

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

FROM: Cassandra Moser, Clerk of the Board

DATE: November 13, 2025

SUBJECT: Finance & Rules Committee Agenda

Please let this correspondence serve as notification that the Finance & Rules Committee will meet on Tuesday, November 18th at 4:00 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 October 21st committee minutes if no amendments.

Presentations/Discussion Items:

1. Housing Survey Results – Casandra Buell, Director of Planning & Community Development and Joel LaLone, Director of the JCC Center for Community Studies (20 minutes)
2. 2026 Budget Analytics - Timothy Hunt, County Manager (30 minutes)

Draft Resolutions:

1. Adopting the 2025 Lewis County Human Services Coordinated Transportation Plan, prepared by the Planning & Community Development Department and the Lewis County Transportation Task Force, as its updated Plan to improve community mobility and quality of life for the residents of Lewis County.
2. Setting a public hearing for December 18, 2025 at 10:00 a.m. to solicit the views of Lewis County citizens regarding CDBG funding for community development, planning, public facilities, small business, and economic development needs under program year 2025 NYS CDBG funding applications, in amounts not to exceed \$1,000,000.
3. Authorizing a renewal agreement from December 1, 2025 through December 31, 2026 with Swiftly, Inc. at a cost not to exceed \$21,763.80 to provide the software services necessary for Lewis County Public Transportation presence on the Transit App.
4. Reappointing Lehman as a member of the Lewis County Planning Board to serve a three-year term effective January 1, 2026 through December 31, 2028.

5. Authorizing the appropriation of \$28,905.00 representing the proceeds received from the online auction sale of miscellaneous County equipment and property to the Capital Equipment Reserve Account.
6. Designating the banks, banking associations, and trust companies as official depositories for Lewis County funds, with maximum authorized deposit limits.
7. Authorizing the Treasurer to make all necessary interfund and departmental budget transfers required to properly close the financial records for the 2025 fiscal year.

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 AUTHORIZING AND ADOPTING THE 2025 LEWIS COUNTY HUMAN SERVICES COORDINATED TRANSPORTATION PLAN

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

WHEREAS, in 2007, the Lewis County Transportation Task Force, a group of human services providers began meeting to discuss the transportation needs within the county. The County assigned the Lewis County Department of Economic Development and Planning to participate in the task force, review the existing transportation programs, and identify redundancies and gaps in service; and

WHEREAS, Lewis County Public Transportation (LCPT) was launched in 2009 as a direct outcome of identified needs found in the 2009 Lewis County Human Services Coordinated Transportation Plan, administered by the Lewis County Economic Development and Planning Department; and

WHEREAS, the Lewis County Planning and Community Development Department and the Lewis County Transportation Task Force prepare updates to the Plan approximately every four (4) years. The last Plan was updated in 2021. The Plan prepared is in accordance with the regulations of the Federal Transportation, Safe, Accountable, Flexible, Efficient Transportation Equity Act (SAFETEA) mandate, which requires the establishment of a locally developed, coordinated public transit-human services transportation plan for all FTA programs for underserved populations; and

WHEREAS, the Task Force has prepared an updated Plan to provide information on past and current efforts to improve community mobility and quality of life for the residents of Lewis County; and

WHEREAS, the proposed updated Plan will assist various human resource public and private agencies in Lewis County (such as Public Health, DSS, the Hospital, OFA) to service their clients; will assist all such agencies in Grant Funding application requirements; and will assist the Planning and Community Development Department in meeting requirements established by the NYS DOT; and

WHEREAS, the Lewis County Board of Legislators seeks to authorize and adopt the updated Lewis County Human Services Coordinated Transportation Plan prepared by the Planning and Community Development Department and the Lewis County Transportation Task Force;

NOW, THEREFORE, BE IT RESOLVED, as follows:

Section 1. The Lewis County Board of Legislators hereby adopts the 2025 "Lewis County Human Services Coordinated Transportation Plan", prepared by the Lewis County Planning and Community Development Department and the Lewis County Transportation Task Force, as its updated Plan to improve community mobility and quality of life for the residents of Lewis County.

