

Law and Finance Committee Minutes  
July 14, 2021 – 4:00 p.m.

Present: Chairman Jonathan Schopf; Committee members Phil Barrett, Tara Gaston, Kevin Tollisen, Matthew Veitch, Sandra Winney, Tom Wood; Supervisors Preston Allen, Eric Connolly, Thomas Richardson, Michael Smith; Steve Bulger, Ridge Harris, Matt Rose, Audra Hedden, Christine Rush, Stephanie Hodgson, County Administrator; Michael Hartnett, Michelle Granger, Michael Naughton, Hugh Burke, County Attorney; Therese Connolly, Board of Supervisors; Steven Bayle, Probation; Eileen Bennett, Information Technology; J. Wes Carr, STOP DWI; Rebecca Robarge, Youth Bureau; Chad Cooke, Public Works; Sandra Cross, Judy Dahoda-Taylor, Office for the Aging; Craig Hayner, County Clerk; Andrew Jarosh, Treasurer; Jason Kemper, Planning; Daniel Kuhles, Public Health; Jenniffer McCloskey, Employment and Training; Tina Potter, Social Services; Daniel Rourke, Erik Dougherty, Sewer District; Alan Poremba, District Attorney; Richard Castle, Sheriff; Donna Miter, CSEA; Karl Sleight; John Safford.

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

**On a motion made by Mr. Wood, seconded by Mr. Veitch, the minutes of the June 9, 2021 meeting were approved unanimously.**

**On a motion made by Mr. Tollisen, seconded by Ms. Gaston, the following resolution was approved unanimously.**

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.

BUDGET IMPACT: Funds are available in the 2021 budget through an inter-department transfer from contingency.

Mr. Bulger said this new module will allow County employees to obtain their pay information and forms securely online and will also allow online access to various Human Resources and Payroll functions. The IT Department has requested that if this e-suite project is approved, that it be done in conjunction and concurrently with the data center upgrade so as to minimize the installation requirements of software, downtime, and other factors. \$32,300 of the cost pertains to licensing and installation costs, the other \$2,500 is a pro-rated annual maintenance fee.

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

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.

BUDGET IMPACT: None. The reclassification does not include any change in salary or grade.

Mr. Bulger said this new title more accurately reflects the duties of the position as the County transitions to a full service Public Health Department where this Director will oversee all clinical care delivered to all patients, not just nursing services and home care.

- 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.

BUDGET IMPACT: None.

Mr. Bulger said moving these positions back under the Treasurer’s office will improve efficiency and conform more appropriately to both State and Municipal finance laws. Mr. Barrett said it’s good that we’re making this change to put those positions back to where they belong and when the change was made several years ago, it was a poor decision done for the wrong reasons.

- Authorizing an amendment to the 2021 Compensation Schedule to reclassify a (1) Paralegal Specialist to Assistant County Attorney within the County Attorney’s office.

BUDGET IMPACT: None. The \$3,146 local share is available in the 2021 budget.

Mr. Bulger said this request, being made jointly by the County Attorney and Commissioner of Social Services, will provide a third dedicated attorney for the Child Protective Services Family Court caseload which position is 92% reimbursed through federal funds.

- 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.

BUDGET IMPACT: None. 100% of the salary increases will be covered by NY Connects.

Mr. Bulger said the scope of the Aging Services Specialist’s responsibilities have changed significantly over the last five years and these reclassifications more accurately reflect the work these employees are performing.

**On a motion made by Ms. Gaston, seconded by Mr. Tollisen, the following resolutions were approved unanimously.**

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.

BUDGET IMPACT: None. Funds for this grant have already been allocated within the 2021 budget.

Mr. Bulger said \$186,140 of the total grant amount will be immediately available for reimbursement and the remaining \$1 million will be restricted by the New York State Department

of Health for use in the event of a Public Health emergency. The \$186,140 will be allocated to Public Health Emergency Preparedness salaries, employee fringe benefits, and departmental supplies.

- 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.

BUDGET IMPACT: None. 100% State Aid.

Mr. Bulger said this is an annual agreement to provide intensive family-based in-home services to at risk youth at risk in Saratoga County.

- Authorizing payment of \$125,148 to the New York State Office of Medicaid Inspector General for reimbursement of Medicaid over-billing.

BUDGET IMPACT: None. There are sufficient funds within the 2021 budget to cover the reimbursement.

Mr. Bulger said Pre School Special Education records containing a coding error were submitted by Helping Hands to the Youth Bureau which resulted in erroneous reimbursements by Medicaid. The Youth Bureau discovered the error, reported it to the Inspector General, and developed a corrective action plan to avoid additional errors in the future. Mr. Schopf and Mr. Veitch inquired whether the Youth Bureau overpaid Helping Hands and if we will be getting reimbursed. Mrs. Robarge clarified that the Youth Bureau paid Helping Hands for the services correctly but were reimbursed erroneously by Medicaid.

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

#### BUILDINGS & GROUNDS

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

Mr. Bulger said this project to repair leaks was released for bid in May, the low bidder was selected and a resolution is required to authorize payment for the repairs. Mr. Barrett asked if the work done satisfied all of the issues. Mr. Cooke said the changes satisfy the current leak issues and they plan on replace the remaining roofs over the next few years. Mr. Barrett thanked Mr. Cooke for working with the Sheriff and said the roof issues have been a problem for a few years despite assurances from other administration that it would be fixed and it was not. He was happy to see it's finally getting done and the further work that Mr. Cooke outlined will alleviate the issues for the long term which is the smart move.

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

## 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.

BUDGET IMPACT: None. Funds for these agreements are available in the 2021 budget and will be included in the Sheriff's proposed 2022 budget.

Mr. Bulger said these agreements will be similar to the current expiring contracts, and the School Districts pay 75% of the annual cost of salary, benefits, and equipment for each Deputy Sheriff provided as an SRO. These are one-year contracts with provisions for two one-year renewals through June 2024. Mr. Barrett thanked the Sheriff for the great job they've done with the SRO program and said that it has met or exceeded the expectations the Board of Supervisors had when it was first constituted and he has received positive feedback from the people at Shenendehowa.

- Appointing Arthur D. Nolan as Deputy Coroner.

BUDGET IMPACT: None. Funds for the position are included in the 2021 budget.

Mr. Bulger said as of July 1, 2021 Eugene M. LaDue will be resigning as Deputy Coroner. This resolution will authorize Mr. Nolan to be appointed in place of Mr. LaDue at the same per diem rate.

- Accepting an Aid to Prosecution grant from the Division of Criminal Justice Services in the amount of \$57,820.

BUDGET IMPACT: None. 100% State Aid.

Mr. Bulger said this grant will be used to provide salary support to the District Attorney's Office for the prosecution of violent crimes.

- 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.

BUDGET IMPACT: None. 100% State Aid. The 2021 budget will be amended to accept these funds and authorize the related expenses.

New York State STOP-DWI Foundation has increased the Saratoga County allotted crackdown money by an additional \$2,000.

- 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.

BUDGET IMPACT: None. 100% State Aid.

Mr. Bulger said this funding provides localities the opportunity to examine their criminal justice and jail populations, to consider possible program implications as a result of bail reform and any other legislative changes, and to conduct planning for effective ATI programs.

- 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.

BUDGET IMPACT: None.

Mr. Bulger said the New York State Division of Homeland Security and Emergency Services provides the opportunity for each county to receive and use equipment and software which allow counties to communicate on a common platform for emergency management and public safety planning and response purposes.

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

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.

BUDGET IMPACT: None. Increased cost for this service is covered by timber harvest revenue.

Mr. Bulger said the coordination/management fee for the East Site Karner Blue Mitigation Area was handled as a minor contract. Due to an increase in the scope of services, a major contract is needed to pay the consultant.

**On a motion made by Mr. Tollisen, seconded by Ms. Winney, the following resolutions were approved unanimously.**

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.

BUDGET IMPACT: None. 100% Federal Aid. The 2021 budget will be amended to accept these funds and authorize the related expenses.

Mr. Bulger said the acceptance of these funds will allow the department to continue offering workforce and business services to county residents. Saratoga County is the grant recipient for Saratoga, Warren, and Washington Counties. The total amount to be accepted will be \$1,874,612 in WIOA funding for Project Year 2021. Saratoga County's portion of that funding is \$765,508.87.

- 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.

BUDGET IMPACT: None.

Mr. Bulger said Funding comes through the Workforce Innovation and Opportunity Act of 2014 and Saratoga County acts as the grant recipient for the local workforce development area including Warren & Washington counties.

- Authorizing a renewal agreement with J. J. Young, LLC to provide administrative services for the Workforce Development Board.

BUDGET IMPACT: None. Funds for this agreement are included in the 2021 budget.

Mr. Bulger said this contract will allow JJ Young to continue processing payroll and administrative activities of the Workforce Development Board budget from July 1st, 2021 until June 30th, 2022 for an amount of \$7,750.

- 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.

BUDGET IMPACT: None. 100% State Aid.

Mr. Bulger said this grant funding allows the County to place eligible youths, ages 14 to 21, in subsidized employment at worksites around the County during the summer months. There are still openings for this program.

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

#### GOVERNMENT REVIEW & EFFICIENCY

- Authorizing an amendment to the County's Operating Budget Procedure Policy.

BUDGET IMPACT: None.

Mr. Bulger said Mr. Veitch selected a sub-committee to review and update the County's Operating Budget Procedure Policy in order to foster greater understating of the priorities of both the Board of Supervisors and Department Heads and to increased transparency with the budget process. Mr. Schopf thanked Mr. Veitch for all of the work that went into the Budget Overview Policy and asked that anyone who has not read it please do so prior to the next week's meeting.

- Authorizing an amendment to the County's Voucher Audit Policy.

BUDGET IMPACT: None.

Mr. Bulger said invoices submitted by Federal, State or local municipal agencies for expenditures not exceeding \$100 do not require the signature of the vendor if the voucher is certified by the Department Head or authorized County official.

- Introducing a proposed Local Law to Repeal Local Law #3 of 1979 and setting a public hearing.

BUDGET IMPACT: None.

Mr. Bulger said this resolution will start the process of repealing the original local law which is no longer needed.

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

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.

BUDGET IMPACT: None.

Mr. Bulger said the proposed facility 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.

- 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.

BUDGET IMPACT: None.

Mr. Bulger said the Ammonia Upgrade Project upgrades the current Waste Water Treatment Plant to an MLE facility with increased capacity to treat ammonia and total nitrogen.

**On a motion made by Mr. Wood, seconded by Ms. Winney, the following resolutions were approved unanimously.**

CHAIRMAN'S ITEMS

- Establishing the Saratoga County 250th American Revolution Commission.

BUDGET IMPACT: None.

Mr. Bulger said this Commission will begin planning for the upcoming 250th anniversary of the American Revolution and the Battle of Saratoga in 2027. Sponsored by Mr. Wood and Mr. Kinowski and spearheaded by the County Historian, it will be a thirteen person commission appointed by the Chairman of the Board and will remain in place until 2033. Mr. Wood gave a brief overview of the Battle of Saratoga and its effect on the Revolutionary War and said this will be a wonderful celebration focusing on this significant event that occurred in Saratoga County.

- Amending Resolution 18 of 2020 - Appointments to the NYRA Advisory Board.

BUDGET IMPACT: None.

Mr. Bulger said this resolution will appoint the current Chairman of the Saratoga County Board of Supervisors, Theodore Kusnierz, and current Saratoga County Administrator Steve Bulger to the NYRA Advisory Board.

**On a motion made by Mr. Barrett, seconded by Mr. Veitch, the Board Meeting Agenda for July 20, 2021 was approved unanimously.**

**A motion was made by Mr. Wood, seconded by Mr. Veitch, to enter into Executive Session for the purpose of discussing proposed, pending or current litigation. Unanimous.**

**A motion was made by Ms. Gaston, seconded by Mr. Barrett, to exit the Executive Session. Unanimous.**

No action was taken in Executive Session.

**On a motion made by Mr. Barrett, seconded by Mr. Veitch, the meeting was adjourned unanimously.**

Respectfully submitted,  
Bridget Rider  
Deputy Clerk of the Board