

Minutes  
Administrative Services Committee  
**February 18, 2025, 5:00 p.m., Legislative Chambers**  
**Livestreamed on YouTube**  
**Gerace Office Building, Mayville, NY**

Members Present: Scudder, Heiser, Vanstrom, Anthony, Buchanan

Others: Chagnon, Lee, N. Quattrone, Zafuto, Blevins, Makowski, Crow, Morgan, Torres, Ellis

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

Chairman Scudder called the meeting to order at 5:17 p.m.

Approval of Minutes (1/13/25)

MOVED by Legislator Heiser, SECONDED by Legislator Buchanan.

*Unanimously Carried*

Privilege of the Floor

No one chose to speak.

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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 Sam Zafuto, Deputy Director of Finance*

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

**CHAUTAUQUA COUNTY  
RESOLUTION NO. \_\_\_\_\_**

**TITLE:** Amend 2024 Budget for Year End Reconciliations –  
County Executive

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

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

WHEREAS, some County Executive departmental expenditures 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 2024 Adopted Budget:

<u>INCREASE APPROPRIATION ACCOUNTS:</u>		
A.1230.----.8	Employee Benefits - County Executive	\$3,890 <b>\$4,296</b>
 <u>DECREASE APPROPRIATION ACCOUNTS:</u>		
A.1230.----.1	Personal Services – County Executive	\$3,890 <b>\$4,296</b>

*Unanimously Carried as Amended*

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

*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 Ana Morgan, County Attorney and Sam Zafuto, Deputy Director of Finance*

*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 Luz Torres, Election Commissioner, Nacole Ellis, Election Commissioner and Sam Zafuto, Deputy Director of Finance*

*Unanimously Carried*

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

*Unanimously Carried*

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

*Unanimously Carried*

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

*Unanimously Carried*

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

*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*

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

**TITLE:** Amend 2024 Budget for Year End Reconciliations – Insurance Liability (CS Fund)

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

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

WHEREAS, some Insurance Liability Fund departmental expenditures have exceeded initial budgetary estimates; and

WHEREAS, the Insurance Liability Fund has received revenues in excess of budget; now therefore be it

RESOLVED That CS Fund Balance is appropriated as follows:

INCREASE THE USE OF APPROPRIATED FUND BALANCE:

CS.-----,863.0000 Fund Balance, Reserved Fund Bal – Insurance Reserve \$18,024 **\$13,918**

; and be it further

RESOLVED, That the Director of Finance is hereby authorized and directed to make the following changes to the 2024 Adopted Budget:

INCREASE APPROPRIATION ACCOUNTS:

CS.1930.----,4	Contractual - Judgements and Claims	\$ 70,995
CS.1931.----,4	Contractual – Property Loss	4,725
CS.1989.----,4	Contractual - Other General Govt Suppt-Ins Admin	151,239
	Total	<del>\$226,959</del> <b>\$222,234</b>

INCREASE REVENUE ACCOUNTS:

CS.1989.----,R270.9000	Miscellaneous-Participant Assessments	\$178,936 <b>179,520</b>
CS.1989.9999.R240.1000	Use of Money & Property-Interest Earnings	<del>29,999</del> <b>28,796</b>
	Total	<del>\$208,935</del> <b>208,316</b>

*Unanimously Carried as Amended*

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*

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

INCREASE APPROPRIATION ACCOUNTS:

A.1310.----.1	Personal Services – Department of Finance	\$152,377
		<b>150,837</b>
A.1310.----.2	Equipment - Department of Finance	1,920
A.1330.----.4	Contractual - Real Property Tax	52,541
A.1330.ROLL.1	Personal Services - RPTX - <u>Oth Tax Rolls Maint &amp; Process</u>	336
A.1330.ROLL.8	Employee Benefits - RPTX - <u>Oth Tax Rolls Maint &amp; Process</u>	264
A.1430.COEM.1	Personal Services - HR - County Wide Employee Expense	9,099
A.1430.COEM.4	Contractual - HR - County Wide Employee Expense	2
A.1430.COEM.8	Employee Benefits - HR - County Wide Employee Expense	4,419
A.1989.----.1	Personal Services - <u>Oth Gen Govt Support - Ins Admin</u>	7,306
A.1989.----.8	Employee Benefits - <u>Oth Gen Govt Support - Ins Admin</u>	2,825
A.2490.----.4	Contractual - Community College Tuition	14,110
	Total	\$245,199
		<b>\$243,659</b>

DECREASE APPROPRIATION ACCOUNTS:

A.1310.----.4	Contractual - Department of Finance	\$ 12,328
A.1310.----.8	Employee Benefits - Department of Finance	24,324
		<b>25,969</b>
A.1330.ROLL.4	Contractual - RPTX - <u>Oth Tax Rolls Maint &amp; Process</u>	23,570
A.1355.----.4	Contractual - Tax Assessment	15,000
A.1362.----.4	Contractual - Tax Advertising & Expense	14,571
A.1989.----.4	Contractual - Other General Govt Support - Ins Admin	724
A.6772.----.1	Personal Services - Office for Aging Services	117,645
		<b>114,460</b>
	Total	\$208,162
		<b>\$206,622</b>

*Unanimously Carried as Amended*

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

*Unanimously Carried*

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MOVED by Legislator Anthony, SECONDED by Legislator Heiser to adjourn

*Unanimously Carried (5:51 p.m.)*

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