

Law and Finance Committee Minutes
December 9, 2015 - 4:00 p.m.

Present: Chairman Wright; Supervisors Collyer, Sausville, Lewza, Kinowski, Tollisen, Allen, Martin, Lucia, Richardson, Johnson, Raymond, Lent, and Wood; Spencer Hellwig, Administrator; Chad Cooke, Deputy Administrator; Sheriff Zurlo; Craig Hayner, County Clerk; Steven Bayle, Probation Director; Wes Carr, Youth Bureau; Brian O'Connor, Auditor; George Martin, Finance Director; Drew Jarosh, Treasurer; Joanne Bosley, Real Property Director; Keith Manz, Public Works; Dan Park, Emergency Services; Marcy McNamara, Personnel Director; Press.

Chairman Wright called the meeting to order and welcomed all in attendance.

On a motion made by Mr. Lewza, seconded by Mr. Tollisen the minutes of the November 12, 2015 meeting were approved unanimously.

PUBLIC HEALTH

- **Authorizing on-going Mental Health Contracts**
- **Support for increased organ donations**

Mr. Hellwig said the first resolution will authorize the renewal of Community Mental Health Contracts with the various service providers for a one year period. The agencies that will be contracted with as well as the county's share of these contracts are unchanged for 2015.

The second item is a resolution to support organ donations. Chairman Veitch, Supervisor Tollisen and County Clerk, Craig Hayner, have been working together to promote this initiative and bring additional attention to the benefits of having a greater number of donors. The resolution will also request that DMV add language on the website to encourage additional participation.

On a motion made by Mr. Kinowski, seconded by Mr. Tollisen the above resolutions were approved unanimously.

PERSONNEL AND INSURANCE

- **Authorize the Chair to enter into an agreement with Health efx to provide for complete tracking and fully automated compliance under the Affordable Care Act for the employer and its third party support teams and amending the budget in relation thereto.**

- **Authorizing an amendment to the Saratoga County Policies and Procedures manual to provide for the revision of the Terminations Policy now titled Resignation/Retirement Process and Procedures.**
- **Authorizing an amendment to the Saratoga County Policies and Procedures Manual to provide for the revision of the Sexual Harassment Policy now titled as Unlawful Work Place Harassment.**
- **Approving a revised standard workday reporting resolution for elected and appointed county officials for retirement purposes.**
- **Setting 2016 salaries for county officers, officials, management and confidential personnel who are not members of the Collective Bargaining Unit and do not require Local Law approval for a salary increase.**
- **Setting 2016 salaries for certain temporary and part-time employees**
- **Introducing a proposed Local Law relative to amending the compensation schedule to include a cost of living increase for certain county officials and setting a date for a public hearing.**
- **Adopting 2016 Saratoga County Compensation Schedule providing for the abolition and creation of certain positions and amending the "Senior Assistant District Attorney" title that was previously approved to "Bureau Chief".**

Mr. Hellwig said the first resolution will authorize a two year agreement with Healthy efx in the amount of \$38,200 to provide software for the monitoring of employee benefits which now requires the county to conduct automated reporting to the IRS on the benefit packages that employees are taking advantage of. Those are the rules under the Affordable Care Act, he said. The county is currently using INavigator, which allows employees to manage their own benefits. The problem with that software is that the reporting that the county now has under the Affordable Care Act requires an overwhelming amount of compilation of the data, and as a result this software is now necessary.

Mr. Hellwig said the second item is an amendment to the Policy and Procedures Manual to provide for the revision of a Termination Policy. The existing policy provided very little information relative to reporting out and standardizing the process. The revisions will amend the policy to include detailed procedures on what needs to be done in the event of a resignation, retirement or termination, and will also provide some new forms and checklists for department heads to use to complete the process.

Mr. Hellwig said the third item is an amendment to the Policy and Procedures Manual relative to the sexual harassment policy. The new policy will include definitions of harassment and

unlawful harassment and will also direct the Director of Personnel as the employee responsible for the investigation when complaints are filed.

Mr. Hellwig said the fourth item is the Standard Workday Resolution that needs to be amended to reflect staffing changes in the various elected and appointed positions, as well as term renewals for certain department heads.

Mr. Hellwig said the following four resolutions are all related to a special meeting that will be held today, December 8, 2015 adopting the 2016 budget.

The first item will extend the terms of the collective bargaining agreement with CSEA to officers, officials, management/confidential employees who are excluded from the bargaining unit.

The second item will extend the terms of the CSEA Collective Bargaining Agreement to Temporary or Part-time employees that are also excluded from the agreement.

The introduction of the Local Law will extend the terms of the Collective Bargaining Agreement for any Officers that are in a term, which includes the County Treasurer, County Clerk, Sheriff, Coroners, Real Property Director, etc. The Public Hearing for the Local Law will be scheduled for January 13, 2016 at 4:25 p.m.

The final item is the adoption of the 2016 compensation schedule which is necessary because of the position changes that were made during the Law and Finance Hearings this year.

On a motion made by Ms. Daly, seconded by Mr. Kinowski the above resolutions were approved unanimously.

EQUALIZATION AND ASSESSMENT

- **Authorizing a refund of a property auction bid deposit for a property in the Town of Ballston.**

Mr. Hellwig said the above resolution is to authorize a refund deposit for a property in the Town of Ballston that was sold at the September 2015 auction. The committee is recommending that the former owner be given an opportunity to submit a repurchase offer to reclaim the property, which will include the payment of the back taxes. They will be given until the end of December to make the payment. If that does not happen, then the property will go back on the auction list for March.

On a motion made by Mr. Collyer, seconded by Mr. Tollisen the above resolution was approved unanimously.

PUBLIC SAFETY

- **Authorizing an agreement with Monroe County for provision of a secure detention facility for inmates in need of patient psychiatric services.**
- **Authorizing acceptance of a New York State Supervision and Treatment Services for Juveniles Program (STSJP) grant and authorizing provider contracts through December 31, 2016.**
- **Authorizing the Chair to enter into an agreement with the New York State Division of Criminal Justice Services to accept state aid for reimbursement of expenses related to the Ignition Interlock Device Monitoring Program.**
- **Authorizing an inter-municipal agreement with Albany County on the shared interoperable 911 telephone system, computer aided dispatch system and a record management system.**
- **Authorizing an amendment to the contract with Tecta America in the amount of \$4,978.81 associated with additional construction services as part of the Spruce Mountain 911 shelter roof replacement project.**

Mr. Hellwig said the first item is the renewal of a five year agreement with Monroe County for the provision of secured detention and services for Saratoga County inmates that are in need of Psychiatric housing and can't be held at the County Jail. The rate of \$140/day is the same amount that was in the expired agreement.

The second item is from the Probation Department which is authorization to accept \$66,294 in State Aid to fund a portion of a Supervision and Treatment Services for Juveniles Program, which is an alternative to Secured Detention. There are agreements with Berkshire Farms, as well as a company for electronic monitoring of the juveniles, and will be paid with a portion of the money that is collected through state aid.

The third item is for an Ignition Interlock Grant in the amount of \$48,600. This grant will offset and cover the costs related to reimbursement to the Probation Department for expenses related to the monitoring of the probationers that are required to participate in the ignition interlock program.

The fourth item is a resolution authorizing an inter-municipal agreement with Albany County for the shared services of an Interoperable 911 telephone system and computer aided dispatch. Last month, the Board of Supervisors approved the acceptance of a \$2.9 million grant for the revamping of the entire 911 system and equipment associated with it. That equipment, as well as equipment that has been purchased by Albany County will interface and allow both counties to benefit from sharing the data and the redundancy of the systems that this relationship will support.

The fifth item is a resolution authorizing a change order associated with the repair of the Roof at the Spruce Mountain 911 Tower Shelter. A part of the Capital Plan approved funding this year to replace the roof. When the roof was removed there were a number of other improvements that were made; however, it was discovered that a number of trusses were rotten and as a result it incurred an additional \$4,900 in costs. Due to the fact that the amount exceeded the change order amount, this would authorize the Emergency Services Director to move forward.

On a motion made by Mr. Lewza, seconded by Mr. Collyer the above resolutions were approved unanimously. Unanimous.

LAW AND FINANCE

- **Amending Tentative 2016 Budget**
- **Adopting 2016-2020 Saratoga County Capital Plan**
- **Authorizing 2016 Agreements with various agencies**

Mr. Hellwig said the first item is approval of the tentative 2016 budget.

Item two is approval of the 2016-2020 Capital Plan which was approved by the Long Range Capital Committee and the amounts are currently in the tentative budget.

Item three will be to authorize the agreements with various agencies. These are supported organizations that receive funding from the county.

On a motion made by Mr. Collyer, seconded by Mr. Kinowski the above three budget related resolutions were approved unanimously.

- **Home Rule Request to designate the Route 9P Overpass at 187 Exit 14 in honor of Robert D'Andrea.**

Mr. Hellwig said the above item is for the recognition of years of public service to Saratoga County by former Assemblyman Robert D'Andrea. This resolution will request home rule legislation to name the overpass at exit 14 over the Northway in honor of Mr. Robert D'Andrea.

On a motion made by Mr. Lewza, seconded by Mr. Kinowski the above item was approved unanimously.

- **Establishment of the County Trails Development Reserve Fund**

Mr. Hellwig said the above item is being requested for the purpose of reserving funds to cover costs for the county trails development projects that exceed a single fiscal year.

On a motion made by Mr. Kinowski, seconded by Mr. Tollisen the above resolution was approved unanimously.

- **Confirming the 2016 scale of charges for the Saratoga County Sewer District**

Mr. Hellwig said the proposed scale of charges for Saratoga County was approved unanimously by the Sewer Commission and was presented at a Public Hearing held on November 5, 2015.

On a motion made by Mr. Lewza, seconded by Mr. Kinowski the above item was approved unanimously.

- **Levying amounts payable to the County Treasurer and Town Supervisors**

Mr. Hellwig said levying amounts payable to the County Treasurer and Town Supervisors is the authorization that is needed for the tax bills to be issued.

On a motion made by Ms. Daly, seconded by Mr. Collyer the above item was approved unanimously.

- **Establishing January 4, 2016 at 3:00 pm in the Board of Supervisors Chambers as the date, time and place of the 2016 Organizational Meeting of the Board of Supervisors.**

Mr. Hellwig said the above resolution is to establish January 4, 2016 at 3:00 p.m. as the date and time of the Board of Supervisors Organizational Meeting.

On a motion made by Mr. Kinowski, seconded by Mr. Tollisen the above item was approved unanimously.

On a motion made by Mr. Lewza, seconded by Mr. Collyer the meeting was adjourned unanimously.

Respectfully submitted,
Chris Sansom