

Law and Finance Committee Minutes  
September 11, 2012 – 4:00 p.m.

Present: Chairman Grattidge; Supervisors Rowland, Sausville, Veitch, Wormuth, Wright, Lucia, Kinowski, Wood, Peck, Jenkins, Collyer, Southworth, Yepsen and Raymond; Spencer Hellwig, Administrator; Joanne Bosley, Real Property; Jim Murphy, District Attorney; Steve Dorsey, County Attorney; Daniel Butler, Animal Shelter; Robert Kingsbury, Data Processing; Wes Carr, Youth Bureau; Lisa Scaccia, Employment and Training; Karen Levison, Public Health; John Adams, Probation; Ryan Moore, Mgmt. Analyst; Bill Davis, Chad Cooke, Sewer District; Diane Brown, Maplewood Manor; George Martin, Sam Pitcherelle, Treasurer; Brian O’Conor, Auditor; Sandi Cross, Office for the Aging; Keith Manz, Tom Speziale, Public Works; Barbara Thomas, League of Women Voters; Press.

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

**On a motion made by Mrs. Wormuth, seconded by Mr. Wright the minutes of the August 15, 2012 meeting were approved unanimously.**

**PERSONNEL**

- **Amending the 2012 Compensation Plan to create one (1) position of Public Health Educator part-time in the Public Health Nursing Department.**
- **Amending Resolution #17-10 to include certain revisions requested by the NYS Comptroller to comply with 2NYCRR 315.4 which establishes the standard work day reporting rules for elected and appointed officials.**

Mr. Hellwig said the first item is a recommendation from the committee to create one additional part time Public Health Educator in the Public Health Nursing Department. The position will be part of a larger effort to plan and prepare for public health emergencies. The educator will provide training and other support throughout reach efforts that would help the communities in the county prepare for large scale emergencies. The position will be totally funded through a bio-terrorism grant.

The second item is an amendment to resolution #17-10, which established the standard work day for elected and appointed county officials who participate in the New York State retirement system. The original resolution was adopted to comply with regulations of the Comptroller’s office. At this point, the Comptroller has requested that certain revisions be made to the original resolution.

**On a motion made by Mr. Rowland, seconded by Mrs. Wormuth the above resolutions were approved unanimously.**

## PUBLIC SAFETY

- **Proclaiming October 2012 as “Bullying Awareness Month” in the County of Saratoga.**
- **Accepting \$66,294 for a Supervision and Treatment Services for Juveniles Program Grant (STSJP), and authorizing contracts to administer the grant and amend the budget in relation thereto.**
- **Authorizing the transfer of \$6,700 from the Animal Shelter trust Fund for the purchase of various computer and medical equipment and amending the budget in relation thereto.**
- **Authorizing the Chairman to enter into an agreement with Kelly DeVall to provide Veterinary Technician Services at a cost not to exceed \$20,000.**
- **Authorizing acceptance of an \$83,186 Emergency Management Performance Grant from the New York State Emergency Management Office.**

Mr. Hellwig said District Attorney, Jim Murphy and the Public Safety Committee are supporting a nationwide initiative to recognize October 2012 as “Bullying Awareness Month” and to put an end the bullying that takes place in our schools and on line. The resolution is part of a larger mission to make schools a place where students feel safe.

The second item is from the Probation Department where they are requesting authorization to accept \$66,294 in State Aid and to amend the 2012 budget to fund the Supervision and Treatment Services for Juveniles Program, which offers an alternative to secured detention. The funding would pass through the County Probation Department to Berkshire Farms for intensive family based case management services, KMG Monitoring, to provide electronic monitoring of juveniles who meet the criteria for this alternative. The Captain Youth Shelter will provide respite care.

The third item is a request from the Animal Shelter to transfer \$6,700 from the Animal Shelter Trust Fund into the operating budget to cover the purchase of a laptop, projector and minor medical equipment that will be used by the shelter Veterinarian and the Technicians.

