

Law and Finance Committee Minutes
June 13, 2018 – 4:00 p.m.

Present: Chairman Tollisen; Committee members Preston Allen, Vince DeLucia, Paul Lent, Dan Pemrick, Tim Szczepaniak, Mo Wright; Supervisors Sandra Winney, Bill Peck, Tom Wood, Tom Richardson, Jean Raymond, Dick Lucia, Art Johnson, Tara Gaston and Chairman of the Board Ed Kinowski; Spencer Hellwig and Chad Cooke, County Administrator; Stephen Dorsey, County Attorney; John Warmt, Purchasing, Eileen Bennet, IT; Charles Foehser, County Clerk's Office; Jason Kemper, Allison Hargrave, Brenda Daily, Planning; Wes Carr, Youth Bureau; Sheriff Michael Zurlo, Undersheriff Rick Castle; Andrew Jarosh, Treasurer; Tom Speziale, Public Works; Sandi Cross, Office for the Aging; Lisa Scaccia, Employment & Training; Dan Rourke, Sewer District; Dr. Michael Prezioso, Mental Health; Ridge Harris, Gramercy; Linda Gush, LWVSC; Press.

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

On a motion made by Mr. DeLucia, seconded by Mr. Pemrick, the minutes of the May 9, 2018 meeting were approved unanimously.

On a motion made by Mr. DeLucia, seconded by Mr. Szczepaniak, the following resolutions were approved unanimously.

HUMAN RESOURCES & INSURANCE

- Authorizing the repeal of the Saratoga County Health Insurance Manual created in 1980.
- Amending the Saratoga County Policy and Procedures Manual to Revise Chapter 4, Section E.
- Approving a revised standard work day reporting resolution for elected county officials for retirement purposes.
- Amending the 2018 Saratoga County Compensation Schedule to Create (11) Deputy Sheriff Road Patrol positions under the Sheriff's Department at a starting annual salary of \$52,068 and removing position note(s) listed under the Human Resource Department.
- Authorizing the Chair to enter into an agreement with Diane Brown to provide administrative support to the Human Resource Department at an hourly rate of \$49.21.

Mr. Hellwig said the Saratoga County Health Insurance Manual was created in 1980 and last revised in 1989. This manual is no longer needed as the contents have been incorporated into the County's current Health Insurance Policy. The amendments to the Policy & Procedures Manual are to incorporate any amendments needed from that manual by adding subsection headings and some existing practices. He said the Standard Workday Resolution revision is for elected officials.

The Compensation Schedule is being amended to create (11) Deputy Sheriff Road Patrol Positions and position notes under the HR Department will be removed. The new positions will be used to fill the School Resource Officer positions in the various school districts. The final item is to contract with Diane Brown for support in the HR Department and her duties will include acting in the place of the Director, assist in upcoming negotiations, arbitration and grievance proceedings, and coordination of various benefit programs.

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

HEALTH & SOCIAL SERVICES

- Authorizing the Youth Bureau's 2018 Funding Applications and Contracts.
- Amending Resolution #255-17 to add Personal Care Level I and II to the contract services provided by Home Helpers & Direct Link at an hourly rate of \$23.00.
- Authorizing the Chairman to enter into agreement with Visiting Angels to Provide Level I and Level II Personal Care Services and Respite Companionship with Level I and Level II Personal Care Services at hourly rate(s) of \$23.00.

Mr. Hellwig said this is the annual funding resolution that will authorize the Youth Bureau's various contracts with municipal and human service agencies for delinquency prevention programs. The amendment to Resolution 255-17 will add personal care to the respite care services currently being provided and Visiting Angels will be added to the list of agencies to provide services under the Office for the Aging.

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

ECONOMIC DEVELOPMENT

- Accepting \$215,115 in Federal Aid for the TANF Summer Youth Employment Program (SYEP) and amending the budget in relation thereto.
- Authorizing application for and acceptance of \$1,607,073 in Federal Funds for the Workforce Innovation and Opportunity Act Program for the 2017-2018 Program Year.
- Authorizing an agreement with Washington County EOC to provide adult and dislocated worker services as authorized by the Workforce Innovation and Opportunity Act.
- Authorizing an agreement with Washington County EOC for the administration of the Workforce Innovation and Opportunity Act Youth Program in Washington County.

- Authorizing the Chair to enter into agreement with the New York State Department of Transportation (NYSDOT) for funding the construction and construction inspection costs associated with the Zim Smith Trail Extension Project and amending the budget in relation thereto.

