

**THIRD DAY  
ANNUAL SESSION  
December 6, 2022**

The meeting was called to order at 5:00 p.m. by Chairman of the Board, Lawrence Dolhof.

Roll Call: All Legislators were present, except Legislator Osborne and there were 17 other persons present.

Chairman Dolhof asked Legislator Gilbert for the Invocation, followed by the Pledge of Allegiance to the Flag.

Chairman Dolhof declared the November 22, 2022 meeting minutes approved by general consent.

**REPORT OF THE FINANCE AND RULES COMMITTEE:**

The Finance and Rules Committee had met and recommended to waive the rules to allow action on late resolutions.

Signed by: Phil Hathway  
Jeffrey Nellenback  
Jessica Moser  
Joshua Leviker

Dated: December 6, 2022

Legislator Virkler moved to waive the rules, seconded by Legislator Moser and carried.

Chairman Dolhof opened the public hearing on Local Law No. 7-2022 "The Amended Local Law Providing for the Administration and Enforcement of the Uniform Fire Prevention and Building Code." at 5:03 p.m.

**PUBLIC HEARING/PRIVILEGE OF THE FLOOR:**

Mr. Mark Walzyack, new Senator Elect, addressed the Board with how honored he is to have the privilege to represent Lewis County and will work hard for us. He recognized many friendly faces in the room and can't wait to get to know others and represent them in Albany. There is a lot of work ahead of him, but the Chairman Dolhof has his number and between Chairman Dolhof and the County Manager, they will keep him abreast of issues going on. He feels the North Country is the land of opportunity. He is excited to get to work in Albany and welcomes anyone with any state level issues to use him and his office as a resource. He thanked the board for allowing him to speak and looks forward to observing the rest of tonight's meeting.

Legislator Hathway shared something special that happened involving students at little old Harrisville Central School. It was regarding a trip they recently took to Cape Canaveral, Florida. The students had proposed an experiment for a space shuttle flight that apparently intrigued Clarkson University, where they were helped develop their proposed experiment for a trip to space. After review, the experiment was selected by the National Step 2 Review Board

for the Student Spaceflight Experiments Program (SSEP). These students also received an invitation to present their finding at the Smithsonian National Air and Space Museum in Washington, DC.

They went to Cape Canaveral to see the astronauts prepare their experiment for the flight. The goal of the experiment is to see what impact microgravity has on the growth of algae by counting the number of algae cells after the return to earth. Legislator Hathway wanted to thank a system that enables this type of creativity, but especially Juniors Hailey Megher, Elaine LaVancha, and Freshman Eathan LaVancha and their teacher Ms. Taylor for yet another reason we can be “North Country Proud!”

Chairman Dolhof announced to everyone that today was County Clerk, Jake Moser’s birthday and wished him a happy birthday.

#### PRESENTATION OF COMMUNICATIONS AND NOTICES:

There was nothing to report.

#### REPORTS OF COUNTY OFFICERS AND DEPARTMENTS:

Legislators received the Highway & Solid Waste Audit reports for the month of November and the Treasurer’s monthly report.

#### REPORTS OF STANDING COMMITTEES:

Legislator Hathway moved to authorize Purchasing Director, Brian Hanno to create and send out an RFP for annual online property tax auction professional services, seconded by Legislator Chartrand and carried.

Legislator Hathway moved to cancel the December 2022 Legislative Committee meetings, seconded by Legislator Virkler and carried.

Legislator Gilbert stated he had nothing to report from the General Services Committee.

Legislator Virkler state she had nothing to report from the Health & Human Services Committee.

Legislator Chartrand, as the representative on the Hospital’s Board of managers, reported that the new operating wing addition was coming along, and Joanne Rhubarb of the Hospital Foundation was working on campaign funding. The foundation has currently received \$708,000.00 with an additional \$375,000.00 in requests going out. The Board of Managers has raised \$45,000 themselves and will be reaching out to the Legislators soon. There is also an employee campaign being started that will allow for 2-year pledges as many employees are excited about the project.

The Hospital finances were reported as a loss of \$899,000 versus a \$645,000 budgeted

gain. The impact of the 18 to 19 traveling nurses that are being utilized on a daily basis is costing the hospital roughly \$192,000 every month. Emergency Room transfers were the lowest they have been in quite some time; South Lewis Health Center had the highest volume in November. The re-appointment of members to the Hospital Board of Managers will be coming forward at the December 22<sup>nd</sup> board meeting. Legislator Chartrand then offered the floor to Mr. Jerry Cayer, LCHS CEO.

Mr. Cayer showed a brief live stream of the construction site explaining what certain areas were. He explained that each room in the new Surgical wing will be private rooms with the ability to be doubled up if necessary. He thanked the group that has been involved in the project from the beginning and contractors for all working together to ensure that the project continues to move forward. The revitalizing of this portion of the hospital facility is much more than just a renovation. The hospital has continued to see patients during this time which has worked due to the patients being understanding of the situation and ongoing project needs. The project is essentially on schedule with about 30% of it completed to date with about \$9.4 million of the funding utilized. The completion date is still expected to be February of 2024. The only issues that have come up are electrical switches which is a material lead time issue and the additional amount of rock that had to be removed. That line item was only expected to be \$200,000 but due to the additional rock close to the surface it will end up costing more like \$600,000. The roof was started on December 5<sup>th</sup> and should be completed by December 24<sup>th</sup> which will help enclose the building for continued work during the winter months.

#### PROJECT MANAGER REPORT:

Mr. Jim Garito reported that the renovation project at DSS was running a couple weeks behind schedule, and he let the contractors know, who are trying hard to get back on schedule. Mr. Nick Garito reported that at the DSS building the masonry is on the exterior, windows are starting to go in this week, interior is being worked on with sheetrock going up, taping, etc. He expects that painting will begin by the end of the month. The bathrooms are being worked on and tile is going down. The Maintenance Garage will have interior electrical and plumbing work started soon. Highway Wash Building is having interior rough ins completed, with the doors schedule to arrive soon. Cold Storage is being erected and finished over the next few weeks. The Highway Garage foundation is in, and the slab is being poured. The DMV/BOE building is having foundation poured this week as well as the slab, with the stone in the parking area already completed. There is a lot going on and things are changing every day.

#### COUNTY MANAGER REPORT:

Mr. Piche reported that at the December 22<sup>nd</sup> Board meeting, which is the final meeting of the year, he would like to discuss the goals for 2023 so he asked legislators to be thoughtful of things that they would like to see accomplished in the new year. He reminded the board to RSVP to the Clerk of the Board for the reception after the meeting on the 22<sup>nd</sup>. The project is coming along well, he was able to sit in Jenny Jones office. He offered to give anyone a tour if they would like, just reach out to him.

#### COUNTY TREASURER REPORT:

Mr. Virkler reported that sales tax numbers continue to be strong. He believes that the NYS Retirement payment will be down this year but may go up a little in 2023 which was included in the 2023 budget. He handed out a draft version of the recommended Health Insurance Fund balance policy for legislators to review.

Chairman Dolhof asked if there were anymore comments on the public hearing before he closes it. County Attorney, Joan McNichol stated that there was a mandatory portion citing provision on operating permits and also design criteria for snow load added to the local law, along with corrections to typographical errors. Chairman Dolhof then closed the public hearing at 5:34 p.m.

**REPORT OF THE FINANCE & RULES COMMITTEE:**

**RESOLUTION NO. 279 – 2022**  
**AUDITING AND ALLOWING CLAIMS**

Introduced by Legislator Thomas Osborne, Chair of the Finance & Rules Committee.

RESOLVED that the claims presented for payment in the total amount of \$3,354,044.20 be and each is hereby audited and allowed for the amounts claimed, and that the Clerk is authorized and directed to draw checks for the County Treasurer for the amounts claimed, in favor of each of the claimants or their assigns.

Moved by Legislator Hathway, seconded by Legislator Chartrand, and adopted on the 6<sup>th</sup> day of December, 2022

AYES: Moser, Chartrand, Gilbert, Hathway, Leviker, Moroughan, Nellenback, Virkler and Dolhof

NAYS:

ABSENT: Osborne

**RESOLUTION NO. 280 - 2022**  
**RESOLUTION ADOPTING AND OTHERWISE TREATING**  
**LOCAL LAW NO. 7 - 2022, COUNTY OF LEWIS**

Introduced by Legislator Ian Gilbert, Chair of the General Services Committee.

WHEREAS, a resolution was duly adopted by the Board of Legislators on November 22, 2022, directing that a public hearing be held by said Board on December 6, 2022, from 5:00 p.m. to 5:30 p.m. at the Second Floor Board Room of the Courthouse, 7660 North State Street, Lowville, New York 13367, to hear all interested parties on a proposed Local Law entitled "A LOCAL LAW AMENDING LEWIS COUNTY LOCAL LAW 9 - 2006 PROVIDING FOR THE ADMINISTRATION AND ENFORCEMENT OF THE UNIFORM FIRE PREVENTION AND BUILDING CODE"; and

WHEREAS, notice of said public hearing was duly advertised in the *Watertown Daily Times*, the official newspaper designated by the County, on November 30, 2022, and posted on the bulletin board of the Lewis County Courthouse, 7660 North State Street, Lowville, New York, at least five (5) days prior to such public hearing; and

WHEREAS, the public hearing was duly held at such location and time, and all parties in attendance were permitted an opportunity to speak on behalf of or in opposition to said proposed Local Law, or any part thereof; and

WHEREAS, the Board of Legislators wishes to make certain determinations based upon the information heretofore submitted to the Board as well as received during the public hearing;

NOW, THEREFORE, BE IT RESOLVED, as follows:

Section 1. That Introductory Local Law No. 6 - 2022, County of Lewis, being "A LOCAL LAW AMENDING LEWIS COUNTY LOCAL LAW 9 - 2006 PROVIDING FOR THE ADMINISTRATION AND ENFORCEMENT OF THE UNIFORM FIRE PREVENTION AND BUILDING CODE", be and the same is hereby designated as Local Law No. 7 - 2022, County of Lewis.

