

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

FROM: Cassandra Moser, Clerk of the Board

DATE: September 12, 2024

SUBJECT: Finance & Rules Committee Agenda

Please let this correspondence serve as notification that the Finance & Rules Committee will meet on Tuesday, September 17th 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 August 20, 2024, committee minutes if no amendments.

Presentations/Discussion Items:

1. 2025 Capital Budget Requests – Brian Hanno, Director of Purchasing (10 minutes)
2. 2025 Personnel Requests – Caitlyn Smith. Director of Human Resources (10 minutes)

Draft Resolutions:

1. Adopting Local Law No. 4-2024 "Local Law to Authorize Overriding the Tax Levy Limit Established by General Municipal Law 3-C (A/K/A 2% Tax Cap) for the Lewis County 2025 Budget."
AYE ___ NAY ___
2. Authorizing a three-year agreement with Environmental Systems Research Institute, Inc. effective December 1, 2024, through November 30, 2027, for licensing software at a cost of \$87,900.00 (\$29,300.00 per year) to provide software for GIS Mapping services to benefit 911 purposes in Lewis County.
AYE ___ NAY ___
3. Authorizing the submission of a CDBG Vacant Property Clearance Fund application and appoints the Lewis County Director of Planning and Community Development as the Certifying Officer for all CDBG applications and awarded programs as required by the NYS Office of Community Renewal and determines that the application constitutes as Type II actions as defined under SEQRA with no significant impacts.
AYE ___ NAY ___
4. Determining the proposed abatement and emergency roof replacement tasks funded by the Restore NY Program constitutes Type II action under the SEQRA with no significant impacts.
AYE ___ NAY ___

5. Authorizing the Treasurer to close out Capital account HAI (Capital Highway Striping) and re-appropriate the remaining \$5,106.69 into the General Fund.

AYE ___ NAY ___

Motions:

None.

Executive Session:

None.

Informational Items:

1. Monthly Department reports are attached for your review.

If any committee member has inquiries regarding agenda items, please do not hesitate to contact me.

cc:	County Clerk/Records Mngt.	JCC Education Center
	Economic Development	Planning & Community Development
	Human Resources	Purchasing
	Information Technology	Real Property Tax
	Insurance/Workers' Compensation	Treasurer

RESOLUTION NO. __ - 2024

**RESOLUTION ADOPTING AND OTHERWISE TREATING
LOCAL LAW NO. 4 – 2024, COUNTY OF LEWIS**

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

WHEREAS, a resolution was duly adopted by the Board of Legislators on September 3, 2024, directing that a public hearing be held by said Board on October 1, 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 “LOCAL LAW TO AUTHORIZE OVERRIDING THE TAX LEVY LIMIT ESTABLISHED BY GENERAL MUNICIPAL LAW § 3-C (A/K/A 2% TAX CAP) FOR THE LEWIS COUNTY 2025 BUDGET” and

WHEREAS, notice of said public hearing was duly advertised in the *Watertown Daily Times*, the official newspaper designated by the County, on September 11, 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. 3 – 2024), County of Lewis, being “LOCAL LAW TO AUTHORIZE OVERRIDING THE TAX LEVY LIMIT ESTABLISHED BY GENERAL MUNICIPAL LAW § 3-C (A/K/A 2% TAX CAP) FOR THE LEWIS COUNTY 2025 BUDGET”, be and the same hereby is designated as Local Law No. 4-2024, County of Lewis.

Section 2. That Local Law No. 4-2024, 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 AUTHORIZING A THREE-YEAR LICENSING AGREEMENT BETWEEN ENVIRONMENTAL SYSTEMS RESEARCH INSTITUTE, INC. AND THE COUNTY OF LEWIS FOR GIS MAPPING SOFTWARE

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

WHEREAS, the Information Technology Director has identified needs for various departments regarding GIS Mapping software used for 911 purposes; and

WHEREAS, after consideration of the County's licensing needs the Director recommends and requests that the Board of Legislators authorize an agreement with Environmental Systems Research Institute, Inc. (ESRI) to provide the licenses required to use this software; and

WHEREAS, the cost of these services will not exceed \$87,900.00 (\$29,300.00 per year) as set forth in the proposal starting December 1, 2024 through November 30, 2027; and

WHEREAS, partial funding for this software system will be provided under the Lewis County Sheriff's Department, through its 911 operations surcharge funds. The first-year cost will be 100% covered under account 2030-290900, with approximately 50% of the cost in years 2 and 3 paid from said 911 account line, so far as funds are available; and

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

NOW, THEREFORE, BE IT RESOLVED, as follows:

Section 1. The Lewis County Board of Legislators authorizes a three-year agreement with Environmental Systems Research Institute, Inc. effective December 1, 2024, through November 30, 2027, for licensing software at a cost of \$87,900.00 (\$29,300.00 per year) to provide software for GIS Mapping services to benefit 911 purposes in Lewis County.

