

Minutes
Administrative Services Committee
February 20, 2024, 5:00 p.m., Legislative Chambers
Livestreamed on YouTube
Gerace Office Building, Mayville, NY

Members Present: Scudder, Heiser, Vanstrom, Anthony

Members Absent: Parker

Others: Lee, Chagnon, Tampio, Swan, Slagle, Wendel, Makowski, Crow, Ihrig, 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 (01/16/24)

MOVED by Legislator Vanstrom, SECONDED by Legislator Anthony.

Unanimously Carried

Privilege of the Floor

No one chose to speak.

Local Law Intro 3-24 – A Local Law Amending Local Law 13-22 Providing for a Management Salary Plan for County Officers and Employees (re: Coroner Supervisor for the Department of Health) – *Presented by Dr. Michael Faulk, Chief Medical Officer for Chautauqua County*

Local Law Intro 4-24 – A Local Law Amending Local Law 13-22 Providing for a Management Salary Plan for County Officers and Employees (re: Law Graduate for the Chautauqua County Law Departments) – *Presented by Patrick Slagle, County Attorney*

Local Law Intro 5-24 – A Local Law Amending Local Law 7-07 Real Property Tax Law Section 459-C “Persons with Disabilities and Limited Incomes” Real Property Tax Exemption – *Presented by Patrick Slagle, County Attorney and Kim Meleen, Real Property Tax Director*

Local Law Intro 6-24 – A Local Law Amending Local Law 13-22 Providing for a Management Salary Plan for County Officers and Employees (re: County Historian) – *Presented by Patrick Slagle, County Attorney and Paul M. Wendel, Jr., County Executive*

Local Law Intro 7-24 – A Local Law Amending the Chautauqua County Charter (Amending Section 4.05) – *Presented by Patrick Slagle, County Attorney and Deb Makowski, Director of Human Resources*

Local Law Intro 8-24 – A Local Law Amending the Chautauqua County Charter (Amending Section 4.06) – *Presented by Patrick Slagle, County Attorney and Deb Makowski, Director of Human Resources*

Local Law Intro 9-24 – Establishing Salary Level for Chautauqua County Executive – *Presented by Patrick Slagle, County Attorney and Deb Makowski, Director of Human Resources*

Local Law Intro 10-24 – Establishing Salary Level for Chautauqua County Clerk – *Presented by Patrick Slagle, County Attorney and Deb Makowski, Director of Human Resources*

Local Law Intro 11-24 – Establishing Salary Level for Chautauqua County Sheriff – *Presented by Patrick Slagle, County Attorney and Deb Makowski, Director of Human Resources*

Local Law Intro 12-24 – A Local Law Amending Local Law 7-99 Establishing Salary Levels for Chautauqua County Legislators – *Presented by Patrick Slagle, County Attorney and Deb Makowski, Director of Human Resources*

Local Law Intro 13-24 – A Local Law Amending the Chautauqua County Charter (Amending Section 4.07) – *Presented by Patrick Slagle, County Attorney and Deb Makowski, Director of Human Resources*

Renew and Amend Resolution 310-23 – Amend Capital Project Accounts – Jamestown Community College – *Presented by Jennifer Swan, Budget Director*

No Action Taken - Discussion only (Will be Renewed and Amended on the floor of the Full Legislature Meeting on February 28, 2024)

Proposed Resolution – Amend 2023 Budget for Year End Reconciliations – County Clerk – *Presented by Jennifer Swan, Budget Director*

Unanimously Carried

Proposed Resolution – Amend 2023 Budget for Year End Reconciliations – Legislature – *Presented by Olivia Lee, Clerk of the Legislature*

Unanimously Carried

Proposed Resolution – Amend 2023 Budget for Year End Reconciliations – Unified Courts –

Presented by Jennifer Swan, Budget Director

Unanimously Carried

Proposed Resolution – Amend 2023 Budget for Year End Reconciliations – County Attorney –
Presented by Patrick Slagle, County Attorney

Unanimously Carried

Proposed Resolution – Amend 2023 Budget for Year End Reconciliations – Health Insurance Fund –
Presented by Jennifer Swan, Budget Director and Kitty Crow, Finance Director

Unanimously Carried

Proposed Resolution – Amend 2023 Budget for Year End Reconciliations – Energy Fund –
Presented by Jennifer Swan, Budget Director and Kitty Crow, Finance Director

Unanimously Carried

Proposed Resolution – Amend 2023 Budget for Year End Reconciliations – Insurance Liability (CS Fund) –
Presented by Jennifer Swan, Budget Director and Kitty Crow, Finance Director

Unanimously Carried

Proposed Resolution – Amend 2023 Budget for Year End Reconciliations – Finance –
Presented by Jennifer Swan, Budget Director and Kitty Crow, Finance Director

MOVED by Legislator Vanstrom, SECONDED by Legislator Heiser to Amend

Unanimously Carried to Amend

INCREASE APPROPRIATION ACCOUNTS:

A.1310.----.1	Personal Services - Department of Finance	\$38,062
		\$35,583
A.1330.----.4	Contractual - Real Property Tax	\$ 8,327
A.1989.----.1	Personal Services - Other General Govt Support-Ins Admin	\$ 6,170
A.1989.----.4	Contractual - Other General Govt Support-Ins Admin	<u>\$ 572</u>
	Total	\$53,131
		\$50,652

DECREASE APPROPRIATION ACCOUNTS:

A.1310.----.4	Contractual - Department of Finance	\$42,632
		\$40,153
A.1330.----.1	Personal Services - Real Property Tax	\$ 8,327
A.1989.----.8	Contractual - Other General Govt Support-Ins Admin	<u>\$ 2,172</u>

Total ~~\$53,131~~
\$50,652

Unanimously Carried as Amended

Proposed Resolution – Amend 2023 Budget for Year End Reconciliations – Miscellaneous –
Presented by Jennifer Swan, Budget Director and Kitty Crow, Finance Director

Unanimously Carried

Proposed Resolution – Amend 2023 Budget for Year End Reconciliations – Human Resources –
Presented by Deb Makowski, Director of Human Resources

Unanimously Carried

Proposed Resolution – Setting Salary for Law Graduate Trainee – *Presented by Patrick Slagle, County Attorney*

Unanimously Carried

Proposed Resolution – Establishing Naming Policy for County-funded Industrial and Business Parks – *Presented by Patrick Slagle, County Attorney*

Unanimously Carried

Proposed Resolution – Amend Senior Real Property Tax Exemption – *Presented by Kim Meleen, Real Property Tax Director*

Unanimously Carried

Proposed Resolution – Amend Spending Plan and 2023 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*

Unanimously Carried

MOVED by Legislator Anthony, SECONDED by Legislator Heiser to adjourn

Unanimously Carried (6:22 p.m.)

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