



OFFICE OF THE BOARD OF  
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Cassandra Moser  
*Clerk of the Board*  
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TO: Media

FROM: Cassandra Moser, Clerk of the Board

DATE: October 3, 2025

The Board of Legislators will meet on **Tuesday, October 7, 2025 at 5:00 p.m.** in the 2<sup>nd</sup> Floor Legislative Board Chambers of the Courthouse, Lowville, NY for the regular monthly meeting. Enclosed are proposed resolutions for action. Any other business may be conducted.

There will be a hearing for public comments on:

- "A Local Law to Authorize Overriding the Tax Levy Limit Established by General Municipal Law § 3-C (A/K/A 2% Tax Cap) for the Lewis County 2026 Budget."

The meeting will also be streamed live on the YouTube channel "Lewis County" listed as:

<https://www.youtube.com/c/LewisCountyNY>

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Lewis County is an equal opportunity provider and employer. Complaints of discrimination should be made known to the Lewis County Board of Legislators.

**RESOLUTION NO. 192 - 2025**

**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 \$2,229,752.76 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 \_\_, seconded by Legislator \_\_, and adopted pursuant to the following roll call vote:

AYES:

NAYS:

ABSENT:

**RESOLUTION NO. 193 - 2025**

**RESOLUTION APPOINTING MEMBER TO  
COMMUNITY SERVICES BOARD  
ALCOHOL & SUBSTANCE ABUSE SUBCOMMITTEE**

Introduced by Legislator Jessica Moser, Chair of the Human Services Committee.

WHEREAS, the Lewis County Community Services Board Alcohol & Substance Abuse Subcommittee shall have nine members appointed by the Board of Legislators pursuant to Mental Hygiene Law § 41.11;

WHEREAS, member Cassie Robbins Forbus submitted a resignation letter effective June 17, 2025, therefore creating a vacancy; and

WHEREAS, the Lewis County Community Services Board recommends the appointment of Lyndsay Allen, of Glenfield, New York, to fulfill the unexpired term of Cassie Robbins Forbus;

NOW, THEREFORE, BE IT RESOLVED as follows:

Section 1. That the Board of Legislators hereby appoints Lyndsey Allen of Glenfield, New York as a member of the Alcohol & Substance Abuse Subcommittee to fulfill the unexpired term of Cassie Robbins Forbus.

Section 2. That the term of said appointment shall be effective October 8, 2025 through December 31, 2028.

Section 3. That this resolution shall take effect immediately.

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

**RESOLUTION NO. 194 - 2025**

**RESOLUTION APPOINTING MEMBER TO  
COMMUNITY SERVICES BOARD  
MENTAL HEALTH SUBCOMMITTEE**

Introduced by Legislator Jessica Moser, Chair of the Human Services Committee.

WHEREAS, the Lewis County Services Board Mental Health Subcommittee shall have nine members appointed by the Board of Legislators pursuant to Mental Hygiene Law § 41.11;

WHEREAS, member Ashley Wilson submitted a resignation letter effective July 8, 2025, therefore creating a vacancy; and

WHEREAS, the Lewis County Community Services Board recommends the appointment of Eric Baker of Lowville, New York to fulfill the unexpired term of Ashley Wilson;

NOW, THEREFORE, BE IT RESOLVED as follows:

Section 1. That the Board of Legislators hereby appoints Eric Baker of Lowville, New York as a member of the Mental Health Subcommittee to fulfill the unexpired term of Ashley Wilson.

Section 2. That the term of said appointment shall be effective October 8, 2025 through December 31, 2028.

Section 3. That this resolution shall take effect immediately.

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

**RESOLUTION NO. 195 - 2025**

**RESOLUTION REAPPOINTING MEMBER TO  
COMMUNITY SERVICES BOARD  
ALCOHOL & SUBSTANCE ABUSE SUBCOMMITTEE**

Introduced by Legislator Jessica Moser, Chair of the Human Services Committee.

WHEREAS, the Lewis County Community Services Board Alcohol & Substance Abuse Subcommittee shall have nine members appointed by the Board of Legislators pursuant to Mental Hygiene Law § 41.11;

NOW, THEREFORE, BE IT RESOLVED as follows:

Section 1. That the Board of Legislators hereby reappoint Ashley Waite of Brantingham, New York as a member of the Alcohol & Substance Abuse Subcommittee for a four-year term.

