts

BY: Administrative Services and Audit & Control Committees:

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

WHEREAS, some Insurance Department expenses have exceeded initial budgetary estimates; and

WHEREAS, the Insurance Fund 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 2019 Adopted Budget:

INCREASE APPROPRIATION ACCOUNT:

CS.1930.----.4	Contractual - Judgements & Claims	\$12,497
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INCREASE REVENUE ACCOUNT:

CS.1710.----.R270.0000	Miscellaneous-Participant Assessments	\$12,497
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APPROVED

VETOES (VETO MESSAGE ATTACHED)

County Executive

Date

**CHAUTAUQUA COUNTY
RESOLUTION NO. _____**

KLC 02/06/20
KMD 02/06/20
KMW 2.7.20
SMA 2/7/20
PMW 2/12/20

TITLE: Amend 2019 Budget for Year End Reconciliations – Health Insurance Fund

BY: Administrative Services and Audit & Control Committees:

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

WHEREAS, some Health Insurance Fund departmental expenses have exceeded initial budgetary estimates; and

WHEREAS, the Health Insurance Fund 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 2019 Adopted Budget:

INCREASE APPROPRIATION ACCOUNTS:

M.1930.----.4	Contractual - Judgements & Claims	\$296,140
M.9089.8000.4	Contractual - Undistributed Benefits	\$369,554
M.9089.8000.8	Employee Benefits - Undistributed Benefits	<u>\$ 27,629</u>
	Total	\$693,323

INCREASE REVENUE ACCOUNTS:

M.9060.9999.R270.9HSA	Departmental Income-Employer HSA Contr.	\$142,154
M.9060.9999.R270.1000	Miscellaneous-Refunds: Prior Year Exp	<u>\$551,169</u>
	Total	\$693,323

APPROVED

VETOES (VETO MESSAGE ATTACHED)

County Executive

Date

**CHAUTAUQUA COUNTY
RESOLUTION NO. _____**

KLC 2/06/20
KMD 02/06/20
KMW 2.7.20
SMA 2/7/20
PMW 2/12/20

TITLE: Amend 2019 Budget for Year End Reconciliations – Workers Compensation Fund

BY: Administrative Services and Audit & Control Committees:

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

WHEREAS, some Workers Compensation Fund departmental expenses have exceeded initial budgetary estimates, as well as some appropriations have a surplus; and

WHEREAS, the Workers Compensation Fund 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 2019 Adopted Budget:

INCREASE APPROPRIATION ACCOUNT:

MS.1720.----.4	Contractual - Workers Comp Rolls	\$49,900
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DECREASE APPROPRIATION ACCOUNT:

MS.1710.----.4	Contractual - Insurance Administration	\$13,722
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INCREASE REVENUE ACCOUNT:

MS.1710.9999.R240.1000	Use of Money & Property-Interest & Earnings	\$36,178
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APPROVED

VETOES (VETO MESSAGE ATTACHED)

County Executive

Date

**CHAUTAUQUA COUNTY
RESOLUTION NO. _____**

KMD 02/04/20
JLW 02/06/20
SMA 2/7/20
KLC 2/7/20
PMW 2/12/20

TITLE: Amend 2020 Adopted Budget due to Change in Accounting for License Fees

BY: Administrative Services and Audit & Control Committees:

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

WHEREAS, previous collective bargaining agreements for CSEA 6300 required the County to earmark minimally \$5,000 during each year of the agreement for reimbursement for employees for the cost of mandated trainings, required license fees, and required credentials; and

WHEREAS, the 2020 Adopted Budget for the Department of Human Resources includes an appropriation of \$5,000 to accommodate said reimbursements, and a revenue budget of \$5,000 to accommodate receiving repayment from operating departments for said reimbursements; and

WHEREAS, the 2019-2023 collective bargaining agreement for CSEA 6300 simply requires the County to reimburse employees for the cost of mandated trainings, required license fees, and required credentials; and

WHEREAS, it would be expedient for operating departments to be charged directly for said reimbursements, rather than processing costs and revenues for said reimbursements through the Department of Human Resources; and

WHEREAS, this new expedient procedure will eliminate the need for revenue and appropriation budgets within the Department of Human Resources; now therefore be it

RESOLVED, That the Director of Finance is hereby authorized and directed to make the following changes to the 2020 Adopted Budget:

