

Agenda

Audit & Control Committee

November 15, 2018, 8:35 a.m., Room 331

Gerace Office Building, Mayville, NY

- A. Call to Order
- B. Approval of Minutes (10/05/18 & 10/18/18)
- C. Privilege of the Floor
 - 1. Proposed Resolution- Amend 2018 Budget Appropriations–South & Center Chautauqua Lake Sewer District (S&CCLSD)
 - 2. Proposed Resolution- Amend 2018 Budget–North Chautauqua Water District
 - 3. Proposed Resolution- Amend 2018 Budget for Landfill Gas Well Maintenance
 - 4. Proposed Resolution- Quit Claim Deeds
 - 5. Proposed Resolution- Distribution of Mortgage Taxes
 - 6. Proposed Resolution- Amend 2018 Budget for SNAP High Performance Bonus Award Allocation
 - 7. Proposed Resolution- Amend 2018 Budget Appropriations and Revenues Associated With Juvenile Services Team (JST)
 - 8. Proposed Resolution- Amend 2018 Budget for Office of the Sheriff
 - 9. Proposed Resolution- Authorize Agreement with Cattaraugus County for Inmate Housing
 - 10. Proposed Resolution- Authorize Agreement with Brocton Central School District for School Resource Officer
 - 11. Proposed Resolution- Authorize Execution of Lease Agreement with Federal Bureau of Investigation for Tower Space
 - 12. Discussion- Occupancy Tax/Airbnb- Kitty Crow
 - 13. Other- Motion to Extend Freed Maxick Agreement of Service- Re: Internal Audit

**CHAUTAUQUA COUNTY
RESOLUTION NO. _____**

TW 10/24/18
KMW 10/31/18
SMA 10/31/18
KMD 10/31/18
KLC 11/1/18
GMB 11/1/18

TITLE: Amend 2018 Budget Appropriations—South & Center Chautauqua Lake Sewer District (S&CCLSD)

BY: Public Facilities and Audit & Control Committees:

AT THE REQUEST OF: County Executive George M. Borrello:

WHEREAS, some South & Center Chautauqua Lake Sewer District (S&CCLSD) expenses have exceeded initial budgetary estimates, as well as some appropriations have a surplus; therefore be it

RESOLVED, That the Director of Finance is hereby authorized and directed to make the following changes to the 2018 budget:

INCREASE APPROPRIATION ACCOUNTS:

ESS.8130.----.1	Personal Services—Sewage Treatment	\$45,000
ESS.8130.----.8	Employee Benefits—Sewage Treatment	<u>\$47,000</u>
	Total	\$92,000

DECREASE APPROPRIATION ACCOUNTS:

ESS.8120.----.4	Contractual—Sanitary Sewers	\$45,000
ESS.8130.----.4	Contractual—Sewage Treatment	<u>\$47,000</u>
	Total	\$92,000

APPROVED

VETOES (VETO MESSAGE ATTACHED)

County Executive

Date

**CHAUTAUQUA COUNTY
RESOLUTION NO. _____**

KMD 10/26/18 SMA 10/26/18 KLC 10/29/18 GMB 11/1/18

TITLE: Amend 2018 Budget—North Chautauqua Water District

BY: Public Facilities and Audit & Control Committees:

AT THE REQUEST OF: County Executive George M. Borrello:

WHEREAS, pursuant to Resolutions 39-16, 81-16, 175-16, and 231-17, the Chautauqua County Legislature established the North Chautauqua County Water District (the “District”), to comprise an area in Chautauqua County consisting of parts of the towns of Portland, Pomfret, Sheridan and Hanover and all of the town of Dunkirk, authorized bonding and in a maximum amount of \$11,750,000 for the cost of the initial capital improvements for the District, and established a capital budget of \$11,750,000; and

WHEREAS, the District is now operational and is generating revenue and incurring expenditures, and operating revenues and expenditures for the District were not included in the 2018 Adopted Budget; now therefore be it

RESOLVED, That the Director of Finance is hereby authorized and directed to make the following changes to the 2018 budget:

