

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

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

**DATE:** June 13, 2024

**SUBJECT:** General Services Committee Agenda

Please let this correspondence serve as notification that the General Services Committee will meet on Tuesday, June 18<sup>th</sup> 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 May 21, 2024 committee minutes if no amendments.

**Presentations / Discussion Items:**

1. Snow & Ice 4-Year Contracts with Towns discussion – Andrea Moroughan, Thomas Kalamas, and Josh Leviker (15 minutes)

**Draft Resolutions:**

1. Adopting Local Law No. 1-2024 titled "A Local Law Amending Local Law No. 2-2021: To Extend the Authorization of 12- and 13-Year-Old Licensed Hunters to Hunt Deer with a Firearm or Crossbow during Hunting Season with the Supervision of a Licensed Adult Pursuant to Environmental Conservation Law §11-0935."  
AYE \_\_\_ NAY \_\_\_
2. Finding & determining that an unsafe structure at 1047 State Route 26, in the Hamlet of West Leyden shall be demolished and removed and to set hearing for final order.  
AYE \_\_\_ NAY \_\_\_
3. Amending the 2024 Compensation Plan to increase the District Attorney mandated salary by the State from \$200,400 to \$221,200 effective and retroactive to April 1, 2024.  
AYE \_\_\_ NAY \_\_\_
4. Providing preliminary comments of concern with respect to OSHA proposed Emergency Responder Comprehensive Safety Plan document.  
AYE \_\_\_ NAY \_\_\_
5. Authorizing an agreement between New York State Department of Environmental Conservation and the County of Lewis for the acceptance of Adirondack Park Community

Smart Growth Grant Program funds in the amount of \$125,000.00 to complete a winter recreation trail development plan in areas within the Adirondack boundary.

AYE \_\_\_ NAY \_\_\_

6. Awarding bid and authorizing contract with "TBD" for the term of "TBD" through July 31, 2026, requiring the contractor to pay the County "TBD" amount for the harvesting of timber at North South Road, in the Town of Greig.

AYE \_\_\_ NAY \_\_\_

7. Authorizing and approving the Change Order to the agreement with Bette & Cring for rock removal at the new Outdoor Services Building at a cost of \$21,960.00.

AYE \_\_\_ NAY \_\_\_

8. Authorizing and approving the Change Order to the agreement with Bette & Cring for the demolition and insulation over the front door and steps to the downstairs at the new Outdoor Services Building at a cost of \$21,534.00.

AYE \_\_\_ NAY \_\_\_

9. Authorizing and approving the Change Order to the agreement with Bette & Cring for the security sound control work on the Social Services side of the new Human Services Building at a cost of \$25,099.00.

AYE \_\_\_ NAY \_\_\_

10. Designating the Lewis County Fire & Emergency Management Department as official Emergency Management Office (EMO) in Lewis County to provide for the coordination, mitigation, preparedness, training, response, and recovery from natural and man-made disasters, and to facilitate effective plans during periods of disaster or emergency in Lewis County utilizing updated NIMS and ICS guidelines to comply with Federal and State regulations for disaster relief funding and reimbursements.

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: 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 ADOPTING AND OTHERWISE TREATING  
LOCAL LAW NO. 2 – 2024, COUNTY OF LEWIS**

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

WHEREAS, a resolution was duly adopted by the Board of Legislators on June 3, 2024, directing that a public hearing be held by said Board on July 2, 2024, from 5:00 p.m. to 5:30 p.m. at the Second Floor Board Room of the Courthouse, 7660 North State Street, Lowville, New York 13367, to hear all interested parties on a proposed Local Law entitled “A LOCAL LAW AMENDING LOCAL LAW NO. 2 – 2021: TO EXTEND THE AUTHORIZATION OF 12 AND 13 YEAR OLD LICENSED HUNTERS TO HUNT DEER WITH A FIREARM OR CROSSBOW DURING HUNTING SEASON WITH THE SUPERVISION OF A LICENSED ADULT PURSUANT TO ENVIRONMENTAL CONSERVATION LAW §11-0935”; and

