

---

**NOTICE**

**TO:** Members of the Lewis County Finance & Rules Committee

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

**DATE:** June 25, 2026

**SUBJECT:** Finance & Rules Committee Meeting

---

The Lewis County Finance & Rules Committee will hold its regular meeting on Tuesday, June 30, 2026, at 2:30 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: | County Clerk/DMV                | Planning & Community Development |
|     | Economic Development            | Purchasing                       |
|     | Human Resources                 | Real Property Tax                |
|     | Information Technology          | Treasurer                        |
|     | Insurance/Workers' Compensation |                                  |

**FINANCE & RULES COMMITTEE**

**AGENDA – June 30, 2026**

**Call to Order:**

- Legislator Jessica Moser, Chair.

**Roll Call:**

- Clerk of the Board records attendance.

**Approval of Minutes:**

- Motion to approve minutes from May 26, 2026.

**Presentations / Discussion Items:**

- Annual Audit of Finances – Jeffrey Jones, EFPR (15 minutes)
- Subdivision Filing Procedure Changes – Candy Akin, Director of Real Property and Jake Moser, County Clerk (10 minutes)

**Draft Resolutions:**

1. Appointing Ian W. Gilbert, Esq. of Castorland, New York as Lewis County Attorney pursuant to County Law §500, following the announced retirement of the current County Attorney effective July 11, 2026. The appointment is effective July 13, 2026 through December 31, 2026 for the remainder of the Board's term and authorizes an employment agreement establishing an annualized salary of \$115,000.00 plus benefits.
2. Authorizing the Planning and Community Development Department to apply for up to \$500,000.00 through the 2026 New York Main Street Downtown Stabilization Program to support redevelopment of the building at 5502 Trinity Avenue in the Village of Lowville, and authorizes acceptance of the grant if awarded.
3. Authorizing the Planning and Community Development Department to submit up to three applications, totaling up to \$4,000,000.00, through the NYS DEC Climate Smart Communities Grant Program to fund construction of stormwater retention structures in and around the Village of Lowville to reduce future flooding, with a shared 20% local match, and authorizes acceptance of the grant(s) if awarded.
4. Authorizing the Lewis County Real Property Tax Service Agency to establish a filing and certification process for subdivision and certified survey maps, including a \$10 fee for non-subdivision maps and a tiered fee schedule of \$25–\$100 for subdivision maps based on number of lots, and requires certification of payment prior to filing with the County Clerk.

5. Authorizing the appropriation of \$59,560.00 in proceeds from the County's online auction of surplus equipment and property. The funds are allocated to both the HAD Capital and Solid Waste accounts, with corresponding increases in revenue and expenditures to support capital expenditures and equipment replacement.
6. Awarding a contract to Independent Commercial Contractors, Inc. for the demolition and removal of a condemned structure located at 5314 Dayan Street in the Village of Lowville. The company was the lowest qualified bidder among seven proposals received, with a project cost not to exceed \$21,400.00. The project is funded through the Community Development Block Grant (CDBG) Imminent Threat Grant Program.

**Unfinished Business:**

**New Business:**

**Executive Session:**

- Labor Contract Negotiations

**Adjournment:**

---

Additional Information

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

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

**RESOLUTION APPOINTING LEWIS COUNTY ATTORNEY  
AND AUTHORIZING EMPLOYMENT AGREEMENT**

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

WHEREAS, pursuant to County Law §500, the Board of Legislators must appoint a County Attorney to serve during the term of the elected Board; and

WHEREAS, the current County Attorney, Joan E. McNichol has submitted a letter to the Board confirming her decision to retire from the position of Lewis County Attorney effective July 11, 2026; and

WHEREAS, the Board of Legislators seeks to appoint Ian W. Gilbert, Esq. of Castorland, New York as Lewis County Attorney;

NOW, THEREFORE, BE IT RESOLVED as follows:

Section 1. The Lewis County Board of Legislators hereby appoints Ian W. Gilbert of Castorland, New York to the position of Lewis County Attorney pursuant to County Law § 500, effective July 13, 2026 through December 31, 2026 for the remainder of the 2026 Board of Legislators' elected term.

Section 2. The Lewis County Board of Legislators authorizes an employment agreement to be negotiated by and between the County and Ian W. Gilbert, setting forth the terms and conditions of his employment as Lewis County Attorney for the remainder of this year, at an annualized salary of \$115,000.00 plus benefits.

Section 3. The Chair or the Vice-Chair of the Board of Legislators is hereby authorized to make, execute, seal and deliver said Agreement.

Section 4. The within resolution shall take effect immediately.

Moved by Legislator \_\_, seconded by Legislator \_\_, and adopted on the 7<sup>th</sup> day of July, 2026.

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

**RESOLUTION AUTHORIZING GRANT APPLICATION FOR 2026 OFFICE OF  
COMMUNITY RENEWAL NEW YORK MAIN STREET (NYMS) PROGRAM  
DOWNTOWN STABILIZATION PROJECT 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 New York Main Street (NYMS) Program Downtown Stabilization funding to support redevelopment of a building in Commercial Zone 2 in the Village of Lowville; and

WHEREAS, the NYMS Downtown Stabilization Project program provides up to 75% funding for eligible projects up to \$500,000, including administrative expenses, to assist with innovative approaches to stabilizing and developing downtown and mixed-use projects; and

WHEREAS, the proposed funding would be used for redeveloping a building on Trinity Avenue between Forest Ave and Lanpher Street, and is consistent with County and regional planning goals and ongoing community revitalization efforts;

NOW, THEREFORE, BE IT RESOLVED, as follows:

Section 1. The Lewis County Board of Legislators hereby authorizes the Planning and Community Development Director to submit an online application to the New York State Office of Community Renewal for up to \$500,000 in 2026 New York Main Street funding for a Downtown Stabilization project located at 5502 Trinity Ave in the Village of Lowville.

Section 2. 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. The Chairman or Vice Chairman 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, and appropriate the funding to the Lewis County Planning and Community Development Department.

Section 4. This resolution shall take effect immediately.

Moved by Legislator \_\_, seconded by Legislator \_\_, and adopted on the 7<sup>th</sup> day of July, 2026.

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

**RESOLUTION AUTHORIZING THE PLANNING AND COMMUNITY DEVELOPMENT  
DEPARTMENT TO SUBMIT A NYS DEC CLIMATE SMART  
COMMUNITIES GRANT APPLICATION**

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

WHEREAS, the Lewis County Planning and Community Development Department has been assisting various municipalities, non-profits, and public partners with mitigation efforts related to the 2024 flooding event; and

WHEREAS, the New York State DEC is offering a grant for eligible implementation projects that enhance community resilience to climate change and flooding, with a maximum request of \$2,000,000; and

WHEREAS, the grant is subject to a 20% local match, with the County eligible to submit applications for more than one project site; and

WHEREAS, the Lewis County Planning and Community Development Department wishes to develop, with the input and collaboration of various public and private partners, one or more NYS DEC Climate Smart Communities Grant Applications in an amount not to exceed \$2,000,000 per project site (\$4,000,000 total), to mitigate future flooding events through the construction of multiple retention structures in and around the Village of Lowville; and

WHEREAS, Lewis County, in collaboration with several public and private partners, would work with those partners to split the 20% match requirement for projects applicable to each host location;

NOW, THEREFORE, BE IT RESOLVED as follows:

Section 1. The Lewis County Board of Legislators hereby authorizes the Director of Planning and Community Development to develop and submit up to three (3) applications to the New York State Department of Environmental Conservation (NYS DEC) Climate Smart Communities Program in amounts not to exceed \$2,000,000 per application, or \$4,000,000 in total, to support the construction of multiple stormwater retention structures intended to mitigate future flooding in and around the Village of Lowville, and further authorizes the County to contribute a portion of the required 20% local match associated with the grant.

Section 2. The Chair or Vice Chair of the Board of Legislators, or the Director of Planning and Community Development, 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 projects, subject to review and approval by the County Attorney.

Section 4. This resolution shall take effect immediately.

Moved by Legislator \_\_, seconded by Legislator \_\_, and adopted on the 7<sup>th</sup> day of July, 2026.

DRAFT

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

**RESOLUTION AUTHORIZING REAL PROPERTY TAX SERVICE AGENCY TO CERTIFY SUBDIVISION MAP FILING AND PAYMENT OF FEE FOR SAME**

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

WHEREAS, the Lewis County Real Property Tax Service Agency (LCRPTSA) is required by statute to prepare and maintain a set of tax maps for each town and village within the County for assessment purposes; and

WHEREAS, the Director of LCRPTSA recommends and requests that all certified survey maps (non-subdivision) be submitted in the first instance to the Lewis County Real Property Tax Services Agency with a fee of \$10.00 paid to the LC Real Property Tax Service Agency, for digitizing and indexing before the map is then filed in the Lewis County Clerk's Office; and

WHEREAS, Real Property Tax Law (RPTL) § 503 allows a County legislature to fix a fee for filing a map or instrument creating, altering or abandoning a subdivision map; and

WHEREAS, RPTL §§334 and 560 require recording officers to receive a certificate from the County Director of Real Property Tax Services indicating that the fee(s) for filing of subdivision maps has been paid prior to filing with the Lewis County Clerk's Office; and

WHEREAS, the Director of the Lewis County Real Property Tax Service Agency has requested to charge the following fees for subdivision maps and develop the procedure and forms required to verify compliance with any municipal planning board approval and tax certifications:

|                         |           |
|-------------------------|-----------|
| one through three lots: | \$ 25.00  |
| four through nine lots: | \$ 50.00  |
| ten or more lots:       | \$ 100.00 |

WHEREAS, the Lewis County Finance and Rules Committee recommends that the above fee schedules and certification process be developed and followed for certified survey map (non-subdivision) and subdivision map filings;

NOW, THEREFORE, BE IT RESOLVED, as follows:

Section 1. The Lewis County Board of Legislators authorizes the Lewis County Real Property Tax Service Agency to charge a Ten (\$10.00) dollar fee for

receiving certified survey maps (non-subdivision) for digitizing and indexing prior to said map being filed in the Lewis County Clerk’s office.

Section 2. The Lewis County Board of Legislators authorizes the Real Property Tax Service Agency to charge the following fees for subdivision maps and develop the process and forms required to verify compliance with any municipal planning board approval and tax certifications prior to filing in the Lewis County Clerk’s office:

|                          |           |
|--------------------------|-----------|
| one through three lots : | \$ 25.00  |
| four through nine lots:  | \$ 50.00  |
| ten or more lots:        | \$ 100.00 |

Section 3. The within resolution shall take effect immediately.

Moved by Legislator \_\_, seconded by Legislator \_\_, and adopted on the 7<sup>th</sup> day of July, 2026.

DRAFT

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

**RESOLUTION AUTHORIZING APPROPRIATION OF FUNDS  
FROM SURPLUS EQUIPMENT SALE**

Introduced by Legislator Jessica Moser, 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 total amount of \$59,560.00, representing proceeds received from the online auction sale of miscellaneous County equipment and property as follows:

Increase Revenue:

|                 |                           |             |
|-----------------|---------------------------|-------------|
| H0990100 350310 | County Share Revenue HAD  | \$37,560.00 |
| ES816000 326650 | SW Oper Sale of Equipment | \$22,000.00 |

Increase Expenditure:

|                 |                            |             |
|-----------------|----------------------------|-------------|
| H0990100 499900 | HAD Capital Expenditures   | \$37,560.00 |
| ES816000 223300 | SW Oper Vehicles/Equipment | \$22,000.00 |

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

Moved by Legislator \_\_, seconded by Legislator \_\_, and adopted on the 7<sup>th</sup> day of July, 2026.

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

**RESOLUTION AWARDING BID AND AUTHORIZING CONTRACT BETWEEN  
THE COUNTY OF LEWIS AND INDEPENDENT COMMERCIAL CONTRACTORS,  
INC. FOR THE DEMOLITION AND REMOVAL OF A BUILDING LOCATED AT 5314  
DAYAN ST IN THE VILLAGE OF LOWVILLE**

Introduced by Legislator Jessica Moser, 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 at 5314 Dayan Street in the Village of Lowville, as part of the recently awarded CDBG Imminent Threat Grant Program; and

WHEREAS, seven (7) bid proposals were opened on June 23, 2026 at 10:30 am. Planning Department staff and the Purchasing Director, in consultation with Barton & Loguidice, the professional engineer consultants on the project recommend that County award the bid and contract to Independent Commercial Contractors, Inc., the lowest qualified bidder, to complete the RFP Tasks at a cost not to exceed \$21,400.00; and

WHEREAS, the Board of Legislators seeks to accept this recommendation and award the bid and contract to Independent Commercial Contractors, 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 Independent Commercial Contractors, Inc. to complete the scope of work outlined in the demolition and removal RFP at a cost not to exceed \$21,400.00, 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 appropriate the funds and pay for these services from the CDBG Imminent Threat Grant Award fund account.

Section 4. The within resolution shall take effect immediately.

Moved by Legislator \_\_, seconded by Legislator \_\_, and adopted on the 7<sup>th</sup> day of July, 2026.