
**LEWIS COUNTY BOARD OF LEGISLATORS
GENERAL SERVICES COMMITTEE MEETING
February 24, 2026**

Present:

Legislator Joshua Leviker, Chair
Legislator Thomas Osborne, Vice Chair
Legislator Jeffrey Nellenback
Legislator Michael Hanno

CALL TO ORDER

Legislator Leviker called the meeting to order at 1:00 PM

APPROVAL OF MINUTES

Motion: Legislator Leviker moved to approve the minutes of January 20, 2026, General Services Committee meeting as submitted.

Motion seconded by Legislator Osborne and carried.

Vote: AYE – 4 NAY – 0 Recuse/Abstain - None

Highway 2025 Review

Presenter: *John Reed, Highway Superintendent*

John Reed opened with a Department Report Card overview and the stated goal of transparency in presenting how performance is measured and what comes next. Early discussion framed the measurement approach as inventorying, inspecting, rating, and using technology to evaluate and manage roadway assets.

Reed detailed the digital toolset: ArcGIS mapping for shared infrastructure inventories and photos, Vaisala Road AI for automated video-based condition and signage evaluation, RoadMaster for roadway records, BDIS for bridge inspections, and NOVO (transitioning from PubWorks) for work orders and centralized management. Staff customization and potential case-study interest in Lewis County were noted.

The department's current assets count and estimated values total about \$280 million and emphasize that roads and bridges account for roughly 80% of assets. Reed discussed the need to work with planning to find funding and to stretch local funds to meet cyclical depreciation and maintenance demands.

Maintenance cycle targets and 2025 production were reviewed: paving, preservation, and striping goals were achieved; shoulder work was nearly complete; brush cutting underperformed; and ditching and tree documentation were flagged for improvement. Bridge and culvert condition details were presented, including 101 bridges maintained, four poor-rated box culverts, and plans for targeted replacements.

The slideshow linked the highway budget to work activities, breaking down an \$8.98 million budget with CHIPS funding and major spend categories as materials, labor, and equipment. Reed described prioritizing higher-quality materials, multi-purpose equipment procurement, technician training, and safety programs (CPR, MSHA, first aid, Safety Day).

Grant-funded equipment requiring a 10% local share was discussed, with a tree truck recently delivered, a back truck due in June, and a planned loader snow blower distribution process coordinated by Bob McKenzie. Upcoming paving, chip seal miles, bridge projects, mowing, striping, and operational goals were reviewed before closing thanks to county partners and legislators.

Adoption of Off-Cycle Election Fee Policy

Presenter: *Lindsay Burriss and Ramona Carpenter, Election Commissioners*

Lindsay Burriss explained that the purpose of the Off-Cycle Election Fee Policy is to establish a standardized price schedule for off-cycle elections to ensure transparency, consistency, and fairness in cost allocation. Also, recoup costs associated with conducting off-cycle elections. Off-Cycle election is any election that does not coincide with State Primary or General Election days.

Burriss described past local voting methods that relied on punch card and lever machines, index cards for registration, and minimal standards or paper trails, which kept costs low but limited voter recourse and scrutiny. The segment emphasizes a make-do culture and examples of improvised solutions.

The discussion covered the Help America Vote Act (HAVA), federal funding and new requirements such as provisional ballots, statewide databases, voter ID, accessibility devices, and the Election Assistance Commission's role. Burriss connected HAVA to increased complexity, standardization, and rising costs for local election administration.

Burriss presented a uniform price schedule for off-cycle elections designed to recoup direct costs like ballot programming, testing, staffing, technical support, consumables, legal ads, and mail processing, and argued the policy promotes fairness by charging requesting entities

rather than shifting costs countywide. The proposed schedule will be included in a resolution to the Board of Legislators.

The meeting explored fee mechanics including a \$250 per-machine charge, consumable costs (seals), print-on-demand ballot charges, and example invoices for villages and schools. Participants discussed delivery logistics, options for municipalities to move elections to November, and for schools to run elections independently or purchase machines.

2024 – 2025 Snowmobile Crash Statistics

Presenter: *Michael Leviker, Vice-President of the Lewis County Snowmobile Association*

Leviker delivered a detailed accident summary for Lewis County and neighboring counties, including per-county counts, township hotspots (e.g., Martinsburg), crash circumstances (objects struck, primary contributing factors), time-of-day and day-of-week distributions, sled engine sizes and model years, rider age cohort, and the distribution between funded-trail and off-trail incidents. He also noted statewide fatality totals and projected season-end increases.

The discussion covered safety-course history among crash-involved riders, local course delivery (Lewis County: 75 to 90 students year-over-year), statewide course-taker growth (about 1,200 to 2,200), and concerns about getting more local residents, especially youth, into courses.

Leviker reviewed registration trends and funding effects, noting registration counts rose (e.g., 104k–105k) and that a \$20 registration increase contributed to trail funds and offset volunteer club costs; attendees also observed that widespread snow made riding more regional and that accident rates relative to traffic volumes remain low.

Leviker highlighted operational benefits from installing radios in groomers for dispatch communication, reiterated concerns about local course uptake, and closed with remarks on visitation and riding patterns through Lewis County.

DRAFT RESOLUTIONS

Draft Resolution No. 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.

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

Motion was seconded by Legislator Hanno and adopted.

Vote: AYE –4 NAY –0 Recuse/Abstain -None

Draft Resolution No. 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.

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

Motion was seconded by Legislator Osborne and adopted.

Vote: AYE –3 NAY –0 Recuse/Abstain –Legislator Nellenback recused

Draft Resolution No. 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.

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

Motion was seconded by Legislator Hanno and adopted.

Vote: AYE –3 NAY –0 Recuse/Abstain –Legislator Nellenback recused

Draft Resolution No. 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.

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

Motion was seconded by Legislator Hanno and adopted.

Vote: AYE –4 NAY –0 Recuse/Abstain -None

Draft Resolution No. 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.

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

Motion was seconded by Legislator Osborne and adopted.

Vote: AYE – 2 NAY – 0 Recuse/Abstain – None

Draft Resolution No. 6

Introductory Local Law No. 1-2026 “Permitting ATV/OHV Operation on a 2.1 mile segment of Byrons Corners Road (CR 49) in the Town of West Turin to maintain trail connectivity.” and setting the public hearing on March 3, 2026, at 5:00 p.m.

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

Motion was seconded by Legislator Nellenback and adopted.

Vote: AYE – 3 NAY – 0 Recuse/Abstain – None

UNFINISHED BUSINESS

Motion No. 1

Approving and adopting the 2026 General Services Committee goals as presented.

Moved by Legislator Leviker, seconded by Legislator Nellenback and adopted.

Vote: AYE – 4 NAY – 0 Recuse/Abstain – None

ADJOURNMENT

There being no further business to come before the Committee, Legislator Leviker moved to adjourn the meeting at 1:54 PM, seconded by Legislator Hanno and carried.

Respectfully submitted,
Cassandra Moser
Clerk of the Board