

---

**NOTICE**

**TO:** Members of the Lewis County General Services Committee

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

**DATE:** April 23, 2026

**SUBJECT:** General Services Committee Meeting

---

The Lewis County General Services Committee will hold its regular meeting on Tuesday, April 28, 2026, at 1:00 p.m. in the Legislative Board Chambers, 2<sup>nd</sup> 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:	Board of Elections	Highway
	Buildings & Grounds	Public Defender
	Code Enforcement/Junkyards	Recreation, Forestry, & Parks
	District Attorney	Recycling & Solid Waste
	Fire & Emergency Management	Weights & Measures
	Agriculture	

**GENERAL SERVICES COMMITTEE**

**AGENDA – April 28, 2026**

**Call to Order:**

- Legislator Josh Leviker, 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 Fairgrounds Economic Impact – Matt O’Connor, Lewis County Agricultural Society President, and Rachel Lisk, Lewis County Fair Manager (15 minutes)
- Constableville Complete Streets Projects – Casey Dickinson, BCA Principal/Engineer, and Jeremy Glen, BCA Associate/Director of Transportation (15 minutes)

**Draft Resolutions:**

1. Appropriating \$60,000 from the 2026 Fund Balance to cover unanticipated increases in natural gas and propane costs for County buildings for the next 6-months. Funds will be distributed across multiple departmental accounts as needed. The Buildings and Grounds Director has identified the shortfall due to rising energy costs, and the County Manager and Treasurer recommend the transfer with ongoing monthly review. Any unused funds will be returned to the Fund Balance at year-end.
2. Awarding a contract to Wilcox Sealing & Paving, LLC for the replacement of the Lewis County Courthouse parking lot at a cost not to exceed \$92,135.50. The project, scheduled for summer 2026, exceeded initial budget estimates, requiring a \$43,000 transfer from Contingency to supplement the \$50,000 already allocated in the Capital Project Budget.
3. Directing the demolition and removal of a burned and collapsed structure located in the Town of Martinsburg that has been deemed unsafe and a public hazard by the County Code Enforcement Officer. The property owner’s estate administrator or mortgage holder is ordered to secure, remove debris, and remediate the site within 60 days. If they fail to comply, the County is authorized to carry out the work and assess all associated costs against the property.

4. Authorizing an amendment to the professional services agreement with BCA Architects and Engineers for the Village of Constableville roadway and complete streets project on County Route 52. The amendment adds services including resident project representation, right-of-way assistance, and permitting support at an additional cost not to exceed \$198,000, bringing the total contract to \$443,000, with costs eligible for CHIPS reimbursement.
5. Appropriating \$187,700 in the Highway Department budget to reflect revenue received from the sale of surplus equipment. The funds will be reallocated to the machinery and vehicle expense line for equipment needs within the department.
6. Awarding a contract to Bronze Contracting, LLC for the demolition and removal of a condemned structure at 8401 Erie Canal Road in the Town of New Bremen. The contract cost is not to exceed approximately \$10,730, with total project costs, including testing, monitoring, and disposal fees, expected to remain under \$20,000 and funded through the HAL Property Cleanup account.
7. Accepting and appropriating \$200,000 in FY 2026–2027 DCJS grant funding for public defense services, including Discovery Reform and Supplemental Aid programs. The resolution authorizes distribution of funds to contracted providers—Lewis Defenders (75%), McClusky Law Firm (20%), and the Assigned Counsel Panel (5%)—and directs the County Treasurer to allocate and disburse funds in accordance with grant requirements.

**Unfinished Business:**

**New Business:**

1. Awarding the bid & contract for the Constableville Complete Streets Project.

**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 TO APPROPRIATE \$60,000 FROM FUND BALANCE AND TRANSFER INTO THE VARIOUS ACCOUNT LINES FOR COUNTY BUILDINGS DUE TO SUBSTANTIAL INCREASES IN NATURAL GAS AND PROPANE COSTS**

Introduced by Legislator Joshua Leviker, Chair of the General Services Committee.

