



Law & Finance Committee

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

Chair: Matthew Veitch

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

Agenda

Welcome and Attendance

Approval of the minutes from March 13, 2024

HEALTH & HUMAN SERVICES

- Proclaiming May 2024 as “Older Americans Month” in Saratoga County.
(Sandi Cross, Director of the Department of Aging & Youth Services)
BUDGET IMPACT: No Budget Impact.
- Authorizing the acceptance of Rental Supplement Program funding from the New York State Office of Temporary Disability Assistance.
(Patrick Maxwell, Commissioner of Social Services)
BUDGET IMPACT: No Budget Impact. Funds are included in the Department Budget.

PUBLIC WORKS

- Amending Resolution 266 of 2023 to revise the implementation of funding in the amount from \$3,100 to \$6,257, and amending the 2024 budget in relation thereto.
(Chad Cooke, Commissioner of Public Works)
BUDGET IMPACT: The Budget will be amended to accept these funds, authorize the related expenses, and decrease fund balance by \$158.
- Authorizing the commencement of proceedings pursuant to Eminent Domain Procedure Law, Article 4, in connection with the Coons Crossing Road over Anthony Kill Bridge Replacement Project (P.I.N. 1761.78; SA317) in the Towns of Halfmoon and Stillwater, County of Saratoga, State of New York.
(Chad Cooke, Commissioner of Public Works)
BUDGET IMPACT: No Budget Impact.

- Authorizing an agreement for the acquisition of fee parcels and temporary construction easements associated with the Spier Falls Road (CR-24) culvert replacement over a tributary to the Hudson River in the Town of Corinth.
(Chad Cooke, Commissioner of Public Works)
BUDGET IMPACT: No Budget Impact. Funds are included in the Department Budget.

BUILDINGS & GROUNDS

- Authorizing an agreement with MJ Engineering and Land Surveying, P.C. for professional services associated with repairs to the transfer station in the Town of Clifton Park.
(Chad Cooke, Commissioner of Public Works)
BUDGET IMPACT: No Budget Impact. Funds are included in the Department Budget.

AIRPORT IMPROVEMENT

- Authorizing an agreement with Callanan Industries, Inc. for construction services related to rehabilitation of an airport apron associated with the County's new FBO Terminal Project and amending the 2024 budget in relation thereto.
(Chad Cooke, Commissioner of Public Works)
BUDGET IMPACT: The budget will be amended to authorize the related expenses and decrease Capital Reserve by \$197,357.50.

HUMAN RESOURCES & INSURANCE

- Amending an agreement with Marshall & Sterling Employee Benefits Inc. for Flex Plan Administration, and amending the 2024 County budget in relation thereto.
(Scot Chamberlain, Director of Human Resources)
BUDGET IMPACT: The budget will be amended to increase expenses and decrease the self-insurance fund balance by \$5,000.
- Authorizing the payment of a stipend for services associated with the Saratoga County Industrial Development Agency.
(Scot Chamberlain, Director of Human Resources)
BUDGET IMPACT: The budget will be amended to accept these funds and authorize the related expenses.
- Authorizing the County's insurance coverages through May 8, 2025.
(Steve Bulger, County Administrator)
BUDGET IMPACT: No Budget Impact. Funds are included in the Department Budget.

PUBLIC SAFETY

- Authorizing an agreement with the Prevention Council of Saratoga County Inc. for Certified Peer Advocate Services at the Saratoga County Correctional Facility.
(Michael Zurlo, County Sheriff)
BUDGET IMPACT: No Budget Impact. Funds are included in the Department Budget.

- Authorizing an agreement with Esoteric, LLC for the provision of training services for the Sheriff's Office Special Operations Team.
(Michael Zurlo, County Sheriff)
BUDGET IMPACT: No Budget Impact. Funds are included in the Department Budget.
- Authorizing an agreement with Black Creek Integrated Systems Corp. for annual maintenance, service and support for the Black Creek Security System of the Saratoga County Correctional Facility.
(Michael Zurlo, County Sheriff)
BUDGET IMPACT: No Budget Impact. Funds are included in the Department Budget.
- Authorizing an agreement with Black Creek Integrated Systems Corp. for annual service, licensing, and support for the Black Creek Sally-Port New York Jail Management System of the Saratoga County Correctional Facility.
(Michael Zurlo, County Sheriff)
BUDGET IMPACT: No Budget Impact. Funds are included in the Department Budget.
- Accepting a Law Enforcement Equipment Grant from the New York State Division of Criminal Justice Services and amending the 2024 County budget in relation thereto.
(Michael Zurlo, County Sheriff)
BUDGET IMPACT: The budget will be amended to accept these funds and authorize the related expenses.
- Authorizing an amended agreement with Global Intelligence, Inc. for the provision of law enforcement software resources for the Sheriff's Office.
(Michael Zurlo, County Sheriff)
BUDGET IMPACT: No Budget Impact. Funds are included in the Department Budget.
- Authorizing a renewal subscription agreement with Emergency Services Marketing Corp., Inc. for access to the Emergency Responder Reply System.
(Andre Delvaux, Director of Emergency Management)
BUDGET IMPACT: No Budget Impact. Funds are included in the Department Budget.
- Authorizing an agreement with CPL Architects, Engineers, Landscape Architects and Surveyors, D.P.C. for the provision of engineering and architectural services related to the County's Fire Training Center Project.
(Andre Delvaux, Director of Emergency Management)
BUDGET IMPACT: No Budget Impact. Funds are included in the Department Budget.
- Proclaiming May 19-25, 2024, as "Emergency Medical Services Week" in Saratoga County.
(Andre Delvaux, Director of Emergency Management)
BUDGET IMPACT: No Budget Impact.
- Proclaiming April 21-27, 2024, as "National Crime Victims' Rights week" in Saratoga County.
(Karen Heggen, District Attorney)
BUDGET IMPACT: No Budget Impact.

ECONOMIC DEVELOPMENT

- Authorizing the transfer of funds from the Economic Development Grant Reserve Fund and amending the 2024 County budget in relation thereto.
(Jason Kemper, Director of Planning & Economic Development)
BUDGET IMPACT: The budget will be amended to increase appropriations and reduce the Economic Development Grant Reserve fund by \$8,600.

TRAILS & OPEN SPACE

- Authorizing the transfer of funds from the Trails Reserve Fund and amending the 2024 County budget in relation thereto.
(Jason Kemper, Director of Planning & Economic Development)
BUDGET IMPACT: The budget will be amended to increase appropriations and reduce the Trails Reserve Account fund by \$10,000.

