

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

FROM: Cassandra Moser, Clerk of the Board

DATE: October 10, 2024

SUBJECT: Finance & Rules Committee Agenda

Please let this correspondence serve as notification that the Finance & Rules Committee will meet on Tuesday, October 15th at 2:30 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 September 17, 2024, committee minutes if no amendments.

Presentations/Discussion Items:

1. 2025 Tentative Budget Workshop – Tim Hunt, County Manager (30 minutes)

Draft Resolutions:

1. Setting the Public Hearing for the 2024 Tentative Lewis County Budget to be held on Tuesday, November 26th, 2024, to begin at 5:00 p.m.
AYE ____ NAY ____
2. Authorizing agreement with NYS HCR to administer the Lyons Falls NY Forward Downtown grant fund program in the amount of \$150,000.00 to provide funding for building renovation projects, public art, commercial machinery, and business equipment in the Village of Lyons Falls with an understanding that the eligible recipients will be obligated to meet the 25% total project cost match; along with determining that the program constitutes a Type II action as defined under the SEQRA of the State of New York and approving the Director of Planning & Community Development to post and award an RFP to the lowest professional consultant/firm to complete the required environmental reviews for an amount not to exceed the grant reimbursable amount of \$10,000.00.
AYE ____ NAY ____
3. Authorizing agreement with "TBD" to undertake hazardous materials abatement services, both the immediate abatement services required for 2nd floor stabilization area, and the full abatement services for the remainder of the buildings to be completed this winter on 6832 McAlpine Street, Lyons Falls NY under the Round 8 Restore NY Grant award in the amount of "TBD." (This bid opening is in the morning of Tuesday, October 15th, once the vendor has been chosen a resolution will be created)
AYE ____ NAY ____

4. Authorizing "I LOVE NY" campaign matching funds in the amount of \$50,000.00 and designate Naturally Lewis, Inc. as the County's Agent to supervise promotion and marketing of the campaign.

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 TO SET PUBLIC HEARING ON
2025 TENTATIVE LEWIS COUNTY BUDGET**

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

NOW, THEREFORE, BE IT RESOLVED as follows:

Section 1. In accordance with County Law Section 359, the Lewis County Board of Legislators hereby sets the public hearing for comments on the 2025 Tentative Lewis County Budget to be held in the second floor Legislative Chambers of the Lewis County Courthouse, 7660 State Street, Lowville, New York on the 26th day of November 2024 to begin at 5:00 p.m.

Section 2. That this resolution shall take effect immediately.

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

RESOLUTION NO. __ - 2024

**RESOLUTION AUTHORIZING AGREEMENT WITH NYS HCR TO ADMINISTER THE
LYONS FALLS NY FORWARD DOWNTOWN GRANT FUND PROGRAM WITH
SEQRA ENVIRONMENTAL REVIEW AND DETERMINATION REQUIREMENTS**

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

WHEREAS, the County of Lewis, by and through the Planning & Community Development Department, seeks to enter into an Agreement with NYS HCR to become the Local Program Administrator and Grant Administrator of the Lyons Falls NY Forward Downtown Grant Fund Program; and

WHEREAS, the grant award is administered by the Housing Trust Fund Corporation and will provide funding for building renovation projects, public art, commercial machinery, and equipment in the Village of Lyons Falls; and

WHEREAS, the \$150,000.00 grant will cover the fees associated with program administration and soft costs such as environmental testing and engineering costs are also eligible for funding through this program. Each awarded project will be required to meet a 25% total project cost match, and in-kind services will not be eligible; and

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

WHEREAS, the Director of Planning and Community Development recommends that the Board conclude that the anticipated projects under this program will not have a significant environmental impact and that as Type II actions, no further procedure under SEQRA is required; and

WHEREAS, the program requires that Lewis County secure the services of an environmental professional who can certify their review of each awarded project, and with the NYS HCR reimbursing up to \$10,000 in these costs to Lewis County to cover the environmental consultant expenses; and

WHEREAS, the Board of Legislators seeks to enter into an Agreement with NYS HCR to implement this program for eligible projects in Lyons Falls, NY;

NOW, THEREFORE, BE IT RESOLVED, as follows:

Section 1. The Lewis County Board of Legislators hereby authorizes an agreement with NYS HCR to become the Local Program Administrator and Grant Administrator of the Lyons Falls NY Forward Downtown Grand Fund Program with an

award of \$150,000.00, to provide funding for building renovation projects, public art, commercial machinery, and business equipment in the Village of Lyons Falls with an understanding that the eligible recipients will be obligated to meet the 25% total project cost match as described in the grant requirements.

Section 2. The Lewis County Board of Legislators hereby determines that the program constitutes as a Type II action as defined by the regulations promulgated under the State Environmental Quality Review Act (SEQRA) of the State of New York and that the anticipated projects funded under this program shall not have significant impacts upon the environment.

Section 3. The Lewis County Board of Legislators hereby approves the Director of Planning and Community Development to post and award an RFP to the lowest professional consultant/firm to complete the required environmental reviews for an amount not to exceed the grant reimbursable amount of \$10,000.00.

Section 4. That the Chair or Vice-Chair of the Board of Legislators is hereby authorized to make, execute, seal, and deliver such Agreement, pending approval by the County Attorney.

Section 5. That this Resolution shall take effect immediately.

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

RESOLUTION NO. __ - 2024

**RESOLUTION TO AUTHORIZE “I LOVE NY” CAMPAIGN MATCHING FUNDS
AND DESIGNATE NATURALLY LEWIS, INC.
AS THE COUNTY’S AGENT TO SUPERVISE
PROMOTION AND MARKETING OF THE CAMPAIGN**

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

WHEREAS, in order to enhance and promote tourism within New York State, the NY Empire State Development Corporation offers to match local municipality contributions to the “I Love NY” promotional and marketing campaigns; and

WHEREAS, the Lewis County Board of Legislators seeks to authorize and appropriate \$50,000.00 in matching funds to demonstrate its commitment to the “I Love NY” promotional campaign for 2025; and

WHEREAS, the Lewis County Board of Legislators seeks to designate Naturally Lewis, Inc. (“Naturally Lewis”) as the agent to supervise the promotion and marketing of the “I LOVE NY” campaign, and to market the benefits of Lewis County tourism with the utilization of the County’s 2025 matching funds as well as the State’s committed funds; and the Board seeks to enter into an Agreement with Naturally Lewis to provide such services as the designated agent of the County under this State program;

NOW, THEREFORE, BE IT RESOLVED as follows:

Section 1. The Lewis County Board of Legislators hereby commits to appropriate \$50,000.00 in matching local funds toward the 2025 “I LOVE NY” promotional and marketing tourism campaign in Lewis County.

Section 2. The Board of Legislators hereby designates Naturally Lewis, Inc. as the County’s agent to supervise and conduct the promotional and marketing programs for Lewis County tourism under the 2025 campaign, with the utilization of the aforesaid County matching funds as well as the State’s committed funds to the campaign, and endorses the application by Naturally Lewis for matching funds under the program.

Section 3. The Board of Legislators authorizes an Agreement with Naturally Lewis to act as the County’s agent under the 2025 “I LOVE NY” campaign, and to perform the services of promoting and marketing the benefits of tourism in the County of Lewis with the funds so provided under the campaign, for the period from January 1, 2025 through December 31, 2025.

Section 4. That the Chair or Vice-Chair of the Board of Legislators is hereby authorized to execute, seal and deliver said Agreement and any and all other necessary papers and documents in connection with the application and program, pending approval by the County Attorney.

Section 5. That the within resolution shall take effect immediately.

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

DRAFT

September 2024

- The new printer contract was initiated, and the old fleet was swapped out with the new. Vendor is SymQuest and they offer Konica Minolta printers.
- Implemented a PaperCut printer software solution in conjunction with the new printers to better track usage and improve effectiveness of our fleet.
- Made progress on Microsoft Entra identity and access management solution setup and implementation.
- Investigated training and documentation solutions to potentially make available to all departments to help with internally produced documentation, “how-tos”, and procedures.
- 197 support tickets resolved

September 2024

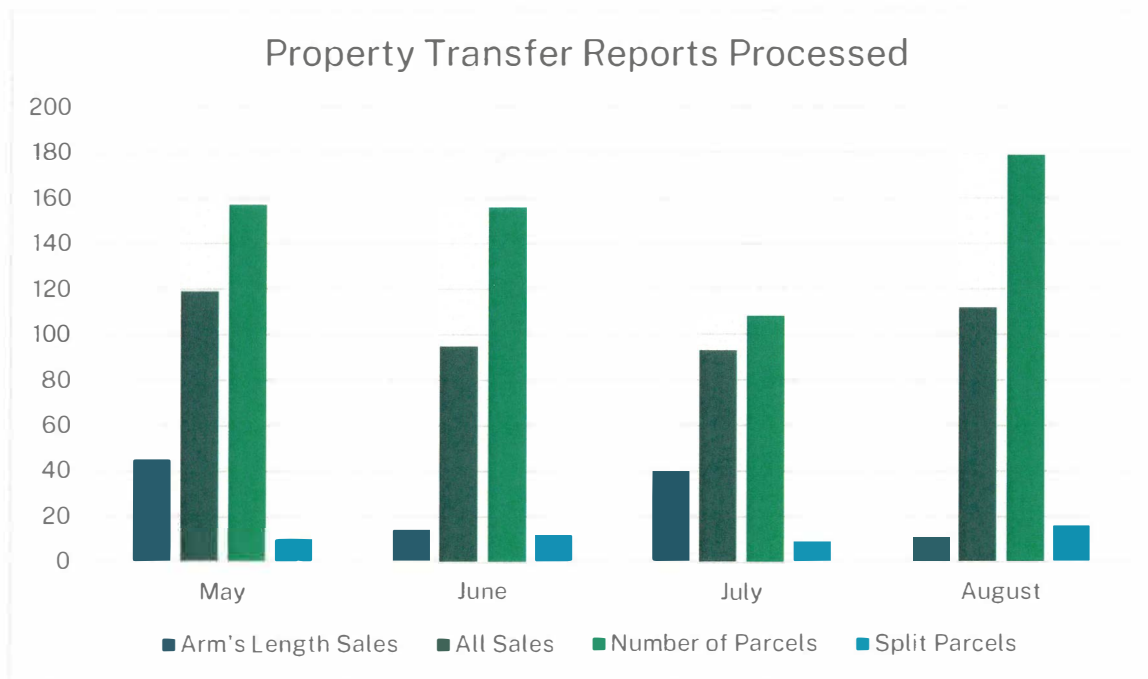
- There have been 4 incidents reported in the month of September which brings the total number of incidents for 2024 to 42.
- Of the 42 incidents reported, only 17 incidents experienced lost time. 16 of the incidents were medical only and the other 9 were a reported incident only.
- Currently we only have one 2024 claimant who is receiving compensation payments. The rest of our 25 compensation payments are made to claimants who were injured prior to 2024.
- On September 1, 2024, we sent out the 2025 Workers Compensation Assessments to our plan participants.

EXPENDITURES	9/1/24-9/30/24	TOTAL TO DATE	% USED
Administration	\$ 6,259.43	\$ 175,254.50	95.97%
Compensation & Medical Payments	\$ 13,484.78	\$ 609,322.65	77.13%
WCB Assessments	\$ -	\$ 82,680.93	51.68%
REVENUE			
State Reimbursements/Refunds	\$ 2,340.00	\$ 29,464.65	23.57%
C.D. Interest*	\$ -		0.00%

*reported on a yearly basis

September 2024

- 61.8% of the 2024 department budget has been used.
- 106 sales were processed involving 164 parcels with 15 being split parcel transfers.
- There have been 25 new E911 numbers assigned.
- The County Assessor and Data Collector continue to assist the town of Lewis Assessor in updating and gathering data for the town's 2025 revaluation project.



September 2024

- The DMV had a total of 1,841 transactions for the Month of September.
- The DMV brought in an additional \$4,346.36 for online revenue.
- Clerk's office back scanned an additional 63 old corporations for online records research.
- We received our new copiers, and the transition so far has been a smooth transition from the old to the new.

Budget Report

2024REVISED EXPENSE	YTD EXPENSE	2024 REVISED REVENUE	GROSS YTD REVENUE	NET YTD REVENUE
\$690,583.00	\$454,575.69	\$748,500.00	\$480,834.99	\$26,259.30

DMV Transactions and Revenue to Lewis County

PLATES ISSUED	PLATES SURRENDERED	SNOWMOBILE	ATV	EDL	TOTAL REVENUE
361	342	41	84	109	\$12,828.62

Clerk's Office Transactions and Revenue to Lewis County

DEEDS	MORTGAGES	COURT DOCKET LIST	PISTOL TRANSACTIONS	BUSINESS CERTIFICATES	TOTAL REVENUE
103	66	707	135	13	\$60,530.07

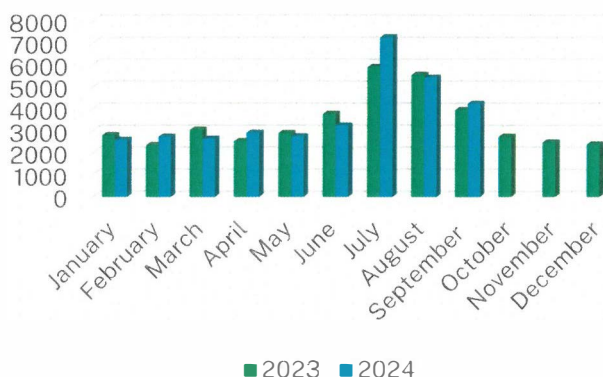
September 2024

- Upcoming RFP's:
 - 2024-114 Structural Repairs for Steven's Block Building opening 10/15 @ 10am
 - 2024-115 Abatement of Lyons Falls School opening 10/15 @ 10am
- Will be putting out bids for items on Capital Budget that are not on contracts.
- Working with Departments to create a spending plan for 2025 that follows the procurement policy and eases the process later in the year.
- Surplus Auction in October will have items from Solid Waste, Sheriff's Dept, Highway, and Buildings and Grounds.

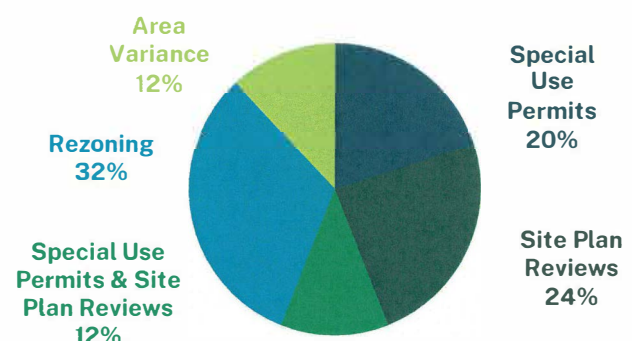
September 2024

- Finalized contracts with the Village of Lowville, Village of Turin, and Town of Martinsburg to utilize our CWSSI funding to launch the Civally websites and use secure Microsoft email addresses.
- Held our Annual Land Use Training Workshop on September 25th at the Lewis County-Jefferson Community College Education Center with a record **55** in attendance.
- Completed our 3-Year NYSDOT FTA 5311 In-Person Compliance Review, resulting in a 'No Findings' outcome.
- Since January 2024, staff has processed 14 State Septic Replacement projects, 4 of which are completed systems located in the expanded Priority Waterbody areas in Chase Lake and Brantingham Lake.
- Coordinated multiple DHSES and FEMA informational sessions with impacted entities from the Hurricane Beryl event and assisted municipalities, organizations, and non-profits with filing the appropriate Request for Public Assistance applications. Impacted entities will participate in an Exploratory Call with DHSES and FEMA representatives before moving on to the Recovery Scoping Meeting.

LCPT Ridership



2024 239-M REVIEWS



September 2024

- Met with Recreation, Forestry and Parks department to discuss their social media page and website appearance. Discussed options for social media logo and content. Started to assist them with content creation as needed.
 - Planned and executed the ribbon cutting ceremony for Singing Waters on September 11th. The story was covered by 7 news and aired September 24th. The park is now seeing an uptick in daily use and overnight stays
- Discussed new projects with Tim Hunt including monthly committee reports, monthly reports for Legislators, logo for board room, bridges ribbon cutting, and general update on goals for my position that were established when hired.
- Worked with Amanda and Cassandra on a new process for submitting and creating committee reports.
 - Created a new template and discussed with all department heads at the Department Head meeting.

Reach

Facebook reach ⓘ

30.1K ↓ 78.9%