ESTABLISH AND INCREASE APPROPRIATION ACCOUNT:

EWN.8310.----.4	Contractual—Water District	\$214,000
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ESTABLISH AND INCREASE REVENUE ACCOUNT:

EWN.8310.----.R214.4000	Departmental Income—Chrgs: Water	\$214,000
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APPROVED

VETOES (VETO MESSAGE ATTACHED)

County Executive

Date

**CHAUTAUQUA COUNTY
RESOLUTION NO. _____**

BPB – 10/24/18
KMW 10.24.18
SMA 10/25/18
KMD 10/25/18
KLC 10/25/18
GMB 11/1/18

TITLE: Amend 2018 Budget for Landfill Gas Well Maintenance

BY: Public Facilities and Audit & Control Committees:

AT THE REQUEST OF: County Executive George M. Borrello:

WHEREAS, pursuant to Resolution No. 107-18, the accounting treatment of gas well maintenance was reevaluated, and the associated expenditures were classified as operating rather than capital expenditures; and

WHEREAS, it has now been determined that the original treatment of gas well maintenance as a capital project was correct; and

WHEREAS, the expenditures for gas well maintenance are identified as Alternative A1 on the bid for Landfill Phase IV Construction, and are anticipated to be \$380,893; now therefore be it

RESOLVED, That Landfill--Environment Fund Balance is adjusted as follows:

DECREASE THE USE OF FUND BALANCE:

EL.----.----.889.METHFund Balance – Misc Res: Gas Well Maintenance \$380,893

; and be it further

RESOLVED, That the Director of Finance is authorized make the following changes to the 2018 Budget:

DECREASE APPROPRIATION ACCOUNT:

EL.8160.1000.4 Contractual—Environment-Landfill \$380,893

INCREASE APPROPRIATION ACCOUNT:

EL.8160.025.4 Contractual—Environment-
Phase IV Construction (2007) \$380,893

APPROVED

VETOES (VETO MESSAGE ATTACHED)

County Executive

Date

**CHAUTAUQUA COUNTY
RESOLUTION NO. _____**

JEC 11/1/18
SMA 11/1/18
KMD 11/2/18
KLC 11/5/18
GMB 11/7/18

TITLE: Quit Claim Deeds

BY: Administrative Services and Audit & Control Committees:

AT THE REQUEST OF: County Executive George M. Borrello:

WHEREAS, the Administrative Services Committee of the County Legislature has received and hereby recommends acceptance, pursuant to Section 1166 of the Real Property Tax Law, the following offers for the County's Tax Liens as detailed on the attached Schedule 1 under tax sale certificates noted on original papers on file in the office of the Director of Finance; and

WHEREAS, that unless otherwise noted, the County Tax Enforcement Officer has confirmed that the offers received are in compliance with the County's policy regarding tax foreclosure as set forth in Resolution No. 110-17; now therefore be it

RESOLVED, That the Executive and Chairman of this Legislature be hereby authorized to execute Quitclaim Deeds conveying to the offers herein mentioned, the interest of Chautauqua County in said properties under said tax sale certificates; and be it further

RESOLVED, That the Director of Finance of Chautauqua County be hereby authorized to cancel any outstanding taxes, fees, interest and other charges. In adopting this resolution, the Legislature intends to adopt each transaction separately, in the usual form of Resolution, and the failure of any particular transaction to be completed shall in no manner affect the validity of any of the others.

Offer Number	Municipality	S/B/L	Purchaser	Offer Amount	Taxes Owing
PA-254-2018	Gerry	064489-302.00-2-43	Jennifer A Rissel	\$ 3,513.73	\$ 350.00
			Total	\$ 3,513.73	\$ 350.00

APPROVED

VETOES (VETO MESSAGE ATTACHED)

County Executive

Date

**CHAUTAUQUA COUNTY
RESOLUTION NO. _____**

JEC 11/6/18 SMA 11/7/18 GMB (by SMA) 11/7/18

TITLE: Distribution of Mortgage Taxes

BY: Administrative Services and Audit & Control Committees:

AT THE REQUEST OF: County Executive George M. Borrello:

RESOLVED, That the Clerk of the County Legislature of Chautauqua County be and hereby is authorized and directed to compute the amount of Mortgage Tax Monies due the various municipalities under Section 261 of the Tax Law and to draw the warrant or order on the Director of Finance for the distribution to said municipalities of all monies due pursuant to said act and to do all things required to be done by the Board of Legislators as required by Law:

April 1, 2018 through September 30, 2018

	TOWNS		CITIES
Arkwright	6,631.85	Dunkirk	27,049.47
Busti	53,662.43	Jamestown	99,807.77
Carroll	12,727.63		
Charlotte	4,091.47	TOTAL	\$126,857.24
Chautauqua	47,866.61		
Cherry Creek	3,469.79		
Clymer	10,698.60		
Dunkirk	4,224.73		
Ellery	72,918.49	Bemus Point	4,889.49
Ellicott	33,135.77	Brocton	1,562.10
Ellington	8,989.69	Cassadaga	966.73
French Creek	12,591.83	Celoron	2,185.77
Gerry	8,956.07	Falconer	3,855.39
Hanover	33,618.94	Fredonia	25,479.51
Harmony	18,766.22	Lakewood	16,069.80
Kiantone	5,217.92	Mayville	3,755.63
Mina	12,895.28	Panama	2,234.39
North Harmony	19,870.39	Sherman	965.23
Poland	7,211.16	Silver Creek	3,886.92
Pomfret	49,534.99	Sinclairville	859.99
Portland	17,067.00	Westfield	6,408.16
Ripley	7,347.93		
Sheridan	10,179.33		
Sherman	5,424.55		
Stockton	5,352.26	TOTAL	\$73,119.11
Villanova	8,247.49		
Westfield	17,313.67		
TOTAL	\$498,012.09		

GRAND TOTAL **\$697,988.44**

APPROVED

VETOES (VETO MESSAGE ATTACHED)

County Executive **Date**

**CHAUTAUQUA COUNTY
RESOLUTION NO.**

CLS 10/29/18
ABC 10/30/18
SMA 11/2/18
KMD 11/2/18
KLC 11/5/18
GMB 11/7/18

TITLE: Amend 2018 Budget for SNAP High Performance Bonus Award Allocation

BY: Human Services and Audit & Control Committees:

AT THE REQUEST OF: County Executive George M. Borrello:

WHEREAS, The New York State Office of Temporary and Disability Assistance (OTDA) has approved the Chautauqua County Department of Health and Human Services' (DHHS) plan for utilization of its Supplemental Nutrition Assistance Program (SNAP) High Performance Bonus Award Allocation for the period of April 1, 2018 through September 30, 2019 in the amount of \$72,042; and

WHEREAS, costs associated with SNAP bonus activities will be funded at 50% by Federal funds and 50% by the SNAP High Performance Bonus Award; and

WHEREAS, the SNAP High Performance Bonus Award and non-payroll costs associated with the SNAP High Performance Bonus Award were not included in the 2018 Budget; and

WHEREAS, Federal SNAP funding that will be available for non-payroll costs associated with the SNAP High Performance Bonus Award was not included in the 2018 Budget; and

WHEREAS, the 2018 Budget must be adjusted to include these awarded funds and related expenditures; now, therefore be it

RESOLVED, That A Fund Balance is appropriated as follows:

DECREASE THE USE OF FUND BALANCE:

A.----.----.917.0000 Unassigned Fund Balance—Unassigned Fund Balance \$51,995

; and be it further

RESOLVED, That the Director of Finance is authorized and directed to make the following changes to the 2018 Budget:

INCREASE APPROPRIATION ACCOUNT:

A.6010.----.4 Contractual- Social Services Admin \$40,093

INCREASE REVENUE ACCOUNT:

A.6010.----.R461.0000 Federal Aid - Social Services Admin \$92,088

APPROVED

VETOES (VETO MESSAGE ATTACHED)

