

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

FROM: Cassandra Moser, Clerk of the Board

DATE: June 12, 2025

SUBJECT: Finance & Rules Committee Agenda

Please let this correspondence serve as notification that the Finance & Rules Committee will meet on **Tuesday, June 17th at 3:00 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 May 20th committee minutes if no amendments.

Presentations/Discussion Items:

1. Audit Results Report – EFPR Representative (15 minutes)
2. BOCES Expansion Opportunities – Jeffery Ginger, Director of Career, Technical, Adult & Continuing Education and Stephen Todd, District Superintendent (10 minutes)
3. Policy Restricting Electronic Device Use During Executive or Exempt Privileged Sessions discussion

Draft Resolutions:

1. Authorizing a licensing and service agreement with SHI International Corp. effective August 1, 2025, through July 21, 2030, for software licenses & products under Cisco Meraki at a cost not to exceed \$26,500.20.
AYE ___ NAY ___
2. Approving and adopting the policy for Lewis County Legislators, legislative staff, County officers and/or officials, and any other invited participants attending an executive and/or exempt session of the Lewis County Board of Legislators or its committees/subcommittees restricting electronic device use during executive or exempt privileged sessions.
AYE ___ NAY ___
3. Authorizing the Lewis County Planning & Community Development Department to submit the online Consolidated Funding Application through the Smart Growth Community Planning and Zoning program on behalf of the Town and Village of Lowville.
AYE ___ NAY ___

4. Authorizing the Lewis County Planning & Community Development Department to submit the online Consolidated Funding Application through the NYS ESD Strategic Planning & Feasibility Studies program, in coordination with Beaver River Central School District, to complete an on-site childcare center feasibility study.

AYE ___ NAY ___

5. Authorizing the Lewis County Planning & Community Development Department to submit the online Consolidated Funding Application through the 2025 NYS Department of State Brownfield Opportunity Areas (BOA) program to complete a county-wide BOA inventory.

AYE ___ NAY ___

6. Authorizing the Lewis County Planning & Community Development Department in collaboration with the Highway Department, to submit the online Consolidated Funding Application through the NYS DEC Climate Smart Communities program, to complete a scoping and engineering study of County Route 22 (East Martinsburg Road).

AYE ___ NAY ___

7. Authorizing the Lewis County Planning & Community Development Department to submit the online Consolidated Funding Application through the NYS DEC Climate Smart Communities program, to investigate and define mitigation measures for certain dams in Lewis County.

AYE ___ NAY ___

8. Authorizing an IMA with the Village of Lyons Falls to provide grant administration services for the NY Forward Marketing, Branding, and Streetscape Enhancement Project by the Lewis County Planning & Community Development Department.

AYE ___ NAY ___

9. Approving appointments to the Jefferson-Lewis Workforce Development Board.

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 LICENSING AGREEMENT
BETWEEN SHI INTERNATIONAL CORP. AND
THE COUNTY OF LEWIS FOR CISCO MERAKI LICENSING**

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

WHEREAS, the Information Technology Director wishes to obtain license provisioning services from SHI International, an existing state-approved contractor under NYS OGS (Contract No. PM20800) to provide the necessary professional licenses to extend the County's network switch and wireless access point software; and

WHEREAS, after consideration of the County's licensing needs the Director recommends and requests that the Board of Legislators authorize a new five (5) year agreement with SHI International Corp. to provide the licenses required by the County for the Cisco Meraki licensing; and

WHEREAS, the cost of these services will not exceed \$26,500.20 set forth in SHI's proposal dated May 27, 2025, commencing August 1, 2025, through July 31, 2030.

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

NOW, THEREFORE, BE IT RESOLVED, as follows:

Section 1. The Lewis County Board of Legislators authorizes a licensing and service agreement with SHI International Corp. effective August 1, 2025, through July 31, 2030, for software licenses & products under Cisco Meraki at a cost not to exceed \$26,500.20, with the right to terminate the agreement at any time.

Section 2. The Chair or Vice-Chair of the Board of Legislators is hereby authorized to make, execute, seal, and deliver the service Agreement, pending 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 ADOPTING THE COUNTY LEGISLATIVE POLICY
RESTRICTING ELECTRONIC DEVICE USE DURING EXECUTIVE
OR EXEMPT PRIVILEGED SESSIONS**

Introduced by Legislator Jessica Moser, Chair of the Human Services Committee.

WHEREAS, the Lewis County Board of Legislators seeks to set a policy for its executive and/or attorney client privileged session in order to protect confidentiality, maintain focus, and protect sensitive discussion during executive or exempt sessions of the Lewis County Legislature; and

WHEREAS, the attached policy outlines the procedure for the restrictive use of cell phones and other electronic devices while in an executive or exempt privileged session;

NOW, THEREFORE, BE IT RESOLVED, as follows:

Section 1. The Lewis County Board of Legislators hereby approves and adopts the attached policy for the Lewis County Legislators, legislative staff, County officers and/or officials, and any other invited participants attending an executive and/or exempt session of the Lewis County Board of Legislators or its committees/subcommittees.

Section 2. The Clerk of the Board is directed to add the policy to the administrative and employee handbooks, upon such form as may be approved by the County Attorney.

Section 3. The within resolution is effective immediately.

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

**Lewis County Legislative Policy
Prohibiting Cell Phone/ Electronic Recording Device Use
During Executive or Exempt Privileged Sessions**

Authority: The Lewis County Board of Legislators (LC BOL), in accordance with New York State Open Meetings Law (Public Officers Law, Article 7, §§ 100–111), seeks to set a policy for its executive and/or attorney client privileged sessions in order to protect confidentiality and lawful, sensitive discussions.

Purpose: To ensure confidentiality, maintain focus, and protect sensitive discussions during executive or exempt sessions of the Lewis County Legislature, as permitted under the NYS Public Officers Law (NY POL §§ 105 & 108), this policy prohibits the use or activation of recording devices including but not limited to cell phones, tablets, smartwatches, smartboards, activation of AI recording, video recordings, and any other similar electronic devices or meeting note recordings during such sessions. This measure prevents unauthorized recording, communication, or distractions that could compromise the integrity of deliberations on matters such as personnel, litigation, or contract negotiations.

Scope: This policy applies to all Lewis County Legislators, Legislative Staff, County Officers and/or Officials, and any other invited participants (e.g., outside counsel, department heads) attending an executive and/or exempt session of the LC BOL or its committees/subcommittees, as defined under the OML/POL.

Definitions:

1. **Executive Session:** A closed meeting of the LC BOL or its committees, authorized under Public Officers Law § 105 to discuss specific matters as enumerated under POL § 105 1. a.-h. (e.g., personnel actions, pending litigation, or collective bargaining).
2. **Exempt Session:** A closed meeting of the LC BOL or its committees that is exempt from OML, under the POL Article 7, for the enumerated matters set forth under POL § 108.
3. **Cell Phone/Electronic Device:** Any portable device capable of communication, recording, or internet access, including but not limited to cell phones, tablets, smartwatches, smartboards, laptops, and any other audio/video recording devices, unless explicitly authorized for session purposes (e.g., a county-provided laptop for notetaking during public meeting).
4. **Electronic Meeting Note Recordings:** Any electronic mechanism or software, such as artificial intelligence (A.I.), used to record and/or transcribe a meeting.

5. **Legislative Chamber and/or other Meeting Rooms:** The meeting room or space designated by the Chair where the executive/exempt session shall be conducted, including but not limited to the Legislative Chamber, any adjacent conference room or other appropriate secure and confidential area designated by the Chair for such session, depending upon where the public meeting is held.

Rationale:

- **Confidentiality:** Executive/exempt sessions discuss sensitive matters (e.g., personnel, litigation) where unauthorized recordings, discussions with others or leaks via social media violate privacy and confidentiality rights; and could expose the county and personnel to liability, undermine negotiations, or violate attorney- client privilege.
- **Focus and Integrity:** Prohibiting the use of these devices during executive/exempt sessions minimizes distractions, ensures legislators focus on critical deliberations and feel free to express their ideas, concerns and legal questions in a secure and confidential environment in order to be fully informed before taking legislative action on an issue which is authorized under the OML.
- **Compliance with OML/POL:** The OML/POL permits executive/exempt sessions for specific purposes but emphasizes transparency and accountability. This policy reinforces confidentiality without restricting public access to open meetings.
- **Precedent:** Similar device restrictions exist in secure settings by other public and private entities.
- **Accidental Disclosures:** Things can happen by mistake, such as “butt” dials, automatic settings for AI recordings, and changing technology, etc. This policy will reduce the potential of such accidental disclosures.

General Policy:

1. **Prohibition of Cell Phone and Electronic Device use during executive/exempt session.**

- All electronic devices must be powered off or set to silent mode, with any recording capability turned off at the start of the executive session. Attendees shall turn off or set to silent any cellphones and other devices, and place the devices face up on the table.
- No person attending an executive/exempt session may use or activate a cell phone or electronic device within the legislative chamber during the session, including breaks, unless explicitly authorized by the chair or other presiding officer for official purposes (e.g., accessing legal documents).

2. Discretionary Right to Collection and Storage of Devices

- Any person abusing this policy may be directed by the Chair or other presiding officer to deliver the device(s) to the Clerk of the Board or other designated staff member to be temporarily turned off and held by the Clerk of the Board until the session is over.
- Refusal to surrender a device may result in denial of admission to the executive session.

3. Exceptions

- **Emergency Communications:** In rare cases (e.g., urgent family or public safety matters), the chair or other presiding officer may permit limited use of a cell phone outside the legislative chamber, provided the use does not involve session content.
- **Authorized Devices:** County-provided devices (e.g., laptops, tablets, smart boards) for accessing relevant materials for discussion during the executive/exempt session may be used if pre-approved by the chair or other presiding officer and verified by the user not be used to record or disseminate.
- **Medical Devices:** Electronic devices required for medical purposes (e.g., insulin monitors with communication features) are exempt but must be disclosed to the chair or other presiding officer in advance for verification.

4. Enforcement

- **Presiding Officer's Authority:** The presiding officer (e.g., Legislative Chair or Committee Chair) is responsible for enforcing this policy and may pause the session to address violations.

5. Violations

- Unauthorized use of an electronic device during an executive/exempt session will result in immediate removal from the session and a written warning from the Chair or other presiding officer.
- Repeated violations by a legislator or other public officer or official may result in the Chair's decision to remove the repeat offender from committee assignments and/or to refer the repeat offender to the Ethics Board Committee for review and further potential sanctions.
- Staff or invited participants violating the policy may face disciplinary action or exclusion from future sessions, as determined by the Chair or other presiding officer and any legislative leadership team he deems appropriate, subject to any Collective Bargaining Agreement disciplinary requirements, if applicable.

- Unauthorized use of electronic devices to record or disclose executive/exempt session content may result in appropriate disciplinary and/or legal action depending upon the circumstances presented.

6. Reporting Violations

- Any attendee witnessing a violation shall immediately report it to the Chair or other presiding officer, County Attorney, or Clerk of the Board.

7. Procedure for Entering Executive/Exempt Session

- A motion to enter executive/exempt session, as required by Public Officers Law §§ 105 and/or 108, must specify the reason (e.g., “to discuss the employment history of a particular person”) and be approved by a majority vote in public session.
- Before starting the executive/exempt session, the Chair or other presiding officer shall announce the electronic device policy and direct attendees to turn off or silence all electronic devices and remove any ability to record and/or video.
- If requested by the Chair, the Clerk of the Board shall ensure that the legislative chamber is cleared of unauthorized devices and that all devices have been properly shut off, silenced and not capable of recording before the executive/exempt session begins, including a visual inspection if necessary.

8. Public Notification

- This policy shall be posted on the Lewis County website, with notice in public meeting agendas to inform potential attendees of any executive/exempt session of the expected compliance.

9. Training and Implementation

- All legislators and relevant staff shall receive periodic training/review of this policy, the OML/POL, and executive session protocols, facilitated by the County Attorney, HR Director, and Clerk of the Board, as may be appropriate.

Effective Date: This policy shall become effective upon the date adopted by a majority of the LC Board of Legislators, and shall be reviewed periodically by the Clerk of the Board and County Attorney for potential amendments as may be recommended by the LC BOL or pursuant to changes under the OML/POL.

Adopted by the LC Board of Legislators:

RESOLUTION NO. __ - 2025

RESOLUTION AUTHORIZING LEWIS COUNTY TO APPLY FOR 2025-2026 SMART GROWTH COMMUNITY PLANNING GRANT PROGRAM FUNDS TO ADVANCE THE PREPARATION AND ADOPTION OF UPDATED ZONING REGULATIONS ON BEHALF OF THE TOWN AND VILLAGE OF LOWVILLE

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

WHEREAS, the Lewis County Planning and Community Development Department (LCPCD), on behalf of the Town and Village of Lowville, desires to apply for up to \$300,000 in financial assistance to update the Town and Village's current zoning laws through the 2025 Consolidated Funding Application (CFA) under the New York State Office of Planning, Development & Community Infrastructure; and

WHEREAS, if awarded, the grant requires a commitment of a 10% match from the County, Village, and Town, not to exceed \$30,000, in which no more than \$10,000 will be provided by the Planning and Community Development Department through its Community Development line item; and

WHEREAS, the application allows for up to 15% of the award amount to be attributed towards grant administration; and

WHEREAS, the County of Lewis, being the lead applicant, will include eligible grant administration costs in the application as reimbursable expenses to the Planning and Community Development Department; and

WHEREAS, the Lewis County Board of Legislators seeks to authorize this application;

NOW, THEREFORE, BE IT RESOLVED, as follows:

Section 1. The Lewis County Board of Legislators hereby authorizes the Lewis County Planning and Community Development Department, to develop and submit the online Consolidated Funding Application through the Smart Growth Community Planning and Zoning Grant Funds Program, on behalf of the Town and Village of Lowville.

Section 2. The Chair or Vice Chair of the Board of Legislators be and the same is hereby authorized to sign and submit the application and, if awarded, to accept the funding, sign contract documents, appropriate the funding to the Lewis County Planning and Community Development Department, and award a bid to the best value consultant to assist with project.

Section 3. If awarded, the Lewis County Planning and Community Development Department will post an RFP for a consultant to complete the zoning update and work with the Town and Village of Lowville to complete zoning updates, to each contribute to a portion, no more than \$10,000, of the required 10% local match. LCPCD shall submit grant administrative reimbursement requests to the NYS Office of Planning, Development & Community Infrastructure throughout the process.

Section 4. This resolution shall take effect immediately.

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

DRAFT

RESOLUTION NO. __ - 2025

RESOLUTION AUTHORIZING LEWIS COUNTY TO APPLY FOR 2025 NYS EMPIRE STATE DEVELOPMENT STRATEGIC PLANNING & FEASIBILITY STUDIES GRANT PROGRAM FUNDS TO ADVANCE THE PREPARATION OF A FEASIBILITY STUDY FOCUSED ON HOSTING A CHILDCARE CENTER AT BEAVER RIVER CENTRAL SCHOOL DISTRICT

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

WHEREAS, the Lewis County Planning and Community Development Department, in coordination with Beaver River Central School District, desires to apply for up to \$100,000 in financial assistance to complete an on-site childcare center feasibility study through the 2025 Consolidated Funding Application (CFA) under the New York State Empire State Development (ESD) Strategic Planning & Feasibility Studies Program; and

WHEREAS, if awarded, the grant requires a commitment of a 50% match from the County, in which at least 10% will be a 'cash match' provided by the Planning and Community Development Department through its Community Development line item; and

WHEREAS, the Lewis County Board of Legislators seeks to authorize this application;

NOW, THEREFORE, BE IT RESOLVED, as follows:

Section 1. The Lewis County Board of Legislators hereby authorizes the Lewis County Planning and Community Development Department to develop and submit the online Consolidated Funding Application through the NYS ESD Strategic Planning & Feasibility Studies Program, in coordination with Beaver River Central School District, to complete an on-site childcare center feasibility study.

Section 2. The Chair or Vice Chair of the Board of Legislators be and the same is hereby authorized to sign and submit the application and, if awarded, to accept the funding, sign contract documents, appropriate the funding to the Lewis County Planning and Community Development Department, and award a bid to the best value firm to assist with the project.

Section 3. If awarded, the Lewis County Planning and Community Development Department will post an RFP for a firm to complete the feasibility study, contribute to a portion, no more than 50% of the required local match, and submit grant reimbursement requests to NYS ESD.

Section 4. This resolution shall take effect immediately.

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

DRAFT

RESOLUTION NO. __ - 2025

RESOLUTION AUTHORIZING LEWIS COUNTY TO APPLY FOR 2025 NYS DOS BROWNFIELD OPPORTUNITY AREAS PROGRAM FUNDING TO COMPLETE A COUNTY-WIDE BROWNFIELD OPPORTUNITY AREAS INVENTORY

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

WHEREAS, the Lewis County Planning and Community Development Department, desires to apply for up to \$400,000 in financial assistance to complete a county-wide BOA inventory through the 2025 Consolidated Funding Application (CFA) under the New York State (NYS) Department of State (DOS) Brownfield Opportunity Areas (BOA) Program; and

WHEREAS, if awarded, the grant requires a commitment of a 10% match from the County, which would be paid for with budgeted Community Development Funds; and

WHEREAS, the Lewis County Board of Legislators seeks to authorize this application;

NOW, THEREFORE, BE IT RESOLVED, as follows:

Section 1. The Lewis County Board of Legislators hereby authorizes the Lewis County Planning and Community Development Department to prepare and submit the online Consolidated Funding Application through the 2025 CFA NYS DOS BOAs Program, to complete a county-wide BOA inventory.

Section 2. The Chair or Vice Chair of the Board of Legislators be and the same is hereby authorized to sign and submit the application and, if awarded, to accept the funding, sign contract documents, appropriate the project funding to the Lewis County Planning and Community Development Department, and award a bid to the best value firm to assist with the project.

Section 3. This resolution shall take effect immediately.

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

RESOLUTION NO. __ - 2025

RESOLUTION AUTHORIZING LEWIS COUNTY TO APPLY FOR 2025 NYS DEC CLIMATE SMART COMMUNITIES PROGRAM FUNDS TO COMPLETE SCOPING AND ENGINEERING OF COUNTY ROUTE 22

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

WHEREAS, the Lewis County Planning and Community Development Department, in coordination with the Highway Department, desires to apply for up to \$500,000 in financial assistance to complete a scoping and engineering study of County Route 22 (East Martinsburg Road) through the 2025 Consolidated Funding Application (CFA) under the New York State Department of Environmental Conservation (NYSDEC) Climate Smart Communities Program; and

WHEREAS, if awarded, the grant requires a commitment of a 50% match from the County, which would be paid for with CHIPS and other available grant funds; and

WHEREAS, the Lewis County Board of Legislators seeks to authorize this application;

NOW, THEREFORE, BE IT RESOLVED, as follows:

Section 1. The Lewis County Board of Legislators hereby authorizes the Lewis County Planning and Community Development Department, in collaboration with the Highway Department, to submit the online Consolidated Funding Application through the NYS DEC Climate Smart Communities Program, to complete a scoping and engineering study of County Route 22 (East Martinsburg Road).

Section 2. The Chair or Vice Chair of the Board of Legislators be and the same is hereby authorized to sign and submit the application and, if awarded, to accept the funding, sign contract documents, appropriate the project funding to the Lewis County Highway Department, and award a bid to the best value firm to assist with the project.

Section 3. That this resolution shall take effect immediately.

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

RESOLUTION NO. __ - 2025

RESOLUTION AUTHORIZING LEWIS COUNTY TO APPLY FOR 2025 NYS DEC CLIMATE SMART COMMUNITIES PROGRAM FUNDS TO INVESTIGATE AND DEFINE MITIGATION MEASURES FOR CERTAIN DAMS IN LEWIS COUNTY

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

WHEREAS, the Lewis County Planning and Community Development Department, desires to apply for up to \$150,000 in financial assistance to investigate and mitigate measures for certain dams in Lewis County through the 2025 Consolidated Funding Application (CFA) under the New York State (NYS) Department of Environmental Conservation (DEC) Climate Smart Communities Program; and

WHEREAS, if awarded, the grant requires a commitment of a 50% match from the County, which would be paid for with a combination of Community Development Funds and other available grant funds; and

WHEREAS, the Lewis County Board of Legislators seeks to authorize this application;

NOW, THEREFORE, BE IT RESOLVED, as follows:

Section 1. The Lewis County Board of Legislators hereby authorizes the Lewis County Planning and Community Development Department, to prepare and submit the online Consolidated Funding Application through the NYS DEC Climate Smart Communities Program, to investigate and define mitigation measures for certain dams in Lewis County.

Section 2. The Chair or Vice Chair of the Board of Legislators be and the same is hereby authorized to sign and submit the application and, if awarded, to accept the funding, sign contract documents, appropriate the project funding to the Lewis County Planning and Community Development Department, and award a bid to the best value firm to assist with the project.

Section 3. This resolution shall take effect immediately.

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

RESOLUTION NO. __ - 2025

RESOLUTION AUTHORIZING AN INTERMUNICIPAL AGREEMENT WITH THE VILLAGE OF LYONS FALLS TO PROVIDE GRANT ADMINISTRATION SERVICES FOR THE NY FORWARD MARKETING, BRANDING, AND STREETScape ENHANCEMENT PROJECT FOR THE VILLAGE

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

WHEREAS, the County of Lewis, by and through the Planning & Community Development Department, seeks to enter into an Intermunicipal Agreement with the Village of Lyons Falls to become the Grant Administrator of the Lyons Falls NY Forward Marketing, Branding and Streetscape Enhancement Project; and

WHEREAS, the grant award is administered by the Department of State and will provide funding to design and implement improvements on the Center Street and McAlpine Street intersection including but not limited to updating sidewalks, improving signage, and developing downtown branding materials to incorporate into signage and marketing efforts to establish an attractive pedestrian friendly downtown environment; and

WHEREAS, the grant allows for the recipient, the Village of Lyons Falls, to pay 5-10% of the project costs towards grant administration and project implementation. The project costs are estimated to be \$1,900,000.00 with the estimated grant duration to be July 1, 2025- June 30, 2030; and

WHEREAS, the Board of Legislators seeks to enter into an Intermunicipal Agreement with the Village of Lyons Falls to provide grant administrative services for this project through the Planning & Community Development Department;

NOW, THEREFORE, BE IT RESOLVED, as follows:

Section 1. The Lewis County Board of Legislators hereby authorizes an Intermunicipal Agreement with the Village of Lyons Falls to become the Grant Administrator of the Lyons Falls NY Forward Marketing, Branding, and Streetscape Enhancement Project for the grant award of \$1,900,000.00; to provide funding to establish an attractive pedestrian friendly downtown environment by updating sidewalks, improving signage, and developing branding materials to incorporate into signage and marketing efforts in the Village with an understanding that an administration fee of approximately 5-10% of the total project cost will be provided to the Planning & Community Development Department.

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. This Resolution shall take effect immediately.

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

DRAFT

RESOLUTION NO. __ - 2025

**RESOLUTION APPROVING APPOINTMENTS TO
JEFFERSON-LEWIS
WORKFORCE DEVELOPMENT BOARD**

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

WHEREAS, pursuant to the Workforce Innovation & Opportunity Act, Public Law 113-128 as signed into law by President Obama on July 22, 2014, the Jefferson-Lewis Workforce Development Board (WDB) has been established; and

WHEREAS, the Workforce Innovation & Opportunity Act requires that 20% of the WDB consist of members of labor organizations and an organization that meets the needs of those with barriers to employment; and

WHEREAS, the membership also needs to be in line with the funding distribution, therefore 80% of the membership is from Jefferson County and 20% of the membership is from Lewis County.

NOW, THEREFORE, BE IT RESOLVED as follows:

Section 1. That the Lewis County Board of Legislators hereby approves the appointment of the following listed individuals to serve as members of the Jefferson-Lewis Workforce Investment Board through the term expiration date opposite each:

| <u>Jefferson County Representatives</u> | <u>Term Expires</u> |
|--|---------------------|
| Amy Dwyer, ARC of Jefferson St. Lawrence | 06/30/2026 |
| MaryBeth LaValle, Knowlton Technologies | 06/30/2026 |
| Jody Petit, Hilton Garden Inn | 06/30/2026 |
| Daniel Dupee, Jefferson Community College | 06/30/2027 |
| Rodney Castillo, Gotham Pearl Labs | 06/30/2027 |
| George Anderson, Current Applications, Inc. | 06/30/2027 |
| Marshall Weir, Jefferson County Economic Development | 06/30/2027 |
| Mark Prasuhn, WPBS-TV | 06/30/2027 |
| Lynn Murray, Murcrest Dairy Farm | 06/30/2028 |
| <u>Jefferson-Lewis Representatives</u> | |
| Shena Patrick, NYS DOL/Massena Career Center | 06/30/2027 |
| James Thompson, Access-VR | 06/30/2027 |
| Travis Flint, IBEW Local 910 | 06/30/2027 |
| Daren Gulliver, Bricklayers Allied Craftworkers Local #2 | 06/30/2027 |
| Don Carlisto, NYSUT | 06/30/2027 |

Stephen Todd, Jeff-Lewis BOCES

06/30/2028

Lewis County Representatives

Term Expires

Matthew Cooper, Barton & Loguidice

06/30/2026

Shellie Marks, Qubica AMF

06/30/2026

Brittany Davis, Naturally Lewis, Inc.

06/30/2026

Robert Aiken, Aubertine & Currier Architects

06/30/2027

John Keruskie, Mativ

06/30/2027

Tracey Yarina, Omnia Materials

06/30/2028

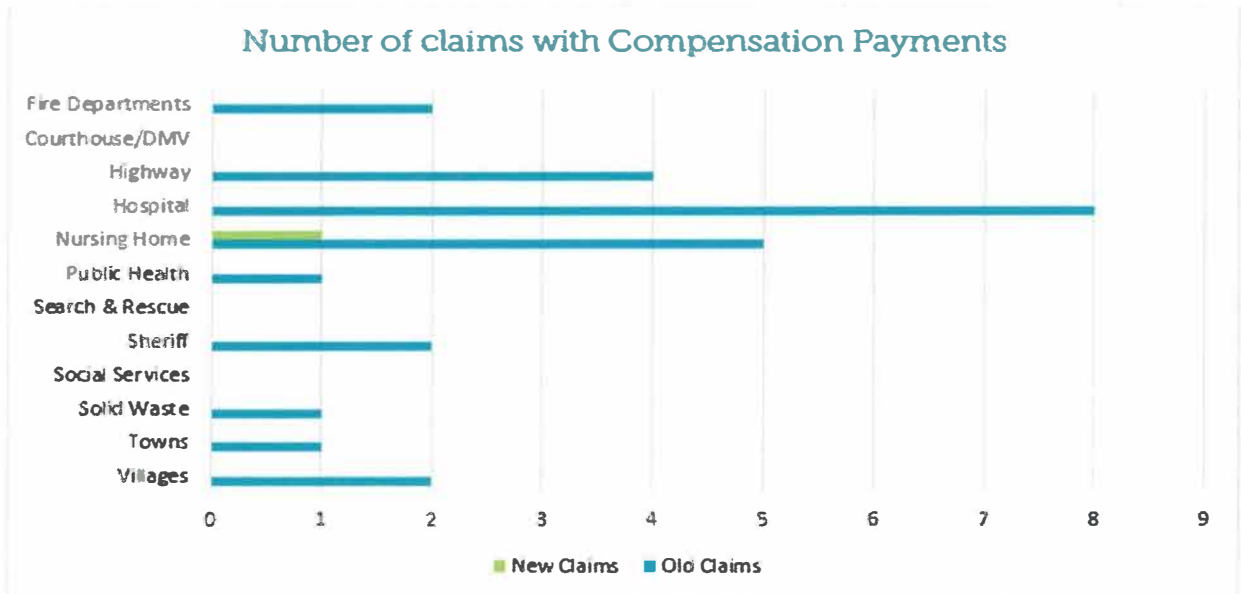
Section 2. That the within resolution shall take effect immediately.

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

DRAFT

May 2025

- For the month of May, we had eight incidents, which takes our total to 21 for 2025.
- Our first quarter assessment payment was paid for the amount listed below. It is an increase of \$4697.11 from our last quarter of 2024.



| EXPENDITURES | 5/1/25-5/31/25 | TOTAL TO DATE | % USED |
|---------------------------------|-----------------------|----------------------|---------------|
| Administration | \$ 10,523.61 | \$ 66,770.48 | 36.57% |
| Compensation & Medical Payments | \$ 28,775.62 | \$ 304,431.38 | 38.54% |
| WCB Assessments | \$ 29,877.65 | \$ 55,058.16 | 34.41% |

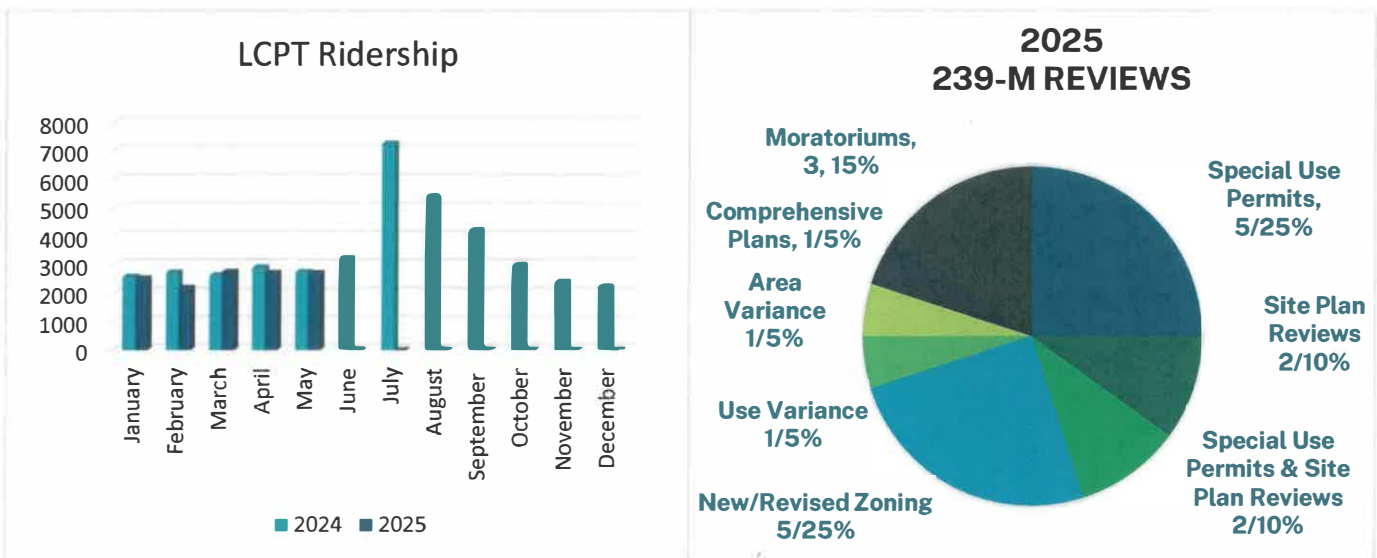
| REVENUE | | | |
|----------------|------|-----------|-------|
| Refunds | | \$ 245.36 | 0.20% |
| C.D. interest* | \$ - | | 0.00% |

May 2025

- There were 95 sales processed in the month of May, involving 104 parcels with 9 being split parcel transfers.
- There have been 5 new E911 numbers requested, 1 deleted and 5 corrected for a total of 11.
- 2025 Property Assessment Grievances are underway. County taxable values will be updated once all determinations have been received and entered.
- Village taxes have been processed and are now with the collectors. Four villages utilize the tax collection program provided by the county, and there are four villages offering online payment options.
- The Data Collector is assisting with the Town of Croghan data collection for their revaluation project.

May 2025

- Prepared four (4) County Planning Board technical reviews for the June 18th meeting:
 - Moratorium: Residential Development on Seasonal Roads – T/Turin
 - Special Use Permits (3) – T/Turin
- Grant Developments & Updates:
 - The 2025 NYS Consolidated Funding Application (CFA) has launched, and we are developing multiple grant applications for various county and municipal projects while also supporting the creation of additional grant applications that are being led and developed by municipalities or non-profit organizations.
 - The Lyons Falls Elementary facility received the associated asbestos clearance report and an updated building assessment will be conducted in early June. The roof replacement has been completed, and we are waiting for the final environmental approval from NYS HCR before closing the asbestos abatement phase of this project. Naturally Lewis will launch the RFEI for this project once this is received. The Project Manager from DANC will be facilitating a walk-through with Legislators once Bronze Contracting has demobilized.
 - The NYMS Stevens Block Downtown Stabilization Project has been completed, and the final disbursement was received from NYS HCR. Grant closeout is underway.
 - We received \$274,710 in CDBG Vacant Property Clearance Program funding to demolish and remove four (4) blighted properties in Lewis County. RFPs for demolition will be posted in the coming weeks and the Environmental Review Record will be posted for comment in early June.
 - We continue to support FEMA projects from the 2024 flooding events. Several municipalities and organizations have already received their reimbursements, and the final engineering needed for the larger project funding reimbursement is nearing completion.
- Working with Snow Belt Housing to develop a plan to launch a Lewis County Land Bank.
- The new wheelchair van has arrived and will be put into service once it receives a new wrap.
- Completed final drive-through of Fort Drum shuttle bus stops in preparation for the launch of the expanded service. Once the IGSA is ready for signing, an official launch date will be set.



May 2025

- Attended the NYSLGITDA spring conference -leading to many lessons learned from other counties and making vendor connections for tooling we needed to purchase.
- Some IT staff completed a weeklong training for Azure Management in preparation for additional usage of Azure tools.
- Met with DSS to improve collaboration between their LAN admin and our team with immediate outcomes and action items that have been completed.
- Procurement completed for a 2 more cybersecurity tools and a quote for network software was prepped for the board to review. This purchase will be mostly (if not fully) covered by a NYS DHSES grant.
- Upgraded the county's ERP system (Munis) from v2021 to v2024 (latest available).
- 185 Tickets Handled in the help desk.

May 2025

- DMV had a total of 2936 transactions for the month of May.
- Wait times have decreased a little, but we are entering the Summer Season.
- County Clerk’s office scanned a total of 4,609 pages last month.

Budget Report

| 2025 REVISED EXPENSE | YTD EXPENSE | 2025 REVISED REVENUE | GROSS YTD REVENUE | NET YTD REVENUE |
|----------------------|--------------|----------------------|-------------------|-----------------|
| \$723,154.00 | \$290,657.62 | \$748,500.00 | \$346,160.25 | \$55,502.64 |

DMV Transactions and Revenue to Lewis County

| PLATES ISSUED | PLATES SURRENDERED | SNOWMOBILE | ATV | EDL | TOTAL REVENUE |
|---------------|--------------------|------------|-----|-----|---------------|
| 571 | 361 | 2 | 69 | 407 | \$21,813.65 |

Clerk’s Office Transactions and Revenue to Lewis County

| DEEDS | MORTGAGES | COURT DOCKET LIST | PISTOL TRANSACTIONS | BUSINESS CERTIFICATES | TOTAL REVENUE |
|-------|-----------|-------------------|---------------------|-----------------------|---------------|
| 94 | 119 | 1422 | 82 | 13 | \$151,178.73 |

May 2025

- Upcoming Bid's and RFP's
 - The Bid for Snow Removal and Mowing at all 911 Tower Sites and at the Mountainview property opens on July 1st at 10 AM
 - The EMS Consulting Study opens on June 20th at 2 PM
 - Demolition and Removal of Condemned Structure on E. Main St. Turin is July 9th at 2:30 pm
- Will have more bids coming for other condemned properties throughout the County.
- **Surplus Auction-** The Surplus auction for equipment from Highway brought in \$97,235.
- We will have another auction this summer with miscellaneous furniture, and equipment from Emergency Management.
- Currently the Purchasing Budget is at 34.1 percent.

May 2025

- Attended CEPA training with the Emergency Management team to discuss what plans we have in place for emergency communications
- Tour of the Solid Waste and DANC facilities
 - Will be posting to help bring attention to the paint collection program and hazardous waste event coming up
- Finalized my Strategic Communications Plan and presentation
- Attended BuzzSprout orientation to learn about the application and how to use it for our podcast
- Created the introduction for the podcast and worked on planning some episodes for the future. I will be speaking at the Priorities Council in June to explain how the podcast will work and how we can use that platform to help explain services that are available
- Top 5 posts for the month of May:

Top content by views

Boost content

See all content

| Post Title | Date & Time | Views | Likes | Comments |
|--------------------------------------|--------------------|-------|-------|----------|
| Hiring Event: Upstate Caring... | Tue Jun 3, 11:30am | 5.9K | 6 | 20 |
| Looking for a new job or career... | Wed May 28, 7:00am | 5.5K | 19 | 28 |
| Public Health Rabies Alert | Thu May 22, 6:33am | 3.1K | 7 | 12 |
| Lewis County WorkPlace Hot Jobs... | Thu May 15, 9:15am | 2.9K | 5 | 14 |
| Puzzle Fans, Get Ready! It's that... | Tue Jun 3, 6:32am | 2.7K | 8 | 8 |