



# Law & Finance Committee

Wednesday, November 15, 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 October 11, 2023

### **REAL PROPERTY TAX**

- Approving the 2024 Tax Bill Flyer in accordance with Local Law No. 1 of 2012 establishing Truth in Taxation in Saratoga County.  
(Steve Bulger, County Administrator)  
**BUDGET IMPACT:** No Budget Impact.

### **HEALTH & HUMAN SERVICES**

- Authorizing 2024 subcontracts for the Department of Aging and Youth Services pursuant to the 2020-2024 Four-Year Service Plan.  
(Sandi Cross, Director of the Department of Aging & Youth Services)  
**BUDGET IMPACT:** No Budget Impact. Funds are included in the Department Budget.
- Authorizing the acceptance of a 2023-2024 State aid allocation from the Office of Children and Family Services for youth sports and education opportunities, and runaway homeless youth programs and services.  
(Sandi Cross, Director of the Department of Aging & Youth Services)  
**BUDGET IMPACT:** No Budget Impact. Funds are included in the Department Budget.
- Authorizing an agreement with Captain Community Human Services, Inc. to provide Runaway Homeless Youth Programs and Services..  
(Sandi Cross, Director of the Department of Aging & Youth Services)  
**BUDGET IMPACT:** No Budget Impact. Funds are included in the Department Budget.

- Authorizing the acceptance of a Code Blue allocation from the New York State Office of Temporary and Disability Assistance, and authorizing an agreement with Shelters of Saratoga, Inc. for the operation of the Code Blue Shelter.  
(Patrick Maxwell, Commissioner of Social Services)  
**BUDGET IMPACT:** No Budget Impact. Funds are included in the Department Budget.
- Authorizing the acceptance of a grant from the New York State Office of Children and Family Services for the provision of Behavioral Health Consultant Services and authorizing an amended agreement with ECS Psychological Services, P.C..  
(Patrick Maxwell, Commissioner of Social Services)  
**BUDGET IMPACT:** No Budget Impact. Funds are included in the Department Budget.
- Proclaiming November 2023 as “Epilepsy Awareness Month” in Saratoga County.  
(Steve Bulger, County Administrator)  
**BUDGET IMPACT:** No Budget Impact.
- Authorizing a renewal agreement for the Joseph P. Dwyer Veterans Peer to Peer program between the Veterans Service Agency and the Department of Mental Health and Addiction Services.  
(Michael Prezioso, Commissioner of Mental Health & Addiction Services)  
**BUDGET IMPACT:** No Budget Impact. Funds are included in the Department Budget.
- Authorizing a renewal agreement for the Jail-Based Medication Assisted Treatment Program between the Sheriff’s Office and the Department of Mental Health and Addiction Services.  
(Michael Prezioso, Commissioner of Mental Health & Addiction Services)  
**BUDGET IMPACT:** No Budget Impact. Funds are included in the Department Budget.
- Authorizing an agreement with James McGuinness & Associates, Inc. for the provision of a software system and support services for the processing of reimbursement claims to the State for Pre-School Education costs.  
(Daniel Kuhles, Commissioner of Health)  
**BUDGET IMPACT:** No Budget Impact. Funds are included in the Department Budget.

## **BUILDINGS & GROUNDS**

- Awarding Animal Shelter HVAC Phase 1 construction contracts.  
(Chad Cooke, Commissioner of Public Works)  
**BUDGET IMPACT:** No Budget Impact. Funds are included in both the 2023 and tentative 2024 department budgets
- Authorizing a lease with Railroad Place Partners, L.P. for Supreme Court Chambers.  
(Chad Cooke, Commissioner of Public Works)  
**BUDGET IMPACT:** No Budget Impact. Funds are included in the Department Budget.

## **PUBLIC SAFETY**

- Authorizing an agreement with the New York State Office of Indigent Legal Services to accept an Indigent Legal Services grant.  
(Andrew Blumenberg, Public Defender)  
**BUDGET IMPACT:** No Budget Impact. Funds are included in the Department Budget.
- Authorizing a 2024 contract for police services with the Town of Malta.  
(Michael Zurlo, County Sheriff)  
**BUDGET IMPACT:** No Budget Impact. Funds are included in the Department Budget.
- Authorizing a 2024 contract for police services with the Town of Clifton Park.  
(Michael Zurlo, County Sheriff)  
**BUDGET IMPACT:** No Budget Impact. Funds are included in the Department Budget.
- Authorizing a 2024 contract for police services with the Town of Halfmoon.  
(Michael Zurlo, County Sheriff)  
**BUDGET IMPACT:** No Budget Impact. Funds are included in the Department Budget.
- Authorizing a 2024 contract for police services with the Town of Wilton.  
(Michael Zurlo, County Sheriff)  
**BUDGET IMPACT:** No Budget Impact. Funds are included in the Department Budget.
- Authorizing acceptance of a New York State Division of Criminal Justice Services Livescan Equipment Program Grant and amending the 2023 budget in relation thereto.  
(Michael Zurlo, County Sheriff)  
**BUDGET IMPACT:** The budget will be amended to accept these funds and authorize the related expenses.
- Authorizing acceptance of a New York State Supervision and Treatment Services for Juveniles Program (STSJP) grant, and authorizing provider contracts through December 31, 2024.  
(Susan Costanzo, Probation Director)  
**BUDGET IMPACT:** No Budget Impact.

## **HUMAN RESOURCES & INSURANCE**

- Authorizing an amended agreement with Bishop House Consulting, Inc.  
(Scot Chamberlain, Director of Human Resources)  
**BUDGET IMPACT:** No Budget Impact. Funds are included in the Department Budget.
- Amending the 2023 Compensation Schedule to reclassify positions under the Department of Health.  
(Scot Chamberlain, Director of Human Resources)  
**BUDGET IMPACT:** No Budget Impact. Funds are included in the Department Budget.

## TRAILS & OPEN SPACE

- Authorizing the transfer of funds from the County Open Space 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 Open Space Reserve fund by \$14,000.

## AIRPORT IMPROVEMENT

- Authorizing an agreement with National Grid to provide utility upgrades for the new Fixed Base Operator Terminal Building at the Saratoga County Airport and amending the 2023 County budget in relation thereto.  
(Chad Cooke, Commissioner of Public Works)  
**BUDGET IMPACT:** The budget will be amended to authorize the related expenses and decrease fund balance by \$155,807.

## LAW & FINANCE

- Establishing the 2024 Scale of Charges for Saratoga County Sewer District No.1.  
(Dan Rourke, Executive Director of Sewer District)  
**BUDGET IMPACT:** No Budget Impact.
- Authorizing an agreement with Mid State Industries, Ltd. for the replacement of the roof of Building #5 at the Saratoga County Sewer District No 1's Wastewater Treatment Plant.  
(Dan Rourke, Executive Director of Sewer District)  
**BUDGET IMPACT:** No Budget Impact. Funds are included in the Department Budget.
- Authorizing the Executive Director to execute all required documents relating to a New York State Water Infrastructure Improvement Act Grant, Empire State Development Grant, and Water Quality Improvement Act Grant for Saratoga County Sewer District No. 1's Wastewater Treatment Plant improvements.  
(Dan Rourke, Executive Director of Sewer District)  
**BUDGET IMPACT:** No Budget Impact.
- Transferring funds to the Capital Reserve Fund.  
(Steve Bulger, County Administrator)  
**BUDGET IMPACT:** No Budget Impact.
- Authorizing an amended agreement with Cross Country Staffing, Inc. DBA Cross Country Healthcare Services, and DBA Cru48 for the provision of nursing services to the Saratoga County Correctional Facility.  
(Michael Zurlo, County Sheriff)  
**BUDGET IMPACT:** No Budget Impact. Funds are included in the Department Budget.

