



## Law & Finance Committee

Wednesday, October 11, 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 September 12, 2023

#### **REAL PROPERTY TAX**

- Authorizing the conveyance of tax-acquired lands in the Town of Halfmoon to the Saratoga County Sewer District No. 1 and cancelling taxes on those lands.  
(Anna Stanko, Director of Real Property)  
**BUDGET IMPACT:** No Budget Impact.

#### **HEALTH & HUMAN SERVICES**

- Amending Resolution 296-2021, authorizing amendments to Mental Health contracts to include state-funded cost of living increases, 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 Northeast Parent & Child Society Inc. for the provision of respite services.  
(Michael Prezioso, Commissioner of Mental Health & Addiction Services)  
**BUDGET IMPACT:** No Budget Impact. Funds are included in the Department Budget.

## **PUBLIC WORKS**

- Authorizing the implementation, and funding of the costs of 100% of the costs of a transportation project, which may be eligible for Federal-Aid and/or State-Aid, or reimbursement from Bridge NY funds for the replacement of the Crooked Street culvert over Lake Butterfield inlet in the Town of Galway 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 and authorize the related expenses.
- Authorizing the implementation, and funding of the costs of 100% of the costs of a transportation project, which may be eligible for Federal-Aid and/or State-Aid, or reimbursement from Bridge NY funds for the replacement of the Grooms Road culvert over tributary to Colonie Reservoir in the Town of Clifton Park 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 and authorize the related expenses.
- Authorizing the implementation and funding in the first instance 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 \$155.
- Authorizing a purchase agreement for the acquisition of a fee parcel and a permanent construction easement associated with the replacement of the Lasher Road Bridge over the Mourning Kill in the Town of Ballston.  
(Chad Cooke, Commissioner of Public Works)  
**BUDGET IMPACT:** No Budget Impact. Funds are included in the Department Budget.
- Authorizing an amendment to the 2023 County Budget to recognize insurance proceeds.  
(Chad Cooke, Commissioner of Public Works)  
**BUDGET IMPACT:** The budget will be amended to accept these funds and authorize the related expenses.

## **PUBLIC SAFETY**

- Authorizing an agreement with the New York State Division of Homeland Security and Emergency Services to accept a 2023 Emergency Management Performance Grant and amending the 2023 budget in relation thereto  
(Andre Delvaux, Director of Emergency Management)  
**BUDGET IMPACT:** The budget will be amended to accept these funds and authorize the related expenses.

- Authorizing an agreement with Public Safety Psychology, PLLC to provide evaluations of Public Safety employees.  
(Michael Zurlo, County Sheriff)  
**BUDGET IMPACT:** No Budget Impact. Funds are included in the Department Budget.

## **HUMAN RESOURCES & INSURANCE**

- Amending the 2023 Compensation Schedule to reclassify a position under the Sheriff's Office.  
(Scot Chamberlain, Director of Human Resources)  
**BUDGET IMPACT:** No Budget Impact. Funds are included in the Department Budget.

## **ECONOMIC DEVELOPMENT**

- 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 \$2,448.63.
- Authorizing an agreement with Billi O's, Inc. D/B/A Distinctive Catering for food and beverage services at the County's annual Planning and Zoning Conference.  
(Jason Kemper, Director of Planning & Economic Development)  
**BUDGET IMPACT:** No Budget Impact. Funds are included in the Department Budget.
- Authorizing an amended agreement with Pictometry International Corp. A/K/A EagleView Technologies, Inc. for the provision of aerial GIS mapping services.  
(Jason Kemper, Director of Planning & Economic Development)  
**BUDGET IMPACT:** No Budget Impact. Funds are included in the Department Budget.

## **TRAILS & OPEN SPACE**

- Authorize the transfer of funds from the County Trails Development Reserve 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 Trails Grant Reserve fund by \$18.653.

## LAW & FINANCE

- Authorizing the acceptance and disbursement of New York State Septic System replacement program grant funds, and amending the 2023 county budget in relation thereto.  
(Steve Bulger, County Administrator)  
**BUDGET IMPACT:** The budget will be amended to accept these funds and authorize the related expenses.
- Authorizing inter-agency transfers necessary to close out the 2023 County Budget.  
(Steve Bulger, County Administrator)  
**BUDGET IMPACT:** No Budget Impact.
- Authorizing an agreement with John W. Danforth Company for plumbing services relating to Saratoga County Sewer District No. 1's ammonia removal project.  
(Dan Rourke, Executive Director of Sewer District)  
**BUDGET IMPACT:** No Budget Impact. Funds are included in the Department Budget.
- Authorizing an agreement with Jersen Construction Group LLC for work related to the replacement of the headworks troughing conveyor at Saratoga County Sewer District No. 1's wastewater treatment plan and amending the 2023 County budget in relation thereto.  
(Dan Rourke, Executive Director of Sewer District)  
**BUDGET IMPACT:** No Budget Impact. Funds are included in the Department Budget.
- Amending the County budget to recognize bond sale proceeds issued for the Sewer Interceptor Rehabilitation project, upgrade of ammonia treatment facilities at Saratoga County Sewer District No.1, and various capital projects, and authorizing payment of fees incurred for the bond sale.  
(Andrew Jarosh, County Treasurer)  
**BUDGET IMPACT:** The budget will be amended to accept these funds, authorize the related expenses, increase Fund A fund balance by \$80,158.62, and Fund ES fund balance by \$517,980.95.

## PRESENTATION

- 2022 Audit - <https://www.saratogacountyny.gov/departments/county-treasurer/financial-reports/>  
(Andrew Jarosh, County Treasurer)

## 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**

- Law and 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 October 17, 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:** September 27th, 2023

**COMMITTEE:** Law & Finance



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

1. Is a Resolution Required:

County Attorney's Office  
Consulted No

2. Proposed Resolution Title:

Authorizing the acceptance and disbursement of New York State Septic System Replacement Program grant funds, and amending the 2023 County budget in relation thereto.

3. Specific Details on what the resolution will authorize:

Two separate residents are claiming reimbursement for their septic projects. One at a cost of \$10,000 and the other at \$6,492. This total of \$16,492 is 100% state aid. Saratoga County functions as a pass through for the NYS program and disburses the state aid on to the residents once septic projects are completed. Cornell Cooperative Extension administers this program on behalf of Saratoga County.

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.90-3904	Septic System Replacement Fund	\$16,492

Expense

Account Number	Account Name	Amount
A.90.000-8762	Septic System Replacement Fund	\$16,492

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

Amount:

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

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

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

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

N/A

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:

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:

State

b. Agency granting funds:

NYS DEC & NYS DOH

c. Amount of grant:

16,492

d. Purpose grant will be used for:

septic system replacements (eligibility determined by NYS)

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

Septic Systems

f. Time period grant covers:

County is enrolled in the program until Dec 31, 2026 via res.45-2023

g. Amount of county matching funds:

None

h. Administrative fee to County:

None

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:

David Anderson - \$6,492  
Brent Steuerwald - \$10,000

2/23/23



## **SARATOGA COUNTY BOARD OF SUPERVISORS**

### **RESOLUTION 45 - 2023**

**Introduced by Economic Development: Supervisors Hammond, Butler, Grasso, Raymond, Tollisen, K. Veitch and Winney**

#### **RENEWING AN AGREEMENT WITH THE NEW YORK STATE ENVIRONMENTAL FACILITIES CORPORATION FOR THE COUNTY'S PARTICIPATION IN THE STATE SEPTIC SYSTEM REPLACEMENT PROGRAM**

**WHEREAS**, the New York State Clean Water Infrastructure Act of 2017 established the Septic System Replacement Fund ("the Fund") to provide property owners a source of funding for the replacement of failing cesspools and septic systems servicing residences and small businesses in New York State; and

**WHEREAS**, the State Septic System Replacement Program ("the Program") is a grant program that seeks to reduce the environmental and public health impacts associated with the discharge of effluent from cesspools and septic systems on groundwater used as drinking water, as well as threatened or impaired waterbodies; and

**WHEREAS**, the New York State Department of Environmental Conservation and the New York State Department of Health have determined priority geographic areas in the State where the Program will provide grants for eligible septic system projects, and Saratoga County has been identified as a priority geographic area; and

**WHEREAS**, eligible septic system projects include: 1) the replacement of a cesspool with a septic system; and 2) the installation, replacement or upgrade of a septic system or septic system components, or installation of enhanced treatment technologies, including an advanced nitrogen removal system; and

**WHEREAS**, under the Program, counties located in priority geographic areas can access monies from the Fund to provide grants to reimburse property owners for up to fifty percent (50%) of the eligible costs, up to a maximum of \$10,000, of their eligible septic system projects; and

**WHEREAS**, counties participating in the Program must notify owners of properties served by septic systems that they could be eligible for financial assistance from the Program; and once notified, interested property owners would need to apply to the participating county for a grant from the Program; and

**WHEREAS**, if the County of Saratoga continues to participate in the Program, it would be eligible to distribute grants to property owners up to a maximum aggregate amount of \$94,435; and

**WHEREAS**, the Saratoga County Soil and Water Conservation District has recommended that the County participate in the State Septic System Replacement Program, and it is willing to administer the Program on the County's behalf, and

**WHEREAS**, the County's participation in the Program would be at no appreciable cost to the County; now, therefore, be it

**RESOLVED**, that the Board of Supervisors of the County of Saratoga hereby authorizes the County of Saratoga to participate in the State Septic System Replacement Program; and, be it further

**RESOLVED**, that the Chair of the Board is hereby authorized to execute a County Participation Agreement with the New York State Environmental Facilities Corporation authorizing the County of Saratoga's participation in the State Septic System Replacement Program for the term January 1, 2023 through December 31, 2026, which Agreement shall be subject to the approval of the County Attorney as to form and content.

BUDGET IMPACT STATEMENT: No Budget Impact.

February 23, 2023 Regular Meeting

Motion to Adopt: Supervisor Connolly

Second: Supervisor Edwards

AYES (168699): Eric Connolly (11831), Philip C. Barrett (19014.5), Diana Edwards (819), Jean Raymond (1333), Kevin Veitch (8004), Arthur M. Wright (1976), Kevin Tollisen (25662), Mark Hammond (17130), Scott Ostrander (18800), Theodore Kusnierz (16202), Sandra Winney (2075), Tara N. Gaston (14245.5), Matthew E. Veitch (14245.5), John Lant (17361)

NOES (0):

ABSENT (66811): Joseph Grasso (4328), Jonathon Schopf (19014.5), Eric Butler (6500), Michael Smith (3525), Thomas Richardson (5163), Willard H. Peck (5242), Thomas N. Wood, III (5808), Edward D. Kinowski (9022), John Lawler (8208)



Environmental  
Facilities  
Corporation

Department of  
Environmental  
Conservation

Department of  
Health

## State Septic System Replacement Program

### Program Summary

The Clean Water Infrastructure Act of 2017 (L. 2017, c. 57, Part T) established the Septic System Replacement Fund to provide a source of funding for the replacement of cesspools and septic systems in New York State. This grant program (the "Program") seeks to reduce the environmental and public-health impacts associated with the discharge of effluent from cesspools and septic systems on groundwater used as drinking water, as well as threatened or impaired waterbodies.

The state Department of Environmental Conservation ("DEC") and the state Department of Health ("DOH") have determined priority geographic areas where the Program will provide grants for eligible septic system projects. An area's designation as a priority is based on its vulnerability to contamination (e.g. the presence of a sole-source aquifer, or a known water-quality impairment), population density, soils, hydrogeology, climate, and reasonable ability for septic system projects to mitigate water quality impacts. Under the Program, counties in which priority geographic areas are located can access monies from the Fund to provide grants to reimburse property owners for up to 50% of the eligible costs (up to a maximum of \$10,000) of their eligible septic system projects.

The Program provides grants for eligible "septic system projects" involving:

- the replacement of a cesspool with a septic system, or
- the installation, replacement or upgrade of a septic system or septic system components, or installation of enhanced treatment technologies, including an advanced nitrogen removal system.

### Overview

DEC and DOH have identified priority geographic areas for the replacement of septic systems, and allocated funding to counties from the Fund. Counties that have priority areas within their boundaries, and choose to participate in this program, are called "Participating Counties."

Participating Counties notify owners of property served by septic systems (including residences and small businesses) that they could be eligible for financial assistance from the Septic System Replacement Program. Once notified, property owners who undertake a septic system project may apply to the Participating County for a grant from the Program.

Participating Counties review and evaluate the applications and determine financial assistance awards based on the Program criteria and consideration of a property's location in relation to a waterbody, impacts to groundwater used as drinking water, and the condition of the property owner's current septic system. Participating Counties may set graduated incentive reimbursement rates for septic system projects to maximize

pollution reduction outcomes. Septic system projects located in a priority geographic area identified by DEC as threatened or impaired by nitrogen must reduce nitrogen levels by at least 30% to receive assistance.

After evaluating applications and making funding decisions, Participating Counties notify the property owners of their grant awards by sending them award letters that include the amount, and other terms and conditions, of the grant. Property owners must formally accept the grant award and its terms and conditions by signing and returning the letter to their participating counties, after which property owners may proceed and hire design professionals and contractors to complete the work on their septic system projects.

As the Program provides funding on a reimbursement basis, property owners are initially responsible for the total cost of their septic system projects. Property owners may also choose to have the reimbursement paid directly to their contractors, which could reduce their out-of-pocket costs.

To receive reimbursement, property owners submit a reimbursement request to the Participating County in which they are located upon completion of their septic system projects. Reimbursement requests must include:

- (i) the completed Reimbursement Request form;
- (ii) any applicable design approval for the septic system project;
- (iii) description of all work completed;
- (iv) cost documentation and invoice or invoices for eligible costs; and
- (v) if applicable, a written authorization for a septic system contractor directly to receive the property owner's reimbursement.

Participating Counties review the reimbursement requests, and approve, adjust or deny them, as appropriate. No more often than once a month, Participating Counties aggregate the reimbursement requests they've received, and certify that amount in a disbursement request to the Environmental Facilities Corporation ("EFC"), which administers the Septic System Replacement Fund. EFC reviews the disbursement requests and once it is confirmed that all necessary documentation has been received and verified, disburses monies from the fund to the participating counties, which then issue reimbursement payments to property owners or their contractors for their completed septic system projects.

**COUNTY OF SARATOGA**  
 COUNTY MUNICIPAL CENTER  
 BALLSTON SPA NY 12020

**VOUCHER**

DEPT.

Claimant's Name and Address  
 David Anderson  
 712 Carlton Rd  
 Clifton Park, NY 12065

PURCHASE ORDER NO.

VOUCHER NO.

DO NOT WRITE IN THIS BOX

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

DATE	QUANTITY	DESCRIPTION OF MATERIALS OR SERVICES	UNIT PRICE	AMOUNT
9/26/23	1	Septic System Replacement (State Septic System Replacement Fund Program)	\$6492.00	\$6492.00
			<b>TOTAL</b>	<b>\$6492.00</b>

CLAIMANT'S CERTIFICATION

I, David Anderson, certify that the above account in the amount of \$ 6492.00

*Claimant must print name above*  
 and correct, that the items, services and disbursements charged were rendered to or for the municipality on the dates stated, that no part has been paid or satisfied, that taxes, from which the municipality is exempt, are not included, and that amount claimed is actually due.

09/26/2023

\_\_\_\_\_ Date SIGNATURE TITLE

DEPARTMENT APPROVAL

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

\_\_\_\_\_  
 DATE AUTHORIZED OFFICIAL

APPROVAL FOR PAYMENT

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



# Certificate of Compliance

Town of Clifton Park  
Saratoga County New York

This certifies that the Leach Field Replacement

located at  
712 Carlton Rd  
SBL #: 265.-1-83

has been inspected and is in substantial compliance with the appropriate provisions of the code of the Town of Clifton Park and said installment is hereby approved for use.

Pursuant to Building Permit Number **SWR23-000014**

Issued on the date of **08/24/2023**

# BATTAGLIA EXCAVATION

General Contracting & Excavation, Inc.

## Bid Acceptance Contract

### Owner Information:

David Anderson  
(518) 339-2318

Address: 712 Carlton Road Clifton Park, NY

### DESCRIPTION OF PROPOSED PROJECT:

\*see attached ESTIMATE FOR WORK COMPLETION-Septic System Repair \*August 21, 2023

**TIME FOR JOB COMPLETION:** The work to be performed by contractor pursuant to this agreement shall be commenced approximately on 8/31/2023

**PAYMENT:** Owner agrees to pay Battaglia Excavation a total cash price of \$9425.00, with a Down payment of ~~\$4725.00~~ with a final payment of \$4725.00 upon completion.


\$4725.00

Upon satisfactory payment being made for any portion of the work performed, the contractor shall, prior to any further payment being made furnish to the person contracting for this improvement, a full and unconditional release from any claim or mechanic's lien, for that portion of the work for which payment has been made. If full payment is not made to contractor owner agrees to pay interest, all collection costs including but not limited to collection agency fees, attorney fees, cost of suit, and court fees.

**TERMS AND CONDITIONS:** The terms and conditions are expressly incorporated into this agreement.

**THIS AGREEMENT:** consists of 1 page and 1 page of attachments (Estimate for work completion, dated August 21, 2023)

Contractor's Signature

 8/23/2023

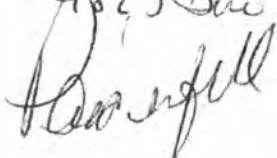
Brian J. Battaglia (owner)

Owner/Buyer Signature(s)



(Title)

Order # 1041 \$4675 8/25/2023  
Order # 1042 4825 9/8/2023

\$4825 Due  
 (Title)



54-8965/2114

KATHERINE ANDERSON  
DAVID ANDERSON

3 JESSE CT.  
GLENVILLE, NY 12302

9/15/2023

Pay to the order of BATTAGLIA EXCAVATION

\$ 4825.00

FOUR THOUSAND EIGHT HUNDRED TWENTY FIVE Dollars

SERVICE CREDIT UNION

(800) 936-7730  
WWW.SERVICECU.ORG

For FINAL CATCH FIELD PAYMENT



© 2003 Service Credit Union

CHECK HERE AFTER MICRLE OR REF. AND DEPOSIT

54-8965/2114

KATHERINE ANDERSON  
DAVID ANDERSON

3 JESSE CT.  
GLENVILLE, NY 12302

8/25/2023

*Original by the issuer, unless written otherwise*

Pay to the order of BATAVIA EXCAVATION \$ 4625<sup>00</sup>

FOUR THOUSAND SIX HUNDRED TWENTY FIVE Dollars

SERVICE CREDIT UNION  
(800) 936-7730  
WWW.SERVICECU.ORG

For DOWN PAYMENT FOR LEACH



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DO NOT WRITE BEHIND OR OVER THESE LINES

1-800-210-0468

# BALLOTTA EXCAVATION

## invoice

Bill To:

David Anderson  
712 Carlton Road  
Clifton Park, NY 12065

Number 4460

Date 6/3/2023

Date	Description	Amount
6/3/2023	Locate/excavate cause of effluent rising to ground grade near septic disposal system with excavator.	\$750.00
	Evaluation pics/letter	

*Paid in full 8/14/2023  
Ch # 1039*

Category	Balance
Total	\$750.00
Amount Paid	\$0.00
Amount Due	\$750.00

54-8965/2114

KATHERINE ANDERSON  
DAVID ANDERSON

3 JESSE CT.  
GLENNVILLE, NY 12302

8/14/2023

Pay to the  
order of

*through the storm* *if you do not wish to* *James*  
BATTAGLIA EXCAVATION

\$ 750

~~SEVEN HUNDRED & FIFTY DOLLARS~~

<sup>00</sup>/<sub>100</sub>

Dollars

SERVICE CREDIT UNION  
(800) 936-7730  
WWW.SERVICECU.ORG

*[Signature]*

For INITIAL INSPECTION

50% OF THE SEA

20 - 100% OF THE SEA

20 - 100% OF THE SEA

20 - 100% OF THE SEA

# BATTAGLIA EXCAVATION

General Contractor & Excavation Services

## Invoice

Bill To

David Anderson  
712 Carlton Road  
Clifton Park, NY 12065

Number 4499

Date 8/12/2023

Date	Description	Amount
8/12/2023	Engineering Fees for Septic System	\$1,500.00

PAID in full 8/14/2023  
Chk# 1040

Sub Total	\$1,500.00
Total	\$1,500.00
Amount Paid	\$0.00
Amount Due	\$1,500.00

54-8965/2114

KATHERINE ANDERSON  
DAVID ANDERSON

3 JESSE CT.  
GLENVILLE, NY 12302

8/14/2023

Pay to the order of BATTAGLIA EXCAVATION \$ 1500 00

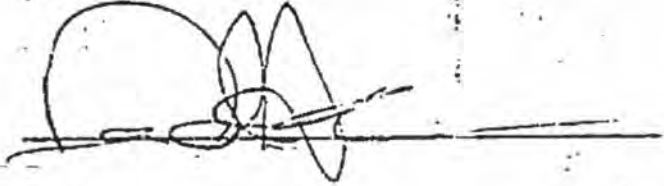
ONE THOUSAND FIVE HUNDRED <sup>00</sup>/<sub>100</sub> Dollars

SERVICE CREDIT UNION

(800) 936-7730

WWW.SERVICECU.ORG

For ENGINEER DWG



CHECK HERE AFTER NOTICE OF NON-PAYMENT

DO NOT WRITE IN THESE SPACES

SONG OF THE SEA

Charlton Septic Service, LLC  
 4015 Jockey Street  
 Charlton, NY 12019

# Invoice

Fed ID#	20-0778039
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Date	Invoice #
1/26/2023	2023-124

**PAID**  
 01/30/2023

<b>Bill To</b>
David Anderson 712 Carlton Road Clifton Park, NY 12065

Terms	Due Date
Due on receipt	1/26/2023

Item	Description	Qty	Rate	Amount
Closed Pumping	Open and pump the septic tank, pump and clean the pump tank, 2500 gallons.		450.00	450.00T
Labor	Labor to remove the pump, replumb the pump tank, reinstall the floats that were laying on the bottom of the pump tank. Test, OK.		750.00	750.00T

Thank you for choosing Charlton Septic Service for all your septic needs.

**Sales Tax (7.0%)** \$84.00

<b>Phone #</b>
518-399-1323

**Total** \$1,284.00

**Payments/Credits** -\$1,284.00

**Balance Due** \$0.00

54-8965/2114

KATHERINE ANDERSON  
DAVID ANDERSON

3 JESSE CT.  
GLENVILLE, NY 12302

1/26/2023

Pay to the  
order of

*through the storm*  
CHARITON SEPTIC *Three structural water above*

\$ 1284 <sup>00</sup>/<sub>100</sub>

ONE THOUSAND & EIGHTY FOUR - <sup>00</sup>/<sub>100</sub> Dollars



SERVICE CREDIT UNION  
(800) 936-7730  
WWW.SERVICECU.ORG

For SEPTIC WORK

D Morgan Licensed by Cottage Garden Loans, LLC Bart

CHARITON SEPTIC SERVICE

SONG OF THE SEA



**COUNTY OF SARATOGA**  
 COUNTY MUNICIPAL CENTER  
 BALLSTON SPA NY 12020  
**VOUCHER**

PURCHASE ORDER NO.                      VOUCHER NO.

DO NOT WRITE IN THIS BOX

DEPT.

Claimant's Name and Address	Brent Steuerwald/ Donna ErredePOA 882 Rte 146A Clifton Park, NY 12065
-----------------------------	---

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

DATE	QUANTITY	DESCRIPTION OF MATERIALS OR SERVICES	UNIT PRICE	AMOUNT
9/12/23	1	Septic System Replacement (State Septic System Replacement Fund Program)	\$10,000.00	\$10,000.00
			<b>TOTAL</b>	<b>\$10,000.00</b>

CLAIMANT'S CERTIFICATION

I, Donna Errede, certify that the above account in the amount of \$ 10,000.00  
Claimant must print name above

and correct, that the items, services and disbursements charged were rendered to or for the municipality on the dates stated, that no part has been paid or satisfied, that taxes, from which the municipality is exempt, are not included, and that amount claimed is actually due.

9-25-2023                      Donna Errede                      POA  
 Date                                      SIGNATURE                                      TITLE

DEPARTMENT APPROVAL

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

\_\_\_\_\_  
 DATE                                      AUTHORIZED OFFICIAL

APPROVAL FOR PAYMENT

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



# Certificate of Compliance

Town of Clifton Park  
Saratoga County New York

This certifies that the Septic System

located at  
882 Rt 146A  
SBL #: 264.-3-81

has been inspected and is in substantial compliance with the appropriate provisions of the code of the Town of Clifton Park and said installment is hereby approved for use.

Pursuant to Building Permit Number **SWR23-000009**

Issued on the date of **06/12/2023**

Date 09/05/2023

*Authorized Signature*

BRENT T. STEUERWALD  
DONNA L ERREDE  
882 ROUTE 146A  
CLIFTON PARK, NY 12065-1521

50-91/213

DATE

8/24/23

PAY TO  
THE ORDER OF

*Odorless Septic*

THE ORDER OF

*Twenty-six thousand five hundred*

\$26,500.00

*and no/100*  
DOLLARS



MEMO

*882 Route 146A Septic Donna L Errede*

Account

220

SPECIALTY UNIT

FOR DEPOSIT ONLY  
SUNMARK FEDERAL CREDIT UNION  
ODORLESS SANITARY CLEANERS, INC

NAME OF FINANCIAL INSTITUTION  
DATE  
HELD BY

10/17/23



## **SARATOGA COUNTY BOARD OF SUPERVISORS**

### **RESOLUTION \_\_\_ - 2023**

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

#### **AUTHORIZING THE ACCEPTANCE AND DISBURSEMENT OF NEW YORK STATE SEPTIC SYSTEM REPLACEMENT PROGRAM GRANT FUNDS, AND AMENDING THE 2023 COUNTY BUDGET IN RELATION THERETO**

**WHEREAS**, the New York State Clean Water Infrastructure Act of 2017 established the Septic System Replacement Fund (“the Fund”) to provide property owners a source of funding for the replacement of failing cesspools and septic systems servicing residences and small businesses in New York State; and

**WHEREAS**, the Septic System Replacement Program (“the Program”) is a grant program that seeks to reduce the environmental and public health impacts associated with the discharge of effluent from cesspools and septic systems on groundwater used as drinking water, as well as threatened or impaired waterbodies; and

**WHEREAS**, pursuant to Resolution 79-2018 and 45-2023, this board authorized the County to participate in the New York State Environmental Facilities Corporation (“EFC”) Septic System Replacement Program (“the Program”) for the term March 1, 2018 through December 31, 2026, and authorized the execution of a County Participation Agreement with the EFC; and

**WHEREAS**, the Program is being administered for the County by the Saratoga County Soil and Water Conservation District; and

**WHEREAS**, two property owners in the Town of Clifton Park submitted grant applications to the Saratoga County Soil and Water Conservation District requesting an award of Program funds for the replacement of the aging septic system on their properties; and

**WHEREAS**, the Saratoga County Soil and Water Conservation District determined that said proposed septic system projects would significantly and quantifiably reduce potential environmental and/or public health impacts that could result from the aging septic systems, and issued an award letter to the applicants notifying them of the award of Program funds for the reimbursement of their eligible project costs; and

**WHEREAS**, the property owners have completed their septic system replacement projects, and have applied to the Saratoga County Soil and Water Conservation District for the disbursement of their grant award of Program funds; and

**WHEREAS**, the Saratoga County Soil and Water Conservation District made an application to the EFC for disbursement of the Septic System Replacement Program funds awarded for these septic system projects, and EFC has distributed total funds in the amount of \$16,492 to the County in reimbursement of the eligible costs of said projects; and

**WHEREAS**, the acceptance and disbursement of these Septic System Replacement Program grant funds requires this Board’s approval, and an amendment to the 2023 Saratoga County Budget; now, therefore, be it

**RESOLVED**, that the Chair of the Board is hereby authorized to execute all necessary documents and agreements with the New York State Environmental Facilities Corporation for the acceptance of Septic System Replacement Program grant funds in the amount of \$16,492; and it is further

**RESOLVED**, that the form and content of such documents and agreements are subject to the approval of the County Attorney; and it is further

**RESOLVED**, that the 2023 Saratoga County Budget is hereby amended as follows:

UNDER NON-DEPARTMENTAL

Increase Appropriations

Acct. # A.90.000-8762 – Septic System Replacement Fund Program \$16,492

Increase Revenues

Acct. # A.90-3904 – State Aid – Septic System Replacement Fund \$16,492

; and it is further

**RESOLVED**, that the Saratoga County Treasurer is hereby authorized to disburse payment of said Septic System Replacement Program grant funds to the following property owners in the following amount in reimbursement of his respective eligible septic system project costs incurred:

<u>Property Owner</u>	<u>Amount</u>
David Anderson 712 Charlton Rd. Clifton Park, NY 12065	\$ 6,492
Brent Steuerwald 882 Rt. 146A Clifton Park, NY 12065	\$10,000

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

October 17, 2023 Regular Meeting

Motion to Adopt: Supervisor(s):

Second: Supervisor(s):

AYES (0):

NOES (0):

ABSENT (0):

ABSTAIN (0):

Eric Connolly (11831), Joseph Grasso (4328), Philip C. Barrett (19014.5), Jonathon Schopf (19014.5), Eric Butler (6500), Diana Edwards (819), Jean Raymond (1333), Michael Smith (3525), 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), John Lawler (8208), John Lant (17361), Kevin Tollisen (25662), Willard H. Peck (5242), Thomas N. Wood, III (5808), Edward D. Kinowski (9022).



# 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:** 10.6.2023

**COMMITTEE:** Law & Finance

1. Is a Resolution Required:

Yes, Other

2. Proposed Resolution Title:

Authorizing Inter-Agency Transfers Necessary to Close Out the 2023 County Budget

3. Specific Details on what the resolution will authorize:

Resolution will authorize the County Administrator to make inter-agency Transfers that are necessary to close out the 2023 county budget.

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
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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

Human Resources Consulted  
N/A

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:

Purchasing Office Consulted  
N/A

County Administrator's Office  
Consulted **Yes**

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:



10/18/22

## SARATOGA COUNTY BOARD OF SUPERVISORS

RESOLUTION 312-~~2022~~

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

### AUTHORIZING INTER-AGENCY TRANSFERS NECESSARY TO CLOSE OUT ~~2022~~ COUNTY BUDGET

*2023*

WHEREAS, inter-agency transfers are necessary to accommodate various adjustments to balance and close out the ~~2022~~ County Budget; and

*2023*

WHEREAS, a delegation of the authority to approve these transfers is necessary to implement them in a timely and lawful manner; now, therefore, be it

RESOLVED, that, effective October 18, ~~2022~~, the County Administrator is authorized to make any inter-agency transfers necessary to close out the ~~2022~~ County Budget and he shall submit a written report thereof to the Law and Finance Committee in ~~2023~~; and it is further

*17, 2023*

*2023 2024*

RESOLVED, that this Resolution shall take effect immediately.

BUDGET IMPACT STATEMENT: No Budget Impact.

*17, 2022*  
October 18, 2022 Regular Meeting

Motion to Adopt: Supervisor(s):

Second: Supervisor(s)

Ayes:

Noes:

Abstain:

Absent:



# 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:** Sewer District #1

**DATE:** 10/3/2023

**COMMITTEE:** Law & Finance

1. Is a Resolution Required:

Yes, Contract Approval

2. Proposed Resolution Title:

AUTHORIZING AN AGREEMENT WITH JOHN W. DANFORTH COMPANY FOR PLUMBING SERVICES RELATING TO SARATOGA COUNTY SEWER DISTRICT NO. 1'S AMMONIA REMOVAL PROJEC

3. Specific Details on what the resolution will authorize:

The ammonia project needed to have 4 prime contracts per Wicks Law. At initial bidding we did not receive a bid for the plumbing work. This was the re-bid of that prime contract. There was only one bidder, John W. Danforth Company in the amount of \$98,250.00. This amount is in line with the scope of work required for the project.

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
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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 HO.813-7095
- b. Budget year impacted 2023
- c. Details

This project is being funding through BANs and Bonds over a multi year project.

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 **BID**

b. Specification # (BID/RFP/RFQ/OTHER CONTRACT #)  
**23-SDWTPARP-2P**

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):

John W. Danforth Company, of Tonawanda, New York,  
Ray Kazyaka  
rkazyaka@jwdanforth.com

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

f. State of vendor/contractor organization: **NY**

g. Commencement date of contract term: **TBD**

h. Termination of contract date: **N/A**

i. Contract renewal date and term:

k. Is this a renewal agreement:  Y  N

l. Vendor/Contractor comment/remarks:

Human Resources Consulted

Purchasing Office Consulted  
**Yes**

County Administrator's Office  
Consulted

8. Is a grant being accepted:  YES or  NO
- a. Source of grant funding:
  - b. Agency granting funds:
  - c. Amount of grant:
  - d. Purpose grant will be used for:
  - e. Equipment and/or services being purchased with the grant:
  - f. Time period grant covers:
  - g. Amount of county matching funds:
  - h. Administrative fee to County:

9. Supporting Documentation:

- Marked-up previous resolution
- No Markup, per consultation with County Attorney
- Information summary memo
- Copy of proposal or estimate
- Copy of grant award notification and information
- Other Engineers award recommendation letter

10. Remarks:



September 27, 2023

Mr. Daniel Rourke  
Executive Director  
Saratoga County Sewer District  
1002 Hudson River Rd  
Mechanicville, NY 12118

Re: Wastewater Treatment Plant Ammonia Removal Project  
Contract No. 23-SDWTPARP-2P – Plumbing Construction  
Recommendation of Award

File: 404.002.001

Dear Mr. Rourke:

Barton & Loguidice, D.P.C. (B&L) has reviewed the bids submitted for the above referenced project and the bid tabulation is attached for your review.

One (1) bid was submitted for Contract No. 23-SDWTPARP-2P – Plumbing Construction. Based on our review of the bid submitted and qualifications of the low bidder, B&L recommends the award for Contract No. 23-SDWTPARP-2P – Plumbing Construction to John W. Danforth Company in the amount of \$98,250.00.

Please call should you have any questions.

Very truly yours,

**BARTON & LOGUIDICE, D.P.C.**

Karen W. Clark, P.E.  
Senior Associate

Enclosure



SARATOGA COUNTY SEWER DISTRICT NO.1  
WASTEWATER TREATMENT PLANT AMMONIA REMOVAL PROJECT  
CONTRACT NO. 23-SDWTPARP-2P - PLUMBING CONSTRUCTION  
B&L PROJECT NO.: 404.002.001  
BID OPENING: SEPTEMBER 6, 2023, 11:00 AM  
BID TABULATION



The following is an official tabulation of the bids as compiled at the bid opening:

Item No.	Description	Quantity	Unit	John W. Danforth Company	
				Unit Price	Cost
1	Lump Sum Plumbing Construction	1	LS	\$ 83,250	\$ 83,250
2	Construction Allowance	1	LS	\$ 15,000	\$ 15,000
<b>TOTAL BASE BID (ITEMS 1-2)</b>				<b>\$</b>	<b>98,250.00</b>
00310	FORM OF BID				✓
	ADDENDUM ACKNOWLEDGED				✓
00430	BID BOND				✓
	%				5%
00440	NON-COLLUSIVE BIDDING CERTIFICATION				✓
00450	CONTRACTOR QUALIFICATION STATEMENT				✓
00460	CONTRACTOR REFERENCE SHEET				✓
00470	CORPORATE BID RESOLUTION				✓
00480	CERTIFICATION OF COMPLIANCE WITH IRAN DIVESTMENT ACT				✓
00490	CERTIFICATION OF COMPLIANCE FOR THE PREVENTION OF SEXUAL HARASSMENT				✓
00540	INDEMNITY AND INSURANCE AGREEMENT				✓

N.I. = Not Included



# 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:** Sewer District #1

**DATE:** 10/3/2023

**COMMITTEE:** Law & Finance

1. Is a Resolution Required:

Yes, Contract Approval

2. Proposed Resolution Title:

AUTHORIZING AN AGREEMENT WITH JERSEN  
CONSTRUCTION GROUP LLC FOR WORK RELATED TO  
THE REPLACEMENT OF THE HEADWORKS TROUGHING  
CONVEYOR AT SARATOGA COUNTY SEWER DISTRICT  
NO. 1'S WASTEWATER TREATMENT PLANT

3. Specific Details on what the resolution will authorize:

Authorizing the Chairman to enter into an agreement with the  
apparent low bidder, Jersen Construction Group LLC for work at  
at the WWTP relating to demolition, furnishing and installing of  
a new headings troughing conveyor for the screening and grit.  
The existing unit has reached the end of its useful life and  
needs to be replaced. The cost associated with the project is  
\$252,200. This piece of equipment operates 24/7/365.

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 ES.81.813-7095
- b. Budget year impacted 2023
- c. Details

This projected was budgeted in 2023 for 250,000. The minor additional amount will come from savings on other capital projects.

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 **BID**

b. Specification # (BID/RFP/RFQ/OTHER CONTRACT #)  
**23-SDHTC-1**

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):

Kenneth J. Jersen  
Jersen Construction Group LLC  
518-233-0600  
gpereau@jersen.com

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

f. State of vendor/contractor organization: **NY**

g. Commencement date of contract term: **TBD**

h. Termination of contract date:

i. Contract renewal date and term: **N/A**

k. Is this a renewal agreement:  Y  N

l. Vendor/Contractor comment/remarks:

Purchasing Office Consulted

County Administrator's Office  
Consulted

8. Is a grant being accepted:  YES or  NO

a. Source of grant funding:

b. Agency granting funds:

c. Amount of grant:

d. Purpose grant will be used for:

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

f. Time period grant covers:

g. Amount of county matching funds:

h. Administrative fee to County:

9. Supporting Documentation:

Marked-up previous resolution

No Markup, per consultation with County Attorney

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:** County Treasurer



**DATE:** 10/05/2023

**COMMITTEE:** Law & Finance



1. Is a Resolution Required:

Yes, Other

2. Proposed Resolution Title:

Amending the County Budget for the Sewer and Various Capital Projects to recognize the receipt of bond sale proceeds

3. Specific Details on what the resolution will authorize:

The resolution is necessary to amend the 2023 County Budget to recognize revenue received from BAN sale. Funds will be placed in the General Fund, Sewer Interceptor Fund and Sewer Ammonia Removal Fund.

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**):

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

- a. G/L line impacted multiple see attached
- b. Budget year impacted 2023
- c. Details

This resolution will recognize the receipt of the BAN proceeds.

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

N/A

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:

Purchasing Office Consulted

N/A



County Administrator's Office  
Consulted **Yes**

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 Impacted budget lines

10. Remarks:

We are looking for authority to deposit bond proceeds in the A and ES funds and the authority to transfer reconciled projects into a capital account after year end.

**A Fund**

## Increase Appropriations

A.90.910-9600.2022BAN	Principal 2023 BAN	\$	6,974,650.00
A.16.000-8142	Bonding Fees	\$	7,728.95
A-0599.B	Appropriated Fund Balance	\$	80,158.62

## Increase Revenues:

A.90-5730	Bond Anticipation Notes	\$	6,974,650.00
A.90-2710	Premium on Obligations	\$	87,887.57

**ES Fund**

## Increase Appropriations

ES.81.910-9600.2022BAN	Principal 2023 BAN	\$	24,000,000.00
ES.81.000-8142	Bonding Fees	\$	49,064.05
ES-0599.B	Appropriated Fund Balance	\$	517,980.95

## Increase Revenues

ES.81-5730	Bond Anticipation Notes	\$	24,000,000.00
ES.81-2710	Premium on Obligations	\$	567,045.00

**HO Fund- Ammonia**

## Increase Appropriations

HO.81.813-7095	Cap Equipment	\$	10,000,000.00
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## Increase Revenues

HO.81-5730	Bond Anticipation Notes	\$	10,000,000.00
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**HP Fund- Interceptor**

## Increase Appropriations

HP.81.812-7092	Infrastructure	\$	11,000,000.00
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## Increase Revenues

HP.81-5730	Bond Anticipation Notes	\$	11,000,000.00
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12/20/22

**SARATOGA COUNTY BOARD OF SUPERVISORS**

**RESOLUTION 382 - 2022**

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

**AMENDING THE COUNTY BUDGET TO RECOGNIZE BOND SALE PROCEEDS ISSUED FOR THE SEWER INTERCEPTOR REHABILITATION PROJECT, UPGRADE OF AMMONIA TREATMENT FACILITIES AT SARATOGA COUNTY SEWER DISTRICT NO. 1, AND VARIOUS CAPITAL PROJECTS**

**WHEREAS**, pursuant to Resolution **142-2023**, this Board authorized the issuance of up to **\$68,550,000** in serial bonds of the County of Saratoga to finance the cost of rehabilitation and improvement of the sewer interceptor and related facilities by Saratoga County Sewer District No. 1; and

**WHEREAS**, the County conducted the sale of **Bond Anticipation Notes** on September **21, 2023** and it is necessary to amend the 2023 County Budget to recognize the revenue received from the **BAN** sale and transfer expense authority from the General Fund to the Sewer Interceptor Rehabilitation account and the Sewer Ammonia Removal account; and

**WHEREAS**, the issuance of this **BAN** incurred fees and expenses payable to the County's Fiscal Advisors, Bond Counsel, and underwriter, to be paid upon issue, now, therefore, be it further,

**RESOLVED**, that the 2023 County Budget is amended as to reflect the receipt of **BAN proceeds and authorization to pay the associated BAN issuance fees:**

<b>A Fund</b>			
Increase Appropriations			
A.90.910-9600.2022BAN	Principal 2023 BAN	\$	6,974,650.00
A.16.000-8142	Bonding Fees	\$	7,728.95
A-0599.B	Appropriated Fund Balance	\$	80,158.62
Increase Revenues:			
A.90-5730	Bond Anticipation Notes	\$	6,974,650.00
A.90-2710	Premium on Obligations	\$	87,887.57
<b>ES Fund</b>			
Increase Appropriations			
ES.81.910-9600.2022BAN	Principal 2023 BAN	\$	24,000,000.00
ES.81.000-8142	Bonding Fees	\$	49,064.05
ES-0599.B	Appropriated Fund Balance	\$	517,980.95
Increase Revenues			
ES.81-5730	Bond Anticipation Notes	\$	24,000,000.00
ES.81-2710	Premium on Obligations	\$	567,045.00
<b>HO Fund- Ammonia</b>			
Increase Appropriations			
HO.81.813-7095	Cap Equipment	\$	10,000,000.00
Increase Revenues			
HO.81-5730	Bond Anticipation Notes	\$	10,000,000.00
<b>HP Fund- Interceptor</b>			
Increase Appropriations			
HP.81.812-7092	Infrastructure	\$	11,000,000.00
Increase Revenues			
HP.81-5730	Bond Anticipation Notes	\$	11,000,000.00

; and it is further

**RESOLVED**, that the County Treasurer and/or Budget Officer is hereby authorized to receive and account for any proceeds related to the issuance of **BANs** of the County of Saratoga to finance the cost of various capital projects, as authorized by Resolution 218-2022; and it is further

**RESOLVED**, that at the conclusion of the 2023 fiscal year, following settlement of any capital expenditures related to various capital projects, including the Administrative Office Building Improvements, Correctional Facility Improvements, Social Services Building Improvements, Signage Replacement, Municipal Complex Building 4 Improvements, Emergency Response Vehicle Acquisition, and Equipment Purchases, the County Treasurer and/or Budget Officer is hereby authorized to reconcile any unspent **BAN** proceeds related to the various capital projects to the Capital Account entitled: "HQ Fund – Various Capital Projects;" and it is further

**RESOLVED**, that this Resolution shall take effect immediately.

BUDGET IMPACT STATEMENT: The resolution will authorize a transfer of funds to the appropriate capital accounts once reconciled.

December 20, 2022 Regular Meeting  
Motion to Adopt: Supervisor Schopf  
Second: Supervisor Tollisen

AYES (179685): Eric Connolly (11831), Joseph Grasso (4328), Philip C. Barrett (19014.5), Jonathon Schopf (19014.5), Eric Butler (6500), Diana Edwards (819), Jean Raymond (1333),

Michael Smith (3525), Kevin Veitch (8004), Arthur M. Wright (1976), Kevin Tollisen (25662), Thomas Richardson (5163), Scott Ostrander (18800), Theodore Kusnierz (16202), Tara N. Gaston (14245.5), Matthew E. Veitch (14245.5), Edward D. Kinowski (9022).

NOES (0):

ABSENT (55824): Mark Hammond (17130), Willard H. Peck (5242), Sandra Winney (2075), Thomas N. Wood, III (5808), John Lawler (8208), John Lant (17361)



# 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:** 10.6.2023

**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:

\$20,000 for new historical markers in Saratoga Springs. The first is to commemorate the original neighborhood that existed there before Urban Renewal. It was a primarily African-American community, with several Black-owned businesses in the area. The second and third signs will mark the original locations of the African-American churches in our City, that were removed during the Urban Renewal program. Additional funds will be used to restore existing historical markers, primarily the Saratoga County Year 2000 marker that marks the historic Dublin area of the City.

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
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Expense

Account Number	Account Name	Amount
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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

Human Resources Consulted  
N/A

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:

Purchasing Office Consulted  
N/A

County Administrator's Office  
Consulted **Yes**

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:





# SARATOGA COUNTY

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**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:** 10.6.2023

**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:

\$25,000 for the Frederick Allen Elks Lodge #609 for a kitchen renovation project. There is an immediate need for a renovated and updated kitchen in the lodge, which currently cannot be used. This will provide the needed equipment and any updates necessary to the space to allow for it to be used again as a working kitchen for the lodge.

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.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

Human Resources Consulted  
N/A

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:

Purchasing Office Consulted  
N/A

County Administrator's Office  
Consulted **Yes**

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:



# SARATOGA COUNTY

## AGENDA ITEM REQUEST FORM

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**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 Attorney

**DATE:** 10/01/2023

**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:

Authorizing the terms of a settlement agreement and amending the 2023 county budget in relation thereto

3. Specific Details on what the resolution will authorize:

A motor vehicle accident occurred on July 28, 2017 involving a County owned road, multiple injuries and multiple vehicles. Preliminary litigation has occurred, however litigation has not concluded and the parties have reached a Settlement which requires BOS authorization and amending the 2023 budget for the \$40,000 settlement amount.

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
A.20.992-9100	Claim Settlements	\$40,000

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

Decrease A-0599.B Appropriated Fund Balance-Budgetary	<input checked="" type="checkbox"/>
Amount: \$40,000	

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

Other

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

The budget will be amended to increase appropriations and decrease fund balance by \$40,000

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

County Administrator's Office  
Consulted

8. Is a grant being accepted:  YES or  NO

a. Source of grant funding:

b. Agency granting funds:

c. Amount of grant:

d. Purpose grant will be used for:

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

f. Time period grant covers:

g. Amount of county matching funds:

h. Administrative fee to County:

9. Supporting Documentation:

Marked-up previous resolution

No Markup, per consultation with County Attorney

Information summary memo

Copy of proposal or estimate

Copy of grant award notification and information

Other \_\_\_\_\_

10. Remarks: