
**LEWIS COUNTY BOARD OF LEGISLATORS
FINANCE & RULES COMMITTEE MEETING
January 20, 2026**

Present:

Legislator Jessica Moser, Chair
Legislator Jeffrey Nellenback, Vice Chair
Legislator Herbert Frost III
Legislator Thomas Osborne
Legislator Barry Lyndaker

CALL TO ORDER

Legislator Moser called the meeting to order at 2:36 p.m.

APPROVAL OF MINUTES

Legislator Moser moved to approve the minutes of the November 18, 2025, Finance & Rules Committee meeting as submitted.
Motion seconded by Legislator Osborne and carried.

2026 Finance & Rules Committee Goals

Presenter: *Timothy Hunt, County Manager*

County Manager Hunt discussed the 2026 goals. He listed a 2025 goal that was not completed, creating a commerce park through Fast NY Program –containing water, sewer, & power on approximately 40 acres. He went on to list Technology Investment for Workforce Optimization, Comprehensive Exempt Policy Review & Grade revalidation, Modernizing Local Government Operations & Access, Securing Capital and Launching a County Landbank, Weekly video & engagement launch, and update County Standing Rules.

As part of the modernization effort, the County Manager introduced a government “report card” model adapted from private sector practices to evaluate performance in six key areas: governance and strategic planning, public communications and outreach, operations and service delivery, financial management and budgeting, staff management, and legislator engagement.

An internal core group has been meeting to assess current practices, identify gaps, and establish 2026 internal goals aimed at improving operational efficiency. Planned initiatives include quarterly department head training, policy and procedure updates, improved policy tracking through NeoGov, and continued work on compensation matters related to exempt employees and union negotiations.

The finalized internal goals will be shared with the Legislature once completed, under the broader objective of modernizing local government operations and access.

DRAFT RESOLUTIONS

Draft Resolution No. 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.

Motion: Legislator Moser moved that this draft resolution be forwarded to the full Board of Legislators for action.

Motion was seconded by Legislator Frost and carried.

Vote: AYE – 5 NAY – 0 Recuse/Abstain - None

Draft Resolution No. 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.

Motion: Legislator Moser moved that this draft resolution be forwarded to the full Board of Legislators for action.

Motion was seconded by Legislator Osborne and carried.

Vote: AYE – 5 NAY – 0 Recuse/Abstain - None

Draft Resolution No. 3

Adopting the updated Hazard Mitigation Plan to reduce long-term risk from natural hazards and disasters.

Motion: Legislator Moser moved that this draft resolution be forwarded to the full Board of Legislators for action.

Motion was seconded by Legislator Nellenback and carried.

Vote: AYE –5 NAY –0 Recuse/Abstain -None

Draft Resolution No. 4

Authorizing an agreement with Adirondack Techs to complete broadband infrastructure in the Town of Diana using NYS DEC Smart Growth grant funds.

Motion: Legislator Moser moved that this draft resolution be forwarded to the full Board of Legislators for action.

Motion was seconded by Legislator Frost and carried.

Vote: AYE –5 NAY –0 Recuse/Abstain -None

Draft Resolution No. 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.

Motion: Legislator Moser moved that this draft resolution be forwarded to the full Board of Legislators for action.

Motion was seconded by Legislator Osborne and carried.

Vote: AYE –5 NAY –0 Recuse/Abstain –None

Draft Resolution No. 6

Establishing and appointing members to the Lewis County Comprehensive Plan Steering Committee to guide the plan update process.

Motion: Legislator Moser moved that this draft resolution be forwarded to the full Board of Legislators for action.

Motion was seconded by Legislator Lyndaker and carried.

Vote: AYE –5 NAY –0 Recuse/Abstain -None

Draft Resolution No. 7

Adopting NYS Department of Ag & Market's new SEQRA Short Environmental Quality Assessment Form for agricultural district actions and authorizing a Memorandum of Agreement for coordinated review.

Motion: Legislator Moser moved that this draft resolution be forwarded to the full Board of Legislators for action.

Motion was seconded by Legislator Nellenback and carried.

Vote: AYE – 5 NAY – 0 Recuse/Abstain - None

Draft Resolution No. 8

Setting a public hearing for March 3, 2026, to consider adding three parcels to Agricultural District #6.

Motion: Legislator Moser moved that this draft resolution be forwarded to the full Board of Legislators for action.

Motion was seconded by Legislator Osborne and carried.

Vote: AYE – 5 NAY – 0 Recuse/Abstain - None

Draft Resolution No. 9

Designating Planning Director as Certifying Officer for CDBG housing rehab projects and authorizing agreement with Snow Belt Housing Company.

Motion: Legislator Moser moved that this draft resolution be forwarded to the full Board of Legislators for action.

Motion was seconded by Legislator Frost and carried.

Vote: AYE – 5 NAY – 0 Recuse/Abstain - None

Draft Resolution No. 10

Designating Planning Director as Certifying Officer for CDBG planning grant and declaring project as Type II under SEQRA.

Motion: Legislator Moser moved that this draft resolution be forwarded to the full Board of Legislators for action.

Motion was seconded by Legislator Frost and carried.

Vote: AYE – 5 NAY – 0 Recuse/Abstain - None

Draft Resolution No. 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.

Motion: Legislator Moser moved that this draft resolution be forwarded to the full Board of Legislators for action.

Motion was seconded by Legislator Osborne and carried.

Vote: AYE – 5 NAY – 0 Recuse/Abstain - None

Draft Resolution No. 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.

Motion: Legislator Moser moved that this draft resolution be forwarded to the full Board of Legislators for action.

Motion was seconded by Legislator Nellenback and carried.

Vote: AYE – 5 NAY – 0 Recuse/Abstain - None

Draft Resolution No. 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.

Motion: Legislator Moser moved that this draft resolution be forwarded to the full Board of Legislators for action.

Motion was seconded by Legislator Nellenback and carried.

Vote: AYE – 5 NAY – 0 Recuse/Abstain - None

Draft Resolution No. 14

Authorizing Planning Department to submit applications for Transportation Alternatives Program funding for complete streets projects.

Motion: Legislator Moser moved that this draft resolution be forwarded to the full Board of Legislators for action.

Motion was seconded by Legislator Osborne and carried.

Vote: AYE – 5 NAY – 0 Recuse/Abstain - None

Draft Resolution No. 15

Authorizing amendments to IMA with Town of New Bremen to include reimbursement for emergency bridge repair costs from 2024 flooding.

Motion: Legislator Moser moved that this draft resolution be forwarded to the full Board of Legislators for action.

Motion was seconded by Legislator Frost and carried.

Vote: AYE – 5 NAY – 0 Recuse/Abstain - None

Draft Resolution No. 16

Establishing the standard work days for specified elected and appointed officials of Lewis County and authorizing reporting of days worked to the New York State and Local Employees' Retirement System based on submitted activity records.

Motion: Legislator Moser moved that this draft resolution be forwarded to the full Board of Legislators for action.

Motion was seconded by Legislator Nellenback and carried.

Vote: AYE – 5 NAY – 0 Recuse/Abstain - None

NEW BUSINESS

Façade and Streetscape Improvement Program Review

Presenter: *Cassandra Buell, Director of Planning & Community Development*

Director Buell provided an overview of the Façade Streetscape Improvement Program, which utilizes ARPA funds to enhance community infrastructure through matching grants for renovations and streetscape improvements. Emphasizing the preservation of historical character, Buell outlined the program's requirement for project completion within 12 months. She reported on the program's progress, detailing the allocation of \$450,000 in ARPA funds, with 17 projects funded in the first round, 10 in the second, and eight in the third, showcasing a strong community response and compliance with grant requirements.

Recent updates highlighted successful projects in Harrisville and Port Lydon, with \$174,000 awarded to four projects from 11 applications totaling over \$933,000. Collaborative efforts with the Lewis County Historical Society and Naturally Lewis were noted for ensuring adherence to historical standards. Buell concluded with information about upcoming awards in February and the potential for the program's continuation.

Draft Resolution No. 17

Affirming continued support for the Façade & Streetscape Improvement Program and acknowledging use of rolled-over budgeted and ARPA funds through Round 5.

Motion: Legislator Moser moved that this draft resolution be forwarded to the full Board of Legislators for action.

Motion was seconded by Legislator Nellenback and carried.

Vote: AYE – 5 NAY – 0 Recuse/Abstain - None

ADJOURNMENT

There being no further business to come before the Committee, Legislator Moser moved to adjourn the meeting at 3:03 p.m.

Motion seconded by Legislator Frost and carried.

Respectfully submitted,
Cassandra Moser
Clerk of the Board