

**ORGANIZATIONAL MEETING**  
**January 3, 2023**

The meeting was called to order at 5:03 p.m. by Clerk of the Board, Cassandra Moser.

Roll Call: All Legislators were present, except Jessica Moser, who was excused. There were 11 other persons present.

The Clerk of the Board called for nominations for a Chairperson of the Board of Legislators for 2023. Legislator Osborne nominated Legislator Dolhof, seconded by Legislator Chartrand. There being no other nominations to come forward, Legislator Leviker made a motion for the clerk to close the polls and cast one ballot for Legislator Dolhof, seconded by Legislator Gilbert. Legislators Gilbert and Leviker escorted Chairman Dolhof to the podium. Chairman Dolhof thanked everyone for their continued support.

Chairman Dolhof asked Legislator Hathway for the Invocation, followed by the Pledge of Allegiance to the Flag.

Chairman Dolhof declared the December 22, 2022, 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  
Phil Hathway  
Jeffrey Nellenback  
Joshua Leviker

Dated: January 3, 2023

Legislator Virkler made a motion to waive the rules, seconded by Legislator Chartrand and carried.

**PUBLIC HEARING:**

Chairman Dolhof opened the public hearing at 5:06 p.m. for comments on CDBG funding for community development, public infrastructure, housing, public facilities, small business, and economic development, needs under program year 2023 NYS CDBG funding applications, in amounts not to exceed \$1,500,000.00. Planning Director, Casandra Buell stated that tonight's public hearing is for the purpose of hearing public comments on the County's community development needs, and to discuss the possible submission of one or more Community Development Block Grant (CDBG) applications for the 2023 program year. Potential applications include up to \$1,500,000 CDBG funds for community development, public infrastructure, public facilities, housing, small business, and economic development funds. The CDBG program is administered by the New York State Office of Community Renewal (OCR) and it is expected that they will make approximately \$50 million dollars available in the 2023

program year for housing, small business, economic development, public facilities, public infrastructure, and planning activities, with the principal purpose of benefitting low/moderate income persons.

Snow Belt Director, Jaylynn Heames stated that Snow Belt would like the county to consider the submission of two CDBG Housing Activity application in order to support the continuation of the Property Rehabilitation Program. The first application would be in the amount of approximately \$400,000 for direct homeownership assistance services, which will provide up to \$35,000 in financial assistance to nine first time homebuyers for helping to cover down payments/and/or closing costs in order to them to qualify for a mortgage, plus critical rehabilitation expenses. The second application would be in the amount of approximately \$600,000 for housing rehabilitation services, which will provide a maximum of \$40,000 per unit for six households and an average of \$90,000 per project for four households who require substantial rehabilitation in order to live in a safe home or homes that may require lead abatement services. Snow Belt would administer the grants as a sub-recipient of the county and all CDBG 2023 awarded funds would be expended within two years from the date of the award.

All services provided under the Property Rehabilitation Program offer financial assistance to Lewis County residents who are low-moderate income qualified and are in need of housing rehabilitation activities which are necessary to alleviate the substandard conditions of their homes. Typical projects include repairs related health and safety hazards or code violations. Accessibility modifications, such as modifying the layout of a kitchen or bathroom and installing wheelchair ramps, can also be considered an eligible project. The proposed activities under this application are not expected to result in the displacement of homeowners unless the home to be renovated contains extensive lead that would require the family to be out of the home while it is being stabilized. Any homeowner or tenant displacement will follow the municipality's anti-displacement and relocation plan required under 24 CFR 570.488. All financial assistance provided under this program is in the form of a 100% deferred payment loan, which is secured by a Note and Mortgage that will be forgiven and discharged as long as the residents remain in their home for the designated period of affordability (typically five-ten years). Jaylynn Heames asked that anyone who is interested in either program to call Snow Belt at (315) 376-2639.

