



ADMINISTRATION COMMITTEE AGENDA

JULY 27, 2026

5:30 PM

1. Call to Order

- a. Godfrey, Nemi, Abbott, Bradt, Casale, Elder, Robins

2. Approval of Minutes of June 8, 2026

3. Community Safety and Security Committee Agenda

4. Community Services Committee Agenda

5. Infrastructure Committee Agenda

6. Board of Elections

- a. Committee Approval to Renew Absentee Ballot Pre-Paid Postage Grant
- b. Committee Approval to Renew Vote by Mail Grant
- c. Committee Approval to Renew Ballot by Mail Grant
- d. Committee Approval to Renew Technology Innovation and Election Resource (TIER) Grant

7. Human Resources

- a. Appointment Assigned Counsel & Conflict Administrator

8. Real Property

- a. Real Property Tax Corrections/Cancellations No. COE-2026 C

9. Risk Management

- a. Waiver of RFP for Extension of Medical Claims Administration Contract Between and Among Niagara County, the Niagara County Health Plan, and NOVA Healthcare Administrators, Inc. as Third-Party Administrator

10. Information and Adjournment

NIAGARA COUNTY ADMINISTRATION COMMITTEE
MEETING MINUTES
June 8, 2026
5:30 PM

	ADMINISTRATION	STAFF	OTHERS
PRESENT:	D. Godfrey R. Abbott R. Bradt M. Casale C. Robins M. Hill	R. Updegrove C. Joerg K. Alexander T. Farrell P. Lopes K. Schuler H.Soles	M. Filicetti, Sheriff's Office S. Healey, District Attorney D. Blackley, Public Defender J. Schultz, Fire Coordinator J. Jastrzemski, County Clerk V. Pearson, Public Health L. Kelemen, Mental Health G. Meal, Public Works J. Gaston, Parks J. Donnelly, Engineering D. Timm, Refuse T. Quattrini, Information Technology J. Bieber, Water District
EXCUSED:	A. Nemi J. Elder		

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 May 11, 2026. A motion to approve the minutes was made by D. Godfrey. M. Casale seconded them. The minutes passed unanimously.

3. Economic Development

- a. Resolution in Support of the Niagara Aerospace Museum

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

4. Community Safety and Security Committee Agenda

a. Office of the Sheriff

- i. Forensic Lab Supplies Sole Source Independent Forensics of Illinois, LLC
- ii. Award of Sealed Bid for Food Service Management for Niagara County Office for the Aging Senior Nutrition Program and Niagara County Jail
- iii. Create and Fill Temporary Correction Officer Position
- iv. Azar Design Co Mezzanine Fencing Project Contract
- v. LaBella Associates P.C. Jail Doors Replacement Project Change Order No.1

b. District Attorney

- i. Request for Waiver from the Niagara County Purchasing Procedures for Professional Services

c. Fire Coordinator/Emergency Services

- i. Sole Source Standardization of ESO Solutions, Inc for EMS Electronic Patient Care Reporting System
- ii. Committee Approval – Apply for the Assistance to Firefighters Grant (AFG) FY2025

NIAGARA COUNTY ADMINISTRATION COMMITTEE
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d. Public Defender

- i. Extend Office of Indigent Legal Services (OILS) 4th Upstate Quality Improvement and Case Load Reduction Grant
- ii. Budget Modification - ILS Professional and Modernization Grant
- iii. Acceptance of Office of Indigent Legal Services (OILS) 5th CAFA Grant

R. Abbott made a motion. D. Godfrey seconded it. Passed unanimously.

5. Community Services Committee Agenda

a. Office of the County Clerk

- i. Approving and Accepting Bid Proposal for an Electronic Data Management System

b. Department of Public Health

- i. Create Cash Change Fund Stevens Street Clinic

c. Department of Mental Health

- i. Budget Modification – Contract Agency State Aid COLA/Minimum Wage
- ii. Budget Modification – Accept NYS OASAS Regional Abatement Funding
- iii. Budget Modification – Accept NYS Office of Mental Health Funding for Mental Health Association Peer-Based Services
- iv. Budget Modification – Accept OASAS Funding – Cazenovia Recovery

d. SUNY Niagara (Niagara County Community College)

- i. Public Hearing for SUNY Niagara FY 2026-2027 Maintenance & Operating Budget

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

6. Infrastructure Committee Agenda

a. Water District

- i. Budget Modification for Sludge Lagoon Cleaning

b. Solid Waste/Environmental

- i. Informational – NY Climate Act (CLCPA)

c. Parks

- i. Agreement with Newfane Central School District Band Concert at Krull Park
- ii. Agreement with the Olcott Lion's Club, Kindergarten Round-up at Krull Park

d. Engineering

- i. Bridge Replacement Gasport Rd over 18 Mile Creek, Town of Royalton, Federal Aid Local Project Agreement
- ii. Award Consultant Contract Wilson Burt over 18 Mile Creek Rehab Phase 2
- iii. Hartland Rd Culvert No 108-10 Consultant Amendment No. 2 – Final
- iv. Rescind Resolutions IF-033-26, IF-071-26 and IF-094-26 Award of Contract Balmer Rd Culvert 109-14 Replacement and Budget Modification Resolutions
- v. Award of Contract – Balmer Rd Culvert 109-14 Replacement and Ransomville Rd Culvert 17-1
- vi. Informational – Burmaster Park Phase II

e. Administration

- i. Capital Account Budget Modification – PW Building Reclassification of Funds

NIAGARA COUNTY ADMINISTRATION COMMITTEE
MEETING MINUTES
June 8, 2026
5:30 PM

- ii. Rail Line Removal Charlotteville Rd, Hatter Rd & Hess Rd Capital Project Budget Modification

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

7. County Attorney

- a. Resolution Authorizing Intermunicipal Agreement with the City of Lockport for 2024 City In Rem Proceeding
- b. 1961 Transit Road, Newfane New York Lease Amendment 2 for Board of Elections/Records Storage Building

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

8. County Manager

- a. Masiello Martucci Hughes and Associates Award to Provide Niagara County Homeland Security Consulting and Lobbying Services

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

9. Real Property

- a. Real Property Tax Corrections/Cancellations No. COE-2026 B

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

10. Information

- a. Legislator I. Myers spoke about the upcoming 250th Celebration and drone show taking place on Saturday, August 1, 2026 at Old Fort Niagara.
- b. Legislator D. Godfrey spoke about the Kenan Center hosting the "I Was There: Unknown Stories of Vietnam" interactive exhibit, with special events including the Vietnam Traveling Memorial Wall, running from July to August this summer.

11. Adjournment

A motion was made by R. Abbott to adjourn. M. Casale seconded it. Passed unanimously. The Administration Committee meeting adjourned at 6:32 p.m.

Minutes Transcribed By:

Heather Soles, Budget Assistant
Office of Management & Budget

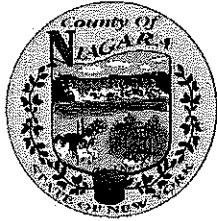
Minutes Approved By:

David E. Godfrey, Chairman
Administration Committee



COMMUNITY SAFETY AND SECURITY COMMITTEE AGENDA July 27, 2026

1. Call to Order
 - a. McKimmie, Godfrey, Elder, Bradt, Abbott, Farruggia, Nemi
2. Approval of minutes from previous meeting
3. Sheriff
 - Res.** – Sole Source Foster and Freeman USA Inc of Crime-Lite for Forensic Laboratory
 - Res.** – Sole Source Tyler Technologies for Support and Maintenance of Tyler Technologies Software
 - Res.** – Wilmac Sole/Single Source Designation for Service and Maintenance of NICE System
 - Res.** – Sole Source CLPS, LLC for Support and Maintenance of Threat Assessment and Management Software
 - Res.** – Sole Source OCV, LLC/Thesheriffapp.com for Sheriff's Website and App Maintenance
 - Res.** – Budget Mod. – Create & Fill Two Temporary Deputy Sheriff Positions.
 - Res.** – Budget Mod. – Accept 2026-27 GIVE Grant.
 - Res.** – Budget Mod. – Accept FY2025 Stonegarden Grant.
 - Res.** – Budget Mod. – Accept FY2025&FY2026 SICG Formula Grant.
 - Res.** – Accept FY2025 & FY2026 PSAP Grant
 - Res.** – DV Brown Remediation of Duct Work and Ceiling for NCSO Project Change Order No. 1
 - Res.** – Amended Negative Declaration of Environmental Significance for Jail Housing Project
 - Res.** – Emergency Repair for Mount View Communications Tower.
 - Res.** – Extend Intermunicipal Agreement with Town of Wheatfield for Enhance Police Protection
4. District Attorney
 - Res.** – Accept GIVE Grant
 - Res.** – Request for Waiver from Niagara County Purchasing for Professional Services District Attorney, Conflicts and Public Defender Contracts.
5. Public Defender
 - Committee Approval** – Apply for Indigent Legal Services Family Court Grant
6. Probation
 - Res.** – Budget Mod. – Accept GIVE Grant
 - Res.** – Accept CRTF Grant Award
7. Fire Coord/Emerg. Svcs.
 - Res.** – Award of Bid for Rescue Equipment.
 - Res.** – Create & Fill Temporary Emergency Medical Technician
 - Res.** – Authorization Execution of MOU- Vehicle Use Agreement with Orleans County Emergency Management Office



Community Services Committee

AGENDA - Meeting of July 27, 2026

1. Call to Order

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

2. Approval of Minutes of June 08, 2026

3. Department of Public Health

- a) Budget Modification – Lead Rental Registry Program-Environmental Division
- b) Budget Modification – Healthy Neighborhood Program-Environmental Division

4. Office for the Aging

- a) Abolish (3) PT Aging Services Aides

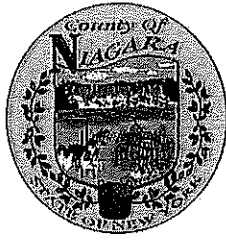
5. Employment & Training

- a) Budget Modification – Increase in 2026 Summer Youth Employment Program (SYEP) Funding
- b) Budget Modification – Accept New York Systems Change and Inclusive Opportunities Funds (NY SCION-OMH) 2026-Additional Funding

6. SUNY Niagara (Niagara County Community College)

- a) Approval of SUNY Niagara (NCCC) FY 2026-2027 Maintenance & Operating Budget

7. Motion to Adjourn



INFRASTRUCTURES COMMITTEE AGENDA
NIAGARA COUNTY COURT HOUSE
LOCKPORT, NEW YORK
MONDAY JULY 27, 2026
MEETING NO. 8
5:30 PM

1. **Call to Order**
Foti, Robins, Farruggia, Myers, Abbott, Bradt, Gooch
2. **Meeting Minutes – Approval**
 - a. June 8, 2026
3. **Parks – Approval**
 - a. Budget Modification - Mowers
 - b. Newfane Football Youth League and Cheerleading – Krull Park
4. **Engineering – Approval**
 - c. State/Federal Aid Local Project Agreement – Phase 2, Wilson Burt Bridge over Eighteen Mile Creek Bridge Rehabilitation, EPN2503
 - b. Closeout – Hartland Rd Bridge over Golden Hill Creek, GPI – Final, EPN2115
 - c. Budget Modification
 1. Fiegel / Fisk – Consultant Agreement – Popli, EPN2404
 2. Fiegel / Fisk – Contractor Agreement – Hunting Valley, EPN2220
5. **Highway – Approval**
 - a. Snow and Ice Agreement Amendment '24-'25 Season



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: 7/1/2026

Department Submitting agenda item: Board of Elections

Date of Committee Meeting: 7/27/2026

Title: Approval to Renew Absentee Ballot Pre-Paid Postage Grant

Brief Summary:

The Board of Elections is seeking approval from the Administration Committee to renew the Absentee Ballot Pre-Paid Postage Grant in the amount of \$95,430.54 with the remaining balance of \$47,069.41. The grant term is January 28, 2023 through March 31, 2027. Funds are already included in the approved 2026 Board of Elections budget so there is no budget amendment.

Committee approval is needed before the Legislative Chairman can sign off on the contract.

Action Requested: Committee approval is required to renew or modify a grant. Resolution is not required.

Associated Costs: None

Benefits & Risks: Benefit is reimbursement of actual costs incurred for the Absentee Grant related expenses during the period. No risks



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: 7/1/2026

Department Submitting agenda item: Board of Elections

Date of Committee Meeting: 7/27/2026

Title: Approval to Renew 2025 Vote by Mail Grant Program

Brief Summary:

The Board of Elections is seeking approval from the Administration Committee to renew the 2025 Vote by Mail Grant Program in the amount of \$56,501.46 with the remaining balance of \$56,501.46. The grant term is April 1, 2025 through March 31, 2027. Funds are already included in the approved 2026 Board of Elections budget so there is no budget ammendment.

Committee approval is needed before the Legislative Chairman can sign off on the contract.

Action Requested: Committee approval is required to renew or modify a grant.
Resolution is not required.

Associated Costs: None

Benefits & Risks: Benefit is reimbursement of actual costs incurred for the Absentee Grant related expenses during the period. No risks



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: 7/1/2026

Department Submitting agenda item: Board of Elections

Date of Committee Meeting: 7/27/2026

Title: Approval to Renew Ballot by Mail Grant

Brief Summary:

The Board of Elections is seeking approval from the Administration Committee to renew the Ballot by mail Grant in the amount of \$91,077.03 with the remaining balance of \$24,257.73. The grant term is April 1, 2024 through March 31, 2027. Funds are already included in the approved 2026 Board of Elections budget so there is no budget amendment.

Committee approval is needed before the Legislative Chairman can sign off on the contract.

Action Requested: Committee approval is required to renew or modify a grant. Resolution is not required.

Associated Costs: None

Benefits & Risks: Benefit is reimbursement of actual costs incurred for the Absentee Grant related expenses during the period. No risks



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: 7/1/2026

Department Submitting agenda item: Board of Elections

Date of Committee Meeting: 7/27/2026

Title: Approval to Renew Technology Innovation and Election Resource (TIER) Grant

Brief Summary:

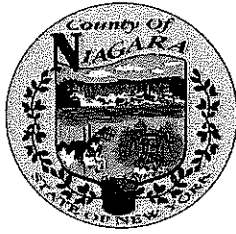
The Board of Elections is seeking approval from the Administration Committee to renew the Technology Innovation and Election Resource (TIER) Grant in the amount of \$387,747.10 with the remaining balance of \$ 91,162.10. The grant term is January 28, 2023 through March 31, 2027. Funds are already included in the approved 2026 Board of Elections budget so there is no budget amendment.

Committee approval is needed before the Legislative Chairman can sign off on the contract.

Action Requested: Committee approval is required to renew or modify a grant. Resolution is not required.

Associated Costs: None

Benefits & Risks: Benefit is reimbursement of actual costs incurred for the TIER related expenses during the period. No risks



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: 7/21/26

Department Submitting agenda item: Human Resources

Date of Committee Meeting: 7/27/26

Title: Appointment Assigned Counsel & Conflict Administrator

Brief Summary: The Assigned Counsel and Conflict Administrator position was vacated on June 29, 2026 as a result of a resignation and it is imperative that this Department Head be appointed based upon proven leadership experience and a thorough knowledge of the criminal justice system as it relates to the representation of indigent defendants in criminal proceedings. Mary-Jean Bowman has decades of professional attorney experience with criminal cases and has demonstrated exceptional leadership abilities and has been serving as Interim Assigned Counsel and Conflict Administrator since June 29, 2026.

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 ASSIGNED COUNSEL & CONFLICT ADMINISTRATOR

WHEREAS, due to prior representations of witnesses, defendants, and other parties by the Public Defender's Office, a "conflict of interest" is created for the Public Defender's Office to represent certain indigent defendants in criminal proceedings in certain village, town, city, and county courts within the County of Niagara, appeals to the Appellate Division of the New York State Supreme Court, and to the New York State Court of Appeals, and

WHEREAS, the Assigned Counsel and Conflict Administrator position was vacated on June 29, 2026 as a result of a resignation and it is imperative that this Department Head be appointed based upon proven leadership experience and a thorough knowledge of the criminal justice system as it relates to the representation of indigent defendants in criminal proceedings, and

WHEREAS, Mary-Jean Bowman has decades of professional attorney experience with criminal cases and has demonstrated exceptional leadership abilities and has been serving as Interim Assigned Counsel and Conflict Administrator since June 29, 2026, and

WHEREAS, the County Manager has determined that Mary-Jean Bowman best meets the qualifications and possesses the qualities required to serve as Assigned Counsel and Conflict Administrator, and therefore, should be appointed to the position subject to the appointment being confirmed by the County Legislature, and

WHEREAS, the position is fully funded for 2026 in the Assigned Counsel & Conflict Administrator's Office budget, now, therefore, be it

RESOLVED, that Mary-Jean Bowman be appointed Assigned Counsel and Conflict Administrator effective August 4, 2026 at an FLSA exempt annual salary of \$147,000 (pro-rated for the remainder of 2026) with subsequent increases subject to approval in the annual budget and is entitled to all the benefits normally granted to Department Heads for the duration of the appointment.

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: 7/14/2026

Department Submitting agenda item: Real Property

Date of Committee Meeting: 7/27/2026

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

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 C**

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 C, 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 C Page 1 of 1

Town of Wilson

RPTS # 34-2026

Owner: The People of the State office of Parks and Rec. of NY

<u>SBL #</u>	<u>Tax Year</u>	<u>Tax Warrant Reduction</u>
22.11-1-3	2026	\$ 3,574.74

This property was bought by New York State on November 6th 2024. New York state properties are wholly exempt as of the date of possession. A municipal exemption was never added to the property when the state took possession, causing an unlawful tax bill to be levied to the property

This constitutes an unlawful entry error according to Real Property Tax Law 550 (7) a. In light of this, the 2026 Niagara County/Town of Wilson tax billing in the amount of \$3,574.74 shall be reduced by \$3,574.74 to \$0.00.

Original billing: \$ 3,754.74

Revised billing: \$ 0.00

Corrections to previously issued Niagara County Tax Billings

Filename: COE-2026 C

Date: July 14, 2026

Extension of Medical Claims Administration Contract Between and Among
Niagara County, the Niagara County Health Plan and NOVA Healthcare
Administrators, Inc.

WHEREAS, Niagara County, the Niagara County Health Plan ("NCHP") and the Niagara County Legislature previously authorized the signing and delivery of a current contract between NCHP and Nova Healthcare Administrators, Inc. ("NOVA") for the provision of medical claims administration services from January 1, 2013 to December 31, 2017 for the NCHP, and

WHEREAS, NOVA has rendered professional and competent services to the County and to NCHP pursuant to said contract, and

WHEREAS, NCHP requires, and Nova has offered, to render the same professional services set forth in said agreement at the same per employee per month fee and menu of services pricing attached (in Exhibit C) as it charged NCHP for the period covered by the previous agreement; and

WHEREAS, the NCHP and the Joint Labor/Management Healthcare Committee have reached consensus to conduct a Request for Proposal ("RFP) for Third Party Plan Administration ("TPA") services through Niagara County Purchasing in 2018 for a January 1, 2019 contract start, and

WHEREAS, such measures serve to strategically align the TPA medical claims services contract with the current Pharmacy Benefit Administration Services contract term; now, therefore, be it

RESOLVED, that the Niagara County Legislature hereby approves the extension to the agreement between NCHP and Nova extending such engagement to an additional one year period beginning January 1, 2018 to December 31, 2018 on the same terms and conditions as set forth in the previous agreement referenced above, and be it further

RESOLVED, that the Chairman of the Legislature or County Manager is hereby authorized and directed to execute said contract in form and content as reviewed and approved as to legal form by the Niagara County Attorney.

ADMINISTRATION COMMITTEE