

TO: Andrea Moroughan, Chair; Josh Leviker, Vice-Chair; Herb Frost III; Tom Kalamas; and Jeff Nellenback.

FROM: Cassandra Moser, Clerk of the Board

DATE: March 14, 2024

SUBJECT: General Services Committee Agenda

Please let this correspondence serve as notification that the General Services Committee will meet on Tuesday, March 10th at 1:00 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 committee minutes if no amendments.

Presentations / Discussion Items:

1. Solar Eclipse event on April 8th, 2024 – Robert Mackenzie, Director of Fire & Emergency Management; and Kristen Aucter, Director of the Lewis County Chamber of Commerce (15 minutes)

Draft Resolutions:

1. Authorizing Supplement Agreement No. 2 between Lewis County Highway Department and Foit-Albert Architecture, Engineering & Surveying, P.C. for CR 29 West Road Bridge over Whetstone Creek through December 31, 2024, for the additional amount not to exceed \$261,400.00.
AYE ___ NAY ___
2. Awarding bid and authorizing contract with Prentiss & Carlisle Management Company, Inc. for the term of April 3, 2024, through April 30, 2026, in the amount of \$22,000.00 payable for the harvesting of timber at Hough Memorial Forest in New Bremen.
AYE ___ NAY ___

Motions:

1. I move to award the bid for hot asphalt mix based on project location in accordance with the tabulation of all bids prepared by the Highway Superintendent and placed on file with the Clerk of the Board for the period of April 1, 2024 through March 31, 2025, seconded by Legislator _____.
2. I move to award the bid for pavement marking to K & T Striping LLC in accordance with the tabulation of all bids prepared by the Highway Superintendent and placed on file with _____.

the Clerk of the Board for the period of April 1, 2024 through March 31, 2025, seconded by Legislator _____.

Executive Session:

None.

Informational Items:

1. There will be a resolution coming forward to award the bid for the replacement of County Route 29 West Road Bridge over Whetstone Creek in the Town of Martinsburg, after the bid opening, which is scheduled for Tuesday, March 26th at 2:00 p.m.
2. 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: Board of Elections
Buildings & Grounds
Code Enforcement/Junkyards
District Attorney
Fire & Emergency Management
Agriculture
Highway
Public Defender
Recreation, Forestry, & Parks
Recycling & Solid Waste
Weights & Measures

RESOLUTION NO. __ - 2024

**RESOLUTION AUTHORIZING SUPPLEMENT AGREEMENT NO. 2 BETWEEN
LEWIS COUNTY HIGHWAY DEPARTMENT AND
FOIT-ALBERT ARCHITECTURE, ENGINEERING & SURVEYING, P.C.
FOR CR 29 WEST ROAD BRIDGE OVER WHETSTONE CREEK
(PIN 7753.87; BIN 3340230)**

Introduced by Legislator Andrea Moroughan, Chair of the General Services Committee.

WHEREAS, the Lewis County Board of Legislators adopted Resolution No. 347-2019 authorizing the Bridge Replacement on CR 29 West Road Bridge over Whetstone Creek (PIN 7753.87; BIN 3340230) in the Town of Martinsburg, County of Lewis for Foit-Albert Architecture, Engineering & Surveying, P.C. (Foit-Albert) to provide engineering services for the P.E/Design phase of the bridge repair project at a cost of \$266,500.00; and

WHEREAS, the Highway Department desires to enter into Supplemental Agreement No. 2 with Foit-Albert for additional engineering services for the final Design and Construction Support phases of the project due to bridge replacement modification at an additional cost of 261,400.00 as set forth in Supplemental No. 2; 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. 2 between the County of Lewis and Foit-Albert Architecture, Engineering & Surveying, P.C. to provide additional engineering services for the Final Design and Construction Support phases of the bridge replacement project identified as CR 29 West Road Bridge over Whetstone Creek (PIN 7753.87; BIN 3340230).

Section 2. That the term of the Supplemental Agreement No. 2 is through December 31, 2024 for the additional amount not to exceed \$261,400.00 (with 80% eligible for Federal funds and 20% non-federal funds), for a total cost of \$527,900.00 to Foit-Albert 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 __, seconded by Legislator __, and adopted.

