

NOTICE

TO: Members of the Lewis County Finance & Rules Committee

FROM: Cassandra Moser, Clerk of the Board

DATE: January 15, 2026

SUBJECT: Finance & Rules Committee Meeting

The Lewis County Finance & Rules Committee will hold its regular meeting on Tuesday, January 20, 2026, at 3:00 p.m. in the Legislative Board Chambers, 2nd Floor, Lewis County Courthouse, Lowville, New York.

Attached is a list of agenda items for the meeting which will be live-streamed on the Lewis County YouTube channel at: [Lewis County - YouTube](#).

cc:	County Clerk/DMV	Planning & Community Development
	Economic Development	Purchasing
	Human Resources	Real Property Tax
	Information Technology	Treasurer
	Insurance/Workers' Compensation	

FINANCE & RULES COMMITTEE

AGENDA – January 20, 2026

Call to Order:

- Legislator Jessica Moser, Chair.

Roll Call:

- Clerk of the Board records attendance.

Approval of Minutes:

- Motion to approve minutes from November 18, 2025.

Presentations / Discussion Items:

- General Services Committee Goals – Tim Hunt, County Manager (20 minutes)

Draft Resolutions / Motions:

1. Appointing Joanne Witt, Executive Director of Naturally Lewis, to serve as Lewis County's representative on the Adirondack North Country Association (ANCA) Board for a two-year term effective February 4, 2026, through December 31, 2027.
2. Appointing Richard Chartrand of Lowville, New York, as a Republican representative to the Lewis County Ethics Board for a two-year term effective February 4, 2026, through December 31, 2028.
3. Adopting the updated Hazard Mitigation Plan to reduce long-term risk from natural hazards and disasters.
4. Authorizing an agreement with Adirondack Techs to complete broadband infrastructure in the Town of Diana using NYS DEC Smart Growth grant funds.
5. Appointing Ashley Waite, Amanda Waugh, and Mark Waterhouse to the Lewis County Fair Housing Task Force, replacing Jaylyn Yuhas-Heames, Kevin McArdle, and Tammie Lambert, to support fair housing education, enforcement, and equal housing opportunities within Lewis County.
6. Establishing and appointing members to the Lewis County Comprehensive Plan Steering Committee to guide the plan update process.
7. Adopting NYS Department of Ag and Market's new SEQRA Short Environmental Quality Assessment Form for agricultural district actions and authorizing a Memorandum of Agreement for coordinated review.

8. Setting a public hearing for March 3, 2026, to consider adding three parcels to Agricultural District #6.
9. Designating Planning Director as Certifying Officer for CDBG housing rehab projects and authorizing agreement with Snow Belt Housing Company.
10. Designating Planning Director as Certifying Officer for CDBG planning grant and declaring project as Type II under SEQRA.
11. Authorizing the Planning Department to submit an application for up to \$500,000.00 under the NYS DOS Local Government Efficiency Grant Program for roadway and water infrastructure improvements.
12. Authorizing submission of application for up to \$500,000.00 under the Empire State Development County Infrastructure Program for Village of Port Leyden improvements.
13. Authorizing application for up to \$3,000,000.00 under NBRC Catalyst Program for roadway and complete streets projects in Village of Port Leyden.
14. Authorizing Planning Department to submit applications for Transportation Alternatives Program funding for complete streets projects.
15. Authorizing amendments to IMA with Town of New Bremen to include reimbursement for emergency bridge repair costs from 2024 flooding.
16. Establishing the standard work days for specified elected and appointed officials of Lewis County and authorize reporting of days worked to the New York State and Local Employees' Retirement System based on submitted activity records.

Unfinished Business:

New Business:

Executive Session:

Adjournment:

Additional Information

- If any committee member has inquiries regarding agenda items, please do not hesitate to contact me.

RESOLUTION NO. __ - 2026

**RESOLUTION APPOINTING JOANNE WITT TO THE
ADIRONDACK NORTH COUNTRY ASSOCIATION BOARD**

Introduced by Legislator Jessica Moser, Chair of the Finance & Rules Committee.

WHEREAS, the Adirondack North Country Association (ANCA) is a regional nonprofit organization that works to strengthen local economies, support sustainable development, and advance community initiatives throughout the North Country region; and

WHEREAS, Lewis County participates in ANCA through representation on its Board, ensuring that the County's interests and priorities are effectively communicated and integrated into regional economic and community development strategies; and

WHEREAS, the Board of Legislators recognizes the importance of continued participation and collaboration with ANCA to advance shared regional goals; and

WHEREAS, Joanne Witt of Watertown, New York, as Executive Director of Naturally Lewis, possesses the experience and perspective necessary to represent Lewis County effectively on the ANCA Board; and

NOW, THEREFORE, BE IT RESOLVED as follows:

Section 1. The Lewis County Board of Legislators hereby appoints Joanne Witt of Watertown, New York, as member of the Adirondack North Country Association Board for a two-year term.

Section 2. The term of this appointment shall be effective February 4, 2026 through December 31, 2027.

