

LAW & FINANCE

AGENDA May 12, 2021 4:00pm

Chair: Jonathan Schopf

Members:

Phil Barrett - VC
Tara Gaston
Kevin Tollisen
Matthew Veitch
Sandra Winney
Tom Wood

Welcome and Attendance

Approval of the minutes from April 14, 2021

HUMAN RESOURCES & INSURANCE

- Authorizing the approval of the County Cyber Liability Insurance Policy with Crum & Forster until May 8th, 2022.
(Steve Bulger, County Administrator)
BUDGET IMPACT: None. Funds are available in the 2021 budget.
- Authorizing a revision to the standard work day for elected County officials for retirement purposes.
(Pamela Wright, Clerk of the Board of Supervisors)
BUDGET IMPACT: None.
- Authorizing an amendment to the 2021 Compensation Schedule to reinstate the Account Clerk Typist PT under County Treasurer until December 31, 2021.
(Marcy McNamara, Director of Human Resources)
BUDGET IMPACT: None.
- Authorizing an amendment to the 2021 Compensation Schedule to create one Director of Public Relations, Grade 15, under the County Administrator.
(Marcy McNamara, Director of Human Resources)
BUDGET IMPACT: None. Funds for the new position are available in the 2021 budget through an inter-department transfer.
- Authorizing a temporary monthly stipend of \$1,500/month for Rebecca Robarge, Youth Services Specialist, from June 2021 through December 2021.
(Marcy McNamara, Director of Human Resources)
BUDGET IMPACT: None. Funds for the stipend are available in the 2021 budget.
- Authorizing an extension of the agreement with Goldberg Segalla LLP for its professional legal services in comprehensive labor relations and representation for, and on, behalf of, the County.
(Steve Bulger, County Administrator)
BUDGET IMPACT: None. Funds for the agreement were included in the 2021 budget.

HEALTH & HUMAN SERVICES

- Authorizing major contracts for contact tracing services with: Suzanne Kwasniewski in an amount not to exceed \$39,000; Kyle Abdellatif in an amount not to exceed \$45,500; and Kayla Aschmutat in an amount not to exceed \$39,000.
(Daniel Kuhles, Commissioner of Health)
BUDGET IMPACT: None. Costs associated with these contracts will be covered by a Health Research Inc. grant.
- Authorizing a transfer in the amount of \$200,000 from Fund Balance into the Public Health Operating Budget for Public Health Department Expansion costs.
(Steve Bulger, County Administrator)
BUDGET IMPACT: This will require an appropriation from Fund Balance in the amount of \$200,000.
- Authorizing a \$75,000 contribution to RISE Housing & Support Services.
(Supervisor Gaston)
BUDGET IMPACT: This will require an appropriation from Fund Balance in the amount of \$75,000.

TECHNOLOGY & RESILIENCY

- Authorizing a contract with Presentation Concepts Corporation for Audio/Visual design and implementation services related to audio and visual upgrades to the Board Room and one Committee Room.
(Eileen Bennett, Director of Information Technology)
BUDGET IMPACT: None.
- Amending Resolution 257-2019 pertaining to the lease agreement with Twinstat Technologies Inc. for phone upgrades and support of the Dept. of Motor Vehicle phone system.
(Eileen Bennett, Director of Information Technology)
BUDGET IMPACT: None. Funds are included in the 2021 budget.

PUBLIC SAFETY

- Authorizing a contract with the Village of Corinth for specialized Law Enforcement Services, amending the 2021 Compensation Schedule under the Sheriff's Department, and amending the 2021 County Budget in relation thereto.
(Michael Zurlo, County Sheriff)
BUDGET IMPACT: None.
- Authorizing a renewal agreement with Lexipol LLC for specialized software and management services for policy development, accreditation, and training.
(Michael Zurlo, County Sheriff)
BUDGET IMPACT: None. Funds for the agreement are included in the 2021 Budget.

TRAILS & OPEN SPACE

- Amending Resolution 258 of 2019 to comply with a reduction in funding for the Open Space Grant.
(Jason Kemper, Director of Planning)
BUDGET IMPACT: None.

ECONOMIC DEVELOPMENT

- Authorizing the acceptance of \$43,701.26 in Employment Recovery National Dislocated Worker Grant Funds from the NYS Department of Labor.
(Jenniffer McCloskey, WIA Program Director)
BUDGET IMPACT: None. 100% Federal Aid.

PUBLIC WORKS

- Authorizing the implementation and funding of 100% of the costs of a transportation project for the construction and construction inspection services for the rehabilitation of the Hans Creek Road Bridge over Hans Creek in the Town of Providence in the amount of \$554,500.
(Chad Cooke, Public Works Commissioner)
BUDGET IMPACT: None. 5% County share is available in the 2021 budget.
- Amending the Consultant agreement with Creighton Manning Engineering, LLP to include construction support and inspection services for the rehabilitation of the Hans Creek Road Bridge over Hans Creek in the Town of Providence in the amount of \$116,500.
(Chad Cooke, Public Works Commissioner)
BUDGET IMPACT: None. 5% County share is available in the 2021 budget.
- Introducing a Local Law authorizing the conveyance of the Roberts Lane Bridge to Synergy Park, LLC and setting a date for a public hearing.
(Chad Cooke, Public Works Commissioner)
BUDGET IMPACT: None.

BUILDINGS & GROUNDS

- Approving and confirming the auction sale of County-owned lands located at 31 Woodlawn Avenue in the City of Saratoga Springs.
(Chad Cooke, Public Works Commissioner)
BUDGET IMPACT: This will result in an increase of \$2,800,100 in 2021 revenues.

- Authorizing a five-year extension of the current lease between the Board of Elections and WAM Commercial Associates LLC for the secure storage of voting machines and related materials commencing on September 1st, 2021 and concluding on August 31st, 2026.
(Roger Schiera, William Fruci, Commissioner of Elections)
BUDGET IMPACT: None.

LAW & FINANCE

- Authorizing a transfer in the amount of \$700,000 from Fund Balance into the Public Health Operating Budget for COVID response efforts.
(Steve Bulger, County Administrator)
BUDGET IMPACT: This will require an appropriation from Fund Balance in the amount of \$700,000.
- Adopting a Local Law opting into the new DEC deer hunting pilot program.
(Jason Kemper, Director of Planning)
BUDGET IMPACT: None.
- Authorizing the Chairman to enter into an amendment to the agreement with Tyler Technologies Inc. for new SQL Server service.
(Eileen Bennett, Director of Information Technology)
BUDGET IMPACT: None. Funds for this agreement are included in the 2021 budget.
- Authorizing the Chairman of the Board to execute a contract amendment with Arcadis to reappropriate funds within the existing engineering contract for the Biosolids Facility design.
(Dan Rourke, Executive Director of Sewer District)
BUDGET IMPACT: None.
- Authorizing the Chairman of the Board to execute a contract with Arcadis of New York Inc. in the amount of \$24,500 to perform a technical determination of local limits study and evaluation for Saratoga County Sewer Districts Industrial Pretreatment Program.
(Dan Rourke, Executive Director of Sewer District)
BUDGET IMPACT: None.

CHAIRMAN'S ITEM

- Appointing Therese M. Connolly as Clerk of the Board.

EXECUTIVE SESSION

- Litigation Update: Saratoga County v. Delaware Engineering, et al.

Other Business

- **Setting agenda for Board Meeting Scheduled For May 18, 2021**

Adjourn

Due to public health and safety concerns related to COVID-19, there is limited capacity in the Boardrooms. The public will have an opportunity to hear the meeting live via an audio signal using this call-in number and access code:

Dial: 1-978-990-5145

Access Code: 1840389



SARATOGA COUNTY

AGENDA ITEM REQUEST FORM

TO: Steve Bulger, County Administrator
Michael Hartnett, County Attorney
Pam Wright, Clerk of the Board

CC: Jason Kemper, Planning Director
Therese Connolly, Deputy Clerk of the Board
Matt Rose, Management Analyst

FROM: Brian O’Conor, Director of Finance

DATE: 5/7/2021

RE: COVID Expense Appropriation

COMMITTEE: Law & Finance

1. Is a Resolution Required: **YES** or **NO**
(If YES, please complete #2- #10) (If NO, skip to #10 and provide reason for bringing the item)

2. Is a Budget Amendment needed: (If yes, budget lines and impact must be provided) **Yes**

Increase Revenue

A-0599.B - Appropriated Fund Balance \$700,000.00

Increase Expense

A.40.409-8190 – Other Professional Services \$350,000.00

A.40.409-8200 – Departmental Supplies \$350,000.00

3. Are there Amendments to the Compensation Schedule: (If yes, provide details) **No**

4. Details on what the resolution will authorize: (Be specific)

This resolution will provide additional appropriations to Public Health’s A.40.409 division for ongoing COVID response and relief efforts including contact tracing, vaccine outreach, inmate displacement costs and more. Estimated costs for the next few months are below:

Upcoming COVID Cost Estimates	
Contact Tracer Contracts	160,000.00
Nurse Connection Contract	20,000.00
Inmate Reimbursement	100,000.00
EMS Vaccine Contracts	180,000.00
DiRad Setup & Calling	140,000.00
Misc Expenses	100,000.00
Total	700,000.00



SARATOGA COUNTY

AGENDA ITEM REQUEST FORM

5. Vendors/contractors Selected: **None.**
 - a. Less desirable alternatives:
 - b. Were bids/proposals solicited:
 - c. Was the contractor selected the lowest bid or proposal:
 - d. Was the contract awarded on the best value methodology:
 - e. Is the vendor/contractor a sole source:
 - g. Commencement date of contract term:
 - h. Termination of contract date:
 - i. Contract renewal and term:
 - j. Contact information:
 - k. Is the vendor/contractor an LLS, PLLC or partnership:
 - l. State of vendor/contractor organization:
 - m. Time element and why:
 - n. Other remarks:

6. Is this an annual housekeeping resolution: (If so, attach the last approved resolution) **No**
 - a. What were the terms of the prior resolution
 - b. Are the terms changing:
 - c. What is the reason for the change in terms:

7. Is a new position being created: **None.**
 - a. Effective date
 - b. Salary and grade

8. Is a new employee being hired: **None.**
 - a. Effective date of employment
 - b. Salary and grade
 - c. Appointed position:
 - d. Term:

9. Is a grant being accepted: **No**
 - a. Source of grant funding:
 - b. Amount of grant:
 - c. Purpose grant will be used for:
 - d. Equipment and/or services being purchased with the grant:
 - e. Time period grant covers:

10. Remarks/Reasoning (All back up must be attached to this memorandum):

OFFICE OF THE COMMISSIONER

New York State Department of Environmental Conservation

625 Broadway, 14th Floor, Albany, New York 12233-1010

P: (518) 402-8545 | F: (518) 402-8541

www.dec.ny.gov

APR - 9 2021

Dear County Leaders

Thank you for your ongoing partnership with the New York State Department of Environmental Conservation (DEC) as we work to protect and steward our natural resources. I write to you today with exciting news on a new deer hunting opportunity that was included in the 2021-2022 New York State Budget that will provide new economic opportunities to your local hunting economies.

In upstate counties that choose to participate, youth hunters aged 12-13 will now be allowed to hunt deer with a firearm or crossbow under the supervision of an experienced adult hunter. Currently, young hunters that are 12 or 13 years old can already hunt big game using archery equipment and can hunt small game with a firearm. However, until now, New York had been the only state to not allow these young hunters to hunt big game with a firearm.

Deer hunting is a valued tradition for many upstate families, providing quality food to New Yorkers and reducing the negative impacts of overabundant deer populations on agriculture, forests, and communities. Expanding youth hunting opportunities to assist with deer management and cultivating a new generation of hunters is a top priority for DEC, and we look forward to working with you to realize and capitalize on this new opportunity included in the State Budget.

The program as enacted by the legislature is treated as a pilot for upstate counties through 2023. Specifically, the new law (Environmental Conservation Law Section 11-0935):

- allows 12-13 year old licensed hunters to hunt deer with a rifle, shotgun, or muzzleloading firearm in areas where and during the hunting seasons in which such firearms may be used;
- allows 12-13 year old licensed hunters to hunt deer with a crossbow during the times when other hunters may use crossbows;
- maintains existing youth hunting safety requirements, including:
 - supervision by an experienced and licensed adult hunter who maintains physical control over the youth hunter at all times,
 - requires the youth hunter and adult mentor wear fluorescent orange or pink clothing, and
 - requires both the youth hunter and adult mentor to remain at ground level while hunting deer with a crossbow, rifle, shotgun, or muzzleloader.

Most importantly, the legislation requires each county to "opt-in". Counties comprising New York City, Westchester, Nassau, and Suffolk are specifically excluded from participation by the legislature.

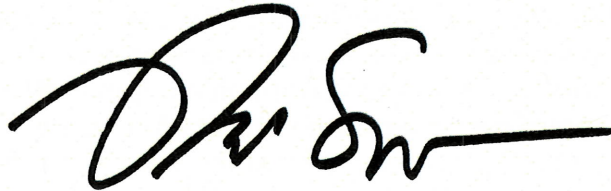


In accordance with the requirements of the new law (legislation enclosed), DEC encourages your county to consider passage of a local law opting into the new hunting pilot for 12-13 year-old hunters. If such local legislation is in place and DEC is notified by June 1, we will be able to publish it in our annual hunting and trapping regulations guide. However, as long as your county adopts a local law to opt-in to the program and informs DEC by September 1, we will provide this information for hunters on DEC's website leading into the 2021 big game seasons.

I hope that your county will strongly consider "opting-in" to this exciting new opportunity to support our young hunters. To notify DEC of your local law opting into this program, or if you have any further questions or need any assistance regarding this new pilot, please contact our Division of Fish and Wildlife at wildlife@dec.ny.gov and 518-402-8883.

Thank you again for consideration of opting into this new program and I look forward to continuing our strong work together into the future.

Sincerely,

A handwritten signature in black ink, appearing to read 'Basil Seggos', with a long horizontal line extending to the right.

Basil Seggos
Commissioner



STATE OF NEW YORK CONSERVATION FUND ADVISORY BOARD

625 Broadway, Albany, NY 12233-4800

<http://www.dec.ny.gov/outdoor/566.html>

**January 27th , 2021 Joint Legislative Public Hearing on 2021-2022 Executive Budget
“Environmental Conservation”**

Testimony Given by Jason Kemper, Chairman, NYS Conservation Fund Advisory Board

Good morning. On behalf of the Conservation Fund Advisory Board and the sporting community in NYS, thank you for allowing me to testify in relation to the 2021-2022 State Budget. The Conservation Fund Advisory Board (CFAB), as spelled out in the State Finance Law (Section 83 Conservation Fund) and ECL (Section 11-0327) is charged with ensuring that the money in the Conservation Fund is spent specifically for the care, management, protection, and enlargement of the fish and game resources of the State and the promotion of public fishing, hunting, and trapping. The main source of revenue for the Conservation Fund is the sale of hunting, fishing, and trapping licenses.

The sale of these licenses in New York generates approximately \$46 million dollars per year and leverages another \$25 million in federal aid. The Conservation Fund directly funds 240 individuals in the NYSDEC and another 65 positions in the Department are funded from the federal aid associated with sporting license sales.

According to a 2011 study performed by the United States Fish Wildlife Service, the New York sporting community spends approximately \$4.95 billion per year pursuing their activities. This ranked #2 in the nation. Those sporting activities supported approximately 56,000 jobs in New York State (#5 in the nation) and generated over \$623 million in state and local taxes.

Through the American System of Conservation Funding, sportsmen and women contribute immensely to conservation efforts. This “user pays, public benefit”- model essentially provides a vast majority of the funding for state fish and wildlife agencies. This system allows for the proper management and conservation of the state’s resources while providing benefits for the public at large, not just the sporting community.

I think we can all agree that 2020 was certainly an unprecedented year and there was, therefore, a significant boom in all forms of outdoor recreation. This boost was also evident in the sporting community. All categories of license sales showed increases during the 2020 calendar year. However, more importantly is the dramatic increase in requests for Hunter Education Courses, because these courses are mandatory for all individuals prior to their first purchase of a hunting license.

In 2020, there were 69,264 individuals who completed the hunter education certificate program. And additionally, 50,736 individuals have signed up for the course and are in the process of completing the requirements. To put this into perspective prior to 2020, approximately 25,000 individuals completed the hunter education program on a yearly basis. This is an astonishing 176 % increase in individuals completing the course in 2020. A large percentage of those completing the 2020 program include youth between 11-13 years of age, as well as a large percentage of female participation. In addition, there is increased participation from urban and suburban areas.

Universal Hunting Age of 12

The need to keep the Conservation Fund solvent and also to recruit younger people into the sporting community is crucial. Currently, 12 and 13 -year olds with adult supervision can only pursue small game in New York State, while 14 and 15- year olds are allowed to pursue big game under adult supervision. CFAB strongly supports the Executive Budget proposal of instituting a minimum Universal Hunting Age of 12 which will allow 12 and 13 - year olds under adult supervision to pursue big game. As previously stated, 12 and 13- year olds can already pursue small game, but the new provision will simply allow them to legally pursue big game in New York State.

At this time the average age of a sporting license buyer in New York is over 50 years of age. The Executive Budget proposal to allow the same hunting rules for all hunters aged 12 through 15 years with adult supervision would recruit a younger group of sporting license buyers. Every other state in the nation allows a person 12 years of age, or younger, this full range of hunting opportunities. Because of this, New York loses out on the economic benefits from this activity as older hunters looking to take their young people on a hunting vacation are unable to consider New York if their child's age is younger than 14. In addition, surrounding states are getting the local tourism revenue and license sales revenue associated with New York's youth and family leaving the state to pursue big game opportunities where they are legally allowed to do so. Attached to this testimony is a chart prepared by the New York Sportsman's Advisory Council illustrating the big game age restrictions by state.

The universal hunting age of 12 was supported in the 2012-2016 NYS Deer Management Plan and is a recommendation in the Draft 2021-2025 NYS Deer Management Plan that was released in December and is currently in the public review phase.

Hunting provides quality time for parents to bond with their children and other family members in an outdoor setting. These are excellent opportunities to introduce youth to nature, conservation, and responsible wildlife management. Hunting, especially at an early age, imprints in youth the mindset that game management and environmental stewardship go hand and hand. Statistics have proven that youth hunters, under the supervision of an adult, are the safest hunters afield. Starting youth at a young age with a mentor results in an increased long-term retention rate and has proven to make them safer and more responsible hunters when they are old enough to hunt on their own.

CFAB believes that the future of hunting in New York State, as well as the conservation and sustainability of our natural resources, is directly tied to the recruitment and retention of our youth. Allowing 12 year olds the legal opportunity to partake in all New York hunting opportunities will have a positive impact on hunter safety, family recreation, local and statewide economies, and the Conservation Fund.

Full Inclusion of Crossbow

CFAB supports the Executive Budget Proposal for full inclusion of crossbow use during all big game seasons. Currently, crossbow use is limited to a portion of the regular and bowhunting big game seasons in New York State.

Limited crossbow use was implemented as part of the 2014-15 State Budget. The current law requires that individuals possess a muzzleloader privilege in order to use the crossbow during allowable seasons. The Executive Budget proposal seeks to classify the crossbow as archery equipment and require a license holder to purchase a bowhunter privilege in order to utilize a crossbow.

Each year since the crossbow use was legalized there has been a steady increase in the number of deer harvested using the crossbows. The continued expansion of crossbow use is an important deer management tool, especially in urban settings. In addition, the full inclusion of crossbows will increase license sales as well as provide additional opportunities to all ability levels of sportsmen and sportswomen.

The use of crossbows for all hunting seasons is supported in the 2012-2016 NYS Deer Management Plan and is a recommendation in the Draft 2021-2025 NYS Deer Management Plan that was released in December and is currently in the public review phase.

In addition, as is the case with youth hunting opportunities, many neighboring states have provide crossbow opportunities that are more inclusive than New York State.

Aside from the items explained in detail above the Conservation Fund Advisory Board fully supports the additional items outlined in the Executive Budget Proposal. This support includes increased investment opportunities for the Lifetime License Trust Account, improving the provisions for youth utilizing treestands with an adult, and the proposed investments in infrastructure being proposed in the New York Works Program.

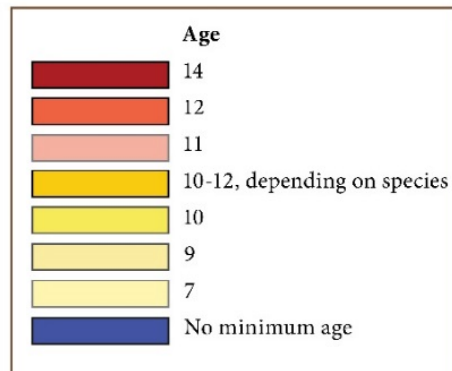
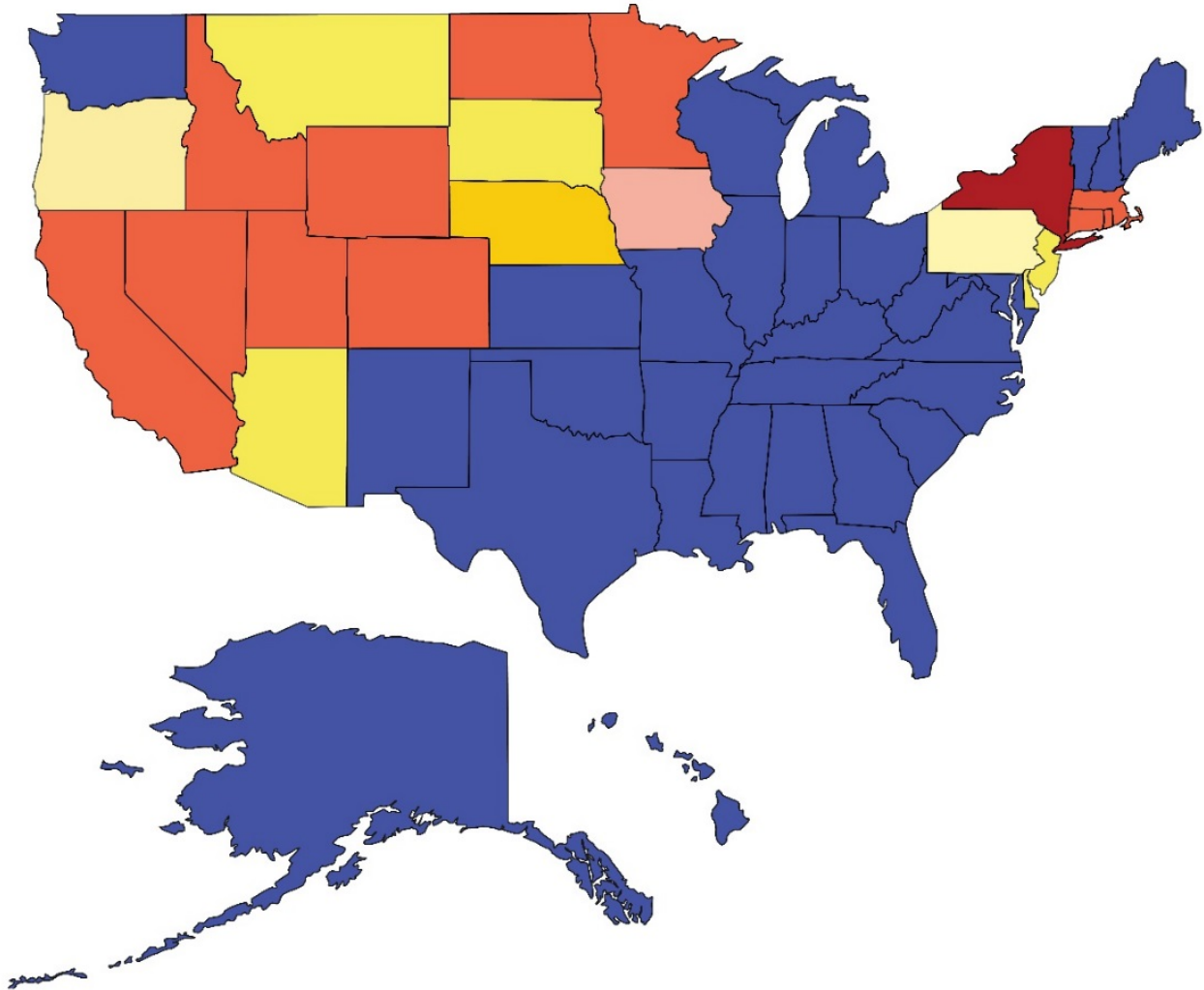
In conclusion, I would like to state the Executive Budget proposal to increase opportunities for 12 and 13-year old youth and increasing the opportunities for the sporting community will have an immediate positive impact on the Conservation Fund. However, these proposals go further than that. The sale of hunting, fishing and trapping licenses fund a significant amount of staff and management for all species of plants and animals. In essence, the sporting community pays for management of species that they will never pursue. Furthermore, the more solvent the Conservation Fund is the less dependent this species management is on the NYS General Fund. As we approach unprecedented financial uncertainty ahead, this is more important than ever.

Thank you for your time, I look forward to working with legislature on items relating to the sporting community.

Minimum Hunting Ages for Big and Small Game Hunting with a Firearm, by State

State	Minimum Age, Big Game, Rifle	Minimum Age, Small Game, Rifle
New York	14	12
Connecticut	12	12
Rhode Island	12	12
Massachusetts	12	12
Idaho	12	10
California	12	No Minimum Age
Colorado	12	No Minimum Age
Minnesota	12	No Minimum Age
Nevada	12	No Minimum Age
North Dakota	12	No Minimum Age
Utah	12	No Minimum Age
Wyoming	12	No Minimum Age
Iowa	11	11
Nebraska	10-12, depending on species	No Minimum Age
Delaware	10	10
Montana	10	10
New Jersey	10	10
South Dakota	10	10
Arizona	10	No Minimum Age
Oregon	9	No Minimum Age
Pennsylvania	7	7
Alabama	No Minimum Age	No Minimum Age
Alaska	No Minimum Age	No Minimum Age
Arkansas	No Minimum Age	No Minimum Age
Florida	No Minimum Age	No Minimum Age
Georgia	No Minimum Age	No Minimum Age
Hawaii	No Minimum Age	No Minimum Age
Illinois	No Minimum Age	No Minimum Age
Indiana	No Minimum Age	No Minimum Age
Kansas	No Minimum Age	No Minimum Age
Kentucky	No Minimum Age	No Minimum Age
Louisiana	No Minimum Age	No Minimum Age
Maine	No Minimum Age	No Minimum Age
Maryland	No Minimum Age	No Minimum Age
Michigan	No Minimum Age	No Minimum Age
Mississippi	No Minimum Age	No Minimum Age
Missouri	No Minimum Age	No Minimum Age
New Hampshire	No Minimum Age	No Minimum Age
New Mexico	No Minimum Age	No Minimum Age
North Carolina	No Minimum Age	No Minimum Age
Ohio	No Minimum Age	No Minimum Age
Oklahoma	No Minimum Age	No Minimum Age
South Carolina	No Minimum Age	No Minimum Age
Texas	No Minimum Age	No Minimum Age
Tennessee	No Minimum Age	No Minimum Age
Vermont	No Minimum Age	No Minimum Age
Virginia	No Minimum Age	No Minimum Age
Washington	No Minimum Age	No Minimum Age
West Virginia	No Minimum Age	No Minimum Age
Wisconsin	No Minimum Age	No Minimum Age

Minimum Ages for Hunting Big Game with a Firearm





SARATOGA COUNTY

AGENDA ITEM REQUEST FORM

TO: Steve Bulger, County Administrator
Mike Hartnett, County Attorney
Pam Wright, Clerk of the Board

CC: Jason Kemper, Planning Director
Therese Connolly, Deputy Clerk of the Board
Matt Rose, Management Analyst
Clare Giammusso, Confidential Secretary/County Attorney's Office

FROM: Eileen M. Bennett, Director of Information Technology

DATE: 05/05/2021

RE: Tyler Technologies services for migration and configuration of the new NW ERP Servers

COMMITTEE: Law and Finance

1. Is a Resolution Required: YES or NO
(If YES, please complete #2- #10) (If NO, skip to #10 and provide reason for bringing the item)
2. Is a Budget Amendment needed:
(If yes, budget lines and impact must be provided)
NO
3. Are there Amendments to the Compensation Schedule:
(If yes, provide details)
NO
4. Specific details on what the resolution will authorize:
To Authorize the Chairman to enter into an amendment to the agreement with Tyler Technologies, Inc. for new SQL Server services. The cost of the new server build services is \$5,000.00 The new SQL Server service includes: installing and configuring Window SQL server, restoring all New World ERP databases to the new SQL server at GO LIVE.
5. Does this item require hiring a Vendors/Contractors:
 - a. Were bids/proposals solicited:
 - b. Is the vendor/contractor a sole source:
 - c. Commencement date of contract term:
 - d. Termination of contract date:
 - e. Contract renewal and term:
 - f. Contact information:
 - g. Is the vendor/contractor an LLS, PLLC or partnership:
 - h. State of vendor/contractor organization:
 - i. Is this a renewal agreement: YES or NO
 - j. Vendor/Contractor comment/remarks:



SARATOGA COUNTY

AGENDA ITEM REQUEST FORM

6. Is this an annual housekeeping resolution:
(If yes, attach the last approved resolution)
 - a. What were the terms of the prior resolution
 - b. Are the terms changing:
 - c. What is the reason for the change in terms:

7. Is a new position being created:
 - a. Effective date
 - b. Salary and grade

8. Is a new employee being hired:
 - a. Effective date of employment
 - b. Salary and grade
 - c. Appointed position:
 - d. Term:

9. Is a grant being accepted:
 - a. Source of grant funding:
 - b. Amount of grant:
 - c. Purpose grant will be used for:
 - d. Equipment and/or services being purchased with the grant:
 - e. Time period grant covers:

10. Remarks/Reasoning (Supporting documentation must be attached to this form):

The last amendment to the Tyler Technologies, Inc. agreement was resolution 73-2018 that is attached to this form. On 5/4/2021, Chairwomen Gaston of the Technology and Resiliency committee has given approval to submit this Agenda item to Law and Finance. Tyler Technologies will issue an amendment document for the existing contract with a Request for Service of \$5,000.00



SARATOGA COUNTY BOARD OF SUPERVISORS

RESOLUTION 73 - 2018

Introduced by Supervisors Tollisen, Allen, DeLucia, Lent, Pemrick, Szczpaniak, and Wright

AUTHORIZING THE CHAIRMAN TO ENTER INTO AN AMENDMENT TO THE AGREEMENT WITH TYLER TECHNOLOGIES, INC. FOR THE PURCHASE OF ADDITIONAL SOFTWARE MODULES FOR THE COUNTY'S NEW INTEGRATED FINANCIAL SERVICES SOFTWARE SYSTEM, AND AMENDING THE 2017 COUNTY BUDGET IN RELATION THERETO

WHEREAS, pursuant to Resolution 212-2016, this Board authorized an amendment to its agreement with Tyler Technologies, Inc. to provide for the installation and maintenance of a new financial services software system, and the provision of related professional services to include project management, implementation, maintenance, tech support and training, at a cost not to exceed \$450,000; and

WHEREAS, the County desires to purchase additional hardware, including printers and scanners, as well as software modules for the new financial management software system being designed and constructed in order to improve management of County inventory, access financial, billing and payroll forms, and improve management of financial content; and

WHEREAS, Tyler Technologies, Inc. has provided a quote to the County for the software modules requested and related fees in the amount of \$147,442; and for travel expenses in the amount of \$8,000; totaling in all \$155,442; and

WHEREAS, it is appropriate to amend the agreement with Tyler Technologies, Inc. to include the purchase of the additional software modules desired by the County, and to cover the costs of related fees, maintenance, travel and any unanticipated expenses incurred in implementing the system, at a cost not to exceed \$156,000; and

WHEREAS, an amendment to the 2017 Saratoga County Budget is needed to effect these changes to the Tyler Technologies, Inc. contract, as well as to cover the cost of additional printer and scanners desired for the new financial management software system; now, therefore, be it

RESOLVED, that the Chair of the Board is hereby authorized to execute an amendment to the agreement with Tyler Technologies, Inc. of Troy, Michigan, for the installation and maintenance of additional software modules for the County's new financial management software system, as well as for the payment of license, maintenance and data conversion fees and related travel expenses, at an additional cost not to exceed \$156,000, thereby increasing the contract total to \$606,000; and, be it further

RESOLVED, that the form and content of such amendment shall be subject to the approval of the County Attorney; and, be it further

RESOLVED, that the 2017 County Budget is amended as follows:

GENERAL FUND

Appropriations:

Increase Acct. #1-90-920-99HN IT Infrastructure \$166,000

Revenues:

Increase Acct. #1-90-1110 Sales Tax \$166,000

IT NETWORK FUND:

Appropriations:

Increase Acct. #HN-23-100-7092 Infrastructure \$166,000

Revenues:

Increase Acct. #HN-23-5031 GF Transfer \$166,000

BUDGET IMPACT STATEMENT: None. The cost of the amended contract and related equipment will be covered by a surplus in the 2017 County share of Sales Tax revenue.



SARATOGA COUNTY

AGENDA ITEM REQUEST FORM

TO: Steve Bulger, County Administrator
Mike Hartnett, County Attorney
Pam Wright, Clerk of the Board

CC: Jason Kemper, Planning Director
Therese Connolly, Deputy Clerk of the Board
Matt Rose, Management Analyst
Clare Giammusso, Confidential Secretary/County Attorney's Office

FROM: Dan Rourke, Sewer District

DATE: 5/6/21

RE: Arcadis Contract Amendment

COMMITTEE: Sewer Commission

1. Is a Resolution Required: YES or NO
(If YES, please complete #2- #10) (If NO, skip to #10 and provide reason for bringing the item)

2. Is a Budget Amendment needed:
(If yes, budget lines and impact must be provided)
NO

3. Are there Amendments to the Compensation Schedule:
(If yes, provide details)
NO

4. Specific details on what the resolution will authorize:

This Resolution will authorize the Chairmen of the board to execute a contract amendment with Arcadis to reappropriate funds within the existing engineering contract for the biosolids facility design. Currently there is \$3,325,000 in a pre design and design lump sum task. This amendment will reallocate those funds to a new task 8 in the amount of \$120,000 bringing that task total down to \$3,205,000. This Task will allow arcadis to begin work on studying the different options for a biosolids facility here at the SCSD. Albany County has submitted a withdrawal letter to remove themselves from the current Intermunicipal Agreement, causing SCSD to explore options for a biosolids facility at the existing WWTP.

5. Does this item require hiring a Vendors/Contractors:

- a. Were bids/proposals solicited: Yes
- b. Is the vendor/contractor a sole source: No
- c. Commencement date of contract term: TBD
- d. Termination of contract date: TBD
- e. Contract renewal and term: N/A
- f. Contact information: Rob Ostapczuk Arcadis of New York, Inc. 855 Route 146 Suite 210 Clifton Park New York 12065
- g. Is the vendor/contractor an LLS, PLLC or partnership: Inc
- h. State of vendor/contractor organization: New York
- i. Is this a renewal agreement: YES or NO
- j. Vendor/Contractor comment/remarks:



SARATOGA COUNTY

AGENDA ITEM REQUEST FORM

6. Is this an annual housekeeping resolution:
(If yes, attach the last approved resolution)
 - a. What were the terms of the prior resolution NO
 - b. Are the terms changing:
 - c. What is the reason for the change in terms:

7. Is a new position being created:
 - a. Effective date NO
 - b. Salary and grade

8. Is a new employee being hired:
 - a. Effective date of employment NO
 - b. Salary and grade
 - c. Appointed position:
 - d. Term:

9. Is a grant being accepted:
 - a. Source of grant funding: NO
 - b. Amount of grant:
 - c. Purpose grant will be used for:
 - d. Equipment and/or services being purchased with the grant:
 - e. Time period grant covers:

10. Remarks/Reasoning (Supporting documentation must be attached to this form):

This amendment does not add any money to the contract, it only shifts money from one task to another to perform the work necessary to analyze biosolids options at SCSD. Arcadis will terminate the agreement with Albany County prior to this amendment being executed. A second contract amendment to reallocate and possibly add funds will be coming later this year to perform the design work associated with the findings of this study. This project is time sensitive as we currently spend approximately \$3M/year to dispose of our sludge.

Mr. Daniel Rourke, PE
Executive Director
Saratoga County Sewer District
1002 Hudson River Road
Mechanicville, New York 12118

Arcadis of New York, Inc.
855 Route 146
Suite 210
Clifton Park
New York 12065
Phone: 518 250 7300
Fax: 518 371 2757
www.arcadis.com

Date: May 5, 2021

Our Ref: 30038933

Subject: Amendment to Engineering Agreement between Saratoga County and
Arcadis of New York, Inc. for the Regional Biosolids Facility

Dear Mr. Rourke,

Arcadis of New York, Inc. (Arcadis) has prepared this letter proposal to for Saratoga County Sewer District's consideration to commence the conceptual engineering and economic analysis of several viable alternatives to handle and reduce sludge volumes on site. This work will expand upon the previous studies conducted for SCSD with updated sludge loadings and be oriented to position SCSD for financing and grant funding in 2022. It is anticipated a second amendment will be required to properly change the scope and compensation for the recommended alternative.

Scope of Services

Task 8 SCSD Conceptual Design

Subtask 8.1 Project Management

Arcadis will provide project management for this task by communicating weekly with SCSD pertaining to data needs, progress, decisions required to meet the schedule.

Subtask 8.2 Review Flows and Loads

Arcadis will review five years of influent and effluent data on discharge monitoring reports as well monthly operating reports prepared by SCSD, as well as other available data requested by Arcadis and provided by SCSD. Arcadis will present the review of the data to SCSD in a virtual workshop to develop consensus on the projected primary and waste activated sludge (WAS). The data will be utilized to inform subtasks 8.3 and 8.4.

Subtask 8.3 Develop Energy and Solids Flow Model

Arcadis will revise the energy and solids flow model developed for the Regional Biosolids Facility and utilize the design flows and loads developed under subtask 8.2. The model will be updated for the SCSD wastewater treatment plant, revised capital costs or various unit operations, building requirements, site work and appropriate non construction markups, as well as operational and maintenance (O&M) costs. The alternatives for biosolids handling and treatment include the following:

- **No Action – Hauling Unstabilized Sludge** Arcadis will assess the required upgrades to thicken, dewater, haul, and dispose of unstabilized sludge offsite for future 2052 conditions for a baseline comparison of costs and GHG emissions with the other alternatives.

- **Thermal Drying Unstabilized Sludge (Class A)** Arcadis will assess the required upgrades to thicken, dewater and thermally dry unstabilized sludge to 90% TS to meet the required pathogen and vector reduction requirements and produce Class A biosolids. Please note that unstabilized thermally dried Class A biosolids have been found to be less desirable than stabilized thermally dried Class A biosolids due to odors released when the biosolids are rewet. Arcadis will assess dewatering options of belt filter presses (BFPs) and centrifuges.
- **Anaerobic Digestion with Biogas Utilization (Class B)** Arcadis will assess the required upgrades to thicken, anaerobically digest and dewater biosolids to produce Class B biosolids. Arcadis will assess dewatering options of BFPs and centrifuges. Arcadis will assess the utilization of biogas to fuel a combined heat and power (CHP) system or renewable natural gas system (RNG).
- **Anaerobic Digestion with Biogas Utilization and Thermal Drying (Class A)** Arcadis will assess the required upgrades to thicken, anaerobically digest, dewater and thermally dry stabilized sludge to produce Class A biosolids. Arcadis will assess dewatering options of BFPs and centrifuges. Arcadis will assess the reuse of waste heat from the CHP to heat the digesters and preheat intake air to the thermal dryer.
- **Anaerobic Digestion with Biogas Utilization and Lystek (Class A)** Arcadis will assess the required upgrades to thicken, anaerobically digest and utilize a proprietary process by Lystek to produce Class A biosolids by a chemical hydrolysis process after digestion. Arcadis will assess the utilization of biogas to fuel a combined heat and power (CHP) system or renewable natural gas system (RNG).
- **Lystek (Class A)** Arcadis will assess the required upgrades to thicken and utilize a proprietary process by Lystek to produce Class A biosolids by a chemical hydrolysis process. Arcadis will assess the utilization of the product as a substitute as a carbon source for denitrification.
- **Anaerobic Digestion with Biogas Utilization and 3rd Party Composting (Class A)** Arcadis will assess the required upgrades to thicken, anaerobically digest and dewater biosolids to produce Class B biosolids. Arcadis will assess dewatering options of BFPs and centrifuges. Arcadis will contact several third-party entities to assess the feasibility of hauling Class B biosolids to a regional composting facility privately owned and operated that would ultimately produce Class A biosolids. Arcadis will assess the utilization of biogas to fuel a combined heat and power (CHP) system or renewable natural gas system (RNG).

