

TO: Tom Osborne, Chair; Phil Hathway, Vice-Chair; Josh Leviker, Jessica Moser, and Jeffrey Nellenback

FROM: Ryan Piche, County Manager

DATE: January 12, 2023

SUBJECT: Finance & Rules Committee Agenda

Please let this correspondence serve as notification that the Finance & Rules Committee will meet on Tuesday, January 17th at 3:00 p.m. in the Board of Legislators' Chambers. Following is a list of agenda items for the meeting which will be streamed live at [Lewis County - YouTube](#).

Minutes:

Approve November 15, 2022 committee minutes if no amendments.

Presentations / Discussion Items:

1. Broadband update – Casandra Buell, Planning Director (15 minutes)
2. Volunteer Fire & EMS Tax Exemption – Candy Akin, Real Property Tax Director (10 minutes)

Draft Resolutions:

1. Authorizing additional online access options under the “IQS” public web search system in the County Clerk’s Office, the first being a monthly subscription of \$125, plus \$0.65 per printed page; the second being a flat fee of \$5 per document viewed, inclusive of printing the document.
AYE ____ NAY ____
2. Accepting grant and appropriating funds for County-wide Shared I.T. Services Initiative Project in the amount of \$499,668.00.
AYE ____ NAY ____
3. Accepting grant and appropriating funds for Smart Growth Community Planning and Zoning in the amount of \$90,000.00 with a 10% local match.
AYE ____ NAY ____
4. Setting a public hearing with reference to inclusion of agriculturally viable land into the certified Agricultural District #6 to be held on March 7, 2023 at 5:00 p.m.
AYE ____ NAY ____

5. Closing the Capital Radio System and Bridge Project known as Highmarket Road over Sugar Creek accounts and appropriating any remaining funds.

AYE ____ NAY ____

Motions:

1. Move to adopt the 2023 proposed Finance & Rules Committee Goals.

Executive Session:

Informational Items:

1. Monthly Department reports aren't required this month because the 2022 Annual Reports are due at the end of this month.

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

cc: Board of Elections
County Clerk
Human Resources
Information Technology
Insurance

Planning
Purchasing
Real Property Tax
Treasurer
Workers' Compensation

RESOLUTION NO. __ - 2023

**RESOLUTION AUTHORIZING ADDITIONAL ONLINE ACCESS OPTIONS UNDER
THE "IQS" PUBLIC WEB SEARCH SYSTEM IN THE COUNTY CLERK'S OFFICE**

Introduced by Legislator Thomas Osborne, Chair of the Finance & Rules Committee.

WHEREAS, the County of Lewis is currently in a contract with Info Quick Systems ("IQS") that provides a computer system and related software to the Lewis County Clerk's Office to perform records management, which includes hardware, software, support and maintenance; and

WHEREAS, the Lewis County Clerk's Office currently utilizes digitized images for many public records; and

WHEREAS, the agreement with IQS includes revenue sharing for provision of record access online based upon two (2) options. One is a 6-month subscription at \$600 plus \$.65 per printed page fee; the second option is a \$15 all day access plus \$.65 per printed page. IQS pays over to the County Clerk 40% of all fees for online access; and

WHEREAS, the County Clerk seeks to expand the online access to include two additional options: an option for a monthly subscription of \$125, plus \$.65 per printed page fee; and an option to pay a flat fee of \$5 per document viewed, inclusive of printing the document. This flat fee option would have the user sign in as guest; and

WHEREAS, upon recommendation of and request by the County Clerk, the Board of Legislators wishes to accept said amendments to the online access and revenue sharing contract;

NOW, THEREFORE, BE IT RESOLVED as follows:

Section 1. That the Lewis County Board of Legislators hereby authorizes the additional online access options of: an option for a monthly subscription of \$125, plus \$.65 per printed page; and an option to pay a flat fee of \$5 per document viewed, inclusive of printing the document. IQS will continue to pay over to the Lewis County Clerk on a periodic basis 40% of all fees received from all options under the online access system.