Section 3. The Lewis County Board of Legislators expresses its appreciation to Joanne Witt for her willingness to serve and contribute to the Adirondack North Country Association.

Section 4. The Clerk of the Board shall forward a certified copy of this resolution to Joanne Witt and to the Adirondack North Country Association.

Section 5. This resolution shall take effect immediately.

Moved by Legislator __, seconded by Legislator __, and adopted on the 3rd day of February, 2026.

RESOLUTION NO. __ - 2026

**RESOLUTION APPOINTING RICHARD CHARTRAND TO
LEWIS COUNTY ETHICS BOARD**

Introduced by Legislator Jessica Moser, Chair of the Finance & Rules Committee.

WHEREAS, Local Law No. 5-2005, known as the Lewis County Ethics Law, establishes an Ethics Board to ensure the highest standards of ethical conduct among County officers and employees; and

WHEREAS, the Ethics Board is composed of members appointed by the Lewis County Board of Legislators to represent the political diversity and integrity of County government; and

WHEREAS, Richard Chartrand of Lowville, New York, has expressed a willingness to serve and possesses the integrity, judgement and community commitment necessary to fulfill the duties of this important position; and

WHEREAS, the Board of Legislators desires to fill this position in accordance with the provisions of the Lewis County Ethics Law;

NOW, THEREFORE, BE IT RESOLVED as follows:

Section 1. The Lewis County Board of Legislators hereby appoints Richard Chartrand of Lowville, New York, as a Republican representative on the Lewis County Ethics Board to serve a two-year term.

Section 2. The term of said appointment shall be effective from February 4, 2026 through December 31, 2028.

Section 3. The Lewis County Board of Legislators expresses its appreciation to Richard Chartrand for his willingness to serve and contribute to the Lewis County Ethics Board.

Section 4. The Clerk of the Board shall forward a certified copy of this resolution to Richard Chartrand and to the Law Department.

Section 5. This resolution shall take effect immediately.

Moved by Legislator __, seconded by Legislator __, and adopted on the 3rd day of February, 2026.

RESOLUTION NO. __ – 2026

**RESOLUTION ADOPTING THE LEWIS COUNTY
2025 HAZARD MITIGATION PLAN**

Introduced by Legislator Jessica Moser, Chair of the Finance & Rules Committee.

WHEREAS, the Board of Legislators recognizes the threat that natural hazards pose to people and property within Lewis County; and

WHEREAS, the Planning & Community Development Department has worked with Tetra Tech, Inc., municipalities, and multiple stakeholders to prepare a multi-hazard mitigation plan, hereby known as the Lewis County 2025 Hazard Mitigation Plan, in accordance with the Disaster Mitigation Act of 2000; and

WHEREAS, the Lewis County 2025 Hazard Mitigation Plan identifies mitigation goals and actions to reduce or eliminate long-term risk to people and property in Lewis County from the impacts of future hazards and disasters; and

WHEREAS adoption by the Lewis County Board of Legislators demonstrates their commitment to hazard mitigation and achieving the goals outlined in the (title and date of mitigation plan).

NOW, THEREFORE, BE IT RESOLVED, as follows:

Section 1. The Lewis County Board of Legislators hereby adopts the Lewis County 2025 Hazard Mitigation Plan. This plan, approved by the community, may be edited or amended after submission for review, but will not require the community to re-adopt any further iterations. This only applies to this specific plan and does not absolve the community from updating the plan in 5 years.

Section 2. The within resolution shall take effect immediately.

Moved by Legislator __, seconded by Legislator __, and adopted on the 3rd day of February, 2026.

RESOLUTION NO . __ -2026

**RESOLUTION AUTHORIZING AN AGREEMENT BETWEEN ADIRONDACK TECHS
AND THE COUNTY OF LEWIS TO COMPLETE A BROADBAND EXPANSION
PROJECT IN THE TOWN OF DIANA WITH NYS DEC ADIRONDACK PARK
COMMUNITY SMART GROWTH GRANT PROGRAM FUNDS**

Introduced by Legislator Jessica Moser, Chair of the Finance & Rules Committee.

WHEREAS, the Lewis County Board of Legislators approved and authorized an application to the New York State Department of Environmental Conservation ("NYS DEC") Adirondack Park and Catskill Park Community Smart Growth Grant Program for the expansion of Broadband Infrastructure in areas within the Adirondack boundary; and

WHEREAS, the total project cost is estimated to be \$236,199.00 to service approximately 57 passings, which will require a \$75,000.00 contribution from Lewis County and at least \$36,199.00 from the contracted service provider; and

WHEREAS, the County of Lewis, by and through the Lewis County Planning and Community Development, was awarded \$125,000.00 in the NYS DEC funds, with a required match of at least \$50,000.00, and entered into an agreement with the NYS DEC to accept the funds and proceed with the project implementation; and

WHEREAS, the Director of Planning and Community Development has worked with several service providers to obtain cost estimates to complete the Town of Diana portion of the project and recommends contracting with Adirondack Techs to complete the build out, utilizing the balance of NYS DEC Smart Growth funding;

NOW, THEREFORE, BE IT RESOLVED, as follows:

Section 1. The Lewis County Board of Legislators hereby authorizes an agreement with Adirondack Techs to provide broadband infrastructure to passings on Elijah Lake Road, in the Town of Diana, in an amount not to exceed \$50,000.00.

