
**LEWIS COUNTY BOARD OF LEGISLATORS
GENERAL SERVICES COMMITTEE MEETING
March 31, 2026**

Present:

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

CALL TO ORDER

Legislator Leviker called the meeting to order at 2:11 PM

APPROVAL OF MINUTES

Motion: Legislator Leviker moved to approve the minutes of February 24, 2026, General Services Committee meeting as submitted.

Motion seconded by Legislator Nortz and carried.

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

Code Enforcement Officer request

Presenter: *Jon Roes, Director of Building & Fire Codes*

Jon Roes, Director of Building & Fire Codes, presented a proposal to restructure a department position by upgrading the current administrative/keyboard specialist role to a fully certified Code Enforcement Officer (CEO). He explained that recent personnel changes, along with increasing demands on the department, have shifted job requirements significantly.

Roes noted that the role of administrative support has diminished due to increased automation, including cloud-based permitting systems and electronic communication, which have reduced the need for manual filing, mailing, and data entry. At the same time, the creation of the director position has shifted his responsibilities toward long-term planning,

regulatory oversight, and departmental leadership, limiting his availability for direct code enforcement work.

He emphasized that workloads are rising, particularly in property maintenance enforcement and inspections, driven by public health and safety concerns and new regulations such as short-term rentals. Data presented showed that current staffing provides approximately 7,200 annual enforcement hours, while the proposed addition of a full-time CEO would increase capacity to about 8,000 hours. However, existing demands — including over 4,200 documented inspections and hundreds of code enforcement cases annually — already strain available resources, with current time allocations per case considered insufficient.

Roes also highlighted that increasing complaints related to property conditions are taking priority over permitting work, creating delays and a cycle of noncompliance. While permit volumes fluctuate, the primary concern is the growing demand for code enforcement tied to community health and safety.

In response to questions, it was noted that replacing the administrative role with a CEO would increase costs by approximately \$12,000 annually. However, efficiencies gained through technology and field-based data entry reduce the need for centralized administrative support. While some administrative duties will be absorbed by enforcement staff, automation and streamlined processes are expected to offset the impact.

Overall, the proposal aims to better align staffing with current operational demands by increasing enforcement capacity and leveraging technology to maintain efficiency.

DRAFT RESOLUTIONS

Draft Resolution No. 1

Amending the Lewis County Compensation Plan within the Department of Fire and Building Codes by abolishing a vacant Senior Keyboard Specialist position and creating a full-time Code Enforcement Officer position to better meet departmental operational needs.

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

Motion was seconded by Legislator Nortz and adopted.

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

Draft Resolution No. 2

Determination that a fire-damaged and collapsed structure located at 6585 Oliver Place in the Hamlet of Glenfield (Town of Martinsburg) constitutes an unsafe and hazardous condition under Local Law No. 2-2007. The Board will consider a finding that the structure is beyond repair and must be removed, and will set a public hearing for May 5, 2026, requiring the

property owner's representative to show cause why the County should not proceed with demolition and debris removal. The resolution also authorizes enforcement actions, including cost recovery, should the responsible party fail to comply.

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 – 5 NAY – 0 Recuse/Abstain – None

Draft Resolution No. 3

Authorizing the Lewis County Highway Department to enter into a three-year extension agreement with Novo Solutions, Inc. for operations management software supporting asset maintenance and job costing, at a fixed cost of \$9,940 per year (\$29,820 total) from January 1, 2026 through December 31, 2028. It also authorizes the Highway Superintendent to execute the agreement, subject to approval by the County Attorney.

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 – 5 NAY – 0 Recuse/Abstain – None

Draft Resolution No. 4

Authorization for the Lewis County Highway Department to enter into an agreement with Barton & Loguidice to provide preliminary engineering and design services for a guide rail installation project on County Route 55 (Deer River Road) in the Town of Denmark. The project is supported by a \$41,500 Highway Safety Improvement Program (HSIP) grant for the preliminary phase, with additional final design services not to exceed \$18,500, for a total contract amount not to exceed \$60,000. The agreement will facilitate advancement of the project through the design phase.

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

Motion was seconded by Legislator Nortz and adopted.

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

Draft Resolution No. 5

Authorization to enter into a Federal Aid Local Project Agreement with the New York State Department of Transportation for the County Route 55 (Deer River Road) Guide Rail Installation Project (PIN 780835). The resolution commits the County to initially fund 100% of eligible project costs, with reimbursement through the Highway Safety Improvement Program at a 95% federal and 5% local share. It also appropriates \$41,500 for the Preliminary Engineering/Design phase and authorizes execution of all necessary agreements and documentation to advance the project.

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 – 5 NAY – 0 Recuse/Abstain – None

Draft Resolution No. 6

Authorization to execute Supplemental Agreement No. 4 with the New York State Department of Transportation for the Marshey Road Bridge Replacement Project (PIN 775399) in the Town of Diana. The agreement secures an additional \$3,633,000 in federal, state, and local funding for the Construction and Construction Inspection phase, and appropriates these funds within the Capital Bridge Program to advance project completion.

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 – 5 NAY – 0 Recuse/Abstain - None

Draft Resolution No. 7

Authorization to award a \$3,058,072.52 construction contract to Vector Construction Corporation, the lowest responsible bidder, for the Marshey Road bridge replacement over the West Branch Oswegatchie River in the Town of Diana (Project No. 775399). The project will be funded through 80% federal, 15% state, and 5% local sources, and authorizes execution of all necessary agreements.

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 – 5 NAY – 0 Recuse/Abstain - None

Draft Resolution No. 8

Authorization for the Lewis County Highway Superintendent to award bids for the purchase of hot asphalt mix for the 2026–2027 season, in accordance with General Municipal Law. Awards will be made to the lowest responsible bidders based on project location and associated trucking costs, following review of proposals received and opened on March 10, 2026.

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 – Legislator Leviker

Draft Resolution No. 9

Authorization for the Lewis County Highway Superintendent to award bids for liquid bituminous materials and related services for the 2026–2027 season, in accordance with General Municipal Law. Contracts will be awarded to multiple qualified vendors for various applications, including re-profiling, crack filling, slurry seal, and micro-surfacing, based on bid review and tabulation completed by the Highway Department.

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

Motion was seconded by Legislator Nortz and adopted.

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

Draft Resolution No. 10

Authorizing the Lewis County Highway Superintendent, John Reed, to award the pavement marking contract to Seneca Pavement Markings, Inc. of Horseheads, NY, as the lowest eligible bidder for the period of April 1, 2026, through March 31, 2027.

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 – 5 NAY – 0 Recuse/Abstain - None

Draft Resolution No. 11

Authorization for the Lewis County Highway Superintendent to award bids for various highway road project materials, including sand, stone, gravel, and concrete, for the 2026–2027 season. Awards will be made to the lowest responsible bidders based on project location and trucking costs, following the review and tabulation of bids received on March 10, 2026.

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 – Legislator Leviker

Draft Resolution No. 12

Award of bid and authorization of a contract with M.J. Lyndaker Logging, LLC for the harvesting of timber on the North South Road reforestation parcel in the Town of Lyonsdale (Tax Map No. 355.00-02-01.00). The contract, valued at \$37,365, will run from April 7, 2026, through April 30, 2028, and authorizes the contractor to pay the County for the forest products, as recommended by the Recreation, Forestry & Parks Department.

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 –5 NAY –0 Recuse/Abstain - None

Draft Resolution No. 13

Authorizing the Director of Recreation, Forestry & Parks to purchase equipment and in-kind services under Phase I of the Lewis County Winter Recreation Master Plan, funded through the NYS DEC Adirondack Park and Catskill Park Community Smart Growth Grant Program. The County has been awarded \$79,245.20 (\$68,000 state funds, \$11,245.20 local match) to support the development of non-motorized winter recreational trails within the Adirondack boundary.

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 –5 NAY –0 Recuse/Abstain - None

NEW BUSINESS

Lewis County Trail Initiative Master Plan

Presenter: *Timothy Hunt, County Manager*

County Manager Timothy Hunt provided an update on the rail trail master plan project. The original contract with Alta Consulting, negotiated to \$533,800, included completion of an economic and health benefits analysis at a cost of \$62,858 before the project was paused pending approval of the railroad transfer. Upon re-engagement, Alta proposed increased costs and a reduced scope due to staffing changes. In response, the County solicited proposals from other qualified firms, receiving lower bids from LaBella Associates and Creighton Manning. Creighton Manning, which has relevant rail trail experience, submitted the lowest proposal at \$382,900 – approximately \$130,000 less than Alta.

The County Manager indicated he will recommend switching to Creighton Manning to achieve cost savings and move the project forward. He also noted that remaining funds are held in reserve for the project, and any unspent balance will remain there unless reallocated by legislative action. Discussion also included prior bid considerations, use of pre-qualified consultant lists, and potential coordination with Jefferson County regarding portions of the rail corridor.

Motion No. 1

Authorize the County to enter into a professional services agreement with Creighton Manning Engineering & Surveying, PLLC for the completion of a Rail Trail Master Plan and design services in an amount not to exceed \$382,900, and further authorizing the termination of the existing agreement with ALTA Planning + Design, Inc., in accordance with its terms, and authorizing the Chair or Vice-Chair of the Board to execute all necessary documents, subject to approval by the County Attorney.

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

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

ADJOURNMENT

There being no further business to come before the Committee, Legislator Leviker moved to adjourn the meeting at 2:47 PM, seconded by Legislator Nortz and carried.

Respectfully submitted,
Cassandra Moser
Clerk of the Board