

NOTICE

TO: Members of the Lewis County Finance & Rules Committee

FROM: Cassandra Moser, Clerk of the Board

DATE: April 23, 2026

SUBJECT: Finance & Rules Committee Meeting

The Lewis County Finance & Rules Committee will hold its regular meeting on Tuesday, April 28, 2026, at 2:30 p.m. in the Legislative Board Chambers, 2nd Floor, Lewis County Courthouse, Lowville, New York.

Attached is a list of agenda items for the meeting which will be live-streamed on the Lewis County YouTube channel at: [Lewis County - YouTube.](#)

cc:	County Clerk/DMV	Planning & Community Development
	Economic Development	Purchasing
	Human Resources	Real Property Tax
	Information Technology	Treasurer
	Insurance/Workers' Compensation	

FINANCE & RULES COMMITTEE

AGENDA – April 28, 2026

Call to Order:

- Legislator Jessica Moser, Chair.

Roll Call:

- Clerk of the Board records attendance.

Approval of Minutes:

- Motion to approve minutes from March 31, 2026.

Presentations / Discussion Items:

- Lewis County Public Transportation (LCPT) Microtransit Program – Christine Treuth, Via Partnership Principal, and Tiffanie Sadowski, Lewis County Community Development Specialist (15 minutes)
- Property Improvement Incentive Program – Megan Krokowski, Lewis County Community Development Specialist (15 minutes)

Draft Resolutions:

1. Adopting Local Law No. 3–2026, continuing the additional mortgage tax, of \$0.25 per \$100 of principal debt, on real property in Lewis County since 2004. Following a duly noticed public hearing, the Board of Legislators formally enacts the local law, with an effective date of July 1, 2026, subject to filing with the Secretary of State.
2. Adopting updates to the County’s Workplace Violence Policy and Tuition Reimbursement Policy to ensure compliance with New York State requirements and align with current best practices. Revisions include enhanced safety measures, training, and prevention strategies, as well as updated eligibility, benefits, and service commitments for tuition reimbursement to support workforce development. The Department of Human Resources is authorized to implement and administer the updated policies, effective immediately.
3. Appropriating \$10,285.12 in Community Development Block Grant (CDBG) program income funds to the Planning and Community Development Department. The funds will be recorded as both revenue and expenditure and used to support various community development projects.
4. Authorizing agreements between Lewis County and two Village of Lyons Falls entities under the NY Forward Small Project Fund Program. Funding includes \$46,025 to D2W LLC for equipment and installation related to a building use change,

and \$78,975 to the Lyons Falls Free Library for ADA and exterior improvements. The Planning and Community Development Department will administer and monitor the projects in accordance with the grant program.

5. Authorizing the Planning and Community Development Department to apply for Transit Ready NY grant funding to support public transportation and infrastructure improvements in Lewis County. Proposed projects may include transit vehicles, pedestrian and roadway enhancements, and mobility hubs to improve access and connectivity. The program offers up to 100% State funding, and the resolution also authorizes acceptance of any awarded funds and execution of necessary agreements to implement the projects.

6. Authorizing the Lewis County Treasurer to close the capital project accounts for three completed bridge projects: CR 43 (East Road) over Moose Creek, Gardner Road Bridge, and O'Brien Road Bridge. With no further financial activity expected, the Treasurer will reconcile each account, make necessary budget adjustments (including revenue and expense corrections), and reallocate any remaining balances. Approximately \$90,840.58 from the CR 43 East Road project will be transferred to the General Fund, while the other two projects have no remaining funds to appropriate.

Unfinished Business:

New Business:

Executive Session:

Adjournment:

Additional Information

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

RESOLUTION NO. __ - 2026

**RESOLUTION ADOPTING AND OTHERWISE TREATING
LOCAL LAW NO. 3 – 2026, COUNTY OF LEWIS**

Introduced by Legislator Jessica Moser, Chair of the Finance & Rules Committee.

WHEREAS, a resolution was duly adopted by the Board of Legislators on April 7, 2026, directing that a public hearing be held by said Board on May 5, 2026 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 “A LOCAL LAW CONTINUING AN ADDITIONAL MORTGAGE TAX FOR MORTGAGES ON REAL PROPERTY SITUATED IN LEWIS COUNTY”; and

WHEREAS, this Local Law is based upon State legislation set forth in NY Tax Law §253-h which took effect on August 26, 2004, enabling Lewis County to impose an additional mortgage tax of twenty-five cents for each hundred dollars of principal debt, which must be renewed every three (3) years. The County has imposed this additional mortgage tax since enactment of the special State legislation authorizing same, i.e., since 2004; and

WHEREAS, notice of said public hearing was duly advertised on April 21, 2026 in the *Watertown Daily Times*, the official newspaper designated by the County, 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, said public hearing was duly held at such location at such 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. 3-2026), County of Lewis, being “A LOCAL LAW CONTINUING AN ADDITIONAL MORTGAGE TAX FOR MORTGAGES ON REAL PROPERTY SITUATED IN LEWIS COUNTY”, be and the same hereby is designated as Local Law No. 3–2026, County of Lewis.

Section 2. That Local Law No. 3-2026, 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 July 1, 2026, upon filing with the Secretary of State and compliance with all other requirements of law.

Moved by Legislator __, seconded by Legislator __, and adopted on the 5th day of May, 2026, pursuant to the following roll call vote:

AYES:

NAYS:

ABSENT:

DRAFT

RESOLUTION NO. __ - 2026

**ADOPTING REVISIONS TO THE COUNTY WORKPLACE VIOLENCE POLICY
AND TUITION REIMBURSEMENT POLICY**

Introduced by Legislator Jessica Moser, Chair of the Finance & Rules Committee.

WHEREAS, the County is committed to maintaining a safe, respectful, and professional work environment for all employees, and to supporting employee development and retention through educational opportunities; and

WHEREAS, the County's Workplace Violence Policy and Tuition Reimbursement Policy require periodic review to ensure compliance with applicable laws, regulations, and best practices; and

WHEREAS, updates to both policies were developed by the County Policy Team to reflect current legal requirements, operational needs, and organizational goals; and

WHEREAS, the proposed revisions to the Workplace Violence Policy include focuses on safety, prevention, and accountability, expanding the policy to a comprehensive program to include annual risk assessments, training, and security controls, employee protections, and alignment with New York State requirements; and

WHEREAS, the proposed revisions to the Tuition Reimbursement Policy include updates to employee eligibility, requirements, and service commitment, financial benefits, and career mobility to better support workforce development while ensuring fiscal responsibility; and

WHEREAS, these proposed changes were presented and reviewed at the March 2026 committee meetings, at which time legislators were provided an opportunity to ask questions and provide feedback; and

WHEREAS, following said review and consideration, the Board of Legislators seeks to adopt the recommended updates to ensure compliance and consistency with best practices;

NOW, THEREFORE, BE IT RESOLVED, as follows:

Section 1. The Lewis County Board of Legislators hereby adopts the revised Workplace Violence Policy and Tuition Reimbursement Policy.

Section 2. This resolution shall take effect immediately.

Section 3. The Department of Human Resources is authorized and directed to implement, administer, and communicate these policy updates to all County employees.

Moved by Legislator __, seconded by Legislator __, and adopted on the 5th day of May, 2026.

DRAFT

RESOLUTION NO. __ - 2026

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

Introduced by Legislator Jessica Moser, Chair of the Finance & Rules Committee.

BE IT RESOLVED, as follows:

Section 1. That the following appropriation takes 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	\$10,285.12
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Increase Expenditure:

A0802000 495500 Planning Projects	\$10,285.12
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Section 2. That the within resolution shall take effect immediately.

Moved by Legislator __, seconded by Legislator __, and adopted on the 5th day of May, 2026.

RESOLUTION NO. __ - 2026

RESOLUTION AUTHORIZING AGREEMENTS BETWEEN THE COUNTY AND BUSINESS ENTITIES IN THE VILLAGE OF LYONSS FALLS UNDER THE NEW YORK FORWARD-LYONS FALLS SMALL PROJECT FUND (SPF) PROGRAM

Introduced by Legislator Jessica Moser, Chair of the Finance & Rules Committee.

WHEREAS, the County of Lewis, by and through the Planning & Community Development Department, entered into an Agreement with NYS HCR to become the Local Program Administrator and Grant Administrator of the Lyons Falls NY Forward Downtown Grant Fund Program award of \$150,000 pursuant to Resolution No. 228-2024; and

WHEREAS, the Planning & Community Development Department has selected two recipients to receive NY Forward Program grant funds, i.e.:

1) D2W LLC, in the amount of \$46,025 to be used for eligible equipment and installation costs required for building code change of use at 3936 Franklin Avenue; and

2) the Lyons Falls Free Library, in the amount of \$78,975 to be used for exterior improvements including installation of automatic door openers and construction of a code-compliant second exit with ramp from community room, bathroom renovations for ADA compliance, and replacement of fluorescent lighting to efficient LED lighting, at 3918 High Street; and

WHEREAS, the Board of Legislators seeks to enter into Agreements with these two entities to provide this funding for these eligible improvements and renovations under the grant program, and monitor by the Planning & Community Development Department as the LPA in accordance with the New York Forward Grant Agreement;

NOW, THEREFORE, BE IT RESOLVED, as follows:

Section 1. The Lewis County Board of Legislators hereby authorizes agreements with D2W LLC, 5951 Swackhammer Road, Turin, NY 13473 in the amount of \$46,025.00; and the Lyons Falls Free Library, PO Box 618, Lyons Falls, NY 13368 in the amount of \$78,975.00 to purchase and install equipment and make renovations which are eligible projects under the NY Forward Small Project Grant Fund (SPF).

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

Section 3. This Resolution shall take effect immediately.

Moved by Legislator __, seconded by Legislator __, and adopted on the 5th day of May, 2026.

DRAFT

RESOLUTION NO. __ - 2026

**RESOLUTION AUTHORIZING GRANT APPLICATION FOR
TRANSIT READY PROGRAM GRANT FUNDING**

Introduced by Legislator Jessica Moser, Chair of the Finance & Rules Committee.

WHEREAS, the Planning and Community Development Department seeks to submit an application for Transit Ready NY funding to support public transportation capital improvements and complete streets-related infrastructure projects; and

WHEREAS, the Transit Ready NY program provides up to 100% State funding for capital projects that modernize, enhance, and expand public transportation systems, including transit-supportive infrastructure, pedestrian and roadway improvements that improve access to transit, and mobility hubs; and

WHEREAS, eligible projects must demonstrate a minimum useful life of ten (10) years and include capital investments such as transit facilities, transit priority infrastructure, pedestrian access improvements, and amenities that enhance multimodal connectivity; and

WHEREAS, funding requests for rural applicants must be no less than \$500,000 and no more than \$2.5 million per application, with no required local match, although leveraging additional funding sources may improve competitiveness; and

WHEREAS, the Planning and Community Development Department will coordinate with the Highway Superintendent to develop a comprehensive application which will layer other awarded and anticipated funds towards capital projects, including, but not limited to, new Lewis County Public Transportation buses as well as pedestrian and roadway improvements that are vital to bus stops and mobility hubs; and

WHEREAS, these projects are consistent with County and regional planning goals to improve access to public transportation, enhance safety and mobility for all users, and support long-term infrastructure investment and service efficiency in rural communities;

NOW, THEREFORE, BE IT RESOLVED, as follows:

Section 1. That the Lewis County Board of Legislators hereby authorizes the Planning and Community Development Director to develop and submit an application for Transit Ready NY funding on behalf of Lewis County.

Section 2. That the Director of Planning and Community Development or the Chair of the Board of Legislators is hereby authorized to execute all application materials and supporting documentation necessary for submission.

Section 3. In the event the County is awarded grant funding, the Board of Legislators hereby authorizes acceptance of the award(s), authorizes the Treasurer to appropriate the funds, and authorizes the Chair or Vice Chair to execute all agreements and documents necessary to implement the project, subject to review and approval by the County Attorney.

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

Moved by Legislator __, seconded by Legislator __, and adopted on the 5th day of May, 2026.

DRAFT

RESOLUTION NO. __ - 2026

RESOLUTION TO CLOSE CAPITAL PROJECT ACCOUNTS

Introduced by Legislator Jessica Moser, Chair of the Finance & Rules Committee.

WHEREAS, the Bridge Projects known as CR 43 (East Rd) over Moose Creek, Gardner Rd Bridge NY, and O'Brien Rd Bridge NY have been completed and no further financial activity is anticipated; and

WHEREAS, the Lewis County Treasurer has recommended the closure of the associated capital project accounts and the reconciliation and reallocation of any remaining balances;

NOW, THEREFORE, BE IT RESOLVED, as follows:

Section 1. The Lewis County Board of Legislators hereby authorizes the Lewis County Treasurer to close the following capital project accounts and make the necessary budgetary adjustments, including the appropriation of any remaining funds to the General Fund where applicable:

HAQ – CR 43 East Road

<u>Increase Revenue:</u>		
H0512000 350310 CTY SHR	\$	850.00
<u>Decrease Expense:</u>		
H0512000 499900 CONTRACT	\$	279,227.72
<u>Decrease Revenue:</u>		
H0512000 345970 FEDERAL	\$	278,032.42
H0512000 335910 STATE	\$	2,045.30

Appropriate available cash (\$90,840.58) to General Fund

HAX – Gardner Rd Bridge NY

<u>Increase Revenue:</u>		
H0513000 328910 TOWN	\$	879,603.78
<u>Decrease Expense:</u>		
H0512000 499900 CONTRACT	\$	72,479.22
<u>Decrease Revenue:</u>		
H0512000 335910 NYS	\$	952,083.00

No cash to appropriate

HAY – O’Brien Rd Bridge NY

Increase Revenue:

H0513000 328910 TOWN	\$	820,147.14
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Decrease Revenue:

H0512000 335910 NYS	\$	782,806.00
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Increase Expense:

H0512000 499900 CONTRACT	\$	37,341.14
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No cash to appropriate

Section 2. The within resolution shall take effect immediately.

Moved by Legislator __, seconded by Legislator __, and adopted on the 5th day of May, 2026.

DRAFT