



Buildings & Grounds Committee

Tuesday, March 1, 2022 4PM

Chair: Matt Veitch

Members:

Eric Connolly
Joe Grasso
John Lant
Scott Ostrander
Jean Raymond
Mike Smith

- I. Welcome and Attendance
- II. Approval of the minutes of the February 1, 2022 meeting.
- III. Mental Health Facility Cleaning Contract (Chad Cooke, Public Works)
- IV. Building 4 – Cooling Tower Repair Contract (Chad Cooke, Public Works)
- V. Conservation Easement for Karner Blue Butterfly Habitat areas (Chad Cooke, Public Works)
- VI. Resolution authorizing acceptance of grant funding from NYSDOT for acquisition of a Self-Propelled Runway Broom for use at the County’s Airport, PIN 1902.18, in the amount of \$585,450. A budget amendment is required as follows (Chad Cooke, Public Works):

Increase Expenses:

A.50.513-7080 – Other Equipment	\$ 650,500
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Increase Revenues:

A.50-3592 - SA Airport (90%)	\$ 585, 450
A.0599.B - Appropriated Fund Balance (10%)	<u>\$ 65,050</u>
	\$ 650,500

- VII. Request resolution re-appropriating funds from 2021 to 2022 for the following projects (Chad Cooke, Public Works):
 - a. Replace Air Handlers in Bldg. #1 – Construction (C) \$ 65,887
 - b. Airport Partial Parallel Taxiway, Off Site East Mitigation and Monitoring Engineering (E) and C \$ 1,887,570

c. County Farm Water Tower Rehab. - E & C	\$ 64,152
d. Airport – Perimeter Fence - E & C	\$ 149,970
e. Airport – Off Site N & S Mitigation Sites - E & C	\$ 194,907
f. Airport – Pavement Management Program - E	\$ 3,761
g. Airport – Snow Removal Equipment Building - E	\$ 14,167
Airport – 6 -8 Bay T-Hangar - E	<u>\$ 28,023</u>
	\$ 2,408,437

Amend Budget Accounts as follows:

Increase Appropriations:

A.50.000-7094 Building Components Realty	\$ 130,039
A.50.513-7093 Airport - Bldg. Construction Cost	\$ 983,937
A.50.513-8130 Airport - Architects/Engineers	<u>\$ 1,294,461</u>
	\$ 2,408,437

Increase Revenues:

A.50-3592 State Airport	\$ 132,350
A.50-4592 Federal Airport	\$ 2,047,451
A.0599.B Appropriated Fund Balance	<u>\$ 228,637</u>
	\$ 2,408,437

- VIII. Saratoga County Soil and Water Conservation District space request (Chad Cooke, Public Works)
- IX. Contract with UTC Associates for cyber security assessment (Eileen Bennett, IT)
- X. Amend Resolution 37 of 2020 to increase number of Kronos Licenses (Eileen Bennett, IT)
- XI. Other Business
- XII. Executive Session – proposed acquisition, sale or lease of real property
- XIII. Adjournment

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
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
Audra Hedden, County Administrator's Office
Stephanie Hodgson, Director of Finance

FROM: Chad M. Cooke, P.E.

DATE: 2/16/2022

RE: Authorize contract with Complete Building Solutions

COMMITTEE: Buildings and Grounds

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:

Authorize a contract with Complete Building Solutions for cleaning services associated with Mental Health Facility at a rate of \$24,600 for the first year with 3-1 year renewal options.

5. Does this item require hiring a Vendors/Contractors: YES or NO

- a. Were bids/proposals solicited: Yes
- b. Is the vendor/contractor a sole source: N/A
- c. Commencement date of contract term: April 1, 2022
- d. Termination of contract date: March 31, 2023
- e. Contract renewal and term: 3-1 year renewal options
- f. Contact information: Complete Building Solutions, PO Box 32, Guilderland, NY 12084
- g. Is the vendor/contractor an LLS, PLLC or partnership: No
- h. State of vendor/contractor organization: NY
- 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):
- This resolution will terminate a contract with American Commercial Cleaning Company, due to unsatisfactory performance, and authorize a contract with Complete Building Solutions for the necessary cleaning services. Complete Building Solutions was the second lowest bidder. Cleaning rates are as follows:
- 1st year and 1st renewal: \$24,600/YR
2nd and 3rd renewals: \$25,800/YR
- Budget Impact: None. Funds are available in the 2022 budget.
- See attached draft resolution.



SARATOGA COUNTY BOARD OF SUPERVISORS

RESOLUTION XX - 2022

Introduced by Supervisors [Buildings and Grounds Committee]

AUTHORIZING AN AGREEMENT WITH COMPLETE BUILDING SOLUTIONS, INC. FOR CLEANING SERVICES AT THE COUNTY'S LEASED MENTAL HEALTH AND ADDICTION SERVICES BUILDING

WHEREAS, the County is in need of janitorial/cleaning services for the leased Mental Health and Addiction Services building; and

WHEREAS, the Public Works Department solicited bids for said cleaning services and pursuant to Resolution 325-2021, an agreement was executed with American Commercial Cleaning Company, LLC; and

WHEREAS, due to unsatisfactory service, the County has invoked the termination clause of the agreement with American Commercial Cleaning Company, LLC and such termination will be effective March 20, 2022; and

WHEREAS, the Commissioner of Public Works has recommended that the County enter into an agreement with Complete Building Solutions, the second lowest bidder, for a term of one year, at the rate of \$2,050 per month commencing at the signing of the agreement, and such agreement subject to three yearly renewal terms at the rate of \$2,050 per month in the first renewal term and \$2,150 per month in the second and third renewal terms, for the provision of janitorial/cleaning services at the leased County Mental Health and Addiction Services building; now, therefore, be it

RESOLVED, that the Chair of the Board is authorized to execute an agreement with Complete Building Solutions, Inc. of Guilderland, New York, for the provision of janitorial/cleaning services at the Saratoga County Mental Health and Addiction Services building, for a term of one year, at the rate of \$2,050 per month commencing at the signing of the agreement, and such agreement subject to three yearly renewal terms at the rate of \$2,050 per month in the first renewal term and \$2,150 per month in the second and third renewal terms; and be it further

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

RESOLVED, that this Resolution shall take effect immediately.