DRAFT

RESOLUTION NO. __ - 2024

**RESOLUTION TO AWARD BID
AND AUTHORIZE CONTRACT WITH
PRENTISS & CARLISLE MANAGEMENT COMPANY, INC.**

Introduced by Legislator Andrea Moroughan, Chair of the General Services Committee.

WHEREAS, the County through the Recreation, Forestry, & Parks Department commenced the Lewis County Timber Sale process by sending out an RFP for the value of forest products located in the Lewis County reforestation area, known as Hough Memorial Forest, 8562-8586 State Route 812, in the Town of New Bremen, Tax Map Parcel No. 163.00-02-38.100; and

WHEREAS, two (2) sealed bids received were publicly opened on March 8, 2024 at 2:30 p.m. on the Second Floor Board Room at the Lewis County Courthouse, 7660 North State Street, Lowville, New York; and

WHEREAS, the Director of Recreation, Forestry & Parks recommends that the County award the bid to Prentiss & Carlisle Management Company, Inc., 9866 Starr Hill Road, Remsen, NY 13438 who offered the highest price for the forest products located at the Hough Memorial Forest, in the total amount of \$22,000.00;

NOW, THEREFORE, BE IT RESOLVED, as follows:

Section 1. The Lewis County Board of Legislators hereby awards the bid and authorizes a contract with Prentiss & Carlisle Management Company, Inc., Remsen, NY for the term of April 3, 2024, through April 30, 2026, in the amount of \$22,000.00 payable for the harvesting of timber at 8562-8586 State Route 812, in the Town of New Bremen, Tax Map Parcel No. 163.00-02-38.100 (Hough Memorial Forest).

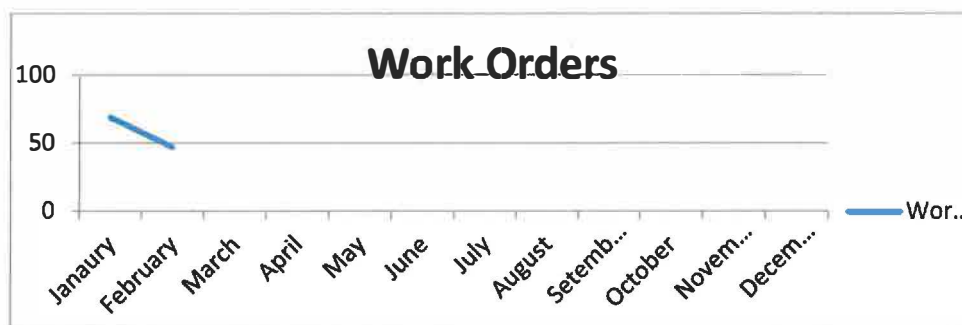
Section 2. That the Chair or Vice-Chair of the Lewis County Board of Legislators is hereby authorized to make, execute, seal and deliver such Agreement, any related and necessary documents or instruments, and amendments thereto pending approval by the County Attorney.

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

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

General Services Committee
March 19th 2024

- 1) Maintenance had **47** work orders during the month of February



- 2) Contract with Feedwater treatment systems for water treatment in all county building boiler systems for \$2,400 / yr
- 3) Contract with Chimera to install fire alarm panel & monitoring at Mountainview
- 4) We hired Cody Peters as our new HVAC tech, he started on March 11th
- 5) Still looking for a working supervisor & custodial worker
- 6) With a limited staff we are trying to keep up with work orders

Matt O'Connor

Buildings & Grounds Supervisor

March 8, 2024

March 2024 report
Office of Building and Fire Codes

To date, the Office of Building and Fire Codes has:

- Issued **(95)** Permits
- Project values of **\$4,082,855** dollars.
- Conducted **(98)** State mandated Life-Safety and Property Maintenance inspections of commercial properties (Department annually conducts 101 inspections of places of public gathering. On a three-year cycle, Department conducts 496 inspections of commercial businesses and multi-family dwellings)
- Responded to **(0)** chimney fire(s) / or request by Fire Departments.
- Responded to **(17)** complaints.
- Issued **(84)** Certificates of Completion / Occupancy.
- Researched **(5)** FOIL or Record Requests.
- Conducted 251 Construction Inspections.

