

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

FROM: Cassandra Moser, Clerk of the Board

DATE: February 13, 2025

SUBJECT: Finance & Rules Committee Agenda

Please let this correspondence serve as notification that the Finance & Rules Committee will meet on Tuesday, February 18th 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 January 21st committee minutes if no amendments.

Presentations/Discussion Items:

1. County Assessor & Data Collection services update – Candy Akin, Director of Real Property Tax (10 minutes)
2. Severity Fund for Workers' Compensation – Cassandra Moser, Administrator of Lewis County Self-Insurance Plan (10 minutes)

Draft Resolutions:

1. Authorizing a three-year Agreement with SHI International to provide Fortinet software, licensing, and maintain service protection for the County's Cybersecurity system for the term commencing April 11, 2025 through April 10, 2028 at a cost not to exceed \$75,000.00 which has been approved in the 2025 Capital Improvement Plan budget.
AYE ___ NAY ___
2. Authorizing the transfer of the approximate 0.44 acres of vacant land located immediately behind the one family residence of David C. Hodge and Michelle L. Smith located at 7456 Emi Lane, Lowville, NY, Tax Map Parcel No. 195.00-02-15.300, to said named owners in consideration of the payment of \$4,000.00; subject to the written consent and waiver of reversionary rights of the Lewis County Agricultural Society, Inc., as required under the deed restrictions; and provided that the owners incur all costs and expenses of the transfer of title, including but not limited to any abstract of title fee, deed recording fees and transfer taxes which may customarily be waived for the County.
AYE ___ NAY ___
3. Authorizing the Planning and Community Development Department to submit the MEP and ATC funding requests to the New York State Department of Transportation for the purchase of one (1) wheelchair van, one (1) 16-passenger Lot G bus, sixteen (16) bus WiFi

modems, one (1) bus stop shelter for the LC JCC Ed Center, and seventy-five (75) bus stop signs for the Lewis County Public Transportation (LCPT) system and directs the Treasurer to appropriate the ATC, DASNY, and WinDenmark funds into the Bus Operations account lines.

AYE ___ NAY ___

4. Authorizing an Agreement with General Code, LLC to digitally codify the County's Local Laws through Local Law No. 5-2024 into the eCode360 Platform at a cost of \$15,995, and with annual maintenance and licensing services of \$1,195 as more fully set forth in its proposal dated January 30, 2025, and directs the Treasurer to pay the cost from the 2023 NYS Shared Services account.

AYE ___ NAY ___

5. Authorizing the Lewis County Planning and Community Development Department to submit a grant application to NYS ConnectALL under its Digital Equity Program Capacity grant program to continue to fund and expand the Lewis County Free Public Wi-Fi program at an amount not to exceed \$2,000,000, with a local share amount of \$10% of the total project costs submitted.

AYE ___ NAY ___

6. Authorizing the Lewis County Planning and Community Development Department to submit a grant application to FEMA under its 2025 BRIC funding for road scoping of County Rte. 22, with project costs estimated to be \$500,000 and a 25% required local share.

AYE ___ NAY ___

7. Authorizing the Lewis County Planning and Community Development Department to submit a \$500,000.00 grant application to NYSDEC under its Municipal Zero-Emission Vehicle (ZEV) Infrastructure Grant Program and a National Grid Make-Ready Program application to purchase and install EV charging stations, with the project cost estimated to be \$500,000 which requires a 20% local share that could be covered by National Grid Make-Ready Program funding.

AYE ___ NAY ___

8. Authorizing the Lewis County Planning and Community Development Department to submit a grant application up to \$500,000.00 to US DOT under its PROTECT funding program for East Martinsburg Road improvements, with no required local match.

AYE ___ NAY ___

9. Authorizing the Chair of the Board to execute the Short Environmental Assessment Forms prepared by the Planning and Community Development Department declaring that these Actions and Applications will not result in any significant adverse environmental impacts; then adopting the recommendations of the Lewis County Agricultural and Farmland Protection Board and Planning and Community Development Department, and placing the following parcel of land 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) into Agricultural District #6.

AYE ___ NAY ___

10. Accepting the proposal and authorizing an agreement with Samsara, Inc., for vehicle cameras, data equipment and licensing services for a portion of the County's vehicle fleet as more fully detailed and set forth in the proposal dated January 23, 2025, for a total cost of \$21,146.40 for the first year and \$20,990.40/year for the second and third years.

AYE ___ NAY ___

11. Authorizing Inter-Municipal Agreement(s) for data collection and/or assessment services with such Towns as may be interested in the provision of such services, with such terms and provisions as the County Attorney may recommend; setting the first-year rate, commencing April 1, 2025 through March 31, 2026, at \$3.25 per parcel for data collection services, and \$10.00 per parcel for assessment services. The County shall have the right to increase the rates between 2% and 5% on an annual basis, with any renewals subject to said rate increases.

AYE ___ NAY ___

12. Directing the Treasurer to adjust, apportion, and charge back a total of \$10,071.26 to the various Towns who have franchise agreements with Time Warner Cable which allowed them to deduct from taxes the franchise paid to the Towns.

