

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

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

**DATE:** August 15, 2024

**SUBJECT:** General Services Committee Agenda

Please let this correspondence serve as notification that the General Services Committee will meet on Tuesday, August 20<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 July 23, 2024 committee minutes if no amendments.

**Presentations / Discussion Items:**

1. Lobbyist update – Kevin Bronner, Park Strategies Representative (10 minutes)

**Draft Resolutions:**

1. Authorizing agreements between Lewis County and Siemens Industries, Inc. for HVAC maintenance services for the departments of Social Services, Public Safety, Outdoor Services, and Highway buildings for the period of October 1, 2024 through December 31, 2027 at the rates set forth in the resolution.  
AYE \_\_\_ NAY \_\_\_
2. Authorizing an agreement with Climate Control Mechanical to provide HVAC preventative maintenance services for the Department of Social Services, Outdoor Services, Maintenance Shop, and Highway buildings for the period of September 1, 2024 through August 31, 2025 at a cost not to exceed \$29,320.00.  
AYE \_\_\_ NAY \_\_\_
3. Appropriating funds in the amount of \$123,331.00 in the Highway Department accounts to recognize additional revenue received from the sale of surplus equipment.  
AYE \_\_\_ NAY \_\_\_
4. Transferring funds in the amount of \$130,000.00 from within the County Road account lines to facilitate the expenses related to disaster repair and FEMA projects utilizing funds originally allocated for bridge material.  
AYE \_\_\_ NAY \_\_\_

5. Authorizing IMA's between the County of Lewis by and through the Lewis County Highway Department and Barton & Loguidice to provide engineering services necessary for the assessment and preliminary design phases of the bridge and culvert replacement projects located throughout the County, at an estimated cost of \$20,200.00 per bridge for collection and preliminary design phase, \$16,900.00 per culvert site for collection and preliminary design phase, and \$6,700.00 per site for Administrative Coordination with FEMA/DSHES.

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

6. Authorizing the addition of 0.26 miles of County owned property in the Town of Martinsburg to the Lewis County OHV Trail System and authorizing amendment of the maps of the Lewis County Trail System to include new addition.

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	Highway
	Buildings & Grounds	Public Defender
	Code Enforcement/Junkyards	Recreation, Forestry, & Parks
	District Attorney	Recycling & Solid Waste
	Fire & Emergency Management	Weights & Measures
	Agriculture	

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

**RESOLUTION AUTHORIZING AGREEMENTS BETWEEN  
LEWIS COUNTY AND SIEMENS INDUSTRIES, INC.  
FOR HVAC SERVICES FOR THE DEPARTMENT OF SOCIAL SERVICES, PUBLIC  
SAFETY, OUTDOOR SERVICES, AND HIGHWAY BUILDINGS**

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

WHEREAS, the County of Lewis desires to enter into agreements with Siemens Industries, Inc. to provide maintenance services for the Department of Social Services, Public Safety, Outdoor Services, and Highway Buildings for the period of October 1, 2024 through December 31, 2027; 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 approves the contract with Siemens Industries, Inc. to provide HVAC maintenance services for the Department of Social Services Building, Outdoor Services, and Highway Buildings for the period of October 1, 2024 through December 31, 2027 at the following annual costs:

Partial Year	10/1/2024 - 12/31/2024	\$5,226.00
Full Year 1	1/1/2025 - 12/31/2025	\$27,410.00
Full Year 2	1/1/2026 - 12/31/2026	\$28,643.00
Full Year 3	1/1/2027 - 12/31/2027	\$29,932.00

And for the Public Safety Building at the following annual costs:

Partial Year	10/1/2024 - 12/31/2024	\$5,779.00
Full Year 1	1/1/2025 - 12/31/2025	\$21,608.00
Full Year 2	1/1/2026 - 12/31/2026	\$22,580.00
Full Year 3	1/1/2027 - 12/31/2027	\$23,596.00

Section 2. That the Chair or Vice-Chair of the Board of Legislators is hereby authorized to make, execute, seal and deliver such Agreements, 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 AN AGREEMENT WITH  
CLIMATE CONTROL MECHANICAL OF NY FOR PREVENTATIVE HVAC  
MAINTENANCE SERVICES FOR THE DEPARTMENT OF SOCIAL SERVICES,  
PUBLIC SAFETY, OUTDOOR SERVICES, MAINTENANCE SHOP, AND HIGHWAY  
BUILDINGS**

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

WHEREAS, the County of Lewis desires to enter into an agreement with Climate Control Mechanical of NY to provide preventative maintenance services for the Department of Social Services, Public Safety, Outdoor Services, Maintenance Shop, and Highway Buildings for the period of September 1, 2024 through August 31, 2025; and

WHEREAS, the Board of Legislators wishes to accept such services;

NOW, THEREFORE, BE IT RESOLVED, as follows:

Section 1. The Lewis County Board of Legislators hereby authorizes an Agreement with Climate Control Mechanical of NY, of 3751 Woodpecker Lane, Mannsville, NY 13661 to provide HVAC preventative maintenance services for the Department of Social Services, Outdoor Services, Maintenance Shop, and Highway Buildings for the period of September 1, 2024 through August 31, 2025 at a cost not to exceed \$29,320.00 to be paid in two (2) equal installments of \$14,660.00 on September 1, 2024 and March 1, 2025.

Section 2. The Chair or Vice-Chair of the Board of Legislators is hereby authorized to make, execute, seal and deliver said Agreement and any amendments thereto, 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 TO APPROPRIATE FUNDS**

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

BE IT RESOLVED, as follows:

Section 1. That the following budget appropriation is hereby approved and takes place in the Highway Department funds to recognize additional revenue received from the sale of surplus equipment.

Increase Revenue:

DM513000 326650 Machinery Sale of Equip	\$123,331.00
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Increase Expense:

DM513000 223300 Machinery Vehicles	\$123,331.00
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Section 2. That the within resolution shall take effect immediately.

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

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

**RESOLUTION TO TRANSFER FUNDS  
County Road**

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

BE IT RESOLVED as follows:

Section 1. That the following budget transfer is hereby approved and takes place in the County Road accounts to facilitate expenses related to disaster repair and FEMA projects utilizing funds originally allocated to the bridge material account.

Increase:

D0533390 495333 FEMA Material Exp	\$130,000.00
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Decrease:

D0550000 491520 Bridge Material Exp	\$130,000.00
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Section 2. That the within resolution shall take effect immediately.

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

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

**RESOLUTION AUTHORIZING AGREEMENT BETWEEN  
COUNTY OF LEWIS OBO LEWIS COUNTY HIGHWAY DEPARTMENT  
AND BARTON & LOGUIDICE TO CONDUCT A COUNTYWIDE FEMA ASSESSMENT  
AND DESIGN PROFESSIONAL SERVICES FOR CULVERTS AND BRIDGES  
AFFECTED BY FLOODING AND AUTHORIZE INTER-MUNICIPAL AGREEMENTS  
WITH VARIOUS TOWNS AND VILLAGES IN THE COUNTY**

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

WHEREAS, the County suffered a catastrophic storm on July 10, 2024, that resulted in seven (7) bridges and approximately 10-15 culverts (responsible by either the County or Towns/Villages throughout the County) being damaged or washed out entirely. The County, on behalf of the Lewis County Highway Department, desires to enter into inter-municipal agreements (IMA) with the various towns and villages throughout the county that were subjected to the damaged bridges and culverts in order to provide for the outlay of initial engineering costs required for temporary and permanent bridge repairs or replacement sites; and

WHEREAS, the Lewis County Highway Department desires to enter into an agreement with Barton & Loguidice (B&L), authorized on the New York State list of professional engineers with engineering expertise for culvert and bridge repair projects. B&L seeks to conduct a Countywide Site Assessment of the bridges and culverts damaged or washed out due to the storm and provide a Pre-Disaster Condition Report to quantify the required funding to complete the temporary and permanent repairs or replacements; and

WHEREAS, Barton & Loguidice has provided a detailed proposal dated July 23, 2024, with the professional scope of services and phases proffered for this project at an estimated cost of \$20,200.00 per bridge for collection and preliminary design phase, \$16,900.00 per culvert site for collection and preliminary design phase, and \$6,700.00 per site for Administrative Coordination with FEMA/DSHES; and

WHEREAS, the Highway Superintendent seeks to have the Board of Legislators authorize inter-municipal agreements (IMA's) with various Towns and Villages that have been subjected to bridge and culvert damage who will benefit from this professional services contract; and

WHEREAS, the Highway Superintendent seeks to have the Board of Legislators authorize a contract with B&L for these professional services; and

WHEREAS, the Lewis County Board of Legislators wishes to accept such services and authorizes the IMA's with various Towns and Villages and a contract with Barton & Loguidice for this Countywide FEMA Assessment of the bridges and culverts damaged due to the storm;

NOW, THEREFORE, BE IT RESOLVED, as follows:

Section 1. That the Lewis County Board of Legislators hereby authorizes IMA's between the County of Lewis and various Towns and Villages that have been subjected to bridge and culvert damage, for reimbursement of the funds advanced by the County for bridge and culvert replacements due to the storm, including the Professional Engineer's FEMA Assessment.

Section 2. That the Lewis County Board of Legislators hereby authorizes an Agreement between the County of Lewis by and through the Lewis County Highway Department and Barton & Loguidice to provide engineering services necessary for the assessment, and preliminary design phases of the bridge and culvert replacement projects located throughout the County, at an estimated cost of \$20,200.00 per bridge for collection and preliminary design phase, \$16,900.00 per culvert site for collection and preliminary design phase, and \$6,700.00 per site for Administrative Coordination with FEMA/DSHES as more fully set forth in the proposal dated July 23, 2024.

Section 3. That the Chair or Vice-Chair of the Lewis County Board of Legislators is hereby authorized to make, execute, seal, and deliver such Agreements, any related and necessary documents or instruments, and amendments thereto pending approval 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 TO ADD 0.26 MILES OF  
NEW TRAIL TO THE LEWIS COUNTY TRAIL SYSTEM  
(Former Glenfield Elementary School Property)**

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

WHEREAS, the Lewis County Board of Legislators has heretofore determined that the development of a county-wide trail system that can effectively and safely accommodate Off-Highway Vehicles (“OHV’s”), (as defined in Local Law No. 3-2019) is in the public interest and will enhance the recreational use of the natural resources available in the County, as well as encourage tourism; and

WHEREAS, the Board of Legislators formally established the Lewis County Trail System (herein “Trail System”) by adopting Local Law No. 2 – 2009, **“A LOCAL LAW ESTABLISHING THE LEWIS COUNTY TRAIL SYSTEM”**, as subsequently amended and re-stated in Local Law No. 3-2019, **“A LOCAL LAW AMENDING LOCAL LAW NO. 2-2009 AND RE-ESTABLISHING THE LEWIS COUNTY TRAIL SYSTEM”** (herein, “Local Law”); and

WHEREAS, the Local Law and the Statement of Findings contemplate future amendments to the Trail System through the addition of trails and/or the opening of interconnecting roads and set forth procedures for making such amendments, including a SEQRA review of any proposed addition to the Trail System; and

WHEREAS, the Director of Recreation, Forestry and Parks has presented the Board of Legislators with a request to add a proposed addition of 0.26 miles of trail on the following parcel to the Lewis County OHV Trail System. The trail is located on County Property in the Town of Martinsburg, Tax Map Parcel: 259.04-04-8.000, and is commonly referred to as the former Glenfield Elementary School, currently owned by the County. Pursuant to Resolution 48-2023, the County authorized a recreational easement on the Glenfield School property to accommodate its addition to the trail system; and

WHEREAS, the Board has completed its review under SEQRA with respect to the property and trail identified above, and based upon an investigation and analysis conducted by the Soil and Water Conservation District, found and determined that adding this property and trail to the Lewis County Trail System will not result in a significant environmental impact;

NOW, THEREFORE, BE IT RESOLVED, as follows:

Section 1. The Lewis County Board of Legislators hereby authorizes the trail located on the following County owned property in the Town of Martinsburg, identified on parcel number 259.04-04-8.000 as more fully described in the Statement prepared by the Soil and Water Conservation District, to be incorporated into and made a part of the Lewis County Trail System.

Section 2. The Lewis County Board of Legislators hereby authorizes the addition of 0.26 miles of trail to the Lewis County OHV Trail System and authorizes amendment of the maps of the Lewis County Trail System as the same is published on the Lewis County website and elsewhere, to include the trail described herein, together with such other and further actions as may be necessary to administer and maintain such trail consistent with the Lewis County OHV Trail Plan, the GEIS and Statement of Findings, and Local Law No. 3-2019.

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

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

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

To date the Office of Building and Fire Codes has:

- Issued **(584)** Permits
- Project values of **\$34,611,832** dollars.
- Conducted **(167)** 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 **(3)** chimney fire(s) / or request by Fire Departments
- Responded to **(51)** complaints.
- Issued **(303)** Certificates of Completion / Occupancy
- Researched **(22)** FOIL or Record Request.
- Conducted **(943)** Construction Inspections.

Respectfully,

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

Ward John Dailey  
Sr. Code Official  
County of Lewis

General Services Committee  
August 20<sup>th</sup> 2024

- 1) Maintenance had **59** work orders during the month of July



- 2) Update generator service contract with Kinsley power to include Highway, Outdoor Services & DMV
- 3) Will be implementing a mechanical HVAC Service contract with Climate Control Mechanical for all the new buildings.
- 4) 3 yr – 4 month Contract with SIEMENS for HVAC computer control service at the PSB, DSS, Highway, Outdoor services & Wash bay.
- 5) Dale Hall retired after 7 years and Rick Gardner will be his replacement.
- 6) Crews have been able to tackle a few projects at the PSB, lately We upgraded (3) rooms with paint and new ceiling tiles.
- 7) Installation of additional AC units at the DMV / BOE have started and will be completed soon.
- 8) Contract with Jordan Arthur for snow removal at Mountainview for this 2024-2025 snow season

Matt O'Connor

Buildings & Grounds Supervisor

**Lindsay Burriss**

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## July 2024 Monthly Report

- Our Elections budget is on track for 2024.
- Began our election inspector training for our “seasoned’ inspectors. In July we held 16 classes with an average of 8 inspectors in each. Our training included not only a presentation and review, but we played Jeopardy, had our mandatory test and did hands on training on the ballot printer.
- NYS Board of Elections visited our offices and helped with a mandatory upgrade to our ICE voting machines.
- Dominion Voting came to our office and set up all the hardware for our new EMS system for programming our elections.
- Commissioners attended the Election Security Workshop & Tabletop Exercise in Syracuse, NY.
- Continued working on our 2025 budget and entered our info into Munis.
- Completed paperwork for extended and extra money available for elections through our state grant program.

• End of Report: 08/12/2024

August 13, 2024

Summary of the past month:

For the FY2023 TAM Team grant we are still awaiting the contract signature from Squad 9.

The next Mask Fit testing for interior firefighters is complete until September 2024. Fall 2024 fire training class schedules are being worked on.

We have been working diligently on the July 10 Severe Weather Storm and Recovery for Lewis County. We have been addressing continuing flooding issues.

***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!!!***

## August Monthly Update Regarding July 2024

**Public Hearing on addition to the OHV Trail System for September 3<sup>rd</sup> at 5 pm.** Proposed addition of .26 miles of trail on the Lewis County (old Glenfield school property), Tax parcel 259.04-04-8.0 in the Town of Martinsburg.

- **Singing Waters**
  - NYSDOH inspection on the water system required a change in the plumbing on the treatment tanks, and valves added to the hydrants. Parts have been ordered and once the crew gets everything installed, we can be inspected for the water system and the campground permit.
  - Trail crew has spent time working on making everything look nice, adding kiosks and signage. A barricade fence has been ordered for the crew to install next to the adjoining landowner due to complaints of trespass.
  - Tom Smith sent in a proposal for \$250 a month to be the water operator for Singing Waters with the crew to do the daily sampling.
  - The Campspot reservation system is completed and will be posted on the website once we have all the permits in place.
- **ADK Smart Growth Grant** – The contract has been reviewed.
- **Forestry** – With the wet weather all harvesting has been put on hold.
- **OHV**
  - We are on hold with the Lee Gulf (NYSDEC) stream crossing permit due to the number of permits that NYSDEC is dealing with due to the flooding. I am hoping to have the NYSDOT access permit for the Ives Road connection this month and then trail can be opened as soon as it is completed.
  - After meeting with NYSDEC on the Seymour Road, access can only be used as a last resort. Access would be through a Temporary Revokable Permit and only after the Recreation Management Plan was changed. Access will stay on Lee Gulf Trail.
  - Town of Greig contacted me that they will not be maintaining Town line road, so we are moving ahead to try to add it to the OHV Trail System. NYSDEC is reviewing the use.
  - New access agreements are still ongoing for the Community Connector outreach. We are getting closer on the Watson-Glenfield-Martinsburg Connections. SEQR's have been started and so have the NYSDOT permits.

**OHV Permit Sales** - The budget looks good with the Account Balance for ATV FUND being \$260,696.15. Permit sales are currently \$204,957.63 which is \$8,230.79 over last year's year to date numbers.

- **The Next OHV Round Table meeting is August 26th 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	\$163,393.13
Trail Maintenance Revenue	(\$291,376.84)	(\$112,805.43)
Trail Maintenance Expenditures	\$286,043.32	\$53,031.70
Reforestation Revenue	(\$170,000.00)	(\$53,200.00)
Reforestation Expenditures	\$158,878.11	\$81,521.42
DASNY	\$50,000.00	\$9,900.87

**Kip Turck**  
Director  
kipturck@lewiscounty.ny.gov

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

**MONTHLY UPDATE: AUGUST 2024 with JULY 2024 INFORMATION**

FISCAL UPDATE	JULY	YEAR TO DATE
Revenues	\$255,709.33	\$1,508,648.66
Expenditures	\$172,210.31	\$1,400,761.12
Cash Balance	\$318,406.15	As of July 31, 2024

SERVICE UPDATE	JULY
GARBAGE (MSW & C&D)	1,488.51 tons
RECYCLING	313.37 tons
RECYCLING Received from/ <b>Owed to</b> Oneida Herkimer Solid Waste	\$3,481.76 – June

**INFORMATIONAL UPDATE**

- The MEO-Medium employee we hired in July quit. We have a couple of interviews set-up so hopefully something positive comes with them.
- The following chart depicts the monthly sales at the Croghan Transfer Station from January 2022 through July 2024.

