
NOTICE

TO: Members of the Lewis County Finance & Rules Committee

FROM: Cassandra Moser, Clerk of the Board

DATE: September 17, 2026

SUBJECT: Finance & Rules Committee Meeting

The Lewis County Finance & Rules Committee will hold its regular meeting on Tuesday, September 22, 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 – September 22, 2026

Call to Order:

- Legislator Jessica Moser, Chair.

Roll Call:

- Clerk of the Board records attendance.

Approval of Minutes:

- Motion to approve minutes from August 25, 2026.

Presentations / Discussion Items:

- 2027 Capital Projects & Equipment Requests – Brian Hanno, Director of Purchasing (10 minutes)
- 2027 Personnel Requests – Caitlyn Smith, Director of Human Resources (10 minutes)

Draft Resolutions:

1. Authorizing an Extension Agreement with TopView Apartments Lewis, LLC for its Façade and Streetscape Improvement (FSI) Program project at 6832 McAlpine Street in Lyons Falls. The project involves the replacement of exterior windows and requires prior approval from the State Historic Preservation Office (SHPO) regarding window styles and materials. Due to delays in the SHPO approval process, the project cannot be completed by the current November 30, 2026 deadline. The proposed extension would extend the agreement through November 30, 2027, with the Chair or Vice-Chair authorized to execute the necessary documents subject to County Attorney approval.
2. Authorizing a twelve-month extension to the existing agreement with Heather and Jerry Hurd for facade and streetscape improvements to the Opera House Cantina property located at 7083 West Main Street, Port Leyden, New York, under the Round 5 – 2025 Facade and Streetscape Improvement (FSI) Program. The amendment extends the contract completion date from November 30, 2026, to November 30, 2027, to allow additional time to complete the approved improvements. The contract amount will remain \$60,000.00, with all other terms and conditions of the original agreement remaining unchanged.
3. Authorizing the termination of the existing temporary easement for the County bus stop shelter located at 4102 Center Street in the Village of Lyons Falls and the acceptance of a new temporary easement at 6832 McAlpine Street. The new easement, granted by TopView Apartments Lewis LLC, will allow the County to place, maintain, and remove a

bus stop shelter at the new location, with the property owner responsible for snow removal and trash cleanup around the shelter. The resolution authorizes the necessary documents to be executed and recorded with the Lewis County Clerk, subject to County Attorney approval.

4. Adopting Local Law No. 6-2026, authorizing Lewis County to override the tax levy limit established under General Municipal Law § 3-C for the 2027 County budget. The required public hearing will be held on October 6, 2026, following proper notice and publication, and interested parties will be provided an opportunity to comment. The resolution enacts the local law and provides that it will take effect immediately upon filing with the New York State Secretary of State.
5. Authorizing a \$250,000.00 appropriation from General Fund balance to replenish the 2026 Contingency account. The Contingency account has been fully expended due to several unanticipated costs incurred during the fiscal year, and additional unforeseen expenses have been identified. The appropriation will provide funding to address emergent needs and maintain fiscal flexibility for the remainder of 2026.
6. Authorizing the appropriation of \$25,575.00 in proceeds received from the online auction and sale of miscellaneous County equipment and property. The funds will be appropriated to the appropriate accounts for capital expenditures within the Highway Administration Department (\$2,450.00) and vehicles/equipment within the Solid Waste Department (\$23,125.00).

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 EXTENSION AGREEMENT WITH
TOPVIEW APARTMENTS LEWIS, LLC FOR
FAÇADE AND STREETSCAPE IMPROVEMENT PROGRAM PROJECT**

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

WHEREAS, Lewis County entered into an Agreement with TopView Apartments Lewis, LLC ("Recipient") to provide Façade and Streetscape Improvement (FSI) Program grant money for the replacement of exterior windows at the property located at 6832 McAlpine Street, Lyons Falls, NY, to be completed no later than November 30, 2026; and

WHEREAS, pursuant to requirements of the FSI Program the State Historic Preservation Office (SHPO) must approve the window styles and materials prior to purchase and installation; and

WHEREAS, Recipient has indicated the project will not be able to be completed by November 30, 2026 due to SHPO's delays in approving the window specifications, and the parties seek to extend the term of the agreement through November 30, 2027;

NOW, THEREFORE, BE IT RESOLVED, as follows:

Section 1. The Lewis County Board of Legislators hereby authorizes and approves an Extension Agreement with TopView Apartments Lewis, LLC, to extend the agreement through November 30, 2027.

Section 2. The Chair or Vice-Chair of the Board of Legislators is hereby authorized to make, execute, seal and deliver such Extension Agreement, and any related documents, upon review and approval of the County Attorney.

Section 3. The within resolution shall take effect immediately.

Moved by Legislator __, seconded by Legislator __, and adopted on the 6th day of October, 2026.

RESOLUTION NO. __ - 2026

**AUTHORIZING AN AMENDMENT TO THE AGREEMENT BETWEEN
LEWIS COUNTY AND HEATHER AND JERRY HURD FOR
FACADE AND STREETScape IMPROVEMENT PROGRAM WORK**

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

WHEREAS, Lewis County, by and through the Planning & Community Development Department, entered into an agreement with Heather Hurd and Jerry Hurd of Port Leyden, New York, for facade and streetscape improvements to the Opera House Cantina property located at 7083 West Main Street, Port Leyden, NY under the Round 5 - 2025 Facade and Streetscape Improvement (FSI) Program, with an original contract term of February 11, 2026 through November 30, 2026, and a contract amount of \$60,000.00; and

WHEREAS, the County has determined that an extension of the contract term is necessary to allow the vendors adequate time to complete the facade and streetscape improvement work, including exterior surface preparation and painting, granite stonework substitution, rear elevation improvements, window trim and surrounds, and signage and branding installation; and

WHEREAS, the Board of Legislators seeks to authorize an amendment to the existing agreement with Heather Hurd and Jerry Hurd to extend the contract term by twelve (12) months, with all other terms and conditions of the original agreement remaining in full force and effect.

NOW, THEREFORE, BE IT RESOLVED as follows:

Section 1. The Board of Legislators hereby authorizes an Extension Agreement with Heather Hurd and Jerry Hurd, to extend the FSIP contract term by twelve (12) months, extending the completion date from November 30, 2026 to November 30, 2027, with the contract amount remaining at \$60,000.00, and all other terms and conditions of the original agreement to remain in full force and effect.

Section 2. That the Chair or Vice-Chair of the Board of Legislators is hereby authorized to make, execute, seal and deliver such Extension Agreement upon such form as may be approved by the County Attorney.

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

Moved by Legislator __, seconded by Legislator __, and adopted on the 6th day of October, 2026.

RESOLUTION NO. __ – 2026

**AUTHORIZING THE DISCHARGE OF A PRIOR BUS STOP SHELTER EASEMENT
AND THE ACCEPTANCE OF A NEW BUS STOP SHELTER EASEMENT
IN THE VILLAGE OF LYONS FALLS**

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

WHEREAS, the County of Lewis, on behalf of the Lewis County Planning and Community Development Department, maintains bus stop shelters at various locations along the Lewis County Public Transportation Routes for the benefit of the public; and

WHEREAS, the County previously obtained a temporary easement from Terry Dorrity for the placement of a glazed hip style aluminum bus stop shelter, measuring 5' x 10', upon property located at 4102 Center Street in the Village of Lyons Falls, New York, known as Tax Map Parcel No. 322.19-03-18.000 (the "Prior Easement"); and

WHEREAS, the owner of the property located at 4102 Center Street has requested that the County remove the bus stop shelter from that property, and the County has determined that the Prior Easement is no longer necessary for public use; and

WHEREAS, the County has arranged to relocate the bus stop shelter to property located at 6832 McAlpine Street in the Village of Lyons Falls, New York, known as Tax Map Parcel No. 322.19-06-09.100, owned by TopView Apartments Lewis LLC; and

WHEREAS, TopView Apartments Lewis LLC has agreed to grant the County a temporary easement for the placement, maintenance, and removal of the bus stop shelter upon its property, and to be responsible for snow removal and trash cleanup and removal at and around the shelter, upon the terms set forth in a proposed Easement (the "New Easement"); and

WHEREAS, the Board of Legislators has the general care and control of the corporate real property of the County and is authorized to acquire and accept real property, including easements, for lawful county purposes;

NOW, THEREFORE, BE IT RESOLVED, as follows:

Section 1. The Board of Legislators of the County of Lewis hereby approves and authorizes the discharge and termination of the Prior Easement affecting Tax

Map Parcel No. 322.19-03-18.000 at 4102 Center Street in the Village of Lyons Falls, New York.

Section 2. The Board of Legislators hereby approves and accepts the New Easement from TopView Apartments Lewis LLC affecting Tax Map Parcel No. 322.19-06-09.100 at 6832 McAlpine Street in the Village of Lyons Falls, New York, for the placement, maintenance, and removal of a bus stop shelter, upon the terms and conditions set forth therein.

Section 3. The Chairman or Vice Chairman of the Board of Legislators is hereby authorized and directed to execute, on behalf of the County of Lewis, the discharge of the Prior Easement, the New Easement, and any and all other documents necessary or appropriate to effectuate the intent of this Resolution, subject to the approval of the County Attorney as to form.

Section 4. That the County Attorney is hereby authorized and directed to cause the discharge of the Prior Easement and the New Easement to be filed and recorded in the Office of the Lewis County Clerk.

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

Moved by Legislator __, seconded by Legislator __, and adopted on the 6th day of October, 2026.

RESOLUTION NO. __ - 2026

**ADOPTING AND OTHERWISE TREATING
LOCAL LAW NO. 6 – 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 September 1, 2026, directing that a public hearing be held by said Board on October 6, 2026, at 5:00 p.m. in the Second Floor Board Room of the Lewis County Courthouse, 7660 North State Street, Lowville, New York 13367, to hear all interested parties on a proposed Local Law entitled “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” and

WHEREAS, notice of said public hearing was duly advertised in the *Watertown Daily Times*, the official newspaper designated by the County, on September 15, 2026, 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, the public hearing was duly held at such location and 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. 6 – 2026), County of Lewis, being “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 and the same hereby is designated as Local Law No. 6–2026, County of Lewis.

Section 2. Local Law No. 6–2026, 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 immediately upon filing with the Secretary of State.

Moved by Legislator __, seconded by Legislator __, and adopted on the 6th day of October, 2026, pursuant to the following roll call vote:

AYES:

NAYS:

ABSENT:

DRAFT

RESOLUTION NO. __ - 2026

APPROPRIATING FUNDS

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

WHEREAS, the Contingency budget line for fiscal year 2026 has been fully expended as a result of several unanticipated costs that arose during the year; and

WHEREAS, additional unforeseen expenses have since been identified, creating a need for further financial resources to address these obligations;

NOW, THEREFORE, BE IT RESOLVED, as follows:

Section 1. The Lewis County Board of Legislators recognizes the necessity to replenish the Contingency account to ensure continued fiscal responsibility and the ability to respond to emergent needs as they arise.

Section 2. The following budget appropriation is hereby approved to replenish the Contingency account line for the remainder of 2026 by appropriating General Fund balance as follows:

Decrease:

A0 005990 General Fund balance	\$250,000.00
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Increase Expenditure:

A0199000 499900 Contingency	\$250,000.00
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Section 2. That the within resolution shall take effect immediately.

Moved by Legislator __, seconded by Legislator __, and adopted on the 6th day of October, 2026.

RESOLUTION NO. __ - 2026

**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 \$25,575.00, representing proceeds received from the online auction sale of miscellaneous County equipment and property as follows:

Increase Revenue(s):

H0990100 350310 County Share Revenue HAD	\$ 2,450.00
ES816000 326650 SW Oper Sale of Equipment	\$23,125.00

Increase Expenditure(s):

H0990100 499900 HAD Capital Expenditures	\$ 2,450.00
ES816000 223300 SW Oper Vehicles/Equipment	\$23,125.00

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

Moved by Legislator __, seconded by Legislator __, and adopted on the 6th day of October, 2026.