

Agenda

Audit & Control Committee

March 19, 2020, 8:35 a.m., Room 331

Gerace Office Building, Mayville, NY

- A. Call to Order
- B. Approval of Minutes (2/20/20)
- C. Privilege of the Floor
 1. Proposed Resolution - Amend 2020 Budget Appropriations – South & Center Chautauqua Lake Sewer Districts (S&CCLSD)
 2. Proposed Resolution – North Chautauqua Lake Sewer District Authorization and Appropriation of Local Match for Inflow and Infiltration (I&I) Study
 3. Proposed Resolution - Amend 2020 Budget Appropriations for Customer Billing Software – North Chautauqua Lake Sewer District (NCLSD) and Portland, Pomfret, Dunkirk Sewer District (PPDSD)
 4. Proposed Resolution – Authorize Extension of Voter Education/Poll Worker Training and the New York State Poll Site Access Improvement Grant
 5. Proposed Resolution – Authorize Lease Agreement with the Sea Lion Project, Ltd. for Ferry Docking and Landing Facilities
 6. Proposed Resolution - Authorize Funding to Construct Educational Kiosks at the Chautauqua Hometown Heroes Veterans Memorial
 7. Proposed Resolution – Establish Capital Projects for Trail Development and Lake Erie Management Commission
 8. Discussion – Safety Coordinator Position – County Executive Wendel
 9. Discussion - Preliminary 2019 Financial Results – Fn. Director Crow & Budget Director Dennison
 10. Other

**CHAUTAUQUA COUNTY
RESOLUTION NO. _____**

TW 3/5/20
KMD 03/05/20
KMW 3.6.20
SMA 3/6/20
KLC 3/6/20
PMW 3/9/20

TITLE: Amend 2020 Budget Appropriations—South & Center Chautauqua Lake Sewer Districts (S&CCLSD)

BY: Public Facilities and Audit & Control Committees:

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

WHEREAS, South & Center Chautauqua Lake Sewer District (S&CCLSD) uses a customer billing software that will soon become obsolete; and

WHEREAS, Chautauqua County Information Technology Department recommends the billing software be replaced, and has selected a suitable replacement at a cost of approximately \$39,154; and

WHEREAS, replacement of the billing software was approved by the S&CCLSD Administrative Board at its regular meeting on March 3, 2020; and

WHEREAS, expenditures to replace the software were not included in the district's 2020 Adopted Budget for computer software, but the district's 2020 Adopted Budget includes a contingency account for unanticipated expenditures; 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:

INCREASE APPROPRIATION ACCOUNT:

ESS.8110.----.4	Contractual—Administration	\$39,154
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DECREASE APPROPRIATION ACCOUNT:

ESS.9089.----.4	Contractual—Undistributed Benefits	\$39,154
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APPROVED

VETOES (VETO MESSAGE ATTACHED)

County Executive

Date

CHAUTAUQUA COUNTY
RESOLUTION NO. _____

SDC 2.12.20
KMD 02/25/20
KMW 2.25.20
SMA 2/25/20
KLC 2/28/20
PMW 3/9/20

TITLE: North Chautauqua Lake Sewer District Authorization and
Appropriation of Local Match for Inflow and Infiltration (I & I) Study

BY: Public Facilities and Audit & Control Committees:

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

WHEREAS, Chautauqua County Resolution 174-19 authorized the County to apply for grants on behalf of the North Chautauqua Lake Sewer District (District) for inflow and infiltration studies; and

WHEREAS, the New York State Environmental Facilities Corporation (EFC) has awarded to the County a \$30,000.00 Engineering Planning Grant for such purpose; and

WHEREAS, the EFC grant requires a 20% local match, with a minimum match amount of \$6,000.00; and

WHEREAS, grant revenue and matching funds were included in the District's part of the 2020 County budget, and the District Board supports this project and the associated expenditure of District funds; now therefore be it

RESOLVED That the County of Chautauqua authorizes and appropriates a minimum 20% local match as required by the Engineering Planning Grant Program for the North Chautauqua Lake Sewer District Orchard Terrace Inflow and Infiltration Study, with a minimum local match of at least \$6,000.00 (20% of the EPG grant award of \$30,000.00) to be provided by the North Chautauqua Lake Sewer District.

