

**TO:** Tom Osborne, Chair; Jeff Nellenback, Vice-Chair; Herb Frost; Vincent Nortz; and Barry Lyndaker.

**FROM:** Cassandra Moser, Clerk of the Board

**DATE:** April 10, 2025

**SUBJECT:** Finance & Rules Committee Agenda

Please let this correspondence serve as notification that the Finance & Rules Committee will meet on Tuesday, April 15<sup>th</sup> at 2:00 p.m. in the Board of Legislators' Chambers. Following is a list of agenda items for the meeting which will be streamed live at [Lewis County - YouTube](#).

**Minutes:**

Approve March 18<sup>th</sup> committee minutes if no amendments.

**Presentations/Discussion Items:**

1. Snow Belt Housing update – Robert Grunert-Loud, Executive Director of Snow Belt Housing (10 minutes)
2. Alpine Express Route – Casie Buell, Director of Planning & Community Development (5 minutes)

**Draft Resolutions:**

1. Adopting the Employee Meal Allowance and Reimbursement Policy.  
AYE \_\_\_ NAY \_\_\_
2. Authorizing a licensing and service agreement with SHI International Corp. effective May 1, 2025 through April 30, 2028 for software licenses & products under Microsoft 365 with cloud hosting at a cost not to exceed \$100,000 annually.  
AYE \_\_\_ NAY \_\_\_
3. Opposing the legislation granting New York Power Authority additional authority to own renewable energy and energy storage projects in New York State.  
AYE \_\_\_ NAY \_\_\_
4. Appropriating \$2,500.37 in CDBG payback funds to the Planning and Community Development Department to be used for various community projects.  
AYE \_\_\_ NAY \_\_\_

**Motions:**

None.

**Executive Session:**

None.

**Informational Items:**

1. Monthly Department reports are attached for your review.

If any committee member has inquiries regarding agenda items, please do not hesitate to contact me.

cc:	County Clerk/Records Mngt.	JCC Education Center
	Economic Development	Planning & Community Development
	Human Resources	Purchasing
	Information Technology	Real Property Tax
	Insurance/Workers' Compensation	Treasurer

**RESOLUTION NO. \_\_ - 2025**

**RESOLUTION ADOPTING THE COUNTY EMPLOYEE  
MEAL ALLOWANCE AND REIMBURSEMENT POLICY**

WHEREAS, the Lewis County Board of Legislators recognizes the importance of establishing clear and consistent guidelines for meal allowances and reimbursements related to business-related matters; and

WHEREAS, the Lewis County Board of Legislators seeks to ensure that employees are properly reimbursed for meal expenses incurred during official County business, while also maintaining appropriate fiscal oversight; and

WHEREAS, the proposed policy outlines the procedure for requesting meal reimbursements for both day trips and overnight stays, as well as specific guidelines for legislative business meals, County Manager business meals, and public training/meeting meals; and

WHEREAS, the Lewis County Board of Legislators believes that the adoption of this policy will provide clarity, ensure consistency in reimbursement practices, and streamline the process for all eligible employees.

NOW, THEREFORE, BE IT RESOLVED, that the Lewis County Board of Legislators hereby adopts the **Employee Meal Allowance and Reimbursement Policy** as follows:

**A. Purpose:** This policy establishes guidelines for employee meal allowances and reimbursements related to business matters. Employees will use personal funds and then request reimbursement from the County using either the Non-Taxable Employee Expense form or Taxable Employee Expense form. A Trip Request form must be submitted and approved prior to the event to be reimbursed by the County, except in emergency situations. Receipts will not be required for meals, except for Sections D and E.

**B. Meals with Overnight Stay (Non-Taxable Expense):**

1. The location of the conference or event must be outside Lewis County for the employee to qualify for meal allowances.
2. Meal allowances will be based on the GSA M&IE total for the specific zip code and reimbursed on a per diem basis.
3. Employees cannot be reimbursed for anyone else's meals.

4. Meals included in a conference or event fee, or provided as part of the hotel/motel stay (including continental breakfast), will not be included in the total reimbursement amount.
5. Any Program reimbursement to the employee will be deducted from the total per diem reimbursement amount.
6. An Employee Reimbursement Request form must be submitted within 10 business days of the employee's return to the office, along with the original signed Trip Request form.

