



# Human Resources & Insurance Committee

**Thursday, July 7, 2022 3PM**  
40 McMaster Street, Ballston Spa, NY

Chair: Kevin Tollisen

Members:

Diana Edwards  
Joe Grasso-VC  
Mark Hammond  
Jonathan Schopf  
Kevin Veitch  
Tom Wood

- I. Welcome and Attendance
- II. Approval of the minutes of the June 9, 2022 meeting.
- III. Workers Compensation Report
- IV. Standard Workday Resolution
- V. Authorizing an amendment to the 2022 Compensation Plan under Sheriff's Department
- VI. Other Business
- VII. Adjournment

**Human Resources and  
Insurance Committee  
Meeting**

July 7, 2022





Data  
for May 2022



Participant	Total Paid	Claims Received	24/7 Utilization	
			Yes	No
City of Mechanicville-Public Works	\$1,734.46	0	0	0
City of Saratoga Springs-All Other	\$368.88	0	0	0
City of Saratoga Springs-Fire Department	\$18,455.05	0	0	0
City of Saratoga Springs-Police Department	\$11,666.79	10	8	2
City of Saratoga Springs-Public Works	\$15,778.05	4	4	0
Clifton Park Halfmoon Emergency Corp-Paid	\$532.24	0	0	0
Clifton Park Water Authority	\$784.01	1	1	0
Malta-Stillwater Ambulance Corps-Volunteer	\$2,041.15	0	0	0
Moreau Emergency Squad-Paid	\$15.00	1	0	1
Saratoga Co -County Clerk, Dept Motor Veh	\$0.00	2	2	0
Saratoga Co -Public Works Building & Grnds	\$4,425.62	0	0	0
Saratoga County-Animal Shelter	(\$311.24)	3	2	1
Saratoga County-District Attorney	\$88.43	0	0	0
Saratoga County-Maplewood Manor	\$5,459.86	0	0	0
Saratoga County-Public Works Highway	\$9,088.52	0	0	0
Saratoga County-Sewer District	\$6,172.92	0	0	0
Saratoga County-Sheriff	\$35,168.65	4	4	0
Saratoga County-Social Services	\$2,607.01	0	0	0
Schuylerville-Victory Board-Water Mgmt	\$1,352.32	0	0	0
Town of Clifton Park-All Other	\$2,121.86	1	1	0
Town of Clifton Park-Public Works	(\$500.00)	0	0	0
Town of Edinburg-All Other	\$2,193.68	0	0	0
Town of Hadley-All Other	\$291.26	0	0	0
Town of Hadley-Public Works	\$15.00	0	0	0
Town of Halfmoon-All Other	\$137.93	0	0	0
Town of Halfmoon-Public Works	\$20.92	0	0	0
Town of Milton-All Other	\$509.32	0	0	0
Town of Milton-Public Works	\$953.63	0	0	0
Town of Moreau-All Other	\$1,036.17	1	1	0
Town of Northumberland-All Other	\$534.90	0	0	0
Town of Saratoga-Public Works	\$0.00	1	1	0
Town of Stillwater-All Other	\$657.43	0	0	0
Town of Wilton-Public Works	\$163.55	0	0	0
Village of Ballston Spa-Public Works	\$2,244.42	0	0	0
Village of Schuylerville-All Other	\$15.00	1	0	1



Data  
for May 2022



Participant	Total Paid	Claims Received	24/7 Utilization	
			Yes	No
Village of Schuylerville-Public Works	\$105.00	0	0	0
Village of South Glen Falls-Public Works	\$52.77	0	0	0
Vol Fire Dept-Ballston Lake Fire Dept.	\$565.65	0	0	0
Vol Fire Dept-Burnt Hills Fire District	\$0.00	1	1	0
Vol Fire Dept-Clifton Park-Rexford Fire Dept	\$5.00	0	0	0
Vol Fire Dept-Corinth Vol Fire Association	\$904.71	0	0	0
Vol Fire Dept-Edinburg Volunteer Fire Co	\$321.03	0	0	0
Vol Fire Dept-Greenfield Fire District	\$3,632.72	0	0	0
Vol Fire Dept-Halfmoon-Waterford Fire Dist	\$507.40	1	0	1
Vol Fire Dept-Northside Fire Dist-FB Peck Hs	\$811.74	1	1	0
Vol Fire Dept-Northumberland-Gansevoort Fire	\$7,252.78	0	0	0
Vol Fire Dept-Vil of Ballston Spa-Union #2	\$5.00	0	0	0
Vol Fire Dept-Vil of Schuylerville-Schuylers	\$4,620.00	0	0	0
Vol Fire Dept-Vil of South Glens Falls Fire	\$9,539.61	0	0	0
Vol Fire Dept-Vil of Stillwater-Newland Wd	\$2,400.00	0	0	0
Vol Fire Dept-West Crescent Fire District	\$0.00	1	1	0
Waterford Water Commission	\$3,177.54	0	0	0
Wilton Emergency Squad-Paid	\$4,317.01	0	0	0
<b>TOTALS</b>	<b>\$164,040.75</b>	<b>33</b>	<b>27</b>	<b>6</b>



