



Law & Finance Committee

Wednesday, October 9, 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 September 11, 2024

HEALTH & HUMAN SERVICES

- Amending Resolutions 296-2021 and 201-2023, authorizing amendments to mental health contracts to accept State-funded cost of living increases, and amending the 2024 County budget in relation thereto.
(Michael Prezioso, Commissioner of Mental Health & Addiction Services)
BUDGET IMPACT STATEMENT: The budget will be amended to accept these funds and authorize the related expenses.
- Amending an agreement with the Sheriff's Office to include State-funded cost of living adjustments for Transitional Management Services and amending the 2024 County budget in relation thereto.
(Michael Prezioso, Commissioner of Mental Health & Addiction Services)
BUDGET IMPACT STATEMENT: The budget will be amended to increase revenues an increase fund balance by \$325.
- Authorizing renewal agreements with Mental Health Service Providers for 2025-2027.
(Michael Prezioso, Commissioner of Mental Health & Addiction Services)
BUDGET IMPACT STATEMENT: No budget impact. Funds are included in the department budget.
- Amending the Memorandum of Understanding between the Sheriff's Office and the Department of Mental Health and Addiction Services for the School-Based Opioid and Substance Use Disorder Treatment Program.
(Michael Prezioso, Commissioner of Mental Health & Addiction Services)
BUDGET IMPACT STATEMENT: No budget impact. Funds are included in the department budget.

- Accepting additional Child Care Block Grant allocations from the New York State Office of Children and Family Services and amending the 2024 County budget in relation thereto.
(Patrick Maxwell, Commissioner of Social Services)
BUDGET IMPACT STATEMENT: The budget will be amended to accept these funds, authorize the related expenses, and increase fund balance by \$90,000.

HUMAN RESOURCES & INSURANCE

- Authorizing an agreement with The Segal Group, Inc. for health insurance consultant services.
(Scot Chamberlain, Director of Human Resources)
BUDGET IMPACT STATEMENT: No budget impact. Funds are included in the department budget.
- Amending the Policy and Procedure Manual to revise the County’s Union Rights Policy.
(Scot Chamberlain, Director of Human Resources)
BUDGET IMPACT STATEMENT: No budget impact.
- Amending the Policy and Procedure Manual to revise the County’s Personal Leave Time Policy
(Scot Chamberlain, Director of Human Resources)
BUDGET IMPACT STATEMENT: No budget impact.
- Amending the Policy and Procedure Manual to revise the County’s Sick Leave Policy.
(Scot Chamberlain, Director of Human Resources)
BUDGET IMPACT STATEMENT: No budget impact.

PUBLIC SAFETY

- Authorizing an agreement with Public Safety Psychology, PLLC for psychological evaluations for Public Safety Employees.
(Michael Zurlo, County Sheriff)
BUDGET IMPACT STATEMENT: No budget impact. Funds are included in the department budget.
- Authorizing the transfer of funds from the Animal Shelter Trust & Agency Fund and amending the 2024 County budget in relation thereto.
(Kelly Devall, Animal Shelter Director)
BUDGET IMPACT STATEMENT: The budget will be amended to accept these funds and authorize the related expenses.
- Accepting a 2024 – 2025 District Attorney Salary Aid Program Grant from the New York State Division of Criminal Justice Services.
(Karen Heggen, District Attorney)
BUDGET IMPACT STATEMENT: No budget impact. Funds are included in the department budget.

TRAILS & OPEN SPACE

- Authorizing an agreement with 3B Timber Company, Inc. for a timber harvest in the Town of Northumberland 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 accept these funds, authorize the related expenses, and increase fund balance by \$10,800.

LAW & FINANCE

- Authorizing the acceptance and disbursement of New York State Septic System Replacement program grant funds and amending the 2024 County budget in relation thereto.
(Steve Bulger, County Administrator)
BUDGET IMPACT STATEMENT: The budget will be amended to accept these funds and authorize the related expenses.
- Authorizing inter-agency transfers necessary to close out the 2024 County budget.
(Steve Bulger, County Administrator)
BUDGET IMPACT STATEMENT: No budget impact.
- Introducing a proposed Local Law identified as Introductory No. 3, Print No. 1 of 2024 entitled “A Local Law amending Local Law No. 3 of 2006 as amended by Local Law No. 1 of 2023 to provide an extension of the tax exemption for volunteer firefighters, volunteer ambulance workers, and un-remarried spouses of volunteer firefighters and volunteer ambulance workers killed in the line of duty” and scheduling a public hearing thereon.
(Phil Barrett, Chairman of the Board)
BUDGET IMPACT STATEMENT: No budget impact.
- Amending an agreement with Coughlin & Gerhart, L.L.P. for professional legal services.
(George Conway, County Attorney)
BUDGET IMPACT STATEMENT: No budget impact. Funds are included in the department budget.
- Authorizing an agreement with Hamer Enterprises for the implementation and training of a Property Tax Collection System.
(JoAnn Kupferman, Acting County Treasurer)
BUDGET IMPACT STATEMENT: The budget will be amended to increase expenses and decrease fund balance by \$40,850.
- Authorizing an agreement with Richard Sears Tree Experts Inc. for stump grinding services in the Town of Edinburg.
(Steve Bulger, County Administrator)
BUDGET IMPACT STATEMENT: No budget impact. Funds are included in the department budget.

- Amending Resolution 246 of 2024 for an agreement with Captain Community Human Services related to the School Based Opioid and Substance Use Disorder Treatment program.
(Steve Bulger, County Administrator)
BUDGET IMPACT STATEMENT: No budget impact.

OTHER BUSINESS

- **Setting agenda for Board Meeting Scheduled For October 15, 2024**

ADJOURNMENT



SARATOGA COUNTY AGENDA ITEM REQUEST

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

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

DEPARTMENT: County Administrator



DATE: 9/26/24

COMMITTEE: Law & Finance



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

County Attorney's Office
Consulted

1. Is a Resolution Required:

Yes, Grant Acceptance

2. Proposed Resolution Title:

Authorizing the acceptance and disbursement of New York State Septic System Replacement Program grant funds and amending the 2024 County budget in relation thereto.

3. Specific Details on what the resolution will authorize:

Two residents will be claiming reimbursement for their septic projects. One at a cost of \$10,000 and another at \$4,433.75. This total of \$14,433.75 is 100% state aid. The County functions as a passthrough for the funds and Saratoga County Soil & Water Conservation District is authorized to administer the program on the County's behalf via Res. 45-2023.

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.90-3904	Septic System Replacement Fund Program	14,433.75

Expense

Account Number	Account Name	Amount
A.90.000-8762	Septic System Replacement Fund	\$14,433.75

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

Amount:

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

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

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

6. Are there Amendments to the Compensation Schedule?

YES or NO (If yes, provide details)

a. Is a new position being created? Y N

Effective date

Salary and grade

b. Is a new employee being hired? Y N

Effective date of employment

Salary and grade

Appointed position:

Term

c. Is this a reclassification? Y N

Is this position currently vacant? Y N

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

Human Resources Consulted

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

a. Type of Solicitation

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

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

d. Vendor information (including contact name):

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

f. State of vendor/contractor organization:

g. Commencement date of contract term:

h. Termination of contract date:

i. Contract renewal date and term:

k. Is this a renewal agreement: Y N

l. Vendor/Contractor comment/remarks:

Purchasing Office Consulted

County Administrator's Office
Consulted

8. Is a grant being accepted: YES or NO

a. Source of grant funding:

b. Agency granting funds:

c. Amount of grant:

d. Purpose grant will be used for:

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

f. Time period grant covers:

g. Amount of county matching funds:

h. Administrative fee to County:

9. Supporting Documentation:

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

10. Remarks:



BOARD OF SUPERVISORS

10/15/24

RESOLUTION __ - 2024

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

AUTHORIZING THE ACCEPTANCE AND DISBURSEMENT OF NEW YORK STATE SEPTIC SYSTEM REPLACEMENT PROGRAM GRANT FUNDS, AND AMENDING THE 2024 COUNTY BUDGET IN RELATION THERETO

WHEREAS, the New York State Clean Water Infrastructure Act of 2017 established the Septic System Replacement Fund (“the Fund”) to provide property owners a source of funding for the replacement of failing cesspools and septic systems servicing residences and small businesses in New York State; and

WHEREAS, the Septic System Replacement Program (“the Program”) is a grant program that seeks to reduce the environmental and public health impacts associated with the discharge of effluent from cesspools and septic systems on groundwater used as drinking water, as well as threatened or impaired waterbodies; and

