

**TO:** Tom Osborne, Chair; Jeff Nellenback, Vice-Chair; Herb Frost III; Vincent Nortz; and Barry Lyndaker.

**FROM:** Cassandra Moser, Clerk of the Board

**DATE:** January 11, 2024

**SUBJECT:** Finance & Rules Committee Agenda

Please let this correspondence serve as notification that the Finance & Rules Committee will meet on Tuesday, January 16<sup>th</sup> at 3:00 p.m. in the Board of Legislators' Chambers. Following is a list of agenda items for the meeting which will be streamed live at [Lewis County - YouTube](#).

**Minutes:**

Approve November 21, 2023 committee minutes if no amendments.

**Presentations / Discussion Items:**

1. 2024/2025 Proposed Goals for Finance & Rules Committee – Ryan Piche, County Manager (10 minutes)

**Draft Resolutions:**

1. Authorizing an agreement between Human Resources/Civil Service and Governmentjobs.com d/b/a NeoGov to implement the upgrades and training for its Civil Service Software System as outlined in its proposal at a total cost of \$222,043.31 to be paid in annual installments over a three-year period.  
AYE \_\_\_ NAY \_\_\_
2. Authorizing subrecipient agreement with Snow Belt Housing Company, Inc. to administer and deliver projects under the 2023 CDBG grant award of \$621,950.00 for housing rehabilitation projects in Lewis County, additionally if the County is awarded \$300,000.00 under its Microenterprise application, it is authorized to enter into a subrecipient agreement with Naturally Lewis to administer and deliver those projects.  
AYE \_\_\_ NAY \_\_\_
3. Authorizing acceptance of the Wholesale Waiver Agreement proposal of \$1,772,321.00 offered by NYS Workers' Compensation Board to settle payout amounts for 17 open and ongoing claims, and to appropriate the funds into the correct Self-Insurance Fund account.  
AYE \_\_\_ NAY \_\_\_

**Motions:**

1. I move that the Finance & Rules Committee approve the proposed 2024/2025 Finance & Rules Committee Goals and forward them to the full board for adoption, seconded by Legislator \_\_\_\_\_.

**Executive Session:**

None.

**Informational Items:**

1. Monthly Department reports are attached for your review.

If any committee member has inquiries regarding agenda items, please do not hesitate to contact me.

cc:	County Clerk/Records Mngt.	JCC Education Center
	Economic Development	Planning & Community Development
	Human Resources	Purchasing
	Information Technology	Real Property Tax
	Insurance/Workers' Compensation	Treasurer

**RESOLUTION NO. \_\_ - 2024**

**RESOLUTION AUTHORIZING SOFTWARE AND SUPPORT MAINTENANCE  
AGREEMENT WITH NEOGOV ON BEHALF OF LEWIS COUNTY HUMAN  
RESOURCES/CIVIL SERVICE DEPARTMENT**

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

WHEREAS, the Lewis County Director of Human Resources/Civil Service Personnel Officer wishes to upgrade and add further applications to the Human Resource Information System (HRIS) regarding the Civil Service Portal implemented by eGov that has been in place at the County pursuant to Resolution No. 102-2019, eGov has now been acquired by NeoGov; and

WHEREAS, the Service Software System includes online application, candidate, employee and position tracking systems in order to ensure compliance with NYS Civil Service Law and Lewis County Civil Service Rules, and which enables interface with related systems. The digital software management system and portal handles the processing of Civil Service employment applications and records; and

WHEREAS, GOVERNMENTJOBS.COM, INC. d/b/a NeoGov (hereinafter "NeoGov") provides an opportunity to assist and upgrade further applications of this Software System to streamline applicant tracking, new hire on-boarding, employee evaluations, active employee file storage and policy management and compliance along with training and learning management; and

WHEREAS, NeoGov, with offices at 2120 Park Place, El Segundo, CA has submitted a proposed software update and training services proposal which will provide the County Civil Service/ Human Resources Department with a more streamlined automated system to address such needs; and

WHEREAS, the cost proposal from NeoGov for this implementation and training of the upgraded system includes a three-year contract at a total cost of \$222,043.31, payable in yearly installments identified in the proposed Order Form due on March 1 of each year as follows:

March 1, 2024- \$60,042.31  
January 1, 2025- \$64,800.40  
January 1, 2026- \$97,200.00; and

WHEREAS, the Board of Legislators wishes to authorize this agreement for services and software; and

**NOW, THEREFORE, BE IT RESOLVED, as follows:**

Section 1. That the Lewis County Board of Legislators hereby authorizes an Agreement, on behalf of the Lewis County Human Resources/ Civil Service Administration, and Governmentjobs.com, Inc., d/b/a NeoGov, a California corporation having a principal place of business at 2120 Park Place, El Segundo, CA 90245, to implement the upgrades and training for its Civil Service Software System as outlined in its proposal, at a total cost of \$222,043.31 for three years of services, payable in (3) annual installments in accordance with the fee schedule set forth above.

