

NOTICE

TO: Members of the Lewis County Finance & Rules Committee

FROM: Cassandra Moser, Clerk of the Board

DATE: August 20, 2026

SUBJECT: Finance & Rules Committee Meeting

The Lewis County Finance & Rules Committee will hold its regular meeting on Tuesday, August 25, 2026, at **1:00 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 – August 25, 2026

Call to Order:

- Legislator Jessica Moser, Chair.

Roll Call:

- Clerk of the Board records attendance.

Approval of Minutes:

- Motion to approve minutes from July 28, 2026.

Presentations / Discussion Items:

- PaymentWorks, Inc. – Brian Hanno, Director of Purchasing (10 minutes)
- Information Technology Director update – Caitlyn Smith, Director of Human Resources (5 minutes)

Draft Resolutions:

1. Authorizing an agreement with O'Toole Law Group to provide specialized legal counsel regarding the evaluation, structuring, and potential establishment of County utility services that could access lower-cost electricity generated by local energy systems. The agreement will run from September 1, 2026 through December 31, 2027, at a total cost not to exceed \$20,000.00, funded through the Law Department Budget.
2. Amending the County's Compensation Plan to abolish the vacant Director of Information Technology position and establish a Technology Services Manager position at Grade 6 of the Exempt Compensation Plan. The new classification is intended to more accurately reflect the position's countywide technology leadership and service responsibilities and improve recruitment efforts. Human Resources will be authorized to discontinue recruitment for the Director position and recruit for the Technology Services Manager position.
3. Authorizing Lewis County to apply for up to \$3,000,000.00 in 2026 Northern Border Regional Commission (NBRC) Catalyst Program funding to support roadway, complete streets, and related infrastructure projects in the Village of Port Leyden. If awarded, the County would provide a 20% local match through a combination of Highway Funds, CHIPS funds, and other eligible grants.
4. Authorizing Lewis County to serve as the lead applicant for the New York State Empire State Development Business Food Waste Mitigation Grant Program to

support sustainable waste management, food waste reduction, and local agricultural initiatives. Red Barn Meats will serve as the project co-implementor, with Farm Credit East serving as the grant writer and administrator.

5. Authorizing Lewis County to enter into a Settlement Agreement and Release with Charter Communications Operating, LLC (Spectrum) to resolve claims concerning Managed Wi-Fi Services. The agreement provides for a six-month holdover period through September 30, 2026, with a \$58,082.70 credit eliminating service charges during that period. Managed Wi-Fi Services will be discontinued effective October 1, 2026, while Business Internet Services will continue under the existing Service Order. The agreement also provides for municipal notification of the discontinuation and releases Spectrum from related prior claims.
6. Authorizing a three-year agreement with PaymentWorks, Inc. (Carahsoft) for vendor management software to securely monitor and manage accounts payable and vendor information. The agreement runs from September 21, 2026 through December 31, 2029, at a total cost not to exceed \$88,200.00. The resolution also authorizes appropriation of \$14,700.00 in additional P-card revenue to fund implementation costs.
7. Setting a public hearing for October 6, 2026, at 5:00 p.m. regarding Introductory Local Law No. 6-2026, which would authorize Lewis County to override the property tax levy limit established under General Municipal Law § 3-c (the “2% tax cap”) for the 2027 County budget. Notice of the public hearing will be posted and published in accordance with applicable requirements.
8. Establishing the methodology for allocating 2027 workers’ compensation assessments among participants in the Lewis County Self-Insurance Plan. The assessment will be apportioned 50% based on claims experience from 2023–2025, 30% based on proportionate 2025–2026 gross payroll, and 20% based on proportionate full property valuation.

