

Law and Finance Committee Minutes
May 11, 2022 – 4:00 p.m.

Present: Chairman Jonathan Schopf; Committee members Phil Barrett, Joe Grasso; John Lant, Jean Raymond, Kevin Tollisen and Matthew Veitch; Supervisors, Eric Butler, Eric Connolly, Diana Edwards, Tara Gaston, Mark Hammond, Bill Peck, Mike Smith, Sandra Winney, Mo Wright and Chairman of the Board Theodore Kusnierz; Steve Bulger, Ridge Harris, Matt Rose, Audra Hedden, Christine Rush, County Administrator; Michael Hartnett, County Attorney; Rick Castle, Sheriff; Tom Speziale, Public Works; Scot Chamberlain, Human Resources; Anna Stanko, Real Property; Alan Poremba, District Attorney; Dan Kuhles, Public Health; Jason Kemper, Planning; Craig Hayner, County Clerk; 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 March 9, 2022 meeting were approved unanimously.

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

BUILDINGS & GROUNDS

- Authorizing the conveyance of a conservation easement over County land in the Towns of Wilton and Northumberland.

BUDGET IMPACT: No Budget Impact.

Mr. Bulger said as a condition of approval of the Karner Blue Butterfly habitat creation, the US Fish and Wildlife Service is requiring the County to place the proposed habitat into a conservation easement to ensure its long-term protection.

- Authorizing an agreement with North American Land Trust and amending the 2022 County budget in relation thereto.

BUDGET IMPACT: No Budget Impact. Funds are included in the 2022 budget.

Mr. Bulger said this is related to the conservation easement in the prior resolution. The North American Land Trust has agreed to take on the responsibilities of monitoring the conditions of the conservation easement in perpetuity in accordance with conservation easement terms for a total cost of \$87,325, which is 100% Federal aid.

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

GOVERNMENT REVIEW & EFFICIENCY

- Amending the Policies and Procedures Manual under Budget Transfers Policy.

BUDGET IMPACT: No Budget Impact.

Mr. Bulger said this resolution will amend the current budget transfer policy to allow for transfers between departments within each fund of the County Budget as approved by the Board of Supervisors. Historically this has been approved via an annual resolution in October. This policy change will allow for more precise, real-time accounting of County funds throughout the year and improve the budget process with more accurate data.

- Introducing a proposed Local Law identified as Introductory No. 2, Print No. 1 of 2022, Amending Local Law 1 of 1950, and setting a date for a public hearing thereon.

BUDGET IMPACT: No Budget Impact.

Mr. Bulger said this public hearing will be held on June 15th at 4:30pm. The proposed amendment will adjust the annual filing deadline of the Tentative budget from October 15th to November 15th. This change will allow for the Real Property Tax Agency to finalize tax levy amounts prior to release of the tentative budget resulting in a more accurate submittal to the Board of Supervisors.

- Amending the Policies and Procedures Manual under Operating Budget Procedure.

BUDGET IMPACT: No Budget Impact.

Mr. Bulger said this proposed resolution includes 4 separate changes to the Operating Budget Procedure Policy and are as follows: 1) Amends Section B Subsection 3 to move the annual Tentative budget filing deadline from October 15th to November 15th. This is subject to approval of the changes to Local Law 1 of 1950 in the previous resolution; 2) Removes reference to Resolution 1-2021 in Section E subsection 1 as that resolution was rescinded; 3) Creation of Subsection 7 under Section G which will clarify the need for contracts following budget appropriations. This is intended to amplify that a budget appropriation does not provide contract authority approval and reinforces the County's Contract Policy; 4) Amends the Capital Budget Procedure from a 6-year plan to a 5-year plan, and amends Section B Subsection 1 to adjust the membership of the Long-Range Capital Planning Committee. It has been recommended by DPW and other departments that a 5-year capital plan is the industry standard and will be more accurate and achievable than a 6-year plan. It also removes the Chair of Technology & Resiliency Committee, County Attorney, and Director of Planning from the Long Range Capital Planning Committee and adds a Member of the Board of Supervisors.

- Amending the Policies and Procedures Manual under Purchasing Procedures and Authorizing the Acceptance of Electronic Bids and Offers.

BUDGET IMPACT: No Budget Impact.

Mr. Bulger said this proposed resolution includes 4 separate changes to the Purchasing Procedures Policy and are as follows: 1) Under Section 4, reduction of repetitive documentation requirements for sole source purchases by departments. For sole source contracts we are requiring updated letters from vendors that they are sole source. This will save departments from having to recertify vendors through the entire process each year; 2) Under Section 9, formerly establishing a requirement to regularly review and document vendor performance. This is primarily to document any issues with performance and provide appropriate record keeping by departments; 3) Creating Section 11 to allow for the acceptance of electronic bids and electronic signatures on electronic bidding; 4) Under Section 13, adding software maintenance to the list of items that do not require a purchase order.

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

PUBLIC SAFETY

- Authorizing an agreement with the Saratoga County Emergency Medical Services Council.
BUDGET IMPACT: No Budget Impact. Funds are included in the 2022 budget.

Mr. Bulger said this agreement will be in the amount of \$43,000 and enables the Saratoga County EMS Council to continue assisting, coordinating, and delivering emergency medical services and EMS training throughout Saratoga County.

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

PUBLIC WORKS

- Approving additional roadway rehabilitation projects and amending the 2022 County budget in relation thereto.

BUDGET IMPACT: Funding will require an appropriation of \$3,549,100 utilizing ARPA funds.