WHEREAS, pursuant to Resolution 45-2023, this board authorized the County to participate in the New York State Environmental Facilities Corporation (“EFC”) Septic System Replacement Program (“the Program”) for the term January 1, 2023 through December 31, 2026, and authorized the execution of a County Participation Agreement with the EFC; and

WHEREAS, the Program is being administered for the County by the Saratoga County Soil and Water Conservation District; and

WHEREAS, two property owners in the Town of Clifton Park submitted grant applications to the Saratoga County Soil and Water Conservation District requesting an award of Program funds for the replacement of the aging septic system on their properties; and

WHEREAS, the Saratoga County Soil and Water Conservation District determined that said proposed septic system projects would significantly and quantifiably reduce potential environmental and/or public health impacts that could result from the aging septic systems, and issued an award letter to the applicants notifying them of the award of Program funds for the reimbursement of their eligible project costs; and

WHEREAS, the property owners have completed their septic system replacement projects, and have applied to the Saratoga County Soil and Water Conservation District for the disbursement of their grant award of Program funds; and

WHEREAS, the Saratoga County Soil and Water Conservation District made an application to the EFC for disbursement of the Septic System Replacement Program funds awarded for these septic system projects, and EFC has distributed total funds in the amount of \$16,492 to the County in reimbursement of the eligible costs of said projects; and

WHEREAS, the acceptance and disbursement of these Septic System Replacement Program grant funds requires this Board's approval, and an amendment to the 2024 Saratoga County Budget; now, therefore, be it

RESOLVED, that the Chair of the Board is hereby authorized to execute all necessary documents and agreements with the New York State Environmental Facilities Corporation for the acceptance of Septic System Replacement Program grant funds in the amount of \$14,433.75; and it is further

RESOLVED, that the form and content of such documents and agreements are subject to the approval of the County Attorney; and it is further

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

UNDER NON-DEPARTMENTAL

Increase Appropriations

Acct. # A.90.000-8762 – Septic System Replacement Fund Program \$14,433.75

Increase Revenues

Acct. # A.90-3904 – State Aid – Septic System Replacement Fund \$14,433.75

; and it is further

RESOLVED, that the Saratoga County Treasurer is hereby authorized to disburse payment of said Septic System Replacement Program grant funds to the following property owners in the following amount in reimbursement of his respective eligible septic system project costs incurred:

<u>Property Owner</u>	<u>Amount</u>
Spence Kiddle 73 Dubois Lane Rexford, NY 12148	\$4,433.75
Donald MacElroy 44 Garnsey Rd. Rexford, NY 12148	\$10,000.00

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



Environmental
Facilities
Corporation

Department of
Environmental
Conservation

Department of
Health

State Septic System Replacement Program

Program Summary

The Clean Water Infrastructure Act of 2017 (L. 2017, c. 57, Part T) established the Septic System Replacement Fund to provide a source of funding for the replacement of cesspools and septic systems in New York State. This grant program (the “Program”) seeks to reduce the environmental and public-health impacts associated with the discharge of effluent from cesspools and septic systems on groundwater used as drinking water, as well as threatened or impaired waterbodies.

The state Department of Environmental Conservation (“DEC”) and the state Department of Health (“DOH”) have determined priority geographic areas where the Program will provide grants for eligible septic system projects. An area’s designation as a priority is based on its vulnerability to contamination (e.g. the presence of a sole-source aquifer, or a known water-quality impairment), population density, soils, hydrogeology, climate, and reasonable ability for septic system projects to mitigate water quality impacts. Under the Program, counties in which priority geographic areas are located can access monies from the Fund to provide grants to reimburse property owners for up to 50% of the eligible costs (up to a maximum of \$10,000) of their eligible septic system projects.

The Program provides grants for eligible “septic system projects” involving:

- the replacement of a cesspool with a septic system, or
- the installation, replacement or upgrade of a septic system or septic system components, or installation of enhanced treatment technologies, including an advanced nitrogen removal system.

Overview

DEC and DOH have identified priority geographic areas for the replacement of septic systems, and allocated funding to counties from the Fund. Counties that have priority areas within their boundaries, and choose to participate in this program, are called “Participating Counties.”

Participating Counties notify owners of property served by septic systems (including residences and small businesses) that they could be eligible for financial assistance from the Septic System Replacement Program. Once notified, property owners who undertake a septic system project may apply to the Participating County for a grant from the Program.

Participating Counties review and evaluate the applications and determine financial assistance awards based on the Program criteria and consideration of a property’s location in relation to a waterbody, impacts to groundwater used as drinking water, and the condition of the property owner’s current septic system. Participating Counties may set graduated incentive reimbursement rates for septic system projects to maximize

pollution reduction outcomes. Septic system projects located in a priority geographic area identified by DEC as threatened or impaired by nitrogen must reduce nitrogen levels by at least 30% to receive assistance.

After evaluating applications and making funding decisions, Participating Counties notify the property owners of their grant awards by sending them award letters that include the amount, and other terms and conditions, of the grant. Property owners must formally accept the grant award and its terms and conditions by signing and returning the letter to their participating counties, after which property owners may proceed and hire design professionals and contractors to complete the work on their septic system projects.

As the Program provides funding on a reimbursement basis, property owners are initially responsible for the total cost of their septic system projects. Property owners may also choose to have the reimbursement paid directly to their contractors, which could reduce their out-of-pocket costs.

To receive reimbursement, property owners submit a reimbursement request to the Participating County in which they are located upon completion of their septic system projects. Reimbursement requests must include:

- (i) the completed Reimbursement Request form;
- (ii) any applicable design approval for the septic system project;
- (iii) description of all work completed;
- (iv) cost documentation and invoice or invoices for eligible costs; and
- (v) if applicable, a written authorization for a septic system contractor directly to receive the property owner's reimbursement.

Participating Counties review the reimbursement requests, and approve, adjust or deny them, as appropriate. No more often than once a month, Participating Counties aggregate the reimbursement requests they've received, and certify that amount in a disbursement request to the Environmental Facilities Corporation ("EFC"), which administers the Septic System Replacement Fund. EFC reviews the disbursement requests and once it is confirmed that all necessary documentation has been received and verified, disburses monies from the fund to the participating counties, which then issue reimbursement payments to property owners or their contractors for their completed septic system projects.



Certificate of Compliance

Town of Clifton Park
Saratoga County New York

This certifies that the Partial Replacement of Sewage Disposal System

located at
73 Dubois Ln
SBL #: 263.-2-34

has been inspected and is in substantial compliance with the appropriate provisions of the code of the Town of Clifton Park and said installment is hereby approved for use.

Pursuant to Building Permit Number **SEP23-000004**

Issued on the date of **09/14/2023**

Date 11/21/2023

Authorized Signature

Odorless Sanitary Cleaners, Inc.
 PO Box 1249
 Ballston Lake, NY 12019
 518-399-3482

Date	Invoice #
12/6/2023	66861

Bill To
Spence Kiddle 73 Dubois Lane Rexford, NY 12148

Ship To

Due Date
1/5/2024

Serviced	Description	Amount
12/5/2023	Pump Septic Tank - 1000 gallons; cleaned filter Sales Tax	250.00T 17.50
Payment due upon receipt. Accounts not paid within 30 days will be charged 1.5%.		
Total		\$267.50
Payments/Credits		\$0.00
Balance Due		\$267.50

Morning Star Excavation & Septic, LLC.

Invoice

59 Blanchard Rd
Gansevoort, NY 12831

Date	Invoice #
10/26/2023	MS23-1026SK

Bill To:

Spence Kiddle
73 Dubois Ln
Rexford, NY 12148

Job Site:

Vendor: Unit ID	P.O. No.	Terms	Project

Serviced	Description	Qty	Rate	Amount
10/26/2023	Re: Spence Kiddle 73 Dubois Ln Rexford, NY 12148	1	5,400.00	5,400.00
	We supplied material, labor and equipment to perform the following scope of work. Pricing per drawings by Harold Berger, P.E.			
	Scope:			
	~Installed a new D-box with speed levelers			
	~Installed new stone & pipe leach field (6 lines @ 31.5ft each)			
	~Machine graded the work area			
	~Top soil and seeded the work area	1	2,500.00	2,500.00

2 BD PD \$7,900 10/26/23

Phone #	E-mail
(518) 793-2290	morningstarseptic@hotmail.com
Fax #	
(518)-793-2115	

Subtotal	\$7,900.00
Sales Tax (7.0%)	\$0.00
Total	\$7,900.00
Payments/Credits	\$0.00
Balance Due	\$7,900.00

Please note a \$50.00 processing fee will be charged for any checks returned by the bank for non-sufficient funds (NSF checks).

We accept checks, cash & credit card payments. There is a 3% processing fee for all credit card payments.

HAROLD BERGER, P.E.

732A Bruno Road
Clifton Park, New York 12065

(518) 727-7701

July 12, 2023

Spence Kiddle
73 Dubois Lane
Clifton Park, NY 12866

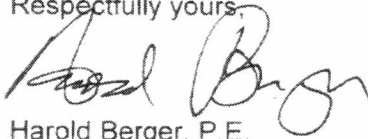
RE: Replacement Sewage System at 73 Dubois Lane

Dear Mr. Kiddle:

For professional engineering services rendered in the matter of the design of
a replacement sewage disposal system at the above location

Total due.....1,200.00

Respectfully yours,

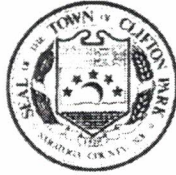


Harold Berger, P.E.

PAID-IN-FULL



7/12/23



Certificate of Compliance

Town of Clifton Park
Saratoga County New York

This certifies that the Septic System Replacement

located at
916 Rt 146A
SBL #: 264.-3-72

has been inspected and is in substantial compliance with the appropriate provisions of the code of the Town of Clifton Park and said installment is hereby approved for use.

Pursuant to Building Permit Number **SEP24-000015**

Issued on the date of **05/06/2024**

Date 07/11/2024

Authorized Signature

INVOICE

Iwinski Excavation, LLC
286 Finley Rd
Ballston Spa, NY 12020

beniwinskiexcavation@gmail.com
+1 (518) 605-4809



Bill to

Donald MacElroy
916 Rt 146A
Clifton Park, NY 12020

Ship to

Donald MacElroy
916 Rt 146A
Clifton Park, NY 12020

Invoice details

Terms: Net 30
Invoice date: 06/20/2024
Due date: 07/20/2024

#	Date	Product or service	Description	Qty	Rate	Amount
1.		Misc Fees	Engineering and perk test	1	\$1,500.00	\$1,500.00
2.		Drain Field	250 ft conventional drain field (stone/ pipe)	1	\$7,500.00	\$7,500.00
3.		Materials	Precast concrete septic tank- including all piping	1	\$7,500.00	\$7,500.00
4.		Materials	Concrete distribution box	1	\$700.00	\$700.00

Contact Iwinski Excavation, LLC to pay.

Total **\$17,200.00**

Payment -\$17,200.00

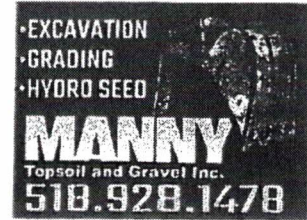
Balance due **\$0.00**

Paid in Full

ESTIMATE

Manny Topsoil and Gravel, Inc.
11 Pineview Ct
Waterford, NY 12188

dustin@mannytopsoilandgravel.com
+1 (518) 928-1478



Bill to

Marjorie MacElroy
916 Rt 146A
Clifton Park, NY 12065

Ship to

Marjorie MacElroy
916 Rt 146A
Clifton Park, NY 12065

Estimate details

Estimate no.: CO289
Estimate date: 07/11/2024

#	Date	Product or service	Description	SKU	Qty	Rate	Amount
1.		02 Site Work	Site Work - Install 40 yards topsoil, Level and hydro seed rear defined property		1	\$3,000.00	\$3,000.00

Total **\$3,000.00**

Note to customer

Hydro Seed - Lesco Sun and Shade Mix, Lesco 19-19-19 Fertilizer, Mulch Mix, and Tenacity

CASH
Price

- 200.00

\$2800.00

Accepted date

Accepted by



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: 9/26/24

COMMITTEE: Law & Finance



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

County Attorney's Office
Consulted

1. Is a Resolution Required:

Yes, Other

2. Proposed Resolution Title:

Authorizing inter-agency transfers necessary to close out the 2024 County Budget.

3. Specific Details on what the resolution will authorize:

This resolution will authorize the County Administrator to make inter-agency transfers that are necessary to close out the 2024 County budget.

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

County Administrator's Office
Consulted Yes

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

Revenue

Account Number	Account Name	Amount
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Expense

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

Amount:

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

No Budget Impact

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

6. Are there Amendments to the Compensation Schedule?

YES or NO (If yes, provide details)

a. Is a new position being created? Y N

Effective date

Salary and grade

b. Is a new employee being hired? Y N

Effective date of employment

Salary and grade

Appointed position:

Term

c. Is this a reclassification? Y N

Is this position currently vacant? Y N

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

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

Purchasing Office Consulted

a. Type of Solicitation

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

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

d. Vendor information (including contact name):

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

f. State of vendor/contractor organization:

g. Commencement date of contract term:

h. Termination of contract date:

i. Contract renewal date and term:

k. Is this a renewal agreement: Y N

l. Vendor/Contractor comment/remarks:

Human Resources Consulted

8. Is a grant being accepted: YES or NO

a. Source of grant funding:

b. Agency granting funds:

c. Amount of grant:

d. Purpose grant will be used for:

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

f. Time period grant covers:

g. Amount of county matching funds:

h. Administrative fee to County:

9. Supporting Documentation:

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

10. Remarks:



BOARD OF SUPERVISORS

10/15/2024

RESOLUTION __ - 2024

Introduced by Law & Finance:

AUTHORIZING INTER-AGENCY TRANSFERS NECESSARY TO CLOSE OUT 2024 COUNTY BUDGET

WHEREAS, inter-agency transfers are necessary to accommodate various adjustments to balance and close out the 2024 County Budget; and

WHEREAS, a delegation of the authority to approve these transfers is necessary to implement them in a timely and lawful manner; now, therefore, be it

RESOLVED, that, effective October 15, 2024, the County Administrator is authorized to make any inter-agency transfers necessary to close out the 2024 County Budget and he shall submit a written report thereof to the Law and Finance Committee in 2025; and it is further

RESOLVED, that this Resolution shall take effect immediately.

BUDGET IMPACT STATEMENT: No budget impact.



SARATOGA COUNTY AGENDA ITEM REQUEST

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

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

DEPARTMENT: Chairman's Item



DATE: 10/1/2024

COMMITTEE: Law & Finance



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

County Attorney's Office
Consulted Yes

1. Is a Resolution Required:

Yes, Other

2. Proposed Resolution Title:

INTRODUCING A PROPOSED LOCAL LAW IDENTIFIED AS INTRODUCTORY NO. 3, PRINT NO. 1 OF 2024 ENTITLED "A LOCAL LAW AMENDING LOCAL LAW NO. 3 OF 2006 AS AMENDED BY LOCAL LAW NO. 1 OF 2023 TO PROVIDE AN EXTENSION OF THE TAX EXEMPTION FOR VOLUNTEER FIREFIGHTERS, VOLUNTEER AMBULANCE WORKERS, AND UN-REMARIED SPOUSES OF VOLUNTEER FIREFIGHTERS AND VOLUNTEER AMBULANCE WORKERS KILLED IN THE LINE OF DUTY" AND SCHEDULING A PUBLIC HEARING THEREON

3. Specific Details on what the resolution will authorize:

A new local law to authorize the County to offer a real property tax exemption to certain volunteer firefighters or ambulance workers who live in Saratoga County but who serve in a neighboring municipality.

Public hearing will be held on Nov. 13, 2024, at 4:30pm.

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

County Administrator's Office
Consulted **Yes**

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

Revenue

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


Expense

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

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

Amount:

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

No Budget Impact 

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

6. Are there Amendments to the Compensation Schedule?

YES or NO (If yes, provide details)

a. Is a new position being created? Y N

Effective date

Salary and grade

b. Is a new employee being hired? Y N

Effective date of employment

Salary and grade

Appointed position:

Term

c. Is this a reclassification? Y N

Is this position currently vacant? Y N

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

Human Resources Consulted

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

a. Type of Solicitation

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

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

d. Vendor information (including contact name):

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

f. State of vendor/contractor organization:

g. Commencement date of contract term:

h. Termination of contract date:

i. Contract renewal date and term:

k. Is this a renewal agreement: Y N

l. Vendor/Contractor comment/remarks:

Purchasing Office Consulted

County Administrator's Office
Consulted

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

9. Supporting Documentation:

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

10. Remarks:

STATE OF NEW YORK

2862--A

Cal. No. 86

2023-2024 Regular Sessions

IN SENATE

January 25, 2023

Introduced by Sens. MARTINEZ, ASHBY, BORRELLO, COONEY, HARCKHAM, HELMING, HINCHEY, MATTERA, RHOADS, WEBER -- read twice and ordered printed, and when printed to be committed to the Committee on Local Government -- recommitted to the Committee on Local Government in accordance with Senate Rule 6, sec. 8 -- reported favorably from said committee, ordered to first and second report, ordered to a third reading, passed by Senate and delivered to the Assembly, recalled, vote reconsidered, restored to third reading, amended and ordered reprinted, retaining its place in the order of third reading

AN ACT to amend the real property tax law, in relation to volunteer firefighter and ambulance worker benefits

The People of the State of New York, represented in Senate and Assembly, do enact as follows:

1 Section 1. The real property tax law is amended by adding a new
2 section 466-1 to read as follows:

3 § 466-1. Extension of benefits. Any governing body of a city, village,
4 town, county, or school district that has provided a real property tax
5 exemption to volunteer firefighters and volunteer ambulance workers
6 serving the municipality in which they reside as authorized by this
7 chapter, notwithstanding any provision of this title to the contrary, is
8 hereby authorized to adopt a local law or resolution to extend such real
9 property tax exemption to any volunteer firefighter or volunteer ambu-
10 lance worker who provides such volunteer services to a neighboring city,
11 village, town, county, or school district.

12 § 2. This act shall take effect immediately.

EXPLANATION--Matter in italics (underscored) is new; matter in brackets
[-] is old law to be omitted.

LBD02305-03-4



SARATOGA COUNTY BOARD OF SUPERVISORS

RESOLUTION - 2024

Introduced by Real Property Tax: Supervisors Ostrander, Barrett, Edwards, Lawler, and Wright

INTRODUCING A PROPOSED LOCAL LAW IDENTIFIED AS INTRODUCTORY NO. 3, PRINT NO. 1 OF 2024 ENTITLED “A LOCAL LAW AMENDING LOCAL LAW NO. 3 OF 2006 AS AMENDED BY LOCAL LAW NO. 1 OF 2023 TO PROVIDE AN EXTENSION OF THE TAX EXEMPTION FOR VOLUNTEER FIREFIGHTERS, VOLUNTEER AMBULANCE WORKERS, AND UN-REMARRIED SPOUSES OF VOLUNTEER FIREFIGHTERS AND VOLUNTEER AMBULANCE WORKERS KILLED IN THE LINE OF DUTY” AND SCHEDULING A PUBLIC HEARING THEREON

WHEREAS, this Board of Supervisors approved Local Law No. 3 of 2006 that granted a partial exemption from county taxation to the extent of ten per centum on the assessed value of real property which is owned by enrolled members of an incorporated volunteer fire company, fire department or incorporated voluntary ambulance service in Saratoga County; and

WHEREAS, this Board approved Local Law No. 1 of 2023, which amended Local Law No. 3 of 2006, to establish eligibility criteria for the real property tax exemption for volunteer firefighters and volunteer ambulance workers, provide a lifetime tax exemption to volunteer firefighters and volunteer ambulance workers with at least twenty years of active service, and expand the eligibility for the tax exemption to un-remarried spouses of a volunteer firefighter or volunteer ambulance worker; and

WHEREAS, the New York State legislature passed an amendment to the Real Property Tax Law (RPTL) adding § 466-1, which authorizes a municipality to adopt a local law to extend a real property tax exemption to any volunteer firefighter or volunteer ambulance worker who resides in the municipality and provides such volunteer services to a neighboring city, village, town, county, or school district, and un-remarried spouses of volunteer firefighters and volunteer ambulance workers; and

WHEREAS, on September 27, 2024, Governor Kathy Hochel signed the amendment to the RPTL into law, effective immediately; and

WHEREAS, this Board wishes to amend Local Law No. 3 of 2006, as amended by Local Law No. 1 of 2023, to provide the tax exemption to County residents who provide such volunteer services to a neighboring city, village, town, county, or school district; and

WHEREAS, that a proposed Local Law, identified as Introductory No. 3, Print No. 1 of 2024, entitled “A LOCAL LAW AMENDING LOCAL LAW NO. 3 OF 2006 AS AMENDED BY LOCAL LAW NO. 1 OF 2023 TO PROVIDE AN EXTENSION OF THE TAX EXEMPTION FOR VOLUNTEER FIREFIGHTERS, VOLUNTEER AMBULANCE WORKERS, AND UN-REMARIED SPOUSES OF VOLUNTEER FIREFIGHTERS AND VOLUNTEER AMBULANCE WORKERS KILLED IN THE LINE OF DUTY,” requires a public hearing pursuant to Real Property Tax Law section 466-a[1]; now, therefore, be it

RESOLVED, that the Board of Supervisors shall hold a Public Hearing on November 13, 2024 at 4:30 p.m., in the Meeting Room of the Saratoga County Board of Supervisors at 40 McMaster Street, Ballston Spa, New York 12020, on the proposed Local Law; and it is further

RESOLVED, that the Clerk of the Board shall publish notice of the Public Hearing in the official County newspapers in the manner prescribed by law; and it is further

RESOLVED, that this Resolution shall take effect immediately.

BUDGET IMPACT STATEMENT: No Budget Impact.

INTRODUCTORY NO. 3

PRINT NO. 1

INTRODUCED BY SUPERVISORS: Ostrander, Barrett, Edwards, Lawler, and Wright

COUNTY OF SARATOGA
LOCAL LAW 3 - 2024

A LOCAL LAW AMENDING LOCAL LAW NO. 3 OF 2006 AS AMENDED BY LOCAL LAW NO. 1 OF 2023 TO PROVIDE AN EXTENSION OF THE TAX EXEMPTION FOR VOLUNTEER FIREFIGHTERS, VOLUNTEER AMBULANCE WORKERS, AND UN-REMARRIED SPOUSES OF VOLUNTEER FIREFIGHTERS AND VOLUNTEER AMBULANCE WORKERS KILLED IN THE LINE OF DUTY

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

SECTION 1. Title. This Local Law shall be known as “A LOCAL LAW AMENDING LOCAL LAW NO. 3 OF 2006 AS AMENDED BY LOCAL LAW NO. 1 OF 2023 TO PROVIDE AN EXTENSION OF THE TAX EXEMPTION FOR VOLUNTEER FIREFIGHTERS, VOLUNTEER AMBULANCE WORKERS, AND UN-REMARRIED SPOUSES OF VOLUNTEER FIREFIGHTERS AND VOLUNTEER AMBULANCE WORKERS KILLED IN THE LINE OF DUTY”

SECTION 2. That subdivision (a) of Section 2 of Local Law No. 3 of 2006 as amended by Local Law No. 1 of 2023 be amended to read as follows:

- (a) Real property owned by an individual who has been an enrolled member of an incorporated volunteer fire company, fire department or incorporated voluntary ambulance service which provides service in the Town of Clifton Park or to a neighboring city, village, town, county or school district and who resides in real property in the Town of Clifton Park shall be exempt from taxation to the extent of 10% of the assessed value of such property for Town, Highway and Special District tax purposes.

EXPLANATION – Matter that is underscored is new; matter in brackets [-] is old law to be replaced.



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

Final

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 Attorney

DATE: 09/18/2024

COMMITTEE: Law & Finance

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

1. Is a Resolution Required:

Yes, Contract Amendment

2. Proposed Resolution Title:

Amending an agreement with Coughlin and Gerhart, LLP

3. Specific Details on what the resolution will authorize:

Increasing a minor contract with Coughlin and Gerhart, LLP. Initially set at \$15,000 for FOIL services for both the BOS and the County Attorney. We are looking to increase to a major contract at \$30,000.00 to include FOIL services as well as related case work as requested by the County Attorney's Office.

The minor contract limit has been exceeded after payment of July invoices.

County Attorney's Office
Consulted
SK-yes
JM- 9/18 email
TC- 9/18 email
GC- yes- signature
SH- 9/23 email
RH-

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)

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

No budget impact, funds are included in the Department budget.

- a. G/L line impacted A.20.992-8110-Attorney's Fees
- b. Budget year impacted 2024
- c. Details

Initially, 992-8110 was not budgeted for in 2024, Rolled over funding from 2023 has covered additional attorney's fees costs under this contract as well as other minor contracts for outside counsel due. With other existing contract expected to use the remaining rolled over budgeted amount we are looking to increase the expense line to cover the estimated fees for this amended contract. We will do an internal budget transfer from 6000 unused salaries, to cover the outside counsel costs incurred due to under staffing.

6. Are there Amendments to the Compensation Schedule?

YES or NO (If yes, provide details)

a. Is a new position being created? Y N

Effective date

Salary and grade

b. Is a new employee being hired? Y N

Effective date of employment

Salary and grade

Appointed position:

Term

c. Is this a reclassification? Y N

Is this position currently vacant? Y N

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

Human Resources Consulted

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

a. Type of Solicitation

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

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

d. Vendor information (including contact name):

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

f. State of vendor/contractor organization:

g. Commencement date of contract term:

h. Termination of contract date:

i. Contract renewal date and term:

k. Is this a renewal agreement: Y N

l. Vendor/Contractor comment/remarks:

Purchasing Office Consulted

County Administrator's Office
Consulted

8. Is a grant being accepted: YES or NO

a. Source of grant funding:

b. Agency granting funds:

c. Amount of grant:

d. Purpose grant will be used for:

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

f. Time period grant covers:

g. Amount of county matching funds:

h. Administrative fee to County:

9. Supporting Documentation:

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

10. Remarks:



BINGHAMTON
BAINBRIDGE
CORTLAND
ITHACA
OWEGO
HANCOCK
MONTROSE
WALTON

www.cglawoffices.com
99 Corporate Drive
Binghamton, NY 13904

Mailing Address:
PO Box 2039
Binghamton, NY 13902-2039
(607) 723-9511
(877) COUGHLIN
Fax: (607) 723-1530
e-mail: rmckertich@cglawoffices.com

July 28, 2024

Via Email: GPConway@saratogacountyny.gov

George P. Conway, Esq.
County Attorney
Saratoga County
40 McMaster Street
Ballston Spa, New York 12020

**Re: Saratoga County – Freedom of Information Law
Our File No.: 66967-1**

Dear George:

We are pleased to have this opportunity to continue to assist Saratoga County (the "County") in responding to Freedom of Information Law requests and with other matters as authorized and agreed upon. Please note, upon execution, this engagement letter, in conjunction with the major contract to be executed therewith, shall constitute the complete understanding between the parties and govern the relationship between the County and Coughlin & Gerhart, LLP.

Scope of Representation

Our representation of Saratoga County will include assistance in responding to Freedom of Information Law requests in addition to other matters as authorized by you and the County.

Firm Representation

Attorney Gina Middleton and I will be the responsible attorneys in this matter. Other lawyers and paralegals in the firm may, from time to time, be involved as well.

Billing Basis

Unless we agree otherwise, payment will be due upon receipt of our bill. If you have questions about our billing rate or method, please feel free to discuss this during our representation.

Saratoga County
July 28, 2024

Billing Rates

The legal services rendered to the County in this matter will be based on a rate of \$295.00 per hour for partners, \$250.00 per hour for special counsel and of counsel, \$225.00 per hour for associates, and \$165.00 per hour for the time of paralegals. These rates may be modified over time, but we will, of course, inform you immediately if our rates should increase. Our statements will reflect the rates in effect at the time of billing. Statements for legal services and expenses will be forwarded to you on a monthly basis, unless you prefer otherwise.

Notice of Arbitration

Pursuant to Part 137 of the Rules of the Chief Administrator of the Courts of New York State, in the event of a fee dispute, you do have the right to demand arbitration against us in an effort to resolve such fee dispute. In the unlikely event that a fee dispute arises, and you notify us of the County's intention to arbitrate, at your request, we will provide them with the appropriate forms to file to implement the right to arbitrate.

Travel Time

In the event any travel is required on behalf of the County, such time will normally be charged at the hourly rate. However, there may be occasion that we will charge a reduced rate for travel time, if agreed by both parties in advance.

Efforts on Your Behalf

We will strive to complete the work as expeditiously as possible and at a fair and reasonable cost to the County. We do represent other clients, and there will be times when we will be giving the County's work priority over others.

Termination

You shall at all times have the right to terminate our services upon written notice to that effect. We shall, subject to applicable court requirements with respect to withdrawal, have the right to terminate our services upon reasonable written notice.

If you have any questions about these terms, please let me know. Otherwise, if they are acceptable to you, I would appreciate you signing a copy of this agreement, and sending it back to me via email or US Mail.

Saratoga County
July 28, 2024

We appreciate the opportunity to be of continued assistance to the County, and look forward to working with you further.

Sincerely,

COUGHLIN & GERHART, LLP

By 
Robert McKertich
Partner

I agree to the terms of representation and engagement as outlined above.

SARATOGA COUNTY, NEW YORK

By: _____
Signature

Name: _____
Please print

Title: _____

Date: _____



**OFFICE OF THE
COUNTY ATTORNEY**

MICHELLE W. GRANGER, ESQ., COUNTY ATTORNEY

518.884.4770


SARATOGACOUNTYNY.GOV

40 MC MASTER ST, BALLSTON SPA, NY 12020

First Assistant Attorney
Maribeth A. Hunt, Esq.
Assistant Attorneys
Jacqueline C. Lombardo, Esq.
Nicholas M. Martin, Esq.
Ann Flower E. Stitt, Esq.

SERVICE BY EMAIL NOT ACCEPTED

MEMORANDUM

 November 30, 2023

TO: Michelle Granger
County Attorney

FROM: Michelle Granger
Saratoga County Attorney's Office

SUBJECT: Vendor Name : **Coughlin & Gerhart, LLP**
Vendor Address : 99 Corporate Dr., Binghamton, NY 13904
Vendor I.D. # : 15-0521937
Contract Amount : \$15,000 Per Res. 204-2015
Contract Period : One year from signing
Contract I.D. # : N/A
Purpose of agreement : Assistance with FOIL requests

Attached, please find one fully executed copy of the above referenced contract, which had been executed by the County Administrator on November 29, 2023.

Please send this contract to the above-named vendor.

cc: Clerk, Board of Supervisors, w/enclosure
County Auditor, without enclosure
County Administrator, without enclosure

MINOR CONTRACT LESS THAN \$15,000

THIS AGREEMENT, made the 29th day of November 2023
BY AND BETWEEN,

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

-and-

Coughlin & Gerhart, LLP, with an office address at 99 Corporate Drive, Binghamton, New York 13904, (CONTRACTOR),

RECITALS:

WHEREAS, a Request for Minor Contract, a copy of which is attached hereto, has been approved by the County Administrator; and

WHEREAS, the CONTRACTOR will perform the requested services for the approved amount;

NOW, THEREFORE, the parties agree that:

1. TERM OF AGREEMENT: The term of this Agreement shall commence on the date of the signing of this Agreement and shall continue for one year.
2. SERVICES: CONTRACTOR will provide assistance with responding to Freedom of Information Law requests, including training to FOIL requests, as provided in the engagement letter, dated November 21, 2023, prepared by CONTRACTOR, and attached hereto.
3. CONTRACT SUM AND PAYMENT: The COUNTY shall pay CONTRACTOR for its services an amount of \$295 per hour for partners, \$250 per hour for special counsel and of counsel, \$225 per hour for associates, and \$165 per hour for paralegals, not to exceed \$15,000 upon submission of a properly documented voucher.
4. FUNDING: Intentionally Omitted.
5. COMPLIANCE WITH LAWS: The CONTRACTOR shall comply with all applicable laws, ordinances and regulations, including nondiscrimination and labor laws. The COUNTY and CONTRACTOR agree that for the duration of this Agreement and any renewal term(s) thereof, they will not discriminate against any employee, applicant for employment, or person requesting services in connection with this agreement, because of

race, creed, color, national origin, disability, age, sex, marital status, sexual orientation, or source of payment.

6. **CONFLICTS OF INTEREST**: The CONTRACTOR shall not employ any official or employee of the COUNTY in connection with this project and shall adhere to the Code of Ethics of the COUNTY.

7. **INDEMNIFICATION**: At all times, CONTRACTOR shall indemnify and save harmless the COUNTY from and against any and all claims and demands whatsoever, including costs, litigation expenses, counsel fees and liabilities in connection therewith arising out of injury to or death of any person whomsoever or damage to any property of any kind by whomsoever, caused in whole or in part, directly or indirectly, by the acts or omissions of the CONTRACTOR, any person, employed by the CONTRACTOR, its contractors, subcontractors, materialmen, or any person directly or indirectly employed by them or any of them, while engaged in the work hereunder. This clause shall not be construed to limit, or otherwise impair, other rights or obligations of indemnity which exist in law or equity for the COUNTY's benefit.

8. **INSURANCE REQUIREMENTS**: CONTRACTOR shall provide the COUNTY with proof of professional liability insurance issued by a company authorized by license to do business in the State of New York. The policy's minimum coverage shall be \$1,000,000/single incident. The CONTRACTOR may utilize umbrella/excess coverage to achieve the limits required hereunder. The certificate holder must be listed as the COUNTY OF SARATOGA, 40 McMaster Street, Ballston Spa, New York 12020. This insurance certificate must also name the COUNTY OF SARATOGA as additional insured and the CONTRACTOR shall provide the COUNTY with proof of such insurance in the form of an Additional Insured Endorsement Rider or other proof acceptable to COUNTY.

9. **WORKERS' COMPENSATION INSURANCE REQUIREMENT**: This Agreement shall be void and of no effect unless throughout the term of this Agreement CONTRACTOR, in compliance with the provisions of the Workers' Compensation Law, shall secure compensation for the benefit of, and keep insured during the life of this Agreement, such employees as are required to be insured according to law. Proof of such Workers' Compensation Insurance coverage shall be provided to the COUNTY.

10. **INSURANCE CANCELLATION NOTICE**: In the event that CONTRACTOR receives notice of cancellation any insurance policy carried pursuant to this Agreement, CONTRACTOR shall immediately provide the COUNTY with written notice of such cancellation by no later than the next business day of the COUNTY. In the event of such insurance policy cancellation, CONTRACTOR shall provide the COUNTY with proof of equivalent policy and limit replacement insurance satisfying the insurance requirements herein within two (2) COUNTY business days of the CONTRACTOR's receipt of notice of cancellation of insurance. Any failure by CONTRACTOR to comply with the insurance requirements of this Agreement in a timely manner shall constitute a breach of this Agreement, and the COUNTY may, at its option, terminate this Agreement upon written notice to the CONTRACTOR.

11. **DEFENSE AND INDEMNIFICATION:** The CONTRACTOR waives any right to bring action against the COUNTY for any damage to the property of the CONTRACTOR arising out of the alleged negligence of the COUNTY, its agents, servants and employees. The CONTRACTOR agrees that any policy of insurance insuring its property, shall contain a waiver of subrogation rights for any property loss suffered by reason of the alleged negligence or other unlawful act by COUNTY, its agents, servants and employees.

12. **REPORTS:** Intentionally Omitted.

13. **MODIFICATION:** This Agreement constitutes the complete understanding of the parties. No modification of any provision thereof shall be valid unless in writing signed by both parties.

14. **ASSIGNMENT AND TRANSFER:** The CONTRACTOR shall not assign or transfer any interest herein without the COUNTY's prior written consent. All of the terms, covenants and agreements herein contained shall be binding upon and shall inure to the benefit of successors and assigns of the respective parties hereto.

15. **DEFAULT:** The occurrence of any of the following shall be considered an Event of Default:

- a. **Non-Payment:** The failure by the COUNTY to make any of the payments required pursuant to this Agreement when due.
- b. **Failure to Perform:** The failure of the CONTRACTOR to perform the Services outlined in Section 2 of this Agreement.
- c. **Other Failure to Perform:** The failure by either COUNTY or CONTRACTOR to perform and/or comply with any term, covenant, or condition required under this Agreement.

16. **REMEDIES:** In the Event of Default under this Agreement, the non-defaulting party may take such legal action as may be appropriate under the circumstances, including injunctive relief, declaratory judgment, or monetary damages for such default. No such action or proceeding shall be commenced until the defaulting party has been given written notice thereof by the non-defaulting party and thirty (30) days have elapsed since receipt of such notice, and the defaulting party has not proceeded to cure the default. Any default by a party in providing the insurance required pursuant to this Agreement shall be subject to the remedies and requirements set forth in Section 7 herein.

17. **TERMINATION:** Termination for cause brought about by failure of the CONTRACTOR to perform shall be effected only if the CONTRACTOR fails to remedy or eliminate the violation within twenty (20) days of written notification thereof from the COUNTY. Termination without cause may be effectuated by either party upon sixty (60) days written notice to the other party.

18. NOTICES: Any notice, demand, request, consent, approval, or other communication given under or with respect to this Agreement shall be in writing and shall be personally served or sent by First Class United States mail, postage pre-paid, addressed to the other party or entity as follows:

To the COUNTY: Saratoga County Administrator
40 McMaster Street
Ballston Spa, NY 12020

With copy to: Saratoga County Attorney
40 McMaster Street
Ballston Spa, NY 12020

To the CONTRACTOR: Coughlin & Gerhart, LLP
PO Box 2039
Binghamton, NY 13902

19. SEVERABILITY: In the event that any provision of this Agreement shall be determined by a Court of Law to be illegal and/or unenforceable, the Agreement, to the extent the Courts have determined practical, shall continue in full force and effect between the parties as if the said illegal or unenforceable provision were not continued a part thereof.

20. ENTIRE AGREEMENT: This Agreement constitutes the entire agreement among the parties regarding the subject matter hereof, and supersedes all prior agreements (written or oral) which may have related to the subject matter hereof.

-SIGNATURE PAGE TO FOLLOW-

IN WITNESS WHEREOF, the parties have hereunto signed this agreement on the day and year appearing opposite their respective signatures.

**APPROVED AS TO
FORM AND CONTENT:**

By: Wm Stranger
County Attorney

COUNTY OF SARATOGA

By:

Steven J. Bulger
Steven J. Bulger,
County Administrator
Pursuant to Resolution: 204-2015

Date:

11/29/2023

Coughlin & Gerhart, LLP

By:

Robert McKentich
Robert McKentich (name)

Partner (title)

15-0521967

Federal EIN

Date:

11/29/23



COUG&GE-01

J1RKULL

DATE (MMDD/YYYY)
11/29/2023

CERTIFICATE OF LIABILITY INSURANCE

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER AssuredPartners Jamison, LLC 20 Commerce Drive, Suite 200 Cranford, NJ 07016	CONTACT NAME: Charles J. Caruso	
	PHONE (A/C, No, Ext): (973) 669-2311 FAX (A/C, No):	
	E-MAIL ADDRESS: charles.caruso@assuredpartners.com	
INSURED Coughlin & Gerhart, LLP 99 Corporate Drive Binghamton, NY 13904	INSURER(S) AFFORDING COVERAGE	NAIC #
	INSURER A: Ascot Insurance Company	23752
	INSURER B: Markel Insurance Company	38970
	INSURER C:	
	INSURER D:	
	INSURER E:	

COVERAGES CERTIFICATE NUMBER: REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MMDD/YYYY)	POLICY EXP (MMDD/YYYY)	LIMITS
	COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR						EACH OCCURRENCE \$ DAMAGE TO RENTED PREMISES (Ea. occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COM/POP AGG \$ OTHER: \$
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea. accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	UMBRELLA LIAB OCCUR EXCESS LIAB CLAIMS-MADE						EACH OCCURRENCE \$ AGGREGATE \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) Y/N <input type="checkbox"/> N/A If yes, describe under DESCRIPTION OF OPERATIONS below:						PER STATUTE \$ OTH-ER \$ E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
A	Lawyers Prof Liab			LPPL2310000755-02	11/3/2023	11/3/2024	*See Limits Below
B	Lawyers Prof Liab			MKLC1PLA000011	11/3/2023	11/3/2024	*See Limits Below

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
Attorneys at Law

*\$5,000,000 per claim/\$5,000,000 aggregate part of \$10,000,000 per claim/\$10,000,000 aggregate

CERTIFICATE HOLDER County of Saratoga 40 McMaster Street Ballston Spa, NY 12020	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE
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Fax: (607) 723-1530
e-mail: rmckertich@cglawoffices.com

November 21, 2023

Via Email: MGranger@saratogacountyny.gov

Michelle W. Granger
County Attorney
Saratoga County
40 McMaster Street
Ballston Spa, New York 12020

Re: Saratoga County – Freedom of Information Law

Dear Michelle:

It was nice meeting with you last Friday. We are pleased to have this opportunity to assist Saratoga County in responding to Freedom of Information Law requests received by the County.

Scope of Representation

This retainer includes only our representation of Saratoga County in connection with the above-referenced Freedom of Information law requests.

Firm Representation

Attorney Gina Middleton and I will be the responsible attorneys in this matter. Other lawyers and paralegals in the firm may, from time to time, be involved as well.

Billing Basis

Unless we agree otherwise, payment will be due upon receipt of our bill. If you have questions about our billing rate or method, please feel free to discuss this early in our representation.

Billing Rates

The legal services rendered to the County in this matter will be based on a rate of \$295.00 per hour for partners, \$250.00 per hour for special counsel and of counsel, \$225.00 per hour for associates, and \$165.00 per hour for the time of paralegals. These rates may be modified over

Saratoga County
November 21, 2023

time, but we will, of course, inform you immediately if our rates should increase. Our statements will reflect the rates in effect at the time of billing. Statements for legal services and expenses will be forwarded to you on a monthly basis, unless you prefer otherwise.

Training

During our meeting, we discussed the opportunity to provide training to County staff with regard to FOIL requests. We would be happy to provide such training upon request. Gina and I are willing to provide in-person training for a discounted flat fee of \$2,000.00 in total. If you prefer to have the training via a remote meeting, we would charge only \$1,000.00 for such training.

Notice of Arbitration

Pursuant to Part 137 of the Rules of the Chief Administrator of the Courts of New York State, in the event of a fee dispute, you do have the right to demand arbitration against us in an effort to resolve such fee dispute. In the unlikely event that a fee dispute arises, and you notify us of the County's intention to arbitrate, at your request, we will provide them with the appropriate forms to file to implement the right to arbitrate.

Travel Time

In the event any travel is required on behalf of the County, such time will normally be charged at the hourly rate. However, there may be occasion that we will charge a reduced rate for travel time, if agreed by both parties in advance.

Efforts on Your Behalf

We will strive to complete the work as expeditiously as possible and at a fair and reasonable cost to the County. We do represent other clients, and there will be times when we will be giving the County's work priority over others.

Termination

You shall at all times have the right to terminate our services upon written notice to that effect. We shall, subject to applicable court requirements with respect to withdrawal, have the right to terminate our services upon reasonable written notice.


If you have any questions about these terms, please let me know. Otherwise, if they are acceptable to you, I would appreciate you signing a copy of this agreement, and sending it back to me via email or US Mail.

Saratoga County
November 21, 2023

We appreciate the opportunity to be of assistance to the County, and look forward to working with you.

Sincerely,

COUGHLIN & GERHART, LLP

By 
Robert McKertich
Partner

I agree to the terms of representation and engagement as outlined above.

SARATOGA COUNTY, NEW YORK

By: _____
Signature

Name: _____
Please print

Title: _____

Date: _____



County of Saratoga
REQUEST FOR MINOR CONTRACT
(maximum \$15,000 for services rendered after October 20, 2015)
(Updated 02/2023)

TO: COUNTY ADMINISTRATOR

DATE: 11/22/23

I hereby request approval for the following described minor contract (please attach to this Request any written proposal or quote received on company letterhead)

AMOUNT: \$15,000 TERM: One year

VENDOR: Coughlin & Gerhart, LLP
(Identify exact business entity, whether corporation, LLC, partnership, d/b/a, etc. List both entities of a d/b/a.)

ADDRESS: 99 Corporate Drive
Binghampton, NY 13904

Purchasing Department Consulted

Required Backup Attached

SERVICES TO BE PROVIDED TO COUNTY:
Assist County Attorney's office responding to Freedom of Information Law requests, including training with regard to FOIL requests

REASON FOR REQUEST:
Need for additional counsel in the County Attorney Office

BUDGET ACCOUNT TO BE USED: A.20.162-8190

OTHER COMMENTS:

IF WAIVER OF INSURANCE REQUESTED, PLEASE EXPLAIN:

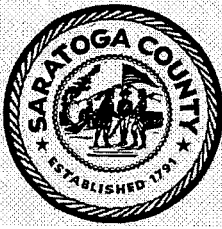
DEPARTMENT: County Attorney

W. J. ...
(SIGNATURE OF DEPARTMENT HEAD)

APPROVED: _____
Date

A. Bulger
COUNTY ADMINISTRATOR

THIS REQUEST IS PART OF THE AGREEMENT AND MUST REMAIN ATTACHED



BOARD OF SUPERVISORS

10/15/2024

RESOLUTION Draft 5 – 2024

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

AMENDING AN AGREEMENT WITH COUGHLIN & GERHART, L.L.P.

WHEREAS, Saratoga County retains outside counsel for Freedom of Information Law (hereinafter "FOIL") requests, as well as for litigation and appeals matters, and thus entered into a minor contract on November 29, 2023 with Coughlin & Gerhart, L.L.P., of Binghamton, New York, for professional legal services as agreed upon by the County Attorney's Office and by the Clerk of the Board (hereinafter "the County"); and

WHEREAS, the professional legal services rendered by Coughlin & Gerhart, L.L.P. since November 29, 2023 have exceeded the minor contract limit of \$15,000, and it is necessary for the County to enter into an amended agreement with Coughlin & Gerhart, L.L.P. to increase the contract's limit to a not to exceed amount of \$30,000; and

WHEREAS, Coughlin & Gerhart, L.L.P. has submitted a Letter of Engagement, dated July 28, 2024, summarizing the provision of professional legal services pertaining to FOIL requests and other litigation matters as authorized by the County, at an hourly rate of \$295 for partners, an hourly rate of \$250 for special counsel and of counsel, an hourly rate of \$225 for associates, and an hourly rate of \$165 for paralegals; and

WHEREAS, the Law and Finance Committee, the Clerk of the Board, and the County Attorney have recommended that the County enter into an amended agreement with Coughlin & Gerhart, L.L.P., to provide professional legal services pertaining to FOIL requests and other matters as authorized by the County, at an hourly rate of \$295 for partners, an hourly rate of \$250 for special counsel and of counsel, an hourly rate of \$225 for associates, and an hourly rate of \$165 for paralegals, increasing the contract's limit to a not to exceed amount of \$30,000; now, therefore, be it

RESOLVED, that the Chair of the Board of Supervisors is hereby authorized to execute an amended agreement with Coughlin & Gerhart, L.L.P. to provide professional legal services pertaining to FOIL requests and other matters as authorized by the County, at an hourly rate of \$295 for partners, an hourly rate of \$250 for special counsel and of counsel, an hourly rate of \$225 for associates, and an hourly rate of \$165 for paralegals, increasing the contract's limit to a not to exceed amount of \$30,000; and be it further

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

RESOLVED, that this Resolution shall take effect immediately.

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



SARATOGA COUNTY AGENDA ITEM REQUEST

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

CC: John 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: October 7, 2024

COMMITTEE: Law & Finance



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

County Attorney's Office
Consulted Yes

1. Is a Resolution Required:

Yes, Contract Approval

2. Proposed Resolution Title:

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

3. Specific Details on what the resolution will authorize:

This resolution will authorize the approval of a major contract with Hamer Enterprises for professional services to assist with the implementation, training and future service of a Universal Tax Collection System for the County of Saratoga and the associated costs of \$86,000 for implementation and training, \$7,000 for ASP host and disaster recovery fees, and \$8,600 for contingency fees.

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 \$40,850.

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 #)

RFP 24-RFPTSS-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	60,750.00	
A-0559.B - Appropriated Fund Balance	40,850.00	
A.16.000-8190 - Other Professional Service		101,600.00



OFFICE OF THE COUNTY TREASURER

JOANN KUPFERMAN, BBA, ACTING COUNTY TREASURER

40 MC MASTER ST, BALLSTON SPA, NY 12020

518.884.4724

SARATOGACOUNTYNY.GOV

MEMORANDUM

TO: John Warnt, Director of Purchasing
FROM: JoAnn Kupferman, Acting County Treasurer
RE: Award Contract to Hamer Enterprises
DATE: October 4, 2024

Dear John,

In the combined effort of the Department of Treasury, Real Property and IT for a cloud based Universal Tax Collection, RFP No. 24-RFPTSS-1 was issued.

Based on an extensive review, discussion and a scoring rubric, the departments are requesting the contract be awarded to Hamer Enterprises.

Thank you for your assistance in this process.

JoAnn Kupferman

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 an extensive review, discussion and a scoring rubric comparison, the departments are in full agreement, and we request the approval for a contract to be awarded to Hamer Enterprises.

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: County Administrator

DATE: 10/7/2024

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 Richard Sears Tree Experts Inc. to perform stump and tree grinding services as part of the disaster recovery effort from the July, 2024 tornado in northwestern Saratoga County

3. Specific Details on what the resolution will authorize:

This will authorize emergency grinding services at Edinburg Town Hall for storm debris, stumps, limbs and trees that has been collected following the tornado damage.

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

County Administrator's Office
Consulted Yes

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

Revenue

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

Expense

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

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

Amount:

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

No Budget Impact. Funds are included in the Department Budget

- a. G/L line impacted A.14.000-8190
- b. Budget year impacted 2024
- c. Details

6. Are there Amendments to the Compensation Schedule?

YES or NO (If yes, provide details)

a. Is a new position being created? Y N

Effective date

Salary and grade

b. Is a new employee being hired? Y N

Effective date of employment

Salary and grade

Appointed position:

Term

c. Is this a reclassification? Y N

Is this position currently vacant? Y N

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

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

a. Type of Solicitation

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):

Richard Sears Tree Experts, Harold Harris Road, Queendbury, NY 12804
Attention: Paul Archer

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

f. State of vendor/contractor organization: NY

g. Commencement date of contract term: 10-16-2024

h. Termination of contract date: 12-1-2024

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
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:

Sears Tree Experts were the lowest of three bids received for this job.



Quote #1802

Saratoga County Admin
Edinburg, New York 12134
518-884-4742

Product / Service

Emergency Grinding

Grind large pile behind town hall

Storm Debris, stumps, limbs, and trees

3 Days @ \$4,500.00

\$13,500.00

3 Days Emergency Grinding

\$3,750.00

Transport

One way transport, Horizontal Grinder and Excavator

\$850.00

Subtotal

\$18,100.00

Total: \$18,100.00



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: 10/8/24

COMMITTEE: Law & Finance



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

County Attorney's Office
Consulted

1. Is a Resolution Required:

Yes, Other

2. Proposed Resolution Title:

Amending resolution 246 of 2024 for an agreement with Captain Community Human Services related to the School Based Opioid and Substance Use Disorder Treatment program.

3. Specific Details on what the resolution will authorize:

This item will amend the previous resolution to correct a typographical error in the first "resolved" clause of the original resolution.

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**):

--

- 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:

The amended section will read: "Resolved, that the Sheriff's Dept is hereby authorized to enter into a two year agreement for \$125,130 per year with Captain Community Human Services for the provision of Certified Peer Recovery Advocate services from two individual CRPA's."

Adding the term "per year" after the dollar amount.

This will align with the prior AIR and committee discussion that this agreement would be \$125,130 per year and \$250,260 would be the total cost over a two year period.



BOARD OF SUPERVISORS

9/17/2024

RESOLUTION __ – 2024

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

AMENDING RESOLUTION 246 OF 2024 FOR AN AGREEMENT WITH CAPTAIN COMMUNITY HUMAN SERVICES RELATED TO THE SCHOOL BASED OPIOID AND SUBSTANCE USE DISORDER TREATMENT PROGRAM.

WHEREAS, resolution 246 - 2024 authorized the that the Sheriff's Office is hereby authorized to enter into a two-year agreement for \$125,130 with Captain Community Human Services for the provision of Certified Peer Recovery Advocate services from two individual CRPAs

RESOLVED, the first "resolved" clause of resolution 246-2024 will now read: "the Sheriff's Office is hereby authorized to enter into a two-year agreement for \$125,130 per year with Captain Community Human Services for the provision of Certified Peer Recovery Advocate services from two individual CRPAs."

~~**WHEREAS**, the New York State Office of Addiction Services and Supports (hereinafter "NYS OASAS") has distributed Opioid Regional Abatement (hereinafter "ORA") funding to municipalities for specific initiatives that address and reduce the impact of opioid use disorder (hereinafter "OUD") and substance use disorder (hereinafter "SUD") in communities throughout New York State, and ongoing 2024 funding in the amount of \$161,627 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 accepting the proposed implementation of the School Based OUD and SUD Support Program, including necessary budget amendments and authorization to execute any intra departmental agreements as required by the NYS OASAS; and~~

~~———— **WHEREAS**, pursuant to Resolution 34 — 2024, the County authorized the Sheriff and/or the Commissioner of Mental Health and Addiction Services to execute any intra departmental agreements or memoranda of understanding as required by the NYS OASAS to accept and implement the School Based OUD and SUD Support Program; and~~

~~WHEREAS, the Sheriff's Office has identified Captain Community Human Services, Inc., of Clifton Park, New York, as a potential partner for the School Based OUD and SUD Support Program due to the organization's ability to provide two (2) qualified Certified Peer Recovery Advocates (hereinafter "CRPAs") to work with students; now, therefore, be it~~

~~RESOLVED, that the Sheriff's Office is hereby authorized to enter into a two year agreement for \$125,130 with Captain Community Human Services for the provision of Certified Peer Recovery Advocate services from two individual CRPAs; and be it further~~

~~RESOLVED, that the 2024 County Budget be amended as follows:~~

SHERIFF'S OFFICE:

Increase Revenues:

A.30 2727 _____ Opioid Revenue _____ \$36,497

Increase Expenses:

A.30.000 8190 _____ Other Professional Services _____ \$36,497

~~; and be it further~~

~~RESOLVED, that the form and content of such an agreement shall be subject to the approval of the County Attorney; and be it further~~

~~RESOLVED, that this Resolution shall take effect immediately.~~

BUDGET IMPACT STATEMENT: No budget impact.

September 17, 2024 Regular Meeting

Motion to Adopt: Supervisor Ball

Second: Supervisor K. Veitch

AYES (199,077.50): Joseph Grasso (4328), Philip C. Barrett (19014.5), Angela Thompson (19014.5), C. Eric Butler (6500), Diana Edwards (819), James D. Arnold (3525), Kevin Veitch (8004), Arthur M. Wright (1976), Kevin Tollisen (25662), Cynthia Young (17130), Thomas Richardson (5163), Scott Ostrander (18800), Jesse Fish (16202), Willard H. Peck (5242), Sandra Winney (2075), Ian Murray (5808), Matthew E. Veitch (14245.5), David Ball (8208), John Lant (17361)

NOES (0):

ABSENT (36,431.50): Eric Connolly (11831), Jean Raymond (1333), Michele Madigan (14245.5), Edward D. Kinowski (9022)



BOARD OF SUPERVISORS

9/17/2024

RESOLUTION 246 – 2024

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

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 AND AMENDING THE 2024 COUNTY BUDGET IN RELATION THERETO

WHEREAS, the New York State Office of Addiction Services and Supports (hereinafter “NYS OASAS”) has distributed Opioid Regional Abatement (hereinafter “ORA”) funding to municipalities for specific initiatives that address and reduce the impact of opioid use disorder (hereinafter “OUD”) and substance use disorder (hereinafter “SUD”) in communities throughout New York State, and ongoing 2024 funding in the amount of \$161,627 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 accepting the proposed implementation of the School-Based OUD and SUD Support Program, including necessary budget amendments and authorization to execute any intra-departmental agreements as required by the NYS OASAS; and

WHEREAS, pursuant to Resolution 34 – 2024, the County authorized the Sheriff and/or the Commissioner of Mental Health and Addiction Services to execute any intra-departmental agreements or memoranda of understanding as required by the NYS OASAS to accept and implement the School-Based OUD and SUD Support Program; and

WHEREAS, the Sheriff’s Office has identified Captain Community Human Services, Inc., of Clifton Park, New York, as a potential partner for the School-Based OUD and SUD Support Program due to the organization’s ability to provide two (2) qualified Certified Peer Recovery Advocates (hereinafter “CRPAs”) to work with students; now, therefore, be it

RESOLVED, that the Sheriff’s Office is hereby authorized to enter into a two-year agreement for \$125,130 with Captain Community Human Services for the provision of Certified Peer Recovery Advocate services from two individual CRPAs; and be it further

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

SHERIFF'S OFFICE:

Increase Revenues:

A.30-2727	Opioid Revenue	\$36,497
-----------	----------------	----------

Increase Expenses:

A.30.000-8190	Other Professional Services	\$36,497
---------------	-----------------------------	----------

; and be it further

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

September 17, 2024 Regular Meeting

Motion to Adopt: Supervisor Ball

Second: Supervisor K. Veitch

AYES (199,077.50): Joseph Grasso (4328), Philip C. Barrett (19014.5), Angela Thompson (19014.5), C. Eric Butler (6500), Diana Edwards (819), James D. Arnold (3525), Kevin Veitch (8004), Arthur M. Wright (1976), Kevin Tollisen (25662), Cynthia Young (17130), Thomas Richardson (5163), Scott Ostrander (18800), Jesse Fish (16202), Willard H. Peck (5242), Sandra Winney (2075), Ian Murray (5808), Matthew E. Veitch (14245.5), David Ball (8208), John Lant (17361)

NOES (0):

ABSENT (36,431.50): Eric Connolly (11831), Jean Raymond (1333), Michele Madigan (14245.5), Edward D. Kinowski (9022)