

Law and Finance Committee Minutes  
February 10, 2016 – 4:00 p.m.

Present: Chairman Kinowski; Supervisors Collyer, Lent, Lewza, Raymond, Tollisen, Veitch, Grattidge, Wood, Wright, Martin, Allen, Lucia, Barrett, Johnson, and Richardson; Steve Dorsey, County Attorney; Craig Hayner, County Clerk; Susan Hayes-Maza, Coroner; Todd Shimkus, Saratoga Springs Chamber of Commerce; Ed Tremblay, Emergency Services; Jason Kemper, Planning; Michael Zurlo, Chief Castle, Sheriff; Keith Manz, Public Works; Brian O’Conor, Auditor; Robert Hartman, Diane Brown, Personnel; Tina Potter, Social Services; Joanne Bosley, Real Property; Cathi Duncan, Public Health; Dan Rourke, Sewer District; Chad Cooke, Deputy Administrator; Andrew Jarosh, Treasurer; Michael Prezioso, Mental Health; Press.

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

**On a motion made by Mr. Collyer, seconded by Mr. Lewza the minutes of the January 13, 2016 meeting were approved unanimously.**

**EQUALIZATION AND ASSESSMENT**

- **Accepting tender offers for parcels in Malta (\$9,165.27), Town of Milton (\$8,325.19), and Town of Moreau (\$15,510.13).**

Mr. Hellwig said the above item is for the acceptance of three tender offers. These properties were set to go to auction, but with the tender payments they will be removed from that list. The total amount of payments is \$33,000.59.

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

**PERSONNEL AND INSURANCE**

- **Authorizing amendments to Chapter 4 Section 1 of the Saratoga County Policies and Procedures Manual relative to the Leave of Absence Policy.**
- **Authorizing amendments to Chapter 4 Section D of the Saratoga County Policies and Procedures Manual relative to the Overtime Policy.**
- **Amending the 2016 Compensation Schedule to abolish the position of one (1) Psychiatric Nurse Practitioner and create the position of one (1) Education and Community Relations Coordinator, Grade 15.**

- **Amending the 2016 Compensation Schedule to abolish the position of one (1) Senior Shelter Aide and reclassify two (2) positions of Animal Shelter Aide PT to two (2) positions of Animal Shelter Aide FT.**
- **Amending the 2016 Compensation Schedule to reclassify one (1) position of Heavy Equipment Operator to one (1) Senior Auto Parts Technician and reclassify one (1) position of Heavy Equipment Operator to PC Software/Database Technician.**
- **Amending the 2016 Compensation Schedule to add the position of Medical Consultant to the Department of Social Services and to the Special Compensation Plan under the Professional Medical heading.**
- **Amending the 2016 Compensation Schedule under the Sewer District to change the title of Collection Systems Manager to Maintenance Manager.**

Mr. Hellwig said the first two items are amendments to the Policy and Procedures Manual. The first one is for the Leave of Absence Policy. The last time the policy was amended was in 1987 and there have been a number of changes including the Family Medical Leave Act, as well as procedures related to how departments can request leave of absences for employees. Amendments are being requested by the Personnel Department.

The second item is a Policies and Procedures Manual amendment for changes to the Overtime Policy. He said in the process of negotiating the Collective Bargaining Agreements, the terms of the agreements need to be reflected in the manual. This resolution will get the manual up to date in terms of changes that are in the approved contracts.

The third item is for the abolishment of a Nurse Practitioner position in Mental Health, which will be replaced with an Education and Community Relations Coordinator. The position will be responsible for a variety of outreach activities, as well as the development of programming for school based programs for students who are encountering social, emotional or behavioral challenges.

The fourth item is for the abolishment of Senior Animal Shelter Aide, as well as the reclassification of two part-time aide positions to full time in the Animal Shelter. Mr. Hellwig said there was a Deputy Director position created, and as a result, a Senior Aide position was vacated.

The fifth item is a reclassification of two positions in the Highway Department. Currently, both positions are classified as Heavy Equipment Operators. Based on the job responsibilities of the individuals in those positions the titles need to be changed because they are not doing heavy equipment operator work. In one case there is an employee working in the parts room, and in the second case the individual is doing mostly computer programming work.

