

Law and Finance Committee Minutes
March 15, 2017 – 4:00 p.m.

Present: Chairman Collyer; Committee members Paul Lent, Dan Lewza, Kevin Tollisen, Matt Veitch, Mo Wright; Supervisors Alan Grattidge, Art Johnson, Dick Lucia, Peter Martin, Dan Pemrick, Jean Raymond, Jon Schopf, Tim Szczepaniak and Tom Wood; Spencer Hellwig, Chad Cooke, County Administrator; Steve Dorsey, County Attorney; Sandi Cross, Judy Dahoda-Taylor, Aging; Brian O’Conor, Auditor; Craig Hayner, County Clerk; Susan Hayes-Masa, Coroner; Cathi Duncan; Department of Health; Marcy McNamara, Diane Brown; Human Resources; Jamie O’Neill, Planning; Keith Manz, Public Works; Joanne Bosley, Real Property; Dan Rourke, Sewer; Mike Zurlo, Sheriff; Tina Potter, Social Services; Wes Carr, STOP DWI; Andrew Jarosh, Treasurer; Barbara Kerr, Town of Milton; Press.

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

On a motion made by Mr. Tollisen, seconded by Mr. Veitch, the minutes of the February 15, 2017 meeting were approved unanimously.

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

HUMAN RESOURCES & INSURANCE

- Authorizing a 1-year renewal contract with Capitol Indemnity Corporation in the amount of \$23,232 for Worker's Compensation liability insurance.
- Authorizing an amendment to the 2017 Saratoga County Compensation Schedule to provide for the reclassification of a Human Resources Safety and Health Coordinator to a Human Resources Manager.
- Authorizing an amendment to the 2017 Saratoga County Compensation Schedule to provide for the position of Director of Finance be placed under the Department of the County Administrator and abolish the position of Management Analyst under the County Administrator.
- Adopting a Local Law identified as Introductory No. 1, Print No. 1 of 2017, entitled "A Local Law Repealing Local Law No. 4-96 and Recodifying the Administrative Rules for the Saratoga County Workers' Compensation Plan.

For the second item, Mr. Hellwig said that the employee in this position recently retired and the changes will reflect a shift in the job duties and qualifications. The salary for this position will remain at grade 14.

Mr. Hellwig said that the third item will result in savings over \$82,000. Mr. Hellwig said that the Director of Finance is retiring at the end of this year and part of the process of preparing for

the evolution of this position is looking at the job specs and restructuring the job responsibilities. There is currently a greater need in the County Administrator's office for enhanced managerial accounting. The change was discussed with the County Treasurer. Mr. Veitch asked if the County Treasurer will need additional resources due to the change. Mr. Hellwig said that some financial accounting responsibilities will still remain in the Treasurer's office. Mr. Wright said that there may be some growing pains to begin with and if additional staff is needed that can be worked upon when the time comes.

Mr. Hellwig said that for the fourth item, a public hearing is scheduled for today with a vote at the full board meeting next week.

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

ECONOMIC DEVELOPMENT

- Authorizing amendments to the boundaries of Saratoga County Consolidated Agricultural District #1 and #2 and authorizing issuance of a negative declaration under SEQRA.

Mr. Hellwig said that District #1 includes 276 acres in the Town of Stillwater and in District #2 just under 6 acres in Clifton Park, just over 335 acres in the Town of Providence and 35 acres in the Town of Malta.

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

EQUALIZATION & ASSESSMENT

- Authorize the acceptance of tender offers for one parcel in the Town of Hadley totaling \$4,725.64, three parcels in the Town of Moreau totaling \$14,291.19 and one parcel in the Town of Saratoga totaling \$1,680.48.

Mr. Hellwig said that there will be a special meeting of the E&A committee on Tuesday, March 21 at 3:45pm for any last minute items prior to the auction. Mr. Collyer said that currently there are approximately 56 parcels on the auction list.

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

SOCIAL PROGRAMS

- Authorizing a renewal contract with Saratoga Center for the Family from January 1, 2017 to December 31, 2017 to administer the County's Human Trafficking Awareness program in the amount of \$108,000.

- Authorizing an amendment to Resolution 238-2016 to increase the contract amount for A & H Services to the 4 towns and the Town of Saratoga from \$130 per day to \$250 per day.
- Authorizing contracts with Colonie Senior Services Center, Inc. d/b/a Bright Horizons and Lena's Adult Day Care Services, each in the amount of \$20,000 for adult dare care services as part of the Expanded In-Home Services for the Elderly Program.
- Authorizing a contract with the Senior Citizens Center of Saratoga Springs, Inc. to provide \$15,000 in funding for the Center's Community Connections Program.
- Authorizing renewal contracts for the Expanded In-Home Services for the Elderly Program.

Mr. Hellwig said that the first item will be a four year annual agreement. The program is funded by State Aid. For the second item, A&H Services provide transportation services in the Towns of Edinburg, Galway, Providence and Saratoga. The bids for the four town contract came back after the renewal of Aging's implementation plan in late 2016. There were two bids and A&H was the lowest bid.

Mr. Hellwig said that the third item is an agreement providing day care services for seniors who cannot be left home alone.