Section 2. The Chair or Vice-Chair of the Board of Legislators is hereby authorized to make, execute, seal and deliver said Agreement and any extensions or modifications thereto, upon review and approval by the County Attorney.

Section 3. The within resolution shall take effect immediately.

Moved by Legislator __, seconded by Legislator __, and adopted on the 3rd day of February, 2026.

RESOLUTION NO. __ – 2026

**RESOLUTION APPOINTING MEMBERS TO THE
LEWIS COUNTY FAIR HOUSING TASK FORCE**

Introduced by Legislator Jessica Moser, Chair of the Finance & Rules Committee.

WHEREAS, by Resolution No. 508-2016, the Lewis County Board of Legislators designated the Lewis County Planning Director as the Lewis County Fair Housing Officer and HUD Section 3 Coordinator, and authorized the Planning Director to engage in activities required to maintain compliance with HUD regulations and implementation of fair housing education and enforcement resources; and

WHEREAS, pursuant to the 2016 report, fair housing education and enforcement resources were identified, *inter alia*, as areas to be improved upon in Lewis County, with the recommendation that not only the County Planning Director be named the local fair housing officer, but to also establish a fair housing task force comprised of representative members with affiliated interests in housing, (such as representative from the office for the aging, mortgage lenders, real estate sales, non-profit housing, religious organizations, apartment rental agencies, housing construction industry, trade laborers); and

WHEREAS, the task force will assist in promoting fair housing choice for all persons in the County and reaffirm a commitment to equal opportunity for residents to live in safe, decent housing;

NOW, THEREFORE, BE IT RESOLVED, as follows:

Section 1. The Lewis County Board of Legislators hereby appoints Ashley Waite, Lewis County Public Health Director, Amanda Waugh, Lewis County Department of Social Services Director of Economic Supports, and Mark Waterhouse, THRIVE Assistant Director of Community Operations-Housing, to the Lewis County Fair Housing Task Force, replacing Jaylyn Yuhas-Heames, Kevin McArdle, and Tammie Lambert.

Section 2. The within resolution shall take effect immediately.

Moved by Legislator __, seconded by Legislator __, and adopted on the 3rd day of February, 2026.

RESOLUTION NO. __ - 2026

RESOLUTION APPOINTING STEERING COMMITTEE MEMBERS TO COUNTY COMPREHENSIVE PLANNING COMMITTEE

Introduced by Legislator Jessica Moser, Chair of the Finance & Rules Committee.

WHEREAS, the Planning & Community Development Department applied for and received NYS DOS Smart Growth Comprehensive Planning Funding to complete an update to the 2009 Lewis County Comprehensive Plan; and

WHEREAS, after posting an RFP for consulting services to assist with the update and receiving said bids for the project, the Board of Legislators approved a contract with LaBella Associates to complete the scope of work as outlined in the Comprehensive Plan RFP at a cost not to exceed \$215,275.00; and

WHEREAS, A Comprehensive Plan Steering Committee is required to guide the planning process, coordinate public input, liaise with a LaBella, and ultimately recommend a final draft of the updated Comprehensive Plan to the County Legislature; and

WHEREAS, The Lewis County Board of Legislators wishes to establish a Steering Committee composed of diverse stakeholders representing various sectors, geographic areas, and municipal interests within the County;

NOW, THEREFORE, BE IT RESOLVED, as follows:

Section 1. The County Legislature hereby establishes the Lewis County Comprehensive Plan Steering Committee (hereinafter referred to as "the Committee") to oversee and facilitate the preparation of the updated County Comprehensive Plan.

Section 2. The Committee shall serve in an advisory capacity to the County Legislature and the County Planning & Community Development Department and shall be charged with the following duties:

- Provide Guidance: Advise the County Planning & Community Development Director, Planning & Community Development Staff, and LaBella on the scope, methodology, and key focus areas of the plan update.
- Coordinate Outreach: Oversee and actively participate in the public engagement process, including organizing community workshops, public meetings, and surveys to ensure broad citizen participation and input.
- Review and Recommend: Review all draft materials, technical reports, goals, objectives, policies, and implementation strategies prepared for the plan.

- Achieve Consensus: Facilitate discussion and build consensus among diverse stakeholders on the vision and policy direction for the County's future development.
- Final Submission: Recommend a final draft of the updated Comprehensive Plan to the County Legislature for its consideration and formal adoption.

Section 3. The following individuals are hereby appointed to serve as members of the Lewis County Comprehensive Plan Steering Committee, with terms commencing immediately upon the adoption of this Resolution and continuing until the updated Comprehensive Plan is formally adopted by the County Legislature:

Member Name	Representing / Stakeholder Group
Herb Frost	District 1 County Legislator
Jeff Nellenback	District 10 County Legislator
Sarah Metott	County Planning Board
Heidi Lehmann	Municipal Official (Village of Castorland)
Joanne Witt	Economic Development
Michele Ledoux	Agriculture/Farmland Preservation Sector
Nichelle Swisher	Environmental/Conservation Community
Ashley Waite	Public Health
Robert Grunert-Loud	Housing Professional
Jackie Mahoney	Recreation
Evan Jennings	Emerging Professional
TBD	Healthcare

Section 4. The following individuals shall serve as non-voting, Ex-Officio Members to provide technical support and continuity:

- County Planning & Community Development Director
- County Community Development Specialist
- County Treasurer

Section 5. This Resolution shall take effect immediately.

Moved by Legislator __, seconded by Legislator __, and adopted on the 3rd day of February, 2026.

RESOLUTION NO. __ - 2026

RESOLUTION ADOPTING NEW SEQRA SHORT ENVIRONMENTAL ASSESSMENT FORM FOR CERTAIN ACTIONS RELATED TO AGRICULTURAL DISTRICTS WITHIN LEWIS COUNTY AND AUTHORIZING A MEMORANDUM OF AGREEMENT WITH NYSDAM FOR REVIEW OF UNLISTED ACTIONS OF EXISTING AGRICULTURAL DISTRICTS WITHIN THE COUNTY

Introduced by Legislator Jessica Moser, Chair of the Finance & Rules Committee.

WHEREAS, the State Environmental Quality Review Act (SEQR or SEQRA) and its corresponding regulations under NYSRR Parts 617 & 618 define situations in which particular state and local actors must conduct an environmental review as part of their decision-making process; and

WHEREAS, in relation to agricultural districts certified pursuant to Article 25-AA of the New York State Agriculture & Markets Law (AML), SEQRA applies to the adoption, modification, continuation, consolidation and termination of agricultural districts; and

WHEREAS, agricultural districts proposed modifications, consolidation or termination would be deemed an Unlisted Action under SEQRA, requiring the completion of a Short Environmental Assessment Form (SEAF) to determine environmental significance; and

WHEREAS, the New York State Department of Agriculture & Markets (NYSDAM) has adopted a new SEAF to be used in the review of Unlisted Actions associated with modifying, terminating, and consolidating existing agricultural districts; and

WHEREAS, the Lewis County Planning and Community Development Department along with the Lewis County Agricultural & Farmland Protection Board have reviewed the new SEAF, voted to forward the new form to the Lewis County Board of Legislators with a recommendation that they adopt same; and

WHEREAS, after providing proper notice, the Lewis County Board of Legislators held a public hearing on February 3rd, 2026 to hear all interested parties and receive comments relative to the adoption of the specific SEAF form for the Lewis County Agricultural District Program, and the proposed cooperative agreement (MOU) between the County and NYSDAM for procedures in a coordinated review of such unlisted actions;

NOW, THEREFORE, BE IT RESOLVED, as follows:

Section 1. The Lewis County Board of Legislators does hereby adopt the NYS Department of Agriculture & Markets' new SEAF form for use in the review of actions designated as an "Unlisted Action" pursuant to SEQRA, which involve the modification, consolidation, or termination of an existing Agricultural District as described in Article 25-AA of the AML in Lewis County.

Section 2. The Lewis County Board of Legislators authorizes the Chair or Vice-Chair to execute a cooperative agreement (MOU) between Lewis County and the NYS Department of Agriculture & Markets to establish procedures for the coordinated review of Unlisted Actions regarding the modification, consolidation, or termination of an existing agricultural district in Lewis County, upon review and any recommended provisions by the County Attorney.

Section 3. The within resolution shall take effect immediately.

Moved by Legislator __, seconded by Legislator __, and adopted on the 3rd day of February, 2026.

RESOLUTION NO. __ - 2026

RESOLUTION TO SET A PUBLIC HEARING WITH REFERENCE TO INCLUSION OF AGRICULTURALLY VIABLE LAND INTO THE CERTIFIED AGRICULTURAL DISTRICT # 6

Introduced by Legislator Jessica Moser, Chair of the Finance & Rules Committee.

WHEREAS, the Lewis County Board of Legislators, in accordance with § 303-b of the Agricultural and Markets Law, designated November 15th to December 15th as the annual thirty (30) day review period in which a landowner may submit requests for inclusion of predominately viable agricultural land within a Certified Agricultural District; and

WHEREAS, the Lewis County Planning Department received three (3) applications for inclusion of properties into Agricultural District # 6. The parcels are located in the Town of Martinsburg, Tax Map Parcel No. 210.00-02-10.100 owned by John H Ingham III and Penny Ingham (approximately 91.2 acres), Town of Watson, Tax Map Parcel No. 214.00-01-11.210 owned by John Young (approximately 8.6 acres); and Town of Lewis, Tax Map Parcel No. 416.00-01-18.200 owned by Dennis Poff and Alexandria Heitzman (approximately 13 acres); and

WHEREAS, the Planning Department presented the applications to the Lewis County Agricultural and Farmland Protection Board, who agreed that the parcels proposed are “viable agricultural land,” and will meet the eligibility requirements for inclusion into Certified Agricultural District #6, and has provided a report to the Lewis County Board of Legislators with a recommendation for its inclusion; and

WHEREAS, in accordance with § 303-b of the Laws of 2003 amending NYS Agricultural and Markets Law, the Lewis County Board of Legislators seeks to set the public hearing to consider this request;

NOW, THEREFORE, BE IT RESOLVED, as follows:

Section 1. The Lewis County Board of Legislators hereby sets a public hearing to be held on March 3rd, 2026 at 5:00 p.m. for the purpose of receiving public comment to consider the request and recommendations of the Lewis County Agricultural and Farmland Protection Board, for inclusion of the parcels located in the Town of Martinsburg, Tax Map Parcel No. 210.00-02-10.100 owned by John H Ingham III and Penny Ingham (approximately 91.2 acres), Town of Watson, Tax Map Parcel No. 214.00-01-11.210 owned by John Young (approximately 8.6 acres); and Town of Lewis, Tax Map Parcel No. 416.00-01-18.200 owned by Dennis Poff and Alexandria Heitzman (approximately 13 acres).

Section 2. The hearing will be held at the Board's regular meeting at the Courthouse Building, 7660 N. State Street, Lowville, NY 13367, Second Floor Legislative Chamber, on Tuesday, March 3rd, 2026 at 5:00 p.m. Written comments received via email, mail or hand delivery on or before Monday, March 3rd, 2026 by 4:00 p.m. to the Clerk of the Board at cassandramoser@lewiscounty.ny.gov or at 7660 North State Street, Lowville, NY 13367 will be read into the record prior to any action by the Board.

Section 3. 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 on the 3rd day of February, 2026.

RESOLUTION NO. __ - 2026

**APPOINTING THE PLANNING AND COMMUNITY DEVELOPMENT DIRECTOR AS
THE CERTIFYING OFFICER FOR ALL COMMUNITY DEVELOPMENT BLOCK
GRANTS, DECLARING PROPOSED PROJECTS AS TYPE II ACTIONS WITH NO
SIGNIFICANT ENVIRONMENTAL IMPACTS, AND AUTHORIZING SNOW BELT
SUBRECIPIENT AGREEMENT**

Introduced by Legislator Jessica Moser, Chair of the Finance & Rules Committee.

WHEREAS, an application for CDBG funding specific to housing rehabilitation was submitted; and

WHEREAS, the County recently received notice of an award in the amount of \$750,000.00 under its housing rehabilitation application. Pursuant to the award, the County seeks to enter into a subrecipient agreement with Snow Belt Housing Company, Inc. (Snow Belt) to administer the program and deliverables in consideration of Snow Belt receiving \$37,500.00 for administration and \$97,500.00 for delivery costs under the Grant, payable from the grant funds; and

WHEREAS, this project is subject to environmental review under the National Environmental Policy Act (NEPA) and State Environmental Quality Review Act (SEQRA); and

WHEREAS, the designation of a Certifying Officer to sign the Environmental Review is required; and

WHEREAS, the Lewis County Board of Legislators seeks to designate the Director of Planning and Community Development as the Certifying Officer for this CDBG Project # 636HR322-25; and

WHEREAS, the Director of Planning and Community Development, as the designated Certifying Officer, is responsible for the environmental review process for all NYS CDBG applications outlined in the program year 2025 CDBG application guidelines. The Director recommends that the Board conclude that the projects submitted within the applications will not have a significant environmental impact and that, as Type II actions, no further procedure under SEQRA is required.

NOW, THEREFORE, BE IT RESOLVED, as follows:

Section 1. The Lewis County Board of Legislators hereby authorizes a subrecipient agreement with Snow Belt Housing Company, Inc. to administer and deliver projects under the 2025 CDBG grant (project #636HR322-25) award of \$750,000.00 for housing rehabilitation projects in Lewis County. The subrecipient agreement shall include provisions for Snow Belt to receive \$37,500.00 from the grant funds for administration costs and \$97,500.00 in delivery costs associated with the balance of \$615,000.00 in project costs.

Section 2. The Chair or the Vice-Chair of the Board of Legislators are hereby authorized to make, execute seal and deliver such agreements and contracts with Snow Belt Housing Company and New York State Office of Community Renewal as the County Attorney may recommend and approve, and appropriate the funding.

Section 3. The Director of Planning and Community Development is herein designated as the Certifying Officer for Project # 636HR322-25 and is authorized to execute any required documents as the Certifying Officer in order to advance and secure the release of Grant Funds for the project, as required by the administering agency, New York State Office of Community Renewal.

Section 4. The Lewis County Board of Legislators hereby determines that the proposed CDBG funding project, which include housing rehabilitation, constitutes a Type II action as defined by the regulations promulgated under the State Environmental Quality Review Act (SEQRA) of the State of New York; that the project will not have significant impacts upon the environment; and there is no further procedure required under SEQRA.

Section 5. This Resolution shall take effect immediately.

Moved by Legislator __, seconded by Legislator __, and adopted on the 3rd day of February, 2026.

RESOLUTION NO. __ - 2026

**APPOINTING THE PLANNING AND COMMUNITY DEVELOPMENT DIRECTOR AS
THE CERTIFYING OFFICER FOR A PLANNING COMMUNITY DEVELOPMENT
BLOCK GRANT AND DECLARING PROPOSED PROJECT AS TYPE II ACTION WITH
NO SIGNIFICANT ENVIRONMENTAL IMPACTS**

Introduced by Legislator Jessica Moser, Chair of the Finance & Rules Committee.

WHEREAS, Board of Legislators has heretofore duly advertised and held a public hearing on the 18th day of December 2025 and considered the comments presented thereat regarding housing, economic development, microenterprise, community planning, public infrastructure, and public facilities needs; and

WHEREAS, the County of Lewis applied for Community Development Block Grant (CDBG) funds to fund a Vacant and Blight Property Inventory; and

WHEREAS, CDBG environmental regulations require that the County make a determination as to whether the project will have a significant impact upon the environment; and

WHEREAS, the designation of a Certifying Officer to sign the Environmental Review is required; and

WHEREAS, the Lewis County Board of Legislators seeks to designate the Director of Planning and Community Development as the Certifying Officer for this grant program; and

WHEREAS, the Director of Planning, designated as the certifying officer responsible for all activities associated with the CDBG project, reviewed the environmental review process outlined under the Grant regulations and considers the program to constitute a Type II action as defined by the regulations, and as such, recommends that the Board conclude that the project will not have a significant impact upon the environment, and that as a Type II action, no further procedure under SEQRA is required with respect to the Project.

NOW, THEREFORE, BE IT RESOLVED,

Section 1. The Director of Planning and Community Development is herein designated as the Certifying Officer and is authorized to execute any required documents as the Certifying Officer in order to advance each CDBG project and secure the release of Grant Funds for each project.

Section 2. The Lewis County Board of Legislators hereby determines that the

proposed CDBG planning project to complete a Vacant and Blight Property Inventory constitutes as a Type II action as defined by the regulations promulgated under the State Environmental Quality Review Act (SEQRA) of the State of New York; that the projects will not have significant impacts upon the environment; and there is no further procedure required under SEQRA.

Section 3. Should the CDBG funded be awarded, the Chair or Vice-Chair of the Board of Legislators is hereby authorized to execute, seal and deliver any forms and documents related to the execution of a grant agreement and notice to proceed.

Section 4. This Resolution shall take effect immediately.

Moved by Legislator __, seconded by Legislator __, and adopted on the 3rd day of February, 2026.

RESOLUTION NO. __ - 2026

RESOLUTION AUTHORIZING THE PLANNING AND COMMUNITY DEVELOPMENT TO SUBMIT A NYS DOS LOCAL GOVERNMENT EFFICIENCY GRANT PROGRAM APPLICATION

Introduced by Legislator Jessica Moser, Chair of the Finance & Rules Committee.

WHEREAS, the New York State Department of State (NYSDOS) administers the Local Government Efficiency (LGE) Grant Program to encourage and support projects that improve the efficiency, effectiveness, and cost savings of local government services through shared services, consolidation, and other cooperative efforts; and

WHEREAS, the Lewis County Board of Legislators recognizes the importance of maintaining safe, reliable, and sustainable local infrastructure, including transportation facilities and public water systems; and

WHEREAS, the Lewis County Highway Department has been working on the development of roadway and complete streets infrastructure alongside the Village of Port Leyden water system upgrades to improve roadway conditions, enhance public safety, and upgrade water infrastructure serving residents, businesses, and visitors within and around the Village; and

WHEREAS, this collaborative project is expected to promote intermunicipal cooperation and shared infrastructure improvements, reduce long-term maintenance and operating costs, enhance resiliency, and support the overall economic and community development goals of the region; and

WHEREAS, the Lewis County Board of Legislators has determined that seeking financial assistance through the 2026 NYS DOS LGE Grant Program is in the best interest of the taxpayers in order to offset local costs and advance the timely implementation of the Project; and

WHEREAS, Lewis County, in collaboration with the Village of Port Leyden, would be eligible for up to \$500,000 in NYS DOS LGE funding to complete a roadway and complete streets project, simultaneously with the Village of Port Leyden water infrastructure upgrades, and would need to commit to a 10% cash match; and

WHEREAS, the LGE Grant Program requires an authorizing resolution from the participating municipality or municipalities, designating an official representative authorized to submit the application and execute all necessary documents on their behalf;

NOW, THEREFORE, BE IT RESOLVED as follows:

Section 1. The Lewis County Board of Legislators hereby authorizes the submission of a NYS DOS Local Government Efficiency Grant Program application in an amount not to exceed \$500,000 to complete a roadway and complete streets project, simultaneously with the Village of Port Leyden water infrastructure upgrades, with the 10% cash requirement being contributed by the County.

Section 2. The Chair or Vice Chair of the Board of Legislators, be and the same, is hereby authorized to sign and submit the application and, if awarded, to accept the funding, sign contract documents along with any non-financial amendments thereto upon such terms acceptable to the County Attorney; and with the Treasurer directed to appropriate the funding to the Lewis County Highway Department when released.

Section 3. This resolution shall take effect immediately.

Moved by Legislator __, seconded by Legislator __, and adopted on the 3rd day of February, 2026.

RESOLUTION NO. __ - 2026

**RESOLUTION AUTHORIZING LEWIS COUNTY TO APPLY FOR 2026 NEW YORK
STATE EMPIRE STATE DEVELOPMENT COUNTY INFRASTRUCTURE GRANT
PROGRAM FUNDS**

Introduced by Legislator Jessica Moser, Chair of the Finance & Rules Committee.

WHEREAS, the County of Lewis, by and through the Planning and Community Development Department, desires to apply for 50% of project costs, up to \$500,000.00, relative to road and complete street infrastructure improvements in the Village of Port Leyden; and

WHEREAS, the County Infrastructure Grant Program supports county-led infrastructure projects across the state that contribute to placemaking, support the creation of housing, and encourage visitation and tourism; and

WHEREAS, to apply for funding, the County would need to submit a Letter of Intent (LOI) form to determine eligibility for the project and, once eligibility is confirmed, an application will be developed for submission on the NYS CFA Portal; and

NOW, THEREFORE, BE IT RESOLVED, as follows:

Section 1. The Lewis County Board of Legislators hereby authorizes the Chair or Vice Chair of the Board of Legislators to sign the Letter of Intent, and application to Empire State Development for up to \$500,000.00 for the 2026 County Infrastructure Improvement Grant Program funding, with the 50% required match provided by Lewis County, for road and complete street infrastructure improvement projects in the Village of Port Leyden, and if awarded, to accept the funding and sign contract documents.

Section 2. The Board of Legislators hereby authorizes the Planning and Community Development Department to submit the signed Letter of Intent and online application, and if awarded, directs the Treasurer to appropriate the funding to the Lewis County Planning and Community Development Department or Lewis County Highway Department.

Section 3. This resolution shall take effect immediately.

Moved by Legislator __, seconded by Legislator __, and adopted on the 3rd day of February, 2026.

RESOLUTION NO. __ - 2026

RESOLUTION AUTHORIZING LEWIS COUNTY TO APPLY FOR 2026 NORTHERN BORDER REGIONAL COMMISSION CATALYST FUNDING TO COMPLETE INFRASTRUCTURE PROJECTS IN THE VILLAGE OF PORT LEYDEN

Introduced by Legislator Jessica Moser, Chair of the Finance & Rules Committee.

WHEREAS, the Lewis County Planning and Community Development Department desires to apply for up to \$3,000,000.00 in financial assistance to assist with the completion of roadway, complete streets, and other supportive infrastructure projects under the 2026 Northern Border Regional Commission (NBRC) Catalyst Program; and

WHEREAS, if awarded, the grant requires a commitment of a 20% match from the County, which would be covered by a combination of Lewis County Highway Funds, CHIPS funds, and other eligible grants; and

WHEREAS, the Lewis County Board of Legislators seeks to authorize this application;

NOW, THEREFORE, BE IT RESOLVED, as follows;

Section 1. The Lewis County Board of Legislators hereby authorizes the Chair or Vice Chair of the Board of Legislators to sign the Letter of Intent, and application for 2026 Northern Border Regional Commission (NBRC) Catalyst Program funding in an amount not to exceed \$3,000,000.00 to implement roadway, complete streets, and other supportive infrastructure projects in the Village of Port Leyden, and if awarded, to accept the funding, award a bid to the best value firm in compliance with the funding, and sign contract documents.

Section 2. The Board of Legislators hereby authorizes the Planning and Community Development Department to submit the signed Letter of Intent and online application, and if awarded, directs the Treasurer to appropriate the funding to the Lewis County Highway Department's budget.

Section 3. This resolution shall take effect immediately.

Moved by Legislator __, seconded by Legislator __, and adopted on the 3rd day of February, 2026.

RESOLUTION NO. __ - 2026

RESOLUTION AUTHORIZING APPLICATIONS, PROFESSIONAL SERVICE AGREEMENT AND AWARDS, IF GRANTED, BY THE PLANNING AND COMMUNITY DEVELOPMENT DEPARTMENT FOR TRANSPORTATION ALTERNATIVES PROGRAM FUNDING

Introduced by Legislator Jessica Moser, Chair of the Finance & Rules Committee.

WHEREAS, the Planning and Community Development Department seeks to submit applications through the NYS Grants Gateway for Transportation Alternatives Program (TAP) Funding for several complete streets planning and implementation projects; and

WHEREAS, TAP funds can be used for the planning, design and construction of infrastructure-related projects to improve non-driver safety and access to public transportation and enhanced mobility, safe routes to school, and the planning, design and construction of on-road and off-road facilities for pedestrians, bicyclists and non-motorized transportation users; and

WHEREAS, the minimum allowable federal share project funding request under each program is \$500,000.00 and the maximum grant request is \$7 million, each requiring a 20% non-federal match; and

WHEREAS, the local match sources can include local funds, Consolidated Local Street and Highway Improvement Program (CHIPS) capital funds or other state funds from the Recreational Trails Program, Office of Parks, Recreation and Historic Preservation, Department of State Downtown Revitalization Initiative Funds, Department of Environmental Conservation, Canalway Grant funds, DASNY, or Environmental Protection Funds; and

WHEREAS, the Planning & Community Development Department will work with the Highway Superintendent and B&L (as a result of the LDSA solicitation process) to develop a Lewis County Complete Streets project application to develop final engineering and construction documents for the Village of Port Leyden, Village of Turin, and Hamlet of Beaver Falls; and

NOW, THEREFORE BE IT RESOLVED, as follows:

Section 1. The Lewis County Board of Legislators hereby authorizes the Planning and Community Development Director to submit the applications for the TAP grant funding on behalf of Lewis County for several complete streets planning and implementation projects, up to the maximum amount of funding under the grant based upon the cost estimates developed by B&L.

Section 2. The Director of Planning and Community Development or the Chair of the Board of Legislators be and the same is hereby authorized to execute the applications and any other documents required for submission.

Section 3. In the event the County is awarded grant funds, the Board of Legislators hereby authorizes acceptance of the award(s) along with the required 20% match (County to pay 100% of project expenditures then requests reimbursement for 80% of eligible project costs, capped at the award amount; authorizes the Treasurer to appropriate the funds, and authorizes the Chair or Vice Chair to execute the grant agreement(s), and any other documents required to give effect to this Project, upon review and approval of the County Attorney.

Section 4. The within resolution shall take effect immediately.

Moved by Legislator __, seconded by Legislator __, and adopted on the 3rd day of February, 2026.

RESOLUTION NO. __ - 2026

**AUTHORIZING AMENDMENT TO INTER-MUNICIPAL AGREEMENT
BETWEEN LEWIS COUNTY AND THE TOWN OF NEW BREMEN
FOR REIMBURSEMENT OF EMERGENCY REPAIR SERVICES
DUE FROM 2024 FLOODING**

Introduced by Legislator Jessica Moser, Chair of the Finance & Rules Committee.

WHEREAS, pursuant to Resolution 176-2024, the County, on behalf of the Highway Department and the Department of Community and Development, authorized Inter-Municipal Agreements with certain Towns to provide for initial engineering cost required for temporary and permanent bridge repairs or replacement sites that were damaged in the 2024 flooding; and

WHEREAS, the County seeks authorization to amend the IMA with the Town of New Bremen to also include reimbursement for the costs of labor, equipment, and materials incurred by the County towards Town bridge related emergency needs at a cost not to exceed \$171,197.99;

NOW, THEREFORE, BE IT RESOLVED, as follows:

Section 1. The Lewis County Board of Legislators authorizes an amendment to the Intermunicipal Agreement with the Town of New Bremen to include the cost of labor, equipment, and materials by the County to repair emergency bridge related sites of the Town at a cost not to exceed \$171,197.99.

Section 2. The Chair or Vice-Chair of the Board of Legislators is hereby authorized to make, execute, seal and deliver said amendment, together with the Lewis County Highway Supervisor and the Director of Planning and Community Development, upon review and approval by the County Attorney.

Section 3. The within Resolution shall take effect immediately.

Moved by Legislator __, seconded by Legislator __, and adopted on the 3rd day of February, 2026.

RESOLUTION NO. __ - 2026

STANDARD WORK DAY AND REPORTING RESOLUTION

Introduced by Legislator Jessica Moser, Chair of the Finance & Rules Committee.

BE IT RESOLVED, as follows:

Section 1. The County of Lewis hereby establishes the following as standard work days for elected and appointed officials and will report the following days worked to the New York State and Local Employees' Retirement System based on the record of activities maintained and submitted by these officials to the Clerk of this body:

Title	Name	Standard Work Day	Term Begins/Ends	Days/Month
Elected Officials				
Chairman, Board of Legislators	Lawrence L. Dolhof	6	01/01/2026 – 12/31/2026	13.37
Legislator	Herbert F. Frost III	6	01/01/2026 – 12/31/2026	2.25
Legislator	Thomas M. Kalamas	6	01/01/2026 – 12/31/2026	10.69
Legislator	Barry D. Lyndaker	6	01/01/2026 – 12/31/2026	13.03
Legislator	Jessica L. Moser	6	01/01/2026 – 12/31/2026	3.73
Appointed Officials				
Election Commissioner	Ramona L. Carpenter	8	08/06/2025 – 12/31/2026	22.34
Deputy Election Commissioner	Hannah K. Wilson	7.5	01/01/2025 – 12/31/2026	21.67

Moved by Legislator __, seconded by Legislator __, and adopted on the 3rd day of February, 2026.