
**LEWIS COUNTY BOARD OF LEGISLATORS
GENERAL SERVICES COMMITTEE MEETING
June 30, 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 1:00 PM

APPROVAL OF MINUTES

Motion: Legislator Leviker moved to approve the minutes of May 26, 2026, General Services Committee meeting as submitted.

Motion seconded by Legislator Hanno and carried.

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

Shared Highway Infrastructure Mapping & Planning

Presenter: *Cody O'Donnell, Deputy Highway Superintendent*

Cody O'Donnell provided an overview of its ongoing initiative to modernize the County's Geographic Information System (GIS) and asset management program. Originally launched under former Highway Superintendent and current County Manager Tim Hunt, the initiative was designed to centralize highway infrastructure data and integrate mapping technology into daily operations.

He explained that historical infrastructure records were consolidated into a single GIS database, while new data layers were created for previously unmapped assets, including culverts, bridges, guide rails, catch basins, signs, and other highway infrastructure. Field staff now utilize ArcGIS Field Maps on iPads to verify asset information, conduct inspections, and

update records, creating a continuously maintained "living" database rather than a one-time mapping project.

He highlighted the completion of a countywide culvert sizing study, which analyzed drainage areas and hydraulic capacity using elevation data and engineering modeling. The study provided recommended replacement pipe diameters for 929 of the County's 1,204 culverts, while more complex locations were identified for future site-specific engineering analysis. GIS mapping also incorporates condition ratings and identifies culverts requiring urgent replacement, recommended replacement, or continued monitoring.

Cody O'Donnell outlined plans to expand the GIS program to municipalities throughout Lewis County, allowing towns and villages to maintain their own infrastructure inventories while utilizing the County as the host platform. Several municipalities have already expressed interest, with the goal of creating a comprehensive countywide infrastructure database to improve planning, emergency response, and infrastructure investment decisions.

He also discussed the implementation of the Novo asset management software, which replaced the department's obsolete PubWorks system. Integrated directly with ArcGIS Field Maps, Novo enables field staff to record labor, equipment, materials, and maintenance activities directly from the field using iPads. The system creates detailed maintenance and cost histories for individual assets, supports data-driven infrastructure planning, and enhances documentation for potential FEMA reimbursement following disaster events.

He concluded by recognizing Highway Department staff and the County IT Department for their significant contributions to the successful implementation and customization of the new GIS and asset management systems.

Unsafe Structure: 4119 Center Street, Lyons Falls

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

Jonathan Roes, Director of Fire & Building Codes, presented photographs and an overview of an unsafe structure, recommending that the Committee forward the matter to the full Board to schedule a public hearing for its potential demolition.

Mr. Roes explained that the structure is the remaining portion of a larger building that was damaged by fire in 2018. Although a demolition permit had been issued at that time, the project was never completed or closed out, and no authorization was found permitting a portion of the structure to remain. The site continues to contain remnants of the original building, including exposed foundation areas, debris, standing water, and tanks, creating both safety and public health concerns. Due to the structure's close proximity to the sidewalk and roadway, it also presents a potential hazard to pedestrians.

Mr. Roes stated that the remaining section was never designed to function as a standalone structure and would require significant engineering evaluation to determine whether it could

be safely preserved. Based on its condition, he recommended demolition of the remaining structure, as well as removal of an additional deteriorated outbuilding located on the property that has also been cited as a code violation.

During Committee discussion, members inquired about the status of the original demolition permit. Mr. Roes explained that the permit was intended for complete demolition, was never fully executed, and remains open because the required work was not completed. He noted that the property owners have been responsive to communications and understand that the remaining structures likely need to be removed but have not yet completed the work despite multiple notices over several years.

Mr. Roes advised that the structure has been posted as unsafe for occupancy, although the owners are permitted to enter the building to remove personal belongings. He recommended proceeding with a public hearing to allow the property owners an opportunity to present any additional information before the Board considers further action.

DRAFT RESOLUTIONS

Draft Resolution No. 1

Authorizing the renewal of the County's agreement with Roes Lawncare, LLC for snow plowing and salting services at 7714 Number Three Road (former Mountain View property) for the 2026–2027 and 2027–2028 snow seasons. The Buildings and Grounds Department recommends extending the current RFP-based contract for an additional two-year term at a total cost not to exceed \$10,454.50, with established hourly rates for supplemental snow removal and hauling services as needed.

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 carried.

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

Draft Resolution No. 2

Authorizing an agreement with Fourth Coast Inc. (St. Lawrence Engineering, DPC) to provide engineering, design, and related consulting services for the installation of a backup generator at the Lewis County Courthouse. The cost of services will not exceed \$9,800.00 and includes development of technical specifications for the bidding and installation process. Funding will be provided through the Sheriff Department's ESInet Grant account.

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 carried.

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

Draft Resolution No. 3

Introductory Local Law No. 5-2026 “The Amended Local Law Providing for the Administration and Enforcement of the Uniform Fire Prevention and Building Code” and setting a public hearing for August 4, 2026, at 5:00 PM in the Lewis County Courthouse Board Room.

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 carried.

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

Draft Resolution No. 4

Finding and determining, pursuant to Local Law No. 2-2007, that the structures located at 4119 Center Street in the Village of Lyons Falls (Tax Map No. 322.19-06-15.000) are unsafe, partially collapsed, and constitute a public nuisance. Based on a June 9, 2026 Code Enforcement Officer report, the Board of Legislators directs that the remaining structure, collapsed rear structure, debris, and exposed foundation be demolished, removed, and properly remediated. The resolution also authorizes service of notice upon the property owner and sets a public hearing for August 4, 2026 at 5:00 p.m. to allow the owner or interested parties to show cause why the order should not be enforced, and provides for County action and cost recovery should compliance not occur.

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 carried.

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

Draft Resolution No. 5

Authorizing the execution of Supplemental Agreement No. 4 with the New York State Department of Transportation for the CR 17 (Wood Battle Road) over Cobb Creek Bridge Replacement Project (PIN 775400) in the Town of Harrisburg. The agreement provides an additional \$31,000.00 in Preliminary Engineering/Design Phase funding through Federal STP, State Marchiselli, and local shares. The resolution authorizes the Board Chair or Vice-Chair to execute all necessary documents to secure reimbursement, and appropriates the additional funding within the Capital Bridge Program budget.

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 carried.

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

Draft Resolution No. 6

Approving a budget amendment to recognize rollover and additional anticipated funding from the New York State CHIPS program in the amount of \$1,013,577.96. The adjustment increases both revenues and expenditures in the County Road accounts to support capital improvement materials within the County's highway infrastructure program.

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 carried.

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

Draft Resolution No. 7

Authorizing the Lewis County Highway Department to apply for up to \$6,000,000.00 through the 2026 NYS Department of Environmental Conservation Water Quality Improvement Project (WQIP) program to replace four culverts (three on Number 3 Road and one on Cobb Road). If awarded, the project requires a 25% County match, to be funded with CHIPS funding, and authorizes acceptance of the grant, execution of contracts, and award of project bids.

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 carried.

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

Draft Resolution No. 8

Awarding a construction contract to BP Excavation, LLC, in the amount of \$729,599.50 for the Kotel Road culvert replacement project over the South Branch of Crystal Creek (PIN 775424) in the Town of Watson, and authorizes execution of the contract.

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 carried.

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

Draft Resolution No. 9

Introductory Local Law No. 4-2026 “A Local Law Amending Local Law No. 3-2019: The Re-Established Lewis County Trail System” and setting a public hearing for August 4, 2026, at 5:00 PM in the Lewis County Courthouse Board Room.

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 carried.

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

UNFINISHED BUSINESS

Railroad easements and fees for municipalities continue to be researched.

NEW BUSINESS

The sealed bid results of the “Purchase of Multi Plate Arch Shaped Pipe Structure” RFP were opened on Monday, June 29th and have been analyzed and reviewed by Lewis County Highway Superintendent and staff. The recommendation is to award the bid to Babcock Highway Supply of Oswego, New York, the lowest responsible bidder.

Draft Resolution No. 10

Awarding bid to Babcock Highway Supply in the amount of \$110,680.40 for the purchase of galvanized steel plate arch culvert pipe with rust prohibitive coating for the Number Four Road pipe replacement project and authorizing execution of the purchase order and related agreements.

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 carried.

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 1:36 PM, seconded by Legislator Nellenback and carried.

Respectfully submitted,
Cassandra Moser
Clerk of the Board