



Law & Finance Committee

January 11, 2023 4PM
40 McMaster Street, Ballston Spa, NY

Chair: Jonathan Schopf

Members:

Phil Barrett
Diana Edwards
Joe Grasso
John Lant
Kevin Tollisen
Matt Veitch

Welcome and Attendance

Approval of the minutes from December 14, 2022

Appointment of a Vice-Chair.

LAW & FINANCE

- Adopting a Local Law identified as Introductory no. 4, print no. 1 of 2022 entitled “A Local Law Amending the 2023 Saratoga County Compensation Schedule to provide salary and cost-of-living increases for certain county officials”.
(Steve Bulger, County Administrator)
BUDGET IMPACT: No Budget Impact.
- Authorizing an amendment to the 2022 agreement with National Medical Services, Inc. d/b/a NMS Labs to provide additional postmortem toxicological services.
(Susan Hayes-Masa, David DeCelle, County Coroner)
BUDGET IMPACT: No Budget Impact. Funds are included in the Department Budget.
- Authorizing an amendment to the 2022 agreement with Saratoga Hospital to provide for additional use of laboratory and morgue facilities.
(Susan Hayes-Masa, David DeCelle, County Coroner)
BUDGET IMPACT: No Budget Impact. Funds are included in the Department Budget.
- Authorizing the County Auditor to approve tax refunds, corrections and credits in amounts not to exceed \$2,500.
(Anna Stanko, Director of Real Property)
BUDGET IMPACT: No Budget Impact.
- Granting the State of New York authority to height adjust sewer manholes for the Saratoga County Sewer District No. 1 and agreeing to maintain facilities adjusted via state-let contract.
(Dan Rourke, Executive Director of Sewer District)
BUDGET IMPACT: No Budget Impact.

- Authorizing the acceptance of New York State Healthcare Worker Bonus program funds, disbursement of program funds to eligible Saratoga County employees, and amending the 2023 County budget in relation thereto.
(Scot Chamberlain, Director of Human Resources)
BUDGET IMPACT: The budget will be amended to accept these funds and authorize the related expenses.

CHAIRMAN’S ITEM

- Appointing Commissioners of the Saratoga Lake Protection and Improvement District.
BUDGET IMPACT: No Budget Impact.

EXECUTIVE SESSION

- Discussion regarding proposed, pending or current litigation.

OTHER BUSINESS

- **Setting agenda for Board Meeting Scheduled For January 17, 2023**

Adjourn



SARATOGA COUNTY

AGENDA ITEM REQUEST FORM

TO: Steve Bulger, County Administrator
Ridge Harris, Deputy County Administrator
Michelle Granger, County Attorney
Therese Connolly, Clerk of the Board
Stephanie Hodgson, Director of Budget

CC: John Warmt, Director of Purchasing
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: Board of Supervisors

DATE: 01/05/2023

COMMITTEE: Law & Finance

RE: ADOPTING A LOCAL LAW IDENTIFIED AS INTRODUCTORY NO. 4, PRINT NO. 1 OF 2022, RELATIVE TO AMENDING THE 2023 SARATOGA COUNTY COMPENSATION SCHEDULE TO PROVIDE SALARY AND COST-OF-LIVING INCREASE FOR CERTAIN COUNTY OFFICIALS

1. Is a Resolution Required:

Yes, Amendment to Compensation Schedule

2. Proposed Resolution Title:

See above

3. Specific Details on what the resolution will authorize:

ADOPTING A LOCAL LAW RELATIVE TO AMENDING THE 2023 SARATOGA COUNTY COMPENSATION SCHEDULE TO PROVIDE SALARY AND COST-OF-LIVING INCREASE FOR CERTAIN COUNTY OFFICIALS

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

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

Purchasing Office Consulted <input type="checkbox"/>
--

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 Draft Resolution

10. Remarks:

1/18/23



SARATOGA COUNTY BOARD OF SUPERVISORS

RESOLUTION _____ - 2023

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

ADOPTING A LOCAL LAW IDENTIFIED AS INTRODUCTORY NO. 4, PRINT NO. 1 OF 2022 ENTITLED “A LOCAL LAW AMENDING THE 2023 SARATOGA COUNTY COMPENSATION SCHEDULE TO PROVIDE SALARY AND COST-OF-LIVING INCREASES FOR CERTAIN COUNTY OFFICIALS”

WHEREAS, Resolution 354-2022 introduced and presented a proposed Local Law identified as Introductory No. 4, Print No. 1 of 2022, to this Board of Supervisors and scheduled a public hearing thereon for January 11, 2023 at 4:30P.M. in the Meeting Room of the Saratoga County Board of Supervisors, 40 McMaster Street, Ballston Spa, New York; and

WHEREAS, notice of that public hearing was duly published and posted as required by law; and

WHEREAS, the scheduled public hearing was held and all persons desiring to be heard have been heard by this Board; now, therefore, be it

RESOLVED, that this Board of Supervisors, on this 14th day of January, 2023 hereby adopts a Local Law identified as Introductory No. 4, Print No. 1 of 2022, as set forth in the annexed Schedule A; and it is further

RESOLVED, that this Resolution shall take effect immediately.

BUDGET IMPACT STATEMENT: No Budget Impact.

SCHEDULE A

INTRODUCTORY NO. 4
PRINT NO. 1
INTRODUCED BY SUPERVISORS:

COUNTY OF SARATOGA
LOCAL LAW - 2023

A LOCAL LAW AMENDING THE 2023 COUNTY COMPENSATION
SCHEDULE TO PROVIDE A SALARY AND COST-OF-LIVING INCREASE
FOR CERTAIN COUNTY OFFICIALS

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

SECTION 1. The 2023 compensation for the following County officials shall be increased to the following levels, effective January 1, 2023:

ELECTED OFFICIALS

Susan Hayes-Masa, Coroner	\$ 40,290
David DeCelle, Coroner	\$ 40,290
Craig Hayner, County Clerk	\$ 128,357
Michael Zurlo, Sheriff	\$ 147,493

APPOINTED OFFICIALS

Roger Scheira, Commissioner of Elections	\$ 91,800
William Fruci, Commissioner of Elections	\$ 91,800
D'Arcy Plummer, Auditor	\$ 107,472
Lauren Roberts, Historian	\$ 70,654
George Conway, Conflict Defender	\$ 113,073
Michelle Granger, County Attorney	\$ 151,041
John Warnt, Director of Purchasing	\$ 100,549
Scot Chamberlain, Director of Human Resources	\$ 134,128
Daniel Kuhles, Commissioner of Public Health	\$ 210,768
Andrew Blumenberg, Public Defender	\$ 143,926
Anna Stanko, Director of Real Property Tax Services	\$ 95,040
Tina Potter, Commissioner of Social Services	\$ 162,150

SECTION 2. This Local Law is subject to a permissive referendum as provided in Municipal Home Rule Law §24.

SECTION 3. This Local Law shall become effective as provided in Municipal Home Rule Law §27.



SARATOGA COUNTY

AGENDA ITEM REQUEST FORM

TO: Steve Bulger, County Administrator
Ridge Harris, Deputy County Administrator
Michelle Granger, County Attorney
Therese Connolly, Clerk of the Board
Stephanie Hodgson, Director of Budget

CC: John Warnt, Director of Purchasing
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 Coroner



DATE: 1/4/223

COMMITTEE: Law & Finance



RE: Amend the 2022 contract maximum for NMS Laboratories by \$35,000 to allow the remaining 2022 invoices to be paid.
Resolution 326-2021

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

1. Is a Resolution Required:

Yes, Contract Amendment

County Attorney's Office
Consulted

2. Proposed Resolution Title:

Auhtorizing the amendment to the 2022 contract

3. Specific Details on what the resolution will authorize:

by the end of 2022 we have done a total of 160 autopsies. the 2022 cap on expenses was based on the 2021 figure which has also increased compared to 2020.

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 A.27.000-8125
- b. Budget year impacted 2022
- c. Details

6. Are there Amendments to the Compensation Schedule?

YES or NO (If yes, provide details)

a. Is a new position being created? Y N

Effective date

Salary and grade

b. Is a new employee being hired? Y N

Effective date of employment

Salary and grade

Appointed position:

Term

c. Is this a reclassification? Y N

Is this position currently vacant? Y N

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

Human Resources Consulted

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

a. Were bids/proposals solicited: Y N

b. Type of Solicitation

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

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

e. Commencement date of contract term:

f. Termination of contract date:

g. Contract renewal and term:

h. Contact information:

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

j. State of vendor/contractor organization:

k. Is this a renewal agreement: Y N

l. Vendor/Contractor comment/remarks:

Purchasing Office Consulted

County Administrator's Office
Consulted

8. Is a grant being accepted: YES or NO

a. Source of grant funding:

b. Agency granting funds:

c. Amount of grant:

d. Purpose grant will be used for:

e. Equipment and/or services being purchased with the grant:

f. Time period grant covers:

g. Amount of county matching funds:

h. Administrative fee to County:

9. Supporting Documentation:

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

10. Remarks:



12/15/21

SARATOGA COUNTY BOARD OF SUPERVISORS

RESOLUTION 326 - 2021

Introduced by Supervisors Lant, Allen, Connolly, Lucia, Raymond, Schopf and Smith

AUTHORIZING A RENEWAL AGREEMENT WITH NATIONAL MEDICAL SERVICES, INC. D/B/A NMS LABS FOR POST-MORTEM TOXICOLOGICAL SERVICES

WHEREAS, in connection with their duties in determining causes of death of persons dying within the County of Saratoga, our County Coroners require the toxicological services of qualified medical laboratories; and

WHEREAS, pursuant to Resolution 26-2021, this Board of Supervisors authorized the renewal of an agreement with National Medical Services, Inc. d/b/a NMS Labs, to provide post-mortem toxicological services to the County Coroners, which agreement will expire on December 31, 2021; and

WHEREAS, NMS Labs has offered to renew its agreement for an additional term of one year commencing on January 1, 2022 and terminating on December 31, 2022 at its prevailing 2022 Fee Schedule rates charged for routine Postmortem Toxicology panels, as same may be amended from time to time, and at its prevailing 2022 rates for special pricing panels as listed in its Pricing Summary for Toxicology Laboratory Services, provided each such test has been ordered by the Coroner's Physician or his assistant; and

WHEREAS, our Public Safety Committee and the County Coroners have recommended that the contract for post-mortem toxicology services with NMS Labs be renewed for an additional term of one (1) year term commencing on January 1, 2022 and terminating on December 31, 2022, at the foregoing rates proposed by NMS Labs, with total contract costs not to exceed \$75,000; now, therefore, be it

RESOLVED, that the Chair of the Board is authorized to execute a renewal agreement with National Medical Services, Inc. d/b/a NMS Labs of Willow Grove, Pennsylvania, to provide post-mortem toxicological services for the Saratoga County Coroners' Office for a term of one year commencing on January 1, 2022 and continuing through December 31, 2022 at NMS Labs' prevailing 2022 Fee Schedule rates charged for routine Postmortem Toxicology panels, as same may be amended from time to time, and at its prevailing 2022 rates for special pricing panels as listed in its Pricing Summary for Toxicology Laboratory Services, provided each such test has been ordered by the Coroner's Physician or his assistant, with total contract costs not to exceed ~~\$75,000~~; and, be it further

change additional amount to \$110,000 and include
\$110,000

RESOLVED, that the form and content of such renewal 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 are included in the 2022 budget.



SARATOGA COUNTY

AGENDA ITEM REQUEST FORM

TO: Steve Bulger, County Administrator
Ridge Harris, Deputy County Administrator
Michael Hartnett, County Attorney
Therese Connolly, Clerk of the Board
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 Coroner

DATE: 1/4/2023

COMMITTEE: Public Safety

RE: Amend the 2022 contract maximum for Saratoga Hospital by 10,000 to allow the remaining invoice be paid.
Resolution 30-2022

1. Is a Resolution Required:

Yes, Contract Amendment

2. Proposed Resolution Title:

Authorizing the Amendment of 2022 contract to infuse an additional 10,000 into the allowed maximum of 65,000

3. Specific Details on what the resolution will authorize:

By the end of 2022 we have done a total of 160 autopsies which is the largest number we have ever done. The 2022 budget contract allowed 65,000 maximum based on the total autopsies in 2021 which was 122.

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-27-000-8125
- b. Budget year impacted 2022
- c. Details

A total of 160 autopsies were done in 2022 vs 122 in 2021.

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: Saratoga Hospital, Saratoga Springs, NY

i. Is the vendor/contractor an LLC, PLLC or partnership: NO

j. State of vendor/contractor organization:

k. Is this a renewal agreement: Y N

l. Vendor/Contractor comment/remarks:

Purchasing Office Consulted

8. Is a grant being accepted: YES or NO

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

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:

Based on the increase of autopsy cases done in 2022 we found that the 'not to exceed' amount will need to be increased in order to pay invoices the department is obligated to pay.



1/18/22

SARATOGA COUNTY BOARD OF SUPERVISORS

RESOLUTION 30 - 2022

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

AUTHORIZING AN AMENDED AGREEMENT WITH SARATOGA HOSPITAL FOR THE USE OF LABORATORY AND MORGUE FACILITIES

WHEREAS, pursuant to Resolution 180-2019, this Board authorized an agreement with Saratoga Hospital to provide for the use of the Hospital's morgue and laboratory facilities and services by our County Coroners when performing autopsies and other post-mortem activities, for a three year term commencing on January 1, 2020 and terminating on December 31, 2022 at the rates set forth in Saratoga Hospital's published fee schedules for each of the years 2020, 2021 and 2022, with the annual cost not to exceed \$40,000; and

WHEREAS, due to increasing numbers of cases handled by the County Coroners at Saratoga Hospital in 2021, the only facility currently used for this purpose, it is necessary to amend the agreement to increase the contract limit from \$40,000 to \$65,000 for the years 2021 and 2022; and

WHEREAS, our Law and Finance Committee and the County Coroners have recommended that the contract with Saratoga Hospital be amended to increase the contract limit from \$40,000 to \$65,000 for years 2021 and 2022; now, therefore, be it

RESOLVED, that the Chair of the Board is authorized to execute an amended agreement with Saratoga Hospital of Saratoga Springs, New York, to provide morgue and laboratory facilities and services for the Saratoga County Coroners' Office for the years 2021 and 2022 at the rates set forth in Saratoga Hospital's published fee schedules for each of the years 2021 and 2022, with the annual cost not to exceed \$65,000; and it is further

no Reson by \$10,000 - \$75,000
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 are available in the 2022 budget.



SARATOGA COUNTY

AGENDA ITEM REQUEST FORM

TO: Steve Bulger, County Administrator
Ridge Harris, Deputy County Administrator
Michelle Granger, County Attorney
Therese Connolly, Clerk of the Board
Stephanie Hodgson, Director of Budget

CC: John Warmt, Director of Purchasing
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: Real Property Tax Service Agency

DATE: 01/03/2023

COMMITTEE: Law & Finance

RE: annual housekeeping item

1. Is a Resolution Required:

Yes, Other

2. Proposed Resolution Title:

Authorizing the County Auditor to Approve Tax Refunds, Corrections and Credits in Amounts Not to Exceed \$2,500

3. Specific Details on what the resolution will authorize:

The Resolution will authorize the County Auditor to approve corrections, tax refunds and credits in amounts not to exceed \$2,500 as authorized by RPTL 554 and 556 and 556(8)

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

County Attorney's Office
Consulted

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

County Administrator's Office
 Consulted

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

Revenue

Account Number	Account Name	Amount

Expense

Account Number	Account Name	Amount

Source of Revenue

Fund Balance	State Aid	Federal Aid	Other

5. Identify Budget Impact:

--

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

6. Are there Amendments to the Compensation Schedule?

YES or NO (If yes, provide details)

a. Is a new position being created? Y N

Effective date

Salary and grade

b. Is a new employee being hired? Y N

Effective date of employment

Salary and grade

Appointed position:

Term

c. Is this a reclassification? Y N

Is this position currently vacant? Y N

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

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:

~~1/18/22~~



SARATOGA COUNTY BOARD OF SUPERVISORS

RESOLUTION 38 - 2022

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

AUTHORIZING THE COUNTY AUDITOR TO APPROVE TAX REFUNDS, CORRECTIONS AND CREDITS IN AMOUNTS NOT TO EXCEED \$2,500

WHEREAS, Real Property Tax Law §554, §556 and §556(8) authorize delegation to the County Auditor of legislative duties relative to the correction, refund and credit of certain taxes; and

WHEREAS, upon the recommendation of our Law and Finance Committee, and upon the joint recommendations of the Director of the Real Property Tax Service Agency and the County Treasurer; now, therefore, it is

RESOLVED, that the County Auditor is authorized pursuant to §556 of the Real Property Tax Law to approve for payment tax bill refunds in amounts not to exceed \$2,500, and it is further

RESOLVED, that the County Auditor is authorized pursuant to §554 of the Real Property Tax Law to approve corrections of errors on tax rolls in amounts not to exceed \$2,500, and it is further

RESOLVED, that the County Auditor is authorized pursuant to §556(8) of the Real Property Tax Law to approve tax credits in amounts not to exceed \$2,500, and it is further

RESOLVED, that the County Auditor shall report to the Real Property Tax Committee all refunds, corrections and credits made pursuant to the authority delegated by this Resolution; and it is further

RESOLVED, that this Resolution shall take effect immediately.

BUDGET IMPACT STATEMENT: No budget impact.



SARATOGA COUNTY

AGENDA ITEM REQUEST FORM

TO: Steve Bulger, County Administrator
Ridge Harris, Deputy County Administrator
Michelle Granger, 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: 1/3/2022

COMMITTEE: Law & Finance

RE: Resolution authorizing NYSDOT to improve SCSD's sewer infrastructure while performing state highway rehabilitation work on NYS Rte 67 via a utility work agreement.

1. Is a Resolution Required:

Yes, Contract Approval

2. Proposed Resolution Title:

Resolution authorizing NYSDOT to improve SCSD's sewer infrastructure while performing state highway rehabilitation work on NYS Rte 67

3. Specific Details on what the resolution will authorize:

This resolution will authorize the chairman to enter into a utility work agreement with NYSDOT so crews can perform the work of raising manhole covers in the NYS Rte 67 right of way while overlaying Route 67 in the Town of Stillwater . Per State Highway Law, Article II Subdivision 24, this work has to be done by a NYSDOT contractor at no cost to the county. NYSDOT is looking to perform this work ASAP and this resolution and subsequent agreement have to be in place to begin the work.

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

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

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 Resolution template

10. Remarks:

Attached is a resolution template NYSDOT provided. The County Attorney's office is already working on drafting this resolution for review.

