

ECONOMIC DEVELOPMENT COMMITTEE

March 3, 2021 3:00 p.m.

AGENDA

Chair: Philip Barrett

Members:

Tara Gaston  
Joe Grasso  
Jon Schopf  
Kevin Tollisen  
Sandra Winney  
Tom Wood

- I. Welcome and Attendance
- II. Approval of the minutes of the February 3, 2021 meeting
- III. Establishing a Capital Reserve Fund for the Municipal Economic Development Assistance Grant Program –Brian O’Conor, Director of Finance
- IV. Statewide Septic System Replacement Fund – Dustin Lewis, Saratoga SWCD
- V. Saratoga County IDA Presentation – Rod Sutton
- VI. Clifton Park IDA Presentation – Supervisor Jonathan Schopf
- VII. Other Business
- VIII. Adjournment

Due to public health and safety concerns related to COVID-19, there is limited capacity in the Boardrooms. The public will have an opportunity to hear the meeting live via an audio signal using this call-in number and access code:

Dial: 1-978-990-5145  
Access Code: 1840389



# SARATOGA COUNTY

## AGENDA ITEM REQUEST FORM

**TO:** Steve Bulger, County Administrator  
Hugh Burke, Interim County Attorney  
Pam Wright, Clerk of the Board

**CC:** Jason Kemper, Planning Director  
Therese Connolly, Deputy Clerk of the Board  
Matt Rose, Management Analyst

**FROM:** Brian O’Conor, Director of Finance

**DATE:** 2/19/2021

**COMMITTEE:** Economic Development

1. Is a Resolution Required: **YES** or **NO**  
(If YES, please complete #2- #10) (If NO, skip to #10 and provide reason for bringing the item)
2. Is a Budget Amendment needed: (If yes, budget lines and impact must be provided) **No**
3. Are there Amendments to the Compensation Schedule: (If yes, provide details) **No**
4. Details on what the resolution will authorize: (Be specific)

This resolution will create a new reserve account **A-0888.ED** for unspent monies related to the Municipal Economic Development Assistance grant program. In 2020 \$150,000 was appropriated for this program, \$111,744.02 of which has not been expensed.

This reserve will house the unexpended funds until a reimbursement voucher is submitted by a municipality, then such funds will be transferred to the General Fund budget. Unspent monies in succeeding years may also be transferred to this account.

Similar reserve accounts have been set up for Open Space and Trails funds. Attached is Resolution 221-2015 setting up the reserve for Open Space as reference.

Though no budget amendment is required, \$111,744.02 in unassigned fund balance will be assigned to the new A-0888.ED reserve account.

5. Vendors/contractors Selected: **None**
  - a. Less desirable alternatives:
  - b. Were bids/proposals solicited:
  - c. Was the contractor selected the lowest bid or proposal:
  - d. Was the contract awarded on the best value methodology:
  - e. Is the vendor/contractor a sole source:
  - g. Commencement date of contract term:
  - h. Termination of contract date:



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- i. Contract renewal and term:
  - j. Contact information:
  - k. Is the vendor/contractor an LLS, PLLC or partnership:
  - l. State of vendor/contractor organization:
  - m. Time element and why:
  - n. Other remarks:
  
6. Is this an annual housekeeping resolution: (If so, attach the last approved resolution) **No**
  - a. What were the terms of the prior resolution
  - b. Are the terms changing:
  - c. What is the reason for the change in terms:
  
7. Is a new position being created: **None**
  - a. Effective date
  - b. Salary and grade
  
8. Is a new employee being hired: **No**
  - a. Effective date of employment
  - b. Salary and grade
  - c. Appointed position:
  - d. Term:
  
9. Is a grant being accepted: **No**
  - a. Source of grant funding:
  - b. Amount of grant:
  - c. Purpose grant will be used for:
  - d. Equipment and/or services being purchased with the grant:
  - e. Time period grant covers:
  
10. Remarks/Reasoning (All back up must be attached to this memorandum):



# SARATOGA COUNTY SOIL & WATER CONSERVATION DISTRICT

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## STATEWIDE SEPTIC SYSTEM REPLACEMENT FUND UPDATE 3/3/21

In late 2017 the Saratoga County Soil and Water Conservation District was contacted by the State regarding the Statewide Septic System Replacement Fund (The Fund). Our Board decided that this was a worthwhile effort and we worked with the County to sign up for the available \$150,000.00 funding. In discussions with Town officials, it was decided that we would send out a mailing to all eligible parcel owners, advising them of this opportunity. Eligible parcels are those that fall within the 250-foot buffer of the Dwass Kill or its tributaries. To identify property owners for the mailing a request was made of the Saratoga County Planning Department to use GIS to create a map along with a list of the property owners in the eligibility range. This list contained 303 parcels in Clifton Park and 48 in Halfmoon. Letters were sent to every parcel owner using the owners address in their tax parcel info. The mailing contained a letter from Supervisor Barrett for Clifton Park residents or a letter from Supervisor Tollisen for Halfmoon residents to help assure residents that this was an official program. Also included were a pamphlet on caring for your septic system, the intro letter, and an application. Even with over 350 letters mailed out we received only a few interested parties and have paid out 5 projects.

Often, we receive calls from property owners that are not eligible due to their location, usually in other parts of the County. We have also had numerous calls asking if the funding can be used to connect to a sewer line that is in front of their home. I attempted to convince the State that this would be good use of the funds, unfortunately the legislation that created this fund does not include wording that would allow this.

Only having awarded 5 projects totaling \$24,865.00 out of the available \$150,000.00 is not ideal. Since the initial mailing we have continuously kept the grant information on our website for anyone that is interested. With what is a relatively small pool of possible applicants (350) and a small geographic area, our office would be available to update the mailing list to account for new owners of eligible property and send out a mailing to those residents. I would feel that a direct mailing would be the best way to ensure that residents that are eligible for this program are made aware. If the Town would like we would be willing to hold a public meeting after the mailings go out to inform possible applicants about the program and be able to answer questions on the spot.

Respectfully Submitted  
Dustin Lewis  
Saratoga SWCD

### **BOARD OF DIRECTORS:**

Victoria Garlanda • Jen Koval • Jay Matthews • Donald Monica • Darren O'Connor • Steven Ropitzky • Ed Kinowski