

Long Range Capital Committee Minutes  
September 30, 2021 – 1:00 p.m.

Present: Chairman Theodore Kusnierz; Committee Members Phil Barrett, Tara Gaston, Matt Veitch, Steve Bulger, Michael Hartnett, Andrew Jarosh and Jason Kemper; Supervisors Joe Grasso and Benny Zlotnick; Ridge Harris, Matt Rose, Audra Hedden, County Administrator; Craig Haner, Charles Foehser, Shauna Sutton, County Clerk; Chris Dubois, Information Technology; Karen Heggen, District Attorney; John Warnt, Purchasing; Chad Cooke, Public Works; Michael Zurlo, Rick Castle, Richard Emery, Steve Gordon, Sheriff; Stephanie Hodgson, Treasurer; Carl Zeilman, Emergency Services; Penny Heritage, Animal Shelter.

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

*Charge of the Committee*

Mr. Kusnierz said the charge of the Long Range Planning Committee is to review the capital requests made by departments and make recommendations to the Law and Finance Committee, as well as the Administration, on what items and projects should be included in the capital plans for the upcoming year or years.

*Status of the 2021 Capital Register*

Mr. Bulger said the committee members have the *Status of 2021 Register* included in the packets provided which shows the amount approved for each project and the revenue received to offset the cost of those projects. All projects that were approved last year were under DPW. Mr. Veitch inquired whether items that haven't had any amount expended would be completed by the end of the year. Mr. Cooke said not necessarily, they could have been postponed.

*2022 Capital Requests*

Mr. Jarosh provided an update on the capital facilities program, suggested the County look into setting up a capital project fund for facilities and for other capital needs of the departments, and explained the different ways to finance a capital project fund.

Mr. Cooke described the seven different categories in the Department of Public Works that have capital requests and the individual requests for each category which totaled \$13.7 million for 2022, with anticipated revenues of \$5.7 million leaving a net cost of \$8 million, and \$69 million for the five year program, with anticipated revenues of about \$39 million leaving a net cost of about \$30 million. Ms. Gaston asked why the form for the space study says \$75,000 but the listing says \$100,000. Mr. Cooke said that was a typo on the form and the correct amount is \$100,000.

Mr. Dubois said the IT department has outgrown their current space and they're requesting a renovation of the space to accommodate current needs and future growth. Ms. Gaston thanked IT for making the plan in way that will save money for the County. Mr. Jarosh said two-thirds of the request is for cubicles which have a useful life of over five years. Mr. Veitch suggested next year

they look County wide at renovations and possibly put them all through the Capital Committee instead of individual department budgets.

Mr. Kemper said the Planning Department is requesting funds for the extension of the Zim Smith Trail from the terminus on Oak Street north to the Saratoga Spa State Park which would total approximately \$8.6 million. Mr. Kemper said \$1.5 million in the first year would allow them to start final design and begin right of way acquisition which, when finished would make the project more favorable to grant applications. They currently have a grant application in for \$2.9 million.

Mr. Hayner said the County Clerk's Department is requesting funds for a renovation of the County Clerk's office and the vault area in order to enhance the capabilities and services they currently provide, enhance the educational purposes of Saratoga County history and align with the Board's goal of records management. The \$2.35 million includes scanners for the records management program and air purification systems for the Clifton Park and Wilton DMV offices. Mr. Bulger said some of the costs may be offset by ARPA funds and Mr. Hayner said they also have a SAM grant that can be resubmitted for \$440,000.

Mr. Jarosh said whatever the committee approves, this is just a long-range capital plan radar and the committee is not obligating itself to these projects nor is it approving budget for these projects. Mr. Kusnierz said at the conclusion of today's meeting there will be a conceptual vote on the items discussed which will then be submitted for consideration under the budget committees and that it doesn't commit the county to anything, it's just a roadmap for the future that the Board will eventually weigh in on.

Mrs. Heggen said she is requesting an investigator vehicle for the District Attorney's Office at a cost of \$25,000 in anticipation of additional personnel. A discussion took place regarding different options for purchasing County vehicles.

Mr. Zeilman said the Department of Emergency Services is requesting \$275,000 for a storage structure to house a six-month supply of PPE per Public Health professional's guidelines. A discussion took place regarding the need for power and climate control in the building.

Mr. Castle said the Sheriff's Department is proposing the long-term replacement of the portable radios and mobile radios which are starting to approach end of life. The department would replace 20 -25% of the radios per year starting in 2023. Mr. Castle said it is possible that grant funding through Homeland Security will become available.

Mr. Zurlo said he is proposing the purchase of a Lenco Bearcat G3 or similar armored vehicle for use by the Sheriff's Department Special Ops team in lieu of the current MRAP. The Bearcat will better serve the Sheriff's office in most situations, is easier to maneuver down narrow city streets, less threatening to the public and can be repaired by the County Highway Department.

Mr. Emery said the Sheriff's Department is putting forward two proposals, the first is for \$966,000 for a complete renovation of the booking and discharge area of the correctional facility, and the second for \$4.5 million for other things that are needed to operate the facility, which include the lock system and the video surveillance system. Mr. Bulger said this proposal could potentially be

part of a Facilities Planning Fund if the Supervisors would like. Ms. Gaston questioned the need for renovations if an expansion will be needed in the next three to four years and suggested hiring someone to do a study of the facility to determine future uses and needs.

Mrs. Heritage said the Animal Shelter is requesting a full facility backup generator at a cost of \$300,000 as their current generator only runs a quarter of the facility. They are also requesting an assessment and possible redesign or replacement of the 11-year-old HVAC system due to its inability to regulate heat, air conditioning and humidity which has resulted in a mold problem. Mr. Bulger said they will potentially include hiring an HVAC consultant in the budget process for consideration.

Mr. Cooke clarified that the numbers listed in the attachment to the agenda are a mix of total costs and net county costs, with the Highway Structures Program having a net cost of \$11,533,350 and a total cost of \$14,770,000 and the Airport Improvement Program having a net cost of \$2,711,000 and a total cost of \$19,975,000.

Mr. Veitch suggested amending the plan to remove the Solar Panel Removal project on building five from next year's capital program until the space study has been completed. Mr. Kusnierz pointed out that this is not binding and a lot more discussion and input from the full board will be part of the process. Mr. Jarosh inquired whether the list of proposals needed to be amended to include the gross numbers for Public Works projects and a discussion took place regarding what the deliverable from the committee would be. A discussion took place regarding the details and cost of the solar panel project. Mr. Jarosh suggested that the department request list be expanded to show years 1, 2, 3, 4, and 5 in the future. Mr. Kusnierz asked that the departments provide such expanded lists this year for the budget process.

**A motion was made by Mr. Veitch, seconded by Mr. Jarosh, to amend the 2022 six-year capital improvement plan to include \$250,000 towards a portion of the construction cost of a fire station in the City of Saratoga Springs to house the County's HAZMAT vehicle.**

Mr. Veitch suggested an amendment to the plan to include \$250,000 to assist the City of Saratoga Springs with the construction of a new fire station on the east side of the City to house the County's HAZMAT truck. Mr. Kusnierz asked if that would be a capital expense or an operating expense. Mr. Jarosh said that would not fall under a capital improvement since the County would not have ownership stake. Mr. Kusnierz suggested the item be included in the operating budget instead. **Mr. Veitch withdrew his motion.**

A discussion took place regarding the five year plan breakdown, whether the committee is required to provide those numbers, and whether the plan was being moved forward as a whole or individually.

**A motion was made by Mr. Jarosh, seconded by Ms. Gaston, to authorize the amendment of the 2022 six-year capital improvement plan to include Public Works gross project amounts. Unanimous.**

**A motion was made by Ms. Gaston to remove the \$4,500,000 jail renovation from the 2022 Six Year Capital Improvement Plan. Motion failed.**

Ms. Gaston said that she would rather have a better idea of what we're looking at going forward with an expansion before spending \$5 million in renovations. Mr. Jarosh said he voted against the motion because there is no harm in including anything on this list as it is just a recommendation and because he wouldn't want to remove it from the list completely, just push it out a year on the schedule, but they don't have the ability to do that.

**A motion was made by Mr. Veitch, seconded by Mr. Barrett, to authorize the approval of the 2022 Six Year Capital Improvement Plan, as amended. Unanimous.**

**A motion was made by Mr. Bulger, seconded by Ms. Gaston, to recommend the potential establishment of a Capital Reserve Fund for the 2022 budget. Unanimous.**

Mr. Bulger said this will provide flexibility to the budget committee as they move forward through the budget process. Ms. Gaston clarified that this is just a recommendation to establish a fund. Mr. Jarosh recommended that the board establish a new capital improvement type fund for all facility improvements.

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

Respectfully submitted,  
Bridget Rider  
Deputy Clerk of the Board