WHEREAS, notice of said public hearing was duly advertised in the *Watertown Daily Times*, the official newspaper designated by the County, on June 26, 2024, and posted on the bulletin board of the Lewis County Courthouse, 7660 North State Street, Lowville, New York, at least five (5) days prior to such public hearing; and

WHEREAS, the public hearing was duly held at such location and time, and all parties in attendance were permitted an opportunity to speak on behalf of or in opposition to said proposed Local Law, or any part thereof; and

WHEREAS, the Board of Legislators wishes to make certain determinations based upon the information heretofore submitted to the Board as well as received during the public hearing;

NOW, THEREFORE, BE IT RESOLVED, as follows:

Section 1. This Local Law (Introductory No. 1 – 2024), County of Lewis, being “A LOCAL LAW AMENDING LOCAL LAW NO. 2 – 2021: TO EXTEND THE AUTHORIZATION OF 12 AND 13 YEAR OLD LICENSED HUNTERS TO HUNT DEER WITH A FIREARM OR CROSSBOW DURING HUNTING SEASON WITH THE SUPERVISION OF A LICENSED ADULT PURSUANT TO ENVIRONMENTAL CONSERVATION LAW §11-0935”, be and the same hereby is designated as Local Law No. 2–2024, County of Lewis.

Section 2. That Local Law No. 2-2024, County of Lewis, with designation stated above, be and the same is hereby enacted, waiving any and all defects and informalities in the adoption thereof and shall take effect immediately upon filing with the Secretary of State.

Moved by Legislator \_\_, seconded by Legislator \_\_, and adopted pursuant to the following roll call vote:

AYES:

NAYS:

ABSENT:

DRAFT

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

**RESOLUTION PURSUANT TO LOCAL LAW NO. 2-2007  
FINDING AND DETERMINING THAT AN UNSAFE STRUCTURE  
SHALL BE DEMOLISHED AND REMOVED  
AND TO SET HEARING FOR FINAL ORDER  
(WEST LEYDEN)**

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

WHEREAS, pursuant to Local Law No. 2-2007, entitled, "A LOCAL LAW PROVIDING FOR THE REPAIR OR REMOVAL OF UNSAFE BUILDINGS, UNSAFE EQUIPMENT AND COLLAPSED STRUCTURES," the Board of Legislators is empowered to take certain actions in connection with the investigation and enforcement of buildings and structures that are deemed to be unsafe; and

WHEREAS, pursuant to Section 5 of the Law, a Lewis County Code Enforcement Officer conducted an investigation of the premises known as Tax Map No. 419.01-01-75.000, 1047 St Rt 26, in the Hamlet of West Leyden, owned by Neal and Coral Grenier, and determined that there is a partial collapse of the garage portion of the building; that it is unsafe and in danger of further collapse. The structure was condemned by the Code Enforcement Department in March 2024, with partial collapse, debris, appliances, and other items in disrepair causing an unsafe condition; and

WHEREAS, two (2) reports to the Board of Legislators indicate a violation of Local Law 2-2007 and the 2020 Property Maintenance Code of NY as a result of the partially collapsed structure and debris; and

WHEREAS, Section 4 of the Law states that any building or structure located within the County where the Village or Town has relinquished to the County the responsibility of administering the uniform code(s) shall be enforced by the County Code Enforcement Officer; and

WHEREAS, the Code Enforcement Officer reported that the partially collapsed structure is unsafe, in disrepair, damaged; with a partial collapse. The structure is unfit for human occupancy and is definable as unsafe. This building is in danger of further collapse and a danger to anyone who may attempt to enter. More than 6 months have passed since the structure was condemned, and there are no indicated efforts showing any repairs to the structure. The Code Enforcement Officer has condemned the structure and appropriately posted same; and

WHEREAS, the conclusion and recommendation of the Code Enforcement Officer is for the Lewis County Board of Legislators to determine and find that the

building is an unsafe and dangerous structure as described in the Local Law; that it cannot be safely repaired and should be demolished, with the debris properly removed, together with any other service which may subsequently be deemed necessary for the health and safety of the public;

NOW, THEREFORE, BE IT RESOLVED, as follows:

Section 1. That the Lewis County Board of Legislators hereby finds and determines in accordance with the reports of the Lewis County Code Enforcement Officer that:

1. The herein described building is unsafe and constitutes a public nuisance and a danger to the safety, health and welfare of the community; and
2. It is the opinion of the Board of Legislators that the building must be properly demolished and removed from the premises.
3. Directs that a Notice as described in Section 7 of Local Law No.2-2007 and copy of this Resolution and Decision be served upon Neal and Coral Grenier, and all others deemed appropriate who may have an interest in the property.

