

NOTICE

TO: Members of the Lewis County General Services Committee

FROM: Cassandra Moser, Clerk of the Board

DATE: February 19, 2026

SUBJECT: General Services Committee Meeting

The Lewis County General Services Committee will hold its regular meeting on Tuesday, February 24, 2026, at 1:00 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:	Board of Elections	Highway
	Buildings & Grounds	Public Defender
	Code Enforcement/Junkyards	Recreation, Forestry, & Parks
	District Attorney	Recycling & Solid Waste
	Fire & Emergency Management	Weights & Measures
	Agriculture	

GENERAL SERVICES COMMITTEE

AGENDA – February 24, 2026

Call to Order:

- Legislator Josh Leviker, Chair.

Roll Call:

- Clerk of the Board records attendance.

Approval of Minutes:

- Motion to approve minutes from January 20, 2026.

Presentations / Discussion Items:

- Lewis County Snowmobile Crash Report – Mike Leviker, Vice-President of the Lewis County Snowmobile Association (10 minutes)
- Adoption of Off-Cycle Election Fee Policy – Lindsay Burriss and Ramona Carpenter, Board of Election Commissioners (10 minutes)
- Highway Recap – John Reed, Highway Superintendent (15 minutes)

Draft Resolutions / Motions:

1. Adopting an Off-Cycle Election Fee Schedule for the Lewis County Board of Elections to establish itemized costs for special elections, referenda, and other off-cycle events, with annual review and adjustments as needed.
2. Confirming SEQRA review for adding 580 feet of trail to the Lewis County Trail System on the Jeffrey G. Nellenback Irrevocable Trust property and declaring no significant environmental impact.
3. Authorizing the addition of 580 feet of trail on property owned by the Jeffrey G. Nellenback Irrevocable Trust in the Town of Lewis to the Lewis County OHV Trail System and update official maps accordingly.
4. Adopting Local Law No. 1-2026 permitting all-terrain vehicle operation on designated portions of Byrons Corners Road (CR 49) in the Town of West Turin, effective upon filing with the Secretary of State.
5. Adopting Local Law No. 2-2026 permitting ATV/OHV operation on approximately 3.4 miles of County Road 47 (Fish Creek Road) in the Towns of West Turin and Lewis to connect existing OHV trails, effective upon filing with the Secretary of State.

Unfinished Business:

- Motion to approve and adopt the 2026 General Services Committee goals as follows:
 - ✓ Countywide Water District Resource Sharing Initiative.
 - ✓ Establish the Necessary Legal and Procedural Steps to Continue Implementing Strategies that Maximize County and Town Highway Infrastructure Efficiencies.
 - ✓ Sustainable & Maximum Coverage EMS model Adoption.
 - ✓ Revamp Property Maintenance & Junkyard Laws.
 - ✓ Rail to Trail Plan: 5-to-10-year plan.
 - ✓ Develop Emergency Action Plans for All Municipal Buildings.
 - ✓ BOAK to Municipal Center: Full Redevelopment & Occupancy.
 - ✓ 5-Year Blueprint for Off-Highway Trail Connectivity.
 - ✓ Long-Term Waste Management Plan Development.
 - ✓ Achieve 15% Increase in Property Maintenance Compliance within 12 months.

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 AUTHORIZING CHARGE BACK COSTS FOR BOARD OF ELECTIONS SERVICES IN OFF-CYCLE ELECTIONS AND ADOPTION OF PRICE LIST FOR OFF-CYCLE ELECTION COSTS

Introduced by Legislator Joshua Leviker, Chair of the General Services Committee.

