

Minutes  
Audit & Control Committee  
February 20, 2025, 8:35 a.m., Legislative Chambers  
Livestreamed on YouTube  
Gerace Office Building, Mayville, NY

Members Present: Pavlock, Scudder, Nelson, Dickey, Johnson

Others: Lee, N. Quattrone, Chagnon, Swan, McClennan, Zafuto, Rodgers, Card, Faulk, Songer, Wilson, Crow, Marx, McCoy, Abdella, Makowski, Wendel, Vento, Westphal, Torres, Ellis, Corwin, Enlow

**Complete video of meeting can be viewed on YouTube**

Chairman Pavlock called the meeting to order at 8:37 a.m.

Approval of Minutes (1/16/25)

MOVED by Legislator Scudder, SECONDED by Legislator Dickey

*Unanimously Carried*

Privilege of the Floor

No one chose to speak.

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Renew and Amend Resolution 177-24 – Authorize Agreement with NY State DOT for Performance of Federal-Aid Project PIN 5764.85 –  
*Presented by Tim Card, DPF Director, and Drew Rodgers, Deputy Director of Public Facilities Engineering*

*Discussion Only – No Action Taken*

Renew and Amend Resolution 178-24 – Authorize Agreement with NY State DOT for Performance of Federal-Aid Project PIN 5764.86 –  
*Presented by Tim Card, DPF Director, and Drew Rodgers, Deputy Director of Public Facilities Engineering*

*Discussion Only – No Action Taken*

Renew and Amend Resolution 179-24 – Authorize Agreement with NY State DOT for Performance of Project PIN 5764.99 – *Presented by Tim Card, DPF Director, and Drew Rodgers, Deputy Director of Public Facilities Engineering*

*Discussion Only – No Action Taken*

Proposed Resolution – Authorize Lease Agreement of Restaurant Facilities at Chautauqua County Airport – JHW to Basil & Bones, Inc. – *Presented by Tim Card, DPF Director*

*Unanimously Carried*

Proposed Resolution – Authorize Amendment of Lease Agreement with the City of Dunkirk to Increase Office Space for the Office of the Chautauqua County Public Defender – *Presented by Derick Gregory, Assistant Public Defender*

*Unanimously Carried*

Proposed Resolution – Authorize Lease Agreement with Jamestown’s Rental Properties, LLC

*No Action Taken*

Proposed Resolution – Amend 2024 Budget for Year End Reconciliations – County Attorney – *Presented by Sam Zafuto, Deputy Director of Finance*

*Unanimously Carried*

Proposed Resolution – Renew Authorization for Grant Applications and Agreements with New York State for Household Hazardous Waste Program – *Presented by Tim Card, DPF Director*

*Unanimously Carried*

Proposed Resolution – Amend 2024 Budget for Year-End Reconciliations – Environment – Landfill – *Presented by Tim Card, DPF Director, and Chad Marx, Deputy Director of Finance for DPF*

*Unanimously Carried*

Proposed Resolution – Amend 2024 Budget for Year-End Reconciliations – South Chautauqua Lake Sewer District – *Presented by Thomas Walsh, Director of South & Center Chautauqua Lake Sewer Districts, and Chad Marx, Deputy Director of Finance for DPF*

*Unanimously Carried*

Proposed Resolution – Amend 2024 Budget for Year End Reconciliations – North Chautauqua Lake Sewer District – *Presented by Chad Marx, Deputy Director of Finance for DPF, and Mathew Oehlbeck, Director of North Chautauqua Lake Sewer District*

*Unanimously Carried*

Proposed Resolution – Amend 2024 Budget for Year End Reconciliations – Portland Pomfret-Dunkirk Sewer District – *Presented by Chad Marx, Deputy Director of Finance for DPF, and Mathew Oehlbeck, Director of North Chautauqua Lake Sewer District*

*Unanimously Carried*

Proposed Resolution – Amend 2025 Budget for Portland-Pomfret-Dunkirk Sewer District – *Presented by Allison Vento, Administrative Director for NCW&SD, and Pierre Chagnon, Chairman of the Legislature*

*Unanimously Carried*

Proposed Resolution – Amend 2024 Budget for Year End Reconciliations – North County Industrial Sewer District #1 – *Presented by Chad Marx, Deputy Director of Finance for DPF*

*Unanimously Carried*

Proposed Resolution – Amend 2024 Budget for Year End Reconciliations – North Chautauqua County Water District – *Presented by Chad Marx, Deputy Director of Finance for DPF*

*Unanimously Carried*

Proposed Resolution – Amend 2025 Budget for NCCWD to Assist the Village of Fredonia, Using Interest Earnings from American Rescue Plan Act (ARPA) – *Presented by Allison Vento, Administrative Director for NCW&SD, and Pierre Chagnon, Chairman of the Legislature*