The fourth item is also a request from the Animal Shelter Director requesting authorization to increase a \$10,000 minor contract threshold for one of the Veterinary Technicians to an amount not to exceed \$20,000. The shelter contracts are for the technicians to provide assistance primarily to the Veterinarian during spay and neutering surgeries. The costs will be covered by the shelter Trust Fund; therefore, there will be no budget impact to the county. This case is as a result of one of the technicians being available more often than the others, so it is not an increase to the total; it is just a shifting of the amount of activity by this individual.

The final item is an Emergency Management Grant, which is homeland security funding that is used by the Emergency Services Department to cover administrative costs associated with planning and hazard mitigation.

**On a motion made by Mr. Sausville, seconded by Mr. Veitch, the above resolutions were approved unanimously.**

### **ECONOMIC DEVELOPMENT**

- **Authorizing the Chairman to enter into agreements to accept up to \$89,000 in snowmobile funding.**

Mr. Hellwig said this item is an annual snowmobile grant which is pass through funding from the State Department of Parks, Recreation and Historic Preservation. This funding is used by the local snowmobile clubs to maintain the trail systems within the county.

**On a motion made by Mr. Grattidge, seconded by Mr. Wright the above resolution was approved unanimously.**

### **SOCIAL PROGRAMS**

- **Authorizing the Chairman to enter into an agreement with the Visiting Nurse Service of Schenectady and Saratoga Counties, Inc. (VNS) for the provision of services for the North Eastern New York Community-Based Care Transitions Program (NENY CCTP).**
- **Authorizing the Chairman to enter into an agreement with James McGuinness & Associates, Inc. to provide a software system to enhance the County's reimbursement for Preschool Special Education at an annual cost not to exceed \$25,000 plus a one-time licensing fee of \$50,000.**
- **Approving the Saratoga-Warren-Washington Workforce Investment Board (WIB) Plan for the program year beginning July 1, 2012 and ending June 30, 2013.**
- **Authorizing the Chairman to enter into an agreement with the Fulton-Montgomery Schoharie Workforce Investment Board (WIB) to accept our county's portion of a \$195,000 Workforce Innovation Grant to enhance career opportunities in science, technology, engineering and math.**

Mr. Hellwig said the Office for the Aging is participating in a Federal Pilot Program that is aimed at reducing expensive hospital readmissions amongst the elderly population. The visiting nurse agency is the lead agency on this program and the grant funding will pass through them to the county. The Office for the Aging Department will be receiving \$220 per case through the program for each billable episode.

The second item is a software package which is designed to allow the Youth Bureau to process vouchers for the Preschool Special Education Program in a much quicker and efficient manner, which will ultimately enhance reimbursements under the program. Currently the vouchers are processed manually which can take up to two weeks. The county, at this point, is waiting significant amounts of time for reimbursements in costs that run in the neighborhood of between \$11 million and \$12 million a year. There is an expectation that once the software is in place, in addition to getting a quicker turnaround on the money that the county puts out, that we will be able to access Medicaid reimbursement which is currently not something that is being sought after based on the resources currently available to the department.

The third item is the Saratoga, Warren and Washington County workforce investment area is required to publish, on an annual basis, the Local Workforce Investment Act Plan. The proposed plan describes the activities, policies and procedures that the workforce investment board and one stop centers are undertaking, which are funded through the workforce investment act.

The final item is for a \$195,000 Workforce Innovation Grant which will be used by Saratoga, Warren and Washington Counties to help individuals obtain careers in science, technology, engineering and math related fields.

**On a motion made by Mr. Veitch, seconded by Mr. Sausville the above resolutions were approved unanimously.**

### **PUBLIC HEALTH**

- **Authorizing the Chairman to enter into an agreement with Royal Care Pharmacy to provide consultant services at a cost not to exceed \$25,000 annually.**
- **Authorizing an agreement with Health Research, Inc. to accept a \$194,521 New York State Department of Public Health Emergency Preparedness (PHEP) Grant.**
- **Authorizing the Chairman to enter into an amended agreement with Medical Staffing Network Healthcare, LLC to provide nursing services for the Saratoga County Public Health Nursing Service.**

Mr. Hellwig said the first item is for a contract renewal with Royal Care Pharmacy to provide consulting services to Maplewood. By regulation Maplewood is required to have pharmacists come into the nursing home on a monthly basis to review patient medications. Approximately 11 RFP's were sent out with two responses. Royal Care Pharmacy was the low proposal.

