



## Law & Finance Committee

Wednesday, August 9, 2023 4PM

40 McMaster Street, Ballston Spa, NY

**Chair:** Jonathan Schopf

**Members:** Philip Barrett (vc), Diana Edwards, Joe Grasso, John Lant, Kevin Tollisen, Matt Veitch

### Agenda

Welcome and Attendance

Approval of the minutes from July 12, 2023

#### HEALTH & HUMAN SERVICES

- Amending resolution 200-2022, authorizing amendments to Mental Health contracts to include State-funded cost of living increases, a minimum wage increase, a stipend for supported housing beds, and amending the 2023 County budget in relation thereto.  
(Michael Prezioso, Commissioner of Mental Health & Addiction Services)  
**BUDGET IMPACT:** The budget will be amended to accept these funds and authorize the related expenses.
- Authorizing an amended agreement with the Alcohol and Substance Abuse Prevention Council of Saratoga, Inc. to include State funded Cost of Living increases for the Certified Recovery Peer Advocate.  
(Michael Prezioso, Commissioner of Mental Health & Addiction Services)  
**BUDGET IMPACT:** The budget will be amended to accept these funds and authorize the related expenses.
- Authorizing the acceptance of Health Insurance Information, Counseling and Assistance Volunteer Stipend Program Funding administered through the New York State Office for the Aging, and amending the 2023 County budget in relation thereto.  
(Sandi Cross, Director of the Department of Aging & Youth Services)  
**BUDGET IMPACT:** The budget will be amended to accept these funds and authorize the related expenses.

#### PUBLIC WORKS

- Authorizing the implementation and funding in the first instance of 100% of the Federal-aid and State "Marchiselli" Program-aid eligible costs of a Transportation Federal aid project, and appropriating funds therefore, and amending the 2023 County budget in relation thereto .  
(Chad Cooke, Commissioner of Public Works)  
**BUDGET IMPACT:** The budget will be amended to accept these funds, authorize the related expenses, and decrease fund balance by \$535.

## **BUILDINGS & GROUNDS**

- Authorizing a lease renewal agreement with 2144 Doubleday Avenue, LLC for office space for the Saratoga County Veterans Services Agency.  
(Chad Cooke, Commissioner of Public Works)  
**BUDGET IMPACT:** No Budget Impact. Funds are included in the Department Budget.
- Authorizing a lease renewal agreement with Saratoga Prime Properties, LLC for office space for the Saratoga County Department of Mental Health and Addiction Services.  
(Chad Cooke, Commissioner of Public Works)  
**BUDGET IMPACT:** No Budget Impact. Funds are included in the Department Budget.

## **PUBLIC SAFETY**

- Authorizing intermunicipal agreements with the Saratoga County Sheriff's Office and participating municipalities for the purpose of sharing tactical team personnel, equipment, and resources.  
(Michael Zurlo, County Sheriff)  
**BUDGET IMPACT:** No Budget Impact.
- Authorizing a cooperative agreement with the United States Department of the Navy for the lease of night vision goggles.  
(Michael Zurlo, County Sheriff)  
**BUDGET IMPACT:** No Budget Impact. Funds are included in the Department Budget.
- Authorizing an agreement with the Town of Waterford-Halfmoon Union Free School District for the provision of a School Resource Officer .  
(Michael Zurlo, County Sheriff)  
**BUDGET IMPACT:** No Budget Impact. Funds are included in the Department Budget.
- Authorizing an agreement with St. Mary's Roman Catholic Church School for the provision of a School Resource Officer.  
(Michael Zurlo, County Sheriff)  
**BUDGET IMPACT:** No Budget Impact. Funds are included in the Department Budget.
- Authorizing an agreement with the New York State Division of Homeland Security and Emergency Services to accept a 2023 Homeland Security Program (SHSP) grant and a State Law Enforcement Terrorism Prevention Program (SLETPP) grant, and amending the 2023 County budget in relation thereto.  
(Ed Tremblay, Deputy Director Fire/Emergency Services)  
**BUDGET IMPACT:** The budget will be amended to accept these funds and authorize the related expenses.

## **HUMAN RESOURCES & INSURANCE**

- 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.
- Amending the 2023 Compensation Schedule to reclassify positions under the Animal Shelter.  
(Scot Chamberlain, Director of Human Resources)  
**BUDGET IMPACT:** No Budget Impact. Funds are included in the Department Budget.
- Amending the 2023 Compensation Schedule to reclassify positions under the Department of Health.  
(Scot Chamberlain, Director of Human Resources)  
**BUDGET IMPACT:** No Budget Impact. Funds are included in the Department Budget.

