

Law and Finance Committee Minutes
October 12, 2016 – 4:00 p.m.

Present: Chairman Kinowski; Committee members John Collyer, Paul Lent, Dan Lewza, Jean Raymond, Kevin Tollisen, Matt Veitch; Supervisors Preston Allen, Vince DeLucia, Alan Grattidge, Art Johnson, Peter Martin, Bill Peck, Dan Pemrick, Tom Richardson, Jon Schopf, Tom Wood and Chairman of the Board Mo Wright; Spencer Hellwig, Chad Cooke, Administrator; Steve Dorsey, County Attorney; Sandi Cross, Aging; Brian O’Conor, Auditor; Craig Hayner, Kathy Jordan, County Clerk; Eileen Bennett, Data Processing; Michael Prezioso, Mental Health; Marcy McNamara, Diane Brown; Personnel, Keith Manz, Public Works; Joanne Bosley, Real Property; Dan Rourke, Sewer District; Tina Potter, Social Services; Andrew Jarosh; Treasurer; Bill Schwerd, Cornell Cooperative Extension; Press.

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

On a motion made by Mr. Tollisen, seconded by Mr. Lewza the minutes of the September 14, 2016 meeting were approved unanimously.

TECHNOLOGY

On a motion was made by Mr. Tollisen, seconded by Mr. Veitch the following resolutions were approved unanimously.

- Authorizing the Chairman to enter into an agreement with Tyler Technologies, Inc. for integrated financial software and services at a cost not to exceed \$450,000.
- Amending the Saratoga County Policy & Procedures manual to consolidate and update information technology policies.

Mr. Hellwig said the original proposal from Tyler Technologies was approximately \$717,000. This was scaled back after a review by the County Administrator, Treasurer, Data Processing, Personnel, Purchasing and the County Auditor. The amount being authorized will cover a base system with six unique modules.

The amendment to the policy and procedures manual will consolidate the Information Technology section and incorporate this section into the County Policy Manual.

EQUALIZATION & ASSESSMENT

On a motion was made by Mr. Collyer, seconded by Mr. Lent the following resolutions were approved unanimously.

- Authorizing a correction to the 2016 tax bills and issuance of a tax credit in the amount of \$30.90 for a parcel in the Town of Waterford.

- Approving and confirming the auction sale of County owned lands acquired for unpaid taxes.

Mr. Hellwig said that the parcel in the Town of Waterford is a cemetery that was incorrectly assessed with a sewer charge. Mr. Hellwig said that there were 17 properties up for auction of which 15 sold. The gross sale proceeds were \$230,325 and net to the County is \$120,451.10.

PERSONNEL & INSURANCE

On a motion was made by Mr. Lewza, seconded by Mrs. Raymond the following resolutions were approved unanimously.

- Authorizing a renewal health insurance contract with Blue Shield of Northeastern New York to administer the County's medical and prescription services, including stop loss insurance, in the amount of \$20,472,190.80.
- Authorizing a renewal agreement with MetLife for Dental Health Insurance coverage for County Employees and the approval of a voluntary dental plan for County retirees at a cost of \$648,640.08.
- Authorizing a renewal agreement with MVP Insurance Company to provide coverage under the Medicare Advantage Plan for retirees that are enrolled in Medicare at a cost of \$2,600,774.40.
- Authorizing amendments to the County's Policies and Procedures Manual to add a Jury Duty Policy, amend the off-the-job Disability Benefits Policy and amend the Health Insurance Policy.

Mr. Hellwig said that the Short Term Disability coverage has been expanded to include management and part time employees, and will be retroactive to January 1, 2016. The Jury Duty Policy is consistent with the requirements listed under NYS Judicial Law. The Health Insurance Policy revision deals with employee contributions to health insurance while on leave without pay. Employee contributions will be due every two weeks.

PUBLIC SAFETY

On a motion was made by Mr. Lent, seconded by Mr. Veitch the following resolutions were approved unanimously.

- Authorize acceptance of a grant from the NYS Division of Criminal Justice Services in the amount of \$11,000 for the purchase of active shooter simulation equipment.
- Authorize an agreement with RS Telecom, Inc. in the amount of \$48,000 per year for two years to provide microwave radio system maintenance to the county's emergency radio network.

BUILDINGS & GROUNDS

On a motion was made by Mrs. Raymond, seconded by Mr. Collyer the following resolutions were approved unanimously.

- Authorize an amendment to the agreement with Greenman-Pederson, Inc. for additional engineering services related to building #2 roof replacement in the amount of \$2,066.
- Authorize an amendment to the agreement with Clark Patterson Lee for additional architectural services related to the replacement of the Mack Shack in the amount of \$57,380.

Mr. Hellwig said that the amendments are due to additional requirements resulting from a NYS Code review.

SOCIAL PROGRAMS

On a motion was made by Mr. Veitch, seconded by Mr. Tollisen the following resolution was approved unanimously.

- Amend Resolution 200 of 2016 to change the start date of the contract with Northeast Dining and Lodging from January 1, 2017 to November 1, 2016.

Mr. Hellwig said that the County received a termination letter from the current vendor Prestige Services indicating that they will no longer prepare the meals as of October 31. The County will be saving money as the new rate is 46 cents less per meal.

CHAIRMAN'S ITEM

- Appointing a Director of the Saratoga County Capital Resource Corporation.

Mr. Hellwig said that this is the appointment of Dr. Ann Frantti to the Saratoga County Capital Resource Corporation.

LAW & FINANCE

On a motion was made by Mr. Collyer, seconded by Mrs. Raymond the following resolutions were approved unanimously.

- Authorizing inter-agency transfers necessary to close out the 2016 budget.
- Authorizing an agreement with the Town of Saratoga and the Historic Hudson-Hoosic Rivers Partnership to provide an additional \$300,000 in funding for costs associated with the design and construction of the Gateway Visitor Center.

- Authorize a contract with GHD to provide engineering and construction administration and construction services in the amount of \$109,950 relative to an odor control compliance project at the treatment plant.
- Authorizing a five year agreement with Info Quick Solutions, Inc. to provide computer hardware and software system upgrades, installation, training, technical support and maintenance for the County Clerk's Office.
- Changing the names of the Saratoga County Personnel Department, Mental Health Clinic and Data Processing Department effective January 1, 2017.

Mr. Hellwig said that the inter-agency transfers will allow him to transfer funds from departments where there is a surplus to departments where there is a shortfall in order to close out the 2016 budget and is consistent with recommendations made by the external auditors. Mr. Hellwig said that the Hudson-Hoosic Partnership has confirmation of state grants in the amount of \$831,000, of which they have only received approximately \$140,000 to date. In an effort to keep the project moving the County will provide \$300,000 which will be reimbursed once the grant funds have been received. Mr. Hellwig said that the NYS DEC will not issue the odor permit until modifications have been made. The contract with GHD will bring the Sewer District into compliance. The contract with Info Quick Solutions is the 3rd 5-year renewal agreement and the annual cost of \$193,500 has not changed. Mr. Hellwig said that the name changes to the departments are as follows, Personnel Department will become Human Resources Department, Mental Health Clinic will become Department of Mental Health and Addiction Services and the Data Processing Department will become the Information Technology Department.

Mr. Tollisen said that he recently toured the Sewer District treatment plant and would like to commend Mr. Rourke and the Sewer District personnel on the great job they are doing.

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

Respectfully submitted,
Therese Connolly
Legislative Clerk