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

**AUTHORIZING AN AGREEMENT BETWEEN LEWIS COUNTY AND
O'TOOLE LAW GROUP FOR SPECIAL LEGAL COUNSEL SERVICES**

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

WHEREAS, the Board of Legislators previously adopted Local Law No. 3 of 1983, establishing a Public Utility Service Agency “to construct, lease, purchase, own, acquire, use and/or operate a public electric utility service”; and

WHEREAS, Lewis County has in recent decades developed into a major exporter of electricity through hydroelectric, solar, and wind energy generating systems, while energy costs in the county continue to grow year over year; and

WHEREAS, Lewis County seeks to retain specialized legal counsel to assist with the evaluation, structuring and establishment of county utility services which could contract for or otherwise purchase low-cost electric energy from local energy systems for the benefit of county residents and businesses; and

WHEREAS, the Board of Legislators has determined that O'Toole Law Group, located at 710 Latta Rd Suite 101, Rochester, New York 14612, possesses the requisite expertise and experience to provide such specialized services; and

WHEREAS, the County and O'Toole Law Group have negotiated an agreement whereby O'Toole Law Group shall provide special legal counsel services for a period commencing September 1, 2026, and concluding December 31, 2027, at a total cost not to exceed \$20,000.00, to be funded from the Law Department Budget; and

WHEREAS, the Board of Legislators finds it in the best interest of Lewis County to authorize this agreement;

NOW, THEREFORE, BE IT RESOLVED as follows:

Section 1. That the Board of Legislators of Lewis County hereby authorizes an agreement between Lewis County and O'Toole Law Group, for the provision of special legal counsel services to assist with the evaluation, structuring and establishment of county utility services, for a period commencing September 1, 2026, and concluding December 31, 2027, at a total cost not to exceed \$20,000.00 and based on hourly rate schedules.

Section 2. That the cost of this agreement in the amount of \$20,000.00 shall be funded from the Law Department Budget.

Section 3. That the Chair or Vice-Chair of the Board of Legislators is hereby authorized to make, execute, seal and deliver such agreement upon such form as may be approved by the County Attorney.

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

Moved by Legislator __, seconded by Legislator __, and adopted on the 1st day of September, 2026.

DRAFT

RESOLUTION NO. __ - 2026

**AMENDING COMPENSATION PLAN WITH REFERENCE TO
THE INFORMATION TECHNOLOGY DEPARTMENT**

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

WHEREAS, the County has reviewed its current information technology leadership structure and the operational and technical needs of County departments and determined the existing Director of Information Technology does not accurately reflect the responsibilities of the County's current technology environment; and

WHEREAS, the County has determined that a Technology Services Manager classification will more accurately communicate the nature and level of the position to prospective candidates and improve the County's ability to recruit qualified applicants; and

WHEREAS, the proposed Technology Services Manager position should be established at Grade 6 of the Exempt Compensation Plan and is intended to provide countywide leadership of technology services, coordination of service priorities, and reliable support to County departments;

NOW, THEREFORE, BE IT RESOLVED, as follows:

Section 1. The Board of Legislators hereby amends the Compensation Plan of the County of Lewis with reference to the Information Technology Department, for the following:

<u>ABOLISH</u>	<u>STATUS</u>	<u>RATE</u>
Director of Information Technology	Full-Time	\$76,000 - \$108,172
<u>CREATE</u>	<u>STATUS</u>	<u>RATE</u>
Technology Services Manager	Full-Time	\$62,000 - \$88,245

Section 2. That the Human Resources Department is hereby authorized to discontinue recruitment for the vacant Director position and recruit for and fill the position of Technology Services Manager in accordance with applicable County policies and Civil Service requirements.

Section 3. That this resolution shall take effect immediately.

Moved by Legislator __, seconded by Legislator __, and adopted on the 1st day of September, 2026.