BUDGET IMPACT STATEMENT: None. Funds for this contract are included in the 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
Audra Hedden, County Administrator's Office
Stephanie Hodgson, Director of Finance

FROM: Chad M. Cooke, P.E.

DATE: 2/16/2022

RE: Cooling tower repair

COMMITTEE: Buildings and Grounds

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:

Authorize a contract with Tri-County Refrigeration in the amount of \$30,247 for services associated with the repair of the cooling tower on Building 4.

5. Does this item require hiring a Vendors/Contractors: **YES** or **NO**

- a. Were bids/proposals solicited: Yes, obtained three quotes.
- b. Is the vendor/contractor a sole source: N/A
- c. Commencement date of contract term: Upon execution of contract
- d. Termination of contract date: Upon completion of work
- e. Contract renewal and term: N/A
- f. Contact information: TCR, 126 West Beecher Hill Road, Owego, NY 13827
- g. Is the vendor/contractor an LLS, PLLC or partnership: No
- h. State of vendor/contractor organization: NY
- 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)
- 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: YES or NO
- a. Effective date
 - b. Salary and grade
8. Is a new employee being hired: YES or NO
- a. Effective date of employment
 - 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):
- Resolution to authorize a contract with Tri-County Refrigeration for the repair to the cooling tower on Building 4 including necessary parts and services in the amount of \$30,247. No budget amendment necessary.
- Budget Impact: None. Funds are available in the 2022 budget.
- No precedent resolution.



SARATOGA COUNTY

AGENDA ITEM REQUEST FORM

TO: Steve Bulger, County Administrator
Ridge Harris, Deputy County Administrator
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CC: Jason Kemper, Planning Director
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Audra Hedden, County Administrator's Office
Stephanie Hodgson, Director of Finance

FROM: Chad M. Cooke, P.E.

DATE: 2/16/2022

RE: Conservation Easement

COMMITTEE: Buildings and Grounds

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:

Conveying a conservation easement to the North American Land Trust and entering into an agreement in the amount of \$85,325 for services and monitoring obligations in perpetuity related to the Karner Blue Butterfly habitat mitigation sites in the Towns of Wilton and Northumberland and amending the budget in relation thereto.

5. Does this item require hiring a Vendors/Contractors: **YES** or **NO**

- a. Were bids/proposals solicited: No - professional services
- b. Is the vendor/contractor a sole source: N/A
- c. Commencement date of contract term: Upon execution of contract
- d. Termination of contract date: N/A
- e. Contract renewal and term: N/A
- f. Contact information: North American Land Trust, 100 Hickory Hill Road, PO Box 467, Chadds Ford, PA 19317
- g. Is the vendor/contractor an LLS, PLLC or partnership:
- h. State of vendor/contractor organization: PA
- 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)
- 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: YES or NO
- a. Effective date
 - b. Salary and grade
8. Is a new employee being hired: YES or NO
- a. Effective date of employment
 - 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):

As a condition of approval of the Karner Blue Butterfly habitat creation, the US Fish and Wildlife Service is requiring the County place the habitat into a conservation easement to ensure its long term protection. The North American Land Trust (NALT) has agreed to take on the responsibilities of monitoring the conditions of the property in accordance with conservation easement terms that will be developed as part of creating the easement language with the various stakeholders including federal and state agencies. NALT's fees for these services total \$85,325 and will require a budget amendment as follows:

Increase Expenses:

A.50.513-7098 – Professional Services \$ 85,325

Increase Revenues:

A.50-4592 Federal Aid - Airport \$ 85,325

Please see the attached summary for more detail related to the habitat creation and the easement.

Budget Impact: None. 100% Federal Aid.

Two (2) draft resolutions are attached along with a map showing the mitigation sites.



SARATOGA COUNTY DEPARTMENT OF PUBLIC WORKS

SARATOGA COUNTY PUBLIC WORKS FACILITY

3654 GALWAY ROAD
BALLSTON SPA, NEW YORK 12020-2517
(518) 885-2235
FAX (518) 885-8809

CHAD M. COOKE, P.E.
Commissioner

THOMAS A. SPEZIALE
Deputy Commissioner

Butterfly Habitat

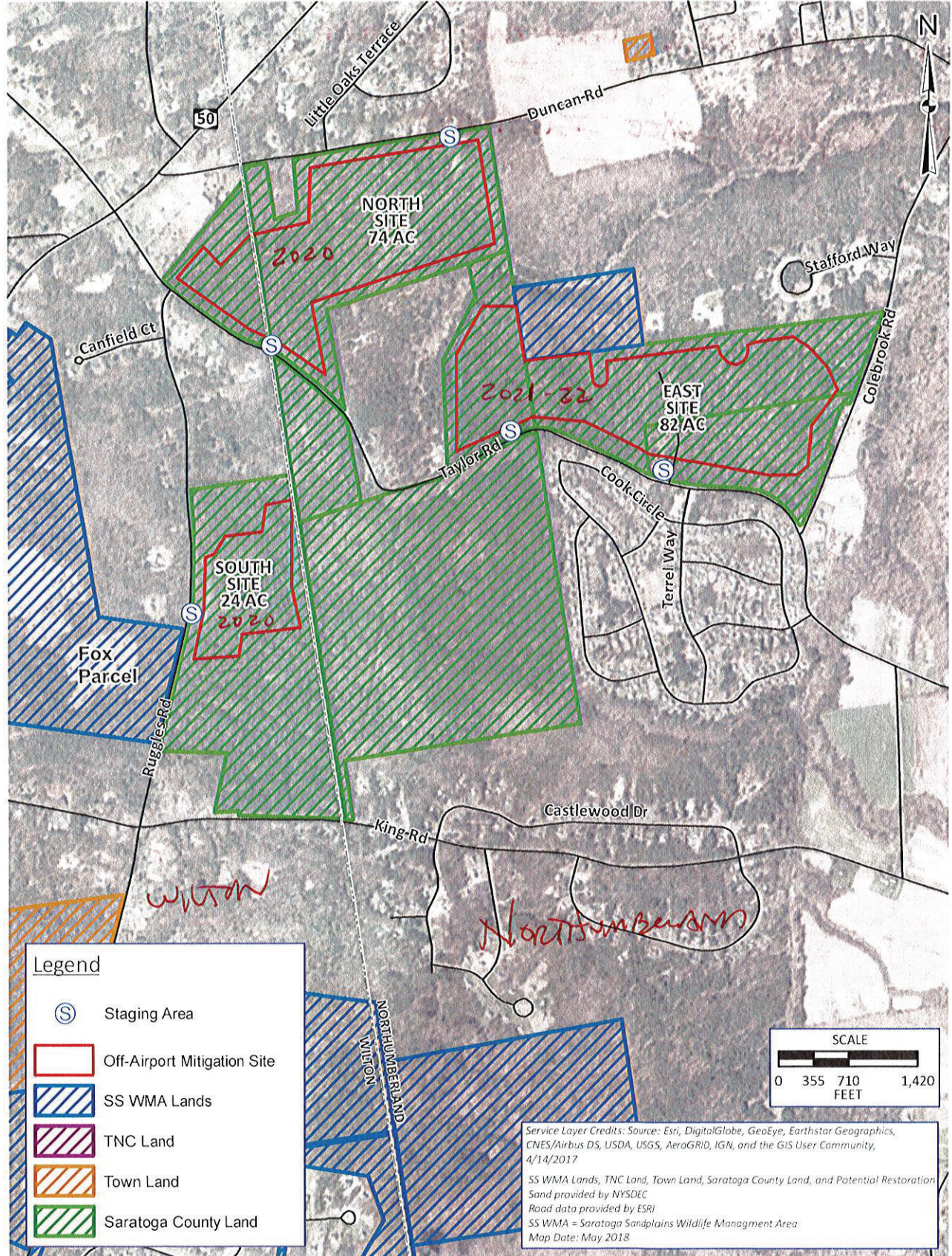
- The Saratoga County Airport is habitat for Karner Blue Butterfly (KBB) and Frosted Elfin Butterfly (FE).
- The KBB is an endangered species protected by the US Fish and Wildlife Service (USFWS) and the New York State Department of Environmental Conservation (NYSDEC). The FE is a threatened species protected by the NYSDEC.
- A 2015 Master Plan Update for the Saratoga County Airport recommended a series of safety improvements to reduce wildlife incursions and improve the safety of taxiing aircraft, including construction of a wildlife deterrent fence, construction of a new taxiway to separate powered aircraft from gliders, replacement for glider staging areas, and enhanced mowing of runway safety areas.
- All of these projects would impact KBB and FE habitat.
- As part of an Environmental Assessment (EA) completed in 2019, the USFWS and NYSDEC assisted the County in determining the best location(s) to create KBB habitat on County land remote from the airport. The three chosen locations total 183 acres and are proximate to other existing KBB habitat mitigation sites.
- As a condition of approval by the USFWS, the County must place the habitat, once created, into a Conservation Easement to ensure its long term protection.

Conservation Easement

- A conservation easement is a voluntary agreement between the landowner and a land trust or governmental agency that permanently places limits on the use of the land to protect its conservation values.
- A conservation easement is perpetual, and the restrictions or conditions imposed by the easement “run with the land” which means all subsequent owners of the property take title subject to the restrictions and conditions of the conservation easement.
- Restrictions are imposed to protect the environmental qualities of the property. In this case, the conservation easement will serve to protect the habitat created for the Karner Blue Butterfly in perpetuity.
- The role of the land trust is to monitor the conditions of the property to make sure the restrictions or conditions of the conservation easement are being met on a yearly basis. The grantee is responsible for monitoring the landowners use and maintenance of the property.



Figure X: Off-Airport Habitat Mitigation Sites



Document Path: K:\SARATOGA\T-18139.01 Partial Parallel Taxiway\Draw\GIS\MitigationSites_20190808.mxd

Service Layer Credits: Source: Esri, DigitalGlobe, GeoEye, Earthstar Geographics, CNES/Airbus DS, USDA, USGS, AeroGRID, IGN, and the GIS User Community, 4/14/2017

SS WMA Lands, TNC Land, Town Land, Saratoga County Land, and Potential Restoration Sand provided by NYSDEC

Road data provided by ESRI

SS WMA = Saratoga Sandplains Wildlife Management Area

Map Date: May 2018



SARATOGA COUNTY BOARD OF SUPERVISORS

RESOLUTION XX - 2022

Introduced by Supervisors [Buildings and Grounds Committee]

**AUTHORIZING THE CONVEYANCE OF A CONSERVATION EASEMENT
OVER COUNTY LAND IN THE TOWNS OF WILTON AND NORTHUMBERLAND**

WHEREAS, the Karner blue butterfly is a federally- and state-listed endangered species;
and

WHEREAS, the frosted elfin butterfly is a state-listed threatened species; and

WHEREAS, portions of the grounds surrounding the Saratoga County Airport are
established Karner blue butterfly and frosted elfin butterfly habitat; and

WHEREAS, through a collaborative effort with the Federal Aviation Administration and
the United States Fish & Wildlife Service, the County has established habitat mitigation sites
which will offset the potential loss of Karner blue butterfly and frosted elfin butterfly habitat
caused by the upkeep and mowing of areas immediately surrounding the airport facilities; and

WHEREAS, a conservation easement over the mitigation sites is required by the United
States Fish & Wildlife Service to ensure the habitat mitigation sites are maintained and
successful in restoring Karner blue butterfly and frosted elfin butterfly habitat; and

WHEREAS, North American Land Trust will provide the required third-party monitoring
of the habitat mitigation sites covered by the proposed conservation easement; now, therefore, be
it

RESOLVED, that the Chair of the Board is authorized to execute any and all documents
needed to convey a conservation easement for the protection of the Karner blue butterfly and
frosted elfin butterfly habitat mitigation sites located in the towns of Wilton and
Northumberland; and it is further

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

RESOLVED, that this Resolution shall take effect immediately.

BUDGET IMPACT STATEMENT: No budget impact.



