

Law and Finance Committee Minutes
April 10, 2019 – 4:00 p.m.

Present: Chairman Preston Allen; Committee members Ed Kinowski, Scott Ostrander, Dan Pemrick, Jonathan Schopf, Tim Szczepaniak, Mo Wright; Supervisors Tara Gaston, Alan Grattidge, Art Johnson, Dick Lucia, Jean Raymond, Tom Richardson, Matthew Veitch, Sandra Winney, Tom Wood and Chairman of the Board Kevin Tollisen; Spencer Hellwig, Chad Cooke, County Administrator; Steve Dorsey, Hugh Burke, County Attorney; Chris Schall, Auditor; Craig Hayner, Christine Rush, County Clerk; Margaret McNamara, Adam Kinowski, Human Resources; Eileen Bennett, Information Technology; Sandi Cross, Office for the Aging; Keith Manz, Public Works; Joanne Bosley, Anna Stanko, Real Property Tax; Tina Potter, Social Services; Andrew Jarosh, Treasurer; Marty Vanags, Saratoga County Prosperity Partnership; Ridge Harris, Gramercy Communications; Press.

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

On a motion made by Mr. Kinowski, seconded by Mr. Pemrick, the minutes of the March 13, 2019 meeting were approved unanimously.

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

HUMAN RESOURCES & INSURANCE

- Authorization of a renewal of the County's property and casualty insurance policies.
- Authorizing amendments to the 2019 Compensation Schedule for positions in several departments including the County Attorney, Public Works, Public Defender, Human Resources and the Animal Shelter and amending the budget in relation thereto.
- Authorizing amendments to the 2019 Compensation Schedule to reclassify (1) Principal Account Clerk to (1) Administrative Officer in the District Attorney's Office.
- Authorizing amendment to Chapter 1, Section P of the Saratoga County Policies and Procedures Manual to provide for the revision of the Title VI Plan.
- Authorizing amendment to the Saratoga County Policies and Procedures Manual to include a HIPAA policy.

Mr. Hellwig said that for the first item, the renewal date will be May 8, 2019 and the cost will be \$752,641, which is an increase of just under 5% from the expiring policies. For the second item, amendments include the following: County Attorney: reclassification of a Legal Assistant to a Paralegal Specialist; Public Works, abolishment a Senior Account Clerk Typist and creation of a Public Works Clerk (conf.); Public Defender: create (2) new Attorney positions and (1) Paralegal position; Mr. Hellwig said that the county was just awarded \$7M over the next 5 years and the

cost of the Public Defenders changes will be covered under this grant. Human Resources: title change of Labor Attorney to Labor Attorney (18-B Administrator/Data Officer); Animal Shelter has a number of changes, the largest of which is to create a full time Veterinarian, another change is the creation of an Operations Coordinator. Mr. Hellwig said that the changes in the Animal Shelter are based upon the recommendations of a review by Cornell Veterinary Medicine. The total appropriation from fund balance will be \$144,282.

For the second item, the change is a result of a civil service requirement as part of creating an exempt class position based upon the needs of the department. For the third item, an update to the plan is required every three years. There are some additional sections being added which include an English proficiency plan, environmental justice plan, and monitoring procedures relative to how purchasing decisions are made based on non-discrimination statutes. For the final item, this amendment will ensure that the security and privacy of individual health issues are in compliance with the policy.

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

HEALTH & SOCIAL SERVICES

- Proclaiming May as Older American's Month in Saratoga County.
- Authorize the acceptance of a \$5,000 donation from the Cleo F. Emmer Trust to support the senior nutrition program and amend the budget in relation thereto.
- Proclaiming April as Child Abuse Prevention Month in Saratoga County.

Mr. Hellwig said that for the first item, this year's theme is Connect, Create and Contribute. This year has been declared the Year of the Senior by Chairman Tollisen and Saratoga County has over 46K residents over the age of 60. The final item is in conjunction with the declaration made by the federal and state governments.

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

LEGISLATIVE & RESEARCH

- Opposing driver's license access and privacy act concerning undocumented individuals.

Mr. Hellwig said that the proposed Act (Driver's License Access and Privacy Act) would permit undocumented persons who are present in the U.S. illegally under federal law to obtain a driver's license. This item was brought to the committee by County Clerk Craig Hayner.

On a motion made by Mr. Ostrander, seconded by Mr. Schopf, the following resolutions were approved unanimously.

REAL PROPERTY TAX

- Approving and confirming the auction sale of county-owned lands acquired for unpaid taxes.
- Declaring Tax Parcel #274.-2-45 in the Town of Halfmoon a worthless property and cancelling delinquent taxes.

Mr. Hellwig said that for the first item, 33 properties were sold for a net profit of \$737,574.96. There were 70 parcels available of which 26 were removed by payment of taxes, 10 parcels were pulled, 33 parcels were sold, 1 parcel remained unsold. For the second item, the parcel was pulled from the auction list last month. It is a 0.13 acre parcel and the tax map had shown a structure on the parcel however, upon investigation there was no structure. The resolution will cancel the delinquent taxes, determine it to be worthless and merge it with the adjoining parcel owned by a local business.

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

PUBLIC SAFETY

- Proclaiming May 5-11, 2019 as Correctional Officers and Employees Week in Saratoga County.

Mr. Hellwig said that this recognition was initiated in 1984 by President Regan and is to commemorate the contributions of correctional officers and staff who work in correctional facilities across the country.

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

PUBLIC WORKS

- Resolution authorizing the implementation, and funding in the first instance 100% of the Federal-aid and State aid eligible costs, of a transportation federal-aid project for Phase V (ROW Acquisition) and Phase VI (Final Design) related to the replacement of the Ashdown Road Bridge over CP Rail in the Town of Clifton Park, PIN 1760.46 for the amount of \$154,770 and amending the budget.
- Authorizing an agreement with Creighton Manning Engineering for design services related to the replacement of the Ashdown Road Bridge over CP Rail in the Town of Clifton Park, PIN 1760.46 for the amount of \$151,671.

Mr. Hellwig said that the second item is related to the first item. The total project cost is \$154,770 and the difference of \$3,099 will go toward the cost of the right of way acquisition.

Mr. Szczepaniak said that this will shut down the road for approximately 8 weeks, there will be notifications put in place beforehand.

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

LAW & FINANCE

- Authorizing a 3-year renewal agreement with Dell Marketing, L.P. in the amount of \$221,923.80 to provide the County's Microsoft email service.
- Authorizing an amendment the 2019 budget to reappropriate unspent funds for a capital project to expand the Clifton Park DMV in the amount of \$416,130.
- Authorizing the Chairman to enter into an agreement with O'Connell & Aronowitz, P.C. for professional legal services relative to objections filed in the June R. Johnson Trust and Estate proceedings.

Mr. Hellwig said that for the first item, the contract will provide for 745 email accounts which will cover the number of accounts the county currently has, and also provide for an additional 15 accounts for any new employees. The cost is increased by approximately 15% this year. For the second item, \$544,130 was included in the 2018 budget last year, and \$128K was spent, the balance of \$416,130 will need to be reappropriated to cover the costs remaining to complete the project. The work should be completed by the end of this month or shortly thereafter. For the final item, an individual left a sum of money to the County Animal Shelter in her will, and the county had litigation with Trustco Bank regarding how the funds were being managed, expenses and a number of items related to that. O'Connell & Aronowitz were initially hired under a minor contract, however the costs exceeded the threshold of the minor contract. Mr. Dorsey said that the case has been settled and receipts are being wrapped up.

On a motion made by Mr. Wright, seconded by Mr. Pemrick, the meeting was adjourned unanimously.

Respectfully submitted,
Therese Connolly
Deputy Clerk of the Board