The second item is \$194,521 in Public Health Emergency Preparedness funding which is provided by the New York State Department of Health for emergency planning, training of volunteers, public education and personnel related costs. The request is to accept the funding for the 2012 and 2013 cycle.

The final item is for authorization to amend the agreement with Medical Staffing Network Healthcare who is currently providing registered nursing services to the Public Health Nursing Department. The contract was initially approved to cover staffing shortages resulting from some resignations as well as disability cases and retirements of staff nurses. The initial contract was approved to cover a three month period. The request is for authorization to extend the contract to the end of 2012.

**On a motion made by Mr. Wright, seconded by Mr. Rowland the above resolutions were approved unanimously.**

### **EQUALIZATION AND ASSESSMENT**

- **Accepting tender offers on parcels in the Towns of Greenfield (\$9,544.66) and Providence (\$2,362.12)**
- **Authorizing a credit to a tax bill in the Town of Ballston (\$413.03)**
- **Denying a request for a \$90.61 refund of interest on county taxes for parcel 291.6-1-10 in the Town of Waterford.**

Mr. Hellwig said the first item is a request for approval of three tender offers that total \$11,906.78 from the towns of Greenfield and Providence. The payments are for taxes due in 2009, 2010, 2011 and 2012.

The second resolution is a tax bill credit that is a result of an assessor error on a parcel of vacant land that was assessed with a partial home. The initial tax due was \$645.63. The corrected tax is for \$232.60.

The final item was a result of a request made by a Waterford resident to have interest on a delinquent tax payment refunded. The current owner purchased the parcel in June of 2011. The Town of Waterford Assessor failed to correctly record the current owners name on the assessment file, leading to the 2012 tax bill remaining in the name of the parcels previous owner, and as a result the current owner did not receive the tax bill in January. Subsequently, the current owner received a delinquent tax bill in March, which included a \$90.61 interest charge. They were seeking a refund and the request was denied based on the real property tax law, which states that a property owner is not relieved of the responsibility to pay penalties and interest owed on a delinquent tax payment by the failure to receive a timely tax bill.

**On a motion made by Mr. Rowland, seconded by Mr. Sausville the above resolutions were approved unanimously.**

### **PUBLIC WORKS**

- **Authorizing the Chairman to enter into an agreement with the low bidder, Tioga Co. Inc., Herkimer, NY, for the rehabilitation of County Road 42 over the Dix Bridge in the Town of Northumberland.**

Mr. Hellwig said the above item is for authorization to enter into an agreement with the low bidder, Tioga Construction Company, Inc. of Herkimer, New York, for the rehabilitation of County Road 42 over the Dix Bridge in the amount of \$2,395,004.

**On a motion made by Mrs. Wormuth, seconded by Mr. Wright the above resolution was approved unanimously.**

**LAW AND FINANCE**

- **Authorizing the construction of proposed upgrades of Saratoga Lake sewer lines as well as construction of a new sewer line in the Town of Halfmoon.**

Mr. Hellwig said the first item is for approval of the proposed upgrades to the Saratoga Lake sewer lines, which will include upgrades to nine pump stations and the installation of new forced mains and replacement of gravity mains around the lake as well as new forced mains along routes 4 and 32 in the Town of Halfmoon.

**On a motion made by Mrs. Wormuth, seconded by Mr. Sausville the above resolution was approved unanimously.**

- **Authorizing the issuance of serial bonds in an aggregate principal amount not to exceed \$18,500,000 to finance the construction of upgrades of Saratoga Lake sewer lines as well as construction of a new sewer line in the Town of Halfmoon and delegating the power to issue bond anticipation notes in anticipation of the sale of such bonds to the County Treasurer.**

Mr. Hellwig said the above resolution is for the issuance of a bond not to exceed \$18,500,000. The projected time line for the various project phases has been given to the Treasurer by the sewer district and is what is being used to guide the amounts of timing of the bands as well as the bonds to cover the project costs.

**On a motion made by Mr. Veitch, seconded by Mrs. Wormuth the above resolution was approved unanimously.**

- **Authorizing the Chairman to enter into agreements for the upgrade of Saratoga Lake sewer lines and construction of a new sewer line in the Town of Halfmoon as follow:**

<b>General Construction:</b>	<b>Kingsley Arms, Inc.</b>	<b>\$16,756,408</b>
<b>Electrical:</b>	<b>Stilsing Electric, Inc.</b>	<b>\$ 1,301,900</b>

Mr. Hellwig said the above resolution is for authorization to enter into agreements with the low bidders for the general construction and electrical contracts. Kingsley Arms of Schaghticoke was the low bidder for general construction, at \$16,756,408, and Stilsing Electric of Rensselaer was the low bidder for the electrical contract at \$1,301,900. There were no bids received for the HVAC contract, so that is being rebid.

**On a motion made by Mr. Sausville, seconded by Mrs. Wormuth the above resolution was approved unanimously.**

- **Extending the boundaries of the Saratoga County Sewer District No. 1 to wholly include the Towns of Charlton, Clifton Park, Corinth, Day, Edinburg, Galway, Greenfield, Moreau, Northumberland, Saratoga and Stillwater and the Villages of Galway, Schuylerville, Stillwater and Victory.**

Mr. Hellwig said the above resolution is for authorization to extend the district boundaries. The sewer commission did complete a countywide survey of municipalities to determine which were interested in being wholly included within the district boundaries. Based on the results of the survey, this resolution to extend the boundaries that were approved by the sewer commission is now being brought to the Board for approval.

**On a motion made by Mr. Rowland, seconded by Mr. Wright the above resolution was approved unanimously.**

- **Authorizing the Chairman to enter into a renewal agreement with Toski, & Co. PC, to provide audit services to Saratoga County fiscal years 2012 through 2014 with two renewal options at the base price of \$87,560.**

Mr. Hellwig said the current outside auditor, Toski & Co., recently completed work on the county's single audit of annual financial statements for the 2011 budget year, which was done at a cost of \$87,560. They were hired in 2009 to conduct the 2009 audit when Bollam, Sheedy & Torani requested to have their contract terminated for that audit. At that time Toski & Co. was hired at a cost of \$87,560 to complete the 2009 audit. In 2010 they were hired again to complete 2010 with an option to renew for 2011 at the same price. We are now at a point where they have offered to enter into an agreement with the county to perform audits for 2012 through 2014 at the same amount of \$87,560 and will also be willing to extend the contract for an additional two years, while maintaining that fixed cost.

**On a motion made by Mr. Rowland, seconded by Mr. Veitch the above resolution was approved unanimously.**

- **Approving a contract with Brinks, Inc. for armored car transport of County Clerk funds to First Niagara Bank.**

Mr. Hellwig said the above resolution is for authorization to enter into an agreement with Brinks, Inc. to transport funds from the DMV offices to First Niagara Bank. The existing contract that the county has with Brinks is for HSBC Bank. This resolution will authorize the service using First Niagara as the official depository. The only change will be the banks, he said. The fees associated with picking the funds up and depositing them are paid by the institutions.

**On a motion made by Mr. Wright, seconded by Mrs. Wormuth the above resolution was approved unanimously.**

Mr. Grattidge said the monthly reports have been sent electronically. He said upon review the county is two-thirds of the way through the year and percentage wise we are running in good shape for the current year's budget. The Administrator's office is currently working hard on next year's budget, and an announcement will be made shortly on the schedule for the budget process. All questions on the monthly report should be directed to the County Administrator.

Mr. Pitcheralle said the bonds that are being refunded for the 2003 sewer came in with a net savings of \$235,000 present value for the life of the bonds. The actual rates are 3%, going up to 4% over the remaining balance of the year. The effective interest cost is 1.73%. A good job was done with the refinancing, and the county's rating went from AA to AA+. The closing will be on October 3<sup>rd</sup>.

**On a motion made by Mr. Wright, seconded by Mrs. Wormuth the meeting was adjourned.**

Respectfully submitted,  
Chris Sansom