SARATOGA COUNTY BOARD OF SUPERVISORS

RESOLUTION XX - 2022

Introduced by Supervisors [Buildings and Grounds Committee]

AUTHORIZING AN AGREEMENT WITH NORTH AMERICAN LAND TRUST TO FACILITATE THE CONVEYANCE AND MONITORING OF A CONSERVATION EASEMENT FOR THE PROTECTION OF KARNER BLUE BUTTERFLY AND FROSTED ELFIN BUTTERFLY HABITAT MITIGATION SITES LOCATED IN THE TOWNS OF WILTON AND NORTHUMBERLAND IN SUPPORT OF THE SARATOGA COUNTY AIRPORT AND AMENDING THE 2022 COUNTY BUDGET IN RELATION THERETO.

WHEREAS, the Karner blue butterfly (“KBB”) is a federally- and state-listed endangered species, and the frosted elfin butterfly (“FEB”) is a state-listed threatened species; and

WHEREAS, approximately seventy-seven (77) acres of the grounds surrounding the Saratoga County Airport are established KBB/FEB protected habitat; and

WHEREAS, through a collaborative effort between the Federal Aviation Administration (“FAA”) and the United States Fish and Wildlife Service (“USF&W”), the County has established approximately one-hundred eighty three (183) acres of habitat mitigation areas on forested County-owned sites which will offset the potential loss of KBB/FEB habitat caused by the upkeep and mowing of areas immediately surrounding the airport facilities; and

WHEREAS, a Conservation Easement over the mitigation sites is required by the USF&W to ensure the habitat mitigation sites are maintained and successful in restoring KBB/FEB habitat; and

WHEREAS, an agreement is required with a third-party administrator to facilitate the conveyance of the conservation of the easement in addition to monitoring the conservation easement; and

WHEREAS, the costs associated with such agreement are reimbursable under Federal Aviation Administration grant funding; and

WHEREAS, North American Land Trust (“NALT”) is a conservation organization based in Chadds Ford, Pennsylvania with a primary purpose of preserving and managing open space to protect its conservation values; NALT enters into conservation easements as grantee to ensure the sustainability and protection of natural resources within defined areas; and

WHEREAS, NALT has proposed to provide services related to the creation and conveyance of a conservation easement and to provide monitoring of the habitat mitigation sites, in perpetuity, for a one-time payment of \$85,325; now, therefore, be it

DRAFT – MARKUP RESOLUTION

RESOLVED, that the Chair of the Board is authorized to execute an agreement with North American Land Trust, of Chadds Ford, Pennsylvania, not to exceed \$85,325, for the creation, conveyance and monitoring of a conservation easement for the protection of the Karner blue butterfly and frosted elfin butterfly habitat mitigation sites located within the towns of Wilton and Northumberland; and it is further

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

RESOLVED, that the 2022 County Budget is amended as follows:

UNDER DEPARTMENT OF PUBLIC WORKS

Increase Expenses

A.50.513-7098 – Professional Services \$85,325

Increase Revenues

A.50-4592 – Federal Aid – Airport \$85,325

; and it is further

RESOLVED, that this Resolution shall take effect immediately.

BUDGET IMPACT STATEMENT: No budget impact. 100% Federal Aid.



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
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Audra Hedden, County Administrator's Office
Stephanie Hodgson, Director of Finance

FROM: Chad M. Cooke, P.E.

DATE: 2/16/2022

RE: Accpetance funding for airport runway broom

COMMITTEE: Buildings and Grounds

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:

Authorize acceptance of grant funding from NYSDOT for the acquisition of a Self-Propelled Runway Broom for use at the County's Airport, PIN 1902.18, in the amount of \$585,450 and amending the budget in relation thereto.

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)
- 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: YES or NO
- a. Effective date
 - b. Salary and grade
8. Is a new employee being hired: YES or NO
- a. Effective date of employment
 - b. Salary and grade
 - c. Appointed position:
 - d. Term:
9. Is a grant being accepted: YES or NO
- a. Source of grant funding: NYSDOT
 - b. Amount of grant: \$585,450
 - c. Purpose grant will be used for: equipment purchase
 - d. Equipment and/or services being purchased with the grant: Runway broom
 - e. Time period grant covers:
5 years

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

The County has been awarded a grant for the purchase of a runway boom to be used for snow removal at the County's airport. The grant requires a 10% local match in the amount of \$65,050 which will require an appropriation from fund balance. Budget amendment is as follows:

Increase Expenses:

A.50.513-7080 – Other Equipment \$ 650,500

Increase Revenues:

A.50-3592 - SA Airport (90%) \$ 585, 450
A.0599.B - Appropriated Fund Balance (10%) \$ 65,050

Budget Impact: The County's 10% local match will require an appropriation from fund balance in the amount of \$65,050.

See attached draft resolution.



SARATOGA COUNTY BOARD OF SUPERVISORS

RESOLUTION XXX - 2022

Introduced by Supervisors Veitch, Connolly, Grasso, Lant, Ostrander, Raymond and Smith

AUTHORIZING ACCEPTANCE OF A 2022 AIR '20 GRANT OFFER FROM THE NEW YORK STATE DEPARTMENT OF TRANSPORTATION (NYSDOT) FOR THE ACQUISITION OF A SELF PROPELLED RUNWAY BROOM FOR THE SARATOGA COUNTY AIRPORT, PIN 1902.18, AND AMENDING THE COUNTY BUDGET IN RELATION THERETO

WHEREAS, our Department of Public Works proposes to a project to acquire a self-propelled runway broom for the clearing of snow accumulations at the Saratoga County Airport to better serve the needs of the users of the Airport's services and facilities; and

WHEREAS, the County of Saratoga desires to advance the Project by committing funds for the local match, the funding shares being State \$585,450; Local \$65,05; and Total \$650,500,000; now, therefore, be it

RESOLVED, that the Saratoga County Board of Supervisors hereby approves the above subject Project; and it is hereby further

RESOLVED, that the Chair of the Board and/or Commissioner of the Saratoga County Department of Public Works of Saratoga County are hereby authorized to execute all necessary Agreements on behalf of the County with NYSDOT in connection with the Project, and it is further

RESOLVED, that a Certified copy of this Resolution be filed with the New York State Commissioner of Transportation by attaching it to any necessary Agreement in connection with the Project; and it is further

RESOLVED, that this Resolution shall take effect immediately; and, be it further

RESOLVED, that the 2022 Saratoga County Budget is amended as follows:

PUBLIC WORKS:

Appropriations:

Increase Acct.: A.50-513-7080 Other Equipment \$650,500

Revenues:

Increase Acct.: A.50-3592 State Airport (90%)	\$585,450
Increase Acct.: A.0599.B App. Fund Balance (10%)	<u>\$ 65,050</u>
	\$650,500

BUDGET IMPACT STATEMENT: The 10% Local Share of this grant will require an appropriation of \$65,050 from Fund Balance.

STATE OF NEW YORK)
) SS:
COUNTY OF SARATOGA)

I, _____, Clerk of _____, New York, do hereby certify that I have compared the foregoing copy of this Resolution with the original on file in my office, and that the same is a true and correct transcript of said original Resolution and of the whole thereof, as duly adopted by said _____ at a meeting duly called and held at the _____ on _____ by the required and necessary vote of the members to approve the Resolution.

WITNESS My Hand and the Official Seal of _____, New York, this _____ day of _____, 20 .

(Clerk, _____)

:



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
Audra Hedden, County Administrator's Office
Stephanie Hodgson, Director of Finance

FROM: Chad M. Cooke, P.E.

DATE: 2/16/2022

RE: Budget reappropriation

COMMITTEE: Buildings and Grounds

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:

Amend the 2022 budget to reappropriate unspent funds relating to Buildings and Grounds capital projects.

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):
- Request to reappropriate unspent funds for on-going Buildings and Grounds projects. A listing of projects and amounts is attached along with the proposed budget amendment.
- Budget impact: The reappropriation of funds will require an amendment to the budget in the amount of \$2,408,437.
- Precedent Res: 78 of 2021

List of Buildings and Grounds projects requiring funding reappropriation:

a. Replace Air Handlers in Bldg. #1 – Construction (C)	\$ 65,887
b. Airport Partial Parallel Taxiway, Off Site East Mitigation and Monitoring Engineering (E) and C	\$ 1,887,570
c. County Farm Water Tower Rehab. - E &C	\$ 64,152
d. Airport – Perimeter Fence - E & C	\$ 149,970
e. Airport – Off Site N & S Mitigation Sites - E & C	\$ 194,907
f. Airport – Pavement Management Program - E	\$ 3,761
g. Airport – Snow Removal Equipment Building - E	\$ 14,167
Airport – 6 -8 Bay T-Hangar - E	<u>\$ 28,023</u>
	\$ 2,408,437

Amend Budget Accounts as follows:

Increase Appropriations:

A.50.000-7094 Building Components Realty	\$ 130,039
A.50.513-7093 Airport - Bldg. Construction Cost	\$ 983,937
A.50.513-8130 Airport - Architects/Engineers	<u>\$ 1,294,461</u>
	\$ 2,408,437

Increase Revenues:

A.50-3592 State Airport	\$ 132,350
A.50-4592 Federal Airport	\$ 2,047,451
A.0599.B Appropriated Fund Balance	<u>\$ 228,637</u>
	\$ 2,408,437



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
Audra Hedden, County Administrator's Office
Stephanie Hodgson, Director of Finance

FROM: Chad M. Cooke, P.E.

DATE: 2/16/2022

RE: Saratoga County Soil and Water request for space

COMMITTEE: Buildings and Grounds

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:

Saratoga County Soil and Water Conservation District is requesting space on the County Farm Road complex to construct a 30 ft x 40 ft equipment storage building.

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

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- 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):
- See attached request from Saratoga County Soil and Water.
- Budget Impact: No budget impact.
- No precedent resolution.



SARATOGA COUNTY SOIL & WATER CONSERVATION DISTRICT

50 West High Street, Ballston Spa, New York 12020
(518)885-6900

dustinlewissaratogaswcd@gmail.com

Chad Cooke PE
Commissioner of Public Works
3654 Galway Rd.
Ballston Spa, NY 12020

On behalf of the Saratoga County Soil and Water Conservation District I would like to submit the following request for space only:

We need a building for the housing and maintenance of our equipment. We currently have three pieces of trailered equipment, a 1-ton truck, two half ton pickups and are looking for room for future equipment purchases and maintenance. Our equipment is presently stored and maintained at multiple locations, including Schenectady County SWCD and Board Members properties. We are very grateful for the use of their facilities, but not having our own facility results in excessive drive time to perform repairs and pick up equipment. Due to the lack of storage, we are not able to purchase materials in large quantities, increasing time in procuring the materials and cost. With a larger, more central location we could purchase materials at a lower cost while cutting down on staff time.

We are requesting space for the construction of a 30'x40' building. We will acquire the funding for the construction of the building. The building will need a water supply and basic electric service. We would like to identify a location and begin construction as soon as possible.

Please see the attached possible location maps along with images of the possible building design for reference.

Thank you very much for your consideration. If there are any questions please contact me at any time 518-729-8185.

Sincerely,

Dustin Lewis
District Manager

BOARD OF DIRECTORS:

Janet Bartow•Victoria Garlanda•Joe Grasso•Jen Koval•Jay Matthews•Steven Ropitzky•Kevin Veitch

Location for SCWD building 30' X 40' Building Driveway around building



Saratoga County Soil and Water Conservation District
Assisted By: Scott Monica

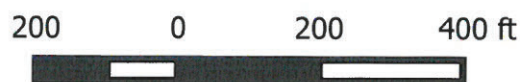
All maps are illustrative and do not indicate legal boundaries



Legend

- Future SWCD building
- Driveway
- sara_cnty_prcls_2020
- saratoga soils
- street100k_l_ny091

