



ADMINISTRATION COMMITTEE AGENDA
NOVEMBER 6, 2023
5:30 PM

- 1. Call to Order**
- 2. Approval of Minutes of October 10, 2023**
- 3. Community Safety and Security Committee Agenda**
- 4. Community Services Committee Agenda**
- 5. Infrastructure Committee Agenda**
- 6. Office of the County Manager**
 - a. Niagara County Travel Policy, Vehicle Policy and Driver Manual
 - b. Resolution Re-Appointing Richard E. Updegrove, Niagara County Manager
 - c. Set Public Hearing for Assessment Tax Roll for the Niagara County Water District
 - d. Set Public Hearing for Assessment Tax Roll for the Niagara County Refuse District
 - e. Set Public Hearing for Assessment Tax Roll for the Niagara County Sewer District
 - f. Set Public Hearing for the Tentative Budget for the Year 2024
- 7. Treasurer's Office**
 - a. Distribution of Mortgage Tax
- 8. Information and Adjournment**

**NIAGARA COUNTY ADMINISTRATION COMMITTEE
MEETING MINUTES
October 10, 2023
5:30 PM**

	ADMINISTRATION	STAFF	OTHERS
PRESENT:	A. Nemi W. Collins M. Grozio I. Myers R. Wydysh	R. Updegrove D. Huntington K. Alexander P. Lopes J. Pitaressi K. Schuler H. Soles	M. Casale, Economic Development M. Filicetti, Sheriff D. LaRock, Probation J. Schultz, Fire Coordinator M. Lutz, Social Services J. Jastrzemski, County Clerk L. Kelemen, Mental Health G. Meal, Public Works N. Allen, Engineering D. Timm, Refuse D. Quinn, Public Works W. Flynn, Information Technology J. Bieber, Water District
EXCUSED:	D. Godfrey R. Bradt C. Robins		

1. Call to Order

Legislator A. Nemi called the meeting of the Administration Committee to order at 5:33 p.m.

2. Approval of Minutes

Legislator A. Nemi asked for the approval of the minutes to the meeting of September 11, 2023. The minutes were approved by W. Collins. M. Grozio seconded them. The minutes passed unanimously.

3. Economic Development

Resolutions:

Fixing Date and Notice for the Public Hearing for 2429 Military Rd LLC Community Development Block Grant Application
Authorization to Submit a Grant Application to the New York State Office of Community Renewal for Block Grant Funding for 2429 Military Rd LLC

I. Myers made a motion. M. Grozio seconded it. Passed unanimously.

4. Community Safety and Security Committee Agenda

Resolutions:

NCSO Accept BJA FY2022 Criminal Alien Assistance Program Grant
NCSO Budget Modification – Accept Child Passenger Safety Grant
NCSO Accept Extension of FY18 Statewide Interoperable Communications Targeted Grant
NCSO Accept FY23 Stonegarden Grant
NCSO Budget Modification – Accept BJA FY23 Paul Coverdell Forensic Science Improvement Grant
NCSO Budget Modification – Create and Fill Temporary Sheriff Dispatcher Position
NCSO Accept Stop DWI Foundation Grant 2023-2024
NCSO Axon Standardization/Sole Source of Conducted Energy Weapons
NCSO Award Consultant Contract Jail Replacement
NCSO Award Consultant Contract Jail Mezzanine Fencing
NCSO Award Consultant Contract Jail Cooler and Freezer Replacement

**NIAGARA COUNTY ADMINISTRATION COMMITTEE
MEETING MINUTES
October 10, 2023
5:30 PM**

NCSO Virtra Standardization/Sole Source of Accessories for Virtra Virtual Interactive Training Simulator
NCSO Committee Approval to Apply for Law Enforcement Technology Grant
Probation Accept State Aid Block Grant SFY 2023-2024
Probation Budget Modification – Accept CRTF Award
Probation Accept 2024 Alternatives to Jail Detention Grant
Probation Accept 2024 Employment Focused Services Program Grant
Emergency Services Lease Agreement with Tri-Community Ambulance Service, Inc.
Budget Modification – EMPG FY2023 Homeland Security Grant
Acceptance of SHSP 2023 Homeland Security Grant
2023 Budget Modification – Fire Coordinator's Office Accept Payments for Fire Investigation Report Fees
Acceptance of Amended County Mutual Aid Plan 2023
Emergency Services - Ambulance Division - Award of Bid for Medical Supplies

M. Grozio made a motion. W. Collins seconded it. Passed unanimously.

5. Community Services Committee Agenda

Resolutions:

Niagara County Youth Bureau – New York State Aid Application
Niagara County Clerk's Office Budget Modification – Inter-Municipal Agreement – Maintenance and Care Agreement
Resolution for Funding Niagara County Community College Infrastructure Investments
Resolution for Funding Niagara County Community College Academic Investments
Resolution for Funding Niagara County Community College Solar Farm
Mental Health Budget Modification – 2024 Contracts

W. Collins made a motion. I. Myers seconded it. Passed unanimously.

6. Refuse District Committee Agenda

Informational: Leachate Hauling Update
Informational: Tanker Bid
Informational: Solar Panel Update

I. Myers made a motion. M. Grozio seconded it. Passed unanimously.

7. Infrastructure Committee Agenda

Resolutions:

Information Technology Award of Contract – Data Cabling Project
Environmental Solid Waste/Refuse Leachate Treatment/Tanker Truck Update
Environmental Solid Waste/Refuse Solar Panel Update
Buildings & Grounds Resolution to Declare 5465 Upper Mountain Road, Lockport, NY Surplus Property
Engineering Award of Contract East Canal Road Bridge over Donner Creek
Engineering Award Consultant Contract for Balmer Road Culvert No. 109-14
Engineering Award Consultant Contract for Ransomville Road Culvert No. 17-1
Engineering Award Consultant Contract for Recreational Facilities at Krull & Oppenheim Parks
Engineering Award Consultant Contract for Public Safety Training Facility Roof and Roof Top Units Replacement
Engineering Award Consultant Contract for Golf Course Locker and Rest Room Alterations

**NIAGARA COUNTY ADMINISTRATION COMMITTEE
MEETING MINUTES
October 10, 2023
5:30 PM**

Engineering Award Consultant Contract for Burmaster Park Natural Playground
Court House HVAC Improvements Phase II General Construction Contract Change Order No. 2
Court House HVAC Improvements Phase II Mechanical Construction Contract Change Order No. 2
Court House HVAC Improvements Phase II Electrical Construction Contract Change Order No. 2
Bridge Deck Overlays 2023 Change Order No. 1
Preventative Maintenance of Two Bridges Change Order No. 1
Culvert Rehabilitation of Six County Culverts Change Order No. 1
Highway Facility Feasibility Study and Master Plan Change Order No. 1
Wilson-Burt Road Bridge over Hopkins Creek Consultant Amendment No. 3 – Final
Block Church Road Capital Budget Project Creation
Highway Maintenance Budget Modification – Pave our Potholes
Highway Maintenance Budget Modification – Annual Road Striping Contract
Highway Fleet Maintenance Budget Modification – Office for the Aging Vans

M. Grozio made a motion. W. Collins seconded it. Passed unanimously.

Parks Department - Golf Course Logo Informational was tabled.

8. Adjournment

A motion was made by W. Collins to adjourn. I. Myers seconded it. Passed unanimously. The Administration Committee meeting adjourned at 6:19 p.m.

Minutes Transcribed By:

Heather Soles, Budget Assistant
Office of Management & Budget

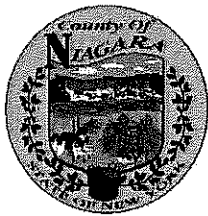
Minutes Approved By:

David E. Godfrey, Chairman
Administration Committee



COMMUNITY SAFETY AND SECURITY COMMITTEE AGENDA November 6, 2023

1. Call to Order
2. Approval of minutes from previous meeting
3. Sheriff
 - Res. – Accept Public Safety Answering Point Operations Grant.**
 - Res. – Accept 2023 Statewide Interoperable Communications Formula Grant.**
 - Res. – Award Consultant Contract Building One Remodel.**
 - Res. – Budget Mod. State and Local Overtime (SLOT) Revenue.**
 - Res. – Fill Crime Analyst Position with Residency Waiver.**
 - Res. – Penn Power Jail Tower Generator Change Order No. 1.**
 - Res. – LabVantage Standardization/Sole Source of Installation, Training and Service of LabVantage Laboratory Information Management System.**
 - Res. – Overhead Door of Greater Erie Change Order No. 2.**
4. Public Defender
 - Res. – Waiver of Residency Request Assistant Public Defender Position.**
5. Probation
 - Res. – Accept Ignition Interlock Device Monitoring Program Award.**
6. Fire Coord/Emerg. Svcs.
 - Res. – Agreement with Catholic Health.**
 - Res. – Authorizing the Establishment and Operation of an Advanced Life Support Transporting Service within Niagara County.**
 - Res. – Acceptance and Budget Modification of the FM Global Fire Prevention Grant.**



Community Services Committee

AGENDA - Meeting of November 6, 2023

1. Call to Order

2. Approval of Minutes of October 10, 2023

3. Office of Mental Health

- a) Budget Modification – Contact Agency State Aid COLA/Minimum Wage Increases
- b) Budget Modification – Opioid Settlement Funds Use

4. Motion to Adjourn

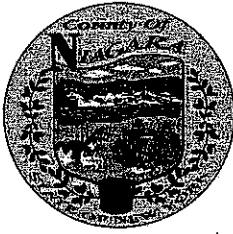


INFRASTRUCTURES COMMITTEE AGENDA
NIAGARA COUNTY COURT HOUSE
LOCKPORT, NEW YORK
MONDAY NOVEMBER 6, 2023
MEETING NO. 10
5:30 PM

- 1. Call to Order**
- 2. Meeting Minutes – Approval**
 - a. October 10, 2023
- 3. Water District – Approval**
 - a. **Budget Modification**
 - i. Capital Project H712 Closeout Water District
- 4. Information Technology – Approval**
 - a. **Award of Contract**
 - i. Phone System Upgrade
 - b. **Grant Request - Approval**
 - i. Cybersecurity Grant Money Request
- 5. Parks – Approval**
 - a. Budget Modification – Golf Course
 - b. Budget Modification – Parks Equipment
- 6. Building and Grounds – Approval**
 - a. Abolish Two (2) Building Attendant Positions/Create and Fill Two (2) Cleaner/Laborer Positions
 - b. Budget Modification
 - i. Reclassification of ARPA funds to Court House Boiler Replacement
 - ii. Capital Projects HVAC Improvements
- 7. Engineering – Approval**
 - a. **Budget Modification**
 - i. Bridge Maintenance Project Budget Modification – Ewings Rd Over Eighteen Mile Creek and Quaker Rd Over Golden Hill – EPN2215
 - b. **Award of Contract**
 - i. Award Construction to Edbauer – Wilson Burt over 18 Mi. Creek – EPN2119
 - ii. Award Design of Culvert 108-10 on Hartland Rd to GPI – EPN2315
 - c. **Local Project Agreement**
 - i. Balmer Road Culvert 109-14 Replacement – EPN2306
 - ii. Ransomville Road Culvert 17-1 Replacement – EPN2314

8. Administration

a. Budget Modification – Connect Niagara ATC Funding Reimbursement



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: 10/31/2023

Department Submitting agenda item: County Attorney

Date of Committee Meeting: 11/6/2023

Title: Niagara County Travel Policy, Vehicle Policy and Driver Manual

Brief Summary: Authorizing the County Manager to Amend the Travell Policy

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: approve

Associated Costs: none

Benefits & Risks:

NIAGARA COUNTY TRAVEL POLICY, VEHICLE POLICY AND DRIVER MANUAL

WHEREAS, the Niagara County Travel Policy and Guidelines were amended by Resolutions FN-0137-96, FN-159-97 and AD-057-07, and

WHEREAS, on October 12, 2023, the County developed a new Travel Policy, and

WHEREAS, on October 12, 2023, the County developed a Niagara County Vehicle Policy, and

WHEREAS, On October 12, 2023, the County developed a Niagara County Driver Manual, and

WHEREAS, the County desires to replace the Travel Policy and Guidelines that were adopted by Resolutions FN-0137-96, FN-159-97 and AD-057-07 with the new Travel Policy dated October 12, 2023 and the Niagara County Vehicle Policy and Niagara County Driver Manual dated October 12, 2023, now, therefore, be it

RESOLVED, that the Travel Policy dated October 12, 2023 incorporated in this resolution by reference is hereby adopted, and be it further

RESOLVED, that the Niagara County Vehicle Policy dated October 12, 2023, incorporated in this resolution by reference is hereby adopted, and be it further

RESOLVED, that the Niagara County Driver Manual dated October 12, 2023, incorporated in this resolution by reference is hereby adopted, and be it further

RESOLVED, that the above new Policies and Manual shall replace all prior Niagara County Travel Policy and Guidelines as amended by Resolutions FN-0137-96, FN-159-97 and AD-057-07, and be it further

RESOLVED, that the County Manager is hereby authorized to amend the Travel Policy, Niagara County Vehicle Policy and the Niagara County Driver Manual, as necessary to keep it current, without further resolution of the legislature.

ADMINISTRATION COMMITTEE

**RESOLUTION BY THE COUNTY LEGISLATURE RE-APPOINTING
RICHARD E. UPDEGROVE, NIAGARA COUNTY MANAGER**

WHEREAS, the Niagara County Legislature has established the position of County Manager pursuant to Local Law No. 5 for the year 2002, establishing the Office of County Manager, adopted by Resolution No. IL-061-02 on August 6, 2002, and

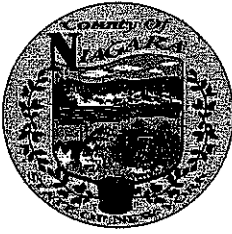
WHEREAS, Richard Updegrove has performed the requisite duties of County Manager from April 1, 2016 to the present, pursuant to the Niagara County Administrative Code and pursuant to the terms of an Employment Agreement for County Manager, and

WHEREAS, said contract expires on April 1, 2024, and

WHEREAS, County Manager Updegrove has committed to serve a subsequent 4 year term, now, therefore, be it

RESOLVED, that the Niagara County Legislature hereby accepts and approves the recommendation of the Administration Committee of the County Legislature by appointing Richard E. Updegrove of Lockport, NY as County Manager for a four year term commencing on April 1, 2024, contingent upon review and approval by the County Attorney's Office of an Employment Agreement between Mr. Updegrove and the County of Niagara.

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 30, 2023

Department Submitting agenda item: County Manager

Date of Committee Meeting: November 6, 2023

Title: Four (4) resolutions to set the public hearings for the 2024 Niagara County Budget, Water District, Sewer District and Refuse District Budgets

Brief Summary: Public Hearing to be on 12/5/23. Water District at 5:10, Refuse District at 5:20, Sewer District at 5:30, and Niagara County at 5:40.

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:

**SET PUBLIC HEARING FOR ASSESSMENT TAX ROLL FOR
THE NIAGARA COUNTY WATER DISTRICT**

WHEREAS, the Niagara County Water District has submitted an assessment tax roll through the County Manager of the County of Niagara to the Niagara County Legislature, and

WHEREAS, pursuant to Section 271 of the County Law, a public hearing must be held, now, therefore, be it

RESOLVED, that a public hearing be held in the Niagara County Courthouse, Lockport, New York at 5:10 p.m. on the 5th day of December 2023, to review the assessment tax roll for the Niagara County Water District, and, be it further

RESOLVED, that the Clerk of the Niagara County Legislature is hereby authorized to publish notice of same in the Union Sun & Journal and the Niagara Gazette.

ADMINISTRATION COMMITTEE

**SET PUBLIC HEARING FOR ASSESSMENT TAX ROLL FOR
THE NIAGARA COUNTY REFUSE DISTRICT**

WHEREAS, the Niagara County Refuse District has submitted an assessment tax roll through the County Manager of the County of Niagara to the Niagara County Legislature, and

WHEREAS, pursuant to Section 271 of the County Law, a public hearing must be held, now, therefore, be it

RESOLVED, that a public hearing be held in the Niagara County Courthouse, Lockport, New York at 5:20 p.m. on the 5th day of December 2023, to review the assessment tax roll for the Niagara County Refuse District, and, be it further

RESOLVED, that the Clerk of the Niagara County Legislature is hereby authorized to publish notice of same in the Union Sun & Journal and the Niagara Gazette.

ADMINISTRATION COMMITTEE

**SET PUBLIC HEARING FOR ASSESSMENT TAX ROLL FOR
THE NIAGARA COUNTY SEWER DISTRICT**

WHEREAS, the Niagara County Sewer District #1 has submitted an assessment tax roll through the County Manager of the County of Niagara to the Niagara County Legislature, and

WHEREAS, pursuant to Section 271 of the County Law, a public hearing must be held, now, therefore, be it

RESOLVED, that a public hearing be held in the Niagara County Courthouse, Lockport, New York at 5:30 p.m. on the 5th day of December 2023, to review the assessment tax roll for the Niagara County Sewer District #1, and, be it further

RESOLVED, that the Clerk of the Niagara County Legislature is hereby authorized to publish notice of same in the Union Sun & Journal and the Niagara Gazette.

ADMINISTRATION COMMITTEE

**SET PUBLIC HEARING FOR THE TENTATIVE BUDGET FOR
THE YEAR 2024**

WHEREAS, the County Manager of the County of Niagara has submitted a tentative budget to the Niagara County Legislature, and

WHEREAS, pursuant to Section 359 of the County Law, a public hearing must be held, now, therefore, be it

RESOLVED, that a public hearing be held in the Niagara County Courthouse, Lockport, New York at 5:40 p.m. on the 5th day of December 2023, to review the tentative budget for the year 2024, and, be it further

RESOLVED, that the maximum salaries that may be fixed and payable during said fiscal year 2024 to members of the Legislature and the Chairman thereof, respectively, remain at the 2023 salary level and are specified as follows:

MEMBERS OF THE LEGISLATURE:	\$19,075 Annually
MAJORITY LEADER, MINORITY LEADER:	\$19,575 Annually
CHAIRMAN OF THE LEGISLATURE:	\$22,075 Annually

and be it further

RESOLVED, that the Clerk of the Niagara County Legislature is hereby authorized to publish notice of same in the Union Sun & Journal and the Niagara Gazette.

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: 10/26/2023

Department Submitting agenda item: Treasurer's Office

Date of Committee Meeting: November 6, 2023

Title: Distribution of Mortgage Tax

Brief Summary: distribution of mortgage tax to municipalities

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 April, 2023 through September, 2023 in the amount of \$4,078,450.66 and

WHEREAS, the Recording Officer has previously distributed \$1,338,748.82 to the Niagara Frontier Transportation Authority, \$788,165.27 to the State Mortgage Tax Agency, and retained \$119,672.12 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 **\$1,831,864.45** reflects mortgage tax monies for the period April 1, 2023 through September 30, 2023 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	\$ 69,109.70
	Hartland	26,427.00
	Lewiston	140,006.61
	Lockport	181,638.91
	Newfane	63,966.26
	Niagara	47,790.91
	Pendleton	118,600.50
	Porter	48,715.01
	Royalton	48,480.18
	Somerset	18,077.48
	Wheatfield	186,376.39
	Wilson	41,460.63
VILLAGES	Middleport (Hartland)	\$ 408.87
	Middleport (Royalton)	3,019.53
	Lewiston	17,308.78
	Youngstown	9,187.30
	Barker	1,233.47
	Wilson	4,548.20

CITIES	Lockport	\$ 126,182.18
	Niagara Falls	346,351.64
	North Tonawanda	<u>332,974.90</u>
	TOTAL:	\$1,831,864.45

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