



County of Schenectady

NEW YORK

GARY HUGHES
CHAIR OF THE LEGISLATURE

GEOFFREY T. HALL
CLERK OF THE LEGISLATURE

SCHENECTADY COUNTY LEGISLATURE

County Office Building
620 State Street – 6th Floor
Schenectady, New York 12305
Tel: (518) 388-4280 Fax: (518) 388-4591
Website: www.schenectadycounty.com

AUGUST 2024
COMMITTEE MEETING SCHEDULE

DATE: 2 August 2024
TO: Honorable Schenectady County Legislators
FROM: Geoffrey T. Hall; Clerk of the Legislature
SUBJECT: Committee Meetings
Monday, August 5, 2024
620 State Street
Legislative Chambers
Sixth Floor – 7:00 PM

7:00 P.M.	Committee on Codes, Judiciary and Consumer Affairs Legislator Frisoni, Chair	page 1
Followed by:	Committee on Environmental Conservation, Renewable Energy & Parks Legislator Pratt, Chair	page 17
Followed by:	Committee on Economic Development and Planning Legislator Samuel, Chair	page 19
Followed by:	Committee on Education & Libraries Legislator Samuel, Chair	page 26
Followed by:	Committee on Health, Housing & Human Services Legislator Ostrelich, Chair	page 82
Followed by:	Committee on Labor & Civil Service Legislator Frisoni, Chair	page 117
Followed by:	Committee on Public Facilities, Transportation & Infrastructure Legislator Patierne, Chair	page 222
Followed by:	Committee on Public Safety Legislator Constantine, Chair	page 227
Followed by:	Committee on Ways & Means Legislator Fields, Chair	page 240



Schenectady County Legislature

Committee on Codes, Judiciary and Consumer Affairs

Hon. Pete Frisoni, Chair

6th Floor County Office Building 620 State Street, Schenectady, New York 12305

Phone: (518) 388-4280 Fax: (518) 388-4591

DATE: August 2, 2024
TO: Honorable Schenectady County Legislators
FROM: Geoffrey T. Hall, Clerk of the Legislature
SUBJECT: COMMITTEE AGENDA
Committee on Codes, Judiciary and Consumer Affairs
Honorable Pete Frisoni, Chair
Monday, August 5 2024 at 7:00 p.m
Schenectady County Office Building,
Legislative Chambers, Sixth Floor

Item	Title	Sponsor	Co-Sponsors
CJCA	3 A RESOLUTION REGARDING THE ACCEPTANCE OF MONIES FROM THE NYS DIVISION OF CRIMINAL JUSTICE SERVICES FOR THE AID TO PROSECUTION PROGRAM	Legislator Frisoni	
CJCA	4 A RESOLUTION REGARDING THE ACCEPTANCE OF MONIES FROM THE NYS DIVISION OF CRIMINAL JUSTICE SERVICES FROM THE AID TO DEFENSE GRANT PROGRAM	Legislator Frisoni	

LEGISLATIVE INITIATIVE FORM

Date: 8/2/2024
Reference: Codes, Judiciary and Consumer Affairs
Dual Reference: Ways and Means
Initiative: CJCA 3

Title of Proposed Resolution:

A RESOLUTION REGARDING THE ACCEPTANCE OF MONIES FROM THE NYS DIVISION OF CRIMINAL JUSTICE SERVICES FOR THE AID TO PROSECUTION PROGRAM

Purpose and General Idea:

Provides Authorization to Accept Funding from the NYS Division of Criminal Justice Services' Aid to Prosecution Grant

Summary of Specific Provisions:

Authorizes the acceptance of \$610,948 in funding from the NYS Division of Criminal Justice Services' Aid to Prosecution Grant. This grant has a period beginning April 1, 2024 and ending March 31, 2025.

Effects Upon Present Law:

None.

Justification:

Mr. Carney indicates that this represents an increase of \$50,625 from last year's award and these funds will be used to support the clerical and prosecutorial positions so that the office can manage revisions to discovery laws.

Sponsor: Legislator Frisoni

Co-Sponsor:

COUNTY OF SCHENECTADY



RORY FLUMAN
COUNTY MANAGER

OFFICE OF THE COUNTY MANAGER
620 STATE STREET
SCHENECTADY, NEW YORK 12305

TELEPHONE: (518) 388-4355
FAX: (518) 388-4590

To: Honorable Chairperson and Members of the Legislature

From: Rory Fluman, County Manager *R.F.*

CC: Geoffrey T. Hall, Clerk of the Legislature
Alissa Foster, Deputy County Clerk
Robert M. Carney, District Attorney
Jaclyn Falotico, Commissioner of Finance

Date: August 2, 2024

RE: Authorization to Accept Funding from the NYS Division of Criminal Justice Services' Aid to Prosecution Grant

Attached is a memorandum from Robert M. Carney, District Attorney, requesting authorization to receive funding from the NYS Division of Criminal Justice Services' Aid to Prosecution Grant in the amount of \$610,948. This represents an increase of \$50,625 from last year's award. As Mr. Carney indicates, this grant will be used to support clerical and prosecutorial positions so that the office can manage revisions to discovery laws.

This grant has a period beginning April 1, 2024 and ending March 31, 2025.

The attached memorandum from Jaclyn Falotico, Commissioner of Finance, detail the necessary budgetary actions.

I recommend your approval.

County of Schenectady
Office of the District Attorney
MEMORANDUM

TO: Rory Fluman, County Manager
Gary Hughes, Chair, County Legislature
Jaclyn Falotico, Commissioner of Finance

FROM: Robert M. Carney, District Attorney *RMC*

DATE: July 30, 2024

SUBJECT: Acceptance of Aid to Prosecution Grant

Attached please see the formal notification we received from the Division of Criminal Justice Services regarding our Aid to Prosecution Grant for the period from April 1, 2024 to March 31, 2025 in the amount of \$610,948.

We budgeted this grant to equal last year's award of \$560,323. Because the State has increased our award by \$50,625, I am asking to amend my current budget to reflect the increased revenues.

This award will fully pay for the expenses we asked for last year in clerical and prosecutorial positions and salary increases necessary to cope with our revised discovery laws. Indeed that was the purpose of the state assistance to district attorneys, to help with recruitment and retention and discovery compliance. We are working with the County Manager to determine how the new revenues will be used going forward. At this time that is a work in progress that will be finalized in the budget.

dh



**Division of Criminal
Justice Services**

KATHY HOCHUL
Governor

ROSSANA ROSADO
Commissioner

GILLIAN FLAVIN
Deputy Commissioner

Grant Award Notice

July 3, 2024

The Division of Criminal Justice Services (DCJS) is pleased to advise you that your county will receive funding under the State's Aid to Prosecution Program for State Fiscal Year (FY) 2024-25.

Project Name:	Schenectady County District Attorney Aid to Prosecution Program	Award Amount:	\$610,948
Budget:	FY 2024-25	Term Dates:	April 1, 2024 to March 31, 2025

Additional Information:

Your SFY 2024-25 Aid to Prosecution Program award to support your respective district attorney's office is consistent with the appropriation amounts enacted for this purpose in the State Budget.

Please note that you will not receive a DCJS grant contract for this funding; rather, money will be automatically disbursed to the county in one payment. The county shall subsequently and promptly make this funding available to the respective district attorney's office. Consistent with the appropriation, this funding assistance is being provided to help offset the cost of prosecutorial services that your county has and will incur for the period of April 1, 2024 to March 31, 2025.

To streamline processing and facilitate timely distribution of funds, the DCJS Office of Financial Services will disburse your planned payment directly to your county for use by the respective district attorney's office.

If you have any questions on this award, please contact:

NYS Division of Criminal Justice Services, Finance Office
dcjsgrantsunitvoucherinquiry@dcjs.ny.gov

NYS Division of Criminal Justice Services, Law Enforcement & Legal Services
dcjs.sm.lslsunit@dcjs.ny.gov

Thank you for your continued partnership to help keep New Yorkers safe and ensure a justice system that works for all.

County of Schenectady
 620 State Street, 3rd Floor,
 Schenectady, N. Y. 12305
 (518) 388-4260
 (518) 388-4248 Fax



Memo

TO: Rory Fluman, County Manager

FROM: Jaclyn Falotico, Commissioner of Finance *JF*

DATE: July 31, 2024

SUBJECT: Budget Amendment – District Attorney – DCJS Aid to Prosecution Grant

The Department of Finance provides the following amendment to the 2024 Operating Budget to accept grant funding from the NYS Department of Criminal Justice Services to be used for prosecution costs. The funding will continue to cover salary and fringe costs incurred by the County as previously defined in the legislative request to accept funding for the 2023-2024 grant award period.

Increase Expense Code By:

A511165._01417	ADA, Chief	\$8,808
A511165._01423	ADA, Deputy Chief	\$6,293
A511165._01415	Counsel TT District Attorney	\$6,293
A511165._01036	Chief Prosecuting Trial Attny	\$6,293
A511165._01326	ADA, Sr Bureau Chief	\$5,030
A511165._01325	ADA, Bureau Chief	\$47,832
A511165._01405	Assistant District Attorney VI	\$2,380
A511165._01713	Assistant District Attorney V	\$7,899
A511165._01714	Assistant District Attorney IV	\$13,569
A511165._01408	Assistant District Attorney III	\$19,910
A511165._01354	Assistant District Attorney II	\$11,323
A511165._01715	Assistant District Attorney I	\$6,891
A589010.80019	State Retirement	\$21,478
A589030.80016	Social Security	\$10,561
A589040.80020	Workers Compensation	\$2,010
A589050.80017	Unemployment Insurance	\$143
A589060.80080	Hospital & Medical	<u>\$31,839</u>

<u>Increase Revenue Code By:</u>		\$208,552
A31165.338901	Aid to Prosecution	\$380,664
<u>Decrease Use of Fund Balance:</u>		
A.599	Appropriated Fund Balance	\$172,112

I recommend that this budget amendment be presented to the Schenectady County Legislature for consideration.

LEGISLATIVE INITIATIVE FORM

Date: 8/2/2024
Reference: Codes, Judiciary and Consumer Affairs
Dual Reference: Ways and Means
Initiative: CJCA 4

Title of Proposed Resolution:

A RESOLUTION REGARDING THE ACCEPTANCE OF MONIES FROM THE NYS DIVISION OF CRIMINAL JUSTICE SERVICES FROM THE AID TO DEFENSE GRANT PROGRAM

Purpose and General Idea:

Provides Authorization to Enter into Two (2) Multi-Year Agreements with the NYS Division of Criminal Justice Services for the Aid to Defense Grant Program.

Summary of Specific Provisions:

Authorization to enter into two (2) multi-year agreements with the NYS Division of Criminal Justice Services for the Aid to Defense Grant Program. These agreements correspond to two separate grants, one for Discovery Reform in the amount of \$427,621, and the other for Supplemental Funding in the amount of \$427,621, for a total of \$855,242. Both grants have a period beginning April 1, 2023 and ending March 31, 2025.

Effects Upon Present Law:

Schenectady County has been awarded two grants from the NYS Department of Criminal Justice Services through the Aid to Defense program, one for Discovery Reform in the amount of \$427,621 and another for Supplemental Funding in the amount of \$427,621, totaling \$855,242. These awards are to be used for eligible expenses incurred from April 1, 2023 through March 31, 2025 for criminal defense cases only, and are to be distributed proportionately among public defense service providers in the county based upon the share of criminal cases assigned to them. The funding is divided between the offices of the Public Defender, Conflict Defender and Assigned Counsel.

The Department of Finance provides the following amendment to the 2024 Operating Budget to accept new funding from the Department of Criminal Justice to be used for both Aid to Defense-Discovery Reform and Aid to Defense-Supplemental.

Create/Increase Expense Code By:

A541170.415282	ATD-Discovery Reform	\$355,252
A541173.415282	ATD-Discovery Reform	\$43,844
A541174.415282	ATD-Discovery Reform	\$28,525
A541170.415283	ATD-Supplemental	\$355,252
A541173.415283	ATD-Supplemental	\$43,844
A541174.415283	ATD-Supplemental	<u>\$28,525</u>
		\$855,242

Create/Increase Revenue Code By:

A31170.338902	ATD-Discovery Reform	\$355,252
A31173.338902	ATD-Discovery Reform	\$43,844
A31174.338902	ATD-Discovery Reform	\$28,525
A31170.338912	ATD-Supplemental	\$355,252
A31173.338912	ATD-Supplemental	\$43,844
A31174.338912	ATD-Supplemental	<u>\$28,525</u>
		\$855,242

I recommend that these contract awards and this budget amendment be presented to the Schenectady County Legislature for consideration.

Justification:

This funding will support the County's public defense services and expenses related to criminal defense cases. As they are divided proportionately among the Public Defender's Office, the Conflict Defender's Office, as well as Assigned Counsel.

Sponsor: Legislator Frisoni

Co-Sponsor:

COUNTY OF SCHENECTADY

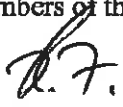


RORY FLUMAN
COUNTY MANAGER

OFFICE OF THE COUNTY MANAGER
620 STATE STREET
SCHENECTADY, NEW YORK 12305

TELEPHONE: (518) 388-4355
FAX: (518) 388-4590

To: Honorable Chairperson and Members of the Legislature

From: Rory Fluman, County Manager 

CC: Geoffrey T. Hall, Clerk of the Legislature
Alissa Foster, Deputy County Clerk
Jaclyn Falotico, Commissioner of Finance

Date: August 2, 2024

RE: Authorization to Enter into Two (2) Multi-Year Agreements with the NYS Division of Criminal Justice Services for the Aid to Defense Grant Program

I am requesting authorization to enter into two (2) multi-year agreements with the NYS Division of Criminal Justice Services for the Aid to Defense Grant Program. These agreements correspond to two separate grants, one for Discovery Reform in the amount of \$427,621, and the other for Supplemental Funding in the amount of \$427,621, for a total of \$855,242. This funding will support public defense services and expenses related to criminal defense cases, divided proportionately among the Public Defender's Office, the Conflict Defender's Office, and Assigned Counsel.

Both grants have a period beginning April 1, 2023 and ending March 31, 2025.

The attached memorandum from Jaclyn Falotico, Commissioner of Finance, detail the necessary budgetary actions.

I recommend your approval.

County of Schenectady
620 State Street, 3rd Floor,
Schenectady, N. Y. 12305
(518) 388-4260
(518) 388-4248 Fax

County Finance

Memo

TO: Rory Fluman, County Manager
FROM: Jaclyn Falotico, Commissioner of Finance *WF*
DATE: August 1, 2024
SUBJECT: Acceptance of DCJS Aid to Defense-Discovery Reform and Supplemental Awards and a Corresponding Budget Amendment

Schenectady County has been awarded two grants from the NYS Department of Criminal Justice Services through the Aid to Defense program, one for Discovery Reform in the amount of \$427,621 and another for Supplemental Funding in the amount of \$427,621, totaling \$855,242. These awards are to be used for eligible expenses incurred from April 1, 2023 through March 31, 2025 for criminal defense cases only, and are to be distributed proportionately among public defense service providers in the county based upon the share of criminal cases assigned to them. The funding is divided between the offices of the Public Defender, Conflict Defender and Assigned Counsel.

The Department of Finance provides the following amendment to the 2024 Operating Budget to accept new funding from the Department of Criminal Justice to be used for both Aid to Defense-Discovery Reform and Aid to Defense-Supplemental.

Create/Increase Expense Code By:

A541170.415282	ATD-Discovery Reform	\$355,252
A541173.415282	ATD-Discovery Reform	\$43,844
A541174.415282	ATD-Discovery Reform	\$28,525
A541170.415283	ATD-Supplemental	\$355,252
A541173.415283	ATD-Supplemental	\$43,844
A541174.415283	ATD-Supplemental	\$28,525
		<u>\$855,242</u>

Create/Increase Revenue Code By:

A31170.338902	ATD-Discovery Reform	\$355,252
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A31173.338902	ATD-Discovery Reform	\$43,844
A31174.338902	ATD-Discovery Reform	\$28,525
A31170.338912	ATD-Supplemental	\$355,252
A31173.338912	ATD-Supplemental	\$43,844
A31174.338912	ATD-Supplemental	<u>\$28,525</u>
		\$855,242

I recommend that these contract awards and this budget amendment be presented to the Schenectady County Legislature for consideration.



**Division of Criminal
Justice Services**

KATHY HOCHUL
Governor

ROSSANA ROSADO
Commissioner

CILLIAN FLAVIN
Deputy Commissioner

Grant Award Notice

Grantee/Contractor: Schenectady County	Date: June 14, 2024
Program Name: Aid to Defense for Discovery Reform	Award Amount \$427,621 ¹
Signatory Name and Title: Chairman, Board of Supervisors Anthony Jasenski	Term Dates: 4/1/23 to 3/31/25
Email: tony.jasenski@schenectadycounty.com	
This award can be used for any eligible expenses incurred before 3/31/25.	
<p>The Division of Criminal Justice Services (DCJS) is pleased to provide this award letter to your county for the State's aid to defense for discovery reform program from State Fiscal Year (SFY) 2023-2024 to support public defense services and expenses related to discovery reform implementation, including but not limited to digital evidence transmission technology, administrative support, computers, hardware and operating software, data connectivity, development of training materials, staff training, additional personnel or increased compensation to reflect additional responsibilities related to discovery, overtime costs, and litigation readiness.</p> <p>Please note that you will not receive a DCJS grant contract for this funding; rather, money will be automatically disbursed to your county in one payment to streamline processing and facilitate timely distribution of funds. The county shall subsequently and promptly make this funding available to public defense service provider(s) that provide representation in criminal cases within 90 days of receipt. Funds shall be proportionally distributed by the county among public defense service provider(s) based upon the share of criminal cases assigned to them, or another reasonable and justifiable methodology that is based upon the needs and capabilities of the provider(s).</p> <p>Consistent with the appropriation, this funding must be used to help offset the cost of public defense services related to discovery reform that your county incurred on or after the start of SFY 2023-24 (April 1, 2023). The above reference to the SFY 2023-2024 date of April 1, 2023 is included for State budgeting purposes only and is not intended to interfere with local budgetary planning, which typically operates on a different fiscal calendar.</p>	

⁽¹⁾ The award amount listed above is contingent upon the completion and submission (as applicable) of all contractual obligations as well as approval by the NYS Division of Budget and execution of the grant contract by the NYS Office of the State Comptroller.

Grant Questions	
PRIMARY CONTACT Katelyn Mallick Public Safety Grants Representative NYS Division of Criminal Justice Services Office of Program Development and Funding Phone: 518 457-3776 Email: Katelyn.Mallick@dcjs.ny.gov	SECONDARY CONTACT Rob Frost Public Safety Grants Representative NYS Division of Criminal Justice Services Office of Program Development and Funding Phone: 518 485-2979 Email: Robert.Frost@dcjs.ny.gov

We look forward to working with you in our continued efforts to safeguard the health and safety of all New York's residents and visitors.



**Division of Criminal
Justice Services**

KATHY HOCHUL
Governor

ROSSANA ROSADO
Commissioner

CILLIAN FLAVIN
Deputy Commissioner

Grant Award Notice

Grantee/Contractor: Schenectady County	Date: June 14, 2024
Program Name: Aid to Defense - Supplemental	Award Amount: \$427,621 ¹
Signatory Name and Title: Chairman, Board of Supervisors Anthony Jasenski	Term Dates: 4/1/23 to 3/31/25
Email: tony.jasenski@schenectadycounty.com	
This award can be used for any eligible expenses incurred before 3/31/25.	
<p>The Division of Criminal Justice Services (DCJS) is pleased to provide this award letter to your county for the State's supplemental aid to defense from State Fiscal Year (SFY) 2023-2024 to support public defense services and expenses incurred by government and not-for-profit entities.</p> <p>Please note that you will not receive a DCJS grant contract for this funding; rather, money will be automatically disbursed to your county in one payment to streamline processing and facilitate timely distribution of funds. The county shall subsequently and promptly make this funding available to public defense service provider(s) that provide representation in criminal cases within 90 days of receipt. Funds shall be proportionally distributed by the county among public defense service provider(s) based upon the share of criminal cases assigned to them, or another reasonable and justifiable methodology that is based upon the needs and capabilities of the provider(s).</p> <p>Consistent with the appropriation, this funding must be used to help offset the cost of public defense services and expenses that your county incurred on or after the start of SFY 2023-24 (April 1, 2023). The above reference to the SFY 2023-2024 date of April 1, 2023 is included for State budgeting purposes only and is not intended to interfere with local budgetary planning, which typically operates on a different fiscal calendar.</p>	

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Grant Questions	
PRIMARY CONTACT Katelyn Mallick Public Safety Grants Representative NYS Division of Criminal Justice Services Office of Program Development and Funding Phone: 518 457-3776 Email: Katelyn.Mallick@dcjs.ny.gov	SECONDARY CONTACT Rob Frost Public Safety Grants Representative NYS Division of Criminal Justice Services Office of Program Development and Funding Phone: 518 485-2979 Email: Robert.Frost@dcjs.ny.gov

We look forward to working with you in our continued efforts to safeguard the health and safety of all New York's residents and visitors.



Schenectady County Legislature

Committee on Environmental Conservation, Renewable Energy and Parks

Hon. Sara Mae Pratt, Chair

6th Floor County Office Building 620 State Street, Schenectady, New York 12305

Phone: (518) 388-4280 Fax: (518) 388-4591

DATE: August 2, 2024
TO: Honorable Schenectady County Legislators
FROM: Geoffrey T. Hall, Clerk of the Legislature
SUBJECT: COMMITTEE AGENDA
Committee on Environmental Conservation, Renewable Energy and Parks
Honorable Sara Mae Pratt, Chair
Monday, August 5, 2024 at 7:00 p.m.
Schenectady County Office Building,
Legislative Chambers, Sixth Floor

Item	Title	Sponsor	Co-Sponsor
ECREP	0 PRESENTATION REGARDING AN UPDATE ON THE NATURAL RESOURCES INVENTORY FOR SCHENECTADY COUNTY	Legislator Pratt	

LEGISLATIVE INITIATIVE FORM

Date: 8/2/2024
Reference: Environmental Conservation, Renewable Energy and Parks
Dual Reference:
Initiative: ECREP 0

Title of Proposed Resolution:

PRESENTATION REGARDING AN UPDATE ON THE NATURAL RESOURCES INVENTORY FOR SCHENECTADY COUNTY

Purpose and General Idea:

PRESENTATION REGARDING AN UPDATE ON THE NATURAL RESOURCES INVENTORY FOR SCHENECTADY COUNTY

Summary of Specific Provisions:

PRESENTATION REGARDING AN UPDATE ON THE NATURAL RESOURCES INVENTORY FOR SCHENECTADY COUNTY

Effects Upon Present Law:

None.

Justification:

PRESENTATION REGARDING AN UPDATE ON THE NATURAL RESOURCES INVENTORY FOR SCHENECTADY COUNTY

Sponsor: Legislator Pratt

Co-Sponsor:



Schenectady County Legislature

Committee on Economic Development and Planning

Hon. Haileab Samuel, Chair

6th Floor County Office Building 620 State Street, Schenectady, New York 12305

Phone: (518) 388-4280 Fax: (518) 388-4591

DATE: August 2, 2024
TO: Honorable Schenectady County Legislators
FROM: Geoffrey T. Hall, Clerk of the Legislature
SUBJECT: COMMITTEE AGENDA
Committee on Economic Development and Planning
Honorable Haileab Samuel, Chair
Monday, August 5, 2024 at 7:00 p.m
Schenectady County Office Building,
Legislative Chambers, Sixth Floor

Item	Title	Sponsor	Co-Sponsor
EDP	9 A RESOLUTION CALLING A PUBLIC HEARING ON PROPOSED LOCAL LAW NO. B-2024	Legislator Samuel	

LEGISLATIVE INITIATIVE FORM

Date: 8/2/2024
Reference: Economic Development and Planning
Dual Reference: Ways and Means
Initiative: EDP 9

Title of Proposed Resolution:

A RESOLUTION CALLING A PUBLIC HEARING ON PROPOSED LOCAL LAW NO. B-2024

Purpose and General Idea:

Provides Authorization to Call for a Public Hearing on Proposed Local Law B of 2024, Regarding the Sale of Land at the Schenectady County Airport Business Park

Summary of Specific Provisions:

Calls for a public hearing regarding the sale of a parcel of land at the Schenectady County Airport Business Park for \$10,000.
The 1.06-acre site would be purchased by a manufacturing/technology company that is currently developing another parcel at the Airport Business Park, which they purchased from the County in 2022.

Effects Upon Present Law:

None.

Justification:

Mr. Gillen and Mr. Storti indicated; that the 1.06-acre parcel, serves as a drainage area and which is not buildable, would be used for the purpose of a stormwater management area for this company's new building.

Sponsor: Legislator Samuel

Co-Sponsor:

COUNTY OF SCHENECTADY

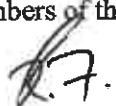


RORY FLUMAN
COUNTY MANAGER

OFFICE OF THE COUNTY MANAGER
620 STATE STREET
SCHENECTADY, NEW YORK 12305

TELEPHONE: (518) 388-4355
FAX: (518) 388-4590

To: Honorable Chairperson and Members of the Legislature

From: Rory Fluman, County Manager 

CC: Geoffrey T. Hall, Clerk of the Legislature
Alissa Foster, Deputy Clerk of the Legislature
Ray Gillen, Metroplex Chair
Mark Storti, GIS Coordinator/Property Development Assistant
Jaclyn Falotico, Commissioner of Finance

Date: August 2, 2024

Re: Call for a Public Hearing Regarding the Sale of Land at the Schenectady County Airport Business Park

Attached is a memorandum from Ray Gillen, Metroplex Chair, and Mark Storti, GIS Coordinator/Property Development Assistant, requesting a call for a public hearing regarding the sale of a parcel of land at the Schenectady County Airport Business Park for \$10,000. As Mr. Gillen and Mr. Storti indicate, this 1.06-acre site would be purchased a manufacturing/technology company that is currently developing another parcel at the Airport Business Park, which they purchased from the County in 2022. The 1.06-acre parcel, which is not buildable and serves as a drainage area, would be used as a stormwater management area for this company's new building.

I recommend your approval.



MEMO

To: Rory Fluman
From: Ray Gillen and Mark Storti
Subject: Pre-Agenda Item for August Agenda
Date: July 19, 2024
CC: C. Gardner; F. Salomone; P. Sheldon; P. Knutson

I am requesting that call for a public hearing be placed on the August agenda for a land sale at the Airport Business Park.

The Airport Business Park on Route 50 has been a success in turning vacant formerly tax - exempt property into revenue producing and job creating projects.

In 2022, the County Legislature approved the sale of two parcels comprised of a total of 6.14-acres at the Airport Business Park for \$503,600. The first parcel of 2.68-acres is under development as the new home of Mid-State Industries, Ltd. The second parcel of 3.46-acres is under option by a manufacturing/technology company that would bring additional jobs and tax revenue to the Airport Business Park. This project is currently in the development stage and the team involved has asked us to sell an additional 1.06-acre site at the rear of the parcel owned by C2 Design Group. This area is not buildable and serves as a drainage area. The 1.06-acre site would be used as a stormwater management area for the new building. As this acreage is not buildable and the former airport land is not able to be developed, we have negotiated a \$10,000 purchase price.

Once a public hearing has been held on a proposed local law, the Legislature can consider approval for selling this land.

If you have any questions or need more information, please let us know.





PROPOSED LOCAL LAW NO. B-24

COUNTY OF SCHENECTADY

Introduced by Legislator Samuel:

**A LOCAL LAW AUTHORIZING THE CONVEYANCE OF REAL
PROPERTY OWNED BY THE COUNTY OF SCHENECTADY**

BE IT ENACTED by the Legislature of the County of Schenectady, as follows:

Section 1: Intent and Purpose.

It is declared to be the intent and purpose of this law to enable the County of Schenectady to have the general care and control of the corporate real and personal property of the County in order to benefit the inhabitants thereof in accordance with the New York State County Law.

Section 2: Notwithstanding the provisions of section two hundred fifteen of the County Law or any other provision of law to the contrary, this Legislature hereby determines that County real property in the Town of Glenville as hereinafter described is no longer necessary for use by the County and that all the right, title and interest of the County in such real property shall be conveyed to Luco Associates, LLC. without public advertisement or competitive bidding.

Section 3: The parcel of real property situate in the Town of Glenville and County of Schenectady, State of New York, subject to this Local Law is described as follows:

All that piece or parcel of land situate in the Town of Glenville, County of Schenectady and the State of New York, bounded and described as follows:

Commencing at northeasterly corner of the lands of Alfono Roman Group, LLC (Book 1981, Page 16), said point being the northwesterly corner of the lands of C2 Marketing, LLC (Book 2053, Page 525); thence from said point of commencement and along said lands of Alfono Roman Group, LLC, North 48°05'03" West, 107.26 feet to the point of beginning; thence from said point of beginning and

through the lands of Schenectady County, the following five courses: 1) North 48°05'03" West, 189.13 feet to a point; 2) North 44°07'55" East, 105.65 feet to a point; 3) North 75°01'27" East, 288.19 feet to a point; 4) South 44°46'53" East, 33.07 feet to a point and 5) South 42°48'39" West, 345.11 feet to the point or place of beginning.

Containing in all 1.06 acres of land being more or less

Section 4: The Legislature shall, by duly adopted resolution or by contract or by instruments authorized by such resolution, convey, for the consideration of ten thousand dollars (\$10,000.00), the real property, or a portion thereof, hereinbefore described for use by Luco Associates, LLC. This conveyance shall be conducted subsequent to receiving all necessary approvals from the Federal Aviation Administration.

Section 5: This Local Law shall become effective forty-five (45) days after its final adoption, publication and filing, subject to permissive referendum in accordance with Section twenty-four of the Municipal Home Rule Law, unless within such forty-five (45) day period there be filed with the Clerk of the Legislature of the County of Schenectady a petition protesting against such Local Law, signed and authenticated as herein required by qualified electors of the County of Schenectady, registered to vote therein at least ten (10) per centum of the total number of votes cast for governor as the last gubernatorial election in the County of Schenectady.



Schenectady County Legislature

Committee on Education and Libraries

Hon. Haileab Samuel, Chair

6th Floor County Office Building 620 State Street, Schenectady, New York 12305

Phone: (518) 388-4280 Fax: (518) 388-4591

DATE: August 2, 2024
TO: Honorable Schenectady County Legislators
FROM: Geoffrey T. Hall, Clerk of the Legislature
SUBJECT: COMMITTEE AGENDA
Committee on Education and Libraries
Honorable Haileab Samuel, Chair
Monday, August 5, 2024 at 7:00 p.m
Schenectady County Office Building,
Legislative Chambers, Sixth Floor

Item	Title	Sponsor	Co-Sponsor
EL	2 A RESOLUTION ADOPTING THE OPERATIONAL BUDGET FOR SUNY SCHENECTADY TO SERVE THE OPERATIONAL NEEDS FOR THE PERIOD SEPTEMBER 1, 2024 TO AUGUST 31, 2025	Legislator Samuel	

LEGISLATIVE INITIATIVE FORM

Date: 8/2/2024
Reference: Education and Libraries
Dual Reference: Ways and Means
Initiative: EL 2

Title of Proposed Resolution:

A RESOLUTION ADOPTING THE OPERATIONAL BUDGET FOR SUNY SCHENECTADY TO SERVE THE OPERATIONAL NEEDS FOR THE PERIOD SEPTEMBER 1, 2024 TO AUGUST 31, 2025

Purpose and General Idea:

Provides Authorization for the adoption of the 2024-2025 SUNY Schenectady County Community College Operating Budget

Summary of Specific Provisions:

Authorizes the adoption of the 2024/2025 SUNY Schenectady County Community College Budget. The 2024/2025 budget proposal totals \$28,072,402. The County sponsor contribution for 2024/25 is recommended to be \$2,583,378 reflecting a 3% increase over the 2024/25 sponsor contribution. This would be in addition to the County’s contribution to the Schenectady County Now Higher Education Promise. This is the ninth year of a sponsor contribution increase.

Effects Upon Present Law:

Attached is a summary of the SUNY Schenectady County Community College (SCCC) 2024/25 Operating Budget.

The 2024/25 budget as presented includes appropriations totaling \$28,072,403. This is an increase of \$1,037,546 from the 2023/24 budget.

Enrollment

For community colleges, enrollment drives both revenue and expenditures. The 2024/25 budgeted enrollment is estimated to be 2,009 full-time equivalent (FTE) students, which is an anticipated increase of 16.1% above 2023/24’s actual enrollment of 1,730.

Expenditures

The Schenectady County Community College expenditure history is as follows:

<u>School Year</u>	<u>Expenditures</u>
2014/2015 Actual	\$29,136,870
2015/2016 Actual	\$28,363,692
2016/2017 Actual	\$28,374,202
2017/2018 Actual	\$28,855,603
2018/2019 Actual	\$27,150,400

2019/2020 Actual	\$26,085,755
2020/2021 Actual	\$23,842,293
2021/2022 Actual	\$24,462,067
2022/2023 Actual	\$24,651,896
2023/2024 Budget	\$27,034,857
2023/2024 Projected*	\$23,300,935
2024/2025 Budget	\$28,072,403

*The 2023/24 projection was provided by SCCC and is \$3,733,922 less than the budgeted amount.

Revenues

Tuition

In state tuition for part-time students will increase \$6 per credit to \$207 per credit hour. For full-time students, the tuition amount will be \$2,484 per semester/\$4,968 per academic year. This reflects a 2.9% increase.

The 2024/25 transportation fees will increase \$2 for part-time students to \$12 per credit hour and increase up to \$384 per semester for full time students. This fee funds the cost of the student CDTA bus pass benefit, parking at Center City, and a portion of the security costs. The technology fee increased by \$2 per credit hour to \$32 per credit hour or \$384 per full time student per semester.

New York State Aid

The 2024/25 budget reflects the equivalent base-aid amount received in 2023/24 with adjustments of \$349,530 for rental aid and \$78,333 for enrollment assistance. For 2024/25, overall State Aid increased by \$90.

County Sponsorship

The 2023/24 SCCC budget requests Schenectady County Sponsorship of \$3,083,378, which is an increase of 3% or \$75,244 plus a one-time payment of \$500,000 for the Schenectady County Higher Education Promise initiative. The County Sponsorship increased 2% annually for the past nine years and this year has been increased to 3%.

Chargeback Revenues

The 2024/25 budget includes \$3,506,939 in revenue from students attending SCCC that reside outside of Schenectady County. This is a decrease of \$142,597 from the 2023/24 budget. The out-of-county chargeback rate will decrease from the current \$4,140 to \$3,880 per FTE.

Fund Balance

The use of fund balance will be \$707,413. The college's Federal HEERF funding for lost revenue expired in 2023.

Recommendation

The Department of Finance recommends that the Schenectady County Legislature adopt SCCC's 2024/25 Operating Budget. The operating budget as proposed will allow SCCC to continue to deliver quality education in a cost-effective manner without burdening students and taxpayers.

Justification:

To adopt the 2024-2025 Schenectady County Community College Budget.

Sponsor: Legislator Samuel

Co-Sponsor:

COUNTY OF SCHENECTADY

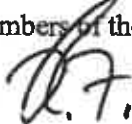


RORY FLUMAN
COUNTY MANAGER

OFFICE OF THE COUNTY MANAGER
620 STATE STREET
SCHENECTADY, NEW YORK 12305

TELEPHONE: (518) 388-4355
FAX: (518) 388-4590

To: Honorable Chairperson and Members of the Legislature

From: Rory Fluman, County Manager 

CC: Geoffrey T. Hall, Clerk of the Legislature
Dr. Steady Moono, President, Schenectady County Community College
Jaclyn Falotico, Commissioner of Finance

Date: August 2, 2024

Re: Adoption of the 2024-2025 Schenectady County Community College Operating Budget

Attached is the proposed 2024-2025 Schenectady County Community College Budget submitted by the College Board of Trustees and Dr. Steady Moono, President of Schenectady County Community College. The attached memorandum from Dr. Moono outlines the highlights of the 2024/25 budget. The 2024/25 budget proposal totals \$28,072,402.

Also attached is a memorandum from Jaclyn Falotico, Commissioner of Finance, providing an overview of the budget and trends in enrollment and corresponding expenditures and revenues.

The County sponsor contribution for 2024/25 is recommended to be \$2,583,378 reflecting a 3% increase over the 2024/25 sponsor contribution. This would be in addition to the County's contribution to the Schenectady County Now Higher Education Promise. This is the ninth year of a sponsor contribution increase.

I recommend your approval.

County of Schenectady
620 State Street, 3rd Floor,
Schenectady, New York 12305
(518) 388-4260
(518) 388-4248 Fax



Memo

To: Rory Fluman, County Manager
From: Jaclyn Falotico, Commissioner of Finance *JF*
Date: July 31, 2024
Re: Adoption of the 2024/25 SUNY Schenectady County Community College (SCCC) Operating Budget

Attached is a summary of the SUNY Schenectady County Community College (SCCC) 2024/25 Operating Budget.

The 2024/25 budget as presented includes appropriations totaling \$28,072,403. This is an increase of \$1,037,546 from the 2023/24 budget.

Enrollment

For community colleges, enrollment drives both revenue and expenditures. The 2024/25 budgeted enrollment is estimated to be 2,009 full-time equivalent (FTE) students, which is an anticipated increase of 16.1% above 2023/24's actual enrollment of 1,730.

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2024/2025 Budget	\$28,072,403

*The 2023/24 projection was provided by SCCC and is \$3,733,922 less than the budgeted amount.

Revenues

Tuition

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County Sponsorship

The 2023/24 SCCC budget requests Schenectady County Sponsorship of \$3,083,378, which is an increase of 3% or \$75,244 plus a one-time payment of \$500,000 for the Schenectady County Higher Education Promise initiative. The County Sponsorship increased 2% annually for the past nine years and this year has been increased to 3%.

Chargeback Revenues

The 2024/25 budget includes \$3,506,939 in revenue from students attending SCCC that reside outside of Schenectady County. This is a decrease of \$142,597 from the 2023/24 budget. The out-of-county chargeback rate will decrease from the current \$4,140 to \$3,880 per FTE.

Fund Balance


The use of fund balance will be \$707,413. The college's Federal HEERF funding for lost revenue expired in 2023.

Recommendation

The Department of Finance recommends that the Schenectady County Legislature adopt SCCC's 2024/25 Operating Budget. The operating budget as proposed will allow SCCC to continue to deliver quality education in a cost-effective manner without burdening students and taxpayers.

MEMORANDUM

TO: Mr. Rory Fluman
Schenectady County Manager

FROM: Patrick Ryan 
Executive Vice President of Administration & Finance

DATE: June 26, 2024

SUNY Schenectady County Community College Operating Budget for Fiscal
Year 2024-25

I am pleased to present SUNY Schenectady County Community College's proposed Operating Budget for Fiscal Year 2024-25 with a copy of the resolution approved by the College's Board of Trustees at their June 17, 2024 meeting.

I look forward to meeting with you and the County Legislature to discuss the College's budget request. If you or your staff have questions, please contact me at your convenience.

Thank you for your ongoing assistance and support of the College.

**2024-25
Proposed
Budget**

**SUNY
Schenectady County
Community College**

June 17th, 2024

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2024-25 BUDGET OVERVIEW

The proposed operating budget is \$28,072,402 for the 2024-25 academic year. This is an increase of \$1,037,545 from the 2023-24 budget.

REVENUES

- Part-time tuition will increase \$6 per credit to \$207 per credit hour. The tuition increase is 2.985% For full-time students the tuition amount is \$2,484 per semester and \$4,968 per academic year. This would still leave SUNY Schenectady with one of the lowest tuition rates of 30 SUNY community colleges.
- The technology fee increased by \$2. For 2024-25, the technology fee will be \$32 per credit or \$984 full time per semester.
- The transportation fee increased by \$2 per credit hour for part-time students and increased \$16 to \$116 for full time students per semester. This fee funds the cost of the student CDTA bus pass benefit, parking at Center City, parking lot patrol and escort services.
- The use of fund balance will be \$ 707,413. Federal HEERF funding for lost revenue expired in 2023.
- For State aid, the Budget reflects the equivalent base-aid amount received in 2023-24 with adjustments of \$349,530 for rental aid and \$ 78,333 for enrollment assistance. Base aid for 2024-25 is due to the "floor" established by the State Legislature to assist community colleges with the current enrollment situation. For 2024-25, State aid increased \$90.
- The operating chargeback rate will decrease from the current \$4,140 to \$3,880 per out-of-county FTE. Chargeback revenue will decrease by \$142,597 from the 2023-24 budget.
- The County contribution is requested to increase by 3% plus an additional \$ 500,000 as part of the *Schenectady County Now Higher Education Promise* for a total of \$3,083,378 in County Support.
- The SUNY Schenectady County Community College Foundation is funding \$500,000 to keep the tuition increase below 3%.

EXPENDITURES (selected highlights by department)

Business, Criminal Justice & Law:

- Aviation transferred from Liberal Arts

Math, Science, Technology & Health:

- \$42,178 for a Technical Assistant/Physical Lab Technician replacing the Educational Assistant

Academic Services & Testing Center:

- \$73,593 Merged/Combined Directors

College In The High School:

- \$72,966 Director of College & High School Partnerships

Workforce Development & Continuing Education:

- \$221,831 Professional Contractual Services - Do to Growth In Revenue

Student Affairs:

- \$53,875 for a Counselor I

Facilities:

- \$35,209 for a Campus Cleaner for new facilities
- \$12,000 for and upgrade HVAC monitoring system

Financial Services:

- \$55,000 for a Assistant Controller
- \$8,524 for Scanning of old documents

Operating Budget Comparisons

EXPENDITURES	APPROPRIATIONS		
	APPROVED 2023-24	PROPOSED 2024-25	Difference
Personnel Services			
Teaching Faculty, Full-Time	\$ 2,728,073	\$ 2,504,950	\$ (223,123)
Teaching Faculty, Adjunct	\$ 929,145	\$ 960,883	\$ 31,738
Workforce Development Instructors	\$ 131,651	\$ 175,091	\$ 43,440
Teaching Faculty, Overload	\$ 208,030	\$ 209,708	\$ 1,678
Professional Staff, Full-Time	\$ 4,872,189	\$ 5,548,117	\$ 675,928
Professional Staff, Part-Time	\$ 506,465	\$ 461,239	\$ (45,226)
Professional Staff, Overtime	-	-	\$ -
Support Staff, Full-Time	\$ 2,718,373	\$ 2,778,910	\$ 60,537
Support Staff, Part-Time	\$ 108,039	\$ 71,929	\$ (36,111)
Support Staff, Overtime	\$ 34,027	\$ 46,097	\$ 12,070
Leave Payouts	\$ 75,000	\$ 75,000	\$ -
Student Workers	\$ 31,000	\$ 18,000	\$ (13,000)
Student Tutors	\$ 15,000	\$ -	\$ (15,000)
Total Personnel Services	\$ 12,356,993	\$ 12,849,924	\$ 492,931
Employee Benefits			
NYS Employees' Retirement	\$ 784,678	\$ 796,830	\$ 12,151
NYS Teachers' Retirement	\$ 358,537	\$ 329,172	\$ (29,365)
TIAA-CREF	\$ 535,901	\$ 505,979	\$ (29,922)
Social Security	\$ 1,052,069	\$ 1,113,879	\$ 61,810
Workers' Compensation	\$ 79,499	\$ 72,326	\$ (7,174)
Unemployment Insurance	\$ 129,499	\$ 97,326	\$ (32,174)
Medical Insurance	\$ 4,294,739	\$ 4,619,098	\$ 324,359
Employee Tuition Benefits	\$ 50,000	\$ 50,000	\$ -
Compensated Absences	\$ 75,000	\$ 75,000	\$ -
Total Employee Benefits	\$ 7,359,922	\$ 7,659,608	\$ 299,686
Capital Equipment			
Total Capital Equipment	\$ 90,555	\$ 112,755	\$ 22,200
Contractual			
Supplies Instructional	\$ 262,800	\$ 196,130	\$ (66,670)
Supplies Office & Others	\$ 250,000	\$ 306,578	\$ 56,578
Software	\$ 574,395	\$ 546,409	\$ (27,986)
Printing	\$ 20,320	\$ 22,850	\$ 2,530
Subscriptions and Periodicals	\$ 15,000	\$ 16,256	\$ 1,256
Books	\$ 3,550	\$ 2,750	\$ (800)
Travel Faculty	\$ 10,000	\$ 7,060	\$ (2,940)
Travel Other	\$ 108,550	\$ 128,174	\$ 19,624
Professional Services	\$ 1,380,460	\$ 1,539,788	\$ 159,328
Dues & Memberships	\$ 61,680	\$ 57,830	\$ (3,850)

Rentals	\$ 1,011,390	\$ 1,011,088	\$ (302)
Repairs and Maintenance	\$ 250,000	\$ 353,200	\$ 103,200
Advertising	\$ 317,950	\$ 317,200	\$ (750)
Installment Payment Fees	\$ 75,000	\$ 75,000	\$ -
Audit Services	\$ 68,500	\$ 68,500	\$ -
Legal Services	\$ 150,000	\$ 150,000	\$ -
Electric & Gas	\$ 1,025,198	\$ 1,023,300	\$ (1,898)
Water & Sewer	\$ 35,500	\$ 38,000	\$ 2,500
Telephone	\$ 103,675	\$ 46,375	\$ (57,300)
Telecommunications	\$ 84,500	\$ 175,687	\$ 91,187
Bulk Mail	\$ -	\$ 31,000	\$ 31,000
Metered Mail	\$ 57,000	\$ 37,000	\$ (20,000)
Security	\$ 748,864	\$ 698,250	\$ (50,614)
Insurance	\$ 358,000	\$ 375,000	\$ 17,000
Interest Expense	\$ -	\$ -	\$ -
All Other Expenses	\$ 103,855	\$ 105,940	\$ 2,085
Commencement	\$ 35,000	\$ 35,000	\$ -
Staff Development	\$ 38,900	\$ 45,750	\$ 6,850
Recruitment Project	\$ 42,300	\$ -	\$ (42,300)
Middle States Expense	\$ 20,000	\$ 25,000	\$ 5,000
Achieving the Dream	\$ 15,000	\$ 15,000	\$ -
Total Contractual	\$ 7,227,387	\$ 7,450,116	\$ 222,729
Total Appropriations	\$ 27,034,857	\$ 28,072,403	\$ 1,037,546

REVENUES	APPROVED 2023-24	ESTIMATED 2024-25	Difference
Student Tuition			
Student Tuition, Full-Time	\$ 4,754,974	\$ 4,955,976	\$ 201,002
Student Tuition, Part-Time	\$ 2,880,640	\$ 3,180,712	\$ 300,072
College in the High School	\$ 729,610	\$ 729,107	\$ (503)
Total Student Tuition	\$ 8,365,224	\$ 8,865,795	\$ 500,571
Other Revenues			
Service Fees	\$ 1,917,063	\$ 2,531,404	\$ 614,341
Interest & Earnings	\$ 300	\$ 3,999	\$ 3,699
Rental - Real Property	\$ -	\$ 232,264	\$ 232,264
Unclassified Revenues	\$ 503,214	\$ 810,800	\$ 307,586
Total Other Revenues	\$ 2,420,577	\$ 3,578,467	\$ 1,157,890
State Aid			
State Aid for Operating Expenses	\$ 8,129,854	\$ 8,129,944	\$ 90
Total State Aid	\$ 8,129,854	\$ 8,129,944	\$ 90
Revenue in Lieu of Local Sponsor Share			
Charges to Non-Residents	\$ 348,850	\$ 200,467	\$ (148,383)

Charges to Other Counties	\$ 3,649,536	\$ 3,506,939	\$ (142,597)
Total Revenue In Lieu of Local Sponsor Share	<u>\$ 3,998,386</u>	<u>\$ 3,707,406</u>	<u>\$ (290,980)</u>
Sponsoring County Contribution			
Sponsoring County Contribution for Operating Expenses	\$ 2,508,134	\$ 3,083,378	\$ 575,244
Total Sponsoring County Contribution	<u>\$ 2,508,134</u>	<u>\$ 3,083,378</u>	<u>\$ 575,244</u>
Total Revenues	<u>\$ 25,422,175</u>	<u>\$ 27,364,990</u>	<u>\$ 1,942,725</u>
Appropriated Fund Balance	<u>\$ 1,612,682</u>	<u>\$ 707,413</u>	<u>\$ (905,269)</u>
Total Revenues and Appropriated Fund Balance	<u>\$ 27,034,857</u>	<u>\$ 28,072,403</u>	<u>\$ 1,037,546</u>

SUNY Schenectady County Community College

2024-25 Budget Request

001- Academic Affairs

Request Completed by: Mark Meecham

ORGANIZATION-ACCOUNT	TITLE	FISCAL 23 ACTUAL EXPENSES	FISCAL 24 APPROVED BUDGET	FISCAL 25 BUDGET REQUEST
001-110	Teaching Faculty - Full Time	946	-	-
001-120	Teaching Faculty - Adjunct	7,215	12,000	12,000
001-130	Teaching Faculty - Overloads	20,700	12,000	12,000
001-140	Professional Staff - Full Time	316,286	319,341	322,547
001-150	Professional Staff - Part Time	8,683	8,000	8,000
001-193	Student Tutors	(2,904)	-	-
001-315	Software FA	-	-	25,500
001-410	Supplies/Instructional	23,216	2,964	3,000
001-420	Supplies/Office & Other	44	849	850
001-425	Software	8,577	-	-
001-430	Printing	44	400	400
001-460	Travel/Faculty	2,770	7,018	7,000
001-470	Travel/Other	6,289	3,949	4,500
001-480	Professional/Other	3,453	5,000	5,000
001-490	Dues & Memberships	100	-	-
001-590	All Other Expenses	7,550	17,000	16,000
NET		402,969	388,521	416,797

SUNY Schenectady County Community College

2024-25 Budget Request

002- Business, Criminal Justice and Law

Request Completed by: Mark Meecham

ORGANIZATION-ACCOUNT	TITLE	FISCAL 23 ACTUAL EXPENSES	FISCAL 24 APPROVED BUDGET	FISCAL 25 BUDGET REQUEST
002-110	Teaching Faculty - Full Time	246,056	330,866	448,904
002-120	Teaching Faculty - Adjunct	157,839	116,463	137,000
002-122	WFD&CE Instructors	-	-	-
002-130	Teaching Faculty - Overloads	67,878	26,784	26,784
002-140	Professional Staff - Full Time	57,603	77,710	78,510
002-160	Support Staff - Full Time	52,056	51,963	54,356
002-180	Support Staff - Overtime	91	-	-
002-196	Retirement sick leave payout	8,059	-	-
002-225	Equipment Office/Classroom	733	-	-
002-410	Supplies/Instructional	304	3,276	-
002-420	Supplies/Office & Other	948	1,404	1,450
002-425	Software	7,797	-	-
002-430	Printing	54	50	50
002-440	Subscriptions & Periodicals	-	1,500	1,500
002-470	Travel/Other	1,804	-	-
002-480	Professional/Other	1,081	4,000	2,500
002-490	Dues & Memberships	1,500	800	1,200
002-590	All Other Expenses	1,029	-	-
NET		604,831	614,816	752,254

SUNY Schenectady County Community College

2024-25 Budget Request

003 - Career Services

Request Completed by: DJ DC

ORGANIZATION-ACCOUNT	TITLE	FISCAL 23 ACTUAL EXPENSES	FISCAL 24 APPROVED BUDGET	FISCAL 25 BUDGET REQUEST
003-140	Professional Staff - Full Time	55,201	56,784	66,479
003-190	Student Workers	4,054	4,500	-
003-410	Supplies/Instructional	122	2,963	2,963
003-420	Supplies/Office & Other	500	425	425
003-425	Software	946	3,500	3,500
003-430	Printing	54	-	-
003-470	Travel/Other	802	-	1,250
003-490	Dues & Memberships	-	-	200
003-590	All Other Expenses	26	-	-
NET		61,705	68,172	74,817

SUNY Schenectady County Community College

2024-25 Budget Request

004 - MST&H

Request Completed by: Hope Sasway

ORGANIZATION-ACCOUNT	TITLE	FISCAL 23 ACTUAL EXPENSES	FISCAL 24 APPROVED BUDGET	FISCAL 25 BUDGET REQUEST
004-110	Teaching Faculty - Full Time	632,464	796,546	711,455
004-120	Teaching Faculty - Adjunct	409,478	223,968	223,968
004-130	Teaching Faculty - Overloads	126,263	62,498	62,498
004-140	Professional Staff - Full Time	107,414	188,937	175,546
004-150	Professional Staff - Part Time	30,327	44,000	22,000
004-160	Support Staff - Full Time	46,137	47,598	41,393
004-190	Student Workers	-	9,000	5,000
004-196	Retirement sick leave payout	38,705	-	-
004-225	Equipment Office/Classroom	-	10,000	10,000
004-310	Computer Equipment FA	-	5,200	5,000
004-410	Supplies/Instructional	12,202	34,574	20,000
004-420	Supplies/Office & Other	1,177	1,019	1,000
004-430	Printing	44	120	-
004-440	Subscriptions & Periodicals	1,000	-	1000
004-477	Travel local	861	1,000	1000
004-480	Professional/Other	-	150	150
004-490	Dues & Memberships	565	600	500
004-510	Rental	103	650	700
004-520	Repairs & Maintenance	2,509	4,284	4,000
004-590	All Other Expenses	-	825	2000
NET		1,409,248	1,430,969	1,287,210

New Initiatives

004-140	Technical Assistant/Physical Lab technician			42,178
	Total			42,178

SUNY Schenectady County Community College

2024-25 Budget Request

005 - HCAT

Request Completed by: David Brough

ORGANIZATION-ACCOUNT	TITLE	FISCAL 23 ACTUAL EXPENSES	FISCAL 24 APPROVED BUDGET	FISCAL 25 BUDGET REQUEST
005-110	Teaching Faculty - Full Time	467,460	475,451	471,106
005-120	Teaching Faculty - Adjunct	184,639	80,629	80,629
005-130	Teaching Faculty - Overloads	96,626	40,713	40,713
005-140	Professional Staff - Full Time	170,325	186,948	193,487
005-150	Professional Staff - Part Time	87,791	85,000	81,878
005-160	Support Staff - Full Time	56,168	54,934	55,000
005-196	Retirement sick leave payout	5,904	-	-
005-225	Equipment Office/Classroom	969	1,250	1,250
005-240	Equipment Additional/Other	(567)	-	-
005-410	Supplies/Instructional	105,005	89,989	90,000
005-420	Supplies/Office & Other	611	1,699	1,200
005-425	Software	8,816	5,200	-
005-430	Printing	5,994	-	6,200
005-460	Travel/Faculty	43	351	60
005-470	Travel/Other	770	-	800
005-480	Professional/Other	1,815	-	2,000
005-510	Rental	178,918	179,456	182,000
005-520	Repairs & Maintenance	25,249	10,283	18,000
005-544	Electric & Gas	13,932	12,410	-
005-590	All Other Expenses	188	-	200
NET		1,410,654	1,224,313	1,224,523

SUNY Schenectady County Community College

2024-25 Budget Request

006 - Liberal Arts

Request Completed by: Eileen Abrahams

ORGANIZATION-ACCOUNT	TITLE	FISCAL 23 ACTUAL EXPENSES	FISCAL 24 APPROVED BUDGET	FISCAL 25 BUDGET REQUEST
006-110	Teaching Faculty - Full Time	738,518	830,189	569,022
006-120	Teaching Faculty - Adjunct	429,457	322,286	322,286
006-130	Teaching Faculty - Overloads	58,525	40,713	40,713
006-140	Professional Staff - Full Time	100,342	82,096	79,310
006-150	Professional Staff - Part Time	(300)	-	-
006-160	Support Staff - Full Time	49,207	49,053	50,123
006-196	Retirement sick leave payout	18,867	-	-
006-410	Supplies/Instructional	12,884	13,468	16,742
006-420	Supplies/Office & Other	381	425	400
006-430	Printing	57	100	100
006-450	Books	-	250	250
006-460	Travel/Faculty	1,913	211	-
006-470	Travel/Other	38	-	-
006-475	Travel - Admin	-	4,050	2,500
006-480	Professional/Other	455	800	500
006-490	Dues & Memberships	136	950	800
006-510	Rental	50	-	-
006-590	All Other Expenses	63	-	1,000
NET		1,410,592	1,344,591	1,083,746

New Initiatives

006-410	Adobe Software for Art 211			1,600
	Total			1,600

SUNY Schenectady County Community College

2024-25 Budget Request

008 -EOP

Request Completed by: TF DC

ORGANIZATION-ACCOUNT	TITLE	FISCAL 23 ACTUAL EXPENSES	FISCAL 24 APPROVED BUDGET	FISCAL 25 BUDGET REQUEST
008-140	Professional Staff - Full Time	56,594	69,011	73,238
NET		63,310	69,011	73,238

SUNY Schenectady County Community College

2024-25 Budget Request

009 - School of Music

Request Completed by: Dr. Christopher Breilochs

ORGANIZATION-ACCOUNT	TITLE	FISCAL 23 ACTUAL EXPENSES	FISCAL 24 APPROVED BUDGET	FISCAL 25 BUDGET REQUEST
009-110	Teaching Faculty - Full Time	287,416	295,021	304,462
009-120	Teaching Faculty - Adjunct	237,396	173,799	185,000
009-130	Teaching Faculty - Overloads	23,100	25,322	27,000
009-140	Professional Staff - Full Time	74,910	79,458	82,046
009-160	Support Staff - Full Time	41,648	40,482	42,848
009-180	Support Staff - Overtime	-	-	4,784
009-190	Student Workers	1,292	3,000	-
009-193	Student Tutors	-	-	-
009-196	Retirement sick leave payout	25,636	-	-
009-225	Equipment Office/Classroom	4,633	4,105	4,105
009-410	Supplies/Instructional	3,967	7,903	-
009-420	Supplies/Office & Other	1,197	1,529	1,529
009-430	Printing	-	1,000	-
009-460	Travel/Faculty	1,774	2,105	-
009-470	Travel/Other	2,749	1,580	-
009-480	Professional/Other	13,122	3,000	-
009-490	Dues & Memberships	-	1,500	-
009-520	Repairs & Maintenance	11,227	-	-
009-530	Advertising	3,100	750	-
009-590	All Other Expenses	537	250	250
NET		733,704	640,804	652,024

SUNY Schenectady County Community College
 2024-25 Budget Request
010 - Registrar's Office
 Request Completed by: Caroline Swain

ORGANIZATION-ACCOUNT	TITLE	FISCAL 23 ACTUAL EXPENSES	FISCAL 24 APPROVED BUDGET	FISCAL 25 BUDGET REQUEST
010-140	Professional Staff - Full Time	124,751	124,853	125,683
010-150	Professional Staff - Part Time	12,170	-	-
010-160	Support Staff - Full Time	124,524	139,576	98,793
010-180	Support Staff - Overtime	481	950	950
010-190	Student Workers	658	-	-
010-420	Supplies/Office & Other	60	-	200
010-430	Printing	65	-	-
010-470	Travel/Other	766	158	1,000
010-480	Professional/Other	9,238	1,800	500
010-490	Dues & Memberships	0	1,200	500
NET		272,712	268,537	227,626

SUNY Schenectady County Community College

2024-25 Budget Request

011 - Academic Services

Request Completed by: MR DC

ORGANIZATION-ACCOUNT	TITLE	FISCAL 23 ACTUAL EXPENSES	FISCAL 24 APPROVED BUDGET	FISCAL 25 BUDGET REQUEST
011-140	Professional Staff - Full Time	60,750	62,867	73,593
011-150	Professional Staff - Part Time	120,799	128,000	125,000
011-190	Student Workers	(139)	-	-
011-193	Student Tutors	14,089	15,000	-
011-410	Supplies/Instructional	7,404	6,915	6,200
011-420	Supplies/Office & Other	204	-	-
NET		203,107	212,782	204,793

SUNY Schenectady County Community College

2024-25 Budget Request

012 - Testing Center

Request Completed by: MS DC

ORGANIZATION-ACCOUNT	TITLE	FISCAL 23 ACTUAL EXPENSES	FISCAL 24 APPROVED BUDGET	FISCAL 25 BUDGET REQUEST
012-140	Professional Staff - Full Time	43,733	49,847	-
012-410	Supplies/Instructional	256	3,951	2,500
012-420	Supplies/Office & Other	-	255	200
NET		43,989	54,053	2,700

SUNY Schenectady County Community College
 2024-25 Budget Request
 014 - Student Success Center
 Request Completed by: LG DC

ORGANIZATION-ACCOUNT	TITLE	FISCAL 23 ACTUAL EXPENSES	FISCAL 24 APPROVED BUDGET	FISCAL 25 BUDGET REQUEST
014-140	Professional Staff - Full Time	14,813	91,969	-
014-410	Supplies/Instructional	40,587	49,391	2,000
014-480	Professional/Other	120	-	125
NET		55,520	141,360	2,125

SUNY Schenectady County Community College
 2024-25 Budget Request
 016 - 13 State Street
 Request Completed by: Brian Kasler

ORGANIZATION-ACCOUNT	TITLE	FISCAL 23 ACTUAL EXPENSES	FISCAL 24 APPROVED BUDGET	FISCAL 25 BUDGET REQUEST
016-420	Supplies/Office & Other	-	3,699	-
016-510	Rental	-	-	-
016-544	Electric & Gas	19,774	116,844	58,422
016-545	Water/Sewer - City	2,144	59,821	26,000
016-558	Telephone	-	5,000	5,000
NET		21,918	225,364	89,422

SUNY Schenectady County Community College

2024-25 Budget Request

031- College in the High School

Request Completed by: PM DC

ORGANIZATION-ACCOUNT	TITLE	FISCAL 23 ACTUAL EXPENSES	FISCAL 24 APPROVED BUDGET	FISCAL 25 BUDGET REQUEST
031-140	Professional Staff - Full Time	23,732	-	72,966
031-150	Professional Staff - Part Time	520	-	3,500
031-410	Supplies/Instructional	-	148	148
031-420	Supplies/Office & Other	-	1,529	1529
031-425	Software	-	5,000	-
031-460	Travel/Faculty	-	316	-
031-470	Travel/Other	-	1,580	1,500
031-480	Professional/Other	6,747	-	5,000
031-590	All Other Expenses	2,940	-	1,000
NET		33,939	12,073	85,643

SUNY Schenectady County Community College
 2024-25 Budget Request

201- SI & P

Request Completed by: DC

ORGANIZATION-ACCOUNT	TITLE	FISCAL 23 ACTUAL EXPENSES	FISCAL 24 APPROVED BUDGET	FISCAL 25 BUDGET REQUEST
201-140	Professional Staff - Full Time			
201-160	Support Staff - Full Time	128,705	121,167	124,682
201-196	Retirement sick leave payout	54,534	54,972	57,859
201-225	Equipment Office/Classroom	4,216	-	-
201-420	Supplies/Office & Other	290	-	-
201-470	Travel/Other	71	425	425
201-480	Professional/Other	6,148	3,160	3,160
201-590	All Other Expenses	295	-	295
NET		1,019	4,000	3,500
		195,802	183,724	189,921

SUNY Schenectady County Community College

2024-25 Budget Request

301 - Workforce Development and Community Education

Request Completed by: Sarah Wilson-Sparrow, Dr. Rota & Lauren Lankau

ORGANIZATION-ACCOUNT	TITLE	FISCAL 23 ACTUAL EXPENSES	FISCAL 24 APPROVED BUDGET	FISCAL 25 BUDGET REQUEST
301-120	Teaching Faculty - Adjunct	1,731	-	-
301-122	WFD&CE Instructors	98,444	131,651	175,091
301-140	Professional Staff - Full Time	197,592	153,625	264,448
301-150	Professional Staff - Part Time	42,262	30,111	56,400
301-153	Assistants	1,688	5,703	5,128
301-160	Support Staff - Full Time	58,652	60,041	63,831
301-410	Supplies/Instructional	31,170	45,777	51,127
301-420	Supplies/Office & Other	1,275	849	1,000
301-430	Printing	-	2,500	2,500
301-440	Subscriptions & Periodicals	-	100	-
301-470	Travel/Other	1,945	1,185	2,500
301-480	Professional/Other	140,684	40,082	221,831
301-490	Dues & Memberships	3,630	3,630	3,630
301-510	Rental	1,674	1,674	1,674
301-530	Advertising	1,528	5,000	5,000
301-558	Telephone	375	375	375
301-590	All Other Expenses	188	800	800
301-730	Professional Development	900	900	1,500
NET		583,740	484,003	856,835

SUNY Schenectady County Community College
 2024-25 Budget Request
352 - Information Technology
 Request Completed by: April Snow

ORGANIZATION-ACCOUNT	TITLE	FISCAL 23 ACTUAL EXPENSES	FISCAL 24 APPROVED BUDGET	FISCAL 25 BUDGET REQUEST
352-140	Professional Staff - Full Time	384,530	432,499	479,254
352-150	Professional Staff - Part Time	18,464	17,062	17,446
352-158	UFP - Overtime	-	1,500	1,500
352-160	Support Staff - Full Time	263,704	370,179	390,759
352-180	Support Staff - Overtime	2,202	2,500	3,500
352-190	Student Workers	155	7,500	7,500
352-225	Equipment Office/Classroom	7,301	-	-
352-310	Computer Equipment FA	19,573	-	-
352-410	Supplies/Instructional	2,255	-	-
352-420	Supplies/Office & Other	10,552	29,053	30,000
352-425	Software	484,156	501,470	469,087
352-430	Printing	109	-	-
352-470	Travel/Other	2,871	7,899	8,000
352-477	Travel local	-	450	450
352-480	Professional/Other	149,801	143,102	83,350
352-490	Dues & Memberships	1,223	1,000	1,500
352-520	Repairs & Maintenance	9,203	25,707	30,000
352-558	Telephone	-	38,800	-
352-559	Telecommunications	10,546	20,000	125,687
NET		1,366,646	1,598,721	1,648,034

SUNY Schenectady County Community College

2024-25 Budget Request

401 - Library

Request Completed by: Jacquie Keleher

ORGANIZATION-ACCOUNT	TITLE	FISCAL 23 ACTUAL EXPENSES	FISCAL 24 APPROVED BUDGET	FISCAL 25 BUDGET REQUEST
401-140	Professional Staff - Full Time	204,634	215,041	222,747
401-150	Professional Staff - Part Time	49,052	50,000	50,000
401-160	Support Staff - Full Time	93,495	90,246	96,931
401-170	Support Staff - Part Time	27,645	28,000	28,630
401-225	Equipment Office/Classroom	30	500	300
401-410	Supplies/Instructional	1,088	494	450
401-420	Supplies/Office & Other	339	425	350
401-425	Software	-	962	-
401-430	Printing	-	100	100
401-440	Subscriptions & Periodicals	9,103	8,000	8,000
401-450	Books	6,533	3,300	2,500
401-470	Travel/Other	17	395	500
401-477	Travel local	16	50	50
401-480	Professional/Other	45,183	47,700	48,654
401-510	Rental	31,596	75,200	76,704
401-520	Repairs & Maintenance	-	214	-
401-590	All Other Expenses	948	500	500
NET		469,680	521,127	536,415

SUNY Schenectady County Community College

2024-25 Budget Request

501-Student Affairs

Request Completed by: Stephen Fragalite

ORGANIZATION-ACCOUNT	TITLE	FISCAL 23 ACTUAL EXPENSES	FISCAL 24 APPROVED BUDGET	FISCAL 25 BUDGET REQUEST
501-140	Professional Staff - Full Time	365,779	422,886	462,199
501-150	Professional Staff - Part Time	14,700	45,000	-
501-160	Support Staff - Full Time	169,294	168,202	222,284
501-190	Student Workers	343	4,500	4,500
501-194	Student Aid/Notetaker/Interpreter	-	1,000	1,000
501-225	Equipment Office/Classroom	120	-	-
501-410	Supplies/Instructional	108	-	-
501-420	Supplies/Office & Other	2,566	2,124	2,000
501-425	Software	5,460	-	5,150
501-430	Printing	212	500	500
501-470	Travel/Other	1,743	1,185	2,000
501-480	Professional/Other	11,272	41,650	31,500
501-490	Dues & Memberships	6,149	4,000	1,500
501-510	Rental	400	3,000	1,500
501-558	Telephone	58	-	-
501-590	All Other Expenses	150	1,500	1,000
NET		578,354	695,547	735,133.60

New Initiatives

501-140	Counselor I			53,875
	Total			53,875

SUNY Schenectady County Community College
 2024-25 Budget Request
502 - Admissions
 Request Completed by: LS DC

ORGANIZATION-ACCOUNT	TITLE	FISCAL 23 ACTUAL EXPENSES	FISCAL 24 APPROVED BUDGET	FISCAL 25 BUDGET REQUEST
502-140	Professional Staff - Full Time	117,071	126,152	242,072
502-160	Support Staff - Full Time	97,208	88,670	93,835
502-180	Support Staff - Overtime	322	500	500
502-420	Supplies/Office & Other	294	4,247	2,000
502-430	Printing	106	-	-
502-470	Travel/Other	671	9,479	9,000
502-477	Travel local	234	3,000	3,000
502-480	Professional/Other	1,007	40,000	-
502-490	Dues & Memberships	200	500	500
502-510	Rental	1,170	7,000	7,000
502-740	Recruitment Project	81,157	42,300	-
NET		301,637	321,848	357,907

SUNY Schenectady County Community College

2024-25 Budget Request

505 - Advising

Request Completed by: ME DC

ORGANIZATION-ACCOUNT	TITLE	FISCAL 23 ACTUAL EXPENSES	FISCAL 24 APPROVED BUDGET	FISCAL 25 BUDGET REQUEST
505-140	Professional Staff - Full Time	195,814	196,229	306,150
505-150	Professional Staff - Part Time	34,558	37,000	37,000
505-190	Student Workers	-	1,500	-
505-410	Supplies/Instructional	-	741	750
505-420	Supplies/Office & Other	197	1,274	1,110
505-430	Printing	111	-	-
505-470	Travel/Other	392	-	-
505-480	Professional/Other	-	1,500	41,500
505-590	All Other Expenses	-	1,000	1,000
NET		231,072	239,244	387,510

SUNY Schenectady County Community College
2024-25 Budget Request

601 - Facilities

Request Completed by: Tony Schwartz

ORGANIZATION-ACCOUNT	TITLE	FISCAL 23 ACTUAL EXPENSES	FISCAL 24 APPROVED BUDGET	FISCAL 25 BUDGET REQUEST
601-140	Professional Staff - Full Time			
601-160	Support Staff - Full Time	117,566	150,892	152,057
601-170	Support Staff - Part Time	949,492	1,026,386	1,049,993
601-180	Support Staff - Overtime	10,974	42,566	21,808
601-220	Equipment Replacement/Other	18,227	13,000	20,000
601-225	Equipment Office/Classroom	6,429	11,447	7,000
601-240	Equipment Additional/Other	3,290	-	3,500
601-311	Furniture FA	819	-	900
601-313	Maintenance and Grounds FA	12,859	-	13,000
601-420	Supplies/Office & Other	19,127	35,500	21,000
601-425	Software	202,164	152,909	205,000
601-430	Printing	2,990	4,500	16,000
601-440	Subscriptions & Periodicals	-	2,250	-
601-470	Travel/Other	-	150	-
601-480	Professional/Other	-	1,580	-
601-510	Rental	561,711	512,090	574,571
601-520	Repairs & Maintenance	383	16,210	16,210
601-544	Electric & Gas	264,506	203,513	270,000
601-545	Water/Sewer - City	609,676	873,413	928,000
601-554	Utilities - Admin	26,145	30,000	30,000
601-570	Security	-	25,198	-
601-730	Professional Development	727	-	750
NET		2,807,086	3,105,604	3,329,789

New Initiatives

601-160	Campus Cleaner 5A			
691-425	Upgrades to HVAC monitoring system			35,209
	Total			12,000
				47,209

SUNY Schenectady County Community College

2024-25 Budget Request

602-Security

Request Completed by: Eric Fluty

ORGANIZATION-ACCOUNT	TITLE	FISCAL 23 ACTUAL EXPENSES	FISCAL 24 APPROVED BUDGET	FISCAL 25 BUDGET REQUEST
602-140	Professional Staff - Full Time	71,575	73,185	82,600
602-220	Equipment Replacement/Other	352	3,553	400
602-225	Equipment Office/Classroom	2,844	-	3000
602-240	Equipment Additional/Other	6,533	9,000	7,300
602-420	Supplies/Office & Other	3,703	6,116	4,000
602-425	Software	14,343	18,000	15,300
602-430	Printing	-	50	-
602-470	Travel/Other	540	790	600
602-480	Professional/Other	132,849	96,000	122,552
602-510	Rental	-	2,900	-
602-520	Repairs & Maintenance	4,617	5,141	25,000
602-570	Security	727,785	748,864	697,500
602-590	All Other Expenses	357	300	370
NET		965,498	963,899	958,622

SUNY Schenectady County Community College

2024-25 Budget Request

603 - Center City

Request Completed by: Brian Kasler

ORGANIZATION-ACCOUNT	TITLE	FISCAL 23 ACTUAL EXPENSES	FISCAL 24 APPROVED BUDGET	FISCAL 25 BUDGET REQUEST
603-420	Supplies/Office & Other	2,265	2,124	2,400
603-480	Professional/Other	46,836	52,700	50,000
603-510	Rental	686,258	626,749	626,749
603-544	Electric & Gas	47,152	89,355	69,300
603-545	Water/Sewer - City	2,004	3,000	3,000
603-558	Telephone	15,634	14,500	16,000
603-559	Telecommunications	14,993	14,500	-
NET		815,141	802,928	767,449

SUNY Schenectady County Community College

2024-25 Budget Request

701 - President's Office

Request Completed by: Tiombe Farley

ORGANIZATION-ACCOUNT	TITLE	FISCAL 23 ACTUAL EXPENSES	FISCAL 24 APPROVED BUDGET	FISCAL 25 BUDGET REQUEST
701-140	Professional Staff - Full Time	390,457	365,013	408,537
701-150	Professional Staff - Part Time	42,040	40,000	40,000
701-410	Supplies/Instructional	255	-	-
701-420	Supplies/Office & Other	1,730	849	849
701-430	Printing	537	-	-
701-440	Subscriptions & Periodicals	193	-	-
701-470	Travel/Other	43,400	45,814	45,814
701-480	Professional/Other	23,324	32,000	32,000
701-510	Rental	261	130	130
701-590	All Other Expenses	31,851	30,000	30,000
701-730	Professional Development	-	250	250
701-786	Achieving the Dream	3,892	15,000	15,000
NET		537,941	529,056	572,580

SUNY Schenectady County Community College

2024-25 Budget Request

702 - Board of Trustees

Request Completed by: Tiombi Farley

ORGANIZATION-ACCOUNT	TITLE	FISCAL 23 ACTUAL EXPENSES	FISCAL 24 APPROVED BUDGET	FISCAL 25 BUDGET REQUEST
702-410	Supplies/Instructional	64	247	250
702-420	Supplies/Office & Other	520	425	500
702-440	Subscriptions & Periodicals	-	50	50
702-470	Travel/Other	3,774	3,791	7,000
702-590	All Other Expenses	3,676	2,520	2,520
NET		8,034	7,033	10,320

SUNY Schenectady County Community College

2024-25 Budget Request

703- Development

Request Completed by: Marianne K. Senneca

ORGANIZATION-ACCOUNT	TITLE	FISCAL 23 ACTUAL EXPENSES	FISCAL 24 APPROVED BUDGET	FISCAL 25 BUDGET REQUEST
703-140	Professional Staff - Full Time	59,129	65,000	65,000
703-160	Support Staff - Full Time	55,080	54,896	34,512
703-180	Support Staff - Overtime	336	-	-
703-430	Printing	57	-	-
NET		114,601	119,896	99,512

SUNY Schenectady County Community College

2024-25 Budget Request

704 - Human Resources

Request Completed by: Paula Ohihous

ORGANIZATION-ACCOUNT	TITLE	FISCAL 23 ACTUAL EXPENSES	FISCAL 24 APPROVED BUDGET	FISCAL 25 BUDGET REQUEST
704-140	Professional Staff - Full Time	280,575	300,241	410,849
704-150	Professional Staff - Part Time	16,709	-	-
704-225	Equipment Office/Classroom	197	-	-
704-420	Supplies/Office & Other	1,676	1,223	1,676
704-425	Software	19,326	24,870	24,429
704-440	Subscriptions & Periodicals	-	4,000	4,000
704-470	Travel/Other	5,485	4,739	6,000
704-480	Professional/Other	25,838	53,000	53,000
704-490	Dues & Memberships	229	2,000	2,000
704-530	Advertising	14,834	35,000	35,000
704-590	All Other Expenses	800	160	800
704-730	Professional Development	149	2,000	2,000
NET		365,818	427,233	539,754

SUNY Schenectady County Community College

2024-25 Budget Request

705 - Institutional Research

Request Completed by: DM DC

ORGANIZATION-ACCOUNT	TITLE	FISCAL 23 ACTUAL EXPENSES	FISCAL 24 APPROVED BUDGET	FISCAL 25 BUDGET REQUEST
705-140	Professional Staff - Full Time	90,414	92,435	95,306
705-420	Supplies/Office & Other	-	127	150
705-425	Software	-	1,650	-
705-440	Subscriptions & Periodicals	505	-	506
705-470	Travel/Other	11	1,264	1,600
NET		90,930	95,476	97,562

SUNY Schenectady County Community College

2024-25 Budget Request

706 - Administration

Request Completed by: Patrick Ryan

ORGANIZATION-ACCOUNT	TITLE	FISCAL 23 ACTUAL EXPENSES	FISCAL 24 APPROVED BUDGET	FISCAL 25 BUDGET REQUEST
706-140	Professional Staff - Full Time	276,575	276,804	284,630
706-225	Equipment Office/Classroom	390	-	-
706-410	Supplies/Instructional	222	-	-
706-420	Supplies/Office & Other	2,018	1,699	3,500
706-430	Printing	92	300	300
706-470	Travel/Other	5,983	5,529	20,000
706-477	Travel local	7	-	-
706-480	Professional/Other	-	67,000	9,000
706-530	Advertising	4,789	5,000	5,000
NET		290,077	356,332	322,430

SUNY Schenectady County Community College

2024-25 Budget Request

707- Financial Services

Request Completed by: Amiee Warfield

ORGANIZATION-ACCOUNT	TITLE	FISCAL 23 ACTUAL EXPENSES	FISCAL 24 APPROVED BUDGET	FISCAL 25 BUDGET REQUEST
707-140	Professional Staff - Full Time	137,694	142,801	202,578
707-150	Professional Staff - Part Time	-	18,792	20,015
707-160	Support Staff - Full Time	295,133	262,119	270,783
707-170	Support Staff - Part Time	21,088	37,473	21,490
707-180	Support Staff - Overtime	12,191	15,327	14,613
707-420	Supplies/Office & Other	1,358	2,548	3,000
707-425	Software	-	-	5,200
707-470	Travel/Other	112	-	-
707-480	Professional/Other	4,151	6,500	15,024
707-520	Repairs & Maintenance	1,469	-	5,200
707-533	Credit Card Fees	65,369	75,000	75,000
NET		538,565	560,560	632,904

New Initiatives

707-140	Assistant Contoller			55,000
707-480	Scanning of old documents			8,524
	Total			63,524

SUNY Schenectady County Community College

2024-25 Budget Request

708 - Marketing

Request Completed by: Karen Tanski

ORGANIZATION-ACCOUNT	TITLE	FISCAL 23 ACTUAL EXPENSES	FISCAL 24 APPROVED BUDGET	FISCAL 25 BUDGET REQUEST
708-140	Professional Staff - Full Time	220,006	268,214	278,549
708-160	Support Staff - Full Time	55,583	55,484	50,346
708-180	Support Staff - Overtime	1,347	250	250
708-310	Computer Equipment FA	5,760	-	500
708-420	Supplies/Office & Other	413	1,869	2,000
708-430	Printing	16,879	10,000	10,000
708-440	Subscriptions & Periodicals	1,036	1,000	1,000
708-480	Professional/Other	198,608	110,143	104,493
708-530	Advertising	244,057	272,200	272,200
NET		743,690	719,160	719,338

SUNY Schenectady County Community College

2024-25 Budget Request

709 - Diversity Office

Request Completed by: Catia B. Laird de Polanco

ORGANIZATION-ACCOUNT	TITLE	FISCAL 23 ACTUAL EXPENSES	FISCAL 24 APPROVED BUDGET	FISCAL 25 BUDGET REQUEST
709-140	Professional Staff - Full Time	40,561	73,185	72,375
709-190	Student Workers	-	-	-
709-420	Supplies/Office & Other	52	85	85
709-470	Travel/Other	6,886	1,975	950
709-480	Professional/Other	13,670	5,000	5,000
709-490	Dues & Memberships	-	500	500
709-730	Professional Development	849	2,000	2,000
NET		62,017	82,745	80,910

SUNY Schenectady County Community College

2024-25 Budget Request

710 - College Services

Request Completed by: Brian Kasler

ORGANIZATION-ACCOUNT	TITLE	FISCAL 23 ACTUAL EXPENSES	FISCAL 24 APPROVED BUDGET	FISCAL 25 BUDGET REQUEST
710-160	Support Staff - Full Time	90,209	97,869	100,136
710-196	Retirement sick leave payout	3,112	-	-
710-420	Supplies/Office & Other	1,167	1,062	1,250
710-510	Rental	-	-	-
710-520	Repairs & Maintenance	-	857	1,000
NET		94,489	99,788	102,386

SUNY Schenectady County Community College

2024-25 Budget Request

750 - Special Facilities Programming

Request Completed by: Karen Tanski

ORGANIZATION-ACCOUNT	TITLE	FISCAL 23 ACTUAL EXPENSES	FISCAL 24 APPROVED BUDGET	FISCAL 25 BUDGET REQUEST
750-140	Professional Staff - Full Time	-	7,000	50,680
750-420	Supplies/Office & Other	56	-	1,500
750-425	Software	873	2,500	1,000
750-480	Professional/Other	20,800	6,000	20,000
NET		21,729	15,500	73,180

SUNY Schenectady County Community College

2024-25 Budget Request

801- Institutional Support

Request Completed by: Patrick Ryan

ORGANIZATION-ACCOUNT	TITLE	FISCAL 23 ACTUAL EXPENSES	FISCAL 24 APPROVED BUDGET	FISCAL 25 BUDGET REQUEST
801-196	Retirement sick leave payout	-	-	-
801-225	Equipment Office/Classroom	-	75,000	75,000
801-240	Equipment Additional/Other	9,698	10,000	10,000
801-420	Supplies/Office & Other	2,085	-	-
801-425	Software	33,099	29,732	35,000
801-430	Printing	7,800	6,744	6,743
801-440	Subscriptions & Periodicals	-	2,700	2,700
801-470	Travel/Other	865	200	200
801-480	Professional/Other	2,285	3,949	5,000
801-490	Dues & Memberships	105,980	111,243	111,243
801-510	Rental	35,888	45,000	45,000
801-534	Audit/CPA Services	14,371	40,000	40,000
801-535	Legal Services	44,120	68,500	68,500
801-558	Telephone	88,371	150,000	150,000
801-559	Telecommunications	32,893	30,000	30,000
801-561	Bulk Mail	50,678	50,000	50,000
801-562	Metered Mail	29,503	-	31,000
801-563	Postage - Other	33,040	55,000	35,000
801-580	Insurance	1,457	2,000	2,000
801-590	All Other Expenses	326,455	358,000	375,000
801-595	Commencement	16,281	45,000	45,000
801-730	Professional Development	32,679	35,000	35,000
801-785	Middle States Expense	4,946	30,000	40,000
NET		23,991	20,000	25,000
		896,483	1,168,068	1,217,386

SUNY Schenectady County Community College

2024-25 Budget Request

901 - Benefits

Request Completed by: Patrick Ryan

ORGANIZATION-ACCOUNT	TITLE	FISCAL 23 ACTUAL EXPENSES	FISCAL 24 APPROVED BUDGET	FISCAL 25 BUDGET REQUEST
901-801	NYS Employees' Retirement	686,361	784,678	796,830
901-802	NYS Teachers' Retirement	171,763	358,537	329,172
901-803	TIAA-CREF	499,846	535,901	505,979
901-821	Social Security	839,556	1,052,069	1,113,879
901-831	Workers' Compensation	39,800	79,499	72,326
901-832	Unemployment Insurance	-21,007	129,499	97,326
901-841	Medical Insurance	4,224,131	4,294,739	4,619,098
901-851	Employee Tuition Benefits	6,820	50,000	50,000
901-861	Compensated Absences	10,000	75,000	75,000
NET		6,457,271	7,359,922	7,659,608

Exhibit 1 2024-25 Chargeback Calculation

A	Total Budget	\$	28,072,403	
	New Total Budget	\$	28,072,403	
B	Costs Not Allowable			\$0
C	Service Fees	\$2,531,404		
D	Rental Income from Real Property	\$232,264		
E	Interest Income	\$3,999		
F	Unclassified Revenues	\$810,800		
G	Total and Offsets			\$3,578,467
H	Total Tuition			\$8,565,795
I	State Aid			\$8,129,944
J	Total Reductions			\$20,274,206
K	Balance to fund	\$	7,798,196	
L	Total FTEs Budgeted			2,009
M	Gross per FTE			\$3,882
P	Lowest \$10 < \$0			\$3,880
Q	# of Non-resident FTEs			903.85
R	Total Estimated Chargeback Revenues			\$3,506,939

Exhibit 2: Fee Schedule

**SUNY SCHENECTADY
COUNTY COMMUNITY COLLEGE**

STATE UNIVERSITY OF NEW YORK
SCHENECTADY COUNTY COMMUNITY COLLEGE TUITION AND FEE SCHEDULE

2024-25

TUITION	New York State residents who present a Certificate(s) of Residence from their home county or Schenectady County residents who submit a signed affidavit of residency:	
	Full-Time (per semester):	\$ 2,484.00
	Full-Time (per academic year):	\$ 4,968.00
	Part-Time (per semester credit hour or equivalent):	*\$ 207.00
	Full-Time Excelsior (per semester)	\$ 2,484.00
	* Part-time tuition for students enrolled through the College in the High School Program is \$70.00 per credit hour.	

TUITION	Non-New York State residents and residents who do not present a Certificate(s) of Residence:	
	Full-Time (per semester)	\$ 3,726.00
	Full-Time (per academic year):	\$ 7,452.00
	Part-Time (per semester credit hour or equivalent):	\$ 311.00

STUDENT SERVICE FEE	CHARGE	PER	SERVICE RENDERED
111.00	Full-Time	Semester	Student Activity Fee (Required)
10.00	Part-Time	Credit Hour	Student Activity Fee (Required)
384.00	Full-Time	Semester	Technology Fee (Required)
32.00	Part-Time	Credit Hour	Technology Fee (Required)
116.00	Full-Time	Semester	Transportation Fee (Required)
12.00	Part-Time	Credit Hour	Transportation Fee (Required)
12.00	FT/PT	Credit Hour	Capital Facilities Fee up to a maximum of \$300/year (Required for Non-NYS Residents)

STUDENT SERVICE FEE	CHARGE	PER	SERVICE RENDERED
**2,532.32	FT/PT	Annual	International Student/Scholar Health Insurance – Inbound
**1,066.67	FT/PT	Fall Semester	International Student/Scholar Health Insurance – Inbound
**1,052.73	FT/PT	Spring Semester	International Student/Scholar Health Insurance – Inbound
**641.40	FT/PT	Summer	International Student/Scholar Health Insurance – Inbound
**211.03	FT/PT	Monthly	International Student/Scholar Health Insurance – Inbound
**111.54	FT/PT	Short Term	International Student/Scholar Health Insurance – Inbound, Up to 16 days
**920.04	FT/PT	Annual	International Student/Scholar Health Insurance – Outbound, Study Abroad
**385.65	FT/PT	Fall Semester	International Student/Scholar Health Insurance – Outbound, Study Abroad
**380.62	FT/PT	Spring Semester	International Student/Scholar Health Insurance – Outbound, Study Abroad
**231.90	FT/PT	Summer	International Student/Scholar Health Insurance – Outbound, Study Abroad
**76.67	FT/PT	Monthly	International Student/Scholar Health Insurance – Outbound, Study Abroad
**40.33	FT/PT	Short Term rate	International Student/Scholar Health Insurance – Outbound, Study Abroad, Up to 16 days
**90.00	FT/PT	Annual	International Student/Scholar Health Insurance – Medical Evaluation/Repatriation Policy Only
**45.00	FT/PT	6 Months	International Student/Scholar Health Insurance – Medical Evaluation/Repatriation Policy Only
**7.50	FT/PT	Monthly	International Student/Scholar Health Insurance – Medical Evaluation/Repatriation Policy Only

**** Fees shown for International Student/Scholar Health Insurance are based on the 2024-25 school year, and are subject to change.**

STUDENT SERVICE FEE	CHARGE	PER	SERVICE RENDERED
40.00	FT/PT	Course	Course Fee – Level A ¹
60.00	FT/PT	Course	Course Fee – Level B ¹
85.00	FT/PT	Course	Course Fee – Level C ²
105.00	FT/PT	Course	Course Fee – Level D ²
140.00	FT/PT	Course	Course Fee – Level E ²
255.00	FT/PT	Course	Course Fee – Level F ²
150.00	FT/PT	Course	BPA 101, BPA 201
45.00	FT/PT	Course	HOT 277, HOT 218
140.00	FT/PT	Course	HOT 112, HOT 225, HOT 226, HOT 256, HOT 257, HOT 258, HOT 269
235.00	FT/PT	Course	HOT 255
205.00	FT/PT	Course	ART 115
300.00	FT/PT	Course	ART 280
500.00	FT/PT	Course	Music Lesson Fee (MUS 135, 136, 163, 164, 263, 264)
16,151.00	FT/PT	Course	Flight Laboratory Fee (AER101)***
13,182.00	FT/PT	Course	Flight Laboratory Fee (AER141)***
12,896.00	FT/PT	Course	Flight Laboratory Fee (AER228)***
11,968.00	FT/PT	Course	Flight Laboratory Fee (AER229)***
3,700.00	FT/PT	Course	Air Traffic Control Fee (ATC101)
2,500.00	FT/PT	Course	Air Traffic Control Fee (ATC141)
2,000.00	FT/PT	Course	Air Traffic Control Fee (ATC205)
2,500.00	FT/PT	Course	Air Traffic Control Fee (ATC255)
5,400.00	FT/PT	Course	Air Traffic Control Fee (ATC280)
25.00	Full-Time	Semester	Late Registration Fee
10.00	Part-Time	Course	Late Registration Fee (Maximum \$25.00)
20.00	FT/PT	Each	Return Check Fee
8.00	FT/PT	Each	Online Ordered Transcript Fee
10.00	FT/PT	Each	In-Person Ordered Transcript Fee
12.00	FT/PT	Each	In-Person Same Day Transcript Fee

STUDENT SERVICE FEE	CHARGE	PER	SERVICE RENDERED
8.00	FT/PT	Each	Mailed (Standard USPS) Transcript Fee
13.25	FT/PT	Each	Mailed (USPS International) Transcript Fee
38.00	FT/PT	Each	Overnight (Domestic) Delivery Transcript Fee
63.00	FT/PT	Each	Overnight (International) Delivery Transcript Fee
20.00	FT/PT	Each	Diploma Re-Print Fee
5.00	FT/PT	Each	Enrollment Verification Letter
10.00	FT/PT	Each	Apostille or Authentication Fee
55.00	FT/PT	Exam	Credit by Examination (Challenge)
30.00	FT/PT	Credit	Credit for Previous Experience
50.00	FT/PT	Each	Graduation Cap & Gown
15.00	FT/PT	Each	Graduation Cap & Gown Late Fee
10.00	FT/PT		Parking Fine (First Offense)
20.00	FT/PT		Parking Fine (Additional Offense)
50.00	FT/PT		Parking Fine (Unauthorized parking in Disabled parking area)

Fees are non-refundable with the exception of Flight Laboratory fees where refund options may apply.

***Additional Third-Party Fees May Apply for Aviation Courses for Textbooks, Charts, Examinations & Exams, Ranging from \$ 217 to \$ 1,607, depending on the course.

Initial course fees cover 55 hours of training, which is the basic number of hours to complete the course. Schenectady County Community College is NOT responsible for any Aviation fees incurred over and above the initial course fee.

Additional fees associated with additional hours a student may require to complete a course is the student's responsibility to cover.

The estimated cost is \$250.00 per hour over the initial 55 hours. According to the Federal Aviation Administration's website, "the average number of hours for persons without a hearing impairment completing the private pilot certification requirements is approximately 75 hours."

Additional flight hours may also be purchased by the student.

A student must pass and have a recorded grade for the current lab before they are allowed to register for the subsequent flight lab.

- ' CIS 261, ELT 120, ELT 121, ELT 231, ELT 261, GEO 143, PHY 153, PHY 154, PHY 221, PHY 222, PHY 223; and AR
- ▣ BIO 111, BIO 112, BIO 117, BIO 141, BIO 142, BIO 203, BIO 234, BIO 241, BIO 273, BMT 104, CHM 112, CHM 113, CHM 121, CHM, 122, CHM 200, CIS 110, CIS 111, CIS 137, CIS 235, CIS 256, CIS 257, SCI 115, ELT 256, NMT 252, NMT 225, NMT 280
- ▣ BMT 102, CBB 102, CHM 140, CHM 228, CHM 229, DST 104
- ▣ BIO 170, BIO 171, BIO 172, BIO 174, BIO 261, BIO 263, BIO 264
- ' HOT 111, HOT 119, HOT 125, HOT 220, HOT 238, HOT 251, HOT 253, HOT 259, HOT 260, HOT 268, ART 127, ART 128, MFS 101
- ▣ MFS 102, MFS 103



Schenectady County Legislature

Committee on Health, Housing and Human Services

Hon. Michelle Ostrelich, Chair

6th Floor County Office Building 620 State Street, Schenectady, New York 12305

Phone: (518) 388-4280 Fax: (518) 388-4591

DATE: August 2, 2024
TO: Honorable Schenectady County Legislators
FROM: Geoffrey T. Hall, Clerk of the Legislature
SUBJECT: COMMITTEE AGENDA
Committee on Health, Housing and Human Services
Honorable Michelle Ostrelich, Chair
Monday, August 5, 2024 at 7:00 p.m
Schenectady County Office Building,
Legislative Chambers, Sixth Floor

Item	Title	Sponsor	Co-Sponsor
HHHS 18	A RESOLUTION TO ACCEPT MONIES FROM THE NYS OFFICE OF ADDICTION SERVICES AND SUPPORTS	Legislator Ostrelich	
HHHS 19	A RESOLUTION REGARDING BUDGETARY AMENDMENTS FOR THE OFFICE OF PUBLIC HEALTH SERVICES	Legislator Ostrelich	
HHHS 20	A RESOLUTION REGARDING THE ACCEPTANCE OF MONIES FROM THE NYS DEPARTMENT OF HEALTH FROM THE LEAD RENTAL REGISTRY GRANT PROGRAM AND TO CREATE A CERTAIN POSITION IN THE OFFICE OF PUBLIC HEALTH SERVICES	Legislator Ostrelich	
HHHS 21	A RESOLUTION REGARDING BUDGETARY AMENDMENTS FOR CERTAIN CONTRACT AND COURT ORDERED SERVICES FOR THE OFFICE OF COMMUNITY SERVICES	Legislator Ostrelich	

LEGISLATIVE INITIATIVE FORM

Date: 8/2/2024
Reference: Health, Housing and Human Services
Dual Reference: Ways and Means
Initiative: HHHS 18

Title of Proposed Resolution:

A RESOLUTION TO ACCEPT MONIES FROM THE NYS OFFICE OF ADDICTION SERVICES AND SUPPORTS

Purpose and General Idea:

Provides Authorization to Accept Funding from the NYS Office of Addiction Services and Support

Summary of Specific Provisions:

Authorizes the acceptance of \$56,104 in funding from the NYS of Addiction Services and Support.

Effects Upon Present Law:

The Department of Finance provides the following amendment to the 2024 Operating Budget to accommodate increased State Aid from the NYS Office of Addiction Services and Support in the Office of Community Services.

<u>Increase Expense Code By:</u>		
A544230.400602	Treatment Services	\$53,059
<u>Increase Revenue Code By:</u>		
A34230.348601	State Aid OASAS	\$53,059
A34310.348603	Narcotic Addiction Control Admin	\$3,045
<u>Decrease Use of Fund Balance:</u>		
A.599	Appropriated Fund Balance	\$3,045

I recommend that this budget amendment be presented to the Schenectady County Legislature for consideration.

Justification:

Mr. Brown indicates, this funding supports work associated with the administration of the Schenectady County Office of Community Services, as well as work performed by New Choices Recovery Center Treatment Services.

Sponsor: Legislator Ostrelich
Co-Sponsor:

COUNTY OF SCHENECTADY

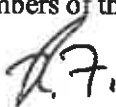


RORY FLUMAN
COUNTY MANAGER

OFFICE OF THE COUNTY MANAGER
620 STATE STREET
SCHENECTADY, NEW YORK 12305

TELEPHONE: (518) 388-4355
FAX: (518) 388-4590

To: Honorable Chairperson and Members of the Legislature

From: Rory Fluman, County Manager 

CC: Geoffrey T. Hall, Clerk of the Legislature
Alissa Foster, Deputy Clerk of the Legislature
Keith Brown, Director of Public Health
Jaclyn Falotico, Commissioner of Finance

Date: August 2, 2024

Re: Authorization to Accept Funding from the NYS Office of Addiction Services and Support

Attached is a memorandum from Keith Brown, Director of Public Health, requesting authorization to accept annual funding from the NYS of Addiction Services and Support in the amount of \$56,104. As Mr. Brown indicates, this funding supports work associated with the administration of the Schenectady County Office of Community Services, as well as work performed by New Choices Recovery Center Treatment Services.

The attached memorandum from Jaclyn Falotico, Commissioner of Finance, details the necessary budget amendment.

I recommend your approval.



**SCHENECTADY COUNTY
PUBLIC HEALTH SERVICES
INTEROFFICE MEMO**

TO: Rory Fluman, County Manager
FROM: Keith Brown, Public Health Director
RE: Legislative Action – August 2024 Legislative Meeting
Requesting Legislative Approval to accept funding from the NYS OASAS

CC: Jennifer Bargy, Deputy County Manager
Jaclyn Falotico, Commissioner of Finance

DATE: 7/31/24

Dear Rory,

The Schenectady County Public Health Services Office of Community Services has been notified by NYS Office of Addiction Services and Support (OASAS) in its state aid letter dated 7/5/2024 of an increase of \$56,104 to support cost of living adjustments.

The Increase in funding from this state aid letter impact the Office of Community Services Administration and New Choices Recovery Center.

This funding increase affects the following programs:
A544230.400602 (Treatment Services) : \$53,059
A34310.348603 (Narcotic Addiction Control Admin) : \$3,045

There is no cost to the county associated in receiving this funding. I am requesting that the Legislature approve the modification of the 2024 budget to accept these funds. Thank you for your assistance with this request.

Sincerely,

Keith Brown, MPH
Public Health Director

County of Schenectady
620 State Street, 3rd Floor,
Schenectady, N. Y. 12305
(518) 388-4260
(518) 388-4248 Fax

County Finance

Memo

TO: Rory Fluman, County Manager
FROM: Jaclyn Falotico, Commissioner of Finance *JF*
DATE: July 30, 2024
SUBJECT: Budget Amendment – Office of Community Services
OASAS State Aid Increase

The Department of Finance provides the following amendment to the 2024 Operating Budget to accommodate increased State Aid from the NYS Office of Addiction Services and Support in the Office of Community Services.

Increase Expense Code By:

A544230.400602	Treatment Services	\$53,059
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Increase Revenue Code By:

A34230.348601	State Aid OASAS	\$53,059
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A34310.348603	Narcotic Addiction Control Admin	\$3,045
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Decrease Use of Fund Balance:

A.599	Appropriated Fund Balance	\$3,045
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I recommend that this budget amendment be presented to the Schenectady County Legislature for consideration.

New York State Office of Addiction Services and Supports
State Aid Funding Authorization

County: Schenectady (47)
Region: Hudson

Fiscal Year : 2024

As of: 07/23/2024

Agency Number/Name	Init Code	Program Code/Index	PRU Direct	Gross	Revenue	Net	Approved Budgeted Amounts			Local Share	Non-Funded	Restr. Code
							Funded Net Code/Source	One-time	Approved State Aid			
35060	3078	00	52390	111,574	0	111,574	111,574	013S	111,574	0	0	
Alcoholism and Substance Abuse Council of Schenectady County, Inc. d/b/a New Choices Recovery Center	3520	00	52777	1,623,208	1,162,825	460,383	460,383	013S	460,383	0	0	
	3600	00	53548	824,814	512,365	312,549	312,549	013S	312,549	0	0	
	3600	01	53547	945,783	636,787	308,976	308,976	013S	308,976	0	0	
	3600	02	53549	837,479	534,608	302,871	302,871	013S	302,871	0	0	
	3600	03	53546	669,083	625,129	243,954	243,954	013S	243,954	0	0	
	J9	4084	00	53390	0	200,000	200,000	013S	200,000	0	0	
	5620	00	90886	523,795	0	523,795	523,795	013S	523,795	0	0	
Agency 35060 Total:				5,935,816	3,391,714	2,544,102	2,544,102	All	2,544,102	0	0	
70440	0890	00	70500	70,739	11,505	59,234	59,234	013S	59,234	3,426	0	
Schenectady County Office of Community Services	5680	00	52494	145,602	55,424	90,178	90,178	013S	90,178	0	0	
Agency 70440 Total:				216,341	68,929	149,412	149,412	All	145,968	3,426	0	
County Schenectady (47) Summary - All Agencies:				6,152,157	3,459,643	2,693,514	2,693,514	All	2,690,088	3,426	0	
Less Direct Contracts/DASNY:				0	0	0	0	All	0	0	0	
Approved LGU Funding:				6,152,157	3,459,643	2,693,514	2,693,514	All	2,690,088	3,426	0	

Signature _____ Date _____



**Office of Addiction
Services and Supports**

KATHY HOCHUL
Governor

CHINAZO CUNNINGHAM, MD
Commissioner

July 5, 2024

Dear Director:

The New York State Office of Addiction Services and Supports (OASAS) is pleased to announce the inclusion of a 2.84% cost of living adjustment (COLA) in the 2024-25 Enacted Budget (Legislation), effective April 1, 2024. The COLA shall apply to State Aid on certain addiction treatment, prevention, and recovery programs, within available appropriation.

OASAS State Aid funding for the COLA is limited to certain State Aid-funded crisis, inpatient, residential, outpatient, gambling, prevention, recovery, and treatment and program support services. The following programs are not eligible for the COLA:

- Non-funded/non-operational programs as of April 1, 2024.
- New initiatives funded after April 1, 2024.
- Time-limited, specific project funding, such as those awarded under Supplemental and Settlement funds and legislative initiatives, including demonstration programs.
- Programs funded from other State agencies' appropriations, such as Permanent Supported Housing for High-Frequency Medicaid Consumers, which is funded from Department of Health appropriations, and Empire State Supportive Housing Initiative (ESSHI), which is funded from Division of Housing and Community Renewal appropriations.
- Capital project funding.
- Project initiatives not directly supporting treatment, prevention, or recovery program activities.

The Legislation also requires local governmental units (LGUs) to submit an attestation stating how they spent, or plan to spend, the COLA funds. This COLA increase may be used to address any reasonable, necessary, and allowable program expenses as long as those funds are first directed to direct care staff and critical non-personal services costs prior to increasing compensation for executive level job titles. In addition, each local government unit or direct contract provider receiving the COLA shall use such funding to provide a targeted salary increase of at least 1.7% to individuals employed in Consolidated Fiscal Report (CFR) position title codes:

- 100-199 support staff;
- 200-299 direct care staff;
- 300-399 clinical staff; and
- 400, 500-599, 605-699, and 703-799 non-executive administrative staff.

Funds may not be used to support the 1.7% targeted salary increase for individuals employed in CFR position title codes 601 to 604, 701, and 702.

Attached is an attestation form to certify your LGU and provider agencies will comply with the Legislation's intent and ensure the COLA is expended in the prescribed manner. This attestation must be returned to OASAS prior to the addition of any related funding. Please note that this attestation must be returned to OASAS, even if you have submitted a similar attestation to another State agency.

Please return the completed form no later than August 15, 2024, to:

OASASBudget@oasas.ny.gov
Subject: 2024-25 COLA Attestation – LGU Name

To assist you in complying with the Legislation, we have also enclosed a sample COLA attestation form for you to use with your allocated providers. You are only required to submit the LGU attestation to OASAS. **OASAS does not require the LGU to submit to us each provider's attestation.**

Also attached is a summary of the increases for your County. It is presumed that you will advise your allocated provider agencies of the applicable increases as part of your attestation process. OASAS will not formally notify allocated provider agencies separately itself.

Final calculations were based on each provider's base State aid as of April 1, 2024. For the eligible programs in your county, three quarters of the calculated increase will be added to the 2024 base budgets. The remaining quarter will be annualized in the 2025 base budget.

Pending timely receipt of the attestation, revised State Aid Funding Authorizations including the calculated increases will be issued shortly thereafter. Failure to return the attestation will result in your LGU and allocated providers' ineligibility for the COLA funds.

Agencies should retain documentation of expenditures under this initiative and provide this documentation to appropriate OASAS staff (e.g., auditors, Regional Office staff, etc.) upon request. Please work with the OASAS Regional Office to submit budget changes to make any necessary adjustments between funded programs and expense lines.

If you have any questions regarding allowable uses for the COLA funds or the completion of the COLA attestation, please email OASASBudget@oasas.ny.gov, copying your OASAS Regional Office representative. Thank you for your anticipated cooperation in this matter.

Sincerely,

Kären E. Telfeyan
Director of Budget Management

Enclosures

cc: OASAS Division of Fiscal Administration
OASAS Regional Office

NYS Office of Addiction Services and Supports

2024-25 Cost of Living Adjustment effective April 1, 2024

County	Agency Code	Provider Name	2024 State Aid Increase	2025 State Aid Increase	Total Increase
Schenectady	35060	Alcoholism and Substance Abuse Council of Schenectady County, Inc. d/b/a New Choices Recovery Center	53,059	17,687	70,746
	70440	Schenectady County Office of Community Services	3,045	1,015	4,060
Schenectady Total			56,104	18,702	74,806

LEGISLATIVE INITIATIVE FORM

Date: 8/2/2024
Reference: Health, Housing and Human Services
Dual Reference: Ways and Means
Initiative: HHHS 19

Title of Proposed Resolution:

A RESOLUTION REGARDING BUDGETARY AMENDMENTS FOR THE OFFICE OF PUBLIC HEALTH SERVICES

Purpose and General Idea:

Provides Authorization to Amend the 2024 Operating Budget to Accommodate a Salary Increase for the Director of Family Health

Summary of Specific Provisions:

Authorizes the amendment of the 2024 Operating Budget to accommodate a salary increase for the Director of Family Health.

Effects Upon Present Law:

The Department of Finance provides the following amendment to the 2024 Operating Budget to increase the salary of the Director of Family Health position in Public Health- Patient & Prevention Services. The new annual salary for the position is \$85,000.

Increase Expense Code By:
A514012. _01720 Director Family Health \$1,997

Increase Use of Fund Balance
A.599 Appropriated Fund Balance \$1,997

I recommend that this budget amendment be presented to the Schenectady County Legislature for consideration.

Justification:

This salary, is currently budgeted at \$83,003, would be increased to \$85,000 and would reflect the incumbent's nine years of experience as a Public Health Education Coordinator, as well as the leadership capabilities that she demonstrated during and after the COVID-19 Pandemic.

Sponsor: Legislator Ostrelich
Co-Sponsor:

COUNTY OF SCHENECTADY



RORY FLUMAN
COUNTY MANAGER

OFFICE OF THE COUNTY MANAGER
620 STATE STREET
SCHENECTADY, NEW YORK 12305

TELEPHONE: (518) 388-4355
FAX: (518) 388-4590

To: Honorable Chairperson and Members of the Legislature

From: Rory Fluman, County Manager *R.F.*

CC: Geoffrey T. Hall, Clerk of the Legislature
Alissa Foster, Deputy Clerk of the Legislature
Keith Brown, Director of Public Health
Jaclyn Falotico, Commissioner of Finance

Date: August 2, 2024

Re: Authorization to Amend the 2024 Operating Budget to Accommodate a Salary Increase for the Director of Family Health

Attached is a memorandum from Keith Brown, Director of Public Health, requesting authorization to amend the 2024 Operating Budget to accommodate a salary increase for the Director of Family Health. This salary, which is currently budgeted at \$83,003, would be increased to \$85,000. As Mr. Brown indicates this would reflect her nine years of experience as a Public Health Education Coordinator, as well as her leadership capabilities that she demonstrated during and after the COVID-19 Pandemic.

The attached memorandum from Jaclyn Falotico, Commissioner of Finance, detail the necessary budgetary actions.

I recommend your approval.



**SCHENECTADY COUNTY
PUBLIC HEALTH SERVICES
INTEROFFICE MEMO**

TO: Rory Fluman, County Manager
FROM: Keith Brown, Director, Public Health
RE: Director of Family Health
CC: Claire Proffitt, Deputy Director, Public Health
Travis Samborin, Director of Operations & Compliance, Public Health
DATE: 7/24/2024

Schenectady County Public Health Services (SCPHS) is requesting approval to change the salary of the Director of Family Health to promote Natalie Prehoda to the position. Ms. Prehoda has worked for SCPHS for nine years as the Public Health Education Coordinator and has demonstrated her leadership ability during and after the COVID-19 pandemic. She has a thorough understanding of both the public health department and the Schenectady community, and she is experienced in both grant and personnel management.

The salary for the position is budgeted at \$83,003 and we are requesting to increase it to \$85,000. We are requesting legislative approval to change her salary and amend the budget.

Thank you for your assistance with this request.

Sincerely,

Keith Brown, MPH
Public Health Director

County of Schenectady
620 State Street, 3rd Floor,
Schenectady, N. Y. 12305
(518) 388-4260
(518) 388-4248 Fax



Memo

TO: Rory Fluman, County Manager
FROM: Jaclyn Falotico, Commissioner of Finance *WF*
DATE: July 30, 2024
SUBJECT: Budget Amendment -- Director of Family Health

The Department of Finance provides the following amendment to the 2024 Operating Budget to increase the salary of the Director of Family Health position in Public Health- Patient & Prevention Services. The new annual salary for the position is \$85,000.

Increase Expense Code By:

A514012. _01720	Director Family Health	\$1,997
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Increase Use of Fund Balance

A.599	Appropriated Fund Balance	\$1,997
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I recommend that this budget amendment be presented to the Schenectady County Legislature for consideration.

LEGISLATIVE INITIATIVE FORM

Date: 8/2/2024
Reference: Health, Housing and Human Services
Dual Reference: Ways and Means
Initiative: HHHS 20

Title of Proposed Resolution:

A RESOLUTION REGARDING THE ACCEPTANCE OF MONIES FROM THE NYS DEPARTMENT OF HEALTH FROM THE LEAD RENTAL REGISTRY GRANT PROGRAM AND TO CREATE A CERTAIN POSITION IN THE OFFICE OF PUBLIC HEALTH SERVICES

Purpose and General Idea:

Provides Authorization to Enter into a Multi-Year Agreement with the NYS Department of Health for the Lead Rental Registry Grant Program and to Create a Position at Public Health Services.

Summary of Specific Provisions:

Authorizes the County to enter into a multi-year agreement with the NYS Department of Health for the Lead Rental Registry Grant Program. As part of this agreement, the County will receive \$652,700 from April 1, 2024, through March 31, 2029.

Additionally; as part of this agreement, the Schenectady County Public Health Director is requesting the creation of the position of Program Support Specialist (CSEA Grade 14). The Schenectady County Public Health Services intends to use these funds to develop, implement, manage, and enforce a new Public Health Law that requires all rental properties built before 1980 within areas of concerns to have a lead inspection and lead clearance inspection every 3 years. Public Health Services will partner with the City of Schenectady for this program as the areas of concern include properties in the zip codes 12303, 12304, 12307, and 12308. In addition, the Director of Public Health is requesting the creation of the position of Program Support Specialist (CSEA Grade 14).

Effects Upon Present Law:

The Department of Finance provides the following amendment to the 2024 Operating Budget to accept the new Rental Registry Grant in Environmental Health. To support implementation of the program, a new Program Support Specialist position will be created within Environmental Health. The annual salary of the position will be \$55,002 (CSEA, Grade 14).

Create and Increase Expense Code By:

A544090._01822	Program Support Specialist	\$21,155
A544090.415036	NYS Rental Registry	\$50,000

Increase Expense Code By:

A589010.80019	State Retirement	\$3,188
A589030.80016	Social Security	\$1,568
A589040.80020	Workers Compensation	\$299
A589050.80017	Unemployment Insurance	\$29
A589060.80080	Hospital & Medical	\$6,084
		<u>\$82,323</u>

Create and Increase Revenue Code By:

A34090.340136	NYS Rental Registry	\$99,827
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Decrease Use of Fund Balance:

A.599	Appropriated Fund Balance	\$17,504
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I recommend that this budget amendment be presented to the Schenectady County Legislature for consideration.

Justification:

This position, which the NYS Department of Health will cover for the Lead Rental Registry Grant Program, will have duties that include, but are not limited to, overseeing the systems used to manage the Rental Registry, identifying, and notifying applicable property owners, supporting those owners in navigating the software system, and helping to coordinate inspections.

Sponsor: Legislator Ostrelch

Co-Sponsor:

COUNTY OF SCHENECTADY



RORY FLUMAN
COUNTY MANAGER

OFFICE OF THE COUNTY MANAGER
620 STATE STREET
SCHENECTADY, NEW YORK 12305

TELEPHONE: (518) 388-4355
FAX: (518) 388-4590

To: Honorable Chairperson and Members of the Legislature

From: Rory Fluman, County Manager *R.F.*

CC: Geoffrey T. Hall, Clerk of the Legislature
Alissa Foster, Deputy Clerk of the Legislature
Keith Brown, Director of Public Health
Jaclyn Falotico, Commissioner of Finance
Joe McQueen, Director of Human Resources

Date: August 2, 2024

Re: Authorization to Enter into a Multi-Year Agreement with the NYS Department of Health for the Lead Rental Registry Grant Program and to Create a Position at Public Health Services

Attached is a memorandum from Keith Brown, Director of Public Health, requesting authorization to enter into a multi-year agreement with the NYS Department of Health for the Lead Rental Registry Grant Program. As part of this agreement, the County will receive \$652,700 over a period beginning April 1, 2024 and ending March 31, 2029. As Mr. Brown indicates, the Schenectady County Public Health Services will use these funds to develop, implement, manage, and enforce a new Public Health Law that requires all rental properties built before 1980 within areas of concerns to have a lead inspection and lead clearance inspection every 3 years. Public Health Services will be partnering with the City of Schenectady for this program as the areas of concern include properties in the zip codes 12303, 12304, 12307, and 12308.

In addition, Mr. Brown is requesting the creation of the position of Program Support Specialist (CSEA Grade 14). This position, which will be covered by the grant, will have duties that include, but are not limited to, overseeing the systems used to manage the Rental Registry, identifying and notifying applicable property owners, supporting those owners in navigating the software system, and helping to coordinate inspections.

The attached memoranda from Jaclyn Falotico, Commissioner of Finance, and Joe McQueen, Director of Human Resources, detail the actions necessary to create the position.

I recommend your approval.



**SCHENECTADY COUNTY
PUBLIC HEALTH SERVICES
INTEROFFICE MEMO**

TO: Rory Fluman, County Manager
FROM: Keith Brown, Public Health Director
RE: Legislative Action – July 2024 Legislative Meeting
Requesting Legislative Approval to Accept Rental Registry Funds and Create New Position

CC: Jennifer Bargy, Deputy County Manager
Jaclyn Falotico, Commissioner of Finance

DATE: 7/23/2024

Dear Rory,

Schenectady County Public Health Services (SCPHS) has been awarded funds from the New York State Department of Health (NYSDOH) in the amount of \$652,700 annually for services and expenses related to the Lead Rental Registry Grant Program, dedicated to developing, implementing, managing, and enforcing newly added Public Health Law Article 13, Title 10, Section 1377 – *State Rental Registry and Proactive Inspections to Identify Lead Hazards*.

The Public Health Law requires all rental properties within zip codes identified as areas of concern built prior to 1980, have a lead inspection and a lead clearance inspection completed every 3 years. The zip codes within Schenectady County identified by NYSDOH as areas of concern include: 12303, 12304, 12307, and 12308.

The contract term is 5-years running from April 1st, 2024, through March 31st, 2029. The Lead Rental Registry Grant Program contract documents will be managed and approved through the NYS Statewide Financial System – Vendor Portal.

SCPHS is asking for Legislature approval to accept this grant award as well as the creation of a position titled Program Support Specialist (Grade 14). This position would be fully grant covered. The new position will have oversight of the software systems used to manage the Rental Registry, support identification and notification of applicable property owners, support property owners in navigating the software system, support with troubleshooting issues with the system, support coordination of inspection services, and support reporting on performance indicators.

Thank you for your assistance with this request.

Sincerely,

Keith Brown, MPH
Public Health Director

County of Schenectady
620 State Street, 3rd Floor,
Schenectady, N. Y. 12305
(518) 388-4260
(518) 388-4248 Fax

County Finance

Memo

TO: Rory Fluman, County Manager
FROM: Jaclyn Falotico, Commissioner of Finance *JF*
DATE: August 1, 2024
SUBJECT: Budget Amendment – Environmental Health NYS Rental Registry

The Department of Finance provides the following amendment to the 2024 Operating Budget to accept the new Rental Registry Grant in Environmental Health. To support implementation of the program, a new Program Support Specialist position will be created within Environmental Health. The annual salary of the position will be \$55,002 (CSEA, Grade 14).

Create and Increase Expense Code By:

A544090_01822	Program Support Specialist	\$21,155
A544090.415036	NYS Rental Registry	\$50,000

Increase Expense Code By:

A589010.80019	State Retirement	\$3,188
A589030.80016	Social Security	\$1,568
A589040.80020	Workers Compensation	\$299
A589050.80017	Unemployment Insurance	\$29
A589060.80080	Hospital & Medical	<u>\$6,084</u>
		\$82,323

Create and Increase Revenue Code By:

A34090.340136	NYS Rental Registry	\$99,827
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Decrease Use of Fund Balance:

A.599	Appropriated Fund Balance	\$17,504
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I recommend that this budget amendment be presented to the Schenectady County Legislature for consideration.

Memo

To: Rory Fluman, County Manager
From: Joe McQueen, Director of Human Resources
Date: August 1, 2024
Re: Creation of Position in Public Health Services

The Office of Public Health Services has requested the creation of the position Program Support Specialist.

I recommend the creation of the position Program Support Specialist at a CSEA Grade 14.

All necessary action will occur at the August 2024 Civil Service Commission meeting.

Thank you.



Schenectady County Public Health Services

Environmental Health
107 Nott Terrace, Suite 300
Schenectady, New York 12308-3170
Phone: (518) 386-2818
Fax: (518) 386-2822

Keith M. Brown, MPH
Public Health Director

Jennifer M. Priebe, M.S.
Director of Environmental Health

DATE

RENTAL PROPERTY ADDRESS

Re: New York State Lead Rental Registry

Dear RENTAL PROPERTY OWNER NAME,

New York State recently added Public Health Law Article 13, Title 10, Section 1377 – *State Rental Registry and Proactive Inspections to Identify Lead Hazards*. This new law requires all rental properties within zip codes of 12303, 12304, 12307, and 12308 built prior to 1980, pass a lead clearance inspection every 3 years.

Lead is a serious threat to the health of our community, and it is still present in the majority of older houses. Exposure to lead is especially harmful to young children whose bodies are still developing. This new law seeks to ensure that rental properties are made lead-safe.

Your rental property will need a lead clearance inspection. This inspection will include a visual inspection for deteriorated paint and outdoor soil conditions, as well as the collection of dust wipe samples. Attached is a guide for how to prepare your property for the inspection. Additionally, attached is a flyer for upcoming **free trainings** to learn more about safe renovation of lead in homes.

Visit our website at <https://www.schenectadycountyny.gov/envi-health/lead> to learn more about lead poisoning prevention and any available grant funds to help with remediation. More information is forthcoming on how to register your property to comply with the new law.

Please call our office 8:30am - 4:30pm Monday – Friday at (518) 386-2818 with any questions.

Sincerely,

The Rental Registry Team
Schenectady County Public Health Services



**SCHENECTADY COUNTY
PUBLIC HEALTH SERVICES
INTEROFFICE MEMO**

TO: Rory Fluman, County Manager
FROM: Keith Brown, Public Health Director
RE: Legislative Action – June 2024 Legislative Meeting
Requesting Legislative Approval to

CC: Jennifer Bargy, Deputy County Manager
Jaclyn Falotico, Commissioner of Finance

DATE: 6/13/2024

Dear Rory,

Schenectady County Public Health Services (SCPHS) has been awarded funds from the New York State Department of Health (NYSDOH) in the amount of \$652,700 annually for services and expenses related to the Lead Rental Registry Grant Program, dedicated to developing, implementing, managing, and enforcing newly added Public Health Law Article 13, Title 10, Section 1377 – *State Rental Registry and Proactive Inspections to Identify Lead Hazards*.

The Public Health Law requires all rental properties within zip codes identified as areas of concern built prior to 1980, have a lead inspection and a lead clearance inspection completed every 3 years. The zip codes within Schenectady County identified by NYSDOH as areas of concern include: 12303, 12304, 12307, and 12308.

The contract term is 5-years running from April 1st, 2024, through March 31st, 2029. The Lead Rental Registry Grant Program contract documents will be managed and approved through the NYS Statewide Financial System – Vendor Portal.

SCPHS is asking for Legislature approval to accept this grant award as well as the creation of a position titled Program Support Specialist (Grade 14). This position would be fully grant covered. The new position will have oversight of the software systems used to manage the Rental Registry, support identification and notification of applicable property owners, support property owners in navigating the software system, support with troubleshooting issues with the system, support coordination of inspection services, and support reporting on performance indicators.

Thank you for your assistance with this request.

Sincerely,

Keith Brown, MPH
Public Health Director



Schenectady County Public Health Services

Environmental Health
107 Nott Terrace, Suite 300
Schenectady, New York 12308-3170
Phone: (518) 386-2818
Fax: (518) 386-2822

Keith M. Brown, MPH
Public Health Director

Jennifer M. Priebe, M.S.
Director of Environmental Health

DATE

Re: New York State Lead Rental Registry

Dear Property Owner,

New York State recently added Public Health Law Article 13, Title 10, Section 1377 – *State Rental Registry and Proactive Inspections to Identify Lead Hazards*. This new law requires all rental properties within zip codes of 12303, 12304, 12307, and 12308 built prior to 1980, have a lead clearance inspection completed every 3 years.

Lead is a serious threat to the health of our community, and it is still present in the majority of older houses. Exposure to lead is especially harmful for young children whose bodies are still growing. This new law seeks to ensure that rental properties are made lead-safe.

Your rental property will need a lead clearance inspection. Attached is a guide for how to prepare your property for the inspection. Additionally, attached is a flyer for upcoming **free trainings** to learn more about safe renovation of lead in homes.

Visit our website at <https://www.schenectadycountyny.gov/envi-health/lead> to learn more about lead poisoning prevention. More information is forthcoming on how to and register your property to comply with the new law.

Please call our office 8:30am - 4:30pm Monday – Friday at (518) 386-2818 with any questions.

Sincerely,

The Rental Registry Team
Schenectady County Public Health Services



FREE EPA LEAD TRAININGS

June 2024 Training Schedule

CLASS SIZE IS LIMITED—REGISTER TODAY—ALL TRAININGS ARE FREE

Funding for RRP classes is provided by Albany County Department of Health, Montgomery County Department of Health, Rensselaer County Department of Health, and Schenectady County Public Health Services.

Effective April 22, 2010, workers performing renovation, repair and painting projects that disturb lead-based paint in homes, childcare facilities, and schools built before 1978 must follow specific work practices to prevent lead contamination and must be certified. This federal EPA Renovation, Repair, and Painting (RRP) rule applies to contractors, painters, plumbers, carpenters, electricians, window replacers, roofers, and landlords.

Trainings to become EPA certified are offered by Cornell Cooperative Extension Albany County, an EPA accredited training provider. This course is approved for purposes of certification under Section 402 of Toxic Substances Control Act (TSCA) for the respective discipline.

Upon successful completion of the RRP Initial course including passing an exam at the end of the class, participants are EPA certified renovators. This certification is good for 5 years. Certified renovators must take a RRP Refresher course before their certification expires.

Failure to comply with EPA's RRP program requirements could result in penalties of up to \$37,500 per day per violation.

EPA Certified Renovator Initial (RRP I)

7:45 am—Registration/Light Breakfast

8:00 am - 5:00 pm—Training

June 4, 2024

Center Brunswick Volunteer Fire Company
1045 Hoosick Rd., Troy, NY 12180

June 7, 2024

The Riverfront Center
1250 Riverfront Ctr., Rm 1190, Amsterdam, NY 12010
(parking available behind building)

June 11, 2024

CCE Albany County (Energy Building)
24 Martin Rd., Voorheesville, NY 12186

June 21, 2024

Albany Community Development Agency
200 Henry Johnson Blvd., 2nd Floor, Albany, NY 12210
(parking available behind building)

June 25, 2024

Steinmetz Homes
120 Emmons St., Schenectady, NY 12304

June 27, 2024

The Riverfront Center
1250 Riverfront Ctr., Rm 1190, Amsterdam, NY 12010
(parking available behind building)

EPA Certified Renovator Refresher (RRP R)

7:45 am—Registration/Light Breakfast

8:00 am - 12:00 pm—Training

June 13, 2024

CCE Albany County (Energy Building)
24 Martin Rd., Voorheesville, NY 12186

PARTICIPANTS MUST PRE-REGISTER

Register online:

https://pub.cce.cornell.edu/event_registration/main/events.cfm?dept=201

Fax: 518-765-2490

Or call:

Al 518-765-3529 | ark249@cornell.edu

Nick 838-202-0742 | neb87@cornell.edu

Diane 518-765-3512 | dfp46@cornell.edu

ALL RRP INITIAL TRAININGS INCLUDE:

Continental Breakfast, Lunch, Refreshments, and Course Manuals & Materials

ALL RRP REFRESHER TRAININGS INCLUDE:

Continental Breakfast, Refreshments, and Course Manuals & Materials

New York State code officials successfully completing Cornell Cooperative Extension Albany County's 8-hour EPA RRP Initial training course will receive 8 hours of Professional Development Electives toward their 24 hours of annual in-service credit. (Individuals must sign in, complete all paperwork, have their picture taken, pass the exam, and sign out. All students must follow these procedures to receive in-service training credit for this class.)

Name: _____ (please choose) Class Date/Time: _____

Address: _____ City: _____ State: _____ Zip: _____

Company or Organization: _____

Phone: _____ Cell Phone: _____ Email: _____

Cornell Cooperative Extension Albany County

24 Martin Road, Voorheesville, NY 12186

518-765-3500 • FAX 518-765-2490 • www.ccealbany.com • www.facebook.com/ccealbany

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FREE EPA LEAD TRAININGS

July 2024 Training Schedule

CLASS SIZE IS LIMITED—REGISTER TODAY—ALL TRAININGS ARE FREE

Funding for RRP classes is provided by Albany County Department of Health, Montgomery County Department of Health, Rensselaer County Department of Health, and Schenectady County Public Health Services.

Effective April 22, 2010, workers performing renovation, repair and painting projects that disturb lead-based paint in homes, childcare facilities, and schools built before 1978 must follow specific work practices to prevent lead contamination and must be certified. This federal EPA Renovation, Repair, and Painting (RRP) rule applies to contractors, painters, plumbers, carpenters, electricians, window replacers, roofers, and landlords.

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Upon successful completion of the RRP Initial course including passing an exam at the end of the class, participants are EPA certified renovators. This certification is good for 5 years. Certified renovators must take a RRP Refresher course before their certification expires.

Failure to comply with EPA's RRP program requirements could result in penalties of up to \$37,500 per day per violation.

PARTICIPANTS MUST PRE-REGISTER

Register online:

https://pub.cce.cornell.edu/event_registration/main/events.cfm?dept=201

Fax: 518-765-2490

Or contact:

At 518-765-3529 | ark249@cornell.edu

Nick 838-202-0742 | neb87@cornell.edu

Mathilda ms3842@cornell.edu

ALL RRP INITIAL TRAININGS INCLUDE:

Continental Breakfast, Lunch, Refreshments, and Course Manuals & Materials

ALL RRP REFRESHER TRAININGS INCLUDE:

Continental Breakfast, Refreshments, and Course Manuals & Materials

EPA Certified Renovator Initial (RRP I)

7:45 am—Registration/Light Breakfast

8:00 am - 5:00 pm—Training

July 2, 2024

Center Brunswick Volunteer Fire Company
1045 Hoosick Rd., Troy, NY 12180

July 12, 2024

Albany Community Development Agency
200 Henry Johnson Blvd., 2nd Floor, Albany, NY 12210
(parking available behind building)

July 16, 2024

The Riverfront Center
1250 Riverfront Ctr., Rm 1190, Amsterdam, NY 12010
(parking available behind building)

July 23, 2024

CCE Albany County (Energy Building)
24 Martin Rd., Voorheesville, NY 12186

July 25, 2024

Steinmetz Homes
120 Emmons St., Schenectady, NY 12304

July 30, 2024

The Riverfront Center
1250 Riverfront Ctr., Rm 1190, Amsterdam, NY 12010
(parking available behind building)

EPA Certified Renovator Refresher (RRP R)

7:45 am—Registration/Light Breakfast

8:00 am - 12:00 pm—Training

July 9, 2024

CCE Albany County (Energy Building)
24 Martin Rd., Voorheesville, NY 12186

July 18, 2024

The Riverfront Center
1250 Riverfront Ctr., Rm 1190, Amsterdam, NY 12010
(parking available behind building)

New York State code officials successfully completing Cornell Cooperative Extension Albany County's 8-hour EPA RRP Initial training course will receive 8 hours of Professional Development Electives toward their 24 hours of annual in-service credit. (Individuals must sign in, complete all paperwork, have their picture taken, pass the exam, and sign out. All students must follow these procedures to receive in-service training credit for this class.)

Name: _____ (please choose) Class Date/Time: _____

Address: _____ City: _____ State: _____ Zip: _____

Company or Organization: _____

Phone: _____ Cell Phone: _____ Email: _____

Cornell Cooperative Extension | Albany County

24 Martin Road, Voorheesville, NY 12186

518-765-3500 • FAX 518-765-2490 • www.ccealbany.com • www.facebook.com/ccealbany

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If you have a disability and are having trouble accessing information or need materials in an alternate format, contact alumni@cornell.edu for assistance.

AGREEMENT

FOR Lead-based Paint Poisoning Prevention Inspection and Enforcement Services

July 1, 2024 THROUGH March 31, 2025

THIS AGREEMENT, which shall be deemed to be dated as of the date the last party executed this Agreement, by and between the COUNTY OF SCHENECTADY, a municipal corporation with offices at 620 State Street, Schenectady, NY, 12305, hereinafter referred to as "County" and, City of Schenectady, with offices at 105 Jay Street, Schenectady, NY 12305, hereinafter referred to as the "Contractor".

WITNESSETH:

WHEREAS, County is desirous of obtaining the services of the Contractor to perform the scope of services set forth in Section I hereof, and;

WHEREAS, the Contractor is willing, able and qualified to perform such services;

WHEREAS, the County Legislature, by Resolution Number X of 2024, adopted on DATE, authorized the execution of an Agreement with the Contractor for such services;

NOW, THEREFORE, it is mutually covenanted and agreed by and between the parties hereto as follows:

I. SCOPE OF SERVICES

The Contractor shall perform the following services for the County:

A. Services:

1. The City of Schenectady through its Code Enforcement Officers (CEO's) will conduct visual lead inspections at pre-1980 units as part of its routine inspection duties. This will include an inspection of any deteriorated paint and any bare soil conditions using Policies, Procedures, and Standards provided by Schenectady County Public Health Services. Correction for identified deteriorated lead paint or bare soil conditions will be enforced by the City of Schenectady through the issuance of a Notice and Order and follow-up enforcement procedures.
2. Perform 1,000 lead dust wipe sampling series (9 dust wipes per series) in units as required and performed in conjunction with Rental Certificate inspections, complaints, referrals and surveys. Lead dust wipe sampling must only be conducted when there are no visual hazards present at the property. A maximum of 2 dust wipe sampling series will be allowed to be reimbursed per unit.
3. Drop off samples to designated drop boxes or shipping stores using boxes and sample submittal forms provided by the County. The County must be copied on the emailed results from the lab.
4. Coordinate the entry of eligible rental properties into the Rental Registry software.
5. The City must not issue Rental Certificates to units pre-1980 that do not pass visual inspections and lead dust wipe tests.

B. Reporting and Performance Measurement:

The following will be reported monthly:

1. Addresses and inspection results of Units inspected for lead hazards by City of Schenectady inspectors;

2. Tracking information on all units referred by Schenectady County Public Health Services for investigation of identified deteriorated lead paint or bare soil conditions;
3. Addresses and inspection results of Units where dust wipe sampling was performed;
4. Addresses of Units where enforcement actions were taken with results;
5. Updates on all previously inspected units.

II. TERM OF CONTRACT

A. The term of this Agreement shall be for the period of July 1, 2024 through March 31, 2025.

B. This Agreement shall remain in effect for the period specified above, unless it is terminated by either party hereto, at any time upon sixty (60) days prior written notice sent by registered or certified mail to the County's Health Commissioner or the Contractor without incurring any penalty on account of such termination. This notice shall be sent to the respective party at the addresses first above set forth or at such other address as specified in writing by either party. Upon termination of this Agreement, the Contractor shall have no further responsibility to the County or to any other person with respect to those services specified in this Agreement. Upon termination of this Agreement, the County shall be obligated to pay the Contractor for services only performed through the date of termination. Following such payment, the County shall have no further obligations to the Contractor under this Agreement.

C. Notwithstanding the provisions of the above paragraph, the County may terminate this Agreement immediately upon written notice to the Contractor upon the happening of any of the following:

1. Funding for the services to be performed under this contract is terminated or curtailed.
2. The Contractor becomes bankrupt, insolvent or makes an assignment for the benefit of creditors.
3. The Contractor violates any of the terms and conditions of this agreement, or any relevant statute or regulation.
4. The County determines that the services performed by Contractor do not adequately meet the standards of quality as prescribed by State and Federal governments.

III. PAYMENT FOR SERVICES

The County agrees to pay the Contractor, and the Contractor agrees to be paid, a sum in full satisfaction of all expenses and compensation due the Contractor not to exceed FIFTY THOUSAND AND 00/100 DOLLARS (\$50,000.00). This sum shall be paid as follows:

Reimbursements for expenses related to 1,000 @ \$50.00 per dust wipe sampling series inspection for a maximum of \$50,000.00. Lead dust wipe sampling must only be conducted when there are no visual hazards present at the property. A maximum of 2 dust wipe sampling series will be allowed to be reimbursed per unit.

The Contractor will submit properly completed and executed Schenectady County claim vouchers setting forth in detail the services provided by the Contractor at least monthly within thirty (30) days of the end of each month. The voucher will be accompanied by a report that will contain the items outlined in Section I.B. Failure to abide by these requirements could result in delay of payment to the Contractor or could result in non-payment.

Each submitted voucher will be approved by the County Health Commissioner or his duly designated representative and audited by the Controller of the County.

The County may audit records relating to expenses for services provided by the Contractor pursuant to this Agreement at any time during this Agreement and through and including twelve (12) months following this Agreement.

The Contractor shall prepare and make available such statistical and financial service and other records pursuant to regulations promulgated by New York State Department of Health, New York State Education Department or requested by the County. These records shall be subject at all reasonable times to inspection, review or audit by the County, the State of New York and other personnel duly authorized by the County. These records shall be maintained for the period set forth in the State regulations. The Contractor will submit a copy of any audit findings relating to services funded under this agreement to the County Department of Public Health.

IV. INSURANCE

If applicable, in addition to the requirements of Appendix A:

A. Contractor certifies that no medical professionals or other medical personnel shall be involved in the performance of the services described herein.

B. Contractor may satisfy the insurance requirements set forth herein through a self-insurance program and certification that it has a self-insurance program funded to meet those requirements.

V. CONTRACTOR QUALIFIED, LICENSED, ETC.

In addition to the requirements of Appendix A, the Contractor further assures that all professional staff are qualified for their positions and all educational records and other credentials are genuine and on file. The records are to include but not limited to proof of: academic degrees, continuing education transcripts, state certifications, and professional licenses.

VI. USAGE OF COMPUTER AND ELECTRONIC EQUIPMENT

The Contractor acknowledges and agrees that usage of any computer hardware, computer software and/or electronic equipment used in the course of carrying out duties under this Agreement will be governed by all applicable laws, rules and regulations.

VII. MISCELLANEOUS

The following are in addition to the requirements of Appendix A:

A. The Contractor represents and warrants that neither it, nor its employees or contractors, are excluded from participation, or are otherwise ineligible to participate, in a "federal health care program" as defined in 42 U.S.C. Section 1320a-7b(f) or in any other government payment program. The Contractor further agrees that it will, at a minimum, check monthly all of its employees and subcontractors against:

- The General Services Administration's Federal Excluded Party List System (or any successor system),
- The United States Department of Health and Human Services Office of the Inspector General's Lists of Excluded Individuals and Entities or any successor list;
- And, the NYSDOH Office of the Medicaid Inspector General's list of Restricted, Terminated, or

Excluded Individuals or Entities.

In the event the Contractor, or one of its employees or contractors, is excluded from participation, or becomes otherwise ineligible to participate in any such program during the term of the Agreement, the Contractor will notify the County in writing within three (3) days after such event. Upon the occurrence of such event, whether or not such notice is given to the Contractor, the County reserves the right to immediately cease contracting with the Contractor.

VIII. REQUIRED STANDARD CLAUSES FOR COUNTY CONTRACTS

Appendix A contains the standard clauses for all Schenectady County contracts and is attached hereto and is hereby made a part of this Agreement as set forth fully herein.

IN WITNESS THEREOF, Rory Fluman, the County Manager of the COUNTY OF SCHENECTADY and Gary R. McCarthy, Mayor of the City of Schenectady, hereto have executed this agreement as of the day and year appearing opposite their respective signatures below. By electronically approving this Agreement, both parties agree to all terms and conditions listed in this contract document, as well as all attachments included with the document.

CERTIFICATION REGARDING

DEBARMENT, SUSPENSION AND RESPONSIBILITY

By electronically approving this contract, the undersigned certifies, to the best of his/her knowledge and belief, that the Contractor and its principals:

1. Are not presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded by any Federal department or agency;
2. Have not within a three (3) year period preceding this transaction/application/ proposal/contract/ agreement been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain or performing a public (Federal, State or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements or receiving stolen property;
3. Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or local) with commission of any of the offenses enumerated in paragraph 2 of this certification; and
4. Have not within a three (3) year period preceding this transaction/application/ proposal/contract/ agreement had one or more public transactions (Federal, State or local) terminated for cause or default.

CERTIFICATION REGARDING MONROE COUNTY PROCUREMENT POLICY

AND CONSEQUENCES FOR VIOLATION

By electronically approving this contract, the undersigned certifies, to the best of his/her knowledge and belief, that the Contractor and its principals:

5. Have read and understand the Schenectady County Procurement Policy and agree to abide by its terms;
6. Understand that any violation of the Schenectady County Procurement Policy may result in the exclusion of any response to a public bid, Request for Proposals (RFP) or Request for Qualifications (RFQ) submitted on our behalf; and
7. Understand that any contract or agreement entered into subsequent to a violation of this policy during the procurement process is null and void.

APPENDIX A

APPENDIX B

DIGITAL SIGNATURES

How to Prepare for a Lead Clearance Inspection

The following guidance is to help you prepare, schedule, and pass a visual lead clearance inspection with dust wipe verification on any property built prior to 1980, with the Schenectady County Health Department or a 3rd Party EPA registered Risk Assessment Firm

1. THE PROPERTY OWNER MUST INSPECT AREAS OF THE HOME PRIOR TO SCHEDULING A CLEARANCE INSPECTION

- Prior to scheduling a clearance inspection all interior areas of the dwelling unit, including all common area stairwells, and porches must be free of deteriorated paint. There should be no peeling, chipping, cracking, or deteriorated friction surfaces. Any areas, such as basements and attics that the tenant has access to must also be free from deteriorated paint.
- All exterior areas of the building, including siding, eaves, soffits, garages, sheds, fences, window sashes (including areas behind storm windows), stairs, and exposed portions of foundations, must be free of deteriorated paint. There should be no peeling, chipping, cracking, or deteriorated friction surfaces. Windows which were originally installed to be operable must also open freely and cannot be screwed, caulked, or painted shut.
- Grass should be established over bare areas of soil in the yard or areas can be covered with a suitable material such as mulch or stone. There can be no visible paint chips on the ground, including driveways, sidewalks, lawn, and landscaped areas.

****If deteriorated paint exists anywhere at the property, you must safely fix it prior to scheduling an inspection. ****

2. CORRECTING AREAS OF CONCERN – SAFELY AND LEGALLY

- Any work performed on rental properties built before 1978 are subject to EPA's Lead-Based Paint Renovation, Repair, and Painting Program (RRP). Property Owners, contractors, painters, remodelers, maintenance personnel can make themselves aware of those requirements at the following link:
<https://www.epa.gov/lead/small-entity-compliance-guide-renovate-right-epas-lead-based-paint-renovation-repair-and-0>
- RRP training is available at no cost through Cornell Cooperative Extension of Albany. Individuals may register for the training at the following link: <http://albany.cce.cornell.edu/home-family/lead-education>
- Follow all applicable Lead Safe Work Practices, including proper containment.
- Mist all painted surfaces with water before sanding or scraping.
- Cover the floor or ground with disposable plastic when scraping or sanding painted surfaces.
- Properly clean and prepare the surface area per manufacturer's instructions prior to applying finishing coats of paint.
- If the property has wooden windows original to the building which have not been meticulously maintained, storm windows may need to be removed and reinstalled after making all portions of the sashes intact. The installation of replacement windows may offer a more economical long-term solution, which also add value to the property, enhance ventilation, and lower heating costs.
- If windows are repainted, they will need to be freed up once the paint dries so that they are easily operable, any chipped edges should be touched up. The window well area will need to be smooth and easily cleanable. In some cases, it may be advisable to overlay the well with a piece of aluminum coil stock and caulk the edges.

3. CLEANING AND PREPARING THE PROPERTY FOR A CLEARANCE INSPECTION

- Open and gently clean all window wells, troughs, and sill using damp disposable paper towels. Repeat cleaning with new damp towels until no visible dirt is on the window surface or paper towel.
- HEPA vacuum all carpeted floors in multiple directions. Damp mop and HEPA vacuum all hard floors including porches and stairwells. Frequently rinse and clean the mop head, using fresh detergent and water.
- Vacuum up any paint chips on driveways, sidewalks, or in the yard.
- Contact an EPA Certified Risk Assessment firm to conduct a clearance inspection. Firms can be located at the following link: <https://cdxapps.epa.gov/ocspp-oppt-leadhub/firm-location-search>
- You may also check with the Schenectady County Health Department for availability in providing the testing and inspection at no cost.

4. DAY OF INSPECTION

- Arrive a few minutes early to look the property over again. All windows in the dwelling unit, must be opened 4-6" for the inspector.
- Remember, the inspector will do a visual inspection of the entire exterior of the property, dwelling unit, and any common areas. If any peeling or chipping paint is observed or if paint chips are visible on the ground, the inspection will be discontinued and need to be rescheduled after the painted surfaces have been made intact and the areas have been properly cleaned up.
- If no visible deteriorated paint is observed, the inspector will take a minimum of 8 dust samples from floors, windowsills, and window wells all at random locations in the apartment and submit them to an accredited laboratory for analysis. If the levels are within acceptable limits, copies of the lab reports and a lead clearance letter will be provided to you. If elevated dust levels are indicated, the property will need to be recleaned and retested.

Thank you for helping keep the children in our community healthy!

LEGISLATIVE INITIATIVE FORM

Date: 8/2/2024
Reference: Health, Housing and Human Services
Dual Reference: Ways and Means
Initiative: HHHS 21

Title of Proposed Resolution:

A RESOLUTION REGARDING BUDGETARY AMENDMENTS FOR CERTAIN CONTRACT AND COURT-ORDERED SERVICES FOR THE OFFICE OF COMMUNITY SERVICES

Purpose and General Idea:

Provides Authorization to Amend the 2024 Operating Budget for the Office of Community Services to Accommodate Court Ordered Placements

Summary of Specific Provisions:

Authorization to amend the 2024 Operating Budget for the Office of Community Services in the amount of \$500,000 to accommodate costs associated with Criminal Procedure Law Article 730 exams and court-ordered placements. Schenectady County is required to pay the full cost of these inpatient stays, the increased number of these 730 exams and restoration services has nearly depleted the department's Contract & Court Ordered Services budget.

Effects Upon Present Law:

The Department of Finance provides the following amendment to the 2024 Operating Budget to increase Contract & Court Ordered Services for the Office of Community Services by \$500,000.

Increase Expense Code By:

A544390.400499	Contract & Court Ordered Svcs	\$500,000
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Increase Use of Fund Balance

A.599	Appropriated Fund Balance	\$500,000
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I recommend that this budget amendment be presented to the Schenectady County Legislature for consideration.

Justification:

Mr. Brown indicates these are exams performed on defendants who come to court charged with a crime where a determination needs to be made as to whether they are competent to stand trial. Those who are found to be incompetent, typically due to an active mental illness or an intellectual disability, then have to undergo competency restoration at a mental health facility operated by the NYS Office of Mental Health so that they can stand trial.

Sponsor: Legislator Ostrellich

Co-Sponsor:

COUNTY OF SCHENECTADY




RORY FLUMAN
COUNTY MANAGER

OFFICE OF THE COUNTY MANAGER
620 STATE STREET
SCHENECTADY, NEW YORK 12305

TELEPHONE: (518) 388-4355
FAX: (518) 388-4590

To: Honorable Chairperson and Members of the Legislature

From: Rory Fluman, County Manager 

CC: Geoffrey T. Hall, Clerk of the Legislature
Alissa Foster, Deputy Clerk of the Legislature
Keith Brown, Director of Public Health
Jaclyn Falotico, Commissioner of Finance

Date: August 2, 2024

Re: Authorization to Amend the 2024 Operating Budget for the Office of Community Services to Accommodate Court Ordered Placements

Attached is a memorandum from Keith Brown, Director of Public Health, requesting authorization to amend the 2024 Operating Budget for the Office of Community Services in the amount of \$500,000 to accommodate costs associated with Criminal Procedure Law Article 730 exams and court-ordered placements.

As Mr. Brown indicates, these are exams performed on defendants that come to court charged with a crime where a determination needs to be made as to whether they are competent to stand trial. Those who are found to be incompetent, typically due to an active mental illness or an intellectual disability, then have to undergo competency restoration at a mental health facility operated by the NYS Office of Mental Health so that they can stand trial.

As Schenectady County is required to pay the full cost of these inpatient stays, the increased number of these 730 exams and restoration services has nearly depleted the department's Contract & Court Ordered Services budget.

The attached memorandum from Jaclyn Falotico, Commissioner of Finance, details the necessary budget amendment.

I recommend your approval.



**SCHENECTADY COUNTY
PUBLIC HEALTH SERVICES
INTEROFFICE MEMO**

TO: Rory Fluman, County Manager
FROM: Keith Brown, Public Health Director
RE: Legislative Action – August 2024 Legislative Meeting
Requesting Legislative approval to increase the 2024 budget for court ordered placements

CC: Jennifer Bargy, Deputy County Manager
Jaclyn Falotico, Commissioner of Finance

DATE: 8/1/2024

Dear Rory,

The Schenectady County Public Health Services Office of Community Services, based on a recommendation from the County Finance Department, is requesting a budget increase of \$500,000 to cover the increase in 730 exams and court ordered placements paid for by the county. As of the date of this memo the Office of Community Services is at the limit original budget of \$750,000.

CPL 730 Exams & Competency Restoration: When defendants come before a court charged with a crime, the judge is required to determine whether they are competent to stand trial, i.e., that they understand the charges against them and can participate in their own defense. Those defendants charged with a felony who are determined to be incompetent based on a CPL730 exam conducted by two interviewers, are court ordered to receive restoration services.

Competency restoration is the process used when an individual charged with a crime is found by a court to be incompetent to stand trial, typically due to an active mental illness or an intellectual disability. A criminal defendant must be restored to competency before the legal process can continue. To be considered restored and competent to stand trial, a defendant must be able to consult with his or her defense lawyer and have a rational and factual understanding of the legal proceedings. People who enter the restoration process often have complex needs, which may include behavioral health conditions, cognitive and neurodevelopmental impairments, and an often-undiagnosed history of trauma.

There are four mental health facilities operated by the Office of Mental Health that provide competency restoration services for felony defendants in a secure psychiatric inpatient facility. Counties are required to pay the full cost of these inpatient stays.

The average daily rate for restoration services is \$1,588.54 and individuals are in the secure inpatient setting until they are restored so that they can resume court proceedings.

As a result of the increased number of 730 exams in 2024 and the subsequent need for restoration services we are requesting that Expense line A544390.400499 Contract & Court Ordered Services be increased from the original budget of \$750,000 to \$1,250,000.

I am seeking approval from the Legislature to approve this increase in the 2024 budget for court ordered charges. Thank you for your assistance with this request.

Sincerely,

Keith Brown, MPH
Public Health Director

County of Schenectady
620 State Street, 3rd Floor,
Schenectady, N. Y. 12305
(518) 388-4260
(518) 388-4248 Fax

County Finance

Memo

TO: Rory Fluman, County Manager
FROM: Jaclyn Falotico, Commissioner of Finance
DATE: August 1, 2024
SUBJECT: Budget Amendment – Office of Community Services Contract & Court Ordered Services

The Department of Finance provides the following amendment to the 2024 Operating Budget to increase Contract & Court Ordered Services for the Office of Community Services by \$500,000.

Increase Expense Code By:

A544390.400499	Contract & Court Ordered Svcs	\$500,000
----------------	-------------------------------	-----------

Increase Use of Fund Balance

A.599	Appropriated Fund Balance	\$500,000
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I recommend that this budget amendment be presented to the Schenectady County Legislature for consideration.



Schenectady County Legislature

Committee on Labor and Civil Service

Hon. Pete Frisoni, Chair

6th Floor County Office Building 620 State Street, Schenectady, New York 12305

Phone: (518) 388-4280 Fax: (518) 388-4591

DATE: August 2, 2024
TO: Honorable Schenectady County Legislators
FROM: Geoffrey T. Hall, Clerk of the Legislature
SUBJECT: COMMITTEE AGENDA
Committee on Labor and Civil Service
Honorable Pete Frisoni, Chair
Monday, August 5, 2024 at 7:00 p.m
Schenectady County Office Building,
Legislative Chambers, Sixth Floor

Item	Title	Sponsor	Co-Sponsor
LCS	18 RESOLUTION AUTHORIZING THE COUNTY MANAGER TO ENTER INTO AN AMENDMENT TO A COLLECTIVE BARGAINING AGREEMENT WITH 1199 SEIU REPRESENTING THE EMPLOYEES IN THE GLENDALE BARGAINING UNIT	Legislator Frisoni	
LCS	19 A RESOLUTION TO CREATE AND ELIMINATE CERTAIN POSITIONS IN THE DEPARTMENT OF FINANCE	Legislator Frisoni	
LCS	20 A RESOLUTION REGARDING AN AMENDMENT TO AN AGREEMENT BETWEEN SCHENECTADY COUNTY AND SUNY SCHENECTADY FOR THE TRAINING OF STUDENTS TO BECOME AIR TRAFFIC CONTROLLERS	Legislator Frisoni	

LEGISLATIVE INITIATIVE FORM

Date: 8/2/2024
Reference: Labor and Civil Service
Dual Reference:
Initiative: LCS 18

Title of Proposed Resolution:

RESOLUTION AUTHORIZING THE COUNTY MANAGER TO ENTER INTO AN AMENDMENT TO A COLLECTIVE BARGAINING AGREEMENT WITH 1199 SEIU REPRESENTING THE EMPLOYEES IN THE GLENDALE BARGAINING UNIT

Purpose and General Idea:

Provides Authorization to Approve an Amendment to a Collective Bargaining Agreement with 1199 SEIU Labor at the Glendale Nursing Home

Summary of Specific Provisions:

Authorizes the approval of an amendment to a collective bargaining agreement with 1199 SEIU Labor at the Glendale Nursing Home.

Effects Upon Present Law:

None.

Justification:

This amendment would eliminate the existing two-tier holiday system which currently gives employees hired before July 8, 2014, lesser benefits which has caused challenges with staffing on holidays.

Sponsor: Legislator Frisoni

Co-Sponsor:

COUNTY OF SCHENECTADY

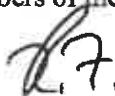


RORY FLUMAN
COUNTY MANAGER

OFFICE OF THE COUNTY MANAGER
620 STATE STREET
SCHENECTADY, NEW YORK 12305

TELEPHONE: (518) 388-4355
FAX: (518) 388-4590

To: Honorable Chairperson and Members of the Legislature

From: Rory Fluman, County Manager 

CC: Geoffrey T. Hall, Clerk of the Legislature
Alissa Foster, Deputy County Clerk
Christopher Gardner, County Attorney

Date: August 2, 2024

RE: Authorization to Approve an Amendment to a Collective Bargaining Agreement with 1199 SEIU Labor at the Glendale Nursing Home

Attached is a memorandum from Christopher Gardner, County Attorney requesting authorization to approve of an amendment to a collective bargaining agreement with 1199 SEIU Labor at the Glendale Nursing Home. The amendment would eliminate the existing two-tier holiday system which currently gives employees hired prior to July 8, 2014 lesser benefits which has caused challenges with staffing on holidays.

I recommend your approval.

**COUNTY OF SCHENECTADY
OFFICE OF THE COUNTY ATTORNEY
Inter-Department Correspondence Sheet**

To: Rory Fluman, County Manager

From: Christopher H. Gardner, County Attorney *CHG*

Dated: July 25, 2024

Copies to: Geoffrey T. Hall, Clerk of the Legislature
Frank S. Salamone, Executive First Deputy County Attorney
Sarah H. Petraccione, First Deputy County Attorney
Joseph McQueen, Director of Human Resources
Dennine LaPlante, Sr. Employee Benefits Admin.
Todd Zbytniewski, Administrator at Glendale
Jennifer Panter, Personnel Coordinator, Glendale
Jaclyn Falotico, Commissioner of Finance
M. Joe Landry, Counsel to the Legislature
Charlie Davidson, Sustainability Coordinator
Marylou Riddle, Executive Secretary to County Manager
Alston Harris @ alston.harris@1199.org
Claudia Miller @ Bavariangirl47@hotmail.com

Re: Amendment to Collective Bargaining Agreement between County of Schenectady and 1199 SEIU to Eliminate Two-Tier Holiday System

In 2014, Schenectady County negotiated a two-tier holiday system whereby 1199 Unit employees hired prior to July 8, 2014 receive a lesser benefit.

Recent experience has demonstrated that continuation of this two-tier holiday system is counter-productive to the recruitment and retention of critical staff. Recent experience has also demonstrated that continuation of this two-tier system for holidays as a negative impact upon staffing on holidays and particularly on major holidays.

As a result in collaboration with Nursing Home Administrator Todd Zbytniewski and 1199 SEIU, we have negotiated an elimination of the two-tier holiday system.

**I recommend that this proposed amendment to the contract be presented to the County
Legislature at its August meetings.**

**CHG/kah
Attachments**

PROPOSED AMENDMENT TO 1199 CONTRACT REGARDING HOLIDAY LANGUAGE

EFFECTIVE UPON RATIFICATION BY THE COUNTY LEGISLATURE

ARTICLE 12 – HOLIDAYS

A. All permanent full-time employees (Service and LPN) shall be granted the following legal holidays:

New Year's Day (observed on 1/1)	Labor Day
Martin Luther King Day	Columbus Day
Lincoln's Birthday	Election Day
President's Day (Service)/Washington's Birthday (LPN)	Veteran's Day
Memorial Day	Thanksgiving Day
Ju[n]eteenth (effective 2022) (*observed on 6/19)	Day After Thanksgiving
Independence Day (4 th of July) (*observed on 7/4)	Christmas Day (*observed on 12/25)

*Employees, unless otherwise excluded under Article 12, Section G, will observe New Year's Day, Juneteenth, Independence Day (Fourth of July), and Christmas Day on the actual day of the holiday).

B. All full-time permanent employees (Non-LPN) :

1. Those required to work on a holiday that falls within their regular work week shall receive time and one-half (1 ½) their regular rate of pay plus one substitute day off with pay.
2. Those who work on a holiday that falls outside of their regular work week shall receive time and one-half (1 ½) for the holiday worked plus one substitute day off with pay.
3. Those who do not work on a holiday that falls outside of their regular work week will automatically have the holiday banked, up to a maximum of five days. Employees will notify payroll, in writing, at least two (2) weeks in advance of a holiday, if they wish to receive a day's pay instead of banking the holiday. Holidays banked pursuant to this Section may be used only if pre-approved, with such approval subject to staffing requirements.

C. A permanent employee, in order to qualify for holiday premium pay under Section "B" of Article 12 of this agreement shall be required to work the last scheduled day before the holiday and the first scheduled day after the holiday unless otherwise excused and covered by accrued leave.

D. Part-time and per diem employees who work on a holiday shall be compensated at a rate of time and one-half (1 ½) of their regular rate of pay.

~~F.~~ All employees hired on or after July 8, 2014, will be paid time and one-half (1 ½) for all holidays.

~~F.B.~~ If any County employees are granted an additional holiday, all County employees shall be granted equal compensatory time off.

~~G.F.~~ For employees whose regular work week is Monday-Friday inclusive, when a holiday falls on a Sunday, the Monday following shall be observed as the holiday, and when the holiday falls on a Saturday, the previous Friday will be observed as a holiday. For all other full-time permanent employees the holiday will be observed as determined through discussions in Labor/Management each year.

~~H.G.~~ Each employee entitled to "comp time" (a substitute day off in Section "B" above) shall have the right, by making an irrevocable statement not later than the end of the first week of January each year, to have all of his/her "comp time" added to his/her sick days during the calendar year. This right shall be determined each year by filing the necessary statement. (Form attached as Appendix 1 to this Agreement).

~~I.H.~~ Employees who work overtime on a holiday, (over eight (8) hours), will receive one and one-half (1 ½) times their regular hourly rate multiplied by the holiday premium they are entitled to.

~~J.I.~~ Patient Transport Aides, Senior Certified Nursing Assistants and Working Team Certified Nursing Assistant Leaders will not be required to work holidays.

~~K.J.~~ ~~Thanksgiving-Christmas:~~ Effective 2020, every effort will be made to give all Certified Nursing Assistants either Christmas or Thanksgiving off, with the alternate holiday to be given the following year.

For LPN's:

A. A permanent L.P.N., in order to qualify for compensatory time, or time and one-half (1 ½), for a Holiday, shall be required to work the last scheduled day before the holiday and the first scheduled day after the holiday, unless excused.

B. If any County L.P.N. is granted an additional holiday, all County L.P.N.s shall be granted equal compensatory time off.

C. If a holiday falls outside a L.P.N.'s regular work week, the L.P.N. shall be given a substitute day off.

D. Any permanent L.P.N. ~~hired prior to July 8, 2014~~ who is required to work on a holiday listed under ARTICLE 12 shall have the option of receiving time and one-half (1 ½) for the holiday worked, together with a substitute day off, or, in the alternative, shall receive two and one-half (2 ½) days pay for the holiday worked. Any full-time permanent L.P.N. who works on Thanksgiving, Christmas, or New Year's Day, shall have the option of receiving double time for the holiday worked, together with a substitute day off, or three (3) days pay for the holiday worked. Part-time and per diem L.P.N.s who work on Thanksgiving, Christmas, or New Year's Day will be paid double time their regular rate.

F.E. Part-time L.P.N.s who work full-time for at least three (3) consecutive months will receive equivalent paid time off for the Holidays they worked during the period of full-time work.

G.F. Any temporary L.P.N. who is required to work on a holiday listed under ARTICLE 12 shall receive time and one-half (1 ½) of total pay for the holiday worked, including shift differential.

H.G. Accrued holiday compensation time ("substitute day off") shall be scheduled at the request of any L.P.N. before the end of the period following the period in which such time was earned. A period is three (3) months. Scheduling shall be subject to maintaining minimum staffing.

H.H. ~~Thanksgiving-Christmas~~. Every effort will be made to give all L.P.N.s either Christmas or Thanksgiving off, with the alternate holiday to be given the following year.

LEGISLATIVE INITIATIVE FORM

Date: 8/2/2024
Reference: Labor and Civil Service
Dual Reference: Ways and Means
Initiative: LCS 19

Title of Proposed Resolution:

A RESOLUTION TO CREATE AND ELIMINATE CERTAIN POSITIONS IN THE DEPARTMENT OF FINANCE

Purpose and General Idea:

Provides Authorization to Eliminate and Create Positions in the Finance Department

Summary of Specific Provisions:

Authorizes the elimination of the position of Accounting Supervisor and the creation of the position of Junior Accounting Supervisor. The action is budget neutral as the salary is not changing. It does require Civil Service Commission action, expected at their August meeting, due to some job specification and qualification changes.

Effects Upon Present Law:

The Department of Finance requests legislative approval to eliminate the position of Accounting Supervisor and create the position of Junior Accounting Supervisor. This action continues the Department of Finance's restructuring as we realign position duties to correspond with our ever-changing work environment as we continually enhance our MUNIS functionality. The action is budget neutral as the salary is not changing. It does require Civil Service Commission action, expected at their August meeting, due to some job specification and qualification changes.

The annual salary for the Junior Accounting Supervisor is \$69,530.

Create and Increase Expense Code By:

A511310._01821	Junior Accounting Supervisor	\$26,743
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Decrease Expense Code By:

A511310._01758	Accounting Supervisor	\$26,743
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I recommend that this request and budget amendment be presented to the Schenectady County Legislature for consideration.

Justification:

This action continues the Department of Finance's restructuring as we realign position duties to correspond with the departments' ever-changing work environment as they continually enhance our MUNIS functionality.

Sponsor: Legislator Frisoni

Co-Sponsor:

COUNTY OF SCHENECTADY




RORY FLUMAN
COUNTY MANAGER

OFFICE OF THE COUNTY MANAGER
620 STATE STREET
SCHENECTADY, NEW YORK 12305

TELEPHONE: (518) 388-4355
FAX: (518) 388-4590

To: Honorable Chairperson and Members of the Legislature

From: Rory Fluman, County Manager 

CC: Geoffrey T. Hall, Clerk of the Legislature
Alissa Foster, Deputy Clerk of the Legislature
Jaclyn Falotico, Commissioner of Finance
Joe McQueen, Director of Human Resources

Date: August 2, 2024

Re: Authorization Eliminate and Create Positions in the Finance Department

Attached is a memorandum from Jaclyn Falotico, Commissioner of Finance, requesting authorization to eliminate the position of Accounting Supervisor and create the position of Junior Accounting Supervisor (JC-6). As Ms. Falotico indicates, this change will help to realign the position to better respond to the needs of the department, specifically as the department enhances MUNIS functionality.

The attached memoranda from Jaclyn Falotico, Commissioner of Finance, and Joe McQueen, Director of Human Resources, detail the actions necessary to create the position.

I recommend your approval.

County of Schenectady
620 State Street, 3rd Floor,
Schenectady, N. Y. 12305
(518) 388-4260
(518) 388-4248 Fax

County Finance

Memo

TO: Rory Fluman, County Manager
FROM: Jaclyn Falotico, Commissioner of Finance *JF*
DATE: July 30, 2024
SUBJECT: Department of Finance Position Restructuring and Budget Amendment

The Department of Finance requests legislative approval to eliminate the position of Accounting Supervisor and create the position of Junior Accounting Supervisor. This action continues the Department of Finance's restructuring as we realign position duties to correspond with our ever-changing work environment as we continually enhance our MUNIS functionality. The action is budget neutral as the salary is not changing. It does require Civil Service Commission action, expected at their August meeting, due to some job specification and qualification changes.

The annual salary for the Junior Accounting Supervisor is \$69,530.

Create and Increase Expense Code By:

A511310_01821	Junior Accounting Supervisor	\$26,743
---------------	------------------------------	----------

Decrease Expense Code By:

A511310_01758	Accounting Supervisor	\$26,743
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I recommend that this request and budget amendment be presented to the Schenectady County Legislature for consideration.

Memo

To: Rory Fluman, County Manager

From: Joe McQueen, Director of Human Resources

Date: August 1, 2024

Re: Elimination and Creation of Positions in the Department of Finance

The Schenectady County Department of Finance has requested the elimination of the position Accounting Supervisor, and the creation of the position Junior Accounting Supervisor.

I recommend the creation of the position of Junior Accounting Supervisor at a JC6.

All necessary action on behalf of the Civil Service Commission will occur at the Commission's August 2024 meeting.

Thank you.

LEGISLATIVE INITIATIVE FORM

Date: 8/2/2024
Reference: Labor and Civil Service
Dual Reference: Ways and Means
Initiative: LCS 20

Title of Proposed Resolution:

A RESOLUTION REGARDING AN AMENDMENT TO AN AGREEMENT BETWEEN SCHENECTADY COUNTY AND SUNY SCHENECTADY FOR THE TRAINING OF STUDENTS TO BECOME AIR TRAFFIC CONTROLLERS

Purpose and General Idea:

Provides Authorization to Amend a Multi-Year Agreement with the Schenectady County Community College Regarding the Training of Air Traffic Controllers

Summary of Specific Provisions:

Authorizes the amendments of a multi-year agreement with the Schenectady County Community College regarding the training of air traffic controllers at the County Airport.

Effects Upon Present Law:

None.

Justification:

As Mr. Gardner indicates, under the current contract, which expires on August 31, 2024, the County trains SUNY Schenectady students so that they can become FAA Certified Air Traffic Controllers. The college, in return, pays the County for these courses. the contract. This amendment would extend the contract by two additional years, increase the amount that the College pays the County from \$42.50/training hour to \$52.96/training hour, increase the cost of the Aviation Internship program from \$6,000 to \$6,400, and would increase the hourly rate from \$22.50 to \$24.00.

Sponsor: Legislator Frisoni

Co-Sponsor:


COUNTY OF SCHENECTADY



RORY FLUMAN
COUNTY MANAGER

OFFICE OF THE COUNTY MANAGER
620 STATE STREET
SCHENECTADY, NEW YORK 12305

TELEPHONE: (518) 388-4355
FAX: (518) 388-4590

To: Honorable Chairperson and Members of the Legislature
From: Rory Fluman, County Manager 
CC: Geoffrey T. Hall, Clerk of the Legislature
Alissa Foster, Deputy clerk of the Legislature
Christopher Gardner, County Attorney
Date: August 2, 2024
RE: Authorization to Amend to a Multi-Year Agreement with the Schenectady County
Community College Regarding the Training of Air Traffic Controllers

Attached is a memorandum from Christopher Gardner, County Attorney, requesting authorization to amend a multi-year agreement with the Schenectady County Community College regarding the training of air traffic controllers at the County Airport. Under the current contract, which expires on August 31, 2024, the County trains SUNY Schenectady students so that they can become FAA Certified Air Traffic Controllers. The college, in return, pays the County for these courses. the contract.

As Mr. Gardner indicates, this amendment would extend the contract by two additional years, would increase the amount that the College pays the County from \$42.50/training hour to \$52.96/training hour, would increase the cost of the Aviation Internship program from \$6,000 to \$6,400, and would increase the hourly rate from \$22.50 to \$24.00.

I recommend your approval.

**COUNTY OF SCHENECTADY
OFFICE OF THE COUNTY MANAGER
Inter-Department Correspondence Sheet**

To: Rory Fluman, County Manager

From: Christopher H. Gardner, County Attorney *CHG*

Date: July 25, 2024

Cc: Geoffrey T. Hall, Clerk of the Legislature
M. Joe Landry, Counsel to the Legislature
Jaclyn Falotico, Commissioner of Finance
Paul Sheldon, Director of DEPW
Ray Gillen, Commissioner of Economic Development and Planning
Dr. Steady Moono, President SUNY Schenectady
Patrick Ryan, VP of Administration, SUNY Schenectady
Frank S. Salamone, Executive First Deputy County Attorney

Re: Proposed Amendment to Contract Agreement 22-420 between Schenectady County Community College and the County of Schenectady regarding the Training of Air Traffic Controllers at the Schenectady County Airport

Paul Sheldon, who serves as Airport Commissioner has requested a two-year extension of the current Agreement (22.420) between the parties which expires on August 31, 2024. He has also requested amendments to increase the pricing to reflect the increased compensation of our Air Traffic Controllers who perform the training.

There are three amendments. Paragraph 26 is amended to extend the contract for the two-year period from September 1, 1024 to August 31, 2026.

Paragraph 22 is amended to increase the amount the College pays the County for each hour of training from \$42.50 to \$52.96.

Paragraphs 22 and 24 are also amended to increase the cost of the Aviation Internship Program from \$6,000.00 to \$6,400.00 and the hourly rate from \$22.50 to \$24.00.

I am requested that this matter be forwarded to the County Legislature for its consideration at the August meetings.

CHG/kah
Attachment

**FIRST AMENDMENT TO CONTRACT AGREEMENT 22-420
BETWEEN
SCHENECTADY COUNTY COMMUNITY COLLEGE
AND THE COUNTY OF SCHENECTADY**

WHEREAS, Schenectady County Community College and the County of Schenectady as parties to a Contract Agreement 22-420 for the period September 1, 2022 through August 31, 2024 to provide training to students to come Air Traffic Controllers; and

WHEREAS, the parties are desirous of extending the existing Contract for an additional two (2) years, and also amending certain terms to take into account increases in the costs of training.

NOW, THEREFORE, in consideration of the mutual promises set forth herein, the parties agree as follows:

- I. The parties agree to extend the extend the existing Contract (copy attached without exhibits) with the following amendments:
 - A. Paragraph 26 shall be amended to read as follows:

“26. The term of this Agreement will be two (2) years commencing September 1, 2022 and expiring August 31, 2024. This Agreement may be renewed upon the mutual agreement of the parties for additional terms of at least two (2) years each.”
 - B. Paragraph 22 shall be amended to read as follows:

“22. The County will be paid for Academic Years 2024-2025 and 2025-2026 at a rate of:

 - Fifty-Two Dollars and 96/100 (\$52.96) per hour per student based on hourly attendance whether the student attends their scheduled time slot, and subject to the maximum total hourly requirements for the course as set forth in Exhibit “A”.
 - Fifty-Two Dollars and 96/100 (\$52.96). On or about the first day of each month, the County will submit a voucher for payment, which will be a report listing the hourly attendance of each student enrolled in an ATC Laboratory Course. SUNY SCHENECTADY will pay the County based on the monthly vouchers.

- As for the ATC 280 – Aviation Internship Program, the County will be paid in full the amount of Six Thousand Four Hundred Dollars and 00/100 (\$6,400.00) based on a one-time voucher to be paid within thirty days of the day of receipt. Students who withdraw from ATC 280 (Aviation Internship Program) will be charged Twenty-Four Dollars and 00/00 (\$24.00) for Academic Year 2024-2025 and 2025-2026.”

C. Paragraph 24 shall be amended to read as follows:

“24. SUNY SCHENECTADY will notify the County immediately if a student withdraws from an ATC Laboratory Course anytime during the first five (5) weeks of classes; thereafter, SUNY SCHENECTADY will notify the County within one (1) week of any student withdrawal. In any event the County will be reimbursed for one (1) week of scheduled laboratory class time beginning on the date of SUNY SCHENECTADY’s notification to the County of a student’s withdrawal. Should a student withdraw from the ATC 280 Internship within thirty (30) days, the County will receive payment for all hours completed by the student at \$24.00/hour, not to exceed a maximum of \$6,400.00 for academic years 2024-2025 and 2025-2026.” .

IN WITNESS WHEREOF, each party hereto has caused this Agreement to be executed

by it’s duly authorized officer the day and year first above written.

**SCHENECTADY COUNTY
COMMUNITY COLLEGE**

COUNTY OF SCHENECTADY

By: _____
**Dr. Steady Moono
President, SCCC**

By: _____
**Rory Fluman
County Manager**

**Approved as to Form and Content
this ____ day of 2024.**

**Christopher H. Gardner
County Attorney**

CONTRACT AGREEMENT

22-428

BETWEEN

THE SCHENECTADY COUNTY COMMUNITY COLLEGE

AND

THE COUNTY OF SCHENECTADY

THIS AGREEMENT, made this _____ day of _____ 2022, by and between the **SCHENECTADY COUNTY COMMUNITY COLLEGE**, a community college organized and existing under the laws of the State of New York, with its principal place of business located at 78 Washington Avenue, Schenectady, New York 12305, hereinafter referred to as "**SUNY SCHENECTADY**" and the **COUNTY OF SCHENECTADY**, public municipality organized and existing under the laws of the State of New York with offices located at 620 State Street, Schenectady, New York, 12305 hereinafter referred to as "the County."

WITNESSETH:

WHEREAS, as part of its Air Traffic control A.A.S. Program, **SUNY SCHENECTADY** desires to provide air traffic control (ATC) training laboratory courses designed to meet the requirements and standards of the Federal Aviation Administration (FAA) Control Tower Operators Certificate with a Schenectady County Airport Facility Rating and training to meet the standards of the FAA Collegiate Training Initiative for the training of FAA Certified Air Traffic Controllers.

WHEREAS, the County operates an airport which has the facilities, equipment, and personnel necessary to conduct ATC training laboratory courses.

WHEREAS, the County is willing to provide ATC training laboratory courses to **SUNY SCHENECTADY** students upon the terms and conditions hereinafter set forth.

NOW, THEREFORE, in consideration of the mutual promises hereinafter set forth, the parties agree as follows:

1. Upon students' successful completion of the simulator portion of the **SUNY SCHENECTADY** course outline (the ATC Laboratory Courses), the County, through its Airport, will provide **SUNY SCHENECTADY** students with hands-on air traffic instruction.
2. The County will furnish hands-on air traffic instruction consistent with the Airport Standard Operating Procedures (SOP) (Exhibit "A") and student evaluation as outlined in the Terminal Air Traffic Control Specialist - Training Review (Exhibit "B").
3. The specific period of time spent at the Airport Control Tower located at the Schenectady County Airport by students in each ATC Laboratory Course, and the costs associated with each course will be consistent with the number of training hours required, as set forth in Exhibit "C" to this Agreement.

4. SUNY SCHENECTADY may enroll up to twenty (20) students during the fall semester in the Ground Control Laboratory Course (ATC 205) and up to twenty (20) students during the spring semester in the Local Control Laboratory Course (ATC 255). In the event the designated number of students enrolled in either ATC Laboratory Course falls below eight (8) students, the County and SUNY SCHENECTADY will meet to confer regarding adjustment, if any, to the courses offered. The maximum hours available for hands- on, over-the-shoulder training per month are 100 hours during July and 100 hours during August, and 140 hours for each of the remaining months.
5. In order to enroll in either ATC Laboratory Courses, a student, at their expense, must meet all FAA CTI program requirements which include, but are not limited to:
 - a) Be able to read, write, understand and fluently speak English;
 - b) Pass a minimum Class 2 FAA Medical; and
 - c) Pass a federal background check, where applicable
 - d) Pass FAA drug testing requirements
 - e) Purchase the required radio headset
 - f) Purchase the FAA handbook 7110.65
 - g) Purchase the Schenectady County Airport Standard Operating Procedures (SOP)
6. SUNY SCHENECTADY will advise each student that medical and/or other necessary certification may be required as a prerequisite for the ATC training course participation.
7. SUNY SCHENECTADY will review the student's credentials, experience, and proficiency as appropriate to ensure that a student has completed the required prerequisites and is enrolled in the appropriate co-requisite courses.
8. SUNY SCHENECTADY faculty, staff members, and other non-matriculated students may enroll in ATC Laboratory Courses during the term of this Agreement with special permission of the SUNY SCHENECTADY Vice President of Academic Affairs---and the County, upon payment of the laboratory fees set forth herein.
9. Three weeks prior to the commencement of the ATC Laboratory, SUNY SCHENECTADY will forward a preliminary list of students enrolled in ATC Laboratory Courses to the County. On or about the first week of school, SUNY SCHENECTADY will forward a final list of students enrolled in ATC Laboratory Courses to the County. Laboratory training will commence during the second week of classes.
10. SUNY SCHENECTADY will advise students of their responsibility to conduct themselves in accordance with SUNY SCHENECTADY's, FAA's, and the County's rules and regulations including the FAA Handbook 7110.65, the Schenectady County Airport Standard Operation Procedures (SOP), and the Terminal Air Traffic Control Specialist - Training Review.
11. All ATC Laboratory Course instruction will be provided by the County's personnel. The County will normally assign a student to a laboratory instructor except for stage checks. The County may make instructor-student changes at its discretion where it determines it to be in the best interest of the student or instructor. All final course evaluation stage checks will be conducted by the Tower Facility Manager or designated check instructor.

12. The County and the SUNY SCHENECTADY Aviation Science Professor will develop hands- on air traffic controlling and tutoring schedules in agreement and coordination with the students. Student laboratories may normally be conducted at all dates between September 1 and August 31. The laboratory schedule will include weekdays and weekends during school terms. In order to offer students opportunity for continued training during vacation periods, the program will allow for scheduling during vacations. Students and the County will avoid scheduling conflicts during SUNY SCHENECTADY academic examination periods. In order to maintain the programmed training schedule, students may be required to continue training during summer breaks.

13. The County will maintain a Student Progress Chart for each student, which will include the following:

- a) Name of each student and the assigned instructor's name;
- b) Proficiency status of the student, to include any unsatisfactory areas.

14. The County will submit a copy of SUNY SCHENECTADY's Progress Chart and Monthly Report (to be provided by SUNY SCHENECTADY) containing:

- a) Names of students who have completed or failed final course evaluations;
- b) Names of students who have withdrawn or failed to meet required standards and whether each such student was passing or failing when training ceased;
- c) Names of students who may require remediation;
- d) Names of students with training deficiencies or students failing to report as scheduled or students failing stage checks.

The chart/report will be certified by the Tower Facility Manager.

15. If an enrolled student is assessed by the County as incapable of meeting proficiency standards on stage testing or shows other deficiencies which will preclude the student's completion of the course in which the student is enrolled within the prescribed limits of the syllabus, the County will provide additional assistance consisting of a maximum of two (2) hours of remedial ground and three (3) hours of remedial laboratory instruction in an attempt to correct the identified deficiency. Such remedial instruction will be provided by the Tower Facility Manager or the Manager's designee. Each student receiving such additional assistance will be responsible for all costs associated with the additional assistance. If a student's performance continued to be unacceptable despite the provision of this additional assistance, the student's performance record will be reviewed by a panel consisting of the student's laboratory instructor, the Tower Facility Manager, the SUNY SCHENECTADY- Dean of Liberal Studies, and a SUNY SCHENECTADY aviation faculty member, to determine whether the student will be dismissed from the course. A determination to dismiss a student by the panel for lack of performance will be final, binding, and non-reviewable.

16. Students are expected to complete all courses for which they are registered within the semester. Any student requesting an extension must submit a request in writing to the instructor prior to the end of the semester. Extensions will be granted only for situations beyond the control of the student. The extension will not exceed sixty (60) calendar days commencing the day after the last day of final examination for the semester for which the extension is requested. If the student exceeds the maximum laboratory hours established for the course, the student will be responsible for any additional laboratory fee assessed in connection with the grant of said extension.

17. A student may be dropped from the ATC Laboratory Course under the following conditions:
- a) No laboratory activity by the student for thirty (30) consecutive days;
 - b) The student voluntarily withdraws in writing from the course;
 - c) Violation of SUNY SCHENECTADY, County, or FAA Rules and Regulations;
 - d) The student fails to attend three scheduled training sessions without providing one hour notice of cancellation to the County prior to the scheduled appointment.
 - e) The laboratory fee is not paid.
18. When a student is dropped from a course, the County will submit an appropriate grade to the SUNY SCHENECTADY' Dean of Liberal Studies for the affected student.
19. In those cases where causes for laboratory suspension may be remedied (academic deficiencies, illness, financial deficiencies, etc.), students may be permitted to resume laboratory training provided the FAA regulations are satisfied and both SUNY SCHENECTADY' s Dean of Liberal Studies and the Tower Facility Manager have consented. The student will register with SUNY SCHENECTADY prior to re-entry into an ATC Laboratory Course pursuant to the terms and conditions provided for hereunder.
20. September of each year, the following ATC laboratory course will be offered: Ground Control Lab (ATC 205)
- January of each year, the following ATC laboratory course will be offered: Local Control Lab (ATC 255)
- This schedule will continue for the term of the agreement.
- July of each year, the following ATC laboratory course will be offered: Aviation Internship (ATC 280)
21. SUNY SCHENECTADY will be responsible for collecting the laboratory fee assessed each student; these funds can be used for ATC Laboratory Coursework only.
22. The County will be paid for Academic Years 2022-2023 and 2023-2024 at a rate of:
- Forty-Two Dollars and 50/100 (\$42.50) per hour per student based on hourly attendance whether the student attends their scheduled time slot, and subject to the maximum total hourly requirements for the course as set forth in Exhibit "A".
 - Forty-Two Dollars and 50/100 (\$42.50). On or about the first day of each month, the County will submit a voucher for payment, which will be a report listing the hourly attendance of each student enrolled in an ATC Laboratory Course. SUNY SCHENECTADY will pay the County based on the monthly vouchers.
 - As for the ATC 280 - Aviation Internship Program, the County will be paid in full the amount of Six Thousand Dollars and 00/100 (\$6000.00) based on a one-time

voucher to be paid within 30 days of the day of receipt. Students who withdraw from ATC 280 (Aviation Internship Program) will be charged Twenty-Two Dollars and Fifty Cents (\$22.50) for Academic Year 2022-2023 and 2023-2024.

23. At the completion of each student's laboratory requirement, the County will prepare and submit to SUNY SCHENECTADY a final accounting for services rendered to that student, and the charges assessed for those services.

24. SUNY SCHENECTADY will notify the County immediately if a student withdraws from an ATC Laboratory Course anytime during the first five (5) weeks of classes; thereafter, SUNY SCHENECTADY will notify the County within one (1) week of any student withdrawal. In any event the County will be reimbursed for one (1) week of scheduled laboratory class time beginning on the date of SUNY SCHENECTADY's notification to the County of a student's withdrawal. Should a student withdraw from the ATC 280 Internship within thirty (30) days, the County will receive payment for all hours completed by the student at \$22.50/hour not to exceed a maximum of \$6000.00 for academic years 2022-2023, and 2023-2024.

25. SUNY SCHENECTADY assumes no financial responsibility for student debts exceeding the payments outlined herein or for any additional services, supplies, or equipment which may be received by the student for which no provision has been made in this Agreement.

26. The term of this Agreement will be two (2) years commencing September 1, 2022, and expiring August 31, 2024. This Agreement may be renewed upon the mutual agreement of the parties for additional terms of at least two (2) years each.

27. If either party wishes to terminate this Agreement, the terminating party must give written notice to the other party at least two (2) years in advance of such termination, which must be effective at the end of a semester. Students then enrolled in or scheduled for a training course governed by this Agreement will have the opportunity to complete their educational experience with the County.

28. Notwithstanding the foregoing, SUNY SCHENECTADY may terminate this Agreement in whole or in part if the provider fails to correct problems that endanger the integrity of the ATC training program within a period of thirty (30) days following receipt of written notice from the SUNY SCHENECTADY Dean of Liberal Studies setting forth the problem and demanding its correction. Such termination will be made by written notice sent at any time after the expiration of the thirty (30) day period, effective on receipt of that notice.

29. The County will not be liable for any damages if the failure to perform the Agreement arises out of causes beyond its control and without fault or negligence on the part of the County or any of its agents or employees. Such causes may include, but are not limited to, acts of God or the public enemy, fires, floods, epidemics, quarantine restrictions, repeated failure of students to report for scheduled training, strikes, and unusually severe weather. In the event SUNY SCHENECTADY terminates the Agreement in accordance with paragraph 28 hereof it may, upon such terms and in such manner as it deems appropriate, obtain services similar to those previously provided by the County, and the County will be liable to SUNY SCHENECTADY for twenty-five percent (25%) of the difference between the cost of such similar services and the cost of the services which would have been provided by the County for students currently enrolled in the ATC

laboratory course. If such termination is only partial, the County will continue the performance of this Agreement to the extent not terminated.

30. SUNY SCHENECTADY and the County will maintain ongoing communication to coordinate the scheduling of academic and laboratory training course experience, including but not limited to reciprocal on-site visits and participating in scheduled meetings.

31. The laboratory instruction provided for in this Agreement is to be performed at the Airport Tower Facility, or at such other airport facilities as may be mutually agreed upon by the County and SUNY SCHENECTADY.

32. The County agrees that all facilities used in the ATC training of any SUNY SCHENECTADY student will meet all pertinent FAA requirements, and all other facilities and equipment furnished by the County will meet all pertinent FAA requirements. All operations under this Agreement will be conducted in accordance with applicable Federal, State, and local laws.

33. The County will keep such technical, operational, and administrative records as may be required by the FAA.

34. All evaluations by students relating to the County staff and experiences in the ATC Laboratory Courses will be made available to the Tower Facility Manager and instructional staff.

35. The County will make available all equipment and the facilities for instruction for SUNY SCHENECTADY students at the County's facilities.

36. The County will be responsible for all hiring, retention, and removal of Tower employees as well as payroll, FICA and tax withholding, and other employee insurance benefits, including, but not limited to, disability, worker's compensation, unemployment, and health and life insurance for its employees.

37. The Tower Facility Manager will have all applicable FAA certification and approval, possess an FAA 2nd Class Medical Certificate, and have at least three years of independent professional air traffic controlling experience.

38. Laboratory Instructors will have all applicable FAA certification and approval, possess an FAA 2nd Class Medical Certificate, and have at least two years of independent professional air traffic controlling experience. The County shall provide verification to SUNY SCHENECTADY that its employees meet the qualifications of Air Traffic Controller. All Air Traffic Controllers performing ATC instruction must be approved by both the SUNY SCHENECTADY Dean of Liberal Studies and the Tower Facility Manager. The approval of the Dean of Liberal Studies shall not be unreasonably withheld. Irrespective of such joint approval, said instructors will be employees of the County.

39. The SUNY SCHENECTADY Dean of Liberal Studies or designee from SUNY SCHENECTADY may perform unannounced inspection of the Airport Tower Facility and its equipment to evaluate safety, training, standardization, student performance, and instruction to assure adequate guidance and coordination between SUNY SCHENECTADY and the County. The

parties will work cooperatively to research, develop, and improve the academic and laboratory training program and accident prevention procedures.

40. SUNY SCHENECTADY faculty engaged in carrying out the provisions of this Agreement at the Airport Tower Facility will be advised by the County of its rules and regulations with which they are expected to comply. The County will provide each SUNY SCHENECTADY faculty member involved with the County under this agreement a copy of the Schenectady County Airport Operations Manual.

41. All notices to parties hereunder must be in writing signed by the party giving notice, and will be served either personally or by certified mail, return receipt requested, and addressed as follows:

Notice to the Community College:

Schenectady County Community College Attn: Dr. Steady Moono
78 Washington Avenue Schenectady, New York 12305

Notice to the County:

Schenectady County Manager
Attn: Rory Fluman
County Office Building
620 State Street
Schenectady, New York 12305

Paul Sheldon
Director of Public Works
Schenectady County
100 Kellar Avenue
Schenectady, New York 12306
Phone (518) 356-5340, ext. 3234
Fax (518) 357-9547

Schenectady County Airport Control Tower
Michael Schadewald
Airport Operations Manager
21 Airport Road
Scotia, New York 12302

or to such addressee as may be hereafter designated by notice. All notices become effective only when received by the addressee.

42. This Agreement may not be assigned or pledged by either party without prior written approval of the other.

43. The County will be responsible for any claims, costs, damages, or injuries to persons or property of whatsoever kind or nature arising out of its fault or negligence or the fault or negligence of its agents or employees in the performance of the activities provided for under this Agreement. In addition, the County will provide and maintain during the term of this Agreement


liability insurance, including professional liability insurance, in amounts not less than One Million Dollars (\$1,000,000.00) bodily injury and property damage combined single limit; and SUNY SCHENECTADY is to be an additional named insured under such liability policy or policies. It is agreed that the persons insured under such policy will also include faculty and students of SUNY SCHENECTADY with respect to liability arising out of their participation in the ATC Laboratory Courses. The limit of liability afforded to a student under the County insurance coverage will be One Hundred Thousand Dollars (\$100,000). In the event of cancellation or threat of cancellation of a required insurance policy the County and the insurer will immediately notify the SUNY SCHENECTADY Dean of Liberal Studies by certified mail at the address provided herein. In no event will such notice be less than thirty (30) days prior to cancellation, modification, or non-renewal of any insurance coverage required by this Agreement.

44. The County and SUNY SCHENECTADY will not discriminate against any employee, applicant, or student enrolled in their respective programs because of age, handicap, color, national origin, race, religion, or sex.

45. This Agreement embodies the entire agreement and understanding between the parties with respect to its subject matter and supersedes all prior contemporaneous agreements and understandings of the parties in connection therewith. There are no representations, warranties, covenants, or conditions made by either of the parties except as herein expressly contained. This Agreement may not be amended, modified, altered, or varied except by an Agreement in writing signed by both of the parties after approval by the SUNY SCHENECTADY Board of Trustees and the County Legislature.

IN WITNESS WHEREOF, each party hereto has caused this Agreement to be executed by its duly authorized officer the day and year first above written.

**SCHENECTADY COUNTY
COMMUNITY COLLEGE**

By: 

**Dr. Steady Moono
President, SUNY SCHENECTADY
COUNTY COMMUNITY COLLEGE**

**SCHENECTADY COUNTY
MANAGER**

By:  ^{MS}

**Rory Fluman
County Manager** _{MS}

CONTRACT AGREEMENT

22-420

BETWEEN

THE SCHENECTADY COUNTY COMMUNITY COLLEGE

AND

THE COUNTY OF SCHENECTADY

THIS AGREEMENT, made this _____ day of _____ 2022, by and between the **SCHENECTADY COUNTY COMMUNITY COLLEGE**, a community college organized and existing under the laws of the State of New York, with its principal place of business located at 78 Washington Avenue, Schenectady, New York 12305, hereinafter referred to as "**SUNY SCHENECTADY**" and the **COUNTY OF SCHENECTADY**, public municipality organized and existing under the laws of the State of New York with offices located at 620 State Street, Schenectady, New York, 12305 hereinafter referred to as "the County."

WITNESSETH:

WHEREAS, as part of its Air Traffic control A.A.S. Program, **SUNY SCHENECTADY** desires to provide air traffic control (ATC) training laboratory courses designed to meet the requirements and standards of the Federal Aviation Administration (FAA) Control Tower Operators Certificate with a Schenectady County Airport Facility Rating and training to meet the standards of the FAA Collegiate Training Initiative for the training of FAA Certified Air Traffic Controllers.

WHEREAS, the County operates an airport which has the facilities, equipment, and personnel necessary to conduct ATC training laboratory courses.

WHEREAS, the County is willing to provide ATC training laboratory courses to **SUNY SCHENECTADY** students upon the terms and conditions hereinafter set forth.

NOW, THEREFORE, in consideration of the mutual promises hereinafter set forth, the parties agree as follows:

1. Upon students' successful completion of the simulator portion of the **SUNY SCHENECTADY** course outline (the ATC Laboratory Courses), the County, through its Airport, will provide **SUNY SCHENECTADY** students with hands-on air traffic instruction.
2. The County will furnish hands-on air traffic instruction consistent with the Airport Standard Operating Procedures (SOP) (Exhibit "A") and student evaluation as outlined in the Terminal Air Traffic Control Specialist - Training Review (Exhibit "B").
3. The specific period of time spent at the Airport Control Tower located at the Schenectady County Airport by students in each ATC Laboratory Course, and the costs associated with each course will be consistent with the number of training hours required, as set forth in Exhibit "C" to this Agreement.

4. SUNY SCHENECTADY may enroll up to twenty (20) students during the fall semester in the Ground Control Laboratory Course (ATC 205) and up to twenty (20) students during the spring semester in the Local Control Laboratory Course (ATC 255). In the event the designated number of students enrolled in either ATC Laboratory Course falls below eight (8) students, the County and SUNY SCHENECTADY will meet to confer regarding adjustment, if any, to the courses offered. The maximum hours available for hands- on, over-the-shoulder training per month are 100 hours during July and 100 hours during August, and 140 hours for each of the remaining months.
5. In order to enroll in either ATC Laboratory Courses, a student, at their expense, must meet all FAA CTI program requirements which include, but are not limited to:
 - a) Be able to read, write, understand and fluently speak English;
 - b) Pass a minimum Class 2 FAA Medical; and
 - c) Pass a federal background check, where applicable
 - d) Pass FAA drug testing requirements
 - e) Purchase the required radio headset
 - f) Purchase the FAA handbook 7110.65
 - g) Purchase the Schenectady County Airport Standard Operating Procedures (SOP)
6. SUNY SCHENECTADY will advise each student that medical and/or other necessary certification may be required as a prerequisite for the ATC training course participation.
7. SUNY SCHENECTADY will review the student's credentials, experience, and proficiency as appropriate to ensure that a student has completed the required prerequisites and is enrolled in the appropriate co-requisite courses.
8. SUNY SCHENECTADY faculty, staff members, and other non-matriculated students may enroll in ATC Laboratory Courses during the term of this Agreement with special permission of the SUNY SCHENECTADY Vice President of Academic Affairs---and the County, upon payment of the laboratory fees set forth herein.
9. Three weeks prior to the commencement of the ATC Laboratory, SUNY SCHENECTADY will forward a preliminary list of students enrolled in ATC Laboratory Courses to the County. On or about the first week of school, SUNY SCHENECTADY will forward a final list of students enrolled in ATC Laboratory Courses to the County. Laboratory training will commence during the second week of classes.
10. SUNY SCHENECTADY will advise students of their responsibility to conduct themselves in accordance with SUNY SCHENECTADY's, FAA's, and the County's rules and regulations including the FAA Handbook 7110.65, the Schenectady County Airport Standard Operation Procedures (SOP), and the Terminal Air Traffic Control Specialist - Training Review.
11. All ATC Laboratory Course instruction will be provided by the County's personnel. The County will normally assign a student to a laboratory instructor except for stage checks. The County may make instructor-student changes at its discretion where it determines it to be in the best interest of the student or instructor. All final course evaluation stage checks will be conducted by the Tower Facility Manager or designated check instructor.

12. The County and the SUNY SCHENECTADY Aviation Science Professor will develop hands- on air traffic controlling and tutoring schedules in agreement and coordination with the students. Student laboratories may normally be conducted at all dates between September 1 and August 31. The laboratory schedule will include weekdays and weekends during school terms. In order to offer students opportunity for continued training during vacation periods, the program will allow for scheduling during vacations. Students and the County will avoid scheduling conflicts during SUNY SCHENECTADY academic examination periods. In order to maintain the programmed training schedule, students may be required to continue training during summer breaks.

13. The County will maintain a Student Progress Chart for each student, which will include the following:

- a) Name of each student and the assigned instructor's name;
- b) Proficiency status of the student, to include any unsatisfactory areas.

14. The County will submit a copy of SUNY SCHENECTADY's Progress Chart and Monthly Report (to be provided by SUNY SCHENECTADY) containing:

- a) Names of students who have completed or failed final course evaluations;
- b) Names of students who have withdrawn or failed to meet required standards and whether each such student was passing or failing when training ceased;
- c) Names of students who may require remediation;
- d) Names of students with training deficiencies or students failing to report as scheduled or students failing stage checks.

The chart/report will be certified by the Tower Facility Manager.

15. If an enrolled student is assessed by the County as incapable of meeting proficiency standards on stage testing or shows other deficiencies which will preclude the student's completion of the course in which the student is enrolled within the prescribed limits of the syllabus, the County will provide additional assistance consisting of a maximum of two (2) hours of remedial ground and three (3) hours of remedial laboratory instruction in an attempt to correct the identified deficiency. Such remedial instruction will be provided by the Tower Facility Manager or the Manager's designee. Each student receiving such additional assistance will be responsible for all costs associated with the additional assistance. If a student's performance continued to be unacceptable despite the provision of this additional assistance, the student's performance record will be reviewed by a panel consisting of the student's laboratory instructor, the Tower Facility Manager, the SUNY SCHENECTADY- Dean of Liberal Studies, and a SUNY SCHENECTADY aviation faculty member, to determine whether the student will be dismissed from the course. A determination to dismiss a student by the panel for lack of performance will be final, binding, and non-reviewable.

16. Students are expected to complete all courses for which they are registered within the semester. Any student requesting an extension must submit a request in writing to the instructor prior to the end of the semester. Extensions will be granted only for situations beyond the control of the student. The extension will not exceed sixty (60) calendar days commencing the day after the last day of final examination for the semester for which the extension is requested. If the student exceeds the maximum laboratory hours established for the course, the student will be responsible for any additional laboratory fee assessed in connection with the grant of said extension.

17. A student may be dropped from the ATC Laboratory Course under the following conditions:
- a) No laboratory activity by the student for thirty (30) consecutive days;
 - b) The student voluntarily withdraws in writing from the course;
 - c) Violation of SUNY SCHENECTADY, County, or FAA Rules and Regulations;
 - d) The student fails to attend three scheduled training sessions without providing one hour notice of cancellation to the County prior to the scheduled appointment.
 - e) The laboratory fee is not paid.
18. When a student is dropped from a course, the County will submit an appropriate grade to the SUNY SCHENECTADY' Dean of Liberal Studies for the affected student.
19. In those cases where causes for laboratory suspension may be remedied (academic deficiencies, illness, financial deficiencies, etc.), students may be permitted to resume laboratory training provided the FAA regulations are satisfied and both SUNY SCHENECTADY' s Dean of Liberal Studies and the Tower Facility Manager have consented. The student will register with SUNY SCHENECTADY prior to re-entry into an ATC Laboratory Course pursuant to the terms and conditions provided for hereunder.
20. September of each year, the following ATC laboratory course will be offered: Ground Control Lab (ATC 205)
- January of each year, the following ATC laboratory course will be offered: Local Control Lab (ATC 255)
- This schedule will continue for the term of the agreement.
- July of each year, the following ATC laboratory course will be offered: Aviation Internship (ATC 280)
21. SUNY SCHENECTADY will be responsible for collecting the laboratory fee assessed each student; these funds can be used for ATC Laboratory Coursework only.
22. The County will be paid for Academic Years 2022-2023 and 2023-2024 at a rate of:
- * Forty-Two Dollars and 50/100 (\$42.50) per hour per student based on hourly attendance whether the student attends their scheduled time slot, and subject to the maximum total hourly requirements for the course as set forth in Exhibit "A".
 - * Forty-Two Dollars and 50/100 (\$42.50). On or about the first day of each month, the County will submit a voucher for payment, which will be a report listing the hourly attendance of each student enrolled in an ATC Laboratory Course. SUNY SCHENECTADY will pay the County based on the monthly vouchers.
 - * As for the ATC 280 - Aviation Internship Program, the County will be paid in full the amount of Six Thousand Dollars and 00/100 (\$6000.00) based on a one-time

voucher to be paid within 30 days of the day of receipt. Students who withdraw from ATC 280 (Aviation Internship Program) will be charged Twenty-Two Dollars and Fifty Cents (\$22.50) for Academic Year 2022-2023 and 2023-2024.

23. At the completion of each student's laboratory requirement, the County will prepare and submit to SUNY SCHENECTADY a final accounting for services rendered to that student, and the charges assessed for those services.

24. SUNY SCHENECTADY will notify the County immediately if a student withdraws from an ATC Laboratory Course anytime during the first five (5) weeks of classes; thereafter, SUNY SCHENECTADY will notify the County within one (1) week of any student withdrawal. In any event the County will be reimbursed for one (1) week of scheduled laboratory class time beginning on the date of SUNY SCHENECTADY's notification to the County of a student's withdrawal. Should a student withdraw from the ATC 280 Internship within thirty (30) days, the County will receive payment for all hours completed by the student at \$22.50/hour not to exceed a maximum of \$6000.00 for academic years 2022-2023, and 2023-2024.

25. SUNY SCHENECTADY assumes no financial responsibility for student debts exceeding the payments outlined herein or for any additional services, supplies, or equipment which may be received by the student for which no provision has been made in this Agreement.

26. The term of this Agreement will be two (2) years commencing September 1, 2022, and expiring August 31, 2024. This Agreement may be renewed upon the mutual agreement of the parties for additional terms of at least two (2) years each.

27. If either party wishes to terminate this Agreement, the terminating party must give written notice to the other party at least two (2) years in advance of such termination, which must be effective at the end of a semester. Students then enrolled in or scheduled for a training course governed by this Agreement will have the opportunity to complete their educational experience with the County.

28. Notwithstanding the foregoing, SUNY SCHENECTADY may terminate this Agreement in whole or in part if the provider fails to correct problems that endanger the integrity of the ATC training program within a period of thirty (30) days following receipt of written notice from the SUNY SCHENECTADY Dean of Liberal Studies setting forth the problem and demanding its correction. Such termination will be made by written notice sent at any time after the expiration of the thirty (30) day period, effective on receipt of that notice.

29. The County will not be liable for any damages if the failure to perform the Agreement arises out of causes beyond its control and without fault or negligence on the part of the County or any of its agents or employees. Such causes may include, but are not limited to, acts of God or the public enemy, fires, floods, epidemics, quarantine restrictions, repeated failure of students to report for scheduled training, strikes, and unusually severe weather. In the event SUNY SCHENECTADY terminates the Agreement in accordance with paragraph 28 hereof it may, upon such terms and in such manner as it deems appropriate, obtain services similar to those previously provided by the County, and the County will be liable to SUNY SCHENECTADY for twenty-five percent (25%) of the difference between the cost of such similar services and the cost of the services which would have been provided by the County for students currently enrolled in the ATC

laboratory course. If such termination is only partial, the County will continue the performance of this Agreement to the extent not terminated.

30. SUNY SCHENECTADY and the County will maintain ongoing communication to coordinate the scheduling of academic and laboratory training course experience, including but not limited to reciprocal on-site visits and participating in scheduled meetings.

31. The laboratory instruction provided for in this Agreement is to be performed at the Airport Tower Facility, or at such other airport facilities as may be mutually agreed upon by the County and SUNY SCHENECTADY.

32. The County agrees that all facilities used in the ATC training of any SUNY SCHENECTADY student will meet all pertinent FAA requirements, and all other facilities and equipment furnished by the County will meet all pertinent FAA requirements. All operations under this Agreement will be conducted in accordance with applicable Federal, State, and local laws.

33. The County will keep such technical, operational, and administrative records as may be required by the FAA.

34. All evaluations by students relating to the County staff and experiences in the ATC Laboratory Courses will be made available to the Tower Facility Manager and instructional staff.

35. The County will make available all equipment and the facilities for instruction for SUNY SCHENECTADY students at the County's facilities.

36. The County will be responsible for all hiring, retention, and removal of Tower employees as well as payroll, FICA and tax withholding, and other employee insurance benefits, including, but not limited to, disability, worker's compensation, unemployment, and health and life insurance for its employees.

37. The Tower Facility Manager will have all applicable FAA certification and approval, possess an FAA 2nd Class Medical Certificate, and have at least three years of independent professional air traffic controlling experience.

38. Laboratory Instructors will have all applicable FAA certification and approval, possess an FAA 2nd Class Medical Certificate, and have at least two years of independent professional air traffic controlling experience. The County shall provide verification to SUNY SCHENECTADY that its employees meet the qualifications of Air Traffic Controller. All Air Traffic Controllers performing ATC instruction must be approved by both the SUNY SCHENECTADY Dean of Liberal Studies and the Tower Facility Manager. The approval of the Dean of Liberal Studies shall not be unreasonably withheld. Irrespective of such joint approval, said instructors will be employees of the County.

39. The SUNY SCHENECTADY Dean of Liberal Studies or designee from SUNY SCHENECTADY may perform unannounced inspection of the Airport Tower Facility and its equipment to evaluate safety, training, standardization, student performance, and instruction to assure adequate guidance and coordination between SUNY SCHENECTADY and the County. The

parties will work cooperatively to research, develop, and improve the academic and laboratory training program and accident prevention procedures.

40. SUNY SCHENECTADY faculty engaged in carrying out the provisions of this Agreement at the Airport Tower Facility will be advised by the County of its rules and regulations with which they are expected to comply. The County will provide each SUNY SCHENECTADY faculty member involved with the County under this agreement a copy of the Schenectady County Airport Operations Manual.

41. All notices to parties hereunder must be in writing signed by the party giving notice, and will be served either personally or by certified mail, return receipt requested, and addressed as follows:

Notice to the Community College:

Schenectady County Community College Attn: Dr. Steady Moono
78 Washington Avenue Schenectady, New York 12305

Notice to the County:

Schenectady County Manager
Attn: Rory Fluman
County Office Building
620 State Street
Schenectady, New York 12305

Paul Sheldon
Director of Public Works
Schenectady County
100 Kellar Avenue
Schenectady, New York 12306
Phone (518) 356-5340, ext. 3234
Fax (518) 357-9547

Schenectady County Airport Control Tower
Michael Schadewald
Airport Operations Manager
21 Airport Road
Scotia, New York 12302

or to such addressee as may be hereafter designated by notice. All notices become effective only when received by the addressee.

42. This Agreement may not be assigned or pledged by either party without prior written approval of the other.

43. The County will be responsible for any claims, costs, damages, or injuries to persons or property of whatsoever kind or nature arising out of its fault or negligence or the fault or negligence of its agents or employees in the performance of the activities provided for under this Agreement. In addition, the County will provide and maintain during the term of this Agreement


liability insurance, including professional liability insurance, in amounts not less than One Million Dollars (\$1,000,000.00) bodily injury and property damage combined single limit; and SUNY SCHENECTADY is to be an additional named insured under such liability policy or policies. It is agreed that the persons insured under such policy will also include faculty and students of SUNY SCHENECTADY with respect to liability arising out of their participation in the ATC Laboratory Courses. The limit of liability afforded to a student under the County insurance coverage will be One Hundred Thousand Dollars (\$100,000). In the event of cancellation or threat of cancellation of a required insurance policy the County and the insurer will immediately notify the SUNY SCHENECTADY Dean of Liberal Studies by certified mail at the address provided herein. In no event will such notice be less than thirty (30) days prior to cancellation, modification, or non-renewal of any insurance coverage required by this Agreement.

44. The County and SUNY SCHENECTADY will not discriminate against any employee, applicant, or student enrolled in their respective programs because of age, handicap, color, national origin, race, religion, or sex.

45. This Agreement embodies the entire agreement and understanding between the parties with respect to its subject matter and supersedes all prior contemporaneous agreements and understandings of the parties in connection therewith. There are no representations, warranties, covenants, or conditions made by either of the parties except as herein expressly contained. This Agreement may not be amended, modified, altered, or varied except by an Agreement in writing signed by both of the parties after approval by the SUNY SCHENECTADY Board of Trustees and the County Legislature.

IN WITNESS WHEREOF, each party hereto has caused this Agreement to be executed by its duly authorized officer the day and year first above written.

**SCHENECTADY COUNTY
COMMUNITY COLLEGE**

By: 

**Dr. Steady Moono
President, SUNY SCHENECTADY
COUNTY COMMUNITY COLLEGE**

**SCHENECTADY COUNTY
MANAGER**

By:  *MS*

**Rory Fluman
County Manager** *MS*

STATE OF NEW YORK
COUNTY OF SCHENECTADY

ss.:

On the 17th day of August 2022, before me, the undersigned, personally known to me or proved to me on the basis of satisfactory evidence to be the individual(s) whose name(s) is(are) subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their capacity(ies), and that by his/her/their signature(s) on the instrument, the individual(s), or the person upon behalf of which the individual(s) acted, executed the instrument.



Paula Chelholm
Notary Public-State of New York

STATE OF NEW YORK
COUNTY OF SCHENECTADY

ss.:

On the 6 day of September 2022, before me, the undersigned, personally appeared Robby Fluman, personally known to me or proved to me on the basis of satisfactory evidence to be the individual(s) whose name(s) is(are) subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their capacity(ies), and that by his/her/their signature(s) on the instrument, the individual(s), or the person upon behalf of which the individual(s) acted, executed the instrument.

Shannon T. Perrone
Notary Public, State of New York
Reg. No. 01PE6287451
Qualified in Schenectady County
Commission Expires 08-12-2025

[Signature]
Notary Public-State of New York

3/16/2018

SCH/SOP

Schenectady County Airport



Air Traffic Control Tower Standard Operating Procedure

- 1 -

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Chapter 1. Introduction

Section 1.

1.1.1 Purpose of this document

- a. This Schenectady (SCH) County Airport Air Traffic Control Tower Standard Operating Procedure (SOP) prescribes Air Traffic Control procedures and responsibilities used in the daily operation of the Schenectady Air Traffic Control Tower.

1-1-2 Cancellation

- a. This Standard Operating Procedure cancels all other previous SOP's.

1-1-3 Non-Federal Facility

- a. Schenectady County Airport Air Traffic Control Tower is a Non-Federal facility which provides Air Traffic Control and Weather Observation Services.
- b. Personnel assigned to the Control Tower are certified by the Federal Aviation Administration as Control Tower Operators and provide service in accordance with FAA Order 7110.65, and all applicable Federal Air Regulations.
- c. Personnel assigned to the Control Tower are also certified Weather Observers and provide services as a Supplemental Aviation Reporting Station certified by the National Weather Service. All observations are conducted in accordance with the National Weather Service and Federal Meteorological regulations.

1.1.4 Administration and Operation

- a. The Administration and Operation of the Schenectady County Airport Air Traffic Control Tower is the responsibility of the Schenectady Airport Operations Coordinator under the supervision of the Commissioner of Aviation/Director of Public Works.

Chapter 2. Control Tower General Procedures

Section 1. General

2.1.1 Teamwork

- a. The Shenectady County Air Traffic Control Tower adheres to the "Tower Team Concept".
- b. The Tower Team as a whole is responsible for the overall operation of the Tower and meeting the objectives of the facility. The term "Tower Team" includes all operating positions in the facility. This is not intended to hold the whole team responsible for a controller's operational deviation/error. It is intended to remind the team to work together as one.
- c. All personnel shall advise other personnel of operational situations that may require attention or action.
- d. All personnel shall monitor the work environment, maintain situational awareness, and provide assistance in a supportive manner.

2.1.2 License and Medical Certificate

- a. All personnel shall have their Air Traffic Control License and current Medical Certificate available while on duty.

2.1.3 Reporting for the Duty Day

- a. (7:00 am) Personnel shall arrive at the facility in sufficient time to become fully prepared for the position duties.
- b. Utilize the designated county vehicle with VHF radio to perform a field check. Use the proper CTAP procedures contained in the Airman's Information Manual (AIM).
- c. Make note of any conditions affecting operations, and enter into Daily Log when back in the Tower Cab.
- d. Then the controller will ensure he/she is familiar with information contained in the Read File, Equipment Outage Log, Current and Forecasted weather (<http://aviationweather.gov/adds/tafs/>) Airport Advisories and NOTAM's, all located in the Tower Cab.
- e. All controllers are responsible for ensuring that the Read File, Equipment Outage Log, Current and Forecasted weather reports, Airport Advisories and NOTAM's are updated and current.
- f. Print the Forecasted Weather report and place in the Read File.
- g. Start the Daily Log utilizing the computer generated DASH 4 program, and use it through out the day to make all appropriate entries.

- h. Daily Log authorized contractions and examples of commonly used entries are located in the attachment.
- i. Check all equipment in the tower to ensure working order.
- j. Turn on the FDIO
- k. Turn up intensity level and reset the STARS Display to user preference.
- l. Turn up intensity for Wind display
- m. Turn up the intensity for the AWOS display.
- n. Check the ILS Monitor to ensure that Glide Slope and Localizer monitor lights are green.
- o. Check the NDB monitor and ensure that the monitor light is green.
- p. Check Radios. Use the hand held radio located in the Tower Cab to check LC/GC radios, 121.3, 121.9, and 121.5
- q. If at any time an equipment outage is found make entry in the daily log, and log into the equipment outage log located in the position checklist. Contact ALB TRACON and AOCC for FAA related outages. Contact the Airport Operations Coordinator for all other outages.
- r. (7:30am) Open the Control Tower (If earlier than 7:00 am, issue a NOTAM and advise ALB TRACON).
- s. Contact Albany TRACON and advise them that the Tower is Open, Runway in Use, Current Weather (VFR/IFR), and any pertinent equipment outages, NOTAMS, and field conditions.
- t. If not received, ask ALB which Runway and Frequency they are using.
- u. Reset the Airport Lighting to Ground to Ground Control and ensure all Airport Lighting to include; the Rotating Beacon and Obstruction Lights are set to the appropriate settings, in accordance with FAA Order 7110.65.
- v. (7:35 am) Call Stratton ANG BASE OPS and advise them that the Tower is Open, Runway in Use, Current Weather (VFR/IFR) and any pertinent equipment outages, NOTAMS, and pertinent airfield conditions. Request a radio check on UHF frequencies.
- w. (7:45) Start Normal Weather Reporting.
- x. (8:00 am) Conduct an Emergency Conference Line (ECL) check daily. Insure that all Agencies of the ECL respond. Agencies include:
 - (1) Crash Control
 - (2) Base Ops
 - (3) Command Post
 - (4) Security Police
- y. Make an entry in the Daily Log showing that the ECL Check was completed to include ELC unresponsive agencies.

2-1-4 Familiarization and Transfer of Position throughout the Duty Day

- a. Before assuming responsibility for a position of operation, personnel shall become fully prepared for the position duties by becoming familiar with information contained in the Read File/Status Information Area(s). To include, the Daily Log, Equipment Outage Log, Current and Forecasted weather, Airport Advisories and NOTAM's, located in the Tower Cab.
- b. All positions at Schenectady Tower require the maintenance of operational continuity through the transfer of position responsibility.

2-1-5 Position Relief Briefings

- a. When a controller transfers responsibility of a position of operation to another controller, a full position briefing shall be conducted using the Transfer of Position Responsibility Checklist and the Status Information Checklist. Position Transfer shall be recorded in the Position Log located in each position.
- b. Transfer of Position Responsibility Checklists and the Status Information Checklists are located in each control position.
- c. Relieved controllers must monitor and observe the position for a minimum of 2 minutes to complete the transfer of position responsibility.

2-1-6 Combining Positions

- a. Position combination/decombination shall only be accomplished after considering traffic volume, weather, staffing, and any other known or planned occurrences (air shows, scheduled outages, etc.).

2-1-7 Completing the Duty Day

- a. (10:30 pm) Close the Tower (If later than 10:30 pm, issue NOTAM and advise ALB TRACON).
- b. Contact Albany TRACON and advise them that the Tower is closed and inform them of any known traffic in the Class Delta Airspace.
- c. Set the Airfield lighting to Air to Ground Control.
- d. Ensure all Airport Lighting to include; the Rotating Beacon and Obstruction lights are set to the appropriate settings, in accordance with FAA Order 7110.65
- e. Test the Air to Ground Control lighting function.
- f. Complete the nightly Traffic Count form. Place the Arrival/Departure Strips and the Traffic Log in the Traffic Log File.
- g. Complete the Daily Log. Print out a copy and sign. Place the copy into the Daily Log File.
- h. Turn off Tower Daily Log computer monitor.
- i. Turn off the FDIO.
- j. Turn down the intensity level of the STARS display.
- k. Turn down the intensity level for Wind Displays.
- l. Turn down intensity level for the AWOS display.

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- m. Insure the Altimeter lights are off.
- n. Ensure that the Tower Cab is neat and orderly.
- o. Take out the Tower Cab trash, and replace liner.
- p. Turn off all Tower interior lights.
- q. Ensure Tower main door locks behind you.

2.1.8 Complaints and Incidents

- a. Pass all complaints or concerns to the Airport Operations Coordinator for handling.
- b. When a complaint is received by phone, the person receiving the complaint shall be courteous and patient.

Chapter 3. Forms**Section 1. Forms and Procedures****3.1.1 Time Entries**

- a. Universal Time Coordinated (UTC) shall be used for all entries.

3.1.2 Facility Directive

- a. A Facility Directive from the Airport Operations Coordinator is intended as an expeditious means of maintaining consistency in Schenectady Air Traffic Control Operations, until applicable procedures can be entered into the Schenectady Standard Operating Procedure.
- b. All controllers shall initial and date all Facility Directives.

3.1.3 Daily Log

- a. This form shall be completed by each controller during his/her duty shift.
- b. Entries will include all facility activities other than routine, such as equipment outages and any other unusual occurrences considered of value as part of the facility records.
- c. Include time controllers are on and off duty.

3.1.4 NOTAM Forms

- a. CD/FD is responsible for the dissemination of all NOTAM's.
- b. CD/FD shall notify SCH Local Control, SCH Ground Control, ALB TRACON, Stratton ANG BASE OPS, and Richmor Aviation of all NOTAM changes.
- c. CD/FD shall notify ANG Fire Department of any NOTAM that will affect their operations.
- d. CD/FD shall post all NOTAM's in the NOTAM binder located in the Tower Cab.

3.1.5 Traffic Log

- a. This log shall be maintained and totaled each day.

3.1.6 Flight Plan

- a. Controllers will use FAA Form 7233-1 Flight Plan form when necessary to file a flight plan manually with AFSS.

3.1.7 Incident Report

- a. This form shall be completed and signed by the appropriate controller following the occurrence of an accident, emergency, or any incident that adversely affected the control of aircraft.
- b. Incidents will be classified under one or more of the following:
 - (1) **Accident:** Includes major, minor or near misses, both in the air and on the ground.
 - (2) **Emergency:** Any incident declared or determined to be of any emergency nature by either a pilot or controller, where by the action by the Schenectady Control Tower was a prime factor in the preservation of life and or property.
 - (3) **Irregularities:** Includes deviations from the provisions of Federal Air Regulations and SCH Standard Operating Procedures.
- c. One copy will be given to the Airport Coordinator for distribution.

3.1.8 Schenectady Tower Approved Local Contractions

- a. ADVSD (ADVISED), CHK (CHECK), CNCLD (CANCELED), CNLD (CANCELED), NORM (NORMAL), RY (RUNWAY), SRFCS (SURFACES), TST (TEST).

Chapter 4. Equipment

Section 1. General

4.1.1 NAVAID Monitoring

- a. LC is responsible for monitoring the ILS approach system components for RY 4 and the HEU NDB.
- b. GC/CD/FD shall notify Atlantic Operations Control Center (AOCC) of any alarms or outages and will issue the appropriate NOTAM.

4.1.2 Equipment Outages

- a. Report all pertinent PAA NAVAID/Equipment outages to ALB TRACON, AOCC and the Airport Operations Coordinator. Make a Daily Log entry detailing the outage and update the outage log, located in the Read File (RF).
- b. Report all other pertinent outage information to ALB TRACON and the Schenectady County Airport Operations Coordinator. Make a Daily Log entry detailing the outage and update the outage log, located in the Read File (RF).

4.1.3 Runway, Taxiway, PAPI, MALSR and Obstruction Lighting Control Panel , and the Rotating Beacon

- a. Local Control is responsible for ensuring that all Airport Lighting, Lighting Control Panels and the Rotating Beacon are set correctly and in accordance with FAA Order 7110.65.
- b. Runway 4/22: Have High Intensity Runway Lights (HIRL), Precision Approach Path Indicator Lights (PAPI), Medium Intensity Approach Lighting System (MALSR), and Runway Alignment Indicator Lights (RAIL).
- c. Runway 10/28: has Medium Intensity Runway Lights (MIRL), Precision Approach Path Indicator Lights (PAPI).
- d. All Taxiways: Have taxiway lights only.

Note: Airfield Lighting needs to be adjusted **SLOWLY** to prevent damage to the Airfield Lighting System.

4.1.4 Emergency Conference Line (ECL)

- a. Located in each Position.
- b. GC shall conduct an ECL check daily.
- c. Agencies on the ECL are: SCH TWR, Fire Department, Base Operations, Command Post and Security Police.

4.1.5 Standard Terminal Automation Replacement System (STARS), Tower Display Workstation (TDW)

- a. Primary and beacon targets shall be displayed at all times.
- b. LC control determines the set up preference for the TDW
- c. The TDW may be used for the following functions
 - (1) Determine an aircraft's identification, exact location, or spatial relationship to other aircraft.

Note: This authorization does not alter visual separation procedures.

- (2) Provide aircraft with traffic advisories
- (3) Provide a direction or suggested heading to VFR aircraft.
- (4) Provide information and instructions to aircraft within the airspace for which LC has responsibility.
- (5) Receiving and providing point-outs.
- (6) Controllers shall adhere to the SCH/ALB LOA concerning the operation of the STARS/TDW.
- (7) In the event of an outage, GC/CD/FD shall notify ALB TRACON and have them start manual Transfer of Information for IFR Arrivals and Departure Clearances. GC/CD/FD will contact AOCC, make an entry in the Daily Log, and make an entry in the Equipment Outage Log.
- d. STARS/TDW Quick Reference List, located in each Position Check List
- e. See Appendix

4.1.6 Flight Data Input Output (FDIO) system

- a. FDIO Quick Reference List, located in each Position Check List.
- b. See appendix

4.1.7 Computer, Printer

- a. Located on counter next to the Security Camera Display. Controllers use this computer for the Daily Log and day to day operations.

4.1.8 Security Camera Display

- a. Located on Counter Next to the Computer. Controllers will use the display to maintain Schenectady County Airport Situational Awareness.

4.1.9 Digital Clocks

- a. Located in each Control Position. Displays time in Universal Time Coordinated (UTC).

4.1.10 Digital Wind Sensor

- a. Located in each Control Position. Used to receive Direct Wind Information.

4.1.11 Headsets/Microphones

- a. All controllers shall wear headsets while monitoring trainees.

4.1.12 Analog Altimeters

- a. Located in each Control Position

4.1.13 ZETRON 4010R Dispatch Console

- a. Located in each Control Position, and contains the following frequencies and Land Lines.
- b. Frequency 121.9 Ground Control
- c. Frequency 121.3 Local Control
- d. Frequency 121.5 Emergency
- e. UHF 1 Schenectady LC/GC combined Frequency 321.1
- f. UHF 2 Frequency 243.0 Emergency
- g. Air Nation Guard Radio
- h. County Highway Radio
- i. 13 Line, This is an Open Shout line with ALB approach
- j. 42 Line, This is a Dial line, used to communicate with ALB (Dial Line # 37)
- k. Auxiliary Bank to include Beacon Light

4.1.14 Automated Weather Observing System (AWOS)

- a. AWOS Frequency 119.275
- b. The weather at Shenectady Airport is updated every hour, or as dictated by the Automated Weather Observing System (AWOS), and sent to the tower cab by the AWOS Video Display.
- c. The AWOS is the Certified Weather Observer's tool. The Certified Weather Observer (WO) is ultimately responsible for the AWOS's accuracy, and for updating and disseminating weather.
- d. The WO will relay the hourly and/or any special weather sequences to Flight Service Station (FSS) for dissemination.

- e. WO utilizes the AWOS Recording System to broadcast all pertinent NOTAMS, Field Condition Reports (FDR), Braking Action Advisories (BRA), and any Airport Conditions that will adversely affect the safety of aircraft.
- f. Several airports in the area have AWOS or ASOS equipment. Most have phone access.
- g. Weather Forecasts shall be obtained at the beginning of each dayshift. These Forecasts are obtained via (<http://aviationweather.gov/adds/tafs/>).
- h. WO will advise SCH Local Control and ALB TRACON when weather has deteriorated to/below VFR conditions, to/or below IFR minimums, to/below Visual Vectoring minimums (2100 MSL).
- i. WO will advise SCH Local Control and ALB TRACON when weather has increased to/above VFR conditions, to/above IFR minimums, to/or above Visual Vectoring minimums (2100 MSL).

4.1.15 AWOS Outage, the WO shall

- a. Inform SCH Local Control and ALB TRACON of the outage.
- b. Advise SCH Local Control and ALB TRACON when weather deteriorates to less than 5000 MSL and 5 miles visibility and will manually relay the hourly weather sequence to ALB TRACON.
- c. Advise SCH Local Control and ALB TRACON when weather increases to 5000 MSL and 5 miles visibility and will terminate the relaying of the hourly weather sequence to ALB TRACON.

4.1.16 Light Guns

- a. Located above each Control Positions. Controllers shall refer to the chart on the back of the Light Gun for proper use.

4.1.17 Motorola Astro Radio

- a. Located on the left side of the console. Used to communicate Stratton ANG.

4.1.18 AVAYA Telephone system

- a. Located in each Control Position. Used as an outside phone line.

4.1.19 Fax

- a. Located on the far left side of the console.

4.1.20 Binoculars

- a. Located in each Control Position.

Chapter 5. Strip marking Procedures

Section 1. General

5.1.1 General Strip Marking

- a. Schenectady conforms to the National Standards of strip marking in Boxes 1-9 of the flight progress strips. All handwritten strips will be prepared in accordance with FAA Order 7110.65 and this SOP.

5-1-2 Local Strip Marking

- a. Schenectady has standardized strip marking for the facility. Standardized strip marking assists in reducing confusion and coordination amongst the controllers in passing information.

1	2A	5	8	9	9B	10	11	12	
2		6	8A			13	14	15	
3		7	8B	9A	FRC	9C	16	17	18
4									

b. IFR DEPARTURE STRIP MARKING

- Box 1 Aircraft ID
- Box 2 Revision number (computer generated strip)
Circle when revision is verified with ALB
- Box 2a Strip Request Originator (computer generated strip), Parking Spot # for Aircraft on the ANG ramp.
- Box 3 Number of aircraft in flight (if more than 1), aircraft type, and suffix
- Box 4 Computer ID number (computer generated strip) (CIB)
- Box 5 Beacon Code
- Box 6 Proposed Departure Time
- Box 7 Requested Altitude
- Box 8 Departure Airport, Departure Runway (if other than primary runway), Intersection (if Applicable), Standard Climb Out.
- Box 9 Route, Destination, Initial Altitude, Remarks, Initial Altitude.
- Box 9a Same as Box 9
FRC circled after issued
- Box 9c Departure Frequency
Letter C around Frequency, to indicate that a frequency change was given (132.8F)
- Box 10 Letter B to indicate that the Clearance was given to the pilot

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Box 13 Letter R to indicate that an IFR Release was received from ALB

Box 14

Box 15 Departure Time/Check Mark to Indicate Departure Time was passed to ANG Base Ops.

Box 16 Intersection and/or other than active runway number

Box 17 DSP Proposed Release Time

1		5	8	9	9B	10	11	12
2	2A	6	8A			13	14	15
3		7	8B	9A	9C	16	17	18
4								

c. VFR/SVFR DEPARTURE STRIP MARKING

Box 1 Aircraft ID

Box 2 Revision number (computer generated strip)
Circle when revision is verified with ALB

Box 2a Strip Request Originator (computer generated strip), Parking spot # for aircraft on the ANG ramp.

Box 3 Number of aircraft in flight (if more than 1), aircraft type, and suffix

Box 4 Computer ID number (computer generated strip)

Box 5 Beacon Code

Box 6 Proposed Departure Time

Box 7 VFR, VFR/Requested Altitude, SVFR/Altitude Restriction

Box 8 Departure Airport, Departure Runway (if other than primary runway), Intersection (if Applicable).

Box 9 Route of Flight, Destination, Remarks

Box 9a Direction of Flight (Cardinal Direction)

Box 9c Departure Frequency

Letter C around Frequency, to indicate that a frequency change was given

Box 10 Letter B to indicate that the SVFR Clearance was given to the pilot

Box 13 Letter R to indicate that an SVFR Release was received from ALB

Box 14

Box 15 Departure Time/Check Mark to Indicate Departure Time was passed.

Box 16 Intersection and or other than active runway number

1	2A	5	8	9	9B	10	11	12		
2		6	8A			13	14	15		
3		7	8B			9A	9C	16	17	18
4										

d. IFR/VFR/SVFR ARRIVAL STRIP MARKING

- Box 1** Aircraft ID
- Box 2** Revision number (computer generated strip)
- Box 2a** Strip Request Originator (computer generated strip)
- Box 3** Number of aircraft in flight (if more than 1), aircraft type, and suffix
- Box 4** Computer ID number (computer generated strip)
- Box 5** Beacon Code
- Box 6** Previous fix or inbound airway (computer generated strip)
- Box 7** Coordination Fix (computer generated strip). VFR, SVFR
- Box 8** Estimated time over coordination fix or destination (computer generated strip)
- Box 9** Destination, Remarks
- Box 9c** Departure Frequency, Letter C around Frequency, to indicate that a frequency change was given. (Utilize checkmarks to indicate additional frequency changes)
- Box 10** Type Approach (ILS, NDB, GPS, VA)
- Box 11** Type Landing(T-Touch and Go, L-Low Approach, O-Option, C-Circle, FS-Full Stop, Z-Tower, H-Standard Heading).
- Box 12** Arrival Time, and a Check Mark to indicate Arrival Time was passed.
- Box 13** Type Approach (ILS, NDB, GPS, VA)
- Box 14** Type Landing(T-Touch and Go, L-Low Approach, O-Option, C-Circle, FS-Full Stop, Z-Tower, H-Standard Heading).
- Box 15** Arrival Time, and a Check Mark to indicate Arrival Time was passed.
- Box 16** Type Approach
- Box 17** Type Landing(T-Touch and Go, L-Low Approach, O-Option, C-Circle, FS-Full Stop, Z-Tower, H-Standard Heading).
- Box 18** Arrival Time, and a Check Mark to indicate Arrival Time was passed to ANG Base Ops.

1	2A	5	8	9	9B	10	11	12		
2		6	8A			13	14	15		
3		7	8B			9A	9C	16	17	18
4										

e. IFR/VFR/SVFR ENROUTE/POINT OUT STRIP MARKING

- Box 1 Aircraft ID**
- Box 2 Revision number (computer generated strip)**
Circle when revision is verified with ALB
- Box 2a Strip Request Originator (computer generated strip)**
- Box 3 Number of aircraft in flight (if more than 1), aircraft type, and suffix**
- Box 4 Computer ID number (computer generated strip)**
- Box 5 Beacon Code**
- Box 7 IFR/VFR/SVFR/Requested Altitude**
- Box 8 Assigned Altitudes**
- Box 9 Route, Destination, Direction of Flight, Remarks**
- Box 9c Departure Frequency**
Letter C around Frequency, to indicate that a frequency change was given
- Box 16 Enter the letters P or E to indicate Point Out or Enroute**
- Box 17 Time Aircraft enters SCH Class Delta Airspace**
- Box 18 Time Aircraft exits SCH Class Delta Airspace**

Chapter 6. Weather Observation/Observer (WO)

Section 1. Position Information (WO operates as a combined position with Clearance Delivery (CD), Flight Data (FD) and Ground Control (GC)).

6.1.1 Duties and Responsibilities

- a. Monitor and Operate Equipment
- b. Process and forward Weather Information
- c. Disseminate Airfield Information
- d. Utilize associated equipment
- e. Check strips for accuracy
- f. Issue clearances and ensure read back accuracy to Schenectady departures
- g. Operate associated equipment
- h. Update AWOS recording system information
- i. Assist the Tower Team in meeting facility situational objectives

6.1.2 Position Equipment

- a. STARS display and associated keyboard and controls
- b. ZETRON 4010R Dispatch Console
- c. AWOS system and associated display and keyboard
- d. Emergency Conference Line (ECL)
- e. Motorola Astro Radio
- f. Automatic Wind Sensor
- g. Altimeter
- h. FDIQ and associated display, monitor and keyboard
- i. Digital Clock in UTC
- j. AVAYA Telephone system
- k. Fax

6.1.3 WO is assigned frequency 119.275 AWOS Frequency.

6.1.4 WO has no allotted airspace/area of jurisdiction

6.1.5 Procedures

- a. The weather at Schenectady Airport is updated every hour, or as dictated by the Automated Weather Operating System (AWOS), and sent to the tower cab by the AWOS Video Display.
- b. The AWOS is the Certified Weather Observer's tool. The Certified Weather Observer (WO) is ultimately responsible for the AWOS's accuracy, and for updating and disseminating weather.

- c. WO will relay the hourly and/or special weather sequences to Flight Service Station (FSS) for dissemination.
- d. WO utilizes the AWOS Recording System to broadcast all pertinent NOTAMS, Field Condition Reports (FDR), Braking Action Advisories (BRA), and any Airport Conditions that will adversely affect the safety of aircraft.
- e. Several airports in the area have AWOS or ASOS equipment. Most have phone access.
- f. Weather Forecasts shall be obtained at the beginning of each dayshift. These Forecasts are obtained at (<http://aviationweather.gov/adds/tafs/>) or the Motorola radio channel XWEATHER.
- g. WO will advise SCH Local Control and ALB TRACON when weather has deteriorated to/below VFR conditions, to/or below IFR minimums, to/below Visual Vectoring minimums (2100 MSL).
- h. WO will advise SCH Local Control and ALB TRACON when weather has increased to/above VFR conditions, to/above IFR minimums, to/or above Visual Vectoring minimums (2100 MSL).

6.1.6 AWOS Outage, the WO shall

- a. Inform SCH Local Control and ALB TRACON of the outage.
- b. Advise SCH Local Control and ALB TRACON when weather deteriorates to less than 5000 MSL and 5 miles visibility and will manually relay the hourly weather sequence to ALB TRACON.
- c. Advise SCH Local Control and ALB TRACON when weather increases to 5000 MSL and 5 miles visibility and will terminate the relaying of the hourly weather sequence to ALB TRACON.

Chapter 7. Clearance Delivery/Flight Data (CD/FD)

Section 1. Position Information (CD/FD operates as a combined position with/as Weather Observation/Observer and Ground Control).

7.1.1 Duties and Responsibilities

- b. Monitor and Operate Equipment.
- c. Process and forward flight plan data information.
- d. Disseminate weather and Airfield information.
- e. Utilize associated equipment.
- f. Check strips for accuracy.
- g. Issue clearances and ensure read back accuracy to Schenectady departures.
- h. Operate associated equipment.
- i. Update AWOS recording system information.
- j. Perform the Daily Emergency Alert System check (0800 L).
- k. Responsible for updating the ALB Frequency In Use Sign, located above each position.
- l. Responsible for General Coordination with Stratton Air National Guard, excluding the relaying necessary Arrival/Departure times for military aircraft.
- m. Responsible for posting, updating and maintaining the Status Board.
- n. Assist the Tower Team in meeting facility situational objectives.

7.1.2 Position Equipment

- a. TDW display and associated keyboard and controls
- b. ZETRON 4010R Dispatch Console
- c. AWOS system and associated display and keyboard
- d. Motorola Astro Radio
- e. Automatic Wind Sensor
- f. Altimeter
- g. FDIO and associated display, monitor and keyboard
- h. Digital Clock in UTC
- i. AVAYA Telephone system
- j. Emergency Conference Line
- k. Fax

7.1.3 Frequency Information

- a. CD is assigned and shares Frequency 121.9 with Ground Control (GC)

7.1.4 Allotted Airspace/Area of Jurisdiction

- a. CD has no allotted airspace/area of jurisdiction

Section 2. Procedures

7.2.1 General Procedures

- a. Responsible for issuing IFR/SVFR clearances in accordance with current Letters of Agreements (LOA), Directives and FAA Order 7110.65
- c. Responsible for processing requests for VFR aircraft requesting flight following from Albany (ALB) utilizing the STARS/FDIO system and in accordance with ALB/SCH LOA procedures.
- d. Responsible for the dissemination and updating all pertinent Field Condition Information to Ground (GC), Local Control (LC), ALB TRACON, Flight Service Station (FSS) and AOCC.
- e. Report all pertinent FAA NAVAID/Equipment outages to ALB TRACON, AOCC and the Airport Operations Coordinator. Make a Daily Log entry detailing the outage and update the outage log, located in the Read File (RF).
- f. Report all other pertinent outage information to ALB TRACON and the Airport Operations Coordinator. Make a Daily Log entry detailing the outage and update the outage log, located in the Read File (RF).

7.2.2 Flight Plan Information and Processing

- a. Flight Progress strips and Holders are required for all aircraft.
- b. Flight Plan information may be received from any position via written flight progress strips, written notes, or voice.
- c. If a flight plan for an aircraft is not stored in the computer, have the aircraft refile with AFSS. If time permits, you can call AFSS about the flight plan.
- d. VFR flight following requests will be entered using the TDW and retrieved through the FDIO.
- e. When the FDIO is out of service, contact ALB TRACON for flight plan information in accordance with the SCH/ALB LOA.

7.2.3 Braking Action Advisories (BRA), CD/FD shall

- a. Solicit BRA's when required, in terms of good, medium, poor, or nil.
- b. Upon receipt of a BRA of medium or worse, CD/FD shall notify SCH Local Control, ALB TRACON, Stratton ANG BASE OPS, and Richmor Aviation. CD/FD will issue the required NOTAM and include it on the AWOS Recording System.

- c. Inform SCH Local Control, ALB TRACON, Stratton ANG BASE OPS, and Richmor Aviation of any changes to BRA's. CD/FD will issue or remove the required NOTAM's as needed to reflect the changes and will include the new information on the AWOS Recording System as required.
- d. Any report of a NIL braking action necessitates that the surface be closed until condition improves to poor or better.

7.2.4 SIGMETS, AIRMETS, MIS, AND CWAS. Collection, distribution, and dissemination are as follows:

- a. CD/FD shall notify Local Control/Ground Control of the messages. All tower positions shall broadcast any SIGMET, AIRMET, or CWA that affects any area within 50 miles of SCH.
- b. CD/FD shall retain the FDIO message strip for as long as applicable.
- c. PHRASEOLOGY- ATTENTION ALL AIRCRAFT. HAZARDOUS WEATHER INFORMATION (SIGMET, Convective SIGMET, AIRMET, Urgent Pilot Weather Report (UJA), or Center Weather Advisory (CWA), Number or Numbers) FOR (specific weather phenomenon) WITHIN (geographical area) AVAILABLE ON HIWAS, OR FLIGHT SERVICE FREQUENCIES.

7.2.5 PIREPS

- a. LC/GC/CD/FD shall obtain PIREPS as outlined in FAA Order 7110.65
- b. LC/GC/CD/FD shall notify SCH Local Control/Ground Control of any pertinent PIREP's.
- c. Each Control Position shall disseminate PIREP's in accordance with FAA Order 7110.65 and as necessary/required.
- d. GC/CD/FD is responsible for informing ALB TRACON, ANG Base Ops, and Richmor Aviation of any pertinent PIREP's, as necessary/required.

7.2.6 Field Condition Reports (FCR)

- a. It is the responsibility of Ground Control to determine Field Conditions and CD/FD's responsibility to disseminate FCR's.
- b. CD/FD shall notify SCH Local Control, ALB TRACON, Stratton ANG BASE OPS, and Richmor Aviation of all FCR's
- c. Upon determination of the SCH Field Conditions, CD/FD shall issue the required NOTAM.

7.2.7 NOTAMS

- a. CD/FD is responsible for the dissemination of all NOTAMS.
- b. CD/FD shall notify SCH Local Control, ALB TRACON, Stratton ANG BASE OPS, and Richmor Aviation of all NOTAM changes.
- c. CD/FD shall notify ANG Fire Department of any NOTAM that will affect their operations
- d. CD/FD shall post and update and maintain all current NOTAMS in the Read File.
- e. CD/FD shall post and update and maintain all current NOTAMS on the Status Board located in the Tower Cab.

7.2.8 IFR Departures, CD/FD shall

- a. Issue all IFR clearances in accordance with FAA Order 7110.65 and the SCH/ALB LOA.
- b. If a flight plan contains a full route clearance (FRC), CD/FD shall issue the FRC and shall circle the word FRC as contained in the Box 9a on the flight strip. If there is not a printed FRC on the strip, write the word FRC in block 9a of the flight strip and circle it to indicate that it was issued.

7.2.9 VFR Departures (Not Requesting Flight Following), CD/FD shall

- a. Obtain from all VFR departure aircraft their Aircraft Call Sign, Type Aircraft, Direction of Flight and Intentions, and will hand write a VFR departure strip for dissemination to the control positions.

7.2.10 VFR Aircraft Requesting Flight Following, CD/FD shall

- a. Obtain from all VFR aircraft requesting Flight Following their Call Sign, Type Aircraft, Destination Airport, and Requested VFR Altitude.
- b. Input VFR Flight Following requests into the STARS/FDIO.
- c. Issue to the aircraft, the appropriate automated Beacon code and ALB's current Frequency.
- d. In the event of STARS/FDIO outages, CD/FD shall
 - (1) Coordinate all Flight Following requests directly with ALB.
 - (2) Hand writes a VFR flight following strip.
 - (3) Issue the appropriate beacon code and current ALB frequency to the aircraft.
- e. For aircraft that have an IFR flight plan on file and would like to proceed VFR, change the altitude in the FDIO to the VFR requested altitude and use the same beacon code. (If the aircraft does not want flight following, remove the strip).

7.2.11 SVFR

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- a. Requests for SVFR operations into, out of, or within Schenectady Class Delta airspace will be handled in accordance with FAA Order 7110.65 and the SCH/ALB LOA.
- b. CD/FD is responsible for coordinating SVFR operations with ALB shall manually hand write a flight strip for the SVFR aircraft.

Chapter 8. Ground Control

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Section 1. Position Information (GC operates as a combined position with/as Weather Observation/Observer and CD/FD).

8.1.1 Duties and Responsibilities:

- a. Ensure separation on the movement area
- b. Initiate control instructions.
- c. Maintain vigilance of area of responsibility
- d. Monitor and Operate Equipment
- e. Utilize the TDW and associated equipment
- f. Ensure all strip marking is complete and accurate for instructions or clearances issued or received.
- g. Process and forward flight plan data information
- h. Disseminate weather and Airfield information
- i. Assist the Tower Team in meeting facility situational objectives

8.1.2 Position Equipment

- a. TDW display and associated keyboard and controls
- b. ZETRON 4010R Dispatch Console
- c. Light Guns
- d. Binoculars
- e. AWOS system and associated display and keyboard
- f. Motorola Astro Radio
- g. Automatic Wind Sensor
- h. Altimeter
- i. FDIO and associated display, monitor and keyboard
- j. Digital Clock in UTC
- k. Telephone system
- l. Emergency Conference Line (Crash Phone)
- m. Fax

8.1.3 Frequency Information

- a. GC is assigned and shares Frequency 121.9 with CD/FD

8.1.4 Area of Jurisdiction

- a. GC is responsible for all movement area on the Schenectady Airport "EXCEPT" the active runways.

Section 2. Procedures

8.2.1 General Procedures

- a. All Taxiways are available to all aircraft, "EXCEPT"
 - (1) Aircraft with a wing Span wider than a C-130 are not allowed on Taxiway Alpha: North of RY10/28 and South of Taxiway B
 - (2) Aircraft with a wing span as wide as or wider than a C-130 are not allowed on Taxiway Bravo: North of RY 10/28 and West of Taxiway Alpha.
- b. Whenever weather conditions are less than reported ceiling 800ft. or visibility less than 2 miles. GC must coordinate and gain permission from Local Control before an aircraft or vehicle is allowed to enter the ILS critical area for RY 4. The ILS hold lines are located on Taxiway Alpha North of RY 10/28 and on RY 10/28 West of Taxiway Alpha. (Refer to the Airport Diagram).

8.2.2 Vehicle Operations

- a. All vehicles operating on or near a movement area or Runway safety area shall remain in continual contact and control of GC.
- b. Frequencies 121.9, ANG FM Radio, the County Radio and Light Guns are the only authorized methods of communication between vehicles and GC. This does not preclude the use of any and all means necessary to communicate with vehicles when the safety of aircraft is concerned.
- c. GC shall coordinate and gain permission from Local Control for all vehicle operations within the Runway safety area.
- d. ANG Security police shall be notified of personnel working in close proximity to the ANG Base/Ramp.

8.2.3 Snow Removal Operations

- a. Schenectady Control Tower personnel shall close the Runway/Taxiway that snow removal is being conducted on until snow removal operations have been completed for that particular Runway/Taxiway.
- b. LC has the final authority for Closing or Opening Runways.
- c. GC has the final authority for Closing or Opening Taxiways.
- d. The Airport Operations Coordinator has the final authority for the decision to start or stop snow removal operations.

8.2.4 Braking Action Advisories (BRA)

- a. GC will solicit BRA's when required, in terms of good, medium, poor, or nil.
- b. Upon receipt of a BRA of medium or worse, GC/CD/FD shall notify SCH Local Control, ALB TRACON, Stratton ANG BASE OPS and Richmor Aviation.
- c. GC/CD/FD will issue or remove the required NOTAM's as needed to reflect the changes and will include the new information on the AWOS Recording System as required.
- d. Any report of a NIL braking action necessitates that the surface be closed until condition improves to poor or better.

