REGULAR MEETING
April 4, 2017

The meeting was called to order at 5:16 p.m. by Chairman Michael A. Tabolt.

Roll Call: All Legislators were present.

Chairman Tabolt offered the Invocation, called for a moment of silence for all those who deceased within the past month, and then led the Pledge of Allegiance to the Flag

There were 45 persons present.

Chairman Tabolt declared the March 7, 2017 meeting minutes were approved.

REPORT OF THE RULES AND LEGISLATION COMMITTEE:

The Rules and Legislation Committee had met and recommended to waive the rules to allow action on late resolutions.

Lawrence Dolhof, Chairman
Bryan Moser
Craig Brennan

Dated: April 4, 2017

Legislator Moser made a motion to waive the rules, seconded by Legislator Brennan and carried.

Legislator Philip Hathway introduced the Harrisville Central School Varsity Boys Basketball Team and Coaches. On behalf of the Board, Chairman Tabolt recognized their outstanding performance at the State level, presenting them with a commending Proclamation.

Chairman Tabolt introduced Lance Evans, Executive Officer of the Jefferson-Lewis Board of Realtors and presented him with a Proclamation declaring April as “Fair Housing Month”. Mr. Evans cited the 49th commemoration of the passage of the Fair Housing Act, Title VIII of the Civil Rights Act of 1968, thereby enhancing the Constitution that has protected property rights since 1789. He affirmed that all realtors must abide by the fair housing guidelines, otherwise jeopardize their license. Realtors are required to complete an education recertification every two years. Mr. Evans announced the Fair Housing Committee is planning special events to commemorate the 50th anniversary next year.

Chairman Tabolt opened the public hearing at 5:29 p.m. for comments on proposed additions to the ATV Trail System of the James Bauer properties in the Town of Leyden, and the Gordon Yancey property in the Town of Martinsburg.

PRIVILEGE OF THE FLOOR:

Mickey Dietrich referenced Local Law Introductory No. 2-2017 “Adopting the NYS
Expedited Unified Solar Permit Process for Small-Scale Solar Electric Systems”, and took exception to requiring engineered plans, unnecessarily inflating residential projects by $500-$1,000. He specifically noted that National Grid does not require certified plans for solar project proposals under 25 kW. In his review of the proposed local law, he did not identify a minimum, for instance, low cost panels that may be used for lighting at camps. He agreed that 10,000 watt systems or larger need engineered plans, but not smaller-scale systems. If the law is adopted, Mr. Dietrich stated he would reconsider his intent to install another solar system at his house.

Kelly Kunz of Cornell Cooperative Extension apologized to Mountain View Prevention for not including them on the distributed flyers advertising Wonder Wednesdays to be held at the Harrisville Free Library from 3:30 – 5 p.m. for 10-13 year olds. It is a collaborative effort to provide educational programs for students. Ms. Kunz informed the flyers would be re-printed and distributed.

Mountain View Prevention Services Executive Director Arlene Hall is working with ACR Health to offer a series of training for administering NARCAN either nasally or intramuscularly in response to the drug epidemic. The classes will be held on the second Monday of each month at locations throughout the County. The next class is at their Lowville office building on 4/10/17 at 6:30 p.m. There is no cost for the kits for each attendee, but persons are requested to call 315-376-2321 to register.

PRESENTATION OF COMMUNICATIONS AND NOTICES:

County Manager Liz Swearingin submitted her letter of resignation to relocate with her husband to the Cincinnati area.

NYS Assembly Minority Leader Brian M. Kolb acknowledged receipt of the Board’s resolution, relating his understanding the need for the State to fully fund associated costs of raising the age of criminal responsibility.

NYS Agriculture and Markets Commissioner Richard A. Ball notified approval of the Lewis County Agricultural District No. 6 modifications and district renewal plan, determining its compliance with State environmental plans, policies and objectives.

Mary Pelletier-Hunyadi composed a letter of gratitude on behalf of the Lowville Free Library for the Board’s additional allocation for the purchase of Chromebooks that will enhance services to patrons of all ages.

Lewis County Youth Bureau Director Penny Demo relayed thanks to the Board for the additional allocation for the Safe Child ID Program administered by the Lowville Village Police Department. The digital records are available to enhance a search for missing children.

The Lewis County Police Appreciation Committee invites Legislators to the annual “National Police Week” recognition event to be held on 5/19/17 at 7 p.m. in the Beaver River
Central School auditorium, and the 5K walk/run on 5/21/17 at 9:30 a.m. on the school track. All residents are encouraged to decorate homes and businesses in blue ribbons, lights, balloons, etc. as a salute and respectful gesture to all law enforcement personnel.

The Board acknowledges receipt of resolutions and correspondence on behalf of the Broome, Cattaraugus, Chenango, Erie, Greene, Rensselaer, Schuyler and Seneca County Legislatures urging Governor Cuomo and the NYS Legislature to adopt Legislation to rescind or reduce unfunded mandates imposed on counties, municipalities, school districts and businesses; to fully fund indigent legal services; to increase Counties’ share of DMV revenue; to fully reimburse Counties for District Attorney salary increases; to urge increased State funding for County Cornell Cooperative Extension Associations; supporting Legislation to repeal the NY Safe Act for Upstate New York; to oppose Legislation that would require firearm owners to obtain liability insurance; to fully fund costs associated with Raising the Age of Criminal Responsibility; to provide funding for local census address updates; supporting research and funding to address harmful algal blooms in the Finger Lakes and Southern Tier Region; and urging Governor Cuomo to work with the counties and NYSAC to adopt measures to alleviate and ultimately eliminate burdensome mandates.

REPORTS OF COUNTY OFFICERS AND DEPARTMENTS:

Legislators have received copies of the County Treasurer’s March report and 1st Qtly. Bed Tax revenue report; the 3/22/17 and 3/27/17 Highway and Solid Waste Audit reports; minutes of the 3/21/17 Youth Bureau Advisory Board meeting; and 2016 Departmental Annual Reports for Civil Service, Fire, Emergency Services and EMS, Recreation, Forestry & Parks and the Sheriff’s Department.

County Treasurer Patricia O’Brien and Real Property Tax Director Candy Akin submitted approved applications for corrected 2016 tax rolls for Benton’s Point Trust, Andrew & Thomas Gray and Alan J. Weiman, all for respective amounts below $2,500.00 pursuant to the Board’s authorization by Resolution 527-2016.

Director of Weights and Measures James A. Richmire had submitted the March monthly report to be placed on file with the Clerk of the Board.

REPORTS OF STANDING COMMITTEES:

Legislator Philip Hathaway, Taxation/Elections/Information Technology Committee Chairman, reported ongoing redevelopment of the County website. Mohawk Networks has purchased the West Wind property in Turin for office and warehouse space and plans to create 10 new jobs. Adam Zehr reported that manager Jeff Beekhoo had presented an overview of his plans with an aggressive schedule to expand broadband opportunities to those without or having limited service. His wireless model has garnered interest at the Federal level, as a low cost effective option. Regardless of outside interest, Mr. Beekhoo has affirmed his commitment to Lewis County residents because of our willingness to work with him during project development.
Legislator Hathway reported that property tax rolls will be ready on 5/1/17; and property sales are timely posted to the website. The NYS Senate and Assembly have both voted down the initiative that would have required STAR recipients to provide income verification. However, all STAR applications must be submitted directly to the State, with the County receiving a list of those approved, without details. Therefore, County personnel can merely refer all inquiries to a State phone number.

Legislator Roscoe Fawcett, Jr., Social Services/Office For Aging/Youth Committee Chairman, made a motion to authorize DSS Commissioner Jennifer Jones to re-fill one full-time Caseworker position effective 4/28/17, due to a retirement, seconded by Legislator King and carried. He cited the Chairman’s proclamation declaring April as “Child Abuse Prevention” month. The child advocacy center will be offering adult Stewards of Children educational training on how to recognize, react responsibly and ultimately prevent child sexual abuse. It is the only national evidence-based program to enhance knowledge and improve attitudes for protective behaviors. A free 2-hour training class will be held at 5 p.m. on 4/11/17 at the Lowville Free Library to help care givers. Interested persons are asked to call 315-874-4500 to register.

Legislator Fawcett reported the HEAP application program was closed, but furnace repair and replacement applications are still being accepted. The HEAP cooling system application program will open 5/1/17; and the clean and tune program will open on 7/1/17.

Legislator Fawcett congratulated OFA employee Gretchen Lane on her impending 4/27/17 retirement after 11 1/2 years of service. The NYS Office for the Aging will conduct an audit 4/24 – 4/26/17. Their personnel processed 316 HEAP applications. Several municipal and County officials participated in the 3/20/17 Mayors For Meals event at all sites except Osceola. NY Connects in collaboration with the Hospital will host the “Spring Into Healthy Living Community Health Fair” at the hospital lobby on 4/22/17 from 10 a.m.-1 p.m. The Lowville Fairgrounds will be the site of a “Lighting Up the Dark Run/Walk” event on 5/5/17 from 6:30 – 9 p.m. hosted by the Suicide Prevention Coalition. The Office For Aging will staff a vendor table at the Mental Health Walk on 5/11/17 at the Lowville Firehall.

In response to Legislator Moser, Liz Swearingin would provide detailed numbers, adding that DSS staff process a much greater share of HEAP applications than the Office For Aging Department.

Legislator Bryan Moser, County Officers/Junkyards/Veterans’ Services/ Human Resources Committee Chairman, reported the Junkyard Review Board will review and recommend amendments to the Junkyard Law.

Legislator Moser reported the list of personnel requests and job vacancies were sent to Legislators; and late resolutions would be discussed at the time of presentation.

Legislator Moser reported receipt of four County Manager applications, inviting all Legislators to participate in the interview process, as well as Liz Swearingin. In response to Legislator Kulzer’s objection, Legislators Dolhof and Brennan each supported Ms. Swearingin’s
involvement, valuing her knowledgeable input. Legislator Chartrand reminded it would be customary for the County Manager to participate. While HR Director Chris Boulio confirmed 4/14/17 as the application deadline, he reported expanding the search by advertising in a government magazine named “Indeed”.

Legislator Jerry King, Courts and Law Enforcement/Fire & Emergency Services/Building Codes Committee Chairman, reported notification of an approved NYS Homeland Security grant of $539,000 to sustain the communications radio system, awaiting receipt of the contract to confirm covered expenses. The proposed resolution to transfer contingency funds to cover radio system cost has been withdrawn, due to the grant funding. He expressed appreciation to County Treasurer Patricia O’Brien and Liz Swearingin for adept financing strategies that allows early project payoff. Legislator King confirmed retention of the final EF Johnson payment until the County accepts the completed project.

Legislator Lawrence Dolhof, Economic Development/Recreation, Forestry and Parks Committee Chairman, made a motion to authorize renewal of all County general and professional liability insurance policies with NYMIR for the period 4/5/2017 to 4/5/2018 for a premium of $178,374.46, seconded by Legislator Moser. The reduced premium is attributable to increased coverage deductibles after considering there have been no claims. In response to Legislator Kulzer, Legislator Dolhof affirmed the increased County exposure, while deemed within the parameters of reasonable risk. If all coverage remained static, the premium would have increased by $800. Treasurer O’Brien confirmed that premium savings could not be specifically appropriated for an unknown tragic occurrence. Legislator Dolhof cautioned the Board would soon consider purchasing a cyber liability policy for a premium that may usurp a large portion of the savings. Responding to Legislator Brennan, Ms. O’Brien stated the identified risk could be considered when determining future “risk pool” contingency appropriations. The motion was then unanimously carried.

Legislator Dolhof made a motion to authorize Recreation, Forestry and Parks Director Jackie Mahoney to advertise for bids to purchase a stump grinder that mounts on the front of a Bobcat to be shared with the Highway Department. The motion was seconded by Legislator King. The estimated $5,000 purchase will be covered by Capital Equipment funds at a ratio of 75/25 from Recreation Trails and Highway Departments respectively. The motion was carried.

Legislator Dolhof reported the SNIRT Run sponsor contract had been executed with attendant insurance certificate. Director Jackie Mahoney would administer a Facebook page to alert trail openings and closures.

Legislator Dolhof encouraged all Legislators to attend the 4/12/17 Business Leaders Breakfast at the Livonia Elks Club. A completed engineering survey has determined developable areas at the prospective business park site.

In response to Legislator King, Atty. McNichol affirmed the SNIRT Run contract holds the sponsor responsible to clean the roadway that is closed by the County during the event. The Board is asked to also close the West Road portion for traffic safety reasons during the moe.down concert, however, there is no contract with the sponsor.
Legislator Craig Brennan, Ways and Means/Buildings and Grounds Committee Chairman, made motion to authorize Buildings Supervisor Frank Archer to refill one full-time Building Maintenance Worker position effective immediately, due to an employee promotion; to refill one full-time Cleaner position effective immediately, due to a resignation; and to refill one full-time HVAC Technician effective immediately, due to a retirement. The motion was seconded by Legislator King and carried.

Legislator Brennan cited the Committee’s five recommended actions to support State legislation to increase County DMV fee retention to 25%, authorize extending the County Clerk’s student worker, authorize Frank Archer to schedule HVAC Technician Mark Maryhugh up to 16 hours per week as needed for training for a period of six months, approve appropriation transfer to purchase Probation software upgrades, and appropriate contributions to the K-9 expense line.

Legislator Brennan reported meeting with Frank Archer, Frank Pace and SmartWatt representatives and requested they reconsider their recommended building energy efficiencies for expensive heating units in buildings that may soon be remodeled or not occupied by County personnel.

The committee recommends the Board consider retaining an engineering consultant for an overall building survey and all encompassing 5-year facility plan.

Legislator Brennan reiterated withdrawal of the proposed resolution to transfer contingency funds to cover radio communication project expenses, because of the Homeland Security grant award. A portion of the funds will be used to purchase back-up radios for the Sheriff’s Department and to facilitate interoperability with adjoining counties. Legislator King awaits the State contract, assuming it would be phrased to allow wide-ranging expenditures, but did not want to speculate.

Legislator Gregory Kulzer, Transportation/Solid Waste Committee Chairman, made a motion to award the Bituminous oil bids to Suit-Kote at the 2017 per sq. yd. price list on file with the Clerk of the Board for Type II and Type III oils based on quantities. The motion was seconded by Legislator Moser and carried.

Legislator Kulzer made a motion to award a the low bid for Highway and Solid Waste Department uniform services to Unifirst at $13.45/uniform for a term of 36 months. The motion was seconded by Legislator King and carried.

Legislator Kulzer urged support of the resolution to authorize a 5-year lease agreement for the new plow. He announced that Joann Maring had been hired as the Highway/Solid Waste account clerk.

The Development Authority of the North Country will sponsor an open house at the Lowville Transfer Station on 4/13/17, during which they will present an approximate $310,000
check to the County, representing 50% of building renovations and equipment upgrades to enhance recycling.

The committee recommends the Board approve selling bags of municipal yard waste compost at the transfer stations. Director Pete Wood will pay the Oneida-Herkimer Solid Waste facility $1.25/bag, and can economically back-haul the materials and sell at $2.50/bag.

Legislator Kulzer reported the baler did not sell, so Mr. Wood is researching another online site to advertise. In response to Legislator Moser, Jackie Mahoney stated the Soil & Water Conservation District has a baler and they accept farmer ag bags for recycling. There is no current issue, however, Mr. Wood will initiate photos at the transfer station to identify and penalize those responsible for excessive recyclables in garbage.

Legislator Richard Chartrand, Hospital Committee Chairman, reported Mark Murphy, Senior Vice-President of Systems Development and Ambulatory Care Leadership for St. Joseph’s Hospital updated the Board of Managers on affiliations and challenges to fill vacant nursing positions. He had explained what St. Joseph’s Hospital is doing and recommended initiatives for Lewis County General Hospital. Drs. Manoj Vora and Shirley Tuttle-Malone were commended for their participation with St. Joseph’s Hospital Clinic Network Quality Board; and he had expressed gratitude for the Hospital’s and provider’s level of commitment.

Legislator Chartrand reported a February gain of $286,995 vs. the budgeted $270,501; a year-to-date surplus of $306,130 vs. the budgeted $232,675; and a County debt balance of $2.1 million. They await notification on the $4.4 million Essential Provider Grant. He reported a cash on hand equivalent of 66.4 days as an all-time high vs. the budgeted 11.7 days. Accounts payables are down to $4 million. In response to Legislator Hathway, he later reported ongoing efforts to reduce the current 100 days for accounts payables. The Hospital received the 2015 IGT nursing home funds, which was matched and paid by the County.

Legislator Chartrand reported an overtime problem which has increased from 600 hours per 2-week pay period last year to 1,200, largely attributable to employee burnout and inability to recruit registered nurses. The Hospital is offering a $5,000 sign-on bonus competitive with Carthage Area Hospital and Samaritan Medical Center; and has expanded the advertising search.

Dr. Catherine Williams had updated on the program planned in June when medical students of SUNY Upstate Medical will tour and learn about our facility to peak their interest to ultimately locate and practice at our hospital. Dr. Lynn Pisaniello is coordinating a stroke readiness program through SUNY Upstate Medical; and Dr. Manoj Vora is conducting a survey of employed medical staff for opinions and recommendations to improve productivity. The hospitalists are taking over on-call time for the nursing home to relieve other physicians.

Legislator Chartrand reported that CEO resumes are due by 4/15/17, and the list will be refined with interviews planned in early May.

Legislator Andrea Moroughan, Public Health/Community Services Committee Chair, reported Director Penny Ingham is monitoring State and Federal level discussions for public
health funding. A “Healthy Happy Hour” at the public health lobby on 4/5/17 in recognition of National Public Health Week.

Legislator Moroughan reports Alcohol Awareness Month was established in 1987 to help reduce the stigma often associated with alcoholism. It is a chronic progressive disease genetically predisposed and fatal if untreated. As many as 20 million people are living in recovery. The 2017 theme “Connecting the Dots- Opportunities For Recovery” is designed to highlight many opportunities available to help prevent teen alcohol use. Reducing underage drinking is critical to securing a healthy future for America’s youth in a society that broadly promotes alcohol use. There is a great need to provide children education on the danger of alcohol and/or drug abuse and connect the dots that lead to recovery.

The tenth Lewis County community survey indicates that 38.2% of those surveyed feel that alcohol use is a major issue, with 20% being personally affected. Anyone seeking information or treatment may reach out to Mountain View Prevention Services, Credo and/or the Northern Center For Independent Living for assistance.

Legislator Moroughan announced a training session to be held on 4/6/17 for intervention procedures and tips focused toward area restaurants, bars and other establishments that serve alcohol. Community Services will staff a vendor table at the 4/22/17 Wellness Fair to be held in the hospital lobby. There is a safe pill drop off at the hospital on 4/29/17.

In conclusion, Legislator Moroughan thanked Director of Community Services Patricia Fralick for her tireless efforts to combat the opioid and drug abuse epidemic.

SPECIAL REPORT:

Chairman Tabolt announced he had appointed Legislator Kulzer as the liaison to the Double Play Community Center Advisory Board.

The County had hosted the 3/23/17 Inter-County Legislative Committee of the Adirondacks with a tour of Otis Technology. Chairman Tabolt was impressed by the level of technology utilized at their facility. The meeting and lunch was at the River Valley Inn restaurant.

He had also attended the 3/30/17 local government conference hosted by the Tug Hill Commission.

COUNTY MANAGER REPORT:

Liz Swearingin encouraged Legislators to attend the upcoming Business Leaders Breakfast meeting, at which Fort Drum Garrison Commander will be the guest speaker.

She referenced proposed Federal replacement of the Affordable Care Act; and the potential of the State taking over the Counties’ share of Medicaid, equating $5 million annually for Lewis County. If ultimately approved, the impact on the County tax rate would reduce from
$7.43 to $5.0 per thousand of assessed value, of course, assuming there were no State imposed mandates equating County increases.

Ms. Swearingin reported Gilroy, Kiernan & Gilroy (GKG) consultants will provide educational meetings for all employees this week to explain healthcare in America and comparative healthcare in Lewis County. They will explain how healthcare works, who is paying for it and pose recommendations to consider for plan changes.

The Contingency budget of $1,176,000 has risk pool obligations of $391,000, and pending approval of three separate items proposed today, the balance would drop to $1,039,121. The only risk pool expenditure not pre-determined was $40,000 for inmate boarding.

Ms. Swearingin will forward all Legislators the PFM Financial Services LLC P-card information supported by NYSAC requesting their review and input. Other counties utilize the card for goods and services, entitling them to annual rebates (about 1%) based on the amount of purchases. Putnam County uses the card and they also have the Tyler/Munis financial system. They utilize the card for large item expenditures such as road salt to advantage the rebate.

There are no annual fees, and the number of transactions and check writing would be substantially reduced. All purchases would be listed on a sole monthly statement, attendant to the Department and specific detail for each purchase. The advantage to vendors is receiving bank payment within 48 hours. The cards have been refined since their inception 20 years ago.

The primary issue for Board consideration is whether to accept the process of paying for items prior to Board approval. However, the card could reasonably be used for bid and contractual vendors, which have previous Board approval. Expenditures would be provided on the monthly list of claims, likewise as prior-to-audit expenses are listed. Alternatively, minimizing authorized purchases would negate the P-card rebate benefits. The auditing process would continue by the Clerk and Deputy Clerk of the Board. The Board could initially implement the card on a small scale and expand purchases as you become more confident of the procedures, concluded Ms. Swearingin.

