

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

FROM: Cassandra Moser, Clerk of the Board

DATE: November 14, 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 2:15 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 October 15, 2024, committee minutes if no amendments.

Presentations/Discussion Items:

1. Remote Pistol Amendment Process – Jake Moser, County Clerk (5 minutes)
2. Investments update – Eric Virkler, Treasurer (5 minutes)
3. Allowable Override on Audits – Tim Hunt, County Manager (5 minutes)
4. Health Insurance Plan discussion

Draft Resolutions:

1. Authorizing separate one-year renewal agreements between the Lewis County Clerk, Department of Social Services and ICU Security & Private Investigations for unarmed security guard services at the respective buildings; County Clerk agreement term is from January 1, 2025 through December 31, 2025 at a cost not to exceed \$34.50 per hour, 7.5 hours per day, and 37.5 hours per week; Social Services agreement term is from January 1, 2025 through December 31, 2025 at a cost not to exceed \$37.60 per hour, 1,992 hours of regular time in a year, and no more than 20 hours of overtime pay.
AYE ____ NAY ____
2. Authorizing the Lewis County Treasurer to make such inter-fund departmental transfers as are necessary to close the books for the 2024 fiscal year.
AYE ____ NAY ____
3. Authorizing the updated designation of depositories for 2025.
AYE ____ NAY ____

Motions:

1. I move to authorize County Manager Timothy Hunt to have the ability to override audit rejections up to an amount of \$100.00 per invoice, with the details of the situation and

override documented; and authorize possible disciplinary action for employees with multi-overrides.

2. I move to authorize County Manager Timothy Hunt and whom ever is needed to send out an RFP for a fully insured Health Insurance Plan for Lewis County Employees.

Executive Session:

1. Union Contract Negotiation update.

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 AUTHORIZING ONE-YEAR RENEWAL
AGREEMENTS BETWEEN THE COUNTY OF LEWIS AND
ICU SECURITY & PRIVATE INVESTIGATIONS
FOR SECURITY GUARD SERVICES AT THE
DEPARTMENT OF MOTOR VEHICLES AND THE SOCIAL SERVICES BUILDINGS**

Introduced by Legislator Thomas Osborne, Chair of the Finance & Rules Committee, and Legislator Jessica Moser, Chair of the Human Services Committee.

WHEREAS, the County of Lewis, on behalf of the Lewis County Department of Motor Vehicles ("DMV") and Lewis County Department of Social Services ("DSS"), desires to renew the agreements with ICU Security & Private Investigations ("ICU") for unarmed security guard services at the Lewis County DMV/BOE building located on East State Street, Lowville, NY and armed security guard services at the Human Services building located on Outer Stowe Street, Lowville, NY; and

WHEREAS, the Lewis County Clerk and the Lewis County Commissioner of DSS desire to enter into one-year renewal agreements for security guard services in 2025 at a rate of \$34.50 per hour year at the DMV/BOE building and \$37.60 per hour at the DSS building, the prevailing wage rate for security guards in the North Country area, all inclusive of taxes, insurance, disability, and any other costs and expenses associated with providing said service. The hours for DMV/BOE building are 8:30 a.m. to 4:00 p.m. Monday through Friday on the days DMV is open, or as the County Clerk may otherwise direct. The hours shall not exceed 7.5 per day or 37.5 per week. The hours for DSS are 8:30 a.m. to 4:30 p.m. Monday through Friday on the days the DSS building is open or as the Commissioner may otherwise direct, inclusive of 1,992 hours at regular pay and no more than 20 hours of overtime pay; and

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

NOW, THEREFORE, BE IT RESOLVED, as follows:

Section 1. That the Lewis County Board of Legislators hereby authorizes separate one-year renewal agreements between the Lewis County Clerk, and the Lewis County Commissioner of the Department of Social Security, with ICU Security & Private Investigations for security guard services at their respective buildings.

Section 2. That the term of the Agreement with Lewis County Clerk shall be from January 1, 2025 through December 31, 2025, at a cost not to exceed \$34.50 per hour, all inclusive of taxes, insurance, disability, benefits, and any other costs and expenses associated with providing said service, 8:30 a.m. to 4:00 p.m., Monday through Friday on the days DMV is open, or as the County Clerk may otherwise direct. The hours shall not exceed 7.5 per day or 37.5 per week.

Section 3. The term of the Agreement with DSS shall be from January 1, 2025 through December 31, 2025, at a cost not to exceed \$37.60 per hour, all inclusive of taxes, insurance, disability, benefits, and any other costs and expenses associated with providing said service, 8:30 a.m. to 4:30 p.m., Monday through Friday on the days the DSS building is open or as the Commissioner may otherwise direct, inclusive of 1,992 hours at regular pay and no more than 20 hours of overtime pay.

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

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

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

RESOLUTION NO. __ - 2024

**RESOLUTION AUTHORIZING COUNTY TREASURER
TO MAKE NECESSARY BUDGET TRANSFERS**

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

BE IT RESOLVED as follows:

Section 1. That the Board of Legislators hereby authorizes the Lewis County Treasurer to make such inter-fund departmental transfers as are necessary to close the books for the 2024 fiscal year.

Section 2. That this resolution shall take effect immediately.

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

RESOLUTION NO. __ - 2024

UPDATED DESIGNATION OF DEPOSITORIES FOR 2025

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

WHEREAS, Section 212 of the County Law, General Municipal Law Section 10, and the County's Investment Policy provide that the Board of Legislators shall designate one or more depositories for deposit of all monies received by the County Treasurer, and specify the maximum amount which may be kept on deposit in each depository; and

WHEREAS, the Treasurer seeks to have the Board of Legislators update the amounts on deposit in the designated depositories for County monies;

NOW, THEREFORE, BE IT RESOLVED as follows:

Section 1. the Lewis County Board of Legislators designates the following named banks, banking associations, or trust company(s) as depositories for County of Lewis monies up to the maximum amount as set opposite each named:

Community Bank N.A.	\$40,000,000
Key Bank of Central NY N.A.	\$10,000,000
JP Morgan Chase Bank	\$30,000,000
RBC Wealth Management	\$20,000,000
Chemung Canal Trust Company	\$20,000,000
NYCLASS	\$20,000,000
Carthage Savings Bank	\$10,000,000
NY Muni Trust	\$20,000,000
Modern Banking Group	\$20,000,000

Section 2. That the Clerk of the Board is authorized and directed to file a certified copy of this resolution in the office of the Lewis County Clerk.

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

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

October 2024

- Completed the Semi-Annual Mortgage report for April-September. This was approved by the State and has been presented to the Clerk of the Board.
- DMV had a total of 2,372 transactions for October.
- Deputy County Clerk JoAnn Walters attended the New York State County Clerk's Association Fall Conference in my absence and brought back very useful insights for multiple upcoming Legislative changes that will have impacts on the office.
- Continuing to go through old policies, and office fees to make sure they align with corresponding laws. We have found a few areas that will need to be adjusted to fit statute.

Budget Report

2024REVISED EXPENSE	YTD EXPENSE	2024 REVISED REVENUE	GROSS YTD REVENUE	NET YTD REVENUE
\$690,583.00	\$503,432.52	\$748,500.00	\$571,007.91	\$

DMV Transactions and Revenue to Lewis County

PLATES ISSUED	PLATES SURRENDERED	SNOWMOBILE	ATV	EDL	TOTAL REVENUE
336	371	70	58	116	\$15,916.99

Clerk's Office Transactions and Revenue to Lewis County

DEEDS	MORTGAGES	COURT DOCKET LIST	PISTOL TRANSACTIONS	BUSINESS CERTIFICATES	TOTAL REVENUE
113	127	645	104	11	\$105,932.11

October 2024

- Celebrated the opening and construction of 8 bridges throughout the county, (six permanent and two temporary), by having a ribbon cutting ceremony on Monday, October 21st at the Gardner Road Sharp Road bridge. Coverage by media included LinkingLewis.com, 7news, Boonville Harold, and the Journal and Republican. Well attended by all agencies involved with the project as well as Assemblyman Ken Blankenbush and a representative from Senator Mark Walczyk's office.
- Ran a paid ad for Public Health from Monday, October 21st through October 25th. The ad featured information about lead testing in children.
 - 58 link clicks, 4,277 reached, 10,377 impressions
- Assisted with format and proof reading of the tentative budget book.
- New projects:
 - Economic Development Project
 - Recreation, Forestry and Parks presentation
 - Solid Waste presentation
 - Housing Marketing campaign with Community Services Department



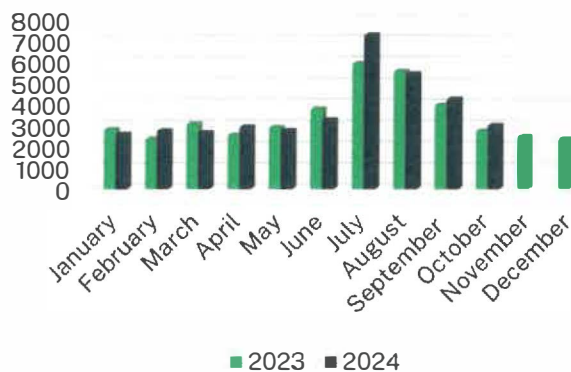
October 2024

- New printer user experience was refined and improved.
- NYS Department of Homeland Security and Emergency Services (DHSES) performed an in-depth analysis of our security posture to include interviews with the staff and having laptops placed in the network to scan for vulnerabilities or risk areas. Results to shared in November and the full report is expected in December.
- Made progress on Microsoft Entra identity and access management solution setup and implementation. All users and most applications have been transitioned off the prior MFA platform.
- 169 Support tickets handled

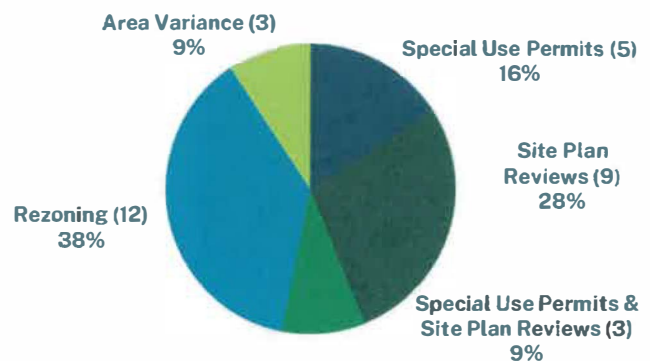
October 2024

- Finalizing contracts with the Town of Turin and the Town of Lewis to utilize our County-Wide Shared Services Implementation funding to launch the Civally websites and use secure Microsoft email addresses. We are in the process of finalizing the agreements between Lewis County, General Code, and the individual municipalities to proceed with the codification of several municipal laws.
- Working with several Lewis County Department Heads and outside agencies on addressing a variety of short-term and long-term housing solutions to address the housing needs in Lewis County as identified in the 2022 Housing Needs Assessment. The group plans to launch a survey aimed at understanding landlord concerns and difficulties before hosting a roundtable to focus on ways to mitigate those apprehensions.
- Assisting the Adirondack Central School District in the development of a Re-use Study for their soon-to-be-decommissioned West Leyden Elementary School facility.
- Since January 2024, staff have processed 16 State Septic Replacement projects, ranging from full system replacements to tank replacements. There are approximately \$164,371 in funds remaining through 2026.
- Received eleven (11) Round 4 Façade and Streetscape Improvement Program applications. Applications will be reviewed by a committee on November 13th with awards to be announced on December 2nd. All Round 3 Façade and Streetscape Improvement Program projects have been completed.

LCPT Ridership



2024 239-M REVIEWS

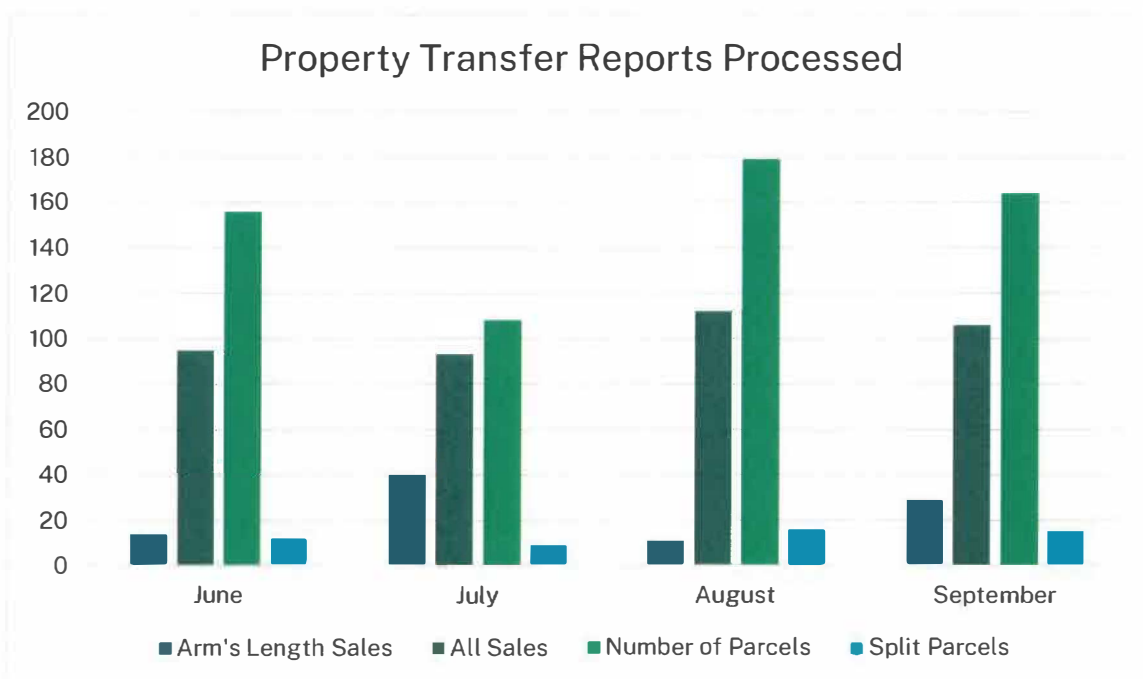


October 2024

- Upcoming RFP's
 - 2024-119 Sale of Timber Products-Pine Grove Rd Town of Watson opening 11/26 at 11 am
 - 2024-116 West Leyden Elementary School Reuse Study opening 12/13 at 2pm
 - 2024-117 Engineering and Environmental Professional Services opening 12/13 at 2 pm
- 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.

October 2024

- 68.9% of the 2024 department budget has been used.
- 106 sales were processed involving 125 parcels with 7 being split parcel transfers.
- There have been 12 new E911 numbers assigned.
- Villages and schools are done collecting taxes for 2024 and are beginning to submit their returns to us. The Treasurer's Office will collect those taxes until November 27th.



October 2024

- There have been eight incidents reported in the month of October which brings the total number of incidents for 2024 to 50. Three of the claims resulted in lost time from work. Four resulted in medical payments and one was an incident only.
- Currently we are paying compensation payments to 13 hospital claimants and 13 non-hospital claimants.
- Our Third Quarter Workers Compensation payment was paid to New York State Workers Compensation Board on October 31, 2024.

<u>EXPENDITURES</u>	<u>10/1/24-10/31/24</u>	<u>TOTAL TO DATE</u>	<u>% USED</u>
Administration	\$ 7,101.71	\$ 184,936.54	101.28%
Compensation & Medical Payments	\$ 30,814.42	\$ 640,137.07	81.03%
WCB Assessments		\$ 82,680.93	51.68%

<u>REVENUE</u>			
State Reimbursements/Refunds	\$ 20,384.00	\$ 47,508.65	38.01%
C.D. Interest*	\$ -		0.00%

*reported on a yearly basis