



# Law & Finance Committee

November 9, 2022 4PM  
40 McMaster Street, Ballston Spa, NY

Chair: Jonathan Schopf

Members:

Phil Barrett- VC  
Joe Grasso  
John Lant  
Jean Raymond  
Kevin Tollisen  
Matt Veitch

Welcome and Attendance

Approval of the minutes from October 12, 2022

## REAL PROPERTY TAX

- Adopting a Local Law identified as Introductory No. 3 of 2022, Print No. 1 entitled “A Local Law of the County of Saratoga to amend Local Law 1 of 1967, as last amended by Local Law 2 of 1995, to increase allowable income and grant partial tax exemptions to persons 65 years of age or over”.  
(Anna Stanko, Director of Real Property)  
**BUDGET IMPACT:** No Budget Impact.
- Approving the 2023 Tax Bill Flyer in accordance with Local Law No. 1 of 2012 establishing Truth in Taxation in Saratoga County.  
(Steve Bulger, County Administrator)  
**BUDGET IMPACT:** No Budget Impact.
- Cancelling delinquent taxes in the towns of Waterford and Stillwater.  
(Andrew Jarosh, County Treasurer)  
**BUDGET IMPACT:** No Budget Impact.

## BUILDINGS & GROUNDS

- Authorizing an agreement with McFarland Johnson for professional services associated with the Airport Facilities Project and amending the 2022 County budget in relation thereto.  
(Chad Cooke, Commissioner of Public Works)  
**BUDGET IMPACT:** The budget will be amended to accept these funds and authorize the related expenses.

## PUBLIC SAFETY

- Authorizing the acceptance of a New York State Supervision and Treatment Services for Juveniles Program (STSJP) grant, and authorizing provider contracts through December 31, 2023.  
(Susan Costanzo, Director of Probation)

**BUDGET IMPACT:** No Budget Impact. Funds are included in the 2023 Tentative Budget.

- Authorizing the acceptance of a County Pretrial Services Grant from the New York State Division of Criminal Justice Services.  
(Susan Costanzo, Director of Probation)  
**BUDGET IMPACT:** No Budget Impact.
- Authorizing the acceptance of an Indigent Legal Services Grant (Distribution #13) from the New York State Office of Indigent Legal Services.  
(Andrew Blumenberg, Public Defender)  
**BUDGET IMPACT:** No Budget Impact. Funds are included in the 2023 Tentative Budget.
- Authorizing a 2023 contract for police services with the Town of Clifton Park.  
(Michael Zurlo, County Sheriff)  
**BUDGET IMPACT:** No Budget Impact. Funds are included in the 2023 Tentative Budget.
- Authoring a 2023 contract for police services with the Town of Halfmoon.  
(Michael Zurlo, County Sheriff)  
**BUDGET IMPACT:** No Budget Impact. Funds are included in the 2023 Tentative Budget.
- Authorizing the acceptance of aid from the New York State STOP-DWI Foundation, Inc. for DWI High Visibility Engagement Campaign (HVEC) patrols and activities.  
(Michael Zurlo, County Sheriff)  
**BUDGET IMPACT:** No Budget Impact. Funds are included in the Department Budget.

## **PUBLIC WORKS**

- Authorizing consent to an Assignment and Assumption agreement between Luther Forest Technology Campus EDC and Global Foundries U.S., Inc.  
(Chad Cooke, Commissioner of Public Works)  
**BUDGET IMPACT:** No Budget Impact.
- Authorizing an agreement with County Waste and Recycling Service, Inc. for the transportation, processing, and recovery of recyclables and scrap metal from Recycling Centers in the Towns of Clifton Park, Corinth, Milton, Moreau, and Edinburg and the City of Saratoga Springs.  
(Chad Cooke, Commissioner of Public Works)  
**BUDGET IMPACT:** No Budget Impact. Funds are included in the Department Budget.

## **HEALTH & HUMAN SERVICES**

- Authorizing a renewal agreement with TenEleven Group, Inc. for support services for the electronic health record system at Saratoga County Mental Health and Addiction Services.  
(Michael Prezioso, Commissioner of Mental Health & Addiction Services)  
**BUDGET IMPACT:** No Budget Impact. Funds are included in the Department Budget.
- Authorizing an agreement with the Alcohol and Substance Abuse Prevention Council of Saratoga County, Inc. for the provision of Family Support Navigator services.  
(Michael Prezioso, Commissioner of Mental Health & Addiction Services)

**BUDGET IMPACT:** No Budget Impact. Funds are included in the 2023 Tentative Budget.

- Authorizing the acceptance of a Youth Sports and Education Grant through the NYS Office of Children and Family Services and amending the County budget in relation thereto.  
(Sandi Cross, Director of the Department of Aging & Youth Services)

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

- Authorizing the acceptance of additional State aid from the NYS Office of Children and Family Services for Runaway Homeless Youth programs and services, authorizing an amended agreement with Captain Community Human Services, and amending the County budget in relation thereto.  
(Sandi Cross, Director of the Department of Aging & Youth Services)

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

- Authorizing an agreement with the Alcohol and Substance Abuse Prevention Council of Saratoga County, Inc. for the provision of a Certified Recovery Peer Advocate.  
(Steve Bulger, County Administrator)

**BUDGET IMPACT:** No Budget Impact. Funds are included in the 2023 Tentative Budget.

## **HUMAN RESOURCES & INSURANCE**

- Authorizing an agreement with PMA Management Corporation to provide third party administrative services for the County's Workers' Compensation Plan.  
(Scot Chamberlain, Director of Human Resources)

**BUDGET IMPACT:** No Budget Impact. Funds are included in the 2023 Tentative Budget.

- Amending the Policies and Procedures Manual to revise the vacation carryover policy and process.  
(Scot Chamberlain, Director of Human Resources)

**BUDGET IMPACT:** No Budget Impact.

## **ECONOMIC DEVELOPMENT**

- Designation the Saratoga County Chamber of Commerce as the County's Tourism Promotion Agency and authorizing the Saratoga County Chamber of Commerce to apply for an "I Love New York" grant for 2023.  
(Steve Bulger, County Administrator)

**BUDGET IMPACT:** No Budget Impact.

## **LAW & FINANCE**

- Establishing the 2023 Scale of Charges for the Saratoga County Sewer District No.1.  
(Dan Rourke, Executive Director of Sewer District)

**BUDGET IMPACT:** No Budget Impact. Funds are included in the 2023 Tentative Budget.

- Authorizing an agreement with Insituform Technologies, LLC for construction services related to Saratoga County Sewer District No. 1's Interceptor Rehabilitation Project.  
(Dan Rourke, Executive Director of Sewer District)  
**BUDGET IMPACT:** No Budget Impact. Funds are included in the Department Budget.
- Authorizing an amended agreement with Mission Communications, LLC to include updated rates to maintain the cellular based communications systems for Saratoga County Sewer District No. 1.  
(Dan Rourke, Executive Director of Sewer District)  
**BUDGET IMPACT:** No Budget Impact. Funds are included in the Department Budget.
- Authorizing an amended agreement with Wright-Pierce Engineering Consultants PC for additional evaluation and design services related to upgrades at the Saratoga County Sewer District No.1's Wastewater Treatment Plant.  
(Dan Rourke, Executive Director of Sewer District)  
**BUDGET IMPACT:** No Budget Impact. Funds are included in the Department Budget.
- Authorizing an agreement with BDP Industries Inc. for design, fabrication, and installation of replacement local and master control panels for the sludge filter belt at the Saratoga County Sewer District No. 1. Wastewater Treatment Plant.  
(Dan Rourke, Executive Director of Sewer District)  
**BUDGET IMPACT:** No Budget Impact. Funds are included in the Department Budget.
- Authorizing an amended agreement with Delaware Engineering DPC for engineering services related to the planned improvements to Saratoga County Sewer District No.1's pump stations.  
(Dan Rourke, Executive Director of Sewer District)  
**BUDGET IMPACT:** No Budget Impact. Funds are included in the Department Budget.
- Authorizing an amended agreement with Arcadis of New York, Inc. for additional professional services related to the performance of additional testing and technical determination of local limits study and evaluation for the Saratoga County Sewer District No. 1 Industrial Pretreatment Program.  
(Dan Rourke, Executive Director of Sewer District)  
**BUDGET IMPACT:** No Budget Impact. Funds are included in the Department Budget.
- Approving the issuance of certain obligations by the Michigan Finance Authority to finance certain projects located in Saratoga County for Saint Peter's Health Partners and affiliates as required by section 147(f) of the internal revenue code of 1986, as amended.  
(Michael Hartnett, County Attorney)  
**BUDGET IMPACT:** No Budget Impact.
- Authorizing a public benefit agreement with Campaign for Saratoga 250, Inc. for the provision of historical education and heritage tourism.  
(Steve Bulger, County Administrator)  
**BUDGET IMPACT:** No Budget Impact. Funds are included in the Department Budget.
- Transferring funds to the Capital Reserve Fund and amending the 2022 County Budget in relation thereto.  
(Steve Bulger, County Administrator)  
**BUDGET IMPACT:** This transfer of funds will reduce the unassigned fund balance by \$20M.

- Authorizing the transfer of funds from the A fund to the DM fund.  
(Steve Bulger, County Administrator)  
**BUDGET IMPACT:** No budget impact. A budget transfer of \$1,597,000 will be needed.
- Adopting the 2023 County Budget (TO BE TABLED).  
(Steve Bulger, County Administrator)
- Appropriating amounts finally set forth in the 2023 Saratoga County Budget (TO BE TABLED).  
(Steve Bulger, County Administrator)
- Setting November 30, 2022 at 4:00pm in the County Board Room as the date, time and place for the public hearing on the 2023 tentative Saratoga County Budget as amended.  
(Steve Bulger, County Administrator)

### **EXECUTIVE SESSION**

- Discussion regarding proposed, pending or current litigation

### **OTHER BUSINESS**

- Committee approval of Fire and EMS department funding from the COVID Non-Profit Grant.  
(Steve Bulger, County Administrator)  
**BUDGET IMPACT:** No Budget Impact. Funds are included in the Department Budget.
- Notification to Law and Finance Committee from County Administrator regarding recommendation for appointing a County Attorney.  
(Steve Bulger, County Administrator)  
**BUDGET IMPACT:** No Budget Impact.
- **Setting agenda for Board Meeting Scheduled For November 15, 2022**

Adjourn

To view the webcast live or once recorded, go to <https://www.saratogacountyny.gov/meetings/2022-meetings/>



# 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:** Sewer District #1

**DATE:** 11/2/2022

**COMMITTEE:** Law & Finance

**RE:** Resolution Establishing the 2023 scale of charges as adopted by  
The Saratoga County Sewer Commission.

1. Is a Resolution Required:

Yes, Other

2. Proposed Resolution Title:

ESTABLISHING 2023 SCALE OF CHARGES FOR SARATOGA COUNTY SEWER DISTRICT NO. 1

3. Specific Details on what the resolution will authorize:

The Sewer commission and SCSD went through the steps of determining the proper user rates for the different localities in the district. There was a public hearing held on October 6th at 9AM. No comments were received. This scale of charges represents a flat \$8 rate increase to all user rates. It brings the average cost to a user to \$262 annually, which is still one of the most competitive rates in the capital region. Please see the attached scale of charges as well as the transcript of the public hearing. The user rates offset costs relating to trunking and treatment of the wastewater for the county.

Please let me know if you would like any more information to be shared with L&F or the BOS.

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:

No 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



8. Is a grant being accepted:  YES or  NO

County Administrator's Office  
Consulted

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 Scale of Charges and Public Hearing Transcript.

10. Remarks:

# ESTABLISHED 2023 SCALE OF CHARGES FOR SARATOGA COUNTY SEWER DISTRICT NO. 1

## SECTION 1 - SEWER CHARGES IMPOSED

Pursuant to County Law §266(1)(a), Saratoga County Sewer District No. 1 hereby imposes sewer charges for 2023 upon all premises and real property, within or without District boundaries, connected to, the District's sewer system.

## SECTION 2 - ESTABLISHMENT AND CONFIRMATION OF SEWER CHARGES

Subject to confirmation by the County Board of Supervisors, this scale of charges may, from time to time, be amended by the District's Commission.

## SECTION 3 - CRITERIA FOR ESTABLISHING SEWER USER CHARGES

The scale of sewer user charges shall use the following criteria:

(a) A user is defined as any piece of land upon which a building or buildings stand and is connected to an interceptor, trunk or collector sewer served by the District.

(b) The annual cost of debt service, administration, operation and maintenance for the District's treatment facilities will be generally allocated to all users.

(c) The annual cost of debt service and operation and maintenance associated with the interceptor sewer, will be generally allocated to all users connected to and/or discharging into the system.

(d) The annual cost of debt service and operation and maintenance associated with each major trunk sewer system will be generally allocated to all users connected to and/or discharging into the system.

(e) A connection unit is defined as a single-family dwelling unit. Units include, but are not limited to, a single family house, each apartment unit (e.g. an apartment building with six apartments is six units), each half of a duplex, a cottage, a camp, a mobile home, and each unit of a condominium or townhouse. A "unit" as used for billing purposes will be 200 gallons per day of sewer discharge, or any portion thereof. No user will be rated at less than one unit. Users will be rated in terms of whole connection units. Each tenant with sanitary facilities within a commercial complex will be defined as an individual user.

(f) For all users, including single-family dwelling units, equivalent connection units (E.C.U.) will be determined based on the following schedule which accommodates peak demand and potential flow needs:

### USER CHARGES:

#### Single parcel:

A. Vacant - no charge unless a lateral was requested and installed. If lateral is installed, a collector fee shall be charged for each lateral.