Section 2. The Lewis County Sheriff's 911 operations will fund 100% of the first year with 911 surcharge funds, and approximately 50% of the cost for years 2 and 3 all under 911 surcharge fund account number 2030-290900, so far as funds are available.

Section 3. 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.

RESOLUTION NO. __ - 2024

RESOLUTION APPOINTING THE PLANNING AND COMMUNITY DEVELOPMENT DIRECTOR AS THE CERTIFYING OFFICER FOR COMMUNITY DEVELOPMENT BLOCK GRANT AND DECLARING PROPOSED PROJECTS AS TYPE II ACTIONS WITH NO SIGNIFICANT ENVIRONMENTAL IMPACTS

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

WHEREAS, the County of Lewis is submitting a Community Development Block Grant (CDBG) Vacant Property Clearance Program Application; and

WHEREAS, these projects are subject to environmental review under the National Environmental Policy Act (NEPA) and State Environmental Quality Review Act (SEQR); and

WHEREAS, the designation of Certifying Officer to sign the Environmental Review is required; and

WHEREAS, the Lewis County Board of Legislators would like to designate the Director of Planning and Community Development as the Certifying Officer for all Community Development Block Grants; and

WHEREAS, the Director of Planning and Community Development, as the designated Certifying Officer, is responsible for the environmental review process for all NYS CDBG applications outlined in the program year 2024 CDBG application guidelines. The Director recommends that the Board conclude that the projects submitted within the application will not have a significant environmental impact and that as Type II action, pursuant to NYCRR 617.5(c)(42), no further procedure under SEQRA is required;

NOW, THEREFORE, BE IT RESOLVED, as follows:

Section 1. That the Lewis County Board of Legislators hereby authorizes the submission of a CDBG Vacant Property Clearance Fund application and declares and appoints the Lewis County Director of Planning and Community Development as the Certifying Officer for all CDBG applications and awarded programs in which the Director will sign the Environmental Review documents, as required by the administrating agency, New York State Office of Community Renewal.

Section 2. That the Director of Planning and Community Development is herein designated as the Certifying Officer and is authorized to execute any required documents as the Certifying Officer in order to advance each CDBG application and secure the release of Grant Funds for each project.

Section 3. The Lewis County Board of Legislators hereby determines that the proposed CDBG Vacant Property Clearance Program funding application constitutes as Type II actions as defined by the regulations promulgated under the State Environmental Quality Review Act (SEQRA) of the State of New York NYCRR 617.5(c)(42); that the projects will not have significant impacts upon the environment; and there is no further procedure required under SEQRA.

Section 4. That this Resolution shall take effect immediately.

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

RESOLUTION NO. __ - 2024

**RESOLUTION DECLARING COUNTY RESTORE NY PROJECT AS TYPE II ACTION
WITH NO SIGNIFICANT ENVIRONMENTAL IMPACTS**

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

WHEREAS, the County of Lewis submitted an application in May 2024 for Restore NY funding to rehabilitate and redevelop the Lyons Falls Elementary School; and

WHEREAS, in August 2024, the County of Lewis received notice that they had received an award in the amount of \$1,724,000 towards the rehabilitations and redevelopment of the Lyons Falls Elementary School; and

WHEREAS, this project is subject to environmental review under the State Environmental Quality Review Act (SEQR); and

WHEREAS, the Director of Planning and Community Development prepared a Short Environmental Assessment Form (SEAF) for the County's abatement and emergency roof replacement tasks for this project as it is interpreted to be a Type II action per 6 NYCRR 617.5(c)(42) "emergency actions that are immediately necessary on a limited and temporary basis for the protection or preservation of life, health, property or natural resources, provided that such actions are directly related to the emergency and are performed to cause the least change or disturbance, practicable under the circumstances, to the environment." The Director recommends that the Board conclude that the abatement and emergency roof replacement will not have a significant environmental impact and that as a Type II action, no further procedure under SEQRA is required;

NOW, THEREFORE, BE IT RESOLVED, as follows:

Section 1. The Lewis County Board of Legislators hereby determines that the proposed abatement and emergency roof replacement tasks funded by the Restore NY Program constitute Type II actions as defined by the regulations promulgated under the State Environmental Quality Review Act (SEQRA) of the State of New York; that the project will not have significant impacts upon the environment; and there is no further procedure required under SEQRA.

