



Human Resources & Insurance Committee

Wednesday, February 8, 2023 3PM
40 McMaster Street, Ballston Spa, NY

Chair: Kevin Tollisen

Members:

C. Eric Butler
Joe Grasso
John Lant
Bill Peck
Jean Raymond
Sandra Winney

- I. Welcome and Attendance
- I. Approval of the minutes of the December 8, 2022 meeting.
- II. Appointment of a Vice-Chair
- III. Workers Compensation Report
- IV. Authorizing a renewal agreement with Saratoga Hospital, Inc., Corporate Health Services for the provision of physical examinations and laboratory testing services – Scot Chamberlain, Human Resources
- V. Authorizing a renewal agreement with Bishop House Consulting, Inc. – Scot Chamberlain, Human Resources
- VI. Michael Zurlo, Sheriff. Discussion:
 - a. Saratoga Springs School District School Resource Officer Agreement
 - b. Town of Ballston Specialized Police Services
- VII. Amending the 2023 Compensation Schedule under the Department of Health – Daniel Kuhles, Department of Health
- VIII. Other Business
- IX. Adjournment

To view the webcast live or once recorded, go to <https://www.saratogacountyny.gov/meetings/2023-meetings/>

Human Resources and Insurance Committee Meeting

February 8, 2023





Data for November 2022



Participant	Total Paid	Claims Received	24/7 Utilization	
			Yes	No
City of Mechanicville-Police Department	\$8.50	1	1	0
City of Mechanicville-Public Works	\$6,952.72	0	0	0
City of Saratoga Springs-All Other	\$368.88	0	0	0
City of Saratoga Springs-Fire Department	\$18,468.61	1	1	0
City of Saratoga Springs-Police Department	\$58,674.61	1	1	0
City of Saratoga Springs-Public Works	\$20,928.25	2	2	0
Clifton Park Halfmoon Emergency Corp-Paid	\$1,315.95	2	1	1
Clifton Park Water Authority	\$340.76	0	0	0
Community Emergency Corps-Paid	-\$1,300.50	1	1	0
Galway Emergency Medical Services-Paid	\$1,870.74	0	0	0
Malta-Stillwater Ambulance Corps-Paid	\$796.01	0	0	0
Malta-Stillwater Ambulance Corps-Volunteer	\$1,737.37	0	0	0
Moreau Emergency Squad-Paid	\$50.00	0	0	0
Saratoga Co -Public Works Building & Grnds	\$8,164.68	1	1	0
Saratoga Co. -Office of Emergency Services	\$17.00	0	0	0
Saratoga County-District Attorney	\$2,675.99	0	0	0
Saratoga County-Maplewood Manor	\$5,119.46	0	0	0
Saratoga County-Public Works Highway	\$3,053.57	4	3	1
Saratoga County-Sewer District	\$6,364.39	0	0	0
Saratoga County-Sheriff	\$20,567.54	4	4	0
Saratoga County-Social Services	\$1,861.42	0	0	0
Schuylerville-Victory Board-Water Mgmt	\$916.30	0	0	0
Town of Charlton-Public Works	\$8.50	0	0	0
Town of Clifton Park-All Other	\$2,035.52	0	0	0
Town of Clifton Park-Public Works	\$15.00	0	0	0
Town of Edinburg-All Other	\$2,193.68	0	0	0
Town of Galway-Public Works	\$135.50	0	0	0
Town of Halfmoon-All Other	\$10.00	0	0	0
Town of Halfmoon-Public Works	\$395.47	0	0	0
Town of Halfmoon-Youth	\$5.00	0	0	0
Town of Malta-All Other	\$8.50	0	0	0
Town of Malta-Public Works	\$0.00	1	1	0
Town of Milton-All Other	\$135.59	0	0	0
Town of Moreau-All Other	\$746.56	1	0	1
Town of Moreau-Public Works	\$214.45	0	0	0



Data for November 2022



Participant	Total Paid	Claims Received	24/7 Utilization	
			Yes	No
Town of Waterford-Public Works	\$76.08	0	0	0
Town of Wilton-Public Works	\$0.00	1	1	0
Village of Ballston Spa-Public Works	\$1,808.31	0	0	0
Village of Corinth-Public Works	\$2,988.79	0	0	0
Vol Fire Dept-Ballston Lake Fire Dept.	\$344.14	0	0	0
Vol Fire Dept-Clifton Park-Halfmoon Fire Dep	-\$305.70	0	0	0
Vol Fire Dept-Clifton Park-Jonesville Fire	\$105.25	0	0	0
Vol Fire Dept-Greenfield Fire District	\$4,380.97	0	0	0
Vol Fire Dept-Halfmoon-Waterford Fire Dist	\$679.10	0	0	0
Vol Fire Dept-Malta Ridge Vol Fire Co	\$0.00	1	1	0
Vol Fire Dept-Mechanicville Fire Dept.	\$314.95	0	0	0
Vol Fire Dept-Milton Eagles Vol Fire Co	\$0.00	1	1	0
Vol Fire Dept-Northside Fire Dist-FB Peck Hs	\$1,395.37	0	0	0
Vol Fire Dept-Northumberland-Gansevoort Fire	\$30.04	0	0	0
Vol Fire Dept-Vil of Schuylerville-Schuyler	\$7,100.18	1	0	1
Vol Fire Dept-Vil of South Glens Falls Fire	\$17,235.67	0	0	0
Vol Fire Dept-Vil of Stillwater-Newland Wd	\$2,400.00	0	0	0
Volunteer Fire Dept.-Wilton Fire Dept.	\$5.00	0	0	0
Waterford Water Commission	\$682.36	0	0	0
Wilton Emergency Squad-Paid	\$1,664.09	0	0	0
TOTAL	\$205,760.62	23	19	4



