



Law & Finance Committee

Tuesday, September 12, 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 August 9, 2023

HEALTH & HUMAN SERVICES

- Authorizing acceptance of the Adolescent Tobacco Use Prevention Act grant from the New York State Department of Health and amending the 2023 County budget in relation thereto.
(Daniel Kuhles, Commissioner of Health)
BUDGET IMPACT: The budget will be amended to accept these funds and authorize the related expenses.
- Authorizing the acceptance of an immunization plan grant from the New York State Department of Health.
(Daniel Kuhles, Commissioner of Health)
BUDGET IMPACT: No Budget Impact. Funds are included in the Department Budget.
- Authorizing acceptance of funding from the New York State Department of Health/Health Research Incorporated on behalf of the Mechanicville Area Community Services Center to support the New York State Public Health Fellowship Program and amending the 2023 County budget in relation thereto.
(Daniel Kuhles, Commissioner of Health)
BUDGET IMPACT: The budget will be amended to accept these funds and authorize the related expenses.
- Approving the 2023 annual update to the 2018-2023 Saratoga County Child and Family Services Plan and authorizing necessary subcontracts to implement the plan.
(Patrick Maxwell, Commissioner of Social Services)
BUDGET IMPACT: No Budget Impact.

- Authorizing a renewal agreement with Berkshire Farm Center and Services for Youth, Inc. for the operation of the Enhanced Stepping Stones Program.
(Patrick Maxwell, Commissioner of Social Services)
BUDGET IMPACT: No Budget Impact. Funds are included in the Department Budget.
- Authorizing the acceptance of additional 2023 funding from 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, authorize the related expenses, and increase fund balance by \$314,175.

PUBLIC WORKS

- Authorizing an amended agreement with Consolidated Waste Services, LLC. D/B/A Twin Bridges Waste & Recycling for consent to the assignment and payment to Casella Waste Management of NY, Inc. for refuse pick-up services.
(Chad Cooke, Commissioner of Public Works)
BUDGET IMPACT: No Budget Impact.

BUILDINGS & GROUNDS

- Authorizing an agreement with W.M. Schultz Construction, Inc. for work related to the replacement of the Saratoga County Department of Public Work's fuel islands and amending the 2023 County budget in relation thereto.
(Chad Cooke, Commissioner of Public Works)
BUDGET IMPACT: The budget will be amended to increase appropriations and decrease fund balance by \$1,204,000.
- Authorizing an agreement with the New York State Unified Court system for cleaning, maintenance, and improvement of court facilities.
(Chad Cooke, Commissioner of Public Works)
BUDGET IMPACT: No Budget Impact. Funds are included in the Department Budget.

PUBLIC SAFETY

- Authorizing intermunicipal agreements with participating municipalities for 2024 Saratoga County Animal Shelter services.
(Kelly Devall, Animal Shelter Director)
BUDGET IMPACT: No Budget Impact.
- Amending resolution 37-2023 and authorizing an amended agreement with Pharmacy Associates of Glens Falls LLC d/b/a Omnicare of Ballston Spa for the provision of pharmaceutical products and pharmacy services for the Saratoga County Correctional Facility.
(Michael Zurlo, County Sheriff)
BUDGET IMPACT: No Budget Impact. Funds are included in the Department Budget.

- Authorizing a renewal agreement with KOVA Corp. of Manahawkin, New Jersey for warranty service and maintenance for the County's Verint V.15 Recording Equipment.
(Andre Delvaux, Director of Emergency Management)
BUDGET IMPACT: No Budget Impact. Funds are included in the Department Budget.
- Proclaiming October 7th – 13th, 2023 as National Fire Prevention Week in Saratoga County.
(Andre Delvaux, Director of Emergency Management)
BUDGET IMPACT: No Budget Impact.
- Authorizing an agreement with APCO International for the EMD Guidecard System and an amended agreement with Tritech Software Systems for the integration of the APCO EMD Guidecard System related to the County's Computer Aided Dispatch/Mobile E-911 System.
(Andre Delvaux, Director of Emergency Management)
BUDGET IMPACT: No Budget Impact. Funds are included in the Department Budget.
- Authorizing an agreement with H2O Partners from Austin, Texas to update the County's Multi-Jurisdictional Hazard Mitigation Plan.
(Andre Delvaux, Director of Emergency Management)
BUDGET IMPACT: No Budget Impact. Funds are included in the Department Budget.
- Proclaiming October 2023 as "Domestic Violence Awareness Month" in Saratoga County.
(Karen Heggen, District Attorney)
BUDGET IMPACT: No Budget Impact.

