

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

FROM: Cassandra Moser, Clerk of the Board

DATE: October 16, 2025

SUBJECT: Finance & Rules Committee Agenda

Please let this correspondence serve as notification that the Finance & Rules Committee will meet on Tuesday, October 21st 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 September 16th committee minutes if no amendments.

Presentations/Discussion Items:

1. 2026 Tentative Budget – Timothy Hunt, County Manager (30 minutes)

Draft Resolutions:

1. Setting the public hearing for comments on the 2026 Tentative Lewis County Budget for the 18th day of November 2025 to begin at 5:00 p.m.
AYE ____ NAY ____
2. Authorizing simultaneous lease agreements between Lewis County and BOCES with reciprocal purchase options of their respective properties, LC-JJC Ed Center and BOCES Boak Education Center. The lease and purchase option agreement for BOCES will be to pay the County the sum of \$1.3M over a ten-year period, but with any outstanding balance of \$1.3M due at time of purchase and transfer of properties. *(Additional details are outlined in resolution)*
AYE ____ NAY ____
3. Authorizing a modification and extension agreement with Cornerstone to include provisions to provide Cornerstone with pre-closing possession of 5960 Main Street, Glenfield, NY, identified as tax map parcel no. 259.04-04-08.100 and full responsibility and obligation for costs and expenses of maintenance, repair, and/or replacement of any equipment, fixtures, systems or structures upon execution of the modification agreement. In addition, the modification agreement will identify Cornerstone's agreement to enter into an easement for the placement of the Public Transportation System's bus shelter on the property along the road.
AYE ____ NAY ____

4. Setting a public hearing for December 2, 2025 at 5:00 p.m. to provide residents of Lewis County with the opportunity to offer any comments on the accomplishments of the current CDBG Project # 636HR300-23 Lewis County Housing Rehabilitation Program.
AYE ____ NAY ____
5. Awarding bid and authorizing contract with LaBella Associates to complete the scope of work outlined in the Comprehensive Plan RFP at a cost not to exceed \$215,275.00.
AYE ____ NAY ____
6. Closing out Capital Account HAR (Capital Building Project) and the remaining funds of \$396,601.05 will be reappropriated in Capital Account HAC (Capital Buildings & Grounds).
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.	JCC Education Center
	Economic Development	Planning & Community Development
	Human Resources	Purchasing
	Information Technology	Real Property Tax
	Insurance/Workers' Compensation	Treasurer

RESOLUTION NO. __ - 2025

**RESOLUTION TO SET PUBLIC HEARING ON
2026 TENTATIVE LEWIS COUNTY BUDGET**

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

NOW, THEREFORE, BE IT RESOLVED as follows:

Section 1. In accordance with County Law Section 359, the Lewis County Board of Legislators hereby sets the public hearing for comments on the 2026 Tentative Lewis County Budget to be held in the second floor Legislative Chambers of the Lewis County Courthouse, 7660 State Street, Lowville, New York on the 18th day of November 2025 to begin at 5:00 p.m.

Section 2. That this resolution shall take effect immediately.

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

RESOLUTION NO. __ - 2025

**RESOLUTION AUTHORIZING LONG TERM LEASES WITH PURCHASE OPTIONS
BETWEEN COUNTY OF LEWIS AND JLHO BOARD OF COOPERATIVE
EDUCATIONS SERVICES (BOCES) FOR THE JACK J. BOAK JR. ED CENTER AND
THE LC-JCC ED CENTER, LOWVILLE, NY**

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

WHEREAS, the County and the Jefferson-Lewis-Hamilton-Oneida Board of Cooperative Educational Services ("BOCES") have a continuing interest and cooperative relationship in developing and expanding educational and skilled learning and training for residents of Lewis County through various programs offered by BOCES at the LC-JCC Ed Center (Lowville), the Jack J. Boak Jr Ed Center (Lowville), and the Howard G. Sackett Technical Center (Glenfield); and

WHEREAS, BOCES administrative staff presented an update to the Board of Legislators on its various programs and intended expansions in Lewis County based upon growing student need and populations; and

WHEREAS, BOCES seeks to expand its use and presence in the LC -JCC Ed Center by proposing long-term leases with intended simultaneous purchases of the respective properties between the parties as follows: 1) the lease and purchase option of the Boak Ed Center building and property, Shady Avenue, Lowville to and by Lewis County; and 2) the lease and purchase option of the County's LC-JCC Ed Center building and property, East Road, Lowville to and by BOCES, based upon the appraisal values and other circumstances and conditions considered and agreed upon by the parties; and

WHEREAS, the parties seek to enter into simultaneous, reciprocal ten-year lease and purchase option agreements of the their respective properties, with the intention to simultaneously purchase the respective properties based upon agreed upon appraised values of \$4.1 M for the LC-JCC Ed Center and \$2.77 M for the Boak Ed Center. Because of the difference in values, BOCES shall pay to the County the sum of \$1.3 M by crediting BOCES with annual lease payments of \$130,000 for a ten (10) year lease term, and a \$30,000 credit for the purchase of approximately 8 acres being a portion of Tax Parcel # 195.00-01-48.412 on East Road, Lowville. Any outstanding balance owing on the \$1.3 M due at the time of purchase and transfer of the properties within the ten year period will be paid at closing of title. The County shall pay rent of \$1 per year for the first ten-year lease term, unless terminated earlier in accordance with the terms of the lease and purchase option agreement; and

WHEREAS, the terms of the lease and purchase option agreements will

provide for each party to be obligated for the operational costs and expenses associated with the property being leased, together with such other customary terms and conditions required under said lease agreements commencing July 1, 2026 and continuing through and including June 30, 2036, with the right to extend the term of the simultaneous leases for two (2) additional ten-year periods upon prior written notice; and

WHEREAS, the reciprocal purchase options are conditioned upon the County's receipt of the Resolution approved by the Lewis County Agricultural Society, Inc. Board's consent and waiver of its restrictions and rights of first refusal/recovery of the County's Ed Center property with respect to this intended property transfer to BOCES;

NOW, THEREFORE, BE IT RESOLVED, as follows:

Section 1. The Lewis County Board of Legislators authorizes simultaneous lease agreements between the County of Lewis (Lewis County) and Jefferson-Lewis-Hamilton- Herkimer-Oneida Board of Cooperative Educational Services (BOCES) with reciprocal purchase options of the their respective properties (LC-JCC Ed Center and BOCES Boak Education Center, based upon agreed upon appraised values of \$4.1 M for the LC-JCC Ed Center and \$2.77 M for the BOCES Boak Ed Center. The lease and purchase option agreements shall include provisions for BOCES to pay to the County the sum of \$1.3 M by crediting BOCES with annual lease payments of \$130,000 for a ten (10) year lease term, but with any outstanding balance of the \$1.3M due at the time of purchase and transfer of the properties within the ten year period in order to equalize the valuation payments. In addition, the County shall be entitled to purchase approximately eight (8) acres of BOCES' vacant adjacent property on East Road, Lowville, NY being a portion of Tax parcel # 195.00-01-48.412 in consideration of a payment or credit to BOCES of \$30,000. The County shall pay rent of \$1 per year for both properties for the first ten-year lease term unless terminated earlier in accordance with the terms of the lease and purchase option agreement.

Section 2. The Lewis County Board of Legislators directs the County Attorney to negotiate all other terms and conditions of the simultaneous lease and reciprocal purchase option agreements, and to secure a copy of the Lewis County Agricultural Society, Inc.'s Resolution consenting to and waiving its rights to first refusals and recovery of the property intended to be transferred.

Section 3. The Chair or Vice-Chair of the Board of Legislators is hereby authorized to make, execute, seal and deliver the lease and purchase option agreements and any other documents required to give effect to this Resolution, upon review and approval as to form by the County Attorney.

Section 4. 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:

DRAFT

RESOLUTION NO. __ - 2025

**RESOLUTION AUTHORIZING MODIFICATION TO PURCHASE AND SALE
AGREEMENT OF THE FORMER GLENFIELD SCHOOL PROPERTY (5960 MAIN
STREET, GLENFIELD, NY) WITH ROCHESTER'S CORNERSTONE GROUP LTD.**

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

WHEREAS, pursuant to Resolution No. 288 - 2022, the Board authorized an MOU with the Lewis County Development Corporation (LCDC) to market the former Glenfield School Property for innovative economic development and re-uses by sending out a Request for Expressions of Interest (RFEI); and

WHEREAS, as a result of the RFEI a formal proposal was received from Rochester's Cornerstone Group Ltd. ("Cornerstone"), of Rochester, NY for development of the property for a minimum of 50 affordable housing units; and

WHEREAS, Cornerstone's proposal was contingent upon *inter alia* its ability to obtain necessary governmental approvals, tax credits and funding awards to acquire, develop and operate its intended development of the property for a minimum of 50 affordable residential units, at a purchase price of \$300,000.00; and

WHEREAS, pursuant to Resolution 105-2023 the County authorized the sale of the property to Cornerstone pursuant to a Purchase and Sale agreement, but with closing and transfer of title not likely to close until on or about December 31, 2024, given the complex funding applications anticipated; and

WHEREAS, the Cornerstone received tax credits and funding awards, but requested an extension to close title to in or about March/April, 2026; and

WHEREAS, due to the County's continued cost and responsibility of heating and maintaining the structure, the County seeks to enter into a modification agreement with Cornerstone to provide them with pre-closing possession and full responsibility and obligation for the property and building in November, 2025 so that the County will not have the obligation to maintain the building and premises through another winter; and

WHEREAS, in addition, the Planning Department seeks to have Cornerstone provide an easement for placement of a bus stop shelter on the property near the road to service the people and residents in this area;

NOW, THEREFORE, BE IT RESOLVED as follows:

Section 1. The Lewis County Board of Legislators authorizes a modification and extension agreement with Cornerstone to include provisions to provide Cornerstone with pre-closing possession of 5960 Main Street, Glenfield, NY, identified as tax map parcel # 259.04-04-08.100, and the full responsibility and obligation for costs and expenses of maintenance, repair and/or replacement of any equipment, fixtures, systems or structures upon execution of the modification agreement. In addition, the modification agreement will identify Cornerstone's agreement to enter into an easement for the placement of the Public Transportation System's bus stop shelter on the property along the main road.

Section 2. The County Attorney is directed to develop and prepare the terms and conditions of the pre-closing possession and liability modification agreement and the terms and conditions of the bus shelter easement, and establishment of the final closing date in 2026 for final transfer of title to Cornerstone.

Section 3. The Chair or Vice-Chair of the Board of Legislators is hereby authorized to make, execute, seal and deliver the modification/extension agreement, pre-closing possession agreement, and bus stop shelter easement and any other documents necessary to give effect to same.

Section 4. The within Resolution shall take effect immediately.

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

RESOLUTION NO. __ - 2025

**RESOLUTION TO SET 2ND PUBLIC HEARING FOR LEWIS COUNTY HOUSING
REHABILITATION PROGRAM CDBG PROJECT #636HR300-23 ADMINISTERED
BY SNOW BELT HOUSING**

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

WHEREAS, All recipients of NYS Community Development Block Grant (CDBG) funds must meet the citizen participation requirements at 24 CFR 570.486 and New York State's Citizen Participation Plan, as amended, which require recipients to follow a citizen participation plan for one public hearing prior to the submission of an application for funding, and one public hearing, if awarded to be held during the administration of the grant to solicit comments on the effectiveness of the program's administration; and

WHEREAS, the Board of Legislators duly held a public hearing on the 3rd day of January, 2023, regarding community development, public infrastructure, housing, and other possible development activities in preparation of a CDBG Application (Project # 636HR300-23) to be administered by Snow Belt Housing; and

WHEREAS, the County, through Snow Belt Housing as the sub-recipient, received an award of \$621,950 in Lewis County Housing Rehabilitation Program funds and the Board of Legislators of Lewis County seeks to hold a second public hearing to provide residents with the opportunity to offer any comments on the accomplishments of the Program; and

NOW, THEREFORE, BE IT RESOLVED, as follows:

Section 1. The Lewis County Board of Legislators authorizes a public hearing to be held and set for December 2nd, 2025 at 5:00 p.m. at the Lewis County Courthouse, Board of Legislators Chambers, 7660 North State Street, Lowville, New York, 13367 to provide residents of Lewis County with the opportunity to offer any comments on the accomplishments of the current CDBG Project # 636HR300-23 Lewis County Housing Rehabilitation Program.

Section 2. The within resolution shall take effect immediately.

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

RESOLUTION NO. __ - 2025

RESOLUTION AWARDING BID AND AUTHORIZING CONTRACT BETWEEN THE COUNTY OF LEWIS AND LABELLA ASSOCIATES FOR THE UPDATE OF THE LEWIS COUNTY COMPREHENSIVE PLAN

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

WHEREAS, the Director of the Planning and Community Development Department, in consultation with the Purchasing Department, sent out an RFP to update its 2009 Comprehensive Plan pursuant to General Municipal Law §239-D; and

WHEREAS, 6 bid proposals were opened on October 6, 2025, at 10:00 am. Planning Department staff and the Purchasing Director carefully reviewed the bid submissions and assessed the criteria in accordance with the scoring sheet and criteria developed by the reviewing team. After careful consideration and review, this team recommends that the Board of Legislators award the bid and contract to LaBella Associates to complete the RFP Tasks at a cost not to exceed \$215,275.00, based upon the best interests of the County and the scoring of criteria; and

WHEREAS, the Board of Legislators seeks to accept this recommendation and award the bid and contract to LaBella Associates for this project;

NOW, THEREFORE, BE IT RESOLVED, as follows:

Section 1. The Lewis County Board of Legislators awards the bid to and authorizes an agreement with LaBella Associates to complete the scope of work outlined in the Comprehensive Plan RFP at a cost not to exceed \$215,275.00, as more fully set forth in their bid proposal.

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. 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 Building Project is completed and will have no further activity, the Treasurer seeks to close these identified accounts and appropriate the funds;

NOW, THEREFORE, BE IT RESOLVED, as follows:

Section 1. The listed Capital Account HAR (Capital Building Project) will be closed. The accounts listed below are the remaining balances and are adjusted to zero out each line item. The remaining balance of the fund totals \$396,601.05. This remaining balance will be reappropriated and transferred to the Capital Account HAC (Capital Building & Grounds) for use for future building or maintenance projects.

HAR – Capital Building Project

<u>Increase Revenue:</u>		
H0162000 324010 INT	\$	191,400.60
<u>Decrease Expense:</u>		
H0162000 499900 CONTRACT	\$	21,229,578.37
<u>Increase Expense:</u>		
H0141000 499900 DMV	\$	2,880,089.99
H0141000 490100 DMV - PROF SVC	\$	126,826.60
H0601000 499900 DSS	\$	5,412,511.34
H0601000 490100 DSS - PROF SVC	\$	4,512.50
H0601000 440700 DSS - SUPPLIES	\$	114,903.52
H0162000 499900 GLEN	\$	522,505.85
H0162000 490100 GLEN - PROF SVC	\$	200.00
H0162000 460100 GLEN - REPAIRS	\$	13,846.84
H0162000 440700 GLEN - SUPPLIES	\$	5,083.33
H0162000 430300 GLEN - UTILITY	\$	112,627.45
H0601000 221700 GLEN/DSS - COMP	\$	83,057.42
H0601000 460300 GLEN/DSS - REPAIRS	\$	5,371.67
H0601000 440700 GLEN/DSS - SUPPLIES	\$	14,085.27
H0511000 499900 HWY	\$	11,157,671.42
H0511000 490100 HWY - PROF SVC	\$	17,563.13
H0511000 460600 HWY - REPAIRS	\$	2,929.98
H0511000 440700 HWY - SUPPLIES	\$	200,301.15

H0162000 499900 MAINT	\$	744,483.35
H0162000 440700 MAINT - SUPPLIES	\$	2,408.16

Section 2. The within resolution shall take effect immediately.

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

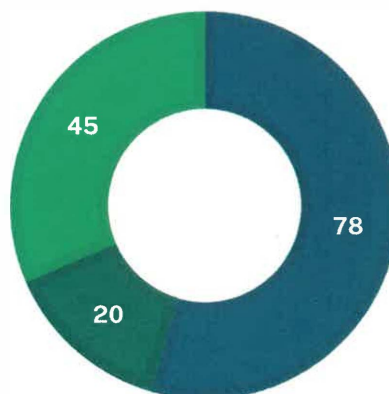
DRAFT

September 2025

- There were 119 sales processed in the month of September, involving 144 parcels with 12 of those sales being split parcel transfers. An updated sales report has been posted to the website.
- There have been 12 new E911 numbers requested, 8 additions, and 5 corrections for a total of 25. Our E911 addressing team continues to coordinate with IT, Dispatch, Motorola, and others to update the 911 maps and data layers from Arc Map to ArcPro.
- A resolution was received from the town of Pinckney to enroll in the county's tax collection software and to offer the installment payment option to their taxpayers. Pinckney is the final town to enroll, and we now have reached 100% participation in the program.
- The department is currently at 66.5% of the 2025 budget.

911 NUMBERS - YEAR TO DATE

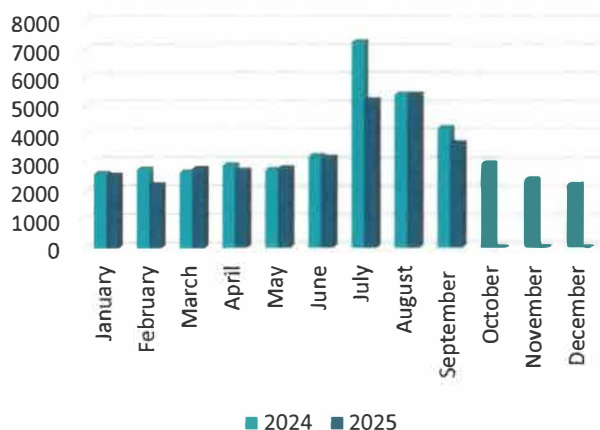
■ Requested ■ Corrected ■ Assigned



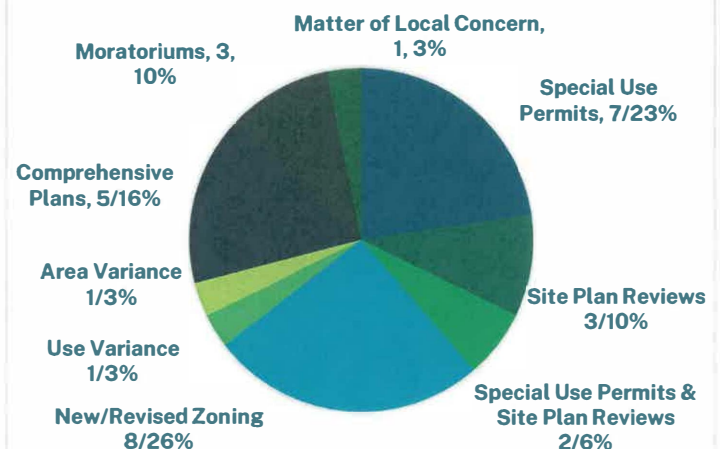
September 2025

- Prepared six (6) County Planning Board technical reviews for the October 16th meeting:
 - Zoning Text Amendments (CAESS): T/Croghan | T/Watson
 - Special Use Permit: T/Martinsburg
 - Joint Comprehensive Plan: T/Denmark | V/Castorland | V/Copenhagen
- Grant Development and Funding Updates:
 - Completed Spectrum broadband buildout with awarded NYS DEC Adirondack Smart Growth funding in the Town of Greig. All 47 passings are now serviceable through Spectrum.
 - Submitted NYSERDA Clean Mobility Implementation Grant Application to fund Micro-Transit Program, as detailed in the recently completed Micro-Transit Plan.
 - Completed the Underground Storage Tank (UST) removal at the Lyons Falls Elementary site. No spills were identified, and the contracted engineering firm, Barton & Loguidice, is working to finish the NYS DEC paperwork required to formally close the UST.
 - Working with NYS ESD, Kraft, and Lowville Producers on the ACHIEVE Program and other funding opportunities for dairy-related projects.
- Worked with NNYCF, THC, and Naturally Lewis to launch a Non-Profit Bootcamp Series focused on providing the tools and resources to those looking to launch or run an effective non-profit in our region. The first session, "Getting Started and Growing Your Non-Profit", had 33 attendees. The next session is scheduled for November 6th and will focus on Financial Oversight for Non-Profits.
- Launched a Planning & Community Development Department survey aimed to collect feedback on the services we provide and what improvements we can make to better serve our County.
- 50 municipal officials registered to attend our Annual Land Use Training Workshop on Thursday, October 9th from 4 PM to 8 PM.
- Fort Drum Shuttle "Alpine Express" began service on September 22nd.

LCPT Ridership



2025 239-M REVIEWS



September 2025

- There was only one incident reported during the month of September taking the total number of reported incidents for 2025 to 40.
- Currently 17 of our 29 Compensation payments are paid to Hospital claimants with the remaining 12 claimants being from various municipalities and departments throughout the County.
- Our expenditures for 2025 are \$151,822.61 less than they were for the same time frame in 2024.

<u>EXPENDITURES</u>	<u>9/1/25-9/30/25</u>	<u>TOTAL TO DATE</u>	<u>% USED</u>
Administration	\$ 50,753.94	\$ 167,861.34	91.93%
Compensation & Medical Payments	\$ 52,123.08	\$ 468,344.70	59.28%
WCB Assessments	\$ -	\$ 80,440.62	50.28%
<u>REVENUE</u>			
Refunds		\$ 2,794.68	2.24%
C.D. Interest*	\$ -		0.00%

September 2025

- DHSES performed their penetration testing throughout the month and will present a full report in October or November of their findings. This is a great way to find gaps in our cybersecurity defenses and identify/prioritize future efforts.
- Continued requirements gathering with Public Health, hospital IT, and DANC to understand the scope of the undertaking to move PH to the county network and management.
- The Budget Book work has begun! In addition, there has been increased collaboration with Quantify Consulting to assist with reporting and data to help drive decision-making during this budget season.
- IT has been ramping up research and experimentation efforts to identify training resources around AI and identify projects or use cases for testing new technologies.

September 2025

- Upcoming Bid's and RFP's
 - 2025-116 Pharmacy PBM for County Health Plan opens October 20th online.
- The 2026 Tentative Capital Budget will be handed out at the November Board meeting.
- **Surplus Auction-** Just completed a surplus auction that netted \$98,905 for the County.
- Currently the Purchasing Budget is at 63.7 percent.

September 2025

- Podcast updates:
 - The podcasts are going well. The plan is to record at least once a month following the planned presentations for the monthly committee meetings. So far, the podcast has 113 downloads on various platforms.
 - The following podcasts were published in the month of September: Fostering Lewis County, a podcast about an upcoming information session about how to become a Foster Parent, and Inside the County Budget.
- Attended various events for photographs/marketing including the Lee Gulf Trail Ride, Lewis County Night Out, OFA Fallfest, and the Alpine Express Ribbon Cutting on Fort Drum.

