

**REGULAR MEETING**  
**September 5, 2023**

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 who was excused, and there were 44 other persons present.

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

Chairman Dolhof declared the August 1, 2023 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: Philip Hathway  
Jessica Moser  
Joshua Leviker  
Jeffrey Nellenback

Dated: August 1, 2023

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

**PRESENTATION:**

Chairman Dolhof apologized for the confusion regarding the Medicare Advantage Plan, as this was brought up quickly based on the required timeline to join. The September 15<sup>th</sup> deadline is just when the application needs to be submitted by, which is why the resolution tonight is to approve applying for this program. There will be plenty of time over the next few months to continue to vet this program and ask questions. This Medicare Advantage doesn't affect Medicare Parts A & B coverage. This is an opportunity for the county to provide retirees better coverage at a lesser cost than the current plan. Over the next few months there will be many meetings for retirees to attend and learn more about the plan and coverages. At this time, he felt that forming an Ad Hoc Committee of retirees isn't necessary as he would rather see everyone attend the meetings to ask their own questions. If this plan was not investigated, it would be a disservice to taxpayers as it is estimated to save a considerable amount of money. The savings comes from being part of a much larger group that can negotiate pricing.

County Manager Ryan Piche began his presentation on Medicare Advantage by going over the agenda which consisted of Big Picture & Terminology; Current Status of Health Insurance Fund; Current Plan for Retirees over 65; Medicare Advantage; and Next Steps. The Administrations goal is to provide excellent coverage at an affordable price, which has been

done for years but now the price is continuing to go up for the group; stabilize future premium rate increases; save money for employees and retirees; save money for the taxpayers; and save money for the health system. What is not a goal and has not been a goal is to save money at the expense of retirees or to pull-a-fast-one on our retirees.

The contractual and moral obligation is listed right in the CSEA Local 825 General Unit Contract under Article IX, Section 5, page 19 as “The County has the right to change to a health care plan providing basically equivalent or better coverage with existing eligibility rules if CSEA does not object to any such change within sixty (60) calendar days.” The County legally cannot save money at the expense of our retirees, nor should they.

Lewis County is “self-insured,” meaning they manage their own premiums and claims. The premiums they collect completely support their claims. Lewis County employees, spouses, dependents, and retirees are eligible for health insurance. Excellus administers our claims, network, and customer service. GKG is our consultant for plan design and insurance management. Strategic Purchasing Alliance of New York (SPANY) is a health care consultant company that will manage the Medicare Advantage Plan in partnership with United Health Care. Premiums are the monthly payment made by employees and employer to cover health insurance expenses. Claims are the expenses incurred when one of our insured individuals received medical care. Deductibles are expenses paid out of pocket before insurance coverage kicks-in. A Copay is an out-of-pocket payment made by the insured individual for medical expenses.

There are 915 employees insured, 400 retirees of which 280 were hired before 1991, totaling 1,750 covered lives under our current health insurance program. Currently there are 284 Retirees and 61 spouses over the age of 65. The Health Insurance Fund Balance is currently at \$825,244.00 which is much lower than the recommended level of \$2,000,000.00. The employees and employer have taken a 15% rate increase effective June 1, 2023, to try and stabilize the fund. The current premium for a family on the PPO plan is \$2,628.00, with the employee paying 25%; the premium for a single individual on the PPO plan is \$996.00, with the employee paying 25%.

The Broome County Alliance, established in 2018, has over 1.8 million members which gives them the ability to negotiate much better rates than a group of only 345 retirees. They are currently over 40 municipalities that have joined this alliance for the Medicare Advantage program. Medicare Part A is basically for Inpatient coverage for hospital care, skilled nursing facility, hospice, and home health; Part B is basically for Outpatient coverage like physician services, preventative care, durable medical equipment, and some drugs; Part D is basically for Outpatient drug coverage. Part C is the Medicare Advantage which includes drug coverage and enhanced benefits. Retirees already have Medicare Part A and Part B which is their primary coverage, the current county health insurance plan acts like Part D to cover prescription drugs except it is primary. Research has shown that new drugs are incredibly expensive which is one reason that health care premiums continue to rise.

Retirees currently have Part A coverage, and they will keep their Part A coverage, they currently have Part B coverage and they will keep their Part B coverage, they have prescription drug coverage under the Lewis County Health Insurance Plan so that will stop and they will now

have Part C which is Medicare Advantage which will combine with Parts A & B and will have prescription drug coverage. Medicare Advantage with United Health Care under Plan 1 is better coverage than what the County's Excellus PPO offers retirees. It is accepted by any provider that accepts Medicare, including St. Joe's. Everyone's health needs are different so there will be lots of additional information available in the weeks ahead.

A summary of Plan 1 is that there is no annual medical deductible; zero dollar annual medical out-of-pocket maximum; zero dollar primary care physicians office visit, zero dollar specialist office visit; zero dollar per admittance for inpatient hospital stay; zero dollar outpatient hospital services; zero dollar ambulance services; zero dollar emergency room visits, including worldwide coverage; zero dollar urgent care, including worldwide coverage; zero dollar outpatient x-ray services; \$70.00 vision hardware allowance for eye glasses; \$105.00 vision hardware allowance for contact lenses, both of which are every 24 months.

The cost savings for Medicare Advantage is significant. The current cost for retirees is \$249.00 for a single and \$657.00 with a dependent, the new cost would be \$69.00 for a single and \$138.00 with a dependent. The current cost for a retiree hired before 1991 is \$0.00 and \$351 with a dependent, the new cost would be \$0.00 for a single and \$72.00 with a dependent. Looking at all the different plans that the county currently offers both pre 1991 and after 1991 the total annual members retiree savings would be \$466,779.00. For Prescription Drug coverage the current co-pays are \$5.00 for tier one – generic; \$20.00 tier two – preferred brand; \$50.00 tier three – non-preferred brand; and \$50.00 tier four – specialty drugs. Medicare Advantage offers zero co-pay for tier one; \$5.00 for tier two; \$20.00 for tier three and tier four. Just last year retirees paid out \$307,547.00 out of pocket for prescription drugs. By joining the negotiation power of 1.8 million people the retirees can significantly reduce their costs.

Lewis County and retirees are projected to save \$2.3 million in the first year, just the Lewis County retirees are projected to save over \$466,000.00 in the first year. There is a one-time matching grant from New York State Shared Services initiative for \$2.2 million which will be deposited into the Health Insurance Fund to mitigate future premium increases when it is received in spring of 2025. The next steps are to have the Board of Legislators consider an application to Broome County Alliance tonight; September 15<sup>th</sup> is the application deadline; November 1<sup>st</sup> is the final program deadline; and January 1<sup>st</sup> is when the Medicare Advantage plan would begin. There will be educational sessions scheduled for mid-October 2023 that retirees will be encouraged to attend to learn more.

Some of the frequently asked questions are: Will my current provider be covered under the Medicare Advantage Plan? Yes, if your current provider accepts Medicare, they will accept Medicare Advantage, 99% of providers nationwide accept Medicare. What if my provider doesn't accept United Health Care? That doesn't matter. Your coverage is Medicare Advantage; United Health Care is just the plan administrator. Where do the savings come from? The savings come from a larger pool of covered lives (1.8 million members versus 345 members) negotiating lower rates, government incentivizes privately managed Medicare Advantage plans because they take pressure off publicly managed Medicare Parts A,B, and D. Why is the County moving so quickly, I've only just heard of this? The County has been studying Medicare Advantage with Union leadership since May 2023; we assumed any change

to Medicare Advantage would align with our plan year, which begins June 1<sup>st</sup>; The Broome County Alliance has a September 15<sup>th</sup> application deadline, forcing us to move quickly. Once the County joins the plan, can they ever get out? Yes, the County can go back to our self-insured PPO at any time in the future, as long as we give proper notice to the Alliance. Why not just wait until next year once we've had time to learn more? Waiting another year would mean forgoing savings in 2024 and would likely led to another sharp premium increase this January; waiting another year may help everyone become more comfortable with the change, but waiting might not be fair to our current employees who would bear the cost of another premium increase.

Legislator Gilbert questioned how secondary insurance works with Medicare, Ryan responded that Medicare pay for services first and if there is a portion that is not covered by Medicare then the balance would be billed to the private insurance company, however for prescription drug coverage our Excellus plan is primary. Medicare Advantage is Parts A, B, C & D. The Broome County Alliance began with a three-year negotiated contract with United Health Care which will end by December 31, 2024. They will have to re-negotiate another three-year contract at that time, so right now they are trying to increase their negotiating power by adding more members.

Legislator Gilbert questioned why the County never investigated this previous to now, Benefits Specialist Joyce Hodkinson spoke up that up until now our plan coverage was always better and the premium was slightly lower. Ryan stated that with all the new drugs that are being introduced, with the high price tag it seems to have tipped the scale and made the math work out for looking at other plans. In taking this step it should also help the health insurance Plan out by slightly increasing the balance.

#### PRIVILEGE OF THE FLOOR:

South Lewis Central School Superintendent Douglas Premo introduced himself and Mr. Barry Yette as the Business Administrator. He was glad to announce that the first day of school was great and everything went smoothly. He explained that he was here tonight to talk about an upcoming Capital Project that will be up for vote on Thursday, October 12<sup>th</sup>. The project is focused on the original building and renovating things that need replacement. The \$28,995,900.00 project will replace boilers, windows, air handlers, exterior doors, and several elements of the bus garage. There will be many public town hall meetings between now and October 12<sup>th</sup> so residents can gather information and ask questions. This project is funded by \$5,200,00.00 of the Capital Reserve fund as well as 85% coverage from State Aid, therefore it will have no impact on school taxes. The previous project to bring all grades to one campus was done with such efficiency that it was less than a 2% tax increase.

Susan Ross – Ross Road, Town of Lowville addressed the board as a retiree that is not yet Medicare eligible. She first found out about this potential change by reading and watching a recorded online presentation by County Manager Ryan Piche. She feels uninformed about the new plan and feels that it would have been much better to have had retirees on the committee that researched this potential change. She would like to see more specific information on the Medicare Advantage plan and drug formulary. She also pointed out that the resolution being

presented tonight is to participate in the plan, not just apply. She knows and understands that change is difficult for most people and the unknown can cause fear, so please don't rush this.

Mike Tabolt – Route 812, Town of New Bremen, addressed the board by stating that they are moving way too fast on this Medicare Advantage Plan. He was not impressed with the representative from SPANY when he informed the board that the members would need to learn how to inform their doctors about the change. When he was in Florida, not too long ago, he and his wife had appointments and in three different types of health care settings there were notices posted in plain view that United Health Care was not accepted. Medications are incredibly important to retirees; the idea that one of their monthly prescriptions wouldn't be covered is fearful. He worked for the County for 37 years and he feels that retirees are being treated as baggage. He pleaded for the board to look and listen to the retirees.

Vicki Roy – Pine Grove Road, Town of Watson, addressed the board by first agreeing with what had already been said and that there was so much uncertainty with what is happening. The letter that was mailed out to all retirees was appreciated, but retirees still don't know what the Medicare Advantage Plan looks like. She agrees that it would be nice to save retirees money and of course the taxpayers money, but at what cost. Medicare has always been the primary insurance at age 65 and retirees will still be required to pay their premiums for Part A & B, so what does that cover. There are still so many unanswered questions.

Brenda Bourgeois – River Road, Town of Lowville, addressed the board by asking why there wasn't a plan document sent out to retirees. How can you compare the new plan to the current plan without a plan document. There are just too many unanswered questions. Everyone has their own healthcare needs and therefore their own concerns and questions. She pointed out that one retiree received an empty envelope. The letter and other information would have been much more appreciated had it been sent out months ago. She asked the board to slow down and take time to investigate this further before participating in this new Medicare Advantage Plan.

Wendy Sweet – Hoch Road, Town of Lowville, addressed the board by stating that she was shocked to see the information for the first time on Channel 7 News, as most people no longer get a newspaper instead, they use the internet news sites like Newzjunky or linkinglewiscounty. Medicare Advantage is different from Medicare. Is there a lifetime limit on certain services, is there a deductible or an out-of-pocket maximum, so many unanswered questions. Medicare pays for hospice, but Medicare Advantage doesn't. What about medi-gap insurance which isn't available if you go with a Medicare Advantage Plan. The drug formulary is important to retirees, and they deserve to be able to look it over. These retirees have been loyal to the County for many years but now it feels like they are not getting the respect they deserve. Due to the number of unanswered questions, it feels like retirees don't even know what they are going to be getting. Most plans don't allow you to just leave at any time, there are usually enrollment periods that allow people to join and leave. She appreciated the conversation she had with County administration, but this is all still very upsetting.

Chairman Dolhof reiterated that the goal tonight is not to commit us to move forward with this plan, but it authorizes us to submit an application to join the Alliance. The wording does state that if the application is acceptable and the plan, after continued research is acceptable,

the board can move forward with another resolution to join. Medicare A and B remain, they will stay the same as the Medicare Advantage is coverage beyond that. There are a lot people who have questions including the board but this is an opportunity to learn and be able to get a better product and save money. The only way to get answers is to get them the information they need in the application and attend the meetings. Chairman Dolhof stated that he is hesitant on the committee because he would much rather see everyone attend the meetings and ask their individual questions than leave it up to a small group to decide for the whole. The only way that the county will join this plan is if it is better or equal to what coverage the county offers now.

#### CLERK OF THE BOARD REPORT:

Resolutions were received from Green County titled: Resolution In Opposition to Senate Bill S6637 Regarding Amending Section 606 of the Tax Law; and Resolution In Opposition to New York State Senate Bill S139B & New York Assembly Bill A1358B An Act to Amend the Uniform Justice Court Act, The Town Law and The Village Law, In Relation to Requiring Certain Town and Village Justices be Admitted to Practice Law in the State.

A proclamation was received by Lewis County Department of Social Services from Governor Kathy Hochul for Child Support Awareness Month. Sealer of Weights & Measures, Brian Mooney submitted the July and August 2023 Summary of Field Service Report which have been placed on file.

#### REPORTS OF STANDING COMMITTEES:

Legislator Hathway reported that the Real Property Tax Services Department has submitted the final taxable values to the school districts and created the September 1, 2023 school tax bills which have been mailed out. Legislator Hathway can attest to that fact because he had already received his. The Town of Lewis and the State settled on a final equalization rate of 73.12% for 2023. A new final assessment roll has been prepared and is available on the county website. The Stipulation Order was filed for the City of Rome parcels, and the assessments have been updated accordingly. Sales are continually updated and are posted on the website around the 15<sup>th</sup> of the month. The office continues to assign and/or correct 911 numbers.

Legislator Hathway moved to authorize a Request for Expressions of Interest (RFEI)0 and an MOU with the Lewis County Development Corporation (LCDC), to prepare and develop the RFEI for innovative sustainable development ideas, concepts and re-uses for the former Lyons Falls School in Lyons Falls; with the LCDC staff to work with County employees on the RFEI and any analysis of the proposals received, seconded by Legislator Virkler. Chairman Dolhof pointed out that this is the same process that the County used for the Glenfield Elementary School. The motion was then carried. Legislator Gilbert abstained.

Legislator Gilbert reported that Recreation, Forestry and Parks Department has been busy with their trail crew, brushing and mowing trails while working on new trails in the Commons. The young men on the crew will be leaving soon for school, which will leave a smaller crew for the remainder of the year. There is lots of work just clearing trails from the recent wind damage over the last month. OHV permit sales are currently at \$176,953.84, which is \$18,407.26 over

last years figures. A public meeting regarding Community Connectors for the OHV trail system at the West Leyden fire hall has been set for September 27<sup>th</sup> at 6:00 p.m. to discuss connectors in Leyden, Lewis and Osceola.