A Resolution by the Saratoga County Granting the State of New York Authority to Height Adjust Sewer Manholes for the Owner and Agreeing to Maintain Facilities Adjusted Via State-let Contract

RESOLUTION

Resolution # _____

WHEREAS, the New York State Department of Transportation proposes the Pavement Corrective Maintenance 23B project, including part of Route 67 in the Town of Stillwater located in Saratoga County, PIN 1811.44, and

WHEREAS, the Saratoga County approves of such project and the State of New York will include as part of the construction of the above mentioned project, height adjustment of existing sanitary sewer manholes as needed, pursuant to Article II, Section 10, Subdivision 24 of the State Highway Law, as shown on the contract plans relating to the project and meeting the requirements of the owner, and

WHEREAS, the Saratoga County maintains sewer facilities on Route 67 within the project limits, and

WHEREAS, the service life of the adjusted utilities has not been extended, and

WHEREAS, the State will provide for the reconstruction of the above-mentioned work, as shown on the contract plans relating to the above-mentioned project and at no cost to the Saratoga County.

NOW, THEREFORE,

BE IT RESOLVED: That the Saratoga County by means of this Resolution, grants permission to the State of New York to complete the above-mentioned work performed on the above-mentioned project and that the Saratoga County will continue to maintain or cause to be maintained, at its own expense, the adjusted facilities performed as above stated and as shown on the contract plans, and

BE IT FURTHER RESOLVED that (name, Title) has the authority to sign, with the concurrence of the Saratoga County Board, any and all documentation that may become necessary as a result of this project as it relates to the Saratoga County, and

BE IT FURTHER RESOLVED: That the Saratoga County Clerk is hereby directed to electronically transmit signed, sealed, certified, notarized, and stamped copy of the foregoing resolution to the New York State Department of Transportation.

Moved By:

Seconded By:

Vote:

SARATOGA COUNTY CERTIFICATION STATEMENT

I, _____, duly appointed and qualified _____, do hereby CERTIFY that the foregoing resolution was adopted at a Board meeting duly called and held in the Saratoga County, a quorum being present on the ___ day of _____, 2022, and that said copy is a true, correct and compared copy of the original resolution so adopted and that the same has not been revoked or rescinded.

WITNESSETH,

Signature

SARATOGA COUNTY RAISED SEAL

STATE OF NEW YORK)

)ss:

COUNTY OF SARATOGA)

On this ___ day of _____, 2022, before me personally came _____, to me known, who, being by me duly sworn, did depose and say that he/she resides in the _____ of _____, New York; that he/she is the _____, of _____, the Utility Owner described in and which executed the above instrument; and that he/she signed his/her name thereto by order of the Saratoga County Board.

Notary Public

(Notary Public Stamp)



SARATOGA COUNTY

AGENDA ITEM REQUEST FORM

TO: Steve Bulger, County Administrator
Ridge Harris, Deputy County Administrator
Michelle Granger, County Attorney
Therese Connolly, Clerk of the Board
Stephanie Hodgson, Director of Budget

CC: John Warmt, Director of Purchasing
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: Human Resources



DATE: January 10, 2023

COMMITTEE:



RE: NYS Healthcare and Mental Hygiene Worker Bonus

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

1. Is a Resolution Required:

Yes, Grant Acceptance

2. Proposed Resolution Title:

NYS Healthcare and Mental Hygiene Worker Bonus

3. Specific Details on what the resolution will authorize:

This resolution will authorize payment of state funds to eligible front line healthcare workers as bonuses pursuant to the New York State Healthcare Worker Bonus program.

County Attorney's Office
Consulted

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

County Administrator's Office
 Consulted

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

Revenue

Account Number	Account Name	Amount
see attached		

Expense

Account Number	Account Name	Amount
see attached		

Source of Revenue

Fund Balance	State Aid	Federal Aid	Other

5. Identify Budget Impact:

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

- a. G/L line impacted **see above**
- b. Budget year impacted **2023**
- c. Details

There is no budget impact as the funding is provided by New York State.

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:

State

b. Agency granting funds:

NYS Department of Health

c. Amount of grant:

\$273,431 (estimated)

d. Purpose grant will be used for:

Payment of bonuses to eligible front line healthcare workers.

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 is scheduled to receive funds on 1/10/2023. Payment to eligible employees is required to occur no later than 2/10/2023.

**Under Sheriff-Jail
Revenue**

<u>Account Number</u>	<u>Account Name</u>	<u>Amount</u>
A.30-3086	State/Legislative Grant	\$29,065.50
		<hr/>
		\$29,065.50
		<hr/> <hr/>

Expenses

<u>Account Number</u>	<u>Account Name</u>	<u>Amount</u>
A.30.301-6000	Regular Wages	\$27,000.00
A.30.301-6930	Social Security	\$2,065.50
		<hr/>
		\$29,065.50
		<hr/> <hr/>

**Under Department of Health
Revenue**

<u>Account Number</u>	<u>Account Name</u>	<u>Amount</u>
A.40-3086	State/Legislative Grant	\$103,344.00
		<hr/>
		\$103,344.00
		<hr/> <hr/>

Expenses

<u>Account Number</u>	<u>Account Name</u>	<u>Amount</u>
A.40.000-6000	Regular Wages	\$96,000.00
A.40.000-6930	Social Security	\$7,344.00
		<hr/>
		\$103,344.00
		<hr/> <hr/>

**Under Mental Health
Revenue**

<u>Account Number</u>	<u>Account Name</u>	<u>Amount</u>
A.43-3086	State/Legislative Grant	\$141,021.50
		<hr/>
		\$141,021.50
		<hr/> <hr/>

Expenses

<u>Account Number</u>	<u>Account Name</u>	<u>Amount</u>
A.43.431-6000	Regular Wages	\$131,000.00
A.43.431-6930	Social Security	\$10,021.50
		<hr/>
		\$141,021.50
		<hr/> <hr/>



SARATOGA COUNTY

AGENDA ITEM REQUEST FORM

TO: Steve Bulger, County Administrator
Ridge Harris, Deputy County Administrator
Michelle Granger, County Attorney
Therese Connolly, Clerk of the Board
Stephanie Hodgson, Director of Budget

CC: John Warmt, Director of Purchasing
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: Chairman's Item

DATE: 1/5/2023

COMMITTEE: Law & Finance

RE: Saratoga Lake Protection and Improvement District Appointments

1. Is a Resolution Required:

2. Proposed Resolution Title:

3. Specific Details on what the resolution will authorize:
Pursuant to Chapter 460 of the Laws of 1986, five commissioners of the Saratoga Lake Protection and Improvement District are appointed by the Board of Supervisors. Three commissioners have expired and their reappointment or replacements are attached. This board holds a 3 year term.

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

County Attorney's Office
Consulted

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

County Administrator's Office
 Consulted

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

Revenue

Account Number	Account Name	Amount

Expense

Account Number	Account Name	Amount

Source of Revenue

Fund Balance	State Aid	Federal Aid	Other

5. Identify Budget Impact:

--

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

6. Are there Amendments to the Compensation Schedule?

YES or NO (If yes, provide details)

a. Is a new position being created? Y N

Effective date

Salary and grade

b. Is a new employee being hired? Y N

Effective date of employment

Salary and grade

Appointed position:

Term

c. Is this a reclassification? Y N

Is this position currently vacant? Y N

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

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 checked="" 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 List of appointments and terms are attached.

10. Remarks:

Town of Saratoga

Walter Borisenok

1136 Route 9P

Saratoga Springs, NY 12866

Fulfilling Town of Saratoga seat

Term expiring 12/31/2025

Town of Malta

Peter Scalici

4150 Silver Beach Road

Malta, NY 12020

Fulfilling Town of Malta seat

Term expiring 12/31/2025

City of Saratoga Springs

Kathleen Simmonds

19 Tomahawk Lane

Saratoga Springs, NY 12866

Fulfilling City of Saratoga Springs seat

Term expiring 12/31/2023

*Correction to term stated in Res 8-2021