



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.schenectadycountyny.gov

MARCH 2025
COMMITTEE MEETING SCHEDULE

DATE: 28 February 2025
TO: Honorable Schenectady County Legislators
FROM: Geoffrey T. Hall; Clerk of the Legislature
SUBJECT: Committee Meetings
Monday, March 3, 2025
620 State Street
Legislative Chambers
Sixth Floor – 7:00 PM

7:00 P.M.	Committee on Codes, Judiciary & Consumer Affairs Legislator Frisoni, Chair	page 1
Followed by:	Committee on Health, Housing & Human Services Legislator Ostrellich, Chair	page 8
Followed by:	Committee on Labor & Civil Services Legislator Frisoni, Chair	page 53
Followed by:	Committee on Public Facilities, Transportation & Infrastructure Legislator Patierne, Chair	page 69
Followed by:	Committee on Public Safety Legislator Constantine, Chair	page 76
Followed by:	Committee on Tourism, Arts & Special Events Legislator Gatta, Chair	page 122
Followed by:	Committee on Ways & Means Legislator Patierne, Chair	page 130



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: February 28, 2025
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, March 3, 2025 at 7:00 p.m
Schenectady County Office Building,
Legislative Chambers, Sixth Floor

Item	Title	Sponsor	Co-Sponsors
CJCA	1 A RESOLUTION ESTABLISHING THE RATES OF COMPENSATION FOR ELECTION WORKERS EMPLOYED BY THE SCHENECTADY COUNTY BOARD OF ELECTIONS	Legislator Frisoni	

LEGISLATIVE INITIATIVE FORM

Date: 2/28/2025
Reference: Codes, Judiciary and Consumer Affairs
Dual Reference: Ways and Means
Initiative: CJCA 1

Title of Proposed Resolution:

A RESOLUTION ESTABLISHING THE RATES OF COMPENSATION FOR ELECTION WORKERS EMPLOYED BY THE SCHENECTADY COUNTY BOARD OF ELECTIONS

Purpose and General Idea:

Provides Authorization for the Annual Ratification of Election Workers' Compensation.

Summary of Specific Provisions:

This initiative would adopt the 2025 Election Worker Compensation duly adopted by the Schenectady County Board of Elections

Effects Upon Present Law:

None.

Justification:

Laura Fronk and Darlene Harris, Schenectady County Board of Elections Commissioners, indicated slight increases in compensation levels for existing rates compared to 2024. However, the rates are comparable to those of neighboring counties and ensure that compensation is above minimum wage, and have asked the Legislature to approve the Election Worker Compensation plan according to Section 3-302 (6) and 3-420 (1) of the Election Law.

Sponsor: Legislator Frisoni

Co-Sponsor:

COUNTY OF SCHENECTADY

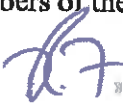


RORY FLUMAN
COUNTY MANAGER

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
Laura Fronk and Darlene Harris, Board of Elections Commissioners
Jaclyn Falotico, Commissioner of Finance

Date: February 28, 2025

RE: Annual Ratification of Election Worker Compensation

Attached is a memorandum from Laura Fronk and Darlene Harris, Schenectady County Board of Elections Commissioners, requesting approval of the 2025 election workers compensation plan adopted by the Schenectady County Board of Elections pursuant to Section 3-302 (6) and 3-420 (1) of the New York State Election Law.

The Commissioners indicate that there are slight increases in compensation levels for existing rates when compared to 2024.

I recommend your approval.



COUNTY OF SCHENECTADY - CONDADO DE SCHENECTADY

Office of the Board of Elections
Oficina de la Junta Electoral

2696 Hamburg Street, Schenectady, New York 12303
Tel./Llame: (518) 377-2469 ~ Fax/Fax: (518) 377-2716
www.voteschenectady.com

Laura Fronk
Darlene Harris
Commissioners
Comisarias Electorales

Cynthia Vincitore-Nebolini
Loretta Rigney
Deputy Commissioners
Vice Comisarias Electorales

TO: Hon. Geoffrey T. Hall, Clerk of the Legislature
FROM: Laura Fronk & Darlene Harris, Commissioners
CC: Rory Fluman, Christopher Gardner, Jaclyn Falotico
DATE: February 12, 2025
RE: Annual Ratification of Election Worker Compensation

.....
We ask the Legislature to approve our compensation plan pursuant to Sections 3-302 (6) and 3-420 (1) of the Election Law.

Please find attached the Certification of Election Worker Compensation duly adopted by the Schenectady County Board of Elections.

There are slight increases in compensation levels for existing rates. These increases are to bring them inline with the 2025 hourly rates for New York, outside the City of New York. This compensation plan is fully supported by our existing 2025 Operating Budget as adopted but may require amendment if Early Voting dates, hours, and/or location requirements are changed.

Election Dates for 2025 are as follows:

Primary Election – June 24, 2025 (Early Voting - June 14 – 22, 2025)
General Election – November 4, 2025 (Early Voting - October 25 – November 2, 2025)

Thank you for your consideration.

SCHEENECTADY COUNTY BOARD OF ELECTIONS

2696 Hamburg Street, Suite 1 Schenectady, NY 12303

**Certification of Election Worker Compensation
For the 2025 Political Calendar**

Election Day Workers	General, Primary Election Days (6:00 am – 9:00 pm 5:00 am to 9:45 pm)	Annual Training Class	Early Voting & Village of Delanson Election (up to 10 hrs.)
Inspectors	\$255	\$40	\$150
Chairperson/ Voting Systems Specialists	\$275	\$40	\$170
Spanish Translators	\$95 added to titled position	NA	\$50 added to titled position
Election Day Alternates/ Bag Helpers	\$50 5:30 am - 7:30 am/ 9:00 pm – 11:00 pm	NA	NA

Other Election Worker Rates	
Technicians/ Translation Services/ Election Night Specialists	\$24.00/ hr
Miscellaneous Labor & Other Mandatory Training	\$16.00/ hr

Times provided are approximate.

Dated: February 12, 2025



Laura Fronk, Commissioner



Darlene Harris, Commissioner

SCHENECTADY COUNTY BOARD OF ELECTIONS
 2696 Hamburg Street, Suite 1 Schenectady, NY 12303

**Certification of Election Worker Compensation
 For the 2024 Political Calendar**

Election Day Workers	General, Primary Election Days (6:00 am - 9:00 pm 5:00 am to 9:45 pm)	Annual Training Class	Early Voting & Village of Delanson Election (up to 10 hrs)
Inspectors	\$250	\$40	\$130
Chairperson/ Voting Systems Specialists	\$270	\$40	\$150
Spanish Translators	\$50 added to titled position	NA	\$30 added to titled position
Election Day Alternates/ Bag Helpers	\$50 5:30 am - 7:30 am/ 9:00 pm - 11:00 pm	NA	NA

Other Election Worker Rates	
Technicians/ Translation Services/ Election Night Specialists	\$23.00/ hr
Miscellaneous Labor & Other Mandatory Training	\$15.00/ hr

Times provided are approximate.

Dated: February 15, 2024


 Laura Frank, Commissioner


 Darlene Harris, Commissioner



COUNTY OF SCHENECTADY - CONDADO DE SCHENECTADY

Office of the Board of Elections
Oficina de la Junta Electoral

2696 Hamburg Street, Schenectady, New York 12303
Tel./Llame: 518-377-2469 ~ Fax/Fax: 518-377-2716
www.voteschenectadyny.gov

Laura Fronk
Darlene Harris
Commissioners
Comisarias Electorales

Cynthia Vincitore Nebolini
Loretta L. Rigney
Deputy Commissioners
Vice Comisarias Electorales

TO: Hon. Geoffrey T. Hall, Clerk of the Legislature
FROM: Laura Fronk & Darlene Harris, Commissioners
CC: Rory Fluman, Christopher Gardner, Jaclyn Falotico
DATE: February 15, 2024
RE: Annual Ratification of Election Worker Compensation

.....
We ask the Legislature to approve our compensation plan pursuant to Sections 3-302 (6) and 3-420 (1) of the Election Law.

Please find attached the Certification of Election Worker Compensation duly adopted by the Schenectady County Board of Elections.

There are no increases in compensation levels for existing rates. This compensation plan is fully supported by our existing 2024 Operating Budget as adopted but may require amendment if Early Voting dates, hours, and/or location requirements are changed.

Election Dates for 2024 are as follows:

- Presidential Primary Election – April 2, 2024 (Early Voting-March 23-30, 2024)
- Primary Election – June 25, 2024 (Early Voting - June 15 ~ 23, 2024)
- General Election – November 5, 2024 (Early Voting - October 26 ~ November 3, 2024)

Thank you for your consideration.



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: February 28, 2025
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, March 3, 2025 at 7:00 p.m
Schenectady County Office Building,
Legislative Chambers, Sixth Floor

Item	Title	Sponsor	Co-Sponsor
HHHS	3 A RESOLUTION REGARDING THE ACCEPTANCE OF MONIES FROM THE NYS OFFICE FOR THE AGING	Legislator Ostrelich	
HHHS	4 A RESOLUTION REGARDING THE ACCEPTANCE OF MONIES FROM THE NYS OFFICE OF TEMPORARY AND DISABILITY ASSISTANCE	Legislator Ostrelich	
HHHS	5 A RESOLUTION TO ACCEPT MONIES FROM THE NYS OFFICE OF CHILDREN AND FAMILY SERVICES FOR SERVICES REGARDING ALCOHOL AND SUBSTANCE ABUSE DISORDERS	Legislator Ostrelich	
HHHS	6 A RESOLUTION TO ACCEPT MONIES FROM THE NYS OFFICE OF CHILDREN AND FAMILY SERVICES FOR RECRUITMENT EXPENSES REGARDING FOSTER AND ADOPTIVE PARENTING AND LEGAL GUARDIANSHIP SERVICES	Legislator Ostrelich	

LEGISLATIVE INITIATIVE FORM

Date: 2/28/2025
Reference: Health, Housing and Human Services
Dual Reference: Ways and Means
Initiative: HHHS 3

Title of Proposed Resolution:

A RESOLUTION REGARDING THE ACCEPTANCE OF MONIES FROM THE NYS OFFICE FOR THE AGING

Purpose and General Idea:

Authorization to Accept Funding from the NYS Office for the Aging Services for the Health Insurance Information, Counseling and Assistance Volunteer Stipend Program

Summary of Specific Provisions:

Authorizes the acceptance of funding from the NYS Office for the Aging Services for the Health Insurance Information, Counseling and Assistance (HICAP) Volunteer Stipend Program for \$800. This grant has a performance period starting April 1, 2024 and ending March 31, 2025.

Effects Upon Present Law:

The Department of Finance provides the following amendment to the 2025 Operating Budget to accommodate increased funding for the HIICAP volunteer program for funding year 2024-2025.

Increase Expense Code By:		
A546772.400431 Health Ins Counsel Assist Prgm		\$800

Increase Revenue Code By:		
A46772.477231 Health Ins Counsel Assist Prgm		\$800

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

Justification:

Adrienne Silva, SLTCS Manager, indicates that the Health Insurance Information, Counseling and Assistance Volunteer Stipend Program (HIICAP) funding would continue to support the one (1) Volunteer Coordinator and several volunteers who provide health insurance information and benefit counseling to senior residents. These funds are directly reimbursed to the County.

Sponsor: Legislator Ostrellich
Co-Sponsor:

COUNTY OF SCHENECTADY

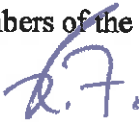


RORY FLUMAN
COUNTY MANAGER

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
Adrienne Silva, Senior and Long Term Care Services Manager
Jaclyn Falotico, Commissioner of Finance

Date: February 28, 2025

RE: Authorization to Accept Funding from the NYS Office for the Aging Services for the Health Insurance Information, Counseling and Assistance Volunteer Stipend Program

Attached is a memorandum Adrienne Silva, Senior and Long Term Care Services Manager, requesting authorization to accept funding from the NYS Office for the Aging Services for the Health Insurance Information, Counseling and Assistance Volunteer Stipend Program in the amount of \$800. As Ms. Silva indicates, the department would use these funds to support the work of one Volunteer Coordinator and several volunteers who provide health insurance information and benefit counseling to senior residents.

These funds can be used from the period starting April 1, 2024 and ending March 31, 2025.

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

I recommend your approval.



**SCHENECTADY COUNTY
DEPARTMENT OF
SENIOR AND LONG TERM CARE SERVICES**



NY Connect
Your Link to Long Term
Services and Supports

107 Nott Terrace, Suite 305
Schenectady, NY 12308-3170
Tel: (518) 382-8481
Fax: (518) 382-0194

Manager: Adrienne Silva

To: Rory Fluman, County Manager

From: Adrienne Silva, SLTCS Department Manager *AS*

CC: Jaclyn Falotico, Commissioner of Finance
Christopher Gardner, County Attorney
Jennifer Nelson, Director, Management & Budget
Mary Forman, SLTC Planner
Marylou Riddle, Executive Secretary

Re: 2024-2025 New NGA - Health Insurance Information and Counseling Assistance Volunteer Stipend Program

Date: February 14, 2025

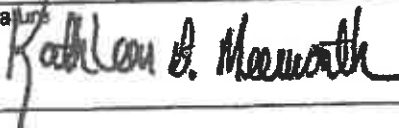
Please find attached the approval letter for Schenectady County's 2024-2025 New NGA for the Health Insurance Information and Counseling Assistance Volunteer Stipend Program from the New York State Office of the Aging. This is a requiring Legislative Approval to accept and spend these funds.

Health Insurance Information and Counseling Assistance Volunteer Stipend Program - \$800.00.

Schenectady County uses this funding for the following programs:
Federal reimbursement of \$800.00, \$400.00 per Health Insurance Information and Counseling Program (HIICAP) Volunteer. The HIICAP Program employs one Volunteer Coordinator and uses Volunteers to provide health insurance information and benefit counseling. These funds are directly reimbursed to Schenectady County.

The mission of the Schenectady County Department of Senior and Long Term Care Services is to promote the long term health and well-being of Schenectady County residents and assure that they receive the necessary community-based services that they are entitled to in order to remain safely in the community. These services are provided without regard to race, color, sex, (including gender identity or expression), national origin, sexual orientation, military status, age, disability, predisposing genetic characteristics, marital status or domestic violence victim status.

NOTIFICATION OF GRANT AWARD -Health Insurance Information, Counseling and Assistance Volunteer Stipend Program

Name & Address of Area Agency: Schenectady County Office for the Aging 107 Nott Terrace Schaffer Heights, Suite 305 Schenectady, NY 12308-3170		Name and Address of Sponsoring Agency/Payee: Schenectady County Office for the Aging 107 Nott terrace Schaffer Heights, Suite 305 Schenectady, NY 12308-3170																											
Fiscal Year from which funds awarded: 2024-25		Beginning Date: 4/1/2024 End Date: 3/31/2025 This Award is: New																											
Section I - Cost Categories <table style="width:100%; border-collapse: collapse;"> <thead> <tr> <th style="width:80%;"></th> <th style="width:20%; text-align: right;"><u>Amount</u></th> </tr> </thead> <tbody> <tr><td>Personnel</td><td style="text-align: right;">-</td></tr> <tr><td>Fringe Benefits</td><td style="text-align: right;">-</td></tr> <tr><td>Equipment</td><td style="text-align: right;">-</td></tr> <tr><td>Travel</td><td style="text-align: right;">-</td></tr> <tr><td>Maintenance & Operations</td><td style="text-align: right;">-</td></tr> <tr><td>Other Expenses</td><td style="text-align: right;">800.00</td></tr> <tr><td>Contracts</td><td style="text-align: right;">-</td></tr> <tr><td>APPROVED COSTS</td><td style="text-align: right;"><u>800.00</u></td></tr> </tbody> </table>			<u>Amount</u>	Personnel	-	Fringe Benefits	-	Equipment	-	Travel	-	Maintenance & Operations	-	Other Expenses	800.00	Contracts	-	APPROVED COSTS	<u>800.00</u>	Section II - Grantee Budget - Grant Funding: <table style="width:100%; border-collapse: collapse;"> <tbody> <tr> <td style="width:80%;">Grant Share (see remark 1)</td> <td style="width:20%; text-align: right;">800.00</td> </tr> <tr> <td>Net Cost</td> <td style="text-align: right;">800.00</td> </tr> </tbody> </table> Section III - Federal Funds Ceiling: <table style="width:100%; border-collapse: collapse;"> <tbody> <tr> <td style="width:80%;">Base Allocation</td> <td style="width:20%; text-align: right;">800.00</td> </tr> <tr> <td>Grants Funds Ceiling (see remark 1)</td> <td style="text-align: right;">800.00</td> </tr> </tbody> </table>		Grant Share (see remark 1)	800.00	Net Cost	800.00	Base Allocation	800.00	Grants Funds Ceiling (see remark 1)	800.00
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<p>REMARKS: In addition to the conditions contained in the Four Year Plan, Annual Update and approved Application for Funding, the conditions checked below apply to this award:</p> <p><input checked="" type="checkbox"/> 1. Reimbursement is limited to the <u>lower</u> of the Grant Share of net cost or the "Grant Funds Ceiling"</p> <p><input checked="" type="checkbox"/> 2. Receipt of grant funds, either through advance or reimbursement, does not constitute earning of these funds. The grant share of the project cost is earned only when allowable costs have been incurred and paid.</p> <p><input checked="" type="checkbox"/> 3. A separate audit trail is to be maintained for these funds and copies of all receipts and other pertinent documentation are to be maintained by the recipient for subsequent audit.</p> <p><input checked="" type="checkbox"/> 4. The final claim with all required supporting documentation must be received within sixty (60) days of the end of the program period.</p>																													
Name & Title of Authorizing Official: Kathleen B. Meerwarth Deputy Director Division of Finance and Administration		Signature: 	Date: 2/1/25																										

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 *rf*
DATE: February 26, 2025
SUBJECT: Budget Amendment – Senior and Long Term Care HIICAP Funding

The Department of Finance provides the following amendment to the 2025 Operating Budget to accommodate increased funding for the HIICAP volunteer program for funding year 2024-2025.

Increase Expense Code By:

A546772.400431	Health Ins Counsel Assist Prgm	\$800
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Increase Revenue Code By:

A46772.477231	Health Ins Counsel Assist Prgm	\$800
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I recommend that this budget amendment be presented to the Schenectady County Legislature for consideration.

LEGISLATIVE INITIATIVE FORM

Date: 2/28/2025
Reference: Health, Housing and Human Services
Dual Reference: Ways and Means
Initiative: HHHS 4

Title of Proposed Resolution:

A RESOLUTION REGARDING THE ACCEPTANCE OF MONIES FROM THE NYS OFFICE OF TEMPORARY AND DISABILITY ASSISTANCE

Purpose and General Idea:

Provides Authorization to Accept Funding from the NYS Office of Temporary and Disability Assistance’s NYS Shelter Arrears Eviction Forestallment Program

Summary of Specific Provisions:

Authorizes the acceptance of funding from the NYS Office of Temporary and Disability Assistance’s NYS Shelter Arrears Eviction Forestallment (SAEF) Program in the amount of \$250,480. This funding will be used to support the payment of shelter arrears necessary to retain permanent housing for those that receive or are eligible to receive Public Assistance. These funds can be used on eligible expenses incurred during the period beginning October 1, 2024 and ending September 30, 2025

Effects Upon Present Law:

The Department of Finance provides the following amendment to the 2025 Operating Budget to accept new funding for Shelter Arrears Eviction Forestallment (SAEF) Program from the NYS Office of Temporary and Disability Assistance.

Increase Expense Code By:

A546010.415029	Shelter Arrears Evict Forestal	\$250,480
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Increase Revenue Code By:

A36010.368901	Shelter Arrears Evict Forestal	\$250,480
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I recommend that this budget amendment be presented to the Schenectady County Legislature for consideration.

Justification:

The Shelter Arrears Eviction Forestallment Program (SAEF) provides services and expenses related to the payment of shelter arrears necessary to retain housing for certain households that are in receipt of or who would be eligible for ongoing or emergency public assistance.

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
Brandy Hillard-Bouldin, Commissioner of Social Services
Jaclyn Falotico, Commissioner of Finance

Date: February 28, 2025

RE: Authorization to Accept Funding from the NYS Office of Temporary and Disability Assistance's NYS Shelter Arrears Eviction Forestallment Program

Attached is a memorandum from Brandy Hillard-Bouldin, Commissioner of Social Services, requesting authorization to accept funding from the NYS Office of Temporary and Disability Assistance's NYS Shelter Arrears Eviction Forestallment Program. As Ms. Hillard-Bouldin indicates, the County would be awarded \$250,480 which the department will use to support the payment of shelter arrears necessary to retain permanent housing for those that receive or are eligible to receive Public Assistance.

These funds can be used on eligible expenses incurred on the period beginning October 1, 2024 and ending September 30, 2025

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

I recommend your approval.

SCHEENECTADY COUNTY

DEPARTMENT OF SOCIAL SERVICES



797 Broadway, Suite 301
Schenectady, NY 12305
518-388-4400
518-388-4644 (FAX)

Brandy Hillard-Bouldin
Commissioner

MEMORANDUM

TO: Rory Fluman, County Manager
FROM: Brandy Hillard Bouldin, Commissioner
DATE: February 7, 2024
RE: Acceptance of Allocations

In accordance with 24-LCM 12 Attachment-A Schenectady County was allocated \$250,480 as part of the New York State Shelter Arrears Eviction Forestallment (SAEF) program to provide for services and expenses related to the payment of shelter arrears necessary to retain housing for certain households that are in receipt of or who would be eligible for ongoing or emergency Public Assistance (PA). The Department of Social Services is seeking to accept this allocation for the program which began October 1, 2024 and ends September 30, 2025. To accommodate appropriate claiming, the Department of Social Services is requesting new general ledger lines within the budget for both revenue and expenditures to be appropriately accounted for and claimed.

Expense: A546010.415029 - Increase of \$250,480
Revenue: A36010.368901 - Increase of \$250,480

Thank you in advance for your consideration.

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 *RF*
DATE: February 26, 2025
SUBJECT: Budget Amendment – DSS – NYS OTDA Shelter Arrears Eviction
Forestallment

The Department of Finance provides the following amendment to the 2025 Operating Budget to accept new funding for Shelter Arrears Eviction Forestallment (SAEF) Program from the NYS Office of Temporary and Disability Assistance.

