

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

FROM: Cassandra Moser, Clerk of the Board

DATE: March 14, 2024

SUBJECT: Finance & Rules Committee Agenda

Please let this correspondence serve as notification that the Finance & Rules Committee will meet on Tuesday, March 19th 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 February 20, 2024, and March 4, 2024, committee minutes is no amendments.

Presentations/Discussion Items:

1. Data Collection for Towns – Candy Akin, Real Property Tax Director (5 minutes)
2. Health Insurance Plan discussion

Draft Resolutions:

1. Authorizing increases to Health Insurance Premiums for the plan year commencing June 1, 2024, by the following percentages: 26% for the Excellus PPO Plan, 20% for the Simply Blue Hybrid Plan, and 20% for the Simply Blue High Deductible Plan, in order to ensure plan premium equivalents cover claims and expenses and to stabilize the health insurance fund balance.
AYE ___ NAY ___
2. Authorizing licensing and consulting agreements between SHI International Corp. and the County of Lewis effective April 1, 2024, through December 31, 2024, for the County's Microsoft 365 account and email system at a cost of \$80,000.00 for licensing and \$39,860.00 for consulting, and patch management and remote support software under Ninja One Program at a cost of \$6,876.00.
AYE ___ NAY ___
3. Urging New York State to reduce the cost of State-Mandated Programs on local taxpayers.
AYE ___ NAY ___
4. Awarding bid and authorizing contract between the County of Lewis and LaBella Associates to provide professional services for the rezoning of the Town of Watson at a

cost not to exceed \$94,450.00 with an anticipated completion date on or about October 31, 2025.

AYE ___ NAY ___

5. Setting a public hearing on May 7, 2024, at 5:00 p.m. at the Lewis County Courthouse Board of Legislators Chambers for public input with reference to Round 8 Restore NY Funding application for the redevelopment of 6832 McAlpine Street, Lyons Falls in an amount not to exceed \$2,000,000.00.

AYE ___ NAY ___

6. Appointing Gerald Haenlin of Lowville, NY as a member of the Lewis County Industrial Development Agency Board of Directors effective April 3, 2024 for an indefinite term.

AYE ___ NAY ___

Motions:

None.

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 INCREASES TO
HEALTH INSURANCE PREMIUMS FOR THE PLAN YEAR
COMMENCING JUNE 1, 2024**

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

WHEREAS, the Lewis County has a self-funded health insurance program known as the Lewis County Health Plan (“Plan”), with premiums that support coverage of claims for County (including LCHS) employees, spouses, dependents, and retirees eligible for health insurance; and

WHEREAS, pursuant to Resolution No. 185 -2023 the Board of Legislators authorized the County to join the Broome County Health Alliance Plan for Medicare-eligible retirees; and

WHEREAS, the Lewis County Treasurer, in his capacity as the Health Plan Administrator, together with the County Manager, HR Director, and Administrators from LCHS, hold periodic meetings with the health insurance committee along with GKG, the county consultants for plan design and insurance management and Milliman, the county’s actuarial consultant on the Plan, to assess and ascertain an appropriate premium equivalent for Plan participants in order to sustain the benefits and payout of claims under the Plan; and

WHEREAS, the health insurance committee has been monitoring the health insurance fund balance. The County Manager indicated in his 2024 proposed budget that an increase in premiums would likely be required for the June 1, 2024 effective health insurance year in order to sustain the payout of increased claims under the plan; and

WHEREAS, a number of high cost claims are continuing to be paid out, and the health insurance fund balance has been critically low, with health claims that continue to exceed premiums. Upon continued review and analysis of the plan and fund balance, and upon the recent analysis and projections of Milliman, the Committee recommends that the Board of Legislators increase the health insurance premium equivalents by the following: 26% for the Excellus PPO plan and 20% for the Simply Blue Hybrid and High Deductible plans;

NOW, THEREFORE, BE IT RESOLVED, as follows:

Section 1. The Lewis County Board of Legislators hereby approves the Plan Administrator’s and Health Insurance Committee’s recommendation to increase all health insurance premiums (excluding Medicare eligible retirees) effective June 1st,

2024 (reflected in May, 2024 paychecks) in the following percentages: 26% for the Excellus PPO Plan, 20% for the Simply Blue Hybrid Plan, and 20% for the Simply Blue High Deductible Plan, in order to ensure plan premium equivalents cover claims and expenses and to stabilize the health insurance fund balance.

Section 2. That this Resolution shall take effect immediately.

Moved by Legislator __, seconded by Legislator __, and adopted.