The fourth item will help seniors in the City of Saratoga Springs remain in their homes. Senior Center staff does in-home assessment needs in senior's homes and then coordinates with volunteer that can help the seniors.

The final item will provide 8 home care contracts for in-home services for seniors.

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

PUBLIC HEALTH

- Proclaiming April 2017 as "Organ and Tissue Donation Awareness Month" in Saratoga County.
- Authorizing a contract with Community Computer Services, Inc. in the amount of \$12,069 for the purpose of developing an electronic health records system for Saratoga County Public Health Services.
- Authorizing an extension of the contract with Health Research, Inc. through May 31, 2017 for the expenditure of Public Health Emergency Preparedness Grant funds.

Mr. Hellwig said that for the first item, there are currently over 10,000 people in NYS and 124,000 people nationwide awaiting organ transplants. This resolution is part of the effort to bring greater awareness to the issue.

For the second item, Mr. Hellwig said that the service will allow nurses in the field to be able to retrieve patient related data remotely using laptops. For the final item, the extension will allow additional time for the purchase of the electronic health records system.

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

PUBLIC SAFETY

- Proclaiming April 2-8, 2017 as "National Crime Victims' Rights Week" in Saratoga County.
- Authorizing the acceptance of a Domestic Violence grant from the NYS Division of Criminal Justice Services in the amount of \$35,600 to offset salaries in the DA's office.
- Authorizing the acceptance of an Aid to Prosecution grant from the NYS Division of Criminal Justice Services in the amount of \$41,300 to offset salaries in the DA's office.
- Authorizing the acceptance of a Crimes Against Revenue Program grant from the NYS Division of Criminal Justice Services in the amount of \$125,238 to offset salaries in the DA's office.
- Authorizing participation in 2017 State STOP-DWI Program and contracts with local agency participants.
- Authorizing agreements for specialized law enforcement services to the Town of Halfmoon in the amount of \$209,100 and the Town of Clifton Park in the amount of \$540,006.09, for the period from January 1, 2017 to December 31, 2017.
- Authorizing an amendment to the contract with NMS Laboratories for testing services as deemed necessary by the Coroner's Physician.
- Authorizing an amendment to the contract with RS Telecom to include hourly rates for FCC Licensed Technician at a rate of \$90 per hour and an FCC Licensed Senior Engineer at a rate of \$135 per hour for the period between October 1, 2016 and September 30, 2018.

Mr. Hellwig said that the second item is an annual grant. The third item will be used to offset prosecution of violent felony offenses. The fourth item relates to crimes such as Medicaid, unemployment and insurance fraud.

For the fifth item, the STOP DWI program budget for 2017 is just over \$330,000 and has been approved by the State. Mr. Hellwig said that the sixth item is an annual agreement that has been in place close to 20 years. The amounts represent an increase of 2% over last year.

For NMS Labs item, Mr. Hellwig said that on an ongoing basis new tests are added and this amendment will allow the fee schedule to be amended. For the final item, Mr. Hellwig said that the current agreement is for annual maintenance services with the microwave system, however

the vendor omitted the rates for work needed above and beyond the routine maintenance. Mr. Lent said that this is for emergencies only and is used very seldom, most services are covered under the maintenance contract.

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

BUILDINGS & GROUNDS

- Authorizing a 5-year lease agreement with USDA Natural Resources Conservation Services for 1,828 SF of office space in Building #5, 50 West High Street, Ballston Spa, NY.

Mr. Hellwig said that this is a 5-year agreement with a 5-year renewal option. The first year renewal is at a rate of \$22.82 with an annual amount of just over \$41,000. The second – five year's rate will be just over \$48,000. There is also a reimbursement of improvements of \$12,000.

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

LAW & FINANCE

- Authorizing a 1-year contract with Gramercy Communications at a monthly rate of \$4,000 for a variety of public outreach and media relation services.
- Authorizing an amendment to the contract with O'Brien and Gere Engineers in the amount of \$66,000 for litigation support, design and construction services associated with the repair of aeration tanks at the Wastewater Treatment Plant.
- Authorizing the transfer of \$2,697,665 from the Sewer District's fund balance for necessary repairs to the aeration tanks at the Wastewater Treatment Plant.
- Authorizing the transfer of \$11,250 from the Trails Reserve Fund for the Waterfront Connecting Trail project in the Town of Halfmoon as part of the County's trail grant program.

Mr. Hellwig said that for the first item, the agreement will increase the creation and distribution of information from the Board of Supervisors related to Saratoga County. The second and third items relate to the repair of failed aeration tanks. For the final item, Mr. Hellwig said that last year the Trails Committee approved funding a project in Waterford however the payment was not made by the end of the year and the funds were transferred into the Land Preservation Fund

A discussion took place regarding moving the Law & Finance meeting from the Blue Committee Room to the Board Meeting room. It was decided to keep the Law & Finance meeting in the Blue Committee Room. Mr. Collyer asked Department Heads to limit their staff attendance at

the Law & Finance meeting to help provide additional seating for Supervisors. A discussion took place regarding the fact that resolutions are read twice, in Law & Finance and also Agenda Session. Mr. Dorsey suggested that rather than have a re-reading of the items, the items be presented as written and as approved by Law & Finance committee.

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

Respectfully submitted,
Therese Connolly
Deputy Clerk of the Board