



Law & Finance Committee

Wednesday, September 11, 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 August 14, 2024

HEALTH & HUMAN SERVICES

- Accepting the 2024-2025 State Aid allocation from the New York State Office of Children and Family Services for Runaway and Homeless Youth Act programs.
(Sandi Cross, Director of the Department of Aging & Youth Services)
BUDGET IMPACT STATEMENT: No budget impact. Funds are included in the department budget.
- Authorizing an agreement with Captain Community Human Services, Inc. for Runaway Homeless Youth programs.
(Sandi Cross, Director of the Department of Aging & Youth Services)
BUDGET IMPACT STATEMENT: No budget impact. Funds are included in the department budget.
- Accepting Environmental Health Transition funds from the New York State Department of Health and Health Research, Inc., and amending the 2024 County budget in relation thereto.
(Daniel Kuhles, Commissioner of Health)
BUDGET IMPACT STATEMENT: The budget will be amended to increase revenue and increase fund balance by \$1,020,000.
- Authorizing an agreement with Speak Sobriety LLC for substance abuse prevention programming and amending the 2024 County budget in relation thereto.
(Phil Barrett, Chairman of the Board)
BUDGET IMPACT STATEMENT: The budget will be amended to accept these funds and authorize the related expenses.

BUILDINGS & GROUNDS

- Authorizing an extension term to the lease with CPC Development I, LLC for the Department of Motor Vehicles' satellite office located in the Clifton Park Center Mall.
(Craig Hayner, County Clerk)
BUDGET IMPACT STATEMENT: No budget impact. Funds are included in the department budget.
- Authorizing an agreement with the Historic Hudson-Hoosic Rivers Partnership for the use of space at the Champlain Canal Region Gateway Visitors Center.
(Steve Bulger, County Administrator)
BUDGET IMPACT STATEMENT: No budget impact. Funds are included in the department budget.

HUMAN RESOURCES & INSURANCE

- Authorizing an agreement with Capital District Physicians' Health Plan, Inc. for health insurance coverage for eligible County employees and non-Medicare retirees in 2025.
(Scot Chamberlain, Director of Human Resources)
BUDGET IMPACT STATEMENT: No budget impact. Funds for this agreement will be included in the 2025 tentative budget.
- Authorizing an agreement with MVP Health Plan, Inc. for Medicare coverage for eligible County retirees in 2025.
(Scot Chamberlain, Director of Human Resources)
BUDGET IMPACT STATEMENT: No budget impact. Funds for this agreement will be included in the 2025 tentative budget.
- Authorizing an agreement with Metropolitan Life Insurance Company, Inc. for dental insurance coverage for eligible County employees and retirees in 2025.
(Scot Chamberlain, Director of Human Resources)
BUDGET IMPACT STATEMENT: No budget impact. Funds for this agreement will be included in the 2025 tentative budget.

PUBLIC SAFETY

- Accepting a Second Statewide Expansion of the Hurrell-Harring Settlement from the New York State Office of Indigent Legal Services.
(Andrew Blumenberg, Public Defender)
BUDGET IMPACT STATEMENT: No budget impact. Funds are included in the department budget.
- Proclaiming October 6-12, 2024 as "National Fire Prevention Week" in Saratoga County.
(Andre Delvaux, Director of Emergency Management)
BUDGET IMPACT STATEMENT: No budget impact.

- Authorizing an agreement with Cellco Partnership DBA Verizon Wireless for the construction of a communications tower in the Town of Milton.
(Andre Delvaux, Director of Emergency Management)
BUDGET IMPACT STATEMENT: No budget impact. Funds are included in the department budget.
- Proclaiming October 2024 as “Domestic Violence Awareness Month” in Saratoga County.
(Karen Heggen, District Attorney)
BUDGET IMPACT STATEMENT: No budget impact.

ECONOMIC DEVELOPMENT

- Authorizing the transfer of funds from the Economic Development Grant Reserve and amending the 2024 County budget in relation thereto.
(Jason Kemper, Director of Planning & Economic Development)
BUDGET IMPACT STATEMENT: The budget will be amended to increase appropriations and reduce the Economic Development Grant Reserve by \$7,100.

TRAILS & OPEN SPACE

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

LAW & FINANCE

- Authorizing an agreement with Clear Ballot Group, Inc., for the purchase of new voting machines, and amending the 2024 County Budget in relation thereto.
(Cassandra Bagramian, Joe Suhrada, Commissioner of Elections)
BUDGET IMPACT STATEMENT: The budget will be amended to accept these funds, authorize the related expenses, and decrease fund balance by \$1,135,535.49.
- Amending resolution 183-2003 for the addition of capitalization thresholds for leases and software-based information technology agreements.
(Steve Bulger, County Administrator)
BUDGET IMPACT STATEMENT: No budget impact.
- Appointing a member to the Albany Airport Authority Regional Advisory Board.
(Steve Bulger, County Administrator)
BUDGET IMPACT STATEMENT: No budget impact.

- Amending an agreement with Arcadis of New York, Inc. for additional professional services for the Saratoga County Sewer District’s No. 1 Industrial Pretreatment Program.
(Dan Rourke, Executive Director of Sewer District)
BUDGET IMPACT STATEMENT: No budget impact. Funds are included in the department budget.
- Amending an agreement with Delaware Engineering, D.P.C. for various strategic infrastructure needs for Saratoga County Sewer District No. 1.
(Dan Rourke, Executive Director of Sewer District)
BUDGET IMPACT STATEMENT: No budget impact. Funds are included in the department budget.
- Authorizing a change order with Jersen Construction Group, LLC for construction services for the Saratoga County Sewer District’s No.1 Ammonia Removal Project.
(Dan Rourke, Executive Director of Sewer District)
BUDGET IMPACT STATEMENT: No budget impact. Funds are included in the department budget.
- Authorizing an agreement with Hamer Enterprises for the purchase and implementation of a property tax collection system.
(JoAnn Kupferman, County Treasurer)
BUDGET IMPACT STATEMENT: The budget will be amended to increase expenses and decrease fund balance by \$40,100
- Authorizing an agreement with Captain Community Human Services, Inc., for Certified Recovery Peer Advocate services related to the school based Opioid and Substance Use Disorder Treatment Program.
(Michael Zurlo, County Sheriff)
BUDGET IMPACT STATEMENT: The budget will be amended to accept these funds and authorize the related expenses.

EXECUTIVE SESSION

- Discussion regarding proposed, pending or current litigation.

OTHER BUSINESS

- **Setting agenda for Board Meeting Scheduled For September 17, 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: Board of Elections

DATE: 8/19/2024

COMMITTEE: Law & Finance



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

County Attorney's Office
Consulted

1. Is a Resolution Required:

Yes, Contract Approval

2. Proposed Resolution Title:

Authorizing the purchase of voting machines and a service agreement with Clear Ballot Group, Inc., and amending the 2024 County Budget in relation thereto.

3. Specific Details on what the resolution will authorize:

To replace our fleet of voting machines and enter into a service agreement with the vendor

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

County Administrator's Office
Consulted Yes

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

Revenue

Account Number	Account Name	Amount
A.22-3086	State/Legislative Grant	\$239,818.62

Expense

Account Number	Account Name	Amount
A.22.000-7080	Other Equipment	\$1,375,354.11

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

Decrease A-0599.B Appropriated Fund Balance-Budgetary



Amount: \$1,135,535.49

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

Other

a. G/L line impacted A.22.000-7080

b. Budget year impacted 2024

c. Details

"The budget will be amended to accept these funds, authorize the related expenses, and decrease fund balance by \$1,135,535.49. "

A \$387,414.89 Technology Innovation and Election Resource state grant was already accepted and applied to Voting Machines via resolution 88-2024.

An existing Shoebox grant in the amount of \$239,818.62 will be used to offset this expense.

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 State/National Contract

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

OGS Contract # PC69384

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):

Antonio Corbia
Clear Ballot Group, Inc
2 Oliver St, Suite 607
Boston, MA 02109

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

f. State of vendor/contractor organization: MA

g. Commencement date of contract term: Upon signature

h. Termination of contract date: n/a

i. Contract renewal date and term: n/a

k. Is this a renewal agreement: Y N

l. Vendor/Contractor comment/remarks:

Human Resources Consulted

Purchasing 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:



Clear Ballot Group, Inc
 Tax ID: 27-0798408
 Tel: +1 857-250-4961
<https://clearballot.com>

Invoicing Address:
 Saratoga County, NY
 50 W. High St.
 Ballston Spa NY 12020
 United States
 ☎ (518) 885-2249

Saratoga County, NY
 50 W. High St.
 Ballston Spa NY 12020
 United States

Quotation # S03183

Order Date: 08/19/2024 08:49:42
Salesperson: Tony Corbia

DESCRIPTION	QUANTITY	UNIT PRICE	TAXES	AMOUNT
<i>Quote includes 5 years of software license (ClearDesign) and hardware maintenance (ClearCast and ClearMark)</i>				
Hardware				
ClearCount Server (Upgrade) -Dell PowerEdge T150 (Server) -22" Monitor -Cisco Switch -Report Printer -4 TB Backup Hard Drive -DVD Drive	1.000 Units	6,380.00		\$ 6,380.00
ClearDesign Server Bundle (Standard) - Dell PowerEdge T150 (Server) - Ethernet cable - Switch (8-port) - Power cable - VGA cable - Mouse & Keyboard - Server monitor 22" - AdminStation (Dell Optiplex) and 27" Monitor	1.000 Units	7,000.00		\$ 7,000.00



Clear Ballot Group, Inc
Tax ID: 27-0798408
Tel: +1 857-250-4961
<https://clearballot.com>

DESCRIPTION	QUANTITY	UNIT PRICE	TAXES	AMOUNT
ClearCast Bundle - ClearCast Tabulator - Ballot Box - Power cable - Soft Wheeled Ballot Bin - Printer roll (2) - Privacy panel - USB sticks (2) - Emergency Ballot Bag	155.000 Units	7,035.00		\$ 1,090,425.00
ClearMark 2.4 Bundle (With Scanner, Thermal) - ClearMark All-In-One ballot marking device - ClearMark Box - Power cable - Thermal Printer with Paper Roll - Ballot Verification scanner - Privacy panel - Sip & Puff adapter - ADA attachments (keypad/headphones)	86.000 Units	7,000.00		\$ 602,000.00
ClearCount 2.4 Admin Station Bundle	1.000 Units	2,350.00		\$ 2,350.00
ClearCount ScanStation Bundle (fi-7800) - fi-7800 scanner - ScanStation laptop - Laptop stand - Ethernet cable - Scanaid kit	1.000 Units	23,500.00		\$ 23,500.00
USB Duplicator Systor SYS-USBD-31 USB Duplicator 1:31	1.000 Units	3,750.00		\$ 3,750.00
Subtotal				\$ 1,735,405.00



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DESCRIPTION	QUANTITY	UNIT PRICE	TAXES	AMOUNT
Software & Services				
ClearDesign Software	1.000 Units	185,616.00		\$ 185,616.00
Implementation -Shipping -Training -Acceptance testing -First election	1.000 Units	35,000.00		\$ 35,000.00
On-Site Support for 3 Election Events (8.25 days)	8.250 Units	1,888.00		\$ 15,576.00
ClearCast Extended Hardware Warranty and Annual Support - Year 6	155.000 Units	250.00		\$ 38,750.00
ClearMark Extended Hardware Warranty and Annual Support - Year 6	86.000 Units	250.00		\$ 21,500.00
ClearDesign Software - Year 6	1.000 Units	28,000.00		\$ 28,000.00
				Subtotal \$ 324,442.00
2024 Customer Loyalty Discount				
[10236] Discount	1.000 Units	-15,576.00		\$ -15,576.00
[10236] Discount	1.000 Units	-192,614.00		\$ -192,614.00
				Subtotal \$ -208,190.00
2024 Early Pay Discount				
<i>Discount applicable only if payment is received, in full, on or before September 10, 2024</i>				



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DESCRIPTION	QUANTITY	UNIT PRICE	TAXES	AMOUNT
Discount on Year 6 Hardware/Software Warranty	1.000 Units	-88,888.00		\$ -88,888.00
			Subtotal	\$ -88,888.00
			Total	\$ 1,762,769.00

Quote Expires September 10, 2024

Quote includes: 6 years of software license (ClearDesign) and hardware maintenance (ClearCast and ClearMark).

Quote is preliminary and is subject to change.

CLEAR BALLOT GROUP, INC. ORDER

This Order ("Order") is entered into by and between Saratoga County, NY ("Customer") and Clear Ballot Group, Inc. ("Clear Ballot") on the ___ day of _____ 2024 (the "Execution Date"). This Order is effective, ten days after the date on which copies of the Order has been received by the state board of elections, unless, within such ten day period, such board of elections notifies Customer that this Order does not meet the requirements of the regulations of the state board of elections. This Order is subject to and governed by the terms and conditions of that certain Clear Ballot Master Services Agreement executed by and between the parties on _____, 2024 (the "Agreement") and subject to requirements set forth in Contract Number PC69384 executed by and between New York State Office of General Services and Clear Ballot Group, Inc. on June 15, 2021. Capitalized terms used and not otherwise defined in this Order shall have the meaning set forth in the Agreement. Each of Customer and Clear Ballot is referred to in this Agreement individually as a "party", collectively the "parties".

The following exhibits are attached to this Order and are hereby incorporated herein by reference:

- EXHIBIT A: Statement of Work ("SOW")
- EXHIBIT B: Service Level Agreement ("SLA")

1. Product Schedule

Pricing per OGS Contract #PC69384; Clear Ballot Group, Inc. Vendor ID# 1100122065

Item	Quantity	Unit Cost	Total
Hardware			\$1,735,405
(13488+14164) ClearCast Bundle (Soft)	155 Units	\$7,035	\$1,090,425
(11140A) ClearMark Bundle (Thermal)	86 Units	\$7,000	\$602,000
(13388A) ClearDesign Server Bundle (Standard)	1 Unit	\$7,000	\$7,000
(13452) ClearCount Server (Upgrade)	1 Unit	\$6,380	\$6,380
(41011-2-2) ClearCount 2.4 Admin Station Bundle	1 Unit	\$2,350	\$2,350
(11536A) ClearCount 7800 Scanner Bundle	1 Unit	\$23,500	\$23,500
(14316) USB Duplicator (31 port)	1 Unit	\$3,750	\$3,750
Licensed Software			\$185,616
(cdsw-024; cdsw-002) ClearDesign Software	1 Unit	\$185,616	\$185,616
Professional Services			\$138,826
(sv-0001; sv-0002) Implementation and Training	1 Unit	\$35,000	\$35,000
(sv-0001) On-Site Support for 3 Election Events (8.25 days)	8.25 Units	\$1,888	\$15,576
ClearCast Warranty	155 Units	\$250	\$38,750
ClearMark Warranty	86 Units	\$250	\$21,500
(cdsw-002) ClearDesign Software	1 Unit	\$28,000	\$28,000
Discounts			(\$297,078)
Customer Loyalty Discount	1 Unit	(\$193,252)	(\$193,252)
Customer Loyalty Discount	1 Unit	(\$15,576)	(\$15,576)
Early Pay Discount – Payment on or before September 18, 2024	1 Units	(\$88,250)	(\$88,250)
PURCHASE PRICE			\$1,762,769

Scope of Use: Customer is authorized to use Hardware and Licensed Software identified in the table above to digitally scan, design, mark, print, tabulate, and adjudicate paper ballots, as well as provide tabulation reports.

Pricing: Pricing is statewide, uniform pricing; Certain discounting is based on full payment on or before September 18, 2024

Designated Jurisdiction: Saratoga County, NY

2. Support Services

The initial purchase price of Clear Ballot Products (which include the voting system and ancillary equipment, as further described herein and in the Agreement) includes 60 months of Support Services, which encompasses technical support, Licensed Software maintenance, and hardware warranty. Parts and service are included as described in this Agreement without additional cost. Shipping is the responsibility of Clear Ballot during this 60 month term. After said 60 months of Support Services, Customer is required to purchase Support Services for each year that it continues to use the Licensed Software and Hardware.

3. Optional Onsite Services:

Clear Ballot shall provide onsite support services, on request and as available. Pricing is subject to change. Optional services, include, but are not limited to:

Service	Cost
Annual Fujitsu Maintenance (after initial 1 Year Term)	\$2,500 per year
Daily Rate for Onsite Support/Services (inclusive of travel and expenses)	\$1,888 per person per day

4. Professional Services

Professional Services are provided in accordance with the SOW attached hereto as Exhibit A.

5. Source Code Escrow for Licensed Product

Clear Ballot shall comply with the source code escrow provisions of the NYS Election Law (Section 7-208) and NYS Election Codes, Rules and Regulations (Section 6209.6(F)(10) and as set forth by the SBOE.

6. Waiver of Certain Rights

Clear Ballot shall comply with NYS Election Law (Section 7-208) as formalized by a waiver document prepared by the state board of elections.

7. Delivery Schedule

Clear Ballot shall prepare and arrange for the shipping of equipment to be in line with the following schedule:

Product	Units	Delivery Date
ClearCast	155	TBD
ClearMark	86	TBD
All other equipment	N/A	TBD

Any deviations will be communicated and agreed to in writing.

Customer shall be prepared for receipt of delivery and will perform an initial inspection of equipment for any damage incurred during shipment. Customer shall conduct User Acceptance Testing (UAT) within 10 days of receipt.

8. Other

Notwithstanding any other provision herein, Clear Ballot and the Clear Ballot Products described herein shall meet all of the requirements required by 9 NYCRR 6209.9 and applicable provisions of article 7 of the election law.

9. Payment Schedule

As part of this SOW, the Customer agrees to the following payment terms and milestones. Clear Ballot's Customer Relations team will work closely with Customer's designated project team to ensure signoff at each phase of this implementation in accordance with this payment schedule.

Description	Payment Amount	Due Date
All Hardware, Licensed Software and Professional Services in the Product Schedule	\$1,762,769	On or before September 18, 2024. Customer will be billed for \$88,250, for the expiration of the early pay discount, should payment be made after this Due Date.

The parties have reviewed this Order and all exhibits attached hereto and authorize the project to move forward in accordance with the Agreement.

CUSTOMER

CLEAR BALLOT GROUP, INC.

BY: _____

BY: _____

(PRINTED NAME)

(PRINTED NAME)

(TITLE)

(TITLE)

(DATE)

(DATE)

EXHIBIT A STATEMENT OF WORK

This Statement of Work (SOW) details the effort necessary for Clear Ballot to install, configure, train, implement and test for productive use, the Clear Ballot Products identified in the Product Schedule set forth in the Order in accordance with the functional and technical requirements as stated herein.

1.0 INTRODUCTION

1.1 Scope of Work

The scope of work to be delivered is to implement all components of Clear Ballot's ClearVote system identified in Exhibit A, which includes:

- Clear Ballot staff will provide the Hardware and Licensed Software specified in the Order which Customer may use to digitally scan, design, print, tabulate, and adjudicate paper ballots, as well as provide tabulation reports
- Training will be provided to the designated Authorized Users within the Customer's organization. Training will be provided on the setup, operation and maintenance of each component. If project management is expressly provided as part of this SOW, all project tasks, schedules, deliverables, resources and milestones will be identified in the Project Plan.

1.2 Location

All Clear Ballot Products identified in the Order will be delivered to the named person and address noted below:

Contact Name
Jurisdiction Office Name
Address
City, State, Zip

All Hardware will be inspected upon delivery by Clear Ballot Group representatives at the location noted above. All User Acceptance Testing (UAT) of said Hardware will be performed by the Customer at the location noted above within 10 days of installation. Unless stated in writing by Customer, all accepted Hardware will be stored and staged for use at the location noted above. Onsite Training of the Customer's Authorized Users will occur at the location set forth above, or another site designated by Customer within the Designated Jurisdiction. User acceptance includes the following unless otherwise specified:

- Inspection of all equipment for physical damage
- Verifying the completeness of components against documentation and product schedule
- Powering on of equipment
- Evaluating proper function of software and system

2.0 ROLE BASED TRAINING

Role based training, including training materials, will be provided "just-in-time" to the Customer's Authorized Users assigned to use the Clear Ballot Products. Onsite instructor-led and hands-on training will be provided initially. Training classes will include practical lab assignments and other hands-on exercises for optimal learning and retention. Subsequent remote instructor-led training is available for refresh training. Online videos will be made available for 24x7 access and self-learning. All training

includes an overview of the Licensed Software, hands-on exercises, best practices and quick start guides that can be referenced following training.

COURSE NAME	ESTIMATED DURATION	MAX # OF ATTENDEES	OBJECTIVE
ClearDesign	3 days	5	Learn how to import data from your voter registration system then design ballots. Produce ballots in different languages, for different Voter Groups, District Categories, Districts and Precinct/Splits. Best practices including how to backup and restore your election data.
ClearAccess	4 hours	5	Learn how to setup and prepare ClearAccess voting station for a voter to use, how to use the different interfaces, printing marked ballots and printing blank ballots on request.
ClearCount	1 day	5	Learn how to use ClearCount to administrate your election securely. Use Target Cards to scan batches of ballots then produce scanner and Precinct reports. Best practices including how to backup election and ballot images and restore election and ballot images.
ClearCast	4 hours	5	Learn how to unpack and setup ClearCast units at voting centers. Learn how to open the election on the unit, how to verify zero count initially, scan ballots and close the election at day's end. Best practices including how to backup and restore election and ballot images plus how to aggregate data from all units to a central count location following the election.

All training will be completed in-person for the first audit and will be repeated remotely upon request of the Customer thereafter. Additional on-site training may be requested for a fee.

3.0 PROJECT TEAM RESPONSIBILITIES

The successful completion of this project requires teamwork and collaboration between Clear Ballot and Customer. High level project responsibilities are broken down as follows. A more detailed project plan will be developed and continually updated and will include more detailed tasks and ownership.

3.1 Clear Ballot Group and Jurisdiction Mutual Responsibilities:

- At Project Initiation:
 - Agree on project plan
 - Identify Stakeholders and agree on communication plan
- Assignment of project tasks and responsibilities to their respective project team members
- Participation in project meetings, as necessary

3.2 Clear Ballot Responsibilities:

- Ensure location of usage (e.g. polling places), as communicated by the Customer, is compatible with the environmental conditions for proper operation of the Clear Ballot products

- Procure and ship all Hardware and Licensed Software per Product Schedule set forth in the Order
- Ensure transportation and storage is in accordance with documentation until User Acceptance testing is completed
- Clear Ballot Project Manager will:
 - Be the first point of contact for the Customer for the duration of the project
 - Develop, maintain, and distribute the project plan and schedule based on project definition
 - Lead recurring project team meetings
 - Develop the communication plan and provide status reports to Customer
 - Manage issue tracking, risk mitigation and resolution
 - Manage scope to remain within Master Service Agreement parameters
 - Manage Change Control Log
 - Drive the project to a successful close
 - Deliver and review payment invoices
- Install and configure all Hardware and Licensed Software set forth in the Order onsite
- Stage Clear Ballot Products set forth in the Order for Customer acceptance testing.
- Deliver all product documentation which includes, but is not limited to, proper equipment maintenance and use, defect resolution, system architecture, and technical specifications which will meet the requirements of NYS Election Codes, Rules and Regulations 6209.9a2.
- Provide role-based user training to Customer's Authorized Users
- Provide 2 days of onsite support for the customer's first election using ClearVote. Subsequent elections can be supported onsite by Clear Ballot Group at additional cost to the Jurisdiction.

3.3 Customer Responsibilities:

- Ensure location of usage (e.g. polling places) are compatible with the environmental conditions for proper operation of the Clear Ballot products as detailed within the documentation provided by Clear Ballot
- Assign appropriate personnel required
- Provide Clear Ballot Group with:
 - Customer and State election calendars
 - Sample ballots from recent elections
 - Detailed information on existing election processes and workflows as input to gap analysis
 - All required election data imports from the State or Customer voter registration database
 - Third-party system functional and technical specifications, if integration with ClearVote is required
 - Reporting requirements

Perform acceptance testing on Clear Ballot Products set forth in the Order and handle storage and transportation thereafter, in accordance with the Clear Ballot documentation.

EXHIBIT B

SERVICE LEVEL AGREEMENT

Mission

It is the mission of Clear Ballot Group (“CBG”) to provide exceptional support for our products and maintain the highest levels of customer trust and satisfaction as a part of the partnership established in selecting Clear Ballot Group’s election technology.

Overview

The purpose of this Service Level Agreement is to outline the agreed-upon services to be provided to the customer in support of the successful use and operation of the Clear Ballot system and components procured. The Customer Relations Team of CBG is responsible for providing comprehensive support of all software and hardware products purchased under this agreement.

Customer Relations Manager

As part of this SLA, a Customer Relations Manager (“CRM”) will be assigned to your account. The CRM will serve as your advocate to insure your successful and prolonged use of CBG solutions. The CRM holds annual user group meetings for CBG customers to exchange knowledge, network with colleagues, and expand their understanding of CBG solutions. The CRM also coordinates and schedules CBG upgrades when needed, conducts customer satisfaction surveys and promotes your product change requests to CBG Product Management for their consideration when planning future CBG releases.

Helpdesk

The CBG Helpdesk is in operation Monday through Friday from 8:00AM until 5:30 PM ET. Customers may contact the Helpdesk at (857) 250-4961 or submit email requests to support@clearballot.com. Requests for technical support via telephone are handled on a first-in, first-respond basis, however callers may leave a message and all messages will be responded to by telephone within 24 hours. Requests via email will typically be responded to in the same day, and always within 24 hours. Customers requiring immediate assistance or response outside of these hours may contact their CRM with issues and concerns, who will facilitate the proper response.

During Normal Election Cycles, defined herein as the period starting two weeks before scheduled State or Federal Election Days until five days after Election Day, the Helpdesk will operate from 7:00AM until 11:00PM in the Customer’s time zone. Clear Ballot’s service level for response time during Elections Cycles is 2 hours. Extended technical support during Election Cycles is available at no additional cost at the customer’s request. Contact your CRM to establish times and availability of support personnel to assist you during your election cycle.

Online Support

CBG offers several online resources for provision of online Customer Support. Our Helpdesk is a secure web portal that provides customers the ability to submit issues, research past issues, find solutions and identify best practices. Technical information on our products is available via our Support Portal on demand. This portal is accessible at <https://clearballot.com/support>.

Clear Ballot’s Customer Relations Organization works closely with our training and documentation staff to ensure that all materials are accurate, comprehensive, and up to date. If support on a procedural or non-proprietary matter is required, Clear Ballot’s Customer Relations Representative may arrange a web conference or demonstration to assist in the resolution of the issue promptly.

Hardware Repairs

Requests for hardware repairs or maintenance, included within this contract, can be initiated via telephone or email, sent to either the Customer's CRM or the Helpdesk. All repair requests and activity will be initiated and tracked by the CBG Customer Relations Team. To provide customers with the highest level of quality service and response, CBG may engage the service teams of each Original Equipment Manufacturer ("OEM") to perform repairs, where applicable, in accordance with Customer's existing warranty program. Repairs for products may be performed at the customer's site or at a remote location. Clear Ballot will respond to your request, within the appropriate Service Level response time, with an initial telephone inquiry to provide basic problem-solving techniques and to gain specifics on the nature of the issue. After determination of a need for onsite service during this telephone inquiry, each service unit will respond onsite within 24 hours to facilitate repairs to your equipment. If the time for resolving problems or defects is insufficient to allow for adequate resolution prior to use in an election, an alternate machine or unit shall be provided by Clear Ballot, and such machine or unit shall be subjected to normal acceptance testing requirements. The Customer shall be responsible for allowing for technician visits at its facility in accordance with the customer's warranty. For standard repair service on ClearCast, ClearAccess, and ClearMark units, customers will be required to maintain original packaging for the units in the quantity not to exceed 5% or your original Order. Customers will repackage the ClearCast, ClearAccess, or ClearMark unit in the original packing and a pickup order will be issued for pickup of the unit(s) and return to the factory for repairs. Upon completion of the repairs, the factory will return ship the unit(s) to the originating address. Hardware returns may be made to Clear Ballot prior to acceptance of the hardware for any reason. A 15% restocking fee may apply.

Software Upgrades

As part of this agreement, CBG will make certified software upgrades available to all customers of record for use at their discretion. As determined by each Customer's protocols for installing software, the software may be provided directly to the Customer for installation or a request to the Voting System Testing Laboratory ("VSTL") may be initiated by CBG for a release of a trusted build copy of the software from the lab directly to the customer. Additionally, CBG will provide hash values to the customer for proper authentication of the software installation. At the Customer's request, CBG will schedule a technical Specialist at the prevailing rates to arrive onsite to assist or install and test the software upgrade.

Hardware Warranty and Support

Clear Ballot's hardware warranty program in New York provides assurance that all system hardware is free of all defects on material and workmanship for an initial period of 60 months. During the warranty period, Clear Ballot will repair or replace, free of charge, any part defective in material or workmanship. The warranty shall be designated to begin uniformly on all units comprising a single order, immediately upon the completion of the Customer's User Acceptance Testing and acceptance by Customer, or at the end of 30 days after completion of delivery, whichever shall occur earlier. All warranty repairs must be performed by Clear Ballot or an authorized Clear Ballot representative.

Clear Ballot's Customer Relations Manager will act as the single point of contact for all hardware warranty service requests provided under this agreement. The procedure to initiate warranty repairs is the same as noted above in the section entitled "Hardware Repairs."

Enhanced and Extended Maintenance

Clear Ballot offers enhanced and extended maintenance and support programs tailored to the Customer's needs when requested by the Customer as part of the original sale. All requests for enhanced or extended maintenance shall be established through the Sales Representative at the time of the sale and at the rates or extended costs determined at that time. This Service Level Agreement and the maintenance stated herein shall serve as the basis for service and support for all products sold by CBG to the Customer. All enhanced or extended maintenance provisions shall be appended to this Service Level Agreement as part of the "Service Level Agreement, Additional Provisions" form that will be signed by a designated representative of both the Customer and CBG. No Service Level Agreement issued to a Customer as part of a sale shall provide services or support not stated herein without attachment of the signed Service Level Agreement, Additional Provisions form.



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: September 11, 2024

COMMITTEE: Law & Finance



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

County Attorney's Office
Consulted No

1. Is a Resolution Required:

Yes, Other

2. Proposed Resolution Title:

Amending capitalization thresholds for capital assets by adding thresholds for capitalization of Leases and Software Based IT Agreements.

3. Specific Details on what the resolution will authorize:

This resolution will authorize an amendment to the capitalization policy, established by Resolution 183-03, by adding capitalization thresholds for Leases and Software Based IT Agreements (SBITA's). This amendment will allow the County to remain in compliance with Governmental Accounting Standards Board (GASB) # 87 and #96 requirements, while maintaining efficiency in the accounting process.

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 **No**

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 _____

10. Remarks:

RESOLUTION ~~183—03~~

Introduced by Supervisors ~~Acunto, Barrett, Gutheil, Hall,
M. Johnson, Lilac and Scirocco~~

~~ESTABLISHING~~ AMENDING THE CAPITALIZATION THRESHOLDS FOR
EQUIPMENT
~~—AND FOR ROADS, BRIDGES AND BUILDINGS AS REQUIRED
—BY GOVERNMENT ACCOUNTING STANDARDS BOARD #34~~ CAPITAL
ASSETS BY ADDING THRESHOLDS FOR CAPITALIZATION OF LEASES AND
SOFTWARE BASED IT AGREEMENTS.

WHEREAS, the Government Accounting Standards Board (GASB) has requested the establishment of capitalization thresholds for ~~County equipment, roads, bridges and buildings pursuant to accounting standard GASB#34, to be implemented in the year 2003,~~ Leases pursuant to GASB statement #87 and Software Based Information Technology Agreements pursuant to GASB Statement #96 and

WHEREAS, the amounts of said capitalization thresholds are at the discretion of the Board of Supervisors; now, therefore, be it

RESOLVED, that the capitalization threshold for audit reporting purposes for ~~equipment, roads, bridges and buildings~~ leases and Software Based Information Technology Agreements be, and hereby is, set at Ten Thousand Dollars (\$10,000), in compliance with accounting standard GASB ~~#34~~ 87 and GASB #96.

BUDGET IMPACT STATEMENT: No budget impact.



SARATOGA COUNTY AGENDA ITEM REQUEST

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

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

DEPARTMENT: Board of Supervisors

DATE: 9/5/2024

COMMITTEE: Law & Finance

1. Is a Resolution Required:

Yes, Other

2. Proposed Resolution Title:

APPOINTING A MEMBER TO THE ALBANY AIRPORT
AUTHORITY REGIONAL ADVISORY BOARD.

3. Specific Details on what the resolution will authorize:

Pursuant to Public Authorities Law Section 2799 (3), Saratoga County Board of Supervisors shall appoint one member to the Albany Airport Authority, Regional Advisory Board. The Board has selected Philip Barrett of the Town of Clifton Park for this seat for a term to expire 12/31/2024.

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

County Attorney's Office
Consulted Yes

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

County Administrator's Office
Consulted Yes

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

Revenue

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

Expense

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

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

Amount:

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

No Budget Impact

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

6. Are there Amendments to the Compensation Schedule?

YES or NO (If yes, provide details)

a. Is a new position being created? Y N

Effective date

Salary and grade

b. Is a new employee being hired? Y N

Effective date of employment

Salary and grade

Appointed position:

Term

c. Is this a reclassification? Y N

Is this position currently vacant? Y N

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

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
N/A

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:

DRAFT RESOLUTION:

APPOINTING A MEMBER TO THE ALBANY AIRPORT AUTHORITY REGIONAL ADVISORY BOARD

WHEREAS, Public Authority 2779 (3), entitles the Saratoga County Board of Supervisor to appoint one member to the Albany Airport Authority Regional Advisory Board; and

WHEREAS, this resolution will appoint Chairman Phil Barrett to this committee to serve as its representative in that position; now, therefore, be it

RESOLVED, that pursuant to Public Authorities Law Section 2779 (3), Philip Barrett of the Town of Clifton Park, is appointed as a member of the Albany Airport Authority Regional Advisory Board for a term to expire 12/31/2024.

BUDGET IMPACT: No Budget Impact.



SARATOGA COUNTY AGENDA ITEM REQUEST

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

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

DEPARTMENT: Sewer District #1

DATE: 9/3/2024

COMMITTEE: Law & Finance

1. Is a Resolution Required:

Yes, Contract Amendment

2. Proposed Resolution Title:

AUTHORIZING AN AMENDED AGREEMENT WITH ARCADIS OF NEW YORK, INC. FOR ADDITIONAL PROFESSIONAL SERVICES RELATED TO THE PERFORMANCE OF ADDITIONAL TESTING AND TECHNICAL DETERMINATION OF LOCAL LIMITS STUDY AND EVALUATION FOR THE SARA TOGA COUNTY SEWER DISTRICT NO. 1 'S INDUSTRIAL PRETREATMENT PROGRAM

3. Specific Details on what the resolution will authorize:

This resolution will authorize the engineer to continue assisting SCSD in process control at the WWTP. It will also provide data on the effects of Global Foundries discharge on SCSD's wastewater treatment plant. The additional work is for a not to exceed fee of \$85,157, to be utilized over the course of the ammonia upgrade. This brings the total contract amount to \$322,207.

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

We will use the budgeted Arcadis funds in 7098 that aren't being utilized for the intended purpose (Approx. 89k left in those budgeted funds not currently assigned to other projects)

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:

11/15/22



SARATOGA COUNTY BOARD OF SUPERVISORS

RESOLUTION 339 - 2022

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

AUTHORIZING AN AMENDED AGREEMENT WITH ARCADIS OF NEW YORK, INC. FOR ADDITIONAL PROFESSIONAL SERVICES RELATED TO THE PERFORMANCE OF ADDITIONAL TESTING AND TECHNICAL DETERMINATION OF LOCAL LIMITS STUDY AND EVALUATION FOR THE SARATOGA COUNTY SEWER DISTRICT NO. 1'S INDUSTRIAL PRETREATMENT PROGRAM

WHEREAS, a recent audit by the United States Environmental Protection Agency (EPA) resulted in an Administrative Compliance Order which required Saratoga County Sewer District No. 1 (the "District") to recalculate technically based local limits, including for ammonia, based upon current loadings at the Wastewater Treatment Plant (WWTP) in accordance with federal regulations; and

WHEREAS, as a result of the anticipated investments and development at Global Foundries, it is imperative that the District take appropriate steps to understand the impact of chemicals that cause nitrification inhibition at the WWTP; and

WHEREAS, pursuant to Resolution 166-2021, this Board authorized an agreement with Arcadis of New York for professional services related to a technical determination of local limits study and evaluation for the District's Industrial Pretreatment Program, at a cost of \$24,500; and

WHEREAS, pursuant to Resolution 48-2022, this Board authorized an amended agreement with Arcadis of New York for professional services related to a technical determination of local limits study and evaluation for the District's Industrial Pretreatment Program to include additional process profiling assistance and reporting, at an additional cost of \$44,000; and

WHEREAS, pursuant to Resolution 161-2022, this Board authorized an amended agreement with Arcadis of New York for professional services related to a technical determination of local limits study and evaluation for the District's Industrial Pretreatment Program to include additional inhibition jar testing and technical determination of local limits study, at an additional cost of \$124,000; and

WHEREAS RESOLUTION # 339 of 2022 THIS BOARD ...
... AT AN ADDITIONAL COST OF \$44,550

WHEREAS, Arcadis of New York has submitted a proposal to provide additional services related to a technical determination of local limits study and evaluation for the District's Industrial Pretreatment Program professional services to include a State Point Analysis, Process Modeling, and provision of a Technical Memorandum, at an additional cost of \$44,550; and

DATA EVALUATION

~~INTERFILLION TESTING - ASSOCIATED MEASUREMENTS~~ \$85,157

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 proposal of Arcadis of New York be accepted; now, therefore, be it

RESOLVED, that the Chair of the Board is authorized to execute an amended agreement with Arcadis of New York, of Clifton Park, New York, to include additional professional services related to a technical determination of local limits study and evaluation for the District's Industrial Pretreatment Program professional services to include a State Point Analysis, Process Modeling, and provision of a Technical Memorandum, at an amended total cost not to exceed \$237,050; and it is further

SEE ABOVE

\$322,207

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.

November 15, 2022 Regular Meeting
Motion to Adopt: Supervisor Hammond
Second: Supervisor Butler

AYES (194440): Joseph Grasso (4328), Philip C. Barrett (19014.5), Jonathon Schopf (19014.5), Eric Butler (6500), Diana Edwards (819), Jean Raymond (1333), Michael Smith (3525), Kevin Tollisen (25662), Mark Hammond (17130), Thomas Richardson (5163), Scott Ostrander (18800), Theodore Kusnierz (16202), Sandra Winney (2075), Tara N. Gaston (14245.5), Matthew E. Veitch (14245.5), Edward D. Kinowski (9022), John Lant (17361).

NOES (0):

ABSENT (41069): Eric Connolly (11831), Kevin Veitch (8004), Arthur M. Wright (1976), Willard H. Peck (5242), Thomas N. Wood, III (5808), John Lawler (8208)

Mr. Daniel Rourke, PE
Executive Director
Saratoga County Sewer District #1
1002 Hudson River Road
Mechanicville, NY 12118

Arcadis of New York, Inc.
201 Fuller Road
Suite 201
Albany, NY 12203
United States
Phone: 518 250 7300
www.arcadis.com

Date: August 28, 2024
Subject: SCSD WWTP Continued Process Profiling Assistance

Dear Mr. Rourke,

As requested, Arcadis is pleased to submit this proposal to continue our assistance to the Saratoga County Sewer District (SCSD) in better understanding nitrogen removal performance at the SCSD Wastewater Treatment Plant (WWTP). This effort will focus on monitoring and evaluating WWTP nitrogen removal performance as the ongoing liquid treatment train upgrades progress, and continuing to estimate levels of nitrification inhibition due to the treatment of industrial wastewater. The ultimate goal of this effort is to continue to estimate nitrifier (i.e. ammonia oxidizing bacteria (AOB)) growth rates and to understand WWTP performance after the activated sludge system is converted to a Modified Ludzak Ettinger (MLE) process. It is important to note that based upon discussions with the SCSD, discharge from the largest contributing industry has decreased in the last 6 months and flow rates to the SCSD WWTP will be well below historical values for the foreseeable future, until an expansion of the industry is anticipated to take place. It is therefore important to document any changes that this may have on nitrification and operations and performance at the SCSD WWTP.

Arcadis anticipates this work being completed over the course of the next twelve (12) months. Our services and compensation are summarized below.

DETAILED SCOPE OF SERVICES

Task 1 – Data Evaluation

As part of **Task 1**, Arcadis will update our existing WWTP database to track daily operations and performance, focusing on activated sludge operation, plant effluent quality, and nitrogen removal performance. Arcadis will request data and update our database every four months, or three times over a 12-month period. Arcadis will develop a PowerPoint based summary of the most recent data for discussion on calls with SCSD staff after each update. Meeting minutes and a copy of the presentation in PDF form will be provided to all participants following the virtual meetings.

Deliverables:

PDF – Operations and Performance Update Summary

Meeting Minutes – Operations and Performance Update

Meetings:

Virtual Meeting – Operations and Performance Update

Task 2 – Update to Existing Full-Plant Process Model Calibration

As part of **Task 2**, Arcadis will update the existing daily dynamic process model calibration to include the most recent plant operations and performance. We will update this model up to three times in a 12-month period to match model predictions to ongoing operations and performance, with a focus on matching nitrification performance. The goal of this task is to continue to use the calibrated process model to estimate nitrifier growth rates (i.e. ammonia oxidizing bacteria (AOB) U_{max}) and to support WWTP operations staff with operation of the new MLE process. Updating the model will be done upon direction from SCSD and may depend upon the status of construction for the upgrade of the biological treatment system.

Discussion of the model calibration effort in **Task 2** will be folded into the operations and performance calls outlined in **Task 1** as appropriate. Arcadis will document the model calibration process across the 12-month assistance period as part of a larger technical report which will document all work completed as part of this effort. That report will be discussed further in **Task 4**.

Task 3 – Nitrifier Washout Testing

As part of **Task 3**, Arcadis will perform a series of nitrifier washout tests at the SCSD WWTP utilizing activated sludge samples from the SCSD WWTP. These tests will be performed by Arcadis staff at the WWTP with the assistance of plant operation staff and will only be performed during periods of full nitrification (i.e. average daily composite effluent ammonia less than 5 mg/L-N). The purpose of these tests would be to estimate AOB U_{max} and to continue documenting nitrification inhibition. Arcadis proposes utilizing the same testing protocol that was previously used in 2022 with the SCSD to complete this work.

As part of this task, we envision performing up to three (3) washout tests over a 12-month period. Discussion of the results of the washout tests will be folded into the operations and performance calls outlined in **Task 1** as appropriate. Arcadis will document the washout tests and their results in the technical report included as part of **Task 4**.

Task 4 – Collaborative Meetings with Global Foundries

Arcadis will participate in up to four (4) meetings with SCSD and Global Foundries. The focus of these meetings is anticipated to be related to the continued study of nitrification inhibition at the WWTP and collaboration between SCSD, Arcadis, and Global Foundries. Arcadis will prepare summaries of previously developed process assistance efforts with the SCSD for use in the meeting as reference material as needed.

Deliverables:

Meeting Minutes – Virtual Meeting #1 through #4

Meetings:

Virtual Meeting – #1 through #4

Schedule

Arcadis anticipates this work to be completed over a 12-month period. **Task 1** through **Task 3** will essentially be performed in parallel, with the development of a technical report in **Task 4** following the completion of the work. We anticipate the development of the draft technical report to be submitted to the SCSD within 1 month of completion of the technical work outlined in Task 1 through Task 3. A final version will be submitted to the SCSD which addresses comments or changes.

Daniel Rourke
Saratoga County Sewer District #1
August 28, 2024

Compensation

Arcadis proposes to complete the above scope of services for the following not-to-exceed budget. Please refer to our cost matrix in **Attachment 1** for actual rates by Grade.

Task	Not To Exceed Budget
Task 1 – Data Evaluation	\$11,880
Task 2 – Process Model Calibration	\$23,070
Task 3 – Nitrifier Washout Testing	\$45,050
Task 4 – Collaborative Meetings with GF	\$6,680
Expenses	\$4,200
Total Budget	\$90,880
Budget Remaining in Existing Contract	\$5,723
Total Amendment Budget	\$85,157

The existing contract has a remaining budget of \$5,723 in the Process Profiling Assistance task. These funds will be allocated to the Data Evaluation Task. Arcadis requests approval of an amendment to our existing contract in the amount of **\$85,157** to cover the additional work and costs described above.

Sincerely,
Arcadis of New York, Inc.

Silvia Marpicati, PE, CEM
Associate Vice President

Email: silvia.marpicati@arcadis.com
Direct Line: 518 250 7328
Mobile: 518 423 0750

CC. M. Lynch (Arcadis)
Enclosures: Attachment 1 – Hourly Rate and Fee Schedule

This proposal and its contents shall not be duplicated, used or disclosed — in whole or in part — for any purpose other than to evaluate the proposal. This proposal is not intended to be binding or form the terms of a contract. The scope and price of this proposal will be superseded by the contract. If this proposal is accepted and a contract is awarded to Arcadis as a result of — or in connection with — the submission of this proposal, Arcadis and/or the client shall have the right to make appropriate revisions of its terms, including scope and price, for purposes of the contract. Further, client shall have the right to duplicate, use or disclose the data contained in this proposal only to the extent provided in the resulting contract.



SCSD - Continued Process Profiling Assistance

PROJECT BUDGET								
Task Descriptions	GRADE AND HOURS					Hours Per Task	Labor Per Task	
	G12	G11	G10	G5	G6			
	\$290	\$265	\$240	\$130	\$150			
Task 1 - Data Evaluation	3	6	17	42	-	68	\$11,880	
Data Dump/Update (per Event)	1	1	4	8		14		
Meeting (per Event)		1	1	4		6		
Meeting Minutes (per Event)			1	2		3		
Task 2 - Process Model Calibration	3	-	34	108	-	145	\$23,070	
First Calibration Period	1		16	40		57		
Slides for Update			2	4		6		
Second Calibration Period	1		8	32		41		
Slides for Update			2	4		6		
Third Calibration Period	1		4	24		29		
Slides for Update			2	4		6		
Task 3 - AOB Washout Testing	3	4	20	139	135	301	\$45,050	
Perform Jar Test			16	135	135	286		
QAQC	3	3	3			9		
Slide Development		1	1	4		6		
Task 4 - Meetings with GF	2	4	8	24	-	38	\$6,680	
Meeting 1 (+ Minutes)	0.5	1	2	6		10		
Meeting 2 (+ Minutes)	0.5	1	2	6		10		
Meeting 3 (+ Minutes)	0.5	1	2	6		10		
Meeting 4 (+ Minutes)	0.5	1	2	6				
Subtotal	11	14	79	313	135	552	\$86,680	
						Subtotal Labor	\$86,680	
						ODCs \$	4,200	
						TOTAL	\$90,880	
						Available Budget	\$5,723	
						TOTAL AMENDMENT	\$85,157	

Grade - Title

- Grade 12 - Director
- Grade 11 - Principal Engineer II
- Grade 10 - Principal Engineer I
- Grade 6 - Engineer II
- Grade 5 - Engineer I

Hourly Rate Schedule

Technician/Administrator I	\$60
Technician/Administrator II	\$70
Technician/Administrator III	\$80
Technician/Administrator IV	\$90
Engineer/Scientist	\$130
Staff Engineer/Scientist/Architect	\$150
Project Engineer/Scientist/Architect	\$160
Senior Engineer/Scientist/Architect I	\$170
Senior Engineer/Scientist/Architect II	\$185
Principal Engineer/Scientist/Architect I	\$240
Principal Engineer/Scientist/Architect II	\$265
Engineer/Scientist Director	\$290



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: 9/3/2024

COMMITTEE: Law & Finance

1. Is a Resolution Required:

Yes, Contract Amendment

2. Proposed Resolution Title:

AUTHORIZING AN AMENDED AGREEMENT WITH
DELAWARE ENGINEERING, D.P.C., FOR STRATEGIC
INFRASTRUCTURE AND FINANCING PLANNING FOR
SARATOGA COUNTY SEWER DISTRICT NO. 1

3. Specific Details on what the resolution will authorize:

This resolution will authorize additional work to be completed for the construction of the Lakeview Landing forcemain, as well as the continued building and maintenance of a Sewer system flow model to be used in the evaluation of new developments connecting to the sewer system. The original contract amount will increase from \$160,000 to \$260,000 to be utilized over the next 12-18 months.

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

Savings from the original work budgeted for Arcadis will be used for this.

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

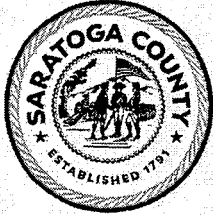
8. Is a grant being accepted: YES or NO

- 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:



BOARD OF SUPERVISORS

12/19/2023

RESOLUTION 353 - 2023

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

AUTHORIZING AN AMENDED AGREEMENT WITH DELAWARE ENGINEERING, D.P.C., FOR STRATEGIC INFRASTRUCTURE AND FINANCING PLANNING FOR SARATOGA COUNTY SEWER DISTRICT NO. 1

WHEREAS, due to the convergence of recent state, national, and worldwide events, Saratoga County is poised for acceleration of economic development opportunities and those opportunities must be matched by a long-term strategic plan for municipal services including wastewater treatment; and

WHEREAS, the County and the Sewer District would benefit from a detailed plan which will identify and prioritize capital projects as well as target associated funding from New York State and Federal sources; and

WHEREAS, Delaware Engineering, D.P.C. has submitted a proposal for additional professional services including strategic infrastructure and financing planning at a cost not to exceed \$160,000 with a monthly maximum billing of \$15,000; and

AND SYSTEM WIDE CAPACITY ANALYSIS

\$ 269,000

WHEREAS, our Law and Finance Committee, the Saratoga County Sewer District Commission and the Sewer District's Executive Director have recommended that the proposal of Delaware Engineering, D.P.C., be accepted; now, therefore, be it

RESOLVED, that the Chair of the Board is authorized to execute an agreement with Delaware Engineering, D.P.C., of Oneonta, New York, for professional services including strategic infrastructure and financing planning at a total cost not to exceed \$160,000 with a \$15,000 per month billing cap; and it is further

\$ 269,000

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.

December 19, 2023 Regular Meeting
Motion to Adopt: Supervisor Schopf



August 14, 2024

Dan Rourke, P.E.
Executive Director
Saratoga County Sewer District #1
P.O. Box 550
Mechanicville NY 12118

Re: Strategic Infrastructure Contract

Dear Mr. Rourke:

Delaware Engineering is currently under contract with the SCSD to provide engineering services for various strategic infrastructure needs. Under the current contract, Delaware has been working closely with the SCSD in the development of a hydraulic model of the SCSD's collection system. This included expanding the SCSD's GIS mapping database to incorporate the critical hydraulic parameters. This expanded database is being utilized to develop a hydraulic model of the overall collection system. To date, all the SCSD interceptor lines have been modeled, with the capacity of the interceptors defined and the major contributing flows into the interceptors identified and quantified to extent data is available. Delaware has provided baseline interceptor capacity mapping along with a report detailing the model results and associated available capacity of the interceptors. Delaware is currently working to obtain DEC approval of this model/report such that developments within the system can use this report to streamline their sewer extension approval process. With the interceptor model complete, Delaware is now expanding the hydraulic model to include the trunklines within the collection system.


Delaware has also been working with the SCSD in the development of a mobile, pilot sized, trailer mounted activated sludge treatment process that can be operated as a scaled version of the SCSD WWTP. This pilot unit is necessary as the pollutant constituents within the Global Foundries waste stream differ from more traditional municipal wastewater resulting in significantly different operation / process control requirements versus that of a plant treating more traditional wastewater. The unique and ever-changing nature of this wastewater is such that the optimal process control parameters need to be determined via actual operating data rather than using established industry standards. The pilot activated sludge system is being configured as a scaled activated sludge process which will be operated to determine the optimum process control targets. This pilot will also be used to determine the level of inhibition that is occurring to the various biological processes in a real-time fashion.

In addition to the ongoing system modeling and pilot unit development, Delaware recently completed the design of a forcemain extension in the Galleon Drive area. This extension is being completed to mitigate ongoing odor issues in this area. Construction bids have been received and the project is scheduled to be constructed in the fall of 2024. Delaware has also been assisting the SCSD with planning to address infrastructure issues in the Viall Avenue area.

The current agreement caps the contract value at \$160,000, while also limiting the maximum efforts each month to no more than \$15,000. The \$160,000 has been exhausted and additional funds are required to continue to advance these open scope projects. It is requested that the budget be increased by \$100,000, thereby increasing the total not-to-exceed value to \$260,000. This budget increase will allow for the work noted above to continue, while also allowing for flexibility in the scope demands of the ever-changing system. This increase will also ensure that the SCSD has engineers available to provide rapid responses to the ongoing challenges that occur with the fast-paced development that is occurring within the County.

We look forward to continuing to work with you on this project. If you have questions or need additional information, please contact me at 518 452-1290.

Sincerely,

A handwritten signature in black ink, appearing to read 'Brock Juusola', with a long horizontal flourish extending to the right.

Brock Juusola, P.E.
Senior Engineer / Partner



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: 9/3/2024

COMMITTEE: Law & Finance

1. Is a Resolution Required:

Yes, Contract Amendment

2. Proposed Resolution Title:

Authorizing the Chairman to execute a change order for additional work required for SCSD No.1's Ammonia Upgrade Project

3. Specific Details on what the resolution will authorize:

This change is to fix structurally deficient aeration tanks at the WWTP for a not to exceed cost of \$3,200,000. This work related to this change order is the culmination of claim settlements, advanced engineering work and proper sequencing with the ammonia treatment upgrade at the WWTP. The work associated is directly correlated with the work already being done under the ammonia treatment upgrade.

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 HO.81.813-7095
- b. Budget year impacted 2024
- c. Details

These additional funds are included in the total amount to be financed by NYSEFC.

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:

7/19/22



SARATOGA COUNTY BOARD OF SUPERVISORS

RESOLUTION 252 - 2022

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

AUTHORIZING AN AGREEMENT WITH JERSEN CONSTRUCTION GROUP, LLC FOR GENERAL CONSTRUCTION SERVICES RELATING TO SARATOGA COUNTY SEWER DISTRICT NO. 1'S AMMONIA REMOVAL PROJECT

WHEREAS, pursuant to Resolution 251-2022, this Board approved upgrades to Saratoga County Sewer District No. 1's facilities to better enable the removal of ammonia, which is known as the Ammonia Removal Project ("the Ammonia Removal Project") to properly treat ammonia and meet new limits proposed by the NYS Department of Environmental Conservation ("DEC"); and

WHEREAS, the District resolved violations of its SPDES permit by entering into administrative consent order with the DEC approved by Board Resolution 226-2019, and with the United States Environmental Protection Agency (USEPA) by Board Resolution 39-2020 and both consent orders called for the District to upgrade its existing facilities and properly treat ammonia (the "Project"); and

WHEREAS, the Executive Director of Saratoga County Sewer District No. 1 solicited proposals for the general construction services associated with the Ammonia Removal Project, with such services to be funded through the general obligation bond proceeds authorized by Resolution 250-2022; and

WHEREAS, Jersen Construction, Group, LLC submitted the lowest responsible bid for the contract associated with general construction services for the Ammonia Removal Project, and have proposed to provide the general construction services at a cost of \$35,251,000.00; 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 this Board award the contract for general construction services associated with the Ammonia Removal Project to Jersen Construction Group, LLC, at a cost of \$35,251,000.00; now, therefore, be it

RESOLVED, that the Chair of the Board is authorized to execute an agreement with Jersen Construction Group, LLC, of Waterford, New York, for general construction services associated with Saratoga County Sewer District No. 1's Ammonia Removal Project, at a cost not to exceed \$35,251,000.00; and it is further

RESOLVED, that the form and content of the 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: The budget will be amended upon receipt of the Bond proceeds and authorize the related expenses.

July 19, 2022 Regular Meeting

Motion to Adopt by Supervisor Schopf, Seconded by Supervisor Butler

AYES (210426): Eric Connolly (11831), Philip C. Barrett (19014.5), Jonathon Schopf (19014.5), Eric Butler (6500), Diana Edwards (819), Jean Raymond (1333), Kevin Veitch (8004), Arthur M. Wright (1976), Kevin Tollisen (25662), Mark Hammond (17130), Thomas Richardson (5163), Scott Ostrander (18800), Theodore Kusnierz (16202), Willard H. Peck (5242), Sandra Winney (2075), Thomas N. Wood, III (5808), Tara N. Gaston (14245.5), Matthew E. Veitch (14245.5), John Lant (17361).

NOES (0):

ABSENT (25083): Joseph Grasso (4328), Michael Smith (3525), Edward D. Kinowski (9022), John Lawler (8208)



Proposal

To: Mr. Dan Rourke
Executive Director
Saratoga County Sewer District #1

From: Robert Cowin
Vice President
Jersen Construction Group

Date: June 17, 2024

Jersen Construction Group is pleased to provide a proposal to perform the below described work for the **Lump Sum Price of \$3,200,000.00.**

Technical Scope of Work

Our work will be as per request on drawings SR-S001 (4/15/2024), SR-S101 (3/1/2024), SR-S102 (3/1/2024), SR-S103 (4/15/2024), SR-S104 (4/15/2024), SR-S105 (4/15/2024), SR-S106 (4/15/2024), SR-S107 (4/15/2024), SR-S301 (3/1/2024), SR-S302 (3/1/2024), SR-S303 (4/15/2024), SR-C403 (3/1/2024), SR-C504 (7/31/2023), SR-C505 (3/1/2024), SR-E002, SR-E103, SR-E428, SR-E429, SR-E504, SR-E505, SR-E506, SR-E507 (7/31/2024) as provided by B&L. Our scope of work includes excavation and backfill for the installation of the dewatering system shown, electrical work for the dewatering system as shown, concrete removals and replacements in the floor of the existing South basins, Concrete reinforcing as shown on the exterior of the existing tank walls and within the basin at the perpendicular wall sections. We have provided costs for contraction joints in the slab replacements and not bulkheads/waterstop as per previously discussed as a group.

A breakdown of the total is as follows:

Bonds and Insurance	\$29,000.00
Concrete Reinforcing	\$166,000.00
Demolition	\$849,000.00
Slab Replacements	\$503,500.00
Wall Placements	\$303,000.00
Walkway Replacements	\$10,000.00
Misc Metals	\$18,000.00
Excavation/Backfill	\$63,000.00
UG Piping Installation	\$357,000.00
Trench for Electrical	\$16,000.00
Well Sub	\$287,500.00
Electrical Sub	\$598,000.00

We have included a total of approximately \$610,000.00 in M/WBE participation in this scope of work.



Clarifications and Exclusions

- We have not included special inspections with this work.

Sincerely,

Robert Cowin
Vice President
Jersen Construction Group





SARATOGA COUNTY AGENDA ITEM REQUEST

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

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

DEPARTMENT: County Treasurer




DATE: August 6, 2024

COMMITTEE: Law & Finance



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

1. Is a Resolution Required:

Yes, Contract Approval 

2. Proposed Resolution Title:

Authorizing Contract for Professional Services by Hamer Enterprises for the implementation and training of a Universal Tax Collection System in the County of Saratoga

3. Specific Details on what the resolution will authorize:

The resolution will authorize the approval of a major contract for professional services with Hamer Enterprises to assist with the implementation, training and future service of a Universal Tax Collection System for the County of Saratoga and the Associated cost of \$86,000 for implementation and \$7,000 for ASP host fees.

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**):

Other

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

The budget will be amended to increase expenses and decrease fund balance by \$40,100.

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

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

RFP #24-RFPUTCS-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):

Hamer Enterprises 4200 A North Bicentennial Dr. McAllen, Tx 78504
Phone: 956-682-3466 Fax: 956-682-0906 www.HECorp.com,
Project Director: M.G.Braun Jr.

e. Is the vendor/contractor an LLC, PLLC, or partnership: No

f. State of vendor/contractor organization: Texas

g. Commencement date of contract term: TBD

h. Termination of contract date: N/A

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:

<u>Hamer Enterprises</u>	<u>2024 Budget</u>
Implementation Cost	\$ 86,000.00
ASP Host Fees Nov - Dec	\$ 7,000.00
10% Contingency	\$ 8,600.00
	\$ 101,600.00

<u>Budget Impact</u>	<u>Debit</u>	<u>Credit</u>
A.18.000-8190 - Other Professional Service	61,500.00	
A-0559.B - Appropriated Fund Balance	40,100.00	
A.16.000-8190 - Other Professional Service		101,600.00

In a combined effort of the Department of Treasury, Real Property and IT for a cloud based Universal Tax Collection, an RFP was issued. After extensive review and a scoring rubric, the departments are requesting the approval to award Hamer Enterprises a contract.

This Universal Tax Collection system has the ability to incorporate towns, villages and school districts.



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: Sheriff's Office

DATE: 8/30/24

COMMITTEE: Law & Finance



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

County Attorney's Office
Consulted Yes

1. Is a Resolution Required:

Yes, Contract Approval

2. Proposed Resolution Title:

Authorizing an agreement with Captain Community Human Services for Certified Recovery Peer Advocate services related to the school based Opioid and Substance Use Disorder Treatment Program.

3. Specific Details on what the resolution will authorize:

An agreement with Captain Community Human Services to provide 2 CRPA's to provide services to students in coordination with the school based program.
- 2 year contract at \$125,130 per year (\$250,260 full amount)
- this will reimburse Captain for expenses related to the services such as salary, fringe, insurance, and administrative expenses.

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

County Administrator's Office
Consulted Yes

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

Revenue

Account Number	Account Name	Amount
A.30-2727	Opioid Revenue	\$36,497

Expense

Account Number	Account Name	Amount
A.30.000-8190	Other Professional Services	\$36,497

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

Amount:

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

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

- a. G/L line impacted See above
- b. Budget year impacted 2024
- c. Details
2025 will be added through budget process

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

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

Yes

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:

9/11/24



SARATOGA COUNTY BOARD OF SUPERVISORS

RESOLUTION ___ - 2024

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

AUTHORIZING AN AGREEMENT WITH THE CAPTAIN COMMUNITY HUMAN SERVICES CERTIFIED RECOVERY PEER ADVOCATE SERVICES RELATED TO THE SCHOOL BASED OPIOID AND SUBSTANCE USE DISORDER TREATMENT PROGRAM

WHEREAS, the New York State Office of Addiction Services and Support (OASAS) has distributed Opioid Regional Abatement (ORA) funding to municipalities for specific initiatives that address and reduce the impact of addiction and opioid use disorder in communities across New York, and ongoing 2024 funding in the amount of one hundred ten thousand dollars (\$110,000) is available for such services; and

WHEREAS, the NYS OASAS regulatory components of the planned use of funds require program implementation components, budgetary considerations and intra-departmental agreement(s); and

WHEREAS, our Health and Human Services Committee, the Sheriff, and the Commissioner of Mental Health and Addiction Services have recommended the proposed implementation of the school-based OUD/SUD Support Program including necessary budget amendments and authorization to execute necessary intra-departmental agreements as required by the NYS Office of Addiction Services and Support; now, therefore, be it

WHEREAS, pursuant to Resolutions 34-2024, the County authorized the Sheriff and the Commissioner of Mental Health and Addiction Services to execute any intra-departmental agreements or memoranda of understanding as required by the NYS Office of Addiction Services and Supports necessary to implement the school-based OUD/SUD Support Program

WHEREAS, the Sheriff's Office has identified Captain Community Human Services as a potential partner for the school based OUD/SUD support program through the organizations ability to provide two qualified Certified Peer Recovery Advocate (CRPA) to work with students

RESOLVED, The Sheriff's Office is authorized to enter into a two year agreement for \$250,260 with Captain Community Human Services for the provision of Certified Peer Recovery Advocate services from two individual CRPA's.

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

Increase Revenues

A.30-2727

Opioid Revenue

\$36,497

Increase Appropriations

A.30.000-8190

Other Professional Services

\$36,497

September 11, 2024 Regular Meeting

Motion to Adopt:

Second:

AYES:

NOES:

ABSENT:

CRPA-SRO embedded program Saratoga County		One Year Budget
Budget Item	Cost	Notes
Staff Salary	\$ 90,000.00	Salary expense for two Certified Recovery Peer Advocates (CPRA) to work in collaboration with Saratoga County Sheriff SROs. Annual salary of \$45,000 each= \$90,000.
Fringe & related expenses	\$ 10,800.00	Includes FICA, taxes, payroll processing, worker's compensation, and insurance. Factored at 12% of salary expense.
Health Insurance	\$ 19,485.00	Health insurance expense for 2 employees at the highest plan rate. Provides for full year of coverage. CAPTAIN pays 90% of premium and employees pay 10%. If employees don't elect health insurance coverage, there will be no charge for this. Can prorate for 2024. Renewal of CAPTAIN plan is 12/1/24 for 2025.
Travel	\$ 2,345.00	Travel reimbursement for CRPAs for travel to schools and throughout County in fulfillment of responsibilities. Total of 3,500 miles for both employees factored at 2024 IRS mileage reimbursement. 3,500 miles x \$.67= \$2,345
Administrative Oversight	\$ 2,500.00	Expense for supervision of employees and associated occupancy expenses; utilities, internet, phone, etc.)
Total	\$ 125,130.00	



BOARD OF SUPERVISORS

02/20/2024

RESOLUTION 34 - 2024

Introduced by Health and Human Services: Supervisors Edwards, Grasso, Lant, Murray, Ostrander, Richardson and Thompson

AUTHORIZING IMPLEMENTATION OF A SCHOOL-BASED OPIOID AND SUBSTANCE USE DISORDER SUPPORT PROGRAM BETWEEN THE SHERIFF'S OFFICE AND DEPARTMENT OF MENTAL HEALTH AND ADDICTION SERVICES, AND AMENDING THE 2024 COUNTY BUDGET IN RELATION THERETO

WHEREAS, the New York State Office of Addiction Services and Support (OASAS) has distributed Opioid Regional Abatement (ORA) funding to municipalities for specific initiatives that address and reduce the impact of addiction and opioid use disorder in communities across New York, and ongoing 2024 funding in the amount of one hundred ten thousand dollars (\$110,000) is available for such services; and

WHEREAS, the NYS OASAS regulatory components of the planned use of funds require program implementation components, budgetary considerations and intra-departmental agreement(s); and

WHEREAS, the Sheriff's Office – Administrative Division and the Department of Mental Health and Addiction Services propose to use Certified Recovery Peer Advocates (CRPAs) to work with School Resource Officers to assist students suffering from opioid and/or substance use disorders (OUD/SUD) and wish to implement the program; and

WHEREAS, the ORA funding is dispersed as state aid advances and held by the County as deferred revenue wherein the yearly expenses incurred by the Sheriff's Office for services rendered by the CRPAs will be forwarded to the Department of Mental Health and Addiction Services for reimbursement through state aid; and

WHEREAS, our Health and Human Services Committee, the Sheriff, and the Commissioner of Mental Health and Addiction Services have recommended the proposed implementation of the school-based OUD/SUD Support Program including necessary budget amendments and authorization to execute necessary intra-departmental agreements as required by the NYS Office of Addiction Services and Support; now, therefore, be it

RESOLVED, that the Chair of the Board and/or the Sheriff and/or the Commissioner of Mental Health and Addiction Services are authorized to execute all agreements and documents necessary to accept ongoing ORA funding; and it is further

RESOLVED, that the County Administrator and/or the Sheriff and/or Commissioner of Mental Health and Addiction Services are authorized to submit any documentation or information as required by the New York State Office of Addiction Services and Support necessary to accept such state-aid or secure reimbursement for eligible expenses through the school-based OUD/SUD Support Program; and it is further

RESOLVED, that the Sheriff and the Commissioner of Mental Health and Addiction Services are authorized to execute any intra-departmental agreements or memoranda of understanding as required by the NYS Office of Addiction Services and Supports necessary to implement the school-based OUD/SUD Support Program; and it is further

RESOLVED, that the form and content of such documents, agreements and/or memoranda of understanding shall be subject to the approval of the County Attorney; and it is further

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

SHERIFF'S OFFICE

Increase Revenues

A.30-2727	Opioid Revenue	\$110,000
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Increase Appropriations

A.30.000-8190	Other Professional Services	\$110,000
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; and it is further

RESOLVED, that this Resolution shall take effect immediately.

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

February 20, 2024 Regular Meeting
Motion to Adopt: Supervisor M. Veitch
Second: Supervisor Winney

AYES (151341.50): Joseph Grasso (4328), Philip C. Barrett (19014.5), Diana Edwards (819), James D. Arnold (3525), Kevin Veitch (8004), Kevin Tollisen (25662), Thomas Richardson (5163), Scott Ostrander (18800), Jesse Fish (16202), Willard H. Peck (5242), Sandra Winney (2075), Ian Murray (5808), Michele Madigan (14245.5), Matthew E. Veitch (14245.5), David Ball (8208)

NOES (0):

ABSENT (84167.50): Eric Connolly (11831), Angela Thompson (19014.5), C. Eric Butler (6500), Jean Raymond (1333), Arthur M. Wright (1976), Cynthia Young (17130), Edward D. Kinowski (9022), John Lant (17361)