- Amending the 2023 Compensation Schedule to create a temporary position under the County Attorney.  
(Michelle Granger, County Attorney)  
**BUDGET IMPACT:** No Budget Impact. Funds are included in the Department Budget.
- Authorizing an agreement with Bartlett, Pontiff, Stewart & Rhodes, P.C. to increase the contract amount for legal services rendered to serve as special appellate counsel for litigation commenced by James B. Nutter & Co.  
(Michelle Granger, County Attorney)  
**BUDGET IMPACT:** No Budget Impact. Funds are included in the Department Budget.
- Adopting the 2024 County Budget (TO BE TABLED).  
(Steve Bulger, County Administrator)
- Appropriating amounts finally set forth in the 2024 Saratoga County Budget. (TO BE TABLED).  
(Steve Bulger, County Administrator)
- Setting December 6, 2023, at 4:30pm in the County Board Room as the date, time, and place for the public hearing on the 2024 tentative Saratoga County Budget as amended.  
(Steve Bulger, County Administrator)

### **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.
- 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 November 21, 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:** Sewer District #1



**DATE:** 10/30/2023

**COMMITTEE:** Law & Finance



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

1. Is a Resolution Required:

Yes, Other

2. Proposed Resolution Title:

Establishing the 2023 Scale of Charges for Saratoga County Sewer District No.1

3. Specific Details on what the resolution will authorize:

This resolution will establish the 2024 scale of charges. The rates were increased by \$10 for all trunk systems, and brings the weighted average across the county for user rates to \$277 per equivalent connection unit per year. In other words the user rates are \$277 per year for a single family home. These user rates pay for transporting sewer through the main trunks, main pump stations, interceptor sewer and all treatment costs at the WWTP. It is also is a large majority of funding for debt service and capital projects.

County Attorney's Office  
Consulted

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

County Administrator's Office  
Consulted

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

Revenue

Account Number	Account Name	Amount
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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

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

6. Are there Amendments to the Compensation Schedule?

YES or  NO (If yes, provide details)

a. Is a new position being created?  Y  N

Effective date

Salary and grade

b. Is a new employee being hired?  Y  N

Effective date of employment

Salary and grade

Appointed position:

Term

c. Is this a reclassification?  Y  N

Is this position currently vacant?  Y  N

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

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

a. Type of Solicitation

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

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

d. Vendor information (including contact name):

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

f. State of vendor/contractor organization:

g. Commencement date of contract term:

h. Termination of contract date:

i. Contract renewal date and term:

k. Is this a renewal agreement:  Y  N

l. Vendor/Contractor comment/remarks:

Human Resources Consulted

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:  
Established 2024 Scale of Charges attached.

# 2024 SCALE OF CHARGES FOR SARATOGA COUNTY SEWER DISTRICT NO. 1

## SECTION 1 - SEWER CHARGES IMPOSED

Pursuant to County Law §266(1)(a), Saratoga County Sewer District No. 1 hereby imposes sewer charges for 2024 upon all premises and real property, within or without District boundaries, connected to, the District's sewer system.

## SECTION 2 - ESTABLISHMENT AND CONFIRMATION OF SEWER CHARGES

Subject to confirmation by the County Board of Supervisors, this scale of charges may, from time to time, be amended by the District's Commission.

## SECTION 3 - CRITERIA FOR ESTABLISHING SEWER USER CHARGES

The scale of sewer user charges shall use the following criteria:

(a) A user is defined as any piece of land upon which a building or buildings stand and is connected to an interceptor, trunk or collector sewer served by the District.

(b) The annual cost of debt service, administration, operation and maintenance for the District's treatment facilities will be generally allocated to all users.

(c) The annual cost of debt service and operation and maintenance associated with the interceptor sewer, will be generally allocated to all users connected to and/or discharging into the system.

(d) The annual cost of debt service and operation and maintenance associated with each major trunk sewer system will be generally allocated to all users connected to and/or discharging into the system.

(e) A connection unit is defined as a single-family dwelling unit. Units include, but are not limited to, a single family house, each apartment unit (e.g. an apartment building with six apartments is six units), each half of a duplex, a cottage, a camp, a mobile home, and each unit of a condominium or townhouse. A "unit" as used for billing purposes will be 200 gallons per day of sewer discharge, or any portion thereof. No user will be rated at less than one unit. Users will be rated in terms of whole connection units. Each tenant with sanitary facilities within a commercial complex will be defined as an individual user.

(f) For all users, including single-family dwelling units, equivalent connection units (E.C.U.) will be determined based on the following schedule which accommodates peak demand and potential flow needs:

### USER CHARGES:

#### Single parcel:

A. Vacant - no charge unless a lateral was requested and installed. If lateral is installed, a collector fee shall be charged for each lateral.

B. Occupied - Residential

(1) Single Family Residence

a. 1 user, 1 collector as applicable.

(2) Multiple Family Residence – Each separate dwelling unit in a two family, three family or multiple dwelling, which is not an apartment

a. 1 user per dwelling unit

b. 1 collector per dwelling unit as applicable

(3) Apartments

a. Each dwelling unit is assigned 1 user and 1 collector as applicable

- b. Subsidized senior housing - For complexes receiving Federal, State or municipal rent subsidies for dedicated senior housing, each 2 dwelling units will be assigned 1 user and 1 collector as applicable
  - c. Proof of entitlement to the designation as senior subsidized housing will need to be provided by the user and will be subject to approval of the Sewer Commission; confirmation of continuance of the subsidy will need to be provided to the Sewer District by September 1<sup>st</sup> of each year.
- (4) Trailer Parks
- a. 1 user for each approved trailer site
- (5) Condominiums
- a. Each unit is assigned 1 user and 1 collector as applicable
  - b. Charges will commence upon issuance of a Certificate of Occupancy by the local municipality for those units that the New York State Department of Law has authorized to be offered for sale. Common area facilities will be assessed to the owner of record as determined under provisions of Commercial Users.
- C. Occupied - Commercial
- (1) 1 Collector for each user

COMMERCIAL USERS

A.	Restroom is defined as 1 toilet, sink and/or urinal to be adjusted proportionately for additional facilities	
B.	Commercial, non-food User - 400 GPD/restroom, or 0.1 GPD/sq. ft., whichever is greater. Collector - 1 collector per each user	
C.	Other commercial, food/gas, etc. (e.g., convenient store) User - 2 per restroom, or 0.1 GPD/sq. ft., whichever is greater.	
D.	<u>Misc.</u>	<u>GPD</u>
	Beauty/Barber shop (per chair) plus 2 units for sanitary facilities	100
	Bowling alley (per lane, no food) plus restaurant facility (see below)	75
	Camps, day (per person)	15 – 20
	resort	65 - 75
	Country club (per member)	25
	Hotels/Motels (per room) no kitchen	120
	(per room) with kitchen	150
	plus dining facilities (see below)	
	Day worker (per shift)	15 - 35
	Dental office Apply A (SEE ABOVE)	-
	Hospital (per bed)	250 - 350
	Institutions other than hospitals (per bed)	125
	Bed and Breakfast - 2 units per bathroom	400
	Schools	
	Day (per student)/day care(per adult and child)	10
	cafeteria, add	10
	showers, add	5
	Boarding (per student)	100
	Service station (per restroom)	400
	Self-service laundry (per machine)	400

Shopping center (plus restaurant, see below) 1 collector per each user	.05/sq. ft
Swimming pool/beach with bathhouse (per person)	10
Theatre indoor (per seat)	3
drive-in (per car space)	5
Public assembly (per person)	3 - 10
Car wash (per bay)	400
Campground (per site) w/facilities	100
Seasonal Use (6 months or less), per site	50
Food Service:	
Ordinary restaurant ** (per seat)	35
24-hour restaurant (per seat)	50
restaurant on freeway (per seat)	70
tavern (little food service) (per seat)	20
curb service (per car space)	50
catering/banquet facilities - per seat	20
carryout food service (minimum of 3 users)	
**This assumes a minimum of 7 GPD/per person and turnover of 5x/day/seat	
Office building	.1/sq. ft.
or 2 units per restroom (whichever is more)	
Warehouse - storage floor space only	.02/sq. ft.

For all commercial/bulk municipal users: where actual sewer flow is measured, that flow (one year's record data) shall be used for determining an E.C.U. count with adjustments for discharge strength and content. The data is to provide cumulative and daily peak flow volumes; the methodology is subject to approval of the Executive Director.

Users generating higher annual sewer flows than above schedule, the following rate table applies:

<u>Consumption (gallons)</u>	<u>Connection Units</u>
Up to 112,500	1
112,501 - 187,500	2
187,501 - 262,500	3
262,501 - 337,500	4
337,501 - 412,500	5

For each additional 75,000 gallons or any part thereof, the number of connection units shall be increased by one.

(g) When there is a substantial increase in sewer flows during the current year, the District may adjust the number of connection units charged and bill the user directly for that additional sum pursuant to Section 8.

(h) Saratoga Spa State Park will be charged based on their 2023 measured waste expressed in E.C.U.'s discharged to District facilities.

(i) Wastewater from wet processing and other operations is subject to the restrictions, prohibitions and surcharges outlined in the District's rules and regulations covering the discharge of sewage, industrial waste and other waste into the Saratoga County sewer system and all sewers tributary thereto.

(j) A user discharging B.O.D. or T.S.S. to the District facilities exceeding the amount allowed in the District's rules and regulations will be charged \$700 per dry ton for that excess per conditions of their discharge permit.

(k) All costs of the District's pretreatment and spill response program including, but not limited to, laboratory testing, labor, equipment, materials, consultants and sub-consultants, contractors and subcontractors, and fines, shall be reimbursed by the individual or user.

(l) Outside non-residential users will be charged two and one-half times the rate established for the trunk system servicing that user, residential housing will be one and one-half times that rate.

(m) Users of collection sewers turned over to the District will be charged for that portion of the District facilities utilized and at the same rate as the other users of the particular system.

**SECTION 4 - SCALE OF CHARGES**

The following is the 2024 scale of charges for the trunking and treatment of sewage.

(a) The cost of the treatment facilities and interceptor sewer lines is allocated among the 23 trunk systems. The units for those trunks and the portion of the 2024 user charges based on those units are as follows:

**2024 SEWER CHARGES**

	<u>UNITS</u>	<u>CHARGE</u>	<u>REVENUE (thousands)</u>
Ballston Spa - Village	3,363	\$ 260.50	\$ 876,061.50
Ballston - Town	2,138	\$ 260.50	\$ 556,949.00
Clifton Park	15,926	\$ 278.50	\$ 4,435,391.00
Country Knolls - Clifton Park	1,151	\$ 270.50	\$ 311,345.50
Country Knolls North - Malta	2,000	\$ 260.50	\$ 521,000.00
Halfmoon	10,416	\$ 294.50	\$ 3,067,512.00
Mechanicville	3,107	\$ 257.50	\$ 800,052.50
Pruyn Hill - Halfmoon	674	\$ 267.50	\$ 180,295.00
Riverside - Stillwater	1,218	\$ 334.50	\$ 407,421.00
Round Lake - Village	447	\$ 305.50	\$ 136,558.50
Saratoga State Park	117	\$ 281.50	\$ 32,935.50
Saratoga Springs	15,325	\$ 264.50	\$ 4,053,462.50
Saratoga Lake - Saratoga, Stillwater	1,161	\$ 363.50	\$ 422,023.50
Wilton	5,181	\$ 292.50	\$ 1,515,442.50
Greenfield	550	\$ 294.50	\$ 161,975.00
Milton - Town	2,515	\$ 260.50	\$ 655,157.50
Malta	6,179	\$ 304.50	\$ 1,881,505.50
Cascade Service - Halfmoon	1,946	\$ 257.50	\$ 501,095.00
NYSERDA Service - Malta	104	\$ 278.50	\$ 28,964.00
Hemstreet Park - Outside, residential	239	\$ 356.00	\$ 85,084.00
Saratoga County Water Authority	30	\$ 292.50	\$ 8,775.00
Cold Springs Road - Stillwater	14,750	\$ 267.50	\$ 3,945,625.00
<b>TOTAL</b>	<b>88,537</b>		<b>\$ 24,584,631.00</b>

(b) The total user money needed in 2024 for debt service, maintenance and operation is \$24,584,631.00.

(c) The property owners served by the Sewer District will pay the established rate per connection unit listed above.

(d) Property owners within the other trunks will pay the following connection charges based on E.C.U.'s:

Saratoga Spa State Park	\$ 32,935.50
Saratoga County Water Authority	\$ 8,775.00

City of Saratoga Springs, including Geyser Crest, Crescent Avenue, Geyser Road, Floral Estates Saratoga Lake (within city limits)	\$4,053,462.50
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- (e) Outside non-residential users will pay two and one-half times the established rate.
- (f) Outside residential housing units will pay one and one-half times the established rate.

SECTION 5 - COLLECTOR SEWER SYSTEM

Collector sewer rates are generally based on the overall construction costs of the collector system together with debt service or operation and maintenance costs of the collector system. The number of collector units charged per E.C.U. is defined under the “USER RATES”

The District's collector sewer charges, exclusive of any trunk and treatment charges are as follows:

SUMMARY OF COLLECTOR SEWER RATES

Does Not Include Trunk and Treatment Charge

<u>Description</u>	<u>Total Charge</u>
Ballston	\$ 50.00
Clifton Park systems served by Clifton Park/Halfmoon Trunk	\$ 50.00
Country Knolls system - Clifton Park	\$ 50.00
Pruyn Hill system	\$ 50.00
Halfmoon systems served by Clifton Park/Halfmoon trunk	\$ 50.00
Country Knolls North – Malta	\$ 50.00
Saratoga Springs (includes Kirby Road, Loughberry Lake, Crescent Avenue, Saratoga Lake portion of collection system, Floral Estates)	\$108,750.00
Sherwood Forest - Clifton Park	\$ 50.00
Riverside system – Stillwater	\$ 50.00
Saratoga Lake (towns)	\$ 50.00
Wilton	\$ 50.00
Greenfield	\$ 50.00

SECTION 6 - PAYMENT OF SEWER USER CHARGES

All sewer charges, excepting those for Saratoga Springs, Saratoga Spa State Park, Town of Schaghticoke, Saratoga County Water Authority, NYSERDA, GLOBALFOUNDRIES and the Town of Moreau shall be collected pursuant to Real Property Tax Law Article 11. The assessor of each municipality utilizing the town and county tax bills for the collection of taxes shall properly code the assessment roll as to the number of connection units for each particular property and for those properties utilizing the collector system. The assessor shall use the District's formula to determine the units for multiple dwellings and commercial users of the trunk and collector systems.

The City of Saratoga Springs, which includes the Geyser Crest, Geyser Road and a portion of the Saratoga Lake trunk sewer systems; as well as the Kirby Road, Loughberry Lake, Crescent Avenue and a portion of the Saratoga Lake collector systems shall all be included in the calculation of the initial baseline users for the City of Saratoga Springs. The City of Saratoga Springs shall have a baseline number of users of 15,325. This will be subject to increases (or decreases) based on Section 3 “User Charges” and be subject to annual review by the City and the Executive Director. The city's collecting officer shall determine the appropriate method of assessing and collecting its sewer user charge. This single-bulk user charge may be passed on to city residents as a city sewer rent and enforced pursuant to General Municipal Law §452.

City payments shall be due quarterly by March 31, June 30, September 30 and December 31, 2024. A late payment charge of one percent (1%) per month shall be added for each month or portion thereof until paid.

The District shall bill Saratoga Spa State Park their 2024 user charges payable no later than May 1, 2024.

The Town of Schaghticoke shall be billed by the District for service to the Hemstreet Park area of the Town on a semi-annual basis in accordance with the terms of the District's Inter-municipal Agreement with the Town.

GLOBALFOUNDRIES and Saratoga County Water Authority will be billed on a monthly basis based on flows discharged the preceding month per terms of their Industrial Discharge Permits.

The Town of Moreau will be billed in 2024 based for service provided to the Town's sewer districts, in accordance with the existing executed Intermunicipal agreements. Anticipated users will be included in the established scale of charges beginning in 2025. The rate per E.C.U. is \$282.50, which equates to \$3.76/1000 gallons.

Payments by single-bulk users shall be made to the County Treasurer who shall reject any untimely or insufficient payment. The postmark date of a payment shall be evidence of payment.

#### SECTION 7 - PENALTIES FOR LATE PAYMENTS

Sewer charges shall be subject to the same penalties and interest applicable to County taxes generally.

#### SECTION 8 - PAYMENT OF SEWER CHARGES NOT ON TOWN/COUNTY TAX ROLLS

The District shall bill directly those users of the collector sewer system and the trunk sewer system not appearing on the town and county tax rolls. Payments shall be made to the District and forwarded to the County Treasurer. Partial payments will not be accepted and will be returned.

The District shall also bill directly those users that have had an increase in connection units during the year.

The County Treasurer shall prepare and transmit to the Board of Supervisors, on or before December 1, a list of District residents or property owners within the District who are in arrears in the payment of such trunk or collector charges for a period of 30 days or more. The list shall contain a brief description of the properties for which the services were provided, the names of the persons or corporations liable to pay for same and the amount chargeable to each including penalties and interest computed to December 31.

The Board of Supervisors shall levy such sums against the properties liable and shall state the amount thereof in a separate column in the annual tax rolls of the various municipalities under the name of "county sewer charges". Such amounts, when collected by the several municipal collectors or receivers of taxes, shall be paid over to the County Treasurer. All of the provisions of the tax laws of the State of New York covering the enforcement and collection of unpaid taxes or assessments for special improvements not inconsistent herewith shall apply to the collection of such unpaid charges. Such amounts, when received by the County Treasurer, shall be credited to the County Sewer District fund for the District's exclusive use.

#### SECTION 9 - PROCEDURES

This proposed scale of charges shall be considered by the District's Commissioners. The adopted rates shall be published in accordance with Resolution No. 174 of 1977 as amended by Resolution No. 174-09. Aggrieved persons may appeal such scale of charges to the Saratoga County Board of Supervisors within ten (10) days following publication in accordance with section three of Resolution No. 174 of 1977.

The County Board of Supervisors shall thereafter act upon the proposed scale of charges and upon all appeals in one of the following ways:

- (a) By confirming the scale of charges by a general resolution;
- (b) By amending the scale of charges and confirming the amended scale by a general resolution; or
- (c) By committing the scale of charges to the Sewer District Commission for further study and consideration.

By Order of the  
Saratoga County Sewer District Commission

FRANK BISNETT, Chairman

Dated: September 28, 2023





# 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:** 10/31/2023

**COMMITTEE:** Law & Finance

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

1. Is a Resolution Required:

County Attorney's Office  
Consulted Yes

2. Proposed Resolution Title:

Authorizing the Executive Director of Saratoga County Sewer District #1 to execute all required documents relating to the Empire State Development, Water Quality Improvement and Water Infrastructure Improvement Act grants awarded in relation to SCSD No 1's Ammonia Removal Project

3. Specific Details on what the resolution will authorize:

Their are multiple moving pieces relating to these grants that are awarded throughout the life of the projects. The effort includes executing required submissions on the New York State Grants Gateway, and also approving disbursement submissions for payment in the portal as well. In an effort to maintain timely payments to contractor's this resolution would allow the executive director to act as signator under the grants gateway to keep funds properly flowing for the project.

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

County Administrator's Office  
Consulted Yes

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

Revenue

Account Number	Account Name	Amount
----------------	--------------	--------

Expense

Account Number	Account Name	Amount
----------------	--------------	--------

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

Amount:

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

No Budget Impact

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

6. Are there Amendments to the Compensation Schedule?

YES or  NO (If yes, provide details)

a. Is a new position being created?  Y  N

Effective date

Salary and grade

b. Is a new employee being hired?  Y  N

Effective date of employment

Salary and grade

Appointed position:

Term

c. Is this a reclassification?  Y  N

Is this position currently vacant?  Y  N

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

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

a. Type of Solicitation

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

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

d. Vendor information (including contact name):

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

f. State of vendor/contractor organization:

g. Commencement date of contract term:

h. Termination of contract date:

i. Contract renewal date and term:

k. Is this a renewal agreement:  Y  N

l. Vendor/Contractor comment/remarks:

Human Resources Consulted

No

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:

Previous resolution was for the ability to sign the application, and based on grant logistics it makes more sense for for the executive director to permorm these roles. The acceptance of the funds may be a step that is required in the future, but will not know until we get some inital submittals completed. They may cut checks directly to the contractors based on the grants.



# 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:** 10/31/2023

**COMMITTEE:** Law & Finance



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

1. Is a Resolution Required:

Yes, Contract Approval

2. Proposed Resolution Title:

Authorizing the Chairman to enter into an agreement with Mid State Industries, Ltd. for the replacement of Building 5's roof at the Saratoga County Sewer District No'1s WWTP.

3. Specific Details on what the resolution will authorize:

Bid were received for the replacment of the roof on building 5 which is failing. 5 bids were recieved and Midstate was the low bid at a cost of \$304,811. Mid State has compeleted satisfactory roofing work at the WWTP previously and the commision passed unanimously to award to them.

County Attorney's Office  
Consulted

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

County Administrator's Office  
 Consulted

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

Revenue

Account Number	Account Name	Amount

Expense

Account Number	Account Name	Amount

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

Amount:

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

No Budget Impact. Funds are included in the Department Budget

- a. G/L line impacted ES.81.813-7094
- b. Budget year impacted 2023
- c. Details

A G/L transfer from 7095 will be submitted to move money from 7095 to 7094. We hato execute based on information shared during the design of our biosolids facility (were only going to use one of four sludge tanks, so want to wait to see which one we will use before coating). The balance will be paid for from ancillary project savings

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-SDMB5RP-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):  
Mid State Industries Ltd.  
110 Catalyn Street  
Schenectady NY 12303  
518-374-1461

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

f. State of vendor/contractor organization: **New York**

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

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

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

k. Is this a renewal agreement:  Y  N

l. Vendor/Contractor comment/remarks:

Human Resources Consulted

N/A

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 \_\_\_\_\_

10. Remarks:





1/18/22

## SARATOGA COUNTY BOARD OF SUPERVISORS

RESOLUTION ~~46-2022~~ <sup>2023</sup>

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

~~RESCINDING RESOLUTION 291-2021 AND AUTHORIZING AN AGREEMENT WITH~~  
~~MID STATE INDUSTRIES, LTD. FOR THE REPLACEMENT OF THE ROOF OF~~  
~~BUILDING #2 AT SARATOGA COUNTY SEWER DISTRICT NO. 1'S~~  
~~#5 WASTEWATER TREATMENT PLANT~~

**WHEREAS**, the roof on Building #<sup>5</sup>2 at the Saratoga County Sewer District No. 1's Wastewater Treatment Plant is failing and needs replacement; and

**WHEREAS**, the Sewer District's Executive Director solicited bids for the provision of services to demolish the existing roof and install a replacement roof on Building #<sup>5</sup>2; and

~~**WHEREAS**, pursuant to Resolution 291-2021, this Board awarded the contract to the low bidder, VAD Contractors, Inc. of Brooklyn, New York, and after the contract award, VAD Contractors, Inc. voluntarily withdrew from the contract award prior to contract execution; and~~

**WHEREAS**, our Law and Finance Committee, the Saratoga County Sewer District Commission and the Sewer District's Executive Director have recommended that the second lowest bid, submitted by Mid-State Industries, Ltd. in the amount of ~~\$352,811~~, be accepted; now, therefore, be it <sup>\$ 304,811</sup>

~~**RESOLVED**, that Resolution 291-2021 authorizing an agreement with VAD Contractors, Inc. for the demolition and replacement of the roof of Building #2 at the Saratoga County Sewer District No. 1's Wastewater Treatment Plant, is hereby rescinded; and it is further~~

**RESOLVED**, that the Chair of the Board is authorized to execute an agreement with Mid-State Industries Ltd., of Schenectady, New York, for the demolition and replacement of the roof on Building #<sup>5</sup>2 at Saratoga County Sewer District No. 1's Wastewater Treatment Plant, at a cost not to exceed ~~\$352,811~~; and it is further <sup>304,811</sup>

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

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

BUDGET IMPACT STATEMENT: No Budget Impact.



# 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:** 11/6/2023

**COMMITTEE:** Law & Finance

1. Is a Resolution Required:

Yes, Other

2. Proposed Resolution Title:

TRANSFERRING FUNDS TO THE CAPITAL RESERVE FUND

3. Specific Details on what the resolution will authorize:

Resolution will transfer \$19,000,000 from unassigned fund balance to the Capital Reserve Fund established by the Board via Resolution 246-2022.

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

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

Approval will reduce unassigned fund balance by \$19 Million and establish the same amount in the Capital Reserve Fund.

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 **NO**

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:



11/15/22

## **SARATOGA COUNTY BOARD OF SUPERVISORS**

### **RESOLUTION 342--2022**

**Introduced by Law & Finance: Supervisors ~~Schopf, Barrett, Grasso, Tollisen, Veitch, Winney and Wood~~**

#### **TRANSFERRING FUNDS TO THE CAPITAL RESERVE FUND**

**WHEREAS**, pursuant to Resolution 246-2022, this Board authorized the creation of a Capital Reserve Fund; and

**WHEREAS**, pursuant to General Municipal Law §6-c(2), such fund may be established for the financing of all or part of the construction or acquisition of specific types of capital improvements or for the acquisition of specific items or types of equipment; and

**WHEREAS**, any funds in a Capital Reserve Fund must be deposited and secured in a manner as provided in Section 10 of the General Municipal Law; and

**WHEREAS**, our Law and Finance Committee, the County Treasurer, and the Budget Officer have recommended appropriating \$19,000,000 to the Capital Reserve Fund to be used for purposes enumerated in Section 6 of the General Municipal Law; now, therefore be it

**RESOLVED**, that this Board appropriates and directs that \$19,000,000 from the unassigned fund balance be transferred to the Capital Reserve Fund; and it is further

**RESOLVED**, that the monies be deposited and secured in a manner as provided in Section 10 of the General Municipal Law, and the County Treasurer shall invest such monies in the manner provided by Section 11 of the General Municipal Law, and any interest earned or capital gains realized on such monies shall continue to accrue and become part of the Capital Reserve Fund; and it is further

**RESOLVED**, that except as otherwise provided by law, expenditures from the Capital Reserve Fund shall be made only for the purpose for which the Capital Reserve Fund was established. No expenditure shall be made from the Capital Reserve Fund without the approval of the Board of Supervisors and such additional actions as may be required by Section 6-c of the General Municipal Law or any other law, including a permissive referendum as required by subdivision 4 of Section 6-c of the General Municipal Law; and it is further

**RESOLVED**, that the Director of Finance and/or the Budget Officer are authorized to effectuate the following transfer of funds:

Transfer

Decrease Acct.: # A-0917 – Unassigned Fund Balance \$19,000,000

Increase Acct.: # A-0888.CR – Special Reserves-Capital Reserve \$19,000,000

; and it is further

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

BUDGET IMPACT STATEMENT: The transfer of funds will reduce the unassigned fund balance by \$19,000,000.

November 15, 2022 Regular Meeting

Motion to Adopt: Supervisor Hammond

Second: Supervisor Butler

~~AYES (194440): 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 Tollisen (25662), Mark Hammond (17130), Thomas Richardson (5163), Scott Ostrander (18800), Theodore Kusnierz (16202), Sandra Winney (2075), Tara N. Gaston (14245.5), Matthew E. Veitch (14245.5), Edward D. Kinowski (9022), John Lant (17361).~~

~~NOES (0):~~

~~ABSENT (41069): Eric Connolly (11831), Kevin Veitch (8004), Arthur M. Wright (1976), Willard H. Peck (5242), Thomas N. Wood, III (5808), John Lawler (8208)~~



# SARATOGA COUNTY

## AGENDA ITEM REQUEST FORM

**TO:** Steve Bulger, County Administrator  
Ridge Harris, Deputy County Administrator  
Michelle Granger, County Attorney  
Therese Connolly, Clerk of the Board  
Stephanie Hodgson, Director of Budget

**CC:** John Warmt, Director of Purchasing  
Jason Kemper, Director of Planning and Economic Development  
Bridget Rider, Deputy Clerk of the Board  
Matt Rose, Management Analyst  
Audra Hedden, County Administrator's Office

**DEPARTMENT:** Sheriff's Office



**DATE:** 11/08/2023

**COMMITTEE:** Law & Finance



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

1. Is a Resolution Required:

Yes, Contract Amendment

County Attorney's Office  
Consulted Yes

2. Proposed Resolution Title:

Authorize the Chairman of the Board on behalf of the Sheriff to ammend the contract between the County and Cross Country Staffing, Inc to update the contracted daily personnel hourly rate for nursing staff.

3. Specific Details on what the resolution will authorize:

Authorize the Chairman of the Board on behalf of the Sheriff to amend the contract between the County and Cross Country Staffing, Inc., dba Cross Country Healthcare Services and dba CRU48. Per Resolution 86-2023 the County entered into a contract with Cross Country Staffing, Inc. for nursing services for the county jail for a term of January 1, 2023 through December 31, 2025 subject to renewal for up to two (2) additional terms of one (1) year each. The Sheriff is requesting to update the contracted daily personnel hourly rate for nursing staff from \$65.00 weekday and \$67.00 weekend for an RN and \$51.00 weekday and \$53.00 weekend for an LPM to \$75.00 on a weekday and \$80.00 on a weekend for an RN and \$55.00 on a weekday and \$60.00 on a weekend for an LPN. This updated hourly rate will be in effect upon signing of the amended contract by the Chairman. The updated hourly rate is requested due to nursing staff shortages in the jail. The new hourly rate is expected to draw additional applicants. Form and content subject to approval by the County Attorney.



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

County Administrator's Office  
 Consulted Yes

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

Revenue

Account Number	Account Name	Amount

Expense

Account Number	Account Name	Amount

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

Amount:

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

No Budget Impact. Funds are included in the Department Budget

- a. G/L line impacted A.30.301-8344.1
- 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

Yes

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

No

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 new contract amendment

10. Remarks:

**AMENDMENT TO STAFFING AGREEMENT**

This Amendment (“Amendment”) shall be effective as of the date last signed below (“Amendment Effective Date”) shall modify the Staffing Agreement dated January 1, 2023 (the “Agreement”) entered into by **County of Saratoga, acting by and through its Saratoga County Sheriff's Department** (“Client”) and Cross Country Staffing, Inc. dba Cross Country Healthcare Services and dba CRU48, a Delaware corporation (on behalf of itself and its affiliates, including without limitation Travel Staff LLC dba Cross Country Allied, Assignment America LLC dba Cross Country Workforce Solutions Group and dba Medical Staffing Network) (collectively, "Agency") for the provision of staffing services.

WHEREAS, Client and Agency (collectively, the “Parties”) wish to modify certain terms of the Agreement; and

WHEREAS, the Parties hereto desire to enter into this Amendment.

NOW, THEREFORE, the Parties agree to and acknowledge the following:

1. **IMPLEMENTATION.** The implementation of the below shall take effect for all confirmations, renewals, assignments following the Effective Date or per diem shifts (as applicable) that are not yet worked as of the Effective Date. Any Personnel, currently on assignment or confirmed to start an assignment, shall remain on previous rates and terms until the time of renewal.
2. **AGENCY.** The term “Agency” is hereby redefined to mean:  
 “Cross Country Staffing, Inc. dba Cross Country Healthcare Services and dba CRU48, a Delaware corporation (on behalf of itself and its affiliates, including without limitation Travel Staff LLC dba Cross Country Allied, Assignment America LLC dba Cross Country Workforce Solutions Group, Cross Country Nurses and dba Medical Staffing Network, and OWS LLC dba Hire Up Leadership) (collectively, “Agency”)”
3. **RATES.** The following rates shall hereby be added to Exhibit A- Section A. RATES of the Agreement:

<b>DAILY PERSONNEL HOURLY RATES</b>		
<b>DISCIPLINE</b>	<b>WEEKDAY RATE</b>	<b>WEEKEND RATE</b>
RN	\$75.00	\$80.00
LPN	\$55.00	\$60.00

4. **SHIFT DIFFERENTIAL.** Section H of Exhibit A titled SHIFT DIFFERENTIAL shall hereby be deleted in its entirety from the Agreement.
5. **Number 19 of the Agreement: ENTIRE AGREEMENT; MODIFICATIONS; WAIVERS; SURVIVAL.** Entire section shall remain in effect except Exhibit A shall be updated yearly starting on January 1, 2025, with no more than a four percent (4%) cost of living adjustment, subject to the approval of the Board of Supervisors and will require a formal amendment that will be reactivated to the beginning of the year.
6. All other terms of the Agreement not modified herein shall remain in full force and effect. Terms of this Amendment shall govern and take precedent over any conflicting terms in the Agreement.

IN WITNESS HEREOF, the Parties have caused this Amendment to be executed as of the Amendment Effective Date November 21, 2023.

**Cross Country Staffing, Inc. dba  
Cross Country Healthcare Services**

**County of Saratoga, acting by and through  
its Saratoga County Sheriff's Department**

By: \_\_\_\_\_

By: \_\_\_\_\_

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_



# BOARD OF SUPERVISORS

11/21/2023

## RESOLUTION XXX - 2023

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

**AUTHORIZING AN AMENDED AGREEMENT WITH CROSS COUNTRY STAFFING, INC. DBA CROSS COUNTRY HEALTHCARE SERVICES AND DBA CRU48 FOR THE PROVISION OF NURSING SERVICES TO THE SARATOGA COUNTY CORRECTIONAL FACILITY**

**WHEREAS**, the Saratoga County Correctional Facility requires round-the-clock staffing with qualified nursing personnel; and

**WHEREAS**, pursuant to Resolution 86-2023, this Board of Supervisors authorized an agreement with Cross Country Staffing, Inc. d/b/a Cross Country Healthcare Services and d/b/a CRU48, for a term of three (3) years, commencing January 1, 2023 through December 31, 2025, subject to renewal for up to two (2) additional terms of one (1) year each; and

**WHEREAS**, with the ongoing lack of qualified nursing personnel, an increase in personnel hourly rates is recommended to maintain the required nursing staff at the Saratoga County Correctional Facility; and

**WHEREAS**, our Law and Finance Committee and the County Sheriff have recommended that the County amend the contract with Cross Country Staffing, Inc. d/b/a Cross Country Healthcare Services and d/b/a CRU48 for the provision of personnel hourly rates to for nursing services, to commence November 21, 2023, with such rates subject to additional charges for shift differential, holiday rate, and overtime; and

	<u>Current/New Weekday Rate</u>	<u>Current/New Weekend Rate</u>
Licensed Professional Nurses	\$51/\$55	\$53/\$60
Registered Nurses	\$65/\$75	\$67/\$80

**WHEREAS**, beginning January 1, 2025 the current hourly rate for Licensed Professional Nurses of \$55 per hour for weekday coverage and \$60 per hour for weekend coverage; and the currently hourly rate for Registered Nurses of \$75 per hour for weekday coverage and \$80 per hour for weekend coverage, shall be updated yearly with no more than a four percent (4%) cost of living adjustment, subject to approval by the Board of Supervisors; now, therefore be it

**RESOLVED**, that the Chair of the Board of Supervisors is authorized to execute an amended agreement with Cross Country Staffing, Inc. d/b/a Cross Country Healthcare Services

and d/b/a CRU48, of Boca Raton, Florida, for the provision of nursing services for the Saratoga County Correctional Facility, including Licensed Professional Nurses at the rate of \$55 per hour for weekday coverage and \$60 per hour for weekend coverage; and Registered Nurses at the rate of \$75 per hour for weekday coverage and \$80 per hour for weekend coverage with such rates subject to additional charges for shift differential, holiday rate, and overtime, commencing November 21, 2023 through December 31, 2025, subject to renewal for up to two (2) additional terms of one (1) year each; and it is further

**RESOLVED**, subject to approval by the Board of Supervisors, beginning January 1, 2025 the hourly rate for Licensed Professional Nurses at the rate of \$55.00 per hour for weekday coverage and \$60.00 per hour for weekend coverage; and Registered Nurses at the rate of \$75.00 per hour for weekday coverage and \$80.00 per hour for weekend coverage, shall be updated yearly with no more than a four percent (4%) cost of living adjustment; and it is further

**RESOLVED**, that the form and content of said agreement shall be subject to the approval of the County Attorney; and it is further

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

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

November 21, 2023 Regular Meeting

Motion to Adopt: Supervisor(s)

Second: Supervisor(s)

AYES:

NOES:

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  
Laurie Vroman, County Attorney's Office

**DEPARTMENT:** County Attorney

**DATE:** 11/08/2023

**COMMITTEE:** Law & Finance

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

1. Is a Resolution Required:

Yes, Amendment to Compensation Schedule

County Attorney's Office  
Consulted Yes

2. Proposed Resolution Title:

Resolution Authorizing an Amendment to the 2023 Compensation Schedule to Temporarily Add One Part-Time Attorney Position in the County Attorney's Office

3. Specific Details on what the resolution will authorize:

This resolution, if approved, will authorize the temporary addition of one part-time Attorney position, to be designed as Assistant County Attorneys, for a period not to exceed 6 months. Assistant County Attorneys provide highly specialized legal counsel to the Saratoga County Board of Supervisors, department heads and other County officials pertaining to matters of significant importance across a broad area of legal matters. Due to unprecedented attrition within the department, the addition of part-time staff is needed to meet the legal obligations of the 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

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
- b. Budget year impacted
- c. Details

Funds will be utilized from other staff vacancies to cover the expense associated with this position.



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 11/21/2023

Salary and grade \$85/hr

b. Is a new employee being hired?  Y  N

Effective date of employment 11/27/2023

Salary and grade \$85/hr

Appointed position: Assistant County Attorney

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

Yes

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 No

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 Warnt, Director of Purchasing  
Jason Kemper, Director of Planning and Economic Development  
Bridget Rider, Deputy Clerk of the Board  
Matt Rose, Management Analyst  
Audra Hedden, County Administrator's Office  
Laurie Vroman, County Attorney's Office

**DEPARTMENT:** County Attorney



**DATE:** 11/9/2023

**COMMITTEE:** Law & Finance



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

1. Is a Resolution Required:

Yes, Contract Amendment

County Attorney's Office  
Consulted

2. Proposed Resolution Title:

Authorizing an Agreement with Bartlett, Pontiff, Stewart, & Rhodes, P.C. for the Provision of Professional Legal Services

3. Specific Details on what the resolution will authorize:

The resolution will transition the special legal services minor contract with Bartlett, Pontiff, Stewart & Rhodes, P.C. to a major contract; specifically in relation to the Nutter v. County of Saratoga et al. litigation. Attorneys fees would bill at \$250.00 per hour and Paralegal fees would bill at \$190.00 per hour. The remaining funding under the minor contract is approximately \$236.25.

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

County Administrator's Office  
Consulted

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

Revenue

Account Number	Account Name	Amount
----------------	--------------	--------

Expense

Account Number	Account Name	Amount
----------------	--------------	--------

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

Amount:

5. Identify Budget Impact (Required):

- 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

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

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:

ALAN R. RHODES  
PHILIP C. MCINTIRE  
MARK A. LEBOWITZ  
J. LAWRENCE PALTROWITZ  
MALCOLM B. O'HARA  
PATRICIA E. WATKINS  
MARK E. CERASANO  
BRUCE O. LIPINSKI  
PAULA NADEAU BERUBE  
JONATHAN C. LAPPER  
JAMES R. BURKETT  
STEFANIE DiLALLO BITTER  
KARLA WILLIAMS BUETTNER  
JOHN D. WRIGHT

BARTLETT, PONTIFF, STEWART & RHODES, P.C.  
ATTORNEYS AT LAW  
P.O. BOX 2168  
ONE WASHINGTON STREET  
GLEN FALLS, NEW YORK 12801-2168

TELEPHONE (518) 792-2117  
FAX (518) 792-3309  
EMAIL [info@bpsrlaw.com](mailto:info@bpsrlaw.com)  
WEBSITE [www.bpsrlaw.com](http://www.bpsrlaw.com)

SERVICE BY FACSIMILE NOT ACCEPTED

GREGORY J. TERESI  
ALEXANDRA C. ROZELL  
JEFFREY B. SHAPIRO  
BENJAMIN R. PRATT, JR.  
OF COUNSEL  
ROBERT S. McMILLEN  
RETIRED  
RICHARD J. BARTLETT  
1926-2015  
PAUL E. PONTIFF  
1930-2021  
ROBERT S. STEWART  
1932-2001  
BERTRAM J. DUBE  
1916-1999

November 8, 2023

Via Electronic Mail Only  
([MGranger@saratogacountyny.gov](mailto:MGranger@saratogacountyny.gov))

Michelle Granger, Esq.  
Saratoga County Attorney  
Saratoga County Attorney's Office  
40 McMaster Street  
Ballston Spa, New York 12020

Re: Proposal for Special Legal Services - Transition to Major Contract

Dear Attorney Granger:

As you are aware, this firm presently represents Saratoga County as special appellate counsel with respect to the litigation entitled *James B. Nutter & Co. v. County of Saratoga, Stephen Dorsey, Town of Galway, Galway Central School District, Steven Abdo, Sensible Property Holdings, LLC and John Doe #1 through John Doe #12* under a Minor Contract.

As you are further aware, the matter was recently remanded to Supreme Court, which remand now requires additional legal services in defense of the County including but not limited to, responding to motion practice, conducting discovery and depositions, engaging in settlement discussions, participating in alternative dispute resolution, and litigating at trial, all in excess of the Minor Contract amount. As a result, we are respectfully requesting that the current Minor Contract be converted into a Major Contract.

For these services, our firm would bill at the following hourly rates, which is commiserate with our current hourly rates for the County in all litigated matters:

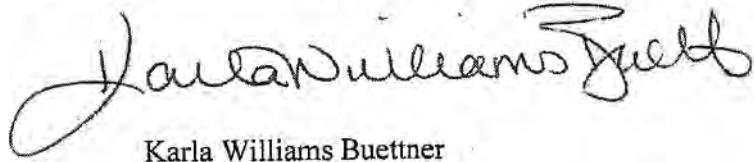
Attorneys	-	\$250.00 per hour
Paralegal	-	\$190.00 per hour

Our firm's current disbursement agreement with the County would also apply.

We are happy to sit down and discuss this with the Chair, the Board of Supervisors or anyone in the County Attorney's Office. We look forward to continuing our relationship with Saratoga County.

Very truly yours,

BARTLETT, PONTIFF, STEWART & RHODES, P.C.

A handwritten signature in cursive script that reads "Karla Williams Buettner". The signature is written in black ink and is positioned above the typed name and contact information.

Karla Williams Buettner  
Direct #: (518) 832-6451  
Direct E-Mail: [kwb@bpsrlaw.com](mailto:kwb@bpsrlaw.com)





# SARATOGA COUNTY

## AGENDA ITEM REQUEST FORM

**TO:** Steve Bulger, County Administrator  
Ridge Harris, Deputy County Administrator  
Michelle Granger, County Attorney  
Therese Connolly, Clerk of the Board  
Stephanie Hodgson, Director of Budget

**CC:** John Warnt, Director of Purchasing  
Jason Kemper, Director of Planning and Economic Development  
Bridget Rider, Deputy Clerk of the Board  
Matt Rose, Management Analyst  
Audra Hedden, County Administrator's Office  
Laurie Vroman, County Attorney's Office

**DEPARTMENT:** County Administrator

**DATE:** 11.6.2023

**COMMITTEE:** Law & Finance

1. Is a Resolution Required:

Yes, Other

2. Proposed Resolution Title:

Adopting the 2024 Saratoga County Budget (To be Tabled)

3. Specific Details on what the resolution will authorize:

This Resolution will adopt the 2024 Budget at a Special Board meeting following review by Supervisors at the Law & Finance budget meeting and the Budget Workshop.

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

- 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:



12/14/22

## SARATOGA COUNTY BOARD OF SUPERVISORS

### RESOLUTION 344 - 2022

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

### ADOPTING THE 2023<sup>4</sup> SARATOGA COUNTY BUDGET

BE IT RESOLVED, that the tentative 2023<sup>4</sup> Saratoga County Budget, submitted by the Budget Officer on November 1, 2022, with amendments, if any, be, and the same hereby is, adopted; and, be it further

RESOLVED, that this Resolution shall take effect immediately.

#### November 15, 2022 Regular Meeting

Motion to Table: Supervisor Jonathan Schopf

Second: Supervisor Matthew E. Veitch

AYES (194440): 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 Tollisen (25662), Mark Hammond (17130), Thomas Richardson (5163), Scott Ostrander (18800), Theodore Kusnierz (16202), Sandra Winney (2075), Tara N. Gaston (14245.5), Matthew E. Veitch (14245.5), Edward D. Kinowski (9022), John Lant (17361).

NOES ( 0 ):

ABSENT (41069): Eric Connolly (11831), Kevin Veitch (8004), Arthur M. Wright (1976), Willard H. Peck (5242), Thomas N. Wood, III (5808), John Lawler (8208)

#### December 14, 2022 Special Meeting

Motion to take from the table: Supervisor Hammond

Second: Supervisor Barrett

AYES (180257): Eric Connolly (11831), Joseph Grasso (4328), Philip C. Barrett (19014.5), Eric Butler (6500), Jean Raymond (1333), Michael Smith (3525), Kevin Veitch (8004), 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 (55253): Jonathon Schopf (19014.5), Diana Edwards (819), Arthur M. Wright (1976), Thomas Richardson (5163), Willard H. Peck (5242), Thomas N. Wood, III (5808), Edward D. Kinowski (9022), John Lawler (8208).

December 14, 2022 Special Meeting

Motion to adopt: Supervisor Lant

Second: Supervisor Barrett

AYES (180257): Eric Connolly (11831), Joseph Grasso (4328), Philip C. Barrett (19014.5), Eric Butler (6500), Jean Raymond (1333), Michael Smith (3525), Kevin Veitch (8004), 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 (55253): Jonathon Schopf (19014.5), Diana Edwards (819), Arthur M. Wright (1976), Thomas Richardson (5163), Willard H. Peck (5242), Thomas N. Wood, III (5808), Edward D. Kinowski (9022), John Lawler (8208).



# SARATOGA COUNTY

## AGENDA ITEM REQUEST FORM

**TO:** Steve Bulger, County Administrator  
Ridge Harris, Deputy County Administrator  
Michelle Granger, County Attorney  
Therese Connolly, Clerk of the Board  
Stephanie Hodgson, Director of Budget

**CC:** John Warmt, Director of Purchasing  
Jason Kemper, Director of Planning and Economic Development  
Bridget Rider, Deputy Clerk of the Board  
Matt Rose, Management Analyst  
Audra Hedden, County Administrator's Office  
Laurie Vroman, County Attorney's Office

**DEPARTMENT:** County Administrator

**DATE:** 11.6.2023

**COMMITTEE:** Law & Finance

1. Is a Resolution Required:

Yes, Other

2. Proposed Resolution Title:

APPROPRIATING AMOUNTS FINALLY SET  
FORTH IN THE 2024 SARATOGA COUNTY BUDGET (To be  
Tabled)

3. Specific Details on what the resolution will authorize:

This Resolution will appropriate the amounts in 2024 budget,  
once adopted.

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

- 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:



12/14/22

## SARATOGA COUNTY BOARD OF SUPERVISORS

### RESOLUTION ~~344~~<sup>345</sup> - 2022

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

#### APPROPRIATING AMOUNTS FINALLY SET FORTH IN THE ~~2022~~<sup>4</sup> SARATOGA COUNTY BUDGET

<sup>4</sup> WHEREAS, Resolution ~~344-2022~~ adopts, with certain amendments, the revised tentative ~~2022~~<sup>4</sup> Budget previously submitted by the Budget Officer; now, therefore, be it

RESOLVED, that the several amounts specified in the tentative ~~2022~~<sup>4</sup> Saratoga County Budget in the column entitled "~~Law and Finance Recommendations~~"<sup>c1</sup>, with amendments, if any, be inserted by the Clerk of this Board in the column entitled "Adopted", and that the total amounts as listed under each department heading be carried into the column entitled "Total": and it is further

RESOLVED, that, effective January 1, ~~2022~~<sup>4</sup>, these total amounts are appropriated for the objects and purposes specified in the now-adopted ~~2022~~<sup>4</sup> Budget for the County of Saratoga; and it is further

RESOLVED, that this Resolution shall take effect immediately.

November 15, 2022 Regular Meeting

Motion to Table: Supervisor Jonathan Schopf

Second: Supervisor Matthew E. Veitch

AYES (194440): 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 Tollisen (25662), Mark Hammond (17130), Thomas Richardson (5163), Scott Ostrander (18800), Theodore Kusnierz (16202), Sandra Winney (2075), Tara N. Gaston (14245.5), Matthew E. Veitch (14245.5), Edward D. Kinowski (9022), John Lant (17361).

NOES ( 0 ):

ABSENT (41069): Eric Connolly (11831), Kevin Veitch (8004), Arthur M. Wright (1976), Willard H. Peck (5242), Thomas N. Wood, III (5808), John Lawler (8208)

December 14, 2022 Special Meeting

Motion to take from the table: Supervisor Hammond

Second: Supervisor Barrett

AYES (180257): Eric Connolly (11831), Joseph Grasso (4328), Philip C. Barrett (19014.5), Eric Butler (6500), Jean Raymond (1333), Michael Smith (3525), Kevin Veitch (8004), 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 (55253): Jonathon Schopf (19014.5), Diana Edwards (819), Arthur M. Wright (1976), Thomas Richardson (5163), Willard H. Peck (5242), Thomas N. Wood, III (5808), Edward D. Kinowski (9022), John Lawler (8208).

December 14, 2022 Special Meeting

Motion to adopt: Supervisor Lant

Second: Supervisor Barrett

AYES (180257): Eric Connolly (11831), Joseph Grasso (4328), Philip C. Barrett (19014.5), Eric Butler (6500), Jean Raymond (1333), Michael Smith (3525), Kevin Veitch (8004), 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 (55253): Jonathon Schopf (19014.5), Diana Edwards (819), Arthur M. Wright (1976), Thomas Richardson (5163), Willard H. Peck (5242), Thomas N. Wood, III (5808), Edward D. Kinowski (9022), John Lawler (8208).



# SARATOGA COUNTY

## AGENDA ITEM REQUEST FORM

**TO:** Steve Bulger, County Administrator  
Ridge Harris, Deputy County Administrator  
Michelle Granger, County Attorney  
Therese Connolly, Clerk of the Board  
Stephanie Hodgson, Director of Budget

**CC:** John Warmt, Director of Purchasing  
Jason Kemper, Director of Planning and Economic Development  
Bridget Rider, Deputy Clerk of the Board  
Matt Rose, Management Analyst  
Audra Hedden, County Administrator's Office  
Laurie Vroman, County Attorney's Office

**DEPARTMENT:** County Administrator

**DATE:** 11.6.2023

**COMMITTEE:** Law & Finance

1. Is a Resolution Required:

Yes, Other

2. Proposed Resolution Title:

Setting December 6, 2023 for a Public Hearing on the Revised Tentative 2024 Saratoga County Budget

3. Specific Details on what the resolution will authorize:

This sets the public hearing for the 2024 Saratoga County budget for December 6, 2023 at 4:30 p.m.

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

- 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:





~~11/15/22~~

## SARATOGA COUNTY BOARD OF SUPERVISORS

RESOLUTION 346 - 2022

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

*December 6, 2023*

SETTING ~~NOVEMBER 30, 2022~~ FOR A PUBLIC HEARING ON THE  
REVISED TENTATIVE 2023 SARATOGA COUNTY BUDGET

WHEREAS, the Budget Officer timely submitted the tentative 2023<sup>4</sup> Budget on  
November ~~1, 2022~~ to this Board; and

WHEREAS, pursuant to Local Law 1-50, our Law and Finance Committee reviewed and  
revised the tentative Budget on November ~~3, 2022~~; and

WHEREAS, on November ~~8, 2022~~ the entire Board reviewed and made revisions to the  
tentative Budget during the scheduled Budget Workshop; and

WHEREAS, County Law Section 359 requires the Board to conduct a public hearing on  
the revised tentative budget before its adoption; now, therefore, be it

RESOLVED, that this Board of Supervisors shall hold a public hearing on the revised  
tentative 2023<sup>4</sup> Saratoga County Budget on ~~November 30, 2022~~, at 4:00 P.M. at the Saratoga  
County Board of Supervisors Chambers, 40 McMaster Street, Ballston Spa, New York 12020;  
and it is further

*December 6, 2023 at 4:30 P.M.*

RESOLVED, that the Clerk of this Board give the required notice of this hearing by  
publication in designated newspapers including: *The Saratogian, The Daily Gazette, The Post  
Star and Saratoga Today*; and it is further

RESOLVED, that this Resolution shall take effect immediately.

BUDGET IMPACT STATEMENT: No Budget Impact.

~~November 15, 2022 Regular Meeting~~  
~~Motion to Adopt: Supervisor Hammond~~  
~~Second: Supervisor Butler~~

AYES (194440): 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 Tollisen (25662), Mark Hammond (17130), Thomas Richardson (5163), Scott Ostrander (18800), Theodore Kusnierz (16202), Sandra Winney (2075), Tara N. Gaston (14245.5), Matthew E. Veitch (14245.5), Edward D. Kinowski (9022), John Lant (17361).

NOES ( 0 ):

ABSENT (41069): Eric Connolly (11831), Kevin Veitch (8004), Arthur M. Wright (1976), Willard H. Peck (5242), Thomas N. Wood, III (5808), John Lawler (8208)



# SARATOGA COUNTY

## AGENDA ITEM REQUEST FORM

**TO:** Steve Bulger, County Administrator  
Ridge Harris, Deputy County Administrator  
Michelle Granger, County Attorney  
Therese Connolly, Clerk of the Board  
Stephanie Hodgson, Director of Budget

**CC:** John Warmt, Director of Purchasing  
Jason Kemper, Director of Planning and Economic Development  
Bridget Rider, Deputy Clerk of the Board  
Matt Rose, Management Analyst  
Audra Hedden, County Administrator's Office

**DEPARTMENT:** Board of Supervisors

**DATE:** 11.9.2023

**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:

\$50,000 to be reimbursed to the City of Saratoga Springs for the reconfiguration of the Woodlawn Avenue Parking Lot/Garage entrance on Connolly Way. The funds would be used for widening the entrance, doing some demolition work on the curbs and replacements.

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 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:



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Matt Rose, Management Analyst  
Audra Hedden, County Administrator's Office

**DEPARTMENT:** Board of Supervisors

**DATE:** 11.9.2023

**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 Saratoga PRIDE to support the Rainbow Garden Club. The Rainbow Garden Club is a community garden space dedicated to the safety, wellness, and growth of the LGBTQIA+ community through gardening and community enrichment. Open to all LGBTQIA+ individuals and allies.

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.  
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Revenue

Account Number	Account Name	Amount
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Expense

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Amount:

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- b. Budget year impacted 2023
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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:
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9. Supporting Documentation:

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10. Remarks: