

**GENERAL SERVICES COMMITTEE**  
**July 18, 2022**

Present: Ian Gilbert, Chair; Phil Hathway; Andrea Moroughan, and Josh Leviker. Legislator Richard Chartrand had been excused.

Others present: Legislators Larry Dolhof, Jeffrey Nellenback, Lisa Virkler and Tom Osborne; County Manager Ryan Piche; County Attorney Joan McNichol; Treasurer Eric Virkler; Human Resources Director Caitlyn Smith; and Information Technology Director Conner Biolsi.

Committee Chair, Legislator Gilbert, called the meeting to order at 1:04 p.m.

Legislator Leviker made a motion to approve the June 21, 2022 committee meeting minutes, seconded by Legislator Moroughan and carried.

**District Attorney's Position Request**

District Attorney, Leanne Moser explained that there is a Discovery grant she is applying for which should award \$57,038.00. This grant and funding should be recurring every year for allowable administrative support expenses. The first year of the Discovery funding was for already expended services, but this year's grant will be more for administrative support. Requesting the new full-time office specialist position is the first step needed for applying for the grant to show what the funding will be used for.

Legislator Hathway questioned what the new position would be responsible for, Leanne answered that instead of two administrative staff handling Discovery tasks there would be three. Information from any file that comes in is on a tight time frame as to when it needs to be turned over. There is so much information to go through and make sure everything is redacted properly, certified, and reviewed, along with many other tasks that need to be performed.

Legislator Dolhof questioned if the grant funding could be used to offset the salaries of the two current employees working on Discovery, Leanne responded that it couldn't as the grant application has language that specifically excludes that. There was discussion on how many additional positions have been added due to Discovery Reform, which was a part-time ADA and a full-time ADA.

Legislator Gilbert voiced his opinion that the grant funding is the States way of "fixing" the unintended consequences of all the added work from Discovery Reform. Legislator Moroughan questioned what would happen if the grant funding was reduced or eliminated, Leanne responded that she was confident that this will be a recurring grant every year and that Lewis County would be awarded but if not, it

would have to be another discussion at that time whether to keep the position or eliminate it.

### **S.R.O. Contracts**

Legislator Gilbert explained that there was a productive meeting to go over contract negotiations regarding the SRO positions in three of the Lewis County schools. The tentative agreement was for the schools to fund 100% of the cost and have the SRO for the full year. The county will cover the “legacy” cost after the employee retires as they will remain a county employee. The SRO will spend 100% of their time at the school, unless the school doesn’t need them, which in that case they would be utilized for recreation patrol by the Sheriff’s Office.

Legislator Hathway voiced his opinion that he would like to see a multi-year contract to avoid this lengthy negotiation each year. Legislator Leviker stated that he liked the year-to-year contract and receiving the school calendars that show the dates the SROs wouldn’t be needed will help with the recreation patrol. Legislator Gilbert also stated that he agreed with Legislator Leviker that a year-to-year contract is better, especially to see if this new agreement works. He also felt strongly that the recreation patrol should be removed from the contract language altogether. Legislator Dolhof stated that the recreation language should stay in the agreement because the SROs should be doing recreation patrol when not being utilized by the schools.

County Attorney, Joan McNichol clarified that according to the school calendars provided for the 2022/2023 school year there would be 24 days available for recreation patrol. Legislator Dolhof suggested that the schools can’t substitute a SRO unless the SRO is off more than 1 straight week. Mr. Premo, Superintendent of South Lewis Central School spoke up and felt that 3 consecutive days would be more reasonable. The question was posed that a substitute SRO wouldn’t have the necessary training that the schools stated they need, Mr. Premo felt that they could get some training by just shadowing or through an orientation, which wouldn’t require them to take the full week of SRO training due to the short term they would be needed requiring a different level of job duties.

It was clarified that the contract period would be from September 1<sup>st</sup> through August 31<sup>st</sup> each year.

Legislator Hathway made a motion to use the discussed details to create a resolution for the August 2<sup>nd</sup> Board of Legislators meeting, seconded by Legislator Gilbert and carried.

The following dockets were reviewed:

1. Amending compensation plan with reference to the District Attorney's Office by creating one (1) full-time office specialist position at grade 11, salary range \$16.13 to \$18.77/hr., subject to receiving the required grant funding.  
AYE 4            NAY 0
  
2. Authorizing renewal agreement between Lewis County Probation department and Automon, LLC for software maintenance at a cost of \$6,528.70.  
AYE 4            NAY 0
  
3. Authorizing agreement between the County of Lewis and O'Rourke Groundwater Development, LLC for hydrofracking and testing services required for the Singing Waters Park bath house facility project as a cost of \$3,500.00 and an additional \$1,200.00 depending upon results of hydro-frack, for DOH required stabilization pumping test and certification.  
AYE 4            NAY 0
  
4. Authorizing snowmobile trail 2022-2023 grant-in-aid application to the Office of Parks, Recreation & Historic Preservation for trail maintenance expenses in Lewis County.  
AYE 4            NAY 0
  
5. Transferring \$100,000.00, \$50,000.00 from Contingency and \$50,000.00 from Jail Personnel Services, into Jail Inmate Board account line for covering additional costs incurred for boarding of inmates at outside facilities.  
AYE 4            NAY 0
  
6. Transferring \$75,000.00 from E911 Personal Services into E911 Misc. Equipment line for the E911 telephone project.  
AYE 4            NAY 0
  
7. Amending compensation plan with reference to the Solid Waste department by abolishing one (1) MEO, part-time, grade 18, salary range \$19.12 to \$22.48/hr. and creating one (1) MEO, full-time, grade 18, salary range \$19.12 to \$22.48.  
AYE 4            NAY 0

Legislator Gilbert explained that the excess sales tax revenue that the county has received due to inflation is not currently shared with the Towns or Villages. The request from one of the Towns was to help offset their increased cost of fuel with a one-time disbursement. If the Board would like to do this what formula could be used to calculate the amount, in response Legislator Hathway liked this idea and suggested using road miles. Legislator Leviker agreed with Legislator Hathway and suggested using CHIPS mileage. Legislator Dolhof liked the idea but suggested looking at two different formulas for amounts, Towns Roads versus Town Assessments. Ryan Piche stated that it would be brought back to the

committee next month after some research was done. Legislator Leviker stated, that as the Mayor of the Village of Turin, he would have to recuse himself.

Legislator Gilbert concluded by stating that he attended the Village of Croghan meeting in which he was able to talk about the Rails to Trails initiative and he felt it was a good meeting. He is planning on doing the same at the Town of Denmark meeting coming up. He is hearing that more and more people are not wanting the ATVs or snowmobiles on the trails but just biking and hiking. He continues to try and keep the avenues of conversation open.

There being no other business to come before the committee, Legislator Leviker made a motion to adjourn at 1:48 p.m., seconded by Legislator Hathway and carried.

Respectfully submitted,  
Cassandra Moser, Clerk of the Board