Respectfully,

Ward John Dailey
Sr. Code Official
County of Lewis

Lindsay Burriss

Commissioner (D)

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February 2024 Monthly Report

- Our Elections budget is on track for 2024.
- We have received all of our Offices to Be Filled and we have posted them on our website for interested people to see.
- The last day to file Village Petitions was on February 13, and we received (3) valid petitions for the Village of Lowville.
- February 14th was the last day for a voter to change their party enrollment to be eligible to vote in the upcoming Presidential Primary.
- Completed and met our deadline to transmit our Presidential Primary ballot to all military, federal and UOCAVA voters.
- We uploaded our Early Voting Pollsite file to the NYS Voter site, sent our Enhanced Voter Ballot to New York State and sent our 45 Day Accessible Survey to NY State.
- We held our “lottery” drawing for name placement on our Village of Lowville ballot. We mailed 51 absentee ballots to permanent voters and civilian voters requesting them.
- We completed our National Change of Address (NCOA) which is required annually.
- We mailed our Notice to Candidates with the required information on the events for the upcoming election.
- We mailed our signed Tier Grant to NYS for processing.
- The first day to sign and circulate designating petitions for the 2024 election year was February 27.
- The upcoming village election for Lowville will be held on March 19th and will be held at our new voting site at 7513 East State Street.

End of Report: 03/07/2024

March 8, 2024

Summary of the past month:

The SHSP FY2022 grant in the amount of \$46,946 quotes have been obtained for the final items to be purchased to close out this grant once the items arrive. The grant application for SHSP FY2023 was approved, and quotes are being obtained following the purchase guidelines.

Lewis County EMT Advisory Committee: The EMS Ad Hoc committee continues for 2024. July 11, 2023, Bob met at BOCES with the committee to help create this new course in their program for Certified First Responders and Basic EMTs. This program will be kicking off in the 2024-2025 school year and these planning meetings will continue to assist BOCES.

The Advanced EMT (not paramedic) class started January 4th, 2024, hosted at Constableville Ambulance. Per instructor Matt Yelton he currently has 11 students enrolled in the A-EMT class. Constableville is hosting a Basic EMT rapid refresher class that will finish mid-April.

The next Mask Fit testing for interior firefighters will be April 15, 2024, at Lowville Fire Station for Lowville Fire and anyone that needs it for the Spring IFO class. Two Basic Exterior Firefighting classes are scheduled for 2024. The first BEFO class hosted at Castorland Fire and has 21 students enrolled. The 2nd BEFO class will be hosted at West Leyden Fire began March 5th. Interior Fire Operations class will begin after both BEFO classes conclude. The Ariel Truck Ops class will be in May hosted at Castorland Fire Station and the pump operator class will be in June hosted at Beaver Falls station.

The next LEPC meeting is scheduled for April 8, 2024, held at the Lewis County JCC classroom 4/5.

We have completed the 2024 Eclipse Emergency Response Plan for Lewis County.

We are working with Barnes Corners Sno-Pals on the 2024 SNIRT plan.

Now that school is back in session Bob is attending the safety meetings to date for Harrisville, Copenhagen, Beaver River and Lowville. Bob attends the meetings as requested by the schools.

Participation in NWS virtual presentations monthly for updated weather information. Please feel free to contact me anytime.

Thank You For the privilege of allowing me to assist the gracious Volunteers of Lewis County who give un-forgivingly of their time! It's the volunteers that keep this county safe!!!

March 2024 Report

- Arranged meetings with town highway superintendents and Assemblyman Blackenbush and Senator Walczyk to advocate for highway funding.
- Went to Albany for Advocacy Day to lobby for increased funding for the consolidated highway improvement program (C.H.I.P.s).
- Scored bridges for Bridge NY Process. Awards should be made by April.
- Stone bid complete
- Bids are out hot asphalt, bituminous, and road striping.
- Working on second annual safety days for Lewis County highway workers
- Met with general services members and town of Martinsburg to discuss possible highway efficiencies.
- Held Pre-construction meetings on Gardner road culvert, O'Brien road culvert, and County Route 21 Bridge
- Held public information meeting at Glenfield School for residents to discuss Main Street complete streets project.

