

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

FROM: Cassandra Moser, Clerk of the Board

DATE: November 13, 2025

SUBJECT: General Services Committee Agenda

Please let this correspondence serve as notification that the General Services Committee will meet on Tuesday, November 18th at 2:00 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 October 21st committee minutes if no amendments.

Presentations / Discussion Items:

1. Rail Trail Acquisition & Next Steps – Tim Hunt, County Manager (10 minutes)
2. Short Term Rental Law updates – Eric Virkler, County Treasurer and Joan McNichol, County Attorney (10 minutes)
3. Building Automation – Matt O'Connor, Buildings & Grounds Supervisor (5 minutes)

Draft Resolutions:

1. Authorizing a three-year elevator service agreement between Buildings & Grounds Department and Elevattitt to service four elevators and one chair lift in the Courthouse Building at a cost of \$12,000 in 2026; \$12,600 in 2027; and \$13,230 in 2028.
2. Amending compensation plan of the Department of Fire and Building Codes to abolish one full-time Senior Code Enforcement Officer position and create one full-time Code Enforcement Officer position effective immediately.
3. Authorizing the budget transfer of \$4,979.52 from Contingency to Emergency Management accounts to cover the cost of one Grain Bin Rescue Kit to be utilized by all Lewis County Fire Departments.
4. Amending compensation plan of the Department of Highway to create two (2) full-time Motor Equipment Operator Trainee positions effective immediately.
5. Authorizing Master Agreement with NYS Department of Transportation for the construction Phase of CR 17 (Woodbottle Road) over Cobb Creek to pay in the first

instance, 100% of the cost of construction and inspection phase for the project for portions thereof, with the understanding that qualified costs may be eligible for federal-aid, state-aid, or reimbursement from Bridge NY funds; and to appropriate \$3,356,843.00 in the Capital Bridge Program to facilitate said project.

6. Authorizing Supplemental Agreement No. 1 between Lewis County Highway and Barton & Loguidice to provide additional engineering services for the Design and Construction Phases regarding the bridge replacement project identified as CR 17 (Woodbattle Road) over Cobb Creek for a term of July 2, 2023 through December 31, 2027 for an additional amount not to exceed \$287,000.00.
7. Updating appointments to the Lewis County Rail Trail Advisory Committee and Subcommittees.
8. Reappointing Wendy Moser of Glenfield, NY, as the Lewis County Sportsmen's Representative member of the Region 6 Fish and Wildlife Management Board to serve a two-year term effective January 1, 2026 through December 31, 2027.
9. Authorizing Inter-Municipal agreement(s) for control of snow and ice removal and treatment on certain winter recreation parking facilities with such Towns and Villages as the Lewis County Director of Recreation, Forestry & Parks deems appropriate, in accordance with the rate of \$0.0624 per square foot from the period of October 2025 through April 30, 2026, with an opt out option which needs to be submitted by May 1st of each year.
10. Authorizing the appropriation within the Snowmobile Trails account to reflect the 2025-2026 Snowmobile Trail Grant Award in the amount of \$346,000.
11. Authorizing the budget transfer of \$18,499.00 from within Solid Waste account lines utilizing unspent funds for equipment acquisition to cover the cost of unanticipated vehicle repairs.
12. Reappointing members Mackenzie, Maracchion, and Ortlieb to the Lewis County Traffic Safety Board to serve a three-year term beginning on January 1, 2026 through December 31, 2028.

Motions:

None.

Executive Session:

None.

Informational Items:

1. Highway has a bid opening scheduled for Tuesday, December 9th at 10:00 AM to receive and review proposals with assistance from Barton & Loguidice on the construction of capital bridge project CR 17 (Woodbattle Road) over Cobb Creek. A resolution will be put forward (tbd) for awarding the bid.

2. Highway will be scheduling a bid opening (tbd) to receive and review proposals on the construction of capital bridge project Marshey Road over Cobb Creek. A resolution will be put forward (tbd) for awarding the bid.
3. 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	Public Defender
	Code Enforcement/Junkyards	Recreation, Forestry, & Parks
	District Attorney	Recycling & Solid Waste
	Fire & Emergency Management	Weights & Measures
	Agriculture	

RESOLUTION NO. __ - 2025

**RESOLUTION AUTHORIZING SERVICE AGREEMENT BETWEEN
THE COUNTY OF LEWIS AND ELEVATTITT FOR MAINTENANCE SERVICES OF
THE FOUR ELEVATORS AND ONE CHAIR-LIFT IN THE COURTHOUSE BUILDING**

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

WHEREAS, the County of Lewis seeks to enter into an agreement with Elevattitt for the purpose of providing maintenance of elevator equipment for the four (4) elevators and one (1) chair lift in the Lewis County Courthouse; and

WHEREAS, Elevattitt has submitted a proposal to provide the four (4) elevators and one (1) chair lift in the building with maintenance services which include physical inspections and examinations of parts and equipment, adjustments as needed, testing, and trouble- shooting as set forth in the service agreement, for a three (3) year period commencing January 1, 2026 through December 31, 2028, at a cost of \$12,000.00 for the first year, subject to annual increase of 5%; and

WHEREAS, the Board of Legislators wishes to authorize such Service Agreement;

NOW, THEREFORE, BE IT RESOLVED, as follows:

Section 1. The Lewis County Board of Legislators hereby authorizes a three (3) year elevator service agreement with Elevattitt, 210 Marcellus Street, Syracuse, NY 13204 to service the four elevators and one chair lift in the Courthouse Building (3 elevators and the chair lift on the court side ,and 1 elevator on the county side) at a cost of \$12,000.00 in 2026, \$12,600.00 in 2027, and \$13,230.00 in 2028.

Section 2. The Chair or Vice-Chair of the Board of Legislators is hereby authorized to make, execute, seal, and deliver such Service Agreement and any annual renewal statement, 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 AMENDING COMPENSATION PLAN
WITH REFERENCE TO THE DEPARTMENT OF FIRE AND BUILDING CODES**

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

WHEREAS, the Department of Fire and Building Codes has had recent staff changes with the creation of the Code Enforcement Director and resignation of the Senior Code Enforcement Officer resulting in a current vacancy; and

WHEREAS, the County Manager, Human Resource Director, and Code Enforcement Director have reviewed the departmental structure and recommend that the vacant Senior Code Enforcement Officer position be abolished and replaced with a Code Enforcement Officer position to better meet the operational needs of the department;

NOW, THEREFORE, BE IT RESOLVED, as follows:

Section 1. That the Board of Legislators hereby amends the Compensation Plan of the County of Lewis with reference to the Department of Fire and Building Codes, for the following:

<u>ABOLISH</u>	<u>STATUS</u>	<u>RATE</u>
Senior Code Enforcement Officer	Full-Time	\$58,000 – \$82,552
<u>CREATE</u>	<u>STATUS</u>	<u>RATE</u>
Code Enforcement Officer	Full-Time	\$26.92 – \$31.81

Section 2. That this resolution shall take effect immediately.

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

RESOLUTION NO. __ - 2025

**RESOLUTION TO TRANSFER FUNDS
Emergency Management**

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

BE IT RESOLVED, as follows:

Section 1. That the following budget transfer is hereby approved in the Contingency and Emergency Management accounts to cover the cost of one (1) Grain Bin Rescue Kit to be utilized by all Lewis County Fire Departments:

Transfer From:

A0199000 499900 Contingency

\$4,979.52

Transfer To:

A0454100 493500 Fire Training Tower

\$4,979.52

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

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

RESOLUTION NO. __ - 2025

**RESOLUTION AMENDING COMPENSATION PLAN
WITH REFERENCE TO THE HIGHWAY DEPARTMENT**

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

WHEREAS, the Highway Department has developed an internal Commercial Driver's License (CDL) training program that will provide employees with the on-the-job training, equipment operation experience, and testing support required to obtain licensure; and

WHEREAS, the department has two current full-time Motor Equipment Operator (MEO) vacancies and seeks to utilize this training program to promote workforce development by offering advancement opportunities for qualified seasonal laborers to participate as trainees, with the intent to promote to full-time MEO positions upon successful licensure; and

WHEREAS, this new trainee title has been reviewed with the CSEA collective bargaining unit, which has agreed to the creation of the position in support of the program;

NOW, THEREFORE, BE IT RESOLVED, as follows:

Section 1. That the Board of Legislators hereby amends the Compensation Plan of the County of Lewis with reference to the Highway Department for the following:

<u>CREATE</u>	<u>STATUS</u>	<u>RATE</u>
2 - Motor Equipment Operator (MEO) Trainee	Full-Time	Grade 16 - \$19.80

Section 2. That this resolution shall take effect immediately.

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

RESOLUTION NO. __ - 2025

**RESOLUTION AUTHORIZING BRIDGE NY MASTER AGREEMENT
BETWEEN NEW YORK STATE DEPARTMENT OF TRANSPORTATION
AND LEWIS COUNTY FOR THE CONSTRUCTION PHASE OF THE
FEDERAL-AID BRIDGE REPLACEMENT PROJECT (PIN 775400)
KNOWN AS CR 17 (WOOD BATTLE ROAD) OVER COBB CREEK**

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

WHEREAS, a Project for the Bridge Replacement known as County Route 17 (Wood Battle Road) over Cobb Creek (PIN 775400) (the "Project") in the Town of Harrisburg, County of Lewis, is eligible for funding under Title 23 U.S. Code, as amended, that calls for the apportionment of the costs such program to be borne at the ration of 95% Federal Funds and 5% non-federal funds; and

WHEREAS, the County of Lewis will design, let, and construct the Project; and

WHEREAS, the County of Lewis desires to advance the Project by making a commitment of 100% of the costs for all phases (Contract # D041506).

NOW, THEREFORE, BE IT RESOLVED as follows:

Section 1. The Lewis County Board of Legislators hereby approves the above-subject Project and authorizes the Chair of the Board of Legislators to execute the Master Agreement for the construction phase under Contract No. D041506 with NYS DOT, known as Cr 17 (Wood Battle Road) over Cobb Creek, PIN 775400 to pay in the first instance, 100% of the cost of the construction and inspection phase for the Project or portions thereof, with the understanding that qualified costs may be eligible for federal-aid, state-aid, or reimbursement from Bridge NY funds.

Section 2. The Lewis County Board of Legislators hereby agrees that the County of Lewis shall be responsible for all costs of the Project which exceed the amount of federal-aid, state-aid, or NY Bridge funding awarded to the County of Lewis.

Section 3. In the event the Project costs not covered by federal, state, and other NY Bridge funding exceed the amount appropriated above, the Board of Legislators shall convene as soon as possible to appropriate said excess amount upon notification by the Highway Supervisor thereof.

Section 4. The County of Lewis hereby agrees that construction of the Project shall begin no later than twenty-four (24) months after award and shall be completed within thirty (30) months, unless extended.

Section 5. The Chair, or in his absence, the Vice-Chair of the Lewis County Board of Legislators, is hereby authorized to execute on behalf of the County of Lewis all necessary agreements, certifications or reimbursement requests for federal and/or state-aid with the New York State Department of Transportation in connection with the advancement or approval of the Project and providing for the administration of the Project and the County of Lewis' funding Project costs and permanent funding of the local share of federal-aid and state-aid eligible Project costs and all Project costs within appropriation therefore that are not so eligible.

Section 6. A certified copy of this Resolution shall be filed with the New York State Commissioner of Transportation by attaching it to any necessary Agreement in connection with the Project.

Section 7. The Treasurer is hereby authorized and directed to appropriate \$3,356,843.00 in the Capital Bridge Program to facilitate the construction phase under the Locally Administered Federal-Aid Process, for the Bridge Replacement on Cr 17 (Wood Battle Road) over Cobb Creek (PIN 775400) in the Town of Harrisburg. The following accounts shall be recognized to facilitate the funding of this project:

Increase Revenues:

H0512000 34590 Federal	\$ 3,189,000.00
H0512000 350310 Local	\$ 167,843.00
Project HAT	

Increase Expenditures:

H0512000 499900	\$ 3,356,843.00
Project HAT	

Section 8. The within Resolution shall take effect immediately.

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

RESOLUTION NO. __ - 2025

**RESOLUTION AUTHORIZING SUPPLEMENTAL AGREEMENT NO. 1 BETWEEN
LEWIS COUNTY HIGHWAY DEPARTMENT AND
BARTON & LOGUIDICE FOR CR 17 (WOOD BATTLE ROAD) OVER COBB CREEK
BRIDGE (PIN 775400; BIN 3340150)**

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

WHEREAS, Lewis County entered into an Agreement with Barton & Loguidice (B&L) on February 4, 2022, to provide Preliminary Engineering/Design and Right-Of-Way (ROW) Incidentals Phases of the Bridge Replacement on CR 17 (Wood Battle Road) over Cobb Creek (PIN 775400; BIN 33340150) in the Town of Harrisburg, County of Lewis at a cost of \$313,000.00; and

WHEREAS, the Lewis County Highway Department (hereinafter "Highway Department") desires to enter into Supplemental Agreement No. 1 with B&L for additional engineering for the Design and Construction phases of the project for the anticipated 20-week construction duration at an additional cost of 287,000.00 as set forth in Supplemental Agreement No. 1; and

WHEREAS, the Board of Legislators wishes to authorize such services; and

NOW, THEREFORE, BE IT RESOLVED, as follows:

Section 1. The Lewis County Board of Legislators hereby authorizes Supplemental Agreement No. 1 between the County of Lewis and Barton & Loguidice to provide additional engineering services for the Design and Construction Phases regarding the bridge replacement project identified as CR 17 (Wood Battle Road) over Cobb Creek (PIN 775400; BIN 33340150).

Section 2. The term of the Agreement is from July 6, 2023, through December 31, 2027, for the additional amount not to exceed \$287,000.00 (with 95% eligible for Federal funds and 5% non-federal funds), for a total cost of \$600,000.00 to Barton & Loguidice for this project.

Section 3. 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 4. The within resolution shall take effect immediately.

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

RESOLUTION NO. __ - 2025

RESOLUTION UPDATING APPOINTMENTS TO THE LEWIS COUNTY RAIL TRAIL ADVISORY COMMITTEE and SUBCOMMITTEES

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

WHEREAS, in support of the County's purchase of and development of the rail corridors for public, multi-use recreational trails and activities, the Board authorized an agreement to engage with ALTA for their expertise in developing a Master Plan for the project; and

WHEREAS, pursuant to Resolution No. 279-2023, the Board of Legislators authorized the formation of and appointments to the County's Advisory Committee and Subcommittees, with the Advisory Committee, the Marketing/ Branding and Economic & Health Benefits Subcommittees having worked preliminarily with ALTA on specific tasks prior to final closing on the rail purchase; and

WHEREAS, an updated list of appointments/reappointments is warranted with the two-year passage of time, and the current reengagement of ALTA to develop the Master Plan for the project with the input of the committee, subcommittees and any other community engagement and appointments which may follow;

NOW, THEREFORE, BE IT RESOLVED as follows:

Section 1. The Lewis County Board of Legislators hereby updates the appointments/reappointments to the Lewis County Rail Trails Advisory Committee and Subcommittees to work with ALTA in the Master Plan for the rail trail as follows:

A. The following individuals are hereby appointed or reappointment as members of the Lewis County Rail Trail Advisory Committee for an indefinite term:

Lewis County Legislator Chair – Lawrence Dolhof
Lewis County Manager – Timothy Hunt
Lewis County Planning & Community Development Director – Casandra Buell
Lewis County Highway Superintendent – John Reed
Lewis County Attorney – Joan McNichol
Lewis County Treasurer – Eric Virkler
Lewis County Recreation, Forestry, and Parks Director – Jackie Mahoney

B. The following individuals are hereby appointed or reappointed as members of the Lewis County Rail Trail Marketing and Branding Subcommittee for an indefinite term, along with the Rail Trail Advisory Committee:

Lewis County Legislator – Thomas Kalamas
Naturally Lewis Director of Tourism – Kristen Aucter
Naturally Lewis Programs & Partnership Director – Jenna Lorraine
Naturally Lewis Executive Director – Joanne Witt
Lewis County Community Engagement Specialist – Kaylee Rhodes
Real Estate Agent – Calvin Campany

C. The following individuals are hereby appointed or reappointed as members of the Lewis County Rail Trail Economic & Health Benefits Subcommittee for an indefinite term, along with the Rail Trail Advisory Committee:

Lewis County Legislator – Jessica Moser
Lewis County Public Health Director – Ashley Waite
Lewis County Community Services Director – Anna Platz
Lewis County Office For the Aging Director – Carla Hellinger
Planned Parenthood of the North Country Ex. Dir. – Crystal Collette

Section 2. The Lewis County Board of Legislators may, by Resolution, make amendments to the appointments, including the addition of community members to the subcommittees once a skeletal Master Plan draft has been developed and public meetings with community members are scheduled.

Section 3. The within resolution shall take effect immediately.

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

RESOLUTION NO. __ - 2025

**RESOLUTION REAPPOINTING WENDY MOSER TO
REGION 6 FISH AND WILDLIFE MANAGEMENT BOARD**

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

WHEREAS, Title 5, Section 11-0501 of the NYS Environmental Conservation Law established a Fish and Wildlife Management Practices Cooperative Program, which includes the commissioning of a Regional Fish and Wildlife Management Board; and

WHEREAS, the purpose of the Regional Fish and Wildlife Management Board is to promote the development and management of fish and wildlife resources on a regional basis through cooperation between state agencies, counties, and local sportsmen; and

WHEREAS, each participating county is authorized to appoint a representative to serve on the Regional Fish and Wildlife Management Board to ensure local input and participation in regional conservation efforts; and

WHEREAS, Wendy Moser of Glenfield, New York, has expressed a willingness to continue serving in this capacity;

NOW, THEREFORE, BE IT RESOLVED as follows:

Section 1. That the Lewis County Board of Legislators hereby reappoints Wendy Moser of Glenfield, New York, as the Lewis County Sportsmen's Representative member of the Region 6 Fish and Wildlife Management Board for a two-year term.

Section 2. That the term of said appointment shall be effective from January 1, 2026 through December 31, 2027.

Section 3. The Lewis County Board of Legislators extends its appreciation to this individual for their continues commitment and valuable service to the Fish and Wildlife Management Board.

Section 4. The Clerk of the Board shall forward a certified copy of this resolution to the appointee and to the Recreation, Forestry & Parks Department.

Section 5. That the within resolution shall take effect immediately.

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

RESOLUTION NO. __ - 2025

**RESOLUTION AUTHORIZING INTER-MUNICIPAL AGREEMENT(S)
BETWEEN THE LEWIS COUNTY RECREATION, FORESTRY & PARKS
DEPARTMENT AND CERTAIN TOWNS/VILLAGES, AND AGREEMENTS BETWEEN
THE COUNTY AND SNOWMOBILE CLUBS FOR CONTROL OF SNOW AND ICE AT
WINTER RECREATION PARKING FACILITIES**

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

WHEREAS, Article 5-G of the General Municipal Law (GML) provides for municipal corporations and districts to enter into cooperative arrangements or contracts for services required to be provided between the municipalities; and

WHEREAS, pursuant to Resolution No. 148-2024 the Lewis County Highway Department entered into Intermunicipal Agreements with certain Towns and Villages to provide snow removal on the County Road System and parking lots in consideration of payments by the County for said services.

WHEREAS, the Director of Recreation, Forestry, and Parks, in consultation with the Highway Superintendent has agreed to take over the responsibility of payments for certain winter recreation parking lots throughout the Towns and Villages and seeks to enter into intermunicipal agreements with the Towns and Villages in an effort to keep the parking lots clear and safe during the winter snow seasons; and

WHEREAS, the Director of Recreation, Forestry, & Parks also seeks to enter into agreements with certain snowmobile clubs to plow said winter recreation parking lots; and

WHEREAS, the Lewis County Director of Recreation, Forestry & Parks met with the Highway Superintendents for the Towns and Villages in Lewis County, and Club Presidents to discuss terms and rates for snow and ice removal and treatment for the winter recreation parking facilities in their respective jurisdictions. Each municipality and club is willing to perform such services in consideration of reimbursement at certain rates per square foot as herein set forth, with a 4% annual increase and an option to opt out of the agreement by May 1 of each year. For the 2025/2026 season the municipalities and clubs plowing winter recreation parking lots will receive a square foot reimbursement rate of \$0.0624/sq.ft.; and

WHEREAS, the Agreement(s) shall be annual commencing in or about October 2025 through April 2026, with automatic renewals unless either party notifies the

other in writing by May 1st of each year of the intention to terminate and opt-out for the following year(s).

NOW, THEREFORE, BE IT RESOLVED, as follows:

Section 1. The Lewis County Board of Legislators authorizes Inter-Municipal Agreement(s) for control of snow and ice removal and treatment on certain winter recreation parking facilities with such Towns and Villages as the Lewis County Director of Recreation, Forestry & Parks deems appropriate, in accordance with the service reimbursement schedule as set forth above, and an opt out notice provision.

Section 2. The Lewis County Board of Legislators authorizes Agreement(s) with certain snowmobile clubs to control the snow and ice removal of certain winter recreation parking lots as the Director of Recreation, Forestry & Parks deems appropriate, in accordance with the service reimbursement schedule as set forth above, with an opt out notice provision.

Section 3. The first-year rate, commencing October 2025 through April 30, 2026, is \$0.0624 per square foot for snow removal of designated parking lots with an automatic annual renewal and an annual 4% increase. The obligation to opt out of the renewal must be received by the Director of Recreation, Forestry, & Parks by May 1st of each year.

Section 4. The Chair or Vice-Chair of the Board of Legislators is hereby authorized to make, execute, seal and deliver such Agreement(s) and any amendments thereto, together with the Lewis County Director of Recreation, Forestry, & Parks, pending approval by the County Attorney.

Section 5. The within Resolution shall take effect immediately.

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

RESOLUTION NO. __ - 2025

**RESOLUTION TO APPROPRIATE
FOR SNOWMOBILE TRAIL PROGRAM
For 2025-2026 Season**

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

BE IT RESOLVED, as follows:

Section 1. The following appropriation adjustments are hereby authorized within the Snowmobile Trails account to reflect the 2025-2026 Snowmobile Trail Grant Award:

Increase Revenue:

A0714100 338202 State Aid	\$346,000.00
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Increase Expenditure:

A0714100 499900 Expense	\$346,000.00
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Section 2. The funds shall be distributed to the Snowmobile Association upon receipt.

Section 3. The within resolution shall take effect immediately.

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

RESOLUTION NO. __ - 2025

**RESOLUTION TO TRANSFER FUNDS
Solid Waste**

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

BE IT RESOLVED, as follows:

Section 1. The following budget transfer within the Solid Waste Department is hereby authorized to cover unanticipated vehicle repair expenses, utilizing unspent funds originally budgeted for equipment acquisition:

Decrease Expenditure:

ES 816000 223300 SW Vehicle Expense	\$ 18,499.00
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Increase Expenditure:

ES 816000 470100 SW Vehicle Repairs	\$ 18,499.00
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Section 2. The within resolution shall take effect immediately.

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

RESOLUTION NO. __ - 2025

**RESOLUTION REAPPOINTING MEMBERS TO
LEWIS COUNTY TRAFFIC SAFETY BOARD**

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

WHEREAS, the Lewis County Traffic Safety Board was established in accordance with Section 167 of the New York State Vehicle and Traffic Law to promote and coordinate programs aimed at reducing traffic accidents and improving highway safety throughout the county; and

WHEREAS, the Board serves as an advisory body to the Lewis County Board of Legislators and other agencies involved in traffic safety, transportation planning, and public awareness initiatives; and

WHEREAS, the continued service of knowledgeable and experienced individuals is essential to maintaining an effective and collaborative Traffic Safety Board; and

WHEREAS, the reappointments of Robert Mackenzie, Lewis County Emergency Management Director; Jennifer Maracchion, Lewis County Emergency Management Assistant; and Craig Ortlieb, New York State Department of Transportation Representative, have been recommended to ensure the ongoing expertise and coordination necessary for effective traffic safety planning and education;

NOW, THEREFORE, BE IT RESOLVED as follows:

Section 1. That the Lewis County Board of Legislators hereby reappoints the following individuals as members of the Lewis County Traffic Safety Board:

- Robert Mackenzie, Lewis County Emergency Management Director, Lowville, New York
- Jennifer Maracchion, Lewis County Emergency Management Assistant, Lowville, New York
- Craig Ortlieb, NYS Department of Transportation Representative, Lowville, New York

Section 2. The term of said reappointments shall be for a period of three (3) years, effective January 1, 2026, through December 31, 2028.

Section 3. The Lewis County Board of Legislators expresses its appreciation to these individuals for their continued service and commitment to promoting roadway safety and public awareness throughout Lewis County.

Section 4. The Clerk of the Board shall forward a certified copy of this resolution to each appointee and to the Lewis County Emergency Management Department.

Section 5. This resolution shall take effect immediately.

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

DRAFT

Lindsay Burriss

Commissioner (D)

lindsayburriss@lewiscounty.ny.gov

Ramona Carpenter

Commissioner (R)

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Hannah Wilson

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Devin Kogut

Deputy Commissioner (R)

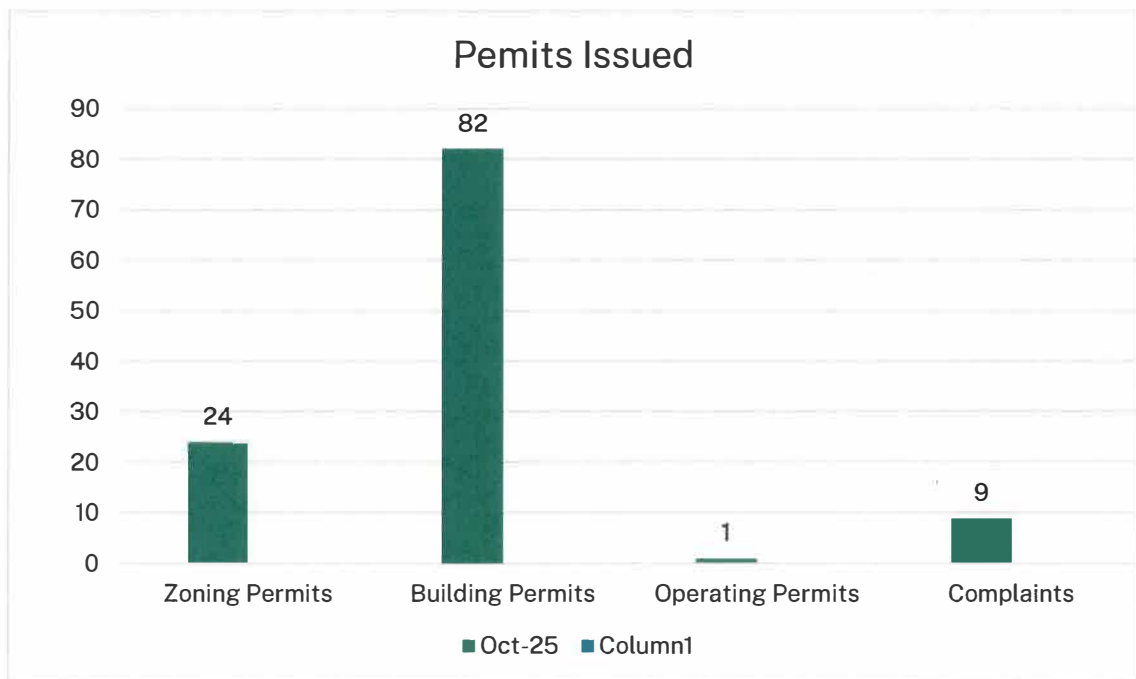
devinkogut@lewiscounty.ny.gov

October 2025

- Mailed confirmation letters to 96 inspectors to work on Election Day and Early Voting
- Completed Logic and Accuracy testing on our voting machines
- Issued 364 Mail Ballots
- Submitted DOJ survey to the state, regarding military, federal and overseas voters
- Held voting at Lewis County Residential Healthcare Facility
- Notified poll sites of our arrival and secured keys to the sites
- Received grant disbursement totaling \$3,429.77

October 2025

- Fees collected building permits: \$13,930.60
- Fees collected zoning permits: \$1,150
- Fees collected operating permits: \$50
- Value of Construction: \$5,390,370



October 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. the Grain Bin Rescue class scheduled for October 7 was well attended with over 40 volunteer Firefighters from across the County and 3 from Oneida County.
- Bob has had several meetings to help create the Jefferson/Lewis County Regional Hazardous Materials Response plan with ongoing biweekly conference calls. This plan should be completed by the end of 2025.
- There is an EMT-Basic class scheduled to be hosted in Constableville to begin December 3rd. This class currently has 15 new students and 5 refresher EMT-B signed up. 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. CGR had a Lewis County Site visit and that went well with local agencies and the follow-up webinars for those unable to meet in person are 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!!!

October 2025

- Singing Waters facilities has been shut down for the season.

Campspot Reservations	# Reservations	Revenue
Singing Waters Tent	53	\$2,055.20
Singing Waters Pavillion	2	\$80.00
Remote Sites	5	\$120.80
Total	60	\$2,256.00

- The Community Outreach - OHV Trail System meeting at Tug Hill Hideaway had over 20 participants with only one person designating they are against new trails. We discussed the change in the local law regarding the opening of Byron Corners Road and the potential for opening a portion of Fish Creek Road.
- The Lewis County Winter Recreation Master Plan final draft form is out for review. A copy has been sent to all legislators, the steering committee, NYSDEC and the APA with comments due next week. Once finalized it will be shared on the website. We will be working with NYSDEC to use the remaining \$23,280 of the ADK Smart Growth Grant for signage implementation. We have not heard back from the Round 8 application.

	2022	2023	2024	2025
Maps	\$1,497.18	\$1,365.05	\$1,485.29	\$1,820.76
Donations	\$4,532.28	\$4,318.00	\$5,805.00	\$5,741.06
3 Day Pass	\$36,160.00	\$37,115.25	\$38,265.30	\$44,203.74
Permits	\$132,140.00	\$172,029.43	\$183,709.55	\$165,354.06
Club Reimbursements	\$16,315.00	\$17,010.00	\$18,740.00	\$19,720.00
Total	\$190,644.46	\$231,837.73	\$248,005.14	\$236,839.62

OCTOBER 2025

- The New York State Department of Environmental Conservation performed inspections at both the Lowville and Croghan Transfer Stations this month. Both locations passed the inspection and the inspector stated that they are both clean and well managed.
- The extra DANC surcharge revenue received for the contaminated soil hauled to Rodman for the New York Power Authority power line project and the payment for the CAT excavator were contributing factors for the revenue surpassing the expenditures and the ending cash balance being \$330,485.51 this month.

FISCAL UPDATE	OCTOBER	YEAR TO DATE
Revenues	\$389,124.23	\$2,161,401.04
Expenditures	\$275,904.07	\$2,200,104.97
Cash Balance	\$330,485.51	As of October 31, 2025

SERVICE UPDATE	OCTOBER
GARBAGE (MSW & C&D)	1,510.10 tons
RECYCLING	246.40 tons
RECYCLING Received from/Owed to Oneida Herkimer Solid Waste	(\$7,780.54) – September

October 2025

- Maintenance had **110** work orders during the month of October
- Crews are getting snow equipment ready for winter & taking care of summer equipment.
- We installed lights in storage containers at the highway garage
- Completed our fall preventative maintenance inspections at all 911 tower shelters
- Pulled new wire from dispatch to the PSB tower for connectivity of the tower cameras
- Staff has been able to take care of most of the leaves around the buildings.
- Will have an elevator service contract with new vendor, ELEVATTITT