DECREASE APPROPRIATION ACCOUNT:

A.1430.COEM.4	Contractual—Human Resources, Countywide Employee Exps	\$5,000
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DECREASE REVENUE ACCOUNT:

A.1430.COEM.R221.0LIC	Shared Services—Shared Services License Fees	\$5,000
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APPROVED

VETOES (VETO MESSAGE ATTACHED)

County Executive

Date

**CHAUTAUQUA COUNTY
RESOLUTION NO. _____**

KLC 02/06/20
KMD 02/11/20
KMW 2.7.20
SMA 2/7/20
PMW 2/12/20

TITLE: Amend 2019 Budget for Year End Reconciliations – Finance

BY: Administrative Services and Audit & Control Committees:

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

WHEREAS, some Finance department expenses have exceeded initial budgetary estimates, as well as some appropriations and revenues have a surplus; now therefore be it

RESOLVED, That the Director of Finance is hereby authorized and directed to make the following changes to the 2019 Adopted Budget:

INCREASE APPROPRIATION ACCOUNTS:

A.1310.----.1	Personal Services - Department of Finance	\$7,806
A.1310.----.4	Contractual - Department of Finance	\$32,519
A.1330.----.1	Personal Services - Real Property Tax	\$1,827
A.1330.----.4	Contractual - Real Property Tax	\$2,218
A.1330.----.8	Employee Benefits - Real Property Tax	\$11,404
A.1362.----.4	Contractual - Tax Advertising & Expense	\$8,035
A.1985.----.4	Contractual - Municipal Sales Tax	\$644,228
A.2490.----.4	Contractual - Community College Tuition	<u>\$44,862</u>
	Total	\$752,899

DECREASE APPROPRIATION ACCOUNTS:

A.1310.----.8	Employee Benefits - Department of Finance	\$1,185
A.1710.----.1	Personal Services - Insurance Administration	\$4,439
A.1710.----.4	Contractual - Insurance Administration	\$2,699
A.1710.----.8	Employee Benefits - Insurance Administration	\$5,311
A.1989.----.1	Personal Services - Tax Roll Maint & Process	\$4,166
A.1989.----.4	Contractual - Tax Roll Maint & Process	\$9,635
A.1989.----.8	Employee Benefits - Tax Roll Maint & Process	<u>\$3,855</u>
	Total	\$31,290

INCREASE REVENUE ACCOUNTS:

A.1310.9999.R111.0000	Non Property Tax Items-Sales Tax	\$44,862
A.1985.----.R111.0MUN	Non Property Tax Items-Sales Tax- Muni Make Whole	\$644,228
A.9730.----.R271.0000	Proceeds L/T Obligations- Premium on Obligations	<u>\$32,519</u>
	Total	\$721,609

APPROVED

VETOES (VETO MESSAGE ATTACHED)

County Executive

Date

**CHAUTAUQUA COUNTY
RESOLUTION NO. _____**

KLC 02/06/20
KMD 02/06/20
KMW 2.7.20
SMA 2/7/20
PMW 2/12/20

TITLE: Amend 2019 Budget for Year End Reconciliations – Finance,
Debt Service

BY: Administrative Services and Audit & Control Committees:

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

WHEREAS, the accounting treatment of the principal and interest payments on bonds issued for the Third Dormitory Building at the Jamestown Community College (JCC) and the corresponding reimbursement from JCC were not properly reflected in the 2019 Budget; and

WHEREAS, interest due on a Bond Anticipation Note issued in December 2018 were not anticipated in the 2019 budget; and

WHEREAS, the County received a premium on bonds issued in 2019; and

WHEREAS, Mortgage Tax receipts exceeded expectations; and

WHEREAS, the County refunded bonds at the end of 2019 and the associated transactions should now be included in the budget; now therefore be it

RESOLVED, That the Director of Finance is hereby authorized and directed to make the following changes to the 2019 Adopted Budget:

INCREASE APPROPRIATION ACCOUNTS:

A.9730.----.6	Principal - Debt Service	\$ 290,000
A.9730.----.7	Interest - Debt Service	\$ 175,667
A.9991.----.4	Contractual - Repay Escrow - Refund Bonds	\$ 28,139
A.9991.----.9	Interfund Transfers-Repay Escrow-Refund Bonds	<u>\$4,857,279</u>
	Total	\$5,351,085

INCREASE REVENUE ACCOUNTS:

A.9730.----.R128.9JCC	Departmental Income-JCC Dorm Funding	\$ 435,750
A.9730.----.R118.9000	Non Property Tax Items-Mortgage Tax	\$ 19,579
A.9730.----.R271.0000	Proceeds L/T Obligations-Premium on Obligations	\$ 10,338
A.9991.----.R579.1000	Proceeds L/T Obligations-Adv Refunding Bonds	<u>\$4,885,418</u>
	Total	\$5,351,085

APPROVED

VETOES (VETO MESSAGE ATTACHED)

County Executive

Date

SMA 2/8/20
KMD 02/10/20
KLC 2/10/20
PMW 2/12/20

CHAUTAUQUA COUNTY
RESOLUTION NO. _____

TITLE: Authorize Sale of Tax Foreclosure Property to Home Leasing LLC

BY: Administrative Services and Audit & Control Committees:

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

WHEREAS, the Arcade Building in the City of Jamestown located at 26-32 North Main Street (Tax Parcel # 387.48-1-19) was tax foreclosed several years ago and has been in a state of continuing deterioration for decades; and

WHEREAS, despite its current condition, the Arcade Building is an architecturally significant structure that is one of the last examples of the buildings that existed in and adjacent to Brooklyn Square at the turn of the 20th century; and

WHEREAS, Home Leasing LLC, of 700 Clinton Square, Rochester, New York, has extensive experience and success in redeveloping historic properties throughout upstate New York, and securing the necessary funding sources for such projects; and

WHEREAS, Home Leasing LLC wishes to attempt to redevelop the Arcade Building and engage in a due diligence and funding development period of up to twelve (12) months to determine if a viable project can move forward; therefore be it

RESOLVED, That the County Executive is authorized to enter into an agreement with Home Leasing LLC for the sale of the tax foreclosed Arcade Building on the following terms and conditions:

1. Purchase Price. \$25,000
2. Due Diligence and Funding Development Period. Up to twelve (12) months, and as may be extended by the County Executive if deemed in the best interest of the County.
3. Closing. Within one hundred eighty (180) days after completion of the due diligence and funding development period.
4. Other. As negotiated by the County Executive.

APPROVED

VETOES (VETO MESSAGE ATTACHED)

County Executive

Date

**CHAUTAUQUA COUNTY
RESOLUTION NO. _____**

SMA 2/8/20 KMD 02/10/20 KLC 2/10/20 PMW 2/12/20
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TITLE: Authorize Transfer of Tax Foreclosure Properties to the Village of Brocton and Chautauqua County Land Bank Corporation (CCLBC)

BY: Administrative Services and Audit & Control Committees:

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

WHEREAS, the County, Village of Brocton, and CCLBC are collaborating on the remediation and redevelopment of County tax foreclosure parcels located in the Village of Brocton, consisting of an abandoned condemned building at 10 East Main Street (145.17-2-45), and the former Green Arch Restaurant at 41 West Main Street (144.20-3-24); and

WHEREAS, the Village of Brocton is purchasing the building located at 14 East Main Street, which shares a party wall with the County's tax foreclosure parcel at 10 East Main Street, and once both properties are in municipal ownership, CCLBC will utilize grant monies received from the Office of the Attorney General (OAG) to demolish both structures at a cost of approximately \$200,000; and

WHEREAS, to facilitate later redevelopment of the adjoining properties after demolition is complete at 10 East Main Street and 14 East Main Street, it is appropriate that the County convey 10 East Main Street to the Village of Brocton at no cost to help mitigate the Village's expenses in acquiring 14 East Main Street; and

WHEREAS, CCLBC is willing to acquire the former Green Arch Restaurant property located at 41 West Main Street from the County for the sum of the foreclosed back taxes on the property, being the amount of \$12,539.19, and CCLBC will then market the parcel for responsible remediation and redevelopment in order to restore the beneficial use and taxable value of the property; now therefore be it

RESOLVED, That the County Executive is authorized and empowered to execute all necessary documents to transfer 10 East Main Street to the Village of Brocton and 41 West Main Street to CCLBC as described above, upon such other terms and conditions negotiated by the County Executive.

APPROVED

VETOES (VETO MESSAGE ATTACHED)

County Executive

Date