WHEREAS, from time to time, elections and referenda are conducted outside the regular primary and general election calendar, including but not limited to special elections, certain local referenda, and other off-cycle events served by the Lewis County Board of Elections (the “Board of Elections”); and

WHEREAS, off-cycle elections typically require additional operational resources, including equipment, deployment, ballot design and printing, poll worker staffing and training, publication of required notices, logistics, and Tech support; and

WHEREAS, pursuant to § 4-136 and § 3-226 of the NY Election Law and §361-a of the NY County Law, expenses incurred by board of elections of a count are generally a charge against the county, but may be apportioned among towns, and in the case of a village election held other than at the time of the regular primary or general election, apportioned to such village; and

WHEREAS, it is in the public interest for the County of Lewis to adopt a transparent, cost-recovery price list so that municipalities, villages, districts, and other entities receiving election services from the County for off-cycle elections are informed of the itemized charges associated with conducting such elections; and

WHEREAS, the Lewis County Board of Elections has prepared a Fee Schedule set forth below which establishes standardized/actual unit costs and describes the methodology for allocating direct and indirect costs for off-cycle elections; and

WHEREAS, the County Attorney and County Treasurer have reviewed the Fee Schedule for consistency with applicable law and County policy, and recommend its adoption, subject to annual review with appropriate data in the event an amendment to such costs shall be considered by the Board of Legislators;

NOW, THEREFORE, BE IT RESOLVED as follows:

Section 1. The Lewis County Board of Directors hereby declares its adoption of the attached Lewis County Off-Cycle Board of Elections Cost Fee Schedule, to be applied to special elections, off-cycle referenda, and other elections served by the

Board of Elections outside the normal primary and general election calendar, unless superseded by statute or agreement.

Section 2. The Lewis County Board of Legislators authorizes the Board of Elections to invoice and collect from the requesting municipality/jurisdiction/entity who holds an off-cycle election and seeks the services and equipment of the County Board of Elections, the following itemized costs, including direct costs (e.g., poll workers, ballots, equipment deployment) and allocable indirect costs (e.g., administrative coordination, security, and supplies), in accordance with County financial invoicing procedures:

Item	Description	Cost
Voting Machine Cart	Programming, Machine, Testing, Test Deck (50 test ballots) Audio File	\$750.00
Sign in / printing	Electronic poll books, on demand ballot printer & quick connect cabinet, programming and L&A testing	\$125.00
Ballots	Print on demand Charged per ballot	14" .50/Ballot 17" .52/Ballot 22" .56/Ballot
Privacy Booths	Minimum of three (3) required, plus one (1) ADA compliant booth	\$20.00/Booth
Delivery	Delivery, set up, pick-up	\$200.00
Support Staff	4:30pm – half hour after close of polls. Bipartisan staff requirement	\$46.16/hr.
Office, Security, and Election Day supplies	At cost to replace depleted stock	TBD
Legal Ad	At cost if published by our office	TBD
Absentee Processing	Will be paid per ballot	\$4.64/Ballot
Inspectors	Minimum of four (4), assigned by our office	\$225/Inspector

Note: Additional costs may apply for special circumstances or expedited services.

Section 3. The Lewis County Board of Legislators hereby directs that the off-cycle Fee Schedule shall be reviewed annually by the Board of Elections, and any adjustments (including CPI changes, market pricing, statutory requirements, and

other supporting data for any adjustments) shall be presented to the Board of Legislators for approval no later than the first BOL meeting in December of each year, with any adopted update to take effect January 1st of the following year.

Section 4. This Resolution and Fee Schedule shall take effect immediately.

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

DRAFT

RESOLUTION NO. __ - 2026

**RESOLUTION REGARDING SEQRA REVIEW OF THE ADDITION
OF 580 FEET OF NEW TRAIL INTO THE LEWIS COUNTY TRAIL
SYSTEM AND DECLARING NO SIGNIFICANT IMPACT**

(Jeffrey G. Nellenback Irrevocable Trust Property)

Introduced by Legislator Joshua Leviker, Chair of the General Services Committee.

WHEREAS, the Board of Legislators has determined that the development of a county-wide trail system that can effectively and safely accommodate Off-Highway Vehicles (“OHV’s”) and multi-use trails, (as defined in Local Law No. 3-2019) is in the public interest and will enhance the recreational use of the natural resources available in the County, as well as encourage tourism; and

WHEREAS, the Board of Legislators conducted an extensive evaluation of the potential environmental impacts associated with the development of a county-wide ATV and multi-use trail system pursuant to Article 8 of the Environmental Conservation Law of the State of New York, as amended, and Title 6, Part 617 of the New York Codes, Rules and Regulations (“NYCRR”) implementing Article 8 (collectively referred to hereinafter as “SEQRA”); and

WHEREAS, in accordance with the procedures outlined in 6 NYCRR § 617.9, the Board of Legislators caused to be prepared a Draft Generic Environmental Impact Statement (“DGEIS”) and a Final GEIS (collectively the “GEIS”); on January 9, 2009, the Board of Legislators issued a written Statement of Findings setting forth the Board’s conclusions and determinations, based upon the facts and analysis contained in the GEIS; and

WHEREAS, the Board of Legislators formally established the Lewis County Trail System by adopting Local Law No. 2 – 2009, **“A LOCAL LAW ESTABLISHING THE LEWIS COUNTY TRAIL SYSTEM”**, as subsequently amended and re-stated in Local Law No. 3-2019, **“A LOCAL LAW AMENDING LOCAL LAW NO. 2-2009 AND RE-ESTABLISHING THE LEWIS COUNTY TRAIL SYSTEM”** (herein, “Local Law”); and

WHEREAS, the Local Law and the 2009 Statement of Findings contemplate future amendments to the Trail System through the addition of trails and/or the opening of interconnecting roads, and set forth procedures for making such amendments, and in particular, the procedures for amending the GEIS in compliance with SEQRA prior to amending the Trail System; and

WHEREAS, the Director of Recreation, Forestry and Parks has presented the Board of Legislators with a request to add a proposed addition of 580 feet to be

added to the Lewis County Trail System. The proposed trail is located in the Town of Lewis, Tax Map Parcel: 388.00-02-12.100, owned by Jeffery G. Nellenback Irrevocable Trust; and

WHEREAS, as a consequence, the Board of Legislators caused a site-specific environmental review of the proposed property, pursuant to Section 8.2 of the Statement of Findings; and

WHEREAS, the Board of Legislators received a report from the Soil and Water Conservation District detailing its investigations, findings, and conclusion of no significant environmental impact with respect to the trail on these properties. With the assistance from County staff and counsel, the Board has reviewed the same and compared it with the GEIS and Statement of Findings;

NOW, THEREFORE, BE IT RESOLVED, as follows:

Section 1. The Lewis County Board of Legislators has reviewed the Report from Soil and Water Conservation District and concludes that there is no significant environmental impact in adding this trail, on the identified parcels located in the Town of Lewis to the Lewis County Trail System.

Section 2. Based upon its review and analysis of the data contained in the Report and the Specific Environmental Review and Assessment Statement pertaining to the trail on the properties, the Board of Legislators hereby finds and determines that:

- a. The Report adequately sets forth the relevant and material facts necessary for the Board of Legislators to make a decision;
- b. The Report adequately describes the consultant's investigations and analysis as to any significant adverse impacts and necessary mitigations for the specific site;
- c. The Report's findings are consistent with the criteria identified and set forth in the GEIS and the Statement of Findings;
- d. The investigation and analysis of the described trail on Parcel No. 388.00-02-12.100 does not reveal any environmental impacts that were either not addressed or were not adequately addressed in the GEIS and the Statement of Findings.

Section 3. As a consequence of these determinations, the Board of Legislators hereby finds and declares that the addition of 580 feet of trail identified as Parcel No. 388.00-02-12.100 in the Town of Lewis, to the Lewis County Trail System, will not result in a significant environmental impact.

Section 4. The Board of Legislators further finds and declares that pursuant to 6 NYCRR Part 617.10(d), a Supplemental Findings Statement need not be filed, and

no further action need be taken with regard to the County's environmental review of the site herein identified and therefore, the Board has completed its lead agency responsibilities under SEQRA with regard to this trail addition.

Section 5. This Resolution shall take effect immediately.

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

DRAFT

RESOLUTION NO. __ - 2026

**RESOLUTION TO ADD 580 FEET OF
NEW TRAIL TO THE LEWIS COUNTY TRAIL SYSTEM**

(Jeffrey G. Nellenback Irrevocable Trust Property)

Introduced by Legislator Joshua Leviker, Chair of the General Services Committee.

