

A photograph of the Lewis County Court House in New York, featuring a prominent portico with four white columns. The building is made of red brick and has "LEWIS COUNTY COURT HOUSE" inscribed on the pediment. To the left, a smaller section of the building is labeled "COUNTY CLERKS BUILDING".

# LEWIS COUNTY NEW YORK

## 2023 Lewis County Shared Services Plan

Final Plan Submitted 12/29/2023

## Executive Summary

In 2017, New York State launched the County-wide Shared Services Initiative (CWSSI) program where each County Executive is required to convene a Panel of the elected leaders of cities, towns, and villages to develop and implement shared services to save money and minimize excess government. Subsequently, in 2020 Lewis County submitted its first Shared Services Plan for 2021 in which there was a collective projected savings of \$294,572.67 to coordinate LED lighting upgrades and shared IT services. After putting this Plan into action, in February 2022, four (4) municipalities who participated in the LED lighting upgrades received NYS matching funds amounting to \$173,865.18 and Lewis County received a \$499,668 County-wide Shared Services Initiative Project Implementation Grant to implement countywide shared IT services.

Lewis County municipalities have always taken pride in their ability to share services between local governments. By continuing to join efforts and develop programs that can be shared will benefit generations to come. This 2023 Lewis County Shared Services Plan was developed by the Panel and is poised to save municipalities an estimated \$4,860,200.

## Lewis County Shared Services Panel

Per Part BBB of Chapter 59 of the Laws of 2017 and Section 239-bb of Article 12-I of the General Municipal Law, the following elected leaders of location municipalities are members of the Shares Services Panel. Inclusion on this list does not indicate attendance or participation at the Panel meetings that were held.

### Shared Service Representatives

County of Lewis: Ryan Piche, County Manager  
Town of Croghan: Roger Burriss, Town Supervisor  
Town of Denmark: Scott Doyle, Town Supervisor  
Town of Diana: Zach Smith, Town Supervisor  
Town of Greig: Marilyn Patterson, Town Supervisor  
Town of Harrisburg: Stephen Bernat, Town Supervisor  
Town of Lewis: Dawn Zagurski, Town Supervisor  
Town of Leyden: Rosalie White, Town Supervisor  
Town of Lowville: Robert Mullin, Town Supervisor  
Town of Lyonsdale: Trevor Samson, Town Supervisor  
Town of Martinsburg: Terry Thisse, Town Supervisor  
Town of Montague: Bruce Williams, Town Supervisor  
Town of New Bremen: Peter Keys, Town Supervisor  
Town of Osceola: Francis Yerdon, Town Supervisor  
Town of Pinckney: Sherry Harmych, Town Supervisor  
Town of Turin: Jane Gillette, Town Supervisor  
Town of Watson: Jeffrey Hoch, Town Supervisor  
Town of West Turin: Edward Hayes, Town Supervisor  
Village of Castorland: Mervin Moser, Village Mayor  
Village of Constableville: Samantha Brown, Village Mayor  
Village of Copenhagen: Mark Souva, Village Mayor  
Village of Croghan: Julie Robinson, Village Mayor  
Village of Lowville: Joseph Beagle, Village Mayor  
Village of Lyons Falls: Donna Dolhof, Village Mayor  
Village of Port Leyden: Shawn Smith, Village Mayor  
Village of Turin: Josh Leviker, Village Mayor

## Public Hearings

As required, three (3) public hearings were held on the shared service initiative and the draft Plan. Details regarding said public hearings are as follows:

### First Public Hearing

The first public hearing was held on November 7, 2023 at 5:00 PM in the 2<sup>nd</sup> Floor Legislative Chambers of the Courthouse. Feedback was requested from the public for shared service ideas to be included in the Plan; however, no feedback was received.

### Second Public Hearing

The second public hearing was held on December 5, 2023 at 5:00 PM in the 2<sup>nd</sup> Floor Legislative Chambers of the Courthouse. Feedback was requested from the public for shared service ideas to be included in the Plan; however, no feedback was received.

### Third Public Hearing

The third public hearing was held on December 12, 2023 at 10:00 AM in the 2<sup>nd</sup> Floor Legislative Chambers of the Courthouse. Feedback was requested from the public for shared service ideas to be included in the Plan; however, no feedback was received.

## Shared Services Panel Meetings

As required, two (2) Panel meetings with local officials representing each municipality in Lewis County were held. Details regarding said Panel meetings are as follows:

### First Panel Meeting

All 25 municipal officials were invited to participate in the first Panel meeting held at the Lewis County Courthouse on October 5, 2023 at 2:00 PM in the 2<sup>nd</sup> Floor Legislative Chambers of the Courthouse. Ryan Piche provided the Panel with an overview of the CWSSI and asked for suggested projects that they would like included or discussed. The participating Panel members put together a list of projects that were to be researched, refined, and put into draft form for further Panel review and discussion. The draft Plan was distributed to the Board of Legislators on November 3, 2023 for review before the scheduled Panel vote on December 20<sup>th</sup>, 2023.

### Second Panel Meeting

All 25 municipal officials were invited to reconvene in the second Panel meeting on December 20, 2023 at 1:00 PM via Microsoft Teams. Ryan Piche provided the Panel with the final Plan and asked that all Panel participants vote on the proposed 2023 Lewis County Shared Services Plan for projects planned for 2024. While a verbal vote was taken at the virtual meeting, Mr. Piche also requested that each official complete the provided form and submit it to the Lewis County Planning and Community Development Department by December 29, 2023.

## 2023 Shared Service Projects

Project Title	Project Scope	Participating Municipalities
Solid Waste Management – Radiation Scanner	Purchase of a portable Radiation Monitor/Scanner for Lewis County Solid Waste Facility. A shared municipal radiation waste detector enhances safety by detecting radioactive leaks or threats, allowing prompt response and protection of public health.	<b>Lead Municipality:</b> Lewis County <b>Participating Municipalities:</b> All
<b>Total Projected Savings: \$30,000</b>		
Shared ArcGIS Services	Lewis County will purchase 25 additional ArcGIS licenses and credits for municipalities to access through the Lewis County Real Property Department’s contract.	<b>Lead Municipality:</b> Lewis County <b>Participating Municipalities:</b> All
<b>Total Projected Savings: \$10,000</b>		
Green Waste Tub Grinder	Purchase of a green waste tub grinder to be used/deployed to any Town or Village in need of equipment to grind brush, trees, and other green waste in-house versus contracting out the services each year. Equipment will be housed at the new Lewis County Highway garage.	<b>Lead Municipality:</b> Lewis County <b>Participating Municipalities:</b> All
<b>Total Projected Savings: \$1,752,000</b>		
Centralized Truck Technician	With the increased complexity of municipal highway equipment and the high expense of working with private companies to assess and repair this equipment, Lewis County’s Highway Department would hire or contract with a Centralized Truck Technician to service all municipalities in Lewis County via IMA.	<b>Lead Municipality:</b> Lewis County <b>Participating Municipalities:</b> All
<b>Total Projected Savings: \$70,000</b>		
Medicare Advantage Alliance	Lewis County will pool the purchasing power with other municipalities to reduce costs, risks, and future rate instability for retiree health coverage by securing competitive coverage and rates for entities participating in the BCPA – Medicare Advantage and Prescription Drug (MAPD) program. This cooperative purchasing initiative is referred to as the “Broome Country Purchasing Alliance.”	<b>Lead Municipality:</b> Lewis County <b>Participating Municipalities:</b>
<b>Total Projected Savings: \$2,000,000</b>		
Jet/Vacuuming Machine	Purchase of a combination jet/vacuuming machine to be used/deployed to any Town or Village in need of equipment to clean sewers and complete hydro excavation in-house versus contracting out the services for each. Equipment will be housed at the new Lewis County Highway garage.	<b>Lead Municipality:</b> Lewis County <b>Participating Municipalities:</b> All
<b>Total Projected Savings: \$550,000</b>		

Loader-Mounted Snowblower	Purchase of a loader-mounted snowblower to be used/deployed to any Town or Village in need of snowbank removal. Equipment will be housed at the new Lewis County Highway garage.	<b>Lead Municipality:</b> Lewis County <b>Participating Municipalities:</b> All
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**Total Projected Savings: \$280,000**

Real Property Department Assessor	In anticipation of multiple assessor vacancies across the County, Lewis County’s Real Property Department will enter into an IMA with interested municipalities to provide assessor services. One position is estimated to serve 5 municipalities.	<b>Lead Municipality:</b> Lewis County <b>Participating Municipalities:</b> All Towns
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**Total Projected Savings: \$70,000**

Real Property Department Data Collector	There is an overwhelming lack of Data Collectors to support the needs of Assessors. Lewis County’s Real Property Department will enter into an IMA with interested municipalities to provide Data Collector services to Assessors.	<b>Lead Municipality:</b> Lewis County <b>Participating Municipalities:</b> All Towns
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**Total Projected Savings: \$60,000**

Book De-binding Equipment	Lewis County’s Solid Waste Department has seen an overwhelming need for shared book de-binding equipment. Currently, municipalities and recycling facilities utilize Library equipment to de-bind books; however, the process is cumbersome and the increased demand has resulted in a backlog. Lewis County would purchase a NorTech DB1000 to be used by any agency or municipality in need.	<b>Lead Municipality:</b> Lewis County <b>Participating Municipalities:</b> All
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**Total Projected Savings: \$24,000**

Water District Maintenance	The Village of Croghan will be cleaning out its municipal filtration beds in 2024 which will require the existing sand to be dug up, transported, and replaced. Rather than hiring a private contractor to complete this project, they will seek out the assistance of the Highway Departments from the Town of Croghan, Town of New Bremen, and Lewis County.	<b>Lead Municipality:</b> Village of Croghan <b>Participating Municipalities:</b> Town of Croghan, Town of New Bremen, and Lewis County
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**Total Projected Savings: \$14,200**

**Total CWSSI Plan Savings: \$4,860,200**

## The Final 2023 Lewis County CWSSI Plan

The final 2023 CWSSI Plan was approved by the Shared Services Panel on December 20, 2023. With this Plan, Lewis County projects a total anticipated savings of \$4,860,200. All applicable documentation can be found in the Appendixes. In accordance with Section 7.d of the CWSSI law, Ryan Piche has released this Plan to the public and has transmitted it to the Secretary of State with the required certification and accuracy of the projected property tax savings.