

TO: Ian Gilbert, Chair; Richard Chartrand, Vice-Chair; Andrea Moroughan; Phil Hathway; and Josh Leviker.

FROM: Ryan Piche, County Manager

DATE: April 13, 2023

SUBJECT: General Services Committee Agenda

Please let this correspondence serve as notification that the General Services Committee will meet on Tuesday, April 18th at 1:00 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 21st committee minutes if no amendments.

Presentations / Discussion Items:

1. Final Design of PSB Parking Lot project – GYMO Engineers (15 minutes)
2. Current & Future Projects – Ian Gilbert, District 4 Legislator (20 minutes)

Draft Resolutions:

1. Authorizing a fuel storage rental agreement between the New York State Department of Transportation and the Lewis County Highway Department, pursuant to which the NYS DOT will pay the sum of the weighted monthly average cost per gallon plus \$.10 per gallon to the County not to exceed a total of \$905,000.00 for the period commencing July 1, 2023 and ending June 30, 2028.
AYE ____ NAY ____
2. Transferring \$2.9 million from Fund Balance and appropriating \$1.2 million into Capital Reserve Project accounts HEC Box Culverts and \$1.7 million in Capital Reserve Project accounts HED PSB Parking Lot.
AYE ____ NAY ____
3. Authorizing agreement between the County of Lewis and Squad 9 LLC to implement a domestic terrorism and targeted violence prevention plan required by NYS at a cost of \$23,600.00 plus \$120.00/hour for consultation services commencing May, 2, 2023 through December 31, 2023.
AYE ____ NAY ____

4. Approval to submit application and project plans for FY2023 SHSP – SLETPP allocation grant and appropriating the funds in the amount of \$46,946.00.
AYE ____ NAY ____
5. Appropriating funds in the amount of \$89,000.00 in Highway Department accounts for additional revenue received from the sale of surplus equipment.
AYE ____ NAY ____
6. Awarding bid and authorizing an agreement with Climate Control Mechanical of NY for purchase of walk-in freezer for Jail kitchen at an amount not to exceed \$31,647.00.
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:	Buildings & Grounds	Public Defender
	Code Enforcement/Junkyards	Recreation, Forestry, & Parks
	District Attorney	Recycling & Solid Waste
	Fire & Emergency Management	Sheriff's Office
	Highway	Weights & Measures
	Probation	Agriculture

RESOLUTION NO. __ - 2023

**RESOLUTION AUTHORIZING A FUEL STORAGE RENTAL AGREEMENT BETWEEN
THE NEW YORK STATE DEPARTMENT OF TRANSPORTATION
AND THE LEWIS COUNTY HIGHWAY DEPARTMENT**

Introduced by Legislator Ian Gilbert, Chair of the General Services Committee.

WHEREAS, the County of Lewis, by and through the Lewis County Highway Department (“County”) wishes to provide fuel storage space in support of its highway maintenance responsibilities for the New York State Department of Transportation (“NYSDOT”) pursuant to Section 12 of the Highway Law; and

WHEREAS, the fuel stored will consist of both gasoline and diesel fuel to be stored at the County’s facility located at Route 812, Lowville, NY and will be available to the State twenty-four hours per day; and

WHEREAS, the agree will contain a provision for the State to Pay the County for use of its fuel storage facilities the sum of the weighted monthly average cost per gallon paid by the county for such gasoline and diesel fuel actually used by the State, plus \$0.10 per gallon; not to exceed a total of \$905,000.00 for the five year period without further authorization, together with such other relevant terms and conditions to protect the County; and

WHEREAS, the Lewis County Board of Legislators seeks to enter into this fuel storage rental agreement with NYS DOT;

NOW, THEREFORE, BE IT RESOLVED, as follows:

Section 1. That the Lewis County Board of Legislators hereby authorizes and approves a five-year Fuel Storage Rental Agreement between the County of Lewis, by and through the Lewis County Highway Department, and the New York State Department of Transportation, pursuant to which NYSDOT will pay the sum of the weighted monthly average cost per gallon paid by the County for such gasoline and diesel fuel actually used by NYSDOT plus \$0.10 per gallon, stored at the County’s facility located at Route 812, Lowville, NY, and available to the State twenty-four hours each day.

Section 2. That this Agreement is for the period commencing July 1, 2023 and ending June 30, 2028.

Section 3. That the Chairman, or Vice-Chairman, of the Board of Legislators is hereby authorized to make, execute, seal and deliver such Agreement and all other ancillary documents related thereto, 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 TRANSFER & APPROPRIATE FUNDS
Capital Reserve**

Introduced by Legislator Ian Gilbert, Chair of the General Services Committee.

BE IT RESOLVED, as follows:

Section 1. That the following budget transfers take place in the Capital Reserve accounts from Fund Balance:

Transfer from:

A0 005990 Fund balance	\$2,900,000.00
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Transfer to:

A0990100 991200 To County Road	\$1,200,000.00
A0990100 992300 Building and Grounds	\$1,700,000.00

Section 2. In coordination with the transfer above, the following budget appropriations take place to establish the funding in the following Capital Reserve projects:

Increase Revenue:

H0512000 350310 Local Project HEC Box Culverts	\$1,200,000.00
H0162000 350310 Local Project HED PSB Parking Lot	\$1,700,000.00

Increase Expenditures:

H0512000 499900 Project HEC Box Culverts	\$1,200,000.00
H0162000 499900 Project HED PSB Parking Lot	\$1,700,000.00

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

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

RESOLUTION NO. __ - 2023

**RESOLUTION AUTHORIZING AGREEMENT BETWEEN
THE COUNTY OF LEWIS AND SQUAD 9 LLC TO IMPLEMENT A DOMESTIC
TERRORISM AND TARGETED VIOLENCE PREVENTION PLAN**

Introduced by Legislator Ian Gilbert, Chair of the General Services Committee.

WHEREAS, New York State Governor Kathy Hochul signed Executive Order Number 18: Preventing and Responding to Domestic Terrorism. This Order mandates that every county in New York State develop and maintain a plan to identify and resolve threats of domestic terrorism; and

WHEREAS, NYS-DHSES provides the County, through its Emergency Management Department with Grant funds to develop a Domestic Terrorism Plan, which includes funding for professional consulting services; and

WHEREAS, Squad 9 LLC (Squad 9) has submitted a proposal to provide prevention strategies that include an awareness campaign, a reporting mechanism, and a management team that can identify, assess, and manage the potential risk posed by a person on a pathway to violence, as more fully set forth in its proposal service agreement dated March 10, 2023; and

WHEREAS, Squad 9's sole source proposal indicates provision of these services at a cost of \$ 23,600.00 for the scope of services described, with completion by December 31, 2023; and

WHEREAS, the Board of Legislators wishes to authorize such Services and Agreement;

NOW, THEREFORE, BE IT RESOLVED, as follows:

Section 1. That the Lewis County Board of Legislators hereby authorizes an Agreement with Squad 9 LLC of 65 Falling Brook Rd. Fairport, NY 14450 to develop and implement a Domestic Terrorism Plan required by the State at a cost of \$23,600.00 plus \$120.00/hour for consultation services commencing May 2, 2023 through December 31, 2023.

Section 2. That the Chair or Vice-Chair of the Board of Legislators is hereby authorized to make, execute, seal, and deliver such Agreement and any extension thereof, 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 SUBMIT APPLICATION AND PROJECT PLANS FOR
FY2023 SHSP – SLETPP ALLOCATION GRANT
AND APPROPRIATE FUNDS**

Introduced by Legislator Ian Gilbert, Chair of the General Services Committee.

WHEREAS, the Lewis County Director of Emergency Management submits annual on-line applications for grant funding provided by the US Department of Homeland Security, Federal Emergency Management Agency (FEMA), administered through the NYS Division of Homeland Security and Emergency Services (DHSES), including the FY 2023 State Homeland Security Program grant (FY2023 SHSP); and

WHEREAS, the County received notification of an allocation amount of \$46,946.00 under the FY2023 SHSP (to include SLETPP), to be determined upon review of the application and project plans for said grant funds, consistent with the federal guidelines; and

WHEREAS, the Director of Emergency Management seeks the authorization to submit the application with a plan for these funds to be used for the livescan maintenance contract (\$3,051) and \$43,895 towards equipment by emergency management and law enforcement. Under the grant guidelines, 35% (\$16,431) of the grant funds must be allocated to support law enforcement terrorism prevention activities (SLETPP); and

WHEREAS, the Lewis County Board of Legislators seeks to authorize the application submission, accept the award and appropriate the funds;

NOW, THEREFORE, BE IT RESOLVED, as follows:

Section 1. The Lewis County Board of Legislators acknowledges the FY2023 SHSP allocation notification by US Homeland Security and FEMA in the amount of \$46,946.00 for the identified activities set forth in the guidelines, and authorizes the Director of Emergency Management to submit the application and any proposed project uses for the grant funds.

Section 2. The Lewis County Board of Legislators authorizes the Chairman or Vice-Chairman to execute any grant contract and additional documents required upon notice of the grant award; authorizes the appropriation of the grant award amount and directs the Lewis County Treasurer to set up the appropriate accounts under the Emergency Management Department budget.

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

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

RESOLUTION NO. __ - 2023

**RESOLUTION TO APPROPRIATE FUNDS
Highway Department**

Introduced by Legislator Ian Gilbert, Chairman of the General Services Committee.

BE IT RESOLVED as follows:

Section 1. That the following 2023 budget appropriation take place in the Highway Department Accounts for additional revenue received from the sale of surplus equipment:

Increase Revenue:

DM513000 326650 Machinery Sale of Equipment	\$89,000.00
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Increase Expenditure:

DM513000 223300 Machinery Vehicles	\$89,000.00
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Section 2. That the within resolution shall take effect immediately.

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

RESOLUTION NO. __ - 2023

**RESOLUTION AWARDING BID AND AUTHORIZING AN AGREEMENT WITH
CLIMATE CONTROL MECHANICAL OF NY FOR PURCHASE OF
WALK-IN FREEZER FOR JAIL KITCHEN**

Introduced by Legislator Ian Gilbert, Chair of the General Services Committee.

WHEREAS, the Lewis County Purchasing Director recently sent out a Request for Proposals (RFP) for the purchase of a walk-in freezer for the jail kitchen; and

WHEREAS, the Clerk of the Board and Purchasing Director were present on April 12, 2023 at 2:00 pm to open one (1) bid received in response to the RFP; and

WHEREAS, after review and consideration of the proposal, in accordance with the specifications and scope of work set forth in the RFP, the Purchasing Director recommends awarding the bid to Climate Control Mechanical of NY, 3751 Woodpecker Lane, Mannsville, NY 13661, the only bidder, at \$31,647.00 for a walk-in freezer in accordance with specifications set forth in the RFP; and

WHEREAS, the Board of Legislators seeks to award the bid to Climate Control Mechanical of NY and authorizes an agreement for the specified walk-in freezer and related services to be provided in accordance with the RFP;

NOW, THEREFORE, BE IT RESOLVED, as follows:

Section 1. That the Lewis County Board of Legislators hereby awards the bid and authorizes an Agreement with Climate Control Mechanical of NY, of Lowville, NY, 13367 for the walk-in freezer described in the RFP for the jail kitchen, in accordance with the specifications and requirements set forth in the RFP.

Section 2. That the Lewis County Board of Legislators authorizes said agreement to include all conditions and requirements set forth in the RFP together with inclusion of any and all additional terms and conditions recommended by the County Attorney, at a cost not to exceed \$31,647.00 and warranty on labor, and factory warranty on equipment for one year, panels for fifteen years after installation, payable \$15,823.50 down, and 15,823.50 after completion.

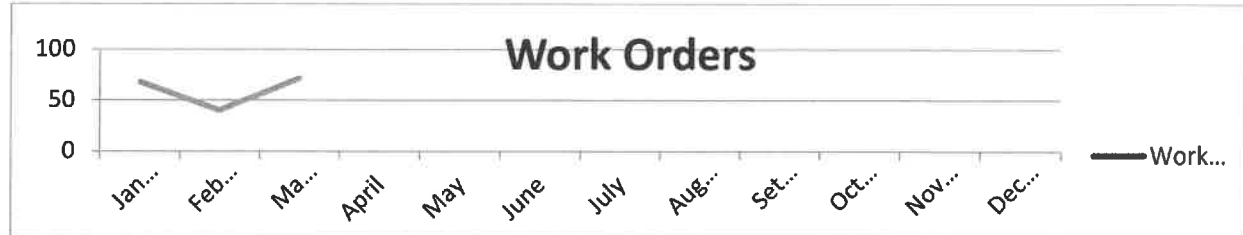
Section 3. That the Chair or Vice-Chair of the Board of Legislators is hereby authorized to make, execute, seal and deliver said Agreement and any amendments thereto, upon review and approval by the County Attorney.

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

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

General Services Committee
April 18th 2023

1) **72** Work orders for the month of March



- 2) PSB HVAC project is finally moving forward. The ducted outside air unit (doaz) has been delivered and set in place on the roof April 4th. **The jail is planned to shut down on April 17th.** We plan on doing the Epoxy floor during the first 2 weeks of the project. The mechanical contractor will also start work in the kitchen while the floor is being completed. Once the floor is complete, the rest of the work will start. We will be protecting the new floor where there is heavy traffic or demo work to be done. A new kitchen hood Ansul system will be installed during the shutdown as well. We are hopeful that the project will be completed in **6-8 weeks**. As the project comes to completion, I will be looking for service contracts for controls and mechanical
- 3) We will take advantage of the shutdown and replace the 32 year old walk in freezer in the jail kitchen
- 4) We continue with small projects at the PSB to update the building
 - a. Converted old storage room to "found property" room off the garage
 - b. Mounted a coat rack in the rec yard hallway
 - c. Installed hose reel in sallyport
- 5) Looking into options for sound proofing areas in the courthouse
- 6) GYMO will have parking lot plans for review & approval
- 7) Replaced the sump pumps in DSS basement and rerouted the discharge line
- 8) We have completed several small projects (shelving, cabinets, etc) for solid waste and moved everyone to the new building.
- 9) We will be gearing up for spring cleanup as the lawns dry out, along with prepping for the upcoming mowing season

Matt O'Connor
Buildings & Grounds Supervisor

April 18th, 2023
General Services Committee Report

To Date Office of Building and Fire Codes Department has:

- Issued **(133)** Permits
- Permitted Project values to date of **\$ 5,211,875** dollars.
- Conducted **(159)** State mandated Life Safety and Property Maintenance inspections of commercial properties (Department conducts 101 annual inspections of places of public gathering, conducts 496 inspections on a three-year basis of businesses, and multi-family dwellings)
- Responded to **(5)** chimney fire(s) / or request by Fire Departments
- Responded to **(9)** complaints.
- Issued **(101)** Certificates of Completion / Occupancy
- Researched **(3)** FOIL or Record request.

Regards,

Ward John Dailey
Sr. Code Official
County of Lewis

April 10th, 2023

Robert A. MacKenzie III, AEMT-P/CEM/CFC
Director of Fire and Emergency Management
robertmackenzie@lewiscounty.ny.gov

General Services Committee Report –April 11, 2023

Summary of the past month:

I am working with DHSES to complete a COOP plan for Emergency Management draft forthcoming.

We are currently working on finishing the SHSP FY2021 grant. SHSP FY2022 grant in the amount of \$46,946 quotes are being requested to fulfill the purchases. Starting the grant application for SHSP FY2023 due April 19, 2023.

UPDATE: The Ad HOC committee: The next meeting is at BOCES on 4/19/23. Met on January 18th with a subcommittee meeting on 1/24/23. *4/12/22: The Ad HOC committee has been formed to discuss working with Fire and EMS agencies with recruitment for them to add active members.

Mask Fit testing for interior firefighters will be Thursday April 20th at Lowville Fire Station for Lowville.

The State Fire Instructors have put together the Spring 2023 training schedule together:

The BEFO (Basic Exterior Firefighting Operations) class is complete at Harrisville Fire Station with 13 students passing from the original 18. The second BEFO schedule is released to begin on March 16th hosted at 3-G Fire Station is running with 14 students. The Fire Police class started April 3 @ JCC Lowville has 16 in the class at this time. There are 2 EVOC class scheduled on in April hosted at New Bremen Fire Station and the second in May hosted at Constableville Fire Station. There's an aerial fire apparatus class to be scheduled April/May hosted at Castorland Fire station.

SNIRT will be April 22 and the pre-planning has begun with the ambulance and fire agencies. Jen completed the CPR refresher training for 19 of the Sheriff's office road patrol and the SRO's.

Bob attended the Fire Coordinators conference March 29-31 in Watkins Glen. Bob attended The Garrett Loomis Foundation 2023 10th Annual Education Series on Saturday, April 8th at JCC in Watertown. Lewis County was presented with a letter from the foundation gifting \$5300 in funds to be used for improvements at the fire training tower.

Bob will be attending the Intelligence Liaison Officer conference on 4/25-4/27 and Spring Fling EMS conference 4/27-4/29.

The LEPC meetings are scheduled for 7/24 and 10/23 held at the Lewis County JCC classroom 4/5.

The Tier 3 training was held on April 5th from 5pm-9pm at 3-G Fire Station on Blue St in Glenfield with 25 in attendance most from volunteer fire departments and highway superintendents.

Participation in NWS virtual presentations monthly for updated weather information.
Please feel free to contact me anytime.

Thank You For the privilege of allowing me to assist the gracious Volunteers of Lewis County who give un-forgivingly of their time! It's the volunteers that keep this county safe!!!

Respectfully,
Bob

- Road sweeping started
- Pothole repair
- Fixed DMV Parking area
- Tree crew removing hazard trees
- Making patch
- Started pre paving work on highmarket road
- Bridge joint repairs starting next week
- Bid going out for 2 box culverts on west road
- MSHA Training completed
- Preparing for Safety day

To: General Services Committee

From: Matthew Morrow, Probation Director **MEM**

Date: April 4, 2023

Re: Lewis County Probation Monthly Summary

1. Our probation numbers remain quite static. We are currently supervising **177** adult probationers, **45** of whom are DWI cases. In addition, we supervise **25** conditional discharge ignition interlock cases, **4** Drug Court cases, **10** JD cases, **6** pre-trial release cases, and are working on **17** pre-sentence investigations.
2. Lewis County STOP-DWI was once again able to get permission from the state to treat the SNIRT Run as a High Visibility Engagement Campaign. This means that we are again this year able to offer funding for dedicated DWI patrols to both the Lewis County Sheriff's Office and the Lowville Village Police Department during the SNIRT Run. This year, we were able to get the funding to cover the day before the event and the day after the event as well. This means that we can fund DWI patrols before, during, and after the event. As always, the goal of STOP-DWI is to encourage responsible use of the roadways in Lewis County.
3. Probation Officers and Lewis County STOP-DWI recently participated in the Beaver River Central School career day and will be participating at the Lowville Academy career day on 04/05/2023. There are also some early discussions of a mock-DWI crash in the near future at Copenhagen Central School.

April Monthly Update Regarding March 2023

- **RFP for a Master Plan for the GVT Rail Purchase.** RFP will include a feasibility study, public outreach, phase I environmental, 30 % design and branding. Please see the RFP for more information.
- **RFP for a Timber sale on Cronk Road in the Town of Pinckney.** Trail Crew has finalized marking the timber on Cronk Road in the Town of Pinckney. It will go out to bid once I get all the information to Brian and Joan.
- Trail crew has started to work on the trails. James Hoch and Bobby Cobb have started back and next week Ty Davis and Lukas Brown will be starting as well. I am short one crew worker position but will hope we can fill the position with the next posting. We have applications for laborer positions, but most will start later in the season as their time allows.
- I am collecting the Phase III Grant documentation for 2022-2023 and the Phase I Grant documentation for 2023-2024. They will be due on May 31st and June 1st. OPRHP Snowmobile Unit has new Grant documentation for 2023-2024 season, and I hope it will be easier to implement.
- OHV Permit sales are now live. The new maps are in, and 3-day passes will go on sale when the trails start opening. I am hoping to have the connector trails open prior to the SNIRT run. Lauren Houppert has been vital with the transfer of the permit sales.
- Next OHV Round Table meeting is April 24th at 3 pm in Board of Legislators Chambers.
- No decision on Trail security has been made at this time.
- Budget is looking good with the Account Balance for ATV FUND being \$247,011.45

Account	Budget	Available
Trail Program (County Funded)	\$ 433,403.00	\$ 398,725.13
Trail Maintenance Revenue	\$ (197,791.00)	\$ (170,539.31)
Trail Maintenance Expenditures	\$ 336,451.00	\$ 220,781.39
Reforestation Revenue	\$ (95,000.00)	\$ (93,650.68)
Reforestation Expenditures	\$ 126,521.00	\$ 102,411.89
DASNY	\$ 50,000.00	\$ 23,718.87

*The Capital Projects funding (Singing Waters) has also not been allocated.

**MONTHLY UPDATE: APRIL 2023
FOR MARCH 2023**

FISCAL UPDATE	MARCH	YEAR TO DATE
Revenues	\$299,071.09	\$622,782.57
Expenditures	\$167,341.52	\$722,408.74

SERVICE UPDATE	MARCH
GARBAGE (MSW & C&D)	1,012.83 tons
RECYCLING	239.34 tons
RECYCLING reimbursement is no longer received from DANC	\$0
RECYCLING Owed to Oneida Herkimer Solid Waste	(\$3,648.99)

INFORMATIONAL UPDATE

- \$128,753.65 was moved from the Solid Waste savings account to the Solid Waste cash account.
- New computers were purchased and set up at the Lowville and Croghan Transfer Stations.
- The pump along with the interior and exterior doors were installed at the new scale house.
- After months of anticipation, the Solid Waste crew has moved into the new scale house at the Lowville Transfer Station. Kip moved into his new office on Thursday, March 30th. The transfer station was closed on Friday, March 31st to move the computer equipment from the old scale house to the new scale house and the new scale house was open for business for the first day on April 1st. The Principal Account Clerk was moved on April 5th.
- The following chart depicts the energy costs and consumption for Lewis County Solid Waste for the years 2020, 2021 and 2022.

LEWIS COUNTY SOLID WASTE ENERGY COSTS AND CONSUMPTION							
Energy Type	Total Expenditures 2020	Total Expenditures 2021	Total Expenditures 2022	Total Volume 2020	Total Volume 2021	Total Volume 2022	Unit of Measure
Gasoline (Unleaded)	\$ 690.70	\$ 952.53	\$ 1,270.98	385.34	385.21	359.75	gallon
Diesel Fuel (Over Road)	\$ 26,004.19	\$ 40,032.95	\$ 58,229.79	18,367.31	17,832.72	14,926.67	gallon
Diesel Fuel (Off Road)	\$ 5,293.34	\$ 9,338.80	\$ 18,447.77	3,432.10	4,104.80	4,325.80	gallon
Propane	\$ 2,360.43	\$ 3,251.27	\$ 3,527.76	2,235.90	2,060.70	1,966.40	gallon
Kerosene	\$ 116.28	\$ 103.42	\$ 369.39	33.40	28.90	78.24	gallon
Electricity	\$11,334.55	\$13,408.28	\$14,918.70	59,142.00	69,549.00	75,404.00	kilowatt-hour

MONTHLY REPORT
MARCH 2023

JAIL:

- Inmate Population as of March 31st: **28**
- Number of Inmates Boarded Out as of March 31st: **6**
- Incidents: **No reportable incidents**

DISPATCH:

- Calls Handled: **1,694**
- Cads Created: **858**

ROAD PATROL:

- Complaints Handled: **1,694**
- Criminal Arrests Made: **11**
- Vehicle and Traffic Stops: **100**
- Vehicle and Traffic Arrests: **62**
- Snowmobile Hours Patrolled: **315.5**
- Snowmobile Miles Patrolled: **4,271**
- Snowmobile Fatalities: **0**
- Pistol Permits Completed: **34**
- Drug Overdose Deaths: **0**

CIVIL:

- Papers Served: **49**
- Evictions Completed: **1**
- Funds Received and Disbursed: **\$22,148.22**