

Law and Finance Committee Minutes
November 13, 2019 – 4:00 p.m.

Present: Vice Chairman Tim Szczepaniak; Committee members Ed Kinowski, Scott Ostrander, Dan Pemrick, Jonathan Schopf, Mo Wright; Supervisors Phil Barrett, Tara Gaston, Alan Grattidge, Todd Kusnierz, Jack Lawler, Bill Peck, Jean Raymond, Tom Richardson, Mike Smith, Matt Veitch, Sandra Winney, Tom Wood and Chairman of the Board Kevin Tollisen; Spencer Hellwig, Chad Cooke, Brian O’Conor County Administrator; Steve Dorsey, County Attorney; Chris Schall, Auditor; Craig Hayner, County Clerk; Karen Heggen, District Attorney; Roger Schiera, Bill Fruci, Board of Elections; Marcy McNamara, Adam Kinowski, Human Resources; Eileen Bennett, Information Technology, Sandi Cross, Office for the Aging; Jason Kemper, Planning, Steve Bayle, Probation; Cathi Duncan, Public Health; Keith Manz, Public Works; John Warnt, Purchasing; Anna Stanko, Real Property; Dan Rourke, Sewer; Tina Potter, Social Services; Frank McClement, Veterans; Marty Vanags, SCPP; Barbara Thomas, Anne Needham, League of Women Voters; Ridge Harris, Gramercy; Press.

Vice Chairman Szczepaniak 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 October 9, 2019 meeting were approved unanimously.

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

VETERANS

- Designating the County of Saratoga as a Hidden Heroes County.

Mr. Hellwig said that this will recognize and honor the caregivers of military personnel and veterans who are wounded, ill or injured.

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

HUMAN RESOURCES & INSURANCE

- Authorizing a renewal contract with CDPHP to administer the County's medical and prescription insurance services, including stop loss insurance, in the amount of \$22,969,841.28.
- Authorizing an amendment to the compensation schedule to add an early voting election inspector at a rate of \$125 per day.
- Authorizing an amendment to the County’s policies and procedures manual to revise the health insurance policy.

- Authorizing an amendment to the County's policies and procedures manual to abolish Chapter 3, Section P that pertains to the resignation/retirement policy and amend Chapter 4, Section F to incorporate relevant resignation/retirement processes and procedures from the abolished section.

Mr. Hellwig said that for the second item, the current rate for election inspectors is \$190 but that is for working a 15 hour day. During the early voting cycle, the workday is approximately 10 hours. 24 positions will be added however, at any time only 12 people will be working per day. For the third item, the amendment will allow for retirees the option to opt back into the County's health insurance during open enrollment or a life changing event. The final item is related to the health insurance item.

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

HEALTH & SOCIAL SERVICES

- Authorizing 2020 subcontracts for the Office for the Aging.
- Approving the 4-year service plan for the Office for the Aging.
- Authorizing Community Mental Health renewal contracts for 2020.
- Authorizing an amendment to the software license agreement with Complia Health to increase license and hosting fees.
- Authorizing the acceptance of \$5,000 from Saratoga Hospital to facilitate baby cafes in Saratoga County and amending the budget in relation thereto.

Mr. Hellwig said that the first item is a housekeeping item and provides for the agreements with agencies that provide homecare services for the elderly in their homes. Funding is 75% State Aid. For the second item the implementation plan is required in order for the county to be able to claim reimbursement under Federal and State agencies. The plan lists the various goals and activities for the programs managed by the Aging Department. Mr. Hellwig said that the third item is a house keeping item. The agencies being contracted with and the amounts are unchanged from last year. For the fourth item, the software license agreement is associated with the storage of the CHA records. The closing of the CHA program was approved by the Board, but the county is required to maintain client records. For the final item, Mr. Hellwig said that the funds will be used to train staff, pay for café licensing fees, advertising and refreshments. The Cafés provide certified lactation consultants for breastfeeding mothers.

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

ECONOMIC DEVELOPMENT

- Authorizing a logging revenue agreement with Prentiss and Carlisle for a timber harvest on a county-owned parcel in the Towns of Wilton and Northumberland.
- Authorizing a logging revenue agreement with G and T Enterprises for a timber harvest on a county-owned parcel in the Town of Wilton.
- Authorizing the acceptance of a 3,500 SF parcel from James Floud for the Zim Smith Trail.

Mr. Hellwig said that the contract with SEDC which was approved by the Economic Development Committee this month will be included as part of the budget resolutions brought to the special meeting in December. There is a resolution that approves agreements with public benefit corporations and the SEDC agreement will be added to that resolution.

For the first item, the agreement with Prentiss and Carlisle is in the amount of \$110,297 and will clear the properties for the Karner Blue Butterfly mitigation area. For the second item, the amount is \$27,685.46. That parcel is also part of the mitigation project. For the final item, the parcel will be used for a storage shed to store trail maintenance equipment.

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

PUBLIC SAFETY

- Authorize a contract with Xybix in the amount of \$27,960 for installation of 911 consoles.
- Authorizing the acceptance of a Crimes Against Revenue Program grant from the NYS Division of Criminal Justice Services in the amount of \$118,900 to offset salaries in the DA's office.
- Authorize acceptance of a NYS Division of Criminal Justice Services grant for the Ignition Interlock Device Monitoring program in the amount of \$21,331.82.
- Authorize an agreement with Verizon to allow for the installation and maintenance of wireless equipment on the County's tower located in the Town of Providence.
- Accepting technology donations consisting of 3 tablets and 2 laptops from the New York State Association of Counties and the New York State Department of Health for use by the Coroner's Office.
- Imploring the State to amend or delay the implementation of bail and discovery reform laws.

Mr. Hellwig said that for the first item, the consoles were purchased from Xybix and the agreement is necessary to have them installed in compliance with the maintenance warranty. Funds are available in the Public Safety capital account. For the second item, funds will be used to prosecute

defendants that fail to pay tax obligations as well as those who commit Medicaid, welfare, unemployment and workers compensation fraud. For the third item, the funds will be used to cover expenses related to monitoring probationers required to participate in the ignition interlock program. For the fourth item, the agreement is in the amount of \$24,600 per year for a 5 year term. For the fifth item, the equipment will be used by the Coroner's office to primarily track opioid deaths.

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

PUBLIC WORKS

- Authorize an agreement with Creighton Manning Engineering for engineering services in the amount of \$16,500 related to both the removal of the collapsed CR 4 (North Shore Road) bridge over Paul Creek in the Town of Day and the installation of a temporary two lane bridge and amending the budget in relation thereto.
- Authorize an agreement with ING Civil, Inc., Watervliet, N.Y. for construction services in the amount of \$460,600 related to the removal of the collapsed CR 4 (North Shore Road) bridge over Paul Creek in the Town of Day and the installation and rental of a temporary two lane bridge and amending the budget in relation thereto.
- Authorize the execution of two Purchase Agreements for temporary easements related to the replacement of the Ashdown Road Bridge Replacement over CP Rail in the Town of Clifton Park in 2020.
- Authorize the 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 the CR 28 (S. Glens Falls-Fort Edward Rd.) Pavement Preservation Project, PIN 1761.39, (1.0 Mile) in the Town of Moreau for the amount of \$47,958 for design work and amending the budget in relation thereto.
- Authorize a Consultant Agreement with Greenman Pedersen, Inc. for the amount of \$47,958 for Preliminary and Final Design services related to the CR 28 (S. Glens Falls-Fort Edward Rd.) Pavement Preservation Project, PIN 1761.39, (1.0 Mile) in the Town of Moreau.
- Authorize the 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 the CR 31 (Fortsville Road) over North Branch Creek Culvert Replacement Project, PIN 1761.40, in the Town of Moreau for the amount of \$142,987 for design and ROW incidentals and amending the budget in relation thereto.
- Authorize a Consultant Agreement with Clark Patterson Engineers, Surveyors, Architects and Landscape Architect, DPC for the amount of \$142,987 for design and ROW Incidentals

related to the CR 31 (Fortsville Road) over North Branch Creek Culvert Replacement Project, PIN 1761.40 in the Town of Moreau.

For the third item, Mr. Hellwig said that one payment is to John & Allyson Madden for \$100, and the other is to Raymond Walsh for \$300. Mr. Szczepaniak said that the Public Works committee meeting was held yesterday and Mr. Manz stated at that meeting that they are keeping an account of all costs incurred due to the recent storm for FEMA funding.

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

BUILDINGS & GROUNDS

- Authorize an agreement with McFarland Johnson, Inc. for engineering services in the amount of \$83,333 for the design, construction administration and inspection services related to construction of an Airport Snow Removal Equipment Building.
- Authorize acceptance of a Grant Amendment offer from the NYSDOT to increase the project cost for a 2014 Aviation Capital Grant for Saratoga County Airport to construct a six (6) Unit T-Hangar, PIN 1902.16. in the amount of \$500,000 and amend the budget in relation thereto.
- Authorize an amendment to Resolution 96-2019 to revise the contract with Twinstare Technologies to include phone equipment maintenance and support services for the DPW Building in Ballston Spa at a cost of \$290.83/mo. for 60 months for total cost of \$17,449.80.

Mr. Hellwig said that the second item pertains to the increased project cost of the hanger, the project total will now be \$1.2M.

On a motion made by Mr. Pemrick, seconded by Mr. Kinowski, the following resolutions were approved. Mr. Schopf recused himself from voting on the agreement related to a NYSDEC consent order.

LAW & FINANCE

- Awarding the 2019 Farmland and Open Space Preservation Grants.
- Amend Resolution 235 of 2018 to revise the scope of work for a Town of Malta trails grant project.
- Awarding 2019 trail grants.
- Authorize the creation of three (3) new accounting funds for forfeitures, Sewer District fixed assets, and payroll clearing.

- Authorize donation of a van to the Shelters of Saratoga.
- Authorize an amendment to the County's Policies and Procedures manual to revise Chapter 2, Sec. C. Purchasing Procedures, Chapter 2, Sec. D. Central Stores Procedures, and Chapter 2, Sec. E. Central Printing Procedures.
- Authorize a master services agreement with National Grid to manage the Sewer District's solar array Environmental Benefit Project (EBP) related to a NYSDEC consent order.
- Authorize an agreement with Fiscal Advisors for financial services related to Sewer District bond issuances.
- Authorize an appropriation of \$500,000 from the Sewer District's fund balance for unanticipated sludge hauling costs and amending the budget in relation thereto.
- Opting out of negotiation class related to national opiate litigation.
- Accepting a tender offer in the amount of \$58,537.98 for a parcel in the Town of Saratoga, and a tender offer in the amount of \$25,569.90 for a parcel in the Town of Waterford.
- Adopting the 2020 County Budget (TO BE TABLED).
- Appropriating amounts finally set forth in the 2020 Saratoga County Budget (TO BE TABLED).
- Setting December 4, 2019 at 4:30 pm in the County Board Room as the date, time and place for the public hearing on the 2020 tentative Saratoga County Budget as amended.
- Approving the 2020 Tax Bill Flyer, pursuant Local Law introductory #1, Print #1 of 2012, establishing Truth in Taxation in Saratoga County.

Mr. Hellwig said that for the first item, the Land Preservation Committee met on October 2 and are recommending the award of \$274,377 for four projects. Town of Northumberland \$100K, Town of Greenfield \$50K, Town of Clifton Park \$34,450 and Town of Milton for \$89,927. For the second item, the grant was awarded in 2018 for the purpose of installing a sidewalk and ADA crosswalk. The scope of work has changed due to some residents expressing some discontent over the configurations. The changes are being made to accommodate those individuals. The funding amount remains the same. For the third item, there were ten grant applications this year totaling \$92,022.68. There was \$50K budgeted this year and \$18,535 available in the trails reserve account. The shortfall of \$23,488 will be appropriated from Fund Balance. For the fourth item, the Forfeiture fund will track revenues and expenses for the Sheriff and District Attorney office separately and is required as part of a newly enacted State law. The fixed asset fund in the Sewer District will allow for the separation of the Sewer District's fixed assets from the County's general assets in order to streamline year end reporting. The payroll clearing fund will track payroll transactions through a separate funds to comply with the GASB rules. For the fifth item, Mr. Hellwig said that it has been determined that there are SOS needs to be able to transport homeless

individuals for various purposes throughout the county. The van is in good working order and is scheduled to be taken out of service and replaced by the County this year. For the sixth item, the purchasing procedure will be increasing the PO threshold from \$500 to \$750. There will be additional commodities added to the Public Works section to define the spending protocol. Under the central stores section, there are minor language updates to reflect procedural changes associated with the recent switch to the New World financial system. For the seventh item, the master agreement is part of an agreement reached recently with the DEC. For the eighth item, the bond issuance is related to several sewer projects including interceptor relining, regional joint biosolids facility and upgrades to the plant to address ammonia loadings. For the ninth item, the original sludge contract was for \$93 per wet ton. When the bids came in for the renewal, they came in at \$129 per wet ton and hence the budget shortfall. For the tenth item, a Judge in Ohio approved a negotiating class to set up a framework for counties, parishes, cities, towns and villages to assist the Courts with achieving a national resolution. Saratoga County is already involved in its own litigation and will be negotiating its own agreement separate and apart from this recently established negotiating class. For the final item, the tax bill flyer includes definition of state and federal mandates and a brief narrative summary of the key financial impacts of those mandates, and illustrating the new expenses to the County for covering those costs.

Mr. Szczepaniak said that the Law & Finance committee will be holding their budget hearing on 11/14 at 3pm.

Mr. Schopf requested an update from Mr. Hayner on the status of the greenlight litigation and various clerk proceedings. Mr. Hayner said that they still have very serious concerns. With just over 30 days from the implementation of the greenlight law, despite the efforts of Mr. Hayner and other Clerks in NYS requesting the DMV Commissioner to be forward with the regulations and what training tools will be provided, they have heard nothing to date. There are three very busy offices in Saratoga County that do not have any direction or tools to prevent potential identity fraud after December 16th.

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

Respectfully submitted,
Therese Connolly
Deputy Clerk of the Board