Increase Expense Code By:

A546010.415029	Shelter Arrears Evict Forestal	\$250,480
----------------	--------------------------------	-----------

Increase Revenue Code By:

A36010.368901	Shelter Arrears Evict Forestal	\$250,480
---------------	--------------------------------	-----------

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

Attachment A

District	2024-2025 Shelter Arrears Eviction Forestallment Program Allocations
Albany	\$549,520
Allegany	\$13,581
Broome	\$245,099
Cattaraugus	\$47,149
Cayuga	\$69,443
Chautauqua	\$86,739
Chemung	\$98,733
Chenango	\$20,628
Clinton	\$52,146
Columbia	\$30,109
Cortland	\$43,818
Delaware	\$17,425
Dutchess	\$265,086
Erie	\$1,540,922
Essex	\$13,069
Franklin	\$14,734
Fulton	\$57,271
Genesee	\$33,058
Greene	\$25,112
Hamilton	\$5,000
Herkimer	\$30,493
Jefferson	\$94,170
Lewis	\$5,000
Livingston	\$27,418
Madison	\$23,575
Monroe	\$1,085,471
Montgomery	\$43,690
Nassau	\$585,394
Niagara	\$225,625
Oneida	\$258,118
Onondaga	\$592,569
Ontario	\$79,821
Orange	\$298,783
Orleans	\$29,598
Oswego	\$90,967
Otsego	\$18,962
Putnam	\$13,837
Rensselaer	\$244,331
Rockland	\$132,351
Saratoga	\$171,172
Schenectady	\$250,480
Schoharie	\$7,303
Schuyler	\$5,000
Seneca	\$18,578
St. Lawrence	\$45,612
Steuben	\$46,893
Suffolk	\$884,561
Sullivan	\$95,067
Tioga	\$16,784
Tompkins	\$51,890
Ulster	\$116,484
Warren	\$46,509
Washington	\$33,440
Wayne	\$54,196
Westchester	\$1,059,193
Wyoming	\$7,047
Yates	\$5,000



Local Commissioners Memorandum

Section 1

Transmittal:	24-LCM-12
To:	Social Services District Commissioners
Issuing Division/Office:	Employment and Income Support Programs
Date:	September 18, 2024
Subject:	New York State Shelter Arrears Eviction Forestallment (SAEF) Program
Contact Person(s):	Temporary Assistance Bureau: 518-474-9344 or tabureau@otda.ny.gov
Attachments:	Attachment A – 2024-2025 Shelter Arrears Eviction Forestallment Program Allocations

Section 2

I. Purpose

The purpose of this Local Commissioners Memorandum (LCM) is to inform social services districts (districts) of the New York State Shelter Arrears Eviction Forestallment (SAEF) program and to provide 2024-2025 SAEF program allocations and general program guidance. Consistent with the governing appropriation, allocations are available for all districts other than New York City.

II. Background

The New York State Fiscal Year 2024-2025 Budget appropriated \$10 million to provide for services and expenses related to the payment of shelter arrears necessary to retain housing for certain households that are in receipt of or who would be eligible for ongoing or emergency Public Assistance (PA) pursuant to Social Services Law (SSL) §131-a.

To distribute these funds, the New York State Office of Temporary and Disability Assistance (OTDA) created the SAEF program to provide vital shelter arrears assistance to help eligible households retain permanent housing. Districts may choose to retain their allocation and use district mechanisms (e.g., direct administration or transfer of funds to county agencies) to operate this program, or may delegate the administration of this program, in full or in part, to another public agency, contractor or non-profit organization.

III. Program Implications

A. Program Activities and Services

Assistance provided through the SAEF program must not exceed a total of six months of arrears per household. However, the six months of arrears payments do not have to be consecutive or paid all at once; payments may be issued partially (less than six months of arrears assistance needed) or in full (all six months paid at once).

Prior receipt of shelter arrears payments through the Emergency Assistance to Families (EAF) or Emergency Safety Net Assistance (ESNA) programs does not impact SAEF program eligibility. Households who previously received six months or more of shelter arrears assistance through EAF or ESNA, may receive additional payments via the SAEF program, not to exceed six months, if otherwise eligible for the SAEF program. SAEF program payments will not be limited by the shelter allowance amount set forth in SSL §131-a and will not be part of the standard of need pursuant to SSL §131-a, and therefore would not be considered by the Automated Budgeting and Eligibility Logic (ABEL) when computing financial eligibility for PA. SAEF program payments are not countable as income or as a resource for PA, Home Energy Assistance Program (HEAP) or Supplemental Nutrition Assistance Program (SNAP) eligibility or budgeting purposes. Additionally, SAEF program payments will not be subject to recoupment or repayment unless the application submitted was fraudulent, or otherwise identified as ineligible.

B. Participant Eligibility

Districts must establish and maintain local policy governing eligibility for SAEF payments. While districts have flexibility regarding SAEF program eligibility requirements, the governing statute outlines some minimum requirements for eligibility as follows:

- Eligible households are individuals and/or families, with or without children, who have shelter arrears and require assistance to retain permanent housing;
- Households must first apply for shelter arrears assistance under EAF or ESNA, and if they are found ineligible through both programs, they should be assessed for SAEF program eligibility;
- Households must meet the PA (Family Assistance (FA) or Safety Net Assistance (SNA)) citizenship/non-citizen status eligibility requirements;
- Households must meet the EAF or ESNA income eligibility requirements. OTDA issues guidance annually regarding changes in the federal poverty guidelines.

Financial eligibility for EAF is determined by the gross income immediately available to the household on the date of application. The household is financially eligible for EAF if the available income is at or below 200% of the Federal Poverty Level Guidelines for the household size. The following guidelines for EAF are effective April 1, 2024, through March 31, 2025:

**200% of 2024 Federal Poverty Level Guidelines
EAF Gross Available Test
By Family Size (Adjusted Annually)**

Household Size	Annual	Monthly
1	\$30,120	\$2,510
2	\$40,880	\$3,407

3	\$51,640	\$4,303
4	\$62,400	\$5,200
5	\$73,160	\$6,097
6	\$83,920	\$6,993
7	\$94,680	\$7,890
8	\$105,440	\$8,787
Additional	\$10,760	\$897

Financial eligibility for ESNA is determined by the household's gross monthly income on the date of application, which may not exceed 125% of the Federal Poverty Level Guidelines for the household size. The following income guidelines are effective April 1, 2024, through March 31, 2025:

**ESNA 125% of 2024 Federal Income Poverty Level
Guidelines (Adjusted Annually)**

Household Size	Annual	Monthly
1	\$18,825	\$1,569
2	\$25,550	\$2,129
3	\$32,275	\$2,690
4	\$39,000	\$3,250
5	\$45,725	\$3,810
6	\$52,450	\$4,371
7	\$59,175	\$4,931
8	\$65,900	\$5,492
Additional	\$6,725	\$560

Households that are determined income eligible for the SAEF program under EAF or ESNA are not required to meet certain PA eligibility requirements for shelter arrears payments. Unlike traditional PA shelter arrears requirements, households eligible for the SAEF program:

- May have foreseen the occurrence or situation giving rise to the need for shelter arrears assistance;
- May be unable to reasonably demonstrate an ability to pay future shelter expenses, including any amounts in excess of the appropriate agency maximum monthly shelter allowance;
- May have already received a shelter arrears payment within the prior five years; and/or
- May not be current on a shelter repayment agreement from a prior shelter arrears payment.

Households that qualify for the SAEF program under the ESNA income eligibility requirement are not subject to a repayment agreement. In addition, receipt of PA is not a requirement for determining eligibility for the SAEF program.

Districts must make sure they have policies and procedures in place to:

- Establish that the SAEF program recipient is the primary tenant/homeowner (e.g., require a lease or other documentation);

- Establish the shelter arrears amount due for the SAEF program household;
- Ensure that the SAEF program payment will be accepted to prevent eviction for a specified timeframe;
- Take reasonable steps to prevent the duplication of benefits;
- Issue a determination letter stating the amount approved, or a denial letter with the reason for denial;
- Establish a process for handling fraudulent applications, including a procedure for recovering funds, if necessary; and
- Establish a process for reviewing and considering appeals of applications that are denied.

Applications are to be accepted on a first come, first-served basis according to the eligibility parameters above and set forth at the local level. While districts have flexibility in determining the overall design of their local SAEF program, they are encouraged to make extra efforts to ensure prioritization of certain households, such as those with children under the age of six, single individuals with a history of housing instability, veterans, individuals and families experiencing domestic violence (DV), and other victims of violence. Although receipt of PA is not an eligibility requirement to receive payments through the SAEF program, operators are encouraged to refer SAEF program applicants to apply for applicable benefit programs, such as PA, HEAP, SNAP, Supplemental Security Income (SSI) and Social Security Disability Insurance (SSDI).

SAEF program payments will **not** be issued through the Welfare Management System (WMS). SAEF program payments must be made directly to the landlord/property owner on behalf of the tenant. Tenants, landlords, and/or property managers must be notified of SAEF program assistance provided on behalf of any SAEF program recipient.

Notifications regarding eligibility determinations (e.g., approvals and denials) must be maintained in the case record for a minimum of six years following submission of the program end summation report. Further information on the report can be found under section D, below.

C. Allocations

A total of \$10 million is available to support the SAEF program. The 2024-2025 SAEF program allocations are listed in Attachment A and have been determined based on ROS 2023 eviction rates as reported by the New York State Unified Court System. The program period for related expenditures is October 1, 2024, through September 30, 2025.

D. Reporting Requirements

As part of their participation in the SAEF program, districts must keep data about each household that participates in the program. Household-payment records, to be made available on audit, must include at a minimum:

Landlord EIN
 Landlord name or business name
 Landlord address
 Primary tenant name

Primary tenant DOB
Primary tenant race/ethnicity
Tenant address
Date of SAEF program payment
Months with arrears covered by SAEF program payment
Total SAEF program payment
Primary tenant has open PA case at time of payment yes/no
Number of children in household at time of payment (0-N)
Number of adults in household at time of payment (1-N)

Households whose landlords receive multiple payments on their behalf covering more than one period will have multiple records, one for each household/payment.

Using data above, districts will be required to submit a program end summation report to OTDA that includes the criteria used to determine eligibility, number of households served, the dollar value of arrears issued under the SAEF program, and basic demographic information on the households served. Demographic information must include:

Number of households served
Number of households served for multiple periods
Number and % of households with/without children
Number and % of households with open PA case
Age distribution of primary tenant
Distribution of the number of children
Distribution of total payment amount
Distribution of race/ethnicity

Districts are encouraged to track and include other characteristics of landlords and tenants in their report. Districts must submit this information to the OTDA Temporary Assistance (TA) Bureau by October 31, 2025, via email at: tabureau@otda.ny.gov.

The goal of reporting is to ensure the terms of the SAEF program are met in accordance with State legislation and to assess districts' emergency shelter arrears needs moving forward. It is the responsibility of the district to monitor any subcontracts. Districts must ensure the confidentiality of records concerning all SAEF program participants.

E. Claiming Instructions

Expenditures for the SAEF program should be claimed through the RF-17 claim package for special project claiming for the month(s) that the expenditures were made. These costs are first identified on the RF-2A claim package as F17 functional costs and reported in the F17 column on the [LDSS-923](#) "Cost Allocation Schedule of Payments Administrative Expenses Other Than Salaries" and the [LDSS-2347](#) "Schedule D "DSS Administrative Expenses Allocation and Distribution by Function and Program." After final accepting the RF-2A, the individual project costs are then reported under the project label "SAEF Program SFY2025" on the RF-17.

Salaries, fringe benefits, staff counts, and central services costs are directly entered on the [LDSS-4975A](#) "RF17 Worksheet, Distribution of Allocated Costs to Other Reimbursable Programs" while overhead costs are automatically brought over from the

RF2A, [Schedule D](#) and distributed based upon the proportion of the number of staff assigned to this project. Employees not working all their time for the SAEF program must maintain time studies to support the salary and fringe benefit costs allocated to the program.

Non-salary administrative costs are reported with the appropriate object of expense code(s) on page 1 of the [LDSS-923B](#) "Summary - Administrative Schedule of Payments for Expenses Other Than Salaries for Other Reimbursable Programs."

Program costs should be reported as object of expense code 37 – Special Project Program Expense on page 2 of the [LDSS-923B](#) "Summary - Program Schedule of Payments for Expenses Other Than Salaries for Other Reimbursable Programs."

Total project costs should be reported on the [LDSS-4975](#) "Monthly Statement of Special Project Claims Federal and State Aid (RF-17)" as 100% state share excluding central services costs which are local share. Actual reimbursement will be based upon each district's allocation.

Claims for the period October 1, 2024, through September 30, 2025, must be final accepted in the Automated Claiming System (ACS) by February 13, 2026.

Further instructions for completing time studies; the [LDSS-923](#), [LDSS-923B](#) and [Schedule D](#); and the RF-17 claim package are found in Chapters 4, 7, and 18, respectively, of the Fiscal Reference Manual (FRM) Volume 3. The FRMs are available online at: <https://intranet.otda.ny.gov/bfdm/finance/>.

Any claiming questions should be directed to: Justin Gross at 518-474-7549 or otda.sm.field_ops.i-iv@otda.ny.gov.

IV. Reimbursement Structure and Allowable Costs

District allocations will be paid as claims are submitted to substantiate payment.

SAEF program funding is made available for districts to provide vital shelter arrears assistance to eligible households and as such, it is expected that a minimum of 90% of the funds will be used toward shelter arrears assistance in accordance with the guidelines outlined herein.

OTDA has set a 10% spending limitation on administrative costs. Agencies should limit the amount of administrative costs necessary to operate the SAEF program to maximize both the amount of funds available to pay shelter arrears and the number of households enrolled. The use of SAEF program funds for administrative purposes must be directly related to the provision of shelter arrears to eligible households. For districts opting to assign all or a portion of their SAEF program allocation to another public agency, contractor or local nonprofit organization, districts will be held liable for assigned funds not used in a manner consistent with the purpose of the SAEF program allocation.

Districts are required to submit all claims for reimbursement through the ACS regardless of whether they elect to operate the program in-house or transfer the administration to another entity. SAEF program claims must be for services provided between October 1, 2024, and

September 30, 2025, and must be claimed by February 13, 2026, per the instructions above.

Issued By:

Name: Valerie T. Figueroa

Title: Deputy Commissioner

Division/Office: Employment and Income Support Programs/Office of Temporary and Disability Assistance

LEGISLATIVE INITIATIVE FORM

Date: 2/28/2025
Reference: Health, Housing and Human Services
Dual Reference: Ways and Means
Initiative: HHHS 5

Title of Proposed Resolution:

A RESOLUTION TO ACCEPT MONIES FROM THE NYS OFFICE OF CHILDREN AND FAMILY SERVICES FOR SERVICES REGARDING ALCOHOL AND SUBSTANCE ABUSE DISORDERS

Purpose and General Idea:

Provides Authorization to Accept Funding from the NYS Office of Children and Family Services' Child Abuse Prevention and Treatment Act / Comprehensive Addiction and Recovery Act Grant

Summary of Specific Provisions:

Authorizes the acceptance of funding from the NYS Office of Children and Family Services' Child Abuse Prevention and Treatment Act / Comprehensive Addiction and Recovery Act (CAPTA/CARA) grant in the amount of \$70,000. This grant has a performance period starting December 1, 2024 and ending November 30, 2025

Effects Upon Present Law:

The Department of Finance provides the following amendment to the 2025 Operating Budget to accept new funding through the CAPTA/CARA Grant Program from the NYS Office of Children and Family Services. This funding will cover the addition of one (1) part-time Public Health ART Nurse in the Department of Social Services.

Increase Expense Code By:

A516010.112 Hourly Rated Wages	\$70,000
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Increase Revenue Code By:

A46010.461002 CAPTA/CARA Grant	\$70,000
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I recommend that this budget amendment be presented to the Schenectady County Legislature for consideration.

Justification:

Brandy Hillard-Bouldin, Commissioner of Social Services indicates that the department will use this funding to contract a part-time public health nurse that will work alongside child protective services and preventive services caseworkers to support families and children affected by substance use disorders.

Sponsor: Legislator Ostrelich

Co-Sponsor:

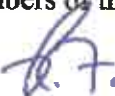
COUNTY OF SCHENECTADY



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
Brandy Hillard-Bouldin, Commissioner of Social Services
Jaclyn Falotico, Commissioner of Finance
Date: February 28, 2025
RE: Authorization to Accept Funding from the NYS Office of Children and Family Services' Child Abuse Prevention and Treatment Act / Comprehensive Addiction and Recovery Act Grant

Attached is a memorandum from Brandy Hillard-Bouldin, Commissioner of Social Services, requesting authorization to accept funding from the NYS Office of Children and Family Services' Child Abuse Prevention and Treatment Act / Comprehensive Addiction and Recovery Act Grant. As Ms. Hillard-Bouldin indicates, the County would be awarded \$70,000 which the department will use to contract with a part-time public health nurse that will work alongside child protective services and preventive services caseworks to support families and children affected by substance use disorders.

These funds can be used on eligible expenses incurred on the period beginning December 1, 2024 and ending November 30, 2025

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

I recommend your approval.

SCHENECTADY COUNTY

DEPARTMENT OF SOCIAL SERVICES



797 Broadway, Suite 301
Schenectady, NY 12305
518-388-4400
518-388-4644 (FAX)

Brandy Hillard-Bouldin
Commissioner

MEMORANDUM

TO: Rory Fluman, County Manager
FROM: Brandy Hillard Bouldin, Commissioner
DATE: February 18, 2025
RE: Budget Amendment Request

In accordance with 24-OCFS-LCM-27 Attachment A Schenectady County was awarded \$70,000 for CAPTA/CARA state grant. This award is to be used to contract for a full-time or part-time behavioral health consultant, public health nurse, early childhood specialist, peer recovery specialist, and/or parent advocates to work alongside child protective services (CPS) and preventive services caseworkers, to identify and support the behavioral health needs of children and their caregivers who have been affected by substance use. Schenectady County Department of Social Services has designated their intent to hire or contract a part-time public health nurse with the awarded funding. This award covers the period from December 1, 2024 through November 30, 2025. Reimbursement is 100% federal share, up to the amount of the LDSS's allocation.

Thank you in advance for your consideration.

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 *RF*
DATE: February 27, 2025
SUBJECT: Budget Amendment – DSS –NYS OCFS CAPTA/Cara Grant

The Department of Finance provides the following amendment to the 2025 Operating Budget to accept new funding through the CAPTA/CARA Grant Program from the NYS Office of Children and Family Services. This funding will cover the addition of one (1) part-time Public Health ART Nurse in the Department of Social Services.

Increase Expense Code By:

A516010.112	Hourly Rated Wages	\$70,000
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Increase Revenue Code By:

A46010.461002	CAPTA/CARA Grant	\$70,000
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I recommend that this budget amendment be presented to the Schenectady County Legislature for consideration.



Office of Children and Family Services

Kathy Hochul
Governor

52 WASHINGTON STREET
RENSSELAER, NY 12144

DaMia Harris-Madden, Ed.D., MBA, M.S.
Commissioner

Local Commissioners Memorandum

Transmittal: 24-OCFS-LCM-27

To: Local Departments of Social Services Commissioners

Issuing Division/Office: Division of Child Welfare and Community Services

Date: October 8, 2024

Subject: CAPTA/CARA State Grant SFY 2024-25

Contact: See section V.

Person(s):

Attachments: Attachment A: *SFY 2024-25 District Allocation Amounts*
Attachment B: *Attestation of Use of CAPTA/CARA Funds*
Attachment C: *CAPTA/CARA Grant for Plans of Safe Care Quarterly Report*
Attachment D: *Attachment for U.S. Department of Health and Human Services Grants*

I. Purpose

The purpose of this Local Commissioners Memorandum (LCM) is to advise local departments of social services (LDSSs) of the availability of federal Child Abuse Prevention and Treatment Act (CAPTA) Comprehensive Addiction and Recovery Act of 2016 (CARA) funds in the state fiscal year (SFY) 2024-25. The purpose of this funding is to help states improve their response to families and infants affected by substance use disorders (including alcohol and other substances). The New York State Office of Children and Family Services (OCFS) is making available to LDSSs \$4,430,000 of the federal CARA funds in this SFY. This LCM also provides information on each district's allocation, how districts may use the funds, and planning and claiming requirements.

OCFS has restructured the district's allocation amounts for (SFY) 2024-25, see Attachment A. OCFS increased the minimum allocations in 2024-25 to allow the LDSS to be more competitive in their hiring and contracting for these services. The minimum allocations were increased from \$50,000 to \$70,000. The maximum allocation remains at \$90,000.

II. Background

The Consolidated Appropriations Act of 2018, signed into law on March 23, 2018. The committee report for the appropriations act agreement specified that the increase in funding is intended to help states improve their response to families and infants affected by substance use disorders. States are required to prioritize the funds for the development, implementation, and monitoring of plans of safe care for substance-exposed infants, consistent with the requirement found in section 106(b)(2)(B)(iii) of CAPTA, as amended by CARA.

On June 4, 2018, an LCM¹ was disseminated to LDSSs requiring them to utilize the newly developed *Plan of Safe Care* form for infants born and identified as affected by prenatal substance use disorder or experiencing neonatal withdrawal symptoms or Fetal Alcohol Spectrum Disorder (OCFS-2196, *Plan of Safe Care*: https://ocfs.ny.gov/main/Forms/Foster_Care/OCFS-2196.docx). In addition, LDSSs are required to monitor the activities in the *Plan of Safe Care* and document the implementation and progress of the plan in their case record.

Infants born to a person who used alcohol and/or other substances during their pregnancy may present with various health-related issues. The early identification, referral, and implementation of services are critical factors to promote positive long-term outcomes for children and families. OCFS is making funding available to upstate districts for the purpose of hiring behavioral health consultants, public health nurses, early childhood specialists, peer recovery specialists, and/or parent advocates to assist in the identification of families adversely impacted by substance use and in the development, implementation, and monitoring of plans of safe care with infants and families affected by substance use. OCFS will allow smaller counties within upstate New York to share a behavioral health consultant, public health nurse, early childhood specialist, peer recovery specialist, and/or parent advocate.

III. Program Implications

LDSSs must use the funds to hire or to contract for a full-time or part-time behavioral health consultant, public health nurse, early childhood specialist, peer recovery specialist, and/or parent advocates to work alongside child protective services (CPS) and preventive services caseworkers, to identify and support the behavioral health needs of children and their caregivers who have been affected by substance use. This includes assisting with the development, implementation, and monitoring of the plan of safe care for children when the following circumstances occur: an infant is “exposed” to substance use disorder and does not exhibit symptoms of withdrawal; an infant is identified as being “affected” by substance use or substance use disorder (i.e., exhibiting symptoms of substance withdrawal) or receives a diagnosis of Neonatal Abstinence Syndrome (NAS)/Neonatal Opioid Withdrawal Syndrome (NOWS); or a newborn who receives a diagnosis of Fetal Alcohol Spectrum Disorder.