WHEREAS, the Buildings and Grounds Director has requested additional funds in order to meet the substantial increases in natural gas and propane costs, which were not anticipated in his 2026 budget. The Director anticipates the need for an additional \$60,000 may be required for the increased electric energy costs for the balance of the year; and

WHEREAS, the County Manager, in consultation with the Treasurer, indicates that this additional funding will need to be appropriated from the 2026 Fund Balance, and recommends that the sum of \$60,000 be appropriated for the anticipated increases, with review of the costs on a monthly basis and the ability of the Department to request further appropriations from fund balance for the remaining months of 2026;

NOW, THEREFORE, BE IT RESOLVED, as follows:

Section 1. The Lewis County Board of Legislators authorizes the Lewis County Treasurer to make the following appropriation from 2026 Fund Balance to cover the increased natural gas and propane bills for the County buildings:

<u>Transfer from:</u>	
A0 005990 Fund Balance	\$ 60,000.00
<u>Transfer to:</u>	
A0162000 430400 Courthouse Natural Gas	\$20,000.00
A0162100 430400 DSS Natural Gas	\$5,000.00
A0162400 430400 PSB Natural Gas	\$8,500.00
A0162500 430400 DMV Natural Gas	\$2,000.00
A0162800 430400 Number 3 Road Natural Gas	\$3,000.00
A0162300 430400 Highway Propane	\$12,000.00
A0162350 430400 Outdoor Services Propane	\$7,000.00
A0162700 430400 JCC Propane	\$2,500.00

Section 2. Any unused portion of the amount appropriated from Fund Balance remaining at the end of the year shall be returned to Fund Balance.

Section 3. This resolution shall take effect immediately.

Moved by Legislator \_\_, seconded by Legislator \_\_, and adopted on the 5<sup>th</sup> day of May, 2026.

DRAFT

**RESOLUTION NO. \_\_ - 2026**

**RESOLUTION AWARDING BID AND AUTHORIZING AGREEMENT BETWEEN THE COUNTY OF LEWIS AND WILCOX SEALING & PAVING, LLC TO REPLACE THE COURTHOUSE PARKING LOT FOR THE BUILDINGS & GROUNDS DEPARTMENT**

Introduced by Legislator Joshua Leviker, Chair of the General Services Committee.

WHEREAS, the Buildings & Grounds Department seeks to replace the parking lot at the Lewis County Courthouse, located at 7660 N State St. and sent out a Request for Proposals to qualified and experienced vendors; and

WHEREAS, the County received ten (10) sealed bids in response to the RFP, and opened the bids on April 9, 2026, with the Director of Purchasing, and Buildings & Grounds Supervisor reviewing the bids and analyzing same; and

WHEREAS, the lowest qualified bid was submitted by Wilcox Sealing & Paving, LLC, (Wilcox) 7068 State Rt 20, Waterville, NY 13480, who has offered to perform the replacement of the Courthouse parking lot for the County of Lewis for a total cost of \$92,135.50; and

WHEREAS, funding for this project in the amount of \$50,000.00 was included as part of the 2026 Capital Project Budget, however the bids received came in higher than anticipated, and the project now requires a transfer of \$43,000 from Contingency in order to proceed; and

WHEREAS, the Board of Legislators seeks to award the bid to and authorize an agreement with Wilcox, and to authorize the transfer of additional funds from Contingency;

NOW, THEREFORE, BE IT RESOLVED as follows:

Section 1. The Lewis County Board of Legislators hereby awards the bid to and authorizes an agreement with Wilcox Sealing & Paving, LLC for replacement of the Courthouse parking lot at the Lewis County Courthouse, 7660 N State St, at a total cost not to exceed \$92,135.50, to be implemented and completed between June 29, 2026 through September 30, 2026.

Section 2. The Board of Legislators hereby authorizes the Treasurer to complete the following 2026 budget transfer to provide additional funding for the Courthouse parking lot project:

From:

A0199000 499900 Contingency

\$43,000.00

To:

A0162000 460100 B&G CH Repairs & Maint Grounds      \$43,000.00

Section 3. The Chair or Vice-Chair of the Board of Legislators, together with the Director of Buildings & Grounds, is hereby authorized to make, execute, seal and deliver such Agreement, upon such form as may be approved by the County Attorney.

Section 4. The within resolution shall take effect immediately.

Moved by Legislator \_\_, seconded by Legislator \_\_, and adopted on the 5<sup>th</sup> day of May, 2026.

DRAFT

**RESOLUTION NO. \_\_ - 2026**

**RESOLUTION DIRECTING THE DEMOLITION AND REMOVAL  
OF AN UNSAFE BUILDING PURSUANT TO LOCAL LAW NO. 2-2007,  
(Martinsburg)**

Introduced by Legislator Joshua Leviker, Chair of the General Services Committee.

WHEREAS, pursuant to Local Law No. 2-2007, entitled, "A LOCAL LAW PROVIDING FOR THE REPAIR OR REMOVAL OF UNSAFE BUILDINGS, UNSAFE EQUIPMENT AND COLLAPSED STRUCTURES," (herein "Unsafe Building Law"), the Board of Legislators is empowered to take certain actions in connection with the investigation and enforcement of buildings and structures that are deemed to be unsafe; and

WHEREAS, pursuant to Section 5 of such Local Law, the Lewis County Code Enforcement Officer conducted an investigation of the premises known Tax Map No. 259.04-01-23.000, owned by Carolyn McKee, deceased, with Letters of Administration of her estate issued to Lansing E. McKee III. The Code Officer determined that the burned, collapsed structure is unsafe with debris that is a danger to anyone who may attempt to go near or walk on the property, and issued his report to the Board of Legislators on March 3, 2026; and

WHEREAS, the Code Enforcement Officer reported that the structure burned down, collapsed, is unsecured, and contains debris and burned remnants that are unsafe and a danger to the public. The Code Enforcement Officer condemned the structure and appropriately posted same; and

WHEREAS, the Code Enforcement Officer concludes in his report that this building is unsafe and poses an unsafe condition to the general public. It is the Code Enforcement Officer's recommendation that the burned down structure and debris be properly removed, that the foundation be filled in, with all permits for same obtained in order to protect the health and safety of the public and community; and

WHEREAS, there is an outstanding mortgage on the deceased owner's property, originally held by Household Finance Realty Corporation of New York, now being managed by US Bank Trust Company, NA, as Trustee. The lender filed a mortgage foreclosure Summons & Complaint on this property on January 30, 2026; and

WHEREAS, ServiceLink, a property management company operating on behalf of the lender, has communicated with the Codes Department and County Attorney, indicating that they are in the process of working to obtain bids in order to

remove the collapsed structure and debris in accordance with local regulations and permits; and

WHEREAS, by Resolution No. 83 -2026, the Board of Legislators ordered and decreed that the Administrator of the estate or his representative appear before this Board of Legislators on May 5, 2026 at 5:00 p.m., and Show Cause why it should not be Ordered for the Administrator of the Estate of Carolynn McKee or any other interested party to immediately demolish and remove the burned down structure and debris on parcel identified as Tax Map No. 259.04-01-23.000, 6585 Oliver Place, Glenfield, Town of Martinsburg, County of Lewis; and that in the event the Administrator or other interested party fails to comply with such Order or fails or refuses to demolish or remove collapsed building and related debris, that the Board of Legislators provide for its immediate demolition and removal and assess all expenses thereof against the land on which it is located, and to commence a special proceeding if required to collect the costs of demolition, including legal expenses; and

WHEREAS, the Administrator of the Estate, his legal representative and the lender, through its property management company, Service Link, were given due Notice of the Hearing before this Board by regular and certified mail, by personal service upon the legal representative of the named Administrator, by email to Service Link Violations Coordinator, Jason Carl, and by posting of Notice of the Hearing at the property; and

WHEREAS, the Administrator having failed to appear/ the Administrator and his legal representative having appeared/ for the hearing before the Lewis County Board of Legislators on May 5, 2026, and the Board having heard the testimony of the Code Enforcement Officer and reviewed the documentary evidence submitted as Exhibits, and the argument of the County Attorney, the Board renders the following findings and determinations;

NOW, THEREFORE, BE IT RESOLVED, as follows:

Section 1. The Lewis County Board of Legislators hereby finds and determines as follows:

- (a) That Carolynn McKee, deceased, is the record Owner of the premises known as Tax Map No. 259.04-01-23.000, located at and designated as 6585 Oliver Place, Glenfield, NY, Town of Martinsburg, County of Lewis;
- (b) That the Lewis County Code Enforcement Officer duly inspected said premises, condemned the site and the burned structure and debris and declared that the premises are unsafe and a hazard to the public, and that the downed structure and debris should be properly removed and the

foundation filled in , in accordance with all state and local regulations and permits required;

- (c) That the building on the site has completely burned and collapsed, with the site abandoned and unsecured, and a danger to anyone who may attempt to near the property or enter on it;
- (d) That the Board of Legislators received the report of the Code Enforcement Officer dated March 3, 2026, and agrees with his findings;
- (e) That pursuant to Local Law No. 2 – 2007, on April 7, 2026, at its regular meeting the Board of Legislators determined that the burned down building is unsafe, constitutes a public nuisance, and a danger to the safety, health, and welfare of the community; and that the burned down structure and debris must be properly removed and disposed of, with the foundation to be properly filled in;
- (f) That the Administrator of the Estate, his legal representative, and the lender's property clean up company all received notice of these proceedings in compliance with the Local Law;
- (g) That the burned down building and property known as Tax Map No. 259.04-01-23.000, located at 6586 Oliver Place, Glenfield, Town of Martinsburg, NY, County of Lewis is unsafe, constitutes a public nuisance and a danger to the safety, health and welfare of the community and must be immediately secured and removed;

Section 2. By reason of such findings, it is hereby

ORDERED AND DECREED that Lansing M. McKee III, the Administrator of the Estate owner Carolyn M. McKee, deceased, or the mortgage lender, US Bank Trust Company, as Trustee, who has a priority lien and interest in the property, and who has filed an action to foreclose on the property known as Tax Map No. 259.04-01-23.000, located at 6585 Oliver Place, Glenfield, NY, shall immediately properly secure, remove and dispose of all debris, back fill the foundation and take any other remedial steps to remediate this property; and it is further

ORDERED AND DECREED that the Administrator or Mortgage Lender or its agent, shall immediately commence proper clean up and removal of the burned down structure and debris upon service of notice of this order and decision; and shall complete same within sixty (60) days; and it is further

ORDERED AND DECREED, that in the event that the Administrator or Mortgage Lender fails or refuses to commence the demolition process in

accordance with this Resolution and Order, the Code Enforcement Officer shall cause such building debris to be removed either by County employees or by contract, provided that any contract for demolition/ removal /remediation of the site in excess of \$20,000.00 shall be awarded through competitive bidding; and it is further

ORDERED AND DECREED, that in the event that the County provides for the demolition/removal/remediation of the site, all of the costs and expenses of same shall be assessed against the land upon which it is located, with an action for reimbursement made against the Mortgage Lender who has an obligation to maintain the property in proper order and the mortgage lender; and it is further

ORDERED AND DECREED that a certified copy of this Resolution and Orders shall be served upon the Administrator of the Estate, his legal representative, and the Mortgage Lender's Attorney of Record, all by regular mail, certified mail, and electronic mail.

Section 3. This Resolution shall take effect immediately.

Moved by Legislator \_\_, seconded by Legislator \_\_, and adopted on the 5<sup>th</sup> day of May, 2026.

**RESOLUTION NO. \_\_ - 2026**

**AUTHORIZING AMENDMENT No. 1 TO PROFESSIONAL SERVICES AGREEMENT  
BETWEEN LEWIS COUNTY AND BCA FOR ENGINEERING SERVICES FOR  
VILLAGE OF CONSTABLEVILLE ROADWAY AND COMPLETE STREETS PROJECT**

Introduced by Legislators Joshua Leviker, Chair of the General Services Committee.

WHEREAS, pursuant to Resolution 121-2025, the County, on behalf of the Highway Department and the Department of Planning and Community Development, authorized a Professional Services Agreements with BCA Architects and Engineers (“BCA”) to provide engineering services for the roadway and complete streets improvement project on County Route 52 in the Village of Constableville; and

WHEREAS, the Highway Superintendent and Planning Director seek authorization to amend the Professional Services Agreement with BCA to include Resident Project Representative Services, ROW Assistance and NYSDEC/USACE Permitting Assistance at a cost not to exceed \$198,000.00. The engineering services costs and expenses will be submitted to CHIPS for reimbursement;

NOW, THEREFORE, BE IT RESOLVED, as follows:

Section 1. The Lewis County Board of Legislators authorizes an amendment to the Professional Services Agreements with BCA to include Resident Project Representative Services, ROW Assistance and NYSDEC/USACE Permitting Assistance related to the Constableville roadway and complete streets improvement project on County Route 52 at an additional cost not to exceed \$198,000.00; bringing the total engineering contract cost to \$443,000, to be submitted under CHIPS for reimbursement.

Section 2. The Chair or Vice-Chair of the Board of Legislators is hereby authorized to make, execute, seal and deliver said amendment, together with the Lewis County Highway Superintendent and the Director of Planning and Community Development, 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 on the 5<sup>th</sup> day of May, 2026.

**RESOLUTION NO. \_\_ - 2026**

**RESOLUTION TO APPROPRIATE FUNDS  
Highway Department**

Introduced by Legislator Joshua Leviker, Chair of the General Services Committee.

BE IT RESOLVED, as follows:

Section 1. That the following budget appropriation takes place in the Highway Department funds to recognize additional revenue received from sale of surplus equipment.

Increase Revenue:

DM513000 326650 Machinery Sale of Equip	\$187,700.00
---	--------------

Increase Expense:

DM513000 223300 Machinery Vehicles	\$187,700.00
------------------------------------	--------------

Section 2. That the within resolution shall take effect immediately.

Moved by Legislator \_\_, seconded by Legislator \_\_, and adopted on the 5<sup>th</sup> day of May, 2026.

**RESOLUTION NO. \_\_ - 2026**

**RESOLUTION AUTHORIZING CONTRACT BETWEEN  
THE COUNTY OF LEWIS AND BRONZE CONTRACTING, LLC FOR THE  
DEMOLITION AND REMOVAL OF A BUILDING LOCATED AT 8401 ERIE CANAL  
ROAD IN THE TOWN OF NEW BREMEN**

Introduced by Legislator Joshua Leviker, Chair of the General Services Committee.

WHEREAS, the Superintendent of Highways, in consultation with the Building and Fire Codes Department, solicited proposals for the demolition and removal of a condemned structure located at 8401 Erie Canal Road in the Town of New Bremen; and

WHEREAS, three (3) proposals were received. Highway Department staff and the Purchasing Director reviewed the submissions and assessed the criteria. After careful consideration and review, this team recommends that the Board of Legislators contract with Bronze Contracting, LLC, to complete the proper demolition and removal at a cost not to exceed \$10,730.00, exclusive of tipping fees, air monitoring and testing, DOL waiver fees, and asbestos and lead testing, which may be required and payable by the County; and

WHEREAS, it is anticipated that the total cost of the project will not exceed \$20,000.00, including costs for demolition, tipping fees, asbestos and lead testing, and monitoring costs; said costs to be paid from the HAL Property Cleanup capital account; and

WHEREAS, the Board of Legislators seeks to accept this recommendation and award the bid and contract to Bronze Contracting, LLC for demolition and removal services for this project.

**NOW, THEREFORE, BE IT RESOLVED, as follows:**

Section 1. The Lewis County Board of Legislators awards the bid and authorizes an agreement with Bronze Contracting, LLC to complete the scope of work outlined in the demolition and removal proposal at a cost not to exceed \$10,720.00, as more fully set forth in their proposal.

Section 2. The County will be responsible for DANC tipping fees, air monitoring and tests, asbestos and lead testing fees, and DOL waiver fees, with the total cost of the Project expected to be not more than \$20,000.00.

Section 3. 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 4. The Treasurer is directed to pay for these services from the appropriated funds in the HAL Property Cleanup account.

Section 5. The within resolution shall take effect immediately.

Moved by Legislator \_\_, seconded by Legislator \_\_, and adopted on the 5<sup>th</sup> day of May, 2026.

DRAFT

**RESOLUTION NO. \_\_ - 2026**

**RESOLUTION ACCEPTING, AUTHORIZING DISTRIBUTION, AND APPROPRIATING  
FY 26-27 DCJS PUBLIC DEFENSE PROVIDER GRANT FUND AWARDS**

Introduced by Legislator Joshua Leviker, Chair of the General Services Committee.

WHEREAS, County Law §722 directs each county to adopt a plan to provide legal counsel to persons charged with a crime or who are entitled to counsel pursuant to Family Court Act §262 and who are financially unable to obtain counsel (herein “public defense legal services”), and authorizes a county to provide such representation through a corporation, voluntary association, or organization permitted to practice law under the authority of § 495 of the Judiciary Law, which includes organizations which have as their primary purpose the furnishing of legal services to indigent persons; and

WHEREAS, the Lewis County Board of Legislators has engaged the services of Lewis Defenders, PLLC and the McClusky Law Firm to provide such services under contractual agreements. The Board also accepted the appointment of Jessica L. Young, Esq. to serve as the Administrator of the Assigned Counsel Panel (ACP); and

WHEREAS, in March, 2026, the County received Notice of Awards under the NYS Division of Criminal Justice Services (DCJS) for the State’s Aid to Defense for – Discovery Reform Program SFS# 1100240087 in the amount of \$100,000; and State Aid to Defense Supplemental Program SFS # 1100240087 in the amount of \$100,000, for a total amount of \$200,000.00 for SFY 2026-2027, to support defense services and expenses incurred by such providers and assigned counsel panel administrator; and

WHEREAS, Lewis Defenders, PLLC, in consultation with the County, the conflict defender, and the assigned counsel administrator has developed a proposed distribution plan of these grant funds, which is required to be submitted to the State. The proposed distribution plan is as follows:

- Lewis Defenders, PLLC - 75% - (\$ 150,000.00)
- McClusky Law Firm - 20% - (\$ 40,000.00)
- Durr, Riley & Young, PLLC - ACP - 5% - (\$ 10,000.00);

NOW, THEREFORE, BE IT RESOLVED as follows:

Section 1. The Lewis County Board of Legislators hereby accepts the 2026/27 DCJS grant funding awards for Aid to Defense- Discovery Reform and the Defense Supplemental Program in the amounts of \$100,000 each, for a total of \$200,000; and authorizes distribution of the funds to the indigent legal services contracted providers upon the proper submission of grant requirements, as follows:

Lewis Defenders, PLLC	- 75% - (\$ 150,000.00)
McClusky Law Firm	- 20% - (\$ 40,000.00)
Durr, Riley & Young, PLLC - ACP	- 5% - (\$ 10,000.00);

Section 2. The Lewis County Treasurer is hereby directed to appropriate the funds and distribute same under the proper DCJS Aid to Defense funding account in accordance with the percentage amounts set forth above, upon proper submission of the eligible expenses for each grant award.

Section 3. The Chair, or the Vice-Chair of the Board of Legislators be and the same are hereby authorized to execute and deliver any agreement or other documents required to give effect to this Resolution upon review by the County Attorney.

Section 4. The within Resolution shall take effect immediately.

Moved by Legislator \_\_, seconded by Legislator \_\_, and adopted on the 5<sup>th</sup> day of May, 2026.