January 28, 2022

TO: Media

FROM: Cassandra Moser, Clerk of the Board

The Lewis County Board of Legislators will meet on Tuesday, February 1, 2022 at 5:00 p.m. in the Legislative board room of the Court House in Lowville, NY 13367. Attached are proposed resolutions for action. Any other business may be conducted.

There will be a hearing for public comments on the following:

- PROPOSED ISSUANCE OF BONDS FOR THE COUNTY OF LEWIS AND LEWIS COUNTY GENERAL HOSPITAL.

The meeting will be streamed live on the YouTube channel “Lewis County” listed as:

https://www.youtube.com/channel/UCPhjsUZRbJ7KSIS0ywXkg

***************************************************************************
RESOLUTION NO. 17 - 2022
AUDITING AND ALLOWING CLAIMS

Introduced by Legislator Thomas Osborne, Chair of the Finance & Rules Committee.

RESOLVED that the claims presented for payment in the total amount of $1,994,398.88 be and each is hereby audited and allowed for the amounts claimed, and that the Clerk is authorized and directed to draw checks for the County Treasurer for the amounts claimed, in favor of each of the claimants or their assigns.

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

AYES:

NAYS:

ABSENT:
RESOLUTION NO. 18 - 2022

RESOLUTION TO AMEND THE STANDING RULES
OF THE BOARD OF LEGISLATORS OF LEWIS COUNTY

Introduced by Legislator Thomas Osborne, Chair of the Finance & Rules Committee.

WHEREAS, the Standing Rules of the Board of Legislators were last amended pursuant to Resolution No. 329-2019 on October 1, 2019 and most recently adopted by Resolution No. 2-2022; and

WHEREAS, the Finance and Rules Committee proposes the following amendments to the Standing Rules to further clarify and reflect procedural changes.

NOW, THEREFORE, BE IT RESOLVED, as follows:

Section 1. That this Board of Legislators hereby amends the Standing Rules of the Board of Legislators of Lewis County to Amend Rule II PROCEDURE:

Section 2. item 9 to read “Reports of Standing Committees and Motions”;
item 14 to read “Resolutions”
item 15 “Unfinished Business” to be deleted, and remaining items to be renumbered.

Section 2. That this Board of Legislators hereby amends the Standing Rules of the Board of Legislators of Lewis County to Amend Rule XII POWERS AND DUTIES OF COMMITTEES as follows:

Subsection “General Services Committee” titled Jurisdictional Oversight: to delete “Planning” from this section;

Subsection “General Services Committee” titled Committee Description: to delete the following from the seventh decretal paragraph, "...and in planning generally"... "The Committee shall have general supervision over all matters performed by the Planning Department and shall work in cooperation with the Lewis County Planning Board."

Section 3. That this Board of Legislators hereby amends the Standing Rules of the Board of Legislators of Lewis County to Amend Rule XII POWERS AND DUTIES OF COMMITTEES as follows:

Subsection “Finance and Rules Committee” entitled Jurisdictional Oversight be amended to include “Planning”, “Clerk of the Board”, “Law/County Attorney”, and “County Manager”;

Subsection “Finance and Rules Committee” entitled Committee Description, be amended to include the following as an additional decretal paragraph: "This Committee shall have general supervision over all matters performed by the Planning Department and shall work in cooperation with the Lewis County Planning Board."

Section 4. That this Board of Legislators hereby amends the Standing Rules of the Board of Legislators of Lewis County to Amend Rule XII POWERS AND DUTIES OF
COMMITTEES as follows:

Subsection “Committee Rules for Legislators” be amended to read as follows:

(2). Any Legislator may bring any jurisdictional issue directly to the Board of Legislators.

(4). All legislators are welcome to attend all committee meetings, however only members of the committee can participate directly.

(7). Health and Human Services Committee shall meet the 3rd Tuesday of the month at 2:00 p.m.

(8). Finance and Rules Committee shall meet the 3rd Tuesday of each month at 3:00 p.m.

Section 5. That the Standing Rules of the Board of Legislators so amended are hereby adopted and shall take effect February 2, 2022.

Section 6. That this resolution shall take effect immediately.

Moved by Legislator __, seconded by Legislator __, and adopted.
RESOLUTION NO. 19 - 2022

RESOLUTION AUTHORIZING AGREEMENT BETWEEN
THE COUNTY OF LEWIS AND C&S ENGINEERS, INC. TO PROVIDE
PROFESSIONAL ARCHITECTURAL AND ENGINEERING DESIGN AND COST
ESTIMATE FOR THE LEWIS COUNTY DMV ADDITION PROJECT

Introduced by Legislator Thomas Osborne, Chair of the Finance & Rules Committee.

WHEREAS, the Lewis County Board of Legislators, with various participants from county
departments and other interested parties, have invested considerable time in review of all county
facilities; their conditions, uses, and upgrade needs both structurally and for maximum efficiencies
under its 2022 Facilities Improvement Project; and

WHEREAS, the Board recently authorized the purchase of the property on East State
Street, Lowville, NY where the existing DMV offices are successfully operating; and

WHEREAS, the County is interested in housing the Board of Elections offices and
equipment at this location, consistent with the vision of a “voter-motor” one-stop location; and

WHEREAS, the County received a proposed scope of services and fee proposal from C&S
Engineers, Inc., (C&S) for professional concept design (concept drawings of floor plan and site
plan) and Rough Order of Magnitude (ROM) Cost estimate for an addition and renovation to the
existing building, for a lump sum fee of $6,250.00; and

WHEREAS, upon the recommendation of the General Services Committee, the Board of
Legislators seeks to accept this proposal and authorize an agreement with C&S for professional
architectural/engineering design and cost estimate services as outlined in its proposal;

NOW, THEREFORE, BE IT RESOLVED, as follows:

Section 1. That the Lewis County Board of Legislators hereby authorizes and approves an
Agreement with C&S Engineers, Inc., 499 Col. Eileen Collins Blvd, Syracuse, NY 13212, to
provide professional architectural/engineering schematic concept design and cost estimates for an
addition to the DMV building in order to house the Board of Elections, at a cost of $6,250.00.

Section 2. That the Lewis County Board of Legislators authorizes said agreement to
include provisions for C&S to provide periodic updates to the Board with a schematic design
submission within 4-6 weeks from execution of the agreement.

Section 3. That the Lewis County Board of Legislators directs that this fee be paid from
HAR reserve.

Section 4. That the Chairman or Vice-Chairman of the Board of Legislators is hereby
authorized to make, execute, seal and deliver such Agreement, upon review and approval by the
County Attorney.
Section 5. That the within resolution shall take effect immediately.

Moved by Legislator __, seconded by Legislator __, and adopted.
RESOLUTION NO. 20 - 2022

RESOLUTION TO APPROPRIATE FUNDS
Community Services

Introduced by Legislator Lisa Virkler, Chair of the Health & Human Services Committee.

BE IT RESOLVED, as follows:

Section 1. That the following appropriation for the 2022 budget take place in the Community Services accounts to recognize the award of funds from the NYS Mental Health Block Grant System of Care award:

Increase Revenues:
A0433500 316250 Community Services SPC NY $25,000.00

Increase Expenditures:
A0433700 499900 Community Services SPC NY $25,000.00

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

Moved by Legislator __, seconded by Legislator __, and adopted.
RESOLUTION NO. 21 - 2022

RESOLUTION AUTHORIZING THE COUNTY OF LEWIS, BY AND THROUGH THE LEWIS COUNTY HIGHWAY SUPERINTENDENT, TO ACT AS SPONSOR FOR 4 TOWN BRIDGE NY PROJECTS BY THE NAMED TOWNS AND AUTHORIZING INTERMUNICIPAL AGREEMENTS WITH EACH TOWN FOR THE PROJECT(S)

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

WHEREAS, the Towns of Lowville, West Turin and Watson submitted applications to the NYS Department of Transportation (NYS DOT) for bridge culvert repairs/replacements or bridge repairs. Specifically, the Towns have Bridge NY projects with NYS DOT as follows:
Town of Watson – PIN 775410 – Bailey Rd/Independence River, BIN 2220750 $0.642 M
Town of W. Turin- PIN775411 Crofoot Hill/Tributary to Sugar Crk Culvert- $1.000 M
Town of Lowville- PIN 775412-Gardner Rd/Tributary to Deer Rvr Culvert- $0.952 M
Town of Lowville- PIN 775413- Obrien Rd/Mill Crk Culvert $0.783 M; and

WHEREAS, the estimated costs for these four projects is $3.5 M, with the Design phases anticipated in 2022 and the Construction phases in 2023; and

WHEREAS, the culvert replacement projects are 100% funded under Bridge NY, and the Bridge repair/replacement project is 95% funded with the local municipal bridge owner required to provide the 5% local share; and

WHEREAS, for efficiency, consistency, available financial resource reasons, and the municipalities’ interest in developing shared service opportunities, the County Highway Superintendent, with the support of the NYS DOT local liaison, suggests that Lewis County act as the sponsor on behalf of the Town(s) for its Bridge NY projects set forth above, since the County is well versed in the procedural requirements of bridge and culvert repairs/replacements under the NYS DOT Bridge NY program and funding; and

WHEREAS, as sponsor of the named Town PIN project, the County would be serving as administrator of the project and interact directly with NYS DOT, following the Locally Administered Federal Aid Procedures under the Bridge NY Program, including a commitment to advance each project by paying in the first instance 100% of the federal and non-federal share of the cost of the design and construction phases for the Project; and

WHEREAS, pursuant to General Municipal Law Article 5-G, inter-municipal agreements may be entered into for the benefit of the parties. In order for the County to take on this administrative responsibility, an Inter – Municipal Agreement is required to outline the terms and conditions of the County and Town in the Project, the responsibilities and obligations of each municipality during the project, with the ultimate liability and ownership of the Culvert/Bridge remaining the property and responsibility of the Town; and
WHEREAS, the County Highway Superintendent seeks to have the Board of Legislators authorize this action to serve as sponsor and administrator of these Town projects with NYS DOT Bridge NY, and the inter-municipal agreements required with each named Town to give effect to same;

NOW, THEREFORE, BE IT RESOLVED, as follows:

Section 1. That the Lewis County Board of Legislators hereby authorizes the County of Lewis, through the Lewis County Superintendent of Highways, to act and serve as sponsor obo the named Towns for the PIN project applications identified above submitted to Bridge NY, and to administer the Bridge NY Program and process for the Town, provided that each identified Town enters into an Inter-Municipal Agreement with the County for said shared services as administrator of the project, with the County entitled to reimbursement of all funding under the Project from all sources.

Section 2. That the Lewis County Board of Legislators authorizes and directs that Inter-Municipal Agreements be drafted by the County Attorney for each Town named above, setting for the conditions, terms, obligations and indemnifications required for the protection of the County and reimbursement of all funds advanced by the County on behalf of the Town’s project, with said IMAs to be executed by the Chairman or Vice-Chairman of the Board of Legislators upon proper execution by the Supervisor of each named Town.

Section 3. Upon full execution of the IMA by each Town, the Lewis County Board of Legislators declares its commitment to advance each project by paying in the first instance 100% of the federal and non-federal share of the costs of the design and construction phases for each PIN Project.

Section 4. Upon full execution of the IMA by each Town, the Chairman or Vice-Chairman of the Lewis County Board of Legislators, is hereby authorized to execute all necessary Agreements with NYS DOT Bridge NY Program, including for Federal Aid and/or State Aid on behalf of the Lewis County as sponsor and administrator of these PIN Projects in connection with the advancement or approval of the Project and providing for the administration of the Project and the Municipality’s first instance funding of the Project costs, and permanent funding of the local share of federal-aid and state-aid eligible Project costs, and all Project costs within appropriations therefore that are not so eligible.

Section 5. Upon full execution of the IMA by each Town, the Lewis County Highway Superintendent be and the same is hereby authorized to execute all necessary consultant agreements, right-of-way certifications, reimbursement requests for Federal Aid and/or State Aid or other funding on behalf of the County as sponsor, and any other document, not including the Agreement with NYS DOT, that may be necessary to carry out the terms of this Resolution.
Section 6. That a certified copy of this Resolution shall be filed with the New York State Commissioner of Transportation by attaching it to any necessary Agreement in connection with the Project.

Section 7. That certified copies of this Resolution shall be provided to the Town Supervisors for the Towns of Lowville, Watson and West Turin.

Section 8. That the within Resolution shall take effect immediately.

Moved by Legislator __, seconded by Legislator __, and adopted.
RESOLUTION NO. 22 - 2022

RESOLUTION TO SET A PUBLIC HEARING WITH REFERENCE TO INCLUSION OF AGRICULTURALLY VIABLE LAND INTO THE CERTIFIED AGRICULTURAL DISTRICT # 6

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

WHEREAS, the Lewis County Board of Legislators, in accordance with § 303-b of the Agricultural and Markets Law, designated November 15 to December 15 as the annual thirty (30) day review period in which a landowner may submit requests for inclusion of predominately viable agricultural land within a Certified Agricultural District; and

WHEREAS, the Lewis County Planning Department received three (3) applications for inclusion of properties into Agricultural District # 6; Two (2) parcels are located in the Town of Watson, Tax Map Parcel No. 198.00-02-09.114 owned by Thomas P Truck III (approximately 16.6 acres) and Tax Map Parcel No. 198.00-01-25.400 owned by Russell Brownell, (approximately 12.4 acres); and one (1) parcel located in the Town and Village of Croghan, Tax Map Parcel No. 129.08-03-10.120 owned by Joseph and Brenda L. Lyndaker (approximately 0.06 acres); and

WHEREAS, the Planning Department duly forwarded the applications to the Lewis County Agricultural and Farmland Protection Board, who verified that the parcels proposed are "viable agricultural land," and meet the eligibility requirements for inclusion into a Certified Agricultural District and to thereafter report to the Lewis County Board of Legislators with a recommendation for or against inclusion; and

WHEREAS, in accordance with § 303-b of the Laws of 2003 amended NYS Agricultural and Markets Law, the Lewis County Board of Legislators seeks to set the public hearing to consider these requests;

NOW, THEREFORE, BE IT RESOLVED, as follows:

Section 1. The Lewis County Board of Legislators hereby sets a public hearing to be held on March 1, 2022 at 5:00 p.m. for the purpose of receiving public comment to consider the requests and recommendations of the Lewis County Agricultural and Farmland Protection Board, for inclusion of the two (2) parcels located in the Town of Watson, Tax Map Parcel No. 198.00-02-09.114 owned by Thomas P Truck III (approximately 16.6 acres) and Tax Map Parcel No. 198.00-01-25.400 owned by Russell Brownell, (approximately 12.4 acres); and one (1) parcel located in the Town and Village of Croghan, Tax Map Parcel No. 129.08-03-10.120 owned by Joseph and Brenda L. Lyndaker (approximately 0.06 acres).

Section 2. That the hearing will be held at the Board’s regular meeting at the Courthouse Building, 7660 N. State Street, Lowville, NY 13367, Second Fl. Legislative Chamber, on Tuesday, March 1, 2022 at 5:00 p.m. Written comments received via email, mail or hand delivery on or before Monday, February 28, 2022 by 4:00 p.m. to the Clerk of the Board at cassandramoser@lewiscounty.ny.gov or at 7660 North State Street, Lowville, NY 13367 will be read into the record prior to any action by the Board.
Section 3. That 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 Court House, 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.
RESOLUTION NO. 23 - 2022

RESOLUTION AUTHORIZING AGREEMENT BETWEEN
THE COUNTY OF LEWIS AND PARADIGM ENVIRONMENTAL, LLC
FOR PROFESSIONAL AIR MONITORING SERVICES FOR THE NYMS
DOWNTOWN STABILIZATION PROJECT

Introduced by Legislator Richard Chartrand, Vice-Chair of the General Services Committee.

WHEREAS, the Planning Department secured grant funding through the New York Main Street (NYMS) Stabilization Program to assist property owners to complete building renovations to downtown “main street” buildings in the Village of Lowville; and

WHEREAS, renovation projects are underway which require air monitoring professional services by certified entities. The Planning Director requested quotes from known professional environmental entities in this field. Five (5) quotes were received, with the Planning Director recommending that Paradigm Environmental, LLC, the lowest bidder, be awarded the contract, at a cost up to $11,345.00 for services described in the quote; and

WHEREAS, the Lewis County Board of Legislators seeks to award the air monitoring services proposal to Paradigm and authorizes an agreement for the specified services to be provided under this Project;

NOW, THEREFORE, BE IT RESOLVED, as follows:

Section 1. That the Lewis County Board of Legislators hereby authorizes and approves an Agreement with Paradigm Environmental, LLC, with office at 215 Washington St, Watertown, NY 13601 provide air monitoring services at the downtown stabilization project 7514 South State St., Lowville, NY.

Section 2. That the Lewis County Board of Legislators authorizes said agreement to include all conditions, requirements and terms recommended by the County Attorney, at a cost not to exceed $11,345.00 for project monitoring and testing.

Section 3. That this expense shall be paid from the NYMS Grant Funds.

Section 4. That the Chairman or Vice-Chairman of the Board of Legislators is hereby authorized to make, execute, seal and deliver such Agreement and any amendments or change orders thereto, upon review and approval by the County Attorney.

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

Moved by Legislator __, seconded by Legislator __, and adopted.
RESOLUTION NO. 24 - 2022

RESOLUTION AUTHORIZING APPLICATION FOR COMMUNITY DEVELOPMENT BLOCK GRANT COVID-19 RESPONSE FUNDING (CDBG-CV) UNDER NYS HOMES AND COMMUNITY RENEWAL (HCR) FOR HOUSING IMPROVEMENTS TO THE MCNEIL PARK APARTMENTS, COPENHAGEN, NY, WITH SNOW BELT HOUSING COMPANY, INC. SERVING AS PROGRAM ADMINISTRATOR

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

WHEREAS, the County of Lewis, by and through the Lewis County Planning and Community Development Department, desires to apply for 2020 New York State Community Development Block Grant COVID-19 Response funding (CDBG-CV) administered by the NYS Homes and Community Renewal (HCR) in an amount not to exceed $500,000.00; and

WHEREAS, the 15 unit McNeil Park Apartments (McNeil Park) provide an affordable housing option for residents in the Village of Copenhagen who would otherwise not be able to afford housing without being extremely cost-burdened. McNeil Park is regulated by USDA and provides safe, subsidized housing for low to moderate income residents, including seniors or those diagnosed with a disability; and

WHEREAS, the apartment complex was built in 1983 and requires essential renovations to ensure the continued health and safety of the elderly and disabled population who reside there. The Covid 19 pandemic only heightened the concern to renovate and rehabilitate the complex in order to allow for residents to isolate in their homes and not spread the virus in common areas; and

WHEREAS, the proposed construction renovations include reduction of density in common areas by installation of individual A/C wall and sleeve units; installation of an emergency generator for power outages, replacement of wood siding with vinyl, roof replacement, carpeting in common areas.; repair/install emergency exit signs, smoke detectors, and other alarm systems; add ADA compliant entrance features, and other repairs and safety improvements noted in the 2021 Capital Needs Assessment (CNA) report; and

WHEREAS, if awarded funding under this housing project Grant, Snow Belt Housing Company, Inc. (Snow Belt), who took over management of the property in 2020, is prepared to serve as the administrator of the project and contract with the County in that capacity in consideration of receiving Fifteen Percent (15%) earmarked under the funding for administration and delivery costs; and

WHEREAS, the Lewis County Board of Legislators seeks to authorize this application and if awarded funds, to contract with Snow Belt, as the Subrecipient, to provide administration and delivery costs under the project up to the 15% of the amount awarded under the Grant;=

NOW, THEREFORE, BE IT RESOLVED, as follows:
Section 1. That the Lewis County Board of Legislators hereby authorizes the County of Lewis, by and through the Lewis County Planning and Community Development Department, to submit an application for New York State Community Development Block Grant CDBG-CV funding administered by NYS HCR in an amount not to exceed $500,000.00, for the construction renovation, repairs and rehabilitation of the McNeil Park Apartments, located in Copenhagen, NY, and provided that the County is not responsible for any local match share required under the Grant; and

Section 2. That in the event the Grant is awarded, the Lewis County Board of Legislators authorizes an agreement with Snow Belt Housing to serve as the Subrecipient of the project in consideration of Snow Belt receiving the administration and delivery costs awarded under the Grant, i.e. up to 15% of the awarded amount.

Section 3. That the Chairman or Vice-Chairman of the Board of Legislators be and the same is hereby authorized to sign and submit the application and any contract documents, if awarded the grant, upon review and approval of the County Attorney.

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

Moved by Legislator __, seconded by Legislator __, and adopted.
RESOLUTION NO. 25 - 2022

RESOLUTION AUTHORIZING SUB-RECIPIENT AGREEMENT WITH LEWIS COUNTY INDUSTRIAL DEVELOPMENT AGENCY TO ADMINISTER THE MICRO-ENTERPRISE REVOLVING LOAN GRANT FUNDS AND PROGRAM UNDER PROJECT 636ME980-21

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

WHEREAS, by Resolution No. 44 - 2021, the Lewis County Board of Legislators authorized the filing of a grant application from the NYS Office of Community Renewal under the 2021 Small Cities Community Development Block Grant (CDBG) microenterprise program for Lewis County business outreach and development; and

WHEREAS, the County recently received notice that it was awarded $200,000.00 under this grant program. The Board subsequently approved acceptance of the award, executed the Grant agreement and appropriated the funding; and

WHEREAS, the Planning Department requests that the Board of Legislators authorize the Lewis County Industrial Development Agency (IDA) to provide administration services of this micro-enterprise Grant program and serve as sub-recipient;

NOW, THEREFORE, BE IT RESOLVED, as follows:

Section 1. That the Lewis County Board of Legislators hereby authorizes the Lewis County IDA to serve as sub-recipient administrator of the CDBG 636ME980-21 micro-enterprise grant program and $200,000.00 grant funds awarded to the County.

Section 2. That the Board of Legislators authorizes and approves an agreement with the Lewis County Industrial Development Agency pursuant to which Lewis County Industrial Development Agency shall act as the County’s sub-recipient of the Grant and provide administrative and consulting services to administer the existing outstanding loans, develop strategies as appropriate for marketing the Program to Lewis County businesses, and seek additional sources for grants or other assistance, consistent with Program goals and objectives in consideration of receiving up to $20,000.00 under the Grant funds for administrative and deliverable costs.

Section 3. That the Chairman or Vice Chairman of the Board of Legislators is authorized to execute, seal and deliver the Sub-Recipient Agreement with the Lewis County IDA to provide administrative services for these grant funds, consistent with the Program requirements, goals and objectives upon review and approval of the County Attorney.

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

Moved by Legislator ________, seconded by Legislator ________, and adopted.
RESOLUTION NO. 26 - 2022

RESOLUTION AUTHORIZING INTERMUNICIPAL AGREEMENT BETWEEN THE COUNTY OF LEWIS AND THE VILLAGE OF TURIN FOR FINANCIAL ASSISTANCE TOWARD THE VILLAGE’S COMPREHENSIVE PLAN

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

WHEREAS, the Lewis County Planning Department has 2022 Community Development line item funds which the Director has earmarked for 2-3 municipality projects on comprehensive plans or zoning law updates, to enhance communities in the County; and

WHEREAS, the Village of Turin has requested assistance in completion of its comprehensive plan by providing financial assistance up to $3,000.00 in securing the professional services provided by DANC in assisting the Village with technical assistance and expertise in completing the plan; and

WHEREAS, in consideration of the County providing up to $3,000 in community development funds, the Village agrees to enter into an Intermunicipal Agreement with the County wherein the County will advance the funds upon commencement of the project, with the Town to provide periodic updates on the progress of the project and plan, and to complete the plan by the end of 2022;

NOW, THEREFORE, BE IT RESOLVED as follows:

Section 1. That the Lewis County Board of Legislators hereby approves and authorizes an Inter-Municipal Agreement with the Village of Turin for the Village to engage the services of DANC in order to complete its Comprehensive Plan, in consideration of the County contributing up to $3,000 toward the fee charged by DANC for their services in the project. The Village will provide the County Planning Department with periodic updates throughout 2022, on its progress toward completion of the Plan.

Section 2. That the Lewis County Board of Legislators authorizes and directs the Lewis County Planning Department to contribute up to $3,000 toward the fee charged by DANC to the Village of Turin for this project assistance, from the Planning Board’s 2022 Community Development fund/account upon presentation of an invoice from the Village for said expense upon commencement of the Plan project in January, 2022.

Section 3. That the Chairman, or Vice-Chairman, of the Board of Legislators is hereby authorized to make, execute, seal and deliver such Inter-Municipal Agreement, upon such form(s) 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.
RESOLUTION NO. 27 - 2022

RESOLUTION TO APPOINT MEMBER TO
SOIL AND WATER CONSERVATION DISTRICT
BOARD OF DIRECTORS

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

BE IT RESOLVED as follows:

Section 1. That this Board of Legislators hereby appoints Brian Reape of Denmark, New York, as the Farm Bureau representative on the Lewis County Soil & Water Conservation District Board of Directors to fill the un-expired term of Gary Rosiczkowski.

Section 2. That the term of said appointment shall be from February 2, 2022 through December 31, 2022.

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

Moved by Legislator ___, seconded by Legislator ___, and adopted.
RESOLUTION NO. 28 - 2022

RESOLUTION AMENDING PURCHASING CARD
POLICY AND PROCEDURES
FOR THE COUNTY OF LEWIS

Introduced by Legislator Thomas Osborne, Chair of the Finance & Rules Committee.

WHEREAS, pursuant to Resolution No. 257 - 2021, the Board of Legislators adopted a Purchasing Card (credit card) Policy and Procedures for Lewis County Departments, and authorized the Treasurer to enter into a credit card agreement with JP Morgan Chase Bank, NY for this program; and

WHEREAS, the Treasurer and IT Director discovered that certain procedures adopted under the policy cannot be implemented under the Munis program in conjunction with the credit card company’s system; and

WHEREAS, the attached amended policy addresses changes to the policy which are required in order for implementation of the purchasing card procedures to be completed; and

NOW, THEREFORE, BE IT RESOLVED as follows:

Section 1. That the Lewis County Board of Legislators hereby adopts the attached Amended Purchasing Card Policies and Procedures for Department use of credit cards, as authorized by the County Manager.

Section 2. That the Board directs the Clerk of the Board to add this amended policy to the Administrative Manual and any other appropriate manuals, and to distribute same to the Lewis County Department Heads.

Section 3. That this Resolution shall take effect immediately.

Moved by Legislator __, seconded by Legislator __, and adopted.
LEWIS COUNTY PURCHASING CARD
POLICY AND PROCEDURES

The Purchasing Card is intended to streamline and simplify the Purchasing and accounts Payable functions by eliminating waste and low value activities. The Purchasing Card is a tool that reduces transaction costs, facilitates timely acquisition of materials and supplies, automates data flow for accounting purposes, and offers flexible controls to help ensure proper usage.

The Purchasing Card is designed as an alternative to a variety of processes including petty cash, check requests, and low dollar purchase orders. The Purchasing Card is not intended to avoid or bypass appropriate procurement of payment procedures. The Policy compliments the existing processes available and is to be used in accordance with the guidelines established by the Lewis County Board of Legislators as detailed in this policy. County purchasing cards should be treated with the same sense of responsibility and security an individual would use with their personal credit card. The program will be initiated with a Visa card issued by JP Morgan Chase bank. This could change in the future, but the basic mechanics of the policy and procedure will not change.

A. Obtaining a card for employees

1. All Purchasing Cards may be issued in the discretion of the County Manager at the request of Department Heads. Card usage will be audited and can be restricted and/or rescinded at any time. Cards will be issued to Departments on an as needed basis and at the request of the Department Head. Specific individuals in each department will be authorized to use the card based on approval of the Department Head. In specific instances, an individual could be authorized for a card. These cards will be in the name of that individual and an application for the card will be initiated by the Department Head.

2. The application / request form includes a credit limit amount. This should be based on reasonable expected purchase volumes. The authorized employee and Department Head must sign the application and provide it to the Treasurer’s Office for final approval and signature. The card is the property of Lewis County and is only to be used for county purchases as defined in this guide. Approved card users are the only persons authorized to use their department card.

3. After reading and understanding this Purchasing Card Policy and Procedures, the Department Head or individual card user will sign the Cardholder Acknowledgement.
4. Only full-time employees of Lewis County are eligible to receive a Purchasing Card. Contractors, part time, and temporary employees are not eligible. The authorized cardholder is responsible for the security of their card(s) and the transactions made against the card(s).

5. Departments will keep all credit cards (Departmental Cards and Individual Cards) in a secure place in the office. Cards will not be carried on a regular basis by any staff member. After use, a card will be returned to the secure location. It is the Department Head’s responsibility to secure the card and develop a system to release the card for use as needed.

B. Cardholder Responsibilities and Consequences for Misuse

1. The Purchasing Card is intended for purchases such as services, supplies, materials, lodging, dues, and conference registrations. The Purchasing Card will not be used for any of the items on the list of restricted transactions and should be used in conformity with current purchasing guidelines. Individual authorizations for dollar limits and types of transactions will vary by department.

2. It is important to remember that county funds are committed each time the purchasing card is used. This is a responsibility that should not be taken lightly. The card user is responsible for all charges made to the card which has been issued to the department. Misuse or fraudulent abuse may result in disciplinary action up to and including dismissal. Though the card lists a department and/or an individual’s name, the card is legally issued to Lewis County. The card will have no impact on an individual’s personal credit.

3. Violations or misuse of the Purchasing Card can be categorized by one or more of the following list of activities (this list is not deemed absolute, there may be other examples of misuse not specifically stated here):
   a. Purchase of items for personal use.
   b. Failure to follow the requisition and purchase order protocols.
   c. Failure to reconcile expenses, attach receipts and forward to Audit (Clerk of the Board) by the deadline established.
   d. Use of the Card for items clearly defined as “Not for Card use”.
   e. Allowing an individual that is not an authorized user to access and use the purchasing card.

4. Misuse of the Purchasing Card will lead to disciplinary action which can include any one or combination of the following – to be determined by the County Manager, Human Resources Director, and County Attorney:
   a. Suspension of card privilege
   b. Revocation of the card
   c. Reimbursement of costs incurred
   d. Suspension of employment
   e. Termination of employment
5. Cardholders are responsible for informing the vendors that Lewis County is exempt from sales tax. The County’s tax-exempt status is printed on the card. If a card is to be used in-person at a retail location where the vendor will not process the transaction as tax exempt, the transaction is not to be completed. Exceptions to this are allowed for a meal or other transaction that the vendor cannot remove the tax. If a transaction is assessed sales tax on phone, Internet, or mail orders the tax is to be adjusted on the statement before processing for approvals; if the credit does not get applied until the next monthly statement, the cardholder must note on the submission to the Treasurer’s department that a credit has been requested and will be on the next statement.

6. Refunds and exchanges must be credited directly back to the Purchasing Card account. Under no circumstances shall cash or gift / debit cards be received for refunds or exchanges.

7. A transaction report is provided for each account. It is a Monthly Statement. The department will reconcile all receipts with the monthly detailed statement, attach all receipts to the statement, and forward it to the Department Head for approval. After approval, all documentation must be forwarded to the Treasurer’s department for payment.

8. The Purchasing Card should be treated with the same level of security as cardholders treat their own personal credit cards. Lost or stolen cards must be immediately reported to the Department Head; the Department Head is to report the lost/stolen card to the County Treasurer. Replacement of the Purchasing Card must be authorized by the County Treasurer.

9. Unauthorized expenditures may be recovered by the County from the employee by any legal means as advised/initiated by the County Attorney.

C. Commercial Card Restrictions

1. Departmental and Individual Cards are not to be used for:
   a. Alcohol, Liquor, Tobacco, or Cannabis
   b. Medical Service Providers
   c. Amusement and Entertainment Venues
   d. Any vendor that adds an online service or credit card transaction fee of more than 1% of the purchase price
   e. Insurance Agencies
   f. Banks, ATM’s, and Financial Institutions
   g. Personal Service such as Salons, Spas, Dry Cleaners, etc.
   h. Note: Cards can be used for meals, but the County’s travel policy should be used as the guidelines for meal reimbursement. A meal can be purchased with the Card with Department Head approval and if this is the most logical way to incur the expense.

2. New York State Sales and Use Tax
   The County of Lewis is a tax-exempt organization. Therefore, Sales Tax IS NOT TO BE PAID on in-State purchases made with the Purchasing Card.
To make tax exempt purchases, a user may be required to present vendors with documentation that confirms the county’s tax-exempt status. The County has a standard letter that identifies the county as a “governmental entity” and documents its exemption from New York State sales and use taxes. This letter will be attached with this policy and can be requested from the Treasurer’s office. For Hotel / Motel stays, the employee should have a completed ST-129, “Exemption Certificate” specific to the date and facility for the hotel / motel stay. This form is included in this policy.

Use of the card to execute transactions that include New York State sales/use taxes may result in user repayment of the sales tax charge and/or the revocation of the cardholder’s eligibility to participate in the program.

3. Separation of Employment
   a. If an authorized user who has a card issued in his/her personal name leaves County employment, he/she must return the Purchasing Card to the Department Head and notify the Treasurer’s Office. The Department Head is responsible for ensuring the card is reconciled and returned to the Treasurer’s Office to be cancelled prior to the separation of employment or actual ending date. If not performed by the Treasurer, the Purchasing Card shall be sufficiently destroyed, and evidence of its destruction presented to the County Treasurer. The Department Head is responsible for submitting the final statement to the Treasurer’s office with all receipts attached.

   b. If an employee is on extended leave or disability, the Department Head should contact the County Treasurer to have the card “suspended” until the Cardholder returns to work.

4. Audits of the Program
   All card purchases will be audited to confirm that the Purchasing Cards are utilized responsibly, receipts are retained, and the Cardholder’s statements are being reconciled on a timely basis.

5. Conferences & Lodging
   a. For lodging within New York State, a user will need to secure a lodging tax exemption ST-129 form and a sales tax exemption ST-121 form to be presented upon check in. If traveling out of state, the NYS ST 129 and ST 121 should be presented as some vendors do accept it and not charge lodging tax or sales tax.

   b. The County travel and meal policy will continue to be used in most circumstances. Meals will be paid by employees and reimbursed per the Purchasing Policy and will be processed with appropriate receipts directly reimbursing the employee. In certain circumstances, the Card can be used for meal purchases with authorization from the Department Head.

   c. A Travel Request form must be completed and approved by the Department Head prior to booking and charging to the Purchasing Card.

D. What you need to know about Security
1. Departmental and individual cards must be kept secure and should be used only by authorized users. It is the Department Head’s responsibility to determine users for their Department Card and to approve Individual Card holders. The Individual Cards are non-transferable - meaning that no one else should use the card other than the individual named. The Department Head and Individual card holders are ultimately responsible for charges to the cards except for verifiable cases of fraudulent use.

2. Liability in case of fraudulent use
   If a Purchasing Card is used fraudulently – such as an unauthorized purchase using the Visa card number- the individual or Department will not be responsible for that purchase(s). The Treasurer’s office should be contacted immediately if there is suspected fraudulent use so they can contact JP Morgan Chase Customer Service.

3. Procedure for Lost and/or Stolen Credit Card
   a. Immediately advise Department Head and Treasurer’s office.
   b. Department Head or Treasurer’s office contact the JP Morgan Chase Customer Service at 1-800-270-7760 to report a lost/stolen card and to initiate a replacement card.

E. How the Process Works

1. Ensure the purchase will be tax exempt
2. Follow County Procurement Policy – any purchase over $500 must have three quotes.
3. Procure a receipt or invoice for each purchase
4. Purchase card transactions do not require a normal three-way-match. Neither a requisition nor a purchase order is required in Munis:
   a. On a regular basis, departments will import their activity statement from the credit card on-line portal. This can be done after every transaction and at a minimum must be done once per month.
   b. After importing the credit card activity statement, card holders will reconcile each transaction - ensuring the amount is correct and attaching proper receipts to document the purchase. At that time, transactions will be allocated to the appropriate budget line items (note: this can be done at the invoice stage as well).
   c. If the vendor is in Munis, that vendor should be specified at the transaction level.
   d. If the vendor is not in Munis, a “one-time pay vendor” will automatically be used. This is good for preventing excessive addition of vendors in Munis for companies that the county does not plan to do regular business with. If recurring business is expected, a vendor should be added for future tracking of expenses at the vendor level.

5. Approval for the purchase or transaction will follow Munis workflow.
   a. The Department Head will be required to approve the purchase.
   b. County Manager will approve the purchase.

6. Required Monthly Activity Review
   a. Each Department and card user must review and verify their activity, at a minimum on a monthly basis. This is done at the JPMC online portal.
   b. Ensure all activity listed for the card is valid.
c. On the JPMC online portal, mark all approved transactions. This step informs the Treasurer’s office the credit card bill can be paid.

d. The monthly review must be completed by the 25th day of the month

**More Detailed Examples of Purchases, processing within Munis and key actions**

1. Make a purchase on the internet – Amazon for example.
   a. Obtain the cost of the purchase. Receive approval for the purchase from Department Head
   b. Complete the purchase on Amazon using the credit card for payment.
   c. When the order is received, complete the process above in Section E.4. Import the credit card statement, reconcile the purchase, add supporting documentation and allocate the cost to your expense line.
   d. Complete Munis workflow with Department Head and County Manager approval.

2. Make a purchase at a local retail store – Lowville Farmer’s Coop.
   a. Use the JPMC One card to purchase an item at the store.
   b. Take the receipt back to your department. Upload the credit card statement from the online portal and follow the process in Section E.4.
   c. Complete Munis workflow with Department Head and County Manager approval.

3. Reserve a room for a conference with a hotel.
   a. Complete a travel request with approval from Department Head and County Manager for the expenditures to include lodging.
   b. Contact the hotel. Reserve the room using the JPMC credit card. Provide the hotel with necessary tax-exempt documentation.
   c. Attend the conference and finalize the charges on the credit card.
   d. Take the receipt back to your department. Upload the credit card statement from the online portal and follow the process in Section E.4.
   e. Complete Munis workflow with Department Head and County Manager approval.

4. Telephone order and purchase
   a. Inform the vendor that the purchase will be made on behalf of Lewis County and that the purchase will be tax exempt.
   b. Complete the purchase with the card – approval should already have been provided by Department Head.
   c. Receive receipt from the vendor – this is important with phone purchases.
   d. Upload the credit card statement from the online portal and follow the process in Section E.4.
   e. Complete Munis workflow with Department Head and County Manager approval.
   f. If the purchase is for an annual subscription or something similar, ensure that automatic renewal is not set up. These purchases must be completed every year.
Lewis County Purchasing Card Authorized User application

Please fill in all information as requested.

Request for a: Departmental Card                  Individual Card

Department Name: ________________________________

Individual Cardholder name, if applicable: ________________

Requested Limit: $ ___________________

Date of birth: ____________________

Individual Home Address:

__________________________________________________________

Employee Signature       Date

Department Head       Date

County Treasurer   Date

County Manager       Date

This section for County Treasurer use

Date card received and forwarded to employee: _______________________

Card Number: _______________________________________

Credit Limit Assigned: ______________________
Lewis County Purchasing Card
Acknowledgment of Card Receipt
And Card Holder Agreement

Please read and sign page two of this form.

Employee Name: ____________________________

Department: ________________________________

Card Number: _______________________________

Monthly limits are: $ _______

You are being entrusted with a Lewis County Purchasing Card issued by Visa through JP Morgan Chase Bank. The card is provided to you to take care of your need to purchase materials or services for the County. The card may be revoked at any time without your permission.

I understand that I will be making financial commitments on behalf of the County and will strive to obtain the best value for the County when making purchases.

This purchasing card is issued in my, or my Department’s name. I will not allow any other person to use the assigned card.

I have read the Lewis County Purchasing Card Policy and Procedures as well as this cardholder agreement, understand them, and I will comply with both. Failure to do so may be considered misappropriation of funds, and may subject me to revocation of card privileges and disciplinary action.

I understand that the policies and procedures related to the Purchasing Card Program may be updated or changed at any time. The Card Administrator will notify me of these changes. I agree to and will be responsible for the execution of any program changes.

I will review and approve transactions on a regular basis via the on line bank portal and will reconcile the monthly statement and resolve any discrepancies by contacting either the vendor or JP Morgan Chase.

I will use the card only for authorized purchases.

I will obtain an electronic or hard copy receipt from the vendor each time the card is used. When ordering by phone or via the Internet, I will request the vendor provide me with a receipt. If the receipt is lost and cannot be replaced by the vendor, any charges for a copy through JP Morgan Chase Bank will be paid at my expense.

I understand that my card account is subject to internal control reviews and audits to protect the interests of Lewis County and I agree to comply with these reviews and audits.

I am responsible for immediately notifying JP Morgan Chase Bank, my supervisor and the County Treasurer if the card is lost or stolen. I will complete the Lost or Stolen Card form and submit it to the County Treasurer.
Upon resignation/separation, or the request of my Department Head or the County Treasurer, I will turn in the card to the Department Head.

Your signature below indicates that you have read the Purchasing Card Policy manual and will comply with the manual and the terms of this user agreement.

Employee Signature: __________________________ Date ________

County Treasurer: __________________________ Date ________
Lewis County – Purchasing Card
Bank- Visa
Lost/Stolen Card Notification Form

Name / Department of Cardholder: ________________________________

Cardholder Account Number ________________________________

I certify that the Visa card has been lost/stolen. I first noticed it was missing on
___________________ (Date). I have called JP Morgan Chase Bank at 1-800-xxx-xxxx and have
also spoken with my Department Head and County Treasurer to notify them that the card is
lost/stolen so that no more charges may be made on it.

Cardholder Signature ________________________________

Department Head Signature ________________________________

Upon completion of this form, email it directly to the County Treasurer
treasurer@lewiscounty.ny.gov.
Lewis County Purchasing Card

Credit Limit Change Request

Please fill in all information as requested.

Employee Name (on card): __________________________

Employee Department: __________________________

Requested Limit: $ __________________________

Date: __________________________

___________________________ Date
Employee Signature

___________________________ Date
Department Head

___________________________ Date
County Manager approval

___________________________ Date
County Treasurer

All changes in credit limit must be in writing, approved by County Manager and forwarded to the Treasurer’s Office.
RESOLUTION NO. 29 - 2022

RESOLUTION TO WAIVE MARCH, 2022 HEALTH INSURANCE PREMIUM CONTRIBUTIONS FOR ALL PARTICIPANTS IN THE LEWIS COUNTY HEALTH PLAN

Introduced by Legislator Thomas Osborne, Chair of the Finance & Rules Committee.

WHEREAS, the County of Lewis established and maintains the Lewis County Health Plan; a self-funded health insurance program for its employees and eligible retirees; and

WHEREAS, pursuant to Resolution No. 512-2018, the Lewis County Board of Legislators approved and adopted the Plan Administrator’s (Treasurer) and County Manager’s recommendation for an annual analysis and review of the LC Health Plan by the county administration in consultation with its Third Party Administrators, based upon an analysis of medical and pharmacy claims along with budget data on national and regional trends; and

WHEREAS, pursuant to Resolution No. 29-2021, the Board of Legislators authorized the waiver of premium payments by all participants in the month of March, 2021 based upon the health insurance committee’s recommendation and analysis of the internal service fund balance; with the Board commenting that another “premium holiday” would be considered in early 2022 depending upon the health of the internal service fund balance; and

WHEREAS, the committee reports that the internal service fund has a present balance of approximately $5,900,000 (with a recommended minimum of $4,000,000); and

WHEREAS, the health insurance committee recommends that the Lewis County Board of Legislators authorizes a waiver of premium contributions to the health insurance plan for two (2) pay periods in March, 2022 for all participants, including active employees (Hospital and County), eligible retirees, and the County/Hospital as employers; all of whom are all participants in the plan;

NOW, THEREFORE, BE IT RESOLVED, as follows:

Section 1. That the Lewis County Board of Legislators hereby approves and authorizes a waiver of premium contributions to the Lewis County Health Plan by all participants in the plan for the month of March, 2022, for two (2) bi-weekly pay periods.

Section 2. That the Treasurer’s office is directed to make such adjustments as indicated by this waiver.

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

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