GENERAL SERVICES COMMITTEE  
September 15, 2020

Present: Legislators Jerry King, Richard Chartrand, Andrea Moroughan, and Ron Burns. Legislator Gilbert was excused.    
Others present: Legislators Larry Dolhof, Greg Kulzer, Phil Hathway, Randy LaChausse, and Tom Osborne; County Manager Ryan Piche; Treasurer Eric Virkler; County Attorney Joan McNichol; Human Resources Director Caitlyn Smith; and media representative. 

Committee Chairman Legislator King called the meeting at 1:02 p.m. 

**Tentative 2021 Capital Improvement Plan** – Ryan Piche, County Manager (attached)

Ryan began his presentation by giving a disclaimer stating this was just a draft version of the Tentative 2021 Capital Improvement Plan for discussion and input purposes. The goals of having a Capital Improvement Plan are to have a plan in place; to put investments into context; make sure important future investments aren’t forgotten; to alleviate emergency expenditures by establishing a replacement schedule; to create consistency which in turn helps to stabilize the budget; and to allow better tracking of expenditures. 

In 2021 the planned total for Capital Equipment expenditures is $621,000.00, which is $8,206.00 less than last year. Ryan went through the 2021 Capital Equipment requests from Buildings & Grounds and Highway. Legislator Chartrand questioned the Highway equipment pieces, Ryan responded that they are typically a 5-year lease to own and they have a 10 to 12-year useful life span before needing to be replaced. Legislator Kulzer inquired as to why Building & Grounds needed a Ferris Zero Turn Lawnmower, stating it was one of the most expensive brands. Buildings & Ground Supervisor Matt O’Connor stated that it has the best seat suspension which his crew needs due to the number of hours they spend mowing, it cuts faster and better, and a Cub Cadet doesn’t have a model for commercial usage. He went on to explain that there are four different sites that need mowing and eventually he would like to have a mower for each site to avoid having to transport the mower around. 

Ryan went on to discuss the 2021 Capital Equipment requests for Information Technology, Sheriff and Solid Waste. Legislator Chartrand questioned whether or not the sheriff deputies were taking county owned vehicles home, Ryan responded that due to the pandemic they were taking them home so they wouldn’t have to enter the office as often. Legislator Chartrand thought that a further conversation at some point about this protocol should be discussed. Legislator LaChausse questioned how many vehicles there were, Ryan thought it was about 14 vehicles. Ryan then clarified that the Solid Waste equipment requests were actually part of their overall New facilities project but he has broken that piece out to show the actual equipment separately. 

In 2021 the planned total for Capital Projects expenditures is $3,482,000.00, which is $185,609.00 more than last year. Ryan went through the 2021 Capital Project requests from Recreation, Forestry, & Parks, Buildings & Grounds, and Highway. He then explained how each
of these pieces of equipment and projects would be funded, utilizing only $1,440,000 from taxpayers. Many of the projects have already been partially funded over the last couple of years.

Legislator King addressed the Clean Up Properties fund which he thought the board had done a resolution to allocate the tax auction proceeds into that account. Joan McNichol clarified that it was decided year to year to put a portion of the money into this fund and with the auction not happening until very late this year it hadn’t been addressed yet. Ryan stated that he would like to see all of the proceeds from the tax auction go into this account so the county had the funds necessary to start cleaning up more properties, but just not next year due to the tight budget and those funds being needed to balance the Treasurer’s budget.

Legislator Chartrand asked that this Tentative Capital Improvement Plan be discussed further before it is brought forward for adoption in November. Ryan concluded by stating that he plans on having further discussion on all budget items in October.

**Buildings & Grounds project updates** – Matt O’Connor, Buildings & Grounds Supervisor

Matt O’Connor gave a slide show of photos on projects that have been completed or are in the final stages which included: PSB flooring replaced; a panel box at Highway Garage for light switches; updated breakroom at Highway Garage; renovated Highway Shop foreman’s office; side entrance retaining wall at Courthouse; repointing of Courthouse; repointing of PSB; new impound yard at PSB; siding at Highway Garage. Highway Superintendent Warren Shaw voiced his appreciation for Matt and his staff for the much needed improvements at the Highway Garage.

**Junkyard issues update** – Ward Dailey, Senior Code Enforcement Officer (attached)

Ward Dailey began his presentation by giving the definitions of a Junkyard, Junk Vehicle, and Scrap Junk defined in Local Law No. 10-2019 known as the Junkyard Law. In his opinion Ward feels like the Junkyard Law should be amended to “require” barriers prior to issuing a permit instead of issuing a permit and then requiring the barriers after the fact. Legislator Burns inquired whether the standard of materials allowed for these barriers would be upgraded as he has seen some individuals who use substandard materials which only last a short period of time and then fall down. Ward responded that it would make sense to address that when amending the local law.

Ward went on to explain that the definition of a Junk Vehicle should be looked at again because by definition it is a any motor vehicle that is unlicensed. Ward explained that he had an individual come forward and cite law that a snowmobile older than 1987 doesn’t have to be licensed in New York State. There are also issues with trucks used for personal snowplowing for a couple months during the year and log trucks that some individuals own that would only be used occasionally as well. These vehicles tend not be licensed year round as a cost saving measure for insurance purposes.

Ward explained that in 2014 the Building Codes Department took over the administrative duties relating to junkyards within the Towns and Villages that have adopted the County Junkyard Law.
The Local Law No. 10-2019 states that any readably observable junkyard violation can be addressed, which eliminated the need for a written complaint prior to any action being taken. In 2019 there were a total of 48 violations and so far this year there have been 34. The Junkyard Review Board has achieved higher than a 90% compliance rate without involving the courts.

Ward concluded by explaining that there have been two long term violations that are finally being resolved as a result of actions by the Board of Legislators. Legislator Chartrand inquired whether or not Sheriff deputies would be present when clean up occurs and Ward responded that is still the goal. The property owned by Mr. Morczek in the Town of Lewis will be cleaned up the first week in October, although Mr. Morczek has been moving some of the junk to another property, he owns which will likely cause that property to eventually be in violation. The second property is owned by Mr. Rauscher in the Town of Lewis and requires two quotes one for moving vehicles safely out of the way and another for taking down the building but leaving the foundation. Joan clarified that Mr. Rauscher will need to erect the proper barrier around the moved vehicles or he will be in violation and the county can then go to court to seize the vehicles for proper disposal.

Legislator Chartrand voiced his agreement that a barrier should be required before a permit is given to avoid future violations. Ryan stated he and Joan would work with Ward Dailey to create an amendment to the Local Law to bring before the committee.

Legislator Burns made a motion to approve the 8/18/2020 committee meeting minutes, seconded by Legislator Chartrand and carried.

The following dockets were reviewed: (Legislator Gilbert was absent)

1. Resolution authorizing an agreement with Stanford Green Waste LLC, of Glenfield, NY to provide demolition and removal services of the Barn structure located at the Rauscher property 1419 State Route 26 West Leyden, NY which has been determined to be an unsafe and partially collapsed structure under Local Law No. 2-2007 at a cost of $18,900.00. **Legislator Dolhof asked where the funds were coming from to pay for this service, Ryan responded that it was coming out of the Clean-Up Properties fund. Legislator King stated that the amount for this clean-up project would be added to the land taxes on this property and once they are paid in full the money could then be put back into the Clean-Up Properties fund.**
   **YEA 4 NAY 0**

2. Resolution authorizing a renewal agreement with Trane Building Services to provide Heating, Ventilating and Air Conditioning (“HVAC”) maintenance services for the County Courthouse Building for the time period of January 1, 2021 through December 31, 2023 at the cost of $37,980.15 for Years 1 and 2, and a cost of $39,119.55 for Year 3.
   **YEA 4 NAY 0**

3. Resolution authorizing a renewal agreement with Deveines Enterprises, LLC to provide snow plowing services at eight (8) Lewis County 911 Tower Sites for the 2020/2021 snow season at a cost not to exceed $25,000.00.
   **YEA 4 NAY 0**
4. Resolution to appropriate funds in the Bus Operations Department accounts in the amount of $2,080.00 to recognize additional revenue earned through advertising sales.
   YEA   4     NAY   0

5. Resolution to transfer funds in the County Road Department accounts in the amount of $51,618.35 for the lease payment of a Mack Truck and Viking Plow, funds will be transferred from Project HAD Capital Equipment.
   YEA   4     NAY   0

6. Resolution to transfer funds in the County Road Department accounts in the amount of $421,111.56 for changes in expenditures to utilize CHIPS funds with revised 2020 work plan. Equipment purchased will include a Dump Truck, Skid Steer, Roller, Truck Lifts and Culvert Storm Linings. Ryan gave a brief explanation that this was the plan with CHIPS 2020 funding as most of the summer projects had to be put on hold due to the pandemic. Legislator LaChausse stated that it was “use it or lose it” funding before November.
   YEA   4     NAY   0

7. Resolution authorizing Memorandum of Understanding between the Lewis County Department of Recreation, Forestry and Parks and BOCES for access to County property for forestry students for the period beginning September 1, 2020 to August 31, 2021.
   YEA   4     NAY   0

8. Resolution authorizing an agreement between the County of Lewis and Jefferson County to provide Jefferson County with a “daughter” programming key for the Lewis County Interoperable Communications System (LCICS) to be used by Jefferson County Emergency management for the sole purpose of programming Jefferson County responders’ radios approved by Lewis County to operate on the LCICS. Legislator King asked Cheryl Lalonde if Jefferson County had requested a certain amount of ID’s yet, Cheryl responded that she thought they would ask for quite a few but she intended to only allow enough ID’s for the bordering departments and the ones that respond frequently. She will reach out to Joe Plummer in Jefferson County to discuss it further.
   YEA   4     NAY   0

9. Resolution to appropriate funds in the Solid Waste Department accounts in the amount of $66,655.00 from Development Authority of the North Country for capital equipment reimbursements.
   YEA   4     NAY   0

10. Resolution to appropriate grant funds in the Highway Department accounts in the amount of $22,000.00.
   YEA   4     NAY   0

11. Resolution authorizing an agreement between Lewis County Recreation, Forestry and Parks and Ryan Charbonneau Logging to allow temporary access and use of the Lewis County cleared portion of property located on the Cronk Road, in the Town of Pinckney as a timber landing site area for the timber harvesting undertaken by Ryan Charbonneau Logging on the
adjoining property owner’s land. Jackie Mahoney clarified this was being done so they wouldn’t tear up the parking lot and other trails.

YEA 4  NAY 0

Legislator King voiced his opinion that if we are going to spend $55,000 on a bath house project for Singing Waters Park then the county should charge a small usage, similar to state parks. Legislator Kulzer had concerns that it would require someone to staff the park if we offer those types of facilities. Legislator Chartrand questioned how Whittaker Park handles things and to model it after that park. Joan McNichol said that she would look into the guidelines and regulations required by New York State.

At 2:15 p.m. Legislator Chartrand made a motion to adjourn, seconded by Legislator Burns and carried.

Respectfully submitted,
Cassandra Moser, Clerk of the Board
LEWIS COUNTY, NY
CAPITAL IMPROVEMENT PLAN

Tentative Plan Discussion
General Services Committee – September 15, 2020
**Disclaimer**
The 2021 Budget is a work in progress – The Tentative Budget is due in November – This is for discussion and input only.
Lewis County’s 3rd Annual 5-year Capital Plan

Goals of Capital Planning
- Planning is better than NOT planning
- Puts our investments in context
- Ensures important investments aren’t forgotten
- Alleviates emergency expenditures by establishing a replacement schedule
- Consistent annual capital spending stabilizes the County Budget
- Allows better tracking of expenditures
Capital Equipment

Is defined as an expenditure of $5,000 or more for either a single piece of equipment, or for a number of pieces of equipment to be used together.

- 2018 – No Capital Budget
- 2019 - $222,000 – Incomplete Capital Budget
- 2020 - $629,206
- 2021 - $621,000
Capital Equipment

- Buildings and Grounds
  - Ferris Zero Turn Lawnmower $11,000

- Highway
  - 2017 Tandem Plow Lease $48,000
  - 2019 Tandem Plow Lease $52,439
  - 2019 62A Loader Lease $32,435
  - 2020 Tandem Plow Lease $55,000
  - Misc. Equipment Needs $12,126
  - TOTAL: $200,000
Capital Equipment

- Information Technology
  - Storage Area Network Replacement $115,000

- Sheriff
  - Dishwasher for Jail $10,000
  - Office Furniture $5,000
  - Computers & Scanners $7,000
  - Patrol Vehicles (Enterprise year-two) $120,000
  - Replace Snowmobiles $20,000

- Solid Waste
  - Two 100-Yard Ejection Trailers $180,000
  - Recycling Trailer $80,000
Capital Projects

are defined as an expenditure of $10,000 or more for:

1. New and expanded physical facilities of relatively large scale and with a relatively long-life expectancy

2. Large scale rehabilitation or replacement of an existing facility, including highways

3. Purchase of equipment for any capital improvement when first erected or acquired

4. The cost of engineering and architectural studies and surveys relative to the improvement

5. The acquisition of land for a capital improvement
Capital Projects

- 2018 – No Capital Plan
- 2019 – $6,372,413 – Two Large Bridge Projects
- 2020 – $3,296,391
- 2021 – $3,482,000
Capital Projects

- Recreation, Forestry, and Parks
  - Singing Waters Bath House
    $55,000
- Buildings and Grounds
  - PSB Boiler Upgrade
    $800,000
  - Courthouse Elevator Controls
    $20,000
## Capital Projects

### Highway

- **Annual CHIPS Plan**  
  $1,818,000  
  (Decreased 10%)
- **In-House Road Construction**  
  $75,000
  - Mackey Road (W. Turin)
- **Road Striping**  
  $75,000
- **Bridge Design**  
  $73,200
  - West Rd. 2021 Construction (W. Turin)
  - East Rd. 2022 Construction (Leyden)
  - CR21 Gulf Stream 2023 Construction (Pinckney)

**Total Highway Projects**  
$2,457,000

### 2021 CHIPS Spending Plan

- **River Rd. Bridge** (Harrisburg)
- **West Road Box Culvert** (West Turin)
- **Paving 5.3 mi. Osceola Road** (Osceola)
- **Paving 1.8 mi. Florence Road** (Osceola)
- **Paving 1.1 mi. Creek Road** (Pinckney)
- **Paving 4.4 mi. Highmarket Rd.** (W. Turin)
How will we pay for it?

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DISCUSSION & QUESTIONS
COUNTY OF LEWIS LOCAL LAW NO. 10 OF THE YEAR 2019

Known as the Junkyard Law
DEFINITIONS

JUNKYARD IS THE OUTDOOR STORAGE OR DEPOSIT OF THE FOLLOWING:

1. **THREE OR MORE JUNK VEHICLES**

2. **THREE OR MORE JUNK APPLIANCES INCLUDING AND LIMITED TO WASHING MACHINES, DISHWASHERS, DRYERS, STOVES, FURNACES, REFRIGERATORS, FREEZERS, TELEVISIONS, COMPUTERS, SCRAP PARTS OF JUNK VEHICLES, AND SCRAP METALS**

3. **A COMBINATION OF ITEMS (1) OR (2) LISTED ABOVE THAT TOTAL FOUR OR MORE ITEMS**
DEFINITIONS

- **Junk Vehicle**: Any motor vehicle whether an automobile, bus, tractor trailer, motor home, motor cycle, bicycle, mini-bicycle, snowmobile, or any other device that is originally intended for travel on a public highways which meets any of the following conditions:

  1. **Is unlicensed**
  2. **Is either abandoned, wrecked, stored, discarded, dismantled, or partly dismantled or**
  3. **Is not in condition for legal use upon a highway**
  4. **With respect to any motor vehicle not required to be licensed or any vehicle not usually used on a public highway, the fact that a motor vehicle has remained unused for more than 6 months and is not in condition to be moved under its own power is presumptive evidence that such vehicle is a Junk Vehicle**
DEFINITION

SCRAP JUNK:

• ANY USED, DISCARDED PREVIOUSLY OWNED ITEMS SUCH AS FERROUS METALS, ALUMINUM, BRASS, COPPER, LEAD, CHROMIUM, TIN, NICKEL, OR OTHER ALLOYS
ARTICLE G, SECTION 2, ENTITLED ENFORCEMENT OFFICERS DUTIES AND RIGHTS, PART D OF LOCAL LAW NO 10 OF THE YEAR 2019 DIRECTS:

“THE ENFORCEMENT OFFICER SHALL INVESTIGATE AND REPORT TO THE JUNKYARD REVIEW BOARD, WITH RESPECT TO PROPERTIES TO WHICH THE OFFICER HAS RECEIVED ANY WRITTEN COMPLAINTS OF ANY VIOLATION OF THIS LAW;

AS WELL AS TO ANY READILY OBSERVABLE PROPERTIES WITHIN THE COUNTY THAT ARE ALLEGED TO BE IN VIOLATION OF THIS LAW”
JUNKYARD ADMINISTRATION

• **2014 Lewis County Building and Codes Department assumed duties as Junkyard administrators within those municipalities that have adopted the County Junkyard Law**

• **Municipalities below have their own junkyard regulations:**
  • **Town of Leyden**
  • **Town of Lowville**
  • **Village of Lowville**
  • **Town of Martinsburg**
CHRONOLOGY OF VIOLATIONS

- 2014 (6) VIOLATIONS
- 2015 (7) VIOLATIONS
- 2016 (12) VIOLATIONS
- 2017 (15) VIOLATIONS
- 2018 (42) VIOLATIONS
- 2019 (48) VIOLATIONS
- 2020 TO DATE (34) VIOLATIONS
- The County Junkyard Review Board has achieved better than a 90% Compliance without involvement of the Courts
COUNTY LEGISLATIVE RESOLUTIONS

• Two long term violations of the junkyard law are soon to be resolved as a result of actions by the county legislators
  
  • Robert Morczek, Town of Lewis, County Highway personal are scheduled in the first week of October to clear the Morczek parcel of items creating the violation of the county junkyard law
  
  • John Rauscher, Town of Lewis, a quotes has been received for both the relocation of junk vehicles and for the demolition of the unsafe structure upon the Rauscher parcel