REGULAR MEETING
July 6, 2021

The meeting was called to order at 5:00 p.m. by the Chairman of the Board Lawrence Dolhof.

Roll Call: 10 Legislators were present and 11 other persons.

Chairman Dolhof lead the Pledge of Allegiance to the Flag and then declared the June 1, 2021 meeting minutes approved by general consent.

REPORT OF THE FINANCE AND RULES COMMITTEE:

The Finance and Rules Committee had met and recommended to waive the rules to allow action on late resolutions.

Signed by:  
Thomas Osborne  
Ronald Burns  
Ian Gilbert  
Gregory Kulzer  
Philip Hathway

Dated:  July 6, 2021

Legislator Kulzer made a motion to waive the rules, seconded by Legislator Burns and carried.

PRESENTATION OF COMMUNICATIONS AND NOTICES:

The Village of Lowville Mayor submitted a letter to the Board of Legislators outlining the Phase II upgrades at their sewer plant and asking the county to waive the twenty-dollar surcharge for sludge. Schuyler County submitted a copy of their letter to NYS Governor Andrew Cuomo explaining the devastating effects of Senate Bill S7196 and Assembly Bill A6762, which seek to impose liability on law-abiding businesses and individuals for the criminal misuse of firearms.

An email was received from Mr. Aaron Ross who asked the Board of Legislators to raise the smoking age to 25 citing the effort will galvanize the Tobacco 25 Movement and save thousands of lives.

REPORTS OF COUNTY OFFICERS AND DEPARTMENTS:

Legislators received the monthly Treasurer’s report; 2nd Quarter Bed Tax report; and Highway & Solid Waste June Audit reports.

REPORTS OF STANDING COMMITTEES:

Legislator Osborne made a motion to authorize County Attorney Joan McNichol to contract with Larsen Engineers to provide professional consulting on the production of the
Counties solar array and determine any outstanding monies due to the County from Greenskies and/or National Grid at a cost of $5,000.00, seconded by Legislator Hathway. Legislator Chartrand acknowledged and thanked Legislator Hathway for the work he put into researching this issue and bringing it to the attention of the full board. Legislator Hathway cited a previous months' Treasurer's report and Legislator Dolhof questioning the numbers as what prompted him to investigate the matter. He reported that the May production was the second highest month since the project went online, stating that something was clearly fixed and Greenskies shows a higher percentage of loss than what he did. The motion was then carried.

Legislator King made a motion to authorize Buildings & Grounds Supervisor Matt O'Connor to put out an RFP for driveway repair on the Osceola Tower site, seconded by Legislator Moroughan and carried.

Legislator King made a motion to authorize Highway Superintendent Timothy Hunt to put out an RFP for snowplowing services on all County owned parking lots, seconded by Legislator Chartrand and carried. Legislator Moroughan was opposed.

Legislator King made a motion to authorize Planning Director Casandra Buell to put out an RFP for Housing Needs Assessment, seconded by Legislator Hathway and carried.

Legislator King made a motion to waive the $20.00/ton surcharge fee on waste sludge for the Village of Lowville with respect to the Phase II upgrades for their sewer plant, seconded by Legislator Chartrand and carried.

Legislator Kulzer made a motion to authorize County Attorney Joan McNichol to prepare and submit appropriate RFP(s) for removal of any hazardous and/or non-hazardous materials from the Turin Brick Block Building after receipt and review of the testing results performed by the EPA, seconded by Legislator Virkler. Legislator Dolhof clarified that DANC would assist with creating the RFP(s). Legislator King questioned if the county needs further information from the EPA, Legislator Dolhof responded that the county is waiting on the formal written report from the EPA before proceeding with the RFP(s). County Attorney Joan McNichol explained the significance of the EPA formal report as a way to know exactly what to put in the RFP(s). Legislator Kulzer stated that this is just a head start so when the report is received things can move forward quickly as the site is a terrible mess. County Attorney Joan McNichol responded to Legislator King that the cost of clean-up would be put on the property owners tax levy which could potentially cause the property to come up for tax auction. The motion was then carried.

Legislator Kulzer made a motion to amend the February 2, 2021 contract with DANC to authorize professional assistance in creating the appropriate RFP(s) for removal of materials from the Turin Brick Block Building; assisting in the bidding analysis; and recommendation to the Board, seconded by Legislator Chartrand. Legislator Hathway questioned what the cost of these services would be. County Attorney Joan McNichol responded that the initial contract has a credit of approximately $2,300.00 due to the fire happening before all the initial services could be rendered. Joan states that the total cost for assistance with the RFP process could be up to
$8,000.00 but the original resolution included $7,000.00 for structural analysis which was never completed. The motion then carried.

Legislator Moroughan made a motion to spend up to $5,000 to make social media videos about Mental Health issues with funding to come from the Community Services budget lines, seconded by Legislator Virkler and carried. Legislator Moroughan voiced her opinion that hopefully the videos can show regular people and not individuals with titles as the public can relate better to them.

Legislator Chartrand reported that the CNA and LPN recruitment process and new wage structure was put into place. What they do is really difficult work, and the hospital has had very little luck in holding CNAs and hopefully with these changes that will no longer be the case. Since the announcement of those changes, the hospital has received 28 applications, a total of 24 CNAs and 4 LPNs. This will help with the work life of CNAs and LPNs who have had more overtime and not been able to use benefit time.

The update on the Surgical Pavilion Capital Project is that on July 29th the hospital is meeting with NYS Public Health Counsel to review the Certificate of Need. The hospital has received Critical Access Designation retroactive back to July 2020 through 2023. There will be continued work on correcting the primary and secondary road definitions with Representative Elise Stefanik and other elected officials. The hospital approved entering into an agreement with Witt Kieffer for the recruitment of the Chief Operation Officer as Michelle Prince will be retiring in November 2021. There will be no hospital Board of Managers meeting in July or August.

COUNTY MANAGER REPORT:

Ryan Piche reported that the Solid Waste project is moving right along with the new road already cut in for a new traffic flow pattern. The foundation for the new building has been dug and the steel and concrete should be started this week, still on pace for an October competition date. There is a wooden bridge in the Town of Harrisburg that was being worked on when engineering consultants found major issues requiring the bridge to be closed. Highway Superintendent Timothy Hunt will provide a solution at the July Committee meetings.

All legislators should have received their 2020 Audit reports and once again we were issued an unmodified opinion, which is a clean bill of financial health. The Auditors will present their findings at the July Finance & Rules committee meeting. The NYSAC Fall Conference will be in Syracuse this year, September 13th through the 15th, anyone interested should reach out. The NYS Courts is done with using the Board room for Grand Jury so the configuration of tables will go back to the normal layout.

Legislator Chartrand questioned the location of the next meeting, Ryan responded that everything should be set with the broadband needs, the board just needs to set the month.

Legislator Chartrand made a motion to move the September regular Board of Legislators meeting to the West Leyden Fire Hall, seconded by Legislator Hathway. Legislator Moroughan
questioned if the public transportation bus could be utilized, and Ryan thought that would be a
good idea. The motion was then carried.

COUNTY TREASURER REPORT:

Eric Virkler reported that the sales tax revenue continues to be strong, about 24% over last
year, with a total of just over $7,000,000 for the first 6 months of the year. The Health Insurance
Fund Balance was decreased due to the recent employer holiday which was planned. The Audit
report that was done is lengthy but review it in advance of the presentation and feel free to ask
questions. Three Plus One will be here in August to give a report on how investing is going. The
County received its first 50% share of the American Rescue Plan funds within a couple weeks of
request and the other 50% will come in a year from now. The next step will be to document the
need and then reporting the work to justify the funds. The Audit firm is hosting a webinar for
Towns and Villages on their APR funding.

Legislator Kulzer questioned the amount that comes from the Health Insurance fund
balance when the employer and employee get a premium holiday, Eric responded that the
employer portion is close to $1,000,000 and the employee portion is roughly $250,000. He asked
if there was another premium holiday planned for this year, Eric responded probably not because
the balance is already closer to what it should be. Ryan stated that people who put off health care
issues due to the pandemic might start addressing them which could cause claims to rise.

Legislator King questioned if there are restrictions on what the American Rescue Plan
funds can be used for, Eric responded that there are some, but all our projects should fit and the
justification for the funds will be losses through the hospital. Legislator King cited that the Towns
have many more restrictions, Ryan agreed but felt the category Economic Development can be
used to cover many things.

REPORT OF THE FINANCE AND RULES COMMITTEE:
REPORT OF
FINANCE AND RULES COMMITTEE
ON THE EXAMINATION OF CLAIMS

To: The Honorable County Legislators

The Finance and Rules Committee reports that they have examined the claims presented for payment in the total amount of $1,056,233.75 and recommend that they be audited and allowed for the amounts claimed.

Thomas Osborne
Chair

Ronald Burns
Vice-Chair

Ian Gilbert
Committee

Greg Kulzer
Committee

Phil Hathway
Committee

Dated: July 6, 2021

Approved on motion by Legislator Burns, seconded by Legislator King, and carried.
RESOLUTION NO. 140 – 2021
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 $1,056,233.75 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 Hathway, seconded by Legislator Kulzer, and adopted on the 6th day of July, 2021 by the following roll call vote:

AYES: Gilbert, Moroughan, Virkler, Osborne, Hathway, King, Burns, Chartrand, Kulzer, and Dolhof.

NAYS: None.

ABSENT: None.
RESOLUTION NO. 141 - 2021
RESOLUTION AUTHORIZING MODIFICATION TO AGREEMENT
BETWEEN THE COUNTY OF LEWIS AND
FOURTH COAST INC-ST. LAWRENCE ENGINEERING DPC
FOR THE PUBLIC SAFETY BUILDING HVAC SYSTEM PROJECT

Introduced by Legislator Jerry King, Chair of the General Services Committee.

WHEREAS, pursuant to Resolution No. 12-2021, the Board of Legislators authorized an agreement with Fourth Coast Inc.-St. Lawrence Engineering DPC (Fourth Coast) to provide professional engineering consultation services for a study and report phase of the PSB HVAC System Project, to include a review the BC&A report on the PSB Boiler and HVAC systems, review and evaluation of the system with options for boiler replacement, AC equipment replacement, and to provide a summary report and cost estimates for alternatives, as more fully set forth in their proposal letter dated July 30, 2020, at an anticipated cost not to exceed $20,000.00. The proposal did not include fees for design, bidding documents and construction phase engineering/consultant work; and

WHEREAS, the committee authorized moving forward with Fourth Coast to provide professional engineering consultant services for preparation of boiler replacement bidding documents, design, bid and construction administration services for the HVAC (air handlers) phase of the project. Fourth Coast has provided a proposal to provide these additional services based upon hourly rates as set forth in Appendix 2 – Exhibit C of the Agreement executed for the boiler replacement design and report phase. The hourly rates range from $40/hr for administration service to $105/hr for principal professional engineer’s time; and

WHEREAS, the Lewis County Board of Legislators wishes to accept these additional professional services for the second phase of the project and enter into a modification to the existing agreement for same;

NOW, THEREFORE, BE IT RESOLVED as follows:

Section 1. That the Lewis County Board of Legislators hereby approves a modification to the Agreement between the County of Lewis and Fourth Coast Inc - St. Lawrence Engineering DPC, with offices at 745 Graves Street, Clayton, NY 13624, to provide additional professional services on the PSB boiler replacement and upgrades to the HVAC system, including bidding and oversight services on the boiler replacement phase; for design, bid and construction administration and oversight services on the upgrades required to the HVAC system phase, inclusive of the air handlers for airflow data and capacities, temperature controls, indoor air quality and purification, with potential alternatives.

Section 2. That the term of the agreement with these modification shall be extended through October 31, 2021, with the additional services to be paid based upon hourly rates set forth in the Agreement, not to exceed 10% of the final project costs, with monthly invoices containing detailed descriptions of the time and nature of the professional services provided.
Section 3. That the Chairman, Vice-Chairman of the Board of Legislators, or the County Manager is hereby authorized to make, execute, seal and deliver such Agreement, pending approval by the County Attorney.

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

Moved by Legislator Burns, seconded by Legislator Kulzer, and adopted on the 6th day of July, 2021.
RESOLUTION NO. 142 - 2021
RESOLUTION AUTHORIZING WORK ORDER BETWEEN
THE COUNTY OF LEWIS AND TK ELEVATOR CORPORATION,
F/K/A THYSSENKRUPP ELEVATOR CORPORATION

Introduced by Legislator Jerry King, Chair of the General Services Committee.

WHEREAS, the County of Lewis entered into a contract with ThyssenKrupp Elevator Corporation on December 19, 2019 pursuant to Resolution No. 507-2019 for the purpose of providing maintenance elevator equipment services for the four (4) elevators in the Lewis County Courthouse for the term beginning January 1, 2020 through December 31, 2023; and

WHEREAS, In February, 2021, ThyssenKrupp Elevator Corporation changed their name to TK Elevator Corporation (“TKE”), providing the same services; and

WHEREAS, inspection of the elevators reveals the need to replace and install a new elevator door in old courthouse. TKE will furnish and install a new closed loop door operator and related equipment, such as clutches, restrictors, tracks and hangers will also be replaced. The new door operator will provide feedback during each cycle of the doors to the elevator control system to ensure proper door closure under varying conditions such as temperature, humidity, and wind to ensure consistent operation and eliminate slamming, slow closes, and unpleasant noise. TKE will also furnish and install a new electronic door edge on the elevator; and

WHEREAS, the Board of Legislators wishes to authorize such work order;

NOW, THEREFORE, BE IT RESOLVED, as follows:

Section 1. That the Lewis County Board of Legislators hereby approves the Work Order with TK Elevator Corporation to replace and install a new elevator door in old courthouse at a cost of $29,358.60. 50% ($14,679.30) will be due and payable upon execution of Work Order and the remaining 50% ($14,679.30) will be due and payable at the time the work commences.

Section 2. That the Chairman or Vice-Chairman of the Board of Legislators is hereby authorized to make, execute, seal and deliver such Work Order, pending approval by the County Attorney.

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

Moved by Legislator Burns, seconded by Legislator Kulzer, and adopted on the 6th day of July, 2021.
RESOLUTION NO. 143 - 2021
RESOLUTION AMENDING COMPENSATION PLAN
WITH REFERENCE TO THE COUNTY CLERK

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

WHEREAS, the current Deputy County Clerk has informed of her impending retirement; and

WHEREAS, there is no internal candidate identified with knowledge and experience of the operations in the County Clerk’s office; and

WHEREAS, training of replacement staff would benefit the department in its continued operations.

BE IT RESOLVED, as follows:

Section 1. That the Board of Legislators hereby amends the Compensation Plan of the County of Lewis with reference to the County Clerk:

<table>
<thead>
<tr>
<th>CREATE</th>
<th>STATUS</th>
<th>SALARY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Deputy County Clerk</td>
<td>Temporary</td>
<td>Grade 5 ($43,509-$55,713)</td>
</tr>
</tbody>
</table>

Section 2. That the County Clerk is hereby authorized to fill said position effective July 7th 2021 through July 30th 2021.

Section 3. That this resolution shall take effect immediately.

Moved by Legislator Burns, seconded by Legislator Kulzer, and adopted on the 6th day of July, 2021.
RESOLUTION NO. 144 – 2021
RESOLUTION TO APPOINT
HIGHWAY SUPERINTENDENT

Introduced by Legislator Jerry King, Chair of the General Services Committee.

WHEREAS, the Lewis County Board of Legislators desires to rescind Resolution No. 284-2020, as the County Highway Superintendent term of appointment was incorrect;

NOW, THEREFORE, BE IT RESOLVED as follows:

Section 1. That the Board of Legislators hereby rescinds Resolution No. 284-2020 and the same shall be deemed null and void and no longer in effect.

Section 2. That the Lewis County Board of Legislators hereby appoints Timothy Hunt, of Lowville, New York, to accept the appointment as the Lewis County Highway Superintendent.

Section 3. That the term of said appointment shall have commenced November 16, 2020 and will terminate on November 16, 2024.

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

Moved by Legislator Burns, seconded by Legislator Kulzer, and adopted on the 6th day of July, 2021.
RESOLUTION NO. 145 - 2021
RESOLUTION TO APPROPRIATE FUNDS
County Machinery

Introduced by Legislator Jerry King, Chair of the General Services Committee.

BE IT RESOLVED as follows:

Section 1. That the following budget appropriation be approved in the County Machinery accounts for additional revenue received from surplus equipment sales:

Increase Revenue:
DM513000 326650 $204,500.00

Increase Expense:
DM513000 223300 Machinery Vehicles $176,000.00
DM513000 440600 Machinery Tools $ 28,500.00

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

Moved by Legislator Burns, seconded by Legislator Kulzer, and adopted on the 6th day of July, 2021.
RESOLUTION NO. 146 - 2021
RESOLUTION TO APPROPRIATE FUNDS
County Road

Introduced by Legislator Jerry King, Chair of the General Services Committee.

BE IT RESOLVED as follows:

Section 1. That the following budget appropriation is hereby approved in the County Road accounts for annual CHIPS program additional revenue:

Increase Revenue:
D0501000 335011 CHIPS revenue $474,299.00

Increase Expense:
D0501000 290900 Equip Purchase $400,851.00
D0550000 491520 Bridge Materials $ 95,000.00

Decrease Expense:
D0515000 495150 Paving Materials $ 21,552.00

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

Moved by Legislator Burns, seconded by Legislator Kulzer, and adopted on the 6th day of July, 2021.
RESOLUTION NO. 147 - 2021
RESOLUTION ADOPTING
COUNTY VEHICLE USE POLICY

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

WHEREAS, Lewis County seeks to establish guidelines for the proper use, care and maintenance of all county vehicles assigned to any Lewis County employee; and

WHEREAS, the policy includes, among other things, that any vehicle owned by Lewis County will be used for official County business only. All vehicles shall be operated in accordance with all state vehicle and traffic laws; and

WHEREAS, the Board of Legislators wishes to accept and adopt said policy;

NOW, THEREFORE, BE IT RESOLVED, as follows:

Section 1. That the Lewis County Board of Legislators hereby approves and adopts the attached as the COUNTY VEHICLE USE POLICY.

Section 2. That the Clerk of the Board is hereby directed to have this policy inserted into the County Employee Handbook, Administrative Manual, and to retain the policy in the Board of Legislators’ Office. Copies are to be distributed to all Department Heads and any others the County Manager may deem appropriate.

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

Moved by Legislator King, seconded by Legislator Moroughan.

Legislator King questioned the $3.00 per day IRS valuation rule, which he stated doesn’t even cover the cost of running the vehicle for a day. Legislator Moroughan agreed and cited the cost of vehicle insurance and maintenance to the county for operating any vehicle would be over the $3.00 limit. County Treasurer Eric Virkler explained that the $3.00 per round trip was established by the IRS and this was considered an added fringe benefit for the employee driving the vehicle which they would have to report at the end of the year.

Legislator King had concerns that the employee could use the vehicle, if taken home, for personal use. Legislator Dolhoff stated that the policy sets clear guidelines, and an employee would have to follow those in addition to meeting the qualifications to even have permission to take the vehicle home. County Manager Ryan Piche clarified that there are only 7 employees who are eligible on a daily basis to take a county owned vehicle home, everyone else would have to submit a request each and every time they require a take home vehicle, which requires certain approval.

Legislator Chartrand pointed out that there are three options in this policy for valuation of a take home vehicle on employees, not just the $3.00 per round trip, one of them being the cents
per mile valuation rule. Legislator Kulzer stated that the mileage rate can be used but it doesn’t stop an employee from using the vehicle for personal use, citing his own knowledge of company owned vehicles that were utilized by employees and used for personal reasons as well as business and their benefit at the end of the year was significant.

The resolution was then adopted on the 6th day of July, 2021. Legislator Hathway was opposed.
Lewis County Vehicle Use Policy

It is the purpose of this document to define the general policy of the County of Lewis regarding the assignment, control, proper use and maintenance of County owned vehicles and equipment that are driven by employees. The intent of this document is to notify each operator of the responsibilities that are inherent with the assignment of vehicles and equipment for their use.

- COUNTY VEHICLES -

When travel is required of County employees, County vehicles should be utilized to the maximum extent possible; use of personal vehicles is to be limited to those times when County vehicles are not available.

County vehicles, of course, are not to be used for personal purposes. County vehicles permanently assigned must be done by the Lewis County Legislature.

Records of each use of the County vehicle must be maintained by each Department. Each department which has County vehicles assigned to it is responsible for their use and care, scheduling proper maintenance in accordance with the Enterprise Lease Agreement.

Unless specific authorization is made to the contrary, all County vehicles are to be parked overnight on Lewis County property. Specific authorization for overnight parking should be approved by the Department Head.

All County vehicles will have a WEX card for purchase of fuel. County employees will be issued a PIN to use the WEX card. Use of personal funds for fuel should be limited and occur only in case of emergency. All requests for travel reimbursements are required to be submitted within thirty (30) days after the expense is incurred.

- VEHICLE USE -

I. Motor Vehicle Assignment

A. Rules - Assignments of vehicles will be made by the County Manager and Department Head in accordance with this policy.

1. Any County employee desiring to use a County-owned vehicle for transportation to or from his/her residence must demonstrate a genuine governmental need in a written request to his/her Department Head for such use for County Manager approval. In the event a County employee does not prepare such a request, and if the Department Head is of the opinion that such a request shall be made, the Department Head is authorized to initiate such request in lieu of the request from the County employee.

2. Such employee's Department Head must certify such request as being accurate and approve the same or deny such request.
3. All requests approved by the Department Head must be forwarded to the County Manager for final approval. Violations of vehicle assignments may lead to disciplinary action up to and including suspension and termination.

4. The County Manager may disapprove any request if he/she determines that such request is not sufficiently justified.

5. No County-owned vehicle shall be assigned to a County employee for use between work and such employee's residence unless such employee has complied with and received the approval as required herein.

6. Every County vehicle shall be accounted for by license plate, County employee responsible and reason for its use.

7. All County vehicles shall be maintained in a designated area when such vehicles are not in use by County employees.

B. Procedure - Assignments will be designated as one of the following types by the County Manager based on the recommendation of each Department Head:

1. Twenty-Four Hour Use Assignment - Authorizes an individual employee to utilize a vehicle for all legitimate County purposes. All other restrictions set forth in the policy apply to users in this assignment category. Vehicles may only be assigned for 24 hour use when the employee and vehicle meet one or more of the following requirements:
   i. The employee's job requires that he/she be on a 24 hour crisis call; or
   ii. The employee is only able to respond to the crisis with the use of a specially equipped County vehicle.
   iii. Assignments in this category are designated to: Sheriff, Undersheriff, Director of Emergency Management, Highway Superintendent, Deputy Highway Superintendent

2. Commuter Use Assignment - Authorizes an individual employee to utilize a vehicle for County business and conveyance between his/her home and work site. An individual holding this assignment may not transport personal guests in this vehicle. Short, necessary stops for personal business may be made provided that they lie between work sites or work site and his/her residence. Vehicles will be considered for assignment for commuter use when the employee and the vehicle meet one or more of the following requirements:
   i. Frequent attendance at a business function for the County outside of normal working hours where compensatory time off is not granted or overtime is not paid; or
   ii. Frequent "call-ins" to respond to emergency situations based on the technical skills or supervisory status of the employee; or
   iii. Vehicle carries radio and other specialized equipment frequently needed to respond to emergencies; or
   iv. Frequent beginning and ending of work at different sites other than one specific location where the supervisor can document significant benefits to the County.
   v. Assignments in this category are designated to: Deputy Sheriff Investigators, Caseworkers

NOTE: Internal Revenue Service (IRS) regulations stipulate that (in nearly all cases), the commuting and any other allowable personal use of a county-owned vehicle, is a taxable fringe benefit. Benefited
employees are considered to have received noncash compensation for their personal use of vehicles classified as 24-hour use and/or commuter use vehicles. Compensation is computed by the County Treasurer who interprets and enforces the IRS regulations. Employees who have been assigned vehicles requiring taxable value consideration must submit a taxable benefit worksheet semi-annually to the County Treasurer's Office. Questions regarding the taxable fringe benefit issue should be brought to the Treasurer's attention.

3. **Departmental Pool Assignment** - Authorizes any one group of employees within a department or agency to use the vehicle during working hours and for County business. An individual holding this assignment may make short, necessary stops for personal business provided they lay enroute between work sites. The vehicle will not be used for commuting purposes.

The assignment of vehicles to an individual employee for 24-hour or commuter use shall be as follows:

1. The Department Head shall not permit an employee to operate a County vehicle until that employee has:
   - Been provided with a copy of the Motor Vehicle Rules and Regulations;
   - Acknowledged in writing that he/she has received and read the Lewis County Vehicle Use Policy;
   - Acknowledged in writing the assignment designation which he/she has received by the County Manager.

II. **Motor Vehicle Use**

A. **Rules**

1. Department heads are responsible to ensure that their employees operate County vehicles in a proper, courteous, and safe manner.
   - i. Wear seat belt at all times
   - ii. Always use signal lights
   - iii. Obey speed limits and all traffic signs and lights
2. Employees using County vehicles are expected to drive and maintain vehicles in a safe, alert, and courteous manner.
3. Employees using County vehicles in emergency situations should follow standard EVOC operating guidelines.
4. County vehicles are to be used on County business only, and to the limitation of the individual's prior prescribed assignment.
5. All department vehicle operating rules shall apply.

*Any employee using a vehicle on personal business outside the scope of his/her assignment, will be subject to disciplinary action.*

B. **Regulations**

1. County vehicles will be used to transport clients, County and municipal employees and materials on official County business only. It shall not be used to transport family members (i.e., spouse to work or children to day care, etc.).
2. No person who operates a County vehicle shall use tobacco or marijuana products, while operating a County vehicle.

3. No person who operates a County vehicle shall drink alcoholic beverages or be under the influence of alcoholic beverages before or while operating a County vehicle.

4. No person who operates a County vehicle shall use or be under the influence of controlled substances while operating a County vehicle.

5. Persons using prescribed or over the counter drugs that may affect their driving ability shall not drive County vehicles.

6. The use of headphones that impairs normal hearing for the safe operation of a vehicle is strictly prohibited.

7. All County employees assigned vehicles on a 24 hour or commuter use basis are responsible for parking in a safe and secure location overnight.

8. It is the responsibility of the County employee who has been assigned a county vehicle to keep the inside of said vehicle clean at all times and the County employee must thoroughly check the inside of the vehicle prior to returning it.

9. Should an employee who is assigned a County vehicle on a 24 hour or commuter use basis be on annual leave, sick leave, or military leave of more than two (2) days, the vehicle shall be left at the place of work or at the appropriate garage for the period he/she is on leave or assigned to the person fulfilling the employee's duties.

10. An operator of a County vehicle shall not leave it unattended without stopping the engine, setting the brake, locking the ignition, removing the keys, and locking the doors. During an emergent situation, employees should follow EVOC guidance.

11. All persons who drive County vehicles must have a valid New York State Driver's License that allows them to operate the vehicle they are using. All County employees must immediately report any changes in their driver's license status to their Department Head. In addition, annual review of employees' DMV records may be performed and if points are disclosed, the employee may be required to attend remedial classes. If at any time any employee's New York State driving privileges are suspended and/or revoked, for any period, that employee shall be immediately suspended from driving any vehicle, county owned or otherwise, for county purposes until such time as the employee's New York State driving privileges are fully restored, without conditions and/or limitations. A change in license would include a suspended or revoked license.

12. A person operating a County vehicle is responsible for compliance with the Vehicle and Traffic Laws of the jurisdiction the vehicle is being operated and for the satisfaction of all moving and parking violations. Any tickets or fines incurred will be paid by the operator using the vehicle at the time of the infractions. Should the employee be charged with any violations, or if property damage or injury has occurred, the employee shall contact the Department Head immediately, so steps can be taken to ensure proper representation of the employee at any hearing held as a result of such charges. In such cases, the employee shall make no statements or admissions prior to consultation with the County Attorney and remain polite and cordial.

C. Accident Reporting
1. An Incident/Accident report form must be filed for all accidents involving County vehicles regardless of seriousness or fault. The Department Head shall be notified in such event as to the nature of the accident and the extent of the damage.

2. If an accident occurs while the employee is using a County vehicle outside of the scope of his/her vehicle assignment designation in violation of any of the rules and regulations set forth in the Motor Vehicle Rules and Regulations, such employee may be personally liable for any damage to property or injury to any person occurring as a result of such use of the vehicle.

3. Should the County of Lewis be obligated to make any payments as a result of an employee misconduct accident or be made a party to any lawsuit as a result of such accident, the employee may be required to indemnify the County of Lewis for any payment the County will be obligated to make as a result of such accident, and such employee may be made a party to any lawsuit resulting from such accident.

4. Safety precautions that must be adhered to include, but are not limited to the following:
   i. Seatbelts must be used when the vehicle is in operation.
   ii. When it is necessary to work from the vehicle while stopped in traffic, all flashers, dome lights, beacon lights and other warning devices must be used.
   iii. When a County vehicle is being used in a way that is not normal, i.e., while plowing snow, spreading salt, etc., all flashers, beacon lights and other warning devices must be used.
   iv. No radar detection devices shall be used in or on a County vehicle.
   v. No key should be left in the ignition of the vehicle.

5. Operating instructions include the following:
   i. In the event of vehicle breakdowns, the driver should contact their Department Head and follow the instructions in the Enterprise Roadside Assistance folder in the vehicle. As the leasing company, Enterprise must provide prior approval for any repairs, towing or roadside assistance.
   ii. All operators will fill the vehicle with fuel whenever the tank is ½ full or less.
   iii. Vehicle will be parked in a safe and proper manner.
   iv. Reckless use, deliberate abuse or sabotage of County vehicles or equipment is prohibited, and will subject the operator to disciplinary action

III. Vehicle Documentation

A. No employee shall operate a County vehicle unless it contains all required vehicle documentation.

B. Each County vehicle shall contain the following documentation:
   1. Vehicle registration form;
   2. Insurance card;
   3. Blank report of Motor Vehicle Accident form (New York State MV-104 form);
   4. Accident, breakdown and emergency instructions.

C. If any of the above documents are not in the county vehicle, this should be immediately brought to the attention of the Department Head.

IV. Use of Cell Phone While Operating Motor Vehicle
A. The County expects the user to the assigned vehicle to pull to the side of the road for cell phone usage while acting in furtherance of their duties as an employee of the County.
B. New York's Vehicle and Traffic Law Section 1225-c prohibits the use of a cell phone while driving except in emergency situations or when the driver utilizes a hands-free device.
C. All County employees who use cell phones, whether municipally owned or not, must comply with any and all State laws regulating the use of cell phones while operating a motor vehicle.
D. If it is learned that an employee misused the cell phone in violation of State law, discipline may follow.
E. County employees will be held to a standard regarding the use of the cell phone that respects the State law as it currently stands or is implemented in the future.

V. Taxable Value Regulations

The Internal Revenue Service requires the County to include in an employee's gross income the value of a County-provided vehicle unless certain requirements can be satisfied. One of the exceptions is based on the type of vehicle. Use of a vehicle may be excluded if a vehicle, "by reason of its nature or design, is not likely to be used more than a de minimis amount for personal purposes". The IRS provides a well-defined list.

Excepted are:

Clearly Marked Police or Fire Vehicles

A police or fire vehicle is a vehicle, owned or leased by a governmental unit, or any agency or instrumentality thereof, that is required to be used for commuting by a police officer or emergency responder who, when not on a regular shift, is on call at all times, provided that any personal use (other than commuting) of the vehicle outside the limit of the police officer's arrest powers or the emergency responders obligation to respond to an emergency is prohibited by such governmental unit. A police or fire vehicle is clearly marked, if through painted insignia or words, it is readily apparent that the vehicle is a police or fire vehicle. A marking on a license plate is not a clear marking for purposes of this paragraph.

Unmarked Law Enforcement Vehicles

The substantiation requirements of Section 274(d) and this Section do not apply to officially authorized uses of an unmarked vehicle by a "law enforcement officer". To qualify for this exception, any personal use must be authorized by the Federal, State, County, or local governmental agency or department that owns or leases the vehicle and employs the officer, and must be incident to law enforcement functions, such as being able to report directly from home to a stakeout or surveillance site, or to an emergency situation. Use of an unmarked vehicle for vacation or recreation trips cannot qualify as an authorized use.

Lewis County Tax Valuation

A. Rules

Using these IRS rules, vehicles assigned to the following positions, if used in accordance with IRS regulations and the County rule covering their assignment, will be considered exempt from tax consideration.
1. Law Enforcement Investigators
2. Emergency Management Director

All other employees who have been assigned a vehicle in the "24 hour or commuter use" category must have the taxable value added to the employee's gross earnings. The IRS provides three (3) options in addressing valuation and taxation of employee provided vehicles.

1. Auto Lease Valuation Rule: Affects only "Contract Employees." For municipal purposes, IRS defines "Elected Officials" as control employees. Calculation is based on an IRS "Lease Value Table".
2. Cents Per Mile Valuation Rule: Calculation is based on the IRS standard mileage rate for all personal miles (including commuting miles) driven.
3. Commuting Valuation Rule: The value of commuting use is $3.00 per round trip commuter.

B. Procedure

The County desires to provide the fairest tax option available to employees in accordance with the existing law, and therefore, has adopted the following valuation policy:

1. Auto Lease Valuation Rule: Applies only to control employees (elected officials).
2. Cents per Mile Valuation Rule: Applies to employees who travel an average of 10 miles or less for round trip commutes.
3. Commuting Valuation Rule: Applies to employees who travel more than an average of 10 miles per round trip commutes.

Employees who have been assigned vehicles requiring taxable value consideration must submit a taxable benefit worksheet semi-annually to the County Treasurer's Office.

APPENDIX A

24 Hour Use Assignment* (License Plate Number)
Sheriff
Undersheriff
Emergency Management Director
Highway Superintendent
Deputy Highway Superintendent

Commuter Use Assignment*
Investigators
Note: Investigators assigned to be "on call" shall be considered as if they had a 24 hour use assignment/or the time they are actually "on call".

Departmental Pool Assignment -All vehicles not listed above
*This assignment list may only be changed by the County Manager.
DRIVER DISQUALIFICATION GUIDELINES

The following will result in immediate disqualification of a candidate for hire or employee being considered for promotion/transfer for a position which requires the incumbent to drive a County vehicle as an essential function of the position:

- DWI or driving while ability impaired, alcohol and/or drugs (DWAI) or any similar offense in any neighboring state; ex. DUI, within the three (3) year period preceding the date of application for hire, promotion, or transfer
- Driving under the influence of a controlled substance within the three (3) year period preceding the date of application for hire, promotion or transfer
- Three (3) or more traffic violations or infractions (excluding parking) in the three (3) year period preceding the date of application for hire, promotion or transfer

An employee may be disqualified from operating a county vehicle for a period of time at the discretion of the County Manager for any of the following. Additionally, any employee may be subject to disciplinary action up to and including termination and criminal prosecution.

- Driving while impaired (DWI)
- Driving while ability impaired, alcohol and/or drugs (DWAI) or any similar offense in any neighboring state; ex. DUI
- Driving while under the influence of a controlled substance
- Suspension, revocation, cancellation or conditional status of driver's license
- Homicide by vehicle, including, but not limited to negligent homicide or involuntary manslaughter
- Driving without a license or while license suspended or revoked
- Hit and run
- Failure to notify the County of a conditional, suspended, revoked or cancelled license by the end of the business day following the notification
- If at any time any employee's New York State driving privileges are suspended and/or revoked, for any period of time, that employee shall be immediately suspended from driving any vehicle, county owned or otherwise, for county purposes until such time as the employee's New York State driving privileges are fully restored, without conditions and/or limitations.

Adopted by BOL on July 6, 2021
RESOLUTION NO. 148 - 2021
RESOLUTION TO TRANSFER FUNDS
Information Technology Department

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

BE IT RESOLVED, as follows:

Section I. That the following budget transfer is hereby approved in the Information Technology accounts to supplement the Capital Data Processing reserve and provide funds for the ongoing server replacement project:

Transfer from:
A0 005990 Fund balance $115,000.00

Transfer to:
H0990100 353310 Interfund Revenue, Project HAE $100,000.00
A0168000 221700 IT computers $ 10,000.00
A0168000 490100 IT Prof services $  5,000.00

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

Moved by Legislator Burns, seconded by Legislator Kulzer, and adopted on the 6th day of July, 2021.
RESOLUTION NO. 149 - 2021
RESOLUTION AUTHORIZING AGREEMENT BETWEEN
THE COUNTY OF LEWIS AND C&S COMPANIES CONSULTING SERVICES INC.
TO PROVIDE PROFESSIONAL ARCHITECTURAL AND ENGINEERING DESIGN
AND CONSTRUCTION SUPPORT SERVICES FOR THE LEWIS COUNTY 2022
FACILITIES IMPROVEMENT PROJECT

Introduced by Legislator Jerry King, Chair of the General Services 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; and

WHEREAS, the Board contracted with C&S Engineers for preliminary concept designs.
The Board has reviewed the preliminary professional concept designs and costs proffered by C&S
and seeks to engage C&S for professional design and construction support services for the
following facilities improvement projects:
1. Adaptive re-use of the existing highway garage.
3. Renovation to the DSS Building, including exterior building envelope roof, walls,
flooring, ceiling, HVAC, plumbing & electrical, lighting system replacement and potential
addition.
4. New Building and Grounds work shop/board of elections storage building (at DSS
campus); and

WHEREAS, C&S has provided the Board with a proposed scope of services and fee
schedule for such professional design and construction support services for this project at a cost of
$1,470,540.00 as follows:
Design Development - $361,040
Bid Phase - $79,250 (including but not limited to bidding and procurement services for
four (4) separate prime contracts)
Contract Documents - $713,250
Construction Administration - $317,000

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 services for design and construction assistance services as outlined in its
proposal presented at the June 22, 2021 Special Board meeting;

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 Companies, 499 Col. Eileen Collins Blvd, Syracuse, NY 13212, to provide
professional architectural/engineering design and construction support services as outlined in the
proposal presented June 22, 2021, at a cost $1,470,540.00.
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, and with a proposed schedule of services commencing July 7, 2021 through May 31, 2023.

Section 3. That the Lewis County Board of Legislators directs the Treasurer to transfer of $1,175,000.00 from General Fund Balance to 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 __Burns__, seconded by Legislator __Kulzer__, and adopted on the 6th day of July, 2021.
RESOLUTION NO. **150** - 2021  
RESOLUTION TO APPROPRIATE FUNDS  
Office For the Aging Department

Introduced by Legislator Andrea Moroughan, Chair of the Health & Human Services Committee.

BE IT RESOLVED, as follows:

Section 1. That the following budget appropriation is hereby approved in the Office For the Aging Department accounts for additional revenue from the American Recovery Act:

<table>
<thead>
<tr>
<th>Increase Revenue</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>A0677200 347720 OFA Federal III B</td>
<td>$54,109.00</td>
</tr>
<tr>
<td>A0677200 347730 OFA Federal III C-1</td>
<td>$32,374.00</td>
</tr>
<tr>
<td>A0677200 347740 OFA Federal III C-2</td>
<td>$53,802.00</td>
</tr>
<tr>
<td>A0677200 347703 OFA Federal IIID</td>
<td>$ 6,004.00</td>
</tr>
<tr>
<td>A0677200 347775 OFA IIIIE</td>
<td>$22,124.00</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Increase Expense</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>A0677200 490900 OFA Misc</td>
<td>$54,109.00</td>
</tr>
<tr>
<td>A0677200 491100 OFA Nutrition</td>
<td>$32,374.00</td>
</tr>
<tr>
<td>A0677200 491100 OFA Nutrition</td>
<td>$53,802.00</td>
</tr>
<tr>
<td>A0677200 495900 PS EPB</td>
<td>$ 6,004.00</td>
</tr>
<tr>
<td>A0677200 491300 Respite</td>
<td>$22,124.00</td>
</tr>
</tbody>
</table>

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

RESOLUTION NO. 151 - 2021
RESOLUTION TO ACCEPT GRANT AND APPROPRIATE FUNDS
Planning Department

Introduce by Legislator Jerry King, Chair of the General Services Committee.

WHEREAS, pursuant to Resolution Nos. 44-2021 and 104-2021, the Lewis County Board of Legislators authorized applications and agreements for NYS grant funds awarded for 1) $50,000.00 in a countywide Housing Needs Assessment and Market Analysis under 2020 CDBG Community Planning; and 2) $85,000.00 from NYS EFC to reimburse qualified property owners up to 50% of eligible costs of septic system projects; and

WHEREAS the Planning Department has been awarded the grants and requests the budget appropriations for same;

NOW, THEREFORE, BE IT RESOLVED, as follows:

Section 1. That the following budget appropriations be approved in the Planning Department to accept the specified NYS grants funds and authorize the revenue and expense amounts for these two separate programs, i.e., 2020 CDBG Community Planning funds for a Housing Needs assessment, and NYS EFC Septic System Replacement Funds.

Increase Revenue:
A0802000 339019 CDBG Housing Assessment $50,000.00
A0802000 339020 NYS Septic Replacement Funds $85,000.00

Increase Expense:
A0802000 495019 CDBG Housing Assessment exp $50,000.00
A0802000 495020 NYS Septic replacement exp $85,000.00

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

Moved by Legislator Burns, seconded by Legislator Kulzer, and adopted on the 6th day of July, 2021.
RESOLUTION NO. 152 - 2021
RESOLUTION AUTHORIZING AGREEMENT BETWEEN
THE COUNTY OF LEWIS AND CAMOIN 310 LTD TO PROVIDE ECONOMIC
DEVELOPMENT CONSULTING SERVICES PERTAINING TO THE IMPACT OF
UTV/ATV ACTIVITY IN THE COUNTY AND REGION

Introduced by Legislator Jerry King, Chair of the General Services Committee.

WHEREAS, the Industrial Development Agency of Lewis County (IDA) partnered with
Jefferson Community College (JCC) to create and complete a Lewis County snowmobile survey
and report as part of the IDA’s efforts to market and brand Lewis County for tourism and outdoor
adventures and activities; and

WHEREAS, the County is interested in having JCC create a similar survey of UTV/ATV
activity and users for Lewis County. JCC has agreed to create and complete this survey for the
County at no cost; and

WHEREAS, the County seeks to engage the economic development consulting services
of Camoin 310 Ltd. (Camoin Associates) to study the survey and analyze the impact of UTV/ATV
participation and activity in the county and region in order to calculate the economic and fiscal
impacts on the County, including the direct and indirect tax revenues, property tax revenues reliant
upon UTV/ATV activity, and income tax revenue stream from the activity; and

WHEREAS, Camoin Associates has been providing economic development consulting
services to municipalities since 1999, and has agreed to provide these services to Lewis County
as more fully outlined in their proposal dated May 12, 2021, at a fixed fee of $10,000.00, inclusive
of an analysis of the property tax from second homeowners; and

WHEREAS, the General Services Committee recommends to the full Board of Legislators
that the County commit these funds (from the Planning Department’s Community Development
Fund account line) and enter into an agreement with Camoin 310 LTD (Camoin Associates) to
provide the County with expertise in analyzing, measuring and reporting on the economic and
fiscal impacts of the UTV/ATV activity in Lewis County and neighboring region based upon a
survey to be created and completed by JCC;

NOW, THEREFORE, BE IT RESOLVED, as follows:

Section 1. That the Lewis County Board of Legislators hereby approves and authorizes an
agreement with Camoin 310 Ltd (Camoin Associates), of Saratoga Springs, NY, to provide
economic development consulting services to the County in analyzing the data and information
obtained from the JCC survey results on UTV/ATV activity in Lewis County and the neighboring
region, culminating in a report on the economic and fiscal impacts of UTV/ATV activity as set
forth in its proposal and scope of work dated May 12, 2021, at a cost of $10,000.00.
Section 2. That the Lewis County Board of Legislators directs that the $10,000.00 payment be taken from the Lewis County Planning Department’s Community Development Fund account line.

Section 3. That the Chairman, or Vice-Chairman, of the Board of Legislators is hereby authorized to make, execute, seal and deliver such 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 __Burns__, seconded by Legislator __Kulzer__, and adopted on the 6th day of July, 2021.
RESOLUTION NO. 153 - 2021
RESOLUTION AWARDING BID AND AUTHORIZING AGREEMENT BETWEEN
THE COUNTY OF LEWIS AND SNORAC, LLC, D/B/A COMMUTE WITH
ENTERPRISE TO PROVIDE COMMUTER VANPOOL SERVICES

Introduced by Legislator Jerry King, Chair of the General Services Committee.

WHEREAS, the Lewis County Department of Planning and Community Development recently sent out a Request for Proposals for a public vanpool program through a contracted vanpool provider; and

WHEREAS, the program will be a pilot program and will be evaluated on an annual basis. The public vanpool program is one mode of public transportation being implemented as part of a broader goal of improving public transportation in Lewis County; and

WHEREAS, a vanpool is typically a group of 7 to 15 individuals who share their commute to work within the same geographic area. The vanpool driver is a volunteer from within the group using the van for transportation to and from work and shall not be paid a wage for driving. All vanpools must be open to the public subject to space permitting and availability; and

WHEREAS, the Director of Planning and Community Development, the County Attorney and Clerk of the Board convened on June 10, 2021 at 2:00 pm to open any bids received; and

WHEREAS, after review and consideration of the proposal received, the Director of Planning and Community Development recommends awarding the bid to SNORAC, LLC, d/b/a Commute with Enterprise, the sole bidder, in accordance with the specifications and scope of work set forth in the RFP; and

WHEREAS, the Lewis County Board of Legislators seeks to award the bid to SNORAC, LLC, d/b/a Commute with Enterprise and to authorize an agreement for the specified services to be provided in accordance with the RFP;

NOW, THEREFORE, BE IT RESOLVED, as follows:

Section 1. That the Lewis County Board of Legislators hereby authorizes and approves an Agreement with SNORAC, LLC, d/b/a Commute with Enterprise, with offices at 245 Buell Road, Rochester, New York 14624 to provide vehicles for the County’s public vanpool pilot program, in accordance with the specifications and requirements set forth in the RFP.

Section 2. That the Lewis County Board of Legislators authorizes said agreement to include all conditions and requirements set forth in the RFP together with any additional terms and conditions recommended by the County Attorney, for the period on or about July 7, 2021 through December 31, 2022, at the monthly costs submitted based on vehicle size and mileage listed below. The County would be responsible for the greater portion of the cost through CARES ACT funding, with the balance payable through rider fees, employer assistance and potential NYS/FTA operating grant assistance.
<table>
<thead>
<tr>
<th>MONTHLY MILEAGE</th>
<th>7-PASSENGER VEHICLE</th>
<th>8-PASSENGER VEHICLE</th>
<th>12-PASSENGER VEHICLE</th>
<th>15-PASSENGER VEHICLE</th>
</tr>
</thead>
<tbody>
<tr>
<td>500</td>
<td>$1,250</td>
<td>$1,400</td>
<td>$1,450</td>
<td>$1,500</td>
</tr>
<tr>
<td>750</td>
<td>$1,250</td>
<td>$1,400</td>
<td>$1,450</td>
<td>$1,500</td>
</tr>
<tr>
<td>1,000</td>
<td>$1,250</td>
<td>$1,400</td>
<td>$1,450</td>
<td>$1,500</td>
</tr>
<tr>
<td>1,250</td>
<td>$1,250</td>
<td>$1,400</td>
<td>$1,450</td>
<td>$1,500</td>
</tr>
<tr>
<td>1,500</td>
<td>$1,250</td>
<td>$1,400</td>
<td>$1,450</td>
<td>$1,500</td>
</tr>
<tr>
<td>1,750</td>
<td>$1,250</td>
<td>$1,400</td>
<td>$1,450</td>
<td>$1,500</td>
</tr>
<tr>
<td>2,000</td>
<td>$1,250</td>
<td>$1,400</td>
<td>$1,450</td>
<td>$1,500</td>
</tr>
<tr>
<td>2,250</td>
<td>$1,350</td>
<td>$1,500</td>
<td>$1,550</td>
<td>$1,600</td>
</tr>
<tr>
<td>2,500</td>
<td>$1,350</td>
<td>$1,500</td>
<td>$1,550</td>
<td>$1,600</td>
</tr>
<tr>
<td>2,750</td>
<td>$1,450</td>
<td>$1,600</td>
<td>$1,650</td>
<td>$1,700</td>
</tr>
<tr>
<td>3,000</td>
<td>$1,450</td>
<td>$1,600</td>
<td>$1,650</td>
<td>$1,700</td>
</tr>
<tr>
<td>3,250</td>
<td>$1,550</td>
<td>$1,700</td>
<td>$1,750</td>
<td>$1,800</td>
</tr>
<tr>
<td>3,500</td>
<td>$1,550</td>
<td>$1,700</td>
<td>$1,750</td>
<td>$1,800</td>
</tr>
<tr>
<td>3,750</td>
<td>$1,650</td>
<td>$1,800</td>
<td>$1,850</td>
<td>$1,900</td>
</tr>
<tr>
<td>4,000</td>
<td>$1,650</td>
<td>$1,800</td>
<td>$1,850</td>
<td>$1,900</td>
</tr>
</tbody>
</table>

Section 3. 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 thereto, upon review and approval by the County Attorney.

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

Moved by Legislator Burns, seconded by Legislator Kulzer, and adopted on the 6th day of July, 2021.
RESOLUTION NO. 154 - 2021
RESOLUTION DETERMINING CDBG PROJECT GRANT NO. 636CP77-20
CONSTITUTES A TYPE II ACTION UNDER SEQRA WITH NO SIGNIFICANT
ENVIRONMENTAL IMPACT UPON THE ENVIRONMENT

Introduced by Legislator Jerry King, Chair of the General Services Committee.

WHEREAS, the County of Lewis applied for Community Development Block Grant
(“CDBG”) funds to finance a Housing Needs Assessment and Market Analysis; and

WHEREAS, the County of Lewis was awarded $50,000.00 in Community Block Grant
funds to complete a county-wide Housing Needs Assessment and Market Analysis (Project No.
636CP77-20); and

WHEREAS, CDBG environmental regulations require that the County make a
determination as to whether the project will have a significant impact upon the environment; and

WHEREAS, the Director of Planning, designated as the certifying officer responsible
for all activities associated with the CDBG project, reviewed the environmental review process
outlined under the Grant regulations and considers the program to constitute a Type II action as
defined by the regulations. The Director recommends that the Board conclude that the project
will not have a significant environmental impact, and that as a Type II action, no further
procedure under SEQRA is required;

NOW, THEREFORE, BE IT RESOLVED, as follows:

Section 1. The Board of Legislators hereby determines that the Lewis County CDBG
Housing Needs Assessment and Market Analysis (Project No. 636CP77-20) constitutes a Type II
action as defined by the regulations promulgated under the State Environmental Quality Review
Act (SEQRA) of the State of New York, that the project will not have a significant impact upon
the environment, and that there is no further procedure required under SEQRA.

Section 2. The Chairman or Vice-Chairman of the Board of Legislators is hereby
authorized to execute, seal, and deliver any forms and documents related and necessary to give
effect to this determination, pending approval of the County Attorney.

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

Moved by Legislator, _Burns_ seconded by Legislator _Kulzer_ , and adopted on the 6th
day of July, 2021.
RESOLUTION NO. 155 - 2021
RESOLUTION AUTHORIZING RENEWAL AGREEMENT BETWEEN LEWIS COUNTY PROBATION DEPARTMENT AND AUTOMON, LLC FOR SOFTWARE MAINTENANCE

Introduced by Legislator Jerry King, Chair of the General Services Committee.

WHEREAS, Automon, LLC ("Automon"), provides case and data management solutions to City, County and State Probation, Pretrial, Specialty Court and Corrections agencies throughout North America. The Lewis County Probation Department ("Licensor") desires to renew the Software Maintenance Agreement with Automon to use the Caseload Explorer software; and

WHEREAS, Automon will continue to provide technical support services and assist with the on-going use of the licensed software, repair of software errors and provide software updates to enhance and improve Caseload Explorer and any local interfaces supported by Licensor; and

WHEREAS, the Board of Legislators wishes to accept such agreement;

NOW, THEREFORE, BE IT RESOLVED, as follows:

Section 1. That the Board of Legislators hereby authorizes the renewal of the software maintenance agreement between the County of Lewis, by and through the Lewis County Probation Department, and AutoMon, LLC, for the technical support services for the probation case management software.

Section 2. That this is for the term commencing August 14, 2021 for twelve (12) consecutive months expiring August 13, 2022, and may be extended by mutual written agreement of the parties. The cost for the Maintenance and Support Fee is $5,921.75 ($4,805.74 base plus $235.34 for each of the six [6] actual or registered users, a total of $6,217.79 with a 2021 Covid Discount of $296.05 applied) to the Licensor for Caseload Explorer Software.

Section 3. That the Director of Probation is hereby authorized to make, execute, seal and deliver such Agreement, pending approval by the County Attorney.

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

Moved by Legislator _Burns_, seconded by Legislator _Kulzer_, and adopted on the 6th day of July, 2021.
RESOLUTION NO. 156 - 2021
RESOLUTION TO AMEND HEALTH RESEARCH, INC. / NEW YORK STATE DEPARTMENT OF HEALTH AGREEMENT WITH LEWIS COUNTY PUBLIC HEALTH AGENCY AND APPROPRIATE ADDITIONAL FUNDS

Introduced by Legislator Andrea Moroughan, Chair of the Health & Human Services Committee.

WHEREAS, Health Research Inc. / New York State Department of Health (HRI/NYSDOH) will be awarding additional funding totaling $32,850,000 to local health departments for enhanced detection expansion of COVID-19 surveillance and prevention. This award is funded 100% by a CDC sponsored cooperative agreement for Epidemiology and Laboratory Capacity for Infectious Diseases; and

WHEREAS, the County of Lewis, by and through the Lewis County Public Health Department, entered into an agreement with HRI/NYSDOH on July 31, 2020 with the original contract award of $1,200,945.00, with the County receiving $200,945.00 for the term July 1, 2020 through June 30, 2022; and

WHEREAS, Public Health has been notified that its department will receive an additional $267,748.00 in award funds ($50,000.00 of which is school-based funding), with the term of the agreement extended through March 31, 2023. The new total amount for this contract is now $1,468,693.00; and

WHEREAS, these additional funds will allow expansion of the current contract deliverables to enhance efforts for case investigations, contact tracing, enhanced testing, and vaccination activities across communities, schools, childcare programs and other vulnerable populations (e.g., congregate living settings, homeless shelters, etc.). Funding may be used for vaccination planning and POD related activities that are not covered by other federal funding sources such as the State Immunization Action Plan program;

WHEREAS, the Board of Legislators wishes to authorize an amendment to the agreement;

NOW, THEREFORE, BE IT RESOLVED, as follows:

Section 1. That the Lewis County Board of Legislators hereby authorizes an amendment to the Agreement between the County of Lewis, acting by and through the Lewis County Public Health Agency and Health Research Inc. / New York State Department of Health to extend the term date from June 30, 2022 to March 31, 2023 and accept the additional award funds of $267,748.00 ($50,000.00 of which is school-based funding).

Section 2. That the following budget appropriation is hereby approved in the Lewis County Public Health Department to accept the additional grant funds and authorize the revenue and expense amounts for enhanced detection expansion of COVID-19 surveillance and prevention:
Increase Revenue:
A0409200 344895 PHEP HRI Revenue $267,748.00

Increase Expense:
A0409200 490900 PHEP Miscellaneous $267,748.00

Section 3. That the Chairman or Vice-Chairman of the Board of Legislators is hereby authorized to make, execute, seal and deliver such Agreement, and any additional documents required to give effect to this Resolution, upon review and approval by the County Attorney.

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

Moved by Legislator __Burns___, seconded by Legislator __Kulzer___, and adopted on the 6th day of July, 2021.
RESOLUTION NO. 157 - 2021
RESOLUTION AUTHORIZING NYS CONSOLIDATED FUNDING GRANT APPLICATION BY DEPARTMENT OF RECREATION, FORESTRY & PARKS

Introduced by Legislator Jerry King, Chair of the General Services Committee

WHEREAS, the County of Lewis ("County"), by and through the Recreation, Forestry and Parks Department ("RFPD") desires to submit a grant application under the New York State Consolidated Funding Application ("CFA") to purchase a 70 hp tractor with implements and for development of seven (7) new additional miles to the ATV Trail System in the Town of Greig; and

WHEREAS, the Recreational Trails Program offers up to $1.9 million in matching grants for the acquisition, development, rehabilitation and maintenance of trails and trail-related projects. Funds are available to non-profit corporations and municipalities. The minimum grant award for restoration, development and property acquisition projects is $25,000. The minimum equipment purchase award is $5,000. All grant awards are capped at $250,000.

WHEREAS, the Director of RFPD seeks to apply for a grant for trail equipment, trail maintenance and development of trails in the Town of Greig, which will improve the County trail system and add to the County’s recreational tourism attractions, thereby enhancing the local economy;

NOW, THEREFORE, BE IT RESOLVED, as follows:

Section 1. That the Lewis County Board of Legislators hereby approves the above referenced grant application and authorizes the Director of Recreation, Forestry and Parks to complete, execute and submit said application upon review by the County Attorney.

Section 2. That the Chairman or Vice Chairman of the Board of Legislators be and the same is hereby authorized to execute, seal and deliver any documents, writings and agreements to effectuate the intent of this Resolution, and to take all steps necessary to advance this project, upon review and upon such terms as may be approved by the Lewis County Attorney.

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

Moved by Legislator Burns, seconded by Legislator Kulzer, and adopted on the 6th day of July, 2021.
RESOLUTION NO. 158 – 2021
RESOLUTION AUTHORIZING AGREEMENT WITH
FRONTIER COMMUNICATIONS OF AMERICA, INC.
FOR EMERGENCY 911 PHONE UPGRADE & MAINTENANCE SYSTEM

Introduced by Legislator Jerry King, Chair of the General Services Committee.

WHEREAS, the County of Lewis, by and through the Lewis County Sheriff’s Department and 911 Emergency Operations Unit, entered into agreements with Frontier Communications of America, Inc. ("Frontier"), to provide licenses on enumerated equipment and continuing maintenance service and support for the E911 Phone system. The maintenance service agreement expired on June 1, 2021, with Frontier agreeing to continue maintenance support service pursuant to this proposal; and

WHEREAS, the system requires a refresh in the Primary and Backup Centers, with replacement of all parts of the Motorola Airbus Vesta System. This replacement/upgrade is another part of the 5-7 year plan for refreshing 911 equipment in order to keep the system up to date and in maximum working order. The current Vesta System is all original equipment from 2014, operating on a Windows 7 platform and becoming obsolete due to technology upgrades and Nextgen 911 requirements; and

WHEREAS, Frontier has submitted a 5-year upgrade and maintenance proposal for both the Frontier and Motorola E911 Phone system at a cost of $397,434.16, with the upgrades to be installed commencing in or about January, 2022, and with maintenance continuing from June 1, 2021; and

WHEREAS, the approval of this 5 year agreement will save the County $21,000 for 6 months of maintenance for the balance of 2021 and $38,000 by upfront payment of maintenance for the 5 yr plan; and

WHEREAS, the cost of the 5-yr proposal will be payable from 2020 and 2021 PSAP grants, 911 surcharge funding and, if necessary, the 911 surplus surcharge reserve fund; and

NOW, THEREFORE, BE IT RESOLVED, as follows:

Section 1. That the Lewis County Board of Legislators hereby authorizes a five (5) year agreement between the County of Lewis, by and through the Lewis County Sheriff’s Department and 911 Emergency Operations Unit, with Frontier Communications of America, Inc. to provide refresh upgrades and maintenance and support services for the current Emergency 911 telephone system in the Primary and Backup Centers, replacing all parts of the Motorola Airbus Vesta System.

Section 2. That the term of this agreement shall be from July 1, 2021 through December 31, 2026, at a cost not to exceed $397,434.16, payable in installments in 2021 and 2022, as the parties may agree.
Section 3. That the installment payments made in 2020 and 2021 will be paid from the E911 2020 and 2021 PSAP grants, 911 surcharge funding, and, if necessary, from the 911 surplus surcharge reserve fund.

Section 3. That the Chairman or Vice-Chairman of the Board of Legislators is hereby authorized to make, execute, seal and deliver such Agreement, and any non-monetary increase amendments, pending approval by the County Attorney.

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

Moved by Legislator Burns, seconded by Legislator Kulzer, and adopted on the 6th day of July, 2021.
RESOLUTION NO. 159 - 2021
RESOLUTION AUTHORIZING A ONE-YEAR AGREEMENT WITH HARRISVILLE CENTRAL SCHOOL DISTRICT AND THE COUNTY OF LEWIS TO PROVIDE A SCHOOL RESOURCE OFFICER DURING THE 2021/2022 SCHOOL YEAR

Introduced by Legislator Jerry King, Chair of the General Services Committee.

WHEREAS, the County of Lewis, on behalf of the Lewis County Sheriff’s Department and the Harrisville Central School District (HCSD) entered into an Agreement dated October 3, 2018 to provide HCSD with a County Deputy Sheriff as a School Resource Officer (SRO) during the school term ending June 30, 2019. The agreement was extended for two (2) additional school year periods, i.e., for 2019/2020 for payment of $59,200 and for 2020/2021 for payment of $60,680; and

WHEREAS, the HCSD requests another year of SRO services by a Deputy Sheriff for the 2021/2022 school term (September, 2021 through June, 2022); and

WHEREAS, the Lewis County Board of Legislators has considered the expectations of trail patrol by the SROs when not engaged at the school, and has considered the following:

<table>
<thead>
<tr>
<th>Description</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Deputy Sheriff annual base hours</td>
<td>2080</td>
</tr>
<tr>
<td>Less School days/hours (180/1440 hrs)</td>
<td>-1440</td>
</tr>
<tr>
<td>Available County Hours</td>
<td>640</td>
</tr>
<tr>
<td>Less 5 weeks/200 hrs vac, pers, sick, etc.</td>
<td>200</td>
</tr>
<tr>
<td>Net time available for Rec Patrol</td>
<td>440 hrs (11 weeks)</td>
</tr>
</tbody>
</table>

In addition, the 2020 data reveals that the Harrisville SRO had approximately 333 available hours for Deputy Sheriff recreational trail enforcement. The Deputy provided 68.5 of the 333 hours of that time for marine patrol (20%), and no hours toward ATV or Snowmobile trail enforcement; and

WHEREAS, the Lewis County Board of Legislators seeks to provide for this SRO service to HCSD for one additional year, with certain considerations, conditions and understandings, including but not limited to: 1) HCSD shall reimburse the County for 55% of the full year cost of the Deputy assigned as SRO (including actual salary contractual items and obligations, fringe benefits); 2) HCSD shall reimburse the County for 100% of all overtimes costs and expenses of the SRO as SRO, above the 1,440 regular hours; 3) HCSD shall provide the County Manager with weekly logs and documentation of the SRO’s daily hours and days worked, days on vacation, days school not in session, classroom assignments for each week, school incidents and/or matters in which the SRO was involved, and any other relevant data the County may request; 4) the County will expect the SRO to provide recreation patrol services for the remainder of the annual deputy sheriff hours during non-school hours, except for specific emergency which poses a clear and present danger to the public (not for staffing due to vacations, sick time, etc. of road patrol), upon notice to the County Manager and Chairman of the Board; 5) the County expects that the Deputy will devote 75% of the non-SRO time to trail
enforcement and 25% of the non-SRO time to marine patrol; with the further expectation that recreation patrol will be undertaken on Wednesdays through Sundays which are the busiest days on the trails, except for Monday holidays; and 6) the Sheriff’s Department will provide the weekly schedules of the SRO Deputy and his activity logs, CADS, incident reports, and other relevant data to the County Manager; and

WHEREAS, the above described conditions and understandings are set forth in order for HCSD to understand that the agreement will provide for the County to have the unilateral right to immediately terminate the contract in the event the SRO is not performing County recreational enforcement services for the estimated hours set forth above during non-school days; and

WHEREAS, HCSD will be obligated to pay to the County 55% of the full year costs of the SRO (September, 2021 through August 31, 2022), with the County responsible for 45% of said full year costs, plus HCSD shall be responsible for 100% of any overtime expenses of the SRO as SRO above the 1440 hours. The compensation payable by HCSD, therefore, is a minimum of $62,000.00, with adjustment to be made during the term to account for actual costs and any contractual increase obligations;

NOW, THEREFORE, BE IT RESOLVED, as follows:

Section 1. The Lewis County Board of Legislators hereby authorizes a one-year Agreement between the County of Lewis, on behalf of the Lewis County Sheriff’s Department and the Harrisville Central School District to provide a Deputy Sheriff to serve as the School Resource Officer (SRO) for the period commencing on or about September 7, 2021 through June 30, 2022, at a minimum estimated cost of $ 62,000.00, plus overtime as SRO above 1440 hours, with adjustment to be made during the term to account for actual costs and any contractual increase obligations, representing 55% of the full year cost of the Deputy Sheriff thereto assigned.

Section 2. That the Lewis County Board of Legislators authorizes said agreement and use of a Deputy Sheriff for said services upon the condition that the assigned Deputy Sheriff shall be assigned to recreation patrol services for the remainder of the annual deputy sheriff hours during non-school hours, except for specific emergency which poses a clear and present danger to the public (not for staffing due to vacations, sick time, etc. of road patrol), upon notice to the County Manager and Chairman of the Board; with the understanding that the Deputy will devote 75% of the non-SRO time to trail enforcement and 25% of the non-SRO time to marine patrol; and with the further expectation that recreation patrol will be undertaken on Wednesdays through Sundays which are the busiest days on the trails, except for Monday holidays.

Section 3. That the Agreement shall provide for the County to have the right to terminate the agreement at any time in the event the County determines that the SRO Deputy is not performing County recreation enforcement services for the estimated hours of availability to the County during non-school time.
Section 4. That the Chairman of the Board of Legislators or Vice-Chairman in his absence, and the Lewis County Sheriff, are hereby authorized to make, execute, seal and deliver said Agreement upon such form as may be approved by the County Attorney.

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

Moved by Legislator Burns, seconded by Legislator Kulzer, and adopted on the 6th day of July, 2021.
RESOLUTION NO. 160 - 2021
RESOLUTION AUTHORIZING A ONE-YEAR AGREEMENT WITH SOUTH LEWIS CENTRAL SCHOOL DISTRICT AND THE COUNTY OF LEWIS TO PROVIDE A SCHOOL RESOURCE OFFICER DURING THE 2021/2022 SCHOOL YEAR

Introduced by Legislator Jerry King, Chair of the General Services Committee.

WHEREAS, the County of Lewis, on behalf of the Lewis County Sheriff’s Department, and the South Lewis Central School District (“South Lewis”) entered into an Agreement dated March 31, 2017 to provide South Lewis with a School Resource Officer (“SRO”) during the school term 2017/2018 through school year 2020/2021 (180 school days or 1,440 hours), pursuant to the four (4) year grant funding awarded to South Lewis for these services in consideration of South Lewis reimbursing the County the sum of $58,673 per year toward the compensation costs of a Deputy Sheriff; and

WHEREAS, South Lewis seeks to have the County provide the SRO for the 2021/2022 school term (September, 2021 through June, 2022); and

WHEREAS, the Lewis County Board of Legislators authorized the use of a County Deputy Sheriff as School Resource Officer with the anticipation and understanding that the Deputy would provide enforcement services for the County’s recreation system, primarily for ATV patrol, for the balance of the 2,080 of annual service hours expected of a Lewis County Deputy Sheriff employee; and

WHEREAS, the Lewis County Board of Legislators has considered the expectations of trail patrol by the SROs when not engaged at the school, and has considered the following:

<table>
<thead>
<tr>
<th>Description</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Deputy Sheriff annual base hours</td>
<td>2080</td>
</tr>
<tr>
<td>Less School days/hours (180/1440 hrs)</td>
<td>-1440</td>
</tr>
<tr>
<td>Available County Hours</td>
<td>640</td>
</tr>
<tr>
<td>Less 5 weeks/200 hrs vac, pers, sick, etc.</td>
<td>200</td>
</tr>
<tr>
<td>Net time available for Rec Patrol</td>
<td>440 hrs (11 weeks)</td>
</tr>
</tbody>
</table>

In addition, the 2020 data reveals that the SL SRO had approximately 465 available hours for Deputy Sheriff recreational trail enforcement. The Deputy provided 44.5 of the 465 hours of that time for recreational enforcement (10%), with 8 hours for ATV trail enforcement and 10 hours for snowmobile trail enforcement; and

WHEREAS, the Lewis County Board of Legislators seeks to provide for this SRO service to South Lewis for one additional year, with certain considerations, conditions and understandings, including but not limited to: 1) South Lewis shall reimburse the County for 55% of the full year cost of the Deputy assigned as SRO (including actual salary, contractual items and obligations, fringe benefits); 2) South Lewis shall reimburse the County for 100% of all overtime costs and expenses of the SRO as SRO, above the 1,440 regular hours; 3) South Lewis shall provide the County Manager with the school calendar and weekly logs and other documentation of the SRO’s work hours, days worked, days requested to be off, days school not in session, classroom assignments for each week, school incidents and/or matters in which the
SRO was involved, and any other relevant data the County may request; 4) the County will expect the SRO to provide recreation patrol services for the remainder of the annual deputy sheriff hours during non-school hours, except for specific emergency which poses a clear and present danger to the public (not for staffing due to vacations, sick time, etc. of road patrol), upon notice to the County Manager and Chairman of the Board; 5) the County expects that the Deputy will devote 75% of the non-SRO time to trail enforcement and 25% of the non-SRO time to marine patrol; with the further expectation that recreation patrol will be undertaken on Wednesdays through Sundays which are the busiest days on the trails, except for Monday holidays; and 6) the Sheriff’s Department will provide the weekly schedules of the SRO Deputy and his activity logs, CADS, incident reports, and other relevant data to the County Manager; and

WHEREAS, the above described conditions and understandings are set forth in order for South Lewis to understand that the agreement will provide for the County to have the unilateral right to immediately terminate the contract in the event the SRO is not performing County recreational enforcement services for the estimated hours set forth above during non-school days; and

WHEREAS, South Lewis will be obligated to pay to the County 55% of the full year costs of the SRO (September, 2021 through August 31, 2022), with the County responsible for 45% of said full year costs, plus South Lewis shall be responsible for 100% of any overtime expenses of the SRO as SRO above the 1440 hours. The compensation payable by South Lewis, therefore, is a minimum of $61,000.00, with adjustment to be made during the contract term to account for actual costs and any contractual increase obligations;

NOW, THEREFORE, BE IT RESOLVED, as follows:

Section 1. That the Lewis County Board of Legislators hereby authorizes a one-year Agreement between the County of Lewis, by and through the Lewis County Sheriff’s Department and the South Lewis Central School District to provide a Deputy Sheriff to serve as the School Resource Officer (SRO) for a period commencing on or about September 7, 2021 through June 30, 2022, at a minimum estimated cost of $ 61,000.00, plus overtime as SRO above 1440 hours, with adjustment to be made during the contract term to account for actual costs and any contractual increase obligations, representing 55% of the full year cost of the Deputy Sheriff thereto assigned.

Section 2. That the Lewis County Board of Legislators authorizes said agreement and use of a Deputy Sheriff for said services upon the condition that the assigned Deputy Sheriff shall be assigned to recreation patrol services for the remainder of the annual deputy sheriff hours during non-school hours, except for specific emergency which poses a clear and present danger to the public (not for staffing due to vacations, sick time, etc. of road patrol), upon notice to the County Manager and Chairman of the Board; with the understanding that the Deputy will devote 75% of the non-SRO time to trail enforcement and 25% of the non-SRO time to marine patrol; and with the further expectation that recreation patrol will be undertaken on Wednesdays through Sundays which are the busiest days on the trails, except for Monday holidays.
Section 3. That the Agreement shall provide for the County to have the right to terminate the agreement at any time in the event the County determines that the SRO Deputy is not performing County recreation enforcement services for the estimated hours of availability to the County during non-school time.

Section 4. That the Chairman of the Board of Legislators or the Vice-Chairman in his absence, and the Lewis County Sheriff, are hereby authorized to make, execute and deliver said Agreement upon such form as may be acceptable to the County Attorney.

Section 5. That this Resolution shall take effect immediately.

Moved by Legislator [Burns], seconded by Legislator [Kulzer], and adopted on the 6th day of July, 2021.
RESOLUTION NO. 161 - 2021
RESOLUTION AUTHORIZING AGREEMENT BETWEEN
LEWIS COUNTY DEPARTMENT OF SOCIAL SERVICES AND
FAMILY COUNSELING SERVICE OF NORTHERN NEW YORK, INC.

Introduced by Legislator Andrea Moroughan, Chair of the Health & Human Services Committee.

WHEREAS, Lewis County Department of Social Services ("DSS") is charged by law to provide rehabilitative and supportive services, as appropriate, to families whose children have been named in an indicated child abuse and/or maltreatment report, or who have been assessed at risk of foster care placement, or who are in foster care and whose placements could be shortened through the provision of such services, in accordance with criteria established by Department Regulations; and

WHEREAS, DSS has determined that the purchase of rehabilitative and supportive services can be an effective and efficient means to fulfill its statutory responsibilities; and

WHEREAS, Family Counseling Service of Northern New York, Inc. ("FCS") is a recognized agency with the experience and capacity to provide counseling to children and families with whom DSS desires to enter into an agreement;

WHEREAS, the Board of Legislators wishes to accept such services;

NOW, THEREFORE, BE IT RESOLVED, as follows:

Section 1. That the Lewis County Board of Legislators hereby authorizes an Agreement between the County of Lewis, by and through the Lewis County Department of Social Services, and Family Counseling Service of Northern New York, Inc. for the purpose of conducting clinical counseling services to individuals that are referred by DSS.

Section 2. That the term of this Agreement shall be from June 1, 2021 through December 31, 2021 at the following costs, with provision for annual renewals upon mutual agreement:

<table>
<thead>
<tr>
<th>SERVICES</th>
<th>FEES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Individual Sessions</td>
<td>$80.00 per hour</td>
</tr>
<tr>
<td>Intakes/Exit Sessions</td>
<td>$80.00 per hour</td>
</tr>
<tr>
<td>Group Sessions</td>
<td>$55.00 per hour</td>
</tr>
<tr>
<td>Service Plan Reviews</td>
<td>$80.00 per hour</td>
</tr>
<tr>
<td>No-show Fees for Individual Sessions/Intakes</td>
<td>$40.00 per hour</td>
</tr>
<tr>
<td>No-show Fees for Group Sessions</td>
<td>$27.50 per hour</td>
</tr>
<tr>
<td>Home/Community Visits for Nurturing Parenting</td>
<td>$160.00 per hour</td>
</tr>
<tr>
<td>Court Testimony</td>
<td>$75.00 per hour</td>
</tr>
<tr>
<td>Travel</td>
<td>$80.00 per hour (no minimum time)</td>
</tr>
</tbody>
</table>
Section 3. That the Chairman or Vice-Chairman of the Board of Legislators and the Commissioner of Social Services are authorized to make, execute, seal and deliver said Agreement, and any amendments thereto, pending approval by the County Attorney.

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

Moved by Legislator _Burns_, seconded by Legislator _Kulzer_, and adopted on the 6th day of July, 2021.
RESOLUTION NO. 162 - 2021
RESOLUTION AUTHORIZING AGREEMENT BETWEEN
THE DEPARTMENT OF SOCIAL SERVICES AND
HAND IN HAND EARLY CHILDHOOD CENTER

Introduced by Legislator Andrea Moroughan, Chair of the Health & Human Services Committee

WHEREAS, the Lewis County Department of Social Services wishes to purchase day care services through Hand in Hand Early Childhood Center for eligible recipients; and

WHEREAS, the Board of Legislators wishes to accept such services;

NOW, THEREFORE, BE IT RESOLVED, as follows:

Section 1. That the Board of Legislators hereby approves the contract with Hand in Hand Early Childhood Center for the period of September 1, 2021 through August 31, 2022 at the Day Care Market Rate established by Hand in Hand Early Childhood Center and pursuant to the DSS Fair Market Rates as established by the State. The Fair Market Rate schedule is subject to change based on state regulations.

### Childcare Center Rates 2021-2022

<table>
<thead>
<tr>
<th>Age</th>
<th>5 Days</th>
<th>4 Days</th>
<th>3 Days</th>
<th>2 Days</th>
<th>1 Day</th>
</tr>
</thead>
<tbody>
<tr>
<td>Infant-Pre-K</td>
<td>$220.00</td>
<td>$200.00</td>
<td>$150.00</td>
<td>$100.00</td>
<td>$50.00</td>
</tr>
<tr>
<td>AM SACC</td>
<td>$30.00</td>
<td>$24.00</td>
<td>$18.00</td>
<td>$12.00</td>
<td>$6.00</td>
</tr>
<tr>
<td>Afterschool</td>
<td>$30.00</td>
<td>$24.00</td>
<td>$18.00</td>
<td>$12.00</td>
<td>$6.00</td>
</tr>
</tbody>
</table>

- AM SACC - In the event of a school closure, rates are $25.00 if picked up by 12:00 p.m. or $50.00 for a full day rate.

- The weekly rate of $220.00 includes a discounted rate of $24.00 for children who are enrolled for five (5) days per week.

### Universal Pre-K/ Temporary Kindergarten Wrap-Around Care 2021-2022

<table>
<thead>
<tr>
<th>Class</th>
<th>Tuition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wrap-Around AM/PM Class</td>
<td>$150.00</td>
</tr>
<tr>
<td>Wrap-Around Daily Rate</td>
<td>$35.00</td>
</tr>
<tr>
<td>Full Day Care</td>
<td>$50.00</td>
</tr>
<tr>
<td>½ day rate for snow day, ½ day of school</td>
<td>$15.00</td>
</tr>
</tbody>
</table>

### Family Discount

<table>
<thead>
<tr>
<th>Days Enrolled</th>
<th>Discount</th>
</tr>
</thead>
<tbody>
<tr>
<td>5 full days per week</td>
<td>$30.00 for second child</td>
</tr>
<tr>
<td>4 full days per week</td>
<td>$25.00 for second child</td>
</tr>
</tbody>
</table>

- There is a one-time registration fee of $55.00 per child
• A key fob fee of $7.50 for each fob needed to enter the building

Section 2. That the Chairman or Vice-Chairman of the Board of Legislators is hereby authorized to make, execute, seal and deliver such Agreement, pending approval by the County Attorney.

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

Moved by Legislator [Burns], seconded by Legislator [Kulzer], and adopted on the 6th day of July, 2021.
RESOLUTION NO. 163 - 2021
RESOLUTION AUTHORIZING RENEWAL AGREEMENT BETWEEN
LEWIS COUNTY DEPARTMENT OF SOCIAL SERVICES AND
CORNELL COOPERATIVE EXTENSION OF LEWIS COUNTY

Introduced by Legislator Andrea Moroughan, Chair of the Health & Human Services Committee.

WHEREAS, the Lewis County Department of Social Services ("DSS") wishes to enter into a renewal Agreement with Cornell Cooperative Extension of Lewis County ("Cooperative Extension") to provide supportive and rehabilitative services that may include parent education services to families whose children have been named in a child abuse and/or maltreatment report, or who have been assessed at risk of foster care placement, or who are in foster care and whose placements could be shortened through the provision of such services, or families who are below 200% of the Federal Poverty Limit and evidence an ability to benefit from parent education services in accordance with criteria established by Department Regulations; and

WHEREAS, Cooperative Extension is a recognized agency with the experience and capacity to offer parenting programs, at a flat fee of $500.00 per month, per family. Total payments under the agreement would not exceed $61,500.00 per calendar year; and

WHEREAS, the Board of Legislators wishes to accept such services;

NOW, THEREFORE, BE IT RESOLVED, as follows:

Section 1. That the Board of Legislators hereby authorizes a renewal Agreement between the County of Lewis, by and through the Lewis County Department of Social Services and Cornell Cooperative Extension of Lewis County to provide supportive and rehabilitative services that may include parent education services to families whose children have been named in a child abuse and/or maltreatment report, or who have been assessed at risk of foster care placement, or who are in foster care and whose placements could be shortened through the provision of such services, or families who are below 200% of the Federal Poverty Limit and evidence an ability to benefit from parent education services in accordance with criteria established by Department Regulations.

Section 2. That the term of this Agreement shall be from June 1, 2021 through May 31, 2022 at a flat fee of $500.00 per month per family for all clients referred by DSS with an open case, with the total amount not to exceed $61,500.00 per year. The local share cost of these services is 38% after Federal and State (62%) reimbursements.

Section 3. That the Chairman or Vice-Chairman of the Board of Legislators is hereby authorized to make, execute, seal and deliver said Agreement, pending approval by the County Attorney.

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

Moved by Legislator Burns, seconded by Legislator Kulzer, and adopted on the 6th day of July, 2021.
RESOLUTION NO. 164 - 2021
RESOLUTION AUTHORIZING MEMORANDUM OF UNDERSTANDING BETWEEN LEWIS COUNTY DEPARTMENT OF SOCIAL SERVICES AND SNOW BELT HOUSING COMPANY, INC.

Introduced by Legislator Andrea Moroughan, Chair of the Health & Human Services Committee.

WHEREAS, that pursuant to NYS Office of Temporary and Disability Assistance ("OTDA"), the Department of Social Service ("DSS") is charged with providing Outreach and Assistance for the Emergency Rental Assistance Program ("ERAP") through OTDA; and

WHEREAS, in May 2021, OTDA notified DSS that ERAP Outreach and Assistance Plan was approved and expenses for ERAP Outreach and Assistance will be claimed and reimbursed through Grants Gateway through a contracted agreement between Snow Belt Housing Company, Inc. ("Snow Belt") and OTDA. DSS needs to seek reimbursement from the contracted vendor of Snow Belt as DSS cannot seek direct reimbursement from OTDA per usual claiming procedures; and

WHEREAS, the change in the reimbursement process and funding source necessitates a Memorandum of Understanding with Snow Belt in order for DSS to invoice and obtain ERAP funding reimbursements; and

WHEREAS, the Board of Legislators wishes to authorize the MOU;

NOW, THEREFORE, BE IT RESOLVED, as follows:

Section 1. That the Lewis County Board of Legislators hereby authorizes a Memorandum of Understanding between the Lewis County Department of Social Services and Snow Belt Housing Company, Inc., for the purpose of invoicing and receiving reimbursement of Emergency Rental Assistance Program expenses pursuant to OTDA funding and requirements.

Section 2. That the Commissioner of the Department of Social Services is hereby authorized to make, execute, seal and deliver such MOU, pending approval by the County Attorney.

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

Moved by Legislator ____Burns___, seconded by Legislator ____Kulzer___ and adopted on the 6th day of July, 2021.
RESOLUTION NO. 165 - 2021
RESOLUTION TO APPROPRIATE FUNDS
Social Services Department

Introduced by Legislator Andrea Moroughan, Chair of the Health & Human Services Committee.

WHEREAS, DSS has received an allocation in the amount of $77,760.00 to support 2021 TANF Summer Youth Employment Program (SYEP);

NOW, THEREFORE, BE IT RESOLVED, as follows:

Section 1. That the following budget appropriation is hereby approved in the Social Services Department accounts for 2021 TANF Summer Youth Employment Program (SYEP) expenses:

Increase Revenue:
A0610900 346090  Fed TANF $72,760.00
A0610900 346150  DSS FED FFSS $  5,000.00

Increase Expenses:
A0610900 110100  Pay – DSS Summer Youth Pay $66,452.00
A0610900 803000  Fringes – TANF SYEP Social Security $  5,567.00
A0610900 804000  Fringes – TANF SYEP Compensation $   741.00
A0610900 461000  DSS TANF-Foster Care $  5,000.00

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

Moved by Legislator Burns, seconded by Legislator Kulzer, and adopted on the 6th day of July, 2021.
RESOLUTION NO. 166 – 2021
RESOLUTION AUTHORIZING AMENDMENT (CHANGE ORDER NO. 1) TO AGREEMENT BETWEEN THE COUNTY OF LEWIS AND NORTHERN PIONEER CONTRACTORS, INC. FOR ELECTRICAL CONSTRUCTION SERVICES UNDER THE LOWVILLE SOLID WASTE TRANSFER STATION UPGRADE PROJECT.

Introduced by Legislator Jerry King, Chair of the General Services Committee.

WHEREAS, the County of Lewis, by and through the Lewis County Solid Waste Department, recently entered into an agreement with Northern Pioneer Contractors, Inc., (“Northern Pioneer”) to provide electrical construction services as outlined in the RFP for transfer station renovations/improvements, at a cost of $58,500.00; and

WHEREAS, Northern Pioneer seeks a change order to the contract based upon significant materials price escalation for copper conductor ($9,050.00) and for installation of additional interior conduit, connections, and pathways required by DANC and Frontier for communication service relocation within the building ($6,914.82), for additional cost to the contract of $15,965.62, bringing the total contract amount to $74,465.62; and

WHEREAS, the Board of Legislators seeks to authorize the amendment/change order to the agreement, up to the stated additional cost upon presentation of the actual costs when received;

NOW, THEREFORE, BE IT RESOLVED, as follows:

Section 1. That the Lewis County Board of Legislators hereby authorizes an amendment to the contract with Northern Pioneer Contractors, Inc., for electrical construction services at the Lowville Transfer Station project, identified as Contract Change Order No. 1 outlining specific material price escalation amounts and telecommunications pathways and connections as outlined in the Change Order, subject to the actual costs of same when billed, not to exceed $15,965.62.

Section 2. That the Lewis County Board of Legislators authorizes said change order for additional material price increases and telecommunication installation costs at an additional cost not to exceed $15,965.62. Change Order No. 1 shall include a provision that the contractor shall provide the County with the actual billed costs for same.

Section 3. That the Chairman or Vice-Chairman of the Board of Legislators is hereby authorized to make, execute, seal and deliver such Amendment/Change Order, as may be approved by the County Attorney.

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

Moved by Legislator _Burns_, seconded by Legislator _Kulzer_, and adopted on the 6th day of July, 2021.
RESOLUTION NO. 167 - 2021
RESOLUTION AUTHORIZING ACCEPTANCE AND APPROPRIATION
OF AMERICAN RESCUE PLAN ACT OF 2021 FUNDS

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

WHEREAS, the United States Congress has adopted the “American Rescue Plan Act of 2021” and it has become law; and

WHEREAS, inter alia, the American Rescue Plan Act of 2021 (ARPA) provides for financial assistance to state and local governments for eligible expenses authorized by the Act; and

WHEREAS, under the Act, Lewis County is designated to receive the amount of $5,107,690.00; and

WHEREAS, in anticipation of release of 50% of the funds in 2021 and remainder in 2022, a plan for its utilization is being devised for said funds to be expensed by December 31, 2024; and

WHEREAS, the County Manager has provided the Board of Legislators with an initial proposal of projects and approximate spending plan of these funds as follows:

<table>
<thead>
<tr>
<th>Project</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Broadband</td>
<td>$1,500,000.00</td>
</tr>
<tr>
<td>Recreation</td>
<td>1,500,000.00</td>
</tr>
<tr>
<td>Placemaking/Property Clean-up</td>
<td>1,000,000.00</td>
</tr>
<tr>
<td>Workforce &amp; Talent Attraction</td>
<td>500,000.00</td>
</tr>
<tr>
<td>Façade Program</td>
<td>450,000.00</td>
</tr>
<tr>
<td>Childcare Development</td>
<td>200,000.00</td>
</tr>
<tr>
<td>Total</td>
<td>$5,150,000.00</td>
</tr>
</tbody>
</table>

NOW, THEREFORE, BE IT RESOLVED, as follows:

Section 1. That upon the review and approval of the County Attorney and the Lewis County Treasurer, the Chairman of the Board of Legislators be and hereby is authorized to sign, on behalf of the County of Lewis, any and all applications and assurances necessary to apply for and receive said American Rescue Plan Act of 2021 funds.

Section 2. That the Lewis County Treasurer be and hereby is authorized to create and credit a new Capital Reserve Account – HAZ – American Rescue Plan Act, in the amount of $5,107,690.00, and appropriate the revenue of $5,107,690.00 to Account # H0162000 345971.

Section 3. That an additional resolution will be required by the Board of Legislators for appropriation to each project line upon the Board’s final decision as to the projects and estimated amounts designated for each.

Section 4. That the within resolution shall take effect immediately.
Moved by Legislator _Virkler_, seconded by Legislator _Gilbert_.

Legislator Kulzer voiced his concern that some of these programs might be over funded and that there is a need for infrastructure improvements throughout the county, citing the Town of Harrisburg bridge that is currently closed due to serious structural issues. He proposed the idea of lowering the amount allocated for Recreation from $1,500,000 to $1,000,000 and put the $500,000 towards infrastructure needs. Legislator Gilbert spoke up and stated that these figures and projects aren’t set in stone yet. Legislator Hathway agreed with him and stated that each appropriation for each project will have to be done by a separate resolution upon the Board’s final decision on projects and funding amounts.

The resolution was then adopted on the 6th day of July, 2021. Legislator Kulzer was opposed.
OTHER BUSINESS:

Legislator Hathway stated that after looking through the information Ryan had handed out for the Renovation Project and how the county could afford it, he agreed that the county should be able to come up with the bond payment without any issues. If the county is thinking about moving forward with the Community Center, then the legislators should hire an outside person to audit the Double Play books for the last five years which could put people at ease about going forward.

Legislator Hathway made a motion to hire an independent firm to complete an audit on the Double Play finances over the last five-year period, seconded by Legislator Moroughan. Ryan stated that he had a recent conversation with Double Play about looking at a recent audit and was told that there wasn’t one because they are a non for profit under the threshold for a required annual audit. Ryan felt Legislators Hathway idea was a good idea.

Eric explained that an audit is the highest level of service followed by a review and then a computation which is the lowest. An audit could cost around $3,000 to $4,000 per year being looked at. Legislator Hathway exclaimed that amount is nothing compared to spending $7,150,000 on the project! Eric concluded by stating that Double Play will need to agree to this before it can be done.

Legislator Gilbert voiced his concern that it might be better to just have a review done at this point rather than spend up to $15,000 if the board isn’t seriously considering moving this project forward. Legislator Dolhof questioned Legislator Hathway if a review by a CPA firm would satisfy him, to which he responded that it would. Legislator Dolhof voiced his opinion in having been through audits with the LCDC that an audit gathers a vast amount of data that wouldn’t necessarily pertain to what the board is looking for with this project.

Legislator Hathway then amended his motion to a financial review completed by an independent CPA firm of the Double Play books and records for the last five-year period, seconded by Legislator Moroughan. Legislator Chartrand requested that a plan from Double Play on how they intend on paying their portion over the next few years be included in this, indicating that a financial review wouldn’t mean much to him. Joan clarified that in addition to the five-year review the legislators would like to see Double Plays plan on how they intend to pay for leasing and operating this center over the next few years.

Ryan stated that he requested an operating budget from Double Play for the first year the facility is open to prove they can manage it properly and was given a detailed budget but agrees that the CPA firms can look it over.

Legislator Chartrand made a motion to amend Legislator Hathways amended motion to include a detailed operating budget from Double Play for the CPA firm to review, seconded by Legislator Moroughan and carried.

Legislator Kulzer discussed a request he received from the West Martinsburg Preservation Society for funding to repair and preserve the steeple on the church. The total project cost would be $65,000, but the project is in phases the first being only $26,000. Legislator Kulzer was hoping
to be able to allocate $10,000 to help them. He cited the historical value of this church and recent projects that have been done in that area through Town funding. Legislator Dolhof thought that this project had already received approved funding form the county, Legislator Kulzer stated that it was the Martinsburg Town Hall that received money.

Legislator Kulzer made a motion to allocate $10,000 towards the West Martinsburg Preservation Society's church steeple repair/restorestoration project, seconded by Legislator Burns. Legislator Gilbert thought it would be more appropriate to gather additional information and present this request through the Finance & Rules Committee. Legislator Kulzer explained that currently the church isn’t being used for anything due to the condition but in the past all of the socials have been held there and it is over seen by the West Martinsburg Preservation Society. Legislator Virkler questioned if this type of situation could be part of the Façade program, Ryan explained that the Façade program is more for downtown properties.

Legislator Hathway suggested the Community Development fund could be utilized. Legislator Gilbert questioned if this was an urgent matter or if it could wait and be processed through the American Rescue Plan funding, Legislator Kulzer voiced his concern that the project should be done before winter to preserve it before bad weather hits as it has already been temporarily fixed two years ago. Legislator Dolhof questioned if Legislator Kulzer would be satisfied with waiting until the July Finance & Rules Committee meeting to discuss it in more detail before making a decision, Legislator Kulzer felt there was no reason why it couldn’t be decided right now as there wasn’t more information to give on the subject.

Legislator Gilbert made a motion to table this matter for further discussion at the July Finance & Rules Committee meeting, seconded by Legislator Virkler and carried. Legislator Kulzer was opposed.

There being no other business to come before the board Legislator Chartrand made a motion to adjourn at 5:59 p.m., seconded by Legislator Burns and carried.