Mr. Hellwig said the County is accepting \$215,115 in Federal Aid and is a yearly resolution for support of the TANF Summer Youth Employment Program and there will be an amendment to the budget as there was an increase in funding. The County will be applying for and accepting Workforce Innovation and Opportunity Act Program Federal funding with the County's portion being \$646,178. There are two agreements with Washington County EOC to provide adult and dislocated services and for the administration of the Workforce Innovation and Opportunity Act Youth Program. Mr. Hellwig said a resolution is needed for a contract with the NYSDOT for the funding for the construction and construction inspection services for the Zim Smith Trail Extension Program and there will be a budget amendment. It is anticipated that of the \$5.4M, total the County's share not to exceed \$250,000 and is available in the capital account.

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

BUILDINGS & GROUNDS

- Authorize the submission of a 2018 NYSDOT Aviation Capital Grant Program application for the design and construction of a snow removal equipment storage building at the Saratoga County airport in an amount up to \$1,000,000.
- Authorize the submission of a 2018 NYSDOT Aviation Capital Grant Program application for the purchase of mowing equipment for the Saratoga County Airport in an amount up to \$250,000.
- Setting a Public Hearing for Wednesday, July 11th @ 4:20 pm for a new 40-year consolidated lease agreement at the Saratoga County Airport with North American Flight Services, Inc. for 16.71 acres of land and buildings.
- Setting a Public Hearing for Wednesday, July 11th @ 4:25 pm for a 40-year land lease agreement at the Saratoga County Airport with Prime Group Holdings, LLC for 2.82 acres of land to develop a 19,600 sq. ft. hangar and attached 30,000 sq. ft. two story office building.

Mr. Hellwig said authorization is needed to submit grant applications to the NYSDOT for funding for a snow removal equipment storage building and for purchase of mowing equipment. He said two public hearings will be set. The first is for a new 40-year lease agreement with North American Flight Services for 16.71 acres of land and buildings located at the Airport. The second is for a 40-year lease agreement with Prime Group Holdings for 2.82 acres of land; and, they will be constructing a 19,000 sq. ft. hangar and an attached 30,000 sq. ft. two story office building.

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

PUBLIC SAFETY

- Authorize the Chair of the Board to enter into contracts with school districts in Saratoga County to provide school resource officers.

Mr. Hellwig said this is tied to the resolution authorized by HR & Insurance and will authorizing the Chairman to enter into contracts on behalf of the Sheriff to provide School Resource Officers to the various school districts. It will be generic as language in the contracts is being worked on. The Sheriff and the County Attorney will be addressing the form and content of those agreements.

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

PUBLIC WORKS

- Granting a no-cost easement over County-owned right-of-way in the Town of Greenfield to accommodate a drilled well.

Mr. Hellwig said there will be a no cost easement granted to a homeowner in the Town of Greenfield who dug a well within the County easement. This easement will alleviate the homeowner from having to move that well. The Public Works Commissioner said this will not obstruct his department from doing their work.

CHAIRMAN'S ITEMS

- Re-appointing Tom Lewis and Paul Loomis to the Planning Board.
- Appointing Peter Barry to the Saratoga County Sewer District Commission.

Mr. Szczepaniak asked the term duration on each of these appointments. Mr. Hellwig said the Planning Board is 5 years and the Sewer District is 3 years.

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

LAW & FINANCE

- Amending the Saratoga County Policies and Procedures Manual Chapter 2, Section C to revise Purchasing Procedures relative to contract costs for sole source software and software licensing purchases in order to preserve existing warranties.

- Authorizing a contract with Fiscal Advisors in an amount not to exceed \$40,000 for services associated with bonding for the new Public Safety facility.
- Setting a public hearing for Wednesday, July 11 @ 4:18 pm associated with the Sewer District's bond resolution for the regional biosolids handling facility to be located in Albany County.
- Authorizing a contract with MJ Engineering in the amount of \$190,000 for engineering services associated with the rehabilitation of the interceptor sewer.

Mr. Hellwig said the County's Policies and Procedures manual is being revised in the Purchasing Procedures relative to contracts that cover installation costs. This change will allow the County will keep the vendors where the software is purchased to also provide the services without violating rules. He said the contract with Fiscal Advisors is for the bonding of the new Public Safety Facility. There will also be a resolution setting a public hearing for the Sewer District's bond resolution for the regional bio-solids project which Saratoga County will be partnering with Albany County. In order to apply for grant opportunities, the bond resolution is needed to satisfy EFC's request. The Sewer District will be contracting for engineering services associated 15 miles of interceptor line from the City of Saratoga Springs to the City of Mechanicville.

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

Respectfully submitted,

Pamela Wright
Clerk of the Board