Legislator Virkler reported that the Office For the Aging has 224 clients who received home delivered meals, and 180 people who attended the community dining sites. There are currently 34 people who are getting personal care and housekeeping services for a total of 409.75 hours, and 8 people who are getting services through Consumer Directed for a total of 86 hours. Caregiver Respite is provided for 11 people totaling 172 hours. Health Insurance Counseling services were provided to 40 clients, and 1 client received legal assistance. NY Connects was able to serve information and referrals to 139 clients.

#### PROJECT MANAGERS REPORT:

Mr. Jim Garito thanked the Board of allowing him the opportunity to report. He explained that the County is on the home stretch with most of the projects. He has been working with Social Services to make sure the new building and layout is working well for them. He thanked Ryan Piche and Legislator Hathway for their support in pushing to get the casing for the DMV in a much timelier manner.

Mr. Nick Garito reported that the Highway Facility should be ready for paving in the very near future. The wall is all painted, fixtures are being installed and the whole project should be completed by the end of the month. The DMV should be turned over in the next few weeks so that they can move to the new portion of the building, then renovation of the existing building will begin for Board of Elections.

#### COUNTY MANAGER REPORT:

Mr. Ryan Piche reported that due to his presentation earlier in the meeting he was going to forgo any further reporting.

#### COUNTY TREASURER REPORT:

Mr. Eric Virkler referenced his written report that had been given to legislators and was available for any questions they might have; however, no one had any questions.

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

**RESOLUTION NO. 153 - 2023**  
**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 \$4,200,338.61 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 Virkler , seconded by Legislator Gilbert . Legislator Moser recused herself from any payments processed that were related to her position as an attorney.

The resolution was then adopted on the 5<sup>th</sup> day of September, 2023 pursuant to the following roll call vote:

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

NAYS: None

ABSENT: Osborne

**RESOLUTION NO. 154 - 2023**  
**RESOLUTION AUTHORIZING FIVE-YEAR**  
**AGREEMENT BETWEEN COUNTY OF LEWIS AND**  
**THE UNIFIED COURT SYSTEM**  
**FOR COURT CLEANING AND MINOR REPAIRS SERVICES**

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

WHEREAS, the NYS Unified Court System (“UCS”) seeks to enter into a five-year agreement with the County of Lewis for the purpose of providing cleaning services for the interior of the Lewis County Court House (“Court Facilities”), as well as minor and emergency repairs, and preventive building and property maintenance services for the facility; and

WHEREAS, counties and cities are required by law to furnish and maintain adequate court facilities for use by trial courts in the State of New York; and

WHEREAS, Chapter 686 of the Laws of 1996 invests the State of New York with the fiscal responsibility of managing the interior cleaning and maintenance of Court Facilities, and with the ability to cover the costs of same. Further, these laws require the State to contract with political subdivisions of the State to compensate the municipality for cleaning and repairs of court facilities; and

WHEREAS, the proposed five-year agreement proffered by NYS Unified Court System would be effective and retroactive to April 1, 2023 for a maximum of five (5) years through March 31, 2028 unless terminated sooner or extended. The five-year term shall consist of annual periods, each of which shall have its own maximum amount of monetary reimbursement by UCS to the County established by mutual agreement; and

WHEREAS, the County has provided and submitted the annual compensation reimbursement budget and scope of services the County shall perform for the first year (April 1, 2023 through March 31, 2024), at a cost of \$114,639.00, which has been accepted by UCS; and

WHEREAS, the Board of Legislators seek to authorize and approve this five-year Agreement;

NOW, THEREFORE, BE IT RESOLVED, as follows:

Section 1. That the Lewis County Board of Legislators hereby authorizes and approves a five-year Agreement between the County of Lewis, by and through the Buildings and Grounds Department, and the NYS Unified Court System, for the provision of cleaning services for the interior of the Lewis County Court House (“Court Facilities”), as well as minor and emergency repairs, and preventive building

and property maintenance services for the period retroactive to April 1, 2023 through March 31, 2028, with annual periods, and an annual compensation amounts payable to the County. The first annual amount for the period of April 1, 2023-March 31, 2024 is approved at \$114,639.00.

Section 2. 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 3. That this resolution shall take effect immediately.

Moved by Legislator Virkler, seconded by Legislator Leviker, and adopted on the 5<sup>th</sup> day of September, 2023.

**RESOLUTION NO. 155 - 2023**  
**RESOLUTION AUTHORIZING A CHANGE ORDER TO THE AGREEMENT WITH**  
**BETTE & CRING FOR THE DSS BUILDING RENOVATION 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 DSS Renovation Project; and

WHEREAS, Bette & Cring submitted a potential change order (#057), to address changing the door handles to panic bars and adding a handicapped accessible door opener to the new DSS facilities, at a cost of \$22,958.00 for the additional labor, materials and expenses as outlined in its revised proposal dated July 26, 2023; and

WHEREAS, the Board of Legislators seeks to authorize the change order;

NOW, THEREFORE, BE IT RESOLVED, as follows:

Section 1. That the Lewis County Board of Legislators hereby authorizes and approves a Change Order to the Agreement with Bette & Cring, and the changing of the door handles to panic bars and adding a handicapped accessible door opener required on the DSS building, at a cost of \$22,958.00, as set forth in the submitted documentation.

Section 2. That the Chair or Vice-Chair of the Board of Legislators is hereby authorized to make, execute, seal and deliver such Change Order 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 Moser, seconded by Legislator Chartrand, and adopted on the 5<sup>th</sup> day of September, 2023.

**RESOLUTION NO. 156 - 2023**  
**RESOLUTION AUTHORIZING EXTENSION OF KT CONSTRUCTION & CONSULTING CO., INC. AGREEMENT AND AUTHORIZING LUMP SUM PAYMENT FOR ADDITIONAL PROFESSIONAL SERVICES**

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

WHEREAS, the County of Lewis contracted with KT Construction & Consulting Co., Inc. ("KT") to provided professional services as the Resident Project Representative for the County's various facilities projects commencing December 1, 2021 through November 30, 2023; and

WHEREAS, KT provided additional services outside the identified scope of services set forth in the agreement, including generating month progress reports, change orders, etc; and

WHEREAS, the County seeks to, modify the agreement to : 1) extend the term from November 30, 2023, by having KT continue to provide the services on a monthly basis commencing December 1, 2023, at the rate of \$21,305.00 per month until final close out by the County, anticipated to be in or about the end of February, 2024; and 2) to pay KT the sum of \$14,025.00 as a lump sum payment for past and future additional services provided outside the scope set forth in the agreement;

NOW, THEREFORE, BE IT RESOLVED, as follows:

Section 1. That the Lewis County Board of Legislators hereby authorizes and approves a modification of the Agreement with KT Construction & Consulting Co, Inc., to extend the term beyond November 30, 2023, by KT continuing to provide said professional services on a monthly basis commencing December 1, 2023 until the County determines final close out of their services, at the monthly compensation rate of \$ 21,305.00.

Section 2. That the Lewis County Board of Legislators authorizes an immediate lump sum payment to KT in the amount of \$14,025.00 for past and future additional services outside the contracted scope of services it has and will continue to provide until final termination of the modification agreement.

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

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

Moved by Legislator   Moser  , seconded by Legislator   Chartrand  , and adopted on the 5<sup>th</sup> day of September, 2023.

**RESOLUTION NO. 157 - 2023**  
**RESOLUTION AUTHORIZING ONE-YEAR RENEWAL**  
**AGREEMENTS BETWEEN THE COUNTY OF LEWIS AND**  
**ICU SECURITY & PRIVATE INVESTIGATIONS FOR**  
**UNARMED SECURITY GUARD SERVICES AT THE**  
**DEPARTMENT OF MOTOR VEHICLES AND THE SOCIAL SERVICES BUILDING**

Introduced by Legislator Thomas Osborne, Chair of the Finance & Rules Committee, and Legislator Lisa Virkler, Chair of the Health & Human Services Committee.

WHEREAS, the County of Lewis, on behalf of the Lewis County Department of Motor Vehicles (“DMV”) and Lewis County Department of Social Services (“DSS”), desires to renew the agreements with ICU Security & Private Investigations (“ICU”) for unarmed security guard services at the Lewis County DMV building located on East State Street, Lowville, NY and the DSS building located on Outer Stowe Street, Lowville, NY; and

WHEREAS, the Lewis County Clerk and the Lewis County Commissioner of DSS desire to enter into one-year renewal agreements for security guard services in 2023 at a rate of \$33.50 per hour year at the DMV and \$36.50 per hour at the DSS building, the prevailing wage rate for security guards in the North Country area, all inclusive of taxes, insurance, disability, and any other costs and expenses associated with providing said service. The hours for DMV are 8:30 a.m. to 4:00 p.m. Monday through Friday on the days DMV is open, or as the County Clerk may otherwise direct. The hours shall not exceed 7.5 per day or 37.5 per week. The hours for DSS are 8:30 a.m. to 4:30 p.m. Monday through Friday on the days the DSS building is open or as the Commissioner may otherwise direct, inclusive of 2,080 hours at regular pay and no more than 20 hours of overtime pay; and

WHEREAS, the Board of Legislators wishes to authorize the agreement;

NOW, THEREFORE, BE IT RESOLVED, as follows:

Section 1. That the Lewis County Board of Legislators hereby authorizes separate one-year renewal agreements between the Lewis County Clerk, and the Lewis County Commissioner of the Department of Social Security, with ICU Security & Private Investigations for unarmed security guard services at their respective buildings.

Section 2. That the term of the Agreement with the DMV shall be from January 1, 2024 through December 31, 2024, at a cost not to exceed \$33.50 per hour, all inclusive of taxes, insurance, disability, benefits, and any other costs and expenses associated with providing said service, 8:30 a.m. to 4:00 p.m., Monday through Friday

on the days DMV is open, or as the County Clerk may otherwise direct. The hours shall not exceed 7.5 per day or 37.5 per week.

Section 3. The term of the Agreement with DSS shall be from November 1, 2023 through December 31, 2024 (14 months to end at same date as DMV Agreement), at a cost not to exceed \$36.50 per hour, all inclusive of taxes, insurance, disability, benefits, and any other costs and expenses associated with providing said service, 8:30 a.m. to 4:30 p.m., Monday through Friday on the days the DSS building is open or as the Commissioner may otherwise direct.

Section 4. That the Chair or Vice-Chair of the Board of Legislators is hereby authorized to make, execute, seal, and deliver said Agreement, pending approval by the County Attorney.

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

Moved by Legislator Moser, seconded by Legislator Chartrand, and adopted on the 5<sup>th</sup> day of September, 2023.

**RESOLUTION NO. 158 - 2023**  
**RESOLUTION PURSUANT TO LOCAL LAW NO. 2-2007**  
**FINDING AND DETERMINING THAT AN UNSAFE STRUCTURE**  
**SHALL BE DEMOLISHED AND REMOVED**  
**AND TO SET HEARING FOR FINAL ORDER**  
**(VILLAGE OF TURIN)**

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

WHEREAS, pursuant to Local Law No. 2-2007, entitled, "A LOCAL LAW PROVIDING FOR THE REPAIR OR REMOVAL OF UNSAFE BUILDINGS, UNSAFE EQUIPMENT AND COLLAPSED STRUCTURES," the Board of Legislators is empowered to take certain actions in connection with the investigation and enforcement of buildings and structures that are deemed to be unsafe; and

WHEREAS, pursuant to Section 5 of the Law, a Lewis County Code Enforcement Officer conducted an investigation of the premises known as Tax Map No. 321.15-01-11.000, 6314 East Main Street, in the Village of Turin, owned by Ignacio Ahumada, and determined that the structure is unsafe and issued a comprehensive report to the Board of Legislators on July 24, 2023, including a recommendation, *inter alia*, that the structure be demolished and removed; and

WHEREAS, Section 4 of the Law applies to any building or structure located within the County where the Village or Town has relinquished to the County the responsibility of administering the uniform code(s). The County performs enforcement services of the uniform code(s) on behalf of the Village of Turin; and

WHEREAS, the Code Enforcement Officer reported that the Residential building is abandoned, unsafe, in disrepair, and damaged; with a failing foundation and structural damage to the roof, creating an unsafe condition. The structure is unfit for human occupancy and is definable as unsafe. This building is a danger to anyone who may attempt to enter. The Code Enforcement Officer has condemned the structure and appropriately posted same; and

WHEREAS, the conclusion and recommendation of the Code Enforcement Officer is for the Lewis County Board of Legislators to determine and find that the building is an unsafe and dangerous structure as described in the Local law; that it cannot be safely repaired and should be demolished, with the debris properly removed, together with any other service which may subsequently be deemed necessary for the health and safety of the public;

NOW, THEREFORE, BE IT RESOLVED, as follows:

Section 1. That the Lewis County Board of Legislators hereby finds and determines in accordance with the reports of the Lewis County Code Enforcement Officer that:

1. The herein described building is unsafe and constitutes a public nuisance and a danger to the safety, health and welfare of the community; and
2. It is the opinion of the Board of Legislators that the building must be properly demolished and removed from the premises.
3. Directs that a Notice as described in Section 7 of Local Law No. 2-2007 and copy of this Resolution and Decision be served upon Ignacio Ahumada and all others deemed appropriate who may have an interest in the property.

Section 2. That by reason of such findings, the Board of Legislators hereby:

**ORDERS**, that Ignacio Ahumada appear before this Board of Legislators on October 4, 2023 at 5:00 p.m. to Show Cause before this Board why it should not Order the owner to hire a company to 1) Close and secure the structure, if exposed, and to property demolish and remove the building located on parcel Tax Map No. 321.15-01-11.000, 6314 East Main Street, in the Village of Turin, Lewis County, New York in accordance with all laws and regulations, including any regulations required by the NYS Department of Environmental Conservation; and further

**ORDERS AND DECREES**, that in the event that the Owner fails to appear before this Board or fails to comply with any Orders of this Board, the Board of Legislators provide for its demolition and removal and assess all expenses thereof against the land on which it is located, and to commence a special proceeding to collect the costs of demolition, including legal expenses, if necessary; and further

**ORDERS AND DECREES** that Notice of this Finding and Decision, together with the statement of particulars as required under Section 7 of Local Law No. 2-2007 shall be served upon the owner of record and any other interested parties not less than five (5) business days prior to the hearing date set forth above, in accordance with Section 8 of the Local Law, said notice to contain as follows:

1. a description of the premises;
2. a statement of the particulars in which the building or equipment is deemed unsafe or dangerous;

3. an order outlining the manner in which the building or equipment is to be made safe and secure, or demolished and removed;
4. a statement that the securing or removal of such building shall commence within thirty (30) days of the service of the notice and shall be completed within sixty (60) days thereafter, unless, for good cause shown, such time shall be extended;
5. a date, time and place for a hearing before the Board of Legislators in relation to such dangerous or unsafe building, which hearing shall be scheduled not less than five (5) business days from the date of service of the notice; and
6. a statement that in the event of neglect or refusal to comply with the order to secure or demolish and remove the building or equipment, the Board of Legislators is authorized to provide for its demolition and removal, to assess all expenses thereof against the land on which it is located and if required, to institute a special proceeding to collect the costs of demolition, including legal expenses.

Section 3. A copy of the notice served as provided herein shall be filed in the office of the Lewis County Clerk.

Section 4. That this Resolution shall take effect immediately.

Moved by Legislator Moser, seconded by Legislator Chartrand, and adopted on the 5<sup>th</sup> day of September, 2023.

**RESOLUTION NO. 159 - 2023**  
**RESOLUTION APPOINTING MEMBER TO**  
**COMMUNITY SERVICES MENTAL HEALTH SUBCOMMITTEE**

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

WHEREAS, the Lewis County Community Services Board shall have nine members appointed by the Board of Legislators pursuant to Mental Hygiene Law § 41.11;

WHEREAS, a seat became open on the Community Services Mental Health Disorder Subcommittee upon the early resignation of Crystal Collette; and

WHEREAS, the Community Services Board recommends Ashley Wilson due to fill the unexpired term of Crystal Collette;

NOW, THEREFORE, BE IT RESOLVED as follows:

Section 1. That the Board of Legislators hereby appoints Ashley Wilson, as a member of the Lewis County Community Services Mental Health Subcommittee to fill the un-expired term of Crystal Collette.

Section 2. That the term of said appointment shall be effective September 5, 2023 through December 31, 2024.

Section 3. That this resolution shall take effect immediately.

Moved by Legislator Moser, seconded by Legislator Chartrand, and adopted on the 5<sup>th</sup> day of September, 2023.

**RESOLUTION NO. 160 - 2023**  
**RESOLUTION TO APPROPRIATE FUNDS**  
**Community Services Department**

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

BE IT RESOLVED, as follows:

Section 1. That the following appropriation is hereby approved in the Community Services account line to appropriate Fund balance for current and future care, maintenance and examination services to patients placed in NYS Office of Mental Health psychiatric facilities pursuant to County Criminal or Family Court Orders:

Decrease:

A0 005990 Fund balance	\$200,000.00
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Increase:

A0433500 490100 Professional Services	\$200,000.00
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Section 2. That the within resolution shall take effect immediately.

Moved by Legislator Moser, seconded by Legislator Chartrand, and adopted. On the 5<sup>th</sup> day of September, 2023.

**RESOLUTION NO. 161 - 2023**  
**RESOLUTION AUTHORIZING LEWIS COUNTY FIRE COORDINATOR**  
**TO FORM A COUNTY-WIDE FIRE POLICE TASK FORCE**

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

WHEREAS, the assistance of volunteer Fire Police at dangerous scenes and fireground operations can benefit the safety of residents in the community, and free up fire department volunteers; and

WHEREAS, the Lewis County Fire Coordinator seeks to form a County-Wide Fire Police Task Force from volunteer fire departments to respond to firegrounds and emergency scenes as needed, to assist in restricting, re-routing, and guiding citizens around dangerous scenes and fireground operations, thereby keeping fire department volunteers and emergency responders focused on the emergency at hand; and

WHEREAS, the volunteer members of this task force will be individuals highly trained and dedicated to the safety of Lewis County residents by performing duties related to securing areas around firegrounds and emergency scenes to keep all safe; and

WHEREAS, members of this task force would respond when the Lewis County Dispatch Center summons the Fire Police Task Force to respond to emergency scenes;

NOW, THEREFORE, BE IT RESOLVED, as follows:

Section 1. That the Lewis County Board of Legislators hereby authorizes the Lewis County Fire Coordinator to form a County-Wide Volunteer Fire Police Task Force from trained volunteers in the County to perform the duties to secure and protect emergency responders, firefighters and the general public around emergency scenes and fireground operations, including but not limited to temporary restriction of road use, re-routing of traffic, and general guidance and safety.

Section 2. That this volunteer Task Force shall be reportable to the Lewis County Fire Coordinator and the Lewis County Fire Police Association. The Fire Coordinator shall develop the requirements of said volunteers and the expected duties and procedures to be followed when called to respond to emergency situations. The Fire Coordinator shall maintain annual statistics as to the activities of the Task Force and provide same to the Board of Legislators and County Manager.

Section 3. That the Lewis County Manager is hereby authorized to execute any documents to promote the formation of the Lewis County Fire Police Task Force, upon review by the County Attorney.

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

Moved by Legislator Moser, seconded by Legislator Chartrand, and adopted on the 5<sup>th</sup> day of September, 2023.

**RESOLUTION NO. 162 - 2023**  
**RESOLUTION AUTHORIZING SUPPLEMENT AGREEMENT NO. 1 BETWEEN LEWIS**  
**COUNTY HIGHWAY DEPARTMENT AND**  
**BARTON & LOGUIDICE FOR CR 21 OVER GULF STREAM**  
**(PIN 7753.95; BIN 1039780)**

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

WHEREAS, the Lewis County Board of Legislators adopted Resolution No. 158 - 2020 authorizing the Bridge Replacement on CR 21 over Gulf Stream (PIN 775395; BIN 1039780) in the Town of Pinckney, County of Lewis for the Barton & Loguidice to provide Preliminary Engineering/Design and Right-Of-Way (ROW) Incidentals Phases of the Project at a cost of \$253,000.00; and

WHEREAS, the Lewis County Highway Department (hereinafter "Highway Department") desires to enter into Supplemental Agreement No. 1 with Barton & Loguidice (hereinafter "B&L"), for additional engineering for the Design and Construction phases of the project for the anticipated 20-week construction duration at an additional cost of 240,000.00 as set forth in Supplemental No. 1; and

WHEREAS, in connection with a federal-aid project funded through the New York State Department of Transportation ("NYSDOT") identified as CR 21 over Gulf Stream, the Lewis County Highway Department desires to have B&L provide additional engineering services for the Design and Construction Phases regarding the bridge replacement project (PIN 775395; BIN 1039780); 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 Supplemental Agreement No. 1 between the County of Lewis and Barton & Loguidice to provide additional engineering services for the Design and Construction Phases regarding the bridge replacement project identified as CR 21 over Gulf Stream (PIN 775395; BIN 1039780).

Section 2. That the term of the Agreement is from July 6, 2023 through December 31, 2024 for the additional amount not to exceed \$240,000.00( with 80% eligible for Federal funds and 20% non-federal funds), for a total cost of \$493,000.00 to Barton & Loguidice for this project.

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 Moser , seconded by Legislator Chartrand , and adopted on the 5<sup>th</sup> day of September, 2023.

**RESOLUTION NO. 163 - 2023**  
**RESOLUTION AUTHORIZING SUPPLEMENTAL AGREEMENT NO. 2 TO THE**  
**CONTRACT BETWEEN THE NEW YORK STATE DEPARTMENT OF**  
**TRANSPORTATION (NYSDOT) AND LEWIS COUNTY FOR THE**  
**TRANSPORTATION FEDERAL-AID BRIDGE REPLACEMENT PROJECT**  
**(PIN 7753.95) KNOWN AS CR 21 OVER GULF STREAM**

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

WHEREAS, a Project for the Bridge Replacement known as CR 21 over Gulf Stream (PIN 775395; BIN 1039780) (the "Project") in the Town of Pinckney, 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, pursuant to Highway Law § 10 (34-a) and section 15 of Chapter 329 of the Laws of 1991 as amended by section 9 of Chapter 330 of the Laws of 1991, as further amended by chapter 57 of the Laws of New York of 2014, the State has established the "Marchiselli" Program, which provides certain State-aid for Federal aid highway projects not on the State highway system with project eligibility for Marchiselli Program funds determined by NYS DOT. This project is being funded with Federal Surface Transportation Program (STP) and Marchiselli funds; and

WHEREAS, the County of Lewis advanced the Project by authorizing a commitment of 100% of the non-federal share of the costs of the Preliminary Engineering/Design and Right-Of-Way (ROW) Incidentals Phases of the Project by Resolution No. 140-2020 adopted June 2, 2020; and

WHEREAS, the Superintendent of Highways received notice from the NYS DOT that the County will receive additional funding of \$25,000.00 Engineering/Design Phase of the project for Final Design, which covers eligible costs incurred on or after September 5, 2023; and

WHEREAS, in order for the County to receive the full, additional reimbursement, a "Supplemental Agreement No. 2 to D040143" must be executed;

NOW, THEREFORE, BE IT RESOLVED, as follows:

Section 1. That the Lewis County Board of Legislators hereby approves and authorizes the Chair of the Board of Legislators to execute "Supplemental Agreement No. 2 to D040143" for the Final Design Phase funding of the project.

Section 2. That the Chair of the Lewis County Board of Legislators, or in his absence, the Vice-Chair of the Board, is authorized to execute all additional necessary supplemental agreements on behalf of the Lewis County Board of

Legislators with the New York State Department of Transportation in connection with this Project.

Section 3. That a certified copy of this Resolution shall be filed with the New York State Commissioner of Transportation by attaching it to Supplemental Agreement No. 2 to D040143, in connection with the Project.

Section 4. That \$25,000.00 shall be appropriated in the Capital Bridge Program to facilitate the Final Design Phase for the Bridge Replacement on CR 21 Over Gulf Stream (PIN 775395; BIN 1039780) in the Town of Pinckney. The following accounts shall be recognized to facilitate the funding of this project:

Increase Revenues:

H0512000 345970 Federal	\$ 20,000.00
H0512000 335910 State	\$ 3,750.00
H0512000 350310 Local	\$ 1,250.00
Project HAQ	

Increase Expenditures:

H0512000 499900	\$ 25,000.00
Project HAQ	

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

Moved by Legislator Moser, seconded by Legislator Chartrand, and adopted on the 5<sup>th</sup> day of September, 2023.

**RESOLUTION NO. 164 - 2023**  
**RESOLUTION TO APPROPRIATE FUNDS**  
**Highway Department**

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

BE IT RESOLVED, as follows:

Section 1. That the following budget appropriation be approved in the County Road accounts for additional revenue expected from the NYS CHIPS program:

Increase Revenue:

D0501000 335011 CHIPS revenue	\$ 222,600.00
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Increase Expenditure:

D0512000 485120 Capital Improvement Materials	\$ 222,600.00
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Section 2. That the within resolution shall take effect immediately.

Moved by Legislator Moser , seconded by Legislator Chartrand , and adopted on the 5<sup>th</sup> day of September, 2023.

**RESOLUTION NO. 165 - 2023**  
**RESOLUTION AUTHORIZING AGREEMENT BETWEEN**  
**COUNTY OF LEWIS OBO LEWIS COUNTY HIGHWAY DEPARTMENT**  
**AND BARTON & LOGUIDICE FOR DESIGN AND BIDDING**  
**PROFESSIONAL SERVICES AND TO SEND OUT AN RFP FOR**  
**THE CULVERT REPLACEMENT PROJECT**  
**- PINE GROVE ROAD -**

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

WHEREAS, the Lewis County Highway Department desires to enter into an agreement with Barton & Loguidice (B&L), authorized on the New York State list of professional engineers with the engineering expertise for culvert repair projects, to provide design and construction bidding documents services with respect to the box culvert replacement project located on Pine Grove Road in Watson, NY; and

WHEREAS, Barton & Loguidice has provided a detailed proposal dated June 26, 2023, with the professional scope of services and phases proffered for this project at maximum compensation of \$35,800.00; and

WHEREAS, the Highway Superintendent seeks to have the Board of Legislators authorize a contract with B&L for these professional services, and to authorize an RFP for public bidding of the construction phase of the project with the assistance of B&L; and

WHEREAS, the Lewis County Board of Legislators wishes to accept such services and authorizes a contract with B&L and bidding for this project;

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 Highway Department and Barton & Loguidice to provide engineering services necessary for the design, bidding and construction phases of the culvert replacement project located on Pine Grove Road in Watson, New York, at a cost of \$35,800.00 as more fully set forth in the proposal dated June 26, 2023.

Section 2. That the Lewis County Board of Legislators authorizes the Highway Superintendent to send out an RFP for public construction bidding of the project with the professional assistance of Barton & Loguidice.

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

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

Moved by Legislator Moser, seconded by Legislator Chartrand, and adopted on the 5<sup>th</sup> day of September, 2023.

**RESOLUTION NO. 166 - 2023**  
**RESOLUTION AUTHORIZING PARTICIPATION IN BROOME COUNTY**  
**PURCHASING ALLIANCE FOR MEDICARE DRUG BENEFIT PLANS**

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

WHEREAS, Broome County has secured contracts with United Health Care for Medicare Advantage and Prescription Drug Benefit Plans (MAPD plans) for Medicare primary retirees of the participating entities of the Broome County Purchasing Alliance (BCPA); and

WHEREAS, Broome County allows participation of other interested municipalities pursuant to General Municipal Law § 119-o; and

WHEREAS, each participating municipality who joins the BCPA will enter into its own contract with United Health Care to receive the preferred pricing and coverage provided to the alliance; and

WHEREAS, the Lewis County Treasurer seeks to have the County of Lewis participate in the BCPA MAPD Program in order to receive the preferred pricing and coverage for Medicare primary retirees;

NOW, THEREFORE, BE IT RESOLVED, as follows:

Section 1. That the Lewis County Board of Legislators authorizes and agrees to have the County participate and join with Broome County and other participating municipalities in the BCPA for Medicare Advantage and Prescription Drug Benefit Services for its eligible retirees.

Section 2. That the Lewis County Board of Legislators directs and authorizes the Lewis County Treasurer to provide Broome County, via its secure and confidential BCPA Portal, with the information required to facilitate account registration including, but not limited to, census information of Medicare primary retirees including date of birth, gender and zip code; a copy of current Plan Description and Benefit Summary along with this resolution.

Section 3. That the Treasurer, Chairman or Vice-Chairman is authorized to execute any agreements, documents, or papers as may be necessary to implement the intent of this resolution, and to protect the privacy and confidentiality of information being provided, upon review by the County Attorney.

Section 4. That this Resolution shall take effect immediately.

Moved by Legislator Hathway, seconded by Legislator Gilbert.

Legislator Hathway moved to amend the current resolution to insert a new Section 4, which reads “That the initial shared services match refund from the Department of State will go directly to the Health Plan Fund balance to insure its’ health. If any future match refunds of this type are received, they will be considered independently for best use.” Section 5, will read “That this Resolution shall take effect immediately.”, seconded by Legislator Chartrand and carried.

Legislator Moser questioned if keeping the language in Section 1 is appropriate as the board is just submitting the application at this point and will continue to review the plan with the retirees to make sure it is similar or better coverage than what is currently offered. There was further discussion about the time frame needed for Broome County to pull all the documents together, more of an enrollment period to get all the figures and analysis done. Legislator Gilbert moved to amend the current resolution by changing the language in Section 1 to reflect the application being submitted. County Attorney Joan McNichol suggested there would be language added that references the application process now and other language that alludes to joining pending final approval of the board. Legislator Gilbert withdrew his motion to amend the resolution.

Legislator Gilbert moved to amend the revised resolution so that Section 1 would read “That they Lewis County Board of Legislators authorizes and agrees to have the County participate with Broome County and other participating municipalities in the BCPA for Medicare Advantage and Prescription Drug Benefit Services for its eligible retirees by submission of the required application.”, seconded by Legislator Moser and carried.

After further discussion from the County Attorney, Legislator Hathway withdrew his original motion to amend the resolution.

The resolution was then adopted on the 5<sup>th</sup> day of September, 2023. Legislator Moroughan was opposed.

**RESOLUTION NO. 167 - 2023**  
**RESOLUTION ESTABLISHING AND ADOPTING**  
**INFORMATION SECURITY POLICIES**

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

WHEREAS, the Information Technology Director, in consultation with the County Manager, Human Resources Director, Clerk of the Board, and County Attorney have developed comprehensive Information Security and Use policies, which are commonly followed in the public sector; and

WHEREAS, the attached policies, address general Information Security principles and practices, acceptable use of technology, security awareness training, data classification, active monitoring on premises, and electronic systems, and are recommended for adoption by the Lewis County Board of Legislators for approval; and

WHEREAS, the Board of Legislators wishes to accept and adopt said policies;

NOW, THEREFORE, BE IT RESOLVED, as follows:

Section 1. That the Lewis County Board of Legislators hereby approves and adopts the attached Information Security for Lewis County Employees as presented and recommended to the Board of Legislators by the Director of Information Technology.

