

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

FROM: Cassandra Moser, Clerk of the Board

DATE: June 13, 2024

SUBJECT: Finance & Rules Committee Agenda

Please let this correspondence serve as notification that the Finance & Rules Committee will meet on Tuesday, June 18th 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 May 21, 2024, committee minutes if no amendments.

Presentations/Discussion Items:

1. County Audit – Thomas Smith & Jeffery Jones, EFPR Representatives (20 minutes)
2. Senior Citizen Tax Exemption – Candy Akin, Director of Real Property (15 minutes)

Draft Resolutions:

1. Accepting NY Swims Lifeguard Program reimbursement-based award funds in the amount of \$20,000.00 and authorizes Lewis County Planning Director to prepare and submit the application and oversee administering the reimbursable grant funds to the local eligible entities.
AYE ____ NAY ____
2. Authorizing Planning and Community Development Department to submit the online application to the NYS Office of Community Renewal for up to \$500,000 in 2024 NY Main Street funding for a Downtown Stabilization project located at 6832 McAlpine Street in the Village of Lyons Falls.
AYE ____ NAY ____
3. Authorizing Lewis County Planning and Community Development Department to submit the online Consolidated Funding application through the Smart Growth Community Planning and Zoning Grant Funds Program for up to \$500,000 in funding to update the 2009 Lewis County Comprehensive Plan.
AYE ____ NAY ____
4. Rescinding Resolution No. 119-2024 and resubmitting corrected Standard Work Day and Reporting Resolution for District Attorney Jeffery Tompkins; Legislator Barry Lyndaker, Legislator Jessica Moser, Legislator Herb Frost, and Legislator Thomas Kalamas.

AYE ____ NAY ____

Motions:

None.

Executive Session:

1. Personnel

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 TO ACCEPT NY SWIMS LIFEGUARD GRANT FOR
LEWIS COUNTY ELIGIBLE PUBLIC SWIMMING LOCATIONS**

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

WHEREAS, the Lewis County Planning and Community Development Director was notified by the NYS Department of Local Government Services that Lewis County is eligible to receive \$20,000 in reimbursed eligible costs under the NY SWIMS Lifeguard Grant Program to address a critical shortage of staff lifeguards for the period of April 1, 2024 through September 30, 2025; and

WHEREAS, this funding is for public swimming locations within the County and can be used to cover costs related to safe public swimming, such as advertising for lifeguards, lifeguard retention and referral, supplementing hourly lifeguard wages, and lifeguard salary increases; and

WHEREAS the Planning Director seeks to submit the application and other required documents and forms required to request this reimbursement-based grant funding, which is due by July 26, 2024;

NOW, THEREFORE, BE IT RESOLVED, as follows:

Section 1. That the Lewis County Board of Legislators hereby accepts the eligible reimbursement-based grant award funds NYS DOS under its NY Swims Lifeguard Program, and authorizes the Lewis County Planning Director to prepare and submit the application and requests for funding together with any other documents and work plans that may be required in support of the reimbursable grant funds for public swimming locations in Lewis County.

Section 2. That the Lewis County Board of Legislators authorizes the Planning Director to contact constituent local governments to identify eligible public lifeguard assistance opportunities, and to develop a workplan for reimbursement to the eligible entities for the eligible costs and expenses identified under the Grant. The Planning and Community Development Department shall be in charge of administering the reimbursable grant funds to the local eligible entities.

Section 3. That the Chair or Vice-Chair of the Board of Legislators is hereby authorized to make, execute, seal and deliver the grant agreement and related documents and any amendments thereto, pending review and approval as to form by the County Attorney.