County Executive

Date

**CHAUTAUQUA COUNTY
RESOLUTION NO. _____**

TAN 10/30/18
KDG 10/30/18
SMA 10/30/18
KMD 10/31/18
CLS 10/31/18
KLC 10/31/18
GMB 11/1/18

TITLE: Amend 2018 Budget Appropriations and Revenues Associated With Juvenile Services Team (JST)

BY: Public Safety, Human Services and Audit & Control Committees:

AT THE REQUEST OF: County Executive George M. Borrello:

WHEREAS, the Department of Probation and the Department of Health and Human Services expected to execute a Memorandum of Understanding (MOU) regarding their implementation of a county-wide, co-located Juvenile Services Team (JST); and

WHEREAS, the MOU was not approved by New York State so the JST program will not be implemented as planned, and the expected revenues will not be realized; and

WHEREAS, pursuant to Resolution No. 143-18, budgeted appropriations and revenues associated with the JST were amended and those amendments now need to be reversed; now therefore be it

RESOLVED, That A Fund Balance is appropriated as follows:

INCREASE THE USE OF FUND BALANCE:

A.----.----.917.0000	Unassigned Fund Balance	\$201,600
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; and be it further

RESOLVED, That the Director of Finance is hereby authorized and directed to make the following changes to the 2018 Budget:

DECREASE APPROPRIATION ACCOUNTS:

A.6010.----.1	Personal Services—Social Services Admin	\$197,381
A.6010.----.8	Employee Benefits—Social Services Admin	<u>\$106,465</u>
	Total	\$303,846

INCREASE APPROPRIATION ACCOUNTS:

A.3140.----.1	Personal Services—Probation	\$197,381
A.3140.----.8	Employee Benefits— Probation	<u>\$106,465</u>
	Total	\$303,846

DECREASE REVENUE ACCOUNTS:

A.6010.----.R361.0000	New York State Aid—Social Services Admin	\$ 38,100
A.6010.----.R461.0000	Federal Aid—Social Services Admin	<u>\$163,500</u>
	Total	\$201,600

APPROVED

VETOES (VETO MESSAGE ATTACHED)

County Executive

Date

**CHAUTAUQUA COUNTY
RESOLUTION NO. _____**

CJH 10/25/18
KDG 10/29/18
SMA 10/29/18
KMD 10/29/18
KLC 10/29/18
GMB 11/1/18

TITLE: Amend 2018 Budget for Office of the Sheriff

BY: Public Safety and Audit & Control Committees:

AT THE REQUEST OF: County Executive George M. Borrello:

WHEREAS, some Office of the Sheriff expenses have exceeded initial budgetary estimates, as well as some appropriations have a surplus; therefore be it

RESOLVED, That the Director of Finance is hereby authorized and directed to make the following changes to the 2018 budget:

INCREASE APPROPRIATION ACCOUNTS:

A.3020.E911.4	Contractual – E911	\$4,472
A.3110.3114.8	Employee Benefits – Pistol Permit	<u>\$7,885</u>
		\$12,357

DECREASE APPROPRIATION ACCOUNT:

A.3110.----.1	Personal Services – Sheriff	\$12,357
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APPROVED

VETOES (VETO MESSAGE ATTACHED)

County Executive

Date

**CHAUTAUQUA COUNTY
RESOLUTION NO. _____**

CJH 10/25/18
KDG 10/29/18
SMA 10/29/18
KMD 10/29/18
KLC 10/30/18
GMB 11/1/18

TITLE: Authorize Agreement with Cattaraugus County for
Inmate Housing

BY: Public Safety and Audit & Control Committees:

AT THE REQUEST OF: County Executive George M. Borrello:

WHEREAS, on occasion, the Cattaraugus County Jail has a need to relocate inmates to other jail facilities; and

WHEREAS, the Office of the Sheriff has negotiated a tentative agreement with Cattaraugus County to house inmates at the Chautauqua County Jail at a current rate of \$50 per day, per inmate; and

WHEREAS, the Cattaraugus County Jail shall assume all medical costs for the inmates boarded in the Chautauqua County Jail; now therefore be it

RESOLVED, That the County Executive is authorized and empowered to execute an agreement with Cattaraugus County for the housing of inmates as set forth above with revenues to be credited to account A.3150.----.R226.0000.

