



ADMINISTRATION COMMITTEE AGENDA
FEBRUARY 9, 2026
5:30 PM

- 1. Call to Order**
 - a. Godfrey, Nemi, Abbott, Bradt, Casale, Elder, Robins
- 2. Approval of Minutes of January 12, 2026**
- 3. Community Safety and Security Committee Agenda**
- 4. Community Services Committee Agenda**
- 5. Infrastructure Committee Agenda**
- 6. Clerk of the Legislature**
 - a. Create and Fill Temporary Courier-Mail Clerk Position
- 7. Human Resources**
 - a. Resolution to Share the Services of Public Information Officer with Orleans County
- 8. Office of Management & Budget**
 - a. Agreement Between Niagara County and Brian Parisi Copier Systems Inc. to Provide Multifunction Copier Services
- 9. Real Property**
 - a. Real Property Tax Corrections/Cancellations No. COE-2026 A
- 10. Treasurer's Office**
 - a. Distribution of Sales Tax Budget Modification
- 11. Information and Adjournment**

NIAGARA COUNTY ADMINISTRATION COMMITTEE
MEETING MINUTES
January 12, 2026
5:30 PM

	ADMINISTRATION	STAFF	OTHERS
PRESENT:	D. Godfrey A. Nemi R. Abbott M. Casale C. Robins M. Hill	R. Updegrave C. Joerg K. Alexander D. Huntington P. Lopes J. Pitarresi T. Farrell K. Schuler H.Soles	M. Filicetti, Sheriff's Office D. Blackley, Public Defender J. Schultz, Fire Coordinator D. LaRock, Probation L. Kelemen, Mental Health G. Meal, Public Works N. Allen, Engineering T. Quattrini, Information Technology D. Timm, Refuse
EXCUSED:	R. Bradt J. Elder		

1. Call to Order

Chairman D. Godfrey called the meeting of the Administration Committee to order at 5:30 p.m.

2. Approval of Minutes

Chairman D. Godfrey asked for the approval of the minutes to the meeting of November 24, 2025. The minutes were approved by A. Nemi. R. Abbott seconded them. The minutes passed unanimously.

3. Community Safety and Security Committee Agenda

a. Office of the Sheriff

- i. Federal Equitable Sharing Annual Recertification
- ii. Budget Mod. – Create and Fill Two Temporary Deputy Sheriff's Positions
- iii. Budget Mod. – SFY2025 Next Generation 911 Grant
- iv. Budget Mod. – Police Traffic Services Grant
- v. Budget Mod. – Abolish Computer Programmer Position and Create and Fill Information Technology Technician Position
- vi. Award of Sealed Bid for Remediation of Duct Work and Ceiling
- vii. Award of Sealed Bid for 911 System Hardware Refresh with Support
- viii. Budget Mod. – Sole Source Purchase of Commercial Load Weighing Devices

b. Public Defender

- i. Waiver of Residency Request for Assistant Public Defender Position - **Tabled**

c. Probation

- i. Accept Ignition Interlock Device Monitoring Program Award for 2025-2026
- ii. Budget Mod. – Acceptance of Niagara County Pretrial Services Award Grant

d. Fire Coordinator/Emergency Services

- i. 2026 Budget Modification Rollover 2025 Homeland Security Unspent Funds

D. Godfrey made a motion. M. Casale seconded it. Passed unanimously.

NIAGARA COUNTY ADMINISTRATION COMMITTEE
MEETING MINUTES
January 12, 2026
5:30 PM

4. Community Services Committee Agenda

a. Department of Mental Health

- i. Resolution to Waive the Purchasing Guidelines for Professional Services

A. Nemi made a motion. R. Abbott seconded it. Passed unanimously.

5. Infrastructure Committee Agenda

a. Water District

- i. Water Treatment Plant Coagulation Basin Restoration Capital Project
- ii. Transmission Main Interconnections Capital Project

b. Information Technology

- i. Approval to Adopt, Publish and Enforce Niagara County Artificial Intelligence Policy