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

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

RESOLUTION NO. __ - 2024

**RESOLUTION AUTHORIZING LEWIS COUNTY TO APPLY FOR 2024 OFFICE OF
COMMUNITY RENEWAL NEW YORK MAIN STREET (NYMS) PROGRAM GRANT
DOWNTOWN STABILIZATION PROJECT FUNDING**

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

WHEREAS, the County of Lewis, by and through the Planning and Community Development Department, desires to apply for 75% of project costs or up to \$500,000 including administrative expenses in financial assistance through the 2024 Consolidated Funding Application (CFA) under the New York State Office of Community Renewal, New York Main Street (NYMS) Program; and

WHEREAS, the application proposes funding to assist with the costs to a downtown “main street” building on McAlpine Street between Center Street and Cherry Street in the Village of Lyons Falls, i.e., the former Lyons Falls elementary school property with an estimated \$904,00 total phase 1 project cost; and

WHEREAS, the proposed funding will contribute to ongoing community revitalization efforts. The grant application requires that the applicant obtain the approval and endorsement of the governing body of the municipality in which the project will be located; and

WHEREAS, the Planning Director has earmarked the National Grid Brownfield Grant award (\$175,240) to cover a portion of the 25% local match requirement, and will build in other anticipated Retore NY funding and/or ESD rolling grant for the balance of local match funding required. The Planning Director will build stacked funding into her 2025 Community Development Project Budget if awarded this Grant, expected in late 2024;

NOW, THEREFORE, BE IT RESOLVED, as follows:

Section 1. The Lewis County Board of Legislators hereby authorizes the Planning and Community Development Department to submit the online application to the New York State Office of Community Renewal for up to \$500,000 in 2024 New York Main Street funding for a Downtown Stabilization project located at 6832 McAlpine Street in the Village of Lyons Falls.

Section 2. That the Chairman or Vice Chairman of the Board of Legislators be and the same is hereby authorized to sign and submit the application and, if awarded, to accept the funding, sign contract documents, and appropriate the funding to the Lewis County Planning and Community Development Department.

Section 3. That this resolution shall take effect immediately.

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

DRAFT

RESOLUTION NO. __ - 2024

**RESOLUTION AUTHORIZING APPLICATION FOR 2024-2025 SMART GROWTH
COMMUNITY PLANNING AND ZONING GRANT PROGRAM FUNDS TO UPDATE
THE LEWIS COUNTY COMPREHENSIVE PLAN**

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

WHEREAS, the Lewis County Planning and Community Development Department, on behalf of Lewis County, desires to apply for up to \$500,000 in financial assistance to update the County's 2009 Comprehensive Plan through the 2024 Consolidated Funding Application (CFA) under the New York State Office of Planning, Development & Community Infrastructure; and

WHEREAS, if awarded, the grant requires a commitment of a 10% match from the County, not to exceed \$50,000; and

WHEREAS, the application allows for up to 15% of the award amount to be attributed towards grant administration; and

WHEREAS, the County of Lewis, being the lead applicant, will include eligible grant administration costs in the application as reimbursable expenses to the Planning and Community Development Department; and

WHEREAS, the Lewis County Board of Legislators sees to authorize this application;

NOW, THEREFORE, BE IT RESOLVED, as follows:

Section 1. That the Board of Legislators hereby authorizes the Lewis County Planning and Community Development Department, to submit the online Consolidated Funding Application through the Smart Growth Community Planning and Zoning Grant Funds Program, on behalf of the County of Lewis, for up to \$500,000 in funding to update the 2009 Lewis County Comprehensive Plan.

Section 2. That the Chair or Vice Chair of the Board of Legislators be and the same is hereby authorized to sign and submit the application and, if awarded, to accept the funding, sign contract documents, and appropriate the funding to the Lewis County Planning and Community Development Department.

Section 3. That, if awarded, the Lewis County Planning and Community Development Department will post an RFP for a consultant to complete the comprehensive plan update and submit grant administrative reimbursement

requests to the NYS Office of Planning, Development & Community Infrastructure throughout the process.

Section 4. That this resolution shall take effect immediately.

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

DRAFT

RESOLUTION NO. __ - 2024

**RESOLUTION RESCINDING RESOLUTION NO. 119-2024 AND
RESUBMITTING WORK DAY AND REPORTING RESOLUTION**

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

WHEREAS, the Board of Legislators approved and adopted Resolution 119-2024 on June 4, 2024, as amended by motion, in establishing and reporting on the standard work days for certain elective officials therein named; and

WHEREAS, the Clerk of the Board received information from the State that calculations of certain activities was incorrect, requiring the Resolution to be rescinded, and with the following corrected information provided for the named elected officials;

NOW, THEREFORE, BE IT RESOLVED, as follows:

Section 1. The Lewis County Board of Legislators hereby rescinds Resolution No. 119-2024 due to incorrect calculations of time.