Mr. Bulger said due to rising fuel and petroleum prices, the costs associated with completing DPW's planned 2022 highway rehabilitation projects have increased by an estimated \$951,600. Also included in the 2022 program is the addition of four highway projects totaling 7.92 miles. The total cost for the additional projects and the asphalt price increase for the 2022 planned program is \$3,549,100. This allocation will come from the community development funds portion of the ARPA funding. Mr. Barrett said this appropriation of funding is meant to close the inflation gap and to get ahead of the game and that infrastructure should be a high priority with regard to ARPA funding. Mrs. Raymond suggested they take a hard look at ways to help smaller towns with ARPA money as their costs are also going up for paving, they received less ARPA money comparatively and the gasoline sales tax may impact their sales revenue as well.

- Authorizing an agreement with Town & County Bridge & Rail, Inc. for the repair of the Wolf Creek bridge in the Town of Hadley and amending the 2022 County budget in relation thereto.

BUDGET IMPACT: Funding will require an appropriation of \$33,600 from fund balance.

Mr. Bulger said Town & County Bridge & Rail were the lowest of three total bidders at \$93,600. Due to escalating costs for construction materials, this bid exceeded DPW's budgeted amount of \$60,000 for the bridge repair.

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

HEALTH & HUMAN SERVICES

- Authorizing the acceptance of additional State Aid from Health Research Inc. and amending the 2022 County budget in relation thereto.

BUDGET IMPACT: The budget will be amended to accept these funds and authorize the related expenses.

Mr. Bulger said the CDC sponsors the annual Public Health Emergency Preparedness cooperative agreement and has increased the County's award amount by \$26,560. This program is designed to enhance effective responses to large scale public health emergencies which need lifesaving medicines and medical supplies.

- Authorizing the acceptance of a 2022 Medical Reserve Corps COVID-19 Respond, Innovate, Sustain and Equip award and amending the 2022 County budget in relation thereto.

BUDGET IMPACT: The budget will be amended to accept these funds and authorize the related expenses.

Mr. Bulger said this grant funding of \$75,000 is awarded by the Assistant Secretary of Preparedness and Response and the National Association of County and City Health Officials. It aims to provide resources to the Medical Reserve Corps network to support COVID-19 response efforts.

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

ECONOMIC DEVELOPMENT

- Authorizing an agreement with the Capital Region Chamber of Commerce.

BUDGET IMPACT: No Budget Impact. Funds are included in the 2022 budget.

Mr. Bulger said this agreement will be in the amount of \$60,000. The Capital Region Chamber has provided a Community Development Plan for the County dating back to 2013. This plan leverages economic development resources to assist local businesses and promote County initiatives.

- Approving additional appropriations for the Municipal Economic Development Grant Program and the Saratoga County 250th American Revolution project.

BUDGET IMPACT: No Budget Impact.

Mr. Bulger said this resolution will redirect \$150,000 of funding from the Saratoga County Prosperity Partnership to the County's successful Municipal Economic Development Grant Program. It will also allocate \$100,000 to go towards the 250th American Revolution project. Mr. Barrett said funds not requested by the Prosperity Partnership were left for over for tourism and economic development and are being invested in two important County initiatives, the Planning and Community Development Grant Program and the celebration of the 250th anniversary of the Battle of Saratoga.

On a motion made by Mr. Grasso, seconded by Mr. Veitch, the following resolutions were approved. Mr. Tollisen recused from voting.

TRAILS & OPEN SPACE

- Amending Resolution 262-2017 to increase the total project cost of the Floud Memorial Preserve Farmland/Open Space Preservation Grant in the Town of Halfmoon.
BUDGET IMPACT: No Budget Impact.

Mr. Bulger said the original projected cost of this project was \$100,000. The appraised value of the parcel and updated ancillary costs came in higher than anticipated at \$127,284. The original County contribution of \$50,000 remains the same, and the landowner donation to the project will increase.

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

LAW & FINANCE

- Amending the 2022 Compensation Schedule to create positions under the Sheriff's Office.
BUDGET IMPACT: No Budget Impact. Funds are included in the 2022 budget.

Mr. Bulger said this resolution will authorize the creation of 5 temporary part-time Desk Officer positions at an hourly rate of \$22.93 through the end of fiscal year 2022 within the Sheriff's 911 Center. These temporary positions will be utilized to employ fully trained recent retirees from the 911 Center to supplement existing staff covering vacancies and while new full-time staff are being hired and trained.

- Authorizing an agreement with Trampoline Design, LLC for marketing consulting services.
BUDGET IMPACT: No Budget Impact. Funds are included in the 2022 budget.

Mr. Bulger said the total cost of this agreement will be for \$31,500. The county conducted an RFP process and after a thorough review of the 6 respondents, Trampoline Design was selected.

- Authorizing an agreement with Legal Files Software, Inc. for a case management software system for the County Attorney's Office.
BUDGET IMPACT: No Budget Impact. Funds are included in the 2022 budget.

Mr. Bulger said the Legal Files software will provide legal management solutions including file management, contract processing, and productivity tracking. This product configuration is designed specifically for municipal law departments and will provide a tremendous upgrade to the capabilities of the County Attorney's Office.

Other Business

Mr. Schopf appointed Mr. Grasso, Mrs. Raymond and himself to the COVID Non-Profit Grant Program review committee to review the 170 applications received and make recommendations to the Law and Finance Committee.

On a motion made by Mr. Grasso, seconded by Mr. Barrett, the Board Meeting Agenda for May 17, 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