AYE ___ NAY ___

Motions:

1. To approve and adopt the 2025 Finance & Rules Committee Goals.
2. To authorize the Administrator of Lewis County Self-Insurance Plan to set up a Severity Fund by April 1, 2025; obtain an Employers Liability policy by April 1, 2025; and then cancel the Midwest WC Excess Liability policy by April 1, 2025.

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 AUTHORIZING AGREEMENT
BETWEEN THE COUNTY OF LEWIS AND SHI INTERNATIONAL, INC.
FOR THE RENEWAL OF FORTINET FIREWALL AND ENDPOINT HARDWARE,
LICENSES AND SERVICE PROTECTION**

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

WHEREAS, the County of Lewis entered into an Agreement with Carousel Industries of North America, Inc. on May 7, 2021, for Fortinet software, licensing, and service protection including firewalls, VPN Appliance, and Logging/Analysis Tools that is integral to the cybersecurity infrastructure of the County; and

WHEREAS, the Director of Information Technology desires to enter into a three-year Agreement with SHI International Inc. to be the new third-party reseller of Fortinet at a cost not to exceed \$75,000.00 for the period of April 11, 2025 through April 10, 2028; and

WHEREAS, the Board of Legislators wishes to authorize said Agreement;

NOW, THEREFORE, BE IT RESOLVED, as follows:

Section 1. The Lewis County Board of Legislators hereby authorizes a three-year Agreement with SHI International to provide Fortinet software, licensing, and maintain service protection for the County's Cybersecurity system.

Section 2. This is for the term commencing April 11, 2025 through April 10, 2028 at a cost not to exceed \$75,000.00 for the services set forth in its proposal. This cost has been approved under 2025 Capital Funds.

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. The within resolution shall take effect immediately.

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

RESOLUTION NO. _ - 2025

**RESOLUTION AUTHORIZING THE SALE OF PORTION OF CERTAIN
COUNTY REAL PROPERTY ON EAST ROAD, LOWVILLE
TO DAVID C. HODGE AND MICHELLE L. SMITH**

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

WHEREAS, the County of Lewis is the owner of a certain property, comprising approximately 56 acres of land known and identified as Tax Map No. 195.00-01-13.211, located at 7395 East Road, Lowville, NY (herein, the "Property"); and

WHEREAS, the County obtained this property by gift transfer from the Lewis County Agricultural Society, Inc., recorded in the Lewis County Clerk's Office on April 09, 2018, in order for the County to build the Lewis County-Jefferson Community College Education Extension Center (LC-JCC Ed Center). The deed contains restrictive covenants, requiring the Lewis County Agricultural Society, Inc. (Ag Society) to consent to any partial property transfer and to waive its right to recover the partial property transfer; and

WHEREAS, the owners of a one-family residence on approximately 0.60 acres located at 7456 Emi Lane, Lowville, NY (tax map parcel 195.00-02-15.300) seek to obtain title to approximately 0.44 acres of a portion of the County's above-identified property located immediately behind their home and parcel in order to square off their property and have the use of this cleared, vacant land as part of their yard; and

WHEREAS, the location of this 0.44 approximate acreage is in the southwest corner of the County's approximate 56 acres of land gifted by the Ag Society, and is depicted on a survey map by Kovach Land Surveying PC. This vacant acreage is a small strip bordering the wooded area of the County's property and of no use or value to the County for its public uses and purposes. This partial acreage is of no value to any other entity other than the property owners at 7456 Emi Lane, and would be a landlocked parcel to any other entity; and

WHEREAS, a market value quote of \$4,000.00 for this vacant property was provided by Good Morning Realty, Inc.; and

WHEREAS, the Lewis County Agricultural Society's Board consents to this transfer and sale of this landlocked area to the owners named, and has waived its right to recover said property by formal Resolution;

NOW, THEREFORE, BE IT RESOLVED as follows:

Section 1. The Lewis County Board of Legislators hereby finds and declares that the said identified 0.44 acres of vacant land, located in the southwest corner of and being a portion of the County's property under Tax Map No. 195.00-01-13.211, is not required for public use, and is landlocked to any other party, thereby negating the requirement of a bid after public advertisement for same. This finding is made pursuant to Local Law No. 1-1991 and County Law § 215.

Section 2. The Lewis County Board of Legislators authorizes the transfer of the approximate 0.44 acres of vacant land located immediately behind (North) the property and one family residence of David C. Hodge and Michelle L. Smith located at 7456 Emi Lane, Lowville, NY, Tax Map Parcel No. 195.00-02-15.300, to said named owners in consideration of the payment of \$4,000.00, and subject to the written consent and waiver of reversionary rights of the Lewis County Agricultural Society, Inc., as required under the deed restrictions.

Section 3. The Lewis County Board of Legislators authorizes said transfer and sale of this partial property provided that the owners incur all costs and expenses of the transfer of title, including but not limited to any abstract of title fee, deed recording fees and transfer taxes which may customarily be waived for the County.

Section 4. The Lewis County Board of Legislators directs that the \$4,000 consideration received shall be turned over or made payable directly to the Lewis County Agricultural Society, Inc.

Section 5. The transfer of title shall be by quitclaim deed, with a closing of title to take place as soon as reasonably possible after receipt of all documents required.