Data for December 2022



Participant	Total Paid	Claims Received	24/7 Utilization	
			Yes	No
City of Mechanicville-Public Works	\$13,403.45	0	0	0
City of Saratoga Springs-All Other	\$1,069.75	0	0	0
City of Saratoga Springs-Fire Department	\$10,947.59	2	1	1
City of Saratoga Springs-Police Department	\$13,147.94	5	2	3
City of Saratoga Springs-Public Works	\$49,848.19	1	1	0
Clifton Park Halfmoon Emergency Corp-Paid	\$1,027.50	0	0	0
Clifton Park Water Authority	\$1,615.11	0	0	0
Community Emergency Corps-Paid	\$160.47	0	0	0
Galway Emergency Medical Services-Paid	-\$1,251.59	0	0	0
Malta-Stillwater Ambulance Corps-Paid	\$162.16	1	1	0
Malta-Stillwater Ambulance Corps-Volunteer	\$4,480.08	0	0	0
Moreau Emergency Squad-Paid	\$309.00	3	3	0
Saratoga Co -Public Works Building & Grnds	\$16,396.48	0	0	0
Saratoga Co. -Office of Emergency Services	\$5.00	0	0	0
Saratoga County-Animal Shelter	\$19,217.22	1	1	0
Saratoga County-Maplewood Manor	\$12,345.36	0	0	0
Saratoga County-Public Works Highway	\$6,310.60	1	0	1
Saratoga County-Sewer District	\$12,935.38	1	1	0
Saratoga County-Sheriff	\$112,797.43	5	5	0
Saratoga County-Social Services	\$4,715.11	1	1	0
Schuylerville-Victory Board-Water Mgmt	\$2,753.84	0	0	0
Town of Charlton-Public Works	\$846.83	0	0	0
Town of Clifton Park-All Other	\$5,828.31	1	1	0
Town of Day-All Other	\$0.00	1	1	0
Town of Edinburg-All Other	\$6,251.99	0	0	0
Town of Galway-All Other	\$182.19	0	0	0
Town of Galway-Public Works	\$464.69	0	0	0
Town of Greenfield-All Other	\$108.02	0	0	0
Town of Greenfield-Public Works	\$171.08	0	0	0
Town of Hadley-All Other	\$273.00	0	0	0
Town of Hadley-Public Works	\$492.12	0	0	0
Town of Halfmoon-All Other	\$4,619.22	0	0	0
Town of Halfmoon-Public Works	\$79.30	0	0	0
Town of Malta-All Other	\$301.95	0	0	0
Town of Malta-Public Works	\$333.90	0	0	0



Data for
December 2022



Participant	Total Paid	Claims Received	24/7 Utilization	
			Yes	No
Town of Milton-All Other	\$1,257.45	0	0	0
Town of Milton-Public Works	\$8.50	0	0	0
Town of Moreau-All Other	\$1,241.97	0	0	0
Town of Wilton-Public Works	\$733.95	1	1	0
Village of Ballston Spa-Public Works	\$7,237.86	0	0	0
Village of Corinth-Public Works	\$7,921.34	0	0	0
Village of Schuylerville-Public Works	\$389.50	0	0	0
Vol Fire Dept-Ballston Lake Fire Dept.	\$1,605.78	0	0	0
Vol Fire Dept-Clifton Park-Jonesville Fire	\$798.08	0	0	0
Vol Fire Dept-Corinth Vol Fire Association	\$275.00	0	0	0
Vol Fire Dept-Greenfield Fire District	\$11,165.47	0	0	0
Vol Fire Dept-Halfmoon-Waterford Fire Dist	\$8.50	0	0	0
Vol Fire Dept-Northside Fire Dist-FB Peck Hs	\$437.22	0	0	0
Vol Fire Dept-Northumberland-Gansevoort Fire	\$1,469.84	0	0	0
Vol Fire Dept-Vil of Schuylerville-Schuyler	\$17,101.18	0	0	0
Vol Fire Dept-Vil of South Glens Falls Fire	\$15,783.82	0	0	0
Vol Fire Dept-Vil of Stillwater-Newland Wd	\$4,320.00	0	0	0
Volunteer Fire Dept.-Wilton Fire Dept.	\$508.50	0	0	0
Waterford Water Commission	\$50.00	0	0	0
Wilton Emergency Squad-Paid	\$54,965.41	0	0	0
	\$429,628.04	24	19	5



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: Human Resources

DATE: 01/20/2023

COMMITTEE: Human Resources & Insurance

RE: Authorizing the Chair to execute an Agreement with Saratoga Hospital, Inc., Corporate Health Services for the provision of physical examinations and Laboratory testing services.

1. Is a Resolution Required:

Yes, Contract Renewal

2. Proposed Resolution Title:

Authorizing the renewal of the contract with Saratoga Hospital, Inc., Corporate Health Services.

3. Specific Details on what the resolution will authorize:

Authorizing for the performance of physical examinations and laboratory testing required for new and current County employees, for the term January 1, 2023 through December 31, 2023.

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 8342
- b. Budget year impacted 2023
- c. Details

Contract covers various County departments.

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: January 1, 2023

f. Termination of contract date: December 31, 2023

g. Contract renewal and term: 1 Year

h. Contact information: Melissa A. W Heritage, R.T.
Client Relations Specialist
Occupational Medicine
Saratoga Hospital
2388 Route 9, Suite 5, Mechanicville, NY 12118

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 _____

10. Remarks:



2/15/22

SARATOGA COUNTY BOARD OF SUPERVISORS

RESOLUTION 84 - ~~2022~~ 2023

Introduced by Supervisors Tollisen, Edwards, Grasso, Hammond, Schopf, K. Veitch and Wood

AUTHORIZING THE CHAIR TO EXECUTE AN AGREEMENT WITH SARATOGA HOSPITAL, INC., CORPORATE HEALTH SERVICES FOR THE PROVISION OF PHYSICAL EXAMINATIONS AND LABORATORY TESTING SERVICES

WHEREAS, pursuant to Resolution ~~82-2021~~ ⁸⁴⁻²⁰²², the County entered into an agreement with Saratoga Hospital, Inc., Corporate Health Services for the performance of physical examinations and laboratory testing required for new and current County employees, for the term January 1, ~~2021~~ ²⁰²² through December 31, ~~2021~~ ²⁰²² at the rates set forth in Saratoga Hospital's Corporate Health Services Fee Schedule at the time the services are rendered, with the total cost of the contract not to exceed \$30,000; and

WHEREAS, our Human Resources and Insurance Committee and the Director of Human Resources have recommended that the County enter into a renewal agreement with Saratoga Hospital for the performance of physical examinations and laboratory testing required for new and current County employees, for the term January 1, ~~2022~~ ²⁰²³ through December 31, ~~2022~~ ²⁰²³ at a cost not to exceed \$30,000; now, therefore, be it

RESOLVED, that the Chair of the Board is authorized to execute an agreement with Saratoga Hospital, Inc., Corporate Health Services, of Saratoga Springs, New York, for the performance of physical examinations and laboratory testing required for new and current County employees, for the term January 1, ~~2022~~ ²⁰²³ through December 31, ~~2022~~ ²⁰²³ at the rates set forth in Saratoga Hospital's Corporate Health Services Fee Schedule at the time the services are rendered, with the total cost of the contract not to exceed \$30,000; 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. Funds for this agreement are included in the ~~2022~~ ²⁰²³ budget.



ALBANY MED Health System

SARATOGA HOSPITAL
Medical Group

Occupational Medicine

2388 Route 9, Suite 5
Mechanicville, NY 12118
Phone: 518-886-5412
Fax: 518-899-8069

December 8, 2022

Dear Valued Client:

After careful consideration, we have determined that it is necessary to increase fees. Occupational Medicine will be implementing a price increase on certain services effective February 1, 2023. Although you will find that our prices remain competitive, we wanted to be sure to give you more than 45 days' notice of these changes, as required in the Occupational Medicine services agreement.