HUMAN RESOURCES & INSURANCE

- Authorizing payment and consent of the assignment to Governmentjobs.com, Inc. D/B/A Neogov for the provision of cloud-based personnel and civil service administration software for Saratoga County's Civil Service Program.
(Scot Chamberlain, Director of Human Resources)
BUDGET IMPACT: No Budget Impact. Funds are included in the Department Budget.
- Authorizing a health insurance contract with Capital District Physicians' Health Plan, Inc. for 2024.
(Scot Chamberlain, Director of Human Resources)
BUDGET IMPACT: No Budget Impact. Funds for this agreement will be included in the 2024 Tentative Budget.
- Authorizing an agreement with MVP Health Plan, Inc. for all Medicare eligible retirees for 2024.
(Scot Chamberlain, Director of Human Resources)
BUDGET IMPACT: No Budget Impact. Funds for this agreement will be included in the 2024 Tentative Budget.
- Authorizing an agreement with Metropolitan Life Insurance Company, Inc. for dental health insurance for 2024.
(Scot Chamberlain, Director of Human Resources)
BUDGET IMPACT: No Budget Impact. Funds for this agreement will be included in the 2024 Tentative Budget.

ECONOMIC DEVELOPMENT

- Authorizing an agreement with ECC Technologies, Inc. for a Broadband Feasibility Study in the Towns of Corinth, Day, Edinburg, Hadley and Providence.
(Steve Bulger, County Administrator)
BUDGET IMPACT: The budget will be amended to accept these funds and authorize the related expenses.
- Amending the 2023 County budget to increase occupancy tax revenues by \$100,000 and approving additional appropriations for the Saratoga County 250th American Revolution project.
(Steve Bulger, County Administrator)
BUDGET IMPACT: The budget will be amended to accept these funds and authorize the related expenses.
- Designating the Saratoga Convention & Tourism Bureau, also known as Discover Saratoga, as the County's Tourism Promotion Agency and authorizing the Saratoga Convention & Tourism Bureau to apply for an "I Love New York" grant for 2024.
(Steve Bulger, County Administrator)
BUDGET IMPACT: No Budget Impact.
- Authorizing the transfer of funds from the Economic Development Grant Reserve Fund and amending the 2023 County budget in relation thereto.
(Jason Kemper, Director of Planning & Economic Development)
BUDGET IMPACT: The budget will be amended to increase appropriations and reduce the Economic Development Grant Reserve Fund by \$21,300.

TRAILS & OPEN SPACE

- Authorizing the acceptance of a United States Forestry Service Grant and a budget transfer to facilitate the purchase of property in the Graphite Range Community Forest Project.
(Jason Kemper, Director of Planning & Economic Development)
BUDGET IMPACT: The budget will be amended to accept these funds, authorize related expenses, and reduce the Open Space Reserve Fund by \$120,000.
- Authorizing the Purchase of the Graphite Range Community Forest Property in the Towns of Wilton and Greenfield, and Declaring the County Lead Agency and Issuing a Negative Declaration Under the State Environmental Quality Review Act (SEQRA).
(Jason Kemper, Director of Planning & Economic Development)
BUDGET IMPACT: No Budget Impact. Funds are included in the Department Budget.
- Authorizing a Logging Revenue Agreement with Prentiss and Carlisle Management Company Inc. for a timber harvest on County-Owned Parcel in the Town of Wilton.
(Jason Kemper, Director of Planning & Economic Development)
BUDGET IMPACT: No Budget Impact. Funds are included in the Department Budget.

- Awarding 2023 Farmland and Open Space Preservation Program Grants.
(Jason Kemper, Director of Planning & Economic Development)
BUDGET IMPACT: No Budget Impact. Funds are included in the Department Budget.

AIRPORT IMPROVEMENT

- Authorizing an agreement with Murnane Building Contractors, Inc. for the demolition of Hangar 1 as part of the Airport Terminal project at the Saratoga County Airport 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 \$564,999.
- Authorizing a reimbursable agreement with the Federal Aviation Administration in an amount not to exceed \$98,729 for relocation of the remote transmitter radio at the airport as part of the Airport Terminal project and amending the budget in relation thereto.
(Chad Cooke, Commissioner of Public Works)
BUDGET IMPACT: The budget will be amended to increase appropriations and decrease fund balance by \$98,729.
- Authorizing a professional services amended agreement with McFarland Johnson, Inc. for the construction, administration and inspection services associated with the Airport Terminal project at the Saratoga County Airport, 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 \$774,128.
- Authorizing an amendment to the 2023 Capital Plan to provide fire protection for the new fixed base operator terminal building at the Saratoga County Airport.
(Chad Cooke, Commissioner of Public Works)
BUDGET IMPACT: The budget will be amended to increase appropriations and decrease fund balance by \$160,000.

LAW & FINANCE

- Designating EGS - Advanced Energy Solutions as the County's Energy Management Consultant.
(Steve Bulger, County Administrator)
BUDGET IMPACT: No Budget Impact.
- Proclaiming October 17, 2023 as "Surrender Day" in the County of Saratoga.
(Steve Bulger, County Administrator)
BUDGET IMPACT: No Budget Impact.
- Authorizing a transfer of funds to the Human Resources Department to pay for expenses related to Article 18-b Attorney services, 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, authorize the related expenses, and decrease fund balance by \$225,000.

- Authorizing an agreement with Alaant Workforce Solutions for recruitment services.
(Scot Chamberlain, Director of Human Resources)
BUDGET IMPACT: No Budget Impact. Funds will be transferred from the departments benefiting from the service.
- Authorizing a transfer of funds to the Sheriff's Office Forfeiture Account.
(Steve Bulger, County Administrator)
BUDGET IMPACT: No Budget Impact. Funds are included in the Department Budget.

OTHER BUSINESS

- Law & Finance Committee approval required for a partial distribution of funds for projects identified by the Supervisors of Saratoga Springs.
(Steve Bulger, County Administrator)
BUDGET IMPACT: No Budget Impact. Funds are included in the Department Budget.
- **Setting agenda for Board Meeting Scheduled For September 19, 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: 8.31.23

COMMITTEE: Law & Finance

1. Is a Resolution Required:

Yes, Contract Approval

2. Proposed Resolution Title:

Designating EGS- Advanced Energy Solutions as the County's
Energy Management Consultant

3. Specific Details on what the resolution will authorize:

This resolution will designate EGS - Advanced Energy Solutions, Inc. as the County's Energy management consultant and broker. It will authorize the Chairman to sign letters of agreement with EGS. It will authorize the Commissioner of Public Works and/or the County Administrator to sign purchase orders with energy providers for the procurement of energy.

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 **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
N/A

Purchasing Office Consulted
Yes

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

County Administrator's Office
Consulted **No**

a. Source of grant funding:

b. Agency granting funds:

c. Amount of grant:

d. Purpose grant will be used for:

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

f. Time period grant covers:

g. Amount of county matching funds:

h. Administrative fee to County:

9. Supporting Documentation:

☐ Marked-up previous resolution

☐ No Markup, per consultation with County Attorney

☐ Information summary memo

☐ Copy of proposal or estimate

☐ Copy of grant award notification and information

☐ Other _____

10. Remarks:

The County issued a Request for Information (23-RFI-EMC-1) soliciting interest from potential vendors to assist with the management of the County's energy portfolio. Of the four respondents, the review team determined that EGS was the best fit for the County. The County will not have a financial obligation to EGS, as they will be paid a flat rate by the energy supplier.



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: 8.31.23

COMMITTEE: Law & Finance

1. Is a Resolution Required:

Yes, Proclamation/Honorary Resolution

2. Proposed Resolution Title:

Designating October 17, 2023 as "Surrender Day" in Saratoga County

3. Specific Details on what the resolution will authorize:

Recognizing October 17, 2023 as the 246th Anniversary of the Surrender of the British forces to Patriot General Horatio Gates after the Battles of Saratoga, and declaring October 17th as a date worthy of commemoration and celebration across Saratoga County. The Patriots who fought to preserve our liberty are worthy of recognition for forcing a British surrender for the first time in history. The victory later became known as the Turning Point of the American Revolution. As previous generations have, it is the desire of this Board to recognize and honor the importance of the victory at Saratoga.

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 **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
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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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: Human Resources



DATE: 9/1/23

COMMITTEE: Law & Finance



1. Is a Resolution Required:

Yes, Other

2. Proposed Resolution Title:

Authorizing a transfer of funds to the Human Resources Department to pay for expenses related to Article 18-b Attorney services, and amending the 2023 County budget in relation thereto.

3. Specific Details on what the resolution will authorize:

This amendment to fund balance will cover mandated expenses for attorney's fees for eligible residents who are unable to afford representation under County Law Article 18-B Section 722.

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 Yes ☐

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

Revenue

Account Number	Account Name	Amount
A.21-3313	Indigent Legal Service	75,000

Expense

Account Number	Account Name	Amount
A.21.214-8110.18B	Attorneys Fees 18B	300,000

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

Decrease A-0599.B Appropriated Fund Balance-Budgetary	<input type="checkbox"/>
Amount: 225,000	

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

Other ☐

- G/L line impacted see above
- Budget year impacted 2023
- Details

The budget will be amended to accept these funds, authorize the related expenses, and decrease fund balance by \$225,000.

6. Are there Amendments to the Compensation Schedule?

☐ YES or ☒ NO (If yes, provide details)

a. Is a new position being created? ☐ Y ☐ N

Effective date

Salary and grade

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

Effective date of employment

Salary and grade

Appointed position:

Term

c. Is this a reclassification? ☐ Y ☐ N

Is this position currently vacant? ☐ Y ☐ N

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

7. Does this item require 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:

As part of the final enacted FY 2023-2024 State budget, County Law Section 722-b was amended to increase the hourly rate paid to assigned counsel from \$60/hr for misdemeanors and \$75/hr for all other types of assigned counsel matters to \$158/hr for all types of matters under County Law Article 18-B. The rate increase became effective April 1, 2023. News of this amendment occurred after the 2023 County budget had already been adopted months prior and has now created a budget shortfall.



9/19/23

SARATOGA COUNTY BOARD OF SUPERVISORS

RESOLUTION ~~259~~ - 2021

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

AUTHORIZING A TRANSFER OF FUNDS TO THE HUMAN RESOURCES DEPARTMENT TO PAY FOR EXPENSES RELATED TO ARTICLE 18-B ATTORNEY SERVICES, AND AMENDING THE ~~2023~~ BUDGET IN RELATION THERETO

WHEREAS, pursuant to its authority under County Law Article 18-B, Saratoga County has established a mixed mandated representation system which combines the services of Public Defenders and Conflict Defenders and an assigned counsel panel of private attorneys to provide legal representation to eligible individuals in need of defense who are financially unable to obtain legal representation; and

WHEREAS, ~~due to the impact COVID-19 had on the Court system in 2020, many cases could not proceed through the system to conclusion, creating a backlog of cases which are now being disposed of in 2021, causing an increase in assigned counsel attorney invoices; and County Law Section 722-b was amended to increase the hourly rate paid to assigned counsel from \$60 per hour for misdemeanors and \$75 per hour for all other types of assigned counsel matters to \$158 per hour for all types of matters under County Law Article 18-B effective April 1, 2023~~

WHEREAS, it is necessary to amend the ~~2023~~ Saratoga County Budget to effect a transfer of ~~\$160,000~~ from Fund Balance to the Human Resources Department in order to pay for additional assigned counsel attorney services; now, therefore be it

RESOLVED, that the 2021 budget is amended as follows:

UNDER HUMAN RESOURCES

Revenues:

Increase A.21-3313 Indigent Legal Service \$75,000

Appropriations:

Increase Acct. #A.21.214-8110.18B Attorneys Fees 18-B \$300,000

Fund Balance:

Decrease Acct: #A.0599.B Appropriated Fund Balance \$225,000

and, be it further

RESOLVED, that this Resolution shall take effect immediately.

BUDGET IMPACT STATEMENT: ~~A transfer from fund balance in the amount of \$160,000 will be required to cover current and anticipated expenses under 18-B.~~ The budget will be amended to accept these funds, authorize the related expenses, and decrease fund balance by \$225,000.



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: Human Resources

DATE: 09/05/2023

COMMITTEE: Law & Finance

1. Is a Resolution Required:

Yes, Contract Approval

2. Proposed Resolution Title:

Authorizing an agreement with Alaant Workforce Solutions for the recruitment of Attorney's for Saratoga County.

3. Specific Details on what the resolution will authorize:

Alaant Workforce Solutions will actively job post, perform direct outreach, identify, recruit and screen candidates that meet the job requirements of said position.

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
See Attached		

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

Amount:

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

Other

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

No budget impact. Funds will be transferred from the departments benefiting from the service.

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

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):

Miriam Dushane, PHR, SRHM,-CP, Managing Partner, 187 Wolf Road #302, Albany, NY 12205.

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

f. State of vendor/contractor organization: NY

g. Commencement date of contract term: Until roles are filled or either party terminates agreement.

h. Termination of contract date:

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

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:

August 30, 2023

Mr. Scot Chamberlain
Saratoga County Administrator's Office
40 McMaster Street
Ballston Spa, NY 12020

Dear Mr. Chamberlain,

Thank you for engaging Alaant Workforce Solutions to assist in the recruitment activities for multiple Attorney's for Saratoga County.

Alaant Workforce Solutions will actively job post, perform direct outreach, identify, recruit, and screen candidates that meet the job requirements of said position.

Our fee will be \$15,000 per month for the above services, until the roles are filled or either party terminates this agreement with 30 days' notice. We will email you our invoice and it will be due within 30 days of receipt.

Non-discrimination: Alaant Workforce Solutions does not discriminate in referrals, or consent to discrimination by its clients' against any candidate on the basis of race, sex, religion/creed, color, age, national origin, ancestry, mental or physical disability, domestic violence victim status, predisposing genetic characteristics, sexual orientation, gender, gender identity, marital status, military or veteran status, or other traits or characteristics protected by federal, state, or local law.

Confidentiality:

Alaant Workforce Solutions agrees that the information conveyed to Alaant Workforce Solutions by Saratoga County is confidential ("Confidential Information") and that Alaant Workforce Solutions will not use such Confidential Information for any purpose other than for seeking a qualified referral for a position at Saratoga County.

We look forward to partnering with you and Saratoga County.


miriam.dushane (Aug 30, 2023 11:38 PDT)

Miriam Dushane, PHR, SRHM-CP
Managing Partner
Alaant Workforce Solutions



5/16/23

SARATOGA COUNTY BOARD OF SUPERVISORS

RESOLUTION ~~135~~ 2023

Introduced by ~~Human Resources and Insurance Law and Finance Supervisors S Tollisen, Butler, Grasso, Lant, Peek, Raymond and Winney~~

AUTHORIZING AN AGREEMENT WITH ~~BLACK DOG DESIGNS, LLC~~ ALAANT WORKFORCE SOLUTIONS
FOR ~~MARKETING CONSULTING SERVICES~~ RECRUITMENT SERVICES ~~Change this title~~

Formatted: Normal

WHEREAS, the County is in need of consulting services to develop and execute a marketing strategy to assist the County in recruiting qualified applicants for hard to fill positions throughout the County workforce; and

WHEREAS, the County sought proposals for consulting services to develop strategies to assist in recruiting qualified applicants for hard to fill positions throughout the County workforce; and

WHEREAS, ~~Black Dog Designs, LLC~~ Alaant Workforce Solutions has submitted a proposal to provide marketing consulting services including strategies to assist in recruiting qualified applicants for hard to fill positions throughout the County, at a cost not to exceed ~~\$66,520~~ \$15,000 monthly; and

WHEREAS, our Human Resource and Insurance Committee and County Administrator have recommended that the proposal of ~~Black Dog Designs, LLC~~ Alaant Workforce Solutions to provide marketing consulting services at a cost not to exceed ~~\$66,520~~ \$15,000 monthly, be accepted; now, therefore, be it

RESOLVED, that the Chair of the Board is authorized to execute an agreement with ~~Black Dog Designs, LLC~~ Alaant Workforce Solutions, of ~~Glens Falls~~ Albany, New York, for the provision of marketing consulting services at a cost not to exceed ~~\$66,520~~ \$15,000 monthly, ~~for a twelve (12) month term~~ until the roles are filled or either party terminates the agreement with 30 days' notice, commencing upon execution of the contract; 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 are included in the Department Budget. Change to match budget impact statement on AIR~~ Transfer of associated budget between departments.

UNDER HUMAN RESOURCES

Increase Appropriations

A.21.000-8190 Other Professional Services \$60,000

Decrease Appropriations

A.21.000-6000 Regular Wages (\$15,000)

UNDER COUNTY ATTORNEY

Decrease Appropriations

A.20.000-6000 Regular Wages (\$15,000)

UNDER PUBLIC DEFENDER

Decrease Appropriations

A.26.000-6000 Regular Wages (\$15,000)

UNDER CONFLICT DEFENDER

Decrease Appropriations

A.28.000-6000 Regular Wages (\$15,000)

~~May 16, 2023~~ Regular Meeting

Motion to Adopt: Supervisor Edwards

Second: Supervisor Hammond

AYES (187439): Eric Connolly (11831), Joseph Grasso (4328), Philip C. Barrett (19014.5), Jonathon Schopf (19014.5), Diana Edwards (819), Kevin Veitch (8004), Arthur M. Wright (1976), Mark Hammond (17130), Thomas Richardson (5163), Scott Ostrander (18800), Theodore Kusnierz (16202), Sandra Winney (2075), Tara N. Gaston (14245.5), Matthew E. Veitch (14245.5), Edward D. Kinowski (9022), John Lawler (8208), John Lant (17361)

NOES (0):

ABSENT (48070): Eric Butler (6500), Jean Raymond (1333), Michael Smith (3525), Kevin Tollisen (25662), Willard H. Peck (5242), Thomas N. Wood, III (5808)

Account Number	Account Name	Amount
A.21.000-8190	Other Professional Services	\$60,000
A.21.000-6000	Regular Wages	-\$15,000
A.20.000-6000	Regular Wages	-\$15,000
A.26.000-6000	Regular Wages	-\$15,000
A.28.000-6000	Regular Wages	-\$15,000



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: 9.12.23

COMMITTEE: Law & Finance

1. Is a Resolution Required:

Yes, Other

2. Proposed Resolution Title:

Authorizing a transfer of Funds to the Sheriff's Office Forfeiture Account

3. Specific Details on what the resolution will authorize:

This resolution will authorize the Budget Officer and County Treasurer to make necessary disbursement to the Sheriff's Office forfeiture account.

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:

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

No Budget Impact. Funds are included in the Department Budget

- a. G/L line impacted A.30.000-8190
- b. Budget year impacted 2023
- c. Details

Funds will be expensed from the County's "A Fund" to the forfeiture account maintained by the Sheriff and Treasurer.

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
No

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 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: Board of Supervisors

DATE: 9.6.23

COMMITTEE: Law & Finance

1. Is a Resolution Required:

No, Committee Approval Only

2. Proposed Resolution Title:

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

3. Specific Details on what the resolution will authorize:

Distribution of \$20,000 to the Saratoga Springs Preservations Foundation to support the "Revive 65!" campaign pursuant to Res 386-2022. This campaign is raising funds to rehabilitate the structure at 65 Phila Street.

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 **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. 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: