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**NOTICE**

**TO:** Members of the Lewis County Finance & Rules Committee

**FROM:** Cassandra Moser, Clerk of the Board

**DATE:** July 23, 2026

**SUBJECT:** Finance & Rules Committee Meeting

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The Lewis County Finance & Rules Committee will hold its regular meeting on Tuesday, July 28, 2026, at 2:30 p.m. in the Legislative Board Chambers, 2<sup>nd</sup> 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](#).

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| 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 – July 28, 2026**

**Call to Order:**

- Legislator Jessica Moser, Chair.

**Roll Call:**

- Clerk of the Board records attendance.

**Approval of Minutes:**

- Motion to approve minutes from June 30, 2026.

**Presentations / Discussion Items:**

- Economic Development in Lewis County – Naturally Lewis (20 minutes)

**Draft Resolutions:**

1. Endorsing the New York Association of Towns Bill of Rights and reaffirming the County's support for municipal home rule, local land use authority, relief from unfunded mandates, modernization of public notice requirements, and meaningful local government participation in State policymaking.
2. Authorization to grant a perpetual utility easement to Niagara Mohawk Power Corporation (National Grid) and Frontier/Citizens on County-owned property at the Department of Social Services building, 5274 Outer Stowe Street, Lowville, to accommodate electric distribution upgrades necessary for the County's Electric Vehicle Infrastructure Project. The easement will allow installation and maintenance of utility infrastructure and will not interfere with County operations.
3. Appointing Adam Matteson of Lowville to the Lewis County Fair Housing Task Force, effective August 5, 2026. The Task Force supports the County's fair housing initiatives by promoting equal housing opportunity and assisting with compliance with U.S. Department of Housing and Urban Development (HUD) requirements.
4. Appointing Michael Hanno of Glenfield to the Lewis County Fair Housing Task Force, effective August 5, 2026. The Task Force supports the County's fair housing initiatives by promoting equal housing opportunity and assisting with compliance with U.S. Department of Housing and Urban Development (HUD) requirements.
5. Authorization of an agreement with Jefferson-Lewis-Hamilton-Herkimer-Oneida BOCES for the construction of a modular building to serve as the Lewis County Public Transportation transfer point at the Human Services Building. The project, at a cost not to exceed \$49,999.00, includes a climate-controlled waiting area, ADA-

accessible restroom, and utility room, and is contingent upon execution of a funding agreement through the NYSERDA Clean Mobility Program.

6. Authorization of an updated agreement with the New York State Environmental Facilities Corporation (EFC) to accept an additional \$150,000.00 in Round 5 reimbursement funds through the State Septic System Replacement Fund Program. The funding will be administered by the Planning and Community Development Department to provide eligible property owners reimbursement assistance for septic system and cesspool replacement projects that protect water quality.
7. Awarding bid and authorization of an agreement with LaBella Associates, D.P.C. to complete a countywide Vacant and Blighted Property Inventory through the CDBG Community Planning Grant Program. The project, at a cost not to exceed \$50,000.00, will identify and assess vacant and blighted properties to support future planning, redevelopment, and community revitalization efforts.

**Unfinished Business:**

**New Business:**

**Executive Session:**

**Adjournment:**

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Additional Information

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

## RESOLUTION NO. \_\_ - 2026

### SUPPORTING THE NEW YORK ASSOCIATION OF TOWNS BILL OF RIGHTS

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

WHEREAS, Legislators Thomas Kalamas and Herb Frost brought forth as co-sponsors of this Resolution to the Finance and Rules Committee for support and referral by the Committee to the full Board of Legislators; and

WHEREAS, local municipal governments provide services essential to the vitality of New York State, including but not limited to maintaining and repairing roads, protecting neighborhoods and businesses, guiding economic development, and serving as the first line of defense, communication, and safety for residents every day of the year; and

WHEREAS, the 933 towns of New York State are home to more than 9.1 million New Yorkers and are diverse in population, geography, and demographics, such that decisions affecting daily life are best made at the local level by the government that best understands each community's character, challenges, and needs; and

