LEWIS COUNTY
NEW YORK

OFFICE OF THE BOARD OF LEGISLATORS

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Clerk of the Board
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NOTICE

TO: Members of the Lewis County Finance & Rules Committee

FROM: Cassandra Moser, Clerk of the Board

DATE: November 19, 2026

SUBJECT: Finance & Rules Committee Meeting

The Lewis County Finance & Rules Committee will hold its regular meeting on Tuesday, November 24, 2026, at **3:15 p.m.** in the Legislative Board Chambers, 2nd Floor, Lewis County Courthouse, Lowville, New York.

Attached is a list of agenda items for the meeting which will be live-streamed on the Lewis County YouTube channel at: Lewis County - YouTube.

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cc:
County Clerk/DMV
Economic Development
Human Resources
Information Technology
Insurance/Workers' Compensation
Planning & Community Development
Purchasing
Real Property Tax
Treasurer

Lewis County is an equal opportunity provider and employer. Complaints of discrimination should be made known to the Lewis County Board of Legislators.

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FINANCE & RULES COMMITTEE

AGENDA – November 24, 2026

Call to Order:
- Legislator Jessica Moser, Chair.

Roll Call:
- Clerk of the Board records attendance.

Approval of Minutes:
- Motion to approve minutes from October 27, 2026.

Presentations / Discussion Items:
- Lewis County Initiatives with Senator Mark Walczyk and Assemblywoman-elect Tammie Nabywaniec

Draft Resolutions:
1. Establishing December 22, 2027, at 2:00 p.m. as the date and time for a public hearing on proposed Local Law No. 8-2026, which would provide salary increases for certain local officials. The hearing will be held in the Legislative Chambers at the Lewis County Courthouse, with public notice provided as required by law.

2. Authorizing the adoption of the updated Lewis County Exempt Employee Compensation Policy and accompanying salary schedules for 2027–2029, effective January 1, 2027. The revised policy establishes compensation provisions for management, confidential, elected, and appointed positions, including cost-of-living adjustments, salary grades and steps, and longevity payments, to support employee recruitment, retention, and consistent compensation practices.

3. Authorizes a Master Service Agreement with Quantify Consulting LLC to provide professional consulting services aimed at improving County government operations. The agreement is retroactive to December 13, 2024, with no specified end date and no direct cost under the Master Service Agreement. Individual statements of work shall not exceed $50,000.00 per 12-month period, with costs beginning in 2027 funded through the Information Technology Department's budget.

4. Authorizes the establishment of the Computer System Technician position within the Information Technology Department, replacing the existing Computer Systems Assistant title to better reflect current duties and technical requirements. Effective December 1, 2026, the position will remain at Grade 29 of the CSEA General Unit, with no change in salary allocation or increase in authorized staffing, subject to applicable collective bargaining and Civil Service requirements.

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5. Authorizes the adoption of the Lewis County Property Recording Policy for all County buildings, excluding the court side of the County Courthouse. The policy establishes consistent guidelines for public recording while protecting First Amendment rights and safeguarding sensitive information from unauthorized disclosure. The Buildings and Grounds Department and Law Department will be responsible for administering and enforcing the policy, effective immediately upon adoption.

6. Designates County Attorney Ian W. Gilbert as the Lewis County Records Access Officer and County Manager Timothy Hunt as the Records Access Appeals Officer for all County departments, in accordance with the New York State Freedom of Information Law (FOIL). These appointments are retroactive to July 13, 2026, and supersede any prior inconsistent designations.

7. Authorizing a third extension of the pre-closing possession/license agreement between Lewis County and General Martin Apartments LLC for the former Glenfield School Property. The extension covers September 1, 2026, through December 31, 2026, with closing to occur by December 31, 2026. All previously established financial terms and purchaser responsibilities remain unchanged, with no additional deposit required.

8. Authorizes the appointment of Brian Hanno of Lowville, New York, Treasurer-elect, to the Lewis County Planning Board for a three-year term commencing upon his assumption of office as County Treasurer and continuing through December 31, 2029.

9. Authorizes the submission of a 2026 Community Development Block Grant (CDBG) Public Facilities grant application for up to $1,000,000.00 to support accessibility improvements within existing Lewis County Health System facilities, including acceptance and appropriation of funds if awarded. The resolution also classifies the proposed improvements as a Type II action under the State Environmental Quality Review Act (SEQRA), requiring no further environmental review.

10. Authorizes an intermunicipal agreement between Lewis County, the Town of Turin, and the Village of Turin to support the completion of a Preliminary Engineering Report for a proposed municipal sewer district and related grant applications. The agreement provides reimbursement to the Village of Turin for engineering expenses in an amount not to exceed $8,250.00, funded through 2026 Planning & Community Development Funds, for the period of December 1, 2026, through December 1, 2027.

11. Authorizes a staff services agreement with the Lewis County Land Bank Corporation (LCLBC) to utilize existing County personnel, including Candy Akin, Director of Real Property, to manage land bank operations. The agreement commences upon execution and continues through December 31, 2027, with LCLBC compensating the County at an annualized rate of $15,000.00, plus applicable employer payroll taxes, contributions, and related expenses.

12. Authorizes the reappointment of Donald Cook of Copenhagen, New York, to the Lewis County Planning Board for an additional three-year term commencing January 1, 2027, through December 31, 2029.

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13. Authorizes the reappointment of Timothy Petersen of Turin, New York, to the Lewis County Planning Board for an additional three-year term commencing January 1, 2027, through December 31, 2029.

14. Authorizes the reappointment of Ashley Marolf of Carthage, New York, as the Grange Representative to the Lewis County Soil & Water Conservation District Board of Directors for an additional three-year term commencing January 1, 2027, through December 31, 2029.

15. Authorizes the reappointment of Fred Munks of Lowville, New York, as the Member-at-Large Representative to the Lewis County Soil & Water Conservation District Board of Directors for an additional three-year term commencing January 1, 2027, through December 31, 2029.

16. Authorizes an amendment to the 2026 Lewis County Budget to recognize and appropriate $47,113.00 in proceeds received from Absolute Auctions & Realty Inc. for the October 1, 2026, online auction of surplus County equipment and property. The funds will be allocated to the County's HAD Capital Expenditures account.

17. Authorizes the Lewis County Treasurer and Deputy Treasurer to make necessary interfund and departmental budget transfers and account adjustments to properly balance and close the County's financial records for the 2026 fiscal year. A report of all completed transfers will be provided to the Finance & Rules Committee and Board of Legislators upon completion of the year-end closeout.

18. Authorizes the designation of 12 financial institutions and investment funds as official depositories for Lewis County funds for 2027, establishing maximum authorized deposit limits for each institution ranging from $10 million to $40 million. These designations update the County's existing depository authorizations in accordance with applicable New York State law and the Lewis County Investment Policy.

Unfinished Business:

New Business:

Executive Session:

Adjournment:

Additional Information

- If any committee member has inquiries regarding agenda items, please do not hesitate to contact me.

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LOCAL LAW (INTRODUCTORY NO. 8-2026)
COUNTY OF LEWIS

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

A LOCAL LAW PROVIDING FOR INCREASES TO SALARIES FOR CERTAIN LOCAL OFFICIALS

BE IT ENACTED by the Board of Legislators of the County of Lewis as follows:

SECTION 1. Commencing January 1, 2027, increases to salaries are hereinafter set forth for the following identified elected and appointed officials to fixed terms of office, and for the appointed officials during their fixed terms under the Lewis County Compensation Plan:

NEWLY ELECTED OFFICIALS:	
County Clerk	$82,841.00
County Sheriff	$99,049.00
County Treasurer	$99,049.00
POLITICAL APPOINTED OFFICIALS DURING THEIR FIXED TERM:	
Commissioners (2), Board of Elections	$67,199.00 $67,199.00
APPOINTED OFFICIALS TO A NEW FIXED TERM:	
Clerk of the Board	$69,073.00
County Attorney	$122,233.00
County Manager	$137,495.00
APPOINTED OFFICIALS DURING THEIR FIXED TERMS:	
Commissioner of Department of Social Services	$119,558.00
Director of Human Resources/Personnel Officer	$119,558.00
Director of Real Property Tax Service	$85,331.00
Superintendent of Highways	$106,006.00

SECTION 2. The annual compensation for exempt employees in the category of elected or appointed officials to fixed terms of office may be increased and

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adjusted during his/her fixed term, provided that the increase follows the Exempt Management Employee Compensation Policy and Schedule (for steps, COLA, longevity, health plan opt out) and has been set forth in the Lewis County annual budget, duly adopted by the Board of Legislators.

SECTION 3. This Local Law is subject to a permissive referendum and shall take effect forty-five (45) days after the adoption hereof and with all legal requirements having been met.

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RESOLUTION NO. __ - 2026

FIXING DATE OF PUBLIC HEARING ON LOCAL LAW (INTRODUCTORY NO. 8-2026) COUNTY OF LEWIS

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

WHEREAS, there will be presented and introduced at a meeting of this Board of Legislators, a proposed Local Law entitled "A LOCAL LAW PROVIDING FOR INCREASES TO SALARIES FOR CERTAIN LOCAL OFFICIALS."

NOW, THEREFORE, BE IT RESOLVED, as follows:

Section 1. A public hearing for the above proposed Local Law will be held on December 22, 2027, at 2:00 p.m. before the Lewis County Board of Legislators in the Legislative Chambers at the Lewis County Courthouse, 7660 North State Street, Lowville, New York to hear all persons for or against such local law.

Section 2. At least five (5) days' notice of such hearing shall be given by the Clerk of this Board by the due posting thereof upon the bulletin board of the Lewis County Courthouse, Lowville, New York, and by publishing such notice at least once in the official newspaper of the County.

Moved by Legislator __, seconded by Legislator __, and adopted on the 1st day of December, 2026.

RESOLUTION NO. __ - 2026

ADOPTING AMENDMENTS TO THE LEWIS COUNTY EXEMPT EMPLOYEE COMPENSATION POLICY

Introduced by Legislator Jessica Moser, Chair of the Finance & Rules Committee.

WHEREAS, pursuant to Resolution No. 272-2023, the Lewis County Board of Legislators established a structured compensation schedule and employment policy for exempt employees, recognizing the need for compensation and employment provisions appropriate to the positions covered by the policy; and

WHEREAS, the County Manager and Director of Human Resources are responsible for periodically reviewing the policy and associated compensation schedules and recommending cost-of-living adjustments, salary grade and step modifications, and other policy revisions to the Board of Legislators; and

WHEREAS, the County Manager and Director of Human Resources have reviewed the existing Exempt Employee Compensation Policy and salary schedules in consideration of recruitment and retention needs, internal compensation relationships, organizational responsibilities, and the County's financial resources; and

WHEREAS, following this review, the County Manager and Director of Human Resources recommend adoption of an updated Exempt Employee Compensation Policy for 2027-2029, consisting of the revised policy and accompanying salary schedules attached hereto; and

WHEREAS, the recommended policy establishes compensation provisions for the management, confidential, elected, and appointed positions identified therein, including applicable cost-of-living adjustments, salary grades and steps, longevity provisions, and clarification of eligibility and administration; and

WHEREAS, the Board of Legislators recognizes that a clear and consistent compensation framework supports the County's ability to recruit and retain qualified employees and officials, recognize service and responsibility, and plan for future personnel expenditures;

NOW, THEREFORE, BE IT RESOLVED as follows:

Section 1. The Lewis County Board of Legislators hereby approves and adopts the Exempt Employee Compensation Policy and accompanying salary schedules attached hereto effective January 1, 2027.

Section 2. That the Board hereby approves the cost-of-living adjustments, salary grade and step provisions, longevity payments, and other compensation provisions expressly set forth in the adopted policy, subject to the eligibility requirements and effective dates specified therein.

Section 3. That the County Manager and Director of Human Resources are authorized to administer and implement the adopted policy in accordance with its terms.

Section 4. That the Director of Human Resources shall provide the updated documents to affected employees and officials and coordinate implementation with the appropriate County departments.

Section 5. That this Resolution shall take effect immediately.

Moved by Legislator __, seconded by Legislator __, and adopted on the 1st day of December, 2026.

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Lewis County Exempt Employee Compensation Policy

The purpose of this policy is to establish a consistent, equitable, transparent, and fiscally responsible framework for compensation decisions affecting Lewis County management, exempt, confidential, Board-appointed, elected, and election officials.

This policy applies to positions designated by the Board of Legislators as management, management confidential, exempt, Board-appointed, elected, or election officials, except where compensation is otherwise established by law, collective bargaining agreement, or separate Board action.

For purposes of compensation administration, covered positions shall be divided into the following groups:

Group A – Management, Exempt, and Confidential Employees

This group includes department heads, deputies, managers, supervisors, professional staff, and management confidential employees assigned to the County's established grade and step schedule, Appendix A.

Compensation shall be based upon position responsibilities; organizational level; internal equity; relevant qualifications and experience; performance; applicable market conditions; and the salary grade assigned to the position.

Group B – Board Appointed Officers

This group includes the County Manager, County Attorney, and Clerk of the Board.

Board-appointed officers shall be compensated through a salary range consisting of a minimum, midpoint, and maximum salary established by the Board of Legislators, Appendix B.

For purposes of the executive salary range:

- Minimum denotes compensation appropriate for a qualified individual who is relatively new to the position or executive-level responsibilities.
- Midpoint denotes compensation appropriate for an experienced and proficient incumbent.
- Maximum denotes compensation appropriate for a highly experienced incumbent demonstrating sustained performance, significant institutional knowledge, and substantial responsibility.

The Board may review individual compensation annually based upon performance, scope and complexity of responsibilities, experience in the office, internal equity, external market information, recruitment and retention considerations, and County

fiscal conditions. Group B salary ranges themselves may be adjusted through a general cost-of-living or market adjustment approved by the Board.

Group C – Elected and Board of Election Officials

This group includes the County Sheriff, County Treasurer, County Clerk, and Election Commissioners.

Each elected office shall have a salary established prospectively by the Board of Legislators. Compensation shall be attached to the office rather than to the tenure of the individual holding the office. Election Commissioners will be paid equally. This group shall not participate in the management grade and step system and shall not receive automatic salary progression based solely upon length of service.

Compensation may be reviewed periodically based upon the statutory responsibilities, scope and complexity of the office, relevant comparable county compensation, administration requirements, and other appropriate market considerations.

Management Salary Grades

Group A positions shall be assigned to salary grades adopted by the Board of Legislators. Assignment of a title to a salary grade shall be based upon factors including, but not limited to scope and complexity of duties; supervisory and management responsibility; decision-making authority; fiscal responsibility; required education, experience, licensure, or certification; organizational impact; internal salary relationships; and relevant market information.

The Board may reallocate a position to a different salary grade when the duties, responsibilities, organizational structure, market conditions, or internal equity considerations demonstrate that such a change is warranted.

Salary Step Structure

Each Group A salary grade shall contain ten salary steps. The salary steps are intended to recognize an employee's increasing experience, demonstrated proficiency, and successful performance within the position. Step 10 shall represent the maximum salary rate within the assigned grade. Upon reaching Step 10, an employee shall remain at Step 10 and shall not receive additional step advancement.

Employees at Step 10 shall remain eligible for:

- Board-approved cost-of-living or market adjustments;
- Applicable longevity compensation;
- Promotion or reallocation adjustments; and
- Other compensation adjustments specifically authorized by the Board.

Initial Salary Placement

New employees and current County employees appointed or promoted into Group A positions may be placed at an appropriate step within the assigned salary grade based upon relevant experience, education, certifications, qualifications, recruitment conditions, internal equity, and other appropriate compensation considerations.

The Human Resource Office shall administer initial salary placement in accordance with established administrative guidelines. Salary placement above administrative authority shall require approval by the County Manager and/or Board of Legislators.

Annual Step Progression

Group A employees who have not reached Step 10 may be eligible for one annual step increase. Eligibility for step advancement shall be based upon job performance, completion of the annual performance evaluation with a rating of Meets Expectations or higher, and recommendation and approval in accordance with County procedures.

Performance evaluations shall assess job-related performance and provide an opportunity to review accomplishments, performance expectations, areas for development, changing responsibilities, goals, organizational needs, and employee feedback.

Department heads shall evaluate management and confidential employees under their supervision. The County Manager, with support from the HR Director, shall conduct evaluations of department heads. The County Manager, with participation by the Chair of the Board, shall conduct the annual performance evaluation of the HR Director. The Board of Legislators shall conduct or oversee evaluations of the County Manager, County Attorney, and Clerk of the Board. Elected officers and Election Commissioners shall not be subject to employee performance evaluations under this policy.

Cost-of-Living and Market Adjustments

The Board of Legislators may approve annual cost-of-living or market adjustments as part of the County budget process.

For purposes of this policy:

- Step progression recognizes increasing proficiency, experience, and satisfactory performance within a position.

- Cost-of-living adjustment (COLA) is an across-the-board adjustment intended to reflect economic or other compensation considerations determined by the Board.
- Market adjustment is an adjustment intended to maintain competitiveness with relevant labor markets.
- Equity adjustment is an adjustment intended to address internal salary compression, inversion, recruitment difficulty, or other demonstrated compensation inequities.
- Promotion or reallocation adjustment recognizes increased responsibility or movement to a position of greater organizational value.

The Board may authorize one or more of these forms of adjustment independently.

Longevity

Longevity compensation for eligible Group A and B employees shall recognize both total service to Lewis County and continued service in an exempt, management, or management confidential position.

Elected officers and Election Commissioners shall not be eligible for longevity compensation under this policy.

County Service Longevity

Eligible employees shall receive the following annual longevity amount based upon completed continuous full-time County service:

County Service	Annual Amount
5 years	$500
10 years	$1,000
15 years	$1,500
20 years	$2,000
25 years	$2,500
30 years	$3,000
35 years	$3,500

Exempt Service Longevity

In addition to County Service Longevity, eligible employees shall receive the following annual amount based upon completed service in a covered exempt, management, or management confidential position:

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Exempt Service	Annual Amount
5 years	$1,000
10 years	$1,500
15 years	$2,000
20 years	$2,500
25 years	$3,000
30 years	$3,500
35 years	$4,000

This structure is intended to recognize overall loyalty and service to Lewis County while separately recognizing sustained service in management and leadership roles.

Temporary or Expanded Responsibilities

When an employee is temporarily assigned substantial duties of a higher-level position, assumes materially expanded responsibilities because of organizational restructuring, or performs an interim leadership assignment, additional compensation may be considered in accordance with administrative guidelines. Temporary compensation shall not create a permanent entitlement to the higher salary once the temporary assignment ends.

Management Expectations

Employees covered by the management and exempt compensation program occupy positions of leadership and public trust. Depending upon the position, management responsibilities may include:

- availability outside normal business hours;
- response to operational or public emergencies;
- attendance at Board or committee meetings;
- supervisory and employee-relations responsibilities;
- stewardship of public resources;
- professional and ethical leadership; and
- support of County-wide organizational priorities.

Compensation under this plan reflects not only assigned job duties but also the broader expectations associated with management and leadership service.

Administration

The HR Director shall be responsible for the day-to-day administration of this policy and may establish administrative procedures consistent with the policy and actions of the Board of Legislators. Administrative procedures may address matters including hiring placement, promotions, transfers, demotions, acting assignments,

salary calculations, performance documentation, longevity calculations, equity reviews, salary appeals, and related implementation matters.

Nothing in an administrative procedure may modify a salary grade, salary schedule, executive salary range, or other compensation requiring Board approval.

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Appendix A

Grade	Position
1	Administrative Assistant Confidential Secretary to Commissioner Deputy Elections Commissioner Deputy Clerk to Board
2	Paralegal Personnel Assistant
3	Deputy County Clerk Community Engagement Specialist Benefits Specialist Deputy Director of Emergency Management HR Specialist
4	Grant Manager Probation Supervisor Mental Health Services Coordinator Fiscal Manager Solid Waste Director Deputy County Treasurer Deputy Highway Superintendent Coordinator for Child with Special Needs
5	Director of Economic Supports Staff Development Director Director of Administrative Services Director of Code Enforcement Technology Services Manager Real Property Director
6	Recreation, Forestry & Parks Director OFA Director Fire & EMS Director Assistant District Attorney
7	Probation Director Building Supervisor Undersheriff Supervising Public Health Nurse Director of Services
8	Highway Superintendent Director of Planning, Development & Projects Assistant County Attorney Senior Assistant District Attorney
9	Community Services Director HR Director/Personnel Officer Public Health Director Commissioner DSS First Assistant District Attorney

2027 Group A Compensation Schedule										
Grade	1	2	3	4	5	6	7	8	9	10
1	$42,120	$43,805	$45,557	$47,379	$49,274	$51,245	$53,295	$55,427	$57,644	$59,950
2	$46,800	$48,672	$50,619	$52,644	$54,750	$56,940	$59,218	$61,587	$64,050	$66,612
3	$55,120	$57,325	$59,618	$62,003	$64,483	$67,062	$69,744	$72,534	$75,435	$78,452
4	$60,320	$62,733	$65,242	$67,852	$70,566	$73,389	$76,325	$79,378	$82,553	$85,855
5	$64,844	$67,438	$70,136	$72,941	$75,859	$78,893	$82,049	$85,331	$88,744	$92,294
6	$69,707	$72,496	$75,396	$78,412	$81,548	$84,810	$88,202	$91,730	$95,399	$99,215
7	$74,935	$77,933	$81,050	$84,292	$87,664	$91,171	$94,818	$98,611	$102,555	$106,657
8	$80,555	$83,778	$87,129	$90,614	$94,239	$98,009	$101,929	$106,006	$110,246	$114,656
9	$87,360	$90,854	$94,488	$98,268	$102,199	$106,287	$110,538	$114,960	$119,558	$124,340

2028 Group A Compensation Schedule										
Grade	1	2	3	4	5	6	7	8	9	10
1	$42,962	$44,681	$46,468	$48,327	$50,260	$52,270	$54,361	$56,535	$58,796	$61,148
2	$47,736	$49,645	$51,631	$53,696	$55,844	$58,078	$60,401	$62,817	$65,330	$67,943
3	$56,222	$58,471	$60,810	$63,242	$65,772	$68,403	$71,139	$73,985	$76,944	$80,022
4	$61,526	$63,987	$66,546	$69,208	$71,976	$74,855	$77,849	$80,963	$84,202	$87,570
5	$66,449	$69,106	$71,870	$74,745	$77,735	$80,844	$84,078	$87,441	$90,939	$94,577
6	$71,764	$74,635	$77,620	$80,725	$83,954	$87,312	$90,804	$94,436	$98,213	$102,142
7	$77,506	$80,606	$83,830	$87,183	$90,670	$94,297	$98,069	$101,992	$106,072	$110,315
8	$83,706	$87,054	$90,536	$94,157	$97,923	$101,840	$105,914	$110,151	$114,557	$119,139
9	$90,402	$94,019	$97,780	$101,691	$105,759	$109,989	$114,389	$118,965	$123,724	$128,673

2029 Group A Compensation Schedule										
Grade	1	2	3	4	5	6	7	8	9	10
1	$43,392	$45,128	$46,933	$48,810	$50,762	$52,792	$54,904	$57,100	$59,384	$61,759
2	$48,213	$50,142	$52,148	$54,234	$56,403	$58,659	$61,005	$63,445	$65,983	$68,622
3	$56,785	$59,056	$61,418	$63,875	$66,430	$69,087	$71,850	$74,724	$77,713	$80,822
4	$62,142	$64,627	$67,212	$69,900	$72,696	$75,604	$78,628	$81,773	$85,044	$88,446
5	$67,424	$70,121	$72,926	$75,843	$78,877	$82,032	$85,313	$88,726	$92,275	$95,966
6	$73,155	$76,081	$79,124	$82,289	$85,581	$89,004	$92,564	$96,267	$100,118	$104,123
7	$79,373	$82,548	$85,850	$89,284	$92,855	$96,569	$100,432	$104,449	$108,627	$112,972
8	$86,120	$89,564	$93,147	$96,873	$100,748	$104,778	$108,969	$113,328	$117,861	$122,575
9	$93,440	$97,177	$101,064	$105,107	$109,311	$113,683	$118,230	$122,959	$127,877	$132,992

Appendix B

Position	Minimum	Midpoint	Maximum
	2027		
County Manager	$120,000	$140,000	$160,000
County Attorney	$115,000	$130,000	$150,000
Clerk of Board	$60,000	$70,000	$80,000
	2028		
County Manager	$123,600	$144,200	$164,800
County Attorney	$118,450	$133,900	$154,500
Clerk of Board	$61,800	$72,100	$82,400
	2029		
County Manager	$127,308	$148,526	$169,744
County Attorney	$122,004	$137,917	$159,135
Clerk of Board	$63,654	$74,263	$84,872

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RESOLUTION NO. __ - 2026

AUTHORIZING MASTER SERVICE AGREEMENT BETWEEN THE COUNTY OF LEWIS AND QUANTIFY CONSULTING LLC FOR CONSULTING SERVICES TO IMPROVE GOVERNMENT OPERATIONS

Introduced by Legislator Jessica Moser, Chair of the Finance & Rules Committee.

WHEREAS, the County of Lewis desires to utilize professional consulting services to assist County departments in improving government operations; and

WHEREAS, pursuant to a Master Service Agreement drafted by County legal staff, Quantify Consulting LLC, a New York limited liability company, with a principal address of 5423 Shady Ave., Lowville, NY 13367 ("Quantify"), will provide consulting services to the County as defined in various statements of work, for a term commencing retroactively to the date of execution of the first statement of work/project agreement dated December, 13 2024 with no specified end date, wherein the Master Service Agreement itself carries no direct fee, and individual statements of work shall not exceed $50,000.00 per 12-month period; and

WHEREAS, individual statements of work issued pursuant to the Master Service Agreement will, for 2027 onward, be funded through the Information Technology Department's budget ; and

WHEREAS, Quantify was selected to provide these professional services; and

WHEREAS, the Board of Legislators seeks to authorize this agreement;

NOW, THEREFORE, BE IT RESOLVED as follows:

Section 1. That the Lewis County Board of Legislators hereby authorizes an agreement with Quantify Consulting LLC, in the form of a Master Service Agreement, to provide consulting services supporting government operations as defined in individual statements of work, for a term commencing retroactively from the execution of the first statement of work, being the 12/13/2024 analytics project for Lewis County Solid Waste, as amended, with no end date, at no cost under the Master Service Agreement itself, and at an amount not to exceed $50,000.00 per 12-month period for individual statements of work.

Section 2. That the cost of individual statements of work issued under said Master Service Agreement is hereby authorized to be funded through the Information Technology Department's budget.

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Section 3. That the Chair or Vice-Chair of the Board of Legislators, or County Manager, is hereby authorized to make, execute, seal and deliver such Master Service Agreement, upon such form as may be approved by the County Attorney.

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

Moved by Legislator __, seconded by Legislator __, and adopted on the 1st day of December, 2026.

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RESOLUTION NO. __ - 2026

CREATING COMPUTER SYSTEM TECHNICIAN POSITIONS AND ABOLISHING COMPUTER SYSTEMS ASSISTANT POSITIONS IN THE INFORMATION TECHNOLOGY DEPARTMENT

Introduced by Legislator Jessica Moser, Chair of the Finance & Rules Committee.

WHEREAS, the recent vacancy in a Computer Systems Assistant position prompted the Technology Services Manager and the Human Resources Director to review the existing title and job specification to ensure they accurately reflect the duties, technical skills, and operational needs of the Information Technology Department; and

WHEREAS, this review identified the need to modernize the language of the job specification and update the title from Computer Systems Assistant to Computer System Technician to more accurately describe the work performed and support recruitment efforts; and

WHEREAS, the County desires to update its position title and job description to reflect this modernization

WHEREAS, the Board of Legislators seeks to authorize this action;

NOW, THEREFORE, BE IT RESOLVED as follows:

Section 1. That effective December 1, 2026, the Lewis County Board of Legislators hereby authorizes the establishment of the Computer System Technician position within the Information Technology Department, to replace an equal number of Computer Systems Assistant positions, subject to agreement with the applicable collective bargaining unit and compliance with Civil Service requirements.

Section 2. That the corresponding Computer Systems Assistant positions are hereby abolished upon completion of the authorized transition to the Computer System Technician title, with no increase in the total number of authorized positions resulting from this action.

Section 3. That the Computer System Technician positions are hereby allocated to Grade 29 of the CSEA General Unit, 7250-01, with no change to the existing salary allocation.

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

Moved by Legislator __, seconded by Legislator __, and adopted on the 1st day of December, 2026.

DRAFT

RESOLUTION NO. __ - 2026

ADOPTING A RECORDING POLICY FOR ALL COUNTY BUILDINGS EXCEPT FOR THE COURT SIDE OF THE COUNTY COURTHOUSE

Introduced by Legislator Jessica Moser, Chair of the Finance & Rules Committee.

WHEREAS, pursuant to County Law § 215, the County of Lewis has the authority and responsibility to regulate and manage County property by legislative resolution; and

WHEREAS, the Board of Legislators desires to adopt a public recording policy applicable to all County buildings, excluding the court side of the County Courthouse, established for the purpose of promulgating consistent rules that ensure the preservation of First Amendment rights of members of the public and protect sensitive information from unlawful disclosure; and

WHEREAS, the Board of Legislators seeks to authorize this policy;

NOW, THEREFORE, BE IT RESOLVED as follows:

Section 1. That the Board of Legislators hereby adopts the Lewis County Property Recording Policy for all County buildings, excluding the court side of the County Courthouse, effective immediately upon adoption.

Section 2. That the Buildings and Grounds Department and the Law Department are hereby authorized and directed to administer and enforce the provisions of said recording policy.

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

Moved by Legislator __, seconded by Legislator __, and adopted on the 1st day of December, 2026.

LEWIS COUNTY PROPERTY RECORDING POLICY

Effective Date: _____

1. PURPOSE

The purpose of this policy is to establish reasonable, content-neutral standards governing photography, audio recording, video recording, livestreaming, broadcasting, and other forms of electronic recording by members of the public within County buildings and at County facilities.

Lewis County recognizes the public's interest in transparency, accountability, and documenting governmental activities. The County also recognizes its responsibility to maintain public safety, protect confidential and legally protected information, preserve the orderly conduct of governmental operations, protect the privacy and safety of individuals where required by law, and ensure that County employees can perform their duties without unreasonable interference.

This policy is adopted pursuant to County Law § 215(1) and is intended to be applied in a manner consistent with the United States Constitution, the New York State Constitution, the New York State Open Meetings Law, the Freedom of Information Law, applicable privacy and confidentiality laws, and other applicable federal and State laws and regulations.

2. SCOPE

This policy applies to members of the public, members of the media, contractors, vendors, visitors, and other non-County personnel who engage in recording activities within County buildings or on County property.

This policy does not:

1. Limit any right expressly granted by law to attend, observe, photograph, record, broadcast, or otherwise document a public meeting;
2. Restrict lawful activity protected by the First Amendment or other applicable law;
3. Modify or supersede the New York State Freedom of Information Law;
4. Modify or supersede applicable laws concerning confidential, privileged, protected, or personally identifying information;
5. Apply to recording conducted by County employees or authorized contractors in the performance of their official duties; or

6. Apply to courtrooms or other court facilities to the extent that recording is governed by rules of the New York State Unified Court System.

3. DEFINITIONS

For purposes of this policy:

A. "Recording"

"Recording" means capturing, transmitting, storing, or broadcasting any still image, moving image, audio, video, visual information, or other information through any device or technology.

Recording includes, but is not limited to:

- Photography;
- Audio recording;
- Video recording;
- Livestreaming;
- Webcasting;
- Broadcasting;
- Videoconferencing;
- Screen recording;
- Digital or electronic note-taking that captures audio or visual information;
- Body-worn cameras;
- Smartphones and tablets;
- Digital cameras and video cameras;
- Laptop or computer cameras;
- Smart watches and similar wearable technology;
- Smart glasses or other camera-equipped eyewear, including devices such as Meta Ray-Ban smart glasses;
- Artificial-intelligence-enabled recording or transcription devices;
- Devices capable of automatically identifying, transcribing, summarizing, analyzing, or storing conversations or images; and
- Any future technology capable of substantially similar recording or transmission functions.

B. "County Building"

"County Building" (also referred to in this policy as a "County facility") means any building, structure, or facility owned, leased, operated, or controlled by Lewis County.

C. "Public Area"

"Public Area" means an area of a County building or facility generally open to members of the public during normal operating hours, including public lobbies, reception areas, hallways, waiting areas, and other areas designated for public access.

D. "Restricted Area"

"Restricted Area" means an area not generally open to the public, including employee-only and personnel-only areas, secure areas, secure law enforcement areas, records storage areas, areas containing confidential case files or protected personal information, workspaces not open to the public, security and surveillance areas, information technology or communications facilities, mechanical or utility areas, and other areas appropriately designated as restricted.

E. "Public Meeting"

"Public Meeting" means a meeting of a public body subject to the New York State Open Meetings Law.

F. "Confidentiality-Sensitive Area"

"Confidentiality-Sensitive Area" means a Public Area, or a portion of a Public Area, that the County has designated as an area in which members of the public routinely appear to request or receive governmental services involving personal, medical, financial, child welfare, social services, victim services, or other legally protected or sensitive information, and in which the unrestricted recording of other members of the public could compromise their privacy or safety or facilitate harassment or intimidation.

4. GENERAL RIGHT TO RECORD IN PUBLIC AREAS

Members of the public may engage in lawful recording in Public Areas, provided that the recording:

1. Does not substantially interfere with the operation of County government;
2. Does not obstruct entrances, exits, hallways, elevators, stairways, service counters, or other public access areas;
3. Does not create a safety hazard;
4. Does not interfere with the ability of County employees to perform their assigned duties;
5. Does not interfere with the ability of members of the public to obtain County services;

6. Does not involve entry into a restricted or non-public area without authorization;
7. Does not violate a court order, statute, regulation, or other applicable legal requirement; and
8. Does not involve conduct that independently constitutes harassment, stalking, threats, intimidation, trespass, disorderly conduct, or another unlawful activity.

The County shall not prohibit or restrict recording solely because County personnel or members of the public dislike, object to, or are embarrassed by the recording.

5. RECORDING OF COUNTY EMPLOYEES AND OFFICIAL ACTIVITIES

Recording of County employees performing official duties in areas open to the public is generally permitted when conducted in accordance with this policy and applicable law.

A County employee shall not order a person to stop recording solely because the employee does not wish to be recorded.

County employees may, however, take reasonable steps to address recording when the activity:

- Creates a safety concern;
- Obstructs or interferes with County operations;
- Prevents an employee from providing services to another member of the public;
- Interferes with a law enforcement or emergency response;
- Discloses confidential or legally protected information;
- Enters a restricted area;
- Violates a court order or other applicable legal restriction; or
- Otherwise constitutes unlawful or disruptive conduct.

Employee Safety and Supervisory Assistance

Lawful recording alone does not constitute harassment or interference. Nothing in this policy requires an employee to tolerate threats, stalking, intimidation, or objectively disruptive conduct accompanying recording. Employees who reasonably believe such conduct presents a safety concern or substantially interferes with assigned duties may promptly request supervisory or security assistance. Any

response shall be based on identifiable conduct and circumstances, not disagreement with recording or criticism of County government.

6. RECORDING OF MEMBERS OF THE PUBLIC

The County recognizes that members of the public may be recorded when they are present in areas open to the public.

Except as provided below for designated Confidentiality-Sensitive Areas, the County shall not establish a blanket prohibition on recording members of the public solely because those individuals do not wish to be recorded.

Nothing in this policy, however, authorizes a person to harass, stalk, threaten, intimidate, or otherwise unlawfully target another person.

Particular care shall be exercised in areas where individuals reasonably require confidentiality or privacy in order to receive governmental services, including areas involving personal, medical, financial, child welfare, social services, victim services, or other legally protected information.

Where reasonably necessary to protect confidential information, the County may establish physical arrangements or operational procedures that prevent unauthorized persons from viewing or recording protected information.

Designated Confidentiality-Sensitive Areas. Certain Public Areas — such as the lobby, reception, or waiting area of a social services, child welfare, victim services, health, or benefits office — serve individuals who must appear in person to obtain governmental services and whose presence there may itself reveal sensitive information. To protect the privacy and safety of those individuals, the County may designate such an area, or a portion of it, as a Confidentiality-Sensitive Area, and within that area may reasonably restrict the recording of other members of the public, including recording that captures individuals entering, leaving, waiting for, or receiving services.

Any restriction adopted under this Section shall: (a) be applied on a content-neutral and viewpoint-neutral basis, without regard to the identity of the person recording, the person's affiliation, or the person's purpose; (b) be limited to what is reasonably necessary to protect the privacy and safety of members of the public receiving County services and to prevent harassment or intimidation; (c) be identified by conspicuous signage in the designated area; and (d) not prohibit a person from

recording their own interaction with County personnel, from recording County employees performing official duties consistent with Section 5, or from recording an open Public Meeting under Section 7. A restriction under this Section limits only the recording of other members of the public in the designated area and does not authorize the County to bar recording generally or to act because it disagrees with the message, viewpoint, or subject of a recording.

Departmental safeguards for confidentiality-sensitive services

Departments that routinely provide confidential or sensitive services shall, in consultation with the County Manager, Human Resources Director, and County Attorney, assess public-facing spaces and establish reasonable safeguards before implementing area-specific recording restrictions. Safeguards may include private service locations, screen and document positioning, procedures for relocating sensitive conversations, and clear signage. Designations and restrictions shall be reviewed for consistency with applicable law and Sections 5 and 6. Frontline employees shall not be expected to resolve contested legal questions without supervisory assistance.

7. RECORDING AT PUBLIC MEETINGS

Nothing in this policy shall be interpreted to prohibit lawful recording of an open meeting of a County public body.

Under New York's Open Meetings Law, an open meeting is subject to photography, audio recording, video recording, broadcasting, webcasting, and similar recording. A public body may establish reasonable rules governing the location and operation of recording equipment when necessary to ensure that recording does not interfere with the conduct of the meeting.

Accordingly:

1. A person shall not be required to obtain advance permission from the County as a condition of recording an open public meeting.
2. A person shall not be required to identify themselves solely because they wish to record an open public meeting.
3. Recording equipment may be required to remain in a reasonable location that does not obstruct aisles, exits, emergency equipment, or the view of other attendees.
4. Tripods, stands, lights, microphones, cables, or other equipment may be subject to reasonable location and safety requirements.

5. Recording equipment shall not be operated in a manner that is substantially disruptive to the meeting.
6. The presiding officer may enforce reasonable, content-neutral rules concerning the placement and operation of recording equipment.
7. Any rules adopted under this Section shall be consistent with recommendations from the New York State Committee on Open Government.
8. Any such rules shall be conspicuously posted during meetings, and written copies shall be provided upon request to those in attendance.
9. Such rules shall not be used to discriminate against a particular speaker, viewpoint, member of the public, or member of the media.

8. SMART GLASSES AND WEARABLE RECORDING DEVICES

The County recognizes that recording technology increasingly may be incorporated into ordinary personal items, including eyeglasses, watches, jewelry, clothing, badges, mobile phones, and other wearable devices.

A device shall not be prohibited solely because it incorporates recording technology. However, the same rules that apply to a conventional camera or recording device shall apply to a wearable or concealed recording device.

For example, a person wearing camera-equipped smart glasses in a public lobby is subject to the same requirements as a person holding a smartphone or camera.

The fact that a recording device may be small, wearable, hands-free, voice-activated, or otherwise unobtrusive shall not create an independent right to:

- Enter a restricted area;
- Record confidential information;
- Record in an area where recording is prohibited by law;
- Interfere with County operations;
- Evade reasonable security procedures; or
- Engage in otherwise unlawful conduct.

Conversely, County personnel shall not require a person to remove smart glasses or another wearable device merely because the device is capable of recording, unless the restriction is based upon a lawful and articulable security, safety, confidentiality, operational, or legal requirement.

9. OPEN RECORDING; LIMITATION ON SURREPTITIOUS RECORDING

Open recording advances the transparency and accountability this policy protects. Surreptitious recording — recording that is deliberately concealed so that County personnel and members of the public are prevented from being aware that recording may be occurring — can defeat the privacy and safety interests this policy also protects, particularly for members of the public who must appear in person to receive County services.

Recording in County Buildings shall be conducted openly. A person shall not conceal, disguise, or hide a recording device, or its operation, for the purpose of preventing County personnel or members of the public from being aware that recording may be occurring.

A recording device is not surreptitious merely because it is small, hands-free, wearable, voice-activated, or otherwise unobtrusive. A device used in plain view — such as a smartphone held in the hand or camera-equipped eyewear worn openly — is permitted, subject to the other provisions of this policy. This Section does not require a person to announce that they are recording, to obtain advance permission, or to identify themselves as a condition of recording; it prohibits only the concealment of recording. This Section does not apply to the recording of an open Public Meeting under Section 7, and does not restrict a person from recording their own interaction with County personnel.

In a Restricted Area, a Confidentiality-Sensitive Area, or any area where recording is limited by law or by this policy, the County may require that any permitted recording be conducted openly and may prohibit the use of a concealed recording device. County personnel may ask a person whether the person is recording, or ask that a concealed device be made visible or deactivated, only where there is a lawful and articulable security, safety, confidentiality, operational, or legal basis for doing so, and shall act on a content-neutral and viewpoint-neutral basis.

This Section shall be applied consistently with New York's eavesdropping law. Nothing in this policy authorizes any person to record a private conversation to which the person is not a party without the consent required by law; conversely, nothing in this Section restricts a person from recording a conversation or interaction to which the person is a party.

Employee Guidance On Suspected Concealed Recording

Employees shall not be expected to independently determine whether a device is unlawfully concealed or whether a recording violates New York law. When an articulable concern arises, employees should refer the matter to a supervisor or designated official and continue providing services when safe and practicable. No employee shall demand inspection, surrender, or deletion of a device or recording absent lawful authority. The County Attorney shall review procedures implementing this Section before enforcement.

10. ARTIFICIAL INTELLIGENCE, AUTOMATIC TRANSCRIPTION, AND EMERGING TECHNOLOGY

This policy applies regardless of whether recording is performed manually or automatically.

Devices or applications that use artificial intelligence to:

- Transcribe conversations;
- Generate summaries;
- Identify speakers;
- Analyze images;
- Recognize faces;
- Translate speech;
- Create searchable recordings;
- Automatically upload recordings to cloud services; or
- Perform other automated processing

shall be treated as recording devices when they capture or transmit audio, video, images, or other information.

Where confidential, privileged, protected, or personally identifying information is present, individuals shall remain responsible for complying with applicable law regardless of whether the information is captured manually, automatically, or through an artificial-intelligence-enabled device.

11. LIVESTREAMING AND REAL-TIME TRANSMISSION

Livestreaming, webcasting, and real-time transmission of audio or video from Public Areas of County Buildings are permitted when conducted in accordance with this policy and applicable law.

A person livestreaming or broadcasting is subject to the general limitations on recording set forth in Section 4 and may be required to position equipment

accordingly. A livestream or broadcast shall not be prohibited merely because it is being transmitted to the internet or made available to a larger audience.

12. RECORDING IN RESTRICTED AREAS

Recording is not permitted in a Restricted Area, as defined in Section 3(D), unless authorized by the County or otherwise permitted by law.

The County may use reasonable signs, physical barriers, employee direction, access controls, or other measures to identify Restricted Areas.

A person who enters a Restricted Area without authorization may be directed to leave the area and may also be subject to other legal enforcement action as authorized by law.

13. CONFIDENTIAL AND PROTECTED INFORMATION

Nothing in this policy authorizes the recording, collection, dissemination, or disclosure of information that is otherwise protected from disclosure by law.

County employees shall make reasonable efforts to prevent confidential or protected information from being unnecessarily exposed to public view or recording.

When confidential information is present in a public-facing area, County personnel may take reasonable measures to protect that information, including:

- Moving or repositioning documents;
- Closing files;
- Positioning computer monitors away from public view;
- Relocating a conversation when practicable;
- Temporarily restricting access to a particular workspace; or
- Taking other reasonable measures authorized by law.

Shared Organizational Responsibility

Protecting confidential and legally protected information is a shared organizational responsibility. Departments shall maintain reasonable workspace arrangements, procedures, and training to reduce inadvertent exposure. Employees shall follow established confidentiality procedures and take precautions appropriate to their duties and available resources; they shall promptly report suspected unauthorized disclosure or recording of protected information through established channels. This

provision does not impose personal responsibility for circumstances beyond an employee's reasonable control.

14. COUNTY SECURITY AREAS

For legitimate security reasons, recording may be restricted in areas containing sensitive security information, including:

- Security screening areas;
- Security control rooms;
- Alarm systems;
- Surveillance equipment;
- Access-control systems;
- Emergency response systems;
- Security procedures;
- Sensitive law enforcement operations; and
- Other areas where recording could reasonably compromise the safety or security of County personnel, facilities, or the public.

Any restriction should be narrowly tailored to the legitimate security concern and should not be broader than reasonably necessary.

15. COURT FACILITIES

This policy does not supersede the rules of the New York State Unified Court System. Recording in courtrooms, court offices, court hallways, and other court facilities shall be governed by applicable judicial rules and orders.

New York's court rules contain specific restrictions on photographing, filming, videotaping, audiotaping, broadcasting, and similar activities in court facilities.

Where a County building contains both County governmental offices and court facilities, such as the County Courthouse, the applicable court rules shall govern the court facilities.

16. RECORDING DURING EMERGENCIES AND LAW ENFORCEMENT ACTIVITIES

Recording of lawful law enforcement or emergency activities from a location where the person is lawfully present shall not, by itself, constitute interference.

Nothing in this policy authorizes a person to:

- Enter an established emergency perimeter;
- Cross a police or fire line;

- Interfere with emergency personnel;
- Obstruct an emergency response;
- Refuse a lawful order to move to a safe location; or
- Otherwise interfere with law enforcement or emergency operations.

During an emergency, reasonable temporary restrictions may be imposed when necessary to protect life, safety, property, evidence, or the integrity of an emergency response.

17. EMPLOYEE RESPONSIBILITIES

County employees shall:

1. Apply this policy in a content-neutral and viewpoint-neutral manner;
2. Not interfere with lawful recording merely because they dislike or disagree with the recording;
3. Not demand that a person delete photographs, recordings, or other content;
4. Not seize a recording device except when authorized by law and necessary for legitimate law enforcement or security purposes;
5. Refer questions concerning the legality of recording to a supervisor, County Attorney, or appropriate law enforcement official when necessary;
6. Protect confidential and legally protected information; and
7. Use reasonable means to address conduct that violates this policy.

Employee Reporting and Supervisor Response

Employees shall not be required to independently confront or resolve disputes about the legality of recording. An employee who reasonably believes recording activity is accompanied by threats, intimidation, harassment, a significant operational disruption, or a confidentiality concern may request assistance from a supervisor, designated County official, security, or law enforcement as appropriate.

Supervisors shall promptly evaluate such reports based on objective conduct, document significant incidents as appropriate, and coordinate with Human Resources, the County Manager, County Attorney, or law enforcement when warranted. Employees may request supervisory assistance before continuing a confrontational interaction when safe and practicable; such requests shall not be used solely to delay or obstruct lawful recording or access to County services.

The County shall not retaliate against employees for good-faith reporting of safety concerns or suspected violations of this policy. Employee conduct under this policy

shall be evaluated in light of the circumstances, applicable training, established procedures, and relevant personnel and collective bargaining requirements.

Employee Safety and Workplace Protections

Lewis County recognizes its responsibility to maintain a safe, respectful, and orderly work environment while respecting lawful public recording. Lawful recording, criticism, or disagreement with County personnel, standing alone, shall not constitute harassment, intimidation, or interference.

When recording is accompanied by objectively identifiable conduct creating a legitimate safety concern or substantially interfering with County operations, employees may request supervisory assistance. Supervisors shall assess the totality of circumstances and arrange appropriate support consistent with law and County policy. Employees shall not be expected to independently manage threatening or substantially disruptive encounters when assistance is reasonably available.

18. REQUESTS TO DELETE OR SURRENDER RECORDINGS

County employees shall not require a person to delete a photograph, video, audio recording, livestream, or other recording as a condition of remaining in a County building unless specifically authorized by law.

County personnel shall not inspect or access the contents of a person's recording device without appropriate legal authority.

Nothing in this section limits lawful law enforcement activity conducted pursuant to applicable law, warrant, court order, consent, or other recognized legal authority.

19. REASONABLE DIRECTIONS AND ENFORCEMENT

When recording activity violates this policy, the County should ordinarily provide the individual with a clear explanation of the specific conduct creating the concern and, when practicable, an opportunity to correct the conduct.

For example, an individual may be directed to:

- Move a tripod;
- Secure a cable;
- Relocate from an emergency exit;
- Stop entering a restricted area;
- Move to a designated public location;

- Stop interfering with County operations; or
- Stop recording information that is protected by law.

A direction to stop recording should be used only when the recording itself, or the manner in which it is being conducted, violates an applicable law, court order, or reasonable provision of this policy.

Nothing in this policy authorizes County personnel to use threats, intimidation, retaliation, or discriminatory enforcement against a person engaged in lawful recording.

A person who wishes to raise a concern about the application of this policy may ask to speak with a supervisor or may contact the County Manager's Office at (315) 376-5354. Questions concerning the legality of recording may be referred to the County Attorney.

20. POSTING OF POLICY

The County may post signs in appropriate locations informing the public that recording may occur in Public Areas and is subject to this policy and applicable law. A model form of general notice is set forth in Appendix A.

Additional signs may identify Restricted Areas, Confidentiality-Sensitive Areas, or areas where recording is subject to special legal requirements.

21. PUBLIC MEETING RECORDING RULES

The County may establish supplemental recording procedures for meetings of the Board of Legislators, committees, boards, commissions, and other public bodies, consistent with Section 7. Such procedures shall address practical issues such as equipment and personnel placement, cabling, lighting, accessibility, emergency access, and maintaining an orderly meeting.

Such procedures shall be consistent with the New York State Open Meetings Law and with recommendations from the New York State Committee on Open Government, shall be conspicuously posted during meetings with written copies provided upon request to those in attendance, and shall not be used to prohibit lawful recording of an open meeting or to discriminate based upon the identity or viewpoint of the person recording.

22. COUNTY RECORDINGS

This policy governs recording by members of the public and does not establish the County's obligations regarding recordings created by County employees, officials, contractors, or agents.

County-created recordings shall be managed in accordance with applicable records-management requirements, the New York State Archives records retention schedule, the Freedom of Information Law, and other applicable laws and policies.

New York State Archives provides specific retention requirements for recordings of public meetings, including a general four-month retention period after transcription or creation of minutes, subject to applicable archival considerations.

The existence of a recording does not, by itself, determine whether the contents of that recording are subject to disclosure under the Freedom of Information Law.

23. NONDISCRIMINATION AND CONTENT NEUTRALITY

This policy shall be administered in a manner that is content-neutral and viewpoint-neutral.

The County shall not restrict recording because of:

- The identity of the person recording;
- The person's affiliation with a news organization or lack thereof;
- The person's political affiliation or viewpoint;
- The subject matter being recorded;
- The person's criticism of County government;
- The anticipated audience for the recording; or
- Whether the recording is intended for personal use, journalism, advocacy, social media, livestreaming, or another lawful purpose.

Nothing in this Section limits the County's authority under Section 6 to protect the privacy and safety of members of the public receiving County services in a designated Confidentiality-Sensitive Area, or its authority under Section 9 to require that recording be conducted openly, provided any such measure is applied on a content-neutral and viewpoint-neutral basis.

24. VIOLATIONS

A violation of this policy may result in reasonable administrative action consistent with the nature of the violation.

Nothing in this policy creates a criminal offense or authorizes County personnel to impose penalties not otherwise authorized by law.

Where conduct constitutes a violation of law, the County may refer the matter to the appropriate law enforcement or governmental authority.

25. SEVERABILITY

If any provision of this policy is determined to be invalid or unenforceable, such determination shall not affect the validity of the remaining provisions.

26. REVIEW AND UPDATES

Because recording and communications technology continues to evolve, this policy shall be reviewed periodically by the County Manager, County Attorney, and other appropriate County officials.

The County may update administrative procedures as necessary to address emerging technologies, including artificial-intelligence-enabled devices, wearable cameras, smart glasses, autonomous recording devices, unmanned aircraft systems (drones), augmented-reality devices, and other technologies capable of capturing or transmitting information. Recording by unmanned aircraft systems is also separately regulated under federal and State law.

Any amendment to this policy shall remain consistent with applicable federal and New York State law.

ADOPTION

This policy was reviewed and adopted by the Lewis County Board of Legislators by Resolution No. _____ on _____, and is effective as of the Effective Date stated above.

_____
Chair, Lewis County Board of Legislators

_____
Clerk of the Board

APPENDIX A — MODEL PUBLIC NOTICE

The following model notice may be posted in Public Areas of County Buildings:

PUBLIC NOTICE

Recording, photography, livestreaming, and similar activities may occur in public areas of this facility. Recording is subject to applicable law and reasonable restrictions necessary for safety, security, confidentiality, the privacy of members of the public receiving County services, and the orderly conduct of County operations. Recording must be conducted openly. In posted confidentiality-sensitive areas, recording of other members of the public may be restricted.

DRAFT

RESOLUTION NO. __ - 2026

APPOINTING COUNTY ATTORNEY IAN W. GILBERT AS RECORDS ACCESS OFFICER AND COUNTY MANAGER TIMOTHY HUNT AS APPEALS OFFICER FOR LEWIS COUNTY

Introduced by Legislator Jessica Moser, Chair of the Finance & Rules Committee.

WHEREAS, pursuant to the New York State Freedom of Information Law (Public Officers Law, Article 6), Lewis County is required to designate a Records Access Officer to coordinate responses to requests for access to County records and an Appeals Officer to determine appeals from denials of access to records; and

WHEREAS, the Lewis County Board of Legislators deems it appropriate to designate the County Attorney as the Records Access Officer and the County Manager as the Records Access Appeals Officer for all County Departments to ensure the continued administration of the County's records access and appeals processes; and

WHEREAS, the Board of Legislators desires to establish these designations effective retroactive to July 13, 2026, being the date of appointment of the current County Attorney;

NOW, THEREFORE, BE IT RESOLVED as follows:

Section 1. The Lewis County Board of Legislators hereby appoints County Attorney Ian W. Gilbert as the Lewis County Records Access Officer and County Manager Timothy Hunt as the Lewis County Records Access Appeals Officer, effective retroactive to July 13, 2026 for all County Departments.

Section 2. The Records Access Officer and Records Access Appeals Officer shall perform the duties and responsibilities assigned to their respective positions in accordance with applicable provisions of the New York State Freedom of Information Law and other applicable laws and regulations.

Section 3. All prior designations inconsistent with this resolution shall be superseded.

Section 4. The within Resolution shall take effect immediately.

Moved by Legislator __, seconded by Legislator __, and adopted on the 1st day of December, 2026.

DRAFT

RESOLUTION NO. __ - 2026

AUTHORIZING A THIRD EXTENSION/MODIFICATION TO THE PRE-CLOSING POSSESSION/LICENSE AGREEMENT BETWEEN THE COUNTY OF LEWIS AND GENERAL MARTIN APARTMENTS LLC FOR THE FORMER GLENFIELD SCHOOL PROPERTY

Introduced by Legislator Jessica Moser, Chair of the Finance & Rules Committee.

WHEREAS, Res. No. 105-2023 authorized the sale of the former Glenfield School Property, and Res. No. 222-2025 authorized modification and extension of the transaction, pre-closing possession, transfer of maintenance responsibilities, and a bus shelter easement; and

WHEREAS, the County of Lewis and General Martin Apartments LLC, a limited liability company, with an address of 460 White Spruce Blvd, Rochester, NY 14623, (the "Parties") are parties to a pre-closing possession/license arrangement for the Former Glenfield School Property at 5960 Main Street, Glenfield, New York 13343, identified as Lewis County Tax Parcel No. and 259.04-04-08.100; and

WHEREAS, the Parties executed two separate extensions/modifications of pre-closing possession/license agreements on March 30, 2026 and July 1, 2026 and the parties require a third extension/modification of that agreement for a four-month period, retroactive from September 1, 2026 through December 31, 2026, be passed by the Board of Legislators for title insurance purposes; and

WHEREAS, the terms of possession, payment, additional compensation, and closing remain unchanged except that closing shall occur on or before December 31, 2026; and

WHEREAS, the Board of Legislators seeks to authorize this third extension/modification of the pre-closing possession/license agreement;

NOW, THEREFORE, BE IT RESOLVED as follows:

Section 1. That the Board of Legislators hereby approves a third extension/modification to the pre-closing possession/license agreement between the County of Lewis and General Martin Apartments LLC for the Former Glenfield School Property at 5960 Main Street, Glenfield, New York 13343, for a four-month period, from September 1, 2026 through December 31, 2026.

Section 2. That the financial terms of the prior agreements shall be unchanged and no additional deposit shall be required.

Section 3. That, except as expressly modified by the third amendment, the terms of the prior agreements shall remain in effect, including applicable purchaser obligations for operating costs, utilities, repairs, maintenance, replacement, security, risk of loss, restoration and return of possession.

Section 4. That the Chair or Vice-Chair of the Board of Legislators, or County Manager, is hereby authorized to make, execute, seal and deliver such third amendment, upon such form as may be approved by the County Attorney.

Section 5. That the within resolution shall take effect immediately.

Moved by Legislator __, seconded by Legislator __, and adopted on the 1st day of December, 2026.

DRAFT

RESOLUTION NO. __ - 2026

APPOINTING BRIAN HANNO TO THE LEWIS COUNTY PLANNING BOARD

Introduced by Legislator Jessica Moser, Chair of the Finance & Rules Committee.

WHEREAS, pursuant to General Municipal Law § 239, the Lewis County Planning Board advises municipalities and county leadership on land use, development, and growth management issues, reviews municipal actions to identify and assess countywide or intermunicipal impacts, and issues recommendations to promote coordinated, sustainable development across Lewis County; and

WHEREAS, the Lewis County Planning & Community Development Department has requested the appointment of Brian Hanno, Lewis County Treasurer-elect, residing in Lowville, New York, to serve as a member of the Lewis County Planning Board to fill a new three-year term, commencing on the date Brian Hanno takes office as County Treasurer through December 31, 2029; and

WHEREAS, the Board of Legislators seeks to authorize this appointment;

NOW, THEREFORE, BE IT RESOLVED as follows:

Section 1. That the Lewis County Board of Legislators hereby appoints Brian Hanno, residing in Lowville, New York, to the Lewis County Planning Board for a three-year term, commencing on the date Brian Hanno takes office as County Treasurer through December 31, 2029.

Section 2. That the Clerk of the Board is hereby directed to forward certified copies of this resolution to Brian Hanno and the Lewis County Planning & Community Development Department.

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

Moved by Legislator __, seconded by Legislator __, and adopted on the 1st day of December, 2026.

DRAFT

RESOLUTION NO. __ - 2026

AUTHORIZING APPLICATION FOR AND ACCEPTANCE OF A COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) PUBLIC FACILITIES GRANT AND DECLARING A TYPE II ACTION UNDER SEQRA FOR ACCESSIBILITY IMPROVEMENTS AT LEWIS COUNTY HEALTH SYSTEM

Introduced by Legislator Jessica Moser, Chair of the Finance & Rules Committee.

WHEREAS, the Planning & Community Development Department has requested authorization from the Lewis County Board of Legislators to submit an application for Community Development Block Grant (CDBG) Public Facilities grant funding for the 2026 application cycle to support accessibility improvements within existing facilities of the Lewis County Health System, and to accept grant funding if awarded; and

WHEREAS, the proposed accessibility improvements have been reviewed under the State Environmental Quality Review Act (SEQRA) for the purpose of determining their classification; and

WHEREAS, the proposed improvements consist of accessibility upgrades within existing facilities of the Lewis County Health System, involve no expansion of gross floor area, no change in use or zoning, and no substantial change to any existing structure or facility, do not involve any building or site listed on or eligible for listing on the State or National Register of Historic Places, and do not meet or exceed any Type I threshold set forth in 6 NYCRR 617.4; and

WHEREAS, the Director of Planning & Community Development, serving as Certifying Officer for 2026 CDBG Applications, has reviewed the proposed action and recommends that the Board of Legislators determine that the proposed application and projects constitute a Type II action under SEQRA pursuant to 6 NYCRR 617.5(c)(1) and (2), with no significant environmental impacts and requiring no further procedure under SEQRA; and

WHEREAS, funding for the proposed projects is being sought through a CDBG Public Facilities grant in the amount not to exceed $1,000,000 and with any awarded funds to be appropriated by the County Treasurer into the appropriate account lines; and

WHEREAS, the Board of Legislators seeks to authorize this grant application, award acceptance, and SEQRA determination;

NOW, THEREFORE, BE IT RESOLVED as follows:

Section 1. That the Board of Legislators hereby declares and determines that the proposed 2026 Community Development Block Grant (CDBG) Public Facilities grant application and accessibility improvement projects within existing Lewis County Health System facilities constitute a Type II action pursuant to 6 NYCRR 617.5(c)(2) of the State Environmental Quality Review Act (SEQRA), which will not have a significant impact on the environment and requires no further review under SEQRA.

Section 2. That the Board of Legislators hereby authorizes the Planning & Community Development Department to submit a 2026 Community Development Block Grant (CDBG) Public Facilities grant application in an amount not to exceed $1,000,000 and approves the acceptance of such grant funding if awarded.

Section 3. That the County Treasurer is hereby authorized to appropriate such grant funds to the Lewis County budget as necessary upon award into the appropriate account lines.

Section 4. That the Chair or Vice-Chair of the Board of Legislators, or County Manager, is hereby authorized to make, execute, seal and deliver such grant agreement, grant extensions, and related instruments, upon such form as may be approved by the County Attorney.

Section 5. That the within resolution shall take effect immediately.

Moved by Legislator __, seconded by Legislator __, and adopted on the 1st day of December, 2026.

DRAFT

RESOLUTION NO. __ - 2026

AUTHORIZING AN INTERMUNICIPAL AGREEMENT BETWEEN THE COUNTY OF LEWIS, THE TOWN OF TURIN, AND THE VILLAGE OF TURIN FOR PRELIMINARY ENGINEERING REPORT SERVICES FOR A SEWER DISTRICT

Introduced by Legislator Jessica Moser, Chair of the Finance & Rules Committee.

WHEREAS, the Town of Turin and the Village of Turin, both municipal corporations located at 6312 East Main Street, Turin, NY 13473, require the completion of a Preliminary Engineering Report (PER) to assist in the establishment of a municipal sewer district and related grant applications; and

WHEREAS, the County of Lewis, through its Planning & Community Development Department, seeks to support this initiative by entering into an intermunicipal agreement to reimburse the Village of Turin up to a maximum amount of $8,250.00 for engineering fees paid to Barton & Loguidice, D.P.C., of Watertown, NY, for a one-year period, from December 1, 2026 through December 1, 2027, with reimbursements paid upon receipt of documentation confirming payments made by the Village to Barton & Loguidice, D.P.C., and conditioned upon the Village delivering the final report and periodic project updates to the County; and

WHEREAS, funding for this agreement is available in the amount of $8,250.00 through 2026 Planning Community Development Funds; and

WHEREAS, the Board of Legislators seeks to authorize this intermunicipal agreement as authorized pursuant to General Municipal Law Article 5-G;

NOW, THEREFORE, BE IT RESOLVED as follows:

Section 1. That the Board of Legislators hereby authorizes an intermunicipal agreement between the County of Lewis, the Town of Turin, and the Village of Turin to assist with the completion of a Preliminary Engineering Report for a proposed sewer district, in an amount not to exceed $8,250.00, for a one-year period, from December 1, 2026 through December 1, 2027.

Section 2. That the Board of Legislators hereby directs that reimbursement to the Village of Turin shall not exceed $8,250.00, funded from 2026 Planning Community Development Funds, payable upon receipt of documentation verifying payments made by the Village to Barton & Loguidice, D.P.C., and conditioned upon the Village providing the final report and periodic progress updates to the Lewis County Planning & Community Development Department.

Section 3. That the Chair or Vice-Chair of the Board of Legislators, or County Manager, is hereby authorized to make, execute, seal and deliver such intermunicipal agreement, upon such form as may be approved by the County Attorney.

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

Moved by Legislator __, seconded by Legislator __, and adopted on the 1st day of December, 2026.

DRAFT

RESOLUTION NO. __ - 2026

AUTHORIZING A STAFF SERVICE AGREEMENT BETWEEN THE COUNTY OF LEWIS AND THE LEWIS COUNTY LAND BANK CORPORATION TO UTILIZE COUNTY STAFF TO MANAGE LAND BANK OPERATIONS

Introduced by Legislator Jessica Moser, Chair of the Finance & Rules Committee.

WHEREAS, the Lewis County Land Bank Corporation ("LCLBC"), a nonprofit corporation having a principal address at 7660 N State Street, c/o County Attorney's Office, Lowville, New York 13367, desires to enter into a staff service agreement with the County of Lewis to utilize existing County staff to manage land bank operations; and

WHEREAS, § 1606 of the Not-for-Profit Corporations Law authorizes municipalities to contract with land banks to perform "functions on behalf of the land bank", including the provision of intergovernmental staff services agreements and collaborations;

WHEREAS, under the terms of the proposed staff service agreement, LCLBC will utilize services provided by Candy Akin, Director of Real Property for Lewis County, commencing upon execution and lasting through December 31, 2027, in consideration of payment by LCLBC to the County of Lewis of a sum of money at an annualized rate of $15,000.00 in addition to any other fees or costs incurred; and

WHEREAS, the Board of Legislators seeks to authorize this agreement;

NOW, THEREFORE, BE IT RESOLVED as follows:

Section 1. That the Board of Legislators hereby authorizes an agreement with the Lewis County Land Bank Corporation ("LCLBC") to allow LCLBC to utilize existing County staff to manage land bank operations, with additional time provided by Candy Akin, Director of Real Property, for a period commencing upon execution through December 31, 2027.

Section 2. That the County of Lewis is hereby authorized to accept compensation from LCLBC of a sum of money at an annualized rate of $15,000.00 plus all applicable employer payroll taxes, mandatory employer contributions, and other legally required employer expenses directly attributable to the additional compensation provided to Ms. Akin.

Section 3. That the Chair or Vice-Chair of the Board of Legislators, or County Manager, is hereby authorized to make, execute, seal and deliver such agreement, upon such form as may be approved by the County Attorney.

DRAFT

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

Moved by Legislator __, seconded by Legislator __, and adopted on the 1st day of December, 2026.

DRAFT

RESOLUTION NO. __ - 2026

REAPPOINTING DONALD COOK TO THE LEWIS COUNTY PLANNING BOARD

Introduced by Legislator Jessica Moser, Chair of the Finance & Rules Committee.

WHEREAS, pursuant to General Municipal Law § 239, the Lewis County Planning Board advises municipalities and county leadership on land use, development, and growth management issues, reviews municipal actions to identify and assess countywide or intermunicipal impacts, and issues recommendations to promote coordinated, sustainable development across Lewis County; and

WHEREAS, the Lewis County Planning & Community Development Department has requested the reappointment of a member to the Lewis County Planning Board; and

WHEREAS, Donald Cook, residing in Copenhagen, New York has been recommended to serve another three-year term as a member of the Lewis County Planning Board commencing January 1, 2027 through December 31, 2029; and

WHEREAS, the Board of Legislators seeks to authorize this reappointment;

NOW, THEREFORE, BE IT RESOLVED as follows:

Section 1. That the Lewis County Board of Legislators hereby reappoints Donald Cook, residing in Copenhagen, New York, to the Lewis County Planning Board for an additional three-year term commencing January 1, 2027 through December 31, 2029.

Section 2. That the Clerk of the Board is hereby directed to forward certified copies of this resolution to Donald Cook and the Lewis County Planning & Community Development Department.

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

Moved by Legislator __, seconded by Legislator __, and adopted on the 1st day of December, 2026.

DRAFT

RESOLUTION NO. __ - 2026

REAPPOINTING TIMOTHY PETERSEN TO THE LEWIS COUNTY PLANNING BOARD

Introduced by Legislator Jessica Moser, Chair of the Finance & Rules Committee.

WHEREAS, pursuant to General Municipal Law § 239, the Lewis County Planning Board advises municipalities and county leadership on land use, development, and growth management issues, reviews municipal actions to identify and assess countywide or intermunicipal impacts, and issues recommendations to promote coordinated, sustainable development across Lewis County; and

WHEREAS, the Lewis County Planning & Community Development Department has requested the reappointment of a member to the Lewis County Planning Board; and

WHEREAS, Timothy Petersen, residing in Turin, New York has been recommended to serve another three-year term as a member of the Lewis County Planning Board commencing January 1, 2027 through December 31, 2029; and

WHEREAS, the Board of Legislators seeks to authorize this reappointment;

NOW, THEREFORE, BE IT RESOLVED as follows:

Section 1. That the Lewis County Board of Legislators hereby reappoints Timothy Petersen, residing in Turin, New York, to the Lewis County Planning Board for an additional three-year term commencing January 1, 2027 through December 31, 2029.

Section 2. That the Clerk of the Board is hereby directed to forward certified copies of this resolution to Timothy Petersen and the Lewis County Planning & Community Development Department.

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

Moved by Legislator __, seconded by Legislator __, and adopted on the 1st day of December, 2026.

DRAFT

RESOLUTION NO. __ - 2026

REAPPOINTING ASHLEY MAROLF AS GRANGE REPRESENTATIVE TO THE LEWIS COUNTY SOIL & WATER CONSERVATION DISTRICT BOARD OF DIRECTORS

Introduced by Legislator Jessica Moser, Chair of the Finance & Rules Committee.

WHEREAS, pursuant to Resolution No. 286-2023, adopted on December 21, 2023, the Lewis County Board of Legislators reappointed Ashley Marolf of Carthage, New York as the Grange Representative on the Lewis County Soil & Water Conservation District Board of Directors for a term expiring December 31, 2026; and

WHEREAS, the Lewis County Soil & Water Conservation District Board of Directors provides governance, oversight, and leadership to guide the conservation of soil and water resources in Lewis County by approving strategic plans, policies, budgets, and projects that reduce erosion, protect water quality, and improve natural resource management; and

WHEREAS, the Executive Director of the Lewis County Soil & Water Conservation District Nichelle Swisher recommends the reappointment of Ashley Marolf as the Grange Representative to the Lewis County Soil & Water Conservation District Board of Directors for another three-year term, commencing January 1, 2027 through December 31, 2029; and

WHEREAS, the Board of Legislators seeks to authorize this reappointment;

NOW, THEREFORE, BE IT RESOLVED as follows:

Section 1. That the Lewis County Board of Legislators hereby reappoints Ashley Marolf of Carthage, New York, as the Grange Representative to the Lewis County Soil & Water Conservation District Board of Directors for an additional three-year term, commencing January 1, 2027 through December 31, 2029.

Section 2. That the Clerk of the Board is hereby directed to forward certified copies of this resolution to Ashley Marolf and the Lewis County Soil & Water Conservation District.

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

Moved by Legislator __, seconded by Legislator __, and adopted on the 1st day of December, 2026.

DRAFT

RESOLUTION NO. __ - 2026

REAPPOINTING FRED MUNKS AS MEMBER-AT-LARGE REPRESENTATIVE TO THE LEWIS COUNTY SOIL & WATER CONSERVATION DISTRICT BOARD OF DIRECTORS

Introduced by Legislator Jessica Moser, Chair of the Finance & Rules Committee.

WHEREAS, pursuant to Resolution No. 286-2023, adopted on December 21, 2023, the Lewis County Board of Legislators reappointed Fred Munks of Lowville, New York as the Member-at-Large Representative on the Lewis County Soil & Water Conservation District Board of Directors for a term expiring December 31, 2026; and

WHEREAS, the Lewis County Soil & Water Conservation District Board of Directors provides governance, oversight, and leadership to guide the conservation of soil and water resources in Lewis County by approving strategic plans, policies, budgets, and projects that reduce erosion, protect water quality, and improve natural resource management; and

WHEREAS, the Executive Director of Lewis County Soil & Water Conservation District Nichelle Swisher recommends the reappointment of Fred Munks as the Member-at-Large Representative to the Lewis County Soil & Water Conservation District Board of Directors for another three-year term, commencing January 1, 2027 through December 31, 2029; and

WHEREAS, the Board of Legislators seeks to authorize this reappointment;

NOW, THEREFORE, BE IT RESOLVED as follows:

Section 1. That the Lewis County Board of Legislators hereby reappoints Fred Munks of Lowville, New York, as the Member-at-Large Representative to the Lewis County Soil & Water Conservation District Board of Directors for an additional three-year term, commencing January 1, 2027 through December 31, 2029.

Section 2. That the Clerk of the Board is hereby directed to forward certified copies of this resolution to Fred Munks and the Lewis County Soil & Water Conservation District.

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

Moved by Legislator __, seconded by Legislator __, and adopted on the 1st day of December, 2026.

DRAFT

RESOLUTION NO. __ - 2026

AMENDING THE 2026 LEWIS COUNTY BUDGET TO APPROPRIATE FUNDS FROM SURPLUS EQUIPMENT SALE

Introduced by Legislator Jessica Moser, Chair of the Finance & Rules Committee.

WHEREAS, on November 3, 2026, the Lewis County Treasurer received funds from Absolute Auctions & Realty Inc. in the amount of $47,113.00 representing proceeds from Auction 8776 held on October 1, 2026, for the sale of surplus equipment; and

WHEREAS, the Board of Legislators seeks to authorize this budget amendment and appropriation of funds;

NOW, THEREFORE, BE IT RESOLVED as follows:

Section 1. The Lewis County Board of Legislators hereby authorizes an appropriation of funds in the amount of $47,113.00, representing proceeds received from Absolute Auctions & Realty Inc. for the online auction of miscellaneous County equipment and property as follows:

Increase Revenue:	
H0990100 350310 HAD Capital County Share	$47,113.00
Increase Expenditure:	
H0990100 499900 HAD Capital Expenditures	$47,113.00

Section 2. That the within resolution shall take effect immediately.

Moved by Legislator __, seconded by Legislator __, and adopted on the 1st day of December, 2026.

DRAFT

RESOLUTION NO. __ - 2026

AUTHORIZING THE COUNTY TREASURER AND DEPUTY TREASURER TO MAKE NECESSARY INTERFUND AND DEPARTMENTAL BUDGET TRANSFERS TO CLOSE FINANCIAL RECORDS FOR THE 2026 FISCAL YEAR

Introduced by Legislator Jessica Moser, Chair of the Finance & Rules Committee.

WHEREAS, the Lewis County Treasurer and Deputy Treasurer have requested authorization to make all necessary interfund and departmental budget transfers required to properly balance accounts and close the financial records for the 2026 fiscal year; and

WHEREAS, such interfund and departmental budget transfers will be made between and within County funds and departmental accounts as necessary to properly finalize the financial books and complete the closeout of the 2026 fiscal year; and

WHEREAS, the Board of Legislators seeks to authorize this action;

NOW, THEREFORE, BE IT RESOLVED as follows:

Section 1. That the Board of Legislators hereby authorizes the Lewis County Treasurer and Deputy Treasurer to make all necessary interfund and departmental budget transfers required to properly close the financial records of the County of Lewis for the 2026 fiscal year.

Section 2. That the Lewis County Treasurer and Deputy Treasurer are hereby authorized and directed to adjust the appropriate revenue and expenditure accounts to effectuate said transfers.

Section 3. That the Lewis County Treasurer and Deputy Treasurer are hereby directed to provide a report of all completed year-end budget transfers to the Finance & Rules Committee and the Board of Legislators upon completion of the closeout.

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

Moved by Legislator __, seconded by Legislator __, and adopted on the 1st day of December, 2026.

DRAFT

RESOLUTION NO. __ - 2026

AUTHORIZING UPDATED DESIGNATION OF OFFICIAL DEPOSITORIES AND MAXIMUM DEPOSIT AMOUNTS FOR COUNTY OF LEWIS FUNDS FOR 2027

Introduced by Legislator Jessica Moser, Chair of the Finance & Rules Committee.

WHEREAS, Section 212 of the County Law, Section 10 of the General Municipal Law, and the Lewis County Investment Policy provide that the Board of Legislators shall designate one or more depositories for the deposit of all monies received by the County Treasurer, and shall specify the maximum amount which may be kept on deposit in each depository; and

WHEREAS, the Lewis County Treasurer has requested that the Board of Legislators update the designated official depositories and maximum authorized deposit amounts for County of Lewis funds for 2027, updating the depository designations previously authorized under Res. No. 272-2025; and

WHEREAS, the County Treasurer has recommended designating certain financial institutions as official depositories for County of Lewis funds in 2027); and

WHEREAS, the Board of Legislators seeks to authorize such designations of official depositories and maximum deposit amounts;

NOW, THEREFORE, BE IT RESOLVED as follows:

Section 1. That the Lewis County Board of Legislators hereby designates the following banks, banking associations, investment funds, and trust companies as official depositories for County of Lewis funds in 2027, with maximum authorized deposit limits not to exceed the amounts set forth below:

- Community Bank N.A.: $40,000,000.00
- JP Morgan Chase Bank: $30,000,000.00
- RBC Wealth Management: $20,000,000.00
- Chemung Canal Trust Company: $20,000,000.00
- NYCLASS: $20,000,000.00
- NY Muni Trust: $10,000,000.00
- Modern Banking Group: $10,000,000.00
- Metropolitan Bank: $15,000,000.00
- Flagstar Bank: $15,000,000.00
- Customers Bank: $10,000,000.00
- IDB Bank: $10,000,000.00
- KeyBanc Capital Markets: $10,000,000.00

Section 2. That the Clerk of the Board of Legislators is hereby authorized and directed to file a certified copy of this resolution with the Lewis County Clerk.

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

Moved by Legislator __, seconded by Legislator __, and adopted on the 1st day of December, 2026.

DRAFT