

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

FROM: Cassandra Moser, Clerk of the Board

DATE: May 15, 2025

SUBJECT: Finance & Rules Committee Agenda

Please let this correspondence serve as notification that the Finance & Rules Committee will meet on **Tuesday, May 20th 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 April 15th committee minutes if no amendments.

Presentations/Discussion Items:

1. Five-Year Coordinated Infrastructure Plan – Casandra Buell, Director of Planning & Community Development (10 minutes)
2. County Assessment Services for Towns discussion with Candy Akin
3. Cell Phones during Executive Session discussion with Joan McNichol

Draft Resolutions:

1. Authorizing an amended agreement with Quantify Consulting, LLC, to provide the professional services, software and analytics outline in its three (3) proposals at the total cost of \$28,300.00 and to transfer said funds from Contingency to Legislative account lines.
AYE ___ NAY ___
2. Authorizing an agreement with BCA to provide engineering services in an amount not to exceed \$190,000.00 for the roadway and complete streets improvements to County Route 52 in the Village of Constableville to complete preliminary design, final design, bidding, and construction administration; and additional engineering and consulting services in an amount not to exceed \$55,000.00 for anticipate services such as base mapping, topographic surveys, construction observation, verification of existing conditions, NYSDOT coordination, subsurface investigation, record drawings, and reimbursable expenses.
AYE ___ NAY ___

3. Authorizing an agreement with and awards bid for the Chevrolet Starcraft 16-passenger bus to Model 1 Commercial Vehicles at a cost not to exceed \$121,750.00
 AYE ___ NAY ___

4. Authorizing grant applications to the Department of State and the Department of Environmental Conservancy for Waterfront Revitalization and Rehabilitation and Flood Mitigation in order to fund the East Martinsburg Road Hospital Hill, and Mill Creek Stabilization projects and to authorize contracts for same.
 AYE ___ NAY ___

5. Discontinuing assessment services with Towns and directs that the position is not refilled upon being vacated.
 AYE ___ NAY ___

6. Closing the Capital Solid Waste Transfer Station Account (HAS) due to completion of project.
 AYE ___ NAY ___

7. Closing the Capital Data Processing Account (HAE) due to completion of project.
 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. Economic Development Human Resources Information Technology Insurance/Workers' Compensation	JCC Education Center Planning & Community Development Purchasing Real Property Tax Treasurer
---	--

RESOLUTION NO. __ - 2025

**RESOLUTION AUTHORIZING AGREEMENT WITH QUANTIFY CONSULTING LLC
FOR ANALYTIC IMPLEMENTATIONS, DASHBOARDS AND SOFTWARE FOR
IDENTIFIED COUNTY OPERATIONAL COMPONENTS**

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

WHEREAS, the County Manager secured the professional services of Quantify Consulting LLC (Quantify) to develop metrics and KPI systems for the Solid Waste Department in order to evaluate department-level performance and efficiencies. The initial Dashboard and analytics provided by Quantify for Solid Waste have proven to be useful and beneficial to the Department and to the County Manager in reviewing performance of operations; and

WHEREAS, the County Manager requested additional proposals with scope of work for the following: 1) Phase 2 expanded capabilities for Solid Waste including delivery of actionable insights into per-vehicle maintenance costs, full expense and margin breakdowns for Croghan facility, and enhanced tracking for year-to-date recycling volumes with the use and implantation of Microsoft Azure software; 2) a 9-week engagement to implement Microsoft Azure Synapse analytics with best-fit ETL tooling, designed to deliver a modern data infrastructure with integrated analytics capabilities to support streamlined and improved reporting for data-driven decision-making. The scope of work includes data strategy, analytics implementation, adoption and enablement; and 3) design and implementation of a Munis GL Dashboard including but not limited to Stakeholder Engagement & Dashboard Scoping, Interim Manual Implementation Azure-Enabled Dashboard Deployment, and Adoption and Ongoing Support; and

WHEREAS, the scope of services described above are more fully set forth in the three(3) separate proposals submitted by Quantify at the following costs, (each to be paid 50% upon signing and 50% upon final delivery of services):

1. Solid Waste - Phase 2 services and full Dashboard Build -	\$ 8,000
<i>(includes \$500 pre-scoping charge under Phase 1)</i>	
2. Azure Synapse Analytics Implementation & ETL Tooling -	\$ 12,180
3. Munis GL Dashboard Implementation	- \$ 8,120
<u>Total Cost</u>	\$ 28,300

