



Law & Finance Committee

Wednesday, July 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 June 12, 2024

REAL PROPERTY TAX

- Authorizing an agreement with LiRo GIS, Inc. d/b/a LiRo-Hill for updating tax map information and streamlining processes.
(Anna Stanko, Director of Real Property)
BUDGET IMPACT STATEMENT: No budget impact. Funds are included in the department budget.

HEALTH & HUMAN SERVICES

- Authorizing the acceptance of additional funds for the Safe Harbour: NY Program from the New York State Office of Children and Family Services and amending the 2024 County budget in relation thereto.
(Patrick Maxwell, Commissioner of Social Services)
BUDGET IMPACT STATEMENT: The budget will be amended to accept these funds, authorize the related expenses, and increase fund balance by \$6,000.

PUBLIC WORKS

- Rescinding Resolutions 124 through 126 of 2024 and amending the 2024 County budget in relation thereto.
(Chad Cooke, Commissioner of Public Works)
BUDGET IMPACT STATEMENT: The budget will be amended to reverse these previously accepted funds, reverse the previously authorized expenses, and increase fund balance by \$676.

- Authorizing an agreement with Carver Construction, Inc. for construction services associated with the replacement of the County Route 24 culvert over a tributary to the Hudson River in the Town of Corinth and amending the 2024 County budget in relation thereto.
(Chad Cooke, Commissioner of Public Works)
BUDGET IMPACT STATEMENT: The budget will be amended to authorize the related expenses and decrease fund balance by \$283,545.

AIRPORT IMPROVEMENT

- Authorizing the acceptance of a Federal Aviation Administration Airport Improvement Program Grant for the reconstruction of the airport apron related to the new Fixed-Base Operator Terminal project.
(Chad Cooke, Commissioner of Public Works)
BUDGET IMPACT STATEMENT: No budget impact. Funds are included in the department budget.
- Authorizing utility easements on County Airport property related to improvements associated with the new Fixed-Base Operator Terminal project.
(Chad Cooke, Commissioner of Public Works)
BUDGET IMPACT STATEMENT: No budget impact.

PUBLIC SAFETY

- Authorizing an agreement with the Town of Colonie for the placement of communications and related equipment in the Town of Colonie's communications shelter and at the tower's site.
(Andre Delvaux, Director of Emergency Management)
BUDGET IMPACT STATEMENT: No budget impact.
- Amending an agreement with Pittsfield Communications Systems, Inc. for additional services related to the removal, installation, programming, and maintenance of the County's Public Safety Radio Equipment.
(Michael Zurlo, County Sheriff)
BUDGET IMPACT STATEMENT: No budget impact. Funds are included in the department budget.
- Authorizing an agreement for specialized law enforcement services with the Village of Corinth.
(Michael Zurlo, County Sheriff)
BUDGET IMPACT STATEMENT: The budget will be amended to accept these funds and increase fund balance by \$99,115.

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 STATEMENT: No budget impact.
- Accepting a Summer Youth Employment Program grant from the New York State Office of Temporary Disability Assistance.
(Jenniffer McCloskey, Director of Workforce Development)
BUDGET IMPACT STATEMENT: The budget will be amended to accept these funds and authorize the related expenses.
- Accepting a Workforce Innovation and Opportunities Act Grant from the United States Department of Labor and amending the 2024 County budget in relation thereto.
(Jenniffer McCloskey, Director of Workforce Development)
BUDGET IMPACT STATEMENT: The budget will be amended to decrease funds and decrease the related expenses.
- Approving the Workforce Development Board budget for program year 2024-2025 and authorizing agreements with Warren and Washington Counties to fund Workforce Development Board services.
(Jenniffer McCloskey, Director of Workforce Development)
BUDGET IMPACT STATEMENT: No budget impact. Funds are included in the department budget.

LAW & FINANCE

- Setting a public hearing for the purpose of considering 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 the New York State Department of Environmental Conservation.
(Dan Rourke, Executive Director of Sewer District)
BUDGET IMPACT STATEMENT: No budget impact.
- Authorizing an agreement with Mid State Industries, LTD. for roof demolition and replacement services at the Saratoga County Sewer District No. 1's Wastewater Treatment Plant.
(Dan Rourke, Executive Director of Sewer District)
BUDGET IMPACT STATEMENT: No budget impact. Funds are included in the department budget.
- Amending Resolution 181-12, as last amended by Resolution 166-2024, 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 STATEMENT: No budget impact.

- Amending an agreement with Bonadio & Co., LLP for professional consulting services.
(Stephanie Hodgson – Budget Director)
BUDGET IMPACT STATEMENT: No budget impact. Funds are included in the department budget.
- Amending the Policies and Procedures Manual to revise the County's Internship Program Policy.
(Scot Chamberlain, Director of Human Resources)
BUDGET IMPACT STATEMENT: No budget impact.

EXECUTIVE SESSION

- Discussion regarding the proposed acquisition, sale or lease of real property.

OTHER BUSINESS

- **Setting agenda for Board Meeting Scheduled For July 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 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: 7/1/2024

COMMITTEE: Law & Finance

1. Is a Resolution Required:

Yes, Other

2. Proposed Resolution Title:

SETTING A PUBLIC HEARING FOR THE PURPOSE OF CONSIDERING 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 resolution is going to be drafted by Bond Counsel. The maximum project cost will need to increase by \$4,500,000. According to bond counsel, the total project cost, including funds that are not being financed must be included in the project and bond resolution. This was shared with the Executive Director on June 26 and in order to meet EFC deadlines must be acted upon by August to meet financing closing dates. Engineering and other soft costs are anticipated to total \$4,500,000 increasing total project costs from \$48,228,452 to \$53,028,452, The approximate cost to the average user based on the increase is \$11.63 and remains unchanged from the last resolution as these costs are carried in SCSD's annual budget.

