

GENERAL SERVICES COMMITTEE
June 17, 2025

Present: Andrea Moroughan, Chair; Josh Leviker, Vice-Chair; Herb Frost; Thomas Kalamas; and Jeff Nellenback.

Legislator Moroughan called the meeting to order at 1:00 p.m.

Legislator Moroughan moved to approve the May 20, 2025 committee meeting minutes as recorded, seconded by Legislator Frost, and carried.

Event Permit proposed changes – Tim Hunt, Lewis County Manager

County Manager Tim Hunt outlined a proposal to modify insurance requirements for events with motorized vehicles, indicating that a Lewis County Trail Permit would be required for events with over 500 participants, while insurance would only be necessary for those exceeding 2,000 participants. The importance of an indemnity provision to protect the county from liability was emphasized. The group discussed the challenges of enforcement and the implications of large gatherings on local resources.

The group discussed the difficulties in enforcing participant registration for events, with concerns being raised about ensuring participants have the necessary permits. It was proposed that online registration and QR codes be used to facilitate verification of permits, while a suggestion was made to amend the local law to require online registration for larger events.

Glenfield Property update – Ryan Brandt, Rochester Cornerstone Group Representative

Ryan Brandt from Rochester Cornerstone Group presented details about the development of 63 apartment units at the Glenfield Elementary School site in Martinsburg. The project faced initial setbacks in funding but was awarded tax credits and low-interest loans in March 2024. Construction is expected to start this fall, with a timeline aiming for completion around early 2027. He emphasized the importance of community engagement and long-term management of the property.

Communication & Intermunicipal Outreach Plan – Kaylee Rhodes, Communication Engagement Specialist

A communication strategic plan was outlined, focused on fostering open and accessible communication with various community members, including youth, families, and local businesses. Key goals include improving public awareness through social media and newsletters, building trust by sharing decision-making processes, and enhancing collaboration with local towns and villages. The plan also emphasizes strengthening the online presence of county departments and improving digital engagement.

The following draft resolutions were reviewed:

1. Authorizing renewal agreement with Unified Court System for cleaning and maintenance services for the interior of the Lewis County Court Facility, as well as preventative building and property maintenance services for the facility, for the period

retroactive to April 1, 2025 through March 31, 2026 in consideration of the payment of \$162,952.00.

AYE 5 NAY 0

2. Transferring \$29,000.00 from General Contingency to Buildings & Grounds account lines for increased energy expenses for Glenfield School building and Highway Garage building.

AYE 5 NAY 0

3. Directing the demolition and removal of an unsafe structure located at 1057 Ammon Road, in the Hamlet of West Leyden, pursuant to Local Law No. 2-2007 and that in the event the County provides for these services, all of the costs and expenses shall be assessed against the land upon which it is located. *County Attorney Joan McNichol questioned if the county should consider offering to take ownership of the property if the relatives now longer want it? Legislator Nellenback voiced his concern that the property has been sitting on the sidewalk since it collapsed and just wants to see something done with it. Joan clarified that the timeline would give the property owner/relatives 30 days to clean it up or it will be demolished and removed. There was further discussion. Joan stated that she would reach out to the relatives and see if they would be willing to transfer ownership.*

AYE 5 NAY 0

4. Appropriating \$200,000.00 from County Road Fund Balance to County Road account lines for additional engineering related to FEMA storm DR4814 Hurricane Beryl.

AYE 5 NAY 0

5. Appropriating \$295,000.00 in additional NYS CHiPs funding to County Road account lines.

AYE 5 NAY 0

6. Authorizing the Lewis County Highway Department, with assistance from the Lewis County Soil & Water Conservation District and Lewis County Planning & Community Development Department to submit the online Consolidated Funding Application through the NYS DEC Water Quality Improvement Project (WQIP) funding program, to replace five (5) culverts, three (3) on the Number Three Road, one (1) on the Cobb Road, and one (1) on the Woodbattle Road.

AYE 5 NAY 0

7. Authorizing a Memorandum of Agreement between the Federal Highway Administration, NYS Historic Preservation Office, NYS Department of Transportation and the Town of Watson for the Culvert project known as Bailey Road over Independence River to implement various stipulations, including but not limited to, the County securing an architectural historian to document the field work record of this historic bridge prior to demolition.

AYE 5 NAY 0

8. Declaring no significant environmental impact in adding the 0.2 miles of trail and parking area identified as parcel no. 259.02-01-12.120 in the Town of Martinsburg to the Lewis County Trail System based upon the report from Soil & Water Conservation District.

AYE 5 NAY 0

9. Authorizing the 0.2 miles of trail and parking area located in the Town of Martinsburg, identified as parcel no. 259.02-01-12.120, to be incorporated into and made part of the Lewis County Trail System.

AYE 5 NAY 0

10. Adopting Local Law No. 5-2025 “A Local Law Amending Local Law 3-2015: A Local Law of the County of Lewis to Provide a Uniform System for Managing the Collection, Transportation and Disposal of Solid Waste and Recyclables.”

AYE 5 NAY 0

There being no other business to come before the committee, Legislator Kalamas moved to adjourn at 1:42 p.m., seconded by Legislator Frost, and carried.

Respectfully submitted,
Cassandra Moser, Clerk of the Board