



Law & Finance Committee

Wednesday, January 10, 2024 4PM
40 McMaster Street, Ballston Spa, NY

Chair: Matthew Veitch

Members: Diana Edwards, Joe Grasso, John Lant, Scott Ostrander, Kevin Tollisen, Kevin Veitch

Agenda

Welcome and Attendance

Approval of the minutes from December 13, 2023

Appointment of a Vice Chair

LAW & FINANCE

- Authorizing an agreement with NTS Data Services, LLC for the maintenance and support of the board of election voter data base software.
(Cassandra Bagramian, Roger Schiera, Commissioner of Elections)
BUDGET IMPACT: No Budget Impact. Funds are included in the Department Budget.
- Authorizing the County Auditor to approve tax refunds, corrections, and credits in amounts not to exceed \$2,500.
(Anna Stanko, Director of Real Property)
BUDGET IMPACT: No Budget Impact.
- Amending the 2024 Compensation schedule under the Sheriff's Office..
(Michael Zurlo, County Sheriff)
BUDGET IMPACT: No Budget Impact. Funds are included in the Department Budget.
- Adopting a local law identified as introductory No. 2, print No. 1 of 2023, relative to amending the 2024 Saratoga County Compensation Schedule to provide salary and cost-of-living increase for certain County officials.
(Steve Bulger, County Administrator)
BUDGET IMPACT: No Budget Impact.

OTHER BUSINESS

- **Setting agenda for Board Meeting Scheduled For January 16, 2024**

ADJOURN



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: Board of Elections

DATE: 12/28/2023

COMMITTEE:



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

1. Is a Resolution Required:

Yes, Contract Renewal

2. Proposed Resolution Title:

To extend the software and services agreement with NTS Data Services, LLC to provide voter registration and other elections-related services.

3. Specific Details on what the resolution will authorize:

It will extend our software and services agreement with our voter registration system vendor.

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
----------------	--------------	--------

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 8160
- b. Budget year impacted 2024
- c. Details
Already included in budget

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 **Professional Service**

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):
NTS Data Services, LLC
2079 Sawyer Dr, Niagara Falls, NY 14304
Contact: Gina Shields

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

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

g. Commencement date of contract term: **January 1, 2024**

h. Termination of contract date: **December 31, 2026**

i. Contract renewal date and term: **January 1, 2024 - 3 years**

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 Contract

10. Remarks:

SOFTWARE & SERVICES AGREEMENT

Saratoga County Board Of Elections 2024 - 2026

THIS agreement (“Agreement”) is made and entered into this ___ day of _____, 20___, by the Saratoga County Board Of Elections (“Board”) with offices located at 50 W. High St., , Ballston Spa, NY 12020 and NTS Data Services, LLC (“NTS”) a New York Limited Liability Company, with office and principal place of business at 2079 Sawyer Dr, Niagara Falls, NY 14304.

The term of this Agreement (“Term”) shall initiate on January 1, 2024, and terminate on December 31, 2026.

WHEREAS, NTS has provided voter registration & other elections-related services to county boards of election in New York State since 1981 and

WHEREAS, the Board desires to utilize NTS software and other NTS election-related services to facilitate the Board’s operation.

NOW THEREFORE, in consideration of the mutual covenants contained herein, it is mutually agreed as follows:

1. NTS SOFTWARE

Upon execution of this Agreement and receipt of the initial annual payment, NTS will install and grant a one-year license to operate APEX, PACETS, and IMS software (“NTS Software”) at the Board. For each succeeding year of a multi-year term agreement, a subsequent one-year license will be granted upon receipt, by NTS, of the respective annual payment.

For the Term of this Agreement, NTS shall upgrade NTS Software at the Board as new releases are created by NTS. Any defects discovered in the NTS Software shall be corrected at no cost to the Board.

Not limited to the Term of this agreement, the Board shall be prohibited from printing out, copying, displaying, altering, and/or sharing with any third party any or all elements or internal data organization associated with NTS Software in whole or in part except as expressly agreed to in writing by NTS.

2. BOARD PREPARATION & MAINTENANCE

The Board agrees to provide & install all NTS recommended (a) hardware (desktops, servers, etc., including maintenance & (b) the prescribed licensed operating system software as specified by NTS to support the operation of all Board workstations and servers associated with the operation of NTS Software. In addition, the Board agrees to provide & install all licensed support & diagnostic software specified by NTS and the State Board of Elections.

The BOARD is solely responsible for the timely execution of the following:

- a. Hardware installation and maintenance
- b. Operating system maintenance, patches, and upgrades on server(s) and workstations

- c. Backup of all data and images
- d. SQL upgrades and patches on the database server
- e. Regularly scheduled database maintenance tasks such as shrinking logs and reindexing
- f. Maintaining all server and workstation-based security including antivirus and firewalls
- g. Networking between the server(s) and workstations

Prior to the purchase of initial hardware, operating system, support & diagnostic software, and continuing for the Term of this agreement, NTS shall review and approve all purchases related to the initial & subsequent implementation of the NTS Software. If the NTS hardware and software recommendations are deviated from and consequential problems develop, the time & expenses incurred by NTS to resolve the problems shall be billable to Board at the NTS prevailing hourly rate plus the travel and/or materials charges incurred by NTS. The current NTS hourly rate is \$195.00 per hour.

Board shall provide means for authorized remote access into the Board system by NTS to facilitate initial application software installation and support. This remote access may be via Virtual Private Network, LogMeIn, or any other mutually acceptable connection method. NTS shall complete application software installation remotely through this connection and perform software testing before scheduling the onsite NTS training of Board personnel. Board shall provide the security and access rights to the system required by NTS to complete application software installation by NTS. For the Term of this Agreement, remote access and security rights shall be provided to NTS to facilitate installation of application software updates and support for the Board.

3. TRAINING & SUPPORT

NTS shall provide sufficient training onsite to permit Board staff to utilize NTS Software functionality to serve the Boards operational needs. Beyond that, additional on-site or remote training shall be provided to assist the Board's staff with any & all issues that arise in the Board's utilization of the NTS Software.

NTS Hotline Support shall be provided between 9:00 AM and 5:00 PM, Monday through Friday, excluding holidays. NTS Hotline Support shall include general NTS Software application questions/issues, election operation issues, and any other areas relating to NTS support of the Board. Hotline support shall not exceed six (6) hours in any one month. Hotline support over and above the monthly maximum shall be billed at then prevailing NTS hourly rate plus any additional travel and/or materials charges incurred by NTS during the performance of its work.

4. ELECTION DAY SUPPORT

NTS shall provide support on election day starting at 5:00 a.m. and until Boards of Elections conclude operation that evening until 11:00 p.m. In addition, NTS support staff will generally be available over the weekend prior to election day.

5. SOFTWARE INSTALLATION AND SUPPORT

Board shall provide means for authorized remote access into the Board system by NTS to facilitate initial application software installation and support. This remote access may be via Virtual Private Network, LogMeIn, or any other mutually acceptable connection method. NTS shall complete application software installation remotely through this connection and perform software testing

before scheduling the onsite NTS training of Board personnel. The board shall provide the security and access rights to the system required by NTS to complete application software installation by NTS. For the Term of this Agreement, remote access and security rights shall be provided to NTS to facilitate the installation of application software updates and support for the Board.

6. DATA OWNERSHIP

All original and backup copies of the data collected by or produced by the Board, excluding the internal data structures utilized or produced internally within the NTS-provided software systems, shall be and remain the property of the Board and not be limited by the Term of this Agreement.

NTS Software, including the internal data structures utilized within the NTS Software, provided to the Board, shall remain the confidential and proprietary property of NTS not limited by the Term of this Agreement.

7. UTILIZATION OF DATA - DUTY OF CARE

The Board shall accept responsibility for maintaining the integrity of all data and other items provided by NTS. NTS shall accept responsibility for maintaining the integrity of all data and other items provided by the Board. The Board and NTS shall collectively use their respective best efforts to collectively minimize damage, loss of data, delays, and errors resulting from adverse events. The Board shall not be responsible for errors or omissions resulting from the actions of NTS. NTS shall not be responsible for errors or omissions resulting from the actions of the Board.

8. AGREEMENT EXTENSION

The Board shall have the option to renew this Agreement, with appropriate modifications, for an additional three (3) year term.

9. ENTIRE AGREEMENT

Each party acknowledges that it has read this Agreement, understands it, and agrees to be bound by its terms and further agrees that it is the complete and exclusive statement of this Agreement between the parties, which supersedes and merges all prior proposals, understandings, and all other agreements, oral and written between the parties relating to the subject matter of this Agreement. This Agreement may not be modified or altered except by written instrument duly executed by both parties.

10. PAYMENTS

On January 5, 2024, the Board shall make a payment of \$70,364.00 to NTS.
On January 5, 2025, the Board shall make a payment of \$74,586.00 to NTS.
On January 5, 2026, the Board shall make a payment of \$79,061.00 to NTS.

11. CONFIDENTIALITY

Each party agrees that it shall not disclose to any third party any confidential, financial, business, systems, or software information (including but not limited to voter registration data) of the other party during the course of its performance of this Agreement, without the prior written consent of such other party. This obligation shall survive the cancellation or other termination of this Agreement.

12. LIMITATION OF LIABILITY

In no event shall NTS' liability to the Board arising out of, or based upon, this Agreement exceed the compensation paid by the Board to NTS under this Agreement, regardless of the form in which any legal or equitable action may be brought, including, without limitation, any action in part or contract, including claims based on NTS negligence.

NTS shall not be responsible for any penalties or liabilities arising out of the use or misuse of the NTS Software as they relate to the laws or regulations of any local, state, or federal jurisdiction.

No action arising out of any claimed breach of this Agreement or transactions under the Agreement may be brought by either party more than two (2) years after the cause of action has occurred.

In no event shall NTS be liable for any consequential damages.

13. INDEMNIFICATION

NTS shall hold harmless the Board and its officers, employees, and agents from that portion of all claims, actions, liabilities, damages, and costs (including, but not limited to, attorneys fees) of every nature and description arising out of or resulting from the acts, omissions, or negligence of NTS or NTS' employees or agents.

14. INDEPENDENT CONTRACTOR

Both parties hereto, in the performance of this Agreement, shall be acting in an individual capacity and not as agents, employees, partners, joint venturers or associates of one another. The employees or agents of one party shall not be deemed or construed to be the employees or agents of the other party for any purposes whatsoever.

15. FORCE MAJEURE

Neither party shall be liable to the other for any delay or failure to perform due to causes beyond its reasonable control. Performance times shall be considered extended for a period agreed upon in writing by the parties because of any such delay.

16. SEVERABILITY

If any provision of this Agreement is declared invalid under any applicable statute or rule of law, it is to that extent, and only to that extent, to be deemed omitted.

17. SURVIVAL BEYOND COMPLETION

The terms, provisions, representations, and warranties contained in this Agreement shall survive the delivery of the included products and services and the payments of the charges, therefore.

18. WAIVER OF BREACH

No waiver of a breach of any provision of this Agreement shall constitute a waiver of any other breach, or of such provision. Failure of the Agency to enforce at any time, any provision of

this Agreement shall not be construed as a waiver thereof. The remedies herein reserved shall be cumulative and additional to any other remedies in law or equity.

19. TERMINATION

The County shall have no liability under this Agreement to the Vendor or to anyone else beyond funds appropriated and available for this Agreement. If either party to this Agreement decides to discontinue contracted services at the end of a contract year during the Term of this Agreement, that party may terminate this Agreement with no liability by notifying the other party by certified mail of their decision and reason for early termination at least ninety days prior to years end.

20. EXTENT OF AGREEMENT

This Agreement represents the entire and integrated Agreement between the Board and NTS and supersedes all prior negotiations, representations, agreements and/or contracts, either written or oral. This Agreement may be amended only by written instrument signed by both parties and attached hereto as an addendum.

IN WITNESS THEREOF, the parties have executed this Agreement as of the day and year first above written.

Saratoga County Board Of Elections

By: _____ By: _____
Commissioner Cassandra Bagramian Commissioner Roger J. Schiera

Date: _____ Date: _____

NTS DATA SERVICES, LLC

By: _____
Vice President

Date: _____



SARATOGA COUNTY

AGENDA ITEM REQUEST FORM

George Conner

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: Real Property Tax Service Agency

DATE: 12/30/2023

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:

AUTHORIZING THE COUNTY AUDITOR TO APPROVE TAX REFUNDS, CORRECTIONS AND CREDITS IN AMOUNTS NOT TO EXCEED \$2,500

3. Specific Details on what the resolution will authorize:

This resolution will authorize the County Auditor to approve corrections, tax refunds and credits in amounts not to exceed \$2,500 as authorized by RPTL 554 and 556

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

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:
ANNUAL HOUSEKEEPING RESOLUTION



~~2/10/22~~

SARATOGA COUNTY BOARD OF SUPERVISORS

RESOLUTION ~~38 - 2022~~

Introduced by Supervisors ~~Schopf, Barrett, Cusack, Lant, Raymond, Tollisen and M. Vetch~~

AUTHORIZING THE COUNTY AUDITOR TO APPROVE TAX REFUNDS, CORRECTIONS AND CREDITS IN AMOUNTS NOT TO EXCEED \$2,500

WHEREAS, Real Property Tax Law §554, §556 and §556(8) authorize delegation to the County Auditor of legislative duties relative to the correction, refund and credit of certain taxes; and

WHEREAS, upon the recommendation of our Law and Finance Committee, and upon the joint recommendations of the Director of the Real Property Tax Service Agency and the County Treasurer; now, therefore, it is

RESOLVED, that the County Auditor is authorized pursuant to §556 of the Real Property Tax Law to approve for payment tax bill refunds in amounts not to exceed \$2,500, and it is further

RESOLVED, that the County Auditor is authorized pursuant to §554 of the Real Property Tax Law to approve corrections of errors on tax rolls in amounts not to exceed \$2,500, and it is further

RESOLVED, that the County Auditor is authorized pursuant to §556(8) of the Real Property Tax Law to approve tax credits in amounts not to exceed \$2,500, and it is further

RESOLVED, that the County Auditor shall report to the Real Property Tax Committee all refunds, corrections and credits made pursuant to the authority delegated by this Resolution; 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
George Conway, 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: Human Resources

DATE: 01/03/2024

COMMITTEE: Human Resources & Insurance

1. Is a Resolution Required:

Yes, Amendment to Compensation Schedule

2. Proposed Resolution Title:

Re-title of the Fiscal Manager in the Sheriff's Office to Accounting Supervisor.

3. Specific Details on what the resolution will authorize:

To re-title the recently approved position of Fiscal Manager to Accounting Supervisor. The title and duties of Accounting Supervisor more appropriately identifies the duties and responsibilities of this role.

The Accounting Supervisor is responsible for the maintenance of a variety of major accounts and financial records within the Sheriff's Office. Work is performed under the general direction of the Sheriff and Undersheriff.

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

County Attorney's Office
Consulted Yes

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

County Administrator's Office
Consulted Yes

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

Revenue

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

Expense

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

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

Amount:

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

No Budget Impact. Funds are included in the Department Budget

- a. G/L line impacted A.30.000.6000
- b. Budget year impacted 2024
- 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 1/1/2024

Salary and grade **Grade 11, Base \$58,967**

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

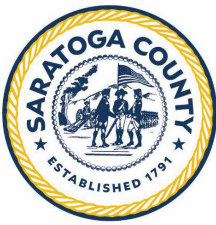
County Administrator's Office
Consulted **Yes**

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:



BOARD OF SUPERVISORS

RESOLUTION -

AMENDING THE 2024 COMPENSATION SCHEDULE TO RE-TITLE THE FISCAL MANAGER IN THE SHERIFF'S OFFICE TO AN ACCOUNTING SUPERVISOR

WHEREAS, the Sheriff's Office has identified the position of an Accounting Supervisor to be more appropriate with the duties and responsibilities than the position of Fiscal Manager which was approved for 2024 in resolution 319-2023; and

WHEREAS, The Accounting Supervisor will be responsible for the maintenance of a variety of major accounts and financial records within the Sheriff's Office, work performed under the general direction of the Sheriff and Undersheriff; and

WHEREAS, the Law and Finance Committee, the Director of Human Resources and the County Attorney have recommended that the 2024 Saratoga County Compensation Schedule be amended under the Sheriff's Office to re-title one (1) Full-time Fiscal Manager to one (*1) Full-time Accounting Supervisor; now, therefore, be it

RESOLVED, that the 2024 Saratoga County Compensation Schedule is amended as follows:

UNDER SHERIFF'S OFFICE

Create (1) Full-time Accounting Supervisor, Grade 11, Base salary \$58,967

Unfund (1) Full-time Fiscal Manager, Base salary \$61,540

; 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.

Regular Meeting

AYES ()

NOES (0):

ABSENT (35752.5):



SARATOGA COUNTY

AGENDA ITEM REQUEST FORM

TO: Steve Bulger, County Administrator
Ridge Harris, Deputy County Administrator
George Conway, 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: 1/4/2024

COMMITTEE: Law & Finance

1. Is a Resolution Required:

Yes, Amendment to Compensation Schedule

2. Proposed Resolution Title:

ADOPTING A LOCAL LAW IDENTIFIED AS INTRODUCTORY
NO. 2, PRINT NO. 1 OF 2023, RELATIVE TO AMENDING
THE 2024 SARATOGA COUNTY COMPENSATION
SCHEDULE TO PROVIDE SALARY AND COST-OF-LIVING
INCREASE FOR CERTAIN COUNTY OFFICIALS

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 **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
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

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
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- Copy of proposal or estimate
- Copy of grant award notification and information
- Other Draft Resolution

10. Remarks:



BOARD OF SUPERVISORS

1/16/2024

RESOLUTION XXX - 2024

Introduced by Law and Finance: Supervisors M. Veitch, Edwards, Grasso, Lant, Ostrander, Tollisen, and K. Veitch

ADOPTING A LOCAL LAW IDENTIFIED AS INTRODUCTORY NO. 2, PRINT NO. 1 OF 2023 ENTITLED "A LOCAL LAW AMENDING THE 2024 SARATOGA COUNTY COMPENSATION SCHEDULE TO PROVIDE SALARY AND COST-OF-LIVING INCREASES FOR CERTAIN COUNTY OFFICIALS"

WHEREAS, Resolution 320-2023 introduced and presented a proposed Local Law identified as Introductory No. 2, Print No. 1 of 2023, to this Board of Supervisors and scheduled a public hearing thereon for January 10, 2024 at 4:30P.M. in the Meeting Room of the Saratoga County Board of Supervisors, 40 McMaster Street, Ballston Spa, New York; and

WHEREAS, notice of that public hearing was duly published and posted as required by law; and

WHEREAS, the scheduled public hearing was held and all persons desiring to be heard have been heard by this Board; now, therefore, be it

RESOLVED, that this Board of Supervisors, on this 16th day of January, 2024 hereby adopts a Local Law identified as Introductory No. 2, Print No. 1 of 2023, as set forth in the annexed Schedule A; and it is further

RESOLVED, that this Resolution shall take effect immediately.

BUDGET IMPACT STATEMENT: No Budget Impact.

January 16, 2024 Regular Meeting

Motion to Adopt: Supervisor(s)

Second: Supervisor(s)

AYES:

NOES:

ABSENT:

INTRODUCTORY NO. 2
PRINT NO. 1
INTRODUCED BY SUPERVISORS:

COUNTY OF SARATOGA
LOCAL LAW - 2024

A LOCAL LAW AMENDING THE 2024 COUNTY COMPENSATION
SCHEDULE TO PROVIDE A SALARY AND COST-OF-LIVING INCREASE
FOR CERTAIN COUNTY OFFICIALS

BE IT ENACTED by the Saratoga County Board of Supervisors as follows:

SECTION 1. The 2024 compensation for the following County officials shall be increased to the following levels, effective January 1, 2024:

APPOINTED OFFICIALS

Anna Stanko, Director of Real Property Tax Services \$ 97,321

SECTION 2. This Local Law is subject to a permissive referendum as provided in Municipal Home Rule Law §24.

SECTION 3. This Local Law shall become effective as provided in Municipal Home Rule Law §27.