

Law and Finance Committee Minutes
March 9, 2022 – 4:00 p.m.

Present: Chairman Jonathan Schopf; Committee members Phil Barrett, Joe Grasso, Jean Raymond, Kevin Tollisen and Matthew Veitch; Supervisors Mark Hammond, Diana Edwards, Tara Gaston, Sandra Winney and Chairman of the Board Theodore Kusnierz; Steve Bulger, Ridge Harris, Matt Rose, Audra Hedden, Christine Rush, Stephanie Hodgson, County Administrator; Michael Hartnett, Michelle Granger, County Attorney; Michael Zurlo, Sheriff; Chad Cooke, Public Works; Andrew Jarosh, Treasurer; Adam Kinowski, Human Resources; Anna Stanko, Real Property; Sandi Cross, Judy Dahoda-Taylor, Rebecca Robarge, Aging; Karen Heggen, District Attorney; Dan Kuhles, Public Health; Dan Rourke, Sewer District; Craig Hayner, County Clerk; Eileen Bennett, Information Technology; John Warnt, Purchasing; Steve Bayle, Probation; Jenniffer McCloskey, Employment and Training; Patrick Maxwell, Social Services; Penny Heritage, Animal Shelter; Dawn Phillips, 18B Administrator; ; Donna Miter, CSEA;

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

On a motion made by Mr. Grasso, seconded by Mr. Barrett, the minutes of the February 9, 2022 meeting were approved unanimously.

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

BUILDINGS & GROUNDS

- Authorizing an agreement with Complete Building Solutions, Inc. for cleaning services at the County's leased Mental Health and Addiction Services Building.
BUDGET IMPACT: No Budget Impact. Funds for this agreement are included in the 2022 Department of Public Works budget.

Mr. Bulger said the total cost of this agreement will be for \$24,600 for the first year and includes three 1-year renewal options.

- Authorizing an agreement with Tri-County Refrigeration for repairs of the cooling tower on Building No. 4.
BUDGET IMPACT: No Budget Impact. Funds for this agreement are available in the 2022 Department of Public Works budget.

Mr. Bulger said this agreement includes costs associated with any necessary parts and services related to the repairs for a total of \$30,247.

- Authorizing acceptance of an Aviation Capital Grant from the NYS Department of Transportation and amending the 2022 County Budget in relation thereto.
BUDGET IMPACT: The 10% Local Share of this grant will require an appropriation of \$65,050 from Fund Balance.

Mr. Bulger said the County has been awarded a grant in the amount of \$585,450 for the purchase of a runway broom to be used for snow removal at the County airport.

- Amending the 2022 County budget to reappropriate unspent funds relating to Department of Public Works Capital Projects.

BUDGET IMPACT: The unused funds from the 2021 budget for these projects will be reappropriated to the 2022 budget.

Mr. Bulger said the total amount being reappropriated under this item is \$2,408,437.

- Authorizing an agreement with UTC Associates, Inc. for cyber-security assessment and risk-management services.

BUDGET IMPACT: No Budget Impact. Costs associated with this agreement are included in the 2022 Information Technology Department budget.

Mr. Bulger said UTC Associates provided the County a quote for the agreement under GSA Schedule 70. The total cost of this contract will be in the amount of \$95,138.40 and includes a “not to exceed” amount of \$100,000.

- Amending Resolution 72-2018, as amended by Resolution 37-2020, and authorizing 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.

BUDGET IMPACT: No Budget Impact. Funds for the amended agreement are included in the 2022 Information Technology Department budget.

Mr. Bulger said this amended agreement will modify the payment schedule of the current six-year agreement. The projected cost for year five of this agreement will total \$42,659 with a not to exceed of \$47,000, and year six will be \$46,483 with a not to exceed of \$52,000. This increase in maintenance is due to 100 additional Kronos licenses being purchased in 2021.

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

PUBLIC SAFETY

- Amending the 2022 County Budget to reappropriate unspent New York State Homeland Security Grant funds under the Sheriff’s Office.

BUDGET IMPACT: The unused funds from the 2021 budget for this project will be reappropriated to the 2022 budget.

Mr. Bulger said the total amount being reappropriated under this item is \$82,120.69.

- Authorizing the acceptance of a State Law Enforcement Terrorism Prevention Program grant from the New York State Division of Homeland Security and Emergency Services.

BUDGET IMPACT: None. 100% State Aid

Mr. Bulger said this grant award totals \$61,884. Eligible expenses for these grant funds include enhanced counter terrorism and response programs and equipment.

- Amending Resolution 146-2015 and authorizing an amended agreement with Jaqueline Bashkoff, Ph.D. for the provision of expert psychological services to assist the Public Defender's Office.

BUDGET IMPACT: None. Funds for the amended agreement are included in the 2022 Public Defender's Office budget.

Mr. Bulger said this amended agreement would increase the not to exceed amount from \$20,000 to \$35,447, for 2021 only, in order to allow the Public Defender's office to pay for services rendered in 2021. The balance of the terms of the agreement would remain the same including a yearly not to exceed amount of \$20,000.

- Authorizing the Alternatives to Incarceration (ATI) Performance Based Service Plan and authorizing the acceptance of a NYS Division of Criminal Justice Services grant.

BUDGET IMPACT: No Budget Impact. 100% State Aid.

Mr. Bulger said these grant funds which total \$26,224 will go towards pre-trial release services and the community work order program.

- Amending the 2022 County Budget to reappropriate unspent funds for the Animal Shelter relating to the canine pavilion project.

BUDGET IMPACT: The unused funds from the 2021 budget for this project will be reappropriated to the 2022 budget. Any unused funds at the completion of the project will be returned to the Animal Shelter Trust account.

Mr. Bulger said there are currently some outstanding closeout items related to the Canine Pavilion. This reappropriation of funds in the amount of \$155,187 will allow the Animal Shelter to pay the vendor and finish the approved project.

- Authorizing the acceptance of a Counsel at First Appearance grant from the New York State Office of Indigent Legal Services and amending the 2022 County budget in relation thereto.

BUDGET IMPACT: No Budget Impact. 100% State Aid.

Mr. Bulger said these grant funds in the amount \$346,290.06 will continue to pay stipends for attorneys assigned to represent indigent defendants at arraignments in local criminal courts after normal business hours, on holidays and on weekends.

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

PUBLIC WORKS

- Authorizing the implementation, and funding of 100% of the costs of a transportation project, of which qualified costs may be reimbursed from Bridge NY funds and amending the 2022 County budget in relation thereto. (Scotch Bush Road, Town of Ballston)

BUDGET IMPACT: No Budget Impact. 100% Federal Aid.

Mr. Bulger said the total cost of this project will be \$869,110. This includes engineering and construction to replace a culvert over Larue Creek Tributary in the Town of Ballston.

- Authorizing an engineering consultant agreement with M.J. Engineering & Land Surveying.

BUDGET IMPACT: No Budget Impact. Funds for this agreement were appropriated in the previous project approval resolution.

Mr. Bulger said this contract in the amount of \$297,000 will authorize MJ Engineering to perform the required professional services for the replacement of the culvert.

- Authorizing the implementation and funding of 100% of the costs of a transportation project, of which qualified costs may be reimbursed from Bridge NY funds and amending the 2022 County budget in relation thereto. (Spier Falls Rd., Town of Corinth)

BUDGET IMPACT: No Budget Impact. 100% Federal Aid.

Mr. Bulger said the total cost of this replacement project will be \$997,600. The County's 2022 budget has already appropriated \$88,000 towards the project. The 2022 budget will be amended in the amount of \$909,600 to account for the Bridge NY funding.

- Authorizing a consultant agreement with CPL Architects, Engineers, Landscape Architect and Surveyors, D.P.C.

BUDGET IMPACT: No Budget Impact. Funds for this agreement were appropriated in the previous project approval resolution.

Mr. Bulger said this agreement totaling \$300,000 will authorize CPL to perform the required professional services for the project.

- Amending the 2022 County budget to reappropriate unspent funds relating to Public Works capital projects.

BUDGET IMPACT: The unused funds from the 2021 budget for these projects will be reappropriated to the 2022 budget.

Mr. Bulger said this reappropriation of funds in the amount \$1,167,351 will go towards engineering and construction costs related to various Public Works projects.

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

HEALTH & HUMAN SERVICES

- Authorizing the renewal of contracts for the Expanded In-Home Services for the Elderly Program.

BUDGET IMPACT: No Budget Impact. Funding for these agreements is included in the 2022 Office for the Aging budget.

Mr. Bulger said these renewal agreements include five different home-care agencies to provide Level 1 and Level 2 personal care through the State funded Expanded In-Home Services for the Elderly grant program.

On a motion made by Mr. Grasso, seconded by Mrs. Raymond, the following resolutions were approved unanimously.

HUMAN RESOURCES & INSURANCE

- Authorizing an agreement with Bishop House Consulting.
BUDGET IMPACT: No Budget Impact. Funds for this agreement are included in the 2022 Human Resources Department budget.

Mr. Bulger said Saratoga County is committed to training great leaders and teams. This training would be provided to department heads and various management positions. Terms of this agreement include 12 licenses for the 2022 calendar year and the maximum cost of the agreement will total \$31,000.

- Amending the 2022 Compensation Schedule to create positions under Sheriff's Department and abolish positions under the Department of Social Services.
BUDGET IMPACT: No Budget Impact. Funding for these positions is available in the 2022 Sheriff's Office budget.

Mr. Bulger said this Resolution will abolish the two vacant security guard positions under DSS and create three deputy positions under the Sheriff's Office. These positions will provide for two deputies to be stationed at the Services Building and one deputy stationed at Building 1 to provide security services. Due to current vacancies, there is funding available for these positions in the Sheriff's Office budget.

- Amending the 2022 Compensation Schedule under the Management Matrix.
BUDGET IMPACT: No Budget Impact.

Mr. Bulger said through the budget process the position of Budget Director was created and the Director of Finance position has become vacant. Following the vacancy review, the Director of HR has recommended a decrease in pay rate for the Director of Finance position from Grade 21 to Grade 19 to better reflect the roles and responsibilities of the position.

- Amending the 2022 Compensation Schedule under Human Resources.
BUDGET IMPACT: No Budget Impact.

Mr. Bulger said this resolution will reclassify a Typist in the Human Resources Department to a Human Resources Clerk to achieve operational efficiencies and better reflect the responsibilities of the position.

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

ECONOMIC DEVELOPMENT

- Authorizing the acceptance of a 2020 – 2022 Employment Recovery National Dislocated Worker Grant from the NYS Department of Labor and amending the 2022 County budget in relation thereto.
BUDGET IMPACT: No Budget Impact. 100% State Aid.

Mr. Bulger said Saratoga County is the grant recipient for the Saratoga, Warren, and Washington Workforce Development Area and will retain \$38,811 of the awarded \$74,264.21. The remainder will be passed through to Warren and Washington Counties.

- Authorizing an agreement with Cornell Cooperative Extension for the management of the Saratoga County MS4 Stormwater program.

BUDGET IMPACT: No Budget Impact. Funds for this agreement are included in the 2022 Planning Department budget.

Mr. Bulger said Saratoga County has been contracting with the Cornell Cooperative Extension for the management of the County's MS4 Stormwater program since 2005. The total cost for this agreement in 2022 will be \$194,441.58 with a yearly increase of 1.5% the following two years.

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

LAW & FINANCE

- Authorizing the acceptance and disbursement of NYS Septic System Replacement Program Grant funds and amending the 2022 County Budget in relation thereto.

BUDGET IMPACT: No Budget Impact. 100% State Aid.

Mr. Bulger said the Saratoga County Soil and Water Conservation District administers this state program on behalf of the County. This project in the Town of Clifton Park has been completed and requires an amendment to the 2022 budget. The County will function as a passthrough once funds are received from the State and then disburse the funds to the homeowner.

- Adopting a revised Weighted Vote for the Board of Supervisors.

BUDGET IMPACT: No Budget Impact.

Mr. Bulger said Following the 2020 Federal Census, Saratoga County experienced population growth which necessitates a revision to the weighted vote counts on the Board of Supervisors.

- Approving the restructuring of certain Departments and amending the 2022 Compensation Schedule under Office for the Aging and Planning Department.

BUDGET IMPACT: No Budget Impact.

Mr. Bulger said this resolution will amend the names of certain departments as follows: The Office for the Aging will change to the Department of Aging and Youth Services, and the Planning Department will change to the Planning and Economic Development Department. The impetus behind the Department of Aging & Youth Services change was that the Youth Department was eliminated in the 2022 budget, and several of the programs and responsibilities were transferred to the Office for the Aging. Regarding the Planning and Economic Development Department, this change was necessitated when the Saratoga County Prosperity Partnership Board recently voted unanimously to cease day to day operations starting April 1st and transfer those duties to the Planning Department. These new names more accurately reflect the responsibilities of each Department, and this resolution will adjust the relevant titles accordingly. Mr. Barrett said Supervisors on the Partnership board and the Economic Development Chair signed a letter recommending the operations of the Partnership be suspended

and the full Partnership board voted unanimously to accept that recommendation. Mr. Barrett said while day to day operations have been suspended, the entity of the partnership remains in place until the Home Rule Legislation process that created it can be reversed which will take at least a year. Any bed tax money the Partnership receives will be given back to the County if the Partnership does not expend it and it can be used to benefit all Saratoga County residents. Mr. Veitch asked if they could move forward today to reverse the action taken years ago and Mr. Barrett said it should start in the Economic Development committee.

- Amending Resolution 322-2021 to authorize necessary subcontracts for mandated services for the Department of Social Services to implement the 2018 – 2023 Child and Family Services Plan.

BUDGET IMPACT: No Budget Impact. Funds for anticipated local share costs of any agreements are included in the 2022 Department of Social Services budget.

Mr. Bulger said the implementation of the 2018 – 2023 Child and Family Services Plan update requires the execution of various subcontracts and agreements with state approved providers for mandated Child Welfare services provided through state model contracts at standardized rates.

- Approving an agreement with Envision Strategy LLC for grant acquisition services.

BUDGET IMPACT: No Budget Impact. Funds for this agreement are included in the 2022 County Administrator budget.

Mr. Bulger said an RFP for Grant Acquisition Services for the County was released earlier this year, with a total of five firms responding. Envision Strategy was the unanimous recommendation of the Review Panel, which included interviews with the firms selected as finalists. This is a 2 year contract for a monthly retainer of \$7,500, and services include both federal and state grants research, evaluation, writing, submission, and advocacy. Mr. Grasso asked if this would be managed by the Administrator’s office and Mr. Bulger said it would be.

- Authorizing an intermunicipal agreement with the Town of Moreau for the extension of sewer infrastructure.

BUDGET IMPACT: No Budget Impact.

Mr. Bulger said Resolution 100-2020 committed \$2 million in ARPA funds for the extension of the Sewer District’s infrastructure to the Towns of Wilton and Moreau. This Intermunicipal agreement will facilitate the implementation of the project between the Town and County.

- Proclaiming April 2022 as “Donate Life Month” in Saratoga County.

BUDGET IMPACT: No Budget Impact.

Mr. Bulger said This resolution will direct our County of Public Works staff to raise the Donate Life Flag at the Municipal Center Office at 40 McMaster Street for the Month of April to raise awareness of the need for organ and tissue donors in Saratoga County.

- Amending Resolution 139-2019, as amended by Resolution 244-2020 and Resolution 99-2022, to authorize an amended agreement with LaBella Associates, D.P.C.

BUDGET IMPACT: No Budget Impact.

Mr. Bulger said the prior referenced resolutions authorized an agreement with Chazen Companies Engineering for services related to planned upgrades for the Knox Woods and

Riverside #1 pump stations for the Sewer District. Chazen merged with LaBella Associates, DPC which necessitates an amended agreement.

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

CHAIRMAN'S ITEM

- Appointments to the Traffic Safety Advisory Board.

BUDGET IMPACT: No Budget Impact.

Mr. Bulger said This resolution will appoint individuals to the traffic safety board to fill vacancies and replace retiring members:

Chief Paul Pecor, Stillwater PD

Chief David Gifford, South Glens Falls PD

Guy Gurney, Sheriff's Department

Mickey Mahoney, Probation Department

Sgt. Michael Shudt, Waterford PD

Sgt. Frank McGarrity, NY State Park Police

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

A motion was made by Mr. Veitch, seconded by Mrs. Raymond, to exit the Executive Session. Unanimous.

No action was taken in Executive Session.

A motion was made by Mr. Barrett, seconded by Mr. Grasso, to authorize certain County officials to retain private counsel at their own choosing in relation to lawsuits filed by Margaret McNamara. Unanimous.

On a motion made by Mr. Veitch, seconded by Mr. Grasso, the Board Meeting Agenda for March 16, 2022 was approved unanimously.

On a motion made by Mrs. Raymond, seconded by Mr. Grasso, the meeting was adjourned unanimously.

Respectfully submitted,
Bridget Rider
Deputy Clerk of the Board