Section 6. The Chair or Vice-Chair of the Board of Legislators is hereby authorized to make, execute, seal and deliver any and all documents, including the deed and other recording documents, upon review and approval as to form by the County Attorney.

Section 7. The within Resolution shall take effect immediately.

Moved by Legislator __, seconded by Legislator __, and adopted pursuant to the following roll call vote:

AYES:
NAYS:
ABSENT:

RESOLUTION NO. __ - 2025

**RESOLUTION AUTHORIZING MODERNIZATION AND ENHANCEMENT PROGRAM
AND ACCELERATED TRANSIT CAPITAL FUNDING APPLICATIONS FOR LCPT
CAPITAL PURCHASES**

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

WHEREAS, the County of Lewis, through the Planning and Community Development Department, seeks to submit a request to reallocate \$180,590 in awarded New York State DOT Modernization and Enhancement Program (MEP) funding toward the purchase of one (1) wheelchair van, one (1) 16-passenger Lot G bus, sixteen (16) bus WiFi modems, one (1) bus stop shelter for the LC JCC Ed Center, and seventy-five (75) bus stop signs for the Lewis County Public Transportation (LCPT) system from the original intent of purchasing electronic fareboxes; and

WHEREAS, the County of Lewis, through the Planning and Community Development Department, seeks to request the use of the system's awarded \$43,379 in New York State DOT Accelerated Transit Capital (ATC) funding toward one (1) wheelchair van for the LCPT; and

WHEREAS, the County of Lewis, through the Planning and Community Development Department, applied for and received \$50,000 in NYS DASNY funds towards the purchase of one (1) 16-passenger Lot G bus to be used to service Fort Drum and \$2,500 in funding from WinDenmark toward the purchase of one (1) wheelchair van; and

WHEREAS, the Board of Legislators wishes to accept the various grant funds, enter into the applicable agreement(s) with NYS, and authorize the Planning and Community Development Department to submit Purchase Orders for one (1) wheelchair van, one (1) 16-passenger Lot K bus, sixteen (16) bus WiFi modems, one (1) bus stop shelter for the LC JCC Ed Center, and seventy-five (75) bus stop signs for the Lewis County Public Transportation (LCPT) system from the appropriate vendors with the assistance of the Purchasing Director;

NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS:

Section 1. The Lewis County Board of Legislators hereby authorizes the County of Lewis, through the Planning and Community Development Department, to submit the MEP and ATC funding requests to the New York State Department of Transportation for the purchase of one (1) wheelchair van, one (1) 16-passenger Lot G bus, sixteen (16) bus WiFi modems, one (1) bus stop shelter for the LC JCC Ed Center, and seventy-five (75) bus stop signs for the Lewis County Public Transportation (LCPT) system.

Section 2. The Lewis County Planning and Community Development Director is authorized to act on behalf of the County to sign and submit the funding requests and complete the capital projects.

Section 3. The Chair of the Board of Legislators is authorized to execute any contracts or agreements between Lewis County and NYS DOT and any third-party subcontractor necessary to complete the public transportation project thereto upon such terms acceptable to the County Attorney.

Section 4. The following budget appropriations be approved in the Bus Operations account to appropriate the ATC, DASNY, and WinDenmark funding:

Increase Revenue:

A0563000.335941 ATC State Funds	\$43,379.00
A0563000.327075 Local Contribution-Bus	\$ 2,500.00
A0563000.XXXXXX NYS DASNY Funds	\$50,000.00

Increase Expense:

A0563000.223301 Vehicles and Equipment - MEP	\$95,879.00
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Section 5. This Resolution shall take effect immediately.

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

RESOLUTION NO. __ - 2025

**RESOLUTION AUTHORIZING AGREEMENT
WITH GENERAL CODE, LLC FOR DIGITAL CODIFICATION
OF COUNTY LOCAL LAWS**

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

WHEREAS, the County of Lewis, by and through the Lewis County Board of Legislators, authorized grant funding through the New York State Department of State pursuant to Resolution No. 20-2023 for county-wide shared IT services; and

WHEREAS, pursuant to Resolution No. 52-2024, the County authorized agreements with General Code, LLC and local municipalities to digitally codify each municipality's local codes on the General Codes eCode360 Platform, with the County expending grant proceeds on behalf of the local municipalities who join in this county-wide shared IT service; and

WHEREAS, the Director of Planning and Community Development requests that the County codify its Local Laws on this platform by entering into an agreement with General Code to digitize same into the eCode360 Platform at a cost of \$15,995 plus \$1,195 in annual maintenance and licensing once the laws have been codified;

NOW, THEREFORE, BE IT RESOLVED, as follows:

Section 1. The Lewis County Board of Legislators hereby authorizes an Agreement with General Code, LLC to digitally codify the County's Local Laws through Local Law No. 5-2024 into the eCode360 Platform at a cost of \$15,995, and with annual maintenance and licensing services of \$1,195 as more fully set forth in its proposal dated January 30, 2025.

Section 2. The Board of Legislators authorizes the Treasurer to pay the cost of the codification to the eCode360 Platform under this contract from the 2023 NYS Shared Services Account.

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

Section 4. That this Resolution shall take effect immediately.

