



Law & Finance Committee

Wednesday, June 12, 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 May 14, 2024

HEALTH & HUMAN SERVICES

- Authorizing the County Administrator to execute memorandum of understandings with organizations and corporations in relation to opioid overdose rescue kits across Saratoga County. (Daniel Kuhles, Commissioner of Health)
BUDGET IMPACT: No Budget Impact.

PUBLIC WORKS

- Authorizing the implementation and funding in the first instance 100% of the federal aid and State Marchiselli Program-aid eligible costs of a transportation federal aid project and appropriating funds therefore for the Lasher Rd Bridge over Mourning Kill replacement project in the Town of Ballston in the amount of \$1,352,810 for construction and construction inspection and administration services and amending the 2024 County 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 \$13,691.
- Amending an agreement with Greenman Pedersen, Inc. for Right of Way, construction administration, and inspection services for the Lasher Rd Bridge over Mourning Kill replacement project in the Town of Ballston. (Chad Cooke, Commissioner of Public Works)
BUDGET IMPACT: No Budget Impact. Funds are included in the Department Budget.

PUBLIC SAFETY

- Amending a Tower License Agreement with Cellco Partnership, DBA Verizon Wireless, for the upgrade of communications equipment on the County's Radio Communications Tower in the Town of Edinburg.
(Andre Delvaux, Director of Emergency Management)
BUDGET IMPACT: No Budget Impact. Funds are included in the Department Budget.
- Amending a Tower License Agreement with Cellco Partnership, DBA Verizon Wireless, for the upgrade of communications equipment on the County's Radio Communications Tower in the Town of Lake Luzerne.
(Andre Delvaux, Director of Emergency Management)
BUDGET IMPACT: No Budget Impact. Funds are included in the Department Budget.
- Amending a Tower License Agreement with Cellco Partnership, DBA Verizon Wireless, for the upgrade of communications equipment on the County's Radio Communications Tower in the Town of Day.
(Andre Delvaux, Director of Emergency Management)
BUDGET IMPACT: No Budget Impact. Funds are included in the Department Budget.
- Amending a Tower License Agreement with Cellco Partnership, DBA Verizon Wireless, for the upgrade of communications equipment on the County's Radio Communications Tower in the Town of Providence.
(Andre Delvaux, Director of Emergency Management)
BUDGET IMPACT: No Budget Impact. Funds are included in the Department Budget.
- Amending Resolution 107-2024 to replace CPL Architects Engineers Landscape Architects and Surveyors DPC, and CPL Architecture Engineering and Planning with CPL Architects Engineers and Landscape Architect DPC.
(Michael Stanley, Fire Coordinator)
BUDGET IMPACT: No Budget Impact.
- Amending an agreement with Dr. Kristin St. Denis for professional veterinary services at the Saratoga County Animal Shelter.
(Kelly Devall, Animal Shelter Director)
BUDGET IMPACT: No Budget Impact. Funds are included in the Department Budget.
- Appointing John Pugliese as Deputy Coroner.
(Susan Hayes-Masa, David DeCelle, County Coroner)
BUDGET IMPACT: No Budget Impact. Funds are included in the Department Budget.

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 \$45,610.09

TRAILS & OPEN SPACE

- Awarding 2024 Farmland and Open Space Preservation Program Grants.
(Jason Kemper, Director of Planning & Economic Development)
BUDGET IMPACT: No Budget Impact. Funds are available in the operating budget and the Open Space Reserve account to cover the awards.

LAW & FINANCE

- Authorizing the payment of a monthly stipend for Jacqueline Lombardo Esq. under the Department of Social Services.
(Patrick Maxwell, Commissioner of Social Services)
BUDGET IMPACT: No Budget Impact. Funds are included in the Department Budget.
- Bond resolution authorizing the issuance of an additional \$3,759,250 serial bonds of the County of Saratoga, or so much thereof as may be necessary, to finance the cost of construction of upgrades to ammonia treatment facilities by Saratoga County Sewer District No. 1.
(Dan Rourke, Executive Director of Sewer District)
BUDGET IMPACT: The budget will be amended to accept these funds and authorize the related expenses.
- Approving the proposed increase in the maximum estimated cost of proposed upgrades to Saratoga County Sewer District No. 1's Wastewater Treatment Plant to properly treat ammonia and meet new limits proposed by NYSDEC.
(Dan Rourke, Executive Director of Sewer District)
BUDGET IMPACT: No Budget Impact.
- Amending an agreement with Wright Pierce Engineering Consultants P.C. for additional construction administration and inspection services for Saratoga County Sewer District No. 1's Secondary Clarifier Project.
(Dan Rourke, Executive Director of Sewer District)
BUDGET IMPACT: No Budget Impact. Funds are included in the Department Budget.
- Authorizing an agreement with Xylem Water Solutions USA, Inc. for maintenance of the UV Disinfection System at the Saratoga County Sewer District No. 1's Wastewater Treatment Plant.
(Dan Rourke, Executive Director of Sewer District)
BUDGET IMPACT: No Budget Impact. Funds are included in the Department Budget.
- Amending Resolution 181-12, as last amended by Resolution 114-2024, 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.