#### PRIVILEGE OF THE FLOOR:

Legislator Hathway voiced his appreciation and stated how he has always felt fortunate to live in Lewis County, in the Town od Diana. He shared a poem that Father Christopher Lubby wrote about Harrisville but that is applicable to all of Lewis County.

*“Harrisville is a small town  
Nestled in the hills  
A place of beauty, with  
Nature’s thrills  
Where the air is clean and  
The sky blue  
And the people are friendly  
Through and through*

*It's a place where time  
Seems to stand still  
Where the worries of the  
World are left behind  
Where you can sit on a porch  
And just be  
And find peace and  
Contentment, simply*

*It's a place where the past  
And present meet  
Where history lives on, in  
Every street  
From the old mill that stands  
By the river  
To the church on the hill  
A beacon forever*

*Harrisville a place that holds  
A special charm  
A place that feels like home,  
Safe and warm  
A place to call home, a place  
To belong  
Harrisville, where love and  
Community belong”*

#### CLERK OF THE BOARD REPORT:

Cassandra Moser reported that a resolution was received from Delaware County calling on the Governor and the New York State Legislature to continue efforts to provide fiscal relief to consumers by extending the exemptions of state sales and excise taxes on motor fuel until historically high inflationary pressures are lower. Another resolution was received from St. Lawrence County calling on the State of New York to fully fund County Law 18B assigned counsel statutory pay levels.

Legislators received the Highway & Solid Waste Audit reports for the month of December and the Treasurer's monthly report. Weights & Measurers Director, Brian Mooney submitted the September, October, and November 2022 Field Service Reports which have been placed on file.

#### REPORTS OF STANDING COMMITTEES:

Chairman Dolhof stated that the Legislative Committees would stay the same as in 2022, which put Legislator Gilbert as the Chair of General Services; Legislator Chartrand as Vice-Chair; Legislators Hathway, Leviker and Moroughan as members. Legislator Virkler would be

the Chair of Health & Human Services; Legislator Moroughan as Vice-Chair; Legislators Chartrand, Moser and Nellenback as members. Legislator Osborne would be Chair of Finance & Rules; Legislator Hathway as Vice-Chair; Legislators Leviker, Moser and Nellenback as members. Legislator Chartrand requested that Mr. Cayer be allowed to report on Lewis County Health System activities.

Mr. Cayer reported that there were some setbacks to the roof on the new addition from the recent snowstorms because the surface has to be dry in order for that portion of the project to be completed which will hopefully happen soon. All the steel framing is complete, and the bathrooms are tiled and painted. The ceiling grids are nearly complete, so the rooms are really starting to look like actual hospital rooms. The hospital will begin working on Strategic Planning over the next month and a half with their Board of Managers. The Harrisville Clinic is also being looked at as part of this plan in efforts to bring accessible healthcare to the Diana area. It has been noticeable that there is no good access in that part of the county. It will require a Certificate of Need which isn't a sprint but more of a marathon process. The final part of the plan will be to work on hiring and retaining more employees to build a more robust workforce.

Legislator Hathway voiced his appreciation that the Hospital is looking into the Harrisville Clinic. Mr. Cayer reported that the Board of Managers elected Michael Young as President, Donald Musnicki as Vice-Chair, and Philip McDowell as Secretary. Legislator Virkler encouraged everyone to take any CPR or BLS classes that are offered as it is important to know these life saving techniques.

#### PROJECT MANAGERS REPORT:

Jim Garito reported that globally speaking the country is through the first year of the projects. The DSS Renovation project is only running a week behind at this point. It was found that concrete slab is having too much moisture, so the architect and contractors are working on fixing this. It isn't an uncommon thing because back in the day it wasn't required to have a vapor barrier. Nick Garito reported that the metal for the Highway Garage should be arriving in February, the fire protection company is working on installing their system in the Cold Storage building, and the Wash Bay is just waiting for electric panels. Social Services building is moving along with interior walls being completed and painted; flooring will begin as soon as moisture issue is addressed. The DMV/Board of Elections building has exterior framing up and should begin the trusses next week. Everything is moving along nicely.