## **TRAILS & OPEN SPACE**

- Authorizing the adoption of a Community Forest Management Plan in compliance with the United States Forestry Service Community Forest grant program.  
(Jason Kemper, Director of Planning & Economic Development)  
**BUDGET IMPACT:** No Budget Impact.
- Awarding 2023 Trails grants and amending the 2023 County budget in relation thereto.  
(Jason Kemper, Director of Planning & Economic Development)  
**BUDGET IMPACT:** No Budget Impact. Funds are included in the Department Budget.
- Authorizing the necessary agreements to apply for, accept, and administer a New York State Snowmobile Grant-in-Aid Program Grant.  
(Jason Kemper, Director of Planning & Economic Development)  
**BUDGET IMPACT:** No Budget Impact. Funds are included in the Department Budget.

## **LAW & FINANCE**

- Authorizing the adoption of a pilot Apprenticeship Program.  
(Steve Bulger, County Administrator)  
**BUDGET IMPACT:** No Budget Impact.
- Authorizing an agreement with Flatley Read Inc. for the Battles of Saratoga Interpretive Plan.  
(Lauren Roberts, County Historian)  
**BUDGET IMPACT:** No Budget Impact. Funds are included in the Department Budget.

- Amending resolution 181-12, as last amended by resolution 199-2023, and establishing or revising a standard workday reporting resolution for elected and appointed County officials for retirement purposes.  
(Therese Connolly, Clerk of the Board)  
**BUDGET IMPACT:** No Budget Impact.

## **EXECUTIVE SESSION**

- Discussion regarding proposed, pending or current litigation; and Discussion regarding the medical, financial, credit or employment history of a particular person or corporation, or matters leading to the appointment, employment, promotion, demotion, discipline, suspension, dismissal or removal of a particular person or corporation.

## **OTHER BUSINESS**

- Authorizing a partial distribution of funds for projects identified by the Supervisors of Saratoga Springs.  
(Steve Bulger, County Administrator)  
**BUDGET IMPACT:** No Budget Impact.
- Authorizing a partial distribution of funds for projects identified by the Supervisors of Saratoga Springs.  
(Steve Bulger, County Administrator)  
**BUDGET IMPACT:** No Budget Impact.
- **Setting agenda for Board Meeting Scheduled For August 15, 2023**

Adjourn

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



# **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  
Audra Hedden, County Administrator's Office

**DEPARTMENT:** County Administrator

**DATE:** 8.4.2023

**COMMITTEE:** Law & Finance

1. Is a Resolution Required:

Yes, Other

2. Proposed Resolution Title:

Authorizing the Adoption of a Apprenticeship Pilot Program

3. Specific Details on what the resolution will authorize:

The Pilot program will require certain county construction projects with a contract value of more than \$3 million to have apprenticeship requirements based on the NYS Department of Labor Law Article 23. The goal of this program is to advance the County's workforce development efforts to encourage more enrollment in the building trades and the development of skilled craftsmen in the county. The \$3 million threshold is the highest of any county across the state and ensures that smaller contractors will still have ample opportunity to secure construction contracts with Saratoga County. This 2-year pilot program commences on bids after January 1, 2024 and ends on December 31, 2025.

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

County Attorney's Office  
Consulted Yes

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 **Yes**

☐ 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

Fund Balance (if applicable): (Increase = additional revenue, Decrease = additional expenses)

Amount:
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5. Identify Budget Impact (**Required**):

No Budget Impact
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- 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 the awarding of a contract: ☐ Y ☒ N

a. Type of Solicitation

b. Specification # (BID/RFP/RFQ/OTHER CONTRACT #)

c. If a sole source, appropriate documentation, including an updated letter, has been submitted and approved by Purchasing Department? ☐ Y ☐ N ☐ N/A

d. Vendor information (including contact name):

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

f. State of vendor/contractor organization:

g. Commencement date of contract term:

h. Termination of contract date:

i. Contract renewal date and term:

k. Is this a renewal agreement: ☐ Y ☐ N

l. Vendor/Contractor comment/remarks:

Human Resources Consulted  
N/A

Purchasing Office Consulted  
N/A

8. Is a grant being accepted: ☐ YES or ☒ NO

County Administrator's Office  
Consulted Yes

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

☐ Information summary memo

☐ Copy of proposal or estimate

☐ Copy of grant award notification and information

☐ Other \_\_\_\_\_

10. Remarks:





# **SARATOGA COUNTY**

## **AGENDA ITEM REQUEST FORM**

**TO:** Steve Bulger, County Administrator  
Ridge Harris, Deputy County Administrator  
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  
Audra Hedden, County Administrator's Office

**DEPARTMENT:** County Administrator

**DATE:** 07/31/2023

**COMMITTEE:** Law & Finance



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

1. Is a Resolution Required:

Yes, Contract Approval

2. Proposed Resolution Title:

Approving a contract with Flatley Read, Inc. for the Battles of  
Saratoga Interpretive Plan.

3. Specific Details on what the resolution will authorize:

Authorize a contract with Flatley Read Inc. for \$30,000 to  
perform work on the Master Interpretation plan for the 250th  
Anniversary of the Battles of Saratoga as part of the American  
Battlefield Protection Program Grant awarded to Saratoga  
County in 2022. 50% of this cost is covered by said grant.

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

Fund Balance (if applicable): (Increase = additional revenue, Decrease = additional expenses)

Amount:
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5. Identify Budget Impact (**Required**):

No Budget Impact. Funds are included in the Department Budget



- a. G/L line impacted A-14-114-7112
- 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 the awarding of a contract: ☒ Y ☐ N

a. Type of Solicitation RFP

b. Specification # (BID/RFP/RFQ/OTHER CONTRACT #)

23-RFP-ABPP-2

c. If a sole source, appropriate documentation, including an updated letter, has been submitted and approved by Purchasing Department? ☐ Y ☐ N ☒ N/A

d. Vendor information (including contact name):

Flatley Read, Inc.

PO Box 104

Schuylerville, NY 12871

Contact: Drew Alberti info@flatleyread.com 518-577-5681

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

f. State of vendor/contractor organization: New York

g. Commencement date of contract term: ASAP

h. Termination of contract date: On or before June 1 2024

i. Contract renewal date and term:

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

☒ Information summary memo

☒ Copy of proposal or estimate

☐ Copy of grant award notification and information

☐ Other \_\_\_\_\_

10. Remarks:

Please see the attached summary memo for more information.

## Summary Memo – ABPP Grant and subsequent contract

In 2022, the county was awarded a \$20,000 matching grant through the American Battlefield Protection Program (administered by the National Park Service) to create a master interpretation plan for the 250<sup>th</sup> anniversary of the Battles of Saratoga, known as the Turning Point of the American Revolution. The grant was accepted by the Saratoga County Board of Supervisors in December by resolution #383-2022.

This grant focuses on three main areas:

1. Looking at existing scholarship, recommend 8-10 lesser-known stories about the Saratoga Campaign which we will focus on telling as part of the commemorations.
2. Complete an historic marker and monument inventory and condition report for the area surrounding the Saratoga Battlefield and including the Siege Battlefield (as designated by Congress).
3. Identify ways in which new technology can help tell these stories by attracting a broader audience and ensuring that our existing historic sites are not overwhelmed.

The respondent, Flatley Read, responded to parts 1 and 2 of the RFP and we would like to enter into a contract with this company due to their experience working on past ABPP grants in this area. The contract for parts 1 and 2 of the RFP total \$30,000, of which half will be paid for through the ABPP grant. We do not currently have a respondent for part 3 of the RFP.

copy

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FLATLEY READ



## Battles of Saratoga Interpretive Plan Proposal

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Prepared for:  
Saratoga County, NY

FLATLEY READ, PO BOX 104, SCHUYLERVILLE, NY 12871  
518-577-5681 [info@flatleyread.com](mailto:info@flatleyread.com) [www.FlatleyRead.com](http://www.FlatleyRead.com)

## **1. Project Overview**

The Battles of Saratoga was one of the most pivotal events in world history. The story of this unlikely American Victory is broad. The advance, engagement, and retreat took place over many miles and a period of more than a month. It also involves tens of thousands of men, women, children, soldiers, tradesmen, and camp followers of diverse cultural backgrounds and perspectives. The National Park Service tells much of the story of the Battle of Freeman's Farm and Bemis Heights through the interpretation at the multiple units of Saratoga National Historical Park, but much of the story of the third battle, the Saratoga Siege Battlefield, remains largely untold and many of the sites unpreserved.

Flatley Read intends to develop a Master Interpretive Plan that provides guidance and resources that will direct efforts to tell the story of the Saratoga Siege Battlefield, as well as contributing narratives from around Saratoga County, for years to come. However, it is not our intent to retell the story in our own words, but to develop community conversations with diverse groups and community leadership and to capture those conversations in a manner that will inform how the stories will be told in the landscape. Our approach to this project will be as follows:

1. Conduct a comprehensive review of existing assets.
2. Host multiple community conversations and conduct interviews with subject matter experts.
3. Develop a plan for how the narratives are going to be delivered in the landscape, and 8-10 stories to be told utilizing the technology developed by a consultant identified by Saratoga County.

Flatley Read and our staff are appreciative of the opportunity to bid on this project.

## **2. Statement of Qualifications**

Flatley Read has been at the forefront of some of the largest and most exciting developments in Saratoga County heritage tourism for over a decade. As administrators and project managers for the Historic Hudson Hoosic Rivers Partnership, Flatley Read has administered every dollar invested in the Champlain Canal Gateway Visitors Center and played a critical role in the construction of the Saratoga Surrender Site. Flatley Read has also administered two American Battlefield Preservation Program grants including the Town of Greenwich's *Northeast Section of the Saratoga Siege Battlefield Cultural Resource Inventory* (GA-2255-15-023) and Hudson Crossing Park's *Battlefield Resource Survey – Saratoga Siegfied* (P18AP00520).

The project team will be led by Drew Alberti of Flatley Read, Inc. Drew holds an MA in Public History from the University at Albany and served as the Program Administrator for Lakes to Locks Passage, Inc. for 10 years. He has extensive experience in the areas of interpretive design, 21<sup>st</sup> century interpretive devices, and sustainable tourism principles. Drew did extensive work interpreting the story of the 1777 campaigns working for Lakes to Locks, including the *Waterways of War: Turning Point of the American Revolution* kiosks, guidebook and mobile audio tour, the shorter *Road to the Battle of Bennington* mobile tour, and the *Toolkit for Battlefield Stewardship*. He brings this project an unparalleled familiarity with the content, the landscape, and all the stakeholders. He will lead a project team that includes Jeromy McFarren.

Jeromy holds a master's degree with a dual focus in Community Cultural Development and Public History and has over ten years of project management experience. He worked at the Folklife Center at

**FLATLEY READ, PO BOX 104, SCHUYLERVILLE, NY 12871**  
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Crandall Public Library under the direction of Todd DeGarmo where he collaborated with local handmakers to produce a series of documentary videos for the Folklife Center collection, one of which won a Peoples' Pixel Project Award; put together the Celebrating Women's Creative Hands and Spirits exhibition to commemorate the incorporation of a photo collection gift by artist Betty LaDuke combined with the art and craft of area women; created programming to accompany the exhibition, including memory quilt making with the children's department and a series of film screenings by women artists around the world; and photographed objects in the collection for the Folklife Center's digital archives. Jeromy has a great ability to assess a community's assets and meet with community stakeholders to develop a vision for what a community could be and how those assets can be used to make it happen.

### **3. Scope of Work**

The following scope of work was developed using the goals as well as the roles and responsibilities represented in the Request for Proposals. The deliverables and approach contained within this proposal is intended to provide a general framework for the types of work that will be undertaken on behalf of the client. If awarded, a more comprehensive project design will be developed with the aid of Saratoga County to create a more refined approach that more accurately represents the expected outcomes of the client.

It is Flatley Read's understanding that Saratoga County is working to secure the services of a technology vendor who can respond to Section C of the Request for Proposals. What follows is our response to sections A and B. It is our expectation that we will work closely with the technology provider and a designated representative from Saratoga County to meet this objective. However, if Saratoga County is unable to secure a technology provider as intended, Flatley Read would appreciate the opportunity to work with the County to develop alternative approaches for fulfilling the objectives stated.

Please find below a detailing of tasks and approaches:

Task 1: Review and compile the body of scholarship and planning documents.

- Compile all existing cultural resource surveys, archeological reports, site development and management plans, and other documents as needed.
- This will include an in-depth review of NY State Historic Preservation Office Cultural Resource Inventory System (CRIS) and the NPS Integrated Resource Management Application (IRMA).
- Documents identified in Cultural Resource Survey works cited will be compiled in a spreadsheet and cross-referenced with CRIS and IRMA information.
- All publicly accessible documents will be archived in a digital format and presented on a flash drive.

Task 2: Plan public workshops, including municipal historians, subject matter experts, and individuals of diverse cultural/historical perspectives, to collect narratives and catalog destinations related to the American Revolution.

- Deliverables will include no less than three public workshops.
- A list of subject matter experts and individuals of diverse cultural/historical perspectives will be compiled between the consultant, stakeholders, and the county historian.

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**518-577-5681 [info@flatleyread.com](mailto:info@flatleyread.com) [www.FlatleyRead.com](http://www.FlatleyRead.com)**



- Stakeholder outreach and marketing will be assisted by Saratoga County.
- One-on-one interviews will also be conducted with subject matter experts in the development of individual narratives.

Task 3: Inventory existing public access sites, site interpretation, and their content.

- Develop a comprehensive database of public access sites related to the American Revolution with documentation of site interpretation available or proposed.
  - Update 2012 Saratoga County blue and gold historical marker database to include:
    - Missing, moved, or removed signs.
    - New signs
    - Survey of conditions of signage
  - Extend inventory to include kiosks, waysides, and other installations, both existing and proposed.

Task 4: Develop a written narrative with site-specific information and provide recommendations for potential interpretive treatments.

- Document public spaces and areas for public investment for the creation of site interpretation. *→ Google map*
- Provide a comprehensive overview of what stories can be told, as well as where and how.
- Create sample text for recommended interpretive mediums.
- Identify artwork and image usage rights for inclusion in interpretive mediums.

Task 5: Prepare content for interpretive media to prepare projects for implementation,

- Identify 8-10 stories to be told utilizing the technology developed by a consultant identified by Saratoga County. Emphasis will be on selecting and developing a narrative for stories that include traditionally underrepresented groups including women, Native Americans, and enslaved peoples. These narratives will be identified during the public workshops and delivered in coordination with subject matter experts to ensure the “voice” of the underrepresented group is undiluted.

Task 6: Compile information into a formal report for committee review and approval.

#### **4. Fee for Service**

The proposed fee for service is: **\$30,000.00.**

This fee is inclusive of all travel, meeting materials, printings, and other supplies needed for completing the scope of work.

Invoices will be submitted at project milestones established between the client and the consultant.

Payments of invoices are due in 90 days. A 1.5% monthly interest rate will be applied in 30 day increments thereafter, unless otherwise agreed to in writing.

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**518-577-5681 [info@flatleyread.com](mailto:info@flatleyread.com) [www.FlatleyRead.com](http://www.FlatleyRead.com)**

## INDEMNITY AND INSURANCE AGREEMENT

IT IS HEREBY AGREED by Flatley Road, Inc., the PROFESSIONAL, as follows:

### INSURANCE PROFESSIONAL'S LIABILITY INSURANCE

The Professional shall purchase and maintain such insurance as will protect him from claims as set forth below, which may arise out of or result from the Professional's operations under the Contract, whether such operations be by himself or any subcontractor or by anyone employed by any of them or anyone for whose acts the Professional may be liable:

1. claims under workmen's compensation, disability benefit and other similar employee benefit acts;
2. claims for damages because of bodily injury, occupational sickness or disease, or death of his employees;
3. claims for damages because of bodily injury, sickness or disease, or death of any person other than his employees;
4. claims for damages insured by usual personal injury liability coverage which are sustained (1) by any person as a result of an offense directly or indirectly related to the employment of such person by the Professional, or (2) by any other person; and
5. claims for damages because of injury to or destruction of tangible property, including loss of use resulting therefrom.

Certificates of Insurance acceptable to the County shall be filed with the County prior to commencement of the work. The County must be named and included as an additional insured under the Professional's general liability insurance. Proof that the County has been named as an additional insured on the Contractor's general liability insurance must be provided in the form of an additional insured rider to said policy, or by other proof acceptable to the Saratoga County Attorney

The Professional's Comprehensive General Liability Insurance and Automobile Insurance shall be in an amount not less than One Million Dollars (\$1,000,000) for injuries, including accidental death, to any one person and subject to the same limit for each person, and in an amount not less than One Million Dollars (\$1,000,000) on account of one occurrence. The Professional's Property Damage Liability Insurance shall be in an amount not less than One Million Dollars (\$1,000,000). The Professional shall require his subcontractor's to procure and to maintain during the life of his subcontract Comprehensive General Liability, Automobile Liability, and Property Damage Liability Insurance of the type and in the same amounts as specified hereinabove. The Professional's and his subcontractors' Liability Insurance shall include adequate protection against the following special hazards:

Bodily Injury and Property Damage – completed job operation and/or products liability at before mentioned limits with \$1,000,000 for bodily injury and \$1,000,000 aggregate for operations, protection, contractual and products and/or completed job operations. Property Damage shall be on the broad form and shall include coverage for explosion, collapse and underground damages.

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

### Attorney's Approval

All documents submitted shall be subject to the approval of the Saratoga County Attorney as to form and content.

### HOLD HARMLESS

The Professional shall, to the fullest extent permitted by law, 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, to the extent caused in whole or in part, directly or indirectly, by the negligent acts or omissions of the Professional, any person employed by the Professional, or anyone for whom the Professional is liable, 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.

IN WITNESS WHEREOF, the PROFESSIONAL has set its hand this June 27, 2023.

SIGNATURE Andrew Alberti  
NAME & TITLE Andrew Alberti, Vice President

**CERTIFICATION OF COMPLIANCE WITH IRAN DIVESTMENT ACT**

Pursuant to General Municipal Law §103-g, which generally prohibits the County of Saratoga from entering into contracts with persons engaged in investment activities in the energy sector of Iran, the bidder/proposer submits the following certification:

*[Please Check One]*

**BIDDER'S CERTIFICATION**

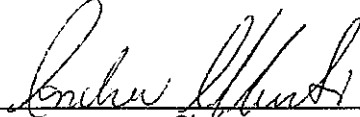
- ☒ By submission of this bid or proposal, each bidder/proposer and each person signing on behalf of any bidder/proposer certifies, and in the case of a joint bid each party thereto certifies as to its own organization, under penalty of perjury, that to the best of its knowledge and belief, that each bidder/proposer is not on the list created pursuant to paragraph (b) of subdivision 3 of Section 165-a of the State Finance Law.
- ☐ I am unable to certify that my name and the name of the bidder/proposer does not appear on the list created pursuant to paragraph (b) of subdivision 3 of Section 165-a of the State Finance Law. I have attached a signed statement setting forth in detail why I cannot so certify.

Dated: June 27<sup>th</sup>, 2023


STATE OF                    ) New York  
                                  ) ss.:  
COUNTY OF             ) Saratoga

The undersigned, being duly sworn, says (a) I am duly authorized to execute this Certification and (b) I hereby certify, under penalty of perjury, that the forgoing Certification is in all respects true and accurate.

NOTARY PUBLIC  
State of New York  
Qualified in Saratoga County  
Michelle DeGarmo  
01 DE 6112023  
My Commission Expires June 28, 2024

  
Signature  
Andrew Alberti  
Printed Name  
Vice President  
Title

Subscribed and sworn to before me this 27<sup>th</sup>  
day of June, 2023

  
Notary Public

**CERTIFICATION OF COMPLIANCE FOR THE  
PREVENTION OF SEXUAL HARASSMENT**

Pursuant to State Finance Law §139-l of the State of New York, effective January 1, 2019, where competitive bidding is required for certain public contracts, every bid must contain the following statement affirming that the bidder has implemented a written policy addressing sexual harassment prevention and that the bidder provides annual sexual harassment prevention training, which statement must be signed by the bidder and affirmed by such bidder under the penalty of perjury:

*[Please Check One]*

**BIDDER'S CERTIFICATION**

☒ By submission of this bid, each bidder and each person signing on behalf of any bidder certifies, and in the case of a joint bid each party thereto certifies as to its own organization, under penalty of perjury, that the bidder has and has implemented a written policy addressing sexual harassment prevention in the workplace and provides annual sexual harassment prevention training to all of its employees. Such policy shall, at a minimum, meet the requirements of section two hundred one-g of the labor law.

☐ I am unable to certify that I, or my employer, have implemented a written policy addressing sexual harassment prevention in the workplace. The reason(s) why neither I nor my employer can make such certification is/are: \_\_\_\_\_

Dated: June 27<sup>th</sup>, 2023

STATE OF New York  
COUNTY OF ss: Saratoga

The undersigned, being duly sworn, says: (a) I am duly authorized to execute this Certification and (b) I hereby certify, under penalty of perjury, that the forgoing Certification is in all respects true and accurate.

NOTARY PUBLIC  
State of New York  
Qualified in Saratoga County  
Michelle DeGarmo  
010866112023  
My Commission Expires June 28, 2024

Andrew Alberti  
Signature  
Andrew Alberti  
Printed Name  
Vice President  
Title

Subscribed and sworn to before me this 27<sup>th</sup>  
day of June, 2023

[Signature]  
Notary Public

**VENDOR INFORMATION**  
**FOR THE COUNTY OF SARATOGA**

Please complete the following information which is necessary in order for Saratoga County to track vendor applicant information and the County's purchasing process.

Business Name Flatley Road, Inc.

Address 12 Spring St, Ste 102, Schuylerville NY 12871

Business Type (Sole Proprietorship, Corporation, LLC, etc.) Corporation

Is your business a Disadvantaged Business Enterprise (DBE)? Yes ☒ No

Is your business a Minority and Women-Owned Business Enterprise (MWBE)? ☒ Yes No

Does your business have a small business status? ☒ Yes No

Any other business status, please provide information: \_\_\_\_\_

Provide the name of the Certifying Entity (ties): NYS Empire State Development

Have you conducted business with the County before? Yes ☒ No

If the answer to the above question is NO, please provide your Federal ID Number and attach a copy of your W-9

Form. FEIN #: 46-4695983

How did you discover this Bid opportunity? BidNet

Do you use the Empire State Municipal Purchasing Group Website (BidNet)? ☒ Yes No

If Yes, do you find it useful (explain) or if No, why? NO - full access is expensive and is a barrier to small businesses. NYS Contract Reporter is free to both the County and MWBEs.

Completing the above information does not change your chances of being awarded a contract. The information collected will NOT be sold and will not be used to contact you.

Thank you.



# **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  
Audra Hedden, County Administrator's Office

**DEPARTMENT:** Clerk of the Board of Supervisors

**DATE:** 08/03/2023

**COMMITTEE:** Law & Finance



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

1. Is a Resolution Required:

Yes, Other

2. Proposed Resolution Title:

ESTABLISHING OR REVISING A STANDARD WORK DAY  
REPORTING RESOLUTION FOR ELECTED  
AND APPOINTED COUNTY OFFICIALS FOR RETIREMENT  
PURPOSES

3. Specific Details on what the resolution will authorize:

Providing a new record of activities for Supervisor Matthew  
Veitch. Last ROA was submitted in December 2015.  
ROA's are only valid for 8 years

County Attorney's Office  
Consulted Yes

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 **Yes**

☐ 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

Fund Balance (if applicable): (Increase = additional revenue, Decrease = additional expenses)

Amount:
---------

5. Identify Budget Impact (**Required**):

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 the awarding of a contract: ☐ Y ☒ N

a. Type of Solicitation

b. Specification # (BID/RFP/RFQ/OTHER CONTRACT #)

c. If a sole source, appropriate documentation, including an updated letter, has been submitted and approved by Purchasing Department? ☐ Y ☐ N ☐ N/A

d. Vendor information (including contact name):

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

f. State of vendor/contractor organization:

g. Commencement date of contract term:

h. Termination of contract date:

i. Contract renewal date and term:

k. Is this a renewal agreement: ☐ Y ☐ N

l. Vendor/Contractor comment/remarks:

Human Resources Consulted  
Yes

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
- ☐ Information summary memo
- ☐ Copy of proposal or estimate
- ☐ Copy of grant award notification and information
- ☐ Other \_\_\_\_\_

10. Remarks:

Approved Resolution will be posted on the County website for at least 30 days and then filed with the Office of the State Comptroller within 15 days after the posting period ends.



# BOARD OF SUPERVISORS

8/15/2023

## RESOLUTION XXX - 2023

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

**AMENDING RESOLUTION 181-12, AS LAST AMENDED BY RESOLUTION 199-2023,  
AND ESTABLISHING OR REVISING A STANDARD WORK DAY REPORTING  
RESOLUTION FOR ELECTED AND APPOINTED COUNTY OFFICIALS FOR  
RETIREMENT PURPOSES**

**WHEREAS**, this Board adopted Resolution 181-12, as last amended by Resolution 199-2023, establishing standard workdays for certain elected and appointed County Officials for retirement reporting purposes pursuant to regulations of the New York State and Local Employees Retirement System; and

**WHEREAS**, the regulations promulgated by the New York State and Local Employees' Retirement System require that municipalities continually update their standard workday resolutions to reflect changes in the employment status of individual employees, and accordingly Resolution 181-12 was most recently amended by Resolution 199-2023; now, therefore, be it

**RESOLVED**, that this Board of Supervisors hereby amends Resolution 199-2023, and establishes the following as standard workdays for the elected and appointed officials named hereafter, and will report the following days to the New York State and Local Employees' Retirement System based on the timekeeping system records or the records of activities maintained and submitted by these officials to this Clerk of this body:

Title	Standard Workday (Hrs./day)  Min. 6 hrs.  Max 8 hrs.	Name (First and Last)	Social Security Number  (Last 4 digits)	Registration Number	Tier 1 (Check only  if member  is in Tier 1	Current Term Begin & End  Dates  (mm/dd/yy-  mm/dd/yy)	Participates in Employer's Time Keeping System (Yes/No-If Yes, do not complete the last two columns)	Record of Activities  Result*	Not Submitted  (Check only if official did not submit their Record of Activities)
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### Elected Officials

Supervisor to Saratoga Springs	6	Matthew Veitch	XXXX			01/01/2022 - 12/31/2023	N	16.7	
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**BUDGET IMPACT STATEMENT:** No Budget Impact.

August 15, 2023 Regular Meeting

Motion to Adopt:

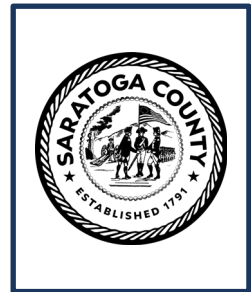
Second:

I, Therese M. Connolly, Clerk of the governing board of the County of Saratoga, of the State of New York, do hereby certify that I have compared the foregoing with the original resolution passed by such board, at a legally convened meeting held on the 15<sup>th</sup> day of August, 2023 on file as part of the minutes of such meeting, and that same is a true copy thereof and the whole of such original.

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

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

This document consist of 2 page(s) (use with form RS2417-A).





# **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  
Audra Hedden, County Administrator's Office

**DEPARTMENT:** County Administrator



**DATE:** 8.2.23

**COMMITTEE:** Law & Finance



1. Is a Resolution Required:

No, Committee Approval Only



2. Proposed Resolution Title:

Authorizing a partial distribution of funds for projects identified by the Supervisors of Saratoga Springs

3. Specific Details on what the resolution will authorize:

Distribution of \$15,000 pursuant to Res. 386-2022 to the City of Saratoga Springs for replacement and repairs to portions of sidewalk on Geyser Road/County Route 43.

In 2005 when the railroad overpass was replaced, the City requested a sidewalk be constructed in anticipation of the Geyser Road Trail construction. Since then, the sidewalk has deteriorated over time. The funds will be used to reimburse the City to transform the concrete sidewalk to an asphalt surface.

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

County Attorney's Office  
Consulted Yes



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 **No** ☐

☐ 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

Fund Balance (if applicable): (Increase = additional revenue, Decrease = additional expenses)

Amount:
---------

5. Identify Budget Impact (**Required**):

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

- a. G/L line impacted A.90.900-8492
- 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

7. Does this item require the awarding of a contract: ☐ Y ☐ N

a. Type of Solicitation

b. Specification # (BID/RFP/RFQ/OTHER CONTRACT #)

c. If a sole source, appropriate documentation, including an updated letter, has been submitted and approved by Purchasing Department? ☐ Y ☐ N ☐ N/A

d. Vendor information (including contact name):

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

f. State of vendor/contractor organization:

g. Commencement date of contract term:

h. Termination of contract date:

i. Contract renewal date and term:

k. Is this a renewal agreement: ☐ Y ☐ N

l. Vendor/Contractor comment/remarks:

Human Resources Consulted

N/A



Purchasing Office Consulted

N/A



8. Is a grant being accepted: ☐ YES or ☐ NO

County Administrator's Office  
Consulted Yes ☐

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

☐ Information summary memo

☐ Copy of proposal or estimate

☐ Copy of grant award notification and information

☐ Other \_\_\_\_\_

10. Remarks:



# **SARATOGA COUNTY**

## **AGENDA ITEM REQUEST FORM**

**TO:** Steve Bulger, County Administrator  
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Therese Connolly, Clerk of the Board  
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**CC:** John Warmt, Director of Purchasing  
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**DEPARTMENT:** County Administrator



**DATE:** 8.2.23

**COMMITTEE:** Law & Finance



1. Is a Resolution Required:

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

County Attorney's Office  
Consulted Yes





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 **No** ☐

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

Revenue

Account Number	Account Name	Amount

Expense

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Fund Balance (if applicable): (Increase = additional revenue, Decrease = additional expenses)

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Salary and grade

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Effective date of employment

Salary and grade

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g. Commencement date of contract term:

h. Termination of contract date:

i. Contract renewal date and term:

k. Is this a renewal agreement: ☐ Y ☐ N

l. Vendor/Contractor comment/remarks:

Human Resources Consulted

N/A



Purchasing Office Consulted

N/A



8. Is a grant being accepted: ☐ YES or ☐ NO

County Administrator's Office  
Consulted Yes ☐

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:

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