March Monthly Update Regarding February 2024

- **Resolution awarding bid on Hough Memorial Forest.** The bid was opened on March 8th at 2:30 pm. There were two bidders, Gutchess Lumber (\$14,110.00) and Prentiss and Carlisle (\$22,000). Resolution will be to award the bid to Prentiss and Carlisle for \$22,000 for a two-year contract with payment to be made prior to starting or by December 1st, 2024.
- **Snowmobile Grant** – Trails are closed and some of the Phase III documentation is starting to come through. I am also pushing for the Phase I GPS updates and new trail submissions so that the SEQR process can be started.
- **Forestry** – Nobody showed up for the site inspection for the Hough Memorial bid but we fielded multiple calls and questions. The crew has been busy updating boundary lines and marking timber on the Town line road parcels in the Town of Greig. We are hoping to have the bid ready for next month.
- **OHV** - Trail Crew has been inspecting trails and cutting out trees to get ready for trail openings. The frost is out of the ground in Brantingham and the valley (and the ticks are out). We are hoping to have the connections and the railroad bed open before SNIRT to help with the parking situation. The crew has also brushed out the easement at the Glenfield school so that the trail can be installed this year. We are also working on celebrating National Trail Day on April 27th. Promoting leave no trace, join a club, and volunteering to pick up trash and debris.
- **2024 OHV Permit Sales** - The budget looks good with the Account Balance for ATV FUND being \$198,270.69 Permit sales are increasing with the warmer weather and we are currently at \$10,395.70. The maps have been delayed but we hope to have them back from the printer in April. 2023 maps have been sent with Naturally Lewis for the trade shows for promoting our trails.
- **SNIRT** will be March 30th. I have been working with the Clubs for their Map and the Mass Gathering permit.
- **The Next OHV Round Table meeting is March 25th at 3 pm in Board of Legislators Chambers.**

Account	Budget	Available
Trail Program (County Funded)	\$304,867.60	\$277,687.73
Trail Maintenance Revenue	(\$291,377.00)	(\$113,064.04)
Trail Maintenance Expenditures	\$193,400.00	\$167,209.23
Reforestation Revenue	(\$170,000.00)	(\$170,000.00)
Reforestation Expenditures	\$156,072.00	\$133,718.96
DASNY	\$50,000.00	\$9,900.87

Trail maintenance is a separate account and not part of the general fund and is funded through OHV permit sales. Reforestation is part of the general fund but is generally set up to be a zero-account balance.

Kip Turck
Director
kipturck@lewiscounty.ny.gov

Denise Yost
Principal Account Clerk
deniseyost@lewiscounty.ny.gov

**MONTHLY UPDATE: MARCH 2024
FOR FEBRUARY 2024**

FISCAL UPDATE	FEBRUARY	YEAR TO DATE
Revenues	\$173,506.65	\$378,074.43
Expenditures	\$196,469.24	\$447,909.77
Cash Balance	\$140,683.27	As of February 29, 2024

SERVICE UPDATE	FEBRUARY
GARBAGE (MSW & C&D)	987.38 tons
RECYCLING	224.56 tons
RECYCLING Received from/Owed to Oneida Herkimer Solid Waste	?

INFORMATIONAL UPDATE

- The expenditures outweighed revenue because February is usually a slow month for business.
- Now that we are fully staffed, we are gearing up for the busy season.
- We are working on alternative tire and mattress programs. More information will follow once concrete decisions are made.
- The following chart represents the total amount of recycling that Lewis County Solid Waste hauled to the Oneida Herkimer Solid Waste Authority in 2020, 2021, 2022 and 2023.

LEWIS COUNTY SOLID WASTE RECYCLING TONNAGE

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
2020	216.98	139.07	189.54	184.90	194.55	177.40	222.37	178.53	231.05	203.04	234.23	225.35	2397.01
2021	217.57	190.63	213.15	247.08	215.10	249.77	257.48	228.96	237.34	209.90	201.84	232.48	2701.30
2022	224.03	163.09	224.34	173.59	205.34	250.82	171.62	233.73	181.13	204.73	209.19	213.50	2455.11
2023	222.65	157.40	239.34	190.53	219.88	225.66	196.97	267.47	209.73	218.38	212.29	263.54	2623.84

