

LAW & FINANCE

AGENDA July 14, 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 June 9, 2021

TECHNOLOGY & RESILIENCY

- Authorizing an amendment of the current contract with Tyler Technologies for the procurement of an employee self-service module “esuite-eEmployee” in the amount of \$34,800.
(Andrew Jarosh, County Treasurer)
BUDGET IMPACT: Funds are available in the 2021 budget through an inter-department transfer from contingency.

HUMAN RESOURCES & INSURANCE

- Authorizing an amendment to the 2021 Compensation Schedule to reclassify the Director of Patient Services to Director of Community Health Services within the Department of Public Health.
(Daniel Kuhles, Commissioner of Health)
BUDGET IMPACT: None. The reclassification does not include any change in salary or grade.
- Authorizing amendments the 2021 Compensation Schedule to transfer the Director of Finance under County Administrator, and the Payroll Supervisor and Payroll Clerk under Human Resources to the County Treasurer.
(Andrew Jarosh, County Treasurer)
BUDGET IMPACT: None.
- Authorizing an amendment to the 2021 Compensation Schedule to reclassify a (1) Paralegal Specialist to Assistant County Attorney within the County Attorney’s office.
(Michael Hartnett, County Attorney)
BUDGET IMPACT: None. The \$3,146 local share is available in the 2021 budget.
- Authorizing amendments to the 2021 Compensation Schedule to reclassify (6) Aging Services Specialists to (6) Aging Services Specialists /Caseworkers and (1) Principal Account Clerk to (1) Fiscal Manager.
(Sandi Cross, Director of Aging)
BUDGET IMPACT: None. 100% of the salary increases will be covered by NY Connects.

HEALTH & HUMAN SERVICES

- Authorizing the acceptance of a Public Health Emergency Preparedness Grant (PHEP) from Health Research Inc. (HRI) in the amount of \$1,186,140 for use in the event of a public health emergency.
(Daniel Kuhles, Commissioner of Health)
BUDGET IMPACT: None. Funds for this grant have already been allocated within the 2021 budget.
- Authorizing a contract renewal with Berkshire Farms for operation of the Enhanced Stepping Stones Program (ESSP) relative to the NYS Raise-the-age (RTA) legislation until June 30, 2022 for \$100,608.
(Tina Potter, Commissioner of Social Services)
BUDGET IMPACT: None. 100% State Aid.
- Authorizing payment of \$125,148 to the New York State Office of Medicaid Inspector General for reimbursement of Medicaid over-billing.
(Rebecca Robarge, Youth Bureau)
BUDGET IMPACT: None. There are sufficient funds within the 2021 budget to cover the reimbursement.

BUILDINGS & GROUNDS

- Authorizing a contract with Titan Roofing, Inc. for repairs to the Correctional Facility for the amount of \$69,900.
(Chad Cooke, Public Works Commissioner)
BUDGET IMPACT: None. Funds for the repairs are available in the Sheriff's Dept. 2021 budget.

PUBLIC SAFETY

- Authorizing the Sheriff and Chairman of the Board to enter into agreements with the following school districts for the provision of Deputy Sheriffs as School Resource Officers: Ballston Spa (2), Burnt Hills-Ballston Lake, Corinth, Galway, Mechanicville, Saratoga Springs, Schuylerville, Shenendehowa (2), South Glens Falls and Stillwater.
(Michael Zurlo, County Sheriff)
BUDGET IMPACT: None. Funds for these agreements are available in the 2021 budget and will be included in the Sheriff's proposed 2022 budget.
- Appointing Arthur D. Nolan as Deputy Coroner.
(Susan Hayes-Masa, David DeCelle, County Coroner)
BUDGET IMPACT: None. Funds for the position are included in the 2021 budget.

- Accepting an Aid to Prosecution grant from the Division of Criminal Justice Services in the amount of \$57,820.
(Karen Heggen, District Attorney)
BUDGET IMPACT: None. 100% State Aid.
- Authorizing the acceptance of additional state aid in the amount of \$2,000 from the New York State STOP-DWI Foundation, Inc. for DWI Crackdown Program patrols and activities, and amending the 2021 budget in relation thereto.
(J. Wes Carr, STOP-DWI)
BUDGET IMPACT: None. 100% State Aid. The 2021 budget will be amended to accept these funds and authorize the related expenses.
- Approving the County’s Alternatives to incarceration (ATI) Performance-Based Services Plan and authorizing acceptance of State Grants for Community work order and pre-trial release service programs in the amount of \$26,224 for the term of July 1st, 2021 until June 30th, 2022.
(Steven Bayle, Probation Director)
BUDGET IMPACT: None. 100% State Aid.
- Authorizing an extension of memorandum of agreement with the New York State Division of Homeland Security and Emergency Services for the Temporary Loan of Interoperable Communications Resources until March 31, 2024.
(Carl Zeilman, Commissioner of Emergency Services)
BUDGET IMPACT: None.