Section 2. That Local Law No. 7 - 2022, County of Lewis, with designation stated above, be and the same is hereby enacted, waiving any and all defects and informalities in the adoption thereof and shall take effect immediately upon filing with the Secretary of State.

Moved by Legislator Virkler, seconded by Legislator Leviker, and adopted on the 6<sup>th</sup> day of December pursuant to the following roll call vote:

AYES: Virkler, Gilbert, Moroughan, Nellenback, Hathway, Moser, Chartrand, Leviker and Dolhof

NAYS:

ABSENT: Osborne

**RESOLUTION NO. 281 - 2022**  
**RESOLUTION AUTHORIZING INTERMUNICIPAL AGREEMENT BETWEEN**  
**THE COUNTY OF LEWIS AND THE VILLAGE OF CROGHAN**  
**TO ADMINISTER LAND USE & ZONING REGULATIONS**

Introduced by Legislator Ian Gilbert, Chair of the General Services Committee.

WHEREAS, the Village of Croghan enacted a zoning law or ordinance which regulates the use of land within said municipality; and

WHEREAS, General Municipal Law § 119-u [4](d) and in particular, Town Law § 284 [4](d) and Village Law § 7-741 [4](d), authorize a Town or Village to enter into an inter-municipal agreement with a County to carry out all or a portion of the ministerial functions related to land use regulation within such Town or Village and to provide for a land use administration and enforcement program which may replace individual land use administration and enforcement programs, if any, the terms and conditions of which shall be set forth in such agreement; and

WHEREAS, the County of Lewis wishes to promote inter-governmental cooperation to the extent of offering to participating Towns and Villages the opportunity to have the Lewis County Codes Department perform certain ministerial functions related to the permitting and inspection of properties within such participating Towns and Villages for the purpose of zoning and land use permitting and regulations of such Town or Village; and

WHEREAS, the Village of Croghan wishes to have the Lewis County Codes Department administer its land use and zoning laws and ordinances via an Inter-Municipal Agreement;

NOW, THEREFORE, BE IT RESOLVED, as follows:

Section 1. That the Lewis County Board of Legislators hereby authorizes an Inter-municipal Agreement between the County of Lewis and the Village of Croghan for the Lewis County Codes Department to be designated as the Village's Administrator of its land use and zoning laws and ordinances.

Section 2. That this is for the term commencing January 1, 2023 through December 31, 2023, with automatic one-year renewal terms unless either party notifies the other in writing of their intent to terminate the IMA.

Section 3. That the Chair or Vice-Chair of the Board of Legislators is hereby authorized to make, execute, seal and deliver such Agreement, and any amendments thereto, pending approval by the County Attorney.

Section 4. That the within resolution shall take effect immediately.

Moved by Legislator Virkler , seconded by Legislator Gilbert , and adopted on the 6<sup>th</sup> day of December, 2022.

**RESOLUTION NO. 282 - 2022**  
**RESOLUTION AUTHORIZING RENEWAL AGREEMENTS BETWEEN**  
**LEWIS COUNTY DISTRICT ATTORNEY'S OFFICE AND CORONER**  
**AND PROVIDERS FOR SERVICES**

Introduced by Legislator Ian Gilbert, Chair of the General Services Committee.

WHEREAS, the Lewis County District Attorney and Coroner Offices wish to enter into renewal agreements with the following providers for professional services; and

WHEREAS, the Board of Legislators wishes to accept such services;

NOW, THEREFORE, BE IT RESOLVED, as follows:

Section 1. That the Lewis County Board of Legislators hereby authorizes renewal Agreements between the County of Lewis, by and through the Lewis County District Attorney and/or Coroner, and the following providers for services in the amounts herein set forth:

| CONTRACTOR             | PURPOSE  | AMOUNT  |
|------------------------|--|---|
| John A. Cirando, Esq.  | Provides Appellate Work                              | District Attorney's Office <ul style="list-style-type: none"> <li>• \$125.00 per hour (plus, reasonable &amp; necessary disbursements as defined in the agreement)</li> </ul>   |
| Dr. Samuel Livingstone | Forensic Pathologist Consultant & Performs Autopsies | Coroner's Office <ul style="list-style-type: none"> <li>• Not to exceed \$28,500.00</li> </ul> Additionally, during the 2023 year: <ul style="list-style-type: none"> <li>• If more than 20 autopsies, compensation is \$1,335.00 per autopsy</li> <li>• If more than 12 external autopsies, compensation is \$150.00 per external autopsy</li> </ul> |
| Mark Tuttle            | Assist in Death Investigations                       | Coroner's Office <ul style="list-style-type: none"> <li>• \$2,500.00</li> </ul> Installment payments of \$1,250.00 by 6/1/23 & 12/31/23   |

Section 2. That the term of these Agreements shall be from January 1, 2023 through December 31, 2023.

Section 3. That the Chair or Vice-Chair of the Board of Legislators is hereby authorized to make, execute, seal, and deliver said Agreement and any required revisions thereto, pending approval by the County Attorney.

Section 4. That the within Resolution shall take effect immediately.

Moved by Legislator Virkler, seconded by Legislator Gilbert, and adopted on the 6<sup>th</sup> day of December, 2022.

**RESOLUTION NO. 283 - 2022**  
**RESOLUTION AUTHORIZING NO COST CHANGE ORDER NOs. 5 & 6 TO THE**  
**AGREEMENT WITH BETTE & CRING FOR THE HIGHWAY GARAGE AND DSS**  
**BUILDING RENOVATIONS UNDER THE FACILITIES IMPROVEMENT PROJECTS**

Introduced by Legislator Ian Gilbert, Chair of the General Services Committee.

WHEREAS, Bette & Cring was awarded the construction contracts for the Highway Garage and DSS Renovation Projects; and

WHEREAS, Bette & Cring submitted a potential change order (#013), to address necessary changes and revisions to the new Highway Garage Foundations, at a cost of \$37,531.00 for the additional labor, materials and expenses as outlined in its revised proposal and supporting documents dated October 3, 2022; and

WHEREAS, Bette & Cring also submitted a potential change order (#014), to address upgrades to the DSS roof structure requiring truss reinforcement labor, materials and equipment at a cost of \$44,285.00 as outlined in its proposal and supporting documents dated September 21, 2022; and

WHEREAS, these PCOs are no cost change orders which reduce the allowance amounts set forth in the contract, which have been fully reviewed by C&S and KT Consulting, who recommend the Board's approval of same; and

WHEREAS, the Board of Legislators seeks to authorize these no cost change orders;

NOW, THEREFORE, BE IT RESOLVED, as follows:

Section 1. That the Lewis County Board of Legislators hereby authorizes and approves no-cost Change Order Nos. 5 and 6 to the Agreement with Bette & Cring, for the new Highway Garage Foundation revisions at a revised cost of \$37,531.00, and the Truss Reinforcement required on the DSS building, at a cost of \$44,285.00, as set forth in the submitted documentation.

Section 2. That the Chairman or Vice-Chairman of the Board of Legislators is hereby authorized to make, execute, seal and deliver such Change Orders as amendments to the Agreement with Bette & Cring upon review and approval by the County Attorney.

Section 3. That the within resolution shall take effect immediately.

Moved by Legislator Virkler, seconded by Legislator Gilbert, and adopted on the 6<sup>th</sup> day of December, 2022.

**RESOLUTION NO. 284 - 2022**  
**RESOLUTION AUTHORIZING SUPPLEMENTAL AGREEMENT NO. 1 TO CONTRACT**  
**NO. D0403994 BETWEEN NEW YORK STATE DEPARTMENT OF**  
**TRANSPORTATION AND LEWIS COUNTY FOR THE TRANSPORTATION**  
**FEDERAL-AID BRIDGE REPLACEMENT PROJECT**  
**(PIN 775399) KNOWN AS MARSHEY ROAD**  
**OVER WEST BRANCH OSWEGATCHIE RIVER**

Introduced by Legislator Ian Gilbert, Chair of the General Services Committee.