c. Engineering

- i. Award Consultant Contract - Burmaster Playground Phase II Project
- ii. Award of Contract - Ewings Rd/Eighteen Mile Creek & Quaker Rd Over Golden Hill Creek
- iii. Golf Course Locker & Restroom Alterations Consultant Amendment No. 3 – Final
- iv. Wilson-Burt Rd Bridge Over Eighteen Mile Creek Consultant Amendment No.4 – Final
- v. Public Safety Training Facility Roof and Roof Top Units Replacement Consultant Amendment No. 2 – Final
- vi. Braley Road Over the East Branch of Twelve Mile Creek Bridge Rail Design Consultant Amendment No. 1 – Final
- vii. Hartland Road Bridge Over Golden Hill Creek – Change Order No. 1 – Final
- viii. Rehabilitation of Upper Mountain Road from Route 31 to Lockport Junction Road Change Order No. 1 – Final
- ix. Replacement of Hess Road Culvert No. 24-24 Project Change Order No. 1 – Final
- x. Shared Services Agreement for Stormwater Management Coordinator

d. Highway

- i. Highway Expenditure of County Road Fund Monies

e. Public Works Administration

- i. Niagara County Section 5311 Consolidated Grant Acceptance of Funds
- ii. Department of Public Works Consultant Contract Extension
- iii. Capital Project Budget Modifications

M. Casale made a motion. C. Robins seconded it. Passed unanimously.

6. Real Property

- a. Authorization for Real Property Tax Refunds/Corrections - 2026

A. Nemi made a motion. C. Robins seconded it. The resolution passed unanimously.

NIAGARA COUNTY ADMINISTRATION COMMITTEE
MEETING MINUTES
January 12, 2026
5:30 PM

7. County Manager

- a. Abolish/Create Positions Risk and Insurance Services Department

A. Nemi made a motion. C. Robins seconded it. The resolution passed unanimously.

8. Adjournment

A motion was made by R. Abbott to adjourn. M. Casale seconded it. Passed unanimously. The Administration Committee meeting adjourned at 6:29 p.m.

Minutes Transcribed By:

Heather Soles, Budget Assistant
Office of Management & Budget

Minutes Approved By:

David E. Godfrey, Chairman
Administration Committee



COMMUNITY SAFETY AND SECURITY COMMITTEE AGENDA February 9, 2026

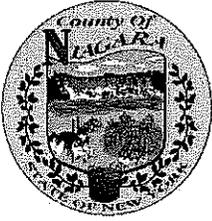
1. Call to Order
 - a. McKimmie, Godfrey, Abbott, Bradt, Elder, Nemi, Farruggia

2. Approval of minutes from previous meeting

3. Sheriff
 - Res.** – Expenditure of Cellular E911 Funds to Purchase Public Safety Mobile Radios.
 - Res.** – Shower Refinishing for NCSO Change Order No. 1.
 - Res.** – Budget Mod. – FY22 Paul Coverdell Forensic Science Improvements Grant Extensions.
 - Res.** – Budget Mod. – FY23 Paul Coverdell Forensic Science Improvements Grant.
 - Res.** – LaBella Consultant Contract Jail Replacement Extension.
 - Res.** – Accept STOP Violence Against Women Act Formula Grant.

4. Public Defender
 - Res.** – Extend Office of Indigent Legal Services (OILS) 4th Counsel at First Appearance (CAFA) Grant.
 - Res.** – Fourth Family Defense Grant Amendment.
 - Committee Approval** – Apply for 2026 Public Defense Office Professionalization & Modernization Grant.

5. Fire Coord/Emerg. Svcs.
 - Res.** – Reallocate Remaining 2025 Haz-Mat Reimbursement to 2026.
 - Res.** – Budget Mod. – Accept Donation from Occidental Petroleum Corporation.
 - Res.** – Acceptance of Grant and Execution of Contract.
 - Committee Approval** – Apply for the New York State, Volunteer Fire Infrastructure & Response Equipment Grant Program SFY2025-2026.



Community Services Committee

AGENDA - Meeting of February 09, 2026

1. Call to Order

- a) Abbott, Bradt, Gooch, Godfrey, Nemi, Robins, Speranza

2. Approval of Minutes of January 12, 2026

3. Department of Public Health

- a) Budget Modification – Reappropriate Medical Reserve Corps Funds – Emergency Planning Division
- b) Budget Modification – Reappropriate Disabilities Grant Funds – Emergency Planning Division
- c) Budget Modification – Reappropriate Lead Registry Grant Funds – Environmental Division
- d) Budget Modification – Reappropriate NACCHO Maternal, Child, and Adolescent Health Funds – Emergency Planning Division
- e) Abolish Clerical I/Create Clerical II – Public Health Nursing Division

4. Department of Social Services

- a) Abolish & Create Positions
- b) Budget Modification Child Care and Development Fund
- c) Budget Modification Code Blue
- d) Budget Modification – Flexible Fund for Family Services
- e) Budget Modification – NYS Shelter Arrears Eviction Forestallment (SAEF)
- f) Budget Modification – Safe Harbor Initiative

5. Motion to Adjourn



INFRASTRUCTURES COMMITTEE AGENDA
NIAGARA COUNTY COURT HOUSE
LOCKPORT, NEW YORK
MONDAY FEBRUARY 9, 2026
MEETING NO. 2
5:30 PM

1. **Call to Order**
2. **Meeting Minutes – Approval**
 - a. January 12, 2026
3. **Environmental/Solid Waste –**
 - a. Clean Energies Communities (CEC) Update
 - b. Informational - Paint Only – 4/18 Niagara University and 5/16 Medina/GCC, 4/25 E-Waste Event at Fashion Outlets
 - c. EV Charging Station Rates
4. **Parks – Approval**
 - a. 2026 Golf Course Rates
 - b. Lions Club, Polar Bear Swim – Krull Park
 - c. Soccer Shots Buffalo – Oppenheim and West Canal Marina Parks
 - d. Western New York Disc Golf Club – Burmaster Park
 - e. Niagara Region Disc Golf Club – Burmaster and Royalton Ravine Parks
 - f. Time Travelers of WNY – Olcott Beach Car Show – Krull Park
 - g. July 4th Fireworks – Town of Wheatfield – Oppenheim Park
 - h. Pendleton Lion’s Club Fishing Derby – West Canal Marina Park
 - i. WNY PRISM Watercraft Inspection Stewardship Program – West Canal Marina Park
 - j. Destination Niagara USA Fishing Tournament – Krull Park
 - k. Newfane Soccer Club – Krull Park
 - l. YMCA Fitness in the Parks – Krull Park
 - m. Pirate’s Festival – Krull Park
 - n. Olcott Fire Company Softball League – Krull Park
 - o. 4th of July Celebration, Gasport Beautification Committee – Royalton Ravine Park
5. **Engineering – Approval**
 - a. Award of Contract
 - i. Balmer Rd Culvert 109-14, CATCO – EPN2306
 - b. Amendment
 - i. Magistrate Court Room, No Cost Time Extension, Labella – EPN2403
 - ii. Balmer Rd Culvert 109-14, No Cost Time Extension, CHA – EPN2306
 - iii. Somerset – Hartland, Townline Rd, No Cost Time Extension, Erdman Anthony – EPN2307
 - iv. Amazon, Project FIFI, No Cost Time Extension – Erdman Anthony– EPN2230
 - v. Johnson Crk over Golden Hill, Final Design/Bid Support, Mott McDonald NO.4 – EPN2234
 - vi. Willow Rd over E Branch 12 Mile Crk, Final Design/Bid Support, Mott McDonald NO.4 – EPN2235

- vii. Emergency Repair Gasport over 18 Mile, Design Amendment, Mott McDonald
EPN2308
 - viii. Hunt St Bridge over Bergholz Crk., Final – Watts – EPN2126
 - ix. Rehabilitation Upper Mt. Rd., C&S – EPN2226
 - x. Recreational Facilities at Krull and Oppenheim, Wendel – EPN2309
- c. Change Order
 - i. Magistrate Court Room, No Cost Time Extension, Payton Barlow – EPN2403

 - d. Western New York Stormwater Coalition

6. Administration – Approval

- a. Consultant Services – Engineering
- b. Labor and Equipment Budget Modification



Administration Committee

Complete this form, save in Committee folder and name using this format yyyyymmdd dept desc (example 20170111 cdp budget adjustment)

Today's Date: February 6, 2026

Department Submitting agenda item: Clerk of the Legislature

Date of Committee Meeting: February 9, 2026

Title: Create and Fill (1) Temporary Courier-Mail Clerk Position

Brief Summary: Create and fill (1) temporary full-time Courier-Mail Clerk position due to an unforeseen and extended leave of absence of the current Courier-Mail Clerk

If this item pertains to a position(s), it must be sent to the Human Resources Department to be reviewed and approved before going to the Administration Committee.