Also enclosed and we ask you take time to complete:

- ✓ "Client Update and Information Form": Updated and accurate information will help us serve you efficiently and effectively. Please complete this form and send back no later than January 16, 2023. Please respond via:
 - Fax (518-899-8069)
 - Email (Occupationalmedicine@saratogahospital.org)
 - Mail via USPS to the address above.
- ✓ "Client Experience Survey": The mission of Occupational Medicine is to provide our clients with high quality, comprehensive workforce health and safety services. We also strive to exceed our clients' expectations for customer service. To accomplish this, we ask you to complete this survey, no later than January 16, 2023, so we know what we are doing right and what needs improvement.
 - Please enter this website in to your browser to complete the survey:
 - <https://www.surveymonkey.com/r/XNR5Z6W>

If you have any questions or need more information, please do not hesitate to contact me.

Sincerely,

Melissa A.W Heritage, R.T. (R)(CT)(ARRT)

Client Relations Specialist
Occupational Medicine

SARATOGA HOSPITAL

2388 Route 9, Suite 5, Mechanicville, NY 12118

959 Route 9, Queensbury, NY 12804

P 518-886-5428 F 518-899-8069

mheritage@saratogahospital.org

OCCUPATIONAL MEDICINE PRICE INCREASE EFFECTIVE FEBRUARY 1, 2023

PROCEDURE	NEW PRICE
PHYSICAL EXAM-PRE EMPLOYMENT	93.00
PHYSICAL-DEPT OF TRANSPORT (DOT)	105.00
PHYSICAL EXAM-ANNUAL	93.00
PULMONARY FUNCTION TEST	54.00
RESPIRATOR FIT TEST	59.00
AUDIOGRAM	48.00
URINALYSIS-WITHOUT MICRO	17.00
URINE DRUG COLLECTION OTHER CHAIN	46.00
PPD-TUBERCULIN TEST	22.00
APPT NO SHOW/SAME DAY CANCEL FEE	50.00
LIFTING ASSESSMENT UP TO 30 LBS	26.00
FLU VACCINE	30.00
PFAS SERUM	258.00
ALL LAB TEST PRICES WILL BE INCREASED BY \$1.00	



ALBANY MED Health System

SARATOGA HOSPITAL
Medical Group

Occupational Medicine

COMPANY INFORMATION FORM

Company/Business Name: _____

Core Business Description: _____ # of Emp: _____

Hours/Days of operation: _____

Physical Address: _____

Billing Address: _____

Billing Contact: _____

Primary Contact Name: _____

Phone: _____ Fax: _____

Email: _____ Receives Clearance: Yes No

Secondary Contact Name: _____

Phone: _____ Fax: _____

Email: _____ Receives Clearance: Yes No

After-Hours/Emergency Contact: _____

Phone: _____

Workers Comp Carrier: _____

Phone: _____ Fax: _____

Email: _____

OccMed Services Requested: _____

Method for Receiving Clearance/Results: _____ Email _____ Fax _____ Mail _____

Primary Method for Communication between Clinic: _____ Phone _____ Email _____

Additional Notes: _____

2388 Route 9 Mechanicville
959 Route 9 Queensbury
Phone: 518-886-5412 Fax: 518-899-8069
Email: occupationalmedicine@saratogahospital.org

SCHEDULE A
AVAILABLE SERVICES AND FEES*
EFFECTIVE FEBRUARY 1, 2023

SERVICE	FEE
No Show/Same Day Cancellation Fee (Does not apply to Workers' Compensation visits.)	\$50.00
Injury Care: Billed to Workers' Compensation Carrier	N/A
Flu Vaccine	30.00
COVID-19 PCR Test	145.00
Physician Review & Consultation for Positive COVID-19 Result	350.00
After Hours Administrative Fee Per Hour	100.00
On-Site Fee < 10 miles (round trip)	100.00
On-site Fee 11-25 miles (round trip)	200.00
On-Site Fee >25 miles (round trip)	400.00
On-Site RN/Tech fee (per RN/Tech per hour)	69.00
DOT Physical Exam	105.00
19A Physical Exam	100.00
Physical Exam – Respiratory Focus	105.00
Pulmonary Function Test	54.00
Audiogram	48.00
Breath Alcohol Test	45.00
Respiratory Fit Test	59.00
Drug Screen Collection Only	45.00
Urine Drug Screen – 5 Panel	55.00
Rabies Vaccine	452.00
Rabies Titer/Immunity Status	105.00

*** NOTE: This is not a comprehensive list of available Occupational Medicine Services.**



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: 1/20/2023

COMMITTEE: Human Resources & Insurance

RE: Authorizing an agreement with Bishop House Consulting, Inc.

1. Is a Resolution Required:

Yes, Contract Renewal

2. Proposed Resolution Title:

Renewal of Agreement with Bishop House Consulting, Inc.

3. Specific Details on what the resolution will authorize:

Authorizing an agreement with Bishop House Consulting for Management Training Services, for Ten (10) licenses for the term of January 1, 2023 through December 31, 2023 at a cost of \$26,650.

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 A.21.000-8150
- b. Budget year impacted 2023
- 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: **January 1, 2023**

f. Termination of contract date: **December 31, 2023**

g. Contract renewal and term: **1 Year**

h. Contact information: Michael Holland
Bishop House Consulting
P.O. Box 489
Burnt Hills, NY 12027

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 _____

10. Remarks:



3/16/22

SARATOGA COUNTY BOARD OF SUPERVISORS

RESOLUTION 119 - ~~2022~~ 2023

Introduced by Human Resources and Insurance: Supervisors Tollisen, Edwards, Grasso, Hammond, Schopf, K. Veitch and Wood

AUTHORIZING AN AGREEMENT WITH BISHOP HOUSE CONSULTING, INC.

WHEREAS, Saratoga County is committed to training great leaders and teams and

²⁰²³ **WHEREAS**, Bishop House Consulting has submitted a proposal for ^{Ten 10} ~~twelve (12)~~ licenses for 2022 to provide training for department heads, directors and certain management positions to teach leaders of all levels how to lead and leverage their own styles and talents in building cohesive teams; and

WHEREAS, our Human Resources and Insurance Committee and the Director of Human Resources have recommended that the County enter into an agreement with Bishop House Consulting for management training services, such agreement to be for the term of January 1, ~~2022~~ through December 31, ~~2022~~, at a cost not to exceed \$~~31,000~~; now, therefore, be it ²⁰²³ ~~it~~ ^{\$27,000}

RESOLVED, that the Chair of the Board is authorized to execute an agreement with Bishop House Consulting, Inc. of Clifton Park, New York for management training services, such agreement to be for the term of January 1, ~~2022~~ through December 31, ~~2022~~, at a cost not to exceed \$~~31,000~~; and it is further ²⁰²³ ~~exceed~~ ^{\$27,000}

RESOLVED, that the form and content of such agreements 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 agreement are included in the ~~2022~~ Human Resources Department budget.

²⁰²³

VOUCHER

Claimant's Name and Address	Bishop House Consulting P.O. Box 489 Burnt Hills, NY 12027 #14-1810918
--------------------------------------	---

DO NOT WRITE IN THIS BOX

DATE VOUCHER RECEIVED			
FUND APPROPRIATION		AMOUNT	PO Number
OPEN \$			
CK	JE		
	TOTAL		
Abstract No.			
Vendor's Ref. No.			DP

[illegible]

I, Michael Holland, certify that the above account in the amount of \$ \$26,650.00 is true and correct, that the items, services and disbursements charged were rendered to or for the municipality on the dates stated, that no part has been paid or satisfied, that taxes, from which the municipality is exempt, ~~are not included~~ and that amount claimed is actually due.

1/6/23 _____ President
 Date SIGNATURE TITLE

The above services or materials were rendered or furnished to the municipality on the dates stated and the charges are correct.

AUTHORIZED OFFICIAL

This claim is approved and ordered paid from the appropriations indicated above.

Total	\$26,650.00
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*Emailed Mike on
3-22-22 for signed
copies.*



SARATOGA COUNTY ATTORNEY

Saratoga County Municipal Center
40 McMaster Street
Ballston Spa, New York 12020

Telephone: 518-884-4770
Fax: 518-884-4720 (Not for Service)

MICHAEL J. HARTNETT
County Attorney

MICHELLE W. GRANGER
First Assistant

Assistants
HUGH G. BURKE
VIDA L. MCCARTHY-CERRITO
ALEXIS M. OSBORNE
MICHAEL P. NAUGHTON SR.
NICHOLAS M. MARTIN
MARIBETH A. HUNT

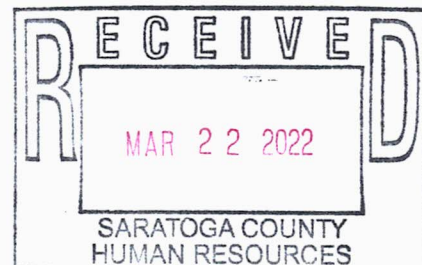
Paralegal Specialist
JENNY R. MARCOTTE

MEMORANDUM

DATE: March 21, 2022
TO: Scot Chamberlain (SC)
Human Resources
FROM: Michael Hartnett MSH
County Attorney
SUBJECT: Bishop House Consulting, Inc.

-
- ☐ For Your Signature & Return
 - ☐ Per Resolution No. _____
 - ☐ For Your Approval
 - ☐ Per Our Conversation
 - ☐ For Your Information
 - ☐ For Your Files
 - ☐ For Your Review
 - ☒ For Appropriate Action
 - ☐ Comments/Recommendations
 - ☐ Other _____

MESSAGE/REMARKS: Attached please find one original of the above Agreement. If this agreement meets with your approval, please make an additional two copies and secure the signature of the Contractor on the original and both copies. Return all three documents **along with proper insurance documents** to this office for further processing.



THIS AGREEMENT, made this day of , 2022, BY AND BETWEEN,

COUNTY OF SARATOGA, a municipal corporation duly organized under the laws of the State of New York with offices at 40 McMaster Street, Ballston Spa, New York 12020, (COUNTY),

- and -

Bishop House Consulting, Inc., with a place of business at 139 Meyer Road, Clifton Park, New York 12065, (CONTRACTOR);

WHEREAS, Saratoga County is in need of training for Department Heads, Directors, and certain management positions; and

WHEREAS, pursuant to Resolution 119-2022 of the Saratoga County Board of Supervisors the COUNTY wishes to engage the services of CONTRACTOR, subject to the mutual conditions and covenants contained herein;

NOW, THEREFORE, the parties agree that:

1. The CONTRACTOR will provide training for Department Heads, Directors, and certain management positions as well as provide twelve (12) licenses; in accordance with County Specification and the CONTRACTOR'S summary email dated March 7, 2022, which are hereby incorporated herein and made a part hereof.

2. The COUNTY will pay the CONTRACTOR in accordance with the rates set forth in its proposal with a total not to exceed the sum of \$31,000, upon submission of a properly documented voucher.

3. The CONTRACTOR shall comply with all applicable laws, ordinances and regulations, including non-discrimination and labor laws. The CONTRACTOR and the COUNTY agree that for the duration of this Agreement, they will not discriminate against any employee, applicant for employment, or person requesting services because of race, creed, color, national origin, disability, age, sex, marital status, sexual preference or source of payment.

4. The CONTRACTOR shall not employ any COUNTY official or employee in connection herewith and shall adhere to the COUNTY's Code of Ethics.

5. The CONTRACTOR shall not assign or transfer any interest herein without prior written COUNTY approval.

6. a) CONTRACTOR shall, at all times, indemnify and save harmless the COUNTY from and against any and all claims and demands whatsoever, including costs, litigation expenses, counsel fees and liabilities in connection therewith arising out of injury to or death of

any person whomsoever or damage to any property of any kind by whomsoever, caused in whole or in part, directly or indirectly, by the acts or omissions of the CONTRACTOR, any person, employed by the CONTRACTOR, its contractors, subcontractors, materialmen, or any person directly or indirectly employed by them or any of them, while engaged in the work hereunder. This clause shall not be construed to limit, or otherwise impair, other rights or obligations of indemnity which exist in law, or in equity, for the benefit of the COUNTY.

b) CONTRACTOR shall provide the COUNTY with proof of general liability insurance issued by a company authorized by license to do business in the State of New York. The policy's minimum coverages shall be \$1,000,000/single injury and \$1,000,000/property damage and shall be subject to the approval of the County Attorney. The CONTRACTOR may utilize umbrella/excess coverage to achieve the limits required hereunder. The certificate holder must be listed as the COUNTY OF SARATOGA, 40 McMaster Street, Ballston Spa, New York 12020. This insurance certificate must also name the COUNTY OF SARATOGA as additional insured and the CONTRACTOR shall provide the COUNTY with proof of such insurance in the form of an Additional Insured Endorsement Rider or other proof acceptable to County.

In the event any policy furnished or carried pursuant to this agreement is scheduled to expire on a date prior to the expiration of the term of this agreement, CONTRACTOR shall deliver to the COUNTY a certificate or certificates of insurance evidencing the renewal of such policy or policies not less than 15 days prior to such expiration date, and the CONTRACTOR shall promptly pay or cause to be paid all premiums due thereon.

In the event CONTRACTOR receives notice of cancellation of said insurance, CONTRACTOR shall immediately provide the COUNTY with written notice of such cancellation by no later than the next business day of the COUNTY. Such written notice must be either personally delivered to the Saratoga County Attorney's Office at 40 McMaster Street, Ballston Spa, New York during normal business hours or faxed to the Saratoga County Attorney at (518) 884-4720. CONTRACTOR shall provide the COUNTY with proof of replacement general liability insurance coverage satisfying the requirements set forth herein within two (2) COUNTY business days of the CONTRACTOR'S receipt of said notice of cancellation of CONTRACTOR'S insurance.

Any failure by the CONTRACTOR to comply with the insurance requirements of this agreement in a timely manner shall constitute a breach of this agreement, and the COUNTY may, at its option, terminate this agreement upon written notice to the CONTRACTOR.

The above insurance is not, and shall not be construed as, a limitation upon CONTRACTOR's obligation to indemnify the COUNTY.

This Agreement shall be void and of no effect unless throughout the term of this Agreement CONTRACTOR, in compliance with the provisions of the Workers' Compensation Law, shall secure compensation for the benefit of and keep insured during the life of this Agreement such employees as are required to be insured according to law. Proof of such Workers' Compensation Insurance coverage shall be provided to County.

7. DEFENSE AND INDEMNIFICATION: The CONTRACTOR waives any right to bring action against the COUNTY for any damage to the property of the CONTRACTOR arising out of the alleged negligence of the COUNTY, its agents, servants, and employees. The CONTRACTOR agrees that any policy of insurance insuring its property, shall contain a waiver of subrogation rights for any property loss suffered by reason of the alleged negligence or other unlawful act by COUNTY, its agents, servants, and employees.

8. REPORTS: Intentionally Omitted.

9. MODIFICATION: This Agreement constitutes the complete understanding of the parties. No modification of any provision thereof shall be valid unless in writing signed by both parties.

10. ASSIGNMENT AND TRANSFER: The CONTRACTOR shall not assign or transfer any interest herein without the COUNTY's prior written consent. All of the terms, covenants and agreements herein contained shall be binding upon and shall inure to the benefit of successors and assigns of the respective parties hereto.

11. DEFAULT: The occurrence of any of the following shall be considered an Event of Default:

- a. Non-Payment: The failure by the COUNTY to make any of the payments required pursuant to this Agreement when due.
- b. Failure to Perform: The failure of the CONTRACTOR to perform the Services outlined in Section 2 of this Agreement.
- c. Other Failure to Perform: The failure by either COUNTY or CONTRACTOR to perform and/or comply with any term, covenant, or condition required under this Agreement.

12. REMEDIES: In the Event of Default under this Agreement, the non-defaulting party may take such legal action as may be appropriate under the circumstances, including injunctive relief, declaratory judgment, or monetary damages for such default. No such action or proceeding shall be commenced until the defaulting party has been given written notice thereof by the non-defaulting party and thirty (30) days have elapsed since receipt of such notice, and the defaulting party has not proceeded to cure the default. Any default by a party in providing the insurance required pursuant to this Agreement shall be subject to the remedies and requirements set forth in Section 7 herein.

13. TERMINATION: Termination for cause brought about by failure of the CONTRACTOR to perform shall be affected only if the CONTRACTOR fails to remedy or eliminate the violation within twenty (20) days of written notification thereof from the COUNTY. Termination without cause may be effectuated by either party upon sixty (60) days written notice to the other party.

14. NOTICES: Any notice, demand, request, consent, approval, or other communication given under or with respect to this Agreement shall be in writing and shall be personally served or sent by First Class United States mail, postage pre-paid, addressed to the other party or entity as follows:

To the COUNTY: Saratoga County Administrator
40 McMaster Street
Ballston Spa, NY 12020

With copy to: Saratoga County Attorney
40 McMaster Street
Ballston Spa, NY 12020

To the CONTRACTOR: Bishop House Consulting, Inc
139 Meyer Road
Clifton Park, NY 12065

15. SEVERABILITY: In the event that any provision of this Agreement shall be determined by a Court of Law to be illegal and/or unenforceable, the Agreement, to the extent the Courts have determined practical, shall continue in full force and effect between the parties as if the said illegal or unenforceable provision were not continued a part thereof.

ENTIRE AGREEMENT: This Agreement constitutes the entire agreement among the parties regarding the subject matter hereof and supersedes all prior agreements (written or oral) which may have related to the subject matter hereof.

-SIGNATURE PAGE TO FOLLOW-

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

APPROVED AS TO
FORM AND CONTENT:

COUNTY OF SARATOGA

By: _____
County Attorney

By: _____
Theodore T. Kusnierz, Jr., Chair
Board of Supervisors
Pursuant to Resolution #

Date: _____

Bishop House Consulting, Inc.

By: _____
_____(name)
_____(title)

Federal EIN

Date: _____



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: Sheriff's Office

DATE: 01/26/23

COMMITTEE: Human Resources & Insurance

RE: Saratoga Springs School District SRO contract

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

1. Is a Resolution Required:

No, Discussion Only

2. Proposed Resolution Title:

Amending the contract for the provision of School Resources Officers to the Saratoga Springs School District

3. Specific Details on what the resolution will authorize:

This resolution will authorize the Chairman of the Board to execute an amendment to the 2022-23 contract with Saratoga Springs School District for the provision of School Resource Officers by the Sheriff's Office as previously authorized by Resolution 200-2021 and amended by Resolution 259-2022 and amend the 2023 Budget thereto.

At the request of the District, a 2nd School Resource Officer would be added to the contract in accordance with all other provisions of the current contract. The effective date of this change would be 02/01/23. The form and content of the amended contract to be approved by the Sheriff and County Attorney.

County Attorney's Office
Consulted ☐

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

County Administrator's Office
Consulted ☐

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

Revenue

Account Number	Account Name	Amount

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 **A.30.2263**
- b. Budget year impacted **2023**
- c. Details

Revenue and matching expenses to be added to the 2023 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:

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 _____

10. Remarks:

In accordance with Resolution 200-2021, The Sheriff's Office currently provides 1 School Resource Officers to the Saratoga Springs School District for the academic year September through June for which the District reimburses the County 75% of the cost of each position. The District is requesting to increase the contract from 1 to 2 School Resource Officer beginning February 2023 to provide additional coverage to their schools in accordance with the provisions of the current contract.

* Matching agenda item submitted to Public Safety Committee for approval of contract amendment.



SARATOGA COUNTY BOARD OF SUPERVISORS

RESOLUTION 200 - 2021

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

AUTHORIZING CONTRACTS WITH LOCAL SCHOOL DISTRICTS FOR THE PROVISION OF DEPUTY SHERIFFS TO SERVE AS SCHOOL RESOURCE OFFICERS

WHEREAS, pursuant to Resolutions 156-2018, 167-2018 and 187-2020, this Board authorized the execution of agreements with the following school districts for the provision of School Resource Officer services: Ballston Spa Central School District, Burnt Hills-Ballston Lake Central School District, Corinth Central School District, Galway Central School District, Mechanicville City School District, Schuylerville Central School District, South Glens Falls Central School District and Shenendehowa Central School District, and Saratoga Springs City School District for the assignment of Saratoga County Sheriff's Department Road Patrol Deputies as School Resource Officers; and

WHEREAS, the aforementioned school district agreements expired on June 30, 2021; and

WHEREAS, the Sheriff wishes to renew each agreement to provide up to twelve (12) Road Patrol Deputies to the ten (10) school districts subject to each school district agreeing to be responsible for, and to pay to the County the sum of \$74,093.75 per assigned Deputy Sheriff serving in the capacity of School Resource Officer for 2021-2022 school year to cover the school district's pro-rata share of the County's employee, transportation, equipment and patrol car costs for each assigned Deputy; and

WHEREAS, as School Resource Officers, the duties of the assigned Deputies will include, but not be limited to: maintaining a presence on the assigned school campus directed towards protecting the safety and well-being of students and school staff; reducing disorder and student crime; assisting school personnel with truancy related issues; teaching and/or making classroom presentations to students and school personnel on such issues as violence prevention, substance abuse prevention, social conflict resolution, and school safety; responding to life or safety threatening emergencies; and

WHEREAS, our Public Safety Committee and the Saratoga County Sheriff have recommended that the County enter into agreements with 1) the following school districts for the provision of a single Road Patrol Deputy to serve as School Resource Officer: Burnt Hills-Ballston Lake Central School District, Corinth Central School District, Galway Central School District, Mechanicville City School District, Saratoga Springs City School District, Schuylerville Central School District, South Glens Falls Central School District and Stillwater Central School District; and 2) the following school districts for the provision of two Road Patrol Deputies to serve as School Resource Officers: Ballston Spa Central School District and Shenendehowa Central School District; at a cost to be paid by each school district of \$74,093.75 per assigned Deputy Sheriff serving in the capacity of School Resource Officer for the 2021-2022 school year

to cover the school district's approximate pro-rata share of the County's employee, transportation, equipment and patrol car costs for each assigned Deputy; now, therefore, be it

RESOLVED, that the Chair of the Board is hereby authorized to execute an agreement with each of the following school districts for a term of ten (10) months from September 1 to June 30, commencing with the 2021-2022 school year, subject to renewal for up to two additional terms of ten (10) months each, for the provision of a single Road Patrol Deputy to serve as School Resource Officer: Burnt Hills-Ballston Lake Central School District, Corinth Central School District, Galway Central School District, Mechanicville City School District, Saratoga Springs City School District, Schuylerville Central School District, South Glens Falls Central School District and Stillwater Central School District, at a cost to be paid by each school district of \$74,093.75 per assigned Deputy Sheriff serving in the capacity of School Resource Officer for the 2021-2022 school year to cover the school district's approximate pro-rata share of the County's employee, transportation, equipment and patrol car costs for each assigned Deputy; and be it further

RESOLVED, that the Chair of the Board is hereby authorized to execute an agreement with each of the following school districts for a term of ten (10) months from September 1 to June 30, commencing with the 2021-2022 school year, subject to renewal for up to two additional terms of ten (10) months each, for the provision of two Road Patrol Deputies to serve as School Resource Officers: Ballston Spa Central School District and Shenendehowa Central School District, at a cost to be paid by each school district of at a cost to be paid by each school district of \$74,093.75 per assigned Deputy Sheriff serving in the capacity of School Resource Officer for the 2021-2022 school year to cover the school district's pro-rata share of the County's employee, transportation, equipment and patrol car costs for each assigned Deputy; and, be it further

RESOLVED, that each of the foregoing agreements with said school districts shall provide that upon the request of the school district and the approval of the Saratoga County Sheriff, Saratoga County Sheriff's Department Road Patrol Deputies shall be authorized to provide overtime security services at school activities and events outside of normal school hours at an additional cost to the school district of \$50.00 per hour for a minimum of two (2) hours per school activity/event; and, be it further

RESOLVED, that contract costs for any renewal period for the 2022-2023 or 2023-2024 school years shall be the school district's approximate pro-rata share of the County's employee, transportation, equipment and patrol car costs for each assigned Deputy, as calculated by the Saratoga County Sheriff by no later than June 1 prior to the commencement of that school year; and be it further

RESOLVED, that the form and content of such agreements shall be subject to the approval of the County Attorney and the Saratoga County Sheriff.

BUDGET IMPACT STATEMENT: No budget impact.



8/16/22

SARATOGA COUNTY BOARD OF SUPERVISORS

RESOLUTION 259 - 2022

Introduced by Public Safety: Supervisors Lant, Barrett, Hammond, Lawler, Ostrander, K. Veitch and Wright

AUTHORIZING AMENDED AGREEMENTS FOR THE PROVISION OF SCHOOL RESOURCE OFFICERS TO LOCAL SCHOOL DISTRICTS, AND AMENDING THE 2022 COUNTY BUDGET IN RELATION THERETO

WHEREAS, pursuant to Resolutions 156-2018, 167-2018, 187-2020 and 200-2021, this Board authorized the execution of agreements with the following school districts for the provision of School Resource Officer services: Ballston Spa Central School District, Burnt Hills-Ballston Lake Central School District, Corinth Central School District, Galway Central School District, Mechanicville City School District, Schuylerville Central School District, South Glens Falls Central School District, Stillwater Central School District, Shenendehowa Central School District, and Saratoga Springs City School District for the assignment of Saratoga County Sheriff's Department Road Patrol Deputies as School Resource Officers; and

WHEREAS, pursuant to resolution 200-2021, the Sheriff's Office agreements with the districts were to provide School Resource Officers for the academic year, September through June; and

WHEREAS, at the request of the districts it has been proposed that each of the 2022-2023 School Resource Officer agreements be amended to twelve (12) months to enable the Sheriff to provide the School Resource Officers during the summer months; and

WHEREAS, the Sheriff wishes to renew each agreement to provide up to thirteen (13) Road Patrol Deputies to the ten (10) school districts subject to each school district agreeing to be responsible for, and to pay to the County the sum of \$75,419.87 per assigned Deputy Sheriff serving in the capacity of School Resource Officer for the 2022-2023 school year to cover the school district's pro-rata share of the County's employee, transportation, equipment and patrol car costs for each assigned Deputy; and

WHEREAS, as School Resource Officers, the duties of the assigned Deputies will include, but not be limited to: maintaining a presence on the assigned school campus directed towards protecting the safety and well-being of students and school staff; reducing disorder and student crime; assisting school personnel with truancy related issues; teaching and/or making classroom presentations to students and school personnel on such issues as violence prevention, substance abuse prevention, social conflict resolution, and school safety; responding to life or safety threatening emergencies; and

WHEREAS, our Public Safety Committee and the Sheriff have recommended the acceptance of the proposal to amend the agreements with each of the following school districts for a term of twelve (12) months from September 1 to August 31, commencing with the 2022-2023 school year, subject to renewal for up to two additional terms of twelve (12) months each, for the provision of Road Patrol Deputy Sheriffs to serve as School Resource Officers: Ballston Spa Central School District, Burnt Hills-Ballston Lake Central School District, Corinth Central School District, Galway Central School District, Mechanicville City School District, Saratoga Springs City School District, Schuylerville Central School District, Shenendehowa Central School District, South Glens Falls Central School District and Stillwater Central School District, at a cost to be paid by each school district of \$75,419.87 per assigned Deputy Sheriff serving in the capacity of School Resource Officer for the 2022-2023 school year to cover the school district's approximate pro-rata share of the County's employee, transportation, equipment and patrol car costs for each assigned Deputy; now, therefore, be it

RESOLVED, that the Chair of the Board and the Sheriff are hereby authorized to execute an amended agreement with each of the following school districts for a term of twelve (12) months from September 1st to August 31st, commencing with the 2022-2023 school year, subject to renewal for up to two additional terms of twelve (12) months each, for the provision of Road Patrol Deputy Sheriffs to serve as School Resource Officer: Ballston Spa Central School District, Burnt Hills-Ballston Lake Central School District, Corinth Central School District, Galway Central School District, Mechanicville City School District, Saratoga Springs City School District, Schuylerville Central School District, Shenendehowa Central School District, South Glens Falls Central School District and Stillwater Central School District, at a cost to be paid by each school district of \$75,419.87 per assigned Deputy Sheriff serving in the capacity of School Resource Officer for the 2022-2023 school year to cover the school district's approximate pro-rata share of the County's employee, transportation, equipment and patrol car costs for each assigned Deputy; and be it further

RESOLVED, that each of the foregoing agreements with said school districts shall provide that upon the request of the school district and the approval of the Saratoga County Sheriff, Saratoga County Sheriff's Department Road Patrol Deputies shall be authorized to provide overtime security services at school activities and events outside of normal school hours at an additional cost to the school district of \$50.00 per hour for a minimum of two (2) hours per school activity/event; and, be it further

RESOLVED, that contract costs for any renewal period for the 2023-2024 or 2024-2025 school years shall be the school district's approximate pro-rata share of the County's employee, transportation, equipment and patrol car costs for each assigned Deputy, as calculated by the Saratoga County Sheriff by no later than June 1 prior to the commencement of that school year; and be it further

RESOLVED, that the form and content of such agreements shall be subject to the approval of the County Attorney, and it is further

RESOLVED, that the 2022 Saratoga County Budget is amended as follows:

UNDER SHERIFF'S OFFICE:

Increase Appropriations:

Acct.: #A.30.000-6810 - Overtime \$68,800

Increase Revenues:

Acct.: #A.30.2263 - SRO Reimbursements \$68,800

; and it is further

RESOLVED, that this Resolution shall take effect immediately.

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

August 16, 2022 Regular Meeting

Motion to Adopt: Supervisor(s): Butler

Second: Supervisors(s): Gaston

AYES (211783): Eric Connolly (11831), Joseph Grasso (4328), Philip C. Barrett (19014.5), Jonathon Schopf (19014.5), Eric Butler (6500), Diana Edwards (819), Michael Smith (3525), Kevin Veitch (8004), Arthur M. Wright (1976), Kevin Tollisen (25662), Mark Hammond (17130), Scott Ostrander (18800), Theodore Kusnierz (16202), Willard H. Peck (5242), Sandra Winney (2075), Thomas N. Wood, III (5808), Tara N. Gaston (14245.5), Matthew E. Veitch (14245.5), John Lant (17361).

NOES (0):

ABSENT (23726): Jean Raymond (1333), Thomas Richardson (5163), Edward D. Kinowski (9022), John Lawler (8208).



8/16/21

SARATOGA COUNTY BOARD OF SUPERVISORS

RESOLUTION ~~258~~ - 2022

Introduced by Public Safety: Supervisors Lant, Butler, Grasso, Hammond, Raymond, Tollison, Veitch

AUTHORIZING AN AMENDED AGREEMENT WITH SARATOGA SPRINGS SCHOOL DISTRICT FOR THE PROVISION OF AN ADDITIONAL SCHOOL RESOURCE OFFICER, AND AMENDING THE 2023 COUNTY BUDGET IN RELATION THERETO

WHEREAS, pursuant to Resolution 200-2021 as amended by Resolution 259-2023, this Board authorized the execution of agreements with Saratoga Springs Central School District for the provision of one (1) Road Patrol Sheriff Deputy to serve as School Resource Officers; and

WHEREAS, Saratoga Springs Central School District has submitted a proposal to the Sheriff to amend the 2022-2023 agreement to provide one (1) additional Road Patrol Deputy to serve as a School Resource Officer, for a total of two (2) School Resource Officers to be assigned to Saratoga Springs Central School District, at an additional cost to be paid by the district of \$39,790.88 for the remainder of the 2022-2023 school year to cover the school district's approximate pro-rata share of the County's employee, transportation, equipment and patrol car costs for each assigned Deputy; and

WHEREAS, our Public Safety Committee and the Sheriff have recommended that the proposal of Saratoga Springs Central School District to amend the 2022-2023 agreement to add an additional School Resource Officer, be accepted; now, therefore, be it

RESOLVED, that the Chair of the Board and the Sheriff are hereby authorized to execute an amendment to the 2022-2023 agreement with the Saratoga Springs School District, to be effective February 1, 2023, for the provision of one (1) additional Road Patrol Deputy to serve as a School Resource Officer, for a total of two (2) Road Patrol Deputies to serve as School Resource Officers at an additional cost to be paid by the district of \$39,790.88 for the remainder of the 2022-2023 school year to cover the school district's approximate pro-rata share of the County's employee, transportation, equipment and patrol car costs for each assigned Deputy; and be it 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 the 2023 Saratoga County Budget is amended as

follows: SHERIFF’S OFFICE:

Increase Revenue

Acct.: #A.30.2263 – SRO Reimbursements	\$39,790.88
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Increase Expenses

Acct.: #A.30.000.6000 – Regular Wages	\$35,605.50
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Acct.: #A.30.000.8231 - Police Supplies	\$ 4,185.38
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; and it is further

RESOLVED, that this Resolution shall take effect immediately.

BUDGET IMPACT STATEMENT: The budget will be amended to accept these funds.

~~August 16, 2022 Regular Meeting~~

~~Motion to Adopt: Supervisor(s): Butler~~

~~Second: Supervisors(s): Gaston~~

~~AYES (211783): Eric Connolly (11831), Joseph Grasso (4328), Philip C. Barrett (19014.5),
Jonathon Schopf (19014.5), Eric Butler (6500), Diana Edwards (819), Michael Smith (3525),
Kevin Veitch (8004), Arthur M. Wright (1976), Kevin Tollisen (25662), Mark Hammond
(17130), Scott Ostrander (18800), Theodore Kusnierz (16202), Willard H. Peek (5242), Sandra
Winney (2075), Thomas N. Wood, III (5808), Tara N. Gaston (14245.5), Matthew E. Veitch
(14245.5), John Lant (17361).~~

~~NOES (0):~~

~~ABSENT (23726): Jean Raymond (1333), Thomas Richardson (5163), Edward D. Kinowski
(9022), John Lawler (8208).~~



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: Sheriff's Office

DATE: 01/26/23

COMMITTEE: Human Resources & Insurance

RE: Amend contract for police services with the Town of Ballston

1. Is a Resolution Required:

No, Discussion Only

2. Proposed Resolution Title:

Authorize an amendment to a contract for specialized police services with the Town of Ballston, as previously approved by Resolution 229-2022, reducing the contract to one Deputy Sheriff and

3. Specific Details on what the resolution will authorize:

Authorize an amendment to a contract for specialized police services with the Town of Ballston, as previously approved by Resolution 229-2022, reducing the contract to one Deputy Sheriff and adjusting the 2023 budget and compensation schedule. Form and content of the contract amendment to be approved by the Sheriff 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:

Other

- a. G/L line impacted A.30.2262, A.30.000.6000
- b. Budget year impacted 2023
- c. Details
Accounts to be reduced for 2023

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 _____

10. Remarks:

This contract is being reduced to one Deputy Sheriff effective 02/01/2023 at the request of the Town of Ballston Supervisor.