A mandatory defensive driver course has been implemented for every employee required or authorized to drive County-owned vehicles. Other employees may advantage the course at their own expense and benefit time. The $22.00/employee fee is a good investment to promote safety conscious drivers. As reported earlier by NYMIR agent Kevin Townsend, this positively impacted on the county’s insurance renewal. Ms. Swearingin will work out an acceptable process with the Sheriff for his employees. An on-line course may be more feasible for that department.

Ms. Swearingin thanked Patricia Fralick for educating herself and rallying agency representatives and treatment providers for collaborating discussions and forums on opioid addictions, with a goal to promote positive outcomes.
COUNTY TREASURER REPORT:

Treasurer Patricia O'Brien recited the balances of the Special Legislative Contingency Fund - $395,000.00; Contingency Fund-$428,698.00; Capital Data Processing Fund-$126,272.08 and Capital Equipment Fund - $348,815.82, of which $239,362.59 is the Highway portion, year-to-date sales tax revenues of $1,012,274.51; and the current Hospital debt is $2.1 million.

The 2/28/17 balance of the Internal Service Fund is $1,208,051.77 after a net monthly deficit of ($82,699.23).

At 6:44 p.m. Chairman Tabolt declared the public hearing closed.

REPORT OF THE WAYS AND MEANS COMMITTEE:
REPORT OF
WAYS AND MEANS COMMITTEE
ON THE EXAMINATION OF CLAIMS

To: The Honorable County Legislators

The Ways and Means Committee reports that they have examined the claims presented for payment in the total amount of $1,102,622.12 and recommend that they be audited and allowed for the amounts claimed.

Craig Brennan
Chair

Jerry King
Committee

Richard Chartrand
Committee

Dated: April 4, 2017

Approved on motion by Legislator Moser, seconded by Legislator Brennan, and carried.
RESOLUTION NO. 131 - 2017
AUDITING AND ALLOWING CLAIMS

Introduced by Legislator Craig Brennan, Chairman of the Ways and Means Committee.

RESOLVED that the claims presented for payment in the total amount of $1,102,622.12 be and each is hereby audited and allowed for the amounts claimed, and that the Clerk is authorized and directed to draw checks for the County Treasurer for the amounts claimed, in favor of each of the claimants or their assigns.

Moved by Legislator Brennan, seconded by Legislator Dolhof, and adopted by the following roll call vote:

YEAS: Brennan, Chartrand, Dolhof, Hathway, King, Kulzer, Moroughan, Moser, Fawcett, and Tabolt.

NAYS: None.

ABSENT: None.
LOCAL LAW (INTRODUCTORY NO. 2 - 2017)
COUNTY OF LEWIS

Introduced by Legislator Jerry King, Chairman, Courts & Law/Codes Committee.

"THE COUNTY OF LEWIS LOCAL LAW ADOPTING THE NEW YORK STATE EXPEDITED UNIFIED SOLAR PERMIT PROCESS FOR SMALL-SCALE SOLAR ELECTRIC SYSTEMS."

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 "THE COUNTY OF LEWIS LOCAL LAW ADOPTING THE NEW YORK STATE EXPEDITED UNIFIED SOLAR PERMIT PROCESS FOR SMALL-SCALE SOLAR ELECTRIC SYSTEMS".

SECTION 2. Purpose: Unified solar permitting allows municipal authorities to streamline the permitting process while providing consistent and thorough review of solar photovoltaic (PV) applications and installations. Adoption of the New York State Unified Solar Permit process combines a standardized building and electrical permitting process for eligible small-scale solar PV installations to benefit both the municipality having jurisdiction and the applicant. Adoption of this Local Law supports the County's Clean Energy Community initiative and programs.

SECTION 3. Authority: The County of Lewis hereby enacts the following Administrative Local Law pursuant to the provisions of Section 381 of the Executive Law of the State of New York and all other applicable laws.

SECTION 4. The County of Lewis hereby adopts the New York State Unified Solar Permit Process and establishes the following requirements for a Permit Application Submittal pertaining to Small-Scale Solar Photovoltaic (PV) installation systems having a rating of DC capacity of 25 kW or less, and adopts the Field Inspection Checklist from the New York State Unified Solar Permit Process:

(a) Unified Solar Permit for Small-Scale Solar Electric Systems Eligibility Checklist (attached as part of Permit application).
(b) Two (2) sets of plans that include:
   • Site Plan showing location of major components of solar system and other equipment on roof of legal accessory structure. This plan should represent relative location of components at site, including but not limited to location of array, existing electrical service location, utility meter, inverter location, system orientation and tilt angle. This plan should show access and pathways that are compliant with NY State Fire Code, if applicable.
   • One-line or 3-line electrical diagram as required by NYSERDA or Utility
• Specification sheets for all manufactured components. If these sheets are available electronically, a web address will be accepted in place of an attachment, at the discretion of the municipality.

• All diagrams and plans must be prepared by a PE or RA as required by NY State law and include the following: (A) Project address, section, block and lot number of the property; (B) Owner’s name, address and phone number; (C) Name, address and phone number of the person preparing the plans; and (D) System capacity in kW-DC.

(c) Unified Solar Permit for Small-Scale Electric Systems Application. *(attached)*

(d) Permit Fee: $100.00

(e) Permit Review and Inspection Timeline: Permit determinations will be issued within thirty (30) days upon receipt of complete and accurate applications. The municipality will provide feedback within 14 days of receiving incomplete or inaccurate applications. If an inspection is required, same will be provided within 10 days of inspection request. Lewis County Code Enforcement officer will follow the NYS Unified Solar Permit Field Inspection Checklist. *(Attached)*

SECTION 5. **Lewis County Office of Code Enforcement is designated to:**

(a) Administer and enforce all of the provisions of laws, ordinances and regulations applicable to the New York State Unified Solar Permit Process adopted under this Local Law and any relevant State laws, regulations and codes.

(b) Make available for all members of the public, during business hours, all necessary forms, applications, and information with relation to small-scale solar PV permit requirements, and other fire and building code requirements which may be applicable.

(c) Receive applications and any other relevant documents and issue permits for which complete eligible applications have been received after insuring compliance with laws, ordinances and regulations governing same.

(d) Issue all appropriate notices or orders to remove illegal or unsafe conditions, to require the necessary safeguards during construction and to insure compliance during the entire course of construction with the requirements of the laws, ordinances and regulations.

(e) Initiate any enforcement or prosecute any violations of this Local Law and such rules and regulations as may be promulgated hereunder or to refer such enforcement or prosecution to an appropriate department, division, officer, agent or employee of the County of Lewis.
(f) Perform such other duties as may be directed and prescribed by the Lewis County Board of Legislators or such legislative committee as may be appointed by the Board of Legislators for the purpose of overseeing the implementation and administration of this Local Law.

(g) When appropriate, require the performance of tests in the field by experienced, professional persons or by accredited and authoritative testing laboratories or service bureaus by agencies whenever necessary or appropriate to assure compliance with the provisions of applicable laws, ordinances and regulations covering solar PV projects 25kW in size or smaller.

(h) Promulgate such rules and regulations, subject to the approval of the legislative committee having jurisdiction over the Office of Code Enforcement, as within the discretion of the Senior Code Enforcement Officer, is deemed necessary for the orderly and efficient administration of the NYS Unified Solar Permit Process, the provisions of this Local Law, and any other applicable local law, rule or ordinance.

SECTION 6. Establishment of Fees:

(a) The Board of Legislators, with the consultation from the Senior Code Enforcement Officer, hereby establishes the permit fee for this NY State Unified Solar Permit Process for Small-Scale Solar Electric Systems to be $100.00.

(b) The Board of Legislators, with the consultation of the Senior Code Enforcement Officer, may from time to time, establish a different fee amount as it shall deem necessary and appropriate for the cost of reviewing and issuing permits of eligible solar PV projects 25 kW in size or smaller within Lewis County, by Resolution adopted by the Board of Legislators. The Senior Code Enforcement Officer shall be responsible to collect and properly account for all such fees and shall deposit the same promptly with the County Clerk.

SECTION 7. Legal Proceedings: Appropriate actions and proceedings may be taken at law or in equity to prevent unlawful construction or to restrain, correct or abate a violation or to otherwise enforce the terms and conditions of the NYS Unified Solar Permit Process for Small-Scale Solar Electric Systems having DC capacity of 25 kW or less, and any other applicable state or local law, rule, regulation or ordinance. These remedies shall be in addition to such penalties as may otherwise be prescribed by law.

SECTION 8. Cooperation of Other Departments: The Code Enforcement Officer shall offer and receive, so far as necessary in the discharge of his or her duties, the assistance
and cooperation of all municipal officials exercising jurisdiction over the construction, installation of equipment and use of small scale solar arrays therein, including but not limited to fire officials and health officials.

SECTION 9. **Severability, Savings Clause:** If any clause, sentence, paragraph, part or provision of this Local Law shall for any reason be adjudged by any court or competent jurisdiction to be invalid, such judgment shall not affect, impair or invalidate the remainder of this local law, but shall be confined in its effect and operation to the clause, sentence, paragraph, part of provision thereof directly involved in the controversy in which such judgment is rendered.

SECTION 10. **Effect on existing laws and regulations:** In the event the terms and provisions of this Local Law conflict with any applicable prior Local Law, regulation, rule or ordinance, the terms of this Local Law shall supersede same with respect to small-scale solar systems described herein.

SECTION 11. **Date:** That the within Local Law shall take effect June 1, 2017.
PERMIT APPLICATION

NY State Unified Solar Permit –
adopted by County of Lewis

Unified solar permitting is available statewide for eligible solar photovoltaic (PV) installations. Municipal authorities that adopt the unified permit streamline their process while providing consistent and thorough review of solar PV permitting applications and Installations. Upon approval of this application and supporting documentation, the Lewis County Building & Codes Department will issue a building and/or electrical permit for the solar PV installation described herein.

PROJECT ELIGIBILITY FOR UNIFIED PERMITTING PROCESS

By submitting this application, the applicant attests that the proposed project meets the established eligibility criteria for the unified permitting process (subject to verification by the AHJ). The proposed solar PV system Installation:

☐ Yes ☐ No 1. Has a rated DC capacity of 25 kW or less.

☐ Yes ☐ No 2. Is not subject to review by an Architectural or Historical Review Board. (If review has already been issued answer YES and attach a copy)

☐ Yes ☐ No 3. Does not need a zoning variance or special use permit.
   (If variance or permit has already been issued answer YES and attach a copy)

☐ Yes ☐ No 4. Is mounted on a permitted roof structure, on a legal accessory structure, or ground mounted on the applicant’s property. If on a legal accessory structure, a diagram showing existing electrical connection to structure is attached.

☐ Yes ☐ No 5. The Solar Installation Contractor complies with all licensing and other requirements of the jurisdiction and the State.

☐ Yes ☐ No 6. If the structure is a sloped roof, solar panels are mounted parallel to the roof surface.

For solar PV systems not meeting these eligibility criteria, the applicant is not eligible for the Unified Solar Permit and must submit conventional permit applications. All Permit applications may be downloaded here: permits@lewiscountyny.org or obtained in person at LC Building Codes Dept., 7660 N. State Street, Lowville, NY 13367 during business hours, M - F: 8:30 am to 4:30 pm.

SUBMITTAL INSTRUCTIONS

For projects meeting the eligibility criteria, this application and the following attachments will constitute the Unified Solar Permitting package.

• This application form, with all fields completed and bearing relevant signatures.

• Permitting fee of $100.00, payable by cash, money order, check, made payable to: Lewis County Clerk

• Required Construction Documents for the solar PV system type being installed, including required attachments.

Completed permit applications can be submitted electronically to permits@lewiscountyny.org or in person at LC Building Codes Dept., 7660 N. State Street, Lowville, NY 13367 during business hours, M – F: 8:30 am to 4:30 pm.

APPLICATION REVIEW TIMELINE

Permit determinations will be issued within THIRTY (30) calendar days upon receipt of complete and accurate applications and all required documents. The municipality will provide feedback within FOURTEEN (14) calendar days of receiving incomplete or inaccurate applications.

FOR FURTHER INFORMATION

Questions about this permitting process may be directed to LC Building Codes Dept., 7660 N. State Street, Lowville, NY 13367, (315) 376-5377.
PROPERTY OWNER

Property Owner's First Name     Last Name     Title

Property Address

City     State     Zip

Section     Block     Lot Number

EXISTING USE

☐ Single Family     ☐ 2-4 Family     ☐ Commercial     ☐ Other

PROVIDE THE TOTAL SYSTEM CAPACITY RATING (SUM OF ALL PANELS)

Solar PV System: _______ kW DC

SELECT SYSTEM CONFIGURATION

Make sure your selection matches the Construction Documents Included with this application.

☐ Supply side connection with microinverters

☐ Load side connection with DC optimizers

☐ Supply side connection with DC optimizers

☐ Load side connection with microinverters

☐ Supply side connection with string inverter

☐ Load side connection with string inverter

SOLAR INSTALLATION CONTRACTOR

Contractor Business Name

Contractor Business Address     City     State     Zip

Contractor Contact Name     Phone Number

Contractor License Number(s)     Contractor Email

Electrician Business Name

Electrician Business Address     City     State     Zip

Electrician Contact Name     Phone Number

Electrician License Number(s)     Electrician Email

Please sign below to affirm that all answers are correct and that you have met all the conditions and requirements to submit a unified solar permit.

Property Owner's Signature     Date

Solar Installation Company Representative Signature     Date
SUBMITTAL REQUIREMENTS SOLAR PV 25KW OR LESS (ATTACHMENTS)

NY State Unified Solar Permit

This information bulletin is published to guide applicants through the unified solar PV permitting process for solar photovoltaic (PV) projects 25 kW in size or smaller. This bulletin provides information about submittal requirements for plan review, required fees, and inspections.

PERMITS AND APPROVALS REQUIRED

The following permits are required to install a solar PV system with a nameplate DC power output of 25 kW or less:

a) Unified Solar Permit

b) ELECTRICAL AND/OR BUILDING PERMITS. Depending upon the local municipality site of installation, zoning approval may also be required. Confirm with the Code Officer.

c) Planning review IS NOT required for solar PV installations of this size.

Fire Department approval IS NOT required for solar PV installations of this size.

SUBMITTAL REQUIREMENTS

In order to submit a complete permit application for a new solar PV system, the applicant must include:

a) Completed Standard Permit Application form which includes confirmed eligibility for the Unified Solar Permitting process. This permit application form can be downloaded at permits@lewiscountyny.org.

b) Construction Documents, with listed attachments must be by stamped and signed by a New York State Registered Architect or New York State Licensed Professional Engineer. For further information on construction documents, go to: Understanding Solar PV Permitting and Inspecting in New York State at: www.nysersda.ny.gov/All-Programs/Programs/NY-Sun/Communities/Local-Government-Training-and-Resources/Solar-Guidebook-for-Local-Governments

c) Proof of Workers' Compensation Insurance by Contractors.

THE COUNTY OF LEWIS, through adopting the Unified Solar Permitting process, requires contractors to provide construction documents, such as the examples Included in the Understanding Solar PV Permitting and Inspecting in New York State document. Should the applicant wish to submit Construction Documents in another format, ensure that the submittal includes the following information:

• Manufacturer/model number/quantity of solar PV modules and Inverter(s).

• String configuration for solar PV array, clearly indicating the number of modules in series and strings in parallel (if applicable).

• Combiner boxes: Manufacturer, model number, NEMA rating.

• From array to the point of Interconnection with existing (or new) electrical distribution equipment: Identification of all raceways (conduit, boxes, fittings, etc.), conductors and cable assemblies, including size and type of raceways, conductors, and cable assemblies.

• Sizing and location of the EGC (equipment grounding conductor).

• Sizing and location of GEC (grounding electrode conductor, if applicable).

• Disconnecting means of both AC and DC including indication of voltage, ampere, and NEMA rating.

• Interconnection type/location (supply side or load side connection)

• For supply side connections only, indication that breaker or disconnect meets or exceeds available utility fault current rating KAIC (amps interrupting capacity in thousands).

• Ratings of service entrance conductors (size insulation type AL or CU), proposed service disconnect, and overcurrent protection device for new supply side connected solar PV system (reference NEC 230.82, 230.70).

• Rapid shutdown device location/method and relevant labeling.
d) For Roof Mounted Systems A roof plan showing roof layout, solar PV panels and the following fire safety items: approximate location of roof access point, location of code-compliant access pathways, code exemptions, solar PV system fire classification, and the locations of all required labels and markings.

e) Provide construction drawings with the following information:
   • The type of roof covering and the number of roof coverings installed.
   • Type of roof framing, size of members, and spacing.
   • Weight of panels, support locations, and method of attachment.
   • Framing plan and details for any work necessary to strengthen the existing roof structure.
   • Site-specific structural calculations.

f) Where an approved racking system is used, provide documentation showing manufacturer of the racking system, maximum allowable weight the system can support, attachment method to roof or ground, and product evaluation information or structural design for the rack.

**PLAN REVIEW**
Permit applications can be submitted to the Lewis County Building Codes Dept. at 7660 N. State Street, Lowville, NY 13367 together with the permit fee.

**FEES**
PERMIT FEE: $100.00

**INSPECTIONS**
Once all permits to construct the solar PV installation have been issued and the system has been installed, it must be inspected before final approval is granted for the solar PV system. On-site inspections can be scheduled by contacting LC Building Codes Dept., 7660 N. State Street, Lowville, NY 13367 by telephone at (315) 376-5577 or electronically at permits@lewiscountyny.org.

Inspection requests received within business hours are typically scheduled for the next business day. If next business day is not available, inspection should happen within a five-day window. Lewis County accepts third party inspections for electrical inspections by electrical inspectors certified to do so.

In order to receive final approval, the following inspections are required:

Delete Rough/Final Inspection descriptions if not applicable in your jurisdiction

ROUGH INSPECTION: During a rough inspection, the applicant must demonstrate that the work in progress complies with relevant codes and standards. The purpose of the rough inspection is to allow the inspector to view aspects of the system that may be concealed once the system is complete, such as:
   • Wiring concealed by new construction.
   • Portions of the system that are contained in trenches or foundations that will be buried upon completion of the system. All electrical rough and final inspections will be performed by third party electrical inspection agents licensed/certified to do so.

It is the responsibility of the applicant to notify LC Building Codes Dept. and third party electrical inspection agent before the components are buried or concealed and to provide safe access (including necessary climbing and fall arrest equipment) to the inspector(s).

The inspector will attempt, if possible, to accommodate requests for rough Inspections in a timely manner.

FINAL INSPECTION: The applicant must contact LC Building Codes Dept. (and third party electrical inspector, if required) when ready for a final inspection. During this inspection, the inspector will review the complete installation to ensure compliance with codes and standards, as well as confirming that the installation matches the records included with the permit application. The applicant must have ready, at the time of inspection, the following materials and make them available to the inspector:
   • Copies of as-built drawings and equipment specifications, if different than the materials provided with the application.
• Photographs of key hard to access equipment, including:
  – Example of array attachment point and flashing/sealing methods used.
  – Opened rooftop enclosures, combiners, and junction boxes.
  – Bonding point with premises grounding electrode system.
  – Supply side connection tap method/device.
  – Module and microinverter/DC optimizer nameplates.
  – Microinverter/DC optimizer attachment.

g) THE COUNTY OF LEWIS has adopted a standardized field inspection checklist, which can be found in the New York State Unified Solar Permit document, found at: www.nyserda.ny.gov/All-Programs/Programs/NY-Sun/Communities/Local-Government-Training-and-Resources/Solar-Guidebook-for-Local-Governments

The inspection checklist provides an overview of common points of inspection that the applicant should be prepared to show compliance. If not available, common checks include the following:

• Number of solar PV modules and model number match plans and specification sheets number match plans and specification sheets.
• Array conductors and components are installed in a neat and workman-like manner.
• Solar PV array is properly grounded.
• Electrical boxes and connections are suitable for environment.
• Array is fastened and sealed according to attachment detail.
• Conductor's ratings and sizes match plans.
• Appropriate signs are properly constructed, installed and displayed, including the following:
  – Sign identifying PV power source system attributes at DC disconnect.
  – Sign identifying AC point of connection.
  – Rapid shutdown device meets applicable requirements of NEC 690.12.
• Equipment ratings are consistent with application and installed signs on the installation, including the following:
  – Inverter has a rating as high as max voltage on PV power source sign.
  – DC-side overcurrent circuit protection devices (OCPDs) are DC rated at least as high as max voltage on sign.
  – Inverter is rated for the site AC voltage supplied and shown on the AC point of connection sign.
  – OCPD connected to the AC output of the Inverter is rated at least 125% of maximum current on sign and is no larger than the maximum OCPD on the Inverter listing label.
  – Sum of the main OCPD and the Inverter OCPD is rated for not more than 120% of the buss bar rating.

### Unified Solar Permitting Resources

The County of Lewis has adopted the following documents from the New York Unified Solar Permit process:

• Standard Application: New York State Unified Solar Permit Application at: www.nyserda.ny.gov/All-Programs/Programs/NY-Sun/Communities/Local-Government-Training-and-Resources/Solar-Guidebook-for-Local-Governments

• Field Inspection Checklist found under New York State Unified Solar Permit at: www.nyserda.ny.gov/All-Programs/Programs/NY-Sun/Communities/Local-Government-Training-and-Resources/Solar-Guidebook-for-Local-Governments

### Departmental Contact Information

For additional information regarding this permit process, please consult our departmental website at permits@lewiscountyus.org, or contact Lewis County Building Codes Dept. at (315) 376-5377.
FIELD INSPECTION CHECKLIST
New York State Unified Solar Permit

All photos referenced in the checklists below are located in Appendix C of Understanding Solar PV Permitting and Inspecting in New York State which can be found at nysersda.ny.gov/SolarGuidebook

Array

<table>
<thead>
<tr>
<th>Requirement</th>
<th>N</th>
<th>Y</th>
<th>N/A</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Circuit conductors are properly supported and are not touching the roof surface [NEC 338.10(B)(4) and NEC 334.30] (Photo 10)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Circuit conductors are same conductor type/size as on plan set</td>
<td>N</td>
<td>Y</td>
<td>N/A</td>
</tr>
<tr>
<td>3. Module count matches plan set. If no, investigate stringing configuration (Photo 3).</td>
<td>N</td>
<td>Y</td>
<td>N/A</td>
</tr>
<tr>
<td>4. Module manufacturer/model matches plan set. (Photo 4)</td>
<td>N</td>
<td>Y</td>
<td>N/A</td>
</tr>
<tr>
<td>5. Modules are effectively grounded using lugs, WEEBs, or a racking integrated grounding method [NEC 690.43] (Photo 9)</td>
<td>N</td>
<td>Y</td>
<td>N/A</td>
</tr>
<tr>
<td>6. Modules and racking are properly secured (Photos 5, 6, 7)</td>
<td>N</td>
<td>Y</td>
<td>N/A</td>
</tr>
<tr>
<td>7. DC optimizers are properly grounded [NEC 690.43 and NEC 110.3(B)]</td>
<td>N</td>
<td>Y</td>
<td>N/A</td>
</tr>
<tr>
<td>8. Wire ties are UV-rated (generally black) (Photo 10)</td>
<td>N</td>
<td>Y</td>
<td>N/A</td>
</tr>
<tr>
<td>9. All electrical connections are secured to ensure no arcing</td>
<td>N</td>
<td>Y</td>
<td>N/A</td>
</tr>
<tr>
<td>10. Racking system is properly grounded (EGC bonding the rails, [NEC 690.43]) (Photo 8)</td>
<td>N</td>
<td>Y</td>
<td>N/A</td>
</tr>
<tr>
<td>11. Conductors are properly identified (ungrounded, grounded, grounding) [NEC 200.7, NEC 200.6, NEC 250.119] (Photo 13)</td>
<td>N</td>
<td>Y</td>
<td>N/A</td>
</tr>
<tr>
<td>12. Outdoor components are UL-listed for the environment [NEC 110.3(B)]</td>
<td>N</td>
<td>Y</td>
<td>N/A</td>
</tr>
<tr>
<td>13. Roof vents are not covered by the modules (2015 IRC/2015IBC) (Photo 3)</td>
<td>N</td>
<td>Y</td>
<td>N/A</td>
</tr>
<tr>
<td>14. DC conduit is labeled &quot;WARNING: PHOTOVOLTAIC POWER SOURCE&quot; every 10 feet, and is reflective, and meets color and size requirements [NEC 690.31(O)(3) and (4)]</td>
<td>N</td>
<td>Y</td>
<td>N/A</td>
</tr>
</tbody>
</table>

DC Optimizer

<table>
<thead>
<tr>
<th>Requirement</th>
<th>N</th>
<th>Y</th>
<th>N/A</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. DC Optimizer chassis is properly grounded per manufacturer's instructions [NEC 690.43, NEC 250 NEC 110.3(B)]</td>
<td>N</td>
<td>Y</td>
<td>N/A</td>
</tr>
<tr>
<td>2. EGC is protected if smaller than #6AWG [NEC 690.46 and NEC 250.120] (Photo 9)</td>
<td>N</td>
<td>Y</td>
<td>N/A</td>
</tr>
<tr>
<td>3. DC Optimizer GEC is sufficiently sized per manufacturer instructions [NEC 690.47(O), NEC 250.68, NEC 250.122, NEC 250.166]</td>
<td>N</td>
<td>Y</td>
<td>N/A</td>
</tr>
<tr>
<td>4. Rapid Shutdown label is present and meets the requirements of NEC 690.56(C).</td>
<td>N</td>
<td>Y</td>
<td>N/A</td>
</tr>
<tr>
<td>5. DC Output circuit conductor insulation type is rated for environment (Shall not be type: USE-2, THWN-2, RHW-2) [NEC 310.10].</td>
<td>N</td>
<td>Y</td>
<td>N/A</td>
</tr>
</tbody>
</table>

Note 1: Many violations from the "Array" section also apply to the "DC Optimizer" section.

Note 2: DC optimizer can have an integrated ground, or not. Bring the specifications sheet to the inspection for quick reference.

Structural (Roof-Mounted Only)

<table>
<thead>
<tr>
<th>Requirement</th>
<th>N</th>
<th>Y</th>
<th>N/A</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. All roof penetrations are properly flashed and sealed 2015 IRC/ 2015 IBC (Photos 6,12)</td>
<td>N</td>
<td>Y</td>
<td>N/A</td>
</tr>
<tr>
<td>2. Rafter spacing/material matches construction documents</td>
<td>N</td>
<td>Y</td>
<td>N/A</td>
</tr>
<tr>
<td>3. Roof appears to be in good condition, with no signs of leaking or damage. Roof is free of debris. (Photo 3)</td>
<td>N</td>
<td>Y</td>
<td>N/A</td>
</tr>
<tr>
<td>4. All racking splices are properly supported per manufacturer requirements (generally splices must be supported on both sides of the joint by a structural attachment)</td>
<td>N</td>
<td>Y</td>
<td>N/A</td>
</tr>
<tr>
<td>5. Modules cannot be moved by pushing or pulling with one hand (Photo 7)</td>
<td>N</td>
<td>Y</td>
<td>N/A</td>
</tr>
</tbody>
</table>
### Junction Box

<p>| | | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
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</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Wire nuts and splices are suitable for the environment [NEC 110.3(B), NEC 110.14, NEC 110.28] (Photo 13)</td>
<td>N</td>
<td>Y</td>
</tr>
<tr>
<td>2.</td>
<td>Junction box is UL listed for the environment [NEC 110.3(B)] (Photo 14)</td>
<td>N</td>
<td>Y</td>
</tr>
<tr>
<td>3.</td>
<td>Junction box is properly grounded [NEC 690.43(A), NEC 250.4, NEC 110.3(B)]</td>
<td>N</td>
<td>Y</td>
</tr>
<tr>
<td>4.</td>
<td>Grounding equipment is properly installed [NEC 690.43, NEC 250.8, NEC 250.12] (Photo 13)</td>
<td>N</td>
<td>Y</td>
</tr>
</tbody>
</table>

### Inverter

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<table>
<thead>
<tr>
<th></th>
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</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>The number of strings match the plan set. (Photo 18)</td>
<td>N</td>
<td>Y</td>
</tr>
<tr>
<td>2.</td>
<td>The conductors have sufficient ampacity for each string.</td>
<td>N</td>
<td>Y</td>
</tr>
<tr>
<td>3.</td>
<td>DC conductors in metal when on or inside a building [NEC 690.31(G)] (Photos 11, 12)</td>
<td>N</td>
<td>Y</td>
</tr>
<tr>
<td>4.</td>
<td>Conduit penetrations are properly sealed between conditioned and unconditioned space [NEC 300.7(A)]</td>
<td>N</td>
<td>Y</td>
</tr>
<tr>
<td>5.</td>
<td>Conduit is properly supported e.g., [LFMC NEC 350.30, EMT NEC 358.30, PVC NEC 352.30] (Photo 15)</td>
<td>N</td>
<td>Y</td>
</tr>
<tr>
<td>6.</td>
<td>Conduit is not being used as conductor support [NEC 300.11(B)] (Photo 15)</td>
<td>N</td>
<td>Y</td>
</tr>
<tr>
<td>7.</td>
<td>The enclosure is properly grounded [NEC 690.43, NEC 250.8, NEC 250.12] (Photo 16)</td>
<td>N</td>
<td>Y</td>
</tr>
<tr>
<td>8.</td>
<td>Grounding equipment is properly installed [NEC 690.43, NEC 250.8, NEC 250.12] (Photos 16, 19)</td>
<td>N</td>
<td>Y</td>
</tr>
<tr>
<td>9.</td>
<td>Enclosure is labeled as a PV disconnect [NEC 690.13(B)]</td>
<td>N</td>
<td>Y</td>
</tr>
<tr>
<td>10.</td>
<td>DC characteristics label is present [NEC 690.53]</td>
<td>N</td>
<td>Y</td>
</tr>
<tr>
<td>11.</td>
<td>The ungrounded DC conductors are properly identified (shall not be white, gray, or white striped) [NEC 200.7(A)] (Photo 15)</td>
<td>N</td>
<td>Y</td>
</tr>
<tr>
<td>12.</td>
<td>Max string voltage below inverter max [NEC 110.3(B) and NEC 690.7]</td>
<td>N</td>
<td>Y</td>
</tr>
<tr>
<td>13.</td>
<td>Inverter string fuses are rated for use in application [NEC 690.9]</td>
<td>N</td>
<td>Y</td>
</tr>
<tr>
<td>14.</td>
<td>DC and AC disconnecting means are located within sight of or in each inverter [NEC 690.15 (A)] (Photos 15, 18)</td>
<td>N</td>
<td>Y</td>
</tr>
<tr>
<td>15.</td>
<td>AFCI protection is present and enabled [NEC 690.11]</td>
<td>N</td>
<td>Y</td>
</tr>
<tr>
<td>16.</td>
<td>System is equipped with Rapid Shutdown [NEC 690.12]</td>
<td>N</td>
<td>Y</td>
</tr>
<tr>
<td>17.</td>
<td>System is marked with a permanent label with the following wording: &quot;PHOTOVOLTAIC SYSTEM EQUIPPED WITH RAPID SHUTDOWN&quot; [NEC 690.56(C)]</td>
<td>N</td>
<td>Y</td>
</tr>
</tbody>
</table>

### Microinverter

<p>| | | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Microinverter chassis is properly grounded per manufacturer’s instructions [NEC 690.43(A), 250.4, 110.3(B)]</td>
<td>N</td>
<td>Y</td>
</tr>
<tr>
<td>2.</td>
<td>EGC is protected if smaller than #6 AWG [NEC 690.46 and 250.120(C)] (Photo 5)</td>
<td>N</td>
<td>Y</td>
</tr>
<tr>
<td>3.</td>
<td>Microinverter GEC is sufficiently sized per manufacturer instructions [NEC 690.47(C), NEC 250.68, NEC 250.122, NEC 250.168]</td>
<td>N</td>
<td>Y</td>
</tr>
<tr>
<td>4.</td>
<td>Rapid Shutdown label is present and meets the requirements of [NEC 690.56(C)]</td>
<td>N</td>
<td>Y</td>
</tr>
</tbody>
</table>

**Note 1:** Many items from the “Array” section also apply to the “Microinverter” section.

**Note 2:** Microinverters can have an integrated ground, or not. This information is found on the specification sheet.

**Note 3:** As long as the microinverters are listed, they are inherently equipped with rapid shutdown, which is required by NEC Article 690.12. This does not negate the label requirement in 690.56(C).
### AC Combiner

<p>| | | | |</p>
<table>
<thead>
<tr>
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<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1. The number of branch circuits match the plan set. (Photo 20)</td>
<td>N</td>
<td>Y</td>
<td>N/A</td>
</tr>
<tr>
<td>2. The conductors have sufficient ampacity for each branch circuit.</td>
<td>N</td>
<td>Y</td>
<td>N/A</td>
</tr>
<tr>
<td>3. The Overcurrent Protective Device (OCPD) for the conductors have a rating sufficient to protect them [NEC 240.4] (Photo 20)</td>
<td>N</td>
<td>Y</td>
<td>N/A</td>
</tr>
<tr>
<td>4. Conduit penetrations are properly sealed between conditioned and unconditioned space [NEC 300.7(A)]</td>
<td>N</td>
<td>Y</td>
<td>N/A</td>
</tr>
<tr>
<td>5. Conduit is properly supported e.g., [LFMC NEC 350.30, EMT NEC 358.30, PVC NEC 352.30] (Photo 15)</td>
<td>N</td>
<td>Y</td>
<td>N/A</td>
</tr>
<tr>
<td>6. Conduit is not being used as conductor support [NEC 300.11(B)] (Photo 15)</td>
<td>N</td>
<td>Y</td>
<td>N/A</td>
</tr>
<tr>
<td>7. The enclosure is properly grounded [NEC 690.43, NEC 250.8, NEC 250.12] (Photo 20)</td>
<td>N</td>
<td>Y</td>
<td>N/A</td>
</tr>
<tr>
<td>8. Grounding equipment is properly installed [NEC 690.43, NEC 250.8, NEC 250.12] (Photo 20)</td>
<td>N</td>
<td>Y</td>
<td>N/A</td>
</tr>
<tr>
<td>9. Enclosure is labeled as a disconnect [NEC 690.13]</td>
<td>N</td>
<td>Y</td>
<td>N/A</td>
</tr>
<tr>
<td>10. AC characteristics label is present (voltage and amperage), [NEC 690.54]</td>
<td>N</td>
<td>Y</td>
<td>N/A</td>
</tr>
<tr>
<td>11. &quot;Multiple Sources&quot; indication label is present [NEC 705.12(D)(3)]</td>
<td>N</td>
<td>Y</td>
<td>N/A</td>
</tr>
<tr>
<td>12. The sum of all overcurrent devices (excluding main) do not exceed the rating of the bus bar [NEC 705.12(D)(2)(3)(c)]</td>
<td>N</td>
<td>Y</td>
<td>N/A</td>
</tr>
<tr>
<td>13. The enclosure is labeled &quot;Do Not Add Loads&quot; [NEC 705.12(D)(2)(3)(c)]</td>
<td>N</td>
<td>Y</td>
<td>N/A</td>
</tr>
<tr>
<td>14. The main breaker is fastened in place [NEC 408.38(D)]</td>
<td>N</td>
<td>Y</td>
<td>N/A</td>
</tr>
<tr>
<td>15. Grounded conductors are isolated from enclosure [NEC 250.24(A)(5)] (Photo 20)</td>
<td>N</td>
<td>Y</td>
<td>N/A</td>
</tr>
</tbody>
</table>

### Load-Side Connection

<p>| | | | |</p>
<table>
<thead>
<tr>
<th></th>
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<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Circuit conductors have sufficient ampacity [NEC 690.8, 310.15]</td>
<td>N</td>
<td>Y</td>
<td>N/A</td>
</tr>
<tr>
<td>2. The OCPD is sufficient to protect the circuit conductors [NEC 240.4]</td>
<td>N</td>
<td>Y</td>
<td>N/A</td>
</tr>
<tr>
<td>3. Grounded conductors properly identified [NEC 200.6(A)&amp;(B)]</td>
<td>N</td>
<td>Y</td>
<td>N/A</td>
</tr>
<tr>
<td>4. The GEC is present and sufficiently sized [NEC 690.47(C), NEC 250.66, NEC 250.122, NEC 250.166]</td>
<td>N</td>
<td>Y</td>
<td>N/A</td>
</tr>
<tr>
<td>5. The GEC is continuous (or irreversibly spliced) [NEC 250.64(C), 690.47(C)]</td>
<td>N</td>
<td>Y</td>
<td>N/A</td>
</tr>
<tr>
<td>6. Ferrous conduit and the enclosure are appropriately bonded to the GEC [NEC 250.64(E), NEC 250.4(A)(5)]</td>
<td>N</td>
<td>Y</td>
<td>N/A</td>
</tr>
<tr>
<td>7. PV breakers are properly identified [NEC 408.4(A)] (Photo 23)</td>
<td>N</td>
<td>Y</td>
<td>N/A</td>
</tr>
<tr>
<td>8. AC characteristics label is present and suitable for the environment (voltage and amperage) [NEC 690.54, NEC 110.21]</td>
<td>N</td>
<td>Y</td>
<td>N/A</td>
</tr>
<tr>
<td>9. Dissimilar metals are separated and will not cause a galvanic reaction [(NEC 110.14, RMC NEC 344.14, EMT NEC 358.12(6))]</td>
<td>N</td>
<td>Y</td>
<td>N/A</td>
</tr>
<tr>
<td>10. Inverter directory present [NEC 690.15(A) and NEC 705.10]</td>
<td>N</td>
<td>Y</td>
<td>N/A</td>
</tr>
<tr>
<td>11. Backfed breaker sized to protect circuits [NEC 690.8(B)(1) and/or NEC 310.15]</td>
<td>N</td>
<td>Y</td>
<td>N/A</td>
</tr>
<tr>
<td>12. Source breakers follow 120% rule [NEC 705.12(D)(2)(3)(b)]</td>
<td>N</td>
<td>Y</td>
<td>N/A</td>
</tr>
<tr>
<td>13. Backfed breaker properly located in panel [NEC 705.12(D)(2)(3)(b)] (Photo 23)</td>
<td>N</td>
<td>Y</td>
<td>N/A</td>
</tr>
<tr>
<td>14. Clearances maintained/live parts secured [NEC 110.27(A) and NEC 110.26] (Photo 18)</td>
<td>N</td>
<td>Y</td>
<td>N/A</td>
</tr>
</tbody>
</table>
# Supply Side Connection

1. Disconnect is service-rated and has a current rating of at least 60 Amp [NEC 230.79(D)] (Photo 22)  
   - N  
   - Y  
   - N/A  

2. Circuit conductors have sufficient ampacity [NEC 690.8, NEC 310.15]  
   - N  
   - Y  
   - N/A  

3. New service entrance conductors are less than 10 feet [NEC 705.31] (Photo 18)  
   - N  
   - Y  
   - N/A  

4. The OCPD is sufficient to protect the circuit conductors [NEC 240.4] (Photo 21)  
   - N  
   - Y  
   - N/A  

5. The disconnect utility conductors are on LINE terminals [NEC 110.3(B), NEC 240.40 if fusible]  
   - N  
   - Y  
   - N/A  

6. There is no OCPD in the grounded conductor [NEC 230.90(B)] (Photo 21)  
   - N  
   - Y  
   - N/A  

7. The A/C rating on the OCPD meets, or exceeds the rating of other main OCPD on the premises [NEC 110.9, NEC 110.10]  
   - N  
   - Y  
   - N/A  

8. The neutral is bonded to the PV disconnect enclosure/GEC [NEC 250.24(C)]  
   - N  
   - Y  
   - N/A  

9. The GEC is present and sufficiently sized [NEC 890.47(C), NEC 250.66, NEC 250.122, NEC 250.188] (Photo 24)  
   - N  
   - Y  
   - N/A  

10. The GEC is continuous (or irreversibly spliced) [NEC 250.64(C), NEC 890.47(C)]  
    - N  
    - Y  
    - N/A  

11. Ferrous conduit and the enclosure are appropriately bonded to the GEC [NEC 250.84(E), NEC 250.4(A)(5)] (Photo 24)  
    - N  
    - Y  
    - N/A  

12. AC characteristics label is present and suitable for the environment (voltage and amperage) [NEC 690.54, NEC 110.21]  
    - N  
    - Y  
    - N/A  

13. Power source directory is present, denoting all locations of power sources and disconnects on premises, at each service equipment location [NEC 110.21, NEC 690.56, NEC 705.10]  
    - N  
    - Y  
    - N/A  

14. AC disconnect label is present and suitable for the environment (NEC 690.13(B), NEC 110.21)  
    - N  
    - Y  
    - N/A  

15. Dissimilar metals are separated and will not cause a galvanic reaction [NEC 110.14, RMC NEC 344.14, EMT NEC 358.12(6)]  
    - N  
    - Y  
    - N/A  

---

# General

1. Work is done in a neat and workmanlike manner [NEC 110.12] (Photos 5, 10, 13, 28)  
   - N  
   - Y  
   - N/A  

2. Working clearances are observed per NEC 110.26 (Photo 18)  
   - N  
   - Y  
   - N/A
RESOLUTION NO. 132 - 2017
FIXING DATE OF PUBLIC HEARING ON LOCAL LAW
(INTRODUCTORY LOCAL LAW NO. 2 - 2017), COUNTY OF LEWIS

Introduced by Legislator Jerry King, Chairman of the Building Codes Committee.

WHEREAS, there will be presented and introduced at a meeting of this Board of Legislators to be held on April 4, 2017, a proposed Local Law entitled "THE COUNTY OF LEWIS LOCAL LAW ADOPTING THE NEW YORK STATE EXPEDITED SOLAR PERMIT PROCESS FOR SMALL-SCALE SOLAR ELECTRIC SYSTEMS."

NOW, THEREFORE, BE IT RESOLVED as follows:

Section 1. That a public hearing will be held on May 2, 2017, from 5:00 p.m. to 5:30 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. That 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 Dolhof, seconded by Legislator King.

In consideration of Legislator questions and concerns, Legislator King clarified that all comments would be considered, and the Board has time to research and make any desired changes.

Atty. Joan McNichol stated the proposed law is in accordance with State regulations and guidelines for small-scale solar systems requiring engineer certifications, recommending no changes until after implementation to discern whether there are negative impacts. The law is put forth as one of four criteria requirements listed on the NYSERDA Clean Energy Community grant. Atty. McNichol generally agreed with Legislator Moser that the County could not establish a law that was less stringent than the State’s requirements.

Legislator Brennan expressed concern for undue cost imposed for small-scale systems. He referenced Section 6 (b) of the proposed law that indicates the Board has discretion to set different fee amounts for issuing and reviewing permits, but it does not speak to engineering fees for off-grid electrical apparatus used for camps.

Planning Director Frank Pace clarified that only residential solar systems to be connected to the grid would be subject to the requirements of this law. Code enforcers, he said, do not have the expertise to determine whether a roof can hold respective solar panels and equipment nor certify grid connectivity. He reiterated this law was one of four eligibility requirements for the NYSERDA Clean Energy grant, for which the County is first in line pending timely adoption.
Subsequent to adoption, the County plans to conduct community outreach to educate the public on residential solar opportunities and provide names of licensed residential solar installers.

In response to Legislator Kulzer, Mr. Pace emphasized the need for building code compliance, whether or not the unified solar permit process is adopted. He queried who would accept the liability if something went wrong with a residential solar system? Code Officers will be issuing permits based on certified engineer plans, otherwise a permit is not issued.

Legislator King agrees that systems connected to the grid need the engineer plans, but supposes that engineer plans are not necessary if the energy is to be utilized solely by the homeowner.

Legislator Dolhof submits the respective property insurance company should determine whether engineer plans are necessary, rather than the County imposing requirements.

Legislator Chartrand asked Atty. McNichol to research whether or how the County law would interplay with existing Village or Town solar code policies. His understanding is that municipalities would be able to adopt more stringent code enforcement, but not less than the County’s law.

Legislator Kulzer asserted that Niagara Mohawk is accepting the power onto the grid and does not require engineered blue prints for solar projects less than 25 kW.

In consideration of all questions, Legislator King would request clarifying information for committee review.

The resolution was then adopted.

Atty. McNichol and the Clerk of the Board clarified that changes to the Introductory Law would be provided to Legislators at least 10 days prior to the public hearing, as required.

Legislator Kulzer took exception the proposed law had not been submitted to the committee for consideration or recommendation.

Legislator Dolhof invoked the County’s law could not be less stringent than the State’s unified solar permit process for small-scale systems.

In response to Legislator Chartrand, Mr. Pace informed that Lewis County was at the top of the list for one of only two available $100,000 NYSERDA Clean Energy grants, pending timely submission in early May. Adoption of the unified solar permit process is one of four achievable elements, along with delivery of an electric car for County use. Mr. Pace could not predict the impact on grant approval if submission were delayed. If approved, the grant funds could be allocated to cover any of several County clean energy projects.
In response to Legislator Brennan, Atty. McNichol stated the discretionary permit fee could be set at any level between zero and $150.00, however, engineer plans would be required for small-scale solar systems, unless otherwise amended.

Legislator King encouraged any interested Legislator to join the Building Codes Committee at 10 a.m. on April 13, 2017 to review the proposed law.
RESOLUTION NO. _133_ - 2017
RESOLUTION REGARDING SEQRA REVIEW OF A NEW TRAIL TO BE ADDED TO THE LEWIS COUNTY ATV TRAIL SYSTEM AND DECLARING NO SIGNIFICANT IMPACT (JAMES BAUER PROPERTIES)

Introduced by Legislator Lawrence Dolhof, Chairman of the Recreation, Forestry and Parks Committee.

WHEREAS, the Board of Legislators has heretofore determined that the development of a county-wide trail system that can effectively and safely accommodate All Terrain Vehicles (hereafter, “ATVs”) 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 has heretofore conducted an extensive evaluation of the potential environmental impacts associated with the development of a county-wide ATV trail system pursuant to Article 8 of the Environmental Conservation Law of the State of New York, as amended, and Title 6, Part 617 of the New York Codes, Rules and Regulations (“NYCRR”) implementing Article 8 (collectively referred to hereinafter as “SEQRA”); and

WHEREAS, in accordance with the procedures outlined in 6 NYCRR § 617.9, the Board of Legislators caused to be prepared a Draft Generic Environmental Impact Statement (“DGEIS”) and a Final GEIS (collectively the “GEIS”) and on December 18, 2008, the Board of Legislators accepted the GEIS as complete and on January 29, 2009, the Board of Legislators issued a written Statement of Findings setting forth the Board’s conclusions and determinations, based upon the facts and analysis contained in the GEIS; and

WHEREAS, upon completion of its SEQRA review, 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” (herein, “Local Law No. 2”); and

WHEREAS, both Local Law No. 2-2009 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, and in particular, the procedures for amending the GEIS in compliance with SEQRA prior to amending the Trail System; and

WHEREAS, the Director of Recreation, Forestry and Parks has presented the Board of Legislators with a request to add off-road trails on properties owned by James Bauer, which are located on the Zeigler Road and the Neff Road, Town of Leyden, identified as parcel numbers 402.00-01-6.00 & 402.00-01-3.0, to the ATV Trail System; and

WHEREAS, as a consequence, the Board of Legislators caused a site-specific environmental review of the proposed trails and property, pursuant to Section 8.2 of the Statement of Findings issued by the Board of Legislators on January 29, 2009; and
WHEREAS, the Board of Legislators received a report from the Soil and Water Conservation District detailing their investigations and findings with respect to the proposed trails on the James Bauer properties, in the Town of Leyden, and with the assistance from County staff and counsel, has reviewed the same and compared it with the GEIS and Statement of Findings.

NOW, THEREFORE, BE IT RESOLVED, as follows:

Section 1. Based upon its review and analysis of the data contained in the Report and the Specific Environmental Review and Assessment Statement on the trails identified, the Board of Legislators hereby finds and determines that:

a. The Report adequately sets forth the relevant and material facts necessary for the Board of Legislators to make a decision;
b. The Report adequately describes the consultant’s investigations and analysis as to any significant adverse impacts and necessary mitigations for the specific sites;
c. The Report’s findings are consistent with the criteria identified and set forth in the GEIS and the Statement of Findings;
d. The investigation and analysis of the site described does not reveal any environmental impacts that were either not addressed or were not adequately addressed in the GEIS and the Statement of Findings.

Section 2. As a consequence of these determinations, the Board of Legislators hereby finds and declares that the addition of the James Bauer properties, in the Town of Leyden, tax map parcels 402.00-01-6.00 & 402.00-01-3.0, to the Lewis County Trail System will not result in a significant environmental impact.

Section 3. The Board of Legislators further finds and declares that pursuant to 6 NYCRR Part 617.10(d), a Supplemental Findings Statement need not be filed, and no further action need be taken with regard to the County’s environmental review of the sites identified and therefore, the Board has completed its lead agency responsibilities under SEQRA with regard to these sites.

Section 4. That this Resolution shall take effect immediately.

Moved by Legislator [Brennan], seconded by Legislator [Fawcett], and adopted.
RESOLUTION NO. 134 - 2017
RESOLUTION TO INCORPORATE
JAMES BAUER PROPERTY
INTO THE LEWIS COUNTY ATV TRAIL SYSTEM

Introduced by Legislator Lawrence Dolhof, Chairman of the Recreation, Forestry and Parks Committee.

WHEREAS, the Board of Legislators has heretofore determined that the development of a county-wide trail system that can effectively and safely accommodate All Terrain Vehicles (hereafter, “ATVs”) 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 has heretofore conducted an extensive evaluation of the potential environmental impacts associated with the development of a county-wide ATV trail system pursuant to Article 8 of the Environmental Conservation Law of the State of New York, as amended, and Title 6, Part 617 of the New York Codes, Rules and Regulations (“NYCRR”) implementing Article 8 (collectively referred to hereinafter as “SEQRA”); and

WHEREAS, in accordance with the procedures outlined in 6 NYCRR § 617.9, the Board of Legislators caused to be prepared a Draft Generic Environmental Impact Statement (“DGEIS”) and a Final GEIS (collectively the “GEIS”) and on December 18, 2008, the Board of Legislators accepted the GEIS as complete and on January 29, 2009, the Board of Legislators issued a written Statement of Findings setting forth the Board’s conclusions and determinations, based upon the facts and analyses contained in the GEIS; and

WHEREAS, upon completion of its environmental review under SEQRA, 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” (herein, “Local Law No. 2”); and

WHEREAS, Local Law No. 2-2009 and the Statement of Findings contemplate future amendments to the ATV Trail System through the addition of trails and/or the opening of interconnecting roads and set forth procedures for making such amendments and additions; and

WHEREAS, the Recreation, Forestry and Parks Director has presented the Board of Legislators with a request to add properties owned by James Bauer which are located on the Zeigler Road and the Neff Road, parcel numbers 402.00-01-6.00 & 402.00-01-3.0 to the Lewis County Trail System; and

WHEREAS, as a consequence, the Board of Legislators caused a site-specific environmental review of the proposed property and trail, pursuant to Section 8.2 of the Statement of Findings issued by the Board of Legislators on January 29, 2009; and

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

WHEREAS, the owner of the property, James Bauer has executed an Access Agreement with the County of Lewis by and through the Director of Recreation, Forestry and Parks, that permits the County to enter upon his property for the purpose of constructing and maintaining ATV trails that will be open to the public and part of the County’s ATV trail system.

NOW, THEREFORE, BE IT RESOLVED, as follows:

Section 1. The trail located on the above referenced properties, owned by James Bauer, which are located on the Zeigler Road and the Neff Road, in the Town of Leyden, identified as parcel numbers 402.00-01-6.00 & 402.00-01-3.0 and more fully described in the Supplemental Statement prepared by the Soil and Water Conservation District, is hereby deemed incorporated into and made a part of the Lewis County Trail System.

Section 2. The Board of Legislators hereby authorizes the addition of the James Bauer properties to the Lewis County ATV Trail System, and authorizes amendment to the maps of the Lewis County Trail System as the same are 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 ATV Trail Plan, the GEIS and Statement of Findings, and Local Law No. 2-2009.

Section 3. That the Director of Recreation, Parks and Forestry is authorized to make, execute and deliver such additional Access Agreements for the aforesaid property, upon approval of the County Attorney as to form.

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

Moved by Legislator __Brennan__, seconded by Legislator __Fawcett__, and adopted.
RESOLUTION NO. 135 - 2017
RESOLUTION REGARDING SEQUA REVIEW OF A
NEW TRAIL TO BE ADDED TO THE LEWIS COUNTY ATV
TRAIL SYSTEM AND DECLARING NO SIGNIFICANT IMPACT
(GORDON YANCEY PROPERTY)

Introduced by Legislator Lawrence Dolhof, Chairman, Recreation, Forestry and Parks
Committee.

WHEREAS, the Board of Legislators has heretofore determined that the development of
a county-wide trail system that can effectively and safely accommodate All Terrain Vehicles
(hereafter, “ATVs”) 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 has heretofore conducted an extensive evaluation
of the potential environmental impacts associated with the development of a county-wide ATV
trail system pursuant to Article 8 of the Environmental Conservation Law of the State of
New York, as amended, and Title 6, Part 617 of the New York Codes, Rules and Regulations
(“NYCRR”) implementing Article 8 (collectively referred to hereinafter as “SEQRA”); and

WHEREAS, in accordance with the procedures outlined in 6 NYCRR § 617.9, the Board
of Legislators caused to be prepared a Draft Generic Environmental Impact Statement
(“DGEIS”) and a Final GEIS (collectively the “GEIS”) and on December 18, 2008, the Board
of Legislators accepted the GEIS as complete and on January 29, 2009, the Board of Legislators
issued a written Statement of Findings setting forth the Board’s conclusions and determinations,
based upon the facts and analysis contained in the GEIS; and

WHEREAS, upon completion of its SEQRA review, 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”
(herein, “Local Law No. 2”); and

WHEREAS, both Local Law No. 2-2009 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, and in particular,
the procedures for amending the GEIS in compliance with SEQRA prior to amending the Trail
System; and

WHEREAS, the Director of Recreation, Forestry and Parks has presented the Board of
Legislators with a request to add off-road trails on property owned by Gordon Yancey, which is
located at the intersection of Carey and Flat Rock Road, Town of Martinsburg, identified as
parcel number 255.00-02-01.000, to the ATV Trail System; and

WHEREAS, as a consequence, the Board of Legislators caused a site-specific
environmental review of the proposed trails and property, pursuant to Section 8.2 of the
Statement of Findings issued by the Board of Legislators on January 29, 2009; and
WHEREAS, the Board of Legislators received a report from the Soil and Water Conservation District detailing their investigations and findings with respect to the proposed trails on the Gordon Yancey property, in the Town of Martinsburg, and with the assistance from County staff and counsel, has reviewed the same and compared it with the GEIS and Statement of Findings.

NOW, THEREFORE, BE IT RESOLVED, as follows:

Section 1. Based upon its review and analysis of the data contained in the Report and the Specific Environmental Review and Assessment Statement on the trails identified, the Board of Legislators hereby finds and determines that:

a. The Report adequately sets forth the relevant and material facts necessary for the Board of Legislators to make a decision;
b. The Report adequately describes the consultant’s investigations and analysis as to any significant adverse impacts and necessary mitigations for the specific sites;
c. The Report’s findings are consistent with the criteria identified and set forth in the GEIS and the Statement of Findings;
d. The investigation and analysis of the site described does not reveal any environmental impacts that were either not addressed or were not adequately addressed in the GEIS and the Statement of Findings.

Section 2. As a consequence of these determinations, the Board of Legislators hereby finds and declares that the addition of the Gordon Yancey property, in the Town of Martinsburg, known as tax map parcel 255.00-02-01.000, to the Lewis County Trail System will not result in a significant environmental impact.

Section 3. The Board of Legislators further finds and declares that pursuant to 6 NYCRR Part 617.10(d), a Supplemental Findings Statement need not be filed, and no further action need be taken with regard to the County’s environmental review of the sites identified and therefore, the Board has completed its lead agency responsibilities under SEQRA with regard to these sites.

Section 4. That this Resolution shall take effect immediately.

Moved by Legislator __Dolhof__, seconded by Legislator __Kulzer__, and adopted.
RESOLUTION NO. 136 – 2017
RESOLUTION TO INCORPORATE GORDON YANCEY PROPERTY INTO THE LEWIS COUNTY ATV TRAIL SYSTEM

Introduced by Legislator Lawrence Dolhof, Chairman of the Recreation, Forestry and Parks Committee.

WHEREAS, the Board of Legislators has heretofore determined that the development of a county-wide trail system that can effectively and safely accommodate All Terrain Vehicles (hereafter, “ATVs”) 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 has heretofore conducted an extensive evaluation of the potential environmental impacts associated with the development of a county-wide ATV trail system pursuant to Article 8 of the Environmental Conservation Law of the State of New York, as amended, and Title 6, Part 617 of the New York Codes, Rules and Regulations (“NYCRR”) implementing Article 8 (collectively referred to hereinafter as “SEQRA”); and

WHEREAS, in accordance with the procedures outlined in 6 NYCRR § 617.9, the Board of Legislators caused to be prepared a Draft Generic Environmental Impact Statement (“DGEIS”) and a Final GEIS (collectively the “GEIS”) and on December 18, 2008, the Board of Legislators accepted the GEIS as complete and on January 29, 2009, the Board of Legislators issued a written Statement of Findings setting forth the Board’s conclusions and determinations, based upon the facts and analyses contained in the GEIS; and

WHEREAS, upon completion of its environmental review under SEQRA, 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” (herein, “Local Law No. 2”); and

WHEREAS, Local Law No. 2-2009 and the Statement of Findings contemplate future amendments to BOTH ATV Trail System through the addition of trails and/or the opening of interconnecting roads and set forth procedures for making such amendments and additions; and

WHEREAS, the Recreation, Forestry and Parks Director has presented the Board of Legislators with a request to add property owned by Gordon Yancey which is located at the intersection of the Carey Road and Flat Rock Road, parcel number 255.00.00-02-01.000 to the Lewis County Trail System; and

WHEREAS, as a consequence, the Board of Legislators caused a site-specific environmental review of the proposed property and trail, pursuant to Section 8.2 of the Statement of Findings issued by the Board of Legislators on January 29, 2009; and

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

WHEREAS, the owner of the property, Gordon Yancey has executed an Access
Agreement with the County of Lewis by and through the Director of Recreation, Forestry and
Parks, that permits the County to enter upon his property for the purpose of constructing and
maintaining ATV trails that will be open to the public and part of the County’s ATV trail system.

NOW, THEREFORE, BE IT RESOLVED, as follows:

Section 1. The trail located on the above referenced property, owned by Gordon Yancey,
which is located at the intersection of the Carey Road and Flat Rock Road, in the Town of
Martinsburg, identified as parcel number 255.00-02-01.000 and more fully described in the
Supplemental Statement prepared by the Soil and Water Conservation District, is hereby deemed
incorporated into and made a part of the Lewis County Trail System.

Section 2. The Board of Legislators hereby authorizes the addition of the Gordon
Yancey property to the Lewis County ATV Trail System, and authorizes amendment to the maps
of the Lewis County Trail System as the same are 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 ATV
Trail Plan, the GEIS and Statement of Findings, and Local Law No. 2-2009.

Section 3. That the Director of Recreation, Parks and Forestry is authorized to make,
execute and deliver such additional Access Agreements for the aforesaid property, upon approval
of the County Attorney as to form.

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

Moved by Legislator King, seconded by Legislator Moser, and adopted.
RESOLUTION NO. 137 - 2017
RESOLUTION TO AUTHORIZE CLOSING A PORTION OF THE WEST ROAD IN THE TOWN OF TURIN DURING THE MOE.DOWN CONCERT EVENT

Introduced by Legislator Greg Kulzer, Chairman of the Transportation Committee

WHEREAS, the “Moe.Down” concert is an event which attracts thousands of participants and tourists to Lewis County; and

WHEREAS, the Lewis County Superintendent of Highways is authorized to close County roads from time to time in order to enhance safety of pedestrians and residents as well as to ensure an open pathway for emergency and law enforcement vehicles; and

WHEREAS, the Lewis County Superintendent of Highways seeks to close the West Road on June 30, 2017 from 10:00 a.m. through July 3, 2017 to 10:00 a.m. during the “Moe.Down” concert event for all traffic except local traffic, deliveries and emergency and law enforcement matters;

NOW, THEREFORE, BE IT RESOLVED, as follows:

Section 1. That the Board of Legislators hereby authorizes the closure of the West Road in the Town of Turin (from the intersection of State Route 26 southerly to West Main Street) on June 30, 2017 from 10:00 a.m. through July 3, 2017 to 10:00 a.m. during the “Moe.Down” concert.

Section 2. That this resolution shall take effect immediately.

Moved by Legislator Dolhof, seconded by Legislator Brennan, and adopted.
RESOLUTION NO. 138 - 2017
RESOLUTION TO AUTHORIZE CLOSING A PORTION OF
WEST ROAD IN THE TOWN OF TURIN DURING
THE SNIRT RUN EVENT ON APRIL 15, 2017

Introduced by Legislator Lawrence Dolhof, Chairman of the Recreation, Forestry & Parks Committee

WHEREAS, the “SNIRT Run” ATV event attracts thousands of ATV participants and tourists to Lewis County; and

WHEREAS, the Director of Recreation, Forestry & Parks has consulted with the Lewis County Superintendent of Highways and Lewis County Sheriff’s Department to consider closure of a portion of the West Road from the intersection of State Route 26 southerly to West Main Street in Turin for safety and emergency management since ATV participants will be parking at Snow Ridge and riding their ATV’s from that location on the West Road; and

WHEREAS, the Lewis County Superintendent of Highways is authorized to close County roads from time to time in order to enhance safety of pedestrians and residents as well as to ensure an open pathway for emergency and law enforcement vehicles; and

WHEREAS, the Lewis County Superintendent of Highways seeks to close the West Road on April 15, 2017 during the “SNIRT Run” from 6:00 a.m. to 8:00 p.m. to all traffic except local traffic, deliveries and emergency and law enforcement matters; and

NOW, THEREFORE, BE IT RESOLVED,

Section 1. The Lewis County Board of Legislators hereby authorizes the closure of the West Road in the Town of Turin (from the intersection of State Route 26 southerly to West Main Street) on April 15, 2017 from 6:00 a.m. to 8:00 p.m.

Section 2. That this Resolution shall take effect immediately.

Moved by Legislator Moser, seconded by Legislator Dolhof, and adopted.
RESOLUTION NO. 139 - 2017
RESOLUTION AMENDING COMPENSATION PLAN
WITH REFERENCE TO
BUILDING MAINTENANCE DEPARTMENT

Introduced by Legislator Craig Brennan, Chairman of the Buildings and Grounds Committee.

WHEREAS, Superintendent of Buildings Frank Archer requests permission to create a temporary part-time HVAC Technician position to authorize retiring HVAC Technician Mark Maryhugh to train the new HVAC Technician for a period up to six months on an as-needed basis.

NOW, THEREFORE, BE IT RESOLVED as follows:

Section 1. That the Board of Legislators hereby amends the Compensation Plan of the County of Lewis, with reference to the Buildings Maintenance Department, to create the following Temporary position:

<table>
<thead>
<tr>
<th>TITLE</th>
<th>STATUS</th>
<th>SALARY</th>
</tr>
</thead>
<tbody>
<tr>
<td>HVAC Technician</td>
<td>Temporary Part-time (2 days/week)</td>
<td>$21.03/Hr.</td>
</tr>
</tbody>
</table>

Section 2. That Superintendent of Buildings Frank Archer is hereby authorized to schedule Mark Maryhugh to work as-needed up to 2 days per week, effective immediately for a period not to exceed six (6) months.

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

Moved by Legislator _Brennan_, seconded by Legislator _Kulzer_, and adopted.
RESOLUTION NO. 140 - 2017
RESOLUTION SUPPORTING AN INCREASE IN THE SHARE OF REVENUE COUNTIES RETAIN FOR PROVIDING STATE DMV SERVICES

Introduced by Legislator Craig Brennan, Chairman of the County Clerk Committee.

WHEREAS, in New York State 51 of 62 counties are mandated to operate a local Department of Motor Vehicles (DMV) office; and

WHEREAS, local DMV Offices provide customer service and process many no-fee transactions on behalf of New York State; and

WHEREAS, under current law the State of New York takes 87.3% of all fees collected from the work performed by the County operated DMV's; and

WHEREAS, the remaining 12.7% county share has not been increased since 1999, yet the amount of work required by local DMV offices has increased in the same time period; and

WHEREAS, the Governor and the State Legislature have repeatedly stated that lowering the property tax burden on local residents is a key priority; and

WHEREAS, increasing the County DMV revenue sharing rate with the State will not result in any increased cost or fees to local residents or taxpayers and at the same time provide counties with the needed revenue to continue to provide necessary local government services; and

WHEREAS, a clear inequity exists when a County DMV provides all the services including overhead and staffing to fulfill these DMV needs for State residents, yet the State takes 87.3% of the revenue generated from providing said services; and

WHEREAS, the New York State Association of County Clerks strongly supports Bill numbers S.1908 and A.3397, which would increase the DMV revenue to counties and provide a more equitable share in order to operate DMV offices and help offset county property taxes.

NOW, THEREFORE, BE IT RESOLVED as follows:

Section 1. That the Lewis County Board of Legislators calls upon Governor Andrew M. Cuomo and members of the State Legislature to support Senate Bill Number S.1908 and Assembly Bill A.3397 that relates to increasing the retention percentage for certain motor vehicle service fees.

Section 2. That the Clerk of the Board is directed to forward certified copies of this resolution to Governor Andrew M. Cuomo, Senator Joseph Griffo, Assemblyman Ken Blankenbush, NYSAC, New York State Association of County Clerks (NYSACC) and all others deemed necessary and proper.
Section 3. That this resolution shall take effect immediately.

Moved by Legislator Hathway, seconded by Legislator Brennan, and adopted.
RESOLUTION NO. 141 - 2017
RESOLUTION AMENDING COMPENSATION PLAN
WITH REFERENCE TO COUNTY CLERK

Introduced by Legislator Craig Brennan, Chairman of the Ways and Means Committee.

WHEREAS, County Clerk Linda Hoskins had been granted permission to hire a temporary Student Worker for the period through 2/13/17; and

WHEREAS, she had requested the Ways and Means for an authorizing recommendation to extend the Student Worker to work two (2) days per week from 1/13/17 to 12/31/17; and

WHEREAS, the Ways and Means Committee had agreed to make the recommendation to the Board, but the action was inadvertently forgotten.

NOW, THEREFORE, BE IT RESOLVED as follows:

Section 1. That the Board of Legislators hereby amends the Compensation Plan of the County of Lewis with reference to the County Clerk’s Department, to authorize the Student Worker to work for two (2) days per week through the end of 2017 at the rate of $9.70 per hour.

Section 2. That this resolution shall take effect immediately.

Moved by Legislator Brennan, seconded by Legislator King, and adopted.
RESOLUTION NO. 142 - 2017
RESOLUTION AUTHORIZING AGREEMENT
BETWEEN THE LEWIS COUNTY DISTRICT ATTORNEY’S OFFICE
AND ROBERT C. ACKLEY, JR. TO ASSIST FORENSIC PATHOLOGIST

Introduced by Legislator Jerry King, Chairman of the Courts & Law Enforcement Committee.

WHEREAS, the Lewis County District Attorney’s Office wishes to enter into an agreement with Robert C. Ackley, Jr., to assist the forensic pathologist at every autopsy performed on behalf of Lewis County Coroner’s Office as needed and requested by the forensic pathologist; and

WHEREAS, the Board of Legislators wishes to accept said contract.

NOW, THEREFORE, BE IT RESOLVED, as follows:

Section 1. That this Board of Legislators hereby authorizes an agreement between the Lewis County District Attorney’s Office and Robert C. Ackley, Jr., to assist the forensic pathologist at every autopsy performed on behalf of Lewis County Coroner’s Office as needed and requested by the forensic pathologist for the term commencing January 1, 2017 through December 31, 2017 at a cost of $80.00 per autopsy.

Section 2. That the Chairman or Vice-Chairman 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 __King__, seconded by Legislator __Dolhof__, and adopted.
RESOLUTION NO. 143 - 2017
RESOLUTION AUTHORIZING AGREEMENT
BETWEEN THE LEWIS COUNTY DISTRICT ATTORNEY’S OFFICE
AND VONNICE L. JOELS

Introduced by Legislator Jerry King, Chairman of the Courts & Law Enforcement Committee.

WHEREAS, the Lewis County District Attorney’s Office wishes to enter into an agreement with Vonnice L. Joels, to communicate and coordinate with the Lewis County Coroner’s Office on each sign out and autopsy case in Lewis County; coordinate necessary paperwork to advance sign out for death certificates; schedule autopsies; transcribe autopsy findings for final reports; and forward autopsy findings and amended death certificates to Coroner’s Office; and

WHEREAS, the Board of Legislators wishes to accept said contract.

NOW, THEREFORE, BE IT RESOLVED, as follows:

Section 1. That this Board of Legislators hereby authorizes an agreement between the Lewis County District Attorney’s Office and Vonnice L. Joels, to communicate and coordinate with the Lewis County Coroner’s Office on each sign out and autopsy case in Lewis County; coordinate necessary paperwork to advance sign out for death certificates; schedule autopsies; transcribe autopsy findings for final reports; and forward autopsy findings and amended death certificates to Coroner’s Office for the term commencing January 1, 2017 through December 31, 2017 at a cost of $75.00 per transcript of autopsy.

Section 2. That the Chairman or Vice-Chairman 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 __Hathway__, seconded by Legislator __King__, and adopted.
RESOLUTION NO. 144 - 2017
RESOLUTION AUTHORIZING A LEASE-PURCHASE AGREEMENT BETWEEN THE COUNTY OF LEWIS AND KEY GOVERNMENT FINANCE, INC.

Introduced by Legislator Greg Kulzer, Chairman of the Transportation Committee.

WHEREAS, the Lewis County Highway Department wishes to purchase a 2017 International 7600 SBA with Viking plow, VIN 3HTGRSNT7HN504358, with required attachments and accessories; and

WHEREAS, the Lewis County Highway Department seeks to enter into a lease/purchase agreement for this equipment with Key Government Finance, Inc., with the principal amount of $226,580.00 to be financed at an annual rate of 2.94%, payable over a five (5) year period in annual installments of $47,976.46 on April 6, 2017 and every April 6th thereafter with the final installment on April 6, 2021, resulting in total payments of principal and interest of $239,897.30 over the life of the Agreement; and

WHEREAS, the Board of Legislators of the County of Lewis, as the governing body, is authorized to acquire, dispose of and encumber real and personal property necessary to the functions and operations of the County; and

WHEREAS, the Board of Legislators seeks to enter into this lease/purchase agreement for the aforementioned equipment in order for the Highway Department to properly maintain and service the County roads consistent with the Highway Superintendent’s multi-year equipment replacement plan adopted by Resolution No. 42-2015.

NOW, THEREFORE, BE IT RESOLVED, as follows:

Section 1. The Board of Legislators hereby authorizes an agreement between the County of Lewis and Key Government Finance, Inc. for the purchase of a 2017 International 7600 SBA with Viking plow with all attachments and accessories as set forth in the equipment lease agreement, at an amount of $226,580.00 to be financed at an annual rate of 2.94%, payable over a five (5) year period in annual installments of $47,976.46, commencing April 6, 2017.

Section 2. This vehicle is intended for the use of the Highway Department and therefore the Board of Legislators hereby directs that the annual installment payments of principal and interest in the amount of $47,976.46 due from April 6, 2017 through April 6, 2021 be paid from the Highway portion of the Capital Equipment Fund.

Section 3. That the Chairman or Vice Chairman of the Board of Legislators is hereby authorized to make, execute, seal and deliver said Agreement, and such other documents, writings or instruments as may be required to carry out the intent of this resolution, upon such forms as approved by the County Attorney.

Section 4. That the within Resolution shall take effect immediately.
Moved by Legislator Hathway, seconded by Legislator Dolhof, and adopted.
RESOLUTION NO. _145_ - 2017
ADOPTING LEWIS COUNTY TITLE VI PROGRAM PLAN

Introduced by Legislator Bryan Moser, Human Resources Committee Chairman.

WHEREAS, in accordance with the Title VI of the Civil Rights Act of 1964, the Lewis County Title VI Program Plan was drafted to reaffirm the County’s policy to allow all individuals the opportunity to participate in federal financially assisted services, and

WHEREAS, as a recipient of federal and state funds, Lewis County is subject to the requirements and provisions of Title VI of the Civil Rights Act of 1964, as amended, and

WHEREAS, the provisions include, but are not limited to, prohibiting discrimination on the grounds of race, color or national origin (being denied the benefits of, or otherwise subjected to discrimination under any program or activity administered by federal or state assisted programs, services, or activities), and

WHEREAS, non-compliance with this mandate can affect federal financial assistance, and

WHEREAS, Lewis County assures every effort will be made to guarantee non-discrimination in all of its programs and activities, whether those programs and activities are federally funded or not, and every effort will be made to ensure that no person is excluded from participation in or denied benefits of its services based on race, color, or national origin.

NOW, THEREFORE, BE IT RESOLVED as follows:

Section 1. That the Lewis County Board of Legislators hereby adopts the attached Lewis County Title VI Program Plan and hereby designates Human Resources Director/Personnel Officer Christopher Boulio as Title VI Coordinator for Lewis County.

Section 2. That this resolution shall take effect immediately.

Moved by Legislator _King_, seconded by Legislator _Chartrand_, and adopted.
Lewis County, NY

TITLE VI PLAN

Prepared by: Christopher S. Boullo
Director of Human Resources
Title VI Coordinator
Title VI Plan

Title VI/ Nondiscrimination Policy Statement ................................................................. 3
Authorities......................................................................................................................... 3
Title VI Reporting Relationships ...................................................................................... 4
Organization and Staffing - General.................................................................................. 4
Program Administration and Title VI Coordinator’s Responsibilities ......................... 5
Complaint Procedures for Federally Assisted Programs and Activities .......................... 7
Special Emphasis Program Areas .................................................................................... 10
Planning and Program Development .............................................................................. 10
 Consultant Services/Environmental ................................................................................ 10
Engineering Services ....................................................................................................... 13
Right-of-Way ..................................................................................................................... 14
Contract Compliance ......................................................................................................... 16
Appendix 1 -- Title VI Notice to Public ......................................................................... 17
Appendix 2 -- Title VI Assurances .................................................................................. 18
Appendix 3 -- For Contractors, Subcontractors, Suppliers, and Manufacturers ............. 20
Appendix A ......................................................................................................................... 21
Appendix B ......................................................................................................................... 22
Title VI/Nondiscrimination Policy Statement

The County of Lewis assures that no person shall on the grounds of race, color, national origin, or sex as provided by Title VI of the Civil Rights Act of 1964, and the Civil Rights Restoration Act of 1987 (P.L. 100.259) be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity. The County of Lewis further assures every effort will be made to ensure nondiscrimination in all of its programs and activities, whether those programs and activities are federally funded or not.

In the event that the County of Lewis distributes federal aid funds to another governmental entity, the County of Lewis will include Title VI language in all written agreements and will monitor for compliance. The County of Lewis' Contract Compliance Office is responsible for initiating and monitoring Title VI activities, preparing required reports and other responsibilities as required by 23 CFR 200 and 49 CFR 21.

Authorities

Title VI of the 1964 Civil Rights Act provides that no person in the United States shall, on the grounds of race, color, national origin, or sex be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity receiving federal financial assistance (please refer to 23 CFR 200.9 and 49 CFR 21).

The Civil Rights Restoration Act of 1987 broadened the scope of Title VI coverage by expanding the definition of terms "programs or activities" to include all programs or activities of Federal Aid recipients, subrecipients, and contractors, whether such programs and activities are federally assisted or not (Public Law 100-259 [S. 557] March 22, 1988).

Additional Authorities and Citations Include:

Title VI of the Civil Rights Act of 1964; 42 USC 2000d to 2000d-4; 42 USC 4601 to 4655; 23 USC 109(h); 23 USC 324; DOT Order 1050.2; EO 12250; EO 12898; 28 CFR 50.3; EO 13166.

Lewis County
Title VI Reporting Relationships

The County of Lewis has appointed the Director of Human Resources, Christopher S. Boulio, as the Lewis County Title VI Coordinator.

The County of Lewis is required to appoint a Coordinator under 23 CFR 200.9(b)(1) with easy access to the head of the agency. The Director of Human Resources, a direct appointee of the Chairman of the Board has such access pursuant to the Lewis County Charter.
The contact information for the City’s Title VI Coordinator is as follows:

**Director of Human Resources**
Christopher S. Boulio  
Title VI Coordinator  
7660 N. State Street  
Lowville, NY 13367  
(315) 377-2049  
chrisboulio@lewiscounty.ny.gov

**Appointment of Title VI Program Specialists**

In addition to appointing a Title VI Coordinator, the **County of Lewis** has proactively appointed several Title VI Program Specialists to annually monitor the **Lewis County** emphasis program areas. The emphasis program areas are: Planning, Environment, Design, Right-of-Way, Construction, Maintenance, Safety, and Research. The mailing address for all such contacts is **7660 N. State Street, Lowville, NY 13367**.  The personal contact information for each is as follows:

**Contract Compliance:**
County Attorney, Joan McNichol  
(315) 376-5282

**Engineering Services**
Highway Superintendent, David Becker  
(315) 376-5352

**Design**
Highway Superintendent, David Becker  
(315) 376-5352

**Construction**
Highway Superintendent, David Becker  
(315) 376-5352

**Maintenance**
Superintendent of Buildings and Grounds, Frank Archer  
(315)376-5321

**Right-of-Way**
Highway Superintendent, David Becker  
(315) 376-5352

**Environmental Services**
County Planning Director, Frank Pace  
(315) 376-5423
Program Administration and Title VI Coordinator's Responsibilities

As authorized by the Chairman of the Board of legislators, the Title VI Coordinator and Title VI Program Specialists are responsible for initiating, monitoring, and ensuring the County of Lewis’ compliance with Title VI requirements as follows:

1. Process, review and investigate Title VI complaints received by the County of Lewis in accordance with the County of Lewis’s Complaint Procedures. If any individual believes they or any other program beneficiaries have been subject to unequal treatment or discrimination as to the receipts of benefits and/or services, or on the grounds of race, color, national origin, or gender, they may file a complaint with the County of Lewis. It is the goal of the County of Lewis to resolve complaints informally at the lowest managerial level.

2. Collect statistical data (race, color, income, gender, and national origin) of participants in and beneficiaries of, County of Lewis highway programs (i.e., relocatee's, impacted citizens, and affected communities). Each of the Title VI special emphasis program area will maintain data to be incorporated in the Title VI updates. Procedures will be reviewed regularly to ensure the data is sufficient in meeting the Title VI program administration requirements.

3. Review special emphasis program areas to determine the effectiveness of program area activities at all levels. In addition to the day-to-day monitoring, all special emphasis program areas will be reviewed annually to assure effectiveness in their compliance of Title VI provisions. The Title VI Coordinator and Title VI Program Specialists will coordinate efforts to ensure equal participation in their program areas and activities at all levels.

4. Conduct Title VI reviews when necessary of contractors and other recipients of federal aid highway funds.

5. Work with special emphasis program staff to ensure the fundamental principles of Environmental Justice outlined below:
   - Avoid, minimize, or mitigate disproportionately high and adverse human health and environmental effects, including social and economic effects, on minority populations and low-income populations.
   - Ensure the full and fair participation by all potentially affected communities in the transportation decision-making process.
-Prevent the denial of, reduction in, or significant delay in the receipt of benefits by minority and low-income populations.

6. Develop Title VI and Limited English Proficiency information for Public Dissemination. Ensure dissemination to the general public and, where appropriate, in languages other than English. The City will disseminate Title VI Program information to City employees, contractors, subcontractors, consultants, and subconsultants as well as the general public. Public dissemination will include posting of public statements and inclusion of Title VI language in contracts. The Title VI/Nondiscrimination Policy Statement will be published in newspapers having a general circulation in the vicinity of proposed projects and announcements of hearings and meetings in minority publications.

7. Conduct pre-grant and post-grant approval reviews of County of Lewis programs and applicants for compliance with Title VI requirements; i.e., highway location, design and relocation, and persons seeking contracts with the County of Lewis.

8. Prepare an Annual Title VI Update Report. The update will report on any accomplishments and changes to the program occurring during the preceding year. The update will include goals and objectives for the upcoming year.

9. Schedule training for Title VI related statutes for County of Lewis employees. The training will provide comprehensive information on Title VI provisions, its application to program operations, identification of Title VI issues and resolution of complaints. All directives providing operational guidelines to all subrecipients, and special emphasis program areas will be reviewed annually to include Title VI language and provisions and related requirements, where applicable.

10. Identify and eliminate discrimination when found to exist. Work with all County of Lewis Offices and Departments to establish procedures for promptly resolving deficiencies. Procedures will be implemented to identify and eliminate discrimination when found to exist, including, but not limited to utilization of disadvantaged business enterprises, public involvement and property acquisition.

11. Establish procedures for promptly resolving deficiency status and reducing to writing the remedial action agreed to be necessary within a period of 90 days. The County of Lewis will actively pursue the prevention of Title VI deficiencies and violations and will take the necessary steps to ensure compliance with all program administrative requirements. When irregularities occur in the administration of the program's operation, procedures will be implemented to resolve Title VI issues, and reducing to writing remedial action agreed necessary within a period of 90 days.

Subrecipients placed in a deficiency status will be given a reasonable time, not to exceed 90 days after receipt of the deficiency letter, to voluntarily correct deficiencies.
The County of Lewis will seek the cooperation of the subrecipient in correcting deficiencies found during the Title VI compliance reviews. The County of Lewis will also provide the technical assistance and guidance needed to aid the subrecipient to comply voluntarily.

When a subrecipient fails or refuses to voluntarily comply with requirements within the allotted time frame, the County of Lewis will submit a copy of the case file to NYSDOT’s Office of Civil Rights or the FHWA and a recommendation that the subrecipient be found in noncompliance.

A follow-up review will be conducted within 180 days of the initial review to ensure that the subrecipient has complied with the Title VI Program requirements in correcting deficiencies previously identified.

12. Maintain updated legislative and procedural information regarding the County of Lewis’s Title VI Program. This will include federal laws, rules and regulations, NYSDOT guidelines, the County of Lewis Plan and updates, and other resource information pertaining to Title VI issues.

Complaint Procedures for Federally Assisted Programs and Activities

These procedures cover all complaints filed under Title VI of the Civil Rights Act of 1964 as amended, (including its Disadvantaged Business Enterprises (DBE)), Section 504 of the Rehabilitation Act of 1973, Civil Rights Restoration Act of 1987, and the Americans with Disabilities Act of 1990, relating to any transportation or Public Works program or activity administered by the City, as well as to subrecipients, consultants, and contractors. These procedures apply to complaints filed against a program or activity funded by either the Federal Highway Administration (FHWA), the Federal Transit Administration (FTA) or the Federal Aviation Administration (FAA).

Intimidation or retaliation of any kind is prohibited per Title 49, Code of Federal Regulations, Part 21.11(e).

The procedures do not deny the right of the complainant to file formal complaints with other state or federal agencies or to seek private counsel for complaints alleging discrimination.

These procedures are part of an administrative process, which does not provide for remedies that include punitive damages or compensatory remuneration for the complainant. Every effort will be made to obtain early resolution of complaints at the lowest managerial/administrative level possible. The option of informal mediation meeting(s) between the affected parties and the investigator may be used for resolution, at any stage of the process. The investigator will make every effort to pursue a resolution of the complaint. Initial interviews with the complainant and the respondent will request information regarding specifically requested relief and settlement opportunities.
Procedures

Any person who believes that they or any specific class of persons has been subjected to discrimination or retaliation prohibited by any of the Civil Rights authorities prohibited under Title VI based upon race, color, sex, age, national origin or disability may file a written complaint with the County of Lewis.

Time Limits for Filing
A formal complaint must be filed within 180 days after:
- The date of the alleged act of discrimination; or
- The date when the person became aware of the alleged discrimination; or
- There has been a continuing or the latest instance of the discriminatory conduct.

Form of Complaints
A formal complaint must meet the following requirements:
- Must be in writing and signed by the person or their representative and include the complainant’s name, address and telephone number. A formal complaint of discrimination will also be acknowledged and processed if received by fax or e-mail. A formal complaint of discrimination received by telephone will be written down and provided to the complainant for confirmation or revision before processing.
- Must provide a detailed description of the issues including names, dates, and job titles of witnesses or those individuals perceived as parties in the complained of incident.

Upon receipt of the complaint, the County of Lewis will determine its jurisdiction, acceptability, need for additional information and the investigative merit of the complaint. In cases where the complaint is against one of Lewis County’s sub recipients of federal highway funds, the County of Lewis will assume jurisdiction and will investigate and adjudicate the case. Complaints against the County of Lewis will be referred to the New York State Department of Transportation’s Office of Civil Rights for proper disposition. In special situations warranting intervention to ensure equity, the NYSDOT Office of Civil Rights may assume jurisdiction and either complete or obtain services to review or investigate matters.

Acceptance of a complaint will be determined by
- Whether the complaint is timely filed;
- Whether the allegations involve a covered basis such as race, color, national origin, gender, disability or retaliation;
- Whether the allegations involve a program or activity of a Federal-aid recipient, subrecipient, or contractor; or, in the case of ADA allegations, an entity open to the public;
- The complainant(s) acceptance of reasonable resolution based on the Department’s administrative authority;
A complaint may be dismissed for the following reasons
- The complainant requests the withdrawal of the complaint;
- The complainant fails to respond to repeated requests for additional information needed to process complaint;
- The complainant cannot be located after reasonable attempts.

The **County of Lewis** has sole authority for accepting complaints for investigation. Once the **County of Lewis** decides to proceed with the investigation, the complainant and the respondent will be notified in writing of the determination within ten (10) calendar days. The complaint will receive a case number and be logged into the **County of Lewis**’s records identifying its basis, alleged harm, the race, color, national origin and gender of the complainant(s).

In cases where the **County of Lewis** assumes investigation of the complaint, the **County of Lewis** will provide the respondent with the opportunity to respond to the allegations in writing. The respondent will have ten (10) calendar days from the date of the **County of Lewis**’s written notification of acceptance of the complaint to furnish their response to the allegations.

Within 40 calendar days of the acceptance of the complaint, the **County of Lewis** or NYSDOT investigator will prepare an investigative report for the **County of Lewis**’s Title VI Coordinator and the **name of Chief Executive Officer**. The report will include a narrative description of the incident, identification of persons interviewed, findings and recommendations for disposition. The **County of Lewis**’s Title VI Coordinator and CEO will have 10 calendar days to review and provide comments to the investigator.

Once the investigator addresses any comments to the preliminary investigative report, the report and its findings will be forwarded to the **Lewis County** Law Department for review. The Law Department attorneys will review the report and associated documentation and will provide input within 10 calendar days.

Any comments or recommendations from the **Lewis County** Law Department will be reviewed by the CEO. There will be a period of 10 calendar days for the CEO to discuss the report and any recommendations with the **County of Lewis**’s Title VI Coordinator, and to have the Title VI Coordinator address any modifications before the report’s release to the corresponding United States Department of Transportation (USDOT) modality (FHWA, FTA, FAA).

The **County of Lewis**’s final investigative report and a copy of the complaint will be forwarded to either NYSDOT, FHWA, FTA, or FAA, within 60 calendar days of the acceptance of the complaint.

The **County of Lewis** will notify the parties of its preliminary findings which are subject to the corresponding USDOT modality’s concurrence.

The corresponding USDOT modality will issue the final decision to the **County of Lewis** based on the investigative report.
USDOT will analyze the facts of the case and will issue its conclusion to the complainant according to their procedures. Once the corresponding USDOT modality issues its final decision, the County of Lewis will notify all parties involved about such determination. USDOT’s final determination is not subject to an appeal.

**Special Emphasis Program Areas**

**Planning**

**Planning and Program Development**
Develop near-term and long-term strategies to maintain and enhance the quality and safety of Lewis County's transportation and infrastructure.

**Title VI Responsibilities**
- Ensure that all aspects of the transportation planning process comply with Title VI.
- Ensure participation of a cross section of various social, economic, and ethnic interest groups are represented in the planning process by disseminating program information to minority media and ethnic organizations and participating in roundtable meetings in minority and low-income communities when applicable.
- Assist the Title VI Coordinator in gathering and organizing information for internal annual Title VI Update Reports.
- Review the Program Development work program and other directives to ensure compliance with Title VI program requirements.
- Ensure equal participation on Citizens Advisory Committees (CAC) by requesting the CAC provide information regarding their selection process for members and to furnish information on membership make up (race, gender, and position within the organization) for evaluation.
- Visit CAC and public meetings to verify the level of participation of Title VI protected group members when offered in predominantly minority or low-income communities.
- Gather statistical data on program participation regarding race, color and national origin.

**Environmental Services**

**Consultant Contracts Administration**
Identify the needs for each project, ensure they are met in the contract, and ensure consultant compliance to the satisfaction of the County of Lewis.

**Authorities:**
48 CFR 31; 23 CFR 172
National Environmental Policy Act of 1969, 42-USC-4321
23 CFR Part 771
40 CFR Part 1500
49 CFR Part 622
EO 12898
Consultant Selection Process
Utilizing the request for proposal and competitive bidding processes, the County of Lewis selects the appropriate contractors and vendors for the project. Title VI nondiscrimination provisions will be incorporated into all written contracts and materials in this process.

Environmental Process
Work with neighborhood stakeholders and community groups to ensure that all affected residents have opportunities to participate in the planning, design and construction of transportation projects.

Environmental Justice Outreach
Public Involvement in the area of Environmental Justice will be achieved through outreach measures that assure meaningful involvement of minority and low-income populations. This will be achieved through a variety of measures, including but not limited to:

- Obtaining U.S. Census Data and data from the local School District to identify minority and low-income populations to determine impacts during the initial stages of project planning. Further analyze this data using additional sources, including area community, religious, and business associations, school districts, senior citizen groups, and economic development organizations.

- Inviting a cross section of the populace from social, economic, and ethnic groups in the planning process through written information in local newspapers and where possible, minority news media. Create notices that attract attention and are in layman’s terms.

- Holding meetings at a variety of times during the day and providing various locations to facilitate access and participation by target populations.

- When necessary, translate documents, notices and hearings for limited English-speaking populations.

- Obtaining demographic data at applicable community meetings and public hearings. Data will be gathered through the use of voluntary self-reporting forms which include race, gender, and national origin. Copies of these forms will be sent to the Title VI Coordinator after each meeting.

- Document all evidence to support conclusions regarding Environmental Justice issues. Detail all efforts taken to identify minority or low-income populations affected by transportation planning activities.

Limited English Proficiency Strategies
Strategies to provide meaningful access to LEP persons to ensure that they can communicate effectively will be achieved by measures including but not limited to:
- Applying the “four factor analysis” process provided as a guideline from the U.S. Department of Justice to determine LEP needs. This process includes determining the number and proportion of LEP individuals within the population, the frequency with which LEP individuals will come in contact with the program, the nature and importance of the program to people’s lives, and the resources available to provide translation services. The results of this analysis will be used to outreach and engage LEP persons in the transportation planning process.

- Developing a demographic assessment for the impacted area to determine if there is a 5% or more minority population requiring special language assistance, and address the needs.

- Developing a written policy to ensure the implementation of LEP measures that identify and assess the language needs of its LEP population. Provide for a range of language assistance options, including notices to LEP persons in a language they can understand regarding their right to free language assistance.

- Training to ensure that staff are knowledgeable and aware of LEP policies and procedures, and are trained to work effectively in the facilitation of the process.

- Providing translation services for public documents and competent interpreters at public hearings.

- Increasing opportunities for public involvement, particularly by historically underserved populations including LEP individuals by advertising in local and local minority newspapers.

- Monitoring the program to ensure that LEP persons have meaningful access to the transportation planning and implementation process.

- See also the County of Lewis’s Language Access Plan, available on the County of Lewis’s website.

**Title VI Responsibilities**

- Monitor compliance with Title VI requirements in all aspects of the environmental process, including Environmental Justice and Limited English Proficiency requirements.
- Conduct meetings to review the project impact.
- Disseminate to the public their right to call or write the department to view plans and discuss environmental problems.
- Ensure DBE goal attainment.
- Coordinate the gathering of environmental information for the Annual Title VI Update Report including awards to DBE firms.
- Notify protected group residents of public meetings or hearings regarding a proposed project. Ensure time and location for public meetings or hearings is accessible.
- Maintain mechanisms to identify population affected by a project.
- Ensure participation of all segments of the impacted population in the location selection process.
- Ensure that all federally funded consultant contracts administered by this section have the appropriate Title VI Appendix enclosed.
- Review guidelines and procedures to ensure Title VI compliance.
- Maintain and update necessary data and documentation, including demographic data mapping ethnicity by area as required for completion of the department’s internal annual Title VI Update Report.

Engineering Services

Engineering Services
Engineering services assess the County of Lewis’s infrastructure and prepares plans for construction, design, and repair. Special efforts will be made to inform members of minority communities of public hearings and other public involvement activities. These efforts include public notices in minority newspapers and selection of accessible location and time for public hearings or meetings.

Authorities
The following is an abbreviated list of statutes and regulations that Engineering Services must follow in the conduct of its work: Title VI of the Civil Rights Act of 1964, Civil Rights Restoration Act of 1987, Americans with Disabilities Act (ADA), National Environmental Protection Act (NEPA), National Historic Preservation Act, New York State Environmental Quality Review Act (SEQRA), Clean Air Act Amendment 1990, New York State Historic Preservation Act, New York State Smart Growth Public Infrastructure Policy Act, Executive Order 12898 Environmental Justice in Minority Populations, Executive Order 13045 Protection of Children from Environmental Health Risks and Safety Risks, New York State Fire Code, Manual of Uniform Traffic Control Devices (MUTCD), New York State Vehicle & Traffic Law, Municipal Code of the City of Rochester; Title 23, U.S.C 109(d), 14(a), 217, 315 and 402(a); 23 CFR 1204.4; 23 CFR 771; EO 12898; 49 CFR 1.48(b)(33) and 1.48(c)(2); among others.

Design Process
Economic, social, topographic, and environmental impacts of a proposed project are key factors weighed in the location consideration. Special efforts in the area of Environmental Justice will be made to inform members of minority communities of public hearings and other public involvement activities. These efforts include public notices in minority newspapers and selection of accessible location and time for public hearings or meetings.

Construction Engineering
Construction engineering deals with the designing, planning, construction, and management of infrastructures such as highways, bridges, airports, railroads, buildings, and utilities. Special efforts will be made to inform members of minority communities of public hearings and other public involvement activities. These efforts include public notices in minority newspapers and selection of accessible location and time for public hearings or meetings.
Authorities

Construction Process
Construction Engineering is responsible for new construction and maintaining Lewis County roads and bridges by using the resources of contractors, equipment, and materials in the most economic way. Construction Engineering provides guidance and oversight for the administration of transportation construction projects. Special efforts will be made to inform members of minority communities of public hearings and other public involvement activities. These efforts include public notices in minority newspapers and selection of accessible location and time for public hearings or meetings.

Title VI Responsibilities
- Ensure that all aspects of the location selection process comply with the Title VI requirements.
- Consult and seek input from affected populations.
- Develop mechanisms to identify affected populations.
- Assure public participation in the selection process.
- Provide notice of public meetings in minority newspapers and newsletters when appropriate.
- Maintain required Title VI compliance documentation and statistical data. Gather statistical data on race, color & national origin for program requirements.
- Monitor program components for compliance with the Title VI requirements.
- Review activities associated with public hearings to enhance the participation of targeted communities.
- Develop and update operational manuals and guidelines to ensure the inclusion of Title VI language and provisions.
- Gather program area data to be included in the internal annual Title VI Update Report.

Right-of-Way

Right-of-Way Programming
Right-of-way programming involves monitoring and administering construction and obstructions in the right-of-way. Right-of-Way programming is handled by the Permitting Department of DES and involves inspections and compliance measures in the right-of-way.
Authorities:

Acquisition Process
The guidelines in the Right-of-Way Manual are followed for property acquisition as well as all applicable laws and regulations, including Title VI and Section 504. The right of way acquisition process entails appraisal of property, negotiation of terms and conditions for acquisition, and assistance in the relocation of displaced individuals, businesses, farm operations, nonprofit organizations, and property management.

Title VI Responsibilities
Ensure equal opportunity for disadvantaged businesses to participate in Personal Services Contracts. The contracts are typically appraisal contracts but can cover all services of real estate including negotiation, relocation, and property management. Ensure equal opportunity for disadvantaged business appraisers to participate by using current directories identifying fee appraiser organizations and the NYSDOT's list of certified fee appraisers. Apprise all affected property owners, tenants, and others involved of their rights and options regarding negotiation, relocation, condemnation and other aspects of the acquisition process.

- Conduct annual implementation reviews of Title VI provisions within the real estate acquisition process.
- Incorporate Title VI language and assurance statements in all surveys of property owners and tenants after the conclusion of all business. Coordinate the preparation of deeds, permits and leases to ensure the inclusion of the appropriate clauses, including Title VI Assurances.
- Ensure that appraised values and communications associated with the appraisal and negotiation operations result in equitable treatment.
- Ensure comparable replacement dwellings are available and assistance is given to all displaced persons and entities by the property acquisition process.
- Maintain statistical data including race, color, national origin, and sex on all relocatees affected by federally funded projects, and provide detailed demographic data quarterly to the Title VI Coordinator.
- Gather the statistical data required for completion of County of Lewis's Annual Title VI Update Report including awards to minority and female appraisers.
Contract Compliance

Contract Compliance
Contract compliance ensures that the County of Lewis is complying with standards regarding nondiscrimination and equal opportunity employment. It includes provisions that the County of Lewis may not discriminate in any programs or services on the basis of race, color, sex, or national origin; must accept applications from women and minorities; must solicit bids for contract work from minority-and-women-owned businesses; and follow fair hiring, retention, and promotion policies.

Authorities:

Title VI Responsibilities
- Review all projects for application of DBE goals. Gather statistical data on DBE utilization.
- Include DBE general special provisions in those projects with goals. Include Title VI language in contract award letters to encourage utilization of DBE firms. Award of construction contracts shall be granted on the basis of the lowest responsive bidder including DBE requirements.
- Ensure through reviews that prime contractors with DBE requirements award previously committed work to proper DBEs and that DBEs actually perform commercially useful functions on contracts.
- Review activities to ensure maintenance and construction efforts and resources are applied uniformly and fairly.
- Maintain program documentation necessary for internal annual Title VI updates.
Appendix 1 - Lewis County Title VI Notice to Public

The County of Lewis hereby gives public notice that it is the County of Lewis's policy to assure full compliance with Title VI of the Civil Rights Act of 1964, the Civil Rights Restoration Act of 1987, and related statutes and regulations in all programs and activities. Title VI requires that no person in the United States of America shall, on the grounds of race, color, gender, or national origin be excluded from the participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which the County of Lewis receives federal financial assistance.

Any person who believes they have been aggrieved by an unlawful discriminatory practice under Title VI has a right to file a formal complaint with the County of Lewis. Any such complaint must be in writing and filed with the City Title VI Coordinator within one hundred eighty (180) days following the date of the alleged discriminatory occurrence. Title VI Discrimination Complaint Forms may be obtained from this office at no cost to the complainant on our website at www.gov or by calling (123) 456-7890.
Appendix 2 – Lewis County Title VI Assurances

The County of Lewis (hereinafter referred to as the "Recipient"), HEREBY AGREES THAT as a condition to receiving any federal financial assistance from the U.S. Department of Transportation it will comply with Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42 USC 2000d--42 USC 2000d--4 (hereinafter referred to as the Act), and all requirements imposed by or pursuant to Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, part 21, Nondiscrimination in Federally Assisted Programs of the Department of Transportation--Effectuation of Title VI of the Civil Rights Act of 1964 (hereinafter referred to as the Regulations), and other pertinent directives, to the end that in accordance with the Act, Regulations, and other pertinent directives, no person in the United States shall, on the grounds of race, color, sex, or national origin be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which the Recipient receives federal financial assistance from the Washington State Department of Transportation, including the Federal Highway Administration, and HEREBY GIVES ASSURANCE THAT it will promptly take any measures necessary to effectuate this agreement. This Assurance is required by Subsection 21.7(a)(1) of the Regulations.

More specifically and without limiting the above general assurance, the Recipient hereby gives the following specific assurances:

1. That the Recipient agrees that each "program" and each "facility" as defined in Subsections 21.23(e) and 21.23(b) of the Regulations, will be (with regard to a "program") conducted, or will be (with regard to a "facility") operated in compliance with all requirements imposed by, or pursuant to, the Regulations.

2. That the Recipient shall insert the following notification in all solicitations for bids for work or material subject to the Regulations made in connection with the Federal Aid Highway Program, and in adapted form in all proposals for negotiated agreements:

The County of Lewis, in accordance with Title VI of the Civil Rights Act of 1964 and 78 Stat. 252, 42 USC 2000d-d4 and Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, part 21, Nondiscrimination in federally assisted programs of the Department of Transportation issued pursuant to such Act, hereby notifies all bidders that it will affirmatively ensure that any contract entered into pursuant to this advertisement, minority business enterprises will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, sex, or national origin in consideration for an award.

3. That the Recipient shall insert the clauses of Appendix 1 of this Assurance in every contract subject to the Act and the Regulations.

4. That the Recipient shall insert the clauses of Appendix 2 of this Assurance, as a covenant running with the land, in any deed from the United States effecting a transfer of real property, structures, or improvements thereon, or interest therein.
5. That where the Recipient receives federal financial assistance to construct a facility, or part of a facility, the Assurance shall extend to the entire facility and facilities operated in connection therewith.

6. That where the Recipient receives federal financial assistance in the form, or for the acquisition of real property, or an interest in real property, the Assurance shall extend rights to space on, over or under such property.

7. That the Recipient shall include the appropriate clauses set forth in Appendix 3 of this Assurance, as a covenant running with the land, in any future deeds, leases, permits, licenses, and similar agreements entered into by the Recipient with other parties: (a) for the subsequent transfer of real property acquired or improved under the Federal Aid Highway Program; and (b) for the construction or use of or access to space on, over or under real property acquired, or improved under the Federal Aid Highway Program.

8. That this Assurance obligates the Recipient for the period during which federal financial assistance is extended to the program, or is in the form of, personal property, or real property or interest therein or structures or improvements thereon, in which case the Assurance obligates the Recipient or any transferee for the longer of the following periods: (a) the period during which the property is used for a purpose for which the federal financial assistance is extended, or for another purpose involving the provision of similar services or benefits; or (b) the period during which the Recipient retains ownership or possession of the property.

9. The Recipient shall provide for such methods of administration for the program as are found by the Secretary of Transportation, or the official to whom she/he delegates specific authority to give reasonable guarantee that it, other recipients, subgrantees, contractors, subcontractors, transferees, successors in interest, and other participants of federal financial assistance under such program will comply with all requirements imposed or pursuant to the Act, the Regulations, and this Assurance.

10. The Recipient agrees that the United States has a right to seek judicial endorsement with regard to any matter arising under the Act, the Regulations, and this Assurance.

THIS ASSURANCE is given in consideration of and for the purpose of obtaining any and all federal grants, loans, contracts, property, discounts or other federal financial assistance extended after the date hereof to the Recipient by the Department of Transportation under the Federal Aid Highway Program and is binding on it, other recipients, subgrantees, contractors, subcontractors, transferees, successors in interest and other participants in the Federal Aid Highway Program. The person whose signature appears below is authorized to sign this Assurance on behalf of the Recipient.
Appendix 3 - For Contractors, Subcontractors, Suppliers, and Manufacturers

During the performance of this contract, the contractor, for itself, its assignees and successors in interest (hereinafter referred to as the "contractor") agrees as follows:

1. Compliance with Regulations
The contractor shall comply with the Regulations relative to nondiscrimination in federally assisted programs of the Department of Transportation (hereinafter DOT), Title 49, Code of Federal Regulations, part 21, as they may be amended from time to time, (hereinafter referred to as the Regulations), which are herein incorporated by reference and made a part of this contract.

2. Nondiscrimination
The contractor, with regard to the work performed during the contract, shall not discriminate on the grounds of race, color, sex, or national origin in the selection and retention of subcontractors, including procurement of materials and leases of equipment. The contractor shall not participate either directly or indirectly in the discrimination prohibited by Section 21.5 of the Regulations, including employment practices when the contract covers a program set forth in Appendix B of the Regulations.

3. Solicitations for Subcontracts, Including Procurement of Materials and Equipment
In all solicitations either by competitive bidding or negotiations made by the contractor for work to be performed under a subcontract, including procurement of materials or leases of equipment, each potential subcontractor or supplier shall be notified by the contractor of the contractor's obligations under this contract and the Regulations relative to nondiscrimination on the ground of race, color, sex, or national origin.

4. Information and Reports
The contractor shall provide all information and reports required by the Regulations or directives issued pursuant thereto, and shall permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by The City of Rochester or the NYSDOT to be pertinent to ascertain compliance with such Regulations, orders and instructions. Where any information required of a contractor is in the exclusive possession of another who fails or refuses to furnish this information, the contractor shall so certify to The City, or the New York State Department of Transportation as appropriate, and shall set forth what efforts it has made to obtain the information.

5. Sanctions for Noncompliance
In the event of the contractor's noncompliance with the nondiscrimination provisions of this contract, The County of Lewis and the NYS Department of Transportation shall impose such contract sanctions as it, or the Federal Highway Administration may determine to be appropriate, including, but not limited to:

1. Withholding of payments to the contractor under the contract until the contractor complies, and/or;
2. Cancellation, termination, or suspension of the contract, in whole or in part.

The contractor shall include the provisions of paragraphs (1) through (6) in every subcontract, including procurement of materials and leases of equipment, unless exempt by the Regulations, or directives issued pursuant thereto. The contractor shall take such action with respect to any subcontractor or procurement as the County of Lewis or the Federal Highway Administration may direct as a means of enforcing such provisions including sanctions for noncompliance. Provided, however, that in the event a contractor becomes involved in, or is threatened with, litigation with a subcontractor or supplier as a result of such direction, the contractor may request the County of Lewis enter into such litigation to protect the interests of the County of Lewis and, in addition, the contractor may request the United States to enter into such litigation to protect the interests of the United States.
Appendix A

The following clauses shall be included in any and all deeds affecting or recording the transfer of real property, structures or improvements thereon, or interest therein from the United States.

GRANTING CLAUSE

NOW, THEREFORE, The County of Lewis, as authorized by law, and upon the condition that the state of Washington will accept title to the lands and maintains the project constructed thereon, in accordance with Title 23, United States Code, the Regulations for the Administration of Federal Aid for Highways and the policies and procedures prescribed by the Federal Highway Administration of the Department of Transportation and, also in accordance with and in compliance with all requirements imposed by or pursuant to Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, part 21, Nondiscrimination in federally assisted programs of the Department of Transportation (hereinafter referred to as the Regulations) pertaining to and effectuating the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252:42 USC 2000d to 2000d-4) does hereby remise, release, quitclaim, and convey unto Pierce City all the right, title, and interest of the Department of Transportation in and to said land described in Exhibit A attached hereto and made a part thereof.

HABENDUM CLAUSE

Pursuant to the provisions of Title VI Assurances: The purchaser, for itself, himself or herself, its, his or her heirs, personal representatives, successors in interest and assigns does hereby covenant and agree that in the event facilities are constructed, maintained or otherwise operated on the property being purchased, for a purpose for which a United States Department of Transportation (USDOT) program or activity is extended or for another purpose involving the provision of similar services or benefits, the purchaser shall maintain and operate such facilities and services in compliance with all other requirements imposed pursuant to Title 49, Code of Federal Regulations, USDOT Subtitle A, office of the Secretary, part 21, Non-discrimination in federally assisted programs of the USDOT-Effectuation of Title VI of the Civil Rights Act of 1964, as said Regulations may be amended.

The purchaser, for itself, himself or herself, its, his or her heirs, personal representatives, successors in interest and assigns does hereby covenant and agree that (1) no person, on the grounds of race, color, sex or national origin shall be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination in the use of said facilities, (2) that in the construction of any improvements on, over or under such land and furnishings of services thereon, no person, on the grounds or race, color, sex or national origin shall be excluded from participation in, denied the benefits of, or otherwise be subjected to discrimination, (3) that the purchaser shall use the premises in compliance with all requirements imposed by, or pursuant to Title 49, Code of Federal Regulations, USDOT Subtitle A, office of the Secretary, part 21, Non-discrimination in federally assisted programs of the USDOT-Effectuation of Title VI of the Civil Rights Act of 1964, as said Regulations may be amended.
Appendix B

The following clauses shall be included in all deeds, licenses, leases, permits, or similar instruments entered into by the County of Lewis pursuant to the provisions of Assurances, number 7.

The LESSEE, or their heirs, personal representatives, successors in interest, and assigns, as a part of the consideration hereof, does hereby covenant and agree as a covenant running with the land that in the event facilities are constructed, maintained, or otherwise operated on the said property described in this lease, for a purpose for which a Department of Transportation program or activity is extended or for another purpose involving the provision of similar services or benefits, the LESSEE shall maintain and operate such facilities and services in compliance with all other requirements imposed pursuant to Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, part 21, Nondiscrimination in federally assisted programs of the department of Transportation -- Effectuation of Title VI of the Civil Rights Act of 1964, as said Regulations may be amended. That in the event of breach of any of the above non-discrimination covenants, the City shall have the right to terminate the lease, and to reenter and repossess said land and the facilities thereon, and hold the same as if said lease had never been made or issued.

The following shall be included in all deeds, licenses, leases, permits, or similar agreements entered into by the County of Lewis pursuant to the provisions of Assurances, number 7.

The LESSEE, or their personal representatives, successors in interest, and assigns, as a part of the consideration hereof, does hereby covenant and agree as a covenant running with the land that (1) no person, on the grounds of race, color, sex or national origin shall be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination in the use of said facilities, (2) that in the construction of any improvements on, over or under such land and furnishing of services thereon, no person on the grounds of race, color, sex, or national origin shall be excluded from participation in, denied the benefits of, or otherwise be subjected to discrimination, (3) that the LESSEE shall use the premises in compliance with all requirements imposed by or pursuant to Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, part 21, Nondiscrimination in federally assisted programs of the Department of Transportation -- Effectuation of Title VI of the Civil Rights Act of 1964, and as said Regulations may be amended.

That in the event of breach of any of the above nondiscrimination covenants, the County of Lewis shall have the right to terminate the lease, and to re-enter and repossess said land and the facilities thereon, and hold the same as if said lease had never been made or issued.
RESOLUTION NO. 146 - 2017
RESOLUTION AMENDING COMPENSATION PLAN WITH REFERENCE TO HUMAN RESOURCES DEPARTMENT

Introduced by Legislator Bryan Moser, Chairman of the Human Resources Committee.

WHEREAS, the Keyboard Specialist in the Civil Service Department has informed of her intent to retire in June 2017; and

WHEREAS, Human Resources Director/Personnel Officer Christopher Boulio recommends to expand the duties and reclassify the position as a Personnel Assistant.

NOW, THEREFORE, BE IT RESOLVED as follows:

Section 1. That the Board of Legislators hereby amends the Compensation Plan of the County of Lewis, with reference to the Human Resources Department, to create the following position:

<table>
<thead>
<tr>
<th>TITLE</th>
<th>STATUS</th>
<th>SALARY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Personnel Assistant</td>
<td>Full-time</td>
<td>Not to Exceed $30,000</td>
</tr>
</tbody>
</table>

Section 2. That Human Resources Director/Personnel Officer Christopher Boulio is hereby authorized to fill said position effective May 15, 2017.

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

Moved by Legislator _Fawcett_, seconded by Legislator _Moser_, and adopted.
RESOLUTION NO.  147 - 2017
RESOLUTION AUTHORIZING A RENEWAL AGREEMENT
BETWEEN THE COUNTY OF LEWIS AND ADVANCE2000
FOR SUPPORT AND MAINTENANCE SERVICES FOR THE
LEWIS COUNTY TELEPHONE SYSTEM

Introduced by Legislator Philip Hathway, Chairman of the Information Technology Committee.

WHEREAS, the County of Lewis desires to enter into a renewal Agreement with Advance2000 for the Remote Technical Support (RTS), Onsite Technical Support (OTS), Repair and Exchange Service (RES), Manufacturer’s Maintenance and Support services for the Lewis County Alcatel-Lucent PBX phone system; and

WHEREAS, the Board of Legislatures wishes to accept such agreement.

NOW, THEREFORE, BE IT RESOLVED, as follows:

Section 1. That the Board of Legislators hereby authorizes a renewal Agreement between the County of Lewis and Advance2000 for the support and maintenance services for the Lewis County Alcatel-Lucent PBX telephone system, with prices locked in for a three-year period.

Section 2. That this is for the term commencing January 1, 2107 through December 31, 2019 at a cost not to exceed $18,427.24 per year.

Section 3. That the Chairman or Vice-Chairman of the Board of Legislators is hereby authorized to make, execute, seal and deliver such Agreement, pending approval by the County Attorney.

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

Moved by Legislator _Hathway_, seconded by Legislator _King_, and adopted.
RESOLUTION NO. 148 - 2017
RESOLUTION TO TRANSFER FUNDS
SHARED SERVICES

Introduced by Legislator Philip Hathway, Chairman of the Information Technology Committee.

BE IT RESOLVED, as follows:

Section 1. That the following transfers take place in the Shared Services Telephone account from Contingency to cover the increase in Advance 2000 contract:

From: A0199000 499900 Contingency
Amount $5,000.00

To: A0165100 430100 Telephone
Amount $5,000.00

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

Moved by Legislator King, seconded by Legislator Moser, and adopted.
RESOLUTION NO. 149 - 2017
RESOLUTION TO APPROPRIATE FUNDS
OFFICE FOR THE AGING

Introduced by Legislator Roscoe Fawcett, Jr., Chairman of the Office for the Aging Committee.

BE IT RESOLVED as follows:

Section 1. That the following budget appropriation be approved in the Office for the Aging accounts to appropriate the Challenge Award received for conducting the Evidence Based Program “Tai Chi for Arthritis”.

<table>
<thead>
<tr>
<th>Increase Revenues</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>A0677200 327087 Evidence Based Programs</td>
<td>$450.00</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Increase Expense</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>A677200 495900 Senior Prof Serv Evidence Based Prog</td>
<td>$450.00</td>
</tr>
</tbody>
</table>

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

Moved by Legislator _Moroughan_, seconded by Legislator _Fawcett_, and adopted.
RESOLUTION NO. 150 – 2017
RESOLUTION AMENDING COMPENSATION PLAN
WITH REFERENCE TO OFFICE FOR THE AGING

Introduced by Legislator Roscoe Fawcett, Jr., Chairman of the Office For the Aging Committee.

WHEREAS, Office For the Aging Director Brenda Bourgeois requests permission to increase the hours of the Principal Account Clerk from 35 to 40 hours per week, effective upon the impending retirement of the existing employee.

NOW, THEREFORE, BE IT RESOLVED as follows:

Section 1. That the Board of Legislators hereby amends the Compensation Plan of the County of Lewis with reference to the Office For the Aging Department to create the following position:

<table>
<thead>
<tr>
<th>TITLE</th>
<th>STATUS</th>
<th>SALARY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Principle Account Clerk</td>
<td>Full-time (40 hrs./week)</td>
<td>Grade 23</td>
</tr>
</tbody>
</table>

Section 2. That Office For the Aging Director Brenda Bourgeois is hereby authorized to fill said position effective upon the impending retirement of the existing Principal Account Clerk.

Section 3. That this resolution shall take effect immediately.

Moved by Legislator _Moroughan_, seconded by Legislator _Fawcett_, and adopted.
RESOLUTION NO. 151 - 2017
RESOLUTION AUTHORIZING ADDENDUM TO AGREEMENT
BETWEEN LEWIS COUNTY AND CLARK PATTERSON LEE DESIGN
PROFESSIONALS FOR LEAD ENGINEERING PROFESSIONAL CONSULTANT
SERVICES REQUIRED UNDER THE LOCAL GOVERNMENT EFFICIENCY
IMPLEMENTATION GRANT AWARDED TO THE "SOUTHERN LEWIS COUNTY
REGIONAL WATER PROGRAM"

Introduced by Legislator Lawrence Dolhof, Chairman of the Economic Development and Planning Committee.

WHEREAS, the County of Lewis, acting by and through the Lewis County Planning Department, and Clark Patterson Lee, Design Professionals, entered into an Agreement dated March 31, 2016 pursuant to Resolution No. 104-2016 for the purpose of serving as Lead Engineering Professional Consultant for the Southern Lewis County Regional Water Program at a cost not to exceed $299,000.00 and to provide these services on or before April 1, 2017; and

WHEREAS, the County of Lewis desires to extend the agreement with Clark Patterson Lee until April of 2018 and the Board of Legislators wishes to accept such addendum to grant the extension.

NOW, THEREFORE, BE IT RESOLVED, as follows:

Section 1. That the Lewis County Board of Legislators hereby authorizes an addendum to the agreement dated March 31, 2016 to extend the term of the agreement through April 30, 2018 with no additional cost and with all other terms and conditions to remain in full force and effect.

Section 2. That the Chairman of the Board of Legislators or the Vice-Chairman be and the same is hereby authorized to execute and deliver such Addendum upon such form as may be acceptable to the County Attorney.

Section 3. That this Resolution shall take effect immediately.

Moved by Legislator _King_, seconded by Legislator _Dolhof_, and adopted.
RESOLUTION NO. _152_ - 2017
RESOLUTION TO APPROPRIATE FUNDS
PROBATION

Introduced by Legislator Jerry King, Chairman of the Courts and Law Enforcement Committee:

BE IT RESOLVED as follows:

Section 1. That the following budget appropriation is hereby approved in the Probation account for new computer software with Automon with funds from Project HAE Capital Data Processing H0990100 499900, balance $126,272.08:

Increase Revenue:
A0100000 350310 Inter-fund transfers $1,119.36

Increase Expense:
A0314000 221700 Computers $1,119.36

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

Moved by Legislator _Brennan_ , seconded by Legislator _King_ , and adopted.
RESOLUTION NO. 153 - 2017
RESOLUTION AUTHORIZING
MEMORANDUM OF UNDERSTANDING
BETWEEN LEWIS COUNTY PUBLIC HEALTH AGENCY AND
CNYHNN, INC., D/B/A NORTH COUNTRY HEALTH HOME

Introduced by Legislator Andrea Moroughan, Chair of the Public Health Committee.

WHEREAS, CNYHNN, Inc. (d/b/a North Country Health Home) ("Health Home") is a New York State corporation that provides management, data analysis, information technology utilization review, consulting services and care management to support the effort of behavioral and health providers, consumers and local governments to improve systems of care and service outcomes for individuals diagnosed with serious mental illness, addictions and co-occurring medical disorders; and

WHEREAS, Lewis County Public Health provides direct services to individuals and wishes to be part of the Health Home network and to deliver the services that the Health Home may refer to them for the Early Intervention Services; and

WHEREAS, Lewis County acting by and through the Lewis County Public Health Agency desires to enter into a Memorandum of Understanding with Health Home; and

WHEREAS, the Board of Legislators wishes to accept such services.

NOW, THEREFORE, BE IT RESOLVED as follows:

Section 1. That the Board of Legislators hereby authorizes a Memorandum of Understanding between the County of Lewis, by and through the Lewis County Public Health Agency, and CNYHNN, Inc. (d/b/a North Country Health Home) to deliver the services that the Health Home may refer to them for the Early Intervention Services.

Section 2. That the term of this Memorandum of Understanding shall commence on February 6, 2017 and either party may terminate this agreement upon sixty (60) days written notice.

Section 3. That the Chairman or Vice-Chairman of the Board of Legislators is hereby authorized to make, execute, seal and deliver said Agreement, pending approval by the County Attorney.

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

Moved by Legislator Fawcett, seconded by Legislator King, and adopted.
RESOLUTION NO. 154 - 2017
RESOLUTION AUTHORIZING AGREEMENT BETWEEN
JEFFERSON-LEWIS WORKFORCE DEVELOPMENT AREA,
PRATT NORTHAM/CAREERS HERE PROGRAM AND
LEWIS COUNTY PUBLIC HEALTH DEPARTMENT

Introduced by Legislator Andrea Moroughan, Chair of the Public Health Committee.

WHEREAS, the Pratt Northam Foundation (“PN”) applied for and was awarded funds under a grant for a student/youth intern employment program known as “Careers Here”. PN requested that Jefferson-Lewis Workforce Development Board (“JLWDB”) be the grant recipient of this program and administer the program, and JLWDB accepted, as it is within its mission to “provide career opportunities to young persons within the Jefferson- Lewis areas”; and

WHEREAS, the Lewis County Public Health Department wishes to enter into an Agreement with Jefferson-Lewis Workforce Development Area, as grant recipient and administrator of the Pratt Northam “Careers Here” Program, for a student/youth intern position; and

WHEREAS, the Board of Legislators wishes to accept such agreement; and

NOW, THEREFORE, BE IT RESOLVED, as follows:

Section 1. That the Lewis County Board of Legislators hereby authorizes an Agreement by and between the Lewis County Public Health Department and Jefferson-Lewis Workforce Development Area as the grant recipient and administrator of the Pratt Northam “Careers Here” Program, for a student/youth intern position.

Section 2. That this is for the term beginning May 1, 2017 and ending December 31, 2017 for up to four hundred (400) hours with a temporary youth position with reimbursed wages at $9.70 per hour.

Section 3. That the Chairman or Vice-Chairman of the Board of Legislators is hereby authorized to make, execute, seal and deliver such Agreement, pending approval by the County Attorney.

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

Moved by Legislator _Fawcett_, seconded by Legislator _Moroughan_, and adopted.
RESOLUTION NO. _155_ - 2017
RESOLUTION AUTHORIZING AGREEMENT BETWEEN
BARK EATER EVENTS, LLC AND
LEWIS COUNTY RECREATION, FORESTRY & PARKS DEPARTMENT

Introduced by Legislator Lawrence Dolhof, Chairman of the Recreation, Forestry and Parks Committee.

WHEREAS, Bark Eater Events, LLC is a local Central New York owned and operated company specializing in unique outdoor athletic running events. The Peak to Brew Relay Race will be the staple event in the planned Bark Eater Race Series; and

WHEREAS, the goal of Bark Eater Events is to have a positive impact on the local health of New York State. The events will also be marketed and operated in a way to bring positive economic and tourism exposure to the local areas where the events are hosted; and

WHEREAS, the County of Lewis, by and through the Lewis County Recreation, Forestry and Parks Department wishes to enter into an Agreement with Bark Eater Events, LLC and allow the use of Lewis County reforestation property known as tax parcel number 355.00-02-27.110 located on the corner of the North South Road and the Moose River Road in the Town of Lyonsdale as a relay location/station; and

WHEREAS, the Board of Legislators wishes to accept such agreement.

NOW, THEREFORE, BE IT RESOLVED, as follows:

Section 1. That the Lewis County Board of Legislators hereby authorizes an Agreement between the County of Lewis, by and through the Lewis County Recreation, Forestry and Parks Department and Bark Eater Events, LLC for the Peak to Brew Relay Race to be held on August 11, 2017 through August 12, 2017 and allow the use of Lewis County reforestation property known as tax parcel number 355.00-02-27.110 located on the corner of the North South Road and the Moose River Road in the Town of Lyonsdale as a relay location/station.

Section 2. That the Chairman or Vice-Chairman 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 _Brennan_, seconded by Legislator _Moser_, and adopted.
RESOLUTION NO. 156 - 2017
RESOLUTION URGING ADOPTION OF HOME RULE REQUEST
NEW YORK STATE SENATE BILL NO. S.5362
AND COMPANION NYS ASSEMBLY BILL NO. A.6913

Introduced by Legislator Michael A. Tabolt, Chairman of the Board.

WHEREAS, by Resolution No. 119-2017, the Board of Legislators of Lewis County requested Home Rule Legislation that would allow the County of Lewis to continue to impose an additional one percent (1%) local sales tax for the period beginning December 1, 2017 and ending November 30, 2019; and

WHEREAS, the County of Lewis continues to experience such budgetary pressures as would justify an extension of the time in which it may impose such additional sales tax, and such additional sales tax revenue will enable the Board of Legislators to mitigate the need for increased property taxes; and

WHEREAS, said legislation has been introduced in both houses of the State Legislature as Senate Bill No. S.5362 and Assembly Bill No. A.6913; and

WHEREAS, Article 9, § 2(B) (2) of the New York State Constitution and Section 40 of the Municipal Home Rule Law require a home rule request be made to the State Legislature before the bills may become law.

NOW, THEREFORE, BE IT RESOLVED as follows:

Section 1. The Lewis County Board of Legislators hereby makes this Home Rule request to the State Legislature to enact New York State Senate Bill No. S.5362 and the companion bill in the NYS Assembly Bill No. A.6913.

TITLE OF BILL: An act to amend the tax law, in relation authorizing the County of Lewis to impose an additional one percent of sales and compensating use taxes.

PURPOSE: To authorize Lewis County to impose an additional one percent of sales and compensating use taxes.

SUMMARY OF PROVISIONS: Authorizes Lewis County to impose an additional one percent sales and compensating use tax until November 30, 2019. Effective date is December 1, 2017.

Section 2. The Clerk of the Board is hereby directed to forward certified copies of this Resolution to State Senator Joseph Griffio and Assemblyman Kenneth Blankenbush.

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

Moved by Legislator _King_, seconded by Legislator _Hathway_, and adopted.
RESOLUTION NO. _157_ - 2017
RESOLUTION TO APPROPRIATE FUNDS
SHERIFF'S DEPARTMENT

Introduced by Legislator Jerry King, Chairman of the Courts and Law Enforcement Committee.

BE IT RESOLVED, as follows:

Section 1. That the following budget appropriation is hereby approved in the office of the Sheriff’s Department for contribution for K-9 expenses:

**Increase Revenues**
A0311000 327063 (K-9 Contribution) $1250.00

**Increase Expense**
A0311000 493300 (K-9 Expense) $1250.00

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

Moved by Legislator _King_, seconded by Legislator _Chartrand_, and adopted.
RESOLUTION NO. 158 - 2017
RESOLUTION TO TRANSFER FUNDS
SHERIFF'S DEPARTMENT

Introduced by Legislator Jerry King, Chairman of the Courts and Law Enforcement Committee.

BE IT RESOLVED, as follows:

Section 1. That the following transfer is hereby approved in the Sheriff’s Department accounts from Contingency to cover the increase in inmate board:

From: A0199000 499900 Contingency

To: A0315000 450800 Inmate Board

Amount $40,000.00

$40,000.00

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

Moved by Legislator ___King___, seconded by Legislator ___Chartrand___.

Legislator Moser suggested reaching out to Jefferson and St. Lawrence County Sheriffs to explore efficiency opportunities for housing varied inmate classifications, ie. whether all female inmates could be housed at one of the facilities.

Liz Swearingin reported substantial boarding expense for inmates at the Rochester Psychiatric Center that exhausted the budget line item as of February.

In response to Legislator Moser, Ms. Swearingin would request Sheriff Carpinelli to provide detailed inmate numbers for consideration of his proposed jail expansion due to ongoing inmate capacity. There had been relative discussion at the recent Alternatives to Incarceration meeting.

In response to Legislator Hathway, Ms. Swearingin said the Bonadio consultant report specifically addressing staffing numbers, is forthcoming.

The resolution was then adopted.
RESOLUTION NO. 159 - 2017
RESOLUTION AMENDING COMPENSATION PLAN
WITH REFERENCE TO SOCIAL SERVICES

Introduced by Legislator Roscoe Fawcett, Jr., Chairman of the Social Services Committee.

WHEREAS, DSS Commissioner Jennifer Jones requests to extend one Community Services Worker beyond March 17, 2017 until various vacancies have been filled.

BE IT RESOLVED as follows:

Section 1. That the Lewis County Board of Legislators hereby amends the Compensation Plan of the County of Lewis, with reference to the Department of Social Services, to authorize extending one Community Services Worker beyond March 17, 2017 for a period up to five (5) months.

Section 2. That this resolution shall take effect immediately.

Moved by Legislator ______Fawcett____, seconded by Legislator ______Brennan____, and adopted.
RESOLUTION NO. 160 - 2017
RESOLUTION TO TRANSFER FUNDS
VARIOUS ACCOUNTS

Introduced by Legislator Craig Brennan, Chairman of the Ways & Means Committee.

BE IT RESOLVED, as follows:

Section 1. That the following budget changes are hereby approved in the Various Accounts from Fund Balance from 2016 surplus:

Transfer from:
A0 005990 Fund balance $63,000.00

Transfer to:
A0714000 499900 Double Play $40,000.00
A0741300 499900 Lowville Library $1,500.00
A0741000 499900 Libraries $18,500.00
A0731100 451500 Youth Bureau Misc County Projects $3,000.00

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

Moved by Legislator _Brennan_, seconded by Legislator _Moroughan_, and adopted.
RESOLUTION NO. 161 - 2017
RESOLUTION DIRECTING LEWIS COUNTY GENERAL HOSPITAL TO REIMBURSE PENALTY IMPOSED UPON THE LEWIS COUNTY SELF-INSURANCE PLAN FOR LATE FILING OF A REPORT

Introduced by Legislator Lawrence Dolhof, Chairman of the Insurance and Workers’ Compensation Committee.

WHEREAS, the County of Lewis ("County") is duly qualified as self-insured under the Workers’ Compensation Law of the State of New York. The Lewis County General Hospital ("LCGH") is a participant in the plan; and

WHEREAS, the County enacted Local Law 8-2015 which provides in Section 2 (H) for plan participants to, inter alia, promptly file all required reports on claims. If the plan participant fails to do so, the Board of Legislators may, by resolution, impose a penalty upon any participant equal to the amount imposed upon the Lewis County Self-Insurance Plan by the NYS Workers’ Compensation Board ("NYSWCB") for a respective claim due to non-compliance with the Payor Compliance Policy; and

WHEREAS, the County Self-Insurance Plan has incurred a penalty of $50 from the NYSWCB for late filing of a report for one (1) claim pertaining to the LCGH and seeks to have the penalty reimbursed by LCGH to the County’s Self-Insurance Plan by Resolution of the Board of Legislators; and

WHEREAS, the Board of Legislators wishes to seek this reimbursement.

NOW, THEREFORE, BE IT RESOLVED, as follows:

Section 1. That the Board of Legislators hereby directs reimbursement of $50 from the LCGH, as the penalties incurred by the County Self-Insurance Plan for late filing of a report from the NYSWCB for one (1) claim pertaining to LCGH matters.

Section 2. That the Clerk of the Board is hereby authorized to make, execute and deliver a reimbursement invoice to the CEO of the LCGH for the late filing penalty for the one (1) claim, pending approval by the County Attorney.

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

Moved by Legislator King, seconded by Legislator Moser, and adopted.
RESOLUTION NO. _162_ - 2017
RESOLUTION APPROVING APPOINTMENTS TO
JEFFERSON-LEWIS
WORKFORCE DEVELOPMENT BOARD

Introduced by Legislator Michael A. Tabolt, Chairman of the Lewis County Board of Legislators.

WHEREAS, pursuant to the Workforce Innovation & Opportunity Act, Public Law 113-128 as signed into law on July 22, 2014, the Jefferson-Lewis Workforce Development Board (WDB) has been established; and

WHEREAS, the Workforce Innovation & Opportunity Act requires that 20% of the WDB consist of members of labor organizations and an organization that meets the needs of those with barriers to employment; and

WHEREAS, the membership also needs to be in line with the funding distribution, therefore 80% of the membership is from Jefferson County and 20% of the membership is from Lewis County.

NOW, THEREFORE, BE IT RESOLVED as follows:

Section 1. That the Lewis County Board of Legislators hereby approves the appointment of the following individuals to serve as members of the Jefferson-Lewis Workforce Investment Board:

Representing Jefferson County:
Matthew Cooper of Barton & Loguidice
Marybeth LaVallee of Knowlton Technologies
Jody Pettit of Hilton Garden Inn
Michael Schanta of Jain Irrigation
Kathy Watson of Timeless Frames
Deborah Vink of Jefferson Rehabilitation Center
Theodore Misiewicz of Hi-Lite

Representing Lewis County:
Eric Virkler, IDA and Economic Development Director
David Pavey of Qubica AMF

Section 2. That the term of said appointments shall be effective immediately through June 30, 2020.

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

Moved by Legislator _King_, seconded by Legislator _Fawcett_, and adopted.
RESOLUTION NO. 163 - 2017
RESOLUTION AUTHORIZING LEWIS COUNTY COMMUNITY SERVICES TO
ENTER INTO A PROFESSIONAL SERVICES AGREEMENT WITH COORDINATED
CARE SERVICES, INC. (CCSI) FOR SPECIALIZED FINANCIAL MANAGEMENT
SERVICES

Introduced by Legislator Andrea Moroughan, Chair of the Community Services Committee.

WHEREAS, the County of Lewis ("County"), through Lewis County Community Services ("LCCS"), is a Local Government Unit ("LGU"), tasked with fiscal auditing responsibilities and management of State OMH, OASAS, and OPWDD programs. With management of complete and accurate documentation and timely reports in compliance with NYS auditing requirements for the various programs managed, the Director of Lewis County Community Services ensures that the LGU will maximize state aid and be in compliance with required Consolidated Fiscal Reporting ("CFR"); and

WHEREAS, the Director of the Lewis County Community Services Board seeks to contract with a professional management services organization with specific expertise in community-based services in the areas of behavioral health and human services and state agencies, to assist with technical information systems support in the complex area of NYS required financial reporting and compliance; and

WHEREAS, COORDINATED CARE SERVICES, INC., ("CCSI") has offered to provide such professional and specialized financial management and technical services that will assist the Director of Lewis County Community Services in the complex fiscal auditing documents and reports required for NYS deliverables and Federal Medicaid Cost Reporting requirements; and

WHEREAS, CCSI has the expertise to provide such financial management and technical services to the LCCS Director for ongoing specialized financial management services including but not be limited to: meeting all LGU requirements of OMH, OASAS, & OPWDD; NYS Deliverables; NYS State Aid letter review and allocation management; NYS Advance Payments Management; Providers’ Claims Review; NYS Closeout Reconciliation; County & Provider contracts, payments and reconciliations; Communication between NYS and provider agencies; Federal Medicaid Administration cost and random time study roster reporting; Collection and compilation of all necessary data according to CFR guidelines, alignment of funding allocations to programs, completion of the CFR and submission of same with follow-up responses to county auditors and NYS CFR unit; all at an annual cost not to exceed $17,000.00, based upon an hourly professional billing rate of $100.00; and

WHEREAS, CCSI will also perform all auditing and document analysis, review, follow-up and revisions for prior year adjustments and tasks not completed, at a cost not to exceed $9,000.00 based upon the hourly rate of $100.00; and

WHEREAS, Lewis County Board of Legislators seeks to authorize this Agreement.
NOW THEREFORE, BE IT RESOLVED, that

Section 1. The Lewis County Board of Legislators hereby approves and authorizes an Agreement with Coordinated Care Services, Inc., (CCSI) and Lewis County Community Services for professional, specialized financial management services as presented by CCSI in its proposal dated March 7, 2017, for Fiscal Officer Support including but not limited to Ongoing LGU Management Services and Federal Medicaid Administration Cost Reporting ($15,000.00) and Consolidated Fiscal Reports ($2,000.00) as more fully set forth in the proposal dated March 7, 2017, at $100.00 per hour basis, at a total annual cost not to exceed $17,000.00.

Section 2. The Lewis County Board of Legislators further approves CCSI to provide the LC Community Services Director with additional management services for prior year adjustments and cleanup, including but not limited to document analysis, review, follow-up, revisions and reconciliations to complete any prior tasks as set forth in the proposal dated March 7, 2017, at $100.00 per hour basis, for a one-time cost not to exceed $9,000.00.

Section 3. That the term of this Agreement shall be from April 1, 2017 through December 31, 2017, and subject to annual renewal authorization.

Section 4. That the total amount of $26,000.00 for the above services shall be drawn from the contingency account.

Section 5. That the Chairman or Vice-Chairman of the Board of Legislators, and the Director of Community Services are hereby authorized to make, execute, seal and deliver such Agreement with CCSI, upon such terms as may be approved by the County Attorney.

Section 6. This Resolution shall take effect immediately.

Moved by Legislator _Fawcett_, seconded by Legislator _Moroughan_, and adopted.
RESOLUTION NO. 164 - 2017
RESOLUTION TO TRANSFER FUNDS
COMMUNITY SERVICES

Introduced by Legislator Andrea Moroughan, Chair of the Community Services Committee.

BE IT RESOLVED, as follows:

Section 1. That the following transfer is hereby approved from Contingency to Community Services account for contractual Financial Management Services to complete required State Aid reports.

<table>
<thead>
<tr>
<th>From:</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>A0199000 499900 Contingency</td>
<td>$26,000.00</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>To:</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>A0433500 490100 Prof Serv</td>
<td>$26,000.00</td>
</tr>
</tbody>
</table>

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

Moved by Legislator King, seconded by Legislator Moroughan, and adopted.
RESOLUTION NO. 165 - 2017
RESOLUTION AUTHORIZING AN AGREEMENT
BETWEEN THE COUNTY OF LEWIS AND MOHAWK NETWORKS, INC.
TO LEASE TOWER AND SHELTER SPACE ON COUNTY TOWERS

Introduced by Legislator Philip Hathway, Chairman of the Information Technology Committee and Legislator Jerry King, Chairman of the Emergency Services Committee.

WHEREAS, Mohawk Networks, LLC ("Mohawk") submitted a grant proposal under the New York State Broadband Initiative, to expand wireless internet service in the North Country, including Lewis County, especially to rural areas not currently served, by a “last mile broadband” pilot project utilizing a wireless point to multipoint delivery. Mohawk recently received grant funding which will allow for the company to continue expansion of wireless internet service in the County; and

WHEREAS, the County authorized and entered into a Memorandum of Understanding with Mohawk as a pilot project, which allowed Mohawk to lease tower and equipment space on the County’s Public Safety Building tower and subsequently at its Tower and Shelter in the Town of Diana, at no cost during the pilot project phase, extended through December 31, 2017 or upon Mohawk obtaining 500 customers from the PSB tower and 250 from the Town of Diana tower, whichever event first occurs. At the current time, Mohawk reports 50 customers from the PSB site and 30 customers from the Diana site; and

WHEREAS, with the grant funding award, Mohawk is committed to expanding services in Lewis County and to have significant “build out” of wireless internet service completed by December, 2018. Mohawk is in the process of purchasing property in Turin to house its own local business office and to build its own 450’ tower. Mohawk estimates at least ten (10) new permanent full-time jobs being created as a result of its business expansion in Lewis County; and

WHEREAS, Mohawk seeks to enter into an agreement with the County for lease of space on a number of County towers and equipment shelters in order to expand its internet wireless service in the County, and is willing to provide reasonable compensation to the County for this space; and

WHEREAS, the County has considered the benefits to the residents and businesses in the County in expansion of wireless internet services, especially to areas in the County underserved by such service, while being mindful of the priority of the County’s 911 emergency service obligations and responsibilities under its upgraded 911 system and towers, and seeks to enter into an Agreement with Mohawk with respect to lease of tower and shelter space.

NOW, THEREFORE, BE IT RESOLVED, as follows:

Section 1. That the Lewis County Board of Legislators hereby authorizes the County to enter into an Agreement with Mohawk Networks, LLC to lease space on the County’s towers and equipment shelters, provided same does not interfere in any way with the County’s Emergency 911 services and future maintenance, development/expansion of its 911 system.
Section 2. That the Lewis County Board of Legislators hereby authorizes the lease of space to Mohawk on County towers and equipment shelters at the cost of $1.00 per customer per month, commencing January 1, 2018, and continuing at said rate through December 31, 2018, with annual renewals at rates to be determined sixty (60) days prior to the end of each annual term for a five year period. Mohawk shall provide the County with monthly data to confirm the number of customers from each tower site and any other relevant information the County may request in monthly billing and payment.

Section 3. That the terms of the Agreement shall include provisions for Mohawk: to provide and install card access at County tower gates in accordance with specifications and connections provided by the County; installation of cameras at tower sites in accordance with specifications and connections provided by the County; removal of the County’s old equipment at the Crystaldale tower location at Mohawk’s cost and expense; to provide internet service and installation of equipment for same in the County’s emergency command trailer; to provide for separate back up batteries for Mohawk’s equipment together with a separate circuit breaker; to compensate the County for any and all costs and expenses associated with Mohawk’s installation of its equipment on the towers and in the shelter space; to reimburse the County for the costs of any professional technical services the County requires in relation to the equipment and space leased by Mohawk on any towers and in any shelters. In addition, the Agreement shall provide that the County shall have the right at any time to have Mohawk relocate and/or remove its equipment, at Mohawk’s sole cost and expense, together with such other and further technical and safety provisions the County may require.

Section 4. That the Chairman or Vice-Chairman is hereby authorized to execute, seal and deliver said Agreement, upon such additional terms and provisions required or suggested by the County Attorney, 911 Radio Committee and Director of Information Technology.

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

Moved by Legislator _Brennan_, seconded by Legislator _Dolhof_, and adopted.
RESOLUTION NO. 166 - 2017
RESOLUTION TO AUTHORIZE ADDENDUM TO AGREEMENT WITH NEW YORK STATE DEPARTMENT OF HEALTH TO EXTEND CANCER SCREENING PROGRAM

Introduced by Legislator Andrea Moroughan, Chair of the Public Health Committee.

WHEREAS, the County of Lewis, by and through the Lewis County Public Health Department, entered into an agreement with New York State Department of Health for Integrated Breast, Cervical and Colorectal Cancer Screening Program under contract number C028820 for a term beginning July 1, 2013 through March 31, 2018 pursuant to Resolution No. 52-2015;

WHEREAS, New York State Department of Health has extended the contract through September 30, 2018 and requires an addendum to reflect this extension; and

WHEREAS, Lewis County Public Health Department desires to extend the contract through September 30, 2018 and execute an addendum to reflect same. In addition, the Director of Lewis County Public Health seeks the authority to execute extension addendums for all clinical provider agreements related to this New York State Department of Health contract.

NOW, THEREFORE, BE IT RESOLVED, as follows:

Section 1. That the Board of Legislators hereby approves and authorizes an extension to the New York State Department of Health cancer services program under contract number C028820 through September 30, 2018, and authorizes execution of an addendum to the original contract to reflect same. The Board of Legislators further authorizes the Director of Public Health to execute extension addendums for all clinical provider agreements related to this New York State Department of Health master contract.

Section 2. That the Board of Legislators hereby authorizes the Lewis County Director of Public Health to execute the addendums to the New York State Department of Health contract and clinical provider agreements for the cancer services program, subject to approval by the County Attorney as to form and content.

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

Moved by Legislator _Fawcett_, seconded by Legislator _Moser_, and adopted.
RESOLUTION NO. 167 - 2017
RESOLUTION TO ESTABLISH FEE
FOR MUNICIPAL YARD WASTE COMPOST
FOR SALE AT THE LEWIS COUNTY TRANSFER STATION

Introduced by Legislator Gregory Kulzer, Chairman of the Solid Waste Committee.

WHEREAS, Lewis County, through the Solid Waste Department, transports recyclables to the Oneida-Herkimer Solid Waste Facility ("OHSWA") on a daily basis; and

WHEREAS, OHSWA also collects brush, leaves and grass clippings from Oneida and Herkimer Counties, which is locally composted and bagged into municipal yard waste compost; and

WHEREAS, Lewis County Solid Waste seeks to truck the bags of recycled municipal yard waste compost (1.2 cu.ft. bags) from OHSWA back to the Lewis County Transfer Station and offer the bagged compost materials to our County residents, at a price of $2.50/bag; and

WHEREAS, Lewis County Solid Waste will retain $1.25 for each compost bag sold to offset the cost of transportation, handling and staffing; and

WHEREAS, the Lewis County Board of Legislators seeks to authorize this fee and service.

NOW, THEREFORE, BE IT RESOLVED as follows:

Section 1. That the Board of Legislators hereby authorizes the Lewis County Solid Waste Department to haul the 1.2 cu. ft. bags of municipal yard waste compost generated by the Oneida-Herkimer Solid Waste Facility to the Lowville Transfer Station for public sale at $2.50/bag, commencing immediately.

Section 2. That Lewis County Solid Waste shall retain $1.25 for each bag of compost sold at the Transfer Station.

Section 3. That the Chairman, or Vice-Chairman of the Board of Legislators is hereby authorized to make, execute, seal and deliver any Agreement required to give effect to this resolution, pending approval by the County Attorney.

Section 4. That this resolution shall take effect immediately.

Moved by Legislator King, seconded by Legislator Moroughan.

Legislator Kulzer reported the Oneida-Herkimer facility sells a lot of the compost in bulk. He clarified the County would pay Oneida-Herkimer $1.25/bag.

The resolution was then adopted.
RESOLUTION NO. _168_ - 2017
RESOLUTION AMENDING COMPENSATION PLAN
WITH REFERENCE TO
DEPARTMENT OF HIGHWAYS

Introduced by Legislator Gregory Kulzer, Chairman of the Transportation Committee.

BE IT RESOLVED as follows:

Section 1. That the Board of Legislators hereby amends the Compensation Plan with reference to the Department of Highways, to create the following positions:

<table>
<thead>
<tr>
<th>TITLE</th>
<th>STATUS</th>
<th>SALARY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Motor Equipment Operator</td>
<td>Full-Time</td>
<td>Grade C18-1</td>
</tr>
<tr>
<td>(Medium)</td>
<td></td>
<td>($17.11/hr.)</td>
</tr>
</tbody>
</table>

Section 2. That Highway Superintendent David Becker is hereby authorized to fill said positions in accordance with Civil Service regulations, effective immediately.

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

Moved by Legislator _King_, seconded by Legislator _Kulzer_, and adopted.
RESOLUTION NO. 169 - 2017
RESOLUTION AMENDING COMPENSATION PLAN
WITH REFERENCE TO
LEWIS COUNTY GENERAL HOSPITAL

Introduced by Legislator Richard Chartrand, Chairman of the Hospital Committee.

BE IT RESOLVED as follows:

Section 1. That the Board of Legislators hereby amends the Compensation Plan of the County of Lewis, with reference to the Lewis County General Hospital, to create the following positions:

<table>
<thead>
<tr>
<th>TITLE</th>
<th>STATUS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Clinical Laboratory Technician</td>
<td>Full-time</td>
</tr>
<tr>
<td>Nurse Case Manager</td>
<td>Full-time</td>
</tr>
</tbody>
</table>

Section 2. That the Board hereby abolishes one Full-time Clinical Laboratory Technologist position.

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

Moved by Legislator Fawcett, seconded by Legislator Chartrand.

In response to Legislator Kulzer, Legislator Chartrand reported the higher credentialed Clinical Laboratory Technologist was being abolished due to unsuccessful recruitment.

Legislator Chartrand explained the additional nurse case manager would improve the nursing home rating which had dropped to an unfavorable 1 rating; enhance discharge planning, increase documentation and justification to insurance companies, allow for weekend and evening admissions, and the ability to work with other staff to enhance an overall higher level of care.

The resolution was then adopted.
RESOLUTION NO. 170 - 2017
RESOLUTION AUTHORIZING AGREEMENT BETWEEN LEWIS COUNTY HUMAN RESOURCES DEPARTMENT AND SUSAN GYDESEN FOR STAFF DEVELOPMENT TRAINING

Introduced by Legislator Bryan Moser, Chairman of the Human Resources Committee.

WHEREAS, the County of Lewis desires to enter into a Memorandum of Agreement with Susan Gydesen, a Licensed Clinical Social Worker, to provide stress management/staff development training sessions for Lewis County Department of Social Services employees; and

WHEREAS, the training program will assist in addressing personal and professional growth of employees and assist in retention of career development; and

WHEREAS, the 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 authorizes a Memorandum of Agreement between the County of Lewis, by and through the Lewis County Human Resources Department, and Susan Gydesen for the purpose of providing training sessions for Lewis County Department of Social Services employees.

Section 2. That this is for the period commencing April 1, 2017 through April 28, 2017 at the rate of $80.00 per hour and at a cost not to exceed $320.00.

Section 3. That the Chairman or Vice-Chairman of the Board of Legislators is hereby authorized to make, execute, seal and deliver such Agreement, pending approval by the County Attorney.

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

Moved by Legislator Dolhof, seconded by Legislator Brennan, and adopted.
OTHER BUSINESS:

Chairman Tabolt reported presenting proclamations to respective advocates earlier today, declaring April as “Alcohol Awareness Month” and “Child Abuse Prevention Month”.

There being no other business to come before the Board, the meeting adjourned at 7:30 p.m. on motion by Legislator Brennan,第二 by Legislator Moser and carried.