Please provide date approved: 02/05/26

Action Requested: Approval

Associated Costs: None

Benefits & Risks:

CREATE AND FILL TEMPORARY COURIER-MAIL CLERK POSITION

WHEREAS, the Niagara County Mailroom is staffed by a full-time Courier-Mail Clerk position which provides vital courier and mail services for Niagara County and the Niagara County Courthouse facility, and

WHEREAS, due to an unforeseen and extended leave of absence of the full-time Courier-Mail Clerk, and

WHEREAS, the Clerk of the Legislature has determined that in order to provide effective courier and mail services that a temporary full-time Courier-Mail Clerk position is required, now, therefore, be it

RESOLVED, that one (1) temporary full-time Courier-Mail Clerk position at the rate of \$22.24 per hour be created effective immediately for the duration of the aforementioned unforeseen and extended leave of absence.

ADMINISTRATION COMMITTEE



Administration Committee

Complete this form, save in Committee folder and name using this format yyyyymmdd dept desc (example 20170111 cdp budget adjustment)

Today's Date: February 3, 2026

Department Submitting Agenda Item: Human Resources

Date of Committee Meeting: February 9, 2026

Title: *A RESOLUTION TO SHARE THE SERVICES OF PUBLIC INFORMATION OFFICER WITH ORLEANS COUNTY*

Brief Summary: Niagara County and Orleans County have a long history of collaboration, and Niagara County recognizes the need to share their Public Information Officer's services with Orleans County.

If this item pertains to a position(s), it must be sent to the Human Resources Department to be reviewed and approved before going to the Administration Committee.

Please provide date approved: N/A

Action Requested: Approval

Associated Costs:

Benefits & Risks:

**A RESOLUTION TO SHARE THE SERVICES OF PUBLIC INFORMATION OFFICER WITH
ORLEANS COUNTY**

WHEREAS, communicating county information is an important function of county government as recognized when Niagara County created the office of Public Information Office, and

WHEREAS, Orleans County has a need for the same function of Public Information Officer, and

WHEREAS, Niagara County and Orleans County have a long history of collaboration, as exemplified by our Niagara Orleans Regional Alliance and our Niagara Orleans Regional Land Improvement Corporation, and

WHEREAS, Orleans County desires to continue to share the services of the Niagara County Public Information Officer, now, therefore, be it

RESOLVED, Niagara County is authorized to enter into an updated agreement with Orleans County for PIO services, and be it further

RESOLVED, the PIO position will continue to be increased from 35 hours per week to 40 hour per week to provide the services of a Public Information Officer to Orleans County effective September 27, 2025 through September 26, 2027, at a total cost to paid by Orleans County not to exceed \$21,278.00 for year one with a COLA for year two, for the commitment of 5 hours per week to Orleans County.



Administration Committee

Complete this form, save in Committee folder and name using this format yyymmdd dept desc (example 20170111 cdp budget adjustment)

Today's Date: 01/13/26

Department Submitting agenda item: Management & Budget

Date of Committee Meeting: 02/09/26

Title: Agreement between Niagara County and Brian Parisi Copier Systems Inc. to Provide Multifunction Copier Services

Brief Summary: One-Year Extension of Current Contract

If this item pertains to a position(s), it must be sent to the Human Resources Department to be reviewed and approved before going to the Administration Committee.

Please provide date approved: N/A

Action Requested:

Associated Costs:

Benefits & Risks:

**AGREEMENT BETWEEN NIAGARA COUNTY AND BRIAN PARISI COPIER SYSTEMS INC
TO PROVIDE MULTIFUNCTION COPIER SERVICES**

WHEREAS, an invitation for bid (IFB# 2019-02) for Lease of Multifunction Copying, Faxing and Scanning Devices was issued and publicly opened by the Purchasing Department on July 9, 2019, and

WHEREAS, after conducting an evaluation of all proposals, the County awarded Brian Parisi Copiers Systems Inc. as suppliers of the multifunction copier services, and

WHEREAS, the County entered into an agreement with Brian Parisi Copier Systems Inc for five years, and

WHEREAS, the current agreement expired February 24, 2025, and

WHEREAS, the IFB# 2019-02 allotted for two one-year extensions, and

WHEREAS, the Niagara County Legislature passed Resolution #AD-004-25 to extend the contract for the first one-year extension allotted, and

WHEREAS, the County desires to extend the contract for the second one-year extension allotted, now, therefore, be it

RESOLVED that the County enter into a second one-year extension agreement with Brian Parisi Copier Systems Inc. to provide multifunction copier services, and be it further

RESOLVED, that following the County Attorney's review, the Agreement may be executed pursuant to the Niagara County Contract Policy.

ADMINISTRATION COMMITTEE



Administration Committee

Complete this form, save in Committee folder and name using this format yyyyymmdd dept desc (example 20050111 cdp budget adjustment)

Today's Date: 1/27/2026

Department Submitting agenda item: Real Property

Date of Committee Meeting: 2/9/2026

Title: Real Property Tax Corrections NO. COE-2026 A

Brief Summary:

Authorization to correct county tax billings and to approve tax refunds/credits based upon the recommendation of the Real Property Tax Director.

If this item pertains to a position(s), it must be sent to the Human Resources Department to be reviewed and approved before going to the Administration Committee.

Please provide date approved: N/A

Action Requested: Approval

Associated Costs:

Benefits & Risks:

**REAL PROPERTY TAX CORRECTIONS/CANCELLATIONS
NO. COE-2026 A**

WHEREAS, the Director of Real Property Tax Services has received applications for refunds and / or corrections applicable to various outstanding Niagara County tax liens, or has been made aware that unenforceable tax liens exist upon certain real property owned by the State of New York and / or the United States, and

WHEREAS, the Director has investigated the claimed erroneous assessments and / or unenforceable liens in accordance with sections 554, 556, and 558 of the New York State Real Property Tax Law, now, therefore, be it

RESOLVED, that the applications and / or lien cancellations be approved and / or denied as set forth in the attached Exhibit No. COE-2026 A, which is made a part hereof, and subsequently be charged back to the applicable town, city, special district and school district within the County of Niagara.

ADMINISTRATION COMMITTEE

EXHIBIT # COE-2026 A Page 1 of 1

Town of Pendleton

RPTS # 6-2026

Owner: Scott & Carissa Menard

<u>SBL #</u>	<u>Tax Year</u>	<u>Tax Warrant Reduction</u>
164.01-3-2.1	2026	\$ 6,031.52

Starpoint School district determined that the 25/26 school tax bill payment should have been accepted by the school district and should not have been releived onto the 2026 County tax bill. The 25/26 school tax bill has been paid.

This constitutes an erroneous school re-levy according to Real Property Tax Law 550 (2) h. In light of this, the 2026 Niagara County/Town of Pendleton tax billing in the amount of \$9,142.10 shall be reduced by \$6,031.52 to \$3,110.58.

Original billing: \$ 9,142.10

Revised billing: \$ 3,110.58

Corrections to previously issued Niagara County Tax Billings

Filename: COE-2026 A

Date: February 17, 2026



Administration Committee

Complete this form, save in Committee folder and name using this format yyyyymmdd dept desc (example 20170111 cdp budget adjustment)

Today's Date: February 2, 2026

Department Submitting agenda item: Treasurer's Office

Date of Committee Meeting: February 9, 2026

Title: Budget Modification – Distribution of Sales Tax

Brief Summary: Adjustment to 2025 sales tax

If this item pertains to a position(s), it must be sent to the Human Resources Department to be reviewed and approved before going to the Administration Committee.

Please provide date approved: N/A

Action Requested: Approval

Associated Costs: None

Benefits & Risks:

BUDGET MODIFICATION – DISTRIBUTION OF SALES TAX

WHEREAS, the County Treasurer’s Office has reviewed the year-to-date distribution of county-wide sales tax revenue for 2025, and

WHEREAS, sales tax revenue for the fiscal year 2025, the final payment of which was received in January 2026, came in higher than anticipated and must be accrued back to 2025 per Generally Accepted Accounting Principles (GAAP), and

WHEREAS, such unanticipated increase in sales tax revenue has led the County to distribute higher than anticipated amounts of revenue to the local municipalities, and

WHEREAS, budget modifications for the 2025 fiscal year can continue to be made into the first quarter of 2026, now, therefore, be it

RESOLVED, that the following budget modification be effectuated to the 2025 County budget:

INCREASE ESTIMATED REVENUE:

A.07.1985.000 41110.01 Sales and Use Tax General Distribution	\$3,934,275
---	-------------

INCREASE APPROPRIATION:

A.07.1985.000 74500.01 Distribution of Sales Tax	\$3,934,275
--	-------------

ADMINISTRATION COMMITTEE