The sixth item is a request to add the position of Medical Director to the Department of Social Services in the comp plan as well as including it under the special compensation plan and the compensation schedule. Under the Social Services law the position is required, and the position that DSS will contract with is responsible for reviewing any medical services that are provided by the department.

The seventh item is an amendment to the Collection System Manager title at the Sewer District. He said there was a new Assistant Manager position created this year.

- **On a motion made by Ms. Raymond, seconded by Mr. Lewza the above items were approved unanimously.**

### **ECONOMIC DEVELOPMENT**

Mr. Hellwig said there is a resolution authorizing an inter-municipal agreement with the town of Clifton Park for the management of the Kinns Road Park reforested lands.

There will be a special meeting of the Board today to include two resolutions that the board will be asked to approve, and this is one of them.

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

### **PUBLIC HEALTH**

- **Authorizing an amendment to the Mental Health Contract with Burnt Hills Ballston Lake Community Human Services, Inc. in the amount of \$6,114 for respite services.**
- **Authorizing an amendment to the Saratoga County Medicaid Corporate Compliance Program to remove references to Maplewood Manor.**
- **Amending Public Health contracts with physical therapists.**
- **Authorizing and supporting the County's application to the New York State Department of Health for licensure as a Home Care Services Agency.**

Mr. Hellwig said the first item is for authorization to amend a Mental Health contract with Burnt Hills-Ballston Lake Community Human Services, Inc. for additional respite care in the amount of \$6,114.

The second item is an amendment to the county's Medicaid Corporate Compliance Program. All references to Maplewood Manor need to be removed, as a result of the facility being privatized.

The third item is an amendment to the contracts that Public Health Nursing has with a variety of physical therapists. The last rate increase that they received was in 2009. This increase is 12%.

The fourth item is supporting Public Health Nursing's application to become a licensed homecare services agency, which is needed as part of an application that has been submitted to the Department of Health.

**On a motion made by Mr. Collyer, seconded by Ms. Raymond the above resolutions were approved unanimously.**

### **PUBLIC SAFETY**

- **Amending the 2016 budget to re-appropriate \$47,276.73 in unspent grant funds relating to technology, infrastructure, and upgrades.**
- **Authorizing contracts for police services with the Town of Clifton Park in the amount of \$529,417.74 and the Town of Halfmoon in the amount of \$205,000.**
- **Authorize the acceptance of a \$10,000 grant from the NYS Division of Criminal Justice Services for the purpose of enhancing network infrastructure.**
- **Authorizing an amended agreement with NMS Labs for Post Mortem Toxicology Services.**
- **Adopting the Saratoga County Fire Mutual Aid Plan**
- **Amending the 2016 County Budget to re-appropriate \$429,583 in expenses and revenues under Emergency Services for equipment and services approved under the NYS Homeland Security Grant.**

Mr. Hellwig said the first item is a budget re-appropriation of \$47,276 for unspent grant funding that the Sheriff's office was awarded last year. This will be used for technology and infrastructure upgrades at the Sheriff's Department.

The second item is the renewal of contracts for law enforcement services in the towns of Clifton Park and Halfmoon. In Clifton Park, the contract amount is \$529,417.74 and in Halfmoon, \$205,000. In both cases, those increases reflect the 2% increase for the prior year.

The third item is an amendment to the agreement with NMS Labs for Post Mortem Toxicology Services. A request for a 3% rate increase has been requested in cases where the Coroner is sending materials to the lab for review as a part of the investigation.

The fourth item is a member item from Senator Farley. The \$10,000 will be used to extend some computer network wiring within the Sheriff's Department.

The fifth item is a request for the adoption of the Saratoga County Fire Mutual Aid Plan. The plan was prepared by the county's Fire Advisory Board, and outlines the participating departments within the county, as well as describing the various protocols and limits and level of participation that each of the departments would play, as a part of the mutual agreement.

The sixth item will be an amendment to the 2016 budget to re-appropriate \$429,583 in unspent grants in the Emergency Services Department. The funds will be used for a variety of services in the department which includes computers, training, and a variety of communications equipment.

