



OFFICE OF THE BOARD OF LEGISLATORS
7660 North State Street
Lowville, NY 13367
P: 315-376-5355
F: 315-376-5445

Lawrence L. Dolhof
Chairman
larrydolhof@lewiscounty.ny.gov

Cassandra Moser
Clerk of the Board
cassandramoser@lewiscounty.ny.gov

NOTICE

TO: Media
FROM: Cassandra Moser, Clerk of the Board
DATE: January 2, 2026
SUBJECT: Regular Meeting - Tuesday, January 6, 2026

The Lewis County Board of Legislators will hold its regular meeting on Tuesday, January 6, 2026, at 5:00 p.m. in the Legislative Board Chambers, 2nd Floor, Lewis County Courthouse, Lowville, New York.

Enclosed are the proposed resolutions scheduled for consideration and action. Additional business may be conducted as deemed appropriate.

The meeting will be live-streamed on the Lewis County YouTube channel at:
https://www.youtube.com/c/LewisCountyNY

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**RESOLUTION NO. 1 - 2026**

**RESOLUTION ADOPTING THE STANDING RULES  
OF THE LEWIS COUNTY BOARD OF LEGISLATORS**

Introduced by Legislator Lawrence L. Dolhof, Chairman of the Lewis County Board of Legislators.

BE IT RESOLVED as follows:

Section 1. The Lewis County Board of Legislators hereby adopts the Standing Rules of the Board of Legislators, which shall serve as the official Standing Rules of the Lewis County Board of Legislator for the year 2026.

Section 2. This Resolution shall take effect immediately upon adoption.

Moved by Legislator \_\_, seconded by Legislator \_\_, and adopted on the 6<sup>th</sup> day of January, 2026.

**RESOLUTION NO. 2 - 2026**

**RESOLUTION AUDITING AND ALLOWING CLAIMS**

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

BE IT RESOLVED, that the claims presented for payment, in the total amount of \$2,813,209.35, are hereby audited and allowed for the amounts claimed; and

BE IT FURTHER RESOLVED, that the Clerk of the Board is hereby authorized and directed to draw checks on the County Treasurer in favor of each of the claimants, of their assigns, for the amounts so audited and allowed.

Moved by Legislator \_\_, seconded by Legislator \_\_, and adopted on the 6<sup>th</sup> day of January 2026, pursuant to the following roll call vote:

AYES:

NAYS:

ABSENT:

**RESOLUTION NO. 3 - 2026**

**RESOLUTION WITH REFERENCE TO THE VICE-CHAIR  
OF THE LEWIS COUNTY BOARD OF LEGISLATORS**

Introduced by Legislator Lawrence L. Dolhof, Chairman of the Lewis County Board of Legislators.

BE IT RESOLVED as follows:

Section 1. The Vice-Chair of the Lewis County Board of Legislators shall have and exercise all powers and duties of the Chair during any meeting over which he or she is called to preside.

Section 2. The Vice-Chair shall perform the duties of the Chair in the Chair's absence from Lewis County, or any time when the Chair is physically or mentally unable to perform such duties.

Section 3. During the periods described in Sections 1 and 2, the powers and duties delegated to the Vice-Chair shall not be exercised by the Chair.

Section 4. The Lewis County Board of Legislators hereby appoints Legislator Thomas Osborne to serve as Vice-Chair of the Lewis County Board of Legislators for the calendar year 2026.

Section 5. This Resolution shall take effect immediately upon adoption.

Moved by Legislator \_\_, seconded by Legislator \_\_, and adopted on the 6<sup>th</sup> day of January, 2026.

**RESOLUTION NO. 4 - 2026**

**RESOLUTION APPROVING THE FORM AND AMOUNT OF  
A BLANKET UNDERTAKING COVERING OFFICERS,  
CLERKS, AND EMPLOYEES OF LEWIS COUNTY**

Introduced by Legislator Lawrence L. Dolhof, Chairman of the Lewis County Board of Legislators.

WHEREAS, County Law § 403 provides that the County Clerk, County Treasurer, Deputy Treasurer, and such other county officers as may be specifically required by law must execute and file with the County Clerk an undertaking in amounts approved by the Board of Legislators; and

WHEREAS, Public Officers Law § 11(2) authorizes the governing body of a county, with its consent and approval, to procure a blanket undertaking form from a duly authorized corporate surety covering officers, clerks, and employees of the county in lieu of individual undertakings;

NOW, THEREFORE, BE IT RESOLVED, as follows:

Section 1. The Lewis County Board of Legislators hereby approves a blanket undertaking in the amount of One Hundred Fifty Thousand Dollars (\$150,000) to be obtained from a corporate surety company duly authorized to do business in the State of New York. Said undertaking shall cover all officers, clerks, and employees of Lewis County and ensure that each faithfully discharges the duties of his or her office, and all trusts imposed upon him or her by law by virtue of their office and all trusts imposed upon them by law, including the duty to promptly account for and pay over all monies and property received by virtue of their office. In the event of a default or failure to perform such duties, the corporate surety shall indemnify the County of Lewis and the People of the State of New York for all damages, costs, and expenses resulting therefrom, not exceeding the amount specified above

Section 2. A certified copy of this Resolution shall be attached to a copy of the aforementioned undertaking and filed with the Lewis County Clerk's Office.

Section 3. That this Resolution shall take effect immediately.

Moved by Legislator \_\_, seconded by Legislator \_\_, and adopted on the 6<sup>th</sup> day of January, 2026.

**RESOLUTION NO. 5 - 2026**

**RESOLUTION WAIVING THE REQUIREMENT FOR A SURETY BOND  
FOR THE CHAIR OF THE LEWIS COUNTY  
BOARD OF LEGISLATORS**

Introduced by Legislator Thomas Osborne, Vice-Chair of the Lewis County Board of Legislators.

WHEREAS, County Law § 450 provides that the Chair of the Board of Legislators is required to execute and file an undertaking with the County Clerk in such a form and in such an amount as may be determined by the Board of Legislators; and

WHEREAS, the Lewis County Board of Legislators has, on this date, adopted a resolution approving a blanket undertaking covering the officers, clerks, and employees of Lewis County;

NOW, THEREFORE, BE IT RESOLVED, as follows:

Section 1. That the Lewis County Board of Legislators hereby determines that a separate undertaking for the Chair of the Board of Legislators shall not be required and formally waives any obligation on the part of the Chair to obtain a surety bond for the faithful performance of his or her duties pursuant to County Law § 450.

Section 2. That this Resolution shall take effect immediately.

Moved by Legislator \_\_, seconded by Legislator \_\_, and adopted on the 6<sup>th</sup> day of January, 2026.

**RESOLUTION NO. 6 - 2026**

**RESOLUTION AUTHORIZING 2026 BUDGET APPROPRIATIONS  
AND FUND TRANSFERS TO CAPITAL PROJECTS**

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

BE IT RESOLVED as follows:

Section 1. That the following budget appropriation be made to the Capital Equipment account to transfer funds budgeted for 2026 in the General Fund, and to appropriate said funds to the Capital HAD Fund, with a transfer from A0990100 992500 (To Capital Equipment):

<u>Increase Revenue:</u>	
H0990100 350310	\$950,000.00
Project HAD	

<u>Increase Expenditure:</u>	
H0990100 499900	\$950,000.00
Project HAD	

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

Moved by Legislator \_\_, seconded by Legislator \_\_, and adopted.

**RESOLUTION NO. 7 - 2026**

**RESOLUTION RE-APPOINTING CLERK OF THE BOARD  
AND AUTHORIZING EMPLOYMENT AGREEMENT**

Introduced by Legislator Lawrence L. Dolhof, Chairman of the Lewis County Board of Legislators.

WHEREAS, pursuant to County Law, the Board of Legislators appoints a Clerk of the Board to serve the Board of Legislators during the term of the elected Board; and

WHEREAS, the Lewis County Board of Legislators wishes to re-appoint Cassandra Moser to continue to serve as Clerk of the Board and as Administrator for the Workers Compensation Plan, and to enter into an employment agreement to provide for the terms and conditions of her service during said term;

NOW, THEREFORE, BE IT RESOLVED as follows:

Section 1. The Lewis County Board of Legislators hereby re-appoints Cassandra E. Moser of Croghan, New York, to serve as Clerk of the Board and Administrator of the Workers Compensation Plan.

Section 2. The Lewis County Board of Legislators hereby authorizes a renewal employment agreement to be negotiated by and between the County of Lewis and Cassandra E. Moser, setting forth the terms and conditions of her employment.

Section 3. The term of said appointment is effective January 1, 2026 through December 31, 2026.

Section 4. The compensation for said positions, retroactive to January 1, 2026, is established and set in the amounts set forth in the adopted 2026 budget, and is in accordance with the Management Compensation Plan and Schedule currently in effect.

Section 5. The Chair or the Vice-Chair of the Board of Legislators is hereby authorized to negotiate the terms of said renewal Agreement and to make, execute, seal and deliver said Agreement.

Section 6. The within resolution shall take effect immediately.

Moved by Legislator \_\_, seconded by Legislator \_\_, and adopted.

**RESOLUTION NO. 8 - 2026**

**RESOLUTION RE-APPOINTING LEWIS COUNTY ATTORNEY  
AND AUTHORIZING EMPLOYMENT AGREEMENT**

Introduced by Legislator Lawrence L. Dolhof, Chairman of the Lewis County Board of Legislators.

WHEREAS, pursuant to County Law §500, the Board of Legislators must appoint a County Attorney to serve during the term of the elected Board; and

WHEREAS, the Lewis County Board of Legislators wishes to re-appoint Joan E. McNichol as County Attorney and to enter into a renewal employment agreement to provide for the terms and conditions of her service during said term;

NOW, THEREFORE, BE IT RESOLVED as follows:

Section 1. The Lewis County Board of Legislators hereby re-appoints Joan E. McNichol of Lowville, New York 13367, to continue service as Lewis County Attorney pursuant to County Law § 500, for the 2026 Board of Legislators' elected term.

Section 2. The Lewis County Board of Legislators hereby authorizes an updated employment agreement to be negotiated by and between the County of Lewis and Joan E. McNichol, setting forth the terms and conditions of her employment as Lewis County Attorney for this new term.

Section 3. The term of said appointment is effective January 1, 2026 through December 31, 2026.

Section 4. The compensation for said position, retroactive to January 1, 2026, is established and set in the amount set forth in the adopted 2026 budget, and is in accordance with the Management Compensation Plan and Schedule currently in effect.

Section 5. The Chair or the Vice-Chair of the Board of Legislators is hereby authorized to negotiate the terms of said renewal Agreement and to make, execute, seal and deliver said Agreement.

Section 6. The within resolution shall take effect immediately.

Moved by Legislator \_\_, seconded by Legislator \_\_, and adopted.

**RESOLUTION NO. 9 - 2026**

**RESOLUTION RE-APPOINTING LEWIS COUNTY MANAGER  
AND AUTHORIZING EMPLOYMENT AGREEMENT**

Introduced by Legislator Lawrence L. Dolhof, Chairman of the Lewis County Board of Legislators.

WHEREAS, the County established the position of County Manager pursuant to Lewis County Local Law No. 4-1987, whose function it is to serve as the chief administrative officer, as well as the budget officer, on behalf of the Board of Legislators during the term of the elected Board; and

WHEREAS, the Board of Legislators wishes to re-appoint Timothy Hunt as County Manager and to enter into a renewal employment agreement to provide for the terms and conditions of his service during said term;

NOW, THEREFORE, BE IT RESOLVED as follows:

Section 1. The Lewis County Board of Legislators hereby re-appoints Timothy Hunt of Lowville, New York 13367, to continue service in the position of County Manager pursuant to Local Law No. 4-1987 for the 2026 Board of Legislators' elected term.

Section 2. The Lewis County Board of Legislators hereby authorizes an updated employment agreement to be negotiated by and between the County of Lewis and Timothy Hunt, setting forth the terms and conditions of his employment as Lewis County Manager for this new term.

Section 3. The term of said appointment is effective January 1, 2026 through December 31, 2026.

Section 4. The compensation for said position, retroactive to January 1, 2026, is established and set in the amount set forth in the adopted 2026 budget, and is in accordance with the Management Compensation Plan and Schedule currently in effect.

Section 5. That the Chair or the Vice-Chair of the Board of Legislators is hereby authorized to negotiate the terms of said renewal Agreement and to make, execute, seal and deliver said Agreement.

Section 6. That the within resolution shall take effect immediately.

Moved by Legislator \_\_, seconded by Legislator \_\_, and adopted.

**RESOLUTION NO. 10 – 2026**

**RESOLUTION AUTHORIZING FIRE ADVISORY BOARD  
AND PROVIDING FOR PAYMENT OF ALLOWABLE EXPENSES**

Introduced by Legislator Lawrence L. Dolhof, Chairman of the Lewis County Board of Legislators.

WHEREAS, the Lewis County Board of Legislators recognizes the vital role of volunteer fire departments in providing emergency services and protecting the lives and property of county residents; and

WHEREAS, the establishment of a Fire Advisory Board under Section 225-a of the County Law provides a mechanism for coordination, communication, and oversight among all volunteer fire departments in the County; and

WHEREAS, it is necessary to appoint members to the Fire Advisory Board and authorize the payment of allowable expenses to support the efficient operation of the Board and its activities;

NOW, THEREFORE, BE IT RESOLVED as follows:

Section 1. Pursuant to Section 225-a of the County Law, the Lewis County Fire Advisory Board shall consist of the Fire Chief of each volunteer fire department in Lewis County, or a designated Assistant Fire Chief. These individuals are hereby appointed to the Board for a term of one year, commencing January 1, 2024, through December 31, 2024. All members shall be considered county officers and shall serve without compensation.

Section 2. The Lewis County Fire and Emergency Management Director, Robert MacKenzie, III, is hereby authorized to appoint up to six (6) Deputy Coordinators, who shall also serve without compensation. The Director shall submit a list of appointees to the Clerk of the Board of Legislators promptly after appointments have been made.

Section 3. All necessary and allowable expenses incurred by the Lewis County Fire Advisory Board and the Deputy Coordinators shall be paid upon due audit, in accordance with applicable law.

Section 4. This resolution shall take effect immediately.

Moved by Legislator \_\_, seconded by Legislator \_\_, and adopted on the 6<sup>th</sup> day of January, 2026.

**RESOLUTION NO. 11 - 2026**

**RESOLUTION AUTHORIZING 2026 BUDGET TRANSFERS  
WITHIN THE HIGHWAY DEPARTMENT ACCOUNTS**

Introduced by Legislator Lawrence L. Dolhof, Chairman of the Lewis County Board of Legislators.

BE IT RESOLVED as follows:

Section 1. That the following 2026 budget transfer be made within the Highway Department accounts to provide funding for lease payments on Enterprise vehicles. Funds shall be transferred from Project HAD Capital Equipment (Account No. H0990100 499900):

<u>Increase Revenue:</u>	
DM513000 350310	\$110,000.00

<u>Increase Expenditure:</u>	
DM513000 223400	\$110,000.00

Section 2. That the following 2026 budget transfer within the Highway Department accounts to provide funding for various annual lease payments. Funds shall be transferred from Project HAD Capital Equipment (Account No. H0990100 499900):

<u>Increase Revenue:</u>	
DM513000 350310	\$610,832.00

<u>Increase Expenditure:</u>	
DM513000 223300	\$610,832.00

Section 3. This resolution shall take effect immediately.

Moved by Legislator \_\_, seconded by Legislator \_\_, and adopted on the 6<sup>th</sup> day of January, 2026.

**RESOLUTION NO. 12 - 2026**

**RESOLUTION TO SET A PUBLIC HEARING WITH REFERENCE TO  
ADOPTION OF A NEW SHORT ENVIRONMENTAL ASSESSMENT FORM (SEAF)  
FOR AGRICULTURALLY VIABLE LAND UNDER AG DISTRICT #6 WITH “UNLISTED  
ACTION” DESIGNATIONS UNDER SEQRA AND A COOPERATIVE AGREEMENT  
WITH NYSDAM FOR A COORDINATED REVIEW OF SAME**

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

WHEREAS, the Lewis County Legislature administers the Agricultural District Program pursuant to Article 25-AA of the New York State Agriculture and Markets Law; and

WHEREAS, the creation, modification, consolidation, or termination of Agricultural Districts is subject to review under the New York State Environmental Quality Review Act (SEQRA); and

WHEREAS, the New York State Department of Agriculture and Markets and Lewis County have proposed a cooperative agreement (MOU) establishing procedures for coordinated SEQRA review and the use of a new Short Environmental Assessment Form (SEAF) specifically for Agricultural Districts relating to unlisted actions as defined under SEQRA; and

WHEREAS, the Lewis County Legislature desires to conduct a public hearing to receive comments on the proposed adoption of the new Short Environmental Assessment Form and related SEQRA cooperative agreement for the Agricultural District Program in Lewis County;

NOW, THEREFORE, BE IT RESOLVED,

Section 1. The Lewis County Board of Legislators hereby sets a public hearing to be held on February 3<sup>rd</sup>, 2026 at 5:00 p.m. for the purpose of receiving public comment on the adoption of a new Short Environmental Assessment Form for “unlisted actions” related to agricultural districts in Lewis County and a SEQRA cooperative agreement (MOU) with NYSDAM for the Lewis County Agricultural District Program.

Section 2. This resolution shall take effect immediately.

Moved by Legislator \_\_, seconded by Legislator \_\_, and adopted.