TRAILS & OPEN SPACE

- Authorizing an agreement with Saratoga Land Management Corporation for timber harvest management services on the East Site in the Town of Northumberland.
(Jason Kemper, Director of Planning)
BUDGET IMPACT: None. Increased cost for this service is covered by timber harvest revenue.

ECONOMIC DEVELOPMENT

- Authorizing application for and acceptance of Federal funds for the Workforce Innovation and Opportunity Act program for the 2021-2022 program year, and amending the budget in relation thereto.
(Jenniffer McCloskey, WIA Program Director)
BUDGET IMPACT: None. 100% Federal Aid. The 2021 budget will be amended to accept these funds and authorize the related expenses.

- Approving the Workforce Development Board Project Year 2021 Budget totaling \$191,600 for the Workforce Development Board’s fiscal budget year beginning July 1st, 2021 and ending June 30th, 2022 and authorizing the Chair of the Board to execute any necessary agreements with the counties of Warren and Washington and other entities to fund the Workforce Development Board and its services.
(Jenniffer McCloskey, WIA Program Director)
BUDGET IMPACT: None.
- Authorizing a renewal agreement with J. J. Young, LLC to provide administrative services for the Workforce Development Board.
(Jenniffer McCloskey, WIA Program Director)
BUDGET IMPACT: None. Funds for this agreement are included in the 2021 budget.
- Authorizing the acceptance of \$236,857 in grant funding from the New York State Office of Temporary and Disability Assistance for the administration of the 2021 Summer Youth Employment Program from May 1st, 2021 until September 30th, 2021.
(Jenniffer McCloskey, WIA Program Director)
BUDGET IMPACT: None. 100% State Aid.

GOVERNMENT REVIEW & EFFICIENCY

- Authorizing an amendment to the County’s Operating Budget Procedure Policy.
(Steve Bulger, County Administrator)
BUDGET IMPACT: None.
- Amending an amendment to the County’s Voucher Audit Policy.
(Supervisor Veitch)
BUDGET IMPACT: None.
- Introducing a proposed Local Law to Repeal Local Law #3 of 1979 and setting a public hearing.
(Michael Hartnett, County Attorney)
BUDGET IMPACT: None.

LAW & FINANCE

- Setting a public hearing for the proposed construction of a biosolids facility located at the Saratoga County Sewer District No 1 Waste Water Treatment Plant.
(Dan Rourke, Executive Director of Sewer District)
BUDGET IMPACT: None.
- Setting a public hearing for the construction of upgrades at the Saratoga County Sewer District No 1 Waste Water Treatment Plant for the Ammonia removal project.
(Dan Rourke, Executive Director of Sewer District)
BUDGET IMPACT: None.

CHAIRMAN'S ITEM

- Establishing the Saratoga County 250th American Revolution Commission.
(Lauren Roberts, County Historian)
BUDGET IMPACT: None.
- Amending Resolution 18 of 2020 - Appointments to the NYRA Advisory Board.
(Michael Hartnett, County Attorney)
BUDGET IMPACT: None.

EXECUTIVE SESSION

- Discussions regarding proposed, pending or current litigation.

Other Business

- **Setting agenda for Board Meeting Scheduled For July 20, 2021**

Adjourn

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

OPERATING BUDGET PROCEDURE

The preparation of the annual operating budget is governed by County Law Chapter VII as augmented by County procedures. The following timetable and guidelines will be used in Budget preparation unless otherwise modified by the Law & Finance Committee or the County Administrator, or if required by County Law to be modified by Local Law, as applicable.

A. Preparation and Submission of Budget Requests

1. The County Administrator will send Budget worksheets to the head of each Department and Operating Agency by July 15th.
2. As established by Local Law No. 1 of 1950, each Department Head and Head of Operating Agencies shall prepare an annual budget request for the succeeding year and submit them to the County Administrator on or before the second Monday in September. The County Administrator shall share the budget requests with the Law & Finance Committee, and the applicable Chair of each Standing Committee of the Board of Supervisors with jurisdiction over the relevant County Department.
3. In preparing the budget, each Department Head will explain all increases over line items from the previous year and be prepared to explain each line item at the request of the Law & Finance Committee and applicable Chair of the relevant Standing Committee, or County Administrator. In addition, any requests for equipment, personnel or new programs must be fully explained. All explanations shall be in writing and shall be filed on the same date as the budget request.
4. In the event that a Department Head fails to submit an estimate by October 1st, the County Administrator shall prepare the budget request for the affected Department.

B. Preparation and filing of Tentative Budget

1. The Law & Finance Committee, in collaboration with the applicable Chair of the relevant Board Standing Committee, and the County Administrator, shall review and investigate the budget requests. The Department Head or head of any Operating Agency shall be required to provide data and information and to answer inquiries pertinent to such review or investigation.

2. Upon the completion of the review and investigation of the budget requests from the Departments and relevant Operating Agencies, the County Administrator shall prepare a tentative budget, accompanied by a budget message with the relevant sections as provided in Section 374 of the County Law. Additionally, the County Administrator shall prepare an appropriation resolution as provided in Section 356 of the County Law.
3. As established by Local Law No. 1 of 1950, the tentative budget, the budget message, and appropriation resolution shall be prepared and filed by the County Administrator with the Clerk of the Board no later than the 15th day of October.
4. Within two (2) business days of filing, copies of the Tentative Budget and Budget message shall be shared electronically with each member of the Board of Supervisors and posted to the Saratoga County Website in a prominent location easily accessible to the public. Paper copies of the Tentative Budget and Budget message shall be printed upon request of any Supervisor or other County official or employee.

C. Contents of the Tentative Budget

1. The tentative budget as submitted to the Board of Supervisors shall contain the following:
 - a. A statement of the several amounts recommended as necessary to be appropriated for conducting the business of the county for the ensuing fiscal year. Such statement shall be classified by funds and Departments and Operating Agencies which shall be subdivided according to units of organization and shall itemize the character and object of expenditure.
 - b. A statement of the several amounts recommended to be appropriated for Public Benefit Agreements and Supported Outside Agencies.
 - c. A statement of the amount required for payment of interest on and amortization of or redemption of indebtedness of the County during the ensuing fiscal year.
 - d. A statement of the amount recommended as necessary to be appropriated for the payment of judgments against the County payable during the ensuing fiscal year.
 - e. A statement of the amounts needed to provide for uncollectible and uncollected real property taxes.
 - f. A statement of the estimated amount of revenues to be received by the County during the ensuing fiscal year, other than the proceeds of the tax on real estate levied for such fiscal year. Such statement shall be classified to show receipts by funds, administrative units, and sources of revenue.
 - g. A statement of the fund balance for each fund estimated to be on hand at the close of the current fiscal year.
 - h. A statement of the amount of any sinking fund which is available, and which is required to be applied to the payment of the principal of and interest on any indebtedness of the county falling due during the ensuing fiscal year.
 - i. A statement for each reserve fund established showing the current amount, the purpose for which the reserve fund was established and the amounts, if any, recommended to be spent during the ensuing fiscal year.

2. The tentative budget shall be subdivided into the following:
 - a. A schedule of recommended appropriations, arranged as to show in parallel columns the following comparative information:
 - i. Expenditures for the last completed fiscal year
 - ii. Appropriations for the current fiscal year, reflecting supplemental appropriations to a date not more than forty-five days prior to the filing of the tentative budget with the Clerk of the Board of Supervisors
 - iii. The amounts requested to be appropriated by Departments, Public Benefit Agreements and Outside Agencies for the ensuing fiscal year
 - iv. The County Administrator's recommended appropriations for the ensuing fiscal year.
 - b. A schedule of estimated revenues other than real estate taxes to be levied, arranged as to show in parallel columns the following comparative information:
 - i. Revenues for the last completed fiscal year
 - ii. Estimated revenues for the current fiscal year as modified to a date not more than forty-five days prior to the filing of the tentative budget with the clerk of the Board of Supervisors
 - iii. The County Administrator's estimate of revenues for the ensuing fiscal year.
 - c. A schedule of estimated fund balances and the amounts thereof to be appropriated in the ensuing fiscal year's budget.
 - d. A schedule of reserve funds containing the statements required by paragraph (i) of subdivision 1 of this section.
 - e. An outline showing the computation of the amount or amounts to be levied on real estate.
 - i. Additionally, a worksheet showing Equalization rate for each Town and City within the County shall also be prepared
 - f. A supplemental statement shall be included at the end of the tentative budget which shall set forth the indebtedness of the county evidenced by bonds and notes, including indebtedness authorized and unissued, as of a date not more than forty-five days prior to the filing of the tentative budget with the clerk of the board of supervisors.
 - g. The tentative budget shall include any other matter which the Board of Supervisors by Resolution or by Local Law may require or which the County Administrator deems advisable.

D. Review of the Tentative Budget by Law & Finance

1. As established by Local Law No. 1 of 1950, the Law and Finance Committee of the Board of Supervisors is designated as the committee to review the tentative budget required to be submitted to the Board of Supervisors by the County Administrator.
2. Upon the filing of the tentative budget with the Clerk of the Board, the Law & Finance Committee shall review the tentative budget. The Law & Finance Committee must

review the tentative budget, and if any changes are proposed, shall prepare a report and file the same with the Clerk of the Board setting forth any proposed changes, alterations, or revisions in the tentative budget. As established by Local Law No. 1 of 1950, The Law and Finance Committee shall, within ten days after the receipt of a copy of the tentative budget, file such report with the Clerk of the Board.

3. All changes, revisions, or alterations of the tentative budget must be 'budget neutral' and maintain a balanced budget of offsetting expenses and revenues.
4. Within two (2) business days of its submission, copies of the Law & Finance Committee report shall be shared electronically with each member of the Board of Supervisors and posted to the Saratoga County Website in a prominent location easily accessible to the public. Paper copies of the report shall be printed upon request of any Supervisor or other County official or employee. A copy of the report shall remain on file in the office of the Clerk of the Board and shall be open to public inspection during business hours.

E. Budget Workshop

1. After the filing of the report of the Law & Finance Committee, or after the 10-day time limit for filing the report as provided in Local Law No. 1 of 1950 has expired, the Board of Supervisors shall schedule a 'Budget Workshop' meeting, which shall be called pursuant to the Rules of the Board of Supervisors process for calling a special meeting (Res. 1-21). At the Budget Workshop the Board of Supervisors may by formal resolution change, alter or revise the tentative budget.
2. All changes, revisions, or alterations of the tentative budget must be 'budget neutral' and maintain a balanced budget of offsetting expenses and revenues.
3. Within two (2) business days of the passage of the resolution, copies of the resolution shall be shared electronically with each member of the Board of Supervisors and posted to the Saratoga County Website in a prominent location easily accessible to the public. Paper copies of the resolution shall be printed upon request of any Supervisor or other County official or employee. A copy of the Board's resolution approving such changes shall remain on file in the office of the Clerk of the Board and shall be open to public inspection during business hours.

F. Public Hearing

1. Before the final adoption of the budget, the Board of Supervisors shall hold a public hearing on the tentative budget including all such changes, alterations, and revisions, as shall have been made by both the Law & Finance Committee, and by the Board of Supervisors by resolution at the Budget Workshop meeting.
2. The Clerk of the Board shall publish notice of the Public Hearing pursuant to County Law Section 359.
3. The Public Hearing shall be held no later than December 20th.

G. Adoption

1. After completion of the public hearing, the Board of Supervisors, by resolution, may further change, alter, and revise the tentative budget.

2. All changes, revisions, or alterations of the tentative budget must be 'budget neutral' and maintain a balanced budget of offsetting expenses and revenues.
3. The tentative budget as changed, altered, and revised shall be finally adopted by resolution of the Board of Supervisors no later than December 20th.
4. Immediately upon the final adoption of the budget, the appropriation resolution as filed with the Clerk of the Board with such amendments as may be necessary to make it conform to the budget as finally adopted, shall be passed by the Board of Supervisors. The budget as finally adopted shall be printed in the annual volume of printed proceedings.
5. Within two (2) business days of adoption, copies of the budget, shall be shared electronically with each member of the Board of Supervisors and posted to the Saratoga County Website in a prominent location easily accessible to the public. Paper copies of the adopted budget shall be printed upon request of any Supervisor or other County official or employee. A copy of the adopted budget shall remain on file in the office of the Clerk of the Board and shall be open to public inspection during business hours. Copies of the adopted budget, both electronic and printed, shall be made available no later than December 31st.
6. The adopted budget will be continuously monitored by each Department Head and by the County Administrator. This monitoring will include but not be limited to the formal expenditure and revenue forecasting described in Section "F" of this chapter. Adequate monitoring will allow Department Heads to avoid many budget transfers by improved expenditure control, to make necessary transfers by improved expenditure control, to make necessary transfers more comprehensive and to improve the accuracy of future budgets.

Chapter	2
Section	G
Page:	1
Date:	7/20/2021
Opr.:	Cty Auditor
Rev.:	9/18/2018
	7/20/2021
Resol.:	212-2018
	[] – 2021

VOUCHER AUDIT PROCEDURE

All County vouchers are audited for accuracy, completeness and compliance with State Law and County policy by the County Auditor. Checks generated by voucher are prepared on Thursdays and all properly executed vouchers will be paid in a timely manner upon compliance with the following procedures.

A single voucher may include charges only against a single FUND.

The necessary authorization and documentation for a vouch may vary depending on the type of expenditure; however, ALL electronic vouchers MUST contain the following:

1. Claimant's complete name and address;
2. Adequate description of goods or services;
3. Dates of delivery or of the rendering of services;
4. Quantities and unit prices;
5. A scanned copy of the original invoice referred to by the voucher;
6. Complete and ACCURATE expenditure code;
7. The certified total amount due which agrees with the description of materials and service and with the coding;
8. A signature (an electronic signature is acceptable) of the vendor or a responsible employee of the vendor. Invoices submitted by Federal, State or local municipal agencies for expenditures not exceeding \$100.00 do not require a signature of the vendor if the voucher is certified by the Department Head or Authorized County Official;
9. Electronic voucher certification from the Department Head or Authorized County Official.

In reference to a vendor signature an "electronic signature" shall mean "an electronic sound, symbol, or process, attached to or logically associated with an electronic record and executed or adopted by a person with the intent to sign the record."

All vouchers are to be approved by the Department Head or Authorized County Official. The Department Head may authorize another member of his/her department to certify or approve vouchers on his/her behalf. A record of these staff members so authorized ("Voucher Authorizers") must be filed with the County Audit Department.

Departments will submit vouchers to the County Auditor electronically through the Tyler New World System. A Voucher Authorizer will certify the voucher using his/her credentials to sign on to New World, which identifies the Voucher Authorizer.

This electronic voucher certification is equivalent to conventional written certification by such authorized officials. The electronic certification will constitute the officials' certification that the (i) payment is approved, (ii) information entered is correct and just, and (iii) goods and services rendered or furnished are for use in the performance of official functions and duties of the department.

Prior to certifying any voucher, the Voucher Authorizer should ensure the department has acceptable evidence of receipt and/or inspection on file.

Each department must ensure that required documentation to support vouchers is available to satisfy auditing requirements and Internal Revenue Service (IRS) policies. These documents may be in paper or electronic format and departments must maintain this documentation for a minimum of six years.

The Tyler New World accounts payable module allows agencies to attach scanned documents to vouchers. These scanned images may be used for supervisory review and approval and for audit department review. The scanned images may also be used as the sole documents of record. If a department decides to attach supporting documents to accounts payable vouchers, it must ensure the attachments (i) retain the integrity of the original documents, (ii) support legitimate payments, and (iii) comply with relevant records retention requirements.

In addition, there must be funds available within each appropriation unit (200's or 400's) to cover charges against that appropriation unit. However, where funds are not available within a specific object code being charges, the voucher may be rejected by the County Auditor and in consultation with the County Administrator.

Vouchers for partial or full payment of a purchase order should reference that P.O. number on the electronic voucher and scan any relevant back up documentation, such as, the receiving slip and the original copy of the invoice.

Employees are not generally authorized to make expenditures on behalf of the County. Consequently, employees, including Department Heads, should not expect to receive reimbursement for such expenditures. Employees will be reimbursed only for travel-related expenses, for themselves only and property authorized tuition.

The following pages list object codes charges by voucher payments and describes the types of items charged and the required authorization and documentation.



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: 7/8/21

RE: Setting a Public Hearing for the construction of a Biosolids Facility at the SCSD WWTP

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 setting of a public hearing on August 11th at 4:50PM (exact time TBD) to discuss the construction of a biosolids facility at SCSD No.1 WWTP. This facility currently proposed will utilize anaerobic digestion and a dryer to reduce volume and produce a Class A biosolids product for land application. The biogas produced will be cleaned and potentially used as Renewable Natural Gas injected into the common utility owned pipeline. The anticipated capital project cost is \$51,900,000. The worst case anticipated cost per user for the alternatives investigated is \$6.27. This is less than the OSC threshold of \$11 for 2021. The best case is this will be cost neutral or avoid significant costs in the future. The county will need to declare the want to be lead agency at the July Meeting as well.

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

- a. Were bids/proposals solicited: N/a
- 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:
- 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 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):

The public hearing and subsequent project and bond resolutions are being brought forth because of an anticipated brief EFC funding window opening up this summer with application due in early fall. It is typically a 60 day window - and the application requires a bond resolution be attached to it to be considered. The finding is through the Water Infrastructure Improvement Act, where another \$500M in grant funding has been included in the NYS 2021/2022 budget

We will also need to rescind resolutions 170 and 171 of 2018 and 195 of 2020. These resolution pertain to the bonding for the joint regional facility that is currently defunct.



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: 7/8/21

RE: Setting a Public Hearing for the construction of upgrades to the SCSD WWTP for the Ammonia Removal Project

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 setting of a public hearing on August 11th at 4:45PM (exact time TBD) to discuss the proposed upgrades to Saratoga County Sewer District No. 1's Wastewater Treatment Plant to properly treat ammonia and meet new limits to be proposed by the NYSDEC. This project is a result of an order on consent levied against the sewer district. All required steps to initiate this project including SEQRA requirements are currently underway. The anticipated capital project cost is \$33,100,000. The anticipated cost per user is expected to be \$7.62 based on the required rate increase needed before debt service becomes due on the project. The county will need to declare the want to be lead agency at the July Meeting as well.

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

- a. Were bids/proposals solicited: N/a
- 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:
- 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

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(If yes, attach the last approved resolution)
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 - a. Effective date NO
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 - 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):

The public hearing and subsequent project and bond resolutions are being brought forth because of an anticipated brief EFC funding window opening up this summer with application due in early fall. It is typically a 60 day window - and the application requires a bond resolution be attached to it to be considered. The finding is through the Water Infrastructure Improvement Act, where another \$500M in grant funding has been included in the NYS 2021/2022 budget.



SARATOGA COUNTY

AGENDA ITEM REQUEST FORM

TO: Steve Bulger, County Administrator
Ridge Harris, Deputy County Administrator
Michael Hartnett, County Attorney
Therese Connolly, Clerk of the Board

CC: Jason Kemper, Planning Director
Bridget Rider, Deputy Clerk of the Board
Matt Rose, Management Analyst
Clare Giammusso, County Attorney's Office

FROM: Lauren Roberts

DATE: 7/8/21

RE: Establishing the Saratoga County 250th American Revolution Commission

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: YES or NO
(If yes, budget lines and impact must be provided)
3. Are there Amendments to the Compensation Schedule: YES or NO
(If yes, provide details)
4. Specific details on what the resolution will authorize:
This resolution authorizes the establishment of a 13 person commission to commemorate the anniversary of the American Revolution by planning events and activities that engage county residents.
5. Does this item require hiring a Vendors/Contractors: YES or NO
 - 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:
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 - i. Is this a renewal agreement: YES or NO
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 - b. Salary and grade
 - c. Appointed position:
 - d. Term:
9. Is a grant being accepted: YES or 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 (Supporting documentation must be attached to this form):
- Saratoga County previously established similar commissions to honor the 200th and 225th anniversaries of the American Revolution. This commission will be responsible for the commemoration of this anniversary by planning events and activities that engage its citizens and provide an opportunity to learn about our common heritage, develop pride of place and celebrate our shared history.

Establishing the Saratoga County 250th American Revolution Commission

WHEREAS milestone anniversaries commemorating significant historical events give our citizens the opportunity to reflect on our past and gain a better understanding of the way these people, events and ideas shaped our county, state and nation, and

WHEREAS the 250th Anniversary of the American Revolution will be observed from 2025 through 2033, and throughout that period the geographical area that would become Saratoga County played a significant role in several events, conflicts, meetings, raids and transportation routes, and

WHEREAS in the year 1777, one of the most important events of the entire Revolution, the surrender of the Army of British General John Burgoyne to American General Horatio Gates following the success of the Americans at the Battles of Saratoga, known as the Turning Point of the American Revolution, happened within our borders and changed the course of the war, and

WHEREAS in recognition of this uniquely important role it is appropriate for Saratoga County to commemorate this anniversary by planning events and activities that engage its citizens and provide an opportunity to learn about our common heritage, develop pride of place and celebrate our shared history, now therefore be it

RESOLVED that the Saratoga County Board of Supervisors authorize a Saratoga County 250th Commission consisting of 13 official members (in honor of the 13 original colonies) tasked with planning and organizing all ceremonies, events, activities and celebrations recognizing the 250th Anniversary of the American Revolution in Saratoga County and it is further

RESOLVED that members of the commission will be appointed by the Chairman of the Board of Supervisors and shall include himself/herself, the Town of Saratoga Supervisor, the Town of Stillwater Supervisor, the County Administrator, the County Historian, the Director of Saratoga County Veterans Services, the Superintendent of the Saratoga National Historical Park, a representative from the Saratoga County Historical Society, a Saratoga County educator, a representative from the local chapter of the DAR or SAR, a representative from a living history organization and two Saratoga County citizens at-large, and be it further

RESOLVED that individuals serving as members of the commission not representing an elected or appointed office shall serve a term of three years, eligible for reappointment and be it further

RESOLVED, that the functions, scope and activity of the Saratoga County 250th American Revolution Commission shall be solely and strictly of an advisory nature and the acts or statements of the Saratoga County 250th American Revolution Commission or any of its members individually or collectively shall in no way bind or be deemed to bind the County of Saratoga, its agents, or employees or the Saratoga County Board of Supervisors or any of its members, and be it further

RESOLVED, that the members of the Saratoga County 250th American Revolution Commission shall receive no salary or compensation for their services, and be it further