*Unanimously Carried*

Proposed Resolution – Requesting Continuation of State Legislation Authorizing 1.0% Additional Sales Tax – *Presented by Pierre Chagnon, Chairman of the Legislature*

*Unanimously Carried*

Proposed Resolution – CARTS – Section 5311 Consolidation Operating and Capital Grant Application Request – *Presented by Michele Westphal, Senior Projects Coordinator at CARTS*

*Unanimously Carried*

Proposed Resolution – Amend 2024 Budget for Year-End Reconciliations Department of Public Facilities – A Fund – *Presented by Chad Marx, Deputy Director of Finance for DPF and Tim Card, DPF Director*

*MOVED by Legislator Scudder, SECONDED by Legislator Dickey to Amend by Substitution – Unanimously Carried to Amend (as shown below)*

**INCREASE APPROPRIATION ACCOUNTS:**

A.5610.5612.1	Personal Services – <del>Chaut.</del> County Airport - Dunkirk Airport	\$13,910
A.5610.5612.4	Contractual - <del>Chaut.</del> County Airport - Dunkirk Airport	\$1,552
	<del>Contractual</del> – Bus Operations – CARTS	
A.5630.5625.1	<b>Personal Services – Bus Operations, CARTS</b>	\$189,426
<b>A.5630.5625.4</b>	<b>Contractual – Bus Operations, CARTS</b>	<b>\$38,229</b>
A.5630.5631.4	Contractual – Bus Operations – SUNY	\$11,057
A.7110.----.4	Contractual – Parks	\$15,065
A.1620.----.4	Contractual – Buildings & Grounds	\$2,572
<b>A.1620.5060.4</b>	<b>Contractual – Gerace Office Building</b>	<b>\$41,804</b>
		<del>\$123,341</del>
A.1620.8060.4	Contractual – Buildings & Grounds – AG Center	<del>\$24,891</del>
		<del>\$356,923</del>
	Total	<b>\$338,506</b>

**DECREASE APPROPRIATION ACCOUNTS:**

A.5610.5612.8	Employee Benefits – <del>Chaut.</del> County Airport – Dunkirk Airport	\$16,991
	<b>Personal Services – Chautauqua County Airport – Jamestown Airport</b>	<b>\$2,284</b>
<b>A.5610.5610.1</b>	<b>Employee Benefits – Chautauqua County Airport – Jamestown Airport</b>	<b>\$12,429</b>
<b>A.5610.5610.8</b>	<b>Employee Benefits – Chautauqua County Airport – Jamestown Airport</b>	<b>\$3,239</b>
A.5630.5625.4	<del>Contractual</del> – Bus Operations – CARTS	<del>\$13,752</del>
A.5630.5625.8	<del>Employee Benefits</del> – Bus Operations – CARTS	<del>\$12,824</del>
		<del>\$13,269</del>
A.7110.----.1	Personal Services – Parks	<del>\$3,404</del>
<b>A.7110.----.8</b>	<b>Employee Benefits – Parks</b>	<b>\$11,832</b>
A.1620.5060.4	<del>Contractual</del> – Buildings & Grounds – Gerace Office Building	<del>\$56,868</del>
<b>A.1620.5030.4</b>	<b>Contractual – Buildings &amp; Grounds, Court House</b>	<b>\$8,278</b>
<b>A.1620.5070.4</b>	<b>Contractual – Buildings &amp; Grounds, Mayville Municipal Building</b>	<b>\$5,994</b>
		<del>\$23,544</del>
A.1620.5080.4	Contractual – Buildings & Grounds – Jail	<del>\$20,871</del>
		<del>\$21,502</del>
A.1620.5020.4	Contractual – Buildings & Grounds – Hall R Clothier Building	<del>\$4,894</del>
<b>A.1620.7010.4</b>	<b>Contractual – Buildings &amp; Grounds, South Co Office Buliding</b>	<b>\$8,114</b>
A.1620.----.1	Personal Services – Buildings & Grounds	\$15,553
A.1620.----.8	Employee Benefits – Buildings & Grounds	\$22,931
		<del>\$197,234</del>
	Total	<b>\$119,823</b>

INCREASE REVENUE ACCOUNTS:

A.5630.5625.R358.9000	New York State Aid- Transportation	\$159,689
	<del>Sale of Property/Compensa</del> – Sale of Real	\$108,783
A.1620.8060.R266.0000	Property	\$109,900
	<i>Total</i>	\$218,683

*Unanimously Carried as Amended*

Proposed Resolution – Amend 2024 Budget for Year End Reconciliations – Public Facilities – D Fund – Presented by Chad Marx, Deputy Director of Finance for DPF and Tim Card, DPF Director

*Unanimously Carried*

Proposed Resolution – Amend 2024 Budget for Year End Reconciliations – Public Facilities – DM Fund – Presented by Chad Marx, Deputy Director of Finance for DPF and Tim Card, DPF Director