WHEREAS, the County Manager requests that the Board of Legislators approve these additional professional services with the costs paid from Contingency or other appropriate legislative account;

NOW, THEREFORE, BE IT RESOLVED, as follows:

Section 1. The Lewis County Board of Legislators hereby authorizes an amended agreement with Quantify Consulting, LLC, to provide the professional services, software and analytics outlined in its three (3) proposals identified above, at the costs set forth in each proposal, i.e., Solid Waste Phase 2 - \$8,000; Azure analytics & tolling - \$12,180; and Munis GL Dashboard - \$8,120; all three identified services payable in installments as outlined above.

Section 2. The Chair or Vice Chair of the Board of Legislators is authorized to execute the agreement(s) upon review and inclusion of any recommended terms and conditions by the County Attorney.

Section 3. The Treasurer is authorized to transfer the amount of the total cost from budgeted contingency into the appropriate legislative expenditure account line.

Section 4. This Resolution shall take effect immediately.

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

RESOLUTION NO. __ - 2025

**RESOLUTION AUTHORIZING A PROFESSIONAL SERVICES AGREEMENT
BETWEEN LEWIS COUNTY AND BCA FOR ENGINEERING SERVICES: VILLAGE OF
CONSTABLEVILLE ROADWAY AND COMPLETE STREETS PROJECT**

Introduced by Legislator Andrea Moroughan, Chair of the General Services Committee and Thomas Osborne, Chair of the Finance & Rules Committee.

WHEREAS, on February 4, 2025, the Lewis County Board of Legislators adopted Resolution No. 28 - 2025 authorizing a County Infrastructure Grant Program Application to NYS ESD for up to \$500,000 for road and complete street infrastructure improvement projects; and

WHEREAS, in preparation for an award, the Lewis County Highway Department seeks to proceed with the professional engineering required for the project; and

WHEREAS, the Lewis County Highway Department, Planning & Community Development Department and Purchasing Director request approval of a Professional Services Agreement with BCA Architects & Engineers (hereinafter "BCA"), to provide engineering services in an amount not to exceed \$190,000.00 for the roadway and complete streets improvement project on County Route 52 to complete preliminary design, final design, bidding, and construction administration; and additional engineering and consulting services in an amount not to exceed \$55,000.00 for anticipate services such as base mapping, topographic surveys, construction observation, verification of existing conditions, NYSDOT coordination, subsurface investigation, record drawings, and reimbursable expenses; and

WHEREAS, the costs of these engineering services would be covered by various grant funds, such as CHIPS and the County Infrastructure Grant Program.

NOW, THEREFORE, BE IT RESOLVED, as follows:

Section 1. The Lewis County Board of Legislators hereby authorizes and Professional Services agreement between the County of Lewis by and through the Lewis County Highway Department and BCA to provide engineering services for the roadway and complete streets improvements to County Route 52 in the Village of Constableville.

Section 2. 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 3. The Treasurer is authorized to appropriate the funds from the grant funds and accounts identified by the Highway Superintendent and Director of Planning and Community Development.

Section 4. The within resolution shall take effect immediately.

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

DRAFT

RESOLUTION NO. __ - 2025

**RESOLUTION AUTHORIZING PURCHASE OF LEWIS COUNTY PUBLIC
TRANSPORTATION BUS WITH GRANT FUNDS**

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

WHEREAS, the County of Lewis, through the Planning and Community Development Department, was awarded New York State DOT Modernization and Enhancement Program (MEP) funding and DASNY funds towards the purchase of one (1) 16-passenger bus for the Lewis County Public Transportation (LCPT) system; and

WHEREAS, the Director of Planning and Community Development, in consultation with the Purchasing Department, sent out an RFP for the purchase of one (1) 16-passenger bus; and

WHEREAS, two (2) bid proposals were opened on May 7th, 2025 at 2:00 PM. Planning & Community Development Department staff and the Purchasing Director carefully reviewed the bid submission and assessed the criteria. After careful consideration and review, this team recommends that the Board of Legislators award the bid and contract to Model 1 Commercial Vehicles of Indianapolis, IN, to purchase the Chevrolet Starcraft 16-passenger bus not to exceed \$121,750.00; and

WHEREAS, the Board of Legislators seeks to accept this recommendation and award the bid and contract to Model 1 Commercial Vehicles for this project; and

NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS:

Section 1. The Lewis County Board of Legislators hereby authorizes an agreement with and awards the bid for the Chevrolet Starcraft 16-passenger bus to Model 1 Commercial Vehicles of Indianapolis, IN, at a cost not to exceed \$121,750.00.

Section 2. The Chair or Vice-Chair of the Board of Legislators is hereby authorized to make, execute, seal and deliver said Agreement and any extensions or modifications thereto, upon review and approval by the County Attorney.

Section 3. This Resolution shall take effect immediately.

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

RESOLUTION NO. __ - 2025

RESOLUTION AUTHORIZING GRANT APPLICATIONS TO THE DEPARTMENT OF STATE AND THE DEPARTMENT OF ENVIRONMENTAL CONSERVANCY FOR WATERFRONT REVITALIZATION AND REHABILITATION AND FLOOD MITIGATION PROJECTS AND TO AUTHORIZE CONTRACTS FOR SAME

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 the Inland Flooding and Local Waterfront Revitalization Grant Program, the Coastal Rehabilitation and Resilience Project Program, both through the Department of State (DOS) and the Resilient Watersheds Grant Program through the Department of Environmental Conservancy (DEC) in order to fund the East Martinsburg Road (County Rt 22), Hospital Hill and Mill Creek Stabilization projects; and

WHEREAS, The Inland Flooding and Local Waterfront Revitalization Program award is estimated to be a minimum of \$150,000.00 with \$15,000,000.00 available with the required local share being 10%. The Coastal Rehabilitation and Resilience Project Program award is estimated to be a minimum of \$300,000.00 with \$20,000,000.00 available with the required local share of 10%. The Resilient Watersheds Grant Program award is estimated to be a minimum of \$150,000.00 with \$10,000,000.00 maximum per applicant available with the required local share of 10%; and

WHEREAS, to the greatest extent possible, the required matches will be accounted for through a combination of grant funding, with the lowest possible attribution made with local funds via Inter-Municipal Agreements with the host municipality and/or County Community Development Funds; and

WHEREAS, the Lewis County Board of Legislators seeks to authorize these applications, and if awarded funding, to authorize agreements through the RFP bid process 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 grant applications to the DOS and DEC in order to fund the East Martinsburg Road, Hospital Hill, and Mill Creek Stabilization projects.

Section 2. 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 application upon review by the Planning and Community Development Director.

Section 3. 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) and to authorize RFP's to be issued, upon review and approval of the County Attorney.

Section 4. The Treasurer is authorized and directed to appropriate any awarded funds under each grant into correct accounts.

Section 5. The within resolution shall take effect immediately.

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

RESOLUTION NO. __ - 2025

RESOLUTION DISCONTINUING ASSESSMENT SERVICES WITH TOWNS

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

WHEREAS, on March 4, 2025, Resolution No. 58-2025 was adopted by the Board of Legislators to allow the Real Property Department to enter into Inter-Municipal Agreements with certain Towns for Data Collection and Assessment Services; and

WHEREAS, the Director of Real Property seeks to have the Board discontinue any assessment services to be provided to Towns since the assessor hired by the County has submitted his resignation; and

WHEREAS, the Board of Legislators seeks to terminate assessment services to be provided to Towns;

NOW, THEREFORE, BE IT RESOLVED, as follows:

Section 1. The Lewis County Board of Legislators hereby terminates its prior approval of providing assessment services to County Towns and directs that the position not be refilled upon being vacated by the newly appointed assessor's resignation effective July 11, 2025.

Section 2. The Chair or Vice-Chair of the Board of Legislators is hereby authorized to make, execute, seal and deliver any IMA termination agreement(s) or other documentation with the Lewis County Director of Real Property wherein assessor services were provided, upon review and approval 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 TO CLOSE ACCOUNTS

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

WHEREAS, since the Capital Solid Waste Transfer Station Project is completed and will have no further activity, the Treasurer seeks to close these identified accounts;

NOW, THEREFORE, BE IT RESOLVED, as follows:

Section 1. The listed Capital Account HAS (Capital Solid Waste Transfer Station) below is authorized to be closed by balancing the revenue and the expenditure amounts as follows:

HAS – Capital Solid Waste Transfer Station

Increase Revenue:

H0816000 350310 COUNTY SHARE \$317,198.00

Increase Expense:

H0816000 499900 CONTRACT \$317,198.00

Section 2. The within resolution shall take effect immediately.

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

RESOLUTION NO. __ - 2025

RESOLUTION TO CLOSE ACCOUNTS

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

WHEREAS, since the Capital Data Processing Project is completed and will have no further activity, the Treasurer seeks to close these identified accounts;

NOW, THEREFORE, BE IT RESOLVED, as follows:

Section 1. The listed Capital Account HAE (Capital Data Processing) below is authorized to be closed by balancing the revenue and the expenditure amounts as follows:

HAE – Capital Data Processing

Increase Revenue:

H0990100 324010 COUNTY SHARE \$7,410.47

Increase Expense:

H0990100 499900 CONTRACT \$7,410.47

Section 2. The within resolution shall take effect immediately.

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

April 2025

- Began training in and configuring Microsoft Purview with a long-term goal of raising awareness with county employees of our data classifications and help prevent sensitive data loss.
- Continued investigation of Verizon offer to cover the cost of modems in county vehicles (Transportation and Sheriff).
- Configured another Teams Room on the 3rd floor for virtual meetings.
- The Incident Response Plan and other Cyber Security Policies were further revised and prepped for board adoption.
- 220 Tickets Handled in the help desk.

April 2025

- DMV had a total of 3139 transactions for the month of April.
- County Clerk’s Office scanned a total of 6486 court pages.
- Completed the Semi-Annual Mortgage Report and submitted to the Clerk of the Board.
- Federally Compliant IDs continue to rise with the May 7th start date approaching. This has created wait times at the DMV.

Budget Report

2025 REVISED EXPENSE	YTD EXPENSE	2025 REVISED REVENUE	GROSS YTD REVENUE	NET YTD REVENUE
\$723,154.00	\$212,677.68	\$748,500.00	\$203,574.86	\$9,102.82

DMV Transactions and Revenue to Lewis County

PLATES ISSUED	PLATES SURRENDERED	SNOWMOBILE	ATV	EDL	TOTAL REVENUE
483	366	8	115	458	\$22,849.03

Clerk’s Office Transactions and Revenue to Lewis County

DEEDS	MORTGAGES	COURT DOCKET LIST	PISTOL TRANSACTIONS	BUSINESS CERTIFICATES	TOTAL REVENUE
93	116	2004	132	15	\$96,038.62

April 2025

- Recreation, Forestry & Parks Updates
 - Continue to process permits while Makenna is out on leave. Processed 1,099 permits for the month. The event at Timberview caused a large spike in permit applications. Finished up month end numbers and reached out to club presidents with membership numbers for the month.
 - Scheduled some of the ATV Trail Sponsorship Spotlight posts to be featured every few days.
 - Attended the ATV Roundtable Session and OHV Regional Meeting.
- Job shadowed with the Madison County Public Information Officer for a day to see what a typical day looks like for her, what their office does, and bounced ideas off each other.
- Began to work on the communications/strategic plan to be presented in June.
- Facebook analytics for the month:

Views

Views ⓘ	160,565
3-second views ⓘ	1
1-minute views ⓘ	0
Watch time ⓘ	12s
Reach ⓘ	22,768

Interactions

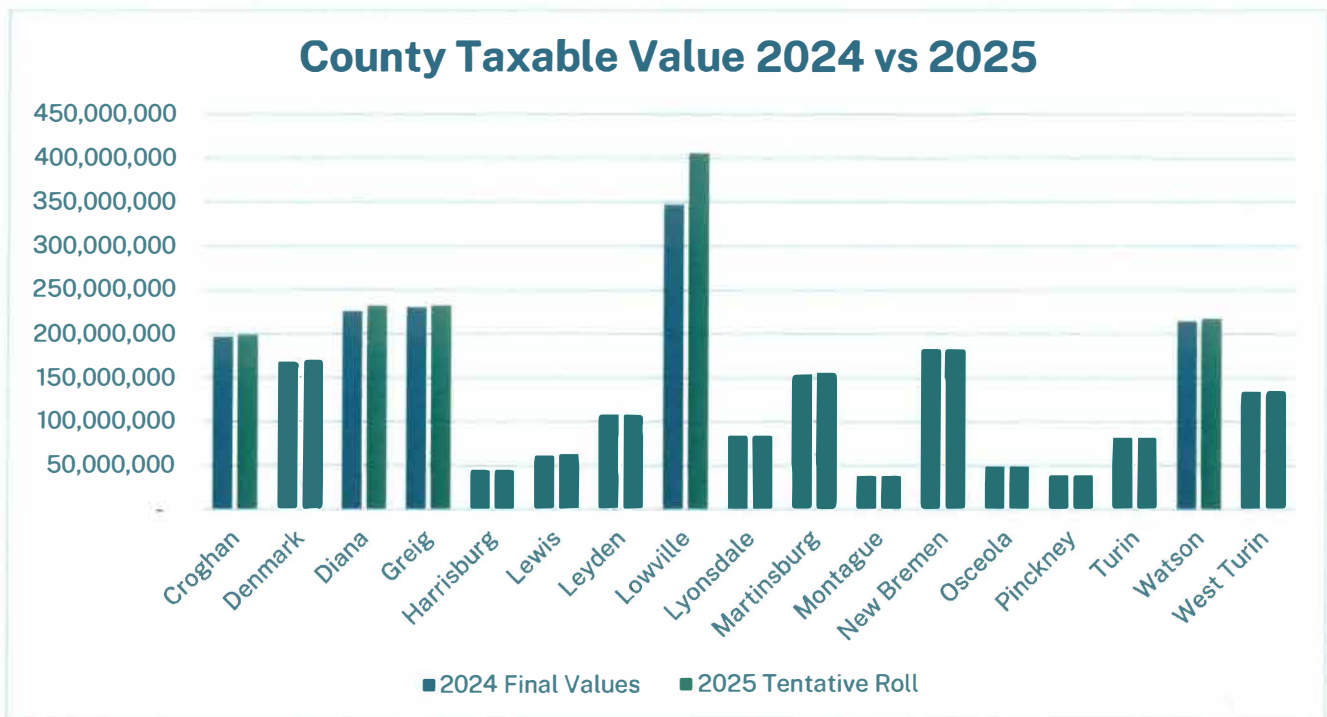
Content interactions ⓘ	1,232
Link clicks ⓘ	468

Audience

Follows ⓘ	32
Unfollows ⓘ	4
Net follows ⓘ	28

April 2025

- There were 95 sales processed in the month of April, involving 124 parcels with 16 being split parcel transfers.
- There have been six (6) new E911 numbers requested, three (3) assigned and one (1) corrected for a total of 10.
- The 2025 Tentative Assessment rolls have been created and are on the website for public inspection. There is an increase in the county taxable value of \$78,306,206 from the final county taxable value used for the 1/1/2025 taxes.
- The County Assessor continues to work on the 2026 town of Croghan revaluation project.
- The Data Collector has submitted updated data for the town of Diana assessor on 152 parcels for the preparation of the tentative assessment roll. He is now assisting with the town of Croghan data collection for the revaluation project.



April 2025

- Upcoming Bid's and RFP's
 - The Snow Removal and Mowing at all 911 Tower Sites bid packet is being prepared.
- We opened 3 Bids for the Purchase of a Bus for Planning.
- RFP 2025-104 Demolition Air Monitoring had 5 Proposals Submitted and are currently being reviewed.
- **Surplus Auction-** There is an auction currently underway for Highway and this will close on May 19th. There will be another one coming up with some items from Buildings and Grounds and Emergency Management.
- Currently the Purchasing Budget is at 27.7 percent.

April 2025

- There has been an increase in the number of incidents for the month of April. Seven incidents were reported giving us a total of 13 for 2025.
- Information was gathered from the Towns and Villages to pay the NYS Workers Compensation Board Assessment fee due at the end of April 2025.

EXPENDITURES	4/1/25-4/30/25	TOTAL TO DATE	% USED
Administration	\$ 19,770.20	\$ 56,246.87	30.80%
Compensation & Medical Payments	\$ 31,958.16	\$ 275,655.76	34.89%
WCB Assessments		\$ 25,180.51	15.74%
REVENUE			
Refunds		\$ 245.36	0.20%
C.D. Interest*	\$ -		0.00%