



OFFICE OF THE BOARD OF
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NOTICE

TO: Members of the Lewis County General Services Committee

FROM: Cassandra Moser, Clerk of the Board

DATE: September 17, 2026

SUBJECT: General Services Committee Meeting

The Lewis County General Services Committee will hold its regular meeting on Tuesday, September 22, 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:	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	

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GENERAL SERVICES COMMITTEE

AGENDA – September 22, 2026

Call to Order:

- Legislator Josh Leviker, Chair.

Roll Call:

- Clerk of the Board records attendance.

Approval of Minutes:

- Motion to approve minutes from August 25, 2026.

Presentations / Discussion Items:

- Glenfield Elementary Redevelopment update – Ryan Brandt, Rochester's Cornerstone Group (15 minutes)
- BOAK Building update – Timothy Hunt, County Manager (10 minutes)

Draft Resolutions:

1. Authorizing renewal agreement with Trane U.S. Inc. for HVAC maintenance services at the County-owned Number Three Road Building, located at 7714 Number Three Road, Lowville, New York. The three-year agreement will cover the period of January 1, 2027 through December 31, 2029, at annual costs of \$8,452.00 for 2027, \$8,959.00 for 2028, and \$9,497.00 for 2029.
2. Authorizing a 2026 budget transfer of \$104,187.00 from Contingency to the Public Defender's professional services account to provide sufficient funding for estimated 18B Attorneys Assigned Counsel invoices through December 2026. The transfer will decrease the Contingency account and increase the Public Defender's Assigned Counsel account by the same amount.
3. Authorizing the addition of approximately 0.9 miles of trail in the Town of Osceola, located on Tax Map Parcels 384.00-01-25.00 and 384.00-01-8.1, owned by Frank L. Miller and Juanita Yerdon-Miller, to the Lewis County OHV Trail System. The proposed addition, known as Millers Trail, has undergone the required SEQRA review, with the Lewis County Soil and Water Conservation District determining that the addition will not result in a significant environmental impact. The resolution also authorizes the corresponding amendment of the Lewis County Trail System maps and any necessary actions to administer and maintain the trail in accordance with applicable plans, findings, and Local Law No. 4-2026.

4. Adopting Local Law No. 7-2026, "The 2026 Amended Local Law Regulating and Permitting Special Events on County Roads, Trails or Other County Property and on Any Town Roads and Property Where the Town Has Opted In." 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 \$55,000.00 in County matching funds toward the 2027 "I LOVE NY" promotional and marketing campaign to support tourism in Lewis County. The resolution designates Naturally Lewis, Inc. as the County's agent to supervise and coordinate the campaign's promotional and marketing activities through the Chamber of Commerce and authorizes an agreement with Naturally Lewis for these services from January 1 through December 31, 2027. The Chair or Vice-Chair is authorized to execute the agreement and related documents, subject to County Attorney approval.
6. Authorizing amendments to the 2026 Lewis County Budget to address increased operational costs and revenue adjustments within the Solid Waste Department. The amendments increase projected refuse revenue by \$125,000.00 and invoiced revenue by \$175,000.00, with corresponding expenditure increases of \$250,000.00 for refuse operations, \$15,000.00 for vehicle repairs, and \$35,000.00 for fuel expenses. The Treasurer is authorized to reconcile the applicable accounts and confirm final allocations, with the Chair or Vice-Chair authorized to execute the necessary documentation, subject to approval by the County Attorney and Director of the Solid Waste Department.

Unfinished Business:

- Railroad Easements: continues to be researched

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 RENEWAL AGREEMENT BETWEEN
LEWIS COUNTY AND TRANE U.S. INC. FOR
HVAC MAINTENANCE SERVICES AT THE NUMBER THREE ROAD BUILDING**

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

WHEREAS, Trane U.S. Inc. has offered to provide maintenance services for Heating, Ventilating, and Air Conditioning ("HVAC") systems for the County-owned building at 7714 Number Three Rd. Lowville, NY 13367 (the "Number Three Road Building"); and

WHEREAS, the Lewis County Board of Legislators wishes to accept such services;

NOW, THEREFORE, BE IT RESOLVED, as follows:

Section 1. That the Lewis County Board of Legislators hereby approves the terms of the Connected Building Service Agreement proposal with Trane U.S. Inc. to provide HVAC maintenance services for the Number Three Road Building during the period of January 1, 2027 through December 31, 2029 at the following annual costs:

Year 1	1/1/2027 – 12/31/2027	\$8,452.00
Year 2	1/1/2028 – 12/31/2028	\$8,959.00
Year 3	1/1/2029 – 12/31/2029	\$9,497.00

Section 2. That the Chair or Vice-Chair of the Board of Legislators is hereby authorized to make, execute, seal and deliver such Agreement, pending approval 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

**TRANSFERRING FUNDS
PUBLIC DEFENDER**

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

WHEREAS, the Lewis County Board of Legislators adopted Resolution No. 186-2026 on August 4th authorizing for a budget transfer to cover additional invoices for the 18B Attorneys Assigned Counsel services; and

WHEREAS, additional funds are needed to cover the estimated invoices through December 2026;

BE IT RESOLVED, as follows:

Section 1. The Lewis County Board of Legislators hereby authorizes a 2026 budget transfer from Contingency to the Public Defender's accounts to cover estimated invoices for the 18B Attorneys Assigned Counsel services as follows:

Decrease Expenditure:

A0199000 499900 Contingency	\$104,187.00
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Increase Expenditure:

A0117000 493400 PD Prof Svc Assigned Cnsl	\$104,187.00
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Section 2. 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

**ADDING 0.9 MILES OF NEW TRAIL TO
THE LEWIS COUNTY TRAIL SYSTEM
(Millers Trail)**

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

WHEREAS, the Lewis County Board of Legislators has heretofore determined that the development of a county-wide trail system that can effectively and safely accommodate Off-Highway Vehicles ("OHV's"), (as defined in Local Law No. 4-2026) is in the public interest and will enhance the recreational use of the natural resources available in the County, as well as encourage tourism; and

WHEREAS, the Board of Legislators formally established the Lewis County Trail System (herein "Trail System") by adopting Local Law No. 2 – 2009, "A LOCAL LAW ESTABLISHING THE LEWIS COUNTY TRAIL SYSTEM", as most recently amended per Local Law No. 4-2026, "A LOCAL LAW AMENDING LOCAL LAW NO. 3-2019: THE RE-ESTABLISHED LEWIS COUNTY TRAIL SYSTEM" (herein, the "Local Law"); and

WHEREAS, the Local Law and the Statement of Findings contemplate future amendments to the Trail System through the addition of trails and/or the opening of interconnecting roads and set forth procedures for making such amendments, including a SEQRA review of any proposed addition to the Trail System; and

WHEREAS, the Director of Recreation, Forestry and Parks has presented the Board of Legislators with a request to add a proposed addition of 0.9 miles of trail in the Town of Osceola, Tax Map Parcels: 384.00-01-25.00 and 384.00-01-8.1 owned by Frank L. Miller and Juanita Yerdon-Miller to the Lewis County OHV Trail System; and

WHEREAS, the Board has completed its review under SEQRA with respect to the properties and trails identified above, and based upon an investigation and analysis conducted by the Lewis County Soil and Water Conservation District, found and determined that adding this property and trail to the Lewis County Trail System will not result in a significant environmental impact;

NOW, THEREFORE, BE IT RESOLVED, as follows:

Section 1. The Lewis County Board of Legislators hereby authorizes the trail located on the following property in the Town of Osceola, identified as Parcel No. 384.00-01-25.00 and 384.00-01-8.1, owned by Frank L. Miller and Juanita Yerdon-Miller as more fully described in the Statement prepared by the Lewis County Soil

and Water Conservation District, is to be incorporated into and made a part of the Lewis County Trail System.

Section 2. The Lewis County Board of Legislators hereby authorizes the addition of 0.9 miles of trail to the Lewis County OHV Trail System and authorizes amendment of the maps of the Lewis County Trail System as the same is published on the Lewis County website and elsewhere, to include the trail described herein, together with such other and further actions as may be necessary to administer and maintain such trail consistent with the Lewis County OHV Trail Plan, the GEIS and Statement of Findings, and Local Law No. 4-2026.

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

**ADOPTING AND OTHERWISE TREATING
LOCAL LAW NO. 7 – 2026, COUNTY OF LEWIS**

Introduced by Legislator Joshua Leviker, Chair of the General Services 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 at the Lewis County Courthouse, 7660 North State Street, Lowville, New York 13367, to hear all interested parties on a proposed Local Law entitled “THE 2026 AMENDED LOCAL LAW REGULATING AND PERMITTING SPECIAL EVENTS ON COUNTY ROADS, TRAILS OR OTHER COUNTY PROPERTY AND ON ANY TOWN ROADS AND PROPERTY WHERE THE TOWN HAS OPTED IN”; 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. 7 – 2026), County of Lewis, being “THE 2026 AMENDED LOCAL LAW REGULATING AND PERMITTING SPECIAL EVENTS ON COUNTY ROADS, TRAILS OR OTHER COUNTY PROPERTY AND ON ANY TOWN ROADS AND PROPERTY WHERE THE TOWN HAS OPTED IN”, be and the same hereby is designated as Local Law No. 7–2026, County of Lewis.

Section 2. Local Law No. 7–2026, 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

**AUTHORIZING “I LOVE NY” CAMPAIGN MATCHING FUNDS
AND DESIGNATE NATURALLY LEWIS, INC.
AS THE COUNTY’S AGENT TO SUPERVISE
PROMOTION AND MARKETING OF THE CAMPAIGN**

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

WHEREAS, in order to enhance and promote tourism within New York State, the NY Empire State Development Corporation offers to match local municipality contributions to the “I Love NY” promotional and marketing campaigns; and

WHEREAS, the Lewis County Board of Legislators seeks to authorize and appropriate \$55,000.00 in matching funds to demonstrate its commitment to the “I Love NY” promotional campaign for 2027; and

WHEREAS, the Lewis County Board of Legislators seeks to designate Naturally Lewis, Inc. (“Naturally Lewis”) as the agent to supervise the promotion and marketing of the “I LOVE NY” campaign, by the Chamber of Commerce and to market the benefits of Lewis County tourism with the utilization of the County’s 2027 matching funds as well as the State’s committed funds; and the Board seeks to enter into an Agreement with Naturally Lewis to provide such services by the Chamber of Commerce as the designated agent of the County under this State program;

NOW, THEREFORE, BE IT RESOLVED as follows:

Section 1. The Lewis County Board of Legislators hereby commits to appropriate \$55,000.00 in matching local funds toward the 2027 “I LOVE NY” promotional and marketing tourism campaign in Lewis County.

Section 2. The Board of Legislators hereby designates Naturally Lewis, Inc. as the County’s agent to supervise and conduct the promotional and marketing programs by the Chamber of Commerce for Lewis County tourism under the 2027 campaign, with the utilization of the aforesaid County matching funds as well as the State’s committed funds to the campaign and endorses the application by Naturally Lewis for matching funds under the program.

Section 3. The Board of Legislators authorizes an Agreement with Naturally Lewis to act as the County’s agent under the 2027 “I LOVE NY” campaign, and to perform the services of promoting and marketing the benefits of tourism in the County of Lewis with the funds so provided under the campaign, for the period from January 1, 2027 through December 31, 2027.

Section 4. That the Chair or Vice-Chair of the Board of Legislators is hereby authorized to execute, seal and deliver said Agreement and any and all other necessary papers and documents in connection with the application and program, pending approval by the County Attorney.

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.

DRAFT

RESOLUTION NO. __ - 2026

AMENDING THE 2026 BUDGET TO AUTHORIZE APPROPRIATIONS AND TRANSFERS FOR THE SOLID WASTE DEPARTMENT

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

WHEREAS, the Board of Legislators recognizes the need to amend the 2026 Lewis County Budget to provide additional appropriations and authorize transfers within the Solid Waste Department to address increased operational costs and revenue adjustments; and

WHEREAS, the Solid Waste Department has identified the necessity to increase revenue accounts to reflect additional refuse and invoiced revenue, and to increase expenditure accounts for refuse operations, vehicle repair, and fuel expenses; and

WHEREAS, the Board of Legislators seeks to authorize the budget amendments and fund transfers as detailed herein to support the continued operations of the Solid Waste Department.

NOW, THEREFORE, BE IT RESOLVED as follows:

Section 1. The Board of Legislators hereby amends the 2026 Lewis County Budget as follows:

Increase Revenue(s):

ES816000-321300 Refuse Revenue	\$125,000.00
ES816000-321302 Invoiced Revenue	\$175,000.00

Increase Expenditure(s):

ES816000-490290 Refuse Expense	\$250,000.00
ES816000-470100 Vehicle Repair	\$15,000.00
ES816000-430400 Fuel Expense	\$35,000.00

Section 2. The funds for the expenditure increases authorized in Section 1 shall be derived from the revenue increases identified in Section 1, with the Treasurer to reconcile all account codes and confirm final allocations.

Section 3. The Chair or Vice-Chair of the Board of Legislators is hereby authorized to execute such documentation as may be necessary to effectuate these budget amendments, upon such form as may be approved by the County Attorney, together with the Director of the Solid Waste Department.

Section 4. The within resolution shall take effect immediately.

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

DRAFT