Section 2. The Lewis County Board of Legislators hereby establishes the following as standard work days for the following elected and appointed officials and will report the following days worked to the New York State and Local Employees' Retirement System based on the record of activities maintained and submitted by the named Officials to the Clerk of this body:

Title	Name	Standard Work Day	Term Begins/Ends	Days/Month
Elected Officials				
District Attorney	Jeffery G. Tompkins	8	1/1/2024-12/31/2027	26.88
Legislator	Barry Lyndaker	6	1/1/2024-12/31/2025	13.03
Legislator	Herbert Frost III	6	1/1/2024-12/31/2025	2.08
Legislator	Jessica Moser	6	1/1/2024-12/31/2025	3.73
Legislator	Thomas Kalamas	6	1/1/2024-12/31/2025	10.69
Appointed Officials				

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

MAY 2024-Monthly Report

Budget Report

- DMV had a total of 2,533 transactions for the Month of May.
- Lewis County DMV did a total of 1,541 online transactions for the Month of May.
- County Clerk's office was able to back scan a total of 103 business/corporation certificates filed from 1979-1980.
- DMV continues to work on backfilling one open DMV Application examiner position, and training new teammates in Motor Vehicle Application Examiner positions.

2024REVISED EXPENSE	YTD EXPENSE	2024 REVISED REVENUE	GROSS YTD REVENUE	NET YTD REVENUE
\$690,583.00	\$260,212.67	\$748,500.00	\$333,094.93	\$77,882.26

DMV Transactions and Revenue to Lewis County

PLATES ISSUED	PLATES SURRENDERED	SNOWMOBILE	ATV	EDL	TOTAL REVENUE
503	278	8	25	107	\$18,435.26

Clerk's Office Transactions and Revenue to Lewis County

DEEDS	MORTGAGES	COURT DOCKET LIST	PISTOL TRANSACTIONS	BUSINESS CERTIFICATES	TOTAL REVENUE
115	123	815	105	19	\$117,421.33

Monthly Report to Legislators

MAY 2024 - INFORMATION TECHNOLOGY

Updates

IT continues to work alongside a few departments for new software deployments. HR's NeoGov, Real Property's Esri GIS, CloudPermit with Codes, and improvements to AP credit card processes with the Treasurer. In addition, the department is officially kicking off the Microsoft licensing upgrade project.

Security

In the past month, we have signed up for two free services offered by NYS and federal government agencies to help improve our security posture. It is our goal to find and implement more of these services being provided by these agencies to slow the costs, directly, on the Lewis County taxpayer.

I am also spending significant time researching and meeting with a multitude of security vendors as I look forward to 2025 - Identifying who and what will be the right fit for Lewis County and its security goals.

Thank you,

Conner Biolsi



TO: Finance and Rules Committee

SUBJECT: June 18, 2024 Committee Meeting Report → July 2, 2024 BOL Meeting

Docket

- Authorize application through 2024-2025 NYS DOS Smart Growth Community Planning & Zoning Grant Program Funds to Update the Lewis County Comprehensive Plan

Lewis County Planning Board

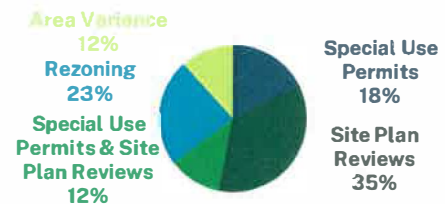
1 review was completed for the June 20th meeting:

- Town of Pinckney – Site Plan Review

Department Updates

- Working with several municipalities to utilize our CWSSI funding to utilize Coughlin to launch Civally websites and use secure Microsoft email addresses.
- Working with the Outdoor Channel and Spectrum to host a community Hunt.Fish.Feed at VFW Post 6912 on June 27th.
- Assisting the Village of Lowville with their public project planning as an LPC member.
- Presenting at the Mohawk Valley Broadband Coalition's Workshop on June 21st on Digital Equity
- Collaborating with the Tug Hill Commission on two (2) CFA WQIP applications for Salt Storage Sheds for the Towns of West Turin and Croghan.
- Developing a workshop focused on water district formations as an all-encompassing session aimed at answering various questions posed by involved legal counsel, municipalities, and engineers.
- Working with Clarkson University Interns to verify Ag District Mapping data, develop Solar Overlay Maps, and map blighted and/or vacant properties across the County.
- Continue to assist municipalities with Pro Housing Community designations. An updated list can be found on our Planning & Community Development page on the Lewis County website.
- Met with Verizon to discuss BEAD funding in Lewis County and possible project opportunities
- Working with Spectrum to identify projects within the Adirondack Park that could be funded with the awarded NYS DEC Smart Growth funding.
- Working with partners to take advantage of CFI Round 1 funding for county-wide EV Charging Stations.

**2024
239-M REVIEWS**



Public Transportation

- Meeting with Fort Drum to discuss Intergovernmental Support Agreements (IGSAs) for transportation services.
- Assisting the Summer Recreation Program with transportation to and from the Croghan Recreational Park for 6 weeks this summer.
- Met with RACOG members to discuss Lewis County Public Transportation and its potentially beneficial services to RACOG communities.
- Submitted an executed contract to NYSDOT for 5311 Operations Funding and Capital Funding to purchase 3 new buses.
- Finalizing Annual Bus Wrap Contracts with Enchanted Forest Water Safari, Lewis County Public Health, and the UP! Coalition. These funds will supplement grant revenue for the LCPT system.
- Total May Ridership: 2,745 – A decrease of 5% from May 2023
- Facebook Insights: New Followers: 5 | Total Followers: 1,000

Budget:

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

June 2024 Purchasing Department Report

We just recently opened these bids, and they are being presented this month.

- RFP 2024-109- 911 Tower Remote Access and Surveillance

Upcoming Openings

- RFP 2024-111- Management, Operation, and Maintenance for the Lewis County Public Transportation System will be opened on 7/18 @ 2pm
- RFP 2024-112 Sale of Timber Products-North South Road Town of Greig; 6/14 @ 2 pm.
- RFP 2024-113 911 Radio Tower Inspections; 7/3 @ 2 pm

We are also working on the following items:

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

We just completed an auction for Recreation, Forestry, and Parks, for a mini excavator and tractor. The sale brought in over \$26,000.

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



Brian Hanno

Lewis County Purchasing Director

June 2024

Budget Report:

41.8% of the 2024 department budget has been used.

New Business:

Grievance day changes are coming in and being entered into the Real Property System. I will update the county taxable value once all changes have been submitted, entered, and balanced.

I gave a presentation to the Lewis County Town Supervisor's and Mayor's group on May 28th for County assessing and data collection services. It was well received, and several towns showed interest in these services.

Village tax rolls and bills have been created and mailed and we have prepared two apportioned bills so far.

The Real Property System Specialist has submitted their resignation. The last day in the office will be June 27th. I will be working with Human Resources to refill the position as soon as possible.

Sales:

Sales are continually updated and are posted on the website around the 1st of each month. For the month of May, 119 transfers were processed consisting of 157 parcels, of which 10 were split parcel transfers.

911:

We have assigned and/or corrected 11 numbers since the May 2024 report. The E911 Data Collector went to Lyonsdale to collect address points that were not visible from the aerial imagery.

End of Report

Workers' Compensation May 2024 Report

EXPENDITURES	5/1/24-5/31/24	TOTAL TO DATE	% USED
Administration	\$ 2,382.15	\$ 132,801.09	72.73%
Compensation & Medical Payments	\$ 61,272.74	\$ 336,352.88	42.58%
WCB Assessments	\$ 29,567.65	\$ 56,319.62	35.20%

REVENUE			
State Reimbursements/Refunds	\$ 264.21	\$ 26,094.60	20.88%
C.D. Interest*	\$ -		0.00%

*reported on a yearly basis

No. of incidents reported in May: 5

Total No. of current year incidents: 23

Number of claims with Compensation Payments