APPROVED

VETOES (VETO MESSAGE ATTACHED)

County Executive

Date

**CHAUTAUQUA COUNTY
RESOLUTION NO. _____**

CJH 10/25/18
KDG 10/29/18
SMA 10/29/18
KMD 10/29/18
KLC 10/30/18
GMB 11/1/18

TITLE: Authorize Agreement with Brocton Central School District for School Resource Officer

BY: Public Safety and Audit & Control Committees:

AT THE REQUEST OF: County Executive George M. Borrello:

WHEREAS, the Brocton Central School District has requested the Chautauqua County Office of the Sheriff provide a School Resource Officer during the term of November 1, 2018 through June 30, 2020; and

WHEREAS, the Chautauqua County Office of the Sheriff has negotiated a tentative agreement with Brocton Central School District to provide a certified School Resource Officer for the 2018-2019 and 2019-2020 school years at a total cost of \$129,678.23; and

WHEREAS, the County will not incur any local share expense for this position; now therefore be it

RESOLVED, That the County Executive is hereby authorized and empowered to execute an agreement with Brocton Central School District for the purpose of providing a School Resource Officer for the 2018-2019 and 2019-2020 school years as set forth above; and be it further

RESOLVED, That the Director of Finance is hereby authorized and directed to make the following changes to the 2018 budget:

INCREASE APPROPRIATION ACCOUNTS:

A.3110.----.1	Personal Services – Sheriff	\$ 8,755
A.3110.----.8	Employee Benefits – Sheriff	<u>\$ 4,213</u>
	Total	\$12,968

INCREASE REVENUE ACCOUNT:

A.3110.----.R226.0000	Shared Services – Chrgs: Oth Gov-Pub Safety	\$12,968
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; and be it further

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

INCREASE APPROPRIATION ACCOUNTS:

A.3110.----.1	Personal Services – Sheriff	\$52,527
A.3110.----.8	Employee Benefits – Sheriff	<u>\$25,280</u>
	Total	\$77,807

INCREASE REVENUE ACCOUNT:

A.3110.----.R226.0000	Shared Services – Chrgs: Oth Gov-Pub Safety	\$77,807
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APPROVED

VETOES (VETO MESSAGE ATTACHED)

County Executive

Date

**CHAUTAUQUA COUNTY
RESOLUTION NO. _____**

CJH 10/25/18
KDG 10/29/18
SMA 10/29/18
KMD 10/29/18
KLC 11/7/18
GMB 11-7-18

TITLE: Authorize Execution of Lease Agreement with Federal Bureau of Investigation for Tower Space

BY: Public Safety and Audit & Control Committees:

AT THE REQUEST OF: County Executive George M. Borrello:

WHEREAS, the Federal Bureau of Investigation desires to renew an agreement with the County of Chautauqua to operate and maintain various communications equipment and an antenna at the County-owned tower located on Dutch Hollow Road in the Town of Ellery, New York; and

WHEREAS, there is sufficient space at the County-owned tower to accommodate the communications equipment of the Federal Bureau of Investigation and such tower space is not needed for County purposes, and use of such tower space engenders no additional cost to the County; and

WHEREAS, the parties have agreed to a lease renewal with a one (1) year term and which may be extended for up to four (4) additional one (1) year terms; and

WHEREAS, this revenue is included in the 2018 and 2019 budgets; now therefore be it

RESOLVED, That the County Executive is hereby authorized and empowered to execute the renewed lease agreement with the Federal Bureau of Investigation granting the right to maintain an antenna and communications equipment at the County-owned tower located on Dutch Hollow Road in the Town of Ellery.

APPROVED

VETOES (VETO MESSAGE ATTACHED)

County Executive

Date