For each alternative will Arcadis will conceptually assess the following ancillary processes:

- Sludge pumping
- Biogas flaring and backup heating (for anaerobic digestion alternatives)
- Recuperative thickening (for anaerobic digestion alternatives)
- Struvite control (for anaerobic digestion alternatives)
- Product storage (for thermally dried biosolids alternatives)
- Biosolids loadout facilities
- FOG receiving (for anaerobically digested alternatives)

Daniel Rourke, PE
Saratoga County Sewer District
May 5, 2021

For each alternative Arcadis will conduct a sensitivity analysis for variable costs during operation that are not within SCSD control such as electricity, natural gas, and disposal costs. Conceptual construction opinions of probable costs for each alternative in accordance with Association of Advancement of Cost Engineering (AACE) Class 5 recommendations. Arcadis will prepare conceptual site layouts for each alternative and identify is additional land needs to be secured for the project. Arcadis conduct a workshop with the SCSD to assess the technical and financial aspects of each alternative as well conduct a real time sensitivity analysis with the energy and solids flow model.

Subtask 8.4 Assess Liquid Treatment with Recycle Flows

For alternatives that include anaerobic digestion, Arcadis will assess the impact of nutrients in recycle flows on the proposed MLE liquid treatment process. Arcadis will prepare a BioWin model with parameters provided by SCSD. The BioWin model will be calibrated to match results for the proposed design. Arcadis will document the anticipated impacts if any and costs to mitigate the impacts. Arcadis will conduct two workshops with SCSD to discuss the findings.

Arcadis will conduct a limited model calibration by matching existing key parameters such as solids retention time (SRT) and hauled sludge to verify influent loads more accurately. Arcadis will utilize the model results to inform subtask 8.3. Please note that Arcadis will provide a technical memorandum on the liquid treatment impacts, but all insights provided shall be verified by the engineer of record (others) for the liquid treatment upgrades.

Subtask 8.5 Prepare Preliminary Engineering Report

Arcadis will prepare a Preliminary Engineering Report in general accordance with the requirements required by the New York State Environmental Facilities Corporation (NYS EFC). The report will be completed and submitted to NYS EFC on or before July 16, 2021 for SCSD to apply for funding in the 2022 fiscal cycle. The alternatives analysis conducted under subtask 8.3 will be summarized generally in the preliminary engineering report and the recommended alternative determined at the workshop will be outlined in more detail.

Subtask 8.6 Funding Assistance

New York State has announced that the 2022 funding cycle will include over \$1B in grant opportunities for water and wastewater infrastructure. Previous funding cycles included Water Infrastructure Investment Act (WIIA) grants of \$5M for financings less than \$50M, \$12.5M for financings less than \$100M and \$25M for financings greater than \$100M. Grants for issued by the New York State Department of Environmental Conservation (NYS DEC) through the Water Quality Improvement Program (WQIP) have been up to \$10M or 60% of a project's cost.

Recognizing that SCSD has several large infrastructure improvement projects occurring in the immediate future, Arcadis will assess the benefits of the various programs and consolidation of the projects from a financing standpoint to leverage the maximum available grants that SCSD maybe awarded. Arcadis will provide a technical memorandum outlining the recommendations for SCSD's consideration and, if accepted, prepare a technical memorandum and cost estimate for a bundled financing through NYS EFC, as well as other grant programs.

Subtask 8.7 State Environmental Quality Review

Arcadis will prepare an expanded Environmental Assessment Form (EAF) documenting recommended alternative. To support this effort, Arcadis will identify and located wetlands on the north, west and southern boundaries of the property. Furthermore, considering the SCSD property is in the historical flood plain of the Hudson River and aeration project that was previously constructed completed a Phase 1A and 1B cultural assessment, we have included an allowance of \$10,000 to conduct a Phase 1A and 1B cultural assessment. Final

Daniel Rourke, PE
Saratoga County Sewer District
May 5, 2021

site layouts and consultations with the State Historic Preservation Office (SHPO) will determine whether that allowance will be required, however, if funding opportunities open earlier than anticipated we may recommend completing the assessments so SEQR can be completed in time. Arcadis will complete Part 1 of the EAF and prepare a cover letter for SCSD to circulate a request for a coordinated review.

Schedule

See that attached schedule for the revised scope of services. We are committed to meeting the aggressive schedule attached by leveraging assessments completed previous for the Regional Biosolids Project. The schedule is predicated on meeting funding requirements for the 2022 funding cycle and positioning SCSD to maximize grant opportunities.

Compensation

Arcadis will complete the scope of services for a lump sum fee of \$120,000, with an additional allowance of \$10,000 for conducting a Phase 1A and 1B cultural resources survey, if required to complete SEQR. Please note that the invoice prepared will be prepared at the Task 8 level and no data for the subtasks will be provided. We propose to amend Article 3 of the existing agreement between Saratoga County and Arcadis by reducing the task for Pre-design & Design Phase Services which is a \$3,325,000 lump sum task to \$3,195,000 and adding a new task for SCSD Conceptual Design for a total fee lump sum fee of \$120,000 with an additional \$10,000 allowance. Currently SCSD is responsible for 50% of the \$3,325,000 compensation.

Subtask	Compensation
Project Management	\$2,500
Review Flows and Loads	\$5,000
Develop Energy and Solids Flow Model	\$40,000
Assess Liquid Treatment with Recycle Flows	\$35,000
Prepare Preliminary Engineering Report	\$20,000
Funding Assistance	\$7,500
State Environmental Quality Review	\$10,000
Total Lump Sum Fee	\$120,000
Cultural Resources Allowance	\$10,000

Daniel Rourke, PE
Saratoga County Sewer District
May 5, 2021

We look forward to continuing this important infrastructure project with Saratoga County to reduce sludge disposal costs and minimize risk to variable costs. Please call me with any questions at your earliest convenience.

Sincerely,
Arcadis of New York, Inc.



Robert E. Ostapczuk, PE
Vice President
Email: robert.ostapczuk@arcadis.com
Direct Line: 518.250.7305
Mobile: 518.810.6872

cc: Mathew Yonkin, PE (Arcadis)

Attachments:
Schedule

This proposal and its contents shall not be duplicated, used or disclosed — in whole or in part — for any purpose other than to evaluate the proposal. This proposal is not intended to be binding or form the terms of a contract. The scope and price of this proposal will be superseded by the contract. If this proposal is accepted and a contract is awarded to Arcadis as a result of — or in connection with — the submission of this proposal, Arcadis and/or the client shall have the right to make appropriate revisions of its terms, including scope and price, for purposes of the contract. Further, client shall have the right to duplicate, use or disclose the data contained in this proposal only to the extent provided in the resulting contract.

SCSD Ammendment 1 Preliminary Schedule

ID	Task Mode	Task Name	Duration	Start	Finish	Predecessors	Resource Names	Gantt Chart (Apr 4 to Aug 18)															
1	➔	Internal Kickoff	1 day	Fri 4/16/21	Fri 4/16/21			Gantt bar for 4/16/21															
2	➔	Data Request	1 day	Mon 4/19/21	Mon 4/19/21	1	Brooks	Gantt bar for 4/19/21, Resource: Brooks															
3	➔	SCSD provide Data	9 days	Tue 4/20/21	Fri 4/30/21	2	Brooks	Gantt bar for 4/20/21 - 4/30/21, Resource: Brooks															
4	👤	Supplimental Sampling	1 day	Mon 4/19/21	Mon 4/19/21		Lynch	Gantt bar for 4/19/21, Resource: Lynch															
5	👤	Refine Flows and Loads	4 days	Mon 4/19/21	Thu 4/22/21	1	Lynch	Gantt bar for 4/19/21 - 4/22/21, Resource: Lynch															
6	➔	Flow and Load Workshop	1 day	Fri 4/23/21	Fri 4/23/21	5	Lynch	Gantt bar for 4/23/21, Resource: Lynch															
7	➔	Solids and Energy Flow Model	2 wks	Mon 4/19/21	Fri 4/30/21	1	Hinds	Gantt bar for 4/19/21 - 4/30/21, Resource: Hinds															
8	➔	Internal Review of Model	3 days	Mon 5/3/21	Wed 5/5/21	7	Auerbach	Gantt bar for 5/3/21 - 5/5/21, Resource: Auerbach															
9	➔	Vendors/Costing	4 wks	Thu 5/6/21	Wed 6/2/21	8	Hinds	Gantt bar for 5/6/21 - 6/2/21, Resource: Hinds															
10	➔	Develop BioWin Model	4 wks	Mon 5/3/21	Fri 5/28/21	3	Lynch	Gantt bar for 5/3/21 - 5/28/21, Resource: Lynch															
11	➔	Review BioWin Model	1 wk	Mon 5/31/21	Fri 6/4/21	10	Becker	Gantt bar for 5/31/21 - 6/4/21, Resource: Becker															
12	➔	3rd Party Options	4 wks	Thu 5/6/21	Wed 6/2/21	8	Yonkin	Gantt bar for 5/6/21 - 6/2/21, Resource: Yonkin															
13	👤	Merge Costs	1 wk	Mon 6/7/21	Fri 6/11/21	11,12	Hinds	Gantt bar for 6/7/21 - 6/11/21, Resource: Hinds															
14	👤	Workshop Prep	1 wk	Mon 6/7/21	Fri 6/11/21	11,12	Hinds	Gantt bar for 6/7/21 - 6/11/21, Resource: Hinds															
15	➔	SCSD Workshop	1 day?	Mon 6/14/21	Mon 6/14/21	14	Ostapczuk	Gantt bar for 6/14/21, Resource: Ostapczuk															
16	➔	Prepare Report	9 days	Tue 6/15/21	Fri 6/25/21	15	Brooks	Gantt bar for 6/15/21 - 6/25/21, Resource: Brooks															
17	➔	SCSD Review	5 days	Mon 6/28/21	Fri 7/2/21	16	Brooks	Gantt bar for 6/28/21 - 7/2/21, Resource: Brooks															
18	➔	Final Report	5 days	Mon 7/5/21	Fri 7/9/21	17	Brooks	Gantt bar for 7/5/21 - 7/9/21, Resource: Brooks															
19	➔	Float	5 days	Mon 7/12/21	Fri 7/16/21	18	Ostapczuk	Gantt bar for 7/12/21 - 7/16/21, Resource: Ostapczuk															

Project: Project1
Date: Wed 5/5/21

Task		Inactive Summary		External Tasks
Split		Manual Task		External Milestone
Milestone		Duration-only		Deadline
Summary		Manual Summary Rollup		Progress
Project Summary		Manual Summary		Manual Progress
Inactive Task		Start-only		
Inactive Milestone		Finish-only		



SARATOGA COUNTY

AGENDA ITEM REQUEST FORM

TO: Steve Bulger, County Administrator
Mike Hartnett, County Attorney
Pam Wright, Clerk of the Board

CC: Jason Kemper, Planning Director
Therese Connolly, Deputy Clerk of the Board
Matt Rose, Management Analyst
Clare Giammusso, Confidential Secretary/County Attorney's Office

FROM: Dan Rourke, Sewer District

DATE: 5/6/21

RE: Technical Determination of Local Limits Study

COMMITTEE: Sewer Commission

1. Is a Resolution Required: YES or NO
(If YES, please complete #2- #10) (If NO, skip to #10 and provide reason for bringing the item)
2. Is a Budget Amendment needed:
(If yes, budget lines and impact must be provided)
NO
3. Are there Amendments to the Compensation Schedule:
(If yes, provide details)
NO
4. Specific details on what the resolution will authorize:
This Resolution will authorize the Chairmen of the board to execute a contract with Arcadis of New York Inc. in the amount of \$24,500 to perform a technical determination of local limits study and evaluation for Saratoga County Sewer Districts Industrial Pretreatment Program. This work will update already defined pollutants of concerns that SCSD must regulate to protect the wastewater treatment plant, the public and the environment.
5. Does this item require hiring a Vendors/Contractors:
 - a. Were bids/proposals solicited: Yes
 - b. Is the vendor/contractor a sole source: No
 - c. Commencement date of contract term: TBD
 - d. Termination of contract date: TBD
 - e. Contract renewal and term: N/A
 - f. Contact information: Rob Ostapczuk Arcadis of New York, Inc. 855 Route 146 Suite 210 Clifton Park New York 12065
 - g. Is the vendor/contractor an LLS, PLLC or partnership: Inc
 - h. State of vendor/contractor organization: New York
 - i. Is this a renewal agreement: YES or NO
 - j. Vendor/Contractor comment/remarks:



SARATOGA COUNTY

AGENDA ITEM REQUEST FORM

6. Is this an annual housekeeping resolution:
(If yes, attach the last approved resolution)
 - a. What were the terms of the prior resolution NO
 - b. Are the terms changing:
 - c. What is the reason for the change in terms:

7. Is a new position being created:
 - a. Effective date NO
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8. Is a new employee being hired:
 - a. Effective date of employment NO
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 - d. Term:

9. Is a grant being accepted:
 - a. Source of grant funding: NO
 - b. Amount of grant:
 - c. Purpose grant will be used for:
 - d. Equipment and/or services being purchased with the grant:
 - e. Time period grant covers:

10. Remarks/Reasoning (Supporting documentation must be attached to this form):

5 proposals were received and ranged from \$24,500 to \$69,400. Arcadis has intimate knowledge of our collection system and is currently performing plant modeling as part of our Biosolids project. They were the low proposal and provide the best value to perform this work.