



Veterans Affairs Committee

Tuesday, December 5, 2023 2:00PM

40 McMaster Street, Ballston Spa, NY

Chair: Mike Smith

Members: Ian Murray, Scott Ostrander, Tom Richardson,
Mo Wright (vc)

Agenda

- I. Welcome and Attendance
- II. Approval of the minutes of the June 27, 2023 meeting.
- III. Report: Veterans Service Agency Report
- IV. Report: Trust Fund Report
- V. Committee Vote: Trust Fund Holiday Assistance
- VI. Discussion: Upcoming Honor Deceased Veterans Ceremonies
- VII. Other Business
- VIII. Adjournment



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: Veterans Service Agency

DATE: 11/28/23

COMMITTEE: Veterans' Affairs



1. Is a Resolution Required:

No, Discussion Only



2. Proposed Resolution Title:

Veterans Service Agency Report

3. Specific Details on what the resolution will authorize:

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

☐ 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

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

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

County Administrator's Office
Consulted

a. Source of grant funding:

b. Agency granting funds:

c. Amount of grant:

d. Purpose grant will be used for:

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

f. Time period grant covers:

g. Amount of county matching funds:

h. Administrative fee to County:

9. Supporting Documentation:

☐ Marked-up previous resolution

☐ No Markup, per consultation with County Attorney

☐ Information summary memo

☐ Copy of proposal or estimate

☐ Copy of grant award notification and information

☒ Other Copy of Report

10. Remarks:
Activity Report

July-November 2023 – Veterans Committee Report

1. Veteran Service Officer Summary Report

- a. 191 Claim Forms submitted for July-November
- b. July:24 Aug:36 Sept:37 Oct:43 Nov:38 Conducted scheduled appointments
- c. July:36 Aug:27 Sept:25 Oct:23 Nov:27 Walk-In clients
- d. July:4 Aug:3 Sept:6 Oct:7 Nov: 6 DSS Referrals
- e. Oct:2 Nov:4 Medicaid Referrals
- f. Local Assessor inquires: Nov:6
- g. Records Request: July-Nov: 35

2. Veterans Events and Trainings Attended

- a. 7/11- VA Virtual Town Hall
- b. 7/13- Online VA Training class
- c. 7/19-Chik-Fil-A Ribbon cutting
- d. 7/22- Battlefield and BBQ Event
- e. 8/8- SAVE Training
- f. 8/22- 1st National Bank of Scotia Check Presentation
- g. 8/24- Saratoga Race Track Veterans Day
- h. 8/25 Benefits Review Class
- i. 9/7- Senior Picnic Assistance
- j. 9/11 MVAP Golf Event
- k. 9/14- NYSVA Training
- l. 9/27-9/29- NYSDVA yearly training
- m. 10/10- Impact Sector Event
- n. 10/12- VA online Training
- o. 10/13- Benefits Review Class
- p. 10/20- Career Fair @ Naval Base
- q. 10/28- Halfmoon Vet Ceremony
- r. 11/4- 11th annual 5K Run
- s. 11/8- NYSDVA Resource Fair
- t. 11/9- Malta Veterans Brunch
- u. 11/16- Therapeutic Horse Dinner
- v. 11/17- Benefits Review Class
- w. 11/28- Trees for Troops event Elms Farm
- x. Upcoming Events:
 - i. 12/1- YMCA Event
 - ii. 12/13- Benefits Review
 - iii. 12/19- HOLIDAY PARTY

3. Saratoga County Veterans Transportation

- a. July:16 Aug:28 Sept:31 Oct:26 Nov:23 Van transportation provided

4. Peer to Peer Summary

- a. Thursday: Coffee Hour at Lakeside and Kountry Kettle
- b. See Attached Flyer for Monthly events

JULY

HAPPINESS IS NOT SOMETHING YOU POSTPONE FOR THE FUTURE;
IT IS SOMETHING YOU DESIGN FOR THE PRESENT.

SUN	MON	TUE	WED	THU	FRI	SAT
2nd	3rd	4th Happy Independence Day!	5th Guest Speaker at Wellspring	6th Coffee Hour 9 - 10:30am	7th Military Night at Saratoga Speedway Pit opens at 4pm	8th FREE Concert at Freedom Park
9th	10th Day Hike 10am	11th	12th	13th Coffee Hour 9 - 10:30am	14th Incarceration Program 1-3pm	15th
16th	17th	18th Jumping Jacks Water Ski Show	19th Volunteer Opportunity at Fair	20th Coffee Hour & Volunteer Opportunity at Fair	21st Volunteer Opportunity at Fair	22nd Battlefield Tour & BBQ
23rd Volunteer Opportunity at Fair	24th Day Hike 10am	25th Trivia Tuesday! 6pm	26th	27th Coffee Hour 9 - 10:30am	28th Incarceration Program 1-3pm	29th
30th	31st Mentor Training 6pm					

AUGUST

KEEP YOUR FACE ALWAYS TOWARD THE SUNSHINE -
AND SHADOWS WILL FALL BEHIND YOU.

SUN	MON	TUE	WED	THU	FRI	SAT
		1st Jumpin' Jack's Water Ski Show	2nd Benefits Review Lunch & Learn	3rd NO Coffee Hour	4th	5th
6th	7th Incarceration Program (females)	8th VA S.A.V.E. Training 5:30-7:30	9th One-on-One Mentor Training	10th Coffee Hour 9-10:30am	11th Incarceration Program 1-3pm	12th
13th	14th Incarceration Program (females) & Day Hike 10am	15th Buddy Checks 1-4pm	16th Buddy Checks 4-7pm	17th Coffee Hour 9-10:30am	18th	19th
20th	21st One-on-One Mentor Training	22nd One-on-One Mentor Training & Free Rabies Clinic	23rd Wellspring Presentation 4-5:30pm	24th Coffee Hour & Veteran/Military Day at Race Track	25th Incarceration Program 1-3pm	26th
27th	28th Day Hike 10am	29th Trivia Tuesday!	30th	31st Coffee Hour 9-10:30am		

SEPTEMBER

HEALTH IS THE GREATEST GIFT, CONTENTMENT THE GREATEST WEALTH,
FAITHFULNESS THE BEST RELATIONSHIP.

SUN	MON	TUE	WED	THU	FRI	SAT
3rd	4th CLOSED Labor Day!	5th Free Rabies Clinic	6th	7th Coffee Hour & new member briefing	8th Women's BOW Workshop & Incarceration Program	9th Women's BOW Workshop
10th Women's BOW Workshop	11th Day Hike (Garnsey) & Meditation Monday & new Mentor Training	12th	13th Mentor Appreciation Dinner	14th Coffee Hour	15th Hike Prospect Mountain with Warren/Washington Co.	16th
17th	18th Day Hike (Indian Kill) & Meditation Monday	19th	20th New Mentor Training	21st Coffee Hour & VA S.A.V.E. Training 1pm	22nd Incarceration Program	23rd Ndakinna Harvest Celebration
24th Walk For RITA Saratoga Spa State Park	25th Meditation Monday	26th Trivia Tuesday!	27th	28th Coffee Hour	29th Limits of the Mentoring Program & new member briefing	30th

OCTOBER

PERFECTION IS NOT ATTAINABLE, BUT IF WE CHASE PERFECTION
WE CAN CATCH EXCELLENCE.

SUN	MON	TUE	WED	THU	FRI	SAT
1st Yoga at Yaddo Gardens	2nd	3rd Woodworking Class	4th	5th Coffee Hour	6th New member briefing 9am	7th NAMI Walk in Albany & volunteer opportunity
8th Yoga at Yaddo Gardens & volunteer opportunity	9th CLOSED Columbus Day	10th Woodworking Class	11th	12th Coffee Hour & new Mentor Training 8am	13th Male Incarceration Program	14th volunteer opportunity
15th Yoga at Yaddo Gardens & volunteer opportunity	16th Guest Speaker: Kee to Independent Growth & MST Panel at 12pm	17th Woodworking Class	18th New member briefing 5:30pm & New Mentor Training 6:30pm	19th Coffee Hour	20th	21st
22nd	23rd	24th Woodworking Class	25th	26th NO Coffee Hour Safe Talk Training	27th Male Incarceration Program	28th Ellms Family Farm Visit
29th	30th TRIVIA Monday!	31st				

NOVEMBER

LET US REMEMBER: ONE BOOK, ONE PEN, ONE CHILD, AND ONE TEACHER
CAN CHANGE THE WORLD.

SUN	MON	TUE	WED	THU	FRI	SAT
			1st	2nd Coffee Hour	3rd Volunteer Opportunity	4th Revolutionary Run for Veterans
5th Don't Forget To Set Your Clocks Back	6th	7th	8th	9th Coffee Hour	10th CLOSED Veterans Day	11th Happy Veteran's Day!
12th	13th Incarceration Program (males) & New Member Briefing	14th CDTA Presentation	15th Stand Down Saratoga Springs	16th Coffee Hour	17th Benefits Review Open to ALL Veterans	18th Volunteer Opportunity
19th	20th	21st	22nd	23rd NO Coffee Hour CLOSED Thanksgiving Day!	24th CLOSED Thanksgiving Holiday	25th
26th	27th Incarceration Program (males)	28th Watercolor Christmas Card Making class & Trivia Tuesday	29th New Member Briefing	30th Coffee Hour		



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DEPARTMENT: Veterans Service Agency

DATE: 11/28/23

COMMITTEE: Veterans' Affairs



1. Is a Resolution Required:

No, Discussion Only



2. Proposed Resolution Title:

Veteran Trust Fund Report

3. Specific Details on what the resolution will authorize:

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

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

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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:

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c. Is this a reclassification? ☐ Y ☐ N

Is this position currently vacant? ☐ Y ☐ N

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

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

d. Vendor information (including contact name):

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

f. State of vendor/contractor organization:

g. Commencement date of contract term:

h. Termination of contract date:

i. Contract renewal date and term:

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

l. Vendor/Contractor comment/remarks:

Human Resources Consulted

N/A ☐

Purchasing Office Consulted

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

County Administrator's Office
Consulted

a. Source of grant funding:

b. Agency granting funds:

c. Amount of grant:

d. Purpose grant will be used for:

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

f. Time period grant covers:

g. Amount of county matching funds:

h. Administrative fee to County:

9. Supporting Documentation:

☐ Marked-up previous resolution

☐ No Markup, per consultation with County Attorney

☐ Information summary memo

☐ Copy of proposal or estimate

☐ Copy of grant award notification and information

☒ Other Copy of most recent Trust Fund Report through 11.30.23

10. Remarks:

Discussion Only

VETERANS TRUST FUND

DATE	TRANSACTION DESCRIPTION	DISBURSEMENTS	DEPOSITS	ACTUAL BALANCE
	MONTH TOTAL: NOVEMBER 2022	\$ 122,735.15	\$ 257,229.24	\$ 134,494.09
12/5/2022	VFW #5836	\$ 1,000.00		
12/5/2022	American Legion #490	\$ 1,000.00		
12/5/2022	Town of Edinburg	\$ 2,293.80		
12/5/2022	Frank McClement - Gift Cards	\$ 3,000.00		
12/9/2022	5K Sponsors		\$ 50.00	
12/16/2022	Spirit of Life Church		\$ 300.00	
12/16/2022	Old Saratoga Post #278	\$ 1,000.00		
12/19/2022	Lt. Fred Clark Post #91	\$ 1,000.00		
12/20/2022	Town of Greenfield Golf Tournament		\$ 5,203.20	
12/31/2022	Custodial Trust Dist		\$ 86.25	
	MONTH TOTAL: DECEMBER 2022	\$ 132,028.95	\$ 262,868.69	\$ 130,839.74
1/11/2023	NYSEG	\$ 242.24		
1/31/2023	Brody Post #0235	\$ 1,000.00		
	MONTH TOTAL: JANUARY 2023	\$ 133,271.19	\$ 262,868.69	\$ 129,597.50
2/3/2023	2022 5K Online Registrations	\$ -	\$ 8,042.46	
2/15/2023	FC4 Inc	\$ 13,343.15	\$ -	
2/15/2023	Finish Right Timing	\$ 1,768.00	\$ -	
	MONTH TOTAL: FEBUARY 2023	\$ 148,382.34	\$ 270,911.15	\$ 122,528.81
3/3/2023	Momentive Performance Sponsorship	\$ -	\$ 5,000.00	
	MONTH TOTAL: MARCH 2023	\$ 148,382.34	\$ 275,911.15	\$ 127,528.81
4/27/2023	Rowland St Garage	\$ 697.45		
	MONTH TOTAL: APRIL 2023	\$ 149,079.79	\$ 275,911.15	\$ 126,831.36
5/31/2023	MONTH TOTAL: MAY 2023	\$ 149,079.79	\$ 275,911.15	\$ 126,831.36
6/30/2023	MONTH TOTAL: JUNE 2023	\$ 149,079.79	\$ 275,911.15	\$ 126,831.36
7/31/2023		\$ 621.15		
	MONTH TOTAL: JULY 2023	\$ 149,700.94	\$ 275,911.15	\$ 126,210.21
	Rich's Rt 50 Service Center	\$ 1,000.00		
	1st National Bank of Scitia		2,000.00	

11/29/2023

VETERANS TRUST FUND

DATE	TRANSACTION DESCRIPTION	DISBURSEMENTS	DEPOSITS	ACTUAL BALANCE
	Military Appreciation Day-Race Course		153.00	
	2023 5K Online Registration		24.00	
8/31/2023	MONTH TOTAL: AUGUST 2023	\$ 150,700.94	\$ 278,088.15	\$ 127,387.21
9/29/2023	Donation-		100.00	
	2023 Sponsor-American Legion Post 234		100.00	
	2023 Sponsor-Mohawk Post 1450		200.00	
	2023 Sponsor-1st National Bank of Scotia		500.00	
	2023 Sponsor-Maximun Security		500.00	
	2023 Sponsor-Stewarts		100.00	
	2023 Sponsor-Ballston Spa BPOE 2619		500.00	
9/30/2023	MONTH TOTAL: SEPTEMBER 2023	\$ 150,700.94	\$ 280,088.15	\$ 129,387.21
10/17/2023	Donation-D Oliveira		100.00	
	2023 Sponsor-VFW Post 358		100.00	
	2023 Sponsor-American Legion Post 490		100.00	
	2023 Sponsor-Saratoga Elks Lodge 161		100.00	
	2023 Sponsor-Waterford Clock		100.00	
	2023 Sponsor-Post 91		100.00	
	2023 5K Online Registrations		380.00	
10/30/2023	MONTH TOTAL: OCTOBER 2023	\$ 150,700.94	\$ 281,068.15	\$ 130,367.21
11/7/2023	2023 5K Online Registrations		1,435.00	
	2023 Sponsor-The Fort Miller Group		800.00	
	2023 Same day Registrations		570.00	
11/22/2023	2023 5K Online Registrations		40.00	
	2023 5K Online Registrations		1,730.00	
	2023 5K Online Registrations		1,191.00	
	Veterans Gold Donation-Town of Greenfield		2,889.30	
	2023 5K Online Registrations		2,719.44	
11/30/2023	MONTH TOTAL: NOVEMBER 2023	\$ 150,700.94	\$ 292,442.89	\$ 141,741.95



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DEPARTMENT: Veterans Service Agency

DATE: 11/28/23

COMMITTEE: Veterans' Affairs



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

1. Is a Resolution Required:

No, Committee Approval Only

2. Proposed Resolution Title:

Veterans Trust Fund Holiday Assistance

3. Specific Details on what the resolution will authorize:

Request up to \$5000 from Trust Fund to host Holiday
Party as well as hosting Holidays for Families
(Food and gifts)

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

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Expense

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- 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

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

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g. Commencement date of contract term:

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

l. Vendor/Contractor comment/remarks:

Human Resources Consulted

Purchasing Office Consulted

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

County Administrator's Office
Consulted

a. Source of grant funding:

b. Agency granting funds:

c. Amount of grant:

d. Purpose grant will be used for:

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

f. Time period grant covers:

g. Amount of county matching funds:

h. Administrative fee to County:

9. Supporting Documentation:

☐ Marked-up previous resolution

☐ No Markup, per consultation with County Attorney

☐ Information summary memo

☐ Copy of proposal or estimate

☐ Copy of grant award notification and information

☒ Other _____

10. Remarks:

Discussion and Approval

DECEMBER

CLOUDS COME FLOATING INTO MY LIFE, NO LONGER TO CARRY RAIN OR USHER STORM,
BUT TO ADD COLOR TO MY SUNSET SKY.

SUN	MON	TUE	WED	THU	FRI	SAT
3rd	4th Situational Awareness Training	5th Guest Speaker Military Sexual Trauma Informational Session	6th	7th Coffee Hour	8th	9th Art Showcase Viewing
10th	11th Incarceration Program (males)	12th Watercolor Christmas Card Making Class	13th New Member & Mentor Briefing & Benefits Review	14th Coffee Hour	15th Last Trivia of the Year!	16th
17th	18th Incarceration Program (males)	19th  Christmas Party 6pm	20th	21st Coffee Hour	22nd Basket Weaving Class	23rd
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No, Discussion Only

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Upcoming Honor Deceased Veteran Ceremonies

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County Attorney's Office
Consulted Yes



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☐ Copy of proposal or estimate

☐ Copy of grant award notification and information

☒ Other Schedule of Ceremonies

10. Remarks:

As a reminder to the BOS, upcoming Honor Deceased Veterans Ceremonies to be read at full board meeting

Upcoming Honor Deceased Veterans Ceremony

December	Northumberland	Willard Peck	Bernard Shaw
January	Saratoga	Ian Murray	Raymond J. Zerwick
February	Stillwater	Edward Kinowski	TBD
March	Waterford	David Ball	TBD
April	Corinth	Eric Butler	TBD