



Law & Finance Committee

Wednesday, December 13, 2023 4PM
40 McMaster Street, Ballston Spa, NY

Minutes

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

Supervisors Mark Hammond, Mo Wright and Chairman of the Board Theodore Kusnierz; Steve Bulger, Ridge Harris, Audra Hedden, Stephanie Hodgson, Christine Rush, Anne VanVorst, County Administrator; Michelle Granger, County Attorney; Michael Zurlo, Sheriff; Karen Heggen, District Attorney; Craig Hayner, County Clerk; Scot Chamberlain, Katie Bottger, Human Resources; Chad Cooke, Greg Ball, Public Works; Dan Rourke, Sewer District; Dan Kuhles, Department of Health; Jason Kemper, Planning & Economic Development; Susan Hayes-Masa, Coroner; André Delvaux, Emergency Services; Anna Stanko, Real Property; John Warnt, Central Services; Eileen Bennett, Information Technology; Andrew Jarosh, Treasurer; Sandi Cross, Aging & Youth Services; George Conway, Conflict Defender; Donna Miter, CSEA.

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

On a motion made by Mr. Grasso, seconded by Mrs. Edwards, the minutes of the November 13, 2023 and November 15, 2023 meetings were approved unanimously.

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

REAL PROPERTY TAX

- Authorizing the conveyance of County owned lands in the Town of Clifton Park.
BUDGET IMPACT: No Budget Impact.

This 2.25-acre parcel on Kinns Road will be purchased by the adjacent parcel owner.

- Authorizing the conveyance of County owned lands in the Town of Hadley.
BUDGET IMPACT: No Budget Impact.

This item will approve the tender offer of \$1,375.28 in the Town of Hadley.

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

HEALTH & HUMAN SERVICES

- Authorizing the extension from Health Research Inc. for the ELC COVID-19 Enhanced Detection Non-lab Grant.

BUDGET IMPACT: No Budget Impact.

This item will extend the County's eligibility in the grant program until July 31, 2024.

- 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 Youth Development Programming.

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

This funding from NYS Office of Children and Family Services will total \$193,063 and will assist with positive youth development and delinquency prevention efforts within the County's Youth Sports and Education program.

On a motion made by Mr. Lant, seconded by Mr. Tollisen, the following resolutions were approved. Mr. Grasso recused himself from the vote.

PUBLIC WORKS

- Authorizing an engineering consultant agreement with Barton and Loguidice, DPC for design and right-of-way services related to the rehabilitation of the CR 14 (Crooked Street) culvert over Lake Butterfield inlet in the Town of Galway.

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

The total cost of this agreement will be \$185,747.

- Authorizing an engineering consultant agreement with CHA Consulting, Inc for design and construction administration services related to the rehabilitation of the CR 91 (Grooms Road) culvert over a tributary to the Colonie Reservoir in the Town of Clifton Park.

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

The total cost of this agreement will be \$417,000.

- Authorizing the implementation and funding in the first instance of 100% of the Federal-Aid and State "Marchiselli" Program-aid eligible costs of a transportation Federal-aid project, and appropriating funds therefore, and amending the 2023 County budget in relation thereto.

BUDGET IMPACT: The budget will be amended to accept these funds, authorize the related expenses, and decrease fund balance by \$577.

The total cost of design and right-of-way incidentals for this project will be \$11,540.

- Authorizing an amended agreement with Creighton Manning Engineering, LLP for additional right of way incidentals and acquisition services related to the Coons Crossing over Anthony Kill project in the Town of Halfmoon.

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

This will amend the current agreement with Creighton Manning to allow for these additional services.

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

BUILDINGS & GROUNDS

- Authorizing an amendment and extension agreement with Wilton Mall, LLC for a satellite office for the Department of Motor Vehicles.

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

This agreement will be effective from 2024 to 2026. The first year's rent for the space will be \$41,595 factoring in electricity and water charges. Each subsequent year will include a \$3,356.25 increase in rent, along with a 2% increase for electricity and 3% increase for water.

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

GOVERNMENT & LEGISLATIVE

- Supporting Empire State Development's (ESD) designation of a cellular-specific point person to lead the state's efforts on enhancing cellular coverage, and further encouraging the state to implement a unified strategy to assure every major road corridor has reliable cell coverage as recommended by ESD's Upstate Cellular Coverage Task Force Final Report.

BUDGET IMPACT: No Budget Impact.

This resolution will be sent to the Governor, and State Legislative and Agency leaders to communicate the Board of Supervisors' support for this initiative.

- Supporting Senate Bill S7645 that repeals certain provisions of the executive law establishing a fee for background checks on certain firearm and ammunition purchases.

BUDGET IMPACT: No Budget Impact.

This resolution will be sent to the Governor, and State Legislative and Agency leaders to communicate the Board of Supervisors' support for this initiative.

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

PUBLIC SAFETY

- Authorizing the acceptance of an Indigent Legal Services grant (Distribution #14) from the New York State Office of Indigent Legal Services.

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

This grant funding in the amount of \$423,201 over three years will be used to provide quality services to residents pursuant to article 18-B of County law.

- Authorizing an agreement with Locus Diagnostics, LLC. for upgrades and maintenance of the County's Emergency Communication System.

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

This agreement will allow for the purchase of equipment, licensing, and maintenance for five years. The maximum cost of this agreement for the first year will be \$84,078.59. Annual maintenance costs for years two through five will be capped at \$7,073.02.

- Authorizing the acceptance of a 2023 Statewide Interoperable Communications grant from the New York State Division of Homeland Security and Emergency Services, and amending the 2023 County budget in relation thereto.

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

This grant award in the amount of \$766,246 will be used to offset equipment and maintenance costs for the department's communications equipment.

- Authorizing a renewal agreement with National Medical Services, Inc D/B/A NMS Labs for post-mortem toxicological services.

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

This one-year renewal agreement will be for an amount not to exceed \$100,000.

- Authorizing an agreement with the New York State Division of Criminal Justice Services to accept a 2023-2024 District Attorney Salary Aid Program grant.

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

This grant funding in the amount of \$72,189 will help offset salary costs at the District Attorney's office through March 2024.

- Authorizing an amended agreement with Primecare Medical of New York, Inc., Professional Care Medical Practice, P.C., Professional Care Dental Services, P.C., and Personalcare Registered Professional Nursing, P.C. for the provision of nursing services at the Saratoga County Correctional Facility.

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

Primecare currently provides medical and behavioral services at the County Correctional facility. This item would approve the inclusion of twenty-four hours a day, seven days a week nursing services at a maximum cost of up to \$73,697.25 per month until July of 2025.

A motion was made by Mr. Tollisen, seconded by Mr. Veitch to amend the agreement with CCA (Corporate Counseling Associates, Inc.) for the provision of an Employee Assistance Program (EAP) from a one year agreement to a two year agreement. Unanimous.

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

HUMAN RESOURCES & INSURANCE

- Authorizing a renewal agreement with Saratoga Hospital, Inc., Corporate Health Services for the provision of physical examinations and laboratory testing services.

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

This agreement will allow Saratoga Hospital to continue to provide physical examinations and laboratory testing for new and current County employees throughout the 2024 calendar year, and will be capped at \$30,000.

- Authorizing a renewal agreement with Bishop House Consulting, Inc. For the provision of management and leadership training service.

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

This item will allow Bishop House to continue to provide the County with management and leadership training services at a maximum cost of \$40,000 for 2024.

- Authorizing a temporary increase in compensation for Deputy Chief Auditor, Julie Bosley, for additional Auditor duties.

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

This item will approve a temporary increase in compensation commensurate with duties performed from the time the position was vacated until a new successor Auditor is appointed.

- Authorizing a renewal agreement with Bartlett, Pontiff, Stewart and Rhodes, P.C. for labor relations services.

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

This renewal agreement will be for a two-year term. The annual retainer costs will be \$84,000 along with rates not to exceed \$250 per hour and \$190 per hour for Attorneys and Paralegals respectively.

- Authorizing an agreement with CCA (Corporate Counseling Associates, Inc.) for the provision of an Employee Assistance Program (EAP).

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

This is a one-year agreement at a maximum cost of \$30,000. The committee amended this item to make it a two-year term with two optional one-year renewals which reflects the terms in the RFP.

- Authorizing an agreement with Select Actuarial Services, SAS LLC for actuarial consulting services for the workers compensation plan.

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

This agreement will be for a two-year term with three optional one-year renewals at an annual cost for the first two years of \$9,000. Subsequent renewal years will be at an annual cost of \$9,200.

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

ECONOMIC DEVELOPMENT

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

BUDGET IMPACT: The budget will be amended to increase appropriations and reduce the Economic Development Grant Reserve fund by \$1,100.

This item will allow for the payment of the Village of Victory's 2022 economic development grant project.

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

TRAILS & OPEN SPACE

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

BUDGET IMPACT: The budget will be amended to increase appropriations and reduce the Trails Reserve Fund by \$30,000.

This item will allow for the payment of the Towns of Clifton Park, Wilton, and the Village of South Glens Falls 2022 trails grant projects.

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

AIRPORT IMPROVEMENT

- Authorizing the acceptance of a 2022 Aviation Capital grant from the New York State Department of Transportation and authorizing the issuance of a negative declaration under SEQRA.

BUDGET IMPACT: No budget impact. Funding related to this grant award will be included in the budget amendment associated with the LeChase Construction Services, Inc. Resolution.

This grant award in the amount of \$1,462,255 will help offset costs related to the generator which will power the airfield and the new terminal building.

- Authorizing an agreement with LeChase Construction Services, Inc. for construction of the new fixed base operator terminal building at the Saratoga County Airport and amending the County budget in relation thereto.

BUDGET IMPACT: The budget will be amended to accept these funds, authorize the related expenses, and decrease the Capital Facilities Reserve fund by \$3,787,217.

This agreement authorizes funding for the ongoing airport operator terminal project in the amount of \$28,510,000.

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

LAW & FINANCE

- Levying amounts payable to County Treasurer and Town Supervisors.

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

The Real Property Tax Services Department has released the 2024 tax rate of \$1.95 per \$1,000 of equalized full value of Real Property in Saratoga County, based on a total equalized full assessed value of \$36,791,664,699.

- Amending the 2023 County Budget under the Department of Public Works.

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

This item will adjust funding between the DPW A Fund and the DPW D Fund for payroll purposes.

- Authorizing an extension agreement with M.M. Hayes, Co., Inc. of Albany, New York for the annual maintenance of the County's Kronos automated employee time and attendance reporting system hardware, software and custom software, for a term of two years.

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

This two-year agreement will include an annual cost of \$49,845.

- Authorizing a renewal agreement with Adirondack Environmental Services, Inc. to conduct lab testing and wastewater analysis for Saratoga County Sewer District No. 1.

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

The total cost of this agreement will not exceed \$70,000.

- Authorizing an agreement with Environmental Design and Research, Landscape Architecture Engineering and Environmental Services D.P.C for design services relative to planned improvements to the Saratoga County Sewer District No.1's Spa Park Station and South Broadway sewer extension design.

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

This agreement in the amount of \$184,525 will allow EDR to supply necessary contract documents related to the upgrade of the Spa Park Pump Station and South Broadway sewer extension design.

- Authorizing an amended agreement with Delaware Engineering, D.P.C., for strategic infrastructure and financing planning for Saratoga County Sewer District No. 1.

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

This item will allow for the continuation of research work related to the development of a potential Wastewater Treatment Plant Pilot, as well as evaluating capacity within the collection system to assist with compliance of the DEC's new capacity analysis requirements.

- Authorizing an amended agreement with Mission Communications, LLC to include updated rates to maintain the cellular based communications system for Saratoga County Sewer District No. 1.

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

This cell-based system allows for continuous remote monitoring of pump stations.

- Amending the 2023 County Budget to increase appropriations and revenues by \$11,700,000 to cover additional revenue distribution costs in accordance with the sales tax formula.

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

The 2023 sales tax revenue exceeded the budgeted amounts. This budget amendment is required in order to recognize those revenue increases and ensure the funds are available on the budget sheets for distribution to the municipalities.

- Establishing January 3, 2024, at 4pm as the date and time for the 2024 Organizational Meeting of the Board of Supervisors.

BUDGET IMPACT: No Budget Impact.

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

OTHER BUSINESS

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

BUDGET IMPACT: No Budget Impact. Funds are included in the Department Budget. \$20,000 will go to RISE Housing and Support Services for operations at the Adelphi Street shelter and \$4,000 will go to Lake Avenue Elementary School PTA for the Lake Avenue School Centennial Celebration project.

On a motion made by Mr. Barrett, seconded by Mrs. Edwards, the following resolution was added to the agenda unanimously.

Appointing George Conway as County Attorney.

On a motion made by Mr. Veitch, seconded by Mr. Tollisen, the Board Meeting Agenda for December 19, 2023 was approved unanimously.

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

Respectfully submitted,
Bridget Rider
Deputy Clerk of the Board