APPROVED

VETOES (VETO MESSAGE ATTACHED)

County Executive

Date

**CHAUTAUQUA COUNTY
RESOLUTION NO. _____**

KMD 03/05/20
SDC 03/09/20
KMW 3.9.20
SMA 03/19/20
KLC 3/9/20
PMW 3/10/20

TITLE: Amend 2020 Budget Appropriations for Customer Billing Software—
North Chautauqua Lake Sewer District (NCLSD) and Portland, Pomfret,
Dunkirk Sewer District (PPDSD)

BY: Public Facilities and Audit & Control Committees:

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

WHEREAS, the North Chautauqua Lake Sewer District (NCLSD) and Portland, Pomfret, Dunkirk Sewer District (PPDSD) use a customer billing software that will soon become obsolete; and

WHEREAS, Chautauqua County’s Information Technology Department recommends that the billing software be replaced, and has selected a suitable replacement at an initial cost of approximately \$10,503 for NCLSD and \$4,141 for PPDSD; and

WHEREAS, replacement of the billing software was approved by the boards of each district; and

WHEREAS, expenditures to replace the software were not included in the districts’ 2020 Adopted Budgets, but the districts’ 2020 Adopted Budgets include equipment purchases that can be deferred; 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:

INCREASE APPROPRIATION ACCOUNTS:

ESN.8110.8112.4	Contractual—Administration, Administration	\$10,503
ESP.8110.8114.4	Contractual—Administration, Administration	<u>\$ 4,141</u>
	Total	\$14,644

DECREASE APPROPRIATION ACCOUNTS:

ESN.8130.8132.2	Equipment—Sewage Treatment, Sewage Treatment	\$10,503
ESP.8120.8124.2	Equipment—Sanitary Sewers, Sanitary Sewers	<u>\$ 4,141</u>
	Total	\$14,644

APPROVED

VETOES (VETO MESSAGE ATTACHED)

County Executive

Date

**CHAUTAUQUA COUNTY
RESOLUTION NO. _____**

NPG/BCA 03/09/20
TMT 03/09/2020
KMD 03/09/20
SMA 03/09/20
KLC 3/9/20
PMW 3/9/20

TITLE: Authorize Extension of Voter Education/Poll Worker Training and the New York State Poll Site Access Improvement Grant

BY: Administrative Services and Audit & Control Committees:

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

WHEREAS, the County Board of Elections has successfully applied through the New York State Board of Elections for grant funds to enhance voting opportunities to persons with disabilities in the amount of \$40,543.00; and

WHEREAS, the County Board of Elections will use the grant proceeds to establish, expand and improve access to poll sites to increase participation in the election process by individuals with a full range of disabilities, and

WHEREAS, the remaining funding is \$10,057.11 and revenues and expenditures associated with the grant are already included in the 2020 Adopted Budget so no budget amendments are necessary; and

WHEREAS, it would be appropriate to extend the grant under the same terms and conditions from April 1, 2020 through March 31, 2021; therefore, be it

RESOLVED, That the County Executive is hereby authorized and empowered to execute an extension of the grant agreement with the State of New York for the designated time period.

APPROVED

VETOES (VETO MESSAGE ATTACHED)

County Executive

Date

**CHAUTAUQUA COUNTY
RESOLUTION NO. _____**

SMA 03/07/20
KMD 03/09/20
KLC 3/9/20
BPB 3/9/20
PMW 3/9/20

TITLE: Authorize Lease Agreement with the Sea Lion Project, Ltd. for Ferry Docking and Landing Facilities

BY: Administrative Services and Audit & Control Committees:

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

WHEREAS, Chautauqua County sold the Bemus Point Stow Ferry to the Sea Lion Project, Ltd., doing business as Chautauqua Lake Historic Vessels Company in 1986 pursuant to Resolution 191-86; and

WHEREAS, pursuant to the Bill of Sale the Chautauqua Lake Historic Vessels Company is required to use the ferry as a historic and tourist attraction; and

WHEREAS, the County has previously leased to Chautauqua Lake Historic Vessels Company docking and landing facilities in the Village of Bemus Point and the Hamlet of Stow; and

WHEREAS, it is in the best interests of the County to renew the lease so that there is the opportunity to have the ferry operated as a historic and tourist attraction; now therefore be it

RESOLVED, That the County Executive is hereby authorized and empowered to execute a lease agreement on such terms and conditions as deemed appropriate with Sea Lion Project, Ltd., d/b/a Chautauqua Lake Historic Vessels Company, for the docking and landing facilities in the Village of Bemus Point and the Hamlet of Stow and the immediately adjacent property for a period of ten (10) years through March 31, 2030, at an annual rent of One Dollar (\$1.00) per year.

APPROVED

VETOES (VETO MESSAGE ATTACHED)

County Executive

Date

**CHAUTAUQUA COUNTY
RESOLUTION NO. _____**

SMA 03/09/20 KMD 03/09/20 KLC 3/10/20

TITLE: Authorize Funding to Construct Educational Kiosks at the Chautauqua Hometown Heroes Veterans Memorial

BY: Planning & Economic Development and Audit & Control Committees:

AT THE REQUEST OF: Legislators Terry Niebel and Mark Odell:

WHEREAS, Chautauqua County's historic sites, memorials, and other assets are invaluable resources in Chautauqua County that preserve historic artifacts and possessions, provide educational and tourism opportunities, and enhance the quality of life; and

WHEREAS, the Chautauqua Hometown Heroes Veterans Memorial organization is dedicated to showing appreciation for all veterans in Chautauqua County, including those that sacrificed their lives while serving; and

WHEREAS, there are many past and present members of the military who earned honors and awards, including POWs/MIAs, those who sacrificed their lives while serving, and others who died while not in action; and

WHEREAS, many of these brave soldiers lack a local memorial in their honor and the Chautauqua Hometown Heroes Veterans Memorial will honor these individuals; and

WHEREAS, the Mayville Cemetery will be the future home of the Chautauqua Hometown Heroes Veterans Memorial, which will attract people from throughout the region and further afield to honor our brave soldiers; and

WHEREAS, the centerpiece of the Chautauqua Hometown Heroes Veterans Memorial will be an octagon building constructed with commemorative bricks along with educational kiosks telling the stories of past wars and sacrifice, which will cater to and attract visitors from within and outside of the region to pay tribute to our courageous veterans; and

WHEREAS, the Chautauqua Hometown Heroes Veterans Memorial organization secured donations from the Town of Chautauqua (\$5,000.00), the Village of Mayville (\$8,800.00), and the Chautauqua Region Community Foundation (\$10,000.00), along with funding being provided by a number of private donors; and

WHEREAS, the Chautauqua Hometown Heroes Veterans Memorial organization seeks \$6,500.00 from the County to assist in constructing seven (7) educational kiosks that cater to visitors and tourists, which are key tourism-attraction components to this memorial honoring all veterans in Chautauqua County, including those who sacrificed their lives while serving; therefore be it

RESOLVED, as set forth below, the Chautauqua County Legislature hereby appropriates A Fund Balance to allow the County Executive to enter into a contract to assist the Chautauqua Hometown Heroes Veterans Memorial organization in constructing seven (7) educational kiosks for use at the Chautauqua Hometown Heroes Veterans Memorial; and be it further

RESOLVED, That A Fund Balance is appropriated as follows:

APPROVED

VETOES (VETO MESSAGE ATTACHED)

County Executive

Date

INCREASE THE USE OF FUND BALANCE:

A.-----917.0000	Unassigned Fund Balance—Unassigned Fund Balance	\$6,500
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; and be it further

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

INCREASE APPROPRIATION ACCOUNT:

A.8020.-----4	Contractual—Planning	\$6,500
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APPROVED

VETOES (VETO MESSAGE ATTACHED)

County Executive

Date

**CHAUTAUQUA COUNTY
RESOLUTION NO. _____**

MRG 2/27/20
DWM 2/27/20
KMD 02/27/20
ABC 02/27/20
SMA 02/27/20
KLC 2/28/20
PMW 3/9/20

TITLE: Establish Capital Projects for Trail Development and Lake Erie Management Commission

BY: Planning & Economic Development and Audit & Control Committees:

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

WHEREAS, pursuant to adopted budgets in 2015 through 2017, the Chautauqua County Legislature pledged funds for non-county maintained trail establishment and development; and

WHEREAS, pursuant to adopted budgets in 2012 through 2018, the Chautauqua County Legislature pledged funds for lake improvement projects administered by the Lake Erie Management Commission (LEMC); and

WHEREAS, pursuant to adopted budgets in 2016 and 2017, the Chautauqua County Legislature pledged funds for the integrated sewage management plan (ISMP); and

WHEREAS, the pledged amounts were not spent in their entirety so they were earmarked as designated portions of the 3% and 2% Occupancy Tax reserves; and

WHEREAS, trail development and lake improvements are important aspects of tourism development in Chautauqua County and meet the criteria for capital projects, so it is prudent to establish them as such; and

WHEREAS, the ISMP has been completed so a designation of funds is no longer needed, and the designated funds can be considered part of the general reserve for lakes and waterways; now therefore be it

RESOLVED, That the designation attached to the pledged funds for the ISMP be removed; and be it further

RESOLVED, That the A Fund Balance is appropriated as follows:

INCREASE THE USE OF FUND BALANCE:

A.----.----.883.0000	Fund Balance, Reserved Fund Balance – Reserve for Occupancy Tax	\$ 81,528
A.----.----.889.0000	Fund Balance, Reserved Fund Balance – Res: Lakes & Watrway	<u>\$ 72,522</u>
	Total	\$154,050

; and be it further

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

INCREASE APPROPRIATION ACCOUNT:

A.9950.----.9	Interfund Transfers – Transfer to Capital	\$154,050
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ESTABLISH AND INCREASE CAPITAL REVENUE ACCOUNTS:

H.8020.37010.R503.1000	Interfund Transfers – Interfund Transfer	\$ 81,528
H.8020.37011.R503.1000	Interfund Transfers – Interfund Transfer	<u>\$ 72,522</u>
	Total	\$154,050

APPROVED

VETOES (VETO MESSAGE ATTACHED)

County Executive

Date

INCREASE CAPITAL APPROPRIATION ACCOUNTS:

H.8020.37010.4	Contractual— Trail Development (2020)	\$ 81,528
H.8020.37011.4	Contractual— Lake Erie Mngt Comm (2020)	<u>\$ 72,522</u>
	Total	\$154,050

APPROVED

VETOES (VETO MESSAGE ATTACHED)

County Executive

Date