RESOLUTION NO. __ - 2026

**AUTHORIZING LEWIS COUNTY TO APPLY FOR 2026 NORTHERN BORDER
REGIONAL COMMISSION CATALYST FUNDING TO COMPLETE
INFRASTRUCTURE PROJECTS IN THE VILLAGE OF PORT LEYDEN**

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

WHEREAS, the Lewis County Planning and Community Development Department desires to apply for up to \$3,000,000.00 in financial assistance to assist with the completion of roadway, complete streets, and other supportive infrastructure projects under the 2026 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 Chair or Vice Chair of the Board of Legislators to sign the Letter of Intent, and application for 2026 Northern Border Regional Commission (NBRC) Catalyst Program funding in an amount not to exceed \$3,000,000.00 to implement roadway, complete streets, and other supportive infrastructure projects in the Village of Port Leyden, and if awarded, to accept the funding, send out an RFP, award a bid to the lowest responsible bidder in compliance with the funding, and sign contract documents upon review and approval of the County Attorney.

Section 2. The Board of Legislators hereby authorizes the Planning and Community Development Department to submit the signed Letter of Intent and online application, and if awarded, directs the Treasurer to appropriate the funding to the Lewis County Highway Department's budget.

Section 3. This resolution shall take effect immediately.

Moved by Legislator __, seconded by Legislator __, and adopted on the 1st day of September, 2026.

RESOLUTION NO. __ - 2026

**AUTHORIZING LEWIS COUNTY TO SERVE AS APPLICANT FOR
THE NEW YORK STATE EMPIRE STATE DEVELOPMENT
BUSINESS FOOD WASTE MITIGATION GRANT PROGRAM**

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

WHEREAS, the Planning & Community Development Department of the County of Lewis seeks to advance sustainable waste management practices and reduce food waste through participation in the New York State Empire State Development (ESD) Business Food Waste Mitigation Grant Program; and

WHEREAS, the County of Lewis proposes to serve as the lead applicant for said grant program, with Red Barn Meats, a local business entity, serving as the project's co-implementor and Farm Credit East serving as the grant writer and administrator should the County be awarded funding; and

WHEREAS, the Board of Legislators finds it in the best interest of the County of Lewis and the Planning & Community Development Department to authorize submission of an application for this grant opportunity to support local agricultural sustainability and waste reduction initiatives;

NOW, THEREFORE, BE IT RESOLVED as follows:

Section 1. The County of Lewis is hereby authorized to serve as the applicant for the New York State Empire State Development Business Food Waste Mitigation Grant Program, with Red Barn Meats designated as the project's co-implementor and Farm Credit East designated as the grant writer and administrator.

Section 2. The Chair or Vice-Chair of the Board of Legislators is hereby authorized to execute all applications, agreements, and documents necessary to submit the grant application, upon such form as may be approved by the County Attorney, together with the Director of Planning & Community Development.

Section 3. The within resolution shall take effect immediately.

Moved by Legislator __, seconded by Legislator __, and adopted on the 1st day of September, 2026.

RESOLUTION NO. __ - 2026

AUTHORIZING SETTLEMENT AGREEMENT WITH CHARTER COMMUNICATIONS OPERATING, LLC TO CLOSE FREE PUBLIC WI-FI PROGRAM

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

WHEREAS, Lewis County entered into Service Order No. 12706541 with Charter Communications Operating, LLC, on behalf of itself and its operating subsidiaries ("Spectrum"), for the provision of Business Internet and Managed Wi-Fi Services at multiple locations throughout Lewis County; and

WHEREAS, following installation of the services, certain issues arose concerning features and functionality associated with the Managed Wi-Fi Services, resulting in claims by Lewis County regarding the services provided pursuant to the Service Order; and

WHEREAS, Lewis County and Spectrum have negotiated a proposed Settlement Agreement and Release to fully and finally resolve the parties' differences and claims relating to the Service Order arising prior to the effective date of the Settlement Agreement; and

WHEREAS, pursuant to the proposed Settlement Agreement, Spectrum will provide services for a six-month holdover period commencing April 1, 2026, and will provide Lewis County with a credit in the amount of \$58,082.70, such that the County will not be responsible for service charges during said holdover period; and

WHEREAS, the proposed Settlement Agreement further provides that the Managed WiFi Services will be disconnected effective October 1, 2026, after which Spectrum will continue to provide Business Internet Services and Lewis County will be responsible for applicable charges for those services in accordance with the existing Service Order; and

WHEREAS, during the holdover period, the Managed Wi-Fi Services will be provided on an "AS IS, WHERE IS" basis without an obligation by Spectrum to provide repair or support, and Lewis County will provide notice of the October 1, 2026 disconnection date to the municipalities where the Managed Wi-Fi Services are currently provided; and

WHEREAS, in consideration of the obligations set forth in the Settlement Agreement, Lewis County will release Spectrum from claims arising prior to the effective date of the Settlement Agreement relating to the subject Service Order, as more particularly set forth in the proposed Settlement Agreement and Release; and

WHEREAS, the Lewis County Board of Legislators has reviewed the terms of the proposed Settlement Agreement and Release and finds that approval and execution of the Agreement is in the best interests of Lewis County;

NOW, THEREFORE, BE IT RESOLVED, as follows:

Section 1. The Lewis County Board of Legislators hereby approves the proposed Settlement Agreement and Release between Lewis County and Charter Communications Operating, LLC, on behalf of itself and its operating subsidiaries, substantially in the form presented to this Board.

Section 2. The Chair of the Lewis County Board of Legislators is hereby authorized and directed to execute the Settlement Agreement and Release on behalf of Lewis County, together with such other documents as may be reasonably necessary to effectuate the settlement, subject to review and approval as to form by the Lewis County Attorney.

Section 3. This Resolution shall take effect immediately.

Moved by Legislator __, seconded by Legislator __, and adopted on this 1st day of September, 2026.

RESOLUTION NO. __ - 2026

**AUTHORIZING AN AGREEMENT BETWEEN LEWIS COUNTY AND
PAYMENTWORKS, INC. (CARAHSOFT) FOR
VENDOR MANAGEMENT SOFTWARE**

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

WHEREAS, the County of Lewis, through its Purchasing Department, seeks to enhance its accounts payable operations by implementing a vendor management software solution to securely monitor and manage all accounts payable data; and

WHEREAS, after evaluation, the Board of Legislators has determined that PaymentWorks, Inc., a Delaware corporation, with principal offices located at 11493 Sunset Hills Road, Suite 100, Reston, Virginia 20190, and operating through its authorized reseller Carahsoft Technology Corporation, is qualified to provide such vendor management software services; and

WHEREAS, the proposed agreement calls for a three-year period, commencing September 21, 2026 and concluding December 31, 2029, at a total contract cost of \$88,200.00 (\$24,500.00 annually), to be funded from the County's purchasing card (p-card) revenue; and

WHEREAS, the 2026 County budget initially projected \$2,000.00 in revenue from p-card transactions; and updated estimates now indicate that actual p-card revenue for 2026 will likely total \$14,700.00, thereby resulting in additional funds available for appropriation; and

WHEREAS, by appropriating these additional p-card revenues, the County can increase the expenditure line to cover the implementation costs associated with the PaymentWorks vendor management software agreement;

WHEREAS, the Board of Legislators finds it in the best interest of the County of Lewis to authorize this agreement to improve accounts payable operations and vendor data security and to appropriate additional p-card revenues;

NOW, THEREFORE, BE IT RESOLVED as follows:

Section 1. That the Board of Legislators of the County of Lewis hereby authorizes an agreement between the County of Lewis and PaymentWorks, Inc. (Carahsoft), for the provision of vendor management software services, for a three-year period commencing September 21, 2026 and concluding December 31, 2029, at a total cost not to exceed \$88,200.00 (\$24,500.00 per annum), to be funded from p-card revenue.

Section 2. That the County shall utilize the vendor management software to securely monitor and manage all accounts payable data and vendor information in accordance with the terms and conditions of the agreement.

Section 3. The Board of Legislators hereby authorizes the County Treasurer to appropriate \$14,700.00 in additional p-card revenue, to fully fund the implementation costs of the PaymentWorks vendor management software, as outlined in the agreement, as follows:

Increase Revenue:

A0105000 327010 Refund for P Cards	\$14,700.00
------------------------------------	-------------

Increase Expenditure:

A0105000 440901 IT Services Costs	\$14,700.00
-----------------------------------	-------------

Section 4. That the Chair or Vice-Chair of the Board of Legislators is hereby authorized to make, execute, seal and deliver such agreement, together with the Purchasing Department Director, upon such form as may be approved by the County Attorney.

Section 5. That the within resolution shall take effect immediately.

Moved by Legislator __, seconded by Legislator __, and adopted on the 1st day of September, 2026.

**LOCAL LAW (INTRODUCTORY NO. 6– 2026)
COUNTY OF LEWIS**

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

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 2027 BUDGET

BE IT ENACTED by the Board of Legislators of the County of Lewis as follows:

SECTION 1. TITLE

This Local Law shall be known as “**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 2027 BUDGET.**”

SECTION 2. LEGISLATIVE FINDINGS

The Board of Legislators for the County of Lewis hereby finds and determines that the anticipated budgetary needs for fiscal year 2027 require that Lewis County adopt the appropriate legislation necessary to override the tax levy limit established by General Municipal Law § 3-c, and more commonly referred to as the “2% tax cap”.

SECTION 3. ENACTMENT AUTHORITY

This Local Law is adopted pursuant to authority provided in section 10 of the Municipal Home Rule Law of the State of New York as well as the specific authority found in General Municipal Law § 3-c [5].

SECTION 4. OVERRIDE AUTHORIZATION

The Board of Legislators be and the same is hereby authorized to adopt a budget for fiscal year 2027 that exceeds the “tax levy limit” as that term is defined and calculated pursuant to the provisions of General Municipal Law § 3-c.

SECTION 5. EFFECTIVE DATE

This local law shall take effect immediately upon filing with the Secretary of State.

RESOLUTION NO. __ - 2026

**FIXING DATE OF PUBLIC HEARING ON LOCAL LAW
(INTRODUCTORY LOCAL LAW NO. 6-2026), COUNTY OF LEWIS**

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

WHEREAS, there will be presented and introduced at a meeting of this Board of Legislators, 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 2027 BUDGET."

NOW, THEREFORE, BE IT RESOLVED, as follows:

Section 1. A public hearing for the above proposed Local Law will be held on October 6, 2026, at 5:00 p.m. before the Lewis County Board of Legislators on the Second Floor Board Room at the Lewis County Courthouse, New York, 7660 North State Street, Lowville, New York to hear all persons for or against such local law.

Section 2. At least five (5) days notice of such hearing shall be given by the Clerk of this Board by the due posting thereof upon the bulletin board of the Lewis County Court House, Lowville, New York, and by publishing such notice at least once in the official newspaper of the County.

Moved by Legislator __, seconded by Legislator __, and adopted on the 1st day of September, 2026.

RESOLUTION NO. __ - 2026

**SETTING 2027 WORKERS' COMPENSATION APPORTIONMENT
FOR LEWIS COUNTY SELF-INSURANCE PLAN**

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

WHEREAS, the Board of Legislators recognizes the importance to foster an overall safety culture by emphasizing workplace safety and injury prevention; and

WHEREAS, in accordance with that philosophy the Board of Legislators allocates a proportionate assessment based on reported claims experience for employer accountability; and

WHEREAS, as a standard industry practice, a portion of the assessment shall be based on the ratio of payroll for each participating entity.

NOW, THEREFORE, BE IT RESOLVED as follows:

Section 1. That this Board of Legislators hereby sets the following computation for the 2027 workers' compensation participant assessments of the Lewis County Self-Insurance Plan: 50% of the assessment shall be apportioned to claims experience based on actual expenses in 2023, 2024 and 2025, hereby capped at \$50,000 for any one claim per annum; 30% shall be based on proportionate 2025-2026 gross payroll figures, and the remaining 20% shall be computed on proportionate full property valuation.

Section 2. That the within resolution shall take effect immediately

Moved by Legislator __, seconded by Legislator __, and adopted on the 1st day of September, 2026.