

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

FROM: Ryan Piche, County Manager

DATE: April 13, 2023

SUBJECT: Finance & Rules Committee Agenda

Please let this correspondence serve as notification that the Finance & Rules Committee will meet on Tuesday, April 18th 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 March 21, 2023 committee minutes if no amendments.

Presentations / Discussion Items:

1. Rails to Trails Masterplan – TBD (20 minutes)

Draft Resolutions:

1. Authorizing agreement with Development Authority of the North Country for professional consultant and project management services in potential redevelopment or demolition of the former Lyons Falls School, for the Phase 1 scope of services outlined for a total cost not to exceed \$8,000.00.
AYE ____ NAY ____
2. Urging approval of Home Rule Request and to adopt New York State Senate Bill No. (tbd) and Assembly Bill No. (tbd) which will allow Lewis County to continue to impose an additional one percent sales and compensating use tax until November 30, 2025.
AYE ____ NAY ____
3. Authorizing grant application to United States Department of Transportation for costs of purchasing and installing electric vehicle charging stations throughout the county.
AYE ____ NAY ____

Motions:

Executive Session:

Informational Items:

1. Monthly Department reports are attached for your review.

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 AGREEMENT WITH DEVELOPMENT AUTHORITY OF
THE NORTH COUNTRY FOR PROFESSIONAL CONSULTANT AND PROJECT
MANAGEMENT SERVICES IN POTENTIAL REDEVELOPMENT OR DEMOLITION OF
THE FORMER LYONS FALLS SCHOOL**

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

WHEREAS, the County of Lewis, by and through the Planning Department, seeks to secure the professional services of DANC in its decision to move forward with final environmental assessment of the former Lyons Falls School located at 6832 McAlpine Street, Lyons Falls, NY 13368, to determine its potential redevelopment and rehabilitation or its demolition, depending upon the environmental and structural analysis ; and

WHEREAS, the County has an Order from the Supreme Court allowing for its legal access of the building for environmental and structural testing and assessment; and

WHEREAS, DANC is familiar with the structure and has the expertise to assist the County in its plan to redevelop this condemned structure, if warranted, or to have it demolished if final analysis and assessment so indicate; and

WHEREAS, DANC has submitted a proposal to the County to offer its technical services in analysis of this building and its potential remediation or demolition, with a scope of services outlined in three (3) phases as a path to redevelopment:

Phase 1: includes property visual assessment to determine what if any additional hazardous material testing and engineering services may be required depending upon the condition and contents; consultant services for material testing company, assisting county staff with procuring the services identified; and analysis of the results of the previously completed environmental reports and tests to generate redevelopment alternatives, with a report generated with project scope and budge estimates.

Phase 2: assist in bid phase services if remediation of the building is determined to be appropriate, including compiling bid documents and facilitating in the bid process.

Phase 3: construction phase services in which the DANC will oversee the demolition or remediation contract, provide periodic inspections of construction along with other duties through closeout as set forth in the Proposal; and

WHEREAS, the costs outlined by DANC for Phase 1 services will not exceed \$8,000.00, and would be completed within ninety days of notice to proceed. Phase 2 and Phase 3 services are to be determined, depending upon the assessment analysis

and decision on whether to redevelop/remediate or demolish and the estimated costs of each; and

WHEREAS, the Planning Director and County Attorney request and recommend that the Board authorize Phase 1 of this proposal, with the option to return to the Board for further authorization of additional services outlined by DANC under Phases 2 and or 3, after completion and analysis of Phase 1 assessments;

NOW, THEREFORE, BE IT RESOLVED, as follows:

Section 1. That the Lewis County Board of Legislators hereby authorizes an Agreement with DANC to provide assessment and project management services to assist in the County's decision to finalize the foreclosure on the Lyons Falls School, in the Village of Lyons Falls, New York and take title to same in order to take the steps for redevelopment and remediation or demolition of the building, as the analysis and cost estimates may dictate.

Section 2. That the Lewis County Board of Legislators authorizes the Phase 1 scope of services outlined by DANC, for a total cost not to exceed \$8000.00, payable from the Planning Department budget. Any additional services as outlined for Phase 2 and or 3 shall be brought forth to the committee and Board for further discussion and authorization, including the source of funding for any additional services proposed by DANC.

Section 3. That the Chair or Vice-Chair of the Board of Legislators is hereby authorized to make, execute, seal, and deliver such Agreement, pending approval by the County Attorney.

Section 4. That this Resolution shall take effect immediately.

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

RESOLUTION NO. __ - 2023

**RESOLUTION URGING APPROVAL OF HOME RULE REQUEST
AND TO ADOPT NEW YORK STATE SENATE BILL NO. __
AND ASSEMBLY BILL NO. __**

Introduced by Legislator Lawrence L. Dolhof, Chair of the Board of Legislators.

WHEREAS, by Resolution No. 68-2023, the Board of Legislators of Lewis County requested Home Rule Legislation that would allow the County of Lewis to continue to impose an additional one percent (1%) local sales tax for the period beginning December 1, 2023 and ending November 30, 2025; and

WHEREAS, the County of Lewis continues to experience budgetary pressures that justify an extension of the time in which it may impose such additional sales tax, and such additional sales tax revenue will enable the Board of Legislators to mitigate the need for increased property taxes; and

WHEREAS, said legislation has been introduced in both houses of the State Legislature, as Senate Bill No. __ and Assembly Bill No. __, respectively; and

WHEREAS, Article 9, § 2(B) (2) of the New York State Constitution and Section 40 of the Municipal Home Rule Law require a home rule request be made to the State Legislature before the bills may become law;

NOW, THEREFORE, BE IT RESOLVED as follows:

Section 1. The Lewis County Board of Legislators hereby makes this Home Rule request to the State Legislature to enact the following: New York State Senate Bill No. __ and the Assembly Bill No. __:

TITLE OF BILL: An act to amend the tax law, in relation to extending the authorization granted to the County of Lewis to impose an additional one percent of sales and compensating use taxes.

PURPOSE: To authorize Lewis County to impose an additional one percent of sales and compensating use taxes.

SUMMARY OF PROVISIONS: Authorizes Lewis County to impose an additional one percent sales and compensating use tax until November 30, 2025. Effective date is December 1, 2023.

Section 2. The Clerk of the Board is hereby directed to forward certified copies of this Resolution to State Senator Mark Walczyk and Assemblyman Kenneth Blankenbush.

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

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

DRAFT

RESOLUTION NO. __ - 2023

**RESOLUTION AUTHORIZING GRANT APPLICATION TO
UNITED STATES DEPARTMENT OF TRANSPORTATION (USDOT) FOR COSTS OF
PURCHASING AND INSTALLING ELECTRIC VEHICLE (EV) CHARGING STATIONS**

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

WHEREAS, the County of Lewis, by and through the Lewis County Planning and Community Development Department, desires to apply for the USDOT Charging and Fueling Infrastructure (CFI) Discretionary Grant Program to assist with the costs of purchasing and installing EV Charging stations across Lewis County; and

WHEREAS, the proposed grant funding will assist the Planning and Community Development Department to construct EV Charging infrastructure along public roads and in publicly accessible locations to provide an alternative fuel transportation system; and

WHEREAS, the Lewis County Board of Legislators seeks to authorize this application, and if awarded funding, to appropriate the funds;

NOW, THEREFORE, BE IT RESOLVED, as follows:

Section 1. That the Lewis County Board of Legislators hereby authorizes the County of Lewis, by and through the Lewis County Planning and Community Development Department, to submit a grant application to USDOT to secure funding (ranging from \$500,000.00 to \$15,000,000.00) to assist with the costs of purchasing and installing EV Charging Stations throughout Lewis County.

Section 2. That the Chair or Vice Chair of the Board of Legislators be and the same is hereby authorized to sign and authorizes the Director of Planning and Community Development to submit the application and any required documents under the application upon review of the Director of Planning and Community Development.

Section 3. That in the event the County is awarded grant funds, the Board of Legislators hereby, authorizes the Chair or Vice-Chair to execute any grant agreement and other documents required to accept the award upon review and approval of the County Attorney; and directs the Treasurer to appropriate the awarded funds into approved accounts.

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

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

MARCH 2023-Monthly Report

- DMV has officially met the \$165,628.75 and will now begin to get 3.25% on any internet transaction.
- We have a new Team member joining the DMV on April 10th. Her name is Jennifer Edick.
- Clerk's office continues to see overall pistol transactions in the 300's for the month.
- Passports have also increase which is a sign that the public is once again getting comfortable with travel.
- We have begun re-organizing filing cabinets with pistol licenses in them because we are starting to run out of room in the cabinets that we have behind the frontline staff. I do foresee in the future the storage of paper files will be phased out once I'm confident of the digital security of the pistol files.
- we received our new passport camera and photo printer. It is much more compact than the previous one and will give us more room on the passport/pistol counter.

Budget Report

2022 REVISED EXPENSE	YTD EXPENSE	2022 REVISED REVENUE	GROSS YTD REVENUE	NET YTD REVENUE
\$642,056.00	\$140,033.51	\$788,500.00	\$124,765.36	\$-15,268.15

DMV Transactions and Revenue to Lewis County

PLATES ISSUED	PLATES SURRENDERED	SNOWMOBILE	ATV	EDL	TOTAL REVENUE
358	274	91	89	96	\$21,885.94

Clerk's Office Transactions and Revenue to Lewis County

DEEDS	MORTGAGES	COURT DOCKET LIST	PISTOL TRANSACTIONS	BUSINESS CERTIFICATES	TOTAL REVENUE
99	102	837	304	26	\$69,218.64

Monthly Report to Legislators

MARCH 2023 - INFORMATION TECHNOLOGY

Intro

IT is **marching** into the thick of the major projects for the year! The department hasn't had much for resolutions or board action in the past few months but that may change in some months to come. See more in the policy project below.

Projects

New Website – lewiscountyny.gov

The new website is officially live as of our committee meeting in mid-March. The IT department is working diligently with all county departments to make sure the new site is sound before we "turn off" or redirect the old ".org" domain name. That should happen at the end of April.

New Phone System – On Hold

The county is working towards a brand new phone system! This will be an exciting improvement and advancement in communication technology. Unfortunately, we have had to pause the project as the existing phone carrier (Westelcom) and the new carrier (Ring Central) of some kinks to work out to make it all happen. We had hoped to have some new phones ready by the end of Q1 this year but at this point that likely won't happen until end of Q2 or Q3.

Cyber Security Policy

As reported in executive session, IT is working on new cyber security policies. Currently, we are reviewing the policies (created by the consultants) internally to get them finalized. I expect to have them ready to be officially adopted by June or July. Legislative questions and/or input will certainly be welcome.

Admin & Budget

Our new hire, Kyle, has been an excellent addition and personnel morale seems positive. The team is excited at the prospect of having a bit more space when other departments move out of the building. The budget is healthy and the department is performing strong. Support tickets are up 50% YoY yet we have improved response and resolution times!

Thank you,

Conner Biolsi



7660 North State Street • Lowville, NY 13367 • 315-377-2000 • lewiscountyny.gov

TO: Finance and Rules Committee
FROM: Cassandra Buell, Director of Planning and Community Development
DATE: April 11, 2023
SUBJECT: Planning Dept. Report – April 18, 2023 Committee Meeting [May 2nd BOL Meeting]

Public Hearings

- Hold 2nd public hearing for CDBG #636ME980-21, #636HO133-20, and #636HR134-20

Dockets

- Contract with DANC to complete Phase 1 of the Lyons Falls Elementary Environmental Remediation project.
- Approve application for USDOT Charging and Fueling Infrastructure Grant.

Lewis County Planning Board

3 reviews completed for the April 20th meeting

- Town of Osceola – Site Plan Review
- Town of Martinsburg – Special Use Permit
- Town of Martinsburg – Special Use Permit

Department Updates

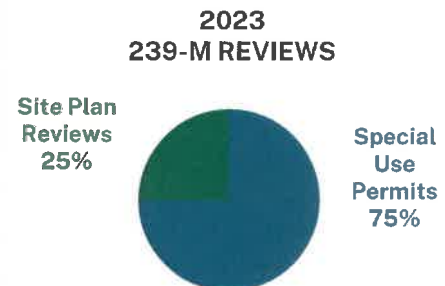
- Working with several municipalities to improve their drinking water systems by initiating a PER.
- Submitted Appropriations Requests on behalf of five (5) interested Municipalities to improve and/or expand their drinking water systems. One (1) was selected by Elise Stefanik and was submitted to the Appropriations Committee for consideration.
- Working with Hand in Hand to submit an NBRC Catalyst Application for a Child Care Facility and Satellite Location(s) Expansion Project.
- Working on two (2) asbestos surveys for Downtown Lowville multi-tenant facility owners to move projects forward.
- Partnering with EV Connect (Sourcewell Contractor) and GM (EV Connect Vendor) to prepare and submit a county-wide EV Charging Infrastructure Grant Application for USDOT funding.
- Continuing work on several broadband projects throughout Lewis County:
 - NBRC: Mitigating tower structural needs to proceed with installation of antennas.
 - CDBG: Residents in the Towns of Lyonsdale and Diana are encouraged to enroll with Hudson Valley Wireless before April 28th to take advantage of free installation and equipment for eligible households. HVW is working with DSS to get the word out.
 - Village/Hamlet Wi-Fi: Complete. Looking to possibly add Brantingham Reading & Technology Center to the agreement in place of the Constableville Fire Department location that was later removed.
 - Fiber/Coax Expansion: We have made tremendous progress over the past few months and are hoping to see tangible results in the coming months.

Public Transportation

- Working on MEP Grant Project for Electronic Fare Boxes
- Total March Ridership: 3044
- Increase of overall ridership by 154% compared to March 2022 ridership

Budget

2023 budget for 8020-Planning and 5630-Bus Operations are on target





Round 2 Facade and Streetscape Project Updates March 2023

Grant ID	Project Name	Status
202201	Village of Constableville	All items have been purchased. Picnic tables should be delivered on 4/13/2023
202202	Roger Fuller/The Village Inn	Grantee will be ordering materials with the contractor to ensure they are on site given the expected lead time of procurement
202203	Jaylyn Heames/Snowbelt Housing Company	The sign has been installed and the canopy has been ordered (6-8-week delivery timeframe). Project lighting will be installed once awning is up. Sign lighting may be added to sign at Snow Belt's expense to increase visibility of sign
202204	Shawnette Lawson/Shut the Front Door	Work has not started due to weather. *No Change
202205	Eileen Mathys/Croghan Free Library	Project not started due to weather; however, the grantee anticipates completion by August 2023. *No Change
202206	Wendy Meleshshuk/Crumbs. Bakeshop	Windows have been ordered and are expected to arrive in a couple weeks. Grantee has discussed building facade overhang options with contractor and the potential replacement with transom windows; however, it was not recommended due to potential structural issues that it could cause. Anticipated completion by October 2023
202207	Emerson Metzler/Cedar Bridge Properties LLC	Project planned to start in May. *No change
202208	Tyler Weese	Demolition has been completed and the grantee has received the windows, drywall, and paint. Next month, the grantee expects to make major headway in hopes of completing the project by June or July
202209	Renee Widrick/Judge's Quarters	Project to be started in the spring and should be completed by October 2023. *No change
202210	Town of Lewis	The flagpole and lights have been delivered. Benches have been ordered. Work is anticipated to start in late spring when ground dries
202109	Mike Goderdhan	No progress, owner out of funding. *No change

April 2023 Purchasing Department Report

Opened the RFP for Codes and Planning Software on April 6th. Got proposals from six vendors and are currently reviewing with IT, Codes, and Planning.

Bid Opening for Removal and Installation of Walk in Freezer at Jail was held on 4/12

Upcoming RFPs and Bids in 2023

Demolition of condemned house on Trinity Ave

Rails to Trails Masterplan

Town of Watson Rezoning

Justice Court Consolidation Feasibility Study

Please reach out to me if you have any questions.



Brian Hanno

Lewis County Purchasing Director

Committee Report • April 18, 2023 • 3:00 pm

Finance and Rules Committee:

Thomas Osborne – Chairman
Phil Hathway – Vice-Chairman
Jessica Moser

Jeffrey Nellenback
Josh Leviker

Ryan Piche – County Manager

Cassandra Moser – Clerk of the Board

Budget Report:

27.1% of the department budget has been used for 2023.

New Business:

Tentative assessment rolls will be available May 1st, I will provide Ryan and Eric with tentative county taxable values at that time.

I will be offering the annual Board of Assessment Review training on April 27th from 3pm to 5pm in the Legislative Chambers.

Old Business:

Part N of the Governor's 2024 Executive Budget update: I attended a discussion that was held in Watertown with Senator Mark Walczyk, a representative from Ken Blankenbush's office, and members from local municipalities and a some of our legislators to stress the importance of and bring attention to the reasons why Part N could have significant impact on our community should it be passed as part of the Governor's 2024 budget. I will be watching the status of the budget and will offer updates as information is available.

Sales:

Sales are continually updated and are posted on the website around the 15th of each month. For the month of March, 99 transfers were processed consisting of 123 parcels. Of the 99 transfers, 6 were split parcel transfers.

911:

We have assigned and/or corrected 10 numbers since the March report.

End of Report

Workers' Compensation March 2023 Report

<u>EXPENDITURES</u>	<u>3/1/23-3/31/23</u>	<u>TOTAL TO DATE</u>	<u>% USED</u>
Administration	\$ 13,696.45	\$ 133,930.60	73.34%
Compensation & Medical Payments	\$ 52,765.66	\$ 110,075.62	13.93%
WCB Assessments	\$ -	\$ 27,164.96	16.98%

<u>REVENUE</u>			
State Reimbursements/Refunds	\$ 46,642.27	\$ 52,086.02	41.67%
C.D. Interest*	\$ -		0.00%

*reported on a quarterly basis

No. of incidents reported in March: 8

Total No. of current year incidents: 26

Number of claims with Compensation Payments

