

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

Present: Chairman Grattidge; Supervisors Daly, Rowland, Veitch, Wormuth, Wright, Kinowski, Wood, Jenkins, Collyer, Southworth, Peck, Raymond, Yepsen, and Lucia; Spencer Hellwig, Administrator; Ryan Moore, Mgmt. Analyst; Ed Tremblay, Emergency Services; Cindy Baker, George Martin, Treasurer; Jason Kemper, Planning; Bill Davis, Chad Cooke, Sewer District; Brian O’Conor, Auditor; Kyle Wessel, Benetech; Jasper Nolan, Republican Chairman; Joseph Ritchey, Public Works; Joanne Bosley, Real Property; Karen Levison, Public health; Diane Brown, Maplewood Manor; Kathy Marchione, County Clerk; John Adams, Probation; Dan Butler, Animal Shelter; Steve Dorsey, County Attorney; Denny Finneran, League of Women Voters; Press.

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

**On a motion made by Mr. Veitch, seconded by Mrs. Wormuth the minutes of the December 9, 2011 meeting were approved unanimously.**

Mr. Grattidge announced the appointment of Mr. Sausville as Committee Vice Chair.

Mr. Grattidge said he is working with the County Administrator and County Treasurer to develop reports that can be brought forth to the Law and Finance Committee to give snapshots of how the county is on a month to month basis. The reports will also be distributed to all Board Members.

Mr. Grattidge said in working with the Chairman of the Board they are talking about developing a possible Ad-hoc committee for the budget and thinking of maybe having some quarterly meetings moving forward. He said it is his hope that by February they would be announcing the formation of a committee and an outline.

**ECONOMIC DEVELOPMENT**

- **Authorizing the Chairman to enter into agreements with the NYS Office of Parks, Recreation and Historic Preservation (OPRHP) to accept a \$350,000 Legislative Initiative Grant and amending the budget in relation thereto.**

Mr. Hellwig said this is pass through funding from the State that will be given to the Historic Saratoga/Washington on the Hudson Partnership for the purchase and renovation of a building in the Village of Schuylerville to be used as a new Visitors Center on this Historic Revolutionary War site.

Mr. Wood said there would be other partnerships of the project that this will fund as well.

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

## **BUILDINGS**

- **Amending the 2012 budget to re-appropriate \$202,814 in expenses and revenues to complete various projects at the Saratoga County Airport including design and installation of runway approach lights and reconstruction of the aircraft apron.**
- **Authorizing the Chairman to enter into a lease agreement with the Adirondack Soaring Group, Inc. in the amount of \$3,017.33 annually for 45,000 square feet of land from 2/1/12 through 12/31/27.**
- **Authorizing the Chairman to enter into a five (5) year lease with Roohan Realty for office space for Supreme Court Chambers in the amount of \$3,100 per month with an annual increase of 3%.**
- **Authorizing the Chairman to enter into agreements necessary for the subdivision of tax parcel #85-1-24 in the Town of Corinth for the purpose of selling the portion of the parcel containing the Spruce Mountain Fire Tower to the State of New York.**

Mr. Hellwig said the first item is a re-appropriation to complete four airport projects that were approved and funded in 2011. The bulk of the \$202,814 re-appropriation is to complete the design and installation of runway approach lights, as well as the reconstruction of the aircraft apron. The remaining \$12,000 is for acquiring the easement, obstruction removal and the completion of airport rules and regulations by McFarland Johnson.

The second resolution is to authorize a lease with Adirondack Soaring Club at the county airport. The proposed lease is designed to mirror the lease that was authorized in 2008 for the Saratoga Soaring Association. The initial dollar amount on the Adirondack lease would be \$3,017.33/mo., which is the same as Saratoga Soaring's 2012 amount. Both leases would run out on December 31, 2027. This is being done to offer renewals to both groups simultaneously. Both clubs will have their own hangers, which would have to be removed in the event that the lease renewal isn't approved. As required under general municipal law, any lease agreements at the airport that exceed five years are required to have a municipal hearing and that hearing for this lease is going to be held today at 4:50 p.m.

The third item is a lease agreement with Roohan Realty for Supreme Court Chamber space at a monthly cost of \$3,100, which includes utilities, taxes and cleaning. This is a five-year agreement with annual increases of 3%.

The final item is that the Trails Committee and the Buildings and Grounds Committee are both supporting the subdivision of a county owned parcel of land on Spruce Mountain as the initial step in transferring the ownership of a historic Spruce Mountain Fire Tower to

the State of New York. In return for the transfer of this property, the State or DEC has agreed to have the entire parcel surveyed and permanently marked to identify the boundaries of the radio tower site as well as the parcel containing the tower. In addition to the site work that is going to be done by the State, the parcel that will be transferred to the State will ultimately be placed back on the tax roll.

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

### **PUBLIC HEALTH**

- **Authorizing the Chairman to enter into a five-year agreement with 6N Systems to provide clinical and financial software for Maplewood Manor at a first year cost not to exceed \$30,414.60 and each of the remaining four years at an amount not to exceed \$30,331.50.**
- **Authorizing the Chairman to accept an additional \$16,423 in State Aid from the NYS Department of Health for the Rabies, Immunization, Children with Special Health Care Needs, and Lead Prevention programs and amending the 2012 budget in relation thereto.**

Mr. Hellwig said the first item is a renewal of a contract with 6N for technical support and maintenance for clinical and financial software, which is housed, in a web-based platform. In November of 2006 the county entered into a five-year agreement with 6N Services for Maplewood Manor billing. This renewal and agreement includes a software license, software support and implementation and consulting services at a cost of \$30,414.16 for the first year and \$30,331.50 for the following four years.

The second item is to accept an additional \$16,423 in State Aid to cover a combination of personnel equipment and software costs associated with the rabies immunization program, lead prevention program and Children with Special Healthcare Needs Program all operated by the Public Health Nursing Department.

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

### **PUBLIC SAFETY**

- **Authorizing the Chairman to enter into agreements with the State of New York to accept \$40,780 in funding to offset the cost of prosecuting Domestic Violence cases.**
- **Amending the 2012 budget to re-appropriate \$15,514 in expenses and revenues to continue funding the Supervision and Treatment Services for Juveniles Program (STSJP).**

- **Authorizing the Chairman to enter into an agreement with the NYS Division of Criminal Justice Services to accept \$46,781 in State Aid for reimbursement of expenses related to the implementation of the Ignition Interlock program.**
- **Amending the 2012 budget to re-appropriate \$41,804 in expenses and revenues for Doctor's fees, technician fees, animal supplies, and building materials that were funded through the Animal Shelter trust fund.**
- **Amending the 2012 budget to re-appropriate \$23,842 in expenses and revenues for the Homeland Security Companion Animal grant.**
- **Amending the 2012 budget to re-appropriate \$330,579 in expenses and revenues for equipment, training, and supplies that are reimbursable under the NYS Homeland Security funding.**

Mr. Hellwig said the first item is an annual grant that is received from the NYS Department of Criminal Justice Services to cover the costs associated with the prosecution of Domestic Violence cases. The amount of \$47,780 is the same amount that was granted last year

The second resolution is the Probation Department is requesting the re-appropriation of \$15,514 in State Aid for funding the Supervision and Treatment Services for Juveniles Program, which provides alternatives to secured detention. They currently have a contract with Berkshire Farms for Intensive Family based supervision as well as a contract with KMG Monitoring to provide electronic monitoring for juveniles who meet the criteria for this alternative.

The third item is the NYS Division of Criminal Justice Services has awarded the Probation Department a \$46,781 grant to cover monitoring probationers with ignition interlock devices installed in their vehicles. The resolution will authorize the Chairman to enter into agreements with the State to accept this funding.

