

GENERAL SERVICES COMMITTEE
April 20, 2021

Present: Legislators Jerry King, Richard Chartrand, Ian Gilbert, Ron Burns and Lisa Virkler.

Others present: Legislators Larry Dolhof, Greg Kulzer, Phil Hathway, Andrea Moroughan, and Tom Osborne; County Manager Ryan Piche; Treasurer Eric Virkler; County Attorney Joan McNichol; Human Resources Director Caitlyn Smith; and Information Technology Director Conner Biolsi.

Committee Chair Legislator King called the meeting at 1:00 p.m.

Legislator Burns made a motion to approve the 3/16/2021 committee meeting minutes, seconded by Legislator Virkler and carried.

Village of Turin Brick Block Building update – County Manager Ryan Piche

Ryan Piche explained that the DEC and EPA were contacted for assistance and funding with the clean-up of the Turin Brick Block building. The DEC doesn't have any funds available for clean-up but would be able to oversee the process. The County has retained Attorney Gary Bowitch, who has assisted with other county clean-up projects and environmental issues. Joan McNichol stated that Attorney Bowitch has been in contact with the EPA and DEC to try and engage them in this clean-up effort. The County is working with the Village of Turin and Town of Turin to help find a certified entity to remove the bricks, as the City of Rome has a company but doesn't work outside of Oneida County. The cost for clean-up is still undetermined but will likely be expensive. Legislator Burns questioned if there was any type of insurance coverage to mitigate the costs, Joan McNichol responded that there wasn't.

Emergency Management during the Pandemic – Emergency Management Director Robert Mackenzie

Bob Mackenzie began his presentation by explaining that Emergency Management manages emergencies. The Emergency Operation Center (EOC) is in the PSB building and doubles as the breakroom for the Sheriff Department and is small compared to other counties. Ryan pointed out that during this pandemic it was difficult not having an EOC but recognizing it wasn't a good practice to have everyone together due to the high spread rate of the virus. Emergency Management also handles fire coordination with the five additional fire coordinators in the county, who are all volunteers. This office also handles EMS, with five additional coordinators who are also volunteers.

Bob pointed out that almost every other year there is some virus that is in the news as a possible pandemic: 2010-SWINE; 2012-MERS; 2014-EBOLA; 2016-ZIKA; 2018-EBOLA; CORONA-2020. Back in 2007 the Lewis County Pandemic & Disaster Preparedness Coordinating Committee was formed with 16 members who had the foresight to order supplies for a possible pandemic. Since the beginning of the pandemic there have been many supplies such as surgical masks, N-95s, KN-95s, cloth masks, coveralls, thermometers, hand sanitizer,

gloves, eye shields donated and delivered to residents and businesses of Lewis County. Otis Technology has donated 20,000 3-ply masks, 4,050 face shields, 4,000 eye shields, and 504 safety goggles. The prices for these items have increases exponentially and are sometimes hard to come by.

The logistics of distributing all these various supplies to those who need them were handled with the help of the Lewis County Buildings & Grounds, Lewis County Sheriff's office, and many Lewis County staff members. Everyone worked together to make sure needs in the community were being met. Emergency Management has assisted with the testing and vaccination effort by distributing rapid test kits and PPE to schools, support at testing clinics, vaccine clinics, and distributing policy updated from NYS DOH to first responders. Emergency Management Assistant Jennifer Maracchion assisted Public Health with scheduling their Quarantine Team and making quarantine calls. Together Bob and Jen helped whenever they were needed and did it with a positive attitude. Legislator Moroughan personally thanked Bob for all his hard work and effort.

Driveway and Culvert Policy – Highway Superintendent Timothy Hunt

Tim began by stating the purpose of a Driveway and Culvert policy is to establish consistency and fairness. In the last two weeks he has received roughly 20 requests for new driveways, in the past the process seemed inconsistent. The previous process was that someone would call for a new driveway, a highway staff would go out to the location and determine the size pipe needed, the landowner would purchase the pipe, and the highway staff would install the pipe. An important step that is currently missing is sight distance requirements around corners or hills. Tim reached out the County Highway Association and out of the 20 counties that got back in touch with him all of them require an actual formal permit and 8 of those counties charge a fee.

Tim recommends having an application, having one of his staff do a site check for any drainage issues and check for sight distance. If the sight distance requirements are not met, they can't deny anyone access to their property but can note in the file that a driveway at that location is not recommended. Tim felt strongly that there needs to be a limit to the length of continuous culvert pipe because if it is over 40 feet it becomes almost impossible to clean if there would be a drainage problem in the future. A landowner could put in a 40 foot culvert pipe followed by a 40 foot gap before putting in another 40 foot wide culvert pipe, this will allow adequate cleaning of the pipe if debris becomes lodged inside. There would also be a requirement to buy the appropriate piping material, which is smooth bore plastic pvc piping and to make sure there is a dip at the center of the driveway where the culvert pipe is installed to make sure that drainage from the driveway doesn't run out into the roadway.

Tim will draft a proposal for next months committee meeting for approval. Legislator Chartrand questioned if the state took care of their own roads, which Tim verified both the State and Town roads are handled by each of those respective entities. Commercial properties are held to the state standards. Legislator Virkler questioned if a fee would be charged, Tim responded that there is time involved with the process but asked for input. To answer Legislator Dolhof's question, Tim explained the first pipe is purchased by the homeowner but any replacement due to

a problem or wear is purchased by the county. The cost to a homeowner is roughly \$800, the permit could be \$50. The Committee consensus is to move forward with a draft policy for next month and not to charge any permit fee.

The following dockets were reviewed:

1. Local Law (Intro No. 1-2021) Authorizing 12- and 13-year-old licensed hunters to hunt deer with a firearm or crossbow during hunting season with the supervision of a licensed adult pursuant to Environmental Conservation Law §11-0935 and Resolution to set the public hearing for June 1, 2021 at 5:00 p.m. *There was discussion on the specifics of the Environmental Conservation Law and whether or not to include that entire language in the counties local law, whether or not fluorescent clothing was required, and the background of how hunter safety instructors felt about the law.*
AYE 5 NAY 0
2. Resolution pursuant to Local Law No. 2-2007 finding and determining that an unsafe structure in the Town of Watson shall be demolished and removed.
AYE 5 NAY 0
3. Resolution authorizing continuation of the automatic annual agreement between the County of Lewis and Alltech Integrations, Inc. to monitor the fire alarm system in the Lewis County-Jefferson Community College Education Center, as long as the annual cost does not exceed \$479.40 and/or until either party desires to terminate.
AYE 5 NAY 0
4. Resolution amending Compensation Plan of the County of Lewis with reference to the District Attorney Office to create one (1) full-time Senior Assistant District Attorney, Grade 2. *Human Resources Director Caitlyn Smith explained that she would like to keep this new position open for recruiting as well as the regular ADA position open to see what can be filled first, then the position that isn't filled will be abolished. This new position is being created because they haven't had many applicants for the regular ADA position and District Attorney Leanne Moser thinks the increase in potential salary would attract more candidates. She also explained that she should have the money in her budget as there has been a vacancy in her department for a few months. Legislator Gilbert abstained.*
AYE 4 NAY 0
5. Resolution to appropriate funds in the County Road accounts in the amount of \$1,169,480.00 for increase in funding expected from NYS for the annual CHIPS program.
AYE 5 NAY 0
6. Resolution to appropriate funds in the Planning Department accounts in the amount of \$21,053.00 to utilize funds from the NYMS Technical Assistance grant that has previously been authorized by Resolution No. 357-2020.
AYE 5 NAY 0
7. Resolution to appropriate funds in the Bus Operations accounts in the amount of \$131,524.00 to appropriate federal 5311 Capital grant funds that have previously been approved by Resolution No. 160-2019.

AYE 5 NAY 0

8. Resolution authorizing agreement between the County of Lewis Planning and Community Development Department and the New York Power Authority to provide services for scoping, design, and implementation of clean energy projects for the purpose of a project to utilize land surrounding the Lewis County Solid Waste Facility for a County Community Solar Project, commencing on the date of execution and terminating upon completion of services or three (3) years after the agreement becomes effective at no cost to the County, but with a fee payable by the Developer. *Legislator Burns asked how many acres are up at Solid Waste Transfer Station, Planning Director Casandra Buell responded that there were about 18 acres total.*

AYE 5 NAY 0

9. Resolution authorizing agreement between the County of Lewis Planning and Community Development Department and MRB Group for professional services to assist in the development of a Reuse plan and Market Analysis on the Glenfield Elementary School building at a cost not to exceed \$19,910.00. *Legislator King voiced his opinion that the building should go to someone who is going to do something with it not to someone who purchases it and lets it sit dormant.*

AYE 5 NAY 0

10. Resolution authorizing agreement between the County of Lewis Planning and Community Development Department and the NYS Department of Environmental Conservation and Environmental Facilities Corporation to participate in the Round 2 Grant of the State Septic System Replacement Fund program.

AYE 5 NAY 0

11. Resolution authorizing submission of application to Northern Border Regional Commission for telecommunication, infrastructure funding in an amount not to exceed \$1,000,000.00 and commits to the required 20% local match payment.

AYE 5 NAY 0

12. Resolution amending Compensation Plan of the County of Lewis with reference to the Planning Department to create one (1) full-time Community Development Program Specialist position, Grade 30 to be grant funded through December 31, 2022.

AYE 5 NAY 0

13. Resolution to set public hearing to be held June 1, 2021 at 5:00 p.m. to solicit the views of County of Lewis citizens regarding CARES ACT funding for broadband infrastructure needs under a NYS CDBG-CV application for 2020 funds, in an amount not to exceed \$1,000,000.00.

AYE 5 NAY 0

14. Resolution setting second public hearing to be held June 1, 2021 at 5:00 p.m. to provide residents of Lewis County with the opportunity to offer any comments on the

accomplishments of the current CDBG Lewis County Homeownership Program under Project # 636HO318-19.

AYE 5 NAY 0

15. Resolution setting second public hearing to be held June 1, 2021 at 5:00 p.m. to provide residents of Lewis County with the opportunity to offer any comments on the accomplishments of the current CDBG Project # 636HR333-18.

AYE 5 NAY 0

16. Resolution authorizing agreement with Olmstead Consulting for engineering design and site plan services for bathhouse and water system at Singing Waters Park at a total cost not to exceed \$9,150.00. Additional work requested outside the scope of services will be completed at a cost of \$100/hour.

AYE 5 NAY 0

17. Resolution in support of release of all 911 surcharge funds from New York State.

AYE 5 NAY 0

18. Resolution amending the Solid Waste fee schedule to reflect an increase in the price of tires from \$3.25/tire to \$5.00/tire and the price of mattresses from \$7.75/mattress to \$10.00/mattress effective June 1, 2021. *Solid Waste Director Kip Turck clarified that these prices are being raised to reflect the cost that DANC is charging the county.*

AYE 5 NAY 0

The following motions were made:

1. Legislator King made a motion authorizing Highway Superintendent Timothy Hunt to go out to bid on a plow truck, seconded by Legislator Virkler and carried.
2. Legislator King made a motion authorizing Lewis Defenders and County Attorney to respond to NYS ILS RFP for Family Court Indigent legal services, seconded by Legislator Virkler and carried.
3. Legislator King made a motion authorizing Planning Director Casandra Buell to put out an RFP for Lewis County Public Transportation Van Pool service, seconded by Legislator Chartrand and carried.
4. Legislator King made a motion authorizing Planning Director Casandra Buell to put out an RFP for Lewis County Public Transportation Operating Contract, seconded by Legislator Gilbert and carried.

Legislator King reminded committee members that there was discussion some time ago about creating a permit system for Singing Waters and he would like to have further discussion next month on that subject. Recreation, Forestry & Parks Director Jackie Mahoney stated that the opening of Singing Waters would depend on how quickly the NYS Department of Health would sign off on the improvements, could be as early as fall or possibly as late as next year.

Legislator Dolhof informed the committee that JCC had completed a snowmobile survey/study for Lewis County a few years ago. The IDA would like to have JCC create and complete an ATV study for Lewis County, the cost would be roughly \$24,000.00. The IDA is asking of the County could fund 50% and the other 50% would be funded by other local entities.

Legislator King made a motion to authorize JCC to create and complete an ATV study for Lewis County through the Lewis County IDA at a cost not to exceed \$24,000.00 with 50% of that cost being paid by the County through funds in the Planning Departments Community Development line, seconded by Legislator Burns and carried.

Ryan Piche stated that there was an ATV event that took place over the past weekend in which the organizer did not fill out an Event Permit per the counties local law and should be sent a fine. Joan McNichol responded to Legislator Moroughan's question that the organizer was the owner of Timber View Lodge. Jackie Mahoney clarified that the owner had contacted her to ask her about the permit and originally this was only going to take place on the hill, not utilizing any county trails, with a maximum of 5 stops and thought less than 250 people. The day before some of the trails opened up, so the owner added two more stops off the hill, which then made it eligible for an event permit.

Jackie stated that Martinsburg is upset about this but was questioning if their local law was passed and that it hasn't been posted anywhere. Joan stated that the counties local law states the fine can be from \$50 up to \$250. Legislator Dolhof stated that Montague is upset due to the amount of damage up there and doesn't want to see anymore ATV events before the 1st of May. There was further discussion and Legislator King suggested getting all of the facts before making any decisions. Jackie stated that trails are opened up on the 1st of April depending on conditions. Ryan reported that the County Clerk received \$10,000 in ATV permits over this weekend. District Attorney Leanne Moser explained the ticketing process at these type of ATV events.

Legislator Virkler questioned why the issue of a fine was being discussed if it is stated in the counties local law, will every violation be brought before the board for discussion. Joan McNichol stated that this was the first violation since the law was adopted and it isn't clear if the organizer really knew if the number of participants would exceed the 250 threshold.

At 2:57 p.m. Legislator Virkler made a motion to adjourn, seconded by Legislator Burns and carried.

Respectfully submitted,
Cassandra Moser, Clerk of the Board