



## ADMINISTRATION COMMITTEE AGENDA

June 13, 2022

5:30 PM

### 1. Call to Order

### 2. Approval of Minutes:

Motion by: \_\_\_\_\_ 2nd: \_\_\_\_\_

### 3. Economic Development

- a. Create New Position – Department of Economic Development Full Time Marketing Specialist

Motion by: \_\_\_\_\_ 2nd: \_\_\_\_\_

### 4. Community Safety and Security Committee Agenda

Motion by: \_\_\_\_\_ 2nd: \_\_\_\_\_

### 5. Community Services Committee Agenda

Motion by: \_\_\_\_\_ 2nd: \_\_\_\_\_

### 6. Infrastructure Committee Agenda

Motion by: \_\_\_\_\_ 2nd: \_\_\_\_\_

### 7. Treasurer's Office

- a. Purchase of in REM Property

Motion by: \_\_\_\_\_ 2nd: \_\_\_\_\_

- b. Capital Funding for Niagara County Community College

Motion by: \_\_\_\_\_ 2nd: \_\_\_\_\_



## ADMINISTRATION COMMITTEE AGENDA

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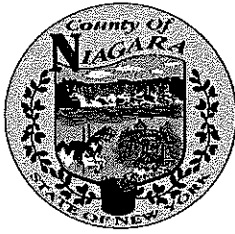
### 8. Human Resources

- a. Reorganization – Abolish Senior Personnel Record Clerk/Create Personnel Record Clerk

Motion by: \_\_\_\_\_ 2nd: \_\_\_\_\_

### 9. Adjournment

Motion by: \_\_\_\_\_ 2nd: \_\_\_\_\_



## 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:** June 6, 2022

**Department Submitting agenda item:** Economic Development

**Date of Committee Meeting:** June 13, 2022

**Title:** Create New Position – Department of Economic Development Full Time Marketing Specialist

**Brief Summary:** The Niagara County Department of Economic Development is in need of a marketing specialist to assist with the implementation of both digital and print promotional outreach to businesses. The need for this position has become more evident with the 2020 retirement of the department's Graphic Artist and the recent resignation of the Planning Manager.

**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:** June 6, 2022

**Action Requested:** Approval

**Associated Costs:**

**Benefits & Risks:**

**CREATE NEW POSITION – DEPARTMENT OF ECONOMIC DEVELOPMENT  
FULL TIME MARKETING SPECIALIST**

WHEREAS, the Niagara County Department of Economic Development is responsible for the ongoing outreach to businesses to aid in the effort of business growth and retention, as well as with brownfield remediation, regional planning and development, including industrial development, tourism, State and Federal financing programs, including NYS program practices pertaining to planning and environmental management, and

WHEREAS, the Commissioner of Economic Development has evaluated his operational needs and capabilities and has determined that a full time Marketing Specialist staff position is required in the department to enhance and focus efforts on the development of promotional and marketing materials utilizing social media platforms and various technology solutions to promote and market economic development activities and initiatives in Niagara County, and

WHEREAS, the Commissioner of Economic Development has worked with the Human Resources Department, Civil Service, and the support of the County Manager to create this position, now, therefore, be it

RESOLVED, that a full time Marketing Specialist position be created and filled August 7, 2022 CSEA Group 11, Step 1 through Step 8 at an hourly rate of \$28.50 through \$33.31, and, be it further

RESOLVED, that the following budget modifications be effectuated.

INCREASE EXPENSE:

A.28.8020.000 71010.00	Position	\$20,948
A.28.8020.000 78100.00	Retirement	1,718
A.28.8020.000 78200.00	FICA	1,603
A.28.8020.000 78300.00	Worker's Comp	543
A.28.8020.000 78400.01	Hos/Med Insurance	3,654
A.28.8020.000 78400.05	HRA	355
A.28.8020.000 78700.00	NYS Disability	31
A.28.8020.000 78800.00	Flex 125	403
		<u>\$29,255</u>

DECREASE EXPENSE:

A.08.1990.000 74500.01	Contingency	\$29,255
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## 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:** June 2, 2022