Section 2. That the term of said appointment shall be effective January 1, 2026 through December 31, 2029.

Section 3. That this resolution shall take effect immediately.

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

**RESOLUTION NO. 196 - 2025**

**RESOLUTION REAPPOINTING MEMBER TO  
COMMUNITY SERVICES BOARD  
DEVELOPMENTAL DISABILITIES SUBCOMMITTEE**

Introduced by Legislator Jessica Moser, Chair of the Human Services Committee.

WHEREAS, the Lewis County Community Services Board Developmental Disabilities Subcommittee shall have nine members appointed by the Board of Legislators pursuant to Mental Hygiene Law § 41.11;

NOW, THEREFORE, BE IT RESOLVED as follows:

Section 1. That the Board of Legislators hereby reappoint Rebecca Kelly of Lowville, New York as a member of the Developmental Disabilities Subcommittee for a four-year term.

Section 2. That the term of said appointment shall be effective January 1, 2026 through December 31, 2029.

Section 3. That this resolution shall take effect immediately.

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

## **RESOLUTION NO. 197 – 2025**

### **RESOLUTION TO APPROPRIATE FUNDS Community Services**

Introduced by Legislator Jessica Moser, Chair of the Human Services Committee.

BE IT RESOLVED, as follows:

Section 1. The following appropriation is hereby approved within the Community Services accounts to reflect the receipt of additional State Aid resulting from a modification in disbursement.

Section 2. The Treasurer is hereby authorized to make all necessary budgetary adjustments within the Community Services accounts to account for the increased funding.

Increase Revenues:

A0432500 334921 PIVOT	\$ 5,364.00
A0431900 334921 THRIVE (OASAS funds)	\$ 1,333.00
A0433500 334912 LC Community Services	\$ 1,582.00
A0431900 334903 THRIVE (OMH funds)	\$ 10,202.00
A0432200 334922 ARC OMH	\$ 670.00
A0432400 334922 NRCIL	\$32,523.00
A0432700 334930 MHA	\$ 2,822.00

Increase Expenditures:

A0432400 422800 NRCIL	\$32,602.00
A0432200 422800 ARC OMH	\$ 670.00
A0432700 422800 MHA	\$ 2,822.00
A0433500 422800 LC Community Services	\$ 16,820.00
A0433500 488105 LC Community Services	\$ 1,582.00

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

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

**RESOLUTION NO. 198 - 2025**

**RESOLUTION TO TRANSFER COUNTY MATCHING FUND REIMBURSEMENT  
TO THE STATE FOR LEWIS COUNTY HEALTH SYSTEMS MEDICAID  
SUPPLEMENTAL PAYMENTS (IGT) FUNDING**

Introduced by Legislator Thomas Osborne, Chair of the Finance & Rules Committee and Legislator Jessica Moser, Chair of the Human Services Committee.

WHEREAS, Lewis County Health System (LCHS), a county hospital, is eligible for State and Federal annual funding known as Inter-Government Transfers (IGT) or Medicaid Supplemental Payments, to help bridge the gap in operating costs from Medicaid payments and providing services for those with no insurance and/or who do not pay their hospital debt; and

WHEREAS, under IGT funding, whatever amount the State grants to LCHS requires the County to reimburse approximately 50% of same to the State in order for the hospital to receive the entire amount of funding; and

WHEREAS, as a result of the State's IGT audit, review and reconciliation of said IGT funds pertaining to the Lewis County Skilled Nursing Facility for 2024-2025 state fiscal year, the County Treasurer received notice from the NYS DOH that the final amount of potential funding available to LCHS Skilled Nursing Facility for the 2024-25 fiscal year is \$7,002,256. The County's required payment to NYS is \$3,501,128. The State has called for the County's payment by September 29, 2025 or as soon thereafter as possible; and

WHEREAS, the County's budgeted appropriation for the 2025 IGT payments is not sufficient to cover this amount, and an additional \$3,384,000 appropriation from the 2025 County Fund Balance is required for this LCHS Skilled Nursing IGT payment;

NOW, THEREFORE, BE IT RESOLVED, as follows:

Section I. The Lewis County Board of Legislators authorizes the Lewis County Treasurer to make the following appropriation in the IGT account, to cover the County's required payment for the LCHS Skilled Nursing Facility 2024-2025 IGT funding payment:

Transfer from:

A0 005990 Fund balance

\$ 3,384,000.00

Transfer to:

A0610200 461300 IGT

\$ 3,384,000.00



Section 2. This resolution shall take effect immediately.