#### COUNTY MANAGER REPORT:

Ryan Piche thanked the essential employees for working over the holidays during the snowstorm, it is because of them that residents were able to get around on the roads. He also thanked Building & Grounds Supervisor, Matt O'Connor for stepping up and helping oversee the ongoing capital projects. The Chairman and himself went to Albany this morning to advocate for the state to keep the bio-mass facility on Fort Drum open. There is a very strong logging and forestry presence in Lewis County and hopefully in the next few weeks a decision will be made. They were joined by John Bartow, Brittany Davis by Zoom, Dave Zumbach, and many truckers from all over the North Country. It was a well put together coalition and hopefully will make an

impact on the decision. Two out of the three wireless broadband expansion projects have been completed and will be celebrated on Tuesday, January 10<sup>th</sup> with a ribbon cutting ceremony. This provides wireless broadband to areas in Harrisville and Port Leyden. The NYSAC Conference is coming up soon and will be held in Albany from February 27<sup>th</sup> through March 1<sup>st</sup>. If any legislators would like to attend, please just let the Clerk of the Board know so she can get you registered. This is a great opportunity to network with other counties and funding to attend is built in to the 2023 budget. The Committee goals for 2023 that were discussed in December's last meeting have been updated based on the discussion that was had and will be presented again for adoption at the January 17<sup>th</sup> meetings.

Legislator Dolhof explained that the lobbying in Albany was a way for the footprint of re-energy to be expanded to all of New York State. The current bio-mass facility on Fort Drum is one of the last plants that accepts low value wood products, which is part of healthy timber harvesting, and seemed to pique their interest. However, they didn't show their hand as to what the final decision will be.

#### COUNTY TREASURER REPORT:

Eric Virkler has been excused from meeting, there was no verbal report.

#### REPORT OF THE FINANCE AND RULES COMMITTEE:

**RESOLUTION NO. 1 - 2023**  
**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 \$1,713,131.87 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 Virkler , seconded by Legislator Hathway , and adopted on the 3<sup>rd</sup> day of January, 2023 pursuant to the following roll call vote:

AYES: Hathway, Chartrand, Leviker, Osborne, Virkler, Gilbert, Moroughan, Nellenback, and Dolhof.

NAYS: None

ABSENT: Moser

**RESOLUTION NO. 2 - 2023**  
**RESOLUTION APPOINTING VICE-CHAIRPERSON**  
**OF LEWIS COUNTY BOARD OF LEGISLATORS**

Introduced by Legislator Lawrence Dolhof, Member of the Board of Legislators.

BE IT RESOLVED as follows:

Section 1. That the Vice-Chairperson shall have and execute all powers and duties of such Chairperson over any meeting that he is called to preside over.

Section 2. That the Vice-Chairperson shall execute and perform such duties during the absence of the Chairperson from the County of Lewis and at such times when the Chairperson is physically or mentally unable to perform such duties.

Section 3. That the powers and duties so authorized to said Vice-Chairperson shall not be executed by the Chairperson during the above designated time periods.

Section 4. That this Board of Legislators hereby appoints

LEGISLATOR THOMAS OSBORNE

to perform the duties of Vice-Chairperson of the Lewis County Board of Legislators for calendar year 2023.

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

Moved by Legislator Hathway, seconded by Legislator Chartrand, and adopted on the 3<sup>rd</sup> day of January, 2023.

**RESOLUTION NO. 3 - 2023**  
**RESOLUTION APPROVING THE FORM AND THE AMOUNT OF**  
**A BLANKET UNDERTAKING COVERING OFFICERS,**  
**CLERKS AND EMPLOYEES OF LEWIS COUNTY**

Introduced by Legislator Thomas Osborne, Member of the Board of Legislators.

WHEREAS, County Law § 403 provides that the County Clerk, the County Treasurer, and Deputy Treasurer, as well as such county officers as shall be specifically required by law, must execute and file with the County Clerk an undertaking in such amounts as may be approved by the Board of Legislators; and

WHEREAS, Public Officers Law § 11(2) further provides that it is permissible with the consent and approval of the officer or governing body authorized to require the undertaking for the County to procure a blanket undertaking from any duly authorized corporate surety covering officers, clerks and employees.

NOW, THEREFORE, BE IT RESOLVED, as follows:

Section 1. That the Board of Legislators hereby approves the blanket undertaking in the amount of One Hundred Fifty Thousand Dollars (\$150,000) to be obtained from a corporate surety company duly authorized to do business in the State of New York, for the purpose of covering all officers, clerks and employees of Lewis County and that such officers, clerks and employees will faithfully discharge the duties of his or her office, and all trusts imposed upon him or her by law by virtue of his or her office, including the duty of promptly accounting for and paying over all moneys or property received by him as such officer, in accordance with law, and that if the said officers, clerks or employees fail to perform any of the above-mentioned conditions or is in default thereof, that the said corporate surety will pay to said County and to the People of the State of New York, all damages, costs and expenses resulting from such default, not exceeding the sum specified above.

Section 2. That a certified copy of this Resolution shall be affixed to a copy of the undertaking described herein and filed with the Lewis County Clerk's Office.

Section 3. That this Resolution shall take effect immediately.

Moved by Legislator Virkler, seconded by Legislator Chartrand, and adopted on the 3rdday of January, 2023.

**RESOLUTION NO. 4 - 2023**  
**RESOLUTION WAIVING THE NEED FOR A SURETY BOND**  
**ON THE PART OF THE CHAIRMAN OF THE**  
**BOARD OF LEGISLATORS**

Introduced by Legislator Thomas Osborne, Member of the Board of Legislators.

WHEREAS, County Law § 450 provides that the Chairman of the Board of Legislators is to execute and file an undertaking with the County Clerk in such form and in such amount as may be required by the Board of Legislators; and

WHEREAS, the Board of Legislators has this date adopted a resolution approving a blanket undertaking covering the officers, clerks and employees of Lewis County.

NOW, THEREFORE, BE IT RESOLVED, as follows:

Section 1. That the Board of Legislators hereby determines that separate undertaking for the Chairperson of the Board of Legislators shall not be required and waives any further obligation on the part of the Chairperson of the Board to obtain a surety bond for the faithful performance of his office, pursuant to County Law § 450.

Section 2. That this Resolution shall take effect immediately.

Moved by Legislator Virkler , seconded by Legislator Chartrand , and adopted on the 3<sup>rd</sup> day of January, 2023.

**RESOLUTION NO. 5 - 2023**  
**RESOLUTION TO APPROPRIATE FUNDS**  
**VARIOUS CAPITAL RESERVE ACCOUNTS**

Introduced by Legislator Thomas Osborne, Member of the Board of Legislators.

BE IT RESOLVED as follows:

Section 1. That the following budget appropriation take place to the Capital Equipment account to transfer funds budgeted for 2023 in the general fund and appropriate these funds in the Capital HAC fund with transfer from A0990100 992300 (To Capital Buildings & Grounds):

Increase Revenue:	
H0162000 350310	\$300,000.00
Project HAC	

Increase Expenditure:	
H0990100 499900	\$300,000.00
Project HAC	

Section 2. That the following budget appropriation take place to the Capital Equipment account to transfer funds budgeted for 2023 in the general fund and appropriate these funds in the Capital HAD fund with transfer from A0990100 992500 (To Capital Equipment):

Increase Revenue:	
H0990100 350310	\$800,000.00
Project HAD	

Increase Expense:	
H0990100 499900	\$800,000.00
Project HAD	

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

Moved by Legislator Virkler, seconded by Legislator Chartrand, and adopted on the 3<sup>rd</sup> day of January, 2023.

**RESOLUTION NO. 6 - 2023**  
**RESOLUTION AUTHORIZING FIRE ADVISORY BOARD**  
**AND PROVIDING FOR PAYMENT OF ALLOWABLE EXPENSES**

Introduced by Legislator Lawrence Dolhof, Member of the Board of Legislators.

BE IT RESOLVED as follows:

Section 1. That pursuant to Section 225-a of the County Law, the Lewis County Fire Advisory Board shall consist of the following members, who are hereby appointed to such Board for the term of one year commencing January 1, 2023 through December 31, 2023 to wit: Fire Chief of each Volunteer Fire Department in Lewis County, or a designated Assistant Fire Chief, all of whom shall be county officers and shall serve without compensation.

Section 2. That Lewis County Fire and Emergency Management Director Robert MacKenzie, III is hereby authorized to appoint up to six (6) Deputy Coordinators, who shall serve without compensation, and that said Director must submit a list of his appointees to the Clerk of the Board of Legislators as soon as appointments have been made.

Section 3. That the necessary expenses of the Lewis County Fire Advisory Board and the Deputy Coordinators shall be paid upon due audit as provided by law.

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

Moved by Legislator Virkler, seconded by Legislator Chartrand, and adopted on the 3<sup>rd</sup> day of January, 2023.

**RESOLUTION NO. 7 - 2023**  
**RESOLUTION TO EXTEND AUTHORIZATION TO**  
**CANARX SERVICES, INC. AS**  
**LEWIS COUNTY HEALTH INSURANCE PLAN VENDOR**

Introduced by Legislator Thomas Osborne, Member of the Board of Legislators.

BE IT RESOLVED as follows:

Section 1. That the Board of Legislators hereby extends authorization to participants of the Lewis County Health Insurance Plan to utilize CanaRx Services, Inc. as a vendor for prescribed medications.

Section 2. That CanaRx Services, Inc. is hereby approved as a vendor commencing January 1, 2023 and continues until terminated by either party.

Section 3. That this resolution shall take effect immediately.

Moved by Legislator Virkler, seconded by Legislator Chartrand, and adopted on the 3<sup>rd</sup> day of January, 2023.

**RESOLUTION NO. 8 - 2023**  
**UPDATED DESIGNATION OF DEPOSITORIES**

Introduced by Legislator Thomas Osborne, Member of the Board of Legislators.

WHEREAS, Section 212 of the County Law, General Municipal Law Section 10, and the County's Investment Policy provide that the Board of Legislators shall designate one or more depositories for deposit of all monies received by the County Treasurer, and specify the maximum amount which may be kept on deposit in each depository; and

WHEREAS, the Treasurer seeks to have the Board of Legislators update the amounts on deposit in the designated depositories for County monies for 2023;

NOW, THEREFORE, BE IT RESOLVED as follows:

Section 1. That the following named banks, banking associations or trust company(s) be designated as depositories for County of Lewis monies up to the maximum amount as set opposite each named:

Community Bank N.A.	\$40,000,000.
Key Bank of Central NY N.A.	\$ 10,000,000.
JP Morgan Chase Bank	\$40,000,000.
RBC Wealth Management	\$40,000,000.
Chemung Canal Trust Company	\$25,000,000.
NYCLASS	\$40,000,000.
Carthage Savings and Loan Association	\$ 10,000,000.
TD Bank	\$ 10,000,000.
Signature Bank	\$ 10,000,000.

Section 2. That the Clerk of the Board is authorized and directed to file a certified copy of this resolution in the office of the Lewis County Clerk.

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

Moved by Legislator Virkler, seconded by Legislator Chartrand, and adopted on the 3<sup>rd</sup> day of January, 2023.

OTHER BUSINESS:

At 5:36 p.m. Chairman Dolhof closed the public hearing.

There being no other business to come before the Board, Legislator Chartrand moved to adjourn the meeting at 5:37 p.m., seconded by Legislator Virkler and carried.