

ADMINISTRATION COMMITTEE AGENDA

October 14, 2025

5:30 PM

- 1. Call to Order**
 - a. Godfrey, Nemi, Bradt, Elder, Myers, Robins, Voccio
- 2. Approval of Minutes of September 2, 2025**
- 3. Economic Development**
 - a. Position Appointment Commissioner of Niagara County Department of Economic Development
- 4. Community Safety and Security Committee Agenda**
- 5. Community Services Committee Agenda**
- 6. Refuse District Committee Agenda**
- 7. Infrastructure Committee Agenda**
- 8. County Manager**
 - a. Appointment Director of Real Property Tax Services III
- 9. Information and Adjournment**

NIAGARA COUNTY ADMINISTRATION COMMITTEE
MEETING MINUTES
September 2, 2025
5:30 PM

	ADMINISTRATION	STAFF	OTHERS
PRESENT:	D. Godfrey A. Nemi R. Bradt J. Elder I. Myers C. Robins C. Voccio R. Wydysh	C. Joerg K. Alexander P. Lopes J. Pitarresi T. Farrell K. Schuler H. Soles	A. Klyczek, Economic Development M. Filicetti, Sheriff's Office J. Schultz, Emergency Services N. Duquette, District Attorney M. Lutz, Social Services L. Kelemen, Mental Health V. Pearson, Public Health G. Meal, Public Works J. Gaston, Parks N. Allen, Engineering D. Timm, Refuse T. Quattrini, Information Technology J. Bieber, Water District

1. Call to Order

Chairman D. Godfrey called the meeting of the Administration Committee to order at 5:33 p.m.

2. Approval of Minutes

Chairman D. Godfrey asked for the approval of the minutes to the meeting of August 5, 2025. The minutes were approved by Legislator D. Godfrey. Legislator C. Voccio seconded them. The minutes passed unanimously.

3. Economic Development

- a. Budget Modification to Cover Empower Niagara Allocation Reimbursements for Remainder of 2025 Budget Year

Legislator A. Nemi made a motion. Legislator I. Myers seconded it. Passed unanimously.

4. Community Safety and Security Committee Agenda

a. Office of the Sheriff

- i. B12 Technologies Sole Source Designation for Support and Maintenance of IRIS and MVP Systems
- ii. Budget Mod. – Accept FY22 Explosive Detection Canine Team Grant
- iii. Budget Mod. – Create and Fill Temporary Correction Officer Position
- iv. Accept Highway Traffic Safety Grant
- v. Accept Highway Safety Grant for Forensic Laboratory
- vi. Budget Mod. – Accept Child Passenger Safety Grant
- vii. Telecommunication Systems Inc. Sole Source Designation for Support & Monitoring of Text to 911 Service

b. Office of Emergency Services

**NIAGARA COUNTY ADMINISTRATION COMMITTEE
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- i. Accept Bylaws and Appoint Chairman to Niagara County Local Emergency Preparedness Committee (LEPC)
- ii. Creation of a Niagara County Critical Incident Support Team
- iii. Sole Source Standardization of ESO Solutions, Inc. For EMS Electronic Patient Care Reporting System
- c. **District Attorney**
 - i. Accept Gun Involved Violence Elimination Grant
 - ii. Accept Crimes Against Revenue Program Grant
 - iii. Accept Motor Vehicle Theft and Insurance Fraud Prevention Program Grant

Legislator D. Godfrey made a motion. Legislator C. Elder seconded it. Passed unanimously.

5. Community Services Committee Agenda

- a. **Public Health Department**
 - i. Budget Modification – Utility Charges for Stevens Street
- b. **Mental Health Department**
 - i. Budget Modification - 2025 Contract State Aid COLA/Minimum Wage
 - ii. Abolish Full Time Senior Licensed Clinician Position and Part Time Licensed Clinician/Create and Fill Full Time Supervising Licensed Clinician
 - iii. Abolish Full Time Licensed Clinician Position/Create and Fill Full Time Case Manager
 - iv. Budget Modification – A4310 Court Ordered County Mandated Costs
- c. **Social Services**
 - i. Budget Modification – Flexible Fund for Family Services
- d. **Youth Bureau**
 - i. New York State Aid Application

Legislator I. Myers made a motion. Legislator C. Voccio seconded it. Passed unanimously.

6. Infrastructure Committee Agenda

- a. **Information Technology**
 - i. Security Information Management Budget Modification
- b. **Water District**
 - i. Building Maintenance and Repairs Budget Modification
- c. **Environmental/Solid Waste**
 - i. Change Order – Royalton Ravine EV Charging Station
- d. **Parks**
 - i. Agreement Between County of Niagara and the Niagara County Snowmobile Federation of Snowmobile Clubs
 - ii. Agreement Between the County of Niagara and Scouting America Troop 58
 - iii. Informational – Grant Award Natural Playground Phase II
- e. **Engineering**
 - i. Award Contract
 - 1. Courthouse Magistrate Court Room Renovations - General Construction
 - 2. Courthouse Magistrate Court Room Renovations - Electrical Construction

NIAGARA COUNTY ADMINISTRATION COMMITTEE
MEETING MINUTES
September 2, 2025
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3. Courthouse Magistrate Court Room Renovations - Mechanical Construction
4. Courthouse Magistrate Court Room Renovations - Plumbing Construction
5. Canal Rd Rehabilitation from North Canal to NY 31 (Rochester Rd)
Consultant Award

Legislator R. Bradt made a motion. Legislator C. Robins seconded it. Passed unanimously.

7. Treasurer's Office

- a. Purchase of In Rem Property

Legislator A. Nemi made a motion. Legislator J. Elder seconded it. Passed unanimously.

8. Office of Management and Budget

- a. Budget Modification – Beautification Funding

Legislator C. Voccio made a motion. Legislator D. Godfrey seconded it. Passed unanimously.

9. Real Property

- a. Abolish Real Property Tax Services Aide Position/Create & Fill Account Clerical III
- b. Abolish Real Property Information Clerk Position/Create & Fill Tax Map Technician

Legislator R. Bradt made a motion. Legislator C. Robins seconded it. The two resolutions passed as a slate unanimously.

10. Informational

The Information Technology Department provided a brief introduction about the Niagara County Draft AI Policy. They mentioned the importance of data governance, responsible use, oversight and accountability, transparency, as well as training and review when using artificial intelligence. The IT Department is currently in the beginning stages of developing a policy and vetting some of the available AI technology.

K. Alexander provided an update on the building lease repairs at 1961 Transit Rd, Newfane. She stated the required work has not yet been completed and we have filed a notice to the landlord to execute our right to hire outside contractors to complete the repairs. Public Works is in the process of obtaining quotes for the necessary repairs. K. Alexander also stated the County hired ServPro to complete an emergency repair to the building and, as per the terms of the lease, we will be withholding rent for the month of September and part of October for reimbursement of the emergency repairs.

11. Adjournment

A motion was made by Legislator I. Myers to adjourn. Legislator A. Nemi seconded it. Passed unanimously. The Administration Committee meeting adjourned at 6:34 p.m.

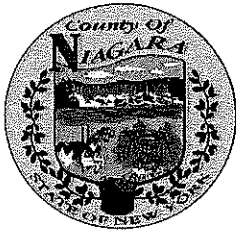
**NIAGARA COUNTY ADMINISTRATION COMMITTEE
MEETING MINUTES
September 2, 2025
5:30 PM**

Minutes Transcribed By:

Heather Soles, Budget Assistant
Office of Management & Budget

Minutes Approved By:

David E. Godfrey, Chairman
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:

October 3, 2025

Department Submitting agenda item: Economic Development

Date of Committee Meeting: October 14, 2025

Title: Position Appointment Commissioner of Niagara County Department of Economic Development

Brief Summary: This resolution is for the appointment of Andrea Klyczek as Commissioner of Economic Development for a five-year term.

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: Ms. Klyczek's salary and benefits will be split evenly with the Niagara County Industrial Development Agency, beginning in 2026.

Benefits & Risks:

**POSITION APPOINTMENT COMMISSIONER OF
NIAGARA COUNTY DEPARTMENT OF ECONOMIC DEVELOPMENT**

WHEREAS, under the Local Law establishing an Administration Code for the County of Niagara, the County Manager shall make appointments for the position of Commissioner of Economic Development subject to the confirmation of the County Legislature, and

WHEREAS, Andrea Klyczek has served as Deputy Commissioner since 2018, during which time she has spearheaded initiatives such as the Façade and Production Programs, the Niagara County Microenterprise Program, and the establishment and expansion of the Niagara Orleans Regional Land Improvement Corporation (NORLIC), which has secured over \$3M in grant funding for property rehabilitation across the County, and

WHEREAS, the County Manager has reviewed annual performance evaluations of Andrea Klyczek and has determined that Ms. Klyczek exceeds performance requirements for the position, and

WHEREAS, Ms. Klyczek has concurrently held the position of Executive Director of the Niagara County Industrial Development Agency (NCIDA) since June 1, 2024, following her prior role as Assistant Director, thereby facilitating integrated economic development services through a shared position between the NCIDA and the Department of Economic Development, and

WHEREAS, the review by the NCIDA has determined Andrea Klyczek surpasses all expectations in her position as Executive Director, and

WHEREAS, the NCIDA is currently in a shared service agreement with the County, date which expires December 31, 2025, and

WHEREAS, NCIDA desires to continue to use the services of the Niagara County Commissioner of Economic Development and enter into a new Administrative Services Contract with the County, and

WHEREAS, upon review and consideration and recommendation for appointment by the County Manager, it has been determined that Andrea Klyczek best meets the qualifications for the position of Commissioner of the Niagara County Department of Economic Development, now, therefore, be it

RESOLVED, that Andrea Klyczek is hereby appointed to a five-year term as Commissioner of the Niagara County Department of Economic Development, effective October 22, 2025 through October 21, 2030, beginning at an annualized salary of \$140,000, and be it further

RESOLVED, that the Commissioner of the Niagara County Department of Economic Development shall be entitled to further increases in compensation, and all the benefits normally granted to Department Heads for the duration of the appointment, and be it further

RESOLVED, that the existing agreement between Niagara County and the Niagara County Industrial Development Agency shall remain in place until December 31, 2025, and be it further

RESOLVED, that the salary and benefits in the subsequent years of this appointment will be shared by the County and the Niagara County Industrial Development Agency, whereby the NCIDA will pay 50% of the then current salary along with 50% of the benefits and other costs to be billed to NCIDA monthly by Niagara County, and be it further

RESOLVED, that the Niagara County Attorney's Office is authorized to review and negotiate the shared services agreement with the Niagara County Industrial Development Agency, formalizing the continued collaboration and integration of economic development services between the two entities, and be it further

RESOLVED, that following the County Attorney's review, the shared service agreement between the Niagara County Industrial Development Agency and Niagara County may be executed pursuant to the Niagara County Contract Policy.

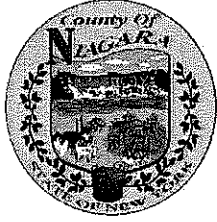
ECONOMIC DEVELOPMENT COMMITTEE

ADMINISTRATION COMMITTEE



COMMUNITY SAFETY AND SECURITY COMMITTEE AGENDA October 14, 2025

1. Call to Order
 - a. Hill, Godfrey, Abbott, Bradt, Elder, Robins, McKimmie
2. Approval of minutes from previous meeting
3. Sheriff
 - Res. -** Flock Group, Inc DBA Flock Safety Contract Amendment.
 - Res. -** Budget Mod. – Niagara County Jail Revenues.
 - Res. -** Budget Mod. – Juvenile Transports for Social Services.
 - Res. -** Budget Mod. – OVW Enhanced Training and Services to End Abuse in Later Life Grant.
 - Res. -** Budget Mod. – Accept SFY2025 Next Generation 911 Grant.
 - Res. -** LaBella Consultant Contract Building One Remodel Change Order No. 2.
 - Res. -** Budget Mod. – FY24 COPS Technology and Equipment Grant Tower.
 - Res. -** Budget Mod. – Additional Funds for Capital Project Sheriff Equipment Power Backups.
 - Res. -** SRO Agreement with BOCES School District.
 - Res. -** Award RFP for Walk-in Cooler and Freezer Project.
 - Res. -** Award RFP for Uninterruptible Power Supply System Replacement.
4. Probation
 - Res. -** Accept 2026 Alternatives to Jail Detention Grant.
 - Res. -** Accept 2026 Employment Focused Services Program Grant.
5. Fire Coord/Emerg. Svcs.
 - Res. -** Ambulance Division Award of Bid Medical Equipment and Supplies.



Community Services Committee

AGENDA - Meeting of October 14, 2025

1. Call to Order

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

2. Approval of Minutes of September 02, 2025

3. Department of Public Health

- a) Rescind and Resubmit Budget Modification-Utility Charges Stevens Street

4. Motion to Adjourn



REFUSE DISTRICT COMMITTEE AGENDA

**October 14
5:30 PM
Courthouse Chambers**

1. Call to Order by Chairman Legislator Shawn Foti
2. Approval of Meeting Minutes from August 5, 2025
3. Approval of September-October 2025 Abstract
4. Approval: Declare 2022 Volvo Surplus
5. Informational: Bid Lockport Landfill Sump Pipeline Repair
6. Adjournment



INFRASTRUCTURES COMMITTEE AGENDA
NIAGARA COUNTY COURT HOUSE
LOCKPORT, NEW YORK
TUESDAY OCTOBER 14, 2025
MEETING NO. 11
5:50 PM

- 1. Call to Order**
 - a. Foti, Robins, Myers, Abbott, Hill, Speranza, Bradt
- 2. Meeting Minutes – Approval**
 - a. September 2, 2025
- 3. Refuse – Approval**
 - a. Storm Water Repair Bid
 - b. Leachate Surplus
- 4. Environmental/Solid Waste**
 - a. Informational – Climate
- 5. Buildings and Grounds – Approval**
 - a. Armor Security Contract Extension (1 year)
 - b. Niagara County Community College (NCCC) extend lease agreement at Trott (3 year)
 - c. Informational – Delsignore Sign
 - d. Informational – Workforce
- 6. Engineering – Approval**
 - a. Award Contract
 - i. Whitestone Associates Engineering & Geology – Testing, EPN2509
 - ii. Consultants Term Agreement – EPN2504
 - b. Change Order
 - i. Feigle-Fisk Rd Bridge over Erie Canal Bridge Rehabilitation, Hunting Valley, NO.1 – EPN2404
 - ii. Hunt St Bridge over Bergholz Crk, Edbauer Construction, NO.1, Final – EPN2126
 - iii. Wilson Burt Bridge over Eighteen Mile Crk., Edbauer Construction, NO.2, Final – EPN2119
- 7. Highway – Approval**
 - a. Snow and Ice Agreement



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: 10/9/25

Department Submitting agenda item: County Manager

Date of Committee Meeting: 10/14/25

Title: Appointment Director of Real Property Tax Services III

Brief Summary: Appointment of Tracy Farrell to Director of Real Property Tax Services III for a six year term.

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:

APPOINTMENT: DIRECTOR OF REAL PROPERTY TAX SERVICES III

WHEREAS, in accordance with Section 1530 of the New York State Real Property Tax Law, the Niagara County Legislature shall appoint a Director of the Real Property Tax Services Agency (RPTS) who shall have a six year term expiring on September 30, 2025, and

WHEREAS, the current Director, Tracy Farrell, was appointed on May 28, 2024, and has been fulfilling the remainder of the prior Director's six year term which commenced on October 1st, 2019 and ends on September 30th, 2025, and

WHEREAS, the Director shall be appointed based upon his/her knowledge of principles and methods relating to the assessment of real property and his executive and administrative experience, and

WHEREAS, Tracy Farrell is a New York State certified County Director of RPTS, thus meeting the qualifications standards for said office as established by the New York State Office of Real Property Tax Services, and

WHEREAS, Tracy Farrell is an expert in the area of real property tax administration and tax services, and

WHEREAS, the County Manager has determined that Tracy Farrell has performed successfully in the capacity of Director of Real Property Tax Services and recommends the appointment of Tracy Farrell to Director of Real Property Tax Services III subject to confirmation by the County Legislature, now, therefore, be it

RESOLVED, that Tracy Farrell, be appointed the Director of RPTS for a six (6) year term commencing October 1st, 2025 through September 30th, 2031, and be it further

RESOLVED, that beginning January 1, 2026 Tracy Farrell shall be compensated as FLSA exempt at an annualized salary of \$84,475; \$87,580 beginning January 1, 2027; \$90,685 beginning January 1, 2028; \$93,790 beginning January 1, 2029; \$96,895 beginning January 1, 2030; and \$100,000 for the period beginning January 1, 2031 through the end of her appointment, and be it further

RESOLVED, that a copy of this resolution be forwarded by the Clerk of the Legislature to the Executive Director of the New York State Office of Real Property Tax Services, WA Harriman State Campus, Albany, New York 12227.

ADMINISTRATION COMMITTEE