B. Occupied - Residential

(1) Single Family Residence

a. 1 user, 1 collector as applicable.

(2) Multiple Family Residence – Each separate dwelling unit in a two family, three family or multiple dwelling, which is not an apartment

a. 1 user per dwelling unit

b. 1 collector per dwelling unit as applicable

(3) Apartments

a. Each dwelling unit is assigned 1 user and 1 collector as applicable

b. Subsidized senior housing - For complexes receiving Federal, State

- or municipal rent subsidies for dedicated senior housing, each 2 dwelling units will be assigned 1 user and 1 collector as applicable
- c. Proof of entitlement to the designation as senior subsidized housing will need to be provided by the user and will be subject to approval of the Sewer Commission; confirmation of continuance of the subsidy will need to be provided to the Sewer District by September 1<sup>st</sup> of each year.

(4) Trailer Parks

- a. 1 user for each approved trailer site

(5) Condominiums

- a. Each unit is assigned 1 user and 1 collector as applicable
- b. Charges will commence upon issuance of a Certificate of Occupancy by the local municipality for those units that the New York State Department of Law has authorized to be offered for sale. Common area facilities will be assessed to the owner of record as determined under provisions of Commercial Users.

C. Occupied - Commercial

- (1) 1 Collector for each user

COMMERCIAL USERS

- A. Restroom is defined as 1 toilet, sink and/or urinal to be adjusted proportionately for additional facilities

B. Commercial, non-food

User - 400 GPD/restroom, or 0.1 GPD/sq. ft., whichever is greater.

Collector - 1 collector per each user

C. Other commercial, food/gas, etc. (e.g., convenient store)

User - 2 per restroom, or 0.1 GPD/sq. ft., whichever is greater.

D. Misc.

	<u>GPD</u>
Beauty/Barber shop (per chair)	100
plus 2 units for sanitary facilities	
Bowling alley (per lane, no food)	75
plus restaurant facility (see below)	
Camps, day (per person)	15 – 20
resort	65 - 75
Country club (per member)	25
Hotels/Motels (per room) no kitchen	120
(per room) with kitchen	150
plus dining facilities (see below)	
Day worker (per shift)	15 - 35
Dental office Apply A (SEE ABOVE)	-
Hospital (per bed)	250 - 350
 Institutions other than hospitals (per bed)	 125
 Bed and Breakfast - 2 units per bathroom	 400
 Schools	
Day (per student)/day care(per adult and child)	10
cafeteria, add	10
showers, add	5
Boarding (per student)	100
Service station (per restroom)	400
Self-service laundry (per machine)	400
 Shopping center	 .05/sq. ft
(plus restaurant, see below)	

1 collector per each user	
Swimming pool/beach with bathhouse (per person)	10
Theatre indoor (per seat)	3
drive-in (per car space)	5
Public assembly (per person)	3 - 10
Car wash (per bay)	400
Campground (per site) w/facilities	100
Seasonal Use (6 months or less), per site	50
Food Service:	
Ordinary restaurant ** (per seat)	35
24-hour restaurant (per seat)	50
restaurant on freeway (per seat)	70
tavern (little food service) (per seat)	20
curb service (per car space)	50
catering/banquet facilities - per seat	20
carryout food service (minimum of 3 users)	
**This assumes a minimum of 7 GPD/per person and turnover of 5x/day/seat	
Office building	.1/sq. ft.
or 2 units per restroom (whichever is more)	
Warehouse - storage floor space only	.02/sq. ft.

For all commercial users: where actual sewer flow is measured, that flow (one year's record data) shall be used for determining an E.C.U. count with adjustments for discharge strength and content. The data is to provide cumulative and daily peak flow volumes; the methodology is subject to approval of the Executive Director.

Users generating higher annual sewer flows than above schedule, the following rate table applies:

<u>Consumption (gallons)</u>	<u>Connection Units</u>
Up to 112,500	1
112,501 - 187,500	2
187,501 - 262,500	3
262,501 - 337,500	4
337,501 - 412,500	5

For each additional 75,000 gallons or any part thereof, the number of connection units shall be increased by one.

(g) When there is a substantial increase in sewer flows during the current year, the District may adjust the number of connection units charged and bill the user directly for that additional sum pursuant to Section 8.

(h) Saratoga Spa State Park will be charged based on their 2022 measured waste expressed in E.C.U.'s discharged to District facilities.

(i) Wastewater from wet processing and other operations is subject to the restrictions, prohibitions and surcharges outlined in the District's rules and regulations covering the discharge of sewage, industrial waste and other waste into the Saratoga County sewer system and all sewers tributary thereto.

(j) A user discharging B.O.D. or T.S.S. to the District facilities exceeding the amount allowed in the District's rules and regulations will be charged \$700 per dry ton for that excess per conditions of their discharge permit.

(k) All costs of the District's pretreatment and spill response program including, but not limited to, laboratory testing, labor, equipment, materials, consultants and sub-consultants, contractors and subcontractors, and fines, shall be reimbursed by the individual or user.

(l) Outside non-residential users will be charged two and one-half times the rate established for the trunk system servicing that user, residential housing will be one and one-half times that rate.

(m) Users of collection sewers turned over to the District will be charged for that portion of the District facilities utilized and at the same rate as the other users of the particular system.

**SECTION 4 - SCALE OF CHARGES**

The following is the 2023 scale of charges for the trunking and treatment of sewage.

(a) The cost of the treatment facilities and interceptor sewer lines is allocated among the 23 trunk systems. The units for those trunks and the portion of the 2023 user charges based on those units are as follows:

**2023 SEWER CHARGES**

	<u>UNITS</u>	<u>CHARGE</u>	<u>REVENUE (thousands)</u>
Ballston Spa - Village	3,300	\$ 250.50	\$ 826,650.00
Ballston - Town	1,927	\$ 250.50	\$ 482,713.50
Clifton Park	15,847	\$ 268.50	\$ 4,254,919.50
Country Knolls - Clifton Park	1,148	\$ 260.50	\$ 299,054.00
Country Knolls North - Malta	1,998	\$ 250.50	\$ 500,499.00
Halfmoon	10,292	\$ 284.50	\$ 2,928,074.00
Mechanicville	3,145	\$ 247.50	\$ 778,387.50
Pruyn Hill - Halfmoon	659	\$ 257.50	\$ 169,692.50
Riverside - Stillwater	1,185	\$ 324.50	\$ 384,532.50
Round Lake - Village	430	\$ 295.50	\$ 127,065.00
Saratoga State Park	117	\$ 271.50	\$ 31,765.50
Saratoga Springs	17,493	\$ 254.50	\$ 4,451,968.50
Saratoga Lake - Saratoga, Stillwater	1,141	\$ 353.50	\$ 403,343.50
Wilton	5,149	\$ 282.50	\$ 1,454,592.50
Greenfield	550	\$ 284.50	\$ 156,475.00
Milton - Town	2,464	\$ 250.50	\$ 617,232.00
Malta	6,151	\$ 294.50	\$ 1,811,469.50
Cascade Service - Halfmoon	1,946	\$ 247.50	\$ 481,635.00
NYSERDA Service - Malta	84	\$ 268.50	\$ 22,554.00
Hemstreet Park - Outside, residential	239	\$ 346.00	\$ 82,694.00
Saratoga County Water Authority	30	\$ 282.50	\$ 8,475.00
Cold Springs Road - Stillwater	15,250	\$ 257.50	\$ 3,926,875.00
<b>TOTAL</b>	<b>90,545</b>		<b>\$ 24,200,667.00</b>

(b) The total user money needed in 2023 for debt service, maintenance and operation is \$24,200,667.00.

(c) The property owners served by the Sewer District will pay the established rate per connection unit listed above.

(d) Property owners within the other trunks will pay the following connection charges based on E.C.U.'s:

Saratoga Spa State Park	\$ 31,765.50
Saratoga County Water Authority	\$ 8,475.00

City of Saratoga Springs, including Geyser Crest, Crescent Avenue, Geyser Road, Floral Estates Saratoga Lake (within city limits)	\$4,451,968.50
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(e) Outside non-residential users will pay two and one-half times the established rate.

(f) Outside residential housing units will pay one and one-half times the established rate.

## SECTION 5 - COLLECTOR SEWER SYSTEM

Collector sewer rates are generally based on the overall construction costs of the collector system together with debt service or operation and maintenance costs of the collector system. The number of collector units charged per E.C.U. is defined under the "USER RATES"

The District's collector sewer charges, exclusive of any trunk and treatment charges are as follows:

### SUMMARY OF COLLECTOR SEWER RATES

#### Does Not Include Trunk and Treatment Charge

<u>Description</u>	<u>Total Charge</u>
Ballston	\$ 50.00
Clifton Park systems served by Clifton Park/Halfmoon Trunk	\$ 50.00
Country Knolls system - Clifton Park	\$ 50.00
Pruyn Hill system	\$ 50.00
Halfmoon systems served by Clifton Park/Halfmoon trunk	\$ 50.00
Country Knolls North – Malta	\$ 50.00
Saratoga Springs (includes Kirby Road, Loughberry Lake, Crescent Avenue, Saratoga Lake portion of collection system, Floral Estates)	\$60,050.00
Sherwood Forest - Clifton Park	\$ 50.00
Riverside system – Stillwater	\$ 50.00
Saratoga Lake (towns)	\$ 50.00
Wilton	\$ 50.00
Greenfield	\$ 50.00

## SECTION 6 - PAYMENT OF SEWER USER CHARGES

All sewer charges, excepting those for Saratoga Springs, Saratoga Spa State Park, Town of Schaghticoke, Saratoga County Water Authority, NYSEDA and GLOBALFOUNDRIES shall be collected pursuant to Real Property Tax Law Article 11. The assessor of each municipality utilizing the town and county tax bills for the collection of taxes shall properly code the assessment roll as to the number of connection units for each particular property and for those properties utilizing the collector system. The assessor shall use the District's formula to determine the units for multiple dwellings and commercial users of the trunk and collector systems.

The City of Saratoga Springs, which includes the Geysers Crest, Geysers Road and a portion of the Saratoga Lake trunk sewer systems; as well as the Kirby Road, Loughberry Lake, Crescent Avenue and a portion of the Saratoga Lake collector systems shall each be considered as a single-bulk user and shall be so billed by the District. The city's collecting officer shall determine the appropriate method of assessing and collecting its sewer user charge. This single-bulk user charge may be passed on to city residents as a city sewer rent and enforced pursuant to General Municipal Law §452.

City payments shall be due quarterly by March 31, June 30, September 30 and December 31, 2023. A late payment charge of one percent (1%) per month shall be added for each month or portion thereof until paid.

The District shall bill Saratoga Spa State Park their 2023 user charges payable no later than May 1, 2023.

The Town of Schaghticoke shall be billed by the District for service to the Hemstreet Park area of the Town on a semi-annual basis in accordance with the terms of the District's Inter-municipal Agreement with the Town.

GLOBALFOUNDRIES and Saratoga County Water Authority will be billed on a monthly basis based

on flows discharged the preceding month per terms of their Industrial Discharge Permits.

Payments by single-bulk users shall be made to the County Treasurer who shall reject any untimely or insufficient payment. The postmark date of a payment shall be evidence of payment.

#### SECTION 7 - PENALTIES FOR LATE PAYMENTS

Sewer charges shall be subject to the same penalties and interest applicable to County taxes generally.

#### SECTION 8 - PAYMENT OF SEWER CHARGES NOT ON TOWN/COUNTY TAX ROLLS

The District shall bill directly those users of the collector sewer system and the trunk sewer system not appearing on the town and county tax rolls. Payments shall be made to the District and forwarded to the County Treasurer. Partial payments will not be accepted and will be returned.

The District shall also bill directly those users that have had an increase in connection units during the year.

The County Treasurer shall prepare and transmit to the Board of Supervisors, on or before December 1, a list of District residents or property owners within the District who are in arrears in the payment of such trunk or collector charges for a period of 30 days or more. The list shall contain a brief description of the properties for which the services were provided, the names of the persons or corporations liable to pay for same and the amount chargeable to each including penalties and interest computed to December 31.

The Board of Supervisors shall levy such sums against the properties liable and shall state the amount thereof in a separate column in the annual tax rolls of the various municipalities under the name of "county sewer charges". Such amounts, when collected by the several municipal collectors or receivers of taxes, shall be paid over to the County Treasurer. All of the provisions of the tax laws of the State of New York covering the enforcement and collection of unpaid taxes or assessments for special improvements not inconsistent herewith shall apply to the collection of such unpaid charges. Such amounts, when received by the County Treasurer, shall be credited to the County Sewer District fund for the District's exclusive use.

#### SECTION 9 - PROCEDURES

This proposed scale of charges shall be considered by the District's Commissioners. The adopted rates shall be published in accordance with Resolution No. 174 of 1977 as amended by Resolution No. 174-09.

The County Board of Supervisors shall thereafter act upon the proposed scale of charges and upon all appeals in one of the following ways:

- (a) By confirming the scale of charges by a general resolution;
- (b) By amending the scale of charges and confirming the amended scale by a general resolution; or
- (c) By committing the scale of charges to the Sewer District Commission for further study and consideration.

By Order of the  
Saratoga County Sewer District Commission

WAYNE A. HOWE, Chairman

Dated: September 8, 2022



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**P R O C E E D I N G S**

**PUBLIC HEARING**

SARATOGA COUNTY SEWER DISTRICT NO. 1  
Ballston Spa, New York

\*\*\*\*\*

A Public Hearing Pursuant to  
Article 5(A), Section 266

County Law of the State of New York

Sewer Rates for Saratoga County

Sewer District No. 1

\*\*\*\*\*

October 6, 2022  
9:00 a.m.