2021



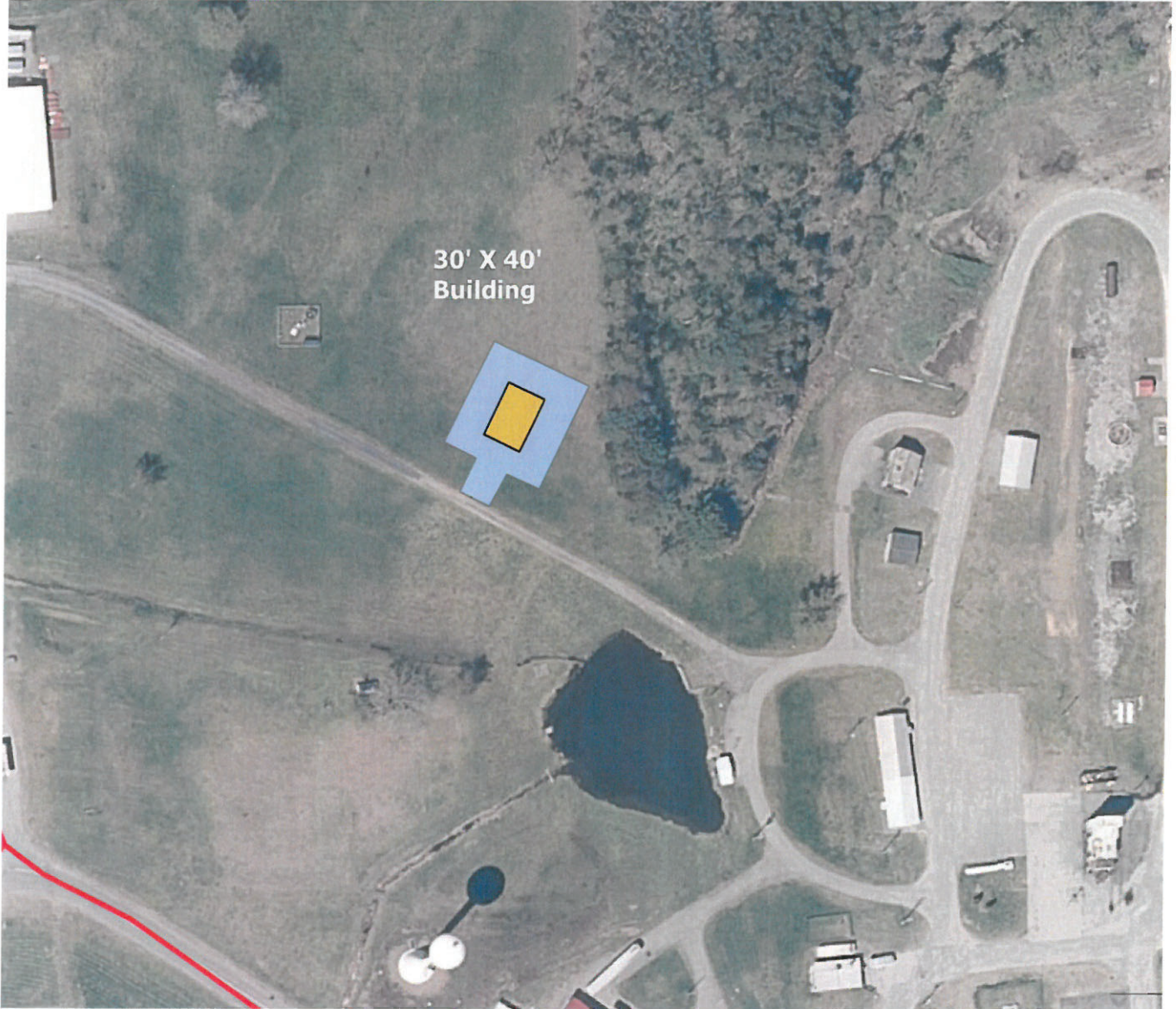
Tue Feb 1 2022

Location for SCWD building 30' X 40' Building Driveway around building



Saratoga County Soil and Water Conservation District
Assisted By: Scott Monica

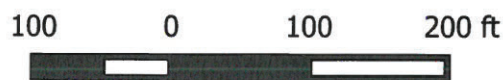
All maps are illustrative and do not indicate legal boundaries



Legend

- Future SWCD building
- Driveway
- sara_cnty_prcls_2020
- saratoga soils
- street100k_l_ny091

