



ADMINISTRATION COMMITTEE AGENDA

May 9, 2022

5:30 PM

1. Call to Order

2. Approval of Minutes:

Motion by: _____ 2nd: _____

3. Economic Development

- a. Fixing Date and Notice for the Second Public Hearing for Ultimate Physique, Inc.
Community Development Block Grant Application

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. Distribution of Mortgage Tax

Motion by: _____ 2nd: _____

8. Risk Management

- a. Upgrade with Adjusted Wage for Senior Insurance Program Assistant Position

Motion by: _____ 2nd: _____

9. Adjournment

Motion by: _____ 2nd: _____

NIAGARA COUNTY ADMINISTRATION COMMITTEE
MEETING MINUTES
April 25, 2022
5:30 PM

PRESENT: ADMINISTRATION

D. Godfrey
W. Collins
I. Meyers
C. Robins

Excused:

R. Bradt
A. Nemi
M. Grozio

Others:

R. Wydysh

STAFF

R. Updegrave
D. Huntington
C. Joerg
K. Alexander
J. Pitarresi
J. Provino
K. Schuler
L. Serianni

OTHERS

M. Filicetti, Sheriff
J. Schultz, Fire Coordinator
A. Klyczek, Economic Development
A. Fisk, Economic Development
J. Gaston, Public Works
N. Allen, Public Works
D. Timm, Refuse District
M. Bergman, Public Works
W. Flynn, IT

1. Call to Order

Chairman D. Godfrey called the meeting of the Administration Committee to order at 6:00 p.m.

2. Approval of Minutes

Chairman Godfrey asked for the approval of the minutes to the meeting of March 14, 2022. The minutes were approved by W. Collins. C. Robins seconded them. The minutes passed unanimously.

6. Economic Development

a. Authorization to Submit a Grant Application to the New York State Office of Community Renewal for Block Grant Funding for Pemm, LLC d/b/a Quicklee's

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

b. Adoption of a Local Law Imposing a Tax on the Occupancy of Hotel Rooms Pursuant to Tax Law 1202-t Hotel or Motel Taxes in Niagara County

I. Meyers made a motion. C. Robins seconded it. Passed unanimously.

c. Acceptance of Empire State Development Grant for a Market and Economic Study for a Meat Processing Facility in Niagara County

C. Robins made a motion. W. Collins seconded it. Passed unanimously.

3. Community Safety and Security Committee Agenda

Resolutions:

Accept Forensic Laboratory Coverdell Grant
Budget Modification – Accept FY21 Operation Stonegarden Grant

I. Meyers made a motion. D. Godfrey seconded it. Passed unanimously.

**NIAGARA COUNTY ADMINISTRATION COMMITTEE
MEETING MINUTES
April 25, 2022
5:30 PM**

4. Community Services Committee Agenda

No items to discuss

5. Infrastructure Committee Agenda

Resolutions:

Support Resolution Burmaster Park Natural Playground and Restroom Installation
Support Resolution Krull Park Pond Installation Grant
Agreement Between the County of Niagara and Newfane Central School
Agreement Between the County of Niagara and the Olcott Fire Company Softball League
Agreement Between the County of Niagara and the Western New York Disc Golf Club
Agreement Between the County of Niagara and the Spalding Hardware Co.
Abolish Two Cleaners Positions Create and Fill Two Cleaner/Laborer Positions
Budget Modification – Highway Heavy Equipment
Replacement of Bear Ridge Road over an Unnamed Stream Change Order No. 2-Final
Support Resolution Generator Installation at the Trott Access Center and the Highway Facility
Through the Hazard Mitigation Grant Program
Bridge NY Culvert Local Project Agreement, Pin 5763.92 Hess Road over Tributary to Keg Creek,
Town of Newfane
Bridge NY Local Project Agreement, Pin 5763.81 East Canal Road over Unnamed Stream, Town
of Pendleton
Raymond Road Pavement Reconstruction-Dysinger Road to Rapids Road-Federal Aid Local Project
Agreement
Award of Contract – Golden Triangle Building Facade Repairs
Award Consultant Services – Hartland Road Bridge Over Golden Hill Creek
Waiver of Residency Requirement Jr. Civil Engineer Position

W. Collins made a motion. C. Robins seconded it. Passed unanimously.

7. Human Resources

a. Summer Hours - 2022

D. Godfrey made a motion. C. Robins seconded it. Passed unanimously.

8. Adjournment

A motion was made by W. Collins to adjourn. C. Robins seconded it. Passed unanimously. The Administration Committee meeting adjourned at 6:27 p.m.

Minutes Transcribed By:

Lisa Serianni, Budget Analyst
Office of Management & Budget

**NIAGARA COUNTY ADMINISTRATION COMMITTEE
MEETING MINUTES
April 25, 2022
5:30 PM**

Minutes Approved By:

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: May 5, 2022

Department Submitting agenda item: Economic Development

Date of Committee Meeting: May 9, 2022

Title: Fixing Date and Notice for the Second Public Hearing For Ultimate Physique, Inc. Community Development Block Grant Application

Brief Summary Niagara County is required to hold a public hearing to provide information to the public and to consider citizens' comments regarding CDBG funded projects to help make determinations for the future use of CDBG funds.

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:

**FIXING DATE AND NOTICE FOR THE SECOND PUBLIC HEARING
FOR ULTIMATE PHYSIQUE, INC. COMMUNITY DEVELOPMENT
BLOCK GRANT APPLICATION**

WHEREAS, the County Legislature wishes to hear public comments relating to the recently completed Community Development Block Grant ("CDBG") project supporting the grant funding provided to Ultimate Physique, Inc. at 50 Rogers Avenue in the City of Lockport, New York, and

WHEREAS, the CDBG program is administered by the New York State Office of Community Renewal (OCR), and provides resources to eligible local governments for housing, economic development, public facilities, public infrastructure, and planning activities, with the principal purpose of benefitting low/moderate income persons, and

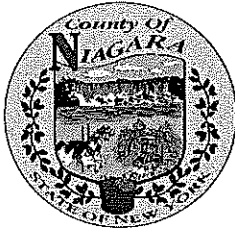
WHEREAS, OCR requires grant recipients hold a public hearing to provide information to the public and to consider citizen comments regarding CDBG funded projects to help make determinations for the future use of CDBG funds, now, therefore, be it

RESOLVED, that the County Legislature hereby calls for a Public Hearing whereat all interested parties shall be heard regarding the CDBG program, the County's community development and economic development activities, and the Ultimate Physique, Inc. CDBG project at the Legislature Chambers, Courthouse, Lockport, New York on the 21st day of June, 2022, at 5:40 p.m., and be it further

RESOLVED, that the Clerk of the Legislature, at least eight days' notice of such hearing shall post a notice upon the bulletin boards in the Courthouse at Lockport, and the Civic Building at Niagara Falls, and shall publish such notice once in the Lockport Union Sun & Journal, and the Gazette.

ECONOMIC DEVELOPMENT COMMITTEE

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 28, 2022

Department Submitting agenda item: Treasurer's Office

Date of Committee Meeting: 5/9/2022

Title: Budget Modification – Distribution of Sales Tax

Brief Summary Distribution of sales 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:

Benefits & Risks:

DISTRIBUTION OF MORTGAGE TAX

WHEREAS, Niagara County has received mortgage tax monies for the period October, 2021 through March, 2022 in the amount of \$5,789,733.28 and

WHEREAS, the Recording Officer has previously distributed \$1,417,523.57 to the Niagara Frontier Transportation Authority, \$1,346,984.55 to the State Mortgage Tax Agency, and retained \$129,453.01 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 **\$2,895,772.15** reflects mortgage tax monies for the period October 1, 2021 through March 31, 2022 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	\$ 86,212.45
	Hartland	35,311.88
	Lewiston	249,611.02
	Lockport	850,329.49
	Newfane	77,719.75
	Niagara	52,627.67
	Pendleton	161,229.86
	Porter	66,819.13
	Royalton	70,752.53
	Somerset	24,690.64
	Wheatfield	283,115.56
	Wilson	73,844.23
VILLAGES	Middleport (Hartland)	\$ 551.29
	Middleport (Royalton)	5,347.96
	Lewiston	30,608.99
	Youngstown	12,722.05
	Barker	1,708.78
	Wilson	8,071.30

CITIES	Lockport	\$ 195,993.35
	Niagara Falls	306,464.34
	North Tonawanda	<u>302,039.88</u>
	TOTAL:	\$2,895,772.15

and be it further

RESOLVED, that the County Treasurer be, and hereby is, directed to pay the Supervisors of 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.

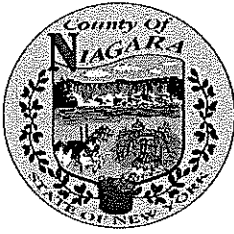
ADMINISTRATION COMMITTEE

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: May 02, 2022

Department Submitting agenda item: Risk Management

Date of Committee Meeting: May 09, 2022

Title: UPGRADE WITH ADJUSTED WAGE FOR SENIOR INSURANCE PROGRAM ASSISTANT POSITION

Brief Summary: Wage increase for Senior Insurance Program Assistant

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: April 26, 2022

Action Requested: Approve upgrade wage increase

Associated Costs: Covered by Fund reserve

Benefits & Risks: Subject matter experienced employee retention

**UPGRADE WITH ADJUSTED WAGE FOR SENIOR INSURANCE PROGRAM ASSISTANT
POSITION**

OFFICE OF RISK MANAGEMENT

WHEREAS, the Office of Risk Management has had two long-term employees vacate and / or retire from the Principal Insurance Program Assistant and eliminated one Senior Insurance Program Assistant position, leaving one Senior Insurance Program Assistant exclusively dedicated to the leadership role in the Risk healthcare administrative function, and

WHEREAS, a critical function of this position is to administer Open Enrollment annually in the fall for Healthcare benefits, for both active employees and retirees, and ongoing daily administration of these benefits, healthcare eligibility and contribution schedules, and

WHEREAS, recent settlement of union contracts and changes in healthcare law resulted in Plan changes and administrative complexities, and

WHEREAS, in order to provide training and oversight of this complex function to subordinate staff, the Office of Risk Management seeks to upgrade this position and pay accordingly, and

RESOLVED, that upon assessing this function and the longstanding job history of the Senior Insurance Program Assistant incumbent of the Office and veteran Niagara County Health Plan administrative expert with the Human Resources Director and County Manager, it has been determined that this position of Senior Insurance Program Assistant be granted an upgrade to GROUP 10, STEP 3 (\$27.94/hr) effective **May 01, 2022**,

RESOLVED, that this position will be paid at the upgrade and will be funded from the personnel line, position number 13278, and the funds will continue to be reimbursed through the line MI.13.1710.000 74905.00, Self-Insured Health Plan, Administrative Support Expense.

RESOLVED, that the following budget modification be effectuated:

INCREASE REVENUE:

A.13.1430.106 412889.09	Salary Reimbursement	\$1,933
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INCREASE EXPENSE:

A.13.1430.106 71010.00	Positions	\$1,568
A.13.1430.106 78100.00	Retirement	\$204
A.13.1430.106 78200.00	FICA	\$120
A.13.1430.106 78300.00	Worker's Comp	\$41

ADMINISTRATION COMMITTEE