*Unanimously Carried*

Proposed Resolution – Amend 2024 Budget for Year End Reconciliations – Information Technology – Presented by Sam Zafuto, Deputy Director of Finance

*Unanimously Carried*

Proposed Resolution – Amend 2024 Budget for Year End Reconciliations – County Clerk – Presented by Emily Blevins, Deputy County Clerk and Sam Zafuto, Deputy Director of Finance

*Unanimously Carried*

Proposed Resolution – Amend 2024 Budget for Year End Reconciliations – County Executive – Presented by Paul M. Wendel, Jr., County Executive and Sam Zafuto, Deputy Director of Finance

*Unanimously Carried*

Proposed Resolution – Amend 2024 Budget for Year End Reconciliations – Human Resources – Presented by Debbie Makowski, Director of Human Resources and Sam Zafuto, Deputy Director of Finance

*Unanimously Carried*

Proposed Resolution – Amend 2024 Budget for Year End Reconciliations – Unified Courts – Presented by Jennifer Swan, Budget Director

*Unanimously Carried*

Proposed Resolution – Close Capital Projects – 2024 Year End Reconciliation – *Presented by Jennifer Swan, Budget Director*

*Unanimously Carried*

Proposed Resolution – Authorize Extension of the Amended Technology Innovations and Election Resource Grant Award from the New York State Board of Elections – *Presented by Sam Zafuto, Deputy Director of Finance, Luz Torres, Election Commissioner and Nacole Ellis, Election Commissioner*

*Unanimously Carried*

Proposed Resolution – Authorize Acceptance of a 2024 General Election Grant for Board of Elections – *Presented by Presented by Sam Zafuto, Deputy Director of Finance, Luz Torres, Election Commissioner and Nacole Ellis, Election Commissioner*

*Unanimously Carried*

Proposed Resolution – Authorize Acceptance of Ballot by Mail Grant for Board of Election– *Presented by Presented by Sam Zafuto, Deputy Director of Finance, Luz Torres, Election Commissioner and Nacole Ellis, Election Commissioner*

*Unanimously Carried*

Proposed Resolution – Authorize Acceptance of Electronic Poll Book Grant for Board of Elections – *Presented by Presented by Sam Zafuto, Deputy Director of Finance, Luz Torres, Election Commissioner and Nacole Ellis, Election Commissioner*

*Unanimously Carried*

Proposed Resolution – Amend 2024 Budget for Year End Reconciliations – Board of Elections – *Presented by Presented by Sam Zafuto, Deputy Director of Finance, Luz Torres, Election Commissioner and Nacole Ellis, Election Commissioner*

*Unanimously Carried*

Proposed Resolution – Amend 2024 Budget for Year End Reconciliations – Workers Compensation Fund – *Presented by Kitty Crow, Finance Director and Sam Zafuto, Deputy Director of Finance*

*Unanimously Carried*

Proposed Resolution – Amend 2024 Budget for Year End Reconciliations – Health Insurance Fund – *Presented by Kitty Crow, Finance Director and Sam Zafuto, Deputy Director of Finance*

*Unanimously Carried*

Proposed Resolution – Amend 2024 Budget for Year End Reconciliations – Insurance Liability (CS Fund) – *Presented by Kitty Crow, Finance Director and Sam Zafuto, Deputy Director of Finance*

*Unanimously Carried*

Proposed Resolution – Amend 2024 Budget for Year End Reconciliations – Department of Finance and Miscellaneous Department – *Presented by Kitty Crow, Finance Director and Sam Zafuto, Deputy Director of Finance*

*Unanimously Carried*

Proposed Resolution – Amend 2024 Budget for Year End Reconciliations – Energy Fund – *Presented by Kitty Crow, Finance Director and Sam Zafuto, Deputy Director of Finance*

*Unanimously Carried*

Proposed Resolution – Authorize Equitable Sharing Agreement with the Federal Government – District Attorney’s Office– *Presented by Madeline Contiguglia, Assistant to District Attorney and Sam Zafuto, Deputy Director of Finance*

*Unanimously Carried*

Proposed Resolution – Amend 2024 Budget for Year End Reconciliations – District Attorney – *Presented by Madeline Contiguglia, Assistant to District Attorney and Sam Zafuto, Deputy Director of Finance*

*Unanimously Carried*

Proposed Resolution – Authorizing Lease Agreement with the Village of Mayville for office space for the Office of the Sheriff – *Presented by Reilly Enlow, Fiscal Supervisor for the Sheriff’s Department*

*Unanimously Carried*

Proposed Resolution – Authorize Equitable Sharing Agreement with the Federal Government – Office of the Sheriff – *Presented by Reilly Enlow, Fiscal Supervisor for the Sheriff's Department*