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
- b. Budget year impacted
- c. Details

6. Are there Amendments to the Compensation Schedule?

YES or NO (If yes, provide details)

a. Is a new position being created? Y N

Effective date

Salary and grade

b. Is a new employee being hired? Y N

Effective date of employment

Salary and grade

Appointed position:

Term

c. Is this a reclassification? Y N

Is this position currently vacant? Y N

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

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

a. Type of Solicitation

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

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

d. Vendor information (including contact name):

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

f. State of vendor/contractor organization:

g. Commencement date of contract term:

h. Termination of contract date:

i. Contract renewal date and term:

k. Is this a renewal agreement: Y N

l. Vendor/Contractor comment/remarks:

Human Resources Consulted

Purchasing Office Consulted
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:

Bond Counsel is preparing this resolution, and the project and bond resolutions will follow the next month. Even with these changes, we are still only actually borrowing approximately \$29M for the project.



SARATOGA COUNTY AGENDA ITEM REQUEST

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CC: John Warnt, Director of Purchasing
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Matt Rose, Management Analyst
Audra Hedden, County Administrator's Office
Samantha Kupferman, County Attorney's Office

DEPARTMENT: Sewer District #1

DATE: 7/1/2024

COMMITTEE: Law & Finance

1. Is a Resolution Required:

Yes, Contract Approval

2. Proposed Resolution Title:

AUTHORIZING AN AGREEMENT WITH MID STATE INDUSTRIES, LTD. FOR THE REPLACEMENT OF THE ROOF OF BUILDING #7 AT SARATOGA COUNTY SEWER DISTRICT NO. 1'S WASTEWATER TREATMENT PLANT

3. Specific Details on what the resolution will authorize:

Roof 7 has reached the end of its useful life and needs to be replaced. Central services issued a bid and Midstate Industries came in as the low of three bidders at \$78,811.00.

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 **ES.81.813-7094**
- b. Budget year impacted **2024**
- c. Details

There is approximately 70k left in this line after another project came in under budget. We will need to transfer \$8,622, likely from our Electricity GL account to make up the difference.

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 BID

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

24-SDB7RR-1

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

d. Vendor information (including contact name):

Mid State Industries - See marked up resolution

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

f. State of vendor/contractor organization: NY

g. Commencement date of contract term: TBD

h. Termination of contract date: TBD

i. Contract renewal date and term:

k. Is this a renewal agreement: Y N

l. Vendor/Contractor comment/remarks:

Human Resources Consulted

Purchasing Office Consulted
Yes

8. Is a grant being accepted: YES or NO

a. Source of grant funding:

b. Agency granting funds:

c. Amount of grant:

d. Purpose grant will be used for:

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

f. Time period grant covers:

g. Amount of county matching funds:

h. Administrative fee to County:

9. Supporting Documentation:

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

10. Remarks:



BOARD OF SUPERVISORS

11/21/2023

RESOLUTION 308 - 2023

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

AUTHORIZING AN AGREEMENT WITH MID STATE INDUSTRIES, LTD. FOR THE REPLACEMENT OF THE ROOF OF BUILDING #7 AT SARATOGA COUNTY SEWER DISTRICT NO. 1'S WASTEWATER TREATMENT PLANT

WHEREAS, the roof on Building #7 at the Saratoga County Sewer District No. 1's Wastewater Treatment Plant is failing and needs replacement; and

WHEREAS, the Sewer District's Executive Director solicited bids for the provision of services to demolish the existing roof and install a replacement roof on Building #7; and

WHEREAS, our Law and Finance Committee, the Saratoga County Sewer District Commission and the Sewer District's Executive Director have recommended that the lowest bid, submitted by Mid-State Industries, Ltd. in the amount of \$78,811 be accepted; now, therefore, be it

RESOLVED, that the Chair of the Board is authorized to execute an agreement with Mid-State Industries, Ltd., of Schenectady, New York, for the demolition and replacement of the roof on Building #7 at Saratoga County Sewer District No. 1's Wastewater Treatment Plant, at a cost not to exceed \$78,811.00; 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.

November 21, 2023 Regular Meeting

Motion to Adopt: Supervisor Grasso

Second: Supervisor: M. Veitch

AYES (199756.5): Eric Connolly (11831), Joseph Grasso (4328), Philip C. Barrett (19014.5), Jonathon Schopf (19014.5), Eric Butler (6500), Jean Raymond (1333), Michael Smith (3525), Kevin Veitch (8004), Arthur M. Wright (1976), Kevin Tollisen (25662), Mark Hammond (17130),



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: 7/1/2024

COMMITTEE: Law & Finance

1. Is a Resolution Required:

Yes, Other

2. Proposed Resolution Title:

Amending Resolution 181-12, as last amended by Resolution 166-2024, 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 Supervisors Barrett, Arnold, Thompson and Madigan

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

County Attorney's Office
Consulted

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

County Administrator's Office
Consulted Yes

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

Revenue

Account Number	Account Name	Amount
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Expense

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

Amount:

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

No Budget Impact

- 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 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

07/16/2024

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 166-2024, 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 166-2024, 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 166-2024; now, therefore, be it

RESOLVED, that this Board of Supervisors hereby amends Resolution 166-2024, 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

Supervisor to Clifton Park	6	Philip Barrett	XXXX			1/1/2024 – 12/31/2025	N	48.87	
Supervisor to Galway	6	James D. Arnold	XXXX			1/1/2024 – 12/31/2024	N	3.56	
Supervisor to Saratoga Springs	6	Michele Clark-Madigan	XXXX			1/1/2024 – 12/31/2025	N	14.50	
Supervisor to Clifton Park	6	Angela Thompson	XXXX			1/1/2024 – 12/31/2025	N	7.56	

BUDGET IMPACT STATEMENT: No Budget Impact.



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:

Record of Activities

Name Phil Barrett
Title Town/County Supervisor
Employer Town of Clifton Park/Saratoga County

Activity Log

- Use a new row for each activity. You must include the start and end times for each activity.
- Enter the date, activity, start and end times, and the number of hours. In the Hours column, only enter numbers (i.e. 2.75).
- To add a new row, click the "Add New Row" button.
- To total the number of hours, click the "Update Total" button.

Date	Activity	Start Time	End Time	Hours
1-1-2024	Admin/meetings/ events	10am	2pm	4
1-2-2024	Admin/mtgs/events	8am	830pm	12.5
1-3-2024	Admin /mtgs /events	730am	630pm	11
1-4-2024	Admin/mtgs/events	8am	6pm	10
1-5-2024	Admin/mtgs/events	730am	8pm	12.5
1-6-2024	Admin	9am	12pm	3
1-8-2024	Admin/mtgs events	8am	830pm	12.5
1-9-2024	Admin/mtgs/events	745am	630pm	10.75
1-10-2024	Admin/mtgs/events	745am	630pm	10.75

1-11-2024	Admin/mtgs/events	8am	615pm	10.25
1-12-2024	Admin/mtgs/events	730am	6pm	10.5
1-13-2024	Admin	8am	11am	3
1-15-2024	Admin	10am	2pm	4
1-16-2024	Admin/mtgs/events	8am	9pm	13
1-17-2024	Admin/mtgs/events	745am	6pm	10.25
1-18-2024	Amin/mtgs/events	730am	8pm	12.5
1-19-2024	Admin/mtgs/events	8am	6pm	10
1-20-2024	Admin/events	1pm 6pm	3pm 730pm	3.5
1-21-2024	Events	11am	3pm	4
1-22-2024	Admin/mtgs/events	745am	6pm	10.25
1-23-2024	Admin/mtg/events	8am	630pm	10.5
1-24-2024	Admin/mtgs/events	745am	630pm	10.75
1-25-2024	Admin/mtgs/events	730am	730am	12
1-26-2024	Admin/mtgs/events	745am	6pm	10.25
1-27-2024	Admin/events	9am 5pm	1130am 10pm	7.5
1-29-2024	Admin/mtgs/events	745am	630pm	10.75

1-30-2024	Admin/mtgs/events	745am	630pm	10.75
1-31-2024	Admin/mtgs/events	730am	7pm	11.5
2-1-2024	Admin/mtgs/events	745am	630pm	10.75
2-2-2024	Admin/mtgs/events	745am	6pm	10.25
2-3-2024	Admin	11am	230pm	3.5
2-5-2024	Admin/mtgs/events	730am	830pm	13
2-6-2024	Admin/mtgs/events	745am	845pm	13
2-7-2024	Admin/mtgs/events	745am	630pm	10.75
2-8-2024	Admin/mtgs/events	730am	630pm	11
2-9-2024	Admin/mtgs/events	8am	6pm	10
2-10-2024	Admin	11am	1pm	2
2-11-2024	Event	1pm	530pm	4.5
2-12-2024	Admin/mtgs/events	745am	630pm	10.75
2-13-2024	Admin/mtgs/events	745am	6pm	10.25
2-14-2024	Admin/mtgs/events	730am	630pm	11
2-15-2024	Admin/mtgs/events	745am	615pm	10.5
2-16-2024	Admin/mtgs/events	745am	6pm	10.25

2-17-2024	Events	11am	230pm	3.5pm
2-19-2024	Admin/mtgs/events	745am	630pm	10.75
2-20-2024	Admin/mtgs/events	745am	630pm	10.75
2-21-2024	Admin/mtgs/events	745am	615pm	10.5
2-22-2024	Admin/mtgs/events	730am	915pm	13.75
2-23-2024	Admin/mtgs/events	745am	6pm	10.25
2-25-2024	Admin/events	11am	330pm	4.5
2-26-2024	Admin/mtgs/events	730am	9pm	13.5
2-27-2024	Admin/mtgs/events	745am	630pm	10.75
2-28-2024	Admin/mtgs/events	745am	615pm	10.5
2-29-2024	Admin/mtgs/events	745am	630pm	10.75
3-1-2024	Admin/mtgs/events	745am	6pm	10.25
3-2-2024	Admin	9am	12pm	3
3-4-2024	Admin/mtgs/events	745am	9pm	13.25
3-5-2024	Admin/mtgs/events	745am	630pm	10.75
3-6-2024	Admin/mtgs/events	745am	630pm	10.75
3-7-2024	Admin/mtgs/events	745am	7pm	11.25

3-8-2024	Admin/mtgs/events	730am	6pm	10.5
3-11-2024	Admin/mtgs/events	745am	630pm	10.75
3-12-2024	Admin/mtgs/events	745am	615pm	10.5
3-13-2024	Admin/mtgs/events	730am	630pm	11
3-14-2024	Admin/mtgs/events	8am	630pm	10.5
3-15-2024	Admin/mtgs/events	745am	6pm	10.25
3-16-2024	Admin	4pm	7pm	3
3-17-2024	Admin/events	930am 2pm	12pm 330pm	4
3-18-2024	Admin/mtgs/events	745am	830pm	12.75
3-19-2024	Admin/mtgs/events	730am	630pm	11
3-20-2024	Admin/mtgs/events	745am	7pm	11.25
3-21-2024	Admin/mtgs/events	745am	8pm	12.25
3-22-2024	Admin/mtgs/events	715am	6pm	10.75
3-23-2024	Admin/events	9am	230pm	5.5
3-24-2024	Admin/events	9am 1230am	11am 330pm	5
3-25-2024	Admin/mtgs/events	745am	630pm	10.75
3-26-2024	Admin/mtgs/events	745am	615pm	10.5

3-27-2024	Admin/mtgs/events	745am	7pm	11.25
3-28-2024	Admin/mtgs/events	745am	630pm	10.75
3-29-2024	Admin/mtgs/events	8am	6pm	10
3-30-2024	Admin/events	9am	2pm	5

Add New Row

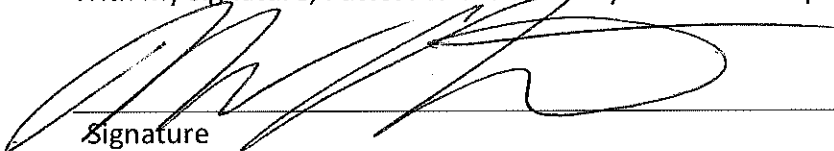
Update Total

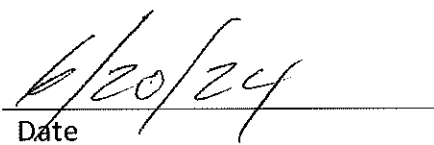
0

To ensure three full months of active working days are reflected on the ROA, extend the period of the ROA by the amount of time used for vacations, illness, holidays or other reasons not worked during the three-month period.

Once you have completed recording activities for a three-month period, print this worksheet and sign and date below.

With my signature, I attest to the accuracy of the record provided above.


Signature


Date



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:



Calculate

ROA Result — Average Days Worked per Month:

Record of Activities

Name Michele Clark-Madigan
Title Supervisor
Employer Saratoga County

Activity Log

- Use a new row for each activity. You must include the start and end times for each activity.
- Enter the date, activity, start and end times, and the number of hours. In the Hours column, only enter numbers (i.e. 2.75).
- To add a new row, click the “Add New Row” button.
- To total the number of hours, click the “Update Total” button.

Date	Activity	Start Time	End Time	Hours
January 1, 2024	Inauguration	1:00pm	4:00pm	3
January 2, 2024	County Board of Supervisor Meeting, City Council Meeting	3:00pm	8:00pm	5
January 3, 2024	County Board Meeting, Setup Outlook Email on 4 devices and communicate email with City Council and Constituents	1:00pm	5:00pm	4
January 4, 2024	Emails – continue setup for ipad, phone, laptop and checking	10:00am	12:00pm	4
January 5, 2024	<i>Emails, constituent services (**for ALL EMAILs it includes checking social media messages, text messages, etc. and following up accordingly – this is done throughout the day and evening, everyday and has no set time**)</i>	Select Start Time	Select End Time	2
January 8, 2024	Emails, constituent services	Select Start Time	Select End Time	2

January 9, 2024	Emails, constituent services	Select Start Time	Select End Time	2
January 10, 2024	SSPD Ceremony, email, constituent services	4:00pm	7:30pm	3.5
January 11, 2024	Emails and constituent services	Select Start Time	Select End Time	2
January 12, 2024	Champlain Hudson Power Express Meeting, emails, constituent services	11:00 AM	1:30 PM	2.5
January 15, 2024	Martin Luther King, emails, constituent services, review for board meeting	Select Start Time	Select End Time	3
January 16, 2024	Board Meeting, emails, meeting with Constituent, City Council Meeting	3:00 PM	8:30	5.5
January 17, 2024	Follow-up City Council Meeting, email, constituent services	11:00am	1:00pm	2
January 18, 2024	Breakfast meeting, emails, constituent services	8:00am	11:00am	3
January 19, 2024	Meeting Risk and Safety City Hall, constituent services, emails	1:00pm	4:00pm	3
January 22, 2024	Email and constituent services	Select Start Time	Select End Time	2
January 23, 2024	Email and constituent services	Select Start Time	Select End Time	2
January 24, 2024	Meeting with constituents on High Rock Ave offices, emails	10:00am	1:00pm	3
January 25, 2024	Meeting at city hall constituent, emails, services	9:30am	12:30pm	3
January 26, 2024	Meeting with Mayor, emails, follow-up with constituents	10:30 AM	1:00 PM	2.5
January 29, 2024	Email and constituent services	Select Start Time	Select End Time	2
January 30, 2024	Email and constituent services	Select Start Time	Select End Time	2
January 31, 2024	Saratoga County Planning Conference, email, services	11:00am	3:30pm	4.5