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

RESOLUTION NO. __ -2025

**RESOLUTION AUTHORIZING GRANT APPLICATION FOR NYS CONNECTALL
DIGITAL EQUITY PROGRAM CAPACITY GRANT APPLICATION TO CONTINUE AND
EXPAND FREE PUBLIC WIFI PROGRAM**

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

WHEREAS, the County of Lewis, by and through the Lewis County Planning and Community Development Department, desires to apply for a NYS ConnectALL Digital Equity Program Capacity grant program to continue to fund and expand the Lewis County Free Public Wi-Fi program; and

WHEREAS, Lewis County can apply for up to \$2,000,000 toward the project, which requires a 10% match; and

WHEREAS, the Lewis County Board of Legislators seeks to authorize this application, and if awarded funding, to authorize agreements and appropriate the funds;

NOW, THEREFORE BE IT RESOLVED, as follows:

Section 1. The Lewis County Board of Legislators hereby authorizes the County of Lewis, by and through the Lewis County Planning and Community Development Department, to submit a grant application to NYS ConnectALL under its Digital Equity Program Capacity grant program to continue to fund and expand the Lewis County Free Public Wi-Fi program at an amount not to exceed \$2,000,000.

Section 2. If awarded, the required local share would be 10% of the total project costs submitted.

Section 3. The Director of Planning and Community Development or the Chair of the Board of Legislators be and the same is hereby authorized to sign and submit the application and any documents required under the application upon review by the Planning and Community Development Director.

Section 4. In the event the County is awarded grant funds, the Board of Legislators hereby authorizes acceptance of the award (s), authorizes the Chairman or Vice-Chairman to execute any grant agreements(s) and other documents required to accept the award(s) upon review and approval of the County Attorney; and directs the Treasurer to appropriate the awarded funding into correct accounts.

Section 5. The within resolution shall take effect immediately.

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

DRAFT

RESOLUTION NO. __ - 2025

**RESOLUTION AUTHORIZING GRANT APPLICATION TO FEDERAL EMERGENCY
MANAGEMENT AGENCY (FEMA) FOR BUILDING RESILIENT
INFRASTRUCTURE AND COMMUNITIES (BRIC) FUNDING
TO COMPLETE SCOPING OF COUNTY RTE 22**

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

WHEREAS, the County of Lewis, by and through the Lewis County Planning and Community Development Department, desires to apply for a 2025 FEMA grant under its Building Resilient Infrastructure and Communities funding in order to fund project scoping of the East Martinsburg Road (County Rte 22); and

WHEREAS, the Lewis County Board of Legislators seeks to authorize this application, and if awarded funding, to authorize agreements and appropriate the funds;

NOW, THEREFORE BE IT RESOLVED, as follows:

Section 1. The Lewis County Board of Legislators hereby authorizes the County of Lewis, by and through the Lewis County Planning and Community Development Department, to submit a grant application to FEMA under its 2025 BRIC funding for road scoping of County Rte 22.

Section 2. The project costs for the road scoping are estimated to be \$500,000 with the required local share being 25%.

Section 3. The Director of Planning and Community Development or the Chair of the Board of Legislators be and the same is hereby authorized to sign and submit the application and any documents required under the application upon review by the Planning and Community Development Director.

Section 4. In the event the County is awarded grant funds, the Board of Legislators hereby authorizes acceptance of the award (s), authorizes the Chair or Vice-Chair to execute any grant agreements(s) and other documents required to accept the award(s) upon review and approval of the County Attorney; and directs the Treasurer to appropriate the awarded funding into correct accounts.

Section 5. The within resolution shall take effect immediately.

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

RESOLUTION NO. __ - 2025

RESOLUTION AUTHORIZING GRANT APPLICATION TO NYSDEC FOR MUNICIPAL ZERO-EMISSION VEHICLE (ZEV) INFRASTRUCTURE AND NATIONAL GRID MAKE-READY FUNDING TOWARD THE PURCHASE AND INSTALLATION OF EV CHARGING STATIONS

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

WHEREAS, the County of Lewis, by and through the Lewis County Planning and Community Development Department, desires to apply for a NYSDEC grant under its Municipal Zero-Emission Vehicle (ZEV) Infrastructure Grant Program in order to purchase and install EV charging stations; and

WHEREAS, the Planning & Community Development Department expects to apply for up to \$500,000 in ZEV funding, which requires a local match of 20%; and

WHEREAS, to cover the required 20% match, the Planning & Community Development Department desires to simultaneously apply for National Grid Make-Ready Program Funding; and

WHEREAS, the Lewis County Board of Legislators seeks to authorize this application and, if awarded funding, to authorize agreements and appropriate the funds;

NOW, THEREFORE BE IT RESOLVED, as follows:

Section 1. The Lewis County Board of Legislators hereby authorizes the County of Lewis, by and through the Lewis County Planning and Community Development Department, to submit a \$500,000.00 grant application to NYSDEC under its Municipal Zero-Emission Vehicle (ZEV) Infrastructure Grant Program and a National Grid Make-Ready Program application to purchase and install EV charging stations.

Section 2. The project costs are estimated to be \$500,000 which requires a local match of 20% that, if awarded, could be covered by National Grid Make-Ready Program funding.