REAL PROPERTY TAX

- Restoring a Town of Day tax parcel to the Assessment Roll.
(Anna Stanko, Director of Real Property)
BUDGET IMPACT: No Budget Impact.
- Authorizing certain tax parcels in the Town of Corinth used for watershed and reservoir purposes to be exempt from County taxes.
(Anna Stanko, Director of Real Property)
BUDGET IMPACT: No Budget Impact.

LAW & FINANCE

- Amending Resolution 181-12, as last amended by Resolution 219-2023, and establishing or revising a standard workday reporting resolution for Elected and Appointed County officials for retirement purposes.
(Therese Connolly, Clerk of the Board)
BUDGET IMPACT: No Budget Impact.
- Proclaiming April 2024 as “County Government Month” in Saratoga County.
(Steve Bulger, County Administrator)
BUDGET IMPACT: No Budget Impact.
- Authorizing an agreement with EGS Advanced Energy Solutions, Inc. for forensic bill auditing services
(Steve Bulger, County Administrator)
BUDGET IMPACT: No Budget Impact. Funds are included in the Department Budget.

- Opposing Senate Bill S4545 that consolidates the 109 Industrial Development Agencies into 10 Regional Industrial Development Agencies
(Steve Bulger, County Administrator)
BUDGET IMPACT: No Budget Impact.
- Introducing a Local Law authorizing property owners to request the removal of unlawful occupants from dwelling, and setting a public hearing.
(Steve Bulger, County Administrator)
BUDGET IMPACT: No Budget Impact.
- Amending the 2024 Compensation Schedule to reclassify a position under the County Administrator’s Office.
(Steve Bulger, County Administrator)
BUDGET IMPACT: No Budget Impact.
- Amending the 2024 Compensation Schedule to provide compensation adjustments under the Board of Elections.
(Cassandra Bagramian, Joe Suhrada, Commissioner of Elections)
BUDGET IMPACT: The budget will be amended to increase expenses and decrease fund balance by \$39,650.

OTHER BUSINESS

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

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 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: Clerk of the Board of Supervisors

DATE: 4/1/2024

COMMITTEE: Law & Finance

1. Is a Resolution Required:

Yes, Other

2. Proposed Resolution Title:

AMENDING RESOLUTION 181-12, AS LAST AMENDED BY
RESOLUTION 219-2023, AND ESTABLISHING OR REVISING
A STANDARD WORK DAY REPORTING RESOLUTION FOR
ELECTED AND APPOINTED COUNTY OFFICIALS FOR
RETIREMENT PURPOSES

3. Specific Details on what the resolution will authorize:

Providing a records of activities for Commissioner of Elections
Cassandra Bagramian.

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

County Attorney's Office
Consulted

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

County Administrator's Office
Consulted Yes

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

Revenue

Account Number	Account Name	Amount
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Expense

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

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

Amount:

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

No Budget Impact

- G/L line impacted
- Budget year impacted
- Details

6. Are there Amendments to the Compensation Schedule?

YES or NO (If yes, provide details)

a. Is a new position being created? Y N

Effective date

Salary and grade

b. Is a new employee being hired? Y N

Effective date of employment

Salary and grade

Appointed position:

Term

c. Is this a reclassification? Y N

Is this position currently vacant? Y N

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

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

Purchasing Office Consulted

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

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 Calendar of activities and ROA calculation

10. Remarks:

Approved Resolution will be posted on the County website for at least 30 days and then filed with the Office of the State Comptroller within 15 days after the posting period ends.



BOARD OF SUPERVISORS

04/16/2024

RESOLUTION XXX - 2024

Introduced by Law and Finance:

AMENDING RESOLUTION 181-12, AS LAST AMENDED BY RESOLUTION 219-2023, AND ESTABLISHING OR REVISING A STANDARD WORK DAY REPORTING RESOLUTION FOR ELECTED AND APPOINTED COUNTY OFFICIALS FOR RETIREMENT PURPOSES

WHEREAS, this Board adopted Resolution 181-12, as last amended by Resolution 219-2023, establishing standard workdays for certain elected and appointed County Officials for retirement reporting purposes pursuant to regulations of the New York State and Local Employees Retirement System; and

WHEREAS, the regulations promulgated by the New York State and Local Employees' Retirement System require that municipalities continually update their standard workday resolutions to reflect changes in the employment status of individual employees, and accordingly Resolution 181-12 was most recently amended by Resolution 219-2023; now, therefore, be it

RESOLVED, that this Board of Supervisors hereby amends Resolution 219-2023, and establishes the following as standard workdays for the elected and appointed officials named hereafter, and will report the following days to the New York State and Local Employees' Retirement System based on the timekeeping system records or the records of activities maintained and submitted by these officials to this Clerk of this body:

Title	Standard Workday (Hrs./day) Min. 6 hrs. Max 8 hrs.	Name (First and Last)	Social Security Number (Last 4 digits)	Registration Number	Tier 1 (Check only if member is in Tier 1)	Current Term Begin & End Dates (mm/dd/yy- mm/dd/yy)	Participates in Employer's Time Keeping System (Yes/No-If Yes, do not complete the last two columns)	Record of Activities Result*	Not Submitted (Check only if official did not submit their Record of Activities)
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Elected Officials

Commissioner of Elections	7	Cassandra Bagramian	XXXX			9/15/2023 - 12/31/2024	N	22.62	
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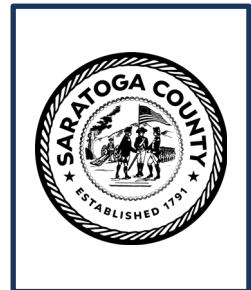
BUDGET IMPACT STATEMENT: No Budget Impact.

I, Therese M. Connolly, Clerk of the governing board of the County of Saratoga, of the State of New York, do hereby certify that I have compared the foregoing with the original resolution passed by such board, at a legally convened meeting held on the ___ day of _____, 2024 on file as part of the minutes of such meeting, and that same is a true copy thereof and the whole of such original.

I further certify that the full board, consists of 23 members, and that ____ of such members were present at such meeting and that ____ of such members voted in favor of the above resolution.

IN WITNESS WHEREOF, I have hereunto Set my hand and the seal of the County of Saratoga, Board of Supervisors.

This document consist of 2 page(s) (use with form RS2417-A).



*PTOD-performing typical office duties

each day includes 1-hour lunch

September 2023

Sun

Mon

Tue

Wed

Thu

Fri

Sat

						1	2
3	4	5	6	7	8	9	
10	11	12	13	14	15 9-5 Ballot programming (7hrs)	16	
17	18 9-5 Ballot programming (7hrs)	19 10-11am Call with voting machine vendor 11-5 ballot programming (6hrs)	20 9-5 Ballot testing (7hrs)	21 9-5 Ballot testing (7hrs)	22 Day off	23	
24	25 10-4 PTOD (5hrs)	26 9-5 PTOD (7hrs)	27 9am-10:30 Prep for call 10:30-11am Call with local library regarding library budget vote 11-5pm PTOD (7hrs)	28 9-5 PTOD (7hrs)	29 9-5 PTOD (7hrs)	30	

I attest to the accuracy of this Record of Activity.

Signature: *Cassandra M. Bagnare*

*PTOD-performing typical office duties

each day includes 1-hour lunch

October 2023

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3 9-11 Ballot software upgrade & training 11-11:30 Mtg with vendor 12-4 PTOD (6hrs)	4 9-5 PTOD (7hrs)	5 9-2 PTOD 2-5 Prep for mtg 7-8:30 Meeting (8.5hrs)	6 11-3 PTOD (4hrs)	7
8	9 Columbus Day Office Closed	10 9-1 PTOD 2-3 Prep for job applicant interview 3-4 Conduct applicant interview (6hrs)	11 Day off	12 9-11 Prep for staff performance mtg 11-12 Staff performance mtg 12-2 PTOD 2-3 Staff performance meeting 3-4 Call with State BOE 4-5 PTOD (7hrs)	13 9-4 PTOD (6hrs)	14
15	16 9-5 PTOD (7hrs)	17 9-10 PTOD 10-10:30 Cybersecurity Compliance Assessment 10:30-11:30 Work on cybersecurity compliance project 11:30-5 PTOD (7hrs)	18 9-1:30 PTOD 1:30-2:30 Registration system training 2:30-3 PTOD 3-4 Cybersecurity Conference Call (6hrs)	19 9-5 Prep for Early Voting Programming poll books (7hrs)	20 9-1 Prep for Early Voting 1-4 Prep for budget mtg 4-5 Budget meeting (7hrs)	21
22	23 9-9:30 Mtg prep 9:30-10:30 Budget mtg 10:30-5 Prep for Early Voting (7hrs)	24 9-10 PTOD 10-11:30 Cybersecurity Compliance Project 11:30-5 PTOD (7hrs)	25 9-5 Prep for Early Voting Testing poll books (7hrs)	26 9-5 Prep for Early Voting Testing poll books (7hrs)	27 9-5 Prep for Early Voting (7hrs)	28 7am-7pm Conduct Early Voting (12hrs)
29 7am-6:30pm Conduct Early Voting (11.5hrs)	30 9am-12 PTOD 12-9:30pm Conduct Early Voting (12.5hrs)	31 7am-6:30pm Conduct Early Voting (11.5hrs)				

I attest to the accuracy of this Record of Activity.

Signature:

Cassandra M. Bagmanis

*PTOD-performing typical office duties

each day includes 1-hour lunch

November 2023

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1 9:30am-10 Mtg with vendor 10-10:30 Mtg with voter 12-9:30pm Conduct Early Voting (12hrs)	2 7am-6:30pm Conduct Early Voting (11.5hrs)	3 7am-6:30pm Conduct Early Voting (11.5 hrs)	4 7am-6:30pm Conduct Early Voting (11.5hrs)
5 7am-6:30pm Conduct Early Voting (11.5hrs)	6 9am-11 Election Day Prep 11-11:30 Election results reporting training 11:30-5pm Election Day Prep (7hrs)	7 4am-Midnight Conduct Election Day (20hrs)	8 9-3 Post Election Canvass & Audit 3-3:30 Results reporting training 3:30-5 Post Election Canvass & Audit (7hrs)	9 9-5 Post Election Canvass & Audit (7hrs)	10 Veterans Day Office Closed 1-2 Data upload to State BOE (1hr)	11
12	13 9-5 Post Election Canvass (7hrs)	14 10-10:30 Cybersecurity Compliance Assessment 10:30-5 Post Election Canvass (6hrs)	15 9-2 Post Election Canvass 2-3 Meeting with voter 4-5 Board Meeting (7hrs)	16 9-5 Post Election Canvass (7hrs)	17 9-10 Meeting with voter 10-11 Results Reporting Training 11-5 Post Election Canvass (7hrs)	18
19	20 9-5 Post Election Canvass (7hrs)	21 10-10:30 Cybersecurity Compliance Assessment 10:30-5 Post Election Canvass (6hrs)	22 9-5 Post Election Canvass (7hrs)	23 Thanksgiving Office Closed	24 Office Closed	25
26	27 9-5 Post Election Canvass (7hrs)	28 9-5 Post Election Canvass (7hrs)	29 9-5 Post Election Canvass (7hrs)	30 10-11 State BOE Conference Call 11-5 Post Election Canvass (6hrs)	I attest to the accuracy of this Record of Activity. Signature: <i>Cassandra M. Bagranic</i>	

*PTOD-performing typical office duties

each day includes 1-hour lunch

December 2023

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					9-12 Election Certification 12-1 Meeting with vendor 1-5 Election Certification (7hrs)	1 2
3	Day Off	4	5	6	7	8 9
		Day off	9-5 PTOD (7hrs)	9-5 PTOD (7hrs)	9-5 PTOD (7hrs)	
10	11	12	13	14	15	16
	10-10:30 Meeting with County Auditor 11-12 Staff meeting 12-4 PTOD (5hrs)	10-11 Cybersecurity Compliance Assessment 11-5 PTOD (6hrs)	11-12 Meeting with voter 12-2 PTOD 2-3:30 Staff meeting 3:30-5 PTOD (5hrs)	Day off	Day off	
17	18	19	20	21	22	23
	9-5 PTOD (7hrs)	10-3 PTOD (4hrs)	10-3 PTOD (4hrs)	10:30-11:30 Inspector Recruitment Meeting 11:30-1:30 PTOD 1:30-2:30 Meeting with vendor (3hrs)	10-11 Prep for mtg 11-12 Staff mtg 12-2:30 PTOD (4hrs)	
24	25	26	27	28	29	30
	Christmas Office Closed					
31						

I attest to the accuracy of this Record of Activity.

Signature: *Cassandra M. Bagnawier*



Office of the NEW YORK
STATE COMPTROLLER
NYS Comptroller Thomas P. DiNapoli

New York State & Local Retirement System

Reporting Elected and Appointed Officials

ROA Result Calculator

Use this calculator to determine the ROA result (average number of days worked per month) for an elected or appointed official.

Calculate the ROA result:

Total Hours Recorded on the ROA:

475

Number of Months used to Calculate the ROA:

3

Note: must be a minimum of three months.

