

DECEMBER 2020

# LEWIS COUNTY

## 2020 SHARED SERVICES PLAN

Submitted By: Ryan Piche  
County Manager

# 02

## INTRODUCTION

New York State's County-wide Shared Services Initiative law requires County Manager Ryan Piche, as the chief executive officer of the county, to prepare a property tax savings plan for shared, coordinated and efficient services among the county, towns, and villages within Lewis County. A Shared Services Panel consisting of the County Manager, Mayors of each village, and the Town Supervisors of each town within the county met to discuss the identified savings.

**03****SHARED SERVICE REPRESENTATIVES**

County of Lewis: Ryan Piche, County Manager  
Town of Croghan: Roger Burriss, Town Supervisor  
Town of Denmark: James Derr, Town Supervisor  
Town of Diana: David Parow, Town Supervisor  
Town of Greig: Marilyn Patterson, Town Supervisor  
Town of Harrisburg: Stephen Bernat, Town Supervisor  
Town of Lewis: Dawn Zagurski, Town Supervisor  
Town of Leyden: Rosalie White, Town Supervisor  
Town of Lowville: Randy Schell, Town Supervisor  
Town of Lyonsdale: Phillip Boardman, Town Supervisor  
Town of Martinsburg: Terry Thisse, Town Supervisor  
Town of Montague: Bruce Williams, Town Supervisor  
Town of New Bremen: Peter Keys, Town Supervisor  
Town of Osceola: Francis Yerdon, Town Supervisor  
Town of Pinckney: Sherry Harmych, Town Supervisor  
Town of Turin: Jane Gillette, Town Supervisor  
Town of Watson: Gerald Crowell, Town Supervisor  
Town of West Turin: Edward Hayes, Town Supervisor  
Village of Castorland: Mervin Moser, Village Mayor  
Village of Constableville: Joseph Genter, Village Mayor  
Village of Copenhagen: Kenneth Clarke, Village Mayor  
Village of Croghan: Julie Robinson, Village Mayor  
Village of Lowville: Joseph Beagle, Village Mayor  
Village of Lyons Falls: Anne Huntress, Village Mayor  
Village of Port Leyden: Heather Collins, Village Mayor  
Village of Turin: Josh Leviker, Village Mayor

**04****COUNTY-WIDE SHARED  
SERVICES INITIATIVE**

*“Lewis County and its municipalities have shared services for years; however, many of the efficiencies are difficult to define monetarily. While there are existing shared service efforts underway, Lewis County is looking to explore several new opportunities to save our taxpayers money.”*

*-Ryan Piche, County Manager*



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## OPPORTUNITY #1

### LEWIS COUNTY TO PROVIDE IT SERVICES FOR TOWNS AND VILLAGES

In November of 2020, the Lewis County Planning and IT Departments collaborated on a municipal IT needs survey that was distributed to all 25 governing bodies in the county. This survey was built to gauge interest in county website and email hosting services as well as municipal need for an IT professional. All but 10 municipalities participated in the survey. According to the survey results, most municipalities acknowledged that they would like to utilize county IT professionals and that most were paying an outside contractor to assist with these services. There were 3 municipalities that would like to utilize Lewis County for website hosting and 5 municipalities that were interested in utilizing the county email server. Municipalities who already have websites reported an approximate average annual cost of \$415.00. The participating municipalities that have existing email servers reported an approximate annual cost of \$437.00; however, this service was typically built into the annual website cost. While many of the participants expressed a desire to utilize the Lewis County IT Department, historical figures on IT services varied and would continue to do so in the future; however, it could be conservatively estimated that any given town would spend roughly \$300.00 annually on technology services and villages, depending on their needs, could spend over \$10,000.00 annually. If Lewis County were to offer these services to the interested municipalities, the estimated savings would be as follows:

Website Hosting: \$1,245.00

Email Hosting: \$2,185.00

IT Professional Assistance: \$85,100.00


**Total Estimated Projected Savings: \$88,530.00**



## 06

## OPPORTUNITY #2

### COORDINATED LED LIGHTING UPGRADES



There are twelve (12) eligible municipalities in both Lewis and Jefferson County that are currently pursuing the New York Power Authority's Energy Efficiency Program for the replacement of existing inefficient lighting fixtures with new LED lighting fixtures. Each municipality will be required to purchase existing lighting and install new LED lighting at a cost provided by NYPA. Once these expenses have been paid, estimated to be a total of \$1,915,160, all 12 participants are expected to see an overall annual savings of \$189,898 within their street lighting budgets. While individually they will benefit from an estimated 69% month-to-month energy cost savings, by coming together as a group to share construction and maintenance costs, municipalities can save even more.

The New York Power Authority (NYPA) provided project savings estimates for their program that include LED light fixtures, equipment, and labor costs. These figures, along with the projected mobilization fees that will be split amongst all of the participating municipalities due to coordination, were calculated to save a total of \$574,519.40. For the five (5) Lewis County municipalities that are expected to participate, the estimated savings are as follows:

Town of Martinsburg: \$23,923.31

Village of Croghan: \$23,195.00

Village of Lowville: \$101,852.48

Village of Lyons Falls: \$32,177.49

Village of Copenhagen: \$24,894.39

***Total Estimated Projected Savings: \$206,042.67***

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## PUBLIC HEARINGS

AS REQUIRED, THREE PUBLIC HEARINGS WERE HELD ON THE SHARED SERVICE INITIATIVE. DETAILS REGARDING SAID PUBLIC HEARINGS ARE AS FOLLOWS:

### **FIRST PUBLIC HEARING**

THE FIRST PUBLIC HEARING WAS HELD ON TUESDAY, DECEMBER 1ST AT 5:00 PM.

### **SECOND PUBLIC HEARING**

THE SECOND PUBLIC HEARING WAS HELD ON THURSDAY, DECEMBER 17TH AT 10:00 AM.

### **THIRD PUBLIC HEARING**

THE THIRD PUBLIC HEARING WAS HELD ON THURSDAY, DECEMBER 17TH AT 10:15 AM.

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## SHARED SERVICES PANEL MEETINGS

AS REQUIRED, TWO PANEL MEETINGS WITH LOCAL OFFICIALS REPRESENTING EACH MUNICIPALITY IN LEWIS COUNTY WERE HELD VIA CONFERENCE CALL. DETAILS REGARDING SAID PANEL MEETINGS ARE AS FOLLOWS:

### **FIRST PANEL MEETING**

ALL 25 MUNICIPAL OFFICIALS WERE INVITED TO PARTICIPATE IN THE FIRST PANEL MEETING ON MONDAY, DECEMBER 7TH AT 3:00 PM VIA CONFERENCE CALL.

### **SECOND PANEL MEETING**

ALL 25 MUNICIPAL OFFICIALS WERE INVITED TO PARTICIPATE IN THE SECOND PANEL MEETING ON MONDAY, DECEMBER 21ST AT 3:00 PM VIA CONFERENCE CALL. OFFICIAL COMPLETED BALLOTS WERE REQUESTED TO BE SENT ASAP FOR SUBMISSION TO NYSDOS.

**09****CONCLUSION**

The final 2020 CWSSI plan was approved by the Shared Services Panel on December 21, 2020. With this plan, Lewis County projects a total anticipated savings of approximately \$294,572.67. All applicable documentation can be found in the Appendixes.



# SHARED SERVICES PANEL VOTE

Panel Member Name:

Title:

Municipality:

Yes, I support the plan.

I'm voting in favor of this plan because (check all that apply):

It saves taxpayers money

Promote an efficient use of services county-wide

Other

Signature: .....

Date: .....