Section 3. The Director of Planning and Community Development or the Chair of the Board of Legislators be and the same is hereby authorized to sign and submit the applications and any documents required under the applications upon review by the Planning and Community Development Director.

Section 4. In the event the County is awarded both grant funds to cover the entire cost of the project(s), the Board of Legislators hereby authorizes acceptance of

the award (s), authorizes the Chair or Vice-Chair to execute any grant agreements(s) and other documents required to accept the award(s) upon review and approval of the County Attorney; and directs the Treasurer to appropriate the awarded funding into correct accounts.

Section 5. The within resolution shall take effect immediately.

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

DRAFT

RESOLUTION NO. __ -2025

**RESOLUTION AUTHORIZING GRANT APPLICATION TO US DOT FOR “PROTECT”
FUNDING TOWARD EAST MARTINSBURG ROAD IMPROVEMENTS**

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

WHEREAS, the County of Lewis, by and through the Lewis County Planning and Community Development Department, desires to apply for a US DOT grant under its Promoting Resilient Operations for Transformative, Efficient, and Cost-Saving Transportation (PROTECT) program in order to fund improvements to East Martinsburg Road (County Rte 22); and

WHEREAS, the Planning & Community Development Department in consultation with the Lewis County Highway Superintendent expects to apply for up to \$500,000 in PROTECT funding, which does not require a local match; and

WHEREAS, the Lewis County Board of Legislators seeks to authorize this application and, if awarded funding, to authorize agreements and appropriate the funds;

NOW, THEREFORE BE IT RESOLVED, as follows:

Section 1. The Lewis County Board of Legislators hereby authorizes the County of Lewis, by and through the Lewis County Planning and Community Development Department, to submit a grant application up to \$500,000.00 to US DOT under its PROTECT funding program for East Martinsburg Road improvements.

Section 2. The project costs are estimated to be \$500,000 with no required local match.

Section 3. The Director of Planning and Community Development or the Chair of the Board of Legislators be and the same is hereby authorized to sign and submit the application and any documents required under the application upon review by the Planning and Community Development Director.

Section 4. In the event the County is awarded grant funds, the Board of Legislators hereby authorizes acceptance of the award (s), authorizes the Chair or Vice-Chair to execute any grant agreements(s) and other documents required to accept the award(s) upon review and approval of the County Attorney; and directs the Treasurer to appropriate the awarded funding into correct accounts.

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

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

DRAFT

RESOLUTION NO. __ - 2025

RESOLUTION AUTHORIZING INCLUSION OF CERTAIN AGRICULTURALLY VIABLE LAND INTO A CERTIFIED AGRICULTURAL DISTRICT AND NEGATIVE DECLARATION DETERMINATION

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 reviewed the application for inclusion of this property and submitted their recommendation to the Lewis County Board of Legislators noting that the property should be placed into the certified agricultural district; and

WHEREAS, the Short Environmental Assessment Form, parts 2 & 3, for Unlisted Actions has been prepared by the Director of Planning and Community Development on behalf of the County of Lewis Board of Legislators as the Lead Agent for this Ag inclusion property for determination that the identified parcel's inclusion will not result in any significant adverse environmental impact; and

WHEREAS, the Lewis County Board of Legislators, in accordance with Chapter 303b of the Laws of 2003 amending NYS Agricultural and Markets Law, conducted a public hearing to consider the request and recommendations of the Lewis County Agricultural and Farmland Protection Board and Planning Department on March 4, 2025 at 5:00 p.m.; and

WHEREAS, the Lewis County Board of Legislators, having held the public hearing and having heard any statements or comments from the public on the request and recommendations of the Lewis County Planning and Community Development Department and Lewis County Agricultural and Farmland Protection Board, seeks to adopt the recommendations of the Director of Planning and Community Development and declare a negative environmental impact for each parcel, and place these properties into a certified agricultural district;

NOW, THEREFORE, BE IT RESOLVED, as follows:

Section 1. The Lewis County Board of Legislators hereby authorizes the Chair of the Board to execute the Short Environmental Assessment Forms prepared by the Planning and Community Development Department declaring that these Actions and Applications will not result in any significant adverse environmental impacts.

Section 2. The Lewis County Board of Legislators adopts the recommendations of the Lewis County Agricultural and Farmland Protection Board and Planning and Community Development Department, and places the following parcel of land 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) into Agricultural District #6.

Section 3. The Chair or Vice Chair is authorized to execute any other documents to give effect to this resolution, upon review and approval of 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 AGREEMENT BETWEEN LEWIS COUNTY
PURCHASING DEPARTMENT AND SAMSARA, INC. FOR
COUNTY VEHICLE CAMERA EQUIPMENT AND LICENSING SERVICES**

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

WHEREAS, the Lewis County Purchasing Director seeks to have cameras and data equipment installed on County vehicles in order to support regular maintenance and safety of the vehicles and drivers. The Purchasing Director secured quotes from state-approved vendors who have the expertise, software and hardware sought by the County and recommends securing said equipment and services from Samsara, Inc., an existing state-approved contractor under NYS Contract No. PM69845; and

WHEREAS, the cost of this equipment and services for this preliminary phase for the County vehicle fleet shall not exceed \$21,146.40 for the first year, and \$20,990.40 for the second and third years. The County can add or remove vehicles at any time as stated in the proposal dated January 23, 2025; and