Section 2. The Chair or Vice-Chair of the Lewis County Board of Legislators is hereby authorized to execute SEAF Part 1 form and any other SEQRA documents to give effect to this negative declaration.

Section 3. That this Resolution shall take effect immediately.

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

DRAFT

RESOLUTION NO. __ - 2024

RESOLUTION TO CLOSE ACCOUNTS

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

WHEREAS, the Capital Highway Striping Project is completed and will have no further activity, the Treasurer seeks to close these identified accounts and re-appropriate the funds;

NOW, THEREFORE, BE IT RESOLVED, as follows:

Section 1. That the Board of Legislators authorizes the Treasurer to close the listed Capital Account HAI (Capital Highway Striping) below and re-appropriate all remaining funds back into the General Fund.

HAI – Capital Highway Striping

Decrease Revenue:
H0512000 350310 CTY SHR \$5,106.69

Decrease Expense:
H0512000 499900 CONTRACT \$5,106.69

Section 2. That the within resolution shall take effect immediately.

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

AUGUST 2024-Monthly Report

- DMV had a total of 2,237 in-office transactions for the Month of August.
- DMV had a total of 875 online transactions which brought in an additional \$5,802.83 for the month of August.
- Lewis County Clerk’s Office successfully back scanned 112 old Certificate of Incorporation for the public computers and online record access.
- All staff members enjoyed the Employee Appreciation Picnic.
- All staff members have completed their mandatory NYS Sexual Harassment and Workplace Violence training.

Budget Report

2024REVISED EXPENSE	YTD EXPENSE	2024 REVISED REVENUE	GROSS YTD REVENUE	NET YTD REVENUE
\$690,583.00	\$410,731.72	\$748,500.00	\$473,833.31	\$62,101.59

DMV Transactions and Revenue to Lewis County

PLATES ISSUED	PLATES SURRENDERED	SNOWMOBILE	ATV	EDL	TOTAL REVENUE
446	352	63	119	121	\$15,156.15

Clerk’s Office Transactions and Revenue to Lewis County

DEEDS	MORTGAGES	COURT DOCKET LIST	PISTOL TRANSACTIONS	BUSINESS CERTIFICATES	TOTAL REVENUE
104	108	606	115	5	\$86,691.79

Monthly Report to Legislators

AUGUST 2024 - INFORMATION TECHNOLOGY

Updates

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

Projects

New Printer Contract

There have been ongoing update calls and project discussions with Symquest for the upcoming printer swap and new lease contract starting in September. New copiers should arrive in the middle of the month and departments should have minimal "down time" without a printer. We have reached out to the technology partners at Social Services (NYS network) and Public Health (Hospital network) to sort out the details as well.

Budget

The IT department continues to work with the Treasurer on two fronts - ongoing discussions about expected technology developments with budget impact in 2025, and for budget document creation and publication. Traditionally, the team has worked hard with the budget officers and other staff to make a professional budget document that the county staff can be proud of that is coherent, accurate, and pleasing to the eye.

Thank you,

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TO: Finance and Rules Committee

SUBJECT: September 17, 2024 Committee Meeting Report → October 1, 2024 BOL Meeting

Dockets

- SEQR Type II Determination – CDBG Vacant Property Clearance Program
- SEQR Type II Determination – Restore NY Project for Lyons Falls Elementary School

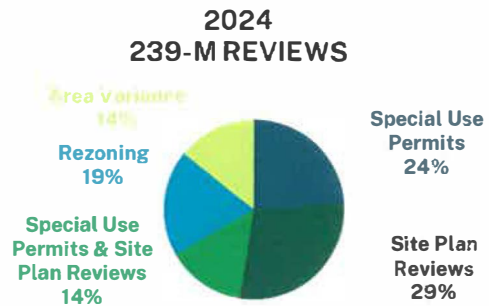
Lewis County Planning Board

2 reviews were completed for the September 19th meeting:

- Town of Denmark – Special Use Permit | Area Variance
- Town of Martinsburg – Special Use Permit

Department Updates

- Finalized contract with the Town of Lyonsdale to utilize our CWSSI funding to launch the Civally website and use secure Microsoft email addresses.
- Assisting the Village of Constableville with a NBRC Catalyst Application for water infrastructure improvements and complete streets implementation.
- Working with the Emergency Management teams on the next steps for flooding mitigation across Lewis County with an emphasis on the Village of Lowville. Communicating with the Army Corps of Engineers on a possible partnership.
- The Villages of Croghan, Constableville, and Port Leyden and the Town of Lyonsdale landed 90+ score on the State’s Draft Drinking Water State Revolving Fund (DWSRF) Intended Use Plan (IUP), which is likely to result in funding for their water infrastructure improvements. Lewis County assisted the Village of Croghan and Village of Constableville with the funding needed for their Preliminary Engineering Reports (PERs) and grant applications.
- Working with Cloudpermit to launch the Planning component of the County’s new cloud-based permit system.
- Assisting the following municipalities with the establishment of zoning laws or existing zoning law amendments/re-writes:
 - Village of Croghan – Establishment of Zoning
 - Town of Croghan – Zoning Law Re-write
 - Town of Diana – Kick-off meeting scheduled for September 30th
 - Town of Greig – Comprehensive Plan
 - Town of Watson – Zoning Law Re-write
 - Village of Lowville – Zoning Law Amendments



Public Transportation

- Completed and submitted the 5311 3-Year Review documents to NYS. The on-site review is scheduled for Monday, September 16th
- Working with Fort Drum to expand LCPT routes on base and coordinated with Assemblyman Blankenbush to submit a DASNY request in the amount of \$50,000 for the purchase of a bus to serve on-base service.
- Attended the NYSAMM Conference in Ithaca
- Assisted with the Riverfest Shuttle on August 3rd
- Transit App Insights: New Users: 50; Total Users in August: 592
- Total August Ridership: 5,470 – A decrease of 1% from August 2023

Budget:

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

September 2024 Purchasing Department Report

Purchasing is currently assisting on the following items:

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

The Capital Budget for 2025 will be presented at the September committee meeting.

We will have a surplus auction later this month with a truck from solid waste and a few smaller items.

Our Enterprise Fleet Management plan for 2025 is being finalized and will be included in the Capital Budget.

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



Brian Hanno

Lewis County Purchasing Director

September 2024

Budget Report:

61.1% of the 2024 department budget has been used.

New Business:

Considering the recent increase to the county income levels for the Senior Citizens exemption, I attended the supervisors/mayors meeting in August to encourage the towns and villages to increase their income limits as well.

A reassessment kick-off meeting was held for the towns doing revaluations for 2025, including, Croghan, Lewis and Lowville. This office will be monitoring the progress and working with representatives from ORPTS and the assessors to accomplish these revaluation goals.

The new E911-Data Collector position has been filled and the selected candidate will begin on Monday, September 16th. At the board's request, I attended the town of Watson budget meeting on September 3rd to discuss the assessment and data collection options available to towns.

School tax bills were mailed on August 30th. Harrisville Central School began to offer a two-installment payment option for 2024. A new tax bill was created using the TCS system.

There were four SCAR petitions filed which were all dismissed at the hearing due to being vacant land which is not a property class type eligible for a SCAR.

Sales:

Sales are continually updated and are posted on the website around the 1st of each month. For the month of August, 112 transfers were processed consisting of 179 parcels, of which 16 were split parcel transfers. The August sales report was updated to the Real Property webpage on August 30, 2024.

911:

We have assigned and/or corrected eight numbers since the August 2024 report.

End of Report

Workers' Compensation August 2024 Report

<u>EXPENDITURES</u>	<u>8/1/24-8/31/24</u>	<u>TOTAL TO DATE</u>	<u>% USED</u>
Administration	\$ 7,567.19	\$ 168,995.07	92.55%
Compensation & Medical Payments	\$ 121,189.41	\$ 581,665.65	73.63%
WCB Assessments	\$ 26,361.31	\$ 82,680.93	51.68%

<u>REVENUE</u>			
State Reimbursements/Refunds	\$ 1,030.05	\$ 27,124.65	21.70%
C.D. Interest*	\$ -		0.00%

*reported on a yearly basis

No. of incidents reported in August: 3

Total No. of current year incidents: 37

Number of claims with Compensation Payments