WHEREAS, the Town, Village and County governments of New York are partners in shaping the State's future, and a true partnership between the State and its local governments will propel the State forward to the benefit of all New Yorkers; and

WHEREAS, the New York Association of Towns has adopted a *Bill of Rights* articulating the core principles that should govern the relationship between the State and its Towns; and

WHEREAS, Lewis County shares and affirms those principles, namely:

1. Protection and defense of municipal home rule, recognizing that local municipal governments, are best positioned to balance competing interests and make decisions that shape daily life;
2. Local control of land use and zoning, free from statewide zoning rules that override the voice of resident taxpayers and the officials they elect;
3. Freedom from unfunded mandates, so that local taxpayers are not made to bear the cost of orders imposed by State and federal authorities without the resources to carry them out;
4. Modernized transparency, accessibility, and engagement, including reform of outdated public-notice requirements that consume scarce municipal dollars on print notices often missed by the public; and

5. A meaningful voice in State decisions affecting the residents, so that Towns, Villages and County governments are treated as true partners rather than an afterthought or a hurdle to clear;

NOW, THEREFORE, BE IT RESOLVED as follows:

Section 1. The Lewis County Board of Legislators hereby endorses the New York Association of Towns Bill of Rights and affirms its commitment to the principles set forth therein.

Section 2. The Lewis County Board of Legislators calls upon the Governor and the New York State Legislature to respect and uphold these principles in the enactment of legislation and the administration of State programs affecting local municipal governments.

Section 3. The Clerk of the Board is hereby directed to transmit certified copies of this resolution to the Governor of the State of New York, the Temporary President of the Senate, the Speaker of the Assembly, the State Senator(s) and Member(s) of the Assembly representing the County of Lewis.

Section 4. The within resolution shall take effect immediately.

Moved by Legislator \_\_, seconded by Legislator \_\_, and adopted on the 4<sup>th</sup> day of August, 2026.

**RESOLUTION NO. \_\_\_\_ - 2026**

**AUTHORIZING ADDITIONAL EASEMENT TO NIAGARA MOHAWK POWER CORPORATION AND FRONTIER/CITIZEN AT THE COUNTY'S DEPARTMENT OF SOCIAL SERVICES (DSS) PROPERTY (5274 OUTER STOWE STREET)**

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

WHEREAS, the County of Lewis is owner of property located at 5274 Outer Stowe Street, Lowville, NY, being a part of tax parcel No. 212.15-01-34.100, and known as the County's DSS Building; and

WHEREAS, as part of the County's Electric Vehicle (EV) Infrastructure Project, Niagara Mohawk Power Corporation (NMPC) seeks to install and maintain any necessary National Grid Electric Distribution Upgrades and National Grid Load Management System Upgrades within the County's land, including installing a new pole and ancillary equipment in an approximately 20-foot wide area considered the easement area on the County's property as shown on the sketch entitled WR#23-26-31277869, as a permanent easement area for the purpose of providing improved services to the County and others serviced in the area; and

WHEREAS, the proposed easement will not interfere with the County's uses of its property located thereon, and in fact, the grant of the easement to NMPC is necessary in order for the County to complete its EV Infrastructure Project; and

WHEREAS, the Lewis County Board of Legislators seeks to grant this easement request;

NOW, THEREFORE, BE IT RESOLVED, as follows:

Section 1. The Lewis County Board of Legislators hereby authorizes the granting of a perpetual easement from the County of Lewis to Niagara Mohawk Power Corporation and Frontier/Citizens on the County's property located at 5274 Outer Stowe Street, Lowville, NY, being a part of tax parcel No. 212.15-01-34.100, commonly known as the County DSS Building, for the purpose of NMPC to construct, reconstruct, relocate, extend, repair, maintain, operate, inspect, patrol, and, at their pleasure, remove any poles or lines of poles, supporting structures, cables, crossarms, overhead and underground wires, guys, guy stubs, insulators, transformers, braces, fittings, foundations, anchors, lateral service lines, communications facilities, and other fixtures and appurtenances (collectively, the "Facilities") upon, over, under and across approximately twenty (20) feet in width throughout the extent of the easement area as described on NMPC Easement Area sketch entitled "WR #23-22-31277869, for the County's EV Infrastructure Project.

Section 2. The Chairman, or Vice-Chairman, of the Board of Legislators is authorized to make, execute, seal and deliver such NMPC easement, and any other related documents, subject to 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 4<sup>th</sup> day of August, 2026.

DRAFT

**RESOLUTION NO. \_\_ - 2026**

**APPOINTING ADAM MATTESON 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 that also there should be established a fair housing task force comprised of representative members with affiliated interests in housing, (such as representatives 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 Adam Matteson of Lowville, New York, as a member of the Lewis County Fair Housing Task Force.

Section 2. The said appointment shall be effective August 5, 2026 for an indefinite term.

Section 3. The within resolution shall take effect immediately.

Moved by Legislator \_\_, seconded by Legislator \_\_, and adopted on the 4<sup>th</sup> day of August, 2026.

**RESOLUTION NO. \_\_ - 2026**

**APPOINTING MICHAEL HANNO 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 that also there should be established a fair housing task force comprised of representative members with affiliated interests in housing, (such as representatives 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 Legislator Michael Hanno of Greig, New York, as a member of the Lewis County Fair Housing Task Force.

Section 2. The said appointment shall be effective August 5, 2026 for an indefinite term.

Section 3. The within resolution shall take effect immediately.

Moved by Legislator \_\_, seconded by Legislator \_\_, and adopted on the 4<sup>th</sup> day of August, 2026.

**RESOLUTION NO. \_\_ - 2026**

**AUTHORIZING AGREEMENT BETWEEN THE COUNTY OF LEWIS AND  
JEFFERSON-LEWIS-HAMILTON-HERKIMER-ONEIDA BOCES FOR  
CONSTRUCTION OF A MODULAR BUILDING FOR THE LEWIS COUNTY PUBLIC  
TRANSPORTATION TRANSFER POINT**

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

WHEREAS, the Planning & Community Development Department seeks to enter into an agreement for the construction of a modular building with a climate-controlled waiting area, an ADA restroom, and a mechanical/utility room to serve as the Lewis County Public Transportation transfer point at the Human Services Building location on Outer Stowe Street; and

WHEREAS, Jefferson-Lewis-Hamilton-Herkimer-Oneida Board of Cooperative Educational Services ("BOCES"), 20104 State Route 3, Watertown, New York 13601, has agreed to partner with the County of Lewis for the construction of said modular building for a total cost not to exceed \$49,999.00, for the period from July 9, 2026 through December 31, 2027, to be located at the New Transportation Transfer Point/Human Services Building, 5274 Outer Stowe Street, Lowville, New York 13367; and

WHEREAS, the cost of the construction project is anticipated to be funded through the NYSERDA Clean Mobility Program, subject to the execution of a funding agreement between the County of Lewis and the New York State Energy Research and Development Authority (NYSERDA); and

WHEREAS, the Board of Legislators seeks to authorize this agreement;

NOW, THEREFORE, BE IT RESOLVED as follows:

Section 1. The Board of Legislators hereby authorizes an agreement with Jefferson-Lewis-Hamilton-Herkimer-Oneida BOCES for the construction of a modular building with a climate-controlled waiting area, an ADA restroom, and a mechanical/utility room to serve as the Lewis County Public Transportation transfer point, at a cost not to exceed \$49,999.00, for the period from July 9, 2026 through December 31, 2027, provided that the County first executes a funding agreement with NYSERDA for the project.

Section 2. The cost of the construction project in an amount not to exceed \$49,999.00 is hereby accepted as funded through the NYSERDA Clean Mobility Program, contingent upon the execution of a funding agreement between the County

of Lewis and the New York State Energy Research and Development Authority (NYSERDA).

Section 3. The Chair or Vice-Chair of the Board of Legislators is hereby authorized to make, execute, seal and deliver such Agreement and any related documents, upon such form as may be approved by the County Attorney.

Section 4. The within resolution shall take effect immediately.

Moved by Legislator \_\_, seconded by Legislator \_\_, and adopted on the 4<sup>th</sup> day of August, 2026.

DRAFT

**RESOLUTION NO. \_\_ - 2026**

**AUTHORIZING AGREEMENT BETWEEN LEWIS COUNTY AND  
NEW YORK STATE ENVIRONMENTAL FACILITIES CORPORATION FOR  
ROUND 5 REIMBURSEMENT FUNDS UNDER SEPTIC AND CESSPOOL  
REPLACEMENT PROJECTS**

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

WHEREAS, the Clean Water Infrastructure Act of 2017 established the State Septic System Replacement Fund Program (a grant program to counties), to allow for participating counties to reimburse eligible property owners for a portion of costs of replacing cesspools and septic systems that impair or threaten waterbodies; and

WHEREAS, the County was awarded \$85,000.00 and \$190,000.00 in prior rounds under this program. Under the terms of the agreement, the County can seek reimbursement from EFC for up to 50% of the costs of eligible septic/cesspool improvements/replacements; and

WHEREAS, the County has received notification of an award under the program under Round 5 providing an additional \$150,000.00 in reimbursable funds to be included with funds previously awarded, with the program anticipated to be extended for an additional five-year term; and

WHEREAS, the Board of Legislators seeks to accept the additional award and agreement for same;

NOW, THEREFORE, BE IT RESOLVED, as follows:

Section 1. The Lewis County Board of Legislators authorizes an updated agreement between the County of Lewis, by and through the Lewis County Planning and Community Development Department, and NYS Environmental Facilities Corporation, to accept the Round 5 award of \$150,000.00 under the State Septic System Replacement Grant Fund Program.

Section 2. The additional \$150,000.00 award shall be administered by the Planning and Community Development Department for an anticipated additional five-year term.

Section 3. The Chair or Vice-Chair of the Board of Legislators, together with the Director, is hereby authorized to make, execute, seal and deliver such updated Agreement, upon such form as may be approved by the County Attorney.

Section 4. The within resolution shall take effect immediately.

Moved by Legislator \_\_, seconded by Legislator \_\_, and adopted on the 4<sup>th</sup> day of August, 2026.

DRAFT

**RESOLUTION NO. \_\_ - 2026**

**AWARDING BID AND AUTHORIZING AGREEMENT BETWEEN THE COUNTY OF  
LEWIS AND LABELLA ASSOCIATES, D.P.C. TO PREPARE A CDBG-FUNDED  
VACANT AND BLIGHTED PROPERTY INVENTORY**

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

WHEREAS, the Director of Planning and Community Development Department, in consultation with the Purchasing Department, sent out an RFP for countywide Vacant and Blighted Property Inventory, funded through the CDBG Community Planning Grant Program; and

WHEREAS, four (4) bid proposals were opened on July 21, 2026 at 2:00 pm. Planning Department staff and the Purchasing Director, recommend that the County award the bid and contract to LaBella Associates, D.P.C., Syracuse, NY, the lowest responsible bidder and highest scored, to complete the RFP Tasks at a cost not to exceed \$50,000.00; and

WHEREAS, the Lewis County Board of Legislators seeks to accept this recommendation and award the bid and authorize an agreement with LaBella Associates, D.P.C.;

NOW, THEREFORE, BE IT RESOLVED as follows:

Section 1. The Lewis County Board of Legislators hereby awards the bid to and authorizes an agreement with LaBella Associates, D.P.C. for a countywide Vacant and Blighted Property Inventory, at a total cost not to exceed \$50,000.00, to be implemented and completed from August 4, 2026 through April 30, 2027.

Section 2. Payment for said services shall hereby be made from federal Community Development Block Grant (CDBG) funds in an amount not to exceed \$50,000.00.

Section 3. The Chair or Vice-Chair of the Board of Legislators is hereby authorized to make, execute, seal and deliver said Agreement and extensions or modifications thereto, upon review and approval by the County Attorney.

Section 4. The within resolution shall take effect immediately.

Moved by Legislator \_\_, seconded by Legislator \_\_, and adopted on the 4<sup>th</sup> day of August 2026.