Section 2. That by reason of such findings, the Board of Legislators hereby:

**ORDERS**, that Neal and Coral Grenier appear before this Board of Legislators on August 6, 2024 at 5:00 p.m. to Show Cause before this Board why it should not Order the owner to immediately take action to properly demolish and remove the structures located on parcel Tax Map No. 419.01-01-75.000, 1047 St Rt 26, in the Hamlet of West Leyden, Lewis County, New York in accordance with all laws and regulations, including any regulations required by the NYS Department of Environmental Conservation; and further

**ORDERS AND DECREES**, that in the event that the Owner fails to appear before this Board or fails to comply with any Orders of this Board, that the Board of Legislators provide for its demolition and removal and assess all expenses thereof against the land on which it is located, and to commence a special proceeding to collect the costs of demolition, including legal expenses, if necessary; and further

**ORDERS AND DECREES** that Notice of this Finding and Decision, together with the statement of particulars as required under Section 7 of Local Law No. 2-2007 shall be served upon the owner of record and any other interested parties not less than five (5) business days prior to the hearing date

set forth above, in accordance with Section 8 of the Local Law, said notice to contain as follows:

1. a description of the premises;
2. a statement of the particulars in which the building or equipment is deemed unsafe or dangerous;
3. an order outlining the manner in which the building or equipment is to be made safe and secure, or demolished and removed;
4. a statement that the securing or removal of such building shall commence within thirty (30) days of the service of the notice and shall be completed within sixty (60) days thereafter, unless, for good cause shown, such time shall be extended;
5. a date, time and place for a hearing before the Board of Legislators in relation to such dangerous or unsafe building, which hearing shall be scheduled not less than five (5) business days from the date of service of the notice; and
6. a statement that in the event of neglect or refusal to comply with the order to secure or demolish and remove the building or equipment, the Board of Legislators is authorized to provide for its demolition and removal, to assess all expenses thereof against the land on which it is located and if required, to institute a special proceeding to collect the costs of demolition, including legal expenses.

Section 3. A copy of the notice served as provided herein shall be filed in the office of the Lewis County Clerk.

Section 4. That this Resolution shall take effect immediately.

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

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

**RESOLUTION AMENDING 2024 COMPENSATION PLAN TO  
INCREASE DISTRICT ATTORNEY SALARY PURSUANT TO NEW YORK STATE  
BUDGET MANDATE AND JUDICIARY LAW**

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

WHEREAS, under NYS Judiciary Law §183-a, the full time District Attorney salary in Lewis County is mandated to be the same as the County Court Judge's salary; and

WHEREAS, since April, 2016, the State has adopted annual budgets without including a provision to reimburse counties the increased salary increases mandated for District Attorneys under the Judiciary law, once again shifting another unfunded mandated cost to the counties; and

WHEREAS, the NYS 2024 Budget and the NYS 2024 Office of Court Administration Budget include an increase in the annual compensation for NYS Supreme Court Justices to \$232,600 and an increase in the County Court Judges annual salary to \$221,200 effective April 1, 2024. This budget change results in a mandatory increase to the Lewis County District Attorney's salary to \$221,200 effective and retroactive to April 1, 2024;

NOW, THEREFORE, BE IT RESOLVED, as follows:

Section 1. The Lewis County Board of Legislators authorizes an amendment to the 2024 compensation plan to increase the District Attorney mandated salary by the State from \$ 200,400 to \$221,200 effective and retroactive to April 1, 2024.

Section 2. The Lewis County Board of Legislators directs the Treasurer to adjust the payroll to reflect this \$20,800 increase in salary, pay any retroactive amount owing from April 1, 2024, and pay any unbudgeted amount for this increase from fund balance.