The fourth item, in 2011 there were two resolutions authorizing transfer of funds from the Animal Shelter Trust Fund for a total of \$138,000. The money was moved into the Animal Shelter's operating budget to cover a variety of costs including spay and neutering, construction of an exercise yard, purchase of a van, the purchase of an adoption trailer and various upgrades to the shelter. The balance of those funds is \$41,800 and this resolution will allow the re-appropriation of this money into 2012 so they can complete the purchases as originally intended with this money.

The fifth item is an Animal Shelter grant that was Homeland Security money. In 2011 there was a resolution that authorized acceptance of \$40,525, a Companion Animal Grant under the Homeland Security funding to purchase supplies, professional services, equipment and training for first responders. Only \$16,683 of that total was spent last year, so the shelter is requesting a re-appropriation of the balance to purchase the remaining items.

The final item is from Emergency Services where they are requesting a re-appropriation of \$330,579 in Homeland Security funding for the purchase of various equipment, training services and supplies. Last year \$266,933 of the \$597,512 that was in the budget was spent on a variety of items that included communications equipment, gas detection meters, and training computer hardware and software. A request has been made to re-appropriate the balance.

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

### **PUBLIC WORKS**

- **Amending the 2012 budget to re-appropriate \$3,317,280 in expenses and revenues for engineering and construction costs for roads and bridges, completion of the Solid Waste Management Plan, and construction of a cold storage building.**
- **Authorizing the chairman to enter into a supplemental agreement with NYSDOT to accept \$3,319,000 in funding for construction and inspection work necessary for the replacement of the Stewarts Dam Bridge.**
- **Authorizing the Chairman to enter into an agreement with Gerhardt, LLC for consulting services to solicit proposals for a public private partnership for the Saratoga County Landfill at a cost not to exceed \$24,425 and amending the budget in relation thereto.**

Mr. Hellwig said the first item is to authorize the re-appropriation of \$3,317,280 for costs related to engineering and construction of various capital projects that are mainly made up of bridgework. Approximately \$2.8 million of the total is covered by State and Federal aid. There will be an appropriation of fund balance, from fund two of \$527,492 and in fund three approximately \$130,000 to cover the difference.

The second item is a supplemental agreement with the NYS Department of Transportation for a \$3,319,000 highway bridge rehabilitation and replacement grant. This is money for phase two of this capital project that will cover the construction and inspection work on the Stewart's Dam Bridge in Hadley.

The final item is an award of a contract to Gerhardt, LLC to provide consulting and solicitation of proposals for a public/private partnership to operate the county landfill. This includes a budget amendment of \$24,425 from contingency to cover the cost of that contract.

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

## **EQUALIZATION AND ASSESSMENT**

- **Accepting tender offers on parcels in the Towns of Clifton Park (\$22,727.75), Day (\$3,417.63), and Edinburg (\$1,452.44)**
- **Authorizing the County Auditor to approve tax corrections and refunds less than \$2,500.**
- **Authorizing a credit to a tax bill in the Town of Moreau (\$12,584.67)**

Mr. Hellwig said the first item is for three tender offers totaling \$25,597.82 for parcels located in the towns of Clifton Park, Day and Edinburg. These payments are for taxes due in 2009, 2010 and 2011.

The second item is a housekeeping resolution authorizing the county Auditor to approve tax refunds and corrections not to exceed \$2,500 in order to move things along more quickly. This allows the Auditor to process the changes and refunds more efficiently; however, it still requires the approval of the Real Property Director and County Treasurer.

The final item, \$12,584.67 is a tax credit for sewer charges on property owned by the Saratoga County Water Authority. The Water Authority is currently billed directly by the Sewer District every month for their sewer charges and has asked for this tax credit from the tax bill that they received from the Town of Moreau. The town has already taken the step of removing this special district charge from the 2011 and 2012 assessment rolls.

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

## **LAW AND FINANCE**

- **Authorizing the Chairman to enter into an agreement with Northern Engineering, Inc. for incinerator emissions monitoring at a cost of \$15,000 for 2012 with the option of a (1) year renewal.**

Mr. Hellwig said the Sewer District is required to monitor its emissions coming from its incinerator, which is a by-product of the sludge incineration. The sewer commission is recommending that a \$15,000 contract for the service be awarded to the low bidder, Northern Engineering, Inc. The district is asking for the \$15,000 contract with an option of a one-year extension on that amount.