**C. Meals with Day Trips (Taxable Expense):**

1. The location of the conference or event must be outside Lewis County for the employee to qualify for meal allowances.
2. Meal allowances will be based on the GSA M&IE total for the specific zip code and reimbursed on a per diem basis.
  - o Breakfast: Employees are eligible for reimbursement if the departure time is at least one hour or more prior to their normal work start time.
  - o Dinner: Employees are eligible for reimbursement if the return time is at least one hour or more after their normal work end time.
3. Employees cannot be reimbursed for anyone else's meals.
4. Meals included in the conference or event fee will not be included in the total reimbursement amount, except when authorized by the County Manager.
5. Any Program reimbursement to the employee will be deducted from the total per diem reimbursement amount.
6. An Employee Reimbursement Request form must be submitted within 5 business days of the day trip, along with the original signed Trip Request form.

**D. Legislative Business Meals/County Manager Business Meals (P-Cards):**

1. Legislative Business Meals: Meals attended by one or more legislators, along with staff, vendors, or other officials for business purposes.
2. County Manager Business Meals: Meals attended by the County Manager, along with staff, vendors, or other officials for business purposes.
3. Itemized receipts are required, along with the names of all individuals in attendance and the purpose of the meeting.

4. Alcohol purchases are not allowed.
5. Meal allowances will be reviewed annually by the Finance & Rules Committee for possible adjustments.
6. The meal allowances for 2025 are as follows:
  - o Breakfast = \$16.00 per person
  - o Lunch = \$19.00 per person
  - o Dinner = \$28.00 per person
7. Any receipts exceeding the limits based on the per-person allowance must be reimbursed to the County by the cardholder within 15 days.

**E. Public Trainings/Meetings (P-Cards):**

1. Refreshments or food may be served with prior written approval (email is acceptable) from the County Manager for public trainings and/or meetings.
2. Allowable refreshments include coffee, tea, juice, donuts, and pastries for public trainings that do not occur during lunch or dinner hours. More substantial food is allowed for public trainings occurring during lunch or dinner hours.
3. An attendance sheet clearly identifying the event, date, department, and the number of attendees must be submitted with itemized receipts and written approval from the County Manager.

Section 1. The Lewis County Board of Legislators directs that this policy be distributed to all County employees and made available to relevant departments to ensure compliance with the new meal reimbursement procedures.

Section 2. The Lewis County Board of Legislators directs the County Finance Department to administer and enforce this policy, ensuring all reimbursement requests follow the guidelines set forth herein.

Section 3. That the within resolution is effective immediately.

Moved by Legislator \_\_, seconded by Legislator \_\_, and adopted.

**RESOLUTION NO. \_\_ - 2025**

**RESOLUTION AUTHORIZING LICENSING AGREEMENT  
BETWEEN SHI INTERNATIONAL CORP. AND  
THE COUNTY OF LEWIS FOR MICROSOFT LICENSING**

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

WHEREAS, the Information Technology Director wishes to obtain license provisioning services from SHI International, an existing state-approved contractor under NYS OGS (Contract No. PM69723) to provide the necessary professional licenses to maintain Microsoft licensing (Office 365, Email, Azure, etc.) on the government sector cloud infrastructure; and

WHEREAS, after consideration of the County's licensing needs the Director recommends and requests that the Board of Legislators authorize a new agreement with SHI International Corp. to provide the licenses required by the County for the Microsoft 365 Program and Account; and

WHEREAS, the cost of these services will not exceed \$100,000.00 annually as set forth in SHI's proposal dated February 6, 2025; commencing May 1, 2025 through April 30, 2028; and

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

NOW, THEREFORE, BE IT RESOLVED, as follows:

Section 1. The Lewis County Board of Legislators authorizes a licensing and service agreement with SHI International Corp. effective May 1, 2025 through April 30, 2028, for software licenses & products under Microsoft 365 with cloud hosting at a cost not to exceed \$100,000.00 annually, with the right to terminate the agreement at any time.

Section 2. The annual cost per license type is \$380.16 (M365 G3), \$134.64 (Visio P2), \$101.40 (O365 G1), \$101.52 (EMSS G3), \$35.88 (EO P1), \$89.64 (PowerBI Pro), \$360.00 (M365 CoPilot), and \$601.92 (M365 G5) estimated total not to exceed \$100,000.00 on an annual basis.

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

Section 4. The within resolution shall take effect immediately.

Moved by Legislator \_\_, seconded by Legislator \_\_, and adopted.

DRAFT

**RESOLUTION NO. \_\_ - 2025**

**RESOLUTION OPPOSING THE LEGISLATION GRANTING NEW YORK POWER AUTHORITY (NYPA) ADDITIONAL AUTHORITY TO OWN RENEWABLE ENERGY PROJECTS IN NEW YORK STATE**

Introduced by Legislator Thomas Kalamas, District 2 Representative.

WHEREAS, the New York State Legislature recently enacted legislation providing the New York Power Authority (NYPA) with expanded authority to develop, own, and operate renewable energy generation and storage system projects in New York State as part of the effort to meet the state's climate and decarbonization goals; and

WHEREAS, the new legislation empowers NYPA to take control of renewable energy generation and storage system projects, which allows NYPA to bypass local governments and communities in decisions related to renewable energy development projects, with the potential negative impact on locally negotiated host agreements and property taxes; and

WHEREAS, existing Payment in Lieu of Taxes (PILOT) agreements that local governments and school districts have with private energy developers have provided essential tax revenue to local communities, which helps to fund vital public services, schools, and infrastructure; and

WHEREAS, the expansion of NYPA's authority to develop, own or co-own, and operate renewable energy projects with private developers may result in the loss of these PILOT agreements and taxes, as projects that were previously governed by private sector developers may be transitioned to NYPA's direct control, which is a tax-exempt entity; and

WHEREAS, the loss of PILOT agreements and the tax revenue generated from these agreements together with host agreements will place a financial burden on local governments and school districts, potentially leading to reduced funding for essential services and local infrastructure projects and adversely affect the quality of life for residents; and

WHEREAS, while the goals of renewable energy development and decarbonization are critical to the long-term sustainability and environmental health of the state, they must not come at the expense of the financial stability of local upstate communities, which depend on PILOT agreements as a source of revenue; and

WHEREAS, the financial impact on local communities resulting from the loss of PILOT agreements could lead to increased property taxes, cuts to local programs, and additional financial strain on municipalities already facing fiscal challenges; and



WHEREAS, local governments should retain the ability to negotiate and benefit from PILOT agreements with renewable energy developers as well as NYPA to ensure that they continue to receive appropriate compensation for the use of local land and resources in order to preserve the financial well-being of local communities for projects that will benefit the rest of the State;

NOW, THEREFORE, BE IT RESOLVED, as follows:

Section 1. The Lewis County Board of Legislators opposes the 2023 legislation that grants the New York Power Authority (NYPA) additional authority to own and operate renewable energy generation and storage system projects, unless provisions are made to preserve and protect existing PILOT agreements and host agreements to ensure that local communities continue to receive fair compensation for the use of land and resources in renewable energy development.

Section 2. The Lewis County Board of Legislators urges the New York State Legislature and Governor Hochul to consider amendments to the legislation to ensure that the financial interests of local governments and school districts are protected, and that the benefits of renewable energy projects are shared equitably with the communities hosting such projects. Local property tax exemptions should not be made available or applicable to NYPA as an owner, co-owner, and/or operator/co-operator of any renewable energy generation or storage system project.

Section 3. The Lewis County Board of Legislators calls for a transparent and inclusive process in future renewable energy developments, with active participation of local governments, to ensure that the local tax base is not undermined by the transition to state-operated renewable energy projects.

Section 4. The Clerk of the Board is directed to forward a certified copy of this resolution to Governor Kathy Hochul, the majority and minority leaders of New York State Legislature, and the New York Power Authority, urging them to reconsider the provisions of the legislation that expanded NYPA's authority to own or co-own renewable energy projects and entitling NYPA to local property tax exemptions, thereby causing negative impacts on PILOT agreements and the tax revenue vital to local communities.

Moved by Legislator \_\_, seconded by Legislator \_\_, and adopted.

**RESOLUTION NO. \_\_ - 2025**

**RESOLUTION TO APPROPRIATE FUNDS TO  
PLANNING AND COMMUNITY DEVELOPMENT FOR  
PAYBACK OF CDBG PROGRAM INCOME FUNDS**

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

BE IT RESOLVED, as follows:

Section 1. The following appropriation take place for payback funds in the CDBG account (CL 069100) to the Planning and Community Development Department to be used for various community projects:

Increase Revenue:

A0802000 327088 Planning Admin Other	\$2,500.37
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Increase Expenditure:

A0802000 495500 Planning Projects	\$2,500.37
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Section 2. The within resolution shall take effect immediately.

Moved by Legislator \_\_, seconded by Legislator \_\_, and adopted.

March 2025

- There have been three new incidents reported in the month of March giving us a total of six incidents to date for 2025. This is a significant decrease from the 16 incidents that we saw in 2024 for this same period.
- Compensation had some larger payouts for a few claimants contributing to the \$153,017.98 that was expended.