# 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  
Stephanie Hodgson, Director of Budget

**CC:** Jason Kemper, Director of Planning and Economic Development  
Bridget Rider, Deputy Clerk of the Board  
Matt Rose, Management Analyst  
Clare Giammusso, County Attorney's Office  
Audra Hedden, County Administrator's Office

**DEPARTMENT:**

**DATE:**

**COMMITTEE:**

**RE:**

1. Is a Resolution Required:
2. Proposed Resolution Title:
3. Specific Details on what the resolution will authorize:

This column must be completed prior to submission of the request.

County Attorney's Office  
Consulted \_\_\_\_

4. Is a Budget Amendment needed: YES or NO  
 If yes, budget lines and impact must be provided.  
 Any budget amendments must have equal and offsetting entries.

County Administrator's Office  
 Consulted \_\_

Please see attachments for impacted budget lines.  
 (Use ONLY when more than four lines are impacted.)

Revenue

Account Number	Account Name	Amount

Expense

Account Number	Account Name	Amount

Source of Revenue

Fund Balance	State Aid	Federal Aid	Other

5. Identify Budget Impact:
- a. G/L line impacted
  - b. Budget year impacted
  - c. Details

6. Are there Amendments to the Compensation Schedule?

YES **or** NO (If yes, provide details)

a. Is a new position being created?  Y  N

Effective date

Salary and grade

b. Is a new employee being hired?  Y  N

Effective date of employment

Salary and grade

Appointed position:

Term

c. Is this a reclassification?  Y  N

Is this position currently vacant?  Y  N

Is this position in the current year compensation plan?  Y  N

Human Resources Consulted

7. Does this item require hiring a Vendors/Contractors:  Y  N

a. Were bids/proposals solicited:  Y  N

b. Type of Solicitation

c. Is the vendor/contractor a sole source:  Y  N

d. If a sole source, appropriate documentation has been submitted and approved by Purchasing Department?  Y  N  N/A

e. Commencement date of contract term:

f. Termination of contract date:

g. Contract renewal and term:

h. Contact information:

i. Is the vendor/contractor an LLC, PLLC or partnership:

j. State of vendor/contractor organization:

k. Is this a renewal agreement:  Y  N

l. Vendor/Contractor comment/remarks:

Purchasing Office Consulted

County Administrator's Office  
Consulted \_\_\_\_

8. Is a grant being accepted: YES or NO
- a. Source of grant funding:
  - b. Agency granting funds:
  - c. Amount of grant:
  - d. Purpose grant will be used for:
  - e. Equipment and/or services being purchased with the grant:
  - f. Time period grant covers:
  - g. Amount of county matching funds:
  - h. Administrative fee to County:

9. Supporting Documentation:

- Marked-up previous resolution
- No Markup, per consultation with County Attorney
- Program information summary
- Copy of proposal or estimate
- Copy of grant award notification and information
- Other \_\_\_\_\_

10. Remarks:





# SARATOGA COUNTY BOARD OF SUPERVISORS

RESOLUTION \_\_\_\_\_

Introduced by Human Resources & Insurance: Supervisors \_\_\_\_\_

## AMENDING RESOLUTION 181-12, AS LAST AMENDED BY RESOLUTION 144-2021, AND ESTABLISHING OR REVISING A STANDARD WORK DAY REPORTING RESOLUTION FOR ELECTED AND APPOINTED COUNTY OFFICIALS FOR RETIREMENT PURPOSES