*Unanimously Carried*

Proposed Resolution – Amend 2024 Budget for Year End Reconciliations – Office of the Sheriff – *Presented by Reilly Enlow, Fiscal Supervisor for the Sheriff's Department*

*Unanimously Carried*

Proposed Resolution – Authorize Acceptance of Funds from the Department of Justice Bureau of Justice Assistance for the State Criminal Alien Assistance Program (SCAAP) for FY 2024– *Presented by Reilly Enlow, Fiscal Supervisor for the Sheriff's Department*

*Unanimously Carried*

Proposed Resolution – Authorize Execution of NYS Office of Homeland Security Statewide Interoperable Communications (SICG) Grant Program FY24 – *Presented by Reilly Enlow, Fiscal Supervisor for the Sheriff's Department*

*Unanimously Carried*

Proposed Resolution – Authorize Execution of NYS Office of Homeland Security Public Safety Answering Point (PSAP) Grant FY24 – *Presented by Reilly Enlow, Fiscal Supervisor for the Sheriff's Department*

*Unanimously Carried*

Proposed Resolution – Amend 2025 Budget for Office of the Sheriff – *Presented by Reilly Enlow, Fiscal Supervisor for the Sheriff's Department*

*Unanimously Carried*

Proposed Resolution – Amend 2024 Budget for Year End Reconciliations – Emergency Services – *Presented by Noel Guttman, Director of Emergency Services and Sam Zafuto, Deputy Director of Finance*

*Unanimously Carried*



Proposed Resolution – Amend 2025 Budget to Implement the GOB Security Project, Using Interest Earnings from American Rescue Plan Act (ARPA) – *Presented by Noel Guttman, Director of Emergency Services and Sam Zafuto, Deputy Director of Finance*

*Unanimously Carried*

Proposed Resolution – Amend OES 2025 Budget for FY2021 Hazmat Grant (FY21HM) – *Presented by Noel Guttman, Director of Emergency Services and Sam Zafuto, Deputy Director of Finance*

*Unanimously Carried*

Proposed Resolution – Amend OES 2025 Budget for FY2022 Hazmat Grant (FY22HM) – *Presented by Noel Guttman, Director of Emergency Services and Sam Zafuto, Deputy Director of Finance*

*Unanimously Carried*

Proposed Resolution – Amend 2025 OES Budget for FY2022 SHSP Grant (SHSP22) – *Presented by Noel Guttman, Director of Emergency Services and Sam Zafuto, Deputy Director of Finance*

*Unanimously Carried*

Proposed Resolution – Authorize Lease Agreement with SUNY Fredonia for 2025 Senior Expo Event – *Presented by Dana Corwin, Deputy Director of Office for the Aging Services*

*Unanimously Carried*

Proposed Resolution – Amend 2025 Budget for Purchase of Van for Meal Delivery for the Elderly – *Presented by Dana Corwin, Deputy Director of Office for the Aging Services*

*Unanimously Carried*

Proposed Resolution – Authorize Acceptance of Lead Hazard Reductions Grant FY2024 – *Presented by Jessica Wuerstle, Director of Environmental Health Services*

*Unanimously Carried*

Proposed Resolution – New York State Office of Mental Health – Additional Funding to 2025 State Aid – *Presented by Trish McClennan, Deputy Director of Mental Hygiene and Social Services*

*Unanimously Carried*

Proposed Resolution – Amend 2024 Budget for Year End Reconciliations – Public Health – *Presented by Dianna Songer, Deputy Director of Finance for Human Services, Dr. Michael Faulk, Chief Medical Officer for Chautauqua County, Lacey Wilson, Public Health Director*

*Unanimously Carried*

Proposed Resolution – Amend 2024 Budget for Year End Reconciliations – Veterans– *Presented by Dianna Songer, Deputy Director of Finance for Human Services Service Agency*

*Unanimously Carried*

Proposed Resolution – Amend 2025 Budget – Occupancy Tax Funded Projects– *Presented by Dave McCoy, Chautauqua County Watershed Coordinator and Sam Zafuto, Deputy Director of Finance*

*Unanimously Carried*

Proposed Resolution – Amend 2025 Budget to Replenish the Lake Maintenance Fund– *Presented by Dave McCoy, Chautauqua County Watershed Coordinator and Sam Zafuto, Deputy Director of Finance*

*Unanimously Carried*

Proposed Resolution – Amend 2024 Budget for Year End Reconciliations – Planning and Economic Development – *Presented by Dave McCoy, Chautauqua County Watershed Coordinator and Sam Zafuto, Deputy Director of Finance*

*Unanimously Carried*

MOVED by Legislator Nelson, SECONDED by Legislator Scudder to adjourn

*Unanimously Carried (11:53 a.m.)*

Respectfully submitted and transcribed,  
Kristi Zink, Deputy Clerk of the Legislature/Nancy Quattrone, Committee Secretary