* Duplicate agenda item filed with HR Committee for discussion purpose.



7/19/22

SARATOGA COUNTY BOARD OF SUPERVISORS

RESOLUTION 229 - 2022

Introduced by Public Safety: Supervisors Lant, Barrett, Hammond, Lawler, Ostrander, K. Veitch and Wright

AUTHORIZING A CONTRACT FOR POLICE SERVICES WITH THE TOWN OF BALLSTON, AMENDING THE 2022 COMPENSATION SCHEDULE UNDER THE SHERIFF'S DEPARTMENT, AND AMENDING THE 2022 COUNTY BUDGET IN RELATION THERETO

WHEREAS, the Town of Ballston wishes to enter into an agreement for Specialized Law Enforcement services with the County to be provided by the Sheriff's Department; and

WHEREAS, the proposed contract includes reimbursement by the Town for all County expenses including salaries, benefits, training, all transportation expenses and patrol cars; and

WHEREAS, our Public Safety Committee, the Director of Human Resources, and the Sheriff have recommended that: i) the County enter into an agreement with the Town of Ballston for Specialized Law Enforcement services for a term of one year commencing July 20, 2022; and ii) the 2022 Saratoga County Compensation Schedule be amended under the Sheriff's Department to create two (2) new position of PBA Contract Deputy Sheriff at a base salary of \$56,360; now, therefore, be it

RESOLVED, that the Chair of the Board is authorized to execute the following contract with the Town of Ballston for the indicated law enforcement services from July 20, 2022 through July 19, 2023, at a cost of \$201,057.00:

<u>CONTRACT WITH</u>	<u>TIME OF SERVICES</u>	<u># OF PATROLS</u>	<u>SERVICES</u>	<u>AMOUNT</u>
Ballston	Mon-Fri 7:00AM-3:00PM	1	entire town	
	Mon-Fri 3:00PM-11:00PM	1	of Ballston	\$201,057.00

; and it is further

RESOLVED, that the Sheriff's Office shall provide such law enforcement services to the Town of Ballston for added patrols or special detail assignments as shall be determined by the Sheriff, the cost of which services shall be included within the stated contract amount; and it is further

RESOLVED, that the Sheriff shall have the right to modify the foregoing schedule based upon the changing needs of law enforcement in the Town; and it is further

RESOLVED, that the form and content of such agreement shall be subject to the approval of the County Attorney and the Sheriff; and; be it further

RESOLVED, that the 2022 Saratoga County Compensation Schedule is amended effective July 20, 2022 as follows:

UNDER SHERIFF'S DEPARTMENT

Create one (2) PBA Contract Deputy Sheriffs, base salary, \$56,360

; and it is further

RESOLVED, that the 2022 Budget is amended as follows:

SHERIFF'S DEPARTMENT

Increase Appropriations:

Increase Acct.: #A.30.000-6000	Regular Wages	\$ 50,949.44
Increase Acct.: #A.30.000-6960	Health Insurance	\$ 30,569.66
Increase Acct.: #A.30.000-7041	Cars & Light Trucks	\$ 3,441.75
Increase Acct.: #A.30.000-8518	Uniform Expenses	\$ 1,773.65
Increase Acct.: #A.30.000-8231	Police Supplies	<u>\$ 4,143.26</u>
		<u>\$ 90,877.76</u>

Increase Revenue:

Increase Acct.: #A.30-2262	Reimb For Sheriff Services	<u>\$ 90,877.76</u>
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BUDGET IMPACT STATEMENT: The budget will be amended to accept these funds and authorize the related expenses.

July 19, 2022 Regular Meeting

Motion to Adopt by Supervisor Schopf, Seconded by Supervisor Butler

AYES (210426): Eric Connolly (11831), Philip C. Barrett (19014.5), Jonathon Schopf (19014.5), Eric Butler (6500), Diana Edwards (819), Jean Raymond (1333), Kevin Veitch (8004), Arthur M. Wright (1976), Kevin Tollisen (25662), Mark Hammond (17130), Thomas Richardson (5163), Scott Ostrander (18800), Theodore Kusnierz (16202), Willard H. Peck (5242), Sandra Winney (2075), Thomas N. Wood, III (5808), Tara N. Gaston (14245.5), Matthew E. Veitch (14245.5), John Lant (17361).

NOES (0):

ABSENT (25083): Joseph Grasso (4328), Michael Smith (3525), Edward D. Kinowski (9022), John Lawler (8208)



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: Public Health Services

DATE: 2/2/23

COMMITTEE: Human Resources & Insurance

RE: Proposed Changes to Department of Health Compensation Schedule

1. Is a Resolution Required:

Yes, Other

2. Proposed Resolution Title:

Health Department Reclassifications

3. Specific Details on what the resolution will authorize:

RECLASSIFY one (1) FTE Early Intervention Program Manager (2023 Budgeted Salary: \$71,322) to one (1) FTE Supervising Public Health Nurse (2023 Salary: \$69,095);

RECLASSIFY one (1) FTE Public Health Planner (2023 Budgeted Salary: \$68,400) AND one (1) Senior Public Health Educator, to two (2) FTE Public Health Representatives (2023 Salary: \$60,750/each: TOTAL: \$121,500)

Final Comp Schedule Modifications under Department of Health:

-Remove: Early Intervention Care Manager

-Add: (1) Supervising Public Health Nurse

-Remove: Public Health Planner AND (1) Senior Public Health Educator:

-Add: (2) Public Health Representatives

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
A.40-3401	Article 6-State Aid	(4,330.00)
A.40-3401	Article 6-State Aid	(461.00)
A-0599.B	Fund Balance	(8,159.00)

Expense

Account Number	Account Name	Amount
A.40.407-6000	Regular Wages	(2,257.00)
A.40.414-6000	Regular Wages	(9,772.00)
A.40-407-6930	Social Security	(173.00)
A.40-414-6930	Social Security	(748.00)

Source of Revenue

Fund Balance	State Aid	Federal Aid	Other

5. Identify Budget Impact:

Other

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

The budget will be amended to decrease expenses and associated revenues and increase fund balance by \$8,159.00.

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 3/1/23

Salary and grade see above

b. Is a new employee being hired? ☒ Y ☐ N

Effective date of employment 3/1/23

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

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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 ☐

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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 2023 Saratoga County Budget and Compensation Schedule

10. Remarks:

If approved, the action will save the County \$8,159.00 and provide the Department with needed flexibility and skill sets and expand the pool of potential candidates. Department of Health salaries are reimbursed at 36% and fringe benefits at 50% by New York State Department of Health