Board of Supervisors Room  
40 McMaster Street  
Ballston Spa, New York

1     **PRESENT:**  
2     **FOR THE SARATOGA COUNTY SEWER DISTRICT COMMISSION:**

3             Wayne A. Howe  
4             Chairman

5             Richard Doyle  
6             Commissioner, Town of Ballston

7             Daniel Keegan  
8             Commissioner, Town of Clifton Park

9             Yates Scott Lancing  
10            Commissioner, Town of Malta

11            Mike Butler  
12            Commissioner, City of Mechanicville

13            Frank Bisnett  
14            Commissioner, Town of Stillwater

15            Daniel Rourke  
16            Executive Director

17            Michael Naughton, Esq.  
18            Assistant County Attorney

19            Michael Hartnett, Esq.  
20            County Attorney's Office

21            Steve Bulger  
22            County Administrator's Office

23            Anne Gorman  
24            Confidential Secretary

1 Proceedings - October 6, 2022

2 **CHAIRMAN HOWE:** Good morning. The Public  
3 Hearing will now come to order.

4 Welcome to the Public Hearing on proposed  
5 2023 Sewer Rates for Saratoga County Sewer  
6 District Number One. The Public Hearing is being  
7 held pursuant to Article 5(A), Section 266 of the  
8 Saratoga County Law of the State of New York.

9 Notice of the Public Hearing was  
10 published in four area newspapers, including *The*  
11 *Daily Gazette*, *The Saratogian*, *The Post-Star*, on  
12 September 27th, 2022, and *Saratoga Today* on  
13 September 30th, 2022, as well as on the Saratoga  
14 County website.

15 I, Wayne Howe, Chairman of the Saratoga  
16 County Sewer District Commission will be the  
17 receiver of comments today.

18 Commissioners present: Richard Doyle,  
19 Town of Ballston; Daniel Keegan, Town of Clifton  
20 Park; Scott Lancing, Town of Malta; Mike Butler,  
21 City of Mechanicville; and Frank Bisnett, Town of  
22 Stillwater.

23 Also present with me today is Michael  
24 Naughton from the Saratoga County Attorney's  
25 office. Also with me today is Sewer District

1                                    **Proceedings - October 6, 2022**

2                    Director, Daniel Rourke.

3                    During the preparation of the 2023 Sewer  
4                    District Budget, in cooperation with the budget  
5                    officer, all operational duties, maintenance  
6                    functions, and long-term capital plan investments  
7                    have all been maintained.

8                    The 2023 Scale of Charges includes an \$8  
9                    (Eight Dollar) increase to the current user  
10                    rates. Proposed funding levels will allow the  
11                    Sewer District to continue implementing the  
12                    long-range capital plan, as well as maintain  
13                    consistent and reliable service to those who rely  
14                    on the system. These rates will still be among  
15                    the most affordable in the State.

16                    The District will continue investing  
17                    resources to long-term capital projects in the  
18                    Treatment Plant and throughout the Collection  
19                    System, including rehabilitation of the  
20                    interceptor sewer line, trunk sewers, crucial  
21                    pump stations, green sludge disposal methods via  
22                    a new anaerobic digestion facility, and upgrades  
23                    to maintain SPDES Permit compliance.

24                    Planning continues for repair and  
25                    replacement of critical infrastructure that is

**Proceedings - October 6, 2022**

1  
2 the foundation to consistent, reliable service  
3 and future growth within the District. The costs  
4 associated with these capital projects are in  
5 addition to maintaining ongoing O&M functions for  
6 the District.

7 The Sewer Commission is committed and  
8 prepared to establish user rates which are fair  
9 and consistent throughout the system, with rates  
10 which reflect expense incurred to accept,  
11 transport, and treat flows from each  
12 municipality.

13 The Saratoga County Administrator, in  
14 consultation with the Sewer Commission, has  
15 presented a Sewer District Budget to the Board of  
16 Supervisors totaling \$27,661,917 (Twenty-Seven  
17 Million, Six Hundred Sixty-One Thousand, Nine  
18 Hundred Seventeen Dollars) as part of the  
19 Saratoga County's 2023 tentative budget.

20 I wish to commend the Sewer Commission,  
21 the Board of Supervisors, and the County  
22 Administrator for their continued support of the  
23 Sewer District rate schedule which allows for  
24 needed investment in infrastructure and  
25 accommodates future service needs.

**Proceedings - October 6, 2022**

1  
2 My acknowledgement would not be complete  
3 without special recognition of the Commissioners  
4 for their significant investment of time and  
5 effort providing guidance and input on the  
6 District's operation, as well as the Sewer  
7 District's employees for dealing with the  
8 day-to-day demands of maintaining the integrity  
9 and operation of both the treatment and  
10 collection system facilities.

11 A variety of sources are incorporated  
12 within the budget revenue amount, including,  
13 Collector Fees, Discharge Exceedances, and  
14 Acceptance of Septage Waste. The 2023 revenue  
15 from User Charges is budgeted as \$24,200,667  
16 (Twenty-Four Million, Two Hundred Thousand, Six  
17 Hundred Sixty-Seven dollars).

18 It is these User Charges which are the  
19 subject of today's Public Hearing. The User  
20 Charges have increased from the previous year.

21 As in past years, the proposed rates will  
22 vary from locality to locality. All areas will  
23 realize a uniform increase in rates for treatment  
24 and transportation.

25 The Board of Supervisors at their

1                                    **Proceedings - October 6, 2022**

2                    scheduled meeting of November 15th, 2022, will  
3                    consider the User Charges adopted by the  
4                    Commission, together with any properly filed  
5                    appeals.

6                    The Board may accept the Commission's  
7                    recommendation, they may modify it, or return it  
8                    to the Commission for further consideration.

9                    Executive Director Rourke, do we have any  
10                  written comments or have we received any written  
11                  comments?

12                  **DIRECTOR ROURKE:** We have not.

13                  **CHAIRMAN HOWE:** Thank you. At this time,  
14                  I will open the Public Comment.

15                  (No response)

16                  **CHAIRMAN HOWE:** Seeing none, I will close  
17                  the Public Comment and close the Public Hearing.

18                  Thank you.

19                  (Whereupon, at 9:14 a.m. the proceedings  
20                  in the above-entitled matter were concluded.)



# 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:** Sewer District #1

**DATE:** 11/2/2022

**COMMITTEE:** Law & Finance

**RE:** Resolution awarding to the low Bid, Insituform Technologies LLC, in the amount of \$26,338,455 for work relating to SCSD NO.1's Sewer Interceptor Phase 7B project.

1. Is a Resolution Required:

Yes, Contract Approval

2. Proposed Resolution Title:

Resolution awarding to the low Bid, Insituform Technologies Inc., in the amount of \$26,338,455 for work relating to SCSD NO.1's Sewer Interceptor Phase 7B project.

3. Specific Details on what the resolution will authorize:

This resolution award the low bid to Insituform Technologies LLC and authorize a contract be executed as stated above. This work is related to Interceptor rehabilitation phase 7B project. The project scope entails cured in place pipe rehabilitation of 14 miles of the interceptor sewer as well as manhole rehabilitation. This will complete the rehab of the interceptor sewer which serves the entirety of the district and is vital to the safe transportation of wastewater to the WWTP in Halfmoon. All restoration work along the pipe route is included in this price. There is currently \$29.8M in approved bonding capacity for this project, so this award constitutes a \$3.4M savings below the original engineers estimate and bond resolution amount.

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
			GO Bonds

5. Identify Budget Impact:

Other

- a. G/L line impacted **E.S.81-812-7092**
- b. Budget year impacted **2022**
- c. Details

These costs are included in the sewer districts financial model and capital plan. The bond resolution is already approved and BAN proceeds are being properly accounted for now

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

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

a. Were bids/proposals solicited:  Y  N

b. Type of Solicitation **BID**

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: **TBD**

f. Termination of contract date:

g. Contract renewal and term:

h. Contact information: **Insituform Technologies, LLC**

580 Goddard Avenue

Chesterfield, MO 63005

Christanda Adkins 636-530-8000

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

j. State of vendor/contractor organization: **MO**

k. Is this a renewal agreement:  Y  N

l. Vendor/Contractor comment/remarks:

This contractor has won the bid on the last 5 of 6 lining projects for the interceptor

Human Resources Consulted

Purchasing Office Consulted

8. Is a grant being accepted:  YES or  NO

County Administrator's Office  
Consulted

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 Copy of Engineer's recommendation letter/Bid Tab

10. Remarks:

Copy of engineers recommendation letter is attached (Once received on 11/3). Bids have been reviewed and all documentation is in order. There were 5 bids that ranged from \$26.4M to \$38.9M.



November 3, 2022

Mr. Dan Rourke, P.E.  
Executive Director  
Saratoga County Sewer District #1  
P.O. Box 550  
Mechanicville, NY 12118

**Re: Bid Recommendation: Specification No. 22-SDIRP7B-1  
Interceptor Rehabilitation Phase VIIB**

Dear Mr. Rourke:

Bids for the Interceptor Rehabilitation Phase VIIB-Specification No. 22-SDIRP7B-1 were received by Saratoga County on November 1, 2022. A summary of the bid results is provided below:

<b>Bid Results: Interceptor Rehabilitation Phase VIIB</b>	
<b>Contractor</b>	<b>Total Bid Price</b>
<b>Insituform Technologies, LLC</b>	<b>\$26,338,455.00*</b>
Spiniello Companies	\$27,553,300.00
National Water Main Cleaning Co.	\$32,541,700.00
Michels Trenchless, Inc.	\$35,149,964.00
SAK Construction, LLC	\$38,989,114.00

\* Corrected base bid due to math error, original base bid was \$26,475,705

Based on the bid results, Insituform Technologies, Inc. (Insituform), located in Chesterfield, MO was the apparent low bidder for the Interceptor Rehabilitation Phase VIIB project. M.J. Engineering and Land Surveying, P.C. (MJ) has reviewed Insituform's bid in detail to assess the validity of their bid prices, experience, and references. While reviewing the individual bid items it was discovered that a math error occurred for Items 10a and 10b. We discussed this with Insituform, and they have confirmed the math error and will honor the unit prices as shown in their bid (see attached email from Insituform).

Insituform is comfortable with their bid price, the scope of work required and the anticipated schedule for this project. Insituform's project references show that they are experienced in the type of work required to be performed as part of this project. Insituform has previously performed work for Saratoga County Sewer District #1 (SCSD #1) which includes previous phases of the Interceptor Rehabilitation projects.

MJ recommends that SCSD #1 award the Contract for the Interceptor Rehabilitation Phase VIIB project (22-SDIRP7B-1) to Insituform for the Total Contract Bid in the amount of \$26,338,455.00.

Should you have any questions or concerns, please do not hesitate to contact me at (518) 371-0799.

Sincerely,

Walter F. Lippmann, P.E.  
Project Manager

## Walt Lippmann

---

**From:** Jeffrey Petruzzi <JPetruzzi@aegion.com>  
**Sent:** Wednesday, November 2, 2022 11:39 AM  
**To:** Walt Lippmann  
**Cc:** Robert Towle  
**Subject:** Saratoga bid items

Walt,

Per our phone conversation, Insituform realizes the discrepancy in the bid items 10a and 10b. Insituform will honor the new bid quantities at our unit prices. Please let us know if there is anything else needed.

Thank you

*Note my new email address below.*

**Jeff Petruzzi** | Senior Project Manager | **Insituform**  
253F Worcester Rd | Charlton, Ma. 01507  
**Office: 508.248.7635 | Mobile: 508.277.2693 | [www.Aegion.com](http://www.Aegion.com)**  
[jpetruzzi@aegion.com](mailto:jpetruzzi@aegion.com)



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[Aegion](#)

SARATOGA COUNTY BID TABULATION AND SIGN IN SHEET

BID INFORMATION:

Opening Date: 11.01.22	Bid Name: Saratoga County Sewer District No. 1 WWTP Interceptor Rehab Project Phase VIIB	Specification: 22-SDIRP7B-1
Company: Michels Trenchless	Si	Bid: \$ 35,149,964
Company: SPINIELLO		Bid: \$ 27,003,300
Company: Credulim Pumps		Bid:
Company: SAK Construction		Bid: \$ 38,989,114
Company: INSITUFORM	Signature:	Bid: \$ 26,475,705
Company: Bretford water utility	Signature:	Bid: \$ 31,991,700
Company:	Signature:	Bid:
Company:	Signature:	Bid:
Company:	Signature:	Bid:
Saratoga County Employee(s)	Signature:	Signature:



# 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:** Sewer District #1

**DATE:** 11/2/2022

**COMMITTEE:** Law & Finance

**RE:** Resolution authorizing the chairmen to enter into an amended agreement with Mission Communications LLC to include the updated rates to maintain the cellular based communications systems for SCSD's 99 pump stations and multiple meter pits. The total contract amount fluctuates within a year based on the number of modems that get purchased and added to the system. Expected increased cost for the price increase is \$2000-\$3000 annually.

1. Is a Resolution Required:

Yes, Contract Amendment

2. Proposed Resolution Title:

Resolution authorizing the chairmen to enter into an amended agreement with Mission Communications LLC to include the updated rates to maintain the cellular based communications systems

3. Specific Details on what the resolution will authorize:

This resolution authorizes the chairmen to execute an amended agreement with Mission Communications LLC as sated above. This cell based SCADA (Supervisory Control and Data Acquisition) system allows for pump station monitoring 24/7/365. It alarms proper personnel when there are issues at the station, as well as logs information such as flow rates that get used to bill customers and trend system efficiency.

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:

**No Budget Impact. Funds are included in the Department Budget**

- a. G/L line impacted **E.S.81-812-8420**
- b. Budget year impacted **2022**
- c. Details

There are enough funds to cover these increased costs.