WHEREAS, the Lewis County Board of Legislators seeks to accept the proposal and authorize an agreement to provide the camera equipment and data equipment licensing services for a portion of the County vehicles, including twelve (12) forward-facing dash cameras for highway and solid waste;

NOW, THEREFORE, BE IT RESOLVED as follows:

Section 1. The Lewis County Board of Legislators hereby accepts the proposal and authorizes an agreement with Samsara, Inc., 1 De Haro Street San Francisco, CA 94107 for vehicle cameras and data equipment and licensing services for a portion of the County's vehicle fleet as more fully detailed and set forth in the proposal dated January 23, 2025, for a total cost of \$21,146.40 for the first year and \$20,990.40/year for the second and third years.

Section 2. The Chair, or Vice-Chair, of the Board of Legislators, is hereby authorized to make, execute, seal, and deliver such Agreement and any amendments thereto, upon such terms and conditions as may be approved by the County Attorney.

Section 3. The within resolution shall take effect immediately.

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

RESOLUTION NO. __ - 2025

**RESOLUTION AUTHORIZING INTER-MUNICIPAL AGREEMENT(S) BETWEEN
THE LEWIS COUNTY REAL PROPERTY DEPARTMENT
AND CERTAIN TOWNS FOR
DATA COLLECTION AND ASSESSMENT SERVICES**

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

WHEREAS, Article 5-G of the General Municipal Law (GML) provides for municipal corporations and districts to enter into cooperative arrangements or contracts for services required to be provided between the municipalities; and

WHEREAS, the Director of Real Property believes that it will be beneficial for certain Towns to use the Real Property Department to provide data collection and/or assessment services; and

WHEREAS, the Director of Real Property met with the Towns in Lewis County to discuss terms and rates for such data collection and assessment services. The County would provide services at a rate of \$3.25 per parcel for data collection and \$10.00 per parcel for assessment, with the right of the County to increase such fees on an annual basis between 2% and 5% thereafter; and

WHEREAS, the Director requests that the County authorize these rates and services for the Towns on an annual basis commencing April 1, 2025;

NOW, THEREFORE, BE IT RESOLVED, as follows:

Section 1. The Lewis County Board of Legislators authorizes Inter-Municipal Agreement(s) for data collection and/or assessment services with such Towns as may be interested in the provision of such services, with such terms and provisions as the County Attorney may recommend.

Section 2. The first-year rate, commencing April 1, 2025 through March 31, 2026, shall be \$3.25 per parcel for data collection services, and \$10.00 per parcel for assessment services. The County shall have the right to increase the rates between 2% and 5% on an annual basis, with any renewals subject to said rate increases.

Section 3. The Chair or Vice-Chair of the Board of Legislators is hereby authorized to make, execute, seal and deliver such Agreement(s) and any amendments thereto, together with the Lewis County Director of Real Property, upon review and approval by the County Attorney.

Section 4. The within Resolution shall take effect immediately.

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

DRAFT

RESOLUTION NO. __ - 2025

RESOLUTION APPROVING CORRECTION OF TAX BILL

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

WHEREAS, pursuant to the franchise agreements between Time Warner Cable, TCI, and the Towns of Croghan, Denmark, Diana, Greig, Lewis, Leyden, Lowville, Lyonsdale, Martinsburg, New Bremen, Watson, and West Turin which allowed them to deduct from taxes the franchise paid to the Towns;

NOW, THEREFORE, BE IT RESOLVED as follows:

Section 1. That payment be accepted as follows:

		Amount Paid:	Charge to Town:
Croghan	538.00-08-00.000	450.62	128.00
	538.00-05-06.000	332.97	69.37
	538.00-08-06.000	2996.71	624.32
Denmark	552.00-03-00.000	193.53	105.73
	552.00-05-00.000	18.96	10.36
Diana	552.00-05-08.000	989.28	431.52
Greig	542.02-07-09.000	3123.41	1233.46
Lewis	550.00-10-11.000	222.06	185.75
Leyden	550.00-07-12.000	541.92	178.30
	550.00-10-12.000	266.92	87.82
	550.00-07-00.000	73.13	28.68
Lowville	550.00-05-00.000	631.17	198.78
	550.00-05-13.000	2642.63	644.17
Lyonsdale	550.00-07-00.000	45.81	17.97
	550.00-07-00.000	219.67	86.15
Martinsburg	542.02-05-15.000	1609.37	603.73
New Bremen	552.00-08-00.000	9.16	4.65
	542.05-08-05.000	129.32	46.45
	552.00-08-02.000	2235.25	619.71
Watson	542.02-08-21.000	1866.44	1164.30
	542.02-07-21.000	2836.98	1769.73
	542.02-05-21.000	2762.33	1723.16
West Turin	550.00-07-00.000	67.11	36.29
	550.00-07-00.000	134.75	72.86
		<u>24,399.50</u>	<u>10,071.26</u>

Section 2. That the County Treasurer is hereby directed to adjust, apportion, and charge back such amount in the manner prescribed by law. The amount to charge the Towns is \$10,071.26.

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

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

DRAFT

January 2025

- 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.
- Enabled Windows Hello for Business and began rolling out to early testing users.
- Secured a contract with SHI/Rubrik to install a new server backup solution that will protect against ransomware and other threats.
- 215 Tickets handled in the help desk

January 2025

- In the month of January, we have received most of the Workers Compensation Payments from the Towns.
- There was only one incident reported for the month of January.
- Currently we are paying compensation to 26 claimants.

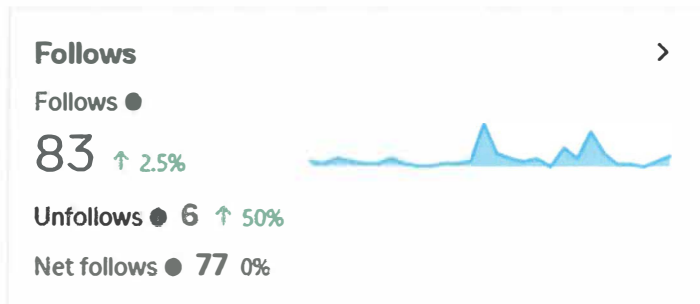
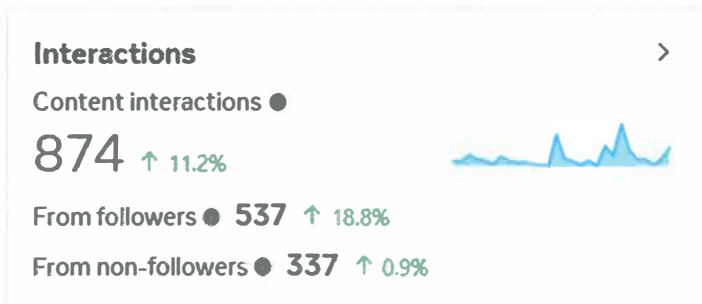
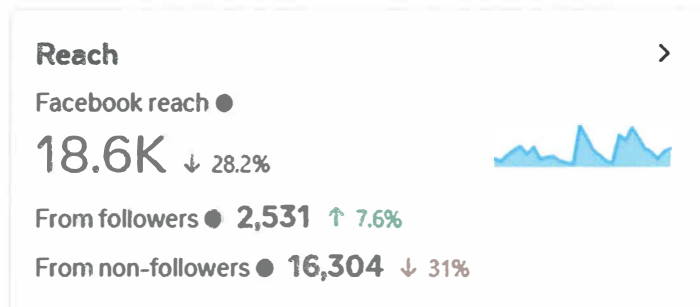
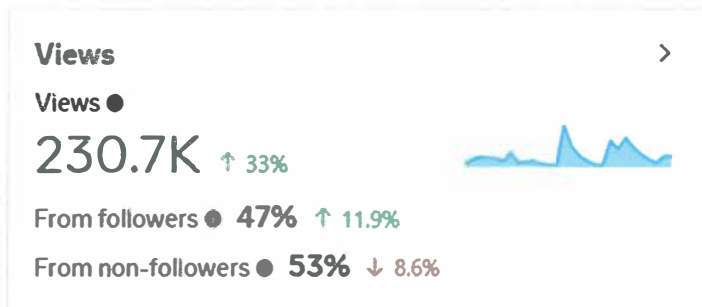
EXPENDITURES	1/1/25-1/31/25	TOTAL TO DATE	% USED
Administration	\$ 17,821.44	\$ 17,821.44	9.76%
Compensation & Medical Payments	\$ 60,685.73	\$ 60,685.73	7.68%
WCB Assessments	\$ 25,180.51	\$ 25,180.51	15.74%
REVENUE			
State Reimbursements/Refunds	\$ -	\$ -	0.00%
C.D. Interest*	\$ -		0.00%

January 2025

- Upcoming Bid's
 - Annual Bid Packet for Highway will open on March 12th. They are for Sand, Stone, and Gravel, Hot Mix, Pavement Markings, and Roadside Vegetation Control.
- Surplus Auction
 - There will be an auction this spring for surplus items from Solid Waste and Highway.
- Fleet Management
 - 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.

January 2025

- Assisted the Recreation, Forestry and Parks Dept with tasks after a change in staff.
 - Implemented a weekly highlight for sponsors
 - Assisted with launching the trail system analysis survey, responses entered community members into a drawing for a free permit
 - Discussed rebranding the social media page to be broad to post about all things related to the department instead of just ATV related posts
- Met with the Director of Real Property to assist with upcoming events and help create a flyer for her. Posted on social media to draw up more attendance.
- Met with the Director of The Workplace to discuss some rebranding opportunities and showed her the benefits of using Canva for creating flyers, job posts, and other marketing materials. They have swiftly adjusted to the change, ensuring that all content and materials align with brand standards.



January 2025

- Publicly launched the Remote Pistol Amendment process with good public feedback, and multiple interests from other NYS counties.
- DMV was down three days due to a State Router failure. Everything is fixed and back to business as normal.
- Clerk Staff beginning to back scan all Criminal Cases in preparation of the Clean Slate Law.

Budget Report

2025 REVISED EXPENSE	YTD EXPENSE	2025 REVISED REVENUE	GROSS YTD REVENUE	NET YTD REVENUE
\$723,154.00	\$53,888.02	\$748,500.00	\$51,907.05	\$-1,980.97

DMV Transactions and Revenue to Lewis County

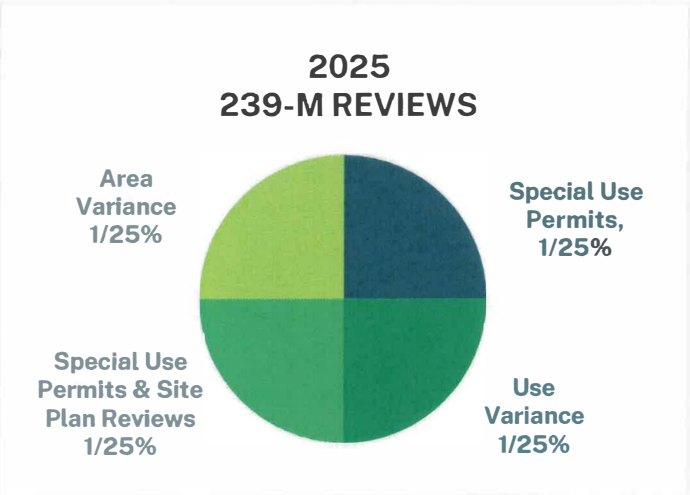
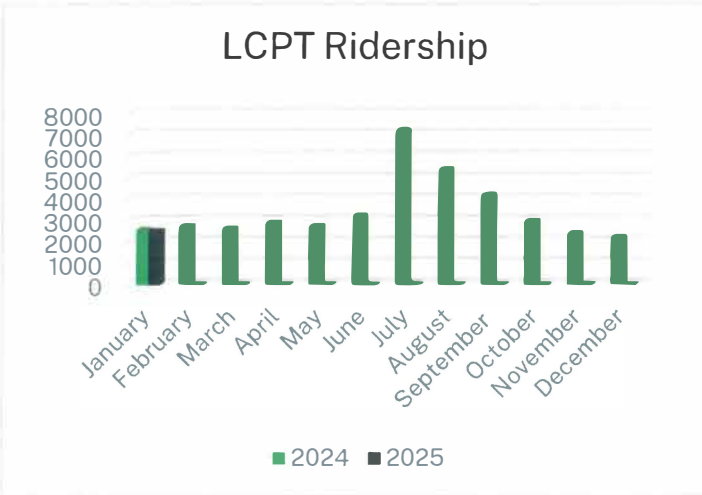
PLATES ISSUED	PLATES SURRENDERED	SNOWMOBILE	ATV	EDL	TOTAL REVENUE
392	262	529	17	147	\$14,889.36

Clerk's Office Transactions and Revenue to Lewis County

DEEDS	MORTGAGES	COURT DOCKET LIST	PISTOL TRANSACTIONS	BUSINESS CERTIFICATES	TOTAL REVENUE
88	96	2201	89	23	\$95,554.67

January 2025

- Working with the Village of Constableville and the Lewis County Highway Department to coordinate various forms of awarded funding, to include a \$2.77 million NBRC grant, to improve, replace, and/or implement roadways, drainage, sidewalks, and water infrastructure. We began assisting the Village with this project in early 2024 by funding an updated PER (professional engineering report), which has stimulated nearly \$16 million in grants and no-interest loans for the community’s infrastructure.
- Prepared one (1) County Planning Board technical review (Special Use Permit) for the Town of Turin Planning Board.
- Working on an LCPT Fort Drum Circuit Route expansion on base, Micro-transit Plan, and re-instated the Castorland Route to the Fixed Route System.
- Preparing several grant applications, including:
 - FEMA BRIC Grant Program – Application for approximately \$300,000 to cover the costs of engineering plans for viable mitigation solutions to improve CR 22.
 - US DOT PROTECT Grant – Application for approximately \$300,000 towards East Martinsburg Road Improvements.
 - NYS ConnectALL Grant – Application for up to \$2,000,000 to continue and expand the Lewis County Free Public Wi-Fi Program.
 - NYSDEC Municipal Zero-Emission Vehicle (ZEV) Infrastructure Grant – Application for up to \$500,000 towards the purchase and installation of EV Charging Stations.
- Working with stakeholders to develop a comprehensive housing survey, develop a Lewis County Tenant and Landlord Certification Program, and enhance the existing tools on the Lewis County Housing Hub website to expand legal assistance tools, standard forms, and acceptable practices.



January 2025

- There were 89 sales processed in the month of January, involving 120 parcels with eight being split parcel transfers.
- There have been eight (8) new E911 numbers requested, five (5) assigned and one (1) corrected.
- The Town of Diana has requested an Intermunicipal Agreement for Data Collection services and the Town of Croghan has requested an Intermunicipal Agreement for Assessment services.
- The Town of Lewis has withdrawn from their 2025 revaluation project. This decision was made because the town would not have been able to get to 100% due to the Stipulated settlement on the City of Rome water parcels.
- The Town of Croghan has also withdrawn from their 2025 revaluation project. This was based on a sampling of properties taken by state ORPTS representatives who performed site visits and compared their data with the assessor's data. It was determined that the assessor's data was not at a level necessary to move forward with the revaluation.