It is required that the behavioral health consultant, public health nurse, early childhood specialist, peer recovery specialist, and/or parent advocates be co-located, on-site at the LDSS. Extra-large LDSSs and LDSSs in the Westchester Region will receive \$90,000, and the rest of state LDSSs will receive \$70,000. LDSSs must provide or contract for services provided by a behavioral health clinician, public health nurse, early childhood specialist, peer recovery specialist, and/or parent advocates who is knowledgeable or will become knowledgeable about the CPS process and requirements. The person will assist with the following as allowed by their credentials:

- Assist CPS and preventive caseworkers by
 - accompanying caseworkers in the field to visit with families already identified or needing an assessment (e.g., Uncope+) and
 - providing direct consultation with caseworkers regarding families who are affected by substance use.
- Assist in the development, implementation, and/or monitoring of a plan of safe care for an infant and family affected by substance use requiring a plan of safe care.
- Provide clinical assessments and documentation to support the CPS process (peer recovery specialists and/or parent advocates cannot perform this function).

¹ [18-OCFS-LCM-06](#), *Plan of Safe Care Forms*.

- Use knowledge of resources within the LDSS to provide referrals for identified children and/or adults who may need ongoing services.

To receive the allocated funds, LDSSs must complete Attachment B, *Attestation of Use of CAPTA/CARA Funds*, and must indicate on the form how they will utilize these funds. Funds can be used for the cost of salary, fringe benefits, and travel costs and must be spent by November 30, 2025.

LDSSs must submit Attachment B, which includes the following information, to: ocfs.sm.cara.pqi@ocfs.ny.gov by November 30, 2024:

- Whether the funds will be used to hire a full-time or part-time behavioral health consultant, public health nurse, early childhood specialist, peer recovery specialist, and/or parent advocate(s).
- Whether the funds will be used to contract a full-time or part-time behavioral health consultant, public health nurse, early childhood specialist, peer recovery specialist, and/or parent advocate(s).
- Whether you plan on sharing a behavioral health consultant, public health nurse, early childhood specialist, peer recovery specialist, and/or parent advocate(s) and if so, with what LDSS.

LDSSs awarded funding will be expected to submit quarterly reports to include the following:

- Number of visits to families by provider type.
- Number of plans of safe care assisted in development, implementation, and/or monitoring.
- Number of assessments completed for children and adults by the behavior health consultants/public health nurse/early childhood specialist. (The peer recovery specialists and/or parent advocates cannot perform this function.)
- Number of children and adults identified as benefiting from services.
- Referrals made by the behavioral consultant/public health nurse/early childhood specialist/peer recovery specialist and/or parent advocate(s) to services identified through the *Plan of Safe Care* form.

IV. Fiscal and Claiming

There are \$ 4,430,000 in federal funds in the SFY 2024-25 budget for expenditures related to the implementation of CARA. Claims for these funds must be submitted as described below. These funds are to be used only to reimburse LDSS expenditures beginning December 1, 2024, and ending November 30, 2025. Continuation of funding is dependent upon New York State receiving additional federal CAPTA funding.

Reimbursement is 100% federal share, up to the amount of the LDSS's allocation. A cooperative agreement is not needed for approval to access CAPTA/CARA funds. These project expenditures should be claimed through the RF17 claim package for special project claiming. Prior to entry of the RF17, costs are first identified on the RF2A claim package as F17 functional costs (Other Reimbursable Programs) and reported in the F17 column on the *Cost Allocation Schedule of Payments Other Than Salaries* (LDSS-923) and the Schedule D, *DSS Administrative Expense Allocation and Distribution by Function and Program* (LDSS-2347). After final accepting the RF2A claim package, the individual project costs should be reported under the project label **CARA SFY 2024-25** on the RF17.

Salaries, fringe benefits, staff counts, and central services costs are directly entered on the RF17 Worksheet, *Distribution of Allocated Costs to Other Reimbursable Programs* (LDSS-4975A), while

overhead costs are automatically brought over from the RF-2A, Schedule D, and distributed based upon the proportion of the number of staff assigned to this project. Employees not working all their time on this project must maintain time studies to support the salary and fringe benefit costs allocated to the program.

Non-salary administrative costs are reported with the appropriate object of expense code(s) on the Summary, *Administrative Schedule of Payments for Expenses Other Than Salaries for Other Reimbursable Programs* (LDSS-923B), while program costs are reported as object of expense code 37 – Special Project Program Expense – on the Summary, *Program Schedule of Payments for Expenses Other Than Salaries for Other Reimbursable Programs* (LDSS-923B).

Claims for LDSS expenditures that occur during the period December 1, 2024, through November 30, 2025, must be final accepted in the Automated Claiming System no later than February 27, 2026. OCFS may reallocate any unspent funds from a local district to other local districts that have claims that exceed their allocation.

Instructions for completing time studies, the LDSS-923, the LDSS-923B, the Schedule D, and the RF17 claim package are found in Chapters 4, 7, and 18, respectively, of the *Fiscal Reference Manual* (FRM), Volume 3. The FRMs are available online at <https://intranet.otda.ny.gov/bfdm/finance/>.

Please note: These expenditures must be processed offline. They cannot be processed through purchase of service authorizations in the Welfare Management System paid through the Benefits Issuance Control System.

V. Contacts

Division of Child Welfare and Community Services regional offices:

Albany Regional Office: John Lockwood (518) 486-7078, John.Lockwood@ocfs.ny.gov

Buffalo Regional Office: Amanda Darling (716) 847-3145, Amanda.Darling@ocfs.ny.gov

New York City Regional Office: Sandra Davidson (212)-383-1820,
Sandra.Davidson@ocfs.ny.gov

Rochester Regional Office: Christopher Bruno (585) 238-8201, Christopher.Bruno@ocfs.ny.gov

Syracuse Regional Office: Sara Simon (315) 423-1200, Sara.Simon@ocfs.ny.gov

Westchester Regional Office: Sheletha Chang (845) 708-2499, Sheletha.Chang@ocfs.ny.gov

Native American Services: Heather LaForme (716) 847-3123, Heather.Laforme@ocfs.ny.gov

Any claiming questions pertaining to the Administration for Children's Services should be directed to the Office of Temporary and Disability Assistance, Bureau of Financial Services.

Regions 1-5: Justin Gross (518) 474-7549, otda.sm.Field_Ops.I-IV@otda.ny.gov

Region 6: Michael Simon (212) 961-8250, Michael.Simon@otda.ny.gov

/s/ Gail Geohagen-Pratt

Issued by:

Name: Gail Geohagen-Pratt

Title: Deputy Commissioner

Division/Office: Division of Child Welfare and Community Services

/s/ Sharon Devine

Issued by:

Name: Sharon Devine

Title: Deputy Commissioner

Division/Office: Division of Administration

**Attachment A
SFY 2024-25 District Allocation Amounts**

District	Allocation	District	Allocation
Albany	\$90,000	Oneida	\$90,000
Allegany	\$70,000	Onondaga	\$90,000
Broome	\$70,000	Ontario	\$70,000
Cattaraugus	\$70,000	Orange	\$90,000
Cayuga	\$70,000	Orleans	\$70,000
Chautauqua	\$70,000	Oswego	\$70,000
Chemung	\$70,000	Otsego	\$70,000
Chenango	\$70,000	Putnam	\$90,000
Clinton	\$70,000	Rensselaer	\$70,000
Columbia	\$70,000	Rockland	\$90,000
Cortland	\$70,000	Saratoga	\$70,000
Delaware	\$70,000	Schenectady	\$70,000
Dutchess	\$90,000	Schoharie	\$70,000
Erie	\$90,000	Schuyler	\$70,000
Essex	\$70,000	Seneca	\$70,000
Franklin	\$70,000	Saint Lawrence	\$70,000
Fulton	\$70,000	St. Regis Mohawk Tribe	\$70,000
Genesee	\$70,000	Steuben	\$70,000
Greene	\$70,000	Suffolk	\$90,000
Hamilton	\$70,000	Sullivan	\$90,000
Herkimer	\$70,000	Tioga	\$70,000
Jefferson	\$70,000	Tompkins	\$70,000
Lewis	\$70,000	Ulster	\$90,000

Livingston	\$70,000	Warren	\$70,000
Madison	\$70,000	Washington	\$70,000
Monroe	\$90,000	Wayne	\$70,000
Montgomery	\$70,000	Westchester	\$90,000
Nassau	\$90,000	Wyoming	\$70,000
New York City	\$90,000	Yates	\$70,000
Niagara	\$70,000	Statewide Total	\$4,430,000

Attachment B

Attestation of Use of CAPTA/CARA Funds

This is to certify that _____ department of social services will use the allocation of these funds authorized in the amount of \$ _____ to hire or contract with a behavioral health consultant, public health nurse, early childhood specialist, peer recovery specialist, and/or parent advocate who will be co-located within the district for the purpose of developing, implementing, and monitoring plans of safe care for infants affected by prenatal exposure to substance use and their caregivers.

Such funds will not be used to supplant any other state or local funds. Claims for reimbursement under this appropriation will not be submitted for the same type and level of funding covered by any other state or locally authorized appropriation.

Plan for use of funds:

- Hiring or contracting a part-time behavioral health consultant
- Hiring or contracting a full-time behavioral health consultant
- Hiring or contracting a part-time public health nurse
- Hiring or contracting a full-time public health nurse
- Hiring or contracting a full-time early childhood specialist
- Hiring or contracting a part-time early childhood specialist
- Hiring or contracting a full-time peer recovery specialist
- Hiring or contracting a part-time peer recovery specialist
- Hiring or contracting a full-time parent advocate
- Hiring or contracting a part-time parent advocate
- Sharing a behavioral health consultant/public health nurse/early childhood specialist/peer recovery specialist/parent advocate with another county:

_____ (county's name)

Name of person completing the form:

Date:

Name of commissioner:

Commissioner's signature:

Date:

Attachment C
Office of Children and Family Services
Child Welfare and Community Services Division
Year 7: 2024-2025
CAPTA/CARA Grant for Plans of Safe Care Quarterly Report

County	Person Completing Report	Title or Position
Email Address	Phone Number	

Instructions: Please complete the following information on a quarterly basis and email to:
ocfs.sm.cara.pqi@ocfs.ny.gov

- Quarter 1: December – February – report due by 3/30**
- Quarter 2: March– May – report due by 6/30**
- Quarter 3: June – August – report due by 9/30**
- Quarter 4: September – November– report due by 12/30**

I. Visits Conducted by Provider

This section should only include visits related to assessing and/or developing, implementing, monitoring Plans of Safe Care.

Type of Provider Visit to Unique Families*	Current Quarter	YR7 Cumulative 2024-2025
Number of visits by behavioral health specialist (BHS) <i>without CPS/PS</i>	0	0
Number of visits by public health nurse (PHN) <i>without CPS/PS</i>	0	0
Number of visits by early childhood specialist (ECS) <i>without CPS/PS</i>	0	0
Number of visits by peer recovery specialist (PRS) <i>without CPS/PS</i>	0	0
Number of visits by parent advocate (PA) <i>without CPS/PS</i>	0	0
Number of joint visits by CPS worker and BHS	0	0
Number of joint visits by CPS worker and PHN	0	0
Number of joint visits by CPS worker and ECS	0	0
Number of joint visits by CPS worker and PRS	0	0
Number of joint visits by CPS worker and PA	0	0
Number of joint visits by preventive services (PS) worker and BHS	0	0
Number of joint visits by PS worker and PHN	0	0
Number of joint visits by PS worker and ECS	0	0
Number of joint visits by PS worker and PRS	0	0
Number of joint visits by PS worker and PA	0	0
Total:	0	0

Comments:

** Unique Families refers to the identification of a single-family unit. By identifying a single-family unit, duplicate counts for data will be avoided. For example: A father might not live with the child and mother yet screening and/or visits are made with the father. The father is not counted as a secondary household and is considered part of the unique family count.*

II. Number and Type of Action by Provider

PROVIDER	ASSESSMENT	REFERRALS	DEVELOPED POSC	IMPLEMENTED POSC	MONITORED POSC
BHS	0	0	0	0	0
PHN	0	0	0	0	0
ECS	0	0	0	0	0
PRS		0	0	0	0
PA		0	0	0	0
CPS WORKER & BHS	0	0	0	0	0
CPS WORKER & PHN	0	0	0	0	0
CPS WORKER & ECS	0	0	0	0	0
CPS WORKER & PRS		0	0	0	0
CPS WORKER & PA		0	0	0	0
PREVENTIVE SERVICES WORKER & BHS	0	0	0	0	0
PREVENTIVE SERVICES WORKER & PHN	0	0	0	0	0
PREVENTIVE SERVICES WORKER & ECS	0	0	0	0	0
PREVENTIVE SERVICES WORKER & PRS		0	0	0	0
PREVENTIVE SERVICES WORKER & PA		0	0	0	0
CURRENT QUARTER TOTALS	0	0	0	0	0
YEAR 7: 2024-2025 CUMULATIVE TOTALS	0	0	0	0	0

III. Plans of Safe Care

Plans of Safe Care (POSC) for Each Unique Family	Current Quarter	YR7 Cumulative 2024-2025
Number of POSC Developed	0	0
Number of POSC Implemented	0	0
Number of POSC Monitored	0	0
Total:	0	0

Comments:

IV. Services

Identified as Benefiting From Services	Current Quarter	YR7 Cumulative 2024-2025
Number of Adults	0	0
Number of Children	0	0
Number of Unique Families	0	0
Total:	0	0

Type of treatment or services needed:

Comments:

**Attachment D
Attachment for U.S. Department of Health and Human Services Grants**

Title 45 U.S. Code of Federal Regulations Part 75 (45 CFR 75), Uniform Administrative Requirements, Cost Principles, and Audit Requirements for HHS Awards, section 354(a), states "all pass-through entities must ensure that every subaward is clearly identified to the subrecipient as a subaward and includes the following information at the time of the subaward and if any of these data elements change, includes the changes in subsequent subaward identification."

(i)	Subrecipient's name	Attachment A
(ii)	Subrecipient's unique entity identifier	County LDSS office
(iii)	Federal Award Identification Number (FAIN)	2101NYNCAN 2201NYNCAN
(iv)	Federal award date to the recipient by the HHS awarding agency	April 28,2021 (2101NYNCAN) September 22, 2022 (2201NYNCAN)
(v)	Subaward period of performance start and end date	Section IV: Fiscal and Claiming
(vi)	Amount of federal funds obligated to the subrecipient by this action by the pass-through entity to the subrecipient	Attachment A
(vii)	Total amount of the federal funds obligated to the subrecipient by the pass-through entity including the current obligation	Attachment A
(viii)	Total amount of the award committed to the subrecipient by the pass-through entity	Attachment A
(ix)	Federal award project description	Section I: Purpose
(x)	Name of the HHS awarding agency, pass-through entity, and contact information for awarding official of the pass-through entity	Administration for Children and Families Section I: Purpose Section V: Contacts
(xi)	CFDA number and name	93.669 – Child Abuse and Neglect State Grants
(xii)	Identification of whether the award is Research and Development (R&D)	N
(xiii)	Indirect cost rate for the federal award (including if the de minimis rate is charged per section 75.414)	Please see uniform guidance 45 CFR 75.

LEGISLATIVE INITIATIVE FORM

Date: 2/28/2025
Reference: Health, Housing and Human Services
Dual Reference: Ways and Means
Initiative: HHHS 6

Title of Proposed Resolution:

A RESOLUTION TO ACCEPT MONIES FROM THE NYS OFFICE OF CHILDREN AND FAMILY SERVICES FOR RECRUITMENT EXPENSES REGARDING FOSTER AND ADOPTIVE PARENTING AND LEGAL GUARDIANSHIP SERVICES

Purpose and General Idea:

Provides Authorization to Accept Funding from the NYS Office of Children and Family Services' Adoption and Legal Guardianship Incentive Payment Program.

Summary of Specific Provisions:

Authorizes the acceptance of \$25,000 in funding from the NYS Office of Children and Family Services. This is a multi-year agreement with the NYS Office of Children and Family Services' Adoption and Legal Guardianship Incentive Payment (AIPP) Program. These funds can be used on eligible expenses incurred on the period beginning October 1, 2024 and ending June 30, 2025

Effects Upon Present Law:

The Department of Finance provides the following amendment to the 2025 Operating Budget to accept new funding through the Adoption and Legal Guardianship Incentive Payments Program (AIPP) from the NYS Office of Children and Family Services.

Increase Expense Code By:
A546010.415605 Adoption Recruitment Grant \$25,000

Increase Revenue Code By:
A46010.468901 Adoption Recruitment Grant \$25,000

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

Justification:

Brandy Hillard-Bouldin, Commissioner of Social Services, indicates that the department will use this funding to support expenses related to foster/adoptive parent and legal guardianship recruitment activities that are aimed at increasing permanency outcomes.

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
Brandy Hillard-Bouldin, Commissioner of Social Services
Jaclyn Falotico, Commissioner of Finance

Date: February 28, 2025

RE: Authorization to Accept Funding from the NYS Office of Children and Family Services' Adoption and Legal Guardianship Incentive Payment Program

Attached is a memorandum from Brandy Hillard-Bouldin, Commissioner of Social Services, requesting authorization to accept funding from the NYS Office of Children and Family Services' Adoption and Legal Guardianship Incentive Payment Program. As Ms. Hillard-Bouldin indicates, the County would be awarded \$25,000 which the department will use to support expenses related to foster/adoptive parent and legal guardianship recruitment activities that are aimed at increasing permanency outcomes.

These funds can be used on eligible expenses incurred on the period beginning October 1, 2024 and ending June 30, 2025

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

I recommend your approval.

SCHEENECTADY COUNTY

DEPARTMENT OF SOCIAL SERVICES



797 Broadway, Suite 301
Schenectady, NY 12305
518-388-4400
518-388-4644 (FAX)

Brandy Hillard-Bouldin
Commissioner

MEMORANDUM

TO: Rory Fluman, County Manager
FROM: Brandy Hillard Bouldin, Commissioner
DATE: February 18, 2025
RE: Budget Amendment Request

In accordance with 25-OCFS-LCM-03 Attachment A Schenectady County was awarded \$25,000 for the Adoption and Legal Guardianship Incentive Payments Program (AIPP). This award is to be used for foster/adoptive parent and legal guardianship recruitment activities to increase permanency outcomes. This award covers the period from October 1, 2024 through June 30, 2025. Reimbursement is 100% federal share, up to the amount of the LDSS's allocation. To account for the unexpended amount of the allocation in the 2025 budget, Department of Social Services is requesting the following adjustment to the budget lines:

A546010.415605 - Increase of \$25,000
A46010.4610 - Increase of \$25,000

Thank you in advance for your consideration.

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 *RF*
DATE: February 26, 2025
SUBJECT: Budget Amendment – DSS – NYS OCFS Adoption and Legal Guardianship Incentive Payments Program (AIPP)

The Department of Finance provides the following amendment to the 2025 Operating Budget to accept new funding through the Adoption and Legal Guardianship Incentive Payments Program (AIPP) from the NYS Office of Children and Family Services.

Increase Expense Code By:

A546010.415605	Adoption Recruitment Grant	\$25,000
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Increase Revenue Code By:

A46010.468901	Adoption Recruitment Grant	\$25,000
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I recommend that this budget amendment be presented to the Schenectady County Legislature for consideration.



Office of Children and Family Services

Kathy Hochul
Governor

52 WASHINGTON STREET
RENSELAER, NY 12144

DaMia Harris-Madden, Ed.D., MBA, M.S.
Commissioner

Local Commissioners Memorandum

Transmittal: 25-OCFS-LCM-03

To: Local Departments of Social Services Commissioners

Issuing Division/Office: Division of Child Welfare and Community Services/Bureau of Permanency Services

Date: February 14, 2025

Subject: **Adoption and Legal Guardianship Incentive Funds for Local Departments of Social Services (LDSSs) Recruitment Activities**

Contact Person(s): See section VI.

Attachments: Attachment A: *District Allocation Amounts SFY 2024-2025*
Attachment B: *Certification Re: Non-Supplantation and Plan for Adoption and Legal Guardianship Incentive Payment Program Funding for Recruitment Efforts and Increased Permanency Outcomes*
Attachment C: *Attachment for U.S. Department of Health and Human Services Grants - FFY 2022 Adoption and Legal Guardianship Incentive Program*

I. Purpose

The purpose of this Local Commissioners Memorandum (LCM) is to advise local departments of social services (LDSSs) of the availability of \$1,475,000 from the Adoption and Legal Guardianship Incentive Payments Program (AIPP) in the state fiscal year (SFY) 2024-2025 for foster/adoptive parent and legal guardianship recruitment activities to increase permanency outcomes. This LCM also provides information on each district's allocation, the allocation methodology, how districts may use the funds, and planning and claiming requirements.

II. Background

The AIPP was established by the Administration for Children and Families in 1997 as part of the Adoption and Safe Families Act. The objective of the AIPP is to provide incentives to states and eligible tribes to annually increase the number of children in foster care who find permanent homes through adoption or legal guardianship. In 2014, the program was reauthorized and revised to allow incentives to be paid to jurisdictions for improved performance in both adoptions and legal guardianship of children in foster care. The program was reauthorized in 2021 as part of the Family First Prevention Services Act, signed into law in February 2018. The program recognizes states and tribes for improving their performance in finding permanent homes for children in foster care and is reauthorized annually.

The AIPP is a critical investment to help LDSSs recruit and strengthen kinship foster and adoptive families and promote adoptive placements, thereby increasing the number of children and youth moving from foster care into permanent placements.

State incentive eligibility requirements are based on annual foster care, adoption, and guardianship data submitted to the Adoption and Foster Care Analysis and Reporting System (AFCARS). Based on the annual AFCARS submission, the Children's Bureau determines the number of foster child adoptions, foster child guardianships, preadolescent (age 9 - 13) adoptions and foster child guardianships, and older child (age 14 and over) adoptions and foster child guardianships eligible to earn incentive payments (Title 42, Chapter 7, Subchapter IV, Part E Sections 473b, 474, and 479 of the Social Security Act).

Reinvestment of these funds back into adoption and guardianship related activities will positively impact permanency outcomes for youth unable to be reunified with birth families and will therefore positively impact AFCARS data and federal funding.

III. Program Implications

OCFS encourages LDSSs to take advantage of the opportunity to access the recruitment allocations to promote and increase permanent stable placements for youth in care who have special needs or who are older and/or are harder to place.

LDSSs can only use the funds for the allowable expenditures noted below as authorized by appropriation language in Chapter 53 of the New York State Laws of 2023. LDSSs will be required to sign an attestation (Attachment B) indicating how they will use the funds in accordance with the allowable expenditures under the AIPP. LDSSs must also attest that they will not use their allocation to supplant any existing state or LDSS resource. The federal funds may only be used to supplement existing resources or fund allowable activities that are currently unfunded. OCFS may reallocate any unspent funds from one LDSS to other LDSSs that have claims that exceed their allocations.

A. Allowable Expenditures

Examples of allowable expenditures are listed below. Services may be purchased directly or through contract, including contracts with voluntary agencies (VAs).

- Hiring or securing the services of a professional photographer and/or media consultation to improve images and narratives of children freed for adoption who meet the photo listing requirements.
- Activities associated with foster/adoptive parent recruitment and retention, including advertising, publication development/dissemination, and/or event/venue costs associated with recruitment/retention activities.
- Supporting kinship foster parents in meeting approval requirements including but not limited to purchasing services and/or items to remove barriers to approval such as those relating to fire safety requirements, sleeping arrangements, car seats, medical clearances, and transportation.
- Activities associated with education and recruitment of kinship guardianship when reunification and adoption are not permanency options.

Note: This allowability is based on the appropriation language under Chapter 53 of the laws of 2023.

B. Requirements to Receive Funds

To receive the allocated funds, LDSSs must complete the Attestation of Use of *Certification Re: Non-Supplantation and Adoption and Legal Guardianship Incentive Funding* (Attachment B) and submit the form to OCFS for approval via email to OCFS.SM.Permanency.Services@ocfs.ny.gov. Completed attestations (Attachment B) are due by February 25, 2025.

Description of how the funding will be utilized Districts must select one or more of the allowable expenditure categories listed above or select "other" and provide a description of their plan for use of funds.

Non-supplantation of funds. This attestation form (Attachment B) provides certification that the funds will not be used to supplant other state, local, or private funds and that claims for reimbursement under this appropriation will not be submitted for the same type and level of funds covered by any other state or locally authorized appropriations.

IV. Allocation Methodology

OCFS has a total of \$1,475,000 available from the Adoption and Legal Guardianship Incentive Payment Program to allocate equally among all LDSSs. Each LDSS will receive \$25,000.

V. Fiscal and Claiming

There are \$1,475,000 in federal funds for the expenditures described in this LCM. Claims for these funds must be submitted as described below. These funds are to be used only to reimburse expenditures beginning October 1, 2024, through June 30, 2025, and final accepted in the Automated Claiming System (ACS) by July 31, 2025.

Expenditures for the **ADOP GUARD RECRUIT** project should be claimed through the RF17 claim package for special project claiming. These costs are first identified on the RF2A claim package as F17 functional costs and reported in the F17 column on the (LDSS-923) *Cost Allocation Schedule of Payments Administrative Expenses Other Than Salaries* and the (LDSS-2347) *Schedule D DSS Administrative Expenses Allocation and Distribution by Function and Program*. After final acceptance of the RF2A claim package, the individual project costs are then reported under the project label **ADOP GUARD RECRUIT** project on the (LDSS-4975A) *RF17 Worksheet, Distribution of Allocated Costs to Other Reimbursable Programs*. Salaries, fringe benefits, staff counts, and central services costs are not allowable expenses.

Non-salary administrative costs are reported with the appropriate object of expense code(s) on the (LDSS-923B) *Summary - Administrative, Schedule of Payments for Expenses Other Than Salaries for Other Reimbursable Programs*. Program costs should be reported as object of expense code 37 – (Special Project Program Expense) on the (LDSS-923B) *Summary - Program, Schedule of Payments for Expenses Other Than Salaries for Other Reimbursable Programs*.

Total project costs should be reported on the (LDSS-4975) *Monthly Statement of Special Project Claims Federal and State Aid (RF-17)*, as 100% federal share. For each LDSS, the expenditures reported for the **ADOP GUARD RECRUIT** project will be reimbursed up to the amount of the district's allocation.

OCFS may reallocate any unspent funds from an LDSS to other LDSSs that have claims that exceed their allocations.

VI. Contacts

Any programmatic questions should be addressed to the appropriate Division of Child Welfare and Community Services' regional office.

BRO – Amanda Darling (716) 847-4446 Amanda.Darling@ocfs.ny.gov

RRO – Chris Bruno (585) 238-8201 Christopher.Bruno@ocfs.ny.gov

SRO – Sara Simon (315) 423-1200 Sara.Simon@ocfs.ny.gov

ARO – John Lockwood (518) 486-7078 John.Lockwood@ocfs.ny.gov

WRO – Sheletha Chang (914) 708-2499 Sheletha.Chang@ocfs.ny.gov

NYCRO – Sandra Davidson (212) 383-1788 Sandra.Davidson@ocfs.ny.gov

Questions pertaining to the allocations may be directed to:

Shonna Clinton, Local Operations Manager, Bureau of Budget Management

(518) 474-1361

Shonna.Clinton@ocfs.ny.gov

Any Automated Claiming System (ACS) claiming questions should be directed to the OTDA Bureau of Financial Services by email or telephone:

Justin Gross (Regions I-V)

(518) 474-7549

otda.sm.Field_Ops.I-IV@otda.ny.gov

Michael Simon (Region VI)

(212) 961-8250

Michael.Simon@otda.ny.gov

/s/ Gail Geohagen-Pratt

Issued by:

Name: Gail Geohagen-Pratt

Title: Deputy Commissioner

Division/Office: Division of Child Welfare and Community Services

Attachment A

District Allocation Amounts SFY 2024-2025

District	Allocation	District	Allocation
Albany	\$25,000	Ontario	\$25,000
Allegany	\$25,000	Orange	\$25,000
Broome	\$25,000	Orleans	\$25,000
Cattaraugus	\$25,000	Oswego	\$25,000
Cayuga	\$25,000	Otsego	\$25,000
Chautauqua	\$25,000	Putnam	\$25,000
Chemung	\$25,000	Rensselaer	\$25,000
Chenango	\$25,000	Rockland	\$25,000
Clinton	\$25,000	Saratoga	\$25,000
Columbia	\$25,000	Schenectady	\$25,000
Cortland	\$25,000	Schoharie	\$25,000
Delaware	\$25,000	Schuyler	\$25,000
Dutchess	\$25,000	Seneca	\$25,000
Erie	\$25,000	St. Lawrence	\$25,000
Essex	\$25,000	St. Regis	\$25,000
Franklin	\$25,000	Steuben	\$25,000
Fulton	\$25,000	Suffolk	\$25,000
Genesee	\$25,000	Sullivan	\$25,000
Greene	\$25,000	Tioga	\$25,000
Hamilton	\$25,000	Tompkins	\$25,000
Herkimer	\$25,000	Ulster	\$25,000
Jefferson	\$25,000	Warren	\$25,000
Lewis	\$25,000	Washington	\$25,000
Livingston	\$25,000	Wayne	\$25,000
Madison	\$25,000	Westchester	\$25,000
Monroe	\$25,000	Wyoming	\$25,000
Montgomery	\$25,000	Yates	\$25,000
Nassau	\$25,000		
Niagara	\$25,000	NYC	\$25,000
Oneida	\$25,000		
Onondaga	\$25,000	Statewide Total	\$ 1,475,000

Attachment B

Certification Re: Non-Supplantation and Adoption and Legal Guardianship Incentive Program Funding for Recruitment Efforts and Increased Permanency Outcomes

This is to certify that _____ social services district will use the allocation of these funds authorized in the amount of \$_____ through activities aimed at improving recruitment efforts and increase permanency outcomes through adoption and Kinship Guardianship Assistance Program (KinGAP) finalizations.

Such funds will not be used to supplant any other state or local funds. Claims for reimbursement under this appropriation will not be submitted for the same type and level of funding covered by any other state or locally authorized appropriation, except to fund expenditures to continue or expand activities that were funded for this purpose.

Plan for use of funds: (Check all that apply.)

- Hiring or securing the services of a professional photographer and/or media consultation to improve images and narratives of children freed for adoption who meet the photo listing requirements.
- Activities associated with foster/adoptive parent recruitment, including advertising, publication development/dissemination, and/or event/venue costs associated with recruitment activities.
- Supporting kinship foster parents in meeting approval requirements, including but not limited to purchasing services and/or items to remove barriers to approval, such as those relating to fire safety requirements, sleeping arrangements, car seats, medical clearances, and transportation.
- Activities associated with education and recruitment of kinship guardianship when reunification and adoption are not permanency options.

Name of person completing the form:

Date:

Name of Commissioner:

Commissioner's signature:

Date:

Email completed attestations to OCFS.SM.Permanency.Services@ocfs.ny.gov by February 25, 2025.

Attachment C**ATTACHMENT FOR U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES GRANTS –
FFY 2022 ADOPTION AND LEGAL GUARDIANSHIP INCENTIVE PROGRAM**

Title 45 U.S. Code of Federal Regulations Part 75 (45 CFR 75), *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for HHS Awards*, section 352 states "all pass-through entities must ensure that every subaward is clearly identified to the subrecipient as a subaward and includes the following information at the time of the subaward and if any of these data elements change, includes the changes in subsequent subaward identification."

(i)	Subrecipient name	Local department of social services
(ii)	Subrecipient's unique entity identifier	Local department of social services
(iii)	Federal award identification number (FAIN)	2201NYAIPP
(iv)	Federal award date to the recipient by the HHS awarding agency	October 1, 2021
(v)	Subaward period of performance start and end date	October 1, 2024 – June 30, 2025
(vi)	Amount of federal funds obligated to the subrecipient by the pass-through entity to the subrecipient	Attachment A
(vii)	Total amount of the federal funds obligated to the subrecipient by the pass-through entity, including the current obligation	Attachment A
(viii)	Total amount of the award committed to the subrecipient by the pass-through entity	Attachment A
(ix)	Federal award project description	FFY 2022 Adoption and Legal Guardianship Incentive Program
(x)	Names of the HHS awarding agency and pass-through entity, and contact information for awarding official of the pass-through entity	Administration for Children and Families Questions pertaining to the allocations: Shonna Clinton – (518) 474-1361 Shonna.Clinton@ocfs.ny.gov
(xi)	CFDA number and name	93.603 Adoption and Legal Guardianship Incentive Payments
(xii)	Identification of whether the award is research and development (R&D)	N
(xiii)	Indirect cost rate for the federal award (including if the de minimis rate is charged per section 75.414)	Please see uniform guidance 45 CFR 75.



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: February 28, 2025
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, March 3, 2025 at 7:00 p.m
Schenectady County Office Building,
Legislative Chambers, Sixth Floor

Item	Title	Sponsor	Co-Sponsor
LCS	6 A RESOLUTION REGARDING BUDGETARY AMENDMENTS FOR THE OFFICE OF THE SCHENECTADY COUNTY CONFLICT DEFENDER	Legislator Frisoni	
LCS	7 A RESOLUTION TO IMPLEMENT CERTAIN SALARY ADJUSTMENTS AND TO CREATE AND ELIMINATE CERTAIN POSITIONS IN THE OFFICE OF THE SCHENECTADY COUNTY ATTORNEY	Legislator Frisoni	

LEGISLATIVE INITIATIVE FORM

Date: 2/28/2025
Reference: Labor and Civil Service
Dual Reference:
Initiative: LCS 6

Title of Proposed Resolution:

A RESOLUTION REGARDING BUDGETARY AMENDMENTS FOR THE OFFICE OF THE SCHENECTADY COUNTY CONFLICT DEFENDER

Purpose and General Idea:

Authorization to Amend the 2025 Operating Budget to Changes within the Conflict Defender's Office

Summary of Specific Provisions:

Authorization to amend the 2025 Operating Budget to accommodate several personnel changes within the Conflict Defender's Office. The first change would increase the pay of certain positions so that they match the same level position in the Public Defender's Office after the recent approval of the latter's collective bargaining agreement. The Annual Salary for these titles is established as:

Assistant Conflict Defender I	0 years	\$85,400
Assistant Conflict Defender II	1-2 years	\$90,550
Assistant Conflict Defender III	3-4 years	\$98,790
Assistant Conflict Defender IV	5-6 years	\$103,940
Assistant Conflict Defender V	7-8 years	\$110,120
Assistant Conflict Defender VI	9-14 years	\$116,300
Assistant Conflict Defender VII	15+ years	\$121,450

In addition, the positions of Chief Assistant Conflict Defender, Bureau Chief – Family Court, and Bureau Chief – Criminal Court will receive a 10% differential to compensate them for supervisory duties. The last change will involve the elimination of one (1) position of Assistant Conflict Defender III, three (3) part-time positions of Assistant Conflict Defender V, and one (1) Chief Assistant Conflict Defender and the creation of one (1) position of Assistant Conflict Defender II (JC-8), one (1) full-time positions of Assistant Conflict Defender VII (JC-12), and three (3) part-time positions of Assistant Conflict Defender VII (JC-12).

Effects Upon Present Law:

The Department of Finance provides the following amendment to the 2025 Operating Budget within the Conflict Defender’s Office for the period January 1, 2025 – December 31, 2025. The amendment includes:

Pay Increase

Pay will be increased to match same level positions in the Public Defender’s Office.

Promotional Opportunities

Three different promotional opportunities, each position will receive a 10% differential, which will compensate these individuals for supervisory duties

Chief Assistant Conflict Defender
Bureau Chief – Family Court
Bureau Chief – Criminal Court

Create/Increase Expense Code By:

A511173._01843	Assistant Conflict Defender VII	\$485,800
A511173.131100	Shift & Supervisor Differential (Chief Pay)	\$36,435

Increase Expense Code By:

A511173._01803	Assistant Conflict Defender I	\$14,400
A511173._01804	Assistant Conflict Defender II	\$90,550
A511173._01350	Conflict Defender	\$13,121

Decrease Expense Code By:

A511173._01805	Assistant Conflict Defender III	\$76,608
A511173._01807	Assistant Conflict Defender V	\$272,704
A511173._01808	Chief Assistant Conflict Defender	\$120,683

Increased Use of Fund Balance

A.599	Appropriated Fund Balance	\$170,311
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The Annual Salary for these titles is established as:

Assistant Conflict Defender I	0 years	\$85,400
Assistant Conflict Defender II	1-2 years	\$90,550
Assistant Conflict Defender III	3-4 years	\$98,790
Assistant Conflict Defender IV	5-6 years	\$103,940
Assistant Conflict Defender V	7-8 years	\$110,120
Assistant Conflict Defender VI	9-14 years	\$116,300
Assistant Conflict Defender VII	15+ years	\$121,450

The following positions will be created and removed based on the title restructure:

Add:

Assistant Conflict Defender II (1 Position)

Assistant Conflict Defender VII (4 Positions-1 Full Time, 3 Part Time)

Remove:

Assistant Conflict Defender III (1 Position)

Assistant Conflict Defender V (3 Positions-3 Part Time)

Chief Assistant Conflict Defender (1 Position)

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

Justification:

All necessary actions by the Civil Service Commission will occur at the March 18, 2025 meeting.

Sponsor: Legislator Frisoni

Co-Sponsor:

COUNTY OF SCHENECTADY

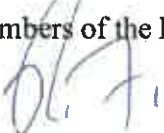


RORY FLUMAN
COUNTY MANAGER

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: February 28, 2025

RE: Authorization to Amend the 2025 Operating Budget to Changes within the Conflict Defender's Office

I am requesting authorization to amend the 2025 Operating Budget to accommodate several personnel changes within the Conflict Defender's Office. The first change would increase the pay of certain positions so that they match the same level position in the Public Defender's Office after the recent approval of the latter's collective bargaining agreement.

The Annual Salary for these titles is established as:

Assistant Conflict Defender I	0 years	\$85,400
Assistant Conflict Defender II	1-2 years	\$90,550
Assistant Conflict Defender III	3-4 years	\$98,790
Assistant Conflict Defender IV	5-6 years	\$103,940
Assistant Conflict Defender V	7-8 years	\$110,120
Assistant Conflict Defender VI	9-14 years	\$116,300
Assistant Conflict Defender VII	15+ years	\$121,450

In addition, the positions of Conflict Defender, Bureau Chief – Family Court, and Bureau Chief – Criminal Court will receive a 10% differential to compensate them for supervisory duties.

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

The last change will involve the elimination of one (1) position of Assistant Conflict Defender III, three (3) part-time positions of Assistant Conflict Defender V, and one (1) Chief Assistant Conflict Defender and the creation of one (1) position of Assistant Conflict Defender II (JC-8), one (1) full-time positions of Assistant Conflict Defender VII (JC-12), and three (3) part-time positions of Assistant Conflict Defender VII (JC-12).

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: February 26, 2025
SUBJECT: Budget Amendment – Conflict Defender’s Office Personnel Changes

The Department of Finance provides the following amendment to the 2025 Operating Budget within the Conflict Defender’s Office for the period January 1, 2025 – December 31, 2025. The amendment includes:

Pay Increase

Pay will be increased to match same level positions in the Public Defender’s Office.

Promotional Opportunities

Three different promotional opportunities, each position will receive a 10% differential, which will compensate these individuals for supervisory duties

Chief Assistant Conflict Defender
Bureau Chief – Family Court
Bureau Chief – Criminal Court

Create/Increase Expense Code By:

A511173_01843	Assistant Conflict Defender VII	\$485,800
A511173.131100	Shift & Supervisor Differential (Chief Pay)	\$36,435

Increase Expense Code By:

A511173_01803	Assistant Conflict Defender I	\$14,400
A511173_01804	Assistant Conflict Defender II	\$90,550
A511173_01350	Conflict Defender	\$13,121

Decrease Expense Code By:

A511173._01805	Assistant Conflict Defender III	\$76,608
A511173._01807	Assistant Conflict Defender V	\$272,704
A511173._01808	Chief Assistant Conflict Defender	\$120,683

Increased Use of Fund Balance

A.599	Appropriated Fund Balance	\$170,311
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The Annual Salary for these titles is established as:

Assistant Conflict Defender I	0 years	\$85,400
Assistant Conflict Defender II	1-2 years	\$90,550
Assistant Conflict Defender III	3-4 years	\$98,790
Assistant Conflict Defender IV	5-6 years	\$103,940
Assistant Conflict Defender V	7-8 years	\$110,120
Assistant Conflict Defender VI	9-14 years	\$116,300
Assistant Conflict Defender VII	15+ years	\$121,450

The following positions will be created and removed based on the title restructure:

Add:

Assistant Conflict Defender II (1 Position)
Assistant Conflict Defender VII (4 Positions-1 Full Time, 3 Part Time)

Remove:

Assistant Conflict Defender III (1 Position)
Assistant Conflict Defender V (3 Positions-3 Part Time)
Chief Assistant Conflict Defender (1 Position)

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: February 27, 2025

Re: Elimination and Creation of Positions in the Office of the Conflict Defender

The Schenectady County Conflict Defender's Office has requested the elimination of the position Assistant Public Defender III, three positions of Assistant Conflict Defender V, and the position Chief Assistant Conflict Defender, and the creation of the position Assistant Conflict Defender II and four positions of Assistant Conflict Defender VII.

I recommend the creation of the positions Assistant Conflict Defender II at a JC8 and Assistant Conflict Defender VII at a JC12.

All necessary action by the Civil Service Commission will occur at their March 18, 2025 meeting.

Thank you.

LEGISLATIVE INITIATIVE FORM

Date: 2/28/2025
Reference: Labor and Civil Service
Dual Reference:
Initiative: LCS 7

Title of Proposed Resolution:

A RESOLUTION TO IMPLEMENT CERTAIN SALARY ADJUSTMENTS AND TO CREATE AND ELIMINATE CERTAIN POSITIONS IN THE OFFICE OF THE SCHENECTADY COUNTY ATTORNEY

Purpose and General Idea:

Provides Authorization to Create and Eliminate Positions in the Law Department and to Increase the Salary of the Assistant County Attorney

Summary of Specific Provisions:

Authorization to eliminate one (1) full-time position of Deputy County Attorney and create two (2) part-time positions of Deputy County Attorney (JC-10). In addition, Mr. Gardner is seeking to increase the salary for one (1) position of Assistant County Attorney from \$81,800 to \$85,400. These changes would be in the County Attorney’s DSS unit.

Effects Upon Present Law:

The Department of Finance provides the following amendment to the 2025 Operating Budget within the County Attorney’s Office to reflect personnel changes in the Child Protective Services division. The following positions will be created and removed based on the title restructure:

Add:

Deputy County Attorney (0.7 FTE, Part Time)
Deputy County Attorney (0.5 FTE, Part Time)

Remove:

Deputy County Attorney (1 Position)

Increase Expense Code By:

A511420._01362 Deputy County Attorney \$33,900

Decrease Expense Code by:

A511420._01323 Assistant County Attorney \$33,900

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

Justification:

These changes would better assist the department with appellate work, reduce the workload on the rest of the attorneys in the unit, and help with employee retention.

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
Jaclyn Falotico, Commissioner of Finance
Joe McQueen, Director of Human Resources

Date: February 28, 2025

RE: Authorization to Create and Eliminate Positions in the Law Department and to Increase the Salary of the Assistant County Attorney

Attached is a memorandum from Christopher Gardner, County Attorney, requesting authorization to eliminate one (1) full-time position of Deputy County and create two (2) part-time positions of Deputy County Attorney (JC-10). In addition, Mr. Gardner is seeking to increase the salary for one (1) position of Assistant County Attorney from \$81,800 to \$85,400. These changes would be in the County Attorney's DSS unit.

As Mr. Gardner indicates, these changes would better assist the department with appellate work, reduce the workload on the rest of the attorneys in the unit, and help with employee retention.

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

To: Rory Fluman, County Manager

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

Date: February 25, 2025/Revised 02.26.25 @ 3:48 p.m.

Re: Reorganization of Attorneys in Child Protective Services

Copies to: Geoffrey Hall, Clerk of the Legislature
 M. Joe Landry, Counsel to the Legislature
 Jaclyn Falotico, Commissioner of Finance
 Jennifer Barnes, First Deputy County Attorney
 Joe McQueen, Director of Human Resources and Civil Service
 Dennine LaPlante, Deputy Director of Civil Services
 Kelly Hartley, Confidential Secretary to the County Attorney
 Marylou Riddle, Executive Secretary to the County Manager

In order to continue to provide adequate staffing in the County Attorneys DSS Office at 388 Broadway, I am requesting to reorganize the office in the following manner.

Currently, there are two full-time positions that would be modified to one-full time position and two part-time positions.

The existing positions are:

<u>Position</u>	<u>Salary</u>
Deputy County Attorney	\$120,000
Assistant County Attorney	<u>81,800</u>
Total	\$201,800

I propose to change this as follows:

<u>Position</u>	<u>FTE</u>	<u>Salary</u>
Deputy County Attorney	0.7	\$ 84,000
Deputy County Attorney	0.5	52,500
Assistant County Attorney	1.0	<u>85,400</u>
Total		\$221,900

I request that these changes become effective Monday, March 31, 2025.