Section 2. That the Chairman or Vice-Chairman of the Board of Legislators is hereby authorized to make, execute, seal and deliver any amendment which may be required to give effect to this change, upon such form as may be approved by the County Attorney.

Section 3. That the within Resolution shall take effect immediately.

Moved by Legislator __, seconded by Legislator __, and adopted.

DRAFT

RESOLUTION NO. __ - 2023

**RESOLUTION TO ACCEPT GRANT AND APPROPRIATE FUNDS FOR
COUNTY-WIDE SHARED I.T. SERVICES INITIATIVE PROJECT**

Introduced by Legislator Thomas Osborne, Chair of the Finance & Rules Committee.

WHEREAS, pursuant to prior submissions for shared services through NYS grant funds, an application for a County-Wide Shared I.T. Services Initiative Project was submitted to NYS by the Planning Director; and

WHEREAS, these funds will be used to coordinate digital codification of all interested municipalities' local laws, building codes, and zoning regulations online for ease of access for residents and developers. Using the County's new website platform, the County will be able to utilize these funds to host up to 25 municipal sub-sites, and provide secure and reliable emails for officials; and

WHEREAS, the Planning Department received notification of the grant award in the amount of \$499,668.00 and requests approval to accept same and provide for the budget appropriation;

NOW, THEREFORE, BE IT RESOLVED, as follows:

Section 1. That the Lewis County Board of Legislators hereby accepts the grant award, authorizes an agreement between the County of Lewis, by and through the Planning Department and New York State, and appropriates the funds for this shared service I.T. project.

Section 2. That the following budget appropriations be approved in the Planning Department to accept the specified NYS grants funds and authorize the revenue and expenditure amounts for this program, i.e., County-Wide Shared Services Initiative Project Implementation Grant:

Increase Revenue:

A0802000 327072 NYS Shared Services grant 2023	\$499,668.00
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Decrease Expenditure:

A0802000 495500 Planning Projects	\$ 49,967.00
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Increase Expenditure:

A0802000 495300 2023 NYS Shared Services	\$549,635.00
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Section 3. That the Chair or Vice-Chair of the Board of Legislators is hereby authorized to make, execute, seal and deliver said agreement, pending approval by the County Attorney.

Section 4. That the within resolution shall take effect immediately.

Moved by Legislator __, seconded by Legislator __, and adopted.

DRAFT

RESOLUTION NO. __ - 2023

RESOLUTION TO ACCEPT GRANT AND APPROPRIATE FUNDS FOR SMART GROWTH COMMUNITY PLANNING AND ZONING

Introduced by Legislator Thomas Osborne, Chair of the Finance & Rules Committee.

WHEREAS, pursuant to Resolution No.158-2022 the Lewis County Board of Legislators authorized an application and agreement (if awarded) for a Smart Growth Community Planning and Zoning Grant to update zoning regulations on behalf of the Town of Watson; and

WHEREAS, this grant requires a commitment of a 10% match from the County and Town, not to exceed \$10,000.00 with the County's portion provided by the Planning and Community Development Department through its Community Development line item; and

WHEREAS the Planning Department has been awarded the grant and requests the budget appropriations for same;

NOW, THEREFORE, BE IT RESOLVED, as follows:

Section 1. That the Lewis County Board of Legislators approves the following budget appropriations in the Planning Department to accept the specified NYS grant funds and authorize the revenue and expense amounts for this program, i.e., Smart Growth Community Planning and Zoning Grant:

Increase Revenue:

A0802000 339014 Smart Growth 2023 Community Planning	\$90,000.00
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Decrease Expenditure:

A0802000 495500 Planning Projects	\$ 10,000.00
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Increase Expenditure:

A0802000 495700 Smart Growth Expenditure 2023 Grant	\$100,000.00
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Section 2. That the Chair or Vice-Chair of the Board of Legislators is hereby authorized to make, execute, seal and deliver said agreement, pending approval by the County Attorney.

Section 3. That the within resolution shall take effect immediately.

Moved by Legislator __, seconded by Legislator __, and adopted.

RESOLUTION NO. __ - 2023

**RESOLUTION TO SET A PUBLIC HEARING WITH REFERENCE TO
INCLUSION OF AGRICULTURALLY VIABLE LAND INTO THE CERTIFIED
AGRICULTURAL DISTRICT # 6**

Introduced by Legislator Thomas Osborne, Chair of the Finance & Rules Committee.

WHEREAS, the Lewis County Board of Legislators, in accordance with § 303-b of the Agricultural and Markets Law, designated November 15 to December 15 as the annual thirty (30) day review period in which a landowner may submit requests for inclusion of predominately viable agricultural land within a Certified Agricultural District; and

WHEREAS, the Lewis County Planning Department received one (1) application for inclusion of properties into Agricultural District # 6. This parcel is located in the Town of Lowville, Tax Map Parcel No. 212.00-01-16.128 owned by Bradymore, LLC, (approximately 2.3 acres); and

WHEREAS, the Planning Department duly forwarded the application to the Lewis County Agricultural and Farmland Protection Board, who is verifying that the parcel proposed is “viable agricultural land,” and will meet the eligibility requirements for inclusion into a Certified Agricultural District and, once approved by the Agricultural and Farmland Protection Board, will thereafter report to the Lewis County Board of Legislators with a recommendation for or against inclusion; and

WHEREAS, in accordance with § 303-b of the Laws of 2003 amending NYS Agricultural and Markets Law, the Lewis County Board of Legislators seeks to set the public hearing to consider this request;

NOW, THEREFORE, BE IT RESOLVED, as follows:

Section 1. The Lewis County Board of Legislators hereby sets a public hearing to be held on March 7, 2023 at 5:00 p.m. for the purpose of receiving public comment to consider the request and recommendations of the Lewis County Agricultural and Farmland Protection Board, for inclusion of the parcel located in the Town of Lowville, Tax Map Parcel No. 212.00-01-16.128 owned by Bradymore, LLC, (approximately 2.3 acres).

Section 2. That the hearing will be held at the Board’s regular meeting at the Courthouse Building, 7660 N. State Street, Lowville, NY 13367, Second Fl. Legislative Chamber, on Tuesday, March 7, 2023 at 5:00 p.m. Written comments received via email, mail or hand delivery on or before Monday, March 6, 2023 by 4:00

p.m. to the Clerk of the Board at cassandramoser@lewiscounty.ny.gov or at 7660 North State Street, Lowville, NY 13367 will be read into the record prior to any action by the Board.

Section 3. That at least five (5) days notice of such hearing shall be given by the Clerk of this Board by the due posting thereof upon the bulletin board of the Lewis County Court House, Lowville, New York, and by publishing such notice at least once in the official newspaper of the County.

Moved by Legislator __, seconded by Legislator __, and adopted.

RESOLUTION NO. __ - 2023

RESOLUTION TO CLOSE ACCOUNTS

Introduced by Legislator Thomas Osborne, Chair of the Finance & Rules Committee.

WHEREAS, the Capital Radio System and Bridge Project known as Highmarket Road over Sugar River Bridge are completed and will have no further activity. The Treasurer seeks to close these identified accounts and appropriate the funds;

NOW, THEREFORE, BE IT RESOLVED, as follows:

Section 1. That the listed Capital Accounts HA (Radio System) and HAO (Highmarket Rd over Sugar River Bridge) below be closed and all funds be appropriated.

HA – Radio System

Increase Revenue:

H0302000 324010 LOCAL	\$	3.19
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Increase Expenditure:

H0990100 499900 Cty Shr	\$	3.19
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HAO – Highmarket Rd over Sugar River

Decrease Revenue:

H0512000 335910 NYS	\$	45,681.78
H0512000 345970 FEDERAL		245,107.95
H0512000 350310 CTY SHR		15,233.79

Decrease Expense:

H0512000 499900 CONTRACT	\$	306,023.52
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Section 2. That the within resolution shall take effect immediately.

Moved by Legislator __, seconded by Legislator __, and adopted.