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: 2022

f. Termination of contract date: N/A

g. Contract renewal and term: Annual

h. Contact information: 3170 REPS MILLER RD,  
SUITE 190  
NORCROSS, GA 30071

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

j. State of vendor/contractor organization: GA

k. Is this a renewal agreement:  Y  N

l. Vendor/Contractor comment/remarks:

This vendor and contract is critical to maintaining the sewer districts. collection system operations. We have had this contract since 2013.

Purchasing Office Consulted

8. Is a grant being accepted:  YES or  NO

County Administrator's Office Consulted <input type="checkbox"/>
---

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 Previous Resolution

10. Remarks:

Please see previous resolution attached.

# IMPORTANT SERVICE PRICING INFORMATION

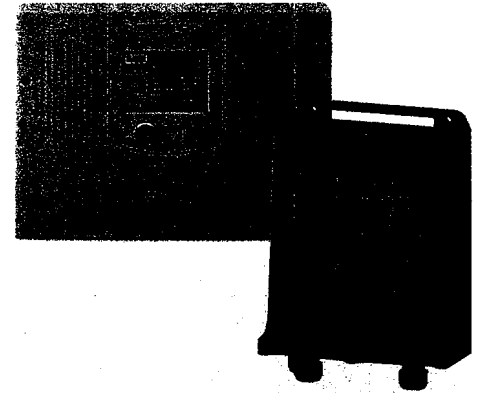
June 1, 2021

To: Mission Communications Customers  
Attention: Purchasing Dept.

In these unprecedented times, labor rates are increasing at extraordinary rates. We have been subject to numerous increases and extended component lead times. We have added features to our newest remote terminal units (RTUs) to make them more efficient for us to support. We have increased our inventory positions to ensure outstanding on-time delivery and maintain our commitment to the operations of your business.

The service fees for legacy RTUs (M110, M800, and Manhole Monitor RTUs) will be increased by \$1.00, \$1.50, and \$0.50 respectively per month effective January 1, 2022. Also, beginning June 1, 2021 we will only renew legacy RTUs for 12 month periods (no multi-year discounts).

The service fees for the MyDro 150, MyDro 850, and Manhole Monitor Plus will not change.



## Why Our Newer RTUs Save You Time and Money

Our newer MyDro Remote Terminal Units and newly released Manhole Monitor Plus are significantly more efficient for both of us.

**Firmware Over-the-Air (OTA) Upgrades**  
Firmware upgrades are provided from time-to-time for feature enhancements, performance improvements, and cellular carrier requirements\*. Firmware upgrades for legacy RTUs require us to procure and ship an electronic chip and logistics to get the chip to you. Once received a truck-roll is required by your staff.

**Advanced Electronics**  
Newer RTUs have state-of-the-art IO and power features which make installation simpler and more fool proof, saving us both time as a result of reduced call-backs and installation complications.

**Advanced Radio**  
Newer RTUs include our RMDT1 radio which features an embedded multi-carrier SIM as well as a slot for a removable SIM. The multi-carrier SIM allows the RTU to access AT&T, T-Mobile and Verizon cellular networks with no effort on either parties' part. When connectivity problems arise with a specific carrier the legacy RTUs require us to ship you a different SIM for each carrier, and you to dispatch a truck roll for installation. So not only does this feature saves both of us time, but it makes the overall performance more reliable.

### SERVICE PRICING

RTU	Previous Yearly Price	New Yearly Price (Effective 1/1/2022)	Difference Per Month
M110	\$347.40	\$359.40	\$1.00
MyDro 150	\$347.40	\$347.40	NONE
M800	\$563.40	\$581.40	\$1.50
MyDro 850	\$563.40	\$563.40	NONE
Manhole Monitor	\$227.40	\$233.40	\$0.50
Manhole Monitor +	\$227.40	\$227.40	NONE

MyDro 150 is an upgrade from M110 with similar functionality.  
MyDro 850 is an upgrade from M800 with similar functionality.  
Manhole Monitor + is an upgrade from Manhole Monitor with similar functionality.

This is our first service price increase since the company was founded more than 20 years ago. We have done our best to minimize this to help make your budgeting efforts easier.

You should know that we are running a special promotion throughout all of 2021 for upgrades to our newest RTUs. We have documents that detail the myriad reasons why an upgrade to MyDro or Manhole Monitor Plus is easily justified to increased efficiency for your staff. Simply send an email to sales@123mc.com for more information.

We urge you to take advantage of our upgrade opportunity immediately so that devices can be installed prior to the onset of winter weather and prior to the carrier sunsets.

We look forward to continuing to serve you.

Best Regards,  
Mission Communications, LLC

\*ATT has announced their 3G GSM cellular radio network will be retired 2/22/2022. Verizon has announced their 2G/3G CDMA cellular radio network will be retired by 12/31/22.

2/26/13

RESOLUTION 48 - 13

Introduced by Supervisors Sausville, Daly, Rowland, Veitch, Wood, Wormuth, and Wright

AUTHORIZING THE CHAIR OF THE BOARD TO ENTER INTO AN AGREEMENT WITH MISSION COMMUNICATIONS TO SERVICE SARATOGA COUNTY SEWER DISTRICT NO. 1'S PUMP STATION RADIO SYSTEM

WHEREAS, as a result of new regulations imposed by the Federal Communications Commission (FCC) mandating narrower radio band frequencies in 2013, this Board adopted Resolution 145-12 authorizing the replacement of and an upgrade of Saratoga County Sewer District No. 1's pump station radio system in order to bring it into compliance with the new FCC regulations; and

WHEREAS, the new pump station radios installed by the project's contractor, Brunswick Electric, Inc., are cellular phone based and require monitoring of the radios' alarm systems;

WHEREAS, Brunswick Electric, Inc. has contracted with Mission Communications, LLC for Mission Communications to provide one year of service and monitoring of the Sewer District's newly installed pump station radios; and

WHEREAS, the Saratoga County Sewer District Commission and the Sewer District's Executive Director have recommended that the County accept the proposal of, enter into a contract with, Mission Communications, LLC to provide annual service and monitoring of the radios of pump stations newly dedicated to the Sewer District, and to continue the service and monitoring of existing pump station radios when Mission Communication's current one year contract with Brunswick Electric expires; and

WHEREAS, the Sewer District has three different radio types (M100, M800 and M80) with expansion board installed in its stations, and Mission Communication's cost of monitoring and servicing the radios is different for each radio type; now, therefore, be it

RESOLVED, that the Chair of the Board is authorized to execute an agreement with Mission Communications, LLC of Norcross, Georgia, to service and monitor Saratoga County Sewer District No. 1's sewer pump station radios at an annual cost of \$347.40 per Mission M100 radio, \$563.40 per M800 radio, \$227.40 per M80 radio, and \$60.00 per expansion board adder; with the form and content of such agreement being subject to the approval of the County Attorney.

BUDGET IMPACT STATEMENT: No budget impact.



# 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:** Sewer District #1

**DATE:** 11/2/2022

**COMMITTEE:** Law & Finance

**RE:** Resolution amending an existing agreement with Wright Pierce Engineering Consultants PC for additional work relating to the secondary clarifier and MCC upgrade at the SCSD NO 1 WWTP. The additional design work is \$39,500 and the total contract is now \$514,080.

1. Is a Resolution Required:

Yes, Contract Amendment

2. Proposed Resolution Title:

3. Specific Details on what the resolution will authorize:

This resolution authorizes an amendment to the current Wright Pierce agreement to include work that increased the scope above the initial RFP. The increased scope included unknown needed collaboration based on the ammonia project design, upgrading our return activated sludge pump galley, and clarifier splitter box upgrades. An initial increase in contract scope for CFD modeling was approved as well at the director/commission level. See amendment attached.

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:

**No Budget Impact. Funds are included in the Department Budget**

- a. G/L line impacted **E.S.81-813-7098**
- b. Budget year impacted **2022**
- c. Details

These extra costs will be paid for from savings of other capital projects

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

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

a. Were bids/proposals solicited:  Y  N

b. Type of Solicitation RFP

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: N/A

g. Contract renewal and term:

h. Contact information: Kevin Hickey, PE, BCEE

Wright-Pierce | Senior Project Manager  
direct 518.309.0821  
6 Executive Park Dr, Clifton Park, NY 12065

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

j. State of vendor/contractor organization: NY

k. Is this a renewal agreement:  Y  N

l. Vendor/Contractor comment/remarks:

Human Resources Consulted

Purchasing Office Consulted

8. Is a grant being accepted:  YES or  NO

County Administrator's Office  
Consulted

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 Previous resolution and agreement amendment attached for reference

10. Remarks:

Copy of engineers proposal letter attached as well as previous amendment.



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<b>TO:</b>	Dan Rourke, PE, SCSD Executive Director	<b>DATE:</b>	11/2/2022
<b>FROM:</b>	Kevin Hickey, PE	<b>PROJECT NO.:</b>	50006
<b>SUBJECT:</b>	Additional Design Services		

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During the 60% and 95% design phases of the Secondary Clarifier and Electrical Upgrades Project additional scope items were added due to modifications in the Ammonia project and requests from SCSD. The following professional engineering design services were completed:

1. Additional Electrical Design Components
  - a. Revisions to drawings based on changes within B&L's design package.
  - b. Demolition and removal of on-site generators and automatic transfer switches.
  - c. Revisions to the Electrical One-Line Diagrams due to changes in B&L's design drawings.
  - d. Grit Channel Gate Actuator.
2. Electrical Room Addition
  - a. Rerouting of water piping to eliminate piping overhead of proposed electrical equipment.
3. Upgrades to the RAS Pump Gallery
  - a. Cross over Piping and Valve Designs (including site visits)
  - b. Replacement of RAS Pumps
4. Additional UV Channel Gate
  - a. Process and Structural Design (designed and removed based on comments from SCSD)
5. Additional Effluent Gates
  - a. Two additional gates upstream of Parshall Flumes to isolate effluent channels.
6. Addition of E-Stops on Influent Pumps
7. Additional of stilling well and radar level sensor within secondary clarifier splitter box
  - a. To be used to better gauge future flow split to clarifiers.

Total compensation for these seven tasks, to be invoiced as part of the final design of the project (Task C), is \$39,500. If you have any questions or concerns, please let us know and we can adjust the tasks as needed.



## **SARATOGA COUNTY BOARD OF SUPERVISORS**

### **RESOLUTION 56 - 2021**

**Introduced by Supervisors Schopf, Barrett, Gaston, Tollisen, Veitch, Winney and Wood**

#### **AUTHORIZING AN AGREEMENT WITH WRIGHT-PIERCE ENGINEERING CONSULTANTS PC FOR SERVICES RELATED TO THE EVALUATION AND DESIGN OF UPGRADES TO SARATOGA COUNTY SEWER DISTRICT NO. 1'S WASTEWATER TREATMENT PLANT**

WHEREAS, Saratoga County Sewer District No. 1's 2021 Capital Budget as approved by this Board includes upgrades to the secondary clarifiers, gates, motor control center and 4160V transformers at the Sewer District's Wastewater Treatment Plant; and

WHEREAS, the Saratoga County Sewer District Commission and the Sewer District's Executive Director solicited bids for the provision of design and evaluation of said upgrades which include: i) CFD modeling and dye testing of three secondary clarifiers; ii) designing necessary upgrades and replacement to three existing secondary clarifiers; iii) evaluating and designing upgrades to electrical systems at the Wastewater Treatment Plant including motor control centers and transformers; and iv) evaluating and designing replacements to existing process gates at the facility; and

WHEREAS, the bid of Wright-Pierce Engineering Consultants PC was considered to be the best value for the work to be performed and their proposal offered the best concepts to define the proper path forward for the upgrade; and

WHEREAS, our Law and Finance Committee, the Sewer District Commission and the Executive Director of the Sewer District have recommended that the bid of Wright-Pierce Engineering Consultants PC in the amount of \$454,180, be accepted; now, therefore, be it

RESOLVED, that the Chair of the Board is hereby authorized to execute an agreement with Wright-Pierce Engineering Consultants PC of Saratoga Springs, New York, for the provision of design and evaluation services for the upgrades to the secondary clarifiers, gates, motor control center and 4160V transformers at the Sewer District's Wastewater Treatment Plant, at a cost not to exceed \$454,180; and, be it further

RESOLVED, that the form and content of said agreement shall be subject to the approval of the County Attorney.

BUDGET IMPACT STATEMENT: None. Funds are included in the 2021 County 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  
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:** Sewer District #1

**DATE:** 11/2/2022

**COMMITTEE:** Law & Finance

**RE:** Resolution authorizing the chairmen to enter into an agreement with BDP Industries Inc. for work associated with fabricating and installing sludge belt press local and master control panels. The total contract amount is \$174,100

1. Is a Resolution Required:

Yes, Contract Approval

2. Proposed Resolution Title:

Resolution authorizing the chairman to execute an agreement with BDP industries Inc for work consisting of fabrication and installation of sludge belt press local and master control panels.

3. Specific Details on what the resolution will authorize:

This resolution authorizes the chairmen to execute an agreement with BDP Inc to perform the work stated above. Per my attached email, the belt presses are extremely important to maintain SPDES permit compliance, and the panels have been failing often due to the high hydrogen sulfide environment they are in. The work includes fabrication, installation and start-up of these panels to ensure proper functioning of the belt presses themselves. The work needs to be closely monitored and sequenced properly to maintain operations as the project is being completed. This is a sole source procurement that has been checked with both the purchasing department and county attorney.

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:

**No Budget Impact. Funds are included in the Department Budget**

- a. G/L line impacted **E.S.81-813-7095**
- b. Budget year impacted **2022**
- c. Details

This project was included in the 2022 budget.

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: 2022

f. Termination of contract date: N/A

g. Contract renewal and term: TBD

h. Contact information: 354 State Route 29, Greenwich, New York 12834  
Phone No 518-695-6851  
E-mail: [ajj@bdpindustries.com](mailto:ajj@bdpindustries.com)

Dan Fronhoffer

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

j. State of vendor/contractor organization: NY

k. Is this a renewal agreement:  Y  N

l. Vendor/Contractor comment/remarks:

This sole source procurement was vetted by the purchasing department and county attorney's office. BDP is the manufacturer of the presses, and to have someone else build the panels would require some reverse engineering and increased cost and risk.

Purchasing Office Consulted

8. Is a grant being accepted:  YES or  NO

County Administrator's Office Consulted <input type="checkbox"/>
---

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 Copy of email and OEM letter from BDP

10. Remarks:



354 State Route 29, Greenwich, New York 12834  
Phone No 518-695-6851  
E-mail: [aj@bdpindustries.com](mailto:aj@bdpindustries.com)

**Date: Wednesday, November 2, 2022**

**To: Saratoga County Sewer District #1  
1002 Hudson River Road  
Mechanicville, NY 12118**

**Attn: Gene Hutchings  
(518) 664-7396  
ghutchings@saratogacountyny.gov**

**Re: Saratoga County SD#1 – Existing BDP Job #: 1066  
Two (2) Rebuild 1.5m 3DP Belt Press Control Panel and One Master Control Panel  
BDP Quotation #: 041222-0748revB**

BDP Industries, Inc. is pleased to offer our quotation for replacing the existing three control panels per the scope of supply below.

### **EQUIPMENT DESCRIPTION**

The BDP scope of supply includes the following:

1. Removal of the existing control panels.
2. Two (2) new control panels for the existing 1.5 meter 3DP, **3-belt**, belt filter press with the following design features:
  - a. New 304 stainless steel enclosures and back panels.
  - b. New Relay Based Controls
  - c. New Fused Main Disconnect.
  - d. New circuit breakers in place of fuses.
  - e. New Allen Bradley Power Flex 525 variable frequency drives.
  - f. New Baldor DC drives for the feedbox.
  - g. New NEMA motor starters.
  - h. New timers.
  - i. New silence alarm button.
  - j. New tinned copper wiring.
  - k. New Control power on/off selector switch and an isolation contactor.
  - l. New stainless steel encapsulated external transformer.
3. One (1) new Auxiliary control panel with the following features:
  - a. New 304 stainless steel enclosures and back panels.
  - b. New Relay Based Controls
  - c. New Fused Main Disconnect.
  - d. New circuit breakers in place of fuses.
  - e. New NEMA motor starters for the load out conveyor.
  - f. New timers.
  - g. New silence alarm button.



354 State Route 29, Greenwich, New York 12834  
Phone No 518-695-6851  
E-mail: [aj@bdpindustries.com](mailto:aj@bdpindustries.com)

- h. New tinned copper wiring.
  - i. New panel will not include any display meters. (Current ones are not being used.)
  - j. New Control power on/off selector switch and an isolation contactor.
  - k. New transformer.
4. Installation of new control panels.
  5. All start-up, mechanical checkout and operator training as specified. Service to include five (5) separate trips with fifteen (15) days of on-site services.
  6. One-year machine warranty. Three-year roller, roller coating and bearing warranty.
  7. Freight to the jobsite.

Each control will come completely factory-assembled, tested and will be shipped in one piece. This quotation is for new control panels, removal of existing panels and installation of new control panels. All labor and material for interconnecting between the press and the auxiliary equipment is to be completed by others.

#### **ITEMS NOT INCLUDED IN THIS SCOPE OF SUPPLY**

1. **Conduits or wiring external to the existing control panels.**
2. **Applicable taxes of any kind.**
3. **Temporary Dewatering.**

#### **SUBMITTAL DATA**

Submittals will be made in the number of copies specified and will be available within 4 to 8 weeks after firm purchase order and all information is received at the factory.

#### **SHIPMENT**

Approximate shipping weight of the unit is 1,000 pounds. Estimated shipping time is 24 to 30 weeks after receipt of submittal approval.

#### **FIELD SERVICE**

Installation observation, testing and operator instruction services as listed above will be supplied. Additional service can be supplied at a service rate of \$1,200 per day plus travel expenses.

#### **PRICING**

The total price for the above equipment is \$174,100.00 US Dollars. This price includes the shipping cost to the job site or nearest unloading point. The price does not include applicable taxes of any kind. This quotation will be valid for sixty (60) days from the date of this proposal.

#### **TERMS**

Terms of payment are 90% upon shipment of equipment and 10% upon start up. The attached Conditions of Sale are hereby made a part of this proposal.





354 State Route 29, Greenwich, New York 12834  
Phone No 518-695-6851  
E-mail: [aj@bdpindustries.com](mailto:aj@bdpindustries.com)

We appreciate this opportunity to extend our quotation. If we can answer questions or supply additional information, please do not hesitate to contact Rich Suriano of Koester Associates at 518-888-4413.

Sincerely,

A.J. Schmidt  
BDP Industries, Inc.

cc: Dan Fronhofer and Luke Fronhofer, BDP Industries, Inc.  
&  
Rich Suriano  
Sales Engineer - ENY  
Koester Associates, Inc.  
3130 Seneca Turnpike  
Canastota, NY 13032  
518-888-4413 cell  
518-372-5533 fax  
[rsuriano@koesterassociates.com](mailto:rsuriano@koesterassociates.com)

**CONDITIONS OF SALE - COS 5-86**

GENERAL -- This contract will exist between BDP Industries, Inc. (hereafter referred to as BDP) and the buyer only when accepted in writing by an officer of BDP. The prices quoted herein are firm for a period of 180 days if a contract is entered within thirty (30) days from the date on the face of this proposal. Any amendment to this contract must be in writing and acknowledged by both parties.

TERMS OF PAYMENT -- Payment is to be made on a net basis within thirty (30) days after invoice, subject to credit approval by BDP. The buyer's payment obligation is not dependent upon the buyer's receipt of payment from any other party. BDP reserves the right to invoice on partial shipments. Any balance owed by the buyer beyond thirty (30) days or more after due is subject to delinquency charges of 1.5% per month or any fraction thereof. This shall be in addition to any other amounts due and buyer shall reimburse BDP for all collection costs, including attorney's fees BDP may incur with respect to collection of past due amounts from the buyer.

TAXES -- This proposal does not include any Federal, State or Local Sales, Privilege, Use or any other taxes of any kind applicable to the sale of the equipment covered under this agreement. These taxes shall be paid by the buyer or the buyer shall provide BDP with a tax exemption certificate applicable to proper taxing authority.

SHIPMENT -- All shipment will be F.O.B. factory. Shipping estimates contained herein are based on time of receipt at BDP's factory of all details pertaining to the order which are essential to contract completion.

FORCE MAJEURE -- BDP shall not be liable for any loss or damage of any nature whatsoever incurred or suffered as a result of any failures or delays in performance due to any cause or circumstances beyond its, or its subcontractors' or suppliers' control, including, but not by way of limitation, failure or delays in performance caused by strikes, lockouts or labor disputes, acts of purchaser, fires, acts of God or the public enemy, riots, incendiaries, interferences by civil or military authorities, compliance with the laws of the United States or with the orders or policies of any Governmental authority, delays in transit or delivery on the part of transportation companies or communication facilities or failure of sources of raw material. In the event of such delay, the time of delivery or completion shall be extended by a period of time equal to the period of delay plus such time as needed for start-up and/or remobilization, provided however, should the Force Majeure situation extend beyond six months the contract may be canceled by either party. Purchaser shall reimburse BDP for all costs and expenses including overhead costs which BDP may have reasonably incurred in terminating the contract, plus an amount as reasonable profits on that portions to the contract which has been completed.

WARRANTY -- BDP warrants the equipment manufactured by it to be free from defects in materials and workmanship for a period of 18 months from the date of shipment or 12 months from the date of start-up, whichever occurs first. BDP will repair or replace, at its



354 State Route 29, Greenwich, New York 12834  
Phone No 518-695-6851  
E-mail: [aj@bdpindustries.com](mailto:aj@bdpindustries.com)

option, F.O.B. its factory, any defective part or material, provided prompt notification is rendered in writing. The repair or replacement of items such as light bulbs, grease, oil, drive belts or chains, pump seals, etc. are not covered by this warranty and are considered normal consumption and routine maintenance items. In addition to the replacement of defective parts, BDP will also provide such labor as it deems necessary, to repair a defect in the main frame structure. BDP will not assume the cost of any modification or repair of its equipment unless it specifically gives authority for such action. **THIS WARRANTY IS EXCLUSIVE AND IN LIEU OF ALL OTHERS. BDP MAKES NO WARRANTY AS TO FITNESS OF ITS PRODUCTS FOR PARTICULAR PURPOSE OR MERCHANTABILITY.**

**LIMITATION OF LIABILITY --** A. In no event, be it due to breach of any warranty hereunder or any other cause rising out of performance or non-performance of the obligations herein, whether any such breach or cause be or sound in tort, contract or otherwise, shall BDP be liable for indirect, special or consequential damages (such as, but not limited to, loss of profits, plant downtime, fines, penalties, or cost of replacement services) or sued by third parties against the purchaser (excluding suits regarding patents on title to the goods furnished hereunder). B. BDP's total cumulative liability for any and all reasons shall not exceed an amount equal to the contract price.

**CLAIMS --** The buyer shall immediately inspect equipment within ten (10) days after receipt, BDP is not obligated to consider any claim for shortages or non-conformance unless notified by the buyer within ten (10) days after his receipt of the goods in question, BDP is not responsible for loss or damage in transit, however they will lend any possible assistance to the buyer in his pursuit of claim recovery.

**CANCELLATION --** BDP will accept cancellation of this order upon receipt of payment for percentage of the contract equal to a percentage of the work completed. This shall be, at a minimum, 20% of the contract price.

**STORAGE --** If the buyer delays shipment, then the buyer agrees to pay all invoices as they become due. The buyer further agrees to pay, in addition, storage charges computed at 1.5% per month of the invoice price of equipment stored.

**PERMITS --** The buyer shall assume full cost and responsibility to obtain all permits or licenses with respect to the installation and operation of the equipment covered under this agreement. This shall include all requirements by Federal, State and Local governmental bodies.


**OTHER --** This contract shall be governed in accordance with the laws of the State of New York. These conditions and terms are the only terms and conditions that will be binding upon the parties unless amended, and acknowledged, in writing by both parties. No assignment of this proposal or any purchase order resulting here from shall be binding on BDP unless accepted in writing by BDP.

## BDP OEM letter

Rourke, Daniel <DRourke@saratogacountyny.gov>

Fri 8/19/2022 1:55 PM

To: John Warmt <jwarmt@saratogacountyny.gov>

 1 attachments (169 KB)

OEM Manufacturer Letter from BDP 080422.pdf;

John - Please see the attached letter from BDP - who we are looking to utilize to fabricate and install the new panels for our existing belt filter presses. Below are answers to the requirements in the policy:

1. This is a unique product and service as these machines are existing and require to be safely run by control panels. The panels were originally provided by the manufacturer and the manufacturer has the unique ability to test the panel operation on their existing equipment during panel install
2. No one else can ensure safe start-up and operation of their equipment
3. The cost is fair compared to other vendors providing similar services
4. No competition exists that would provide the same level of knowledge and ability to start up and test the panels on the existing equipment.

These presses are crucial to our operation and maintain our SPDES permit. Any upset in the ability to process biosolids would be detrimental to water treatment - we only have about 4-5 days where we can be down before these presses must be operational again. BDP's knowledge will help us get back up an running in a timely manner.

Let me know what you think.

Thanks,

Dan

Dan Rourke, P.E.  
Executive Director  
Saratoga County Sewer District #1  
P.O. Box 550  
Mechanicville NY 12118  
Phone: (518) 664-7396



Route 29 Greenwich, New York 12834  
Phone No 518-695-6851  
dan@bdpindustries.com

October 3, 2022

TO: Whom it May Concern

FROM: BDP Industries, Inc.

SUBJECT: Saratoga County Sewer District #1  
BDP Industries Dewatering Equipment  
BDP Job #1066

This letter certifies that BDP Industries, Inc. is the original equipment manufacturer (OEM) of the existing belt filter press equipment, including the electrical control panels for the belt filter presses and the master/auxiliary dewatering electrical control panel at the Saratoga County Sewer District #1 Wastewater Treatment Facility. This equipment was supplied under BDP Job #1066 in 2006.

As the OEM, BDP designs, fabricates, assembles and tests the control panels to ensure the proper operation, equipment interlocks, and safety instrumentation for the existing units to operate as designed. BDP is intimately familiar with how the panels need to be built to properly control the machinery originally manufactured by BDP. For others to manufacture these panels, they would need to utilize BDP for our knowledge of the drawings and operation of the panels, or add cost to reverse engineer the purpose of the panels.

If you should need further information please feel free to contact us at anytime.

Sincerely,

*Dan Fronhofer*

Dan Fronhofer, PE  
Vice President  
BDP Industries, Inc.  
518-695-6851



# 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:** Sewer District #1

**DATE:** 11/2/2022

**COMMITTEE:** Law & Finance

**RE:** Resolution amending an existing contract with Delaware Engineering DPC to include costs associated with a wetland delineation and necessary permitting to continue work on the Contract 22 portion of the Halfmoon Pump Station Project. The amendment costs include a not to exceed fee \$85,000. Actual costs may be less depending upon the acreage of disturbance. This brings the total contract cost to \$212,720.

1. Is a Resolution Required:

Yes, Contract Amendment

2. Proposed Resolution Title:

Resolution authorizing the chairman to execute an amended agreement with Delaware Engineering D.P.C for required wetland analysis for 20-RFP-SDC22PR-1

3. Specific Details on what the resolution will authorize:

This resolution authorizes an amendment to the current Delaware Engineering contract to perform work associated with wetland delineation/mitigation for a portion of the pipe rehab design. The scope of the issue was unknown at the time of the initial RFP, and due to the vicinity of a beaver dam and DEC/Army Corp wetlands this work must be performed to continue moving forward with the pipe rehabilitation.

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:

**No Budget Impact. Funds are included in the Department Budget**

- a. G/L line impacted **E.S.81-812-7098**
- b. Budget year impacted **2022**
- c. Details

These extra costs will be paid for from savings of other capital projects

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 RFP

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: 2020

f. Termination of contract date: N/A

g. Contract renewal and term: TBD

h. Contact information: Delaware Engineering, D.P.C.

28 Madison Avenue Extension Tel: 518.452.1290  
Albany, New York 12203  
Brock Jussola

Purchasing Office Consulted

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

j. State of vendor/contractor organization: NY

k. Is this a renewal agreement:  Y  N

l. Vendor/Contractor comment/remarks:

8. Is a grant being accepted:  YES or  NO

County Administrator's Office  
Consulted

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 Previous resolutions attached for reference

10. Remarks:

Copy of engineers proposal letter attached as well as other resoluitions associated with this contract.





## Delaware Engineering, D.P.C.

28 Madison Avenue Extension  
Albany, New York 12203

Tel: 518.452.1290  
Fax: 518.452.1335

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October 4, 2022

Dan Rourke, P.E.  
Executive Director  
Saratoga County Sewer District #1  
P.O. Box 550  
Mechanicville NY 12118

Re: SCSD #1 Pipe Rehabilitation and Pump Station Upgrade  
20-RFp-SDC22PR-1  
Proposal to Provide Engineering Services for Wetland Delineation / Mitigation to Project Scope

Dear Mr. Rourke:

Delaware Engineering (DE) is currently under contract with the SCSD #1 to design and permit the lining of ~ 1,400 linear of 12" ductile iron sanitary sewer main in Clifton Park Center. Since the execution of this contract, SCSD #1 has elected to line approximately 2,230 linear feet of 24" sanitary sewer main feeding the Englemore Pump Station in lieu of the Clifton Park Center work.

The level of work required to develop plans and specification to the line the Englewood sanitary sewer mains generally matches the work load required to develop the plans and specifications for the Clifton Park Center lining. As such, DE will complete this design work for the current contractual price.

The Englewood sanitary sewer extends across wetlands. Additionally, a beaver dam in the area has created a significant pond. The wetlands and the dam are restricting the access required to complete the remediation work and access requires impacting these wetlands / pond. The level of impact and the associated level of permitting / mitigation will not be known until the wetlands are delineated. Further note that the increased amount of pipeline lining along with additional construction administration and inspection work associated with wetland mitigation efforts will likely impact the construction phase engineering costs. This scope will not be known until the level of mitigation is determined. Additional funds as required to accommodate this work may be requested once the full scope is known.

To advance the design and permitting phase of the project, DE proposes to complete the work in a phased approach starting with the delineation work. Once the delineation is complete, the required level of wetland impacts and the associated required permitting will be known. DE will be compensated only for the phases that are approved by the SCSD #1.

The phases and associated proposed costs are as follows:

<b>Task</b>	<b>Description</b>	<b>Total</b>
<b>1</b>	Wetland Delineation	\$7,000
<b>2</b>	Permitting for Beaver Dam Removal	\$3,000
<b>3</b>	Permitting for Temporary Wetland Impacts	\$10,000
<b>4A*</b>	Permitting for Permanent Wetland Impacts (less than 0.5 acres)	\$30,000
<b>4B*</b>	Permitting for Permanent Wetland Impacts (greater than 0.5 acres)	\$65,000

*\*4A and 4B are not cumulative. Only 4A or 4B would be completed.*

The billing will follow the terms of the existing contact.

We look forward to continuing to work with you on this project. If you have questions or need additional information, please contact me at 518 452-1290.

Sincerely,



Brock Juusola, P.E.  
Project Engineer

ACCEPTED BY:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name and Title

\_\_\_\_\_  
Date





## **SARATOGA COUNTY BOARD OF SUPERVISORS**

### **RESOLUTION 347 - 2021**

**Introduced by Supervisors Schopf, Barrett, Grasso, Tollisen, Veitch, Winney and Wood**

#### **AUTHORIZING AN AGREEMENT WITH DELAWARE ENGINEERING, D.P.C FOR DESIGN SERVICES RELATIVE TO PLANNED IMPROVEMENTS TO SARATOGA COUNTY SEWER DISTRICT NO.1'S HALFMOON PUMP STATION**

**WHEREAS**, Saratoga County Sewer District No. 1's Halfmoon Pump Station is in need of pipe rehabilitation and pump station upgrades; and

**WHEREAS**, the Saratoga County Sewer District Commission has solicited proposals for engineering services for the Sewer District's Halfmoon Pump Station upgrade project; and

**WHEREAS**, the Law and Finance Committee and the Sewer District Commission have recommended that a contract for such engineering services be awarded to Delaware Engineering, D.P.C, the firm that was shown to provide the most value; now, therefore, be it

**RESOLVED**, that the Chair of the Board is authorized to execute a contract with Delaware Engineering, D.P.C. of Albany, New York for engineering services for Saratoga County Sewer District No.1's Halfmoon Pump Station upgrade project, at a cost not to exceed \$127,720; and, be it further

**RESOLVED**, that the form and content of said 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 agreement are available in the 2021 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  
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:** Sewer District #1

**DATE:** 11/2/2022

**COMMITTEE:** Law & Finance

**RE:** Resolution amending an existing contract with Arcadis of New York Inc. to include costs associated with a plant evaluation to determine the effect of inhibitory chemicals on SCSD's upgraded plant and the ability to treat ammonia. Total cost of the amendment is a lump sum of \$44,500. This brings to the total contract amount to \$237,000

1. Is a Resolution Required:

Yes, Contract Amendment

2. Proposed Resolution Title:

Resolution authorizing the chairman to execute an amended agreement with Arcadis of NY Inc for services related to Inhibition testing and WWTP treatment Analysis

3. Specific Details on what the resolution will authorize:

This resolution authorizes an amendment to the current Arcadis contract to continue to understand the impact of chemicals that cause nitrification inhibition at the WWTP. The amendment includes a secondary clarifier capacity evaluation, process modeling and a final technical memo. This contract has been amended in the past, and deals directly with the fast paced investments happening at GlobalFoundries. In order to ensure proper steps are taken in GF's design, this work is going to be done ASAP.

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:

**No Budget Impact. Funds are included in the Department Budget**

- a. G/L line impacted **E.S.81-813-7098**
- b. Budget year impacted **2022**
- c. Details

These extra costs will be paid for from savings of other capital projects

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

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

a. Were bids/proposals solicited:  Y  N

b. Type of Solicitation RFP

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: 2021

f. Termination of contract date: N/A

g. Contract renewal and term: TBD

h. Contact information: Email: Daniel.Loewenstein@arcadis.com  
Direct Line: 518- 250- 7300

855 Route 146  
Suite 210  
Clifton Park 12065

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

j. State of vendor/contractor organization: NY

k. Is this a renewal agreement:  Y  N

l. Vendor/Contractor comment/remarks:

Human Resources Consulted

Purchasing Office Consulted

8. Is a grant being accepted:  YES or  NO

County Administrator's Office Consulted <input type="checkbox"/>
---

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 Previous resolutions attached fore reference

10. Remarks:

Copy of engineers proposal letter attached as well as other resoluitions associated with this contract.



Mr. Daniel Rourke, PE  
Executive Director  
Saratoga County Sewer District #1  
1002 Hudson River Road  
Mechanicville, NY 12118

Arcadis of New York, Inc.  
855 Route 146  
Suite 210  
Clifton Park  
New York 12065  
Phone: 518 250 7300  
Fax: 518 371 2757  
[www.arcadis.com](http://www.arcadis.com)

Date: October 27, 2022

Subject: Nitrification Capacity Evaluation of the SCSD WWTP

Dear Mr. Rourke,

Arcadis of New York, Inc. (Arcadis) is assisting the Saratoga County Sewer District (SCSD) in estimating the extent of nitrification inhibition and better defining the current nitrification rates being observed at the SCSD wastewater treatment plant (WWTP). Arcadis has recently completed several jar tests to measure the specific nitrification rate (SNR) and performed washout tests to estimate the maximum specific growth rate of ammonia oxidizing bacteria (AOB). SNR test results suggest significant inhibition on the nitrification process by wastewater containing discharge from an industry, compared to wastewater collected upstream of its discharge. Washout tests also suggest a lower AOB growth rate.

As requested, Arcadis is pleased to submit this proposal to assist SCSD in better defining the capacity of the future upgraded activated sludge system at the WWTP. This effort will include a desktop evaluation of the nitrification capacity of the WWTP based on recently estimated AOB growth rates and suspected inhibition, in combination with WWTP future configuration for aeration tanks and secondary clarifiers as described in the MLE upgrade bid drawings and previous reports.

## **Detailed Scope of Services**

### **Task 1 – State Point Analysis**

Arcadis will perform a review of previous reports to determine the secondary clarifiers' size, configuration and flow distribution. As part of this task, Arcadis will conduct a State Point Analysis to determine the capacity of the clarifiers to accept mixed liquor from the aeration tanks. This step is important to understand the maximum mixed liquor concentration that can be sustained in the aeration tanks over a period of time, without exceeding total suspended or settleable solid concentration limits in the WWTP effluent. The mixed liquor concentration is a key parameter linked to the solids retention time (SRT), which determines the population of bacteria, in particular the AOB. Another key parameter in this analysis is the concentration of nitrates that can be accepted in the clarifiers sludge blanket without disturbing the settling process.

## **Task 2 – Process Modeling**

Arcadis will review the drawings describing the MLE upgrade, which include construction of additional aeration tanks and modification of the existing tanks with anoxic and swing zones. Based on the future configuration, Arcadis will update the BioWin model previously set up for the existing SCSD WWTP configuration. The model will be run to simulate the WWTP's performance and ability to nitrify at different assumed AOB growth rates, while maintaining sustainable and effective treatment to meet WWTP's effluent limits for other parameters. Simulations will include different AOB growth rates, influent wastewater temperatures, SRTs, and influent loadings.

Arcadis will then hold a workshop with SCSD's personnel to present the findings of the clarifier capacity evaluation and nitrification performance. The goal of this workshop will be to define the target risk for effluent violations that SCSD is prepared to accept.

## **Task 3 – Technical Memorandum**

Upon completion of Tasks 1 and 2, Arcadis will develop a Technical Memorandum summarizing the results of this effort for SCSD's review and comment. Upon receiving comments, Arcadis will revise and submit a final version to SCSD.

## **Meeting**

Workshop – Review of findings and acceptable risk

## **Deliverables**

Draft – Technical Memorandum – Nitrification Capacity Evaluation

Final – Technical Memorandum – Nitrification Capacity Evaluation

## **Schedule**

Arcadis is prepared to start immediately after receiving the Notice to Proceed form SCSD, and anticipates completing the tasks outlined in this proposal within 5 weeks.

## **Compensation**

Arcadis proposes to execute the above scope of services for a Lump Sum compensation of \$44,550. Please refer to our cost matrix in **Attachment 1** for actual rates by Grade.

Daniel Rourke, P.E.  
Saratoga County Sewer District #1  
10/27/2022

<b>Task</b>	<b>Not To Exceed Budget</b>
Task 1 – Secondary Clarifier Capacity Evaluation	\$11,400
Task 2 – Process Modeling	\$25,990
Task 3 – Technical Memorandum	\$7,160
<b>Total Budget</b>	<b>\$44,550</b>

Arcadis requests SCSD approval of an amendment to our existing contract in the amount of **\$44,550** to cover the additional work and costs described above.

Should you have any questions or would like to discuss, please feel free to contact us at your earliest convenience. Arcadis appreciates the opportunity to continue to assist the SCSD with this critical project.

Sincerely,  
Arcadis of New York, Inc.



