



Law & Finance Committee

Wednesday, February 14, 2024 4PM
40 McMaster Street, Ballston Spa, NY

Chair: Matthew Veitch

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

Agenda

Welcome and Attendance

Approval of the minutes from January 10, 2024

HEALTH & HUMAN SERVICES

- Authorizing an agreement with the Town of Clifton Park to provide 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 2023-2024 State aid allocation from the Office of Children and Family Services for Youth Team Sports and authorizing agreements with various Youth Team Sports providers.
(Sandi Cross, Director of the Department of Aging & Youth Services)
BUDGET IMPACT: No Budget Impact. Funds are included in the Department Budget.
- Authorizing an amendment to agreements with A&H Services.
(Sandi Cross, Director of the Department of Aging & Youth Services)
BUDGET IMPACT: No Budget Impact.
- Accepting a federal grant for Saratoga County Mental Health & Addiction Services and amending the 2024 County budget in relation thereto.
(Michael Prezioso, Commissioner of Mental Health & Addiction Services)
BUDGET IMPACT: The budget will be amended to accept these funds and authorize the related expenses.
- Authorizing implementation of a school-based Opioid and Substance Use Disorder Treatment Program between the Sheriff's Office and Department of Mental Health and Addiction Services, and amending the 2024 County budget in relation thereto.
(Michael Prezioso, Commissioner of Mental Health & Addiction Services)
BUDGET IMPACT: The budget will be amended to accept these funds and authorize the related expenses.

LEGISLATIVE & GOVERNMENT AFFAIRS

- Adopting the 2024 Saratoga County Legislative Agenda.
(Steve Bulger, County Administrator)
BUDGET IMPACT: No Budget Impact.
- Amending the Policies and Procedure Manual to revise the County's Purchasing Procedures, and Regulations for Contracts and Spending.
(John Warmt, Director of Central Services)
BUDGET IMPACT: No Budget Impact.

HUMAN RESOURCES & INSURANCE

- Authorizing the acceptance of New York State Healthcare Worker Bonus Program funds, disbursement of program funds to eligible Saratoga County employees, and amending the 2024 County budget in relation thereto.
(Scot Chamberlain, Director of Human Resources)
BUDGET IMPACT: The budget will be amended to accept these funds and authorize the related expenses.
- Amending the Policies and Procedures Manual relative to the Part-Time Employees Policy.
(Scot Chamberlain, Director of Human Resources)
BUDGET IMPACT: No Budget Impact.
- Amending the 2024 Compensation Schedule to reclassify positions under the Department of Mental Health and Addiction Services.
(Scot Chamberlain, Director of Human Resources)
BUDGET IMPACT: No Budget Impact. Funds are included in the Department Budget.
- Amending the 2024 Compensation Schedule to reclassify positions under the County Attorney's office and the Department of Social Services, and amending the 2024 County budget in relation thereto.
(Scot Chamberlain, Director of Human Resources)
BUDGET IMPACT: No Budget Impact. Funds are included in the Department Budget.
- Amending the 2024 Compensation Schedule to create a Paralegal Specialist under the Department of Social Services and amending the County budget in relation thereto.
(Scot Chamberlain, Director of Human Resources)
BUDGET IMPACT: The budget will be amended to accept these funds, authorize the related expenses and decrease fund balance by \$33,542.
- Authorizing a temporary increase in compensation for Deputy Treasurer JoAnn Kupferman for additional Treasurer duties.
(Scot Chamberlain, Director of Human Resources)
BUDGET IMPACT: No Budget Impact. Funds are included in the Department Budget.

PUBLIC SAFETY

- Authorizing participation in the Capital Region Transportation Council's 2023-2024 Local Road Safety Education and Encouragement Program and amending the 2024 County 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 participation in the 2024 STOP-DWI program and approving contracts with local agency participants.
(Michael Zurlo, County Sheriff)
BUDGET IMPACT: No Budget Impact. Funds are included in the Department Budget.
- Authorizing participation in the 2024 State STOP-DWI High Visibility Engagement Campaign and the Drug Recognition Expert (DRE) Call Out Plan.
(Michael Zurlo, County Sheriff)
BUDGET IMPACT: No Budget Impact. Funds are included in the Department Budget.
- Authorizing the acceptance of a Public Safety Answering Points (PSAP) grant from the New York State Division of Homeland Security and Emergency Services.
(Michael Zurlo, County Sheriff)
BUDGET IMPACT: The budget will be amended to accept these funds, authorize the related expenses, and increase fund balance by \$82,328.75.
- Authorizing acceptance of an Ignition Interlock Device Program grant from the New York State Division of Criminal Justice Services.
(Susan Costanzo, Probation Director)
BUDGET IMPACT: No Budget Impact. Funds are included in the Department Budget.
- Authorizing an agreement with Albany Medical Center for use of lab and morgue facility as needed by the County Coroner.
(Susan Hayes-Masa, David DeCelle, County Coroner)
BUDGET IMPACT: No Budget Impact. Funds are included in the Department Budget.
- Accepting an Aid to Defense grant from the New York State Division of Criminal Justice Services.
(Andrew Blumenberg, Public Defender)
BUDGET IMPACT: No Budget Impact. Funds are included in the Department Budget.

ECONOMIC DEVELOPMENT

- Authorizing a transfer of funds from the Economic Development Grant Reserve Fund and amending the 2024 County budget in relation thereto.
(Jason Kemper, Director of Planning & Economic Development)
BUDGET IMPACT: The budget will be amended to increase appropriations and reduce the Economic Development Grant Reserve Fund by \$14,200.

- Authorizing the Commissioner of Public Works to sign and certify a Notice of Intent for continuation of coverage under the NYSDEC SPDES General Permit for Municipal Stormwater Discharges.
(Jason Kemper, Director of Planning & Economic Development)
BUDGET IMPACT: No Budget Impact.

REAL PROPERTY TAX

- Correcting a 2024 Tax Bill in the Town of Wilton.
(Anna Stanko, Director of Real Property)
BUDGET IMPACT: No Budget Impact.
- Cancelling delinquent taxes in the Towns of Ballston, Clifton Park, Moreau, Northumberland, and Waterford.
(Anna Stanko, Director of Real Property)
BUDGET IMPACT: No Budget Impact.

LAW & FINANCE

- Amending the 2024 County Budget to increase revenues and appropriations related to Cannabis Sales Tax in accordance with state tax law.
(Andrew Jarosh, County Treasurer)
BUDGET IMPACT: The budget will be amended to increase revenues and authorize the related expenses and increase fund balance by \$25,000.
- Authorizing the acceptance of an Aid to Prosecution Grant from the New York State Division of Criminal Justice Services.
(Karen Heggen, District Attorney)
BUDGET IMPACT: No Budget Impact. Funds are included in the Department Budget.
- Amending the 2024 budget to reappropriate unspent funds for various departments from 2023.
(Steve Bulger, County Administrator)
BUDGET IMPACT: The unused funds from the 2023 budget for these projects will be reappropriated to the 2024 budget.
- Authorizing a Pollution Liability policy through Liberty Surplus Insurance Corporation and amending the County budget in relation thereto.
(Steve Bulger, County Administrator)
BUDGET IMPACT: The budget will be amended to increase appropriations and decrease fund balance in the amount of \$3,993.70.
- Authorizing the acceptance and disbursement of New York State Septic System Replacement Program grant funds and amending the 2024 County budget in relation thereto.
(Steve Bulger, County Administrator)
BUDGET IMPACT: The budget will be amended to accept these funds and authorize the related expenses.

- Authorizing an agreement with Office Data Systems Inc. to maintain digital recording equipment for the District Attorney's office.
(Karen Heggen, District Attorney)
BUDGET IMPACT: No Budget Impact. Funds are included in the Department Budget.
- Accepting a Water Quality Improvement Program (WQIP) Grant from the New York State Department of Environmental Conservation.
(Dan Rourke, Executive Director of Sewer District)
BUDGET IMPACT: The budget will be amended to accept these funds and authorize the related expenses.
- Accepting a Water Infrastructure Improvement Act (WIIA) grant from the New York State Environmental Facilities Corporation.
(Dan Rourke, Executive Director of Sewer District)
BUDGET IMPACT: The budget will be amended to accept these funds and authorize the related expenses.
- Accepting an Empire State Development Grant from the New York State Empire State Development Office.
(Dan Rourke, Executive Director of Sewer District)
BUDGET IMPACT: The budget will be amended to accept these funds and authorize the related expenses.
- Authorizing an agreement with M.J. Engineering and Land Surveying, P.C. for work related to the analysis and design of sewer force main upgrades in the Town of Wilton and amending the 2024 County budget in relation thereto.
(Dan Rourke, Executive Director of Sewer District)
BUDGET IMPACT: The budget will be amended to increase appropriations and decrease Sewer fund balance by \$245,200.
- Designating Brentwood Industries Inc. Primary Clarifiers as the standard to be used in purchase contracts involving the repair, replacement or addition of primary clarifiers and associated equipment within Saratoga County Sewer District No.1's wastewater treatment plant for reasons of efficiency and economy.
(Dan Rourke, Executive Director of Sewer District)
BUDGET IMPACT: No Budget Impact.

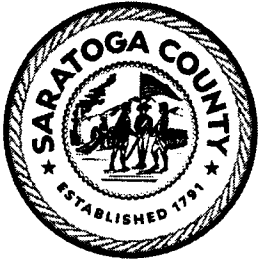
CHAIRMAN'S ITEM

- Appointing a Commissioner of Elections.
BUDGET IMPACT: No Budget Impact. Funds are included in the Department Budget.

OTHER BUSINESS

- Setting agenda for Board Meeting Scheduled for February 20, 2024

ADJOURN



SARATOGA COUNTY AGENDA ITEM REQUEST

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 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
Samantha Kupferman, County Attorney's Office

DEPARTMENT: County Treasurer

DATE: 1/30/24

COMMITTEE: Law & Finance

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

County Attorney's Office
Consulted

1. Is a Resolution Required:

Yes, Other

2. Proposed Resolution Title:

AUTHORIZING THE COLLECTION AND SUBSEQUENT
DISTRIBUTION OF LOCAL EXCISE TAX REVENUE
COLLECTED FROM THE RETAIL SALE OF ADULT-USE
CANNABIS

3. Specific Details on what the resolution will authorize:

This Resolution will authorize the Office of the County
Treasurer to accept and distribute excise tax revenue from
cannabis sales in compliance of Tax Law (See Section 496-b(b)
(2)).

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

County Administrator's Office
 Consulted Yes

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

Revenue

Account Number	Account Name	Amount
A.90-1116	Tax on Adult-Use Cannabis	\$100,000

Expense

Account Number	Account Name	Amount
A.90.906-1986	Distribution of Adult-Use Cannabis Tax	\$75,000

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

Increase A-0599.B Appropriated Fund Balance-Budgetary
 Amount: \$25,000

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

- a. G/L line
- b. Budget year 2024
- c. Details – The Budget will be amended to accept these funds and authorize the related expenses and increase Fund Balance by \$25,000.

6. Are there Amendments to the Compensation Schedule?

YES or NO (If yes, provide details)

a. Is a new position being created? Y N

Effective date

Salary and grade

b. Is a new employee being hired? Y N

Effective date of employment

Salary and grade

Appointed position:

Term

c. Is this a reclassification? Y N

Is this position currently vacant? Y N

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

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: Proposed language for resolution

10. Remarks:

**AMENDING THE 2024 COUNTY BUDGET TO INCREASE APPROPRIATIONS AND REVENUES TO COVER
ADDITIONAL REVENUE DISTRIBUTION COSTS IN ACCORDANCE WITH THE TAX LAW**

WHEREAS, the 2024 County Budget needs to be amended to recognize unanticipated excise tax revenue from adult-use cannabis sales in the amount of \$100,000 in 2024 that must be distributed to municipalities pursuant to Section 496-b(b)(2) of the New York State Tax law; now, therefore, be it

RESOLVED, that the 2024 County Budget is amended as follows:

NON-DEPARTMENTAL

Appropriations:

Increase Acct. # A.90.906-1986 Distribution of Adult-Use Cannabis Tax \$75,000

Revenues:

Increase Acct. #A.90-1116 Tax on Adult-Use Cannabis \$100,000

; and it is further

RESOLVED, that this Resolution shall take effect immediately.

BUDGET IMPACT STATEMENT:

The Budget will be amended to accept these funds and authorize the related expenses and increase Fund Balance by \$25,000



SARATOGA COUNTY AGENDA ITEM REQUEST

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 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
Samantha Kupferman, County Attorney's Office

DEPARTMENT: District Attorney

DATE: 2/8/24

COMMITTEE: Law & Finance

1. Is a Resolution Required:

Yes, Grant Acceptance

2. Proposed Resolution Title:

Partial acceptance of an Aid to Prosecution Grant and amendment of budget in relation thereto for the District Attorney's Office.

3. Specific Details on what the resolution will authorize:

Resolution accepting partial funding of the Aid to Prosecution Grant from the Division of Criminal Justice Services to support a staff retention initiative. A plan for the balance of the fund is being developed and will be presented in March.

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

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 **Yes**

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

Revenue

Account Number	Account Name	Amount
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Expense

Account Number	Account Name	Amount
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Fund Balance (if applicable): (Increase = additional revenue, Decrease = additional expenses)

Amount:

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

No Budget Impact. Funds are included in the Department Budget

- a. G/L line impacted
- 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

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
No

County Administrator's Office
Consulted **Yes**

8. Is a grant being accepted: YES or NO

a. Source of grant funding:

State

b. Agency granting funds:

Division of Criminal Justice Services

c. Amount of grant:

\$604,692

d. Purpose grant will be used for:

Staff retention initiative

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

None

f. Time period grant covers:

April 1, 2023 - March 31, 2024

g. Amount of county matching funds:

None

h. Administrative fee to County:

None

9. Supporting Documentation:

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

10. Remarks:



6/21/22

SARATOGA COUNTY BOARD OF SUPERVISORS

RESOLUTION 190 - 2022

Introduced by Public Safety: Supervisors Lant, Barrett, Hammond, Lawler, Ostrander, K. Veitch and Wright

ACCEPTING AN AID TO PROSECUTION GRANT FOR THE DISTRICT ATTORNEY'S OFFICE

WHEREAS, the State of New York maintains an anti-crime program to strengthen local governments' efforts to combat crime; and

WHEREAS, the State Division of Criminal Justice Services (DCJS) has offered an Aid to Prosecution Grant for the term ~~April 1, 2022 through March 31, 2023~~ to provide salary support to the District Attorney's Office for the prosecution of violent crimes; and

→ April 1, 2023 through March 31, 2024

WHEREAS, the acceptance of this DCJS grant requires this Board's approval; now, therefore, be it

RESOLVED, that the Chair of the Board of Supervisors and/or the District Attorney, is hereby authorized, on behalf of the Office of the District Attorney, to execute all necessary documents with the State Division of Criminal Justice Services for the acceptance of an Aid to Prosecution Grant in the amount of ~~\$57,820~~, for the term ~~April 1, 2022 through March 31, 2023~~; and it is further

\$604,692

2023

2024

RESOLVED, that the form and content of such documents 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.

June 21, 2022 Regular Meeting

Motion to Adopt by Supervisor Hammond, Seconded by Supervisor Lant

AYES (230267): Eric Connolly (11831), Joseph Grasso (4328), Philip C. Barrett (19014.5), Jonathon Schopf (19014.5), Eric Butler (6500), Diana Edwards (819) Jean Raymond (1333), Michael Smith (3525), Kevin Veitch (8004), Arthur M. Wright (1976), Kevin Tollisen (25662), Mark Hammond (17130), Scott Ostrander (18800), Thomas Richardson (5163), Theodore Kusnierz (16202), Sandra Winney (2075), Thomas N. Wood, III (5808), Tara N. Gaston



KATHY HOCHUL
Governor

ROSSANA ROSADO
Commissioner

DEAN DEFRUSCIO
Deputy Commissioner

Grant Award Notice

August 24, 2023

The Division of Criminal Justice Services (DCJS) is pleased to advise you that your county will receive funding under the State’s Aid to Prosecution Program for State Fiscal Year (SFY) 2023-24.

Project Name:	Saratoga County District Attorney Aid to Prosecution Program	Award Amount:	\$604,692
Budget:	SFY 2023-24	Term Dates:	April 1, 2023 to March 31, 2024

Additional Information:

We are pleased to inform you that Governor Kathy Hochul secured an additional \$40 million in the SFY 2023-2024 Budget to assist in county prosecution efforts. Your SFY 2023-24 Aid to Prosecution Program award to support your respective district attorney’s office is consistent with the appropriation amounts enacted for this purpose in the State Budget.

Please note that you will not receive a DCJS grant contract for this funding; rather, money will be automatically disbursed to the county in one payment. The county shall subsequently and promptly make this funding available to the respective district attorney’s office. Consistent with the appropriation, this funding assistance is being provided to help offset the cost of prosecutorial services that your county has and will incur for the period of April 1, 2023 to March 31, 2024.

To streamline processing and facilitate timely distribution of funds, the DCJS Office of Financial Services will disburse your planned payment directly to your county for use by the respective district attorney’s office.

If you have any questions on this award, please contact:

Nadia Rockwell
DCJS Associate Budgeting Analyst
NYS Division of Criminal Justice Services, Finance Office
(518) 485-0091 or nadia.rockwell@dcjs.ny.gov

Thank you for your continued partnership to help keep New Yorkers safe and ensure a justice system that works for all.



SARATOGA COUNTY AGENDA ITEM REQUEST

TO: Steve Bulger, County Administrator
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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
Samantha Kupferman, County Attorney's Office

DEPARTMENT: County Administrator



DATE: 2/12/24

COMMITTEE: Law & Finance



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

County Attorney's Office
Consulted Yes

1. Is a Resolution Required:

Yes, Other

2. Proposed Resolution Title:

Amending the 2024 Budget to reappropriate unspent funds related to various projects and/or programs throughout multiple departments

3. Specific Details on what the resolution will authorize:

This resolution will authorize a budget amendment for the 2024 budget to fund projects that were not completed in 2023.

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

County Administrator's Office
Consulted Yes

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

Revenue

Account Number	Account Name	Amount
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Expense

Account Number	Account Name	Amount
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Fund Balance (if applicable): (Increase = additional revenue, Decrease = additional expenses)

Amount:

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

Other

- a. G/L line impacted see attachments
- b. Budget year impacted 2023 and 2024
- c. Details

The unused funds from the 2023 budget for these projects will be reappropriated to the 2024 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

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:

Department of Health

Increase Appropriations

A.40.000-7020	Office Equipment		\$3,495.79
A.40.000-7070	Building Components		\$4,208.33
A.40.000-7033	Personal Computers		\$4,617.32
A.40.000-7099	Other Capital Expenses		\$24,963.00
A.40.000-8190	Other Professional Services		\$15,000.00
A.40.000-8190	Other Professional Services		\$40,000.00
A.40.000-8490	Misc Dept Expense		\$4,279.40
A.40.000-8512	Conference Fees		\$2,705.00
A.40.000-8520	Software		\$9,850.00
A.40.000-8521	Minor Item Equipment		\$100.47
A.40.408-8200	Ancillary Supplies		\$1,852.48

Increase Revenue

A.40-3450	State Aid Public Health	\$15,000.00
A.40-4482	Fed Aid	\$136,944.00
A.40-2727	Opioid Revenue	\$1,852.48

Fund Balance

A-0599.B	Appropriated fund balance-budgetary		\$42,724.69
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District Attorney

Increase Appropriations

A.25.000-6000	Regular Wages	\$181,800.00
A.25.000-6930	Social Security	\$13,908.00
A.25.000-6910	Retirement	\$34,542.00

Fund Balance

A.0599.B	Appropriated fund balance-budgetary		\$230,250.00
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DSS

Increase Appropriations

A.60.610-7020	Office Equipment	\$4,371.00
A.60.610-7601	BICS Payments	\$73,963.52
A.60.610-8261	Homemaker Supplies	\$3,000.00
A.60.610.8512	Training	\$6,000.00
A.60.610-8550	Office Supplies	\$4,372.00
A.60.609-7601	BICS Payments - HEAP	\$80,939.00

Increase Revenue

A.60-4641	HEAP - Federal		\$80,939.00
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Fund Balance		
A-0599.B	Appropriated fund balance-budgetary	\$91,706.52

County Attorney

Increase Appropriations		
A.20.162-8/190	Other Professional Services	\$16,320.50
A.20.992-8110	Attorney Fees	\$33,435.01
A.20.992-8110	Attorney Fees	\$150.00
A.20.992-9100	Claims Settlements	\$61,009.57
A.20.992-9190	Reimbursed Defense Costs	\$21,627.47

Fund Balance		
A.0599.B	Appropriated fund balance-budgetary	\$132,542.55

County Administrator

Increase Appropriations		
A.14.000-8190	Other Professional Services	\$89,740.00
A.14.000-8190	Other Professional Services	\$38,550.00
A.14.000-8200	Departmental Supplies	\$100,000.00
A.14.000-8535	Internet Service	\$975.85
A.14.114-7112	250th Revolution Commission	\$20,000.00
A.14.114-8190	Other Professional Services	\$15,000.00
A.90.900-8492	Local Assistance	\$23,999.00

Increase Revenue		
A.14-4089	Federal Aid Other	\$20,000.00

Fund Balance		
A.0599.B	Appropriated fund balance-budgetary	\$268,264.85

ARPA

Increase Revenue		
A.90-4089	Federal Aid Other	\$54,999.00
A.90-4089	Federal Aid Other	\$547,953.07

Fund Balance		
A.0599.B	Appropriated fund balance-budgetary	\$602,952.07

Sheriff

Increase Appropriations		
A.30.301-7093	Bldg - Construction Costs	\$68,222.63
A.30.000-8150	Training Services	\$5,600.00

A.30.000-7080	Other Equipment	\$24,295.36	
A.30.000-7080	Other Equipment	\$113,374.00	
A.30.000-6810	Overtime	\$15,000.00	
A.30.000-7080	Other Equipment	\$58,454.70	

Increase Revenue

A.30-4306	Homeland Security - Federal Aid		\$24,295.36
A.30-4306	Homeland Security - Federal Aid		\$20,200.00
A.30-4306	Homeland Security - Federal Aid		\$128,374.00
A.30-3306	Homeland Security - State Aid		\$89,198.24
A.30-4306	Homeland Security - Federal Aid		\$58,454.70

Fund Balance

A-0599.B	Appropriated fund balance-budgetary	\$35,575.61	
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IT

Increase Appropriations

A.23.000-8160	Data Processing Fees	\$31,826.40	
A.23.000-8190	Other Professional Services	\$7,075.00	

Fund Balance

A-0599.B	Appropriated fund balance-budgetary		\$38,901.40
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IT -Board of Supervisors AV Project IT.BRU.Equipment

Increase Appropriations

A.11.000-7051	Communication Equipment	\$36,444.01	
A.11.000-7092	Infrastructure	\$15,000.00	
A.11.000-8200	Departmental Supplies	\$12,000.00	

Fund Balance

A-0599.B	Appropriated fund balance-budgetary		\$63,444.01
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Clerk of the Board

Increase Appropriations

A.11.000-8560.I	Printing Internal	\$1,200.00	
A.11.000-8560	Printing	\$900.00	

Fund Balance

A-0599.B	Appropriated fund balance-budgetary		\$2,100.00
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Emergency Services

Increase Appropriations

A.36.366-7051	Communication Equipment	\$60,089.45
A.36.366-7053	Medical Equipment	\$4,552.14
A.36.366-7080	Other Equipment	\$71,698.12
A.36.366-8200	Departmental Supplies	\$14,161.00
A.36.366-8241	Prescription Drugs and Supplies	\$6,480.50
A.36.366-8293	Equipment Maintenance	\$25,645.79
A.36.366-8519	Personal Safety Supplies	\$38,231.34
A.36.366-8520	Software	\$184,482.77
A.36.366-8533	Telephone	\$1,360.56
A.36.366-8535	Internet Service	\$7,745.29
A.36.366-8543	Office Equipment Rental	\$1,637.95
A.36.366-8544	Minor Communication Equipment	\$7,662.43
A.36.366-8293	Equipment Maintenance	\$5,630.00
A.36.366-8294	Equipment Repairs	\$6,531.00
A.36.366-8293	Equipment Maintenance	\$23,125.00
A.36.366-8293	Equipment Maintenance	\$43,557.00
A.36.366-8293	Equipment Maintenance	\$6,398.00
A.36.366-7098	Prof Serv for Cap Purposes	\$200,000.00
A.36.000-7051	Communications Equipment	\$191,269.61
A.36.366-8294	Equipment Repairs	\$15,000.00
A.36.366-8293	Equipment Maintenance	\$8,200.00
A.36.366-8294	Equipment Repairs	\$13,639.50
A.36.366-8520	Software	\$41,075.83
A.36.366-8520	Software	\$84,078.59
A.36.366-7051	Communications Equipment	\$305,898.06
A.36.366-7080	Other Equipment	\$35,000.00
A.36.366-8190	Other Professional Services	\$2,405.00
A.36.366-8190	Other Professional Services	\$97,595.00
A.36.000-7093	Bldg - Construction Costs	\$40,470.54
A.36.000-8293	Equipment Maintenance	\$434,590.30

Increase Revenue

A.36-4306	Homeland Security - Federal Aid	\$21,698.12
A.36-4306	Homeland Security - Federal Aid	\$169,019.86
A.36-4306	Homeland Security - Federal Aid	\$88,864.80
A.36-4306	Homeland Security - Federal Aid	\$138,535.00
A.36-4306	Homeland Security - Federal Aid	\$115,641.50
A.36-4306	Homeland Security - Federal Aid	\$85,241.00
A.36-4960	Fema Disaster Assistance	\$190,000.00
A.36-3306	Homeland Security - State Aid	\$734,582.59
A.36-3306	Homeland Security - State Aid	\$737,522.20

A.90-4089	Federal Aid - Other	\$40,470.54
A.90-4089	Federal Aid - Other	\$434,590.30

Fund Balance		
A-0599.B	Appropriated fund balance-budgetary	\$777,955.14

DPW A-Fund

Increase Appropriations		
A.50.000-7093	Bldg - Construction Costs	\$38,150.00
A.50.000-7094	Bldg Components Realty	\$50,060.00
A.50.513-7093	Bldg - Construction Costs	\$1,488,347.00
A.50.513-7098	Prof Srv for Cap Purposes	\$47,479.00
A.50.513-8130	Architects/Engineers	\$687,971.00

Increase Revenue		
A.50-3592	State Aid - Airport	\$1,419,721.00
A.50-4592	Fed Aid - Airport	\$622,512.00
A.90-4089	Federal Aid - Other	\$38,150.00

Fund Balance		
A-0599.B	Appropriated fund balance-budgetary	\$231,624.00

DPW D-Fund

Increase Appropriations		
D.50.510-7502	Contracted highway Srv	\$2,827,295.00
D.50.510-8130	Architects/Engineers	\$492,836.00
D.50.510-8190	Other Professional Services	\$6,760.00

Increase Revenue		
D.50-3590	State Aid - Transportation	\$67,865.00
D.50-4590	Federal Aid - Transportation	\$91,575.00
A.90-4089	Federal Aid Other	\$1,566,782.79

Fund Balance		
A-0599.B	Appropriated fund balance-budgetary	\$1,600,668.21

Sewer

Increase Appropriations

ES.81.812-7092	Infrastructure	\$5,975,271.75	
ES.81.812-7098	Prof Srv for Cap Purposes	\$604,287.31	
ES.81.813-7095	Capital Equipment	\$13,647,173.40	
ES.81.813-7098	Prof Srv for Cap Purposes	\$3,711,961.73	
Fund Balance			
ES.81-4089	Federal Aid - Other		\$3,871,638.85
ES-0599.B	Appropriated fund balance-budgetary		\$20,067,055.34

Non-Departmental

Increase Appropriations			
A.90.900-8724	Cooperative Extension	\$53,548.00	
Fund Balance			
A-0599.B	Appropriated fund balance-budgetary		\$53,548.00

H2023 Fund

Increase Appropriations			
A.90.920.9900.H2023	Transfer to H2023 Capital Project Fund	\$7,445,216.00	
A.90.920.990-H2024	Transfer to H2024 Capital Project Fund	\$645,800.00	
Fund Balance			
A-0599.B	Appropriated fund balance-budgetary		\$8,091,016.00



SARATOGA COUNTY AGENDA ITEM REQUEST

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 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
Samantha Kupferman, County Attorney's Office

DEPARTMENT: County Administrator

DATE: 2/8/24

COMMITTEE: Law & Finance



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

County Attorney's Office
Consulted

1. Is a Resolution Required:

Yes, Other

2. Proposed Resolution Title:

Authorizing a Pollution Liability Policy through Liberty Surplus Insurance Corporation and amending the County budget in relation thereto.

3. Specific Details on what the resolution will authorize:

This policy will apply to all underground and above ground fuel storage tanks at the Dept. of Public Works. This is a requirement of NYS Environmental Conservation Law 6 NYCRR Part 613.

The premium amount for this policy, not including TRIA, will be \$3,993.70. The deductible for the policy will be \$1,000,000.

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

County Administrator's Office
 Consulted Yes

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

Revenue

Account Number	Account Name	Amount

Expense

Account Number	Account Name	Amount
A.14.991-8639	Misc. Insurance Premiums	\$3,993.70

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

Decrease A-0599.B Appropriated Fund Balance-Budgetary	<input type="checkbox"/>
Amount: \$3,993.70	

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

Other

- a. G/L line impacted
- b. Budget year impacted 2024
- c. Details

Budget Impact: The budget will be amended to increase appropriations and decrease fund balance in the amount of \$3,993.70.

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:

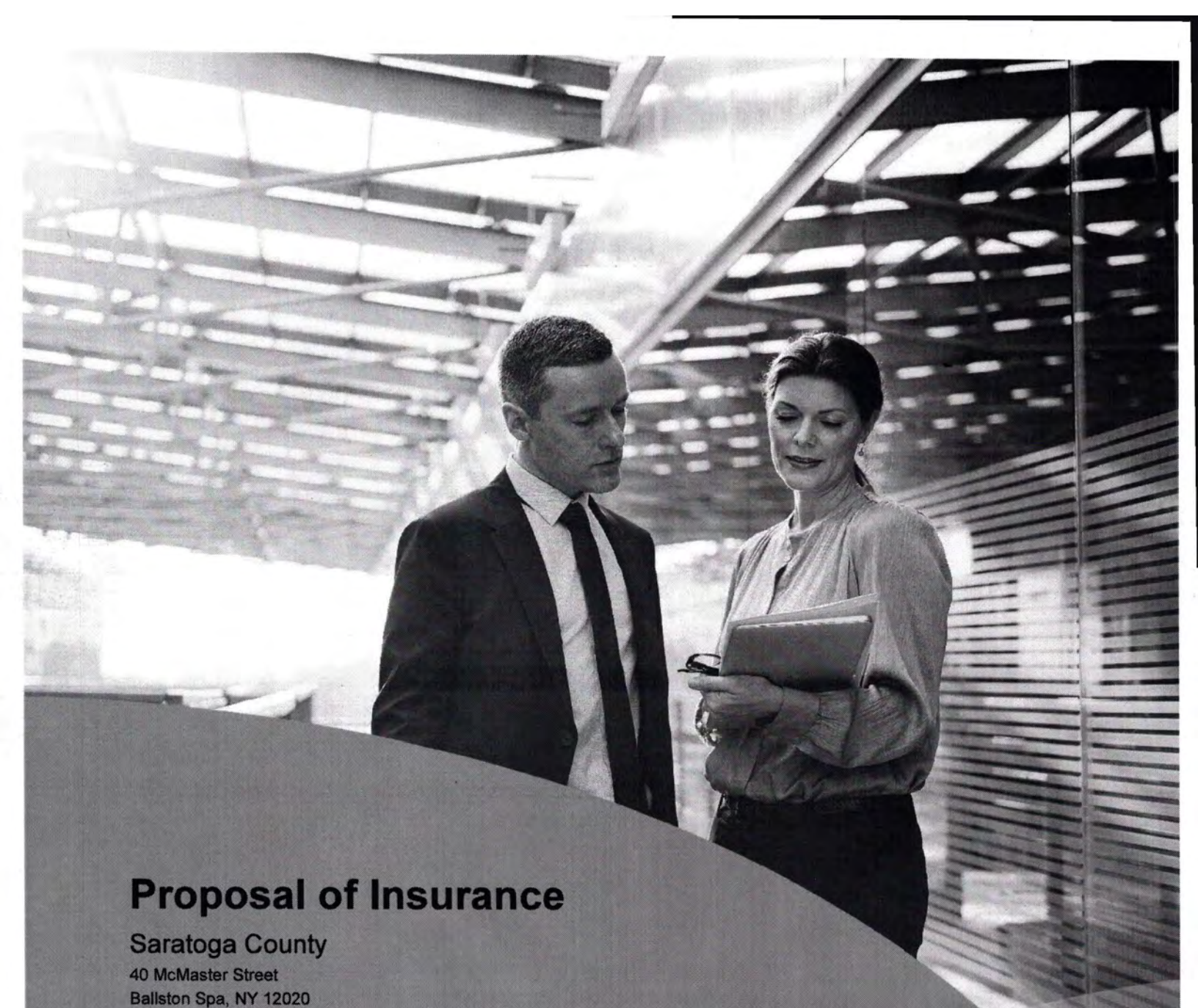
g. Amount of county matching funds:

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:



Proposal of Insurance

Saratoga County

40 McMaster Street
Ballston Spa, NY 12020

Presentation Date: February 8, 2024

Effective Date: To be Determined, One Year Term

Dominic Gallo

Area Vice President

Arthur J Gallagher Risk Management Services, LLC

30 Century Hill Drive Suite 200

Latham, NY 12110

(518) 556 3115

Dominic_Gallo@ajg.com

AJG License Nos. IL 100292093 / CA 0D69293



Gallagher

Insurance | Risk Management | Consulting

Saratoga County

Proposal Summary

We appreciate the opportunity to quote your business insurance. This proposal is a summary of policy terms and conditions.

This proposal provides coverage highlights along with the attached carrier quotations for the following coverages:

- Pollution Liability

It is recommended that you consider purchasing coverage for the following, which are not included in your insurance program:

- Increased Umbrella Limit

We are not aware of any changes in your exposures to loss, nor are we aware of any changes in your business operations that would necessitate additional coverage options. Please notify us immediately if you are planning any new business operations.

The values and schedules are per the expiring policy or the information you have previously provided. It is your responsibility to notify us of all necessary changes to your schedules.

Information contained in this proposal is intended to provide a brief overview of coverages. It should be used for reference purposes only. It is not intended to provide a full list of policy exclusions, limitations, and conditions. The provided quotes should be reviewed for further details. Coverage afforded to you is subject to all terms, conditions, and exclusions of the bound and issued policies.

To Bind Coverage:

Please refer to the attachment document titled, "**Client Authorization to Bind Coverage**":

- Note any changes you desire to be made
- Place a check mark next to the coverage(s) you wish to accept
- Date and Sign
- Return prior to the effective date of coverage

Thank you for allowing Gallagher to service your insurance needs. We appreciate your business and look forward to working with you in the coming year. Please contact me if you have any questions.

Sincerely,

Dominic A. Gallo

Dominic A. Gallo, CIC
Area Vice President

Enclosure



Saratoga County

Premium Summary

The estimated program cost for the options are outlined in the following table:

Line of Coverage		Renewal Option
		Liberty Surplus Insurance Corporation
	Premium	\$3,5612.00
Pollution Liability	Estimated Cost*	\$4,102.64
Total Cost		\$4,102.64

*Estimated Cost includes all taxes, fees, surcharges and TRIA premium (if applicable)

Premiums are due and payable as billed and may be financed, subject to acceptance by an approved finance company. Following acceptance, completion (and signature) of a premium finance agreement with the specified down payment is required. Note: Unless prohibited by law, Gallagher may earn compensation for this optional value-added service.

Gallagher is responsible for the placement of the following lines of coverage: Pollution

It is understood that any other type of exposure/coverage is either self-insured or placed by another brokerage firm other than Gallagher. If you need help in placing other lines of coverage or covering other types of exposures, please contact your Gallagher representative.

Named Insured

Named Insured	Pollution Liability
Saratoga County	X
County of Saratoga	X

Note: Any entity not named in this proposal, may not be an insured entity. This may include affiliates, subsidiaries, LLC's, partnerships and joint ventures.





SARATOGA COUNTY AGENDA ITEM REQUEST

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 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
Samantha Kupferman, County Attorney's Office

DEPARTMENT: County Administrator



DATE: 2/7/24

COMMITTEE: Law & Finance



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

County Attorney's Office
Consulted

1. Is a Resolution Required:

Yes, Grant Acceptance 

2. Proposed Resolution Title:

Authorizing the acceptance and disbursement of New York State Septic System Replacement Program grant funds, and amending the 2024 County budget in relation thereto.

3. Specific Details on what the resolution will authorize:

Four separate residents are claiming reimbursement for their septic projects. One at a cost of \$10,000, another at \$7,879.40, another at \$8,422.50, and the last at \$5,835. This total of \$32,136.90 is 100% state aid. The County functions as a pass through for the funds and Saratoga County Soil & Water Conservation District is authorized to administer the program on the County's behalf via Res.45-2023.

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

County Administrator's Office
 Consulted Yes

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

Revenue

Account Number	Account Name	Amount
A.90-3904	Septic System Replacement Fund Program	\$32,136.90

Expense

Account Number	Account Name	Amount
A.90.000-8762	Septic System Replacement Fund	\$32,136.90

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

Amount:

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

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

- a. G/L line impacted
- 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

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 Yes

8. Is a grant being accepted: YES or NO

a. Source of grant funding:

State

b. Agency granting funds:

NYS DEC & NYS DOH

c. Amount of grant:

\$32,136.90

d. Purpose grant will be used for:

Septic system replacements in eligible areas designated by NYS DEC (Dwass Kill)

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

Septic Systems

f. Time period grant covers:

County is enrolled in the grant program until Dec 31, 2026

g. Amount of county matching funds:

None

h. Administrative fee to County:

None

9. Supporting Documentation:

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

10. Remarks:



BOARD OF SUPERVISORS

2/14/24

RESOLUTION ___ - 2024

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

AUTHORIZING THE ACCEPTANCE AND DISBURSEMENT OF NEW YORK STATE SEPTIC SYSTEM REPLACEMENT PROGRAM GRANT FUNDS, AND AMENDING THE 2024 COUNTY BUDGET IN RELATION THERETO

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

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

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

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

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

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

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

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

WHEREAS, the acceptance and disbursement of these Septic System Replacement Program grant funds requires this Board’s approval, and an amendment to the 2024 Saratoga County Budget; now, therefore, be it

RESOLVED, that the Chair of the Board is hereby authorized to execute all necessary documents and agreements with the New York State Environmental Facilities Corporation for the acceptance of Septic System Replacement Program grant funds in the amount of \$32,136.90; and it is further

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

RESOLVED, that the 2024 Saratoga County Budget is hereby amended as follows:

UNDER NON-DEPARTMENTAL

Increase Appropriations

Acct. # A.90.000-8762 – Septic System Replacement Fund Program \$32,136.90

Increase Revenues

Acct. # A.90-3904 – State Aid – Septic System Replacement Fund \$32,136.90

; and it is further

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

<u>Property Owner</u>	<u>Amount</u>
Bret Wade 742 Wade Rd. Clifton Park, NY 12065	\$10,000.00
Nancy DeFilippo 44 Garnsey Rd. Rexford, NY 12148	\$8,422.50
Neal Cummings 18 Garnsey Rd. Rexford, NY 12148	\$7,879.40

Salvatore Galluzzo
1371 Rte. 146
Rexford, NY 12148

\$5,835.00

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

February 14, 2024 Regular Meeting

Motion to Adopt: Supervisor _____

Second: Supervisor _____

AYES (0):

NOES (0):

ABSENT (0):

Thomas Richardson (5163), Willard H. Peck (5242), Sandra Winney (2075), Tara N. Gaston (14245.5) Eric Connolly (11831), Joseph Grasso (4328), Philip C. Barrett (19014.5), Jonathon Schopf (19014.5), Eric Butler (6500), Diana Edwards (819), Jean Raymond (1333), Michael Smith (3525), Kevin Veitch (8004), Arthur M. Wright (1976), Kevin Tollisen (25662), Mark Hammond (17130), Scott Ostrander (18800), Theodore Kusnierz (16202), Ian Murray (5808), Matthew E. Veitch (14245.5), Edward D. Kinowski (9022), John Lawler (8208), John Lant (17361)



SARATOGA COUNTY SOIL & WATER CONSERVATION DISTRICT

50 West High Street, Ballston Spa, New York 12020
 (518)885-6900 Fax (518)885-3116
clerksaratogaswcd@gmail.com

DISBURSEMENT SUMMARY WORKSHEET

Name of property	Address of septic	Date of	Total cost of	Grant disbursement
Bret Wade	742 Wyothe Rd Clifton Park, NY 12005	11/10/23	\$30,000 ⁰⁰	\$10,000 ⁰⁰
Neal Cummings	18 Gannett Rd Berford, NY 12148	10/31/23	\$15,758.81	\$7,879.40
Nancy DeFilippo	44 Gannett Rd Berford, NY 12148	10/27/23	\$16,845 ⁰⁰	\$8,422.50
Total Disbursement requested by County				\$26,301.90

County Wire Transfer Account Information

Name of Bank: _____

Bank Address: _____

Contact Name: _____

Bank Phone: _____

Bank Fax: _____

Bank ABA #: _____

Account Name: _____

Account #: _____

Borrower Fed Tax ID #: _____



SARATOGA COUNTY SOIL & WATER CONSERVATION DISTRICT

50 West High Street, Ballston Spa, New York 12020
(518)885-6900 Fax (518)885-3116
clerksaratogaswcd@gmail.com

Request For Disbursement

I, the undersigned and Authorized Person of the County of Saratoga, hereby certify and agree as follows:

1. The Environmental Facilities Corporation is hereby requested to make a disbursement to the County from the Septic System Replacement Fund, in the amount of \$ 26,301.90 for septic system project costs submitted to the County for reimbursement under the Septic System Replacement Program, as set forth in the attached Disbursement Worksheet.

2. The amount requested to be transferred to the County pursuant to this request is accurate and reflects the total amount of reimbursement requests from property owners during the time period of 9/26/23 [month, day, year] to 11/10/23 [month, day, year].

3. The County has determined that the reimbursement requests that form the basis for this Request for Disbursement constitute eligible costs under the Clean Water Infrastructure Act of 2017, any Program guidance, rules or policy, and the County's participation agreement with the Environmental Facilities Corporation for the Septic System Replacement Program.

4. The amount requested hereunder is for eligible costs that have not been included in any previous Request for Disbursement.

Date: 1/5/23 County of Saratoga

By: [Signature] Name: Dustin Lewis
Title: District Manager



SARATOGA COUNTY SOIL & WATER CONSERVATION DISTRICT

50 West High Street, Ballston Spa, New York 12020
 (518)885-6900 Fax (518)885-3116
clerksaratogaswcd@gmail.com

DISBURSEMENT SUMMARY WORKSHEET

Name of property	Address of septic	Date of	Total cost of	Grant disbursement
Salvatore Galluzzo	1371 Rte 146 Rexford, NY 12148	8/17/23	11,670.00	8,835.00
Total Disbursement requested by County				8,835.00

County Wire Transfer Account Information

Name of Bank: _____

Bank Address: _____

Contact Name: _____

Bank Phone: _____

Bank Fax: _____

Bank ABA #: _____

Account Name: _____

Account #: _____

Borrower Fed Tax ID #: _____



SARATOGA COUNTY SOIL & WATER CONSERVATION DISTRICT

50 West High Street, Ballston Spa, New York 12020

(518)885-6900 Fax (518)885-3116

clerksaratogaswcd@gmail.com

Request For Disbursement

I, the undersigned and Authorized Person of the County of Saratoga, hereby certify and agree as follows:


1. The Environmental Facilities Corporation is hereby requested to make a disbursement to the County from the Septic System Replacement Fund, in the amount of \$ 5835.00 for septic system project costs submitted to the County for reimbursement under the Septic System Replacement Program, as set forth in the attached Disbursement Worksheet.

2. The amount requested to be transferred to the County pursuant to this request is accurate and reflects the total amount of reimbursement requests from property owners during the time period of 11/10/23 [month, day, year] to 1/31/23 [month, day, year].

3. The County has determined that the reimbursement requests that form the basis for this Request for Disbursement constitute eligible costs under the Clean Water Infrastructure Act of 2017, any Program guidance, rules or policy, and the County's participation agreement with the Environmental Facilities Corporation for the Septic System Replacement Program.

4. The amount requested hereunder is for eligible costs that have not been included in any previous Request for Disbursement.

Date: 1/31/23 County of Saratoga

By:  Name: Dustin Lewis

Title: District Manager



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: District Attorney

DATE: 12/27/23

COMMITTEE: Law & Finance

1. Is a Resolution Required:

Yes, Contract Approval

2. Proposed Resolution Title:

Authorizing an agreement with Office Data Systems, Inc. to maintain digital iRecord equipment.

3. Specific Details on what the resolution will authorize:

The resolution will authorize the maintenance of our iRecord digital recording equipment in nine locations (NYSP-Clifton Park, NYSP-Malta, NYSP-Wilton, Saratoga County District Attorney's Office, Waterford Police Department, Mechanicville Police Department, Village of Ballston Spa Police Department, South Glens Falls Police Department and Stillwater Police Department).

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.25.000.8160**
- 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

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
No

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):

Office Data Systems, Inc.
8 Stanley Circle
Latham, NY 12110
Joseph Pasquerella
jpasquerella@officedatasystems.com

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

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

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

h. Termination of contract date: **December 31, 2024**

i. Contract renewal date and term: **Two one-year renewals following the initial contract**

k. Is this a renewal agreement: Y N

l. Vendor/Contractor comment/remarks:

We contracted with Office Data Systems, Inc. (ODS) in 2023 to update, install, train and maintain new digital recording equipment at nine locations. That contract ends on December 31, 2023. This new contract will cover maintenance of the equipment at the nine locations from January 1, 2024 through December 31, 2024, with two one-year renewals.

Purchasing Office Consulted
Yes

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 Support Agreement

10. Remarks:



4/18/23

SARATOGA COUNTY BOARD OF SUPERVISORS

RESOLUTION ~~104 - 2023~~

Introduced by Public Safety: Supervisors Lant, Butler, Grasso, Hammond, Raymond, Tollisen and K. Veitch

AUTHORIZING AN AGREEMENT WITH OFFICE DATA SYSTEMS, INC. TO ~~UPDATE, INSTALL, TRAIN AND MAINTAIN NEW~~ DIGITAL RECORDING EQUIPMENT TO RECORD AND PREPARE STATEMENTS IN CRIMINAL CASES

WHEREAS, pursuant to Resolution ~~246-13~~ ¹⁰⁴⁻²⁰²³, an agreement with Office Data Systems, Inc. was authorized to purchase digital recording equipment known as the iRecord system, including installation, maintenance and training services for said system, for the Saratoga County District Attorney's Office; and

WHEREAS, Office Data Systems, Inc. has provided a proposal to the District Attorney's Office for the purpose of ~~updating the iRecord digital recording equipment to~~ ^{maintaining} the iRecord - Universe IP Turnkey Recording System at nine locations throughout the County, ~~including installation, maintenance, and training services for the System,~~ at a cost not to exceed \$134,450; and ^{\$24,600}

WHEREAS, our Public Safety Committee and the District Attorney have recommended that an agreement with Office Data Systems, Inc. for the ~~purchase~~ of the iRecord - Universe IP Turnkey Recording System be approved; now, therefore, be it ^{maintainance}

RESOLVED, that the Chair of the Board is ^{maintain} authorized to execute an agreement with Office Data Systems, Inc. of Latham, New York, ~~to purchase~~ digital recording equipment known as the iRecord - Universe IP Turnkey Recording System, ~~including installation, maintenance and training services for said System,~~ for the District Attorney's Office, at a cost not to exceed ~~\$134,450~~; and it is further ^{\$24,600}

RESOLVED, that the form and content of such agreement is 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.



Office Data Systems, Inc.
8 Stanley Circle
Latham, NY 12110-2606

Support Agreement

This Support Agreement ("Agreement"), by and between Office Data Systems, Inc. (ODS), and the County of Saratoga, acting by and through the Saratoga County District Attorney's office (Customer), located at 40 McMaster Street, Ballston Spa, NY 12020 is effective 1/1/24-12/31/24 with two one-year renewals on the iRecord Interview Video Recording systems.

ANNUAL FEE:

ODS agrees to provide services as described in the terms and conditions and the customer agrees to pay the annual support fee. The annual support fee may be adjusted at the time of each year's renewal to account for new equipment purchases. Charges will be the prevailing rates of ODS effective on the renewal date.

TERMS AND CONDITIONS OF AGREEMENT:

This agreement shall become effective on its date and shall remain in force for a period of one year with two one-year renewals, unless terminated by either party upon written notice given to the other party at least (30) days prior to the end of the first year or subsequent year. This agreement is not transferable and becomes VOID upon sale of the equipment.

Annual Support is defined as telephone calls, remote-link, and on-site visits from support representatives for the repair of equipment described in this agreement. There is a Help- Desk number during normal business hours and an afterhours service for emergency system down calls after 5:00pm, non-business days, weekends and holidays.

ODS will guarantee the contracting user (customer), a fixed price for a period of one year from date of this agreement for the services described in the agreement. The fixed price covers all parts, labor and travel related expenses that may be associated with maintaining the described equipment in good operating condition. Replacement parts will be furnished on an exchange basis with replaced parts becoming the property of ODS. Parts will be replaced at no charge.

This agreement excludes any equipment, service, or parts required because of damage caused by accident, fire, neglect, misuse, alterations of the equipment, unfavorable environmental conditions, electric current fluctuations, work performed by representatives other than ODS or at ODS direction. or damage caused by force of nature such as flood. Any service required due solely to the use of supplies not approved by ODS will not be covered by this agreement.

ODS's sole intention and obligation under this agreement is to make repairs and to supply parts as required for satisfactory operation of the equipment named in this agreement. The customer agrees that there are no other warranties expressed or implied which would impose upon ODS any other liability or obligation. Component parts, assemblies, or subassemblies shall be replaced with new items. If parts must be replaced due to causes other than normal wear and tear, ODS will charge the lowest price charged to any ODS Customer and all reasonable expenses, at ODS's cost, associated with ODS's cost to replace said parts. ODS shall provide Customer with a detailed statement of reasonable expenses.

ODS may, based on technical judgments made by ODS Service Personnel, request to be able to monitor machine functions via its Remote Diagnostic Facility (RDF), but always with the prior knowledge, approval, and cooperation of the Purchaser. At such time ODS may also make changes to the resident software, but never in a way that would knowingly disrupt normal operations, violate security, or disturb the Purchaser's records. In addition, ODS may, from time to time, recommend and initiate replacement of suspect component parts at no expense to the Purchaser, but with their planned cooperation regarding replacement work. This will always be done with every intention of minimizing disruption. Finally, if ODS deems it advisable for a Factory Service Technician to visit and perform machine or operational remediation on site, such a trip will be initiated by ODS, but with the advance notice by ODS, and with full knowledge and cooperation of the Purchaser. The full expenses for such travel including per diem, living expenses and all incidental costs relating either to the trip or the service work will be paid by ODS resulting in no cost to the Purchaser. An exception to this is if it is determined that the problem developed from a part damaged by causes other than normal wear and tear.

The Purchaser will maintain the environmental conditions specified in writing to Purchaser. These conditions will be within the common environmental range of all systems components.

TITLE:

Title to all documentation and software relating to the maintenance of the system shall remain with ODS. The Purchaser, as licensee, acknowledges that all such documentation and software are proprietary and confidential, and will hold in confidence all such information, as well as consequentially. ODS will retain full title to the software. The Purchaser will have the right to use such software as long as it licenses the product and agrees to hold in confidence all technical and trade secret information including, without limitation, the content of and information relating to software, including source code, object code, software updates supplied by ODS in respect thereto, all subsequent modification of code made by ODS pursuant to maintenance and/or diagnostic evaluation, and all documentation relating to any of the foregoing. The Purchaser agrees that access to such information will be limited to employees who must have access in order to use the system effectively.

ODS may remove any maintenance materials or diagnostic software at any time, either temporarily or permanently. The diagnostic software provided to facilitate the servicing of the system is not necessary for the operation of basic system software.

TERMINATION:

ODS reserves the right to modify or delete any term of this Service Agreement effective as of any anniversary date of the Agreement by giving thirty (30) days prior written notice to the Purchaser. The Purchaser may then elect to accept the Agreement with such modifications(s) or deletion(s) or terminate the Agreement. As used in this Section, the term "modification" includes, without limitation, changes in price, term, or the character or extent of service, including withdrawal of support for particular hardware or software systems or subsystems

ODS reserves the right to discontinue service for non-payment of overdue invoices provided Purchaser has been given ten (10) days prior written notice and an opportunity to cure within five (5) days from its receipt of said notice.

CHARGES:

Charges for service provided under this Service Agreement are invoiced on an annual basis and are payable upon receipt of invoice. The first annual Service Agreement becomes effective immediately following the warranty period contingent upon receipt of payment in full. If the continuity of Warranty Service agreement coverage is interrupted due to non-receipt of payment from the Purchaser or issuance on ninety (90) days prior written notice by ODS or Purchaser, ODS may require an on-site evaluation, upon reasonable advance written notice, in order to determine the condition of the Purchaser's system before a new Service Agreement becomes effective. This right will also be assumed if any third party has provided service before the Service Agreement goes into effect. The cost of parts, labor, and travel to evaluate system under these circumstances, and all serviceable standards of operation as reasonably deemed necessary by ODS, will be the responsibility of the Purchaser. . Any portion of payment received is deemed acceptance of the terms and conditions of this agreement.

Changes in equipment specifications, attachments, or features may result in an adjustment of service charges. The Service charges for equipment not covered by the Service Agreement will be the lowest rate charged any ODS customer at the time the equipment is added and will be prorated to coincide with the anniversary date of this Service Agreement.

EXCLUSIONS:

ODS's services to the Purchaser do not include:

- a. Electrical work external to the equipment;
- b. Maintenance of accessories, attachments, machines, or other devices not furnished or manufactured by ODS;
- c. Repair of damages resulting from accident, neglect or misuse, fluctuations of temperature or humidity failure of electrical power, or causes other than ordinary use, or resulting from maintenance or repair of the equipment by persons other than ODS personnel or its authorized representatives or at ODS direction;
- d. Furnishing photographic material, magnetic or paper tapes, chart paper, headsets, bar code labels, printer paper, flash cards, and other consumable items;
- e. Painting or refinishing, making specific changes, or performing services connected with relocation of equipment;
- f. Adding or removing accessories, attachments, or other devices;

- g. Services rendered commercially impractical due to alterations to the equipment, or because of electrical or mechanical connections to equipment not supplied by ODS.

GENERAL:

- a. ODS's obligations hereunder are subject to delays caused by labor difficulties, fires, casualties, and accidents, acts of the elements, acts of public enemy, transportation difficulties, inability to obtain equipment, materials, or qualified labor sufficient to fill its orders: government interference or regulations and other caused beyond ODS's control.
- b. Any or all of ODS's rights or obligations under this Service Agreement may be assigned by ODS with at least forty-five (45) days advanced notice to the Purchaser and will be exercised by any assignee thereof.
- c. No action arising out of the performance of services under this Service Agreement, whether in contract or tort, including negligence, may be brought by either party more than three (3) years after the cause of action accrues: provided, however, that any action for non-payment may be brought at any time within the applicable statute of limitations period.
- d. Any controversy arising from this Service Agreement shall be governed by the laws of the State of New York. Jurisdiction and venue of any claim shall be in the applicable New York State court sitting in and for Saratoga County.

LOCATIONS:

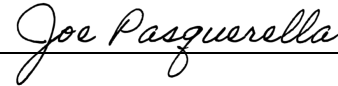
- a. Systems installed at Saratoga County District Atty., Waterford PD, Mechanicville PD, South Glens Falls PD, Ballston Spa PD, Stillwater PD and State Police locations in Wilton, Clifton Park, & Malta.

Saratoga County District Attorney's Office

Office Data Systems, Inc.

Signature

Signature



Name/Title (type or print)

Joe Pasquerella, VP Technical Sales & Support

Name/Title (type or print)

Date

12/29/2023

Date

QUOTE FOR PRODUCTS AND SERVICES

**County of Saratoga, District Attorney's Office
Attn: Courtney Zalucky, Administrative Officer
County Municipal Center
25 West High Street
Ballston Spa, NY 12020
Issued 12/26/2023**

Qty	Description	Total
1	Annual Support for the iRecord Interview Recording Systems. Includes parts and labor for 11 Interview Rooms, cameras, microphones, and related miscellaneous items. Effective: January 1, 2024 – December 31, 2024. Includes systems installed at State Police locations in Wilton, Clifton Park, & Malta. Includes systems installed at Saratoga County District. Atty., Waterford PD, Mechanicville PD, South Glens Falls PD, Ballston Spa PD and Stillwater PD.	
	Total	\$24,600.00

PURCHASE ORDERS:

Purchase orders can be directed to Office Data Systems, Inc, at the attention of Joe Pasquerella. They may be e-mailed to jpasquerella@officedatasystems.com

SALES TAX:

County sales tax will be added when required.

Issued By:

Joe Pasquerella
(518) 786-6531 ext.104
jpasquerella@officedatasystems.com



SARATOGA COUNTY AGENDA ITEM REQUEST

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 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
Samantha Kupferman, County Attorney's Office

DEPARTMENT: Sewer District #1

DATE: 1/30/2024

COMMITTEE: Law & Finance

1. Is a Resolution Required:

Yes, Grant Acceptance

2. Proposed Resolution Title:

Authorizing the County and Saratoga County Sewer District No.1 (SCSD No.1) to accept grant funds from NYSDEC in relation SCSD No.1's Ammonia Removal Upgrade Project at the Wastewater Treatment Plant.

3. Specific Details on what the resolution will authorize:

The grant to be accepted is the \$10 Million Water Quality Improvement Program (WQIP) grant from NYSDEC. Grant award letters/emails have been forwarded to the Grants committee. The mechanics of these grants vary, but typically the contractor submits a pay application, we forward to the appropriate organization, that organization cuts a check to the county and we in turn cut a check to the contractor. This process continues until the grant amount is exhausted.

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
HO.81-3990	SWR Cap Project State	\$10,000,000

Expense

Account Number	Account Name	Amount
HO.81.813-7095	Cap Equip	\$10,000,000

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

Amount:

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

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

- a. G/L line impacted See above
- b. Budget year impacted 2024
- c. Details

A new Revenue account will need to be generated

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:
State
 - b. Agency granting funds:
NYSDEC
 - c. Amount of grant:
\$10,000,000
 - d. Purpose grant will be used for:
SCSD's Ammonia removal project
 - e. Equipment and/or services being purchased with the grant:
 - f. Time period grant covers:
Length of Project, up to 5 years
 - g. Amount of county matching funds:
Part of 44M Capital Project
 - h. Administrative fee to County:
N/A

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:

FW: Round 17 Contract #C01613GG - Application #108130

Garrity, Christine R (DEC) <christine.garrity@dec.ny.gov>

Tue 8/2/2022 2:43 PM

To: Rourke, Daniel <DRourke@saratogacountyny.gov>; Theodore T. Kusnierz <TKusnierz@saratogacountyny.gov>; Gene A. Hutchings Jr. <GHutchings@saratogacountyny.gov>
Cc: Duval, Kelly A (DEC) <Kelly.Duval@dec.ny.gov>

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Congratulations on receiving a WQIP Round 17 grant award. Your grant award of **\$10,000,000.00** is for **Saratoga County Sewer District #1, SCSD WWTP Ammonia Removal Project** and is assigned contract number **C01613GG**. Please use this number in all future correspondence.

To access your grant, you must enter into a state assistance contract with DEC. I am your point of contact and look forward to working with you to get this contract in place. My contact information is at the end of this email.

This contract will be developed in the Grants Gateway system. Guidance and tutorials are available at the [New York State Grants Management webpage](#). A first step is for the person you assigned the role of "Grantee Delegated Administrator" to in the Gateway to assign the roles of "Grantee" and "Grantee Contract Signatory." These people will be able to add information needed and sign the contract. People can have more than one role in Grants Gateway. A description of roles can be found in the Grants Gateway Vendor User Manual on the [Manage Contracts webpage](#). If you need help accessing the Gateway, or assigning roles, please contact the Gateway help line at 518-474-5595.

Attached is a checklist of items you need to complete. This includes a project workplan and budget, proof of insurance coverages, and a minority/women-owned business enterprise responsibilities document and utilization plan. **Please complete these items within 90 days of the date of this email. DEC reserves the right to withdraw a grant award if a grant recipient does not complete these items by the deadline.**

Also attached is guidance about preparing a project workplan and budget, both of which should be consistent with your original grant application. Also attached are copies of the budget and workplan. Filling these out ahead of time and using them as companion work sheets will help you enter information into Grants Gateway. Because the workplan and budget will need their approval, please communicate with the DEC project manager assigned to your project as you develop these documents. The project manager is copied on this email.

Also attached is information from the Master Contract for Grants about insurance requirements.

MWBE reporting for DEC contracts must now be completed using the New York State Contract System (NYSCS) (<https://ny.newnycontracts.com/>). The new reporting procedure is a requirement of Empire State Development (ESD) and will allow Prime contractors and their subcontractors to report and confirm payment information directly online.

To access the NYS Contract System:

- Go to the NYSCS web page and click "Log-In." If you have forgotten, misplaced, or do not have Log-In credentials, scroll down and click on "Account Vendor Lookup" under "Account Access."

The System will notify contractors when to log in to review and record the details for the compliance Audits. Contractors will receive monthly MWBE compliance email notification ("audit notice") indicating to

log-in to the NYSCS to report the subcontractor payments for the preceding month. The Contractor must report even when no payments have been made to a subcontractor in a particular month with an entry of a zero dollar value.

To become familiar with the NYSCS, DEC recommends that all Contractors sign up for the following two virtual trainings: "Introduction to the System for Vendors" and "Contract Compliance Reporting - Vendor Training". To view the training schedule and to register visit

<https://ny.newnycontracts.com/FrontEnd/TrainingList.asp> . For questions and additional Customer Support, click "Help & Support" form the menu on the left, and choose "Contact Support."

Refer to the attached MWBE Utilization Plan User Manual for more information. If you have questions about MWBE requirements, please email mwbe@dec.ny.gov.

If you have administrative, financial or contract process related questions please contact me at Christine.Garrity@dec.ny.gov or (518) 402-8140. If you have technical questions about the workplan please contact your DEC project manager, Kelly Duval at Kelly.Duval@dec.ny.gov or at (518) 623-1272.

If you are not the appropriate contact for this grant, or other people should be included (such as a person with day-to-day knowledge of the project), please let me know and I will update any future correspondence.

Chris

Christine Garrity




Pronouns: she/her/hers

Environmental Program Specialist, Division of Water

New York State Department of Environmental Conservation

625 Broadway, Albany, NY 12233-3506

P: 518-402-8140 | F: 518-402-9029 | Christine.Garrity@dec.ny.gov

www.dec.ny.gov |  |  | 



Attachments:

1. Checklist
2. Workplan and Budget Guidance
3. Insurance Guidance
4. MWBE Utilization Plan User Manual
5. MWBE Responsibilities Form
6. Workplan Worksheet
7. Budget Worksheet



SARATOGA COUNTY AGENDA ITEM REQUEST

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 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
Samantha Kupferman, County Attorney's Office

DEPARTMENT: Sewer District #1

DATE: 1/30/2024

COMMITTEE: Law & Finance

1. Is a Resolution Required:

Yes, Grant Acceptance

2. Proposed Resolution Title:

Authorizing the County and Saratoga County Sewer District No.1 (SCSD No.1) to accept grant funds from NYSEFC in relation SCSD No.1's Ammonia Removal Upgrade Project at the Wastewater Treatment Plant.

3. Specific Details on what the resolution will authorize:

The grant to be accepted is the Water Infrastructure Improvement Act (WIIA) grant from EFC for \$5,087,500. Grant award letters/emails have been forwarded to the Grants committee. The mechanics of these grants vary, but typically the contractor submits a pay application, we forward to the appropriate organization, that organization cuts a check to the county and we in turn cut a check to the contractor. This process continues until the grant amount is exhausted.

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
HO.81-3990	SWR Cap Proj State	\$5,087,500

Expense

Account Number	Account Name	Amount
HO.81.813-7095	SWR Cap Proj State	\$5,087,500

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

Amount:

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

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

- a. G/L line impacted See above
- b. Budget year impacted 2024
- c. Details
 - A revenue account will be created

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:
State
 - b. Agency granting funds:
NYSEFC
 - c. Amount of grant:
See Above
 - d. Purpose grant will be used for:
SCSD's Ammonia removal project
 - e. Equipment and/or services being purchased with the grant:
 - f. Time period grant covers:
Length of Project, up to 5 years
 - g. Amount of county matching funds:
Part of 44M Capital Project
 - h. Administrative fee to County:
N/A

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:



Environmental Facilities Corporation

KATHY HOCHUL
Governor

MAUREEN A. COLEMAN
President and CEO

April 25, 2022

The Honorable Theodore Kusnierz, Jr.
Chairman of the Board
Saratoga County
40 McMaster Street
Ballston Spa, NY 12020

Re: Saratoga County
Clean Water State Revolving Fund (CWSRF) Project No. C5-5569-06-00
SCSD WWTP Ammonia Removal Project

Dear Chairman Kusnierz:

On behalf of Governor Kathy Hochul, I am pleased to inform you that your community has been awarded a NYS Water Infrastructure Improvement (WIIA) grant for the above referenced project.

Your WIIA grant has been awarded in an amount not to exceed \$5,087,500, based on information provided in your application, including total estimated eligible project costs. The Environmental Facilities Corporation (EFC) will determine the actual amount of your grant when the project is complete and EFC confirms the final project costs. Your grant may be reduced if total project costs are less than anticipated or if your project receives grant from another source.

Please confirm your acceptance of the grant award and intent to proceed with this project by completing and signing the enclosed form and e-mailing it to nyswatergrants@efc.ny.gov no later than **May 13, 2022**. Without your confirmation, we may bypass your project and award these grant funds to another community.

As means of advancing this project, members of our EFC team will contact you to guide you through the program requirements and related processes, and to answer any of your questions. Your grant award will expire on September 30, 2023.

We appreciate your interest in the WIIA program and look forward to working with you on your water quality improvement project.

Sincerely,

Maureen A. Coleman
President & CEO

Enclosure

cc.: Saratoga County Sewer District, Daniel Rourke, Executive Director
Barton and Loguidice, Karen W. Clark, Senior Managing Engineer

ACKNOWLEDGEMENT AND ACCEPTANCE OF WIIA GRANT AWARD

Please confirm your community's acceptance of the WIIA grant by signing below. Please e-mail the completed form to nyswatergrants@efc.ny.gov no later than **May 13, 2022**

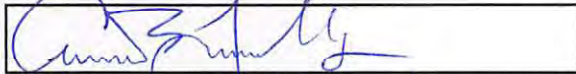
ACKNOWLEDGMENT BY THE AWARDEE:

Saratoga County

Clean Water State Revolving Fund (CWSRF) Project No. C5-5569-06-00

SCSD WWTP Ammonia Removal Project

The Awardee intends to proceed with this project and accepts the WIIA award.



(Signature of Authorized Representative)

Andrew B Jarosh

(Print Name)

Treasurer

(Title)

6/10/2022

(Date)

Submit Your Response



SARATOGA COUNTY AGENDA ITEM REQUEST

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 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
Samantha Kupferman, County Attorney's Office

DEPARTMENT: Sewer District #1

DATE: 1/30/2024

COMMITTEE: Law & Finance

1. Is a Resolution Required:

Yes, Grant Acceptance

2. Proposed Resolution Title:

Authorizing the County and Saratoga County Sewer District No.1 (SCSD No.1) to accept grant funds from Empire State Development in relation SCSD No.1's Ammonia Removal Upgrade Project at the Wastewater Treatment Plant.

3. Specific Details on what the resolution will authorize:

The grant being accepted is from Empire State Development (ESD) for \$2,750,000. Grant award letters/emails have been forwarded to the Grants committee. The mechanics of grants vary, but typically the contractor submits a pay application, we forward to the appropriate organization, that organization cuts a check to the county and we in turn cut a check to the contractor. This process continues until the grant amount is exhausted.

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
HO.81-3990	Swr Cap Proj State	\$2,750,000.

Expense

Account Number	Account Name	Amount
HO.81.813-7095	Swr Cap Proj State	\$2,750,000.

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

Amount:

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

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

- a. G/L line impacted **See above**
- b. Budget year impacted **2024**
- c. Details
 A revenue account will be created

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:
State
 - b. Agency granting funds:
ESD
 - c. Amount of grant:
\$2,750,000
 - d. Purpose grant will be used for:
SCSD's Ammonia removal project
 - e. Equipment and/or services being purchased with the grant:
 - f. Time period grant covers:
Length of Project, up to 5 years
 - g. Amount of county matching funds:
Pays for portion of \$44M capital project
 - h. Administrative fee to County:
N/A

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:



November 9, 2021

Dan Rourke, Executive Director
Saratoga County Sewer District No.1
Router 4&32, PO Box 550
Mechanicville, NY 12118

Re: Empire State Development Grants Program
SCSD WWTP Ammonia Removal Project, CFA #108130/ Project #134,650

Dear Dan Rourke:

Thank you for your application for Empire State Development Grant Funds through the Capital Region REDC.

We are pleased to inform you that Saratoga County Sewer District No.1 has been recommended for an award of up to \$2,750,000. In addition to this award letter, this grant will be formally offered in an Incentive Proposal, that will outline funding requirements, disbursement terms, minority- and women-owned business contracting goals, employment requirements, environmental and historic preservation review requirements, and other terms and conditions required by the ESD funding processes.

The Minority and Women-owned Business Enterprise (MWBE) program mentioned above is central to New York State's mission to promote a vigorous and inclusive economy that empowers entrepreneurs with the tools and resources to grow and expand their businesses. Your project will be assessed for MWBE goals based on opportunities identified and the availability of MWBEs to participate.

In order to update our project records, and to assess the appropriate MWBE goals for your project, please complete the attached project budget sheet and answer the attached questions; the more detail that is provided allows for a better assessment of narrowly-tailored goals. Please submit the requested updated budget information by December 9, 2021 to Heidi Pasos, heidi.pasos@esd.ny.gov.

Once you have submitted the attached project budget sheet, ESD's Capital Region Regional Office will contact you to clarify specifics about the project in order to issue a formal Incentive Proposal, which must be signed and returned to ESD. Please note grant funding is conditioned on approval by the CEO/ESD Directors, which typically is requested at the time of project completion, and funds are disbursed in arrears, as reimbursement for expenses undertaken. You are reminded that under the proposed project with ESD, any work performed, or costs incurred, prior to the date of the award announcement may result in award reductions or possible termination of the project at ESD's discretion.

Additionally, we request that any press, events, or public announcements related to this project award be arranged in coordination with ESD's communications team via the Capital Region regional office.

If you applied for funding from other programs or other State agencies, you will receive information from those programs/agencies separately.

Congratulations, and we look forward to working with you on this important project.

Thank you,

A handwritten signature in black ink that reads "Michael Yevoli".

Michael Yevoli
Regional Director, Capital Region



SARATOGA COUNTY AGENDA ITEM REQUEST

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 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
Samantha Kupferman, County Attorney's Office

DEPARTMENT: Sewer District #1

DATE: 1/31/2024

COMMITTEE: Law & Finance

1. Is a Resolution Required:

Yes, Contract Approval

2. Proposed Resolution Title:

Authorizing the Chairman to enter into an agreement with M.J. Engineering and Land Surveying, P.C. or any future legal entity name under the current Federal Employer Identification Number prescribed to MJ Engineering and Land Surveying, P.C for work related to the analysis and design of sewer force main upgrades in the Town of Wilton for a cost not to exceed \$245,200.

3. Specific Details on what the resolution will authorize:

This resolution authorizes an agreement to begin work analyzing a section in the Town of Wilton near Northern Pines, Traver and Jones Rd that is anticipated to reach capacity in the next 5 to 10 years. This work will allow SCSD to determine the severity of the potential future capacity issue, and develop plans on how to mitigate it. We currently have an agreement with Wilton Water and Sewer to take ownership of there system and their capital funds account. The anticipated revenue from taking over the system will cover the costs associated with this design.

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
ES.81.812-7098	Prof Serv for Cap Purp	\$245,200

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

Decrease ES-0599.B Appropriated Fund Balance-Budgetary Amount: \$245,200

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

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

- a. G/L line impacted ES.81.812-7098
- 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

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 RFP

b. Specification # (BID/RFP/RFQ/OTHER CONTRACT #)
23-RFP-SDWFMCU-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):

Carrie Dooley, Senior Associate
Carriedooley@mjteam.com
518-371-0799

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

f. State of vendor/contractor organization: NY

g. Commencement date of contract term:

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:

MJ has successfully completed multiple projects for SCSD over the years. They are undergoing a legal name change, which is why the resolution title has the additional caveat. Wanted to avoid needing to come back to the board.

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:

PROJECT APPROACH

Following notice of award, MJ will conduct a kickoff meeting with the SCSD to review project goals, scope and schedule; introduce the project team; establish lines of communication; and compile available background and record information. MJ will also conduct a walkthrough of the project area with the SCSD to review current field conditions.

To successfully complete this project with the SCSD, MJ offers the following project approach and scope of services:

TASK 1 – GATHERING AND REVIEW OF INFORMATION

- Collect and review record drawings from the SCSD (Contract 50; Jones Road Sanitary Sewer Improvements 2002) and WWSA, design plans and specifications, and available reports for the existing force mains, SCSD trunk (gravity) sewer north of Route 50, and pump stations.
- Collect and review record drawings and specifications, available reports, SCADA information, and data (i.e. pump run times, pump performance curves, flow data, etc.), for the existing SCSD and WWSA pump stations that discharge to the existing 8 and 12-inch force mains on Jones Road.
- Utilize the SCSD's GIS to review the existing force main, gravity sewer, manholes, connections, and SCSD-owned pump stations.
- Conduct a site visit to each pump station (approximately 15) that contributes flows to the existing force mains.
- Identify the pump stations that require drawdown tests to confirm the current pumping capacity.

TASK 2 - FORCE MAIN ANALYSIS

MJ will complete an evaluation of two (2) sewer system improvements alternatives to provide increased capacity in the Jones Road/Northern Pines area as follows:

- Alternative 1: Extend the Existing 12" Forcemain north to Meditation Way
- Alternative 2: Extend the Existing 12" Forcemain north to the intersection of Northern Pines Road and Traver Road

As part of the force main analysis, the following items will be completed:

- Review available SCADA information for each pump station as provided by the SCSD.
- Witness pump drawdown testing at each pump station and review pump run times (if available). Pump tests to be performed by the SCSD.

- Develop a dynamic hydraulic model of the sanitary sewer system from the Jones Road/Northern Pines area south to Excelsior Avenue using SewerGEMs computer modeling software by Bentley Systems. The hydraulic model will be constructed to correspond with the existing sewer system facilities (i.e., sewer force mains, pumps, SCSD gravity trunk sewer) along with system characteristics (i.e., elevation datum, pipe materials, sewer generation nodes).
- The model will evaluate both Alternative 1 and 2, under peak hourly flow conditions, looking at which stations should remain on the existing 8-inch SCSD forcemain and which stations should be added to and/or remain on both the existing 12-inch FM as well as the new 12-inch forcemain extension.
- The recommended forcemain alternative to proceed with along with identification of which pump stations will operate on which forcemains will be based on the following:
 - Maintaining design (minimum) capacity at each pump station while also minimizing pressure swings in the forcemain(s) such that the operating point at each pump station does not change significantly to maximize pump efficiency and service life.
 - Maintaining gravity flow conditions (i.e. minimize/prevent surcharging) in the SCSD Trunk Sewer for the pump stations which will continue to discharge to the gravity sewer. Additional flow contributions from small gravity sewers into the trunk sewer will also be included and incorporated into the modeling analysis.
- Identify any additional testing requirements for the hydraulic analysis.
- Meet with SCSD and WWSA to discuss any issues with force main and pump station operations, specifically operating the 8 and 12-inch force mains in parallel.
- Prepare a memo to the SCSD summarizing the findings of the force main analysis relative to the proposed alternatives.
- Attend a meeting with the SCSD to discuss the findings and select the preferred design alternative to be progressed for final design.

TASK 3 – PRELIMINARY DESIGN

A. Topographic Survey

- Establish a horizontal and vertical control network by static GPS methods. The horizontal datum will be referenced to the New York State Plane Coordinate System East Zone (NAD83) and the vertical datum will be referenced to the North American Vertical Datum of 1988 (NAVD88). A vertical benchmark will be established by differential leveling and all control will be shown on the site base mapping.
- The topographic survey data will be obtained through conventional survey. Sufficient data will be collected to prepare mapping with one-foot contours. Existing structures (i.e., houses), utility poles, service laterals, manhole covers, house addresses, and trees (12" in diameter or larger) within the proposed work corridors planned for improvements will be located and recorded.
- Initiate a utility one call to identify utility owners in the area and request existing record plans. Review any existing utility records in possession of the owner.
- Town/County rights-of-way, property boundaries and/or existing utility easements will be shown on mapping as defined by tax maps and/or record maps provided by the SCSD and correlated to any property

monumentation recovered during a field survey, and/or surveyed features that correspond to record mapping. MJ will not be completing a formal boundary survey of the project work areas.

- Locate all physical features within the project corridor including, but not limited to curbing, sidewalks, utility poles, culverts, manholes, streetlights, curb cuts, driveways and catch basins. Sanitary and storm structures will depict the elevations of the rims along with inverts and the size and directions of pipes. Underground utilities will be determined from observed surface evidence, record drawings and any mark out provided by contacting Dig Safe (Level C).
- Existing storm sewers, water mains, sanitary sewers and appurtenances will have rim and invert data determined from the field survey and shown on the plans. The above information will be referenced to record mapping obtained from the Town and will be shown as necessary.
- Existing electric, gas, and telephone conduits and structures will be shown on the mapping based on record information.
- Compile a base plan in AutoCAD Civil 3D 2023 format with 1' contours at a suitable scale utilizing the data collected in the field and correlating utility records.

B. Geotechnical Investigation

A geotechnical investigation will be conducted in the proposed sewer improvement areas based on the selected design alternative to obtain subsurface information to assist prospective bidders with developing their bids (i.e., excavation, dewatering, rock removal costs). The subsurface information will also be used in developing a more representative opinion of probable construction cost which will be provided during the final design phase. At the conclusion of the field work, borings logs for the soil test borings will be prepared and included in the construction documents.

Soil borings will be performed along the proposed sewer alignment to support the design as follows:

- Conduct soil test borings (4 – Design Alternative 1; 21 – Design Alternative 2) at intervals of approximately 500 feet along the proposed sewer force main alignment. The borings will be advanced to a depth of 8 feet to assess the soil properties, groundwater conditions, and presence of rock. Split spoon samples and standard penetration testing will be conducted at 2-foot intervals in the test borings.
- Conduct two (2) soil test borings in proposed directional drill areas (i.e. stream crossing on Northern Pines Road to a depth of 15 feet to support the detailed design of the directional drill process. **(Design Alternative 2 Only)**
- Obtain underground utility clearance through UDIG-NY or equipment public utility locating service.
- Obtain Saratoga County Highway Work Permit.
- Provide maintenance and protection of traffic (i.e., cones, signage) for the borings to be performed within the road right-of-way.

C. Basis of Design Report

MJ will develop a Basis of Design Report for the proposed improvements. The Basis of Design Report will include the following:

- Summary of findings for Tasks 1 and 2
- Discussion of proposed sewer system improvements and applicable design alternatives
 - Design Alternative 1: Extend the Existing 12" FM north to Meditation Way
 - Design Alternative 2: Extend the Existing 12" FM north to the intersection of Northern Pines Road and Traver Road
- Discussion of proposed pipe materials and size and method of installation.
- Schematic design plans (30%), including preliminary layouts for the sewer system improvements.
- Outline of technical specifications.
- Preliminary opinion of probable construction costs for each design alternative.

MJ will complete the following items for the Basis of Design Report:

- Provide three (3) copies of the Basis of Design Report with Appendices to SCSD for review and comment.
- Conduct one (1) review meeting with SCSD to present the most feasible and cost-effective approach for the force main improvements.
- Obtain approval at the conclusion of the review meeting from the SCSD for the recommended design alternative.

D. Agency Consultation

To confirm the permit requirements associated with the design alternatives, MJ proposes to complete the following relative to agency coordination:

- Collect data relative to mapped wetlands and streams, ecological resources, listed threatened and endangered species. Data sources will include, but not be limited to, digital orthoimagery, New York Natural Heritage Program (NYNHP) correspondence for rare species, New York State Office of Parks, Recreation, and Historic Preservation (NYSOPRHP) Cultural Resource Information System (CRIS) database and correspondence, U.S. Fish and Wildlife Services (USFWS) data and correspondence, New York State Freshwater Wetland and Stream mapping, National Wetland Inventory (NWI) maps, and USDA Soil Surveys.
- Prepare and submit letters to the NYNHP, USFWS, NYSOPRHP, NYSDEC, and USACOE to determine any potential environmental impacts.
- Identify required permits and approvals required for the project based on the responses generated from the agencies contacted.

TASK 4 – FINAL DESIGN

A. Final Design Documents

Following SCSD approval of the recommendations provided in the Basis of Design Report, MJ will prepare final design documents, including construction drawings using AutoCAD Civil 3D 2023, front end and technical specifications for each Contract in accordance with the Construction Specifications Institute (CSI), engineering reports, for regulatory review and approval. All system improvements will be in accordance with the latest version of the Recommended Standards for Wastewater Facilities. The bid and contract documents will include information required for the contractors to bid, procure, install, and properly test equipment and components of the project. Design documents will conform to applicable State, County, and Local laws and codes for construction and bidding. It is assumed that construction will be completed under one General Construction contract.

The anticipated plan set for the selected alternative will include, but not be limited to, the following:

- Title Sheet
- General Notes, Legend, and Sequence of Construction
- Existing Conditions and Removals
- Sewer Replacement Plans and Profiles
- Site Work Details (i.e., surface restoration, trenching, etc.)
- Erosion and Sediment Control Notes and Details
- Maintenances and Protection of Traffic/Detour Plans

MJ will complete the following items for final design:

- Prepare and submit 100% contract documents and cost estimate to the SCSD for review and comment. Upon approval by the SCSD, the 100% documents will be submitted to the involved regulatory agencies (i.e., NYSDEC) for their review and comment.
- Attend two (2) meetings during final design, including a progress review meeting at approximately 60% complete and a final design review meeting at 100% complete.
- Address regulatory review comments and revise the design documents accordingly.
- Finalize bid documents, inclusive of any comments provided at the 100% review meeting by the SCSD and regulatory agencies and submit to the SCSD for final review and approval prior to release for bid. Final documents will be formatted such that the construction bids can be evaluated and awarded by the SCSD with respect to project budget.
- Prepare an opinion of probable construction costs based on the final documents prior to project bidding to ensure conformance with the project budget.
- Provide three (3) copies of the bid documents for review and approval of SCSD, County Attorney, and Contract Administrator prior to release for bid. Bid documents will be formatted such that the construction bids can be evaluated and awarded by the SCSD with respect to the project budget.

B. Stormwater Pollution Prevention Plan (SWPPP) – Design Alternative 2 Only

It is anticipated that Design Alternative 2 will disturb greater than 1 acre. If this alternative is selected by the SCSD, a Stormwater Pollution Prevention Plan (SWPPP) will be required to address erosion and sediment control. MJ will prepare a SWPPP following the NYSDEC's Phase II Stormwater Regulations, State Pollutant Discharge Elimination System (SPDES) General Permit GP-0-20-001 standards. The SWPPP will include the following elements:

- General discussion of the project's environmental setting.
- Selection of appropriate erosion and sediment controls.
- Construction phase monitoring requirements.

A Notice of Intent (NOI) and Notice of Termination (NOT) will also be prepared and submitted to NYSDEC.

C. Permits and Approvals

Based on the responses generated from the agencies contacted (Task 2), MJ will prepare the permit applications required, including NYS PE-stamped and signed plans, specifications, engineering reports, and required forms. Anticipated permits and approvals include:

- **New York State Department of Environmental Conservation (NYSDEC)** - MJ will assist the Town in obtaining NYSDEC approval for the project, which includes construction documents for the sewer improvements. The project documents, including final design and Stormwater Pollution Prevention Plan (SWPPP), will be submitted to the NYSDEC for review and approval. Comments provided by the NYSDEC will be incorporated into the construction documents.
- **Saratoga County Department of Public Works** - MJ will coordinate with the County Department of Public Works during the final design phase for work within the County right-of-way (Northern Pines Road). Plans and details of the work to be completed along County roads will be submitted for review and approval. Comments provided by the County DPW will be incorporated into the final design and contract documents.
- **Town of Wilton Highway Department** - MJ will coordinate with the Town Highway Department during the final design phase for work within the Town right-of-way (Carr Road). Plans and details of the work to be completed along Town roads will be submitted for review and approval. Comments provided by the Town Highway Department will be incorporated into the final design and contract documents.

TASK 5 – CONSTRUCTION PHASE SERVICES – BIDDING

- Provide three (3) hard copies and one (1) digital copy (PDF) of the final bid documents to SCSD and the Saratoga County Purchasing Department for posting and issuing from the Empire State Purchasing Group website.
- Assist the SCSD with the bid process by preparing the invitation to bidders to be published in its' official newspaper, in accordance with General Municipal Law.
- Respond to prospective bidders' questions and prepare addenda to the contract documents, as required, to clarify bidder questions.
- Conduct a pre-bid meeting with prospective bidders to review the project, including preparation of meeting agenda and minutes.



SARATOGA COUNTY BOARD OF SUPERVISORS

RESOLUTION 347 - 2021

Introduced by Supervisors Schopf, Barrett, Grasso, Tollisen, Veitch, Winney and Wood

AUTHORIZING AN AGREEMENT WITH ~~DELAWARE ENGINEERING, D.P.C~~ FOR DESIGN SERVICES RELATIVE TO PLANNED IMPROVEMENTS TO SARATOGA COUNTY SEWER DISTRICT NO.1'S HALFMOON PUMP STATION

WHEREAS, Saratoga County Sewer District No. 1's ~~Halfmoon Pump Station is in need of pipe rehabilitation and pump station upgrades;~~ and

WHEREAS, the Saratoga County Sewer District Commission has solicited proposals for engineering services for the Sewer District's ~~Halfmoon Pump Station upgrade project;~~ and

WHEREAS, the Law and Finance Committee and the Sewer District Commission have recommended that a contract for such engineering services be awarded to ~~Delaware Engineering, D.P.C.~~ the firm that was shown to provide the most value; now, therefore, be it

RESOLVED, that the Chair of the Board is authorized to execute a contract with ~~Delaware Engineering, D.P.C. of Albany, New York for engineering services for Saratoga County Sewer District No. 1's Halfmoon Pump Station upgrade project,~~ at a cost not to exceed \$127,720; and, be it further

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

RESOLVED, that this Resolution shall take effect immediately

BUDGET IMPACT STATEMENT: None. Funds for this agreement are available in the 2021 budget.



SARATOGA COUNTY AGENDA ITEM REQUEST

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 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
Samantha Kupferman, County Attorney's Office

DEPARTMENT: Sewer District #1

DATE: 1/30/2024

COMMITTEE: Law & Finance

1. Is a Resolution Required:

Yes, Other

2. Proposed Resolution Title:

Standardizing on Brentwood Industries Inc Clarifiers for reasons of efficiency and economy for all required primary clarifier parts for Saratoga County Sewer District No. 1's Wastewater Treatment Plant primary clarifier rebuild.

3. Specific Details on what the resolution will authorize:

SCSD currently has \$2.25 million budgeted in 2024 for a north train primary clarifier re-build. SCSD currently has Brentwood Industry clarifiers on the south train of the WWTP. SCSD stocks significant inventory for the clarifiers, and if another manufacturer were to be inserted at the wastewater plant SCSD would have to keep double the inventory. If other manufacturers equipment was used to repair Brentwood clarifiers, or vice versa - that will lead to premature failure of the equipment. Brentwood clarifiers are a high performing option. We are bidding out the pumps and influent channel blowers as part for this project, but it makes good sense to standardize on this portion of the re-build. The parts portion of the \$2.25M is approximately \$500,000.

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

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

a. Type of Solicitation **Sole Source**

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
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:

I spoke with purchasing about this and this resolution is the only way to ensure we receive these parts that would lead to lower costs over time for SCSD.

RESOLUTION NO. SD 3-XXXX

WHEREAS, Saratoga County Sewer District #1 owns and operates 6 primary clarifiers as part of the treatment of up to 22MGD of wastewater daily at the District's WWTP collected from throughout the County of Saratoga, New York; and

WHEREAS, the Sewer District currently operates and maintains 3 primary clarifiers that are Brentwood Industry Inc. clarifiers ; and

WHEREAS, the primary clarifiers have numerous parts which require periodic maintenance and which deteriorate and break down over time requiring replacement; and

WHEREAS, the Sewer District has on hand an inventory of various replacement parts for the repair of the clarifiers currently, and condensing to one style of primary clarifiers parts would decrease the amount of inventory needed; and

WHEREAS, over the course of the last ten (10) years, the Sewer District has employed the use of 3 primary clarifiers with Brentwood Industry parts; and

WHEREAS, the Sewer District has found that Brentwood manufactured clarifier parts are a high performing primary clarifier option ; and

WHEREAS, the Sewer District maintenance staff have become very familiar with the maintenance of the primary clarifiers treatment plant; and

WHEREAS, there are significant efficiency and economic benefits to the Sewer District in reducing the number of spare parts necessary to service the various primary clarifier types used throughout treatment plant; and

WHEREAS, there are significant efficiency and economic benefits to the Sewer District in reducing the maintenance burden associated with the upkeep of non Brentwood manufactured primary clarifiers based upon the relative cost of replacement parts and maintenance and replacement history; and

NOW THEREFORE BE IT RESOLVED, that the Board of Supervisors hereby determines, for reasons of efficiency and economy, the designation of the Brentwood Industry Inc primary clarifiers as the standard to be used in contracts for the repair, replacement, and addition of new primary clarifiers as applicable in the Sewer District's treatment plant and this determination is in the best interest of the Sewer District and the County.



SARATOGA COUNTY AGENDA ITEM REQUEST

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 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
Samantha Kupferman, County Attorney's Office

DEPARTMENT: Board of Elections

DATE: 2/13/2024

COMMITTEE: Law & Finance



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

County Attorney's Office
Consulted

1. Is a Resolution Required:

Yes, Other

2. Proposed Resolution Title:

Appointing a Commissioner of Elections

3. Specific Details on what the resolution will authorize:

Appointing Joseph Suhrada to fill the unexpired term of Roger Schiera effective Wednesday, February 21, 2024 through December 31, 2024

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.22.000-6000
- 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

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
- Information summary memo
- Copy of proposal or estimate
- Copy of grant award notification and information
- Other _____

10. Remarks:



BOARD OF SUPERVISORS

2/20/2024

RESOLUTION XXX - 2024

Introduced by Chair of the Board: Philip C. Barrett

APPOINTING A COMMISSIONER OF ELECTIONS

WHEREAS, pursuant to Resolution 5-2021 Roger Schiera was reappointed as one of the Commissioners of Elections for the County of Saratoga for a term of four (4) years commencing on January 1, 2021 and ending on December 31, 2024; and

WHEREAS, Commissioner Schiera has retired effective January 25, 2024; and

WHEREAS, Resolution 2-97 established a Commissioner's term of office at four (4) years; and

WHEREAS, the Saratoga County Republican Committee, on February 12, 2024, having recommended that Joseph Suhrada be appointed as Commissioner of Elections for the County of Saratoga for the remaining term of Roger Schiera, commencing on February 21, 2024 and ending on December 31, 2024; now, therefore, be it

RESOLVED, that Joseph Suhrada is hereby appointed as Commissioner of Elections for the County of Saratoga, at a salary of \$91,800, for the remaining term of Roger Schiera, commencing on February 21, 2024 and ending on December 31, 2024; and it is further

RESOLVED, that this Resolution shall take effect immediately.

BUDGET IMPACT STATEMENT: No Budget Impact.

ELECTION COMMISSIONER CERTIFICATION

To the Clerk of the County (Board of Supervisors or Legislature), County of SARATOGA :

I certify that:

At a meeting of the REPUBLICAN County Committee of the County of

SARATOGA, held on the 12th day of FEBRUARY, 20 24, at

310 Northline Road, Ballston Spa, New York, under the provisions of the Election Law and rules of the

County Committee, a quorum being present,

Joseph J. Suhrada, residing at

(Name)

5 Sharon Lane, Ballston Lake, New York, 12019 was

(Address)

(Zip Code)

recommended by majority of said committee as a suitable and qualified person for appointment to the office of Commissioner of Elections,

for the term beginning January 1, 20____

to fill an existing vacancy in said office for the remainder of the current term

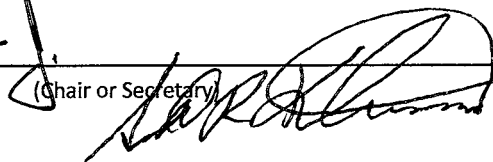
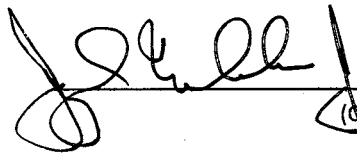
and that said designee is a registered voter of the County of SARATOGA and a duly

enrolled member of the REPUBLICAN Party.

Dated at BALLSTON SPA, New York

FEBRUARY 12, 20 24

(Date)


(Chair or Secretary)