

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

FROM: Cassandra Moser, Clerk of the Board

DATE: January 16, 2025

SUBJECT: Finance & Rules Committee Agenda

Please let this correspondence serve as notification that the Finance & Rules Committee will meet on Tuesday, January 21st at 2:00 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 November 19, 2024, committee minutes if no amendments.

Presentations/Discussion Items:

1. Finance & Rules Committee Goals - Tim Hunt, County Manager (15 minutes)

Draft Resolutions:

1. Requesting NYS Home Rule Legislation to continue sales tax increase of one percent (1%) for an additional two-year period.
AYE ____ NAY ____
2. Appointing Peg Nuspligler of Lyons Falls as a member of the Lewis County Ethics Board for a 3-year term.
AYE ____ NAY ____
3. Authorizing bid award and agreement between Lewis County and Logical Operations, Inc. for Information Technology Training services at a cost not to exceed \$27,010.00 payable from the NYS Department of Homeland Security Cybersecurity grant.
AYE ____ NAY ____
4. Authorizing Lewis County to apply for 2025 NYS Empire State Development County Infrastructure Grant Program funds up to \$500,000.00, with the 50% required match provided by Lewis County, for road and complete street infrastructure improvement projects in several Lewis County villages.
AYE ____ NAY ____
5. Setting a public hearing with reference to inclusion of agriculturally viable land into the Certified Agricultural District #6 for Tuesday, March 4th at 5:00 p.m.
AYE ____ NAY ____

6. Standard Work Day Reporting for Election Commissioners Linday Burriss and Ann Nortz; as well as Deputy Election Commissioner Devin Kogut.

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. __ - 2025

RESOLUTION TO REQUEST NYS HOME RULE LEGISLATION TO CONTINUE SALES TAX INCREASE

Introduced by Legislator Lawrence L. Dolhof, Chairman of the Board of Legislators.

WHEREAS, Tax Law §1210 (36), as added by Chapter 47 of the Laws of 2004 and as further amended by Chapter 251 of the Laws of 2011, authorized and empowered the County of Lewis to adopt and amend local laws, ordinances or resolutions imposing an additional one percent (1%) sales and compensating use tax for the period ending November 30, 2025; and

WHEREAS, by Resolution No. 197-2020, the Board of Legislators implemented such additional sales tax, which pursuant to §1210 (36) of the Tax Law, will expire on November 30, 2025; and

WHEREAS, such additional sales tax revenue has enabled the Board of Legislators to mitigate the need for increased property taxes and the County of Lewis continues to experience such budgetary pressures as would justify an extension of the time in which it may impose such additional sales tax.

NOW, THEREFORE, BE IT RESOLVED as follows:

Section 1. That the Board of Legislators hereby finds and determines that:

- a) The Board of Legislators has worked diligently over the last several years to cut expenses in its budget wherever possible to contain both short term and long term expenses and reduce the burdens placed upon the local taxpayer. Despite such efforts, the Board finds that it must also look to increase revenues, if and when possible.
- b) That the Board is anticipating significant increases in capital expenditures over the next few years in order to repair, replace, and in some cases upgrade its infrastructure. The County is also anticipating other community projects to benefit the residents, businesses and visitors to the County which will require financial investment .
- c) That an increase of the allowable sales tax imposed by the County of Lewis of one percent (1%) will enhance County revenues while spreading the burden thereof over a greater portion of the populace, and therefore reduce the budgetary pressures that are placed upon the real property tax warrant.

Section 2. Therefore, the Lewis County Board of Legislators respectfully requests that the New York State Legislature pass such necessary and appropriate

“Home Rule Legislation” as would allow the County of Lewis to impose an additional one percent (1%) local sales tax for the period beginning December 1, 2025 and ending November 30, 2027.

Section 3. That the Board of Legislators respectfully requests that the New York State Legislature adopt such Home Rule Legislation at its earliest convenience to allow the Lewis County Board of Legislators sufficient time to plan for the 2026 budget year.

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

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

RESOLUTION NO. __ - 2025

**RESOLUTION APPOINTING MEMBER TO
LEWIS COUNTY ETHICS BOARD**

Introduced by Legislator Lawrence L. Dolhof, Chairman of the Board of Legislators.