WHEREAS, this Board adopted Resolution 181-12, as last amended by Resolution 144-2021, establishing standard work days for certain elected and appointed County Officials for retirement reporting purposes pursuant to regulations of the New York State and Local Employees Retirement System; and

WHEREAS, said regulations of the New York State and Local Employees' Retirement System require that municipalities continually update their standard workday resolutions to reflect changes in the employment status of individual employees, and accordingly Resolution 181-12 was most recently amended by Resolution 144-2021; now, therefore, be it

RESOLVED, that this Board of Supervisors hereby amends Resolution 144-2021, and establishes the following as standard work days for the elected and appointed officials named hereafter, and will report the following days to the New York State and Local Employees' Retirement System based on the timekeeping system records or the records of activities maintained and submitted by these officials to this Clerk of this body:

Title	Standard Work Day (Hrs./day) Min. 6 hrs. Max 8 hrs.	Name  (First and Last)		Social Security Number (Last 4 digits)	Registration Number	Tier 1 (Check only if member is in Tier 1)	Current Term Begin & End Dates  (mm/dd/yy-mm/dd/yy)	Participates in Employer's Time Keeping System  (Yes/No-If Yes, do not complete the last two columns)	Record of Activities Result*	Not Submitted (Check only if official did not submit their Record of Activities)
<b>Elected Officials</b>										
Supervisor to Halfmoon	6	Kevin Tollisen					1/1/2022-12/31/2023	N		
Supervisor to Moreau	6	Theodore Kusnierz					1/1/2022-12/31/2023	N	6.78	
County Coroner	6	Susan Hayes-Masa					1/1/2022-12/31/2025	N	8.84	
County Clerk	7	Craig Hayner					1/1/2022 - 12/31/2025	N	26.4	

BUDGET IMPACT STATEMENT: No budget impact.

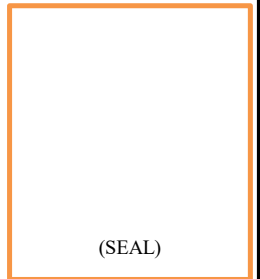
On this \_\_\_\_\_ day of 2022 \_\_\_\_\_ Date enacted: \_\_\_\_\_  
(Signature of clerk)

I, Therese M. Connolly, Clerk of the governing board of the County of Saratoga, of the State of New York, do hereby certify that I have compared the foregoing with the original resolution passed by such board, at a legally convened meeting held on the \_\_\_ day of \_\_\_, 2022 on file as part of the minutes of such meeting, and that same is a true copy thereof and the whole of such original.

I further certify that the full board, consists of \_\_\_\_\_ members, and that \_\_\_\_\_ of such members were present at such meeting and that \_\_\_\_\_ of such members voted in favor of the above resolution.

IN WITNESS WHEREOF, I have hereunto Set my hand and the seal of the County of Saratoga, Board of Supervisors.

This document consist of 1 page(s) (use with form RS2417-A).



(SEAL)



# 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  
Stephanie Hodgson, Director of Budget

**CC:** Jason Kemper, Director of Planning and Economic Development  
Bridget Rider, Deputy Clerk of the Board  
Matt Rose, Management Analyst  
Clare Giammusso, County Attorney's Office  
Audra Hedden, County Administrator's Office

**DEPARTMENT:** Sheriff's Office



**DATE:** 06/27/2022

**COMMITTEE:** Human Resources & Insurance

**RE:** Contract for police services with the Town of Ballston

This column must be completed prior to submission of the request.

1. Is a Resolution Required:

Yes, Amendment to Compensation Schedule

2. Proposed Resolution Title:

Authorizing a contract with the Town of Ballston for the provision of specialized law enforcement services by the Sheriff and amending the 2022 compensation schedule to add two Deputy Sheriff-Patrol positions under Sheriff Department.

3. Specific Details on what the resolution will authorize:

Authorize the Chairman of the Board to enter into a contract on behalf of the Sheriff to provide specialized law enforcement services to the Town of Ballston. Form and content of the contract to be approved by the Sheriff and County Attorney.

County Attorney's Office  
Consulted

4. Is a Budget Amendment needed:  YES or  NO  
 If yes, budget lines and impact must be provided.  
 Any budget amendments must have equal and offsetting entries.