Hours in Standard Work Day:

7

Calculate

ROA Result — Average Days Worked per Month:

22.62



SARATOGA COUNTY AGENDA ITEM REQUEST

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

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

DEPARTMENT: Board of Supervisors

DATE: 4.1.2024

COMMITTEE: Law & Finance

1. Is a Resolution Required:

Yes, Proclamation/Honorary Resolution

2. Proposed Resolution Title:

Proclaiming April 2024 as County Government Month

3. Specific Details on what the resolution will authorize:

Authorize the Recognition of April 2024 as County Government Month in conjunction with the National Association of Counties' efforts to recognize the role of county governments as intergovernmental leaders across the country.

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

County Attorney's Office
Consulted

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

County Administrator's Office
Consulted Yes

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

Revenue

Account Number	Account Name	Amount
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Expense

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

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

Amount:

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

No Budget Impact

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

6. Are there Amendments to the Compensation Schedule?

YES or NO (If yes, provide details)

a. Is a new position being created? Y N

Effective date

Salary and grade

b. Is a new employee being hired? Y N

Effective date of employment

Salary and grade

Appointed position:

Term

c. Is this a reclassification? Y N

Is this position currently vacant? Y N

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

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

Purchasing Office Consulted

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

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 Draft Resolution

10. Remarks:

National County Government Month - April 2024

WHEREAS, the nation's 3,069 counties serving more than 330 million Americans provide essential services to create healthy, safe and vibrant communities; and

WHEREAS, counties fulfill a vast range of responsibilities and deliver services that touch nearly every aspect of our residents' lives; and

WHEREAS, Saratoga County and all counties take pride in our responsibility to protect and enhance the health, wellbeing and safety of our residents in efficient and cost-effective ways; and

WHEREAS, under the leadership of National Association of Counties President Mary Jo McGuire, NACo is highlighting county leadership through the lens ForwardTogether, celebrating the role of county governments in connecting, inspiring and leading as intergovernmental partners; and

WHEREAS, that role includes a responsibility to inspire county residents to engage with their communities, and to lead by highlighting our strength as intergovernmental partners; and

WHEREAS, each year since 1991 the National Association of Counties has encouraged counties across the country to elevate awareness of county responsibilities, programs and services; and

WHEREAS, Saratoga County is one of the fastest growing Counties out of all 62 counties in New York State in the past decade and continues to have the lowest County sales tax rate and property tax rate in the State; and

WHEREAS, Saratoga County has numerous historical and cultural attractions including The Saratoga Battlefield at the Saratoga National Historical Park, Saratoga Performing Arts Center (SPAC), Saratoga Race Course and the Zim Smith Trail for all to enjoy; and

WHEREAS, the success of Saratoga County is a testament to the leadership of the Board of Supervisors and all the hardworking employees that take pride in serving our residents every day; and

WHEREAS, Saratoga County is continuously named one of the healthiest and safest counties in New York State each year; now, therefore, be it

RESOLVED, that the Saratoga County Board of Supervisors hereby proclaims April 2024 as National County Government Month and encourage all county officials, employees, schools and residents to participate in county government celebration activities.



SARATOGA COUNTY AGENDA ITEM REQUEST

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

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

DEPARTMENT: County Administrator

DATE: 4.1.24

COMMITTEE: Law & Finance

1. Is a Resolution Required:

Yes, Contract Approval

2. Proposed Resolution Title:

Authorizing an Agreement with EGS Advanced Energy Solutions, Inc. for Forensic Bill Auditing Services

3. Specific Details on what the resolution will authorize:

This Resolution will authorize and agreement with EGS to conduct a review of past utility billing and identify any errors or other inappropriate charges. If discovered, EGS will negotiate a credit or refund with the utility provider. EGS would bill the county for 35% of any refunds or credits made to the county.

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

County Attorney's Office
Consulted

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

County Administrator's Office
Consulted Yes

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

Revenue

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

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.50.000-8623 and A.50.000-8190
- b. Budget year impacted 2024
- c. Details

Once savings is recognized and credit is received, a budget transfer for the appropriate amount will be made from the electricity expense line to 8190 to make payment to the vendor.

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 **Professional Service**

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

Purchasing Office Consulted

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):

EGS Advanced Energy Solutions, Inc.

Jeffrey Sapirman

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

f. State of vendor/contractor organization: **Arizona**

g. Commencement date of contract term: **Date of Signature**

h. Termination of contract date:

i. Contract renewal date and term: **1 Year with an option to renew after 1 year for two subsequent years**

k. Is this a renewal agreement: Y N

l. Vendor/Contractor comment/remarks:

8. Is a grant being accepted: YES or NO

County Administrator's Office
Consulted **Yes**

- 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:

EGS

Advanced Energy Solutions, Inc. FORENSIC BILL AUDITING AGREEMENT

An agreement is hereby entered into between the County of Saratoga and EGS Advanced Energy Solutions under the following terms and conditions:

EGS Advanced Energy Solutions will audit the client's Utility (telephone, gas, electric, etc.) billing charges. If we find any errors, we will negotiate with the appropriate provider to have the errors eliminated and obtain a refund or credit for the period of time that the error existed.

FEE

- 1) Our fee is 35 % of the amount of past overcharges credited to and collected by the client. If we do not obtain a refund or credit, there is no fee for EGS's Refund Audit.
- 2) The Client may terminate this Agreement by giving EGS 30 days' advance written notice. In the event of termination, Client shall continue to pay EGS its fee due based on any refunds, credits, and/or reductions obtained or realized pursuant to the terms of this Agreement as of the date of termination.
- 3) The Client agrees to approve (and sign if requested) and approve by the County of Saratoga any papers the carrier or provider may need or require to process claims and secure funds, credits, and reductions due to the Client.
- 4) Should EGS be compelled to institute any court proceedings or to engage counsel to collect a FEE due under paragraph "1" of this Agreement, then Client shall be responsible for reimbursing EGS for reasonable fees, including attorney's fees and costs incurred in such processing. The law of the State of New York shall govern this Agreement."
- 5) Our fee is 30 % of the "savings" for 12 months following the completion of the audit. These savings are achieved with the current provider. "Savings" include eliminating items no longer being used, correcting taxes and surcharges, and billing platform changes. The future savings fee is billed in a lump sum after 12 months after the customer has realized the reductions. All payments and credits

Dated this 1st day of April 2024

Company Name: _____ Company Name: EGS Advanced Energy Solutions

Authorized By: _____ Authorized By: *Jeffrey Sapirman*

Printed Name: _____ Printed Name: Jeffrey Sapirman

Title: _____ Title: Executive Vice President

Date: _____ Date: April 1, 2024

Best Point of Contact:

Name: _____ Phone Number: _____

Title: _____ Email: _____



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 Administrator

DATE: 4.4.2024

COMMITTEE: Law & Finance

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

County Attorney's Office
Consulted **Yes**

1. Is a Resolution Required:

Yes, Other

2. Proposed Resolution Title:

OPPOSING SENATE BILL S4545 THAT CONSOLIDATES
THE 109 INDUSTRIAL DEVELOPMENT AGENCIES
INTO 10 REGIONAL INDUSTRIAL DEVELOPMENT
AGENCIES

3. Specific Details on what the resolution will authorize:

This resolution would make public the Board of Supervisor's
opposition to the proposed legislation that would abolish local
Industrial Development Agencies and create regional IDAs in
the state. Additionally, it would authorize the forwarding of a
copy of this resolution to the Governor and select members of
the state Legislature.

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

- G/L line impacted
- Budget year impacted
- 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 #)

Purchasing Office Consulted

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:

8. Is a grant being accepted: YES or NO

County Administrator's Office
Consulted **Yes**

- 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 Draft Resolution and Letter from Saratoga County IDA

10. Remarks:

Rodney Sutton
CHAIRMAN



March 28, 2024

Hon. Philip Barrett
Chairman, Saratoga County Board of Supervisors
Saratoga County Municipal Center
Ballston Spa, New York 12020

Re: Proposed IDA Reform Legislation

Dear Chairman Barrett:

It has come to our attention that a bill has been introduced in the NYS Senate (S4545) which, if enacted, would consolidate the approximately 109 industrial development agencies currently existing in New York State into ten "regional" industrial development agencies" with the three active industrial development agencies in Saratoga County being consolidated into a "Capital Region" Industrial Development Agency covering the 8 county Economic Development Region (Warren, Washington, Saratoga, Schenectady, Rensselaer, Albany, Columbia, And Greene Counties) of which Saratoga County is a part. The accompanying sponsor memo provides limited justification for the bill mentioning only concerns regarding applicants "shopping around" amongst IDA's with overlapping jurisdiction to attempt to obtain the "best deal".

The members of the County of Saratoga Industrial Development Agency ("SCIDA") are adamantly opposed to this proposed legislation given that the effect of the bill if enacted would be to strip decision making from individuals appointed to local industrial development agencies who have vested interests in the community in which they live and are far more knowledgeable of the local economic development priorities as compared to a 15 member regional agency many of whose members could not be expected to be familiar with Saratoga County and the communities served by our three existing industrial development agencies as well as our economic development priorities. Accountability for actions taken by industrial development agencies should be vested in individuals who live and work in affected communities and understand the economic development landscape.

As for concerns regarding "shopping around" SCIDA has a long standing policy that it would not undertake any application for financial assistance in a community served by another industrial development agency unless that local industrial development makes a written request that SCIDA undertake such project. This policy has served the interests of the residents of Saratoga County well over the years and we are not aware of any attempted "shopping around" within the County and furthermore do not believe that this is a widespread issue across New York State.

{LG 00742758 1 }


SARATOGA COUNTY MUNICIPAL CENTER | 50 WEST HIGH STREET | BALLSTON SPA, NEW YORK 12020 | 518.884.4705 | F. 518.884.4780

Hon. Philip Barrett
March 28, 2024
Page 2

We strongly urge the Saratoga County Board of Supervisors to adopt a resolution in opposition to the enactment of S4545.

COUNTY OF SARATOGA INDUSTRIAL DEVELOPMENT AGENCY

By:


Rodney J. Sutton, Chairman

Cc: SCIDA members and staff

DRAFT resolution on IDA Consolidation Bill

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

RESOLUTION OPPOSING SENATE BILL S4545 THAT CONSOLIDATES THE 109 INDUSTRIAL DEVELOPMENT AGENCIES INTO 10 REGIONAL INDUSTRIAL DEVELOPMENT AGENCIES

WHEREAS, Senator Skoufis sponsored Bill S4545 that seeks to amend General Municipal Law in relation to establishing regional industrial development agencies; and to repeal certain provisions of such law relating thereto;

WHEREAS, said Act would force the three active Saratoga County industrial development agencies (IDAs), including the Saratoga County IDA, the Clifton Park IDA, and the Mechanicville Stillwater IDA, to disband and be consolidated into a “Capital Region” Industrial Development Agency covering an 8 county Economic Development Region consisting of Albany, Columbia, Greene, Rensselaer, Saratoga, Schenectady, Warren and Washington counties; and

WHEREAS, said Act’s sponsoring memo provides very limited justification for this legislation mentioning only concerns regarding IDA applicants “shopping around” amongst IDA’s with overlapping jurisdiction to attempt to obtain the “best deal”; and

WHEREAS, the members of the Saratoga County Industrial Development Agency (SCIDA) have submitted correspondence to Chairman Barrett that they are adamantly opposed to this proposed legislation given that the effect of this bill if enacted would be to strip decision making from individuals appointed to local industrial development agencies, and

WHEREAS, these local IDA members who have vested interests in the communities in which they live and are far more knowledgeable of the local economic development priorities as compared to a 15 member regional agency spanning 8 counties, and

WHEREAS, many of these 15 appointed members of the regional agency could not be expected to be familiar with Saratoga County and the communities served by our three existing local IDAs, and

WHEREAS, accountability for actions taken by industrial development agencies should be vested in individuals who live and work in affected communities and understand the local economic development landscape, and

WHEREAS, the Saratoga County IDA already has a long standing policy that it would not undertake any application for financial assistance in a community served by another IDA unless that IDA makes a written request that SCIDA undertakes that project, thereby eliminating the concept of applicants “shopping around” for a better deal, and

WHEREAS, neither the Saratoga County IDA nor the Saratoga County Board of Supervisors are aware of any attempted instances of “shopping around” within the County and furthermore do not believe that this is a widespread issue across New York State, and

WHEREAS, the Saratoga County Board of Supervisors agrees with the Saratoga County IDA that keeping local decision making on important economic development priorities is imperative and a pillar of local government control accountable to its residents; now, therefore be it

RESOLVED, that the Saratoga County Board of Supervisors hereby opposes Senate Bill S4545 that consolidates all 109 local Industrial Development Agencies into ten Regional Industrial Development Agencies; and, be it further

RESOLVED, that certified copies of this Resolution be forwarded to Governor Hochul, Senate Majority Leader Andrea Stewart-Cousins, Assembly Speaker Carl Heastie, Senator James Tedisco, Assemblymember John McDonald, Assemblywoman Carrie Woerner, Assemblymember Matt Simpson and Assemblywoman Mary Beth Walsh.

