
**LEWIS COUNTY BOARD OF LEGISLATORS
GENERAL SERVICES COMMITTEE MEETING
July 28, 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 June 30, 2026, General Services Committee meeting as submitted.

Motion seconded by Legislator Nortz and carried.

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

Rail Trail Master Plan: Community Engagement Roadmap

Presenter: *Don Adams & Melissa Marton, Creighton Manning Engineering & Surveying*

Don Adams of Creighton Manning provided an overview of the Rail Trail Master Plan Study, outlining the project schedule, public engagement efforts, and progress to date. The study, which began in May, is anticipated to conclude in April following data collection, public outreach, preliminary design, environmental review, and development of recommendations. The project includes two trail segments: Lowville to Carthage (Trail A) and Lowville to Croghan (Trail B).

Melissa Marton reviewed the project's comprehensive public participation plan, emphasizing a commitment to transparency and broad community involvement. Public outreach efforts include meetings with adjacent property owners, community event participation, stakeholder

meetings, an online and paper survey, informational materials, a project website, and an upcoming public open house. To date, certified mailings have been sent to 196 adjacent property owners, approximately 20 property owner meetings have been scheduled, and roughly 50 survey responses have been received.

Mr. Adams reported that the project team has completed extensive field inventories of roadway crossings, bridges, culverts, cattle passes, and other structures along both trail corridors. Existing conditions have been documented through photographs, GIS mapping, and a searchable database to support future planning. Initial evaluations indicate that most bridge substructures and steel components are in good condition, although many timber ties have deteriorated. The team also reviewed historical valuation maps to identify crossings, structures, and property access rights.

The presentation highlighted several key considerations identified during the field review, including roadway crossing safety, maintenance responsibilities, property owner concerns regarding access and privacy, deteriorated bridge decks, and a severely compromised crossing at Carthage Creek requiring further evaluation. Preliminary environmental desktop reviews are underway to identify wetlands, historic resources, and protected species. At this stage, no soil sampling has been conducted, although research into any known hazardous material sites is ongoing.

Materials Recovery Facility (MRF) Tour

Presenter: Kip Turck, Director of Solid Waste

Kip Turck, Director of Lewis County Solid Waste, provided an overview of the June 8, 2026 tour of the Oneida-Herkimer Recycling Center attended by several Legislators. Mr. Turck described the facility as a regional public benefit organization serving multiple counties through a modern, state-of-the-art single-stream recycling system. He noted that the tour generated productive discussion and provided valuable insight into the recycling process. He also reported that Lewis, Jefferson, and St. Lawrence Counties have established a regional group of solid waste directors that meets regularly to discuss common challenges and collaborative solutions. Mr. Turck further advised that Lewis County will be negotiating a new recycling contract with the Oneida-Herkimer facility in 2027.

A narrated video was presented outlining the facility's recycling operations, including the receipt, sorting, and processing of recyclable materials. The presentation demonstrated the use of advanced technologies such as optical sorters, artificial intelligence-assisted robotic sorting, magnets, and eddy current separators to efficiently separate recyclable materials before they are baled and marketed to buyers. The video also emphasized that revenue generated from the sale of recyclable materials, combined with grant funding, helps support the facility's operations while reducing the volume of waste entering landfills.

Mr. Turck noted that Lewis County transports approximately 3,000 tons of recyclable material annually to the Oneida-Herkimer facility.

Grace Metzler shared additional observations from the tour, noting the significant scale of the operation. She explained that the authority also operates green waste composting and food waste diversion programs designed to reduce landfill use and extend landfill capacity. Ms. Metzler highlighted that the authority's long-term sustainability is based on preserving landfill space rather than generating profit solely through recycling. She also noted that the facility has been funded through a combination of New York State Department of Environmental Conservation grants and long-term bonding, with infrastructure designed to accommodate future expansion. The operation employs approximately 90 staff members, with 15 to 20 employees working on the sorting line at any given time.

During discussion, it was noted that the facility serves five counties. Oneida and Herkimer Counties do not pay tipping fees for recyclables, while participating counties, including Lewis County, pay an administrative fee based on the volume of material delivered. It was further explained that grant funding remains critical to the authority's financial sustainability.

In response to a question from Legislator Nellenback regarding disposal costs, Mr. Turck confirmed that it currently costs Lewis County more to transport recyclable materials to the recycling facility than to dispose of the same material in a landfill.

Online Permitting Platform Proposed Transition

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

Jonathan Roes, Director of Building & Fire Code, presented an overview of a proposed software enhancement for the department's permitting and code enforcement operations. Mr. Roes reviewed the department's successful transition from paper permits to the CloudPermit online permitting system in October 2023, noting that while the system has significantly improved operations, additional functionality is needed to fully transition to an electronic workflow.

Mr. Roes introduced GovWell, a cloud-based permitting and code enforcement platform that would operate alongside the County's current system during the existing contract period. He explained that GovWell offers several enhanced features, including artificial intelligence (AI)-assisted customer support, improved reporting capabilities, an offline inspection application, planning and zoning functionality, and countywide reporting tools that would significantly reduce staff time required to generate reports and respond to requests such as Freedom of Information Law (FOIL) inquiries. He noted that feedback from other municipalities using the platform has been positive, particularly regarding reduced staff workload and improved customer service.

Mr. Roes stated that the proposed 12-month implementation would include planning and zoning, building permits, code enforcement, and licensing functions, while providing

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flexibility to add additional modules in the future. He explained that the purpose of implementing GovWell at this time is to evaluate the platform and determine the most effective long-term solution before the County's current software contract expires.

During discussion, Mr. Roes advised that the County currently pays approximately \$44,000 annually for CloudPermit, while GovWell's annual cost would be approximately \$38,000 and would include planning and zoning functionality that has not been successfully implemented through the current vendor. In response to a question regarding residents without computer access, Mr. Roes stated that Building & Fire Code staff will continue to provide in-person assistance at the office for those who require it.

DRAFT RESOLUTIONS

Draft Resolution No. 1

Adoption of Local Law No. 4-2026, amending Local Law No. 3-2019 governing the re-established Lewis County Trail System. Following the required public hearing and receipt of public comments, the Board will consider enacting the local law, with the amendment taking effect upon filing with the New York State Secretary of State and compliance with all applicable legal requirements.

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. 2

Adoption of Local Law No. 5-2026, amending Local Law No. 7-2022 governing the administration and enforcement of the New York State Uniform Fire Prevention and Building Code. Following the required public hearing and receipt of public comments, the Board will consider enacting the local law, with the amendment taking effect upon filing with the New York State Secretary of State and compliance with all applicable legal requirements.

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

Authorization of an agreement with GovWell Technologies, Inc. to enhance the Lewis County Building and Fire Code Department's electronic permitting platform through expanded software functionality, data migration, licensing, and ongoing support services. The agreement provides for a first-year cost of \$56,500.00, with annual recurring costs of \$38,000.00 thereafter, subject to annual increases of up to 5% after the initial term. The resolution also authorizes a budget transfer within the Fire & Building Codes Department to fund the initial implementation costs using available personnel savings resulting from staffing changes, with the remaining implementation costs to be funded through the 2027 Capital Budget.

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. 4

Following a duly noticed show cause hearing conducted pursuant to Lewis County Local Law No. 2-2007, the Board will consider ordering the demolition and removal of unsafe structures and the filling of an exposed foundation at 4119 Center Street, Village of Lyons Falls. If the property owners fail to comply within the specified timeframes, the County will be authorized to complete the work and assess all associated costs against the property.

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. 5

Acceptance of the FY2025 Emergency Management Performance Grant (EMPG) and State Homeland Security Program (SHSP) grant awards totaling \$42,778.00 and appropriation of the funds. The grants, administered through the New York State Division of Homeland Security and Emergency Services, will support emergency management and homeland security initiatives and require corresponding budget adjustments.

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. 6

Authorization to appropriate \$69,903.50 in reimbursement funds received from the Town of New Bremen and Lewis County General Hospital for engineering fees previously paid by the County to Barton & Loguidice for countywide FEMA assessment work, with corresponding budget adjustments to recognize the revenue and expenditure.

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. 7

Authorization of a 2026 budget transfer from Contingency to the Public Defender's Assigned Counsel professional services account in the amount of \$50,000.00 to cover additional invoices associated with 18B Attorneys Assigned Counsel services.

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. 8

Awarding bid to ALM2 LLC (Tidd Tech) for the purchase of a six-foot pull-behind snow groomer for use with a tracked UTV to support the Lewis County Non-Motorized Winter Recreation Master Plan. The equipment purchase, in an amount not to exceed \$10,194.19, will be funded through the NYS Department of Environmental Conservation Adirondack Park and Catskill Park Community Smart Growth Grant Program.

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. 9

Awarding bid to Countryside Polaris for the purchase of a Polaris Ranger Crew XP 1000 to support implementation of the Lewis County Non-Motorized Winter Recreation Master Plan. The equipment purchase, in an amount not to exceed \$40,645.67, will be funded through the NYS Department of Environmental Conservation Adirondack Park and Catskill Park Community Smart Growth Grant Program.

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. 10

Awarding bid to Verde, Inc. for the purchase of a 24-foot Forest River Lightning aluminum enclosed trailer to support implementation of the Lewis County Non-Motorized Winter Recreation Master Plan. The equipment purchase, in an amount not to exceed \$17,995.00, will be funded through the NYS Department of Environmental Conservation Adirondack Park and Catskill Park Community Smart Growth Grant Program.

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 – _____.

Draft Resolution No. 11

Scheduling of a public hearing for September 1, 2026, at 5:00 p.m. to receive public comment regarding the proposed addition of approximately 0.9 miles to the Lewis County Off-Highway Vehicle (OHV) Trail System. The proposed trail segment, located in the Town of Osceola on property owned by Frank L. Miller and Juanita Yerdon-Miller, will be considered for inclusion in the County's OHV trail network.

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 – _____.

Draft Resolution No. 12

Authorization to submit the 2026–2027 Snowmobile Trail Grant-In-Aid Program application to the New York State Office of Parks, Recreation and Historic Preservation for reimbursement assistance related to snowmobile trail maintenance expenses in Lewis County. The resolution authorizes execution of the required grant documents and administration of any awarded funds in accordance with program requirements.

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 – _____.

UNFINISHED BUSINESS

Railroad Easements: continues to be researched.

NEW BUSINESS

The scheduled bid opening for RFP No. 2026-107, Demolition and Removal of Condemned Structure at 6585 Oliver Place, Glenfield, Town of Martinsburg, is Friday, July 31, 2026, at 10:00 AM. A resolution to award the contract will be presented at the Board of Legislators meeting on August 4, 2026, to keep the project on schedule.

ADJOURNMENT

There being no further business to come before the Committee, Legislator Leviker moved to adjourn the meeting at 1:57 PM

Motion seconded by Legislator Hanno and carried.

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

Respectfully submitted,
Cassandra Moser
Clerk of the Board