8.2.5 GC shall distribute flight strips to SCH Local Control as follows.

- a. When the Aircraft reaches the Runway end, hand Strip to SCH Local Control and state
 - (1) Call Sign, Type Aircraft, VFR, Direction of Flight and/or Intentions
 - (2) Call Sign, Type Aircraft, IFR, Destination Airport, FRC if applicable, and Revision #if applicable.
 - (3) Call Sign, Type Aircraft, SVFR, Direction of Flight and/or Intentions.
- b. The Runway end is the standard departure point for all Runways. If an Aircraft requests an intersection for departure.
 - (1) coordinate and gain permission from Local Control
 - (2) Mark the intersection point in Box 8 of the flight progress strip.
 - (3) Provide taxi route and or progressive instructions in accordance with FAA Order 7110.65.
- c. If an aircraft requests other than the active Runway.
 - (1) Coordinate and gain permission from Local Control
 - (2) Advise the Aircraft of any expected delays
 - (3) Instruct the pilot to taxi to the requested runway in accordance with FAA Order 7110.65
 - (4) Mark the requested departure Runway in Box 8 on the flight progress strip.
 - (5) When the Aircraft reaches the end of the Runway, hand the strip to Local Control and state.
 - 5a. Call Sign, Type Aircraft, VFR, Direction of Flight and/or Intentions and the Departure Runway
 - 5b. Call Sign, Type Aircraft, IFR, Destination Airport, FRC if applicable, Revision # if applicable, and the Departure Runway.
 - 5c. Call Sign, Type Aircraft, SVFR, Direction of Flight and/or Intentions, and the Departure Runway.

8.2.5 Arrival Procedures

- a. Supply taxi routes and progressive instructions in accordance with FAA Order 7110.65.

8.2.7 SIGMETS, AIRMETS, MIS, AND CWAS. Collection, distribution, and dissemination are as follows:

- a. GC/CD/FD shall notify Local Control of all pertinent messages. All Control Tower positions shall broadcast any SIGMET, AIRMET, or CWA that affects any area within 50 miles of SCH.
- b. GC/CD/FD shall retain the FDIO message strip for as long as applicable.
- c. PHRASEOLOGY- ATTENTION ALL AIRCRAFT. HAZARDOUS WEATHER INFORMATION (SIGMET, Convective SIGMET, AIRMET, Urgent Pilot Weather Report (UUA), or Center Weather Advisory (CWA), Number or Numbers) FOR (specific weather phenomenon) WITHIN (geographical area) AVAILABLE ON HIWAS, OR FLIGHT SERVICE FREQUENCIES.

8.2.8 PIREPS

- a. LC/GC/CD/FD shall obtain PIREPS as outlined in FAA Order 7110.65
- b. LC/GC/CD/FD shall notify SCH Local Control/Ground Control of any pertinent PIREP's.
- c. Each Control Position shall disseminate PIREP's in accordance with FAA Order 7110.65 and as necessary/required.
- d. GC/CD/FD is responsible for informing ALB TRACON, ANG Base Ops, and Richmor Aviation of any pertinent PIREP's, as necessary/required.

8.2.9 Field Condition Reports (FCR)

- a. It is the responsibility of GC to determine Field Conditions and GC/CD/FD to disseminate FCR's.
- b. Upon determination of the SCH Field Conditions, GC/CD/FD shall issue the required NOTAM.
- c. SCH GC/CD/FD shall notify SCH Local Control, ALB TRACON, Stratton ANG BASE OPS, and Richmore Aviation of all FCR's.
- d. GC/CD/FD shall post all NOTAM's in the NOTAM binder located in the Tower Cab.
- e. Formulate FICON NOTAMS utilizing JO 7930.107

8.2.10 Special Procedures

- a. All vehicles operating on movement areas or in close proximity to movement areas are required to be in radio contact with GC.
- b. Taxiway Kilo is designated as the above normal engine Run-Up area for maintenance.

8-2-11 Bird Hazards and Reporting

- a. All controllers shall adhere to FAA Order 7110.65, and the SCH/ANG Letter of Agreement – Bird Aircraft Strike Hazard program (BASH).
- b. Schenectady County Air Traffic Control (ATC) personnel and 109th Operations Group Airfield Management (BASE OPS) personnel will ensure that all measures and means possible will be utilized to decrease and disperse bird activity at Schenectady County Airport.
- c. In the case of trends toward increased bird activity, these shall be reported to BASE OPS in a timely manner to allow appropriate changes to the airport bird condition.
- d. Upon receipt of Bird Condition Moderate or worse, LC and GC/CD shall broadcast on frequency, any change to the bird condition.
- e. GC/CD will include Bird Condition Moderate or Severe information on the AWOS Recording System.
- f. When the Bird Condition is Moderate or Severe and staffing and work load permit, SCH TWR personnel shall disperse birds. If SCH TWR personnel are unable to disperse birds during Bird Condition Moderate or Severe, GC/CD shall inform Stratton ANG BASE OPS of the situation and enter the reason in the Daily Log.
- g. SCH TWR personnel shall cooperate and assist ANG personnel in their attempts at Bird Dispersal on the Schenectady County Airport.
- h. When SCH TWR receives information about bird dispersal at Collins Lake, Coordinate the event to optimize safety of aircraft. Enter the event in the Daily Log.
- i. Report all bird strikes to the Airport Operations Coordinator.
- j. Enter Bird Strike events into the Daily Log.
- k. Broadcast on Tower/Ground frequency the appropriate bird activity information in accordance with FAA Order 7110.65.
- l. If military aircraft are involved, notify BASE OPS with the details of the event.

Chapter 9. Local Control

Section 1. Position Information

9-1-1 Duties and Responsibilities

- a. Ensure separation
- b. Initiate control instructions.
- c. Maintain vigilance of area of responsibility
- d. Monitor and Operate Equipment
- e. Utilize the TDW and associated equipment
- f. Ensure computer entries are correct for instructions or clearances issued or received
- g. Ensure all strip marking is complete and accurate for instructions or clearances issued or received.
- h. Process and forward flight plan data information
- i. Observe Tower Visibility
- j. Monitoring and Coordinating informational transfer of aircraft Arrival Data with ALB TRACON
- k. Operate Airfield Lighting Panels. LC is responsible for ensuring that all Airfield lighting is set properly.
- l. Operating and ensuring proper usage of the Rotating Beacon
- m. Operating and ensuring that the Assault lights are set properly
- n. Monitor the ILS
- o. Monitor the HEU NDB
- p. Disseminate weather and Airfield information
- q. Responsible for relaying to Stratton ANG BASEOPS the necessary Arrival/Departure times for military aircraft.
- r. Assist the Tower Team in meeting facility situational objectives

9.1.2 Position Equipment

- a. TDW display and associated keyboard and controls
- b. ZETRON 4010R Dispatch Console
- c. Airfield Lighting Panels
- d. Rotating Beacon
- e. Assault Lights
- f. ILS Monitor
- g. HEU NDB Monitor
- h. Light Guns
- i. Binoculars
- j. AWOS system and associated display and keyboard
- k. Motorola Astro Radio
- l. Automatic Wind Sensor
- m. Altimeter

- n. FDIO and associated display, monitor and keyboard
- o. Digital Clock in UTC
- p. AVAYA Telephone system
- q. Emergency Conference Line (ECL)
- r. Fax

9.1.3 Frequency Information

- a. LC is assigned Frequency VHF 121.3 and UHF 321.1

9.1.4 Area of Jurisdiction

- a. LC is responsible for providing airport traffic services within the Schenectady Class Delta Airspace below 2000 ft. MSL as indicated in the SCH/ALB LOA and Appendix 1 of this document. LC is responsible for the active Runway/s and the Runway Safety areas.
- b. LC shall coordinate pattern traffic operating at 1700 ft. MSL or above with ALB TRACON.

Section 2. Procedures

9.2.1 General Procedures

- a. LC shall maintain awareness of current activities concerning his/her traffic.
- b. It is LC's responsibility to ensure the Runway is clear and appropriate separation exists with traffic prior to issuing control instructions.
- c. LC shall coordinate all operations on grass areas with GC.

9.2.2 Transfer of Control and Communications Points

- a. ALB TRACON is responsible for transferring communications of arrival aircraft between 5 and 10 NM from the airport.
- b. LC assumes control of IFR arrivals at 5 miles from the airport
- c. LC shall coordinate with ALB TRACON prior to issuing maneuvers that may affect separation of succeeding aircraft.

9.2.3 Memory Aids

- a. Memory Aids are mandated for use at the LC position. The Memory Aids are colored placards labeled with "RWY 4/22" RWY 10/28", "RY 10/28 CLOSED", "RWY 4/22 CLOSED", "VEHICLE ON RUNWAY", etc.
- b. LC shall place the appropriate placard in a prominent position as the situation dictates.

9.2.4 Departure Procedures

- a. Obtain IFR/SVFR releases from ALB TRACON.
- b. When the aircraft is approximately ¼ mile beyond the runway end, advise the aircraft to contact ALB departure control, provided no further communication with the aircraft is necessary.
- c. VFR departures requesting flight following with ALB TRACON shall be assigned a suggested heading between 200 degrees clockwise to 070 degrees. LC shall write the suggested heading assigned, onto the flight progress strip Block 9a.

9.2.5 Arrival Procedures, Fixed Wing

- a. LC has landing sequence authority for all runway, and is responsible for sequencing pattern traffic with arriving aircraft.

9.2.6 Helicopter Procedures

- a. Coordinate with GC prior to clearing a helicopter for take off or landing from any area that may interfere with ground movement.
- b. Obtain approval from GC before issuing a landing clearance to a movement area other than the active Runways.
- c. LC shall obtain approval from GC prior to issuing helicopter taxi instructions.

9.2.7 Traffic Rules

- a. Schenectady pattern directions are standard. Left/Right traffic directions are approved for all Runways. Schenectady pattern altitudes are 1700 MSL for Large or Heavy aircraft and 1200 MSL for all other aircraft. These settings do not preclude Local Controls ability to change an aircraft's pattern altitude for operational advantage.
- b. Exception: LC shall not lower the pattern altitude below 1000 MSL.

9.2.8 Runway Selection.

- a. When the wind is less than 5 knots, the calm wind runway at Schenectady County Airport is Runway 4. This is intended to alleviate noise abatement issues in the Glenville area. It is not intended to be so strictly enforced that a controller is limited to the use of only one runway.
- b. If the wind is less than 5 knots and it is operationally advantageous, use of the other runways as the runway in use will be at the sole discretion of the Local Controller. The local controller shall adhere to FAA Order 7110.65, and the LOA between Schenectady County Airport and Albany County Airport.
- c. When the winds are 5 knots or more, the runway in use will be the runway most nearly aligned with the wind. The local Controller is the final authority

concerning the runway in use. The local Controller shall adhere to FAA Order 7110.65 and the LOA between Schenectady County Airport and Albany County Airport.

- d. LC shall coordinate with GC prior to changing the primary Active Runway, ensuring a smooth transition for taxiing aircraft.
- e. The Albany TRACON shall be informed of all runway changes.
- f. Requests by pilots for an alternate runway should be honored to the extent feasible.

9.2.9 FRC/Revision# Confirmation

- a. If FRC/Revision # is not circled confirm with CD/FD that FRC/Revision was issued. If the FRC/Revision# was issued to the aircraft circle the word FRC/Revision#. If FRC/Revision was not given to the aircraft have the aircraft contact CD/FD to obtain the FRC/Revision.

9.2.10 Snow Removal Operations

- a. Schenectady Control Tower personnel shall close the Runway/Taxiway that snow removal is being conducted on until snow removal operations have been completed for that particular Runway/Taxiway.
- b. LC has the final authority for Closing or Opening Runways.
- c. GC has the final authority for Closing or Opening Taxiways.
- d. The Airport Coordinator has the final authority for the decision to start or stop snow removal operations.

9.2.11 Braking Action Advisories (BRA)

- a. LC will solicit BRA's when required, in terms of good, medium, poor, or nil.
- b. LC shall advise GC/CD of any changes to BRA's.
- c. Upon receipt of a BRA of Fair or worse, GC/CD shall notify Schenectady Local Control, ALB TRACON, Stratton ANG BASE OPS, and Richmore Aviation.
- d. GC/CD shall inform Schenectady Local Control, ALB TRACON, Stratton ANG BASE OPS, and Richmore Aviation of any changes to BRA's.
- e. Any report of NIL braking action necessitates that surface be closed until condition improves to poor or better.

9.2.12 SIGMETS, AIRMETS, MIS, AND CWAS. Collection, distribution, and dissemination are as follows:

- a. Ground Control/Clearance Delivery (GC/CD) shall notify Local Control (LC) of the messages. All tower positions shall broadcast any SIGMET, AIRMET, or CWA that affects any area within 50 miles of SCH.
- b. GC/CD shall retain the FDIO message strip for as long as applicable.
- c. PHRASEOLOGY- ATTENTION ALL AIRCRAFT. HAZARDOUS WEATHER INFORMATION (SIGMET, Convective SIGMET, AIRMET, Urgent Pilot Weather Report (UUA), or Center Weather Advisory (CWA), Number or Numbers) FOR (specific weather phenomenon) WITHIN (geographical area) AVAILABLE ON HIWAS, OR FLIGHT SERVICE FREQUENCIES.

9.2.13 PIREPS

- a. LC/GC/CD/FD shall obtain PIREPS as outlined in FAA Order 7110.65
- b. LC/GC/CD/FD shall notify SCH Local Control/Ground Control of any pertinent PIREP's.
- c. Each Control Position shall disseminate PIREP's in accordance with FAA Order 7110.65 and as necessary/required.
- d. GC/CD/FD is responsible for informing ALB TRACON, ANG Base Ops, and Richmor Aviation of any pertinent PIREP's, as necessary/required.

9.2.14 Field Condition Reports (FCR)

- a. It is the responsibility of GC to determine Field Conditions and CD/FD to disseminate FCR's.
- b. Upon determination of the SCH Field Conditions, GC/CD shall issue the required NOTAM.
- c. SCH GC/CD shall notify Schenectady Local Control, ALB TRACON, Stratton ANG BASE OPS, and Richmor Aviation of all FCR's.
- d. GC/CD shall post all NOTAM's in the NOTAM binder located in the Tower Cab.

Section 3. Special Operations

9-3-1 Laser Illumination of Aircraft

- a. If you receive notification from an aircraft of a laser illumination event, immediately contact the NYS Police Division of Aviation at 518-869-9812. Provide them with an accurate location of the incident (lat/long, DME on ALB Radial, GPS coordinates, Landmarks). NYS Police will dispatch aircraft to the site. After this is done, contact the DEN Network at 202-493-4170, and the NYS Police Bureau of Criminal Investigation/Counter Terrorism at 518-783-3233/3211, with all pertinent info.

9-3-2 Stockade Noise Abatement Procedures

- a. If traffic conditions and weather permit, C-130 aircraft remaining in the VFR pattern should make Right Traffic for Runway 22 and Left Traffic for Runway 4.
- b. C-130's in these situations will fly a wider than normal approach to avoid flying over the Stockade Area

9-3-3 Bird Hazards and Reporting

- a. All controllers shall adhere to FAA Order 7110.65, and the SCH/ANG Letter of Agreement – Bird Aircraft Strike Hazard program (BASH). Also, all controllers shall be familiar with the 109th Airlift Wing BASH Plan 91-212 and OSR Operating Instruction 13-1 (both located in the attachments).
- b. Schenectady County Air Traffic Control (ATC) personnel and 109th Operations Group Airfield Management (BASE OPS) personnel will ensure that all measures and means possible will be utilized to decrease and disperse bird activity at Schenectady County Airport.
- c. In the case of trends toward increased bird activity, these shall be reported to BASE OPS in a timely manner to allow appropriate changes to the airport bird condition.
- d. Upon receipt of Bird Condition Moderate or worse, LC and GC/CD shall broadcast on frequency, any change to the bird condition.
- e. GC/CD will include Bird Condition Moderate or Severe information on the AWOS Recording System.
- f. When the Bird Condition is Moderate or Severe and staffing and work load permit, SCH TWR personnel shall disperse birds. If SCH TWR personnel are unable to disperse birds during Bird Condition Moderate or Severe, GC/CD shall inform Stratton ANG BASE OPS of the situation and enter the reason in the Daily Log.
- g. SCH TWR personnel shall cooperate and assist ANG personnel in their attempts at Bird Dispersal on the Schenectady County Airport.
- h. When SCH TWR receives information about bird dispersal at Collins Lake, Coordinate the event to optimize safety of aircraft. Enter the event in the Daily Log.
- i. Report all bird strikes to the Airport Operations Coordinator.
- j. Enter Bird Strike events into the Daily Log.
- k. Broadcast on Tower/Ground frequency the appropriate bird activity information in accordance with FAA Order 7110.65.
- l. If military aircraft are involved, notify BASE OPS with the details of the event.

9.3.4 Significant Information

- a. If a controller observes or is informed of any condition which affects the safe use of a movement/landing area (potholes, F.O.D, etc.), shall relay that information to

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Stratton Air National Guard Base Operations, Richmond Aviation, and the Airport coordinator.

Chapter 10. C-130 Operations

Section 1. General Operations

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10.1.1 Air National Guard 109th Standard Operating Procedure

- a. Schenectady Air Traffic Controller should be familiar with information contained in the ANG 109th SOP.

10-1-2 Weight Bearing Runways and Taxiways

- a. All Runways are able to bear the weight of all aircraft up to and including H/C-5 Galaxy aircraft.
- b. All taxiways are able to bear the weight of all aircraft up to and including C-130 aircraft.
- c. Only taxiways Echo, Foxtrot, Gulf, and Kilo are able to bear the weight of aircraft larger than a C-130.

10.1.3 Traffic Rules

- a. Schenectady pattern directions are standard. Left/Right traffic directions are approved for all Runways. Schenectady pattern altitudes are 1700 MSL for Large or Heavy aircraft and 1200 MSL for all other aircraft. These settings do not preclude Local Controls ability to change an aircraft's pattern altitude for operational advantage.
- b. Exception: LC shall not lower the pattern altitude below 1000 MSL.

10-1-4 Land and Hold Short Operation

- a. NOT authorized at Shenectady County Airport.

10-1-5 Stockade Noise Abatement Procedures

- a. If traffic conditions and weather permit, C-130 aircraft remaining in the VFR pattern should make Right Traffic for Runway 22 and Left Traffic for Runway 4.
- b. C-130's in these situations will fly a wider than normal approach to avoid flying over the Stockade Area.

10.1.6 Air Drops

- a. Always conducted on RY 22.

- b. Control Tower personnel must maintain vigilance of the airport during Air Drops to ensure a clear Air Drop Zone. (appendix)
- c. To ensure that the Safety area remains clear of unauthorized vehicles and personnel. GC/CD/FD shall contact Richmore Aviation and Murry Avionics, informing them of the drop times and informing them to stop operations in the Air Drop Safety Zone until further notice.
- d. Upon completion of Air Drops, GC/CD/FD will contact Richmore Aviation and Murry Avionics, informing them that they can resume normal operations.

10.1.7 Assault Proficiency (AP) and Heavy Max (H/M)

- a. Aircraft conducting these operations shall be treated as a normal VFR/IFR aircraft and will be sequenced and separated in accordance with FAA Order 7110.65.

10.1.8 Night Vision Goggle Training

- a. These operations are conducted after sunset with airport lighting off.
- b. These operations will be terminated 15 minutes prior to the Estimated Time of Arrival of inbound aircraft and 5 minutes prior to a departure aircraft's request for taxi.
- c. Night Vision Goggle Training is not authorized while VFR aircraft are working in the Airport Traffic Pattern.

10.1.9 Bird Hazards and Reporting

- a. All controllers shall adhere to FAA Order 7110.65, and the Letter of Agreement (LOA) -- Bird Aircraft Strike Hazard program (BASH).
- b. Schenectady County Air Traffic Control (ATC) personnel and 109th Operations Group Airfield Management (BASE OPS) personnel will ensure that all measures and means possible will be utilized to decrease and disperse bird activity at Schenectady County Airport.
- c. In the case of trends toward increased bird activity, these shall be reported to BASE OPS in a timely manner to allow appropriate changes to the airport bird condition.
- d. Upon receipt of Bird Condition Moderate or worse. LC and GC/CD shall broadcast on frequency, any change to the bird condition.
- e. GC/CD will include Bird Condition Moderate or Severe information on the AWOS Recording System.
- f. When the Bird Condition is Moderate or Severe and staffing and work load permit, SCH TWR personnel shall disperse birds. If SCH TWR personnel are unable to disperse birds during Bird Condition Moderate or Severe, GC/CD shall inform Stratton ANG BASE OPS of the situation and enter the reason in the Daily Log.

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- g. SCH TWR personnel shall cooperate and assist ANG personnel in their attempts at Bird Dispersal on the Schenectady County Airport.
- h. When SCH TWR receives information about bird dispersal at Collins Lake, Coordinate the event to optimize safety of aircraft. Enter the event in the Daily Log.
- i. Report all bird strikes to the Airport Operations Coordinator.
- j. Enter Bird Strike events into the Daily Log.
- k. Broadcast on Tower/Ground frequency the appropriate bird activity information in accordance with FAA Order 7110.65.
- l. If a military aircraft are involved, notify BASE OPS with the details of the event.

Chapter 11. Emergencies

Section 1. Airport Emergencies

11-1-1. General

- a. Air National Guard 109th Fire Department uses "ALERTS" to identify responding unit needs. Schenectady County Control Tower Personnel need to be familiar with the Stratton ANG Fire Department Standard Operating Procedure and the different types of "ALERTS" as defined below.
 - (1) **ALERT 1: First Alarm.** Responding units are at the discretion of the ANG and include the Stratton ANG, Alplaus and Tomas Corners.
 - (2) **ALERT 2: First Alarm.** Responding units are at the discretion of the ANG and include the Stratton ANG, Alplaus, Tomas Corners, East Glenville, Zone Coordinator, Mohawk Ambulance and the Glenville Police.
 - (3) **ALERT 3: First Alarm (actual crash on/off airport):** Responding units are at the discretion of the ANG and include the Stratton ANG, Alplaus, Tomas Corners, East Glenville, Zone Coordinator, Mohawk Ambulance, Glenville Police and County Car.1.
- b. The Stratton ANG shall be alerted when a potential or an actual emergency condition exists and an entry shall be made in the Daily Log.
- c. An Incident Report Form shall be completed and signed by the appropriate controller following the occurrence of an accident, emergency, or any incident that adversely affected the control of aircraft.
- d. Incidents will be classified under one or more of the following:
 - (1) **Accident:** Includes major, minor or near misses, both in the air and on the ground.
 - (2) **Emergency:** Any incident declared or determined to be of any emergency nature by either a pilot or controller, where by the action by the Schenectady Control Tower was a prime factor in the preservation of life and or property.
 - (3) **Irregularities:** Includes deviations from the provisions of Federal Air Regulations and Standard Operating Procedures.
- e. One copy will be given to the Airport Operations Coordinator for distribution.

11-1-2 Information Requirements

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14. Emergency equipment on board.

Note: GC/CD/FD will reactive the ECL to pass pertinent information when deemed necessary.

Note: In the event of ECL outage GC/CD/FD will utilize the phone system or any means necessary to contact the Stratton ANG Fire Department and pass the required information.

11-1-3 Additional Emergency Procedures

- a. Refer to the Emergency/HATR binder for additional instructions.

Section 2. Hijack/Bomb Threat/Hot Brakes/and Hazardous Cargo Area

11.2.1 Hijack/Bomb Threat/Hot Brakes/and Hazardous Cargo Area

- a. Taxiway Kilo is designated as the Hijack /Bomb threat/Hot Brakes/and Hazardous Cargo Area.

Chapter 12. Training

Section 1. General

12.1.1 General Procedures

- a. This chapter defines terms and procedures for conducting training of Newly Assigned Controllers, Full Performance Level (FPL) Controllers and Students in the Undergraduate Aviation/Air Traffic Control Program at the Schenectady County Community College.

12.1.2 Training Management

- a. The Airport Operations Coordinator or Designated Representative shall.
 - (1) Ensure that a training program is established and conducted in accordance with appropriate directives.
 - (2) Plan, Direct, and Evaluate the facility training program for all personnel.
 - (3) Organize and Conduct classroom training.
 - (4) Review and Initial training reports.
 - (5) Ensure all appropriate training entries in each training and proficiency training file updated in a timely manner.
 - (6) Assigns training material.
 - (7) Evaluate Newly Assigned Controllers, FPL Controllers and SCCC Students for facility evaluation, certifications and recertifications.

12.1.3 Proficiency Training

- a. The Airport Operations Coordinator or Designated Representative is responsible for conducting Proficiency Training for all Full Performance Level Controllers.
- b. Proficiency training includes: Refresher Training/Supplemental Training and Remedial Training and is conducted for the purpose of improving previously learned skills, correcting specific operational deficiencies, and for developing new skills pertaining to new or revised procedures, regulations, and equipment required to maintain operational proficiency.
- c. Each FPL Controller shall complete 40 hours of Proficiency Training annually, to include a written examination.
- d. The Airport Operations Coordinator shall conduct an "Over the Shoulder" training review for all FPL Controllers Annually.

12.1.4 Control Tower Training

- a. All Newly assigned controllers and Students participating in the SCCC program shall complete Initial Training consisting of Classroom instruction and Live Traffic.
 - (1) Curriculum includes: Locally Developed Classroom Materials, Letters of Agreement, NOTAMS, SCH SOP, NAVAIDS, Equipment and Live Traffic.
 - (2) Controllers and students shall learn the skills and knowledge required for certification on LC/GC/CD/FD and (WO if applicable) to include a written examination.
 - (3) While working LC/GC/CD/FD (WO if applicable), all Newly Assigned Controllers and Students participating in the SCCC program, will be under the direct supervision of a Licensed, Full Performance Level (FPL), Schenectady County Air Traffic Controller.

Chapter 13. Security

Section 1. General

13-1-1 Introduction

a. All Schenectady County Airport Air Traffic Control Personnel will be familiar with the Transportation Security Administration Information Publication "Security Guide Lines for General Aviation Airports", and shall adhere to the following Security Practices.

Section 2. Security Practices

13-2-1 Examples of, what we prevent

- a. Theft or unauthorized use of an aircraft.
- b. Use of the airport as a site of departure by a terrorist.
- c. An act of sabotage to aircraft.
- d. An act of sabotage against tenants or facilities.

13-2-2 Examples of, unusual or suspicious activities

a. Examples

- (1) Aircraft with unusual markings.
- (2) Persons loitering.
- (3) Pilots who appear to be under the control of other persons.
- (4) Weapons or Explosives being loaded onto an aircraft.
- (5) Stolen or Missing aircraft.
- (6) Unsecured gates or buildings.
- (7) Anything that appears unusual.

13-2-3 Control Tower Responsibilities and Practices

- a. Schenectady County Airport Air Traffic Control Personnel shall maintain vigilant surveillance of the Schenectady County Airport.
- b. SCH ATC Personnel shall report any suspicious activity to the Glenville police 911.
- c. If SCH ATC Personnel see something dangerous or if you believe that a serious crimes and/or an attack is about to occur, immediately contact the Glenville Police 911 and call the FBI 465-7551.

13-2-4 Bomb Threats via Telephone

a. In the event that the Control Tower receives a Bomb Threat via telephone. All Controllers shall adhere to the following evacuation procedures.

(1) If the bomb threat concerns a different building other than the control tower and evacuation is not required, fill out the Bomb Threat Check List (located in each position checklist), and contact the Glenville Police 911 and contact the FBI 465-7551.

(2) If the bomb threat concerns the control tower and evacuation is required, controllers shall adhere to the following:

2a. LC/GC shall resolve any immediate separation concerns with aircraft, then LC/GC shall broadcast on LC/GC frequencies, "Due to an Emergency Situation, Schenectady Control Tower is Closed. UNICOM procedures are now in effect."

2b. GC/CD/FD shall contact ALB TRACON and inform them that the SCH TWR has received a Bomb Threat and is evacuating the Tower.

2c. Evacuate the Tower. LC/GC/CD/FD shall each take their position checklists with them as they evacuate the tower. LC shall also take one hand held radio with them.

2d. Personnel shall evacuate to Richmor Aviation (if open), and then GC/CD/FD shall contact Glenville Police 911 (Utilize the Bomb Threat Checklist), the FBI 465-7551 (Utilize the Bomb Threat Checklist), and the Airport Operations Coordinator.

2e. If Richmor Aviation is not open, Personnel shall evacuate to the Glenville Police Department (located on Glen Ridge Rd.), and then GC/CD/FD shall contact Glenville Police 911 (Utilize the Bomb Threat Checklist), the FBI 465-7551 (Utilize the Bomb Threat Checklist) and the Airport Operations Coordinator.

b. When able to resume normal control tower operations, controllers shall complete the "Reporting for the Duty Day Checklist".

**TERMINAL AIR TRAFFIC CONTROL SPECIALIST (CAB) TRAINING REVIEW
(Over-the-Shoulder)**

CONTROLLER'S NAME (PRINT) <i>Last, First, MI</i>	REVIEW NO.	1	2	3	4	5
REVIEWER'S NAME	DATE					
FACILITY Schenectady County Control Tower	POSITION REVIEWED					
TRAFFIC COMPLEXITY R - Routine, not difficult O - Occasionally difficult M - Mostly difficult V - Very difficult	PEAK TRAFFIC COUNT					
	TRAFFIC COMPLEXITY					
	DEFICIENCY COUNT					

COMMENTS REGARDING THIS REVIEW SESSION

REVIEW 1:

REVIEW 2:

REVIEW 3:

REVIEW 4:

REVIEW 5:

DISCUSSION OF REVIEW RESULTS

CONTROLLER'S SIGNATURE	REVIEWER'S SIGNATURE	SUPERVISOR'S SIGNATURE
DATE	DATE	DATE

EXHIBIT "B"

* critical training indicator REVIEW NO. DATE TIME PEAK TRAFFIC COUNT TRAFFIC COMPLEXITY	1	2	3	4	5	
	A. SEPARATION					
	*1. SEPARATION IS NOT ENSURED.					
	Total deficiencies observed this area →					
	B. CONTROL JUDGEMENT					
*2. AWARENESS IS NOT MAINTAINED.						
*3. POOR CONTROL JUDGEMENT IS APPLIED.						
*4. CONTROL ACTIONS ARE INCORRECTLY PLANNED.						
5. POSITIVE CONTROL OF SITUATION IS NOT PROVIDED.						
5a. SCANNING IS NOT PERFORMED						
Total deficiencies observed this area →						
C. TRAFFIC MANAGEMENT						
6. PROMPT ACTION TO CORRECT ERRORS IS NOT TAKEN.						
7. TRAFFIC OVERLOAD IS NOT PREVENTED WHEN POSSIBLE.						
*8. AIRCRAFT RADAR IDENTITY IS NOT MAINTAINED.						
9. PROFESSIONAL MANNER IS NOT MAINTAINED.						
Total deficiencies observed this area →						
D. OPERATING METHODS AND PROCEDURES						
10. FLIGHT STRIP POSTINGS ARE INCOMPLETE OR INCORRECT						
11. CLEARANCE DELIVERY IS INCORRECT/INCOMPLETE/UNTIMELY.						
12. LTRS OF AGREEMENT/DIRECTIVES ARE NOT ADHERED TO.						
13. TERMINAL WEATHER INFORMATION IS NOT PROVIDED.						
14. HANDOFF PROCEDURES ARE INCORRECTLY PERFORMED.						
Total deficiencies observed this area →						
E. COORDINATION & COMMUNICATION						
15. NECESSARY TRAFFIC ADVISORIES ARE NOT PROVIDED.						
16. COORDINATION IS NOT THOROUGH.						
17. COMMUNICATION IS UNCLEAR, NOT CONCISE						
18. MAKES UNNECESSARY TRANSMISSIONS.						
Total deficiencies observed this area →						
F. PHRASEOLOGY						
19. STANDARD PHRASEOLOGY IS NOT ADHERED TO.						
20. USES POOR VOICE QUALITY.						
21. SPEECH RATE IS INCORRECT.						
Total deficiencies observed this area →						
G. EQUIPMENT						
22. EQUIPMENT STATUS INFORMATION IS NOT MAINTAINED.						
23. FDEP ENTRIES ARE INCORRECT.						
24. EQUIPMENT OPERATIONS ARE NOT THOROUGHLY UNDERSTOOD.						
Total deficiencies observed this area →						
TOTAL DEFICIENCIES OBSERVED THIS REVIEW						

**ATCT/ARTCC
OJT INSTRUCTION/EVALUATION REPORT**

1. Name		2. Date		3. Position(s)		
4. Weather <input type="checkbox"/> VFR <input type="checkbox"/> MVFR <input type="checkbox"/> IFR		5. Workload <input type="checkbox"/> Light <input type="checkbox"/> Moderate <input type="checkbox"/> Heavy		6. Complexity <input type="checkbox"/> Routine Not Difficult <input type="checkbox"/> Occasionally Difficult <input type="checkbox"/> Mostly Difficult <input type="checkbox"/> Very Difficult		7. Hours This Session
8. Purpose of Report <input type="checkbox"/> OJT <input type="checkbox"/> Evaluation <input type="checkbox"/> Certification <input type="checkbox"/> Recertification <input type="checkbox"/> Simulation <input type="checkbox"/> Other						8. Hours (%) This Position
				10. Routing		
P E R F O R M A N C E	11. CJE	Job Function Category	Job Function	Observed	Comment	Satisfactory
		A. Separation	1. Separation is ensured. 2. Safety alerts are provided. 3. Awareness is maintained.			Needs Improvement
		B. Control Judgment	4. Good control judgment is applied. 5. Control actions are correctly planned. 6. Positive control is provided.			Unsatisfactory
		C. Methods & Procedures	7. Prompt action to correct errors is taken 8. Effective traffic flow is maintained. 9. Aircraft identity is maintained. 10. Strip posting is complete/correct. 11. Clearance delivery is complete/correct/timely. 12. LOA's/Directives are adhered to. 13. Provides pertinent control information. 14. Rapidly recovers from equipment failures and emergencies. 15. Visual scanning is accomplished. 16. Effective working speed is maintained. 17. Traffic advisories are provided.			
		D. Equipment	18. Equipment status information is maintained. 19. Computer entries are complete/correct. 20. Equipment capabilities utilized/understood.			
		E. Communication/Coordination	21. Required coordinations are performed. 22. Cooperative, professional manner is maintained. 23. Communication is clear and concise. 24. Uses prescribed phraseology. 25. Makes only necessary transmissions. 26. Uses appropriate communications method. 27. Relief briefings are complete and accurate.			
		F. Other				

Department Approval:

_____ Date _____ Initial _____

Curriculum Approval:

_____ Date _____ Initial _____

Faculty Approval:

_____ Date _____ Initial _____

SCHENECTADY COUNTY COMMUNITY COLLEGE
COURSE OUTLINE

ACADEMIC DEPARTMENT: MATHEMATICS/SCIENCE/TECHNOLOGY

PREPARED BY: Barbara Jones

COURSE CODE: ATC 205 COURSE TITLE: Ground Control Laboratory

LECTURE HOURS/WEEK: 0 LAB HOURS/WEEK: 6 CREDIT HOURS: 2

COURSE PREREQUISITES: ATC 110; completion of a DOT/FAA pre-employment drug screening

COURSE CO-REQUISITES: ATC 200

FINAL EXAM REQUIRED: YES X NO _____

COURSE DESCRIPTION:

This course is an application of the knowledge gained in ATC 110 and ATC 200 through a laboratory setting for control of aircraft during ground operations. Students will gain experience through the use of low fidelity training simulation, observation of ground control and clearance delivery operators and hands-on, over-the-shoulder aircraft control. Students will be required to utilize knowledge of the air traffic system, proper terminology and phraseology in all facets of aircraft control during taxi, clearance and ground operations.

COURSE OBJECTIVES/STUDENT LEARNING OUTCOMES:

Students will:

Demonstrate an understanding of aircraft operations within the air traffic system.

- Identify flight rules within FAR Parts 61 and 91 pertaining to aircraft operations in specific types of airports and airspace.
- Apply appropriate regulations to selected airspace.
- Determine the types and proper utilization of air traffic control facilities as depicted on charts.

To demonstrate an understanding of basic air traffic control procedures as identified in the Order JO 7110.65S Air Traffic Controller Manual.

- Identify and apply approved procedures in the correct order of duty priority for ground operations.
- Utilize proper phraseology as provided in the "Pilot/Controller Glossary" when controlling aircraft on the ground.

EXHIBIT "C"

Demonstrate a thorough understanding of radio communications and interphone phraseology.

- Recite messages (transmitted and relayed) in the formats prescribed in order to prevent misunderstanding between controllers and pilots when communicating clearances to aircraft on the ground.
- Apply procedures, rules, priorities and formats that govern radio and interphone communications during ground operations.

Determine the need for flight assistance services.

- Perform the methods and procedures for handling unusual or unexpected simulated situations.
- Recognize and react appropriately, in a timely manner, to given situations requiring flight assistance services.
- Utilize interphone, emergency contact and crash phone procedures.

Demonstrate knowledge of weather theory and forecasting weather patterns.

- Identify sources of weather information including ground based reporting equipment, satellite and airborne radar reports.
- Disseminate and decode actual aviation weather reports, including METAR, TAF, PIREPS and Area Forecasts.
- Examine weather trends and modify existing weather reports by updating weather conditions to Flight Services Stations, ATIS/AWOS and pilots.

RELATIONSHIP TO SCCC GENERAL EDUCATION PRINCIPLES:

The purpose of General Education courses at SCCC is to offer students a broad cultural and intellectual foundation for their academic programs by enabling them to:

- *Apply logical and critical reasoning in evaluation and problem solving.*

Students must apply their knowledge and training to control aircraft in order to prevent loss of separation between aircraft, use all available resources to choose an appropriate course of action, implement the decision and analyze if the results are effective in a timely manner.

- *Utilize effective oral and written communication skills.*

Through the use of team projects, low fidelity training simulators and hands-on over-the-shoulder training, students will orally provide instruction to aircraft on the ground for taxi and other ground control clearances. Students must assess ground traffic and formulate best course of action procedures to provide direction to pilots using proper oral terminology and phraseology. Students will initiate written stripmarking procedures for hand-off to local control.

- *Interpret and apply quantitative data.*

Students will be required to utilize visual cues, interphone communications, two-way radio communications, and radar to evaluate and compute the correct and accurate location of all aircraft under their control. Student will be required to formulate procedures to provide clearances to aircraft during taxi, departure, arrival and emergency situations:

- *Analyze and evaluate arguments as they occur in their own work or another's work.*

Students will be required to observe active control of aircraft by a ground controller for a portion of this laboratory. Students will analyze the controllers scheme for controlling aircraft on the ground, formulate hypothesis and develop his/her own techniques for controlling aircraft while maintaining all safety requirements.

INSTRUCTIONAL METHODS:

Lecture, guided discussions, oral and written testing, student presentations.

REPRESENTATIVE TEXT/S:

Order JO 7110.655, Air Traffic Control Manual, US DOT, FAA (current edition)

FAA Stage IV – Ground Control Manual, US DOT, FAA (current edition)

FAR/AIM, Jeppesen Sanderson, Englewood, CO (current edition)

Standard Operating Procedures, Schenectady County Airport (current edition)

INSTRUCTIONAL TECHNOLOGY/EQUIPMENT /MEDIA:

Computerized Weather Reports and Forecasts for Aviation, Sectional Charts, Low Altitude Enroute Charts, Approach Plates, Airport/Facilities Directories

SUPPLEMENTARY MATERIALS/REFERENCES:

Other aviation related materials, as needed

EVALUATION METHODS:

Homework, quizzes, tests, projects, a comprehensive final exam.

Course Outline Attached

COURSE CONTENT OUTLINE:

ATC 205 – Ground Control Laboratory

- Week 1-5** **Low Fidelity Ground Control Simulation. Application of the Pilot/Controller Glossary in real time taxi, clearance and ground control operations.**
- Weeks 6-8** **Observation and interaction with live ground control, taxi and clearance operations. Implementation of standard operating procedures, radio phraseology and interphone radio terminology.**
- Weeks 9-15** **Hands-on, over-the-shoulder control of ground operations including, taxi, clearance delivery and weather observation and reporting procedures.**
- Week 16** **Practical Final Exam**

Department Approval:

Curriculum Approval:

Faculty Approval:

SCHENECTADY COUNTY COMMUNITY COLLEGE
COURSE OUTLINE

ACADEMIC DEPARTMENT: MATHEMATICS/SCIENCE/TECHNOLOGY

PREPARED BY: Barbara Jones

COURSE CODE: ATC 255 COURSE TITLE: Local Control Laboratory

LECTURE HOURS/WEEK: 0 LAB HOURS/WEEK: 6 CREDIT HOURS: 2

COURSE PREREQUISITES: ATC 200 and ATC 205

COURSE CO-REQUISITES: ATC 250

FINAL EXAM REQUIRED: YES X NO _____

COURSE DESCRIPTION:

This course is an application of the knowledge gained in ATC 250 through a laboratory setting for control of aircraft during flight operations. Students will gain experience through the use of low fidelity training simulation, observation of flight control operators and hands-on, over-the-shoulder aircraft control. Students will be required to utilize knowledge of the air traffic system, proper terminology and phraseology in all facets of aircraft control during VFR and IFR departure and arrival operations. Upon completion of this laboratory students will have gained the experience to complete a Control Tower Operator – Facility Rating at the Schenectady County Airport.

STUDENT LEARNING OUTCOMES:

Students will apply similar, but less safety sensitive procedures, acquired in ATC 200 and ATC 205 in a simulated and actual controlling environment. Previous controlling experience was limited to ground operations only. This course will require the student to apply previous material to aircraft in-flight during arrival and departure at an airport.

Students will:

Demonstrate an understanding of aircraft operations within the air traffic system.

- Identify flight rules within FAR Parts 61 and 91 pertaining to aircraft operations in specific types of airports and airspace.
- Apply appropriate regulations to selected airspace.
- Determine the types and proper utilization of air traffic control facilities as depicted on charts.

Demonstrate an understanding of basic air traffic control procedures as identified in the Order JO 7110.65S Air Traffic Controller Manual.

- Identify and apply approved procedures in the correct order of duty priority
- Utilize proper phraseology as provided in the "Pilot/Controller Glossary" when issuing clearances to aircraft in the air.

Demonstrate a thorough understanding of radio communications and interphone phraseology.

- Recite messages (transmitted and relayed) in the formats prescribed in order to prevent misunderstanding between controllers and pilots.
- Apply procedures, rules, priorities and formats that govern radio and interphone communications.

Determine the need for flight assistance services .

- Examine the methods and procedures for handling unusual or unexpected situations with aircraft in the air.
- Recognize and react appropriately, in a timely manner, to given situations requiring flight assistance services to aircraft in the air.

Demonstrate knowledge of radar and its coordination in the air traffic system at Schenectady.

- Formulate data blocks for aircraft to student's individual preference.
- Integrate information for sequencing arriving and departing aircraft.
- Compose clearances to arriving and departing aircraft at Schenectady.

Demonstrate a basic knowledge of air navigation procedures, navigational aids and enroute procedures.

- Identify the principles of navigation to assist pilots travelling in the national airspace system.
- Classify navigational aids, frequency bands, ranges of operation of numerous different types of ground based, electronic and satellite based facilities.
- Recognize and apply rules for assigning proper altitudes for flight direction.
- Assess all aircraft in airspace to ensure minimum separation rules when applying longitudinal, lateral or vertical separation of aircraft within designated airspace.

RELATIONSHIP TO SCCC GENERAL EDUCATION PRINCIPLES:

The purpose of General Education courses at SCCC is to offer students a broad cultural and intellectual foundation for their academic programs by enabling them to:

- *Apply logical and critical reasoning in evaluation and problem solving.*

Students must apply their flight knowledge and ground training to predict situations in order to prevent loss of separation between aircraft in the air. Students will use all available resources to choose an appropriate course of action, implement the decision and analyze if the results are effective in a timely manner.

- *Utilize effective oral and written communication skills.*

Students will simulate, observe and finally perform hands-on, over-the-shoulder oral radio clearances to pilots in aircraft arriving, departing and transitioning airspace utilizing appropriate pilot/controller glossary terminology and phraseology, as required by the ATC Manual. Students will write stripmarkings using appropriate symbology for in flight procedures.

- *Analyze and evaluate arguments as they occur in their own work or another's work.*

Students will be required to observe active control of aircraft by a local controller for a portion of this laboratory. Students will analyze the controller's scheme for controlling aircraft in the air, formulate hypothesis and develop his/her own techniques for controlling and separating aircraft in the air while maintaining all safety requirements

INSTRUCTIONAL METHODS:

Lecture, guided discussions, oral and written testing, student presentations.

REPRESENTATIVE TEXT/S:

Order JO 7110.658, Air Traffic Control Manual, US DOT, FAA (current edition)

FAA Stage V – Local Control Manual, US DOT, FAA (current edition)

FAR/AIM, Jeppesen Sanderson, Englewood, CO (current edition)

Standard Operating Procedures, Schenectady County Airport (current edition)

INSTRUCTIONAL TECHNOLOGY/EQUIPMENT /MEDIA:

Computerized Weather Reports and Forecasts for Aviation, Sectional Charts, Low Altitude Enroute Charts, Approach Plates, Airport/Facilities Directories

SUPPLEMENTARY MATERIALS/REFERENCES:

Other aviation related materials, as needed.

EVALUATION METHODS:

Homework, quizzes, tests, projects, a comprehensive final exam.

Course Outline Attached

COURSE CONTENT OUTLINE:

ATC 255 – Local Control Laboratory

- Weeks 1- 5** Low Fidelity Ground Control Simulation. Application of the Pilot/Controller Glossary in real time VFR and IFR departure and arrival operations.
- Weeks 6-8** Observation and interaction with live flight (local) control operations. Implementation of standard operating procedures, radio phraseology and interphone radio terminology. Use of secondary radar equipment.
- Weeks 9-15** Hands-on, over-the-shoulder control of flight operations in both VFR and IFR conditions.
- Week 16** Practical Final Exam; FAA Practical Facility Rating Examination (as appropriate)

Department Approval:

_____ Date _____ Initial _____

Curriculum Approval:

_____ Date _____ Initial _____

Faculty Approval:

_____ Date _____ Initial _____

SCHENECTADY COUNTY COMMUNITY COLLEGE
COURSE OUTLINE

ACADEMIC DEPARTMENT: MATHEMATICS/SCIENCE/TECHNOLOGY

PREPARED BY: Barbara Jones

COURSE CODE: ATC 260 COURSE TITLE: Enroute Control

LECTURE HOURS/WEEK: 2 LAB HOURS/WEEK: 0 CREDIT HOURS: 2

COURSE PREREQUISITES: ATC 200

COURSE CO-REQUISITES: ATC 250

FINAL EXAM REQUIRED: YES X NO _____

COURSE DESCRIPTION:

This course is a study of the required knowledge for a Enroute Control Operations. Students will be introduced to subject areas involving a career in the FAA as an Air Traffic Controller. Subjects covered in this course include: A review of the ATC System and the National Airspace System; airway facilities, role of the Air Traffic Controller, locations and office facilities. Students will gain insight into entry level positions within the FAA and training at the FAA Academy in Oklahoma City, OK. Students will be exposed to primary and secondary radar control operations including DBRITE radar indicator tower equipment. Students will gain strategies for satisfactorily completing the FAA entrance exam (Air Traffic Selection and Training AT-SAT test).

STUDENT LEARNING OUTCOMES:

Students will apply similar, but less safety sensitive, procedures acquired in ATC 200 and ATC 205 in a simulated and actual controlling environment. Previous controlling experience was limited to ground and tower operations. This course will require the student to apply previous material to aircraft enroute, after leaving and before arriving at an airport.

Students will:

Demonstrate an understanding of aircraft operations within the air traffic system, as a function of enroute control.

- Identify flight rules within FAR Parts 61 and 91 pertaining to aircraft operations in specific types of airports and airspace.
- Apply appropriate regulations to selected airspace.
- Determine the types and proper utilization of air traffic control facilities as depicted on charts.

Demonstrate an understanding of basic air traffic control procedures as identified in the Order JO 7110.65S Air Traffic Controller Manual.

- Identify and apply approved procedures in the correct order of duty priority
- Utilize proper phraseology as provided in the "Pilot/Controller Glossary" for aircraft in the enroute phase of flight.

Demonstrate a thorough understanding of FAA expectations of entry-level air traffic controllers and the procedures to gain certification as a federal air traffic controller.

- Distinguish between employment opportunities as a Control Tower Operator versus a certification as a FAA air traffic controller.
- Examine and explain the training requirements and expectations while training at the FAA Academy in Oklahoma City.

Demonstrate knowledge of primary and secondary radar.

- Differentiate between tower and enroute radar displays
- Identify components of both primary and secondary radar facilities and equipment.
- Utilize keyboard and slew entry devices to create individualize data blocks and system readout displays.

Demonstrate knowledge of the subject areas of the Air Traffic Selection and Training Examination (AT-SAT).

- Test cognitive and non-cognitive elements through sample exams provided

RELATIONSHIP TO SCCC GENERAL EDUCATION PRINCIPLES:

The purpose of General Education courses at SCCC is to offer students a broad cultural and intellectual foundation for their academic programs by enabling them to:

- *Apply logical and critical reasoning in evaluation and problem solving.*

Students will complete computerized scenarios of air traffic situations and evaluate best course of action procedures. Students will be expected to predict aircraft track and provide changes to course or altitude to avoid separation infractions.

- *Interpret and apply quantitative data.*

Students will compute and evaluate time, speed and distance calculations using known applied mathematics to determine aircraft track scenarios in their respective controlling area.

- *Locate, evaluate, and synthesize information from a variety of sources.*

Students will practice evaluating numerous dials, angles, letter and other analogies to locate information quickly and accurately and document appropriate results for review individually and in groups.

INSTRUCTIONAL METHODS:

Lecture, guided discussions, oral and written testing, student presentations.

REPRESENTATIVE TEXT/S:

Order JO 7110.65S, Air Traffic Control Manual, US DOT, FAA (current edition)

Air Traffic Control Career Prep Study Guide, Aviation Supplies and Academics, Inc, Newcastle, WA (current edition)

FAR/AIM, Jeppesen Sanderson, Englewood, CO (current edition)

INSTRUCTIONAL TECHNOLOGY/EQUIPMENT /MEDIA:

Computerized Weather Reports and Forecasts for Aviation, Sectional Charts, Low Altitude Enroute Charts, Approach Plates, Airport/Facilities Directories

SUPPLEMENTARY MATERIALS/REFERENCES:

Other aviation related materials, as needed.

EVALUATION METHODS:

Homework, quizzes, tests, projects, a comprehensive final exam.

Course Outline Attached

COURSE CONTENT OUTLINE:

ATC 260 – Enroute Control

- Week 1-2** **Review of the elements of the National Airspace System (NAS) and the Role of the Traffic Management System within the NAS.**
- Week 3** **FAA Nextgen**
- Week 4** **A career in the FAA as an Air Traffic Controller**
- Week 5** **What to expect as an entry-level ATC position including entrance, training and experience requirements.**
- Week 6** **What to expect while training in Oklahoma City at the FAA Academy**
- Week 7-9** **Primary and Secondary Radar basics**
- Week 10-15** **AT-SAT (Air Traffic Selection and Training) examination preparation**
- Week 16** **Final Exam**

Department Approval:

Date

Initial

Curriculum Approval:

Date

Initial

Faculty Approval:

Date

Initial

SCHENECTADY COUNTY COMMUNITY COLLEGE
COURSE OUTLINE

ACADEMIC DEPARTMENT: MATHEMATICS/SCIENCE/TECHNOLOGY

PREPARED BY: Barbara Jones

COURSE CODE: ATC 250 COURSE TITLE: Local Control

LECTURE HOURS/WEEK: 3 LAB HOURS/WEEK: 0 CREDIT HOURS: 3

COURSE PREREQUISITES: ATC 200 and ATC 205

COURSE CO-REQUISITES: ATC 255

FINAL EXAM REQUIRED: YES X NO _____

COURSE DESCRIPTION:

This course covers the required knowledge for local tower controllers. Students will learn VFR and IFR Departure and Arrival procedures. Students will learn VFR and IFR separation rules and apply rules to separating departing and arriving aircraft in visual and instrument conditions, VFR on-top and special VFR conditions. Students will learn helicopter and special flight operations for numerous aircraft types and configurations. Students will apply weather theory and instrumentation to the various affects on inflight aircraft including LLWSAS, runway condition advisories and hazardous weather advisories. Students will be introduced to primary and secondary radar tower equipment.

STUDENT LEARNING OUTCOMES:

Students will apply similar, but less safety sensitive procedures, acquired in ATC 200 and ATC 205. Previous controlling experience was limited to ground operations only. This course will require the student to apply previous material to aircraft in flight during arrival and departure at an airport.

Students will:

Demonstrate an understanding of aircraft operations within the air traffic system.

- Identify flight rules within FAR Parts 61 and 91 pertaining to aircraft operations in specific types of airports and airspace.
- Apply appropriate regulations to selected airspace.
- Determine the types and proper utilization of air traffic control facilities as depicted on charts.

Demonstrate an understanding of basic air traffic control procedures as identified in the Order JO 7110.65S Air Traffic Controller Manual.

- Identify and apply approved procedures in the correct order of duty priority as it pertains to aircraft in flight.
- Utilize proper phraseology as provided in the "Pilot/Controller Glossary" as it pertains to controlling aircraft in the air during takeoff and landing phases of flight.

Demonstrate a thorough understanding of radio communications and interphone phraseology.

- Recite messages (transmitted and relayed) in the formats prescribed in order to prevent misunderstanding between controllers and pilots when giving and receiving clearances to aircraft in the air.
- Apply procedures, rules, priorities and formats that govern radio and interphone communications during in flight operations.

To determine the need for flight assistance services .

- Examine the methods and procedures for handling unusual or unexpected situations and aircraft emergencies in the air.
- Recognize and react appropriately, in a timely manner, to given situations requiring flight assistance services to aircraft in the air.

To demonstrate knowledge of weather theory and forecasting weather patterns.

- Identify sources of weather information including ground based reporting equipment, satellite and airborne radar reports.
- Interpret aviation weather reports, including METAR, TAF, PIREPS and Area Forecasts.

To demonstrate a basic knowledge of air navigation procedures, navigational aids and enroute procedures.

- Identify the principles of navigation to assist pilots travelling in the national airspace system.
- Classify navigational aids, frequency bands, ranges of operation of numerous different types of ground based, electronic and satellite based facilities.
- Recognize and apply rules for assigning proper altitudes for flight direction.
- Assess all aircraft in airspace to ensure minimum separation rules when applying longitudinal, lateral or vertical separation of aircraft within designated airspace.

RELATIONSHIP TO SCCC GENERAL EDUCATION PRINCIPLES:

The purpose of General Education courses at SCCC is to offer students a broad cultural and intellectual foundation for their academic programs by enabling them to:

- *Apply logical and critical reasoning in evaluation and problem solving.*

Students must apply their flight knowledge and ground training to provide clearance direction to aircraft arriving, departing and transitioning through appropriate airspace in the air. Students must be able to predict situations in order to maintain separation between aircraft in the air. Student must use all available resources to choose an appropriate course of action, implement the decision and analyze if the results are effective in a timely manner.

- *Understand and apply methods of scientific inquiry.*

Students will utilize ground based technological facilities, radar and satellite based resources to continuously monitor the separation of aircraft and maintain safety limitations of aircraft in the air. Students will be required to read and interpret meteorological charts, interpret and decipher METAR/TAF, Area Forecasts and determine the need to report information to aircraft in the air.

- *Develop effective oral and written communication skills.*

Students will provide oral radio clearances to pilots in aircraft arriving, departing and transitioning airspace utilizing appropriate to pilot/controller glossary terminology and phraseology, as required by the ATC Manual. Through the use of team projects, this course will simulate the necessity of effective communication between the controller and pilot in the safe conduct of a flight. Students will learn and practice written stripmarking terminology and symbology as it pertains to aircraft in flight.

- *Explore the significance of ethics and value systems in relationship to personal development and social responsibility.*

Students will be exposed to live traffic controlling throughout this program and must understand the requirements for self discipline regarding health and other issues which would prevent them from performing to the necessary safety standards as a controller.

INSTRUCTIONAL METHODS:

Lecture, guided discussions, oral and written testing, student presentations.

REPRESENTATIVE TEXT/S:

Order JO 7110.65S, Air Traffic Control Manual, US DOT, FAA (current edition)
FAA Academy Stage V – Local Control Manual, US DOT, FAA (current edition)
FAR/AIM, Jeppesen Sanderson, Englewood, CO (current edition)
Standard Operating Procedures, Schenectady County Airport (current edition)

INSTRUCTIONAL TECHNOLOGY/EQUIPMENT/MEDIA:

Computerized Weather Reports and Forecasts for Aviation, Sectional Charts, Low Altitude Enroute Charts, Approach Plates, Airport/Facilities Directories

SUPPLEMENTARY MATERIALS/REFERENCES:

Other aviation related materials, as needed

EVALUATION METHODS:

Homework, quizzes, tests, projects, a comprehensive final exam, CTO knowledge exam.

Course Outline Attached

COURSE CONTENT OUTLINE:

ATC 250 – Local Control

- Week 1-2** Local controller duties, responsibilities, priorities and related terminology. Safety alerts and phraseology, equipment malfunction procedures, military procedures and coordination requirements and phraseology.
- Week 3** Basic control items, runway selection and use, airport conditions, runway visibility reporting
- Week 4** Airport rotating beacons, obstruction lighting, runway lighting, taxiway and high-speed lighting and approach lighting.
- Week 5** Wake Turbulence terms and definitions, generation of wake turbulence and advisories
- Week 6** VFR departure clearances and phraseology when utilizing same runway separation and intersecting runway separation procedures.
- Week 7** IFR radar and non-radar departure and arrival separation procedures.
- Week 8** Visual separation procedures, VFR on-top operations and phraseology and Special VFR operations.
- Week 9** Basic helicopter aerodynamic terms, flight dynamics, control functions and operations.
- Week 10** Identify procedures with respect to flight inspections, military and special operations, presidential aircraft, fuel dumping procedures, free balloon procedures, parachute jumping operations, other miscellaneous operations and ground missile emergencies.
- Week 11** General emergencies, classifications of emergencies, controller duties and responsibilities in emergency situations, overdue aircraft and lost aircraft procedures.
- Week 12** Primary and Secondary radar displays, components, controls, and operation.
- Week 13** Weather review of circulation, air masses and fronts, local and small-scale winds, wind factors affecting navigation, turbulence and downbursts, hazardous weather including icing, thunderstorms, tornadoes and hurricanes
- Week 14** Low Level Windshear Alert System (LLWAS)



Schenectady County Legislature

Committee on Public Facilities, Transportation and Infrastructure

Hon. Richard Patierne, Chair

6th Floor County Office Building 620 State Street, Schenectady, New York 12305

Phone: (518) 388-4280 Fax: (518) 388-4591

DATE: August 2, 2024
TO: Honorable Schenectady County Legislators
FROM: Geoffrey T. Hall, Clerk of the Legislature
SUBJECT: COMMITTEE AGENDA
Committee on Public Facilities
Honorable Patierne, Chair
Monday, August 5, 2024 at 7:00 p.m
Schenectady County Office Building,
Legislative Chambers, Sixth Floor

Item	Title	Sponsor	Co-Sponsors
PFTI	17 A RESOLUTION APPROVING CAPITAL BUDGET AMENDMENTS REGARDING THE COUNTY CORRECTIONAL FACILITY DRYER EXHAUST CONSTRUCTION PROJECT	Legislator Patierne	

LEGISLATIVE INITIATIVE FORM

Date: 8/2/2024
Reference: Public Facilities, Transportation and Infrastructure
Dual Reference: Ways and Means
Initiative: PFTI 17

Title of Proposed Resolution:

A RESOLUTION APPROVING CAPITAL BUDGET AMENDMENTS REGARDING THE COUNTY CORRECTIONAL FACILITY DRYER EXHAUST CONSTRUCTION PROJECT

Purpose and General Idea:

Provides Authorization to Amend the 2024 Capital Budget to Accommodate the Jail Dryer Exhaust Construction Project

Summary of Specific Provisions:

Authorizes the amending of the 2024 Capital Budget in the amount of \$251,032 to accommodate the Jail Dryer Exhaust Construction Project. This project would replace and reconfigure the facility's laundry room dryers and exhaust piping based on the design phase of the project that was approved earlier this year.

Effects Upon Present Law:

The Department of Finance provides the following amendment to the 2024 Operating Budget to establish a new capital project for the renovation of the Jail Dryer Exhaust Construction and replacement of the commercial dryers.

Create/Increase Expense Code By:

H543150.401000 Jail Dryer Exhaust Construction (3150240081-0001-0401)	\$252,000
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Create/Increase Revenue Code By:

H93333.5710 Serial Bonds (3150240081-5710-0000)	\$252,000
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I recommend that this budget amendment be presented to the Schenectady County Legislature for consideration.

Justification:

Mr. Luciano and Ms. Reich indicated earlier this year; the Correctional Facility's laundry room experienced a fire that necessitated an emergency purchase of residential dryers so that the needs of the approximately 200 inmates could be met. this project would replace and reconfigure the facility's laundry room dryers and exhaust piping based on the design phase of the project that was approved earlier this year.

Sponsor: Legislator Patierne

Co-Sponsor:

COUNTY OF SCHENECTADY




RORY FLUMAN
COUNTY MANAGER

OFFICE OF THE COUNTY MANAGER
620 STATE STREET
SCHENECTADY, NEW YORK 12305

TELEPHONE: (518) 388-4355
FAX: (518) 388-4590

To: Honorable Chairperson and Members of the Legislature

From: Rory Fluman, County Manager 

CC: Geoffrey T. Hall, Clerk of the Legislature
Alissa Foster, Deputy Clerk of the Legislature
Stephen Luciano, Director of Facilities
Erin Reich, Facilities Engineer
Jaclyn Falotico, Commissioner of Finance

Date: August 2, 2024

Re: Authorization to Amend the 2024 Capital Budget to Accommodate the Jail Dryer Exhaust Construction Project

Attached is a memorandum from Stephen Luciano, Director of Facilities, and Erin Reich, Facilities Engineer, requesting authorization to amend the 2024 Capital Budget in the amount of \$252,000 to accommodate the Jail Dryer Exhaust Construction Project. Earlier this year, the Correctional Facility's laundry room experienced a fire that necessitated an emergency purchase of residential dryers so that the needs of the approximately 200 inmates could be met. As Mr. Luciano and Ms. Reich indicate, this project would replace and reconfigure the facility's laundry room dryers and exhaust piping based on the design phase of the project that was approved earlier this year.

The attached memorandum from Jaclyn Falotico, Commissioner of Finance, detail the necessary budgetary actions.

I recommend your approval.

COUNTY *of* SCHENECTADY
INTER-DEPARTMENT

MEMORANDUM

To: Rory Fluman, County Manager

From: Stephen Luciano, Director of Facilities
Erin Reich, Facilities Engineer

CC: Jaclyn Falotico

Date: July 31, 2024

Subject: Jail Dryer Exhaust Construction

The Office of Facilities is requesting the creation of a capital budget for Jail Dryer Exhaust Construction to replace and reconfigure the Jail laundry room dryers and exhaust piping based on the completed design.

We are requesting a budget of \$252,000.00 for Construction Services.

County of Schenectady
620 State Street, 3rd Floor,
Schenectady, N. Y. 12305
(518) 388-4260
(518) 388-4248 Fax

County Finance

Memo

TO: Rory Fluman, County Manager
FROM: Jaclyn Falotico, Commissioner of Finance *JF*
DATE: July 30, 2024
SUBJECT: Budget Amendment – Jail Laundry Facilities Renovation

The Department of Finance provides the following amendment to the 2024 Operating Budget to establish a new capital project for the renovation of the Jail Dryer Exhaust Construction and replacement of the commercial dryers.

Create/Increase Expense Code By:

H543150.401000	Jail Dryer Exhaust Construction	\$252,000
(3150240081-0001-0401)		

Create/Increase Revenue Code By:

H93333.5710	Serial Bonds	\$252,000
(3150240081-5710-0000)		

I recommend that this budget amendment be presented to the Schenectady County Legislature for consideration.



Schenectady County Legislature

Committee on Public Safety

Hon. Thomas Constantine, Chair

6th Floor County Office Building 620 State Street, Schenectady, New York 12305

Phone: (518) 388-4280 Fax: (518) 388-4591

DATE: August 2, 2024
TO: Honorable Schenectady County Legislators
FROM: Geoffrey T. Hall, Clerk of the Legislature
SUBJECT: COMMITTEE AGENDA

Public Safety
Honorable Thomas Constantine, Chair
Monday, August 5, 2024 at 7:00 p.m
Schenectady County Office Building,
Legislative Chambers, Sixth Floor

Item	Title	Sponsor	Co-Sponsors
PS	9 A RESOLUTION TO ACCEPT A MOTOR VEHICLE FROM KNOLLS ATOMIC POWER LABORATORY FOR USE BY THE OFFICE OF THE SCHENECTADY COUNTY SHERIFF	Legislator Constantine	
PS	10 A RESOLUTION TO ACCEPT MONIES FROM THE ESTATE OF MARY BEJIAN FOR THE K-9 UNIT OF THE OFFICE OF THE SCHENECTADY COUNTY SHERIFF	Legislator Constantine	

LEGISLATIVE INITIATIVE FORM

Date: 8/2/2024
Reference: Public Safety
Dual Reference: Ways and Means
Initiative: PS 9

Title of Proposed Resolution:

A RESOLUTION TO ACCEPT A MOTOR VEHICLE FROM KNOLLS ATOMIC POWER LABORATORY FOR USE BY THE OFFICE OF THE SCHENECTADY COUNTY SHERIFF

Purpose and General Idea:

Provides Authorization to Accept a Donated Emergency Response Vehicle for the Sheriff's Office

Summary of Specific Provisions:

Authorizes the acceptance of a 1996 fire vehicle outfitted with HazMat & chemical response emergency equipment.

Effects Upon Present Law:

The Department of Finance provides the following amendment to the 2024 Operating Budget to support the maintenance necessary to the Emergency Response Vehicle donated to Schenectady County by Knolls Power Lab.

Increase Expense Code By:

A543110.420002	Vehicle Repair/Maintenance	\$25,000
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Increase Use of Fund Balance

A.599	Appropriated Fund Balance	\$25,000
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I recommend that this budget amendment be presented to the Schenectady County Legislature for consideration.

Justification:

Sheriff Dagostino indicates that this vehicle would serve as a mobile command center when the Sheriff's Office is deployed to various operations. The County's DEPW department has fully inspected the vehicle and has given an estimate of \$25,000 to make it road-worthy.

Sponsor: Legislator Constantine

Co-Sponsor:

COUNTY OF SCHENECTADY

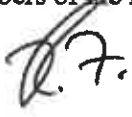


RORY FLUMAN
COUNTY MANAGER

OFFICE OF THE COUNTY MANAGER
620 STATE STREET
SCHENECTADY, NEW YORK 12305

TELEPHONE: (518) 388-4355
FAX: (518) 388-4590

To: Honorable Chairperson and Members of the Legislature

From: Rory Fluman, County Manager 

CC: Geoffrey T. Hall, Clerk of the Legislature
Alissa Foster, Deputy Clerk of the Legislature
Dominic A Dagostino, County Sheriff
Jaclyn Falotico, Commissioner of Finance

Date: August 2, 2024

Re: Authorization to Accept a Donated Emergency Response Vehicle from Knolls Atomic Power Laboratory (KAPL) for the Sheriff's Office

Attached is a memorandum from Sheriff Dominic A Dagostino, requesting authorization to accept a 1996 fire vehicle outfitted with HazMat & chemical response emergency equipment. This vehicle, which was donated to the County by Knolls Atomic Power Laboratory (KAPL) would serve as a mobile command center when the Sheriff's Office is deployed to various operations. As Sheriff Dagostino indicates, the County's DEPW has fully inspected the vehicle and has given an estimate of \$25,000 to make it road worthy.

The attached memorandum from Jaclyn Falotico, Commissioner of Finance, details the necessary budget amendment.

I recommend your approval.



**SCHENECTADY COUNTY
SHERIFF'S OFFICE**

320 VEEDER AVENUE
SCHENECTADY, NEW YORK 12307

Dominic A. Dagostino - Sheriff

James J. Barrett - Undersheriff

PHONE (518) 388-4300 FAX (518) 388-4593



TO: County Manager Rory Fluman

FROM: Sheriff Dominic A. Dagostino

RE: Donation of Emergency Response Vehicle for the Sheriff's Office

The Schenectady County Sheriff's Office has the opportunity to take possession of a 1996 medium sized fire vehicle outfitted with equipment for HazMat & Chemical Response Emergencies. This vehicle will ultimately serve as a mobile command center when conducting various operations such as crime scene investigations, search & rescue, and drone deployment.

This vehicle has been fully inspected by the County DEPW and it's noted that the vehicle is in excellent condition for its age. I am requesting \$25,000 to cover the cost of proper upfitting and repairs.

The Office of the Sheriff recommends the County Legislature accept the donation of the vehicle so it can be put into service as soon as possible to meet the needs of the County.

Respectfully,

Sheriff Dominic A. Dagostino

Schenectady Sheriff's Office established in 1809

County of Schenectady
620 State Street, 3rd Floor,
Schenectady, N. Y. 12305
(518) 388-4260
(518) 388-4248 Fax

County Finance

Memo

TO: Rory Fluman, County Manager
FROM: Jaclyn Falotico, Commissioner of Finance *JF*
DATE: August 1, 2024
SUBJECT: Budget Amendment – Sheriff Emergency Response Vehicle Donation

The Department of Finance provides the following amendment to the 2024 Operating Budget to support the maintenance necessary to the Emergency Response Vehicle donated to Schenectady County by Knolls Power Lab.

Increase Expense Code By:

A543110.420002	Vehicle Repair/Maintenance	\$25,000
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Increase Use of Fund Balance

A.599	Appropriated Fund Balance	\$25,000
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I recommend that this budget amendment be presented to the Schenectady County Legislature for consideration.

LEGISLATIVE INITIATIVE FORM

Date: 8/2/2024
Reference: Public Safety
Dual Reference: Ways and Means
Initiative: PS 10

Title of Proposed Resolution:

A RESOLUTION TO ACCEPT MONIES FROM THE ESTATE OF MARY BEJIAN FOR THE K-9 UNIT OF THE OFFICE OF THE SCHENECTADY COUNTY SHERIFF

Purpose and General Idea:

Provides Authorization to Accept a Donation for the Sheriff's Office's K9 Division.

Summary of Specific Provisions:

Authorizes the acceptance of a donation of \$1,000 for the Sheriff's Office's K9 Division.

Effects Upon Present Law:

The Department of Finance provides the following amendment to the 2024 Operating Budget to accept the donation of \$1,000 to be used for retired K-9 veterinary care.

Increase Expense Code By:

A543110.415758	Veterinary Care-K9	\$1,000
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Increase Revenue Code By:

A23110.270530	Gifts & Donations-Misc.	\$1,000
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I recommend that this budget amendment be presented to the Schenectady County Legislature for consideration.

Justification:

This donation was provided by the Estate of Mary Bejian and the funds will be used to assist with veterinary services for the police dogs.

Sponsor: Legislator Constantine

Co-Sponsor:


COUNTY OF SCHENECTADY



RORY FLUMAN
COUNTY MANAGER

OFFICE OF THE COUNTY MANAGER
620 STATE STREET
SCHENECTADY, NEW YORK 12305

TELEPHONE: (518) 388-4355
FAX: (518) 388-4590

To: Honorable Chairperson and Members of the Legislature
From: Rory Fluman, County Manager 
CC: Geoffrey T. Hall, Clerk of the Legislature
Alissa Foster, Deputy Clerk of the Legislature
Dominic A Dagostino, County Sheriff
Jaclyn Falotico, Commissioner of Finance
Date: August 2, 2024
Re: Authorization to Accept a Donation for the Sheriff's Office's K9 Division

Attached is a memorandum from Sheriff Dominic A Dagostino, requesting authorization to accept donation funds for the Sheriff's Office's K9 Division provided by the Estate of Mary Bejian. The donation funds, totaling \$1,000, will be used for veterinary services for the police dogs.

The attached memorandum from Jaclyn Falotico, Commissioner of Finance, details the necessary budget amendment.

I recommend your approval.



SCHENECTADY COUNTY SHERIFF'S OFFICE
320 VEEDER AVENUE SCHENECTADY, NEW YORK 12307
Dominic A. Dagostino - Sheriff
James J. Barrett - Undersheriff
PHONE (518) 388-4300 FAX (518) 388-4593



TO: County Manager Rory Fluman

FROM: Sheriff Dominic A. Dagostino

RE: Acceptance of a Gift to the Sheriff's K9 Division

The Schenectady County Sheriff's Office has received a gift of \$1,000 from the Estate of Mary Bejian. In accordance with Ms. Bejian's last will & testament, the money is to be used for veterinary service for the Schenectady Sheriff's Office police dogs.

The Office of the Sheriff, specifically the K9 division, recommends the County Legislature accept this generous gift so it can be put to use for the veterinary care of our K9s

Respectfully,

Sheriff Dominic A. Dagostino

Schenectady Sheriff's Office established in 1809

County of Schenectady
620 State Street, 3rd Floor,
Schenectady, N. Y. 12305
(518) 388-4260
(518) 388-4248 Fax

County Finance

Memo

TO: Rory Fluman, County Manager
FROM: Jaclyn Falotico, Commissioner of Finance *JK*
DATE: July 31, 2024
SUBJECT: Budget Amendment -- Sheriff-K9 Donation

The Department of Finance provides the following amendment to the 2024 Operating Budget to accept the donation of \$1,000 to be used for retired K-9 veterinary care.

Increase Expense Code By:

A543110.415758	Veterinary Care-K9	\$1,000
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Increase Revenue Code By:

A23110.270530	Gifts & Donations-Misc.	\$1,000
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I recommend that this budget amendment be presented to the Schenectady County Legislature for consideration.

JOHN R. POLSTER, Esq.
ATTORNEY & COUNSELOR AT LAW
1473 ERIE BOULEVARD
P.O. BOX 1396
SCHENECTADY, NY 12301

PHONE: 518-374-2593
FAX: 866-517-7772
SERVICE NOT
ACCEPTED BY FAX
JRPolster@aol.com

January 11, 2024

Schenectady County Sheriff's Office
320 Veeder Ave.
Schenectady, NY 12305

Re: Estate of Mary Bejian
Request for Receipt and Release

To Whom It May Concern:

I am the attorney assisting with the administration of the Estate of Mary Bejian. For your reference, a copy of her Last Will and Testament is enclosed. You will see that there has been a bequest of \$1,000 to your organization. I have a check in my possession made payable to you in that amount. However, before I can release that check, I need a receipt and release that I can file with the Surrogate's Court.

Two copies of the proposed receipt and release are enclosed. I need one of them completed and returned to me in the enclosed postage paid envelope. When received, I will hold the receipt and release in escrow until the check is provided to you. The second copy of the document you may keep for your records.

If you have any questions, please contact me. Thank you.

Sincerely,


John R. Polster

JRP/sf

C. Mr. Michael Bejian

Last Will and Testament
of
Mary Bejian

I, **Mary Bejian**, residing on Wells Road in the Town of Duanesburg, and County of Schenectady, State of New York, being of sound mind and memory, do make, publish and declare this my **LAST WILL AND TESTAMENT**, in the manner following, that is to say:

FIRST: I hereby revoke any and all Wills by me heretofore made.

SECOND: I direct that all of the expenses of my funeral and of the administration of my estate be paid as soon after my decease as may be possible, and I further direct that all estate, inheritance, succession or other death taxes imposed on or in relation to any of my property by reason of my death, whether passing under this Will or otherwise, shall be paid out of the residue of my estate and without proration of any charge therefor against any person who receives such property under the terms of this Will or otherwise.

THIRD: To the following entities and people, I hereby give, devise and bequeath the following items:

- A. To the American Society for the Prevention of Cruelty to Animals (ASPCA) a donation in the amount of One Thousand Dollars (\$1,000.00).
- B. To Peaceful Acres Horses, a sanctuary for at-risk and slaughter-bound equines, located on Rynex Corners Road, Pattersonville, NY, a donation in the amount of One Thousand Dollars (\$1,000.00).

C. To the Schenectady County Sheriff's Office, to be used in the care and support of retired police dogs, including veterinary services, a donation in the amount of One Thousand Dollars (\$1,000.00). ✓

D. To the New York State Police, to be used in the care and support of retired police dogs, including veterinary services, a donation in the amount of One Thousand Dollars (\$1,000.00).

[REDACTED]

[REDACTED] Notwithstanding this bequest, my Executor named below may retain any and all of said equipment that he deems appropriate to maintain my property until such time as the same is sold.

F. [REDACTED]

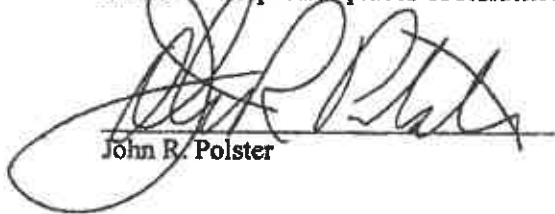
FOURTH: [REDACTED]

FIFTH: I hereby appoint my brother, Michael Bejian, residing on Upper Gregg Road, Rotterdam, New York, to act as Executor and to serve as such without bond.

IN WITNESS WHEREOF, I have hereunto subscribed my name this 24th day of March, Two Thousand Twenty-Two.

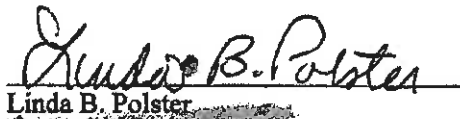
Mary Bejian (L.S.)
Mary Bejian

WE, whose names are hereto subscribed, DO CERTIFY, that on the 24th day of March, 2022, Mary Bejian, the Testatrix above named, subscribed her name to this Instrument in our presence and in the presence of each of us, and at the same time, in our presence and hearing, declared the same to be her LAST WILL AND TESTAMENT, and requested us, and each of us to sign our names thereto as witnesses to the execution thereof, which we hereby do in the presence of the Testatrix and of each other on the day of the date of the said Will, and write opposite our names our respective places of residence.


John R. Polster

residing at

[REDACTED]


Linda B. Polster

residing at

[REDACTED]



Schenectady County Legislature

Committee on Ways and Means

Hon. Philip Fields, Chair

6th Floor County Office Building 620 State Street, Schenectady, New York 12305

Phone: (518) 388-4280 Fax: (518) 388-4591

DATE: August 2, 2024
TO: Honorable Schenectady County Legislators
FROM: Geoffrey T. Hall, Clerk of the Legislature
SUBJECT: COMMITTEE AGENDA
Committee on Ways and Means
Honorable Philip Fields, Chair
Monday, August 5, 2024 at 7:00 p.m
Schenectady County Office Building,
Legislative Chambers, Sixth Floor

<u>Item</u>	<u>Title</u>	<u>Sponsor</u>	<u>Co-Sponsors</u>
PS	9 A RESOLUTION TO ACCEPT A MOTOR VEHICLE FROM KNOLLS ATOMIC POWER LABORATORY FOR USE BY THE OFFICE OF THE SCHENECTADY COUNTY SHERIFF	Legislator Constantine	
PS	10 A RESOLUTION TO ACCEPT MONIES FROM THE ESTATE OF MARY BEJIAN FOR THE K-9 UNIT OF THE OFFICE OF THE SCHENECTADY COUNTY SHERIFF	Legislator Constantine	
PFTI	17 A RESOLUTION APPROVING CAPITAL BUDGET AMENDMENTS REGARDING THE COUNTY CORRECTIONAL FACILITY DRYER EXHAUST CONSTRUCTION PROJECT	Legislator Patierne	

Item	Title	Sponsor	Co-Sponsors
LCS	19 A RESOLUTION TO CREATE AND ELIMINATE CERTAIN POSITIONS IN THE DEPARTMENT OF FINANCE	Legislator Frisoni	
LCS	20 A RESOLUTION REGARDING AN AMENDMENT TO AN AGREEMENT BETWEEN SCHENECTADY COUNTY AND SUNY SCHENECTADY FOR THE TRAINING OF STUDENTS TO BECOME AIR TRAFFIC CONTROLLERS	Legislator Frisoni	
HHHS	18 A RESOLUTION TO ACCEPT MONIES FROM THE NYS OFFICE OF ADDICTION SERVICES AND SUPPORTS	Legislator Ostrelich	
HHHS	19 A RESOLUTION REGARDING BUDGETARY AMENDMENTS FOR THE OFFICE OF PUBLIC HEALTH SERVICES	Legislator Ostrelich	
HHHS	20 A RESOLUTION REGARDING THE ACCEPTANCE OF MONIES FROM THE NYS DEPARTMENT OF HEALTH FROM THE LEAD RENTAL REGISTRY GRANT PROGRAM AND TO CREATE A CERTAIN POSITION IN THE OFFICE OF PUBLIC HEALTH SERVICES	Legislator Ostrelich	

Item	Title	Sponsor	Co-Sponsors
HHHS	21 A RESOLUTION REGARDING BUDGETARY AMENDMENTS FOR CERTAIN CONTRACT AND COURT ORDERED SERVICES FOR THE OFFICE OF COMMUNITY SERVICES	Legislator Ostrelich	
EL	2 A RESOLUTION ADOPTING THE OPERATIONAL BUDGET FOR SUNY SCHENECTADY TO SERVE THE OPERATIONAL NEEDS FOR THE PERIOD SEPTEMBER 1, 2024 TO AUGUST 31, 2025	Legislator Samuel	
EDP	9 A RESOLUTION CALLING A PUBLIC HEARING ON PROPOSED LOCAL LAW NO. B-2024	Legislator Samuel	
CJCA	3 A RESOLUTION REGARDING THE ACCEPTANCE OF MONIES FROM THE NYS DIVISION OF CRIMINAL JUSTICE SERVICES FOR THE AID TO PROSECUTION PROGAM	Legislator Frisoni	
CJCA	4 A RESOLUTION REGARDING THE ACCEPTANCE OF MONIES FROM THE NYS DIVISION OF CRIMINAL JUSTICE SERVICES FROM THE AID TO DEFENSE GRANT PROGRAM	Legislator Frisoni	