County Administrator's Office  
 Consulted

- Please see attachments for impacted budget lines.  
 (Use ONLY when more than four lines are impacted.)

Revenue

Account Number	Account Name	Amount
See Attached		

Expense

Account Number	Account Name	Amount
See Attached		

Source of Revenue

Fund Balance	State Aid	Federal Aid	Other
			Town of Ballston

5. Identify Budget Impact:

The budget will be amended to accept these funds and authorize the related expenses

- a. G/L line impacted **A.30.2262**
- b. Budget year impacted **2022**
- c. Details

6. Are there Amendments to the Compensation Schedule?

YES or  NO (If yes, provide details)

a. Is a new position being created?  Y  N

Effective date **07/22/2022**

Salary and grade Deputy Sheriff-Patrol per the PBA contract

b. Is a new employee being hired?  Y  N

Effective date of employment **07/22/2022**

Salary and grade **Deputy Sheriff-Patrol per the PBA contract**

Appointed position: **2 Deputy Sheriffs**

Term

c. Is this a reclassification?  Y  N

Is this position currently vacant?  Y  N

Is this position in the current year compensation plan?  Y  N

Human Resources Consulted

7. Does this item require hiring a Vendors/Contractors:  Y  N

a. Were bids/proposals solicited:  Y  N

b. Type of Solicitation

c. Is the vendor/contractor a sole source:  Y  N

d. If a sole source, appropriate documentation has been submitted and approved by Purchasing Department?  Y  N  N/A

e. Commencement date of contract term:

f. Termination of contract date:

g. Contract renewal and term:

h. Contact information:

i. Is the vendor/contractor an LLC, PLLC or partnership:

j. State of vendor/contractor organization:

k. Is this a renewal agreement:  Y  N

l. Vendor/Contractor comment/remarks:

Purchasing Office Consulted

8. Is a grant being accepted:  YES or  NO

County Administrator's Office Consulted <input type="checkbox"/>
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- a. Source of grant funding:
- b. Agency granting funds:
- c. Amount of grant:
- d. Purpose grant will be used for:
- e. Equipment and/or services being purchased with the grant:
- f. Time period grant covers:
- g. Amount of county matching funds:
- h. Administrative fee to County:

9. Supporting Documentation:

- Marked-up previous resolution
- No Markup, per consultation with County Attorney
- Program information summary
- Copy of proposal or estimate
- Copy of grant award notification and information
- Other \_\_\_\_\_

10. Remarks:

This contract will authorize the Sheriff to provide specialized law enforcement services to the Town of Ballston consistent with other contracts currently in effect with the Towns of Clifton Park, Halfmoon, Wilton and the Village of Corinth. These new positions will be fully funded by the Town of Ballston.

\* Identical agenda item filed with Public Safety Committee for acceptance of the contract.

4. Budget Amendments:

Increase Revenue A.30.2262	\$90,877.76
Increase Expense A.30.000.6000	\$50,949.44
Increase Expense A.30.000.6960	\$30,569.66
Increase Expense A.30.000.7041	\$ 3,441.75
Increase Expense A.30.000.8518	\$ 1,773.65
Increase Expense A.30.000.8231	\$ 4,143.26

AGREEMENT FOR SPECIALIZED LAW ENFORCEMENT SERVICES

This Agreement, made as of the \_\_\_\_ day of July, 2022 BY AND BETWEEN,

COUNTY OF SARATOGA, a municipal corporation duly organized under the laws of the State of New York with a principal office at 40 McMaster Street, Ballston Spa, New York, 12020 (COUNTY), acting through its Sheriff's Office, (SHERIFF),

-and-

TOWN OF BALLSTON, a municipal corporation duly organized under the laws of the State of New York with a principal office at Town Complex, 323 Charlton Rd, Ballston Spa, New York 12020 (TOWN)

1. STATEMENT OF AGREEMENT

The COUNTY and the SHERIFF will provide "Specialized Protection" to the TOWN during the term of this agreement. The TOWN agrees to pay for such services as outlined herein. Both parties wish to continue this mutually beneficial relationship.

2. LEGAL BASIS

This agreement is authorized by §119-o of the General Municipal Law.

3. SPECIALIZED PROTECTION

Specialized Protection is that protection provided to the TOWN in excess of that normally furnished by the SHERIFF. In this case, Specialized Protection is defined as a higher quality and level of exclusive service not normally provided by regular County patrol. All references to Specialized Protection or specialized law enforcement services are those services to be delivered hereunder.

4. DELIVERY OF SERVICE

4.1 Service Area: The SHERIFF shall provide Specialized Protection within the corporate limits of the TOWN. Assigned Deputies will not leave the TOWN except in an extreme emergency and will continue the expanded presence and patrol for designated schools, parklands and residential and secondary roadways within the TOWN.

4.2 Enforcement Responsibilities: The SHERIFF shall enforce State statutes, COUNTY ordinances and those TOWN ordinances that are of the same type and nature as COUNTY ordinances enforced by the SHERIFF. The SHERIFF shall not be required to assume any other enforcement duty or function not consistent with those customarily performed by the SHERIFF under the laws of the State.

4.3 Services to be Delivered: The SHERIFF shall provide one patrol Monday through Friday from 7:00 a.m. to 3:00 p.m. and one patrol Monday through Friday from 3:00 p.m. to 11:00 p.m. or as agreed upon between the TOWN and the SHERIFF to patrol the TOWN at a cost of \$201,057.00 to be paid in equal monthly installments. The SHERIFF reserves the right to modify the foregoing schedule based upon the changing needs of law enforcement in the TOWN.

4.4 Reporting: The SHERIFF shall provide to the TOWN a monthly report of all law

enforcement services provided by the Sheriff's Department in the TOWN each month.

4.5 Service Management: The SHERIFF shall determine the planning, organization, scheduling direction, and supervision of his personnel and all other matters incident to the delivery of specialized law enforcement services to the TOWN. The SHERIFF shall retain exclusive authority over his personnel.

4.6 Responsiveness: The SHERIFF shall promptly consider all TOWN requests regarding the delivery of specialized law enforcement services and make every effort to comply with them in a manner consistent with good law enforcement practices and this agreement.

4.7 Dispute Resolution: Any conflict regarding the extent or manner of performance of the specialized law enforcement services shall be resolved by the SHERIFF and the TOWN SUPERVISOR. The SHERIFF'S decision shall be final and conclusive.

4.8 Coordination: The TOWN and the SHERIFF shall each designate a specific individual and alternates to coordinate and implement the delivery of specialized law enforcement services to the TOWN.

5. COUNTY RESPONSIBILITIES

Except as otherwise agreed, the COUNTY and the SHERIFF shall furnish all labor, equipment, facilities, and supplies.

6. LIABILITY

The COUNTY shall assume liability for and secure the TOWN from claims and/or all costs for damages allegedly caused by SHERIFF'S personnel and arising out of the performance of this agreement.

7. PERSONNEL

7.1 Employee Status: For purposes of this agreement only, all persons employed by the SHERIFF for this Specialized Protection shall be COUNTY officers or employees, and they shall not have any benefit, status, or right of TOWN employment.

7.2 Payment: The TOWN shall not be liable for the direct payment of salaries, wages, workers compensation benefits or any other compensation for COUNTY officers or employees providing specialized law enforcement services hereunder.

8. DURATION

The term of this agreement shall be for one (1) year from July 20, 2022 through July 19, 2023.

9. TERMINATION

This agreement may be terminated at any time upon ninety days (90) prior written notice to the other party.

10. AUTHORIZATION

This agreement is made and executed pursuant to County Resolution \_\_\_\_\_ - 2022 and a resolution approved by the TOWN Board of Ballston # \_\_\_\_\_.



11. MODIFICATION

This agreement supersedes any and all prior oral and written agreements between the parties hereto and may be changed only in writing and signed by both parties.

IN WITNESS WHEREOF, The parties have hereunto signed this agreement on the day and year appearing opposite their respective signatures.

COUNTY OF SARATOGA

TOWN OF BALLSTON

By: \_\_\_\_\_ Date \_\_\_\_\_ By: \_\_\_\_\_ Date \_\_\_\_\_  
Theodore T. Kusnierz Jr. ERIC P. CONNOLLY, Supervisor  
Chairman, Board of Supervisors Per Resolution # \_\_\_\_\_  
Per Resolution \_\_\_\_\_ -2022

\_\_\_\_\_  
MICHAEL H. ZURLO, Sheriff Date \_\_\_\_\_

Approved as to Form and Content:

\_\_\_\_\_  
County Attorney