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

### **PUBLIC WORKS**

- **Assigning County road numbers to Luther Forest Tech Park roads and to Old Ballston Avenue North in the City of Saratoga Springs.**
- **Amending the 2016 budget to re-appropriate unspent funds relating to various projects in the Department of Public Works.**
- **Authorizing the Chairman to enter into an agreement with NYSDOT for energy costs associated with lighting the new Rexford Bridge in the Town of Clifton Park.**

Mr. Hellwig said the first item is the Public Works Department will be assigning county road numbers to roads in Luther Forest Technology Park that the county recently took ownership of, and one road in the City of Saratoga Springs, which is the Old Ballston Avenue Road, which has been maintained by the County since 1966.

The second item is a request to amend the 2016 budget to re-appropriate \$1,421,722, to be used for road and bridge projects, as well as the completion of the Solid Waste Plan.

The third item is for authorization to enter into an agreement with the New York State Department of Transportation for costs associated with lighting on the Rexford Bridge that runs over the Mohawk River from the Town of Clifton Park into Schenectady County. Schenectady County will be paying for half of the electrical costs, and the County will pick up the other half.

Mr. Veitch said there has been an ongoing issue on Ballston Avenue with regard to people parking cars there during SPAC concerts. He recommended that Public Works look into putting **No Parking** signs on the roadway.

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

### **BUILDINGS AND GROUNDS**

- **Amending the 2016 County budget to re-appropriate unspent funds totaling \$913,769 for Airport projects.**

Mr. Hellwig said the above item is to amend the 2016 county budget to re-appropriate \$913,769 for airport projects, which includes the master plan, and updating the rotating beacon obstruction.

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

### **LEGISLATIVE AND RESEARCH**

- **Adopting the 2016 Saratoga County Legislative Program**

Mr. Hellwig said Legislative and Research met yesterday and approved 14 items that will be brought to State Representatives to be addressed during the upcoming state fiscal legislative year. The Legislative meeting will be held on February 29, 2016 at the State Capitol.

Mr. Veitch suggested adding language to item number four of the legislative Program urging the Governor to approve the Privatization of NYRA before the end of the year.

Mr. Grattidge said the agricultural people in the county have come out strongly through the Farm Bureau, opposing the Governor's proposed \$15/hr. minimum wage. He suggested that it would be appropriate for the county to stand with the agricultural industry opposing government involvement in setting wages, rather than market value. Mr. Grattidge said he would support putting this on the Legislative Program.

**A motion was made by Mr. Lent, seconded by Mr. Tollisen to approve the above resolution as amended. Unanimously.**

### **CHAIRMANS ITEMS**

- **Appointing Jim Corrigan from the City of Mechanicville and Duane E. Moulton from the Town of Hadley to the County Fire Advisory Board.**

Mr. Hellwig said the above item is the appointment of Jim Corrigan from Mechanicville and Duane E. Moulton from Hadley to fill vacancies on the Fire Advisory Board.

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

**LAW AND FINANCE**

- **Amending the 2016 Sewer District Budget to re-appropriate unspent funds totaling \$2,891,905.09 for various capital projects.**

Mr. Hellwig said the above item is for the re-appropriation of \$2,891,905.09 to finish up previously approved capital projects.

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

- **Ratifying an emergency condition and authorizing the Sewer District's Executive Director to procure those services necessary for the design and construction of the Birchwood Pump Station force main replacement in the Town of Halfmoon.**

Mr. Hellwig said there is a pump station in Halfmoon which has had a number of failures over the past couple of years and the frequency in which those failures have occurred has increased. In the interest of Public Health and Safety, the Sewer Commission has declared an emergency and requested the authority to secure the goods and services necessary to deal with the breaks.

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

- **Designating February 29, 2016 as Leap of Kindness Day**

Mr. Hellwig said the above item is designating February 29, 2016 as Leap of Kindness Day due to the fact that there is one additional day in 2016, the Chamber of Commerce in Saratoga Springs has decided that would be an appropriate opportunity to do something kind for someone else.

**On a motion made by Ms. Raymond, seconded by Mr. Veitch the above item was approved unanimously.**

**On a motion made by Mr. Lent, seconded by Mr. Veitch the meeting was adjourned unanimously.**

Respectfully submitted,  
Chris Sansom