RESOLVED that the commission will submit a report to the Clerk of the Saratoga County Board of Supervisors bi-annually to inform the board of its meetings, plans, activities and events and be it further

RESOLVED that the Saratoga County 250th Commission will be active from the date this resolution is passed until December 31, 2033.

tural districting advisory committee for the County of Saratoga existed, and

WHEREAS, an agricultural districting advisory committee shall be established in the event no such committee exists and a petition is received by the county legislative body for the creation of an agricultural district pursuant to subdivision one of § 303 of the Agriculture and Markets Law, now therefore be it

RESOLVED, that an agricultural district advisory committee for the County of Saratoga, which shall consist of four active farmers and four agribusinessmen residing within Saratoga County and a member of the Saratoga County Board of Supervisors, who shall serve as the chairman of the committee, be, and the same is hereby established, and it is further

RESOLVED, that the members of such committee shall be appointed by and shall serve at the pleasure of the Chairman of this Board of Supervisors, pursuant to the provisions of Article 25AA of the Agricultural and Markets Law of the State of New York.

Resolution adopted by the following vote:

AYES—Abeling, P. Brown, S. Brown, Clements, Corrigan, D'Andrea, DeMarco, Dudek, Edwards, Eggleston, Frasier, Gavin, Goodrich, Gray, Hequembourg, Hubbs, Koval, Mattice, Meager, Robinson, Rourke, Smead, Van De Car—23.

NOES—None.

RESOLUTION NO. 125

Establishing the Saratoga County American Revolution Bi-Centennial Commission

By Messrs. Meager, Corrigan, D'Andrea, Frasier and Van De Car:

WHEREAS, President Nixon has designated a national commission for the Bi-Centennial observance of the American Revolution during the year 1976, and has encouraged the formation of local bi-centennial commissions throughout the United States, and

WHEREAS, the New York State American Revolution Bi-Centennial Commission has been formed and is now actively engaged in plans for state-wide observance of the Bi-Centennial of the American Revolution, and

WHEREAS, support for the creation of a Saratoga County American Revolution Bi-Centennial Commission has been manifested in Saratoga County by its citizens, societies and groups dedicated to the preservation of national historical sites and the observance of historical events of national significance within the County, and

WHEREAS, in recognition of its distinctive place in the history of the United States, it is fitting and appropriate for Saratoga County to participate in a county-wide observance of the Bi-Centennial anniversary and to provide and plan for commemorative activity by Saratoga County residents during the year 1976 in celebration of the Bi-Centennial and in keeping with our common heritage, now therefore be it

RESOLVED, that the Saratoga County Board of Supervisors authorize, and it does hereby authorize a Saratoga County American Revolution Bi-Centennial Commission to consist of 13 members, including its chairman, and it is further

RESOLVED, that the said Commission be, and it is hereby given full and complete responsibility for advice and recommendations on plans for and organization of all ceremonies, celebrations and all other activities marking the 200th anniversary of the American Revolution in Saratoga County, and it is further

RESOLVED, that the functions, scope and activity of the Saratoga County American Revolution Bi-Centennial Commission shall be solely and strictly of an advisory nature and the acts or statements of the Saratoga County American Revolution Bi-Centennial Commission or any of its members individually or collectively shall in no way bind or be deemed to bind the County of Saratoga, its agents, servants or employees or the Saratoga County Board of Supervisors or any of its members, and it is further

RESOLVED, that the members of the Saratoga County American Revolution Bi-Centennial Commission shall receive no salary or compensation for their services, but shall within the appropriations provided therefor be entitled to actual necessary disbursements and expenses in performing the duties of their office and shall voluntarily or upon request of this Board, report from time to time on the Commission's activities, findings and recommendations to the Chairman of this Board and its Promotion and Industrial Committee, and it is further

RESOLVED, that the members of the Saratoga County American Revolution Bi-Centennial Commission shall be appointed by the Chairman with the advice and consent of the Board of Supervisors.

Resolution adopted by the following vote:

AYES—Abeling, P. Brown, S. Brown, Clements, Corrigan, D'Andrea, DeMarco, Dudek, Edwards, Eggleston, Frasier, Gavin, Goodrich, Gray, Hequembourg, Hubbs, Koval, Mattice, Meager, Robinson, Rourke, Smead, Van De Car—23.

NOES—None.

RESOLUTION NO. 126

**Authorizing A Radio Communications
Maintenance Contract**

By Messrs. Mattice, Clements, Eggleston, P. Brown and Van De Car:

WHEREAS, a contract between the County of Saratoga and Adirondack Communications, Inc. whereby Adirondack Communications, Inc. has provided, among other things, the maintenance and emergency service necessary for the maximum and efficient operation of the County's radio communication system for one year beginning July 1, 1971, and

WHEREAS, it is the desire and recommendation of the office of the Saratoga County Civil Defense and the Public Safety Committee of this Board that the maintenance, repair, emergency and other services rendered within the scope of said contract be continued beyond July 1, 1972, and

WHEREAS, it is the recommendation of the Public Safety Committee that a contract be made by and between the County and Adirondack Communication, Inc. for its services on a month to month basis, but not to extend beyond one year, at the contract and agreed price of \$895.00 per month, now therefore be it

RESOLVED, that the Chairman of this Board be, and he is hereby authorized and directed to contract for such services on a month to month basis for a period not to exceed one year at the rate herein stated.

Resolution adopted by the following vote:

AYES—Abeling, P. Brown, S. Brown, Clements, Corrigan, D'Andrea, DeMarco, Dudek, Edwards, Eggleston, Frasier, Gavin, Goodrich, Gray, Hequembourg, Hubbs, Koval, Mattice, Meager, Robinson, Rourke, Smead, Van De Car—23.

NOES—None.



SARATOGA COUNTY

AGENDA ITEM REQUEST FORM

TO: Steve Bulger, County Administrator
Ridge Harris, Deputy County Administrator
Michael Hartnett, County Attorney
Therese Connolly, Clerk of the Board

CC: Jason Kemper, Planning Director
Bridget Rider, Deputy Clerk of the Board
Matt Rose, Management Analyst
Clare Giammusso, County Attorney's Office

FROM: Michael Hartnett, County Attorney

DATE: 7/8/2021

RE: Amending Resolution 18-2020

COMMITTEE: Law & Finance - Chairman's item

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: YES or NO
(If yes, budget lines and impact must be provided)
3. Are there Amendments to the Compensation Schedule: YES or NO
(If yes, provide details)
4. Specific details on what the resolution will authorize:
Updating the names of the County Administrator and Chairman of the Board as members of the NYRA Advisory Board
5. Does this item require hiring a Vendors/Contractors: YES or NO
 - 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: YES or NO
(If yes, attach the last approved resolution)
- What were the terms of the prior resolution
 - Are the terms changing:
 - What is the reason for the change in terms:
7. Is a new position being created: YES or NO
- Effective date
 - Salary and grade
8. Is a new employee being hired: YES or NO
- Effective date of employment
 - Salary and grade
 - Appointed position:
 - Term:
9. Is a grant being accepted: YES or NO
- Source of grant funding:
 - Amount of grant:
 - Purpose grant will be used for:
 - Equipment and/or services being purchased with the grant:
 - Time period grant covers:
10. Remarks/Reasoning (Supporting documentation must be attached to this form):



SARATOGA COUNTY BOARD OF SUPERVISORS

RESOLUTION 18 - 2020

Introduced by Chairman Allen

APPOINTING MEMBERS TO THE NYRA LOCAL ADVISORY BOARD FOR SARATOGA RACETRACK

WHEREAS, Section 212(6)(a) of the Racing, Wagering and Breeding Law of the State of New York established a Local Advisory Board to the New York Racing Association (“NYRA”) Franchise Oversight Board for Saratoga Racetrack comprised of fifteen (15) members serving for a term of two (2) years each, with five (5) of said members to be appointed by the Saratoga County Board of Supervisors; and

WHEREAS, Chapter 59, Part NN, of the Laws of the State of New York for 2017 continues the operation, duties and functions of the Local Advisory Board beyond the dissolution of the Franchise Oversight Board and the reprivatization of NYRA; and

WHEREAS, the terms of all five members appointed by the Saratoga County Board of Supervisors to the NYRA Local Advisory Board for Saratoga Racetrack expired on December 31, 2019; now, therefore, be it

RESOLVED, that the following individuals are appointed as members of the NYRA Local Advisory Board for the stated terms:

<u>Name</u>	<u>Type of Appointment</u>	<u>Term Expires</u>
Spencer Hellwig <u>Steve Bulger</u> 40 McMaster Street Ballston Spa, NY 12020	<u>County Administrator</u>	12/31/2021
Jason Kemper 50 West High Street Ballston Spa, NY 12020	County Director of Planning	12/31/2021
Preston Allen <u>Theodore Kusnierz</u> 40 McMaster Street Ballston Spa, NY 12020	<u>Chair of the Board of Supervisors</u>	12/31/2021
Lauren Roberts 40 McMaster Street Ballston Spa, NY 12020	County Historian	12/31/2021

Matthew Veitch
40 McMaster Street
Ballston Spa, NY, 12020

Chair's Appointment

12/31/2021

BUDGET IMPACT STATEMENT: No budget impact.