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

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



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

**RESOLUTION PROVIDING PRELIMINARY COMMENTS OF CONCERN WITH  
RESPECT TO OSHA PROPOSED EMERGENCY RESPONDER  
COMPREHENSIVE SAFETY PLAN DOCUMENT**

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

WHEREAS, Lewis County is a rural county in the geographic area of Northern New York with a population of approximately 26,582 persons spread across 1,290 square miles; and

WHEREAS, the county depends on fire and EMS services provided by 13 independent fire departments and 7 EMS agencies, which answered 4,150 emergency service calls in 2023; and

WHEREAS, those 13 departments are staffed by 650 volunteers, and only one of the seven EMS agencies has paid employees, all the rest are operated by volunteers; and

WHEREAS, Lewis County commends OSHA for taking the first steps in a comprehensive plan to improve emergency responder safety but is deeply concerned about the future availability of competent, affordable emergency services;

NOW, THEREFORE, be it resolved as follows:

Section 1. Lewis County has concerns about the details of the current proposed OSHA 1910.156 document and requests that OSHA, our state officials, and National elected officials consider the following as the County's specific preliminary comments before any further action is taken on OSHA's proposed document:

- OSHA should further extend the public comment period ending June 21, 2024 for at least an additional 45 days to allow all local officials and interested stakeholders to digest the 608 page document and formulate detailed, fact-based comments;
- OSHA should set dates for in-person public comments;
- The proposal process should be reopened with sufficient volunteer representation at the table in numbers reflective of the percentage of volunteer fire service provided across the country;
- Consider removing the 22 included-by-reference standards and the intended language from those standards, and incorporate them directly into the proposed standard. It will be difficult to understand the over 1,500 "shalls" and "musts" in those standards where they have to be purchased in order to digest and share them with all appropriate staff;

- OSHA should revisit the intended audience of this standard, as “volunteer” organizations are treated much differently in this standard across the US depending on if each state is an OSHA state and then how each state classifies those firefighters.
- The document should be a “living document” that can change as national needs and standards change so that we don’t find ourselves in the place we are now with a 44-year-old standard that is completely outdated;
- OSHA should consider additional safety topics that could be implemented immediately that would have little cost of manhour requirements attached to them;
- OSHA should include rural counties in constructing such a comprehensive document so that it is economically and technically feasible for all localities, as OSHA is directed to provide;
- OSHA should develop a formal, inclusive negotiated process in formulating this document, as the process to this point has not met that definition;
- Consideration of all as is set forth herein should be incorporated into the process so that all stakeholders can work together to help keep our emergency responders safe at a level that is economically feasible and realistic for our taxpaying residents.

Section 2. That this resolution be effective immediately.

Section 3. That the Clerk of the Board is directed to send a copy of this Resolution to all interested parties, including but not limited to OSHA representatives, Federal and State representative officials, and any others the Board may deem appropriate.

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

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

**RESOLUTION AUTHORIZING AN AGREEMENT BETWEEN NEW YORK STATE DEPARTMENT OF ENVIRONMENTAL CONSERVATION AND THE COUNTY OF LEWIS FOR THE ACCEPTANCE OF ADIRONDACK PARK COMMUNITY SMART GROWTH GRANT PROGRAM FUNDS TO COMPLETE A WINTER RECREATION TRAIL DEVELOPMENT PLAN**

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

WHEREAS, the Lewis County Board of Legislators approved and authorized an application to the New York State Department of Environmental Conservation ("NYS DEC") Adirondack Park and Catskill Park Community Smart Growth Grant Program for the completion of a winter recreational trail development plan in areas within the Adirondack boundary; and

WHEREAS, the County of Lewis, by and through the Lewis County Planning and Community Development and Recreation, Forestry and Parks Departments, was awarded \$125,000.00 in the NYS DEC funds, with no local match required, and desires to enter into an agreement with the NYS DEC to accept the funds; and

WHEREAS, the Board of Legislators wishes to accept the grant funds, enter into the agreement for same, authorize the Planning and Community Development and Recreation, Forestry and Parks Departments to issue the appropriate RFPs once a fully executed contract is obtained.

NOW, THEREFORE, BE IT RESOLVED, as follows:

Section 1. That the Board of Legislators hereby authorizes an agreement between the County of Lewis, by and through the Lewis County Planning and Community Development and Recreation, Forestry & Parks Departments, with New York State Department of Environmental Conservation to accept the \$125,000.00 in Adirondack Park and Catskill Park Community Smart Growth Grant Programs funds to develop a winter recreational trail development plan in areas within the Adirondack boundary.

Section 2. 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, upon review and approval by the County Attorney and authorizes the County Treasurer to make any appropriations needed.

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

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

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

**RESOLUTION TO AWARD BID  
AND AUTHORIZE CONTRACT WITH**

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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, located on the North South Road, in the Town of Greig, Tax Map Parcel Nos. 307.00-01-8.000 & 307.00-01-9.000; and

WHEREAS, \_\_\_\_ ( ) sealed bids received were publicly opened on June 14, 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 \_\_\_\_\_, \_\_\_\_\_ who offered the highest price for the forest products located on the North South Road, in the total amount of \$\_\_\_\_\_; and

NOW, THEREFORE, BE IT RESOLVED, as follows:

Section 1. The Lewis County Board of Legislators hereby awards the bid and authorizes a contract with \_\_\_\_\_, \_\_\_\_\_ for the term of \_\_\_\_\_, 2024, through July 31, 2026, requiring the Contractor to pay the County \$\_\_\_\_\_ for the harvesting of timber at North South road, in the Town of Greig, Tax Map Parcel Nos. 307.00-01-8.000 & 307.00-01-9.000.

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.

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

**RESOLUTION AUTHORIZING CHANGE ORDER TO THE AGREEMENT  
WITH BETTE & CRING FOR ROCK REMOVAL UNDER  
THE FACILITIES IMPROVEMENT PROJECT**

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

WHEREAS, Bette & Cring was awarded the construction contract for the Facilities Improvement Projects at the old highway garage building site; and

WHEREAS, Bette & Cring submitted a potential change order (PCO #086) pertaining to rock removal at the old highway building site (now Outdoor Services Building) at a cost of \$21,960.00 for labor and materials, as outlined in the change order notice dated February 13, 2024; and

WHEREAS, the Board of Legislators seeks to authorize the change order;

NOW, THEREFORE, BE IT RESOLVED, as follows:

Section 1. That the Lewis County Board of Legislators hereby authorizes and approves the Change Order to the Agreement with Bette & Cring, identified as PCO #086 for rock removal at the New Outdoor Services Building site, at a cost of \$21,960.00, as set forth in the submitted documentation required for change orders.

Section 2. That the Chair or Vice-Chair of the Board of Legislators is hereby authorized to make, execute, seal and deliver such Change Order as an amendment to the Agreement with Bette & Cring upon review and 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 CHANGE ORDER TO THE AGREEMENT  
WITH BETTE & CRING FOR INFILLING EXISTING OPENINGS  
AT THE OUTDOOR SERVICES BUILDING**

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

WHEREAS, Bette & Cring was awarded the construction contract for the Facilities Improvement Project at the old highway garage building (now known as the Outdoor Services Building); and

WHEREAS, Bette & Cring submitted a potential change order (PCO #093) pertaining to the demolition and insulation over steps and over the front door at the Outdoor Services Building at a cost of \$21,534.00 for labor and materials, as outlined in the change order notice dated April 15, 2024; and

WHEREAS, the Board of Legislators seeks to authorize the change order;

NOW, THEREFORE, BE IT RESOLVED, as follows:

Section 1. That the Lewis County Board of Legislators hereby authorizes and approves the Change Order to the Agreement with Bette & Cring, identified as PCO #093 for the demolition and insulation over the front door and over steps to the downstairs, at the New Outdoor Services Building site, at a cost of \$21,534.00, as set forth in the submitted documentation required for change orders.

Section 2. That the Chair or Vice-Chair of the Board of Legislators is hereby authorized to make, execute, seal and deliver such Change Order as an amendment to the Agreement with Bette & Cring upon review and 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 CHANGE ORDER TO THE AGREEMENT WITH BETTE & CRING FOR SECURITY SOUND CONTROL WORK AT THE SOCIAL SERVICES BUILDING UNDER THE FACILITIES IMPROVEMENT PROJECT**

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

WHEREAS, Bette & Cring was awarded the construction contract for the Facilities Improvement Project at the Social Services Building site; and

WHEREAS, Bette & Cring submitted a potential change order (PCO #076) pertaining to security sound control work at the Social Services Building at a cost of \$25,099.00 for labor and materials, as outlined in the change order notice dated May 7, 2024; and

WHEREAS, the Board of Legislators seeks to authorize the change order;

NOW, THEREFORE, BE IT RESOLVED, as follows:

Section 1. That the Lewis County Board of Legislators hereby authorizes and approves the Change Order to the Agreement with Bette & Cring, identified as PCO #076, for the security sound control work at the Social Services Building, at a cost of \$25,099.00, as set forth in the submitted documentation required for change orders.

Section 2. That the Chair or Vice-Chair of the Board of Legislators is hereby authorized to make, execute, seal and deliver such Change Order as an amendment to the Agreement with Bette & Cring upon review and 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 DESIGNATING THE LEWIS COUNTY FIRE & EMERGENCY  
MANAGEMENT SERVICES DEPARTMENT AS THE OFFICIAL EMERGENCY  
MANAGEMENT OFFICE UNDER THE NYS EMERGENCY  
MANAGEMENT ACCREDITATION PROGRAM  
DURING PERIODS OF EMERGENCIES**

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

WHEREAS, the Lewis County Director of Fire and Emergency Management Services seeks to have his Department be officially designated as the Emergency Management Office (EMO) under the NYS Emergency Management Accreditation Program which administers the program developed by the National Incident Management System (NIMS) to allow for a designated Emergency Management Office to exercise effective utilization and coordination of County resources during period of emergency or disaster, by providing for mitigation, preparedness, response, and recovery from natural and man-made disasters within the County; and

WHEREAS, the Secretary of Homeland Security developed and administered a National Incident Management System (NIMS) and Incident Command System (ICS) for State, Tribal, and local organizations as a condition of receiving State and Federal disaster reimbursements. These systems are standard approaches for the planning, command, control, and coordination of emergency response teams, providing a common hierarchy in which responders from multiple agencies can be effective and efficient during emergencies; and

WHEREAS, the designation of the Lewis County Fire and Emergency Management Services Department as the official Emergency Management Office in Lewis County, to coordinate and facilitate plans and training required in natural disasters and emergencies in the County, will allow for the County to become accredited and receive all State and Federal funding and reimbursements available in the event of disasters; and

WHEREAS, the Board of Legislators wishes to establish the Emergency Management Office and adopt updated NIMS and ICS guidelines to comply with Federal and State requirements for disaster funding;

NOW, THEREFORE, BE IT RESOLVED, as follows:

Section 1. That the Lewis County Board of Legislators hereby designates the Lewis County Fire and Emergency Management Department as official Emergency Management Office (EMO) in Lewis County to provide for the coordination, mitigation, preparedness, training, response, and recovery from natural and man-



made disasters, and to facilitate effective plans during periods of disaster or emergency in Lewis County.

Section 2. That the Lewis County Board of Legislators approves of the use of updated NIMS and ICS guidelines by the EMO to comply with Federal and State regulations for disaster relief funding and reimbursements.

Section 3. That the Chair or Vice-Chair of the Board of Legislators be and same is hereby authorized to sign and execute any documents to promote the formation of the Emergency Management Office, upon review by the County Attorney.

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

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

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**June 2024 report**  
**Office of Building and Fire Codes**

To date the Office of Building and Fire Codes has:

- Issued **(342)** Permits
- Project values of **\$15,997,410** dollars.
- Conducted **(133)** 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 **(2)** chimney fire(s) / or request by Fire Departments
- Responded to **(34)** complaints.
- Issued **(189)** Certificates of Completion / Occupancy
- Researched **(19)** FOIL or Record Request.
- Conducted **(567)** Construction Inspections.

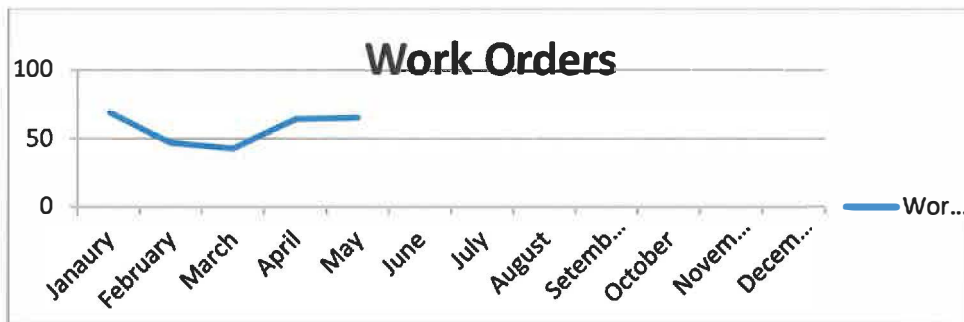
Respectfully,

June 12<sup>th</sup>, 2024

Ward John Dailey  
Sr. Code Official  
County of Lewis

General Services Committee  
June 18<sup>th</sup> 2024

- 1) Maintenance had **65** work orders during the month of May



- 2) Crews have been diligently working on lawn care and work orders.
- 3) Highway will be assisting us with the drainage issue at Mountainview soon.
- 4) Spring punchlist at the PSB is being worked on. Minor touch up of topsoil and hydroseed along with some black top patching around fence posts are on the list.
- 5) We moved a few people's offices at the PSB and took the time to do a little painting and changed out ceiling tiles.
- 6) Working on a wall in planning to separate an office for additional workers.

Matt O'Connor  
Buildings & Grounds Supervisor

**Lindsay Burriss**

*Commissioner (D)*

lindsayburriss@lewiscounty.ny.gov

**Ann M. Nortz**

*Commissioner (R)*

annnortz@lewiscounty.ny.gov

**Katie Best**

*Deputy Commissioner (D)*

katiebest@lewiscounty.ny.gov

**Devin Kogut**

*Deputy Commissioner (R)*

devinkogut@lewiscounty.ny.gov

## May 2024 Monthly Report

- Our Elections budget is on track for 2024.
- Mailed invoice to the Village of Lowville for conducting their election in March.
- Certified our Presidential Primary Election to the State Board of Elections.
- Activated all 18 year old registrants for the school elections.
- Appointed and mailed letters to our inspectors to serve at the school elections.
- Did a presentation on inspectors and training to the legislative board.
- Sent ballot proofs to all five school districts for their approval.
- Programmed and tested the voting machines for the school elections.
- Held the school elections on May 21<sup>st</sup>, including deployment and pick up of all machines and supplies. Certified all five school results that evening.
- Uploaded voting history for all in person, absentee and early absentee voting history to our system for school voters.
- Purged absentees that had expired.
- Independent petitions were filed between May 21 and May 28 for the upcoming general election.
- Sent payroll to the treasurer's office for school election workers.
- Mailed registration forms to all supplemental voters that cast a ballot at the school elections.
- Downloaded the election files from our ICE machines for the 2024 school elections.
- Accounted for all ballots from the school elections and recorded and filed all paperwork and ballots.

• End of Report: 06/05/2024

June 6, 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. SHSP and EMPG FY2024 grant letters for applications are open and due by respectively June 13<sup>th</sup> and June 11<sup>th</sup>.

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 4<sup>th</sup>, 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. 3 refresher students passed the class and need to schedule to take their final exam.

The next Mask Fit testing for interior firefighters is complete until September 2024. Interior Fire Operations class started May 7<sup>th</sup> with 18 students. The pump operator class is currently underway hosted at Beaver Falls station.

The next LEPC meeting is scheduled for July 22, 2024, held at the Lewis County JCC classroom 4/5.

We have begun planning for the EMS volunteers for the Lewis County Fair at the command trailer.

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. Emergency Management participated in the Distracted/Intoxicated Driver drill with Fire/EMS, Stop DWI & LCSO at South Lewis School on May 23<sup>rd</sup>.

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!!!***

## Lewis County Highway June Report

- Chip sealing completed.
- Crack sealing completed.
- Herbicide spraying of guiderails completed.
- Road striping started, will be completed this month.
- Roadside mowing has started.
- Main Street Glenfield surveying started, and contractor is ordering structures.
- Barnes Corners bridge structure is removed and abutments starting.
- Gardner road (Town of Lowville) Rd. closed, and structure removal has begun.
- West Road at Whetstone Gulf has been closed and work has started.
- East Road over Moose Creek has been closed and the structure is being removed.
- Shoulder cutting is complete on
  - Kirchnerville
  - Belfort
  - Second
  - Old State
  - Limburg Forks
  - Deer River

**June Monthly Update Regarding May 2024**

**Resolution accepting the \$125,000 NYSDEC Adirondack Park Community Smart Growth Grant to complete a Winter Recreation Trail Development Plan with a \$58,050 match of in-kind services.** In kind services will include mapping and community outreach.

**Resolution awarding Timber bid for the North South Road (between Abbey Road and Town Line Road) in the Town of Greig.** Bid opening will be on June 14<sup>th</sup> at 2 pm.

- **Singing Waters** – The water pump has finally arrived but there are specs in the installation that require separate conduit, so a change order maybe needed to address the situation. Steve Omstead, Hill High are working on a solution. This will probably delay our opening. Lauren and I have been working with Campspot on the online reservation system. Trail crew has been busy landscaping and prepping topsoil so that Lewis County Soil and Water Conservation District can hydroseed. The security system is up and running, we have cameras around the bath house, and one pointed towards the bridge and pavilion.
- **Snowmobile Grant** – The Phase I application for the 2024-2025 season has been submitted, after issues with our GPS and Clubs not getting the information in on a timely manner. Lewis County Soil and Water completed 4 SEQRs for trail reroutes and one new trail. The audit on the Phase III documentation for the 2023-2024 season has also been submitted.
- **Equipment** –The Bobcat Mini Excavator and Kubota tractor, back blade and rake have been sold to help cover the cost of the mini excavator that is rented from Tracey Equipment for the season.
- **Forestry** – Prentiss and Carlisle are working on the Cronk Road Harvest
- **OHV** - Trail maintenance and mowing continue for all trails. NYSDEC is scheduled to review the Lee Gulf Reroute for stream crossing permits in June and the NYSDOT access permit for the Ives Road connection should be back next month. Trails are in good shape and community connectors are still being worked on.
- **2024 OHV Permit Sales** - The budget looks good with the Account Balance for ATV FUND being \$306,425.48. Permit sales are currently \$148,379.77 which is \$6,234.41 over last year’s year to date numbers.
- **The Next OHV Round Table meeting is June 24th at 4 pm at the Conference Room of the Outdoor services building at 7362 East Road, Lowville.**

Account	Budget	Available
Trail Program (County Funded)	\$304,667.60	\$220,737.37
Trail Maintenance Revenue	(\$291,376.84)	(\$162,894.81)
Trail Maintenance Expenditures	\$286,043.32	\$108,641.61
Reforestation Revenue	(\$170,000.00)	(\$168,200.00)
Reforestation Expenditures	\$158,878.11	\$115,431.51
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.



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**MONTHLY UPDATE: JUNE 2024 with MAY 2024 INFORMATION**

FISCAL UPDATE	MAY	YEAR TO DATE
Revenues	\$248,162.50	\$1,060,788.45
Expenditures	\$187,226.47	\$1,039,984.15
Cash Balance	\$231,322.91	As of May 31, 2024

SERVICE UPDATE	MAY
GARBAGE (MSW & C&D)	1,317.69 tons
RECYCLING	245.38 tons
RECYCLING Received from/Owed to Oneida Herkimer Solid Waste	\$3,368.85 – April

**INFORMATIONAL UPDATE**

- We continue to work shorthanded with two vacant MEO positions.
- For three months in a row (February-April), we have earned revenue rather than paid an expense for the recycling being sent to Oneida Herkimer Solid Waste. **Woohoo!!!**
- We had a substantial expense of \$5,520.60 this month to replace the pads in the 2020 excavator.
- The following charts show the scrap metal tons received at the Lewis County Transfer Stations and the scrap metal revenue received from Kimco Steel between May 2022 through April 2024.

