



Law & Finance Committee

Tuesday, September 12, 2023 4PM
40 McMaster Street, Ballston Spa, NY

Minutes

Present: Chairman Jonathan Schopf; Committee members Phil Barrett, Diana Edwards, Joe Grasso, John Lant, Matthew Veitch.

Absent: Kevin Tollisen

Supervisors Mo Wright, Mark Hammond, Tom Richardson; Steve Bulger, Ridge Harris, Stephanie Hodgson, Matt Rose, Christine Rush, County Administrator; Michelle Granger, County Attorney; Jeff Brown, Sheriff; Karen Heggen, District Attorney; Craig Hayner, County Clerk; Chad Cooke, Public Works; Scott Chamberlain, Katie Bottger, Human Resources; André Delvaux, Emergency Services; Dan Kuhles, Department of Health, Patrick Maxwell, Social Services, Dawn Phillips, 18B Coordinator; Sandi Cross, Aging & Youth; Kelly Devall, Animal Shelter; Andrew Jarosh, Treasurer; Donna Miter, CSEA.

Chairman Schopf called the meeting to order and welcomed all in attendance.

On a motion made by Mr. Veitch, seconded by Mrs. Edwards, the minutes of the August 9, 2023 meeting were approved unanimously.

On a motion made by Mr. Lant, seconded by Mr. Grasso, the following resolutions were approved unanimously.

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

These grant funds totaling \$67,437 will assist Department of Health initiatives to prevent adolescents from using various tobacco products.

- Authorizing the acceptance of an immunization plan grant from the New York State Department of Health.
BUDGET IMPACT: No Budget Impact. Funds are included in the Department Budget. \$593,400

This grant funding will total \$593,400 (\$118,680 per year) for five years. These funds will assist the Department of Health with outreach and education efforts designed to increase pediatric and adult immunization rates.

- 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.

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

This grant funding totaling \$15,000 will be passed through to the Mechanicville Area Community Services Center. The Center will use these funds for marketing, equipment, outreach materials, travel, and administrative costs.

- Approving the 2023 annual update to the 2018-2023 Saratoga County Child and Family Services Plan and authorizing necessary subcontracts to implement the plan.

BUDGET IMPACT: No Budget Impact.

The Department of Social Services is mandated by the Office of Children and Family Services to develop and submit this multi-year plan for the provision of services and allocation of resources. This item will also authorize the extension of the current plan for one year through 2024.

- Authorizing a renewal agreement with Berkshire Farm Center and Services for Youth, Inc. for the operation of the Enhanced Stepping Stones Program.

BUDGET IMPACT: No Budget Impact. Funds are included in the Department Budget.

This item will extend the current contract through September 30, 2024, for an annual cost of \$110,880.

- 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.

BUDGET IMPACT: The budget will be amended to accept these funds, authorize the related expenses, and increase fund balance by \$314,175.

These additional state funds will be used to cover expenses within the Nutrition, Community Services for the Elderly, and Expanded In-Home Services for the Elderly Programs.

On a motion made by Mr. Veitch, seconded by Mrs. Edwards, the following resolutions were approved unanimously.

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.

BUDGET IMPACT: No Budget Impact.

Casella has purchased Twin Bridges as of September 1, 2023. Casella is requesting the County assign all the provisions of the County's contract with Twin Bridges to them at the same terms.

On a motion made by Mr. Grasso, seconded by Mr. Lant, the following resolutions were approved unanimously.

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.
BUDGET IMPACT: The budget will be amended to increase appropriations and decrease fund balance by \$1,204,000.

This project is part of the County's 2023 Capital Plan. The total cost of this agreement will be \$1,594,000.

- Authorizing an agreement with the New York State Unified Court system for cleaning, maintenance, and improvement of court facilities.
BUDGET IMPACT: No Budget Impact. Funds are included in the Department Budget.

The county will receive \$421,450 from the Office of Court Administration per year for a 5 year term beginning April 1, 2023 through March 31, 2028.

On a motion made by Mr. Lant, seconded by Mrs. Edwards, the following resolutions were approved unanimously.

PUBLIC SAFETY

- Authorizing intermunicipal agreements with participating municipalities for 2024 Saratoga County Animal Shelter services.
BUDGET IMPACT: No Budget Impact.

This is an annual housekeeping item for the Animal Shelter. The period of this agreement will commence on January 1st, 2024 through December 31st, 2024.

- 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.
BUDGET IMPACT: No Budget Impact. Funds are included in the Department Budget.

This resolution amends the dates of the contract in the previous resolution and allows for an annual renewal option.

- 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.
BUDGET IMPACT: No Budget Impact. Funds are included in the Department Budget.

This extended warranty will be effective November 1, 2023 through October 31, 2026 at a total cost of \$37,638.34.

- Proclaiming October 7th – 13th, 2023 as National Fire Prevention Week in Saratoga County.

BUDGET IMPACT: No Budget Impact.

The County urges all residents to plan and practice a home fire escape for the Fire Prevention week of 2023 and to support the many public safety activities and efforts of Saratoga County’s Fire and Emergency Services.

- 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.

BUDGET IMPACT: No Budget Impact. Funds are included in the Department Budget.

This item will approve the implementation of software for 12 positions in the Emergency 911 Communications Center. The upfront costs associated with this agreement will total \$93,530.87.

- Authorizing an agreement with H2O Partners from Austin, Texas to update the County's Multi-Jurisdictional Hazard Mitigation Plan.

BUDGET IMPACT: No Budget Impact. Funds are included in the Department Budget.

This agreement will be covered by the FEMA Hazard Mitigation Grant. The total cost of this agreement will not exceed \$144,560 for a term beginning November 20, 2022 through February 1, 2026.

- Proclaiming October 2023 as “Domestic Violence Awareness Month” in Saratoga County.

BUDGET IMPACT: No Budget Impact.

The Saratoga County District Attorney’s Office, Sheriff’s Department, and the Department of Social Services, in conjunction with many other local agencies, work hard to prevent domestic violence and assist the victims. Saratoga County encourages all its residents to support and participate in ongoing programs designed to reduce and eliminate domestic violence.

On a motion made by Mr. Grasso, seconded by Mr. Barrett, the following resolutions were approved unanimously.

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.

BUDGET IMPACT: No Budget Impact. Funds are included in the Department Budget.

This item would authorize payment to Neogov as they have purchased the County’s current vendor, Governmentjobs.com Inc. All the terms of this contract remain the same through the duration of the contract.

- Authorizing a health insurance contract with Capital District Physicians’ Health Plan, Inc. for 2024.

BUDGET IMPACT: No Budget Impact. Funds for this agreement will be included in the 2024 Tentative Budget.

This agreement for the provision of medical and prescription drug health insurance coverages will be in the amount of \$25,884,468.25 which includes a 2% increase to the administrative fee and a projected increase in utilization. This coverage will be available to all eligible County employees.

- Authorizing an agreement with MVP Health Plan, Inc. for all Medicare eligible retirees for 2024.

BUDGET IMPACT: No Budget Impact. Funds for this agreement will be included in the 2024 Tentative Budget.

This agreement represents no increase to the administrative fee for the provision of medical and prescription drug health insurance for Medicare eligible retirees. It will total \$3,816,471.98.

- Authorizing an agreement with Metropolitan Life Insurance Company, Inc. for dental health insurance for 2024.

BUDGET IMPACT: No Budget Impact. Funds for this agreement will be included in the 2024 Tentative Budget.

This agreement represents no increase to the administrative fee for the provision of dental insurance in the amount of \$925,696.75. This coverage will be available to all County employees, including voluntary plans for County retirees.

On a motion made by Mrs. Edwards, seconded by Mr. Lant, the following resolutions were approved. Mr. Veitch recused himself from any discussion and the vote on the EEC Technologies, Inc. resolution.

ECONOMIC DEVELOPMENT

- Authorizing an agreement with ECC Technologies, Inc. for a Broadband Feasibility Study in the Towns of Corinth, Day, Edinburg, Hadley and Providence.

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

This study will focus on identifying unserved and underserved broadband serviceable locations in this area. The information derived from this study will be an integral component to effectively deploy broadband in the future. The total cost of this agreement will be \$48,187 utilizing ARPA Funds.

- 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.

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

Occupancy tax revenues have come in higher than anticipated for 2023. This amendment of \$100,000 will allow the Campaign for Saratoga 250 to expand activities and initiatives this year in support of the County's 250th Commission celebrating the Anniversary of the Battles of Saratoga.

- 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.

BUDGET IMPACT: No Budget Impact.

This item will enable Discover Saratoga to register as the County’s Tourism Promotion Agency with the Empire State Development Corporation and apply for the 2024 grant program.

- Authorizing the transfer of funds from the Economic Development Grant Reserve Fund and amending the 2023 County budget in relation thereto.

BUDGET IMPACT: The budget will be amended to increase appropriations and reduce the Economic Development Grant Reserve Fund by \$21,300.

This item will allow for the payment of the 2021 and 2022 City of Saratoga Springs grant projects.

On a motion made by Mr. Grasso, seconded by Mr. Veitch, the following resolutions were approved unanimously.

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.

BUDGET IMPACT: The budget will be amended to accept these funds, authorize related expenses, and reduce the Open Space Reserve Fund by \$120,000.

Saratoga County is preparing to close on the Graphite Range Community Forest Project. This resolution accepts the \$391,000 US Forestry Service Grant and authorizes the approved \$120,000 transfer from the Open Space Reserve Fund.

- 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).

BUDGET IMPACT: No Budget Impact. Funds are included in the Department Budget.

This resolution will authorize the following relating to the purchase of the Graphite Range Community Forest: 1.) Issuance of a Negative Declaration under SEQRA; 2.) Accept and Execute an Option Agreement with the Open Space Institute; 3.) Authorize the Chairman to execute all agreements necessary for closing on the Property.

- 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.

BUDGET IMPACT: No Budget Impact. Funds are included in the Department Budget.

Bids for the 2023 timber harvest on County Forestland were opened on August 10th, 2023. Two bids were received, and the top bidder was Prentiss and Carlisle Management Company Inc. in the amount of \$63,213.

- Awarding 2023 Farmland and Open Space Preservation Program Grants.

BUDGET IMPACT: No Budget Impact. Funds are included in the Department Budget.

The Trails and Open Space Committee has recommended funding one farmland and two open space preservation projects in the amount of \$283,357. The County funds will be used to leverage total estimated project costs of \$567,314 and will assist in the preservation of a combined 77 acres of open space and farmland in the Towns of Northumberland, Clifton Park and Greenfield.

On a motion made by Mr. Veitch, seconded by Mrs. Edwards, the following resolutions were approved unanimously.

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.

BUDGET IMPACT: The budget will be amended to accept these funds, authorize the related expenses, and decrease fund balance by \$564,999.

This demolition project totaling \$1,104,999 will begin in October and is expected to be completed within 60 Days.

- 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.

BUDGET IMPACT: The budget will be amended to increase appropriations and decrease fund balance by \$98,729.

This agreement covers all the expenses associated with the relocation of the FAA radio from Hangar 1 to another location at the Airport.

- 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.

BUDGET IMPACT: The budget will be amended to accept these funds, authorize the related expenses, and decrease fund balance by \$774,128.

This amended agreement in the amount of \$2,279,684 with authorize construction, administration, and inspection services with this federal contract.

- 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.

BUDGET IMPACT: The budget will be amended to increase appropriations and decrease fund balance by \$160,000.

This amendment will authorize purchase of a 30,000 gallon fiberglass underground water storage tank and associated fire protection equipment for the new facility.

On a motion made by Mr. Grasso, seconded by Mr. Veitch, the following resolutions were approved unanimously.

LAW & FINANCE

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

BUDGET IMPACT: No Budget Impact.

The County issued a Request for Information soliciting interest from potential vendors to assist with the management of the County's energy portfolio. Of the three 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 suppliers.

- Proclaiming October 17, 2023 as "Surrender Day" in the County of Saratoga.

BUDGET IMPACT: No Budget Impact.

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 moving forward declaring October 17th as a date worthy of commemoration and celebration across Saratoga County.

- 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.

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

The New York State 2023 budget substantially increased all counties fees for 18-B attorneys. This amendment has created a budget deficit because the County was not made aware of this change until after the 2023 budget had been adopted. This item will rectify the deficit and appropriate sufficient funding until year end.

- Authorizing an agreement with Alaant Workforce Solutions for recruitment services.

BUDGET IMPACT: No Budget Impact. Funds will be transferred from the departments benefiting from the service.

Alaant Workforce Solutions will actively post jobs, perform direct outreach, identify, recruit and screen candidates that meet Attorney requirements of the County. This will potentially be utilized by the County Attorney, District Attorney, Public Defender and Conflict Defender Offices. The cost of this contract is not to exceed \$90,000 and will be reviewed on a monthly basis.

- Authorizing a transfer of funds to the Sheriff's Office Forfeiture Account.

BUDGET IMPACT: No Budget Impact. Funds are included in the Department Budget.

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

On a motion made by Mr. Veitch, seconded by Mr. Lant, the committee approved the following unanimously.

OTHER BUSINESS

- Law & Finance Committee approval required for a partial distribution of funds for projects identified by the Supervisors of Saratoga Springs.

BUDGET IMPACT: No Budget Impact. Funds are included in the Department Budget. Distribution of \$30,000 to the Saratoga Springs Preservations Foundation to support the "Revive 65!" campaign pursuant to Res 386-2022.

On a motion made by Mr. Lant, seconded by Mrs. Edwards, the committee approved to add the following resolution to the agenda unanimously.

- Appointing a Director of the Animal Shelter.

Mr. Bulger reported on the recommendation of Kelly Devall for Director of the Saratoga County Animal Shelter.

On a motion made by Mr. Grasso, seconded by Mr. Lant, the Board Meeting Agenda for September 19, 2023 was approved unanimously.

On a motion made by Mr. Veitch, seconded by Mrs. Edwards, the meeting was adjourned unanimously.

Respectfully submitted,
Bridget Rider
Deputy Clerk of the Board