



**ADMINISTRATION COMMITTEE AGENDA**  
**JANUARY 13, 2025**  
**5:30 PM**

- 1. Call to Order**
  - a. Godfrey, Nemi, Bradt, Elder, Myers, Robins, Voccio
- 2. Approval of Minutes of December 3, 2024**
- 3. Economic Development**
  - a. Sole Source Standardization of On-Air and Streaming Radio Marketing
- 4. Community Safety and Security Committee Agenda**
- 5. Community Services Committee Agenda**
- 6. Infrastructure Committee Agenda**
- 7. Real Property**
  - a. Extension of Real Property Tax Services Consultant Agreement
  - b. Authorization for Real Property Tax Refunds/Corrections - 2025
- 8. Office of Management & Budget**
  - a. Agreement Between Niagara County and Brian Parisi Copier Systems Inc. to Provide Multifunction Copier Services
- 9. Human Resources**
  - a. Renewal of Contract with Enterprise Training Solutions, Inc. for e-Learning/Distance Learning Training Services
- 10. County Attorney**
  - a. Reconnect Program Grant and Security Agreement for Congressionally Directed Spending Award Through USDA/RUS for Orleans County Broadband Infrastructure Project NY 1709-A70
- 11. Information and Adjournment**

**NIAGARA COUNTY ADMINISTRATION COMMITTEE**  
**MEETING MINUTES**  
**December 3, 2024**  
**5:45 PM**

	<b>ADMINISTRATION</b>	<b>STAFF</b>	<b>OTHERS</b>
<b>PRESENT:</b>	D. Godfrey R. Bradt J. Elder I. Myers A. Nemi C. Robins C. Voccio  R. Wydysh	R. Updegrove D. Huntington K. Alexander K. Andrews P. Lopes T. Farrell K. Schuler J. Sobczyk H. Soles	M. Casale, Economic Development M. Filicetti, Sheriff's Office B. Seaman, District Attorney D. Blackley, Public Defender D. LaRock, Probation J. Schultz, Fire Coordinator K. Kugler, Conflict Defense M. Lutz, Social Services D. DiCarlo, Office for the Aging D. Stapleton, Public Health L. Kelemen, Mental Health D. Jablonski, Employment & Training G. Meal, Public Works J. Gaston, Parks N. Allen, Engineering W. Flynn, Information Technology D. Timm, Refuse District J. Bieber, Water District T. Blodgett, Sewer District

**1. Call to Order**

Chairman D. Godfrey called the meeting of the Administration Committee to order at 5:45 p.m.

**2. Approval of Minutes**

Chairman D. Godfrey asked for the approval of the minutes to the meeting of November 25, 2024. The minutes were approved by D. Godfrey. C. Robins seconded them. The minutes passed unanimously.

**3. Infrastructure Committee Agenda**

**a. Engineering**

- i. Change Order - Replacement of Quaker Road Culvert Over Mud Creek, Culvert NO. 15-9 Construction Contract – Change Order No. 2 – EPN2204

**b. Motion was Made to Untable the (7) Tabled Resolutions from the Previous Meeting**

**c. Administration**

- i. Capital Account Project Close Out
- ii. Public Works Facility Funding

**d. Engineering – Award Contracts**

- i. Public Works Facility General Construction- EPN2007
- ii. Public Works Facility Electrical-EPN2007
- iii. Public Works Facility Plumbing - EPN2007
- iv. Public Works Facility Mechanical-EPN2007
- v. Hartland Rd Culvert 108-10, EPN2315

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

**NIAGARA COUNTY ADMINISTRATION COMMITTEE**  
**MEETING MINUTES**  
**December 3, 2024**  
**5:45 PM**

**4. Adjournment**

A motion was made by A. Nemi to to adjourn. C. Voccio seconded it. Passed unanimously. The Administration Committee meeting adjourned at 5:53 p.m.

Minutes Transcribed By:

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Heather Soles, Budget Assistant  
Office of Management & Budget

Minutes Approved By:

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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:** January 6, 2025

**Department Submitting agenda item:** Economic Development

**Date of Committee Meeting:** January 13, 2025

**Title:** Niagara County Department of Economic Development Sole Source Standardization of On-Air and Streaming Radio Marketing

**Brief Summary:** The Niagara County Department of Economic Development (NCDED) has run on-air and streaming radio campaigns with Audacy Inc. via WBEN-AM. Through marketing campaign analytics, NCDED has been able to track an increase in engagements with businesses during the times that campaigns are running. Audacy, Inc. offers both on-air and streaming marketing opportunities in not only the Western New York area, but also Southern Ontario, a key demographic for business attraction.

**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:**

**NIAGARA COUNTY DEPARTMENT OF ECONOMIC DEVELOPMENT  
SOLE SOURCE STANDARDIZATION OF ON-AIR AND STREAMING RADIO MARKETING**

WHEREAS, the Niagara County Department of Economic Development (NCDED) is tasked with helping to grow the county's tax base by assisting businesses located in Niagara County and attracting new companies to the region, and

WHEREAS, during the last several years the department has utilized a variety of marketing resources to foster economic development throughout the county, and

WHEREAS, NCDDED has developed a working relationship with Audacy, Inc., and its local business and talk radio station WBEN-AM, and

WHEREAS, Audacy, Inc. offers both on-air and streaming services that reach not only the Western New York area, but also into Southern Ontario, a key demographic for business attraction, and

WHEREAS, through the development of ads and content, NCDDED has been able to promote business opportunities to local companies and those looking to establish a location in Niagara County, and

WHEREAS, through marketing campaign analytics NCDDED has tangible results that there is an increase in engagements with businesses of 15%+ during the times that on-air and streaming marketing was ongoing, now, therefore, be it

RESOLVED, that for reasons of efficiency and economy, pursuant to General Municipal Law 103(5), there is a need for standardization for the Niagara County Department of Economic Development in the purchase of on-air and streaming radio campaigns, and be it further

RESOLVED, that it is hereby determined that Audacy, Inc. is a sole source for on-air and streaming radio marketing, and that the Niagara County Department of Economic Development is hereby authorized to purchase on-air and streaming ad campaigns from Audacy, Inc. without the need to solicit for alternate proposals, such purchase to be made in consultation with Purchasing Department and in accordance with budgetary procedures.

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ECONOMIC DEVELOPMENT COMMITTEE

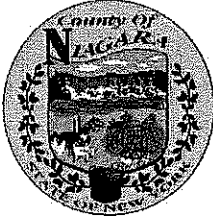
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ADMINISTRATION COMMITTEE



## **COMMUNITY SAFETY AND SECURITY COMMITTEE AGENDA January 13, 2025**

1. Call to Order
  - a. Hill, Godfrey, Abbott, Elder, Robins, Bradt, McKimmie
2. Approval of minutes from previous meeting
3. Sheriff
  - Res. – Budget Mod. – Accept FY24 Stonegarden Grant.**
  - Res. – Budget Mod. – SHSP 2024 Homeland Security Grant.**
  - Res. – Budget Mod. – STOP DWI Foundation Grant.**
  - Res. – Budget Mod. – DCJS Law Enforcement Equipment Grant.**
  - Res. – Budget Mod. – Police Traffic Services Grant.**
  - Res. – Budget Mod. – FY2020 Edward Byrne Memorial Justice Assistance Law Enforcement Equipment Grant.**
  - Res. – Federal Equitable Sharing Annual Recertification.**
  - Res. – Jail Healthcare Business Associate & Qualified Service Organization Agreement.**
  - Res. – Expenditure of Cellular E911 Funds for Olcott Communications Tower Power Project.**
  - Res. – Sole Source Standardization National Grid**
  - Res. – Create and Fill Maintenance Mechanic Position.**
  - Res. – Create and Fill Sheriff Temporary Dispatcher Position.**
  - Res. – Create and Fill Two Temporary Deputy Sheriff Positions.**
  - Res. – Create and Fill Two Correction Officer Positions.**
  - Committee Approval – Apply for Victims of Crime Acts (VOCA) 2025-2028 Grant**
4. Conflicts & Assigned Counsel
  - Res. – Waiver of Residency Requirement for Conflict Attorney.**
5. Probation
  - Res. – Accept Ignition Interlock Device Monitoring Program Award.**
6. Fire Coord/Emerg. Svcs.
  - Res. – Inter-Municipal Trailer Transfer Agreement**
  - Res. – Budget Mod. – Accept Payment for a Haz-Mat Incident.**



## **Community Services Committee**

### **AGENDA - Meeting of January 13, 2025**

#### **1. Call to Order**

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

#### **2. Approval of Minutes of November 25, 2024**

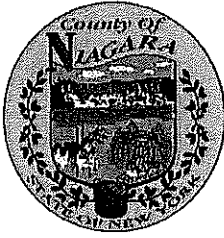
#### **3. Department of Public Health**

- a) Budget Modification – Accept Medical Reserve Corps Funds - Emergency Planning
- b) Bid Award for Professional Engineer - Environmental Division
- c) Abolish Account Clerical III/Create & Fill Account Clerical IV Position – Fiscal Division

#### **4. Employment & Training**

- a) Budget Modification – Accept \$250,000 Renewable Energy Training Initiative (RETI) Funding 2025

#### **5. Motion to Adjourn**



**INFRASTRUCTURES COMMITTEE AGENDA**  
**NIAGARA COUNTY COURT HOUSE**  
**LOCKPORT, NEW YORK**  
**MONDAY JANUARY 13, 2025**  
**MEETING NO. 1**  
**5:30 PM**

**1. Call to Order**

- a. Foti, Robins, Myers, Abbott, Hill, Speranza, Bradt

**2. Meeting Minutes – Approval**

- a. December 3, 2024

**3. Solid Waste - Approval**

- a. Clean Energy Communities Grant Two Star Recognition Acceptance of Additional Funds
- b. Budget Modification – Niagara County Solid Waste – Clean Energy Communities Grant

**4. Parks – Approval**

- a. Winter Campout, Scouting America Troop 4 – Burmaster Park
- b. Niagara County Golf Course Rates 2025
- c. Niagara County Park Rates for 2025
- d. Niagara County DPW Sole Source Standardization - NYSEG – Golf Course

**5. Buildings and Grounds – Approval**

- a. Trott Access Signage Contract Change Order NO.1

**6. Engineering – Approval**

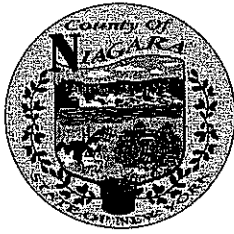
- a. Bridge NY – Royalton Center Rd over Mud Creek Bridge, EPN2232
- b. Award of Contract
  - i. Consulting Contract, Colliers Engineering - Rehabilitation of 5 Bridges, EPN2408
  - ii. Consulting Contract, Frandina Engineering - Porter Center Rd, Swan to Rte 18, EPN2411
- c. Amendment
  - i. Johnson Crk Rd over Golden Hill Crk, No Cost Time Extension – Mott McDonald – NO.3 EPN2234
  - ii. Willow Rd over East Branch of 12 Mile Crk, No Cost Time Extension – Mott McDonald – NO.3 EPN2235
  - iii. Hartland Rd Culvert 108-10 Replacement, Add CA/CI and No Cost Time Extension – NO.1 GPI – EPN2315
  - iv. Road Rating for TIP – Urban Engineers, NO.1 Final – EPN2406
  - v. Recreational Facilities, Oppenheim and Krull, No Cost Time Extension – Wendel – NO.3 EPN2309
- d. Change Order
  - i. East Canal Rd, Robinson Rd to Feigle – Keeler, NO.1 Final – EPN2121
  - ii. Braley Rd over East Branch 12 Mile Crk, No Cost Time Extension - CATCO – NO.2 EPN2228



- e. BUILD Grant Application

**7. Highway – Approval**

- a. Expenditure of County Road Fund Monies
- b. Budget Modification – 2024 Highway Maintenance



## 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:** 12/31/2024

**Department Submitting agenda item:** Real Property

**Date of Committee Meeting:** 1/13/2025

**Title:** Niagara County Real Property Tax Services Extension of Real Property Tax Services Consultant Agreement

**Brief Summary:**

This resolution will extend John Shoemaker's consulting contract with Niagara County Real Property for 2025. He will provide specialized professional service in calculating tax apportionment and tax rates and assisting city and town assessors.

**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:** This will aid the new Director of Real Property, Tracy Farell, in apportioning taxes and other duties necessary in the Real Property Department.

**NIAGARA COUNTY REAL PROPERTY TAX SERVICES  
EXTENSION OF REAL PROPERTY TAX SERVICES CONSULTANT AGREEMENT**

WHEREAS, the County of Niagara has entered into a Consulting Agreement with a consultant for services of real property appraisal, equalization and assessment, and tax rate apportionment for the Niagara County Real Property Tax Services Department, and

WHEREAS, the current agreement was entered into with John Shoemaker, and

WHEREAS, the current agreement is dated April 1, 2024 and has a term period until December 31, 2024, and

WHEREAS, the County wishes to extend the agreement with John Shoemaker for a one-year extension period, now, therefore, be it

RESOLVED, that the Niagara County Legislature has determined that the services to be provided by the consultant requires a high degree of specialized skill constituting "professional services" and hereby waives any requirement that additional proposals must be obtained or solicited, and be it further

RESOLVED, that County Attorney will draft a contract for a one year period, and be it further

RESOLVED, that following the County Attorney's review, the contract shall be executed pursuant to the Niagara County Purchasing Policy.

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ADMINISTRATION COMMITTEE



## Administration Committee

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**Today's Date:** 12/31/2024

**Department Submitting agenda item:** Real Property

**Date of Committee Meeting:** 1/13/2025

**Title:** Authorization For Real Property Tax Refunds/Corrections - 2025

**Brief Summary:**

This resolution will delegate to the County Treasurer the responsibility to act on the Director of Real Property Tax Services recommendations regarding corrections/refunds to Niagara County tax billings in an amount not to exceed \$2,500.00.

**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:** This will serve to expedite the tax bill correction/refund process.

From: Administration Committee  
Resolution Number –  
Administration Mtg.: January 13, 2025  
Legislative Mtg.: January 21, 2025

AUTHORIZATION FOR REAL PROPERTY TAX  
REFUNDS/CORRECTIONS - 2025

WHEREAS, New York State Real Property Tax Law, sections 554 and section 556, provides for an administrative correction of error process that assists property owners in obtaining refunds and/or corrections for real property tax payments or billings, and

WHEREAS, certain clerical errors, unlawful entries and errors in essential fact, as defined in the New York State Real Property Tax Law, are permitted to be corrected by a taxing jurisdiction based upon the recommendation of the Director of Real Property Tax Services, and

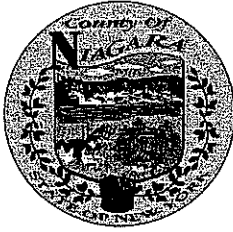
WHEREAS, the taxing jurisdiction can delegate, by resolution, on an annual basis, to an official who is empowered to authorize payment of bills without prior audit, the authority to perform the duties of the tax levying body in regard to Real Property Tax Law, Sections 554 and 556, now therefore be it

RESOLVED, that the Niagara County Treasurer is hereby delegated the authority to perform the duties of the tax levying body during 2025 when the Real Property Tax Director's recommended refund and/or correction is twenty five hundred dollars or less, and be it further,

RESOLVED, that on or before the fifteenth day of each month, the Niagara County Treasurer shall submit a report to the Niagara County Legislature of the refunds and or corrections processed during the preceding month, containing the name of each recipient, the location of the property, and the amount of the refund.

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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:** 1/6/2025

**Department Submitting agenda item:** Office of Management and Budget/Purchasing

**Date of Committee Meeting:** 1/13/2025

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

**Brief Summary:** To extend our current lease agreement for one-year.

**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:** This will serve to extend our multifunction copier lease services for the County by one-year.

**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 will expire February 24, 2025, and

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

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

RESOLVED that the County enter into a 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.

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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:** 1/8/25

**Department Submitting agenda item:** Human Resources

**Date of Committee Meeting:** 1/13/25

**Title:** Renewal of Contract with Enterprise Training Solutions, Inc. for e-Learning/Distance Learning Training Services for NYS Required Training for all Employees and Managers

**Brief Summary:** . Renewal of Contract with Enterprise Training Solutions, Inc. for e-Learning/Distance Learning Training Services for NYS Required Training for all Employees and Managers

**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:**



**RENEWAL OF CONTRACT WITH ENTERPRISE  
TRAINING SOLUTIONS, INC. FOR e-  
LEARNING/DISTANCE LEARNING TRAINING  
SERVICES**

WHEREAS, the County of Niagara is required to comply with new NYS requirements to provide annual training to all employees and separate higher level training for supervisors/managers on The Niagara County Sexual Harassment Prevention Policy, and

WHEREAS, the County of Niagara has determined that the most efficient means to comply with this new requirement is to provide the majority of the training with the use of technology whereby employees conduct interactive online training in a self-paced approach, on an annualized basis as required by regulation, and

WHEREAS, the County of Niagara has selected to engage in a professional services contract with Enterprise Training Solutions, Inc. which is on State contract through the Office of General Services (OGS), award # 22883 for Group 73016 – e-Learning/Distance Learning Training Services (Statewide) for the time period of January 15, 2025 through January 14, 2028 and

WHEREAS, the County of Niagara wishes to renew the contract and continue to partner with Enterprise Training solutions, Inc. for an additional 3 year contract, and

WHEREAS, the annual fee for the aforementioned online trainings, and a third training topic (to be determined) of the new contract term shall continue to be \$16,000 each year and

WHEREAS, prior to the execution of the contract, the County Attorney will review the contract for approval as to legal form, language and compliance, now, therefore, be it

RESOLVED, that following the County Attorney's review, the Chairman of the Legislature is hereby authorized to execute said contract on behalf of Niagara County.

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Administration Committee

**RECONNECT PROGRAM GRANT AND SECURITY AGREEMENT FOR  
CONGRESSIONALLY DIRECTED SPENDING AWARD THROUGH USDA/RUS  
FOR ORLEANS COUNTY BROADBAND INFRASTRUCTURE PROJECT NY 1709-A70**

WHEREAS, Niagara County as principal awardee and Orleans County as co-awardee have been provided congressionally directed spending under the consolidated appropriations act, 2022, public law 107-103(the FY2022 appropriations), and

WHEREAS, to implement the congressionally directed spending an award letter has been issued for the grant designation of project NY 1709 A70, which is for the Orleans County construction of broadband infrastructure, and

WHEREAS, in order for Orleans County to receive the grant award it is required that both the principal awardee, Niagara County, and Orleans County as a second awardee are required to execute the Reconnect Program Grant and Security Agreement in order for Orleans County to receive their award for project NY1709-A70, and

WHEREAS, that due to this requirement of RUS; Orleans County has agreed to and executed an Indemnification and Hold Harmless Agreement, that fully holds Niagara County without liability or cost; which Orleans County fully agrees to indemnify and hold harmless Niagara County from any and all liability, cost or expense that may be involved with the Reconnect Program Grant and Security Agreement that is required to be executed by Niagara County and Orleans County, and

WHEREAS, that without the execution by Niagara County the award under project NY 1709-A70 would not be available to Orleans County to complete and put into effect their rural broadband infrastructure program, now, therefore, be it

RESOLVED, the Reconnect Program Grant and Security Agreement for the project designated NY 1709-A70, and any required documents to implement said agreement may be executed pursuant to the Niagara County Contract Policy after review and approval by the Niagara County Attorney.

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ADMINISTRATION COMMITTEE