

**TO:** Andrea Moroughan, Chair; Josh Leviker, Vice-Chair; Herb Frost; Tom Kalamas; and Jeff Nellenback.

**FROM:** Cassandra Moser, Clerk of the Board

**DATE:** September 11, 2025

**SUBJECT:** General Services Committee Agenda

Please let this correspondence serve as notification that the General Services Committee will meet on Tuesday, September 16<sup>th</sup> at 1:00 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 August 19<sup>th</sup> committee minutes if no amendments.

**Presentations / Discussion Items:**

1. Naturally Lewis Executive Director Introduction – Tim Hunt, County Manager (5 minutes)
2. Lewis County Land Bank Initiative – Casandra Buell, Director of Planning and Community Development (15 minutes)

**Draft Resolutions:**

None.

**Motions:**

1. I move to authorize Recreation, Forestry & Parks Director Jackie Mahoney to travel to Cleveland Ohio on October 27, 2025 through October 30, 2025 to attend a Rails to Trails Conference.

**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: Board of Elections

Highway

Buildings & Grounds  
Code Enforcement/Junkyards  
District Attorney  
Fire & Emergency Management  
Agriculture

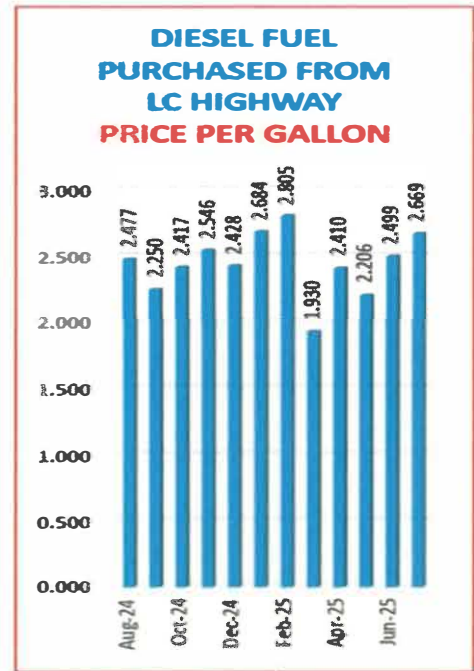
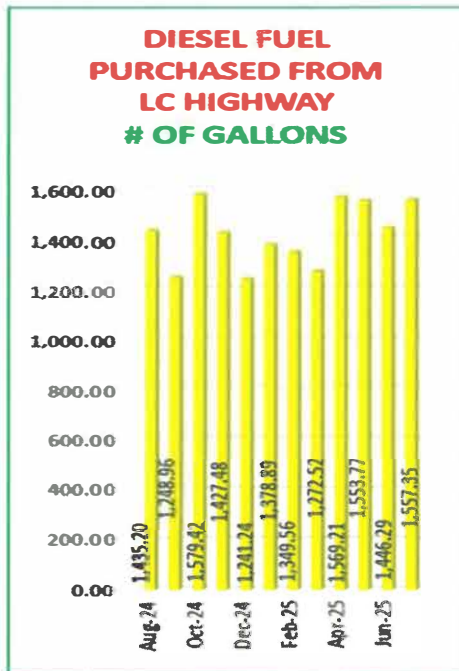
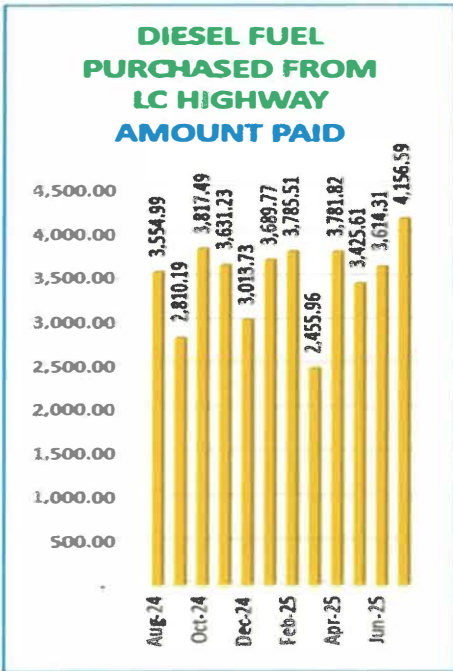
Public Defender  
Recreation, Forestry, & Parks  
Recycling & Solid Waste  
Weights & Measures

Kip Turck  
 Director  
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Denise Yost  
 Principal Account Clerk  
 deniseyost@lewiscounty.ny.gov

August 2025

- On August 14<sup>th</sup>, the new Develon Wheeled Excavator was delivered. We made a downpayment of \$50,000 and financed the remaining \$148,922 through Republic First National. Our payments will be \$42,187.19 per year for four years.
- The clutches went out in both the 2016 and 2018 International tractors this month so we were down to just one tractor which resulted in using extra overtime hours.
- Our expenses significantly outweighed revenue this month due to having three payrolls - \$72,499.02, the downpayment on the new excavator - \$50,000, the annual payment for the 2025 tractor - \$34,102.29 and vehicle repairs totaling \$9,985.49.
- The following charts show diesel fuel data that Solid Waste purchased from Lewis County Highway between August 2024 and July 2025. The data includes the amount paid, the number of gallons purchased and the price per gallon.



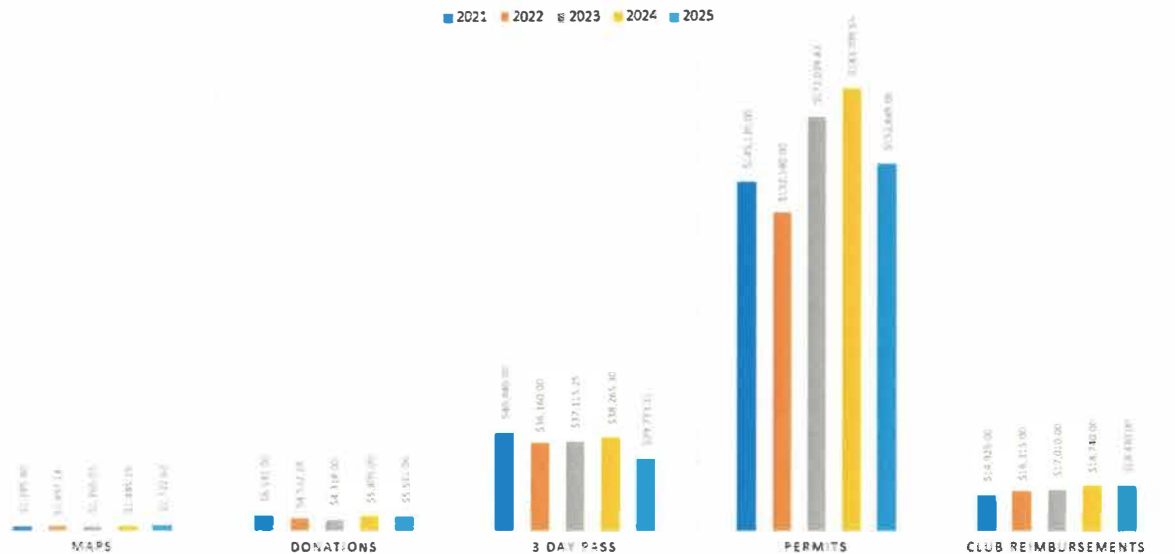
FISCAL UPDATE	AUGUST	YEAR TO DATE
Revenues	\$159,528.26	\$1,424,968.97
Expenditures	\$304,616.15	\$1,749,829.96
Cash Balance	\$44,201.10	As of August 31, 2025

SERVICE UPDATE	AUGUST
GARBAGE (MSW & C&D)	1,298.34 tons
RECYCLING	264.19 tons
RECYCLING Received from/Owed to Oneida Herkimer Solid Waste	(\$2,036.44) – July

## August 2025

- Singing Waters water system inspection was completed by NYSDOH. We had no issues, and they said everything looked great. Reservations are on track with a plan to develop a marketing plan in development.
- The Lee Gulf Trail opened on August 18th. The crew has been doing a great job with the eleven new landowners that have signed agreements with the County from the Highmarket Wheelers Club. The landowner's appreciation lunch will be held on Saturday September 28<sup>th</sup> at noon at Tug Hill Hideaway.
- The NYS OPRHP Snowmobile Phase II application has been submitted. The Lewis County Area Snowmobile Association Meetings will start back up this month.
- Overall, the budget looks good, however the OHV Trail Permit revenue is currently at \$208,245.85 which is \$12,896.15 lower than last year to date. The current OHV bank account balance is \$153,242.32.

### OHV PERMIT SALES



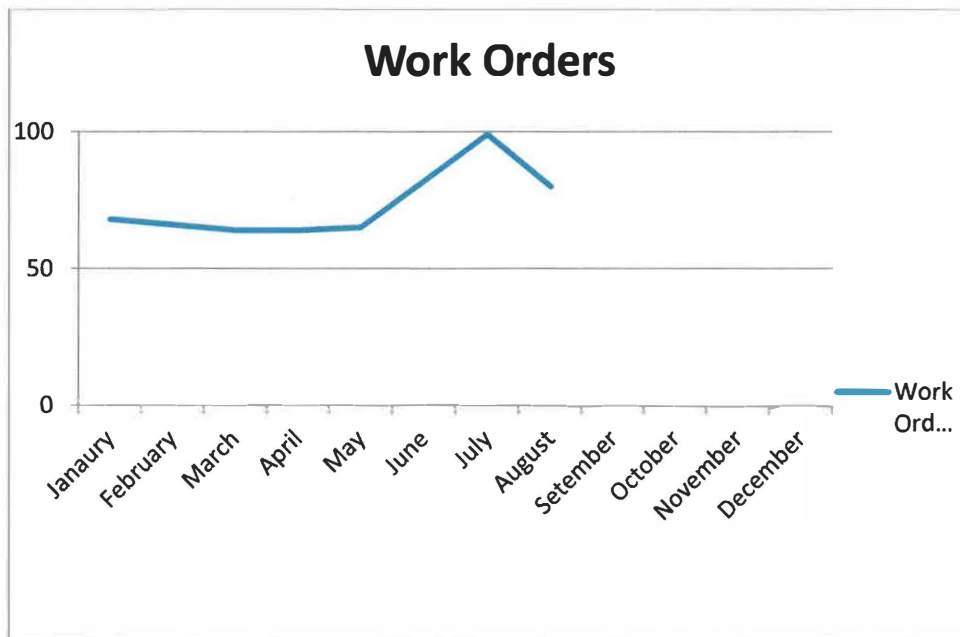
August 2025

- The Interior Firefighter class is scheduled to start September 8 hosted at the Lowville Fire Station. There is a Rescue Technician Basic Class scheduled for November. There will also be an Emergency Vehicle Operations Course scheduled for November. In conjunction with Lewis County Cornell Coop Ext. there is a Grain Bin Rescue class scheduled for October 7.
- The fire police class completed in August at Croghan Fire Department. This class will enable fire department volunteers to safely and effectively route citizens around emergency scenes.
- Bob has had several meetings to help create the Jefferson/Lewis County Regional Hazardous Materials Response plan with ongoing biweekly conference calls.
- The EMT-Basic class started August 11<sup>th</sup> at Lewis County Search & Rescue with 12 students enrolled.
- A very important upgrade for the training tower has been completed, the electrical installation at the Fire Training tower. Improving lighting and safety for evolution and eliminating the need for generators. The monies were courtesy of the Garrett Loomis Foundation and had no budget impact for the office or departments.

***Thank You For the privilege of allowing me to assist the gracious Volunteers of Lewis County who give un-forgivingly of their time! It's the volunteers that keep this county safe!!!***

## August 2025

- Maintenance had **80** work orders during the month of August
- Got started on a new sign base for DSS
- Install snow retention system at DMV
- Helped load multiple auction items at Glenfield
- Repaired decorative roof/fascia outside county managers office
- Epoxied boiler room floor at the PSB



**Lindsay Burriss**

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**Devin Kogut**

*Deputy Commissioner (R)*

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## August 2025

- Submitted our Continuity of Operations Plan to the State Board of Elections
- Updated our Incident Response Contact List
- Completed and submitted the following reports for GE25
  - Network Security
  - Prevention of Duplicate Voting
  - Early Voting Security
  - Prevention of Premature Release of Voting Results
- Continued Inspector training classes
- The State Board of Elections visited to review and observe our daily workflow
  - No issues or problems cited, Keep up the Good Work! 😊

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August 2025

- Hot mix paving on West Rd
- Hot mix paving on Cemetery Rd
- Concrete work on expansion joints and paving Belfort Rd bridges
- Working with Towns on their shoulder back-ups
- Mowing roadsides
- Repairing East State Street Bridge Drains and Repairing Bridge Deck
- Continuing consulting with FEMA reports
- Cutting trees
- Installing driveway culverts
- Working on changing culvert on roads to be paved for next year
- Sweeping roads to be striped
- Striping roads
- Working on next years capital projects
- Normal sign maintenance