Section 2. That the Clerk of the Board is directed to add the policies to the administrative and employee handbooks, upon such form as may be approved by the County Attorney and Human Resource Director.

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

Moved by Legislator Moser, seconded by Legislator Chartrand, and adopted on the 5<sup>th</sup> day of September, 2023.

# Employee Acknowledgement

LEWISPOL-CS100

## 1. Overview

The Information Security policies implemented by Lewis County are meant to be understood and acknowledged by all Lewis County employees.

Additionally, in accordance with the NYS Civil Rights laws, employees are to be advised that Lewis County reserves the right to monitor all information technology activity on and within county premises and electronic systems (telephones, computers, e-mail accounts, social media, internet, etc.).

Reference: Civil Rights (CVR) CHAPTER 6, ARTICLE 5, SECTION 52-C\*2

## 2. Acknowledgement

Please sign this form to acknowledge that you've read the required Information Security material and that you are committed to following related policies. If you need any clarifications, please contact the Human Resources department.

X

Print Name

X

Date: / /

Signature

# Information Security Policy

## LEWISPOL-CS101

### Notice

This document contains proprietary information of Lewis County and is issued for **internal use only**. It shall not be disclosed to any third-party or be used for any purpose other than for which it was supplied. This document may not, in whole or in part, be copied, photocopied, reproduced, translated, or reduced to any electronic medium or machine-readable form without the written consent of Lewis County.

### Related Policies

All other policies beginning with "LEWISPOL-CSxxx".  
LEWISPOL – Lewis Policy  
CS – Cyber Security

## 1. Overview

Information Security Policies serve as the backbone of any mature Information Security Program. The Information Technology Department is committed to protecting Lewis County and its employees, partners, and constituents from illegal or damaging actions, either knowingly or unknowingly. Lewis County's Information Security Policy supports the organization's business objectives and adheres to industry standards.

## 2. Purpose & Benefits

This policy defines the mandatory minimum information security requirements for Lewis County as defined below in Section 3. Scope. Any department may, based on its individual business needs and specific legal and federal requirements, exceed the security requirements put forth in this document, but must, at a minimum, achieve the security levels required by this policy. This policy serves as an umbrella document to all other security policies and associated standards.

### 2.1. This policy defines the responsibility to:

- 2.1.1. Protect and maintain the confidentiality, integrity, and availability of information and related infrastructure assets.
- 2.1.2. Manage the risk of security exposure or compromise.

- 2.1.3. Assure a secure and stable information technology (“IT”) environment.
- 2.1.4. Identify and respond to events involving information asset misuse, loss, or unauthorized disclosure.
- 2.1.5. Monitor systems for anomalies that might indicate compromise.
- 2.1.6. Promote and increase the awareness of information security.

Failure to secure and protect the confidentiality, integrity, and availability of information assets in today’s highly networked environment can damage or shut down systems that operate critical infrastructure, financial and business transactions, and vital government functions; compromise data; and result in legal and regulatory non-compliance. This policy benefits Lewis County by defining a framework that will assure appropriate measures are in place to protect the confidentiality, integrity, and availability of data. It will assure staff and all other affiliates understand their role and responsibilities, have adequate knowledge of security policy, procedures, and practices, and know how to protect information.

### 3. Scope

This policy applies to all staff throughout the organization as part of the corporate governance framework. It applies regardless of whether staff work in the office, remotely, full-time, part-time, or temporarily. Employees must apply this policy to all information, electronic and computing devices, and network resources that may conduct or contain secured business information. All employees are responsible for protecting any forms of information assets including computer data, written materials/paperwork, and intangible forms of knowledge and experience. The organization may impose restrictions, at the discretion of their executive management, on the use of a particular IT resource.

Lewis County departments that utilize systems, accounts, or networks not managed by Lewis County (Social Services, Public Health, etc.) must also adhere to the policies of those systems’ owners. In cases where Lewis County’s policy overlaps or conflicts with outside organizations, employees are expected to adhere to the stricter of the two policies. For example, Social Services employees will generally need to comply with the New York State information security policies. Questions on interpretation of scope can be directed to the Information Technology or Human Resource Departments.

### 4. Policy

#### 4.1. Organizational Security

Information security requires both an information risk management function and an information technology security function. Depending on the structure of the entity, an individual or group can serve in both roles, or a separate individual or group can be

designated for each role. It is recommended that these functions be performed by a high-level executive or a group that includes high level executives.

**4.1.1. Lewis County must designate an individual or group to be responsible for the risk management function assuring that:**

- 4.1.1.1. Risk-related considerations for information assets and individual information systems, including authorization decisions, are viewed as an enterprise regarding the overall strategic goals and objectives of carrying out its core missions and business functions.
- 4.1.1.2. The management of information assets and information system-related security risks is consistent, reflects the risk tolerance, and is considered along with other types of risks, to ensure mission/business success.
- 4.1.1.3. Lewis County must designate an individual or group to be responsible for the technical information security function. For purposes of clarity and readability, this policy will refer to the individual, or group, designated as the Director of Information Technology (IT Director) or designated security representative. This function will be responsible for evaluating and advising on information security risks.
- 4.1.1.4. Although the technical information security function may be outsourced to third parties, the county retains overall responsibility for the security of the information that it owns.

## 4.2. Functional Responsibilities

**4.2.1. Executive Management Team is responsible for:**

The Executive Management Team is comprised of the County Manager, the Corporate Compliance Committee, and any other executives (teams or individuals) that make risk and incident management decisions.

- 4.2.1.1. evaluating risk on behalf of Lewis County;
- 4.2.1.2. identifying information security responsibilities and goals and integrating them into relevant processes;
- 4.2.1.3. supporting the consistent implementation of information security policies and standards;
- 4.2.1.4. supporting security through clear direction and demonstrated commitment of appropriate resources;
- 4.2.1.5. promoting awareness of information security best practices through the regular dissemination of materials provided by the IT Director/designated security representative;
- 4.2.1.6. implementing or supporting the process for determining information classification and categorization, based on industry recommended practices, organization directives, and legal and regulatory requirements, to determine the appropriate levels of protection for that information;

- 4.2.1.7. implementing or supporting the process for information asset identification, handling, use, transmission, and disposal based on information classification and categorization;
- 4.2.1.8. determining who will be assigned and serve as information owners
- 4.2.1.9. participating in security incident response;
- 4.2.1.10. complying with notification requirements in the event of a breach of private or protected information;
- 4.2.1.11. adhering to specific legal and regulatory requirements related to information security;
- 4.2.1.12. communicating legal and regulatory requirements to the IT Director /designated security representative; and
- 4.2.1.13. communicating requirements of this policy and the associated standards, including the consequences of non-compliance, to the workforce and third parties, and addressing adherence in third party agreements.

**4.2.2. The Chief Information Security Officer (ie. The IT Director if Lewis County does not have a separate position) is responsible for:**

- 4.2.2.1. providing in-house expertise or security consultants as needed;
- 4.2.2.2. developing the security program and strategy, including measures of effectiveness;
- 4.2.2.3. establishing and maintaining enterprise information security policy and standards;
- 4.2.2.4. assessing compliance with security policies and standards;
- 4.2.2.5. advising on secure systems engineering;
- 4.2.2.6. providing incident response coordination and expertise;
- 4.2.2.7. maintaining ongoing contact with security groups/associations and relevant authorities;
- 4.2.2.8. providing timely notification of current threats and vulnerabilities; and
- 4.2.2.9. providing awareness materials and training resources.

**4.2.3. The IT Director or designated security representative (if different) is responsible for:**

- 4.2.3.1. maintaining familiarity with business functions and requirements;
- 4.2.3.2. maintaining an adequate level of relevant knowledge and proficiency in information security through annual Continuing Professional Education (CPE) credits directly related to information security;
- 4.2.3.3. assessing compliance with information security policies and legal and regulatory information security requirements;
- 4.2.3.4. evaluating and understanding information security risks and how to appropriately manage those risks;
- 4.2.3.5. representing and assuring security architecture considerations are addressed;

- 4.2.3.6. advising on security issues related to procurement of products and services;
- 4.2.3.7. escalating security concerns that are not being adequately addressed according to the applicable reporting and escalation procedures;
- 4.2.3.8. disseminating threat information to appropriate parties;
- 4.2.3.9. participating in the response to potential security incidents;
- 4.2.3.10. participating in the development of enterprise policies and standards that consider the entity's needs; and
- 4.2.3.11. promoting information security awareness.

#### **4.2.4. IT Management and Personnel is responsible for:**

- 4.2.4.1. supporting security by providing clear direction and consideration of security controls in the data processing infrastructure and computing network(s) which support the information owners;
- 4.2.4.2. providing resources needed to maintain a level of information security control consistent with this policy;
- 4.2.4.3. identifying and implementing all processes, policies, and controls relative to security requirements defined by the county and this policy;
- 4.2.4.4. implementing the proper controls for information owned based on the classification designations;
- 4.2.4.5. providing training to appropriate technical staff on secure operations (e.g., secure coding, secure configuration);
- 4.2.4.6. fostering the participation of information security and technical staff in protecting information assets, and in identifying, selecting, and implementing appropriate and cost-effective security controls and procedures; and
- 4.2.4.7. implementing business continuity and disaster recovery plans.

#### **4.2.5. The workforce is responsible for:**

- 4.2.5.1. understanding the baseline information security controls necessary to protect the confidentiality, integrity, and availability of information entrusted;
- 4.2.5.2. protecting information and resources from unauthorized use or disclosure;
- 4.2.5.3. protecting personal, private, sensitive information from unauthorized use or disclosure;
- 4.2.5.4. abiding by the Acceptable Use Policy **[LEWISPOL-CS201]**
- 4.2.5.5. reporting suspected information security incidents or weaknesses to the appropriate manager and IT Director/designated security representative.

### 4.3. Separation of Duties

- 4.3.1. To reduce the risk of accidental or deliberate system misuse, separation of duties and areas of responsibility must be implemented where appropriate.
- 4.3.2. Whenever separation of duties is not technically feasible, other compensatory controls must be implemented, such as monitoring of activities, audit trails, and management supervision.
- 4.3.3. The audit and approval of security controls must always remain independent and segregated from the implementation of security controls, whenever possible.

### 4.4. Information Risk Management

- 4.4.1. Any system or process that supports county functions must be appropriately managed for information risk and undergo information risk assessments, at a minimum annually, as part of a secure system development life cycle.
- 4.4.2. Information security risk assessments are required for new projects, implementations of new technologies, significant changes to the operating environment, or in response to the discovery of a significant vulnerability.
- 4.4.3. Risk assessment results, and the decisions made based on these results, must be documented.

### 4.5. Information Classification and Handling

- 4.5.1. All information created, acquired, or used in support of county activities must be used only for its intended organizational purpose.
- 4.5.2. All information assets must have an information owner established within the department(s).
- 4.5.3. Sensitive Information, such as PII and PHI (as defined in the Data Classification Policy [LEWISPOL-CS102]) must not be retained longer than necessary for the purpose for which it was originally collected without documented business purpose or legal obligation to do so.
- 4.5.4. Information must be properly managed from its creation, authorized use, and disposal.
- 4.5.5. All information must be classified on an ongoing basis based on its confidentiality, integrity, and availability characteristics.
- 4.5.6. An information asset must be classified based on the highest level necessitated by its individual data elements.
- 4.5.7. If the entity is unable to determine the confidentiality classification of information or the information is personal identifying information (PII) the information must have a high confidentiality classification and, therefore, is subject to high confidentiality controls.

- 4.5.8. Merging of information which creates a new information asset or situations that create the potential for merging (e.g., backup tape with multiple files) must be evaluated to determine if a new classification of the merged data is warranted.
- 4.5.9. All reproductions of information in its entirety must carry the same confidentiality classification as the original. Partial reproductions need to be evaluated to determine if a new classification is warranted.
- 4.5.10. Each classification has an approved set of baseline controls designed to protect these classifications and these controls must be followed.
- 4.5.11. An electronic inventory of all information assets must be maintained.
- 4.5.12. Content made available to the general public must be reviewed according to a process that will be defined and approved by the county. The process must include the review and approval of updates to publicly available content and must consider the type and classification of information posted.

#### 4.6. IT Asset Management

- 4.6.1. All IT hardware and software assets must be assigned to a designated departmental unit or individual.
- 4.6.2. Lewis County is required to maintain an inventory of hardware and software assets, including all system components (e.g., network address, machine name, software version) at a level of granularity deemed necessary for tracking and reporting. This inventory must be automated where technically feasible.
- 4.6.3. Processes, including regular scanning, must be implemented to identify unauthorized hardware and/or software and notify appropriate staff when discovered.

#### 4.7. Personnel Security

- 4.7.1. The workforce must receive general security awareness training, to include recognizing and reporting insider threats, within 30 days of hire. Additional training on specific security procedures, if required, must be completed before access is provided to sensitive information not covered in the general security training. All security training must be reinforced at least annually and must be tracked by the county.  
**[LEWISPOL-CS103]**
- 4.7.2. Lewis County must require its workforce to abide by the Acceptable Use Policy **[LEWISPOL-CS201]**, and an auditable process must be in place for users to acknowledge that they agree to abide by the policy's requirements **[LEWISPOL-CS100]**.
- 4.7.3. All job positions must be evaluated to determine whether they require access to sensitive information and/or sensitive information technology assets.

- 4.7.4. For those job positions requiring access to sensitive information and sensitive information technology assets, the county must conduct workforce suitability determinations, unless prohibited from doing so by law, regulation, or contract. Depending on the risk level, suitability determinations may include, as appropriate and permissible, evaluation of criminal history record information or other reports from federal, state, and private sources that maintain public and non-public records. The suitability determination must provide reasonable grounds for the county to conclude that an individual will likely be able to perform the required duties and responsibilities of the subject position without undue risk to the county.
- 4.7.5. A process must be established within Lewis County to repeat or review suitability determinations periodically and upon change of job duties or position.
- 4.7.6. Lewis County is responsible for ensuring all issued property is returned prior to an employee's separation and accounts are disabled and access is removed immediately upon separation.

#### 4.8. Cyber Incident Management

- 4.8.1. Lewis County must have an Incident Response Plan [**LEWISPLA-CS801**] to effectively respond to security incidents.
- 4.8.2. All observed or suspected information security incidents or weaknesses are to be reported to appropriate management and the IT Director/designated security representative as quickly as possible. If a member of the workforce feels that cyber security concerns are not being appropriately addressed, they may confidentially contact the IT Director directly and/or escalate to executive management, accordingly.
- 4.8.3. IT Operations must be notified of any cyber incident which may have a significant or severe impact on operations or security, or which involves digital forensics, to follow proper incident response procedures, and guarantee coordination and oversight.

#### 4.9. Physical and Environmental Security

- 4.9.1. Information processing and storage facilities must have access controls.
- 4.9.2. A periodic risk assessment must be performed for information processing and storage facilities to determine whether existing controls are operating correctly and if additional physical security measures are necessary.
- 4.9.3. Information technology equipment must be physically protected from security threats and environmental hazards. Special controls may also be necessary to protect supporting infrastructure and facilities such as electrical supply and cabling.

- 4.9.4. All information technology equipment and information media must be secured to prevent compromise of confidentiality, integrity, or availability in accordance with the classification of information contained therein.
- 4.9.5. Visitors (non-Lewis County Employees) to information processing and storage facilities, including maintenance contractors, must always be escorted.

