

FINANCE AND RULES COMMITTEE

April 19, 2022

Present: Tom Osborne, Chair; Jeffrey Nellenback; and Josh Leviker. Legislators Phil Hathway and Ron Burns had been excused.

Others present: Legislators Larry Dolhof, Lisa Virkler, Richard Chartrand, Andrea Moroughan and Ian Gilbert; County Manager Ryan Piche; County Attorney Joan McNichol; Treasurer Eric Virkler; and Human Resource Director Caitlyn Smith.

Committee Chair Tom Osborne called the meeting to order at 2:54 p.m.

Legislator Nellenback made a motion to approve the March 17, 2022 committee meeting minutes as recorded, seconded by Legislator Leviker and carried.

DMV & Board of Elections Project overview – C&S Companies

Patrick Currier, Managing Architect for C&S Companies explained that the last month and a half he has been working with key people on the DMV & Board of Elections project. They took measurements of the building and had everything drawn to scale and are using the survey maps drawn up by Kovach to create some preliminary conceptual drawings. The first of two options is to have roughly a 3,000 sq. ft. addition coming off the north of the existing building which will house a new DMV area and Board of Election offices. The existing building will be used to store voting machines and have a training work area for Board of Elections as well as a shared break area for both departments.

The second option is having a 3,000 sq. ft addition coming off the west side of the existing building which would house the new DMV and new Board of Election offices, both sides semi-separated by a common lobby area and public restrooms. The existing building will be used for voting machine storage, common break room and a training area for Board of Elections. The tentative plan is to go with concept number two but add things from concept one that were liked by the majority. There is still things to work on like finding a place for Early Voting. The square footage needed was 4,400 so the addition might be closer to 3,400.

The rough estimate for the project came in at \$1,703,351.00, which was comprised of \$5,990 for demolition of interior and exterior roofing, siding, and windows; Construction of the site including new entrance driveways for \$350,000, addition of 3,400 sq. ft. for \$799,000, entry canopies for \$14,000, and existing interior and exterior building renovation for \$250,470. This also includes 10% for general conditions and another 10% for overhead and profit.

The schedule for this project would be to complete the Design Phase by August; go out to bid by August 22nd; award the bid by September 26th and start construction by October 3rd. The Design Phase, Bidding Phase, and Construction Administration Phase was proposed by C7S Companies for a lump sum fee of \$148,860.00. In response to a question, Patrick confirmed that the budget did include black top in the parking area. Someone suggested working with the Village of Lowville Planning Board now so that it doesn't hold up the project at all. All of the furnishings will be done through state contract utilizing our new Purchasing Director.

Legislator Leviker moved to contract with C& S Companies for the Design, Bidding, and Construction Administration on the DMV and Board of Elections Project for a lump sum of \$148,860.00, seconded by Legislator Nellenback and carried.

The following dockets were reviewed:

1. Introductory Local Law No. 1-2022 “A Local Law Continuing an Additional Mortgage Tax for Mortgages on Real Property Situated in Lewis County” and setting the public hearing for June 7, 2022.

AYE 3 NAY 0

2. Authorizing Lewis County Public Transportation to assist the Lewis County Fair with public shuttle services.

AYE 3 NAY 0

3. Opposing the Court restructuring plan proposed by the Chief Judge and Office of Court Administration.

AYE 3 NAY 0

4. Appropriate funds in the CDBG Accounts on behalf of the Planning Department in the amount of \$4,128.18 from payback funds to be used for various community projects.

AYE 3 NAY 0

5. Authorizing grant application to Federal Emergency Management Agency for costs of a new generator at Lewis County Health Systems.

AYE 3 NAY 0

6. Awarding bid and authorizing agreement between the County of Lewis and “TBD” for CDBG-CV Grant Program Broadband Wireless Services at a cost of “TBD”. *County Manager, Ryan Piche explained that the next few dockets have “TBD” because DANC was still vetting the vendors, but they should have their final recommendations before the Regular Board meeting.*

AYE 3 NAY 0

7. Awarding bid and authorizing agreement between the County of Lewis and “TBD” for Northern Border Regional Commission (NRBC) grant program Broadband Wireless Services at a cost of “TBD”.

AYE 3 NAY 0

8. Awarding bid and authorizing agreement between the County of Lewis and “TBD” for NBRC/CDBG-CV grant program Telecommunication Structural Analysis Services at a cost of “TBD”.

AYE 3 NAY 0

9. Authorizing deposits with NYCLASS and adding this investment entity to the County’s designated depository institutions.

AYE 3 NAY 0

10. Authorizing one-time final distribution to certain Villages to assist in water/sewer infrastructure expenses and improvement costs.

AYE 3 NAY 0

11. Authorizing retainer agreement with Harris Beach PLLC as bond legal counsel services.

AYE 3 NAY 0

12. Authorizing the issuance of up to \$600,000 aggregate principal amount serial bonds of the County of Lewis, State of New York, pursuant to the local finance law, to finance the costs of the acquisition of machinery and apparatus for construction and maintenance for the County Highway Department.

AYE 3 NAY 0

13. Authorizing Vacant Property Revitalization Program and transfer of funds.

AYE 3 NAY 0

At 4:01 p.m. Legislator Nellenback made a motion to enter executive session for discussion on potential property acquisition, seconded by Legislator Leviker and carried.

At 4:10 p.m. Legislator Nellenback made a motion to enter regular session, seconded by Legislator Leviker and carried.

There being no other business to come before the committee, Legislator Leviker made a motion to adjourn at 4:11 p.m., seconded by Legislator Nellenback and carried.

Respectfully submitted,
Cassandra Moser, Clerk of the Board