WHEREAS, a Project for the Bridge Replacement known as Marshey Road over West Branch Oswegatchie River (PIN 775399; BIN 3339960) (the "Project") in the Town of Diana, County of Lewis, is eligible for funding under Title 23 U.S. Code, as amended, that calls for the apportionment of the costs of such a program to be borne at the ratio of 80% federal funds and 20% non-federal funds; and

WHEREAS, as provided for in the Agreement with NYS DOT, PE and/or ROW Incidental or ROW acquisition work performed by the municipality for the federal aid-eligible construction project covered by the agreement, the costs of such work that are approved in writing by DOT, applicable to the federal aid and Marchiselli aid construction work (excluding costs applicable to non-federally eligible or non-Marchiselli eligible project elements) shall be credited following FHWA's construction phase closeout audit of the Project costs that are eligible for federal aid and Marchiselli aid; and

WHEREAS, the County of Lewis advanced the Project by its commitment of 100% of the federal and non-federal share of project costs. NYSDOT now requires Supplemental Agreement No. 1 to incorporate additional funding of \$40,000.00 for the Preliminary Engineering phase and to include approved 2022-2023 Marchiselli funds to the project; and

WHEREAS, pursuant to this Supplemental Agreement, the Preliminary Engineering and ROW Incidental Phase funds are increased along with the addition of State Marchiselli matching funds, which reduce the County's local share costs from 20% to 5% of the project costs;

NOW, THEREFORE, BE IT RESOLVED as follows:

Section 1. That the Lewis County Board of Legislators hereby approves and authorizes the Chairman of the Board of Legislators to execute Supplemental Agreement No. 1 to the Agreement with NYS DOT for Bridge Contract No. D040399, known as Marshey Road over West Branch Oswegatchie River, PIN 775399/BIN3339960, to add funding to the Preliminary Engineering and Right-of-Way (ROW) Incidental phase, inclusive of approved 2022-2023 Marchiselli funding.

Section 2. That the total estimated Preliminary Engineering/Design and ROW Incidental Phase costs with approval of Marchiselli funding is now \$210,000.00 (Federal share of \$168,000; State Marchiselli share of \$31,500; and County local share cost reduction to \$10,500).

Section 3. That the Lewis County Board of Legislators hereby authorizes the Treasurer to appropriate the additional \$40,000.00 in funding for this project, and directs the Treasurer to make the proper adjustments to the accounts pertaining to the Federal, State and Local share costs for these phases of the project.

Section 4. That in the event the full federal and non-federal share costs of the project exceed the amount appropriated, the Chairman shall convene the Lewis County Board of Legislators as soon as possible to appropriate said excess amount upon notification from the NYS DOT.

Section 5. That the Chairman, or in his absence, the Vice-Chairman of the Lewis County Board of Legislators, is authorized to execute Supplemental Agreement No. 1 and all necessary agreements, certifications or reimbursement requests with the NYSDOT in connection with this Project.

Section 6. That a certified copy of this Resolution shall be filed with the New York State Commissioner of Transportation by attaching it to any necessary Agreement in connection with the Project.

Section 7. That the within Resolution shall take effect immediately.

Moved by Legislator Virkler, seconded by Legislator Gilbert, and adopted on the 6<sup>th</sup> day of December, 2022.

**RESOLUTION NO. 285 - 2022**  
**RESOLUTION AUTHORIZING AGREEMENT BETWEEN**  
**THE COUNTY OF LEWIS AND RING CENTRAL, INC. FOR NEW**  
**COUNTY PHONE SYSTEM AND EQUIPMENT**

Introduced by Legislator Thomas A. Osborne, Chair of the Finance & Rules Committee.

WHEREAS, the Lewis County Information Technology Director secured a proposal from Ring Central Inc. (Ring Central), of 20 Davis Drive, Belmont, CA 94002, a vetted Statewide Information Technology contractor under OGS Contract No. PM68236, for the provision of phone equipment, licenses and professional services for 300 unlimited standard and basic digital line service at a cost of \$55,500.00 per year, plus Yealink T54W Prime Business Phone at a cost of \$100 per phone, and \$21,850.00 professional services fee for project planning, design go live support, as more fully set forth in the Statement of Work Agreement and Ring Central MVP services agreement; and

WHEREAS, the new phone system will be implemented over time in 2023, with the amounts for same within IT's capital request in the budget; and

WHEREAS, the Board of Legislators seeks to authorize the agreements with Ring Central in accordance with its proposals;

NOW, THEREFORE, BE IT RESOLVED, as follows:

Section 1. That the Lewis County Board of Legislators hereby authorizes an agreement with RingCentral, Inc., of Belmont, CA, for 250 DigitalLine Unlimited Standard and 50 Digital Line Basic phone service at an annual fee of \$55,500.00, plus a fee of \$100 per Yealink T54W Prime Business Phone; and a one-time fee of \$21,850.00 for professional services in deployment, design and remote training services through "go live" of the system as set forth in their statement of work and general Ring Central MVP services agreement.

Section 2. That the agreement provides for the County to receive a one-time credit in the amount of \$23,256.52 against the first year's recurring annual services fee set forth in the order form, since the services will be implemented over time in 2023.

Section 3. That the Chairman or Vice-Chairman of the Board of Legislators is hereby authorized to make, execute, seal and deliver such Agreement, as may be approved by the County Attorney.

Section 4. That the within resolution shall take effect immediately.

Moved by Legislator Virkler, seconded by Legislator Gilbert, and adopted on the 6<sup>th</sup> day of December, 2022.

**RESOLUTION NO. 286 - 2022**  
**RESOLUTION AMENDING COMPENSATION PLAN**  
**WITH REFERENCE TO INFORMATION TECHNOLOGY DEPARTMENT**

Introduced by Legislator Thomas Osborne, Chair of the Finance & Rules Committee.

BE IT RESOLVED as follows:

Section 1. That the Board of Legislators hereby amends the Compensation Plan of the County of Lewis with reference to the Information Technology Department and Rescinds Resolution No. 152-2022, which abolished (1) FT Computer Systems Assistant and created (1) FT LAN administrator. By this rescission the FT Computer Systems Assistant position is re-established.

Section 2. That this resolution shall take effect immediately.

Moved by Legislator Virkler, seconded by Legislator Gilbert, and adopted on the 6<sup>th</sup> day of December, 2022.

**RESOLUTION NO. 287 - 2022**  
**RESOLUTION ADOPTING UPDATED PROCEDURES FOR**  
**LEWIS COUNTY GOVERNMENT OPERATIONS**

Introduced by Legislator Thomas Osborne, Chair of the Finance & Rules Committee.

WHEREAS, in order to streamline the day-to-day business operations of the Lewis County Governmental functions, the County Manager, in consultation with his administrative team and the Finance & Rules Committee, recommends that the Board of Legislators recognize and adopt the following updated procedures:

1. To create one resolution that authorizes the Chairperson of the Board of Legislators to execute all annual renewal agreements from the departments for the present year, provided that: a) the renewal rates/costs remain the same or increase by 5% or less, and b) the services pertaining to the contract are included in the Department's budget. The Board of Legislators will be sent a report each month listing the renewal agreements that were fully executed in the previous month, with the cost/rate, term, description of good/services, department, and vendor listed.
2. To increase the threshold amount of contracts not requiring a resolution, from \$5,000.00 (as per Resolution No. 96-2021) to \$25,000.00, but which will require execution by the Chairperson of the Board of Legislators. The Department Managers must follow all purchasing policies and continue to present such proposed contracts at the monthly pre-agenda meeting. The Board of Legislators will be provided with a monthly report and list of such contracts at the monthly Board meeting, with the cost/rate, term, description of good/services, department, and vendor listed.
3. A motion to create and send out an RFP, RFI, and/or RFQ will not be required, as any action to award a bid and contract on any project or purchase over \$25,000.00 requires a Resolution by the Board of Legislators. In lieu of said motion, Department Managers shall be required to request such pre-approval from the County Manager and then follow through with the Purchasing Director to create the RFP, etc. The Board of Legislators will be notified of the above along with the description of goods/services, Department and bid opening date. This will greatly improve the timetable of the RFP process and potential award and other action by the Board of Legislators in moving the project forward.
4. Department Heads shall advise the County Manager of any proposed/intended grant application submission at the monthly pre-agenda meeting for preliminary review and conditional approval. In

anticipation of reducing the number of resolutions to apply for a grant, the Board of Legislators will then be sent a report after the monthly pre-agenda meeting which lists the requested grant application deadline, grant description, cost to the county if awarded, award date and any other pertinent information so the Board of Legislators can review and ask any questions or voice any concerns before the application is submitted. This does not in any way eliminate a resolution if the grant application process requires one.

5. Department Managers are encouraged to coordinate one or two days a month to hold any public hearings or bid openings that do not require the full Board of Legislators to be present. Any such public hearing dates should be presented and communicated with and through the Clerk of the Board.

WHEREAS, the Board of Legislators wishes to accept these recommendations and adopt these operational procedures;

NOW, THEREFORE, BE IT RESOLVED, as follows:

Section 1. That the Lewis County Board of Legislators hereby approves and adopts the following as part of the Lewis County Government operational procedures:

1. Create one resolution that authorizes the Chairperson of the Board of Legislators to execute all annual renewal agreements from the departments for the present year/upcoming year, provided that: a) the renewal rates/costs remain the same or increase by 5% or less, and b) the services pertaining to the contract are included in the Department's budget. The Board of Legislators will be sent a report each month listing the renewal agreements that were fully executed in the previous month, with the cost/rate, term, description of good/services, department, and vendor listed.

2. Increase the threshold amount of contracts not requiring a resolution, from \$5,000.00 (as per Resolution No. 96-2021) to \$25,000.00, but which will require execution by the Chairperson of the Board of Legislators. The Department Managers must follow all purchasing policies and continue to present such proposed contracts at the monthly pre-agenda meeting. The Board of Legislators will be provided with a monthly report and list of such contracts at the monthly Board meeting, with the cost/rate, term, description of good/services, department, and vendor listed.

3. Eliminate requirement of a motion to create and send out an RFP, RFI, and/or RFQ, as any action to award a bid and contract on any project or purchase over \$25,000.00 requires a Resolution by the Board of Legislators. In lieu of said motion, Department Managers shall be required to request such pre-approval from the County Manager and then follow through with the

Purchasing Director to create the RFP, etc. The Board of Legislators will be notified of the above along with the description of goods/services, Department and bid opening date. This will greatly improve the timetable of the RFP process and potential award and other action by the Board of Legislators in moving the project forward.

4. Department Managers shall advise the County Manager of any proposed/intended grant application submission at the monthly pre-agenda meeting for preliminary review and conditional approval. In anticipation of reducing the number of resolutions to apply for a grant, the Board of Legislators will then be sent a report after the monthly pre-agenda meeting which lists the requested grant application deadline, grant description, cost to the county if awarded, award date and any other pertinent information so the Board of Legislators can review and ask any questions or voice any concerns before the application is submitted. This does not in any way eliminate a resolution if the grant application process requires one.

5. Department Managers are encouraged to coordinate one or two days a month to hold any public hearings or bid openings that do not require the full Board of Legislators to be present. Any such public hearing dates should be presented and communicated with and through the Clerk of the Board.

Section 2. That the Clerk of the Board is directed to deem this Resolution to be part of operational procedures, to retain of copy of same in the Board of Legislators' Office and to distribute copies to all Department Managers and any others the County Manager may deem appropriate.

Section 3. That the within resolution shall take effect immediately.

Moved by Legislator Virkler, seconded by Legislator Gilbert, and adopted on the 6<sup>th</sup> day of December, 2022.

**RESOLUTION NO. 288 - 2022**  
**RESOLUTION AUTHORIZING MEMORANDUM OF UNDERSTANDING BETWEEN**  
**THE COUNTY OF LEWIS AND THE LEWIS COUNTY DEVELOPMENT**  
**CORPORATION TO PROVIDE DEVELOPMENT AND MARKETING SERVICES FOR**  
**THE SALE OF THE FORMER GLENFIELD SCHOOL**

Introduced by Legislator Ian Gilbert, Chair of the General Services Committee.

WHEREAS, Section 224 of the County Law authorizes the County of Lewis ("County") to promote and publicize the region's economic businesses and employment opportunities for its citizens, and to enter into contracts to accomplish such purposes; and

WHEREAS, the Lewis County Development Corp. ("LCDC") is a duly organized domestic, not-for-profit, local development corporation established and operating pursuant to § 1411 of the New York State Not-for-Profit Corporation Law ("N-PCL"), for purposes including but not limited to relief and reduction in local unemployment; to identify, research, fund, develop, market and manage projects, programs, and businesses that increase economic opportunities and development for Lewis County; and

WHEREAS, the Board of Legislators authorized the LCDC to send out a Request for Expressions of Interest (RFEI) for innovative development ideas, concepts and re-uses for the former Glenfield Elementary School after the County's temporary office use of the space during its capital improvement projects and building renovations. The RFEI will allow for consideration of potential sustainable uses of the property and structure, with an analysis of any proposals considered in accordance to job creation potential, sustained investment and use, market demand and economic and fiscal benefit to the community; and

WHEREAS, the Board of Legislators seeks to enter into a Memorandum of Understanding wherein the LCDC will undertake the analysis of the RFEI, consider the sustainable re-uses of the property as proposed, and market the property for development according to those interests. In consideration of same and to provide the best marketing and purchasing terms available, the County will consider a transfer of the property to the LCDC for One Dollar, upon indication that there are viable purchaser(s) and/or developers with planned, sustained potential uses of the property of benefit to the county and community. In consideration of the LCDC's marketing and economic development of this property, the County will continue to pay the maintenance costs of the property until sold and/or rented;

NOW, THEREFORE, BE IT RESOLVED, as follows:

Section 1. That the Lewis County Board of Legislators authorizes a Memorandum of Understanding to be entered between the County and the LCDC to assist in the marketing of the former Glenfield Elementary School for sale or long-term lease consistent with the reuse plan developed by the MRB Group and the proposals the LCDC may receive from the RFEI.

Section 2. That the Lewis County Board of Legislators authorizes the terms of the MOU to include the transfer of the property to the LCDC upon indication that there are viable purchasers/developers who have sustained development and use plans for the property that are consistent with the economic development vision of the County and local community needs. The MOU shall also include the County's agreement to continue to pay the maintenance expenses of the property and LCDC's agreement to provide regular communications and reports of its activities and marketing efforts to the Board, together with such other terms and provisions as recommended by the County Attorney.

Section 3. That the Chairman, or Vice-Chairman, of the Board of Legislators is hereby authorized to make, execute, seal and deliver such MOU, upon such terms and conditions as approved by the County Attorney.

Section 4. That the within resolution shall take effect immediately.

Moved by Legislator Virkler , seconded by Legislator Gilbert , and adopted on the 6<sup>th</sup> day of December, 2022.

**RESOLUTION NO. 289 - 2022**  
**RESOLUTION AUTHORIZING AGREEMENT**  
**BETWEEN LEWIS COUNTY OFFICE FOR THE AGING AND LEWIS COUNTY**  
**OPPORTUNITIES, INC. TO SERVE AS ADMINISTRATOR OF THE AGING IN PLACE**  
**HOME MODIFICATION PROGRAM ALLOCATION**

Introduced by Legislator Lisa Virkler, Chair of the Health & Human Services Committee.

WHEREAS, Lewis County OFA has been provided with NYS Unmet Needs Funding to assist seniors. OFA seeks to initially apply \$25,000.00 from said funding for its "Aging in Place Home Modification Program", with the ability to apply additional amounts to the program from the State funding source, if available. The Program assists Lewis County residents (age 60 and older), with priority to those who have chronic health conditions or disabilities, and who can be better supported by a home modification; and

WHEREAS, OFA envisions the use of these funds to renovate/modify bathrooms, accessible counters or sinks, accessible doorways, non-slip flooring, grab bars, night lighting, railings, lift chairs, access ramps, and other projects intended to focus on home modifications tailored to the eligible individual/family to increase functionality and independence of the home for as long as the funding is available; and

WHEREAS, the Director of OFA has identified Lewis County Opportunities, Inc., (LCOI) as a local non-profit organization who can administer this program on behalf of OFA and be compensated for these services by payment of 12% of the initial \$25,000.00 funding, i.e., \$3,000.00, in January, 2023, pursuant to an Agreement, with potential additional compensation at the same rate if OFA has additional state funding available for this program; and

WHEREAS, the agreement with LCOI will provide that in consideration of receiving this funding, LCOI will follow the program plan developed by OFA, with OFA screening and assessing eligibility of each individual/family and the anticipated home modification(s) identified. OFA would then make the referral to LCOI to meet with the individual/family and visit the home to further assess the project need, estimated costs and potential need of a vendor to complete the project, to be more fully described and outlined in the Agreement; and

WHEREAS, the Lewis County Board of Legislators wishes to authorize an agreement with LCOI to administer the LC OFA "Aging In Place Home Modification Program" for eligible individuals/families;

NOW, THEREFORE, BE IT RESOLVED as follows:

Section 1. That the Lewis County Board of Legislators hereby authorizes an agreement between the County, by and through the LC OFA and Lewis County Opportunities, Inc., to serve as administrator of the "Aging In Place Home Modification Program" designed by OFA to provide home modification assistance to age-eligible individuals/families in Lewis County by application of \$25,000.00 under the State's Unmet Needs funding allocation source to be expended through December 31, 2023, with the ability of OFA to apply additional funds from this allocation source to the program during the year, as may be available.

Section 2. That the Agreement with LCOI shall provide for LCOI to receive 12% of the allocation for administrative services, i.e., \$3,000.00, payable in January, 2023. LCOI will have eligible individuals/families referred by OFA, with LCOI to then assess the home and anticipated modifications, with estimates of cost and materials required. LCOI and OFA will finalize the improvements for each case and LCOI will oversee the project. The term of the agreement shall be from January 1, 2023 through December 31, 2023, with potential modifications for the amount paid and/or for the length of the term upon mutual agreement, depending upon the ability of OFA to apply additional funds from this State source to the program.

Section 3. That the Lewis County Director of OFA is hereby authorized to make, execute, seal and deliver any extension agreement required by the State to continue this allocation, pending review and approval by the County Attorney.

Section 4. That the Chair or Vice-Chair of the Board of Legislators and Director of OFA are hereby authorized to make, execute, seal and deliver the Agreement with Lewis County Opportunities, Inc. for administrative services under this program, and any extensions or modifications thereto if additional funding is available to put towards this program, pending approval by the County Attorney.

Section 5. That the within Resolution shall take effect immediately.

Moved by Legislator Virkler, seconded by Legislator Gilbert, and adopted on the 6<sup>th</sup> day of December, 2022 .

**RESOLUTION NO. 290 - 2022**  
**RESOLUTION AUTHORIZING CONSULTANT AGREEMENT**  
**BETWEEN OFFICE FOR THE AGING AND**  
**MARY LOU PLANTE, REGISTERED DIETICIAN**

Introduced by Legislator Lisa Virkler, Chair of the Health & Human Services Committee.

WHEREAS, the Lewis County Office for the Aging (“OFA”) Nutrition Program seeks to comply with NYSOFA nutrition program standards. OFA currently contracts with a Certified Nutrition Specialist (“CNS”) who is not licensed with New York State, and who provides CNS services approximately twelve (12) hours a week or forty-eight (48) hours a month; and

WHEREAS, OFA desires to have Mary Lou Plante, a Registered Dietician (“RD”) provide oversight of the work provided by the CNS, and thereby bring OFA in compliance with the nutrition standards while ensuring smooth program operation. The CNS will continue to provide services 10-12 hours a week or 48 hours a month, in preparing menu plans, developing nutrition information and education programs, and in providing nutrition counseling; and

WHEREAS, the OFA Nutrition Program has 150 to 175 clients on service in the six (6) community dining sites. Participation at these sites has decreased 50% since reopening during the summer of 2021. OFA serves a small, rural county and the needs for the Nutrition Program cannot be compared to larger service areas of other Area Agency on Aging (AAAs); and

WHEREAS, the RD will provide the following services: Complete menu review and certification; Review and approve nutrition information, education programs and materials; Oversee work completed by the CNS; Provide service to OFA Nutrition Program if CNS is not available; Work on special projects or initiatives upon request; and Provide any necessary consultation to the CNS and OFA Meals Program Coordinator regarding nutrition counseling; and

WHEREAS, the Board of Legislators wishes to accept such services;

NOW, THEREFORE, BE IT RESOLVED, as follows:

Section 1. That the Lewis County Board of Legislators hereby authorizes a Consultant Agreement between the County of Lewis, by and through the Lewis County Office for the Aging, with Mary Lou Plante, Registered Dietician, to provide oversight of the work completed by the CNS and bring OFA in compliance with the nutrition standards while ensuring smooth program operation in the Lewis County Office for the Aging’s Nutrition Program.

Section 2. That the term of the Agreement shall be from January 1, 2023 through December 31, 2023, at an hourly rate of \$50.00 for up to sixteen (16) hours of RD services per week, or as needed and agreed upon by the Director of Office for the Aging.

Section 3. That the Chair or Vice-Chair of the Board of Legislators is hereby authorized to make, execute, seal and deliver such Agreement, upon such from as may be approved by the County Attorney.

Section 4. That the within Resolution shall take effect immediately.

Moved by Legislator Virkler, seconded by Legislator Gilbert, and adopted on the 6<sup>th</sup> day of December, 2022.

**RESOLUTION NO. 291 - 2022**  
**RESOLUTION AUTHORIZING AGREEMENTS BETWEEN**  
**LEWIS COUNTY AND OUTSIDE AGENCIES**

Introduced by Legislator Lawrence L. Dolhof, Chairman of the Board of Legislators.

NOW, THEREFORE, BE IT RESOLVED as follows:

Section 1. That the Lewis County Board of Legislators hereby approves the following contracts for fiscal year 2023, at the amounts set opposite to each respectively:

| <u>OUTSIDE AGENCY</u>                           | <u>AMOUNT</u> |
|---|---------------|
| Adirondack North Country Association            | \$1,000.00    |
| Adirondack Park Local Government Board          | 800.00        |
| Chamber of Commerce                             | 85,000.00     |
| Credo   | 20,000.00     |
| Constable Hall Association                      | 2,000.00      |
| Cornell Cooperative Extension of Lewis County   | 336,600.00    |
| County of Lewis Industrial Development Agency   | 200,000.00    |
| Double Play Community Center                    | 20,000.00     |
| Hand In Hand Early Childhood Center             | 10,000.00     |
| International Maple Museum Centre               | 2,000.00      |
| Lewis County Agricultural Society               | 5,000.00      |
| Lewis County Development Corporation            | 30,000.00     |
| Lewis County General Hospital Foundation        | 20,000.00     |
| Lewis County Historical Society                 | 35,000.00     |
| Lewis County Humane Society                     | 2,000.00      |
| Lewis County Soil & Water Conservation District | 125,000.00    |
| Lyons Falls Historical Association              | 2,000.00      |
| Mountain View Prevention                        | 22,620.00     |
| Old Tyme Fiddler's Association                  | 2,000.00      |
| North Country Library                           | 40,000.00     |
| Oneida-Lewis Chapter, NYSARC                    | 25,000.00     |
| Railway Historical Society NNY                  | 2,000.00      |
| Town of Diana Museum                            | 2,000.00      |

Section 2. That the Chairman of the Board of Legislators or the Vice-Chairman be and the same is hereby authorized to execute and deliver such Agreements, and any amendments thereto.

Section 3. That this Resolution shall take effect immediately.

Moved by Legislator Virkler, seconded by Legislator Gilbert, and adopted on the 6<sup>th</sup> day of December, 2022.

**RESOLUTION NO. 292 - 2022**  
**RESOLUTION ADOPTING LEWIS COUNTY FAIR HOUSING PLAN**

Introduced by Legislator Thomas Osborne, Chair of the Finance & Rules Committee.

WHEREAS, as a recipient of funding from the Community Development Block Grant (CDBG) Program sponsored by US Department of Housing and Urban Development (HUD) and implemented by the NYS Department of Homes and Community Renewal (HCR), the County is committed to fair housing practices and increased public knowledge of fair housing provisions; and

WHEREAS, the Planning and Community Development Department has created a Lewis County Fair Housing Plan it seeks to have the Board of Legislators adopt in order to inform residents, banks, realtors and landlords of fair housing provisions under Federal and State laws, and to assist people who may be victims of housing discrimination; and

WHEREAS, within the plan and in keeping with the Board's prior action by Resolution, the Director of Lewis Planning and Community Development will continue to serve as the County's Fair Housing Officer;

NOW, THEREFORE BE IT RESOLVED, as follows:

Section 1. That the Lewis County Board of Legislators hereby approves of and adopts the Lewis County Fair Housing Plan developed by the Lewis County Planning and Community Development Department.

Section 2. That the Lewis County Board of Legislators hereby designates the Director of the Lewis County Planning and Community Development Department as the County's Fair Housing Officer, who shall be tasked with the responsibilities set forth in the Fair Housing Plan.

Section 3. That a the within resolution shall take effect immediately.

Moved by Legislator Virkler , seconded by Legislator Gilbert , and adopted on the 6<sup>th</sup> day of December, 2022.

**RESOLUTION NO. 293 - 2022**  
**RESOLUTION TO SET PUBLIC HEARING FOR PUBLIC INPUT WITH REFERENCE  
TO COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) FUNDING**

Introduced by Legislator Thomas Osborne, Chair of the Finance & Rules Committee.

WHEREAS, the County of Lewis is eligible to apply for 2023 New York State Community Development Block Grant Program (NYS CDBG) funding administered by the Housing Trust Fund Corporation's (HTFC) Office of Community Renewal (OCR); and

WHEREAS, the Board of Legislators wishes to obtain the views of citizens on community development, public infrastructure, housing, public facilities, small business, and economic development needs of residents, and possible other activities, prior to the preparation of a CDBG application; and

WHEREAS, the citizen participation requirements of the programs mandate the County to conduct public hearing prior to submission of an application for the purpose of obtaining citizens' views with the ability to respond to proposals and questions; and

WHEREAS, the public meeting must be held prior to submission of an application;

NOW, THEREFORE, BE IT RESOLVED, as follows:

Section 1. That the Board of Legislators of Lewis County authorizes a public hearing to be held and set for January 3, 2023 at 5:00 p.m. at the Lewis County Courthouse Board of Legislators Chambers, 7660 North State Street, Lowville, New York 13367 to solicit the views of County of Lewis citizens regarding CDBG funding for community development, public infrastructure, housing, public facilities, small business, and economic development needs under program year 2023 NYS CDBG funding applications, in amounts not to exceed \$1,500,000.

Section 2. That public notice of the hearing shall be advertised in accordance with law at least seven (7) days prior to the hearing date.

Section 3. That within resolution shall take effect immediately.

Moved by Legislator Virkler, seconded by Legislator Gilbert, and adopted on the 6<sup>th</sup> day of December, 2022.

**RESOLUTION NO. 294 - 2022**  
**RESOLUTION TO SET SECOND PUBLIC HEARING FOR**  
**LEWIS COUNTY MCNEIL APARTMENTS REPAIR PROGRAM**  
**UNDER NYS CDBG PROJECT # 636CVHR50-22**

Introduced by Legislator Thomas Osborne, Chair of the Finance & Rules Committee.

WHEREAS, all recipients of NYS Community Development Block Grant (CDBG) funds must meet the citizen participation requirements set forth at 24 CFR 570.486 and New York State's Citizen Participation Plan, as amended, which require recipients to follow a citizen participation plan providing for one public hearing prior to the submission of an application for funding, and one public hearing, if awarded, to be held during the administration of the grant to solicit comments on the effectiveness of the program's administration; and

WHEREAS, the Board of Legislators duly held a public hearing on the 23<sup>rd</sup> day of December, 2021 regarding applications for funding under CDBG-CV for community development, public infrastructure, housing and economic development needs, including preparation of a CDBG Application (Project # 636CVHR50-22) for the McNeil Apartment repair/renovation program; and

WHEREAS, the County received an award of \$430,550 for this project, with the Planning Director now requesting that the Board hold a required second public hearing to provide residents with the opportunity to offer any comments on the findings and accomplishments of the project;

NOW, THEREFORE, BE IT RESOLVED, as follows:

Section 1. That the Lewis County Board of Legislators hereby sets a second public hearing to be held on December 22, 2022 at 10:00 a.m. at the Lewis County Courthouse, Board of Legislators Chambers, 7660 North State Street, Lowville, New York 13367 to provide residents of Lewis County with the opportunity to offer any comments on the findings of the current CDBG Project # 636CVHR50-22, the McNeil Apartments Project.

Section 2. That the Chairman or the Vice-Chairman of the Board of Legislators, be and the same is hereby authorized to make, execute, seal and deliver any documents or writings as may be necessary to carry out the terms of this Resolution, pending approval by the County Attorney.

Section 3. That the within resolution shall take effect immediately.

Moved by Legislator Virkler, seconded by Legislator Gilbert, and adopted on the 6<sup>th</sup> day of December, 2022.

**RESOLUTION NO. 295 - 2022**  
**RESOLUTION AUTHORIZING RENEWAL AGREEMENT BETWEEN**  
**BOTH THE LEWIS COUNTY PUBLIC HEALTH DEPARTMENT AND**  
**LEWIS COUNTY DEPARTMENT OF SOCIAL SERVICES WITH**  
**LEWIS COUNTY GENERAL HOSPITAL FOR MEDICAL DIRECTOR**

Introduced by Legislator Lisa Virkler, Chair of the Health & Human Services Committee.

WHEREAS, Lewis County, acting by and through the Lewis County Public Health Department ("Public Health") and Lewis County Department of Social Services ("DSS") desires to enter into an Agreement with Lewis County General Hospital ("LCGH") to provide the services of a physician as Medical Director to Public Health and DSS; and

WHEREAS, LCGH physician employee, Shereen Palmer, MD, who is licensed to practice in New York State and meets the New York State Department of Health requirements to function as Medical Director for the Public Health and DSS Department's programs is willing to continue to provide Medical Director services for LCPH and LCDSS; and

WHEREAS, the Board of Legislators wishes to authorize said continued services and renewal agreement;

NOW, THEREFORE, BE IT RESOLVED as follows:

Section 1. That the Lewis County Board of Legislators hereby authorizes a renewal Agreement between the County of Lewis, by and through the Lewis County Public Health Department and Lewis County Department of Social Services with Lewis County General Hospital to provide the services of Shereen Palmer, MD as Medical Director for the Public Health and DSS Department's programs.

Section 2. That this is for the term commencing January 1, 2023 through December 31, 2024 at a cost not to exceed \$12,000.00 per year. DSS is responsible for \$4,000.00 of the cost and Public Health is responsible for \$8,000.00.

Section 3. That the Chair or Vice-Chair of the Board of Legislators is hereby authorized to make, execute, seal and deliver such Agreement, pending approval by the County Attorney.

Section 4. That the within resolution shall take effect immediately.

Moved by Legislator Virkler , seconded by Legislator Gilbert , and adopted on the 6<sup>th</sup> day of December, 2022.

**RESOLUTION NO. 296 - 2022**  
**RESOLUTION AUTHORIZING RENEWAL AGREEMENTS BETWEEN**  
**LEWIS COUNTY PUBLIC HEALTH AGENCY AND**  
**VARIOUS PROVIDERS FOR PROGRAM SERVICES**

Introduced by Legislator Lisa Virkler, Chair of the Health & Human Services Committee.

WHEREAS, the Lewis County Public Health Agency wishes to renew agreements with the following various providers for program services;

| CONTRACTOR                             | PURPOSE   | AMOUNT   |
|--|---|--|
| Epoch Health Solutions, LLC            | Medical Record Consulting Services  | \$150.00 per hour / Not to Exceed \$4,600.00 (2 year agreement)                |
| Jefferson County Public Health Service | STD/HIV Clinic Services   | Various Test & Treatment Prices Specified (2 year agreement)                   |
| Venesky & Company                      | 1. School Supportive Health Services Program (SSHSP) Medicaid Cost Report<br>2. Accounting & Certification Services - Diagnostic & Treatment Center | 1. \$4,000.00 per year (Auto Renewal)<br>2. \$8,500.00 per year (Auto Renewal) |

NOW, THEREFORE, BE IT RESOLVED, as follows:

Section 1. That the Lewis County Board of Legislators hereby authorizes renewal Agreements on behalf of Lewis County Public Health and the above named providers for program services described, for the terms and at the compensation amounts set forth.

Section 2. That the Chair or Vice-Chair of the Board of Legislators is hereby authorized to make, execute, seal and deliver said Agreements and any required revisions thereto, pending approval by the County Attorney.

Section 3. That the within resolution shall take effect immediately.

Moved by Legislator Virkler , seconded by Legislator Gilbert , and adopted on the 6<sup>th</sup> day of December, 2022.

**RESOLUTION NO. 297 - 2022  
RESOLUTION TO APPROPRIATE  
FOR SNOWMOBILE TRAIL PROGRAM  
For 2022-2023 Season**

Introduced by Legislator Ian Gilbert, Chair of the General Services Committee.

BE IT RESOLVED as follows:

Section 1. That the following appropriation is hereby approved to take place in the Snowmobile Trails account for the 2022-2023 Snowmobile Award:

Increase Revenue:

|                           |              |
|---------------------------|--------------|
| A0714100 338202 State Aid | \$129,451.20 |
|---------------------------|--------------|

Increase Expenditure:

|                         |              |
|-------------------------|--------------|
| A0714100 499900 Expense | \$129,451.20 |
|-------------------------|--------------|

Section 2. That the funds will be passed on to the Snowmobile Association when received.

Section 3. That the within resolution shall take effect immediately.

Moved by Legislator Virkler, seconded by Legislator Gilbert, and adopted on the 6<sup>th</sup> day of December, 2022.

**RESOLUTION NO. 298 - 2022**  
**RESOLUTION AUTHORIZING RENEWAL AGREEMENTS BETWEEN**  
**LEWIS COUNTY SHERIFF'S DEPARTMENT**  
**AND VARIOUS PROVIDERS**

Introduced by Legislator Ian Gilbert, Chair of the General Services Committee.

WHEREAS, the Lewis County Sheriff's Department desires to enter into 2023 renewal agreements for services by certain providers; and

WHEREAS, the Board of Legislators wishes to accept such services;

NOW, THEREFORE, BE IT RESOLVED, as follows:

Section 1. That the Lewis County Board of Legislators hereby authorizes Agreements between the County of Lewis, by and through the Lewis County Sheriff's Department and the following providers for program services in the amounts herein set forth:

| CONTRACTOR                            | PURPOSE   | AMOUNT  |
|---------------------------------------|---|---|
| Black Creek Integrated Systems, Corp. | Computer Software Support for the Sally-Port Inmate Management System | \$19,566.50<br><br>(Increase of \$1,203.50 from 2022)   |
| One Path Career Partners              | Provides Mental Health Services to Inmates                            | \$4,100.00 per month which includes: <ul style="list-style-type: none"> <li>• One (1) on site visit per month;</li> <li>• One (1) phone consultation per week;</li> <li>• Plus additional hourly charges as set forth in the agreement.</li> </ul><br>(No Increase from 2022) |
| David F. Rosner MD, PLLC.             | Provides Medical/Health Services to Inmates                           | \$2,931.00 per month for a total of \$35,172.00 per year<br><br>(No Increase from 2022)   |
| TLS                                   | Counseling Services for Inmates                                       | \$150.00 per hour<br><br>(No Increase from 2022)  |

Section 2. That the term of said renewal Agreements is for the period from January 1, 2023 through December 31, 2023.

Section 3. That the Chair or Vice-Chair of the Board of Legislators is hereby authorized to make, execute, seal and deliver said Agreement, and any amendments thereto, pending approval by the County Attorney.

Section 4. That the within Resolution shall take effect immediately.

Moved by Legislator Virkler, seconded by Legislator Gilbert, and adopted on the 6<sup>th</sup> day of December, 2022.

**RESOLUTION NO. 299 - 2022**  
**RESOLUTION AUTHORIZING AGREEMENT BETWEEN**  
**THE COUNTY OF LEWIS O/B/O LEWIS COUNTY HUMAN RESOURCES**  
**AND SOCIAL SERVICES DEPARTMENT AND**  
**LEE VANCE, PSY.D. FOR**  
**EMPLOYEE ASSISTANCE PROFESSIONAL SERVICES**

Introduced by Legislator Lisa Virkler, Chair of the Health & Human Committee.

WHEREAS, the County of Lewis, by and through the Lewis County Human Resources and Social Services Departments, desires to enter into an Employee Assistance Program Agreement with Lee Vance, Psy.D., of State Street, Lowville, New York 13367, to provide professional wellness coaching and consulting services for Lewis County employees; and

WHEREAS, the purpose of these services is for Dr. Vance to provide individual and/or group wellness sessions to employees and department managers to assist in a more healthy workplace environment, in addressing pre and postvention support for workplace incidents and work-related stress; and

WHEREAS, it is intended that Dr. Vance will be available for such referrals at the rate of \$175/hr. for such services, at a cost of up to \$10,000.00 to the HR Department for County-Wide coaching, consulting, trainings and data collection; and the same hourly rate at a cost of up to \$10,000.00 to LCDSS for staff assistance in pre and postvention support for workplace incidents and work-related stress; and

WHEREAS, the Board of Legislators wishes to authorize such services;

NOW, THEREFORE, BE IT RESOLVED, as follows:

Section 1. That the Lewis County Board of Legislators hereby authorizes an agreement between the County of Lewis, by and through the Lewis County Human Resources and Social Services Departments and Lee Vance, Psy.D. for the purpose of Employee Assistance Wellness services for Lewis County employees.

Section 2. That this is for the term commencing January 1, 2023 through December 31, 2023, with the ability for annual renewals upon mutual agreement. Dr. Vance will bill each Department for the monthly services rendered based upon the hourly rate of \$175.00 for the services requested, up to the not to exceed amount of \$10,000.00 per Department named herein.

Section 3. That the Chairman or Vice-Chairman of the Board of Legislators, together with the HR Director and Commissioner of LCDSS are hereby authorized to make, execute, seal and deliver such Agreement, pending approval by the County Attorney.

Section 4. That the within resolution shall take effect immediately.

Moved by Legislator Virkler, seconded by Legislator Gilbert, and adopted on the 6<sup>th</sup> day of December, 2022.

**RESOLUTION NO. 300 - 2022**  
**RESOLUTION AUTHORIZING AGREEMENTS BETWEEN**  
**LEWIS COUNTY DEPARTMENT OF SOCIAL SERVICES AND THE**  
**COUNTY LAW DEPARTMENT FOR LEGAL SERVICES AND**  
**REPRESENTATION IN FAMILY COURT MATTERS,**  
**CHILD SUPPORT ENFORCEMENT PROCEEDINGS AND**  
**PURCHASE OF SERVICES FOR COLLECTION AND RECOVERY MATTERS**

Introduced by Legislator Lisa Virkler, Chair of the Health & Human Services Committee.

WHEREAS, pursuant to § 397 of the Social Services Law, the Department of Social Services (the "Department") is responsible to bring cases deemed necessary before the Family Court for adjudication with regard to children considered to be neglected or abused, to institute proceedings against a parent or adult for neglect or abuse of a child, for voluntary placements, foster care placements, extensions of placement, custody determination of placement rights, and placements that may result from Juvenile Delinquencies (J.D.); and

WHEREAS, under Section 454 of the Federal Social Security Act, Section 111 (h), 352, and 352 (a) of the Social Services Law of the State of New York, and the rules and regulations promulgated by the State Department of Social Services, the Department is responsible through its Child Support Enforcement Unit for the establishment of paternity, locating of absent parents, and the enforcement and collection of support from legally responsible relatives for persons applying for or receiving Aid to Dependent Children; and

WHEREAS, the Department is also responsible for the collection of overpayments or recovery of assets in certain programs where financial support to Lewis County citizens has been provided; and

WHEREAS, pursuant to County Law § 501, the County Attorney is responsible for prosecuting and defending all civil actions and proceedings brought by or against the County, and in that capacity, the Law Department is responsible to provide legal representation to the Department in all family court matters and support enforcement proceedings. The County Attorney and Law Department also has the expertise to provide legal collection services on behalf of the Department in its collection and recovery matters; and

WHEREAS, it is economically and organizationally feasible for the Department to contract with the County Attorney's office for the performance of these services and to enter into agreements for same;

NOW, THEREFORE, BE IT RESOLVED as follows:

Section 1. That the Lewis County Board of Legislators hereby approves the Agreements by and between the Department of Social Services and the Law Department whereby the County Attorney shall provide legal representation to the Department on family court matters, child support enforcement proceedings, and be responsible for the collection of overpayments or recovery of assets in certain programs that provide financial support to Lewis County citizens.

Section 2. That the Agreements shall provide for reimbursement to the County Attorney's Office for the cost of providing such legal representation, including without limitation, personnel services, supervision, support services, and related office expense. The parties understand that reimbursement is premised on Federal and State statutes, law, rules and regulations. The Department agrees to keep the County Attorney informed of changes in reimbursement methodology mandated by law, rules or regulation of the State and Federal Government for such expenditures.

Section 3. That the term of these Agreements shall be from January 1, 2023 through December 31, 2023. The purchase of services for legal representation on neglect, abuse, foster care, J.D.'s and related Family Court matters shall not exceed the amount of \$174,127.00; child support enforcement legal representation services shall not exceed the amount of \$77,954.00; and the purchase of services for collection and recoveries shall not exceed the amount of \$36,588.00.

Section 4. That the Chair or Vice-Chair of the Board of Legislators, along with the Commissioner of Social Services and the County Attorney be and the same are hereby authorized to make, execute, seal and deliver said Agreements, and any amendments thereto.

Section 5. That the within Resolution shall take effect immediately.

Moved by Legislator Virkler, seconded by Legislator Gilbert, and adopted on the 6<sup>th</sup> day of December, 2022.

**RESOLUTION NO. 301 - 2022**  
**RESOLUTION AWARDED BID AND AUTHORIZING AN AGREEMENT WITH**  
**GYMO ARCHITECTURE , ENGINEERING & LAND SURVEYING, DPC FOR**  
**TEMPORARY AND PERMANENT HOUSING FEASIBILITY AND BUDGET**  
**ESTIMATES ON THREE POTENTIAL SITES**

Introduced by Legislator Lisa Virkler, Chair of the Health & Human Services Committee.

WHEREAS, the Lewis County Commissioner of Social Services recently sent out a Request for Qualifications for a Temporary and Permanent Housing Feasibility Study on behalf of the Department of Social Services and its obligations to provide housing for the homeless and others in need; and

WHEREAS, one response was received from GYMO Architecture, Engineering & Land Surveying, of Watertown, NY, who met with the Commissioner and County manager to review their qualifications and proposal for the evaluation of three (3) potential sites to determine the applicability of each as it pertains the housing initiative, and to provide conceptual plans and budget estimates for each site; and

WHEREAS, GYMO submitted a proposal dated November 7, 2022 which indicates the scope of work undertaken for the three identified sites, which will include visits to the sites, gathering of data, preliminary design sketches, a conceptual plan and budget estimate for each chosen site for gran application. The total fee for said services for the three(3) sites is \$30,700.00; and

WHEREAS, the Board of Legislators seeks to authorize an Agreement with GYMO to provide the professional services set forth in the RFQ and after the meeting with the County Manager and Commissioner;

NOW, THEREFORE, BE IT RESOLVED, as follows:

Section 1. That the Lewis County Board of Legislators hereby awards and authorizes an Agreement with GYMO Architecture, Engineering & Land Surveying, of Watertown, NY, for temporary and permanent housing feasibility evaluation services, including site review, data collection and analysis, creation of preliminary potential sketches with a conceptual plan and budget estimate for each site, in accordance with its proposal dated November 7, 2022.

Section 2. That the Lewis County Board of Legislators authorizes said agreement to include all conditions and requirements set forth in the proposal with inclusion of any and all additional terms and conditions recommended by the County Attorney, at a cost of \$ 30,700.00, payable in installment amounts upon completion of all scope of work on each site.

Section 3. That the Chairman or Vice-Chairman of the Board of Legislators is hereby authorized to make, execute, seal and deliver such Agreement and any amendments thereto, upon review and approval by the County Attorney.

Section 4. That the within resolution shall take effect immediately.

Moved by Legislator Virkler , seconded by Legislator Gilbert , and adopted on the 6<sup>th</sup> day of December, 2022.

**RESOLUTION NO. 302 - 2022**  
**RESOLUTION AUTHORIZING RENEWAL AGREEMENTS BETWEEN**  
**LEWIS COUNTY DEPARTMENT OF SOCIAL SERVICES AND**  
**VARIOUS PROVIDERS FOR PROGRAM AND OPERATING SERVICES**

Introduced by Legislator Lisa Virkler, Chair of the Health & Human Services Committee.

WHEREAS, the Lewis County Department of Social Services (“DSS”) wishes to renew agreements with the following providers for program and/or operating services; and

WHEREAS, DSS receives state aid funding for some of these services by providers, and may receive adjustments to the initial state aid funding for each named provider agency based upon a Cost-Of-Living Adjustment (“COLA”) or other funding adjustment determined by the state; and

WHEREAS, the provider, services and rates are:

| CONTRACTOR   | PURPOSE   | AMOUNT   |
|--|---|--|
| Credo Community Center for Treatment of Addictions, Inc. | Chemical Dependency and Addiction Services                                | If client is eligible for Medicaid, no local share cost.<br>If client is not eligible for Medicaid, local share cost could be 0% to 100%<br>(One Year Agreement)   |
| Family Counseling Service of NNY, Inc.                   | Counseling  | <ul style="list-style-type: none"> <li>•Indiv. Sessions - \$90/hr</li> <li>•Intakes/Exit Sessions - \$85/hr</li> <li>•Group Sessions - \$55/hr</li> <li>•Group Sessions DV- \$65/hr</li> <li>•Serv. Plan Reviews - \$85/hr</li> <li>•No-show:Indiv. &amp; Intake-\$50/hr</li> <li>•No-Show: Group - \$35/hr</li> <li>•Visits:Nurturing Parent - \$100/hr</li> <li>•Court Testimony - \$85/hr</li> </ul> (One Year Agreement) |
| Lewis County Opportunities, Inc.                         | Non-Residential and Residential Services for Victims of Domestic Violence | <ul style="list-style-type: none"> <li>• Not to Exceed \$24,000 for Non-Residential Services</li> <li>• Daily Rate established by NYS OCFS and approved by director of budget of the State of New York for Residential Services</li> </ul> (One Year Agreement)  |

|  |   |   |
|--|---|---|
| <p>MedLab, Inc.</p>  | <p>Drug Testing</p>   | <p>8 Panel Screening: \$16.50<br/> \$1.50 each for additional substances.<br/> GC/MS Confirmations as needed: \$35.00<br/> County Share: 36%<br/> State Share: 14%<br/> Federal Share: 50%<br/> (Five Year Agreement)</p>   |
| <p>Resolution Center of Jefferson &amp; Lewis Counties, Inc.</p> | <p>Diversion Services for Youth and Families, inclusive of Restorative Practices Sustainability</p> | <p>Not to exceed \$17,000 of the local shares costs<br/> <br/> (One Year Agreement)</p>   |
| <p>Rubenzahl, Knudsen &amp; Associates</p>                       | <p>Psychological Services</p>   | <ul style="list-style-type: none"> <li>• \$100 per hour for therapy</li> <li>• \$140 per hour for psychological evaluation</li> <li>• \$75 per hour for group treatment</li> <li>• \$160 per hour expert court prep &amp; testimony</li> <li>• \$90 per session for treatment team meeting</li> <li>• \$60 per session for Sex Offender Group Therapy</li> <li>• \$125 per hour for Attachment Parenting Therapy</li> <li>• \$750 for Attachment Parenting Classes</li> <li>• \$175 for QI Assessments</li> </ul> <p>(One Year Agreement)</p> |
| <p>Transitional Living Services of Northern NY, Inc.</p>         | <p>Psychiatric and/or psychological evaluations</p>   | <ul style="list-style-type: none"> <li>• For those receiving DSS services</li> <li>• \$158/per assessment, exam for employability, for those not covered by own insurance</li> <li>• IRS rate for travel</li> </ul> <p>(One Year Agreement)</p>   |

|  |   |  |
|--|---|--|
| Transitional Living Services of Northern NY    | Gateway Project-Case Management Program (Housing) | Not to Exceed \$23,000 (\$1,916.67 per month) (One Year Agreement)   |
| Victim's Assistance Center of Jefferson County | Purchase of Shelter Services                      | • \$126.20 per person/ per night (One Year Agreement)  |
| Volunteer Transportation Center, Inc.          | Purchase of Transportation Services               | • \$1,000/mo flat rate plus IRS mileage rate, meals & hotels when required at Medicaid rates) (One Year Agreement) |

NOW, THEREFORE, BE IT RESOLVED, as follows:

Section 1. The Lewis County Board of Legislators hereby authorizes renewal Agreements between the County of Lewis, on behalf of the Department of Social Services, and the various providers for program and operating services in the amounts therein set forth, with any appropriate cost of living adjustment or other funding adjustment set forth by the State which may apply.

Section 2. That the term of the agreement for each identified provider set forth above is from January 1, 2023 through December 31, 2023, with the exception of MedLab, Inc., which is a five (5) year term from January 1, 2023 through December 31, 2027.

Section 3. That the Chair or Vice-Chair of the Board of Legislators is hereby authorized to make, execute, seal and deliver said Agreements and any required revisions thereto, including any COLA, funding increases/adjustments, and extensions, pending approval by the County Attorney.

Section 4. That the within resolution shall take effect immediately.

Moved by Legislator Virkler , seconded by Legislator Gilbert , and adopted on the 6<sup>th</sup> day of December, 2022.

**RESOLUTION NO. 303 - 2022**  
**RESOLUTION AMENDING TIP FEE SCHEDULE**  
**LEWIS COUNTY**  
**SOLID WASTE DEPARTMENT**

Introduced by Legislator Ian Gilbert, Chair of the General Services Committee.

WHEREAS, pursuant to County Law § 226-b and the County of Lewis Local Law No. 2-2008, the Board of Legislators is authorized to establish, by resolution, schedules of rates or fees to be charged for solid waste collection and disposal at transfer stations and for the Lewis County Surcharge for direct haulers to the Development Authority of the North Country (DANC) landfill; and

WHEREAS, the County has been informed by DANC that it will be increasing the tipping fee rate for Municipal Solid Waste (MSW) by 7% effective January 21, 2023. This rate change will increase the per ton surcharge cost of hauling MSW to the DANC landfill by six (\$6) dollars, thereby necessitating an increase in the County's current MSW tipping fees from \$84/T to \$90/T; and

WHEREAS, the Director of Solid Waste seeks to have the Board of Legislators authorize and approve an amendment to the direct haul (DANC landfill) surcharge/tipping fee for MSW from \$84/T to \$90/T, effective January 1, 2023;

NOW, THEREFORE, BE IT RESOLVED as follows:

Section 1. That the Lewis County Board of Legislators authorizes and approves an amendment to the Solid Waste Department Tipping Fee schedule by increasing the direct haul surcharge/tipping fee for Municipal Solid Waste (MSW) from \$84/T to \$90/T, effective January 1, 2023.

Section 2. That the Director of Lewis County Solid Waste is directed to amend its fee schedule to reflect this increase effective January 1, 2023.

Section 3. That the within resolution shall take effect immediately.

Moved by Legislator Virkler , seconded by Legislator Gilbert , and adopted on the 6<sup>th</sup> day of December, 2022.

**RESOLUTION NO. 304 - 2022**  
**RESOLUTION AUTHORIZING AGREEMENTS BETWEEN**  
**LEWIS COUNTY TREASURER**  
**AND VARIOUS PROVIDERS FOR AUDITING SERVICES**

Introduced by Legislator Thomas Osborne, Chair of the Finance & Rules Committee.

WHEREAS, the Lewis County Treasurer’s Office wishes to enter into Agreements with various providers for the purpose of auditing services; and

WHEREAS, the Board of Legislators wishes to accept such services;

NOW, THEREFORE, BE IT RESOLVED, as follows:

Section 1. That the Lewis County Board of Legislators hereby authorizes Agreements between the County of Lewis, by and on behalf of the Lewis County Treasurer and the following Various Providers for Auditing Services:

| <u>PROFESSIONAL PROVIDER</u> | <u>PURPOSE</u>  | <u>AMOUNT</u>   |
|------------------------------|---|---|
| Burke Group                  | GASB 75 Audit and Valuation Report Services   | Full Valuation and Report for fiscal year <b>2022</b> - \$7,250.00<br>Interim Valuation and Report for fiscal year <b>2023</b> -\$3,000.00<br>Full Valuation and Report for fiscal year <b>2024</b> -\$7,250.00<br>Interim Valuation and Report for fiscal year <b>2025</b> -\$3,000.00 |
| EFPR Group, CPA, PLLC        | Audit Services- including financial statements  | Not to Exceed \$52,500.00 (Covers Fiscal Year 2022)   |
| Venesky & Company            | Consolidated County-Wide Cost Allocation Plan, Departmental Indirect Cost Proposal and Space Occupancy Analysis Reports | \$12,000/yr for 3 years (\$36,000 total)<br><br>(Covers 22/23, 23/24, 24/25)  |

Section 2. That the Lewis County Treasurer is hereby authorized to make, execute, seal and deliver such Agreements pending approval by the County Attorney.

Section 3. That the within resolution shall take effect immediately.

Moved by Legislator Virkler, seconded by Legislator Gilbert, and adopted on the 6<sup>th</sup> day of December, 2022.

**RESOLUTION NO. 305 - 2022**  
**RESOLUTION AUTHORIZING COUNTY TREASURER**  
**TO MAKE NECESSARY BUDGET TRANSFERS**

Introduced by Legislator Thomas Osborne, Chair of the Finance & Rules Committee.

BE IT RESOLVED as follows:

Section 1. That the Board of Legislators hereby authorizes the Lewis County Treasurer to make such inter-fund departmental transfers as are necessary to close the books for the 2022 fiscal year.

Section 2. That this resolution shall take effect immediately.

Moved by Legislator Virkler, seconded by Legislator Gilbert, and adopted on the 6<sup>th</sup> day of December, 2022.

OTHER BUSINESS:

At 5:38 p.m. Legislator Virkler moved to enter attorney client privilege session for bargaining negotiation and other litigation updates, seconded by Legislator Moser and carried. Chairman Dolhof announced that there will be a quick 5-minute break to allow time for everyone else to exit.

At 6:00 p.m. Legislator Chartrand moved to enter regular session, seconded by Legislator Virkler and carried.

At 6:01 p.m. with no other business to come before the board Legislator Chartrand made a motion to adjourn, seconded by Legislator Virkler, and carried.