



# Public Safety Committee

Wednesday, February 7, 2024 3:00PM  
40 McMaster Street, Ballston Spa, NY

**Chair:** John Lant

**Members:** C. Eric Butler, Jesse Fish, Ian Murray, Scott Ostrander, Mo Wright, Cynthia Young

## Agenda

- I. Welcome and Attendance
- II. Approval of the minutes of the December 6, 2023 meeting
- III. Appointment of Vice-Chair
- IV. Michael Zurlo, Sheriff
  - a. Authorizing participation in the Capital Region Transportation Council's 2023-2024 Local Road Safety Education and Encouragement Program
  - b. Authorizing participation in the 2024 STOP-DWI program and approving contracts with local participating agencies
  - c. Authorizing participation in the 2024 State STOP-DWI High Visibility Engagement Campaign & Drug Recognition Expert (DRE) Call Out Plan and approving contracts with local participating agencies
  - d. Authorizing the acceptance of a Public Safety Answering Points (PSAP) grant from the New York State Division of Homeland Security and Emergency Services
- V. Authorizing acceptance of a State Aid grant for reimbursement of expenses related to the Ignition Interlock Device Program from the New York State Division of Criminal Justice Services – Sue Costanzo, Probation
- VI. Authorizing a renewal agreement with Albany Medical Center for use of Lab and morgue facility as needed by County Coroner – Susan Hayes Masa, Coroner
- VII. Accepting an Aid to Defense grant for the Public Defender's Office – Andrew Blumenberg, Public Defender
- VIII. Other Business
- IX. Adjournment



# 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  
Laurie Vroman, County Attorney's Office

**DEPARTMENT:** Sheriff's Office

**DATE:** 01/10/2024

**COMMITTEE:** Public Safety

1. Is a Resolution Required:

Yes, Grant Acceptance

2. Proposed Resolution Title:

Authorizing participation in the Capital Region Transportation Council's 2023-2024 Local Road Safety Education and Encouragement Program.

3. Specific Details on what the resolution will authorize:

Authorizes the Saratoga County Sheriff's Office to participate in the Capital Region Transportation Council's 2023-2024 Local Road Safety Education and Encouragement Program and for the acceptance of federal funds up to \$865.00 for reimbursement of labor related to the event.

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
A.30-4389	Other Public Safety	\$865.00

Expense

Account Number	Account Name	Amount
A.30-.000-6810	Overtime	\$865.00

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

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):

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:

Federal

b. Agency granting funds:

Capital Region Transportation Council

c. Amount of grant:

\$865.00

d. Purpose grant will be used for:

Rembursement for labor costs associated with staffing a "Slow Down - Traffic Safety Campaign" event.

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

f. Time period grant covers:

November 1, 2023 to January 21, 2024

g. Amount of county matching funds:

0

h. Administrative fee to County:

0

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 Application, email stating grant cycle.

10. Remarks:

Application from the Saratoga County Sheriff's Office

October 2023 (rev. Dec. 2023)

2023-2024 Local Road Safety

Education and Encouragement Program

The Saratoga County Sheriff will conduct a "Slow Down – Traffic Safety Campaign" to educate and encourage the public to drive safely and to learn more about pedestrian and bicyclist safety in the Town of Clifton Park and region. This initiative will focus on winter driving safety, driver behavior, intersections, and vulnerable users (pedestrians and bicyclists).

Sheriff's officers will host and participate at an exhibition table, at the Clifton Park Center Mall in the Town of Clifton Park, on one weekend date, for a whole day, during an anticipated event that is expected to attract 1,000 to 1,500 visitors. An October event attracted about 1,200 visitors, according to the mall owner, thus inspiring the focus to be part of a future event, a regional flea market, that is moved indoors for one Sunday a month, during fall – winter months. It is anticipated that 2 officers will conduct the tabling during the event and talk to visitors stopping by the table about driver and pedestrian safety, and hand out a range of safety brochures and handouts, free to the public. We are planning for two (2) sheriff's deputies to conduct this public event.

The project intent is to raise awareness of pedestrians and bicyclists crossing at new crosswalks in town (along newer trails or sidewalks); to promote Safe Routes to School – crosswalks connecting to schools in the Town of Clifton Park; and to support safety for a dense pedestrian generator area in Town Center to remind drivers 16-20 years old and 65+ years old of the increasing numbers of pedestrians in this area with more residential units and a new Town Center Park serving all ages and abilities. The Town Center area is a location most likely to encounter people with mobility disabilities.

***Project Timeline:***

Planning is underway in Fall 2023; the project will be conducted in Winter 2023-2024. Per the grant requirements, the project will be significantly completed by December 29, 2023, with all activities completed in time to submit final project documentation and invoices for reimbursement by March 1, 2024.



**Part I: Applicant Information**

Project/Event Name: Slow Down Campaign in Clifton Park

Enforcement Agency: Saratoga County Sheriff's Office

Law Enforcement Contact Person: Captain D. Morley

Address: 6012 County Farm Road, Ballston Spa, NY 12020

Phone Number: 518-885-2403 (office);  
518-858-6742 (cell)

Email Address: dmorley@saratogacountyny.gov

List other organizations or departments that are partnering on this project/event. Include contact names and contact information: Town of Clifton Park Town Supervisor Phil C. Barrett (518) 371-6651; and Town of Clifton Park Planning Department (John Scavo, Director of

Planning & Zoning) (518) 371-6054

**NOTE:** A letter of support is **required** from each project partner.

**Part II: Project/Event Information**

1. Describe the Project/Event and the scope of work that it will entail. Include details such as what it intends to accomplish, what tasks are involved, who will carry out the project/event tasks (such as staff or volunteers), and where and when the project/event will take place (not more than 100 words):

The Saratoga County Sheriff will partner with Clifton Park to implement an in-person event, designed to be an opportunity to meet and talk with officers, as part of a "Slow Down Campaign" to educate and encourage the public on driver safety and pedestrian and bicyclist safety, and awareness. This initiative will focus on safe winter driving, driver behavior (the dangers of speed and distractions), raise awareness of speed and pedestrians at intersections and crosswalks, and overall raise awareness of vulnerable users (pedestrians and bicyclists) traveling by different modes. The Sheriff's officers will staff a table at the Clifton Park Center Mall, a regional shopping destination, during a weekend flea market event that is anticipated to attract 1,000 to 1,500 visitors. Sheriff's officers will educate visitors by having direct conversations with individuals and families of all ages at the event, and by handing out educational brochures and materials, free of charge, for visitors to take home and read. The officers will educate about the dangers of speed and distracted driving for all ages, as well as raise awareness of other safety concerns to the public.

2. As stated in the program guidelines, projects/events must focus on at least one of the categories below, which are based on specific emphasis areas identified in the Local Road Safety Action Plan (pgs. 17-18) produced for the Capital Region by CDTC. Indicate which of the following categories this project/event intends to address (check all that apply):

**Driver Behavior**

- Speeding  
 Lane departures  
 Aggressive, impaired, distracted, or drowsy driving

 **Intersections****Vulnerable Road Users**

- Bicyclists or Pedestrians  
 Motorcyclists  
 Drivers 16-20 years or 65+ years old  
 People with mobility disabilities

3. Describe how the proposed project/event improves safety or promotes a positive traffic safety culture in each of the indicated focus categories above (not more than 100 words).

The project intent is to raise awareness of pedestrians and bicyclists crossing at new crosswalks in town (along newer trails or sidewalks); to promote Safe Routes to School – crosswalks connecting to schools in the Town of Clifton Park; and to support safety for a dense pedestrian generator area in Town Center to remind drivers 16-20 years old and 65+ years old of the increasing numbers of pedestrians in this area with more residential units and a new Town Center Park serving all ages and abilities. The Town Center area is a location most likely to encounter people with mobility disabilities.

4. Provide a project timeline including when planning will begin, when the project/event will take place, and by when all reimbursement invoices and in-kind labor documentation will be submitted.

Planning is underway in Fall 2023; the project will be conducted in Winter 2023-24 . All materials will be free to the public, and are planned as educational giveaways. The primary costs for this project will be the value of staff time by Town and Sheriff's Office staff. Per the grant requirements, the project will be significantly completed by December 29, 2023 with all activities completed in time to submit final project documentation by March 1, 2024.



LOCAL ROAD SAFETY EDUCATION AND ENCOURAGEMENT  
2023-24 PROGRAM APPLICATION

Part III: Project/Event Costs

5. Estimate the expenses that are being requested for reimbursement with federal funds. Attach additional sheets if needed.

Labor (Person's Name, Activity Description)	Number of Hours	Hourly Rate	Funding Requested for Labor Expenses (= hourly rate * number hours)
Assigned deputies would prepare for & conduct public event education (Average rate per hour is upper \$30s)	18	\$38	average of \$38/hour = \$684 * 0.15 contingency for fluctuation in hourly rate = \$787
Administrative Tasks - securing staff, planning event logistics	2	\$38	
<b>Subtotal</b>			<b>\$ 863</b>

Materials* (Item name/description)	Number of Units	Unit Price	Funding Requested for Materials Expenses (= number of units * unit price)
<b>Subtotal</b>			<b>\$</b>

(= Labor + Materials Subtotals) Total Federal Funding Requested: \$ 863

\*Permanent infrastructure, including but not limited to, Fix-It stands, bike racks, guiderails, speed feedback displays, and traffic control devices such as signs and signals are ineligible for reimbursement. CDTC will also not reimburse food costs. Contact CDTC if you are unsure whether an item qualifies for reimbursement under this program.

6. All applicants are required to contribute in-kind labor with a value of at least 25% of the Federal Funds Requested (the total listed in Item 5, above). The labor can be performed by the law enforcement agency staff, its project/event partners, or project/event volunteers and can be paid or unpaid labor. Applicants are required to submit documentation of the in-kind labor associated with the project/event to qualify for the grant award reimbursement.

Estimate the in-kind labor contribution to the project/event using the tables below. Attach additional sheets if needed.