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

## **RESOLUTION NO. 199 - 2025**

### **RESOLUTION PROCLAIMING THE YEAR 2025 AS THE CENTENNIAL YEAR OF THE NEW YORK STATE ASSOCIATION OF COUNTIES (NYSAC)**

Introduced by Legislator, Lawrence L. Dolhof, Chairman of the Lewis County Board of Legislators.

WHEREAS, the New York State Association of Counties (NYSAC) was founded in 1925 as the New York State County Officers Association by county officials seeking to unify the county voice in Albany and create a forum for sharing ideas and experience; and

WHEREAS, 2025 marks the 100th anniversary—the centennial—of NYSAC’s continuous service representing, educating, advocating for, and serving New York’s counties; and

WHEREAS, for a century, NYSAC has fostered excellence in county governance, united the voice of its membership, and played a key role in achieving landmark policy victories—such as establishing Medicaid contribution caps, securing substantial state aid, advancing sales tax on internet sales, and supporting infrastructure, public health, education, and justice initiatives; and

WHEREAS, in recognition of this historic milestone, NYSAC is holding special celebrations throughout 2025, beginning with its Centennial Legislative Conference in Albany and other commemorative events; and

WHEREAS, Lewis County greatly benefits from the leadership, advocacy, training, and collaborative spirit that NYSAC has provided to counties across New York for the past 100 years;

NOW, THEREFORE, BE IT RESOLVED, as follows:

Section 1. The Lewis County Board of Legislators hereby proclaims the year 2025 as the Centennial Year of the New York State Association of Counties (NYSAC).

Section 2. The Board extends its gratitude and heartfelt congratulations to NYSAC for a century of exemplary service, leadership, and unwavering support to counties throughout the State.

Section 3. The Lewis County Board of Legislators encourages all residents, county officials, and community stakeholders to join in recognizing and celebrating NYSAC’s 100 years of dedication.

Section 4. The Clerk of the Board is directed to send copies of this resolution to the New York State Association of Counties, the County Clerk, the Clerk of the New York State Assembly, the Clerk of the New York State Senate, and the Governor of the State of New York as expressions of Lewis County's recognition and appreciation.

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

**RESOLUTION NO. 200 - 2025**

**RESOLUTION SUPPORTING NEW YORK STATE SENATE BILL S8481  
AUTHORIZING LOCAL GOVERNMENTS TO OPT OUT OF  
CERTAIN CLCPA MANDATES**

Introduced by Legislator Herb Frost III, District 1 Legislator.

WHEREAS, New York State Senate Bill S8481, introduced on August 20, 2025 by Senator Patrick Gallivan, proposes to amend the Environmental Conservation Law, Public Service Law, Energy Law, and Executive Law to permit local governments — including cities (excluding New York City), towns, and villages — to opt out of mandates and benchmarks imposed under the Climate Leadership and Community Protection Act (CLCPA) and related universal electrification requirements by filing a resolution with the Department of Environmental Conservation; and

WHEREAS, the CLCPA establishes statewide standards and benchmarks aimed at reducing greenhouse gas emissions and transitioning to clean energy, but its rapidly evolving mandates — particularly those regarding electrification of buildings and transportation — may impose steep costs, infrastructural challenges, and public safety risks in some communities; and

WHEREAS, Senate Bill S8481 recognizes the diverse economic, geographic, and infrastructural realities of New York's municipalities, and affirms the right of such localities to determine the practicality of statewide electrification mandates; and

WHEREAS, enabling local governments to opt out of these requirements upholds the principles of municipal home rule and energy choice, ensuring fiscal responsibility and responsiveness to local needs; and

WHEREAS, such empowerment encourages balanced energy policy approaches that promote both environmental protection and economic stability across varied New York communities;

NOW, THEREFORE, BE IT RESOLVED as follows:

Section 1. The Lewis County Board of Legislators hereby expresses its strong support for New York State Senate Bill S8481 (2025–2026), and urges its passage into law.