DRAFT

RESOLUTION NO. __ - 2024

**RESOLUTION AUTHORIZING LICENSING AND CONSULTING
AGREEMENTS BETWEEN SHI INTERNATIONAL CORP.
AND THE COUNTY OF LEWIS FOR THE COUNTY'S
MICROSOFT 365 ACCOUNT AND EMAIL SYSTEM,
AND PATCH MANAGEMENT AND REMOTE
SUPPORT SOFTWARE UNDER NINJA ONE PROGRAM**

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

WHEREAS, the Information Technology Director has identified additional needs and users for its Microsoft 360 software licensing program and wishes to obtain the services of SHI International, an existing state-approved contractor under OMNIA (Contract No. 2018011-02) to provide the necessary professional consulting and licenses to the upgrade and implementation of the Microsoft 365 program, accounts, and email service on the government sector. SHI offers monthly flexibility in the number of licenses and users; and

WHEREAS, the Director also wishes to obtain patch management and remote support software services under the company's "Ninja One" program; and

WHEREAS, after consideration of the County's licensing needs the Director recommends and requests that the Board of Legislators authorize an agreement with SHI International Corp. to provide the consulting, licenses, and accounts required by the County for the Microsoft 365 Program and Account, inclusive of the email program and patch management and remote support software under the company's Ninja One program; and

WHEREAS, the cost of these services will not exceed \$39,860.00 for consulting, \$80,000.00 for licensing, and \$6,876.00 for the Ninja One program, payable in monthly increments as set forth in the proposal quotes starting April 1, 2024 through December 31, 2024; and

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

NOW, THEREFORE, BE IT RESOLVED, as follows:

Section 1. That the Lewis County Board of Legislators agrees to enter into agreements with SHI International Corp. effective April 1, 2024, through December 31, 2024, for consulting services (\$39,860.00); software licenses & products under Microsoft 365 with cloud hosting (\$80,000.00); and for the Ninja One program (\$6,876.00) to provide patch management and remote support software with the right to terminate the agreement at any time.

Section 2. That the monthly cost is \$33.99, \$9.09, \$9.09, and \$3.78, per user for the four (4) different types of licenses and number of users each Department may require, estimated not to exceed \$80,000.00 on an annual basis.

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 __, seconded by Legislator __, and adopted.

DRAFT

RESOLUTION NO. __ - 2024

RESOLUTION URGING NEW YORK STATE TO REDUCE THE COST OF STATE-MANDATED PROGRAMS ON LOCAL TAXPAYERS

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

WHEREAS, despite the state capping the local share of Medicaid—and assuming the growth—New York State continues to rely on county taxpayers to balance its books; and

WHEREAS, even with this Medicaid growth cap in place, the 57 counties and New York City have provided \$139 billion in local taxes to pay for the state-designed and-controlled program since 2005; and

WHEREAS, each year going forward, counties will need to raise \$7.6 billion in local taxes to pay a share of the costs of the state's Medicaid program that is growing at an unsustainable rate and has been for many years; and

WHEREAS, this state-mandated local share is unprecedented nationwide and more than all counties in the country combined are forced to pay for general Medicaid program costs; and

WHEREAS, New York State is one of only a few that require counties to pay the bulk of the costs of the state general assistance program (Safety Net). Since 2005, counties and New York City have provided \$25.2 billion in local tax revenues to support the state's Safety Net Program; and

WHEREAS, since 2005, counties and New York City have provided \$7.5 billion in local taxes to support indigent defense services, a federal and state constitutional requirement the state has shifted to counties and New York City; and

WHEREAS, only 15 states require their counties to pay a significant share of indigent defense costs, and few come close to the share and amount of local funds required of New York counties; and

WHEREAS, since 2005, counties and New York City have provided \$12.6 billion in local tax revenues to support the state's Preschool Special Education program. Counties pay just over 40 percent of Preschool Special Education costs for 3–5-year-olds, in addition to 10 percent of summer school special education services for K-12 students. Few counties nationwide pay for or provide educational services; and

WHEREAS, counties and New York City also provide local tax revenues in support of the state budget for dozens of other programs, with the State Legislature

and Governor having shifted a record amount of new costs to county taxpayers in the last few years, forcing local taxpayers to spend \$14 billion in locally raised taxes in 2024 to pay for a significant portion of the costs of state-designed and-controlled programs, a 30 percent increase since SFY 2021; and

WHEREAS, the record amount of locally generated taxes paid by New Yorkers that directly fund state programs each year is more than the entire general fund spending of 29 individual states; and

WHEREAS, for the 57 counties outside of New York City, the new cost shifts and added spending requirements imposed over the last two years by the state will approach \$600 million annually. These recurring costs include the intercept of federal Medicaid funding that for 20 years has been set aside by Congress for county fiscal relief, state-imposed double-digit rate increases for preschool special education and foster care programs, a doubling of rates for criminal indigent defense costs, and higher pension costs; and

WHEREAS, these increases are equal to 11 percent of the entire county property tax levy for 2023 and will have to be supported with higher local taxes or service cuts in the future; and

WHEREAS, as recent as 2021, New York State shifted the entire cost of Criminal Procedure Law (CPL) 730 exams and placements to county taxpayers; and

WHEREAS, since 2005, counties and New York City have been required under state law to raise over \$184 billion in local taxes to pay for state programs that most counties across the country do not fund, hindering New York's economic competitiveness, driving significant job and population loss that has been accelerating in recent years, and fueled New York's housing affordability crisis; and

WHEREAS, all of these cost shifts have been used to provide relief to the state financial plan but does so by essentially substituting more regressive local taxes for the more progressive state tax structure, which has a direct and negative impact on local taxpayers and affordability in New York State.

NOW, THEREFORE, BE IT RESOLVED, as follows:

Section 1. The Lewis County Board of Legislators joins with the New York State Association of Counties (NYSAC) and urges the State Legislature and Governor Hochul, to, at a minimum, freeze the growth in county costs for all state mandated programs, and to include significant new funding to reduce or eliminate the \$14 billion in annual payments counties make for state-mandated programs as part of the SFY 2025 Budget and beyond.

Section 2. The Clerk of the Board is directed to forward copies of this

resolution to Governor Kathy Hochul, the majority and minority leaders of the New York State Legislature, and all others deemed necessary and proper.

Section 3. This Resolution shall take effect immediately.

Moved by Legislator __, seconded by Legislator __, and adopted.

DRAFT

RESOLUTION NO. __ - 2024

**RESOLUTION AWARDING BID AND AUTHORIZING CONTRACT BETWEEN
THE COUNTY OF LEWIS AND LABELLA ASSOCIATES TO PROVIDE
PROFESSIONAL SERVICES FOR THE REZONING OF THE TOWN OF WATSON**

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

WHEREAS, the Director of Planning and Community Development Department, in consultation with the Purchasing Department, and The Town of Watson, sent out an RFP for professional services to develop updated zoning and subdivision regulations in the Town of Watson to encourage and promote future redevelopments that help promote well-planned and well-placed public spaces, walkable neighborhood designs, and integrate clean energy resources and related incentives as more fully outlined and set forth in the RFP; and

WHEREAS, four (4) bids proposal was opened on March 8, 2024 at 2:00 pm. The Planning Department staff and Purchasing Director carefully reviewed the bid submissions and assessed the criteria. After careful consideration and review, this team recommends that the Board of Legislators award the bid and contract to the most qualified bidder under the criteria, Labella Associates, of 20 Elm Street, Glens Falls, NY 12801 to complete the RFP Tasks at a cost not to exceed \$94,450.00, with the project expected to conclude on or about October 31, 2025; and

WHEREAS, the Planning and Community Development Department and the Town of Watson have budgeted \$4,722.00 each for this project, and have received funding in the amount of \$85,005.00 through the NYS Smart Growth Grant; and

WHEREAS, the Board of Legislators seeks to accept this recommendation, and award the bid and contract to Labella Associates for this project;

NOW, THEREFORE, BE IT RESOLVED, as follows:

Section 1. That the Lewis County Board of Legislators hereby authorizes an agreement with and awards the bid under this Town of Watson Rezoning Project to Labella Associates of Glens Falls, NY, to complete the scope of work as outlined in the RFP and as they present in their bid proposal dated March 8, 2024, at a cost not to exceed \$94,450.00.

Section 2. That the Lewis County Board of Legislators authorizes said agreement to include provisions for Labella Associates to provide reports to the County Departments involved in the project, with an anticipated completion date on or about October 31, 2025.

Section 3. 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, and authorizes the Treasurer to appropriate the funds, upon review and approval by the County Attorney.

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

Moved by Legislator __, seconded by Legislator __, and adopted.

DRAFT

RESOLUTION NO. __ - 2024

**RESOLUTION TO SET PUBLIC HEARING FOR PUBLIC INPUT WITH REFERENCE
TO ROUND 8 RESTORE NY FUNDING**

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

WHEREAS, the County of Lewis is eligible to apply for Round 8 of the Restore NY Communities Initiative Municipal Grant Program funding administered by the Empire State Development Corporation (ESDC); and

WHEREAS, the Board of Legislators wishes to discuss the potential application and relative Property Assessment List for the redevelopment of 6832 McAlpine Street, Lyons Falls prior to the preparation of a Restore NY application; and

WHEREAS, the public hearing must be held prior to submission of an application;

NOW, THEREFORE, BE IT RESOLVED, as follows:

Section 1. That the Board of Legislators of Lewis County authorizes a public hearing to be held and set for May 7th, 2024 at 5:00 p.m. at the Lewis County Courthouse Board of Legislators Chambers, 7660 North State Street, Lowville, New York 13367 to solicit the views of County of Lewis citizens regarding a Round 8 Restore NY Application for the redevelopment of 6832 McAlpine Street, Lyons Falls in an amount not to exceed \$2,000,000.

Section 2. That public notice of the hearing shall be advertised in accordance with law at least seven (7) days prior to the hearing date.

Section 3. That within resolution shall take effect immediately.

Moved by Legislator __, seconded by Legislator __, and adopted.

RESOLUTION NO. __ - 2024

**RESOLUTION APPOINTING MEMBER TO
LEWIS COUNTY INDUSTRIAL DEVELOPMENT AGENCY
BOARD OF DIRECTORS**

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

WHEREAS, pursuant to Section 856 of the General Municipal Law, an Industrial Development Agency shall be a corporate government agency constituting a public benefit corporation; and

WHEREAS, the Industrial Development Agency Board of Directors shall consist of not less than three nor more than seven members, who shall be appointed by the governing Board of Legislators; and

WHEREAS, said members shall serve at the pleasure of the Board of Legislators.

NOW, THEREFORE, BE IT RESOLVED as follows:

Section 1. That this Board of Legislators hereby appoints Gerald Haenlin of Lowville, New York to the Lewis County Industrial Development Agency Board of Directors, to serve at the pleasure of the Board of Legislators.

Section 2. That said appointment shall be effective April 3, 2024, for an indefinite term.

Section 3. That the within resolution shall be effective immediately.

Moved by Legislator __, seconded by Legislator __, and adopted.

FEBRUARY 2024-Monthly Report

- DMV had a total of 1,769 transactions for the month.
- Mortgage Tax numbers continue to decline with higher interest and real estate prices.
- DMV numbers are down due to the unseasonable weather.
- DMV and I are working through the backfilling process for a couple openings at the DMV.
- County Clerk's office has experienced again in Passport appointments. This is a good sign that residents are once again beginning to travel.

Budget Report

2024REVISED EXPENSE	YTD EXPENSE	2024 REVISED REVENUE	GROSS YTD REVENUE	NET YTD REVENUE
\$690,583.00	\$104,574.43	\$748,500.00	\$87,993.32	\$(16,581.11)

DMV Transactions and Revenue to Lewis County

PLATES ISSUED	PLATES SURRENDERED	SNOWMOBILE	ATV	EDL	TOTAL REVENUE
296	232	78	9	104	\$13,076.91

Clerk's Office Transactions and Revenue to Lewis County

DEEDS	MORTGAGES	COURT DOCKET LIST	PISTOL TRANSACTIONS	JUDGEMENT TRANSCRIPTS	TOTAL REVENUE
101	96	652	102	37	\$67,586.52

Monthly Report to Legislators

FEBRUARY 2024 - INFORMATION TECHNOLOGY

Intro

February was marked by many meetings with printer vendors and contract requests. With the NYS audit just behind us, there are some longstanding vendor relationships that needed to be re-legitimized in the form of renewed contracts and/or service agreements.

Projects

Device Rollout

The majority of budgeted, new devices are purchased at the beginning of the year. In February we provisioned over 60% of those new devices to the county departments that had budgeted for new equipment.

New Phone System

As of now, about 80% of our county users and phones have transitioned to the new Ring Central phone system. 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 will be trying to wrap up the phone system and device provisioning before taking on the big Microsoft licensing work to be done in April/May and onward. Be ready for a security update in March. New technology adoption 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: March 19, 2024 Committee Meeting Report → April 2, 2024 BOL Meeting

Dockets

- Award contract to complete Town of Watson Rezoning

Lewis County Planning Board

2 reviews were completed for the March 21st meeting:

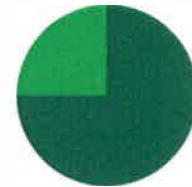
- Town of Copenhagen – Site Plan Review
- Town of Croghan – Site Plan Review & Special Use Permit