Daniel J. Loewenstein, PE  
Sr. Vice President

Email: Daniel.Loewenstein@arcadis.com  
Direct Line: 518- 250- 7300

CC. R. Ostapczuk (Arcadis)  
M. Lynch (Arcadis)  
S. Marpicati (Arcadis)

Enclosures:  
Attachment A – Hourly Rate and Fee Schedule



4/19/22

## **SARATOGA COUNTY BOARD OF SUPERVISORS**

### **RESOLUTION 161 - 2022**

**Introduced by Law and Finance: Supervisors Schopf, Barrett, Grasso, Lant, Raymond, Tollisen and M. Veitch**

#### **AUTHORIZING AN AMENDED AGREEMENT WITH ARCADIS OF NEW YORK, INC. FOR PERFORMANCE OF ADDITIONAL TESTING AND TECHNICAL DETERMINATION OF LOCAL LIMITS STUDY AND EVALUATION FOR THE SARATOGA SEWER DISTRICT NO.1'S INDUSTRIAL PRETREATMENT PROGRAM**

**WHEREAS**, a recent audit by the United States Environmental Protection Agency resulted in an Administrative Compliance Order which required Saratoga County Sewer District No. 1 to recalculate technically based local limits, including for ammonia, based upon current loadings at the Wastewater Treatment Plant in accordance with federal regulations; and

**WHEREAS**, Resolution 166-2021 authorized an agreement with Arcadis of New York, Inc., for the performance of additional technical determination of local limits study and evaluation for the Saratoga County Sewer District No. 1's Industrial Pretreatment Program at a cost not to exceed \$24,500; and

**WHEREAS**, a headworks analysis was performed, which included a review of Pollutants of Concern (POCs) and determined the maximum allowable headworks loadings for each POC, developed local limits and allocated maximum allowable industrial discharges; and

**WHEREAS**, Resolution 48-2022 authorized an amended agreement with Arcadis of New York, Inc., to include additional process profiling assistance and reporting in the amount of \$44,000; and

**WHEREAS**, one of the recommendations was for Saratoga County Sewer District No. 1 to perform additional evaluations to determine the effect of cumulative azoles and hydrogen peroxide associated with an industrial discharger to better understand any impacts to future denitrification performance as the Wastewater treatment plant is being upgraded to a fully nitrifying Modified Ludzak Ettinger (MLE) process and will utilize supplemental carbon to enhance denitrification performance and total nitrogen removal; and

**WHEREAS**, the Executive Director of Saratoga County Sewer District No. 1 has recommended that additional “jar testing” associated with defining the level of nitrification and denitrification inhibition at the wastewater treatment plant resulting from an industrial discharger be performed to enable Saratoga County Sewer District No. 1 to adequately plan for any future denitrification performance and understand any capacity limitations at the Wastewater Treatment Plant; and

**WHEREAS**, our Law and Finance Committee, the Saratoga County Sewer District No. 1 Commission and the Sewer District’s Executive Director have recommended that the agreement with Arcadis of New York, Inc. be amended to include additional inhibition jar testing and technical determination of local limits studies, in the amount of \$124,000; now, therefore, be it

**RESOLVED**, that the Chair of the Board is authorized to execute an amended agreement with Arcadis of New York, Inc., of Clifton Park, New York, to include additional inhibition jar testing and technical determination of local limits studies, at a total amended not to exceed amount of \$192,500; and it is further

**RESOLVED**, that the form and content of such amended agreement 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. Funds for this amended agreement are included in the 2022 budget.

April 19, 2022 Regular Meeting

Motion to Adopt by Supervisor Hammond, Seconded by Supervisor Barrett

AYES (172031): Eric Connolly (11831), Joseph Grasso (4328), Philip C. Barrett (19014.5), Eric Butler (6500), Kevin Veitch (8004), Arthur M. Wright (1976), Mark Hammond (17130), Thomas Richardson (5163), Scott Ostrander (18800), Theodore Kusnierz (16202), Tara N. Gaston (14245.5), Matthew E. Veitch (14245.5), Edward D. Kinowski (9022), John Lawler (8208), John Lant (17361)

NOES: 0

ABSENT (63479): Jonathon Schopf (19014.5), Diana Edwards (819), Jean Raymond (1333), Michael Smith (3525), Kevin Tollisen (25662), Willard H. Peck (5242), Sandra Winney (2075), Thomas N. Wood, III (5808)



1/18/22

## **SARATOGA COUNTY BOARD OF SUPERVISORS**

### **RESOLUTION 48 - 2022**

**Introduced by Supervisors Schopf, Barrett, Grasso, Lant, Raymond, Tollisen and M. Veitch**

#### **AUTHORIZING AN AMENDMENT TO AN AGREEMENT WITH ARCADIS OF NEW YORK, INC. FOR PERFORMANCE OF A TECHNICAL DETERMINATION OF LOCAL LIMITS STUDY AND EVALUATION FOR THE SARATOGA COUNTY SEWER DISTRICT NO. 1'S INDUSTRIAL PRETREATMENT PROGRAM**

**WHEREAS**, Resolution 166-2021 authorized an agreement with Arcadis of New York, Inc. for the performance of a technical determination of local limits study and evaluation for the Saratoga County Sewer District No. 1's Industrial Pretreatment Program at a cost not to exceed \$24,500; and

**WHEREAS**, the Executive Director of the Sewer District has recommended that the testing of chemical parameters be increased across different aeration basins to include a process profiling and study of the impact of certain chemicals to wastewater treatment in different seasons to assist the Sewer District in assessing the inhibitory effects of certain chemicals discharged to the Wastewater Treatment Plant including the variable effects of the treatment of ammonia, biochemical oxygen demand (BOD), and total suspended solids (TSS); and

**WHEREAS**, Arcadis of New York, Inc. has provided a quote to provide such additional process profiling and testing at a cost of \$44,000; and

**WHEREAS**, our Law and Finance Committee, the Saratoga County Sewer District Commission and the Sewer District's Executive Director have recommended that the agreement with Arcadis of New York, Inc. be amended to include additional process profiling assistance and reporting in the amount of \$44,000; now, therefore, be it

**RESOLVED**, that the Chair of the Board is authorized to execute an amended agreement with Arcadis of New York, Inc., of Clifton Park, New York, to include additional process profiling and testing at an amended total amount not to exceed \$68,500; 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 this Resolution shall take effect immediately.

**BUDGET IMPACT STATEMENT**: No Budget Impact.



## **SARATOGA COUNTY BOARD OF SUPERVISORS**

### **RESOLUTION 166 - 2021**

**Introduced by Supervisors Schopf, Barrett, Gaston, Tollisen, Veitch, Winney and Wood**

**AUTHORIZING AN AGREEMENT WITH ARCADIS OF NEW YORK, INC.  
FOR PERFORMANCE OF A TECHNICAL DETERMINATION OF LOCAL  
LIMITS STUDY AND EVALUATION FOR THE SARATOGA COUNTY  
SEWER DISTRICT'S INDUSTRIAL PRETREATMENT PROGRAM**

WHEREAS, the Saratoga County Sewer District Commission solicited and reviewed proposals from qualified professional engineering firms to provide the desired engineering consulting services for the performance of a technical determination of local limits study and evaluation for Saratoga County Sewer District's Industrial Pretreatment Program; and

WHEREAS, the Sewer District Commission has recommended that a contract for such study be awarded to Arcadis of New York, Inc., the lowest proposal received and the proposal deemed the best value for the project's requirements as Arcadis has experience and familiarity with SDSD1's collection system and is currently performing plant modeling as part of the biosolids project; now, therefore, be it

RESOLVED, that the Chair of the Board is authorized to execute an agreement with Arcadis of New York, Inc. of Clifton Park, New York, for the provision of consulting services for the performance of a technical determination of local limits study and evaluation for Saratoga County Sewer District's Industrial Pretreatment Program, at a cost not to exceed \$24,500, with the form and content of said contract to be subject to the approval of the County Attorney.

BUDGET IMPACT STATEMENT: No budget impact.



# 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:** County Attorney

**DATE:** 10/31/2022

**COMMITTEE:** Law & Finance

**RE:** Resolution Request - Approving the issuance of bonds by Saratoga County Capital Resource Corporation.

1. Is a Resolution Required:

Yes, Other

2. Proposed Resolution Title:

See Markup

3. Specific Details on what the resolution will authorize:

Approving the issuance of certain obligations by the Michigan Finance Authority to finance certain projects located in Saratoga County for St. Peters Health Partners and affiliates as required by IRS Code Section 147(f). Request submitted by the Saratoga County Capital Resource Corporation.

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:

No 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

N/A

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

N/A

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 Request Letter

10. Remarks:

Trinity and St. Peter's Health Partners have requested that the Michigan Finance Authority issue its hospital revenue bonds to provide funds to finance and refinance additions and improvements to health care facilities located in Clifton Park and Saratoga Springs.

# Hawkins

DELAFIELD & WOOD LLP

PHONE: 415-486-4200  
FAX: 415-397-1513

ONE EMBARCADERO CENTER, SUITE 3820  
SAN FRANCISCO, CA 94111  
WWW.HAWKINS.COM

NEW YORK  
WASHINGTON  
NEWARK  
HARTFORD  
LOS ANGELES  
SACRAMENTO  
SAN FRANCISCO  
PORTLAND  
ANN ARBOR  
RALEIGH

Writer's direct contact:  
Phone: 415-486-4204  
E-mail: aharrington@hawkins.com

James A. Carminucci, Esq.  
Lemery Greisler LLC  
60 Railroad Place, Suite 502  
Saratoga Springs, NY 12866

November 16, 2021

Re: Host Community TEFRA Approval Requested in Connection with the Issuance of Certain Bonds  
to Finance and Refinance Certain Capital Projects for St. Peter's Health Partners

Dear Jim:

Our firm serves as Bond Counsel to Trinity Health Corporation ("Trinity"), an Indiana nonprofit corporation headquartered in Livonia, Michigan, and its affiliate, St. Peter's Health Partners ("St. Peter's Health"), a New York nonprofit corporation based in Albany, New York which owns and operates hospitals and health care facilities in Albany County, Rensselaer County, Onondaga County, Schenectady County and Saratoga County, New York.

In early December, Trinity will undertake a large, multi-state bond issue to finance and refinance capital projects for its affiliates around the country, including St. Peter's Health. The anticipated financing will consist of one or more series or subseries of bonds (the "Trinity Bonds") to be issued from time to time through the Michigan Finance Authority (the "Trinity Bonds"), the proceeds of which will be used by Trinity to finance and refinance various capital projects for its affiliates, including St. Peter's Health, as described in more detail herein. Trinity and St. Peter's Health are requesting assistance from Saratoga County in connection with the issuance by the Michigan Finance Authority of the Trinity Bonds. A portion of the Trinity Bonds, in an amount not to exceed \$5,000,000, will be utilized by Trinity and St. Peter's Health to finance and refinance certain capital projects at the hospitals and health care facilities owned or operated by St. Peter's Health in Saratoga County, as described in more detail herein (the "Saratoga County Projects").

The issuance of the Trinity Bonds through a single issuer, the Michigan Finance Authority, will allow Trinity to continue to provide efficient and low-cost financing of capital projects to its constituent hospitals and health care providers, including the hospitals and health care facilities owned or operated by St. Peter's Health. Under the provisions of the Internal Revenue Code of 1986, as amended (the "Code"),

the issuance of the Trinity Bonds to finance the Saratoga County Projects will require a TEFRA approval from Saratoga County following a public TEFRA hearing (the "TEFRA Hearing") held pursuant to Section 147(f) of the Code with respect to the issuance of the Trinity Bonds and the Saratoga County Projects to be financed thereby.

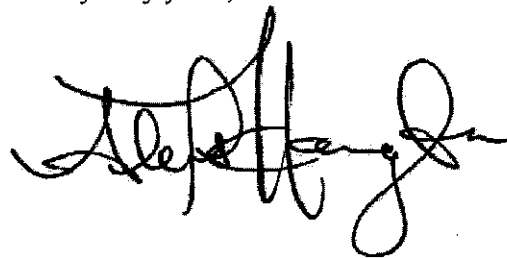
The Saratoga County Projects consist of the financing and refinancing of additions and improvements to, and equipment for, hospitals or other health care facilities owned and/or operated by St. Peter's Health or an affiliate, at Seton Health at Schuyler Ridge located at 1 Abele Boulevard, Clifton Park, New York and at St. Peter's Health Partners Medical Associates, 4 Congress Place, Saratoga Springs, New York. Proceeds of the Trinity Bonds will also be used to pay a portion of the costs of issuance of the Trinity Bonds.

Trinity and St. Peter's Health are requesting that a TEFRA Hearing be held by or on behalf of Saratoga County to give the public notice as required by the Code of the proposed issuance of the Trinity Bonds and the Saratoga County Projects to be financed and refinanced thereby, and that Saratoga County grant the TEFRA approval, following the applicable TEFRA Hearing, to the issuance of the Trinity Bonds for the financing and refinancing of the Saratoga County Projects, as required by the Code.

The Trinity Bonds will be special, limited obligations of the Michigan Finance Authority, payable solely from the debt service payments required to be made by Trinity to the Michigan Finance Authority and the other security to be pledged by Trinity with respect to the Trinity Bonds. Neither Saratoga County nor the State of New York will be obligated in any respect relating to the Trinity Bonds to be issued.

Please let me know if we can provide any additional information to the Board of Supervisors of Saratoga County with respect to the foregoing request. Thank you in advance for your assistance.

Very truly yours,

A handwritten signature in black ink, appearing to read "Alexis Harrington". The signature is fluid and cursive, with a large, stylized initial "A" and "H".

Alexis Harrington, Esq.

**RESOLUTION NO. \_\_ - 2022**

**Introduced by Supervisors \_\_\_\_\_**

**APPROVING THE ISSUANCE OF CERTAIN OBLIGATIONS BY THE MICHIGAN FINANCE AUTHORITY TO FINANCE CERTAIN PROJECTS LOCATED IN SARATOGA COUNTY FOR SAINT PETER'S HEALTH PARTNERS AND AFFILIATES AS REQUIRED BY SECTION 147(f) OF THE INTERNAL REVENUE CODE OF 1986, AS AMENDED.**

BE IT ENACTED by the Board of Supervisors of Saratoga County, New York, as follows:

WHEREAS, Trinity Health Corporation ("Trinity"), is an Indiana nonprofit corporation which owns, or which is affiliated with, owners and operators of, hospital and health care facilities located in the State of New York, including St. Peter's Health Partners ("SPHP"), which owns and/or operates health care facilities in Saratoga County, New York (the "County"), as more particularly described herein.

WHEREAS, Trinity and SPHP have requested that the Michigan Finance Authority (the "Issuer") issue its hospital revenue bonds (Trinity Health Credit Group) in one or more series or subseries from time to time in an aggregate principal amount not to exceed \$900,000,000 (the "Bonds"), to provide funds to Trinity Health and SPHP and the affiliates of SPHP, to finance and refinance additions and improvements to, and equipment for, hospitals or other health care facilities owned and/or operated by SPHP, or an affiliate of SPHP, in an amount not to exceed \$5,000,000 with respect to such projects at Seton Health at Schuyler Ridge located at 1 Abele Boulevard, Clifton Park, New York and at St. Peter's Health Partners Medical Associates, 4 Congress Place, Saratoga Springs, New York (hereinafter, the "Saratoga County Projects").

WHEREAS, the Saratoga County Projects are owned and/or operated by SPHP or its affiliates, and are located in the County, as described above.

WHEREAS, on November 7th, 2022 the Saratoga County Capital Resource Corporation held a public hearing with respect to the issuance of the Bonds and the Saratoga County Projects to be financed thereby (the "TEFRA hearing"), as required by Section 147(f) of the Internal Revenue Code of 1986, as amended (the "Code"), following publication of notice of the TEFRA hearing in *The Daily Gazette*, a newspaper of general circulation in the County on November \_\_, 2022, as required by the Code.

WHEREAS, the approval of the Board of Supervisors of Saratoga County, New York, being the highest elected officials of the County, is required pursuant to Section 147(f) of the Code as a condition to the issuance of the Bonds to be applied to the Saratoga County Projects.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF SARATOGA COUNTY, NEW YORK AS FOLLOWS:

Section 1. Approval of the Issuance of the Bonds for Purposes of Section 147(f) of the Code. The issuance of the Bonds by the Issuer for the financing and refinancing of the Saratoga County Projects in an amount not to exceed \$5,000,000 is hereby approved solely for the purpose of compliance with, and as required by, Section 147(f) of the Code.

Section 2. County Shall Not be Liable for the Bonds. The approvals and declarations in this Resolution shall in no way pledge or otherwise obligate the credit or taxing power of the County, nor shall the County be liable for the payment of principal of or interest or premium, if any, on the Bonds, nor shall the County have any obligations with respect to the projects to be financed and refinanced with the proceeds of the Bonds, including the Saratoga County Projects or any facilities owned and operated by Trinity or SPHP or the affiliates of SPHP.

Section 3. Effective Date of this Resolution. This Resolution shall take effect on the date of adoption hereof.

BUDGET IMPACT STATEMENT: No budget impact.

STATE OF NEW YORK )

)SS.:

COUNTY OF SARATOGA )

I, \_\_\_\_\_, the undersigned [Deputy] Clerk of the Saratoga County Board of Supervisors, DO HEREBY CERTIFY that the preceding Resolution was duly adopted by the Saratoga County Board of Supervisors at a regular meeting of the said Board of Supervisors duly called and held on November \_\_, 2022; that said Resolution was entered in the minutes of said meeting; and that I have compared the foregoing copy with the original thereof now on file in my office and that the same is a true and correct transcript of said Resolution and of the whole thereof.

I FURTHER CERTIFY that (i) all members of the Saratoga County Board of Supervisors had due notice of said meeting, (ii) said meeting was in all respects duly held, (iii) pursuant to Article 7 of the Public Officers Law (the "Open Meetings Law"), said meeting was open to the general public, and public notice of the time and place of said meeting was duly given to the public and the news media as required by the Open Meetings Law, and (iv) there was a quorum of the members of the Board of Supervisors present throughout said meeting.

I FURTHER CERTIFY that, as of the date hereof, the attached resolution is in full force and effect and has not been amended, repealed or rescinded.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the seal of Saratoga County, New York this \_\_\_\_\_ day of November, 2022.

\_\_\_\_\_  
[Deputy] Clerk of the Board of Supervisors  
of Saratoga County, New York

(SEAL)



## NOTICE OF PUBLIC HEARING

NOTICE IS HEREBY GIVEN that a public hearing will be held by the Saratoga County Capital Resource Corporation (the "CCR") on November 7th, 2022 at 2:00 p.m., or as soon thereafter as the same may be heard, at the Offices of Lemery Greisler LLC, 60 Railroad Place, Suite 502, Saratoga Springs, New York, for the purposes of receiving comments and hearing discussion concerning the issuance from time to time in one or more series or subseries by the Michigan Finance Authority (the "Issuer") of its hospital revenue bonds (Trinity Health Credit Group) (the "Bonds") in an amount not to exceed \$900,000,000, a portion of the proceeds in an amount not to exceed \$5,000,000 with respect to health care facilities located in Saratoga County, New York (the "County"), as more fully described below. The proceeds of the Bonds will be loaned to Trinity Health Corporation ("Trinity Health"), an Indiana nonprofit corporation with its principal corporate offices located in Michigan, and will be used to finance and refinance the costs of acquisition, construction, furnishing and equipping of certain health care facilities owned and/or operated by Trinity Health's affiliate, St. Peter's Health Partners ("SPHP"), a New York nonprofit corporation or one of SPHP's affiliates, at the facilities described herein located in Saratoga County, New York (collectively, the "Saratoga County Projects"), and to pay certain expenses incurred in connection with the issuance of the Bonds.

The Saratoga County Projects consist of the financing and refinancing of additions and improvements to, and equipment for, hospitals or other health care facilities owned and/or operated by SPHP, or an affiliate of SPHP, at Seton Health at Schuyler Ridge located at 1 Abele Boulevard, Clifton Park, New York and at St. Peter's Health Partners Medical Associates, 4 Congress Place, Saratoga Springs, New York.

A public hearing will be held pursuant to the requirements of Section 147(f) of the Internal Revenue Code of 1986, as amended (the "Code"), at the above-referenced time and place in connection with the proposed issuance of the Bonds and the Saratoga County Projects to be financed and refinanced with the proceeds thereof, at which time there will be an opportunity for persons to express their views on the foregoing. Any person may attend the public hearing or submit written comments to be considered at such meeting.

The Bonds may be issued from time to time in multiple series or subseries. It is the intention of Trinity Health and the Issuer that the first series of Bonds will be issued not later than one year from the date of approval of the above-described plan of finance.

If any person decides to appeal any decision of the Board of Supervisors of the County with respect to any matter considered at the public hearing, he or she will need a record of the proceedings; and for such purpose, he or she may need to insure that a verbatim record of the proceedings be made, which record includes testimony and evidence upon which the appeal is to be based.

All interested taxpayers, property owners and citizens of the County are invited to attend this public hearing and, either personally or through their representative, will be given an opportunity to express their views concerning the Saratoga County Projects to be financed and refinanced with the proceeds of the Bonds. Written comments may be submitted on or before [12:00 p.m. on November \_\_, 2022] to the Saratoga County Capital Resource Corporation, 50

West High Street, Ballston Spa, New York 12020, Attention: Raymond O'Connor, Chief Executive Officer. In accordance with the Americans with Disabilities Act of 1990, the needs of persons requesting special accommodations (hearing or visually impaired) shall be met if Raymond O'Connor is notified at least 48 hours prior to the public hearing at (518) 884-4780.

The Bonds will not be a debt or liability of the CCR, the County, the State of New York, or any other political subdivision thereof. None of the CCR, the County, the State of New York or any other political subdivision thereof shall have any obligations whatsoever with respect to the Bonds. The Bonds will be special, limited obligations of the Issuer, payable solely from payments to be made to the Issuer by Trinity Health.

This notice is published pursuant to the requirements of Section 147(f) of the Code.

Dated: November \_\_, 2022



# 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:** County Administrator



**DATE:** 11.4.22

**COMMITTEE:** Law & Finance



**RE:** Authorizing an agreement with the Saratoga County 250th American Revolution Anniversary Commission designated non-profit, Campaign for Saratoga 250, Inc.

1. Is a Resolution Required:

2. Proposed Resolution Title:

Authorizing an Agreement with the Campaign for Saratoga 250, Inc.

3. Specific Details on what the resolution will authorize:

This resolution will authorize the Chairman of the Board to execute an agreement with Campaign for Saratoga 250, Inc. for the provision Historical Education and Heritage Tourism Development services in the amount to \$100,000.

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 <input checked="" type="checkbox"/>
--

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:

No Budget Impact. Funds are included in the Department Budget

- a. G/L line impacted A.14.11.4-7112
- b. Budget year impacted 2022
- c. Details

Via resolution 181-2022, the Board authorized additional funding in the amount of \$100,000 for the Commission's efforts to promote tourism and economic development

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

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:

Human Resources Consulted

Purchasing Office Consulted

8. Is a grant being accepted:  YES or  NO

County Administrator's Office Consulted <input type="checkbox"/>
---

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 Copy of Res. 181-2022

10. Remarks:



# 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:** County Administrator



**DATE:** 11.4.22

**COMMITTEE:** Law & Finance



**RE:** Transferring funds to the Capital Reserve Fund

1. Is a Resolution Required:

2. Proposed Resolution Title:

Transferring Funds to the Saratoga County Capital Reserve Fund

3. Specific Details on what the resolution will authorize:

Resolution will transfer \$20,000,000 from unassigned fund balance to the Capital Reserve Fund established by the Board via Res 246-2022.

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:

Other

- a. G/L line impacted
- b. Budget year impacted
- c. Details

Approval will reduce unassigned fund balance by \$20 million and establish the same amount in a Capital Reserve Fund.



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

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:

Human Resources Consulted

Purchasing Office Consulted

8. Is a grant being accepted:  YES or  NO

County Administrator's Office Consulted <input type="checkbox"/>
---

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 Copy of Res. 246-2022

10. Remarks:

7/19/22



## **SARATOGA COUNTY BOARD OF SUPERVISORS**

### **RESOLUTION 246 - 2022**

**Introduced by Law and Finance: Supervisors Schopf, Barrett, Grasso, Lant, Raymond, Tollisen, and M. Veitch**

#### **ESTABLISHING A CAPITAL RESERVE FUND**

**WHEREAS**, pursuant to General Municipal Law §6-c(2), a County may establish a Capital Reserve Fund for the financing of all or part of the construction or acquisition of specific or type of capital improvements or the acquisition of a specific item or type of equipment; and

**WHEREAS**, the monies in each such fund must be deposited and secured in a manner as provided by Section 10 of the General Municipal Law; and

**WHEREAS**, our Law and Finance Committee, the County Treasurer, the Director of Finance, Budget Director and County Administrator have recommended that a Capital Reserve Fund be created for financing of all or part of the construction or acquisition of specific or type of capital improvements or the acquisition of a specific item or type of equipment as defined by the General Municipal Law; now, therefore, be it

**RESOLVED**, that the Saratoga County Board of Supervisors hereby establishes an account to be known as the "Capital Reserve Fund" for the purposes enumerated in Section 6 of the General Municipal Law; and it is further

**RESOLVED**, that such Capital Reserve Fund will be funded by eligible portions of the annual budget appropriation as approved by this Board in adoption of a final annual budget; and it is further

**RESOLVED**, that the monies in each such fund shall be deposited and secured in a manner as provided in Section 10 of the General Municipal Law, and the County Treasurer shall invest the monies in such fund in the manner provided by Section 11 of the General Municipal Law, and any interest earned or capital gains realized on the monies so deposited or invested shall continue to accrue and become part of such fund; and it is further

**RESOLVED**, that except as otherwise provided by law, expenditures from the Capital Reserve Fund shall be made only for the purpose for which the Capital Reserve Fund is established. No expenditure shall be made from this Capital Reserve Fund without the approval of the Board of Supervisors and such additional actions or proceedings as may be required by Section 6-c of the General Municipal Law or any other law, including a permissive referendum as required by subdivision 4 of Section 6-c of the General Municipal Law; and it is further

**RESOLVED**, that this Resolution shall take effect immediately.

BUDGET IMPACT STATEMENT: No Budget Impact.

July 19, 2022 Regular Meeting

Motion to Adopt: Supervisor(s):

Second: Supervisors(s):

Ayes:

Noes:

Abstain:

Absent:



# 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:** County Administrator

**DATE:** 11/4/22

**COMMITTEE:** Law & Finance

**RE:** Transferring funds from the A fund to the DM fund

1. Is a Resolution Required:

Yes, Other

2. Proposed Resolution Title:

See Section 3

3. Specific Details on what the resolution will authorize:

Authorizing the re-allocation of funds in the amount of \$1,597,000 to the DM Fund via Budget Transfer.

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:

Other

- a. G/L line impacted DM.50.000-7042 & DM.50.000-7043
- b. Budget year impacted 2022
- c. Details
  - DM.50.000-7042: \$887,000
  - DM.50.000-7043: \$710,000
  - Total: \$1,597,000

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

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:

Human Resources Consulted

Purchasing Office Consulted

8. Is a grant being accepted:  YES or  NO

County Administrator's Office Consulted <input type="checkbox"/>
---

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

## 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:** County Administrator

**DATE:** 11/3/2022

**COMMITTEE:** Law & Finance

**RE:** Approval of Fire and EMS department funding from Covid Non Profit Grant

1. Is a Resolution Required:

No, Committee Approval Only

2. Proposed Resolution Title:

n/a

3. Specific Details on what the resolution will authorize:

Pursuant to resolution 215-2022, the Saratoga County Board of Supervisors set aside \$100,000 to assist Volunteer Fire and EMS department with recruitment. The list of applications received to date is attached. Each application has applied for \$2272.

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 <input checked="" type="checkbox"/>
--

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:

No Budget Impact. Funds are included in the Department Budget
---

- a. G/L line impacted **A.90.900-8492**
- b. Budget year impacted **2022**
- c. Details  
 Total of \$4544 for this month's applications.

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

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:

Human Resources Consulted

Purchasing Office Consulted

8. Is a grant being accepted:  YES or  NO

County Administrator's Office  
Consulted

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:

Total of \$4544 for this month's applications. The two organizations that have applied are South Glens Falls Fire Department and Galway Ambulance Corps (\$2722 each).