I have a veteran attorney who would accept the 0.7 Deputy County Attorney position at the salary of \$84,000. I have a veteran DSS attorney who is currently working for me on an hourly basis who will accept the 0.5 Deputy County Attorney position at the salary of \$52,500. Finally, I have a third-year law student who will graduate in May, who has worked for us as a law clerk for two years, who will accept the position of Assistant County Attorney at the salary of \$85,400. This position will partially focus on appellate work. That rate is adjusted to match the entry-level salary in the Public Defenders CBA.

I point out that, like the District Attorney's Office, the County Attorney's Office must prepare its own appeals. Neither the Public Defender's Office nor the Conflict Defender's Office does appellate work. First Deputy County Attorney Jennifer Barnes, who supervises the County Attorney's DSS Office at 388 Broadway, recommended each of these changes. I am hopeful that focusing the appellate work on one attorney will help reduce the stress on other attorneys and help with retention. I request that this proposal be forwarded to the County Legislature for its consideration at its meetings on March 3rd and March 11th.

CHG/pmp/kah

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 *RF*
DATE: February 27, 2025
SUBJECT: Budget Amendment – County Attorney’s Office Personnel Changes

The Department of Finance provides the following amendment to the 2025 Operating Budget within the County Attorney’s Office to reflect personnel changes in the Child Protective Services division. The following positions will be created and removed based on the title restructure:

Add:

Deputy County Attorney (0.7 FTE, Part Time)
Deputy County Attorney (0.5 FTE, Part Time)

Remove:

Deputy County Attorney (1 Position)

Increase Expense Code By:

A511420_01362	Deputy County Attorney	\$33,900
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Decrease Expense Code by:

A511420_01323	Assistant County Attorney	\$33,900
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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: February 26, 2025

Re: Elimination and Creation of Positions in the County Attorney's Office

The Schenectady County Attorney's Office has requested the elimination of a full-time Deputy County Attorney position and the creation of two (2) part-time Deputy County Attorney positions.

I recommend the creation of the positions of Deputy County Attorney at a JC10.

No additional action by the Civil Service Commission is necessary.

Thank you.



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: February 28, 2025
TO: Honorable Schenectady County Legislators
FROM: Geoffrey T. Hall, Clerk of the Legislature
SUBJECT: COMMITTEE AGENDA
Committee on Public Facilities
Honorable Patierne, Chair
Monday, March 3, 2025 at 7:00 p.m
Schenectady County Office Building,
Legislative Chambers, Sixth Floor

Item	Title	Sponsor	Co-Sponsors
PFTI	1 A RESOLUTION APPROVING CAPITAL BUDGET AMENDMENTS FOR THE PURCHASE OF EQUIPMENT BY THE DEPARTMENT OF PUBLIC WORKS	Legislator Patierne	

LEGISLATIVE INITIATIVE FORM

Date: 2/28/2025
Reference: Public Facilities, Transportation and Infrastructure
Dual Reference: Ways and Means
Initiative: PFTI 1

Title of Proposed Resolution:

A RESOLUTION APPROVING CAPITAL BUDGET AMENDMENTS FOR THE PURCHASE OF EQUIPMENT BY THE DEPARTMENT OF PUBLIC WORKS

Purpose and General Idea:

Provides Authorization to Amend the 2024 Capital Budget for the Purchase of a Tandem Plow Truck and a Post Pounder

Summary of Specific Provisions:

Authorizes the amendment of the 2025 Capital Budget in the amount of \$10,000 to accommodate the purchase of a tandem plow truck and an additional \$25,000 for the purchase of a HV607 SBA truck chassis with a post pounder attachment. This action is needed as both pieces of equipment came in higher than what was allocated for them due to the increased costs with steel and fabrication.

Effects Upon Present Law:

The Department of Finance provides the following amendment to the 2025 Capital Budget to accommodate increased costs for fleet replacement items.

Increase Expense Code By:

H525130.201000	Capital-Road Machinery Serv	\$10,000
5130250042-0001-0201-	Tandem Plow Truck	
H525130.201000	Capital-Road Machinery Serv	\$25,000
5130250036-0001-0201-	Guiderail Post Pounder	

Increase Revenue Code By:

H93333.5710	Serial Bonds	\$10,000
5130250042-5710-0000-	Tandem Plow Truck	
H93333.5710	Serial Bonds	\$25,000
5130250036-5710-0000-	Guiderail Post Pounder	

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

Justification:

The Tandem Plow Truck is needed by the department as it is critical to ensure that the County's fleet can efficiently remove snow and maintain safe road conditions during its winter operations. The truck chassis with the post pounder attachment would replace the unreliable, existing piece of equipment which is over 30 years old. Replacing this with a new piece of equipment will assist the department with more efficiently installing guardrail posts.

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
Paul Sheldon, Director of Public Works
Jaclyn Falotico, Commissioner of Finance

Date: February 28, 2025

Re: Authorization to Amend the 2025 Capital Budget for the Purchase of a Tandem Plow Truck and a Post Pounder

Attached are memoranda from Paul Sheldon, Director of Public Works, requesting authorization to amend the 2025 Capital Budget to accommodate an additional \$10,000 for the purchase of a tandem plow truck and an additional \$25,000 for the purchase of a HV607 SBA truck chassis with a post pounder attachment. This action is needed as both pieces of equipment came in higher than what was allocated for them due to the increased costs with steel and fabrication.

The Tandem Plow Truck is needed by the department as it is critical to ensure that the County's fleet can efficiently remove snow and maintain safe road conditions during its winter operations. The truck chassis with the post pounder attachment would replace the unreliable, existing piece of equipment which is over 30 years old. Replacing this with a new piece of equipment will assist the department with more efficiently installing guardrail posts.

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

I recommend your approval.

**Schenectady County
Inter-Department Memorandum**

DATE: February 25, 2025
TO: Rory Fluman, County Manager
FROM: Paul Sheldon, P.E., Director of Public Works
COPIES: File
SUBJECT: Fleet Budget Amendment – Tandem Plow Truck

PS

We are requesting an additional \$10,000 in funding for the purchase of a new International HX520 SFA tandem snow plow, which was approved in the 2025 capital budget. The original budget allocation for this vehicle was \$330,000; however, due to increased steel costs, the updated price is now approximately \$340,000.

This equipment is critical to our winter operations, ensuring efficient snow removal and safe road conditions throughout the county. Maintaining a reliable and modern fleet is essential to minimizing downtime, reducing long-term maintenance costs, and enhancing our ability to respond effectively to winter storms.

Please advise if you need additional information.

**Schenectady County
Inter-Department Memorandum**

DATE: February 25, 2025
TO: Rory Fluman, County Manager
FROM: Paul Sheldon, P.E., Director of Public Works
COPIES: File
SUBJECT: Fleet Budget Amendment – Post Pounder

PS

We are requesting an additional \$25,000 in funding for the purchase of a new International HV607 SBA truck chassis with a post pounder attachment, which was approved in the 2025 capital budget. The original budget allocation for this vehicle was \$255,000; however, due to increased steel and fabrication costs, the updated price is now \$280,000.

The post pounder is a critical piece of equipment used for installing guiderail posts, ensuring roadway safety. Our existing vehicle is over 30 years old and has become increasingly unreliable, leading to higher maintenance costs and operational delays. Upgrading to a new vehicle will improve efficiency, reduce downtime, and ensure we can continue to maintain safe roads throughout the county.

Please advise if you need additional information.

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: February 26, 2025
SUBJECT: Budget Amendment – DEPW Fleet Replacement

The Department of Finance provides the following amendment to the 2025 Capital Budget to accommodate increased costs for fleet replacement items.

Increase Expense Code By:

H525130.201000	Capital-Road Machinery Serv	\$10,000
5130250042-0001-0201-	Tandem Plow Truck	
H525130.201000	Capital-Road Machinery Serv	\$25,000
5130250036-0001-0201-	Guiderrail Post Pounder	

Increase Revenue Code By:

H93333.5710	Serial Bonds	\$10,000
5130250042-5710-0000-	Tandem Plow Truck	
H93333.5710	Serial Bonds	\$25,000
5130250036-5710-0000-	Guiderrail Post Pounder	

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: February 28, 2025
TO: Honorable Schenectady County Legislators
FROM: Geoffrey T. Hall, Clerk of the Legislature
SUBJECT: COMMITTEE AGENDA
Public Safety
Honorable Thomas Constantine, Chair
Monday, March 3, 2025 at 7:00 p.m
Schenectady County Office Building,
Legislative Chambers, Sixth Floor

Item	Title	Sponsor	Co-Sponsors
PS	2 A RESOLUTION REGARDING AN AGREEMENT WITH FARO TECHNOLOGIES INC. FOR COMPUTER SOFTWARE AND EQUIPMENT REGARDING MOTOR VEHICLE CRASH SCENE INVESTIGATIONS	Legislator Constantine	
PS	3 A RESOLUTION REGARDING THE ACCEPTANCE OF MONIES FROM THE NYS DIVISION OF CRIMINAL JUSTICE SERVICES FOR PUBLIC SAFETY SEARCHES AND RESCUES	Legislator Constantine	
PS	4 A RESOLUTION TO ACCEPT MONIES FROM THE NYS DIVISION OF HOMELAND SECURITY AND EMERGENCY SERVICES FOR PURPOSES OUTLINED IN THE STATEWIDE INTEROPERABLE COMMUNICATIONS GRANT PROGRAM	Legislator Constantine	

Item	Title	Sponsor	Co-Sponsors
PS	5 A RESOLUTION REGARDING THE ACCEPTANCE OF MONIES FROM THE NYS DIVISION OF HOMELAND SECURITY AND EMERGENCY SERVICES FOR PUBLIC SAFETY DISPATCHING EXPENSES	Legislator Constantine	
PS	6 A RESOLUTION REGARDING AN AGREEMENT WITH AXON ENTERPRISES INC. REGARDING CRIMINAL DISCOVERY SERVICES OF THE DISTRICT ATTORNEY	Legislator Constantine	

LEGISLATIVE INITIATIVE FORM

Date: 2/28/2025
Reference: Public Safety
Dual Reference: Way and Means
Initiative: PS 2

Title of Proposed Resolution:

A RESOLUTION REGARDING AN AGREEMENT WITH FARO TECHNOLOGIES INC.
FOR COMPUTER SOFTWARE AND EQUIPMENT REGARDING MOTOR VEHICLE
CRASH SCENE INVESTIGATIONS

Purpose and General Idea:

Authorization to Enter into a Multi-Year Agreement with FARO Technologies for the Sheriff
Crash Team's Software and Equipment

Summary of Specific Provisions:

Authorizes the County to enter into a multi-year agreement with FARO Technologies. The cost
of \$27,529.00 would be spread over three years with an estimated savings of 27% each year,
compared to a yearly contract.

Effects Upon Present Law:

none

Justification:

This agreement would provide equipment, software, and warranty for the Sheriff's Crash Team,
which responds to serious and fatal motor vehicle crashes.

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 *R.F.*

CC: Geoffrey T. Hall, Clerk of the Legislature
Alissa Foster, Deputy Clerk of the Legislature
Dominic A. Dagostino, County Sheriff

Date: February 28, 2025

Re: Authorization to Enter into a Multi-Year Agreement with FARO Technologies for the Sheriff Crash Team's Software and Equipment

Attached is a memorandum from Sheriff Dominic A. Dagostino, requesting authorization to enter into a multi-year agreement with FARO Technologies. This agreement would provide equipment, software, and warranty for the Sheriff's Crash Team which responds to serious and fatal motor vehicle crashes.

This agreement has a cost of \$27,529.00 over a period of three years. As Sheriff Dagostino indicates, this agreement would have an estimated savings of 27% each year when compared to a yearly contract.

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: FARO Technologies three-year renewal

The Schenectady County Sheriff's Office is requesting to be approved for a three-year warranty renewal contract with Faro Technologies. The contract includes the Focus premium ultimate uptime, Scene software and Faro Zone 3D expert software. The total cost for the three years is \$27,529.00. There is an estimated 27% cost savings each year with the three-year warranty agreement as opposed to the year-to-year warranty. The software and equipment are utilized by the Schenectady County Sheriff's Crash Team which responds to serious and fatal motor vehicle crashes throughout the county.

The Office of the Sheriff recommends the County Legislature accept this request and requests that the above funds be authorized for expenditure.

Respectfully,

Sheriff Dominic A. Dagostino

Schenectady Sheriff's Office established in 1809



FARO Technologies Inc
 125 Technology Park, Lake Mary FL
 32746-6204
 Phone No: 407-333-9911

Account Manager: Bob Zink
Email: bob.zink@faro.com
Sales Support: Lily Townsend
Contact Person: michael Geraci

Quotation No: 02290944
Quotation Date: 06/21/2024
Expiration Date: 03/31/2025
Lead Time: 2-6 weeks
Tracer Lead Time: 12-16 weeks
Ship: Standard/Ground
Payment Terms: 30 Days net
Delivery Terms: Ex Works

Bill To:	Ship To:
Schenectady County Sheriff Emergency Man 130 Princetown Plz Schenectady,NY,12306-5875 US	Schenectady County Sheriff Emergency Man Schenectady,United States 130 Princetown Plz Schenectady,NY,12306-5875 US

Notes:

UNIT COSTS				
ITEM NO.	DESCRIPTION	QTY	UNIT PRICE	TOTAL AMOUNT
SV3-SCN-3Y-R	FOCUS Premium Ultimate Uptime-3 Yr. Rnwl Ultimate Uptime service coverage for Focus Premium scanners includes parts and labor for repair, annual cleaning and calibration, a loaner during calibration, and a loaner during all repairs. Three year renewal. Contract Date: 04/01/2025 - 03/31/2028 LLS092331387	1	\$ 16,915	\$ 16,069
SSAR0900-3Y	SCENE SUB RNWL 3Y Contract Date: 04/01/2025 - 03/31/2028 776650352179130302	1	\$ 6,188	\$ 5,879

Check Payments:
 FARO Technologies, Inc.
 PO Box 116908
 Atlanta, GA 30368-6908

FARO Technologies Inc., 125 Technology Park, Lake Mary FL 32746-6204
 Electronic Payments:
 FARO Technologies, Inc.
 ABA: 061000104
 Swift Nbr: SNTRUS3A
 USD Account #: 1000009578609

Phone No: 407-333-9911
 www.faro.com
 Nasdaq: FARO

Continued

Quotation No: 02290944

SSAR51007-3Y

FARO Zone 3D Expert SBR 3Y

1

\$ 5,875

\$ 5,581



Contract Date: 04/01/2025 - 03/31/2028

620

RECURRING COSTS				
ITEM NO.	DESCRIPTION	QTY	ANNUAL PRICE	SUBTOTAL

Total Unit Price: \$ 28,978.00

Total Recurring Costs: \$ 0.00

Sub Total: \$ 27,529.00

Shipping & Handling: \$ 0.00

Total Excluding Tax: \$ 27,529.00

Total Taxes: \$ 0.00

Total Due (USD) \$ 27,529.00

Check Payments:
FARO Technologies, Inc.
PO Box 116908
Atlanta, GA 30368-6908

FARO Technologies Inc., 125 Technology Park, Lake Mary FL 32746-6204
Electronic Payments:
FARO Technologies, Inc.
ABA: 061000104
Swift Nbr: SNTRUS3A
USD Account #: 1000009578609

Phone No: 407-333-9911
www.faro.com
Nasdaq: FARO



Continued

Quotation No: 02290944

****Note: Taxes on this quote are budgetary estimates and are not binding. Taxes charged will be based on applicable tax rates assessed at the time of final invoice.**

Quote, including FARO Standard Delivery Terms and Conditions, accepted

Signature: _____ Print: _____

Title: _____ Date: _____

Accounts Payable Name: _____ Email: _____

Do you require a PO number to be referenced on the invoice () No () Yes - PO #: _____

Check Payments:
FARO Technologies, Inc.
PO Box 116908
Atlanta, GA 30368-6908

FARO Technologies Inc., 125 Technology Park, Lake Mary FL 32746-6204

Electronic Payments:
FARO Technologies, Inc.
ABA: 061000104
Swift Nbr: SNTRUS3A
USD Account #: 1000009578609

Phone No: 407-333-9911
www.faro.com
Nasdaq: FARO

Continued

Quotation No: 02290944

PURCHASE AGREEMENT AND CONDITIONS OF SALE: As a condition of this agreement, the applicable contract terms are FARO's Standard Terms and Conditions of Sale, or, if the Parties have entered into current master sales terms, such negotiated master terms.

The FARO Standard Terms and Conditions can be found at the following Web link (if such is not an active link, please copy and paste the Web address into a Web browser):

<https://www.faro.com/terms/>

You can also obtain the terms from your FARO sales representative or please email Contracts.AMER@faro.com for a copy.

The following article contains all our calibration information under their respective product headings

[https://knowledge.faro.com/Essentials/Hardware/Compensation Calibration and Certification Standards for FARO Devices](https://knowledge.faro.com/Essentials/Hardware/Compensation/Calibration%20and%20Certification%20Standards%20for%20FARO%20Devices)

Check Payments:
FARO Technologies, Inc.
PO Box 116908
Atlanta, GA 30368-6908

FARO Technologies Inc., 125 Technology Park, Lake Mary FL 32746-6204

Electronic Payments:
FARO Technologies, Inc.
ABA: 061000104
Swift Nbr: SNTRUS3A
USD Account #: 1000009578609

Phone No: 407-333-9911
www.faro.com
Nasdaq: FARO

LEGISLATIVE INITIATIVE FORM

Date: 2/28/2025
Reference: Public Safety
Dual Reference: Way and Means
Initiative: PS 3

Title of Proposed Resolution:

A RESOLUTION REGARDING THE ACCEPTANCE OF MONIES FROM THE NYS DIVISION OF CRIMINAL JUSTICE SERVICES FOR PUBLIC SAFETY SEARCHES AND RESCUES

Purpose and General Idea:

Provides Authorization to Accept Funding from the NYS Division of Criminal Justice Services' FY 2018 Byrne Memorial Justice Assistance Program for the Search and Rescue Grant

Summary of Specific Provisions:

Authorizes the acceptance of funding offered by the New York State Division of Criminal Justice Services' FY 2018 Edward Byrne Memorial Justice Assistance Grant program for \$10,000

Effects Upon Present Law:

The Department of Finance provides the following amendment to the 2025 Operating Budget to accept new funding through the U.S. Department of Justice Search and Rescue Grant for the purchase of search and rescue equipment.

Create/Increase Expense Code By:

A543110.415325 2018 JAG Search & Rescue	\$5,344
---	---------

Increase Revenue Code By:

A43110.438952 2018 JAG Search & Rescue	\$5,344
H43333.4397 Public Safety Capital	\$4,656
3110230065-4397-0000 UTV with Trailer	

Decrease Use of Fund Balance:

H.599 Appropriated Fund Balance	\$4,656
---------------------------------	---------

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

Justification:

Sheriff Dagostino indicates that this funding will support the Sheriff Department's public safety search and rescue operations.

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: February 28, 2025

RE: Authorization to Accept Funding from the NYS Division of Criminal Justice Services' FY 2018 Byrne Memorial Justice Assistance Program for the Search and Rescue Grant

Attached is a memorandum from Sheriff Dagostino requesting authorization to accept funding from the NYS Division of Criminal Justice Services' FY 2018 Byrne Memorial Justice Assistance Program for the Search and Rescue Grant. As Sheriff Dagostino indicates, the County would be awarded \$10,000 which will support the Sheriff Department's public safety search and rescue operations.

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: Grant Award – Search and Rescue
Award DCJS Number – BJ18637543**

The Schenectady County Sheriff's Office was the recipient of a Search and Rescue Grant from the Edward Byrne Memorial Justice Assistance Program in the amount of \$10,000. It is intended to support public safety search and rescue.

The Office of the Sheriff recommends the County Legislature accept this award and requests that the above grant funds be authorized for expenditure.

Respectfully,

Sheriff Dominic A. Dagostino

Schenectady Sheriff's Office established in 1809



**Division of Criminal
Justice Services**

KATHY HOCHUL
Governor

ROSSANA ROSADO
Commissioner

YVONNE TURNER
Director of Funding

Grant Award Notice

Grantee/Contractor: Schenectady County / Schenectady County Sheriff's Office	Date: 8/10/2022
Program Name: Search and Rescue Grant	Award Amount: \$10,000 ¹
Signatory Name and Title: Chief Deputy John Lubrant	Term Dates: TBD
Email: john.lubrant@schenectadycounty.com	Contract Number: T637543
SFS Vendor ID No.: 1000002365	
Program Description: Funds to be used for public safety search and rescue.	
The following additional information is provided as required when grants are supported with federal funding:	
<p><u>Federal Award Identification Information</u> Award Name: Federal Fiscal Year (FFY) 2018 Byrne Memorial Justice Assistance Grant (JAG) Federal Award Number: 2018-DJ-BX-0098 Name of the Federal Award Agency: US Department of Justice, Bureau of Justice Assistance Federal Award Lapse Date: 9/30/2025 Total Amount of Federal Award: \$8,818,775 Federal Fiscal Year of Funds: FFY2018 Catalog of Federal Domestic Assistance (CFDA) Title and Number: 16.738 Edward Byrne Memorial Justice Assistance Grant Program</p>	
Grant Questions	
<p>Primary Contact Melanie Dallas Public Safety Grants Representative 1 NYS Division of Criminal Justice Services Office of Program Development and Funding Phone: 518-457-8499 Email: melanie.dallas@dcjs.ny.gov</p>	<p>Secondary Contact Tonya Tamir Public Safety Grants Representative 2 NYS Division of Criminal Justice Services Office of Program Development and Funding Phone: 518-457-9896 Email: tonya.tamir@dcjs.ny.gov</p>

¹ The award amount listed above is contingent upon the completion and submission (as applicable) of all contractual obligations. This funding is provided by the Division of Criminal Justice Services (DCJS) with federal funds through the federal Bureau of Justice Assistance (BJA). Grantees receiving these funds will be subject to federal rules, regulations, and reporting requirements.

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: February 26, 2025
SUBJECT: Budget Amendment – Sheriff-US DOJ 2018 JAG Search & Rescue Grant

The Department of Finance provides the following amendment to the 2025 Operating Budget to accept new funding through the U.S. Department of Justice Search and Rescue Grant for the purchase of search and rescue equipment.

Create/Increase Expense Code By:

A543110.415325	2018 JAG Search & Rescue	\$5,344
----------------	--------------------------	---------

Increase Revenue Code By:

A43110.438952	2018 JAG Search & Rescue	\$5,344
H43333.4397	Public Safety Capital	\$4,656
3110230065-4397-0000	UTV with Trailer	

Decrease Use of Fund Balance:

H.599	Appropriated Fund Balance	\$4,656
-------	---------------------------	---------

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

LEGISLATIVE INITIATIVE FORM

Date: 2/28/2025
Reference: Public Safety
Dual Reference: Way and Means
Initiative: PS 4

Title of Proposed Resolution:

A RESOLUTION TO ACCEPT MONIES FROM THE NYS DIVISION OF HOMELAND SECURITY AND EMERGENCY SERVICES FOR PURPOSES OUTLINED IN THE STATEWIDE INTEROPERABLE COMMUNICATIONS GRANT PROGRAM

Purpose and General Idea:

Provides Authorization to Enter into a Multi-Year Agreement with the NYS Department of Homeland Security and Emergency Services for the 2024 Interoperable Communications Grant Program

Summary of Specific Provisions:

Authorizes the County to enter into a multi-year agreement with the NYS Department of Homeland Security and Emergency Services for \$609,599. This grant is for the 2024 Statewide Interoperable Communications Grant and the period of this agreement begins on January 1, 2024, and ends on December 31, 2026

Effects Upon Present Law:

none

Justification:

Kevin Spawn, Director of the Unified Communications Center, intends to use these funds towards the maintenance of its new radio system. The funds awarded to the County will allow the UCC to conduct routine maintenance to its new 800MHz radio system.

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
Kevin Spawn, Director of the Unified Communications Center

Date: February 28, 2025

Re: Authorization to Enter into a Multi-Year Agreement with the NYS Department of Homeland Security and Emergency Services for the 2024 Interoperable Communications Grant Program

Attached is a memorandum from Kevin Spawn, Director of the Unified Communications Center, requesting authorization to enter into a multi-year agreement with the NYS Department of Homeland Security and Emergency Services in order to accept funding in the amount of \$609,599 for the NYS 2024 Interoperable Communications Grant Program. As Mr. Spawn indicates, these funds would be utilized for the maintenance costs of the County's Emergency Communications 800MHz radio system.

This agreement has a period beginning January 1, 2024 and ending December 31, 2026.

I recommend your approval.



Schenectady County
Unified Communications Center
2694 Hamburg Street, Schenectady NY 12303
Phone: (518) 630-0911 Fax: (518) 831-2850



Kevin W. Spawn – Director
Albert A. DelGiaccio – Deputy Director

MEMO CORRESPONDENCE

TO: County Manager Rory Fluman

DATE: 01/30/2025

FROM: Director Kevin Spawn

SUBJECT: 2024 Statewide Interoperable Communications Grant

Schenectady County Unified Communications has been awarded a grant under the New York State 2024 Statewide Interoperable Communications Grant Program. The grant funds awarded a total of \$609,599.00. It is our intent to use these monies towards the maintenance costs of our Emergency Communications 800MHz radio system. This grant must be completed and closed by December 31, 2026.

Please accept this memo as my request for Schenectady County to add these monies to the budget process. If you have any further questions, please don't hesitate to ask.

Respectfully submitted,

Kevin Spawn
Director



Homeland Security and Emergency Services

KATHY HOCHUL
Governor

JACKIE BRAY
Commissioner

January 28, 2025

The Honorable Gary Hughes
Chair, Schenectady County Legislature
620 State Street
Schenectady, NY 12305

Dear Mr. Hughes:

I am pleased to announce that Schenectady County has been awarded \$609,599 under the New York State 2024 Statewide Interoperable Communications Grant Program (2024 SICG-Formula). This program, administered by my agency, allows for the State support to aid county, local and municipal public safety organizations in enhancing emergency response, improving capability, improvements in governance structures, operating procedures, infrastructure development, and addressing SAFECOM guidance from the U.S. Department of Homeland Security Office of Emergency Communications (OEC). The 2024 SICG-Formula Program will concentrate on improving interoperability and operability of communications systems in New York State. Your participation in this program is another example of the successful partnerships we have been developing for public safety and emergency preparedness across the State.

The performance period for the 2024 SICG-Formula grant will be 36 months, beginning January 1, 2024 – December 31, 2026, with the possibility of an extension based upon a good cause shown and ample justification for needing additional time. Expenses that you wish to claim must occur within that period. In order to provide these funds to you as quickly as possible, we will need to gather budget information within 45 calendar days from the date of this letter that reflects the award amount. Our Grants Program Administration staff will work with your designated SICG point of contact to provide additional administrative guidance and to develop a grant contract.

On behalf of Governor Kathy Hochul, the Division of Homeland Security and Emergency Services remains committed to providing outstanding support in the administration of *"your public safety first"* responder initiatives. Please feel free to contact me if you have any questions, at 518-242-5000, or my Office of Interoperable and Emergency Communications (OIEC) Director, Mark Balistreri, at 518-322-4939.

Thank you for your cooperation in this public safety endeavor.

Sincerely,

A handwritten signature in cursive script that reads "Jacqueline Bray".

Jackie Bray
Commissioner

LEGISLATIVE INITIATIVE FORM

Date: 2/28/2025
Reference: Public Safety
Dual Reference:
Initiative: PS 5

Title of Proposed Resolution:

A RESOLUTION REGARDING THE ACCEPTANCE OF MONIES FROM THE NYS DIVISION OF HOMELAND SECURITY AND EMERGENCY SERVICES FOR PUBLIC SAFETY DISPATCHING EXPENSES

Purpose and General Idea:

Authorization to Enter into a Multi-Year Agreement with the NYS Department of Homeland Security and Emergency Services for the 2024 Public Safety Answering Point Grant Program

Summary of Specific Provisions:

Authorization to accept \$175,333 in funding from the NYS Department of Homeland Security and Emergency Services for the 2024 Public Safety Answering Point Grant Program (2024 PSAP Grant). The performance period for this grant is from January 1, 2024 through December 31, 2025.

Effects Upon Present Law:

None.

Justification:

Due to a delay on the state side for finalizing the contract, the grant has a two-year use period from January 1, 2024 to December 31, 2025. Acceptance of this multi-year contract is necessary to access the funds, and there is no budget change needed.

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
Kevin Spawn, Director of the Unified Communications Center

Date: February 28, 2025

RE: Authorization to Enter into a Multi-Year Agreement with the NYS Department of Homeland Security and Emergency Services for the 2024 Public Safety Answering Point Grant Program

Attached is a memorandum from Kevin Spawn, Director of the Unified Communications Center, requesting authorization to enter into a multi-year agreement with the NYS Department of Homeland Security and Emergency Services for the 2024 Public Safety Answering Point Grant Program. As part of this agreement, the County is to be awarded \$175,333 which can be used for eligible expenses related to public safety call-taking and dispatching.

This agreement has a term beginning January 1, 2024 and ending December 31, 2025

I recommend your approval.



Schenectady County
Unified Communications Center
2694 Hamburg Street, Schenectady NY 12303
Phone: (518) 630-0911 Fax: (518) 831-2850



Kevin W. Spawn – Director
Albert A. DelGiacco – Deputy Director

MEMO CORRESPONDENCE

TO: County Manager Rory Fluman

DATE: 01/29/2025

FROM: Director Kevin Spawn

SUBJECT: 2024 Public Safety Answering Point Grant

Schenectady County Unified Communications has been awarded a grant under the New York State 2024 Public Safety Answering Point Grant Program. The grant funds awarded total \$175,333.00. In most cases this grant is for one year and is part of our annual budget. Due to a delay on the state side for finalizing the contract, they have decided to make this grant a two-year use grant Jan 1, 2024 – Dec 31, 2025. Under County rules we will need to accept this multi-year contract. There is no budget change needed.

Please accept this memo as my request for Schenectady County to approve this multiyear contract. If you have any further questions please don't hesitate to ask.

Respectfully submitted,

Kevin Spawn
Director



Homeland Security and Emergency Services

KATHY HOCHUL
Governor

JACKIE BRAY
Commissioner

January 28, 2025

The Honorable Gary Hughes
Chair, Schenectady County Legislature
620 State Street
Schenectady, NY 12305

Dear Mr. Hughes:

I am pleased to announce that Schenectady County has been awarded \$175,333 under the New York State 2024 Public Safety Answering Point Operations Grant Program (2024 PSAP Grant). This program, administered by my agency, allows for State support to counties for eligible public safety call-taking and dispatching expenses. Your participation in this program is another example of the successful partnerships we have been developing for public safety and emergency preparedness across the state.

The performance period for the 2024 PSAP grant will be 24 months, beginning calendar year 2024 (January 1, 2024 – December 31, 2025). Expenses that you wish to claim must occur within that period. In order to provide these funds to you as quickly as possible, we will need to gather budget information within 45 calendar days of the date of this letter that reflects the award amount. Our Grants Program Administration staff will work with your designated PSAP point of contact, to provide additional administrative guidance and to develop a grant contract.

On behalf of Governor Kathy Hochul, the Division of Homeland Security and Emergency Services remains committed to providing outstanding support in the administration of “*your public safety first*” responder initiatives. Please feel free to contact me if you have any questions, at 518-242-5000, or my Office of Interoperable and Emergency Communications (OIEC) Director, Mark Balistreri, at 518-322-4939.

Thank you for your cooperation in this public safety endeavor.

Sincerely,

A handwritten signature in black ink that reads "Jacqueline Bray". The signature is written in a cursive, flowing style.

Jackie Bray
Commissioner

LEGISLATIVE INITIATIVE FORM

Date: 2/28/2025
Reference: Public Safety
Dual Reference:
Initiative: PS 6

Title of Proposed Resolution:

A RESOLUTION REGARDING AN AGREEMENT WITH AXON ENTERPRISES INC.
REGARDING CRIMINAL DISCOVERY SERVICES OF THE DISTRICT ATTORNEY

Purpose and General Idea:

Provides Authorization to Enter into a Multi-Year Agreement with Axon Enterprises, Inc. for the Attorney Prem/Justice Premier Program.

Summary of Specific Provisions:

Authorizes the County to enter into a multi-year agreement with Axon Enterprises, Inc. for the Attorney Prem/Justice Premier program. This agreement has a period beginning January 1, 2025 and ending December 31, 2034. The ten-year option has an approximately \$80,477 annual savings when compared to a one-year contract.

Effects Upon Present Law:

None.

Justification:

This program allows unlimited cloud-based storage and access to body camera footage, which the District Attorney's Office is required to turn over during a criminal case's discovery phase.

Sponsor: Legislator Constantine

Co-Sponsor:

COUNTY OF SCHENECTADY

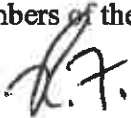


RORY FLUMAN
COUNTY MANAGER

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
Robert Carney, District Attorney

Date: February 28, 2025

Re: Authorization to Enter into a Multi-Year Agreement with Axon Enterprises, Inc.
for the Attorney Prem/Justice Premier Program

Attached is a memorandum from Robert Carney, District Attorney, requesting authorization to approve of a multi-year agreement with Axon Enterprises, Inc. for the Attorney Prem/Justice Premier program. This program allows unlimited cloud-based storage and access to body camera footage, which the District Attorney's Office is required to turn over during a criminal case's discovery phase.

This agreement has a period beginning January 1, 2025 and ending December 31, 2034. The ten-year option has an approximately \$80,477 annual savings when compared to a one-year contract.

I recommend your approval.

County of Schenectady
Office of the District Attorney

MEMORANDUM

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

FROM: Robert Carney, District Attorney

DATE: February 25, 2025

SUBJECT: AXON Attorney Prem/Justice Premier Plan for access of
body camera footage

Attached is a proposed ten-year contract with Axon Enterprises, Inc. for the Attorney Prem/Justice Premier program which is the program we use to access body camera footage required to be turned over during the discovery phase of our criminal cases. We can save the County money by entering into a ten-year contract, which is why I am proposing acceptance by the Legislature of the attached. We are using our discovery grant to pay the annual cost of this contract so additional county funds are not required to satisfy our obligations under this contract.

dh



Axon Enterprise Inc.
 PO BOX 29661
 DEPARTMENT 2018
 PHOENIX, AZ 85038-9661
 Ph: 1-480-991-0797, option 5, option 1
inquiries@axon.com
www.axon.com
 TIN: 86-0741227
 DUNS Number: 832176382
 UEI Number: TBW7MGPYJRM7

Invoice

Invoice ID INUS313781
 Invoice Account 547662
 Date 11-Jan-25
 Payment Term Net 30 days
 PO/DO #
 Quote # Q-622085,
 Sales Order #
 Terms of Delivery EXW
 Customer Reference Q-622085,

BILL TO
 Schenectady County (NY) District Attorney
 612 State St
 Schenectady, NY 12305-2112
 USA

SHIP TO
 Schenectady County (NY) District Attorney
 612 State St
 Schenectady, NY 12305-2112
 USA

Line No.	Ship to*	Item Number	Bundled Description	Bundled Quantity	Unit Price	Subtotal	Invoice Plan %	Amount
1		AttorneyPrem	Justice Premier	58.00			8.32954%	62,014.33
Bundled Line Subtotal								62,014.33
Item Line Subtotal								0.00

Sales Amount	62,014.33
Misc. Charge	0.00
Discount	0.00
Sales Tax	0.00
Total	62,014.33
Credit Amount(s) Applied	0.00
Amount Received	0.00
BALANCE DUE	USD 62,014.33

Payment Due 10-Feb-25

PAYMENT REMITTANCE INFORMATION

For ACH/EFT Payment: (Preferred Method)		For Wire Transfers		For Check Payments Mail To:	For Overnight Check Payments Mail
Account Name	Axon Enterprise, Inc.	Beneficiary	Axon Enterprise, Inc.	Axon Enterprise, inc.	Axon Enterprise, Inc.
Account Number	634912729	Account Number	634912729	PO BOX 29661	JPMorgan Chase (AZ1-2170)
Bank Routing No	122100024	Bank Routing No	021000021	DEPARTMENT 2018	Attr: Axon Enterprises 29661-2018
Reference No	INUS313781	SWIFT Code	CHASUS33	PHOENIX, AZ 85038-9661	2108 E Elliot Rd,
		Reference No	INUS313781	Reference No INUS313781	Tempe, AZ 85283
					Reference No INUS313781

Please reference the invoice number on your ACH, Wire or Check payment and send to AR@axon.com

Important Note: By selecting the wire transfer payment method, you agree to accept the processing & transaction fees charged by the bank relating to this wire

Invoice

Invoice ID
Date
Page

INUS313781
11-Jan-25
2 of 2

*Tax Note

Ship-to-address Legend*

1

Schenectady County (NY) District Attorney
612 State St
Schenectady, NY 12305-2112
USA



Axon Enterprise, Inc.
 17800 N 85th St.
 Scottsdale, Arizona 85255
 United States
 VAT: 88-0741227
 Domestic: (800) 978-2737
 International: +1.800.978.2737

Q-622085-45593.66ED

Quote # [redacted]
 Quote Expiration: 12/31/2024
 Account Number: 547682
 Payment Terms: N30
 Delivery Method:

SHIP TO	BILL TO
Schenectady County (NY) District Attorney 612 State St. Schenectady, NY 12305-2112 USA	Schenectady County (NY) District Attorney 612 State St. Schenectady NY 12305-2112 USA Email:

SALES REPRESENTATIVE	PRIMARY CONTACT
Eoin Dallas Phone: Email: edallas@axon.com Fax:	Anthony Brown Phone: Email: anthony.brown@schenectadycounty.com Fax:

Quote Summary

Program Length	120 Months
TOTAL COST	\$754,511.20
ESTIMATED TOTAL W/ TAX	\$754,511.20

Discount Summary

Average Savings Per Year	\$80,477.36
TOTAL SAVINGS	\$804,773.60

Anthony Brown
 Schenectady
 County
 manager

Payment Summary

Date	Subtotal	Tax	Total
Jan 2025	\$72,014.33	\$0.00	\$72,014.33
Jan 2026	\$84,494.90	\$0.00	\$84,494.90
Jan 2027	\$67,074.70	\$0.00	\$67,074.70
Jan 2028	\$66,757.68	\$0.00	\$66,757.68
Jan 2029	\$77,547.99	\$0.00	\$77,547.99
Jan 2030	\$74,844.91	\$0.00	\$74,844.91
Jan 2031	\$78,563.75	\$0.00	\$78,563.75
Jan 2032	\$81,750.58	\$0.00	\$81,750.58
Jan 2033	\$84,872.39	\$0.00	\$84,872.39
Jan 2034	\$88,360.05	\$0.00	\$88,360.05
Total	\$754,511.20	\$0.00	\$754,511.20

Quote Unbundled Price: \$1,559,284.80
 Quote List Price: \$842,265.60
 Quote Subtotal: \$754,511.20

Pricing

All deliverables are detailed in Delivery Schedules section lower in proposal

Item	Description	Qty	Term	Unbundled	List Price	Net Price	Subtotal	Tax	Total
Program									
Attorney Firm	Justice Premier	58	120	\$221.88	\$118.88	\$108.87	\$744,511.20	\$0.00	\$744,511.20
A la Carte Services									
100491	AXON JUSTICE - PSO - STANDARD DEPLOYMENT	1			\$16,000.00	\$16,000.00	\$16,000.00	\$0.00	\$16,000.00
Total							\$754,511.20	\$0.00	\$754,511.20

Delivery Schedule

Software

Bundle	Item	Description	QTY	Estimated Start Date	Estimated End Date
Justice Premier	100185	AXON EVIDENCE - STORAGE - THIRD PARTY UNLIMITED	58	01/01/2025	12/31/2034
Justice Premier	73478	AXON EVIDENCE - REDACTION ASSISTANT USER LICENSE	58	01/01/2025	12/31/2034
Justice Premier	73519	AXON COMMUNITY REQUEST	58	01/01/2025	12/31/2034
Justice Premier	73558	AXON EVIDENCE - STORAGE - UNLIMITED (AXON DEVICE)	58	01/01/2025	12/31/2034
Justice Premier	73538	AXON EVIDENCE - ECON LICENSE - PRO FOR PROSECUTOR	58	01/01/2025	12/31/2034
Justice Premier	85162	AXON AUTO-TRANSCRIBE - JUSTICE ACCESS	58	01/01/2025	12/31/2034
Justice Premier	85767	AXON EVIDENCE - DISCOVERY MODULE ACCESS	58	01/01/2025	12/31/2034

Services

Bundle	Item	Description	QTY
Justice Premier	101184	AXON INVESTIGATE - TRAINING - OPERATOR AND EXAMINER	3
Justice Premier	11842	AXON INVESTIGATE - THIRD PARTY VIDEO SUPPORT	58
A la Carte	100491	AXON JUSTICE - PSO - STANDARD DEPLOYMENT	1

Shipping Locations

Location Number	Street	City	State	Zip	Country
1	512 State St	Schenectady	NY	12305-2112	USA

Payment Details

Jan 2025						
Invoice Plan	Item	Description	Qty	Subtotal	Tax	Total
Annual Payment 1	Attorney Prem	Justice Premier	58	\$62,014.33	\$0.00	\$62,014.33
Invoice Upon Fulfillment	100491	AXON JUSTICE - PSO - STANDARD DEPLOYMENT	1	\$10,000.00	\$0.00	\$10,000.00
Total				\$72,014.33	\$0.00	\$72,014.33
Jan 2026						
Invoice Plan	Item	Description	Qty	Subtotal	Tax	Total
Annual Payment 2	Attorney Prem	Justice Premier	58	\$64,494.90	\$0.00	\$64,494.90
Total				\$64,494.90	\$0.00	\$64,494.90
Jan 2027						
Invoice Plan	Item	Description	Qty	Subtotal	Tax	Total
Annual Payment 3	Attorney Prem	Justice Premier	58	\$67,074.70	\$0.00	\$67,074.70
Total				\$67,074.70	\$0.00	\$67,074.70
Jan 2028						
Invoice Plan	Item	Description	Qty	Subtotal	Tax	Total
Annual Payment 4	Attorney Prem	Justice Premier	58	\$69,757.68	\$0.00	\$69,757.68
Total				\$69,757.68	\$0.00	\$69,757.68
Jan 2029						
Invoice Plan	Item	Description	Qty	Subtotal	Tax	Total
Annual Payment 5	Attorney Prem	Justice Premier	58	\$72,547.99	\$0.00	\$72,547.99
Total				\$72,547.99	\$0.00	\$72,547.99
Jan 2030						
Invoice Plan	Item	Description	Qty	Subtotal	Tax	Total
Annual Payment 6	Attorney Prem	Justice Premier	58	\$74,944.91	\$0.00	\$74,944.91
Total				\$74,944.91	\$0.00	\$74,944.91
Jan 2031						
Invoice Plan	Item	Description	Qty	Subtotal	Tax	Total
Annual Payment 7	Attorney Prem	Justice Premier	58	\$78,563.75	\$0.00	\$78,563.75
Total				\$78,563.75	\$0.00	\$78,563.75

Jan 2032						
Invoice Plan	Item	Description	Qty	Subtotal	Tax	Total
Annual Payment 8	Adverse Prem	Justice Premier	58	\$81,750.50	\$0.00	\$81,750.50
Total				\$81,750.50	\$0.00	\$81,750.50

Jan 2033						
Invoice Plan	Item	Description	Qty	Subtotal	Tax	Total
Annual Payment 9	Adverse Prem	Justice Premier	58	\$84,972.39	\$0.00	\$84,972.39
Total				\$84,972.39	\$0.00	\$84,972.39

Jan 2034						
Invoice Plan	Item	Description	Qty	Subtotal	Tax	Total
Annual Payment 10	Adverse Prem	Justice Premier	58	\$88,390.05	\$0.00	\$88,390.05
Total				\$88,390.05	\$0.00	\$88,390.05

Tax is estimated based on rates applicable at date of quote and subject to change at time of invoicing. If a tax exemption certificate should be applied, please submit prior to invoicing.

Contract State of New York OGS Contract PM69698 (IT Umbrella Contract) is incorporated by reference into the terms and conditions of this Agreement. In the event of conflict the terms of Axon's Master Services and Purchasing Agreement shall govern.

Standard Terms and Conditions

Axon Enterprise Inc. Sales Terms and Conditions

Axon Master Services and Purchasing Agreement:

This Quote is limited to and conditional upon your acceptance of the provisions set forth herein and Axon's Master Services and Purchasing Agreement (posted at <https://www.axon.com/sales-terms-and-conditions>), as well as the attached Statement of Work (SOW) for Axon Fleet and/or Axon Interview Room purchase, if applicable. In the event you and Axon have entered into a prior agreement to govern all future purchases, that agreement shall govern to the extent it includes the products and services being purchased and does not conflict with the Axon Customer Experience Improvement Program Appendix as described below.

ACEIP:

The Axon Customer Experience Improvement Program Appendix, which includes the sharing of de-identified segments of Agency Content with Axon to develop new products and improve your product experience (posted at www.axon.com/legal/sales-terms-and-conditions), is incorporated herein by reference. By signing below, you agree to the terms of the Axon Customer Experience Improvement Program.

Acceptance of Terms:

Any purchase order issued in response to this Quote is subject solely to the above referenced terms and conditions. By signing below, you represent that you are lawfully able to enter into contracts. If you are signing on behalf of an entity (including but not limited to the company, municipality, or government agency for whom you work), you represent to Axon that you have legal authority to bind that entity. If you do not have this authority, please do not sign this Quote.

Exceptions to Standard Terms and Conditions:

This Agreement begins on the Effective Date and continues for five (5) years (the "Initial Term"). Upon expiration of the Initial Term, the term of the Agreement shall renew automatically for one (1) additional five (5) years, for a total of ten (10) years, unless Agency notifies Axon of its intent to terminate ninety (90) days prior to the then-current expiration date. Agency's election not to renew for the full ten (10) years shall be treated as a termination subject to relevant terms of the Agreement.

S/ page 1

Signature

12/18/2024

Date Signed

10/28/2024





STATEMENT OF WORK
FOR THE
IMPLEMENTATION OF
AXON JUSTICE FOR
SCHENECTADY
COUNTY, NY ("SOW")

Submitted By: Erin Dallas
Axon Enterprise, Inc. (Axon)
17800 North 85th Street
Scottsdale, AZ 85255



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1. PROJECT OVERVIEW

Axon Justice is a cloud-native software solution provided as a SaaS subscription.

1.1 DEFINITIONS

TERM	DEFINITION
Client	The office, organization, or association who is identified within this SOW
Professional Services	The services that Axon provides within the scope of this SOW
Product	The software solution being implemented as part of this SOW
Project	Scope of this SOW as defined by the work to be completed described herein
Project Change Order (PCO)	Change order form outlined in Attachment B to be executed between Axon and the Client if a material change in scope is required for this SOW
Milestone	Event that constitutes completion of work as listed in Attachment A
Milestone Completion Report	The report outlined in Attachment A to be executed at key milestones between Client and Axon to approve completion of project phases
Third-Party Products and Services	Software, hardware, and services that are not owned by Axon but are being provided by Axon for this project as listed in Attachment C

1.2 OUT OF PROJECT SCOPE

Axon is only responsible for performing the professional services described within this SOW. Any additional professional services that are not defined explicitly by this SOW shall be done through a Project Change Order. The following are considered outside the scope of this project:

- Administration, management, or support of any internal city, county, state, federal, or Client IT network or infrastructure
- Changes made by the Client or the Client's vendors after go-live.
- Third-party products and services costs related to the vendors or Client's side of the integration.



2. PROFESSIONAL SERVICES

2.1 CONFIGURATION

Axon performs discovery to understand and document the Client's needs.

Axon collaborates with the Client to configure workflows, permissions, and privileges within evidence.com based on the Client's needs.

Axon will facilitate a workflow discussion with the core admin team.

2.2 DISCLOSURES

Axon enables the Client to share digital evidence to the defense through the following methods as determined by Client and Axon:

- o Public Defender Case Sharing
- o Disclosure Portal
- o Download Links

2.3 TRAINING

Axon works with the Client to identify the Client trainers receiving instruction on the product. Axon provides a training guide that outlines the covered topics, intended audience, facility needs, and duration of the training.

FORMAT

Remote Train the Trainer

For this project, Axon will schedule a cadence of remote training sessions as needed, which are not to exceed three (3) 2-hour training sessions for Client staff. Each session can accommodate up to 20 users and will train them in full system functionality. Training sessions provided by Axon are conducted on consecutive weekdays (Tuesday-Thursday) during normal business hours (9am-6pm with an hour break in between sessions). After the initial training, Client is responsible for any future training. Axon provides all training materials for successful training.



PARTNER AGENCIES

Axon will provide Train the Trainer training to Client so that Client is equipped to train and support their partner agencies. Ensuring the partner agencies are trained to follow the ingestion method as outlined in section 3.1 of this document is the Client's responsibility.

2.4 GO-LIVE

Axon works in partnership with the Client to build, coordinate, and execute a Go-Live plan to ensure successful system acceptance. Axon coordinates the Go-Live event.



3 INTERFACES

The Client tasks related to interface setup start immediately after project kick-off. It is critical for the Client Interface subject-matter experts (SME) and Axon project interface resources to work closely together to scope, set-up, and test all interfaces.

The Client facilitates any necessary meetings with all third-party system vendors where integration is required.

Axon provides any relevant Axon API documentation to the Client.

Axon conducts integration acceptance testing demonstrating the functionality of each integration to the Client.

The Client is responsible for ensuring the partner agencies follow the necessary steps for ingestion as recommended by Axon.

3.1 PARTNER AGENCY INGESTIONS

- 3.1.1 Axon Evidence.com to Axon Evidence.com: Axon Justice allows for other Axon agencies to "Case Share" from their instance of evidence.com into Client's instance.
- 3.1.2 Non-Axon Agency to Axon Justice: Axon will create Evidence.com Ingest Portals for non-Axon LEA's. These portals are to be used, for the sole benefit of Client. These ingest portals are to be used for the transmission of digital evidence to the Client and are not to be treated as a storage repository by the non-Axon LEA. The total number of these non-Axon LEA Ingest Portals shall not exceed seven (7) instances.



4. PROJECT MANAGEMENT

4.1 MANAGEMENT RESOURCES

Both parties assign a project manager to ensure completion of deliverables.

Axon's project manager ensures all team members from Axon and the Client are continually updated on the status of the project.

4.2 REQUIREMENTS PLANNING

All project requirements are documented during the kick-off and discovery phases of the project.

Once the Client and Axon agree on all requirements, Axon's project manager works with the Client's project manager to develop a project plan for Axon's implementation.

4.3 CHANGE CONTROL

If any changes in the project cause a material increase or decrease in fees, as determined by Axon, an adjustment in the fees will be agreed upon between the Client and Axon. All PCO forms must be approved and signed by the Client authority (Attachment B).

The Client acknowledges a proposed change request might have an impact on both scheduling and cost for the project that will be outlined in the PCO form.

4.4 MILESTONE COMPLETION REPORT (MCR)

Axon submits an MCR to the Client for approval upon completion of a milestone. Milestone Completion Report included (Attachment A).

Upon receiving an MCR, the Client has 14 calendar days to approve the milestone completion. If the Client has issues related to the milestone completion, the expectation is that the Client responds in writing to Axon with any issues related to the MCR within the 14 calendar-day window.



5. CLIENT COMMITMENTS

Ensure the reasonable availability for meetings, phone or email of knowledgeable staff and personnel to provide timely and accurate documentation and information to Axon.

Identify holidays, non-workdays, or major events that may impact the project.

Ensure Client desktop, mobile systems, and devices can access the product.

Make available relevant systems if needed for assessment by Axon (including making these systems available to Axon via remote access, if possible).

Provide Axon with remote access to the Client's Axon Evidence account when required.



6. SUPPORT

Axon provides updates and enhancements to the product, which the Client automatically receives.

Axon provides the Client's end users with access to the help.axon.com support portal to submit and review service tickets.

Following final acceptance, the Client utilizes Axon support via my.axon.com.

For technical support assistance, the Client may contact a technical support representative at 800-978-2737, or via email at Support@Axon.com. Online, email-based support and remote-location troubleshooting are included on an ongoing basis as part of the Client's investment in the Axon ecosystem. Phone support is available 24/7.



7. TERMS AND CONDITIONS

This SOW is governed by the master services and purchasing agreement referenced on the Quote.



ATTACHMENT A – MILESTONE COMPLETION REPORT (MCR)

By signing for the items in this Milestone Completion Report, I agree that Axon's Professional Services Organization has reached the following milestone(s) for the project agreed upon in the SOW between Axon and Client:

- Project kick-off
- Integrations completion
- Data conversions completion
- Go-Live
- Final acceptance

Date services were completed on:

_____ day of _____, 20__

Today's date: _____

Client name: _____

Signature: _____

Printed name: _____

Title: _____

Email: _____



ATTACHMENT B – PROJECT CHANGE ORDER

Date:
Description of change to Axon product or service:
Justification for change:
Effects on schedule:
Effect on project pricing (attach quote for reduction or increase in costs):

AXON ENTERPRISE, INC.

CLIENT

Signature: _____
Name: _____
Title: _____
Date: _____

Signature: _____
Name: _____
Title: _____
Date: _____



Schenectady County Legislature

Committee on Tourism, Arts and Special Events

Hon. Cathy Gatta, Chair

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

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

DATE: February 28, 2025
TO: Honorable Schenectady County Legislators
FROM: Geoffrey T. Hall, Clerk of the Legislature
SUBJECT: COMMITTEE AGENDA
Committee on Tourism, Arts and Special Events
Honorable Cathy Gatta, Chair
Monday, March 3, 2025 at 7:00 p.m
Schenectady County Office Building,
Legislative Chambers, Sixth Floor

Item	Title	Sponsor	Co-Sponsors
TASE	1 A RESOLUTION AUTHORIZING THE COUNTY MANAGER TO ENTER INTO A LICENSE AGREEMENT WITH THE SCHENECTADY COUNTY SOIL & WATER CONSERVATION DISTRICT, THE TOWN OF GLENVILLE POLICE BENEVOLENT ASSOCIATION, AND THE ALPLAUS FIRE DEPARTMENT FOR A FISHING DERBY	Legislator Gatta	

LEGISLATIVE INITIATIVE FORM

Date: 2/28/2025
Reference: Tourism, Arts and Special Events
Dual Reference:
Initiative: TASE 1

Title of Proposed Resolution:

A RESOLUTION AUTHORIZING THE COUNTY MANAGER TO ENTER INTO A LICENSE AGREEMENT WITH THE SCHENECTADY COUNTY SOIL & WATER CONSERVATION DISTRICT, THE TOWN OF GLENVILLE POLICE BENEVOLENT ASSOCIATION, AND THE ALPLAUS FIRE DEPARTMENT FOR A FISHING DERBY

Purpose and General Idea:

Provides Authorization to Enter into an Agreement with the Schenectady County Soil & Water Conservation District, The Town of Glenville Police Benevolent Association, and the Alplaus fire Department for the 8th Annual Hooks and Heroes Fishing Derby at the Indian Kill Preserve.

Summary of Specific Provisions:

Authorizes an agreement with the Schenectady County Sheriff SBA, Glenville Police Benevolent Association, East Glenville Fire Department, and Alplaus Fire Department for the 8th Annual Hooks and Heroes Fishing Derby at the Indian Kill Preserve on May 10, 2025. The attached memorandum from Christopher Gardner, County Attorney, presents the proposed license agreement with the associated agencies for the purposes of organizing and administering the Indian Kill Fishing Derby. Mr. Gardner's attached memorandum details the terms and conditions of the license agreement.

Effects Upon Present Law:

None.

Justification:

The program's previous year's-derbies have been a huge success, this is a wonderful opportunity to use the preserve again. The Schenectady County Sheriff SBA, Glenville Police Benevolent Association, East Glenville Fire Department, and Alplaus Fire Department are interested in sponsoring and organizing the seventh annual Fishing Derby at the County's Indian Kill Preserve on May 10, 2025. The organizers are hopeful that this year's event will continue the success of the prior years to ensure that all participants have a safe, fun day in the Indian Kill.

Sponsor: Legislator Gatta

Co-Sponsor:

COUNTY OF SCHENECTADY

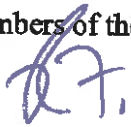


RORY FLUMAN
COUNTY MANAGER

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
Nicholas Klemczak, Executive Director of the Soil & Water Conservation District
Christopher H. Gardner, County Attorney

Date: February 28, 2025

Re: Authorization to Enter into an Agreement with the Schenectady County Soil & Water Conservation District, the Town of Glenville Police Benevolent Association, and the Alplaus Fire Department for the 8th Annual Hooks and Heroes Fishing Derby at the Indian Kill Preserve

The Schenectady County Soil & Water Conservation District, Glenville Police Benevolent Association, and Alplaus Fire Department are interested in sponsoring and organizing the 8th Annual Fishing Derby at the County's Indian Kill Preserve on Saturday May 10, 2024 from 8:30AM to 12:00 PM.

I am requesting to close the preserve from Friday May 9, 2025 at 9:00 AM until May 11, 2025 at 11:59 AM so that they can stock the stream with fish and host the event. Previous year's derbies have been a huge success and it is a wonderful opportunity to use the preserve again this year.

I recommend your approval.



Schenectady County Conservation District

Office of: Schenectady County Compost Facility
24 Hetcheltown Road, Glenville, New York 12302

Telephone: (518) 399-6980 Fax: (518) 399-5040

Nicholas Klemczak: Executive Director;

E-Mail: nickklemczaksswcd@yahoo.com

Memo

To: Rory Fluman, County Manager

From: Nicholas Klemczak, Executive Director of the Schenectady County SWCD

Date: February 12, 2025

Re: Indian Kill Fishing Derby License Agreement

The Schenectady County Soil & Water Conservation District, Town of Glenville Police Benevolent Association, and the Alplaus Fire Department are requesting exclusive use of the Indian Kill Nature Preserve May 9-11, 2025 to host a kid's fishing derby. The Preserve will be closed on Friday May 9th in preparation for the Derby which will take place on Saturday May 10th from 8:30am to 12:00pm. The Preserve will reopen upon the conclusion of the Derby.

Please let me know if there are any questions.

Thank you.

Providing Today, Protecting Tomorrow

LICENSE AGREEMENT

This License Agreement made the _____ day of _____, 2025, between the **County of Schenectady**, a municipal corporation organized under the laws of the State of New York, with an office at 620 State Street, Schenectady, New York 12305, (“County”), and the **Schenectady County Soil & Water Conservation District**, with offices located at 24 Hetcheltown Road, Glenville, New York 12302, the **Town of Glenville Police Benevolent Association**, organized under the laws of the State of New York, with an address to receive mail at PO Box 2115, Glenville, New York 12315; and the **Alplaus Fire Department**, organized and existing under the laws of the State of New York, with an office at 309 Alplaus Avenue, Alplaus, New York 12008 (“Organizers”).

WITNESSETH

WHEREAS, for approximately 20 years, the County organized and administered a fishing derby in the Indian Kill Preserve, park land which is owned by the County; and

WHEREAS, the Organizers have expressed interest in organizing and administering the fishing derby, and will organize and administer the fishing derby; and

WHEREAS, the Organizers have requested the County to grant a license to the Organizers to provide the opportunity to stock the stream with fish prior to the fishing derby, secure the stream after the stream is stocked with fish, and to administer the fishing derby as the Organizers did in the past; and

WHEREAS, the County is willing to permit the Organizers to come on the land at the Organizer’s own risk for such purposes.

NOW THEREFORE, in consideration of the premises and the covenants and conditions contained herein, the parties agree hereto as follows:

1. The County agrees that the Organizers shall have the exclusive right to enter upon the Indian Kill Preserve, owned by the County, commencing on May 9, 2025 at 9:00 a.m. and expiring at 11:59 PM on May 11, 2025 for the purposes of stocking the stream with fish, securing the stream after the stream has been stocked, and administering the fishing derby. The Derby will be held on May 10th from 8:30 a.m. to 12:00 p.m.
2. The Organizers shall have the right to limit access to the Indian Kill Preserve to its invitees during the time period set forth in paragraph 1. Such invitees shall include individuals administering the event, individuals participating in the event, spectators to the event, vendors providing services to participants and any others invited onto the premises at the sole discretion of the Organizers.
3. The permission granted by this instrument shall be a license only and shall be revocable at will by the County.

4. The Organizers agree that upon revocation of this license, it will at its own expense remove any equipment and personal property from the Indian Kill Preserve and restore the property to the same condition as it was before the execution of this instrument.
5. The Organizers shall, at all times during the times period set forth in paragraph 1, maintain liability insurance in an amount not less than \$3,000,000 combined single limit, which shall list the County as an additionally insured.
6. If the Organizers allow vendors onto the property to provide goods or services during the time period listed in paragraph 1, such vendors shall maintain liability insurance in an amount not less than \$1,000,000, combined single limit, which shall list the County as an additionally insured.

IN WITNESS WHEREOF, the parties of this Agreement have duly caused these presents to be signed.

COUNTY OF SCHENECTADY

Rory Fluman, County Manager

Approved as to form and content
this ____ day of _____, 2025.

Christopher H. Gardner
County Attorney

TOWN OF GLENVILLE PBA

Matthew Glass, President

**SCHENECTADY COUNTY SOIL &
WATER CONSERVATION DISTRICT**

Nicholas Klemczak, Executive Director

ALPLAUS FIRE DEPARTMENT

Andrew Coppola, Assistant Chief



RESOLUTION 37-19

Sponsored by Legislator Gatta:

A RESOLUTION AUTHORIZING THE COUNTY MANAGER TO ENTER INTO A LICENSE AGREEMENT WITH THE SCHENECTADY COUNTY SOIL L& WATER CONSERVATION DISTRICT, THE TOWN OF GLENVILLE POLICE BENEVOLENT ASSOCIATION, AND THE ALPLAUS FIRE DEPARTMENT FOR A FISHING DERBY

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

WHEREAS, the Schenectady County Attorney by memorandum dated _____, 2023 recommends that Schenectady County enter into a license agreement with the Schenectady County Soil & Water Conservation District, the Town of Glenville Police Benevolent Association, and the Alplaus Fire Department for access to the Indian Kill Preserve for a fishing derby; and

WHEREAS, the Schenectady County Attorney advises that the agreement provides the organizers with authority to enter the Indian Kill Preserve on May 12th to May 13th of 2023 to stock the stream with fish, and to operate a fishing derby; and

WHEREAS, the Schenectady County Attorney further advises that the organizers may invite vendors onto the property to provide goods and services during the fishing derby; and

WHEREAS, the County Manager by memorandum dated _____, 2023 recommends that Schenectady County enter into a License Agreement with the Schenectady County Soil & Water Conservation District, the Town of Glenville Police Benevolent Association, and the Alplaus Fire Department for the sponsoring and organizing of a fishing derby at the Indian Kill Preserve from May 12th to May 13, 2023; now, therefore be it

RESOLVED, that the County Manager be and he hereby is authorized, after approval of the County Attorney as to form and content, to negotiate and to execute a License Agreement with the Schenectady County Soil & Water Conservation District, the Town of Glenville Police Benevolent Association, and the Alplaus Fire Department consistent with the provisions of this Resolution.

3/4/2019: *Reported from the Committee on Tourism, Arts and Special Events (TASE1)*

3/12/2019: *Adopted by the County Legislature*

Ayes: 11.9323 (Constantine, Fluman, Gatta, Hughes, Jasenski, Johnson, McDonald, McGarry, Pascarella, Patierne, Ruzzo, Vellano)

Nays: 0.0000

Absent: 2.0738 (Fields, Socha)

Abstained: 0.0000

Excused: 0.9939 (Buhrmaster)

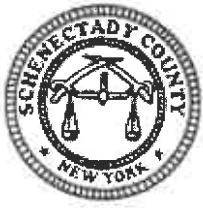
Resolution 37-19

STATE OF NEW YORK }
County Legislature }
County of Schenectady }

I have compared the preceding copy with the original resolution adopted by the Schenectady County Legislature at a meeting held March 12, 2019 on file in this office, and I do HEREBY CERTIFY the same to be a correct transcript there from in the whole of the original.

WITNESS my hand and the seal of the Schenectady County Legislature at the City of Schenectady this ___th day of _____, Two Thousand Twenty-Three.

Geoffrey T. Hall, Clerk,
Schenectady County Legislature



Schenectady County Legislature

Committee on Ways and Means

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: February 28, 2025
TO: Honorable Schenectady County Legislators
FROM: Geoffrey T. Hall, Clerk of the Legislature
SUBJECT: COMMITTEE AGENDA
Committee on Ways and Means
Honorable Richard Patierne, Chair
Monday, March 3, 2025 at 7:00 p.m
Schenectady County Office Building,
Legislative Chambers, Sixth Floor

Item	Title	Sponsor	Co-Sponsors
WM	4 A RESOLUTION REGARDING AN AGREEMENT WITH QUADIENT LEASING USA FOR LEASING A POSTAL MACHINE	Legislator Patierne	
WM	5 A RESOLUTION CORRECTING CLERICAL ERRORS ON THE MUNICIPAL TAX ROLL OF GLENNVILLE	Legislator Patierne	
PFTI	1 A RESOLUTION APPROVING CAPITAL BUDGET AMENDMENTS FOR THE PURCHASE OF EQUIPMENT BY THE DEPARTMENT OF PUBLIC WORKS	Legislator Patierne	

Item	Title	Sponsor	Co-Sponsors
HHHS	3 A RESOLUTION REGARDING THE ACCEPTANCE OF MONIES FROM THE NYS OFFICE FOR THE AGING	Legislator Ostrelich	
HHHS	4 A RESOLUTION REGARDING THE ACCEPTANCE OF MONIES FROM THE NYS OFFICE OF TEMPORARY AND DISABILITY ASSISTANCE	Legislator Ostrelich	
HHHS	5 A RESOLUTION TO ACCEPT MONIES FROM THE NYS OFFICE OF CHILDREN AND FAMILY SERVICES FOR SERVICES REGARDING ALCOHOL AND SUBSTANCE ABUSE DISORDERS	Legislator Ostrelich	
HHHS	6 A RESOLUTION TO ACCEPT MONIES FROM THE NYS OFFICE OF CHILDREN AND FAMILY SERVICES FOR RECRUITMENT EXPENSES REGARDING FOSTER AND ADOPTIVE PARENTING AND LEGAL GUARDIANSHIP SERVICES	Legislator Ostrelich	
CJCA	1 A RESOLUTION ESTABLISHING THE RATES OF COMPENSATION FOR ELECTION WORKERS EMPLOYED BY THE SCHENECTADY COUNTY BOARD OF ELECTIONS	Legislator Frisoni	

LEGISLATIVE INITIATIVE FORM

Date: 2/28/2025
Reference: Ways and Means
Dual Reference: Ways and Means
Initiative: WM 4

Title of Proposed Resolution:

A RESOLUTION REGARDING AN AGREEMENT WITH QUADIENT LEASING USA FOR LEASING A POSTAL MACHINE

Purpose and General Idea:

Provides Authorization to Enter Into a Multi-Year Agreement with Quadient Leasing USA for an iX-9 Production Mail Machine for the County Mailroom

Summary of Specific Provisions:

Authorizes the County to enter into a multi-year agreement with Quadient Leasing USA for the purposes of leasing an iX-9 Production Mail Machine for the County mailroom. This agreement has a term of 63 months and an annual leasing price of \$8,152.80 that will be locked in for the entire 63 months.

Effects Upon Present Law:

None.

Justification:

Leasing the iX-9 production mail machine for the County mailroom complies with the USPS's 2027 requirement that postage machines, such as the County's, be IMI (Intelligent Mail indicia) compliant, which means that it has better security standards and provides transaction-level data.

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 *R.F.*
CC: Geoffrey T. Hall, Clerk of the Legislature
Alissa Foster, Deputy Clerk of the Legislature
Thomas Bellick, Purchasing Agent
Date: February 28, 2025
Re: Authorization to Enter Into a Multi-Year Agreement with Quadient Leasing USA
for an iX-9 Production Mail Machine for the County Mailroom

Attached is a memorandum from Thomas Bellick, Purchasing Agent, requesting authorization to enter into a multi-year agreement with Quadient Leasing USA for the purposes of leasing an iX-9 Production Mail Machine for the County mailroom. As Mr. Bellick indicates, the County's lease on the current and obsolete mailing machine is expiring May 2025, Not only would the proposed multi-year address that issue, it would also comply with the USPS's 2027 requirement that postage machines such as the County's be Intelligent Mail Indicia compliant, which means that it has better security standards and provides transaction level data.

This agreement has a term of 63 months. As part of this agreement, the price annual leasing price of \$8,152.80 will be locked in for the entire 63 months.

I recommend your approval.



County of Schenectady
NEW YORK

Thomas Bellick
Purchasing Agent
Thomas.Bellick@Schenectadycounty.ny.gov
(518) 388-4240

SCHENECTADY COUNTY PURCHASING DEPARTMENT
County Office Building
620 State Street – 2nd Floor
Schenectady, New York 12305
Website: www.schenectadycountyny.gov

Memorandum

To: Rory Fluman, County Manager
CC. Chris Gardner
Jackie Falotico
Purchasing
From Thomas Bellick, Purchasing Agent

Tom

Re: Quadient iX-9 Digital Mailing Solution
Sourcewell Contract Pricing # 011322-QDT

Date: February 12, 2025

Second DRAFT: February 14, 2025

Attached please find the Quadient iX-9 Digital Mailing Solution under the Sourcewell Contract Pricing #011322-QDT dated January 17, 2025.

The existing mailing machine is obsolete as of this point in time, and will need to be replaced, as per the U.S. Postal Service this year. The current lease expires in May of 2025. The USPS is requiring large postage machines like ours to be IMI (Intelligent Mail Indicia) compliant in 2027. The new machine is IMI Compliant, so there will be no need to lease another postage machine in 2 years.

This lease amount currently is \$5,988.00 annually, and the new machine will cost \$8,152.80 annually.

This amount will be locked in for the entire contract period - 63 month term, rather than prices rising in 2 years from now when the Postal Service will require all of the older machines to be swapped out in 2027. Our price per month would escalate on the machine out side of the contract term, when we would be operating out of IMI compliance.

Tom



iX-9 Digital Mailing Solution

Sourcewell Contract Pricing #011322-QDT

Prepared for: **Schenectady County**

Proposal date: **1/17/25**

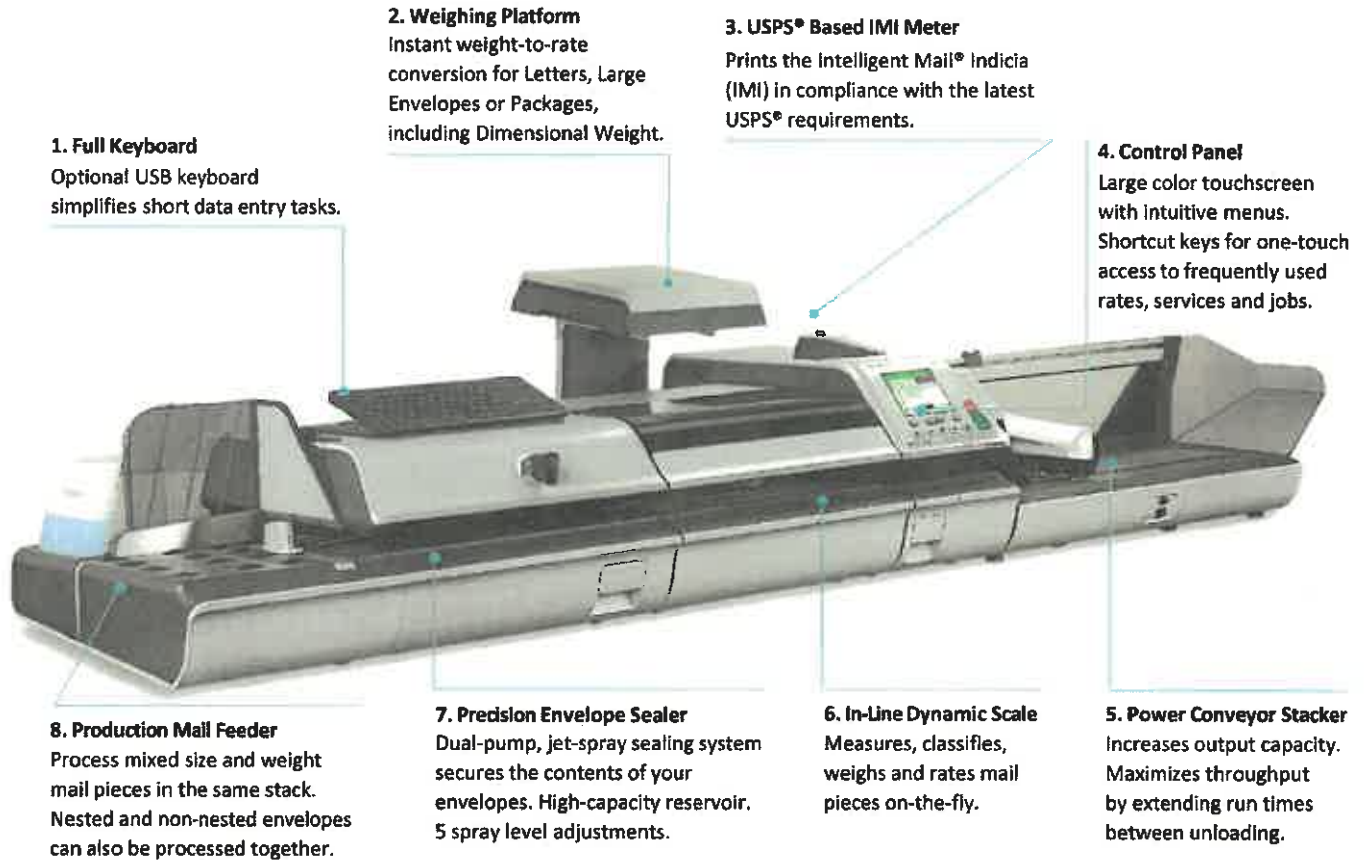
Valid until: **2/28/25**

Submitted by: **Ed Neary**
Sales Manager
Metroland Business Machines
518-452-2600, 15
eneary@metrolandbusiness.com



Product Overview

iX-9 SERIES



1. Full Keyboard
Optional USB keyboard simplifies short data entry tasks.

2. Weighing Platform
Instant weight-to-rate conversion for Letters, Large Envelopes or Packages, including Dimensional Weight.

3. USPS® Based IMI Meter
Prints the Intelligent Mail® Indicia (IMI) in compliance with the latest USPS® requirements.

4. Control Panel
Large color touchscreen with intuitive menus. Shortcut keys for one-touch access to frequently used rates, services and jobs.

8. Production Mail Feeder
Process mixed size and weight mail pieces in the same stack. Nested and non-nested envelopes can also be processed together.

7. Precision Envelope Sealer
Dual-pump, jet-spray sealing system secures the contents of your envelopes. High-capacity reservoir. 5 spray level adjustments.

6. In-Line Dynamic Scale
Measures, classifies, weighs and rates mail pieces on-the-fly.

5. Power Conveyor Stacker
Increases output capacity. Maximizes throughput by extending run times between unloading.

Key Specifications

iX-9 DS

Processing speed: Up to 210, 260 or 300 lpm

Dynamic weighing speed: Up to 160 or 180 lpm

Weighing platform capacity: 10, 30 or 70 lb.

Envelope thickness: Up to .8"

Accounts/departments: 100 standard, up to 3,000 optional

Online expense reporting (Neostats Basic): Standard

Connectivity: LAN and Wireless LAN standard

Postage labels: Self-adhesive with automatic dispenser

Security: 4-digit operator PIN codes

Job presets (imprint memories): Up to 15

Ink supply: Tank @ 115,000 imprints, Permanent print head

Neoship online shipping software: Available

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quadient



Quadrat at a Glance



Driving Business Results That Matter



CUSTOMER & EMPLOYEE ENGAGEMENT

- ✓ Personalize the communications experience for each customer
- ✓ Remove workflow complexities that discourage employees



REVENUE GROWTH

- ✓ Speed up document delivery and increase on-time payments
- ✓ Turn more customer communications into marketing opportunities



RISK MITIGATION

- ✓ Eliminate mail assembly errors that compromise privacy or compliance
- ✓ Ensure inbound packages are delivered without loss or delay



EXPENSE CONTROL

- ✓ Reduce operational costs by automating physical mail processing
- ✓ Choose the optimal carrier and service for every package you ship



Financial Considerations

Product Summary

- iX-9 production mail machine with mixed mail feeder, and 30lb scale
- Dynamic scale and conveyor included
- Fully IMI compliant
- Transfer of postage to new machine

Cost Summary		Valid Until: 02/28/25
01	63-month lease	\$679.40 per month
02	Freight, delivery & installation	Included
05	Meter rental	Included
04	Equipment maintenance	Included
Total Monthly Cost		\$679.40 per month

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quadient



**Government Product Lease Agreement
with Postage Meter Rental Agreement**

Section (A) Office Information

Office Number	Office Name	Phone #	Date
6200	Metroland Business Machines	(518) 452-2600	01/17/2026

Section (B) Billing Information

Company Name	Schenectady County		
DBA			
Billing Address	620 STATE ST FL 2		
City State Zip+4	SCHENECTADY	NY	12305-2112
Contact Name	Tom Bellick	Phone	(518) 388-4240
Contact Title		Fax	
Email Address	thomas.bellick@schenectadycountyny.gov		
	PO #		

Section (C) Installation Information (if different from billing information)

Company Name	Schenectady County		
Installation Address	620 STATE ST		
City State Zip+4	SCHENECTADY	NY	12305-2112
Contact Name	Tom Bellick	Phone	(518) 388-4240
Contact Title		Fax	
Email Address	thomas.bellick@schenectadycountyny.gov		
Main Post Office		PO S-Digit	Zip Code

Section (D) Products

Qty	Model / Part Number	Description (Include Serial Number, if applicable)
1	IX9A	IX-9A 210 LPM Base, Puffy Postcard Feeder w/Wireways, Ink Cartridge & Power Line Conditioner
1	IX9DWM PKG	IX-9 Dynamic Weighing Moduls
1	IXBCONVEYOR	IX-9 Conveyor Stacker
1	IXWP30	IX Series 30lb. Weigh Platform

Section (E) Lease Payment Information & Lease Payment Schedule

Tax Status: <input type="checkbox"/> Taxable <input checked="" type="checkbox"/> Tax Exempt <i>Certificate attached</i>	Number of Months First 63 Monthly Payment (Plus applicable taxes) \$679.40
Billing Frequency: <input type="checkbox"/> Monthly <input checked="" type="checkbox"/> Quarterly <input type="checkbox"/> Annually	Billing Method: <input checked="" type="checkbox"/> Standard <input type="checkbox"/> Arrears
	Current Lease Number: N19122845
	<input type="checkbox"/> ACH (Please go to MyQuadient.com to register for ACH)

Section (F) Postage Meter & Postage Funding Information

Meter Model	IX9AI	Machine Model	IX9A
Postage Funding Method: <input type="checkbox"/> Bill Me <input checked="" type="checkbox"/> Prepay by Check <input type="checkbox"/> ACH Debit (Submit customer authorization form) <input type="checkbox"/> OMAS <input type="checkbox"/> CPU (include authorization form)		Postage Funding Account: <input checked="" type="checkbox"/> POC <input type="checkbox"/> TMS <input type="checkbox"/> New <input checked="" type="checkbox"/> Existing Existing Account Number: 3563470	
Agency Code		Sub Agency Code	
Service Products (Check all that apply)			
<input checked="" type="checkbox"/> Online Postal Rates iMeter™ App (SP10) <input type="checkbox"/> Online Postal Expense Manager iMeter™ App (SP20/NeoStats) <input type="checkbox"/> Online E-Services with Electronic Return Receipt iMeter™ App (SP35) <input checked="" type="checkbox"/> NeoShip PLUS (EP70PLUS) <input checked="" type="checkbox"/> NeoShip Install & User Guide (EP70GUIDES) <input type="checkbox"/> 4G/5G Cell Service <input checked="" type="checkbox"/> Maintenance <input checked="" type="checkbox"/> Installation/Training <input type="checkbox"/> Software Support for premise (non-cloud) solutions			

Section (G) Approval

Existing customers who currently fund the Postage account by ACH Debit will not be converted to the Postage Funding Account unless initial here _____.

This document consists of a Government Product Lease Agreement with Quadient Leasing USA, Inc.; and a Postage Meter Rental Agreement, and Online Services and Software Agreement with Quadient, Inc.; and a Postage Funding Account Agreement with Quadient Finance USA, Inc. Your signature constitutes an offer to enter into such agreements, and acknowledges that you have received, read, and agree to all applicable terms and conditions (version Government-Equipment-Lease-Terms-USPS-Dealer-V11-2023), which are also available at <https://quadient.com/about-us/sustainable-design-and-manufacturing>, and that you are authorized to sign the agreements on behalf of the customer identified above. The applicable agreements will become binding on the companies identified above only after an authorized individual accepts your offer by signing below, or when the equipment is shipped to you.

Guided by Quadient, Inc.'s Sustainable Design and Responsible Manufacturing Policy, our Products may contain reused components. For more information visit <https://www.quadient.com/about-us/sustainable-design-and-manufacturing>.

***** SEE PURCHASE ORDER *****
Authorized Signature

Print Name and Title

Date Accepted

Accepted by Quadient Inc. and its Affiliates

Date Accepted

Customer

Organization	Schenectady County		
DBA			
Address	620 STATE ST FL 2		
City State Zip	SCHENECTADY	NY	12305-2112
Phone	(518) 388-4240	Fax	

LEASE - Sourcewell - Purchase Order

Sourcewell Contract #: 011322-QDT
 Sourcewell Membership #: 94432

Vendor

Company Name	Quadient Leasing USA, Inc.	FEDERAL ID#	94-2984524
Attention	Government Sales	DUNS#	150838872
Address	478 Wheelers Farms Rd		
City State Zip	Milford	CT	06461
Phone	(866) 448-0045	Fax	(203) 301-2600

Ship To

Organization	Schenectady County		
Attention	Tom Bellick		
Address	620 STATE ST		
City State Zip	SCHENECTADY	NY	12305-2112
Phone	(518) 388-4240	Email	thomas.bellick@schenectadycou

P.O. Number	P.O. Date	Requisitioner	Shipped Via	F.O.B. Point	Terms
			Ground	Destination	Quarterly Invoicing
QTY	Unit	Description	Unit Price	Total	
63	Months	Lease Payment	\$679.40	\$42,802.20	

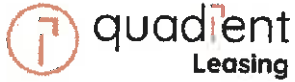
Lease payment specified above for products listed below includes equipment maintenance, meter rental, meter resets, postal rate changes, software license/support/subscription fees, delivery, installation, operator training, and lease document fees.

Products

QTY	Product ID	Description
1	IX9A	IX-9A 210 LPM Base, Puffy Postcard Feeder w/Wireways, Ink Cartridge & Power Line Conditioner
1	IX9DWM PKG	IX-9 Dynamic Weighing Module
1	IX9CONVEYOR	IX-9 Conveyor Stacker
1	IXWP30	IX Series 30lb. Weigh Platform

- Order is governed under the terms and conditions of the Sourcewell (formerly NJPA) Contract #: 011322-QDT. Enter this order in accordance with the prices, terms, delivery, and specifications listed above.
- Payments will be sent to:
 Quadient Leasing USA Inc.
 Dept 3682
 PO Box 123682
 Dallas TX 75312-3682
 Federal ID Number 94-2984524
- Send all correspondence to:
 Quadient Leasing USA Inc.
 478 Wheelers Farms Rd
 Milford CT 06461
 Phone: 203-301-3400; Fax: 203-301-2600

Authorized by _____	Date _____
Print Name _____	Title _____



Why Wait Program Agreement

The Quadient Leasing Why Wait program entitles you to upgrade your Quadient equipment up to 6 months prior to the end of the term of your Current Lease. Your new lease term will automatically commence and billing will begin after your Current Lease has reached the end of its current term. The transition from your Current Lease to the New Lease will be seamless.

By electing to participate in this program, you agree to the following:

- You agree to continue making payments on lease number N19122845 through the end of its Initial Term or, if applicable, the current Renewal Term.
- The term of the new lease, being signed concurrently with this agreement, ("New Lease") will commence when the Current Lease reaches the end of its Initial Term or, if applicable, the current Renewal Term.
- The Products that are subject to the Current Lease will be replaced with the Products identified in the New Lease for the remainder of the Current Lease's Initial Term or, if applicable, the current Renewal Term.
- If a subscription to the Impress Platform is included on the New Lease, then any associated Usage Fees will be in addition to the payments on the Current Lease and the New Lease.
- The replaced products from the Current Lease must be returned to us within thirty (30) days of the effective date of this agreement.

Company: Schenectady County

Signature: _____

Name (printed): _____

Title: _____

Date: _____

Company: Quadient Leasing USA Inc.

Signature : _____

Name (printed): _____

Title: _____

Date: _____



NEXT YEAR BUDGET COMPARISON REPORT

PROJECTION: 2025 2025 Operating Budget

ACCOUNTS FORC.	2023	2024	2024	2025	2025	2025	2025	2025	COMMENT
Purchasing/Contract Mail Distr	ACTUAL	ORIG BUD	REVISED BUD	DEPT. REQ.	NGR. REC.	ADOPTED			
132400 Vacation A511345 132400	9,222.36	.00	.00	.00	.00	.00	.00	.00	
132500 Sick A511345 132500	19,832.69	.00	.00	.00	.00	.00	.00	.00	
TOTAL Personnel Services	381,759.48	363,695.00	375,617.00	385,421.00	385,421.00	385,421.00	385,421.00	385,421.00	
52 Equip & oth Capital Outlay 204 Office & Service Equipment A521345 204 OffsvceEqp	61,247.85	.00	489.98	.00	.00	.00	.00	.00	
TOTAL Equip & oth Capital Ou	61,247.85	.00	489.98	.00	.00	.00	.00	.00	
54 Contract & Misc Exp 402002 Lease-Equipment A541345 402002 Lease-Eqp	5,988.00	8,668.00	5,988.00	8,097.00	8,097.00	8,097.00	8,097.00	8,097.00	
402500 Lease-Software A541345 402500 Lease-Sftw	.00	110.00	110.00	330.00	330.00	330.00	330.00	330.00	
403005 Telephone A541345 403005 Telephone	1,027.71	634.00	634.00	1,008.00	1,008.00	1,008.00	1,008.00	1,008.00	
403007 Internet service/Air Cards A541345 403007 Internet	328.76	360.00	360.00	540.00	540.00	540.00	540.00	540.00	
406001 Repairs to Equipment A541345 406001 RepEquip	.00	.00	195.00	.00	.00	.00	.00	.00	
406002 Maintenance Agreements A541345 406002 MaintAgr	355.93	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	

LEGISLATIVE INITIATIVE FORM

Date: 2/28/2025
Reference: Ways and Means
Dual Reference: Ways and Means
Initiative: WM 5

Title of Proposed Resolution:

A RESOLUTION CORRECTING CLERICAL ERRORS ON THE MUNICIPAL TAX ROLL OF GLENVILLE

Purpose and General Idea:

Provides Authorization to Correct and Refund Tax Roll in the Town of Glenville

Summary of Specific Provisions:

The Real Property Tax Service Agency has an application from the Town of Glenville requiring legislative approval for tax corrections. The applicant's delinquent water & sewer charge and the number of units was incorrectly calculated due to a meter issue. As a result, the applicant is eligible for \$8,802.61 in taxes to be cancelled.

Effects Upon Present Law:

The Real Property Tax Service Agency has received one (1) application for correction of the tax roll from the Town of Glenville. The attached memorandum from Paul Romano, Director of Real Property Tax Service Agency, provides the necessary detail to approve this request as the applicants are entitled to a correction or refund of the taxes levied pursuant to the definitions of Section 550 of the Real Property Tax Law.

The Department of Finance recommends that this item be presented to the County Legislature for its consideration.

Justification:

Legislative approval necessary for tax corrections.

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 *RF*

CC: Geoffrey T. Hall, Clerk of the Legislature
Alissa Foster, Deputy Clerk of the Legislature
Jaclyn Falotico, Commissioner of Finance
Paul Romano, Director of Real Property Tax Service Agency

Date: February 28, 2025

RE: Authorization to Correct and Refund Tax Roll in the Town of Glenville

The Real Property Tax Service Agency has an application from the Town of Glenville requiring legislative approval for tax corrections.

The applicant's delinquent water & sewer charge and the number of units was incorrectly calculated due to a meter issue. As a result, the applicant is eligible for \$8,802.61 in taxes to be cancelled.

Attached is a memorandum from Jaclyn Falotico, Commissioner of Finance, detailing the property and the level and nature of the corrections.

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 *RF*

CC: Paul Romano, Director of RPTSA

DATE: February 18, 2025

SUBJECT: Application for Corrected Tax Roll
(Town of Glenville)

The Real Property Tax Service Agency has received one (1) application for correction of the tax roll from the Town of Glenville. The attached memorandum from Paul Romano, Director of Real Property Tax Service Agency, provides the necessary detail to approve this request as the applicants are entitled to a correction or refund of the taxes levied pursuant to the definitions of Section 550 of the Real Property Tax Law.

The Department of Finance recommends that this item be presented to the County Legislature for its consideration.

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

County Finance

Memo

TO: Jaclyn L. Falotico, Commissioner of Finance
FROM: Paul G. Romano, Director
Real Property Tax Service Agency *PR*
DATE: February 18, 2025
SUBJECT: Applications for Corrected Tax Roll (1)
(Town of Glenville)

The Real Property Tax Service Agency has one (1) application requiring legislative approval for a correction to the 2025 Town and County General Tax Bill from the Town of Glenville. The applicant named below is entitled to a correction or refund of the taxes levied pursuant to the definitions of Section 550 of the Real Property Tax Law.

<u>TOWN</u>	<u>OWNER S/E/L</u>	<u>REASON</u>	<u>AMOUNT OF TAXES BILLED</u>	<u>AMOUNT OF TAXES DUE</u>
Glenville	Canelli, Joshua V. 23.13-3-35	Clerical Error	\$ 13,949.26	\$ 5,146.65
			Amount to <u>Cancel</u> = \$8,802.61	

(The delinquent water & sewer charge and number of units was calculated incorrectly due to a meter issue. The correct unit amount should be 1 and the delinquent water amount was negotiated per a Town of Glenville resolution.)