**Estimated Value of In-Kind PAID Labor – Staff**

Staff Name: Activity Description	Number of Hours	Hourly Rate	Value of Staff In-Kind Labor (= hourly rate * number hours)
John Scavo, Project Manager	1	\$61.74	\$61.74
Jennifer Viggiani, Grant Administration; Project Support	3	\$54.14	\$162.42
<b>Value of Staff In-Kind Labor Subtotal:</b>			<b>\$ 224.16</b>

**Estimated Value of In-Kind UNPAID Labor –Volunteers**

Volunteer Name: Activity Description	Number of Hours	Hourly Rate <sup>^</sup>	Value of Volunteer In-Kind Labor (= hourly rate * number hours)
<b>Value of Volunteer In-Kind Labor Subtotal:</b>			<b>\$</b>

(= Staff In-Kind Labor Subtotal + Volunteer In-Kind Labor Subtotal) **Total Value of In-Kind Labor** \$ 224

<sup>^</sup> Applicants can use their own valuation for volunteer labor or they can use the most recent estimated national value of each volunteer hour calculated by independentsector.org, <https://independentsector.org/resource/value-of-volunteer-time/>.





LOCAL ROAD SAFETY EDUCATION AND ENCOURAGEMENT  
2023-24 PROGRAM APPLICATION

7. Calculate the percent in-kind contribution to the project/event:

$$\begin{aligned}
 & \underline{\$224} \text{ Total Value of In-Kind Labor (Item 6)} \\
 & \text{Divided by} \\
 & \underline{\$863} \text{ Total Federal Funding Requested (Item 5)} \\
 & \times 100 \\
 & = \\
 & \underline{26} \% \text{ In-Kind Contribution}
 \end{aligned}$$

Based on the calculation above, is the percent in-kind contribution at least 25% of the federal funds requested?

- Yes
- No

8. Does the project/event take place in the public right-of-way?  
 No

If yes, does the applicant commit to following the required permitting process of the relevant city/town/village/county AND have a letter of support from the city/town/village/county's Chief Elected Official indicating its cooperation for the project/event?  Yes  No

Submission Checklist:

- REQUIRED: Application Form
- REQUIRED (if applicable): Letters of support from project/event partner(s)
- REQUIRED: W-9
- REQUIRED (if applicable): Letter of support from the chief elected official if a project/event is proposed to take place in the public right-of-way or on municipal-owned property
- OPTIONAL: Other materials such as maps, concept drawings, website links, etc. that will help evaluators understand the project/event (OPTIONAL)

Attached please find a list of educational brochures, and handout materials secured through NYS DOH Publications for distribution for free.



# Department of Health

## PUBLICATION REQUEST FORM

The New York State Department of Health offers limited quantities of free educational materials to New York State residents and organizations.

Complete and email this form to  
OGS.SM.GDC@OGS.NY.GOV

- No more than 10 different publications may be ordered.
- You may order up to 200 copies of each (10 copies of posters) or provide details on why more are needed.
- For fastest delivery, please list items in numerical order by code number. These orders will be processed first.
- Bulk orders cannot be delivered to post office box numbers.

PUBLICATION TITLE	PUBLICATION NUMBER	LANGUAGE	QUANTITY
1. Distractions_Are_Dangerous_Bookmark	5097	English	200
2. Visibility Bookmark	6654	English	200
3. Window Cling	3293	English	200
4. Warning Notice	6549	English	200
5. Law Enforcement Quick Reference Guide: Pedestrian V & T Law	0666	English	200
6. Tip Card	3292	English	200
7. Large Poster (See! Be Seen!)	3291	English	2
8. Small Poster (See! Be Seen!)	3290	English	10
9. Mid-Block Crossing Bookmark	6668	English	200
10. Distractions Bookmark	6735	English	200

### MAILING INFORMATION

NAME	Jennifer Viggiani	DATE	11/30/2023
ORGANIZATION (IF APPLICABLE)	Town of Clifton Park - Planning Department		
STREET ADDRESS	One Town Hall Plaza		
CITY, STATE, ZIP CODE	Clifton Park	NY	12065
PHONE NUMBER	518-371-6054		



January 4, 2024



Phil Barrett, Supervisor  
Town of Clifton Park  
1 Town Hall Plaza  
Clifton Park, NY 12065

Re: Local Road Safety Education and Encouragement Program

Dear Supervisor Barrett:

The Capital Region Transportation Council is pleased to announce your joint proposal with the Saratoga County Sheriff's Office for a Slow Down – Traffic Safety Campaign has been awarded funding through our 2023-2024 Local Road Safety Education and Encouragement Program. The award will provide a reimbursement of federal funds up to \$865 to the Saratoga County Sheriff's Office for labor related to the event. The Town of Clifton Park will provide additional in-kind staff support valued at \$224.

Included with this notice is the form to be used to request reimbursement for direct labor and to document in-kind services. The Transportation Council staff will work with both sponsors to obtain the appropriate documentation to process the reimbursement by March 1, 2024.

If you have any questions, feel free to reach out to Rima Shamieh at [rshamieh@capitalmpo.org](mailto:rshamieh@capitalmpo.org). Thank you for your interest in the Local Road Safety Education and Encouragement Program. We look forward to working with you.

Sincerely,

A handwritten signature in blue ink that reads "Sandra Misiewicz".

Sandra Misiewicz, AICP  
Executive Director

cc: Captain D. Morley, Saratoga County Sheriff's Office  
John Scavo, Town of Clifton Park  
Jen Viggiani, Town of Clifton Park

**RE: Question**

Rima Shamieh &lt;rshamieh@capitalmpo.org&gt;

Tue 1/9/2024 9:34 AM

To: Daniel Morley &lt;DMorley@saratogacountyny.gov&gt;

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.

Hi again,

My apologies, the start date is November 1, 2023. Please reach out with any other questions or concerns.

Thank you,

Rima Shamieh

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**From:** Rima Shamieh <rshamieh@capitalmpo.org>**Sent:** Tuesday, January 9, 2024 9:27 AM**To:** Daniel Morley <DMorley@saratogacountyny.gov>**Subject:** RE: Question

Hi Captain Morley,

The start date would be the date of the award letter, 1/4/24, with an end date of 1/21/24, which is the date of the event indicated in the application. When will this go to the Board for approval?

Thank you,

Rima

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**From:** Daniel Morley <[DMorley@saratogacountyny.gov](mailto:DMorley@saratogacountyny.gov)>**Sent:** Monday, January 8, 2024 11:52 AM**To:** Rima Shamieh <[rshamieh@capitalmpo.org](mailto:rshamieh@capitalmpo.org)>**Subject:** Question

Good morning:

Would you please advise me what the grant period is for the Slow Down - Traffic Safety Campaign (though the 2023-2024 Local Road Safety Educational and Encouragement Program).

I need a start and end date so that I can get board approval for acceptance.

Thanks in advance.



**Daniel Morley**  
Captain  
**Saratoga County Sheriff's Office**

**Phone:** 518.885.2403

**Email:**  
[dmorley@saratogacountyny.gov](mailto:dmorley@saratogacountyny.gov)

Paul E. Lent Public Safety Facility  
6012 County Farm Road  
Ballston Spa, NY 12020  
[saratogacountyny.gov](http://saratogacountyny.gov)



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# 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  
Laurie Vroman, County Attorney's Office

**DEPARTMENT:** STOP DWI

**DATE:** 01/08/2024

**COMMITTEE:** Public Safety

1. Is a Resolution Required:

Yes, Grant Acceptance

2. Proposed Resolution Title:

Authorizing participation in the 2024 STOP-DWI program and approving contracts with local participating agencies.

3. Specific Details on what the resolution will authorize:

Authorizing the Chair of the Board to execute any agreements and documents needed with agencies contained in the 2024 STOP-DWI program plan and the State of New York to implement the 2024 STOP-DWI program.

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

County Attorney's Office  
Consulted Yes

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

County Administrator's Office  
Consulted Yes

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

Revenue

Account Number	Account Name	Amount
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Expense

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

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

Amount:

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

No Budget Impact. Funds are included in the Department Budget

- a. G/L line impacted Department A.33
- 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):

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:

STOP-DWI

c. Amount of grant:

\$311,850.00

d. Purpose grant will be used for:

Authorizes establishment of county special traffic options programs for driving while intoxicated (STOP-DWI) to reduce drug-related and alcohol-related traffic injuries and fatalities.

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

Alco-sensors, blood kits, educational items.

f. Time period grant covers:

January 1, 2024 - December 31, 2024

g. Amount of county matching funds:

0

h. Administrative fee to County:

0

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 See below.

10. Remarks:

2024 STOP-DWI budget plan attached.  
2024 STOP-DWI state approval letter attached.



# SARATOGA COUNTY BOARD OF SUPERVISORS

## ~~RESOLUTION 103 - 2023~~

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

2024

### AUTHORIZING PARTICIPATION IN ~~2023~~ STATE STOP-DWI PROGRAM AND CONTRACTS WITH LOCAL AGENCY PARTICIPANTS

WHEREAS, Vehicle and Traffic Law §1197 authorizes establishment of county special traffic options programs for driving while intoxicated (STOP-DWI) to reduce drug-related and alcohol-related traffic injuries and fatalities; and

WHEREAS, Resolution ~~147-2022~~ <sup>103-2023</sup> authorized renewal and implementation of our local STOP-DWI program and its participation in the ~~2022~~ <sup>2023</sup> State program; and

WHEREAS, ~~2022~~ <sup>2023</sup> County participants wish to continue their services in ~~2023~~ <sup>2024</sup>; and

WHEREAS, the participation and cooperation of these local agencies and of the County are essential for effective action against this continuing menace to our residents; now, therefore, be it

RESOLVED, that the County of Saratoga renew its annual application to participate in the New York State STOP-DWI program for ~~2023~~ <sup>2024</sup>; and, be it further

RESOLVED, that this Board of Supervisors approves the following ~~2023~~ <sup>2024</sup> STOP-DWI Program and budget for Saratoga County:

Personnel (Coordinator)	\$ <del>15,000</del> 9,075
Training/Travel	\$ <del>4,000</del> 10,000
Dept. Expenses	\$ <del>8,300</del> 4,750
ADMINISTRATION:	\$ <del>27,300</del> 23,825
<b>Add line under ENFORCEMENT EQUIPMENT</b>	<b>\$ 21,000</b>
Saratoga County Sheriff	\$ 57,325
City of Saratoga Springs Police Department	\$ 42,050
Village of South Glens Falls Police Department	\$ 7,250
Town of Waterford Police Department	\$ 7,250
City of Mechanicville Police Department	\$ 7,250
Village of Ballston Spa Police Department	\$ 7,250



<u>Town of Stillwater Police Department</u>	\$ 7,250
ENFORCEMENT AGENCIES:	<del>\$ 135,625</del> 156,625

District Attorney	\$ 32,000
Probation Department	\$ 30,000
<u>Mental Health and Addiction Services</u>	\$ 30,000
COUNTY DEPARTMENTS:	<u>\$ 92,000</u>

ASAPC	\$ 33,100
<u>SADD Programs</u>	\$ 6,300
INFORMATIONAL AGENCIES:	<u>\$ 39,400</u>

2024 Total <del>2023</del> Grants:	<u>\$ 294,325</u> 311,850
---------------------------------------	---------------------------

;and, be it further

**RESOLVED**, the Chair of the Board is authorized to execute any documents or agreements and documents needed with the above agencies and the State of New York to implement the above ~~2023~~ <sup>2024</sup> STOP-DWI program; and it is further

**RESOLVED**, that the form and content of such documents or agreements are 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.

April 18, 2023 Regular Meeting  
 Motion to Adopt: Supervisor Hammond  
 Second: Supervisor Lant

AYES (194259): Eric Connolly (11831), Joseph Grasso (4328), Philip C. Barrett (19014.5), Jonathon Schopf (19014.5), Eric Butler (6500), Diana Edwards (819), Kevin Veitch (8004), Arthur M. Wright (1976), Kevin Tollisen (25662), Mark Hammond (17130), Thomas Richardson (5163), Scott Ostrander (18800), Theodore Kusnierz (16202), Matthew E. Veitch (14245.5), John Lawler (8208), John Lant (17361).  
 ABSENT (41251): Jean Raymond (1333), Michael Smith (3525), Willard H. Peck (5242), Sandra Winney (2075), Thomas N. Wood, III (5808), Tara N. Gaston (14245.5), Edward D. Kinowski (9022).

# Saratoga County STOP DWI

## Submitted by:

Name: Daniel Morley

Title: Captain

Agency: Saratoga County Sheriff's Office

Phone Number: 518-885-2403

Email: dmorley@saratogacountyny.gov



## Component Totals

Component	Grand Total
Law Enforcement	\$156,625.00
Court Related/Prosecution	\$32,000.00
Probation	\$30,000.00
Rehabilitation	\$30,000.00
Public Information/Education	\$39,400.00
Administration	\$23,825.00

Total STOP-DWI Budget: \$311,850.00

Estimated fine revenue for 2024: \$220,000.00

Other source(s) of revenue: \$21,000.00

Total Estimated Revenues: \$241,000.00

Rollover/Funds balance: \$177,955.97

(Planning to use rollover)

Other source(s) of revenue:

VIP revenue income

Additional Comments:

Removed \$21,500 from other sources of revenue as this was the 23-24 Aid to Localities funds.

(DK - 11/29/2023)

# Law Enforcement Component Summary

## Personal Services

### Funded Positions

Title	Agency	Funding Type	Total
-------	--------	--------------	-------

Total Funded Positions: \$0.00

### Law Enforcement Component Activity (Overtime/Equipment) Budget

Jurisdiction	Agency	DWI Patrol/Overtime	OTPS/Equipment
County	Saratoga County Sheriff's Office	\$57,325.00	\$21,000.00
City	Saratoga Springs Police Department	\$42,050.00	\$0.00
City	Mechanicville Police Department	\$7,250.00	\$0.00
Village	South Glens Falls Police Department	\$7,250.00	\$0.00
Village	Waterford Police Department	\$7,250.00	\$0.00
Village	Ballston Spa Police Department	\$7,250.00	\$0.00
Village	Stillwater Police Department	\$7,250.00	\$0.00

Overtime: \$135,625.00

Equipment: \$21,000.00

Overtime funding: \$135,625.00

Fringes: \$0.00

Total Personal Services: \$135,625.00

### Other Than Personal Services

Vehicle Description	Agency	Vehicle Funding
---------------------	--------	-----------------

Vehicle Total: \$0.00

Vehicle Maintenance Description	Agency	Maintenance Funding
---------------------------------	--------	---------------------

Vehicle Maintenance Total: \$0.00

Equipment Description	Agency	Equipment Funding
Alco-sensors (moved from Admin Equipment - DK 11/29/2023)	Saratoga County Sheriff's Office	\$20,000.00
Blood kits (moved from Admin Equipment - DK 11/29/2023)	Saratoga County Sheriff's Office	\$1,000.00

Equipment Total: \$21,000.00

Supply Description	Supply Funding
--------------------	----------------

Supply Total: \$0.00

Training/Travel Description	Training/Travel Funding
-----------------------------	-------------------------

Training/Travel Total: \$0.00

Contractual Service Description	Contractual Service Funding
---------------------------------	-----------------------------

Contractual Service Total: \$0.00

Other Item Description	Other Funding
------------------------	---------------

Other Item Total: \$0.00

Activities to be funded in this area
--------------------------------------

While staffing has been a concern for area agencies, funding for law enforcement efforts continues to be utilized by the 7 municipal police agencies in Saratoga County. These departments provide specialized patrols during high incident times and will continue to participate in "blanket" or saturation patrols and DWI checkpoints as well as any statewide efforts in 2024 as personnel allows.

The 2024 plan will also include funding for underage drinking sting operations.

Total Other Than Personal Services: \$21,000.00

Law Enforcement Component Grand Total: \$156,625.00

# Court Related/Prosecution Component Summary

## Personal Services

### Funded Positions

Title	Agency	Funding Type	Total
Assistant District Attorney	Saratoga County District Attorney	Partially	\$28,000.00

Total Funded Positions: \$28,000.00

Overtime funding: \$0.00

Fringes: \$0.00

Total Personal Services: \$28,000.00

## Other Than Personal Services

Equipment Description	Equipment Funding
-----------------------	-------------------

Equipment Total: \$0.00

Supply Description	Supply Funding
--------------------	----------------

Supply Total: \$0.00

Training/Travel Description	Training/Travel Funding
<p>Funding for continuing education and leadership training opportunities will ensure that talented lawyers remain at prosecuting attorney offices and take an interest in the adjudication of DUI cases. While DA's offices struggle with many competing priorities, DWI is a crime that affects every single community and accounts for a significant loss of life. In addition to leadership, emphasis must be placed on education to ensure that prosecutors gain the knowledge and skills necessary to be effective when trying these complex cases.</p> <p>DWI cases are not easy cases to prosecute and even seasoned prosecutors find these cases challenging. These cases can require a significant amount of work to prepare and should they advance to trial, are exceedingly difficult to win.</p> <p>Encouraging prosecutors who are interested in developing further expertise in this area of law is an important goal. Promoting cross-training opportunities among prosecutors, law enforcement, and toxicologists whenever possible provides an opportunity to network and is a venue where the various facets of the system can identify if there are ways to strengthen existing practice.</p> <p>Prosecutors are encouraged to attend national traffic safety conferences including the Impaired Driving and Traffic Safety conference, sponsored by the IACP, and the Symposium on Traffic Safety, sponsored by the IPTM.</p> <p>As such the requested funding will be used for continuing DWI prosecution education and training opportunities for prosecutors and of local law enforcement. The funding will further the interests of encouraging prosecutors who are interested in gaining knowledge and expertise to continue handling DWI cases for extended periods of time and will result in further collaboration with local law enforcement agencies to identify opportunities for additional types of local DWI Enforcement trainings.</p>	<p>\$4,000.00</p>

Training/Travel Total: \$4,000.00

Contractual Service Description	Contractual Service Funding
---------------------------------	-----------------------------

Contractual Service Total: \$0.00

Other Item Description	Other Funding
Other Item Total: \$0.00	

Court Fee Description	Court Fee Funding
Court Fee Total: \$0.00	

Activities to be funded in this area
--------------------------------------

The 2024 plan continues the partial funding of an assistant district attorney specializing in DWI and drug impaired driving prosecution. This attorney's time will be exclusively devoted to DWI and DWAI-Drug cases in Saratoga County. DWI and drug impaired driving continues to be a serious problem in our cities, towns, and villages. Recognizing the severity of this problem, the Saratoga County Office of the District Attorney has followed a policy of aggressive and effective action against DWI offenders in the past and will continue this practice in 2024.

As the number of DWI and impaired driving offenses remain high, it is necessary that all assistant district attorneys have responsibilities in handling these types of cases in addition to their standard caseloads.

The DWI assistant district attorney will continue to participate in public education programs, provide training to law enforcement agencies, and participate in the Saratoga County Victim Impact Panels.

---

Total Other Than Personal Services: \$4,000.00

Court Related/Prosecution Component Grand Total: \$32,000.00

# Probation Component Summary

## Personal Services

### Funded Positions

Title	Agency	Funding Type	Total
Probation Officers	Saratoga County Probation	Partially	\$30,000.00

Total Funded Positions: \$30,000.00

Overtime funding: \$0.00

Fringes: \$0.00

Total Personal Services: \$30,000.00

## Other Than Personal Services

Equipment Description	Equipment Funding
-----------------------	-------------------

Equipment Total: \$0.00

Supply Description	Supply Funding
--------------------	----------------

Supply Total: \$0.00

Training/Travel Description	Training/Travel Funding
-----------------------------	-------------------------

Training/Travel Total: \$0.00

Contractual Service Description	Contractual Service Funding
---------------------------------	-----------------------------

Contractual Service Total: \$0.00

Other Item Description	Other Funding
------------------------	---------------

Other Item Total: \$0.00

Victim Impact Panel Description	Victim Impact Panel Funding
---------------------------------	-----------------------------

Victim Impact Panel Total: \$0.00

### Activities to be funded in this area

The 2024 Saratoga County STOP-DWI will continue to support probation officers who specialize in DWI cases. The designated officers will supervise the most intense DWI-related cases and will provide all of the required pre-sentence investigations. Funding will also support probation officers who supervise DWI offenders as part of their standard caseload.



Total Other Than Personal Services: \$0.00

Probation Component Grand Total: \$30,000.00

# Rehabilitation Component Summary

## Personal Services

### Funded Positions

Title	Agency	Funding Type	Total
Alcoholism Counselors	Saratoga County Mental Health and Addiction Services	Partially	\$14,552.00
Social Workers	Saratoga County Mental Health and Addiction Services	Partially	\$3,416.00
Program Coordinator	Saratoga County Mental Health and Addiction Services	Partially	\$4,507.00

Total Funded Positions: \$22,475.00

Overtime funding: \$0.00

Fringes: \$3,869.00

Total Personal Services: \$26,344.00

### Other Than Personal Services

Equipment Description	Equipment Funding
-----------------------	-------------------

Equipment Total: \$0.00

Supply Description	Supply Funding
--------------------	----------------

Supply Total: \$0.00

Training/Travel Description	Training/Travel Funding
-----------------------------	-------------------------

Training/Travel Total: \$0.00

Contractual Service Description	Contractual Service Funding
---------------------------------	-----------------------------

Claudina Ashelman is a contract nurse practitioner who provides therapy and prescription services.

\$3,656.00

These funds will be used to offset the cost of her contract with Saratoga County to provide the aforementioned services.

Contractual Service Total: \$3,656.00

Other Item Description	Other Funding
Other Item Total: \$0.00	

Activities to be funded in this area

In 2024, the program will continue to support Saratoga County's outpatient alcohol use disorder clinic. The clinic provides outpatient alcohol use disorder treatment to individuals on both Medicaid and private insurance. It is currently the only clinic in Saratoga County that provides services to patients on a sliding fee scale or at no cost where indicated. The clinic also provides full after hours emergency telephone services.

---

Total Other Than Personal Services: \$3,656.00

Rehabilitation Component Grand Total: \$30,000.00

# Public Information/Education Component Summary

## Personal Services

### Funded Positions

Title	Agency	Funding Type	Total
-------	--------	--------------	-------

Total Funded Positions: \$0.00

Overtime funding: \$0.00

Fringes: \$0.00

Total Personal Services: \$0.00

## Other Than Personal Services

Equipment Description	Equipment Funding
-----------------------	-------------------

Equipment Total: \$0.00

Supply Description	Supply Funding
--------------------	----------------

Supply Total: \$0.00

Training/Travel Description	Training/Travel Funding
-----------------------------	-------------------------

Training/Travel Total: \$0.00

Contractual Service Description	Contractual Service Funding
<p>The 2024 program continues to provide support to the Alcohol and Substance Abuse Prevention Council of Saratoga County. This consists of the following programs and activities:</p> <p>1.) Safe Spring Campaign: A comprehensive county-wide campaign against youth DWI. This program operates year-round and includes the following:</p> <p style="padding-left: 40px;">A.) Work with SADD chapters in 13 high schools to plan county-wide initiatives, share ideas and successes, and gain information and support for their chapter activities. There are town and county-wide activities each year that were developed by program participants. In addition, the Prevention Council provides assistance, program coordination, and advisors meetings to help build local chapters.</p> <p>2.) Safe Spring Student Leadership Conference: This annual event brings together nearly 300 youth and 50 adults for the purpose of preventing youth DWI and other tragedies during the high-risk springs season. It builds leadership skills in the youth and motivates them to design and lead local programs. Youths participate in workshops on topics of tremendous import such as teen relationships, intimate partner violence, conflict resolution, problem solving, binge drinking, and mental health. They also develop skills in public speaking, group building facilitation, and advocacy. Following the conference, teams return to their schools to plan victim impact panels, after prom activities, assemblies, mock crash scenes, "dead days", and other educational events for their schools and communities.</p> <p>In addition, the Prevention Council participates in a media campaign targeting parents' attitudes towards DWI and teen safety at specific high-risk periods throughout the year and will continue to do so in 2024.</p> <p>Funding will also be used to reimburse alcohol-free post-prom celebrations for area high schools.</p>	<p>\$39,400.00</p>

Contractual Service Total: \$39,400.00

Other Item Description	Other Funding
------------------------	---------------

Other Item Total: \$0.00

Activities to be funded in this area
--------------------------------------

The 2024 program continues to provide support to the Alcohol and Substance Abuse Prevention Council of Saratoga County. This consists of the following programs and activities:

1.) Safe Spring Campaign: A comprehensive county-wide campaign against youth DWI. This program operates year-round and includes the following:

A.) Work with SADD chapters in 13 high schools to plan county-wide initiatives, share ideas and successes, and gain information and support for their chapter activities. There are town and county-wide activities each year that were developed by program participants. In addition, the Prevention Council provides assistance, program coordination, and advisors meetings to help build local chapters.

2.) Safe Spring Student Leadership Conference: This annual event brings together nearly 300 youth and 50 adults for the purpose of preventing youth DWI and other tragedies during the high-risk springs season. It builds leadership skills in the youth and motivates them to design and lead local programs. Youths participate in workshops on topics of tremendous import such as teen relationships, intimate partner violence, conflict resolution, problem solving, binge drinking, and mental health. They also develop skills in public speaking, group building facilitation, and advocacy. Following the conference, teams return to their schools to plan victim impact panels, after prom activities, assemblies, mock crash scenes, "dead days", and other educational events for their schools and communities.

In addition, the Prevention Council participates in a media campaign targeting parents' attitudes towards DWI and teen safety at specific high-risk periods throughout the year and will continue to do so in 2024.

Funding will also be used to reimburse alcohol-free post-prom celebrations for area high schools.

---

Total Other Than Personal Services: \$39,400.00

Public Information/Education Component Grand Total: \$39,400.00

# Administration Component Summary

## Personal Services

### Funded Positions

Title	Agency	Funding Type	Total
Administrative Assistant	Saratoga County Sheriff's Office	Partially	\$2,200.00
Administrative Assistant	Saratoga County Sheriff's Office	Partially	\$2,200.00

Total Funded Positions: \$4,400.00

Overtime funding: \$4,000.00

Fringes: \$675.00

Total Personal Services: \$9,075.00

## Other Than Personal Services

Equipment Description	Agency	Equipment Funding
		Equipment Total: \$0.00

Supply Description	Supply Funding
Educational and promotional items for STOP-DWI events (moved from Other - DK 11/29/2023)	\$3,500.00
Supply Total: \$3,500.00	

Training/Travel Description	Training/Travel Funding
DRE conference, travel expenses	\$10,000.00
Training/Travel Total: \$10,000.00	

Contractual Service Description	Contractual Service Funding
Contractual Service Total: \$0.00	

Other Item Description	Other Funding
Printing (triplicate forms for VIP registration)	\$500.00
STOP-DWI Association dues (moved from training/travel - DK 11/29/2023)	\$750.00
Other Item Total: \$1,250.00	

Recognition Awards/Events Description	Recognition Funding
Recognition Total: \$0.00	

Activities to be funded in this area
--------------------------------------

General overall administration and management of the Saratoga County STOP-DWI program. Includes but is not limited to grant management, oversight, and monitoring of grantee programs and activities, fiscal management, completion and submission of any and all required reports, and promotion of the associated programs.

The STOP-DWI Coordinator is Saratoga County Sheriff Michael H. Zurlo. The coordinator's position is part-time. The percentage of time estimated to be devoted to STOP-DWI-related matters is 15%. He is not paid a salary from STOP-DWI funds. The program is administered by Captain Daniel P. Morley on a day-to-day basis. He is not paid a salary from STOP-DWI funds but does receive reimbursement for overtime for after-hours STOP-DWI events. The Sheriff's Office's clerical/fiscal staff also provides administrative support to the program and are provided a stipend through STOP-DWI funds as listed herein.

The alco-sensors and blood kits will be used to support DWI and DWAI enforcement efforts and successful prosecution thereof.

The program will utilize educational items to promote the program and its goals.

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Total Other Than Personal Services: \$14,750.00

Administration Component Grand Total: \$23,825.00



KATHY HOCHUL  
Governor



JUSTIN O'CONNOR  
Director  
(518) 474-0972  
Fax: (518) 473-6946

**GOVERNOR'S TRAFFIC SAFETY COMMITTEE**  
6 EMPIRE STATE PLAZA • ALBANY, NY 12228

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January 1, 2024

Michael Zurlo  
Coordinator  
Saratoga County STOP DWI Program  
6012 County Farm Road  
Ballston Spa, NY 12020

Dear Sheriff Zurlo:

We are approving your 2024 STOP DWI Plan as submitted. Thank you for your dedication and continued work to address the problem of impaired driving.

We recognize that county governments continue to experience the same fiscal constraints as the rest of the state. In these difficult times, we have a duty to ensure that program spending is constrained to activities that prevent impaired driving, including the enforcement of impaired driving laws, and is not used to supplant local expenses. If you plan to modify this approved STOP DWI budget plan, you must notify the GTSC (Governor's Traffic Safety Committee) before incurring any costs.

If you have any questions about your plan or the program in general, please contact Dylan Keenan at the GTSC at [STOP.DWI.PROGRAM@dmv.ny.gov](mailto:STOP.DWI.PROGRAM@dmv.ny.gov) or (518) 486-6615.

Sincerely,

A handwritten signature in black ink that reads "Justin O'Connor".

Justin O'Connor  
Director

JO'C/RB/JK/DK/mr

cc:



# 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  
Laurie Vroman, County Attorney's Office

**DEPARTMENT:** STOP DWI

**DATE:** 01/08/2024

**COMMITTEE:** Public Safety

1. Is a Resolution Required:

Yes, Grant Acceptance

2. Proposed Resolution Title:

STOP-DWI High Visibility Engagement Campaign (HVEC) & Drug Recognition Expert Call Out Plan.

3. Specific Details on what the resolution will authorize:

Authorizing participation in the 2024 State STOP-DWI High Visibility Engagement Campaign & Drug Recognition Expert (DRE) Call Out Plan and approving contracts with local participating agencies.

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.33-3502/A.33.000-7330
- 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):

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:

STOP-DWI

c. Amount of grant:

\$35,000.00

d. Purpose grant will be used for:

Reimbursement of expenses incurred for STOP-DWI High Visibility Engagement Campaign (HVEC) activities and Drug Recognition Expert (DRE) Call Out Plan expenses.

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

f. Time period grant covers:

October 1, 2023 through September 30, 2024

g. Amount of county matching funds:

0

h. Administrative fee to County:

0

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:

Award letter attached with application for funding.



**SARATOGA COUNTY BOARD OF SUPERVISORS**

~~RESOLUTION 102 - 2023~~

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

**AUTHORIZING PARTICIPATION IN THE ~~2023~~ <sup>2024</sup> STOP-DWI HIGH VISIBILITY ENGAGEMENT CAMPAIGN AND THE DRUG RECOGNITION EXPERT CALL OUT PLAN**

**WHEREAS**, Vehicle and Traffic Law §1197 authorizes establishment of county special traffic options programs for driving while intoxicated (STOP-DWI) to reduce drug-related and alcohol-related traffic injuries and fatalities; and ; and

**WHEREAS**, state funding is available in the amount of ~~\$28,000~~ <sup>35,000</sup> through the New York State STOP-DWI Foundation, Inc. for use in local DWI High Visibility Engagement Campaign (“HVEC”) and Drug Recognition Expert Call Out Plan (“DRE”) for patrols and activities during the grant cycle of October 1, ~~2022~~ <sup>2023</sup> through September 30, ~~2023~~ <sup>2024</sup>; and

**WHEREAS**, funding for the HVEC and DRE programs will be used for enforcement overtime and callout times during certain crackdown dates specified by the STOP-DWI Foundation, Inc.; and

**WHEREAS**, our Public Safety Committee and the STOP-DWI Coordinator have recommended acceptance of these program funds in the amount of ~~\$28,000~~ <sup>35,000</sup> and the authorization of contracts with the following law enforcement agencies:

Saratoga County Sheriff’s Office	\$ <del>7,000</del>	11,800
Ballston Spa Police Department	\$ <del>2,800</del>	1,450
Stillwater Police Department	\$ <del>2,800</del>	2,900
Mechanicville Police Department	\$ <del>2,800</del>	2,900
Saratoga Springs Police Department	\$ <del>6,440</del>	5,800
Waterford Police Department	\$ <del>3,360</del>	8,700
South Glens Falls Police Department	\$ <del>2,800</del>	1,450
	<del>\$28,000</del>	35,000

**WHEREAS**, the acceptance of these funds requires approval of this Board; now, therefore, it is

**RESOLVED**, that the Chair of the Board is hereby authorized to execute any and all documents necessary to apply for and accept state aid from the New York State STOP-DWI Foundation, Inc. for the ~~2023~~ <sup>2024</sup> High Visibility Engagement Campaign and Drug Recognition Expert Call Out Plan during the grant cycle of October 1, ~~2022~~ <sup>2023</sup> through September 30, ~~2023~~ <sup>2024</sup> in the amount of ~~\$28,000~~ <sup>35,000</sup>; and it is further

**RESOLVED**, that the Chair of the Board is hereby authorized to execute agreements with the aforementioned law enforcement agencies for their participation in the ~~2023~~ <sup>2024</sup> STOP-DWI High Visibility Engagement Campaign and Drug Recognition Expert Call Out Plan; and it is further

**RESOLVED**, that the form and content of such documents or agreements are 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.

April 18, 2023 Regular Meeting

Motion to Adopt: Supervisor Hammond

Second: Supervisor Lant

AYES (194259): Eric Connolly (11831), Joseph Grasso (4328), Philip C. Barrett (19014.5), Jonathon Schopf (19014.5), Eric Butler (6500), Diana Edwards (819), Kevin Veitch (8004), Arthur M. Wright (1976), Kevin Tollisen (25662), Mark Hammond (17130), Thomas Richardson (5163), Scott Ostrander (18800), Theodore Kusnierz (16202), Matthew E. Veitch (14245.5), John Lawler (8208), John Lant (17361).

ABSENT (41251): Jean Raymond (1333), Michael Smith (3525), Willard H. Peck (5242), Sandra Winney (2075), Thomas N. Wood, III (5808), Tara N. Gaston (14245.5), Edward D. Kinowski (9022).

## HVEC 2023-24 Application

STOP-DWI <stopdwifoundation@gmail.com>

Sun 9/17/2023 8:59 AM

To: Daniel Morley <DMorley@saratogacountyny.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.

## HVEC 2023-24 Application

**Thank you for your submission. It is required that your 2024 Annual Plan is submitted no later than October 1 and if your plan is not submitted, you are not eligible for HVEC funding. Notifications of HVEC funding will be sent on October 3, 2023.**

**Name**

Captain Dan Morley

**Email for Confirmation**

dmorley@saratogacountyny.gov

**If available during the grant cycle, will you possibly be interested in additional funding?**

Yes

**Please select your County**

Saratoga

**Up to the Maximum Dollar Amount for your County - Indicate Total Amount Requested**

29000

**As you are aware, these events now must include 'community engagement'. It is necessary to track what county STOP-DWI Programs are doing to fulfill this grant requirement. Please indicate all that you will be using during events.**

Social media, Message boards, Newspaper, Mock Crash/ Presentation

**Police Agency Name**

Saratoga County Sheriff's Office

**Estimated Hours of Enforcement**

107

**Estimated Dollar Amount**

5800

**Police Agency Name**

Saratoga Springs Police Department



**Estimated Hours of Enforcement**

107

**Estimated Dollar Amount**

5800

**Police Agency Name**

Mechanicville Police Department

**Estimated Hours of Enforcement**

73

**Estimated Dollar Amount**

2900

**Police Agency Name**

South Glens Falls Police Department

**Estimated Hours of Enforcement**

37

**Estimated Dollar Amount**

1450

**Police Agency Name**

Stillwater Police Department

**Estimated Hours of Enforcement**

73

**Estimated Dollar Amount**

2900

**Police Agency Name**

Waterford Police Department

**Estimated Hours of Enforcement**

218

**Estimated Dollar Amount**

8700

**Police Agency Name**

Ballston Spa Police Department

**Estimated Hours of Enforcement**

37

**Estimated Dollar Amount**

1450

**Police Agency Name**

**Estimated Hours of Enforcement**

**Estimated Dollar Amount**

**Police Agency Name**

**Estimated Hours of Enforcement**

**Estimated Dollar Amount**

**Police Agency Name**

**Estimated Hours of Enforcement**

**Estimated Dollar Amount**

October 4, 2023

Saratoga County STOP-DWI  
Via email

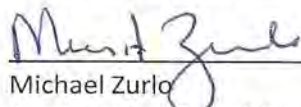
Please accept this letter as official notification of a High Visibility Engagement Campaign award in the amount of \$35,000 for use in your county. Initial each line below, sign the bottom and **scan back a copy of this letter**, there is no need to send me a hard copy. This will serve as your acceptance of these funds. Failure to return this form will result in non-reimbursement. Let me know if you have any questions.

- MHZ All HVEC efforts must include increased visibility and engaging the public with educational materials (STOP-DWI Coordinator will complete **ONE** HVEC Activity Form for each HVEC)
- MHZ All HVEC efforts will be 'high visibility' and advertised in your county.
- MHZ The funds listed above will be utilized for Enforcement during the following dates only (unless permission has been granted for alternate dates).

Halloween 2023	10/27-11/1
Thanksgiving 2023	11/22-11/26
Holiday 2023-2024	12/13 – 1/1
Super Bowl 2024	2/9-2/11
St Pat's 2024	3/15-3/17
420 Drug Day	4/19 – 4/21
Memorial Day 2024	5/24-5/27
June 100 Days of Summer	6/6-6/9; 6/13-6/16; 6/20-6/23; 6/27-6/30
July 4 2024	7/3-7/7
July 100 Days of Summer	7/11 – 7/14; 7/18 – 7/21; 7/25-7/28
August 100 Days of Summer	8/1 – 8/4; 8/8 – 8/11
End of Summer 2024	8/14-9/2

- MHZ All HVEC will be multi-agency -more than one agency must participate but don't have to work the same detail or at the same time.
- MHZ If circumstances result in only one agency participating in any event, an email will be sent to Pam Aini, Grant Administrator, describing the reasoning for only one agency participating.
- MHZ All PS-1's and activity sheets will be submitted to Pam Aini, Grant Administrator **within 45 days of each event with the exception of the Aug 100 days and Labor Day HVEC**

My signature here shall serve as acceptance of the grant detailed above and my initials above serve as acknowledgement of the items that I am responsible for.



Michael Zurlo  
Saratoga County STOP-DWI Coordinator



Tracy Mance, Chairperson  
STOP-DWI Foundation, Inc.

Tracy Mance (Albany) – Chairperson  
Jason Widrick (Jefferson) – Vice-Chairperson

Melanie Churakos (Cattaraugus) - Secretary  
John Winchell (Washington) – Treasurer



# SARATOGA COUNTY

## AGENDA ITEM REQUEST FORM

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

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

**DEPARTMENT:** Sheriff's Office

**DATE:** 01/11/2024

**COMMITTEE:** Public Safety

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

1. Is a Resolution Required:

2. Proposed Resolution Title:

AUTHORIZING THE CHAIRMAN TO ENTER INTO AN AGREEMENT WITH THE NEW YORK STATE DIVISION OF HOMELAND SECURITY AND EMERGENCY SERVICES TO ACCEPT A GRANT FOR PSAP OPERATIONS.

3. Specific Details on what the resolution will authorize:

Authorize the Chair of the Board and/or the Sheriff to execute all agreements and documents with the New York State Division of Homeland Security and Emergency Services necessary to accept a Public Safety Answering Points (PSAP) grant in the amount of \$118,926 to offset certain operating expenses, including salaries associated with the operation of the County's PSAP network for the term January 1, 2023 through December 31, 2023;

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
A.30-3306	Homeland Security State Aid	\$118,926.00

Expense

Account Number	Account Name	Amount
A.30.000-7033 DHS	Personal Computers Department of Homeland Security	\$ 25,597.25
A.30.000-8520	Software	\$ 11,000.00

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

Increase A-0599.B Appropriated Fund Balance-Budgetary	<input type="checkbox"/>
Amount: 82,328.75	

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

Other

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

The budget will be amended to accept these funds, authorize the related expenses, and increase fund balance by \$82,328.75

6. Are there Amendments to the Compensation Schedule?

YES or  NO (If yes, provide details)

a. Is a new position being created?  Y  N

Effective date

Salary and grade

b. Is a new employee being hired?  Y  N

Effective date of employment

Salary and grade

Appointed position:

Term

c. Is this a reclassification?  Y  N

Is this position currently vacant?  Y  N

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

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

a. Type of Solicitation

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

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

d. Vendor information (including contact name):

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

f. State of vendor/contractor organization:

g. Commencement date of contract term:

h. Termination of contract date:

i. Contract renewal date and term:

k. Is this a renewal agreement:  Y  N

l. Vendor/Contractor comment/remarks:

Human Resources Consulted

Purchasing Office Consulted

County Administrator's Office  
Consulted **Yes**

8. Is a grant being accepted:  YES or  NO

a. Source of grant funding:

State

b. Agency granting funds:

NYS Homeland Security and Emergency Services

c. Amount of grant:

\$118,946

d. Purpose grant will be used for:

offset eligible PSAP operation expenses

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

hardware/software and employee salaries

f. Time period grant covers:

01/01/2023 - 12/31/2023

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:

This is an annual award. 100% State Aid



# Homeland Security and Emergency Services

KATHY HOCHUL  
Governor

JACKIE BRAY  
Commissioner

October 24, 2023

The Honorable Theodore Kusnierz  
Chair, Saratoga County Board of Supervisors  
40 McMaster Street  
Ballston Spa, NY 12020

Dear Mr. Kusnierz:

I am pleased to announce that Saratoga County has been awarded \$118,926 under the New York State 2023 Public Safety Answering Point Operations Grant Program (2023 PSAP Grant). This program, administered by my agency, allows for State support to counties for eligible public safety call-taking and dispatching expenses. Your participation in this program is another example of the successful partnerships we have been developing for public safety and emergency preparedness across the state.

The performance period for the 2023 PSAP grant will be 12 months, beginning calendar year 2023 (January 1, 2023 – December 31, 2023). Expenses that you wish to claim must occur within that period. In order to provide these funds to you as quickly as possible, we will need to gather budget information within 30 calendar days of the date of this letter that reflects the award amount. Our Grants Program Administration staff will work with your designated PSAP point of contact, to provide additional administrative guidance and to develop a grant contract.

On behalf of Governor Kathy Hochul, the Division of Homeland Security and Emergency Services remains committed to providing outstanding support in the administration of “*your public safety first*” responder initiatives. Please feel free to contact me if you have any questions, at 518-242-5000, or my Office of Interoperable and Emergency Communications (OIEC) Director, Mark Balistreri, at 518-322-4939.

Thank you for your cooperation in this public safety endeavor.

Sincerely,

A handwritten signature in black ink that reads "Jacqueline Bray".

Jackie Bray  
Commissioner





~~10/18/22~~

## SARATOGA COUNTY BOARD OF SUPERVISORS

RESOLUTION ~~300-2022~~ <sup>2023</sup>

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

### AUTHORIZING THE ACCEPTANCE OF A PUBLIC SAFETY ANSWERING POINTS (PSAP) GRANT FROM THE NEW YORK STATE DIVISION OF HOMELAND SECURITY AND EMERGENCY SERVICES

WHEREAS, funds are available from the New York State Division of Homeland Security and Emergency Services through a Public Safety Answering Points (PSAP) Grant in the amount of ~~\$118,764~~; and

<sup>118,926</sup>

WHEREAS, the PSAP grant funds will be used to offset operating expenses, including salaries and benefits, of the Sheriff's Office's PSAP system; and

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

RESOLVED, that the Chair of the Board and/or the Sheriff are hereby authorized to execute all agreements and documents with the New York State Division of Homeland Security and Emergency Services necessary to accept a Public Safety Answering Points (PSAP) grant in the amount of ~~\$118,764~~ to offset operating expenses, including salaries and benefits, associated with the operation of the County's PSAP network, for the term January 1, ~~2022~~ through December 31, ~~2022~~; and it is further

<sup>118,926</sup>

<sup>2023</sup>

<sup>2023</sup>

RESOLVED, that the form and content of said documents and agreements 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.

~~October 18, 2022~~ Regular Meeting

Motion to Adopt: Supervisor(s):

Second: Supervisor(s)



# SARATOGA COUNTY

## AGENDA ITEM REQUEST FORM

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

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

**DEPARTMENT:** Probation Department

**DATE:** January 11, 2024

**COMMITTEE:** Public Safety

1. Is a Resolution Required:

Yes, Grant Acceptance

2. Proposed Resolution Title:

3. Specific Details on what the resolution will authorize:

Authorize the County to accept a grant for the Ignition Interlock Device (IID) Monitoring Program in the amount of \$24,722.00 for the period of October 1, 2023-September 30, 2024. These funds will partially reimburse the County for the efforts of the Probation Department in monitoring offenders who are Court ordered to install an ignition interlock device (IID).

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.31-4488
- b. Budget year impacted 2023/2024
- 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

8. Is a grant being accepted:  YES or  NO

a. Source of grant funding:

State

b. Agency granting funds:

New York State Division of Criminal Justice Services

c. Amount of grant:

\$24,722.00

d. Purpose grant will be used for:

Partially reimburse the County for personnel expenses in the Probation Department

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

None

f. Time period grant covers:

October 1, 2023-September 30, 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 \_\_\_\_\_

10. Remarks:



**Division of Criminal  
Justice Services**

**KATHY HOCHUL**  
Governor

**ROSSANA ROSADO**  
Commissioner

**CILLIAN FLAVIN**  
Deputy Commissioner

## Grant Award Notice

Grantee/Contractor: <b>Saratoga County</b>	Date: <b>10/23/2023</b>
Program Name: <b>Ignition Interlock Device Monitoring Program</b>	Award Amount: <b>\$24,722.00</b>
Name and Title: <b>The Honorable Sue Costanzo</b>	Term Dates: <b>October 1, 2023 to September 30, 2024</b>
Email: <b>SCostanzo@saratogacountyny.gov</b>	

The Ignition Interlock Device Monitoring program is funded with National Highway Traffic Safety Administration funds that DCJS receives from the Governor's Traffic Safety Committee (GTSC). The 2023-24 Ignition Interlock Device Monitoring Program allocation to your county for the October 1, 2023- September 30, 2024 period is based upon the average number of court orders in your county during the 2021 and 2022 calendar years.

Ignition Interlock Device Monitoring Program payments to your county will be made quarterly following the submission of required quarterly program reports to DCJS. You will receive payment for 25% of the annual allocation to your county after DCJS has received each quarterly data report. The quarterly reports, **County Monitors' Report of Ignition Interlock Device Pre-Sentence/Sentencing Orders Received and Installation Status Report**, available at <http://www.criminaljustice.ny.gov/opca/ignition.htm>, should be sent to the DCJS Office of Probation and Correctional Alternatives (OPCA) at [dcjsopcaiidreports@dcjs.ny.gov](mailto:dcjsopcaiidreports@dcjs.ny.gov).

The quarterly schedule for submission of these reports is indicated below:

<u>Calendar Quarters</u>	<u>Report Due Dates</u>
October 1 - December 31	January 31
January 1 - March 31	April 30
April 1 – June 30	July 31
July 1 – September 30	October 31

Funding for these payments is contingent upon receipt of the DCJS annual award funds from the Governor's Traffic Safety Committee (GTSC). If you have any programmatic questions, please contact Leonard Price, DCJS Community Corrections Representative at [Leonard.Price@dcjs.ny.gov](mailto:Leonard.Price@dcjs.ny.gov) or (518) 485-9941. Please direct any questions regarding payment to the DCJS Finance Office at [dcjsGrantsUnitVoucherInquiry@dcjs.ny.gov](mailto:dcjsGrantsUnitVoucherInquiry@dcjs.ny.gov)

cc: Robert M. Maccarone, Deputy Commissioner and Director



2/15/22

# SARATOGA COUNTY BOARD OF SUPERVISORS

RESOLUTION 71 - 2022

*Butler Fish Murrain Young*

Introduced by Supervisors Lant, ~~Barrett~~, ~~Hammond~~, ~~Lawler~~, Ostrander, ~~K. Veitch~~ and Wright

## AUTHORIZING ACCEPTANCE OF A STATE AID GRANT FOR REIMBURSEMENT OF EXPENSES RELATED TO THE IGNITION INTERLOCK DEVICE PROGRAM FROM THE NEW YORK STATE DIVISION OF CRIMINAL JUSTICE SERVICES

WHEREAS, a State Aid grant in an amount not to exceed ~~\$22,088~~ <sup>24,722</sup> is available from the New York State Division of Criminal Justice Services for the purpose of assisting the Probation Department with the cost of supervising and monitoring probationers using the ignition interlock device during the period from October 1, ~~2021~~ <sup>2023</sup> through September 30, ~~2022~~ <sup>2024</sup>; and

WHEREAS, the acceptance of this grant requires our approval; now therefore, be it

**RESOLVED**, that the Chair of the Board and/or the County Administrator is authorized execute all documents necessary to apply for and accept a New York State Division of Criminal Justice Services grant in an amount not to exceed ~~\$22,088~~ <sup>24,722</sup> to reimburse the Probation Department for expenses incurred in supervising and monitoring its probationers using ignition interlock devices during the period from October 1, ~~2021~~ <sup>2023</sup> through September 30, ~~2022~~ <sup>2024</sup>; and it is further

**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. 100% State Aid. *Funds are included in the department 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 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  
Samantha Kupferman, County Attorney's Office

**DEPARTMENT:** County Coroner

**DATE:** 1/10/24

**COMMITTEE:** Public Safety



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

County Attorney's Office  
Consulted Yes

1. Is a Resolution Required:

Yes, Contract Approval

2. Proposed Resolution Title:

Authorizing renewal agreement with Albany Medical Center for use of Lab and morgue facility as needed by County Coroner, however; this expired and was not renewed do to COVID restrictions. Therefore a new contract is in order.

3. Specific Details on what the resolution will authorize:

Requesting a new of contract authorizing bodies being sent to AMC as requested by the county coroner and the Coroner's Physician due to suspicious circumstances requiring multiple agency attendance, i.e. skeletal remains or suspected homicides.



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

County Administrator's Office  
Consulted **Yes**

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

Revenue

Account Number	Account Name	Amount

Expense

Account Number	Account Name	Amount

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

Amount:

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

No Budget Impact. Funds are included in the Department Budget

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

6. Are there Amendments to the Compensation Schedule?

YES or  NO (If yes, provide details)

a. Is a new position being created?  Y  N

Effective date

Salary and grade

b. Is a new employee being hired?  Y  N

Effective date of employment

Salary and grade

Appointed position:

Term

c. Is this a reclassification?  Y  N

Is this position currently vacant?  Y  N

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

Human Resources Consulted

N/A

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

a. Type of Solicitation

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

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

d. Vendor information (including contact name):

Albany Medical Center, 43 New Scotland Ave, Albany, NY 12208

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

f. State of vendor/contractor organization: NY

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

h. Termination of contract date: December 31, 2024

i. Contract renewal date and term:

k. Is this a renewal agreement:  Y  N

l. Vendor/Contractor comment/remarks:

Purchasing Office Consulted

N/A

County Administrator's Office  
Consulted **No**

8. Is a grant being accepted:  YES or  NO

- a. Source of grant funding:
- b. Agency granting funds:
- c. Amount of grant:
- d. Purpose grant will be used for:
- e. Equipment and/or services being purchased with the grant:
- f. Time period grant covers:
- g. Amount of county matching funds:
- h. Administrative fee to County:

9. Supporting Documentation:

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

10. Remarks:

In terms of needing an 'option' in difficult cases such as skeletal remains, homicides, etc. Albany Medical Center has the facility size and staff to accomodate multiple agency attendance as needed for these cases. We don't anticipate sending many as Saratoga is our 'home' base, however; as the county grows in size it is necessary we have the resources to serve the residence as needed.





## SARATOGA COUNTY ATTORNEY

Saratoga County Municipal Center  
40 McMaster Street  
Ballston Spa, NY 12020

STEPHEN M. DORSEY  
County Attorney

Telephone: (518) 884-4770  
Fax: (518) 884-4720

### Assistants

MICHAEL J. HARTNETT  
MICHELLE W. GRANGER  
VIDA L. MCCARTHY-CERRITO  
ALEXIS M. OSBORNE  
MICHAEL P. NAUGHTON

HUGH G. BURKE  
First Assistant

### Paralegals

BRIDGET M. RIDER  
JENNY R. MARCOTTE

## MEMORANDUM

DATE: September 10, 2020

TO: Susan Hayes-Masa  
Coroner

FROM: Saratoga County Attorney's Office  
*New 1-1-24*  
~~Renewal~~ of 12/12/18 Agreement

SUBJECT: Vendor Name : **Albany Medical Center**  
Vendor Address : 43 New Scotland Avenue, Albany, NY 12208  
Vendor I.D. # : 14-1338307  
Contract Amount : NTE \$30,000.00 Per Res. 145-2020  
Contract Period : 1/1/20-12/31/20  
Contract I.D.# : N/A  
Purpose of Agreement : Morgue And Laboratory Services

Attached, please find one fully executed copy of the above referenced contract, which has been executed by the Chairman of the Board of Supervisors on September 8, 2020.

Please send this contract to the above named vendor.

cc: Clerk, Board of Supervisors, w/enclosure  
County Auditor, w/enclosure

RENEWAL AGREEMENT

1-1-24  
Renewal to Agreement Dated ~~December 12, 2018~~.

BY AND BETWEEN,

COUNTY OF SARATOGA, a municipal corporation duly organized under the laws of the State of New York with offices at 40 McMaster Street, Ballston Spa, New York 12020, (COUNTY),

- and -

Albany Medical Center, having a place of business at 43 New Scotland Avenue, Albany, New York 12208-3478, (CONTRACTOR);

RECITALS:

WHEREAS, pursuant to Resolution 259-2018, the COUNTY and CONTRACTOR entered into an agreement dated ~~December 12, 2018~~ for the use of CONTRACTOR's morgue and laboratory facilities by the Saratoga County Coroners when performing autopsies and other post-mortem activities, and for the provision of laboratory services related thereto, for the term ~~December 1, 2018 through December 31, 2019~~ at the rates for services set forth in ~~CONTRACTOR's Morgue and Laboratory Fee Schedule~~ for said stated term, at a cost not to exceed \$30,000; and

WHEREAS, COUNTY and CONTRACTOR desire to <sup>new</sup> renew the agreement for the use of CONTRACTOR's morgue facilities, X-ray and laboratory services by Saratoga County Coroners for the term ~~January 1, 2020 through December 31, 2020~~ at the rates for services set forth in ~~CONTRACTOR's Morgue and Laboratory Fee Schedule~~ effective January 1, 2020, 2024 which Fee Schedule includes a fee of \$2,000 per case for morgue facility use, at a cost not to exceed \$30,000; and

WHEREAS, both CONTRACTOR and COUNTY desire to <sup>new</sup> renew the Agreement dated ~~December 12, 2018~~ accordingly; 1-1-24

NOW, THEREFORE, the parties agree as follows:

- 1-10-24
1. The Agreement dated ~~December 12, 2018~~ between CONTRACTOR and COUNTY for the use of CONTRACTOR's morgue facilities, X-ray and laboratory services by Saratoga County Coroners is hereby renewed for the term of ~~January 1, 2020 through December 31, 2020~~ at the rates for services set forth in ~~CONTRACTOR's Morgue and Laboratory Fee Schedule~~ effective January 1, 2020, which Fee Schedule includes a fee of \$2,000 per case for morgue facility



use, at a cost not to exceed \$30,000, unless and until a higher limit s authorized by COUNTY's Board of Supervisors.

2. All other terms of said Agreement dated ~~December 12, 2018~~, and any amendments thereto not inconsistent with the provisions of this ~~Renewal and Amendment~~ Agreement shall remain in full force and effect. *1-1-24*  
*Renew*

IN WITNESS WHEREOF, the parties hereto have executed this Renewal Agreement this 8<sup>th</sup> day of September, 2020.

COUNTY OF SARATOGA

Date 9/8/20

By: *Preston Allen*  
Preston Allen, Chairman  
Board of Supervisors  
Per Resolution #145-2020

ALBANY MEDICAL CENTER

Date 8/28/20

By: *Ferdinand Venditti, Jr.*

Print Name: Ferdinand Venditti, Jr., MD  
Federal I.D. # 141338307

APPROVED:

*Stephen M. Drury*  
County Attorney

7/21/20



## SARATOGA COUNTY BOARD OF SUPERVISORS

### RESOLUTION 145 - 2020

Introduced by Supervisors Peck, Lant, Lawler, O'Connor, Raymond, Veitch and Wright

#### AUTHORIZING THE CHAIRMAN TO ENTER INTO A RENEWAL AGREEMENT WITH ALBANY MEDICAL CENTER FOR THE USE OF LABORATORY AND MORGUE FACILITIES NEEDED BY THE COUNTY CORONERS WHEN PERFORMING AUTOPSIES AND OTHER POST-MORTEM ACTIVITIES

WHEREAS, pursuant to Resolution 259-2018, the County entered into an agreement with Albany Medical Center ("AMC") for the use of the Medical Center's morgue and laboratory facilities by our County Coroners when performing autopsies and other post-mortem activities, and for the provision of laboratory services related thereto, for the term ~~December 1, 2018~~ <sup>1-1-24 - 12-31-21</sup> through December 31, 2019 at the rates for services set forth in AMC's Morgue and Laboratory Fee Schedule for said stated term, at a cost not to exceed \$30,000; and

WHEREAS, our Public Safety Committee and the County Coroners have recommended that the County enter into a renewal agreement with Albany Medical Center for the continued use of the Medical Center's morgue facilities, X-Ray and laboratory services for the term ~~January 1, 2020 through December 31, 2020~~ <sup>1-1-24 - 12-31-21</sup> at the rates for services set forth in AMC's Morgue and Laboratory Fee Schedule effective ~~January 1, 2020~~ <sup>1-1-24</sup>, which Fee Schedule includes a fee of \$2,000 per case for morgue facility use, at a cost not to exceed \$30,000; now, therefore, be it

RESOLVED, that the Chair of the Board is authorized to execute a renewal agreement with Albany Medical Center of Albany, New York, for the use of the Medical Center's morgue facilities, X-ray and laboratory services by our County Coroners for the term ~~January 1, 2020~~ <sup>1-1-24 - 12-31-21</sup> through ~~December 31, 2020~~ at the rates for services set forth in AMC's Morgue and Laboratory Fee Schedule effective January 1, 2020, which Fee Schedule includes a fee of \$2,000 per case for morgue facility use, at a cost not to exceed \$30,000; with the form and content of such agreement being subject to the approval of the County Attorney.

BUDGET IMPACT STATEMENT: No budget impact.



**EXHIBIT A**  
**SCHEDULE OF PAYMENTS**

The County shall pay the CONTRACTOR and the CONTRACTOR agrees to accept as full payment for the professional services furnished the total sum not to exceed **TWO THOUSAND DOLLARS (\$2,000.00)** for the use of the morgue facility at Albany Medical Center Hospital and includes all onsite histology and microbiology services. Histology and other laboratory services will be billed according to the following Morgue and Laboratory Fee Schedule effective January 1, 2020:

Albany Medical Center  
Morgue and Laboratory Fee Schedule

Effective January 1, 2020 *1-1-24*

Morgue Facility Use (includes onsite histology and microbiology)	\$2,000.00/case
Histology or Laboratory Services Requested But not Performed at AMC (Does not include ANY toxicology services)	Billed at AMC's cost plus a \$25 handling fee
Other Laboratory Testing Performed at AMC (e.g., HIV serology, molecular testing, chemistry procedures)	50% discount of AMC's specific charge schedule in effect at the time of the service
Mirobiology Only (Without morgue facility use)	50% discount of AMC's specific charge schedule in effect at the time of service
Radiology Fee – Global	50% discount of AMC's specific charge schedule in effect at the time of service

Toxicology services will be the sole responsibility of each county to contract for testing for these services at an outside lab of its choice.





# 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 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  
Samantha Kupferman, County Attorney's Office

**DEPARTMENT:** Public Defender

**DATE:** 1/16/24

**COMMITTEE:** Public Safety

1. Is a Resolution Required:

Yes, Grant Acceptance

2. Proposed Resolution Title:

AID TO DEFENSE GRANT

3. Specific Details on what the resolution will authorize:

THIS LUMP SUM OF \$14,656 WILL BE USED TO IMPROVE THE QUALITY OF SERVICES PURSUANT TO ARTICLE 18-B OF THE COUNTY LAW. THE TERM DATES ARE FROM APRIL 1, 2023 - MARCH 31, 2024. THE FUNDS ARE USED TO GO TOWARDS THE SALARY OF ASSISTANT PUBLIC DEFENDER.

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

County Attorney's Office  
Consulted

YKS

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.)

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

Expense

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

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

Amount:

5. Identify Budget Impact (Required):

No Budget Impact. Funds are included in the Department Budget

- a. G/L line impacted
- b. Budget year impacted
- c. Details Expense Line A.26.000-6000 Personal Wages  
Revenue Line A.26.3313 Indigent Legal Services

6. Are there Amendments to the Compensation Schedule?

YES or  NO (If yes, provide details)

a. Is a new position being created?  Y  N

Effective date

Salary and grade

b. Is a new employee being hired?  Y  N

Effective date of employment

Salary and grade

Appointed position:

Term

c. Is this a reclassification?  Y  N

Is this position currently vacant?  Y  N

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

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

a. Type of Solicitation

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

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

d. Vendor information (including contact name):

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

f. State of vendor/contractor organization:

g. Commencement date of contract term:

h. Termination of contract date:

i. Contract renewal date and term:

k. Is this a renewal agreement:  Y  N

l. Vendor/Contractor comment/remarks:

Human Resources Consulted

Purchasing Office Consulted



County Administrator's Office  
Consulted 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:  
\$14,656.00

d. Purpose grant will be used for:  
To improve the quality of services pursuant to article 18b of the con

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

f. Time period grant covers:  
4/1/23 - 3/31/24

g. Amount of county matching funds:  
0

h. Administrative fee to County:  
0

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: Saratoga County - GRANT AWARD NOTICE - 2023-24 – Aid to Defense**

Blumenberg, Andrew <ABlumenberg@saratogacountyny.gov>

Fri 12/1/2023 3:07 PM

To: Damiano, Dina <DDamiano@saratogacountyny.gov>

📎 1 attachments (206 KB)

Saratoga County.pdf;



**Andrew C. Blumenberg, Esq.**  
Public Defender  
Office of Public Defender

Phone: 518.884.4795

Facsimile: 518.884.4789

Email: ABlumenberg@saratogacountyny.gov

40 McMaster Street

Ballston Spa, NY 12020

[saratogacountyny.gov](http://saratogacountyny.gov)

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**From:** Struffolino, Melissa (DCJS) <Melissa.Struffolino@dcjs.ny.gov>

**Sent:** Friday, December 1, 2023 2:31 PM

**To:** Blumenberg, Andrew <ABlumenberg@saratogacountyny.gov>

**Cc:** Rockwell, Nadia (DCJS) <Nadia.Rockwell@dcjs.ny.gov>

**Subject:** Saratoga County - GRANT AWARD NOTICE - 2023-24 – Aid to Defense

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.

\*\*\*\*\*

**Sent on behalf of  
Cillian Flavin  
Deputy Commissioner  
Office of Program Development and Funding  
NYS Division of Criminal Justice Services**

\*\*\*\*\*





**Division of Criminal  
Justice Services**

**KATHY HOCHUL**  
Governor

**ROSSANA ROSADO**  
Commissioner

**CILLIAN FLAVIN**  
Deputy Commissioner

## Grant Award Notice

<b>Grantee/Contractor:</b> Saratoga County Public Defender	<b>Date:</b> 12/1/2023
<b>Program Name:</b> Aid to Defense	<b>Award Amount: \$14,656<sup>1</sup></b>
<b>Agency Head Name and Title:</b> <b>Mr. Andrew Blumenberg, Public Defender</b>  <b>Email: <a href="mailto:ablumenberg@saratogacountyny.gov">ablumenberg@saratogacountyny.gov</a></b>	<b>Term Dates:</b> April 1, 2023 – March 31, 2024

**Additional Information:**

I am pleased to advise you that your county will receive funding under the Aid to Defense Program for the State Fiscal Year (SFY) 2023-24. While the award amount is consistent with the amount your county received last year, the method for distribution for the term April 1, 2023 to March 31, 2024 is being changed by DCJS to streamline processing and facilitate timely distribution of funds to your county.

Rather than issuing your grant award through a DCJS grant contract for this funding, the full award amount will be automatically disbursed to the county in one payment.

It is important to note that this funding is provided to the county to provide support to defense services in your county in the same manner it was provided in prior years. DCJS will evaluate this process next year for its effectiveness prior to making subsequent grant awards.

Should you have any questions, please email the DCJS contacts provided on this Award Notice.

Thank you in advance for your cooperation and support.

**Questions:**

NYS Division of Criminal Justice Services, Finance Office  
[dcjsgrantsunitvoucherinquiry@dcjs.ny.gov](mailto:dcjsgrantsunitvoucherinquiry@dcjs.ny.gov)

NYS Division of Criminal Justice Services, Law Enforcement & Legal Services  
[dcjs.sm.lelsunit@dcjs.ny.gov](mailto:dcjs.sm.lelsunit@dcjs.ny.gov)

<sup>1</sup> Award amount is subject to available funding in the enacted NYS Budget.



# BOARD OF SUPERVISORS

/2024

## RESOLUTION XXX - 2024

Introduced by Public Safety: Supervisors Lant, Butler, Fish, Murray, Ostrander, Wright and Young

### ACCEPTING AN AID TO DEFENSE GRANT FOR THE PUBLIC DEFENDER'S OFFICE

**WHEREAS**, pursuant to Resolution 181-2021, authorized the acceptance of the awarded Aid to Defense Grant funding in the amount of fourteen thousand six hundred and fifty-six dollars exactly (\$14,656) during the period of April 1<sup>st</sup>, 2021, through March 31<sup>st</sup>, 2022, and

**WHEREAS**, the New York State Division of Criminal Justice Services (DCJS) has awarded an Aid to Defense Grant to the Public Defender's Office to provide salary support for attorneys in the Public Defender's Office defending individuals charged with felonies; and

**WHEREAS**, DCJS requests County approval and acceptance of this grant for the contract period April 1, 2023 through March 31, 2024; now, therefore, be it

**RESOLVED**, that the Chair of the Board of Supervisors and/or the County Administrator and/or Public Defender is authorized, on behalf of the Office of the Public Defender, to execute all necessary documents with the State Division of Criminal Justice Services for the acceptance of a 2023-2024 Aid to Defense grant in the amount of fourteen thousand six hundred and fifty-six dollars (\$14,656); with the form and content of such documents being subject to the approval of the County Attorney.

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



PAYMENT DATE  
12/11/2023  
COLLECTION STATION  
County Treasurer Counter  
RECEIVED FROM  
NYS OSC DCJ  
DESCRIPTION  
AD23-24SARATOGA



**SARATOGA COUNTY**  
40 McMaster Street  
Ballston Spa, NY 12020

BATCH NO.  
2023-12002095  
RECEIPT NO.  
2023-00007432  
CASHIER  
Molly Curley

PAYMENT CODE	RECEIPT DESCRIPTION	TRANSACTION AMOUNT																														
16J MA26	State Aid - Public Defender AD23-24SARATOGA	\$14,656.00																														
<p>Payments:</p>	<table border="1"> <thead> <tr> <th>Type</th> <th>Detail</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>Wire Trans</td> <td></td> <td>\$14,656.00</td> </tr> <tr> <td colspan="2">Total Cash</td> <td>\$0.00</td> </tr> <tr> <td colspan="2">Total Check</td> <td>\$0.00</td> </tr> <tr> <td colspan="2">Total Charge</td> <td>\$0.00</td> </tr> <tr> <td colspan="2">Total Wire</td> <td>\$14,656.00</td> </tr> <tr> <td colspan="2">Total Other</td> <td>\$0.00</td> </tr> <tr> <td colspan="2">Total Remitted</td> <td>\$14,656.00</td> </tr> <tr> <td colspan="2">Change</td> <td>\$0.00</td> </tr> <tr> <td colspan="2">Total Received</td> <td>\$14,656.00</td> </tr> </tbody> </table>	Type	Detail	Amount	Wire Trans		\$14,656.00	Total Cash		\$0.00	Total Check		\$0.00	Total Charge		\$0.00	Total Wire		\$14,656.00	Total Other		\$0.00	Total Remitted		\$14,656.00	Change		\$0.00	Total Received		\$14,656.00	
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Customer Copy