OTHER BUSINESS

- **Setting agenda for Board Meeting Scheduled For June 18, 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 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: Department of Social Services

DATE: June 4, 2024

COMMITTEE: Law & Finance

1. Is a Resolution Required:

Yes, Other

2. Proposed Resolution Title:

AUTHORIZING THE PAYMENT OF A MONTHLY STIPEND TO
JACQUALINE LOMBARDO, SOCIAL SERVICES ATTORNEY

3. Specific Details on what the resolution will authorize:

Per Resolution 40-2024 the Saratoga County Compensation Schedule was amended to authorize the Commissioner of Social Services to appoint three (3) full-time attorneys to carry out the provisions of Social Services Law under his direction. Jacqueline Lombardo transferred from the County Attorney Office to Social Services and due to the recent appointment of two additional attorneys will now be taking on additional duties required to mentor/train the added attorneys. This resolution will recognize the additional duties and responsibilities required to train and mentor these attorneys by providing a stipend of \$700.00 per month to Jacqueline Lombardo beginning July 1, 2024 through December 31, 2024, assuming she remains employed by the department.

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

County Attorney's Office
Consulted Yes

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

County Administrator's Office
 Consulted **Yes**

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

Revenue

Account Number	Account Name	Amount

Expense

Account Number	Account Name	Amount

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

Amount:

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

No Budget Impact. Funds are included in the Department Budget

- a. G/L line impacted A.60.610.6000
- b. Budget year impacted 2024
- c. Details

Training/mentoring stipend to Jacqueline Lombardo for additional duties/responsibilities.

6. Are there Amendments to the Compensation Schedule?

YES or NO (If yes, provide details)

a. Is a new position being created? Y N

Effective date

Salary and grade

b. Is a new employee being hired? Y N

Effective date of employment

Salary and grade

Appointed position:

Term

c. Is this a reclassification? Y N

Is this position currently vacant? Y N

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

Human Resources Consulted
Yes

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

a. Type of Solicitation

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

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

d. Vendor information (including contact name):

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

f. State of vendor/contractor organization:

g. Commencement date of contract term:

h. Termination of contract date:

i. Contract renewal date and term:

k. Is this a renewal agreement: Y N

l. Vendor/Contractor comment/remarks:

Purchasing Office Consulted
N/A

County Administrator's Office
Consulted **Yes**

8. Is a grant being accepted: YES or NO

a. Source of grant funding:

b. Agency granting funds:

c. Amount of grant:

d. Purpose grant will be used for:

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

f. Time period grant covers:

g. Amount of county matching funds:

h. Administrative fee to County:

9. Supporting Documentation:

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

10. Remarks:



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: Department of Social Services

DATE: June 4, 2024

COMMITTEE: Law & Finance

1. Is a Resolution Required:

Yes, Other

2. Proposed Resolution Title:

AUTHORIZING THE PAYMENT OF A MONTHLY STIPEND TO
JACQUALINE LOMBARDO, SOCIAL SERVICES ATTORNEY

3. Specific Details on what the resolution will authorize:

Per Resolution 40-2024 the Saratoga County Compensation Schedule was amended to authorize the Commissioner of Social Services to appoint three (3) full-time attorneys to carry out the provisions of Social Services Law under his direction. Jacqueline Lombardo transferred from the County Attorney Office to Social Services and due to the recent appointment of two additional attorneys will now be taking on additional duties required to mentor/train the added attorneys. This resolution will recognize the additional duties and responsibilities required to train and mentor these attorneys by providing a stipend of \$700.00 per month to Jacqueline Lombardo beginning July 1, 2024 through December 31, 2024, assuming she remains employed by the department.

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

County Attorney's Office
Consulted Yes

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

County Administrator's Office
Consulted Yes

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

Revenue

Account Number	Account Name	Amount
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Expense

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

Amount:

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

No Budget Impact

a. G/L line impacted A.60.610.6000

b. Budget year impacted 2024

c. Details

Training/mentoring stipend to Jacqueline Lombardo for additional duties/responsibilities.

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

Yes

Purchasing Office Consulted

N/A

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:

8/16/22



SARATOGA COUNTY BOARD OF SUPERVISORS

RESOLUTION 260—~~2022-??-2024~~

Introduced by Human Resources and Insurance: ~~Supervisors Tollisen, Edwards, Grasso, Hammond, Schopf, K. Veitch and Wood~~ **M. Veitch, Edwards, Grasso, Lant, Ostrander, Tollisen, K. Veitch**

AUTHORIZING THE PAYMENT OF A MONTHLY STIPEND TO ~~LISA MASTEN, HUMAN RESOURCES ANALYST~~ **JACQUALINE LOMBARDO, SOCIAL SERVICES ATTORNEY.**

WHEREAS, ~~Lisa Masten~~ **Jacqueline Lombardo** was appointed to the position of ~~Human Resources Analyst~~ **Social Services Attorney** in ~~June 2022~~ **March 2024** from her previous position of ~~Payroll Supervisor~~ **Assistant County Attorney**; and

WHEREAS, as a result of ongoing transitions within the ~~Human Resources Department and Treasurer's Office~~ **Social Services Department**, ~~Lisa Masten's~~ **Jacqueline Lombardo's** ~~supervision~~ duties will **be expanded to include training/mentoring two (2) recently appointed Social Services Attorneys** ~~continue to be performed in the payroll unit~~; and

WHEREAS, our ~~Human Resources and Insurance Committee~~ **Law and Finance Committee** and the Director of Human Resources have recommended that ~~Lisa Masten~~ **Jacqueline Lombardo** be provided a stipend in the amount of ~~\$500.00~~ **\$700.00** per month, from ~~June 1, 2022~~ **July 1, 2024** through December 31, ~~2022~~ **2024** ~~assuming her continued employment with the department~~, to compensate her for the additional duties that she will be performing; now, therefore, be it

RESOLVED, that this Board approves the payment to ~~Lisa Masten~~ **Jacqueline Lombardo**, ~~Human Resources Analyst~~ **Social Services Attorney**, of a stipend in the amount of ~~\$500.00~~ **\$700.00** per month, from ~~June 1, 2022~~ **July 1, 2024** through December 31, ~~2022~~ **2024**, to compensate her for the additional duties that she will be performing in the Social Services Department; and it is further

RESOLVED, that this Resolution shall take effect ~~immediately~~ **July 1, 2024**.

BUDGET IMPACT STATEMENT: No Budget Impact. Funds are included in the department budget.

August 16, 2022 Regular Meeting



SARATOGA COUNTY AGENDA ITEM REQUEST

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

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

DEPARTMENT: Sewer District #1

DATE: 6/4/2024

COMMITTEE: Law & Finance

1. Is a Resolution Required:

Yes, Other

2. Proposed Resolution Title:

BOND RESOLUTION AUTHORIZING THE ISSUANCE OF AN ADDITIONAL \$3,759,250 SERIAL BONDS OF THE COUNTY OF SARATOGA, OR SO MUCH THEREOF AS MAY BE NECESSARY, TO FINANCE THE COST OF CONSTRUCTION UPGRADES TO AMMONIA TREATMENT FACILITIES BY SARATOGA COUNTY SEWER DISTRICT NO. 1

3. Specific Details on what the resolution will authorize:

This is the supplemental Bond Resolution authorizing us to borrow an additional \$3,759,250 for the ammonia treatment upgrade project, bringing the total to \$48,228,452. The additional costs are related to existing concrete tanks that need to be modified because they were found to be deficient. This resolution is needed to satisfy EFC requirements for our project financing. After all grants are applied the actual amount borrowed for the project will be \$29,975,952. Half of this will be borrowed at a 0% interest rate from EFC and the other half at market rate.

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
HO.81.5730	Bond Anticipation Notes	\$3,759,250

Expense

Account Number	Account Name	Amount
HO.81.813-7095	Swr Cap Proj State	\$3,759,250

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

Amount:

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

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

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

We should be closing on EFC SRF funding by September 2024.

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:

Bond Counsel prepared this resolution.



SARATOGA COUNTY AGENDA ITEM REQUEST

TO: Steve Bulger, County Administrator
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Bridget Rider, Deputy Clerk of the Board
Matt Rose, Management Analyst
Audra Hedden, County Administrator's Office
Samantha Kupferman, County Attorney's Office

DEPARTMENT: Sewer District #1

DATE: 6/4/2024

COMMITTEE: Law & Finance

1. Is a Resolution Required:

Yes, Other

2. Proposed Resolution Title:

APPROVING THE PROPOSED INCREASE IN THE MAXIMUM ESTIMATED COST OF PROPOSED UPGRADES TO SARATOGA COUNTY SEWER DISTRICT NO. 1 WASTEWATER TREATMENT PLANT TO PROPERLY TREAT AMMONIA AND MEET NEW LIMITS PROPOSED BY NYSDEC

3. Specific Details on what the resolution will authorize:

This is the "Public Interest Resolution" to increase the total cost of the Ammonia Project. We are raising the total project cost by \$3,759,250 for a total of \$48,228,452. A majority of this additional cost is to upgrade existing concrete tanks that were found to be deficient. Other smaller change orders are also included such as pipe removals and railing replacements. This resolution was prepared by outside bond counsel. The public hearing for this resolution is slated for June 12th.

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

- 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 _____

10. Remarks:



SARATOGA COUNTY AGENDA ITEM REQUEST

TO: Steve Bulger, County Administrator
Ridge Harris, Deputy County Administrator
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Bridget Rider, Deputy Clerk of the Board
Matt Rose, Management Analyst
Audra Hedden, County Administrator's Office
Samantha Kupferman, County Attorney's Office

DEPARTMENT: Sewer District #1

DATE: 6/4/2024

COMMITTEE: Law & Finance

1. Is a Resolution Required:

Yes, Contract Amendment

2. Proposed Resolution Title:

Authorizing the Chairman to enter into an amended agreement with Wright Pierce for additional construction administration and inspection services for Saratoga County Sewer District No 1's Secondary Clarifier Project

3. Specific Details on what the resolution will authorize:

This resolution will increase the construction administration and inspection task from \$95,000 to \$145,000. The increased fee is related to increased meetings for maintenance of plant operations during construction, as well as a required redesign of a motor control center building that was found deficient once construction started.

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 **ES.81.813-7098**
- b. Budget year impacted **2024**
- c. Details

There are anticipated savings from the additional fund budgeted for Arcadis in 2024 for another project.

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:

Information on attached proposal

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:



SARATOGA COUNTY BOARD OF

SUPERVISORS RESOLUTION XX- 2024

Introduced by Law and Finance: Supervisors Schopf, Barrett, Edwards, Grasso, Lant, Tollisen and M. Veitch

AUTHORIZING AN AGREEMENT WITH XYLEM WATER SOLUTIONS USA, INC. FOR MAINTENANCE OF THE UV DISINFECTION SYSTEM AT THE SARATOGA COUNTY SEWER DISTRICT NO. 1'S WASTEWATER TREATMENT PLANT

WHEREAS, Resolution 88-2023 authorized an agreement with Xylem Water Solutions USA, Inc. ("Xylem, Inc.") for annual, preventive maintenance of the WEDECO Ultraviolet Disinfection System ("UV disinfection system") installed at the Saratoga County Sewer District No. 1's wastewater treatment plant after the solicitation of competitive bids; and

WHEREAS, the County has since entered into annual, minor contracts with Xylem, Inc. for the provision of preventive maintenance services of the UV disinfection system, but the cost of the services now exceeds the threshold for minor contracts; and

WHEREAS, the Saratoga County Sewer District No. 1 has received a proposal from Xylem, Inc. for work associated with performing preventive maintenance services for an amount not to exceed \$18,650; and

WHEREAS, Xylem, Inc. is the sole source provider for the components and supplies of the UV disinfection system to meet performance guarantees that are needed to maintain compliance with the wastewater treatment plant's State Pollutant Discharge Elimination System ("SPDES") permit; and

WHEREAS, our Law and Finance Committee, the Saratoga County Sewer District No. 1 Sewer Commission, and the Executive Director of the Sewer District have recommended that the County accept the proposal of Xylem, Inc. and execute a professional services agreement with Xylem, Inc. for performing preventive maintenance of the wastewater treatment plant's UV disinfection system, at a cost not to exceed \$18,650; now, therefore, be it

RESOLVED, that the Chair of the Board is hereby authorized to execute a professional services agreement with Xylem, Inc. of Charlotte, North Carolina, for the provision of the performance of preventative maintenance services of the wastewater treatment plant's UV disinfection system at a cost not to exceed \$18,650; and it is further

RESOLVED, that the form and content of such agreement 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.

March 21, 2023 Regular Meeting

Motion to Adopt: Supervisor Hammond

Second: Supervisor Grasso

AYES (205579): Eric Connolly (11831), Joseph Grasso (4328), Philip C. Barrett (19014.5), Jonathon Schopf (19014.5), Diana Edwards (819), Jean Raymond (1333), Michael Smith (3525), Kevin Tollisen (25662), Mark Hammond (17130), Thomas Richardson (5163), Scott Ostrander (18800), Theodore Kusnierz (16202), Sandra Winney (2075), Thomas N. Wood, III (5808), Tara N. Gaston (14245.5), Matthew E. Veitch (14245.5), Edward D. Kinowski (9022), John Lant (17361).

NOES (0):

ABSENT (29930): Eric Butler (6500), Kevin Veitch (8004), Arthur M. Wright (1976), Willard H. Peck (5242), John Lawler (8208)

Wedeco UV TotalCare Services Proposal

Improving Performance, Reducing Costs



TAK55 M 9-12x2i2W

SARATOGA COUNTY SEWER DISTRICT #1 MECHANICVILLE NY

ATTN: Gene Hutchings ghutchings@saratogacountyny.gov - 518.664.7396

Wedeco Project #: U08022
Wedeco Quote #: J23041172911
Wedeco Contact: Rick Nash
Date of Contract Proposal: May 15, 2024

Xylem Water Solutions
4828 Parkway Plaza Blvd, Charlotte, NC 28217
Tel: (704) 409 – 9700 Fax: (704) 409 – 9839
www.xylem.com

Xylem TotalCare Services

Introduction

TotalCare Preventative Maintenance (PM) Services are the most economical, and also the most popular of all TotalCare services. With the Preventative Maintenance service, a Xylem technician will visit your site to perform all necessary inspections and minor maintenance work.

Xylem TotalCare Services will enable you to reduce the total cost of ownership by providing technical and process support. Our TotalCare services work because we are committed to supporting you and your Wedeco UV system throughout its operational life; ensuring that you achieve the lowest cost of equipment ownership through increased reliability, reduced energy consumption and proactive maintenance.

Keeping maintenance costs down

With resources tight and cost-cutting measures in place across the board, companies are looking for smart ways to extend asset life and reduce costs for unplanned work, such as breakdowns and emergency callouts.

A preventive maintenance service program is proposed that is completely tailored to your needs. Yearly, semi-annual or quarterly planned visit by a Xylem Field Service Technician specifically trained in the maintenance of the Wedeco UV System will be carried out utilizing a well-defined service schedule.

Xylem's Wedeco UV systems are required to perform 24/7. To guarantee this performance level, regular inspection and maintenance combined with the use of genuine OEM spare parts is essential. Key benefits that you can expect from a Xylem TotalCare preventive maintenance service program include:

- Plant optimization with focus on reducing plant operational costs
- Priority in service scheduling
- Custom tailored preventative maintenance plans
- Unlimited phone support
- Discounts on spare parts
- Additional on-site training
- Knowledgeable factory trained UV service technicians
- Confirm instrument calibration and set-up
- Reduce system down time

