

ADMINISTRATION COMMITTEE AGENDA
MAY 6th, 2024
5:30 PM

- 1. Call to Order**
 - a. Godfrey, Nemi, Bradt, Elder, Myers, Robins, Voccio
- 2. Approval of Minutes of April 15, 2024**
- 3. Community Safety and Security Committee Agenda**
- 4. Community Services Committee Agenda**
- 5. Infrastructure Committee Agenda**
- 6. County Manager**
 - a. Masiello, Martucci and Associates Award to Provide Lobbyist and Consulting Services for Niagara County
- 7. Treasurer's Office**
 - a. Distribution of Mortgage Tax
- 8. Human Resources**
 - a. Summer Hours
- 9. Risk Management**
 - a. Abolish One Full-Time Risk & Insurance Coordinator Position and Create One Full-Time Principal Insurance Program Assistant Position
- 10. Information and Adjournment**

NIAGARA COUNTY ADMINISTRATION COMMITTEE
MEETING MINUTES
April 15, 2024
5:30 PM

	ADMINISTRATION	STAFF	OTHERS
PRESENT:	D. Godfrey J. Elder C. Voccio R. Wydysh	R. Updegrove D. Huntington C. Joerg K. Alexander P. Lopes J. Pitarresi M. Carney H. Soles	M. Casale, Economic Development M. Filicetti, Sheriff's Office B. Seaman, District Attorney D. LaRock, Probation J. Schultz, Fire Coordinator V. Pearson, Public Health G. Meal, Public Works J. Gaston, Parks N. Allen, Engineering W. Flynn, Information Technology
EXCUSED:	A. Nemi R. Bradt I. Myers C. Robins		

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 March 11, 2024. The minutes were approved by D. Godfrey. R. Wydysh seconded them. The minutes passed unanimously.

3. Economic Development

- a. Budget Modification Niagara County Façade Program 2.0 – C. Voccio made a motion. J. Elder seconded it. Passed unanimously.

4. Community Safety and Security Committee Agenda

a. Office of the Sheriff

- i. School Resource Officer Agreement with BOCES School District
- ii. Niagara Regional Traffic Safety Program
- iii. Budget Modification to Accept Law Enforcement Equipment Grant Under FY20 Edward Byrne Memorial Justice Assistance Grant
- iv. Budget Modification for Capital Project Close Out and Reallocation of Project Funds
- v. Budget Modification to Accept 2023 Marine Patrol Grant
- vi. Committee Approval for Highway Safety Grant

b. District Attorney

- i. A Local Law to Create Exceptions to the Residency Requirement for Assistant District Attorneys
- ii. Abolish Assistant District Attorney PT with Benefits/Create and Fill Assistant District Attorney PT without Benefits

c. Probation

- i. Create and Fill one (1) Account Clerical II Position

NIAGARA COUNTY ADMINISTRATION COMMITTEE
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d. Office of Emergency Services

- i. Budget Modification to Accept Payment for Haz-Mat Incident on 10/26/2023
- ii. Committee Approval to Apply for SFY2023/2024 Volunteer Fire Infrastructure & Response Equipment Grant Program

J. Elder made a motion. D. Godfrey seconded it. Passed unanimously.

5. Community Services Committee Agenda

a. Public Health Department

- i. Budget Modification to Abolish Program Aides/Create and Fill Supervising Speech Pathologist Position – Children with Special Needs Division
- ii. Resolution to Participate in and Receive Funds from NYS Frontline Health Care Worker Bonus Program Fifth/Final Vesting Period
- iii. Budget Modification to Accept NACCHO Maternal, Child, and Adolescent Health Funds
- iv. Award CDC Infrastructure Bonus

C. Voccio made a motion. J. Elder seconded it. Passed unanimously.

6. Infrastructure Committee Agenda

a. Buildings & Grounds

- i. Lease Agreement with Iroquois Job Corps Academy for the Trott Access Center
- ii. Budget Modification for Legislative Chambers Sound System
- iii. Budget Modification for Public Safety Training Facility Roof Replacement Project
- iv. Abolish One Full Time Cleaner and Create One Full Time Cleaner Laborer

b. Parks

- i. West Canal Marina Docking Policy
- ii. Approval of Agreement between the County of Niagara and the Greater Niagara Frontier Council Boy Scouts of America
- iii. Agreement Between the County of Niagara and the Buffalo Orienteering Club, Inc.
- iv. Agreement Between the County of Niagara and the Soccer Shots Buffalo
- v. Informational – Football Field Location
- vi. Informational – Burmaster Community Room

c. Engineering

- i. Jacques Rd Bridge Over Eighteen Mile Creek and West Somerset Rd Bridge over Fish Creek Amendment No. 2 - Final
- ii. Oppenheim Park Paving and Drainage Change Order No. 1
- iii. Krull Park Shoreline Wall and Bank Reconstruction Project Change Order No. 2
- iv. Rapids Rd Pavement Reconstruction: Raymond Rd to Goodrich Rd – No Cost Time Extension of Federal Aid Local Project Agreement
- v. Award of Contract for Royalton Ravine Pavilion

d. Highway

- i. Abolish One Automotive Mechanic and Create and Fill One Lead Mechanic
- ii. Bid Award for Highway Materials

J. Elder made a motion. R. Wydysh seconded it. Passed unanimously.

NIAGARA COUNTY ADMINISTRATION COMMITTEE
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7. Board of Elections

- a. Approval of Voting Machine Agreement between the County of Niagara and the Niagara Falls, Lockport, North Tonawanda, Lew-Port, Newfane, Niagara Wheatfield, Roy-Hart, Starpoint, School Districts, the Village of Lewiston and the Village of Youngstown – D. Godfrey made a motion. C. Voccio seconded it. Passed unanimously.

8. Human Resources

- a. Contract with Employee Services, LLC – ESI Employee Assistance Group for Employee Assistance Program (EAP) – C. Voccio made a motion. J. Elder seconded it. Passed unanimously.

9. County Attorney

- a. A Local Law to Create Exceptions to the Residency Requirement for Assistant District Attorneys
 - b. Create and Fill Assistant County Attorney
- R. Wydysh made a motion. J. Elder seconded it. Passed unanimously.

10. Adjournment

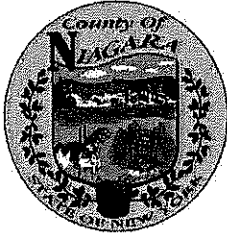
A motion was made by J. Elder to adjourn. R. Wydysh seconded it. Passed unanimously. The Administration Committee meeting adjourned at 6:02 p.m.

Minutes Transcribed By:

Heather Soles, Budget Assistant
Office of Management & Budget

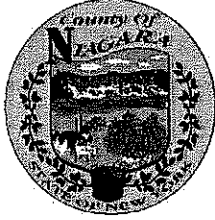
Minutes Approved By:

David E. Godfrey, Chairman
Administration Committee



COMMUNITY SAFETY AND SECURITY COMMITTEE AGENDA May 6, 2024

1. Call to Order
 - a. Hill, Godfrey, Abbott, Bradt, Elder, Robins, McKimmie
2. Approval of minutes from previous meeting
3. Sheriff
 - Res.** – Budget Mod. Upgrade Clerical I Position
 - Res.** – Create and Fill Forensic Scientist I (Chemistry/Controlled Substance.)
 - Res.** – Primecare Medical of New York, Inc. First Amendment
 - Res.** – Budget Mod. – Accept FY24 Cops Technology Program Grant.
 - Res.** – Budget Mod. – Accept FY21 Explosive Detection Canine Team Grant.
 - Res.** – Purchase of Video Surveillance Solution for Communication Towers.
4. District Attorney
 - Res.** – Abolish Two Paralegal I Positions/Create & Fill Two Paralegal II Positions.
 - Res.** – Accept Crimes Against Revenue Program Grant (CARP)
5. Fire Coord/Emerg. Svcs.
 - Res.** – Award Contract for RFP 2024-23 On-site Radio Services for Niagara County Emergency Services.
 - Res.** – Budget Mod. – Accept Payment for Multiple Haz-Mat Incidents.
 - Committee Approval** – Apply for County Emergency Medical Services Support Grant



Community Services Committee

AGENDA - Meeting of May 6, 2024

1. Call to Order

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

2. Approval of Minutes of April 15, 2024

3. County Clerk

- a) Abolish Full-Time Document Clerk Position/ Create And Fill Full-Time Document Clerk & Cashier Position
- b) Abolish Full-Time Document Clerk Position 4336/ Create And Fill Full-Time Document Clerk & Cashier Position

4. Motion to Adjourn



INFRASTRUCTURES COMMITTEE AGENDA
NIAGARA COUNTY COURT HOUSE
LOCKPORT, NEW YORK
MONDAY MAY 6, 2024
MEETING NO. 5
5:30 PM

1. Call to Order

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

2. Meeting Minutes – Approval

- a. April 15, 2024

3. Information Technology – Approval

- a. Budget Modification – Cyber Security Federal Grant
- b. Create and Fill IT Position

4. Environmental/Solid Waste – Approval

- a. Award of Contract – EV Charging Stations

5. Parks – Approval

- a. Lake O Yoga - Krull

6. Engineering - Approval

a. Amendments – Approval

- i. Court House Boiler Replacement Professional Services, NO.3 – EPN2009
- ii. Gasport Rd Bridge over 18 Mile Crk Bridge Replacement, NO.1 – EPN2308
- iii. Wilson-Burt Rd Bridge over 18 Mile Crk, NO.3 – EPN2119
- iv. Johnson Crk Rd Bridge over Golden Hill Crk Bridge Replacement, NO.2 – EPN2234
- v. Willow Rd Bridge over the East Branch of 12 Mile Crk, NO.2 – EPN2235
- vi. Survey Recreational Facilities, NO.2 – EPN2309
- vii. Hunt Street over Bergholtz Crk, NO.2 – EPN2126
- viii. Quaker Rd Culvert NO.15-9, NO.1 – EPN2204
- ix. Rapids Rd Rehabilitation, Raymond Rd to Ton Crk Bridge, NO.1 – EPN2008
- x. Natural Playground at Burmaster Park, NO.2 – EPN2312
- xi. Angelo DelSignore Civic Building – Roof Replacement, NO.4 Final – EPN2202

b. Change Order – Approval

- i. Court House HVAC Improvements – Phase II, NO.3 – D.R. Chamberlain Corp. - General Construction - EPN2009
- ii. Court House HVAC Improvements – Phase II, NO.3 – Greater Niagara Mechanical – Mechanical work - EPN2009
- iii. Court House HVAC Improvements – Phase II, NO.3 – CIR Electrical – Electrical work - EPN2009

c. Award of Contract – Approval

- i. Culvert Lining 2024 – EPN2319
- ii. Lockport Rd over CSX RR – Popli – EPN2220

7. Administration - Approval

- a. Budget Modification – 5311 Federal Grant
- b. Grant Application – Northern Border Regional Commission – Gasport Rd over 18 Mile CRK
EPN2308

8. Projects to be Let

- a. Public Safety Roof and RTU Replacement



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: 4/30/2024

Department Submitting agenda item: County Manager

Date of Committee Meeting: 05/06/2024

Title: Masiello, Martucci and Associates Award to Provide Lobbyist and Consulting Services for Niagara County

Brief Summary: Award RFP 2024-03 Lobbyist & Consulting Services to Masiello, Martucci and Associates for a one-year term with option for two (2) one-year extensions.

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:

**MASIELLO, MARTUCCI AND ASSOCIATES AWARD
TO PROVIDE LOBBYIST AND CONSULTING SERVICES FOR NIAGARA COUNTY**

WHEREAS, Niagara County seeks to retain the services of an experienced lobbyist to work with the County Manager, Legislature and key County staff to address matters that will appear before the New York State Legislature, individual state legislators, the New York Governor, local and county government and other state agencies, specifically relating to and that affect Niagara County and its residents, and

WHEREAS, Niagara County seeks a legislative program rooted in approaches that center the County's values and communities. The County is interested in proposals grounded in who the County is today and that move the County toward a vision of where it needs to be for effective and powerful advocacy alongside its constituency, and

WHEREAS The County recognizes that our needs are not simultaneously executed projects, but a process in need of skilled relationship builders, creative government relations professionals, and people who seek to make the resources of the County accountable to the communities we serve, and

WHEREAS, Niagara County is home to several sites of strategic importance to the homeland security interests of the United States of America. The County deems securing the safety of its residents its principal responsibility, and

WHEREAS, a request for proposal (RFP #2024-03) for Lobbyist and Consulting Services for Niagara County was issued and publicly opened by the Purchasing Department on February 20, 2024, and

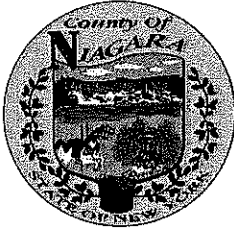
WHEREAS, after conducting an evaluation of all proposals, it is the desire of the County to award the RFP to Masiello, Martucci & Associates, and

WHEREAS, funding is available in the 2024 budget, now, therefore be it

RESOLVED, that the County enter into a one-year contractual agreement with the option for two (2) one-year extensions with Masiello, Martucci and Associates in an amount not to exceed a fixed monthly fee of \$5,000 to provide lobbyist and consulting services to Niagara County, 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 20170111 cdp budget adjustment)

Today's Date: April 29, 2024

Department Submitting agenda item: Treasurer's Office

Date of Committee Meeting: May 5, 2024

Title: Distribution of Mortgage Tax

Brief Summary: distribution of mortgage 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:

DISTRIBUTION OF MORTGAGE TAX

WHEREAS, Niagara County has received mortgage tax monies for the period October, 2023 through March, 2024 in the amount of \$2,906,695.91 and

WHEREAS, the Recording Officer has previously distributed \$708,695.07 to the Niagara Frontier Transportation Authority, \$627,561.21 to the State Mortgage Tax Agency, and retained \$130,989.80 for approved county administrative expenses, and

WHEREAS, that Recording Officer has remitted the remaining monies collected to the County Treasurer for distribution to various Niagara County towns, villages and cities, now therefore be it

RESOLVED, that the sum of **\$1,439,074.83** reflects mortgage tax monies for the period October 1, 2023 through March 31, 2024 to be distributed, and the same be and hereby is, apportioned as follows among the various towns, villages and cities of the County of Niagara:

TOWNS	Cambria	\$ 42,960.82
	Hartland	18,049.37
	Lewiston	95,836.07
	Lockport	128,045.66
	Newfane	46,718.83
	Niagara	62,216.02
	Pendleton	73,737.70
	Porter	41,776.42
	Royalton	42,209.61
	Somerset	14,213.79
	Wheatfield	255,992.67
	Wilson	24,996.25
VILLAGES	Middleport (Hartland)	\$ 276.54
	Middleport (Royalton)	2,749.09
	Lewiston	11,805.96
	Youngstown	7,835.86
	Barker	1,058.29
	Wilson	2,718.39

CITIES	Lockport	\$ 154,173.56
	Niagara Falls	224,056.14
	North Tonawanda	<u>187,647.79</u>
	TOTAL:	\$1,439,074.83

and be it further

RESOLVED, that the County Treasurer be, and hereby is, directed to pay the various towns, village treasurers, and city treasurers the amounts recorded above and that this document shall be sufficient authorization to the County Treasurer to make the payments in accordance with the above direction.

ADMINISTRATION COMMITTEE

APPROVED FOR SUBMISSION

CHAIRMAN

MAJORITY LEADER

MINORITY LEADER



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: 5/1/24

Department Submitting agenda item: Human Resources

Date of Committee Meeting: 5/6/24

Title: Summer Hours - 2024

Brief Summary: Summer Hours schedule for the period June 23, 2024 through August 31, 2024. Hours of operation for participating departments will be 8:30 a.m. to 4:30 pm. This has been a tradition in Niagara County to have this summer schedule for those departments that participate. Those departments and employees appreciate the summer schedule.

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:

SUMMER HOURS - 2024

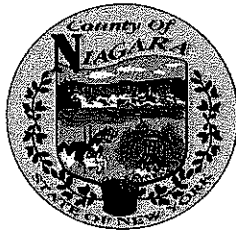
WHEREAS, the County has agreed to a ten-week period for a summer work schedule change and,

WHEREAS, it was agreed that this new schedule will apply only to those departments and employees who are on a Monday through Friday, 9:00 a.m. to 5:00 p.m. schedule, now, therefore, be it

RESOLVED, that effective June 23, 2024 through August 31, 2024 the work schedule of the County employees mentioned above will be 8:30 a.m. to 4:30 p.m. with the following regulations:

1. Any department required by local regulations or law to remain open until 5:00 p.m. may be exempt from this schedule.
2. Each Department Head is authorized to return to the 9:00 a.m. to 5:00 p.m. schedule if the new hours cause operational problems, or if the employees abuse the new work schedule.
3. This agreement is for the ten-week period as stated above and will not be repeated without further Legislative action.
4. Public notice of the hours will be posted in all County offices affected.
5. Any deviation from the above must be cleared with the Human Resources Department.

ADMINISTRATION COMMITTEE



Administration Committee

Today's Date: April 29, 2024

Department Submitting agenda item: Risk Management

Date of Committee Meeting: May 06, 2024

Title: Principal Insurance Program Assistant- Recreate and Fill; Abolish Risk & Insurance Coordinator

Brief Summary:

Action Requested: Seeking Approval to Recreate & Fill.
Recommended organizational structure by NC Civil Service.

Associated Costs: No cost associated. Funds currently budgeted.

Benefits & Risks: Necessary to continue to ensure proper administration of the Claims Compliance and General Office Administration for Risk Management. PIPA position chiefly provides self-funded insurance Plan compliance, as well as fiscal responsibility, including budget, accounts payable/receivable, and payroll function in a confidential department.

**ABOLISH ONE FULL-TIME RISK & INSURANCE COORDINATOR POSITION AND
CREATE ONE FULL-TIME PRINCIPAL INSURANCE PROGRAM ASSISTANT POSITION**

RISK MANAGEMENT DEPARTMENT

Whereas, The Office of Risk Management seeks to recreate a past Principal Insurance Program Assistant job title and abolish a current Risk & Insurance Coordinator title; and

WHEREAS, Niagara County Civil Service recommends this course as more in line with the department's organizational structure and reporting hierarchy; and

WHEREAS, upon assessing this recommendation and the functions of the Department, primarily its self-funded insurance plan administration role and critical compliance component, the County Manager and Human Resources Director have determined that the position of Principal Insurance Program Assistant should be recreated and the subordinate position of Risk & Insurance Services Coordinator be abolished, so be it

RESOLVED, to abolish one full-time Risk & Insurance Services Coordinator position, Job Group Flat Grade 10 at \$66,699.00 to \$82,294.00 effective May 18, 2024, and be it further

RESOLVED, to recreate a full-time Principal Insurance Program Assistant, Job Group CSEA 12 at \$63,035.00 – \$73,312.00 effective May 19, 2024 and be it further

RESOLVED, that the cost for this position will come from within already budgeted personnel lines within the Risk Management 2024 Budget; therefore, will not incur any additional cost to the County, and be it further

RESOLVED, that a transfer of funds amongst personnel lines be provided to fund this position: Transfer balance of funds from account A.13.1430.106, Risk and Insurance Coordinator, Position # 13464 to Principal Insurance Program Assistant, Position # _____.

COMMUNITY SERVICES COMMITTEE

ADMINISTRATION COMMITTEE