February 1, 2024	Email and constituent services	Select Start Time	Select End Time	2
February 2, 2024	South Broadway Sewer Meeting, email and constituent services	1:30 PM	3:30 PM	2
February 5, 2024	Email / constituent services	Select Start Time	Select End Time	2
February 6, 2024	Public Works Committee Meeting, emails and constituent services	3:30pm	5:00pm	1.5
February 7, 2024	Trails and Open Space Comm, Economic Dev Comm, Meeting at County, Emails and constituent services	2:00 PM	5:00 PM	3
February 8, 2024	Email and constituent services	Select Start Time	Select End Time	2
February 9, 2024	NACO Conference (see weekend work at end of SDR for more)	10:00 AM	6:00 PM	8
February 12, 2024	NACO Conference	9:00 AM	6:00 PM	9
February 13, 2024	NACO Conference	9:00 AM	6:00 PM	9
February 14, 2024	NACO Conference	8:00 AM	3:00 PM	7
February 15, 2024	Email and constituent services, prepare expenses for NACO Conference	10:00am	1::00 PM	3
February 16, 2024	Homeless Meeting / Bonacio Construction and email and constituent services	11:00 AM	2:00 PM	3
February 19, 2024	Email and constituent services, review for board meeting	Select Start Time	Select End Time	3
February 20, 2024	County Board Meeting, emails and meeting	3:00 PM	5:30 PM	2.5
February 21, 2024	Meeting with Constituents and email reviews	10:30am	1:30pm	3
February 22, 2024	Email and constituent services	Select Start Time	Select End Time	2

February 23, 2024	Meeting at City Hall, email and constituent services	4:00pm	7:00pm	3
February 26, 2024	NYSAC Conference, emails, constituent services	9:00am	6:00pm	8
February 27, 2024	NYSAC Conference, emails, constituent services	9:00am	6:00pm	8
February 28, 2024	NYSAC Conference	8:00am	2:00pm	6
February 29, 2024	Music Hall Dedication – Skip Scirocco, emails, constituent services	4:00pm	7:00pm	3
March 1, 2024	Press Interview meeting, emails, constituent services	10:00am	1:00pm	3
March 4, 2024	Email and constituent services	Select Start Time	Select End Time	2
March 5, 2024	Public Works Committee Meeting, City Council Meeting, emails / constituent services	3:30 PM	9:00 PM	5.5
March 6, 2024	Trails and Open Space and Economic Dev Comm Meeting and Meeting with County Supervisors, Emails	2:00 PM	5:00 PM	3
March 7, 2024	Meeting with Board Members Shelters of Saratoga, emails/constituents service	10:00am	1:00pm	3
March 8, 2024	Email and constituent services	Select Start Time	Select End Time	2
March 11, 2024	Email and constituent services	Select Start Time	Select End Time	2
March 12, 2024	Email and constituent services	Select Start Time	Select End Time	2
March 13, 2024	Email and constituent services	Select Start Time	Select End Time	2
March 14, 2024	Email and constituent services	Select Start Time	Select End Time	2
March 15, 2024	Meeting Jewish Federation, emails and constituent services	11:00am	2:00	3

March 18, 2024	Email and constituent services, review for board meeting	Select Start Time	Select End Time	3
March 19, 2024	Public Works, Board Meeting, City Council Meeting, Email and constituent services	3:30pm	9:00pm	5.5
March 20, 2024	Email and constituent services	Select Start Time	Select End Time	2
March 21, 2024	Away, but checking email and responding	Select Start Time	Select End Time	1
March 22, 2024	Away, but checking email and responding	Select Start Time	Select End Time	1
March 25, 2024	Away, but checking email and responding	Select Start Time	Select End Time	1
March 26, 2024	Away, but checking email and responding	Select Start Time	Select End Time	1
March 27, 2024	Away, but checking email and responding	Select Start Time	Select End Time	1
March 28, 2024	Away, but checking email and responding	Select Start Time	Select End Time	1
March 29, 2024	Away, but checking email and responding	Select Start Time	Select End Time	1
April 1, 2024	Email / constituent services	Select Start Time	Select End Time	2
April 2, 2024	City Council Meeting, emails and constituent services	5:30	10:00	4.5
April 3, 2024	Email / constituent services	Select Start Time	Select End Time	2
April 4, 2024	Email / constituent services	Select Start Time	Select End Time	2
April 5, 2024	Email / constituent services	Select Start Time	Select End Time	2
Choose or enter date	Write a brief description of your activity	Select Start Time	Select End Time	Enter Number
Choose or enter date	WEEKENDS:	Select Start Time	Select End Time	Enter Number

January 6, 2024	Checking emails (which includes social media accounts, texts messages, etc. daily and following up)	Select Start Time	Select End Time	1
January 7, 2024	Checking emails (which includes social media accounts, texts messages, etc. daily and following up)	Select Start Time	Select End Time	1
January 13, 2024	Checking emails (which includes social media accounts, texts messages, etc. daily and following up)	Select Start Time	Select End Time	1
January 14, 2024	Checking emails (which includes social media accounts, texts messages, etc. daily and following up)	Select Start Time	Select End Time	1
January 20, 2024	Checking emails (which includes social media accounts, texts messages, etc. daily and following up)	Select Start Time	Select End Time	1
January 21, 2024	Checking emails (which includes social media accounts, texts messages, etc. daily and following up)	Select Start Time	Select End Time	1
January 27, 2024	Checking emails (which includes social media accounts, texts messages, etc. daily and following up)	Select Start Time	Select End Time	1
January 28, 2024	Checking emails (which includes social media accounts, texts messages, etc. daily and following up)	Select Start Time	Select End Time	1
February 3, 2024	Checking emails (which includes social media accounts, texts messages, etc. daily and following up)	Select Start Time	Select End Time	1
February 4, 2024	Checking emails (which includes social media accounts, texts messages, etc. daily and following up)	Select Start Time	Select End Time	1

February 10, 2024	NACO and Checking emails (which includes social media accounts, texts messages, etc. daily and following up)	9:00am	6:00pm	9
February 11, 2024	NACO and Checking emails (which includes social media accounts, texts messages, etc. daily and following up)	9:00am	6:00pm	9
February 17, 2024	Checking emails (which includes social media accounts, texts messages, etc. daily and following up)	Select Start Time	Select End Time	1
February 18, 2024	Checking emails (which includes social media accounts, texts messages, etc. daily and following up)	Select Start Time	Select End Time	1
February 24, 2024	Checking emails (which includes social media accounts, texts messages, etc. daily and following up)	Select Start Time	Select End Time	1
February 25, 2024	Checking emails (which includes social media accounts, texts messages, etc. daily and following up)	Select Start Time	Select End Time	1
March 2, 2024	Checking emails (which includes social media accounts, texts messages, etc. daily and following up)	Select Start Time	Select End Time	1
March 3, 2024	Checking emails (which includes social media accounts, texts messages, etc. daily and following up)	Select Start Time	Select End Time	1
March 9, 2024	Checking emails (which includes social media accounts, texts messages, etc. daily and following up)	Select Start Time	Select End Time	1
March 10, 2024	Checking emails (which includes social media accounts, texts messages, etc. daily and following up)	Select Start Time	Select End Time	1

March 16, 2024	Checking emails (which includes social media accounts, texts messages, etc. daily and following up)	Select Start Time	Select End Time	1
March 17, 2024	Checking emails (which includes social media accounts, texts messages, etc. daily and following up)	Select Start Time	Select End Time	1
March 23, 2024	Checking emails (which includes social media accounts, texts messages, etc. daily and following up)	Select Start Time	Select End Time	1
March 24, 2024	Checking emails (which includes social media accounts, texts messages, etc. daily and following up)	Select Start Time	Select End Time	1
March 30, 2024	Checking emails (which includes social media accounts, texts messages, etc. daily and following up)	Select Start Time	Select End Time	1
March 31, 2024	Checking emails (which includes social media accounts, texts messages, etc. daily and following up)	Select Start Time	Select End Time	1
April 6, 2024	Checking emails (which includes social media accounts, texts messages, etc. daily and following up)	Select Start Time	Select End Time	1
April 7, 2024	Checking emails (which includes social media accounts, texts messages, etc. daily and following up)	Select Start Time	Select End Time	1

Add New Row

Update Total 0

To ensure three full months of active working days are reflected on the ROA, extend the period of the ROA by the amount of time used for vacations, illness, holidays or other reasons not worked during the three-month period.

Once you have completed recording activities for a three-month period, print this worksheet and sign and date below.

With my signature, I attest to the accuracy of the record provided above.

Signature

Date



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:

261

Number of Months used to Calculate the ROA:

3



Note: must be a minimum of three months.

Hours in Standard Work Day:

6



Calculate

ROA Result — Average Days Worked per Month:

14.50

Record of Activities

Name Angela Thompson
Title Clifton Park County Supervisor
Employer Saratoga County

Activity Log

- Use a new row for each activity. You must include the start and end times for each activity.
- Enter the date, activity, start and end times, and the number of hours. In the Hours column, only enter numbers (i.e. 2.75).
- To add a new row, click the "Add New Row" button.
- To total the number of hours, click the "Update Total" button.

Date	Activity	Start Time	End Time	Hours
March 1, 2024	Administrative work	9am	1:00pm	4
March 4, 2024	BOS Committee meetings	1:30pm	4:30pm	3
March 5, 2024	Administrative work	2:00pm	5:30pm	3.5
March 6, 2024	Administrative work	2:00pm	4:30pm	2.5
March 7, 2024	Administrative work	1:30pm	5:00pm	3.5
March 8, 2024	Administrative work	10am	3:00pm	5
March 11, 2024	Administrative work	2:00pm	4:30pm	2.5

March 12, 2024	Administrative work	3:00pm	5:00pm	2
March 15, 2024	Administrative work	11:00am	3:30pm	4.5
March 19, 2024	BOS meeting	3:30pm	4:30pm	1
March 20, 2024	Administrative work	2:30pm	5:30pm	3
March 21, 2024	Administrative work	2:00pm	4:30pm	2.5
March 21, 2024	Meeting with County Admin	4:30pm	5:30pm	1
March 21, 2024	Meeting with constituents	5:30pm	7:00pm	1.5
March 27, 2024	Administrative work	2:00pm	5:00pm	3
March 28, 2024	Met with other Saratoga County Supervisors	1:00pm	2:00pm	1
March 28, 2024	Administrative work	2:30pm	4:30pm	2
March 29, 2024	Administrative work	11:00am	3:00pm	4

Add New Row

Update Total

49.5

*To ensure three full months of active working days are reflected on the ROA, extend the period of the ROA by the amount of time used for vacations, illness, holidays or other reasons not worked during the three-month period.
Once you have completed recording activities for a three-month period, print this worksheet and sign and date below.*

With my signature, I attest to the accuracy of the record provided above.

Angela Thompson
Signature

7/8/24
Date

Record of Activities

Name Angela Thompson
Title Clifton Park County Supervisor
Employer Saratoga County

Activity Log

- Use a new row for each activity. You must include the start and end times for each activity.
- Enter the date, activity, start and end times, and the number of hours. In the Hours column, only enter numbers (i.e. 2.75).
- To add a new row, click the "Add New Row" button.
- To total the number of hours, click the "Update Total" button.

Date	Activity	Start Time	End Time	Hours
April 1, 2024	Administrative work	2pm	5pm	3
April 2, 2024	Administrative work	9am	10am	1
April 2, 2024	BOS committee meetings	2:30	4:30pm	2
April 3, 2024	BOS committee meetings	2pm	3pm	1
April 3, 2024	Administrative work	3:30pm	5:30pm	2
April 4, 2024	Meeting with county supervisors	1	2:30pm	1.5
April 4, 2024	Administrative work	2:30pm	5:30pm	3
April 5, 2024	Administrative work	2pm	5:30pm	2.5
April 8, 2024	NACO webinar	1:30pm	2:30pm	1

April 8, 2024	Administrative work	3pm	5pm	2
April 9, 2024	Administrative work	2:00pm	3:30pm	1
April 9, 2024	Ribbon cutting	3:30pm	4:00pm	.5
April 9, 2024	Administrative work	4:00pm	5:30pm	1.5
April 10, 2024	Administrative work	2:30pm	5:30pm	3
April 11, 2024	Administrative work	2:00pm	5pm	3
April 12, 2024	Administrative work	1pm	4:00pm	3
April 15, 2024	Administrative work	2:00pm	4:00pm	2
April 16, 2024	Full Board meeting	3:30pm	5pm	1.5
April 17, 2024	Administrative work	2:30pm	5:00pm	2.5
April 19, 2024	Administrative work	9am	1pm	4

Add New Row

Update Total

41

To ensure three full months of active working days are reflected on the ROA, extend the period of the ROA by the amount of time used for vacations, illness, holidays or other reasons not worked during the three-month period.

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With my signature, I attest to the accuracy of the record provided above.

Angela Thompson
Signature

7/8/24
Date

Record of Activities

Name Angela Thompson
Title Clifton Park County Supervisor
Employer Saratoga County

Activity Log

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- Enter the date, activity, start and end times, and the number of hours. In the Hours column, only enter numbers (i.e. 2.75).
- To add a new row, click the "Add New Row" button.
- To total the number of hours, click the "Update Total" button.

Date	Activity	Start Time	End Time	Hours
May 1, 2024	Administrative work	2:00pm	5:00pm	3
May 2, 2024	Administrative work	2:00pm	4:30pm	2.5
May 7, 2024	BOS committee meeting	2:30pm	3:30pm	1
May 8, 2024	BOS committee meeting	2:00pm	3:30pm	1
May 9, 2024	Administrative work	1:30pm	5:00pm	3.5
May 10, 2024	Administrative work	10am	3:00pm	5
May 13, 2024	Administrative work	2:00pm	4:30pm	2.5
May 14, 2024	Administrative work	3:00pm	5:00pm	2
May 17, 2024	Saratoga County Senior Luncheon	11:00am	2:30pm	3.5

May 20, 2024	Administrative work	3:30pm	5:30pm	2
May 21, 2024	BOS meeting	3:30pm	4:30pm	1
May 23, 2024	Administrative work	2:00pm	4:30pm	2.5
March 21, 2024	Meeting with County Admin	4:30pm	5:30pm	1
March 23, 2024	Shen Rotary Club Chicken BBQ	4pm	5pm	1
May 24, 2024	Administrative work	12:00pm	2:30pm	2.5
May 27, 2024	Administrative work	3pm	5pm	2
May 28, 2024	Administrative work	2:30pm	4:30pm	2
May 29, 2024	Administrative work	10:00am	2:00pm	4
May 30, 2024	Employee Appreciation Day	12:00pm	3:30pm	3.5

Add New Row

Update Total 27

To ensure three full months of active working days are reflected on the ROA, extend the period of the ROA by the amount of time used for vacations, illness, holidays or other reasons not worked during the three-month period.

Once you have completed recording activities for a three-month period, print this worksheet and sign and date below.

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Signature 

Date 7/8/24



Office of the NEW YORK
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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:



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: 6/24/24

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, Contract Approval

2. Proposed Resolution Title:

Authorizing an agreement with Bonadio for the provision of reporting for new Governmental Accounting Standards GASB 87 (Leases) and GASB 96 (Subscription Based Information Technology agreements).

3. Specific Details on what the resolution will authorize:

This resolution will authorize a contract with Bonadio not to exceed \$25,000. A minor contract was signed April 24, 2024. Due to the increase of records to be reviewed and analyzed to be in compliance with Governmental Accounting Standards, this agreement needs to be converted to a major contract. These services are needed in order to prepare the annual audit.

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.14.000-8190
- b. Budget year impacted 2024
- c. Details

6. Are there Amendments to the Compensation Schedule?

YES or NO (If yes, provide details)

a. Is a new position being created? Y N

Effective date

Salary and grade

b. Is a new employee being hired? Y N

Effective date of employment

Salary and grade

Appointed position:

Term

c. Is this a reclassification? Y N

Is this position currently vacant? Y N

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

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

a. Type of Solicitation Professional Service

Purchasing Office Consulted

Yes

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):

Bonadio & Co., LLP
171 Sully's Trail
Pittsford, New York 14534

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

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

g. Commencement date of contract term: **4/24/24**

h. Termination of contract date: **12/31/24**

i. Contract renewal date and term:

k. Is this a renewal agreement: Y N

l. Vendor/Contractor comment/remarks:

Human Resources Consulted

N/A

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:



BOARD OF SUPERVISORS

06/18/2024

RESOLUTION 157 - 2024

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

AMENDING AN AGREEMENT WITH ~~DR. KRISTIN ST. DENIS~~ **Bonadio & Co, LLP** FOR THE PROVISION OF PROFESSIONAL ~~VETERINARY~~ **Consulting** SERVICES AT ~~THE SARATOGA COUNTY ANIMAL SHELTER~~

WHEREAS, ~~the new Governmental Accounting Standards, GASB 87 and GASB 96, were implemented affecting the December 31, 2023 financial statements. Saratoga County Animal Shelter has an increased need for professional veterinary service being provided by Dr. Kristin St. Denis; and~~

WHEREAS the ~~Public Safety~~ **Law and Finance** -Committee and the **County Administrator** ~~Director of the Saratoga County Animal Shelter~~ have recommended that the County enter into an amended agreement with ~~Dr. Kristin St. Denis~~ **Bonadio & Co., LLP** increasing the not to exceed amount of ~~her~~ **their** current contract from \$15,000 to **\$30,000** ~~starting August 1, 2024, and ending August 2, 2025; and an amount not to exceed \$25,000.~~

WHEREAS, all other terms of the current agreement dated ~~September 15, 2017~~ **April 24, 2024** which are not inconsistent with the provisions of the above-stated amendments shall remain in full force and effect, now, therefore, be it

RESOLVED, that the Chair of the Board is authorized to execute an amended agreement increasing the not to exceed amount from \$15,000 to **\$30,000**, ~~starting August 1, 2024, and ending August 2, 2025;~~ and it is further

RESOLVED, that the form and content of such an agreement shall be subject to the approval of the County Attorney.

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

~~June 18, 2024 Regular Meeting
Motion to Adopt: Supervisor Grasso
Second: Supervisor Butler~~

~~AYES (207,743): Eric Connolly (11831), Joseph Grasso (4328), Philip C. Barrett (19014.5), Angela Thompson (19014.5), C. Eric Butler (6500), Diana Edwards (819), Jean Raymond (1333), James D. Arnold (3525), Kevin Veitch (8004), Arthur M. Wright (1976), Kevin Tollisen~~



SARATOGA COUNTY AGENDA ITEM REQUEST

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

DEPARTMENT:

DATE:

COMMITTEE:

1. Is a Resolution Required:
2. Proposed Resolution Title:
3. Specific Details on what the resolution will authorize:

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

County Attorney's Office
Consulted

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
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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**):

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

6. Are there Amendments to the Compensation Schedule?

YES or NO (If yes, provide details)

a. Is a new position being created? Y N

Effective date

Salary and grade

b. Is a new employee being hired? Y N

Effective date of employment

Salary and grade

Appointed position:

Term

c. Is this a reclassification? Y N

Is this position currently vacant? Y N

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

Human Resources Consulted

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

a. Type of Solicitation

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

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

d. Vendor information (including contact name):

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

f. State of vendor/contractor organization:

g. Commencement date of contract term:

h. Termination of contract date:

i. Contract renewal date and term:

k. Is this a renewal agreement: Y N

l. Vendor/Contractor comment/remarks:

Purchasing Office Consulted

County Administrator's Office
Consulted

8. Is a grant being accepted: YES or NO
- a. Source of grant funding:
 - b. Agency granting funds:
 - c. Amount of grant:
 - d. Purpose grant will be used for:
 - e. Equipment and/or services being purchased with the grant:
 - f. Time period grant covers:
 - g. Amount of county matching funds:
 - h. Administrative fee to County:

9. Supporting Documentation:

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

10. Remarks:

8/20/19



SARATOGA COUNTY BOARD OF SUPERVISORS

RESOLUTION 169—2019

Introduced by Supervisors ~~Wood~~ Tollisen, ~~Grattidge~~ Butler, ~~Johnson~~ Lant, ~~Lucia~~ Richardson, ~~Peek~~ Thompson, ~~M. Veitch~~ Veitch, and Wright

AMENDING THE POLICIES AND PROCEDURES MANUAL TO REVISE THE COUNTY'S INTERNSHIP PROGRAM POLICY

WHEREAS, Resolution 330-82 adopted a manual of Policies and Procedures for the conduct of Saratoga County government; and

WHEREAS, since its adoption, the Board of Supervisors has enacted numerous amendments to the Manual; and

WHEREAS, the Human Resources Department's ongoing review of the Manual has disclosed the appropriateness of amending the Internship Program Policy to make several clarifications and updates to the policy to capture the most current employment practices and intent of the program, ~~clarify that paid interns, as Temporary Employees, are required to attend employee orientation, and that the approval of applications for paid internships shall be the sole responsibility of the Director of Human Resources;~~ and

WHEREAS, our Human Resources Department has distributed to each member of this Board copies of the proposed revised "Internship Program" policy; and

WHEREAS, the implementation of legislative revisions to the Policies and Procedures Manual requires the approval of this Board; now, therefore, be it

RESOLVED, that the Saratoga County Policies and Procedures Manual is hereby amended to modify the Internship Program policy as set forth in the policy revisions distributed to this Board:

CHAPTER	SECTION	TITLE	ORIGINALLY ADOPTED	LAST REVISED
3	U	Internship Program	3/18/86	6/21/16
<u>3</u>	<u>U</u>	<u>Internship Program</u>	<u>6/21/16</u>	<u>8/20/19</u>

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and, be it further

RESOLVED, that the Human Resources Department distribute copies of this amended Internship Program policy to all County departments and agencies, and shall post the amended policy on the County's Intranet website.