Section 2. The Planning and Community Development Department is directed to distribute the Plan to all appropriate human services organizations and agencies in Lewis County and to post a copy of the Plan on the Lewis County website.

Section 3. The within resolution shall take effect immediately.

Moved by Legislator __, seconded by Legislator __, and adopted.

RESOLUTION NO. __ - 2025

**RESOLUTION TO SET PUBLIC HEARING FOR PUBLIC INPUT WITH REFERENCE
TO COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) FUNDING**

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

WHEREAS, the County of Lewis is eligible to apply for 2025 New York State Community Development Block Grant Program (NYS CDBG) funding administered by the Housing Trust Fund Corporation's (HTFC) Office of Community Renewal (OCR); and

WHEREAS, the Board of Legislators wishes to obtain the views of citizens on community development, planning, public facilities, small business, and economic development needs of residents, and possible other activities, prior to the preparation of a CDBG application; and

WHEREAS, the citizen participation requirements of the programs mandate the County to conduct a public hearing prior to submission of an application for the purpose of obtaining citizens' views with the ability to respond to proposals and questions; and

WHEREAS, the public hearing must be held prior to submission of an application;

NOW, THEREFORE, BE IT RESOLVED, as follows:

Section 1. The Lewis County Board of Legislators authorizes a public hearing to be held and set for December 18th, 2025 at 10:00 a.m. at the Lewis County Courthouse Board of Legislators Chambers, 7660 North State Street, Lowville, New York 13367 to solicit the views of County of Lewis citizens regarding CDBG funding for community development, planning, public facilities, small business, and economic development needs under program year 2025 NYS CDBG funding applications, in amounts not to exceed \$1,000,000.

Section 2. Public notice of the hearing shall be advertised in accordance with law at least seven (7) days prior to the hearing date.

Section 3. The within resolution shall take effect immediately.

Moved by Legislator __, seconded by Legislator __, and adopted.

RESOLUTION NO. __ - 2025

**RESOLUTION AUTHORIZING AGREEMENT BETWEEN THE COUNTY OF LEWIS
AND SWIFTLY, INC. FOR PROGRAMMING SERVICES RELATIVE TO A LEWIS
COUNTY PUBLIC TRANSPORTATION PRESENCE ON THE TRANSIT APP**

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

WHEREAS, pursuant to Resolution No. 234-2022, the County of Lewis on behalf of the Planning & Community Development Department entered into an agreement with an existing Sourcewell Vendor, SHI International to provide a vetted software vendor for real-time passenger information module along with live operation, rider alerts, and on-time performance modules for Lewis County Public Transportation presence on the Transit App. SHI identified Swiftly, Inc., with whom the County contacted for said services; and

WHEREAS, the Planning & Community Development Department seeks to renew and extend this agreement commencing December 1, 2025 through December 31, 2026, at a cost of \$21,763.80, with a 5% annual increase after 2026, if renewed; and

WHEREAS, the Board of Legislators wishes to authorize said renewal agreement for these services;

NOW, THEREFORE, BE IT RESOLVED, as follows:

Section 1. The Lewis County Board of Legislators hereby authorizes a renewal agreement from December 1, 2025 through December 31, 2026, with Swiftly, Inc., at a cost not to exceed \$21,763.80, to provide the software services necessary for Lewis County Public Transportation presence on the Transit App, as more fully set forth in their proposal form dated November 5, 2025.

Section 2. The Chair of the Board of Legislators or the Vice-Chair be and the same is hereby authorized to execute, seal and deliver such Agreement and any amendments thereto, upon such terms as may be approved by the County Attorney.

Section 3. The within resolution shall take effect immediately.

Moved by Legislator __, seconded by Legislator __, and adopted.

RESOLUTION NO. __ - 2025

**RESOLUTION REAPPOINTING MEMBER TO
PLANNING BOARD**

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

WHEREAS, the Lewis County Planning Board is charged with reviewing and providing recommendations on land use, zoning, and development matters that have countywide or intermunicipal significance; and

WHEREAS, the Board of Legislators recognizes the importance of maintaining a knowledgeable and experienced membership on the Planning Board to ensure the continued sound planning and growth of Lewis County; and

WHEREAS, the term of John Lehman of Croghan, New York, as member of the Lewis County Planning Board is due to expire on December 31, 2025; and

WHEREAS, Mr. Lehman has expressed a willingness to continue serving and has been recommended for reappointment;

NOW, THEREFORE, BE IT RESOLVED as follows:

Section 1. That the Board of Legislators hereby reappoints John Lehman of Croghan, NY as a member of the Lewis County Planning Board to serve a three-year term.

Section 2. That the term of said appointment shall be effective from January 1, 2026 through December 31, 2028.

Section 3. The Lewis County Board of Legislators extends its appreciation to this individual for their continued commitment and valuable service to the Lewis County Planning Board.

Section 4. The Clerk of the Board shall forward a certified copy of this resolutions to the appointee and to the Lewis County Planning & Community Development Department.

Section 5. That this resolution shall take effect immediately.

Moved by Legislator __, seconded by Legislator __, and adopted.

RESOLUTION NO. __ - 2025

**RESOLUTION AUTHORIZING APPROPRIATION OF FUNDS
Capital Project**

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

BE IT RESOLVED as follows:

Section 1. The Lewis County Board of Legislators hereby authorizes the appropriation of funds in the amount of \$28,905, representing proceeds received from the online auction sale of miscellaneous County equipment and property. Said funds shall be credited to the Capital Equipment Reserve Account and made available for future capital acquisitions.

Increase Revenue:

H0990100 350310	County Share Revenue HAD	\$28,905
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Increase Expenditure:

H0990100 499900	HAD Capital Expenditures	\$28,905
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Section 2. That the within resolution shall take effect immediately.

Moved by Legislator __, seconded by Legislator __, and adopted.

RESOLUTION NO. __ - 2025

UPDATED DESIGNATION OF DEPOSITORIES FOR 2026

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

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

WHEREAS, the County Treasurer has requested that the Board of Legislators update the authorized maximum deposit amounts for each designated depository for County funds;

NOW, THEREFORE, BE IT RESOLVED as follows:

Section 1. The Lewis County Board of Legislators hereby designates the following banks, banking associations, and trust companies as official depositories for County of Lewis funds, with maximum authorized deposit limits as indicated below:

Community Bank N.A.	\$40,000,000
JP Morgan Chase Bank	\$30,000,000
RBC Wealth Management	\$20,000,000
Chemung Canal Trust Company	\$20,000,000
NYCLASS	\$20,000,000
NY Muni Trust	\$20,000,000
Modern Banking Group	\$20,000,000
Metropolitan Bank	\$10,000,000
Customers Bank	\$10,000,000
IDB Bank	\$10,000,000
KeyBanc Capital Markets	\$10,000,000

Section 2. The Clerk of the Board is hereby authorized and directed to file a certified copy of this resolution with the Lewis County Clerk.

Section 3. This resolution shall take effect immediately.

Moved by Legislator __, seconded by Legislator __, and adopted.

RESOLUTION NO. __ – 2025

**RESOLUTION AUTHORIZING THE COUNTY TREASURER
TO MAKE NECESSARY BUDGET TRANSFERS**

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

BE IT RESOLVED, as follows:

Section 1. The Board of Legislators hereby authorizes the Lewis County Treasurer to make all necessary interfund and departmental budget transfers required to properly close the financial records for the 2025 fiscal year.

Section 2. This resolution shall take effect immediately.

Moved by Legislator __, seconded by Legislator __, and adopted.

October 2025

- DMV had a total of 2,594 transactions.
- Deputy County Clerk and DMV Supervisor attended the Fall County Clerk Conference held in Rochester.
- DMV is preparing to start first round of DRIVES (new DMV software) training
- Clerk's Office continues to back scan old court files

Budget Report

2025 REVISED EXPENSE	YTD EXPENSE	2025 REVISED REVENUE	GROSS YTD REVENUE	NET YTD REVENUE
\$723,154.00	\$571,864.00	\$748,500.00	\$716,353.55	\$144,489.55

DMV Transactions and Revenue to Lewis County

PLATES ISSUED	PLATES SURRENDERED	SNOWMOBILE	ATV	EDL	TOTAL REVENUE
350	353	55	49	293	\$18,925.57

Clerk's Office Transactions and Revenue to Lewis County

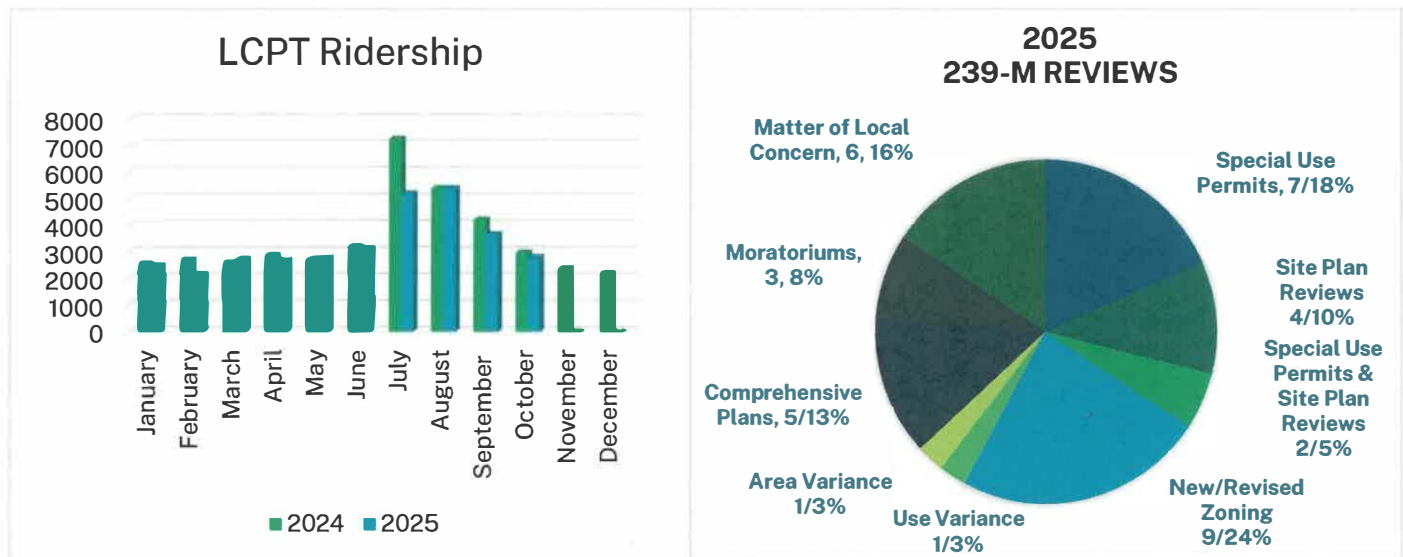
DEEDS	MORTGAGES	COURT DOCKET LIST	PISTOL TRANSACTIONS	BUSINESS CERTIFICATES	TOTAL REVENUE
148	161	720	120	14	\$127,581.68

October 2025

- There were 147 sales processed in the month of October, involving 371 parcels with 11 of those sales being split parcel transfers. An updated sales report has been posted to the website.
- There have been 12 new E911 numbers requested and 2 corrections for a total of 14. Our E911 addressing team continues to coordinate with IT, Dispatch, Motorola, and others to update the 911 maps and data layers from Arc Map to ArcPro.
- School and village unpaid taxes are being submitted to our office along with special district water and sewer relevies. This month, this office will focus on preparing for the 1/1/2026 tax bill mailing.
- The department is currently at 75% of the 2025 budget.

October 2025

- Prepared two (2) County Planning Board technical reviews for the November 20th meeting:
 - Site Plan Review: T/New Bremen
 - Zoning Text Amendments: T/Turin
- Prepared three (3) Matter of Local Concern decisions for the following:
 - Zoning Text Amendments: V/Turin | T/Greig
 - Moratorium Extension: T/Martinsburg
- Local Law Development Projects:
 - Worked with the Town of Croghan to present a final draft of its proposed Compressed Air Energy Storage System (CAESS) zoning text amendments, which were adopted on October 22nd.
 - Ongoing work with the Village of Port Leyden to develop a Comprehensive Plan to lay the foundation for a proposed Village of Port Leyden Zoning Law.
 - Continuing to work with the Town of New Bremen to update their Comprehensive Plan, alongside DANC and the established Comprehensive Plan Committee.
 - Working with the Towns of Leyden, Greig, and Martinsburg to update their zoning laws to accommodate short-term rental regulations and energy storage.
- Annual Land Use Training Workshop was held on October 9th with 47 in attendance.
- Worked with Purchasing to launch the demolition of the first two (2) buildings as part of the CDBG-funded Imminent Threat Program grant.
- Submitted 3rd Quarter STOA, DASNY, and MEP reimbursement requests.



October 2025

- The DHSES Pen Testing team has submitted their unofficial final report from their security testing. We have already begun remediating some of the vulnerabilities and findings.
- Continued requirements gathering with Public Health, hospital IT, and DANC to understand the scope of the undertaking to move PH to the county network and management.
- The Budget Book work was completed. Thank you to all the people and departments that submitted content in a timely manner to get it all compiled and finished on time!
- Mobile app protections were enabled to align with newly adopted cybersecurity policies concerning data protection on mobile devices.
- We kicked off a new project with CrowdStrike to enable additional identity protection components that are now available to us through our package provided by NYS DHSES.

October 2025

- Upcoming Bid's and RFP's
 - Woodbattle Road Bridge opens on December 9th at 10 am.
- The pharmacy PBM RFP received 5 responses and they are currently being reviewed and hope to have more information next month.
- The 2026 Tentative Capital Budget was passed out at the November board meeting, please reach out with any questions.
- Currently the Purchasing Budget is at 70.1 percent.

October 2025

- Podcast updates:
 - Recorded the Budget, Codes, and Elections podcast in October. Combined with a total of 95 listeners. The Trails podcast will be the next one recorded.
- The Lewis County, NY Facebook page is really starting to become a main source of local news and updates. The most popular post was the updates on SNAP benefits, where to find your closest food pantry, and other updates that were available. That post alone was shared 164 times, with 69 comments, and was viewed by 41,000 people. Below are a few other examples of popular posts throughout the month.

Top content by views

Boost content

See all content



Port Leyden Change- The Port...

Thu Oct 30, 5:07am

41.5K views, 130 likes, 69 comments, 164 shares



Due to the ongoing federal government...

Wed Oct 22, 8:00am

23.3K views, 31 likes, 11 comments, 91 shares



We're Hiring! Lewis County is looking for ...

Fri Oct 24, 3:00pm

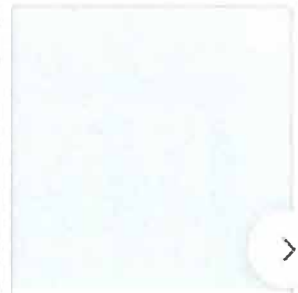
18.9K views, 47 likes, 1 comment, 53 shares



Lewis County employees were gree...

Fri Oct 10, 11:00am

16.8K views, 115 likes, 0 comments, 9 shares



BRIDGE REOPEN! The East State...

Wed Oct 8, 9:42am

16.5K views, 169 likes, 25 comments, 53 shares

October 2025

- In the month of October, there were three incidents reported.
- There have been 46 incidents reported to date for 2025.

<u>EXPENDITURES</u>	<u>10/1/25-10/31/25</u>	<u>TOTAL TO DATE</u>	<u>% USED</u>
Administration	\$ 8,685.31	\$ 176,546.65	96.68%
Compensation & Medical Payments	\$ 36,766.45	\$ 506,480.29	64.11%
WCB Assessments	\$ -	\$ 80,440.62	50.28%
<u>REVENUE</u>			
Refunds		\$ 2,794.68	2.24%
C.D. Interest*	\$ -		0.00%