#### 4.10. Account Management and Access Control

- 4.10.1. All accounts must have an individual employee or group assigned to be responsible for account management. This may be a combination of the business unit and information technology (IT).
- 4.10.2. Except as described in the Access Control Standard [**LEWISPOL-CS902**], access to systems must be provided through individually assigned unique identifiers, known as user-IDs.
- 4.10.3. Associated with each user-ID is an authentication token (e.g., password, key fob, biometric) which must be used to authenticate the identity of the person or system requesting access.
- 4.10.4. Automated techniques and controls must be implemented to lock a session and require authentication or re-authentication after a period of inactivity for any system where authentication is required. Information on the screen must be replaced with publicly viewable information (e.g., screen saver, blank screen, clock) during the session lock.
- 4.10.5. Automated techniques and controls must be implemented to terminate a session after specific conditions are met as defined in the Access Control Standard [**LEWISPOL-CS902**].
- 4.10.6. Tokens used to authenticate a person or process must be treated as confidential and protected appropriately.
- 4.10.7. Tokens must not be stored on paper, or in an electronic file, hand-held device, or browser, unless they can be stored securely and the method of storing (e.g., password vault) has been approved by the IT Director/designated security representative. Reference the Password Standards Policy for more detail [**LEWISPOL-CS301**].
- 4.10.8. Information owners are responsible for determining who should have access to protected resources within their jurisdiction, and what those access privileges should be (read, update, etc.).
- 4.10.9. Access privileges will be granted in accordance with the user's job responsibilities and will be limited only to those necessary to accomplish assigned tasks in accordance with entity missions and business functions.
- 4.10.10. Users of privileged accounts must use a separate, non-privileged account when performing normal county operations (e.g., accessing the Internet, e-mail).

- 4.10.11. Logon banners must be implemented on all systems where that feature exists to inform all users that the system is for county business or other approved use consistent with policy, that user activities may be monitored, and that the user should have no expectation of privacy.
- 4.10.12. Advance approval for any remote access connection must be provided by the county. An assessment must be performed and documented to determine the scope and method of access, the technical and business risks involved, and the contractual process and technical controls required for such connection to take place.
- 4.10.13. All remote connections must be made through managed points-of-entry reviewed by the IT Director/designated security representative.
- 4.10.14. Working from a remote location must be authorized by management and practices which assure the appropriate protection of data in remote environments must be shared with the individual prior to the individual being granted remote access. Detailed further in the Remote Access Policy [LEWISPOL-CS303].

#### 4.11. Systems Security

- 4.11.1. Systems include but are not limited to servers, platforms, networks, communications, databases, and software applications.
- 4.11.2. An individual or group must be assigned responsibility for maintenance and administration of any system deployed on behalf of the entity. A list of assigned individuals or groups must be centrally maintained.
- 4.11.3. Security must be considered at system inception and documented as part of the decision to create or modify a system.
- 4.11.4. Each system must have a set of controls commensurate with the classification of any data that is stored on or passes through the system.
- 4.11.5. All system clocks must synchronize to a centralized reference time source set to UTC (Coordinated Universal Time) which is itself synchronized to at least three synchronized time sources.
- 4.11.6. Formal change control procedures for all core systems must be developed, implemented, and enforced. At a minimum, any change that may significantly affect the production environment and/or production data must be included.

#### 4.12. Collaborative Computing Devices

- 4.12.1. Collaborative computing devices must prohibit remote access, other than by IT Administration;
- 4.12.2. Devices must have users physically present at the devices with an explicit indication of use.
- 4.12.3. Devices must provide simple methods to physically disconnect collaborative computing devices.

#### 4.13. Vulnerability Management

- 4.13.1. All systems must be scanned for vulnerabilities before being installed in production and periodically, thereafter.
- 4.13.2. All systems are subject to periodic penetration testing.
- 4.13.3. Penetration tests are required periodically for all critical environments/systems.
- 4.13.4. Where the county has outsourced a system to another entity or a third party, vulnerability scanning/penetration testing must be coordinated.
- 4.13.5. Scanning/testing and mitigation must be included in third party agreements.
- 4.13.6. The output of the scans/penetration tests will be reviewed in a timely manner by the system owner. Copies of the scan report/penetration test must be shared with the IT Director/designated security representative for evaluation of risk.
- 4.13.7. Appropriate action, such as patching or updating the system, must be taken to address discovered vulnerabilities. For any discovered vulnerability, a plan of action and milestones must be created, and updated accordingly, to document the planned remedial actions to mitigate vulnerabilities.
- 4.13.8. Any vulnerability scanning/penetration testing must be conducted by individuals who are authorized by the IT Director/designated security representative. The Director of Information Technology (IT Director) must be notified in advance of any such tests. Any other attempts to perform such vulnerability scanning/penetration testing will be deemed an unauthorized access attempt.
- 4.13.9. Anyone authorized to perform vulnerability scanning/penetration testing must have a formal process defined, tested, and followed at all times to minimize the possibility of disruption.

#### 4.14. Operations Security

- 4.14.1. All systems and the physical facilities in which they are stored must have documented operating instructions, management processes and formal incident management procedures related to information security matters which define roles and responsibilities of affected individuals who operate or use them.
- 4.14.2. System configurations must follow approved configuration standards.
- 4.14.3. Preemptive planning and preparation must be performed to ensure the availability of adequate capacity and resources. System capacity must be monitored on an ongoing basis.
- 4.14.4. Where the entity provides a server, application, or network service to another entity, operational and management responsibilities must be coordinated by all impacted entities.

- 4.14.5. Host-based firewalls must be installed and enabled on all workstations to protect from threats and to restrict access to only that which is needed.
- 4.14.6. Controls must be implemented (e.g., anti-virus, software integrity checkers, web filtering) across systems where technically feasible to prevent and detect the introduction of malicious code or other threats.
- 4.14.7. Controls must be implemented to disable automatic execution of content from removable media.
- 4.14.8. Controls must be implemented to limit storage of information to authorized locations.
- 4.14.9. Controls must be in place to allow only approved software to run on a system and prevent execution of all other software.
- 4.14.10. All systems must be maintained at a vendor-supported level to ensure security, accuracy, and integrity.
- 4.14.11. All security patches must be reviewed, evaluated, and appropriately applied in a timely manner. This process must be automated, where technically possible.
- 4.14.12. Systems which can no longer be supported or patched to current versions must be removed. Exceptions must be documented and approved by the IT Director and reviewed annually, at minimum. **[See 5.3]**
- 4.14.13. Systems and applications must be monitored and analyzed to detect deviation from the access control requirements outlined in this policy and the Security Logging Standard **[not yet established]**, and record events to provide evidence and to reconstruct lost or damaged data.
- 4.14.14. Audit logs recording exceptions and other security-relevant events must be produced, protected, and kept consistent with record retention schedules and requirements.
- 4.14.15. Monitoring systems must be deployed (e.g., intrusion detection/prevention systems) at strategic locations to monitor inbound, outbound, and internal network traffic.
- 4.14.16. Monitoring systems must be configured to alert incident response personnel to indications of compromise.
- 4.14.17. Contingency plans (e.g., business continuity plans, disaster recovery plans, continuity of operations plans) must be established and tested regularly.
- 4.14.18. An evaluation of the criticality of systems used in information processing (including but not limited to software and operating systems, firewalls, switches, routers, and other communication equipment) must be conducted on an annual basis, at minimum, to establish:
  - 4.14.18.1. Recovery Time Objectives (RTO)/Recovery Point Objectives (RPO) for all critical systems ;

4.14.18.2. Frequency and extent of backup copies of entity information, software, and system images in accordance with the entity's defined Backup Policy **[not yet established]**;

4.14.18.3. Restoration capabilities of backed up data and systems. Separation of duties must be applied to these functions.

4.14.19. Procedures must be established to maintain information security during a security incident. For those controls that cannot be maintained, compensatory controls must be in place.

## 5. Policy Compliance

### 5.1. Compliance Measurement

The Information Technology team will verify compliance to this policy through various methods, including but not limited to, business tool reports, internal and external audits, and feedback to the policy owner.

### 5.2. Non-Compliance

An employee found to have violated this policy may be subject to disciplinary action, up to and including termination of employment.

### 5.3. Exceptions

Any exception to the policy must be approved by the Information Technology Team / Director Information Technology Officer in advance. The request should specifically state the scope of the exception along with justification for granting the exception, the potential impact or risk attendant upon granting the exception, risk mitigation measures to be undertaken by the IT Department, initiatives, actions, and a timeframe for achieving the minimum compliance level with the policies set forth herein.

## 6. Reporting Misuse

Any allegations of non-compliance should be promptly reported to the Information Technology Director and/or the Human Resources Director at Lewis County.

## 7. Definitions & Terms

Definition and terms can be found in the SANS Glossary located at:

<https://www.sans.org/security-resources/glossary-of-terms/>

## 8. Revision History

<b>Version</b>	<b>Change</b>	<b>Author</b>	<b>Date of Change</b>
1	Initial draft submission to Lewis	J Isherwood, M.A. Polce Consulting, Inc.	12/2/2022
1.1	Revisions between MAP & Lewis	C Biolsi, Lewis County Information Technology	12/8/2022
1.2	First internal revision and formatting	C Biolsi, Lewis County Information Technology	4/7/2023
1.3	Second internal revision with IT	C Biolsi, Lewis County Information Technology	5/16/2023
1.4	Revised after consulting internal legal and executive team.	C Biolsi, Lewis County Information Technology	7/10/2023

Internal Use Only

# Data Classification Policy

## LEWISPOL-CS102

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### Related Policies

LEWISPOL-CS101: Information Security Policy  
LEWISPOL-CS201: Acceptable Use Policy  
LEWISPOL-CS202: Email and Messaging Acceptable Use Policy

## 1. Overview

Data classification is a foundational step in cybersecurity risk management. It involves identifying the types of data that are being processed and stored in an information system owned or operated by an organization. It also involves deciding on the sensitivity of data and potential impact should the data face compromise, loss, or misuse. As used in this document, the term “classification” implies a holistic approach inclusive of taxonomy, schemes, and categorization of data for confidentiality, integrity, and availability.

## 2. Purpose & Benefits

The objective is to establish a framework for classifying Lewis County data based on its level of sensitivity, value, and criticality. Classification of data will aid in determining baseline security controls for the protection of the data.

## 3. Scope

This policy applies to all staff throughout the organization as part of the corporate governance framework. It applies regardless of whether staff work in the office, remotely, full-time, part-time, or temporarily. Employees must apply this policy to all

information, electronic and computing devices, and network resources that may conduct or contain secured business information. All employees are responsible for protecting any forms of information assets including computer data, written materials/paperwork, and intangible forms of knowledge and experience. The organization may impose restrictions, at the discretion of their executive management, on the use of a particular IT resource.

Lewis County departments that utilize systems, accounts, or networks not managed by Lewis County (Social Services, Public Health, etc.) must also adhere to the policies of those systems' owners. In cases where Lewis County's policy overlaps or conflicts with outside organizations, employees are expected to adhere to the stricter of the two policies. For example, Social Services employees will generally need to comply with the New York State information security policies. Questions on interpretation of scope can be directed to the Information Technology or Human Resource Departments.

## 4. Policy

### 4.1. Data Classification

Lewis County has adopted the following four (4) classifications of data:

4.1.1. **Sensitive Data:** any information protected by federal, state, or local laws and regulations or industry standards, such as HIPAA, HITECH, PCI-DSS, CIPS, the New York State Information Security Breach and Notification Act, and similar state laws. For purposes of this Policy and the other Information Security Policies, Sensitive Data includes, but is not limited to:

4.1.1.1. Personally Identifiable Information (PII)

Any information about an individual that (a) can be used to distinguish or trace an individual's identity, such as name, date and place of birth, mother's maiden name or biometric records, (b) is linked or linkable to an individual, such as medical, educational, financial and employment information, which if lost, compromised or disclosed without authorization, could result in harm to that individual and (c) is protected by federal, state, or local laws and regulation or industry standards.

4.1.1.2. Protected Health Information (PHI)

Any information processed, transmitted, or stored by an organization that relates to the past, present, or future physical or mental health or condition of an individual, the provision of health care to an individual or the past, present, or future payment for health care and (a) identifies the individual or (b) with respect to which there is a reasonable basis to believe that the information can be used to identify the individual.

- 4.1.2. **Confidential Data:** any information that is contractually protected as confidential by law or by contract and any other information that is considered by Lewis County as appropriate for confidential treatment and is not classified as sensitive data.
- 4.1.3. **Internal Data:** any information that is proprietary or produced only for use by employees and entities working on behalf of Lewis County who have a legitimate purpose to access such data.
- 4.1.4. **Public Data:** any information that may be or is to be made available to the public, with no legal restrictions on its access or use.

4.1.5. Special Circumstances

- 4.1.5.1. Email Consideration - some emails may have information deemed as Confidential or Sensitive. Though they may be a breach of the Email and Messaging Acceptable Use [LEWISPOL-CS202] or other policies, if data that has been classified as Sensitive or Confidential must be emailed, then those emails must be encrypted to avoid disclosure. When in doubt, or if there are any questions about the data's classification, consult with the Director of Information Technology.
- 4.1.5.2. Freedom of Information Law (FOIL) consideration: data that has been labeled as Sensitive, Confidential, or Internal must be protected, however, this information may also be FOIL-able and might be disseminated if a proper request is submitted. The Organization's FOIL Officer has the final determining say on whether information can be released under FOIL. Always consult with the FOIL Officer before releasing FOIL Information. If the information must be emailed the message must be encrypted.

4.2. Data Classification Examples

The following table presents common data types with their corresponding classifications. This is not an exhaustive list of data types. The purpose of providing the examples is to provide clarity and a general framework for day-to-day data understanding and classification for employees.

Sensitive	Confidential	Internal	Public
<ul style="list-style-type: none"> <li>• PII (Name, DOB, SSN)</li> <li>• PHI</li> <li>• PCI</li> <li>• HIPAA</li> <li>• CJIS</li> </ul>	<ul style="list-style-type: none"> <li>• IP addresses</li> <li>• Usernames</li> <li>• Passwords</li> <li>• Network information</li> </ul>	<ul style="list-style-type: none"> <li>• Internal policies</li> <li>• Internal procedures</li> <li>• Operations manuals</li> </ul>	<ul style="list-style-type: none"> <li>• Press releases</li> <li>• Marketing materials</li> <li>• Public entity meeting minutes</li> </ul>

<ul style="list-style-type: none"> <li>• Financial &amp; banking information (ACH information, Tax Returns, etc.)</li> </ul>	<ul style="list-style-type: none"> <li>• Configuration backups</li> <li>• Public safety policy and strategy</li> <li>• Login info for third-party sites</li> <li>• Job performance evaluations</li> <li>• Disaster recovery plans</li> </ul>	<ul style="list-style-type: none"> <li>• Internal memoranda</li> <li>• Emails</li> <li>• System configuration documentation</li> <li>• Salary information</li> <li>• Employee benefits</li> <li>• Contracts</li> </ul>	<ul style="list-style-type: none"> <li>• General website data</li> <li>• Contact Info</li> </ul>
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### 4.3. Access Controls

#### 4.3.1. Sensitive Data must be:

- 4.3.1.1. Stored only on approved and encrypted corporate network resources. This includes both network shares, employee laptops, and other portable media devices issued by the county.
- 4.3.1.2. Protected by multi-factor authentication if accessed remotely.
- 4.3.1.3. Encrypted in transit, and only to authorized individuals within the client organization or to another third-party upon written consent of the client.
- 4.3.1.4. Accessed only by authorized employees or entities of Lewis County.
- 4.3.1.5. Never be put into or on unapproved media.

#### 4.3.2. Confidential Data must be:

- 4.3.2.1. Stored on approval corporate network resources only. This includes network shares, employee laptops, and other portable media devices issued by the county. If unencrypted, this means only network shares.
- 4.3.2.2. Remote access is protected by multi-factor authentication.
- 4.3.2.3. \*May be\* stored and/or transmitted unencrypted as needed.  
For example - passwords are to only be stored encrypted within a password management tool while user information (e.g., IP addresses and usernames) do not need to be stored encrypted but must be transmitted encrypted.
- 4.3.2.4. Accessed by individuals based on least privilege.  
For example - the Human Resources directory must only be accessed by individuals within that department who need access to complete their job functions.
- 4.3.2.5. Never be put into or on unapproved media.

#### 4.3.3. Internal Data must be:

4.3.3.1. Stored on corporate network resources only. This includes both network shares, employee laptops, and other portable media devices issued by the company.

4.3.3.2. Never be put into or on unapproved media.

## 5. Policy Compliance

### 5.1. Compliance Measurement

The Information Technology team will verify compliance to this policy through various methods, including but not limited to, business tool reports, internal and external audits, and feedback to the policy owner.

### 5.2. Non-Compliance

An employee found to have violated this policy may be subject to disciplinary action, up to and including termination of employment.

### 5.3. Exceptions

Any exception to the policy must be approved by the Information Technology Team / Director Information Technology Officer in advance. The request should specifically state the scope of the exception along with justification for granting the exception, the potential impact or risk attendant upon granting the exception, risk mitigation measures to be undertaken by the IT Department, initiatives, actions, and a timeframe for achieving the minimum compliance level with the policies set forth herein.

## 6. Reporting Misuse

Any allegations of non-compliance should be promptly reported to the Information Technology Director and/or the Human Resources Director at Lewis County.

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Version	Change	Author	Date of Change
1	Initial draft submission to Lewis	J Isherwood, M.A. Polce Consulting, Inc.	1/9/2023

1.1	Revisions between MAP & Lewis	C Biolsi, Lewis County Information Technology	1/23/2023
1.2	First internal revision and formatting	C Biolsi, Lewis County Information Technology	4/14/2023
1.3	Revised after consulting internal legal and executive team.	C Biolsi, Lewis County Information Technology	7/10/2023

Internal Use Only

# Security Awareness Training Policy

## LEWISPOL-CS103

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### Related Policies

LEWISPOL-CS100: Employee Acknowledgement  
LEWISPOL-CS101: Information Security Policy

## 1. Overview

Technical security controls are a vital part of any information security framework but are not in themselves sufficient to secure all information assets. Effective information security also requires the awareness and proactive support of all staff, supplementing and making full use of the technical security controls. This is especially apparent in the case of social engineering attacks and other exploits which specifically target vulnerable humans rather than IT and network systems. A robust security awareness and training program is essential to the successful defense of the Lewis County network and its resources.

Staff that are lacking adequate Information Security awareness are less likely to recognize or react appropriately to Information Security threats and incidents and are more likely to place information assets at risk of compromise. To protect information assets, all workers must be informed about relevant, current Information Security matters and motivated to fulfill their Information Security obligations.

## 2. Purpose & Benefits

This policy specifies the Lewis County internal Information Security Awareness and Training Program to inform and assess all staff regarding their information security obligations.

## 3. Scope

This policy applies to all staff throughout the organization as part of the corporate governance framework. It applies regardless of whether staff work in the office, remotely, full-time, part-time, or temporarily. Employees must apply this policy to all information, electronic and computing devices, and network resources that may conduct or contain secured business information. All employees are responsible for protecting any forms of information assets including computer data, written materials/paperwork, and intangible forms of knowledge and experience. The organization may impose restrictions, at the discretion of their executive management, on the use of a particular IT resource.

Lewis County departments that utilize systems, accounts, or networks not managed by Lewis County (Social Services, Public Health, etc.) must also adhere to the policies of those systems' owners. In cases where Lewis County's policy overlaps or conflicts with outside organizations, employees are expected to adhere to the stricter of the two policies. For example, Social Services employees will generally need to comply with the New York State information security policies. Questions on interpretation of scope can be directed to the Information Technology or Human Resource Departments.

## 4. Policy

This policy is applicable to all departments and users of Lewis County's IT resources and assets. Staff will be given a reasonable amount of time to complete each course to avoid disruptions to business operations.

### 4.1. Security Awareness Training for New Employees

When new accounts are created within the domain, the AD Sync feature in the Security Awareness platform will schedule new users for the preselected Initial Security Awareness Training. Once completed, they will be included with the rest of the Lewis County staff for regularly scheduled training.

### 4.2. Continued Security Awareness Training for All Employees

- 4.2.1. Certain staff may be required to complete additional training modules depending on their specific job requirements. Information Technology will schedule specialized Security Awareness Training on a semiannual or quarterly basis to address ongoing and new security threats.
- 4.2.2. Information Technology shall determine the appropriate content of Security Awareness Training and Security Awareness techniques based

on the specific organizational requirements and the information systems to which personnel have authorized access.

4.2.3. Training content shall include a basic understanding of the need for information security and user actions to maintain security and to respond to suspected security incidents.

4.2.4. Content shall increase awareness of the need for operations security. Security awareness techniques can include, for example, displaying posters, offering supplies inscribed with security reminders, generating email advisories/notices from senior organizational officials, displaying logon screen messages, and conducting information security awareness events.

### 4.3. Simulated Social Engineering Exercises

The Lewis County Information Technology department or its agents, will conduct periodic simulated social engineering exercises, including but not limited to; phishing (e-mail), USB testing, and physical assessments. These tests will be conducted at random throughout the year without a published schedule or frequency. Targeted exercises may be conducted on specific departments or individuals based on a risk determination.

### 4.4. Remedial Training Exercises

From time to time, staff may be required to complete remedial training courses or may be required to participate in remedial training exercises with members of the Information Technology department as part of a risk-based assessment.

## 5. Policy Compliance

### 5.1. Compliance:

Compliance with this policy is mandatory for all staff with network access. The Information Security department will monitor compliance and non-compliance with this policy and report to the executive team with the results of training and social engineering exercises. The Information Security team will verify compliance to this policy through various methods, including but not limited to, business tool reports, internal and external audits, and feedback to the policy owner.

5.1.1. Certain actions or non-actions by Lewis County personnel may result in a compliance event (Pass Test). Passing includes, but is not limited to:

5.1.1.1. Successfully identifying a simulated social engineering exercise.

5.1.1.2. Not having a Failure during a social engineering exercise (non-action).

5.1.1.3. Reporting real social engineering attacks to the IT department.

## 5.1.2. Security Training Records

5.1.2.1. Lewis County shall designate personnel to document and monitor individual information system security training activities including basic security awareness training and specific information system security training.

5.1.2.2. Retain individual training records for the duration of an employee's time of employment and for up to 6 years following termination of employment.

## 5.2. Exceptions:

Any exception to the policy must be approved by the Information Technology Department / Director of Information Technology in advance. The request should specifically state the scope of the exception along with justification for granting the exception, the potential impact or risk attendant upon granting the exception, risk mitigation measures to be undertaken by the IT Department, initiatives, actions, and a timeframe for achieving the minimum compliance level with the policies set forth herein.

## 5.3. Non-Compliance:

An employee found to have violated this policy may be subject to additional training and exercises and to disciplinary action, up to and including termination of employment.

5.3.1. Failing to complete assigned training within the allotted time period may be considered non-compliance.

5.3.2. Certain actions or non-actions by Lewis County personnel may result in a non-compliance event (Failure). A Failure includes but is not limited to:

5.3.2.1. Clicking on a URL within a phishing test,

5.3.2.2. Replying with any information to a phishing test,

5.3.2.3. Opening an attachment that is part of a phishing test,

5.3.2.4. Enabling macros that are within an attachment as part of a phishing test,

5.3.2.5. Allowing malicious code to run as part of a phishing test,

5.3.2.6. Entering any data within a landing page as part of a phishing test,

5.3.2.7. Failing to follow company policies during a physical social engineering exercise.

5.3.3. Certain social engineering exercises can result in multiple failures being counted in a single test.

5.3.4. The Information Security Department may also determine, on a case-by-case basis, that specific failures are a false positive and should be removed from that staff member's total failure count.

## 6. Reporting Misuse

Any allegations of non-compliance should be promptly reported to the Information Technology Director and/or the Human Resources Director at Lewis County.

## 7. Definitions & Terms

Definition and terms can be found in the SANS Glossary located at:  
<https://www.sans.org/security-resources/glossary-of-terms/>

## 8. Revision History

<b>Version</b>	<b>Change</b>	<b>Author</b>	<b>Date of Change</b>
1	Initial draft submission to Lewis	J. Isherwood, M.A. Polce Consulting, Inc.	3/1/2023
1.1	Revisions between MAP & Lewis	C Biolsi, Lewis County Information Technology	3/15/2023
1.2	First internal revision and formatting	C Biolsi, Lewis County Information Technology	4/14/2023
1.3	Revised after consulting internal legal and executive team.	C Biolsi, Lewis County Information Technology	7/10/2023

# Acceptable Use Policy

## LEWISPOL-CS201

### Notice

This document contains proprietary information of Lewis County and is issued for **internal use only**. It shall not be disclosed to any third-party or be used for any purpose other than for which it was supplied. This document may not, in whole or in part, be copied, photocopied, reproduced, translated, or reduced to any electronic medium or machine-readable form without the written consent of Lewis County.

### Related Policies

All other policies beginning with "LEWISPOL-CSxxx".  
LEWISPOL – Lewis Policy  
CS – Cyber Security

## 1. Overview

The Information Technology Department's intentions for publishing an Acceptable Use Policy is not to impose restrictions that are contrary to Lewis County's established culture of openness, trust, and integrity. IT is committed to protecting Lewis County's employees, partners, and the company from illegal or damaging actions by individuals, either knowingly or unknowingly.

Internet/Intranet/Extranet-related systems, including but not limited to computer equipment, software, operating systems, storage media, network accounts providing electronic mail, WWW browsing, and FTP, are the property of Lewis County. These systems are to be used for business purposes in serving the interests of the county and of its clients and customers during normal operations.

Effective security is a team effort involving the participation and support of every Lewis County employee and affiliate who deals with information and/or information systems. It is the responsibility of every technology user to know these guidelines, and to conduct their activities accordingly.

## 2. Purpose & Benefits

The purpose of this policy is to outline the Acceptable Use of computing resources at Lewis County. These rules are in place to protect the employee and Lewis County. Inappropriate use exposes Lewis County to risks including malware attacks, compromise of network systems and services, and legal issues. Appropriate organizational use of information and Information Technology (“IT”) resources and effective security of those resources require the participation and support of the organization’s workforce (“users”).

## 3. Scope

This policy applies to all staff throughout the organization as part of the corporate governance framework. It applies regardless of whether staff work in the office, remotely, full-time, part-time, or temporarily. Employees must apply this policy to all information, electronic and computing devices, and network resources that may conduct or contain secured business information. All employees are responsible for protecting any forms of information assets including computer data, written materials/paperwork, and intangible forms of knowledge and experience. The organization may impose restrictions, at the discretion of their executive management, on the use of a particular IT resource.

Lewis County departments that utilize systems, accounts, or networks not managed by Lewis County (Social Services, Public Health, etc.) must also adhere to the policies of those systems’ owners. In cases where Lewis County’s policy overlaps or conflicts with outside organizations, employees are expected to adhere to the stricter of the two policies. For example, Social Services employees will generally need to comply with the New York State information security policies. Questions on interpretation of scope can be directed to the Information Technology or Human Resource Departments.

## 4. Policy

### 4.1. General Use and Ownership

- 4.1.1. Lewis County’s proprietary information stored on electronic and computing devices whether owned or leased by Lewis County, the employee, or a third party, remains the sole property of Lewis County. You must ensure through legal or technical means that proprietary information is protected in accordance with all Information Security Policies.

- 4.1.2. Every employee of Lewis County has a responsibility to promptly report the theft, loss, or unauthorized disclosure of Lewis County proprietary information.
- 4.1.3. Employees may access, use, or share Lewis County proprietary information only to the extent it is authorized and necessary to fulfill their assigned job duties.
- 4.1.4. Employees are responsible for exercising good judgment regarding personal use of county equipment and network resources. It is expected that these resources will be used, on an infrequent basis, for personal life tasks. This exception and understanding shall not be abused and the remaining policies and provisions should be respected.
- 4.1.5. Each department may create their own supplemental guidelines concerning personal use of Internet/Intranet/Extranet systems. These departmental applications cannot be less strict or contradictory to county policies, but may impose increased strictness.
- 4.1.6. For security and network maintenance purposes, authorized individuals within Lewis County may monitor computing resources, systems, and network traffic at any time.
- 4.1.7. All employees, regardless of whether staff work in office or remote, full-time, part-time, or temporarily, as well as third-party vendors and users, are subject to monitoring of all electronic communication (i.e., telephone, email accounts, internet access, etc.) at any and all times by any lawful means by Lewis County or authorized agents thereof. Employees are required to acknowledge that they are aware of Lewis County's right to monitor by signing the Employee Acknowledgement Form [LEWISPOL-CS100].

## 4.2. Security and Proprietary Information

- 4.2.1. All mobile and computing devices that connect to the Lewis County internal network or are utilized for Multi-Factor Authentication, must comply with the Mobile Device Security Policy [LEWISPOL-CS401].
- 4.2.2. System level and user level passwords must comply with the Password Standards Policy [LEWISPOL-CS301]. Providing access to another individual, either deliberately or through failure to secure its access, is prohibited.
- 4.2.3. All computing devices must be secured with a password-protected screensaver with the automatic activation feature set to 10 minutes or less. Employees should lock their screens or log off when the device is unattended.

- 4.2.4. Postings or publications by employees from a Lewis County email address to newsgroups, websites, blogs, and social media is prohibited, unless the postings are authorized as part of the employee's business duties.
- 4.2.5. Employees must use extreme caution when opening e-mail attachments and clicking hyperlinks in emails received from unknown senders, which may contain malware.
- 4.2.6. Utilization and installation of personal software and hardware (storage devices, routers, switches, hubs, computers etc.) is prohibited without prior and express permission from the Information Technology Department.

### 4.3. Email and Communication Activities

- 4.3.1. When using county resources to access and use the Internet, users must realize they represent the county government. Whenever employees state an affiliation to Lewis County, they must also understand that the opinions expressed are their own and are not necessarily those of the county. Questions may be addressed to the Human Resources Department. Proper email use is detailed further in the Email and Messaging Acceptable Use Policy [LEWISPOL-CS202].

### 4.4. Blogging and Social Media

Concerning the social activities of employees on county-owned devices and during hours in which employees are being paid by Lewis County.

- 4.4.1. Blogging, posting to online forums, and social media by employees, whether using Lewis County's property and systems or personal computer systems, are subject to the terms and restrictions set forth in this Policy. Limited and occasional use of Lewis County's systems to engage in blogging is acceptable, if it is done in a professional and responsible manner, does not otherwise violate Lewis County's policy, is not detrimental to Lewis County's best interests, and does not interfere with an employee's regular work duties. Blogging from Lewis County's systems is also subject to monitoring.
- 4.4.2. Lewis County's Data Classification Policy [LEWISPOL-CS102] also applies to blogging, posting to online forums, and social media. As such, Employees are prohibited from revealing any Lewis County confidential or proprietary information, trade secrets or any other material covered

by Lewis County's Confidential Information Policy when engaged in blogging, posting to online forums, and social media.

4.4.3. Employees shall not engage in any blogging, posting to online forums, and social media that may harm or tarnish the image, reputation, and/or goodwill of Lewis County and/or any of its employees. Employees are also prohibited from making any discriminatory, disparaging, defamatory, or harassing comments when blogging, posting to online forums, and social media or otherwise engaging in any conduct prohibited by Lewis County's Non-Discrimination and Anti-Harassment Policies **[contact HR for referenced policies]**.

4.4.4. Employees may also not attribute personal statements, opinions, or beliefs to Lewis County when engaged in blogging, posting to online forums, and social media. If an employee is expressing their beliefs and/or opinions in blogs, the employee may not, expressly, or implicitly, represent themselves as an employee or representative of Lewis County. Employees assume all risk associated with blogging, posting to online forums, and social media.

#### 4.5. Unacceptable Use

The following activities are, in general, prohibited. Employees may be exempted from these restrictions if required by legitimate job responsibilities (e.g., systems administration staff may have a need to disable the network access of a host if that host is disrupting production services).

Under no circumstances is an employee of Lewis County authorized to engage in any activity that is illegal under local, state, federal, or international law while utilizing Lewis County-owned resources.

The lists below are not exhaustive but attempt to provide a framework for activities which fall into the category of Unacceptable Use. The following system and network activities are strictly prohibited:

4.5.1. Violations of the rights of any person or Lewis County protected by copyright, trade secret, patent or other intellectual property, or similar laws or regulations, including, but not limited to, the installation or distribution of "pirated" or other software products that are not appropriately licensed for use by Lewis County.

4.5.2. Unauthorized copying of copyrighted material including, but not limited to, digitization and distribution of photographs from magazines, books, or other copyrighted sources, copyrighted music, and the installation of

any copyrighted software for which Lewis County or the end user does not have an active license.

- 4.5.3. Accessing data, a system, or account for any purpose other than conducting Lewis County business, even with authorized access. (See provision in 4.1.4)
- 4.5.4. Exporting software, technical information, encryption software or technology, in violation of international or regional export control laws. The appropriate management should be consulted prior to export of any material that is in question.
- 4.5.5. Introduction of malicious programs into the network or server (e.g., viruses, worms, Trojan horses, e-mail bombs, etc.).
- 4.5.6. Revealing account passwords to others or allowing use of accounts by others. This includes family and other household members when work is being done at home.
- 4.5.7. Using a Lewis County computing asset to actively engage in procuring or transmitting material that is in violation of sexual harassment or hostile workplace laws in the user's local jurisdiction.
- 4.5.8. Making fraudulent offers of products, items, or services originating from any Lewis County account.
- 4.5.9. Making statements about warranty, expressly or implied, unless it is a part of normal job duties.
- 4.5.10. Performing work or activities for an outside business or organization using Lewis County resources unless authorized by executive management.
- 4.5.11. Unauthorized port scanning or security scanning is expressly prohibited unless prior permission is attained from Information Technology.
- 4.5.12. Executing any form of network monitoring which will intercept data not intended for the employee's host unless this activity is a part of the employee's normal job/duty.
- 4.5.13. Circumventing user authentication or security of any host, network, or account.
- 4.5.14. Effecting security breaches or disruptions of network communication. Security breaches include, but are not limited to, accessing data of which the employee is not an intended recipient or logging into a server or account that the employee is not expressly authorized to access, unless these duties are within the scope of regular duties. For purposes of this section, "disruption" includes, but is not limited to, network sniffing, ping floods, packet spoofing, denial of service, and forged routing information for malicious purposes.

- 4.5.15. Consumption of any content that could be categorized as being pornographic or “not suitable for the workplace” (NSFW).
- 4.5.16. Interfering with or denying service to any user other than the employee's host (for example, denial of service attack).
- 4.5.17. Using any program/script/command, or sending messages of any kind, with the intent to interfere with, or disable, a user's terminal session, via any means, locally or via the Internet/Intranet/Extranet.
- 4.5.18. Disclosing sensitive, confidential, or internal information to any party without role-specific authorization or other, formal permission.  
**[LEWISPOL-CS102]**
- 4.5.19. Providing information about, or lists of, Lewis County employees to parties outside Lewis County.

## 5. Policy Compliance

### 5.1. Compliance Measurement

The Information Technology team will verify compliance to this policy through various methods, including but not limited to, business tool reports, internal and external audits, and feedback to the policy owner.

### 5.2. Non-Compliance

An employee found to have violated this policy may be subject to disciplinary action, up to and including termination of employment.

### 5.3. Exceptions

Any exception to the policy must be approved by the Information Technology Department / Director Information Technology in advance. The request should specifically state the scope of the exception along with justification for granting the exception, the potential impact or risk attendant upon granting the exception, risk mitigation measures to be undertaken by the IT Department, initiatives, actions, and a timeframe for achieving the minimum compliance level with the policies set forth herein.

## 6. Reporting Misuse

Any allegations of non-compliance should be promptly reported to the Information Technology Director and/or the Human Resources Director at Lewis County.

## 7. Definitions & Terms

Definition and terms can be found in the SANS Glossary located at:

<https://www.sans.org/security-resources/glossary-of-terms/>

## 8. Revision History

<b>Version</b>	<b>Change</b>	<b>Author</b>	<b>Date of Change</b>
1	Initial draft submission to Lewis	J Isherwood, M.A. Polce Consulting, Inc.	12/2/2022
1.1	Revisions between MAP & Lewis	C Biolsi, Lewis County Information Technology	12/8/2022
1.2	First internal revision and formatting	C Biolsi, Lewis County Information Technology	4/13/2023
1.3	Second internal revision with IT	C Biolsi, Lewis County Information Technology	5/16/2023
1.4	Revised after consulting internal legal and executive team.	C Biolsi, Lewis County Information Technology	7/10/2023

# Software Installation Policy

## LEWISPOL-CS305

### Notice

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### Related Policies

LEWISREF-CS305A: Approved Software Table  
LEWISPOL-CS101: Information Security Policy  
LEWISPOL-CS201: Acceptable Use Policy

## 1. Overview

The purpose of software in a county government context is to improve operational efficiency, enhance service delivery, enable data-driven decision-making, and ensure compliance with regulations, ultimately aiming to better serve the needs of the community and constituents. It is important to protect the data used by software and ensure proper access controls. Additionally, the code used to create the functionality must be maintained to prevent the introduction of additional risk to the county network. This policy establishes the guidelines and procedures for software installation within Lewis County. As software is increasingly used to aid government functions, it is important to implement safeguards to minimize risk of adverse results to the County, its employees, and its residents.

## 2. Purpose & Benefits

The purpose of this policy is to:

- Establish a standardized process for software installation across all county departments.
- Ensure compliance with software licensing agreements, copyrights, and intellectual property rights.

- Mitigate the risks associated with unauthorized or unsupported software installations.
- Safeguard the confidentiality, integrity, and availability of sensitive information and data.

### 3. Scope

This policy applies to all staff throughout the organization as part of the corporate governance framework. It applies regardless of whether staff work in the office, remotely, full-time, part-time, or temporarily. Employees must apply this policy to all information, electronic and computing devices, and network resources that may conduct or contain secured business information. All employees are responsible for protecting any forms of information assets including computer data, written materials/paperwork, and intangible forms of knowledge and experience. The organization may impose restrictions, at the discretion of their executive management, on the use of a particular IT resource.

Lewis County departments that utilize systems, accounts, or networks not managed by Lewis County (Social Services, Public Health, etc.) must also adhere to the policies of those systems' owners. In cases where Lewis County's policy overlaps or conflicts with outside organizations, employees are expected to adhere to the stricter of the two policies. For example, Social Services employees will generally need to comply with the New York State information security policies. Questions on interpretation of scope can be directed to the Information Technology or Human Resource Departments.

### 4. Policy

This policy is applicable to all departments and users of Lewis County's IT resources and assets. It encompasses the installation of commercially licensed software, open-source software, and any other software utilized by county government departments.

#### 4.1. Approval and Installation

- 4.1.1. All software installations must be authorized and approved by the Information Technology department. A list of approved software is maintained in the Approved Software Table **[LEWISREF-CS305A]**.
- 4.1.2. Employees or department managers must submit a request for software installation, including relevant details such as the name of the software, version, and purpose for installation.
- 4.1.3. The IT department will review and validate the software request, considering compatibility, licensing compliance, security implications, and impact on existing systems.

- 4.1.4. Only software with valid licenses and appropriate usage rights may be installed and utilized on county technology systems.
- 4.1.5. Approved software installations will be performed by the IT department or authorized personnel.

## 4.2. Software Updates and Patches

- 4.2.1. Software updates, security patches, and bug fixes must be promptly installed to maintain a secure computing environment.
- 4.2.2. The information technology department must update as many software solutions automatically as possible. Employees should comply and allow updates on their devices.
- 4.2.3. Departments with specialized software negotiated through vendors not managed by the Information Technology department should regularly check with the software provider for updates.

## 4.3. Removal of Software

- 4.3.1. Unused or unnecessary software should be promptly removed to reduce potential security vulnerabilities and optimize system performance.

## 4.4. Prohibited Software

- 4.4.1. Employees are strictly prohibited from installing or using software that is not authorized for county government purposes.
- 4.4.2. Any software not included in the Approved Software Table [LEWISREF-CS305A] is prohibited and the following categories of software, if installed, introduce increased security consequences to the county environment and systems:
  - 4.4.2.1. Peer-to-Peer File Sharing Software: P2P file sharing software can introduce security vulnerabilities and increase the risk of malware infections. It can facilitate the unauthorized sharing of sensitive or copyrighted materials, leading to legal and reputational consequences.
  - 4.4.2.2. Remote Access and Remote Desktop Software: Remote access and remote desktop software can provide a gateway for unauthorized access if not properly secured. Weak authentication or misconfigurations may result in unauthorized individuals gaining control over organizational resources.
  - 4.4.2.3. Freeware or Shareware from Untrusted Sources: Downloading and installing freeware or shareware from untrusted sources can expose organizations to malware, spyware, or adware. Such software may contain hidden malicious code or collect sensitive information without consent.

- 4.4.2.4. **Unsupported or Outdated Software:** Using software that is no longer supported by the vendor or has reached its end-of-life can leave organizations vulnerable to unpatched security vulnerabilities. Attackers may exploit these vulnerabilities to gain unauthorized access or disrupt network operations.
- 4.4.2.5. **Web Browsers and Browser Extensions:** Web browsers and their extensions can introduce security risks if not properly configured or if users unknowingly install malicious extensions. Browser vulnerabilities can be exploited for phishing attacks, malware injection, or unauthorized data exfiltration.
- 4.4.2.6. **Email Clients and Email Plugins:** Email clients and plugins can be susceptible to various email-borne threats such as phishing, malware attachments, or malicious links. Inadequate filtering or user awareness can increase the risk of successful attacks through emails.
- 4.4.2.7. **Virtual Private Network (VPN) Software:** While VPN software can enhance security by encrypting network traffic, using insecure or compromised VPN software can expose sensitive data or provide unauthorized access to organizational networks.
- 4.4.2.8. **Cloud Storage and File Sharing Services:** Improperly configured or unsecured cloud storage and file sharing services can lead to unauthorized access, data leakage, or accidental exposure of sensitive information. Organizations should carefully evaluate and secure such services.
- 4.4.2.9. **Open-Source Software with Unverified Integrity:** Open-source software can be an excellent resource, but using packages or libraries from unverified sources can introduce risks. Malicious actors may inject backdoors or vulnerabilities into open-source software, which can compromise organizational networks.

#### 4.5. Proactive Software Security Measures

- 4.5.1. The Information Technology Department should prevent installation of unapproved software on county systems and automate these controls, when possible.
- 4.5.2. The IT Department must remove unapproved software on county systems and automate these controls, when possible.

## 5. Policy Compliance

### 5.1. Compliance Measurement

The Information Technology team will verify compliance to this policy through various methods, including but not limited to, business tool reports, internal and external audits, and feedback to the policy owner.

### 5.2. Non-Compliance

An employee found to have violated this policy may be subject to disciplinary action, up to and including termination of employment.

### 5.3. Exceptions

Any exception to the policy must be approved by the Information Technology Department / Director Information Technology in advance. The request should specifically state the scope of the exception along with justification for granting the exception, the potential impact or risk attendant upon granting the exception, risk mitigation measures to be undertaken by the IT Department, initiatives, actions, and a timeframe for achieving the minimum compliance level with the policies set forth herein.

## 6. Reporting Misuse

Any allegations of non-compliance should be promptly reported to the Information Technology Director and/or the Human Resources Director at Lewis County.

## 7. Definitions & Terms

Definition and terms can be found in the SANS Glossary located at:  
<https://www.sans.org/security-resources/glossary-of-terms/>

## 8. Revision History

Version	Change	Author	Date of Change
1	Initial draft submission to Lewis	L Stoio, M.A. Polce Consulting, Inc.	4/25/2023
1.1	Revisions made by Conner with ChatGPT	C Biolsi, Lewis County Information Technology	6/6/2023
1.2	Revised after consulting internal legal and executive team.	C Biolsi, Lewis County Information Technology	7/10/2023

**In accordance with the NYS Civil Rights laws, employees are advised that Lewis County reserves the right to monitor all activity on the premises and electronic systems (telephones, computers, e-mail accounts, social media, internet, etc.).**

Employees will be required to acknowledge this notice in written or electronic form. Any questions or concerns should be addressed to the Human Resources Director.



**LEWIS**  
**COUNTY**  
NEW YORK

**RESOLUTION NO. 168 - 2023**  
**RESOLUTION AWARDED BID AND AUTHORIZING CONTRACT BETWEEN**  
**THE COUNTY OF LEWIS AND CLOUDPERMIT SOFTWARE TO PROVIDE**  
**PERMITTING COMMUNITY DEVELOPMENT SOFTWARE**

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

WHEREAS, the Director of Planning and Community Development Department and the Code Enforcement Department, in consultation with the Purchasing and Information Technology Department sent out an RFP for professional software development to manage building permits, code enforcement, and planning/zoning applications, as more fully outlined and set forth in the RFP; and

WHEREAS, six (6) bid proposals were opened on April 6, 2023, at 2:00 pm. The Director of Purchasing, Planning Director and Senior Codes Enforcement Officer reviewed the bid submissions and assessed the criteria. After careful consideration and review, the IT Director, Planning Director and Code Enforcement Officer recommend that the Board of Legislators award the bid and contract to the most qualified bidder, whose product and price addresses the best interests of the County and its security needs. CloudPermit Software, of 11911 Freedom Drive, Reston, Virginia 20190 to provide this multi-departmental software at a cost not to exceed \$47,900.00 for the first year, and \$44,000.00 for years 2-5; and

WHEREAS, the Board of Legislators seeks to accept this recommendation, award the bid and contract to CloudPermit Software for the purchase of community development software to manage building permits, code enforcement, and planning/zoning applications;

NOW, THEREFORE, BE IT RESOLVED, as follows:

Section 1. That the Lewis County Board of Legislators hereby awards the bid to and authorizes an agreement with CloudPermit, of Reston, Virginia 20190, to provide community development software as outlined in the RFP in accordance with their bid proposal dated April 6, 2023, at a cost of \$47,900.00 for year 1, and \$44,000.00 for years 2-5, commencing September 1, 2023.

Section 2. That the Chair or Vice-Chair of the Board of Legislators is hereby authorized to make, execute, seal, and deliver said Agreement and any extensions or modifications thereto, upon review and approval by the County Attorney.

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

Moved by Legislator Moser, seconded by Legislator Chartrand, and adopted on the 5<sup>th</sup> day of September, 2023.

**RESOLUTION NO. 169 - 2023**  
**RESOLUTION AUTHORIZING COUNTY PARTICIPATION AND EXPENSE SHARING IN**  
**TAX ASSESSMENT LEGAL CHALLENGES BY ERIE BOULEVARD HYDROPOWER, LP,**  
**AND LAKESIDE BEAVER FALLS, LLC AGAINST TOWN OF CROGHAN AND BOARD OF**  
**ASSESSMENT REVIEW**

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

WHEREAS, pursuant to Resolution 269-2012, the County established a policy for County participation in legal challenges to real property tax assessments brought against local Towns, Town Assessors and Town Boards of Assessment Review; the County can play an important and additional role in defending legal challenges to valid real property tax assessment through participation in the defense of said assessments; and

WHEREAS, two (2) separate assessment challenges have been brought against the Town of Croghan, Town Assessor and Board of Assessment Review in the Supreme Court, County of Lewis by: 1) Erie Boulevard Hydropower, L.P., for parcels identified as Tax Map Nos. 119.00-01-01.000; 102.00-02-13.100; 103.00-01-18.210; 103.00-01-29.100; 104.00-01-21.000; and 118.00-01-30.100, with total assessments of \$19,602,856 alleging that the total assessment on all of the six (6) identified parcels should be reduced to \$9,039,699; a difference of \$10,563,157 in assessment; and by 2) Lakeside Beaver Falls, LLC, for parcels identified as Tax Map Nos. 128.00-04-15.300; 128.16-03-08.112; and 651.05-08-02.260, with total assessments of \$3,399,980 alleging that the total assessments should be reduced to \$1,902,375; a difference of \$1,497,605; and

WHEREAS, the Town of Croghan and the Beaver River Central School District have appeared in the actions and have requested that the County join the actions as a third party Intervenor, and share in the expert and appraisal costs; and

WHEREAS, the Town and School have secured the expert appraisal services of Brian D. Fogg, LLC, of Whitefield, New Hampshire as the taxing jurisdictions' expert appraiser experienced in hydro-powered property appraisals; and

WHEREAS, the Lewis County Attorney has reviewed these two (2) assessment challenges and is of the opinion that they meet the criteria set forth in the County's policy, that participation is in the best interests of the County and its taxpayers, and thereby requesting that the Board affirmatively act by resolution to participate in these assessment challenge matters;

NOW, THEREFORE, BE IT RESOLVED as follows:

Section 1. The Lewis County Board of Legislators hereby authorizes the County Attorney to represent the County and appear in the two separate, pending tax assessment challenges brought by and pending by Erie Boulevard Hydropower, L.P. and Lakeside Beaver Falls, LLC against the Town of Croghan, Town Assessor and Board of Assessment Review, for the 2023 tax year (and any additional years which may be filed), and to have the County execute an expense sharing agreement with the other taxing jurisdictions affected, whereby the County will pay one-third of the expert fees, and the County's pro rata share of any refunds determined to be owing in the matter.

Section 2. Any amounts payable by the County for its share of the expert fee costs or refunds, if any, shall be payable from

Section 3. The Chairman, or the Vice-Chairman, of the Board of Legislators be and the same is hereby authorized to make, execute, seal and deliver such documents or instruments as may be necessary to effectuate such agreements, subject to the approval of the County Attorney.

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

Moved by Legislator Moser, seconded by Legislator Chartrand, and adopted on the 5<sup>th</sup> day of September, 2023.

**RESOLUTION NO. 170 - 2023**  
**RESOLUTION AWARDED BID AND AUTHORIZING AN AGREEMENT**  
**BETWEEN THE COUNTY OF LEWIS AND**  
**ALTA PLANNING + DESIGN, INC. FOR MASTER PLAN & DESIGN SERVICES**  
**FOR COUNTY'S RAIL TRAIL DEVELOPMENT**

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

WHEREAS, the County has contracted with Mohawk, Adirondack & Northern Railroad Corporation and The Lowville & Beaver River Railroad Company to purchase the rail corridors that span from the Village of Lowville, Lowville North to Croghan, Lowville North to Carthage, and parcels in the Village of Lyons Falls, to develop these rail lines into a combination of recreational trails that preserve the County's rich history of recreational activity, that stimulate economic and community development, and that provide a safe space for residents and visitors recreate; and

WHEREAS, the Recreation, Forestry, and Parks Department and Planning Department sent out a Request for Proposals to qualified and experienced design/engineering firms to provide professional services for the development of a Rail Trail Master Plan for the approximate 31 miles of abandoned rail corridors the County seeks to develop, including but not limited to a feasibility study to address potential segmenting for best uses, environmental and structural reviews, community input, and 30% engineering design; and

WHEREAS, the County received eight (8) bids in response, which were opened on June 8, 2023 with the Director of the Recreation, Forestry and Parks, Lewis County Highway Superintendent, Director of Planning, Purchasing Director, County Manager, Clerk of the Board, County Treasurer, a few County Legislators, and County Attorney all present; and

WHEREAS, after initial review of the submissions in accordance with the criteria matrix developed by the County for review of these professional services for this long-term project, the reviewing team then narrowed the field to four (4) potential candidates for further analysis and interviews; and

WHEREAS, after further inquiry and interviews of 4 bidders, and after carefully considering their proposals, experience, community outreach and participation strategy methods, and scope of work in accordance with the criteria developed by the County in determining its best interests, the reviewing team recommends that the Board award the bid to Alta Planning + Design, Inc., Troy, NY, at a cost not to exceed of \$579,560.00; as the most qualified bidder in the best interests of the County in accordance with the specifications and scope of work set forth in the RFP; and

WHEREAS, the Board of Legislators seeks to award the bid to Alta Planning + Design, Inc., and authorizes an agreement for the specified services to be provided in accordance with the RFP;

NOW, THEREFORE, BE IT RESOLVED, as follows:

Section 1. That the Lewis County Board of Legislators hereby awards the bid and authorizes an Agreement with Alta Planning + Design, Inc., 1801 6<sup>th</sup> Ave, Suite 204, Troy, NY 12180, to provide professional design, consultation and engineering services in completing a Rail Trail Master Plan in accordance with the specifications and requirements set forth in the RFP and all tasks and scope of services as outlined in its scope of services/tasks and proposal.

Section 2. That the award herein is for professional services and based upon all criteria in the best interests of the County, in accordance with the detailed criteria developed by County staff to properly assess and analyze the professional services proposals, including but not limited to consideration of bid amount, in order to make an award in the best interests of the County.

Section 3. That the Lewis County Board of Legislators authorizes said agreement to include all conditions and requirements set forth in the RFP together with inclusion of any and all additional terms and conditions recommended by the County Attorney, at a cost not to exceed \$579,560.00 for all tasks and scope of services with a final version of the Master Plan to be completed within twelve (12) months from commencement.

Section 4. That the Chair or Vice-Chair of the Board of Legislators is hereby authorized to make, execute, seal, and deliver said Agreement, pending approval by the County Attorney.

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

Moved by Legislator Moser, seconded by Legislator Chartrand, and adopted on the 5<sup>th</sup> day of September, 2023.

**RESOLUTION NO. 171 - 2023**  
**RESOLUTION AMENDING COMPENSATION PLAN**  
**WITH REFERENCE TO THE SHERIFF'S OFFICE**

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

WHEREAS, the impending retirement of the 911 Operations Coordinator has created the opportunity for succession planning and job reclassification within the Dispatch unit; and

WHEREAS, certain duties shall be separated to create a position in which the primary duties would be to supervise and support the day-to-day operations of 911 dispatch with backup to the 911 Operations Coordinator;

NOW, THEREFORE, 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 Sheriff's Office to:

<u>CREATE</u>	<u>STATUS</u>	<u>SALARY</u>
Dispatcher-Corrections Officer Working Supervisor	Permanent Full-Time	Grade 20 (\$23.31-\$25.56)

Section 2. That the Sheriff is hereby authorized to fill the Dispatcher-Corrections Officer Working Supervisor position effective immediately.

Section 3. That this resolution shall take effect immediately.

Moved by Legislator Moser, seconded by Legislator Chartrand, and adopted on the 5<sup>th</sup> day of September, 2023.

**RESOLUTION NO. 172 - 2023**  
**RESOLUTION AUTHORIZING AGREEMENT BETWEEN LEWIS COUNTY**  
**OBO THE DEPARTMENT OF SOCIAL SERVICES AND NRCIL**  
**FOR A WARMING CENTER FACILITY AND SERVICES FOR**  
**THE 2023/2024 “CODE BLUE” SEASON**

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

WHEREAS, the Commissioner of the Department of Social Services (DSS) sent out a Request For Proposals (RFP) to obtain Warming Center Facility and Staffing Services to provide homeless with a warm location overnight for up to 12 hours, 7 days a week, when the temperature is below 32 degrees, pursuant to NYS Office of Temporary and Disability Assistance “Code Blue” mandate for the 2023/24 season, as outlined in the RFP for Lewis County DSS; and

WHEREAS, one (1) bid proposal was received and opened on August 22<sup>nd</sup>, 2023 at 2:00 p.m. After careful consideration and review, the Commissioner of DSS recommends that the Board of Legislators award the bid to Northern Regional Center for Independent Living, Inc. (NRCIL) with offices in Watertown and Lowville, NY, to provide the facility, staffing services and amenities of a Warming Center as outlined in the RFP at a cost not to exceed \$140,314.00, with the center and services open and available from October 1, 2023 to May 1, 2024;

NOW, THEREFORE, BE IT RESOLVED, as follows:

Section 1. The Lewis County Board of Legislators hereby authorizes a contract between the County o/b/o LC DSS and NRCIL to provide facility, amenities, and staffing services for a Warming Center for overnight stays by the homeless for up to 12 hours, 7 days a week, from October 1, 2023 to May 1, 2024, at a cost not to exceed \$140,314.00; the warming center will assist in meeting the NYS Code Blue mandates required to be provided by LC DSS.

Section 2. That the Chair or Vice-Chair of the Board of Legislators is hereby authorized to make, execute, seal and deliver such Agreement and any related and necessary documents or instruments, pending approval by the County Attorney.

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

Moved by Legislator Moser, seconded by Legislator Chartrand, and adopted on the 5<sup>th</sup> day of September, 2023.

**RESOLUTION NO. 173 - 2023**  
**RESOLUTION AUTHORIZING AGREEMENTS**  
**BETWEEN LEWIS COUNTY DEPARTMENT OF SOCIAL SERVICES**  
**AND VARIOUS FOSTER CARE AGENCIES**

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

WHEREAS, the Lewis County Department of Social Services wishes to enter into agreements with various foster care agencies to utilize their services of foster care, emergency respite care, post placement, residential, educational and treatment services; and

WHEREAS, the following agencies are authorized by the New York State Office of Children and Family Services to provide these 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 Department of Social Services, and the following agencies for the provision of foster care services, emergency respite care, post placement, and residential, educational and treatment services:

Berkshire Farm Center & Services for Youth – Located in Canaan, NY  
Cayuga Home for Children – Located in Auburn, NY  
Children’s Home of Jefferson County – Located in Watertown, NY  
Elmcrest Children’s Center – Located in Syracuse, NY  
Hillside Children’s Home – Located in Rochester, NY  
House of the Good Shepherd – Located in Utica NY  
Northeast Parent & Child Society- Located in Albany, NY  
St. Anne Institute – Located in Albany, NY  
William George Agency – Located in Freeville, NY

Section 2. That the term of these agreements shall be from January 1, 2024 through December 31, 2025 at a per diem cost not to exceed the Maximum Aid Rate established by the State. There is no local share cost until costs exceed the foster care block grant and then the local share is approximately 25% for residential foster care and is based on the eligibility of the client. The State share is approximately 25% and Federal share is approximately 50%.

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

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

Moved by Legislator Moser, seconded by Legislator Chartrand, and adopted on the 5<sup>th</sup> day of September, 2023.

**RESOLUTION NO. 174 - 2023**  
**RESOLUTION AUTHORIZING AGREEMENT BETWEEN**  
**THE COUNTY OF LEWIS AND THREE + ONE, LLC**

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

WHEREAS, professionals from Three + One, LLC, presented an overview of their “Cash Vest” program to the Lewis County Treasurer, which provides a liquidity and treasury analysis of the County’s cash accounts along with management data to assist in earning the maximum amount of interest possible without sacrificing safety or liquidity; and

WHEREAS, Three + One will provide quarterly liquidity analysis and reports to enable the County to obtain maximum returns on investments and bank products, at a cost of \$17,775.00 per year (payable in quarterly installments). Termination of the agreement can be imposed after the first twelve months with 30-day notice; and

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

NOW, THEREFORE, BE IT RESOLVED, as follows:

Section 1. That the Lewis County Board of Legislators hereby approves the contract with THREE + ONE, LLC, 180 Office Parkway, Pittsford, NY 14534, to provide liquidity and treasury analysis and management data and programming outlined in its “CashVest” program proposal, to assist the County Treasurer in the management of the County’s cash investments for maximum return.

Section 2. That the annual cost of this service is \$17,775.00, payable in four (4) quarterly installments, from the County Treasurer’s budget, with the first installment due after the initial CashVest analysis is presented, and quarterly thereafter. The agreement may be terminated after the first 12 months upon 30 days’ notice.

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 Moser, seconded by Legislator Chartrand, and adopted on the 5<sup>th</sup> day of September, 2023.

**RESOLUTION NO. 175 - 2023**  
**RESOLUTION IN MEMORIAM OF**  
**CRAIG P. BRENNAN**

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

WHEREAS, **Craig P. Brennan**, of Deer River, New York, recently departed this life on August 23, 2023 surrounded by his loving family; and

WHEREAS, **Craig P. Brennan** served as the Lewis County Legislator for District 3 by appointment on September 23, 2013, and thereafter went on to be elected and re-elected as District 3 Representative from January 1, 2014 through December 31, 2017; and

WHEREAS, during his legislative tenure Craig served as Chairman of various Board committees, including Transportation and Solid Waste, Taxation, Information Management, Elections, Agriculture, Ways & Means, Buildings & Grounds, and County Clerk. He also represented the County on the Industrial Development Agency (IDA) Board, and served as its Chair for a period of time; and

WHEREAS, Craig was congenial, respectful, and open to fresh ideas and visions that would increase economic development in the County and improve the lives of its residents; and

WHEREAS, it is proper for us as friends, acquaintances and members of this Board of Legislators to record our recognition and appreciation for the sincere, generous and valuable services rendered by our former colleague **Craig P. Brennan**.

NOW, THEREFORE, BE IT RESOLVED as follows:

Section 1. That as an enduring record and mark of respect to the memory of **Craig P. Brennan**, a true friend and honorable public servant and official, this resolution shall be printed in the official record of the proceedings of the Board of Legislators of the County of Lewis with a copy thereof forwarded to the family of **Craig P. Brennan**.

Moved, seconded, and unanimously adopted by all ten legislators on the 5<sup>th</sup> day of September, 2023.

**RESOLUTION NO. 176 - 2023**  
**RESOLUTION TO APPROPRIATE FUNDS**  
**Capital Project Account**

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

BE IT RESOLVED as follows:

Section 1. That the Lewis County Board of Legislators authorizes the following budget appropriation from the environmental reserve fund to cover the expenses incurred for demolition of the building on Trinity Avenue in Lowville as per Resolution No. 94-2023.

<u>Increase Revenue:</u>	
H0809000 350310	\$35,000.00
Project HAL	

<u>Increase Expenditure:</u>	
H0809000 499900	\$35,000.00
Project HAL	

Section 2. In addition to the authority provided under Resolution No. 94-2023, the expenditures incurred for the actual demolition contractor ICC are authorized for payment.

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

Moved by Legislator Virkler , seconded by Legislator Leviker , and adopted on the 5<sup>th</sup> day of September, 2023.

OTHER BUSINESS:

At 6:36 p.m. Legislator moved to enter executive session regarding potential property acquisitions, seconded by Legislator Nellenback and carried.

At 7:07 p.m. Legislator Leviker moved to enter regular session, seconded by Legislator Moser and carried.

There being no other business to come before the Board, Legislator Moser moved to adjourn the meeting at 7:07 p.m., seconded by Legislator Leviker, and carried.