BE IT RESOLVED as follows:

Section 1. That pursuant to Local Law No. 5-2005 "Lewis County Ethics Law" this Board of Legislators hereby appoints Peg Nuspliger of Lyons Falls, New York, as a Democratic representative on the Lewis County Ethics Board.

Section 2. That the term of said appointment shall be effective from January 1, 2025 through December 31, 2027.

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

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

RESOLUTION NO. __ - 2025

**RESOLUTION AUTHORIZING BID AWARD AND AGREEMENT BETWEEN
THE COUNTY OF LEWIS AND LOGICAL OPERATIONS, INC. FOR INFORMATION
TECHNOLOGY TRAINING SERVICES**

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

WHEREAS, the Lewis County Information Technology Director recently sent out a Request for Proposals (RFP) to qualified vendors to provide live (remote or in-person) training sessions or boot camps for the Information Technology Department to better service and secure County assets; and

WHEREAS, pursuant to the procedures set forth in the RFP, on December 13, 2024, the County opened twelve (12) bids duly received; and

WHEREAS, the IT Director and Purchasing Director reviewed the bid proposals, considered the pricing responses, and recommend that the lowest bidder, Logical Operations, Inc., of Rochester, New York be awarded a contract for IT Training Services at an amount not to exceed \$27,010.00 and to be completed by December 31, 2025; and

WHEREAS, the Board of Legislators seeks to award the bid and authorize an Agreement with Logical Operations, Inc. in accordance with its bid proposal in response to the County's RFP;

NOW, THEREFORE, BE IT RESOLVED, as follows:

Section 1. The Lewis County Board of Legislators hereby awards the bid to and authorizes an agreement with Logical Operations, Inc., located at 1150 University Ave, Suite 20, Rochester, NY 14607 to provide live training sessions or boot camps for the Information Technology Department in accordance with the specifications set forth in the RFP.

Section 2. The agreement shall provide for such services to commence upon execution of the Agreement and to end December 31, 2025, at a cost not to exceed \$27,010.00, payable from the New York State Department of Homeland Security Cybersecurity grant.

Section 3. The Chair or Vice-Chair of the Board of Legislators is hereby authorized to make, execute, seal and deliver such Agreement, as may be approved by the County Attorney.

Section 4. The within resolution shall take effect immediately.

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

RESOLUTION NO. __ - 2025

**RESOLUTION AUTHORIZING LEWIS COUNTY TO APPLY FOR 2025 NEW YORK
STATE EMPIRE STATE DEVELOPMENT COUNTY INFRASTRUCTURE GRANT
PROGRAM FUNDS**

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

WHEREAS, the County of Lewis, by and through the Planning and Community Development Department, desires to apply for 50% of project costs, up to \$500,000, relative to road and complete street infrastructure improvements in several Lewis County villages; and

WHEREAS, the County Infrastructure Grant Program supports county-led infrastructure projects across the state that contribute to placemaking, support the creation of housing, and encourage visitation and tourism; and

WHEREAS, to apply for funding, the County would need to submit a Letter of Intent (LOI) form to determine eligibility for the project and, once eligibility is confirmed, an application will be developed for submission on the NYS CFA Portal; and

NOW, THEREFORE, BE IT RESOLVED, as follows:

Section 1. The Lewis County Board of Legislators hereby authorizes the Planning and Community Development Department to submit the Letter of Intent and online application to Empire State Development for up to \$500,000 in 2025 County Infrastructure Improvement Grant Program funding, with the 50% required match provided by Lewis County, for road and complete street infrastructure improvement projects in several Lewis County villages.

Section 2. The Chair or Vice Chair of the Board of Legislators be and the same is hereby authorized to sign and have the Planning Department submit the Letter of Intent, application. If awarded, the Board authorizes the Chair or Vice-Chair to accept the funding, sign contract documents, and appropriate the funding to the Lewis County Planning and Community Development Department or Lewis County Highway Department.

Section 3. This resolution shall take effect immediately.

