

Law and Finance Committee Minutes
January 11, 2017 – 4:00 p.m.

Present: Chairman Collyer; Committee members Preston Allen, Paul Lent, Dan Lewza, Kevin Tollisen, Matt Veitch, Mo Wright; Supervisors Alan Grattidge, Art Johnson, Richard Lucia, Peter Martin, Jon Schopf and Tom Wood; Spencer Hellwig, Chad Cooke, County Administrator; Steve Dorsey, County Attorney, Brian O’Conor, County Auditor; Craig Hayner, County Clerk; Susan Hayes-Masa, Dan Kuhn, Coroner; Marcy McNamara, Diane Brown, Human Resources; Jason Kemper, Planning; Steve Bayle, Probation; Keith Manz, Public Works; Joanne Bosley, Real Property; Dan Rourke, Sewer; Michael Zurlo, Sheriff; Tina Potter, Social Services; Cindy Baker, Treasurer; J. Wes Carr, Youth Bureau.

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

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

Chairman Collyer announced the appointment of Supervisor Lewza as the Committee Vice-Chair

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

HUMAN RESOURCES & INSURANCE

- Authorize a contract with Catalog and Commerce Solutions, LLC to provide and install a Personnel and Civil Service Software System to ensure compliance with NYS Civil Service Laws at a cost of \$34,750.
- Amending the 2017 Compensation Schedule under Mental Health, Substance Abuse Program to remove the position of Psychiatrist, PT Contract and amend the position of Physician, PT Contract to Medical Director, PT Contract and authorizing a contract with Manuel Astruc, MD for \$200/hr.
- Appointing R. Daniel Jones as a Deputy County Coroner and authorizing a minor contract in an amount not-to-exceed \$15,000.
- Authorize an amendment to the Policies and Procedures Manual to revise the Safety and Accident Reporting Procedure now titled Accident and Injury-Reporting Involving County Property or Non-Employees, and Workers’ Compensation Policy.
- Authorize amendments to the Policy and Procedures Manual to revise the Salary Grade & Promotional Policy.

- Authorize amendments to the Policy and Procedures Manual to update references for Department name change from Personnel Department to Human Resources Department, Data Processing to Information Technology, Mental Health to Mental Health and Addiction Services, and WIA and WIA Program to WIOA and WIOA Program.
- Authorizing an amendment to the 2017 Saratoga Compensation Schedule to reclassify one Senior Typist to one Legal Assistant under County Attorney.
- Authorize an amendment to the 2017 Compensation Schedule to reclassify a Supervising Community Mental Health Nurse to a Senior Community Mental Health Nurse under Mental Health and Addiction Services.

Mr. Hellwig said that for the first item, the previous software provider went out of business. The \$34,750 includes installation and set up costs. The annual cost for years 2-4 will be approximately \$6,000. For the third item, the Deputy will be available in the absence of the Coroners at a rate of \$100 per case plus mileage. The seventh item will amount to savings of approximately \$5,000 in 2017 and the last item will amount to savings of approximately \$2,700.

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

EQUALIZATION & ASSESSMENT

- Authorize the County Auditor to approve tax refunds and corrections not to exceed \$2,500.
- Authorize a tax credit in the amount of \$552.09 against the 2015-2016 outstanding school taxes for a property in the Town of Wilton.
- Authorize acceptance of a Tender Offer for a property in the Town of Greenfield in the amount of \$6,101.76 for 2014, 2015 and 2016 taxes and for a property in the Town of Galway in the amount of \$3,582.96 for 2014 taxes.
- Authorizing conveyance of Tax Acquired Lands to the underbidders of two properties from the September 2016 Auction (Town of Day - \$250) (Town of Hadley - \$75).

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

Mr. Hellwig said that for the second item, the property was eligible for a Star exemption.

ECONOMIC DEVELOPMENT

- Authorizing a renewal agreement with Cornell Cooperative Extension Association to manage the MS4 Stormwater Management Program for 2017 in the amount of \$55,000.

Mr. Hellwig said that this agreement passes through the Planning Department to Cornell who manages the program.

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

PUBLIC WORKS

- Authorize implementation and funding in the first instance 100% of the Federal Aid and State Marchiselli Program-aid eligible costs of a transportation Federal Aid Project and appropriating funds for preliminary and final design for the reconstruction of 1.22 miles of CR27, Bluebird Road, in the Town of Moreau in the amount of \$54,798.
- Authorize an intermunicipal agreement with Warren County for the repair and painting of the shared Hadley Luzerne Bridge.
- Amend the 2017 Budget to re-appropriate unspent funds for Public Works Capital Projects in the amount of \$1,110,197.

Mr. Hellwig said that for the second item, Warren County is the lead agency and the Saratoga County share of the project represents 2.5% of the total cost which is approximately \$24,000. For the final item, the largest project is related to the reconstruction of the Mack Shack.

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

SOCIAL PROGRAMS

- Authorize a 1-year renewal agreement with James McGuiness and Associates, Inc. for preschool special education software program support and service at a cost of \$27,500 per year.
- Authorizing an amended lease agreement with the Capital District Youth Center, Inc. for the term of January 1, 2017 through December 31, 2017 with an option for a one year renewal at NYS Division for Youth set rates.

Mr. Hellwig said that for the first item, the renewal agreement with James McGuiness and the Youth Bureau provides software used to capture Medicaid revenue. The software purchase was completed in 2016. For the second item, the agreement is for a secure detention facility shared by Albany, Rensselaer, Schenectady and Saratoga Counties. The debt service was recently paid off and this agreement will set the terms of Saratoga County's continued involvement. The rates are set by the NYS Office of Children and Family Services.

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

BUILDINGS & GROUNDS

- Amending the 2017 budget to re-appropriate unspent funds for Buildings and Grounds capital projects in the amount of \$1,749,358.

Mr. Hellwig said the majority of the funds will be spent on the construction of a new hangar and tie down at the Saratoga County Airport.

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

LAW & FINANCE

- Authorizing an amendment to the agreement with Harris Beach to increase the contract amount to not-to-exceed \$35,000 for legal services associated with litigation and real property closure of Maplewood Manor.
- Authorize a contract with Insituform Technologies, Inc. in the amount of \$1,156,375 for construction services associated with relining of the Sewer District's interceptor sewer.
- Amending resolution 222-2015 and awarding a 2015 Farmland Protection and Open Space Preservation Grant to the City of Saratoga Springs for the Pitney Farm Farmland Preservation Project.
- Adopting a Local Law identified as Introductory No. 4 Print No. 1 of 2016 amending the 2017 County Compensation Schedule to provide a cost of living increase for certain County officials.

Mr. Hellwig said that for the second item, Insituform Technologies were the low bidder for the relining of approximately ½ mile of sewer interceptor. For the third item, the original resolution was for the purchase of an easement in the City of Saratoga Springs, the amendment will allow the funds to be used towards purchasing the property. For the final item, a public hearing will be held after this meeting and will be voted upon at the January 17, 2017 Board meeting.

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

Respectfully submitted,
Therese Connolly
Deputy Clerk of the Board