WHEREAS, the Lewis County Board of Legislators has heretofore determined that the development of a county-wide trail system that can effectively and safely accommodate Off-Highway Vehicles (“OHV’s”), (as defined in Local Law No. 3-2019) is in the public interest and will enhance the recreational use of the natural resources available in the County, as well as encourage tourism; and

WHEREAS, the Board of Legislators formally established the Lewis County Trail System (herein “Trail System”) by adopting Local Law No. 2 – 2009, **“A LOCAL LAW ESTABLISHING THE LEWIS COUNTY TRAIL SYSTEM”**, as subsequently amended and re-stated in Local Law No. 3-2019, **“A LOCAL LAW AMENDING LOCAL LAW NO. 2-2009 AND RE-ESTABLISHING THE LEWIS COUNTY TRAIL SYSTEM”** (herein, “Local Law”); and

WHEREAS, the Local Law and the Statement of Findings contemplate future amendments to the Trail System through the addition of trails and/or the opening of interconnecting roads and set forth procedures for making such amendments, including a SEQRA review of any proposed addition to the Trail System; and

WHEREAS, the Director of Recreation, Forestry and Parks has presented the Board of Legislators with a request to add a proposed addition of 580 feet of trail in the Town of Lewis, Tax Map Parcel: 388.00-02-12.100 owned by the Jeffery G. Nellenback Irrevocable Trust the Lewis County OHV Trail System; and

WHEREAS, the Board has completed its review under SEQRA with respect to the properties and trails identified above, and based upon an investigation and analysis conducted by the Lewis County Soil and Water Conservation District, found and determined that adding this property and trail to the Lewis County Trail System will not result in a significant environmental impact;

NOW, THEREFORE, BE IT RESOLVED, as follows:

Section 1. The Lewis County Board of Legislators hereby authorizes the trail located on the following property in the Town of Lewis, identified as Parcel No. 388.00-02-12.100, owned by Jeffrey G. Nellenback Irrevocable Trust as more fully described in the Statement prepared by the Lewis County Soil and Water

Conservation District, is to be incorporated into and made a part of the Lewis County Trail System.

Section 2. The Lewis County Board of Legislators hereby authorizes the addition of 580 feet of trail to the Lewis County OHV Trail System and authorizes amendment of the maps of the Lewis County Trail System as the same is published on the Lewis County website and elsewhere, to include the trail described herein, together with such other and further actions as may be necessary to administer and maintain such trail consistent with the Lewis County OHV Trail Plan, the GEIS and Statement of Findings, and Local Law No. 3-2019.

Section 3. The within resolution shall take effect immediately.

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

DRAFT

RESOLUTION NO. __ - 2026

**RESOLUTION ADOPTING AND OTHERWISE TREATING
LOCAL LAW NO. 1 – 2026, COUNTY OF LEWIS**

Introduced by Legislator Joshua Leviker, Chair of the General Services Committee.

WHEREAS, a resolution was duly adopted by the Board of Legislators on February 3, 2026, directing that a public hearing be held by said Board on March 3, 2026 at 5:00 p.m. in the Second Floor Board Room of the Courthouse, 7660 North State Street, Lowville, New York 13367, to hear all interested parties on a proposed Local Law entitled “A LOCAL LAW PERMITTING ALL-TERRAIN VEHICLE OPERATION ON CERTAIN PORTIONS OF BYRONS CORNERS ROAD (CR 49) IN THE TOWN OF WEST TURIN”; and

WHEREAS, notice of said public hearing to add a part of County Road Route 49 to the trail system was duly advertised in the *Watertown Daily Times*, the official newspaper designated by the County, on February 24, 2026, and posted on the bulletin board of the Lewis County Courthouse, 7660 North State Street, Lowville, New York, at least five (5) days prior to such public hearing; and

WHEREAS, said public hearing was duly held at such location and time, and with all parties in attendance permitted an opportunity to speak on behalf of or in opposition to said proposed Local Law, or any part thereof; and

WHEREAS, the Board of Legislators wishes to make certain determinations based upon the information heretofore submitted to the Board as well as received during the public hearing;

NOW, THEREFORE, BE IT RESOLVED, as follows:

Section 1. This Local Law (Introductory No. 1-2026), County of Lewis, entitled “A LOCAL LAW PERMITTING ALL-TERRAIN VEHICLE OPERATION ON CERTAIN PORTIONS OF BYRONS CORNERS ROAD (CR 49) IN THE TOWN OF WEST TURIN”; be and the same hereby is designated as Local Law No. 1- 2026, County of Lewis.

Section 2. Local Law No. 1-2026, County of Lewis, with designation stated above, be and the same is hereby enacted, waiving any and all defects and informalities in the adoption thereof and shall take effect immediately upon filing with the Secretary of State.

Moved by Legislator __, seconded by Legislator __, and adopted on the 3rd day of March, 2026, pursuant to the following roll call vote:

AYES:

NAYS:

ABSENT:

DRAFT

RESOLUTION NO. __ - 2026

**RESOLUTION ADOPTING AND OTHERWISE TREATING
LOCAL LAW NO. 2 – 2026, COUNTY OF LEWIS**

Introduced by Legislator Joshua Leviker, Chair of the General Services Committee.

WHEREAS, a resolution was duly adopted by the Board of Legislators on February 3, 2026, directing that a public hearing be held by said Board on March 3, 2026 at 5:00 p.m. in the Second Floor Board Room of the Courthouse, 7660 North State Street, Lowville, New York 13367, to hear all interested parties on a proposed Local Law entitled “A LOCAL LAW PERMITTING ALL-TERRAIN VEHICLE/OFF-HIGHWAY VEHICLE OPERATION ON PORTIONS OF COUNTY ROAD 47 (FISH CREEK ROAD) (APPROXIMATELY 3.4 MILES) IN THE TOWNS OF WEST TURIN & LEWIS, TO CONNECT THE EXISTING OHV TRAIL SYSTEM FROM THE TRAIL ON TYRONE D. CONSTANTINO’S PARCEL TO THE TRAIL ON KEVIN EMERICH’S PARCEL”; and

WHEREAS, notice of said public hearing to add a part of County Road Route 47 to the trail system was duly advertised in the *Watertown Daily Times*, the official newspaper designated by the County, on February 24, 2026, and posted on the bulletin board of the Lewis County Courthouse, 7660 North State Street, Lowville, New York, at least five (5) days prior to such public hearing; and

WHEREAS, said public hearing was duly held at such location and time, and with all parties in attendance permitted an opportunity to speak on behalf of or in opposition to said proposed Local Law, or any part thereof; and

WHEREAS, the Board of Legislators wishes to make certain determinations based upon the information heretofore submitted to the Board as well as received during the public hearing;

NOW, THEREFORE, BE IT RESOLVED, as follows:

Section 1. This Local Law (Introductory No. 2-2026), County of Lewis, entitled “A LOCAL LAW PERMITTING ALL-TERRAIN VEHICLE/OFF-HIGHWAY VEHICLE OPERATION ON PORTIONS OF COUNTY ROAD 47 (FISH CREEK ROAD) (APPROXIMATELY 3.4 MILES) IN THE TOWNS OF WEST TURIN & LEWIS, TO CONNECT THE EXISTING OHV TRAIL SYSTEM FROM THE TRAIL ON TYRONE D. CONSTANTINO’S PARCEL TO THE TRAIL ON KEVIN EMERICH’S PARCEL”, be and the same hereby is designated as Local Law No. 2- 2026, County of Lewis.

Section 2. Local Law No. 2-2026, County of Lewis, with designation stated above, be and the same is hereby enacted, waiving any and all defects and informalities in the adoption thereof and shall take effect immediately upon filing with the Secretary of State.

Moved by Legislator __, seconded by Legislator __, and adopted on the 3rd day of March, 2026, pursuant to the following roll call vote:

AYES:

NAYS:

ABSENT:

DRAFT