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

RESOLUTION NO. __ - 2025

**RESOLUTION TO SET A PUBLIC HEARING WITH REFERENCE TO
INCLUSION OF AGRICULTURALLY VIABLE LAND INTO THE CERTIFIED
AGRICULTURAL DISTRICT # 6**

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

WHEREAS, the Lewis County Board of Legislators, in accordance with § 303-b of the Agricultural and Markets Law, designated November 15th to December 15th as the annual thirty (30) day review period in which a landowner may submit requests for inclusion of predominately viable agricultural land within a Certified Agricultural District; and

WHEREAS, the Lewis County Planning Department received one (1) application for inclusion of properties into Agricultural District # 6. This parcel is located in the Town of Greig, Tax Map Parcel No. 291.00-02-23.110 owned by William and Millie McLaughlin, (approximately 163.4 acres); and

WHEREAS, the Planning Department duly forwarded the application to the Lewis County Agricultural and Farmland Protection Board, who is verifying that the parcel proposed is “viable agricultural land,” and will meet the eligibility requirements for inclusion into a Certified Agricultural District. Once approved by the AFPB, the Planning Department report to the Lewis County Board of Legislators with a recommendation for or against inclusion; and

WHEREAS, in accordance with § 303-b of the Laws of 2003 amending NYS Agricultural and Markets Law, the Lewis County Board of Legislators seeks to set the public hearing to consider this request;

NOW, THEREFORE, BE IT RESOLVED, as follows:

Section 1. The Lewis County Board of Legislators hereby sets a public hearing to be held on March 4th, 2025 at 5:00 p.m. for the purpose of receiving public comment to consider the request and recommendations of the Lewis County Agricultural and Farmland Protection Board, for inclusion of the parcel located in the Town of Greig, Tax Map Parcel No. 291.00-02-23.110 owned by William and Millie McLaughlin, (approximately 163.4 acres).

Section 2. The hearing will be held at the Board's regular meeting at the Courthouse Building, 7660 N. State Street, Lowville, NY 13367, Second Floor Legislative Chamber, on Tuesday, March 4th, 2025 at 5:00 p.m. Written comments received via email, mail or hand delivery on or before Monday, March 3rd, 2025 by 4:00 p.m. to the Clerk of the Board at cassandramoser@lewiscountyny.gov or at 7660

North State Street, Lowville, NY 13367 will be read into the record prior to any action by the Board.

Section 3. At least five (5) days notice of such hearing shall be given by the Clerk of this Board by the due posting thereof upon the bulletin board of the Lewis County Court House, Lowville, New York, and by publishing such notice at least once in the official newspaper of the County.

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

DRAFT

RESOLUTION NO. __ - 2025

STANDARD WORK DAY AND REPORTING RESOLUTION

Introduced by Legislator Lawrence Dolhof, Chairman of the Lewis County Board of Legislators.

BE IT RESOLVED, that the County of Lewis hereby establishes the following as standard work days for elected and appointed officials and will report the following days worked to the New York State and Local Employees' Retirement System based on the record of activities maintained and submitted by this official to the Clerk of this body:

Title	Name	Standard Work Day	Term Begins/Ends	Days/Month
Appointed Officials				
Election Commissioner	Lindsay Burriss	8	1/1/2025-12/31/2026	21.67
Election Commissioner	Ann M. Nortz	8	1/1/2025-12/31/2026	21.67
Deputy Election Commissioner	Devin Kogut	7.5	1/1/2025-12/31/2026	23.52

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

December 2024

- In the month of December, there were ten incidents reported with four of those incidents being slip & falls. Four of the total incidents received medical treatment while two of them have lost time from work.
- We had a total of 26 claimants receive compensation payments during the month of December.
- In December, we have paid out a total of \$13,129.54 in medical payments for workers compensation claims.

EXPENDITURES	12/1/24-12/31/24	TOTAL TO DATE	% USED
Administration	\$ 12,539.61	\$ 203,113.57	111.23%
Compensation & Medical Payments	\$ 65,917.81	\$ 773,199.70	97.87%
WCB Assessments	\$ -	\$ 113,532.48	70.96%

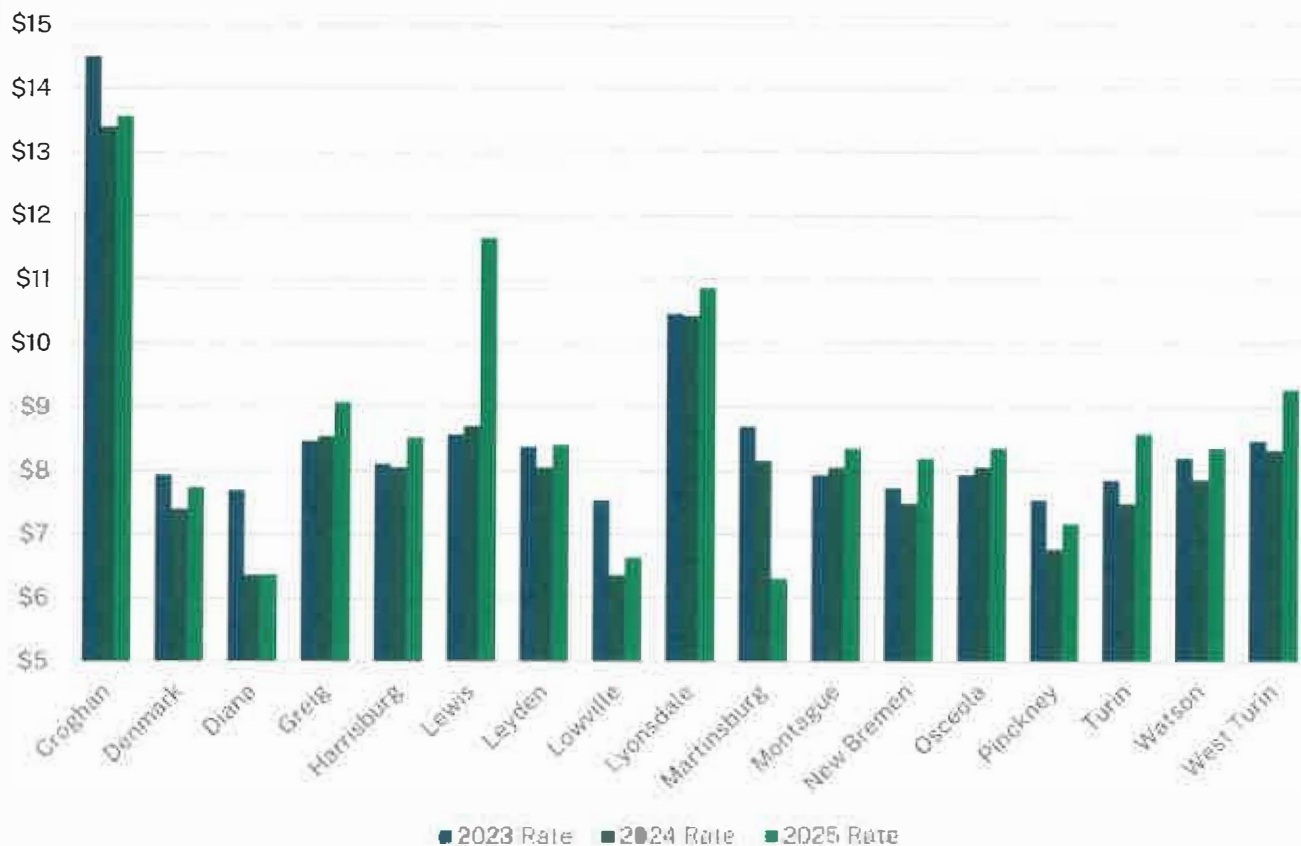
REVENUE			
State Reimbursements/Refunds	\$ -	\$ 47,508.65	38.01%
C.D. Interest*	\$ -		0.00%

*reported on a yearly basis

December 2024

- 87% of the 2024 department budget was used.
- 114 sales were processed involving 153 parcels with 5 being split parcel transfers.
- There have been 20 new E911 numbers assigned.
- County/town taxes were completed and mailed.

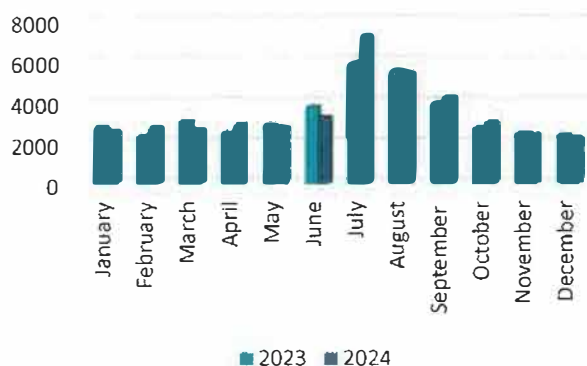
County Tax Rate Comparison



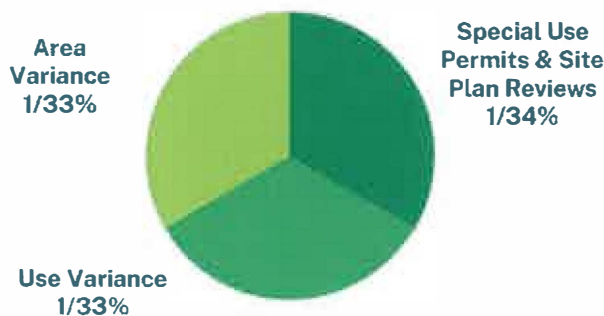
December 2024

- Received a \$215,280 NYS Department of State Smart Growth Grant Award to update the 2009 Lewis County Comprehensive Plan.
- Prepared and presented one (1) County Planning Board technical review (Special Use Permit & Site Plan Review/Area & Use Variance) for the Joint Village/Town of Lowville Planning Board. Reviewed draft zoning laws from the Village of Croghan Zoning Commission and Town of Martinsburg.
- Worked with the Town of Lowville and a Private Developer to submit a Restore NY Grant Application in the amount of \$560,000 towards the final phase of Stevens Block Redevelopment.
- Preparing several grant applications, including:
 - Community Infrastructure Grant Program – Up to \$500,000 for several roadway and complete street infrastructure improvement projects.
- Working with Cloudpermit and the Building & Codes Department to configure the software to accommodate Planning and Zoning functions.
- Continuing to assist all impacted municipalities from the recent flooding with the development of FEMA projects and IMAs with the County for engineering assistance.
- Researching and reviewing land use policies relative to a new, proposed land use activity in Lewis County; Advanced Compressed Air Energy Storage (A-CAES).

LCPT Ridership



2025
239-M REVIEWS



December 2024

- Lewis County DMV had a total of 2,882 transactions for the month of December.
- The remote pistols amendments are working well, and official press release will be done in January fully launching the program.
- The Clerk's office completed back scanning all old business certificates for public records search.

Budget Report

2024 REVISED EXPENSE	YTD EXPENSE	2024 REVISED REVENUE	GROSS YTD REVENUE	NET YTD REVENUE
\$690,583.00	\$636,347.20	\$748,500.00	\$718,246.38	\$81,899.18

DMV Transactions and Revenue to Lewis County

PLATES ISSUED	PLATES SURRENDERED	SNOWMOBILE	ATV	EDL	TOTAL REVENUE
283	267	565	17	117	\$19,886.07

Clerk's Office Transactions and Revenue to Lewis County

DEEDS	MORTGAGES	COURT DOCKET LIST	PISTOL TRANSACTIONS	BUSINESS CERTIFICATES	TOTAL REVENUE
110	120	591	113	13	\$101,706.38

December 2024

- Finalized Microsoft Entra identity and access management solution setup and implementation. All users and applications have been transitioned off the prior MFA platform.
- Continued the Microsoft Intune device management portion of the project. We are still in early days, but improved security and user experience are expected outcomes of the project.
- 120 Support tickets handled

December 2024

- Upcoming RFP's
 - 2024-118 Lewis County Winter Recreation Master Plan opened on 1/7/25
 - 2024-121 Fully Insured Health Insurance Plan opens at 2 pm on January 23rd.
- We are working on bids for Capital items that are not already on an existing contract.
- Working with the Highway Department on bids for the upcoming construction season. (stone, hot mix, road striping, and vegetation control)
- On the fleet side, we are implementing telematics and maintenance reporting software tool for County Vehicles. Our county owned and leased vehicles account for over 100 pieces of equipment that we need to ensure are being fully utilized as the price of vehicles and equipment continues to increase at a historical rate.

December 2024

- Started to research options for a podcast to be shared with the community
 - Planning and Community Development helped secure a grant for \$3,000 to cover the cost.
 - Reached out to NYSAC Media Specialist and another outside party to set up a conversation about how to start a podcast.
- Met with Textmygov to discuss opportunities with their company
- Completed social media analysis for Public Health and Office for the Aging.
- Scheduled posts for Human Trafficking Awareness throughout the month of January.
- Met with Jackie Mahoney to discuss options of collaboration with my role and her department.
- Social media breakdowns for the month of December listed below.