BUDGET IMPACT STATEMENT: No Budget Impact



SARATOGA COUNTY AGENDA ITEM REQUEST

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

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

DEPARTMENT: Board of Supervisors

DATE: 4.5.24

COMMITTEE: Law & Finance

1. Is a Resolution Required:

Yes, Other

2. Proposed Resolution Title:

Introducing a Local Law Authorizing Property Owners to Request the Removal of Unlawful Occupants from Dwelling, and Setting a Public Hearing

3. Specific Details on what the resolution will authorize:

This resolution will introduce Local Law and set a public hearing on the proposal. The purpose of this law is to protect owners of dwellings in Saratoga County from unlawful occupants commonly referred to as "squatters" and lawful occupants of dwellings from unlawful evictions.

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

County Attorney's Office
Consulted Yes

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

County Administrator's Office
Consulted **Yes**

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

Revenue

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

Expense

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

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

Amount:

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

No Budget Impact

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

6. Are there Amendments to the Compensation Schedule?

YES or NO (If yes, provide details)

a. Is a new position being created? Y N

Effective date

Salary and grade

b. Is a new employee being hired? Y N

Effective date of employment

Salary and grade

Appointed position:

Term

c. Is this a reclassification? Y N

Is this position currently vacant? Y N

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

Human Resources Consulted

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 #)

Purchasing Office Consulted

N/A

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:

8. Is a grant being accepted: YES or NO

County Administrator's Office
Consulted **Yes**

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

9. Supporting Documentation:

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

10. Remarks:

**INTRODUCTORY NO. 1
PRINT NO.1
INTRODUCED BY:**

**COUNTY OF SARATOGA
LOCAL LAW 1-2024**

**A LOCAL LAW AUTHORIZING PROPERTY OWNERS TO REQUEST THE
REMOVAL OF UNLAWFUL OCCUPANTS FROM DWELLINGS**

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

SECTION 1. PURPOSE: The purpose of this law is to protect owners of dwellings in Saratoga County from unlawful occupants commonly referred to as “squatters” and lawful occupants of dwellings from unlawful evictions.

SECTION 2. DEFINITIONS: As used in this local law:

- (a) **“DWELLING”** means any building or structure or portion thereof which is occupied in whole or in part as the home, residence or sleeping place of one or more human beings.
- (b) **“UNLAWFUL OCCUPANT”**: means a person who knowingly enters or remains unlawfully in a dwelling having entered the dwelling without permission of a party entitled to possession. It does not mean a person who entered the dwelling upon consent of a party entitled to possession even if the consent is later revoked including: (i) tenants whose oral or written lease has expired; (ii) family members who have been in the dwelling unit for at least 30 days; (iii) roommates or other licensees of tenants and occupants who have been in the dwelling unit for at least 30 days or (iv) workers who have been provided housing as part of their job.
- (c) **“ENTERS OR REMAINS UNLAWFULLY”**: means entering or remaining in a dwelling without any current or prior agreement or consent of the owner or an authorized agent of the owner, whether written or oral concerning the use of the dwelling.
- (d) **“OWNER”**: a person or persons who holds legal title to the property upon which a dwelling sits as evidenced by the most recent deed to the property filed in the Saratoga County Clerk’s Office and the property tax records maintained by the Saratoga County Treasurer’s Office.
- (e) **“AUTHORIZED AGENT”**: a person authorized to act on behalf of the owner of the dwelling by a power of attorney on file with the Saratoga County Clerk and/or a deceased

owner's duly appointed Executor or Administrator as evidenced by either Letters of Testamentary or Administration.

- (f) **"ROOMMATE"**: any person occupying the dwelling with the consent of another lawful occupant even if that other lawful occupant has since vacated the dwelling.
- (g) **"LAW ENFORCEMENT"**: the Saratoga County Sheriff's Office, the Mechanicville Police Department, and/or the Saratoga Springs Police Department.

SECTION 3. CONDITIONS FOR REMOVAL OF UNLAWFUL OCCUPANT: A property owner or their authorized agent may request from law enforcement the immediate removal of a person or persons unlawfully occupying a dwelling in Saratoga County pursuant to this local law if all the following conditions are met:

- (a) The person requesting the removal is the property owner or authorized agent of the property owner.
- (b) The property that is being occupied is a dwelling.
- (c) An unauthorized person or person has unlawfully entered and remains in the owner's dwelling.
- (d) The owner of the dwelling or their authorized agent has directed the unlawful occupant to leave the property.
- (e) The person to be removed is not a current or former tenant pursuant to a written or oral rental agreement authorized by the property owner.
- (f) The person to be removed is not a family member of the owner who has been in the dwelling unit for at least 30 days.
- (g) The person to be removed is not a roommate or other licensee of a tenant or any other occupant who has been in the dwelling unit for at least 30 days.
- (h) The person to be removed is not a worker or a member of the worker's family who has been provided housing as part of their job.
- (i) There is no pending litigation related to the dwelling between the property owner and any known unauthorized person.

SECTION 4. REQUEST FOR REMOVAL: to request the immediate removal of an unlawful occupant of a dwelling, the property owner or their authorized agent must submit an affidavit to law enforcement and sign any other forms required by law enforcement. The affidavit submitted must be in substantially the following form:

"I, (insert name) am the owner or authorized agent of the owner of the real property located at (insert address of the dwelling), state under the penalty of perjury that:

1. I am the current owner of the dwelling or the authorized agent of the current owner of the dwelling located at (insert the complete legal address of the dwelling).
2. I purchased the above referenced dwelling on [insert the date of purchase].

3. I have given no individual(s) my consent, permission, or authority to use, possess or exercise dominion and/or control over the dwelling described herein, or take or remove any property from the dwelling.
4. I have given no individual(s) my consent, permission or authority to damage or otherwise tamper with the above referenced dwelling.
5. The person or persons sought to be removed has or have unlawfully entered and remained in the above referenced dwelling.
6. I have directed the unauthorized person or persons to leave the above referenced dwelling, but they have not done so.
7. Anyone found currently occupying the dwelling is trespassing in violation of Penal law 145.15.
8. The person or persons currently occupying the dwelling are not current or former tenants pursuant to any valid lease authorized by the owner of the dwelling or any former owner of the dwelling, and any lease produced by an occupant is fraudulent including any claim of an oral lease.
9. The persons or persons sought to be removed are not an owner or co-owner of the property unless the person or persons have engaged in title fraud.
10. The person sought to be removed is not a current or former tenant pursuant to a written or oral rental agreement authorized by the property owner.
11. The person or persons sought to be removed is not a family member of the owner who has been in the dwelling unit for at least 30 days.
12. The person or persons sought to be removed is not a roommate or other licensee of a tenant or any other occupant who has been in the dwelling unit for at least 30 days.
13. The person or persons sought to be removed is not a worker who has been provided housing as part of their job or a member of such a worker's family.
14. There is no pending litigation related to the dwelling between the property owner and any known unauthorized person.
15. There is no person or persons lawfully currently residing in the dwelling.
16. Law enforcement is authorized to enter the dwelling described herein.
17. I hereby express my wishes to have all current occupants of the dwelling described herein investigated, arrested, and prosecuted for trespassing and any other criminal acts they may have committed involving the dwelling described herein.
18. I am requesting law enforcement to immediately remove the unauthorized person(s) from the dwelling.
19. I am also requesting that a local court issue a stay away order of protection directing the person, or persons removed from the dwelling to stay away from me and the dwelling.
20. I realize that law enforcement will rely upon the representations set forth herein in the investigation, arrest and prosecution of the individual named herein for trespass, other offenses and/or the removal of any individual named herein from the premises/property. I understand that law enforcement will act based upon the representations made herein without prior contact with me. If there are any changes to the status of the dwelling, or amendments or changes to this Affidavit. I agree to notify the appropriate law enforcement agency in writing of these changes or amendments immediately.

21. I have read and understood Real Property Actions and Proceedings law 768 which makes it a crime to unlawfully evict a lawful occupant of a dwelling.
22. I understand that a person or persons removed from the property pursuant to this local law may bring a cause of action against me for any false statements made in this affidavit, or for wrongfully using this local law, and that because of such action I may be held civilly liable for actual damages, penalties, costs, and reasonable attorney fees.
23. If applicable, I have affixed hereto either Letters of Testamentary or Administration.
24. I agree to hold harmless and indemnify law enforcement and/or their agents, servants and employees in the event a claim is made alleging that the individual named herein is investigated, arrested and/or prosecuted due to any misrepresentation in this affidavit and/or my failure to give law enforcement written notice of any changes or amendments to the status of the premises/property or any changes or amendments to the representations made herein. This indemnification includes all loss, damages or claims related to any misrepresentation or failure to give written notice of changes or amendments described herein, including attorney's fees necessary to defend the claim.
25. I waive any and all claims against the law enforcement, their officers, employees and/or agents and assume full responsibility for any physical or financial damage to my property or any physical, mental, emotional, or other personal injury that I may suffer as a result of the enforcement of this Trespass Affidavit regardless of how such loss or injury may arise and regardless of who is at fault, even if the loss or injury is caused by neglect, negligence or other fault of law enforcement and/or their officers, employees or agents.
26. I have had an opportunity to consult with an attorney of my own choosing prior to signing this affidavit.
27. I have read every statement made in this affidavit and each statement is true and correct. I understand that the statements made in this petition are being made under penalty of perjury, pursuant to Penal Law 210.40."

SECTION 5. REMOVAL PROCEDURE: Upon receipt of the affidavit, law enforcement shall verify that the person who submits the affidavit is the record owner of the real property upon which the Dwelling sits by having the Saratoga County Attorney's Office review the records of the Saratoga County Clerk's Office and the Saratoga County Treasurer's Office. If verified, law enforcement may take the unlawful occupants into custody and bring them without unreasonable delay before a local court judge on trespassing charges as well as any other applicable charges. At which time, a request for a stay away order of protection directing the unlawful occupants to stay away from the owner and their dwelling shall be requested by law enforcement and entertained by the Court. If there is no local court judge available to hear the matter without unreasonable delay, then law enforcement may issue an appearance ticket for trespass directing the unlawful occupant or occupants to appear in the local court on the next date that the local court is in session. At which time, a request for a stay away order of protection directing the unlawful occupants to stay away from the owner and their dwelling shall be requested by law enforcement and entertained by the Court. Any order of protection issued by the court may be fully enforced by the Sheriff or other law enforcement agency.

SECTION 6. SCOPE: This local law does not limit any law enforcement officer's authority to arrest an unlawful occupant for trespassing, criminal mischief, burglary, or other crimes absent such an affidavit or any dwelling owner from simultaneously pursuing other remedies available to them pursuant to the Real Property Actions and Procedure Law of the State of New York.

SECTION 7. EFFECTIVE DATE: This local law shall go into effect 60 days after being adopted and shall remain in effect unless or until preempted by state law or rescinded by action of the Saratoga County Board of Supervisors.

DRAFT



SARATOGA COUNTY AGENDA ITEM REQUEST

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

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

DEPARTMENT: County Administrator

DATE: 4/5/2024

COMMITTEE: Law & Finance



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

County Attorney's Office
Consulted

1. Is a Resolution Required:

Yes, Amendment to Compensation Schedule

2. Proposed Resolution Title:

Reclassify the title Government Grants and Aid Supervisor to Program Funding and Budget Assistant

3. Specific Details on what the resolution will authorize:

Changing the title of the current Government Grants and Aid supervisor to Program Funding and Budget Assistant

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

County Administrator's Office
Consulted Yes

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

Revenue

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

Expense

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

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

Amount:

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

No Budget Impact

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

6. Are there Amendments to the Compensation Schedule?

YES or NO (If yes, provide details)

a. Is a new position being created? Y N

Effective date

Salary and grade

b. Is a new employee being hired? Y N

Effective date of employment

Salary and grade

Appointed position:

Term

c. Is this a reclassification? Y N

Is this position currently vacant? Y N

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

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

Purchasing Office Consulted

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

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 Copy of job specification

10. Remarks:



BOARD OF SUPERVISORS

8/15/2023

RESOLUTION ~~214~~—2023

Introduced by ~~Law and Finance Human Resources and Insurance: Supervisors Tollisen, Butler, Grasso, Lant, Peck, Raymond and Winney~~

AMENDING THE ~~2023~~²⁴ COMPENSATION SCHEDULE TO RECLASSIFY ~~A~~ POSITIONS UNDER THE ~~ANIMAL SHELTER~~COUNTY ADMINISTRATORS OFFICE

~~WHEREAS, the Saratoga County Animal Shelter provides a variety of services to the residents of Saratoga County on a daily basis; and~~

~~WHEREAS, the Animal Shelter position of Government Grants and Aid Supervisor is currently vacant and it has been determined that the duties and responsibilities of this position could be expanded to assist the Budget Director. has experienced significant challenges in recruitment and retention of staff, necessitating a restructuring of the existing organizational structure to eliminate overlapping job responsibilities, to allow for more effective and efficient operation, and to increase retention of staff by providing opportunities for growth to current and future employees; and~~

~~WHEREAS, our Human Resources and Insurance Law and Finance Committee, the Director of Human Resources, and the Acting Director of the Animal Shelter County Administrator have recommended that the 2023-4 Saratoga County Compensation Schedule be amended under the Animal Shelter County Administrator's office to reclassify: two one(2) (1) Government Grants and Aid Supervisor to Program Funding and Budget Assistant. part time Animal Shelter Aide positions to one (1) full time Animal Shelter Aide position with a base salary of \$39,867; two (2) Full Time Shelter Service Aides to two (2) Full Time Shelter Aides with a salary of \$39,867 each; and two (2) "per diem" Animal Shelter Aides to two (2) part time Animal Shelter Aides at a salary of \$18.7918 per hour; now, therefore, be it~~

~~RESOLVED, that the 2023-2024 Saratoga County Compensation Schedule is amended as follows:~~

UNDER ANIMAL SHELTER

Reclassify:

~~Two (2) Part-time Animal Shelter Aides to One (1) full-time Animal Shelter Aide at a base salary of \$39,867~~

~~Two (2) Full Time Shelter Service Aides to Two (2) Full Time Shelter Aides at a base salary of \$39,867 each~~

~~Two “per diem” Animal Shelter Aides to two (2) part time Animal Shelter Aides at a salary of \$18.7918 per hour~~

; and it is further

RESOLVED, that this Resolution shall take effect- immediately August 1, 2023.

BUDGET IMPACT STATEMENT: No budget impact. Funds are included in the Department Budget

August 15, 2023 Regular Meeting

Motion to Adopt: Supervisor Tollisen

Second: Supervisor Barrett

AYES (199263.5): Eric Connolly (11831), Joseph Grasso (4328), Philip C. Barrett (19014.5), Jonathon Schopf (19014.5), Eric Butler (6500), Diana Edwards (819), Michael Smith (3525), Kevin Veitch (8004), Arthur M. Wright (1976), Kevin Tollisen (25662), Mark Hammond (17130), Thomas Richardson (5163), Scott Ostrander (18800), Theodore Kusnierz (16202), Ian Murray (5808), Matthew E. Veitch (14245.5), John Lawler (8208), John Lant (17361)

NOES (0):

ABSENT (36245.5): Jean Raymond (1333), Willard H. Peck (5242), Sandra Winney (2075), Tara N. Gaston (14245.5), Edward D. Kinowski (9022)

PROGRAM FUNDING AND BUDGET ASSISTANT

DISTINGUISHING FEATURES OF THE CLASS: The Program Funding and Budget Assistant is responsible for the oversight, guidance and coordination of the County's state and federal grants and aid process. Work is performed under general supervision of the Budget Director with leeway allowed in carrying out established procedure. Performs other related duties as necessary.

TYPICAL WORK ACTIVITIES: (*Illustrative Only)

- Analyzes and evaluates contract and grant budgets for correct calculation of expenditure categories such as salaries, fringe benefits, indirect costs, materials, and equipment;
- Guides, coordinates and provides assistance to department personnel in the establishment, receipt, use and reporting of federal and state grant aid programs;
- Establish, maintain, standardize and regulate the configurations, permissions and processes of the County's accounting software system regarding the entry, tracking and accounting of the Projects and Grants functionality;
- Analyzes budgetary information ensuring compliance with established guidelines;
- Maintains and reviews all contractual obligations of the County for each federal and state grant and aid contract or agreement and regularly determines County compliance;
- Reviews, monitors and reports the County's actual, vouchered and budgeted grant revenues and program expenses;
- Maintains the County's federal and state grant registrations;
- Reviews all grant vouchers for approval;
- Works with Budget Director to provide data and information regarding state grant program changes, opportunities, and challenges, specifically as they related to cross department coordination, maximization of existing grant revenue and adherence to County strategy and policy;
- Prepares internal reports to assist in preparation of the County budget;
- Review and maintain fixed asset schedules;
- Data entry of journal entries;
- Clerical and other relevant administrative tasks as assigned by the Budget Director;
- Performs other related duties as necessary.

**Typical Work Activities are intended only as illustrations of possible types of work that might be appropriately assigned to an incumbent of this title. Work activities that do not appear above are not excluded as appropriate work assignments, as long as they can be reasonably understood to be within the logical limits of the job.*

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND CHARACTERISTICS:

Ability to analyze detailed and complex financial information; Good organizational skills; Good ability to coordinate assignments and duties; Ability to communicate effectively, both orally and in writing; Ability to make administrative/procedural decisions and judgments; Ability to manage and maintain accurate records; Ability to provide clear technical information to all staff; Proficiency in mathematics; Excellent computer and software skills (including Excel); High degree of accuracy and attention to detail; Ability to read and comprehend both verbal and written instruction.

MINIMUM QUALIFICATIONS: At least...

A) Possession of a Bachelor's Degree in accounting, public administration, finance, business, or closely related field, and at least two (2) years of experience in accounting, that largely include accounts receivables and/or grant tracking and reporting, preferably for a municipality or local government or non-profit organization; **OR**

B) Possession of an associate degree in accounting, public administration, finance, business or closely related field and at least four (4) years of experience in accounting, that largely include accounts receivables and/or grant tracking and reporting, preferably for a municipality or local government or non-profit organization; **OR**

C) Graduation from High School, or possession of an Equivalency Certificate (GED) and at least six (6) years of experience as stated in A) and B) above.

(Degree must have been awarded by a college or university by a regional, national, or specialized agency recognized as an accrediting agency by the US Department of Education/US Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.)

POR 2024-58 Adopted: 03292024



SARATOGA COUNTY AGENDA ITEM REQUEST

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

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

DEPARTMENT: Board of Elections

DATE: 4/2/24

COMMITTEE: Law & Finance



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

County Attorney's Office
Consulted

1. Is a Resolution Required:

Yes, Amendment to Compensation Schedule

2. Proposed Resolution Title:

A proposal to honor and increase the pay for Election Day Poll Inspectors

3. Specific Details on what the resolution will authorize:

This will increase pay from \$210 to \$260 per day to reflect an increase in cost of living, and increase pay for Chairpersons from \$25 to \$40.

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
A.22.000-8190.INSPE	Other Prof Srv Elec. Ins.	39,200
A.22.000-8190.EIC	Othe Prof Srv Elec Ins. Ch.	450

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

Decrease A-0599.B Appropriated Fund Balance-Budgetary

Amount: 39,650

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

Other

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

c. Details

The budget will be amended to increase expenses and decrease fund balance by \$39,650

see above,

break down:

\$39,200- Increase in daily rate

\$450-Chairperson increase

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

Purchasing Office Consulted

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

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: