
**LEWIS COUNTY BOARD OF LEGISLATORS
FINANCE & RULES COMMITTEE MEETING
August 25, 2026**

Present:

Legislator Jessica Moser, Chair
Legislator Jeffrey Nellenback, Vice Chair
Legislator Herbert Frost III
Legislator Thomas Osborne
Legislator Barry Lyndaker

CALL TO ORDER

Legislator Moser called the meeting to order at 1:06 PM

APPROVAL OF MINUTES

Motion: Legislator Moser moved to approve the minutes of July 28, 2026, Finance & Rules Committee meeting as submitted.

Motion seconded by Legislator Frost and adopted.

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

PaymentWorks, Inc.

Presenter: *Brian Hanno, Director of Purchasing*

Brian provided an overview of the County's current accounts payable process and presented PaymentWorks as a potential solution to improve vendor onboarding, electronic payments, fraud prevention, and processing efficiency. The County currently has approximately 2,000 vendors and issues approximately 3,000 paper checks annually, with an estimated processing cost of approximately \$21,000 per year. Two recent instances of check fraud were identified and stopped through the County's existing positive-pay banking controls.

PaymentWorks would provide secure vendor verification, automated onboarding, ACH and virtual card payment options, tokenized banking information, and fraud protection of up to \$2 million per occurrence. The proposed annual cost is approximately \$24,000, which could be offset by savings from reducing paper checks and increased virtual card rebates. The goal

would be to transition vendors primarily to virtual card or ACH payments, while retaining paper checks as a limited payment option. The presentation also noted potential efficiencies for County staff and strengthened internal controls through additional verification and workflow processes.

Information Technology Director update

Presenter: *Caitlyn Smith, Director of Human Resources*

Caitlyn presented a proposal to realign the County's Information Technology position following the departure of the former IT Director. After reviewing recruitment results, current technology needs, and the applicant market, she recommended replacing the Director of Information Technology classification with a Technology Services Manager classification.

The proposed position would be classified at Grade 6 rather than the former Director position's Grade 3, reflecting a shift toward a service-oriented, working supervisory role focused on cloud and software support, technology planning, network operations, applications, user support, project coordination, and assisting departments with increasingly technology-dependent operations. The position would continue to supervise IT staff while working alongside them to establish priorities and provide direct support.

Caitlyn noted that the revised classification is intended to better align the position's responsibilities and compensation with current recruitment realities and the County's evolving technology needs, rather than simply constituting a reduction in title or responsibility. A resolution was created to establish the Technology Services Manager classification and authorize recruitment for the position.

In response to a question from Legislator Frost regarding technology-related risk management, Caitlyn indicated that the position could retain responsibility for elements of risk management. She also discussed the potential use of periodic technology audits or outside assistance to ensure the County's technology systems and practices are appropriately reviewed and that potential risks are identified and addressed.

DRAFT RESOLUTIONS

Draft Resolution No. 1

Authorizing an agreement with O'Toole Law Group to provide specialized legal counsel regarding the evaluation, structuring, and potential establishment of County utility services that could access lower-cost electricity generated by local energy systems. The agreement will run from September 1, 2026 through December 31, 2027, at a total cost not to exceed \$20,000.00, funded through the Law Department Budget.

Motion: Legislator Moser moved that this draft resolution be forwarded to the full Board of Legislators for action.

Motion was seconded by Legislator Frost and carried.

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

Draft Resolution No. 2

Amending the County's Compensation Plan to abolish the vacant Director of Information Technology position and establish a Technology Services Manager position at Grade 6 of the Exempt Compensation Plan. The new classification is intended to more accurately reflect the position's countywide technology leadership and service responsibilities and improve recruitment efforts. Human Resources will be authorized to discontinue recruitment for the Director position and recruit for the Technology Services Manager position.

Motion: Legislator Moser moved that this draft resolution be forwarded to the full Board of Legislators for action.

Motion was seconded by Legislator Lyndaker and carried.

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

Draft Resolution No. 3

Authorizing Lewis County to apply for up to \$3,000,000.00 in 2026 Northern Border Regional Commission (NBRC) Catalyst Program funding to support roadway, complete streets, and related infrastructure projects in the Village of Port Leyden. If awarded, the County would provide a 20% local match through a combination of Highway Funds, CHIPS funds, and other eligible grants.

Motion: Legislator Moser 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. 4

Authorizing Lewis County to serve as the lead applicant for the New York State Empire State Development Business Food Waste Mitigation Grant Program to support sustainable waste management, food waste reduction, and local agricultural initiatives. Red Barn Meats will serve as the project co-implementor, with Farm Credit East serving as the grant writer and administrator.

Motion: Legislator Moser moved that this draft resolution be forwarded to the full Board of Legislators for action.

Motion was seconded by Legislator Lyndaker and carried.

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

Draft Resolution No. 5

Authorizing Lewis County to enter into a Settlement Agreement and Release with Charter Communications Operating, LLC (Spectrum) to resolve claims concerning Managed Wi-Fi Services. The agreement provides for a six-month holdover period through September 30, 2026, with a \$58,082.70 credit eliminating service charges during that period. Managed Wi-Fi Services will be discontinued effective October 1, 2026, while Business Internet Services will continue under the existing Service Order. The agreement also provides for municipal notification of the discontinuation and releases Spectrum from related prior claims.

Motion: Legislator Moser moved that this draft resolution be forwarded to the full Board of Legislators for action.

Motion was seconded by Legislator Lyndaker and carried.

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

Draft Resolution No. 6

Authorizing a three-year agreement with PaymentWorks, Inc. (Carahsoft) for vendor management software to securely monitor and manage accounts payable and vendor information. The agreement runs from September 21, 2026 through December 31, 2029, at a total cost not to exceed \$88,200.00. The resolution also authorizes appropriation of \$14,700.00 in additional P-card revenue to fund implementation costs.

Motion: Legislator Moser moved that this draft resolution be forwarded to the full Board of Legislators for action.

Motion was seconded by Legislator Frost and carried.

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

Draft Resolution No. 7

Setting the date and time for a public hearing on Introductory Local Law No. 6-2026, which would authorize Lewis County to override the property tax levy limit established under General Municipal Law § 3-c (the “2% tax cap”) for the 2027 County budget as October 6, 2026, at 5:00 p.m. The required public notice will be posted and published in accordance with law.

Motion: Legislator Moser 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. 8

Establishing the methodology for allocating 2027 workers' compensation assessments among participants in the Lewis County Self-Insurance Plan. The assessment will be apportioned 50% based on claims experience from 2023–2025, 30% based on proportionate 2025–2026 gross payroll, and 20% based on proportionate full property valuation.

Motion: Legislator Moser moved that this draft resolution be forwarded to the full Board of Legislators for action.

Motion was seconded by Legislator Lyndaker and carried.

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

ADJOURNMENT

There being no further business to come before the Committee, Legislator Moser moved to adjourn the meeting at 1:38 PM.

Motion seconded by Legislator Nellenback and carried.

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

Respectfully submitted,
Cassandra Moser
Clerk of the Board