

Law and Finance Committee Minutes  
July 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, Todd Kusnierz, Dick Lucia, Jean Raymond, Tom Richardson, Michael Smith, Sandra Winney, Tom Wood; Spencer Hellwig, Brian O’Conor, County Administrator; Steve Dorsey, County Attorney; Penny Heritage, Kelly Devall, Animal Shelter; Chris Schall, County Auditor; Craig Hayner, County Clerk; Jenniffer McCloskey, Employment and Training; Marcy McNamara, Adam Kinowski, Human Resources; Chris DuBois, Information Technology; Michael Prezioso, Mental Health & Addiction; Jason Kemper, Planning; J. Wes Carr, STOP DWI; Cindy Baker, Treasurer; Bradley Birge, Lindsey Connors, City of Saratoga Springs; 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. Szczepaniak, the minutes of the June 12, 2019 meeting were approved unanimously.**

**On a motion made by Mr. Kinowski, seconded by Mr. Pemrick, the following resolutions were approved. Mr. Wright recused himself from voting on the standard workday reporting resolution.**

**HUMAN RESOURCES & INSURANCE**

- Approving a revised standard work day reporting resolution for elected county officials for retirement purposes.
- Amending the Policies and Procedures manual to repeal and replace both the Management Development and Continuing Education Policy and the Managerial Benefits Policy with a new Administrative Benefits Policy.
- Amending the Policies and Procedures manual to add a Progressive Discipline Policy.

Mr. Hellwig said that the first item is a housekeeping item to update changes for two elected officials for the retirement system. For the second item, the new policy includes adding elected officials and confidential positions to the list of positions the policy currently applies to, removing some outdated and irrelevant language, clarifying requirements for obtaining reimbursement for educational expenses, and charging sick day accumulation which will now be capped at 360 days. For the final item, the new policy will standardize the way the county handles discipline regarding employees with civil service rights and the imposition of any discipline to avoid potential litigation if mishandled. The new policy will require that the department head contact the head of Human Resources and/or his/her designee as well as legal counsel to notify them of the facts prior to any disciplinary action being taken to ensure any

necessary corrective steps have been taken. This routine has been in place for years and this resolution will simply codify it.

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

### **HEALTH & SOCIAL SERVICES**

- Supporting and authorizing the County to apply for Entitlement status as it relates to grant funding availability for Community Development Block Grants through the US Department of Housing and Urban Development.

Mr. Hellwig said that the City of Saratoga Springs is currently designated as an entitled city under the program and they are willing to relinquish that status so that the County can apply for entitlement. This will allow the County to capture a much larger pool of grant funds under the CDBG program. These funds are essentially spent on economically disadvantaged portions of the county communities. In order to qualify and apply for the status, a total of 200K residents must be represented through the application. The early estimates for funding through this program are in the neighborhood of \$1.4M. Maintaining the level that the city currently receives, it would leave approx. \$1.1M in funding for other areas in the County. The City has offered to maintain an administrative role and allow the County to look at projects and opportunities on a much broader geographic scale and also have the benefit of the City representatives who are familiar with interacting with HUD in terms of the application process. There is a 12 member citizen advisory committee that currently exists in the city which will now have appointments from the Board of Supervisors.

**On a motion made by Mr. Pemrick, seconded by Mr. Kinowski, the following resolution was approved unanimously.**

### **REAL PROPERTY TAX**

- Authorize auction sale of County-owned lands acquired for unpaid taxes to the under bidder for two parcels in the Towns of Corinth and Day.

Mr. Hellwig said that there were originally 5 bidders at the auction that did not complete the sale. All under bidders were contacted and two responded.

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

### **ECONOMIC DEVELOPMENT**

- Authorizing the Saratoga County Association of Snowmobile Clubs Inc. to apply for a grant under the Recreational Trails Program to provide State funding for the purchase of a trails groomer.

- Accepting \$239,195 in Federal Aid for the TANF Summer Youth Employment Program (SYEP) and amending the budget in relation thereto.

Mr. Hellwig said that for the first item, the grant is up to \$250K in state funding. If they were to receive an award under this program, they will come back to the Board of Supervisors to ask for a budget amendment. There is a 20% match that the county would need to put up which would be reimbursed by the Snowmobile clubs. For the second item, the department has asked for a budget amendment for an additional \$19,868 which was awarded above the amount that was budgeted for this year. The additional funds will be used toward the wages of the youth.

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

### **PUBLIC SAFETY**

- Authorizing the acceptance of an additional \$2,000 in STOP-DWI grant funding for Crackdown Patrols and Activities and amending the 2019 budget in relation thereto.

Mr. Hellwig said that the additional funds will be used for additional DWI Patrols and enforcement.

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

### **BUILDINGS & GROUNDS**

- Authorize a new 2-year lease agreement and a 2-year renewal option with Wilton Mall, LLC for the space occupied by the County's DMV Office.
- Authorize a contract with Falcon Data Networks, LLC in the amount of \$24,550.59 for services associated with fiber optic cabling between the new Public Safety Facility and the existing Sheriff's Office.

Mr. Hellwig said that for the first item, the current lease expires at the end of 2019. Wilton Mall has agreed to maintain the lease rate that has been in place for 5 years. That original rate was \$55,311 and there will be a 2% increase each year. In addition, there are utility costs of \$4.32 per square foot, which total approx. \$11.6K annually. For the second item, the contractors that were working on the Public Safety building took care of the conduit for the fiber and the DPW, Sheriff's Office and Animal Shelter will be included.

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

## **LAW & FINANCE**

- Amending the Policies and Procedures Manual to revise the county's regulations for contracts and spending.

Mr. Hellwig said that this will allow for two additional types of expenditures that will not require a contract or purchase order. There are also updates to outdated job titles. The first exception will address the unwillingness of local emergency veterinary services to enter into a contract to provide services to the K-9 patrols after hours or on weekends. The second exception is for expenditures to acquire title insurance for the acquisition of real property by the County which includes title insurance and title tax searches.

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

Respectfully submitted,  
Therese Connolly  
Deputy Clerk of the Board