



OFFICE OF THE BOARD OF LEGISLATORS
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TO: Media

FROM: Cassandra Moser, Clerk of the Board

DATE: November 26, 2025

The Board of Legislators will meet on **Tuesday, December 2, 2025 at 5:00 p.m.** for the Third Day of Annual Session which will be held in the Courthouse 2nd Floor Legislative Board Chambers, Lowville, NY. Enclosed are proposed resolutions for action. Any other business may be conducted.

There will be a hearing for public comment on the following:

- Current CDBG Project # 636HR300-23 “Lewis County Housing Rehabilitation Program”

The meetings will be streamed live on the YouTube channel “Lewis County” listed as:

<https://www.youtube.com/c/LewisCountyNY>

RESOLUTION NO. 240 - 2025

AUDITING AND ALLOWING CLAIMS

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

RESOLVED that the claims presented for payment in the total amount of \$1,968,022.31 be and each is hereby audited and allowed for the amounts claimed, and that the Clerk is authorized and directed to draw checks for the County Treasurer for the amounts claimed, in favor of each of the claimants or their assigns.

Moved by Legislator __, seconded by Legislator __, and adopted pursuant to the following roll call vote:

AYES:

NAYS:

ABSENT:

RESOLUTION NO. 241 - 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. 242 - 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. 243 - 2025

**RESOLUTION AUTHORIZING TRANSFER OF FUNDS
Community Services**

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

BE IT RESOLVED, as follows:

Section 1. The Lewis County Board of Legislators hereby authorizes the following transfer of funds between the Jail and Community Services accounts to cover expenses incurred for an inmate housed at an OMH Forensic Facility, utilizing available funds budgeted within the Jail MAT account lines.

Transfer From:

A0315000 450905 Jail MAT Expenses \$ 38,400.00

Transfer To:

A0433900 499900 Community Services OMH 730 Expenses \$ 38,400.00

Section 3. This resolution shall take effect immediately.

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

RESOLUTION NO. 244 - 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. 245 - 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. 246 - 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. 247 - 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. 248 - 2025

**RESOLUTION TO APPOINT THE NEW YORK STATE DEPARTMENT OF
TRANSPORTATION RESPONSIBLE LOCAL OFFICIAL**

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

WHEREAS, New York State Department of Transportation requires that each County designate an official who has the authority to enter into legal and binding agreements with NYS DOT to progress transportation projects and grant project approvals. Examples include mayors, town supervisors, county executives, chair of the county board of supervisors, state agency commissioner, etc. The designated municipal/agency Responsible Local Official (RLO) may delegate the responsibility to another official including the highway superintendent, municipal engineer, chief financial officer, or deputy commissioner. Duties for all phases of project development may be delegated to technical experts, but the RLO maintains ultimate responsibility for the successful outcome of the project; and

WHEREAS, the County seeks to designate Lawrence L. Dolhof, Chair of the Board of Legislators as the RLO; and

WHEREAS, as the designated RLO, the Chair of the BOL seeks to name John Reed, Lewis County Superintendent of Highways as the alternate designated RLO to act in his absence or at his request;

NOW, THEREFORE, BE IT RESOLVED as follows:

Section 1. The Lewis County Board of Legislators hereby designates Lawrence L. Dolhof, Chair of the LC Board of Legislators as the Lewis County Responsible Local Official with respect to NYS DOT transportation projects.

Section 2. Lawrence L. Dolhof, as the Responsible Local Official, hereby names John Reed, LC Superintendent of Highways, as the alternate designated RLO with the authority to so act in in the Chairman's absence or at his specific request.

Section 3. This resolution shall take effect immediately.

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

RESOLUTION NO. 249 - 2025

**RESOLUTION REAPPOINTING MEMBERS TO
THE LEWIS COUNTY GENERAL HOSPITAL BOARD OF MANAGERS**

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

WHEREAS, Section 127 of the New York State General Municipal Law provides for the establishment of a Board of Managers to oversee the general management and operation of county hospitals; and

WHEREAS, the Lewis County General Hospital Board of Managers plays a vital role in guiding hospital policy, ensuring quality patient care, and supporting the continued success and financial stability of the facility; and

WHEREAS, maintaining an experienced and engaged Board of Managers is essential to the effective governance and long-term strategic planning of Lewis County General Hospital; and

WHEREAS, Board of Managers President Michael Young has recommended the reappointments of Donald Musnicki of Watertown, New York; Jennifer L. Jones of Beaver Falls, New York; and Susan J. Ross of Lowville, New York, in recognition of their valuable service and ongoing commitment to the hospital and community;

NOW, THEREFORE, BE IT RESOLVED as follows:

Section 1. That pursuant to Section 127 of the General Municipal Law, the Lewis County Board of Legislators hereby reappoints the following individuals as members of the Lewis County General Hospital Board of Managers:

- Donald Musnicki, Watertown, New York
- Jennifer L. Jones, Beaver Falls, New York
- Susan J. Ross, Lowville, New York

Section 2. The term of said reappointments shall be for a period of five (5) years, commencing January 1, 2026, and expiring December 31, 2030.

Section 3. The Lewis County Board of Legislators extends its appreciation to these individuals for their continued dedication and leadership in supporting the mission and operations of Lewis County General Hospital.

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

Section 5. This resolution shall take effect immediately.

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

RESOLUTION NO. 250 -2025

**RESOLUTION APPOINTING TERESA HOCH TO
OFFICE FOR THE AGING ADVISORY COUNCIL**

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

WHEREAS, the Lewis County Office for Aging Advisory Council serves to advise and make recommendations on matters relating to the development and administration of programs and services for the aging population in Lewis County; and

WHEREAS, the position of District No. 4 representative to the Lewis County Office for Aging Advisory Council will become vacant as of January 1, 2026; and

WHEREAS, Teresa Hoch of Lowville, New York, has been recommended by the Director of the Lewis County Office for the Aging, Carla Hellinger, for appointment to serve as the District 4 representative; and

NOW, THEREFORE, BE IT RESOLVED as follows:

Section 1. The Lewis County Board of Legislators hereby appoints Teresa Hoch of Lowville, New York, as the District No. 4 representative to the Lewis County Office for Aging Advisory Council to serve a three-year term.

Section 2. The term of said appointment shall be effective from January 1, 2026 through December 31, 2028.

Section 3. The Lewis County Board of Legislators expresses its appreciation to Teresa Hoch for her willingness to serve and contribute to the well-being of the aging population in Lewis County.

Section 4. The Clerk of the Board shall forward a copy of this resolution to Teresa Hoch and to the Lewis County Office for the Aging.

Section 5. This resolution shall take effect immediately.

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

RESOLUTION NO. 251 - 2025

**RESOLUTION REAPPOINTING MEMBERS TO
OFFICE FOR THE AGING ADVISORY COUNCIL**

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

WHEREAS, the Lewis County Office for the Aging Advisory Council serves to advise and make recommendations on policies, programs, and services that support the needs and well-being of the aging population within Lewis County; and

WHEREAS, the continued engagement of dedicated community members ensures that the Office for the Aging remains responsive to the needs and priorities of older adults and their caregivers; and

WHEREAS, the Director of the Lewis County Office for the Aging, Carla Hellinger, has recommended the reappointments of Ceila Bango of District No. 1, Rose Ross of District No. 5, and John Karelus of District No. 7 to the Advisory Council;

NOW, THEREFORE, BE IT RESOLVED as follows:

Section 1. The Lewis County Board of Legislators hereby reappoints the following individuals to the Lewis County Office for the Aging Advisory Council for three-year terms:

Ceila Bango of Harrisville, New York, representing District No. 1
Rose Ross of Lowville, New York, representing District No. 5
John Karelus of Lowville, New York, representing District No. 7

Section 2. The terms of said reappointments shall be effective from January 1, 2026, through December 31, 2028.

Section 3. The Lewis County Board of Legislators extends its appreciation to each of these individuals for their continued commitment and valuable service to the aging community of 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 Office for the Aging.

Section 5. This resolution shall take effect immediately.

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

RESOLUTION NO. 252 - 2025

**RESOLUTION AUTHORIZING A RENEWAL AGREEMENT
BETWEEN OFFICE FOR THE AGING AND DOUBLE PLAY COMMUNITY CENTER
FOR A CONGREGATE MEAL SITE FACILITY**

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

WHEREAS, Lewis County Office for the Aging (OFA”) entered into an agreement on November 18, 2024, with Double Play Community Center, located at 5274 Outer Stowe Street, Lowville, NY, to provide a congregate site for OFA’s Nutrition Program for eligible seniors in Lowville, NY; and

WHEREAS, OFA seeks to renew this agreement at the cost of \$1,600.00 per month, for a total of \$19,200.00 annually, beginning January 1, 2026, through December 31, 2027; and

WHEREAS, the Board of Legislators wishes to authorize this renewal agreement (2 years) for the services provided;

NOW, THEREFORE, BE IT RESOLVED, as follows:

Section 1. The Lewis County Board of Legislators hereby authorizes a two-year renewal agreement between the County of Lewis, obo OFA, and the Double Play Community Center, Lowville, NY to provide a congregate site for OFA’s Nutrition Program for eligible seniors, at a cost of \$1,600.00 per month, for a total of \$19,200.00 annually.

Section 2. The Agreement shall take effect on January 1, 2026, and continue through December 31, 2027.

Section 3. The Chair or Vice-Chair of the Board of Legislators is hereby authorized to make, execute, seal and deliver said Agreement together with the Director of OFA, and any amendments thereto, 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. 253 - 2025

**RESOLUTION AUTHORIZING RENEWAL AGREEMENT
BETWEEN LEWIS COUNTY OFFICE FOR THE AGING AND
NNY SENIOR SERVICES, INC., D/B/A SENIORS HELPING SENIORS**

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

WHEREAS, Lewis County Office for the Aging (“OFA”) is authorized to provide housekeeper/chore services, caregiver support services and respite services to persons eligible to receive said services under the New York State Office for the Aging Expanded In-Home Services for the Elderly Program, and under Titles III-B and III-E of the Older Americans Act; and

WHEREAS, NNY Senior Services, Inc., D/B/A Seniors Helping Seniors has the capability required and desires to provide housekeeping/chore and/or respite services to designated elderly residents in Lewis County that are homebound, ill, or disabled and who have been accepted into care by OFA; and

WHEREAS, the Board of Legislators wishes to authorize this renewal agreement;

NOW, THEREFORE, BE IT RESOLVED, as follows:

Section 1. The Lewis County Board of Legislators hereby authorizes the renewal Agreement between the County of Lewis, by and through the Lewis County Office For the Aging with NNY Senior Services, Inc., D/B/A Seniors Helping Seniors to provide housekeeping/chore and/or respite services to designated elderly residents in Lewis County that are homebound, ill, or disabled and who have been accepted into care by OFA.

Section 2. The term of this agreement shall be from January 1, 2026 through December 31, 2026, at a cost not to exceed \$34.00 per hour.

Section 3. The Chair or Vice-Chair of the Board of Legislators is hereby authorized to make, execute, seal and deliver said 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. 254 - 2025

**RESOLUTION AUTHORIZING OUTSIDE AGENCY CONTRACTS
FOR FISCAL YEAR 2026**

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

WHEREAS, the Lewis County Board of Legislators annually enter into contractual agreements with various outside agencies to support programs and services that benefit the residents of Lewis County; and

WHEREAS, it is necessary to authorize execution of such contracts exceeding \$25,000.00 for fiscal year 2025;

NOW, THEREFORE, BE IT RESOLVED as follows:

Section 1. The Lewis County Board of Legislators hereby approves the following contracts for fiscal year 2026, in the amounts set forth below:

| <u>OUTSIDE AGENCY</u> | <u>AMOUNT</u> |
|---|---------------|
| Cornell Cooperative Extension of Lewis County | \$373,000.00 |
| Naturally Lewis | \$373,000.00 |
| Lewis County Historical Society | \$40,000.00 |
| Lewis County Soil & Water Conservation District | \$140,000.00 |
| North Country Library | \$45,000.00 |

Section 2. The Chair of the Board of Legislators, or in their absence the Vice-Chair, is hereby authorized to execute and deliver said agreements and any amendments thereto on behalf of the County.

Section 3. This Resolution shall take effect immediately.

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

RESOLUTION NO. 255 - 2025

RESOLUTION TO SET PUBLIC HEARING FOR PUBLIC INPUT WITH REFERENCE TO COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) FUNDING

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

WHEREAS, the County of Lewis is eligible to apply for 2025 New York State Community Development Block Grant Program (NYS CDBG) funding administered by the Housing Trust Fund Corporation's (HTFC) Office of Community Renewal (OCR); and

WHEREAS, the Board of Legislators wishes to obtain the views of citizens on community development, planning, public facilities, small business, and economic development needs of residents, and possible other activities, prior to the preparation of a CDBG application; and

WHEREAS, the citizen participation requirements of the programs mandate the County to conduct a public hearing prior to submission of an application for the purpose of obtaining citizens' views with the ability to respond to proposals and questions; and

WHEREAS, the public hearing must be held prior to submission of an application;

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 18th, 2025 at 10:00 a.m. at the Lewis County Courthouse Board of Legislators Chambers, 7660 North State Street, Lowville, New York 13367 to solicit the views of County of Lewis citizens regarding CDBG funding for community development, planning, public facilities, small business, and economic development needs under program year 2025 NYS CDBG funding applications, in amounts not to exceed \$1,000,000.

Section 2. Public notice of the hearing shall be advertised in accordance with law at least seven (7) days prior to the hearing date.

Section 3. The within resolution shall take effect immediately.

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

RESOLUTION NO. 256 -2025

**RESOLUTION AUTHORIZING AND ADOPTING THE 2025 LEWIS COUNTY
HUMAN SERVICES COORDINATED TRANSPORTATION PLAN**

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

WHEREAS, in 2007, the Lewis County Transportation Task Force, a group of human services providers began meeting to discuss the transportation needs within the county. The County assigned the Lewis County Department of Economic Development and Planning to participate in the task force, review the existing transportation programs, and identify redundancies and gaps in service; and

WHEREAS, Lewis County Public Transportation (LCPT) was launched in 2009 as a direct outcome of identified needs found in the 2009 Lewis County Human Services Coordinated Transportation Plan, administered by the Lewis County Economic Development and Planning Department; and

WHEREAS, the Lewis County Planning and Community Development Department and the Lewis County Transportation Task Force prepare updates to the Plan approximately every four (4) years. The last Plan was updated in 2021. The Plan prepared is in accordance with the regulations of the Federal Transportation, Safe, Accountable, Flexible, Efficient Transportation Equity Act (SAFETEA) mandate, which requires the establishment of a locally developed, coordinated public transit-human services transportation plan for all FTA programs for underserved populations; and

WHEREAS, the Task Force has prepared an updated Plan to provide information on past and current efforts to improve community mobility and quality of life for the residents of Lewis County; and

WHEREAS, the proposed updated Plan will assist various human resource public and private agencies in Lewis County (such as Public Health, DSS, the Hospital, OFA) to service their clients; will assist all such agencies in Grant Funding application requirements; and will assist the Planning and Community Development Department in meeting requirements established by the NYS DOT; and

WHEREAS, the Lewis County Board of Legislators seeks to authorize and adopt the updated Lewis County Human Services Coordinated Transportation Plan prepared by the Planning and Community Development Department and the Lewis County Transportation Task Force;

NOW, THEREFORE, BE IT RESOLVED, as follows:

Section 1. The Lewis County Board of Legislators hereby adopts the 2025 "Lewis County Human Services Coordinated Transportation Plan", prepared by the Lewis County Planning and Community Development Department and the Lewis County Transportation Task Force, as its updated Plan to improve community mobility and quality of life for the residents of Lewis County.

Section 2. The Planning and Community Development Department is directed to distribute the Plan to all appropriate human services organizations and agencies in Lewis County and to post a copy of the Plan on the Lewis County website.

Section 3. The within resolution shall take effect immediately.

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

RESOLUTION NO. 257 - 2025

RESOLUTION AUTHORIZING AGREEMENT BETWEEN THE COUNTY OF LEWIS AND SWIFTLY, INC. FOR PROGRAMMING SERVICES RELATIVE TO A LEWIS COUNTY PUBLIC TRANSPORTATION PRESENCE ON THE TRANSIT APP

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

WHEREAS, pursuant to Resolution No. 234-2022, the County of Lewis on behalf of the Planning & Community Development Department entered into an agreement with an existing Sourcewell Vendor, SHI International to provide a vetted software vendor for real-time passenger information module along with live operation, rider alerts, and on-time performance modules for Lewis County Public Transportation presence on the Transit App. SHI identified Swiftly, Inc., with whom the County contacted for said services; and

WHEREAS, the Planning & Community Development Department seeks to renew and extend this agreement commencing December 1, 2025 through December 31, 2026, at a cost of \$21,763.80, with a 5% annual increase after 2026, if renewed; and

WHEREAS, the Board of Legislators wishes to authorize said renewal agreement for these services;

NOW, THEREFORE, BE IT RESOLVED, as follows:

Section 1. The Lewis County Board of Legislators hereby authorizes a renewal agreement from December 1, 2025 through December 31, 2026, with Swiftly, Inc., at a cost not to exceed \$21,763.80, to provide the software services necessary for Lewis County Public Transportation presence on the Transit App, as more fully set forth in their proposal form dated November 5, 2025.

Section 2. The Chair of the Board of Legislators or the Vice-Chair be and the same is hereby authorized to execute, seal and deliver such Agreement and any amendments thereto, 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. 258 - 2025

**RESOLUTION REAPPOINTING MEMBER TO
PLANNING BOARD**

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

WHEREAS, the Lewis County Planning Board is charged with reviewing and providing recommendations on land use, zoning, and development matters that have countywide or intermunicipal significance; and

WHEREAS, the Board of Legislators recognizes the importance of maintaining a knowledgeable and experienced membership on the Planning Board to ensure the continued sound planning and growth of Lewis County; and

WHEREAS, the term of John Lehman of Croghan, New York, as member of the Lewis County Planning Board is due to expire on December 31, 2025; and

WHEREAS, Mr. Lehman has expressed a willingness to continue serving and has been recommended for reappointment;

NOW, THEREFORE, BE IT RESOLVED as follows:

Section 1. That the Board of Legislators hereby reappoints John Lehman of Croghan, NY as a member of the Lewis County Planning Board to serve a three-year term.

Section 2. That the term of said appointment shall be effective from January 1, 2026 through December 31, 2028.

Section 3. The Lewis County Board of Legislators extends its appreciation to this individual for their continued commitment and valuable service to the Lewis County Planning Board.

Section 4. The Clerk of the Board shall forward a certified copy of this resolutions to the appointee and to the Lewis County Planning & Community Development Department.

Section 5. That this resolution shall take effect immediately.

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

RESOLUTION NO. 259 - 2025

**RESOLUTION AUTHORIZING AGREEMENT
BETWEEN THE PROBATION DEPARTMENT, THE DEPARTMENT OF SOCIAL
SERVICES, AND RUBENZAH, KNUDSEN & ASSOCIATES PSYCHOLOGICAL
SERVICES, P.C.**

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

WHEREAS, the County of Lewis, on behalf of the Lewis County Probation Department (“LCPD”) and the Lewis County Department of Social Services (“LCDSS”) wishes to enter into an Agreement with Rubenzahl, Knudsen & Associates Psychological Services, P.C. (“RKA”); and

WHEREAS, the LCPD is charged by law to provide sex offender evaluations, counseling services for individuals, psychological evaluations, and treatment for juvenile delinquents/adolescent offenders when required; and

WHEREAS, the LCDSS is charged by law to provide rehabilitative and supportive services to families whose children have been named in an indicated child abuse and/or maltreatment report, or who have been assessed at risk of foster care placement, or who are in foster care and whose placements can be shortened through the provision of such services detailed below, provided by RKA; 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 authorizes an agreement between the Lewis County Probation Department, Lewis County Department of Social Services, and Rubenzahl, Knudsen & Associates Psychological Services, P.C., to provide sex offender evaluations, counseling services for individuals or families, attachment parenting classes, psychological evaluations, and treatment for juvenile delinquents/adolescent offenders when required.

Section 2. The term of this agreement shall be January 1, 2026 through December 31, 2026 at the following fee rates:

- \$100.00 per session for group therapy
- \$140.00 per hour for individual or family therapy
- \$125.00 per hour for case consultation
- \$150.00 per session, to include RKPS presence at monthly clinical treatment team meeting, if applicable
- \$1,100.00 per person for attachment parenting class (10-Week Class)

- \$160.00 per hour sex offender evaluation
- \$175.00 per hour for psychological evaluations
- \$225.00 per hour for QI Assessment (duration 9-12 hours)
- \$250.00 per hour for expert court testimony including preparation and travel
- \$25.00 per page for official letters
- \$300.00 per hour expedited evaluation
- Missed Appointments: \$140.00 per individual session
\$350.00 regular evaluation
\$600.00 for expedited evaluation

Section 3. The Chair or Vice-Chair of the Board of Legislators is hereby authorized to make, execute, seal and deliver said Agreement, and any amendments thereto, 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. 260 - 2025

**RESOLUTION REAPPOINTING MEMBERS TO
THE LEWIS COUNTY HEALTH SERVICES ADVISORY COMMITTEE**

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

WHEREAS, the Lewis County Health Services Advisory Committee provides guidance, recommendations, and oversight to ensure the delivery of quality health services to the residents of Lewis County; and

WHEREAS, the Committee plays a critical role in advising the Board of Legislators and County health officials on matters related to public health programs, healthcare policies, and the planning and administration of county health services; and

WHEREAS, the continued participation of experienced and dedicated professionals ensures the effectiveness of the Health Services Advisory Committee in meeting the needs of the community; and

WHEREAS, the reappointments of Dr. Brian Roggie of Lowville, New York, and Dr. Sarah Zeger of Lowville, New York, have been recommended in recognition of their expertise, commitment, and valuable contributions to the Committee;

NOW, THEREFORE, BE IT RESOLVED as follows:

Section 1. The Lewis County Board of Legislators hereby reappoints the following individuals to the Health Services Advisory Committee for four-year terms:

- Dr. Brian Roggie, Lowville, New York
- Dr. Sarah Zeger, Lowville, New York

Section 2. The term of said reappointments shall be effective from January 1, 2026, through December 31, 2029.

Section 3. The Lewis County Board of Legislators expresses its appreciation to these individuals for their continued service and dedication to improving health services and public health outcomes in 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 Public Health Department.

Section 5. This resolution shall take effect immediately.

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

RESOLUTION NO. 261 - 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 Company

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.

LOCAL LAW (INTRODUCTORY NO. 8-2025)

COUNTY OF LEWIS

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

**A LOCAL LAW AMENDING AND REPLACING LOCAL LAW NO. 6-2019:
“A LOCAL LAW IMPOSING A TAX ON OCCUPANTS OF HOTEL OR MOTEL
ROOMS AND OTHER SHORT TERM RENTALS IN LEWIS COUNTY”**

BE IT ENACTED by the Board of Legislators of the County of Lewis as follows:

SECTION 1. SHORT TITLE:

This Local Law shall be known as the **“LEWIS COUNTY LODGING FACILITIES/SHORT TERM RENTAL UNIT REGISTRY AND OCCUPANCY TAX LAW”**.

SECTION 2. PURPOSE AND INTENT:

(a) The purpose of this Local Law is to enhance the general economy and quality of life in Lewis County, and to impose a local tax on occupants of short term rental rooms/units (commonly referred to as a “bed tax”) in the County, pursuant to Section 1202-v of the Tax law granted to the County of Lewis since 2004 .

(b) Recent legislation pertaining to short-term rental units (initially S.885C/A.4130C), as thereafter amended by passage of NYS Chapter Amendment 99 of the Laws of 2025 (S.820/A.5686 in bill form), made significant and numerous changes to laws governing short term rental units and the guest room occupancy industry in New York State, with the addition of § 447- a to g under the Real Property Law, and various changes to sections of the tax law including but not limited to § 1100, 1200 & 1800, as more fully set forth in the legislation, which includes the formation of a statewide registry for local municipal short term rental units.

(c) The County seeks to “opt in” and participate in the State Registry system promulgated by this recently enacted legislation, necessitating the County’s review, clarification, and changes to its existing occupancy tax Local Law for all Lewis County establishments, entities and residential dwellings providing short term lodging, and who are therefore required to remit the Room Occupancy Tax in Lewis County.

(d) The adoption of this Local Law is intended to rescind and replace Lewis County Local Law No. 6-2019, and all other local laws and amendments previously adopted by the Board of Legislators relating to the Hotel and

Motel Room Occupancy Tax in Lewis County since the enabling legislation provided to the County to collect same in 2004 under NYS Tax Law § 1202-V.

SECTION 3. DEFINITIONS:

(a) **Person:** An individual, partnership, society, association, joint stock company, corporation, limited liability company, business entity, estate, receiver, trustee, assignee, referee and any other person acting in a fiduciary or representative capacity, whether appointed by the court or otherwise, and any combinations of the foregoing.

(b) **Operator and/or Host:** Any person operating a facility providing lodging on an overnight basis, including but not limited to lodging facilities and short term rentals defined herein including, but not limited to the owner or proprietor of such premises, its agent, a lessee, sub-lessee, mortgagee in possession, licensee or any other person or entity otherwise operating or booking rooms or rentals of such facility as hereinafter defined.

(c) **Lodging Facility:** Any facility providing lodging on an overnight basis, including but not limited to a hotel, motel, Bed & Breakfast, tourist home, inn, cottage(s), bungalow, condominium, camps in the County of Lewis. The term shall also include a residence or part of a residence, an apartment, guest house, hostel, boarding house, motor home, court or club, or other similar furnished living unit, or one or more rooms in any of the above which has available for overnight lodging occupancy for rent, whether or not meals are served, or linens provided.

(d) **“Short term rental unit”:** Shall have the meanings as set forth in the laws under Chapter Amendment 99 signed by the Governor on February 28, 2025, and as may be further amended from time to time, including but not limited to mean an entire dwelling unit or any portion thereof, of a lodging facility as defined above, where sleeping accommodations are provided for the lodging of paying occupants for less than thirty (30) consecutive days; the typical occupants being transients, visitors, tourists, or travelers, and the relationship between the operator and occupant is not that of a landlord and tenant, and is offered directly by the owner or through an owner’s agent or hosting or booking platform whether or not meals are served or linens provided. The provisions of this section relating to campgrounds shall only apply to those rentals in which the campground provides overnight shelter or lodging, and shall not apply to the provision of services by a campground when the customer provides his or her own shelter or lodging such as a motorhome, RV, camper or tent.

(e) **Occupancy:** The use or possession, or the right to the use or possession, of any room(s) or dwellings in a lodging facility in Lewis County.

(f) **Occupant:** A person who for consideration, uses, possesses, or has the right to use or possess, any room for overnight lodging in a lodging facility/STR in the County of Lewis under any lease, concession, permit, right of access, online application, license to use or other agreement, or otherwise.

(g) **Permanent Resident:** Any occupant of any room or rooms in lodging facility/STRU in the County of Lewis for thirty (30) or more consecutive days shall be considered a permanent resident with regard to the period of such occupancy.

(h) **Rent:** The consideration received for occupancy valued in money, whether received in money or otherwise.

(i) **Room:** Any room or rooms or dwelling of any kind in any part or portion of a STR herein defined, which is available for or let out for lodging or any purpose other than a place of assembly.

(j) **Return:** Any report and return filed or required to be filed as herein provided.

(k) **Online room platforms and booking service agencies/businesses:** A person or entity who directly or indirectly provides one or more online, internet, computer or application-based platforms (such as Airbnb, Vrbo, etc.) that individually or collectively can be used to: 1) list or advertise offers for lodging facilities/short-term rentals of units; and 2) either accept such offers or reserve or pay for such rentals; and 3) charges, collects or receives a fee for the use of such platform or for provision of any service in connection with a lodging facility/STR in Lewis County which provide connections between guests and hosts for room accommodations through the internet/online services.

(l) **County Treasurer:** The Treasurer of Lewis County.

SECTION 4. IMPOSITION OF TAX:

(a) In addition to any other tax presently authorized and imposed (pursuant to Article 29 of the Tax Law), there is hereby imposed and there shall be paid a tax of FIVE (5%) percent of the per diem rental rate for each room occupied by a person in a lodging facility/STR in this County as hereinabove defined, except that the tax shall not be imposed upon a permanent resident as herein defined or an exempt facility as herein defined or as otherwise set for in any relevant NYS law .

(b) The tax imposed by Section 4(a) is a charge to the occupant who is liable for the payment of rent for any such room and shall be paid to the host/operator entitled to be paid, or the operator's collection agent(s) or the operator's online booking service agencies/businesses used to market and reserve the room(s).

(c) The host/operator entitled to be paid rent or its booking service shall be liable for the collection and payment of the tax imposed pursuant to Section 4(a) to the Lewis County Treasurer; and such host/operator shall have the same right in respect to collecting the tax from the occupant or the operator's collection agent or online booking service agency in respect to nonpayment of the tax by the occupant, as if the tax were a part of the rent and due and payable at the same time as the rent; provided however, that the

County Treasurer shall be joined as a party in any action or proceeding brought by a host/operator to collect the tax.

SECTION 5. TRANSITIONAL PROVISIONS:

(a) The amount of the tax imposed by this Local Law is continuing at the same rate as Local Law No. 6-2019 and shall continue to be paid with submission of returns presently required under the current Local Law in effect, by any and all hosts/operators of Short Term Rental Units.

(b) The registry requirements and taxes payable hereunder shall be payable upon the earliest of the effective date of NYS Chapter Amendment 99 of the Laws of 2025 or the effective date this amended Local Law. Where rent is paid on a daily, weekly, or other term basis, the rent shall be subject to the tax imposed by this Local Law to the extent that it is not in violation of this law.

SECTION 6. EXEMPT ORGANIZATIONS:

This Local Law shall not authorize the imposition of such tax upon any transaction, by or with any of the following in accordance with section 1230 of the Tax law, and any amendments thereto:

(a) The State of New York, or any public corporation (including a public corporation created pursuant to agreement or compact with another state or Canada), improvement district or political subdivision of the state;

(b) The United States of America, insofar as it is immune from taxation;

(c) Any corporation, association, trust or community chest fund or foundation, organized and operated exclusively for religious, charitable or educational purposes, or for the prevention of cruelty to children or animals, and no part of the net earnings of which inures to the benefit of any private shareholder or individual and no substantial part of the activities of which is carrying on propaganda, or otherwise attempting to influence legislation; provided, however, that nothing in this subdivision shall include an organization operated for the primary purpose of carrying on a trade or business for profit, whether or not all of its profits are payable to one or more organizations described in this subdivision;

(d) Where any organization described in paragraph (c) of this subdivision carries on its activities in furtherance of the purposes for which it was organized, in premises in which, as part of said activities, it operates a hotel, occupancy of rooms in the premises and rents therefrom received by such corporation or association shall not be subject to tax hereunder.

(e) Temporary housing which is permitted and/or mandated by NYS, such as warming centers.

SECTION 7. TERRITORIAL LIMITATIONS:

The registration requirements and tax imposed by this Local Law shall apply only within the territorial limits of the County of Lewis.

SECTION 8. REGISTRATION AND REGULATION:

Pursuant to § 447-b of the Real Property Tax Law (RPTL), as amended by Chapter Amendment 99 of the laws of 2025, amending the RPTL and NYS Tax laws relating to short-term rental units signed into Law by the Governor on February 28, 2025, and as may be further amended from time to time, hosts/operators, online booking services and platforms of lodging facilities and other short term rental units in Lewis County shall be obligated to properly register with Lewis County in order to offer any STRs in Lewis County, including to be listed on any online booking services and platforms for STRs in Lewis County. Any host/operator offering lodging facilities /STRUs in Lewis County shall be required to register and to comply with any and all registration requirements promulgated by the State of New York, the County of Lewis and any other local municipality in which the STRU is located. Said lodging facility/STRU hosts/operators are required to:

(a) Register with the Lewis County Treasurer. The registration form shall require the applicant to include any and all relevant information and requirements that a lodging facility/STRU and its host/operator must provide and attest to same in order to be lawfully registered and certified to operate a lodging facility in Lewis County. In order to register and be issued a certificate of registration, all hosts/operators shall be obligated to attest to having all of the safety requirements set forth under RPTL § 447, including but not limited to:

1. An evacuation diagram for means of egress;
2. Posting of emergency phone numbers for fire, police and poison control;
3. A working fire extinguisher;
4. Insurance for the value of the dwelling plus a minimum of \$300,000 coverage for property and bodily injury; (*this insurance can be covered by the host/operator's booking service, but same must be properly identified and confirmed by the booking service to the satisfaction of the County.*)
5. Compliance with any local health and safety requirements;
6. Compliance with all applicable NYS and local property maintenance and building code laws and regulations;
7. Compliance with any local municipal zoning laws;
8. Any other requirements promulgated by any amendments to the laws pertaining to STRU registrations.

(b) The registration form shall provide for the Host/Operator to self-attest to compliance with all requirements described above and any other regulations and laws under the statute and under local municipalities. By submission of the registration, the applicant agrees to be subject to periodic inspection of the lodging facility by the local codes enforcement department.

(c) The host/operator registrant as well as any Booking platforms and services that a host/owner/ operator may use, will be required to maintain records of all rental activities, including but not limited to the date of each stay; number of guests for each stay; cost for each stay with a breakdown of the sales tax and local bed tax charged and collected and paid over to the County and NYS DOS, as each may be required. The County Treasurer may include other relevant information and data to be required by the registrant and the booking service to maintain and provide in its records. Such records must be maintained for two (2) years.

(d) No person, business or other entity shall operate or open a lodging facility or take possession or payment for the use of the lodging facility without having a valid certificate of registration issued by the Lewis County Treasurer. Noncompliance with registration and payment of the tax imposed by this Local Law shall subject the host/operator and any booking service who marketed the non-registered STRU to any and all enforcement and remedies at law by NYS and the County of Lewis.

(e) Hosts/operators who are currently registered with the County Treasurer will be required to re-register under the new registration system implemented by the County Treasurer upon Notice from the County Treasurer's office to do so.

(f) The certificate of registration shall contain information with respect to the notice requirements of purchaser transferee or assignee and his liability for the payment of taxes and the authority empowering the Treasurer to collect the tax for each facility of the registrant.

(g) The County Treasurer shall provide general information about the tax imposed under this Local Law, including information on records to be kept, returns and payments, notification requirements and forms. Each certificate shall state the residence or place of business to which it is applicable. Such certificates shall be non-assignable and non-transferable and shall be surrendered to the County Treasurer immediately upon the registrant's ceasing to operate the lodging facility at the place named, or in the event that the registration certificate is terminated or voided as a result of non-compliance with this Law or any violation of local municipal laws and regulations.

(h) Lodging facilities in Lewis County must be registered with the County in order to continue listings on booking platforms, as all booking platforms are required to confirm that their listings are registered through Lewis County.

(i) Lewis County may enter into shared services with other counties for the administration of the registry.

(j) The County will provide registration data with booking services necessary for them to verify that the booking service can host a specific registered lodging facility/STR on their platform.

SECTION 9. ADMINISTRATION AND COLLECTION OF FEES AND TAXES:

(a) The tax imposed by this Local Law shall be administered and collected by the County Treasurer, or such other contracted consultant or employees of the County as the County Treasurer may designate, by such means and in such manner as are other taxes which are now collected and administered or as otherwise are provided by this Local Law;

(b) Every person or entity required to register a lodging facility/STR and collect the tax shall collect the tax from the occupant when collecting the rent to which it applies. If the occupant is given any receipt or other statement or memorandum of rent paid or payable, the tax shall be stated, charged and shown separately on the first of such documents given to him/her. The tax shall be paid to the person or entity required to collect it as trustee for and on account of the County of Lewis;

(c) The County Treasurer shall by regulation prescribe a method or methods or a schedule or schedules of the amounts to be collected from occupants in respect to rent upon which a tax is imposed by this Local Law so that the aggregate collection of taxes by a person required to collect tax shall equal to five (5%) percent, or as otherwise amended by law, of the total rents of such person upon whom a tax is imposed by this Local Law;

(d) For the purpose of the proper administration of this Local Law and to prevent evasion of the tax hereby imposed, it shall be presumed that all rents for occupancy of lodging facilities and other defined STRU in the County of Lewis are subject to tax until the contrary is established; and the burden of proving that any rent is not taxable shall be upon the person required to collect tax or the occupant. Unless an occupant, prior to taking possession, furnishes to the operator a statement which the County Treasurer may require demonstrating that the occupant is an exempt organization described in Section 6 of this Local Law, the sale shall be deemed a taxable transaction. Where such a statement has been furnished to the operator, the burden of proving that the rent is not taxable hereunder shall be solely upon the occupant. The operator shall not be required to collect tax from occupants who furnish an exempt organization statement in proper form;

(e) The County Treasurer may provide for refund or credit for the tax so paid for circumstances indicating a mistake or misapplication of the tax. Where the County Treasurer provides for a credit for the tax so paid, the Treasurer shall require an application for credit to be filed, but the Treasurer may also allow the applicant to immediately take the credit on the return which is due coincident with or immediately subsequent to the time the applicant files his/her application for credit. However, the taking of the

credit on the return shall be deemed to be part of the application for credit and shall be subject to the provisions in respect to applications for credit in Section 14 of the Local Law.

(f). Pursuant to RPTL §447, the County is entitled to establish and charge registration fees which can include the actual and necessary costs associated with the construction, operation, and maintenance of the county registry. The County Board of Legislators may amend the amount, if any, of the registration fee charge or to be charged by Board Resolution.

SECTION 10. RECORDS TO BE MAINTAINED AND DATA PROVIDED TO THE COUNTY:

(a) Every host/operator shall maintain records of every occupancy activity for two years. The content of the information and data that must be maintained includes but is not limited to: a record of lawful registration with NYS DOS and the County's registry; the date of each stay and the number of guests/rooms; the cost of each stay with a breakdown of sales and bed tax collected and of all rent paid for every occupancy, charged or due thereon and of the tax payable thereon, in such form as the County Treasurer may by regulation require. Such records shall include a true copy of each receipt or statement separately stating the tax charged. Such records shall be available for inspection, examination and audit at any time upon demand by the County or its duly authorized agent or employees, and shall be preserved for a period of three (3) years if the host/operator is in arrears in paying the tax or submitting the records and returns required for the two-year registration period.

(b) Booking services shall be required to maintain the same data as the host/operator, and shall be required to report this data to the County on a quarterly basis, i.e., every ninety (90) days after the County's enactment of this law.

(c) The County shall share the records data with all applicable town or village governments within sixty (60) days of receipt.

SECTION 11. REPORTS/ RETURNS AND TAX PAYMENT:

(a) All owners/operators or their booking service agent(s) are subject to all state and hotel/motel taxes as set forth in Articles 28 and 29 of the NYS Tax Law, and that are authorized by the County, i.e., its local occupancy tax as set forth in NYS Tax Law §1202-V. Every host/operator of a lodging facility/STR is required to register with the County, and shall file a quarterly return/report along with the five (5%) percent tax owing to the County for the quarterly rental activity. The quarterly return and tax payment shall be due to the County Treasurer by the twentieth (20th) day following the end of the quarterly period. (The quarterly periods are: 1st quarter- December, January & February, with the report and payment due

March 20th; 2nd quarter- March, April & May, with the report and payment due June 20th; 3rd quarter- June, July & August, with the report and payment due September 20th; 4th quarter- September, October, November, with the report and payment due December 20th.) The return shall show all rents received or charged and the amount of tax thereon for the period, together with the date of each stay and the number of guests/rooms, the cost of each stay with a breakdown of sales and bed tax collected, and of all rent paid for every occupancy charged or due thereon and of the tax payable.

(b) The County Treasurer may permit or require returns to be made by other periods and upon such dates he may specify. If the Treasurer determines to have returns and payments filed other than quarterly, he shall provide notice to the host/operator of the change in filing requirements.

(c) The form of returns shall be prescribed by the County Treasurer and shall contain such information as he or she may deem necessary for the proper administration of this Local Law. The County Treasurer may require amended returns to be filed within twenty (20) days after notice and to contain the information specified in the notice;

(d) If a return required by this Local Law is not filed, or a return when filed is incorrect or insufficient on its face, the County Treasurer shall take the necessary steps to enforce the filing of such a return or of a corrected return, and the payment of the taxes due. The enforcement options include notification to the NYS Attorney General's Office for enforcement pursuant to NYS Chapter Amendment 99 of the Laws of 2025, or any amendment to the laws hereinafter made, and/or by enforcement through the County.

SECTION 12. PAYMENT OF TAX:

(a) Every host/operator required to file a return for a lodging facility/STR under the preceding section shall, at the time of filing such return, pay to the County Treasurer five (5%) percent of the total of all rents subject to tax pursuant to this Local Law for the identified period, as well as identifying all other moneys collected by the operator acting or purporting to act under the provisions of this Local Law;

(b) The amount payable for the period for which a return is filed shall be due and payable to the County Treasurer on the date required for filing the return, whether or not the return is filed, or whether or not the return filed correctly shows the rents or the taxes due thereon. Failure to remit the tax within ten (10) days when due and payable to the County shall subject the host/operator to incur and be charged a \$25.00 late fee, and be assessed interest on the amount due at the rate of one (1%) percent per month until paid;

(c) If deemed necessary to protect the revenues to be obtained under this Local Law, the County Treasurer may, in his or her discretion, require any operator required to collect the tax imposed by this Local Law to

file with the County Treasurer's Office a bond, issued by a surety company authorized to transact business in this state and approved by the superintendent of insurance of this state as to solvency and responsibility, in such amount as the County Treasurer may fix, to secure the payment of any tax or penalties or interest due or which may become due from such operator. In such event, the County Treasurer shall give written notice to such operator to that effect specifying the amount of the bond required. The operator shall file such bond within five (5) days after the giving of such notice unless within such five (5) days after the giving of such notice unless within such five days the operator shall request in writing a hearing before the County Treasurer. At such hearing, the operator may present such information and documentation as he/she deems necessary. The County Treasurer may rely upon any information in his or her possession and/or presented by the operator or occupant to determine the necessity, propriety and amount of the bond. The determination by the County Treasurer shall be final and the operator shall comply therewith within fifteen (15) days of the giving of notice of the determination. In lieu of any such bond, the operator may deposit with the County Treasurer's Office securities approved by the County Treasurer or cash in such amount as the Treasurer may prescribe, and which shall be kept in the custody of the County Treasurer, who may at any time without notice of the depositor, apply them to any tax and/or interest or penalties as they are then or may become due and payable, and for that purpose the securities may be sold by him or her at public or private sale without notice to the depositor thereof.

SECTION 13. DETERMINATION OF TAX UPON NONCOMPLIANCE:

(a) If a lodging facility /STR is not registered or if properly registered and a return required by this Local Law is not filed, or if a return when filed is incorrect or insufficient, the amount of tax due shall be determined by the County Treasurer from such information as may be obtainable and, if necessary, the tax may be estimated on the basis of external indices such as number of rooms, location, scale of rents, comparable rents, type of accommodations and service, number of employees and/or other factors. Notice of such determination shall be given to the person liable for the collection and/or payment of the tax. Such determinations shall finally and irrevocably fix the tax unless the person against whom it is assessed, within ninety (90) days after giving of notice of such determination, shall apply to the County Treasurer for a hearing, or unless the County Treasurer, on his or her own motion, shall re-determine the same;

(b) Whenever such tax is estimated as provided for in this section, such notice shall contain a statement in bold face type conspicuously placed on such notice advising the person: that the amount of tax was estimated, that the tax may be challenged through a hearing process, and that the

petition for such challenge must be filed with the County Treasurer within thirty (30) days;

(c) After such hearing, the County Treasurer shall give notice promptly, by registered or certified mail, of his or her determination to the applicant. The determination of the County Treasurer shall be reviewable for error, illegality or unconstitutionality or any other reason whatsoever by a proceeding under Article 78 of the Civil Practice Law and Rules, if application therefore is made to the Supreme Court within four (4) months after the giving of the notice of such determination. A proceeding under Article 78 of the Civil Practice Law and Rules shall not be instituted unless the amount of any tax sought to be reviewed, with penalties and interest thereon, if any, shall be first deposited with the County Treasurer, and there shall be filed with the County Treasurer an undertaking, issued by a surety company authorized to transact business in this state and approved by the superintendent of insurance of this state as to solvency and responsibility, in such amount as a Justice of the Supreme Court shall approve to the effect that if such proceeding be dismissed or the tax confirmed, the petitioner will pay all costs and charges which may accrue in the prosecution of the proceeding or at the option of the applicant. Such undertaking filed with the County Treasurer may be in a sum sufficient to cover taxes, penalties and interest thereon stated in such determination plus the costs and charges which may accrue against it in the prosecution of the proceeding, in which event the applicant shall not be required to deposit such taxes, penalties and interest as a condition precedent to the application.

SECTION 14. REFUNDS:

(a) In the manner provided in this section, the County Treasurer shall refund or credit, without interest, any tax, penalty or interest erroneously, illegally or unconstitutionally collected or paid if application to the County Treasurer for such refund shall be made within four (4) months from the payment thereof. Whenever a refund is made by the County Treasurer, he or she shall state the reason therefore in writing. Such application may be made by the occupant, operator or other person or entity who has actually paid the tax. No actual refund of moneys shall be made to any operator, of tax which has been collected from an occupant, until the operator shall first establish to the satisfaction of the County Treasurer under such regulations as the County Treasurer may prescribe, that he or she has repaid to the occupant the amount for which the application for refund is made. The County Treasurer may in lieu of any refund required to be made, allow credit therefor on payments due from the applicant;

(b) An application for a refund or credit made as herein provided shall be deemed an application for a revision of any tax, penalty or interest complained of and the County Treasurer may receive evidence with respect thereto. After making his or her determination, the County Treasurer shall

give notice thereof to the applicant who shall be entitled to review such determination by a proceeding pursuant to Article 78 of the Civil Practice Law and Rules, provided such proceeding is instituted within four (4) months after the giving of the notice of such determination, and provided that a final determination of tax due was not previously made. Such a proceeding shall not be instituted unless an undertaking is filed with the County Treasurer in such amount and with such sureties as a Justice of the Supreme Court shall approve to the effect that if such proceedings be dismissed or the tax confirmed, the petitioner will pay all costs and charges which may accrue in the prosecution of such proceeding;

(c) A person shall be entitled to a revision, refund or credit under this section of a tax, interest or penalty which had been determined to be due pursuant to the provisions of this Local Law where he or she has had hearing or an opportunity for a hearing, as provided in said section, or has failed to avail himself or herself of the remedies therein provided. No refund or credit shall be made of a tax, interest or penalty paid after a determination by the County Treasurer made pursuant to this Local Law unless it be found that such determination was erroneous, illegal or unconstitutional or otherwise improper by the County Treasurer after a hearing, or of his or her own motion or in a proceeding under Article 78 of the Civil Practice Law and Rules, pursuant to the provisions of said section, in which event, refund or credit without interest shall be made of the tax, interest or penalty found to have been overpaid.

SECTION 15. RESERVES:

In cases where the occupant or operator has applied for a refund and has instituted a proceeding under Article 78 of the Civil Practice Law and Rules to review a determination adverse to him or her on his or her application for refund, the County Treasurer shall set up appropriate reserves to meet any decision adverse to the County.

SECTION 16. REMEDIES EXCLUSIVE:

The remedies provided under Sections 14 and 15 of this Local Law shall be exclusive remedies available to any person for the review of the tax liability imposed by this Local Law; and no determination or proposed determination of tax, or determination on any application for refund shall be enjoined or reviewed by an action for declaratory judgment, an action for money had and received, or by any action or proceeding other than a proceeding under Article 78 of the Civil Practice Law and Rules.

SECTION 17. ENFORCEMENT PROCEEDINGS FOR NONCOMPLIANCE, VIOLATIONS, AND TO RECOVER TAXES OWING:

(a) Noncompliance with the registry shall result in a booking service fine enforceable by the NYS Attorney General. Any violations of the terms of RPTL §447 and the related NYS Tax Laws by a booking service may subject the booking service to a fine of five hundred dollars (\$500) per day, per violation until the violation is cured. Noncompliance with the registry by a host/operator may result in a fine up to two hundred dollars (\$200) for a third violation. The penalties provided under NYS RPTL § 447, enforceable by the NYS Attorney General are in addition to any and all remedies at law, penalties and enforcement proceedings available to the County under this Local Law and any other laws.

(b) Whenever any host/operator required to register a lodging facility/STR and/or any booking service required to collect a tax shall fail to register, collect and pay over to the County any tax, penalty or interest, imposed by this Local Law as herein provided, the Treasurer may notify the NYS Attorney General's office to bring violation enforcement proceedings on behalf of the County as more fully set forth under Real Property Tax Law § 447 as amended by the passage of NYS Chapter Amendment 99 of the Laws of 2025, and as may be further amended from time to time;

(c) The County Treasurer, may, in addition, request the services of the County Attorney to bring or cause to be brought an action for compliance and enforcement against a host/operator or booking service agent for any or all of the provisions of this Local Law and any additional State and Local Laws, Regulations and Codes which may be violated, in any court of competent jurisdiction in the State of New York;

(d) If the County Treasurer in his/her discretion believes that any such host/operator or other person is about to cease business, leave the state or remove or dissipate the assets out of which the tax or penalties might be satisfied, and that any such tax or penalty will not be paid when due, he/she may declare such tax or penalty to be immediately due and payable and initiate emergency proceedings in the Supreme Court, Lewis County for enforcement, including entry of a judgment for the amount owing together with penalties and interest, and the issuance of a warrant directed to the Sheriff to levy upon the real and personal property of the host/operator which may be found in Lewis County;

(e) Whenever a host/operator entity or any other person is in violation of this Local Law, shall initiate the sale, transfer or assignment in bulk of any part or the whole of the lodging facility asset, the seller shall disclose to the purchaser, transferee or assignee, at least thirty (30) days before taking possession of the subject of said sale, transfer or assignment, that the taxes imposed under this Local Law are outstanding. Under said circumstances, the purchaser, transferee or assignee will be obligated to pay the taxes owing;

(f) Whenever the County Treasurer shall inform the purchaser, transferee or assignee that a possible claim for such tax or taxes exists, any sums of money, property or choses in action, or other consideration, which the purchaser, transferee or assignee is required to transfer over to the seller, transferor or assignor shall be subject to a first priority right and lien for any such taxes theretofore or thereafter determined to be due from the seller, transferor or assignor to the county, and the purchaser, transferee or assignee is forbidden to transfer to the seller, transferor or assignor any such sums of money, property or choses in action to the extent of the amount of the County's claim.

SECTION 18. GENERAL POWERS OF THE COUNTY TREASURER:

In addition to the powers granted to the County Treasurer in this Local Law, he/she is hereby authorized and empowered:

(a) To make, adopt and amend rules and regulations appropriate to the carrying out this Local Law and purposes thereof, upon approval of the Lewis County Board of Legislators by Resolution;

(b) For any taxes or returns that are not paid or overdue for a period of more than thirty (30) days, interest at the rate of one (1%) percent per month shall be assessed on the amount owing retroactive to the date due. In addition, any host/operator who remains delinquent for taxes and/or returns owing for more than one hundred eighty (180) days may be subject to a penalty of an additional five (5%) percent per annum on the amount owing and outstanding;

(c) To request information from the Tax Commission of the State of New York or the Treasury Department of the United States relative to any person or entity registered as a host/owner/operator under this Local Law;

(d) To delegate his or her functions hereunder to a Deputy County Treasurer;

(e) To require any host/owner/operator to keep detailed records of all rents received, charged and accrued, including those claimed to be non-taxable, and also the nature, type, value and amount of all occupancies, names and addresses of occupants, and other facts relevant in determining the amount of tax due, and to furnish such information to the County Treasurer;

(f) To assess, determine, revise and readjust the registry forms and data required under this Local Law from time to time in order to give effect to its intent.

SECTION 19. ADMINISTRATION OF OATHS AND COMPELLING TESTIMONY:

(a) The County Treasurer, or his/her employees or agents duly designated and authorized by him/her, shall have power to administer oaths and take affidavits in relation to any matter or proceeding in the exercise of

their powers and duties under this Local Law. The County Treasurer shall have power to subpoena and require the attendance of witnesses and the production of books, papers, and documents to secure information pertinent to the performance of his/her duties hereunder and of the enforcement of this Local Law, and to examine them in relation thereto, and to issue commissions for the examination of witnesses who are out of the state or unable to attend before him/her or excused from attendance.

(b) A justice of the Supreme Court shall have power summarily to enforce by proper proceedings the attendance and testimony of witnesses and the production and examination of books, papers and documents called for by the subpoena of the County Treasurer under this Local Law.

(c) The officers who serve the summons or subpoena of the County Treasurer and the witnesses attending in response thereto shall be entitled to the same fees as are allowed to officers and witnesses in civil cases in courts of record, except as herein otherwise provided.

SECTION 20. REFERENCE TO TAX:

Wherever reference is made in placards or advertisements or in any other publications pertaining to this occupancy tax, such reference shall be substantially in the following form: "Occupancy Tax on Lodging Facilities/STRs in the County of Lewis", except that in any bill, receipt, statement or other evidence or memorandum of occupancy or rent charge issued or employed by the host/owner/operator, or booking service the words "local occupancy tax" will suffice.

SECTION 21. PENALTIES AND INTEREST:

(a) Any host/operator failing to file a return or to pay or pay over any tax due to the County within the time required under this Local Law shall be subject to an additional one (1%) percent interest for each additional month or fraction thereof during which such tax remains unpaid and/or for each month of delay after which such return was required to be filed and such tax became due. If the tax and return remains unpaid for a period of 180 days, the host/owner shall be assessed with a penalty of an additional five (5%) percent of the amount due, in addition to the monthly interest charge.

(b) If the County Treasurer determines that such failure or delay was due to reasonable cause and not due to willful neglect, he or she shall have the discretion to return a portion or all of such penalty. The County Treasurer shall promulgate rules and regulations as to what constitutes reasonable cause.

(c) If the failure to file a return or to pay over any tax to the County Treasurer within the time required by this Local Law is due to fraud, treble damages may be assessed against the host/owner/operator or booking

service agent as a penalty in an action brought by the County for said relief before the NYS Supreme Court or other Court of competent jurisdiction. Unpaid penalties and interest may be determined, assessed, collected and enforced in the same manner as the tax imposed by this Local Law.

(d) Any host/owner/operator who fails to comply with the registration requirements under the State Registry Laws and this Local Law, or who submits false information or data in order to unlawfully obtain a certificate of registration, shall be subject to violation and enforcement provisions under the State Law and this Local Law, including the termination of a registration certificate as more fully set forth under RPTL §447.

(e) For any willful violations of this Local Law and NYS RPTL §447 and amendments hereafter made to same, shall, in addition to any other penalties herein or elsewhere prescribed, subject the host/owner/operator, or booking service agent to a criminal misdemeanor conviction, punishment for which shall be a fine of not more than one thousand dollars (\$1,000.00) or imprisonment for not more than six (6) months, or both such fine and imprisonment.

(f) The penalties provided for in this section shall not preclude prosecution pursuant to the penal law with respect to the willful failure of any person to pay over to the county any tax imposed by this Local Law, whenever such person has been required to collect and has failed to collect such bed/occupancy tax.

SECTION 22. RETURNS TO BE CONFIDENTIAL:

(a) Except in accordance with enforcement proceedings brought on behalf of the County of Lewis by the NYS Attorney General's Office as set forth under this Local Law and RPTL §447, or as directed by court order, or as otherwise provided by law, it shall be unlawful for the County Treasurer or any other officer or employee of the County, or any person or entity who in any manner may acquire knowledge of the contents of a return or report filed with the County Treasurer pursuant to this Local Law, to divulge or make known in any manner any confidential information set forth or disclosed in any such return or report. Nothing herein shall be construed to prohibit the delivery to a person who has filed a return or report, or to his duly authorized representative of a certified copy of any return or report filed in connection with his/her tax. Nor shall anything herein be construed to prohibit the delivery to a person required to collect the tax under this Local Law or a purchaser, transferee or assignee personally liable under the provisions of Section 18(d) of this Local Law for the tax due from the seller, transferor or assignor, or any return or report filed under this Local Law in connection with such tax, provided, however, that there may be delivered only so much of said return, report or of the facts shown thereby as are pertinent to a determination of the taxes due or liability owed by such person or purchaser, transferee or assignee and no more. Nothing herein shall prohibit the

publication of statistics so classified as to prevent the identification of particular returns or reports and the items thereof, or the inspection by the County Attorney or other legal representatives of the County of the return or report of any person required to collect or pay the tax who shall bring action to review the tax based thereon, or against whom an action or proceeding under this Local Law has been recommended by the County Treasurer or the County Attorney, or has been instituted.

(b) Returns filed under this Local Law shall be preserved for three (3) years and thereafter until the County Treasurer orders them to be destroyed.

(c) Any violation of subdivision (a) of this section may be punishable by a fine not exceeding one thousand dollars (\$1,000.00), in the discretion of the court, and if the offender be an officer or employee of the county he/she may be subject to appropriate discipline.

SECTION 23. NOTICES AND LIMITATIONS OF TIME:

(a) (1) Any notice authorized or required under the provisions of this Local Law may be by regular mail or electronic mail to the person(s) identified and provided on the registration application to receive notice, and any amended, updated or renewal registration form submitted by him/her pursuant to the provisions of this Local Law, or, if no return has been filed or application made, then to such address as may be obtainable. A notice of determination shall be mailed promptly by registered or certified mail and by electronic mail, if provided. The mailing of such notice shall be presumptive evidence of the receipt of the same by the person to whom addressed. Any period of time which is determined according to the provisions of this Local Law by the giving of notice shall commence to run from the date of mailing of such notice.

(2) If any return, claim, statement, notice, application, or other document required to be filed, or any payment required to be made, within a prescribed period or on or before a prescribed date under authority of any provision of this Local Law is, after such period or such date, delivered by United States mail to the County Treasurer or his/her office, the date of the United States postmark stamped on the envelope shall be deemed to be the date of delivery. This subdivision shall apply only if the postmark date falls within the prescribed period or on or before the prescribed date for the filing of such document or for making the payment, including any extension granted for such filing or payment, and only if such document or payment was deposited in the mail, postage prepaid properly addressed to the County Treasurer or his/her office. If any document is sent by United States registered mail such registration shall be prima facie evidence that such document was delivered to the County Treasurer or his/her office. Certified mail may be used in lieu of registered mail under this section. This subdivision shall apply in the case of postmarks not made by the United

States Post Office only if and to the extent provided by regulation of the County Treasurer.

(3) When the last day prescribed under the authority of this Local Law (including any extension of time) for performing any act falls on Saturday, Sunday or a legal holiday in the State of New York, the performance of such act shall be considered timely if it is performed on the next succeeding day which is not a Saturday, Sunday or a legal holiday.

(b) The provisions of the Civil Practice Law and Rules or any other law relative to limitations of time for the enforcement of a civil remedy shall not apply to any proceeding or action taken by the County to levy, appraise, assess determine or enforce the collection of any tax or penalty provided by this Local Law. However, except in the case of a willfully false or fraudulent return with intent to evade the tax, no assessment of additional tax shall be made after the expiration of more than three years from the date of filing of a return; however, where no return has been filed as provided by law, the tax may be assessed at any time.

SECTION 24. SEPARABILITY:

If any provision of this Local Law, or the application thereof to any person, entity or circumstance is held invalid, the remainder of this Local Law, and the application of such provisions to other persons, entities or circumstances shall not be affected thereby.

SECTION 25. EFFECTIVE DATE:

This Local Law shall take effect upon its adoption and filing with the Office of the Secretary of State.

RESOLUTION NO. 262 - 2025

**FIXING DATE OF PUBLIC HEARING ON LOCAL LAW
(INTRODUCTORY LOCAL LAW NO. 8 - 2025), COUNTY OF LEWIS**

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

WHEREAS, there will be presented and introduced at a meeting of this Board of Legislators to be held on December 2, 2025, a proposed Local Law entitled "A LOCAL LAW AMENDING AND REPLACING LOCAL LAW NO. 6-2019: "A LOCAL LAW IMPOSING A TAX ON OCCUPANTS OF HOTEL OR MOTEL ROOMS AND OTHER SHORT TERM ROOM RENTALS IN LEWIS COUNTY";

NOW, THEREFORE, BE IT RESOLVED, as follows:

Section 1. A public hearing will be held on December 18, 2025, at 10:00 a.m., before the Lewis County Board of Legislators on the Second Floor Board Room at the Lewis County Courthouse, New York, 7660 North State Street, Lowville, New York.

Section 2. At least five (5) days notice of such hearing shall be given by the Clerk of this Board by the due posting thereof upon the bulletin board of the Lewis County Court House, Lowville, New York, and by publishing such notice at least once in the official newspaper of the County.

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

RESOLUTION NO. 263 - 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. 264 - 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. 265 - 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 |
|---------------------------|--------------|

Increase Expenditure:

| | |
|-------------------------|--------------|
| A0714100 499900 Expense | \$346,000.00 |
|-------------------------|--------------|

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. 266 - 2025

**RESOLUTION AUTHORIZING A RENEWAL AGREEMENT BETWEEN
LEWIS COUNTY SHERIFF'S DEPARTMENT
& BLACK CREEK INTEGRATED SYSTEMS CORPORATION**

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

WHEREAS, the County of Lewis on behalf of the Lewis County Sheriff's Department entered into a 2025 renewal agreement with Black Creek Integrated Systems Corporation ("Black Creek") to provide computer software maintenance and support for the program Sally-Port NY that the Lewis County Jail uses as a management system for the collection of data pertaining to inmates; and

WHEREAS, the Lewis County Sheriff's Department seeks to enter into another renewal agreement with Black Creek for continuation of the inmate database software system and add "Watch Tour Manager" software to configure and record electronic tracking of watch tours, commencing January 1, 2026 through December 31, 2026 at a total cost of \$28,530.00 (\$24,590.00 for maintenance & support of Inmate Database software and \$3,940.00 for Watch Tour Manager software); 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 authorizes a renewal Agreement between the County of Lewis, by and through the Lewis County Sheriff's Department and Black Creek Integrated Systems Corporation for maintenance and support of the Inmate Database software and Watch Tour Manager software systems.

Section 2. This is for the term commencing January 1, 2026 through December 31, 2026, in an amount not to exceed \$28,530.00 (\$24,590.00 for maintenance & support of Inmate Database software and \$3,940.00 for Watch Tour Manager software).

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. 267 - 2025

**RESOLUTION AUTHORIZING AGREEMENTS BETWEEN
LEWIS COUNTY DEPARTMENT OF SOCIAL SERVICES AND THE
COUNTY LAW DEPARTMENT FOR LEGAL SERVICES AND
REPRESENTATION IN FAMILY COURT CHILD WELFARE MATTERS,
CHILD SUPPORT ENFORCEMENT PROCEEDINGS AND
COLLECTION AND RECOVERY MATTERS**

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

WHEREAS, pursuant to § 397 of the Social Services Law, the Department of Social Services (the "Department") is responsible to initiate and/or defend cases deemed necessary in the Family Court for adjudication with regard to children considered to be neglected or abused; to institute proceedings against a parent or adult for neglect or abuse of a child; for voluntary placements, foster care placements, extensions of placement, and custody determination of placement rights; and placements that may result from Juvenile Delinquencies (J.D.); and

WHEREAS, under Section 454 of the Federal Social Security Act, Section 111 (h), 352, and 352 (a) of the Social Services Law of the State of New York, and the rules and regulations promulgated by the State Department of Social Services, the Department is responsible through its Child Support Enforcement Unit for the establishment of paternity, locating of absent parents, and the enforcement and collection of support from legally responsible relatives for persons applying for or receiving Aid to Dependent Children; and

WHEREAS, the Department is also responsible for the collection of overpayments or recovery of assets in certain programs where financial support to Lewis County citizens has been provided; and

WHEREAS, pursuant to County Law § 501, the County Attorney is responsible for prosecuting and defending all civil actions and proceedings brought by or against the County, and in that capacity, the Law Department is responsible to provide legal representation for the LC DSS in all Family Court matters. The County Attorney and Law Department also have the expertise to provide legal collection services on behalf of the Department in its collection and recovery matters and to represent the Department in Adult Protective Services matters; and

WHEREAS, it is economically and organizationally feasible for the Department to contract with the County Attorney's office for the performance of these services and to enter into agreements for same;

NOW, THEREFORE, BE IT RESOLVED as follows:

Section 1. The Lewis County Board of Legislators hereby authorizes Agreements by and between the Department of Social Services and the Law Department whereby the County Attorney shall provide legal representation to the Department on family court matters, child support enforcement proceedings, collection of overpayments or recovery of assets in certain programs that provide financial support to Lewis County citizens, and adult protective proceedings.

Section 2. The Agreements shall provide for reimbursement to the County Attorney's Office for the cost of providing such legal representation, including without limitation, personnel services, supervision, support services, expert fees, and related office expenses. The parties understand that reimbursement is premised on Federal and State statutes, law, rules and regulations. The Department agrees to keep the County Attorney informed of changes in reimbursement methodology mandated by law, rules or regulation of the State and Federal Government for such expenditures.

Section 3. The term of these Agreements shall be from January 1, 2026 through December 31, 2026. Compensation for legal representation on neglect, abuse, foster care, custody, J.D.'s and related Family Court matters shall be \$185,219; child support enforcement legal representation services shall be \$88,993; and compensation for collection and recoveries shall be \$36,114.

Section 4. The Chair or Vice-Chair of the Board of Legislators, along with the Commissioner of the Lewis County Department of Social Services and the County Attorney be and the same are hereby authorized to make, execute, seal and deliver said Agreements, and any amendments thereto.

Section 5. The within Resolution shall take effect immediately.

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

RESOLUTION NO. 268 - 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 |
|-------------------------------------|--------------|

Increase Expenditure:

| | |
|-------------------------------------|--------------|
| ES 816000 470100 SW Vehicle Repairs | \$ 18,499.00 |
|-------------------------------------|--------------|

Section 2. The within resolution shall take effect immediately.

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

RESOLUTION NO. 269 - 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.

RESOLUTION NO. 270 - 2025

**RESOLUTION AUTHORIZING APPROPRIATION OF FUNDS
Capital Project**

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

BE IT RESOLVED as follows:

Section 1. The Lewis County Board of Legislators hereby authorizes the appropriation of funds in the amount of \$28,905, representing proceeds received from the online auction sale of miscellaneous County equipment and property. Said funds shall be credited to the Capital Equipment Reserve Account and made available for future capital acquisitions.

Increase Revenue:

| | | |
|-----------------|--------------------------|-------------|
| H0990100 350310 | County Share Revenue HAD | \$28,905.00 |
|-----------------|--------------------------|-------------|

Increase Expenditure:

| | | |
|-----------------|--------------------------|-------------|
| H0990100 499900 | HAD Capital Expenditures | \$28,905.00 |
|-----------------|--------------------------|-------------|

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

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

RESOLUTION NO. 271 - 2025

**RESOLUTION AUTHORIZING THE COUNTY TREASURER
TO MAKE NECESSARY BUDGET TRANSFERS**

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

BE IT RESOLVED, as follows:

Section 1. The Board of Legislators hereby authorizes the Lewis County Treasurer to make all necessary interfund and departmental budget transfers required to properly close the financial records for the 2025 fiscal year.

Section 2. This resolution shall take effect immediately.

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

RESOLUTION NO. 272 - 2025

UPDATED DESIGNATION OF DEPOSITORIES FOR 2026

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

WHEREAS, Section 212 of County Law, Section 10 of General Municipal Law, and the County’s Investment Policy provide that the Board of Legislators shall designate one or more depositories for the deposit of all monies received by the County Treasurer, and shall specify the maximum amount which may be kept on deposit in each depository; and

WHEREAS, the County Treasurer has requested that the Board of Legislators update the authorized maximum deposit amounts for each designated depository for County funds;

NOW, THEREFORE, BE IT RESOLVED as follows:

Section 1. The Lewis County Board of Legislators hereby designates the following banks, banking associations, and trust companies as official depositories for County of Lewis funds in 2026, with maximum authorized deposit limits as indicated below:

| | |
|-----------------------------|--------------|
| Community Bank N.A. | \$40,000,000 |
| JP Morgan Chase Bank | \$30,000,000 |
| RBC Wealth Management | \$20,000,000 |
| Chemung Canal Trust Company | \$20,000,000 |
| NYCLASS | \$20,000,000 |
| NY Muni Trust | \$20,000,000 |
| Modern Banking Group | \$20,000,000 |
| Metropolitan Bank | \$10,000,000 |
| Customers Bank | \$10,000,000 |
| IDB Bank | \$10,000,000 |
| KeyBanc Capital Markets | \$10,000,000 |

Section 2. The Clerk of the Board is hereby authorized and directed to file a certified copy of this resolution with the Lewis County Clerk.

Section 3. This resolution shall take effect immediately.

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

RESOLUTION NO. 273 - 2025

**RESOLUTION TO APPROPRIATE FUNDS FOR
WORKFORCE INNOVATION AND OPPORTUNITY ACT**

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

BE IT RESOLVED, as follows:

Section 1. That the following funds are hereby appropriated for Program Year 2025, covering the period July 1, 2025 through June 30, 2027, for the Adult and Dislocated Worker Programs in accordance with the Notice of Obligational Authority (NOA#PY-25-2 and PY25-3), issued July 31, 2025, by the New York State Department of Labor:

Increase Expenditures:

DISLOCATED WORKER

| | | | |
|-----------------|------------------|----|-----------|
| CD629100.110100 | Wages | \$ | 43,234.69 |
| CD629100.801000 | Retirement | \$ | 2,511.00 |
| CD629100.803000 | FICA | \$ | 2,082.00 |
| CD629100.804000 | Compensation | \$ | 243.00 |
| CD629100.806000 | Health Insurance | \$ | 11,862.00 |
| CD629100.807000 | Dental Insurance | \$ | 160.00 |
| CD629100-490900 | Contractual | \$ | 0.04 |

ADULT

| | | | |
|-----------------|------------------|----|-----------|
| CD629200.110100 | Wages | \$ | 38,770.21 |
| CD629200.801000 | Retirement | \$ | 4,086.38 |
| CD629200.803000 | FICA | \$ | 2,700.00 |
| CD629200.804000 | Compensation | \$ | 312.00 |
| CD629200.806000 | Health Insurance | \$ | 15,579.00 |
| CD629200.807000 | Dental Insurance | \$ | 243.00 |

Increase Revenue:

| | | | |
|-----------------|-------------|----|------------|
| CD629300.347910 | WIA REVENUE | \$ | 121,783.32 |
|-----------------|-------------|----|------------|

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

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