Total Care Activities – Open Channel UV Systems	
Typical Tasks	Duron & TAK Systems
System Review	<p>Pre-visit:</p> <ul style="list-style-type: none"> Identify outstanding issues from prior visits as well as new issues. Recommend parts required for upcoming work. <p>Onsite:</p> <ul style="list-style-type: none"> Review system history and alarm log since last visit– identify key tasks to resolve during visit.
Control Cabinets	<ul style="list-style-type: none"> Inspect cabinets for dust and/or corrosion. Recommend cleaning as necessary. (Cleaning to be performed by site personnel as needed). Confirm adequate cooling and or airflow through cabinet. Check for hot spots that could cause temperature faults. Replace filters as need from spares stock. Troubleshoot and resolve faulty ballasts. Replaced failed ballasts from spares stock as needed. If indicated, measure incoming, voltage, current, neutral, and ground of supplied system power. Identify deficiencies and diagnostic recommendations. Validate proper operation and set points of HMI, adjust as needed. Validate proper operation and set points of internal UV system controllers, adjust as needed. Validate proper function of all signal isolators. Replace from onsite spares as needed. Validate proper function of all safety circuits. Perform basic functional test of AC units if present. Check remote communications if applicable.
Cables & Junction Boxes	<ul style="list-style-type: none"> Examine cables, connectors and Harting hardware for proper function. Replace faulty hardware with onsite spares. Identify and provide recommendations for unusual wear, rust and/or corrosion of components. Replace as needed from onsite spares.
Modules, Lamps, Reactor, Sleeves & Connectors	<ul style="list-style-type: none"> Identify and provide recommendations for unusual wear, rust and/or corrosion of components. Replace as needed from onsite spares. Check quartz sleeves for excessive surface abrasions, replace as needed from onsite spares. Check quartz sleeves for excessive water ingress, replace from onsite spares as needed. Identify and resolve any loose connections. Validate cable connector functionality. Replace O-rings, or connector assembly from onsite spares as needed. Check intensity sensors for proper operation, clean if needed, replace from onsite spares as necessary. Examine Intensity sensor cleaning brushes. Replace from onsite spares as needed. Examine a representative sampling of lamps for signs of excessive aging, replace as needed. Identify source of problem if premature. Troubleshoot failed components and replace from onsite spares as needed.
Control Philosophy	<ul style="list-style-type: none"> Identify chronic alarms - root cause and resolve. Validate intensity readings. Root cause and resolve UV intensity issues if system related (doesn't include system cleaning). Validate incoming flow signal. Identify any inconsistencies. Validate basic PLC function in Manual, Maintenance and Automatic modes
Wiper Cleaning Systems	<ul style="list-style-type: none"> Repair junction box, pneumatic line, fitting and wiper module leaks utilizing onsite spares as needed. Change air compressor filtration desiccant from onsite spares as needed. Purge system of all water and oil. Identify airline freezing risks. Make resolution recommendations as needed.

	<ul style="list-style-type: none"> • Validate all compressor set points. Fine tune as needed. • Validate operation of wiper modules to specification. Replace from onsite spares as needed. • Validate proper operation of wiper module limit switches. Replace from onsite spares as needed. • Confirm operation of automatic drain valve repair or replace from onsite spare as needed
Control Instrumentation	<ul style="list-style-type: none"> • Clean and validate level switches. • Clean and validate proper operation of ultrasonic level/flow measurement system. • Clean & calibrate onsite transmittance monitor.
Physical and Mechanical Components	<ul style="list-style-type: none"> • Validate proper manual and auto operation of all control gates. Adjust set points, torque settings and lubricate penstocks as necessary. • Validate weir elevation in conjunction with level controls. • Identify excessive gate and/or weir leakage if indicated by level control issues (if possible). • Check baffle plate for buildup. Recommend cleaning process as needed.
Water Quality	<ul style="list-style-type: none"> • Check fouling of quartz sleeves. Provide instruction and recommendations on cleaning if necessary. • Remove excessive debris (algae, trash, etc.) from module and cable assemblies • Identify recommendations for excessive channel fouling, debris buildup and other possible sources of sampling contamination. • Compare effluent transmittance against system design requirements. Identify possible sources of discrepancies.
Operational	<ul style="list-style-type: none"> • Provide informal operation, maintenance, and/or safety training as requested. • Identify maintenance and/or operation concerns and associated improvement recommendations • Identify spares utilized and recommendations for replacement or adjustments to existing levels. • Identify approximate future timeline for consumables (lamps, ballasts, sleeves, wiper rings, etc.) replacement. • Identify operational enhancements (power settings, timer adjustments, etc.). • Review Xylem 24/7 contact information.



Maintenance Contracts

Preventative Maintenance Package

All preventative maintenance contract agreements will begin on the commencement signature date and will expire on the term of 12 months. Contracts are invoiced 100% at the time of contract and in advance of service. Pricing for preventative maintenance services is as follows:

Each visit will be three (3) full day(s) on site. Two (2) visits per contract period. Parts ordered during the term of this agreement, will be given a 12% discount from our list price.	
	\$16,708

With the purchase of a TotalCare Preventative Maintenance contract, the customer can choose to add additional days to their onsite visits. Additional days can be added to any level service at a rate of \$1,942.00 for each day added.

**The number of days presented under the contract description, represent the amount of time required to complete the specific scope of work as originally presented. If during the term of the contract, the customer asks for work in addition to the outlined scope of work, additional compensated days must be added to the contract prior to the work being performed to cover the additional tasks requested. If during the term of the contract, new tasks are requested in lieu of items contained in the original contract scope of work supplied, additional days may be required as indicated above. Additionally, the customer acknowledges that Xylem is only responsible for the new work that they are requested to perform and the remaining contract scope not excluded by the customer. There will be no warranties, actual, or implied where no work was performed.*



Spare Parts - Recommended spare parts

Description	Part No.	Price
See Schedule A		



Training (Optional)

UV Training with Troubleshooting Package

Xylem can offer comprehensive and tailored UV training packages, which are designed to keep site operators fully trained on UV methodology, operation and troubleshooting. This course will consist of one (1) full day of onsite training by one of our senior technicians.

UV Instructional Training Package
One (1) day on site. Training will be performed by Sr. Technician.
\$1,942.00*

*Price based when scheduled as an additional service during maintenance visit

SELECT OPTION BY CHECKING BOX (REQUIRED):

- PMA PACKAGE \$16,708
- PMA PACKAGE WITH 1 DAY TRAINING \$18,650

For questions regarding this preventative maintenance proposal, please contact one of the following:

Rick Nash
Aftermarket Territory Manager - Treatment
Phone: (980) 259-4461
Email: richard.nash@xylem.com

THE PARTIES ACKNOWLEDGE THAT EACH HAS READ THIS AGREEMENT, UNDERSTANDS IT, AND AGREES TO BE BOUND BY ITS TERMS AND CONDITIONS.

Terms & Conditions: This quotation is subject to the Standard Terms and Conditions of Sale - Xylem Americas effective on the date the order is accepted which terms are available at <http://www.xylem.com/en-us/Pages/terms-conditions-of-sale.aspx> and are incorporated herein by reference and made a part of the agreement between the parties

This Agreement has been executed in two (2) counterparts, of which the parties have received one (1) each.

AGREED TO:

SUPPLIER BY	<u>Xylem Water Solutions, USA, Inc.</u>	PURCHASER BY	_____
NAME	<u>Rick Nash</u>	NAME	_____
TITLE	<u>Aftermarket Territory Manager - Treatment</u>	TITLE	_____
DATE	<u>May 15, 2024</u>	DATE	_____

SCHEDULE A

N/A

SCHEDULE B

N/A



SARATOGA COUNTY AGENDA ITEM REQUEST

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

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

DEPARTMENT: Sewer District #1

DATE: 6/4/2024

COMMITTEE: Law & Finance

1. Is a Resolution Required:

Yes, Contract Amendment

2. Proposed Resolution Title:

Authorizing the Chairman to enter into an amended agreement with Wright Pierce for additional construction administration and inspection services for Saratoga County Sewer District No 1's Secondary Clarifier Project

3. Specific Details on what the resolution will authorize:

This resolution will increase the construction administration and inspection task from \$95,000 to \$145,000. The increased fee is related to increased meetings for maintenance of plant operations during construction, as well as a required redesign of a motor control center building that was found deficient once construction started.

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 ES.81.813-7098
- b. Budget year impacted 2024
- c. Details

There are anticipated savings from the additional fund budgeted for Arcadis in 2024 for another project.

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:

Information on attached proposal

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:

11/15/22



SARATOGA COUNTY BOARD OF SUPERVISORS

RESOLUTION XX - 2022

Introduced by Law & Finance: Supervisors Schopf, Barrett, Grasso, Tollisen, Veitch, Winney and Wood

AUTHORIZING AN AMENDED AGREEMENT WITH WRIGHT-PIERCE ENGINEERING CONSULTANTS, P.C. FOR ADDITIONAL EVALUATION AND DESIGN SERVICES RELATED TO UPGRADES TO SARATOGA COUNTY SEWER DISTRICT NO. 1'S WASTEWATER TREATMENT PLANT

WHEREAS, Saratoga County Sewer District No.1's Capital Budget as approved by this Board includes upgrades to the secondary clarifiers, gates, motor control center and 4160V transformers at the Saratoga County Sewer District No. 1 (the "District") Wastewater Treatment Plant ("WWTP"); and

WHEREAS, the Saratoga County Sewer District No.1 Sewer Commission and the Sewer District's Executive Director previously solicited bids for the provision of design and evaluation of said upgrades; and

WHEREAS, pursuant to Resolution 56-2021, this Board awarded a contract to Wright-Pierce Engineering Consultants, P.C., based on their best value proposal, to provide the evaluation and design services at a cost not to exceed \$454,180; and

WHEREAS, pursuant to General Municipal Law §103, a change-order amounting to less than ten percent (10%) of the contract award was approved by the Saratoga County Sewer District No. 1. Sewer Commission and the Executive Director of the Sewer District, which increased the contract scope to provide Computational Fluid Dynamics (CFD) modeling, at an additional cost of \$20,400; and

WHEREAS, during the sixty percent (60%) and ninety percent (90%) design phases of the Secondary Clarifier and Electrical Upgrades Project, additional scope items were added due to modifications in the Ammonia Project and requests from the Executive Director of the Sewer District, including additional electrical design components, electrical room additions, upgrades to the RAS pump gallery, an additional UV gate, an additional effluent gate, addition of e-stops and influent pumps, and an additional stilling well and radar level sensor with secondary clarifier splitter box; and

WHEREAS, the current project vendor, Wright-Pierce Engineering Consultants, P.C., have submitted a proposal to provide the additional evaluation and design services to be included in the final design of Secondary Clarifier and Electrical Upgrade components of the project, at an added cost of \$39,500; and

WHEREAS, during construction, manufacturer lead times, complications maintaining plant operations and a deficient existing motor control center building have lead to increased costs for the engineer not to exceed an additional \$50,000

WHEREAS, our Law and Finance Committee, the Saratoga County Sewer District No. 1 Sewer Commission, and the Executive Director of the Sewer District have recommended that proposal of Wright-Pierce Engineer Consultants, P.C., be accepted; now, therefore, be it

RESOLVED, that the Chair of the Board is authorized to execute an agreement with Wright-Pierce Engineering Consultants, P.C., of Saratoga Springs, New York, for the provision of design and evaluation services for the upgrades to the secondary clarifiers, gates, motor control center and 4160V transformers at the Saratoga County Sewer District Wastewater Treatment Plant, at an amended total cost not to exceed ~~\$514,080~~ \$564,080; and it is further

RESOLVED, that the form and content of such agreement 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 for this agreement are included in the Department budget.

November 15, 2022 Regular Meeting

Motion to Adopt: Supervisor(s):

Second: Supervisor(s)

Ayes:

Noes:

Abstain:

Absent:

May 10, 2024

Daniel Rourke, PE
Executive Director
Saratoga County Sewer District #1
1002 Hudson River Road
Mechanicville, New York 12118

SUBJECT: Secondary Clarifier and Electrical Upgrade Project
Engineering Services During Construction

Dear Dan,

As discussed, Wright-Pierce Engineering Consultants, P.C. (WPEC) submitted our proposal to provide evaluation, design, bidding, and construction phase services for the subject project to the Saratoga County Sewer District (SCSD) in January of 2021. At that time, it was anticipated that design would be completed in 2021 and that construction would be completed in 2022. It was also anticipated that the overall construction schedule would be approximately eight months with active construction occurring over five to six months.

WPEC prepared our budget for engineering services during construction based on information available at the time the RFP was issued and based on assumptions listed in our proposal. Several changes have occurred since we prepared our original proposal that have affected our project budget. These changes include:

- The construction contract was not awarded until June of 2023 and the anticipated schedule to complete is nineteen months versus the eight months originally anticipated. We also anticipate that the length of the construction schedule will be extended based on equipment lead times.
- The original RFP called for the consultant to attend milestone construction progress meetings. We originally budgeted for six milestone progress meetings. After the project was awarded, due to additional coordination needs between SCSD, the contractor, and WPEC, meeting frequency was increased to bi-weekly for period of time. In addition, based on the longer than anticipated construction schedule, WPEC will be preparing for and attending up to approximately 20 construction meetings versus the six originally budgeted.
- Several changes in scope have occurred since the project was awarded including:
 - Replacement of the drives on Secondary Clarifiers 4 through 8.
 - Addition of an enclosure for new MCCAT-1A
 - Additional electrical demolition work in the Pump and Chlorine Building and in the Solids Disposal Building
 - Addition of four slide gates

These changes have resulted in additional engineering effort and will require review of additional submittals and time and materials work.

Summary of Additional Costs

Based on the above, WPEC is respectfully requesting an increase in our engineering fees for the construction phase of the project. A break down of these fees are as follows:

- An increase due to the extended time in starting the construction phase and for the increase in the length of the construction schedule beyond what was originally anticipated in our proposal. This increase accounts for salary and other cost increases since our original proposal.
- An increase of \$9,000 to account for additional construction meetings.
- A cost of \$23,000 for the design of the new Electrical Enclosure for MCCAT-1A and anticipated additional costs associated with the review of additional submittals and other construction phase services associated with the additional scope items.

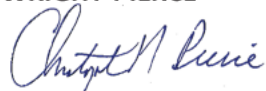
A summary of the proposed increased fees is presented in the table below.

Scope Item	Administration of Construction	Construction Inspection	Total
Original Contract Fee	\$39,000	\$56,000	\$95,000
Increase for Extended Time	\$8,000	\$10,000	\$18,000
Additional Construction Meetings	\$9,000	\$-	\$9,000
Additional Scope Items	\$23,000	\$-	\$23,000
Revised Total Fee	\$79,000	\$66,000	\$145,000

We appreciate your consideration of this request. If you have any questions or require additional information, please call me at (860) 852-1950.

Sincerely,

WRIGHT-PIERCE



Christopher N. Pierce, P.E.

Sr. Vice President

chris.pierce@wright-pierce.com



SARATOGA COUNTY AGENDA ITEM REQUEST

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

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

DEPARTMENT: Clerk of the Board of Supervisors

DATE: 6/3/2024

COMMITTEE: Law & Finance

1. Is a Resolution Required:

Yes, Other

2. Proposed Resolution Title:

Amending Resolution 181-12, as last amended by Resolution 114-2024, and establishing or revising a standard workday 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 Joe Suhrada

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

- 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 Calendar of activities an 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

06/18/2024

RESOLUTION XXX - 2024

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

AMENDING RESOLUTION 181-12, AS LAST AMENDED BY RESOLUTION 114-2024, AND ESTABLISHING OR REVISING A STANDARD WORKDAY REPORTING RESOLUTION FOR ELECTED AND APPOINTED COUNTY OFFICIALS FOR RETIREMENT PURPOSES

WHEREAS, this Board adopted Resolution 181-12, as last amended by Resolution 114-2024, 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 114-2024; now, therefore, be it

RESOLVED, that this Board of Supervisors hereby amends Resolution 114-2024, 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	Joseph Suhrada	XXXX			2/21/2024 - 12/31/2024	N	24.89	
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BUDGET IMPACT STATEMENT: No Budget Impact.

J&E

Sullivan

February

2024

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	Office gam-5pm (8)	Office gam-5pm (8)	Office gam-5pm (8)	Office gam-5pm (g) Ch board of super ph 8-9pm	gam-12pm/1pm-5pm 6-7 ph with BOS Chair (8)	(25) (3 DAYS)
						SEE NEXT PAGE ↓

START OF 90 DAYS

(25) (3 DAYS)

SEE NEXT PAGE ↓

March

2024

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					Office 9-1pm/2-5pm (7)	40
3	Office 9-5 (8)	Office 9-5 (8)	Office 9-5 Ph w supervisors poll comp 7-8 (9)	Office 9-5 Ph w supervisors poll comp 7-8 (9)	Office 9-4 6-8pm Ph B of supervisors (9)	43
10	Office 9-5 (8)	Office 9:30-5 (7.5)	Office 9-4 LAW/FIN BOS mtg 4-5:30 (8.5)	Office 9-4 Ph w supervisors poll comp 7-8 ffile 9-5 (9)	10-12/1-5 (7)	40
Office 9-4 Dept head Trng (1-4) Office 4-5 (8)	Office 10-5 (7)	Office 9-4 BOS 4-5pm (8)	Office 10-12/1-5 Ph w supervisors poll comp 7-8 (8)	Office 9-12/1-5pm Ph w supervisors poll comp 7-8 (8)	Office 9-5pm (8)	Office 11-2pm Office early voting 3-6:30pm (6.5)
Office early voting 2-6:30pm (4.5)	Office 9:30-5 Ph w super poll comp 7-8 (8.5)	Dep head Training gam-1:30pm Office 1:30-3:30 Malta polls 3:30-5 (8)	Office 10-5pm (7)	Fiscal Training 10-12:30pm Meet w BOS Chr 12:3-1pm Office 1pm-5pm (7)	Office 9am-11am Office 11:30 am-1:30 pm 5:15-6:15 (4)	Cons Party Hearing at LaQuinta Hotel 12:30-5:30/ BOE 5:30-6 (6.5)
31						53.5
						45.5

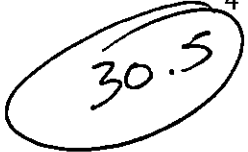

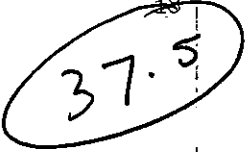
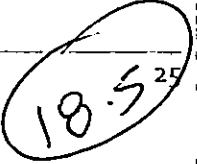
April

2024

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1 Office petition day/enhanced trng 9am-1pm/ 2pm-5pm (7)	2 ELECTION PRES PRIMARY 8am-12am (16)	3 Office 10am-5pm Ph w Incoming dep 7-8:30 (8.5)	4 Office 10am-5pm 5:30-6pm calls on Milton sites (7.5)	5 Office 9:30am-5pm (7.5)	6 46.5
7	8 9am-5pm 7pm-8pm discuss Milton + village poll sites on ph (9)	9 10am-5 (meet with mayor to discuss poll places/ 7-7:30 calls re Wilton districts (7.5)	10 10-10:30 calls on Milton sites, 11am-1:30office/2-6 BOS 7-7:30 ph w dep. presentation+mtg (7.5)	11 8:30-10 calls on Milton sites/10:30-3:30 (6.5)	12 9am-1pm (4)	13 34.5
14	15 9am-3:30 pm (include APEX TRNG) ph w Wilton chairs& superv 7-8pm (7.5)	16 9:30am-3:30pm/ 3:30-6:30 BOS mtg and meet w supervisors (9)	17 9am-5pm (wilton redist iss wPlanning)5-5:30 Cty Clerk 6-7pm phone re: sect. 4-106 form (9.5)	18 7:30-9:30 phone re: sect 4-106 forms w town clerks 10:30-4 7-8:30 ph re indep petition rules (9)	19 10-11 phone on Wilton Redistrict and judge 4-106 forms 12:30-2 (2.5)	20 37.5
21	22 8am-9:30am Ph desig indep petition q&a 11:30-4:30 (6.5)	23 Work on law updates /ph w Chairs 9-11:30 off. 12pm-4:30 supervisors call on poll sites 7-8(7)	24 Poll site conv Milton 8:00-9:30am Off 10-5 Ph w Milton on poll sites 6:30-7:30 (9.5)	25 Errands for office9-10 Office 11-2:30/ 2:30-5:30 visit poll sites (7.5)	26 Poll site visit 11-11:30 Off 3-5 Pn discuss poll sites w supervisors 5:3-6:30pm (3.5)	27 Visit CP poll sites to assess 12-1:30 (1.5) 35.5
28	29 8-2pm Renn C BOE for Clear ballot/2:30-3:30 phone. 3:30-5:30 (9.5)	30 7:30-8am phone on poll sites Office 9-11 Phone w Supervisors (3-3:30) (6-8) Letter writing to clerks 8-8:30pm(5.5)	15	CARRIED TO NEXT PAGE		Next Page

May

2024

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1 Discuss on Phone poll sites Milton 10-11/1-2pm, Mt w Bulger 2:30-3:30 off 3:30-5 (4.5)	2 8:30-9:30 phn w supervisor Office 9:30-4:30 (8)	3 10-10:30 supervisor Barrett discussion 11-12:30 office Mailcheck apprvl/ visit poll sites Moreau 12:30-1:30 (3)	4 
5 Discuss poll site and district consolidation 3-5 (2)	6 Office 11-4/ Ph w supervisor 9-10 (6)	7 9am-9:30am discuss poll sites and primary w Milton 10-3 pm office staff mtg 8:3-9 ph sup and county mgr (6)	8 8-10am phone with Corinth on poll sites. Hadley, TOS on TB vacancy 10-3 office Ph witr Sprvs 5:30-6pm (7.5)	9 Office 9-4:30 Ph w Superv 8-9:30pm (9)	10 FUNERAL PERSONAL DAY/ ph calls 4-5pm/7-8pm (2)	11 7-8pm Pn with empl Corrsondence to chairs 8-9:30 (2.5) 
12 Ph w superv reg office 7-7:30pm Pn with deputy 7:30-8pm (1)	13 Phone w employee- 9-9:30am/ 10am-5 8-9pm calls w superv and employees (8.5)	14 9:3-10 ph w employees 10:30-3:30pm Ph w supervisor 6:-7pm Working on staff letters 7-8.5pm (7.5)	15 9-9:30am Ph w chairs and employees 11:30-5 office 6:30-7pm ph with superv (6.5)	16 Discussion with supervisor 8-9am 10-3pm office 4-6 pn with chairs (8)	17 10-11:30am phone and messaging, chairs and supervisors and staff 12-2:30/work on correspondence at home 3-3(6)	18 
19	20 Work from home 8:30-10:00 10:30-11 on w cty admn/chairs . Office 11am-3:30/ 6-7pm calls supervisors (7.5)	21 Work from home, calls County Manager, etc 8:30-10am/ 12-4pm BOS 4-6 (7.5)	22 9:30-10am phone w supervisors at home 10:30-1:30 (3.5)	23	24	25 
26	27	28	29	30	31	



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:

Number of Months used to Calculate the ROA:



Note: must be a minimum of three months.

Hours in Standard Work Day:



ROA Result — Average Days Worked per Month: