

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

FROM: Cassandra Moser, Clerk of the Board

DATE: October 16, 2025

SUBJECT: General Services Committee Agenda

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

Presentations / Discussion Items:

1. New York State Codes update – Jonathan Roes, Codes Director (10 minutes)

Draft Resolutions:

1. Authorizing a renewal agreement with Trane Building Services to provide heating, ventilating, and air conditioning maintenance services for the DMV/BOE Building for the period of January 1, 2026 through December 31, 2028 at the following respective amounts: 2026 is \$13,320.00; 2027 is \$14,023.20; and 2028 is \$14,768.59.
AYE ___ NAY ___
2. Approving a budget transfer in the amount of \$50,000.00 in the District Attorney account lines for additional professional services costs.
AYE ___ NAY ___
3. Approving a budget transfer in the amount of \$39,640.00 in the Highway account lines for increased cost of bridge materials.
AYE ___ NAY ___
4. Authorizing a lease agreement with Bonnie Hodkinson for the purpose of using the premises identified as tax map no. 171.04-03-11.1 as recreational public parking, to commence upon execution of the agreement and continue for ninety-nine (99) years.
AYE ___ NAY ___
5. Approving and authorizing the Director of Recreation, Forestry and Parks to enter into land access lease agreements with landowners in order to establish parking lots for access and use by recreation users in Lewis County.

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: Board of Elections
Buildings & Grounds
Code Enforcement/Junkyards
District Attorney
Fire & Emergency Management
Agriculture

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

RESOLUTION NO. __ - 2025

**RESOLUTION AUTHORIZING A RENEWAL AGREEMENT BETWEEN
THE COUNTY OF LEWIS AND TRANE BUILDING SERVICES**

Introduced by Legislator Andrea Moroughan, Chair of the General Services Committee.

WHEREAS, the County of Lewis desires to renew an agreement with Trane Building Services for the purpose of providing maintenance services for Heating, Ventilating, and Air Conditioning (“HVAC”) systems for the Department of Motor Vehicles and Board of Elections Building; and

WHEREAS, the Board of Legislators wishes to accept such services;

NOW, THEREFORE, BE IT RESOLVED, as follows:

Section 1. The Lewis County Board of Legislators hereby approves the renewal contract with Trane Building Services to provide Heating, Ventilating, and Air Conditioning (“HVAC”) maintenance services for the DMV and BOE Building for the period of January 1, 2026 through December 31, 2028 at the following annual costs:

Year 1	1/1/2026 – 12/31/2026	\$13,320.00
Year 2	1/1/2027 – 12/31/2027	\$14,023.20
Year 3	1/1/2028 – 12/31/2028	\$14,768.59

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 within resolution shall take effect immediately.

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

RESOLUTION NO. __ - 2025

**RESOLUTION TO TRANSFER FUNDS
District Attorney**

Introduced by Legislator Andrea Moroughan, Chair of the General Services Committee.

BE IT RESOLVED as follows:

Section 1. The Lewis County Board of Legislators hereby approves the following 2025 budget transfer to provide necessary funding for additional professional services costs in the District Attorney accounts:

From:

A0116500 110100 District Attorney Personnel Services \$50,000.00

To:

A0116500 490100 District Attorney Professional Services \$50,000.00

Section 2. The within resolution shall take effect immediately.

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

RESOLUTION NO. __ - 2025

**RESOLUTION TO TRANSFER FUNDS
Highway**

Introduced by Legislator Andrea Moroughan, Chair of the General Services Committee.

BE IT RESOLVED, as follows:

Section 1. The Lewis County Board of Legislators hereby approves the following 2025 budget transfer to provide necessary funding for higher-than-expected bridge material costs in the Highway accounts:

From:

D0501000 495152 CR Striping	\$ 22,400.00
D0522290 495222 CR Sign Shop Supplies	\$ 15,000.00
D0514200 490230 Snow Road Sweeping	\$ 2,240.00

To:

D0550000 491520 CR Bridge Materials	\$ 39,640.00
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Section 2. That the within resolution shall take effect immediately.

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

RESOLUTION NO. __ - 2025

**RESOLUTION AUTHORIZING PARKING LOT LEASE
WITH BONNIE HODKINSON**

Introduced by Legislator Andrea Moroughan, Chair of the General Services Committee.

WHEREAS, Bonnie Hodkinson is the owner of certain real property, located on the intersection of New York State Route 177 and Seven By Nine Road (County Route 69), a portion of which is used as a public parking area for recreational users executed on December 22, 1998, by her deceased parents; and

WHEREAS, the County desires to enter into a long-time lease with the owner to continue the designated area on her property as a public parking area for recreational users; and

NOW, THEREFORE, BE IT RESOLVED, as follows:

Section 1. The Lewis County Board of Legislators hereby approves a lease between Bonnie Hodkinson and the County, through its Recreation, Forestry, and Parks Department for the purpose of using the following premises as recreational public parking, to commence upon execution of the agreement and continue for ninety-nine (99) years, unless terminated sooner by either party as set forth in the lease:

On a portion of the land owned by Bonnie Hodkinson located at the intersection of New York State Route 177 and Seven By Nine Road (County Route 69), identified as Tax Map No.: 171.04-03-11.1, and being approximately 1.1 acres.

Section 2. The Chair or the Vice-Chair be and the same is hereby authorized to execute and deliver such agreement upon such terms as may be approved 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 AUTHORIZE DIRECTOR OF
RECREATION, FORESTRY AND PARKS DEPARTMENT
TO EXECUTE LANDOWNER ACCESS AGREEMENTS FOR PARKING LOTS
TO BE USED BY PUBLIC RECREATION USERS**

Introduced by Legislator Andrea Moroughan, Chair of the General Services Committee.

WHEREAS, outdoor recreational activities such as biking, hiking, snowshoeing, snowmobiling and ATV/OHV riding are of critical importance to the Lewis County economy and its developmental growth for residents and visitors alike. Snowmobile riding is a premier winter recreational sport in Lewis County, attracting snowmobilers from near and far; and

WHEREAS, in order to provide parking areas for recreational users, the Recreation, Forestry and Parks Department has taken over securing landowner agreements for year-round recreational parking lot access in order to have vehicle off the roads while users enjoy recreational activities; and

WHEREAS, the Director of Recreation, Forestry and Parks seeks to have the Board authorize her to enter into landowner agreements/leases for year round parking areas open to the public for recreation uses; and

NOW, THEREFORE, BE IT RESOLVED, as follows:

Section 1. The Lewis County Board of Legislators hereby approves and authorizes the Director of Recreation, Forestry and Parks to enter into land access lease agreements with landowners in order to establish parking lots for access and use by recreation users in Lewis County.

Section 2. The Board of Legislators directs that the Director work with the County Attorney to develop the terms and conditions of said agreements/leases. The Director shall also maintain copies of said executed agreements and develop a document to be provided to the County Attorney and Clerk of the Board containing all relevant information pertaining to landowner names, locations, site of parking lots, lease term and renewals, and any other information and data deemed appropriate.

Section 3. The within resolution shall take effect immediately.

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

September 2025

- The Interior Firefighter class is running with 19 students 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.
- Jen attended the Emergency Management Tier I and Tier II training in Latham in September.
- 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 11th at Lewis County Search & Rescue with 12 students enrolled. The BOCES EMT-Basic and Certified First Responders classes are going well. Bob and Jen went over to meet the Junior class of 7 students in September. There are 6 seniors that are working on the EMT-B curriculum this year.
- The EMS Study with CGR Group had its initial kick off meetings and the study is underway.

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!!!

September 2025

- Maintenance had **89** work orders during the month of September.
- Finalized service contracts with Bureau Veritas & TRANE
- Crews built new sign base at DSS with flagpole.
- Epoxy coated boiler room floor at the PSB
- Pulled overgrown shrubs from front of Mountainview
- Sealed roof & parapet wall above clerk's office



SEPTEMBER 2025

- The 2020 CAT Excavator Mini sold at auction for \$52,000.00.
- We will be receiving extra DANC surcharge revenue for the month of September because 2,865.68 tons of contaminated soil was taken to the Rodman landfill from the New York Power Authority power line job going through Lewis County. At \$7.00 per ton that equates to an extra \$20,059.76 in surcharge revenue.

FISCAL UPDATE	SEPTEMBER	YEAR TO DATE
Revenues	\$347,307.84	\$1,772,276.81
Expenditures	\$174,297.00	\$1,924,126.96
Cash Balance	\$217,211.94	As of September 30, 2025

SERVICE UPDATE	SEPTEMBER
GARBAGE (MSW & C&D)	1,438.49 tons
RECYCLING	284.99 tons
RECYCLING Received from/ Owed to Oneida Herkimer Solid Waste	(\$1,497.36) – August

September 2025

- The Lewis County Off Highway Vehicle Trail System will be closing on October 14th. Trail maintenance is being finalized with trail brushing continuing County parcels as weather allows. Seasonal Staff will be done for the season.
- Singing Waters facilities will be winterized and closed on October 16th. Day use will still be allowed but there will be no camping.
- There will be a Community Outreach - OHV Trail System meeting on Wednesday, October 22nd at 6 pm at Tug Hill Hideaway, 1838 CR-47, West Leyden.
- The Lewis County Winter Recreation Master Plan is in the final draft form and will be reviewed this month and will be sent out to New York State Department of Environmental Conservation and Adirondack Park Agency for review before being finalized. We will be working with NYSDEC to use the remaining \$23,280 of the ADK Smart Growth Grant for signage.
- Overall, the budget looks great. We are \$50,303.77 over budget in reforestation revenue. The OHV Trail Permit revenue is currently at \$226,770.95 which is \$6,770.95 over budget for the year but \$13,326.96, lower than last year to date. The current OHV bank account balance is \$149,787.63.

	2020	2021	2022	2023	2024	2025
Maps	\$1,155.51	\$1,285.40	\$1,497.18	\$1,365.05	\$1,485.29	\$1,779.93
Donations	\$4,868.00	\$6,181.00	\$4,532.28	\$4,318.00	\$5,805.00	\$5,711.06
3 Day Pass	\$28,020.00	\$40,440.00	\$36,160.00	\$37,115.25	\$38,265.30	\$43,011.87
Permits	\$94,510.00	\$145,120.00	\$132,140.00	\$172,029.43	\$183,709.55	\$163,309.06
Club Reimbursements	\$10,635.00	\$14,925.00	\$16,315.00	\$17,010.00	\$18,740.00	\$19,415.00
Total	\$139,188.51	\$207,951.40	\$190,644.46	\$231,837.73	\$248,005.14	\$233,226.92

Lindsay Burriss

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September 2025

- Completed 2025 Inspector Training, with 17 classes being held
- NTS Data conducted on-site training in our Voter Management Software
- Completed and submitted the following reports for GE25
 - Accessible Ballot Survey
 - Notice to Candidates
 - CAPAS FIDAS (campaign finance disclosure form)
 - Notice to Poll Sites
- Transmitted Military and UOCAVA GE25 ballots to Enhanced Voting for secure distribution
- Mailed out GE25 absentee/early vote by mail ballots to eligible voters
- Received grant disbursement totaling \$31,701.73

September 2025

- Hauling sand for winter snow maintenance
- Cutting and installing winter snow markers
- Checking over and suiting up tandems with pow equipment
- Working with towns on their shoulder back-ups
- Mowing roadsides
- Repairing East State Street Bridge Drains and Repairing Bridge Deck along with new asphalt
- Paving Belfort bridges
- Repairing Guide Rails
- Paving new culverts on Van Amber, Snell, West , Golden, 194, Johns street, and Sears Pond Road
- Continuing consulting with FEMA reports
- Cutting trees
- Cleaning Ditches
- Working on changing culvert on roads to be paved for next year
- Working with vendors on next year's capital projects plan
- Normal sign maintenance
- Preparing Training for CDL in-house students

September 2025

Zoning & Building Activity (July–Sept 30)

- **Zoning Permits Issued: 94**
- **Building Permits Issued: 244**
 - Including **11 demolition permits**
- **Licenses Issued: 2 operating permits**
- **Fees Collected: \$54,940**
- **Estimated Construction Valuation (from permit applications): \$16,671,744**

Open Position: We are currently accepting applications to fill a vacant position. Once hired, the new team member will require approximately 6–9 months to become fully certified. In the meantime, we plan to maximize their contribution by integrating them into daily operations, answering phones, assisting with tasks, and shadowing experienced staff during training.