2021



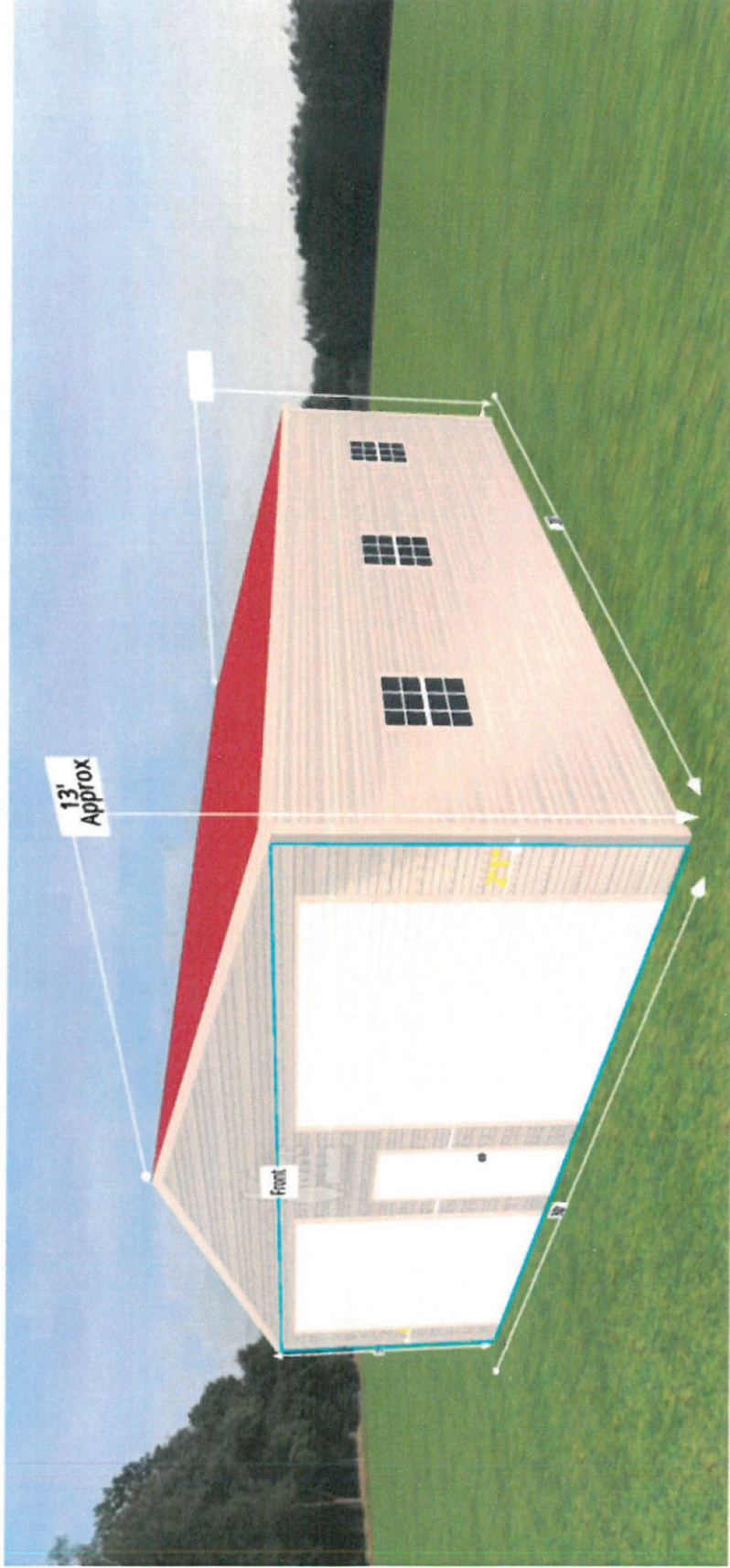


Saratoga SWCD Storage Building Rear





Saratoga SWCD Storage Building Front





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
Audra Hedden, County Administrator's Office
Stephanie Hodgson, Director of Finance

FROM: Eileen M. Bennett, Director of Information Technology

DATE: 02/22/2022

RE: Resolution to enter into a contract with UTC Associates Inc. for cyber-security assessment

COMMITTEE: Buildings and Grounds

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:

Approve a contract with UTC Associates, Inc. to complete a cyber-security assessment of Saratoga County's IT infrastructure and create a proactive risk management program in the amount of \$95,138.40 with a not to exceed cost of \$100,000.00

5. Does this item require hiring a Vendors/Contractors: **YES** or **NO**

- a. Were bids/proposals solicited: No
- b. Is the vendor/contractor a sole source: No
- 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: yes, Inc.
- h. State of vendor/contractor organization: New York
- i. Is this a renewal agreement: **YES** or **NO**
- j. Vendor/Contractor comment/remarks:

UTC Associates, Inc.



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):
- The proposal and quote dated 1/20/2022 is a confidential and proprietary document of UTC Associates, Inc.
Quote was provided under GSA Schedule 70, contract number: 47QTCA19D00A6.
Funds were approved in the IT 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
Audra Hedden, County Administrator's Office
Stephanie Hodgson, Director of Finance

FROM: Eileen M. Bennett, Director of Information Technology

DATE: 02/22/2022

RE: Amendment to Resolution 37-2020 due to increase of Kronos Licenses

COMMITTEE: Buildings and Grounds

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:

To amend Resolution 37-2020 to modify payment schedule of the six (6) year maintenance agreement with M.M. Hayes Co., Inc for years five (5) and six (6). The increase in maintenance is due to the addition of 100 Licenses purchased in 2021. Year five (5) cost will be \$42,659 and not to exceed \$47,000. Year six (6) cost will be \$46,483 and not to exceed \$52,000. Both year five (5) and year six (6) will have a 10% contingency due to the potential of adding additional licenses that require maintenance.
Total six (6) year contract not to exceed cost of \$255,871

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
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7. Is a new position being created: YES or NO
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- 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):
- Quotes for both year five (5) and year six (6) are attached along with the modified Resolution 37-2020.



INVOICE NO. 76056
 DATE: 12/17/2021

SOLD TO

Saratoga County
 Data Processing
 50 West High Street
 Ballston Spa, NY 12020

Kronos Annual Support

CUST.NO. 0001354	SHIP VIA	F.O.B.	CARTONS	ACCOUNT REPRESENTATIVE Michael Hayes
DATE SHIPPED	CUSTOMER ORDER NO.	TERMS Net 45	STATEMENT TYPE INVOICE	

QUANTITY	DESCRIPTION	UNIT PRICE	TOTAL PRICE
1	NYS CONTRACT PT62619 PER AGREEMENT FOR 2022-23 Kronos Workforce Timekeeper 1300 v8.1 Kronos Workforce Employee 300 Kronos Workforce Manager 85 Kronos Workforce Absence Manager 1300 New World Payroll Interface 1150 Bi-Directional Interface to Payroll 150 Clouding Hosting Services (33) Kronos InTouch Biometric Terminals (2) Kronos InTouch Terminals, Wiegand Reader Cloud Hosting Services	45,129.00	45,129.00
1	Prorated Support Services Credit, Invoice 37869	-535.00	-535.00
1	Prorated Support Services Credit, Invoice 37868	-1,935.00	-1,935.00
	Effective Dates: February 1, 2022 - January 31, 2023		

Remit To:
M.M. Hayes Company, Inc.
 16 Sage Estate
 Albany, New York 12204

Phone: (518) 459-5545
 visit us online at www.mmhayes.com

Net Invoice:	42,659.00
Sales Tax	0.00
Total:	42,659.00

Amanda L. Thrane

From: Eileen Bennett
Sent: Tuesday, December 28, 2021 2:39 PM
To: Amanda L. Thrane
Subject: Fw: County of Saratoga
Attachments: County of Saratoga Additional Licenses 10.29.21.pdf

The additional licenses were quoted from NYS OGS contract #PT62619 with a 1 year maintenance. MM Hayes wasn't able to quote maintenance for less than 1 year for the additional licenses. Purchase Orders for new licensing included 1 year of maintenance. The email below from Michael Hayes states that the pre-paid maintenance on the Purchase Orders would be pro-rated on the 2022 invoice. Credit for maintenance would be for 9 months.

Eileen M. Bennett

County of Saratoga Director of Information Technology
50 West High St. Ballston Spa, NY 12020
Work: 518-884-4760 Direct: 518-885-5381 x4311 Cell: 518-281-6194
Email: ebennett@saratogacountyny.gov

STATEMENT OF CONFIDENTIALITY: This electronic message may contain privileged or confidential information. If you are not the intended recipient of this email, please delete it from your system and advise the sender.



From: Michael Hayes Jr. <mfhayes@MMHAYES.com>
Sent: Friday, October 29, 2021 1:47 PM
To: Eileen Bennett <ebennett@saratogacountyny.gov>
Subject: FW: County of Saratoga

Ok Eileen. Hopefully this makes sense. Please let us know and we can get this going. We will credit and pro rate the pre-paid maintenance upon renewal. You will see it listed on the invoice.

Thanks as always for your support.

Mike
Michael F. Hayes
M.M. Hayes Co., Inc.
The Sage Estate | Albany, NY 12204
Office: (518) 459-5545 Ext. 231
Email: mfhayes@mmhayes.com

Join MM Hayes on: mmhayes.com | [Twitter](#) | [LinkedIn](#) | [YouTube](#)





Prepared By: Michael F. Hayes

Date: 15-Feb-2022

Bill To: Saratoga County
50 West High Street
Ballston Spa, NY 12020

Ship To: Saratoga County
50 West High Street
Ballston Spa, NY 12020

Payment Terms Net 45
Coverage Period 2/1/2023 - 1/31/2024

Annual Kronos Support

Item	License/Qty	Unit Price	Total Price
Annual Support Services			46,483.00
Kronos Workforce Timekeeper	1,300	Included	Included
Kronos Workforce Employee	300	Included	Included
Kronos Workforce Manager	85	Included	Included
Kronos Workforce Absence Manager	1,300	Included	Included
New World Payroll Interface	1,150	Included	Included
Bi-Directional Interface to Payroll	150	Included	Included
Kronos InTouch Biometric Terminals	33	Included	Included
Kronos InTouch Terminals - Wiegand Reader	2	Included	Included
Cloud Hosting Services		Included	Included
Total Price			\$46,483.00

QUOTE SUMMARY

Description		
Software Support	Subtotal	46,483.00
Grand Total		\$46,483.00



SARATOGA COUNTY BOARD OF SUPERVISORS

RESOLUTION 37 - 2020

Introduced by Supervisors Pemrick, Kinowski, Kusnierz, Schopf, Tollisen, Winney and Wright

AMENDING RESOLUTION 72- 2018, AND AUTHORIZING THE CHAIR TO EXECUTE AN AMENDED AGREEMENT WITH M.M. HAYES CO. INC. FOR ANNUAL MAINTENANCE OF THE COUNTY'S EMPLOYEE TIME AND ATTENDANCE REPORTING SYSTEM HARDWARE AND SOFTWARE

WHEREAS, pursuant to Resolution 26-13 this Board authorized an agreement with M.M. Hayes Co., Inc. for the purchase, installation and maintenance of an automated employee time and attendance reporting system featuring Kronos hardware and software, together with training services, for a term of five years, expiring on January 31, 2018; and

WHEREAS, pursuant to Resolution 72-2018 this Board authorized the Chair to execute an agreement with M.M. Hayes Co., Inc. for the annual maintenance of the County's Kronos automated employee time and attendance reporting system hardware, software and custom software, which agreement included a 20% discount on any additional Kronos hardware, software or custom software purchased by the County during the term of the agreement, for a term of six years commencing on February 1, 2018 and terminating on January 31, 2024, at a cost of \$236,639 to be paid as follows:

- 1) February 1, 2018 – January 31, 2019: \$36,539
- 2) February 1, 2019 – January 31, 2020: \$37,653
- 3) February 1, 2020 – January 31, 2021: \$38,801
- 4) February 1, 2021 – January 31, 2022: \$39,984
- 5) February 1, 2022 – January 31, 2023: \$41,203
- 6) February 1, 2023 – January 31, 2024: \$42,459

WHEREAS, due to the need to purchase additional employee timekeeper licenses in 2019, it is necessary to amend Resolution 72-2018 to modify the payment schedule of the maintenance agreement for years three (3) through six (6) to reflect increased maintenance costs; and

WHEREAS, our Law and Finance Committee and the Director of Information Technology have recommended that Resolution 72-2018 be amended to modify the payment schedule of the maintenance agreement with M.M. Hayes Co., Inc. for years three (3) through six (6), and to authorize the Chair of the Board to execute an amendment to the agreement with M.M. Hayes Co., Inc. for the maintenance of the Kronos automated employee time and attendance reporting system hardware, software and custom software for such change; now, therefore, be it

RESOLVED, that the first RESOLVED paragraph of Resolution 72-2018 is amended as follows:

RESOLVED, that the Chair of the Board is authorized to execute an agreement with M.M. Hayes, Company, Inc. of Albany, New York for the annual maintenance of the County's Kronos automated employee time and attendance reporting system hardware, software and custom software, which agreement shall include a 20% discount on any additional Kronos hardware, software or custom software purchased by the County during the term of the agreement, for a term of six years commencing on February 1, 2018 and terminating on January 31, 2024, at a cost of \$244,427 to be paid as follows:

- 1) February 1, 2018 – January 31, 2019: \$36,539
- 2) February 1, 2019 – January 31, 2020: \$37,653
- 3) February 1, 2020 – January 31, 2021: \$40,748
- 4) February 1, 2021 – January 31, 2022: \$41,931
- 5) February 1, 2022 – January 31, 2023: \$43,150
- 6) February 1, 2023 – January 31, 2024: \$44,406

and, be it further

RESOLVED, that the Chair of the Board is authorized to execute either an agreement or an amendment to the agreement with M.M. Hayes, Company, Inc., which incorporates the foregoing revisions to the payment schedule for years three (3) through six (6) and the contract total, with the form and content of same to be subject to the approval of the County Attorney

Modify resolution to execute amendment to amendment #1 or agreement with M. M. Hayes, Company, Inc. which incorporates the foregoing revisions to the payment schedule for years five (5) and six (6) and the contract total, with the form and content of same to be subject to the approval of the County Attorney for a total of not to exceed cost of \$255,871 to be paid as follows:

- 1) February 1, 2018 – January 31, 2019: \$36,539
- 2) February 1, 2019 – January 31, 2020: \$37,653
- 3) February 1, 2020 – January 31, 2021: \$40,748
- 4) February 1, 2021 – January 31, 2022: \$41,931
- 5) February 1, 2022 – January 31, 2023: \$42,659 not to exceed \$47,000.
- 6) February 1, 2023 – January 31, 2024: \$46,483 not to exceed \$52,000

BUDGET IMPACT STATEMENT: No budget impact.