Department Updates

- Working with Volunteer Fire Departments across the county to apply for NYS DSHES V-Fire Grants.
- All broadband projects awarded to the County have been completed and grant closeout documents have been submitted. Further advancements have been made in the following areas:
 - Working with DANC to finalize the dark fiber build-out for the NBRC Catalyst Project
 - During February, Hudson Valley Wireless (HVW) reviewed 8 new user inquiries, 4 of which were not in the serviceable area and 4 new user enrollment proposals were sent. 7 new users received installation and 3 more are scheduled.
- Working with Coughlin Printing and General Code to implement the CWSSI Contract from NYS DOS to develop up to 25 municipal websites and associated email addresses as well as the digital codification of their local laws onto eCode360. Prior to scheduling an informational session with municipal leaders later this month, contingent on the approval of our MWBE waiver request.
- In addition to the PER assistance we are providing the Villages of Lyons Falls and Croghan, we will also be assisting the Village of Constableville and Town of Lowville with PERs to improve and expand their water districts and apply for funding.
- Assisting the Village of Lowville with the Downtown Revitalization (DRI) Grant implementation processes. Held DRI Office Hours from February 27th – March 1st in Downtown Lowville to answer questions that potential project sponsors or community members have regarding the funding.
- Developing several Restore NY grant applications to restore and/or redevelop vacant properties across Lewis County.

2024
239-M REVIEWS

Special Use Permits & Site Plan Reviews
25%



Site Plan Reviews
75%

Public Transportation

- Submitted eMedNY Revalidation Application to continue servicing NEMT rides
- Working on completing the 2023 LCPT 5311 Report as required by FTA and NYSDOT
- Preparing RFPs for Micro-transit Services and Transportation Operator Services
- Preparing for our 3-Year 5311 System Review set to kick-off in March
- Finalizing the Old Forge Summer Route Schedule and Updating the Rider's Guide for 2024
- Applied for and received \$2,500 from WinDenmark toward the purchase of a Wheelchair Van. The balance of the costs will be applied for through a Pratt Northam Grant Application in the coming months.
- Total February Ridership: 2,731 – An increase of 16% from February 2023
- Facebook Insights
 - New Followers: 15
 - Total Followers: 978

Budget:

2024 budget for 8020-Planning and 5630-Bus Operations are on target

March 2024 Purchasing Department Report

We just recently opened these 2 bids and will be bringing recommendations to the Board.

2024-104 Town of Watson Rezoning, 4 proposals were received with the range of bids between \$75,000 and \$99,970.

2024-105 Sale of Timber Products-Hough Memorial Forest, 2 proposals with a range from \$14,000-\$22,000.

On March 12th we will open bids for Box Culvert on Crofoot Hill Rd with B&L as well as Highway Hot Mix Bid and Pavement Markings Bid.

March 26th Bid Opening for West Road Bridge by Whetstone Gulf

March 29th Bid Opening for an update to the Hazard Mitigation Plan

We are also working on the following items:

911 Towers Security Locks and Cameras

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

There is currently a surplus auction that ends on March 11th starting at 8 p.m. that includes a compact tractor with snowblower, 2016 police explorer, 2020 F250, 2- snowmobiles, and other miscellaneous items. This has brought some good interest and we expect the bids to reflect this.

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



Brian Hanno

Lewis County Purchasing Director

March 2024

Budget Report:

12.8% of the 2024 department budget has been used.

New Business:

Real property is growing, we have hired two individuals to fill the newly created positions and start on March 11th.

The assessors have submitted their 2024 Levels of Assessment to the state for consideration, and subsequent issuance of tentative equalization rates. The town of Martinsburg completed their revaluation project and have claimed a 100% level. Our office prepared and mailed approximately 1,300 disclosure notices to the property owners in Martinsburg.

Sales:

Sales are continually updated and are posted on the website around the 1st of each month. For the month of February, 105 transfers were processed consisting of 175 parcels, of which 10 were split parcel transfers.

911:

We have assigned and/or corrected 26 numbers since the February 2024 report.

End of Report

Workers' Compensation February 2024 Report

<u>EXPENDITURES</u>	<u>2/1/24-2/29/24</u>	<u>TOTAL TO DATE</u>	<u>% USED</u>
Administration	\$ 11,396.94	\$ 107,773.63	59.02%
Compensation & Medical Payments	\$ 25,390.20	\$ 108,726.63	13.76%
WCB Assessments	\$ 26,751.97	\$ 26,751.97	16.72%

<u>REVENUE</u>			
State Reimbursements/Refunds	\$ 25,830.39	\$ 25,830.39	20.66%
C.D. Interest*	\$ -		0.00%

*reported on a yearly basis

No. of incidents reported in February: 3

Total No. of current year incidents: 9

Number of claims with Compensation Payments