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 the within resolution shall take effect immediately.

Moved by Legislator \_\_, seconded by Legislator \_\_, and adopted.

**RESOLUTION NO. \_\_ - 2024**

**RESOLUTION AUTHORIZING SUBRECIPIENT AGREEMENTS  
UNDER 2023 CDBG PROGRAM YEAR AWARDS**

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

WHEREAS, pursuant to Resolution No. 128-2023, the Board of Legislators authorized applications for 2023 Program Year CDBG funding to support housing rehabilitation and microenterprise programs within Lewis County, and authorized the Chairman to accept funding, if awarded, and to enter into the grant agreements for same; and

WHEREAS, applications for CDBG funding specific to housing rehabilitation and microenterprise funds were submitted; and

WHEREAS, the County recently received notice of an award in the amount of \$621,950 under its housing rehabilitation application. Pursuant to the award, the County seeks to enter into a subrecipient agreement with Snow Belt Housing Company, Inc. (Snow Belt) to administer the program and deliverables in consideration of Snow Belt receiving \$31,097 for administration and \$80,853 for delivery costs under the Grant, payable from the grant funds; and

WHEREAS, in the event the County is awarded microenterprise program funding for the \$300,000 request, the Planning and Community Development Director seeks to have the Board of Legislators authorize a subrecipient agreement with Naturally Lewis to provide administration and project delivery, with Naturally Lewis to receive and estimated \$10,000 in administration costs and an estimated \$30,000 in project delivery costs, if the County is awarded the funding as submitted;

NOW, THEREFORE, BE IT RESOLVED, as follows:

Section 1. That the Lewis County Board of Legislators hereby authorizes a subrecipient agreement with Snow Belt Housing Company, Inc. to administer and deliver projects under the 2023 CDBG grant award of \$621,950.00 for housing rehabilitation projects in Lewis County. The subrecipient agreement shall include provisions for Snow Belt to receive \$31,097 from the grant funds for administration costs and \$80,853 in delivery costs associated with the balance of \$510,000 in project costs.

Section 2. In the event the County is awarded \$300,000 under its microenterprise application, the Board of Legislators authorizes the County to enter into a subrecipient agreement with Naturally Lewis to administer the project and

provide delivery of projects, with compensation from the grant award up to \$10,000 for administration and \$30,000 for project delivery costs.

Section 3. That the Chair or the Vice-Chair of the Board of Legislators are hereby authorized to make, execute seal and deliver such agreements as the County Attorney may recommend and approve.

Section 4. That this Resolution shall take effect immediately.

Move by Legislator \_\_, seconded by Legislator \_\_, and adopted.

DRAFT

**RESOLUTION NO. \_\_ - 2024**

**RESOLUTION AUTHORIZING ACCEPTANCE OF WHOLESALE WAIVER AGREEMENT WITH NYS WORKERS' COMPENSATION BOARD TO ACCEPT PAYOUT ON 17 CLAIMS**

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

WHEREAS, the County of Lewis "(County)" is duly qualified as self-insured under the Workers' Compensation Law of the State of New York and contracts with NCA Comp, Inc. ("NCA") to provide third party claims administration services for workers compensation claims; and

WHEREAS, The County's Workers' Compensation Administrator, in consultation with NCA counsel, received a Wholesale Waiver Agreement Proposal from the NYS Workers' Compensation Board (NYS WCB) the NYS WCB would pay over to the County the sum of \$1,772,321.00 to settle 17 claims in which NYS reimburses the monthly payout the County makes on these medical and indemnity claims under Workers Compensation. This sum is a discounted value over time and the estimated life table for the claimants; and

WHEREAS, the County would deposit this payout into the self-insurance fund and be responsible to make the payments for the remainder of the lives of each claimant without further reimbursement from the State; and

WHEREAS, NCA has reviewed this proposal with the County's Administrator and they recommend acceptance of the settlement amount and proposal;

NOW, THEREFORE, BE IT RESOLVED, as follows:

Section 1. That the Lewis County Board of Legislators hereby authorizes and approves acceptance of the Wholesale Waiver Agreement Proposal of \$1,772,321.00 offered by NYS WCB to settle the payout amounts to the County for 17 claims.

Section 2. That the Lewis County Board of Legislators authorizes the Treasurer to appropriate the payment from WCB and deposit same into the Self-Insurance Fund, Account # \_\_\_\_\_, to be used by the County to make the payments for medical incurred for the 17 identified claims without further reimbursement by the State.

Section 3. That the Chair, or Vice-Chair of the Board of Legislators is hereby authorized to make, execute, seal and deliver said Settlement Agreement, pending review and approval of the terms by the NCA Workers' Compensation Attorney and County Attorney.

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

Moved by Legislator \_\_, seconded by Legislator \_\_, and adopted.

DRAFT



**DECEMBER 2023-Monthly Report**

- Lewis County Clerk’s Office switched to IQS Cloud based recording software. The office was given the opportunity to be a Beta tester for our vendor IQS for their new platform, and I made the decision that we had the unique opportunity to be a leader and a player in helping design recording software for other Clerk’s offices in the State and Country. This has come with some unexpected errors and challenges, but the staff has been very good working through problems as they arise.
- The DMV had a total of 2,433 transactions for the month of December.
- The lack of snow impacted the number of transactions and revenue we experienced at the DMV in December.
- Records storage archived an additional 103 boxes in the month of December. In January we will be preparing lists for each department so they will know what records they can destroy per the records retention timeline set forth in the LSG-1 record keeping guideline.
- The Clerk’s Office continues to back scan old Business Certificates and Corporations during slack times.
- Online records subscriptions and request continue to rise bringing in revenue that offsets the costs of the County Clerk’s recording software.

**Budget Report**

2022 REVISED EXPENSE	YTD EXPENSE	2022 REVISED REVENUE	GROSS YTD REVENUE	NET YTD REVENUE
\$642,056.00	\$597,416.69	\$788,500.00	\$678,889.82	\$81,473.13

**DMV Transactions and Revenue to Lewis County**

PLATES ISSUED	PLATES SURRENDERED	SNOWMOBILE	ATV	EDL	TOTAL REVENUE
296	251	291	17	72	\$18,025.33

**Clerk’s Office Transactions and Revenue to Lewis County**

DEEDS	MORTGAGES	COURT DOCKET LIST	PISTOL TRANSACTIONS	JUDGEMENT TRANSCRIPTS	TOTAL REVENUE
113	115	686	137	14	\$92,498.82

# Monthly Report to Legislators

DECEMBER 2023 - INFORMATION TECHNOLOGY

## Intro

As the year ended, many projects were wrapped up and preparations began for 2024 purchases and projects.

## Projects

### County Building Projects

We are preparing for the move of BoE, Parks, Rec, & Trails, and Soil & Water in coming months to finally close out the departmental building moves. At this point, there are still a few lingering door access, camera, and other network-related tasks related to these buildings that we are tracking.

### New Phone System

As of December 12<sup>th</sup>, about 70% of our county users and phones have transitioned to the new Ring Central phone system. Another group will switch in January. The final group will be DSS and will likely change after the heat of HEAP season passes. We are excited about the progress and are already seeing new functionality being used. If you experience less than ideal call situations with any of our departments, please don't hesitate to reach out and voice your concerns!

## Up Next

IT continues to balance day-to-day tech support with bigger projects and information security. Be ready for a security update in the next couple months to review progress and revised targets. Increased technology and security maturity will be major themes in 2024 as we continue to modernize our infrastructure to maintain high levels of systems availability and enabling new, better, and/or more efficient ways to service Lewis County constituents.

Thank you,

**Conner Biolsi**



**TO:** Finance and Rules Committee  
**SUBJECT:** January 16, 2024 Committee Meeting Report → February 6, 2024 BOL Meeting

Public Hearings

- Collect public input on potential 2024 CDBG grant applications

Dockets: None

Lewis County Planning Board

2 reviews were completed for the January 18<sup>th</sup> meeting:

- Town of Pinckney – Site Plan Review
- Town of New Bremen – Site Plan Review

Department Updates

- Received award notices that Lewis County has received \$112,500 in FEMA funding to complete an updated Hazard Mitigation Plan and \$621,950 in CDBG funding for single-family and multi-family housing rehabilitation.
- Completed and submitted one (1) NYS DOT TAP Application in the amount of \$5,000,000 for the development of a non-motorized trail in the Village of Lowville.
- Completed and submitted one (1) NYS DOT dual CRP & TAP Application in the amount of \$4,964,864 to implement five (5) complete streets projects across the County and install 19 EV Charging Stations.
- Continuing to work with the Villages of Lyons Falls and Croghan to select engineers to complete Preliminary Engineering Reports (PERs) for water district improvements and subsequent grant applications.
- Working alongside Building & Codes to launch Cloudpermit. The first municipality identified for this project will be the Village of Lowville.
- Working with Barton & Loguidice on the development of preliminary plans for a pedestrian walkway to connect Park Place with the Methodist Church Parking Lot.
- All broadband projects have been completed and grant closeout documents are being compiled. Spectrum finished its fiber buildout and is enrolling customers. A formal ribbon cutting is under development. Future planning is being focused on the Frontier Communication RDOF buildout to expedite the construction at several unserved areas throughout the County.
- Working with Naturally Lewis and DANC to prepare RFP documents for the environmental remediation and roof replacement of the decommissioned Lyons Falls Elementary School. Lewis County has received \$175,240 from National Grid's Brownfield Redevelopment Program and anticipates up to \$683,550 in NY Forward funding this Spring to support this project.
- Researching various renewable energy developments, to include energy transmission, solar developments, various energy storage facilities.

Public Transportation

- Launched the 2024 Bus Advertising Program and have signed on three (3) advertisers to-date.
- Coordinating a public transportation trip to 3 Willows Event Center for their Adult Prom Event. Pick-up locations will be in Lowville and Boonville. A schedule will be posted on our website and Facebook page.
- Total December Ridership: 2,379 – An increase of 1.5% from December 2022
- Facebook Insights
  - New Followers: 7
  - Followers: 954

Budget:

2023 budget for 8020-Planning and 5630-Bus Operations are slated to finish out the year on target.

## January 2024 Purchasing Department Report

January is off to a busy start for the Purchasing Department. We currently have 3 Request for Proposals (RFPs) posted that will be opened on February 9, 2024.

2024-101 Singing Waters Campground Water Project

2024-102 Lewis County Downtown Design Guidelines

2024-103 Demolition and Removal of Condemned Structure in Port Leyden

We are also working on the packet of Highway Bids for the upcoming construction season as well as the following items:

Town of Watson Rezoning

911 Towers Security Locks and Cameras

Demolition of House on the Osceola Road that is in the highway right of way.

There will be a surplus auction in February that will include a compact tractor with snowblower, 2016 police explorer, 2020 F250, 2- snowmobiles, and other miscellaneous items.

As always, please reach out if you have any questions.



Brian Hanno

Lewis County Purchasing Director

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January 2024

**Budget Report:**

3.1% of the 2024 department budget has been used.

**New Business:**

Legislation was adopted in 2023 to change the procedure for calculating income to determined eligibility for the Senior Citizens exemption. The basis of this legislation is an attempt at streamlining the “what is income” process similarly to what the State previously did with the STAR exemption. This change in the law may result in more property owners qualifying for the exemption or qualifying for a greater percentage of the exemption. I will report on the impact of this as it pertains to the county taxable value in the May 2024 report.

County/town taxes were mailed on December 29th. Thus far we have received 13 requests for apportioned tax bills and four corrected tax bills.

**Sales:**

Sales are continually updated and are posted on the website around the 1st of each month. For the month of December, 114 transfers were processed consisting of 147 parcels, of which 12 were split parcel transfers.

**911:**

We have assigned and/or corrected eight numbers since the December 2023 report.

End of Report

## Workers' Compensation December 2023 Report

<u>EXPENDITURES</u>	<u>12/1/23-12/31/23</u>	<u>TOTAL TO DATE</u>	<u>% USED</u>
Administration	\$ 10,445.27	\$ 199,992.10	109.52%
Compensation & Medical Payments	\$ 63,301.86	\$ 620,204.85	78.51%
WCB Assessments	\$ -	\$ 110,802.65	69.25%

<u>REVENUE</u>			
State Reimbursements/Refunds	\$ -	\$ 133,774.59	107.02%
C.D. Interest*	\$ -		0.00%

\*reported on a yearly basis

No. of incidents reported in December: 8

Total No. of current year incidents: 71

### Number of claims with Compensation Payments