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

- **Authorizing the Chairman to enter into an agreement with Industrial Furnace Company of Rochester, NY for repairs and improvements to the Sewer District's incinerator at a cost of \$3,077,200 and amending the budget in relation thereto.**

Mr. Hellwig said this is a bid award to Industrial Furnace Company of Rochester, NY for repairs and improvements to the incinerator at the main treatment facility. This is the low bid of \$3,077,200 and has been reviewed by Delaware Engineering who are the district's project engineers. They have reviewed the bid for performance with the bid specifications and they are also recommending this bid award. This resolution will also authorize a budget amendment to appropriate \$3,077,200 from the Sewer District fund balance to cover the cost of the project.

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

- **Authorizing the Chairman to enter into an agreement with New York State to accept a Local Government Records Management Improvement Fund grant in the amount of \$71,689 and authorizing the filling of nine (9) position of Clerk part-time effective 1/20/12 – 12/31/12 and amending the budget in relation thereto.**

Mr. Hellwig said the County Clerk is requesting approval to accept a \$71,689 Local Government Records Management Improvement Fund Grant, which is used for archiving and records management work. The resolution will also authorize an amendment to the compensation schedule to create nine part time clerk positions and amend the budget to increase the expenses and revenues by the grant amount.

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

- **Authorizing the County Treasurer to make express payments to Blue Shield of Northeastern New York in advance of an audit by the County Auditor and the Personnel Department contingent upon a pre-audit review by Benetech, Inc.**

Mr. Hellwig said as a result of changes to our contract with Blue Shield for Health Insurance, the county, beginning in February must make weekly payments to Blue Shield to cover the cost of employee health insurance claims. In the past payments were made on a monthly basis to cover the policy premium. Since we have now moved to an ASO, with the administrative only agreement, the county must reimburse Blue Shield for provider claims within forty-eight hours of receipt of their bill. Under county law 369 every claim for payment of money by the county must be in writing, itemized and audited. This presents a problem under the new Blue Shield contract since there is only forty-eight hours to audit the claim before payment is required. The solution that is being proposed by this resolution is permitted under county law 369, which states that the Board may by resolution authorize express payments in advance of the audited claims. The new health benefits manager, Benetech, will be conducting an audit prior to payment

of these weekly bills and comparing every claim made by them against our membership files. Benetech will then notify Personnel who will then send a memorandum to the Treasurer's office with a recommendation on the payment amount. The post audit by the Personnel Department and the Auditor's office will also include an examination of claims against the list of employees, spouses and independents to verify eligibility. Blue Shield will have ten days to respond to claims disputed by the county to issue a credit if they are found to have error in their billings.

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

Discussion and recommendation to Board of Supervisors on proposed changes to Rule 15 of the Rules of the Board.

Mr. Dorsey said what is being proposed is that for any resolution being proposed that is not on the agenda that you come under the miscellaneous and unfinished business portion of the agenda at the end of the meeting. This would be by a majority vote as to whether you would approve that additional item as part of the miscellaneous and unfinished business portion of the agenda. There would be a two vote requirement, one to add it to the agenda by majority and the second vote to actually pass the resolution.

Mr. Grattidge said this would be with the caveat that the Board has the right during the course of the debate, if someone requests to table it to obtain more information, to table it. As you look at rule 15 as it was first stated, that involved having a two vote process. The new rule will now be that the issue will be dealt with in miscellaneous or unfinished business with a motion, second, discussion and vote.

Mr. Grattidge said any Supervisor who would want a resolution put on the Agenda at the Agenda Meeting could ask for that and then have it voted on at the Board Meeting.

**A motion was made by Ms. Daly, seconded by Mr. Veitch to approve the proposed amended change to Rule 15. Unanimous.**

**On a motion made by Ms. Daly, seconded by Mr. Wright the meeting was adjourned.**

Respectfully submitted,  
Chris Sansom