**Department Submitting agenda item:** Treasurer's Office

**Date of Committee Meeting:**

**Title:** Purchase of In Rem Property

**Brief Summary**      approval of purchase of In Rem properties

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:**

## **PURCHASE OF IN REM PROPERTY**

WHEREAS, on Wednesday, April 20, 2022 through Tuesday, May 10, 2022, a public online auction was held for the sale of properties acquired by the County of Niagara by its In Rem Action, and

WHEREAS, as a result of said auction, the attached list of properties was struck down to each of the named individuals for the price indicated for each parcel, said price being the highest bid price received, now, therefore, be it

RESOLVED, that the purchase offers set forth in the attached list be, and the same hereby are, accepted and the Chairman of the legislature is hereby authorized and directed to execute suitable quit-claim deeds, subject to the approval of the County Attorney, upon the receipt by the County Treasurer of the entire balance due on the purchase price of said properties, at which time said deeds, AS provided in the terms of sale shall be recorded in the Niagara County Clerk's Office in the name of the respective purchaser or purchaser's designee.

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ADMINISTRATION COMMITTEE

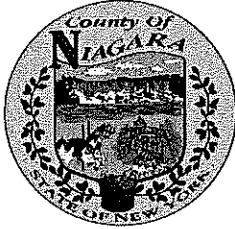
NC IN REM 2018 AUCTION  
INDEX #166432/2018

LOT#	SERIAL#	SBL#	PURCHASOR	BID PRICE
1	2018-004	93.03-1-31	Scott A Depaolo	\$17,800.00
2	2018-005	105.00-1-77	Matt Cole	\$460.00
5	2018-045	101.14-2-58	Mark L DelMonte, Jr.	\$108,100.00
6	2018-055	102.13-1-57.222	Charles A Beyer III	\$5,300.00
7	2018-066	131.08-1-3	Dishari Enterprises, Inc.	\$151,100.00
11	2018-096	7.01-1-1	Laura H Van Landuyt	\$58,300.00
12	2018-097	7.01-1-26	David D'Aloise	\$1,550.00
14	2018-100	14.08-1-44	Gregory W Pease	\$61,700.00
15	2018-101	14.20-1-25	Tyshon J Cudzilo	\$35,100.00
16	2018-108	25.20-1-10	Matthew John Lazzaro	\$810.00
19	2018-123	53.09-1-31	Matthew John Lazzaro	\$1,250.00
21	2018-129	80.00-1-74	Charles A Beyer III	\$1,900.00
23	2018-134	130.83-1-23	Sherri Smith	\$45,100.00
24	2018-140	130.83-2-17.1	White Spruce Capital LLC	\$1,025.00
25	2018-146	131.19-2-33	85 Group LLC	\$6,100.00
31	2018-166	146.17-4-17	Dishari Enterprises, Inc.	\$2,800.00
32	2018-167	146.17-4-18	Dishari Enterprises, Inc.	\$2,800.00
34	2018-168	146.18-1-17	Gunwant Sodhi	\$19,200.00
38	2018-184	178.02-2-3	Maria Agulles	\$130,600.00
39	2018-187	32.16-1-38.1	David D'Aloise	\$2,400.00
40	2018-199	46.12-1-10	85 Group LLC	\$6,000.00
41	2018-200	46.12-1-11	85 Group LLC	\$6,300.00
42	2018-201	46.12-1-12	85 Group LLC	\$7,700.00
43	2018-202	46.12-1-13	85 Group LLC	\$7,700.00
44	2018-203	46.12-1-14	85 Group LLC	\$8,100.00
47	2018-215	85.16-1-17	Buffalo Renaissance Prop, LLC	\$56,100.00
49	2018-222	97.11-1-41	RJKing, LLC	\$89,400.00
53	2018-228	99.00-1-83	Chao Liao	\$32,600.00
54	2018-231	114.00-1-13.12	Kristine M Washbon	\$9,100.00
60	2018-242	18.06-1-36	Gerald Ciccarella	\$22,200.00
61	2018-246	9.00-1-37.122	Kevin Stinson	\$5,000.00
63	2018-270	162.20-1-42	Chao Liao	\$92,700.00
				\$996,295.00

NC IN REM 2019 AUCTION  
INDEX #170619/2019

LOT#	SERIAL#	SBL#	PURCHASOR	BID PRICE
4	2019-019	68.00-4-62.111	Benjamin D Sullivan	\$25,300.00
9	2019-056	110.02-2-5	Charles A Beyer III	\$2,950.00
13	2019-070	14.08-1-35	Charles A Beyer III	\$48,100.00
17	2019-079	38.08-2-85	Raymond Catanesi	\$800.00
20	2019-088	53.00-1-75	Charles A Beyer III	\$110.00
22	2019-095	130.15-3-20.1	Justin Arthur Westmorland	\$510.00
33	2019-115	146.17-5-80	Farid Ahmed	\$2,950.00
36	2019-123	151.00-2-20.1	Pavel Schirca	\$75,100.00
37	2019-124	164.00-3-22.3	Joseph Walter	\$15,700.00
55	2019-170	126.00-1-45.111	Andrew Adams	\$25,900.00
56	2019-185	156.00-1-24.1	Octagon Properties and Constr.Inc.	\$33,300.00
58	2019-186	169.00-1-47	George Mark Bryant Jr.	\$4,450.00
59	2019-187	170.00-1-21	Tyler Criswell	\$10,200.00
62	2019-196	30.00-1-44	Matthew John Lazzaro	\$70,100.00
65	2019-223	51.00-2-2.112	Kathryn Lynn Gahagan	\$27,300.00
				\$342,770.00





## 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:** June 7, 2022

**Department Submitting agenda item:** Treasurer's Office

**Date of Committee Meeting:** June 13, 2022

**Title:** Budget Modification – Capital Project at NCCC

**Brief Summary**      **Budget Modification**

**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:**

## CAPITAL FUNDING FOR NIAGARA COUNTY COMMUNITY COLLEGE

WHEREAS, the Niagara County Legislature has consistently recognized the importance of Niagara County Community College ("NCCC") as an invaluable asset to Niagara County, and

WHEREAS, the administration of NCCC has identified several areas of need to remain competitive within the Western New York higher education arena, and

WHEREAS, that the Niagara County Legislature, as local sponsor of the college, does hereby support the proposed capital projects proposed, and

WHEREAS, specifically identified projects include roadway resurfacing and repairs, installation and renovations of allied health classroom spaces including the simulation lab, and purchase of grounds related equipment, now therefore be it

RESOLVED, that the following budget modification be effectuated:

### INCREASE APPROPRIATED FUND BALANCE

A 40599.00	Appropriated Fund Balance	\$139,000
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### INCREASE APPROPRIATIONS

A.07.9950.000.79010.00	Transfer to Capital from Operating	\$139,000
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### INCREASE ESTIMATED REVENUE:

H756.15.2497.000 45031.00	Interfund Transfers from Operating	\$139,000
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### INCREASE APPROPRIATIONS

H756.15.2497.000 72200.02	NCCC Capital Projects – Building Improvements	\$139,000
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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:** 6/7/2022

**Department Submitting agenda item:** Human Resources

**Date of Committee Meeting:** 6/13/2022

**Title:** Resolution – Abolish Sr. Personnel Record Clerk & Create Personnel Record Clerk

**Brief Summary:** Retirement on 6/29/2022 prompted review of duties and classification. It was determined that the position will be filled at mid-level to allow for training. It will be reclassified to Senior after a couple years once the new person is fully trained and can assume the full scope of the job.

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:** Savings

**Benefits & Risks:** Position will be properly classified, new person will be trained at appropriate level, and county will realize a cost savings for a couple years.

REORGANIZATION - ABOLISH SENIOR PERSONNEL RECORD CLERK/

CREATE PERSONNEL RECORD CLERK - HUMAN RESOURCES

WHEREAS, a Senior Personnel Record Clerk position will become vacant due to a retirement on June 29, 2022, and

WHEREAS, the Director of Human Resources has analyzed the needs of the department, evaluated the likely recruitment field, and consulted with the Personnel Officer and County Manager, and

WHEREAS, it has been determined that reclassifying the vacancy will allow for the greater likelihood of recruiting a qualified candidate to meet the operational needs, will provide for growth and development opportunities for a mid-level position, and the duties of the position are most accurately reflected in the Personnel Record Clerk job specification, and, therefore be it

RESOLVED, that the Senior Personnel Record Clerk, NUH grade 62 \$44,688 - \$52,763, position #193 will be abolished and a Personnel Record Clerk, NUH grade 61 \$41,034 - \$48,397, will be created and filled effective July 10, 2022.