<b>EXPENDITURES</b>	<b>3/01/25-03/31/25</b>	<b>TOTAL TO DATE</b>	<b>% USED</b>
Administration	\$ 10,133.14	\$ 36,476.67	19.98%
Compensation & Medical Payments	\$ 153,017.98	\$ 243,697.60	30.85%
WCB Assessments		\$ 25,180.51	15.74%
<b>REVENUE</b>			
Refunds	\$ 245.36	\$ 245.36	0.20%
C.D. Interest*	\$ -		0.00%

## March 2025

- There were 86 sales processed in the month of March, involving 182 parcels with 11 being split parcel transfers.
- There have been ten (10) new E911 numbers requested, two (2) assigned and one (1) corrected for a total of 13.
- Assessors have until April 18th to compile the data needed to process the 2025 Tentative Assessment rolls. I will update the taxable values in the May report.
- The County Assessor has completed the required training and is now a State Certified Assessor. Reports from the town of Croghan indicate that they are very happy with the services being provided by him.
- The Data Collector has been busy gathering the data for the town of Diana assessor and has completed 125 parcels that have open building permits.

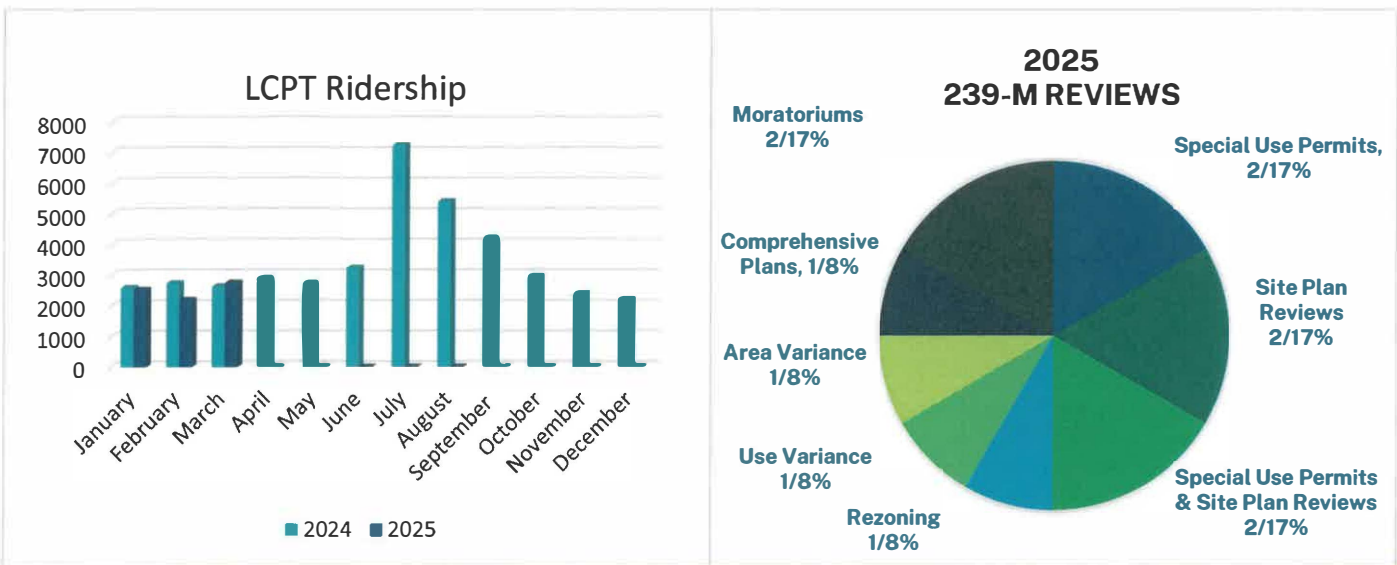


March 2025

- Upcoming Bid's and RFP's
  - The Snow Removal and Mowing at all 911 Tower Sites bid packet is being prepared.
  - RFP 2025-104 Asbestos Survey and Air Monitoring
- We opened 3 Bids for Records Management on March 28<sup>th</sup>, all of these are dependent on receiving a Fully Funded Grant from New York State, so no award will be made at this time.
- **Surplus Auction-** There will be an auction starting this month for surplus items from Solid Waste, Highway, and Emergency Management this spring.
- On the fleet side, we are still implementing telematics and maintenance reporting software tool for County Vehicles. We have this installed on almost every vehicle minus the Sheriff's Department vehicles thanks to the Mechanics at the Highway Department.

## March 2025

- Preparing four (4) County Planning Board technical reviews for the April 17<sup>th</sup> CPB Meeting: Special Use Permit -T/Croghan | CAESS Moratorium-T/Croghan | USESS Moratorium-T/Watson | Site Plan Review-T/Lowville
- Grant Developments & Updates:
  - Bond Act Funding – Working with the Village of Lowville, Lewis County Highway Superintendent, and Lewis County Soil and Water Director to submit a funding application to complete a Mill Creek Streambank Stabilization Project.
  - DHSES/FEMA – Submitted and received reimbursement for the LCHS backup generator, which should close out the County’s 2022 FEMA Grant.
  - Municipal Parks and Recreation Grant Program (MPR) – Working with the Director of Recreation, Forestry and Parks to prepare a grant application to fund recreational equipment needs at Singing Waters Campground and assisting interested municipalities with the details needed for their application(s).
- Facilitated a community input session, attended by approximately 80 residents, for the West Leyden Elementary School Reuse Plan and Market Analysis on March 25<sup>th</sup>. The Plan is expected to be completed in May, at which time the results will be presented to the Adirondack Central School Board. Naturally Lewis will then begin the Request for Expressions of Interest (RFEI) process.
- Reviewing and analyzing the AES Sugar Maple Solar Application that has been submitted to NYS Office of Renewable Energy Siting to ensure that all Town and County concerns are formally addressed as part of the record.
- Finalizing the configuration of the Planning component of Cloudpermit, which is hoped to ‘Go Live’ in April.
- Working with Birnie Bus and Fort Drum to finalize the details of the ‘Alpine Express’, where LCPT will provide on-base transportation shuttle service 7 days a week.



March 2025

- Wrapped up Microsoft Intune configuration for the most part. New devices are being provisioned with increased levels of management and security.
- Pushed Windows Hello out to all but a few (intentionally excluded) departments to ease login woes.
- Rubrik backup software was tuned, and secure backups are being regularly taken on our on-premises and cloud assets.
- 4 IT technicians attended week-long (staggered weeks) IT-specific trainings to raise the baseline understanding of a broad range of technology systems.
- The Incident Response Plan and other Cyber Security Policies were revised and further prepped for board adoption.
- 200 Tickets Handled in the help desk.

## March 2025

- Recreation, Forestry & Parks Updates
  - Continue to process permits while Makenna is out on leave. The permit selling is ramping up with warm weather right around the corner. I processed 388 permits for the month.
  - Continuing to help with social media content and responding to questions.
  - Assisting with engagement needs for the Winter Master Plan
  - Attended the ATV Roundtable Session and OHV Regional Meeting.
- Recorded the Tax 101 session with Candy that was posted on our social media account. The video is available on the county YouTube channel.
- Continuing to update the Hydrostor information as it becomes available. We recorded the last meeting and posted it on our YouTube channel.
- Assisted Public Health with preparations for National Public Health Week social media campaign
- Facebook analytics for the month:

### Views

Views ⓘ	98,360
3-second views ⓘ	3
1-minute views ⓘ	0
Watch time ⓘ	46s
Reach ⓘ	15,842

### Interactions

Content interactions ⓘ	780
Link clicks ⓘ	771

### Audience

Follows ⓘ	25
Unfollows ⓘ	8
Net follows ⓘ	17



March 2025

- DMV has seen a large increase of EDL licenses. This is a result of the May deadline for Federally compliant IDs.
- DMV had a total of 2782 transactions for March which was an increase of almost 900 transactions. Wait times have increased because of the increased volume.
- County Clerk’s Office with the assistance of Planning have submitted the paperwork for the LGRIMF grant to digitize records. This is a shared service grant and requires no matching funds from the County.

**Budget Report**

2025 REVISED EXPENSE	YTD EXPENSE	2025 REVISED REVENUE	GROSS YTD REVENUE	NET YTD REVENUE
\$723,154.00	\$161,226.67	\$748,500.00	\$99,445.03	\$61,781.64

**DMV Transactions and Revenue to Lewis County**

PLATES ISSUED	PLATES SURRENDERED	SNOWMOBILE	ATV	EDL	TOTAL REVENUE
401	350	21	89	328	\$20,642.48

**Clerk’s Office Transactions and Revenue to Lewis County**

DEEDS	MORTGAGES	COURT DOCKET LIST	PISTOL TRANSACTIONS	BUSINESS CERTIFICATES	TOTAL REVENUE
80	114	1507	137	6	\$86,380.07