

FINANCE AND RULES COMMITTEE
April 18, 2023

Present: Tom Osborne, Chair; Phil Hathway, Vice-Chair; Jeffrey Nellenback; and Josh Leviker. Legislator Jessica Moser was excused.

Others present: Legislators Larry Dolhof, Lisa Virkler, Richard Chartrand, Andrea Moroughan and Ian Gilbert; County Manager Ryan Piche; Treasurer, Eric Virkler; Human Resources Director, Caitlyn Smith; and County Attorney Joan McNichol.

Committee Chair, Legislator Osborne called the meeting to order at 2:53 p.m.

Legislator Leviker moved to accept the March 21, 2023 minutes, seconded by Legislator Nellenback and carried.

Lewis County Rail Trail Master Plan – Brian Hanno, Purchasing Director

Brian Hanno, Purchasing Director handed out copies of the draft Request For Proposal (RFP). He went over the Scope of Work which was in section 2.2 under Project Objectives. Task 1 is Project Management which is to direct all project work including staff assignments, progress tracking, budget oversight, and quality control; facilitate steering committee meetings to report on project status, resolve issues, and identify additional needs; and provide monthly invoices and written progress reports. Task 2 is Overview of Existing Conditions/Trails which is reviewing existing trail network, which shall include the development of a map showing the existing trail network; review existing SEQR and Bridge Structural Analysis from initial engineering study before acquisition; and have access to and review aerial imagery of the entire trail system via the County's most recent flyover.

Task 3 is Public Participation which is to organize and attend at least two stakeholder meetings to gain feedback from key stakeholder groups; attend at least one meeting of each Town's monthly board meeting that in in the designated trail corridor; attend at least one public hearing at the Board of Legislators meeting to obtain general feedback from the Board and community; and meet with adjacent property owners to collect and address development concerns. Task 4 is Destination Inventory and Analysis which is to review existing trail destinations, including parks, commercial districts, etc.; and met with County staff to discuss future destinations, including planned future parks, commercial and residential developments, etc.

Task 5 is Trail Design Considerations and Route Recommendations which is to develop a long-range rail trail master plan map identifying future trail corridors/alignments throughout the County taking into consideration the various opportunities, constraints, environmentally sensitive areas, and other relevant data discovered during the planning process; develop typical cross sections for various surface materials, widths, etc.; develop landscape and hardscape design standards

to establish a safe and cohesive look and feel for all Lewis County trail corridors; and develop a 30% engineering design package and Phase 1 Environmental Assessment.

Task 6 is Cost Estimate and Implementation Program which is providing a cost estimate for the total implementation of the master plan, including engineering and professional service costs, construction, and material costs, etc.; prove a proposed plan for implementation of the master plan, including segment prioritization recommendations; provide a best practice guide on trail maintenance including recommended tasks and scheduling intervals; and provide a best practice guide on the needs of police, fire, and EMS for providing their services in a trail setting. Task 7 is Final Report which should include an executive summary along with detailed sections covering the full scope of work. There are two alternates, one is to create a branding and marketing strategy and the other is an economic impact study.

The estimated time frame is to send out the RFP by April 28th and open the bids on June 8th for Board action on July 5th. The average time is about 12 months after the bid is awarded to get the master Plan. There were other Rail Trail projects researched in putting together our RFP. Most all of them start with a plan and it develops over time with lots of community engagement. The company awarded the project will give their opinion on what the best use is for each section of rail. Legislator Hathway voiced his opinion that certain sections should not be for motorized use, only for walking and maybe biking. In response to Legislator Hathway's question on cost, Brian Hanno stated that one company did a Master Plan for \$200,000.00.

Ryan Piche voiced his opinion that it is better to have a plan to move forward on this over the next several years. In response to a question raised, Brian Hanno stated that the hope is to get quite a bit of grant funding to cover the costs of this project. There was further discussion on aspects of the RFP and community engagement.

The following dockets were reviewed:

1. Authorizing agreement with Development Authority of the North Country for professional consultant and project management services in potential redevelopment or demolition of the former Lyons Falls School, for the Phase 1 scope of services outlined for a total cost not to exceed \$8,000.00.
AYE 4 NAY 0
2. Urging approval of Home Rule Request and to adopt New York State Senate Bill No. S06346 and Assembly Bill No. (TBD) which will allow Lewis County to continue to impose an additional one percent sales and compensating use tax until November 30, 2025.
AYE 4 NAY 0
3. Authorizing grant application to United States Department of Transportation for costs of purchasing and installing electric vehicle charging stations throughout the county.

Cassandra Buell later explained that this is 80% covered by grant funding with a 20% in kind match which she was going to get through a local dealership.

AYE 3 NAY 1

4. Authorizing NBRC Catalyst grant application for broadband infrastructure expansions by DANC in order to advance broadband services to households and businesses for Lewis County projects up to \$1,000,000.00 in grant funding, with up to \$250,000.00 as the Lewis County local share cost commitment.

AYE 4 NAY 0

In response to a question on Part N of the State budget, Ryan responded that there is no real update, but he is confident that NYS knows how this will affect counties. NYSAC has been able to reach out to people in Albany who will listen, and it sounds like they just didn't think it through.

Joan McNichol, County Attorney recommended that the Board allow requests for interns, which are graduates looking for work in their field to get a taste of the job, go through the approval of the County Manager as long as there is current funding in the budget rather than go to the board to create each position. Members of the committee thought that it is a good idea to utilize interns and can be a way to get Lewis County young adults back in the county after college. They recommended having a resolution at the June Board meeting for the full board to adopt.

There being no other business to come before the committee Legislator Nellenback moved to adjourn the meeting at 3:23 p.m., seconded by Legislator Leviker and carried.

Respectfully submitted,
Cassandra Moser, Clerk of the Board