Section 2. Upon enactment, the Board of Legislators reserves the right to exercise the provisions of SB S8481 by filing a formal resolution with the Department of Environmental Conservation, should the CLCPA mandates prove incompatible with Lewis County municipal needs and capacities.

Section 3. The Clerk of the Board is directed to send a certified copy of this resolution to NYS Governor Kathy Hochul, NYS Senate Majority/Minority Leaders, NYS Assembly Speaker, NYS Senator Mark Walczyk, NYS Assemblyman Ken Blankenbush, New York State Association of Counties, Lewis County Towns, and other relevant State officials, to communicate the importance of SB S8481 in preserving local governance flexibility.

Section 4. This resolution shall take effect immediately.

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

**RESOLUTION NO. 201 - 2025**

**RESOLUTION TO ACCEPT GRANT AND  
APPROPRIATE CDBG 636IT566-25 FUNDS**

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

WHEREAS, Lewis County Planning and Community Development applied for CDBG Vacant Property Clearance (now known as Imminent Threat) Program funding in November 2024 to remove four (4) blighted properties in the Villages of Turin, Port Leyden, and Lowville, along with one blighted property in the Town of Turin; and

WHEREAS, Lewis County has been awarded the grants and requests the budget appropriations for the same;

NOW, THEREFORE, BE IT RESOLVED, as follows:

Section 1. The following budget appropriation is hereby approved in the Planning Department for funding the CDBG Imminent Threat Program:

Increase Revenue:

A0802000.339025 CDBG Imminent Threat	\$274,710.00
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Increase Expenditure:

A0802000.495025 CDBG Imminent Threat	\$274,710.00
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Section 2. The within resolution shall take effect immediately.

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

**RESOLUTION NO. 202 - 2025**

**RESOLUTION AWARDING BID AND AUTHORIZING CONTRACT BETWEEN  
THE COUNTY OF LEWIS AND D&S EXCAVATING FOR THE DEMOLITION AND  
REMOVAL OF A BUILDING LOCATED AT 3302 DOUGLAS STREET IN THE VILLAGE  
OF PORT LEYDEN**

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

WHEREAS, the Director of Planning and Community Development Department, in consultation with the Purchasing Department, sent out an RFP for the demolition and removal of a condemned structure located 3302 Douglas Street in the Village of Port Leyden, as part of the recently awarded CDBG Imminent Threat Grant Program; and

WHEREAS, 5 bid proposals were opened on September 29, 2025 at 10:30 am. Planning Department staff and the Purchasing Director carefully reviewed the bid submissions and assessed the criteria. After careful consideration and review, this team recommends that the Board of Legislators award the bid and contract to D&S Excavating, the lowest cost bidder, to complete the RFP Tasks at a cost not to exceed \$22,800.00; and

WHEREAS, the Board of Legislators seeks to accept this recommendation and award the bid and contract to D&S Excavating for this project;

NOW, THEREFORE, BE IT RESOLVED, as follows:

Section 1. The Lewis County Board of Legislators awards the bid to and authorizes an agreement with D&S Excavating to complete the scope of work outlined in the demolition and removal RFP at a cost not to exceed \$22,800.00, as more fully set forth in their bid proposal.

Section 2. The Chair or Vice-Chair of the Board of Legislators is hereby authorized to make, execute, seal and deliver said Agreement and any extensions or modifications thereto, upon review and approval by the County Attorney.

Section 3. The Treasurer is directed to pay for these services from the appropriated funds in the CDBG Imminent Threat Grant Award account.

Section 4. The within resolution shall take effect immediately.

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

**RESOLUTION NO. 203 - 2025**

**RESOLUTION AWARDING BID AND AUTHORIZING CONTRACT BETWEEN  
THE COUNTY OF LEWIS AND PURE PERFORMANCE RENEWABLE (PPR) ENERGY  
SOLUTIONS FOR MAKE-READY SERVICES IN COORDINATION WITH NEW  
YORK'S JOINT UTILITY TO SUPPORT PROPOSED EV CHARGING  
INFRASTRUCTURE INSTALLATIONS**

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

WHEREAS, the Director of Planning and Community Development Department, in consultation with the Purchasing Department, sent out an RFP for contracting services to provide make-ready services in coordination with New York's Joint Utilities to support proposed Electric Vehicle (EV) charging infrastructure installations, as funded through NYS DEC; and

WHEREAS, Lewis County solicited proposals on behalf of itself, the Villages of Lowville and Constableville, and the Town of Diana, which will all have separate contracts for their projects; and

WHEREAS, 3 bid proposals were opened on September 29, 2025 at 10:30 am. Planning Department staff and the Purchasing Director carefully reviewed the bid submissions and assessed the criteria. After careful consideration and review, this team recommends that the Board of Legislators award the bid and contract to Pure Performance Renewable (PPR) Energy Solutions, Inc., to complete the RFP Tasks at the pricing submitted; and

WHEREAS, the Board of Legislators seeks to accept this recommendation and award the bid and contract to Pure Performance Renewable (PPR) Energy Solutions, Inc. for this project;

NOW, THEREFORE, BE IT RESOLVED, as follows:

Section 1. The Lewis County Board of Legislators awards the bid to and authorizes an agreement with Pure Performance Renewable (PPR) Energy Solutions, Inc. to complete the scope of work outlined in the RFP at the pricing submitted, as more fully set forth in their bid proposal.

Section 2. The Chair or Vice-Chair of the Board of Legislators is hereby authorized to make, execute, seal and deliver said Agreement and any extensions or modifications thereto, upon review and approval by the County Attorney.

Section 3. The within resolution shall take effect immediately.



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

**RESOLUTION NO. 204 - 2025**

**RESOLUTION AUTHORIZING LEWIS COUNTY TO APPLY FOR 2025 NORTHERN BORDER REGIONAL COMMISSION CATALYST FUNDING TO COMPLETE INFRASTRUCTURE PROJECTS IN THE VILLAGE OF PORT LEYDEN**

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

WHEREAS, the Lewis County Planning and Community Development Department desires to apply for up to \$3,000,000 in financial assistance to assist with the completion of roadway, complete streets, and other supportive infrastructure projects under the 2025 Northern Border Regional Commission (NBRC) Catalyst Program; and

WHEREAS, if awarded, the grant requires a commitment of a 20% match from the County, which would be covered by a combination of Lewis County Highway funds, CHIPS funds, and other eligible grants; and

WHEREAS, the Lewis County Board of Legislators seeks to authorize this application;

NOW, THEREFORE, BE IT RESOLVED, as follows:

Section 1. The Lewis County Board of Legislators hereby authorizes the Lewis County Planning and Community Development Department to submit the application for 2025 Northern Border Regional Commission (NBRC) Catalyst Program funding in an amount not to exceed \$3,000,000 to implement roadway, complete streets, and other supportive infrastructure projects in the Village of Port Leyden.

Section 2. The Chair or Vice Chair of the Board of Legislators be and the same is hereby authorized to sign and submit the application and, if awarded, to accept the funding, sign contract documents, appropriate the project funding to the Lewis County Highway Department's budget, and award a bid to the best value firm in compliance with the funding.

Section 3. This resolution shall take effect immediately.

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

**RESOLUTION NO. 205 - 2025**

**RESOLUTION TO UNDERTAKE A LEWIS COUNTY CLIMATE CHANGE  
ADAPTATION AND RESILIENCE PLAN**

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

WHEREAS, Lewis County pledged to take part in the NYS DEC Climate Smart Communities Certification Program that includes the preparation of a Climate Change Adaptation and Resilience Plan (CCARP); and

WHEREAS, free technical assistance is available to support the development of these documents (PE7 Action: Climate Vulnerability Assessment and PE7 Action: Climate Adaptation Plan) from the Adirondack North Country Association (ANCA) on behalf of the Capital District Regional Planning Commission (CDRPC) through a NYS DEC Climate Smart Communities Coordinator Services contract; and

WHEREAS, Lewis County through the Planning and Community Development Department will collaborate with the Adirondack North Country Association in the development of these publications, review drafts, and provide valuable feedback on iterations that result in a final draft; and

WHEREAS, Lewis County will provide an opportunity for public input and comment on the draft report; and

WHEREAS, the Adirondack North Country Association will present a summary of the vulnerability results and adaptation plan to the Board of Legislators for consideration of adoption;

NOW, THEREFORE, BE IT RESOLVED, as follows:

Section 1. The Lewis County Board of Legislators hereby undertakes the Climate Change Adaptation and Resilience Plan through the Planning and Community Development Department.

Section 2. This resolution shall take effect immediately.

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

**RESOLUTION NO. 206 - 2025**

**RESOLUTION AMENDING COMPENSATION PLAN  
WITH REFERENCE TO THE PUBLIC HEALTH DEPARTMENT**

Introduced by Legislator Jessica Moser, Chair of the Human Services Committee.

WHEREAS, the Public Health Department has an impending leave of absence for up to one year of a nurse and retirement of a long-term nurse supervisor; and

WHEREAS, the Public Health Director has reviewed the current department staff structure with two vacant positions to identify opportunities for efficiency; and

WHEREAS, the Public Health Director is requesting to abolish a vacant Public Health Specialist and vacant Deputy Director and create an additional Supervising Public Health Nurse to allow for nurse backfill and supervisor training;

NOW, THEREFORE, BE IT RESOLVED, as follows:

Section 1. That the Board of Legislators hereby amends the Compensation Plan of the County of Lewis with reference to the Public Health Department, for the following:

<u>ABOLISH</u>	<u>STATUS</u>	<u>RATE</u>
Deputy Public Health Director	Full-Time	\$66,000 - \$93,939
Public Health Specialist	Full-Time	\$27.75 - \$32.68
<u>CREATE</u>	<u>STATUS</u>	<u>RATE</u>
Supervising Public Health Nurse	Full-Time	\$66,000 - \$93,939

Section 2. That this resolution shall take effect immediately.

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

## RESOLUTION NO. 207 - 2025

### STANDARD WORK DAY AND REPORTING RESOLUTION

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

BE IT RESOLVED, that the County of Lewis hereby establishes the following as standard work days for elected and appointed officials and will report the following days worked to the New York State and Local Employees' Retirement System based on the record of activities maintained and submitted by these officials to the Clerk of this body:

Title	Name	Standard Work Day	Term Begins/Ends	Days/Month
Elected Officials				
Chairman, Board of Legislators	Lawrence L. Dolhof	6	01/01/2024 - 12/31/2025	13.37
Appointed Officials				
Deputy Election Commissioner	Hannah K. Wilson	7.5	01/01/2025 - 12/31/2025	21.67

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

**RESOLUTION NO. 208 - 2025**

**RESOLUTION ADOPTING THE HEALTH PLAN FUND BALANCE POLICY  
FOR THE COUNTY OF LEWIS**

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

WHEREAS, the Lewis County Treasurer has developed a comprehensive Health Plan Fund Balance Policy to be followed by the County Treasurer and the Health Plan Steering Committee who are tasked with oversight of the fund; and

WHEREAS, the attached policy is to establish a minimum fund balance for the Lewis County Health Plan Fund and to set a process for review and determination of that amount in relation to any annual premium equivalent increases; and

WHEREAS, the Board of Legislators wishes to accept and adopt said policy;

NOW, THEREFORE, BE IT RESOLVED as follows:

Section 1. The Lewis County Board of Legislators hereby adopts the attached Health Plan Fund Balance Policy.

Section 2. The Board of Legislators directs the Clerk of the Board to add this policy to the Administrative Manual and any other appropriate manuals, and to distribute same to the Lewis County Department Heads and Lewis County Health System Administrative Staff.

Section 3. This Resolution shall take effect immediately.

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

## **Lewis County, New York Health Plan Fund Balance Policy**

### **Background:**

The Lewis County Government is responsible for the appropriate accounting and safeguarding of public funds, management of municipal finances, and the adequate funding of services desired by the public and mandated by the State of New York. The County has a self-insured health insurance fund. The fund administers the finances for employees and retirees for the County and the Lewis County Health System. The fund also provides for the collection of premiums from employers, employees and retirees, as well as the payment of medical costs and administrative expenses.

The County Treasurer, acting on behalf of the County, has a fiduciary responsibility to oversee and manage the self-insured health insurance fund in the best interests of the County government, its employees and retirees. As part of this duty, a minimum level of fund balance should be maintained to ensure all fund liabilities can be paid. The County and Health System have a Health Plan Steering Committee to assist the Treasurer with oversight of the Fund. The committee is comprised of the following members: the County Treasurer, County Manager, HR Director, Benefits Manager, LCHS Chief Executive Officer, CFO and HR Director. In addition, the two entities contract with a consulting firm for expertise, guidance, and data analysis to manage the health insurance plan. The consulting firm representatives participate in the Health Plan Steering Committee.

### **Purpose:**

The policy aims to establish a minimum fund balance for the County Health Plan Fund and outline a process for its regular review and adjustment. The purpose of the policy is to promote long-term sustainability of the health plan and support stable premium adjustments. The policy will also address the correlation between the fund balance and the annual premium equivalent increases.

### **Plan Fund Balance:**

The Plan Fund Balance is the remaining value after considering all assets and liabilities of the plan. At any point in time, the other assets (prepaid assets, receivables) and other liabilities (accounts payable, etc.) vary from year to year and are always short term in nature. The most direct valuation of the plan's fund balance is the cash and investments on hand.

For purposes of this policy, the fund balance is defined as the total of all cash and investment accounts, excluding short-term liabilities such as the estimated two-

month claims tail and accounts payable. The fund balance (cash and investments) should be sufficient to pay the claims tail and any other outstanding liabilities.

**Minimum Fund Balance Amount** – The minimum fund balance goal is \$3,000,000.

**Review and Determination of the Amount:**

1. The Steering Committee will review this amount two times per year. The timing of these reviews may change from year to year but generally will occur in January, before the start of the health insurance plan renewal, and in July as part of the annual budget process.
2. The following information will be reviewed as part of the determination of the minimum fund balance:
  - a. The plan uses an actuarial consultant for guidance on plan decisions. The consultant's data and analysis will be considered part of the development and review of the fund balance.
  - b. A calculation of the annual Plan claims expenses multiplied by a 10 to 15% reserve. The claims expense is the total of all claims paid for one year for County and Health Systems participants. An estimate of 10 to 15% of annual expenditures is a common accounting standard for a reasonable fund balance reserve.
3. The Minimum Fund Balance Amount may be modified following this policy's guidance and the Steering Committee's review. Revision of the amount may occur at any time by action of the Lewis County Board of Legislators. The Steering Committee may recommend a change in the Minimum Fund Balance to the County Board of Legislators, who have the approval authority to enact any change.

**Monitoring the Balance and Actions:**

The following guidelines are established to provide a structured approach to managing the balance and its impact on plan premium equivalents. The intent of these guidelines is to manage the fund, to keep it within an optimal range, to provide stability, and to impact premium equivalent changes, if justified.

1. Fund Balance below the defined Minimum:
  - a. If the fund balance falls below the minimum, this will trigger a review and determination as to a recommended increase to the plan premium equivalent amounts. The Steering Committee may recommend an increase and the effective timing of that increase to the County Board of Legislators after review and consideration of Milliman evaluations and recommendations.



2. Fund Balance exceeds the minimum by more than 50%:
  - a. In this event, the surplus could be used to mitigate Premium Equivalent increases.
  - b. The Steering Committee would evaluate the Milliman recommendations, and if warranted consider recommending the “Aggressive” level or some amount higher or lower thereto. This would provide consideration of the estimated dollar impact of the reduced Premium Equivalent by use of the surplus fund balance to offset the reduced revenue while ensuring the Fund Balance remains above the minimum level.
3. Annual Premium Equivalent increases:
  - a. Regardless of Fund Balance levels, the general intent of the plan will be to increase Premium Equivalents by a minimum of 3.5% each year. This is to account for inflation, consistency, and general risk management. This annual minimum increase can be waived by recommendation of the Steering Committee for consideration and approval by the County Board of Legislators.
  - b. The County Board of Legislators has final approval authority for Health Plan premium equivalent increases or decreases. These will generally occur once a year prior to the new plan year start date but may occur at any time the Board of Legislators deems necessary upon data provided by the Steering Committee. The premium equivalent increases or decreases should follow the above guidelines in most circumstances.

**Policy Review and Approval Process:**

This policy may be revised at any time by approval of the County Board of Legislators upon input from the Health Plan Steering Committee.

Date Approved and Adopted by LC BOL: \_\_\_\_\_  
Resolution #: \_\_\_\_\_

**RESOLUTION NO. 209 - 2025**

**RESOLUTION ADOPTING AND OTHERWISE TREATING  
LOCAL LAW NO. 7 – 2025, COUNTY OF LEWIS**

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

WHEREAS, a resolution was duly adopted by the Board of Legislators on September 2, 2025, directing that a public hearing be held by said Board on October 7, 2025, at 5:00 p.m. in the Second Floor Board Room of the Courthouse, 7660 North State Street, Lowville, New York 13367, to hear all interested parties on a proposed Local Law entitled “LOCAL LAW TO AUTHORIZE OVERRIDING THE TAX LEVY LIMIT ESTABLISHED BY GENERAL MUNICIPAL LAW § 3-C (A/K/A 2% TAX CAP) FOR THE LEWIS COUNTY 2026 BUDGET” and

WHEREAS, notice of said public hearing was duly advertised in the *Watertown Daily Times*, the official newspaper designated by the County, on September 17, 2025, and posted on the bulletin board of the Lewis County Courthouse, 7660 North State Street, Lowville, New York, at least five (5) days prior to such public hearing; and

WHEREAS, the public hearing was duly held at such location and time, and all parties in attendance were permitted an opportunity to speak on behalf of or in opposition to said proposed Local Law, or any part thereof; and

WHEREAS, the Board of Legislators wishes to make certain determinations based upon the information heretofore submitted to the Board as well as received during the public hearing;

NOW, THEREFORE, BE IT RESOLVED, as follows:

Section 1. This Local Law (Introductory No. 7 – 2025), County of Lewis, being “LOCAL LAW TO AUTHORIZE OVERRIDING THE TAX LEVY LIMIT ESTABLISHED BY GENERAL MUNICIPAL LAW § 3-C (A/K/A 2% TAX CAP) FOR THE LEWIS COUNTY 2026 BUDGET”, be and the same hereby is designated as Local Law No. 7-2025, County of Lewis.

Section 2. Local Law No. 7-2025, County of Lewis, with designation stated above, be and the same is hereby enacted, waiving any and all defects and informalities in the adoption thereof and shall take effect immediately upon filing with the Secretary of State.

Moved by Legislator \_\_, seconded by Legislator \_\_, and adopted pursuant to the following roll call vote:

AYES:

NAYS:

ABSENT:

**RESOLUTION NO. 210 - 2025**

**RESOLUTION AUTHORIZING AND RATIFYING  
TENTATIVE AGREEMENT BETWEEN THE COUNTY OF LEWIS AND  
LOCAL 825 UNIT 7250-00 OF THE CIVIL SERVICE  
EMPLOYEES ASSOCIATION, INC.  
(LEWIS COUNTY GENERAL HOSPITAL UNIT)**

Introduced by Legislator Jessica Moser, Chair of the Human Services Committee, and Legislator Thomas Osborne, Chair of the Finance & Rules Committee.

WHEREAS, the existing contract between the County of Lewis and Local 825 of the Civil Service Employee's Association ("CSEA") for the Lewis County General Hospital ("LCGH") a/ka Lewis County Health Systems ("LCHS") employees expired on December 31, 2024; and

WHEREAS, the negotiating teams representing LCGH and the CSEA signed on to a Tentative Agreement dated September 16, 2025, which was ratified by the LCGH Board of Managers and the Local CSEA membership by vote on September 23, 2025; said Agreement to be effective beginning January 1, 2025 and expiring on December 31, 2026; and

WHEREAS, LCGH seeks to have the Lewis County Board of Legislators ratify the tentative agreement pertaining to LCGH Local 825 CSEA hospital employees;

NOW, THEREFORE, BE IT RESOLVED as follows:

Section 1. The Lewis County Board of Legislators hereby ratifies the agreement as developed by the LCGH negotiating teams memorialized as the Tentative Agreement dated September 16, 2025, and accepted by the CSEA Local 825 Unit 7250-00 members of the Lewis County General Hospital employees on September 23, 2025.

Section 2. A copy of the final executed agreement between LCGH and Local 825 Unit 7250-00 of CSEA (Hospital Unit) shall be filed in the Office of the Clerk of the Board of Legislators and with the Lewis County Director of Human Resources.

Section 3. This resolution shall take effect immediately.

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